

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

**TUESDAY, May 19, 2020
REGULAR COUNCIL MEETING
6:30 P.M.**

TAB

The City Council of the City of Hilshire Village, Texas will hold a Regular City Council Meeting on Tuesday, May 19, 2020, at the City Hall located at 8301 Westview, Houston, Texas 77055, beginning at 6:30 p.m. **THERE WILL BE NO PUBLIC ACCESS TO THE CITY HALL FOR THE MEETING.** In order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and to slow the spread of the Coronavirus (COVID-19), the City Council will conduct the meeting by telephonic conference in accordance with the order of the Office of the Governor issued on March 16, 2020. Any person may participate and address the City Council by either:

Join the meeting on Zoom: You will be able to join the meeting by clicking on or entering the following link and entering the Meeting ID and password below:

Join Zoom Meeting

<https://zoom.us/j/92218637837?pwd=dHNGVDZnRGtLMjV2YW9VdEJWNGlqdz09>

Meeting ID: 922 1863 7837

Password: 249363

Or

You are also able to join the meeting telephonically by dialing any of the following number and entering the meeting ID and password: +1 346-248-7799(local);

Meeting ID: 92218637837

Password: 249363

This written notice, the meeting agenda, and the agenda packet, are posted online at

<http://www.hilshirevillagetexas.com>

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO susan.blevins@hilshirevillagetexas.com

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below:

If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting

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REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

- 1.1 Invocation (Council Member Swanson)
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. CITIZEN'S COMMENTS: (Time Limit- 3 minutes)

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. Comments are limited up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

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

A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.

3. REPORTS TO COUNCIL:

- 3.1 Police 1
 - Incident Report April
 - Up to date Incident Report for May
- 3.2 Building Officials Report (Kevin Taylor/Evan DuVall) 2
- 3.3 Engineers Report: (City Engineer Efrain Him) 3
 - 8009 Anadell Road
 - 1233 Archley Drive
 - 1331 Friarcreek Lane
 - 1301 Glourie Drive
 - 24 Hickory Shadows Drive
 - 1201 Pine Chase Drive
 - 1209 Pine Chase Drive

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1315 Pine Chase Grove
1323 Pine Chase Grove
5 Pine Creek Lane
1245 Ridgeley Drive

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1 Discussion and possible approval of the City of Hilshire Village Ordinance Number 795-2020 adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Ways (Council Member Schwarz and City Engineer Him) 4
- 4.2 Discussion and possible authorization to HDR to provide a topographical survey of the City's Right-of-Way at Pine Chase Grove located between 1324 and 1327 Pine Chase Grove with a not to exceed price of \$4,180.00 and discussion of necessary improvements (Engineer Him and Council Member Byrne) 5
- 4.3 Approving Resolution Number 2020-203 of the City of Hilshire Village, Texas adopting the Harris County Multi-Hazard Mitigation Plan (City Secretary Blevins). 6

5. DISCUSSION:

- 5.1 Discussion of Zoning Ordinance requirements for Residential Districts regarding maximum lot coverage (Sec. 11:01.06), including non-permeable requirements in front of front building line, behind front building line, and for total lot. (Mayor, Building Official, City Engineer, City Attorney). 7
- 5.2 Discussion and possible direction given by Council to staff and Zoning Committee regarding structures in front of the front building line (City Administrator Blevins) 8
- 5.3 Discussion of Zoning Ordinance changes to accessory buildings (Zoning Committee Chairman Stafford and City Attorney)..... 9

If there are no objections from Council, the City Engineer is excused

6. REPORTS TO COUNCIL: (Con't)

- 6.1 Fire Commissioner 10

7. DISCUSSION AND POSSIBLE ACTION:

- 7.1 Consideration and Possible Action regarding Resolution No. 2020-204 of the City of Hilshire Village to approve a request from the Village Fire Department Commission related to the amended 2019 budget for the Village Fire Department's 2019 Audit and Intra-Budgetary Transfers in which the General Funds' \$115,864.20 deficient would be funded by the Ambulance Billing Fund. (Commissioner Byrne). 11
- 7.2 Consideration and Possible Action regarding Resolution No. 2020-205 of the City of Hilshire Village to approve the request from the Village Fire Department Commission to approve the Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314

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with Hilshire Village's 2021 Annual Assessment being \$208,839,42 (3%). (Commissioner Byrne). **TAB** 12

Recess the Regular Council Session

8. **CLOSED EXECUTIVE SESSION:** City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters on this agenda as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) Sections 551.074 (Personnel Matters) and Sections (Security Devices or Security Audits).

8.1 None at the time of Posting.

8.2 City Council may deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

Convene the Regular Council Session

If there are no objections from Council, the City Attorney is excused

9. **DISCUSSION:**

9.1 (Mayor Herron)

10. **REPORTS TO COUNCIL: (Con't)**

10.1 City Administrator 13

Complaint & Issues Report

Consent Agenda

Verizon – Nodes

Cyber Security Course

City Office

ISO 14

Municipal Clerk Appreciation..... 15

10.2 Treasurer 16

Investments

11. CONSENT AGENDA:

The consent agenda is a meeting method many government councils use to help make meetings more efficient and meaningful to the members of the audience. All matters within the consent agenda have been distributed to each member of the City Council for review and study and are considered routine and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired,

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that item may be removed from the consent agenda and placed on the Regular Agenda by request of a member of City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

11.1 Disbursements: Summary, Deposits.....	17
11.2 Approving the Minutes from the Regular Council Meeting and Public Hearing of April 21, 2020.	18
11.3 Approving the Check Register for April, 2020	19
11.4 Approving Quarterly Investment Report	20
11.4 Approving the Proclamation for the Spring Family Event.....	21
11.5 Approving the Proclamation for Police Week	22
11.6 Authorizing the Mayor to enter into a contract with a credit card company (in which service charges will be charged to the end user) after review by City Attorney.	23

12. REPORTS FROM COUNCIL:

13. ADDITIONAL COUNCIL COMMENTS:

14. FUTURE AGENDA TOPICS:

15. ANNOUNCEMENTS:

16. ADJOURNMENT:

NOTE: Agenda items may not necessarily be considered in the order that they appear. With regard to any item, Council may take various actions, including but not limited to rescheduling an item in its entirety or for particular action at a future date or time.

NOTE: IN THE EVENT A QUORUM OF THE CITY COUNCIL IS NOT PRESENT, THE REPORTING MEMBERS WHO ARE PRESENT WILL MEET AS A SUB-COMMITTEE, FOR DISCUSSION PURPOSE ONLY, REGARDING THE ABOVE AGENDA ITEM(S).

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible May 15, 2020 at 2:00 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours prior to this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

Susan Blevins

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

04\01\2020
thru 04\30\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	1
22	ALARM	6
23	AMBULANCE CALL	3
24	ANIMAL CALL	2
135	BUSINESS CHECK	17
53	DEBRIS IN ROADWAY	1
56	DISTURBANCE	1
70	INFORMATION	3
76	LOUD NOISE	1
81	OPEN DOOR	1
86	PUBLIC RELATIONS	2
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	4
112	VEHICLE CHECK	2
117	WELFARE CONCERN	2
Total		47

MONTHLY BUILDING REPORT

April 2020

Plan Review: One (1): 24 Hickory Shadows Drive – Swimming Pool

Permits: Eight (8):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	1
HVAC:	1
Plumbing:	
Fire Sprinklers:	
30-Day Dumpster:	

Sign:	
Roof:	
Fence:	2
Tree Removal:	2
Irrigation:	1
Drainage:	
Swimming Pool:	
Swimming Pool Demo:	
Other: Parking Pad	1

Inspections: Twenty-Eight (28)

Construction Site Maintenance Warnings Issued: One (1)

- 1306 Glourie – No response from contractor or property owner, legal action pending
- 1226 Glourie – Property is being mowed but debris pile remains

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: None

Change of Occupancy Use: None

Extended Permit Request: None

CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - April 2020

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	# of Inspections
4/1	HV-20-026T	1240 Archley Dr	EF Arbor Services	\$ -	Dead Tree Removal	0
4/2	HV-20-015SP	1233 Archley Dr	Perez Electric	\$ 205.00	Swimming Pool Electrical	2
4/15	HV-18-099I	1217 Pine Chase Dr	Eden Outdoor LLC	\$ 240.00	New Irrigation System	2
4/15	HV-18-099FS	1217 Pine Chase Dr	Rio Grande Fence	\$ 175.00	New Perimeter Fence	1
4/17	HV-19-080M	1220 Archley Dr	Top Quality Air Design	\$ 405.00	New HVAC system	3
4/24	HV-20-027F	1233 Pine Chase Dr	Bill Bristow (Homeowner)	Waived	Fence Replacement	1
4/24	HV-20-028SP	24 Hickory Shadows	Artistic Pools of Houston	\$ 350.00	Swimming Pool Plan Review	0
4/24	HV-20-028D	24 Hickory Shadows	Artistic Pools of Houston	\$ 1,000.00	Drainage Plan Review	0
4/29	HV-20-029T	1101 Ridgeley Dr	Expert Tree Service	\$ 25.00	Tree Removal	0
4/30	HV-20-030PP	1230 Glourie Dr	Osentowski (Homeowner)	\$ 240.00	Parking pad	2

INSPECTION LOG - April 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
3/31	10:00 AM	4/1	20-070	1220 Archley Dr	HV-19-080B	Straps/Clips	Pass	4/1/2020	BBG
3/31	12:00 PM	4/1	20-071	1111 Guinea Dr	HV-20-099E	Electrical Rough-In	Pass	4/1/2020	BBG
3/31	12:00 PM	4/1	20-072	1233 Archley Dr	HV-18-101E	Electrical Final	Pass	4/1/2020	BBG
4/1	2:25 PM	4/2	20-073	7915 S Villa Circle	HV-19-068E	Ditch Cover, Electrical TCI	Pass	4/2/2020	BBG
4/1	3:23 PM	4/2	20-074	1306 Bridle Spur Ln	HV-19-062B	Nail Pattern	Fail	4/2/2020	BBG
4/2	12:00 PM	4/3	20-075	1220 Archley Dr	HV-20-007SP	Steel Inspection (Swimming Pool)	Pass	4/3/2020	BBG
4/2	12:00 PM	4/3	20-076	1233 Archley Dr	HV-20-015SP	Steel Inspection (Swimming Pool)	Pass	4/3/2020	BBG
4/2	12:00 PM	4/3	20-077	1233 Archley Dr	HV-20-015SPE	Electrical Ground / Bond (Swimming Pool)	Pass	4/3/2020	BBG
4/2	12:00 PM	4/3	20-078	1306 Bridle Spur Ln	HV-19-062B	Nail Pattern	Fail	4/3/2020	BBG
4/2	12:00 PM	4/2	20-079	7915 S Villa Circle	HV-20-068FS	Fire Sprinkler Cover & Hydro	Pass	4/2/2020	BBG
4/3	12:00 PM	4/6	20-080	1206 Pine Chase Dr	HV-19-013SP	Swimming Pool Final	Pass	4/6/2020	BBG
4/3	10:00 AM	4/6	20-081	1220 Archley Dr	HV-19-080B	Nail Pattern	Fail	4/6/2020	BBG
4/3	12:00 PM	4/6	20-082	1306 Bridle Spur Ln	HV-19-062B	Nail Pattern Reinspection	Fail	4/6/2020	BBG
4/6	2:52 PM	4/7	20-083	1220 Archley Dr	HV-19-080B	Nail Pattern	Fail	4/7/2020	BBG
4/6	3:52 PM	4/7	20-084	1306 Bridle Spur Ln	HV-19-062B	Nail Pattern Reinspection	Fail	4/7/2020	BBG
4/8	3:05 PM	4/9	20-085	1306 Bridle Spur Ln	HV-19-062B	Nail Pattern Reinspection	Pass	4/9/2020	BBG
4/14	2:26 PM	4/15	20-086	1233 Archley Dr	HV-18-101B	Outdoor Kitchen Foundation	Pass	4/15/2020	BBG
4/14	12:00 PM	4/15	20-087	1220 Archley	HV-19-080P	Plumbing Rough-In	Pass	4/15/2020	BBG
4/15	10:59 AM	4/16	20-088	1233 Archley Dr	HV-18-101P	Plumbing Final	Fail	4/16/2020	BBG
4/17	1:30 PM	4/20	20-089	1233 Archley Dr	HV-18-101P	Plumbing Final	Fail	4/20/2020	BBG
4/18	8:30 PM	4/20	20-090	1217 Pine Chase Dr	HV-18-099B	Driveway Reinspection	Pass	4/20/2020	BBG
4/20	8:09 AM	4/21	20-091	1217 Pine Chase Dr	HV-18-099I	Irrigation Cover	Pass	4/21/2020	BBG
4/22	4:23 PM	4/23	20-092	1220 Archley	HV-19-080M	HVAC Cover	Pass	4/23/2020	BBG
4/23	3:33 PM	4/24	20-093	1233 Archley	HV-18-101B	Outdoor Kitchen Windstorm	Pass	4/24/2020	BBG
4/23	4:42 PM	4/24	20-094	1306 Bridle Spur Ln	HV-19-062M	HVAC Rough In	Fail	4/24/2020	BBG
4/24	10:35 AM	4/28	20-095	8373 Westview Dr	N/A	Building Inspection Post Fire	N/A	4/28/2020	BBG
4/24	3:23 PM	4/27	20-096	1306 Bridle Spur Ln	HV-19-062M	HVAC Rough-In Reinspection	Pass	4/27/2020	BBG
4/29	2:39 PM	4/30	20-097	1233 Pine Chase Dr	HV-20-027F	Fence Final	Pass	4/30/2020	BBG

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
4/11	1306 Glourie Dr	No violations. Lot still look clean, need to watch grass height	
4/11	8116 Bromley St	No violations noted	
4/11	14 Hilshire Grove Ln	No violations noted	
4/11	2 Pine Creek Ln	No violations noted	
4/11	1233 Archley Dr	No violations noted	
4/11	1220 Archley Dr	No violations noted. Silt fencing is only down at gate's entry way, probably due to the open gate. Monitor further	
4/11	8009 Anadell St	No violations noted. Site a bit messy due to current construction, but silt fencing is repaired from last week.	
4/11	1217 Pine Chase Dr	No violations noted. Site is a little messy due to setting up forms for driveway	
4/11	1023 Ridgeley Dr	No violations	
4/11	7902 N Villa	No violations noted; house is almost complete	
4/11	7915 S Villa	No violations noted	
4/11	1111 Guinea Dr	No violations noted	
4/11	1226 Glourie Dr	Site looks the same as previously; Fallen tree branches on site were actively being cleared during inspection.	
4/11	1306 Bridle Spur St	Violation given: dirt and debris must be kept picked up in front of site at all times and site must be free of debris by using trash receptacles at all times. Workers grabbed violation paper off the fence as I left	
4/18	1306 Glourie Dr	Grass height above city ordinance	City is taking action against property owner.
4/18	8116 Bromley St	No violations noted	
4/18	14 Hilshire Grove Ln	No violations noted	
4/18	2 Pine Creek Ln	No violations noted	
4/18	1233 Archley Dr	No violations noted	
4/18	1220 Archley Dr	No violations noted	
4/18	8009 Anadell St	No violations noted. Still framing driveway	
4/18	1217 Pine Chase Dr	No violations noted. Still setting up forms for driveway	
4/18	1023 Ridgeley Dr	No violations	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
4/18	7902 N Villa	Warning violation given: need proper trash disposal	Contacted contractor, he explained that the dumpster was taken away for a few hours to be emptied but they do normally have proper disposal container.
4/18	7915 S Villa	No Violations noted, construction is done	
4/18	1226 Glourie Dr	Site looks the same as previously	
4/18	1306 Bridle Spur St	Same as last week: Dirt and debris must be kept picked up in front of site at all times and site must be free of debris by using trash receptacles at all times. Spoke to builder	
4/18	1111 Guinea Dr	No violations noted	
4/25	1306 Glourie Dr	No violations. Grass height above city ordinance	
4/25	1226 Glourie Dr	Site looks the same as previously	
4/25	8116 Bromley St	No violations noted	
4/25	14 Hilshire Grove Ln	No violations noted	
4/25	2 Pine Creek Ln	No violations noted	
4/25	1233 Archley Dr	No violations noted	
4/25	8009 Anadell St	Site is very muddy. Driveway is still not poured	
4/25	1220 Archley Dr	No violations noted	
4/25	1217 Pine Chase Dr	No violations noted	
4/25	1023 Ridgeley Dr	No violations	
4/25	7902 N Villa	No Violations	
4/25	7915 S Villa	No violations noted	
4/25	1306 Bridle Spur St	Violation given to keep job site clean	
4/25	1111 Guinea Dr	No violations noted	
5/2	1111 Guinea Dr	No violations noted	
5/2	1233 Archley Dr	No violations noted	
5/2	7902 N Villa	No Violations	
5/2	1306 Bridle Spur St	Site cleanliness has improved	
5/2	7915 S Villa	No violations noted	
5/2	1306 Glourie Dr	Violation given to cut grass and maintain lot	
5/2	8116 Bromley St	No violations noted	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
5/2	1023 Ridgeley Dr	No violations	
5/2	1226 Glourie Dr	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects.	
5/2	2 Pine Creek Ln	No violations noted	
5/2	8009 Anadell St	Driveway has still not been poured. Site looks very messy	
5/2	1217 Pine Chase Dr	No violations noted. Driveway has been poured	
5/2	14 Hilshire Grove Ln	No violations noted	
5/2	1220 Archley Dr	No violations noted	
5/8	1023 Ridgeley Dr	No violations noted	
5/8	7902 N Villa	No violations noted	
5/8	1217 Pine Chase Dr	No violations noted	
5/8	1111 Guinea Dr	No violations noted	
5/8	7915 S Villa	No violations noted	
5/8	2 Pine Creek Ln	No violations noted	
5/8	8009 Anadell St	Driveway has still not been poured. Site looks very messy	
5/8	14 Hilshire Grove Ln	No violations noted	
5/8	1306 Bridle Spur St	Site cleanliness is improved	
5/8	1220 Archley Dr	No violations noted	
5/8	1233 Archley Dr	Fencing has been removed but driveway has not been poured;	
5/8	8116 Bromley St	No violations noted	
5/8	1306 Glourie Dr	Violation given to cut grass and maintain lot. May 10: same as last week	
5/8	1226 Glourie Dr	Violation given to clean up pile of debris and cut grass to May 10: same as last week	



May 15, 2020

Mayor and City Council
City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Re: Engineer's Report for May 19, 2020 Council Meeting
HDR Job No. 20-005

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from April 18, 2020 to May 15, 2020.

1. On-Going Services (20-005):

a. 8009 Anadell Road –

- HDR coordinated with the City and Mr. Brian Smith (MHI Coventry Homes – Contractor) on minor field modifications to the proposed driveway culvert elevations and catch basin along the ditch right-of-way to allow for better drainage of the area.

b. 1233 Archley Drive –

- On May 11, 2020, HDR performed the driveway culvert inspection for 1233 Archley Drive. No issues were identified so it passed inspection.
- The Contractor will be restoring the ditch in the right-of-way to original or better condition.

c. 1331 Friarcreek Lane –

- HDR coordinated with the City and Mr. Brian Weatherall (Oden Design & Contracting) on the proposed patio improvements at 1331 Friarcreek Lane and the City's drainage requirements.
- The Contractor will be submitting plans to the City for review and approval.

d. 1301 Glourie Drive –

- On May 1, 2020, HDR reviewed and returned to the City the proposed secondary drainage improvements for 1301 Glourie Drive. The improvements include proposed addition of catch basins/drain inlets throughout the property to better drain some areas where water does not drain adequately. There are no objections to these additional catch basins/drain inlets.

e. 24 Hickory Shadows Drive –

- HDR coordinated with the City regarding the feasibility of installing a new pool at 24 Hickory Shadows Drive without exceeding the City's maximum impervious coverage requirement. Based on the existing dwelling and garage footprint, the property appears to already exceed the impervious coverage requirement.
- The property owner will be requesting a variance or exception to this impervious requirement to City Council during the May 19, 2020 Regular City Council Meeting.

f. 1201 Pine Chase Drive –

- On May 13, HDR coordinated with the City and Mr. Brett Williams (1201 Pine Chase Drive) regarding the proposed driveway expansion and culvert extension at 1201 Pine Chase Drive. There are no objections to the proposed driveway improvements; however, plans/schematics will need to be submitted to the City for review and approval.
- The City also informed Mr. Williams about the proposed driveway ordinance revisions to be discussed during the May 19, 2020 Regular City Council Meeting.

g. 1209 Pine Chase Drive –

- The City received a report of landscape/vegetation overgrowth at the 1209 Pine Chase Drive ravine that could potentially block drainage in the area.
- On May 11, 2020, HDR went to 1209 Pine Chase Drive to investigate and assess the current ravine condition. It was confirmed that there is vegetation overgrowth in the ravine from the 1209 Pine Chase Drive property, including at their driveway culvert.
- The City will send a notification to the property owner to remind him/her that periodic maintenance of this area is to be performed to properly maintain the drainage flow in this area.

h. 1315 Pine Chase Grove –

- On April 22, 2020, HDR reviewed and returned to the City the preliminary/schematic drainage improvements for 1315 Pine Chase Grove. Additional information is required, therefore, it must be revised and resubmitted.
- HDR has been coordinating with the City and Mr. Lanier Evans (Zodega – Contractor) regarding the proposed drainage improvements and City's drainage requirements.
- The Contractor will be submitting plans to the City for review and approval.

i. 1323 Pine Chase Grove –

- On May 6, 2020, the City received a report of three (3) loads of sand delivered to 1323 Pine Chase Grove and construction activities taking place after hours the day before.
- On May 6, 2020, the City contacted Mr. Simon (property owner), and he noted that certain areas of his property had eroded due to the fire hydrant flushing activities and the cul-de-sac reconstruction a few years ago. Mr. Simon's goal is to re-sod his entire front yard.
- On May 7, 2020, HDR performed a site visit to investigate and assess the situation. Based on this site visit, it appears that the activities performed on the lot are consistent with what the resident informed the City that he would be performing. The extents of the sand placed appears to be within the property and extend from the existing 1323 Pine Chase Grove driveway on the north end to the common property line with 1319 Pine Chase Grove on the south end. Sand was also placed along the top of bank and side slope of the roadside ditch in front of the property.
- The layer of sand placed does not appear to be significantly raising the level of the yard and does not appear to be impacting the drainage of the adjacent lots. Similarly, the area of sand found along the top of bank of the ditch and side slope does not appear to be impacting drainage along the ditch.
- As of May 7, 2020, the final stabilization of the sand (i.e. re-sodding) has not been performed. Once this work is completed, the City will need to inspect to verify the lot drainage and the drainage within the roadside ditch is not adversely impacted.
- It is noted that these type of activities (i.e. filling and grading), especially when it impacts the City's drainage ditches in the right-of-way, shall be coordinated with the City accordingly, in order to review the proposed activities and verify drainage will not be adversely impacted, and that the activities are in general conformance with the City Ordinances.

j. 5 Pine Creek Lane –

- On April 30, 2020, HDR coordinated with the City and Mr. Rex Crick (5 Pine Creek Lane) regarding the proposed backyard decking improvements at 5 Pine Creek Lane, as well as, the City and HCFCD floodplain regulation, restrictions and requirements for this work.
- As per HCFCD initial comments, construction of the proposed decking will not be allowed within Zone X (Shaded) which are areas of 1% annual (100-year) chance flood. However, construction of proposed decking will be permissible within Zone X (Unshaded) which are areas determined to be outside the 0.2% annual (500-year) chance floodplain, and shall not extend beyond the Spring Branch Creek top of bank.

- A survey and proposed decking plans delineating the floodplains across this property must be submitted to the City for review and approval.

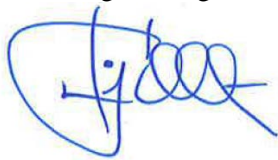
k. 1245 Ridgeley Drive –

- The City received a report of additional construction activities at 1245 Ridgeley Drive, after completion of construction at this property.
- On May 7, 2020, HDR performed a site visit to investigate and assess the situation. The resident stated that they were experiencing unsatisfactory conditions with the drainage in the area between the pool and outdoor pavilion, so they decided to install additional concrete pads, and connecting the pavilion's downspouts into the existing storm drain on the northwest side of the property so water would not pool in these areas.
- Based on the site visit and review of as-built drainage plans for this property, it does not appear that the 55% maximum impervious coverage limit behind the front building line is exceeded. The pavilion drainage area is relatively small, therefore, HDR has no objection to the two (2) downspouts being connected directly to the storm drainage system in order to eliminate ponding in this area.
- The City and HDR reminded/informed the property owner that this type of construction activities must be submitted to the City for review and approval, prior to construction.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.
Project Manager

cc: Files (20-005)

ORDINANCE NO. 795-2020

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING SECTION 4.623 OF ARTICLE 4.600 THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 4.623; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

* * * * *

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

Section 1. Chapter 4 of the Code of Ordinances of the City of Hilshire Village, Texas (the “Code”), is hereby amended by deleting Section 4.623 of Article 4.600 and substituting therefore a new Section 4.623 to provide as follows:

“Section 4.623. Permitted Driveway and Pedestrian Access within Public Rights-of-Way.

Subject to the provisions of this Article, a property owner may cause or permit the construction, installation or placement of a single point of access driveway, pedestrian walkway, and related culvert facilities within public drainage right-of-way for purposes of providing a driveway access, not to exceed a combined ~~twenty-two~~ twenty-four (22 24) feet in width (exclusive of curve/curb returns) with a minimum driveway width of ten (10) feet, and a walkway for pedestrian access, not to exceed ~~four~~ (4) six (6) feet in width. If a property owner proposes to construct a circular driveway, then such property owner shall be allowed two points of driveway access, not to exceed a combined total of ~~twenty-eight~~ thirty (28 30) feet in driveway width (exclusive of curve/curb returns); otherwise, such access shall be limited to one point of driveway access and one point of pedestrian access. There must be at least ten feet (10) of open ditch without a culvert between the inner access points of any circular driveway. The pedestrian access may not be contiguous to any driveway or circular driveway. A driveway access may have an additional ~~three~~ (3) five (5) foot turning radius added to each side of the driveway access where it meets the paved surface of the street only; ~~excluding circular driveways~~. The total number of feet of the width of the driveway and any walkway where it meets the paved street shall not exceed 50% of the front property line length (exclusive of curve/curb returns). A property owner will be allowed one driveway access of twenty-two (22) feet in width (exclusive of curve/curb returns) even if the width of the driveway exceeds 50% of the front property line length.

A driveway shall be installed preferably perpendicular (at right angle) to the street, otherwise, the minimum driveway angle to the street shall be 60 degrees (acute angle measured from the edge of pavement to the centerline of driveway). An exception from the perpendicular/right angle requirement may be allowed only in cases where public safety and/or existing topographic features such as street layout, drainage easements, trees protected by City ordinance, street lights, fire hydrants, sign posts, etc., prevent the driveway to be perpendicular to the street. If an exception to the perpendicular/right angle requirement is allowed, then the walkway and driveway width (including driveway flares and/or radiuses) shall not exceed a total of ten (10) feet over the 50% of the front property line length. If a request for an exception is denied, the applicant will have the right to appeal to City Council.

For stability and erosion control measures, driveway and/or walkway culverts may extend beyond the driveway/walkway width, so long as it meets the following criteria:

1. Driveways and/or walkways may have an additional two (2) feet maximum wide grass shoulder on each side; and
2. The maximum culvert length on each end of the driveway and/or walkway shall be determined using a maximum side slope of ~~4.5~~ 3.0 (H) to 1 (V) when grading the terminal end of the ditch around the culverts extensions; or
3. Alternatively, retaining walls may be used at each end of a driveway and/or walkway culvert for stability and erosion control measures; provided, the retaining wall height shall not exceed six (6) inches above the driveway/walkway finish elevation.

All driveway, pedestrian, and related culvert facilities shall be approved by the City Building Official and/or the City Engineer and conform to all City standards and regulations. It is the intention of the City that the integrity of the City's open ditch drainage system shall be maintained."

Section 2. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

Section 3. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 4.In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or 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 Hilshire 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 5.This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2020

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary



Grass extension

Driveway

R = 5 ft

2 ft

15 ft

2 ft

R = 5 ft

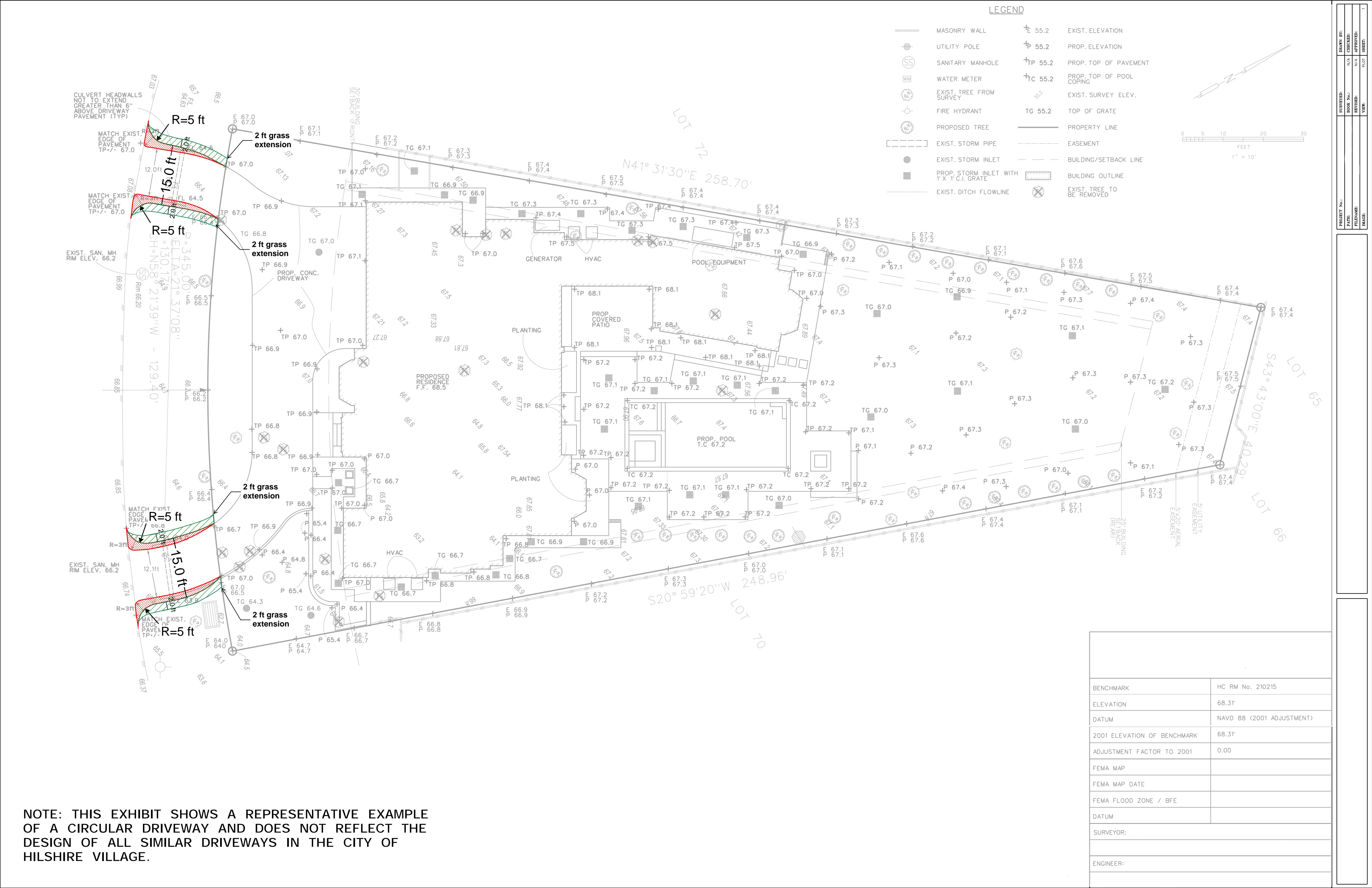
R = 5 ft

2 ft

2 ft

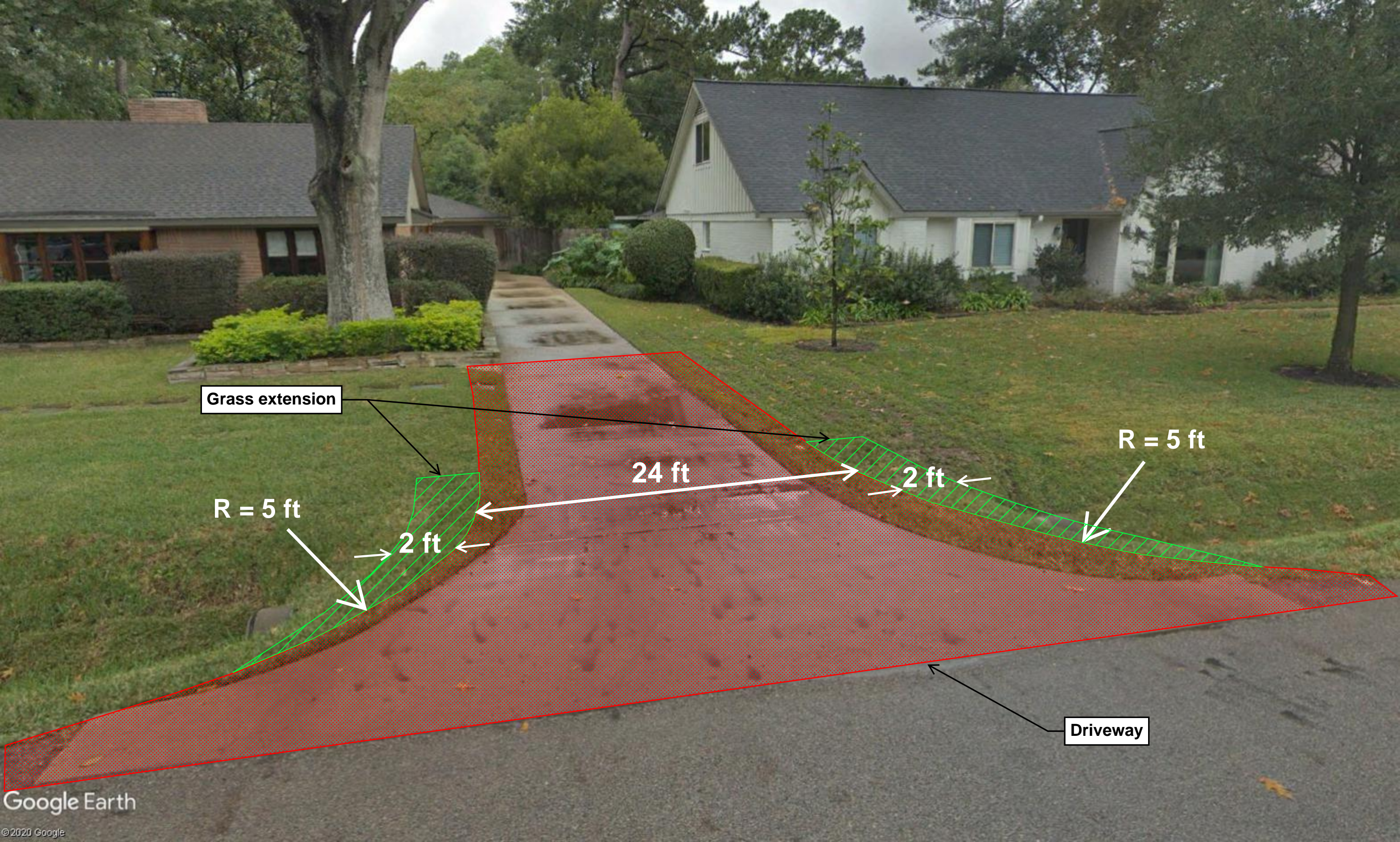
15 ft

R = 5 ft



NOTE: THIS EXHIBIT SHOWS A REPRESENTATIVE EXAMPLE OF A CIRCULAR DRIVEWAY AND DOES NOT REFLECT THE DESIGN OF ALL SIMILAR DRIVEWAYS IN THE CITY OF HILSHIRE VILLAGE.

BENCHMARK	HC RM No. 210215
ELEVATION	68.31'
DATUM	NAVD 88 (2001 ADJUSTMENT)
2001 ELEVATION OF BENCHMARK	68.31'
ADJUSTMENT FACTOR TO 2001	0.00
FEMA MAP	
FEMA MAP DATE	
FEMA FLOOD ZONE / BFE	
DATUM	
SURVEYOR:	
ENGINEER:	



Grass extension

$R = 5\text{ ft}$

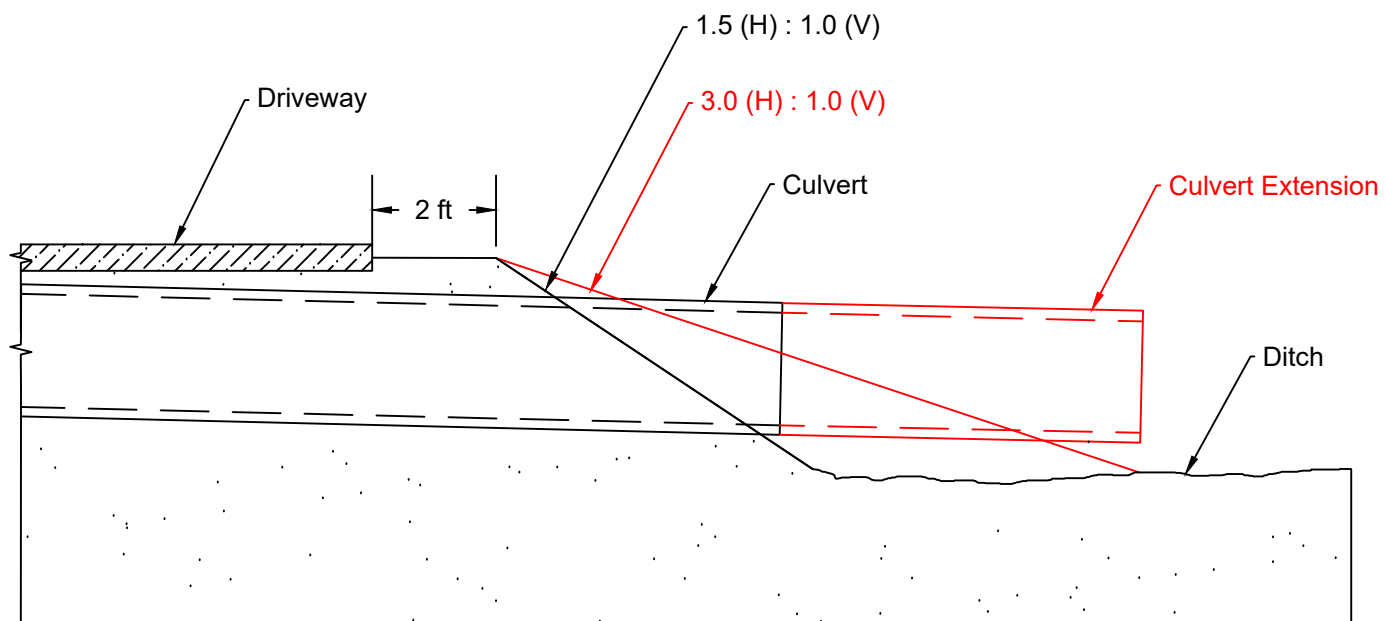
2 ft

24 ft

2 ft

$R = 5\text{ ft}$

Driveway



Impervious Coverage Allowance:					Driveway Allowance:		
	Forward of Building Line	Behind Building Line	Building Ground Coverage	Total Lot Impervious Coverage	Frontage Width	Walkway	Special Circular Regulations
Bunker Hill Village				45% impervious 55% impervious and pervious coverage		6 ft	
Hedwig Village	-	-	25%	40%	-	-	-
Hunters Creek Village				25% 1/3 or 5,625 sq. ft (whichever is less) of lot area for nonconforming lots			
Piney Point Village	-	-	30%	50%			
Spring Valley Village	50%	60%	-	-	24 ft	-	A second curb cut is allowed for a circular driveway, but can only be a maximum of 24-foot width + corner radii.
Hilshire Village	50%	55%		40%	10-22 ft	4 ft	28 ft total width at street, at least 10 feet of open ditch between access points



March 6, 2020

Mr. Javier Vasquez, P.E., CFM
Project Engineer
HDR
4828 Loop Central Drive, Suite 800
Houston, Texas 77081

RE: Pine Chase Grove City of Hilshire Village

Dear Mr. Vasquez:

It is my pleasure to submit the following proposal for providing professional surveying service for the above referenced project. The scope of work will be as follows:

Survey the area along Pine Chase Grove in the City of Hilshire Village.
(Between 1324 Pine Chase Grove and 1327 Pine Chase Grove.)

- Survey elevation shots to be taken approximately every 10 feet and include all surface features such as water, meters, blow off valves, backflow preventers and trees.
- Other required items including flowline elevations of existing drainage inlets, ditches, curb, etc. and edge of roadway. Survey will also be required on the other side of the brick wall along Westview Drive in this location.
- Elevations will be based on the Harris County Floodplain Reference Marker 210215.
- Deliverables include a copy of Point Code list used to gather survey data and legible field notes. All data shall be ASCII comma delimited. Formatted in PNEZD format. AutoCAD drawing containing points and the right-of-ways lines. CADD File shall be in AutoCAD Civil 3D format, points surveyed shall be including in drawing file as a Civil 3D point, using the Point Label Style that includes the Point number, Point Elevation, and Full Point Description. CADD file shall be formatted in the NCS Format with items on appropriate layers.

Lump Sum Fee of \$ 3,800.00

Thank you for the opportunity to submit this proposal.

Sincerely,



Paul P. Kwan, R.P.L.S.
President

S:\Users\Receptionist\Pine Chase Grove City of Hilshire Village





From: Robert Byrne <robert.byrne@hilshirevillagetexas.com>
Sent: Tuesday, November 26, 2019 4:59 PM
To: Blevins Susan <susan.blevins@hilshirevillagetexas.com>
Cc: Russell Herron <mayor@hilshirevillagetexas.com>; Him Efrain <efrain.him@hdrinc.com>
Subject: Pine Chase/North End Water Vault Area

Everyone,

Since I mentioned in the last Council meeting I had an interest in this project, here is what I have reviewed and would like to do.

The approach I would take for the project is in this order:

1. Cleaning out all the dead vegetation and trimming the living to a more manageable level. This way we can better see what we need to do.
2. Repair the plumbing issues as needed. In so doing we may be able to redirect water flushing events directly through the open drainage area under the concrete panel fence facing Westview. This way it would not run down the path it apparently is going now which causes erosion.
3. Properly mount the plastic electronics box currently hanging by its wires. Securing this electrical infrastructure should be important since it is so close to the ground for inquiring minds. A lockable gated rectangular shaped fence structure continuing to the concrete panel fence may be in order and allow for ample access when servicing.
4. Paint all exposed pipe structures to our specified fire hydrant color.
5. Since the softness of the terrain is likely from decaying leaves I think it best to leave as is.
6. The next two issues may require a copy of the surveyed area for decision.
7. If this area is commonly used as a play area for children we may need to decide what is best for managing this issue. Fencing would be a likely choice for around the above ground pipes but maybe impractical for repair work. More discussion on this is necessary.
8. Any new sodding would likely not survive without sunlight so more discussion is necessary for this as well.
9. The trash in the area is mostly toy waste and would be best managed by the neighbors.

Maybe we can meet on site the next time Efrain is in our village to discuss. Let me know what y'all think.

Regards,

Robert

RESOLUTION NO. 2020-203

**A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS, ADOPTING
THE HARRIS COUNTY MULTI-HAZARD MITIGATION PLAN.**

WHEREAS, certain areas of the City of Hilshire Village are subject to periodic flooding, hurricanes and other natural hazards with the potential to cause damages to people properties within the area; and

WHEREAS, the City of Hilshire Village desires to prepare and mitigate for such circumstances; and

WHEREAS, under the Disaster Mitigation Act of 2000, the United States Federal Emergency Management Agency (FEMA) requires that local jurisdictions have in place a FEMA-approved Hazard Mitigation Action Plan as a condition of receipt of certain future Federal mitigation funding after May 1, 2005; and

WHEREAS, Harris County and certain municipalities, in order to meet this requirement, have initiated development of a countywide, multi-jurisdictional Multi-Hazard Mitigation Plan, including the City of Hilshire Village;

**THEREFORE, BE IT RESOLVED THAT THE CITY OF HILSHIRE VILLAGE, TEXAS
HEREBY:**

Adopts the Harris County Multi-Hazard Mitigation Plan; and

Vests the Office of the Mayor of the City of Hilshire Village with the responsibility, authority, and the means to:

- (a) Inform all concerned parties of this action.
- (b) Develop an addendum to this Hazard Mitigation Plan if the town's unique situation warrants such an addendum.

Appoints the Emergency Management Coordinator to assure that the Hazard Mitigation Plan be reviewed at least annually and that any needed adjustment to the City of Hilshire Village's addendum to the Hazard Mitigation Plan be developed and presented to the City Council for consideration.

Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

PASSED, APPROVED, AND ADOPTED on 19th of May 2020.

CITY OF HILSHIRE VILLAGE

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

Background on Zoning Ordinances and Recent Revisions

May 19, 2020

Six years ago the City of Hilshire Village Texas began planning for the future. This process involved examining the existing ordinances and prioritizing areas that needed revision.

Early in the process, we came to understand that the urbanization of the surrounding area presented very different challenges than when the City was established in 1955.

Also, it was found that prior to the 21st Century, some subdivisions were built out without the benefits of our current zoning criteria.

1

In the second half of 2015 there was significant discussion in the City Counsel meetings regarding the future of Hilshire Village and the increasing pressure to put more commercial and residential buildings into the surrounding area.

Excerpt from May, 2016 Discussion of Zoning

Objectives of Proposed Revisions

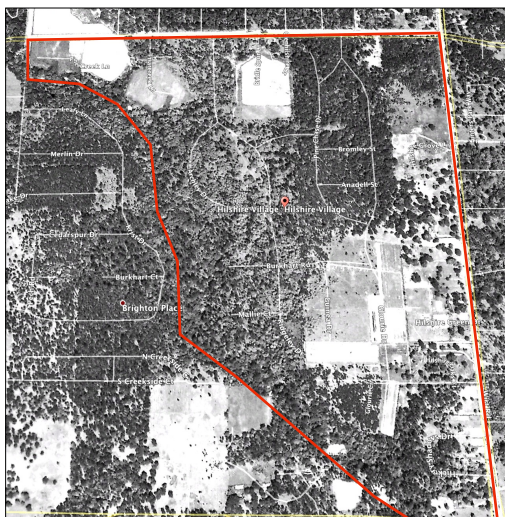
1. Preserve the property values of residential and commercial owners
2. Safeguard the environment and quality of life in the neighborhood
3. Protect the privacy of residential owners
4. Prevent new construction from crowding the existing homes and businesses
5. Promote a business environment which benefits the City

2

Since its founding in 1955, the zoning issues have changed from regulating the pasturing of horses and the building of 2,000 square foot ranch style houses to dealing with the intense urbanization and increasing population density of the City of Houston.

It is useful to think of the history of the Village in three parts.

- 1955 - 1970 - low density semi-rural setting with little regulation
- 1971 - 1999 - more robust zoning establish but enforcement was inconsistent
- 2000 - present - Zoning and other ordinances enhance and more careful administration



1953
Area that
would become
The City of
Hilshire Village
Texas

Current roads are
overlain in gray

3

This 1953 areal photo shows that the area which would become Hilshire Village is largely undeveloped with the exception of some small farms and pastures.

Wirt Road is two lane asphalt track which runs north from what was then Texas Highway 85 going west to Katy and San Antonio.

Westview Drive is a gravel stretch running west from Wirt and ending at Spring Branch Creek.



2002
The City of
Hilshire Village
Texas

4

Fifty years later the entire area of Hilshire Village (with one small exception) has been built out.

Wirt Road and Westview Drive are divided boulevards which are major traffic arteries in this area of Houston.

It is worth noting that a close examination of the photos reveals that there are more trees in the Village That there were in 1953.

Since all of the existing land is built out, almost all new construction involves replacing an existing house or a major remodel.

Revisions to the Zoning Ordinances were guided by the Goals expressed by the City Council

5

Goal: Preserve the character of the Village

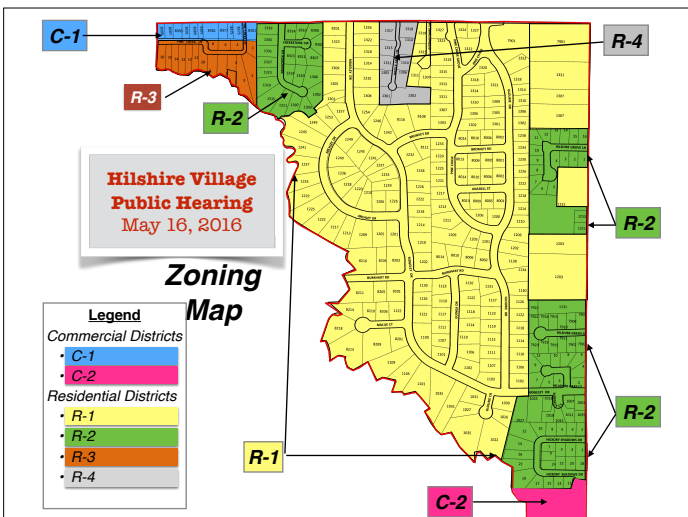
1. Protect the rights of property owners
2. Mitigate risk of area flooding
3. Prevent overcrowding

The needs of the many outweigh the needs of the few.

Over the passing years the City ordinances have been revised to address the changing environment.

In preparation for the revision effort that began in 2016, the City Council agreed that the goal was to preserve the character of the Village by protecting the rights of property owners, mitigating the risk of flooding, and preventing overcrowding of the residential areas.

To accomplish this goal, it is necessary to examine the existing ordinances and refine the language to ensure that it addresses the objectives of the population as a whole.



6

This zoning map illustrates the zones which were approved in the spring of 2018. There are only two commercial districts (C-1, C-2). C-2 belongs to TxDOT and is the area known as Hickory Shadows Park.

The residential districts (R-1 and (R-2,3,4)) are for single family dwellings. The large yellow (R-1) areas along Wirt Road belong to Terrace Methodist Church, Houston Mennonite Church, School of the Woods, and Holy Cross Lutheran Church. Each of these organizations operates under a specific use permit and has been in their respective locations for 50 years or more.

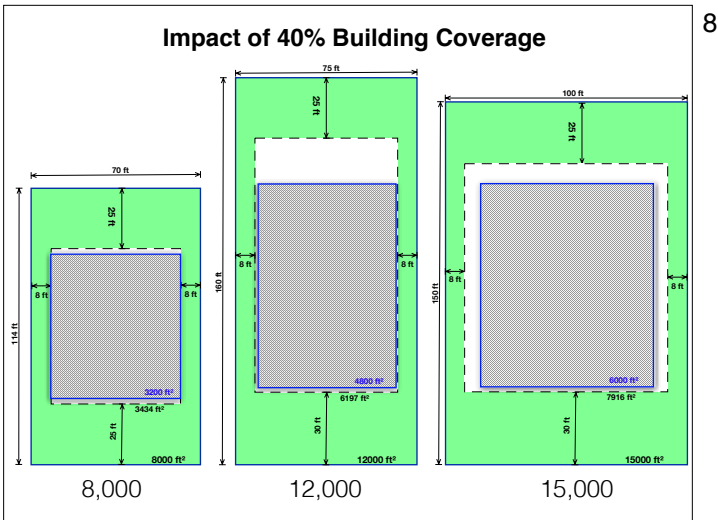


7

R-1 and R-2 differ in minimum lot size; 12,000 sq ft for R-1 and 8,000 sq ft for R-2.

Because of the smaller size of size of the R-2 lots, the front setback was relaxed to be 25 feet instead of the 30 feet as in R-1.

Otherwise the setbacks (aka non buildable area for R-1 and R-2) are the same.

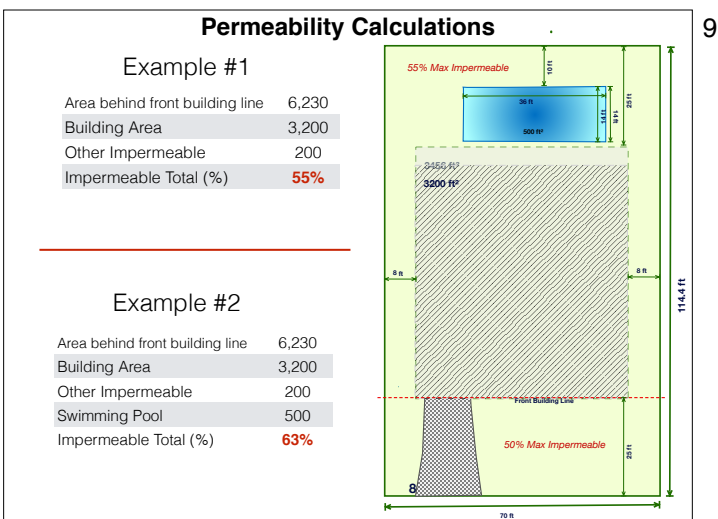


8

All of the districts have a 40% coverage restriction on how much of the lot can be occupied by covered structures such as the house and garage.

In this illustration, the gray rectangle represent 40% of the lot area.

Note that as the lots get smaller, there is less flexibility in where the house can be placed on the lot.



9

Our ordinances require that a lot have no more than 50% impermeable surface in front of the front building lines and no more that 55% behind the front building line.

In the first example, it is assumed that a house on an 8,000 sq ft lot has been built following the setback and coverage rules. It has an additional 20 sq ft of impermeable area (such as a patio) behind the front building line.

The second example shows what happens to the permeability calculation when a 500 sq ft swimming pool is added.

Permeability Calculations

Impermeable

- Buildings
- Concrete (walkways, driveways, patios, etc)
- Pavers
- Gravel used as parking area
- Swimming pools

Permeable

- Wooden decks
- Landscaping
- Gravel not used as parking area

10

Permeability Trade Offs

Pro

- Absorbs runoff
- Provides space for trees & other vegetation
- Enhances esthetics of the Village

Con

- Impacts owner's ability to utilize lot space
- Swimming pools can capture runoff



11

A key factor affecting the permeability calculation behind the front building line is the presence of a swimming pool.

While a swimming pool is not permeable in the same sense as open ground or landscaping, it does have the characteristic of being able to hold several inches of rainfall and acts as a temporary retaining pond.

Permeability Trade Offs

Summary

- Existing ordinances do not seem to create a problem for new construction because the designers can plan around them.
- Additions and major remodeling on existing houses can encounter difficulties complying with the current ordinances.

12

11:01 RESIDENTIAL LOT

11:01.01 Minimum lot area: The minimum area of any lot shall be twelve thousand (12,000) square feet exclusive of any portion thereof lying within the dedicated portion of a street or drainage easement.

11:01.02 Minimum lot width: No lot shall be less than fifty-five (55) feet wide at the front street property line, nor shall its width be less than seventy-five (75) feet at the front building line.

11:01.03 Front building line: No building shall be located on any plot nearer than thirty (30) feet to a front lot line which adjoins a local street or forty (40) feet to a front lot line which adjoins either Wirt Road or Westview.

11:01.04 Side yard building setbacks:

Eight (8) feet from any side lot line;

Fifteen (15) feet from any side lot line adjacent to a street;

Twenty-five (25) feet from any side lot line adjacent to Wirt or Westview Streets; and

Second story must be set back a minimum of two (2) additional feet to the applicable side lot setback listed above, except where one (1) of the side yard setbacks is fifteen (15) feet or greater.

(Ordinance 726, adopted 4/19/16, Section 1)

11:01.05 Rear building line: No main building, including an attached garage, shall be located nearer than twenty-five (25) feet to the rear lot line, and no detached garage or accessory building shall be located nearer than ten (10) feet to any rear lot line.

11:01.06 Maximum lot coverage: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line. For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include building, garages, accessory buildings, pools, patios, sidewalks, driveway, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas" but shall exclude, by way of example only, stepping stones, air conditioner supports, landscape border stones, wooden decks and similar materials or structures.

11:03.02 Net building area: The net building area shall not exceed forty percent (40%) of the lot area

Maximum Lot Coverage

	Forward of Building Line	Behind Building Line	Building Ground Coverage	Total Impervious Cover	Swimming Pool Determination
Bunker Hill Village			45%	55% (impervious and permeable coverage)	Water surface is pervious
Hedwig Village			25%	40%	Water surface is pervious
Hunters Creek Village			25%	Non-conforming lots are 1/3 or 5625 sq. ft (whichever is less) of lot area.	Water surface is pervious
Piney Point Village				50%	impervious
Spring Valley Village	50%	60%			Water surface is pervious
Hilshire Village	50%	55%		40%	impervious
Bellaire				55% (R-1 thru R-3. R-5) and 60% for R-4	Impervious
West University	50%		60%	76%	Water surface is pervious











After discussion with Scott Bounds it was decided to only include in this ordinance the sections that were substantially changed to cut down on the cost of municode. I am in the process of re-writing the ordinance and will send by email when completed. Also, we will need to discuss the following section. I have enclosed the Ordinance given to you at the last meeting with the changes that were discussed. Since we did not have a public hearing at the March Council Meeting I will have to re-advertise for June

11:07.02 Location:

a. An accessory building shall be constructed on the same lot as the dwelling to which it is accessory and shall not be constructed forward of the front of the main building.

b. No wall of an accessory building or projection thereof shall be less than three (3) feet from an outside wall of the main building. An accessory building, including any projection thereof, that is less than three (3) feet from the outside wall of the main building shall be deemed to be a part of the main building. An accessory building may be connected to the main building by a sidewalk that may have a cover not exceeding in six (6) feet in width.

Commented [SB1]: This allows a person to attached their garage to the house via a patio – just want to make sure everyone is in agreement

ORDINANCE NO. 796-2020

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING DEFINITIONS 02:A-02 ACCESSORY BUILDING, 02:C-03 CARPORT, 02:P-04 PORTE-COCHERE, 02:S-01 SETBACK; BY DELETING AND REPLACING SECTION 11:00, 11:01, 11:02, 11:07, 11.11, 11.14, 11.15 IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; AND AMENDING SECTION 12.25 BY ADDING 12.25.01 AND 12.25.02; AND AMENDING SECTION 12.5 BY ADDING 12.5.01 AND 12.5.02 OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH OCCURRENCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Council, acting as the City's Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on January 21, 2020; and

WHEREAS, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on February 18, 2020; and

WHEREAS, City Council, acting as the City's Zoning Commission, provided a final report on this change in zoning regulations; and

WHEREAS, a public hearing on this final report was held by City Council on March 17, 2020; and

WHEREAS, before the 15th day before the date of the public hearing on the final report, notice of the time and place of the hearing was published in a newspaper of general circulation in Hilshire Village;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS THAT:

Section 1. Definition 02: A-02 Accessory building, 02:C-03 Carport, 02:P-04 Portecochere, 02:S-01 Setback of Section 02:00, Zoning Ordinance Definitions, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

02: A-02 Accessory building: "Accessory building" shall mean a subordinate building, not including a carport or garage, the use of which building is clearly an accessory use, as defined above, to that of the main or principal use of the building or lot.

02:C-03 Carport: Carport shall mean a roofed structure that is open on at least two (2) sides and designed for the primary purpose of storing the residents' vehicles.

02:P-04 Porte-cochere: Porte-cochere shall mean a projection of the main building which is a component part of and a continuation of the main building, of the same construction as the main building, open on two or more sides, and designed to drive vehicles through for the purpose of allowing persons and property protection from the elements.

02:S-01 Setback (or set back): "Setback" shall mean the required distance between the outermost portion of any structure and the property line, exclusive of allowed overhang.

Section 2. Section 11:00, 11:01 AND 11:02, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:00 DISTRICT R-1

No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered except as provided in this section 11:

11:01 RESIDENTIAL LOT

11:01.01 Minimum lot area: The minimum area of any lot shall be twelve thousand (12,000) square feet exclusive of any portion that lies within the dedicated portion of a street or drainage easement.

11:01.02 Minimum lot width: No lot shall be less than fifty-five (55) feet wide at the front street property line or less than seventy-five (75) feet wide at the front building line.

11:01.03 Front building line: No building shall be closer than thirty (30) feet to a front lot line that adjoins a street or forty (40) feet to a front lot line that adjoins either Wirt Road or Westview Drive.

11:01.04 Side yard building setbacks: Except as provided in 11:07, no building shall be closer than:

Eight (8) feet to any side lot line;

Fifteen (15) feet to any side lot line adjacent to a street other than Wirt Road or

Westview Drive;

Twenty-five (25) feet to any side lot line that is adjacent to Wirt Road or Westview Drive.

A second story or half story shall be set back a minimum of two (2) additional feet from the applicable side lot setback listed above except where the side yard setback on the same side of the building is fifteen (15) feet or greater.

11:01.05 Rear building line: Except as provided in 11:07, no main building, including an attached carport or attached garage, shall be closer than twenty-five (25) feet to the rear lot line, and no accessory building detached carport or detached garage shall be closer than ten (10) feet to any rear lot line.

11:01.06 Maximum lot coverage: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line. For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include accessory buildings, building, driveway, garages, pools, patios, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas, sidewalks," but shall exclude, by way of example only, air conditioner supports, landscape border stones, stepping stones, wooden decks and similar materials or structures

11:01.07 Area drainage: Each lot shall be finish graded so as to maintain the drainage of such property without adversely affecting the existing drainage pattern of adjacent property and to prevent damage by overflow of water onto adjacent property caused either by direct diversion of water onto the adjoining land or by failure to adequately accommodate new or changed drainage patterns. Prior to the issuance of a building permit, a registered drainage engineer shall supply a drainage plan certifying compliance with this section when the existing drainage pattern is altered in any fashion. By way of example, but without limitation, the existing drainage pattern may be altered by the addition of a pool, driveway, or accessory building.

11:01.08 Driveways: A driveway may cross any building line.

11:02 STRUCTURES

11:02.01 Maximum height:

a. No structure shall exceed thirty-five (35) feet in height including chimney(s) and any and all attachments to the structure.

b. At ten (10) feet from the rear property line, an accessory building, a detached carport or detached garage shall not exceed ten (10) feet high. The height of such building may increase by three (3) feet for each additional five (5) feet of distance from the rear property line (e.g., at fifteen (15) feet from the rear property line, such building may be thirteen (13) feet high. At twenty (20) feet from the rear property line, such building may be sixteen (16) feet high). At twenty-five (25) feet from the rear property line, such building may be thirty-five (35) feet high.

C. A building may be up to thirty-five (35) feet high at the side setback line.

11:02.02 Number of stories: No building shall have more than two (2) stories.

11:02.03 Overhang: No part of a structure may extend over the building line or setback line except that an eave, roof, or roof extension may extend up to twenty-four (24) inches over the building line.

11:02.04 Attic: An attic, unless a legal attic story, shall not be a habitable room and shall not enclose such places as bath or toilet rooms, or laundries and if a wall and/or ceiling of such attic space is finished shall have no window or skylight.

Section 3. Section 11:07, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:07 ACCESSORY BUILDING.

11:07.01 Use: An accessory building shall not be designed, constructed or occupied for use as (1) a habitable room, (2) a business, commercial, or industrial purpose, or (3) a rental space.

11:07.02 Location:

a. An accessory building shall be constructed on the same lot as the dwelling to which it is accessory and shall not be constructed forward of the front of the main building.

~~b.c.~~ No wall of an accessory building or projection thereof shall be less than three (3) feet from an outside wall of the main building. An accessory building, including any projection thereof, that is less than three (3) feet from the outside wall of the main building shall be deemed to be a part of the main building. An accessory building may be connected to the main building by a sidewalk that may have a cover not exceeding in six (6) feet in width.

~~c.d.~~ Where a rear lot line adjoins the rear lot line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high (such as but not limited to a storage shed) may be placed no closer than three (3) feet to the rear property line, as long as drainage is not adversely affected. No part of the building may be closer to the rear property line than three (3) feet.
2. An accessory building that is not more than two hundred (200) square feet in size and not more than twelve (12) feet high (such as but not limited to a storage shed) may be placed no closer than ten (10) feet to the rear property line.
3. An accessory building that is open on all sides (such as but not limited to a landscape structure or gazebo) and not more than twelve (12) feet high may be placed no closer than ten (10) feet to the rear property line.

~~d.e.~~ e. Where a side lot line adjoins the rear lot line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high may be placed no closer than three (3) feet to the side property line, as long as drainage is not adversely affected. No part of the building may be closer to the rear property line than three (3) feet.
2. Except as described in (d)(1) above, no building shall be closer to the side lot line than ten (10) feet.

Section 4. Section 11:11, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:11 FENCE

11:11.01 Location:

a. A newly constructed lot front fence shall terminate into the sides of the main building. A lot front fence shall not be constructed in front of the outermost front corner of either side of the main building and shall not be constructed across the front of the main building. If the main building includes a porte-cochere on the front of the building, a side yard fence may not extend beyond the front corners of the main building excluding the porte-cochere. If a lot has no main building, then a lot front fence may be constructed on or behind, but not forward of, the front building line or front setback line. The foregoing limitations shall not apply:

1. to hardscape features such as stone walls that do not enclose the front yard and are not taller than eighteen (18) inches high,
2. to a fence of visually open material, such as wrought iron, galvanized welded wire, or wood lattice, that is not more than thirty-six (36) inches high and is part of an unenclosed

and uncovered area, such as but not limited to a front porch or courtyard,

3. if the lot front is on Wirt Road or Westview Drive.

b. A fence constructed on the side of a property that abuts a street shall be placed no closer to the street than the side setback line of the lot. This limitation shall not apply if the side street is Wirt Road or Westview Drive.

c. The foregoing limitations shall not apply to a fence erected in connection with a construction permit or as part of a construction jobsite. Such fences shall be governed by [article 3.608](#) of the City's Code of Ordinances.

d. No fence shall be constructed on a lot which is in conflict with Section 40.03 INTERSECTION LINE OF SIGHT.

11.11.02 Height: A fence shall not be over eight (8) feet in height.

11.11.03 Material: A fence may be constructed of material such as but not limited to ornamental metal, galvanized welded wire, chain link, masonry or wood. A fence shall not be constructed of barbed or electrified wire, nor shall a permanent fence be constructed of portable sections of vinyl or plastic or other types of temporary materials, such as but not limited to construction site protective fencing.

11.11.04 Removal of Temporary Fences: Construction site protective fencing shall be removed when the construction permit expires. A fence installed for purposes other than construction and is not intended to be permanent shall be removed in 30 days from installation or notification by City.

Section 5. Section 11:14, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:14 CARPORT:

a. A carport shall not be constructed between the main building and the front property line.

b. If attached to the main building, a carport shall be a component part of, a continuation of, and of the same construction as the main building. If not attached to the main building, a carport shall meet the placement requirements of a detached garage.

c. Items stored in a carport (other than vehicles) may not be habitually visible to public view from the street.

Section 6. Section 11:15, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:15 Porte-Cochere: If a porte-cochere is constructed between a main building and the front property line, no entrance to or exit from the porte-cochere may face the street of address.

Section 7. Section 12.25, Residential District R-3, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12.25.01 No Lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:25.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-3 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 8. Section 12.5, Residential District R-4, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12.5.01 No Lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:5.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-4 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 9. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 10. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 11. In case any section, paragraph, subdivision, 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 any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part

or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.


Section 12. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 19th day of May, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents					% of fire type = fire alarm	
					Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2019 Calls are:		Fire Alarms	% of Fire Calls
	Fire	EMS	Total	# LT EMS	1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS		
Bunker Hill Village	66	49	115	21	3:01	100%	5:16	100%	5	5:16	100%	57%	43%	29	44%
Hedwig Village	69	77	146	41	3:18	100%	3:12	100%	1	4:38	100%	47%	53%	33	48%
Hilshire Village	9	11	20	3	4:54	100%	6:07	100%	1	6:19	100%	45%	55%	3	33%
Hunters Creek Village	108	53	161	19	3:28	100%	6:09	100%	5	3:43	100%	67%	33%	33	31%
Piney Point Village	69	42	111	16	3:10	100%	5:01	100%	6	4:50	100%	62%	38%	28	41%
Spring Valley Village	57	71	128	26	2:35	100%	4:41	100%	4	3:43	100%	45%	55%	18	32%
Houston	99	0	99												
Totals	477	303	780	126	3:24	100%	5:04	100%	22	4:57	100%	61%	39%	144	38%

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 our "fire type" calls.

Column 14: Reflects the year to date, percentage of call which our "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.

RESOLUTION NO. 2020-204

WHEREAS, the Villages of Hedwig Village, Hilshire Village, Hunter's Creek Village, Piney Point Village and Spring Valley ("Cities") entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department's 2019 Intra-Budgetary Transfers, the use of the Ambulance Billing Fund to balance the deficit and the 2019 Audit, and

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department's 2019 Intra-Budgetary Transfers, the use of the Ambulance Billing Fund to balance the deficit and the 2019 Audit.

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 19th of May, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary



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 16, 2020

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

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Tom Ramsey
Mayor, City of Spring Valley Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Proposed Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a majority 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 2021 Proposed Budget consists of four funds. The General Budget is Fund-01, the Capital Replacement Fund, Fund-02, The Compensation Absence Reserve Fund, Fund-03, 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 1.5% Cost of Living increase, the standard Department Merit Increase, and a 2% base salary contribution into the employees' 457 Plan.

The total General Fund Budget proposed has a decrease of 13.26% from the 2020 Budget. Among other information, this year's budget package includes:

- 2021 Proposed Budget and Assessments per city
- General Fund Detail
- Capital Replacement Fund Detail for projected capital outlays
- VFD Organizational Structure
- VFD Commissioners and Alternates 2020/2021

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

In addition, the Fire Commission has approved the receipt of the 2019 Audit. As seen in the audit, expenditures during 2019 exceeded appropriations. The overage was primarily in the salary line item. The Department budgeted at the precise level of 2019 salaries, not allowing for unforeseen expenditures. The excess of expenditures resulted in salaries of 4 dispatchers while training, two firefighters with long term job injuries, and the resulting duty coverage to maintain minimum staffing.

With unanimous approval, The Fire Commission requests the cities approve the 2019 budget amendment, utilizing 2019 ambulance revenue to cover the \$115,864 shortfall.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Z. Nash", is written over the printed name.

Zebulun Nash, Chair
Village Fire Department Board of Commissioners

Attachment

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



Management Letter

March 16, 2020

To Chief Foster and
Board of Commissioners of the
Village Fire Department:

The American Institute of Certified Public Accountants Statement on Auditing Standards No. 115, *Communicating Internal Control Related Matters Identified in an Audit* (SAS 115), provides guidance to auditors on communicating internal control matters to management and the governing body, board of directors, or equivalent body.

It is important to note when reviewing findings reported within this letter that classification of the findings is based on the definitions required by SAS 115 as further discussed below. Please note that these classifications are based on the potential impact to the financial statements, not necessarily the likelihood of actual loss to the Department. Accordingly, the Department's assessment of the "significance" or ranking of severity will likely be substantially different based on a number of factors including, but not limited to, its assessment of risk and the cost benefit of making the change.

Our report is as follows:

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department") as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Department's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be other matters.

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

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

AUDITING TEXAS GOVERNMENTS WITH EXCELLENCE

Our findings and additional comments are as follows:

CURRENT YEAR MATTERS

Other Matters

2019.001. EXPENDITURES IN EXCESS OF APPROPRIATIONS

Finding

As disclosed in the financial statements, expenditures exceeded appropriations at the legal level of control in the general fund.

Recommendation

The Department should ensure that expenditures do not exceed appropriations approved by the Participating Cities. If the original authorization is insufficient, an amendment should be proposed to the Participating Cities in sufficient time so as not to impede the Department's normal procurement process.

2019.002. TRANSACTION RECORDING

Finding

The Department recorded check 1031 for \$68,599 to ProPhoenix dated December 19, 2019 in its accounting records on January 2, 2019, rather than the date issued. The invoice supporting the transaction was dated November 11, 2019 and was not recorded within the accounts payable system. A Board member's questions related to the transaction resulted in the discovery that the transaction was recorded in the incorrect budget year.

Recommendation

The Department should record invoices received for goods and services provided in the period in which the goods and services are provided. Checks should be recorded in the period issued and listed as outstanding items on the year end bank reconciliation.

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

We would like to thank the Board of Commissioners and the Department's management for their cooperation during the course of our audit. Please feel free to contact us at your convenience to discuss this report or any other concerns that you may have.

The logo features the names 'Belt', 'Harris', and 'Pechacek' in a large, elegant, cursive script. Below each name, the corresponding part of the firm's name is written in a smaller, bold, sans-serif font: 'BELT', 'HARRIS', and 'PECHACEK, LLP'.

Belt Harris Pechacek, LLP
Certified Public Accountants
Houston, Texas



Required Auditor Disclosure Letter

March 16, 2020

To the Board of Commissioners of the
Village Fire Department

We have audited the financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department") for the year ended December 31, 2019. Professional standards require that we provide the Board of Commissioners (the "governing body") with information about our responsibilities under generally accepted auditing, as well as certain information related to the planned scope and timing of our audit.

I. Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 21, 2019 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the governing body's oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve the governing body or management of its responsibilities.

II. Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to the governing body in our engagement letter dated June 21, 2019.

III. Significant Audit Findings

1. Qualitative Aspects of Accounting Practices

- A. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

- B. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on industry standards relating to capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Estimates are used in the calculation of the pension and other postemployment benefits liability and the required annual contribution. The Texas Municipal Retirement System (TMRS) hires a licensed actuary to make key assumptions and to perform calculations, as well as an independent auditor to review those assumptions and calculations. We evaluated the reasonableness of the employee data provided by the Department to TMRS.

- C. The financial statement disclosures are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements are:

The disclosure of the interlocal agreement between the participating cities and the Department is significant to financial statement users because it discloses the Department's principal source of revenue. The Department is dependent on these charges for its ongoing operations. Withdrawal of any one of the six cities would have a significant impact on the operations of the Department.

2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes material misstatements detected as a result of our audit procedures

4. Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

5. Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 16, 2020March 16, 2020.

6. Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Department’s financial statements or a determination of the type of auditors’ opinion

that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

7. Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

IV. Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI), as identified on the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, as identified on the table of contents, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

V. Restrictions on Use

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

The logo for Belt Harris Pechacek, LLP features the names 'BELT', 'HARRIS', and 'PECHACEK' in a stylized, serif font, with 'LLP' in a smaller, sans-serif font to the right. The letters are dark blue or black.

Belt Harris Pechacek, LLP
Certified Public Accountants
Houston, Texas

**Village Fire Department
2019 Approved Budget**

2019 Amendments

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	35,000	
MISC. TOOLS & EQUIP./HOSE:	65,000	
PROTECTIVE GEAR	20,000	
		<u>120,000</u>

PERSONNEL EXPENDITURES:

Salaries	3,757,244	
457 Plan Contribution	74,145	
Salaries - Overtime	105,000	
Professional Certification	44,400	
Bonus	6,000	
FICA	304,530	
Life/Disability Insurance	23,000	
Retirement	247,978	
Hospitalization	609,770	
Meal Allowance	31,978	
Workers Compensation	35,000	
		<u>\$5,239,045</u>

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	50,000	
Building Supplies & Maintenance	47,000	
Chemicals	2,000	
Emergency Contingency	20,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	12,000	
GAS & OIL	45,000	
INSURANCE - CASUALTY	42,000	
Miscellaneous	7,200	
Office Expenses/Postage/Printing/Stationary	37,000	
Professional Services	112,400	
Public Utilities	55,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	25,000	
Uniforms	25,000	
Maintenance of Equipment	135,000	
		<u>\$627,110</u>
OPERATING BUDGET		<u>\$5,986,155</u>

CAPITAL REPLACEMENT FUND 2

Escrow	160,000	
		<u>\$160,000</u>

COMPENSATION ABSENCE RESERVE FUND 3

Escrow	45,000	
		\$45,000

FACILITY FUND 4 (2019 Fire Station Renovation)

Escrow	3,500,000	
		\$3,500,000

TOTAL OPERATING BUDGET INCLUDING FUND 2 AND 3	\$6,191,155	
--	--------------------	--

Fund 4 (New/Renovation of Fire Station)	\$3,500,000	
--	--------------------	--

TOTAL BUDGET ASSESSED TO CITIES Operating budget and funds 2-4	\$9,691,155	-\$115.864
--	--------------------	------------

EMS REVENUE FORECAST RETURNED TO CITIES	\$310,000	
--	-----------	--

Cost of Fire Department to the Cities	\$5,881,155	
--	-------------	--

*	Amend 2019 Budget to reflect the overage	\$115,864	
*	Proposed Funds for overage will be funded by Ambulance revenue		

ANNUAL FINANCIAL REPORT

of the

VILLAGE FIRE DEPARTMENT

For the Year Ended
December 31, 2019

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VILLAGE FIRE DEPARTMENT

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December 31, 2019

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Client: **Village Fire Department**
Engagement: **4.1 - Village Fire Dept 12/31/19**
Period Ending: **12/31/2019**
Trial Balance: **2.2.01 - TB**
Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 2		G.02		
To record fuel inventory- diesel				
01-11210	Gas & Oil Inventory		2,418.92	
01-17080	Gas & Oil Purchases			2,418.92
Total			2,418.92	2,418.92
Adjusting Journal Entries JE # 3		C.04		
To reverse AR for Dec. fuel billings				
01-14221	Spring Valley Gas & Oil		4,571.95	
01-14241	VPD Gas & Oil		4,993.07	
01-14251	Hunters Creek Gas & Oil		488.50	
01-14261	MVWA Gas & Oil		1,089.09	
01-14271	Piney Point Gas & Oil		34.97	
01-17100-010	Maint.-Other		180.88	
01-11110	Accounts Receivable			11,358.46
Total			11,358.46	11,358.46
Adjusting Journal Entries JE # 4				
To record fuel AR as of 12/31/19				
01-11110	Accounts Receivable		14,336.76	
01-14211	Hedwig Gas & Oil			2,238.42
01-14221	Spring Valley Gas & Oil			4,720.25
01-14231	Bunker Hill Gas & Oil			559.00
01-14241	VPD Gas & Oil			5,154.93
01-14251	Hunters Creek Gas & Oil			504.38
01-14261	MVWA Gas & Oil			1,123.69
01-14271	Piney Point Gas & Oil			36.09
Total			14,336.76	14,336.76
Adjusting Journal Entries JE # 5				
To reclassify return to BH				
01-17110-009	Other Misc. Expense		1,000.00	
01-14930	Miscellaneous Income			1,000.00
Total			1,000.00	1,000.00
Adjusting Journal Entries JE # 6				
To reclassify Burns Pump Service invoices				
01-17065	Fuel Software Expense		1,176.65	
01-14925	Fuel Software Assessments			1,176.65
Total			1,176.65	1,176.65
Adjusting Journal Entries JE # 7		C.04		
To record fuel revenue				
01-14211	Hedwig Gas & Oil		2,156.41	
01-14271	Piney Point Gas & Oil		481.51	
01-17110-009	Other Misc. Expense		3,990.30	
01-14221	Spring Valley Gas & Oil			1,039.59
01-14231	Bunker Hill Gas & Oil			713.77

Client: **Village Fire Department**
Engagement: **4.1 - Village Fire Dept 12/31/19**
Period Ending: **12/31/2019**
Trial Balance: **2.2.01 - TB**
Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
01-14241	VPD Gas & Oil			1,802.28
01-14251	Hunters Creek Gas & Oil			2,728.97
01-14261	MVWA Gas & Oil			343.61
Total			6,628.22	6,628.22
Adjusting Journal Entries JE # 8				
To record Nationwide 457 pmt.		F.11		
01-16050	Employee Retirement		61,916.67	
01-12311	Retirement Contrib Accruals			61,916.67
Total			61,916.67	61,916.67
Adjusting Journal Entries JE # 9				
To record payroll accrual		F.08		
01-16010	Salaries		5,062.06	
01-16030	FICA Tax		382.69	
01-16050	Employee Retirement		329.03	
01-12030	Accrued Payroll			5,773.78
Total			5,773.78	5,773.78
Adjusting Journal Entries JE # 10				
To record due to Facility Fund and related transfer.				
01-18010	Transfer to Facility Fund		60,829.00	
01-51730	Due to/from General Fund		60,829.00	
01-11730	Due/To From Facility Fund			60,829.00
01-54200	Transfer from General Fund			60,829.00
Total			121,658.00	121,658.00
Adjusting Journal Entries JE # 11				
To record Phonex radio software received before year end.				
01-15040	Radio Purchases		68,599.00	
01-12010	Accounts Payable			68,599.00
Total			68,599.00	68,599.00

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of the
Village Fire Department:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Village Fire Department (the "Department"), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Department as of December 31, 2019, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information, schedules of changes in net pension and total other postemployment liability and related ratios, and schedule of contributions, identified as Required Supplementary Information on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas
March 16, 2020

***MANAGEMENT'S DISCUSSION
AND ANALYSIS***

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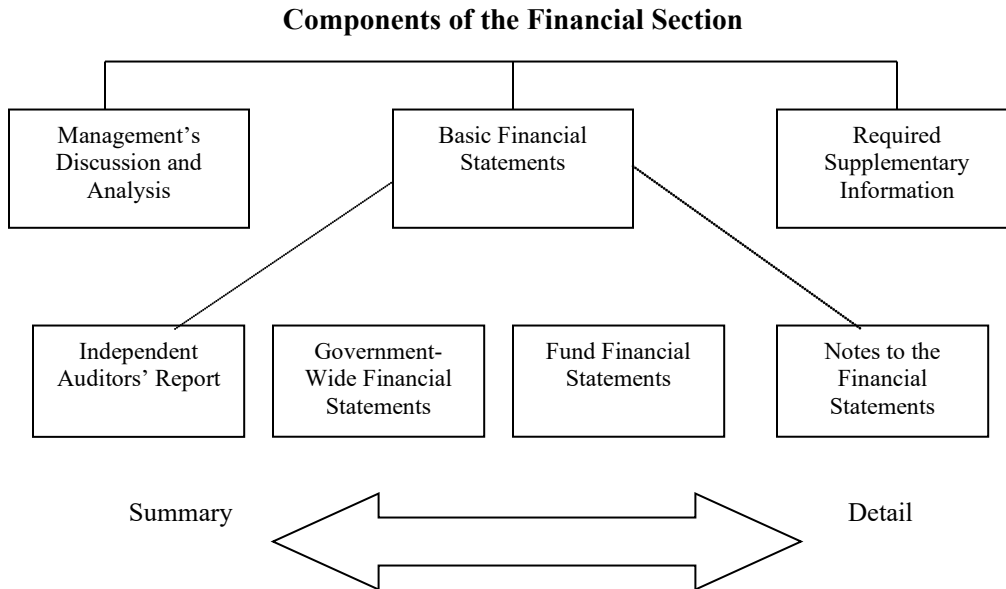
VILLAGE FIRE DEPARTMENT

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2019

The purpose of the Management's Discussion and Analysis (MD&A) is to give the readers an objective and easily readable analysis of the financial activities of the Village Fire Department (the "Department") for the year ending December 31, 2019. The analysis is based on currently known facts, decisions, or economic conditions. It presents short and long-term analysis of the Department's activities, compares current year results with those of the prior year, and discusses the positive and negative aspects of that comparison. Please read the MD&A in conjunction with the Department's financial statements, which follow this section.

THE STRUCTURE OF OUR ANNUAL REPORT



The Department's basic financial statements include (1) government-wide financial statements, (2) individual fund financial statements, and (3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-Wide Statements

The government-wide statements report information for the Department as a whole. These statements include transactions and balances relating to all assets, including capital assets. These statements are designed to provide information about cost of services, operating results, and financial position of the Department as an economic entity. The Statement of Net Position and the Statement of Activities, which appear first in the Department's financial statements, report information on the Department's activities that enable the reader to understand the financial condition of the Department. These statements are prepared using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account even if cash has not yet changed hands.

The Statement of Net Position presents information on all of the Department's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating. Other nonfinancial factors, such as the condition of the Department's capital assets, need to be considered in order to assess the overall health of the Department.

VILLAGE FIRE DEPARTMENT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

For the Year Ended December 31, 2019

The Statement of Activities presents information showing how the Department's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows – the accrual method rather than modified accrual that is used in the fund level statements.

The Statement of Net Position and the Statement of Activities include one class of activity:

1. *Governmental Activities* – The Department's fire protection (public safety) service is reported here. Participating cities and intergovernmental revenues finance this activity.

The government-wide financial statements can be found after the MD&A.

FUND FINANCIAL STATEMENTS

Funds may be considered as operating companies of the parent corporation, which is the Department. They are usually segregated for specific activities or objectives. The Department uses fund accounting to ensure and demonstrate compliance with finance-related legal reporting requirements. The two categories of Department funds are governmental and fiduciary.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the Department's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Department's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Department maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, the capital replacement fund, and the facility fund, which are considered to be major funds for reporting purposes.

The Department adopts an annual appropriated budget for its general fund, the capital replacement fund, and the facility fund. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with these budgets.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reported in the government-wide financial statements because the resources of those funds are not available to support the Department's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Department maintains one fiduciary fund, the ambulance billing fund. The Department's fiduciary activities are reported in a separate statement of fiduciary net position.

VILLAGE FIRE DEPARTMENT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

For the Year Ended December 31, 2019

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

Other Information

In addition to the financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI includes a budgetary comparison schedule for the general fund and a schedule of changes in net pension and other postemployment benefits liability and related ratios and schedule of contributions for the Texas Municipal Retirement System. RSI can be found after the notes to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the Department's financial position. For the Department, assets and deferred outflows of resources exceed liabilities and deferred inflows by \$4,306,200 as of year end.

The largest portion of the Department's net position reflects its unrestricted net position.

Statement of Net Position:

The following table reflects the condensed Statement of Net Position:

		Governmental Activities	
		2019	2018
<u>Assets</u>			
Current and other assets	\$	4,088,834	\$ 874,499
Capital assets, net		1,571,807	1,633,134
Total Assets		5,660,641	2,507,633
Deferred outflows - pensions		2,175,162	1,070,559
Deferred outflows - OPEB		10,472	11,454
Total Deferred Outflows of Resources		2,185,634	1,082,013
<u>Liabilities</u>			
Current liabilities		167,510	63,108
Long-term liabilities		2,329,483	526,181
Total Liabilities		2,496,993	589,289
Deferred inflows - pensions		1,033,640	1,183,787
Deferred inflows - OPEB		9,442	-
Total Deferred Inflows of Resources		1,043,082	1,183,787
<u>Net Position</u>			
Net investment in capital assets		1,571,807	1,633,134
Unrestricted		2,734,393	183,436
Total Net Position	\$	4,306,200	\$ 1,816,570

VILLAGE FIRE DEPARTMENT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

For the Year Ended December 31, 2019

Unrestricted net position is used to meet the Department's ongoing obligations to participants. The Department's unrestricted net position was \$2,734,393 as of year end. The Department experienced an overall increase in net position of \$2,489,630. The increase is primarily attributable to an increase in assessment revenue for facility improvements.

Statement of Activities

The following table provides a summary of the Department's changes in net position:

	Governmental Activities	
	2019	2018
<u>Revenues</u>		
Participant assessments	\$ 9,691,155	\$ 5,803,780
Charges for services	175,615	192,159
Interest	8,411	999
Other	326	214,100
Gain on sale of capital assets	5,545	125,000
Total Revenues	9,881,052	6,336,038
<u>Expenses</u>		
Public safety	7,391,422	6,069,323
Total Expenses	7,391,422	6,069,323
Change in Net Position	2,489,630	266,715
Beginning net position	1,816,570	1,549,855
Ending Net Position	\$ 4,306,200	\$ 1,816,570

In comparison to the prior year, revenues increased by 56% or \$3,545,014. This increase is mainly due to the increase in assessment revenue for renovation of the fire station. Total expenses for the Department increased by 22% or \$1,322,099 largely as a result of an increase in personnel expense.

FINANCIAL ANALYSIS OF THE DEPARTMENT'S FUNDS

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds – The focus of the Department's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of the Department's net resources available for spending at the end of the year.

The Department's governmental funds reflect a combined fund balance of \$3,921,324. Of this, \$98,413 is nonspendable, \$438,641 is assigned for equipment replacement, and \$3,569,935 is assigned for improvements to the facility.

The general fund is the Department's primary operating fund. At the end of the year, unassigned fund balance of the general fund was a deficit \$185,655, while total fund balance was a deficit \$87,252. As a measure of the general fund's liquidity, it may be useful to compare total fund balance to total fund expenditures.

VILLAGE FIRE DEPARTMENT
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended December 31, 2019

The Department's capital replacement fund had an ending fund balance of \$438,641, an increase of \$92,665. This increase is primarily due to the increase in assessment revenue in the current year.

The facility fund had an ending fund balance of \$3,569,935 which represents an increase of \$3,235,349 from the prior year, which is mainly due to revenues from assessments for renovation of the Department's facilities.

CAPITAL ASSETS

At the end of the year, the Department's governmental activities had invested \$1,571,807 (net of accumulated depreciation) in a variety of capital assets. This represents a net decrease of \$61,327.

During the year, the Department purchased two vehicles in the amount of \$74,026 and purchased a defibrillator in the amount of \$69,998. The Department also retired one vehicle, reducing capital assets by \$29,962.

More detailed information on the Department's capital assets can be found in note III. B to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Department approved a \$8.03 million budget for fiscal year 2020.

The City of Bunker Hill Village ("Bunker Hill") rejected the Department's 2019 budget, claiming it included a fund that was not established in the Interlocal Agreement (ILA). Bunker Hill opted to continue receiving services through December 31, 2019. During that time, the parties reached a new ILA that allows Bunker Hill to continue receiving fire protection services. The new ILA, beginning January 1, 2020, states Bunker Hill is no longer a participating member of the Department and does not have voting rights, but is a customer of the Department. Bunker Hill shall remain responsible for any obligation or liability of the Department during the agreement term.

In the future, Bunker Hill may be admitted to membership, but will not be eligible to serve as the Chairman or Vice Chairman of the Board of Commissioners.

The new ILA does not impact the 2020 budget. Bunker Hill is to remain responsible for any obligation or liability of the Department which accrues during the ILA term including, but not limited to, a proportionate share of the Department pension fund. Bunker Hill also remains responsible for 19% of any increase to the Department's employee post-retirement liability above its current level as calculated by the Department.

CONTACTING THE DEPARTMENT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Department's finances. Questions concerning this report or requests for additional financial information should be directed to the Fire Chief, Village Fire Department, 901 Corbindale, Houston, Texas 77024.

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BASIC FINANCIAL STATEMENTS

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VILLAGE FIRE DEPARTMENT

STATEMENT OF NET POSITION

December 31, 2019

		Primary Government Governmental Activities
<u>Assets</u>		
Cash	\$	3,976,084
Prepays		89,863
Other receivables		14,337
Inventory		8,550
Capital assets, net		1,571,807
Total Assets		5,660,641
<u>Deferred Outflows of Resources</u>		
Deferred outflows - pensions		2,175,162
Deferred outflows - OPEB		10,472
Total Deferred Outflows of Resources		2,185,634
<u>Liabilities</u>		
Current liabilities:		
Accounts payable		167,510
Total Current Liabilities		167,510
Noncurrent liabilities:		
Due within one year		273,420
Due in more than one year		2,056,063
Total Noncurrent Liabilities		2,329,483
Total Liabilities		2,496,993
<u>Deferred Inflows of Resources</u>		
Deferred inflows - pensions		1,033,640
Deferred inflows - OPEB		9,442
Total Deferred Inflows of Resources		1,043,082
<u>Net Position</u>		
Net investment in capital assets		1,571,807
Unrestricted		2,734,393
Total Net Position	\$	4,306,200

See Notes to Financial Statements.

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VILLAGE FIRE DEPARTMENT

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues Charges for Services	Net Revenue (Expense) and Changes in Net Position
			Primary Government Governmental Activities
Primary Government			
Governmental Activities			
Public safety	\$ 7,391,422	\$ 175,615	\$ (7,215,807)
Total Governmental Activities	<u>\$ 7,391,422</u>	<u>\$ 175,615</u>	<u>(7,215,807)</u>
General Revenues:			
Participant assessments			9,691,155
Interest			8,411
Other			326
Gain on sale of capital assets			5,545
Total General Revenues			<u>9,705,437</u>
Change in Net Position			2,489,630
Beginning net position			1,816,570
Ending Net Position			<u>\$ 4,306,200</u>

See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT

BALANCE SHEET

GOVERNMENTAL FUNDS

December 31, 2019

	General	Capital Replacement	Facility	Total Governmental Funds
<u>Assets</u>				
Cash	\$ 557,490	\$ 404,960	\$ 3,013,634	\$ 3,976,084
Prepays	89,863	-	-	89,863
Other receivables	14,337	-	-	14,337
Inventory	8,550	-	-	8,550
Due from other funds	-	33,681	556,301	589,982
Total Assets	\$ 670,240	\$ 438,641	\$ 3,569,935	\$ 4,678,816
<u>Liabilities</u>				
Accounts payable and accrued liabilities	\$ 167,510	\$ -	\$ -	\$ 167,510
Due to other funds	589,982	-	-	589,982
Total Liabilities	757,492	-	-	757,492
Fund Balances				
Nonspendable:				
Prepays and inventory	98,413	-	-	98,413
Assigned for:				
Equipment replacement	-	438,641	-	438,641
Facility improvements	-	-	3,569,935	3,569,935
Unassigned	(185,665)	-	-	(185,665)
Total Fund Balances	(87,252)	438,641	3,569,935	3,921,324
Total Liabilities and Fund Balances	\$ 670,240	\$ 438,641	\$ 3,569,935	

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Capital assets, net 1,571,807

Long-term liabilities and deferred outflows and deferred inflows related to the net pension and other postemployment benefits (OPEB) liability are deferred in the governmental funds.

Net pension liability	(1,887,198)
Total OPEB liability	(138,485)
Deferred outflows - pensions	2,175,162
Deferred outflows - OPEB	10,472
Deferred inflows - pensions	(1,033,640)
Deferred inflows - OPEB	(9,442)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences (303,800)

Net Position of Governmental Activities \$ 4,306,200

See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2019

	<u>General</u>	<u>Capital Replacement</u>	<u>Facility</u>	<u>Total Governmental Funds</u>
<u>Revenues</u>				
Participant assessments	\$ 6,031,155	\$ 160,000	\$ 3,500,000	\$ 9,691,155
Charges for fuel	175,615	-	-	175,615
Interest	3,637	1,146	3,628	8,411
Other	326	-	-	326
Total Revenues	<u>6,210,733</u>	<u>161,146</u>	<u>3,503,628</u>	<u>9,875,507</u>
<u>Expenditures</u>				
Current:				
Personnel	5,412,322	-	-	5,412,322
Operational	786,297	-	329,108	1,115,405
Capital outlay	169,366	74,026	-	243,392
Total Expenditures	<u>6,367,985</u>	<u>74,026</u>	<u>329,108</u>	<u>6,771,119</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(157,252)	87,120	3,174,520	3,104,388
<u>Other Financing Sources (Uses)</u>				
Sale of capital assets	-	5,545	-	5,545
Transfers in (out)	(60,829)	-	60,829	-
Total Other Financing Sources	<u>(60,829)</u>	<u>5,545</u>	<u>60,829</u>	<u>5,545</u>
Net Change in Fund Balances	(218,081)	92,665	3,235,349	3,109,933
Beginning fund balances	<u>130,829</u>	<u>345,976</u>	<u>334,586</u>	<u>811,391</u>
Ending Fund Balances	<u>\$ (87,252)</u>	<u>\$ 438,641</u>	<u>\$ 3,569,935</u>	<u>\$ 3,921,324</u>

See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

Net changes in fund balances - total governmental funds \$ 3,109,933

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	144,024
Depreciation expense	(205,351)

Net pension and total other postemployment benefits (OPEB) liabilities and deferred outflows and deferred inflows related to the net pension liability and total OPEB liability are reported in the governmental funds.

Net pension liability	(1,722,452)
Total OPEB liability	4,385
Deferred outflows - pensions	1,104,603
Deferred outflows - OPEB	(982)
Deferred inflows - pensions	150,147
Deferred inflows - OPEB	(9,442)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	(85,235)
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Change in Net Position of Governmental Activities	\$ 2,489,630
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See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT
STATEMENT OF FIDUCIARY NET POSITION
AGENCY FUND
December 31, 2019

		<u>Ambulance Billing</u>
<u>Assets</u>		
Cash		\$ 372,978
	Total Assets	<u><u>\$ 372,978</u></u>
<u>Liabilities</u>		
Accounts payable		\$ 372,978
	Total Liabilities	<u><u>\$ 372,978</u></u>

See Notes to Financial Statements.

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

On December 20, 1978, six contracting cities joined into an interlocal cooperation agreement (the “Interlocal Agreement”) to establish a common municipal fire department, chartered as the Village Fire Department (the “Department”), to provide fire and rescue services beginning January 1, 1979. The area of coverage consists of the six cities commonly known as the Memorial Villages (the “Participating Cities”) and is approximately ten square miles. The City of Bunker Hill Village (Bunker Hill) rejected the Department’s 2019 budget, claiming it included a fund that was not established in the Interlocal Agreement. Bunker Hill opted to continue receiving services through December 31, 2019, during that time the parties reached a long-term services agreement that allows Bunker Hill to continue receiving fire protection services. The new interlocal agreement, beginning January 1, 2020, states Bunker Hill is no longer a participating member of the Department and does not have voting rights, but is a customer of the Department. Bunker Hill shall remain responsible for any obligation or liability of the Department during the agreement term.

The Department operates under a five-member Board of Fire Commissioners (the “Board”). Five of the six cities participating in the Interlocal Agreement appoint one fire commissioner and one alternate. Bunker Hill is the only city without membership. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Department (the primary government) and its component units. In evaluating how to define the Department for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth in generally accepted accounting principles. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body’s ability to exercise oversight responsibility. The most significant indication of this ability is financial interdependency. Other indications of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Department is able to exercise oversight responsibilities. As of December 31, 2019, the Department had no component units.

In the future, Bunker Hill may be admitted to membership, but will not be eligible to serve as the Chairman or Vice Chairman of the Village Fire Commission.

The Department is not considered a component unit of the Participating Cities, but is reported as a joint venture.

B. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. All fiduciary activities are reported only in the fund financial statements. *Governmental activities*, which normally are supported by intergovernmental revenues and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. The Department has no business-type activities.

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds. Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and various other functions of the Department. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the Department's funds, including its fiduciary fund. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The Department reports the following governmental funds:

The *general fund* is used to account for all financial transactions not properly includable in other funds. The principal source of revenue is contributions from participating cities. Expenditures include public safety. The general fund is always considered a major fund for reporting purposes.

The *capital replacement fund* calls for a certain amount to be set aside each year to be used for replacement of capital equipment. Any capital expenditure must be approved by four out of the five Participating Cities. The capital replacement fund is considered a major fund for reporting purposes.

The *facility fund* is used to account for monies to be used toward the remodel of the fire station. The facility fund is funded by an annual transfer from the general fund based on unused budgeted assessments from the Participating Cities at the conclusion of the prior year. The facility fund is considered a major fund for reporting purposes.

Additionally, the Department reports the following fund type:

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The Department maintains one fiduciary fund, an agency fund for ambulance billing. The agency fund is used to account for assets that the Department holds for others in an agency capacity.

During the course of operations, the Department has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental) are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Participant assessments, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the Department.

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

The Department's cash consists of demand deposits. All short-term investments that are highly liquid are considered to be cash and cash equivalents.

2. Investments

The Department has adopted a written investment policy regarding the investment of its funds, as required by the Public Funds Investment Act (Chapter 2256, Texas Local Government Code), which permits the Department to invest in most of the investments permitted under state statutes.

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

3. Receivables

All trade receivables are shown net of an allowance for uncollectibles.

4. Inventories and Prepaid Items

All inventories are valued at cost using the last-in/first-out (LIFO) method. The cost of governmental fund inventories are recorded as expenditures when the related liability is incurred (i.e., the purchase method).

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

5. Capital Assets

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$2,500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property and equipment of the Department are depreciated using the straight-line method over the following estimated useful years:

<u>Asset Description</u>	<u>Estimated Useful Life</u>
Buildings and improvements	5 to 40 years
Machinery and equipment	5 to 15 years
Vehicles	9 to 18 years
Computer equipment	5 years

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

Deferred outflows/inflows of resources are amortized as follows:

- Deferred outflows/inflows from pension/other postemployment benefits (OPEB) activities are amortized over the average of the expected service lives of pension/OPEB plan members, except for the net differences between the projected and actual investment earnings on the pension/OPEB plan assets, which are amortized over a period of five years.

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

- For employer pension/OPEB plan contributions that were made subsequent to the measurement date through the end of the Department's fiscal year, the amount is deferred and recognized as a reduction to the net pension/OPEB liability during the measurement period in which the contributions were made.

7. Compensated Employee Absences

The Department provides sick and holiday/vacation leave based on length of employment. An amount equal to one year's authorized vacation may be carried over from one anniversary date to another. Sick leave may be carried over from one year to the next, not to exceed 540 hours for 40-hour personnel and not to exceed 648 hours for operational personnel. Upon separation of employment, sick leave balance will not be paid. However, obligated sick leave earned prior to September 1, 1996 shall have a maximum payout of 1,080 hours. In addition, any sick leave earned between September 2, 1996 through March 31, 2011 will pay a maximum of 216 hours if employment is terminated by retirement, disability, death, or general reduction in work force. Holiday/vacation pay up to 180 hours for 40-hour personnel and 216 hours for operational personnel may be carried over to the next year. Also, compensatory time up to 200 hours may be carried over to the next year. Upon separation of employment, 40-hour personnel are allowed to be paid a maximum payout of 180 hours and operational personnel are allowed to be paid a maximum of 216 hours of holiday/vacation pay.

8. Participants' Assessment

The Department collects operating revenues from the Participating Cities based on the approved operating budget, of which each city contributes a pro-rata share.

9. Net Position Flow Assumption

Sometimes the Department will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

10. Fund Balance Flow Assumptions

Sometimes the Department will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

11. Fund Balance Policies

Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Department itself can establish

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact are classified as nonspendable fund balance. Amounts that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions are classified as restricted.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Department's highest level of decision-making authority. The Board is the highest level of decision-making authority for the Department that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Department for specific purposes but do not meet the criteria to be classified as committed. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

12. Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

13. Pensions

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's fiduciary net position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

14. Other Postemployment Benefits

The Department provides postemployment healthcare benefits as mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The requirements established by COBRA are fully funded by employees who elect coverage under COBRA and the Department incurs no direct costs.

In addition, the Department participates in a single-employer, unfunded, defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDBF). The Department elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The funding policy for the SDBF program is to assure that adequate

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

resources are available to meet all death benefit payments for the upcoming year. Benefit payments are treated as being equal to the employer's yearly contributions for retirees. Benefit payments and refunds are due and payable in accordance with the benefit terms. Information about the Department's total other postemployment benefit (OPEB) liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by TMRS from reports prepared by their consulting actuary.

G. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The original budget is adopted by the Board and must be approved by the City Councils of the participating cities that hold a majority in interest. Amendments made during the year must be adopted by the Board and approved by all of the participating cities.

III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Deposits and Investments

Custodial credit risk – deposits. In the case of deposits, this is the risk that the Department's deposits may not be returned in the event of a bank failure. The Department's investment policy requires funds on deposit at the depository bank to be collateralized by securities. As of December 31, 2019, fair market values of pledged securities and FDIC coverage exceeded bank balances

B. Capital Assets

A summary of changes in capital assets at year end is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Buildings and improvements	\$ 1,272,745	\$ -	\$ -	\$ 1,272,745
Furniture and equipment	837,989	69,998	-	907,987
Vehicles	2,042,235	74,026	(29,962)	2,086,299
Total capital assets being depreciated	4,152,969	144,024	(29,962)	4,267,031
Less accumulated depreciation for:				
Buildings and improvements	(981,873)	(30,932)	-	(1,012,805)
Furniture and equipment	(685,417)	(32,908)	-	(718,325)
Vehicles	(852,545)	(141,511)	29,962	(964,094)
Total accumulated depreciation	(2,519,835)	(205,351)	29,962	(2,695,224)
Capital assets being depreciated, net	1,633,134	(61,327)	-	1,571,807
Governmental Activities Capital Assets, Net	\$ 1,633,134	\$ (61,327)	\$ -	\$ 1,571,807

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

C. Long-Term Liabilities

The following is a summary of changes in the Department's total governmental long-term liabilities for the year.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities:					
Compensated absences	\$ 218,565	\$ 498,436	\$ 413,201	\$ 303,800	\$ 273,420
Net pension liability	164,746	1,722,452	-	1,887,198	-
Total OPEB liability	142,870	-	4,385	138,485	-
Total Governmental Activities	<u>\$ 526,181</u>	<u>\$ 2,220,888</u>	<u>\$ 417,586</u>	<u>\$ 2,329,483</u>	<u>\$ 273,420</u>
Long-term liabilities due in more than one year				<u>\$ 2,056,063</u>	

D. Interfund Receivables and Payables

The composition of interfund balances as of December 31, 2019 is as follows:

<u>Due to</u>	<u>Due from</u>	<u>Amounts</u>
Capital Replacement Fund	General Fund	\$ 33,681
Facility Fund	General Fund	556,301
		<u>\$ 589,982</u>

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

IV. OTHER INFORMATION

A. Interlocal Agreement Between the Participating Cities

In July 1985, the six Participating Cities amended the Interlocal Agreement changing the expiration date to December 31, 1990. The amendment also makes the Interlocal Agreement automatically renewable for additional periods of five years each on its anniversary/termination date unless written notice is received from any of the Participating Cities by the first of September prior to the expiration date. The Interlocal Agreement has renewed automatically five times since December 1990 and the current automatic renewal extends to December 31, 2020.

Under the July 1985 amended Interlocal Agreement, each Participating City provides monthly funds to the Department based upon fixed percentages of the annual budget beginning with the 1985 budget and all subsequent years for which the Interlocal Agreement is in effect. The amendments to the Interlocal Agreement also changed the procedures through which the Participating Cities approve each year's budget and intra-budgetary transfers.

The Interlocal Agreement was further amended during 1995 to allow the Department to bill for emergency medical services on behalf of the six Participating Cities. The billing is accounted for as reported in Note I.V.D. The Interlocal Agreement also provides that each of the six Participating Cities hold an undivided interest in the leasehold on the land leased by the Department from the Spring Branch Independent School District. In accordance with the terms of the Interlocal Agreement, the six Participating Cities paid for construction of a new fire department building on the

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

leased property, which was completed and occupied during 1980. Each of the six Participating Cities holds an undivided interest in the building. The terms of the Interlocal Agreement require the Department to maintain certain minimum insurance coverage, naming each Participating City as an insured.

The Interlocal Agreement was further amended in December 2019 for a term of 48 months beginning on January 1, 2020. Bunker Hill is no longer a participating member of the Board, but as a customer, continues receiving fire protection and emergency services from the Department. Following the Agreement term, if in good standing with the current ILA, Bunker Hill may become a participating member.

B. Agreement with the City of Houston

The Department has an automatic assistance agreement with the City of Houston to provide a ladder truck and sufficient personnel to provide fire fighting and emergency medical assistance. In return, the City of Houston will provide two engine companies and sufficient personnel to provide fire fighting in the areas to which the Department provides services.

C. Charges For Fuel

Certain entities served by the Department purchase gasoline and diesel fuel from the Department at the Department's cost plus a three cent per gallon administrative fee. The entities are invoiced by the Department at the end of the month for the fuel that was purchased.

D. Agency Fund – Ambulance Billing

The ambulance billing fund was established to collect amounts billed for ambulance transportation and other emergency medical services provided by the Department. The fees are collected by the Department on behalf of the Participating Cities, and all funds received by the Department are considered to belong to the Participating Cities and, therefore, are recorded as a payable to the Participating Cities. In the current year, the funds have not been remitted to the cities as the Board will vote on retaining these monies to fund the fire station renovation.

An eight percent fee is paid to the contractor that issues the billings and collects the payments for the Department. The service fee is considered to be an obligation of the six Participating Cities and is paid from the funds collected on their behalf. The net fees are paid pro-rata to each of the six Participating Cities quarterly based upon each City's percentage of the Department budget. The Participating Cities will vote on allowing the Department to retain these funds for facility improvements.

As stated in the December 2019 amended Interlocal Agreement, Bunker Hill is not entitled to any return of departmental ambulance revenues received by the Department.

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

The amounts collected and paid in 2019 are as follows:

	<u>Ambulance Billing</u>	
Beginning balance	\$	39,780
Total 2019 collections (net of fees)	352,542	
2019 interest earned	<u>307</u>	
Total cash receipts		352,849
Professional fees	<u>(19,651)</u>	
Paid to cities	*	<u>-</u>
Total 2019 disbursements		<u>(19,651)</u>
Ending balance	\$	<u>372,978</u>

*The Department did not remit collections to Participating Cities in 2019

E. Risk Management

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Department periodically assesses the proper insurance and retention of risk to cover losses to which it may be exposed.

The Department assumes substantially all risks associated with tort and liability claims due to the performance of its duties. Currently, the Department is not involved in any risk pools with other government entities, but does purchase insurance for such events that may occur. The Department has not reduced insurance coverage or had settlements that exceeded coverage amounts in the last three years.

F. Contingent Liabilities

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of payouts, and other economic and social factors. No claim liabilities are reported at year end.

G. Pension Plans

1. Texas Municipal Retirement System

Plan Description

The Department participates as one of 887 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the TMRS. TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of TMRS with a six-member Board of Trustees (the "Board"). Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report that can be obtained at www.tmr.com.

All eligible employees of the Department are required to participate in TMRS.

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the Department-financed monetary credits, with interest, were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

The plan provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS. Plan provisions for the Department were as follows:

	<u>2019</u>	<u>2018</u>
Employee deposit rate	7.00%	7.00%
Matching ratio (Department to employee)	1.5 to 1	1.5 to 1
Years required for vesting	5	5
Service requirement eligibility (expressed as age/yr of service)	60/5, 0/20	60/5, 0/20
Updated service credit	100% Repeating, Transfers	100% Repeating, Transfers
Annuity increase (to retirees)	70% of CPI	70% of CPI

Employees Covered by Benefit Terms

At the December 31, 2018 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	24
Inactive employees entitled to, but not yet receiving, benefits	8
Active employees	48
Total	<u>80</u>

Contributions

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the Department-matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the Department. Under the state law governing TMRS, the contribution rate for each entity is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the Department were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the Department were 6.29% and 6.09% in calendar years

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

2018 and 2019, respectively. The Department's contributions to TMRS for the calendar year ended December 31, 2019 were \$257,853, which were equal to the required contributions.

Net Pension Liability

The Department's Net Pension Liability (NPL) was measured as of December 31, 2018 and the Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The TPL in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	3.00% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and annuity purchase rate are based on the mortality experience investigation study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, TMRS adopted the EAN actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation, as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return (Arithmetic)</u>
Domestic Equity	17.50%	4.30%
International Equity	17.50%	6.10%
Core Fixed Income	10.00%	1.00%
Non-Core Fixed Income	20.00%	3.39%
Real Return	10.00%	3.78%
Real Estate	10.00%	4.44%
Absolute Return	10.00%	3.56%
Private Equity	5.00%	7.75%
Total	100.00%	

Discount Rate

The discount rate used to measure the TPL was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

Changes in the NPL

	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability (A)</u>	<u>Plan Fiduciary Net Position (B)</u>	<u>Net Pension Liability (A) - (B)</u>
Changes for the year:			
Service cost	\$ 386,412	\$ -	\$ 386,412
Interest	1,251,321	-	1,251,321
Difference between expected and actual experience	(2,721)	-	(2,721)
Changes in assumptions	-	-	-
Contributions - employer	-	228,219	(228,219)
Contributions - employee	-	253,980	(253,980)
Net investment income	-	(558,275)	558,275
Benefit payments, including refunds of employee contributions	(948,762)	(948,762)	-
Administrative expense	-	(10,800)	10,800
Other changes	-	(564)	564
Net Changes	686,250	1,831,936	1,722,452
Balance at December 31, 2017	18,819,269	18,654,523	164,746
Balance at December 31, 2018	\$ 19,505,519	\$ 20,486,459	\$ 1,887,198

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Sensitivity of the NPL to Changes in the Discount Rate

The following presents the NPL of the Department, calculated using the discount rate of 6.75%, as well as what the Department's NPL would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
Department's Net Pension Liability/(Asset)	\$ 4,409,880	\$ 1,887,198	\$ (201,127)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmrs.com.

Pension Expense and Deferred Outflows/Deferred Inflows of Resources Related to Pensions

For the calendar year ended December 31, 2019, the Department recognized pension expense of \$323,781.

At December 31, 2019, the Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 57,634	\$ 316,707
Changes in actuarial assumptions	183,960	-
Difference between projected and actual investment earnings	1,681,103	716,933
Contributions subsequent to the measurement date	252,465	-
Total	\$ 2,175,162	\$ 1,033,640

\$252,465 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the NPL for the fiscal year ending December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Calendar Year Ended December 31	Pension Expense
2020	\$ 399,762
2021	173,490
2022	86,607
2023	371,161
2024	2,028
Thereafter	(69)
Total	\$ 1,032,979

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

2. Deferred Compensation Plan

The Department offers its employees a deferred compensation plan (the “Plan”) created in accordance with Internal Revenue Code Section 457. The Plan, available to all Department employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or an unforeseeable emergency.

3. Village Fire Department Cafeteria Plan

Effective January 1, 1989, the Department began the Village Fire Department Cafeteria Plan (the “Plan”) under which qualified employees may elect to contribute a portion of their compensation to the Plan for payment of employee benefits selected by each participant. The Plan is funded entirely from participants’ contributions. The Department is not required to provide any employer contributions to the Plan.

H. Other Postemployment Benefits

1. TMRS Supplemental Death Benefit

Plan Description

The Department participates in an OPEB plan administered by TMRS. TMRS administers the defined benefit group-term life insurance plan known as the SDBF. This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. Employers may terminate coverage under, and discontinue participation in, the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The member entity contributes to the SDBF at a contractually required rate (based on the covered payroll of employee members) as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees’ entire careers. No assets are accumulated in a trust that meets the criteria in paragraph 4 of *Governmental Accounting Standards Board* (GASB 75). As such, the SDBF is considered to be a single-employer unfunded OPEB defined benefit plan with benefit payments treated as being equal to the employer’s yearly contributions for retirees.

The contributions to the SDBF are pooled for investment purposes with those of the Pension Trust Fund (PTF). The TMRS Act requires the PTF to allocate a 5% interest credit from investment income to the SDBF on an annual basis each December 31 based on the mean balance in the SDBF during the year.

Benefits

The death benefit for active employees provides a lump-sum payment approximately equal to the employee’s annual salary (calculated based on the employee’s actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an OPEB and is a fixed amount of \$7,500. As the SDBF covers both active and retiree participants with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated).

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Participation in the SDBF as of December 31, 2018 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	24
Inactive employees entitled to, but not yet receiving, benefits	8
Active employees	48
Total	<u>80</u>

Total OPEB Liability

The Department's total OPEB liability of \$138,485 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.5% to 10.5% including inflation
Discount rate*	3.71%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

*The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of an actuarial experience study for the period December 31, 2010 to December 31, 2014.

VILLAGE FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended December 31, 2019

Changes in the Total OPEB Liability

	<u>Increase</u> <u>Total OPEB</u> <u>Liability</u>
Changes for the year:	
Service cost	\$ 3,628
Interest	4,777
Change of benefit terms	-
Difference between expected and actual experience	(1,302)
Changes in assumptions	(10,762)
Benefit payments	(726)
Net Changes	(4,385)
Balance at December 31, 2017	142,870
Balance at December 31, 2018	\$ 138,485

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease</u> <u>(2.71%)</u>	<u>Discount Rate</u> <u>(3.71%)</u>	<u>1% Increase</u> <u>(4.71%)</u>
Department's Total OPEB Liability	\$ 167,643	\$ 138,485	\$ 116,039

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the Department recognized OPEB expense of \$8,425.

The Department reported deferred outflows of resources related to OPEB from the following sources:

	<u>Deferred</u> <u>Outflows of</u> <u>Resources</u>	<u>Deferred</u> <u>Inflows of</u> <u>Resources</u>
Differences between expected and actual economic Experience	\$ -	\$ 1,142
Changes in actuarial assumptions	9,228	9,442
Contributions subsequent to the measurement date	1,244	-
Total	\$ 10,472	\$ 10,584

VILLAGE FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2019

\$1,244 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability for the fiscal year ending December 31, 2020.

Amounts reported as deferred outflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ended December 31	OPEB Expense
2020	\$ 20
2021	20
2022	20
2023	20
2024	20
Thereafter	(1,456)
Total	\$ (1,356)

I. Concentrations and Economic Dependency

The Department's principal source of revenue consists of charges to the Participating Cities under the provisions of the Interlocal Agreement. The Department is dependent on these charges for its ongoing operations.

The Department receives all of its funding from the six Participating Cities that are participants in the Interlocal Agreement. Except for the City of Hilshire Village, withdrawal of any one of the other five cities would have a significant impact on the operation of the Department.

The approximate percentages of total City assessments and total revenues provided by each City are as follows:

	Percentage of City Assessment	Percentage of Total Revenues
Bunker Hill Village	19.00%	19.00%
Hedwig Village	18.50%	18.50%
Hilshire Village	3.00%	3.00%
Hunters Creek Village	22.25%	22.25%
Piney Point Village	21.00%	21.00%
Spring Valley Village	16.25%	16.25%
Totals	100.00%	100.00%

REQUIRED SUPPLEMENTARY INFORMATION

VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (BUDGETARY BASIS)
GENERAL FUND

For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Participant assessments	\$ 6,031,155	\$ 6,031,155 (1)	\$ 6,031,155	\$ -
Prior year authorization (2)		130,289	-	(130,289)
Interest	-	-	3,637	3,637
Other	-	-	326	326
Total Revenues	<u>6,031,155</u>	<u>6,161,444</u>	<u>6,035,118</u>	<u>(126,326)</u>
Expenditures				
Personnel	5,284,045	5,284,045	5,412,322	(128,277)
Operational	627,110	697,110	610,682	86,428
Capital outlay	120,000	120,000	169,366	(49,366)
Total Expenditures	<u>6,031,155</u>	<u>6,101,155</u>	<u>6,192,370</u>	<u>(91,215)</u>
Excess of Revenues Over Expenditures	-	60,289	(157,252)	(217,541)
Other Financing Sources (Uses)				
Transfers (out)	-	-	(60,829)	(60,829)
Total Other Financing (Uses)	<u>-</u>	<u>-</u>	<u>(60,829)</u>	<u>(60,829)</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ 60,289</u>	(218,081)	<u>\$ (278,370)</u>
Beginning fund balance			130,829	
Ending Fund Balance			<u>\$ (87,252)</u>	
Reconciliation to GAAP Basis:				
Prior year surplus carryover			-	
Charges for fuel			175,615	
Fuel costs			(175,615)	
Net Change in Fund Balance			(218,081)	
Beginning fund balance			130,829	
Ending Fund Balance			<u>\$ (87,252)</u>	
(1) General operations	\$ 5,986,155			
(1) Compensated absences	45,000			
Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	<u>\$ 9,691,155</u>			
(2) Prior year authorization (Non-GAAP) - Amounts in beginning fund balance				
Communication software	70,000			
Transfer to facility	60,289			
	<u>\$ 130,289</u>			

VILLAGE FIRE DEPARTMENT
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Measurement Year*			
	2014	2015	2016	2017
Total Pension Liability				
Service cost	\$ 307,435	\$ 330,958	\$ -	\$ 374,669
Interest (on the total pension liability)	1,126,961	1,168,403	1,196,360	1,206,336
Difference between expected and actual experience	(18,740)	41,040	(329,361)	64,222
Change of assumptions	-	539,440	-	-
Benefit payments, including refunds of employee contributions	(699,381)	(971,398)	(792,574)	(1,020,523)
Net Change in Total Pension Liability	<u>716,275</u>	<u>1,108,443</u>	<u>74,425</u>	<u>624,704</u>
Beginning total pension liability	<u>16,295,422</u>	<u>17,011,697</u>	<u>18,120,140</u>	<u>18,194,565</u>
Ending Total Pension Liability	<u><u>\$ 17,011,697</u></u>	<u><u>\$ 18,120,140</u></u>	<u><u>\$ 18,194,565</u></u>	<u><u>\$ 18,819,269</u></u>
Plan Fiduciary Net Position				
Contributions - employer	\$ 257,774	\$ 232,199	\$ 228,920	\$ 290,951
Contributions - employee	235,871	231,208	239,170	244,197
Net investment income	908,400	24,454	1,085,626	2,330,006
Benefit payments, including refunds of employee contributions	(699,381)	(971,398)	(792,574)	(1,020,523)
Administrative expense	(9,485)	(14,896)	(12,269)	(12,083)
Other	(780)	(734)	(661)	(612)
Net Change in Plan Fiduciary Net Position	<u>692,399</u>	<u>(499,167)</u>	<u>748,212</u>	<u>1,831,936</u>
Beginning plan fiduciary net position	<u>15,881,143</u>	<u>16,573,542</u>	<u>16,074,375</u>	<u>16,822,587</u>
Ending Plan Fiduciary Net Position	<u><u>\$ 16,573,542</u></u>	<u><u>\$ 16,074,375</u></u>	<u><u>\$ 16,822,587</u></u>	<u><u>\$ 18,654,523</u></u>
Net Pension Liability	<u><u>\$ 438,155</u></u>	<u><u>\$ 2,045,765</u></u>	<u><u>\$ 1,371,978</u></u>	<u><u>\$ 164,746</u></u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	97.42%	88.71%	92.46%	99.12%
Covered Payroll	\$ 3,369,589	\$ 3,302,977	\$ 3,416,713	\$ 3,488,534
Net Pension Liability as a Percentage of Covered Payroll	13.00%	61.94%	40.15%	4.72%

*Only five years of information is currently available. The Department will build this schedule over the next five-year period.

Measurement
Year*
2018

\$	386,412
	1,251,321
	(2,721)
	-
	(948,762)
	686,250
	18,819,269
\$	19,505,519

\$	228,219
	253,980
	(558,275)
	(948,762)
	(10,800)
	(564)
	(1,036,202)
	18,654,523
\$	17,618,321
\$	1,887,198

90.32%

\$	3,628,281
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52.01%

VILLAGE FIRE DEPARTMENT
SCHEDULE OF CONTRIBUTIONS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Fiscal Year*			
	2014	2015	2016	2017
Actuarially determined contribution	\$ 257,926	\$ 232,200	\$ 228,920	\$ 290,944
Contributions in relation to the actuarially determined contribution	257,926	232,200	228,920	290,944
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 3,369,589	\$ 3,302,982	\$ 3,416,716	\$ 3,488,534
Contributions as a percentage of covered payroll	7.65%	7.03%	6.70%	8.34%

*Only six years of information is currently available. The Department will build this schedule over the next four-year period.

Notes to Required Supplementary Information:

1. Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

2. Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	27 years
Asset valuation method	10 year smoothed market; 15% soft corridor
Inflation	2.5%
Salary increases	3.50% to 10.5% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the Department's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

3. Other Information:

There were no benefit changes during the year.

Fiscal Year*			
	2018		2019
\$	228,109	\$	252,456
	228,109		252,456
	-		-
	3,628,278		4,145,562
	6.29%		6.09%

VILLAGE FIRE DEPARTMENT
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended December 31, 2019

	Measurement Year*	
	2017	2018
Total OPEB Liability		
Service cost	\$ 2,791	\$ 3,628
Interest (on the total OPEB liability)	4,720	4,777
Changes in benefit terms	-	-
Difference between expected and actual experience	-	(1,302)
Change in assumptions	12,228	(10,762)
Benefit payments	(698)	(726)
Net Change in Total OPEB Liability	19,041	(4,385)
Beginning total OPEB liability	123,829	142,870
Ending Total OPEB Liability	\$ 142,870	\$ 138,485
Covered Payroll	\$ 3,488,534	\$ 3,628,281
Total OPEB Liability as a Percentage of Covered Payroll	4.10%	3.82%

* Only two years of information is currently available. The Department will build this schedule over the next eight-year period.

** Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Notes to Required Supplementary Information:

Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Inflation	2.5%
Salary increases	3.50 to 10.5% including inflation
Discount rate	3.71%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

Other Information:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75 to pay related benefits.

The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

Change of assumptions is the annual change in the municipal bond index rate.

There were no benefit changes during the year.

SUPPLEMENTARY INFORMATION

VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL REPLACEMENT FUND
For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Participant assessments	\$ 160,000	\$ 160,000 (1)	\$ 160,000	\$ -
Interest	-	-	1,146	1,146
Total Revenues	<u>160,000</u>	<u>160,000</u>	<u>161,146</u>	<u>1,146</u>
<u>Expenditures</u>				
Capital outlay	160,000	160,000	74,026	85,974
Total Expenditures	<u>160,000</u>	<u>160,000</u>	<u>74,026</u>	<u>85,974</u>
Excess of Revenues Over Expenditures	-	-	87,120	87,120
<u>Other Financing Sources (Uses)</u>				
Sale of capital assets	-	-	5,545	5,545
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>5,545</u>	<u>5,545</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	92,665	<u>\$ 92,665</u>
Beginning fund balance			<u>345,976</u>	
		Ending Fund Balance	<u>\$ 438,641</u>	
General operations	\$ 5,986,155			
Compensated absences	45,000			
(1) Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	<u>\$ 9,691,155</u>			

VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FACILITY FUND

For the Year Ended December 31, 2019

	<u>Original Budget Amounts</u>	<u>Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<u>Revenues</u>				
Participant assessments	\$ 3,500,000	\$ 3,500,000	(1) \$ 3,500,000	\$ -
Interest	-	-	3,628	3,628
Total Revenues	<u>3,500,000</u>	<u>3,500,000</u>	<u>3,503,628</u>	<u>3,628</u>
<u>Expenditures</u>				
Capital outlay	3,500,000	3,560,829	329,108	3,231,721
Total Expenditures	<u>3,500,000</u>	<u>3,560,829</u>	<u>329,108</u>	<u>3,231,721</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ (60,829)</u>	3,235,349	<u>\$ 3,296,178</u>
Beginning fund balance			<u>334,586</u>	
		Ending Fund Balance	<u>\$ 3,569,935</u>	
General operations	\$ 5,986,155			
Compensated absences	45,000			
Capital replacement	160,000			
(1) Facility	3,500,000			
Total Assessments	<u>\$ 5,803,780</u>			

VILLAGE FIRE DEPARTMENT

COMBINING BALANCE SHEET

SUBFUNDS OF THE GENERAL FUND

December 31, 2019

	General Operations	Governmental Compensated Absences	Reconciliation	Total General Fund
<u>Assets</u>				
Cash	\$ 491,263	\$ 66,227	\$ -	\$ 557,490
Prepays	89,863	-	-	89,863
Other receivables	14,337	-	-	14,337
Due from other funds	37,615	-	(37,615)	-
Inventory	8,550	-	-	8,550
Total Assets	\$ 641,628	\$ 66,227	\$ (37,615)	\$ 670,240
<u>Liabilities</u>				
Accounts payable and accrued liabilities	\$ 167,510	\$ -	\$ -	\$ 167,510
Due to other funds	589,982	37,615	(37,615)	589,982
Total Liabilities	757,492	37,615	(37,615)	757,492
Fund Balances:				
Nonspendable:				
Prepays and inventory	98,413	-	-	98,413
Unassigned	(214,277)	28,612	-	(185,665)
Total Fund Balances	(115,864)	28,612	-	(87,252)
Total Liabilities and Fund Balances	\$ 641,628	\$ 66,227	\$ (37,615)	\$ 670,240

VILLAGE FIRE DEPARTMENT
COMBINING STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SUBFUNDS OF THE GENERAL FUND
For the Year Ended December 31, 2019

	<u>General Operations</u>	<u>Governmental Compensated Absences</u>	<u>Total General Fund</u>
<u>Revenues</u>			
Participant assessments	\$ 5,986,155	\$ 45,000	\$ 6,031,155
Charges for fuel	175,615	-	175,615
Interest	3,622	15	3,637
Other	326	-	326
Total Revenues	<u>6,165,718</u>	<u>45,015</u>	<u>6,210,733</u>
<u>Expenditures</u>			
Personnel	5,397,837	14,485	5,412,322
Operational	786,297	-	786,297
Capital outlay	169,366	-	169,366
Total Expenditures	<u>6,353,500</u>	<u>14,485</u>	<u>6,367,985</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(187,782)</u>	<u>30,530</u>	<u>(157,252)</u>
<u>Other Financing Sources (Uses)</u>			
Transfers (out)	(60,829)	-	(60,829)
Total Other Financing (Uses)	<u>(60,829)</u>	<u>-</u>	<u>(60,829)</u>
Net Change in Fund Balances	(248,611)	30,530	(218,081)
Beginning fund balances	132,747	(1,918)	130,829
Participant refunds	-	-	-
Ending Fund Balances	<u>\$ (115,864)</u>	<u>\$ 28,612</u>	<u>\$ (87,252)</u>

VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL OPERATIONS SUBFUND
For the Year Ended December 31, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Participant assessments	\$ 5,986,155	\$ 5,986,155	\$ 5,986,155	\$ -
Prior year authorization (2)		130,829	-	(130,829)
Interest	-	-	3,622	3,622
Other	-	-	326	326
Total Revenues	<u>5,986,155</u>	<u>6,116,984</u>	<u>5,990,103</u>	<u>(126,881)</u>
<u>Expenditures</u>				
Personnel	5,239,045	5,239,045	5,397,837	(158,792)
Operational	627,110	697,110	610,682	86,428
Capital outlay	120,000	120,000	169,366	(49,366)
Total Expenditures	<u>5,986,155</u>	<u>6,056,155</u>	<u>6,177,885</u>	<u>(121,730)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>60,829</u>	<u>(187,782)</u>	<u>(248,611)</u>
<u>Other Financing Sources(Uses)</u>				
Transfers (out)	-	(60,829)	(60,829)	-
Total Other Financing (Uses)	<u>-</u>	<u>(60,829)</u>	<u>(60,829)</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>(248,611)</u>	<u>\$ (248,611)</u>
Beginning fund balance			132,747	
		Ending Fund Balance	<u>\$ (115,864)</u>	
Reconciliation to GAAP Basis:				
Charges for fuel			175,615	
Fuel costs			(175,615)	
		Net Change in Fund Balance	<u>(248,611)</u>	
		Beginning fund balance	132,747	
		Ending Fund Balance	<u>\$ (115,864)</u>	
(1) General operations	\$ 5,986,155			
Compensated absences	45,000			
Capital replacement	160,000			
Facility	3,500,000			
Total Assessments	<u>\$ 9,691,155</u>			
(2) Prior year authorization (Non-GAAP) - Amounts in beginning fund balance				
Communication software	70,000			
Transfer to facility	60,829			
	<u>\$ 130,829</u>			

VILLAGE FIRE DEPARTMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GOVERNMENTAL COMPENSATED ABSENCES SUBFUND
For the Year Ended December 31, 2019

	<u>Original Budget Amounts</u>	<u>Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<u>Revenues</u>				
Participant assessments	\$ 45,000	\$ 45,000 (1)	\$ 45,000	\$ -
Interest	-	-	15	15
Total Revenues	<u>45,000</u>	<u>45,000</u>	<u>45,015</u>	<u>15</u>
<u>Expenditures</u>				
Personnel	45,000	45,000	14,485	30,515
Total Expenditures	<u>45,000</u>	<u>45,000</u>	<u>14,485</u>	<u>30,515</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	30,530	<u>\$ 30,530</u>
Beginning fund balance			<u>(1,918)</u>	
		Ending Fund Balance	<u>\$ 28,612</u>	
General operations	\$ 5,484,969			
(1) Compensated absences	45,000			
Capital replacement	130,000			
Facility	143,811			
Total Assessments	<u>\$ 5,803,780</u>			

RESOLUTION NO. 2020-205

WHEREAS, the Villages of Hedwig Village, Hilshire Village, Hunter's Creek Village, Piney Point Village and Spring Valley ("Cities") entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department's Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314 with Hilshire Village's 2021 Annual Assessment being \$208,839.42 (3%); and

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department's Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314.00 with Hilshire Village's 2021 Annual Assessment being \$208,839.42 (3%); and

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 19th of May, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary





Proposed 2021 Budget

Prepared for: City of Hedwig Village
City of Hilshire Village
City of Hunters Creek Village
City of Piney Point Village
City of Spring Valley Village

Under Contract With:
City of Bunker Hill Village

Prepared by: Fire Commission of the Village Fire Department

**Village Fire Department
2021 Proposed Budget Budget Summary**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	10,000	
MISC. TOOLS & EQUIP./HOSE:	36,000	
PROTECTIVE GEAR	26,000	
		<u>72,000</u>

PERSONNEL EXPENDITURES:

Salaries	4,181,596	
457 Plan Contribution	82,632	
Salaries - Overtime	110,000	
Professional Certification	46,000	
FICA	338,175	
Life/Disability Insurance	25,500	
Retirement	284,221	
Hospitalization	723,000	
Meal Allowance	35,000	
Workers Compensation	35,000	
Total Rewards Adjustment	150,000	
		<u>\$6,011,124</u>

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	2,000	
Emergency Contingency	20,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	15,000	
GAS & OIL	45,000	
INSURANCE - CASUALTY	42,000	
Miscellaneous	7,200	
Office Expenses/Postage/Printing/Stationary	37,000	
Professional Services	125,480	
Public Utilities	65,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	33,000	
EMS Training	17,000	
Uniforms	25,000	
Maintenance of Equipment	145,000	
		<u>\$698,190</u>
OPERATING BUDGET		<u>\$6,781,314</u>

CAPITAL REPLACEMENT FUND 2

Escrow	180,000	\$180,000
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COMPENSATION ABSENCE RESERVE FUND 3

Escrow- unfunded	0	\$0
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FACILITY FUND 4

Escrow	0	\$0
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\$180,000

TOTAL BUDGET

\$6,961,314

EMS REVENUE FORECAST RETURNED TO CITIES

\$310,000

Cost of Fire Department to the Cities

\$6,651,314

**VILLAGE FIRE DEPARTMENT BUDGET
Proposed 2021 BUDGET WORKSHEET**

FUND 1

Line Item	2018 BUDGET	2018 Actual	2019 BUDGET	2019 Actual audited	2020 BUDGET	2021 BUDGET	DELTA	PERCENT INCREASE/DECREASE
1 CAPITAL EXPENDITURES:								
2 CONTINGENCY - FACILITY	35,000.00		35,000.00		35,000.00	10,000.00	(25,000.00)	50%
3 MISC. TOOLS & EQUIP./HOSE:	10,000.00		65,000.00		24,000.00	36,000.00	12,000.00	30%
4 PROTECTIVE GEAR	20,000.00		20,000.00		20,000.00	26,000.00	6,000.00	-9%
5 CAPITAL EXPENDITURE TOTAL	65,000.00	25,089.89	120,000.00	\$ 100,767.47	79,000.00	72,000.00	(7,000.00)	
6 PERSONNEL EXPENDITURES:								
7 SALARIES:								
8 Base Salary	3,282,583.00		3,757,244.00	\$ 3,854,095.59	3,936,496.00	4,131,596.00	195,100.00	4.96%
9 2% 457 Deferred Compensation	65,651.00		74,145.00	\$ 61,916.67	78,730.00	82,632.00	3,902.00	4.96%
10 Longevity	22,000.00				22,000.00	22,000.00	0.00	0.00%
11 Higher Class	28,000.00				28,000.00	28,000.00	0.00	#DIV/0!
12 TOTALS	3,398,234.00	3,413,634.86	3,831,389.00	\$ 3,916,012.26	4,065,226.00	4,264,228.00	199,002.00	4.90%
13 SALARIES - OVERTIME	105,000.00	103,796.38	105,000.00	\$ 120,563.99	105,000.00	110,000.00	5,000.00	4.76%
14 Bonus			6,000.00	\$ -	6,000.00	0.00	(6,000.00)	-100.00%
15 Professional Certification	44,400.00	38,834.79	44,400.00	\$ 48,030.84	44,400.00	46,000.00	1,600.00	3.60%
16 FICA TAX - 7.65%	271,394.00	259,760.50	304,530.00	\$ 300,350.07	322,419.00	338,175.00	15,756.00	4.89%
17 LIFE/LTD INSURANCE	23,000.00	20,442.93	23,000.00	\$ 21,876.80	23,000.00	25,500.00	0.00	0.00%
* Compensated Absence								
RETIREMENT:								
18 Contribution - 6.43%	227,758.00	232,935.38	247,978.00	\$ 244,915.00	271,000.00	284,221.00	13,221.00	4.88%
19 HOSPITALIZATION INSURANCE (15% Estimate) (Final % TBD in October)	611,095.00	593,059.27	609,770.00	\$ 603,813.35	701,235.00	723,000.00	21,765.00	3.10%
20 MEAL ALLOWANCE	31,978.00	32,290.00	31,978.00	\$ 31,420.00	35,000.00	35,000.00	0.00	0.00%
21 WORKMEN'S COMP. INSURANCE (5-Yr. Bid 2016 thru 2020)	35,000.00	35,248.82	35,000.00	\$ 35,228.40	35,000.00	35,000.00	0.00	0.00%

22	Total Rewards Adjustment		4,730,002.93	5,239,045.00	5,322,210.71	5,608,280.00	150,000.00	402,844.00	7.18%
23	PERSONNEL EXPENDITURES TOTAL	4,747,859.00					6,011,124.00		
	Line Item	2018 BUDGET	2018 Actual	2019 BUDGET	2019 Actual unaudited	2020 BUDGET	2021 BUDGET	DELTA	PERCENT INCREASE/DECREASE
24	OPERATIONAL EXPENDITURES:								
25	AMBULANCE MEDICAL SUPPLIES	50,000.00	51,731.21	50,000.00	\$ 60,865.15	55,000.00	62,000.00	7,000.00	12.73%
26	BUILDING SUPPLIES & MAINTENANCE	47,000.00	48,533.24	47,000.00	\$ 52,260.05	47,000.00	45,000.00	(2,000.00)	-4.26%
27	CHEMICALS	2,000.00	-	2,000.00	\$ 200.60	2,000.00	2,000.00	0.00	0.00%
28	EMERGENCY CONTINGENCY	20,000.00	1,356.75	20,000.00	\$ 7,994.09	20,000.00	20,000.00	0.00	0.00%
29	DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	5,375.65	6,500.00	\$ 5,877.49	6,500.00	6,500.00	0.00	0.00%
30	FIRE PREVENTION/ Pub Relations	12,000.00	11,534.28	12,000.00	\$ 10,741.34	15,000.00	15,000.00	0.00	0.00%
30b	Fuel Software Expense	6,274.57	6,274.57		\$ 1,176.65				
31	GAS & OIL	45,000.00	38,062.64	45,000.00	\$ 24,132.78	45,000.00	45,000.00	0.00	0.00%
32	INSURANCE - CASUALTY	42,000.00	41,653.17	42,000.00	\$ 40,782.75	42,000.00	42,000.00	0.00	0.00%
33	TOTALS	224,500.00	204,521.51	224,500.00	\$ 204,030.90	232,500.00	237,500.00	5,000.00	2.15%
34	MISCELLANEOUS:								
35	Legal Notices/Advertising	1,000.00		1,000.00		1,000.00	1,000.00	0.00	0.00%
36	License/Permits	6,000.00		6,000.00		6,000.00	6,000.00	0.00	0.00%
37	Other Expenses	200.00		200.00		200.00	200.00	0.00	0.00%
38	MISCELLANEOUS TOTAL	7,200.00	19,119.18	7,200.00	\$ 14,629.46	7,200.00	7,200.00	0.00	0.00%
39	OFFICE EXPENSE:								
40	Office Supplies, Paper, Staples, Toner, Ink					7,000.00	7,000.00		0.00%
41	Batteries, SCBA, PASS,					5,300.00	5,300.00		0.00%
42	Shipping					1,200.00	1,200.00		0.00%
43	Printing (letterhead, envelope, forms)					200.00	200.00		0.00%
44	Office/PC Equipment Maintenance Contracts					10,200.00	10,200.00		0.00%
45	Hospitality Supplies					6,000.00	6,000.00		0.00%
46	Postage Meter Rental					1,500.00	1,500.00		0.00%
47	Chairs, Tables, Printers					4,000.00	4,000.00		0.00%
48	Bank Services Charges					400.00	400.00		0.00%
49	Misc Office Expenses					1,200.00	1,200.00		0.00%
50	OS, Furniture, Equip, Postage, Printing, Misc.	37,000.00	43,056.37	37,000.00	\$ 44,413.52	37,000.00	37,000.00	0.00	0.00%
51	PROFESSIONAL SERVICES:								
52	CPA	21,000.00		21,000.00		21,000.00	21,000.00	0.00	0.00%
53	Legal	12,000.00		12,000.00		32,000.00	32,000.00	0.00	0.00%
54	IT Services	26,400.00		26,400.00		26,400.00	26,400.00	0.00	0.00%

55	Health Insurance Consultation	8,080.00				8,080.00		8,080.00		0.00%
56	Medical	7,000.00				7,000.00		7,000.00		0.00%
57	Medical Director - Dr. Osborn	15,000.00				15,000.00		15,000.00		0.00%
58	Salary/Benefit Survey					0.00		0.00		0.00%
59	Professional Services Other	22,920.00				22,920.00		16,000.00	0.00	0.00%
60	PROFESSIONAL SERVICES TOTAL	112,400.00	150,920.78			112,400.00	\$ 39,160.35	145,480.00	(20,000.00)	-13.75%
61	PUBLIC UTILITIES	50,000.00	67,953.92			55,000.00	\$ 72,820.55	60,000.00	5,000.00	8.33%
62	RENT	10.00	10.00			10.00	\$ 10.00	10.00	0.00	0.00%
63	STATE CERTIFICATION FEES	6,000.00	6,383.38			6,000.00	\$ 4,690.07	6,000.00	0.00	0.00%
64	TRAINING	25,000.00	25,555.75			25,000.00	\$ 28,136.16	30,000.00	3,000.00	10.00%
65	EMS/ TRAINING							17,000.00	17,000.00	#DIV/0!
66	UNIFORMS	25,000.00	24,935.02			25,000.00	\$ 12,189.06	25,000.00	0.00	0.00%
67	MAINTENANCE EXPENDITURES:									
68	MAINTENANCE OF VEHICLES	100,000.00				100,000.00		100,000.00	0.00	0.00%
69	MAINTENANCE OF EQUIP. & SUPPLIES	25,000.00				25,000.00		35,000.00	10,000.00	40.00%
70	MAINTENANCE CONTRACTS	10,000.00				10,000.00		10,000.00	0.00	0.00%
71	MAINTENANCE EXPENDITURES TOTAL	135,000.00	152,227.19			135,000.00	\$ 192,081.37	145,000.00	10,000.00	7.41%
72	OPERATIONAL EXPENDITURE TOTAL	672,110.00	694,683.10			697,110.00	\$ 612,161.44	678,190.00	20,000.00	2.95%
73	OPERATING BUDGET	\$5,484,969.00	5,512,681.92			\$6,056,155.00	\$ 6,035,139.62	\$6,365,470.00	415,844.00	6.53%
74	CAPITAL REPLACEMENT FUND	130,000.00	345,975.99			160,000.00	404,960.14	180,000.00	0.00	0.00%
75	COMPENSATION ABSENCE RESERVE FUND	45,000.00	(1,918.50)			45,000.00		0.00	0.00	
76	FACILITY FUND	30,000.00	355,405.95			3,560,829.00	3,013,633.99	1,500,000.00	0.00	
77	FUNDS TOTAL	205,000.00				3,765,829.00	3,418,594.13	1,660,000.00	(1,480,000.00)	-89.16%
78	TOTAL BUDGET (assessed to Cities)	5,639,969.00				9,821,984.00	9,453,733.75	8,025,470.00	(1,064,156.00)	-13.26%
79	EMS Revenue Returned to Cities	310,000.00				310,000.00	372,977.68	310,000.00		
80	Actual Cost of Fire Department	5,329,969.00				9,381,155.19	9,080,756.07	7,715,470.00	6,651,314.00	
81	Fund 2 (Major Equipment)									
82	VEHICLE REPLACEMENT	130,000.00				160,000.00		160,000.00	180,000.00	
83	MAJOR EQUIPMENT	0.00				0.00		0.00	0.00	

84	Fund 2 BUDGET TOTAL	130,000.00	130,000.00	160,000.00	180,000.00
85	Fund 2 DETAIL	2018	2019	2020	2021
86	BEGINNING Fund Balance			438,641.19	641.19
87	Vehicle Expenditures	137,402.00	345,976.00	650,000.00	0.00
88	Major Equipment Expenditures	35,000.00	74,026.00	0.00	0.00
89	Sold Vehicles/Other Items	0.00	0.00	52,000.00	0.00
90	Interest Income	125,000.00	5,545.00	0.00	0.00
91	Additional Unbudgeted Contributions/Deposits	0.00	1,146.19	0.00	0.00
92	BUDGETED CONTRIBUTIONS/DEPOSITS	130,000.00	160,000.00	160,000.00	180,000.00
93	END OF YEAR FUND BALANCE	337,402.00	438,641.19	641.19	180,641.19
94	Fund 3 (Compensated Absence)				
95	Compensated Absence Fund Balance	0.00	0.00	0.00	0.00
96	Expenditures				
97	Interest Income				
98	Service Charge				
99	BUDGETED CONTRIBUTIONS/DEPOSITS	45,000.00	45,000.00	0.00	0.00
100	Fund 4 (Facility)				
101	Facility Fund Balance	88,549.00	334,586.00	3,569,935.00	5,069,935.00
102	Expenditures		329,108.00		5,000,000.00
103	Interest Income		3,628.00		
104	Deposits		3,560,829.00	1,500,000.00	
105	Service Charge				
106	BUDGETED CONTRIBUTIONS/DEPOSITS	30,000.00	3,569,935.00	5,069,935.00	69,935.00

Line 2 Decreased Contingency - Facility by 25K
Line 3 Increase the tools purchase new face mask for FF \$12k (purchase new gas detectors need to be replaced cost between \$4k -\$12k)
Line 4 Increases Bunker Gear expense due to expiring gear increases by 6K
Line 14 Removed 6 K for hiring incentive included in Line 23
Line 19 Monthly average for the start of 2020 multiply by 12 and increased the amount by 15%
Line 22 Potential total rewards adjustment resulting from study and subsequent commission decision
Line 23 Salary and Associated benefits increase by 4.88% last 12mths all items 1.5% CPI 2% unpredicted salary adjustments
Line 25 Increase by \$7000 for rise in EMS supply costs Ref cost sheet increased cost and packaging supply
Line 26 Decreased Building supply and Maint. due to construction
Line 58 Removed salary/benefit survey requested 2020
Line 64 Increased Training budget due to increased cost and training opportunities
Line 65 Added a EMS training budget line item per the request of Medical Director training recommendations
Line 69 Increased by 10K maint on FIT testing, AIR pak testing, two SCBA cylinders aging out
Line 74 Increase budget to continue with the increase cost of vehicles
Line 75 Compensated absence fund not funded
Line 106, Actual construction budget may change when construction contract is established late 2019 or early 2020 or 2021

**Capital Replacement Fund For
Projected Capital Projects
Updated 4/14/2020**

Equipment	Life	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Ladder	15									1,011,956.74		
Pumper	20											
Reserve Pumper	20											
Battalion Chief's Vehicle	9						45,000.00					
Fire Chief's Vehicle	10		33,000.00	30,000.00							35,000.00	42,239.00
Utility Vehicle	10											37,787
Medic 1	9					160,490.00	(New Unit)					
Medic 2	9				14,950.00	(New Unit)						
Inspector's Vehicle	8	33,000.00								34,552.00		
Medic 3	9											
Major Equipment					10,417.69	18,540.00	277,910.00				20,000	
Total Cash Outlay		33,000.00	33,000.00	29,962.00	159,767.69	178,540.00	272,910.00	0.00	0.00	1,046,506.74	44,665.40	74,026.00
Beginning Cash		50,116.51	206,020.60	303,673.02	521,888.29	674,056.97	993,888.54	655,628.82	818,433.19	979,528.07	102,850.00	345,976.00
Planned Budgeted Yearly Contrib.		175,000.00	107,000.00	0.00	0.00	160,000.00	0.00	160,000.00	160,000.00	160,000.00	130,000.00	160,000.00
Funds From Sale of Vehicles		3,600.00	8,100.00	18,325.00	0.00	14,600.00	16,145.00	1,256.00	0.00	3,185.00	125,000.00	5,545.00
Disbursements		25,432.00	18,167.00	29,962.00	154,703.12	16,539.94	355,664.83	0.00	0.00	999,334.28	12,157.00	74,076.00
Add: Unbudgeted Contributions				278,938.00	145,501.12	160,000.00	0.00					
Interest on CD's (see note 1)		2,736.09	719.42	894.27	1,390.66	1,771.51	1,560.11	\$1,548.37	\$1,094.88	\$351.20	\$283.00	\$1,146.19
Ending Cash		\$206,020.60	\$303,673.02	\$521,888.29	\$674,056.97	\$993,888.54	\$655,628.82	\$818,433.19	\$979,528.07	\$1,028,506.74	\$345,976.00	\$438,641.19

Capital Replacement Fund For Projected Capital Projects Updated 4/14/2020														
Equipment	Life	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ladder	15													\$1,100,000.00
Pumper	20								605,640.00					
Reserve Pumper	20	650,000.00												
Battalion Chief's Vehicle	9					53,000.00								
Fire Chief's Vehicle	10												\$30,000.00	
Utility Vehicle	10													
Medic 1	9				188,000.00					30,000.00				
Medic 2	9			179,000.00										
Inspector's Vehicle	8								36,500.00					\$214,000.00
Medic 3	9													
Major Equipment														
Total Cash Outlay		650,000.00	0.00	179,000.00	188,000.00	53,000.00	0.00	0.00	842,140.00	30,000.00	0.00	0.00	30,000.00	1,314,000.00
Beginning Cash		438,641.19	641.19	180,641.19	193,641.19	185,641.19	304,641.19	474,641.19	644,641.19	172,501.19	362,501.19	582,501.19	807,501.19	1,002,501.19
Planned Budgeted Yearly Contrib.		160,000.00	180,000.00	180,000.00	180,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	175,000.00	175,000.00	175,000.00
Funds From Sale of Vehicles		52,000.00	0.00	12,000.00	0.00	2,000.00	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Disbursements		650,000.00	0.00	179,000.00	188,000.00	53,000.00	0.00	0.00	642,140.00	30,000.00	0.00	0.00	30,000.00	1,314,000.00
Add: Unbudgeted Contributions														
Interest on CD's (see note 1)														
Ending Cash		\$641.19	\$180,641.19	\$193,641.19	\$185,641.19	\$304,641.19	\$474,641.19	\$644,641.19	\$172,501.19	\$362,501.19	\$582,501.19	\$807,501.19	\$1,002,501.19	(\$66,498.31)

Village Fire Department Organizational Chart 2020



**VILLAGE FIRE DEPARTMENT
2020/2021 BOARD OF COMMISSIONERS
REVISED 4/13/2020**

COMMISSIONERS

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

ALTERNATES

Spring Valley	Mayor Tom Ramsey	:
Hunters Creek	Council Member Mr. Rob Adams	
Hilshire	Member Ray Leiker	
Hedwig	Council Member, Harry Folloder	
Piney Point	Member Mr. Henry Kollenberg	
Attorney	Mr. J. Grady Randle	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
9/18/18	Susan Blevins	Efrain Him	Sink hole near new fence at fire hydrant in Hilshire Villas	Hilshire Villas	Susan sent email to Schwab to address.	Contractors are installing the irrigation system and will fill in sink hole. Landscaping has not been done yet.	
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP.	
9/20/19	Susan Blevins	Mrs. Gray	Rain water is backed up in the ditch due to a walkway that was installed next door.	1331 Friarcreek Ln	Susan contact the homeowner and informed of the issue, the walkway was not permitted and is blocking normal drainage. She set up an appointment between the homeowner and the City Engineer to discuss remediation.	Homeowners are working on plans to submit to the City to install culverts in the ditch. Susan sent an email to the homeowners giving 15 days to remediate (by 2/25/20). Susan left a message for the homeowners to remove the excessive rocks before the rain this weekend. Plans won't be approved until rocks are taken care of.	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	Inframark flushing in a different direction, working on a plan for landscaping.	
11/27/19	Cassie Stephens	Robert Byrne	Stop signs on Archley are bent, looks like a box truck might have hit them.	Archley, both access points	City will replace the stop sign	A purchase order has been sent for replacement. Contacted contractor again.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
1/2/20	Cassie Stephens	Graham Neuhaus	Previously reported a dead tree in her neighbor's yard, was told it was still alive but now appears very dead and is a possible hazard.	8001 Bromley	Contacted the homeowner again with photos of tree to remediate.	City arborist inspected the tree, found that it and a second tree on the property to be a hazard, issued a report stating both need to be removed. Susan sent the arborists opinion to the property owner to take action, also sent to City Attorney. The Water Oak in the front has been trimmed, no action has been taken on the leaning Pine as far as I can tell.	
1/27/20	Susan Blevins	Ann Gray	Neighbors still have not removed rock in ditch and she is concerned with spring and rain showers. She also said that the neighbor's son came over and said he had removed rock from the ditch but he said he did not understand that the problem was between their houses and not their house and the McDuffie's.	1327 Friarcreek Ln	Sent email to Efrain asking him to inspect when he is in the city.	Found that the gravel was still in the ditch. Homeowners have not submitted plans for remediation. An email was sent to the property owners with a 15 day deadline.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices.	
3/2/20	Cassie Stephens	Bill Bristow	Pile of tree limbs and debris on the vacant lot.	1306 Glourie	City is preparing to submit paperwork to municipal court to make necessary clean up efforts and fine contractor.	Property is under legal review.	
3/2/20	Cassie Stephens	Robert Byrne	Sports equipment has taken over the front yard encroaching on the right-of-way, also exterior lighting has been installed. There is also a see-saw placed between the water vaults.	1323 Pine Chase Grove	Contacted BBG to perform a violation inspection.	BBG inspected the site and referenced ordinance, is unable to find where the sports equipment is a violation. The electrical work will need to be permitted and inspected to be allowed to remain. City engineer will advise if the items are in the right-of-way.	
3/2/20	Cassie Stephens	Bill Bristow	Reporting the sports equipment in Pine Chase Grove.	Pine Chase Grove	Contacted BBG to perform a violation inspection.	BBG inspected the site and referenced ordinance, is unable to find where the sports equipment is a violation. The electrical work will need to be permitted and inspected to be allowed to remain. City engineer will advise if the items are in the right-of-way.	
4/9/20	Cassie Stephens	Connie Castro	Reflector stakes have been in the ROW between the two houses.	8201 Westview Dr & 1323 Ridgeley	The address is already on the list and the homeowners have been contacted.	Will remove on Monday 5/18	
4/20/20	Susan Blevins	Kathleen Stafford	Street light fading in and out.	8205 Burkhart	Cassie sent service request to CenterPoint. Tracking Number: 1404989320	Light was repaired.	4/22/2020
4/23/20	Susan Blevins	Renteria	Garbage was not collected yesterday.	1308 Ridgeley	Susan sent an email to Luis with WCA.	Garbage was collected	4/27/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
4/30/20	Susan Blevins	Cynthia Hughes	Garbage team is not closing the fence gate behind them when they empty can.	8315 Creekstone Cir	Susan informed the homeowner that the garbage crew should not be entering her back yard to retrieve garbage, it is not a part of the contract. The homeowner needs to pull the can forward of the garage in the future.	Homeowner responded that she was still unhappy and didn't consider it a courtesy to retrieve the can if they won't close the gate again. Susan advised WCA not to collect from behind gates anymore. No further action taken.	4/30/2020
5/4/20	Cassie Stephens	Paul Maddock	House appears abandoned, back yard overgrown, roof has debris on it and is likely leaking, front is unkept.	8005 Anadell	Cassie emailed the property owner's son to have someone come out to clean up the property. There has not been an occupant for a while.	Homeowner's son said his brother has been in charge of the house and he thought there was a lawn guy coming. He said he would have someone out to clean it all up by Friday 5/8. UPDATE: The roof and front yard were cleaned up, the rear remains an issue. Susan reached out to the owner's son again to inform him that if he is being billed for a full lot maintenance then he is not receiving the service he is paying for.	
5/4/20	Susan Blevins	Brenda Parker	The garbage was picked up at the street but not her house garbage in front of garage.	8206 Burkhart	Susan sent an email to Luis with WCA.	Garbage was collected	5/7/2020
5/5/20	Susan Blevins	Robert Byrne	Sand has been dumped in the front yard.	1323 Pine Chase Dr	Susan called the homeowner who said that he was using the sand in the front yard to level the uneven ground then he will install sod on top of that. He said the divots in the dirt were created by flushing of the nearby hydrant.	SPVD was called to the address because contractors were preparing the sand for sod installation past allowed hours. Susan asked HDR to inspect the area. Javier inspected the site and found that the work does not appear to be significantly impacting the drainage of the adjacent lots nor drainage along the ditch. The final stabilization of the sand (sodding) has not been provided for both of these areas and will require final review by the City to verify the lot drainage and the drainage within the roadside ditch is not impacted.	
5/5/20	Susan Blevins	Robert Byrne	Cones are being put in the street diverting traffic.	Bromley & Glourie	Susan sent Captain Schulze an email that if there are any items blocking the street to remove them and place on the nearest yard.		5/6/2020
5/8/20	Cassie Stephens	Paul Maddock	The drainage ravine is overgrown and might become a flooding issue if not maintained.	1209 Pine Chase	Cassie sent an email to Javier and Efrain asking them to investigate the area and what actions if any need to be taken.	5/11 Javier inspected the site and found that the overgrowth has the potential to cause drainage issues if not maintained. Cassie sent the details of the report including photos to the property owner.	
5/12/20	Susan Blevins	Celeste Williams	Water pouring out of meter	8311 Creekstone	Inframark investigated, found leak on owner's side of the meter.	Informed homeowner to hire a plumber.	5/12/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
5/12/20	Cassie Stephens	James (Inframark)	Hive and bees in the meter box.	1209 Archley Dr	Susan advised Inframark to remediate with subcontractor.	Meter box has been treated and taped closed to prevent reinfestation. Inframark will follow up in a few days.	
5/12/20	Susan Blevins	Disgruntled Citizen	Wanted City to enforce commercial noise ordinance for music coming from outside speakers of rear neighbor.	1303 Friarcreek	Susan explained that if it is a nuisance then he should call the police, but that there are no noise restrictions for residential properties in the ordinances.	Homeowner was unhappy with response, felt that it is City staff's duty to take action regardless.	5/12/2020



1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054
tel. 1-800-444-4554

January 28, 2020

Ms. Susan Blevins, Chief Administrator
Hilshire Village
8301 Westview Drive
Houston, TX 77055

RE: Building Code Effectiveness Grading Schedule Results
Hilshire Village, Harris County, TX

Dear Ms. Blevins:

We wish to thank you for the cooperation given to our representative, Daniel Cortez, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 2 for 1 and 2 family residential property and 2 for commercial and industrial property.

The Insurance Services Office, Inc. (ISO) is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Hilshire Village that has been issued a Certificate of Occupancy in the year 2020 and forward.

We will email our report which provides additional information about our classification process and how we have graded various aspects of your community's building codes and their enforcement.

We want to highlight the fact that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information tool; it is not intended to analyze all aspects of a comprehensive building code enforcement program nor is it for purposes of determining compliance with any state or local law or for making property/casualty loss prevention and life safety recommendations.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

Cindy Reaves

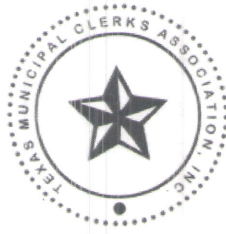
Cindy Reaves, Community Mitigation Analyst II

Email: creaves@iso.com

Phone: 856.533.4191

Enclosure

cc: Honorable Russell Herron, Mayor



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

1155 Union Circle #305067, Denton, Texas 76203 | 940-565-3488 | municlerks@unt.edu | municlerks.unt.edu

May 5, 2020

To Texas Municipal Clerks:

As you know, 2020 has been a year like no other.

Texas City Secretaries have remained committed to providing essential services to their communities and cities while faced with new opportunities during this public health emergency. Many of us are working remotely or with reduced staff in locked down facilities with limited to no contact with those we serve. These new times have challenged us to find new, innovative ways to complete required tasks while still complying with State and local laws.

The Executive Board of the Texas Municipal Clerks Association, Inc., wants to thank you for all you do to keep your cities running. We felt there was no better time to do this than during the month we celebrate the 51st Annual Professional Municipal Clerks Week. The month of May is the ideal time to educate others about the vital services and role the city secretary provides in their municipalities. So, we hope that you will share what you do with your councils, co-workers and citizens, especially as you prepare to celebrate our profession. Please display the enclosed poster proudly in your city hall. We encourage you to take a picture with your Mayor as you receive a proclamation celebrating Municipal Clerks Week. Whatever way you celebrate, please share a photo and/or story on the TMCA's Facebook page.

Please know that your Executive Board remains committed to serving you by providing quality educational and professional development programs even during this time of social distancing. As we work along with the TMCCP staff, we look forward to announcing these new opportunities available to you later this month.

Thank you for your continued trust. We are proud of what you do and enjoy serving you.

Sincerely,

Shelley B. George, TRMC
President

CAPITAL IMPROVEMENT CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022010553	11/23/2018	13 WEEK	2/21/2019	\$1,000,000.00	2.02%	
	11/30/2018					\$442.79
	12/31/2018					\$1,717.81
	1/31/2019					\$1,720.73
	2/21/2019					\$1,111.74
						\$4,993.07
						\$1,004,993.07
						MATURED AND DEPOSITED INTO CAP IMP ACCOUNT
						-\$1,004,993.07
1022300241	2/21/2019	4 WEEK	3/21/2019	\$500,000.00	2.15%	
	2/28/2019					\$235.65
	3/21/2019					\$589.66
						\$825.31
						\$500,825.31
						MATURED AND DEPOSITED INTO CAP IMP ACCOUNT
						-\$500,825.31
1022394688	3/21/2019	4 WEEK	4/18/2019	\$500,000.00	2.16%	
	3/29/2019					\$325.57
	4/18/2019					\$503.58
						\$829.15
						\$500,829.15
						MATURED AND DEPOSITED INTO CAP IMP ACCOUNT
						-\$500,829.15
1022502103	4/18/2019	4 WEEK	5/16/2019	\$500,000.00	2.22%	
	4/30/2019					\$395.47
	5/16/2019					\$456.74
						\$852.21
						\$500,852.21
						MATURED AND DEPOSITED INTO CAP IMP ACCOUNT
						-\$500,852.21
1022594288	5/16/2019	4 WEEK	6/13/2019	\$200,000.00	2.26%	
	5/30/2019					\$198.22
	6/13/2019					\$148.81
						\$347.03
						\$200,347.03
						MATURED AND DEPOSITED INTO CAP IMP ACCOUNT
						-\$200,347.03

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022010588	11/23/2018	26 WEEK	5/23/2019	\$1,000,000.00	2.18%	
	11/30/2018					\$477.87
	12/31/2018					\$1,854.07
	1/31/2019					\$1,857.46
	2/28/2019					\$1,680.70
	3/29/2019					\$1,864.05
	4/30/2019					\$1,807.19
	5/23/2019					<u>\$1,327.37</u>
						\$10,868.71
						\$1,010,868.71
			MATURED AND DEPOSITED INTO SAVINGS			-\$1,010,868.71

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022616486	5/23/2019	13 WEEK	8/22/2019	\$1,000,000.00	2.25%	
	5/31/2019					\$554.89
	6/31/19					\$1,852.03
	7/31/2019					\$1,917.33
	8/22/2019					\$1,300.93
						<hr/>
						\$5,625.18
						\$1,005,625.18
				MATURED AND DEPOSITED INTO SAVINGS		-\$1,005,625.18

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022924741	8/22/2019	13 WEEK	11/21/2019	\$1,000,000.00	1.79%	
	8/30/2019					\$490.50
	9/30/2019					\$1,473.01
	10/31/2019					\$1,524.36
	11/21/2019					\$984.74
						<u>\$4,472.61</u>
						\$1,004,472.61
						-\$1,004,472.61

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023243527	11/21/2019	4 WEEK	12/19/2019	\$900,000.00	1.39%		
	11/29/2019					\$342.76	
	12/19/2019					\$617.40	
						<u>\$960.16</u>	
							\$900,960.16
			MATURED AND DEPOSITED INTO SAVINGS				<u>-\$900,960.16</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023328808	12/19/2019	4 WEEK	1/16/2020	\$900,000.00	1.39%		
	12/31/2019					445.65	
	1/16/2020					514.51	
						<u>\$960.16</u>	\$900,960.16
							<u>-\$900,960.16</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023415336	1/16/2020	13 WEEK	4/16/2020	\$1,000,000.00	1.38%		
	1/31/2020					605.09	
	2/28/2020					1097.65	
	3/31/2020					1174.71	
	4/16/2020					568.93	
						<u>3446.38</u>	\$1,003,446.38
							<u>-\$1,003,446.38</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023721836	4/16/2020	4 WEEK	5/16/2020	\$1,000,000.00	0.2%		
	5/14/2020					82.17	
						<u>82.17</u>	\$1,000,082.17

Disbursements Presented to Council 5/19/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$1,125.00
NORTHWEST PEST PATROL				\$220.00
EZTASK - WEB HOSTING				\$1,500.00
OLSON & OLSON				\$950.00
BBG CONSULTING				\$2,500.00
USIC	\$90.00			
TEXAS 811	\$6.65			
INFRAMARK	\$4,223.62			
TOTAL	\$4,320.27	\$0.00	\$0.00	\$6,295.00

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$365.89
Credit Limit	\$2,000.00	Payments	\$365.89
Available Credit	\$875.00	Credits	\$0.00
Statement Closing Date	May 06, 2020	Purchases	\$1,125.00
Payment Due Date	May 26, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	30	New Balance	\$1,125.00

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/14	04/14	2469216FS2XENDZV9	STARBUCKS STORE 10413 HOUSTON TX	\$1,125.00
04/24	04/24	7476800G5BKDRJ7QH	PAYMENT - THANK YOU	-\$365.89

per Mayor authorization purchased
gift cards for Police and Fire Dept

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
Purchase	0.02526%	\$0.00	\$0.00	9.25%
Cash Advances	0.03619%	\$0.00	\$0.00	13.25%

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 200506 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 3172

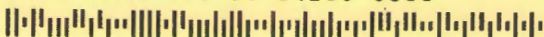
AmegyBank
of Texas

P O BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	05/26/20
New Balance	\$1,125.00
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	
Total Payment Amount	\$

SUSAN BLEVINS
CITY OF HILSHIRE VIL
8301 WESTVIEW DR
HOUSTON TX 77055-6737

3172
R205



STATEMENT

Northwest Pest Patrol
9330 Mills Rd
Houston, TX 77070
281-469-7378
Fax: 281-469-8585
nopest@nwpest.com

Please keep your charge privileges by paying your bill today. Thanks so much!
Accounts over 45 days will be placed on a COD status. We do report all accounts to the three main credit bureaus.

HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Acct # 32604
Lic#: 7876/7538
Statement As of 4/30/2020

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
For service at 8301 Westview Dr Houston, TX 77055-6737										
4/5/2020	MOSQUITO FOGGING	353356		\$55.00	\$0.00	\$55.00	\$0.00	25	\$0.00	\$55.00
	WEEKLY 1X									
4/12/2020	MOSQUITO FOGGING	353357		\$55.00	\$0.00	\$55.00	\$0.00	18	\$0.00	\$55.00
	WEEKLY 1X									
4/19/2020	MOSQUITO FOGGING	353358		\$55.00	\$0.00	\$55.00	\$0.00	11	\$0.00	\$55.00
	WEEKLY 1X									
4/26/2020	MOSQUITO FOGGING	353359		\$55.00	\$0.00	\$55.00	\$0.00	4	\$0.00	\$55.00
	WEEKLY 1X									

PLEASE REMIT \$220.00

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070

Acct # 32604
HILSHIRE VILLAGE
Statement As of 4/30/2020
PLEASE REMIT \$220.00

Amt. Paid _____
Check/Card # _____
Exp. Date _____
Signature _____
Email _____
Comments _____



ezTask.com, Inc.
210-A Morton St.
Richmond, TX 77469
Phone: 281-239-3227
Fax: 281-239-7095

Invoice

To : City of Hilshire Village
Attn: Accounts Payable
8301 Westview
Houston, TX 77055

Date : 8/3/2020
Invoice # : 07910958

P.O.#: Annual Recurring

Terms : *Net 30

Description	Qty	Cost	Sub Total
Annual Web Hosting Fee	1	1,500.00	1,500.00

This invoice is being sent well in advance to allow for budget and council approval. Your service dates have not changed.

*All invoices are Net 30 unless otherwise specified. Past Due balances will incur a finance charge of 3.5% per month

Dates of Service: 9/1/20- 8/31/21

SUBTOTAL: \$1,500.00
SALES TAX: (0.0%) \$0.00
AMOUNT DUE: \$1,500.00

*Thank you for choosing ezTask.
We sincerely appreciate your business!*

Olson & Olson LLP
Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
(713) 533-3800

May 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9687
Our File No. 1057-00000
Billing Through: 4/30/2020

City of Hilshire Village

Total Legal Services	\$950.00
Total Reimbursable Expenses	\$.00
Net Balances Forward	\$.00
Total Charges for this Bill	\$950.00
Total Balance Now Due	\$950.00

Olson & Olson LLP

Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
(713) 533-3800

May 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9687
Our File No. 1057-00000
Billing Through: 4/30/2020

City of Hilshire Village

Balance forward as of invoice 4/3/2020	\$1,493.00
Payments received since last invoice	(\$1,493.00)
Net Balance Forward	<u>\$.00</u>

4/2/2020	LSB	Email response to S. Blevins re reasons to declare a disaster [.1].	0.10 hrs	250 / hr	25.00
4/9/2020	LSB	Review Node agreement and email comments to D. Pumell [.1].	0.10 hrs	250 / hr	25.00
4/13/2020	LSB	Telephone conference S. Blevins re agenda and plat [.2] Telephone conference K. Garcia re same; email sample agenda to S. Blevins re same [.3].	0.50 hrs	250 / hr	125.00
4/15/2020	LSB	Review and edit agenda; sent to S. Blevins with comments [.2].	0.20 hrs	250 / hr	50.00
4/16/2020	LSB	City zoom practice meeting -[.3 - NO CHARGE].	0.30 hrs	/ hr	N/C
4/17/2020	LSB	Telephone conference S. Blevins re agenda [.2].	0.20 hrs	250 / hr	50.00
4/21/2020	LSB	Prepare for and attend city council meeting by zoom [.8].	0.80 hrs	250 / hr	200.00

4/22/2020	LSB	Email from S. Blevins re proposed stop work amendment; review ordinances and law re same; email response to S. Blevins re same [.6] email from S. Blevins re swimming pool setbacks; review documents; research other community setbacks; email response to S. Blevins [.6] email S. Blevins Houston stop work order ordinance [.1].	1.30 hrs	250 / hr	325.00
4/23/2020	LSB	Received telephone call re building code - [.1] Received telephone call re building code - K. T.aylor [.3].	0.40 hrs	250 / hr	100.00
4/27/2020	LSB	Drop notebook by City Hall [NO CHARGE]; email response to S. Blevins re canvass/election documents [.2].	0.20 hrs	250 / hr	50.00
Total fees for this matter					<hr/> \$950.00
Total					<hr/> \$950.00

BBG Consulting, Inc.
5925 Alameda Rd, Unit
11406
Houston, TX 77004 US
(972) 746-6671
ktaylor@bbgcode.com
www.bbgcode.com



BBG CONSULTING, INC.

INVOICE

BILL TO

Susan Blevins
City of Hilshire Village
8301 Westview
Houston, TX 77055

INVOICE # 2208

DATE 05/04/2020

DUE DATE 06/03/2020

TERMS Net 30

DATE	DESCRIPTION	#	RATE	FEE
04/30/2020	Building Official Services Monthly Contract	1	2,500.00	2,500.00

Please note our new mailing address

BALANCE DUE

\$2,500.00

BBG Consulting, Inc.
5925 Alameda Rd #11406
Houston, TX 77004



BBG CONSULTING, INC.

Hilshire Village				
#	Permit	Date	Address	Inspection
1	HV-19-080B	4/1/2020	1220 Archley Dr	Straps/Clips
2	HV-20-099E	4/1/2020	1111 Guinea Dr	Electrical Rough-In
3	HV-18-101E	4/1/2020	1233 Archley Dr	Electrical Final
4	HV-19-068E	4/2/2020	7915 S Villa Ct	Ditch Cover, Electrical TCI
5	HV-19-062B	4/2/2020	1306 Bridle Spur Ln	Nail Pattern
6	HV-20-007SP	4/3/2020	1220 Archley Dr	Steel Inspection (Swimming Pool)
7	HV-20-015SP	4/3/2020	1233 Archley Dr	Steel Inspection (Swimming Pool)
8	HV-20-015SPE	4/3/2020	1233 Archley Dr	Electrical Ground / Bond (Swimming Pool)
9	HV-19-062B	4/3/2020	1306 Bridle Spur Ln	Nail Pattern
10	HV-19-013SP	4/6/2020	1206 Pine Chase Dr	Swimming Pool Final
11	HV-19-080B	4/6/2020	1220 Archley Dr	Nail Pattern
12	HV-19-062B	4/6/2020	1306 Bridle Spur Ln	Nail Pattern
13	HV-19-080B	4/7/2020	1220 Archley Dr	Nail Pattern Reinspection
14	HV-19-062B	4/7/2020	1306 Bridle Spur Ln	Nail Pattern Reinspection
15	HV-19-062B	4/9/2020	1306 Bridle Spur Ln	Nail Pattern Reinspection
16	HV-19-062B	4/9/2020	1306 Bridle Spur Ln	Nail Pattern Reinspection
17	HV-18-101B	4/15/2020	1233 Archley Dr	Outdoor Kitchen Foundation
18	HV-19-080P	4/15/2020	1220 Archley	Plumbing Rough-In
19		4/16/2020	1233 Archley Dr	Plumbing Final
20	HV-18-101P	4/20/2020	1233 Archley Dr	Plumbing Final
21	HV-18-099B	4/20/2020	1217 Pine Chase Dr	Driveway Reinspection
22	HV-18-099I	4/21/2020	1217 Pine Chase Dr	Irrigation Cover
23	HV-19-080M	4/23/2020	1220 Archley	HVAC Cover
24	HV-18-101B	4/24/2020	1233 Archley	Outdoor Kitchen Windstorm
25	HV-19-062M	4/24/2020	1306 Bridle Spur Ln	HVAC Rough In
26	HV-19-062M	4/27/2020	1306 Bridle Spur	Reinsp of Mech Rough-in
27	Pending	4/28/2020	8373 Westview Dr	Building Inspection Post Fire
28	HV-20-027F	4/30/2020	1233 Pine Chase Dr	Fence Final
PLAN REVIEW				
1	Villas Plat Review	pool		
2	1217 Pine Chase	irrigation		
3	1217 Pine Chase Dr	driveway plan		
4	1233 Pine Chase	section of fence replacement		

USIC Locating Services, LLC
PO BOX 713359
CINCINNATI, OH 45271
1-317-575-7849 - Office
USICBilling@usicllc.com - Email



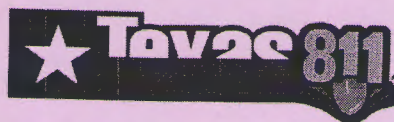
Invoice No: 378564

City of Hilshire Village TX
8301 Westview
Houston, TX 77055
Attn: Susan Blevins
Additional Info: HLV | TX

Date of Invoice: 4/30/20
Due Date: 5/30/20
Period: 4/1/20 - 4/30/20

Grouping	Description	Quantity	Rate		Total
HLV	Per Ticket	1	\$	90.00	\$ 90.00
HLV	Quarter Hour	1	\$	0.00	\$ 0.00
Grand Total				\$	90.00

Texas Excavation Safety System, Inc.
PO Box 678058
(972) 231-5497
Dallas TX 75267



Invoice

#20-06597

4/30/2020

Bill To

City of Hilshire Village
Attn: Susan Blevins
8301 Westview
Houston TX 77055
United States

AMOUNT DUE

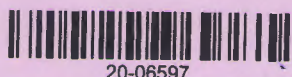
\$6.65

Due Date: 5/30/2020

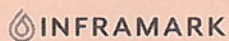
Terms	Due Date	PO #	Additional Info	Status
Net 30	5/30/2020			Open

Quantity	Description	Rate	Amount
7	Message Fees for April 2020 / HLV	\$0.95	\$6.65

Total	\$6.65
Amount Paid	\$0.00
Amount Due	\$6.65



20-06597



Inframark, LLC
2002 West Grand Parkway North, Suite 100
Katy, Texas 77449
(281) 578-4200

Client ID Number	1-00121
------------------	---------

Invoice Number	1129516
Invoice Date	4/28/2020
Due Date	5/28/2020

To: City of Hilshire Village
Utility Department
Hilshire Utilities
8301 Westview
Houston, Texas 77055

Service Description	Total
Maintenance Services	\$4,223.62

55563 - TCEQ	-
55504 - Lift Station	38.56
55502 - Sewer	-
55501 - Water	3,992.75
55507 - New Meter	192.31
55505 - Meter Replacement	-

Total Invoice **4,223.62**

Please Pay This Amount

Subtotal	\$4,223.62
Sales Tax	\$0.00
Total	\$4,223.62

Remit To: Inframark, LLC
P.O. Box 733778
Dallas, Texas 75373-3778

Please note our lockbox address has changed.

Please include the Project ID and the Invoice Number on the check stub of your payment.

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1129516 - SUMMARY

INVOICE DATE: 4/28/2020

28 Apr 2020 04:39:15PM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Administrative					
Administrative Services	\$0.00	\$73.40	\$0.00	\$0.00	\$73.40
AD Total	\$0.00	\$73.40	\$0.00	\$0.00	\$73.40
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56
LS1 Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56
LS Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56
Maintenance, Water					
General Maintenance & Repairs	\$716.00	\$2,784.37	\$164.89	\$0.00	\$3,665.26
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$446.40	\$0.00	\$446.40
MW Total	\$716.00	\$2,784.37	\$611.29	\$0.00	\$4,111.66
Invoice Total	\$724.00	\$2,888.33	\$611.29	\$0.00	\$4,223.62

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1129516 - DETAIL

INVOICE DATE: 4/28/2020

28 Apr 2020 04:39:15PM CST

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Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Administrative										
Administrative Services										
	3/31/2020	2219870	COHV District Area	Texas Water Development Board Annual Report; TWDB Report	\$0.00	\$48.93	\$0.00	\$0.00	\$48.93	N
	4/8/2020	2236199	COHV District Area	Miscellaneous Compliance Duties Performed for a District; Submit 2020-QTR1 DLQOR	\$0.00	\$24.47	\$0.00	\$0.00	\$24.47	N
				Administrative Services Total	\$0.00	\$73.40	\$0.00	\$0.00	\$73.40	
				AD Total	\$0.00	\$73.40	\$0.00	\$0.00	\$73.40	
Maintenance, Lift Station										
LS1										
General Maintenance & Repairs										
	3/26/2020	2215021	COHV District Area	General Repair or Maintenance of an Asset at a Lift Station; installed blocker	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	N
				General Maintenance & Repairs Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	
				LS1 Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	
				LS Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	
Maintenance, Water										
General Maintenance & Repairs										
	3/25/2020	2196599	COHV District Area	Flushing of a Water System; MWFLUSH 3/5/2020	\$136.00	\$406.50	\$0.00	\$0.00	\$542.50	N

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1129516 - DETAIL

INVOICE DATE: 4/28/2020

28 Apr 2020 04:39:15PM CST

Go Green! Think before you print.

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	3/24/2020	2212730	COHV District Area	Replace Water Meter (damaged, stuck, broken dial, lid etc.); Install new 1 1/2" meter at 7915 S Villas Cir.	\$28.00	\$119.67	\$44.64	\$0.00	\$192.31	N
	3/26/2020	2213512	24 Hickory Shadows Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	3/26/2020	2213542	24 Hickory Shadows Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	3/29/2020	2214694	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 3/28/2020 - 3/29/2020	\$24.00	\$187.00	\$0.00	\$0.00	\$211.00	N
	3/31/2020	2217803	8006 Anadell St	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	3/31/2020	2218659	8006 Anadell St	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/10/2020	2220708	COHV District Area	Flushing of a Water System; Monthly dead end flushing	\$268.00	\$823.76	\$0.00	\$0.00	\$1,091.76	N
	4/2/2020	2221532	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; Meet and asst operator in district	\$40.00	\$116.55	\$0.00	\$0.00	\$156.55	N
	4/5/2020	2221737	COHV District Area	Chlorine Residual in the Water System; weekend residuals for 4/5-4/5	\$56.00	\$320.82	\$0.00	\$0.00	\$376.82	N
	4/6/2020	2222905	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; Meet with Third Coast for water sampling	\$8.00	\$24.59	\$0.00	\$0.00	\$32.59	N
	4/10/2020	2224354	1015 Ridgeley Dr	Repair, Replace or Adjust a Water Meter Box Assembly; Damaged Meter Box	\$8.00	\$24.59	\$0.25	\$0.00	\$32.84	N
	4/10/2020	2224541	COHV District Area	Check for Zero Usage (Stuck or Broken Meter, Separate WO to Replace) Multi-Address WO - See Bulk Accounts tab for list of Addresses;	\$16.00	\$49.18	\$0.00	\$0.00	\$65.18	N
	4/8/2020	2224576	8302 Creekstone Cir	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N

INFRAMARK, LLC

28 Apr 2020 04:39:15PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

Go Green! Think before you print.

INVOICE NO. 1129516 - DETAIL

INVOICE DATE: 4/28/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	4/9/2020	2225371	7902 Hilshire Green Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/8/2020	2225409	COHV District Area	Investigate a Water System Problem; Inspect tap and meter at 8009 Anadell St.	\$16.00	\$68.38	\$0.00	\$0.00	\$84.38	N
	4/12/2020	2226410	COHV District Area	Chlorine Residual in the Water System; weekend residual 4/11-4/12	\$60.00	\$343.74	\$0.00	\$0.00	\$403.74	N
	4/16/2020	2231339	8013 Anadell St	Check for Illegal Usage, If Water is On (Must create a separate "New" Linked WO to remove water meter); checked for illegal usage none found DateSched: 04/16/20	\$8.00	\$24.59	\$0.00	\$0.00	\$32.59	N
	4/19/2020	2231842	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals 4/18-4/19	\$48.00	\$275.00	\$0.00	\$0.00	\$323.00	N
				General Maintenance & Repairs Total	\$716.00	\$2,784.37	\$164.89	\$0.00	\$3,665.26	
Lab Fees or Laboratory Sampling										
	3/20/2020	2190204	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Services, Inc	\$0.00	\$0.00	\$446.40	\$0.00	\$446.40	N
				Lab Fees or Laboratory Sampling Total	\$0.00	\$0.00	\$446.40	\$0.00	\$446.40	
				MW Total	\$716.00	\$2,784.37	\$611.29	\$0.00	\$4,111.66	
				Invoice Total	\$724.00	\$2,888.33	\$611.29	\$0.00	\$4,223.62	

INFRAMARK Work Order

District: COHV	WO#: 2219870	Dept: 5004	WO Type: AD	Resp: OPS	Issued: 4/1/2020
----------------	--------------	------------	-------------	-----------	------------------

Asset ID/Description: /

Activity Code/Description:	ENVTWDBAR/Texas Water Development Board Annual Report
-----------------------------------	---

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: TWDB Report

Req By:	Assigned To: Accounts Receivable
---------	----------------------------------

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
-----	-----------

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 3/31/2020 12:00 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$48.93
--------------------------	--------------------------	---------------------------------	-----------------------------

Mgr Rev Req: No

BID/Est Cost:

\$0.00

Manager Name:

Billing Notification: No

Field Comments:

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

[illegible]

INFRAMARK Work Order

District: COHV	WO#: 2190204	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 2/27/2020
----------------	--------------	------------	-------------	-----------	-------------------

Asset ID/Description: /

Activity Code/Description:	MWLAB/Purchase Laboratory Services for Water System Asset
-----------------------------------	---

Address/Location:	COHV District Area	Sched:
--------------------------	--------------------	---------------

Additional Address/Location or Task Details: Water Utility Services, Inc

Req By:	Assigned To: Accounts Receivable	GL Code: 40400
----------------	---	-----------------------

Utility Staking #:	UCC Start:	UCC End:
--------------------	------------	----------

OLD	Meter ID:	Read:	MIU:	Special Class:
-----	-----------	-------	------	----------------

NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
-----	-----------	-------	------	------------------

Date Complete: 3/20/2020 2:25 PM	Attachments: 1	Backcharge To:	L-B-S:
---	-----------------------	-----------------------	---------------

[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$446.40
--------------------------	--------------------------	---------------------------------	------------------------------

Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
--------------	----	---------------	--------	---------------	--	-----------------------	----

Field Comments:

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2196599	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/5/2020
----------------	--------------	------------	-------------	-----------	------------------

Asset ID/Description: /

Activity Code/Description: MWFLUSH/Flushing of a Water System

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: MWFLUSH 3/5/2020

Req By: Clinton Anthony

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
-----	-----------

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 75,000.00

Date Complete: 3/25/2020 12:00 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$542.50
--------------------------	--------------------------	---------------------------------	------------------------------

Mgr Rev Req: No

BID/Est Cost:	\$0.00
----------------------	---------------

\$0.00 **Manager Name:**

Billing Notification: No

Field Comments: monthly flushing district area

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV **WO#:** 2212730 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 3/25/2020

Asset ID/Description: /

Activity Code/Description: MWREPMTR/Replace Water Meter (damaged, stuck, broken dial, lid, etc.)

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Install new 1 1/2" meter at 7915 S Villas Cir.

Req By: Clint A

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID: 50890872

Read: 0.00

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 3/24/2020 12:45 PM

Attachments: 0

Backcharge To:

L-B-S:

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
DI	District Inventory		1.00	\$0.00
MW7	GSKT. FLG Meter 1 1/2 X 1/8		2.00	\$2.16
HL4	HDW. Bolt Anch&Fastner 5/8x3-1/2		4.00	\$4.08
HL23	HDW. Nut. 5/8 - 25 IN PK		4.00	\$2.40
BF66	BF. Meter FLG 1-1/2		1.00	\$36.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony		3/24/2020	1.75	N	\$119.67
TX119013 - Utility Truck	UTLTRK	3/24/2020	1.75	N	\$28.00

Milestone: Closed **Invoice#:** 1129516 **Date Invoiced:** 4/28/2020 **Total Price:** \$192.31

Mgr Rev Req: No

BID/Est Cost: \$0.00

Manager Name:

Billing Notification: Yes

Field Comments: Dig out meter box. Install new meter, gaskets, bolts, nuts, and flange. Reinstalled meter box. Backfill and pack dirt.

No Problem Found **Customer Responsibility** **New WO** **New Asset** **Void WO/Reason:**

INFRAMARK Work Order

District: COHV	WO#: 2213512	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/26/2020
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Asset ID/Description: /

Activity Code/Description:	CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service
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Address/Location:	24 Hickory Shadows Dr	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 29569354	Read: 7035	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 3/26/2020 8:30 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$20.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: Clean out meter box. Read meter and turned service off.

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2213542	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/26/2020
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Asset ID/Description: /

Activity Code/Description:	CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service
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Address/Location:	24 Hickory Shadows Dr	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 29569354	Read: 7035	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 3/26/2020 9:00 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$20.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: Read meter , turned service on, checked for leak. No leak.

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2214694	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/27/2020
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Asset ID/Description:	

Activity Code/Description: DCL2RES/Chlorine Residual in the Water System

Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details: Weekend Residuals For 3/28/2020 - 3/29/2020

Req By: james west	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 3/29/2020 5:09 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$211.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: 3/28 POE 3.90 DR. 3.4003/29 POE 3.60 DR 3.50

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2217803	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/31/2020
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Asset ID/Description: /

Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service

Address/Location:	8006 Anadell St	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 7294577	Read: 3353.90	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 3/31/2020 9:45 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$20.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: clean out meter box. read meter. turn service off

No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2218659	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/31/2020
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Asset ID/Description: /

Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service

Address/Location:	8006 Anadell St	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 7294577	Read: 3353.90	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 3/31/2020 4:30 PM	Attachments: 1	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$20.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: read meter. turn service on. check for leaks. no leaks. meter stopped

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order													
District: COHV		WO#: 2220708		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 4/2/2020			
Asset ID/Description: /													
Activity Code/Description: MWFLUSH/Flushing of a Water System													
Address/Location: COHV District Area										Sched:			
Additional Address/Location or Task Details: Monthly dead end flushing													
Req By: Clint A			Assigned To: Accounts Receivable				GL Code: 40500						
Utility Staking #:				UCC Start:				UCC End:					
OLD	Meter ID:		Read:		MIU:		Special Class:						
NEW	Meter ID:		Read:		MIU:		Gallons Flushed: 75,000.00						
Date Complete: 4/10/2020 5:00 PM				Attachments: 0		Backcharge To:		L-B-S:					
Material / Inventory ID			Vendor / Description			PO# / P-Card		Qty		Price			
Labor / Equipment ID			Job Class			Date		Hours		OT?		Price	
605678 - Mickayla Trombley						4/6/2020		3.50		N		\$172.13	
605678 - Mickayla Trombley						4/8/2020		3.25		N		\$159.83	
605678 - Mickayla Trombley						4/9/2020		3.50		N		\$172.13	
605678 - Mickayla Trombley						4/10/2020		2.50		N		\$122.95	
605678 - Mickayla Trombley						4/10/2020		4.00		N		\$196.72	
TX112443 - Utility Truck			UTLTRK			4/6/2020		3.50		N		\$56.00	
TX112443 - Utility Truck			UTLTRK			4/8/2020		3.25		N		\$52.00	
TX112443 - Utility Truck			UTLTRK			4/9/2020		3.50		N		\$56.00	
TX112443 - Utility Truck			UTLTRK			4/10/2020		2.50		N		\$40.00	
TX112443 - Utility Truck			UTLTRK			4/10/2020		4.00		N		\$64.00	
Milestone: Closed			Invoice#: 1129516			Date Invoiced: 4/28/2020			Total Price: \$1,091.76				
Mgr Rev Req: No			BID/Est Cost: \$0.00			Manager Name:			Billing Notification: No				
Field Comments: monthly flushing dead ends													
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:													

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INFRAMARK Work Order

District: COHV	WO#: 2221532	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/3/2020
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Asset ID/Description: /

Activity Code/Description: MWMEETASST/Meet and/or Assist Consultants or Contractors at a Water System

Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details: Meet and asst.operator in district

Req By: james horace	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 4/2/2020 10:00 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129516	Date Invoiced: 4/28/2020	Total Price: \$156.55
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Remove plug from blow-off fix. Tap for faucet - outlet.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order						
District:	COHV	WO#:	2221737	Dept:	5755	WO Type: MW Resp: OPS Issued: 4/3/2020
Asset ID/Description: /						
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System						
Address/Location: COHV District Area						Sched:
Additional Address/Location or Task Details: weekend residuals for 4/5-4/5						
Req By: Carl West		Assigned To: Accounts Receivable			GL Code: 40500	
Utility Staking #:			UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:		Special Class:	
NEW	Meter ID:	Read:	MIU:		Gallons Flushed: 3,750.00	
Date Complete: 4/5/2020 12:15 PM		Attachments: 0	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>QT?</u>	<u>Price</u>
605236 - James Najjar			4/4/2020	1.75	Y	\$160.41
605236 - James Najjar			4/5/2020	1.75	Y	\$160.41
TX112407 - Utility Truck	UTLTRK		4/4/2020	1.75	N	\$28.00
TX112407 - Utility Truck	UTLTRK		4/5/2020	1.75	N	\$28.00
Milestone:	Closed	Invoice#:	1129516	Date Invoiced:	4/28/2020	Total Price: \$376.82
Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification: No
Field Comments: Monitored District Samples 4/4/20: POE = 3.804/5/20: POE = 3.70						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

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[illegible]

INFRAMARK Work Order

District: COHV **WO#:** 2224541 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 4/8/2020

Asset ID/Description: /

Activity Code/Description: I-CKZERO-M/Check for Zero Usage (Stuck or Broken Meter, Separate WO to Replace) Multi-Address
WO - See Bulk Accounts tab for list of Addresses

Address/Location: COHV District Area

Additional Address/Location or Task Details:

<u>Address</u>	<u>Meter No</u>	<u>Reading</u>	<u>MIU</u>	<u>Time</u>	<u>Comments</u>
1119 Guinea Dr	94874615	248.87		8:50 AM	R-248 meter good
1023 Ridgeley Dr	28065987	4626.79		12:45 AM	R-626 meter good
1305 Ridgeley Dr Irr1	40447640	970.44		9:15 AM	S-970 meter good
1231 Wirt Rd Irrg	18613097	0		9:25 AM	I-000 meter good

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INFRAMARK Work Order

District: COHV **WO#:** 2224576 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 4/8/2020

Asset ID/Description: /

Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service

Address/Location: 8302 Creekstone Cir **Sched:**

Additional Address/Location or Task Details:

Req By: Billing **Assigned To:** Accounts Receivable **GL Code:** 40500

Utility Staking #: **UCC Start:** **UCC End:**

OLD Meter ID: **Read:** 525.95 **MIU:** **Special Class:**

NEW Meter ID: **Read:** **MIU:** **Gallons Flushed:**

Date Complete: 4/8/2020 1:45 PM **Attachments:** 0 **Backcharge To:** **L-B-S:**

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
CSTOFMVOUT			1.00	\$20.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		4/8/2020	0.25	N	\$0.00
TX112443 - Utility Truck	UTLTRK	4/8/2020	0.25	N	\$0.00

Milestone: Closed **Invoice#:** 1129516 **Date Invoiced:** 4/28/2020 **Total Price:** \$20.00

Mgr Rev Req: No **BID/Est Cost:** \$0.00 **Manager Name:** **Billing Notification:** Yes

Field Comments: read meter, turned service off, meter id 93016258

No Problem Found **Customer Responsibility** **New WO** **New Asset** **Void WO/Reason:**

[illegible]

INFRAMARK Work Order											
District:	COHV	WO#:	2225409	Dept:	5755	WO Type:	MW	Resp:	OPS	Issued:	4/9/2020
Asset ID/Description: /											
Activity Code/Description: MWINVPRB/Investigate a Water System Problem											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Inspect tap and meter at 8009 Anadell St.											
Req By: Clint A			Assigned To: Accounts Receivable				GL Code:		40500		
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:		Read:		MIU:		Special Class:				
NEW	Meter ID:		Read:		MIU:		Gallons Flushed:				
Date Complete: 4/8/2020 2:45 PM			Attachments: 0		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>		
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605533 - Clinton Anthony				4/8/2020		1.00		N		\$68.38	
TX119013 - Utility Truck		UTLTRK		4/8/2020		1.00		N		\$16.00	
Milestone: Closed		Invoice#: 1129516		Date Invoiced: 4/28/2020		Total Price:		\$84.38			
Mgr Rev Req: No		BID/Est Cost: \$0.00		Manager Name:		Billing Notification:		No			
Field Comments: checked 8009 Anadell St. house still has 5/8 meter will get with acct manager to determine when tap line size will be upgraded and see when need to get the correct meter											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											
Page 1 of 1											

INFRAMARK Work Order												
District:	COHV	WO#:	2231339	Dept:	5755	WO Type:	MW	Resp:	OPS	Issued:	4/16/2020	
Asset ID/Description: /												
Activity Code/Description: BCHKUSG/Check for Illegal Usage, If Water is On (Must create a separate "New" Linked WO to remove water meter)												
Address/Location: 8013 Anadell St										Sched:		4/16/2020
Additional Address/Location or Task Details: checked for illegal usage none found DateSched: 04/16/20												
Req By: mickayla			Assigned To: Accounts Receivable				GL Code:		40500			
Utility Staking #:				UCC Start:			UCC End:					
OLD	Meter ID:	20495603	Read:	89.59	MIU:		Special Class:					
NEW	Meter ID:		Read:		MIU:		Gallons Flushed:					
Date Complete: 4/16/2020 12:00 PM				Attachments: 0		Backcharge To:		L-B-S:				
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>			
<u>Labor / Equipment ID</u>		<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605678 - Mickayla Trombley					4/16/2020		0.50		N		\$24.59	
TX112443 - Utility Truck		UTLTRK			4/16/2020		0.50		N		\$8.00	
Milestone: Closed		Invoice#: 1129516			Date Invoiced: 4/28/2020			Total Price:		\$32.59		
Mgr Rev Req: No		BID/Est Cost: \$0.00			Manager Name:			Billing Notification:		Yes		
Field Comments: Received a call saying customer thinks 8009 Anadell is stealing water, made customer contact. Checked both meters, no illegal usage, performed accuracy test on 8013 Anadell, meter is working properly, no leaks.												
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:								
Page 1 of 1												

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TUESDAY, APRIL 21, 2020
PUBLIC HEARING AND REGULAR COUNCIL MEETING
6:30 P.M.

REGULAR COUNCIL MEETING

1. **CALL TO ORDER REGULAR COUNCIL MEETING** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:32 P.M. via teleconference due to COVID-19 and the need for social distancing.
 - 1.1 **Invocation** was given by Council Member Gordy.
 - 1.2 **Pledge of Allegiance**
 - 1.3 **Present** were Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Swanson, Mayor Pro Tem Maddock, Council Member Schwarz and City Attorney Scott Bounds, City Engineer Efrain Him, City Administrator Blevins and Building Official Kevin Taylor. Also present was Hilshire Villas Developer David Schwab
2. **PUBLIC HEARING:** Mayor Herron recessed the Regular Council Meeting and called to order the public hearing at 6:35 P.M. The Amendment is for Lots 5, 6 and 10 of the Hilshire Villas Subdivision, which Lots are also known as 7907, 7911 and 7914 South Villa Court.

David Schwab, Schwab Design Builders, said they are changing the setbacks from the original plat to match the allowed setbacks per the City Zoning Ordinance. He said doing this will allow them to reorient where the front of the house faces on Lot #10 for a squarer buildable area instead of a rectangular shape.

City Attorney Bounds said that typically building lines are not included on plats because setback ordinances change throughout time.

City Engineer Him said he does not have concerns with proceeding with these changes.

City Administrator Blevins said that the Building Official, City Attorney and City Engineer have all reviewed and returned comments which have been corrected in this submittal.

David Sanders, 1206 Glourie, said he has already spoken with David Schwab and is fine with the changes as long as the homes will not be allowed to be built closer to the rear of the properties, therefore closer to his home, than originally planned.
3. The Public Hearing was adjourned and Regular Council Meeting reconvened at 6:40 P.M.
4. **ACTION ITEMS:**
 - 4.1 Mayor Pro Tem Maddock made a motion to discuss and possibly approve Amendment No 1 to the Hilshire Villa Plat amending the setbacks for Lots 5, 6 and 10 of the Hilshire Villas Subdivision, which Lots are also known as 7907, 7911 and 7914 South Villa Court, seconded by Council Member Swanson.

A roll call vote was taken to approve the motion approving Amendment No 1 to the Hilshire Villa Plat amending the setbacks for Lots 5, 6 and 10 of the Hilshire Villas Subdivision, which Lots are also known as 7907, 7911 and 7914 South Villa Court:

Council Member Gordy – Aye

Council Member Byrne – Aye

TUESDAY, APRIL 21, 2020
PUBLIC HEARING AND REGULAR COUNCIL MEETING
6:30 P.M.

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

5. CITIZEN'S COMMENTS: NONE

6. REPORTS TO COUNCIL:

6.1 Engineers Report: Engineer Him said there are no major projects going on at this time. He said that Mayor Herron had signed the annual report for the TCEQ MS4 application which has an extended deadline of April 30th. Engineer Him said the original copy will be sent via certified mail.

Engineer Him said the annual certification for the five (5) backflow preventers throughout the City was due and the City should expect those results soon.

6.2 Police Report: City Administrator Blevins said Captain Schultz was thankful to the residents for doing their part in social distancing. She also said that the City purchased gift cards under the Mayor's authorization for the Spring Valley Village Police Department and Village Fire Department to show gratitude for their services. Both departments were very grateful for the gesture.

Mayor Pro Tem Maddock said he was speaking with a neighbor who suggested that signs be posted at the entrances to the City stating that Spring Valley Police Department patrols the area to deter criminal activity. Administrator Blevins said she would talk to the Police Captain.

7. CLOSED EXECUTIVE SESSION: None

8. DISCUSSION: Mayor Herron said that he has been asked by people outside Hilshire Village to support political candidates on behalf of the City. He said that he is not in a position to represent the entire City by choosing any one candidate and therefore will not endorse any parties. Mayor Pro Tem Maddock and Council Member Swanson stated that they had also been contacted.

Mayor Herron said that he has been watching the weekly teleconferences given by the Governor regarding the health and safety procedures during COVID-19 and the City will continue to follow the guidelines as instructed.

9. REPORTS TO COUNCIL: (Con't)

9.1 Fire Commissioner's Report: Commissioner Byrne stated that last week the commission had a discussion on starting the construction. He said a contract has not been signed yet. He said in the month of April there were one (1) EMS and two (2) Fire calls in Hilshire Village and the response times were below the standards.

Commissioner Byrne said a preliminary department budget has been released and will be discussed at a later meeting.

Mayor Herron asked how long the remodeling project would last once it had started.

TUESDAY, APRIL 21, 2020
PUBLIC HEARING AND REGULAR COUNCIL MEETING
6:30 P.M.

Commissioner Byrne responded, "Fourteen (14) months".

9.2 Building Official's Report: City Administrator Blevins said construction and inspections on new houses has continued including issuing violations where needed. She said that inspections for minor permits of occupied homes are being postponed if possible until the social distancing guidelines are lifted.

Mayor Herron asked how construction companies have been affected during the pandemic with existing and new projects. Engineer Him said construction is considered an essential business and each contractor has the decision to continue working or request a delay or stop work from the City if needed. Building Official Taylor said they have not seen a slowdown of residential work in any of the cities, but they have noticed more safety precautions taken on job sites.

Mayor Pro Tem Maddock asked about the status of 1226 Glourie Drive, it has a construction fence around it but is collecting debris and has not been demolished. Administrator Blevins said that the contractor is non-responsive so the City Attorney has been consulted in order to take the contractor and property owner to court.

Council Member Byrne said that the construction project across the street from him has had several problems and he appreciates the building officials and inspectors' efforts to correct the violations. Building Official Taylor said he has spoken with City Administrator Blevins about this particular builder and they are working on getting a new process together to be able to address issues more quickly and efficiently.

9.3 City Administrator's Report: Administrator Blevins said the Complaint & Issues Report mostly consists of complaints on the change in garbage and recycling collection services. She said regular collections have been resumed and problems should be resolved.

Administrator Blevins said she was part of a conference call regarding the impending installation of Verizon Small Cell Nodes. Building Official Taylor said Deputy Building Official DuVall is working on coordinating on an agreement for several cities to regulate the equipment installed.

Administrator Blevins said that the City Office has been able to continue most services during COVID-19 by working staggered, shortened office hours and using remote desktop software when at home.

10. CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting of March 17, 2020, Check Register for March, 2020, seconded by Council Member Robert Byrne.

A roll call vote was taken to approve the motion approving the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting of March 17, 2020, Check Register for March, 2020.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

**TUESDAY, APRIL 21, 2020
PUBLIC HEARING AND REGULAR COUNCIL MEETING
6:30 P.M.**

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

11. REPORTS FROM COUNCIL: None

12. ADDITIONAL COUNCIL COMMENTS: Mayor Pro Tem Maddock asked if anyone knew about the sale status of the four (4) lots at the North end of Glourie Drive because the for-sale signs had been removed.

Council Member Swanson asked about the City's renewed CD rates. Administrator Blevins said previously it was 1.38 but was renewed for 30 days at 0.20.

Mayor Herron said the pandemic is not a short-term issue, and that the City will continue to make health and safety decisions as needed.

13. FUTURE AGENDA TOPICS: None

14. ANNOUNCEMENTS: None

15. ADJOURNMENT: Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Robert Byrne.

A vote was taken to approve the motion to adjourn the meeting. The vote passed unanimously.

The meeting was adjourned at 7:15 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE
Check Register
 For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8233	4/1/20	Vital Records Control	11114	73.75
8234	4/1/20	CDW Government	11114	2,539.82
8234V	4/1/20	CDW Government	11114	-2,539.82
8236	4/1/20	Waste Corporation of Tex	11114	6,799.59
8237	4/1/20	A T & T	11114	356.38
8238	4/1/20	Village Fire Department	11114	20,063.68
8239	4/1/20	Villages Mutual Insurance	11114	1,782.13
ACH 04-01-20	4/1/20	Sprg.Valley GenFund- Pol	11114	41,820.42
ACH 04-03-20	4/2/20	Texas Municipal Retireme	11114	1,935.15
ACH 04-15-20	4/15/20	Susan N. Blevins	11114	2,879.38
ACH1 04-15-20	4/15/20	Cassandra L. Stephens	11114	1,542.58
8240	4/15/20	A T & T	11114	74.98
8241	4/15/20	Centerpoint-Energy	11114	26.19
8242	4/15/20	CDW Government	11114	591.19
8243	4/15/20	Sanchez Landscaping	11114	750.00
8244	4/15/20	Cirro Energy	11114	1,024.61
8245	4/15/20	Hudson Energy Services L	11114	468.40
8246	4/23/20	BBG Consulting	11114	2,500.00
8247	4/23/20	Olson & Olson, Attys at L	11114	1,493.00
8248	4/23/20	Northwest Pest Patrol	11114	275.00
8249	4/23/20	Amegy Bank	11114	365.89
8250	4/23/20	Hour Messenger Service	11114	23.28
8251	4/23/20	HDR	11114	6,463.21
8252	4/23/20	HDR	11114	7,872.50
ELECTRONIC 04-	4/28/20	Internal Revenue Service	11114	1,701.48
8253	4/29/20	A T & T	11114	354.74
ELECTRONIC 4-2	4/29/20	Texas Municipal Retireme	11114	1,935.14
ACH 04-30-20	4/30/20	Susan N. Blevins	11114	2,879.38
ACH1 04-30-20	4/30/20	Cassandra L. Stephens	11114	1,542.58
ELECTRONIC 04-	4/30/20	Internal Revenue Service	11114	1,701.48
Total				<u>109,296.11</u>

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Apr 1, 2019 to Apr 30, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3135V	4/1/19		11012	-16.13
3697	4/1/19	Melton Bradley	11012	16.13
3698	4/1/19	A T & T	11012	213.56
3699	4/16/19	City of Hilshire Village	11012	14,407.40
3700	4/17/19	HDR	11012	10,689.02
3701	4/17/19	Inframark, LLC	11012	2,874.55
3702	4/17/19	Inframark, LLC	11012	8,326.05
3703	4/17/19	DSHS Central Lab MC20	11012	103.85
3704	4/17/19	Metropolitan Custom Hom	11012	81.89
3705	4/17/19	Wayne Murray Realtors In	11012	613.15
3706	4/17/19	Michelle Hunt	11012	250.00
3705V	4/17/19	Wayne Murray Realtors In	11012	-613.15
3706V	4/17/19	Michelle Hunt	11012	-250.00
3707	4/22/19	Cityof Houston#7099-300	11012	12,368.83
3708	4/22/19	Cirro Energy	11012	27.52
3709	4/30/19	City of Houston, Public W	11012	7,774.81
Total				56,867.48

Reporting Period 2nd Quarter FYE 2020 (using actual bank statements)

Values as of 31-Mar-20

in the process of changing the appearance of this worksheet
will email to you prior to meeting

<u>Investments</u>			% Int	Market Value as of 12/31/19	% Int	Market Value as of 3/31/20	Maturity	Account Name
Petty Cash			On Hand	\$154.26		\$250.00		Operating
Checking Account	2500702761	Amegy Bank	0.05%	\$36,003.25		\$102,044.85		General Operating Fund
Checking Account	3692515	Amegy Bank	0.05%	\$127,613.85		\$18,960.35		Debt Service Account
Checking Account	54393260	Amegy Bank	0.05%	\$0.00		\$0.00		Capital Improvements
Checking Account	5795325900	Amegy Bank	0.05%	\$0.00		\$0.00		2018 Capital Improvements
Checking Account	2500702795	Amegy Bank	0.05%	\$337,179.83		\$337,179.83		Utility Fund
Checking Account	3692566	Amegy Bank	0.05%	\$0.00		\$0.00		Utility Construction
Total Checking Accounts				\$500,951.19		\$458,435.03		
Savings Account	2500702803	Amegy Bank	0.05%	\$211,672.71		\$207,420.96		Savings Metro 1
Savings Account	3153940	Amegy Bank	0.05%	\$0.00		\$0.00		Metro #2
Savings Account	2500702787	Amegy Bank	0.05%	\$375,343.92		\$375,343.92		General Fund
Savings Account	53740293	Amegy Bank	0.05%	\$6,002.79		\$6,003.44		Child Safety
Total Savings Account				\$593,019.42		\$588,768.32		
CDARS		Amegy Bank		\$0.00		\$0.00		Capital Improvements
Interest Accrued								
CDARS		Amegy Bank	1.790%	\$900,000.00		\$1,000,000.00	4/16/2020	General Fund
Interest Accrued				\$445.65		\$2,877.45		
Total CD's				\$900,445.65		\$1,002,877.45		
Tex Pool		Tex Pool	0.10%	\$56,783.74		\$56,980.91		Metro # 1
Total Tex Pool				\$56,783.74		\$56,980.91		
Total Investments				\$2,051,200.00		\$2,107,061.71		

These investments are in compliance with the investment policy of the City of Hilshire Village
And with the relevant provisions of Chapter 2256 of the Texas Government Code.



*A PROCLAMATION RECOGNIZING THE SPRING EVENT
SUNDAY JUNE 14, 2020 6:00 PM TO 7:30 PM*

***WHEREAS,** the Hilshire Village Civic Club is sponsoring a unique, Spring Family Event, Sunday, June 14, 2020*

***WHEREAS,** the Spring Event provides an opportunity for residents to enjoy visiting with one another and enjoy the small city atmosphere*

***WHEREAS,** it is essential that all citizens of Hilshire Village, Texas be aware of the importance of pedestrian safety*

***WHEREAS,** if social distances is still a necessity, an ice cream truck will distribute ice cream in various points around the Village to ensure the safety of the residents*

***WHEREAS,** police-community partnerships and neighborhood safety and awareness and cooperation are important themes, and*

***FURTHER, LET IT BE PROCAIMED,** the Hilshire Village Civic Club is sponsoring the Spring Event in the Pine Chase Grove Circle from 6:00 to 7:30 P M. Pine Chase Grove Circle will have limited access for this event, during these hours.*

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

**A PROCLAMATION OF
THE CITY OF HILSHIRE VILLAGE, TEXAS
IN RECOGNITION OF NATIONAL PEACE OFFICERS MEMORIAL
DAY AND POLICE WEEK**

* * * * *

***WHEREAS**, Police Officers of the Spring Valley Village Police Department watch over our citizens with courage, dedication, and strength, selflessly risking their lives to protect individuals, families, neighborhoods and property against crime: and*

***WHEREAS**, it is important that all citizens recognize the duties, responsibilities, hazards, and sacrifices of local law enforcement agencies; and*

***WHEREAS**, Friday, May 15, 20 is observed Nationally as Peace Officers Memorial Day in honor of those law enforcement officers who through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and*

***WHEREAS**, the Spring Valley Village Police Department, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and in doing so have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.*

***NOW, THEREFORE**, be it proclaimed by the Mayor, City Council and the Citizens of Hilshire Village, Texas that the City does hereby declare May 10–16, 2020 as:*

POLICE WEEK

And hereby publicly salute the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 15th day of May, 2020.

Russell Herron, Mayor

Attest:

Susan Blevins, City Secretary





FLEX RATE PRICING

Intelligent Payments for Government
Decrease Taxpayers Service Fees



COMMUNITY FRIENDLY

Helping taxpayers save

Flex Rate gives residents real-time information about savings, enabling them to reduce the service fee by choosing a lower-cost form of payment.

FLEXIBLE SERVICE FEE

Give tax-payers choices

The Flex Rate Fee Model is the best option for Taxpayers and the Government. 68% of consumers save with Flex Rate.

CONVENIENT FOR TAXPAYERS

Payments Made Easy

The use of debit and credit cards provides convenience for taxpayers and the government.

DIFFERENT CARD, DIFFERENT COST

Debit costs consumers less

Debit cards cost significantly less than cards with rewards.

Taxpayers choose the fees they pay.



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