

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

To: Ms. Susan Blevins, City of Hilshire Village
Ms. Wendy Bambridge, City of Hedwig Village
Mr. Bobby Pennington, City of Piney Point Village
Ms. Julie Robinson, City of Spring Valley
Ms. Karen Glynn, City of Bunker Hill Village
Mr. Tom Fullen, City of Hunters Creek Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

Re: 2021 deficit, 2022 budget amendment, and 2023 Budget

Consider the following items to be placed on your agenda. Copies for your VFD Commissioner/Alternate, Mayor, and City Council members are enclosed. If you have any questions or need anything else, please let me know.

During a special called meeting, May 11, 2022, the fire commission approved the following items. Please place the following items on your agenda for consideration and advise us on your council's action in writing.

- Intra-budgetary transfers and 2021 deficit of \$120,822
- 2022 budget amendment of \$515,846
- 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.

Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

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May 12, 2022

The Honorable Mayor of
City of Hilshire Village

The Honorable Tom Jinks
Mayor, City of Hedwig Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

The Honorable Robert P. Lord
Mayor, City of Bunker Hill Village

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Deficit, 2022 Budget Amendment, and 2023 Budget are hereby submitted for consideration and approval by the Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place the items 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.

During a special called meeting, on May 11, 2022, by unanimous vote, the fire commission approved the following items: amend the 2021 budget deficit of \$120,822 due to the staffing of the second ambulance because of increased call volume and long hospital wait times.

The 2022 budget amendment of \$515,846.00 includes paying overtime to staff the second ambulance through June 2022. It also consists of a 5% mid-year cost of living increase (2.5 % annualized), hiring 3 full-time employees, and overtime as necessary to staff the second ambulance.

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

Line Item	Fund 1	2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
1	<u>CAPITAL EXPENDITURES:</u>					
2	CONTINGENCY - FACILITY	10,000.00		40,000.00		10,000.00
3	MISC. TOOLS & EQUIP./HOSE	36,000.00		75,000.00		50,000.00
4	PROTECTIVE GEAR (Expiring gear)	26,000.00		26,000.00		55,000.00
5	SCBA					7,000.00
6	Computer/ Radios Equipment *Radio(system cost)			89,400.00		29,000.00
7	CAPITAL EXPENDITURES TOTAL	72,000.00	100,364.12	230,400.00	230,400.00	151,000.00
8	<u>PERSONNEL EXPENDITURES:</u>					
9	SALARIES:					
10	Base Salary	4,181,596.00	4,116,473.89	4,211,342.88	4,395,838.75	4,786,388.47
11	2% 457 Deferred Compensation			84,226.86	87,916.78	95,727.77
12	Longevity			22,000.00	22,000.00	22,000.00
13	Higher Class			28,000.00	28,000.00	28,000.00
14	TOTALS			4,345,569.74	4,533,755.53	4,932,116.24
15	SALARIES - OVERTIME	110,000.00	247,431.17	110,000.00	353,000.00	418,098.00
16	Professional Certification	46,000.00	54,083.37	50,000.00	50,000.00	46,000.00
17	FICA TAX - 7.65%	338,175.00	336,153.75	344,676.08	377,661.80	412,810.39
18	LIFE/LTD INSURANCE	25,500.00	24,715.53	26,000.00	26,216.00	26,432.00
19	*RETIREMENT: 6.7% 2022					
	Contribution - 7.21%, 2021-6.43 and 2020 6.43	366,853.00	412,051.16	324,599.23	303,761.62	361,546.35
20	*HOSPITALIZATION INSURANCE (15% Estimate) (Final % TBD in October)	723,000.00	861,536.47	941,760.00	957,960.00	1,120,284.00
21	MEAL ALLOWANCE	35,000.00	35,025.60	35,000.00	35,000.00	40,000.00
22	WORKMEN'S COMP. INSURANCE	35,000.00	39,660.21	40,084.00	55,865.00	59,775.55
23	*Total Rewards Adjustment (2021)	150,000.00	0.00			
24	PERSONNEL EXPENDITURES TOTAL	6,011,124.00	6,127,131.15	6,217,689.05	6,693,219.94	7,417,062.53

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

54	PROFESSIONAL SERVICES:					
55	CPA			21,000.00		21,000.00
56	Legal			32,000.00		32,000.00
57	IT Services			26,400.00		26,400.00
58	Health Insurance Consultation			8,750.00		8,750.00
59	Medical			7,000.00		7,000.00
60	Medical Director - Dr. Osborn			15,000.00		15,000.00
61	Salary/Benefit Survey			0.00		0.00
62	Professional Services Other			16,000.00		16,000.00
63	PROFESSIONAL SERVICES TOTAL	125,480.00	127,494.59	126,150.00	131,444.12	126,150.00
64	PUBLIC UTILITIES	65,000.00	44,582.23	65,000.00	60,643.00	75,000.00
65	RENT	10.00	10.00	10.00	10.00	10.00
66	STATE CERTIFICATION FEES	6,000.00	5,057.36	6,000.00	6,000.00	6,000.00
67	TRAINING	33,000.00	20,867.37	33,000.00	30,000.00	30,000.00
68	EMS Training	17,000.00		17,000.00	17,000.00	17,000.00
69	UNIFORMS	25,000.00	12,748.07	20,000.00	20,000.00	15,000.00
70	MAINTENANCE EXPENDITURES:					
71	MAINTENANCE OF VEHICLES		0.00	120,000.00		200,000.00
72	MAINTENANCE OF SCBA (BATTERIES,					5,300.00
73	MAINTENANCE OF EQUIP. & SUPPLIES		0.00	35,000.00		35,000.00
74	MAINTENANCE OF BUNKER GEAR AND EQUIP.					20,972.00
75	*MAINTENANCE OF R1-STRETCHER - (PL system)					0.00
76	MAINTENANCE CONTRACTS		0.00	24,000.00		24,000.00
77	MAINTENANCE EXPENDITURES TOTAL	145,000.00	191,995.74	179,000.00	197,646.72	285,272.00
78	OPERATIONAL EXPENDITURE TOTAL	698,190.00	700,655.86	825,626.00	865,941.12	921,785.25
79	Total Operating Budget	6,781,314.00	6,928,151.13	7,273,715.05	7,789,561.06	8,489,847.78
85	CAPITAL REPLACEMENT FUND (Fund 2)	180,000.00	180,000.00	180,000.00		200,000.00
86	FACILITY FUND (Fund 4)	0.00	3,786,515.04	0.00		0.00
87	TOTAL BUDGET (assessed to Cities)	6,961,314.00	7,108,151.13	7,453,715.05	7,969,561.06	8,689,847.78

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

*** Note**

Line 2 -Decrease from 40k to 10k due to decrease risk of major expense

Line 3- Decrease from 75k to 50k Stretcher power load system

Line 4- Increase from 26k to 55k for expiring gear (this item will be a continue until all expiring gear is replaced) 10 year life span

Line 5- Added line item SCBA equipment 7k and moved Maintenance. to line item 72

Line 6- Decreased the computer/radio equipment from 89,400 to 29k Purchase computer & servers for ProPhoenix 13k and station server 8k and 8k

Lines 8 through 24- adjust with 5% mid-year 2022 increase & 7% 2023 increase

Line 16- Decrease from 50k to 46k due to rolling a certification into job requirement which moves the difference into the salary category

Line 19- The contribution rate 6.27% is accounting to the current year and TMRS. The calc. for 2022 was based on 2021 7.21% contribution rate and 2021 6.43% was based on 2020 contribution rate

Line 20- Assumed 15% cost increase from 2022 to 2023

Line 21- Increased from 35k to 40k due to the CPI increase

Line 22- Increased from 2022 budgeted 40,084 to 55,865 2022 actual cost for 2022, increased to 59,775.55 for 2023 assuming 7% increase

Line 30- Decrease from 20k to 10k due to decrease risk of emergency expense

Line 31- Decrease from 8k to 6.5k due to actual amount spent in 2021

Line 32- Decrease from 15k to 10k due to actuals for 2021

Line 33- Increase from 45k to 55k due to continual rise in fuel cost

Line 34- Increased from 2022 budgeted 49,066 to 49,765 for actual 2022 cost, increased to 52,253.25 for estimated 5% increase for 2023

Line 43- PASS - omit move to cities through fuel

Line 47- * 98,500 itemized list for Maintenance. Contract for each contracted item. ProPhoenix has a 5% annual increase

Line 64- Increase Public Utilities from 65k to 75k for added utility cost - we are exploring other vendors for utilities

Line 69- Decrease from 20k to 15k mirror cost of 2021

Line 71- Increase from 120k to 200k to match average spending during 1st quarter of the current year and added cost of main cost of vehicles.

Line 72- Added to SCBA maintenance. Line item 5,300 purchase new bottles in capital items

Line 74- Added line item breakdown maintenance, increase due to cost of gear inspection/cleaning (required by TCFP twice annually, 1 of the 2 cleaning/inspections must be done by a certified vendor, other can be done in house)

*Line 75- Added line item for powerload equipment for the new 2022 ambulance (Maintenance. cost will occur after 2024)

Line 88- Increased vehicle replacement fund from 180,000 to 200,000

Line 139- Adjusted CRF- to match audited numbers

Updated 5/10/2022

**VILLAGE FIRE DEPARTMENT
2023 BUDGET ASSESSMENTS
PER CITY**

<u>CITY</u>	<u>%</u>	<u>JANUARY 1-1/2 MONTHS</u>	<u>MONTHLY, FEBRUARY THROUGH JULY</u>	<u>DECEMBER</u>	<u>ANNUAL ASSESSMENT</u>	
BUNKER HILL VILLAGE	19.00%	206,383.87	137,589.25	68,794.62	1,651,070.97	8,689,847.23
HEDWIG VILLAGE	18.50%	200,952.72	133,968.48	66,984.24	1,607,621.74	
HILSHIRE VILLAGE	3.00%	32,586.93	21,724.62	10,862.31	260,695.42	
HUNTERS CREEK VILLAGE	22.25%	241,686.38	161,124.25	80,562.13	1,933,491.01	
PINEY POINT VILLAGE	21.00%	228,108.49	152,072.33	76,036.16	1,824,867.92	
SPRING VALLEY VILLAGE	16.25%	176,512.52	117,675.01	58,837.51	1,412,100.17	
		-				
			\$ 724,153.94			
	100%	\$ 1,086,230.90	\$ 4,344,923.62	\$ 362,076.97	<u>\$ 8,689,847.23</u>	

\$ 8,689,847.23

**Village Fire Department
2023 Budget Summary**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	10,000	
MISC. TOOLS & EQUIP./HOSE:	50,000	
PROTECTIVE GEAR	55,000	
SCBA	7,000	
COMPUTER/RADIO EQUIPMENT	29,000	
		\$151,000.00

PERSONNEL EXPENDITURES:

Salaries	4,836,388	
457 Plan Contribution	95,728	\$4,932,116
Salaries - Overtime	418,098	
Professional Certification	46,000	
FICA	412,810	
Life/Disability Insurance	26,432	
Retirement	361,546	
Hospitalization	1,120,284	
Meal Allowance	40,000	
Workers Compensation	59,776	
Total Rewards Adjustment	0	
		\$7,417,063

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	0	
Emergency Contingency	10,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	10,000	
GAS & OIL	55,000	
INSURANCE - CASUALTY	52,253	
Miscellaneous	6,200	
Office Expenses/Postage/Printing/Stationary	120,400	EQUIPMENT MAINT CONTRACTS
Professional Services	126,150	
Public Utilities	75,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	30,000	
EMS Training	17,000	
Uniforms	15,000	
Maintenance of Equipment	285,272	
		\$921,785

OPERATING BUDGET

\$8,489,848

CAPITAL REPLACEMENT FUND 2

Escrow	200,000	
		\$200,000

FACILITY FUND 4

Escrow	0	
		\$0

\$200,000

TOTAL BUDGET

\$8,689,848

Capital Replacement Fund For
 Projected Capital Projects
 Updated 5/12/2022

Equipment	Life	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ladder	15	1,011,956.74															\$1,500,000.00
Pumper	20											800,000.00					
Reserve Pumper	20				658,346.00												
Battalion Chief's Vehicle	9								53,000.00								
Fire Chief's Vehicle	10			42,239.00												55,000.00	
Utility Vehicle	10		31,787.00										40,000.00				
Medic 1	9							220,000.00									
Medic 2	9						220,000.00										250,000.00
Inspector's Vehicle	8	34,552.00										53,000.00					
Medic 3	9																
Major Equipment			20,000														
Total Cash Outlay		1,046,508.74	44,665.40	42,239.00	649,997.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Beginning Cash		979,528.07	102,850.00	345,976.00	470,428.19	40,263.19	220,263.19	192,263.19	184,263.19	335,263.19	585,263.19	835,263.19	266,263.19	570,263.19	870,263.19	1,180,263.19	1,451,263.19
Planned Budgeted Yearly Contrib.		160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	200,000.00	250,000.00	250,000.00	280,000.00	280,000.00	300,000.00	310,000.00	320,000.00	320,000.00
Funds From Sale of Vehicles		3,185.00	125,000.00	5,545.00	67,395.00	0.00	12,000.00	12,000.00	4,000.00	0.00	0.00	4,000.00	64,000.00	0.00	0.00	6,000.00	12,000.00
Disbursements		999,334.28	12,157.00	42,239.00	658,346.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Adft. Unbudgeted Contributions																	
Interest on CD's (see note 1)		351.20	283.00	1,146.19	786.00												
Ending Cash		\$102,850.00	\$345,976.00	\$470,428.19	\$40,263.19	\$220,263.19	\$192,263.19	\$184,263.19	\$335,263.19	\$585,263.19	\$835,263.19	\$266,263.19	\$570,263.19	\$870,263.19	\$1,180,263.19	\$1,451,263.19	\$33,263.19