

Village Fire Department



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

Protecting and Serving the Cities of:

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

April 29, 2021

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

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

The Honorable Russell Herron
Mayor, City of Hilshire Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2022 Proposed Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

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

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

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

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

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

Respectfully submitted,



Jay Carlton, Chair
Village Fire Department Board of Commissioners

Attachment

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

2020 Intra Budgetary Transfers A

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

Village Fire Department

Proposed 2022 Budget

Prepared For:

City of Spring Valley Village

City of Hunters Creek Village

City of Hilshire Village

City of Hedwig Village

City of Piney Point Village

Prepared by: Village Fire Department

April 28, 2021



**VILLAGE FIRE DEPARTMENT BUDGET
2022 BUDGET WORKSHEET DRAFT 4**

* See note

Line Item	FUND 1			2020 Actual	2021 BUDGET	2022 BUDGET	DELTA
	2020 BUDGET						
1	CAPITAL EXPENDITURES:						
2	35,000.00			2,726.84	10,000.00	40,000.00	30,000.00
3	24,000.00			29,390.89	36,000.00	75,000.00	39,000.00
4	20,000.00			17,005.70	26,000.00	26,000.00	0.00
5						89,400.00	89,400.00
6	79,000.00			49,123.43	72,000.00	230,400.00	158,400.00
	CAPITAL EXPENDITURE TOTAL						
	2020 BUDGET			2021 BUDGET			DELTA
7	PERSONNEL EXPENDITURES:						
8	SALARIES:						
9	3,936,496.00				4,131,596.00	4,211,342.88	79,746.88
10	78,730.00				82,632.00	84,226.86	1,594.86
11	22,000.00				22,000.00	22,000.00	0.00
12	28,000.00				28,000.00	28,000.00	0.00
13	4,065,226.00			4,063,701.28	4,264,228.00	4,345,569.74	81,341.74
14	105,000.00			100,273.94	110,000.00	110,000.00	0.00
16	44,400.00			52,207.85	46,000.00	50,000.00	4,000.00
17	322,419.00			320,170.41	338,175.00	344,408.34	6,233.34
18	23,000.00			24,658.00	25,500.00	26,000.00	500.00
19	271,000.00			277,337.21	284,221.00	324,599.23	40,378.23
20	701,235.00			624,809.66	723,000.00	941,760.00	218,760.00
21	35,000.00			33,793.00	35,000.00	35,000.00	0.00
22	35,000.00			34,998.96	35,000.00	40,084.00	5,084.00
23	*Total Rewards Adjustment						
24	5,602,280.00			5,531,950.31	6,011,124.00	6,217,421.31	206,297.31
	PERSONNEL EXPENDITURES TOTAL						

Line Item	2020		2021		2022		DELTA
	BUDGET		BUDGET		BUDGET		
25 OPERATIONAL EXPENDITURES:							
26 AMBULANCE MEDICAL SUPPLIES	55,000.00	56,324.64	62,000.00	62,000.00	62,000.00	0.00	0.00
27 BUILDING SUPPLIES & MAINTENANCE	47,000.00	66,124.88	45,000.00	45,000.00	45,000.00	0.00	0.00
28 CHEMICALS	2,000.00		2,000.00	2,000.00	0.00	0.00	0.00
29 EMERGENCY CONTINGENCY	20,000.00	5,374.52	20,000.00	20,000.00	20,000.00	0.00	0.00
30 DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	10,067.47	6,500.00	6,500.00	8,000.00	1,500.00	1,500.00
31 FIRE PREVENTION/ Pub Relations	15,000.00	9,537.51	15,000.00	15,000.00	15,000.00	0.00	0.00
32 Fuel Software Expense							
33 GAS & OIL	45,000.00	20,892.07	45,000.00	45,000.00	45,000.00	0.00	0.00
34 INSURANCE - CASUALTY	42,000.00	49,084.79	42,000.00	42,000.00	49,066.00	7,066.00	7,066.00
35 TOTALS	232,500.00	217,405.88	237,500.00	237,500.00	244,066.00	6,566.00	6,566.00
36 MISCELLANEOUS:							
37 Legal Notices/Advertising	1,000.00	1,369.48	1,000.00	1,000.00	1,000.00	0.00	0.00
38 License/Permits	6,000.00	1,320.00	6,000.00	6,000.00	6,000.00	0.00	0.00
39 Other Expenses	200.00	4,081.99	200.00	200.00	200.00	0.00	0.00
40 MISCELLANEOUS TOTAL	7,200.00	6,771.47	7,200.00	7,200.00	7,200.00	0.00	0.00
41 OFFICE EXPENSE:							
42 Office Supplies, Paper, Staples, Toner, Ink	7,000.00	11,543.58	7,000.00	7,000.00	7,000.00	0.00	0.00
43 Batteries, SCBA, PASS,	5,300.00		5,300.00	5,300.00	5,300.00	0.00	0.00
44 Shipping	1,200.00	275.99	1,200.00	1,200.00	1,200.00	0.00	0.00
45 Printing (letterhead, envelope, forms)	200.00	564.87	200.00	200.00	200.00	0.00	0.00
46 Office/PC Equipment Maintenance Contracts	10,200.00	30,642.79	10,200.00	10,200.00	98,000.00	87,800.00	87,800.00
47 Hospitality Supplies	6,000.00	3,068.92	6,000.00	6,000.00	6,000.00	0.00	0.00
48 Postage Meter Rental	1,500.00		1,500.00	1,500.00	1,500.00	0.00	0.00
49 Chairs, Tables, Printers	4,000.00	6,386.90	4,000.00	4,000.00	4,000.00	0.00	0.00
50 Bank Services Charges	400.00	9,138.49	400.00	400.00	1,000.00	600.00	600.00
51 Misc. Office Expenses	1,200.00	4,706.68	1,200.00	1,200.00	4,000.00	2,800.00	2,800.00
52 Total	37,000.00	65,233.33	37,000.00	37,000.00	128,200.00	91,200.00	91,200.00
53 PROFESSIONAL SERVICES:							
54 CPA	21,000.00		21,000.00	21,000.00	21,000.00	0.00	0.00
55 Legal	32,000.00		32,000.00	32,000.00	32,000.00	0.00	0.00

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

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

*** Note**

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

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

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

HK- Piney Point

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

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

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

CAPITAL EXPENDITURES:

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

PERSONNEL EXPENDITURES:

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

OPERATIONAL EXPENDITURES

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

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

CAPITAL REPLACEMENT FUND 2

Escrow	<u>180,000</u>	<u>\$180,000</u>
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FACILITY FUND 4

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

TOTAL BUDGET

<u><u>\$7,453,447</u></u>

**Capital Replacement Fund For
Projected Capital Projects
Updated 4/27/2022**

Equipment	Life	2020	2021	2022	2023	2024	2025	2026	2027
Ladder	15								
Pumper	20								650,000.00
Reserve Pumper	20	650,000.00							
Battalion Chief's Vehicle	9					53,000.00			
Fire Chief's Vehicle	10								
Utility Vehicle	10								
Medic 1	9			220,000.00					
Medic 2	9			200,000.00					
Inspector's Vehicle	8								36,500.00
Medic 3	9								
Major Equipment									
Total Cash Outlay		658,346.00	0.00	200,000.00	220,000.00	53,000.00	0.00	0.00	686,500.00
Beginning Cash		438,641.19	8,476.19	189,226.19	181,976.19	159,726.19	303,726.19	495,726.19	687,726.19
Planned Budgeted Yearly Contrib.		160,000.00	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	400,000.00
Extra For 5 year purchase heavy trucks									400,000.00
Funds From Sale of Vehicles		67,395.00	0.00	12,000.00	17,000.00	5,000.00	0.00	0.00	2,700.00
Disbursements		658,346.00	0.00	200,000.00	220,000.00	53,000.00	0.00	0.00	686,500.00
Add't. Unbudgeted Contributions									
Interest on CD's (see note 1)		786.00	750.00	750.00	750.00	12,000.00	12,000.00	12,000.00	12,000.00
Ending Cash		\$8,476.19	\$189,226.19	\$181,976.19	\$159,726.19	\$303,726.19	\$495,726.19	\$687,726.19	\$415,926.19

**Capital Replacement Fund For
Projected Capital Projects
Updated 4/27/2022**

Equipment	Life	2028	2029	2030	2031	2032
Ladder	15					\$2,000,000.00
Pumper	20					
Reserve Pumper	20					
Battalion Chief's Vehicle	9					
Fire Chief's Vehicle	10				\$30,000.00	
Utility Vehicle	10	30,000.00				
Medic 1	9					
Medic 2	9					\$250,000.00
Inspector's Vehicle	8					
Medic 3	9					
Major Equipment						
Total Cash Outlay		30,000.00	0.00	0.00	30,000.00	2,250,000.00
Beginning Cash		415,926.19	857,926.19	1,269,926.19	1,681,926.19	2,068,926.19
Planned Budgeted Yearly Contrib.		400,000.00	400,000.00	400,000.00	400,000.00	190,000.00
Extra For 5 year purchase heavy trucks		400,000.00	400,000.00	400,000.00	400,000.00	
Funds From Sale of Vehicles		50,000.00	0.00	0.00	5,000.00	12,000.00
Disbursements		20,000.00	0.00	0.00	30,000.00	2,250,000.00
Add'l. Unbudgeted Contributions						
Interest on CD's (see note 1)		12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Ending Cash		\$857,926.19	\$1,269,926.19	\$1,681,926.19	\$2,068,926.19	\$32,926.19

Village Fire Department Organizational Chart 2021



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

COMMISSIONERS

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

ALTERNATES

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