

**City of Bunker Hill Village**  
**City Council**  
**Agenda Request**

<b>Agenda Date:</b>	November 19, 2024
<b>Agenda Item:</b>	XX
<b>Subject:</b>	Payment(s) Above \$50,000
<b>Exhibits:</b>	City of Houston, utility bill dated September 20, 2024 City of Houston, utility bill dated October 22, 2024 Memorial Villages Water Authority, invoice no. 005-24-25 Texas Municipal League Intergovernmental Risk Pool, contract no. 6259
<b>Funding:</b>	N/A
<b>Presenter(s):</b>	Gerardo Barrera, City Administrator

**Executive Summary**

At the November 2023 meeting, Council directed staff to remove expenditures exceeding \$50,000.00 from the consent agenda and present as separate line item(s) on the regular agenda for consideration and possible action.

The City has received four (4) invoices that meet this consideration:

- A. City of Houston, monthly water bill dated September 20, 2024, in the amount of \$107,257.88 for August 2024 water purchase.
- B. City of Houston, monthly water bill dated October 22, 2024, in the amount of \$95,868.60 for September 2024 water purchase.
- C. Memorial Villages Water Authority, invoice no. 005-24-25 in the amount of \$58,292.34 for September 2024 wastewater treatment.
- D. Texas Municipal League Intergovernmental Risk Pool, contract no. 6259 in the amount of \$54,880.98 for insurance coverage.

**Recommended Action**

Staff recommends Council approve and ratify payments that exceed \$50,000.00.



# City of Houston

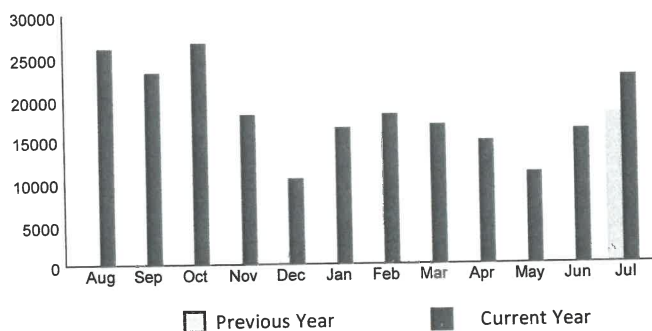
## Utility Bill

713.371.1400  
www.houstonwater.org

Manage your account online at [www.houstonwater.org](http://www.houstonwater.org). Register for eBills, make a payment, and get water saving tips.  
Manage your account online at [www.houstonwater.org](http://www.houstonwater.org). Register for eBills, make a payment, and get water saving tips.

Customer Name: City of Bunker Hill Village -Treated  
Account Number: 7099-3004-6012  
Service Address: 0 ALL-BLANKS TEMP-162  
Bill Date: 9/20/2024  
Total Amount Due: \$179,885.22

**Billed Usage History** (per 1,000 gal.)  
(24-month graph)



### Summary of Charges

Previous Balance	\$64,900.00
Payment - Thank You	\$64,900.00
Adjustments	\$0.00
Current Charges	\$107,257.88
<b>Total Amount Due</b>	<b>\$179,885.22</b>

*\$72,627.34 pd ck 29258 9/17*

\* If you have a question about your Contract Water bill, please send email to: [Contract.Water@houstontx.gov](mailto:Contract.Water@houstontx.gov)  
\* If you want to make a payment on your Contract Water bill: 713-371-1400

Account Number: 7099-3004-6012

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

TOTAL AMOUNT DUE: \$179,885.22

Amount Paid: *107,257.88*

\*\*\*\*\*SINGLE-PIECE C 1 P 48 1 SP 0.690  
HOB092401000048



City of Bunker Hill Village -Treated  
ATTN: ACCOUNTS PAYABLE  
11977 MEMORIAL DR  
HOUSTON TEXAS 77024-6231



CITY OF HOUSTON  
PO BOX 1560  
HOUSTON TX 77251-1560

1560709930046012001798852200190611010



0101



# City of Houston

## Utility Bill

713.371.1400  
[www.houstonwater.org](http://www.houstonwater.org)

### Detailed Meter Usage

Meter Type	Meter Number	Meter Size (Inches)	Previous Reading	Current Reading	Gallons in Thousands	Read Date
CNTRCT-AIRGAP	03049890-BA-10.000	10	368730	382569	13839	9/1/2024
CNTRCT-AIRGAP	07254565-SM-8.000	8	28609	37267	8658	9/1/2024

Payments Received	Adjustments	Current Charges
9/6/2024 \$64,900.00		AIRGAP Service Charge \$98,986.80 Airgap Overage Surcharge \$8,271.08

Payment is due and payable on or before the 35th day after receipt of the invoice. Should buyer fail to tender payment of any amount when due, interest thereon shall accrue at the rate of ten percent per annum from the date when due until paid.



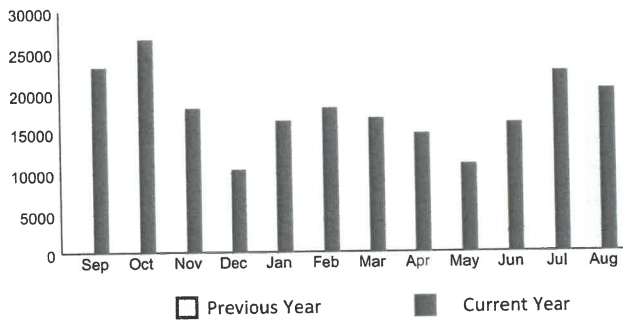
# City of Houston Utility Bill

713.371.1400  
www.houstonwater.org

Manage your account online at [www.houstonwater.org](http://www.houstonwater.org). Register for eBills, make a payment, and get water saving tips.  
Manage your account online at [www.houstonwater.org](http://www.houstonwater.org). Register for eBills, make a payment, and get water saving tips.

Customer Name: City of Bunker Hill Village -Treated  
Account Number: 7099-3004-6012  
Service Address: 0 ALL-BLANKS TEMP-162  
Bill Date: 10/22/2024  
Total Amount Due: \$203,126.48

**Billed Usage History** (per 1,000 gal.)  
(24-month graph)



### Summary of Charges

Previous Balance	\$179,885.22
Payment - Thank You	\$72,627.34
Adjustments	\$0.00
Current Charges	\$95,868.60
<b>Total Amount Due</b>	<b>\$203,126.48</b>

\* If you have a question about your Contract Water bill, please send email to: [Contract.Water@houstontx.gov](mailto:Contract.Water@houstontx.gov)  
\* If you want to make a payment on your Contract Water bill: 713-371-1400

**Account Number: 7099-3004-6012**

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

TOTAL AMOUNT DUE: \$203,126.48  
Amount Paid: 95,868.60

HOU102216000075



City of Bunker Hill Village -Treated  
ATTN: ACCOUNTS PAYABLE  
11977 MEMORIAL DR  
HOUSTON TEXAS 77024-6231



CITY OF HOUSTON  
PO BOX 1560  
HOUSTON TX 77251-1560

1560709930046012002031264800212713340



# City of Houston

## Utility Bill

713.371.1400  
[www.houstonwater.org](http://www.houstonwater.org)

### Detailed Meter Usage

Meter Type	Meter Number	Meter Size (Inches)	Previous Reading	Current Reading	Gallons in Thousands	Read Date
CNTRCT-AIRGAP	03049890-BA-10.000	10	382569	401672	19103	10/1/2024
CNTRCT-AIRGAP	07254565-SM-8.000	8	37267	38504	1237	10/1/2024

Payments Received	Adjustments	Current Charges
9/25/2024 \$72,627.34		AIRGAP Service Charge \$89,496.00 Airgap Overage Surcharge \$6,372.60

Payment is due and payable on or before the 35th day after receipt of the invoice. Should buyer fail to tender payment of any amount when due, interest thereon shall accrue at the rate of ten percent per annum from the date when due until paid.



# MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903

PH: 713-465-8318

FAX: 713-465-8387

## INVOICE

TO: CITY OF BUNKER HILL VILLAGE  
11977 MEMORIAL DRIVE  
HOUSTON, TEXAS 77024

INVOICE DATE: 10/16/2024  
INVOICE No.: 005 -24-25  
DATE DUE: 11/10/2024

ATTN: Mr. Gerardo Barrera  
City Administrator

SERVICE PROVIDED:  
SERVICE PERIOD :

WASTEWATER TREATMENT  
SEPTEMBER 2024

**TREATMENT COST:**

METER READING END-OF-THE-MONTH (x 1,000,000)	1,959.066	
METER READING FIRST-OF-THE MONTH (x 1,000,000)	- 1,935.903	
GALLONS TREATED - METERED	23,163,000	
GALLONS TREATED - UNMETERED	+ 792,000	
TOTAL GALLONS TREATED	23,955,000	
RATE/1000 GALLONS	X <del>6.72 /1000</del> \$2.25/1,000	
SUBTOTAL	<del>\$160,977.60</del>	\$53,898.75

**GENERAL & ADMINISTRATION COSTS:**

2023 - 24 G&A ATTRIBUTABLE TO CBHV (Audited)	\$52,848.18
ACTUAL G&A BILLED 5-2022 TO 4-2023	\$54,070.61
G&A DUE FROM PRIOR YEAR BILLING	<del>-\$1,222.43</del>

2023 - 24 G&A ATTRIBUTABLE TO CBHV (Audited)	\$52,848.18
AMOUNT OF PREVIOUS BILLINGS	\$8,000.00
AMOUNT DUE THIS PERIOD	<del>\$5,606.02</del>
BALANCE REMAINING AFTER PAYMENT	\$39,242.16

**TOTALS:**

TREATMENT EXPENSE	<del>\$160,977.60</del>	\$53,898.75
CURRENT YEAR G&A EXPENSE	\$5,606.02	
PRIOR YEAR G&A EXPENSES	-\$1,222.43	
BILLING FEE	\$10.00	
<b>TOTAL AMOUNT NOW DUE</b>	<del>\$165,371.19</del>	<b>\$58,292.34</b>

Rain
0.60

Meter Calibrated: August 2, 2024

APPROVED:   
Trey Cantu  
General Manager

# BUNKER HILL FLOW RECORD

September

2024

DATE	FIF	RAIN	METER READING	DAILY FLOW MG	CURRENT FLOW MGD	TIME	LEVEL	INITIAL
1	y	0.50	1935.903	878.000	0.568	7:20	0.37	rc
2	y	0.00	1936.781	816.000	0.664	7:10	0.40	rc
3	y	0.00	1937.597	880.000	0.621	7:07	0.39	rc
4	y	0.10	1938.477	791.000	0.835	9:00	0.47	rc
5	y	0.00	1939.268	1191.000	0.669	7:20	0.41	nm
6	y	0.00	1940.459	885.000	0.900	9:16	0.51	nm
7	y	0.00	1941.344	779.000	0.709	9:00	0.43	nm
8	y	0.00	1942.123	853.000	0.637	9:16	0.40	nm
9	y	0.00	1942.976	762.000	0.891	11:43	0.49	nm
10	y	0.00	1943.738	751.000	0.882	11:19	0.49	nm
11	y	0.00	1944.489	747.000	0.907	10:48	0.50	nm
12	y	0.00	1945.236	786.000	0.877	10:05	0.49	nm
13	y	0.00	1946.022	738.000	0.874	9:49	0.49	nm
14	y	0.00	1946.760	756.000	0.593	8:12	0.38	bs
15	y	0.00	1947.516	839.000	0.576	8:07	0.37	bs
16	y	0.00	1948.355	778.000	0.862	9:49	0.48	rc
17	y	0.00	1949.133	784.000	0.820	9:00	0.47	rc
18	y	0.00	1949.917	806.000	0.836	9:20	0.47	rc
19	y	0.00	1950.723	791.000	0.890	9:40	0.49	rc
20	y	0.00	1951.514	702.000	0.756	7:15	0.42	rc
21	y	0.00	1952.216	1615.000	0.544	6:50	0.36	rc
22	y	0.00	1953.831	751.000	0.905	11:13	0.50	nm
23	y	0.00	1954.582	776.000	0.881	10:29	0.49	nm
24	y	0.00	1955.358	770.000	0.905	10:25	0.50	nm
25	y	0.00	1956.128	754.000	0.870	10:28	0.49	nm
26	y	0.00	1956.882	0.000	0.847	10:33	0.48	nm
27	y	0.00	1956.882	695.000	0.847	10:33	0.48	nm
28	y	0.00	1957.577	736.000	0.634	9:18	0.40	nm
29	y	0.00	1958.313	753.000	0.693	10:07	0.42	nm
30	y	0.00	1959.066	740.000	0.880	10:25	0.49	rc
1	y		1959.806		0.833	7:25	0.47	rc

23,903,000

Total Rainfall = 0.60

(FIF = Flow in flume)

Metered Flow =	23,903,000
Unmetered Flow =	792,000
<b>TOTAL FLOW =</b>	<b>24,695,000</b>

Average Daily Flow = 823,167

Meter Calibrated 8/2/2024

**BILLING STATEMENT**  
 Questions? Please contact  
 Carol Platt at cplatt@tmlirp.org  
 or extension 2415

**Texas Municipal League  
 Intergovernmental Risk Pool**  
[www.tmlirp.org](http://www.tmlirp.org) • 512-491-2300  
 Billing Payment Address:  
 P.O. Box 388  
 San Antonio, Texas 78292-0388

City of Bunker Hill Village  
 Attn: Susan Grass  
 11977 Memorial Dr  
 Houston, Texas 77024-6231

Statement Date 10/01/2024  
 Due Date **DUE UPON RECEIPT**  
 Contract Number 6259

**New Charges Detail**

10/01/2024	Workers' Comp	\$9,700.00
10/01/2024	Cyber Liability	\$1,250.00
10/01/2024	Auto Physical Damage	\$2,241.00
10/01/2024	General Liability	\$1,746.00
10/01/2024	Automobile Liability	\$4,378.00
10/01/2024	Law Enforcement Liability	\$876.00
10/01/2024	Errors & Omissions Liability	\$3,472.00
10/01/2024	Mobile Equipment	\$465.00
10/01/2024	Crime Coverage	\$854.00
10/01/2024	Real & Personal Property	\$31,019.00
<b>Subtotal - Contribution Installment</b>		<u>\$56,001.00</u>
<b>Subtotal - Contribution Changes</b>		<u>\$0.00</u>
10/01/2024	Pre-Payment Discount - Law Enforcement Liability	(\$17.52)
10/01/2024	Pre-Payment Discount - Automobile Liability	(\$87.56)
10/01/2024	Pre-Payment Discount - Errors and Omissions Liability	(\$69.44)
10/01/2024	Pre-Payment Discount - Crime Coverage	(\$17.08)
10/01/2024	Pre-Payment Discount - Mobile Equipment	(\$9.30)
10/01/2024	Pre-Payment Discount - Real and Personal Property	(\$620.38)
10/01/2024	Pre-Payment Discount - Workers' Comp	(\$194.00)

Account Recap	
Balance from Previous Statement:	\$0.00
Total Payments Received:	\$0.00
Total New Charges / (Credits):	\$54,880.98
<b>Balance:</b>	<b>\$54,880.98</b>

CONTINUED ON NEXT PAGE...

01- 8450 - 21,388

04- 8450 23,000

01- 5310 15,00

04- 5310 8992.98

TR 54880.98





**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
OCTOBER 15, 2024**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:01 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Mayor Robert Lord  
Mayor Pro-Tem Susan Schwartz  
Councilmember Eric Thode  
Councilmember Carl Moerer (arrived at 5:14 p.m.)  
Councilmember Keith Brown

Staff in Attendance

Gerardo Barrera, City Administrator  
Susan Engels, Finance Director  
Elvin Hernandez, Director of Public Works  
Loren Smith, City Attorney  
Mallory Pack, Management Analyst

Absent

Councilmember Andrew Poor

**II. PLEDGE OF ALLEGIANCE**

Girl Scout Troop 126135 & Boy Scout Troop 558 led the Pledge of Allegiance.

**III. CITIZEN COMMENTS**

**There were no public comments.**

**IV. EXECUTIVE SESSION**

**PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION TO CONSULT WITH THE CITY ATTORNEY REGARDING A MATTER THAT THE ATTORNEY'S DUTY REQUIRES TO BE HELD IN CLOSED SESSION**

*Mayor Lord convened into closed executive session at 5:06 p.m.*

*Mayor Lord reconvened the meeting at 5:53 p.m.*

**V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities – Chief Schultz provided an update on activities including personnel, calls for service, and the 2024 Budget.
- Officers are wearing pink badges during the month of October for breast cancer awareness.

- The Department has expended 75% of the budget to date and expects to have the budget fully expended by end of year. There will be a potential budget amendment coming for reimbursement.
- The Department is field testing a new ALPR technology system with overlay capabilities and will be installing two Condor cameras. ALPR is also now available in PD vehicles.
- The Department is expected to receive \$35,000 reimbursement from FEMA for Derecho storm costs.
- An incident at Bunker Hill Elementary that highlighted the need for improved communication from Spring Branch ISD Police to MVPD has been resolved.

## VI. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Fire Commissioner Brown reported on activities, staffing, calls for service, and response times.
- Chief Miller introduced Amy Buckert, the department's new Administrator/Finance Director and reported update on other personnel.
  - The average response time for Bunker Hill was 5:33 in September.
  - The roof project has been completed.
  - Receiving reimbursement from FEMA in the amount of \$10,816.18 for expenses related to the May 2024 Derecho storm.
  - Ladder 1 remains out of service for maintenance and preventative work.
  - The station now has multiple backup internet-cable, cell and satellite.
  - Talks with CenterPoint has resulted in the fire station potentially getting a dedicated circuit for power.

## VII. MAYOR'S REPORT

- A. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Designating a Representative and Alternate to the General Assembly of the Houston-Galveston Area Council for the Year 2025

**A motion was made by Councilmember Brown and seconded by Councilmember Moerer to designate Councilmember Schwartz as representative and Councilmember Thode as alternate to the General Assembly of the Houston-Galveston Area Council for the Year 2025.**

**The motion carried 4-0**

- B. Report on Activities and Upcoming Events
- SBISD Public Safety Meeting – Councilmember Thode attended and provided an overview of the meeting.

*Chief Schultz addressed an incident that occurred at Bunker Hill Elementary School in September. He reported that at the direction of Village Mayors (Bunker Hill, Piney Point and Hunters Creek), MVPD will host a community forum in November featuring a panel discussion on autism, aiming to educate the community about this topic.*

- First Responders Appreciation Lunch – Friday, October 18, 2024

- Memorial Villages Recycling Event – The event will be hosted at Hedwig Village City Hall.
- Family Movie Night, State of the City and Public Works Building Ribbon Cutting – Friday, November 8, 2024
- Twinkle Light Parade – Thursday, December 19, 2024

## **VIII. CITY ADMINISTRATOR'S REPORT**

### **A. Report on Activities and Upcoming Events**

- FEMA/ State Recovery for Hurricane Beryl – Staff continues to work on submitting documentation to FEMA for reimbursement for Category B (Emergency) and Category E (Building and Facilities) expenses.
- Harris Central Appraisal District (HCAD) Board of Directors Nomination – The City was not informed about the nomination until after the nomination deadline had passed. Mike Sullivan, the current representative, has expressed interest in continuing to serve in this role. Council will take formal action to cast a ballot regarding this matter at a later meeting date.
- City Hall Holiday Hours
  - Thursday, November 28 & Friday, November 29 (offices close at noon on Wednesday, November 27)
  - Monday, December 23-Friday, December 27
  - Wednesday, January 1

*Council directed staff to close City Hall on Tuesday, December 31. Regular business hours will resume on Wednesday, January 2. City Administrator Barrera stated that Public Works crews remain on-call.*

- Tentative December City Council Special Meeting – A special meeting will be scheduled as needed. December 17 is the next regular meeting scheduled but may be cancelled if not needed.

### **B. Public Works Director Report**

- Development Report – Public Works Director Hernandez reported on permits issued in the month of September and development to date.

*Council directed staff to include the number of Certificates of Occupancy issued in future Development Reports.*

- Beautification Committee Meeting Review – The Committee discussed plans for pocket parks, potential locations for tree planting in the city right-of-way, and potential updates and revisions to the tree ordinance.
- CIP Project Update –
  - Construction for the Bunker Hill Road and Greenbay Sanitary Sewer Rehab project is expected to begin the week of October 21. Ram Rod Utilities will distribute handouts to residences on Bunker Hill Rd. (including side streets

that enter/ exit on Bunker Hill Rd.) and V-Linc notifications have been sent out to inform residents about upcoming construction.

- Four (4) bids were received in response to the notice for bidders/ RFQ published for waterline replacement on Rhett, Tara, and Mayerling. Staff will recommend award of contract for this work at the November Council meeting.
- The water meter replacement project is nearing completion and are now transitioning to the installation of the antenna poles for the AMI meter reading equipment.
- Contractor has completed City Hall generator engine swap under warranty. Awaiting final commissioning of unit.
- Incorrect streetlight poles were installed on Memorial between Gessner and Chatham. Staff has requested correct black powder coated poles be installed.

*Council asked about lighting upgrade on Strey Ln. Staff will investigate with CenterPoint at a later time.*

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

Staff is completing the annual review of the investment policy. It will be presented to the Finance Committee first before the November meeting for formal Council action.

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – Susan Engels, Finance Director**

During the annual budget process, staff reviews utility rates to determine if charges will generate adequate revenue to operate and maintain city utilities and associated infrastructure. Following the adoption of the Fiscal Year (FY) Budget, City Council must establish the annual utility rates for water and wastewater services for the upcoming year.

The approved 2025 budget includes an 8% increase for residential water and non-residential water rates. There are no changes to the rate structure. Wastewater rate structure was approved by Council at the June 18 meeting.

Staff recommended that the new rates take effect on December 16, 2024. The new rates will be reflected in the February 2025 billing cycle.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-636, amending the Code of Ordinances for the City of Bunker Hill Village, Texas, by deleting Section 16-26; (1) – (5) of Article II of**

**Chapter 16 thereof and substituting therefore a new Section 16-26; (1) – (5); establishing rates to be charged by the City for water and sanitary sewer services.**

**The motion carried 4-0**

- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (6) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (6); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – *Susan Engels, Finance Director***

Following the adoption of the Fiscal Year (FY) Budget, City Council must set the annual rate for solid waste and recycling collection services for the upcoming year. The current rate is based on a 6 ½ year contract with Texas Pride approved in June 2022. The approved 2025 budget includes an 8% increase for solid waste and recycling services. The proposed rate for FY 2025 is \$77.71, accounting for two months of services and includes required taxes and administration costs.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-637, amending the Code of Ordinances for the City of Bunker Hill Village, Texas, by deleting Section 16-26 (6) of Article II of Chapter 16 thereof and substituting therefore a new Section 16-26 (6); establishing rates to be charged by the City for solid waste and recycling services; repealing all ordinances or parts of ordinances inconsistent or in conflict herewith; and providing for severability.**

**The motion carried 4-0**

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 11718 WOOD LANE AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Public Works Director***

During the plan review of a new home at 11718 Wood Lane, it was discovered that a final plat had not been recorded with Harris County. The property is located on a private street and not within an existing public street circulation.

At the September 24, 2024, Planning and Zoning Commission meeting, the Commission approved the final plat and recommended it be presented to City Council for final approval. Staff has reviewed the plat and found that it meets all requirements of the City's Code of Ordinances.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a final plat at the property located at 11718 Wood Lane.**

**The motion carried 4-0**

**XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENT(S) THAT EXCEED \$50,000.00:**

- A. City of Houston, monthly water bill dated August 23, 2024, in the amount of \$72,627.34 for monthly water purchase.
- B. Memorial Villages Water Authority, invoice no. 004-24-25 in the amount of \$61,799.25 for August 2024 wastewater treatment.
- C. Ram Rod Utilities, LLC, invoice no. 224 in the amount of \$117,304.03 for sanitary sewer cleaning on Bunker Hill Rd. completed in August 2024.
- D. Ram Rod Utilities, LLC, invoice no. 225 in the amount of \$100,873.94 for storm system televising and cleaning on Bunker Hill Rd. completed in August 2024.

Item A – Councilmember Brown inquired why there was a remaining balance. Staff explained that it is due to the City of Houston billing dates and when bills indicate paid.

Item B – Councilmember Schwartz inquired what the unmetered number represents and how it is calculated. City Administrator Barrera clarified that it is a set formula that was calculated by MVWA for wastewater that flows east from subdivisions off Blalock into the Piney Point system. The number is based on the number of days in the month.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve payments that exceed \$50,000.00.**

**The motion carried 4-0**

**XIII. CONSENT AGENDA**

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

- A. Minutes of the September 17, 2024, Regular City Council Meeting.
- B. Minutes of the October 2, 2024, Special City Council Meeting.
- C. September 2024 Financials.
- D. Check Register dated September 17, 2024, to October 1, 2024
- E. Langford Engineering, invoice no. 27894 in the amount of \$2,000.00 for construction phase services completed through August 2024 for the waterline rehab project on Mayerling and Tara Dr.
- F. Langford Engineering, invoice no. 27895 in the amount of \$1,167.46 for Bunker Hill Rd. cleaning and televising completed through August 2024.
- G. Langford Engineering, invoice no. 27896 in the amount of \$397.55 for general engineering services rendered through August 2024.
- H. Probstfeld & Associates, invoice no. 70246 in the amount of \$92.50 for drainage plan review services completed in August 2024.
- I. Probstfeld & Associates, invoice no. 70247 in the amount of \$355.00 for drainage plan review services completed in August 2024.
- J. Probstfeld & Associates, invoice no. 70248 in the amount of \$355.00 for drainage plan review services completed in August 2024.
- K. Tetra Tech (formerly RPS), invoice no. 52298879 in the amount of \$709.74 for general on-call services through August 2024.

- L. Tetra Tech (formerly RPS), invoice no. 52298884 in the amount of \$6,378.79 for drainage plan review services completed through August 2024.
- M. Tetra Tech (formerly RPS), invoice no. 52298900 in the amount of \$2,129.22 for City Drainage Committee meetings through August 2024.
- N. Tetra Tech (formerly RPS), invoice no. 52298993 in the amount of \$1,200.00 for geotechnical investigation completed from July 27, 2024, to August 23, 2024, on Knipp Rd., Strey Ln., Taylorcrest Rd., and Bunker Hill Rd.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the Consent Agenda.**

**The motion carried 4-0**

#### **XIV. ADJOURN**

**Mayor Lord adjourned the meeting at 7:22 p.m.**

Approved and accepted on November 19, 2024.

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Robert P. Lord, Mayor

**ATTEST:**

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Gerardo Barrera, City Administrator/ Acting City Secretary



## MEETING MINUTES

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*Meeting started at 8:00 a.m.*

### **1. Annual Review of Investment Policy and Resolution**

Finance Director Engels presented the redline revised version of the Investment Authority and Scope of Policy as presented by Valley View (consultant), and the redline version being recommended by staff.

After discussion, the Committee agreed with staff's recommendation and instructed to add additional training sources under Exhibit B. The final version will be presented at the November 19, 2024, City Council meeting for formal Council approval.

### **2. Interim Audit TBD**

#### **2023 ACFR – currently under review**

Finance Director Engels stated that the Interim Audit is being scheduled with a potential start date of January. The City's new auditor (Crowe, formerly Belt Harris) is taking time to provide a schedule however Ben Cohen will remain the principal in-charge over the audit. Auditor staff has not yet been assigned.

The FY 2023 ACFR has been submitted for review. Staff anticipates receiving feedback results in May 2025.

### **Follow Up/Next Steps/Recommendations to City Council**

City Council Meeting - November 19, 2024

*Meeting concluded at 8:40 a.m.*

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**Members/Attendees:** Robert Lord, Mayor  
Susan Schwartz, Mayor Pro-Tem  
Gerardo Barrera, City Administrator  
Susan Engels, Finance Director

**October**

**2024**

*Financial Report*



**CITY OF BUNKER HILL, TEXAS  
INVESTMENT REPORT  
10/31/2024**

INVESTMENT TYPE	BEGINNING BALANCE	ADDITIONS	WITH DRAWALS	INTEREST	ENDING BALANCE/ BOOK VALUE	FACE VALUE	MARKET VALUE	Rate Coupon	Purchase Yield	MATURITY DATE/TERM	PERCENTAGE OF PORTFOLIO	INVESTMENT SECURITY	INTEREST EARNED YTD
<b>Cash Accounts</b>													
CASH - STELLAR GL BALANCE	179,543.83	1,275,154.45	1,163,402.86	1,187.77	292,483.19	292,483.19	292,483.19	2.57%	2.57%	Upon Demand	2%	of Credit	19,055.42
Sub-Total	179,543.83	1,275,154.45	1,163,402.86	1,187.77	292,483.19	292,483.19	292,483.19						
<b>Certificate of Deposit</b>													
CERTIFICATE OF DEPOSIT - 180Day	-	-	-	-	-	-	-	5.25%	5.38%	2/15/2024	0%	Various	13,466.46
Sub-Total	-	-	-	-	-	-	-						
<b>Investment Pools</b>													
Texas CLASS	1,968.94	-	-	33.40	2,002.34	2,002.34	2,002.34	4.81%	4.81%	Upon Demand	0%	Invest Pool	101.95
Sub-Total	1,968.94	-	-	33.40	2,002.34	2,002.34	2,002.34						-
<b>Index Fund</b>													
CASH- INDEPENDENT FINANCIAL	14,953,393.83	-	900,000.00	61,414.65	14,114,808.48	14,114,808.48	14,114,808.48	5.10%	5.10%	Upon Demand	98%	Various	703,358.76
Sub-Total	14,953,393.83	-	900,000.00	61,414.65	14,114,808.48	14,114,808.48	14,114,808.48						
<b>BHV Inc Restricted Donation</b>													
Restricted Donation (BHV Inc.)	12,263.82	-	-	51.94	12,315.76	12,315.76	12,315.76	5.10%	5.10%	Upon Demand	0%	Various	548.51
Sub-Total	12,263.82	-	-	51.94	12,315.76	12,315.76	12,315.76						
<b>TOTAL INVESTMENTS</b>	<b>\$ 15,147,170.42</b>	<b>\$ 1,275,154.45</b>	<b>\$ 2,063,402.86</b>	<b>\$ 62,687.76</b>	<b>\$ 14,421,609.77</b>	<b>\$ 14,421,609.77</b>	<b>\$ 14,421,609.77</b>				<b>100%</b>		<b>\$ 736,531.10</b>
unrestricted	\$ 15,129,970.42				\$ 14,404,909.77								
restricted*	\$ 17,200.00		\$ 500.00		\$ 16,700.00								
<b>TOTAL</b>	<b>\$ 15,147,170.42</b>	<b>\$ -</b>	<b>\$ 500.00</b>		<b>\$ 14,421,609.77</b>								

\* The City held restricted cash and cash equivalent of \$16,700 in the enterprise fund for the customer deposits.  
The City of Bunker Hill Village's investment portfolio is in compliance with state law and the investment strategy and policy approved by the City Council.

  
Investment Officer, Finance Director

11/12/2024  
Date:

STELLAR BANK BALANCE AT 10/31/2024	<u>\$ 746,633.40</u>
FDIC Insurance	250,000.00
FHL Dallas Letter of Credit	<u>22,000,000.00</u>
Total Collateral - STELLAR BANK	<u>\$ 22,250,000.00</u>
Over-Collateralized - STELLAR BANK	\$ 21,503,366.60
INDEPENDENT FINANCIAL BANK BALANCE AT 10/31/2024	<u>\$ 14,114,808.48</u>
INDEPENDENT BANK TOTAL	<u>\$ 14,114,808.48</u>
FDIC Insurance	250,000.00
Various- pledged securities	14,703,393.83
Total Collateral	<u>\$ 14,953,393.83</u>
Over-Collateralized	\$ 838,585.35

**City of Bunker Hill Village  
Monthly Tax Office Report  
October 31, 2024**

Prepared by: Jamie Matelske, Tax Assessor/Collector

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A. Current Taxable Value   \$ 2,723,929,538

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

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Original Levy 0.271	\$ 7,134,262.81	\$ 7,026,111.39	\$ 14,160,374.20
Carryover Balance	-	188,607.52	188,607.52
Adjustments	247,586.28	192,706.74	440,293.02
Adjusted Levy	7,381,849.09	7,407,425.65	14,789,274.74
Less Collections Y-T-D	5,479.84	7,177,166.55	7,182,646.39
Receivable Balance	<u>\$ 7,376,369.25</u>	<u>\$ 230,259.10</u>	<u>\$ 7,606,628.35</u>

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**C. COLLECTION RECAP:**

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
<b>Current Month:</b>			
Base Tax	\$ 5,479.84	\$ (2,434.69)	3,045.15
Penalty & Interest	-	10.65	10.65
Attorney Fees	-	10.47	10.47
Other Fees	-	5.38	5.38
Total Collections	<u>\$ 5,479.84</u>	<u>\$ (2,408.19)</u>	<u>\$ 3,071.65</u>
<b>Year-To-Date:</b>			
Base Tax:	\$ 5,479.84	\$ 7,177,166.55	\$ 7,182,646.39
Penalty & Interest	-	31,851.53	31,851.53
Attorney Fees	-	5,366.67	5,366.67
Other Fees	-	445.94	445.94
Total Collections	<u>\$ 5,479.84</u>	<u>7,214,830.69</u>	<u>\$ 7,220,310.53</u>
Percent of Adjusted Levy	<u>0.07%</u>		<u>97.81%</u>

City of Bunker Hill Village  
A/R Summary by Year  
October 31, 2024

YEAR	BEGINNING BALANCE AS OF 12/31/2023	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 10/31/2024
2023	\$ 7,026,111.39	\$ 204,258.81	\$ 7,187,475.17	\$ 42,895.03
22	28,498.91	(9,700.42)	(5,303.60)	24,102.09
21	16,528.44	123.88	(2,325.53)	18,977.85
20	12,760.54	205.48	(671.04)	13,637.06
19	5,667.71	(1,642.75)	(1,626.17)	5,651.13
18	10,202.82	(465.58)	(449.00)	10,186.24
17	10,043.65	-	16.58	10,027.07
16	9,514.40	-	16.58	9,497.82
15	8,703.28	-	16.63	8,686.65
14	8,040.87	-	16.93	8,023.94
13	7,696.92	(72.68)	-	7,624.24
12	7,254.91	-	-	7,254.91
11	7,191.96	-	-	7,191.96
10	6,146.99	-	-	6,146.99
09	5,580.44	-	-	5,580.44
08	5,486.97	-	-	5,486.97
07	3,672.70	-	-	3,672.70
06	3,530.50	-	-	3,530.50
05	3,201.15	-	-	3,201.15
04	3,233.44	-	-	3,233.44
03	3,175.04	-	-	3,175.04
02	3,078.00	-	-	3,078.00
01	2,896.81	-	-	2,896.81
00	2,734.20	-	-	2,734.20
1999	2,397.18	-	-	2,397.18
98	1,247.22	-	-	1,247.22
97	1,132.43	-	-	1,132.43
96	1,076.37	-	-	1,076.37
95	1,378.45	-	-	1,378.45
94	1,342.46	-	-	1,342.46
93	1,342.46	-	-	1,342.46
92	949.90	-	-	949.90
91	905.10	-	-	905.10
90	715.68	-	-	715.68
89	628.56	-	-	628.56
88	651.06	-	-	651.06
	<u>\$ 7,214,718.91</u>	<u>\$ 192,706.74</u>	<u>\$ 7,177,166.55</u>	<u>\$ 230,259.10</u>

CITY OF BUNKER HILL VILLAGE, TX  
 GENERAL FUND CAPITAL PROJECTS - FUND 06  
 2024 BUDGET - ACTUALS THRU OCTOBER

TYPE	CURRENT BUDGET	YTD ACTUAL	BUDGET BALANCE	
<b>DRAINAGE</b>				
Localized Drainage	50,000.00		50,000.00	
<b>Sub Total</b>	<b>50,000.00</b>	-	<b>50,000.00</b>	
<b>STREETS</b>				
Gessner Northbound & Memorial	300,000.00	2,325.00	297,675.00	
Asphalt Rehabilitation	28,000.00	27,851.24	148.76	
Asphalt Design	196,600.00	112,560.77	84,039.23	
Bunker Hill Road Overlay	200,000.00	200,000.00	-	
Street Master Plan	45,000.00		45,000.00	
Sidewalks	100,000.00	1,429.75	98,570.25	
<b>Sub Total</b>	<b>869,600.00</b>	<b>344,166.76</b>	<b>525,433.24</b>	
<b>FACILITY</b>				
Emergency Preparedness Building	50,000.00	26,794.16	23,205.84	
Emergency Preparedness Generator	89,000.00	39,000.00	50,000.00	
<b>Sub Total</b>	<b>139,000.00</b>	<b>65,794.16</b>	<b>73,205.84</b>	
<b>PUBLIC SAFETY</b>				
MVPD PUBLIC SAFETY	96,557.00	5602	9190	96,557.00
VILLAGE FIRE DEPT	112,686.00	5600	9190.01	112,686.00
<b>Sub Total</b>	<b>209,243.00</b>	-	<b>209,243.00</b>	
<b>BEAUTIFICATION</b>	40,000.00	8,870.00	31,130.00	
<b>GRAND TOTAL</b>	<b>1,307,843.00</b>	<b>418,830.92</b>	<b>889,012.08</b>	

1,307,843.00  
 418,830.92  
 889,012.08

CITY OF BUNKER HILL VILLAGE, TX  
 UTILITY FUND CAPITAL PROJECTS - FUND 07  
 2024 BUDGET - ACTUALS THRU OCTOBER

TYPE	CURRENT BUDGET	YTD ACTUAL	BUDGET BALANCE
<b>Water and Wastewater</b>			
Televise of Concrete Lines	253,447.00	248,083.34	5,363.66
Replacement of Concrete Lines	105,000.00	105,000.00	-
Underground Utilities Bunker Hill	1,218,000.00	20,961.35	1,197,038.65
<b>Sub Total</b>	<b>1,576,447.00</b>	<b>374,044.69</b>	<b>5,363.66</b>
<b>Water Production</b>			
Replacement of Cast Iron Lines	900,000.00	73,248.44	826,751.56
Meter Replacement	495,898.00	361,380.44	134,517.56
<b>Sub Total</b>	<b>1,395,898.00</b>	<b>434,628.88</b>	<b>961,269.12</b>
<b>FACILITY</b>			
Emergency Preparedness Building	97,423.00	43,406.99	54,016.01
<b>Sub Total</b>	<b>97,423.00</b>	<b>43,406.99</b>	<b>54,016.01</b>
<b>GRAND TOTAL</b>	<b>3,069,768.00</b>	<b>852,080.56</b>	<b>1,020,648.79</b>

BALANCE SHEET

AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
01-00-00-1001	Cash in Bank	( 5,372,205.10)
01-00-00-1011	INDEPENDENT FINANCIAL 180 CD	0.00
01-00-00-1012	INDEPENDENT FINANCIAL 90 CD	0.00
01-00-00-1013	INDEPENDENT FIN 180 DAYS 1 M	0.00
01-00-00-1014	INDEPENDENT FIN 180 DAYS 1M CD	0.00
01-00-00-1016	Allegiance Bank	0.00
01-00-00-1017	INDEPENDENT FINANCIAL	7,614,711.68
01-00-00-1018	TEXAS CLASS	0.00
01-00-00-1022	TEXAS CLASS	2,002.34
01-00-00-1039	Cash Held by Tax Assessor	0.00
01-00-00-1050	Reserve -Vehicles & Technology	34,825.57
01-00-00-1053	Reserves - Facilities	289,725.00
01-00-00-1055	Reserve -Emergency Management	203,838.38
01-00-00-1060	Reserve -Infrastructure Mngmt	0.00
01-00-00-1065	Reserve- Police Department	279,536.00
01-00-00-1066	FIRE DEPT RESERVE	0.00
01-00-00-1068	Reserve- Beautification	0.00
01-00-00-1069	Reserve - American Protection	0.00
01-00-00-1070	Certificates of Deposit	0.00
01-00-00-1080	Petty Cash - Court	100.00
01-00-00-1081	Petty Cash - G&A	200.00
01-00-00-1082	Petty Cash - Admin Assist	0.00
01-00-00-1090	Cash in Transit	4,750.55
01-00-00-1091	Prepaid Payroll	0.00
01-00-00-1092	PREPAID MVPD CAPITAL ASSETS	0.00
01-00-00-1210	A/R - Property Taxes	134,030.40
01-00-00-1220	A/R - Franchise	42,206.24
01-00-00-1221	A/R - MISC.	0.00
01-00-00-1222	A/R Interest Income	0.00
01-00-00-1225	A/R - Sales Tax	65,813.00
01-00-00-1240	A/R - Return Items	0.00
01-00-00-1260	LEASE RECEIVABLE	362,402.00
01-00-00-1310	Inventory	0.00
01-00-00-1820	Provided To Long Term Debt	0.00
01-00-03-1990	DueTo/From Debt Service Fund	0.00
01-00-04-1990	DueTo/From Utility Fund	0.00
01-00-09-1990	Created by Posting	0.00
01-00-14-1990	Due from Fuel Acct	0.00
		<u>3,661,936.06</u>

TOTAL ASSETS

3,661,936.06

=====

**LIABILITIES**

=====

01-00-00-2010	Accounts Payable	0.00
01-00-00-2011	Accounts Payable - Court	0.00
01-00-00-2013	Accounts Payable - Other	0.00
01-00-00-2020	Wages Payable	0.00
01-00-00-2051	DUE TO BHV INC	0.00
01-00-00-2110	Taxes Payable - Payroll	0.00



CITY OF BUNKER HILL VILLAGE  
BALANCE SHEET  
AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<hr/>		
01-00-00-2130	Taxes Payable - Court	0.00
01-00-00-2220	Retirement Payable - Employee	3,333.18
01-00-00-2230	Voluntary Deferred Comp.	803.14
01-00-00-2235	CHILD SUPPORT	0.00
01-00-00-2240	Court Taxes - Payable to State	15,401.10
01-00-00-2241	Court Taxes - IDF	113.78
01-00-00-2242	Court Taxes -Child Safety Seat	25.00
01-00-00-2243	Court Taxes - CJFS	0.50
01-00-00-2244	Court Taxes - CSS	0.00
01-00-00-2245	Court Taxes - Time Pay Fee	100.00
01-00-00-2246	Court Taxes - State OMNI	950.10
01-00-00-2247	Court Taxes - OMNI	0.00
01-00-00-2248	Court Taxes - Linebarger	4,907.05
01-00-00-2249	Court Taxes - Truancy Prevent	105.78
01-00-00-2250	Insurance Payable - Employee	1,533.70
01-00-00-2310	Deposits - Court Bonds	0.00
01-00-00-2322	UNCLAIMED PROPERTY	10.00
01-00-00-2650	General Obligation Bonds	0.00
01-00-00-2660	Certificates of Oblig-1999	0.00
01-00-00-2810	Accrued Payroll	0.00
01-00-00-2815	Accrued Vac Liability (Yr End)	0.00
01-00-00-2820	Unearned Income	1,908,514.64
01-00-00-2823	DEFERRED REVENUE	0.20
01-00-00-2860	DEFERRED INFLOWS LEASES	344,678.00
01-00-00-2930	Brown Subdivison Escrow	0.00
01-00-00-2940	Williamsburg Drainage Escrow	0.00
01-00-00-2945	Wood Lane Repaving Escrow	0.00
	TOTAL LIABILITIES	<u>2,280,476.17</u>
EQUITY		
=====		
01-00-00-3010	Fund Balance - G & A	3,636,684.60
01-00-00-3012	Fund Balance - Child Safety	0.00
01-00-00-3013	Fund Balance - Formal Reserves	<u>869,075.00</u>
	TOTAL BEGINNING EQUITY	4,505,759.60
	TOTAL REVENUE	6,612,272.44
	TOTAL EXPENDITURES	<u>9,736,572.15</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	( 3,124,299.71)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>1,381,459.89</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	3,661,936.06
		=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
01-00-00-4010 Taxes - Current Year	6,430,491.00	10,903.21	4,485,687.92	69.76	1,944,803.08
01-00-00-4020 Taxes - Prior Years	10,000.00	( 321.98)	( 10,498.94)	104.99-	20,498.94
01-00-00-4030 Taxes - Penalty & Interes	<u>32,000.00</u>	<u>1,293.27</u>	<u>27,670.67</u>	<u>86.47</u>	<u>4,329.33</u>
TOTAL Taxes	6,472,491.00	11,874.50	4,502,859.65	69.57	1,969,631.35
<u>Franchise Fees</u>					
01-00-00-4110 FRANCHISE FEE ELECTRICITY	180,000.00	14,880.73	133,683.47	74.27	46,316.53
01-00-00-4111 FRANCHISE FEE GAS	50,000.00	0.00	34,629.82	69.26	15,370.18
01-00-00-4112 FRANCHISE FEE OTHER	61,000.00	0.00	57,434.39	94.15	3,565.61
01-00-00-4120 Sales Tax Revenue	<u>300,000.00</u>	<u>23,161.61</u>	<u>259,814.20</u>	<u>86.60</u>	<u>40,185.80</u>
TOTAL Franchise Fees	591,000.00	38,042.34	485,561.88	82.16	105,438.12
<u>Mun. Court Fines &amp; Fees</u>					
01-00-00-4210 Court - Fines	200,000.00	19,309.49	198,417.24	99.21	1,582.76
01-00-00-4215 Court - Time Pay Fees/Cit	0.00	0.00	0.00	0.00	0.00
01-00-00-4216 Court - Time Pay Fees/Eff	0.00	0.00	0.00	0.00	0.00
01-00-00-4217 Court - OMNI	0.00	0.00	0.00	0.00	0.00
01-00-00-4220 Court - State Taxes	0.00	0.00	0.00	0.00	0.00
01-00-00-4225 Court - Child Safety 1015	0.00	0.00	0.00	0.00	0.00
01-00-00-4226 Court - CJFC	0.00	0.00	0.00	0.00	0.00
01-00-00-4227 Court - Local Truancy Pre	6,000.00	591.82	5,156.58	85.94	843.42
01-00-00-4245 Court - Judicial Support	0.00	0.00	0.00	0.00	0.00
01-00-00-4246 Court - Local Municipal J	50.00	0.00	0.00	0.00	50.00
01-00-00-4260 Court - Security Fees	0.00	0.00	0.00	0.00	0.00
01-00-00-4265 Local Building Security F	6,000.00	579.99	5,053.44	84.22	946.56
01-00-00-4270 Court - Technology Fees	5,000.00	0.00	2,383.05	47.66	2,616.95
01-00-00-4271 CHILD SAFETY HARRIS CO	0.00	0.00	0.00	0.00	0.00
01-00-00-4275 Court - Local Court Tech	<u>0.00</u>	<u>473.46</u>	<u>1,152.47</u>	<u>0.00</u>	<u>( 1,152.47)</u>
TOTAL Mun. Court Fines & Fees	217,050.00	20,954.76	212,162.78	97.75	4,887.22
<u>Licenses &amp; Permits</u>					
01-00-00-4310 Permits - Animal Licenses	350.00	0.00	250.00	71.43	100.00
01-00-00-4315 Permits - Building	620,000.00	109,893.05	661,390.44	106.68	( 41,390.44)
01-00-00-4325 Permits - Miscellaneous	150.00	0.00	0.00	0.00	150.00
01-00-00-4350 Dedication Program	4,000.00	0.00	2,100.00	52.50	1,900.00
01-00-00-4351 Offsite Tree Program	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Licenses & Permits	624,500.00	109,893.05	663,740.44	106.28	( 39,240.44)
<u>Interest Income</u>					
01-00-00-4910 Interest Income	<u>650,000.00</u>	<u>62,610.15</u>	<u>652,965.11</u>	<u>100.46</u>	<u>( 2,965.11)</u>
TOTAL Interest Income	650,000.00	62,610.15	652,965.11	100.46	( 2,965.11)
<u>Miscellaneous</u>					
01-00-00-4920 Miscellaneous Income	<u>157,000.00</u>	<u>400.00</u>	<u>56,040.10</u>	<u>35.69</u>	<u>100,959.90</u>
TOTAL Miscellaneous	157,000.00	400.00	56,040.10	35.69	100,959.90

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Ambulance Fees</u>					
01-00-00-4930 Ambulance Fees	70,000.00	0.00	12,445.81	17.78	57,554.19
TOTAL Ambulance Fees	70,000.00	0.00	12,445.81	17.78	57,554.19
<u>Rent Income</u>					
01-00-00-4940 Rent Income	30,000.00	412.00	25,158.82	83.86	4,841.18
TOTAL Rent Income	30,000.00	412.00	25,158.82	83.86	4,841.18
<u>Intergovernmental/Transfer</u>					
01-00-00-4980 Intergovernmental Revenue	35,001.00	0.01	1,337.85	3.82	33,663.15
01-00-00-4990 Transfers In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	35,001.00	0.01	1,337.85	3.82	33,663.15
TOTAL REVENUES	8,847,042.00	244,186.81	6,612,272.44	74.74	2,234,769.56
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND  
 Non Departmental

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Personnel</u>					
01-00-00-5010 Wages	481,000.00	44,169.39	342,706.32	71.25	138,293.68
01-00-00-5020 Wages - Overtime	19,000.00	0.00	20,958.64	110.31 (	1,958.64)
01-00-00-5110 Payroll Taxes - FICA E	39,500.00	3,326.09	28,859.91	73.06	10,640.09
01-00-00-5120 Payroll Taxes - TWC	1,000.00	62.49	403.22	40.32	596.78
01-00-00-5210 Retirement - TMRS Empl	87,500.00	7,289.58	58,277.89	66.60	29,222.11
01-00-00-5211 RETIREMENT 457 PLAN	8,000.00	834.27	5,840.53	73.01	2,159.47
01-00-00-5310 Insurance - Workers Co	1,500.00	1,500.00	1,500.00	100.00	0.00
01-00-00-5325 Insurance - Dental	1,400.00	79.53	556.71	39.77	843.29
01-00-00-5330 Insurance - Disability	1,600.00	154.77	1,083.36	67.71	516.64
01-00-00-5340 Insurance - Medical	57,000.00	6,712.40	36,754.45	64.48	20,245.55
01-00-00-5341 INSURANCE VISION	400.00	0.00	0.00	0.00	400.00
01-00-00-5350 Insurance - Life	350.00	30.99	216.93	61.98	133.07
01-00-00-5410 Contract Labor	0.00	0.00	0.00	0.00	0.00
01-00-00-5510 Employee Relations	1,500.00	66.09	521.23	34.75	978.77
<b>TOTAL Personnel</b>	<b>699,750.00</b>	<b>64,225.60</b>	<b>497,679.19</b>	<b>71.12</b>	<b>202,070.81</b>
<u>Public Safety</u>					
01-00-00-5600 Fire Department	1,770,886.00	156,963.56	1,805,086.94	101.93 (	34,200.94)
01-00-00-5602 Police Department	2,525,700.00	0.00	2,411,791.67	95.49	113,908.33
01-00-00-5604 Public Safety Other	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Public Safety</b>	<b>4,296,586.00</b>	<b>156,963.56</b>	<b>4,216,878.61</b>	<b>98.14</b>	<b>79,707.39</b>
<u>Commodities</u>					
01-00-00-6250 Fuel	600.00	0.00	246.22	41.04	353.78
01-00-00-6410 Landscaping	51,000.00	2,960.00	24,647.06	48.33	26,352.94
01-00-00-6411 LANDSCAPING TREE MAINT	25,000.00	3,050.00	22,500.00	90.00	2,500.00
01-00-00-6412 LANDSCAPING SEASONAL P	11,000.00	0.00	7,616.50	69.24	3,383.50
01-00-00-6413 STORM DEBRIS	0.00	0.00	74,860.00	0.00 (	74,860.00)
01-00-00-6490 JANITORIAL SERVICES	9,000.00	711.00	6,432.00	71.47	2,568.00
01-00-00-6491 JANITORIAL SUPPLIES	1,000.00	0.00	268.45	26.85	731.55
01-00-00-6650 Postage	2,500.00	867.36	3,375.40	135.02 (	875.40)
01-00-00-6660 Printing & Stationary	5,500.00	105.25	3,961.48	72.03	1,538.52
01-00-00-6730 Supplies - General	4,001.00	1,119.08	3,091.28	77.26	909.72
01-00-00-6740 Supplies - Office	4,200.00	0.00	495.75	11.80	3,704.25
01-00-00-6810 Tools & Equipment	500.00	0.00	596.10	119.22 (	96.10)
01-00-00-6890 Traffic Signs & Signal	45,000.00	10,446.95	49,112.78	109.14 (	4,112.78)
<b>TOTAL Commodities</b>	<b>159,301.00</b>	<b>19,259.64</b>	<b>197,203.02</b>	<b>123.79 (</b>	<b>37,902.02)</b>
<u>Maintenance</u>					
01-00-00-7110 Building Maintenance	12,250.00	0.00	8,442.24	68.92	3,807.76
01-00-00-7210 Equipment - Communicat	0.00	0.00	0.00	0.00	0.00
01-00-00-7220 Equipment - General	790.00	0.00	179.00	22.66	611.00
01-00-00-7230 Equipment - Office Equ	1,250.00 (	524.00)	726.00	58.08	524.00
01-00-00-7410 Vehcles	1,500.00	40.49	58.49	3.90	1,441.51
<b>TOTAL Maintenance</b>	<b>15,790.00 (</b>	<b>483.51)</b>	<b>9,405.73</b>	<b>59.57</b>	<b>6,384.27</b>

*Handwritten note:* FIRE = 189,356.69

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND  
 Non Departmental

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contract Services</u>					
01-00-00-7500 HC Appraisal District	60,000.00	0.00	47,950.00	79.92	12,050.00
01-00-00-7501 Tax Assessor - SBISD	8,000.00	0.00	8,000.00	100.00	0.00
01-00-00-7502 Prof Fees - Accounting	24,000.00	275.94	15,230.58	63.46	8,769.42
01-00-00-7503 Prof Fees - Eng. & Oth	60,000.00	4,248.96	33,685.82	56.14	26,314.18
01-00-00-7504 Prof Fees - LEGAL	107,000.00	4,648.00	66,637.50	62.28	40,362.50
01-00-00-7505 Prof Fees - INSPECTION	220,000.00	28,428.79	233,511.18	106.14 (	13,511.18)
01-00-00-7506 Prof Services - Code E	0.00	0.00	0.00	0.00	0.00
01-00-00-7507 Legislative Consulting	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	479,000.00	37,601.69	405,015.08	84.55	73,984.92
<u>Support Services</u>					
01-00-00-8010 Advertising	5,000.00	565.30	5,715.04	114.30 (	715.04)
01-00-00-8090 Bad Debts	0.00	0.00	0.00	0.00	0.00
01-00-00-8130 Bank & Credit Card Cha	25,000.00	1,334.95	19,594.38	78.38	5,405.62
01-00-00-8140 Child Safety	0.00	0.00	0.00	0.00	0.00
01-00-00-8150 Community Relations	30,000.00	2,821.71	11,647.46	38.82	18,352.54
01-00-00-8170 DATA PROCESSING - IT S	30,300.00	2,858.28	28,136.10	92.86	2,163.90
01-00-00-8171 WEBSITE SERVICES	1,700.00	137.50	687.50	40.44	1,012.50
01-00-00-8172 SOFTWARE SUBSCRIPTIONS	13,000.00	10,588.25	13,402.97	103.10 (	402.97)
01-00-00-8210 Delivery Service	150.00	0.00	0.00	0.00	150.00
01-00-00-8250 Dues & Subscriptions	4,300.00	0.00	4,300.00	100.00	0.00
01-00-00-8251 PROFESSIONAL DEVELOPME	6,000.00	0.00	3,874.07	64.57	2,125.93
01-00-00-8260 Elections	0.00	0.00	0.00	0.00	0.00
01-00-00-8270 Electricity	8,000.00	8,581.01	15,211.03	190.14 (	7,211.03)
01-00-00-8290 Emergency Management	650.00	0.00	676.19	104.03 (	26.19)
01-00-00-8410 Animal Control	6,000.00	0.00	516.24	8.60	5,483.76
01-00-00-8450 Insurance - General	19,800.00	21,388.00	19,799.52	100.00	0.48
01-00-00-8530 Meetings & Seminars	6,000.00	303.33	3,813.82	63.56	2,186.18
01-00-00-8610 Court - General	5,000.00	1,062.68	5,763.66	115.27 (	763.66)
01-00-00-8615 Court - Translation	7,500.00	1,000.00	6,250.00	83.33	1,250.00
01-00-00-8625 Court - Technology	0.00	0.00	0.00	0.00	0.00
01-00-00-8626 Court - Security	0.00	0.00	0.00	0.00	0.00
01-00-00-8750 Special Fees/Codificat	4,000.00	0.00	229.32	5.73	3,770.68
01-00-00-8751 Dedication Program	4,000.00	0.00	2,319.90	58.00	1,680.10
01-00-00-8752 Off-Site Tree Program	0.00	0.00	0.00	0.00	0.00
01-00-00-8805 Streets - Mosquito Spr	26,000.00	3,375.00	18,375.00	70.67	7,625.00
01-00-00-8810 Streets - Drainage	40,000.00	0.00	0.00	0.00	40,000.00
01-00-00-8830 Streets - Repairs	55,000.00	0.00	11,056.29	20.10	43,943.71
01-00-00-8835 Streets - TPDES	2,500.00	0.00	0.00	0.00	2,500.00
01-00-00-8890 Telephone	13,400.00	565.00	3,851.70	28.74	9,548.30
01-00-00-8930 TRAVEL & TRAINING	6,000.00	0.00	2,425.88	40.43	3,574.12
TOTAL Support Services	319,300.00	54,581.01	177,646.07	55.64	141,653.93
<u>Capital Outlay</u>					
01-00-00-9139 CAPITAL OUTLAY SERVER	7,500.00	174.45	7,500.45	100.01 (	0.45)
01-00-00-9140 Capital - Equip / Bld	2,000.00	0.00	0.00	0.00	2,000.00
01-00-00-9250 Capital Reserves	96,567.00	0.00	96,567.00	100.00	0.00
01-00-00-9251 RESERVE FACILITIES	112,676.00	0.00	112,676.00	100.00	0.00

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

01 -GENERAL FUND  
 Non Departmental

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-00-00-9252 TRANSFER TO CAPITL PRO	2,500,000.00	0.00	2,500,000.00	100.00	0.00
01-00-00-9253 TRANSFER FOR BEAUTIFIC	40,000.00	0.00	40,000.00	100.00	0.00
01-00-00-9254 Transfer to Debt Servi	0.00	0.00	0.00	0.00	0.00
01-00-00-9255 TRANSFER TO UF CONST F	0.00	0.00	676,001.00	0.00 (	676,001.00)
01-00-00-9256 TRANSFER TO UTILITY FU	800,000.00	0.00	800,000.00	100.00	0.00
TOTAL Capital Outlay	3,558,743.00	174.45	4,232,744.45	118.94 (	674,001.45)
<hr/>					
TOTAL Non Departmental	9,528,470.00	332,322.44	9,736,572.15	102.18 (	208,102.15)
<hr/>					
TOTAL EXPENDITURES	9,528,470.00	332,322.44	9,736,572.15	102.18 (	208,102.15)
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 681,428.00)	( 88,135.63)	( 3,124,299.71)		2,442,871.71

CITY OF BUNKER HILL VILLAGE  
 BALANCE SHEET  
 AS OF: OCTOBER 31ST, 2024

03 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
03-00-00-1001	Cash in Bank	198,205.03	
03-00-00-1039	Cash Held by Tax Assessor	0.00	
03-00-00-1053	Reserves - Facilities	0.00	
03-00-00-1070	Certificates of Deposit	0.00	
03-00-00-1090	Cash in Transit	0.00	
03-00-00-1210	A/R - Property Taxes	27,793.44	
03-00-00-1215	Allow. for Uncollected Taxes	0.00	
03-00-00-1222	A/R Interest Income	0.00	
03-00-01-1990	DueTo/From G & A Fund	0.00	
03-00-10-1990	DueTo/From METRO	0.00	
03-00-11-1990	DueTo/From 2005 Bond Fund	<u>0.00</u>	
		225,998.47	
	TOTAL ASSETS		225,998.47
			=====
LIABILITIES			
=====			
03-00-00-2010	Accounts Payable	0.00	
03-00-00-2012	Accounts Payable - Other	0.00	
03-00-00-2013	Accounts Payable - Other	0.00	
03-00-00-2820	Unearned Income	<u>322,839.90</u>	
	TOTAL LIABILITIES		<u>322,839.90</u>
EQUITY			
=====			
03-00-00-3010	Fund Balance	<u>201,598.90</u>	
	TOTAL BEGINNING EQUITY		201,598.90
	TOTAL REVENUE		662,972.17
	TOTAL EXPENDITURES		<u>961,412.50</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES		( 298,440.33)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		( <u>96,841.43</u> )
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		225,998.47
			=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

03 -DEBT SERVICE

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
03-00-00-4010 Taxes - Current Year	948,467.00	1,510.08	641,370.89	67.62	307,096.11
03-00-00-4020 Taxes - Prior Years	1,000.00	( 63.02)	( 562.89)	56.29-	1,562.89
03-00-00-4030 Taxes - Penalty & Interes	4,000.00	193.76	4,164.17	104.10	( 164.17)
TOTAL Taxes	953,467.00	1,640.82	644,972.17	67.64	308,494.83
<u>Interest Income</u>					
03-00-00-4910 Interest Income	18,000.00	0.00	18,000.00	100.00	0.00
TOTAL Interest Income	18,000.00	0.00	18,000.00	100.00	0.00
<u>Intergovernmental/Transfer</u>					
03-00-00-4960 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
03-00-00-4961 Bond Premium	0.00	0.00	0.00	0.00	0.00
03-00-00-4990 TRANSFER FROM UF	0.00	0.00	0.00	0.00	0.00
03-00-00-4991 TRANSFER FROM GF	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	971,467.00	1,640.82	662,972.17	68.24	308,494.83
	=====	=====	=====	=====	=====



CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

03 -DEBT SERVICE  
 DEBT SERVICE

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Public Safety</u>					
03-00-00-5910 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL Public Safety	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
03-00-00-8490 Interest Expense	175,013.00	0.00	175,012.50	100.00	0.50
03-00-00-8750 Special Fees	7,500.00	0.00	6,400.00	85.33	1,100.00
03-00-00-8752 Bond Closing Costs	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	182,513.00	0.00	181,412.50	99.40	1,100.50
<u>Capital Outlay</u>					
03-00-00-9690 2011 Bond Principal	0.00	0.00	0.00	0.00	0.00
03-00-00-9695 2012 Bond Principal	0.00	0.00	0.00	0.00	0.00
03-00-00-9697 2014 Bond Principal	200,000.00	0.00	200,000.00	100.00	0.00
03-00-00-9698 2020 - Bond Principal	365,000.00	0.00	365,000.00	100.00	0.00
03-00-00-9699 2022 BOND PRINCIPAL	215,000.00	0.00	215,000.00	100.00	0.00
03-00-00-9800 Payment to Escrow Agen	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	780,000.00	0.00	780,000.00	100.00	0.00
TOTAL DEBT SERVICE	962,513.00	0.00	961,412.50	99.89	1,100.50
TOTAL EXPENDITURES	962,513.00	0.00	961,412.50	99.89	1,100.50
REVENUES OVER/(UNDER) EXPENDITURES	8,954.00	1,640.82	( 298,440.33)		307,394.33

BALANCE SHEET

AS OF: OCTOBER 31ST, 2024

04 -UTILITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
04-00-00-1001	Cash in Bank	( 1,818,146.68)
04-00-00-1017	INDEPENDENT FINANCIAL	2,500,000.00
04-00-00-1022	TEXAS CLASS	0.00
04-00-00-1050	Reserve -Vehicles & Technology	234,260.00
04-00-00-1053	Reserves - Facilities	0.00
04-00-00-1060	Reserve -Infrastructure Mngmt	0.00
04-00-00-1070	Certificates of Deposit	0.00
04-00-00-1080	Petty Cash	100.00
04-00-00-1090	Cash in Transit	0.00
04-00-00-1091	Prepaid Payroll	0.00
04-00-00-1092	Prepaid Water Credits	0.00
04-00-00-1221	A/R - MISC.	0.00
04-00-00-1222	A/R Interest Income	0.00
04-00-00-1230	A/R - Utilities	1,069,092.94
04-00-00-1231	A/R - Unbilled Utilites	128,009.51
04-00-00-1235	A/R - Doubtful Acct	( 7,996.94)
04-00-00-1240	A/R - BAD DEBT WRITE OFF	14,083.51
04-00-00-1310	Inventory	0.00
04-00-00-1610	Land	144,163.19
04-00-00-1620	Buildings & Improvements	2,136,515.42
04-00-00-1625	Construction in Progress	1,268,174.00
04-00-00-1650	Machinery & Equipment	553,997.68
04-00-00-1660	Automotive Equipment	267,095.42
04-00-00-1670	Furniture & Fixtures	48,873.14
04-00-00-1695	Accumulated Depreciation	0.00
04-00-00-1710	Treatment Rights	446,889.76
04-00-00-1715	Accumulated Amortization	0.00
04-00-00-1830	Capital Improvements	18,069,330.59
04-00-00-1900	DEF. OUTFLOWS-CONTR SUBSEQ.	( 0.01)
04-00-00-1901	DEF. OUTFLOWS-DIFF. IN EXPER	0.00
04-00-00-1902	DEF. OUTFLOWS- DIFF. IN EARN	0.00
04-00-00-1903	NET PENSION ASSET	0.00
04-00-00-1904	DEF. OUTFLOWS- DIFF IN ASSUMPT	217,611.00
04-00-00-1905	NET PENSION LIABILITY	( 172,226.00)
04-00-00-1909	Def Inf- Def in Exp and Act Ex	( 2.00)
04-00-01-1620	Accum Depr - Building & Improv	( 1,117,247.58)
04-00-01-1650	Accum Depr - Mach & Equip	( 86,906.66)
04-00-01-1660	Accum Depr - Automotive Equip	( 170,423.63)
04-00-01-1670	Accum Depr - Furniture & Fix	( 42,117.14)
04-00-01-1830	Accum Depr-Infras-Utility	( 8,076,252.93)
04-00-01-1840	Accum Depr-Intangible-Utility	( 446,889.76)
04-00-01-1990	DueTo/From G & A Fund	0.00
04-00-07-1990	DUE TO FROM UTILITY CONSTRUCTI	0.00
04-00-10-1990	DueTo/From Metro Fund	0.00
04-00-11-1990	DueTo/From 2005 Bond Fund	0.00
04-00-16-1990	DUE TO/FROM UTILITY WELL PROJE	0.00
		<u>15,159,986.83</u>

TOTAL ASSETS

15,159,986.83

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04 -UTILITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>LIABILITIES</b>		
=====		
04-00-00-2010	Accounts Payable	0.00
04-00-00-2012	Retainage Payable	0.00
04-00-00-2013	Accounts Payable - Other	711,074.20
04-00-00-2110	Taxes Payable - Payroll	0.06
04-00-00-2120	Taxes Payable - Sales Tax	0.00
04-00-00-2220	Retirement Payable - Employee	5,262.50
04-00-00-2230	Voluntary Deferred Comp	607.44
04-00-00-2235	CHILD SUPPORT	0.00
04-00-00-2250	Insurance Payable - Employee	18,957.16
04-00-00-2320	Deposits - Utilities	16,700.00
04-00-00-2321	Deposits - Utilities Refunds	667.37
04-00-00-2322	UNCLAIMED PROPERTY	0.00
04-00-00-2710	Treatment Obligation	0.00
04-00-00-2800	ACCRUED INTEREST	24,597.13
04-00-00-2810	Accrued Payroll	0.00
04-00-00-2815	Accrued Vac Liability (Yr End)	11,231.92
04-00-00-2823	DEFERRED REV COVID	976,001.00
04-00-00-2900	BONDS PAYABLE	<u>4,906,443.00</u>
TOTAL LIABILITIES		<u>6,671,541.78</u>
<b>EQUITY</b>		
=====		
04-00-00-3010	Fund Balance	960,389.96
04-00-00-3013	Fund Balance - Formal Reserves	0.00
04-00-00-3030	Contributed Capital	<u>7,363,044.00</u>
TOTAL BEGINNING EQUITY		8,323,433.96
TOTAL REVENUE		3,560,415.15
TOTAL EXPENDITURES		<u>3,395,404.06</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		165,011.09
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>8,488,445.05</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>15,159,986.83</u>
		=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

04 -UTILITY FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Water</u>					
04-00-00-4410 Water Sales	3,000,000.00	823,438.35	2,445,780.42	81.53	554,219.58
04-00-00-4420 Water Taps	60,000.00	10,730.00	39,400.00	65.67	20,600.00
TOTAL Water	3,060,000.00	834,168.35	2,485,180.42	81.22	574,819.58
<u>WASTE WATER</u>					
04-00-00-4510 Waste Water Sales	1,000,500.00	271,622.99	982,664.03	98.22	17,835.97
04-00-00-4520 Waste Water Taps	8,000.00	1,350.00	6,300.00	78.75	1,700.00
04-00-00-4610 Solid Waste Sales	0.00	0.00	0.00	0.00	0.00
04-00-00-4750 Late Payment Fees	21,400.00	0.00	16,270.70	76.03	5,129.30
TOTAL WASTE WATER	1,029,900.00	272,972.99	1,005,234.73	97.61	24,665.27
<u>Interest Income</u>					
04-00-00-4910 Interest Income	65,000.00	0.00	65,000.00	100.00	0.00
TOTAL Interest Income	65,000.00	0.00	65,000.00	100.00	0.00
<u>Miscellaneous</u>					
04-00-00-4920 Miscellaneous Income	40,000.00	0.00	5,000.00	12.50	35,000.00
TOTAL Miscellaneous	40,000.00	0.00	5,000.00	12.50	35,000.00
<u>Intergovernmental/Transfer</u>					
04-00-00-4960 Contributed Capital	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	4,194,900.00	1,107,141.34	3,560,415.15	84.87	634,484.85
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

04 -UTILITY FUND  
 UTILITIES

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
<u>Personnel</u>						
04-00-00-5010	Wages	513,000.00	60,258.76	437,689.28	85.32	75,310.72
04-00-00-5020	Wages - Overtime	59,000.00	2,576.62	62,984.08	106.75 (	3,984.08)
04-00-00-5110	Payroll Taxes - FICA E	50,500.00	4,784.58	38,273.19	75.79	12,226.81
04-00-00-5120	Payroll Taxes - TWC	1,620.00	62.49	403.22	24.89	1,216.78
04-00-00-5210	Retirement - TMRS Empl	107,600.00	11,533.42	92,975.60	86.41	14,624.40
04-00-00-5211	Retirement 457 Plan	11,000.00	1,297.32	8,818.38	80.17	2,181.62
04-00-00-5310	Insurance-Workers Comp	9,500.00	8,992.98	8,992.98	94.66	507.02
04-00-00-5325	Insurance - Dental	2,100.00	183.50	1,493.50	71.12	606.50
04-00-00-5330	Insurance - Disability	2,400.00	266.24	1,863.68	77.65	536.32
04-00-00-5340	Insurance - Medical	85,000.00	16,521.48	91,764.85	107.96 (	6,764.85)
04-00-00-5341	INSURANCE VISION	100.00	0.00	0.00	0.00	100.00
04-00-00-5350	Insurance - Life	510.00	56.54	395.78	77.60	114.22
04-00-00-5410	Contract Labor	20,000.00	791.25	14,329.09	71.65	5,670.91
TOTAL Personnel	862,330.00	107,325.18	759,983.63	88.13	102,346.37	
<u>Commodities</u>						
04-00-00-6090	Chemicals	10,000.00	110.00	4,948.17	49.48	5,051.83
04-00-00-6091	LAB FEES	5,000.00	0.00	1,988.00	39.76	3,012.00
04-00-00-6250	Fuel	11,000.00	627.79	8,163.54	74.21	2,836.46
04-00-00-6340	Garbage - Dumping Fees	2,000.00	428.60	2,143.00	107.15 (	143.00)
04-00-00-6410	Landscaping	6,500.00	960.00	11,655.55	179.32 (	5,155.55)
04-00-00-6411	LANDSCAPING SEASONAL P	2,000.00	0.00	0.00	0.00	2,000.00
04-00-00-6490	JANITORIAL SERVICES	7,400.00	929.00	6,299.00	85.12	1,101.00
04-00-00-6491	JANITORIAL SUPPLIES	1,000.00	0.00	9.98	1.00	990.02
04-00-00-6650	Postage	3,000.00	0.00	1,927.24	64.24	1,072.76
04-00-00-6660	Printing & Stationary	3,000.00	105.26	3,068.79	102.29 (	68.79)
04-00-00-6730	Supplies - General	2,000.00	215.25	879.46	43.97	1,120.54
04-00-00-6740	Supplies - Office	350.00	0.00	350.00	100.00	0.00
04-00-00-6810	Tools & Equipment	4,500.00	0.00	1,507.92	33.51	2,992.08
04-00-00-6970	Uniforms	3,500.00	142.64	2,028.67	57.96	1,471.33
TOTAL Commodities	61,250.00	3,518.54	44,969.32	73.42	16,280.68	
<u>Maintenance</u>						
04-00-00-7110	Building Maintenance	6,700.00	0.00	6,075.38	90.68	624.62
04-00-00-7220	Equipment - General	0.00	0.00	0.00	0.00	0.00
04-00-00-7230	Equipment - Office Equ	2,000.00	1,379.00	1,379.00	68.95	621.00
04-00-00-7410	Vehicles	6,500.00	1,262.60	10,171.26	156.48 (	3,671.26)
04-00-00-7411	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
TOTAL Maintenance	15,200.00	2,641.60	17,625.64	115.96 (	2,425.64)	
<u>Contract Services</u>						
04-00-00-7502	Prof Serv - Accounting	15,000.00	275.96	11,316.47	75.44	3,683.53
04-00-00-7504	LEGAL	0.00	0.00	0.00	0.00	0.00
04-00-00-7510	Water - Fire Hydrants	13,500.00	0.00	2,242.79	16.61	11,257.21
04-00-00-7520	Water Well/Pumps	49,500.00	0.00	18,769.18	37.92	30,730.82
04-00-00-7530	Water - Tanks	0.00	0.00	0.00	0.00	0.00
04-00-00-7535	Water Lines	11,000.00	189.92	5,266.92	47.88	5,733.08

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

04 -UTILITY FUND  
 UTILITIES

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
04-00-00-7540 Water - Water Meters	30,000.00	0.00	19,555.92	65.19	10,444.08
04-00-00-7610 Waste Water - Lines	15,000.00	0.00	12,034.75	80.23	2,965.25
04-00-00-7620 Waste Water - Manholes	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Contract Services</b>	<b>134,000.00</b>	<b>465.88</b>	<b>69,186.03</b>	<b>51.63</b>	<b>64,813.97</b>
<u>Support Services</u>					
04-00-00-8001 Prof Fees - Engineerin	30,000.00	1,189.66	20,402.19	68.01	9,597.81
04-00-00-8002 Water Purchase/COH	900,000.00	203,126.48	701,672.76	77.96	198,327.24
04-00-00-8003 WW Treatment Fee	1,800,000.00	769,366.54	1,297,760.91	72.10	502,239.09
04-00-00-8004 WW Treatment/COH	0.00	0.00	0.00	0.00	0.00
04-00-00-8010 Advertising	0.00	0.00	0.00	0.00	0.00
04-00-00-8090 Bad Debts	0.00	0.00	0.00	0.00	0.00
04-00-00-8130 Bank & Credit Card Cha	47,000.00	11,778.43	53,097.22	112.97 (	6,097.22)
04-00-00-8170 Data Processing	35,000.00	4,432.12	24,883.00	71.09	10,117.00
04-00-00-8171 WEBSITE SERVICES	1,250.00	137.50	550.00	44.00	700.00
04-00-00-8172 SOFTWARE SUBSCRIPTIONS	10,000.00	6,323.54	12,778.36	127.78 (	2,778.36)
04-00-00-8210 Delivery Service	100.00	0.00	0.00	0.00	100.00
04-00-00-8250 Dues & Subscriptions	1,500.00	0.00	1,030.10	68.67	469.90
04-00-00-8251 PROFESSIONAL DEVELOPME	3,500.00	0.00	111.00	3.17	3,389.00
04-00-00-8270 Electricity	125,000.00	24,092.32	95,684.93	76.55	29,315.07
04-00-00-8450 Insurance - General	23,000.00	23,000.00	23,000.00	100.00	0.00
04-00-00-8490 Interest Expense	96,080.00	0.00	96,080.00	100.00	0.00
04-00-00-8630 Natural Gas	7,000.00	42.85	7,497.64	107.11 (	497.64)
04-00-00-8722 Gain Loss on Sale of C	0.00	0.00	0.00	0.00	0.00
04-00-00-8750 SPECIAL FEES - SUBSIDE	120,000.00	15,542.00	82,990.20	69.16	37,009.80
04-00-00-8890 Telephone	15,500.00	934.96	5,142.46	33.18	10,357.54
04-00-00-8930 TRAVEL & TRAINING	3,500.00	0.00	1,155.10	33.00	2,344.90
04-00-00-8931 RELOCATION FEES	0.00	0.00	0.00	0.00	0.00
04-00-00-8990 Solid Waste Collectio(	36,115.00)	3,009.58)	30,095.80)	83.33 (	6,019.20)
<b>TOTAL Support Services</b>	<b>3,182,315.00</b>	<b>1,056,956.82</b>	<b>2,393,740.07</b>	<b>75.22</b>	<b>788,574.93</b>
<u>Capital Outlay</u>					
04-00-00-9139 CAPITAL OUTLAY SERVER	7,500.00	1,308.94	7,806.52	104.09 (	306.52)
04-00-00-9140 VEHICILE RESERVE	2,100.00	0.00	2,092.85	99.66	7.15
04-00-00-9200 Depreciation & Amortiz	0.00	0.00	0.00	0.00	0.00
04-00-00-9250 TRANSFER TO UT CIP	900,000.00	0.00	900,000.00	100.00	0.00
04-00-00-9251 TRANSFER TO DEBT SERVI	0.00	0.00	0.00	0.00	0.00
04-00-00-9252 TRANSFER TO DEBT SERVI	0.00	0.00	0.00	0.00	0.00
04-00-00-9253 TRANSFER TO GENERAL F(	800,000.00)	0.00 (	800,000.00)	100.00	0.00
04-00-00-9400 Transfers Out	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Capital Outlay</b>	<b>109,600.00</b>	<b>1,308.94</b>	<b>109,899.37</b>	<b>100.27 (</b>	<b>299.37)</b>
<b>TOTAL UTILITIES</b>	<b>4,364,695.00</b>	<b>1,172,216.96</b>	<b>3,395,404.06</b>	<b>77.79</b>	<b>969,290.94</b>
<b>TOTAL EXPENDITURES</b>	<b>4,364,695.00</b>	<b>1,172,216.96</b>	<b>3,395,404.06</b>	<b>77.79</b>	<b>969,290.94</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 169,795.00)</b>	<b>( 65,075.62)</b>	<b>165,011.09</b>		<b>( 334,806.09)</b>

CITY OF BUNKER HILL VILLAGE  
 BALANCE SHEET  
 AS OF: OCTOBER 31ST, 2024

05 -COURT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
05-00-00-1001	Cash in Bank	1,498.49	
05-00-00-1018	Child Safety	11,756.87	
05-00-00-1019	Security Fund	11,939.79	
05-00-00-1020	Technology	0.00	
05-00-00-1053	Reserves - Facilities	0.00	
05-00-00-1222	A/R Interest Income	<u>0.00</u>	
		25,195.15	
	TOTAL ASSETS		25,195.15
			=====
LIABILITIES			
=====			
05-00-00-2010	Accounts Payable	84.66	
05-00-00-2011	Accounts Payable - Court	0.00	
05-00-00-2012	Accounts Payable - Other	0.00	
05-00-00-2013	Accounts Payable - Other	0.00	
05-00-00-2240	Court Taxes-Payable to State	0.00	
05-00-00-2241	Court Taxes- IDF	0.00	
05-00-00-2242	Court Taxes- Child Safety Seat	0.00	
05-00-00-2243	Court Taxes- CJFS	0.00	
05-00-00-2244	Court Taxes- CSS	0.00	
05-00-00-2245	Court Taxes- Time Pay Fee	0.00	
05-00-00-2246	Court Taxes- State OMNI	0.00	
05-00-00-2248	Court Taxes- Linebarger	0.00	
05-00-00-2249	Court Taxes- Truancy Prevent	0.00	
05-00-00-2310	Deposits- Court Bonds	<u>531.00</u>	
	TOTAL LIABILITIES		<u>615.66</u>
EQUITY			
=====			
05-00-00-3010	FUND BALANCE	7,681.30	
05-00-00-3012	Child Safety	11,756.87	
05-00-00-3016	Security Fund	<u>11,939.79</u>	
	TOTAL BEGINNING EQUITY		31,377.96
	TOTAL REVENUE		4,251.42
	TOTAL EXPENDITURES		<u>11,049.89</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES		( 6,798.47)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>24,579.49</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		25,195.15
			=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

05 -COURT FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Mun. Court Fines &amp; Fees</u>					
05-00-00-4210 Court- Fines	0.00	0.00	0.00	0.00	0.00
05-00-00-4215 Court - Time Pay Fees/Cit	1,210.00	112.28	1,219.41	100.78 (	9.41)
05-00-00-4216 Court - Time Pay Fees/ E	310.00	0.00	20.00	6.45	290.00
05-00-00-4217 Court - OMNI	650.00	77.40	579.55	89.16	70.45
05-00-00-4220 Court - State Taxes	0.00	0.00	0.00	0.00	0.00
05-00-00-4225 Child Safety 1015	3,000.00	125.00	1,820.71	60.69	1,179.29
05-00-00-4226 Court - CJFC	0.00	0.00	0.00	0.00	0.00
05-00-00-4245 Court - Judicial Support	100.00	1.80	34.13	34.13	65.87
05-00-00-4260 Security Fees	2,000.00	20.84	273.78	13.69	1,726.22
05-00-00-4270 Technology Fees	2,000.00 (	3,664.46) (	2,859.16)	142.96-	4,859.16
05-00-00-4271 CHILD SAFETY HARRIS CO	<u>4,500.00</u>	<u>340.08</u>	<u>3,163.00</u>	<u>70.29</u>	<u>1,337.00</u>
TOTAL Mun. Court Fines & Fees	13,770.00 (	2,987.06)	4,251.42	30.87	9,518.58
<u>Interest Income</u>					
05-00-00-4910 Interest Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,770.00 (	2,987.06)	4,251.42	30.87	9,518.58
	=====	=====	=====	=====	=====



CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

05 -COURT FUND  
 COURT RESERVES

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
05-00-00-8140 Child Safety	2,100.00	0.00	2,084.00	99.24	16.00
05-00-00-8610 Court- General	0.00	0.00	0.00	0.00	0.00
05-00-00-8615 Court - Translation	0.00	0.00	0.00	0.00	0.00
05-00-00-8625 Technology	5,500.00	986.96	788.89	14.34	4,711.11
05-00-00-8626 Security	6,000.00	2,655.60	8,177.00	136.28	(2,177.00)
TOTAL Support Services	13,600.00	3,642.56	11,049.89	81.25	2,550.11
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TOTAL COURT RESERVES	13,600.00	3,642.56	11,049.89	81.25	2,550.11
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TOTAL EXPENDITURES	13,600.00	3,642.56	11,049.89	81.25	2,550.11
=====					
REVENUES OVER/(UNDER) EXPENDITURES	170.00	(6,629.62)	(6,798.47)		6,968.47

06 -GF CAPITAL PROJECTS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
06-00-00-1001	Cash in Bank	5,017,446.11	
06-00-00-1050	Signals	0.00	
06-00-00-1053	Reserves - Facilities	0.00	
06-00-00-1060	Infra -Streets & Drainage	0.00	
06-00-00-1068	BEAUTIFICATION	12,734.32	
06-00-00-1092	PREPAID MVPD CAPITAL ASSET	0.00	
06-00-00-1222	A/R Interest Income	0.00	
06-00-00-1990	DUE TO AND FROM	<u>0.00</u>	
			<u>5,030,180.43</u>
TOTAL ASSETS			5,030,180.43
=====			
LIABILITIES			
=====			
06-00-00-2010	Accounts Payable	0.00	
06-00-00-2012	Retainage Payable	31,720.66	
06-00-00-2013	Accounts Payable - Other	<u>0.00</u>	
TOTAL LIABILITIES			<u>31,720.66</u>
EQUITY			
=====			
06-00-00-3010	Fund Balance- Capital	2,497,758.49	
06-00-00-3013	Fund Balance - Formal Reserves	<u>170,289.20</u>	
TOTAL BEGINNING EQUITY			2,668,047.69
TOTAL REVENUE			2,749,243.00
TOTAL EXPENDITURES			<u>418,830.92</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES			2,330,412.08
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>4,998,459.77</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			5,030,180.43
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CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

06 -GF CAPITAL PROJECTS

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
06-00-00-4500 Annual Contribution	2,500,000.00	0.00	2,500,000.00	100.00	0.00
06-00-00-4600 Contributions from Reserv	96,567.00	0.00	96,567.00	100.00	0.00
06-00-00-4700 BEAUTIFICATION	40,000.00	0.00	40,000.00	100.00	0.00
06-00-00-4750 CAPITAL PROJECTS FIRE	112,676.00	0.00	112,676.00	100.00	0.00
06-00-00-4755 TRANSFER FROM METRO	0.00	0.00	0.00	0.00	0.00
06-00-00-4800 FACILITIES	0.00	0.00	0.00	0.00	0.00
06-00-00-4850 Vehicles & Technology	0.00	0.00	0.00	0.00	0.00
TOTAL WASTE WATER	2,749,243.00	0.00	2,749,243.00	100.00	0.00
<u>Interest Income</u>					
06-00-00-4910 Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<u>Miscellaneous</u>					
06-00-00-4920 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous	0.00	0.00	0.00	0.00	0.00
<u>Intergovernmental/Transfer</u>					
06-00-00-4990 Transfer In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,749,243.00	0.00	2,749,243.00	100.00	0.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

06 -GF CAPITAL PROJECTS  
 GENERAL CAPITAL

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
06-00-00-8832 BEAUTIFICATION	40,000.00	8,870.00	8,870.00	22.18	31,130.00
TOTAL Support Services	40,000.00	8,870.00	8,870.00	22.18	31,130.00
<u>Capital Outlay</u>					
06-00-00-9180 Infrastructure	0.00	0.00	0.00	0.00	0.00
06-00-00-9183 Drainage	0.00	0.00	0.00	0.00	0.00
06-00-00-9183.01 Localized Drainage	50,000.00	0.00	0.00	0.00	50,000.00
06-00-00-9183.02 Regional Drainage / Po	0.00	0.00	0.00	0.00	0.00
06-00-00-9183.03 DRAINAGE MASTER PLAN	0.00	0.00	0.00	0.00	0.00
06-00-00-9183.06 DRAINAGE EATON COURT	0.00	0.00	0.00	0.00	0.00
06-00-00-9184 Streets	0.00	0.00	760.77	0.00 (	760.77)
06-00-00-9184.01 Asphalt Rehabilitation	28,000.00	0.00	27,851.24	99.47	148.76
06-00-00-9184.02 Chapel Bell/Other Rate	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.03 Gessner Northbound & M	300,000.00	310.00	2,325.00	0.78	297,675.00
06-00-00-9184.04 SIDEWALK	100,000.00	1,429.75	1,429.75	1.43	98,570.25
06-00-00-9184.05 TAYLOR CREST CT LAWN/F	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.06 SIDEWALK 11646 MEMORIA	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.07 STREETS-STREY TAYLORCR	0.00 (	37,440.00)	0.00	0.00	0.00
06-00-00-9184.08 STREETS BUNKER HILL OV	200,000.00	200,000.00	200,000.00	100.00	0.00
06-00-00-9184.09 STREET MASTER PLAN	45,000.00	0.00	0.00	0.00	45,000.00
06-00-00-9184.10 ASPHALT DESIGN	196,600.00	38,640.00	111,800.00	56.87	84,800.00
06-00-00-9184.11 DADS CLUB SIDEWALK MEM	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.12 POINT REPAIRS AND MINO	0.00	0.00	0.00	0.00	0.00
06-00-00-9184.13 BUNKERHILL ROAD OVERLA	0.00	0.00	0.00	0.00	0.00
06-00-00-9190 Public Safety	96,557.00	0.00	0.00	0.00	96,557.00
06-00-00-9190.01 Village Fire Departmen	112,686.00	0.00	0.00	0.00	112,686.00
06-00-00-9191 Facilities	50,000.00	20,541.40	26,794.16	53.59	23,205.84
06-00-00-9191.01 PW BUILDING GENERATOR	89,000.00	0.00	39,000.00	43.82	50,000.00
06-00-00-9191.02 CITY HALL PARK STUDY	0.00	0.00	0.00	0.00	0.00
06-00-00-9191.03 CITY PARKING LOT	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	1,267,843.00	223,481.15	409,960.92	32.34	857,882.08
<hr/>					
TOTAL GENERAL CAPITAL	1,307,843.00	232,351.15	418,830.92	32.02	889,012.08
<hr/>					
TOTAL EXPENDITURES	1,307,843.00	232,351.15	418,830.92	32.02	889,012.08
=====					
REVENUES OVER/(UNDER) EXPENDITURES	1,441,400.00 (	232,351.15)	2,330,412.08	(	889,012.08)

07 -UTILITY CAPITAL

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
07-00-00-1001	Cash in Bank	824,438.49	
07-00-00-1017	INDEPENDENT FINANCIAL	4,000,000.00	
07-00-00-1022	TEXAS CLASS	0.00	
07-00-00-1050	Reserve- Water Production	0.00	
07-00-00-1053	Reserves - Facilities	0.00	
07-00-00-1060	Infr- Water & Wastewater Lines	0.00	
07-00-00-1222	A/R Interest Income	0.00	
07-00-00-1620	BUILDING & IMPROVEMENTS	0.00	
07-00-00-1620	Accum Dep - Buildings & Imp	0.00	
07-00-00-1625	Construction in Progress	0.00	
07-00-00-1985	WATER WELL #5	0.00	
07-00-00-1990	DUE TO/ FROM UTILITY	0.00	
		<u>4,824,438.49</u>	
	TOTAL ASSETS		4,824,438.49
			=====
LIABILITIES			
=====			
07-00-00-2010	Accounts Payable	0.00	
07-00-00-2012	Retainage Payable	58,909.79	
07-00-00-2013	Accounts Payable - Other	0.00	
	TOTAL LIABILITIES	<u>58,909.79</u>	
EQUITY			
=====			
07-00-00-3010	FUND BALANCE	4,041,607.98	
07-00-00-3013	Fund Balance - Formal Reserves	0.28	
07-00-00-3030	Contributed Capital	0.00	
	TOTAL BEGINNING EQUITY	<u>4,041,608.26</u>	
	TOTAL REVENUE	1,576,001.00	
	TOTAL EXPENDITURES	<u>852,080.56</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	723,920.44	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>4,765,528.70</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		4,824,438.49
			=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

07 -UTILITY CAPITAL

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
07-00-00-4501 ANNUAL CONTRIB - UTILITY	900,000.00	0.00	900,000.00	100.00	0.00
07-00-00-4600 Contributions from Reserv	676,001.00	0.00	676,001.00	100.00	0.00
07-00-00-4850 Vehicles & Technology	0.00	0.00	0.00	0.00	0.00
TOTAL WASTE WATER	1,576,001.00	0.00	1,576,001.00	100.00	0.00
<u>Interest Income</u>					
07-00-00-4910 Interest Income	0.00	0.00	0.00	0.00	0.00
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<u>Intergovernmental/Transfer</u>					
07-00-00-4960 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
07-00-00-4990 Transfer In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,576,001.00	0.00	1,576,001.00	100.00	0.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

07 -UTILITY CAPITAL  
 DEPARTMENT 00

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contract Services</u>					
07-00-00-7503 Professional Services	0.00	0.00	0.00	0.00	0.00
07-00-00-7504 Professional Services	0.00	0.00	0.00	0.00	0.00
07-00-00-7871 BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
TOTAL Contract Services	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
07-00-00-8100 Bond Proceeds	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
07-00-00-9053 WATER WELL #5	0.00	0.00	0.00	0.00	0.00
07-00-00-9054 CHLORINE ANALYZER	0.00	0.00	0.00	0.00	0.00
07-00-00-9055 TRANSMISSION LINE TAYL	0.00	0.00	0.00	0.00	0.00
07-00-00-9180 Water & Wastewater	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.01 Trans Line to Taylor	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.02 Tele of Concrete Lines	253,447.00	0.00	248,083.34	97.88	5,363.66
07-00-00-9180.03 TELEVISING SCADA	0.00	0.00	0.00	0.00	0.00
07-00-00-9180.04 Replace of Concrete Li	105,000.00	0.00	105,000.00	100.00	0.00
07-00-00-9180.05 GENERATOR AT TAYLORCRE	0.00	0.00	0.00	0.00	0.00
07-00-00-9181 TRANS LINE TO TAYLOR C	0.00	0.00	0.00	0.00	0.00
07-00-00-9182 REPLACE CAST IRON LINE	900,000.00	10,013.44	73,248.44	8.14	826,751.56
07-00-00-9182.01 GESSNER W LINES WITH R	0.00	0.00	0.00	0.00	0.00
07-00-00-9182.02 WP#2 Recoat Storage Ta	0.00	0.00	0.00	0.00	0.00
07-00-00-9182.03 WP #2 VFD Booster Pump	0.00	0.00	0.00	0.00	0.00
07-00-00-9183 TELE OF CONCRETE LINE	0.00	0.00	0.00	0.00	0.00
07-00-00-9183.03 UNDERGROUND UTILITIES	1,218,000.00	20,961.35	20,961.35	1.72	1,197,038.65
07-00-00-9184 REPLACE OF CONCRETE LI	0.00	0.00	0.00	0.00	0.00
07-00-00-9185 WATER WELL #5	0.00	0.00	0.00	0.00	0.00
07-00-00-9186 WP#2 RECOAT STORAGE TA	0.00	0.00	0.00	0.00	0.00
07-00-00-9187 WP #2 VFD BOOSTER PUMP	0.00	0.00	0.00	0.00	0.00
07-00-00-9188 Irrigation Systems	0.00	0.00	0.00	0.00	0.00
07-00-00-9190.03 GROUNDWATER STORAGE TA	0.00	0.00	0.00	0.00	0.00
07-00-00-9191 Facilities	97,423.00	3,903.02	43,406.99	44.56	54,016.01
07-00-00-9192 METER REPLACEMENT	495,898.00	2,100.00	361,380.44	72.87	134,517.56
07-00-00-9193 PAINT FIRE HYDRANT	0.00	0.00	0.00	0.00	0.00
07-00-00-9194 REHAB BACK MAINT SHED	0.00	0.00	0.00	0.00	0.00
07-00-00-9200 Depreciation & Amortiz	0.00	0.00	0.00	0.00	0.00
07-00-00-9201.01 CONTRA EXPENSE	0.00	0.00	0.00	0.00	0.00
07-00-00-9210.01 CONTRA EXPENSE ACCT	0.00	0.00	0.00	0.00	0.00
07-00-00-9210.04 Transfer to Utility Fu	0.00	0.00	0.00	0.00	0.00
07-00-00-9250 VEHICLE	0.00	0.00	0.00	0.00	0.00
07-00-00-9700 VEHICLES	0.00	0.00	0.00	0.00	0.00
07-00-00-9701 EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	3,069,768.00	36,977.81	852,080.56	27.76	2,217,687.44
TOTAL DEPARTMENT 00	3,069,768.00	36,977.81	852,080.56	27.76	2,217,687.44

CITY OF BUNKER HILL VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2024

07 -UTILITY CAPITAL  
DEPARTMENT 00

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL EXPENDITURES	3,069,768.00	36,977.81	852,080.56	27.76	2,217,687.44
REVENUES OVER/(UNDER) EXPENDITURES	( 1,493,767.00)	( 36,977.81)	723,920.44		( 2,217,687.44)



09 -SOLID WASTE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
09-00-00-1001	Cash In Bank	54,325.27
09-00-00-1053	Reserves - Facilities	0.00
09-00-00-1090	CASH IN TRANSIT	0.00
09-00-00-1222	A/R Interest Income	0.00
09-00-00-1230	A/R - Utilities	87,672.32
09-00-00-1231	A/R - Unbilled Utilities	25,040.38
09-00-00-1235	A/R - Doubtful Accounts	( 1,407.90)
09-00-00-1240	A/R - BAD DEBT WRITE OFF	<u>2,572.65</u>
		<u>168,202.72</u>
TOTAL ASSETS		168,202.72
		=====
<b>LIABILITIES</b>		
=====		
09-00-00-2010	Accounts Payable	0.00
09-00-00-2012	Accounts Payable - Other	0.00
09-00-00-2013	Accounts Payable - Other	0.00
09-00-00-2120	Taxes Payable - Sales Tax	<u>6,624.33</u>
TOTAL LIABILITIES		<u>6,624.33</u>
<b>EQUITY</b>		
=====		
09-00-00-3010	FUND BALANCE	166,969.48
09-00-00-3030	Contributed Capital	( 11.11)
TOTAL BEGINNING EQUITY		166,958.37
TOTAL REVENUE		407,426.64
TOTAL EXPENDITURES		<u>412,806.62</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		( 5,379.98)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>161,578.39</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		168,202.72
		=====

6113.39

6144.11

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

09 -SOLID WASTE

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER</u>					
09-00-00-4610 Solid Waste Sales	495,200.00	80,567.39	404,927.83	81.77	90,272.17
09-00-00-4750 Late Fee - Penalty	<u>3,000.00</u>	<u>0.00</u>	<u>2,498.81</u>	<u>83.29</u>	<u>501.19</u>
TOTAL WASTE WATER	498,200.00	80,567.39	407,426.64	81.78	90,773.36
<u>Miscellaneous</u>					
09-00-00-4920 Misc. Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Miscellaneous	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	498,200.00	80,567.39	407,426.64	81.78	90,773.36
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

09 -SOLID WASTE  
 SOLID WASTE

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
09-00-00-8130 Banking/CC Fees	5,500.00	0.00	5,500.00	100.00	0.00
09-00-00-8990 Solid Waste Collection	467,000.00	74,473.83	377,210.82	80.77	89,789.18
09-00-00-8991 Administration Fee	<u>36,115.00</u>	<u>3,009.58</u>	<u>30,095.80</u>	<u>83.33</u>	<u>6,019.20</u>
TOTAL Support Services	508,615.00	77,483.41	412,806.62	81.16	95,808.38
<hr/>					
TOTAL SOLID WASTE	508,615.00	77,483.41	412,806.62	81.16	95,808.38
<hr/>					
TOTAL EXPENDITURES	508,615.00	77,483.41	412,806.62	81.16	95,808.38
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 10,415.00)	3,083.98	( 5,379.98)		( 5,035.02)

10 -METRO FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<hr/>		
ASSETS		
=====		
10-00-00-1001	Cash in Bank	122,012.67
10-00-00-1053	Reserves - Facilities	0.00
10-00-00-1090	Cash in Transit	0.00
10-00-00-1221	A/R - Interest	0.00
10-00-00-1222	A/R Interest Income	0.00
10-00-01-1990	DueTo/From G & A Fund	0.00
10-00-03-1990	DueTo/From Debt Service Fund	0.00
10-00-04-1990	DueTo/From Utility Fund	<u>0.00</u>
		<u>122,012.67</u>
TOTAL ASSETS		122,012.67
		=====
LIABILITIES		
=====		
10-00-00-2010	Accounts Payable	0.00
10-00-00-2012	Accounts Payable - Other	0.00
10-00-00-2013	Accounts Payable - Other	<u>0.00</u>
TOTAL LIABILITIES		<u>0.00</u>
EQUITY		
=====		
10-00-00-3010	Fund Balance	<u>72,638.76</u>
TOTAL BEGINNING EQUITY		72,638.76
TOTAL REVENUE		134,000.00
TOTAL EXPENDITURES		<u>84,626.09</u>
TOTAL REVENUE OVER/ (UNDER) EXPENSES		49,373.91
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>122,012.67</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		122,012.67
		=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

10 -METRO FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>WASTE WATER</u>					
10-00-00-4810 Sales Tax Metro	<u>134,000.00</u>	<u>134,000.00</u>	<u>134,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL WASTE WATER	134,000.00	134,000.00	134,000.00	100.00	0.00
<u>Interest Income</u>					
10-00-00-4910 Interest Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Interest Income	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	134,000.00	134,000.00	134,000.00	100.00	0.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

10 -METRO FUND  
 METRO

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Commodities</u>					
10-00-00-6890 Traffic Signs & Signal	0.00	0.00	0.00	0.00	0.00
TOTAL Commodities	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
10-00-00-8130 Bank Charges	0.00	0.00	0.00	0.00	0.00
10-00-00-8720 Prof Fees - Eng. / Oth	0.00	0.00	0.00	0.00	0.00
10-00-00-8721 Prof Fees - Eng Mem/Ge	0.00	0.00	0.00	0.00	0.00
10-00-00-8770 Administrative Costs	0.00	0.00	0.00	0.00	0.00
10-00-00-8810 Streets - Right of Way	90,000.00	8,140.00	69,985.49	77.76	20,014.51
10-00-00-8820 Streets - Lighting	24,000.00	3,122.71	14,640.60	61.00	9,359.40
10-00-00-8830 Streets - Repairs	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL Support Services	134,000.00	11,262.71	84,626.09	63.15	49,373.91
<u>Capital Outlay</u>					
10-00-00-9180 Capital Infrastructure	0.00	0.00	0.00	0.00	0.00
10-00-00-9810 TRANSFER TO GF CONSTRU	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL METRO	134,000.00	11,262.71	84,626.09	63.15	49,373.91
TOTAL EXPENDITURES	134,000.00	11,262.71	84,626.09	63.15	49,373.91
REVENUES OVER/(UNDER) EXPENDITURES	0.00	122,737.29	49,373.91		( 49,373.91)

CITY OF BUNKER HILL VILLAGE  
BALANCE SHEET  
AS OF: OCTOBER 31ST, 2024

14 -RESTRICTED DONATION FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
14-00-00-1001	Cash	0.00	
14-00-00-1017	INDEPENDENT FINANCIAL	12,360.62	
14-00-00-1221	A/R - Misc.	0.00	
14-00-00-1310	Inventory	0.00	
14-00-01-1990	Due tofrom General Fund	<u>0.00</u>	
			<u>12,360.62</u>
TOTAL ASSETS			12,360.62
			=====
LIABILITIES			
=====			
14-00-00-2010	Accounts Payable	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
14-00-00-3010	Fund Balance	<u>23,941.40</u>	
TOTAL BEGINNING EQUITY			23,941.40
TOTAL REVENUE			1,745.40
TOTAL EXPENDITURES			<u>13,326.18</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES			( 11,580.78)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>12,360.62</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			12,360.62
			=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

14 -RESTRICTED DONATION FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Interest Income</u>					
14-00-00-4910 INTEREST INCOME	300.00	0.00	497.15	165.72 (	197.15)
TOTAL Interest Income	300.00	0.00	497.15	165.72 (	197.15)
<u>Miscellaneous</u>					
14-00-00-4920 CONTRIBUTIONS	5,000.00	100.00	1,248.25	24.97	3,751.75
14-00-00-4921 City of Bunker Hill	0.00	0.00	0.00	0.00	0.00
14-00-00-4922 City of Hunters Creek	0.00	0.00	0.00	0.00	0.00
14-00-00-4923 MVPD	0.00	0.00	0.00	0.00	0.00
14-00-00-4924 Hedwig Village	0.00	0.00	0.00	0.00	0.00
14-00-00-4925 Village Fire Department	0.00	0.00	0.00	0.00	0.00
14-00-00-4926 ADMIN FEE	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous	5,000.00	100.00	1,248.25	24.97	3,751.75
TOTAL REVENUES	5,300.00	100.00	1,745.40	32.93	3,554.60
	=====	=====	=====	=====	=====



CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

14 -RESTRICTED DONATION FUND  
 G & A

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Commodities</u>					
14-00-00-6250 Fuel	0.00	0.00	0.00	0.00	0.00
TOTAL Commodities	0.00	0.00	0.00	0.00	0.00
<u>Maintenance</u>					
14-00-00-7110 Building Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL Maintenance	0.00	0.00	0.00	0.00	0.00
<u>Support Services</u>					
14-00-00-8130 BANK FEE	0.00	3.20	3.78	0.00 (	3.78)
14-00-00-8450 General Insurance	0.00	0.00	0.00	0.00	0.00
14-00-00-8991 Admin Fee to GF	0.00	0.00	0.00	0.00	0.00
TOTAL Support Services	0.00	3.20	3.78	0.00 (	3.78)
<u>Capital Outlay</u>					
14-00-00-9139 CAPITAL OUTLAY	24,000.00	0.00	13,322.40	55.51	10,677.60
14-00-00-9400 TRANSFER TO UTILITY	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	24,000.00	0.00	13,322.40	55.51	10,677.60
<hr/>					
TOTAL G & A	24,000.00	3.20	13,326.18	55.53	10,673.82
<hr/>					
TOTAL EXPENDITURES	24,000.00	3.20	13,326.18	55.53	10,673.82
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 18,700.00)	96.80 (	11,580.78)	(	7,119.22)

17 -Offsite Tree Program

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
17-00-00-1000	POOLED CASH	0.04	
17-00-00-1001	Cash in Bank	<u>186,292.98</u>	
			<u>186,293.02</u>
TOTAL ASSETS			186,293.02
=====			
LIABILITIES			
=====			
17-00-00-2010	Accounts Payable	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
17-00-00-3010	FUND BALANCE	<u>230,964.32</u>	
TOTAL BEGINNING EQUITY			230,964.32
TOTAL REVENUE			60,900.00
TOTAL EXPENDITURES			<u>105,571.30</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES			( 44,671.30)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>186,293.02</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			186,293.02
=====			

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

17 -Offsite Tree Program

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Licenses &amp; Permits</u>					
17-00-00-4351 Offsite Tree Program Rev	100,000.00	0.00	60,900.00	60.90	39,100.00
TOTAL Licenses & Permits	100,000.00	0.00	60,900.00	60.90	39,100.00
<u>Intergovernmental/Transfer</u>					
17-00-00-4990 Transfer In	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental/Transfer	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	100,000.00	0.00	60,900.00	60.90	39,100.00
	=====	=====	=====	=====	=====

CITY OF BUNKER HILL VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

17 -Offsite Tree Program  
 NON-DEPARTMENTAL

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Support Services</u>					
17-00-00-8752 Offsite Tree Program E	200,000.00	0.00	105,571.30	52.79	94,428.70
TOTAL Support Services	200,000.00	0.00	105,571.30	52.79	94,428.70
<hr/>					
TOTAL NON-DEPARTMENTAL	200,000.00	0.00	105,571.30	52.79	94,428.70
<hr/>					
TOTAL EXPENDITURES	200,000.00	0.00	105,571.30	52.79	94,428.70
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 100,000.00)	0.00	( 44,671.30)		( 55,328.70)

CITY OF BUNKER HILL VILLAGE  
 BALANCE SHEET  
 AS OF: OCTOBER 31ST, 2024

99 - POOLED CASH

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<hr/>			
ASSETS			
=====			
99-00-00-1000	Pooled Cash	292,483.19	
99-00-00-1053	Reserves - Facilities	0.00	
99-00-00-1222	A/R Interest Income	0.00	
99-00-00-1350	ADVANCES	0.00	
99-00-99-1900	Due From Other Funds	<u>84.66</u>	
			<u>292,567.85</u>
TOTAL ASSETS			292,567.85
			=====
LIABILITIES			
=====			
99-00-00-2010	Accounts Payable	84.66	
99-00-00-2012	Accounts Payable - Other	0.00	
99-00-00-2013	Accounts Payable - Other	0.00	
99-00-00-2020	Wages Payable	0.00	
99-00-99-2900	Due to Other Funds	<u>292,483.19</u>	
TOTAL LIABILITIES			<u>292,567.85</u>
EQUITY			
=====			
99-00-00-3010	Fund Balance - G & A	<u>0.00</u>	
TOTAL BEGINNING EQUITY			0.00
TOTAL REVENUE			0.00
TOTAL EXPENDITURES			<u>0.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES			0.00
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			292,567.85
			=====

CITY OF BUNKER HILL VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2024

99 - POOLED CASH

83.33% OF YEAR COMP.

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

**City of Bunker Hill Village**  
**Check Register October 3, 2024 to November 12, 2024**

Name	Check #	Check Amount	Check Date	Description
HARRIS COUNTY MAYORS & COUNCIL	29295	50.00	10/15/2024	MEETING
TML INTERGOVERNMENTAL RISK POOL	29296	54,880.98	10/15/2024	PROPERTY INSURANCE AND OTHER
KONICA MINOLTA BUSINESS SOLUTIONS	29297	210.51	10/15/2024	COPIER MAINT FEE
OFFICE DEPOT	29298	737.64	10/15/2024	SUPPLIES
COVERALL NORTH AMERICA INC.	29299	1,640.00	10/15/2024	BUILDING JANITORIAL FEE
TYLER WORKS	29300	20,125.31	10/15/2024	ANNUAL FEE FOR INCODE
OMNIBASE SERVICES OF TEXAS	29301	238.46	10/15/2024	OMNI FEE 3RD QUARTER
NOVA HEALTHCARE PA	29302	100.77	10/15/2024	DRUG TEST
ROBERT BALDWIN	29303	12,650.00	10/15/2024	OCTOBER 2024 INSPECTIONS
VECTOR ELECTRONIC SECURITY SOLUTIONS	29304	432.00	10/15/2024	ALARM SYSTEM AT CITY HALL
VICTOR INSURANCE MANAGERS INC.	29305	200.00	10/15/2024	BOND FOR CITY OFFICIAL
TEJAS OFFICE PRODUCTS INC	29306	4,514.00	10/15/2024	FURNITURE AND SUPPLIES
PETTY CASH - SUSAN GRASS ENGELS	29307	63.69	10/15/2024	REIMBURSEMENT FOR TRAVEL
IDS ENGINEERING GROUP	29308	1,189.66	10/15/2024	IN HOUSE ENGINEERING - MWWA
ALSCO LINEN & UNIFORM SERVICE	29309	38.16	10/28/2024	UNIFORS
HOUSTON CHRONICLE	29310	3,078.74	10/28/2024	ADVERTISEMENT
MEMORIAL VILLAGES WATER AUTHORITY	29311	58,292.34	10/28/2024	WASTE WATER TREATMENT
OLSON & OLSON	29312	4,648.00	10/28/2024	LEGAL FEES SEPTEMBER 2024
HARRIS-GALVESTON SUBSIDENCE DISTRICT	29313	10,602.00	10/28/2024	WATER CREDITS
LANGFORD ENGINEERING INC.	29314	8,283.38	10/28/2024	GENERAL ENGINEERING SERVICES
CITY OF HOUSTON UTILITY CUSTOMER SERVICE	29315	203,126.48	10/28/2024	WATER USAGE
YARDWORKS	29316	21,671.50	10/28/2024	LANDSCAPING PROJECTS IN THE CITY
TYLER WORKS	29317	2,277.75	10/28/2024	TRANSACTION FEES
O'REILLY AUTO PARTS	29318	29.98	10/28/2024	PARTS
RICHMOND AUTO REPAIR & FLEET SERVICE	29319	40.49	10/28/2024	PARTS
NEIL TECHNICAL SERVICES CORP	29320	2,100.00	10/28/2024	TROUBLESHOOTING
CONSOLIDATED TRAFFIC CONTROLS INC.	29321	5,525.00	10/28/2024	REPLACE TRAFFIC SIGNAL
LINEBARGER GOGGAN BLAIR & SAMPSON LLP	29322	639.22	10/28/2024	COLLECTIONS FOR COURT
DENNIS WILLIAMS & CO INC.	29323	428.60	10/28/2024	DUMPSTER FEE
PREMIER TREE SERVICE	29324	3,050.00	10/28/2024	TREE REMOVAL
PROBSTFELD & ASSOCIATES	29325	1,410.00	10/28/2024	DRAINAGE REVIEW
NORTHWEST PEST PATROL	29326	3,375.00	10/28/2024	MOSQUITO SPRAYING
CREATIVE BLINDS	29327	7,693.10	10/28/2024	NEW BLINDS IN PUBLIC WORKS BUILDING
MUNICIPAL OPERATIONS & CONSULTING INC.	29328	791.25	10/28/2024	WEEKEND MONITORING
THE GOODMAN CORPORATION	29329	310.00	10/28/2024	MEMORIAL PROJECT
BLUE IRON TECHNOLOGIES	29330	4,305.88	10/28/2024	IT CONTRACT
TEXAS PRIDE DISPOSAL SOLUTIONS LLC	29331	74,473.83	10/28/2024	GARBAGE COLLECTIONS
QUADIENT INC.	29332	867.36	10/28/2024	POSTAGE METER
TX BBG CONSULTING INC	29333	1,100.00	10/28/2024	NEW HOME PLAN REVIEW
MANUEL BARRIOS	29334	500.00	10/28/2024	TRANSLATOR COURT
JAMES R SMITH	29335	250.00	10/28/2024	ASSOCIATE JUDGE OCT DOCKET
ROBERT LORD	29336	73.43	10/28/2024	REIMBURSEMENT
PVS DX INC.	29337	110.00	10/28/2024	CHEMICALS
SHELL ENERGY SOLUTIONS	29338	16,871.06	10/28/2024	ELECTRICITY FOR SEPTEMBER
WEX BANK	29339	509.82	10/28/2024	FUEL FOR PW VEHICLES
ALSCO LINEN & UNIFORM SERVICE	29340	114.48	11/12/2024	UNIFORMS
CITY OF HOUSTON HEALTH DEPARTMENT	29341	165.00	11/12/2024	WATER SAMPLE TESTING
W.W. GRAINGER INC.	29342	97.65	11/12/2024	PARTS
HARRIS COUNTY MAYORS & COUNCIL	29343	50.00	11/12/2024	MEETING
LANGFORD ENGINEERING INC.	29344	382.18	11/12/2024	ENGINEERING FEES
HOME DEPOT CREDIT SERVICES	29345	1,770.46	11/12/2024	SUPPLIES AND TWINKLE LIGHT PARADE SUPPLIES
COVERALL NORTH AMERICA INC.	29346	1,640.00	11/12/2024	JANITORIAL SERVICES
YARDWORKS	29347	4,380.00	11/12/2024	LANDSCAPING IN THE CITY
LOWE'S	29348	137.13	11/12/2024	PLANTED POTS FOR PW BUILDING
LINEBARGER GOGGAN BLAIR & SAMPSON LLP	29349	1,947.05	11/12/2024	COLLECTIONS FOR COURT
DATAPROSE LLC	29350	456.66	11/12/2024	NEWSLETTER
PROBSTFELD & ASSOCIATES	29351	2,835.00	11/12/2024	DRAINAGE REVIEW
BLUE ATLAS MARKETING	29353	275.00	11/12/2024	WEBSITE MAINT
ROBERT BALDWIN	29354	9,800.00	11/12/2024	SEPTEMBER INSPECTIONS
CORE & MAIN LP	29355	7,877.50	11/12/2024	WATER METER PROJECT
BLUE IRON TECHNOLOGIES	29356	3,440.70	11/12/2024	IT CONTRACT
SUSAN GRASS	29357	321.33	11/12/2024	TRAVEL REIMBURSEMENT
TETRA TECH INC	29358	4,428.38	11/12/2024	BUNKER HILL REVIEW
JASON BIENEK	29359	14,600.00	11/12/2024	SEPTEMBER INSPECTIONS
LLOYD GOSSELINK ROCHELLE & TOWNSEND P.C.	29360	2,312.50	11/12/2024	MWWP LEGAL SERVICES
NEVERLAND BALLOONS	29361	275.00	11/12/2024	TWINKLE LIGHT PARADE VENDOR PURCHASE
LOGO MAT CENTRAL LLC	29362	2,397.80	11/12/2024	MATS FOR PW AND CITY HALL
GRANTWORKS INC	29363	15,035.00	11/12/2024	GRANT WORK FOR WATER LINE REPLACEMENT PROJ



# INVOICE

Invoice # **V116974**  
 Invoice Date **10/02/24**  
 Account # **051561**  
 Sales Rep **JARRETT RABROKER**  
 Phone # **713-672-1472**  
 Branch # **180** **Houston, TX**  
 Total Amount Due **\$7,300.00**

1830 Craig Park Court  
St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST LOUIS, MO 63146

919 1 MB 0.622 E0458X I0657 D13458026886 S2 P10508600 0001:0001

Shipped to:  
 11977 MEMORIAL DR  
 ELVIN: 713-467-9762  
 HOUSTON, TX


  
  
 CITY OF BUNKER HILL VILLAGE  
 11977 MEMORIAL DR  
 HOUSTON TX 77024-6231

**CUSTOMER JOB- AMI & TOWER**

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
6/19/24	6/19/24	AMI GATEWAYSAMI & TOWER				DIRECT	V116974

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CORE & MAIN PO#- 1891047 CORE & MAIN PO#- 1891044						
/45017823931	HD 21-70 ALUMINUM TOWER BID SEQ# 20	1	1		5900.00000	EA	5,900.00
/45017823932	B-30 BASE BID SEQ# 30	1	1		600.00000	EA	600.00
/45017823933	ESTIMATED SHIPPING BID SEQ# 40	1	1		800.00000	EA	800.00
676165M	MOBILIZATION CHARGE BID SEQ# 60	1		1	12500.00000	EA	.00
96GATEWAYINSTALL	INSTALLATION OF GATEWAY COLLECTOR (EACH: PER COLLECTOR) BID SEQ# 70	1		1	50000.00000	EA	.00



- Manage billing online
- Reprint invoices
- Retrieve proof of deliveries

Be suspicious of emails requesting wire transfers or payments to Core & Main using updated remittance information. For tips about how to identify bad actors, visit [coreandmain.com/identifying-fraud](https://coreandmain.com/identifying-fraud).

Freight	Delivery	Handling	Restock	Misc.		Subtotal:	7,300.00
						Other:	0.00
						Tax:	0.00
						<b>Invoice Total:</b>	<b>\$7,300.00</b>

Terms: NET 30  
 Ordered By: ELVIN HERNANDEZ

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted.  
 To review these terms and conditions, please visit: <https://coreandmain.com/terms-of-sale/>.



The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

*06-9184.03*

# Invoice

Bill To

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

Date  
 7/31/2024

Invoice #  
 7-2024-1

Terms

Project  
 BHV100

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 H-GAC TIP Call for Projects Funding Pursuit Assistance	15,500.00	95%	2.00%	310.00

Please send payment to:  
 The Goodman Corporation  
 911 W. Anderson Lane, Ste. 200  
 Austin, TX 78757

<b>Total</b>	\$310.00
<b>Balance Due</b>	\$310.00

Phone #	Fax #
713-951-7951	713-951-7957

**To:** Gerardo Barrera  
**From:** Jim Webb, AICP, ENV SP  
**Project Name:** Bunker Hill Village H-GAC TIP Call for Projects Funding Pursuit Assistance  
**Project Code:** BHV100  
**Billing Period:** Jul-24

## Progress Complete

Task	Prior Percent	Current Percent
1	95%	97%

## Progress Details

### 1 – Memorial Drive PH 2 Project Funding Pursuit

- Received initial project score from H-GAC. Shared with client.
- Reviewed score and provided H-GAC with comments to raise score.
- Completed final edits to BCA and provided to client.
- Pending final submission of materials to H-GAC.



2201 Northland Drive, Austin, Texas 78756  
 Office: (512) 420-0303 | Fax: (512) 420-0302

## ARPA INVOICE

<b>Invoice No.</b>	01
<b>ARPA Contract No.</b>	ARP-TX-21-208
<b>Invoice/Service Date</b>	10-24-2024

**Client:**

City of Bunker Hill Village  
 Attention: Gerardo Barrera (City Administrator)  
 Texas

ID	ARPA Administrative Services	Contract Amount	Previously Completed	Completed This Invoice	Completed to Date	Percent Complete
<b>1. Administrative Services Milestones</b>						
1	Project Selection Completed - List of projects created and assigned preliminary budgets.	\$7,275.00		<b>\$7,275.00</b>	\$7,275.00	15%
<b>2. Administrative Services Milestones</b>						
2	Policies/Procedures and/or Implementation Strategy Established - Policy & Procedures documentation (where appropriate), procurement documents, documentation supporting eligibility of each expense/project.	\$7,760.00			\$0.00	0%
<b>3. Administrative Services Milestones</b>						
3	25% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>4. Administrative Services Milestones</b>						
4	50% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>5. Administrative Services Milestones</b>						
5	75% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>6. Administrative Services Milestones</b>						
6	All Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>7. Administrative Services Milestones</b>						
7	Transfer of All Close-Out Documents - All reports filed with TDEM/USDT, all docs and records transferred. Closeout meeting complete.	\$2,425.00			\$0.00	0%
<b>Total</b>		<b>\$48,500.00</b>		<b>\$7,275.00</b>	<b>\$7,275.00</b>	

**Invoice Summary**

Total Contract Amount	\$48,500.00
Amount Previously Invoiced	\$0.00
<b>Amount Due This Invoice</b>	<b>\$7,275.00</b>
Remaining Balance	\$48,500.00

*Thank you for your business!*

Please remit payment by check to GrantWorks, Inc. at the address above.



2201 Northland Drive, Austin, Texas 78756  
Office: (512) 420-0303 | Fax: (512) 420-0302

**ARPA INVOICE**

Invoice No.	02
ARPA Contract No.	ARP-TX-21-208
Invoice/Service Date	10-24-2024

**Client:**  
City of Bunker Hill Village  
Attention: Gerardo Barrera (City Administrator)  
Texas

ID	ARPA Administrative Services	Contract Amount	Previously Completed	Completed This Invoice	Completed to Date	Percent Complete
<b>1. Administrative Services Milestones</b>						
1	Project Selection Completed - List of projects created and assigned preliminary budgets.	\$7,275.00	\$7,275.00		\$7,275.00	15%
<b>2. Administrative Services Milestones</b>						
2	Policies/Procedures and/or Implementation Strategy Established - Policy & Procedures documentation (where appropriate), procurement documents, documentation supporting eligibility of each expense/project.	\$7,760.00		\$7,760.00	\$7,760.00	16%
<b>3. Administrative Services Milestones</b>						
3	25% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>4. Administrative Services Milestones</b>						
4	50% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>5. Administrative Services Milestones</b>						
5	75% of Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>6. Administrative Services Milestones</b>						
6	All Allocated Funds Expended	\$7,760.00			\$0.00	0%
<b>7. Administrative Services Milestones</b>						
7	Transfer of All Close-Out Documents - All reports filed with TDEM/USDT, all docs and records transferred. Closeout meeting complete.	\$2,425.00			\$0.00	0%
<b>Total</b>		<b>\$48,500.00</b>	<b>\$7,275.00</b>	<b>\$7,760.00</b>	<b>\$15,035.00</b>	

**Invoice Summary**

Total Contract Amount	\$48,500.00
Amount Previously Invoiced	\$7,275.00
<b>Amount Due This Invoice</b>	<b>\$7,760.00</b>
Remaining Balance	\$41,225.00

*Thank you for your business!*

Please remit payment by check to GrantWorks, Inc. at the address above.



## Water Conservation School Program Sponsorship Invoice

**Bill To:** Bunker Hill Villages, City of  
City of Bunker Hill Village - Susan Grass  
11977 Memorial DR  
Houston TX 77024  
Work: 713-467-9762  
invoice@bunkerhilltx.gov

10/22/2024

GWB2024-116186

Bunker Hill Villages, City of

Fee No.: 383688

**SPONSORED SCHOOL(S):** Northgate Crossing Elementary , High Island Elementary ,  
Whispering Pines Elementary , Worsham Elementary

**# OF STUDENTS:** 279

**TOTAL AMOUNT DUE:** \$10,602.00

**DUE DATE:** 11/21/2024

Payment Instructions	
<b>Check by Mail</b>	Please make checks payable to: Harris-Galveston Subsidence District  Mailing Address: Harris-Galveston Subsidence District ATTN: Water Conservation School Program 1660 West Bay Area Boulevard Friendswood, TX 77546
<b>Credit Card</b>	Please call 281-486-1105 to pay by credit card over the phone.

### Questions?

**Denise Ma**  
Water Conservation Coordinator  
281-956-2190  
Email: DMA@subsidence.org



1660 West Bay Area Blvd., Friendswood, TX 77546  
www.hgsubsidence.org

**Statement**

Langford Engineering, Inc.  
 1080 W. Sam Houston Pkwy. N.  
 Suite 200  
 Houston, TX 77043  
 713-461-3530

City of Bunker Hill Village  
 11977 Memorial Drive  
 Houston, TX 77024

Statement date: 10/9/2024

	Invoice Number	Invoice Date	Amount
<b>City of Bunker Hill Village</b>			
<b>200-009 Bunker Hill General Engineering Services</b>			
	28059	9/27/2024	<u>382.18</u>
	<b>Project Outstanding</b>		382.18
<i>HOLDING</i>			
<b>200-029 2024 Waterline Rehab</b>			
	27894	8/30/2024	<u>2,000.00</u>
	28057	9/27/2024	<u>5,500.00</u>
	<b>Project Outstanding</b>		7,500.00
<i>LOOKING INTO</i>			
<b>200-031 Cleaning and Televising along Bunker Hill Road</b>			
	28058	9/27/2024	<u>2,783.38</u>
	<b>Project Outstanding</b>		<u>2,783.38</u>
	<b>Client Outstanding</b>		10,665.56

City of Bunker Hill Village						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
10,665.56	8,665.56	2,000.00	0.00	0.00	0.00	0.00

**Langford Engineering, Inc.**  
1080 W. Sam Houston Pkwy. N.  
Suite 200  
Houston, TX 77043  
713-461-3530

City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

Invoice number 28057  
Date 09/27/2024

Project **200-029 2024 Waterline Rehab**

Engineering Services through September 27, 2024

2024 Waterline Rehab at Mayerline and Tara

**Invoice Summary**

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
010 - Design Surveys, Geotech, Etc	20,000.00	20,000.00	20,000.00	0.00
012 - Design Phase Services	43,120.00	43,120.00	43,120.00	0.00
013 - Construction Phase Services	16,300.00	7,500.00	2,000.00	5,500.00
014 - Observation of Construction	49,400.00	0.00	0.00	0.00
016 - Record Drawings	3,500.00	0.00	0.00	0.00
017 - Construction Materials Testing	20,000.00	0.00	0.00	0.00
019 - Reimbursable Expenses	2,000.00	115.00	115.00	0.00
Total	154,320.00	70,735.00	65,235.00	5,500.00

Invoice total **5,500.00**

Approved by:

John K. Davis  
President

*For questions regarding this invoice, please call Sonya Castro at 713-461-3530 or email Sonya.C@langfordeng.com. Thank you.*

Langford Engineering, Inc.  
1080 W. Sam Houston Pkwy. N.  
Suite 200  
Houston, TX 77043  
713-461-3530

City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

Invoice number 28058  
Date 09/27/2024

Project **200-031 Cleaning and Televising along  
Bunker Hill Road**

Engineering Services through September 27, 2024

Sanitary Sewer Rehab along Bunker Hill Road and Greenbay Drive

**Invoice Summary**

Description	Contract Amount	Total Billed	Current Billed
023 - CONSTRUCTION PHASES SERVICES	6,500.00	2,783.38	2,783.38
024 - OBSERVATION OF CONSTRUCTION	38,900.00	0.00	0.00
026 - RECORD DRAWING	2,100.00	0.00	0.00
029 - REIMBURSABLE EXPENSE	1,000.00	0.00	0.00
<b>Total</b>	<b>48,500.00</b>	<b>2,783.38</b>	<b>2,783.38</b>

Invoice total **2,783.38**

Approved by:

John K. Davis  
President

*For questions regarding this invoice, please call Sonya Castro at 713-461-3530 or email Sonya.C@langfordeng.com. Thank you.*



**Langford Engineering, Inc.**  
1080 W. Sam Houston Pkwy. N.  
Suite 200  
Houston, TX 77043  
713-461-3530

City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

Invoice number 28059  
Date 09/27/2024

Project **200-009 Bunker Hill General  
Engineering Services**

Engineering Services through September 27, 2024

**Invoice Summary**

Description	Current Billed
101 - 2024 Misc Assignments	382.18
<b>Total</b>	<b>382.18</b>

**101 - 2024 Misc Assignments**

**Professional Fees**

	Hours	Billed Amount
Senior Project Manager Meeting with Gerardo and Huey in regards to the findings on Bunker Hill Road and how the City wanted to proceed	2.00	382.18
<b>Invoice total</b>		<b>382.18</b>

Approved by:

John K. Davis  
President

*Acct: 04.8001*

For questions regarding this invoice, please call Sonya Castro at 713-461-3530 or email Sonya.C@langfordeng.com. Thank you.

# Neil Technical Services, LLC

P. O. Box 692189  
Houston Texas 77269  
281-477-7867

# Invoice

DATE	INVOICE #
10/14/2024	129707

BILL TO
City of Bunkerhill 11977 Memorial Drive Houston, TX 77024
SERVICE TO
City of Bunkerhill City Hall Install Power For Antenna



Pumps, Motors and Controls  
Celebrating 28 Years of Service  
1995-2023

State of Texas Electrical Contractor  
TECL17123

		PO#	TERMS	Net 30
QTY	DESCRIPTION	RATE	AMOUNT	
1	<p>Bid Job - 09/30/2024</p> <p>* Service to Install New Conduit, Wire and Breaker for Power to Tower.</p> <p>09/30/2024: Ran a dedicated 20 amp circuit to the back of the warehouse for power for Antenna.</p> <p>NOTE: * Customer must make Panel accessible to perform job.</p>	2,100.00	2,100.00	
Thank you for your business.			<b>Total</b>	\$2,100.00
<p>Regulated by The Texas Department of Licensing and Regulation. P.O. Box 12157, Austin, Texas 78711 1-800-803-9202, 512-463-6599; website: <a href="http://www.license.state.tx.us/complaints">www.license.state.tx.us/complaints</a></p>				

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
9/3/2024	70249

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$705.00</b>
<b>DUE DATE</b>	<b>9/3/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-093

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • FOR REMODEL • Grading & Drainage Plans • Detention Worksheet	4	175.00	9/3/2024	700.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	9/3/2024	5.00

FOR: ANA LE  
 AT: 315 Rainier Drive ~ City of Bunker Hill Village  
 LGL: Lot 4, Block 2, Rainier Forest (.55 ACRE)  
 ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$705.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$705.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
9/6/2024	70347

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$705.00</b>
<b>DUE DATE</b>	<b>9/6/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	3027-002

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	4	175.00	9/6/2024	700.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: BRUCE BAKER  
 AT: 5 Powderhorn Street ~ City of Bunker Hill Village  
 LGL: TR 16H, ABST 72 • JD TAYLOR (1.07 ACRE)

ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$705.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$705.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

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# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
9/30/2024	70424

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>9/30/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt.</b>

P.O. NO.	STATUS	JOB NO.
	Completed	2041-014

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	2	175.00	9/30/2024	350.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: JEFFREY & DONNA HAAS  
 AT: 6 Duchess Court ~ City of Bunker Hill Village  
 LGL: Lot I, Duchess Court II (.50 ACRE)

ORDERED BY: JASON BIENEK

*Thank you!*

Thank you for the privilege to serve you!

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
10/10/2024	70545

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$175.00</b>
<b>DUE DATE</b>	<b>10/10/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	2041-014

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #3 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet  NO OBJECTIONS  FOR: JEFFREY & DONNA HAAS AT: 6 Duchess Court ~ City of Bunker Hill Village LGL: Lot 1, Duchess Court II (.50 ACRE)  ORDERED BY: JASON BIENEK	1	175.00	10/10/2024	175.00

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING - PLATTING SERVICES**

<b>Subtotal</b>	\$175.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$175.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

<b>DATE</b>	<b>INVOICE NO.</b>
10/10/2024	70546

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>10/10/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

<b>P.O. NO.</b>	<b>STATUS</b>	<b>JOB NO.</b>
	Completed	1901-094

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	2	175.00	10/10/2024	350.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	10/10/2024	5.00

FOR: NIKOLAS & SARAH HENRY  
 AT: 11923 Homewood Lane ~ City of Bunker Hill Village  
 LGL: Lot 5, Tall Pines (.48 ACRE)

ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77460

## Invoice

DATE	INVOICE NO.
10/10/2024	70547

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>10/10/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1414-012

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	2	175.00	10/10/2024	350.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	10/10/2024	5.00

FOR: LAIRD CUSTOM HOMES  
 AT: 234 Plantation Road ~ City of Bunker Hill Village  
 LGL: Lot 28, Bock 2, Whispering Oaks

ORDERED BY: JASON BIENEK

*Thank you!*

Thank you for the privilege to serve you!

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com



# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
10/14/2024	70548

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>10/14/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901095

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	2	175.00	10/14/2024	350.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	10/14/2024	5.00

FOR: QI GUO & YAN YAN  
 AT: 266 Stoney Creek Drive ~ City of Bunker Hill Village  
 LGL: Lot 3, Block 3, Whispering Oaks

ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING - PLATTING SERVICES**

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
10/31/2024	70591

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$530.00</b>
<b>DUE DATE</b>	<b>10/31/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	3027-002

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	3	175.00	10/31/2024	525.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: BRUCE BAKER  
 AT: 5 Powderhorn Street ~ City of Bunker Hill Village  
 LGL: TR 16H, ABST 72 • JD TAYLOR (1.07 ACRE)

ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

<b>Subtotal</b>	\$530.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$530.00</b>
<b>Payments/Credits</b>	\$0.00

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
10/31/2024	70592

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>10/31/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-092

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • FOR REMODEL • Grading & Drainage Plans • Detention Worksheet	2	175.00	10/31/2024	350.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	10/31/2024	5.00

FOR: JON SLAGLE  
 AT: 301 Rainier Drive ~ City of Bunker Hill Village  
 LGL: Lot 1, Block 2, Rainier Forest (.59 ACRE)

ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
10/31/2024	70593

**BILL TO:**

City of Bunker Hill Village  
 Attn: Jason Bienek  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$355.00</b>
<b>DUE DATE</b>	<b>10/31/2024</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

DESCRIPTION	QTY	RATE	P.O. NO.	STATUS	JOB NO.
				Completed	1901-093
			JOB COMPLETION	AMOUNT	
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • FOR REMODEL • Grading & Drainage Plans • Detention Worksheet	2	175.00	10/31/2024	350.00	
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	10/31/2024	5.00	

FOR: ANA LE  
 AT: 315 Rainier Drive ~ City of Bunker Hill Village  
 LGL: Lot 4, Block 2, Rainier Forest (.55 ACRE)  
 ORDERED BY: JASON BIENEK

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$355.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$355.00</b>
<b>Payments/Credits</b>	\$0.00



## Progress Report

To: Mr. Gerardo Barrera & Mr. Elvin Hernandez  
Date: October 8, 2024  
Project: Bunker Hill Village: Progress Report  
RPS Project No.: 004067 – On-Call Services  
007054 – Site Development Review  
008071 – On-Call Drainage Committee Services

---

Work performed from September 1, 2024 to September 30, 2024

### **004067: On-Call Services (TOTAL = \$1,077.65)**

- Coordination and Review of CCTV from storm sewer along Bunker Hill Road.
  - Mike McClung – 1 hr
  - Khaled Elhalabi – 5 hrs

### **007054: Site Development Reviews (TOTAL = \$2,277.16)**

- Coordination on 301 Rainier (\$354.87)
  - Mike McClung – 1 hr
- 11630 Monica Spreadsheet Review (\$354.87)
  - Mike McClung – 1 hr
- Completed HGL calculations based on existing XP-SWMM model and Atlas 14:  
*5 Powderhorn, 234 Plantation, 11715 Winshire, 315 Rainier (\$2,118.67)*
  - Luis Dinarte – 1 hr
  - Mike McClung – 4 hrs

### **008071: On-Call Drainage Committee Services (TOTAL = \$1,073.57)**

- Prepare for and attend drainage committee meeting.
  - Mike McClung – 3 hrs



**Tetra Tech, Inc.**  
 575 North Dairy Ashford  
 Suite 700  
 Houston, TX 77079  
 (281) 589-7257

**BILL TO:** CITY OF BUNKER HILL VILLAGE  
**ATTN:** GERARDO BARRERA MBA CPM  
 11977 MEMORIAL DRIVE  
 HOUSTON, TX 77024

**INVOICE NUMBER:** 52320795  
**INVOICE DATE:** 10/16/2024  
**SERVICES THROUGH:** 09/30/2024  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

**PROFESSIONAL SERVICES:**

**Project Number** 200-646973-24003 **Bunker Hill Village Drainage Committee On-Call 2024**  
**Top Task** 01 **Drainage Committee**

EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
McClung, Michael R.	Program Manager	3.00	\$354.87	\$1,064.61
<b>TOTAL LABOR</b>		<b>3.00</b>		<b>\$1,064.61</b>
		<b>SUBTOTAL</b>		<b>\$1,064.61</b>

OTHER DIRECT CHARGES	TYPE	CURRENT QUANTITY	UNIT RATE	CURRENT AMOUNT
McClung, Michael R	Mileage (unit)	13.38	\$0.67	\$8.96
<b>TOTAL OTHER DIRECT CHARGES</b>				<b>\$8.96</b>
		<b>SUBTOTAL</b>		<b>\$8.96</b>

**Total Top Task# 01** **\$1,073.57**

**Total Project# 200-646973-24003** **\$1,073.57**

**TOTAL AMOUNT DUE THIS INVOICE:** **\$1,073.57**

**REMIT PAYMENT TO:**

**TETRA TECH, INC.**  
 PO Box 911967  
 DENVER, CO 80291-1967

To ensure accurate posting, please note the invoice number on your check. Interest will be charged on all past-due amounts per contract terms and conditions.



**Tetra Tech, Inc.**  
**Engineering & Architecture**  
**Services**  
 575 North Dairy Ashford  
 Suite 700  
 Houston, TX 77079  
 (281) 589-7257

Bill To: CITY OF BUNKER HILL VILLAGE  
 ATTN: GERARDO BARRERA MBA CPM  
 11977 MEMORIAL DRIVE  
 HOUSTON, TX 77024

**INVOICE NUMBER:** 52320795  
**INVOICE DATE:** 10/16/2024  
**SERVICES THROUGH:** 09/30/2024  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

**PROFESSIONAL SERVICES:**

**Project Number** 200-646973-24003 **Bunker Hill Village Drainage Committee On-Call 2024**  
**Top Task** 01 **Drainage Committee**

DATE	EMPLOYEE	TITLE	COMMENTS	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
09/09/24	McClung, Michael R.	Program Manager	Turf Discussion	1.00	\$354.87	\$354.87
09/10/24	McClung, Michael R.	Program Manager	Planning Meeting	2.00	\$354.87	\$709.74
<b>TOTAL LABOR</b>				<b>3.00</b>		<b>\$1,064.61</b>

DATE	OTHER DIRECT CHARGES	TYPE	CURRENT AMOUNT
08/29/24	McClung, Michael R	Mileage (unit)	\$8.96
<b>TOTAL OTHER DIRECT COSTS</b>			<b>\$8.96</b>

**Subtotal Task# 01** \$1,073.57  
**Total Project# 200-646973-24003** \$1,073.57

**TOTAL AMOUNT DUE THIS INVOICE:** \$1,073.57

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 HOUSTON, TX 77024

**INVOICE NUMBER:** 52320798  
**INVOICE DATE:** 10/16/2024  
**SERVICES THROUGH:** 09/30/2024  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

**PROFESSIONAL SERVICES:**

Project Number	200-646973-24002	Bunker Hill Village On-Call - Site Development Review for Drainage Impacts		
Top Task	01	Site Development Review		
EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
McClung, Michael R.	Program Manager	2.00	\$354.87	\$709.74
<b>TOTAL LABOR</b>		<b>2.00</b>		<b>\$709.74</b>
		<b>SUBTOTAL</b>		<b>\$709.74</b>
<b>Total Top Task# 01</b>				<b>\$709.74</b>
Top Task	02	HGL Calculations		
EMPLOYEE	TITLE	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
Dinarte, Luis	Engineer 2	1.00	\$147.94	\$147.94
McClung, Michael R.	Program Manager	4.00	\$354.87	\$1,419.48
<b>TOTAL LABOR</b>		<b>5.00</b>		<b>\$1,567.42</b>
		<b>SUBTOTAL</b>		<b>\$1,567.42</b>
<b>Total Top Task# 02</b>				<b>\$1,567.42</b>
<b>Total Project# 200-646973-24002</b>				<b>\$2,277.16</b>

**TOTAL AMOUNT DUE THIS INVOICE:** \$2,277.16

**REMIT PAYMENT TO:**

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INVOICE NUMBER: 52320798  
INVOICE DATE: 10/16/2024  
SERVICES THROUGH: 09/30/2024  
FEDERAL TAX ID#: 95-4148514  
TERMS: NET 30

**PROFESSIONAL SERVICES:**

DATE	EMPLOYEE	TITLE	COMMENTS	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
<b>Project Number 200-646973-24002 Bunker Hill Village On-Call - Site Development Review for Drainage Impacts</b>						
<b>Top Task 01 Site Development Review</b>						
09/18/24	McClung, Michael R.	Program Manager	301 Rainier Phone Call	1.00	\$354.87	\$354.87
09/25/24	McClung, Michael R.	Program Manager	11630 Monica Spreadsheet Review	1.00	\$354.87	\$354.87
<b>TOTAL LABOR</b>				<b>2.00</b>		<b>\$709.74</b>
<b>Subtotal Task# 01</b>						<b>\$709.74</b>
<b>Top Task 02 HGL Calculations</b>						
09/19/24	Dinarte, Luis	Engineer 2	234 PLANTATION ROAD HGL	0.50	\$147.94	\$73.97
09/24/24	Dinarte, Luis	Engineer 2	11715 Winshire Circle HGL	0.50	\$147.94	\$73.97
09/03/24	McClung, Michael R.	Program Manager	5 Powderhorn	1.00	\$354.87	\$354.87
09/04/24	McClung, Michael R.	Program Manager	315 Rainier	1.00	\$354.87	\$354.87
09/19/24	McClung, Michael R.	Program Manager	234 Plantation	1.00	\$354.87	\$354.87
09/24/24	McClung, Michael R.	Program Manager	11715 Winshire	1.00	\$354.87	\$354.87
<b>TOTAL LABOR</b>				<b>5.00</b>		<b>\$1,567.42</b>
<b>Subtotal Task# 02</b>						<b>\$1,567.42</b>
<b>Total Project# 200-646973-24002</b>						<b>\$2,277.16</b>
<b>TOTAL AMOUNT DUE THIS INVOICE:</b>						<b>\$2,277.16</b>

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**ATTN:** GERARDO BARRERA MBA CPM  
 11977 MEMORIAL DRIVE  
 HOUSTON, TX 77024

**INVOICE NUMBER:** 52320803  
**INVOICE DATE:** 10/16/2024  
**SERVICES THROUGH:** 09/30/2024  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

**PROFESSIONAL SERVICES:**

**Project Number** 200-646973-24001 **City of Bunker Hill Village - On-Call 2024**  
**Top Task** 01 **General On-Call Services**

<b>EMPLOYEE</b>	<b>TITLE</b>	<b>CURRENT LABOR HOURS</b>	<b>LABOR RATE</b>	<b>CURRENT LABOR AMOUNT</b>
Elhalabi, Khaled	Construction Project Rep 2	5.00	\$144.56	\$722.78
McClung, Michael R.	Program Manager	1.00	\$354.87	\$354.87
<b>TOTAL LABOR</b>		<b>6.00</b>		<b>\$1,077.65</b>
		<b>SUBTOTAL</b>		<b>\$1,077.65</b>

**Total Top Task# 01 \$1,077.65**

**Total Project# 200-646973-24001 \$1,077.65**

**TOTAL AMOUNT DUE THIS INVOICE: \$1,077.65**

**REMIT PAYMENT TO:**

**TETRA TECH, INC.**  
**PO Box 911967**  
**DENVER, CO 80291-1967**

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11977 MEMORIAL DRIVE  
HOUSTON, TX 77024

**INVOICE NUMBER:** 52320803  
**INVOICE DATE:** 10/16/2024  
**SERVICES THROUGH:** 09/30/2024  
**FEDERAL TAX ID#:** 95-4148514  
**TERMS:** NET 30

**PROFESSIONAL SERVICES:**

**Project Number** 200-646973-24001 **City of Bunker Hill Village - On-Call 2024**  
**Top Task** 01 **General On-Call Services**

DATE	EMPLOYEE	TITLE	COMMENTS	CURRENT LABOR HOURS	LABOR RATE	CURRENT LABOR AMOUNT
09/26/24	Elhalabi, Khaled	Construction Project Rep 2		4.00	\$144.56	\$578.22
09/27/24	Elhalabi, Khaled	Construction Project Rep 2		1.00	\$144.56	\$144.56
09/25/24	McClung, Michael R.	Program Manager	CCTV Coordination	1.00	\$354.87	\$354.87
<b>TOTAL LABOR</b>				<b>6.00</b>		<b>\$1,077.65</b>
				<b>Subtotal Task# 01</b>		<b>\$1,077.65</b>
				<b>Total Project# 200-646973-24001</b>		<b>\$1,077.65</b>

**TOTAL AMOUNT DUE THIS INVOICE:** **\$1,077.65**

**REMIT PAYMENT TO:**

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**PO Box 911967**  
**DENVER, CO 80291-1967**

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*City of*

# BUNKER HILL VILLAGE

WWW.BUNKERHILLTX.GOV

**Mayor**  
Robert P. Lord

**Council**  
Susan Schwartz – Mayor Pro Tem  
Eric Thode  
Carl Moerer  
Keith Brown  
Andrew Poor

## CITY OF BUNKER HILL VILLAGE, TEXAS LOCAL GENERAL PROCUREMENT POLICIES AND PROCEDURES STATEMENT

*Per 2 CFR 200.318 (a) General Procurement Standards and GrantWorks' service to provide complete ARPA files, we need to document the procurement policy for state and local regulations – this form is a short way to complete that check.*

CHECK APPLICABLE	APPLICABLE CODE, REGULATION AND/OR PROCUREMENT POLICY FOLLOWED
X	LGC 252 PURCHASING AND CONTRACT AUTHORITY OF MUNICIPALITIES*
	LGC 262 PURCHASING AND CONTRACT AUTHORITY OF COUNTIES*
X	LGC 271 PURCHASING AND CONTRACTING AUTHORITY OF LOCAL GOV*
X	GV 2253 PUBLIC WORKS PERFORMANCE AND PAYMENT BONDS*
X	GV 2254 PROFESSIONAL AND CONSULTING SERVICES*
X	GV 2269 CONTRACT AND DELIVERY SERVICES FOR CONSTRUCTION PROJECTS*
	LOCAL SPECIFIC PROCUREMENT POLICIES
	<b>OTHER/ADDITIONAL BELOW</b>
	1
	2

*(please select what applies (above & below))*

  X   By default, as a (General Law) local government entity in the State of Texas, we follow the applicable State Regulations as noted by \* above; or

       As a Home Rule Municipality, we have adopted a charter and ordinances that include our procurement policy

\_\_\_\_\_  
Name & date (print, sign & date)

LGC-Local Government Code  
GV – Government Code  
Both are found in e Texas Constitution and Statutes: <https://statutes.capitol.texas.gov/?link=LG>



PHONE: (713) 467-9762 | 11977 MEMORIAL DRIVE, HOUSTON, TEXAS 77024 | FAX: (713) 827-8752

**CITY OF BUNKER HILL VILLAGE, TEXAS**  
**ARPA / FEDERAL PROCUREMENT POLICIES AND PROCEDURES ADDENDUM**

The City of Bunker Hill Village, Texas (the “City”) follows the procurement standards in 2 CFR 200.317 – 2 CFR 200.327 and Appendix II to Part 200 for procurement actions to be funded with Federal funds. All attempts are made to adhere to these policies and procedures and updates are made as needed. The entirety of the language found in 2 CFR 200.317 – 2 CFR 200.327 may not be applicable in all instances, programs, and/or situations. While the entirety of 2 CFR 200 applies to Federally funded programs/projects; this document contains the most current 2 CFR 200.317 – 2 CFR 200.327 language specifically for procurement - with additional policy plan language - available at the adoption of these policies and procedures.

To be consistent with section 2 CFR 200.318 (a) below; should State of Texas applicable codes for local governments include more stringent requirements for certain procurement sections, the more stringent requirement will apply.

**§200.317 Procurements by states.** When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

**§200.318 General procurement standards.** (a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

*The City will have available and provide upon request a copy of their adopted local procurement policies.*

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

*The City will ensure contractual reporting and performance requirements specific to an ARPA recipient are included in procurement documents; tracked and passed-through, as applicable, to awarded vendors, contractors, subrecipients, beneficiaries and subcontractors.*

(c) (1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept

gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

*The City will ensure that any employee, officer, or agent of the City who has a conflict of interest (or the appearance of a conflict of interest) will recuse themselves from identification or approval of selected ARPA projects or ARPA planned budget lines; as well as from the selection of a vendor, contractor, subcontractor, subrecipient or beneficiary with whom they may have (or the appearance of) a financial or personal interest. Should an issue arise, it will be addressed per current Ethics/Local Policy.*

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

*The City will document their impartial selection of a project, award or sub-award made to a parent, affiliate or subsidiary organization in a non-competitive manner. Ownership records and potential Conflicts of Interest are reviewed as part of the procurement process and in accordance with State/Local Ethics policy.*

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

*The City will analyze expected procurements and needs via an Independent Cost Analysis (where feasible/applicable) and internal resources analysis and look to break out procurements in a way to reduce unnecessary or duplicative items; as well as provide opportunity for small businesses or Historically Underutilized Businesses (HUBs) to participate in a procurement, while also ensuring that proper procurement methods for the estimated size of the project are followed. The City would review commodity codes and vendors to ensure uniform purchases and utilization of standard purchase agreements where possible.*

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a

systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

*The City will maintain records documenting the history of each procurement – indicating compliance with federal, state and local procurement regulations.*

(j)

*For time-and-materials type contracts, the City will document their decision to follow this type of contract; the ceiling price for the project/contract; methods for tracking materials expenditures for reimbursement with percent caps above estimated pricing; methods for tracking actual labor hours (similar to Certified Payroll or Force Account tracking); a schedule of site visits and adherence to estimated timeline within acceptable variance amounts.*

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

**§200.319 Competition.** *The City will comply with all the regulations within this section as well as with applicable State/Local procurement requirements. Documentation will be maintained that demonstrates all stages and compliance with applicable procurement regulations.*

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name



or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

**§200.320 Methods of procurement to be followed.** The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) **Micro-purchases—(i) Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) (<https://www.ecfr.gov/current/title-48/chapter-1/subchapter-A/part-2/subpart-2.1>) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases**—(i) **Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the

material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business;  
and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

**§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.** (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

**§200.322 Domestic preferences for procurements.** (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**§200.323 Procurement of recovered materials.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**§200.324 Contract cost and price.** (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

**§200.325 Federal awarding agency or pass-through entity review.** (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

**§200.326 Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**§200.327 Contract provisions.** The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to this part.

#### **Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), “Equal Employment Opportunity” ([30 FR 12319](#), 12935, [3 CFR Part, 1964-1965 Comp.](#), p. 339), as amended by [Executive Order 11375](#), “Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) [Davis-Bacon Act](#), as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the [Davis-Bacon Act](#) ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions

Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

**(E) [Contract Work Hours and Safety Standards Act](#) ([40 U.S.C. 3701-3708](#)).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2](#) (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**(G) [Clean Air Act](#) ([42 U.S.C. 7401-7671q](#).) and the [Federal Water Pollution Control Act](#) ([33 U.S.C. 1251-1387](#)),** as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the [Clean Air Act](#) ([42 U.S.C. 7401-7671q](#)) and the [Federal Water Pollution Control Act](#) as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**(H) Debarment and Suspension (Executive Orders 12549 and 12689) -** A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for



Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

All prime vendors, contractors, and subcontractors must be verified that they are registered and active through the SAM.com website prior to any formal action authorizing the award of the contract which is being paid with ARPA funds. The City must follow the requirements of the RFP and/or if the City determines it is in their best interest, a "conditional award" requiring registration and active status on SAM.gov could be utilized prior to formal action of executing a contract.

All prime vendors, contractors and subcontractors that enter into a subcontractor agreement after the date of the initial award, will also be responsible to ensure lower-tier contractors are not excluded or disqualified.

**(I)** Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**(J)** See § 200.323\* Procurement of Recovered Materials

**(K)** See § 200.216\*\* Prohibition on certain telecommunications and video surveillance services or equipment

**(L)** See § 200.322\*\*\* Domestic preferences for procurements

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**\*§ 200.323 Procurement of recovered materials.** A [non-Federal entity](#) that is a [state](#) agency or agency of a political subdivision of a [state](#) and its [contractors](#) must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**\*\*§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.**

**(a)** [Recipients](#) and sub [recipients](#) are prohibited from obligating or expending [loan](#) or grant funds to:

**(1)** Procure or obtain;

**(2)** Extend or renew a [contract](#) to procure or obtain; or

**(3)** Enter into a [contract](#) (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any [subsidiary](#) or affiliate of such entities).

**(i)** For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any [subsidiary](#) or affiliate of such entities).

**(ii)** Telecommunications or video surveillance services provided by such entities or using such equipment.

**(iii)** Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**(b)** In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering [loan](#), grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

**(c)** See [Public Law 115-232](#), section 889 for additional information.

**(d)** See also [§ 200.471](#).

**\*\*\*§ 200.322 Domestic preferences for procurements. (a)** As appropriate and to the extent consistent with law, the [non-Federal entity](#) should, to the greatest extent practicable under a [Federal award](#), provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United [States](#) (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all [subawards](#) including all [contracts](#) and purchase orders for work or products under this award.

**(b)** For purposes of this section:

**(1)** “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

**(2)** “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**These ARPA Policies and Procedures have been reviewed and adopted as applicable by legal or otherwise authorized representatives of the City of Bunker Hill Village and are thereby approved for adoption through the City Council on this 19<sup>th</sup> day of November, 2024.**

**FOR THE CITY**

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**Robert P. Lord, Mayor**

**ATTEST:**

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**Gerardo Barrera, City Administrator/ Acting City Secretary**

**RESOLUTION NO. 11-19-2024D**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY AS REQUIRED BY TEXAS SENATE BILL 1893 OF THE 88<sup>th</sup> LEGISLATURE.**

\* \* \* \* \*

**WHEREAS**, the City Council (the “Council”) of the City of Bunker Hill Village, Texas (the “City”) understands that the City is a “political subdivision” of the State of Texas for the purposes of Senate Bill 1893 of the 88<sup>th</sup> Texas Legislature (the “Bill”); and

**WHEREAS**, the Council intends to satisfy the requirement of the Bill that the City adopt a policy regarding the use of Tik-Tok by City employees; and

**WHEREAS**, the Council finds that the policy attached to this Resolution as “Exhibit A” (the “Policy”) satisfies the requirements of the Bill and desires to adopt the Policy; and, **NOW, THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS RESOLVES:**

**Section 1.** That the Recitals and Exhibits to this Resolution are true and correct and are incorporated herein for all intents and purposes.

**Section 2.** That the Policy attached to this Resolution as “Exhibit A” be adopted by the City.

**Section 3.** That the City Secretary is hereby authorized and directed keep a copy of the Policy in the office of the City Secretary and to make the Policy available upon request.

**PASSED, APPROVED, and RESOLVED** this 19<sup>th</sup> day of November, 2024.

\_\_\_\_\_  
Robert P. Lord, Mayor

**ATTEST:**

\_\_\_\_\_  
Gerardo Barrera, City Administrator/ Acting City Secretary

**EXHIBIT A – Covered Applications and Prohibited Technology Policy**



**City of Bunker Hill Village**

**Covered Applications and Prohibited  
Technology Policy**

**November 2024**

## 1.0 INTRODUCTION

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On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business. Following the issuance of the Governor's directive, the 88<sup>th</sup> Texas Legislature passed [Senate Bill 1893](#), which prohibits the use of covered applications on governmental entity devices.

As required by the Governor's directive and Senate Bill 1893, this model policy establishes a template that entities subject to the directive or bill may mimic to prohibit the installation or use of covered applications or prohibited technologies on applicable devices.

## 2.0 COVERED APPLICATIONS POLICY FOR THE CITY OF BUNKER HILL VILLAGE

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### 2.1 SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, any political subdivision of this state, including a municipality, county, or special purpose district, must establish a covered applications policy.

Therefore, this policy applies to all **City of Bunker Hill Village (the "City")** full- and part-time employees, contractors, paid or unpaid interns, and other users of City networks. All City employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the Governor under Government Code Section 620.005.

## 2.2 COVERED APPLICATIONS ON CITY-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City will identify, track, and manage all City-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a City-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a City-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City will manage all City-owned or leased mobile devices by maintaining the ability to implement the security measures listed below as applicable:

- a. Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications;
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices;
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices; or
- d. Other City-implemented security measures as needed.

## 2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the City’s sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state. DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy. If the Governor identifies an item on the DIR-posted list described by this section, then the City will remove and prohibit the covered application. The City may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.



## **2.4 BRING YOUR OWN DEVICE POLICY**

If the City adopts, or has adopted, a “Bring Your Own Device” (BYOD) program, then the City may consider prohibiting the installation or operation of covered applications on employee-owned devices that are used to conduct City business.

## **2.5 COVERED APPLICATION EXCEPTIONS**

The City may permit exceptions authorizing the installation and use of a covered application on a City-owned or -leased device consistent with the authority provided by Government Code Chapter 620. Government Code Section 620.004 only allows the City to install and use a covered application on an applicable device to the extent necessary:

- (1) For providing law enforcement; or
- (2) For developing or implementing information security measures.

If the City authorizes an exception allowing for the installation and use of a covered application, then the City must use measures to mitigate the risks posed to the State during the application’s use including any measures that the City deems appropriate and reasonable to support the purpose of this policy.

The City shall document whichever measures it took to mitigate the risks posed to the State during the use of the covered application. The City requires any employee or official to consult with its attorney prior to seeking an exception to installing an application covered by this policy.

## **2.6 BRING YOUR OWN DEVICE POLICY IF THE CITY IS NOT SUBJECT TO THE GOVERNOR’S PROHIBITED TECHNOLOGY DIRECTIVE**

If the City is deemed to not be subject to the Governor’s prohibited technology directive but is subject to Senate Bill 1893, then the City may prohibit the installation or operation of prohibited technologies and covered applications on employee-owned devices that are used to conduct City business. If the City adopts, or has adopted, a “Bring Your Own Device” (BYOD) program, then the City shall institute a “Bring Your Own Device” (BYOD) policy requiring the enrollment of these personal devices in the City’s program before their continued use in conducting City business.

### **3.0 POLICY COMPLIANCE**

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The City will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership. An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

### **4.0 POLICY REVIEW**

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This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the City.

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