



# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
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## THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, JANUARY 25, 2016

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, JANUARY 25, 2016 AT 6:30 P.M. AT CITY HALL 7676 WOODWAY, SUITE 300 HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

### **DECLARATION OF QUORUM AND CALL TO ORDER**

**CITIZENS WISHING TO ADDRESS COUNCIL** - *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter*

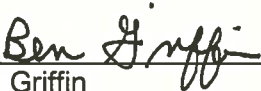
1. Discuss and take possible action on the MVPD monthly report.
2. Discuss and take possible action on the VFD monthly report.
3. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
  - December 2015 Financials
4. Discuss and take possible action on Ordinance 2015.12.31 to amend 2015 Budget.
5. Discuss and take possible action on the reappointment of Mr. Kyle Sears as a board member of the Subsidence District.
6. Discuss and take possible action on Resolution 16.01.25A calling and ordering the May 7, 2016 General Municipal Election.

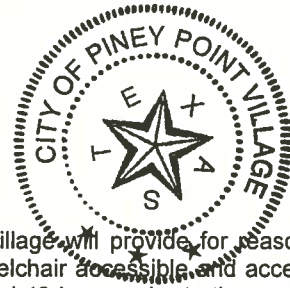
7. Discuss and take possible action on Resolution 16.01.25B designating a public newspaper to be the official newspaper for FY2016.
8. Presentation by Mr. Paul Nimmons, attorney for Mr. Palmer at #7 Pinetree, regarding Mr. Palmer's request to remove 2-3 feet of pavement that extends onto his property.
9. Discuss and take possible action on the City Engineer's monthly report.
10. Discuss and take possible action on Asphalt Point Repair Quotes.
11. Discuss and take possible action on the Flooded Residents Report – Memorial Day Flooding.
12. Discuss and take possible action on Lanecrest Drainage Improvements budgetary project cost.
13. Discuss and take possible action on Woods Edge Approval to advertise.
14. Discuss and take possible action on hydromulch quotes and tree replacement for S. Piney Point at Carlton Park for the repair area of the collapsed sewer line.
15. Discuss and take possible action on N. Piney Point Road scope of work – asphalt roadway, concrete curb and gutter, etc.
16. Discuss and take possible action on the minutes of the November 23, 2015 and December 21, 2015 Council meetings.
17. Discuss and take possible action on any future agenda items, meeting dates, etc.
18. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property; and pursuant to Section 551.074 (PERSONNEL MATTERS), specifically to discuss the City Administrator position.
19. Action outside of Executive Session, if any.

20. Adjourn

### CERTIFICATION

I certify that a copy of the January 25, 2016 agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in Compliance with Chapter 551, Texas Government Code on the 22nd day of January, 2016.

  
\_\_\_\_\_  
Ben Griffin  
City Administrator



In compliance with the Americans with Disabilities act, the City of Piney Point Village will provide for reasonable accommodations for persons attending City Council meetings. This facility is wheelchair accessible and accessible parking spaces are available. To better serve you, your requests should be received 48 hours prior to the meetings. Please contact Maggie Carty, City Secretary, at 713-782-0271. The City Council reserves the right to adjourn into a Closed Executive Session at any time under Texas Government Code, Section 551.071 to consult with an attorney.

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the MVPD monthly report.

**Submitted by:**

**Attachment:** Yes

## Chief's Report

### Follow-up on Previous Month Items/Requests from Commission

- Recognition Contract with Michelle Owens completed and reviewed with Mr. Hightower. Ready for signatures.
- Lead Assessor has been assigned scheduled for first visit at MVPD the first week of February.

### Personnel Changes/Issues/Updates

- Officers Katsaros-Smlth and Harwood hired and started 1/4/16. Assigned to dayshift FTO's.
- Officer Jarvis hired, scheduled to start 1/18/16. Assigned to dayshift FTO.
- Officer Nash tentatively scheduled to start 1/25/16. Will be assigned to nightshift FTO.
- Dispatcher Susan Caldwell transitioned from part-time to fulltime dispatcher 12/19/15
- Dispatcher Felicia Stewart has requested and has been accepted to transition from part-time to full-time status. Her transition date is expected to be 1/23/16.
- Testing for one additional officer and dispatcher continues.
- Pay increases of 1.5% went into effect as per direction of the Commission for employees hired before 12/31/14

### Major/Significant Events

- St. Francis south campus opened 1/4/16. We are coordinating and assisting with traffic during morning and evening drop off and pick-ups.
- Hunter's Creek Elementary construction project completed. Temporary traffic rerouting worked well eliminating any problems.
- 3 Burglars apprehended by Officer Baker on 12/30/15 after he observed their vehicle traveling on Piney Point Road. We were contacted by West University PD on 1/6/16 and they now also have a case on the same suspects. We are working on consolidating our cases/efforts to help in the prosecution.

### Status Update on any Major Projects

- Automated Bunker Hill alarm registration module in V-LINC is operational as of 12/28/16. Piney Point and Hunters Creek are expected to go live 2/1/16.
- Phone system is operating in a side-by-side configuration and bugs have been being worked out. We are scheduled to migrate to Comcast for our Data access using the new backbone on January 13, 2016. Phones will transition to Comcast and the new backbone and hardware/phones on January 17, 2016. We hope to disconnect from ATT for general service around 2/1/16.
- Traffic equipment trailer ready for use.
- V-LINC registration are:

BH 686/1250	+27 increase from last month
PP 556/1156	+14
HC 718/1514	+21

### Requests for assistance/direction from Commission

- Request to continue work with Personnel Committee on exploring additional benefit considerations.

Police Commissioner Report  
Memorial Village Police Department  
City of Piney Point  
January Meeting

Commissioners: Steve Hesse and Chris Alexander  
Alternate: John Ebeling

**PERSONNEL:**

- 2 new officers started Field Training on 1/4/16. Officer Samantha Katsaros-Smith comes from the Alexandria, MD Police Department and Officer Nick Harwood from the Aransas Pass PD.
- Officer Richard Jarvis will start with MVPD on 1/18/16. Richard is a former US Marine and comes from Fort Bend and Harris County Sheriff's Office's.
- Officer Chris Nash has been selected and is scheduled to start on 1/25/16. Officer Nash comes from the Leon County Sheriff's Office.
- Dispatcher Susan Caldwell transitioned from part-time to full dispatcher on 12/19/15. Susan has previously worked for the Harris County Sheriff's Office.
- Dispatcher Felicia Stewart has requested and has been accepted to transition from part-time to full-time status. Her transition date is expected to be 1/23/16.
- With these positions being filled we will have 2 vacancies, 1 in patrol and 1 in dispatch. The latest edition of the Blues Newspaper that includes the new salary and STEP pay plan is generating additional interest.

**OPERATIONS:**

- YTD the three villages have had 63,201 events/Responses and Piney Point has had 18,201 Events/Responses (includes House Watch checks)
- In December the three Villages had 5,045 Events and Piney Point had 1,358
- December average response time (Life Safety/In-Progress Event) for all villages 2:32 minutes, Piney Point 2:09 minutes.
- YTD 49,381 House Watch checks vs. 36,596 in 2014 (34% increase)
- YTD Incident Review:

Crimes Against Persons	28
Crimes Against Property	262
Petty Crimes/Incidents	835
- YTD Total Arrests: 362
- Traffic Enforcement for December: 214 Citations (72 speeding citations)

**BUDGET YTD 12 months:**

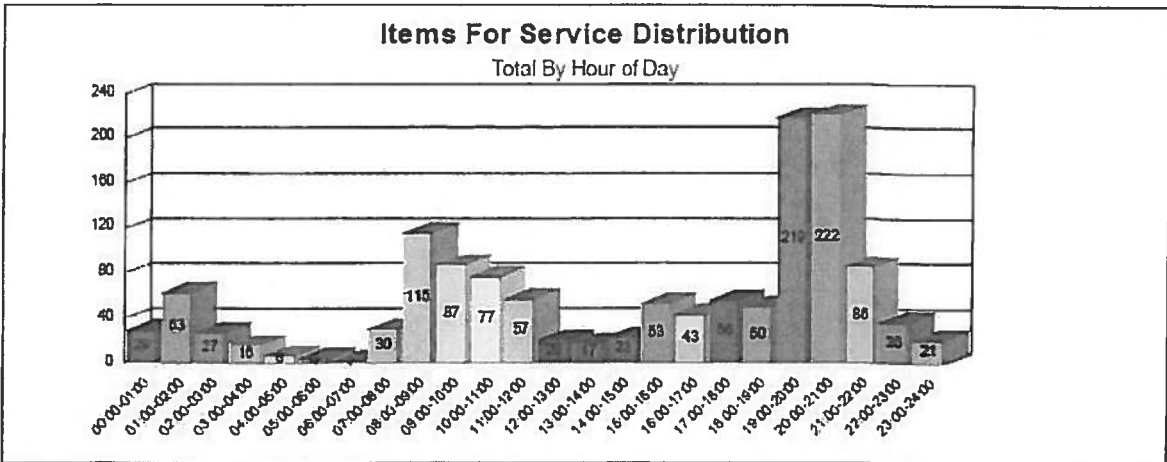
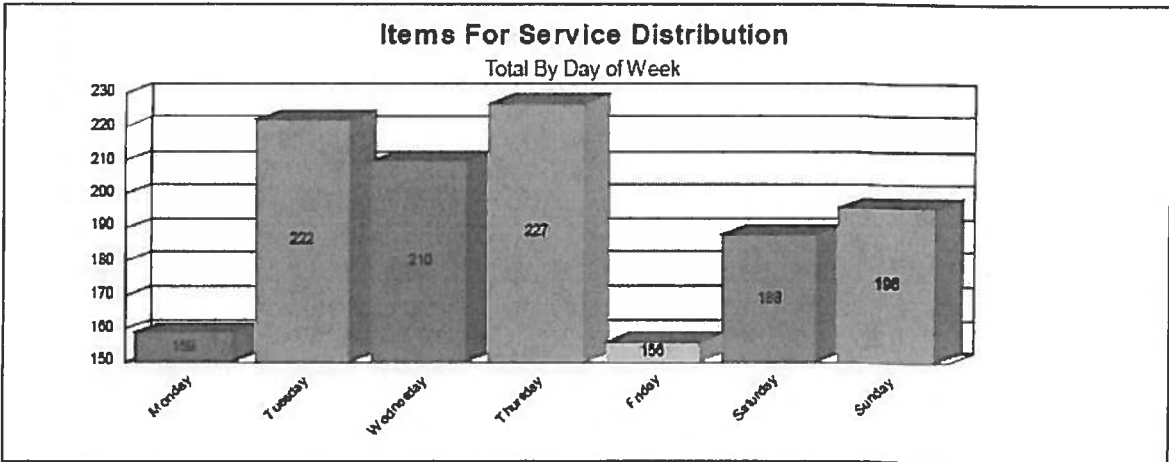
- Personnel Expense: 3,767,370
- Operating Expense: 590,598
- Total M&O Expenditures: 4,357,968 96.1%
- Capital Expenses: 149,446
- Net Expenses: 4,507,413 96%

**Short Term Projects:**

- B Phone system is operating in a side-by-side configuration and bugs have been being worked out. We are scheduled to migrate to Comcast for our Data access using the new backbone on January 13, 2016. Phones will transition to Comcast and the new backbone and hardware/phones on January 17, 2016. We hope to disconnect from ATT for general service around 2/1/16.
- The Bunker Hill Automated Alarm Registration Software and been written and added to V-LINC. The system went live on 12/28/15 for the 2016 permit cycle. Residents have been using the automated system to register with all information being updated in the MVPD CAPERS Data base as well. Piney Point and Hunters Creek systems have been created and are awaiting the linking of PAYPAL software so that payments may be done on line. Expected completion date of 1/31/16 with a go line date of 2/1/16.

**Memorial Villages Police Department**  
**CAD Call Statistics**  
 Time Period 12/01/2015 - 12/31/2015, Zone PINEY POINT

**Total Items For Service**  
 1,358



Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the VFD monthly report.

**Submitted by:**

**Attachment:** Yes



**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, JANUARY 27, 2016, 6:00 P.M.  
VILLAGE FIRE DEPARTMENT  
AMENDED AGENDA**

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, January 27, 2016, 6:00 P.M.**, at **Village Fire Department**, 901 Corbindale Road, Houston, Texas 77024

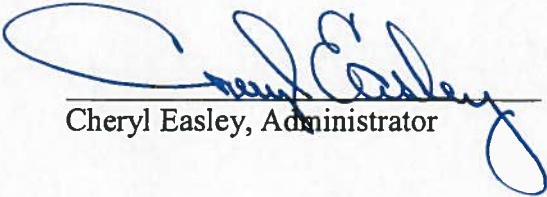
1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT AGENDA** – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
  - 3A. Approval of Minutes – November 18, 2015 – Regular Board Meeting
  - 3B. Approval of bills paid – November and December 2015
4. **REPORTS**
  - 4A. Treasurer’s Financial Reports – December 2015
  - 4B. Fire Chief’s Report - Events of January 2016; Monthly Performance Reports; Record of Calls; EMS Collections, Operational issues, Administrative issues, Response Times
5. **CONSIDERATION OF CONTRACTS/AGREEMENTS** – The Board will discuss and consider possible action on the following:
  - 5A. None
6. **CONSIDERATION OF RESOLUTIONS** – The Board will discuss and consider possible action on the following:
  - 6A. None

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
JANUARY 27, 2016  
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7. **CONSIDERATION OF AND ACTION ON THE FOLLOWING -**
  - 7A. Discussion of and action on Taber & Burnett, P.C. Engagement Letter 01/01/2016 – 12/31/2016
  - 7B. Discussion of and action on the 4<sup>th</sup> Quarter Ending 2015 Investment Report
  - 7C. Discussion of and action on the Destruction of Records per our Record Retention Schedule
8. **DISCUSSION ITEMS/PRESENTTION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
  - 8A. Discussion of upcoming dispatch topics
  - 8B. Discussion of telephone protocol issues
  - 8C. Schedule Annual Review of the Fire Chief
9. **CLOSED SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss following matters:
  - 9A. None
10. **ACTION – CLOSED SESSION** – The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session.
  - 10A. None
11. **FUTURE TOPICS**
12. **NEXT MEETING DATE** – February 24, 2016
13. **ADJOURNMENT**

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
JANUARY 27, 2016  
PAGE 3**

I certify that the agenda for the January 27, 2016, Regular Monthly Meeting was posted at the fire department this the 20th day of January, 2016, at 8:30 a.m..



Cheryl Easley, Administrator

The facility is wheelchair accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief's Office at (713) 468-7941 or FAX (713) 468-5039 or [easley@villagefire.org](mailto:easley@villagefire.org) for further information.

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #3A**

**EXPLANATION: CONSENT AGENDA**

**Minutes:**

**November 18, 2015 - Regular Board Meeting**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

MINUTES  
VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2015, AT 6:00 P.M.  
VILLAGE FIRE DEPARTMENT  
901 CORBINDALE ROAD, HOUSTON, TEXAS

Commissioner Pappas called the meeting to order at 6:00 p.m. Roll was called and a quorum was present.

**1. CALL TO ORDER**

Present and  
Voting Were:

City of Hunters Creek Village	Commissioner Jim Pappas, Chair
City of Bunker Hill Village	Commissioner Gerald A. Teel, Secretary
City of Piney Point Village	Commissioner Zebulun Nash, Member
City of Spring Valley Village	Commissioner Allen Carpenter, Member
City of Hilshire Village	Alternate Paul Maddock
City of Hedwig Village	Alternate Barry Putterman

Others

Present Were:

City of Hunters Creek Village	Alternate Jay Carlton
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Cheryl Easley, Administrator
Randle Law Office LTD., L.L.P.	J. Grady Randle

Absent  
Were:

City of Hilshire Village	Commissioner Shannon Whiting, Vice Chair
City of Hedwig Village	Commissioner William Johnson, Treasurer
City of Bunker Hill Village	Alternate Mac Shuford
City of Piney Point Village	Alternate Brian Thompson
City of Spring Valley Village	Alternate Aaron Stai

**2. COMMENTS FROM THE PUBLIC**

None.

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2015  
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**7. CONSIDERATION OF AND ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:

**7A.** Discussion of and action on bids received for Property Casualty and Workers Compensation Insurance for February 10, 2016 – February 10, 2017

The only bid received for Property/Casualty Insurance Coverage for February 10, 2015 – February 10, 2016, was submitted by Mr. Frank Comiskey, Frank Comiskey Agency, Inc. The \$38,419.00 bid is only slightly higher than the current policy. Mr. Comiskey stated that the policy includes malpractice insurance for the Medical Director of the department and a \$10,000,000 umbrella policy. He explained other items that are covered under the policy.

Higginbotham submitted a bid with Deep East Texas Self Insurance Fund for Workers Compensation coverage. Mrs. Easley stated that Deep East Texas Self Insurance Fund has been the fire departments carrier for the past five years and that we have had an excellent working relationship with their company. Bids submitted were for one year - \$38,871 and a multi-year bid three to five years - \$34,999.

Following discussion Commissioner Teel moved Alternate Maddock seconded to accept the bid from Frank Comiskey Agency, Inc. for Property Casualty Insurance for the period of 02/10/2016 - 02/10/2017 and Deep East Texas Self Insurance Fund bid for Workers Compensation for the multi-year contract for 02/10/2016 – 02/09/2021 as submitted.

Commissioners Pappas, Teel, Nash, Carpenter, Alternates Maddock and Putterman voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**3. CONSENT AGENDA** - All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

**3A. Approval of Minutes**

October 28, 2015 – Regular Board Meeting

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2015  
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**3B. Approval of Bills Paid**

October 2015

Commissioner Pappas asked for a motion to approve the consent agenda. Commissioner Nash moved Commissioner Teel seconded to approve the items of the Consent Agenda as submitted.

Commissioners Pappas, Teel, Nash, Carpenter, Alternates Maddock and Putterman voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. Reports**

**4A. Financial Report**

Mrs. Easley went over the October 2015 Financial Statement stating that we are 3.12% under budget as of October 30<sup>th</sup> and explained the line items over budget.

**4B. Fire Chief's Report**

- Reported on response time.
- Went over EMS collections.
- The Mayors of the Villages were here last Friday to tour our Dispatch Center. Commissioners Pappas and Teel stated that their Mayors were very impressed with our Dispatch Supervisor Teresa White and her knowledge of the center. They stated that she and Chief Foster did a great job answering everyone's questions.
- Ladder 1 is back in service. Chief Foster stated that because of the way our budget is funded we will not have the funds in the Capital Replacement Fund to purchase the new ladder truck until the end of 2017. He would like for the board to consider asking their city to pre-fund the Capital Replacement Fund with the underage from the 2015 budget. This would allow us to submit a purchase order to the vendor in 2016 and accept delivery of the truck early 2017. If this is approved there will be no additional funds budgeted for the Capital Replacement Fund in 2017. This will expedite the purchase of the new ladder truck and lower the 2017 budget because no funds for the Capital Replacement Fund will be budgeted. It would be better to order the new ladder in 2016 and accept delivery of it early 2017 because of the costly repairs on the current ladder truck. No deposit is required, the full amount is

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REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2015  
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payable upon delivery. The board agreed to take this item to their cities for consideration.

- One new Firemedic has been hired and will start December 6<sup>th</sup> and a new Dispatcher started November 11<sup>th</sup>.

**5. CONSIDERATION OF CONTRACTS/AGREEMENTS** – The Board will discuss and consider possible action on the following:

5A. None.

**6. CONSIDERATION OF RESOLUTIONS** – The Board will discuss and consider possible action on the following:

6A. None

**7. CONSIDERATION OF AND ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:

7B. Discussion of and action on the Investment Policy and Resolution No. 2015-02

Commissioner Nash moved Alternate Maddock seconded to approve the Investment Policy and Resolution No. 2015-02 as submitted.

Commissioners Pappas, Teel, Nash, Carpenter, Alternates Maddock and Putterman voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

7C. Discussion of and action on the consideration of Health Savings Accounts

Chief Foster stated that as requested by the board last month we have reviewed the possibilities of Health Savings Accounts (HSA) and Health Reimbursement Accounts (HRA) to help offset the increase of deductibles for 2016. We do not qualify for HSA because our plan is not considered a high deductible plan. The department can establish a HRA if approved by the cities.

Mr. Ray Thomas, the department’s representative on the insurance board, prepared a 2016 Health Reimbursement Account Proposal (attachment). A 15% increase was budgeted for the insurance line item in the 2016 budget. The actual increase is 9.62% giving us a difference of \$40,904 in that line item. The recommendation is to open a HRA bank account with the difference of this line item. At the end of 2016 an employee can be reimbursed up to \$500



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REGULAR BOARD OF COMMISSIONERS MEETING  
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for Out of Pocket cost between the first \$500 and \$1,000. This would be verified by the employee bring us their Explanation of Benefits (EOB) showing what they have paid out for the year. The reimbursement would not exceed \$500 per employee/dependents. The balance of this fund would stay in the account. Commissioner Pappas stated that Hunters Creek has already decided to do something like this for their employees. Commissioner Teel stated that Bunker Hill already has an HSA for their employees and Commissioner Nash stated that he did not believe Piney Point would have a problem with this. Cigna, our current carrier, was the only company that was asked to give us a quote this year because of our history. Alternate Carlton suggested that we request more quotes next year. Following discussion the board agreed to take this recommendation to their cities for consideration and report back sometimes after the first of the year with their city's decision.

**7D. Discussion of and action on the hiring of an additional Firemedic**

Chief Foster stated that in the past we were allowed to over staff with one extra person for a 14<sup>th</sup> position because of long term injuries. Currently one of our Firemedics, Kirk Buchanan, has been out for over three months because of a broken ankle. He is now on long term disability and it is unknown when he will be able to return to duty. We have just hired one Firemedic to fill the vacant position we already have. After filling that position, we still have three more good applicants that would like to come to work here. With approval we would like to hire one of these applicants which would bring us to full staff while Firemedic Buchanan is on LTD. When he returns to duty this would give us one extra Firemedic as a floater. This will help with our overtime and allow employees to be able to take time off. Once another position is available this Firemedic will fill that position and we will be back a regular staffing. Due to retirements and being short personnel there are funds in the budget to do this. Following discussion Alternate Maddock moved Commissioner Carpenter seconded to approve the hiring of an additional Firemedic.

Commissioners Pappas, Teel, Nash, Carpenter, Alternates Maddock and Putterman voted "Aye", "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

**8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** - The Board will discuss and consider possible action on the following:

None

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
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9. **CLOSED SESSION** – The Board of Commissions will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss the following matters:

9A. As authorized by Section 551.074 of the Texas Government Code to discuss the dismissal of Michael Griffith and the actions following

The board went recessed into closed session at 6:56 p.m.

10. **ACTION – CLOSED SESSION** – The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session.

Adjourned closed session and reopened regular meeting at 7:05 p.m. No information of closed session was discussed.

11. **FUTURE ACTION ITEMS –**

None

12. **NEXT MEETING DATE**

Wednesday, January 27, 2016

14. **ADJOURNMENT**

Commissioner Carpenter moved Alternate Maddock seconded to adjourn at 7:06 p.m.

Commissioners Pappas, Teel, Nash, Carpenter, Alternates Maddock and Putterman voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2015  
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Respectfully submitted:

Commissioner Jim Pappas, Chair

Attest:

Commissioner Gerald A. Teel, Secretary

/ce

## Village Fire Department

### 2016 Health Reimbursement Account Proposal

#### New Plan with Rate Increase and Benefit Reduction

The CIGNA health insurance plan renewal secured through the Village Mutual Insurance Group ("VMIG") for 2016 has significant changes from the plan of the past.

- Rates are increasing by 9.6%.
- Deductible is increasing from \$500 to \$1,000.
- Copays for doctor visits, lab and imaging are increasing from \$15/\$15 physician/specialist to \$20/\$40.
- Drug Card copays are increasing from \$15/\$30/\$45 to \$15/\$35/\$50.
- 20% Co-insurance Out of Pocket max is increasing from \$2,000 to \$3,000.
- Total Out of Pocket max (deductible, copay, co-insurance) is increasing from \$2,500 to \$4,000.

Employees contribute to health care premiums by paying \$480 per year and 50% of their dependents' premiums.

#### Increased Cost to Fire Department and to Employee's Dependents

The above reductions in employee benefits were necessary to avoid an 18.0% rate increase. Based on a budgeted 48 employee staff, plus approximately 48 dependents, the 18.0% rate increase would have cost the Fire Department a net increase of about \$87,390. Additionally the dependents would have seen an increase of about \$23,454, or about \$838 per dependent (these averages will vary based on spouse only, children only, spouse/children rate category).

The 9.6% accepted increase means that the Fire Department will pay an additional net \$46,467. Dependents will see an increase of \$12,483, or an average of \$260. A family with a spouse and children will pay an additional \$711.

#### Health Reimbursement Account Funded from Budget Surplus

To offset some of the impact of the reduction in benefits for all members, it is proposed that a Section 105 Health Reimbursement Account ("HRA") be established for 2016. This account would be used to reimburse an employee or their dependent for up to \$500 for Out of Pocket costs between the **first \$500 and \$1,000**.

The 2016 approved budget for health care costs is \$559,500, net of employee/dependent contributions. The estimated cost of the new 9.6% increase is \$518,596. That leaves a budget surplus of **\$40,904**.

### Potential Claims Against the Health Reimbursement Account

We know from Blue Cross records that the number of members of the entire VMIG who had Out of Pocket expenses over \$500 was 28% in 2013 and 32% in 2014. The Fire Department is projected to have 96 members in 2016, out of the entire VMIG of about 280. So we can estimate that about 30%, or 29 members, will be Out of Pocket for more than \$500 (for a combination of deductibles, copays and coinsurance over \$500).

However, with higher deductibles and copays in 2016, some of the members who had less than \$500 in 2013 and 2014 will be pushed over the \$500 line in 2016. Once again, from Blue Cross records, about 8% of total members incurred costs between \$300 and \$500. So, to be conservative, let's add an additional 8 members, making an expected **37 members** who will be impacted by the increased deductible/copay/coinsurance requirements.

Not all of these 37 members will have Out of Pocket costs that exceed \$1,000. From Blue Cross records, about 11% fall into the category between \$500 and \$1,000. So we might estimate that 11 of the 37 members fall into this category and will have average Out of Pocket costs of \$750.

Thus, the cost to the Fire Department can be estimated as follows:

11 members receive \$250	\$ 2,750
<u>26 members receive \$500</u>	<u>\$13,000</u>
37 members	<b>\$15,750</b>

Obviously, the final cost of this account will vary, but any variance should be well contained within the **\$40,905** budget surplus.

### Implementation of Proposal

To implement this program would require a Plan Document for a Section 105 Health Reimbursement Account ("HRA") be prepared and maintained in the Department files. A Summary Plan Description must be prepared and distributed to each employee. The Plan Document should include the minutes of a Board meeting resolving to adopt the Section 105 Plan. All of this documentation can be designed and prepared on-line for a cost of some \$350 from on-line vendors.

It is suggested that a bank account be set up with a minimum balance. At year-end, when the members have their final EOBs (Explanation of Benefits) reports in hand from the insurer, they can submit a claim against the HRA for the amount of Out of Pocket medical expenses between \$500 and \$1,000. The Fire Department will then add all of these claims up, make a total dollar deposit into the HRA bank account, and then cut and disburse checks to the individual claimants. This is non-taxable income to the employee. It is also important that the workings of this plan be communicated to all employees so they can understand the value of this benefit and the ease of collection.

**Village Fire Dept.  
Analysis of HRA Proposal**

<u>Employee Groupings</u>	<u>Number</u>	<u>Monthly Rate</u>	<u>Employee Contrib.</u>	<u>Net F.D.Rate</u>	<u>Annual Cost</u>	<u>Cost for 48 Employees</u>
Employees	45	614.31	20.00	594.31	320,927	
Spouse	5	728.40	364.20	364.20	21,852	
Children	11	504.22	252.11	252.11	33,279	
Spou/Chld	9	1,232.64	616.32	616.32	66,563	
<b>\$500 ded.</b>		2015 Net \$ Cost to F.D.			442,620	472,129
Employees	45	725.31	20.00	705.31	380,867	
Spouse	5	860.01	430.01	430.01	25,800	
Children	11	595.32	297.66	297.66	39,291	
Spou/Chld	9	1455.36	727.68	727.68	78,589	
<b>\$500 ded.</b>		2016 Net \$ Cost to F.D.			524,548	559,518 18% increase
Employees	45	673.31	20.00	653.31	352,787	
Spouse	5	798.45	399.23	399.23	23,954	
Children	11	552.71	276.36	276.36	36,479	
Spou/Chld	9	1351.18	675.59	675.59	72,964	
<b>\$1000 ded.</b>		2016 Net \$ Cost to F.D.			486,183	518,596 9.6% increase

Employees contribute \$20/month and 50% of Dependents.

**Request:** Utilize \$160,000 of the 2015 unspent 2015 budget funds (if available) to fund the Capital Replacement Fund in lieu of 2017 budget funding.

The Village Fire Department's Capital Replacement budget provides for the replacement of the ladder truck during 2017. The ladder truck replacement is budgeted at \$1,100,000.00. As you are aware, the Village Fire Department receive's its budget from the Cities in monthly payments. The balance of the Capital Replacement Fund during 2017 is as follows:

January 2017	\$ 979,847.29
April 2017	\$1,039,847.29
July 2017	\$1,079,847.29
October 2017	\$1,119,847.29
December 2017	\$1,139, 847.29

To initiate the purchase of the Ladder truck, the Department will issue a purchase order. As you can see by the balances, a purchase order cannot be issued against available funds until October 2017. The building time for a ladder truck is approximately 12 months. Issuing a purchase order in October 2017 moves the delivery date of the truck into the 4<sup>th</sup> quarter of 2018.

If this request is approved, funds would be deposited into the Capital Replacement Fund after the Cities approve the 2015 audit, typically June 2016. A purchase order can then be issued for a delivery date of mid-year 2017.

Because the 2017 Capital Replacement Fund would be prefunded, the 2017 budget for the Capital Replacement Budget would be zero.

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #3B**

**EXPLANATION: CONSENT AGENDA**

**Bills Paid – November 2015**

**December 2015**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**



**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
WFB - VFD General Fund  
Current Export Period - 11/30/15 - By Date

Number	Date	Payee\Description	Vendor Name	Checks \ Payments	Deposits \ Additions	Balance
		Beginning balance				165,666.61
6311	11/02/15	Villages Mutual Insurance Group	Villages Mutual In	51,230.49		114,436.12
Other	11/06/15	11/06/2015 Cash Transfer			150,000.00	264,436.12
6340	11/06/15	Howard E. Miller, Jr.		57.00		264,379.12
6341	11/06/15	TX CHILD SUPPORT SDU		323.00		264,056.12
6342	11/06/15	Dr. Sharon A. Malone, MD	Dr. Sharon A. Malo	1,250.00		262,806.12
6343	11/06/15	Office of Attorney General		359.50		262,446.62
6344	11/06/15	TEXAS Child Support	Texas Child Sup.	550.00		261,896.62
6345	11/06/15	TX Child Support		675.00		261,221.62
6346	11/06/15	Nationwide Retirement Solutions		485.00		260,736.62
6347	11/06/15	Nationwide Retirement Solutions		4,166.50		256,570.12
6348	11/06/15	Village Prof. FF Association		370.00		256,200.12
6349	11/06/15	VRSCO Retirement Manager	Valic	302.91		255,897.21
6350	11/06/15	Village Firefighters/Employee		215.00		255,682.21
6351	11/09/15	Texas Social Security Program		35.00		255,647.21
6352	11/09/15	AT&T		116.31		255,530.90
6353	11/09/15	Cypress Business Forms		418.93		255,111.97
6354	11/09/15	Dooley Tackaberry, Inc.		619.30		254,492.67
6355	11/09/15	Halo Branded Solutions		214.48		254,278.19
6356	11/09/15	Home Depot		199.60		254,078.59
6357	11/09/15	Henry Schein, Inc.		Void		254,078.59
6358	11/09/15	International Truck Center		149.39		253,929.20
6359	11/09/15	Lowe's Companies, Inc.		92.87		253,836.33
6360	11/09/15	Siddons-Martin	Siddons-Martin Em	24,614.57		229,221.76
6361	11/09/15	Mercury Medical		327.18		228,894.58
6362	11/09/15	M & M Janitorial Supply		78.60		228,815.98
6363	11/09/15	O'Reilly Automotive, Inc.		65.25		228,750.73
6364	11/09/15	PPE Care		330.00		228,420.73
6365	11/09/15	Professional Welding Supply		37.50		228,383.23
6366	11/09/15	Pura Flo Corporation		70.00		228,313.23
6367	11/09/15	Randle Law Office, LTD, L.L.P.		1,776.00		226,537.23
6368	11/09/15	Republic Services #853		803.36		225,733.87
6369	11/09/15	US Health Works Medical Group TX		511.00		225,222.87
6370	11/09/15	Witmer Public Safety Group		69.79		225,153.08
6371	11/09/15	AT&T		874.86		224,278.22
6372	11/09/15	American Information Bureau		597.00		223,681.22
6373	11/09/15	Henry Schein, Inc.		629.90		223,051.32
6374	11/09/15	Three L, Inc.		3,805.79		219,245.53
Other	11/13/15	11/13/2015 Net Payroll		83,650.64		135,594.89
Other	11/13/15	11/13/2015 Tax Deposit		37,045.21		98,549.68
6375	11/13/15	AFLAC		1,180.92		97,368.76
6376	11/13/15	Bound Tree Medical, LLC		655.98		96,712.78
6377	11/13/15	Billi Davenport		1,280.00		95,432.78
6378	11/13/15	Firecerts.net		510.00		94,922.78
6379	11/13/15	Halo Branded Solutions		695.31		94,227.47

**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
WFB - VFD General Fund  
Current Export Period - 11/30/15 - By Date

Number	Date	Payee\Description	Vendor Name	Checks \ Payments	Deposits \ Additions	Balance
6380	11/13/15	Henry Schein, Inc.		961.43		93,266.04
6381	11/13/15	Holliday Door & Gate, LLC		207.50		93,058.54
6382	11/13/15	Legal Shield		217.25		92,841.29
6383	11/13/15	TX Comm. on Fire Protection		85.00		92,756.29
6384	11/13/15	Verizon Wireless		520.13		92,236.16
6385	11/13/15	Wells Fargo		1,016.81		91,219.35
6386	11/13/15	Wells Fargo		3,266.75		87,952.60
6387	11/13/15	Wells Fargo		448.83		87,503.77
6388	11/13/15	Witmer Public Safety Group		1,572.25		85,931.52
6389	11/13/15	Batteries Plus		478.80		85,452.72
6390	11/13/15	Deep East Texas Worker's		9,750.00		75,702.72
6391	11/13/15	Sprint		306.37		75,396.35
6392	11/13/15	UPS		13.65		75,382.70
Deposit	11/18/15	11/18/2015 Cash Transfer			260,000.00	335,382.70
6394	11/19/15	TX CHILD SUPPORT SDU		323.00		335,059.70
6395	11/19/15	Office of Attorney General		359.50		334,700.20
6396	11/19/15	TEXAS Child Support	Texas Child Sup.	550.00		334,150.20
6397	11/19/15	TX Child Support		675.00		333,475.20
6398	11/19/15	Nationwide Retirement Solutions		485.00		332,990.20
6399	11/19/15	Nationwide Retirement Solutions		4,166.50		328,823.70
6400	11/19/15	Texas Municipal Retirement System		37,356.89		291,466.81
6401	11/19/15	Village Prof. FF Association		370.00		291,096.81
6402	11/19/15	VRSCO Retirement Manager	Valic	302.91		290,793.90
6403	11/19/15	Village Firefighters/Employee		220.00		290,573.90
6404	11/19/15	Village Firefighters Association		870.00		289,703.90
6405	11/19/15	Village Firefighters Association		870.00		288,833.90
6406	11/19/15	Village Firefighters Association		870.00		287,963.90
6407	11/19/15	Al's Engine & Equipment		151.60		287,812.30
6408	11/19/15	Center Point Energy		17.97		287,794.33
6409	11/19/15	International Truck Center		274.00		287,520.33
6410	11/19/15	National Fire Protection Association	National Fire Prote	175.00		287,345.33
6411	11/19/15	Reliant Energy		1,490.23		285,855.10
6412	11/19/15	Taber & Burnett, P.C.		600.00		285,255.10
6413	11/19/15	Three L, Inc.		4,111.35		281,143.75
6414	11/19/15	US Health Works Medical Group TX		511.00		280,632.75
6415	11/19/15	Three L, Inc.		3,803.10		276,829.65
6416	11/23/15	Ventilation Services, Inc.		8,850.00		267,979.65
6417	11/23/15	Personnel Concepts		266.89		267,712.76
6418	11/23/15	Chase		295.56		267,417.20
6419	11/23/15	Konica Minolta Business Solutions		773.94		266,643.26
6420	11/23/15	M & M Janitorial Supply		39.55		266,603.71
6421	11/23/15	Stericycle		1,297.05		265,306.66
6422	11/23/15	UPS		13.35		265,293.31
6423	11/23/15	UST Services, Inc.		468.00		264,825.31
6424	11/23/15	Cutters Edge		158.12		264,667.19

**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
**WFB - VFD General Fund**  
Current Export Period - 11/30/15 - By Date

<b>Number</b>	<b>Date</b>	<b>Payee\Description</b>	<b>Vendor Name</b>	<b>Checks \ Payments</b>	<b>Deposits \ Additions</b>	<b>Balance</b>
6425	11/23/15	Dooley Tackaberry, Inc.		96.20		264,570.99
6426	11/23/15	PPE Care		349.00		264,221.99
6427	11/23/15	Southwest Houston Tire Sales, Inc.	Southwest Houston	1,438.02		262,783.97
6428	11/23/15	Sharp Testing Services, Inc.		1,732.08		261,051.89
Other	11/30/15	11/30/2015 Net Payroll		79,372.54		181,679.35
Other	11/30/15	11/30/2015 Tax Deposit		34,277.97		147,401.38
Other	11/30/15	Interest Earned for 11/30/2015			8.74	147,410.12

**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
WFB - VFD General Fund  
From 12/01/15 To 12/31/15 - By Date

Number	Date	Payee\Description	Vendor Name	Checks \ Payments	Deposits \ Additions	Balance
		Beginning balance				147,517.68
6393	12/01/15	Villages Mutual Insurance		56,206.74		91,310.94
Other	12/09/15	Cash Trans from Savings			183,000.00	274,310.94
6429	12/09/15	Jason Elllis		170.00		274,140.94
6430	12/09/15	US Public Safety Group, Inc.		24.95		274,115.99
6431	12/09/15	Howard E. Miller, Jr.		57.00		274,058.99
6432	12/09/15	AFLAC		1,209.62		272,849.37
6433	12/09/15	American Information Bureau		206.50		272,642.87
6434	12/09/15	Al's Engine & Equipment		48.85		272,594.02
6435	12/09/15	AT&T		117.03		272,476.99
6436	12/09/15	AT&T		877.00		271,599.99
6437	12/09/15	C & N		72.50		271,527.49
6438	12/09/15	Comcast		413.57		271,113.92
6439	12/09/15	Creative Switching Designs, Inc.		160.00		270,953.92
6440	12/09/15	Dr. Sharon A. Malone, MD	Dr. Sharon A. Malo	1,250.00		269,703.92
6441	12/09/15	END-O-PEST		85.00		269,618.92
6442	12/09/15	FedEx		28.62		269,590.30
6443	12/09/15	Firecerts.net		400.00		269,190.30
6444	12/09/15	Home Depot		119.46		269,070.84
6445	12/09/15	Legend Data Systems, Inc.		16.15		269,054.69
6446	12/09/15	Siddons-Martin	Siddons-Martin Em	1,158.12		267,896.57
6447	12/09/15	Metro Fire		241.00		267,655.57
6448	12/09/15	M & M Janitorial Supply		42.96		267,612.61
6449	12/09/15	Memorial Villages Water Authority		122.21		267,490.40
6450	12/09/15	O'Reilly Automotive, Inc.		25.79		267,464.61
6451	12/09/15	Office Depot, Inc.		752.56		266,712.05
6452	12/09/15	Priority Dispatch		49.00		266,663.05
6453	12/09/15	Professional Welding Supply		37.50		266,625.55
6454	12/09/15	Pura Flo Corporation		70.00		266,555.55
6455	12/09/15	Purchase Power		1,510.10		265,045.45
6456	12/09/15	Randle Law Office, LTD, L.L.P.		1,755.29		263,290.16
6457	12/09/15	Republic Services #853		804.30		262,485.86
6458	12/09/15	Sam's Club Direct		1,146.53		261,339.33
6459	12/09/15	State Firemen's and Fire		115.00		261,224.33
6460	12/09/15	Terminix	Terminix Internati	307.00		260,917.33
6461	12/09/15	Three L, Inc.		8,105.79		252,811.54
6462	12/09/15	Witmer Public Safety Group		1,279.36		251,532.18
6463	12/09/15	Village Firefighters Association		100.00		251,432.18
6464	12/09/15	Legal Shield		217.25		251,214.93
6465	12/09/15	Verizon Wireless		520.13		250,694.80
6466	12/09/15	Wells Fargo		535.43		250,159.37
6467	12/09/15	Wells Fargo		74.36		250,085.01
6468	12/09/15	Wells Fargo		334.46		249,750.55
6469	12/09/15	TX CHILD SUPPORT SDU		323.00		249,427.55
6470	12/09/15	Office of Attorney General		359.50		249,068.05

**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
WFB - VFD General Fund  
From 12/01/15 To 12/31/15 - By Date

Number	Date	Payee\Description	Vendor Name	Checks \ Payments	Deposits \ Additions	Balance
6471	12/09/15	TEXAS Child Support	Texas Child Sup.	550.00		248,518.05
6472	12/09/15	TX Child Support		675.00		247,843.05
6473	12/09/15	Nationwide Retirement Solutions		485.00		247,358.05
6474	12/09/15	Nationwide Retirement Solutions		4,166.50		243,191.55
6475	12/09/15	Village Prof. FF Association		400.00		242,791.55
6476	12/09/15	VRSCO Retirement Manager	Valic	302.91		242,488.64
6477	12/09/15	Village Firefighters/Employee		225.00		242,263.64
Other	12/15/15	12/15/15 Net Payroll		84,799.65		157,463.99
Other	12/15/15	12/15/15 Tax Deposit		37,075.86		120,388.13
Other	12/16/15	Cash Trans. from Savings Acct.			120,000.00	240,388.13
6478	12/16/15	Greater Harris County 911		20.00		240,368.13
6479	12/16/15	Glen Vincent		170.00		240,198.13
6480	12/16/15	AFLAC		1,195.27		239,002.86
6481	12/16/15	Bound Tree Medical, LLC		619.00		238,383.86
6482	12/16/15	Center Point Energy		17.97		238,365.89
6483	12/16/15	National Fire Protection Association	National Fire Prote	165.00		238,200.89
6484	12/16/15	Sprint		306.17		237,894.72
6485	12/16/15	TX CHILD SUPPORT SDU		323.00		237,571.72
6486	12/16/15	Office of Attorney General		359.50		237,212.22
6487	12/16/15	TEXAS Child Support	Texas Child Sup.	550.00		236,662.22
6488	12/16/15	TX Child Support		675.00		235,987.22
6489	12/16/15	Nationwide Retirement Solutions		485.00		235,502.22
6490	12/16/15	Nationwide Retirement Solutions		4,166.50		231,335.72
6491	12/16/15	Village Prof. FF Association		380.00		230,955.72
6492	12/16/15	VRSCO Retirement Manager	Valic	302.91		230,652.81
6493	12/16/15	Village Firefighters/Employee		225.00		230,427.81
6494	12/16/15	Village Firefighters Association		870.00		229,557.81
6495	12/16/15	Village Firefighters Association		870.00		228,687.81
6496	12/16/15	Village Firefighters Association		870.00		227,817.81
6497	12/17/15	Frank Comiskey Agency, Inc.	Frank Comiskey Ag	856.00		226,961.81
6498	12/18/15	Henry Schein, Inc.		1,688.04		225,273.77
6499	12/18/15	M & M Janitorial Supply		188.13		225,085.64
6500	12/18/15	Reliant Energy		1,443.54		223,642.10
6501	12/18/15	Safety-Kleen		224.10		223,418.00
6502	12/18/15	Three L, Inc.		3,630.39		219,787.61
Other	12/21/15	12/21/15 Tax Deposit		8,029.72		211,757.89
6503	12/22/15	Konica Minolta Business Solutions		340.23		211,417.66
6504	12/22/15	Municipal Emergency Services	Municipal Emergen	945.64		210,472.02
6505	12/22/15	Stericycle		1,297.05		209,174.97
6506	12/22/15	US Health Works Medical Group TX		511.00		208,663.97
Other	12/29/15	Cash Trans from Savings			30,000.00	238,663.97
6507	12/29/15	Wildfire Truck & Equipment Sales		1,800.00		236,863.97
6508	12/29/15	AFLAC		1,195.27		235,668.70
6509	12/29/15	Chase		142.10		235,526.60
6510	12/29/15	Comcast		413.57		235,113.03

**Village Fire Department**  
901 Corbindale, Houston, TX 77024

**Checkbook Register**  
WFB - VFD General Fund  
From 12/01/15 To 12/31/15 - By Date

Number	Date	Payee\Description	Vendor Name	Checks \ Payments	Deposits \ Additions	Balance
6511	12/29/15	Delta Industrial Service		1,175.00		233,938.03
6512	12/29/15	FedEx		30.72		233,907.31
6513	12/29/15	International Code Council, Inc.		135.00		233,772.31
6514	12/29/15	Siddons-Martin	Siddons-Martin Em	19.50		233,752.81
6515	12/29/15	Memorial Villages Water Authority		132.58		233,620.23
6516	12/29/15	Nationwide Retirement Solutions		5,541.73		228,078.50
6517	12/29/15	Nationwide Retirement Solutions		41,233.86		186,844.64
6518	12/29/15	Office Depot, Inc.		1,370.45		185,474.19
6519	12/29/15	Pitney Bowes Credit Corporation	Pitney Bowes Glob:	85.29		185,388.90
6520	12/29/15	Professional Welding Supply		118.25		185,270.65
6521	12/29/15	Sam's Club Direct		633.24		184,637.41
6522	12/29/15	Waukesha-Pearce Industries, Inc.		297.00		184,340.41
6525	12/30/15	Siddons-Martin	Siddons-Martin Em	72.40		184,268.01
6526	12/30/15	Southwest Houston Tire Sales, Inc.	Southwest Houston	723.76		183,544.25
6527	12/30/15	Witmer Public Safety Group		233.94		183,310.31
Other	12/31/15	12/31/15 Net Payroll		80,112.37		103,197.94
Other	12/31/15	12/31/15 Tax Deposit		34,062.30		69,135.64
Other	12/31/15	12/31/2015 Interest Income			7.72	69,143.36
6524	12/31/15	Texas Municipal Retirement System		44,592.87		24,550.49

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: 4A**

**EXPLANATION: REPORTS**

**Treasurer's Financial Report – December 2015**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

VILLAGE FIRE DEPT. NOVEMBER BUDGETARY SUMMARY	BUDGET YEAR 2015	YEAR TO DATE 12/31/2015	% USED	% BUDGET	MONTHLY EXPENSES DECEMBER
<b>CAPITAL:</b>					
CONTINGENCY-PHYSICAL PLANT	35,000.00	24,678.90	0.00%	100.00%	0.00
MISC. TOOLS, EQUIP., & HOSE	25,000.00	10,791.08	43.16%	100.00%	1,175.00
NEW EQUIPMENT PURCHASES-COPIER	0.00	0.00	0.00%	100.00%	0.00
MISC. TOOLS, EQUIP.	0.00	0.00	0.00%	100.00%	0.00
NEW EQUIPMENT/AMBULANCE EQUIP.	0.00	0.00	0.00%	100.00%	0.00
COMMUNICATION/COMPUTER EQUIP.	3,000.00	2,849.94	95.00%	100.00%	0.00
TOTAL CAPITAL EXPENDITURES	63,000.00	38,319.92	60.83%	100.00%	1,175.00
<b>PERSONNEL EXPENDITURES:</b>					
SALARIES (1)	3,129,319.00	3,148,801.57	100.62%	100.00%	341,733.56
SALARIES - OVERTIME (2)	70,000.00	101,523.62	145.03%	100.00%	10,173.71
PROF. CERTIFICATION PAY	42,000.00	39,336.75	93.66%	100.00%	3,328.36
COMPENSATED ABSENCE PAY	0.00	0.00	0.00%	100.00%	0.00
FICA TAX	247,961.00	239,223.04	96.48%	100.00%	23,067.22
DISABILITY INSURANCE	25,000.00	20,716.62	82.87%	100.00%	1,710.37
EMPLOYEE RETIREMENT (3)	231,362.00	236,493.31	102.22%	100.00%	22,939.10
HOSPITALIZATION INSURANCE	558,500.00	464,238.98	83.12%	100.00%	39,309.97
MEAL ALLOWANCES	31,320.00	31,320.00	100.00%	100.00%	2,610.00
WORKMENS' COMP. INSURANCE	39,000.00	39,000.00	100.00%	100.00%	3,250.00
TOTAL PERSONNEL EXPENDITURES	4,374,462.00	4,320,653.89	98.77%	100.00%	448,122.29
<b>OPERATIONAL EXPENDITURES:</b>					
AMBULANCE MEDICAL SUPPLIES (4)	40,000.00	50,560.19	126.40%	100.00%	1,523.84
BLDG. SUPPLIES & MAINTENANCE	45,000.00	40,690.29	90.42%	100.00%	4,443.69
CHEMICALS (5)	1,500.00	1,522.00	101.47%	100.00%	0.00
CONTINGENCY	20,000.00	0.00	0.00%	100.00%	0.00
DUES/SUBSCRIPTIONS/MANUALS	7,500.00	6,477.13	86.36%	100.00%	508.98
FIRE PREVENTION/PUBLIC RELATIONS	12,000.00	9,799.68	81.66%	100.00%	197.43
GAS & OIL	45,000.00	29,272.52	65.05%	100.00%	561.62
INSURANCE - CASUALTY	40,000.00	37,306.54	93.27%	100.00%	3,012.33
MAINTENANCE OF EQUIPMENT: (6)	95,000.00	131,752.36	138.69%	100.00%	4,748.97
CHIEF'S VEHICLE		1,546.56			49.48
FIRE MARSHAL'S VEHICLE		237.60			(87.56)
BATTALION 1		2,185.99			1,819.50
PUMPER (ENGINE 1)		18,198.46			837.42
UTILITY VEHICLE		1,144.73			0.00
LADDER (LADDER 1)		49,633.45			577.00
AMBULANCE (MEDIC 1)		3,038.64			0.00
AMBULANCE (MEDIC 2)		2,549.83			723.76
AMBULANCE (MEDIC 3)		639.30			0.00
MAINTENANCE - OTHER		20,638.06			829.37
MAINTENANCE - CONTRACTS		13,009.38			0.00
PUMPER (ENGINE 2)		18,930.36			0.00
MISCELLANEOUS EXPENDITURES: (7)	3,200.00	6,229.92	194.69%	100.00%	0.00
SAFETY DEPOSIT BOX RENT		0.00			0.00
LICENSE/PERMITS		5,544.92			0.00
OTHER MISC. EXPENSES		0.00			0.00
LEGAL NOTICES/ADVERT.		685.00			0.00



<b>VILLAGE FIRE DEPT. NOVEMBER BUDGETARY SUMMARY</b>	<b>BUDGET YEAR 2015</b>	<b>YEAR TO DATE 12/31/2015</b>	<b>% USED</b>	<b>% BUDGET</b>	<b>MONTHLY EXPENSES DECEMBER</b>
POSTAGE/PRINTING/STATIONERY: (8)	26,600.00	29,535.70	111.04%	100.00%	4,868.03
BANK ANALYSIS CHARGES/SUPPLIES		0.00			0.00
OFFICE SUPPLIES		4,805.35			1,451.91
POSTAGE		2,316.70			1,618.44
PENALTIES		412.88			0.00
PRINTING		1,865.43			0.00
MAINT. CONTRACTS/EQUIP.		11,275.82			389.23
COFFEE BAR/REFRESHMENTS		1,316.23			305.74
POSTAGE METER RENTAL		1,451.25			85.29
OFFICE EQUIPMENT		1,717.41			24.88
OTHER		3,911.31			992.54
BANK SERVICES CHARGES		463.32			0.00
PROFESSIONAL SERVICES:	69,000.00	62,354.53	90.37%	100.00%	3,761.80
REVERSE ENTRIES FOR A.P.		0.01			0.00
ADJUSTMENT-DUPLICATE CHECKS		0.00			0.00
PROFESSIONAL SERVICES - OTHER		13,602.05			245.51
CPA		18,257.00			0.00
LEGAL		8,153.72			1,755.29
MEDICAL		22,341.75			1,761.00
PUBLIC UTILITIES	50,000.00	45,534.20	91.07%	100.00%	3,593.63
RENT	10.00	10.00	100.00%	100.00%	0.00
STATE CERTIFICATION FEES (4)	5,100.00	5,252.17	102.98%	100.00%	0.00
TRAINING PROGRAMS	25,000.00	19,363.75	77.46%	100.00%	1,176.03
CONVENTIONS		1,172.64			0.00
OTHER TRAINING EXP.		1,356.46			416.03
SEMINARS-OFF PREMISES		8,839.30			760.00
TRAINING EXAMS		340.00			0.00
TRAINING-ON PREMISES		6,220.00			0.00
OUT OF TOWN EXPENSES		1,435.35			0.00
UNIFORMS (10)	15,000.00	16,205.71	108.04%	100.00%	1,610.75
TOTAL OPERATIONAL EXPENDITURES	499,910.00	491,866.69	98.39%	100.00%	30,007.10
<b>GRAND TOTAL</b>	<b>\$4,937,372.00</b>	<b>\$4,850,840.50</b>	<b>98.25%</b>	<b>100.00%</b>	<b>\$479,304.39</b>
1.75% Year-To-Date Under Budget					
CAPITAL REPLACEMENT FUND	160,000.00	0.00			
COMPENSATION ABSENCE RESERVE FUND	0.00	0.00			
<b>TOTAL BUDGET FOR 2015</b>	<b>\$5,097,372.00</b>	<b>\$0.00</b>			

The following line items are over budget as of 12/31/2015

Line Items	Amount Budgeted To Date	Amount Spent To Date	Year-To-Date Variance
<b>Salaries</b> Paid Mustering Out pay out of this line item	3,129,319.00	3,148,801.57	19,482.57
<b>Overtime</b> Short staffed and injuries during the year.	58,333.30	76,251.25	17,917.95
<b>Employee Retirement</b> Several employees left during the year and TMRS is paid on their mustering out pay.	192,801.70	194,664.70	1,863.00
<b>Operational Expenditures:</b> <b>Ambulance Medical Supplies</b> Increase in cost of medical supplies and usage of supplies	33,333.22	45,127.31	11,794.09
<b>Dues/Subscriptions/Manuals</b>	0.00	0.00	0.00
<b>Building Supplies and Maintenance</b>	0.00	0.00	0.00
<b>Chemicals</b>	1,500.00	1,522.00	22.00
<b>Gas &amp; Oil</b>	0.00	0.00	0.00
<b>Insurance - Casualty</b>			
<b>Maintenance of Equipment:</b> Prior Months - E 2 and Ladder 1 6,028.00 annual gear inspection, repair and cleaning Ladder 1 - \$36,635.92-Contract w/Houston 10,416.00	95,000.00	131,752.36	36,752.36
<b>Miscellaneous Expenditures:</b> Prior month - Licenses for Firehouse Software - #5515 - 4,559.92	3,200.00	6,229.92	3,029.92
<b>Postage/Printing Stationery</b> Increase in supplies needed and cost	26,600.00	29,535.70	2,935.70
<b>State Certifications</b>	5,100.00	5,252.17	152.17
<b>Rent:</b> Rent is paid in full for year			0.00
<b>Training Programs</b>			
<b>Uniforms</b> Uniforms for new firefighters.	15,000.00	16,205.71	1,205.71

**Notes:**

*Taber & Burnett, P.C.*  
*Certified Public Accountants*  
*P.O. Box 1519*  
*412 Buchanan Drive*  
*Burnet, Texas 78611*  
*1-877-272-1040*

TO THE COMMISSIONERS  
Village Fire Department  
Houston, TX

Management is responsible for the accompanying financial statements of the Village Fire Department General Fund, Capital Replacement Fund, Compensated Absence Fund and Ambulance Billing Fund, which comprise the statement of assets, liabilities, and fund balance-cash basis as of December 31, 2015, and the related statements of receipts and expenditures-from cash transactions for the one month and twelve months then ended, the changes in fund balances-from cash transactions for the twelve months then ended, and the changes in cash balances from cash transactions for the one month and twelve months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

However, we did become aware of departures from financial statements prepared from cash transactions. The Village Fire Department maintains its accounting records using the modified cash basis method of accounting. Such accounting method differs from generally accepted accounting principles. Inventory, prepaids, deferred revenue, and payroll payables are currently reported in the financial statements. The effects of these departures from the cash basis of accounting have not been determined.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Department's assets, liabilities, fund balance, receipts, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

*Taber & Burnett, P.C.*

Taber & Burnett, P.C.

Burnet, Texas  
January 15, 2016

**This is the 2015 December Financial Statement.**  
**These totals are NOT FINAL at this time.**  
**The audit will provide the 2015 End of Year**  
**totals for you to present to your city!!!**

Village Fire Department  
Statement Of Assets, Liabilities, and Fund Balance  
From Cash Transactions  
December 31, 2015

	General Fund	Capital Replacement Fund	Compensated Absence Fund	Ambulance Billing Fund	Combined Total
<b>Assets</b>					
<b>Cash</b>					
WFB - Ambulance Billing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,176.60	\$ 70,176.60
Wells Fargo Checking	0.00	818,433.19	824.28	0.00	819,257.47
WFB - VFD General Fund	24,550.49	0.00	0.00	0.00	24,550.49
WFB - Savings Depository Account	43,079.85	0.00	0.00	0.00	43,079.85
<b>Total Cash &amp; Certificates</b>	<u>67,630.34</u>	<u>818,433.19</u>	<u>824.28</u>	<u>70,176.60</u>	<u>957,064.41</u>
Gasoline & Oil Inventory	7,994.20	0.00	0.00	0.00	7,994.20
Prepaid Meal Allowances	2,610.00	0.00	0.00	0.00	2,610.00
Prepaid Expenses	185.00	0.00	0.00	0.00	185.00
Prepaid Casualty Insurance	8,624.41	0.00	0.00	0.00	8,624.41
<b>Total Assets</b>	<u>\$ 87,043.95</u>	<u>\$ 818,433.19</u>	<u>\$ 824.28</u>	<u>\$ 70,176.60</u>	<u>\$ 976,478.02</u>
<b>Liabilities and Fund Balance</b>					
<b>Liabilities</b>					
Ambulance Funds Payable	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,176.60	\$ 70,176.60
Retirement Contrib. Payable	772.84	0.00	0.00	0.00	772.84
<b>Total Liabilities</b>	<u>772.84</u>	<u>0.00</u>	<u>0.00</u>	<u>70,176.60</u>	<u>70,949.44</u>
<b>Fund Balance</b>	<u>86,271.11</u>	<u>818,433.19</u>	<u>824.28</u>	<u>0.00</u>	<u>905,528.58</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>\$ 87,043.95</u>	<u>\$ 818,433.19</u>	<u>\$ 824.28</u>	<u>\$ 70,176.60</u>	<u>\$ 976,478.02</u>

See Accountants' Compilation Report

Village Fire Department  
General Fund  
Statement of Receipts and Expenditures  
From Cash Transactions

	Actual For 1 Month Ended December 31, 2015	Actual For 12 Months Ended December 31, 2015	Budget For 12 Months Ended December 31, 2015	Variance Over/ Budget	Total Annual Budget
<b>Receipts</b>					
City Assesments (Note 1)	\$ 411,447.72	\$ 4,937,372.00	\$ 4,937,372.00	\$ 0.00	\$4,937,372.00
Interest Income	13.17	253.03	0.00	253.03	0.00
Fire Permit Fee Income	0.00	3.25	0.00	3.25	0.00
Miscellaneous Income	3.25	6.50	0.00	6.50	0.00
<b>Total Receipts</b>	<u>411,464.14</u>	<u>4,937,634.78</u>	<u>4,937,372.00</u>	<u>262.78</u>	<u>4,937,372.00</u>
<b>Capital Expenditures (Note 3)</b>	<u>1,175.00</u>	<u>38,319.92</u>	<u>63,000.00</u>	<u>(24,680.08)</u>	<u>63,000.00</u>
<b>Personnel Expenditures</b>					
Salaries	341,733.56	3,148,801.57	3,129,319.00	19,482.57	3,129,319.00
Salaries-Overtime	10,173.71	101,523.62	70,000.00	31,523.62	70,000.00
Prof. Certification Pay	3,328.36	39,336.75	42,000.00	(2,663.25)	42,000.00
FICA Tax	23,067.22	239,223.04	247,961.00	(8,737.96)	247,961.00
Disability Insurance	1,710.37	20,716.62	25,000.00	(4,283.38)	25,000.00
Employee Retirement	22,939.10	236,493.31	231,362.00	5,131.31	231,362.00
Hospitalization Insurance	39,309.97	464,238.98	558,500.00	(94,261.02)	558,500.00
Meal Allowances	2,610.00	31,320.00	31,320.00	0.00	31,320.00
Workmens' Comp Insurance	3,250.00	39,000.00	39,000.00	0.00	39,000.00
<b>Total Personnel Expenditures</b>	<u>448,122.29</u>	<u>4,320,653.89</u>	<u>4,374,462.00</u>	<u>(53,808.11)</u>	<u>4,374,462.00</u>
<b>Operational Expenditures</b>					
Ambulance Medical Supplies	1,523.84	50,560.19	40,000.00	10,560.19	40,000.00
Bldg Supplies & Maint	4,443.69	40,690.29	45,000.00	(4,309.71)	45,000.00
Chemicals	0.00	1,522.00	1,500.00	22.00	1,500.00
Contingency	0.00	0.00	20,000.00	(20,000.00)	20,000.00
Dues/Subscriptions/Manuals	508.98	6,477.13	7,500.00	(1,022.87)	7,500.00
Fire Prevent/Public Relations	197.43	9,799.68	12,000.00	(2,200.32)	12,000.00
Gas & Oil (Note 4)	561.62	29,272.52	45,000.00	(15,727.48)	45,000.00
Insurance - Casualty	3,012.33	37,306.54	40,000.00	(2,693.46)	40,000.00
Maint. of Equip.(Note 5)	4,748.97	131,752.36	95,000.00	36,752.36	95,000.00
Miscellaneous Expense	0.00	6,229.92	3,200.00	3,029.92	3,200.00
Postage/Printing/Stationery	4,868.03	29,535.70	26,600.00	2,935.70	26,600.00
Professional Services	3,761.80	62,354.53	69,000.00	(6,645.47)	69,000.00
Public Utilities	3,593.63	45,534.20	50,000.00	(4,465.80)	50,000.00
Rent	0.00	10.00	10.00	0.00	10.00
State Certification Fees	0.00	5,252.17	5,100.00	152.17	5,100.00
Training Programs	1,176.03	19,363.75	25,000.00	(5,636.25)	25,000.00
Uniforms	1,610.75	16,205.71	15,000.00	1,205.71	15,000.00
<b>Total Operational Expenditures</b>	<u>30,007.10</u>	<u>491,866.69</u>	<u>499,910.00</u>	<u>(8,043.31)</u>	<u>499,910.00</u>
<b>Total Expenditures</b>	<u>479,304.39</u>	<u>4,850,840.50</u>	<u>4,937,372.00</u>	<u>(86,531.50)</u>	<u>4,937,372.00</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ (67,840.25)</u>	<u>\$ 86,794.28</u>	<u>\$ 0.00</u>	<u>\$ 86,794.28</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

Village Fire Department  
 Capital Replacement Fund  
 Statement of Receipts and Expenditures  
 From Cash Transactions

	Actual For 1 Month Ended <u>December 31, 2015</u>	Actual For 12 Months Ended <u>December 31, 2015</u>	Budget For 12 Months Ended <u>December 31, 2015</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
<b>Receipts</b>					
City Assesments (Note 2)	\$ 13,333.26	\$ 160,000.00	\$ 160,000.00	\$ 0.00	\$160,000.00
Interest Income	180.59	1,548.37	0.00	1,548.37	0.00
Sale of Assets	0.00	1,256.00	0.00	1,256.00	0.00
<b>Total Receipts</b>	<u>13,513.85</u>	<u>162,804.37</u>	<u>160,000.00</u>	<u>2,804.37</u>	<u>160,000.00</u>
<b>Capital Expenditures</b>					
Escrow	0.00	0.00	160,000.00	(160,000.00)	160,000.00
<b>Total Capital Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>160,000.00</u>	<u>(160,000.00)</u>	<u>160,000.00</u>
<b>Operational Expenditures</b>					
<b>Total Operational Expenditu</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>160,000.00</u>	<u>(160,000.00)</u>	<u>160,000.00</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 13,513.85</u>	<u>\$ 162,804.37</u>	<u>\$ 0.00</u>	<u>\$ 162,804.37</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

Village Fire Department  
Compensated Absence Fund  
Statement of Receipts and Expenditures  
From Cash Transactions

	Actual For 1 Month Ended <u>December 31, 2015</u>	Actual For 12 Months Ended <u>December 31, 2015</u>	Budget For 12 Months Ended <u>December 31, 2015</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
<b>Receipts</b>					
Interest Income	\$ 0.01	\$ 0.18	\$ 0.00	\$ 0.18	\$ 0.00
Total Receipts	<u>0.01</u>	<u>0.18</u>	<u>0.00</u>	<u>0.18</u>	<u>0.00</u>
<b>Operational Expenditures</b>					
Compensated Absence Pay	(34,856.27)	0.00	0.00	0.00	0.00
Postage/Printing/Stationer	16.00	176.00	0.00	176.00	0.00
Total Operational Expenditu	<u>(34,840.27)</u>	<u>176.00</u>	<u>0.00</u>	<u>176.00</u>	<u>0.00</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 34,840.28</u>	<u>\$ (175.82)</u>	<u>\$ 0.00</u>	<u>\$ (175.82)</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

Village Fire Department  
Statement Of Changes in Fund Balance  
From Cash Transactions  
For the Twelve Months Ended December 31, 2015

	<u>General Fund</u>	<u>Capital Replacement Fund</u>	<u>Compansated Absence Fund</u>	<u>Ambulance Billing Fund</u>	<u>Combined Total</u>
Fund Balance - January 1, 2015	\$192,935.83	\$655,628.82	\$ 1,000.10	\$ 0.00	\$ 849,564.75
Surplus Refund to Cities	(193,459.00)	0.00	0.00	0.00	(193,459.00)
Excess of Receipts (Expenditures) for the Twelve Months Ended December 31, 2015	<u>86,794.28</u>	<u>162,804.37</u>	<u>(175.82)</u>	<u>0.00</u>	<u>249,422.83</u>
Fund Balance - December 31, 2015	<u>\$ 86,271.11</u>	<u>\$818,433.19</u>	<u>\$ 824.28</u>	<u>\$ 0.00</u>	<u>\$ 905,528.58</u>

See Accountants' Compilation Report



Village Fire Department  
General Fund  
Statement of Changes in Cash Balances  
From Cash Transactions

	<u>1 Month Ended</u> <u>December 31, 2015</u>	<u>12 Months Ended</u> <u>December 31, 2015</u>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	\$ (67,840.25)	\$ 86,794.28
<b>Other Sources of Cash</b>		
Decrease in Accounts Receivable	0.00	22,538.66
Decrease in Due To/From	21,522.87	21,945.47
Prepaid Insurance Amortization	6,262.33	135,982.83
Assessments Paid in Advance	0.00	274,750.72
Retirement Contribution Accruals	45,365.71	467,701.78
Decrease Inventory	893.33	893.33
Payroll Withholding		
FICA Withholding	46,134.44	479,446.06
Fed Income Tax Withholding	33,033.44	402,939.37
Employee Savings Plan Withholding	164,912.02	2,005,900.24
Prepaid Legal Services Withholding	217.24	2,916.94
Deferred Comp Withholding	56,684.41	178,658.96
Firefighters Dues Withholding	1,210.00	14,610.00
Special Employee Withholding	3,815.00	47,560.00
Supplemental Life Insurance Withholding	695.78	8,181.64
Employee Med Plan 125 W/H	14,317.64	178,061.47
Total Other Sources of Cash	<u>395,064.21</u>	<u>4,242,087.47</u>
<b>Uses of Cash</b>		
Increase in Prepaid Expenses	(185.00)	136.00
Prepaid Insurance Payments	(856.00)	(76,012.00)
Advance Payments Amortization	(205,723.82)	(274,750.72)
Decrease in Accounts Payable	0.00	(32,388.94)
Retirement Plan Contribution Payments	(44,592.87)	(466,928.94)
Payroll Withholding Payments		
FICA Deposits	(46,134.44)	(479,446.06)
Fed Income Tax Deposits	(33,033.44)	(402,939.37)
Employee Savings Plan Payments	(164,912.02)	(2,005,900.24)
Prepaid Legal Service Payments	(217.24)	(2,916.94)
Deferred Comp Payments	(56,684.41)	(178,658.96)
Firefighters Dues Payments	(1,210.00)	(14,625.00)
Special Employee Withholding Payments	(3,815.00)	(47,560.00)
Supplemental Life Insurance Payments	(802.19)	(8,181.64)
Employee Med Plan 125 Payments	(15,392.15)	(178,061.47)
Surplus Refund To Cities	0.00	(193,459.00)
Total Uses of Cash	<u>(573,558.58)</u>	<u>(4,361,693.28)</u>
<b>Increase (Decrease) in Cash</b>	(246,334.62)	(32,811.53)
<b>Cash - Beginning of Period</b>	313,964.96	100,441.87
<b>Cash - End of Period</b>	<u>\$ 67,630.34</u>	<u>\$ 67,630.34</u>

See Accountants' Compilation Report

Village Fire Department  
 Capital Replacement Fund  
 Statement of Changes in Cash Balances  
 From Cash Transactions

	1 Month Ended <u>December 31, 2015</u>	12 Months Ended <u>December 31, 2015</u>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	\$ 13,513.85	\$ 162,804.37
 <b>Other Sources of Cash</b>		
Decrease in Accounts Receivable	0.00	0.00
Assessments Paid in Advance	0.00	6,666.66
Total Other Sources of Cash	<u>0.00</u>	<u>6,666.66</u>
 <b>Uses of Cash</b>		
Decrease in Due To/From	13,333.40	(3,596.44)
Advance Payments Amortization	<u>(6,666.66)</u>	<u>(6,666.66)</u>
Total Uses of Cash	<u>6,666.74</u>	<u>(10,263.10)</u>
 <b>Increase (Decrease) in Cash</b>	20,180.59	159,207.93
 <b>Cash - Beginning of Period</b>	<u>798,252.60</u>	<u>659,225.26</u>
 <b>Cash - End of Period</b>	<u>\$ 818,433.19</u>	<u>\$ 818,433.19</u>

See Accountants' Compilation Report

Village Fire Department  
Compensated Absence Fund  
Statement of Changes in Cash Balances  
From Cash Transactions

	<u>1 Month Ended</u> <u>December 31, 2015</u>	<u>12 Months Ended</u> <u>December 31, 2015</u>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	<u>\$ 34,840.28</u>	<u>\$ (175.82)</u>
<b>Other Sources of Cash</b>		
Decrease in Accounts Receivable	<u>0.00</u>	<u>0.00</u>
<b>Uses of Cash</b>		
Decrease in Due To/From	<u>(34,856.27)</u>	<u>(18,349.03)</u>
Total Uses of Cash	<u>(34,856.27)</u>	<u>(18,349.03)</u>
<b>Increase (Decrease) in Cash</b>	(15.99)	(18,524.85)
<b>Cash - Beginning of Period</b>	<u>840.27</u>	<u>19,349.13</u>
<b>Cash - End of Period</b>	<u><u>\$ 824.28</u></u>	<u><u>\$ 824.28</u></u>

See Accountants' Compilation Report

Village Fire Department  
 Selected Information - Substantially all Disclosures Required by  
 Generally Accepted Accounting Principles Are Not Included  
 December 31, 2015

**Note 1: City Assessments - City Assessments as of December 31, 2015 Consist of the Following:**

	Actual For 1 Month Ended December 31, 2015	Actual For 12 Months Ended December 31, 2015	Budget For 12 Months Ended December 31, 2015	Variance Over/(Under) Budget	Total Annual Budget
Bunker Hill Village	\$ 78,175.02	\$ 938,100.68	\$ 938,100.68	\$ 0.00	\$ 938,100.68
Hedwig Village	76,117.80	913,413.82	913,413.82	0.00	913,413.82
Hilshire Village	12,343.43	148,121.16	148,121.16	0.00	148,121.16
Hunter's Creek Village	91,547.16	1,098,565.27	1,098,565.27	0.00	1,098,565.27
Piney Point Village	86,404.01	1,036,848.12	1,036,848.12	0.00	1,036,848.12
Spring Valley Village	66,860.30	802,322.95	802,322.95	0.00	802,322.95
<b>Total City Assessments</b>	<b><u>\$ 411,447.72</u></b>	<b><u>\$ 4,937,372.00</u></b>	<b><u>\$ 4,937,372.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$4,937,372.00</u></b>

**Note 2: Capital Replacement Fund City Assessments - City Assessments as of December 31, 2015 Consist of the Following:**

	Actual For 1 Month Ended December 31, 2015	Actual For 12 Months Ended December 31, 2015	Budget For 12 Months Ended December 31, 2015	Variance Over/(Under) Budget	Total Annual Budget
Bunker Hill Village	\$ 2,533.37	\$ 30,400.00	\$ 30,400.00	\$ 0.00	\$ 30,400.00
Hedwig Village	2,466.63	29,600.00	29,600.00	0.00	29,600.00
Hilshire Village	400.00	4,800.00	4,800.00	0.00	4,800.00
Hunter's Creek Village	2,966.63	35,600.00	35,600.00	0.00	35,600.00
Piney Point Village	2,800.00	33,600.00	33,600.00	0.00	33,600.00
Spring Valley Village	2,166.63	26,000.00	26,000.00	0.00	26,000.00
<b>Total City Assessments</b>	<b><u>\$ 13,333.26</u></b>	<b><u>\$ 160,000.00</u></b>	<b><u>\$ 160,000.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 160,000.00</u></b>

**Note 3: Capital Expenditures - Capital Expenditures from the General Fund as of December 31, 2015 Consist of the Following:**

	Actual For 1 Month December 31, 2015	Actual For 12 Months December 31, 2015	Budget For 12 Months December 31, 2015	Variance Over/(Under) Budget	Total Annual Budget
Contingency-Physical Plan	\$ 0.00	\$ 24,678.90	\$ 35,000.00	\$(10,321.10)	\$ 35,000.00
Misc. Tools, Equip., & Hos	1,175.00	10,791.08	25,000.00	(14,208.92)	25,000.00
Comm./Computer Purchas	0.00	2,849.94	3,000.00	(150.06)	3,000.00
<b>Total Capital Expenditures</b>	<b><u>\$ 1,175.00</u></b>	<b><u>\$ 38,319.92</u></b>	<b><u>\$ 63,000.00</u></b>	<b><u>\$(24,680.08)</u></b>	<b><u>\$ 63,000.00</u></b>

Village Fire Department  
 Selected Information - Substantially all Disclosures Required by  
 Generally Accepted Accounting Principles Are Not Included  
 December 31, 2015

**Note 4: Gas & Oil Expense** - The cities of Bunker Hill, Hedwig Village, Hunter's Creek, Spring Valley, Piney Point, the Memorial Villages Police Department and the Memorial Villages Water Authority purchase gasoline from Department at cost plus three cents per gallon administrative fee. Payments received from the cities for the gasoline cost are recorded as reductions in gas and oil expense. The administrative fees are recorded as an offset to maintenance expense.

	Actual For 1 Month Ended December 31, 2015	Actual For 12 Months Ended December 31, 2015	Budget For 12 Months Ended December 31, 2015	Variance Over/(Under) Budget	Total Annual Budget
Purchases	\$ 12,629.51	\$ 178,503.68	\$ 45,000.00	\$133,503.68	\$45,000.00
Gasoline Cost Reimbursements:					
Hedwig Village	(1,989.60)	(28,755.80)	0.00	(28,755.80)	0.00
Spring Valley	(3,866.82)	(47,414.86)	0.00	(47,414.86)	0.00
Bunker Hill	(543.77)	(4,110.36)	0.00	(4,110.36)	0.00
Village Police Department	(3,700.89)	(49,587.12)	0.00	(49,587.12)	0.00
Hunter's Creek	(240.93)	(4,142.05)	0.00	(4,142.05)	0.00
Piney Point	(73.89)	(384.40)	0.00	(384.40)	0.00
Memorial Village Wtr.Auth.	(1,651.99)	(14,836.57)	0.00	(14,836.57)	0.00
Total Cost Reimbursements:	<u>12,067.89</u>	<u>149,231.16</u>	<u>0.00</u>	<u>(149,231.16)</u>	<u>0.00</u>
Net Gas & Oil Expense	<u>\$ 561.62</u>	<u>\$ 29,272.52</u>	<u>\$ 45,000.00</u>	<u>\$(15,727.48)</u>	<u>\$45,000.00</u>

**Note 5: Maintenance of Equipment** - Maintenance of Equipment as of December 31, 2015 Consist of the Following:

	1 Month Ended December 31, 2015	12 Months Ended December 31, 2015
Maint.-Chief's Truck	\$ 49.48	\$ 1,546.56
Maint.-Fire Marshall's Car	(87.56)	237.60
Maint.-Inspector's Car	0.00	50.04
Maint.-Suburban	1,819.50	2,185.99
Maint.-Pumper (E1)	837.42	18,198.46
Maint.-Utility Vehicle	0.00	1,094.69
Maint.-Ladder (L1)	577.00	49,633.45
Maint.-Ambulance (Medic 1)	0.00	3,038.64
Maint.-Ambulance (Medic 2)	723.76	2,549.83
Maint.-Other	829.37	20,638.06
Maint.-Contracts	0.00	13,009.38
Maint.-Pumper (E2) 2000	0.00	18,930.36
Maint.-Ambulance (Medic 3)	0.00	639.30
Total Maint. of Equip.	<u>\$ 4,748.97</u>	<u>\$ 131,752.36</u>

*SUPPLEMENTARY INFORMATION*

*Taber & Burnett, P.C.*  
*Certified Public Accountants*  
*P.O. Box 1519*  
*412 Buchanan Drive*  
*Burnet, TX 78611*  
*1-877-272-1040*

TO THE COMMISSIONERS  
Village Fire Department

The accompanying supplementary schedules for each of the twelve months beginning with January 1 through December 31, 2015 is presented only for analysis purposes and have been compiled by us without audit or review, from information that is the representation of management and we do not express an opinion or any other form of assurance on such information.

*Taber & Burnett, P.C.*  
Taber & Burnett, P.C.

Burnet, Texas  
January 15, 2016

Village Fire Department  
General Fund  
Statement of Monthly Receipts and Expenditures  
From Cash Transactions

	<u>1/31/2015</u>	<u>2/28/2015</u>	<u>3/31/2015</u>	<u>4/30/2015</u>	<u>5/31/2015</u>	<u>6/30/2015</u>	<u>6 Month Subtotal</u>
<b>Receipts</b>							
City Assesments (Note 1)	\$11,447.68	\$11,447.66	\$11,447.67	\$11,447.65	\$11,447.66	\$11,447.66	\$2,468,685.98
Interest Income	18.14	22.55	25.83	24.21	23.23	23.57	137.53
<b>Total Receipts</b>	<u>411,465.82</u>	<u>411,470.21</u>	<u>411,473.50</u>	<u>411,471.86</u>	<u>411,470.89</u>	<u>411,471.23</u>	<u>2,468,823.51</u>
<b>Capital Expenditures (Note 3)</b>							
Contingency-Physical Plant	0.00	0.00	0.00	0.00	0.00	3,325.00	3,325.00
Misc. Tools, Equip.,& Hose	0.00	472.36	1,859.96	556.89	4,637.54	0.00	7,526.75
<b>Total Capital Expenditures</b>	<u>0.00</u>	<u>472.36</u>	<u>1,859.96</u>	<u>556.89</u>	<u>4,637.54</u>	<u>3,325.00</u>	<u>10,851.75</u>
<b>Personnel Expenditures</b>							
Salaries	257,014.98	254,064.43	257,005.57	260,689.32	260,800.68	258,520.86	1,548,095.84
Salaries-Overtime	7,635.99	15,075.63	4,516.22	8,614.86	20,792.69	12,115.91	68,751.30
Prof. Certification Pay	3,235.59	3,183.09	3,235.59	3,254.34	3,254.34	3,321.84	19,484.79
FICA Tax	19,234.07	20,589.24	19,129.92	19,724.66	20,791.88	19,818.81	119,288.58
Disability Insurance	1,742.24	1,742.24	1,732.17	1,758.12	1,789.55	1,728.47	10,492.79
Employee Retirement	19,180.68	20,396.53	18,894.53	19,472.23	20,427.13	19,512.23	117,883.33
Hospitalization Insurance	39,412.43	39,475.21	38,952.71	40,837.32	40,488.21	36,173.07	235,338.95
Meal Allowances	2,610.00	2,610.00	2,610.00	2,610.00	2,610.00	2,610.00	15,660.00
Workmens' Comp Insurance	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	19,500.00
<b>Total Personnel Expenditures</b>	<u>353,315.98</u>	<u>360,386.37</u>	<u>349,326.71</u>	<u>360,210.85</u>	<u>374,204.48</u>	<u>357,051.19</u>	<u>2,154,495.58</u>
<b>Operational Expenditures</b>							
Ambulance Medical Supplies	1,654.81	9,917.43	2,875.60	6,314.06	3,627.71	3,272.44	27,662.05
Bldg Supplies & Maint	1,184.66	6,625.20	(93.16)	3,204.61	2,211.16	2,207.96	15,340.43
Chemicals	0.00	1,042.00	0.00	0.00	0.00	0.00	1,042.00
Dues/Subscriptions/Manuals	456.00	1,680.50	250.00	389.00	29.00	645.00	3,449.50
Fire Prevent/Public Relations	0.00	204.88	54.37	2,505.52	501.20	339.84	3,605.81
Gas & Oil (Note 4)	12,746.16	(2,079.15)	6,160.49	6,872.68	(1,859.28)	1,887.69	23,728.59
Insurance - Casualty	3,713.67	2,965.18	3,019.67	3,519.67	3,014.01	3,008.33	19,240.53
Maintence of Equip. (Note 5)	741.31	5,700.06	3,272.49	20,083.92	13,495.41	13,195.30	56,488.49
Miscellaneous Exp.	0.00	4,749.92	0.00	0.00	731.00	0.00	5,480.92
Postage/Printing/Stationery	833.91	1,863.50	5,540.99	2,417.90	1,793.17	2,497.23	14,946.70
Professional Services	10,154.00	3,374.30	6,207.84	3,039.85	2,241.00	3,482.48	28,499.47
Public Utilities	57.00	4,610.17	4,888.83	3,728.24	4,373.19	5,075.24	22,732.67
Rent	0.00	0.00	0.00	0.00	10.00	0.00	10.00
State Certification Fees	170.00	85.00	204.00	149.00	170.00	296.00	1,074.00
Training Programs	531.00	2,122.90	1,967.57	1,944.64	1,252.50	1,820.00	9,638.61
Uniforms	447.78	988.42	1,185.49	2,387.41	1,467.09	140.00	6,616.19
<b>Total Operational Expenditures</b>	<u>32,690.30</u>	<u>43,850.31</u>	<u>35,534.18</u>	<u>56,556.50</u>	<u>33,057.16</u>	<u>37,867.51</u>	<u>239,555.96</u>
<b>Total Expenditures</b>	<u>386,006.28</u>	<u>404,709.04</u>	<u>386,720.85</u>	<u>417,324.24</u>	<u>411,899.18</u>	<u>398,243.70</u>	<u>2,404,903.29</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 25,459.54</u>	<u>\$ 6,761.17</u>	<u>\$ 24,752.65</u>	<u>\$ (5,852.38)</u>	<u>\$ (428.29)</u>	<u>\$ 13,227.53</u>	<u>\$ 63,920.22</u>

See Accountants' Compilation Report



Village Fire Department  
General Fund  
Statement of Monthly Receipts and Expenditures  
From Cash Transactions

	<u>7/31/2015</u>	<u>8/31/2015</u>	<u>9/30/2015</u>	<u>10/31/2015</u>	<u>11/30/2015</u>	<u>12/31/2015</u>	12 Months Ended
<b>Receipts</b>							
City Assessments (Note 1)	\$411,447.66	\$11,447.66	\$11,447.66	\$11,447.66	\$11,447.66	\$11,447.72	\$4,937,372.00
Interest Income	23.61	25.12	18.16	17.99	17.45	13.17	253.03
Fire Permit Fee Income	0.00	0.00	0.00	0.00	3.25	0.00	3.25
Miscellaneous Income	0.00	0.00	0.00	0.00	3.25	3.25	6.50
<b>Total Receipts</b>	<u>411,471.27</u>	<u>411,472.78</u>	<u>411,465.82</u>	<u>411,465.65</u>	<u>411,471.61</u>	<u>411,464.14</u>	<u>4,937,634.78</u>
<b>Capital Expenditures (Note 3)</b>							
Contingency-Physical Plant	3,325.00	2,528.90	3,325.00	3,325.00	8,850.00	0.00	24,678.90
Misc. Tools, Equip., & Hose	0.00	1,950.03	0.00	0.00	139.30	1,175.00	10,791.08
Comm./Computer Purchases	0.00	2,849.94	0.00	0.00	0.00	0.00	2,849.94
<b>Total Capital Expenditures</b>	<u>3,325.00</u>	<u>7,328.87</u>	<u>3,325.00</u>	<u>3,325.00</u>	<u>8,989.30</u>	<u>1,175.00</u>	<u>38,319.92</u>
<b>Personnel Expenditures</b>							
Salaries	265,448.09	249,452.16	251,474.43	247,148.76	245,448.73	341,733.56	3,148,801.57
Salaries-Overtime	3,170.76	(12,240.13)	5,129.23	11,440.09	15,098.66	10,173.71	101,523.62
Prof. Certification Pay	3,374.34	3,216.84	3,282.22	3,377.60	3,272.60	3,328.36	39,336.75
FICA Tax	19,684.46	19,952.77	18,790.14	19,350.32	19,089.55	23,067.22	239,223.04
Disability Insurance	1,728.47	1,750.71	1,678.45	1,737.68	1,618.15	1,710.37	20,716.62
Employee Retirement	19,364.90	19,700.08	18,605.14	19,111.25	18,889.51	22,939.10	236,493.31
Hospitalization Insurance	38,325.45	40,204.17	37,458.96	39,682.60	33,918.88	39,309.97	464,238.98
Meal Allowances	2,610.00	2,610.00	2,610.00	2,610.00	2,610.00	2,610.00	31,320.00
Workmens' Comp Insurance	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	39,000.00
<b>Total Personnel Expenditures</b>	<u>356,956.47</u>	<u>327,896.60</u>	<u>342,278.57</u>	<u>347,708.30</u>	<u>343,196.08</u>	<u>448,122.29</u>	<u>4,320,653.89</u>
<b>Operational Expenditures</b>							
Ambulance Medical Supplies	3,543.22	8,642.38	2,752.34	2,527.32	3,909.04	1,523.84	50,560.19
Bldg Supplies & Maint	3,680.40	5,416.67	2,819.14	4,511.20	4,478.76	4,443.69	40,690.29
Chemicals	0.00	0.00	0.00	0.00	480.00	0.00	1,522.00
Dues/Subscriptions/Manuals	25.00	337.99	33.99	1,882.67	239.00	508.98	6,477.13
Fire Prevent/Public Relations	418.45	3,157.67	0.00	225.95	2,194.37	197.43	9,799.68
Gas & Oil (Note 4)	3,659.15	8,872.90	(4,050.23)	(3,939.38)	439.87	561.62	29,272.52
Insurance - Casualty	3,008.33	3,010.00	3,011.67	3,011.67	3,012.01	3,012.33	37,306.54
Maintenance of Equip. (Note 5)	237.77	12,664.89	12,988.27	14,360.03	30,263.94	4,748.97	131,752.36
Miscellaneous Exp.	0.00	0.00	0.00	749.00	0.00	0.00	6,229.92
Postage/Printing/Stationery	581.12	3,103.36	1,444.72	2,531.38	2,060.39	4,868.03	29,535.70
Professional Services	15,399.51	2,162.75	3,181.00	4,105.00	5,245.00	3,761.80	62,354.53
Public Utilities	3,715.31	4,206.73	3,831.28	4,071.71	3,382.87	3,593.63	45,534.20
Rent	0.00	0.00	0.00	0.00	0.00	0.00	10.00
State Certification Fees	255.00	181.00	3,400.00	170.00	172.17	0.00	5,252.17
Training Programs	670.00	2,881.00	1,388.96	1,249.90	2,359.25	1,176.03	19,363.75
Uniforms	681.49	2,981.44	472.84	2,863.42	979.58	1,610.75	16,205.71
<b>Total Operational Expenditures</b>	<u>35,874.75</u>	<u>57,618.78</u>	<u>31,273.98</u>	<u>38,319.87</u>	<u>59,216.25</u>	<u>30,007.10</u>	<u>491,866.69</u>
<b>Total Expenditures</b>	<u>396,156.22</u>	<u>392,844.25</u>	<u>376,877.55</u>	<u>389,353.17</u>	<u>411,401.63</u>	<u>479,304.39</u>	<u>4,850,840.50</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 15,315.05</u>	<u>\$ 18,628.53</u>	<u>\$ 34,588.27</u>	<u>\$ 22,112.48</u>	<u>\$ 69.98</u>	<u>\$ (67,840.25)</u>	<u>\$ 86,794.28</u>

See Accountants' Compilation Report

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #4B**

**EXPLANATION: REPORTS**

**Fire Chief's Report:**

- **Events of January 2016**
- **Monthly Performance Reports**
- **Record of Calls**
- **EMS Collections**
- **Operational issues**
- **Administrative issues**
- **Response Times**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**



**Village Fire Department  
2015 Strategic Plan Performance Report**

	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals
<b>2015 OPERATING BUDGET</b>						
Percentage if spending 100% budget		25.0%	25.0%	25.0%	16.6%	91.6%
Actual Percentage Budget Spent	100.0%	23.85%	24.86%	23.61%	16.22%	88.54%
Operating Budget	\$4,937,372.00	\$1,177,436.17	\$1,227,467.12	\$1,165,878.02	\$800,754.80	\$4,371,536.11
Personnel Expenses Total	\$4,374,462.00	\$1,063,029.06	\$1,091,466.52	\$1,027,131.64	\$690,904.38	\$3,872,531.60
Percentage Personnel Budget Spent		24.30%	24.95%	23.48%	15.79%	88.53%
Overtime	\$70,000.00	\$27,227.84	\$41,523.46	-\$3,940.14	\$26,538.75	\$91,349.91
% Overtime Budget Spent		38.90%	59.32%	-5.63%	37.91%	130.50%
Capital Expenditures	\$63,000.00	\$2,332.32	\$8,519.43	\$13,978.87	\$12,314.30	\$37,144.92
% Capital Budget Spent		3.70%	13.52%	22.19%	19.55%	58.96%
Operational Expenditures	\$499,910.00	\$112,074.79	\$127,481.17	\$124,767.51	\$97,536.12	\$461,859.59
% Operational Budget Spent		22.42%	25.50%	24.96%	19.51%	92.39%
<b>EMERGENCY OPERATIONS:</b>						
% of High Priority Responses < 4 MINUTES	4 minutes 90%	53.67%	39.67%	38.3%	41.67%	43.33%
% of High Priority Responses < 8 MINUTES	8 minutes 100%	99.00%	98.33%	99.0%	98.67%	98.75%
% of High Priority Responses > 8 MINUTES	0.00%	1.00%	1.67%	1.00%	1.33%	1.25%
Average Dispatch Time, high priority calls	60 Seconds	70	72	52	52	61
Average Turnout Times, high priority calls	60 seconds	48	43	44	43	45
Average Travel Time		4:01	4:14	4:21	4:00	4:09
# Emergency Incidents		475	598	540	549	2162
# Emergency Responses		841	1022	878	937	3678
VFD Patients		215	216	237	244	912
VFD Patients Transported		156	156	176	176	664
Houston Ambulance Patient Transports		2	2	0	1	5
Total Patients Transported		158	158	176	177	669
<b>EMS REVENUE:</b>						
EMS Collection Percentage		24%	13%	19%	20%	19%
Revenue Collected, Avg Per Patient		\$524.10	\$348.90	\$442.51	\$434.49	\$437.50
Amount Billed		\$344,188.94	\$132,868.31	\$403,479.00	\$380,855.82	\$1,261,392.07
Total Revenue Paid		\$82,808.01	\$16,747.19	\$77,299.33	\$76,017.24	\$252,871.77
Revenue Returned to Cities		\$66,274.83	\$67,909.44	\$77,195.25	\$70,176.60	\$281,556.12
<b>FIRE MARSHAL:</b>						
# of General Plans Reviewed		0	11	16	16	43
# of Sprinkler Systems Reviewed		45	44	64	47	200
# Fires investigated		1	2	0	3	6
# Fire Citations Written		0	0	0	0	0
# INSPECTIONS YTD		106	342	486	683	628
Fire Prevention Permits		8	13	5	8	34
Residential Sprinklers to date		1501	1,521	1,550	1,576	1,576
# OF COMMUNITY Ed Events		11	9	9	34	63
% of Homes with Sprinkler Systems		22.47%	22.67%	23.00%	23.29%	23.29%



**Bunker Hill Village**  
**Hedwig Village**  
**Hilshire Village**  
**Hunters Creek Village**  
**Piney Point Village**  
**Spring Valley Village**  
**Houston**  
**Totals**

**Number of Incidents through December 2015**

	Fire			EMS			Total			2015 Travel Times		% of 2015 Calls are:		Fire Alarms	% of Fire Calls	
	2015	2014/ytd	2014	2015	2014/ytd	2014	2015	2014/ytd	2014	2013	less 8 minutes	Average	Fire			EMS
	133	152	108	139	100	137	292	252	245	245	18%	4:59	52%	48%	61	21%
	213	189	149	250	271	278	463	460	427	427	87%	2:29	46%	54%	81	17%
	17	24	26	44	40	27	61	64	53	53	20%	4:52	28%	72%	7	11%
	249	213	222	164	147	164	413	360	386	386	31%	4:27	60%	40%	93	23%
	162	164	139	137	104	117	299	268	256	256	36%	4:31	54%	46%	78	26%
	174	158	163	189	173	133	363	331	296	296	54%	3:51	48%	52%	56	15%
	271	284	267	0	0	0	271	284	267	267			100%	0		
	1239	1184	1228	923	835	784	2162	2019	2012	2012	41%	4:11	57%	43%	376	17%

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #5A**

**EXPLANATION: CONSIDERATION OF CONTRACTS/AGREEMENTS**

**None**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #6A**

**EXPLANATION: CONSIDERATION OF RESOLUTIONS**

**None**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #7A**

**EXPLANATION:      CONSIDERATION FOR REQUESTS FOR BOARD  
AUTHORIZATION**

**Discussion of and action on Taber & Burnett, P.C.  
Engagement Letter 01/01/2016 - 12/31/2016**

**COST:**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**



Taber & Burnett, P.C.  
Certified Public Accountants

P. O. Box 1519  
412 Buchanan Drive  
Burnet, TX 78611

(512) 756-4904  
Fax (512) 756-4227  
1-877-CPA-1040

December 30, 2015

Village Fire Department  
901 Corbindale Road  
Houston, Texas 77024

We are pleased to serve you as your independent certified public accountants and to confirm our understanding of the services we are to provide for the Village Fire Department for the year ended December 31, 2016. Current requirements of our profession require that we formalize the arrangements and conditions of our engagement. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

#### Services to be Provided

We will prepare your basic accounting records (as indicated below) from information that you provide, and will prepare tax reports (as indicated below) by electronic data processing methods.

We will also prepare the financial statements of the Village Fire Department, which comprise the annual and monthly statement of assets, liabilities, and fund balance from cash transactions of the Village Fire Department General Fund, Capital Replacement Fund, Compensated Absence Fund and Ambulance Billing Fund, the related statements of receipts and expenditures, the changes in fund balances, and the changes in cash balances for the year ended December 31, 2016, and perform a compilation engagement with respect to those financial statements. Management has elected to omit substantially all of the disclosures required by the cash basis of accounting.

The supplementary information accompanying the compiled financial statements will be presented for purposes of additional analysis. We will not compile the supplementary information. We will not express an opinion, a conclusion, or provide any assurance on such supplementary information.

Should a change in our services become advisable as business conditions change, we will, of course, discuss this with you. We have indicated the frequency of the services that you expect us to provide:

Monthly - M Annually - A Quarterly - Q As Requested - R

#### Bookkeeping Services

- (M ) Record journals
- (M ) Post general ledger
- (M ) Reconcile bank statements
- (M ) Post employee earnings records
- (Q ) Quarterly and year-to-date employee earnings records

V F D

JAN 02 2016

RECEIVED



**Compiled Financial Statements**

- (M ) Statement of Assets, Liabilities, and Fund Balance from Cash Transactions
- (M ) Statement of Receipts and Expenditures from Cash Transactions (General Fund)
- (M ) Statement of Receipts and Expenditures from Cash Transactions (Strategic Plan Fund)
- (M ) Statement of Changes in Fund Balance from Cash Transactions
- (M ) Statement of Changes in Cash Balances from Cash Transactions (General Fund)
- (M ) Statement of Changes in Chas Balances from Cash Transactions (Strategic Plan Fund)
- (M ) Footnotes
- (M ) Supplementary Information (specify)  
Statement of Monthly Receipts and Expenditures from Cash Transactions (General Fund)

**User(s) and Use of the Financial Statements**

The financial statements are intended for management use only. You agree to notify us in the event you intend to provide the financial statements to any third party.

**Tax Services**

- ( ) Property tax rendition form
- ( ) Franchise return
- ( ) Tax planning or consultations
- (Q ) Federal and State payroll tax returns
- ( ) State sales tax reports
- (A ) Annual employee wage and tax statements (W-2s, W-3s)
- (A ) 1099s (Interest, dividends, miscellaneous)
- ( ) Other tax services (specify)

**Other Services**

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee.

We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

**Our Responsibilities**

The objective of our engagement is to –

1. Prepare financial statements in accordance with the cash basis of accounting based on information provided by you and
2. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the cash basis of accounting.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the cash basis of accounting and assist you in the presentation of the financial statements in accordance with the cash basis of accounting.

You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles in conformity with the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the cash basis of accounting and the inclusion of all informative disclosures that are appropriate for the cash basis of accounting, if applicable.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud.
5. To ensure that the organization complies with the laws and regulations applicable to its activities.

6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with-
  - access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - additional information that we may request from you for the purpose of the compilation engagement.
  - unrestricted access to persons within the organization of whom we determine it necessary to make inquires.
8. Including our compilation report in any document containing financial statements that indicate that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping services, payroll services, tax services, and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

### **Responsibilities of Client**

In order that we may prepare proper accounting and tax records, you agree to furnish us with the following:

1. Copies of basic documents reflecting your financial transactions, including check stubs, summaries of cash receipts and sales (cash and charge), bank statements and canceled checks, listings of accounts receivable and accounts payable (if on accrual basis), and documentary support of property and equipment transactions - purchases, trades, sales, and other dispositions.
2. Basic information necessary for preparation and maintenance of payroll files, including employees' names, employee number, hourly rate, hours worked, withholding exemptions, and other information for computation of special deductions or special wage premiums.
3. Information concerning any mortgage or pledge of business assets on business debts, any personal guarantees or debt, leases, or other information that affects or may affect the financial position of the business.
4. Any other financial information required to prepare your accounting records, financial statements, and tax returns.
5. You specifically agree to identify all cash receipts as to source (i.e., loans, sales, contributions of capital, etc.). Furthermore, you agree to provide us with information concerning all transactions that are consummated with cash.
6. You agree to accept responsibility for any effect on your accounting records and financial statements that occurs because of basic financial information or transaction documentation that was not provided to us.

### **Responsibility for Account Classification**

You or your employees will classify the transactions with account code numbers according to the agreed-upon chart of accounts.

Alternatively, you or your employees will provide enough descriptive detail to inform us as to which account the transaction should be coded to.

As business conditions change, we may mutually agree to change/modify this arrangement.

We will assist your bookkeeper by proposing standard, adjusting, or correcting journal entries to your financial statements, as needed. We will provide your bookkeeper with these journal entries for your review and approval. If, while reviewing the journal entries, you determine that a journal entry is inappropriate, it will be your responsibility to contact us to correct it.

### **Responsibility for Financial Statements**

Although we will have prepared the financial statements and tax returns, because of management's primary responsibility for submission of all basic financial data, such financial statements and tax returns are the responsibility and representations of management.

Accordingly, you should review them carefully upon receipt. It is further agreed and understood that unless you notify us otherwise, you as owner/management have reviewed the financial statements, changes to transaction codes, if any, and adjusting journal entries, if any, proposed by us and that you agree to any such transaction coding changes and/or adjusting journal entries, if any.

### **Responsibility for Retention of Records**

It will be your responsibility to retain and protect such records for possible future use, including possible examination by local, state, or Federal tax or law enforcement authorities.

### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

### **Schedule**

You will furnish the financial data described above on a timely basis. In the event circumstances arise that make it impossible for you or for us to meet statutory due dates for tax returns, we will discuss with you the necessary action to be taken.

**Other Relevant Information**

Charity V. Taber is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

**Charges for Services**

The fees for this engagement are effective for the year January 1, 2016 through December 31, 2016. If your business needs change significantly during this time period, it may become necessary to renegotiate the engagement.

Our fee for the monthly services will be \$650. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoice for this fee will be rendered to you each month upon completion of the financial statements and is payable upon presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (10% per year). If turned over for collection, you agree to reimburse us for all costs of collection, including reasonable attorney's fees.

It is agreed that this agreement for services may be terminated by either you or by our firm upon thirty days written notice.

If during the term of this agreement, you seek or are declared bankrupt by the U.S. Bankruptcy Court, you specifically agree to affirm and remain personally liable for all sums owed to our firm and to pay such amounts after the discharge of the bankruptcy.

If any of the above sections or clauses are held to be invalid for any reason, or declared to be null and void, all other sections and clauses of this agreement shall remain valid, will not be nullified, and are hereby further affirmed. Venue of all matters arising from this agreement, this engagement, and subsequent engagements shall arise in Burnet, Burnet County, Texas. Should any dispute arise under this agreement (including those with respect to the scope, nature and quality of services to be performed by us, and our fees) it shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to impose litigation costs against any non-prevailing party identified in this letter found not to have participated in the mediation process in good faith.

If the above terms are in accordance with your understanding and acceptable to you, please sign and date the duplicate copy of this letter and return it to us. A copy is enclosed for your records.

We very much appreciate the opportunity to serve you, and we would be pleased to discuss the contents of this letter and respond to any questions you may have.

Very truly yours,

*Taber & Burnett, P.C.*

Taber & Burnett, P.C.

\*\*\*\*\*

**Acknowledgment**

The services described in the foregoing letter are in accordance with our requirements and we understand the terms and conditions recited above.

Village Fire Department

By: \_\_\_\_\_

Date: \_\_\_\_\_

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #7B**

**EXPLANATION:        CONSIDERATION FOR REQUESTS FOR BOARD  
AUTHORIZATION**

**Discussion of and action on 4<sup>th</sup> Quarter Ending 2015  
Investment Report**

**COST:**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# MEMORANDUM

TO: CHIEF FOSTER, FIRE COMMISSIONERS AND ALTERNATES

FROM: CHERYL EASLEY

DATE: JANUARY 19, 2015

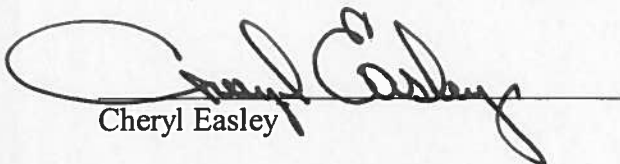
RE: INVESTMENT REPORT FOR 4TH QUARTER ENDING 2015

The Amended Investment Policy (March 25, 2015) requires that a quarterly written report be submitted by the investment manager. This report describes all investment activities that are purchased, sold and held during that period to satisfy accounting, audit, regulatory, custody and other requirements as stipulated by applicable rules, laws and regulations. This report refers to the quarter ending December 31, 2015.

As per investment guidelines, our Capital Replacement Funds and Compensation Absence Funds are held in money market accounts with Wells Fargo Bank. Attached is a listing of the account activity during the quarter ending December 31, 2015.

This report will also show the fund balances as of December 31, 2015. It will verify that the funds of the Village Fire Department are adequately collateralized.

All investments of the Village Fire Department are handled according to established policy and reflect that all transactions are conducted according to the objectives described in our policy.



Cheryl Easley



**FUND BALANCES AS OF DECEMBER 31, 2015**

**CASH ASSETS:**

**BANK OF AMERICA AND WELLS FARGO**

WF AMBULANCE BILLING FUND CHK.:	\$ 70,176.60
WF VFD GENERAL CHECKING ACCOUNT	\$ 24,550.49
WF CAPITAL REPLACEMENT FUND	\$ 818,433.19
WF COMPENSATED ABSENCE FUND	\$ 824.28
WF SAVINGS/DEPOSITORY ACCOUNT	\$ 43,079.85
TOTAL CASH	\$ 957,064.41

**PLEGDED SECURITIES**

**WELLS FARGO BANK:**

(SEE ATTACHMENT)

THIS SECURITY IS HELD IN SAFEKEEPING BY THE BANK OF NEW YORK MELLON AND AS PART OF THE TRI-PARTY COLLATERAL AGREEMENT.

THESE FUNDS ARE COVERED BY FDIC INSURANCE.

Village Fire Department  
Statement Of Assets, Liabilities, and Fund Balance  
From Cash Transactions  
December 31, 2015

	<u>General Fund</u>	<u>Capital Replacement Fund</u>	<u>Compensated Absence Fund</u>	<u>Ambulance Billing Fund</u>	<u>Combined Total</u>
<b>Assets</b>					
<b>Cash</b>					
WFB - Ambulance Billing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,176.60	\$ 70,176.60
Wells Fargo Checking	0.00	818,433.19	824.28	0.00	819,257.47
WFB - VFD General Fund	24,550.49	0.00	0.00	0.00	24,550.49
WFB - Savings Depository Account	43,079.85	0.00	0.00	0.00	43,079.85
<b>Total Cash &amp; Certificates</b>	<u>67,630.34</u>	<u>818,433.19</u>	<u>824.28</u>	<u>70,176.60</u>	<u>957,064.41</u>
Gasoline & Oil Inventory	7,994.20	0.00	0.00	0.00	7,994.20
Prepaid Meal Allowances	2,610.00	0.00	0.00	0.00	2,610.00
Prepaid Expenses	185.00	0.00	0.00	0.00	185.00
Prepaid Casualty Insurance	8,624.41	0.00	0.00	0.00	8,624.41
<b>Total Assets</b>	<u>\$ 87,043.95</u>	<u>\$ 818,433.19</u>	<u>\$ 824.28</u>	<u>\$ 70,176.60</u>	<u>\$ 976,478.02</u>
<b>Liabilities and Fund Balance</b>					
<b>Liabilities</b>					
Ambulance Funds Payable	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,176.60	\$ 70,176.60
Retirement Contrib. Payable	772.84	0.00	0.00	0.00	772.84
<b>Total Liabilities</b>	<u>772.84</u>	<u>0.00</u>	<u>0.00</u>	<u>70,176.60</u>	<u>70,949.44</u>
<b>Fund Balance</b>	<u>86,271.11</u>	<u>818,433.19</u>	<u>824.28</u>	<u>0.00</u>	<u>905,528.58</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>\$ 87,043.95</u>	<u>\$ 818,433.19</u>	<u>\$ 824.28</u>	<u>\$ 70,176.60</u>	<u>\$ 976,478.02</u>

See Accountants' Compilation Report



Public Funds Collateral Unit  
 333 Market Street, 15th Floor  
 San Francisco, CA 94105-2102  
 Phone: 1-877-479-6603  
 publicfundscollateral@wellsfargo.com

# PUBLIC FUNDS

STATEMENT PERIOD  
 12/01/2015 - 12/31/2015

VILLAGE FIRE DEPARTMENT  
 CHERYL EASLEY  
 901 CORBINDALE  
 HOUSTON, TX 77024

## DAILY COLLATERAL REPORT

Date	Deposit Total	FDIC Insurance	Total Deposits Requiring Collateral	Collateral Value	Required Collateral Level	Collateral Value vs. Required Collateral
12/01/2015	1,177,255.25	250,000.00	927,255.25	1,610,824.77	927,255.25	683,569.52
12/02/2015	1,175,911.60	250,000.00	925,911.60	1,609,359.54	925,911.60	683,447.94
12/03/2015	1,264,846.87	250,000.00	1,014,846.87	1,597,526.90	1,014,846.87	582,680.03
12/04/2015	1,264,846.87	250,000.00	1,014,846.87	1,603,222.37	1,014,846.87	588,375.50
12/05/2015	1,264,846.87	250,000.00	1,014,846.87	1,603,222.37	1,014,846.87	588,375.50
12/06/2015	1,264,846.87	250,000.00	1,014,846.87	1,603,222.37	1,014,846.87	588,375.50
12/07/2015	1,344,091.70	250,000.00	1,094,091.70	1,596,520.00	1,094,091.70	502,428.30
12/08/2015	1,349,866.35	250,000.00	1,099,866.35	1,143,319.39	1,099,866.35	43,453.04
12/09/2015	1,444,537.37	250,000.00	1,194,537.37	1,243,643.73	1,194,537.37	49,106.36
12/10/2015	1,509,010.83	250,000.00	1,259,010.83	1,347,351.64	1,259,010.83	88,340.81
12/11/2015	1,496,884.73	250,000.00	1,246,884.73	1,427,453.67	1,246,884.73	180,568.94
12/12/2015	1,496,884.73	250,000.00	1,246,884.73	1,427,453.67	1,246,884.73	180,568.94
12/13/2015	1,496,884.73	250,000.00	1,246,884.73	1,427,453.67	1,246,884.73	180,568.94
12/14/2015	1,484,493.23	250,000.00	1,234,493.23	1,422,706.32	1,234,493.23	188,213.09
12/15/2015	1,213,292.73	250,000.00	963,292.73	1,420,981.72	963,292.73	457,688.99
12/16/2015	1,204,838.40	250,000.00	954,838.40	1,420,739.60	954,838.40	465,901.20
12/17/2015	1,208,815.54	250,000.00	958,815.54	1,423,008.82	958,815.54	464,193.28
12/18/2015	1,207,971.44	250,000.00	957,971.44	1,424,790.13	957,971.44	466,818.69
12/19/2015	1,207,971.44	250,000.00	957,971.44	1,424,790.13	957,971.44	466,818.69
12/20/2015	1,207,971.44	250,000.00	957,971.44	1,424,790.13	957,971.44	466,818.69
12/21/2015	1,206,073.19	250,000.00	956,073.19	1,424,805.89	956,073.19	468,732.70
12/22/2015	1,204,519.29	250,000.00	954,519.29	1,421,510.88	954,519.29	466,991.59
12/23/2015	1,204,501.32	250,000.00	954,501.32	1,419,852.66	954,501.32	465,351.34
12/24/2015	1,199,664.62	250,000.00	949,664.62	1,421,267.15	949,664.62	471,602.53
12/25/2015	1,199,664.62	250,000.00	949,664.62	1,421,267.15	949,664.62	471,602.53
12/26/2015	1,199,664.62	250,000.00	949,664.62	1,421,267.15	949,664.62	471,602.53
12/27/2015	1,199,664.62	250,000.00	949,664.62	1,421,267.15	949,664.62	471,602.53
12/28/2015	1,190,732.49	250,000.00	940,732.49	1,423,076.78	940,732.49	482,344.29
12/29/2015	1,184,591.31	250,000.00	934,591.31	1,420,004.49	934,591.31	485,413.18
12/30/2015	1,059,715.28	250,000.00	809,715.28	1,421,298.37	809,715.28	611,583.09
12/31/2015	1,066,001.23	250,000.00	816,001.23	1,424,036.61	816,001.23	608,035.38

V F D



Public Funds Collateral Unit  
 333 Market Street, 15th Floor  
 San Francisco, CA 94105-2102  
 Phone: 1-877-479-6603  
 publicfundscollateral@wellsfargo.com

**WELLS FARGO BANK, N.A.  
 PUBLIC FUNDS COLLATERAL UNIT  
 COLLATERAL ANALYSIS**

VILLAGE FIRE DEPARTMENT  
 CHERYL EASLEY  
 901 CORBINDALE  
 HOUSTON, TX 77024

**DATE COMPLETED:** January 07, 2016  
**CONTRA NUMBER:** PL-0002455  
**COLLATERAL WHEREHELD:** Bank of New York Mellon

**COLLATERAL ANALYSIS AS OF:** December 31, 2015  
**COLLATERAL ACCOUNT NUMBER:** WU1771

CUSIP	Description	CPN	Maturity Date	Original Face	Current Par	Market Value	Collateral Value
3138EDDP3	FN AK8209 3.500% 04/01/2042	3.50	4/1/2042	941,212.00	524,737.30	544,221.80	544,221.80
3138NYHR9	FN AR2039 3.000% 01/01/2043	3.00	1/1/2043	114,748.00	93,591.41	94,059.33	94,059.33
3138WPGZ1	FN AT2015 3.000% 04/01/2043	3.00	4/1/2043	410,169.00	333,545.12	335,114.00	335,114.00
31418XER5	FN AD9143 4.500% 08/01/2040	4.50	8/1/2040	2,029,265.00	414,968.82	450,641.48	450,641.48
Total for Collateral Account Number: WU1771				\$3,495,394.00	\$1,366,842.65	\$1,424,036.61	\$1,424,036.61
Total for PL-0002455 :				\$3,495,394.00	\$1,366,842.65	\$1,424,036.61	\$1,424,036.61

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #7C**

**EXPLANATION: CONSIDERATION FOR REQUESTS FOR BOARD  
AUTHORIZATION**

**Discussion of and action on the Destruction of Records per  
our Record Retention Schedule**

**COST:**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

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# CERTIFICATE OF RECORDS DESTRUCTION

TO: RECORDS MANAGER

FROM: Teresa Liggin

DEPARTMENT: Village Fire Dept.

DATE: January 19, 2016

THE FOLLOWING RECORDS HAVE REACHED EXPIRATION DATE ACCORDING TO THE STATE APPROVED VILLAGE FIRE DEPARTMENT'S RECORDS RETENTION SCHEDULE AND MUST BE DESTROYED USING STANDARD METHODS AS SET OUT BY LAW.

FILE NUMBER: FILE DESCRIPTION:

4450-02A & 02B 2009 Record of Calls



DEPARTMENT HEAD

RECEIVED: 1/19/16

APPROVED: \_\_\_\_\_

DESTROYED: \_\_\_\_\_

RECORDS MANAGEMENT OFFICER: \_\_\_\_\_

# CERTIFICATE OF RECORDS DESTRUCTION

TO: RECORDS MANAGER

FROM: Teresa Liggin

DEPARTMENT: Village Fire Dept.

DATE: January 19, 2016

THE FOLLOWING RECORDS HAVE REACHED EXPIRATION DATE ACCORDING TO THE STATE APPROVED VILLAGE FIRE DEPARTMENT'S RECORDS RETENTION SCHEDULE AND MUST BE DESTROYED USING STANDARD METHODS AS SET OUT BY LAW.

RETENTION SCHEDULE NUMBER: \_\_\_\_\_

FILE NUMBER	FILE DESCRIPTION:
1050-24	2010 Payroll (January-December)
1025-12	2012 Accounts Payable A-Z
1025-14	2008 Bank Statements
1000-26C	2012 Correspondence/Faxes/Travel Information
1025-14	2008 VMIG Billings, Deposits, Bank Statements
1000-26C	2008 VMIG Correspondence/Faxes
1025-13	2010 Fuel Billing & Print-outs
1025-07	2010 Financial Statements
1000-03G	2013 Board Meeting Packages
1025-07	2010 Accounting Tabulations, General Ledgers, Voided Checks
1025-14	2008 Bank Account Information – Deposits
4050-10	2010 Radio Log
1075-24	2010 Fuel Log
1050-01	2011 Captain & Lieutenant Testing; Driver/Operator Assessment Info.
1050-01	2012 Interviews for Dispatcher
1075-01	2010 TML Property and Casualty Insurance Proposals
1000-29	2011 Property and Casualty Insurance Policies and Binders
1000-29	2010 Aetna Insurance Policy – Medical
1050-06	2010 Aetna, Nationwide, Pebsco – Reports & Correspondence
1025-04C	2009 Budget Work Papers
4025-01	2011 Community Service Records

  
DEPARTMENT HEAD

RECEIVED: 01/19/2016

APPROVED: \_\_\_\_\_

DESTROYED: \_\_\_\_\_

RECORDS MANAGEMENT OFFICER: \_\_\_\_\_

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #8A**

**EXPLANATION: DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

**Discussion of upcoming dispatch topics**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**



# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #8B**

**EXPLANATION: DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

**Discussion of telephone protocol issues**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #8C**

**EXPLANATION: DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

**Schedule Annual Review of the Fire Chief**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #9**

**EXPLANATION:**        **CLOSED SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss following matters:

None

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #10**

**EXPLANATION: ACTION - CLOSED SESSION**

**10A. The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session**

**None**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #11**

**EXPLANATION: FUTURE TOPICS**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #12**

**EXPLANATION:      NEXT MEETING DATE**

**February 24, 2016**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

# AGENDA INFORMATION SHEET

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**AGENDA ITEM NO.: #13**

**EXPLANATION: ADJOURNMENT**

**COST: \$0.00**

**SOURCE OF FUNDS:**

**REQUESTED BY:**

**RECOMMENDATION:**

**ADDITIONAL INFORMATION INCLUDED:**

**MISCELLANEOUS**



Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the City Administrator's monthly report, including, but not limited to:

- December 2015 Financials

**Submitted by:** Ben Griffin, City Administrator

**Attachment:** Yes

**Council Agenda Item Cover Memo**

**1/25/2016**

**To: Mayor and City Council**  
**Agenda Item: Manager Notes-December 2015 Financials**  
**Submitted by: Ben Griffin**

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**Financial Highpoints:**

- 1. General Fund Cash- \$6.5 million, with \$1.4 million prepaid Property tax for 2016 page 1**

**Revenue:**

- 2. Property Tax-\$4.6 million collected/105% of Budget page 5**
- 3. Sales Tax-\$173,279/144% page 5**
- 4. Permits-\$495,949/116% page 5**
- 5. Court-\$128,964/74% of budget, but revenues are starting To climb with new officers and more tickets page 5**
- 6. Misc-\$33,000 Hunters Creek reimb for Hedwig Rd, \$83,000 reimb FEMA for collapsed sewer line page 5**
- 7. % of Revenues collected- 118% of budget page 5**

**Expenses:**

- 8. GF Expenses to date-\$4.9 million/87% of budget page 12**
- 9. General Govt over budget @ 102%-mainly OT and last Qtrly unemployment claim to Amanda page 9**
- 10. Public Works over-mainly the collapsed sewer line page 11**

**Debt Service:**

- 11.DS expenses to date \$679,475/103% of budget, FSW expense Came in after we amended for interest, we will need a Second Budget amendment to correct page 14**
- 12.Capital Fund-Cash \$3.2 million page 23**
- 13.Metro cash remaining-\$535,000 page 27**

**Financial Statements include:**

- 1. Balance Sheet – General Fund pages (1-2) 1-2**

- 2. General Fund-Revenue and Expense Summary pages (1-2) 3-4**
- 3. General Fund-Revenue and Expense Detail pages (3-10) 5-12**  
Includes Budget Comparison
- 4. Debt Service-Balance Sheet page (1) 13**
- 5. Debt Service-Revenue and Expense pages (1-3) 14-16**
- 6. NonMajor-Balance Sheet page (1) 17**
- 7. NonMajor- Revenue and Expense pages (1-5) 18-22**
- 8. Capital Projects-Balance Sheet page (1) 23**
- 9. Capital Projects- Revenue and Expense pages (1-3) 24-26**
- 10. Metro- Balance Sheet page (1) 27**
- 11. Metro-Revenue and Expense pages (1-3) 28-30**
- 12. Pooled Cash- Balance Sheet page (1) 31**
- 13. Check Payments by Vendor for March pages 1-5) 32-36**

10 - GENERAL FUND

ACCOUNT #      ACCOUNT DESCRIPTION      BALANCE

ASSETS

=====		
10-1100	Claim on Cash	1,356,498.86
10-1101	Cash- GF Texpool	2,024,400.39
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	0.00
10-1120	Cash-Texas Class	3,132,354.87
10-1200	Accounts Receivable	0.00
10-1201	Sales Tax Receivable	23,377.64
10-1202	FEMA Reimbursement Receivable	0.00
10-1203	Property Tax receivable-PY	171,153.13
10-1204	Property Tax Receivable-CY	172,746.05
10-1205	Other Receivables	1,791.46
10-1209	A/R Willet	2,813.36
10-1301	Accrued Interest	0.00
10-1400	Prepaid Expenses	946.13
10-1507	Due from Debt Service Fund	0.00
10-1508	Due from Capital Projects Fund	0.00
10-1509	Due from Non-Major Fund	0.00
10-1510	Due from Metro Fund	0.00
10-1550	Due from Other Governments	0.00
10-1802	Street and Drainage System	0.00
		<u>6,886,081.89</u>

TOTAL ASSETS

6,886,081.89

LIABILITIES

=====

10-2001	Accounts Payable	90,980.76
10-2005	Misc Payables	5.70
10-2051	Payroll Tax Payable	0.00
10-2052	Employee Insurance Payable	788.73
10-2062	TMRs Payable	2,286.59
10-2101	Property Tax Overpayments	0.00
10-2102	MC-Child Safety Fees Due	28.50)
10-2103	MC-Bonds Due	10,499.20
10-2104	Due To - MC Technology	0.00
10-2105	Due To-MC Security	0.00
10-2106	Due To-State Comptroller	33,398.63
10-2107	Due To OMNI Base	1,582.78
10-2110	Bond Payable - FAST	751.80
10-2111	Other Accrued Liabilities	0.00
10-2130	Deferred Revenue--Property Tax	749,839.92
10-2131	Other Deferred Revenue	22,697.39
10-2302	Due to State-CJ Fee	96.22
10-2303	Due To-Debt Service Fund	0.00
10-2402	Permit Deposits	0.00
10-2403	Drainage Deposit Payable	0.00
10-2404	Gas Meter Deposit	157,675.00
10-2405	P&Z Deposit	0.00
10-2501	Gordon Estate Bond	0.00

6,886,081.89

AS OF: DECEMBER 31ST, 2015

10 - GENERAL FUND

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

10-2601	Construction Retainage Payable	13,530.72
10-2701	Deferred Taxes	1,371,649.87
10-2702	Deferred Revenue-Alarm Fees	0.00
10-2703	Deferred Franchise Taxes	0.00
10-2801	General LR Debt-N/P	0.00
10-2802	GO Bonds Payable	0.00
TOTAL LIABILITIES		<u>2,455,754.81</u>

EQUITY

10-3000	Fund Balance	726,631.20
10-3003	Fund Balance	1,907,272.85
10-3900	Earnings	0.00
TOTAL BEGINNING EQUITY		<u>2,633,904.05</u>

TOTAL REVENUE		6,741,641.18
TOTAL EXPENSES		<u>4,945,218.15</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		1,796,423.03

TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>4,430,327.08</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>6,886,081.89</u>

=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

10 - GENERAL FUND  
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	4,455,552.00	120,448.05	4,727,513.09	106.10 (	271,961.09)
PERMITS & INSPECTIONS	428,000.00	39,033.35	495,949.25	115.88 (	67,949.25)
COURT	175,000.00	12,440.87	128,964.46	73.69 (	46,035.54
INVESTMENT INCOME	4,000.00	1,077.73	7,384.28	184.61 (	3,384.28)
AGENCIES & ALARMS	32,500.00	0.00	33,400.00	102.77 (	900.00)
FRANCHISE REVENUE	384,100.00	45,394.92	358,855.76	93.43 (	25,244.24
DONATIONS & IN LIEU	219,800.00	83,713.53	989,574.34	450.22 (	769,774.34)
TOTAL REVENUES	5,698,952.00	302,108.45	6,741,641.18	118.30 (	1,042,689.18)

EXPENDITURE SUMMARY

<u>PUBLIC SERVICE</u>					
COMMUNITY	3,000.00	3,078.06	5,956.53	198.55 (	2,956.53)
POLICE	1,563,913.00	130,325.00	1,563,317.00	99.96 (	596.00
MISCELLANEOUS	0.00	0.00	0.00	0.00 (	0.00
SANTATION COLLECTION	528,000.00	43,992.60	528,493.90	100.09 (	493.90)
LIBRARY	1,500.00	0.00	1,500.00	100.00 (	0.00
STREET LIGHTING	14,000.00	945.20	10,840.39	77.43 (	3,159.61
FIRE	1,070,448.00	44,602.00	1,029,821.73	96.20 (	40,626.27
TOTAL PUBLIC SERVICE	3,180,861.00	222,942.86	3,139,929.55	98.71 (	40,931.45

<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	349,000.00	20,212.41	340,894.46	97.68 (	8,105.54
TOTAL CONTRACT SERVICES	349,000.00	20,212.41	340,894.46	97.68 (	8,105.54

<u>BUILDING</u>					
BUILDING SERVICES	146,000.00	9,834.93	136,294.41	93.35 (	9,705.59
TOTAL BUILDING	146,000.00	9,834.93	136,294.41	93.35 (	9,705.59

<u>GENERAL GOVERNMENT</u>					
ADMIN EXPENSE	42,500.00	2,949.80	35,953.46	84.60 (	6,546.54
OFFICE EXPENSE	120,000.00	10,991.71	128,484.20	107.07 (	8,484.20)
WAGES & BENEFITS	444,112.00	53,600.84	455,912.17	102.66 (	11,800.17)
INSURANCE	57,300.00	5,408.52	61,876.46	107.99 (	4,576.46)
TOTAL GENERAL GOVERNMENT	663,912.00	72,950.87	682,226.29	102.76 (	18,314.29)

<u>MUNICIPAL COURT</u>					
COURT OPERATIONS	133,200.00	392.58	41,847.89	31.42 (	91,352.11
TOTAL MUNICIPAL COURT	133,200.00	392.58	41,847.89	31.42 (	91,352.11

<u>PUBLIC WORKS MAINTENANCE</u>					
PUBLIC WORKS OPERATIONS	127,400.00	3,321.23	216,199.20	169.70 (	88,799.20)
TOTAL PUBLIC WORKS MAINTENANCE	127,400.00	3,321.23	216,199.20	169.70 (	88,799.20)

10 - GENERAL FUND  
FINANCIAL SUMMARY

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GOP CAPITAL OUTLAYS					
OTHER EXPENSES	1,098,579.00	5,800.98	387,826.35	35.30	710,752.65
TOTAL GOP CAPITAL OUTLAYS	1,098,579.00	5,800.98	387,826.35	35.30	710,752.65
TOTAL EXPENDITURES	<b>5,698,952.00</b>	0.00	<b>4,445,218.15</b>	0.00	<b>753,738.85</b>
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	33,347.41)	1,796,423.03	(	1,796,423.03)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>TAXES</b>					
10-4101 Property Tax Revenue	4,335,552.00	79,816.01	4,554,234.09	105.04	(218,682.09)
10-4150 Sales Tax	120,000.00	40,632.04	173,279.00	144.40	(53,279.00)
TOTAL TAXES	4,455,552.00	120,448.05	4,727,513.09	106.10	(271,961.09)
<b>PERMITS &amp; INSPECTIONS</b>					
10-4203 Plat Reviews	10,000.00	0.00	800.00	8.00	9,200.00
10-4204 Code Enforcement Citations	2,000.00	0.00	0.00	0.00	2,000.00
10-4205 Contractor Registration	14,000.00	120.00	9,540.00	68.14	4,460.00
10-4206 Drainage Reviews	52,000.00	7,000.00	64,150.00	123.37	(12,150.00)
10-4207 Permits	350,000.00	31,913.35	419,709.25	119.92	(69,709.25)
10-4208 Board of Adjustment Fees	0.00	0.00	1,750.00	0.00	1,750.00
TOTAL PERMITS & INSPECTIONS	428,000.00	39,033.35	495,949.25	115.88	(67,949.25)
<b>COURT</b>					
10-4300 Court Fines	175,000.00	12,440.87	128,964.46	73.69	46,035.54
TOTAL COURT	175,000.00	12,440.87	128,964.46	73.69	46,035.54
<b>INVESTMENT INCOME</b>					
10-4400 Interest Income	4,000.00	1,077.73	7,384.28	184.61	(3,384.28)
TOTAL INVESTMENT INCOME	4,000.00	1,077.73	7,384.28	184.61	(3,384.28)
<b>AGENCIES &amp; ALARMS</b>					
10-4501 Agencies	0.00	0.00	0.00	0.00	0.00
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	32,500.00	0.00	33,400.00	102.77	(900.00)
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	32,500.00	0.00	33,400.00	102.77	(900.00)
<b>FRANCHISE REVENUE</b>					
10-4602 Cable	68,000.00	0.00	53,076.11	78.05	14,923.89
10-4605 Power/Electric	272,000.00	45,394.92	272,369.17	100.14	(369.17)
10-4606 Franchise Fees-Gas	20,000.00	0.00	0.00	0.00	20,000.00
10-4607 Telephone	24,000.00	0.00	33,410.48	139.21	(9,410.48)
10-4608 Wireless Communication	100.00	0.00	0.00	0.00	100.00
TOTAL FRANCHISE REVENUE	384,100.00	45,394.92	358,855.76	93.43	(25,244.24)
<b>DONATIONS &amp; IN LIEU</b>					
10-4702 Rinkaid School	40,800.00	0.00	29,135.00	71.41	11,665.00
10-4703 Metro Congested Mitigation	131,000.00	0.00	136,000.00	103.82	(5,000.00)
10-4705 Ambulance	48,000.00	0.00	44,449.70	92.60	3,550.30
10-4800 Miscellaneous Income	0.00	83,713.53	122,103.30	0.00	(122,103.30)
10-4850 Transfer In	0.00	0.00	657,886.34	0.00	(657,886.34)
10-4900 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	219,800.00	83,713.53	989,574.34	450.22	(769,774.34)
TOTAL REVENUES	5,698,952.00	302,108.45	6,741,641.18	118.30	(1,042,689.18)



CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

10 - GENERAL FUND  
PUBLIC SERVICE

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>COMMUNITY</b>					
10-510-5001	3,000.00	3,078.06	5,956.53	198.55	(2,956.53)
TOTAL COMMUNITY	3,000.00	3,078.06	5,956.53	198.55	(2,956.53)
<b>POLICE</b>					
10-510-5010	1,511,913.00	126,575.00	1,518,317.00	100.42	(6,404.00)
10-510-5011	52,000.00	3,750.00	45,000.00	86.54	7,000.00
TOTAL POLICE	1,563,913.00	130,325.00	1,563,317.00	99.96	596.00
<b>MISCELLANEOUS</b>					
10-510-5020	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<b>SANITATION COLLECTION</b>					
10-510-5030	528,000.00	43,130.00	511,060.60	96.79	16,939.40
10-510-5031	0.00	862.60	17,433.30	0.00	(17,433.30)
TOTAL SANITATION COLLECTION	528,000.00	43,992.60	528,493.90	100.09	(493.90)
<b>LIBRARY</b>					
10-510-5040	1,500.00	0.00	1,500.00	100.00	0.00
TOTAL LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
<b>STREET LIGHTING</b>					
10-510-5050	14,000.00	945.20	10,840.39	77.43	3,159.61
TOTAL STREET LIGHTING	14,000.00	945.20	10,840.39	77.43	3,159.61
<b>FIRE</b>					
10-510-5060	1,070,448.00	44,602.00	1,029,821.73	96.20	40,626.27
TOTAL FIRE	1,070,448.00	44,602.00	1,029,821.73	96.20	40,626.27
TOTAL PUBLIC SERVICE	3,180,861.00	222,942.86	3,139,929.55	98.71	40,931.45

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

10 - GENERAL FUND  
CONTRACT SERVICES

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>CONTRACT SERVICES</b>					
10-520-5102	20,000.00	250.00	18,500.00	92.50	1,500.00
10-520-5103	120,000.00	10,487.41	120,463.36	100.39	463.36
10-520-5104	80,000.00	4,056.00	55,964.45	69.96	24,035.55
10-520-5105	42,000.00	0.00	50,272.00	119.70	8,272.00
10-520-5107	32,000.00	4,360.00	46,720.00	146.00	14,720.00
10-520-5108	30,000.00	1,059.00	27,517.15	91.72	2,482.85
10-520-5110	25,000.00	0.00	21,457.50	85.83	3,542.50
<b>TOTAL CONTRACT SERVICES</b>	<b>349,000.00</b>	<b>20,212.41</b>	<b>340,894.46</b>	<b>97.68</b>	<b>8,105.54</b>

TOTAL CONTRACT SERVICES

349,000.00

20,212.41

340,894.46

97.68

8,105.54

10 - GENERAL FUND  
BUILDING

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>BUILDING SERVICES</b>					
10-530-5152	70,000.00	6,489.93	80,454.80	114.94 (	10,454.80)
10-530-5153	18,000.00	1,635.00	16,965.00	94.25	1,035.00
10-530-5154	8,000.00	0.00	0.00	0.00	8,000.00
10-530-5155	8,000.00	0.00	6,210.00	77.63	1,790.00
10-530-5156	20,000.00	675.00	14,355.00	71.78	5,645.00
10-530-5157	10,000.00	765.00	11,570.00	115.70 (	1,570.00)
10-530-5158	3,000.00	0.00	1,114.61	37.15	1,885.39
10-530-5160	9,000.00	270.00	5,625.00	62.50	3,375.00
TOTAL BUILDING SERVICES	146,000.00	9,834.93	136,294.41	93.35	9,705.59

TOTAL BUILDING

146,000.00

9,834.93

136,294.41

93.35

9,705.59

10 - GENERAL FUND  
GENERAL GOVERNMENT

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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ADMIN EXPENSE				
10-540-5201	Administrative	0.00	0.00	0.00
10-540-5202	Auto Allowance/Mileage	1,030.76	96.00	400.08
10-540-5203	Bank Fees	2,500.00	97.27	68.37
10-540-5204	Dues/Subscriptions/Seminars	6,000.00	115.43	925.69
10-540-5205	Elections	5,000.00	16.63	4,168.50
10-540-5206	Legal Notices	5,000.00	135.10	1,755.17
10-540-5207	Miscellaneous	0.00	0.00	0.00
10-540-5208	Newsletter/Website	1,500.00	80.00	300.00
10-540-5209	Office Equipment & Maintenance	555.00	65.68	4,290.45
TOTAL ADMIN EXPENSE		2,949.80	84.60	6,546.54

OFFICE EXPENSE				
10-540-5210	Postage/Delivery	2,500.00	173.79	1,844.80
10-540-5211	Public Relations	5,000.00	120.96	1,048.18
10-540-5212	Rent/Leasehold/Furniture	94,000.00	105.43	5,107.34
10-540-5213	Supplies/Storage	6,500.00	94.63	348.85
10-540-5214	Telephone/Internet/Cell Phones	12,000.00	106.94	832.73
TOTAL OFFICE EXPENSE		10,991.71	107.07	8,484.20

WAGES & BENEFITS				
10-540-5301	Gross Wages	372,850.00	100.61	2,262.33
10-540-5302	Overtime/Severance	7,000.00	304.42	14,309.11
10-540-5303	Temporary/Part-time Personnel	5,000.00	22.23	3,888.60
10-540-5304	Salary Adjustment (Bonus)	3,000.00	0.00	3,000.00
10-540-5306	Payroll Tax Expense	29,995.96	102.42	707.96
10-540-5310	TFRS (retirement)	23,974.00	98.87	271.05
10-540-5311	Misc Payroll Expenses (ADP)	3,000.00	156.01	1,680.42
10-540-5312	TWC-Unemployment	0.00	0.00	0.00
TOTAL WAGES & BENEFITS		444,112.00	102.66	11,800.17

INSURANCE				
10-540-5353	Employee Insurance	52,800.00	95.35	2,454.78
10-540-5354	General Liability	1,800.00	156.30	1,013.44
10-540-5355	Bonds for City Staff	200.00	250.00	300.00
10-540-5356	Workman's Compensation	2,500.00	328.71	5,717.80
TOTAL INSURANCE		57,300.00	107.99	4,576.46

TOTAL GENERAL GOVERNMENT		663,912.00	72,950.87	682,226.29	102.76	18,314.29
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CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

10 - GENERAL FUND  
 MUNICIPAL COURT

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>COURT OPERATIONS</b>					
10-550-5402	0.00	0.00	0.00	0.00	0.00
10-550-5403	6,000.00	390.14	6,208.08	103.47	208.08
10-550-5404	24,000.00	0.00	17,175.00	71.56	6,825.00
10-550-5405	0.00	0.00	0.00	0.00	0.00
10-550-5406	75,000.00	0.00	0.00	0.00	75,000.00
10-550-5407	200.00	0.00	0.00	0.00	200.00
10-550-5408	2,500.00	2.44	2,246.66	89.87	253.34
10-550-5409	24,000.00	0.00	15,437.48	64.32	8,562.52
10-550-5410	1,500.00	0.00	780.67	52.04	719.33
<b>TOTAL COURT OPERATIONS</b>	<b>133,200.00</b>	<b>392.58</b>	<b>41,847.89</b>	<b>31.42</b>	<b>91,352.11</b>

TOTAL MUNICIPAL COURT 133,200.00 392.58 41,847.89 31.42 91,352.11

10 - GENERAL FUND  
PUBLIC WORKS MAINTENANCE

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PUBLIC WORKS OPERATIONS</b>					
10-560-5500	0.00	0.00	0.00	0.00	0.00
10-560-5501	1,900.00	100.00	1,856.25	97.70	43.75
10-560-5504	3,000.00	0.00	309.89	10.33	2,690.11
10-560-5505	15,000.00	23.62	10,506.91	70.05	4,493.09
10-560-5506	34,000.00	1,866.00	30,518.00	89.76	3,482.00
10-560-5507	5,000.00	307.50	6,520.39	130.41	1,520.39
10-560-5508	6,000.00	18.00	593.74	9.90	5,406.26
10-560-5509	12,500.00	0.00	8,890.77	71.13	3,609.23
10-560-5510	50,000.00	1,006.11	157,003.25	314.01	107,003.25
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>127,400.00</b>	<b>3,321.23</b>	<b>216,199.20</b>	<b>169.70</b>	<b>88,799.20</b>

TOTAL PUBLIC WORKS MAINTENANCE

127,400.00

3,321.23

216,199.20

169.70

88,799.20

10 - GENERAL FUND  
GOF CAPITAL OUTLAYS

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>OTHER EXPENSES</b>					
10-570-5601	0.00	0.00	0.00	0.00	0.00
10-570-5602	0.00	0.00	0.00	0.00	0.00
10-570-5606	1,098,579.00	0.00	0.00	0.00	1,098,579.00
10-570-5607	0.00	53.67	268,838.49	0.00	268,838.49
10-570-5608	0.00	0.00	79,061.88	0.00	79,061.88
10-570-5609	0.00	0.00	1,546.52	0.00	1,546.52
10-570-5616	0.00	0.00	0.00	0.00	0.00
10-570-5640	0.00	0.00	123,730.50	0.00	123,730.50
10-570-5660	0.00	0.00	3,894.00	0.00	3,894.00
10-570-5665	0.00	2,143.32	20,269.82	0.00	20,269.82
10-570-5700	0.00	3,603.99	48,608.90	0.00	48,608.90
<b>TOTAL OTHER EXPENSES</b>	<b>1,098,579.00</b>	<b>5,800.98</b>	<b>387,826.35</b>	<b>35.30</b>	<b>710,752.65</b>
<b>TOTAL GOF CAPITAL OUTLAYS</b>	<b>1,098,579.00</b>	<b>5,800.98</b>	<b>387,826.35</b>	<b>35.30</b>	<b>710,752.65</b>

TOTAL EXPENDITURES 5,698,952.00

335,455.86 4,945,218.15 86.77 753,733.85

REVENUES OVER/(UNDER) EXPENDITURES 0.00 ( 33,347.41) 1,796,423.03 ( 1,796,423.03)

20 -DEBT SERVICE

ACCOUNT # ACCOUNT DESCRIPTION

BALANCE

ASSETS

=====

20-1100	Claim on Cash	(	131,102.46)
20-1105	Cash - Amegy Bank		0.28
20-1108	Cash with Agent		0.00
20-1109	Texpool-DS		433,625.69
20-1200	Property Tax Receivable-PY		22,920.05
20-1201	Property Tax Receivable-CY		23,133.36
20-1300	Due to/From General Fund		251,635.76
20-1301	Accrued Interest Receivable		0.00
			<u>600,212.68</u>

TOTAL ASSETS

600,212.68

600,212.68

LIABILITIES

=====

20-2001	Accounts Payable		0.00
20-2130	Deferred Revenue-Property Tax		225,032.70
20-2200	Deferred Property Tax Rec		0.00
20-2300	Other Accrued Liabilities		0.00
20-2701	Unearned Revenue-Property Tax		303,434.23
			<u>528,466.93</u>

EQUITY

=====

20-3000	Fund Balance		110,571.57
	TOTAL BEGINNING EQUITY		<u>110,571.57</u>

TOTAL REVENUE	640,649.51
TOTAL EXPENSES	679,475.33
TOTAL REVENUE OVER/(UNDER) EXPENSES	(38,825.82)

TOTAL EQUITY & REV. OVER/(UNDER) EXP.

71,745.75

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.

600,212.68



20 -DEBT SERVICE  
FINANCIAL SUMMARY

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUE SUMMARY

TAXES	( 618,405.00)	43,347.75	610,441.40	98.71-	( 1,228,846.40)
INVESTMENT INCOME	( 300.00)	52.78	30,208.11	69.37-	( 30,508.11)
TOTAL REVENUES	( 618,705.00)	43,400.53	640,649.51	103.55-	( 1,259,354.51)

EXPENDITURE SUMMARY

NON-DEPARTMENTAL	1,200.00	0.00	23,885.89	1,990.49	( 22,685.89)
ADMIN EXPENSE	655,589.00	0.00	655,589.44	100.00	( 0.44)
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	679,475.33	103.45	( 22,686.33)
TOTAL NON-DEPARTMENTAL	656,789.00	0.00	679,475.33	103.45	( 22,686.33)

TOTAL EXPENDITURES

REVENUES OVER/(UNDER) EXPENDITURES ( 1,275,494.00) 43,400.53 ( 38,825.82) ( 1,236,668.18)

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

20 - DEBT SERVICE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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TAXES					
20-4101 Property Tax Revenue	( 618,405.00)	43,347.75	610,441.40	98.71 - ( 1,228,846.40)	
TOTAL TAXES	( 618,405.00)	43,347.75	610,441.40	98.71 - ( 1,228,846.40)	

INVESTMENT INCOME					
20-4400 Bank Interest	( 300.00)	52.78	191.53	63.84 - ( 491.53)	
20-4410 Bond Premium	( 0.00)	0.00	30,016.58	0.00 ( 30,016.58)	
TOTAL INVESTMENT INCOME	( 300.00)	52.78	30,208.11	69.37 - ( 30,508.11)	

TOTAL REVENUES	( 618,705.00)	43,400.53	640,649.51	103.55 - ( 1,259,354.51)	
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CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

20 -DEBT SERVICE  
 NON-DEPARTMENTAL

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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ADMIN EXPENSE							
20-500-5204	Paying Agent Fees	1,200.00	0.00	23,885.89	1,990.49	(	22,685.89)
TOTAL ADMIN EXPENSE		1,200.00	0.00	23,885.89	1,990.49	(	22,685.89)

OTHER EXPENSES							
20-500-5820	Interest Expense-Bonds	135,589.00	0.00	135,589.44	100.00	(	0.44)
20-500-5821	Bond Principal Payments	520,000.00	0.00	520,000.00	100.00		0.00
20-500-5822	Amortization of Bonds	0.00	0.00	0.00	0.00		0.00
TOTAL OTHER EXPENSES		655,589.00	0.00	655,589.44	100.00	(	0.44)

TRANSFERS							
20-500-5902	Transfers Out	0.00	0.00	0.00	0.00		0.00
TOTAL TRANSFERS		0.00	0.00	0.00	0.00		0.00

TOTAL NON-DEPARTMENTAL 656,789.00 0.00 679,475.33 103.45 ( 22,686.33)

TOTAL EXPENDITURES 656,789.00 0.00 679,475.33 103.45 ( 22,686.33)

REVENUES OVER/(UNDER) EXPENDITURES ( 1,275,494.00) 43,400.53 ( 38,825.82) ( 1,236,668.18)

30 - SPECIAL REVENUE FUND

ACCOUNT # ACCOUNT DESCRIPTION

BALANCE

ASSETS

30-1100	Claim on Cash	62,228.72
30-1102	Donation	0.02
30-1103	MC Security	0.36
30-1104	MC Technology	0.05
30-1106	Child Safety	8,386.34
30-1200	Due To/From General Fund	0.00
30-1301	Accrued Interest Receivable	0.00
TOTAL ASSETS		<u>70,615.49</u>

LIABILITIES

30-2001	Accounts Payable	0.00
30-2100	Grants Payable	0.00
30-2200	Due To General Fund	0.00
TOTAL LIABILITIES		<u>0.00</u>

EQUITY

30-3000	Fund Balance	62,972.59
30-3010	Unrestricted Retained Earnings	0.00
30-3300	Fund Balance-MC Security	0.00
30-3400	Fund Balance- MC Technology	0.00
30-3904	Earnings-MC Technology	0.00
TOTAL BEGINNING EQUITY		<u>62,972.59</u>

TOTAL REVENUE		10,830.41
TOTAL EXPENSES		<u>3,187.51</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		7,642.90

TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>70,615.49</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>70,615.49</u>

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30 - SPECIAL REVENUE FUND  
FINANCIAL SUMMARY

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	0.00	1,273.02	10,826.53	0.00 (	10,826.53)
INVESTMENT INCOME	0.00	0.39	3.88	0.00 (	3.88)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	1,273.41	10,830.41	0.00 (	10,830.41)
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL MISCELLANEOUS					
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
QUALIFIED EXPENSES					
COURT	0.00	0.00	3,187.51	0.00 (	3,187.51)
TOTAL QUALIFIED EXPENSES	0.00	0.00	3,187.51	0.00 (	3,187.51)
ADMINISTRATION					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	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	1,273.41	7,642.90	(	7,642.90)

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

30 - SPECIAL REVENUE FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>COURT</b>					
30-4305 MC Security Revenue	0.00	302.17	2,681.21	0.00 (	2,681.21)
30-4310 MC Technology Revenue	0.00	402.92	3,572.17	0.00 (	3,572.17)
30-4315 Child Safety Revenues	0.00	567.93	4,573.15	0.00 (	4,573.15)
TOTAL COURT	0.00	1,273.02	10,826.53	0.00 (	10,826.53)
<b>INVESTMENT INCOME</b>					
30-4405 MC Security-Interest	0.00	0.00	0.00	0.00	0.00
30-4410 MC Technology-Interest	0.00	0.00	0.00	0.00	0.00
30-4415 Child Safety-Interest	0.00	0.39	3.88	0.00 (	3.88)
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.39	3.88	0.00 (	3.88)
<b>DONATIONS &amp; IN LIEU</b>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>1,273.41</b>	<b>10,830.41</b>	<b>0.00 (</b>	<b>10,830.41)</b>

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

30 - SPECIAL REVENUE FUND  
 NON-DEPARTMENTAL

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MISCELLANEOUS					
30-500-5029	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

30 - SPECIAL REVENUE FUND  
 QUALIFIED EXPENSES

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>COURT</b>					
30-510-5121	0.00	0.00	686.01	0.00 (	686.01)
30-510-5122	0.00	0.00	701.50	0.00 (	701.50)
30-510-5123	0.00	0.00	1,800.00	0.00 (	1,800.00)
30-510-5129	0.00	0.00	0.00	0.00 (	0.00)
TOTAL COURT	0.00	0.00	3,187.51	0.00 (	3,187.51)

TOTAL QUALIFIED EXPENSES

0.00      0.00      3,187.51      0.00 (      3,187.51)



CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

30 - SPECIAL REVENUE FUND  
 ADMINISTRATION

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ADMIN EXPENSE					
30-520-5203	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES					
30-520-5702	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS					
30-520-5902	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES	0.00	0.00	3,187.51	0.00 (	3,187.51)
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,273.41	7,642.90	(	7,642.90)
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AS OF: DECEMBER 31ST, 2015

40 - CAPITAL PROJECTS FUND

ACCOUNT #      ACCOUNT DESCRIPTION      BALANCE

ASSETS

40-1100	Claim on Cash	(	180,869.22)	
40-1101	Texpool		494,112.86	
40-1105	Cash - Amegy Checking		0.00	
40-1120	Texas Clars		2,846,444.10	
40-1200	Accounts Receivable		0.00	
40-1220	A/R - General Fund		0.00	
40-1250	Due To Metro		0.00	
40-1300	Accrued Interest Receivable		0.00	
			<u>3,159,687.74</u>	

TOTAL ASSETS

3,159,687.74

LIABILITIES

40-2001	Accounts Payable		0.00	
40-2200	Deferred Revenue		0.00	
40-2300	Construction Retainage Payable		0.00	
40-2400	Accrued Liabilities		0.00	
			<u>0.00</u>	

EQUITY

40-3000	Fund Balance	(	138,976.28)	
	TOTAL BEGINNING EQUITY		<u>(138,976.28)</u>	

TOTAL REVENUE	4,004,713.19
TOTAL EXPENSES	706,049.17
TOTAL REVENUE OVER/(UNDER) EXPENSES	<u>3,298,664.02</u>

TOTAL EQUITY & REV. OVER/(UNDER) EXP.      3,159,687.74

TOTAL LIABILITIES, EQUITY & REV. OVER/(UNDER) EXP.      3,159,687.74

40 - CAPITAL PROJECTS FUND  
FINANCIAL SUMMARY

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUE SUMMARY

INVESTMENT INCOME	0.00	787.07	4,713.19	0.00 (	4,713.19)
DONATIONS & IN LIEU	0.00	0.00	4,000,000.00	0.00 (	4,000,000.00)

TOTAL REVENUES	0.00	787.07	4,004,713.19	0.00 (	4,004,713.19)
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EXPENDITURE SUMMARY

NON-DEPARTMENTAL	ADMIN EXPENSE	OTHER EXPENSES	TRANSFERS	TOTAL NON-DEPARTMENTAL
0.00	0.00	1,750.00	0.00	1,750.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	1,750.00	0.00	1,750.00
0.00	0.00	47,912.83	657,886.34	706,049.17
0.00	0.00	250.00	0.00	250.00
0.00	0.00	1,750.00	0.00	1,750.00
0.00	0.00	47,912.83	657,886.34	706,049.17
0.00	0.00	250.00	0.00	250.00
0.00	0.00	1,750.00	0.00	1,750.00

TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
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REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	962.93)	3,298,664.02	(	3,298,664.02)
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40 - CAPITAL PROJECTS FUND

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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INVESTMENT INCOME					
40-4400 Interest Income	0.00	787.07	4,713.19	0.00 (	4,713.19)
TOTAL INVESTMENT INCOME	0.00	787.07	4,713.19	0.00 (	4,713.19)

DONATIONS & IN LIEU					
40-4800 Other Income	0.00	0.00	0.00	0.00 (	0.00)
40-4910 Debt Proceeds	0.00	0.00	4,000,000.00	0.00 (	4,000,000.00)
TOTAL DONATIONS & IN LIEU	0.00	0.00	4,000,000.00	0.00 (	4,000,000.00)

TOTAL REVENUES	0.00	787.07	4,004,713.19	0.00 (	4,004,713.19)
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40 - CAPITAL PROJECTS FUND  
NON-DEPARTMENTAL

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>ADMIN EXPENSE</u>				
40-500-5203	Bank Fees	0.00	0.00	(250.00)
TOTAL ADMIN EXPENSE		250.00	0.00	(250.00)

<u>OTHER EXPENSES</u>				
40-500-5601	Capital Outlay	0.00	0.00	0.00
40-500-5616	S. Piney Pt/Blalock Rd	0.00	0.00	0.00
40-500-5617	Smithdale/Claymore	0.00	0.00	0.00
40-500-5640	Batch 1 Projects	0.00	0.00	0.00
40-500-5641	Batch 1 - Preliminary	0.00	0.00	0.00
40-500-5655	Blalock/S. Piney Point	0.00	0.00	0.00
40-500-5660	Smithdale Estates Bypass	1,750.00	0.00	(6,765.76)
40-500-5670	N. Piney Point Road Project	0.00	0.00	(32,473.00)
40-500-5702	Miscellaneous Expense	0.00	0.00	0.00
TOTAL OTHER EXPENSES		1,750.00	0.00	(47,912.83)

<u>TRANSFERS</u>				
40-500-5901	Transfers In	0.00	0.00	0.00
40-500-5902	Transfers Out	0.00	0.00	(657,886.34)
TOTAL TRANSFERS		0.00	0.00	(657,886.34)

TOTAL NON-DEPARTMENTAL		0.00	1,750.00	706,049.17	0.00	(706,049.17)
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TOTAL EXPENDITURES		0.00	1,750.00	706,049.17	0.00	(706,049.17)
REVENUES OVER/(UNDER) EXPENDITURES		0.00	(962.93)	3,298,664.02		(3,298,664.02)

50 -METRO FUND

ACCOUNT # ACCOUNT DESCRIPTION

BALANCE

ASSETS

50-1100	Claim on Cash	73,346.28
50-1111	METRO Consolidated Projects	0.00
50-1130	Texpool	462,476.68
50-1200	Accounts Receivable	0.00
50-1210	Due from Capital Projects	0.00
50-1220	Due from General Fund	0.00
50-1300	Accrued Interest Receivable	0.00
50-1301	Accrued Interest Receivable	0.00
TOTAL ASSETS		<u>535,822.96</u>

LIABILITIES

50-2001	Accounts Payable	1,225.00
50-2100	Accrued Liability	0.00
50-2112	Due to METRO - Interest Earned	7,568.64
50-2150	Retainage Payable-AAA Asphalt	0.00
50-2200	Due from Capital Projects	0.00
50-2300	Due from General Fund	0.00
50-2400	Deferred Revenue	0.00
50-2500	Construction Retainage Payable	0.00
50-2601	Retainage Payable	90,451.68
TOTAL LIABILITIES		<u>99,245.32</u>

EQUITY

50-3000	Fund Balance	129,347.94
50-3001	Fund Balance Mem Dr Equity	357,587.28
50-3002	North Piney Point Fund Equity	272,422.89
TOTAL BEGINNING EQUITY		<u>759,358.11</u>

TOTAL REVENUE		387.50
TOTAL EXPENSES		323,167.97
TOTAL REVENUE OVER/(UNDER) EXPENSES		<u>(322,780.47)</u>

TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>436,577.64</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>535,822.96</u>

50 -METRO FUND  
FINANCIAL SUMMARY

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

100.00% OF FISCAL YEAR

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUE SUMMARY

INVESTMENT INCOME	0.00	73.20	387.50	0.00 (	387.50)
AGENCIES & ALARMS	0.00	0.00	0.00	0.00	0.00
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	73.20	387.50	0.00 (	387.50)

EXPENDITURE SUMMARY

NON-DEPARTMENTAL OTHER EXPENSES	0.00	1,225.00	323,167.97	0.00 (	323,167.97)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	1,225.00	323,167.97	0.00 (	323,167.97)

TOTAL EXPENDITURES

REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	1,151.80)	322,780.47)		322,780.47
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CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

50 -METRO FUND

100.00% OF FISCAL YEAR

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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INVESTMENT INCOME					
50-4400 Interest	0.00	73.20	387.50	0.00 (	387.50)
TOTAL INVESTMENT INCOME	0.00	73.20	387.50	0.00 (	387.50)

AGENCIES & ALARMS					
50-4550 Income	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	0.00	0.00	0.00	0.00	0.00

DONATIONS & IN LIEU					
50-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES	0.00	73.20	387.50	0.00 (	387.50)
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CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

50 -METRO FUND  
NON-DEPARTMENTAL

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>OTHER EXPENSES</b>					
50-500-5651	0.00	0.00	0.00	0.00	0.00
50-500-5652	0.00	0.00	0.00	0.00	0.00
50-500-5653	0.00	0.00	321,942.97	(	321,942.97)
50-500-5654	0.00	0.00	0.00	0.00	0.00
50-500-5655	0.00	0.00	0.00	0.00	0.00
50-500-5680	0.00	1,225.00	1,225.00	0.00	(1,225.00)
<b>TOTAL OTHER EXPENSES</b>	<b>0.00</b>	<b>1,225.00</b>	<b>323,167.97</b>	<b>0.00</b>	<b>(323,167.97)</b>

<b>TRANSFERS</b>					
50-500-5901	Transfer In	0.00	0.00	0.00	0.00
50-500-5902	Transfer Out	0.00	0.00	0.00	0.00
<b>TOTAL TRANSFERS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

TOTAL NON-DEPARTMENTAL 0.00 1,225.00 323,167.97 0.00 ( 323,167.97)

TOTAL EXPENDITURES 0.00 1,225.00 323,167.97 0.00 ( 323,167.97)

REVENUES OVER/(UNDER) EXPENDITURES 0.00 ( 1,151.80) ( 322,780.47) 322,780.47

BALANCE SHEET  
AS OF: DECEMBER 31ST, 2015

99 - POOLED CASH FUND

ACCOUNT # ACCOUNT DESCRIPTION

BALANCE

ASSETS

99-1101 Cash  
99-1599 Due From Other Funds

1,182,473.41  
92,205.76

1,274,679.17

TOTAL ASSETS

1,274,679.17

LIABILITIES

99-2000 Accounts Payable  
99-2190 Due to Other Funds

94,576.99  
1,180,102.18

1,274,679.17

EQUITY

99-3000 Fund Balance  
TOTAL BEGINNING EQUITY

0.00  
0.00

TOTAL EQUITY & REV. OVER/(UNDER) EXP.

0.00

TOTAL LIABILITIES, EQUITY & REV. OVER/(UNDER) EXP.

1,274,679.17

1/19/2016 2:55 PM City of Piney Point V111a  
 VENDOR SET: 01 ALL BANKS  
 BANK: \*  
 DATE RANGE: 12/01/2015 THRU 12/31/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1296	C-CHECK							
	Office Depot/Office Max	V	12/08/2015			029019		149.99CR
	C-CHECK							
	Office Depot/Office Max	V	12/18/2015			029027		
	VOID CHECK							

\* \* T O T A L S \* \*  
 REGULAR CHECKS: 0 NO INVOICE AMOUNT 0.00 DISCOUNTS 0.00 CHECK AMOUNT 0.00  
 HAND CHECKS: 0 0.00 0.00 0.00 0.00  
 DRAFTS: 0 0.00 0.00 0.00 0.00  
 EFT: 0 0.00 0.00 0.00 0.00  
 NON CHECKS: 0 0.00 0.00 0.00 0.00

VOID CHECKS: 2 VOID DEBITS 0.00  
 VOID CREDITS 149.99CR 149.99CR 0.00  
 TOTAL ERRORS: 0

VENDOR SET: 01 BANK: \* TOTALS: NO 2 INVOICE AMOUNT 149.99CR DISCOUNTS 0.00 CHECK AMOUNT 0.00  
 BANK: \* TOTALS: 2 149.99CR 0.00 0.00

32

1/19/2016 2:55 PM City of Piney Point Villa  
 VENDOR SET: 01 Amegy Bank  
 BANK: AB  
 DATE RANGE: 12/01/2015 THRU 12/31/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1000	I-Dec 15 7676 Woodway, LTD (Caldwell) 7676 Woodway, LTD (Caldwell)	D	12/18/2015	8,300.99		000000		8,300.99
1255	I-2015CRPP12 I-2015MOPP12 Memorial Villages Police Depar Memorial Villages Police Depar Memorial Villages Police Depar	D	12/18/2015	583.00 125,992.00		000000 000000		126,575.00
1256	I-2015HB40 MVDP-Health Fund MVDP-Health Fund	D	12/18/2015	3,304.87		000000		3,304.87
1257	I-2015AR0012 MVDP-Auto Replacement MVDP-Auto Replacement	D	12/18/2015	3,750.00		000000		3,750.00
1420	I-Dec 2015 Village Fire Department Village Fire Department	D	12/18/2015	44,602.00		000000		44,602.00
1050	I-Nov 15 Bankcard Center (Amegy) Bankcard Center (Amegy)	R	12/08/2015	702.80		029014		702.80
1025	I-035442 GTT Communications (fka UNSI) GTT Communications (fka UNSI)	R	12/08/2015	567.48		029015		567.48
1260	I-Nov 15 Memorial Villages Water Author Memorial Villages Water Author	R	12/08/2015	59.37		029016		59.37
1270	I-1153332 MP2 Energy Texas MP2 Energy Texas	R	12/08/2015	923.27		029017		923.27
1295	I-804098146001 Office Depot Office Depot	R	12/08/2015	30.98		029018		30.98
1296	I-8476 Office Depot/Office Max Office Depot/Office Max	V	12/08/2015	149.99		029019		149.99
1055	M-CHECK Batterson, L.L.P. Batterson, L.L.P.	V	12/08/2015	307.50		029020		307.50
1205	I-Nov 15 Jason Beinek Jason Beinek	R	12/18/2015	945.00		029021		945.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1084	Cadence Insurance	R	12/18/2015	500.00		029022		500.00
1102	Cleanserve	R	12/18/2015	1,100.00		029023		1,100.00
1450	Cypress Creek Pest Control	R	12/18/2015	1,732.50		029024		1,732.50
1095	Charles Ehrlund	R	12/18/2015	1,890.00		029025		1,890.00
1175	HDR Engineering Inc	R	12/18/2015	1,928.63		029026		1,928.63
	HDR Engineering Inc	R	12/18/2015	529.65		029026		529.65
	HDR Engineering Inc	R	12/18/2015	16,320.31		029026		16,320.31
	HDR Engineering Inc	R	12/18/2015	4,140.44		029026		4,140.44
	HDR Engineering Inc	R	12/18/2015	4,863.98		029026		4,863.98
	HDR Engineering Inc	R	12/18/2015	9,278.00		029026		9,278.00
1190	Home Depot. Inc	R	12/18/2015	107.33		029028		107.33
1195	Home Security Systems, Inc.	R	12/18/2015	123.00		029029		123.00
1201	Houston Racquet Club	R	12/18/2015	105.60		029030		105.60
1431	Jeff Ybarra	R	12/18/2015	1,770.00		029031		1,770.00
1210	John J. Klevenhagen, III	R	12/18/2015	1,000.00		029032		1,000.00
1220	Lincoln Printing	R	12/18/2015	330.00		029033		330.00
1085	Gary Moran	R	12/18/2015	2,520.00		029034		2,520.00
1290	Net Sales Direct	R	12/18/2015	738.00		029035		738.00

1/19/2016 2:55 PM City of Piney Point Villa  
 VENDOR SET: 01 Amegy Bank  
 BANK: AB  
 DATE RANGE: 12/01/2015 THRU 12/31/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1295	Office Depot	R	12/18/2015	87.98		029036		
	Office Depot	R	12/18/2015	155.40		029036		
	Office Depot	R	12/18/2015	16.49		029036		259.87
1296	Office Depot/Office Max	R	12/18/2015	52.43		029037		52.43
1300	Olson & Olson, LLP	R	12/18/2015	1,464.67		029038		1,464.67
1309	Parks Coffee	R	12/18/2015	183.85		029039		183.85
1310	Paul Blatt Enterprises, Inc.	R	12/18/2015	148.00		029040		148.00
1320	Pitney Bowes-Rental	R	12/18/2015	208.99		029041		208.99
1335	Reimer, McGuinness & Associates	R	12/18/2015	250.00		029042		250.00
1455	Southwest Signal Supply, Inc.	R	12/18/2015	471.00		029043		471.00
1345	Speedy Printing	R	12/18/2015	925.76		029044		925.76
1387	Texas Municipal Clerks Certifici	R	12/18/2015	48.00		029045		48.00
1393	Thomson Reuters-West	R	12/18/2015	73.00		029046		73.00
1394	TML-IRP	R	12/18/2015	875.00		029047		875.00
1355	Topok, Stanley	R	12/18/2015	450.00		029048		450.00
1415	V.F. Waste Services, Inc.	R	12/18/2015	43,992.30		029049		43,992.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1734	Valbridge Property Advisors	R	12/18/2015	1,750.00		029050		3,500.00
	Valbridge Property Advisors	R	12/18/2015	1,750.00		029050		3,500.00
1413	Verizon Wireless	R	12/18/2015	248.01		029051		248.01
1420	Village Fire Department	R	12/18/2015	25.17		029052		25.17
1430	Xerox Corporation	R	12/18/2015	597.40		029053		597.40
1070	Yellowstone (formerly Bio Lands)	R	12/18/2015	3,131.00		029054		3,131.00
1830	John C. Isaac	R	12/18/2015	25,000.00		029055		25,000.00

\* \* T O T A L S \* \*  
 REGULAR CHECKS: NO 40 INVOICE AMOUNT 134,568.28 DISCOUNTS 0.00 CHECK AMOUNT 134,418.29  
 HAND CHECKS: 0 0.00 0.00 0.00  
 DRAFTS: 5 186,532.86 0.00 186,532.86  
 EFT: 0 0.00 0.00 0.00  
 NON CHECKS: 0 0.00 0.00 0.00  
 VOID CHECKS: 1 VOID DEBITS 0.00  
 1 VOID CREDITS 149.99CR 149.99CR 0.00

TOTAL ERRORS: 0  
 VENDOR SET: 01 BANK: AB TOTALS: NO 46 INVOICE AMOUNT 320,951.15 DISCOUNTS 0.00 CHECK AMOUNT 320,951.15  
 BANK: AB TOTALS: 46 320,951.15 0.00 320,951.15  
 REPORT TOTALS: 48 320,801.16 0.00 320,951.15

**Council Agenda Item Cover Memo**

**1/25/2016**

**To: Mayor and City Council**

**Agenda Item: Budget Amendment for Debt Service**

**Submitted by: Ben Griffin**

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**We amended the budget for the interest payment on the new debt issue, which was not budgeted, back in October.**

**In November we received a bill from First Southwest Company for their services in handling the sale for us. They were the “independent” party who hired the broker, printer, etc. and took the bids for us. Many times this expense is deducted when the bonds close, along with other expenses such as the bond attorney, etc.**

**In this case the First Southwest fee was not deducted at closing and now that they have billed us and we have paid them, we need to amend the budget for account 20-500-5204 for \$22,686 for Debt Service.**



**ORDINANCE NO. 2015.12.31**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 2 TO THE ORIGINAL BUDGET OF THE CITY OF PINEY POINT VILLAGE, TEXAS, FOR THE FISCAL YEAR 2015; PROVIDING FOR AN INCREASE OF \$22,686; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

**WHEREAS**, the City of Piney Point Village Budget for the Fiscal Year 2015 was adopted within the time and in the manner required by State law; and

**WHEREAS**, the City Council finds and determines that the proposed changes in the budget are necessary; and

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

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS:**

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

**Section 2.** The City of Piney Point Village Budget for the fiscal year 2015 is hereby amended by the adoption of **“Amendment No. 2 to the Original Budget of the City of Piney Point Village, Texas, for the year 2015.”** The **“Amendment No. 2 to the Original Budget of the City of Piney Point Village, Texas, for the Year 2015”** shall be attached to and made a part of the Original Budget by the City Secretary; and filed as required by State Law.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Piney Point Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**PASSED, APPROVED, AND ADOPTED** this the 25<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
F. Lee Butler, Mayor

**ATTEST:**

\_\_\_\_\_  
Maggie Carty, City Secretary

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the reappointment of Mr. Kyle Sears as a board member of the Subsidence District.

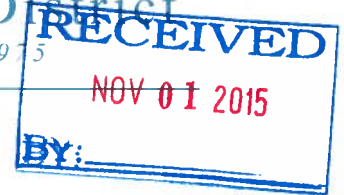
**Submitted by:** Ben Griffin, City Administrator

**Attachment:** Yes



## Harris-Galveston Subsidence District

*Serving the Gulf Coast Community Since 1975*



October 29, 2015

The Honorable Lee Butler  
Mayor  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas 77063-1629

Dear Mayor Butler:

As General Manager of the Subsidence District, it is my responsibility to notify you that the term of office of Kyle Sears as a board member of the Subsidence District will expire on January 31, 2016. The appointment is to be made by the mayors of the cities of Bunker Hill Village, Hedwig Village, Hilshire Village, Humble, Hunters Creek Village, Piney Point Village, and Spring Valley. Mr. Sears may be reappointed to a two-year term. All members of the Subsidence District board must be residents of and qualified voters in the District.

It is requested that the selection of a board member be made by Friday, January 15, 2016. Please send a letter confirming the appointment to the address listed below.

Your interest in and support of the Subsidence District is greatly appreciated, and I look forward to working with you and your staff in the future. Please contact me if you have any questions concerning the board appointments.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Michael J. Turco".

Michael J. Turco  
General Manager

MJT/er



# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
FAX (713) 782-0281

January 25, 2016

Mr. Michael J. Turco  
General Manager  
Harris-Galveston Subsidence District  
1660 W. Bay Area Boulevard  
Friendswood, TX 77546-2640

Dear Mr. Turco,

The City of Piney Point Village hereby selects Mr. Kyle Sears to be reappointed to a two-year term on the Harris-Galveston Subsidence District Board.

Sincerely,

---

F. Lee Butler, Mayor

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on Resolution 16.01.25A calling and ordering the May 7, 2016 General Municipal Election.

**Submitted by:**

**Attachment:** Yes

**RESOLUTION NO. 16.01.25A**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AUTHORIZING AND CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 07, 2016, FOR THE PURPOSE OF ELECTING MAYOR AND TWO ALDERMAN; ESTABLISHING A JOINT ELECTION AGREEMENT WITH SPRING BRANCH INDEPENDENT SCHOOL DISTRICT; PROVIDING FOR THE USE OF DIRECT RECORDING VOTING DEVICES; PROVIDING FOR NOTICE OF SAID ELECTION; PROVIDING FOR EARLY VOTING HOURS AND PROVIDING AN EFFECTIVE DATE.**

\* \* \* \* \*

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS:**

**Section 1.** That a general regular municipal election is hereby Ordered to be held on the 7<sup>th</sup> day of May, 2016, for the purpose of electing Mayor, and two (2) Alderman, by the qualified voters of the City of Piney Point Village, Texas.

**Section 2.** The City of Piney Point Village has entered into a joint election agreement with the Spring Branch Independent School District.

**Section 3.** The Office of the City Secretary shall perform all duties normally performed by the County Clerk in general elections with respect to early voting, giving notice of the election and preparing the official ballots.

**Section 4.** The early voting polling place shall be held at Piney Point Village City Hall located at 7676 Woodway, Suite 300, Houston, Texas 77063; early voting shall take place beginning April 25, 2016 and ending May 3, 2016 between the hours of 8:00 a.m. and 4:00 p.m. and on May 2, 2016 and May 3, 2016 from 7:00 a.m. to 7:00 p.m.

**Section 5.** Applications for ballots for voting by mail may be submitted to the City Secretary by mail or common or contract carrier at City of Piney Point Village, 7676 Woodway Drive, Suite 300, Houston, Texas 77063, by telephonic facsimile machine at (713) 782-0281, or by electronic transmission of a scanned application containing an original signature to the following email address: [citysec@pineypt.org](mailto:citysec@pineypt.org). Applications for ballots by mail must be received no later than April 26, 2016 by 5:00 p.m.

**Section 6.** The May 7, 2016 election day polling place shall be held at Spring Branch Middle School at 1000 North Piney Point Road, Houston, Texas 77024 from 7:00 a.m. to 7:00 p.m.

**Section 7.** The official Election Judge, Alternate Judge, and election clerks shall be appointed by and paid by the Spring Branch Independent School District.

**Section 8.** Direct recording electronic voting machines shall be used for voting at the foregoing election polling place and electronic counting devices and equipment shall be used for counting the ballots at said election.

**Section 9.** An Early Voting Ballot Board is hereby designated to canvass the early votes cast by mail and by personal appearance. Spring Branch Independent School District shall appoint such members as provided in the Texas Election Code, Section 87.002(b).

**Section 10.** The Mayor is authorized to sign an Order of Election and a Notice of Election prescribed by the State of Texas on behalf of the City Council. The Notice of Election shall be published in accordance with the provisions of the Texas Election Code.

**Section 11.** Should any part, section, subsection, paragraph, sentence, clause or phrase contained in this resolution be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this resolution, but in all respect said remaining portion shall be and remain in full force and effect.

**Section 12.** That this resolution shall be effective immediately upon adoption.

**PASSED, APPROVED, AND RESOLVED** this 25<sup>th</sup> day of January, 2016.

City of Piney Point Village, Texas

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F. Lee Butler, Mayor

ATTEST:

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Maggie Carty, City Secretary

**RESOLUTION FOR JOINT ELECTION**

WHEREAS, the Spring Branch Independent School District ("SBISD") is a political subdivision and independent school district of the State of Texas;

WHEREAS, the City of Piney Point Village is a municipality of the State of Texas located in SBISD;

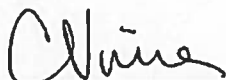
WHEREAS, Chapter 271 of the Texas Election Code authorizes joint elections if the elections ordered by two or more political subdivisions are to be held on the same day in all or part of the same territory;

WHEREAS, Section 11.0581 of the Texas Education Code requires that an election for trustees of an independent school district on the May uniform election date be a joint election under Chapter 271 of the Texas Election Code with the election for members of the governing body of a municipality located in the school district;

WHEREAS, SBISD wishes to have a joint election on May 7, 2016 with Piney Point Village, a municipality located in SBISD.

NOW, THEREFORE, BE IT RESOLVED that for the May 7, 2016 SBISD trustee election, the Board of Trustees of SBISD approves a joint election in accordance with Chapter 271 of the Texas Election Code and Section 11.0581 of the Texas Education Code between SBISD and City of Piney Point Village. The details of the joint election have been made through a separate election agreement which has been adopted by the Board of Trustees.

This Resolution was passed, adopted and approved on this, the 14th day of December, 2015.



\_\_\_\_\_  
Chris Vierra, President  
Board of Trustees of  
Spring Branch Independent  
School District



\_\_\_\_\_  
Wayne F. Schaper, Sr., Secretary  
Board of Trustees of  
Spring Branch Independent  
School District



## **ORDER APPROVING JOINT ELECTION**

WHEREAS, the Spring Branch Independent School District ("SBISD") is a political subdivision and independent school district of the State of Texas;

WHEREAS, the City of Piney Point Village ("Piney Point") is a municipality of the State of Texas located partially in SBISD;

WHEREAS, Chapter 271 of the Texas Election Code authorizes joint elections if the elections ordered by two or more political subdivisions are to be held on the same day in all or part of the same territory;

WHEREAS, Section 11.0581 of the Texas Education Code requires independent school districts that hold elections on the May uniform election date to hold those elections as joint elections under Chapter 271 of the Texas Election Code with the election for members of the governing body of a municipality located in the school district.

WHEREAS, SBISD and Piney Point have each ordered their elections for May 7, 2016 and have each passed a resolution agreeing to a joint election.

WHEREAS, the SBISD Board of Trustees wishes to approve the joint election and the terms of the Joint Election Agreement attached hereto.

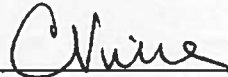
NOW THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT THAT:

**Section 1:** The matters and facts set out in the preamble of this Order are hereby found and declared to be true and correct.

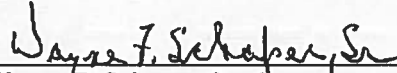
**Section 2:** The Trustees find that the proposed Joint Election Agreement attached to this Order, in which SBISD and Piney Point agree, among other things, to hold a joint election to the extent of conducting voting on election day at a common polling place at Spring Branch Middle School, 1000 Piney Point, Houston, TX 77024, (the "Common Polling Location"), which SBISD and Piney Point agree will facilitate the orderly conduct of the proposed election and will adequately and conveniently serve the voters. Accordingly, the terms of the Joint Election Agreement are adopted by reference into this Order as if copied verbatim.

**Section 3:** The Secretary of the Board of Trustees is hereby directed to preserve a copy of the Joint Election Agreement for the period required for preserving election records.

This Order was passed, adopted and approved on this the 14th day of December, 2015.



Chris Vierra, President  
Board of Trustees of  
Spring Branch Independent  
School District



Wayne F. Schaper, Sr., Secretary  
Board of Trustees of  
Spring Branch Independent  
School District

## **Interlocal Cooperation Agreement for Joint Elections**

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Agreement (the "Agreement") is made and entered into between Spring Branch Independent School District ("SBISD") and City of Piney Point Village ("Piney Point"), together, the "Entities," for the purpose of the Parties conducting joint elections pursuant to Texas Election Code, Chapter 271, and Texas Education Code, Section 11.0581.

### **Preamble**

WHEREAS, SBISD is a political subdivision and independent school district of the State of Texas;

WHEREAS, Piney Point is a municipality of the State of Texas located partially in SBISD;

WHEREAS, Chapter 271 of the Texas Election Code authorizes joint elections if the elections ordered by two or more political subdivisions are to be held on the same day in all or part of the same territory;

WHEREAS, Section 11.0581 requires that an election of trustees of an independent school district shall be held on the same date as the election for the members of the governing body of the municipality located in the school district as a joint election; the voters of a joint election shall be served by common polling places consistent with Section 271.003(b);

WHEREAS, SBISD and Piney Point have determined that it is in the best interests of SBISD, Piney Point, and the citizens thereof, to enter into a joint election agreement for the purpose of sharing election equipment, election supplies, election workers, tabulation services, polling locations, and electronic voting equipment; and

WHEREAS, SBISD and Piney Point shall each order their elections for May 12, 2012 and each shall pass a resolution agreeing to a joint election.

THEREFORE, BE IT RESOLVED THAT SBISD and the City of Piney Point Village agree as follows:

1. **Chief Election Official.** Each Entity agrees to appoint a Chief Election Official who shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement.
2. **Conduct of Election.** Although the Entities may share election responsibilities, judges, clerks and other election workers as part of the Joint Election covered by this Agreement, each Entity shall remain responsible for the lawful conduct of its election. The Entities acknowledge and agree that any election duty related to the lawful conduct of an election not expressly provided for in this Agreement is retained by each Entity. Responsibilities retained by each Entity include, but are not limited to, receipt of applications for a position on the ballot, ballot position drawings, correspondence with candidates concerning ballot applications and/or

candidate unopposed status, campaign finance reporting, and posting and publication of required election notices.

3. Legal Documents. Each Entity shall be responsible for the preparation, adoption, posting and publication of all required election orders, resolutions, and notices required by the Texas Election Code and/or other applicable law. Preparation of the necessary materials for notices and official ballot language shall be the responsibility of each Entity, including translation to languages other than English. Each Entity shall prepare its own submission, if required, to the United States Department of Justice for preclearance of its election, pursuant to the Voting Rights Act of 1965, as amended.
4. Early Voting by Personal Appearance. The Entities agree to conduct joint early voting by personal appearance. Early voting by personal appearance will be held at the locations, dates, and times authorized and ordered by the governing body of each party to this Agreement. Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations. Each Entity will operate and staff a minimum of one early voting location and bear all costs associated with the location, including personnel. SBISD will provide voting equipment to each early voting location identified in each Entity's election order at no cost to Piney Point.
5. Early Voting by Mail. The Entities shall not conduct joint early voting by mail. Instead, each Entity shall appoint its own main early voting clerk to process requests for early voting ballots by mail received by that Entity and shall individually arrange for compensation of its main early voting clerk and any other election personnel employed to assist with ballots by mail. Each Entity shall also be responsible for ordering its own mail ballots and any other supplies required by its main early voting clerk and shall individually be responsible for all other aspects of early voting by mail, including but not limited to, receiving applications for ballots by mail and mailing and receiving ballots by mail. Each Entity agrees to assume all costs associated with its early voting by mail.
6. Polling Places. The Parties shall have one common polling place on Saturday, May 12, 2012, Election Day, at Spring Branch Middle School, 1000 Piney Point, Houston, Texas 77024 (the "Common Polling Place").
7. Joint Ballot. The Entities agree to a joint ballot. Preparation of the necessary materials for each Entity's official ballot shall be the responsibility of each party to this Agreement, including translation to languages other than English. Piney Point shall furnish SBISD a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the Entity's ballot is to be printed). This list shall be delivered to SBISD as soon as possible following Piney Point's candidate position drawing and in accordance with any timetables provided by SBISD. Piney Point agrees that SBISD shall not be responsible for the wording of the ballot language provided by

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on Resolution 16.01.25B designating a public newspaper to be the official newspaper for FY2016.

**Submitted by:**

**Attachment:** Yes

**RESOLUTION 2016.01.25B**

**A RESOLUTION OF THE CITY OF PINEY POINT VILLAGE, TEXAS DESIGNATING THE MEMORIAL EXAMINER AS THE OFFICIAL NEWSPAPER FOR THE CITY OF PINEY POINT VILLAGE, TEXAS.**

**WHEREAS**, Chapter 52, Section 52.004, Texas Local Government Code requires that as soon as practicable after the beginning of each municipal year, the governing body of the municipality shall designate, by ordinance or resolution, a public newspaper to be the municipality's official newspaper until another newspaper is selected; and

**WHEREAS**, a public newspaper serving the City of Piney Point Village, Texas and the local area that is widely read is the MEMORIAL EXAMINER; and

**WHEREAS**, the MEMORIAL EXAMINER meets all the requirements for service as the official newspaper of the City of Piney Point Village;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS THAT:**

The City Council of the City of Piney Point Village hereby resolves that the MEMORIAL EXAMINER is the "Official Newspaper" of the City of Piney Point Village, Texas.

**PASSED AND APPROVED** this 25TH day of January, 2016.

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F. Lee Butler,  
MAYOR

ATTEST:

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Maggie Carty  
CITY SECRETARY



**HOUSTON COMMUNITY  
NEWSPAPERS  
& MEDIA GROUP**

**CONTRACT**

This agreement entered into on February 1, 2016 between City of Piney Point Village (advertiser) and Houston Community Newspapers (HCN), is for 52 weeks with a rate totaling \$25.00 per column inch plus \$5.00 border and \$1.50 per line bolding cost. This agreement begins February 1, 2016 and ends on January 31, 2017.

It is agreed that during the period of this agreement, that the Memorial Examiner be the Official Newspaper for publishing Ordinances, notices or other matter required by law. HCN agrees to provide to the City of Piney Point Village affidavits and tear sheets within 10 days of newspaper publication.

In addition to publication of advertisements in the Memorial/Rancher newspapers all of the City of Piney Point Village legal advertisements will also run on our website, [www.yourhoustonnews.com](http://www.yourhoustonnews.com), serving the greater Houston area at no extra cost to the City.

HCN also agrees to provide the City of Piney Point Village a 15% discount off the open rate for employment advertisements to be published in the Memorial newspaper and website, as well as any of the other 24 newspapers that City chooses to run the advertisement in.

Statements will be rendered at the beginning of each month, and the advertiser agrees to pay HCN in full. Failure to pay the bill within twenty-five (25) days of the statement date may result in cancellation of the contract at the discretion of HCN.

The advertiser agrees to adhere to the requirements as outlined in this agreement.

HOUSTON COMMUNITY NEWSPAPERS      CITY OF PINEY POINT VILLAGE

HCN Authorized Representative

\_\_\_\_\_  
Approved By (Signature and Title)

\_\_\_\_\_  
Approved By (Signature and Title)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

100 Ave A  
\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

Conroe, TX 77301  
\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number



## CONTRACT

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HOUSTON COMMUNITY NEWSPAPERS      CITY OF PINEY POINT VILLAGE

HCN Authorized Representative

\_\_\_\_\_  
Approved By (Signature and Title)

\_\_\_\_\_  
Approved By (Signature and Title)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

100 Ave A  
\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

Conroe, TX 77301  
\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number



**Council Agenda Item Cover Memo**

**1/25/2016**

**To: Mayor and City Council**

**Agenda Item: Pine Tree Easement Presentation**

**Submitted by: Ben Griffin**

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We passed an ordinance to prevent this small portion of pavement on Pine Tree Lane from being removed by the land owner.

The attorney for the owner of lot #7 would like to briefly explain why they would still like to take out the 2-3 feet of pavement and why he feels that they have the legal right to do so.

No action is scheduled. Mr. Nimmons could have done this under public comments, but it seemed more appropriate to have it as an agenda item, in case Council has questions or would like to respond to comments made.

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the City Engineer's monthly report.

**Submitted by:**

**Attachment:** Yes

**Engineer's Status Report**  
City of Piney Point Village  
HDR Engineering, Inc.  
City Council Meeting Date: January 25, 2016

**1. Blalock/S. Piney Point Paving & Drainage Improvements Project**

HDR has received approval from Harris County (1/19/16) on the revised traffic control plans included two-way traffic on S. Piney Point Road. HDR is coordinating a change order with the Contractor. Construction will start as soon as the change order negotiations are complete and the contractor is able to mobilize. HDR to provide an update on the construction start date at the Council meeting.

**2. 2015 Maintenance Project**

The Contractor has finished all items except for the guardrail on S. Piney Point Road. The contract time has expired and the Contractor has not scheduled the guardrail replacement. It has been discussed that to prevent further congestion and conflict with the pending construction of the Blalock/S. Piney Point Project just north of the S. Piney Point Road guardrail (at the Buffalo Bayou bridge) that the guardrail replacement be removed from the 2015 Maintenance Project and change ordered into the Blalock/S. Piney Point Project.

**3. Woods Edge Bank Stabilization**

HDR received approval from Harris County Flood Control on the project and anticipates opening bids on the project, pending Council approval (see separate agenda item), at the end of February.

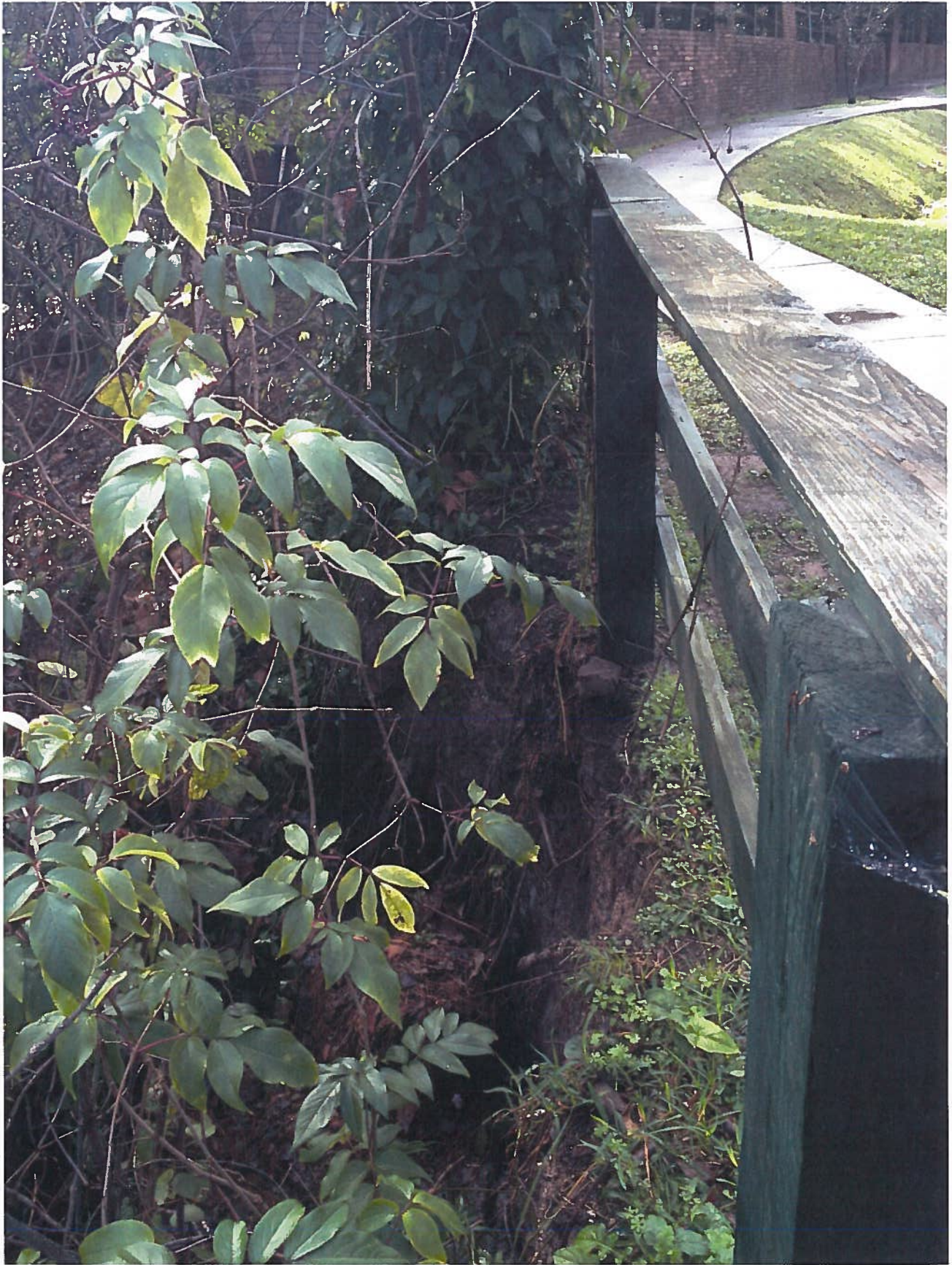
**4. 96-inch FEMA Funding**

FEMA has requested that the City provide more detailed engineering survey regarding the damaged observed in the 96-in CMP. The survey should include a soil analysis to support the conclusion that heavy soils related to the saturated soils caused deformation of the pipe and a section by section analysis of the maximum horizontal and vertical measurements of the pipe diameter with photographic and video documentation. FEMA stated that ideally they would like documentation of inspections of the pipe performed prior to the Memorial Day flooding to show that the damaged to the pipe were caused by the flood event but that broad statements about ranges or types of damage without physical documentation is not sufficient to meet the funding requirements. The City does not perform regular inspection of storm sewer facilities so no inspection was performed on the 96-inch prior to the Memorial Day events. HDR is researching to determine if another source of funding is available for the replacement of the 96-inch CMP.

**5. Storm sewer washout at Tynewood Ditch and Memorial**

A bank washout was reported by a resident adjacent to the sidewalk on Memorial Drive at the Tynewood Ditch bridge. HDR investigated the washout. It appears an 18-inch CMP storm sewer has broken apart and a large portion of the bank has eroded. The erosion has migrated to the edge of the sidewalk fencing support and is also very close to the sidewalk.





Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on Asphalt Point Repair Quotes.

**Submitted by:**

**Attachment:** Yes

**PROPOSAL**

**FORDE CONSTRUCTION COMPANY**

6842 Calle Lozano Houston, Texas 77041 Office: (713) 466-0511 Fax: (713) 466-1791

Customer: <i>City of Piney Point Village</i>	Owner: City of Piney Point Village
Attn.: <i>Joe Moore</i>	Quote Date: 1/18/2016
Address: 7676 Woodway Ste 300	Bid Date: 1/18/2016
City, State, Zip: Houston Tx 77063	Location: Point repairs on Piney Point Ln and Memorial Dr
Phone: 713-622-9264	Description:
Fax: 713-622-9265	Job Number:

We propose to supply the labor, supervision, and equipment to perform the following work:

CLIENT #	DESCRIPTION	QUAN	UNIT	UNIT PRICE	EXT PRICE
	2" Type D HMAC Overlay	240.000	SY	\$ 68.00	\$16,320.00
	8" Type A HMAC Black Base	240.000	SY	\$ 130.00	\$31,200.00
	Remove Existing Pavement	240.000	SY	\$ 50.00	\$12,000.00
	Prime Coat	84.000	GAL	\$ 4.50	\$ 378.00
	Fill Potholes on Bienhom RD	0.500	TON	\$14,500.00	\$7,250.00
	Traffic Control	1.000	LS	\$14,000.00	\$14,000.00
<b>TOTAL:</b>					<b>\$81,148.00</b>

- Tax exempt certificate is required or applicable taxes will be added to the above price(s).
- Owner to meet onsite with Forde prior to mobilization to clearly mark all point repairs.
- Work to be performed in accordance with attached proposal.
- Forde Const. will not participate in any liquidated damages and is not responsible for delays outside of their reasonable control.
- Pricing valid for 30 days from this date.
- Forde Construction Company, Inc. will not be responsible for asphalt pavement damage due to base or sub-grade failures.
- Pricing excludes bonding (If needed add 1.5%) and adjustment of all utility castings.
- Pay quantity will be based on actual field measurements of HMAC.
- Work to take place during normal working hours Monday through Friday 7AM -6PM.
- Any other additional Fuel Surcharges that are incurred during to construction will be passed along to the owners.

Terms: 1. I/we the below signed do acknowledge and accept the above named company's terms that all invoices are due and payable thirty (30) days from the date of invoice and that interest of 10% per annum be charged on all past due balances. It is expressly agreed that all invoices are due at our mailing address, 6842 Calle Lozano, Houston, TX 77041, and shall have venue in Harris County, Texas. If credit privileges are extended, the applicant agrees to pay all expenses including reasonable attorney fees incurred by Forde Construction Company, Inc. in the collection of past due balances.

2. The customer expressly represents that the goods purchased herein are not intended primarily for personal, family, household or agricultural use.

3. Forde Construction Company, Inc. (Forde) is hereby authorized to make any credit inquiries necessary for credit approval. I/we release Forde from any obligations and restrictions imposed by law while researching this information.

4. The Customer will be responsible for any taxes owed as a result of the products hereunder unless the Customer provides Forde Construction Company, Inc. with a valid tax exemption certificate or other documentation properly indicating that such taxes should not be collected.

5. This proposal shall be incorporated in the contract with Customer and shall supersede any conflicting terms.

➤ This proposal can be withdrawn if not accepted within ten days.

Proposal Submitted By: *Troy Rakes* Date: 01/18/2016

Printed Name: Troy Rakes

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Upon agreement, please sign and photocopy this entire form. Please return the original copy to Forde Construction Company, Inc. Customer to supply a responsible person to sign a work order.

**A COPY OF THIS PROPOSAL MUST BE SIGNED AND RETURNED PRIOR TO BEGINNING WORK.**



Asphalt Point Repairs Quote Summary  
City of Piney Point Village  
Quote Summary  
HDR Job No. 16-005

<b>Contractor</b>	<b>Bid Item</b>	<b>Total Quote</b>
AAA Asphalt Paving, Inc.	Asphalt Point Repairs and Patching	\$29,050.00
Forde Construction	Asphalt Point Repairs and Patching	\$81,148.30
Durwood Greene	Asphalt Point Repairs and Patching	Not Interested
	Represents the lowest Quote	

01/15/2016 8:35  
 2016-0001 City of Piney Point Point Repair

\*\*\* Michael Hoffman

<b>BID TOTALS</b>						
<u>Biditem</u>	<u>Description</u>	<u>Status - Rnd</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
20	2" HMAC	U	240.000	SY	31.00	7,440.00
30	8" HMAC TY "A" Black Base	U	240.000	SY	62.00	14,880.00
40	10" Removal & Dispose of Existing Pavement	U	240.000	SY	19.00	4,560.00
50	Prime Coat	U	84.000	GAL	5.00	420.00
60	Fill & Compact Holes	U	0.500	TN	500.00	250.00
70	Traffic control	U	1.000	LS	1,500.00	1,500.00

Bid Total  $\Longrightarrow$  \$29,050.00

City of Piney Point Village  
Asphalt Point Repairs  
HDR Job No. 16-005

ITEM NO.	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
1	2" Type D HMAC overlay, including tack coat, complete in place, the sum of:	SY	240		
2	8" Type A HMAC Black Base, complete in place, the sum of:	SY	240		
3	Remove and dispose of existing pavement, full depth saw cup method (10" removal), complete in place, the sum of:	SY	240		
4	Prime Coat, complete in place, the sum of:	GAL	84		
5	Fill and Compact various pot holes with Type D HMAC on Beinhorn Road as directed by the Engineer, complete in place, the sum of:	TON	0.5		
6	Traffic Control & Regulations (includes all Signage & Flaggers), complete in place, the sum of:	LS	1		
				TOTAL:	

## Moore, Joseph

---

**From:** Steve Maynard <SMaynard@durwoodgreene.com>  
**Sent:** Monday, January 18, 2016 5:41 PM  
**To:** Moore, Joseph  
**Cc:** Peterson, John; Croley, Aaron; Jerry Berry  
**Subject:** RE: Request for Quote - Asphalt Point Repairs

Gentlemen,

We have reviewed the project proposal information you have provided to us and visited the work site in the City of Piney Point Village. Based on our existing prior work commitments and the small size and short duration of your project, we must regretfully decline the opportunity to bid your project. Thank you for the opportunity to bid your work.

Sincerely,  
Durwood Greene Construction Co.

Stephen W. Maynard, P.E  
Vice President

---

**From:** Moore, Joseph [<mailto:Joseph.Moore@hdrinc.com>]  
**Sent:** Thursday, January 14, 2016 9:02 AM  
**To:** Steve Maynard  
**Cc:** Peterson, John; Croley, Aaron  
**Subject:** Request for Quote - Asphalt Point Repairs

Steve,

Per our phone conversation, the City of Piney Point Village has asked us to solicit quotes for approximately 240 SY of asphalt point repairs (to include removal and disposal of existing pavement, 8" black base, prime coat, 2" Type D HMA overlay) on N. Piney Point Road and Memorial Drive. Please see the attached location map and pictures of the point repairs. Also attached is a bid items sheet to complete and a one-lane flagging detail for traffic control during the point repairs.

Also, please note that one of the point repairs is in front of St. Francis School. All work on this point repair must be completed between the hours of 8:00 AM and 2:30 PM.

Due to the upcoming Council meeting, please submit your quote by the end of the day Monday (Jan. 18<sup>th</sup>).

If you have any questions regarding the project please feel free to contact me.

Thanks,

**Joe Moore**, P.E., CFM  
Project Engineer

**HDR**  
4635 Southwest Freeway, Suite 1000  
Houston, Texas  
**O:** 713.622.9264 **F:** 713.622.9265  
[joseph.moore@hdrinc.com](mailto:joseph.moore@hdrinc.com)

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)



Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the Flooded Residents Report  
– Memorial Day Flooding

**Submitted by:**

**Attachment:** Yes



January 19, 2016

Mr. Ben Griffin  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas 77063

Re: Flood Survey Site Inspections  
City of Piney Point Village  
HDR Job No. 15-005

Dear Mr. Griffin:

Per the City's request, HDR has performed site visits of the properties of residents that reported flooding from the large rain event that occurred on Memorial Day, May 25<sup>th</sup> of this year. Individual meetings were held and the sites were walked with the residents. It was determined that many of the flooding issues associated with this rain event were due to an overloading of Buffalo Bayou. This caused many of the existing drainage systems throughout the City to back up, leaving flood waters on individual residences with nowhere to drain. HDR also noted possible improvements that the residents could make to the property to improve their drainage and noted issues with the City's drainage facilities.

Please find the attached report that contains the inspection sheets and associated pictures documenting each site visit.

HDR appreciates the opportunity to serve the City of Piney Point Village and looks forward to many future endeavors.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
Project Engineer



# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Mitchell  
 \_\_\_\_\_  
 Name

\_\_\_\_\_  
 Time

3 Ames Circle  
 \_\_\_\_\_  
 Address

\_\_\_\_\_  
 Date

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_ Water in house.

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
 \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
 Made contact with resident and had conversation about Memorial Day flood over the phone.

\_\_\_\_\_  
 Property sits along the bank of Tynewood Ditch, which flows into Buffalo Bayou. The resident expressed that flooding damage to the property was due to rising water level of Buffalo Bayou and that no meeting was necessary.  
 \_\_\_\_\_

**Possible Immediate Fixes:**

\_\_\_\_\_  
 \_\_\_\_\_

**Picture Numbers**

\_\_\_\_\_





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Culp  
Name \_\_\_\_\_

Time \_\_\_\_\_

11685 Arrowwood Circle  
Address \_\_\_\_\_

Date \_\_\_\_\_

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_ Water in house.

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)

Buffalo Bayou \_\_\_\_\_

**Comments:**

HDR was unable to contact resident. Property is located adjacent to Buffalo Bayou. HDR met with neighbor (resident of 2002 Arrowwood Circle), who said that they would set up a meeting between all residents on Arrowwood Circle who experienced flooding and HCFC and the Army

Corps of Engineers to discuss flooding from Buffalo Bayou.

**Possible Immediate Fixes:**

**Picture Numbers**



Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Hoffman  
Name

11:00 AM  
Time

2002 Arrowwood Circle  
Address

11/24/2015  
Date

- 1 What flooded in the 2015 Memorial Day Flood Water in house.
- 2 Has the property flooded before Yes.
- 3 Does slab appear lower than adjacent roadway Yes, but higher than Buffalo Bayou.
- 4 Is there new construction adjacent to property No.
- 4A Is new construction higher than this lot N/A
- 5 What is the existing City outfall Back and side of property slope down to Buffalo Bayou.
- 5A What is the condition of the existing outfall drainage system N/A
- 6 Is there any Internal drainage on this lot No, property sheetflows into Buffalo Bayou.
- 6A What is the condition of the existing drainage N/A
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
Buffalo Bayou

Comments:

Property is on the edge of Buffalo Bayou. The property flooded due to rising waters of Buffalo Bayou and HDR recommended a meeting with Harris County Flood Control District and the Army Corps of Engineers to discuss this issue. Resident was given contact information  
for both agencies.

Possible Immediate Fixes:

Picture Numbers



# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Brady  
Name

8:00 A.M.  
Time

8 Chuckanut  
Address

7/29/2015  
Date

1 What flooded in the 2015 Memorial Day Flood Water in the house.

2 Has the property flooded before Twice before (once from hurricane Ike).

3 Does slab appear lower than adjacent roadway Same elevation.

4 Is there new construction adjacent to property No

4A Is new construction higher than this lot N/A

5 What is the existing City outfall Ditches on north and west side of property eventually tie into N. Piney Point Road system.

5A What is the condition of the existing outfall drainage system Ok

6 Is there any Internal drainage on this lot Yes. There are a few yard drains in front yard and multiple yard drains in the backyard near the home and pool area.

6A What is the condition of the existing drainage Good

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No

**Comments:**

Concerns with property being close to same elevation as street.

Water came into home from west side.

**Possible Immediate Fixes:**

N. Piney Point Road Drainage and Paving Improvements Project will upsize and lower outfall for Chuckanut.

Resident expressed plans to add trench drains around perimeter of house.

**Picture Numbers**

\_\_\_\_\_

8 CHUCKANUT LN 7/29/15



8 CHUCKANUT LN 7/29/15



8 CHUCKANUT LN 7/29/15





Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Briggs \_\_\_\_\_  
Name \_\_\_\_\_ Time \_\_\_\_\_  
15 Farnham Park Circle \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_

- 1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_
- 2 Has the property flooded before \_\_\_\_\_
- 3 Does slab appear lower than adjacent roadway \_\_\_\_\_
- 4 Is there new construction adjacent to property \_\_\_\_\_  
4A Is new construction higher than this lot \_\_\_\_\_
- 5 What is the existing City outfall \_\_\_\_\_  
5A What is the condition of the existing outfall drainage system \_\_\_\_\_
- 6 Is there any Internal drainage on this lot \_\_\_\_\_  
6A What is the condition of the existing drainage \_\_\_\_\_
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_

Comments:

\_\_\_\_\_ No response to calls or voicemail. Resident was unavailable when HDR visited the property.  
\_\_\_\_\_ HDR's contact information was left at the front door of the house with no response.  
\_\_\_\_\_

Possible Immediate Fixes:

\_\_\_\_\_  
\_\_\_\_\_

Picture Numbers

\_\_\_\_\_



Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Takaoka

Name

Time

17 Farnham Park Circle

Address

Date

1 What flooded in the 2015 Memorial Day Flood

2 Has the property flooded before

3 Does slab appear lower than adjacent roadway

4 Is there new construction adjacent to property

4A Is new construction higher than this lot

5 What is the existing City outfall

5A What is the condition of the existing outfall drainage system

6 Is there any Internal drainage on this lot

6A What is the condition of the existing drainage

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)

Comments:

No response to calls or voicemail. Resident was unavailable when HDR visited the property.

HDR's contact information was left at the front door of the house with no response.

Possible Immediate Fixes:

Picture Numbers





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Glosserman \_\_\_\_\_  
Name

\_\_\_\_\_  
Time

515 Hedwig Rd \_\_\_\_\_  
Address

\_\_\_\_\_  
Date

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)

\_\_\_\_\_ Soldiers Creek

**Comments:**

\_\_\_\_\_ Unable to contact resident. HDR visited the property multiple times but resident was unavailable.

\_\_\_\_\_ Resident did attend monthly drainage meeting and it was discussed that Soldiers Creek flooding

\_\_\_\_\_ impacted her property.

**Possible Immediate Fixes:**

\_\_\_\_\_ No immediate solution. The Smithdale Estates Bypass project should relieve flooding on

\_\_\_\_\_ Soldiers Creek and allow the restrictor in the Hedwig system to operate at full capacity.

**Picture Numbers**

\_\_\_\_\_



# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Smith  
Name

9:00 AM  
Time

534 Lanecrest  
Address

11/20/2015  
Date

- 1 What flooded in the 2015 Memorial Day Flood Some water on property.
- 2 Has the property flooded before Yes.
- 3 Does slab appear lower than adjacent roadway Yes.
- 4 Is there new construction adjacent to property No.
- 4A Is new construction higher than this lot N/A
- 5 What is the existing City outfall Existing drainage system at Smithdale & Claymore.
- 5A What is the condition of the existing outfall drainage system Good.
- 6 Is there any Internal drainage on this lot No.
- 6A What is the condition of the existing drainage N/A
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

Comments:

John Peterson of HDR met with resident. It was determined that culverts downstream of property  
were undersized and were clogged with debris, causing property to flood on Memorial Day.

Possible Immediate Fixes:

It is recommended that drainage improvements be performed on Lanecrest.

Picture Numbers

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Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Lorentzatos  
Name

3:00 PM  
Time

555 Lanecrest  
Address

6/8/2015  
Date

- 1 What flooded in the 2015 Memorial Day Flood Water in house.
- 2 Has the property flooded before Yes.
- 3 Does slab appear lower than adjacent roadway Yes.
- 4 Is there new construction adjacent to property No.
- 4A Is new construction higher than this lot N/A
- 5 What is the existing City outfall Existing drainage system at Smithdale & Claymore.
- 5A What is the condition of the existing outfall drainage system Good.
- 6 Is there any Internal drainage on this lot No
- 6A What is the condition of the existing drainage N/A
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

Comments:

There is an existing type E inlet and storm sewer behind the properties on the west side of

Lanecrest that captures water from a ditch flowing from Tokeneke Trail. The type E inlet was blocked with debris, causing water to sheetflow onto 555 Lanecrest. The debris was cleared and a grate top was placed on top of the type E inlet to help with future drainage.

Possible Immediate Fixes:

It is recommended that drainage improvements be performed on Lanecrest. Both north and south ends of the street have ultimate outfalls installed by the Smithdale & Claymore project. Drainage should also be installed on the property.

Picture Numbers



# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

<u>Pratt</u>	<u>11:55 AM</u>
<u>Name</u>	<u>Time</u>
<u>11320 Memorial Dr.</u>	<u>11/20/2015</u>
<u>Address</u>	<u>Date</u>

- 1 What flooded in the 2015 Memorial Day Flood 2 inches of water in garage.
- 2 Has the property flooded before Yes, 3 times in the last 35 years
- 3 Does slab appear lower than adjacent roadway Slab possibly a little higher than road. Driveway and garage is lower.
- 4 Is there new construction adjacent to property Houses on Merrie Way built more recently
- 4A Is new construction higher than this lot Yes
- 5 What is the existing City outfall No drainage on this circle. Memorial Drive has roadside ditches to east.
- 5A What is the condition of the existing outfall drainage system Memorial Drive drainage system appears to be ok.
- 6 Is there any Internal drainage on this lot Yes.
- 6A What is the condition of the existing drainage Fair
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

**Comments:**

Resident reported adjact lot sheet flows onto her driveway which is low. Backyard is also low, but did not report having major problems due to backyard. Garage floods on intense rains because of driveway

Circular portion of driveway also floods. This street has no drainage.

**Possible Immediate Fixes:**

Look at installing drainage from low spot in driveway to an outfall (possibly Memorial Drive) to drain driveway. When new home developes next door, City will ensure all drainage & fill criteria is met to not adversely impact subject property.

**Picture Numbers**

---

11320 MEMORIAL DR 11/20/15

Memorial Dr.



Memorial Dr.



11320 MEMORIAL DR 11/20/15



11320 MEMORIAL DR 11/20/15



Existing inlet  
next to circle  
drive

11320 MEMORIAL DR 11/20/15



Low spot  
on property





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Kallmeyer  
Name

3:15 P.M.  
Time

213 Millbrook  
Address

8/4/2015  
Date

- 1 What flooded in the 2015 Memorial Day Flood The garage and backyard area. Water came up to about 0.5 inches from finished floor of house.
- 2 Has the property flooded before Yes, 5-6 years ago.
- 3 Does slab appear lower than adjacent roadway Same elevation.
- 4 Is there new construction adjacent to property No
- 4A Is new construction higher than this lot N/A
- 5 What is the existing City outfall Ditches lining Millbrook outfall to Memorial Dr.
- 5A What is the condition of the existing outfall drainage system good
- 6 Is there any Internal drainage on this lot Yes
- 6A What is the condition of the existing drainage good
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

**Comments:**

Wood floors have been damaged.

Property is low spot on street.

**Possible Immediate Fixes:**

No immediate fixes recommended. The S. Piney Point & Blalock Road Paving and Drainage Improvements Project should provide drainage relief to Millbrook Lane. Resident could remove grass from yard drain outfall pipes at ditch.

**Picture Numbers**

\_\_\_\_\_

213 MILLBROOK ST 8/4/15

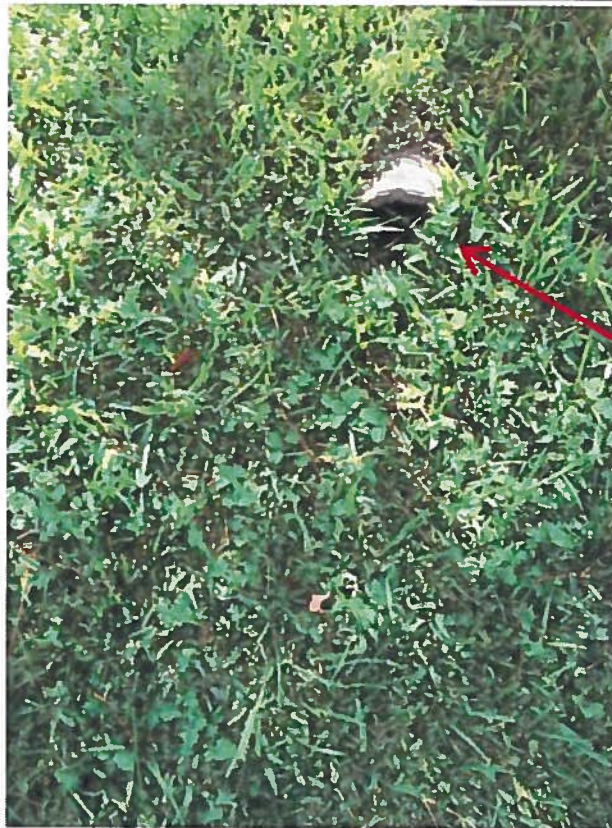


213 MILLBROOK ST 8/4/15



First 6"  
outfall pipe  
at ditch

213 MILLBROOK ST 8/4/15



Second 6"  
outfall pipe  
at ditch





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Anderson \_\_\_\_\_ 11:00 A.M. \_\_\_\_\_  
 Name Time  
 214 Millbrook \_\_\_\_\_ 11/20/2015 \_\_\_\_\_  
 Address Date

- 1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_ Water throughout home \_\_\_\_\_
- 2 Has the property flooded before \_\_\_\_\_ Yes, it flooded in the April 2009 flood event. \_\_\_\_\_
- 3 Does slab appear lower than adjacent roadway \_\_\_\_\_ Yes, approximately even or lower. Millbrook elevated. \_\_\_\_\_
- 4 Is there new construction adjacent to property \_\_\_\_\_ No \_\_\_\_\_
- 4A Is new construction higher than this lot \_\_\_\_\_ N/A \_\_\_\_\_
- 5 What is the existing City outfall \_\_\_\_\_ Roadside ditches on Millbrook drain south to Memorial Drive \_\_\_\_\_
- 5A What is the condition of the existing outfall drainage system \_\_\_\_\_ Outfall adequate but Memorial Drive/S. Piney Point system very undersized. \_\_\_\_\_
- 6 Is there any Internal drainage on this lot \_\_\_\_\_ Yes \_\_\_\_\_
- 6A What is the condition of the existing drainage \_\_\_\_\_ Appears to be adequate \_\_\_\_\_
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.) \_\_\_\_\_  
 \_\_\_\_\_ No \_\_\_\_\_

**Comments:**

House next door (210 Millbrook) appears to be built up higher than this house. 210 Millbrook was built \_\_\_\_\_  
 in 1998 before the City had detailed drainage regulations. The resident also commented that Millbrook \_\_\_\_\_  
 has been paved over several times causing the road to sit higher than the homes. \_\_\_\_\_

**Possible Immediate Fixes:**

The S. Piney Point and Blalock Drainage Improvements Project will relieve the drainage system on \_\_\_\_\_  
 Memorial Drive allowing Millbrook to drain better. \_\_\_\_\_

**Picture Numbers**

\_\_\_\_\_

214 MILLBROOK ST 11/20/15



214 MILLBROOK ST 11/20/15



214 MILLBROOK ST 11/20/15





214 MILLBROOK ST 11/20/15





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Evans \_\_\_\_\_

Name

\_\_\_\_\_

Time

218 Millbrook \_\_\_\_\_

Address

\_\_\_\_\_

Date

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)

\_\_\_\_\_

Comments:

HDR unable to contact resident. Appears home is currently unoccupied.

Possible Immediate Fixes:

Picture Numbers

\_\_\_\_\_



Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Totz \_\_\_\_\_

Name \_\_\_\_\_

Time \_\_\_\_\_

6 Oaklawn Dr \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_

Comments:

\_\_\_\_\_ Calls and voicemails to resident were not returned.

\_\_\_\_\_ Resident was unavailable when HDR visited the property.  
\_\_\_\_\_  
\_\_\_\_\_

Possible Immediate Fixes:

Picture Numbers  
\_\_\_\_\_  
\_\_\_\_\_



Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Blanchard  
Name

Time

11303 Piney Point Circle  
Address

Date

- 1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_
- 2 Has the property flooded before \_\_\_\_\_
- 3 Does slab appear lower than adjacent roadway \_\_\_\_\_
- 4 Is there new construction adjacent to property \_\_\_\_\_  
4A Is new construction higher than this lot \_\_\_\_\_
- 5 What is the existing City outfall \_\_\_\_\_  
5A What is the condition of the existing outfall drainage system \_\_\_\_\_
- 6 Is there any Internal drainage on this lot \_\_\_\_\_  
6A What is the condition of the existing drainage \_\_\_\_\_
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_

Comments:

Made contact with resident at home. Resident expressed that there was no flooding on  
the property and that no meeting was necessary.

Possible Immediate Fixes:

Picture Numbers



Flood Survey Inspection Report  
 City of Piney Point Village  
 HDR Job No. 15-005

Wozencraft  
 Name

10:30 AM  
 Time

11311 Piney Point Circle  
 Address

11/20/2015  
 Date

- 1 What flooded in the 2015 Memorial Day Flood Water flooded back section of house, backyard, and sideyard.
- 2 Has the property flooded before Yes.
- 3 Does slab appear lower than adjacent roadway No.
- 4 Is there new construction adjacent to property Yes, house to the south is under construction.
- 4A Is new construction higher than this lot Yes.

- 5 What is the existing City outfall Ditches lining street flow east to a 24 inch private storm sewer at the cul-de-sac. The pipe flows east through the property of 11302 Piney Point Circle, turns south and flows along the east property lines of 11303 Piney Point Circle and 11410 Memorial Drive, and connects to the drainage system underneath Memorial Drive.
- 5A What is the condition of the existing outfall drainage system Pipe is in good condition but is undersized.
- 6 Is there any Internal drainage on this lot Yes, there are a few yard drains in the backyard.
- 6A What is the condition of the existing drainage Fair. The existing drainage was installed twenty years ago.
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

Comments:

Resident expressed concerns about water entering house through the backyard.

Current drainage system is 20 years old and resident to have at least one pipe replaced.

Backyard looks to be low spot on property.

Possible Immediate Fixes:

Debris found in ditch in front of property could be cleaned out to help with flow.

N. Piney Point Road Drainage Improvements Project will upsize and lower the outfall for Piney Point Circle at Piney Point Road.

Picture Numbers

\_\_\_\_\_

11311 PINEY POINT CIR 11/20/15



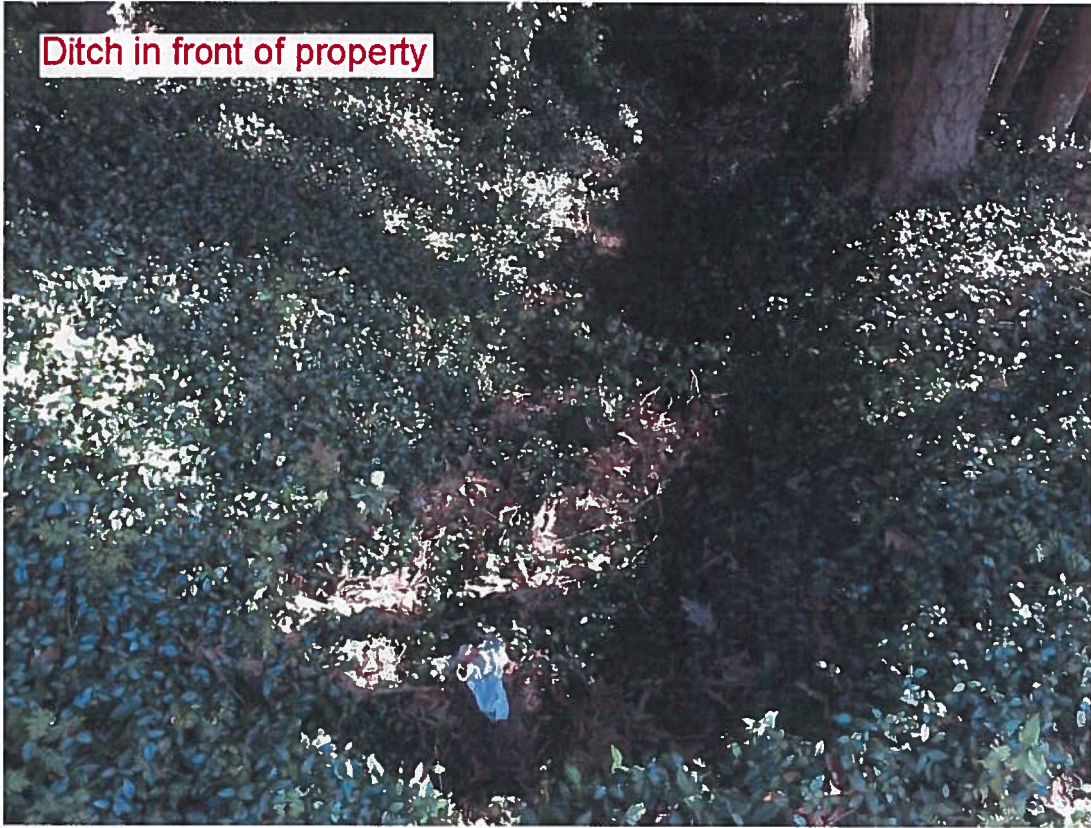
11311 PINEY POINT CIR 11/20/15



Ditch in front of property

11311 PINEY POINT CIR 11/20/15

Ditch in front of property







Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Ballas 4:00 P.M.  
Name Time  
11318 Piney Point Cir. 8/26/2015  
Address Date

- 1 What flooded in the 2015 Memorial Day Flood 1-2 inches in the house.
- 2 Has the property flooded before Yes, 3-4 times before.
- 3 Does slab appear lower than adjacent roadway No, but lower than other houses on street.
- 4 Is there new construction adjacent to property No
- 4A Is new construction higher than this lot N/A

- 5 What is the existing City outfall Ditches lining street flow east to a 24 inch private storm sewer at the cul-de-sac. The pipe flows east through the property of 11302 Piney Point Circle, turns south and flows along the east property lines of 11303 Piney Point Circle and 11410 Memorial Drive, and connects to the drainage system underneath Memorial Drive.
- 5A What is the condition of the existing outfall drainage system: Pipe is in good condition but is undersized.
- 6 Is there any Internal drainage on this lot Yes
- 6A What is the condition of the existing drainage Good
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No

Comments:

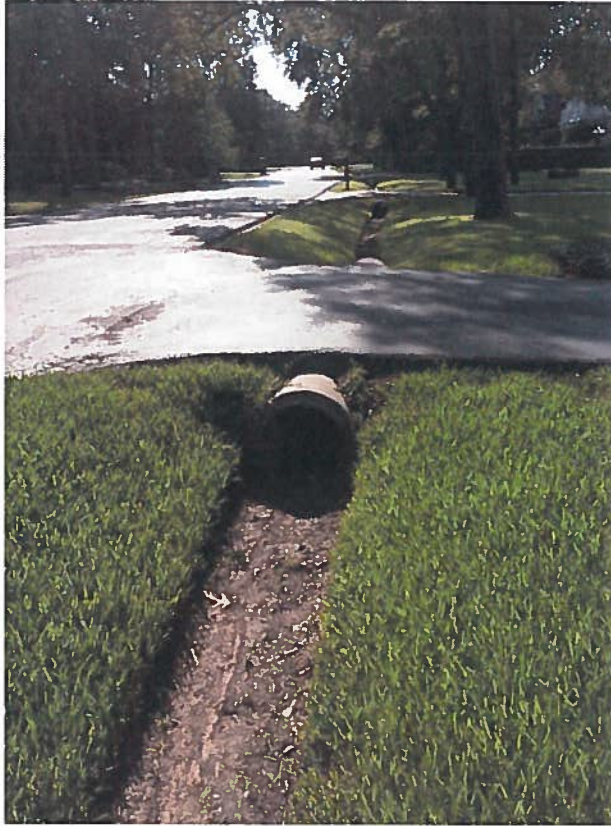
Drainage on east side of street ties into 24 inch private drainage pipe that flows down to Memorial Dr.

Possible Immediate Fixes:

N. Piney Point Road Drainage Improvements Project will upsize and lower the outfall for Piney Point Circle at Piney Point Road.

Picture Numbers

11318 PINEY POINT CIRCLE 8/26/15





Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Gentry \_\_\_\_\_  
Name \_\_\_\_\_

2:00 P.M. \_\_\_\_\_  
Time \_\_\_\_\_

1 Pine Tree \_\_\_\_\_  
Address \_\_\_\_\_

7/27/2015 \_\_\_\_\_  
Date \_\_\_\_\_

- 1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_ All of backyard and garage. Water was 4 inches from FF of house.
- 2 Has the property flooded before \_\_\_\_\_ 5-6 times since 1992.
- 3 Does slab appear lower than adjacent roadway \_\_\_\_\_ No
- 4 Is there new construction adjacent to property \_\_\_\_\_ No
- 4A Is new construction higher than this lot \_\_\_\_\_ N/A
- 5 What is the existing City outfall \_\_\_\_\_ Blalock Road drainage system
- 5A What is the condition of the existing outfall drainage system \_\_\_\_\_ 50% blocked w/ debris.
- 6 Is there any Internal drainage on this lot \_\_\_\_\_ Yes
- 6A What is the condition of the existing drainage \_\_\_\_\_ Good
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_ No

Comments:

When the Blalock Road drainage system becomes inundated, water sheet flows over Blalock Road from Bunker Hill Village.

Possible Immediate Fixes:

Blalock/S. Piney Point Road Drainage Improvements Project

Picture Numbers

1 PINE TREE LN 7/27/15



1 PINE TREE LN 7/27/15





# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Worth \_\_\_\_\_  
Name

1:00 P.M. \_\_\_\_\_  
Time

11005 S Country Squire \_\_\_\_\_  
Address

8/27/2015 \_\_\_\_\_  
Date

- 1 What flooded in the 2015 Memorial Day Flood Garage. Water rose to about 1 inch from FF of house.
- 2 Has the property flooded before Yes, 4 times before.
- 3 Does slab appear lower than adjacent roadway No
- 4 Is there new construction adjacent to property No
- 4A Is new construction higher than this lot N/A

5 What is the existing City outfall S. Country Squire drains into ditches and then storm sewer along Memorial Dr E. The storm sewer outfalls into the Greenbay system.

5A What is the condition of the existing outfall drainage system Storm sewer along Memorial Dr E. is undersized.

6 Is there any Internal drainage on this lot No, property sheet flows to S. Country Squire and Memorial Dr E.

6A What is the condition of the existing drainage Good. Doesn't appear to be cause of flooding.

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
No.

Comments:

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Possible Immediate Fixes:

Replaced storm sewer in front of house as part of 2015 Maintenance Project to remove root balls blocking approximately 80% of storm sewer pipe.

Upsizing storm sewer along Memorial Dr E. would help drainage.

Picture Numbers

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11005 SOUTH COUNTRY SQUIRE 8/27/15



11005 SOUTH COUNTRY SQUIRE 8/27/15





**11005 SOUTH COUNTRY SQUIRE 8/27/15**





Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Evenson  
Name

Time

20 Stillforest St  
Address

Date

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_

2 Has the property flooded before \_\_\_\_\_

3 Does slab appear lower than adjacent roadway \_\_\_\_\_

4 Is there new construction adjacent to property \_\_\_\_\_

4A Is new construction higher than this lot \_\_\_\_\_

5 What is the existing City outfall \_\_\_\_\_

5A What is the condition of the existing outfall drainage system \_\_\_\_\_

6 Is there any Internal drainage on this lot \_\_\_\_\_

6A What is the condition of the existing drainage \_\_\_\_\_

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_

Comments:

Calls and voicemails to resident were not returned.

Resident was unavailable when HDR visited the property.

Possible Immediate Fixes:

Picture Numbers



# Flood Survey Inspection Report

## City of Piney Point Village

### HDR Job No. 15-005

Kothari  
 \_\_\_\_\_  
 Name

\_\_\_\_\_  
 Time

22A Stillforest St  
 \_\_\_\_\_  
 Address

\_\_\_\_\_  
 Date

- 1 What flooded in the 2015 Memorial Day Flood Water in house.
- 2 Has the property flooded before \_\_\_\_\_
- 3 Does slab appear lower than adjacent roadway \_\_\_\_\_
- 4 Is there new construction adjacent to property \_\_\_\_\_
- 4A Is new construction higher than this lot \_\_\_\_\_
- 5 What is the existing City outfall \_\_\_\_\_
- 5A What is the condition of the existing outfall drainage system \_\_\_\_\_
- 6 Is there any Internal drainage on this lot \_\_\_\_\_
- 6A What is the condition of the existing drainage \_\_\_\_\_
- 7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
 \_\_\_\_\_

**Comments:**

Made contact with resident and had conversation about Memorial Day flood over the phone.

Property sits along the bank of Buffalo Bayou. The resident expressed that flooding damage to

the property was due to rising water level of Buffalo Bayou and that no meeting was necessary.

**Possible Immediate Fixes:**

\_\_\_\_\_

\_\_\_\_\_

**Picture Numbers**

\_\_\_\_\_



Flood Survey Inspection Report  
City of Piney Point Village  
HDR Job No. 15-005

Heyburn \_\_\_\_\_

Name

10:00 P.M. \_\_\_\_\_

Time

39 Stillforest \_\_\_\_\_

Address

8/5/2015 \_\_\_\_\_

Date

1 What flooded in the 2015 Memorial Day Flood \_\_\_\_\_ North side of house.

2 Has the property flooded before \_\_\_\_\_ Yes, 15 years ago.

3 Does slab appear lower than adjacent roadway \_\_\_\_\_ Same elevation.

4 Is there new construction adjacent to property \_\_\_\_\_ Yes, across the street.

4A Is new construction higher than this lot \_\_\_\_\_ Yes

5 What is the existing City outfall \_\_\_\_\_ Ditches along street tie into ditch on Kinkaid property that ties into Buffalo Bayou.

5A What is the condition of the existing outfall drainage system \_\_\_\_\_ Fair. Ditches might need re-grading.

6 Is there any Internal drainage on this lot \_\_\_\_\_ No

6A What is the condition of the existing drainage \_\_\_\_\_ Sheet flow out to ditch lining street.

7 Property adjacent to a major outfall (Soldiers Creek, Buffalo Bayou, Tynewood Ditch, etc.)  
\_\_\_\_\_ No

Comments:

\_\_\_\_\_ Water came from street side.

\_\_\_\_\_ Lower end of house flooded.

\_\_\_\_\_ Driveway culvert is buried at least 6 inches.

Possible Immediate Fixes:

\_\_\_\_\_ Regrade ditch and clean culverts from property to outfall pipe.

Picture Numbers

39 STILLFOREST ST 8/5/15



**39 STILLFOREST ST 8/5/15**



**39 STILLFOREST ST 8/5/15**



**39 STILLFOREST ST 8/5/15**





**39 STILLFOREST ST 8/5/15**



**39 STILLFOREST ST 8/5/15**



Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible on Lanecrest Drainage Improvements  
budgetary project cost

**Submitted by:**

**Attachment:** Yes

Lanecrest Drainage Improvements  
Opinion of Probable Project Cost  
City of Piney Point Village

**Opinion of Probable Construction Cost:**

**Option #1 - Regrade Ditches & Reset Culverts**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	24" RCP, ASTM C76, Class III storm sewer	LF	310	\$130.00	\$40,300.00
2	Ditch Regrading	LF	1,800	\$7.50	\$13,500.00
3	Remove and dispose of existing storm sewer	LF	310	\$15.00	\$4,650.00
4	Remove and Replace 6-inch thick concrete driveway	SY	560	\$85.00	\$47,600.00
5	Remove and Replace 4-inch thick concrete sidewalk	SF	600	\$8.00	\$4,800.00

TOTAL: \$110,850.00

10% CONTINGENCY: \$11,085.00

OPINION OF PROBABLE CONSTRUCTION COST: \$121,935.00

**Option #1 - Engineering Fees**

DESIGN PHASE SERVICES : \$18,200.00

BID PHASE SERVICES : \$4,000.00

ADDITIONAL CONSTRUCTION ADMINISTRATION: \$5,000.00

ADDITIONAL CONSTRUCTION OBSERVATION (HALF TIME; 1.5 MONTH): \$16,700.00

SURVEY BUDGETARY FEE: \$6,000.00

TOTAL ENGINEERING AND CONSTRUCTION OBSERVATION FEE: \$49,900.00

OPINION OF PROBABLE PROJECT COST: \$171,835.00

*Cost includes quantities for resetting every driveway culvert and removal and replacement of every driveway (see attached exhibit). Quantities may be reduced after field survey investigation and design. Assumed no adjustment of Memorial Villages Water Authority facilities because of conflict is necessary.*

**Option #2 - Storm Sewer from 518 & 517 Lanecrest South to Claymore**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	24" RCP, ASTM C76, Class III storm sewer	LF	1000	\$130.00	\$130,000.00
2	Type A Inlet	EA	10	\$3,000.00	\$30,000.00
3	Ditch Regrading	LF	1200	\$7.50	\$9,000.00
4	Remove and dispose of existing storm sewer	LF	310	\$15.00	\$4,650.00
5	Remove and Replace 6-inch thick concrete driveway	SY	560	\$85.00	\$47,600.00
6	Remove and Replace 4-inch thick concrete sidewalk	SF	600	\$8.00	\$4,800.00

TOTAL: \$226,050.00

10% CONTINGENCY: \$22,605.00

OPINION OF PROBABLE CONSTRUCTION COST: \$248,655.00

**Option #2 - Engineering Fees**

DESIGN PHASE SERVICES : \$19,100.00

BID PHASE SERVICES : \$4,000.00

ADDITIONAL CONSTRUCTION ADMINISTRATION: \$5,000.00

ADDITIONAL CONSTRUCTION OBSERVATION (1 MONTH FULL TIME; 1.5 MONTH HALF TIME): \$38,300.00

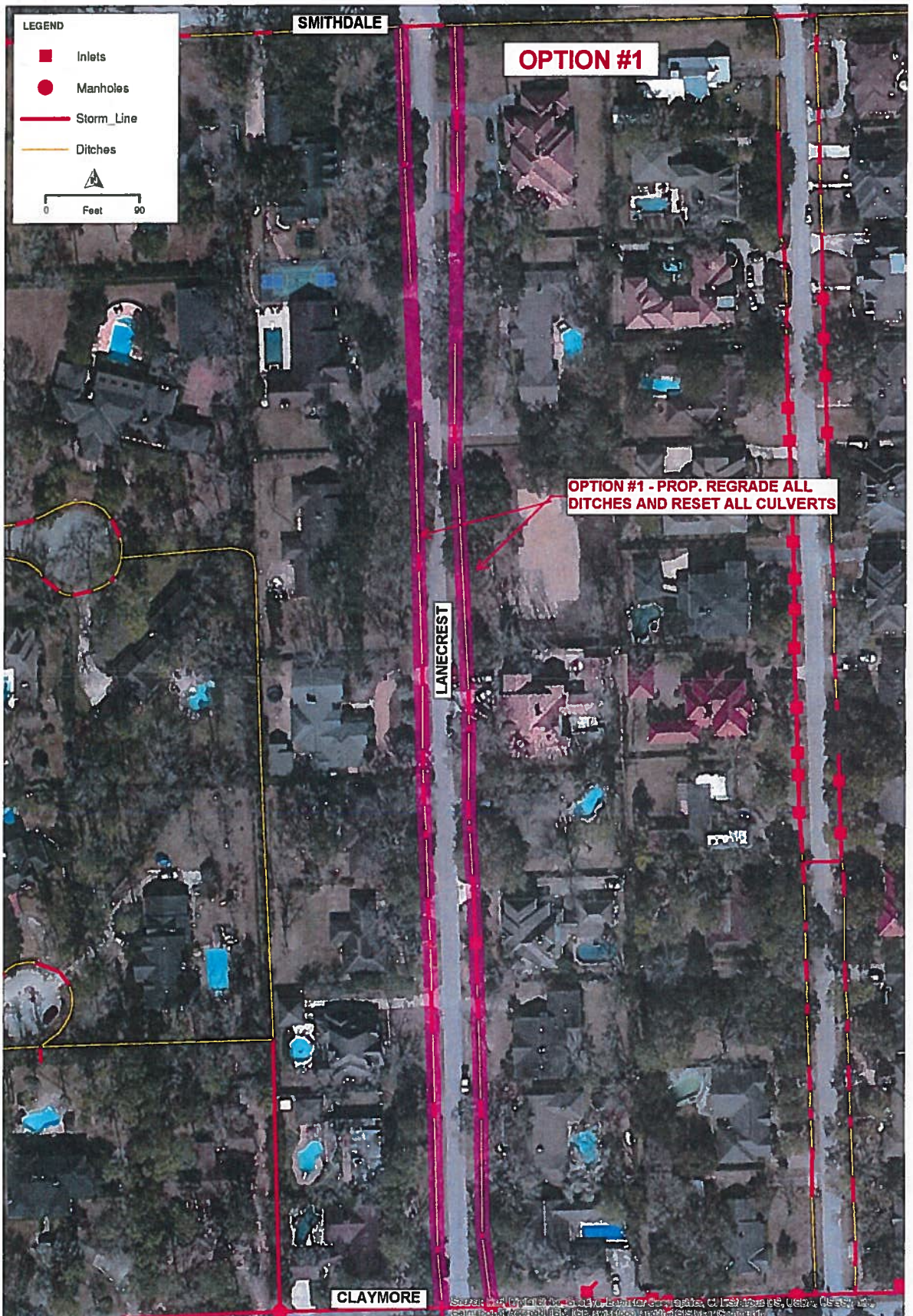
SURVEY BUDGETARY FEE: \$ 6,000.00

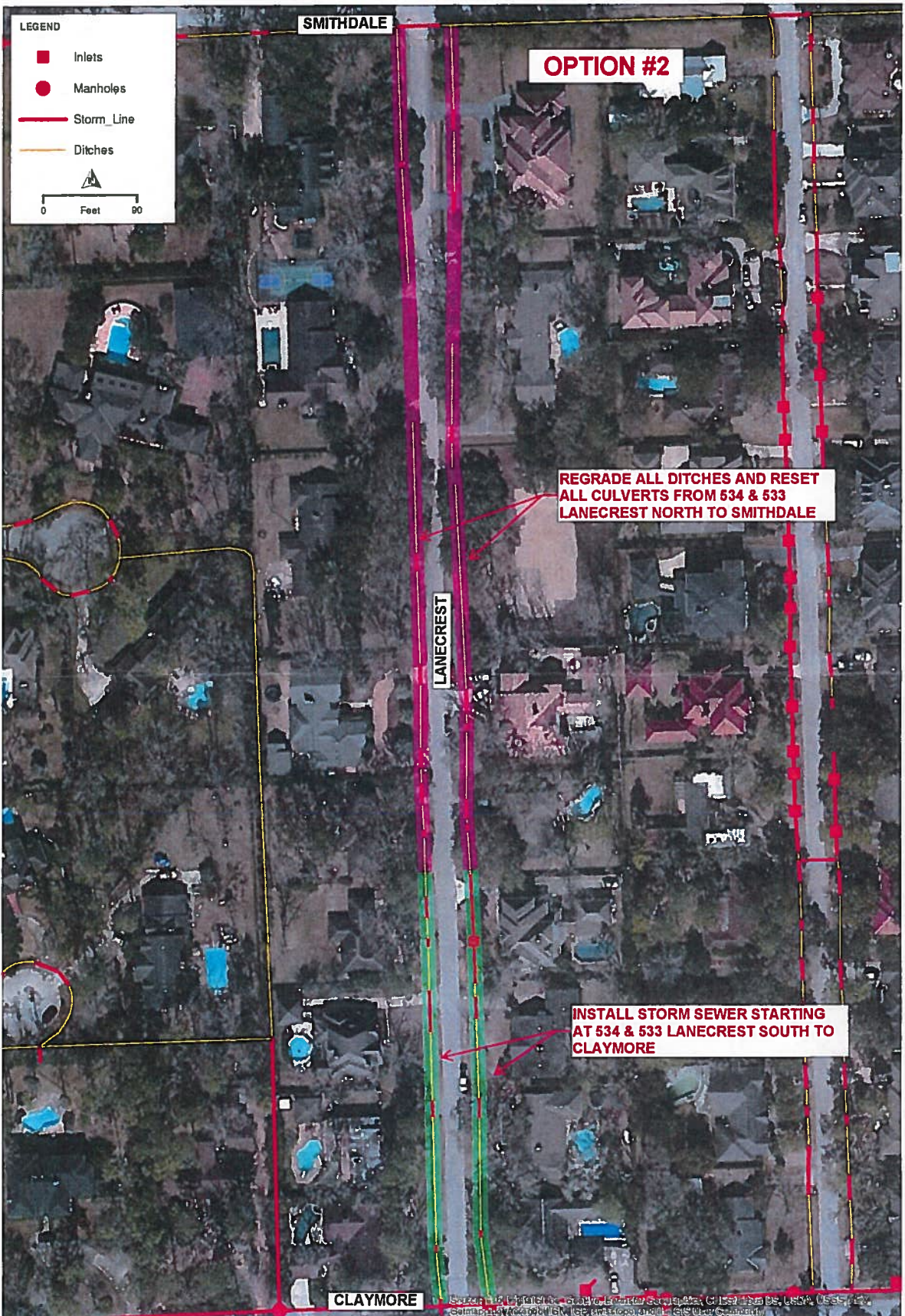
TOTAL ENGINEERING AND CONSTRUCTION OBSERVATION FEE: \$ 72,400.00

OPINION OF PROBABLE PROJECT COST: \$321,055.00

*Cost includes quantities for installation of storm sewer from Claymore Drive north to 534 & 533 Lanecrest as well as resetting every driveway culvert and removal and replacement of every driveway north of the proposed storm sewer (see attached exhibit). Quantities may be reduced after field survey investigation and design. Assumed no adjustment of Memorial Villages Water Authority facilities because of conflict is necessary.*

*These estimates are presented for planning purposes only and are subject to change as the project progresses*





**LEGEND**

- Inlets
- Manholes
- Storm\_Line
- Ditches

0 Feet 90

**OPTION #2**

**REGRADE ALL DITCHES AND RESET ALL CULVERTS FROM 534 & 533 LANECREST NORTH TO SMITHDALE**

**INSTALL STORM SEWER STARTING AT 534 & 533 LANECREST SOUTH TO CLAYMORE**

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on Woods Edge Approval to advertise.

**Submitted by:**

**Attachment:** Yes

**Woods Edge Bank Stabilization**  
**City of Piney Point Village**

HDR Job No.: 15-012

**Engineer's Estimate of Probable Construction Cost**

ITEM NO.	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
<b>BASE BID</b>					
1	Equipment mobilization, de-mobilization and work-site cleanup	LS	1	\$19,277.52	<b>\$19,277.52</b>
2	Bank excavation (along 150 LF shoreline); including spoil, loading, hauling, clearing, grubbing, and disposing to approve landfill	LS	1	\$52,295.40	<b>\$52,295.40</b>
3	Receive material; stage, set and drive steel stabilization piling (all tiers) along 150 LF shoreline	LS	1	\$75,469.44	<b>\$75,469.44</b>
4	Receive material; stage, place and grade broken concrete rip rap along 150 LF shoreline	LS	1	\$57,422.40	<b>\$57,422.40</b>
5	Remove and dispose of existing 24" storm sewer pipe, complete in place, the sum of:	LF	15	\$30.00	<b>\$450.00</b>
6	24" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	8	\$110.00	<b>\$880.00</b>
7	Concrete collar, complete in place, the sum of:	EA	3	\$750.00	<b>\$2,250.00</b>
8	24" HDPE storm sewer including bedding and backfill, complete in place, the sum of:	LF	25	\$100.00	<b>\$2,500.00</b>
<b>TOTAL BASE BID :</b>					<b>\$210,544.76</b>
<b>SUPPLEMENTAL BID</b>					
8	Remove and Replace Wooden Fence, complete in place, the sum of:	LF	175	20	<b>\$3,500.00</b>
<b>TOTAL SUPPLEMENTAL BID :</b>					<b>\$3,500.00</b>
<b>ADD ALTERNATE NO. 1 - 8B WOODS EDGE - RESIDENT</b>					
7	Equipment mobilization, de-mobilization and work-site cleanup	LS	1	\$8,922.48	<b>\$8,922.48</b>
8	Bank excavation (along 150 LF shoreline); including spoil, loading, hauling, clearing, grubbing, and disposing to approve landfill	LS	1	\$24,204.60	<b>\$24,204.60</b>
9	Receive material; stage, set and drive steel stabilization piling (all tiers) along 150 LF shoreline	LS	1	\$34,930.56	<b>\$34,930.56</b>
10	Receive material; stage, place and grade broken concrete rip rap along 150 LF shoreline	LS	1	\$26,577.60	<b>\$26,577.60</b>
<b>TOTAL ADD ALTERNATE NO. 1 :</b>					<b>\$94,635.24</b>
<b>TOTAL CONSTRUCTION COST ESTIMATE (BASE BID + SUPPLEMENTAL + ADD ALTERNATE NO. 1):</b>					<b>\$308,680.00</b>

*These estimates are presented for planning purposes only and are subject to change as the project progresses*



## Council Agenda Item Cover Memo

1/25/2016

**To:** Mayor and City Council

**Agenda Item:** Tree Replacement and Hydro mulching

**Submitted by:** Ben Griffin

---

When we repaired the collapsed sewer line at Carlton Park and S. Piney Point Road the damage to the area around the site was more extensive that we had planned. The contractor had to take down a number of trees and a large area was disturbed while digging out the old pipes and replacing the new.

We have two reasons to replace trees and hydro mulch this area.

1. This is a very low area and if we don't replace the ground cover we disturbed then this area will erode endangering our sewer line.
2. The landowner of lots 1 & 2 gave the City an easement for the sewer line going to the bayou, but accused the city of knocking down trees outside of the easement. By completing the repair as we should, we will also make our neighbor happy.

We have been trying to meet with Mr. Hourani, but he has delayed the meeting due to work commitments.

It looks like the low quote for hydro mulching is about \$1500 and the tree replacement about \$2500,

So an approval of \$4,000 should cover this and complete the project.

Hydromulch on S. Piney Point Road  
City of Piney Point Village  
Quote Summary  
HDR Job No. 16-005

<b>Contractor</b>	<b>Bid Item</b>	<b>Total Quote</b>
Allied Hydromulch, LLC	Hydromulch (0.50 acre)	\$1,449.70
Environmental Allies	Hydromulch (0.50 acre)	\$2,377.00
Champions Hydro-Lawn, Inc.	Hydromulch (0.50 acre)	\$3,085.13
	Represents the lowest Quote	

## Moore, Joseph

---

**From:** John Hughes <john@alliedhydromulch.com>  
**Sent:** Friday, January 08, 2016 12:05 PM  
**To:** Moore, Joseph  
**Subject:** RE: Hydromulch Quote - City of Piney Point Village

Joe, as mentioned in our phone conversation, the price for seeding would be as follows:

Base amount. ( 1<sup>st</sup> 10,000 sq. ft. )      \$900.00

Additional area over the 1<sup>st</sup> 10,000 sq. ft. add \$.045 per sq. ft.

Thanks sincerely;

John Hughes  
Allied Hydromulch, LLC  
281-844-6363  
[john@alliedhydromulch.com](mailto:john@alliedhydromulch.com)

---

**From:** Moore, Joseph [<mailto:Joseph.Moore@hdrinc.com>]  
**Sent:** Friday, January 08, 2016 11:11 AM  
**To:** [john@alliedhydromulch.com](mailto:john@alliedhydromulch.com)  
**Cc:** Peterson, John; Croley, Aaron  
**Subject:** Hydromulch Quote - City of Piney Point Village

John,

Per our phone conversation, the City of Piney Point Village has asked us to solicit quotes for the hydromulching of a project area near the intersection of S. Piney Point Road and Carlton Park. Please see the attached Project Location Map and Hydromulch Spec as discussed.

If you are interested, please provide a quote as soon as possible. If you have any questions please feel free to contact me.

Thanks,

**Joe Moore**, P.E., CFM  
*Project Engineer*

**HDR**  
4635 Southwest Freeway, Suite 1000  
Houston, Texas  
O: 713.622.9264 F: 713.622.9265  
[joseph.moore@hdrinc.com](mailto:joseph.moore@hdrinc.com)

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

**PROPOSAL FOR SWPPP SERVICES**



**environmental  
allies**

www.environmentallies.com  
9625 Windfern Rd., Houston TX 77064  
281-442-4112 office \* 281-442-4117 fax  
**Ben West \* Estimator**  
estimator2@environmentallies.com

January 7, 2016

**City of Piney Point Village - 96" Repair**

Piney Point Village, TX

		Qty	Unit	Unit Price	Total
<b>TPDES Compliance</b>	<b>1</b> SWPPP Narrative ( <i>No Start Up Service Charges</i> ) Includes: 1 Bound Copy, Required SWPPP Signage, Submission of MS4 Documents, Processing of NOI and NOT Excludes: NOI Fee if applicable (see next line)	0	EA	\$950.00	\$0.00
	<b>2</b> Contractor NOI Permit Fee Filed & Submitted STEERS Account is strongly suggested for quick processing	0	EA	\$325.00	\$0.00
	<b>3</b> Site Inspections Performed Weekly	0	MO	\$450.00	\$0.00
<b>TPDES Compliance Total</b>					<b>\$0.00</b>
<b>Structural Controls</b>	<b>4</b> Stabilized Construction Entrance- 3" x 5" Crushed Concrete (111 SY)	0	EA	\$2,000.00	\$0.00
	<b>5</b> Concrete Truck Washout- 1' Berm & Plastic Liner	0	EA	\$600.00	\$0.00
	<b>6</b> Wire Back Reinforced Filter Fabric Fence	0	LF	\$1.25	\$0.00
	<b>6a</b> Alternative - Non Reinforced Filter Fabric Fence- Steel T-Post	0	LF	\$1.10	\$0.00
	<b>6b</b> Non Reinforced Filter Fabric Fence- Wooden Stakes	0	LF	\$1.05	\$0.00
	<b>7</b> Grate Inlet Protection Barrier with Silt Fence	0	EA	\$53.50	\$0.00
<b>8</b> Curb Inlet Protection Barrier with Gravel Bags	0	EA	\$53.50	\$0.00	
<b>9</b> Type 2 Rock Berm- 18" H with wire- \$975 minimum	0	LF	\$28.68	\$0.00	
<b>Structural Controls Total</b>					<b>\$0.00</b>
<b>Mob.</b>	<b>10</b> Mobilization Charge- This bid <u>includes</u> 1 mobilization. All additional mobilizations will be charged a \$250 mobilization fee. All mobilizations must meet \$500 minimum.	0	EA	\$250.00	\$0.00
<b>TAX</b>	<b>11</b> *Sales Tax	0	LS	8.25%	\$0.00

<b>Alternative Items</b>		
6' Gator Gutters for Curb Inlet Protection: \$112.00	Silt Sacks for Grate Inlet Protection: \$102.00	Additional Copy of SWPPP Narrative: \$50.00
6' Gator Gutters with Filter Fabric: \$125.00	Silt Sacks with Filter Fabric: \$125.00	
<b>Sales Tax*</b>		
All bolded items are considered taxable temporary items, unless exemption certificate is provided. See section 151.338 of the Texas Tax Code.		
<b>Exclusions</b>		
Permits, fees, TX DOT specifications, safety classes, badging, site specific classes, damages by weather/non-weather related events, material removal & repairs, rooming fees, water meter fees, clearing, trimming, grubbing, backfilling, trenching, excavation & project maintenance.		
<b>Certifications</b>		
HUB, NCTRCA DBE, SCTRCA, MBE, and SDB Certificates available upon request.		

TPDES Compliance Total	\$0.00
Structural Controls Total	\$0.00
Mobilization Total	\$0.00
*Sales Tax	\$0.00
<b>SWPPP Grand Total</b>	<b>\$0.00</b>

We the Contractor do hereby agree to the price, specifications and conditions referred to herein, and authorize the subcontractor named herein to perform the work as specified

COMPANY \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

**PROPOSAL FOR STABILIZATION SERVICES**



**environmental  
allies**

www.environmentalallies.com  
9625 Windfern Rd., Houston TX 77064  
281-442-4112 office \* 281-442-4117 fax  
**Ben West \* Estimator**  
estimator2@environmentalallies.com

January 7, 2016

**City of Piney Point Village - 96" Repair**

Piney Point Village, TX

Pricing Good for 90 Days

		Qty	Unit	Unit Price	Total	
<b>Seeding &amp; Sodding</b>	1 Broadcast Seeding Disking of ground, broadcast seed, cultipacked disked/seeded area	0	AC	\$755.00	\$0.00	
	2 Dry Application Seeding Disking of ground, broadcast seed, cultipacked disked/seeded area Chopped hay disbursed in specific area, top of the hay area with hydro mulch and tackifier	0	AC	\$1,675.00	\$0.00	
	3 Hydromulch Seeding with Tractor Work Disking of ground, broadcast seed, cultipacked disked/seeded area Top the seeded area with hydromulch With 10-20-10 Fertilizer @ 500# per AC with virgin wood mulch **Per Spec**	1	AC	\$2,377.00	\$2,377.00	
	3a Hydromulch Seeding with Tractor Work Disking of ground, broadcast seed, cultipacked disked/seeded area Top the seeded area with hydromulch With 10-20-10 Fertilizer @ 500# per AC with cellulose fiber mulch	0	AC	\$1,377.00	\$0.00	
	3b Hydromulch Seeding with Tractor Work Disking of ground, broadcast seed, cultipacked disked/seeded area Top the seeded area with hydromulch With Organic 4-2-2 Fertilizer @ 400# per AC with cellulose fiber mulch	0	AC	\$1,275.00	\$0.00	
	4 Un-Anchored Bermuda Sodding	0	SY	\$4.95	\$0.00	
	5 Anchored Bermuda Sodding	0	SY	\$5.95	\$0.00	
	<b>NOTE: All Seeding must meet 1 acre minimum   All Sodding must meet 400 SY minimum</b>					<b>Seeding &amp; Sodding Total</b>
						<b>\$2,377.00</b>

<b>Mob.</b>	6 Mobilization Charge This bid includes 1 mobilization. All additional mobilizations will be charged a \$250 mobilization fee. All mobilizations must meet a 1 Acre of seed minimum	0	EA	\$250.00	\$0.00
	<b>Mobilization Total</b>				
					<b>\$0.00</b>

<b>Environmental Allies Guarantee</b>	
Environmental Allies has a 1 Year Guarantee for Turf Establishment. If there is no growth we will re-seed all areas, except for poor soil conditions, flooding, drought, unusual weather conditions or neglect from the contractor on site.	
<b>Exclusions</b>	
Permits, fees, TX DOT specs, safety classes, badging, site specific classes, damages by weather/non-weather related events, material removal & repairs, rooming fees, water meter fees, clearing, trimming, grubbing, backfilling, trenching, excavation & project maintenance. The client is responsible for providing a water source for hydromulch seeding and/or sod. The client is also responsible for maintaining and watering of the seed and/or sod after work has been completed. We do not provide topsoil, lime, lime stabilization, bed prep or maintenance.	
<b>Certifications</b>	
HUB, TXDOT DBE, NCTRCA DBE, SCTRCA MBE, and SDB Certificates available upon request.	

Seeding & Sodding Total	\$2,377.00
Mobilization Total	\$0.00
<b>Stabilization Grand Total</b>	<b>\$2,377.00</b>

We the Contractor do hereby agree to the price, specifications and conditions referred to herein, and authorize the subcontractor named herein to perform the work as specified

COMPANY \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

# Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086

281/445-2614 - office 281/445-2349 - fax

Snealy@Champhydro.com 281/744-9538- cell

Company: HDR

Attn: Joseph Moore

Date: 1/13/16

Street: 4635 Southwest Freeway Suite 1000 Phone: 713-622-9264

City, State Houston, Texas Email: joseph.moore@hdrinc.com

**Estimate for: Erosion Control Seeding Piney Point Pipe Repair**

**Proposed Activity: Erosion Control Seeding approx: 1 acre**

1. Process:

Apply Seed and Fertilizer with Hydro-mulch Truck

2. Specs: Per Acre

- a. Apply/per acre 80 lbs Hulled Bermuda Seed
- b. Apply fertilizer 500 lbs/ acre (10-20-10)
- c. Cap with 3000 lbs acre Enviro- Shield

Cost: \$ 2,850.00 per acre + Sales Tax 8.25 % (235.13)

**Payment: In Full upon Completion**

**Guarantee:** We guarantee a stand of grass, excepting any unusual acts of nature. Maintenance is not included and should be agreed upon outside of this proposal with Champions Hydro-Lawn. Change of seasonal grasses are excluded unless specified above.

WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS, for the sum of: See Pricing Above DOLLARS (\$ \_\_\_\_\_). **Tax to Apply If Applicable.** As above, upon completion any unpaid balance after **30** days will be charged 1 ¼% interest. Any material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, flood and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature \_\_\_\_\_

**Spencer Nealy/ Account Manager**

This proposal may be withdrawn by CHL if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL:** The above prices, specs and conditions are satisfactory and are hereby accepted. CHL is authorized to do the work as specified. Payment will be made as outlined above. By signing this proposal/contract, we, the undersigned, agree to accept the insurance coverage provided by Champions Hydro-Lawn, Inc. as stated on the attached certificate.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on N. Piney Point Road scope of work – asphalt roadway, concrete curb and gutter, etc.

**Submitted by:**

**Attachment:** Yes

## North Piney Point Road Drainage and Paving Improvements Project

### Project Options Summary

#### City of Piney Point Village

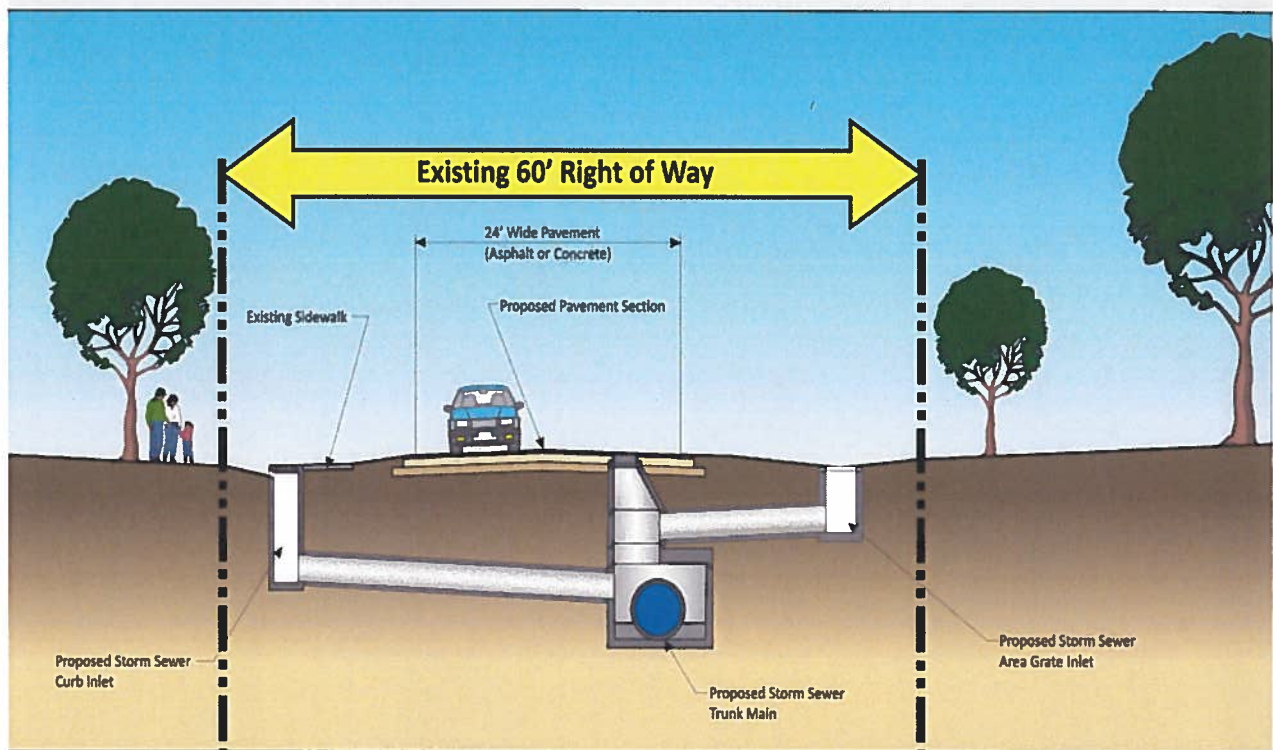
HDR Job No. 15-005

Option	Description	Total Estimated Project Cost
Bond Election (Original Proposal)	Original project scope as included in the bond election included drainage improvements on N. Piney Point Road from Memorial Drive to Carsey Lane. 30"-42" storm sewer is proposed on the East side of the road from Williamsburg Dr. south to Memorial Dr. 24"-60" storm sewer is proposed on the West side of the road from Chuckanut Lane north to Carsey Lane. No drainage improvements were proposed north of Carsey Lane. No paving improvements were proposed.	\$1,338,920.00
Preliminary Engineering Report	The project scope included the drainage improvements on both east and west sides of the road from Memorial Dr. to Carsey Lane as proposed in the bond election. The scope was expanded to include drainage improvements from Carsey Lane north to Greenbay Drive. This expansion occurred after discussions with Council to assist private streets with drainage by providing a drainage outfall at the private street intersection with N. Piney Point Road. The scope was also expanded to include asphalt reclamation and repaving of the roadway from Memorial Drive to Greenbay Drive as the paving has reached its lifespan and is poor condition.	\$2,641,925.00
Concrete Roadway	This option includes the drainage improvements from Memorial Drive to Greenbay Drive as included in the scope of the P.E.R. Per discussion with Council, it is an option to pave the roadway in concrete instead of asphalt. This option originated from discussions of the roadway lifespan. An asphalt roadway with the N. Piney Point Road traffic loading is approximately 12-13 years. A concrete roadway with the N. Piney Point Road traffic loading is approximately 35-40 years. This option includes the concrete paving of the roadway from Memorial Drive to Greenbay at the existing roadway elevation.	\$3,483,991.00
Concrete Roadway w/ Curb and Gutter	This option includes the lowering of N. Piney Point Road from Memorial Drive to Greenbay Drive. Concrete pavement with curb and gutter would be installed. The roadway would look similar to N. Piney Point Road from Greenbay to Taylorcrest or the recently completed Smithdale and Claymore. The longevity of the pavement is approximately 35-40 years. Lowered curb and gutter roads offer additional storage capacity during heavy rain events when the storm sewer system is over capacity.	\$5,856,880.00



## Elevated Asphalt Roadways

This section is like Calico Lane, Jan Kelly Lane, and Gingham Drive. The roadway is asphalt paving and is elevated higher than the adjacent properties. The drainage closed storm sewer that collects the runoff in small swales and direct it to inlet that provide access to storm sewers that are sized to convey the proper design storm. This type of section allows egress and ingress to the properties during extreme storm event and performs as a dam by not allowing water to cross from one side of the right of way to the other.



*Figure 1*

The following is a break down of the pros and cons of this typical section:

	Pros	Cons
Appearance	<ul style="list-style-type: none"> <li>This section is more of a traditional country appearance.</li> </ul>	
Economics	<ul style="list-style-type: none"> <li>This cross section has the least initial cost for construction.</li> <li>No additional Right of Way required</li> </ul>	
Maintenance	<ul style="list-style-type: none"> <li>Roadway maintenance costs are relatively low when compared to concrete.</li> </ul>	<ul style="list-style-type: none"> <li>The life cycle of the road is 12-15 years.</li> <li>Swale may require cleaning</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>Good. Swales collect runoff and direct to inlets to access storm sewer system size to convey the required storm event.</li> </ul>	
Storage during extreme storm events		<ul style="list-style-type: none"> <li>Very little</li> </ul>
Safety		<ul style="list-style-type: none"> <li>Not as safe as curb and gutter</li> </ul>

## Elevated Concrete Roadway

Several streets in the City have this type of roadway section (Tynewood Subdivision, Shadow Way, Hedwig, etc.). The roadway is concrete paving and is elevated higher than the adjacent properties. The drainage is small swales that collect the runoff and direct it to inlet that provide access to storm sewers that are sized to convey the proper design storm. This type of section allows egress and ingress to the properties during extreme storm event and performs as a dam by not allowing water to cross from one side of the right of way to the other.

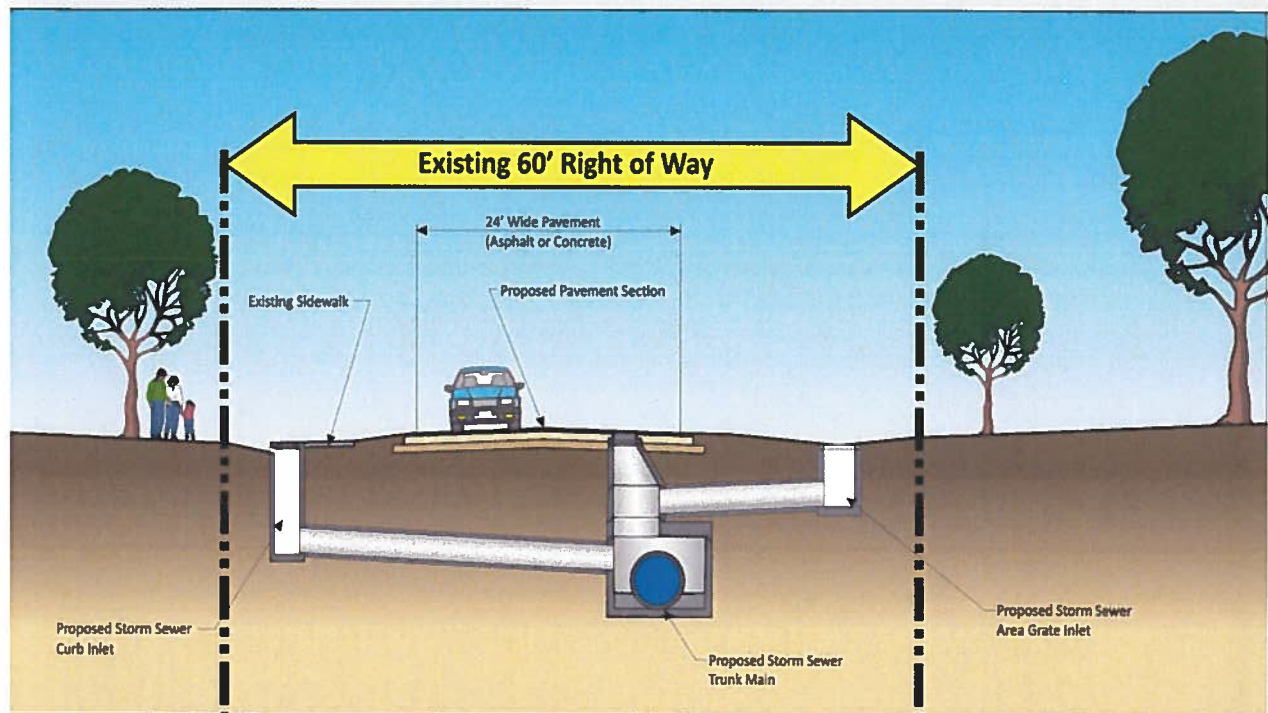


Figure 2

The following is a break down of the pros and cons of this typical section:

	Pros	Cons
Appearance	<ul style="list-style-type: none"> <li>This section is has a traditional country appearance.</li> </ul>	
Economics	<ul style="list-style-type: none"> <li>No additional Right of Way required</li> </ul>	<ul style="list-style-type: none"> <li>This cross section has higher cost for construction because of concrete paving.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>The life cycle of the road is 35-40 years.</li> </ul>	<ul style="list-style-type: none"> <li>Swales may require cleaning.</li> <li>Roadway maintenance costs are higher than asphalt.</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>Good. Swales collect runoff and direct to inlets to access storm sewer system size to convey the required storm event.</li> </ul>	
Storage during extreme storm events		<ul style="list-style-type: none"> <li>Very little</li> </ul>
Safety		<ul style="list-style-type: none"> <li>Not as safe as curb and gutter</li> </ul>

## Concrete Depressed Curb and Gutter

Several streets in the City have this type of roadway section (Greenbay Road, sections of Hedwig Road and North Piney Point Road, Smithdale Road, Claymore Road, etc.). The roadway is depressed concrete with curb and gutters. The drainage uses the street to collect the runoff and direct it to inlet that provides access to storm sewers that are sized to convey the proper design storm. This type of section allows runoff storage during extreme storm event.

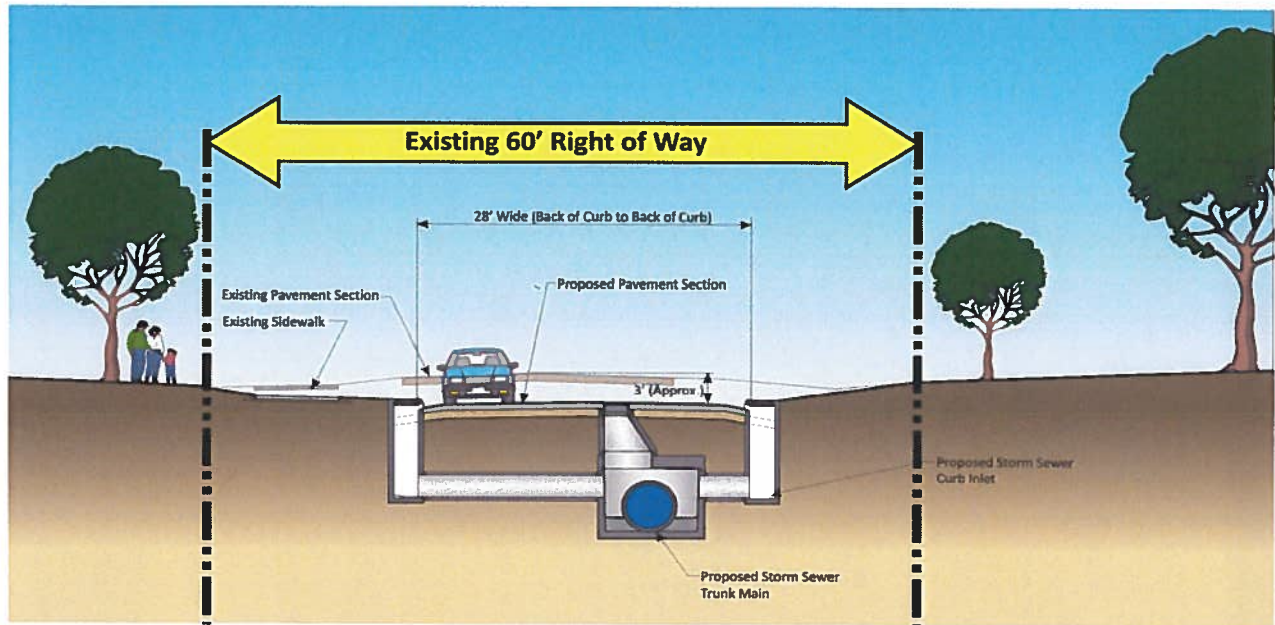


Figure 3

The following is a break down of the pros and cons of this typical section:

	Pros	Cons
Appearance		<ul style="list-style-type: none"> <li>The appearance of this section is more urban.</li> </ul>
Economics	<ul style="list-style-type: none"> <li>No additional Right of Way required</li> </ul>	<ul style="list-style-type: none"> <li>This cross section has highest cost for construction because of concrete paving, the cost to lower the roadway, and the tie in to the adjacent streets.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>The life cycle of the road is 35-40 years.</li> <li>Very little maintenance cost to the drainage.</li> </ul>	<ul style="list-style-type: none"> <li>Roadway maintenance costs are higher than asphalt.</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>Great</li> </ul>	
Storage during extreme storm events	<ul style="list-style-type: none"> <li>Excellent. The lower roadway provides storage during extreme events.</li> </ul>	
Safety	<ul style="list-style-type: none"> <li>Excellent.</li> </ul>	

Council Agenda Item Cover Memo

01/25/2016

**To:** Mayor and City Council

**Agenda Item:** Discuss and take possible action on the minutes of the November 23.2015 and December 21.2015 Council Meetings.

**Submitted by:** Maggie Carty, City Secretary

**Attachment:** Yes

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, NOVEMBER 23, 2015**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, NOVEMBER 23, 2015 AT 6:30 P.M. AT CITY HALL, LOCATED AT 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**MEMBERS PRESENT:** Dale Dodds, Henry Kollenberg, Mayor Butler, John Ebeling, Joel Bender, and Brian Thompson

**CITY STAFF:** Ben Griffin, City Administrator; Maggie Carty, City Secretary; Annette Arriaga, Director of Planning, Development, & Permits; David Olson with Olson & Olson; John Peterson and Joe Moore with HDR Engineering.

**DECLARATION OF QUORUM AND CALL TO ORDER**

**CITIZENS WISHING TO ADDRESS COUNCIL**

**1. Discuss and take possible action on the Memorial Villages Police Department monthly report.**

Assistant Police Chief Schultz updated Council on the monthly activities of the department. He addressed staffing shortages and the ongoing CAPERS software training.

**2. Discuss and take possible action on the Village Fire Department monthly report.**

Mr. Zeb Nash, Commissioner, updated Council on the monthly activities of the department. He addressed staffing issues and the Commission's plans to order a 100 ft ladder truck. In addition, he informed Council the department will ask to keep any 2015 budget surplus to offset health insurance cost increases and to have funds available at the beginning of the year for capital projects.

**3. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:**

- **October 2015 Financials**
- **Health Insurance Renewal**

Ben Griffin, City Administrator, briefly reviewed the October financials. He informed Council that there will be a 5% increase in the annual health insurance renewal. This increase fits within the budget.

**5. Discuss and take possible action on Resolution 2015.11.23 casting a ballot for Ed Heathcott to the Board of Directors of the Harris County Appraisal District.**

Councilman Kollenberg made a motion to approve Resolution 2015.11.23 casting a ballot for Ed Heathcott to the Board of Directors of the Harris County Appraisal District. Councilman Bender seconded the motion and it passed unanimously.



6. **Discuss and take possible action regarding the ordinance changes considered at the November 19, 2015 Planning & Zoning Commission Meeting.**  
Vincent Marino, Chairman of Planning & Zoning, updated Council and reviewed recommendations for ordinance changes. The notice process was discussed relating to any change of a zoning ordinance. A public hearing by the P&Z Commission would be required followed by a recommendation to City Council. A Notice of Possible City Council Quorum will also be posted before the P&Z public hearing. No action was taken.
7. **Discuss and take possible action on Memorial Dr. / S. Piney Point project update including signage options and Interlocal Agreement with Bunker Hill.**  
Ben Griffin informed Council that Bunker Hill will not put in a right-hand turn lane because the traffic study did not support the cost. Bunker Hill is asking Council to consider an alternative plan to widen the lane by 18" to help with traffic flow. They will also lower a 36" pipe which would require a waterline adjustment. Bunker Hill will pay for the cost of these changes. An Interlocal agreement was discussed as well as a change order to the project contract. No action was taken.
8. **Discuss and take possible action on the City Engineer's monthly report.**  
Joe Moore, City Engineer briefly reviewed ongoing projects. The upcoming Public Information Meeting on December 10<sup>th</sup> was discussed. A notice of possible quorum will be posted before the public meeting. The City Engineers will work with the Memorial Water Authority regarding homes that have connected their drainage to the sewer system.
9. **Discuss and take possible action on the N. Piney Point Road Scope of Work, asphalt roadway, concrete curb and gutter, etc.**  
Councilman Dodds discussed calling a referendum to vote on the sale of bonds to raise funds for the more expensive project option, which is lowering N. Piney Point Road. Council asked HDR to provide a complete cost versus benefits report in January. Council will vote at the January meeting.
10. **Discuss and take possible action on a report of the site surveys of reported flooded residences.**  
Joe Moore reported to Council that the City Engineers are meeting with some of the residents on Arrowwood. HDR will finalize a report for the next council meeting in January.
4. **Discuss and take possible action on a date for the December Regular Council Meeting.**  
Mayor Butler called a Special Meeting on December 21, 2015. The Regular Council Meeting on December 28, 2015 was canceled.
11. **Discuss and take possible action on the minutes of the October 26, 2015 Regular Meeting.**  
Councilman Kollenberg made a motion to approve the minutes of the October 26, 2015 council meeting. Councilman Bender seconded the motion and it passed unanimously.
12. **Discuss and take possible action on any future agenda items.**  
No action was taken.

13. **EXECUTIVE SESSION:** The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease or value of real property; and Section 551.074 (PERSONNEL), specifically regarding discussion of annual performance evaluations for City employees.  
Council adjourned into Executive Session at 7:58 p.m.
14. **Action outside of Executive Session, if any.**  
Council reconvened in open session at 8:30 p.m. No action was taken.
15. **Adjourn**  
Councilman Bender made a motion to adjourn. Councilman Dodds seconded the motion and the meeting adjourned.

**PASSED AND APPROVED this 25th day of January, 2016.**

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**F. Lee Butler**  
**Mayor**

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**Maggie Carty**  
**City Secretary**

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
SPECIAL COUNCIL MEETING  
MONDAY, DECEMBER 21, 2015**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON MONDAY, DECEMBER 21, 2015 AT 5:30 P.M. AT CITY HALL, LOCATED AT 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**MEMBERS PRESENT:** Dale Dodds, Henry Kollenberg, Mayor Butler, John Ebeling, Joel Bender, and Brian Thompson

**CITY STAFF:** Ben Griffin, City Administrator; Maggie Carty, City Secretary; David Olson, City Attorney; John Peterson and Joe Moore, City Engineers.

**DECLARATION OF QUORUM AND CALL TO ORDER**

Mayor Butler called the meeting to order at 5:30 p.m.

**CITIZENS WISHING TO ADDRESS COUNCIL**

No citizens addressed Council.

- 1. EXECUTIVE SESSION:** The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease or value of real property; and pursuant to Section 551.074 (PERSONNEL MATTERS), specifically to discuss City Administrator position.  
Council adjourned into Executive session at 5:35 p.m.
- 2. Action outside of Executive Session, if any.**  
Council reconvened in open session at 6:27 p.m. Councilman Kollenberg made a motion to authorize Mayor Butler to proceed with the City Attorneys in property acquisition. Councilman Bender seconded the motion and it passed unanimously. Councilman Kollenberg made a motion to authorize Mayor Butler to execute a contract with a search firm in connection with the search for the City Administrator position. Councilman Bender seconded the motion and it passed unanimously.
- 3. Discuss and take possible action regarding authorization for Mayor Butler to approve one or more Change Orders for traffic control changes and engineering services required to implement the changes for 2-way traffic on the Blalock/S. Piney Point Project.**  
Councilman Kollenberg made a motion to authorize the Mayor to execute a contract change order with HDR in connection with traffic control changes on S. Piney Point, not to exceed \$50,000. Councilman Bender seconded the motion and it passed unanimously.

4. **Discuss and take possible action on Ordinance No. 2015.12.21 establishing a temporary speed limit and no thru truck zone along S. Piney Point during the duration and construction of the Blalock/S. Piney Point Project.**  
Councilman Dodds made a motion to approve Ordinance No. 2015.12.21. Councilman Ebeling seconded the motion and it passed unanimously.
5. **Discuss and take possible action on any future agenda items.**  
No action taken.
6. **Adjourn**  
Councilman Dodds made a motion to adjourn and the meeting adjourned.

**PASSED AND APPROVED this 25<sup>th</sup> day of January, 2016.**

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**F. Lee Butler**  
**Mayor**

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**Maggie Carty**  
**City Secretary**