



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 AGENDA MONDAY, JUNE 27, 2022 6:30 PM

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, JUNE 27, 2022, 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

PLEDGE OF ALLEGIANCE

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 inquiries 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 non-agenda matter.*

1. Discuss and take possible action on the Memorial Villages Police Department monthly report.
2. Discuss take possible action to approve the 2023 Memorial Villages Police Department Budget including the FY 2023 Capital Project Plan.
3. Discuss and take possible action to approve a transfer of \$66,667.50 from the Memorial Villages Police Department Operating Account to the Vehicle Capital Account to fund the purchase of 2022 vehicles.
4. Discuss and take possible action on the Village Fire Department monthly report.
5. Discuss and take possible action on the Village Fire Department Intra-budgetary transfers and 2021 deficit of \$120,822.
6. Discuss and take possible action on the Village Fire Department 2022 budget amendment of \$515,846.

7. Discuss and take possible action on the Village Fire Department 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.
8. Discuss and take possible action on Resolution No. 2022.06.27A authorizing the acceptance of the American Rescue Plan Act-Coronavirus Local Fiscal Recovery Funds (ARPA-CLFRF) and authorizing the Mayor and City Administrator to act as the City's Chief Executive Officers and Authorized Representatives in all matters pertaining to implementation.
9. Discuss and take possible action on Resolution No. 2022.06.27B adopting Civil Rights & Fair Housing policies in connection with the City's participation in federally funded projects associated with the American Rescue Plan Act-Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).
10. Discuss and take possible action on a Fair Housing Month Proclamation.
11. Discuss and take possible action on Resolution No. 2022.06.27C declaring the City's American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF) as Revenue Loss as described by the ARPA-CLFRF Final Rule issued by the U.S. Department of the Treasury.
12. Discuss and take possible action on Resolution No. 2022.06.27D approving the City's Recovery Plan for the American Rescue Plan Act–Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).
13. Discuss and designate an Alternate Board of Adjustment Member.
14. Discuss and take possible action on an ordinance regarding impervious coverage.
15. Discuss and take possible action on Resolution No. 2022.06.27 approving certain persons to be authorized to function as signatories on city accounts at Amegy Bank.
16. Discuss and take possible action on a replacement for the municipal court prosecutor.
17. Discuss and take possible action on an ordinance concerning the amount of penalty for the signaling of a false burglar alarm.
18. Discussion concerning sign ordinance.
19. Discuss and take possible action on the proposed Greenbay Beautification design.
 - White Oak Studio Landscape Architecture Proposal
 - Moss Landscaping Proposal
20. Discuss and take possible action on the Mayor's Monthly Report.

21. Discuss and take possible action on the City Administrator's Monthly Report including but not limited to:
 - Financial Report
 - Purchase Power Agreement is for the purpose of lowering the cost of electricity.
 - Traffic Signals
 - City of Houston 15 Windermere Outfall Repair Project
 - GFL Rate Adjustment Letter
22. Presentation and discussion of Memorial Drive Elementary School lot coverage.
23. Discuss and take possible action on a right-of-way drainage plan submittal for 11315 and 11319 Williamsburg Drive and to approve a 50/50 cost share agreement with each resident for construction costs for the associated scope of work as included in the plans.
24. Discuss and take possible action on the approval of CenterPoint Energy Gas Line Improvement Plans at 4 Tokeneke Trail.
25. Discuss and take possible action on construction claims for additional compensation submitted by RAC Industries on the Wilding Lane Drainage & Paving Improvements Project.
26. Discuss and take possible action on reduction of retainage on the Wilding Lane Drainage & Paving Improvements Project.
27. Discuss and take possible action on the Engineer's Report.
28. Discuss and take possible action on the approval of the Minutes of the May 17, 2022 Special Council Meeting, and the Minutes of the May 23, 2022 Regular Council Meeting.
29. Discuss and take possible action on any future agenda items, meeting dates, etc.
30. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney).
31. Discuss and take possible action on items discussed in Executive Session.
32. Adjourn

CERTIFICATION

I certify that a copy of the June 27, 2022, 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 of the Texas Government Code on June 24, 2022.

Karen Farris

Karen Farris
City Secretary



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 meeting. Please contact Karen Farris, City Secretary, at 713-230-8702. The City Council reserves the right to adjourn into a Closed Executive Session at any time under the Texas Government Code, Section 551.071 to consult with an attorney.



Memorial Villages Police Department
 11981 Memorial Drive
 Houston, Texas 77024
 Tel. (713) 365-3701

Raymond Schultz
 Chief of Police

June 13, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: May Monthly Report

During the month of May MVPD responded/handled a total of 5737 calls/incidents. 4292 House Watch checks were conducted. 622 traffic stops were initiated with 624 citations being issued for 1,147 violations. (Note: 13 Assists in Hedwig, 82 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1762/7051	1333/5488	0	150/309/459	4@2:42
Piney Point:	1617/6921	1223/5276	9	97/281/378	2@2:52
Hunters Creek:	2217/9376	1736/7237	6	89/221/310	11@3:47
				Cites/Warn/Total	17@3:22

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	189	Ord. Violations:	17	Speeding:	140
Animal Calls:	14	Information:	32	Exp. Registration:	196
ALPR Hits:	84	Suspicious Situations	98	No Ins:	132
Assist Fire:	36	Loud Party	13	License	142
Assist EMS:	35	Welfare Checks:	13	Stop Sign	36
				Fake Plate	72

This month the department generated a total of 75 police reports.

BH-16, PP-29, HC-24, HOU-6, HED-0, SV-0

Crimes Against of Persons (0)

Crimes Against Property (15)

Burglary of a Motor Vehicle	0	Forgery	1
Burglary of a Habitation	1	Fraud/ID	6
Theft	7		

Petty/Quality of Life Crimes/Events (60)

ALPR Hits (valid)	11	Possession of CS	1
Misc. Reports	24	Warrants	9
DWI	4	Weapons Charges	1
Information Reports	9	Criminal Mischief	1

Arrest Summary: Individuals Arrested (18)

Warrants	9	Felony	2
Class 3 Arrests	3	DWI	4

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,969,050	5,222,098	37.7%
• Operating Expense:	509,589	959,152	53.1%
• Total M&O Expenditures:	2,478,639	6,181,250	40.1%
• Capital Expenses:	160,063	178,000	89.9%
• Net Expenses:	2,638,702	6,359,250	41%

Follow-up on Previous Month Items/Requests from Commission

- 2023 Budget was presented to all 3 villages for consideration. As a result of discussions with councils, the Animal Control Officer position was removed from the proposed budget to be reconsidered in a future budget.

Personnel Changes/Issues/Updates

- A dispatcher resigned without notice for personal reasons. Personnel schedules for the month of June have been adjusted to provide adequate coverage while a replacement is sought.
- Staff interviewed 2 candidates for police officer positions. One officer was presented a conditional job offer pending a successful psychological and physical examination. The other candidate was offered the opportunity to retake the physical agility test in 6 weeks. Pending that test result, a conditional offer of employment may be made.

Major/Significant Events

- This month MVPD staff assisted in 4 parades in the villages. The Memorial High School Senior Car Parade, the Bunker Hill “Strut Down Strey” walking parade, the Hunters Creek “Rocking Around the Block” parade and the Memorial Drive “Trail Ride” car parade.
- On May 13, 2022, a special needs child went missing from his home when he left the area on his bicycle. A V-Linc notification was sent out and approximately 45 minutes later, a resident observed the subject riding his bike near Kirkwood and Memorial. Officers responded to the area and located the child who was reunited with his family.
- On May 21, 2022, a burglary of a Habitation was reported on Greyton Lane. Detectives through the use of area surveillance videos and the neighborhood ALPR system were able to identify a suspect vehicle. The license plate was entered into the village wide system and within hours was captured. Officers stopped the vehicle at which time the subject driving the car identified the suspect for officers. An arrest warrant was issued on the suspect.

Status Update on any Major Projects

- Patrol initiated summer “Powershift” staffing utilizing a dayshift officer to begin working Monday thru Friday. The officer is patrolling several hours per day on the electric bicycle and will be attending motorcycle certification training. Officer Silliman is being very well received while out in the community.
- During the month officers have initiated a tactical operations plan targeting illegal temporary paper license plate tags. Officers have identified and confiscated dozens of fake license plates.
- Bunker Hill Public Works staff poured the foundation for the Memorial Statue and set the bricks in place. The statue is expected to be delivered sometime within the next 4 weeks.
- Personnel celebrated Police Week during the week of May 15 – 21, 2022. The MVPF hosted shift lunches for employees.

V-LINC new registrations in May: +22

BH – 1471(+9)

PP – 1059 (+7)

HC – 1499 (+3)

Out of Area – 506 (+3)

May VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
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Total –8	3:11
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Fire – 1	4:12
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EMS – 7	3:01
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By Village

BH Fire – 0	0
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BH EMS – 3	1:34
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PP Fire – 0	0
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PP EMS – 1	2:27
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HC Fire -1	4:12
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HC EMS -3	3:54
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Combined VFD Events (Priority + Radio)

Total – 39	3:09
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Fire – 23	3:09
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EMS – 16	3:10
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Radio Call Events

Total – 31	3:10
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Fire- 22	3:06
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EMS- 9	3:17
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Radio Call Events by Village

BH – 11	2:40
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PP – 13	3:23
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HC – 7	3:34
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2022 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	*	1:12:06	0:25:57	0:41:47	3:39:42	2:14:53									
BIEHUNCO, JOHN		18:43:22	2:22:28	16:34:24	16:11:16	0:05:01								1	14
BOGGUS, LARRY	*	15:04:47	5:53:12	4:40:34	3:14:42	4:18:58									
BURLESON, Jason		12:07:07	8:50:51	10:28:24	15:39:39	20:46:39								5	10
CANALES, RALPH EDWARD		15:47:48	12:59:21	20:33:16	7:12:09	18:07:20								8	18
CERNY, BLAIR C.	*	10:28:34	4:46:23	5:09:00	13:16:49	3:28:16									
ECKERFIELD, Dillion		14:43:31	50:20:55	41:45:59	20:58:59	46:51:13								5	44
HARWOOD, NICHOLAS		8:52:50	12:08:28	17:02:07	32:38:36	14:55:59								3	35
JARVIS, RICHARD		15:27:18	13:08:35	11:48:58	17:43:16	17:42:14								4	28
JONES, ERIC	*	0:00:00	0:00:00	0:00:00	2:26:49	0:58:54									
KELSO JR, RONALD K		18:23:38	18:34:45	18:24:13	16:24:02	21:26:07								7	19
KUKOWSKI, Andy		8:41:08	29:17:18	19:38:51	10:43:16	14:27:45								3	54
LOWRIE, Andy		22:19:30	25:03:32	25:44:26	30:50:09	37:16:39								4	71
MCELVANY, ROBERT		15:57:19	16:56:24	11:49:41	15:02:12	15:14:52								1	23
MILLER, OSCAR	*	2:11:11	0:26:31	2:26:05	9:03:28	4:23:24									
NASH, CHRISTOPHER		5:48:17	8:01:05	12:25:46	18:40:35	14:35:51								4	10
Ortega, Yesenia		13:37:44	13:06:03	27:04:16	21:00:00	22:35:33								2	19
OWENS, LANE	*	1:19:54	0:00:00	0:01:20	0:00:00	1:17:38									
PAVLOCK, JAMES ADAM		7:53:53	12:46:08	21:56:20	18:00:52	19:42:42								3	50
RODRIGUEZ, CHRISTOPHER	*	3:33:25	1:10:27	2:30:35	3:18:59	9:12:09								1	
SCHANMEIR, CHRISTIAN		13:46:24	13:54:19	22:55:54	19:04:49	24:31:16								2	27
SCHULTZ, RAYMOND	*	0:08:10	0:19:11	0:00:00	3:09:04	0:58:56									
SILLIMAN, ERIC		18:28:11	21:46:57	18:28:05	20:43:02	30:52:29								3	110
SPRINKLE, MICHAEL		2:24:25	3:42:07	7:30:26	10:26:51	8:13:27									3
TAYLOR, CRAIG		14:23:05	8:57:33	15:22:47	8:22:56	15:25:16								3	21
TORRES, PATRICK		17:51:27	15:18:21	12:19:55	18:43:20	15:41:19								2	8
VALDEZ, JUAN		12:53:25	15:40:46	23:53:53	17:10:21	27:45:20								7	12
VASQUEZ, MONICA		17:21:21	13:46:27	13:46:55	29:48:40	27:25:02								3	11
WHITE, TERRY		19:20:30	25:56:34	40:33:51	25:47:31	15:35:11								2	14
WILLIFORD, Adam		2:52:41	16:38:20	42:14:42	22:19:22	24:49:13								2	23
													Total	75	624

* = Admin

Dispatch Committed Time														Totals
911 Phone Calls		256	313	376	313	395								1653
3700 Phone Calls		2431	1978	2504	2412	2739								12064
DP General Phone Calls*		55:52:24	43:36:37	62:07:20	60:05:05	63:55:16								

* This is the minimal time as all internal calls route through the 3700 number.

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	PYW1930	Jeep Pat	6	\$ 18,000.00	Missing Peson	5-Jan
2	NSZ6202	Chev SPK	19	\$ 14,000.00	Fugitive	9-Jan
3	LBH7413	Toy Cam	8	\$ 18,000.00	Burg/Warr	13-Jan
4	36268G6	Niss Sent	24	\$ 14,500.00		14-Jan
5	P556946	ChevImpal	22	\$ 21,000.00		20-Jan
6	2751781	BlkLexus	21	\$ 34,000.00	FelWarrant	30-Jan
7	JMH0296	Ford Must	17	\$ 23,500.00		1-Feb
8	AL32592	U-HAUL	Station	\$ 70,000.00	Poss Meth	24-Feb
9	NP52672	Ford F150	20	\$ 45,000.00	Carjacking	25-Feb
10	KPH5017	LexG43	17	\$ 18,500.00	Warr	3-Mar
11	NVT0203	Chev Mal	103	\$ 16,000.00	Warr	8-Mar
12	C337283	Chev1500	Coins	\$ 21,000.00	Fugitive	13-Mar
13	NKM9110	Toy SUV	19	\$ 30,000.00	Fugitive	19-Mar
14	LTR0879	Honda ACC	21	\$ 18,000.00		20-Mar
15	94AQZQ	ToyCam	2	\$ -	Hotlist Mail Th	25-Mar
16	MKP5490	Toy Rav4	7	\$ 26,000.00	Fugitive	22-Mar
17	PRF3098	Niss Con	19	\$ 18,750.00	Armed Rob	31-Mar
18	GF85552	Toy Cor	19	\$ 16,000.00	car Jacking	1-Apr
19	AG89893	Uhaul	1	\$ 41,000.00		23-Apr
20	HTV3407	Ford Esc	1	\$ 20,000.00	Missing Peson	26-Apr
21	MCD04078	HynEln	4	\$ 23,500.00		2-May
22	LBL4381	Ram1500	8	\$ 41,000.00		4-May
23	RRB3406	NissXTR	23	\$ 27,000.00		5-May
24	PMJ5213	NissSen	21	\$ 18,500.00		5-May
25	RPZ7921	Ford Foc	RB 23	\$ 12,000.00		6-May
26	48055C8	HumH3	19	\$ 46,000.00	Fugitive	6-May
27	MZZ3102	ChevSub	23	\$ 27,000.00		8-May
28	0252W43	F150	27	\$ 30,000.00		26-May
29	RFK9077	NissMur	8	\$ 23,000.00		26-May
30	RGR4290	Kia	8	\$ 22,500.00	Poss of Narcot	27-May
31	PBJ4056	Niss	8	\$ 25,500.00	Stolen Firearm	27-May
32	AH01898	UHaul	7	\$ 42,500.00	Stolen misc ite	1-Jun
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Plate Recoveries		
Plate Recove	Date	Links
i511QH	1/4/2022	
638374	1/4/2022	
39496Y1	2/18/2022	same plate on 2 cars
39496Y1	2/18/2022	same plate on 2 cars
NBB1660	3/3/2022	
LS3735	3/7/2022	
KT83323	3/10/2022	Recovered 100+ CC's
BGF8425	3/15/2022	Hertz
72HCF9	3/25/2022	
MKP5490	3/22/2022	On Stolen Veh
72HCF9	3/26/2022	
43423 E7	7-Apr	
30054V3	5/9/2022	
3491789	5/12/2022	
LCL5909	5/12/2022	Stolen Plate
0006H59	6/1/2022	Fake Tag
006H59	6/4/2022	Stolen Plate
0252W43	6/4/2022	Stolen Plate
0006H59	6/4/2022	Stolen Plate

17 of 31 involved in other crimes =

Firearm in vehicle
Temp Tag

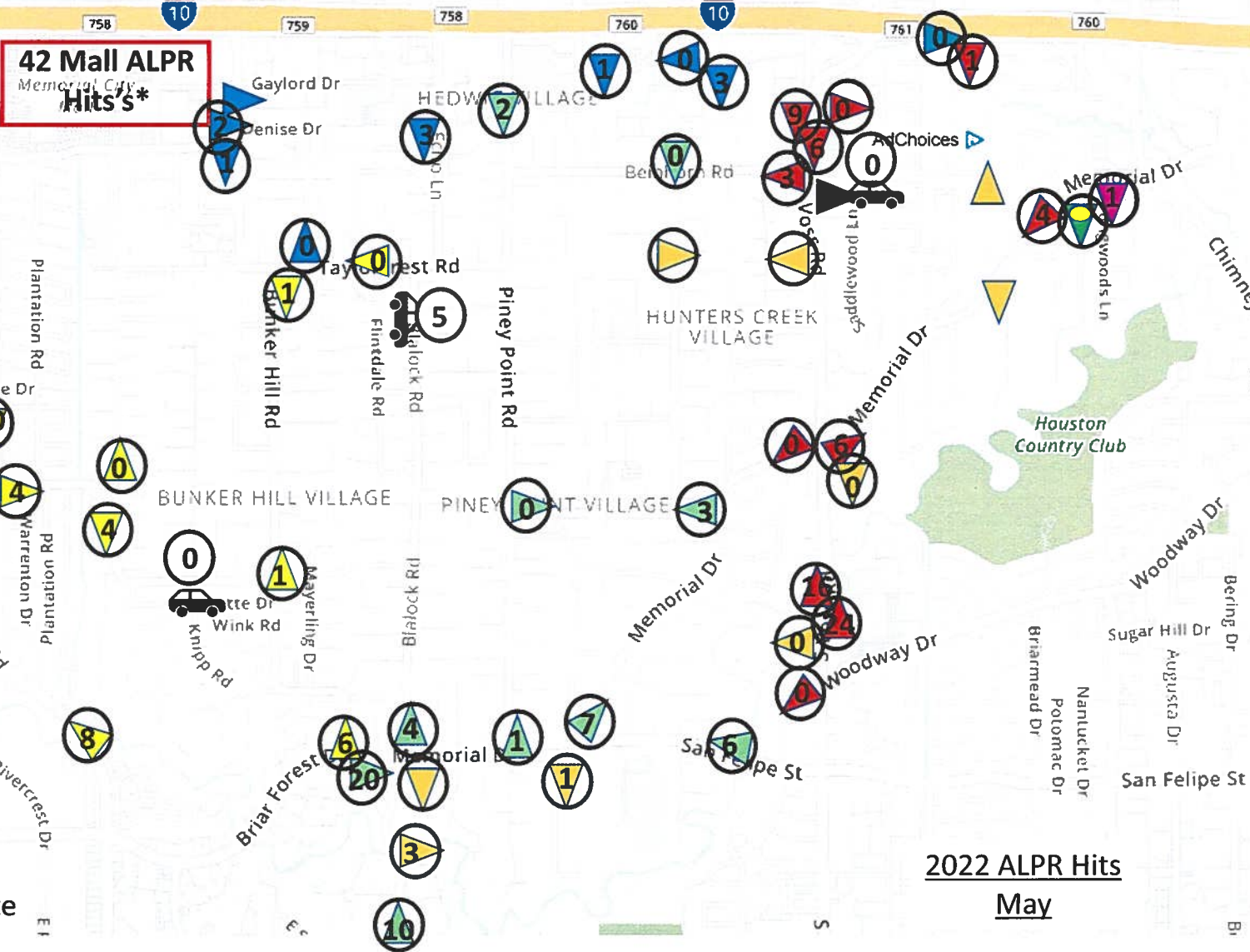
Located but Fled

Date	Plate	Camera
13-Mar	PGP4565	7
26-Mar	KZR0019	19

2022 Value	\$ 821,750.00		17
2021 Value	\$ 1,683,601.00		75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 4,090,851.00		175

INVESTIGATIVE LEADS

3/11/2022	JXN1575	20	Mail and Vehicle Thefts	HPD	Case TOT HPD
3/24/2022	94A02Q FL	19	Mail Thiefs	Lead	To-Be issued
4/4/2022	Green Honda	23	Robbery	Lead TB	To-Be issued
4/8/2022	Chev Impala	6	Burglary	lead	Arrest
4/19/2022	Cad Esc	#174	UUMV	Lead	tot HPD
4/21/2022	Toy Cor	15	BMW	Lead	To-Be issued
5/21/2022	LJN6783	Wind	Mail Thieves	Arrest	Arrest
5/23/2022	RKH5452	1	BOH	Lead	To-Be Issued



Hedwig
10

Bunker Hill
1

Piney Point
1

Hunters Creek
1

Frequent Mobile Locations
1

185 Total Hits

*Data Incomplete

Lindenwood HOA

Longwoods HOA

US Coins

In Process

HOA Systems

5/31/22

2022 ALPR Hits
May



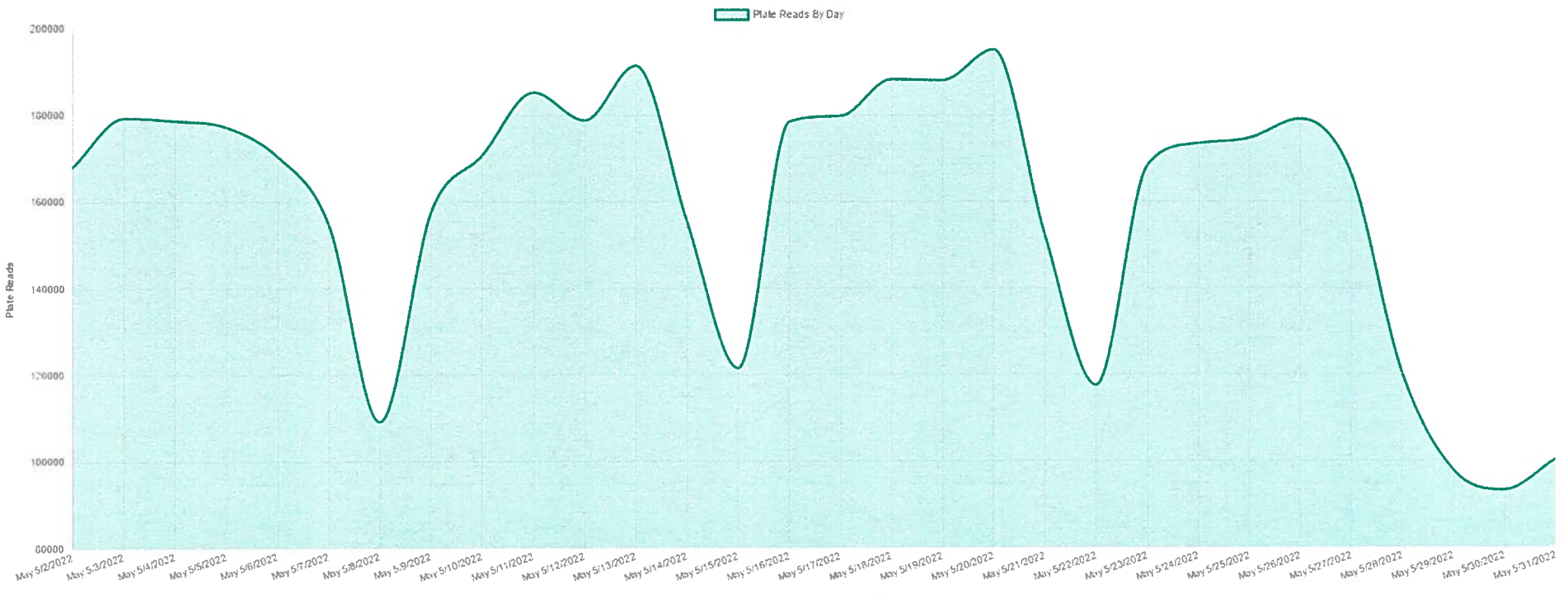
2022 ALPR Data Report

Plate Reads Summary

Total Plate Reads:
4,772,622

Export  May 2 - May 31

Cameras (32)

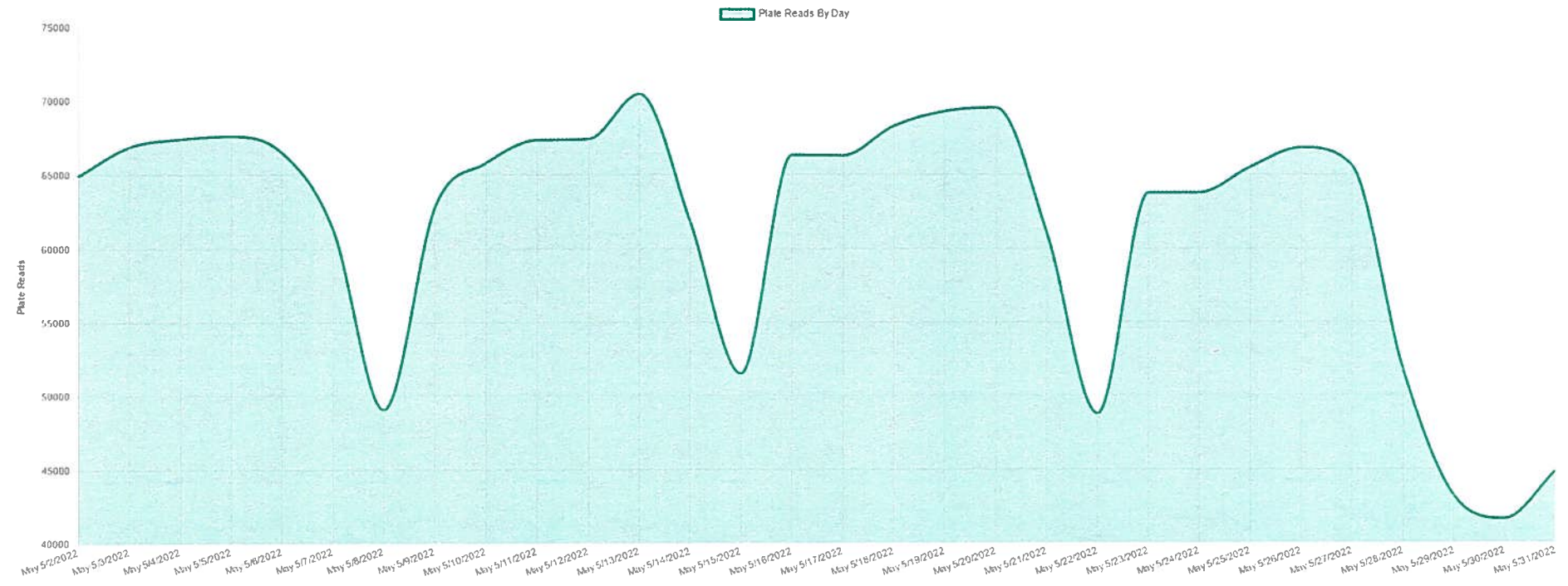


Unique Plate Reads Summary

Total Unique Plate Reads:
1,847,512

Export  May 2 - May 31

Cameras (32)



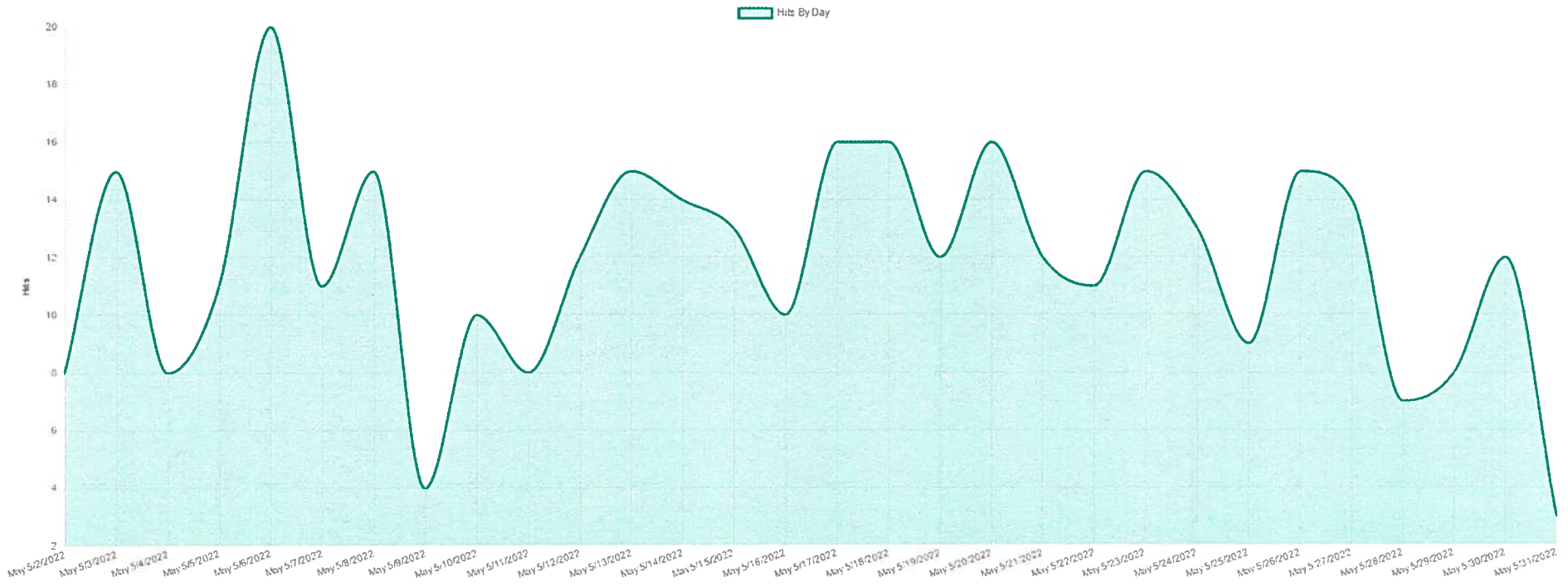
All Categories

Hits Report

Total Hits:
353

Export  May 2 - May 31

Topics (14) ▼ Cameras (32) ▼



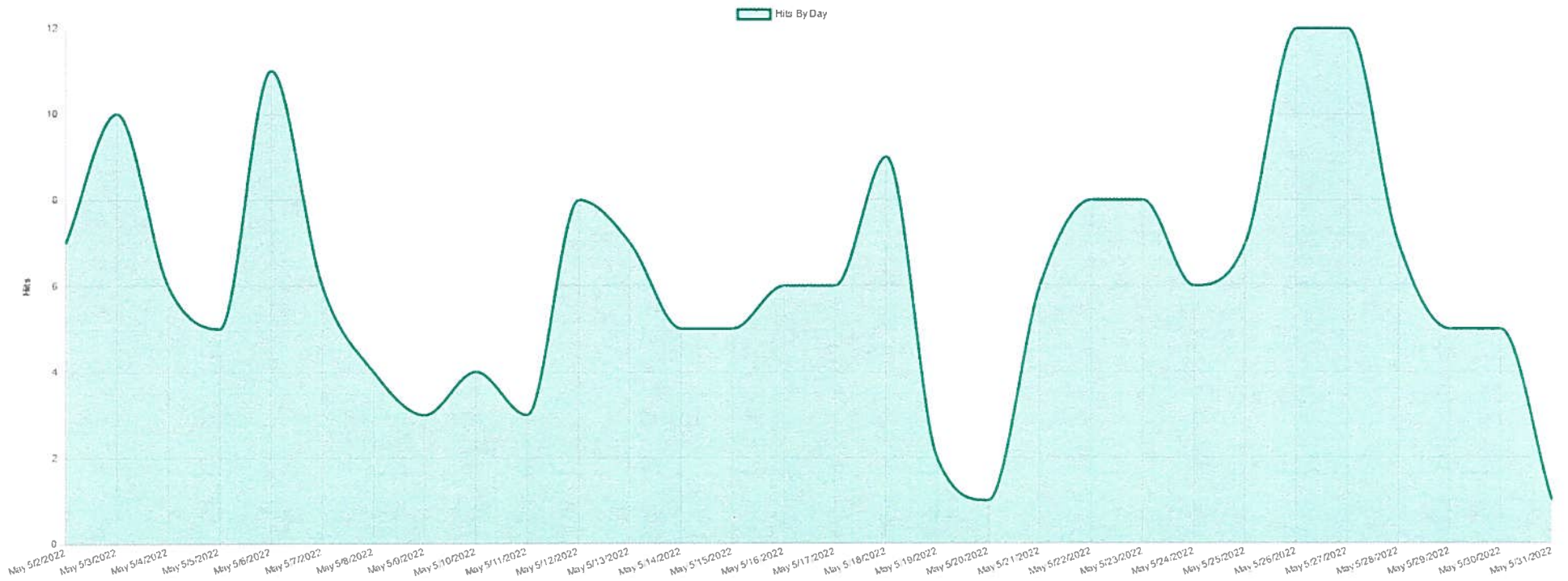
Top 6 Categories

Hits Report

Total Hits:
185

Export  May 2 - May 31

Topics (6)  Cameras (32) 



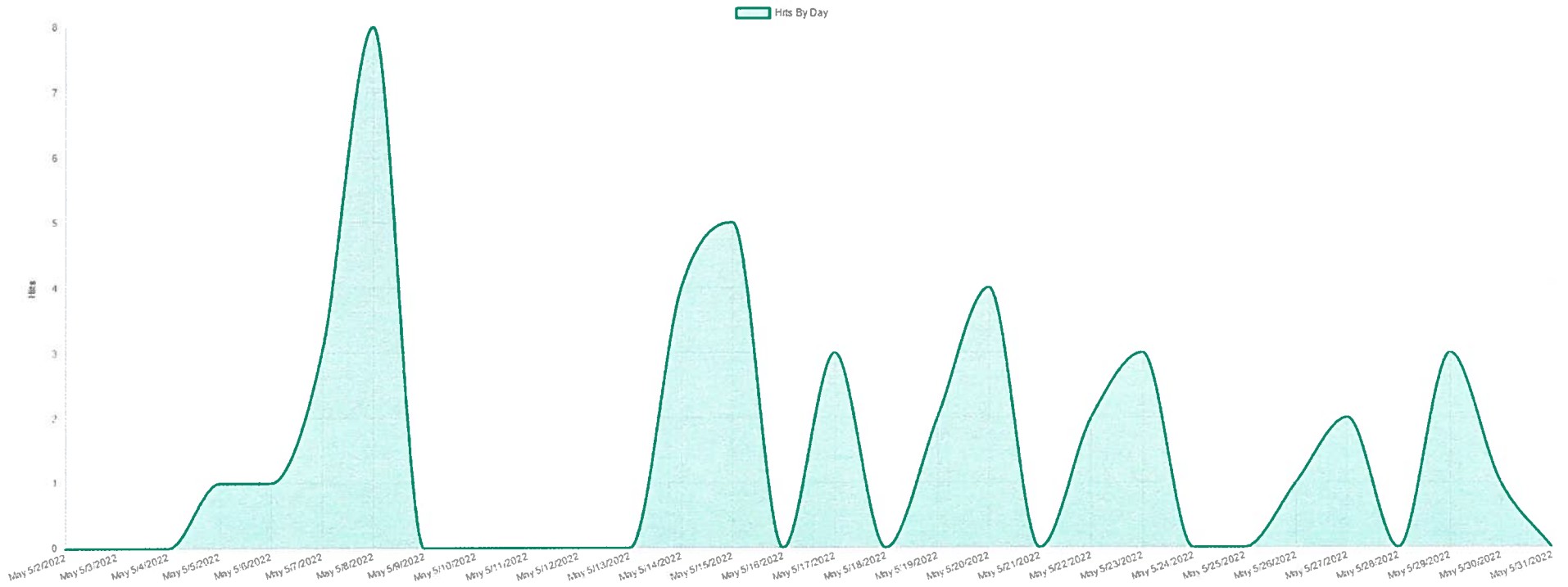
Sex Offenders Only Hits

Hits Report

Total Hits:
43

Export  May 2 - May 31

Topics (1)  Cameras (32) 



Hits/Reads By Camera

1	30/367,775	17	0/128,753
2	4/195,391	18	6/143,472
3	0/0	19	9/401,782
4	4/143,399	20	6/253,593
5	1/109,207	21	16/388,027
6	0/107,757	22	24/406,714
7	20/265,327	23	14/214,304
8	10/239,708	24	6/110,226
9	1/68,203	25	1/60,472
10	7/151,686	26	0/55,018
11	0/80,675	29	Riverbend 0/4,928
12	2/77,843	#30	Beinhorn/Voss 0/69,670*
13	8/244,416*	#32	Greenbay/Memorial 3/85,241*
14	3/76,058	#181	5/139,497
15	1/9,382	Trailer	0/10,478
16	4/114,971	Strey	0/51,958

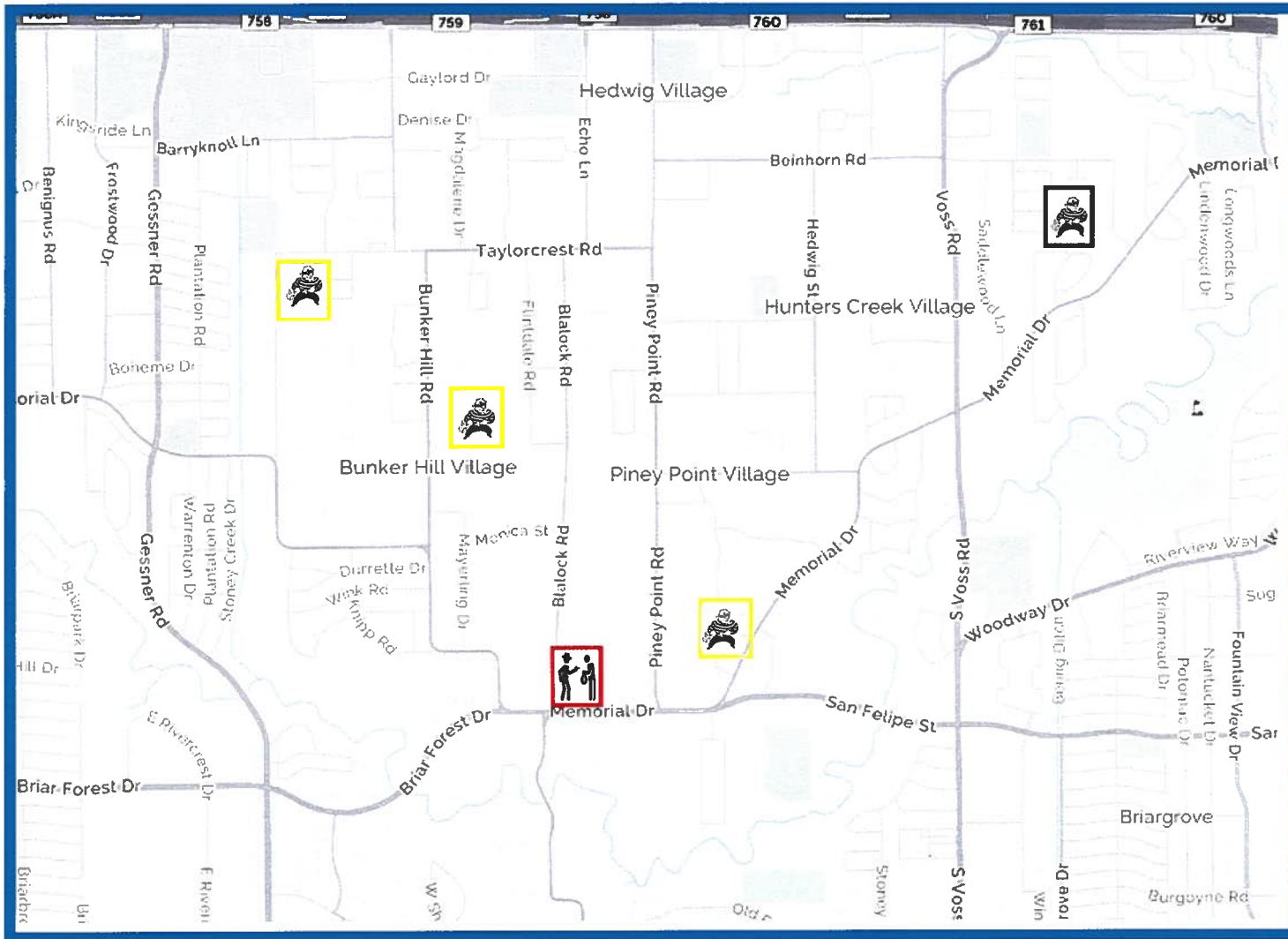
Total Reads – 4,772,622

Unique Reads – 1,846,682

Hits- 353

6 Top Hit List- 185

*Newest cameras – Full Month
Gessner/Bayou
Greenbay and Memorial
Beinhorn and Voss E/B



2022 Burglary Map

Address	Alarm	POE
233 Merrie Way	No	Walk-in UNL Door
706 Country Lane	No	Garage UNL Door
11903 Broken Bough	No	Door Kick
24 Greyton Ln	No	Side Door Wind

2022 Robberies

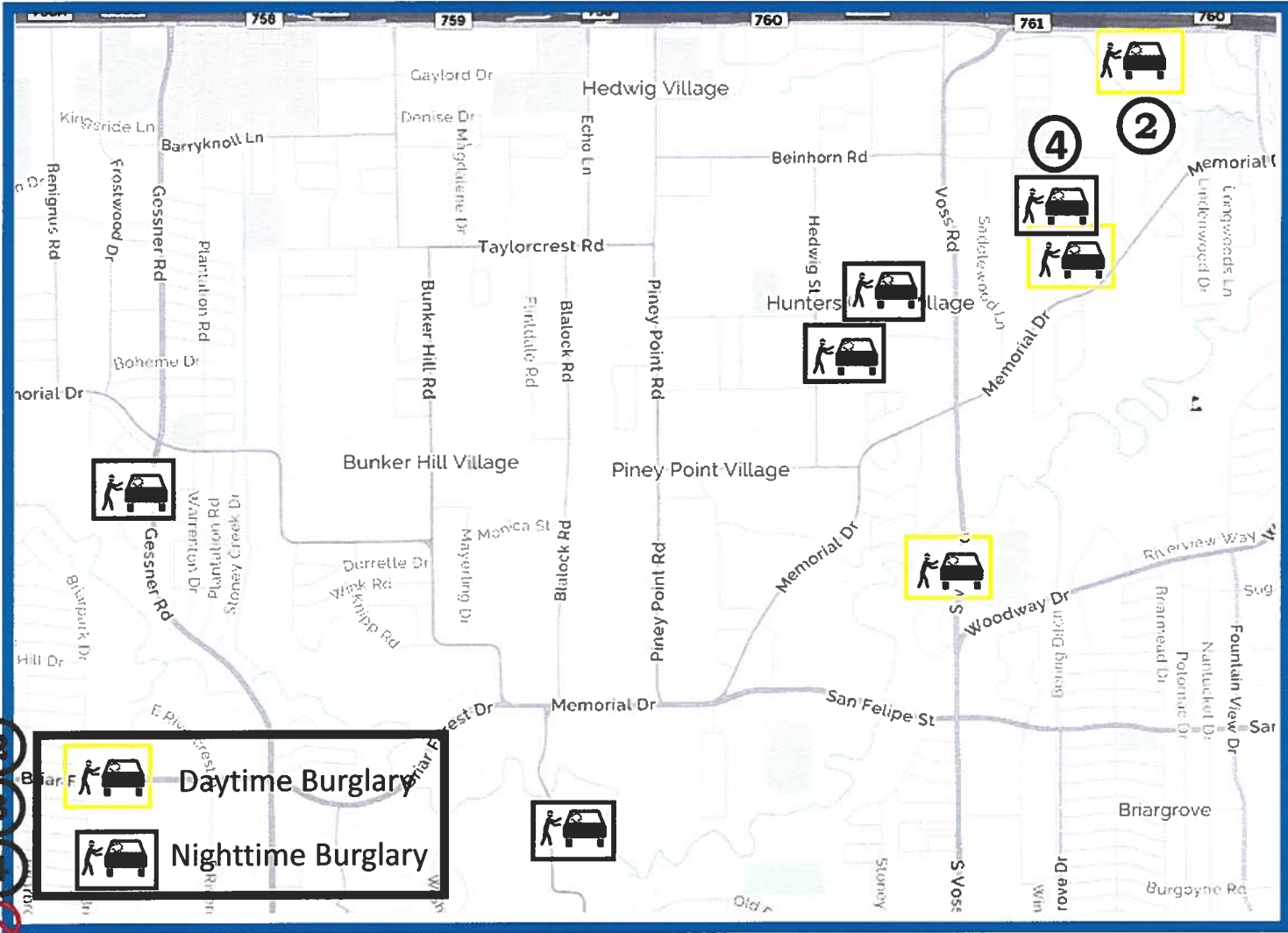
Address	MO
201 Kensington	Driveway Robbery

 Daytime Burglary

 Nighttime Burglary

 Robbery

 2
5/31/22



2022 Auto Burglary Map

Address	POE
243 Gessner 22-0042	UNL Vehicle
<u>614 Hunters Grove 22-0046</u>	<u>UNL Vehicle</u>
215 Voss	UNL Vehicle
634 Saddlewood	UNL Vehicle
626 Saddlewood	UNL Vehicle
10710 Bridlewood	UNL Vehicle
718 Camelot	UNL Vehicle
708 Country	UNL Vehicle
1 Windemere	UNL Vehicle
410 Pine Needle	UNL Vehicle
8427 Hunters Creek Drive	UNL Vehicle
<u>8447 Hunters Creek Drive</u>	UNL Vehicle

Blue Entry = Actual Location Unknown
Underlined Contractor



MEMORIAL VILLAGES POLICE DEPARTMENT NOTICE OF A REGULAR MEETING

Notice is hereby given of a Regular Meeting of the Board of Commissioners of the Memorial Villages Police Department, a combined police department of the Cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village, Texas, to be held at 6:00 PM on June 13th, 2022, in person and by teleconference for the purpose of considering the agenda items as listed.

Members of the Board of Commissioners and Department staff will be physically present at 11981 Memorial Villages Police Department, while other members of the board and department may be participating in the meeting by teleconference.

Join Zoom Meeting

<https://us06web.zoom.us/j/88473920395?pwd=V3VVS0JxZEZ3SWJtNINyaG5lOGdHdz09>

Meeting ID: 884 7392 0395

Passcode: 105540

One tap mobile

+16468769923,,88473920395#,,,,*105540# US (New York)

+13017158592,,88473920395#,,,,*105540# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 884 7392 0395

Passcode: 105540

This meeting agenda, and the agenda packet, are posted online at <http://www.mvpx.org>. Members of the public will be permitted to offer public comments either in-person or telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are as follows:

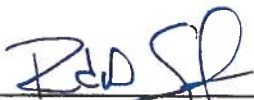
AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. 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, the Police Commission may only respond by giving a statement of specific information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Approval of Minutes - Update, discussion, and possible action.
 1. Approval of May 9th, 2022, Meeting Minutes.

- c. Financial Report - Update, discussion, and possible action.
 - 1. FY22 Budget Review and Discussion.
- d. New Business - Discussion and possible action.
 - 1. 2023 Budget Approval
 - 2. 2023 Capital Project – MVPD Radio Upgrade Approval
 - 3. IT Server Project and RFP Status
 - 4. ENP Certification Incentive
 - 5. Fuel Assistance Incentive
- e. Chief's Updates
 - 1. Summary overview of monthly reports and activities.
 - 2. Summer Intern Videos
- f. Executive Session - It is anticipated that all, or a portion of the discussion of the following item will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.
 - 1. Legal advice from the Commission's attorney regarding notice of any pending claims against the Department.
 - 2. Legal advice and discussion of personnel matters.
- g. Suggestions for future agenda items - Discussion of the agenda for the next Commission meeting and the meeting schedule.

Adjournment

The Police Commission may convene a public meeting and then recess into executive (closed) session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Commission's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Commission clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076. The Commission may announce that it will go into executive Session on any item listed on this agenda if the subject matter and circumstances are such that a discussion in executive (closed) session is authorized under the provisions of chapter 551 of the Texas Government Code.



Raymond Schultz, Chief of Police
Memorial Villages Police Department

POSTED: June 9, 2022 @ 11981 Memorial Drive at 3:00 p.m.
(date) *(time)*

City of Bunker Hill Village
Carl Moerer, Commissioner
Bert Rosenbaum, Commissioner
William Murphy, Alt. Commissioner

City of Hunters Creek Village
Sean Johnson, Commissioner
Brooke Hamilton, Chairman
Stephen Reichel, Alt. Commissioner

City of Piney Point Village
James Huguenard, Commissioner
Solace Southwick, Commissioner/Secretary
John Ebeling, Alt. Commissioner

Chief of Police Raymond Schultz

Legal Counsel John Hightower

This facility is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, or large print, are requested to contact Office Manager at 713-365-3701. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the Memorial Village Police Department website at www.mvpx.org.



MEMORIAL VILLAGES POLICE DEPARTMENT
Minutes of the Police Commission Meeting
May 9, 2022 @ 6:00 p.m.

A quorum was established, and Commissioner Hamilton called the May 9, 2022, meeting to order at 6:02p.m. via. in person and Zoom Teleconference, the toll-free number used for the meeting was 1-346-248-7799.

In attendance were:

From the Commission:

City of Piney Point

Commissioner Huguenard

Alt. Commissioner Ebeling – Zoom

City of Hunters Creek

Commissioner Hamilton

Alt. Commissioner Reichel

City of Bunker Hill

Commissioner Rosenbaum

Commissioner Moerer

Legal Counsel

Loren Smith

Kaela Olson – Zoom

Absent:

Commissioner Johnson

Commissioner Southwick

Alt. Commissioner Murphy

From Memorial Village PD

Chief of Police, Raymond Schultz

Finance Manager, Victoria Bowman - Zoom

HR/Office Manager, Priscilla Gonzalez

Commander, Brian Baker

MINUTES

At 6:02p.m. Commissioner Hamilton called the meeting to order and stated that a quorum was present by the attendance of an appropriate number of members of the Board of Commissioners in person. This meeting was recorded and will be available to the public in accordance with the Open Meetings Act upon written request. Some members of the Board of Commissioners may have attended by teleconference or Zoom, as permitted by Section 551.127 of the Texas Government Code. The telephonic or Zoom moderator was Kaela Olson of Olson and Olson.

a. Citizen Comments

None

b. Approval of Minutes

Motion was made by Commissioner Rosenbaum and seconded by Commissioner Ebeling to approve the April 11, 2022; minutes as presented. The Commission voted unanimously to approve the minutes.

c. Financial Report

Mrs. Bowman reported that after 4 months of operation, the department has received 42% of the appropriation and expended 31%. There has been no activity outside the normal course of operations during the month that would cause the department to exceed the overall budget. Early projections have the department looking to expend 97% by year end.

d. New Business

- 1. 2023 Budget Proposal
- 2. 2021 MVPD Audit Report – BrooksWatson & CO.

Item 1 – Chief Schultz presented the 2023 budget proposal with capital at \$7,776,789. The increase stems from a full-time animal control officer, a 9% salary adjustment for current employees, fund 457b city contribution at 2.5% and adjusting the TMRS plan from 25 years to a 20-year plan. Larger onetime expenses requested are repairs to the police department (est. cost \$722,139).

Capital projects that need to be completed within the next three years: The radio system is obsolete and a priority (est. cost \$622,839). The roof and HVAC system replacement, and both must be completed at the same time by 2024 (est. cost \$409,194). Finally, the CAD/RMS ARS system has reached end of life and must be replaced in 2025 (est. cost \$287,500).

Commissioners discussed and will present the budget proposal to the cities. No action taken

Item 2 – Mike Brooks, CPA with BrooksWatson & CO. presented the 2021 audit report. Mr. Brooks advised the departments overall internal controls were strong and didn't find anything that meet the significant deficiency or material weakness threshold. Auditors reported MVPD financials to be unmodified/clear and at the highest level of assurance.

Motion was made by Commissioner Huguenard and seconded by Commissioner Ebeling to accept the 2021 audit report as presented. The Commission voted unanimously to approve the audit report.

d. Chief's Update

Chief Schultz presented his monthly report. Top calls for service are False Alarms. We had 4,641 calls/incidents, 3,459 House watches, 422 traffic stops with 460 citations being issued for 813 violations. There were 20 priority responses, and the average response time was 3:40. We had 31 new V-LINC registrations.

e. Executive Session

1. Legal advice from the Commission’s attorney regarding pending claims against the Department.
2. Legal Advice and discussion of personnel matters.
3. Chief Shultz annual appraisal.

The Police Commission adjourned into Executive Session under Chapter 551.071 at 7:40 p.m. and reconvened at 8:15 p.m. No action was taken during Executive Session.

h. Suggestions for future agenda items

Motion was made by Commissioner Ebeling and seconded by Commissioner Rosenbaum to adjourn the meeting at 8:18p.m. The Commission voted unanimously to approve the motion.

Approved and accepted on _____, 2022.

By: _____
Brooke Hamilton, Chairman
Board of Commissioners
Memorial Villages Police Department



Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024

Raymond Schultz
Chief of Police

June 7, 2022

Submitted for your review is the FY22 Budget Performance Report and attached documents as of May 31, 2022. The Department has received half of the fiscal years appropriation and has expended 41%.

Maintenance & Operations

The Department is currently projected to expend 96% of the operations budget by year end.

Auto Replacement

During FY21 the Board approved the purchase of a fourth vehicle for FY22 using funds from vehicle sales. To process the invoices received to date, a transfer from the general fund was needed. There is \$80,002 remaining to be collected, which will be used to reimburse the general fund as the monthly assessments are received.

**Memorial Villages Police Department
General Fund
For the five months ended May 2022**

41.67% 42.31%

DESCRIPTION		AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>								
100	Regular Wages	3,785,751	1,438,541	2,347,210	38.00%	3,701,523	84,228	98%
110	Overtime	125,000	45,529	79,472	36.42%	107,614	17,387	86.1%
115	Court/Bailiff OT	10,000		10,000	0.00%	1,200	8,800	12%
120	Retirement	459,268	180,851	278,417	39.38%	434,042	25,226	94.5%
125	457b Employer contribution	62,870	32,121	30,749	51.09%	62,870	0	100%
130	Health Insurance	625,314	209,454	415,860	33.50%	567,859	57,455	90.8%
140	Workers Compensation	75,000	31,150	43,850	41.53%	74,761	219	100%
150	Life/LTD	21,982	8,036	13,946	36.56%	19,880	2,102	90.4%
160	Medicare/SS	56,911	23,066	33,845	40.53%	54,520	2,392	96%
	Colorado Tax Employer		301	(301)		301	(301)	
	Personnel Services	5,222,098	1,969,050	3,253,048	37.7%	5,024,570	197,528	96.2%
200	Auto	27,500	15,540	11,960	56.5%	37,297	(9,797)	136%
210	General Liability	400	172	228	43.0%	413	(13)	103.3%
220	Public Official Bond	900	353	547	39.3%	848	52	94%
230	Professional Liability	21,000	11,497	9,503	54.7%	27,593	(6,593)	131.4%
240	Real & Personal Property	9,600	3,365	6,235	35.0%	8,075	1,525	84%
	Total Other Insurance	59,400	30,928	28,472	52.1%	74,226	(14,826)	125.0%
300	Gas & Oil	81,000	45,130	35,870	55.7%	137,158	(56,158)	169%
310	Maintenance	40,000	13,712	26,288	34.3%	32,908	7,092	82.3%
320	Tires	7,000	1,093	5,907	15.6%	6,500	500	93%
330	Damage Repair	10,000	2,130	7,870	21.3%	5,112	4,888	51.1%
	Maintenance & Misc.	138,000	62,064	75,936	45.0%	181,678	(43,678)	131.7%
400	General Maintenance	30,000	12,298	17,702	41.0%	29,514	486	98%
410	Janitorial Services	21,000	8,500	12,500	40.5%	20,400	600	97.1%
420	Jail	1,000		1,000	0.0%	500	500	50%
430	Building Furnishings	15,000	376	14,624	2.5%	8,500	6,500	56.7%
	Total Building	67,000	21,174	45,826	31.6%	58,914	8,086	87.9%
500	Computers	13,000	12,479	521	96.0%	12,479	521	96%
510	Postage/Postage Machine	1,300	459	841	35.3%	1,300	0	100.0%
520	Stationery/Expendables	15,000	8,785	6,215	58.6%	15,000	0	100%
530	Bank Finance Charges	550	307	243	55.8%	550	0	100.0%
540	Payroll	17,900	8,826	9,074	49.3%	17,900	0	100%
	Total Office	47,750	30,856	16,894	64.6%	47,229	521	98.9%
600	Telephone	40,606	19,472	21,134	48.0%	40,338	268	99%
310	Electric	20,000	4,890	15,110	24.5%	11,737	8,263	58.7%
620	Water/Sewer	5,500	1,187	4,313	21.6%	2,849	2,651	52%
630	Natural Gas	600	235	365	39.2%	565	35	94.1%
	Total Utilities	66,706	25,785	40,921	38.7%	55,489	11,217	83.2%
700	Equipment Maint Contracts	135,950	118,936	17,014	87.5%	125,950	10,000	93%
710	SETCIC fees	3,600	77	3,523	2.2%	3,100	500	86.1%
720	Legal/Professional	80,660	26,435	54,225	32.8%	65,000	15,660	81%
730	IT Services	102,050	41,443	60,607	40.6%	101,836	215	99.8%
740	Software Maintenance Contracts	59,200	46,418	12,782	78.4%	58,000	1,200	98%
	Total Contract Services	381,460	233,311	148,149	61.2%	353,886	27,575	92.8%
800	Accreditation	1,200		1,200	0.0%	1,200	0	100%
810	Uniforms	30,500	17,691	12,809	58.0%	30,500	0	100.0%
820	Radio parts and labor	33,036	28,044	4,992	84.9%	28,044	4,992	85%
830	Firearms Training & Ammo	6,500	4,439	2,061	68.3%	5,500	1,000	84.6%
835	Tasers	15,000	15,924	(924)	106.2%	15,924	(924)	106%
840	Training & Prof Dues	58,000	35,267	22,733	60.8%	50,000	8,000	86.2%
850	Travel	7,000	1,154	5,846	16.5%	4,500	2,500	64%
860	Recruiting Costs	5,000	2,090	2,911	41.8%	4,500	500	90.0%
870	Criminal Investigations	3,500	863	2,637	24.7%	3,500	0	100%
880	Contingency	25,000		25,000	0.0%	0	25,000	0.0%
890	Small Equipment	14,100		14,100	0.0%	14,000	100	99%
	Total Office	198,836	105,472	93,364	53.0%	157,668	41,168	79.3%
	TOTAL GENERAL	6,181,250	2,478,639	3,702,611	40.1%	5,953,660	227,589	96.3%

**Memorial Villages Police Department
Vehicle Replacement**

For the five months ended May 2022 41.67%

Prior Year Cash Carryover	84,967.98			
FY22 Sale of vehicles	-			
FY22 Assessment collected to date	79,998.00	FY22 Assessment remaining	80,002.00	
FY22 Interest earned to date	165.53			
FY22 Expenditures	(160,000.00)			
FY22 A/P outstanding	99,519.26			
Due between Auto and Ops	66,667.50			
FY22 Veh replacement expenditures covered by carryover	(71,976.31)			
Cash Balance @ 05/31/22	99,341.96			

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Vehicle Replacement	160,000	160,000	0	100.00%	160,000	0	100.0%
Total Vehicle Replacement	160,000	160,000	0	100.0%	160,000	0	100.0%
Vehicle Replacement costs covered by carryover		71,976					

**Memorial Villages Police Department
Special Capital Assets**

For the five months ended May 2022 41.67%

Prior Year Cash Carryover	114,977.27			
Asset Seizure Funds	-			
FY22 Assessment collected to date	18,000.00	FY22 Assessment remaining	0.00	
FY22 Interest earned to date	204.88			
FY21 Reimbursement for trailer purchase	17,000.00			
FY22 Expenditures	(62.74)			
Cash Balance @ 05/31/22	150,119.41			

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	18,000	63	17,937	0.0%	18,000	0	100.0%
Total Special Capital Assets	18,000	63	17,937	0.0%	18,000	0	100.0%
Total Vehicle and Capital Fund	178,000	160,063	17,937	89.9%	178,000	0	100%

Memorial Villages Police Department

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
GENERAL FUND	6,181,250	2,478,639	3,702,611	40%	5,953,660	227,589	96%
VEHICLE & CAPITAL FUNDS	178,000	160,063	0	90%	178,000	0	100%
TOTAL BUDGET	6,359,250	2,638,702	3,702,611	41%	6,131,660	227,589	96%

**MEMORIAL VILLAGES POLICE DEPARTMENT
PROJECTED CASH BALANCE
31-May-22**

All Funds (MODIFIED CASH BASIS PROJECTIONS)

Cash collected for FY22 @ 05/31/22	3,164,799.92
Estimated Expenditures (MAY 22)	<u>2,638,701.70</u>
	526,098.22

Cash Balances

Health Benefits	25,050.08
General	908,265.46
Vehicle Replacement	<u>99,341.96</u>
Dare Fund	<u>12,732.81</u>
Special Capital Assets	<u> </u>

Actual cash balance @ 05/31/22 all accounts **1,195,509.72**

All Funds (Modified Accrual Basis Projections)	2022 YTD Budget	2022 YTD Actual	2022 YTD Difference (Budget vs. Actual)	2022 Total Amended Budget
GENERAL FUND REVENUES	3,060,639	3,066,432	5,793	6,181,250
GENERAL FUND EXPENDITURES		2,478,639		
GENERAL FY 22 REVENUES OVER EXPENDITURES		587,793		
VEHICLE REPLACEMENT REVENUES	79,998	80,164	166	160,000
VEHICLE REPLACEMENT EXPENDITURES		160,000		
VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS		<u>71,976</u>		
VEHICLE FY 22 REVENUES OVER EXPENDITURES		(151,813)		
SPECIAL CAPITAL ASSETS REVENUES	18,000	18,205	205	18,000
CAPITAL EXPENDITURES		63		
CAPITAL FY 22 REVENUES OVER EXPENDITURES		18,142		
COMBINED REVENUES	3,158,637	3,164,800	6,163	6,359,250
COMBINED EXPENDITURES		2,638,702		
COMBINED FY 22 NET REVENUES / EXPENDITURES		526,098		
Formal reserves:				
	DARE			\$12,733
	VEHICLE REPLACEMENT			\$99,342
	SPECIAL CAPITAL ASSETS			\$150,119
	WORKING CAPITAL			\$60,000
	STATE TRAINING FUNDS			\$6,454
				<u>\$328,648</u>

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action to approve the 2023 Memorial Villages Police Department Budget including the FY 2023 Capital Project Plan.

Agenda Item: 2



Memorial Villages Police Department Summary

FY2023 Budget Proposal

FY23 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY23 Budget proposal and is submitting that for approval by member cities. The MVPD Chief is requesting an overall budget of \$7,238,007 which is an additional \$878,759 or 13.82 % increase over the FY22 amended budget.

A comparative view and breakdown of the proposed budget is as follows:

Category	2022 Amended Budget 44.5 FTE's	2023 Proposed Budget 44.5 FTE's	Variance	% Change
M&O EXPENDITURES	6,181,248	6,794,233	612,985	9.92%
FLEET REPLACEMENT	160,000	160,000	0.00	0%
CAPITAL OUTLAY EXPENDITURES	18,000	283,774	265,774	1477%
COMBINED EXPENDITURES	6,359,248	7,238,007	878,759	13.82%

The total cost to each city would equate to \$2,412,669:

- M&O \$2,264,745
- Fleet \$53,333
- Capital \$94,591

The Department is requesting a two-month assessment beginning January 2023:

- Maintenance & Operations **\$377,465**
- Fleet **\$8,893**

February 2023 thru November 2023 will be invoiced as follows:

- Maintenance & Operations **\$188,728**
- Fleet **\$4,444**

The Department is requesting the capital assessment in January 2023

- Capital **\$94,591.33**

No invoicing will occur in December 2023.

FY23 Budget Highlights

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
100	PERSONNEL/BENEFITS	4,860,374	5,222,096	5,698,142	476,046	9%

100 PERSONNEL/BENEFITS:

MVPD currently has 44 fulltime employees (FTEs) and 1-part time employee. There are 32 sworn personnel, 10 full time and 1 part time communications staff members, 1 office/human resource manager, and 1 finance manager.

This category includes salary, overtime, court/bailiff costs, TMRS participation, 2.5% employer contributions to 457b accounts for full time employees, and the health benefits costs. The proposed budget continues to support the salary and retention plan specifically created to attract, hire, and retain the best and most qualified employees. **The salary line item includes estimated adjustments for annual step increases, estimated pto yearend payouts, and holiday/overtime requirements.*

SALARIES & WAGES - \$3,650,961

This category includes the base annual pay for the department’s 45 (proposed) full time and 1 part time employee. It also reflects the 8% base salary adjustment and 1% step increase. The Office/Human Resource Manager and Finance Manager will also receive a 9% salary increase.

TCLEOSE CERTIFICATION - \$205,800

Based on the current compensation policy sworn officers and dispatchers earn additional compensation for state certification recognized by the Texas Commission on Law Enforcement Officer Standards and Education. Employees who have achieved Intermediate certification receive an additional 2.5% percent of their base pay. Advanced certification is an additional 5% of base pay and Master certification is an additional 7.5% of employee base pay. At the time of this budget proposal 36 FTEs are eligible for this incentive. Any increase in base salary will necessitate increases to certification pay.

BILINGUAL INCENTIVE - \$10,453

Sworn personnel and dispatchers who have Spanish language bilingual proficiency receive 2.5% in additional pay. Currently there are 5 employees who are eligible for this incentive. Any increase in base salary will prompt increases to bilingual incentive payments awarded to employees.

COLLEGE INCENTIVE - \$31,200

Employees who have obtained advanced degrees from accredited colleges and universities earn additional compensation based on the following updated schedule: Associates Degree - \$100 per month, Bachelor’s Degree - \$200 per month and master’s degree - \$250 per month. At the time of this proposal 15 employees have obtained advanced degrees.

LCC/FBI INCENTIVE - \$1,200

Graduates of the FBI National Academy or Leadership Command College receive \$100 per month in additional pay.

CLOTHING ALLOWANCE - \$1,200

Detectives receive \$50 per month.

RAD - \$1,800

Employees who teach the Rape Aggression Defensive program training receive \$25 per month.

LONGEVITY - \$72,480

The compensation and retention plan changed the way tenure awarded. Two thru five-year employees will receive a single \$1200 payment each year in association with an annual employee contract. Employees with 6 years or more of service will be paid on a bi-monthly basis starting at \$1,440 annually. The maximum annual earning is reached after 10 years of service and equates to \$2,400 annually.

SHIFT DIFFERENTIAL - \$63,018

Employees assigned to nightshift are eligible for \$138.50 in additional pay per pay-period. Employees working a split shift will earn \$69.25 per pay period.

EMERGENCY CARE ATTENDANT (ECA) - \$40,300

All sworn personnel are required to earn and maintain advanced first aid training and proficiency at the ECA level within 18 months. Upon attainment sworn personnel will receive \$50 bi-monthly certification pay.

OVERTIME – \$145,000

The requested overtime takes into consideration the historical costs of operating the department.

Court Bailiff – \$5,000

Requested line item is used to support the costs to staff the court with bailiffs during each session.

EMPLOYER 457B CONTRIBUTION - \$91,873

2.5% employer contribution of full-time employees' base salary.

RETIREMENT CONTRIBUTION - \$498,812

The 2022 request is estimated at the rate of 11.72%. The actual TMRS rate letter was not received at the time this proposal was presented.

GROUP-HEALTH/DENTAL/VISION/HSA CONTRIBUTIONS - \$715,073

Health/Dental/Vision Insurance estimate: \$552,865 employer contribution. Estimate is based on a 18% increase over current elections.

Employer HSA contribution estimate: \$97,200 (\$2,700 for family, \$1,500 single)

Wellness Exam contribution estimate: \$44,000 (\$1,000 per fulltime employee)

Physical Fitness assessment estimate: \$22,000 (\$500 per fulltime employee)

WORKERS COMPENSATION - \$78,000

The employer’s contribution rates for workers compensation are determined by the Texas Municipal League (TML).

LIFE/LTD - \$23,257

The department provides employee term life, AD&D, and long-term disability coverage to its employees. Cost estimate is based on 18% increase of current rates.

MEDICARE TAX EMPLOYER - \$61,713

The current Medicare tax rate is 1.45% applied to the total compensation package including the overtime budget.

Social Security - \$1,002

Estimate of social security tax for part time employee

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
200	INSURANCE	52,231	59,400	80,680	21,280	36%

200 INSURANCES:

The insurance category represents our auto, general, public official bond, professional, and real property insurance coverage through the Texas Municipal League. Rates are determined by TML. The amount requested reflects anticipated rate increases based on current billing.

AUTO LIABILITY – \$40,000

Automatic coverage for any vehicles purchased throughout the year.

GENERAL LIABILITY –\$720

This coverage protects the department from general liability claims from injuries and wrongful acts.

PUBLIC OFFICIAL BOND – \$960

Coverage for the Police Commission and protection against forgery

PROFESSIONAL LIABILITY – \$30,000

Protection from liability claims associated with law enforcement functions.

REAL & PERSONAL PROPERTY – \$9,000

Coverage for damage or destruction of departmental property.

Category		2021 Actual	2022 Amended Budget	2022 Proposed Budget	Variance	% Change
300	FLEET MAINTENANCE	166,844	138,000	207,000	69,000	50%

300 FLEET MAINTENANCES:

The fleet maintenance category includes the annual fuel costs as billed by Villages Fire Department. This category also includes vehicle maintenance, damage repair, and tire replacement costs.

GAS & OIL – \$145,000

FLEET MAINTENANCE – \$45,000

TIRE REPLACEMENT – \$7,000

DAMAGE REPAIR – \$10,000

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
400	BUILDING MAINTENANCE	54,097	67,000	94,300	27,300	41%

400 BUILDING

The building maintenance category includes the annual janitorial services contract, building refresh i.e., filing cabinets, lockers, and chairs. This category covers any repair costs associated with the upkeep of the building.

GENERAL MAINTENANCE – \$61,700

Expenditures include building, equipment, landscaping, and supplies that support the upkeep of the facility. The proposed budget includes one-time costs for jail locks, overhead garage doors, evidence room ventilation, and exterior camera system upgrade.

JANITORIAL SERVICES – \$21,600

Services are provided by an outside cleaning agency.

JAIL – \$1,000

Purchases in this line-item support supplying detainees with blankets and food.

BUILDING FURNISHINGS – \$10,000

Purchases support the upkeep of the office (chairs, filing cabinets, lockers etc....)

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
500	OFFICE	55,139	47,750	61,900	14,150	30%

500 OFFICE

The office category includes funding requests for computer purchases & replacement, postage machine & supplies, office supplies, bank service charges, and payroll contract expenditures.

COMPUTERS – \$15,000

Purchase of computers and needed accessories per the replacement schedule.

POSTAGE/POSTAGE MACHINE – \$1,300

The expenditures in this category will cover the postage machine rental fee from Pitney Bowes as well as postage and ink refill requirements for the fiscal year.

OFFICE SUPPLIES /SUPPLIES /STATIONERY/EXPENDIBLES – \$25,000

The expenditures in this category include office supplies, meeting expenses, and employee relations.

BANK/FINANCE CHARGES – \$600

Banking and credit card fees

PAYROLL –\$20,000

Payroll and Human Resource expenditures

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
600	UTILITES	56,049	66,706	70,305	3,599	5%

600 UTILITIES

The utilities category includes expenditures related to monthly telephone, electric, water & sewer, and natural gas services.

COMMUNICATIONS/TELEPHONE – \$43,306

Expenditures for this category will cover the department’s equipment maintenance for business lines, internet, cable television, secure communication, and employee phone allowance.

ELECTRIC SERVICE – \$20,000

The department’s electrical service provider is Cavallo Energy.

WATER & SEWER – \$6,000

Water & sewer services are provided by the City of Bunker Hill Village

NATURAL GAS – \$1,000

The departments natural gas provider is Center Point Energy

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
700	CONTRACT/SERVICES	306,141	381,460	385,710	4,250	1%

700 CONTRACT/SERVICES

The contract/services category includes MVPD’s equipment maintenance contracts, annual SETCIC fees, legal & professional service fees (legal and audit), IT contracts, and software maintenance contracts (ex. CAPERS, Power DMS).

EQUIPMENT MAINTENANCE CONTRACT – \$121,710

Increase requested to cover maintenance charges for the body worn camera and ALPR’s.

SETCIC FEES – \$3,600

This line-item request covers the fees paid to the Harris County Treasurer for inclusion of misdemeanor warrants in the county-wide network.

LEGAL FEES – \$71,830

This line-item request covers fees associated with Attorney duties, legal research and interpretation, annual audit, RFP advertising, and TML claim deductibles.

IT SERVICES – \$124,370

This line-item requests supports a variety of the department’s information technology needs to include cloud-based data and application hosting, bill paying services, information technology support services, and the annual subscription to the Texas Commission on Law Enforcement Data Distribution System.

SOFTWARE MAINTENANCE CONTRACTS – \$64,200

This line-item request supports the various software maintenance contracts needed to effectively run the department.

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
800	OPERATIONS	175,295	198,836	196,196	(2,640)	-1%

800 OPERATIONS

The operations category includes the line items that support accreditation, uniforms, training, travel, recruiting costs, criminal investigations, small equipment, and contingency funding requests.

ACCREDITATION – \$1,440

The Department successfully obtained recognition status for compliance with the Texas Law Enforcement Agency Best Practices Recognition Program. This request is for accreditation fees only.

UNIFORMS/OFFICER CLOTHING – \$35,000

This line item supports the replacement of uniforms, vests, and outfitting costs associated with sworn personnel and dispatchers.

RADIO PARTS & LABOR – \$33,036

On 2-1-2012 the Department signed a contract for radio services with the City of Houston. The contract automatically renews each year for a period of 30 years. The Department can terminate the agreement if it is before 60 days of the contract renewal date.

There is a set fee schedule for repairs and airtime. Each radio is assessed a \$41 monthly fee according to the schedule implemented by the City of Houston in March 2015. Each licensed Officer is issued a radio.

FIREARMS TRAINING & AMMO – \$6,500

This line-item request supports ammunition and training expenditures for State mandated firearms qualifications for sworn personnel.

TASERS – \$15,000

This line-item request supports the taser replacement schedule.

TRAINING & PROFESSIONAL DUES – \$60,000

This line-item request supports costs associated with job related training, professional dues, and the R.A.D self-defense program.

TRAVEL – \$7,000

This line-item support travel and lodging costs for employees.

RECRUITING COSTS – \$7,000

This line item supports tuition reimbursement and recruitment and selection services such as: background, drug testing, finger printing, and psychiatric examinations.

CRIMINAL INVESTIGATIONS – \$3,720

This line item supports costs associated with criminal investigations such as fingerprinting supplies, drug testing, sketching services, public data information searches, and other investigative supplies and services.

CONTINGENCY – \$25,000

This line item is requested for unplanned emergency expenditures.

SMALL EQUIPMENT – \$2,500

Funding is requested to capture needed small equipment items that do not fit into specific categories such as computers and building furnishings.

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
1000	AUTO REPLACEMENT	173,312	160,000	160,000	0.00	0%

1000 –AUTO REPLACEMENT

Line item in this category supports our vehicle replacement plan. Historically the Department purchases three new vehicles each fiscal year.

NOTE: All vehicle purchased must be approved by the Police Commission prior to ordering.

Category		2021 Actual	2022 Amended Budget	2023 Proposed Budget	Variance	% Change
2000	CAPITAL ITEMS	34,728	18,000	283,774	265,774	1477%

2000 CAPITAL OUTLAY

This category includes purchase of individual items with a cost over \$5,000 with an estimated useful life greater than one year. The Department is requesting support to cover the cost of a range storage container and a radio system upgrade. The estimated cost of the radio system \$625,000. The department is proposing using \$125,000 of current fund balance, retaining the FY21 audited surplus of \$228,426, the FY20 surplus refunded to the Villages, and a \$271,574 FY23 request from the Villages.

Memorial Villages Police Department
FY23 BUDGET PROPOSAL

GENERAL FUND								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
100								
100	Salaries	3,279,467	3,557,690	3,626,605	3,785,751	4,100,675	314,924	8%
110	Overtime	115,094	92,292	144,898	125,000	145,000	20,000	16%
115	Court/Bailiff	6,010	1,269	506	10,000	5,000	(5,000)	-50%
120	Retirement	379,669	430,477	434,539	459,268	498,812	39,544	9%
125	457b contribution		31,865	31,538	62,870	91,873	29,003	46%
130	Health Insurance	503,527	513,331	484,919	625,314	692,808	67,494	11%
140	Workers Compensation - TML	65,000	59,982	64,313	75,000	78,000	3,000	4%
150	Life/LTD	17,847	18,946	18,878	21,982	23,257	1,275	6%
160	Medicare	47,004	51,063	52,796	56,911	61,713	4,802	8%
170	Social Security	248	983	1,371		1,002		
	Denver Colorado Tax			10				
	TOTAL PERSONNEL/BENEFITS	4,413,866	4,757,898	4,860,374	5,222,096	5,698,142	476,046	9%
200								
	TML INTERGOVERNMENTAL RISK POOL							
200	Auto	26,604	25,201	23,386	27,500	40,000	12,500	45%
210	General Liability	430	330	348	400	720	320	80%
220	Public Official Bond	849	848	848	900	960	60	7%
230	Professional Liability	18,858	18,998	20,149	21,000	30,000	9,000	43%
240	Real & Personal Property	12,637	11,923	7,499	9,600	9,000	(600)	-6%
	TOTAL OTHER INSURANCE	59,378	57,300	52,231	59,400	80,680	21,280	36%
300								
300	Gas and Oil	66,046	69,296	119,935	81,000	145,000	64,000	79%
310	Fleet maintenance	31,154	37,949	40,030	40,000	45,000	5,000	13%
320	Tires	6,565	6,569	3,911	7,000	7,000	0	0%
	Damage Repair	5,783	5,010	2,969	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	109,548	118,824	166,844	138,000	207,000	69,000	50%
400								
400	General/Building Maintenance	18,848	21,849	25,894	30,000	61,700	31,700	106%
410	Janitorial Services	18,000	19,078	20,400	21,000	21,600	600	3%
420	Jail	773	299	0	1,000	1,000	0	0%
430	Building Furnishings	7,450	8,775	7,803	15,000	10,000	(5,000)	-33%
	TOTAL BUILDING	45,070	50,001	54,097	67,000	94,300	27,300	41%
500								
500	Computers	10,640	8,521	11,837	13,000	15,000	2,000	15%
510	Postage/postage machine	840	1,129	845	1,300	1,300	0	0%
520	Office Supplies	12,063	11,974	23,811	15,000	25,000	10,000	67%
530	Bank/Finance Service Chgs	329	400	503	550	600	50	9%
540	Payroll Services	16,220	17,210	18,143	17,900	20,000	2,100	12%
	TOTAL OFFICE	40,093	39,233	55,139	47,750	61,900	14,150	30%
600								
600	Telephone	33,954	32,499	37,949	40,606	43,306	2,700	7%
610	Electric	16,051	14,704	12,758	20,000	20,000	0	0%
620	Water/Sewer	5,067	5,153	4,740	5,500	6,000	500	9%
630	Natural Gas	510	439	602	600	1,000	400	67%
	TOTAL UTILITIES	55,582	52,794	56,049	66,706	70,305	3,599	5%
700								
700	Equipment Maint. Contracts	58,797	134,984	97,005	135,950	121,710	(14,240)	-10%
710	SETCIC fees	3,262	3,065	3,009	3,600	3,600	0	0%
720	Legal/Professional	51,406	76,802	48,586	80,660	71,830	(8,830)	-11%
730	IT Services	98,578	100,055	100,244	102,050	124,370	22,320	22%
740	Software Maintenance Contracts	52,170	56,252	57,297	59,200	64,200	5,000	8%
	TOTAL CONTRACTS/SERVICES	264,214	371,159	306,141	381,460	385,710	4,250	1%
800								
800	Accreditation	0	0	1,200	1,200	1,440	240	20%
810	Uniforms	26,518	25,131	37,684	30,500	35,000	4,500	15%
820	Radio parts and labor	29,686	31,328	28,044	33,036	33,036	0	0%
830	Firearms Trng and Ammo	5,323	5,880	3,927	6,500	6,500	0	0%
	Tasers	9,656	10,122	10,254	15,000	15,000	0	0%

Memorial Villages Police Department
FY23 BUDGET PROPOSAL

GENERAL FUND CONTINUED								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
840	Training & Prof. Dues	38,311	23,113	37,258	58,000	60,000	2,000	3%
850	Travel	7,642	592	3,614	7,000	7,000	0	0%
860	Recruiting Costs	5,154	958	17,581	5,000	7,000	2,000	40%
870	Criminal Investigations (CID)	3,084	3,003	3,829	3,500	3,720	220	6%
880	Contingency - Miscellaneous	13,481	4,179	0	25,000	25,000	0	0%
892	Small Equipment	4,182	2,255	13,381	14,100	2,500	(11,600)	-82%
	COVID expenditures		47,884	18,523			0	
	TOTAL OPERATIONS	143,038	154,444	175,295	198,836	196,196	(2,640)	-1%
	TOTAL M&O	5,130,790	5,601,654	5,726,170	6,181,248	6,794,233	612,985	9.92%
OTHER FUNDS								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
1000								
1000	Auto Replacement	158,332	165,670	173,312	160,000	160,000	0	0%
	Rifle Locking System							
	AEDs							
	TOTAL VEHICLE REPLACEMENT	158,332	165,670	173,312	160,000	160,000	0	0.00%
2000								
2880	Capital Projects Contingency	518	150					
	Radar message board			16,855				
	12TB Dato and Replacement Server				18,000			
	Range storage container/banking fees					12,200		
	Radio System Upgrade					271,574		
	TOTAL SPECIALCAPITAL ASSETS	518	150	16,855	18,000	283,774	265,774	1477%
	TOTAL OTHER FUNDS	158,850	165,821	190,167	178,000	443,774	265,774	149%
Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase	
GENERAL FUND	5,130,790	5,601,654	5,726,170	6,181,248	6,794,233	612,985	9.92%	
OTHER FUNDS	158,850	165,821	190,167	178,000	443,774	265,774	149.31%	
COMBINED TOTALS	5,289,639	5,767,474	5,916,337	6,359,248	7,238,007	878,759	13.82%	

MEMORIAL VILLAGES POLICE DEPARTMENT
FY2023 CAPITAL PROJECT PLAN

As a part of the recent budget planning process, an assessment was performed by the Chief of Police which demonstrates that certain capital expenditures are necessary to ensure the appropriate administration of the activities of the Memorial Villages Police Department as well as the proper operation and utility of capital assets owned by the Department.

With respect to capital expenditure requirements for FY2023, this assessment indicates that the existing radio system acquired in 2005 is at end of life, that replacement parts for the system are no longer being manufactured, and the system should be replaced.

The projected cost for the replacement radio system is \$625,000 and the funding required to purchase the replacement radio system is needed by January 2023.

Additional funding is needed in FY2023 to purchase a storage unit for placement at the Katy Police Department, Police Firearms Range for the purpose of storing MVPD law enforcement related equipment and supplies. The anticipated cost of the storage unit is \$12,200.

The total amount needed in FY2023 to purchase the replacement radio system and the storage unit (collectively referred to herein as the "FY2023 Capital Projects") is \$637,200.

The Board of Commissioners of the Memorial Villages Police Department consider the FY2023 Capital Projects to be necessary and appropriate, and also consider it necessary to use the Department's capital project fund (known as the "Special Assets Capital Fund") to facilitate the purchase of the FY2023 Capital Projects.

This plan entails the use of the following described sources to fund the amount of \$637,200 needed for the FY2023 Capital Projects:

The sum of \$125,000 presently held in the MVPD Special Assets Capital Fund; plus the retention by MVPD or the repayment to MVPD of the 2021 MVPD budget surplus (\$76,142 for each city), plus the payment of \$94,591 by each of the three cities to MVPD in January 2023.

All funds retained, paid to and/or held by the Memorial Villages Police Department for the FY2023 Capital Projects will be set aside, administered and distributed through the MVPD Special Assets Capital Fund, and any unused funds not used for these projects will be retained in the Special Assets Capital Fund for use in the future on other MVPD capital projects approved by the participating cities.

This FY2023 Capital Project Plan is subject to the approval of and funding by the participating cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village

ADOPTED: _____, 2022

ATTEST: _____

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action to approve a transfer of \$66,667.50 from the Memorial Villages Police Department Operating Account to the Vehicle Capital Account to fund the purchase of 2022 vehicles.

Agenda Item: 3

Karen Farris

To: Ray Schultz
Subject: RE: MVPD Monthly Data

From: Ray Schultz <rschultz@mvpdtx.org>
Sent: Tuesday, June 14, 2022 11:48 AM
To: Karen Glynn <KGlynn@bunkerhilltx.gov>; Tom Fullen <tfullen@cityofhunterscreek.com>; Cityadmin <cityadmin@pineypt.org>; Karen Farris <citysec@pineypt.org>
Subject: MVPD Monthly Data

Good Morning attached are our Monthly Reports. Additionally the 2023 budget was approved last night along with a Capital Projects Plan Approval (attached as well) that will need to be approved at the next council meetings. Additionally, our 2022 Vehicles came in and we received our invoice to pay for them. Since we did not have enough funds (not yet received as we receive monthly payments) we had to transfer funds from our general operating account to pay for the vehicles. We need council approval of transferring \$66,667.50 from our operating account to our vehicle capital account. We will transfer the funds back after we receive them from the cities near the end of the year.

Thanks Ray

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the Village Fire Department monthly report.

Agenda Item: 4

A	1	2	3	4	5				6			7			8			9			10			11			12			13			14			15		
					Total Number of Incidents 2022			Life Threatening (LT) EMS Incidents						Life Threatening (LT) Fire Incidents																								
					Fire	EMS	Total	# LT EMS	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2022 Calls are:	Fire	EMS	Fire Alarms	% of Fire Calls																		
				1st Resp. Time		ALS Resp Time			Response Time																													
	Bunker Hill Village	69	54	123	24	2:56	100%	5:47	100%	10	5:23	100%	56%	44%	33	48%																						
	Hedwig Village	81	116	197	66	2:56	100%	2:58	100%	10	3:09	100%	41%	59%	36	44%																						
	Hilshire Village	10	20	30	12	3:28	100%	5:16	100%	1	5:42		33%	67%	4	0%																						
	Hunters Creek Village	88	58	146	26	3:58	100%	5:34	100%	11	4:00	100%	60%	40%	34	39%																						
	Piney Point Village	79	42	121	23	3:40	100%	5:01	100%	5	4:06	100%	65%	35%	42	53%																						
	Spring Valley Village	90	87	177	42	2:40	100%	4:21	100%	16	4:25	100%	51%	49%	19	21%																						
	Houston	37	0	37																																		
	Totals	454	377	831	193	3:16	100%	4:49	100%	53	4:27	100%	55%	45%	168	34%																						

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the Village Fire Department Intra-budgetary transfers and 2021 deficit of \$120,822.

Agenda Item: 5

Village Fire Department



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

Protecting and Serving the Cities of:

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

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

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

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

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

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

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

Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

Village Fire Department



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

Protecting and Serving the Cities of:

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

May 12, 2022

The Honorable Mayor of
City of Hilshire Village

The Honorable Tom Jinks
Mayor, City of Hedwig Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

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

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Deficit, 2022 Budget Amendment, and 2023 Budget are hereby submitted for consideration and approval by the Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place the items on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

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

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

Village Fire Department



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

Protecting and Serving the Cities of:

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

The 2023 budget of \$8,689,847.78 consists of a 7% cost of living increase and \$200,000 placed into the Capital Replacement Fund. There will be no contribution to the Facility Fund.

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

- Approved 2021 deficit and intra-budgetary transfers
- 2022 budget amendment summary
- 2023 budget and assessments per city
- General Fund Detail
- Comparison Charts
- Capital replacement fund detail for projected capital outlays
- VFD organizational structure
- VFD commissioners and alternates 2023/2024

Your Commissioners and VFD personnel are prepared to answer your questions regarding the items listed above.

Respectfully submitted,

Robert Byrne
Commission Chair
Village Fire Department Board of Commissioners

Attachment

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

2021 Intra Budgetary Transfers A

	B	C	D	E
Village Fire Department	Actual 2021 Expenditures	Approved 2021	Intra-Budgetary Transfers-2021 Plus/(Minus)	Adjusted 2021 Budget
CAPITAL EXPENDITURES				
Contingency-Physical Plant	0.00	10,000.00	0.00	10,000.00
Misc Tools & Equip./Hose	26,382.81	36,000.00	0.00	36,000.00
Protective Gear	73,981.31	26,000.00	(28,364.12)	54,364.12
Radio Purchase	0.00	0.00	0.00	0.00
	100,364.12	72,000.00	(28,364.12)	100,364.12
PERSONNEL EXPENDITURES				
Salaries	4,116,473.89	4,181,596.00	0.00	4,181,596.00
Salaries-O/T	247,431.17	110,000.00	(70,287.81)	180,287.81
457 Plan		82,632.00		
Prof Certification	54,083.37	46,000.00	(7,298.90)	53,298.90
FICA Tax	336,153.75	338,175.00	0.00	338,175.00
Disability Insurance	24,715.53	25,500.00	0.00	25,500.00
Employee Retirement	412,051.16	284,221.00	(97,830.16)	382,051.16
Hospitalization Ins.	861,536.47	723,000.00	(18,536.47)	741,536.47
Meal Allowances	35,025.60	35,000.00	(25.60)	35,025.60
Workers Compensation	39,660.21	35,000.00	(3,610.06)	38,610.06
Rewards	0.00	150,000.00	0.00	
CPR Training Fees & Expenses	(1,050.15)	0.00	0.00	
	6,126,081.00	6,011,124.00	(197,589.00)	5,976,081.00
OPERATIONAL EXPENDITURES				
Ambulance Med. Sup.	66,023.68	62,000.00	4,023.68	57,976.32
Bldg. Supplies/Maint.	38,380.49	45,000.00	0.00	45,000.00
Chemicals	0.00	2,000.00	0.00	2,000.00
Emergency Contingency	6,025.12	20,000.00	0.00	20,000.00
Dues/Subscrip/Manuals	1,479.91	6,500.00	0.00	6,500.00
Fuel Software expense	0.00	0.00	0.00	0.00
Fire Prevent/Relations	7,134.72	15,000.00	0.00	15,000.00
Gas & Oil	37,806.67	45,000.00	0.00	45,000.00
Insurance-Casualty	53,782.75	42,000.00	11,782.75	30,217.25

Maint of Equipment	191,995.74	145,000.00	46,995.74	98,004.26
Miscellaneous Exp.	4,631.46	7,200.00	0.00	7,200.00
Office Expenses	82,635.70	37,000.00	12,703.20	24,296.80
Prof. Services	127,494.59	125,480.00	(2,014.59)	127,494.59
Public Utilities	44,582.23	65,000.00	0.00	65,000.00
Rent	10.00	10.00	0.00	10.00
State Cert. Fees	5,057.36	6,000.00	0.00	6,000.00
Training Programs	20,867.37	33,000.00	0.00	33,000.00
Uniforms	12,748.07	25,000.00	451.27	24,548.73
EMS Training	0.00	17,000.00	0.00	
	700,655.86	698,190.00	73,942.05	607,247.95
	6,927,100.98	6,781,314.00	(152,011.07)	6,683,693.07
City Fuel Payment		0.00		
Other		23,891.00		
Ambulance Contribution for 2019 Deficit		0.00		
interest 2020		1,074.00		
Beginning Fund Balance 2020	70,187.00			
	6,927,100.98	6,806,279.00	(120,821.98)	(191,009)
Transfers from GF to FF per commission approval - 2020 surplus			70,187.00	70,187.00
			(191,008.98)	0.00
Page 19	2020 Excess of Revenues - Page 19			(120,822)

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the Village Fire Department 2022 budget amendment of \$515,846.

Agenda Item: 6

**Village Fire Department
2022 Budget Budget Summary Amendment-**

2022 Budget Amendment

CAPITAL EXPENDITURES:

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

PERSONNEL EXPENDITURES:

Salaries	4,261,343		\$ 4,445,838.75	
457 Plan Contribution	84,227	\$4,345,570	\$ 87,916.78	\$ 4,533,755.53
Salaries - Overtime	110,000		\$ 353,000.00	
Professional Certification	50,000		\$ 50,000.00	
FICA	344,676		\$ 377,661.80	
Life/Disability Insurance	26,000		\$ 26,216.00	
Retirement	324,599		\$ 303,761.60	
Hospitalization	941,760		\$ 957,960.00	
Meal Allowance	35,000		\$ 35,000.00	
Workers Compensation	40,084		\$ 55,865.00	
Total Rewards Adjustment	0			
		\$6,217,689	\$ 6,693,219.93	\$ 475,530.88

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000			
Building Supplies & Maintenance	45,000			
Chemicals	0			
Emergency Contingency	20,000			
Dues/Subscriptions	8,000			
Fire Prevention/Public Relations	15,000			
GAS & OIL	45,000			
INSURANCE - CASUALTY	49,066			
Miscellaneous	7,200			
Office Expenses/Postage/Printing/Stationary	128,200	EQUIPMENT MAINT CONTRACTS		
Professional Services	126,150			
Public Utilities	65,000			
Rent	10			
State Certification Fees	6,000			
Training Programs	33,000			
EMS Training	17,000			
Uniforms	20,000			
Maintenance of Equipment	179,000			
		\$825,626		
OPERATING BUDGET		\$7,273,715	\$ 865,941.12	\$ 7,789,561.05

CAPITAL REPLACEMENT FUND 2

Escrow	180,000	
	\$180,000	

FACILITY FUND 4

Escrow	0	
	\$0	
		\$180,000

TOTAL BUDGET	\$7,453,715		\$7,969,561.05	\$515,846.00
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	2022- Budget		2023 w/ 7% CPI	2022 Adj. for amendments	2021 Budget overage	2021 overage 2022-amendments
Bunker Hill Village	1,416,205.86	19.00%	1,651,071.08	98,010.74	22,956.18	120,966.92
Hedwig Village	1,378,937.28	18.50%	1,607,621.84	95,431.51	22,352.07	117,783.58
Hilshire Village	223,611.45	3.00%	260,695.43	15,475.38	3,624.66	19,100.04
Hunters Creek Village	1,658,451.60	22.25%	1,933,491.13	114,775.74	26,882.90	141,658.63
Piney Point Village	1,565,280.16	21.00%	1,824,868.03	108,327.66	25,372.62	133,700.28
Spring Valley Village	1,211,228.70	16.25%	1,412,100.26	83,824.98	19,633.58	103,458.55
<u>Total Budget</u>	7,453,715.05	100.00%	8,689,847.78	515,846.02	120,822.00	636,668.02

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the Village Fire Department 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.

Agenda Item: 7

VILLAGE FIRE DEPARTMENT BUDGET
2023 Budget Worksheet Draft 4.3

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

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

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

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

* Note

- Line 2 -Decrease from 40k to 10k due to decrease risk of major expense
- Line 3- Decrease from 75k to 50k Stretcher power load system
- Line 4- Increase from 26k to 55k for expiring gear (this item will be a continue until all expiring gear is replaced) 10 year life span
- Line 5- Added line item SCBA equipment 7k and moved Maintenance. to line item 72
- Line 6- Decreased the computer/radio equipment from 89,400 to 29k Purchase computer & servers for ProPhoenix 13k and station server 8k and 8k
- Lines 8 through 24- adjust with 5% mid-year 2022 increase & 7% 2023 increase
 - Line 16- Decrease from 50k to 46k due to rolling a certification into job requirement which moves the difference into the salary category
 - Line 19- The contribution rate 6.27% is accounting to the current year and TMRS. The calc. for 2022 was based on 2021 7.21% contribution rate and 2021 6.43% was based on 2020 contribution rate
 - Line 20- Assumed 15% cost increase from 2022 to 2023
 - Line 21- Increased from 35k to 40k due to the CPI increase
 - Line 22- Increased from 2022 budgeted 40,084 to 55,865 2022 actual cost for 2022, increased to 59,775.55 for 2023 assuming 7% increase
- Line 30- Decrease from 20k to 10k due to decrease risk of emergency expense
- Line 31- Decrease from 8k to 6.5k due to actual amount spent in 2021
- Line 32- Decrease from 15k to 10k due to actuals for 2021
- Line 33- Increase from 45k to 55k due to continual rise in fuel cost
- Line 34- Increased from 2022 budgeted 49,066 to 49,765 for actual 2022 cost, increased to 52,253.25 for estimated 5% increase for 2023
- Line 43- PASS - omit move to cities through fuel
- Line 47- * 98,500 itemized list for Maintenance. Contract for each contracted item. ProPhoenix has a 5% annual increase
- Line 64- Increase Public Utilities from 65k to 75k for added utility cost - we are exploring other vendors for utilities
- Line 69- Decrease from 20k to 15k mirror cost of 2021
- Line 71- Increase from 120k to 200k to match average spending during 1st quarter of the current year and added cost of main cost of vehicles.
- Line 72- Added to SCBA maintenance. Line item 5,300 purchase new bottles in capital items

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

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

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

Line 139- Adjusted CRF- to match audited numbers

Updated 5/10/2022

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

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

**Village Fire Department
2023 Budget Summary**

CAPITAL EXPENDITURES:

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

PERSONNEL EXPENDITURES:

Salaries	4,836,388	
457 Plan Contribution	95,728	\$4,932,116
Salaries - Overtime	418,098	
Professional Certification	46,000	
FICA	412,810	
Life/Disability Insurance	26,432	
Retirement	361,546	
Hospitalization	1,120,284	
Meal Allowance	40,000	
Workers Compensation	59,776	
Total Rewards Adjustment	0	
		\$7,417,083

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	0	
Emergency Contingency	10,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	10,000	
GAS & OIL	55,000	
INSURANCE - CASUALTY	52,253	
Miscellaneous	6,200	
Office Expenses/Postage/Printing/Stationary	120,400	EQUIPMENT MAINT CONTRACTS
Professional Services	128,150	
Public Utilities	75,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	30,000	
EMS Training	17,000	
Uniforms	15,000	
Maintenance of Equipment	285,272	
		\$921,785
OPERATING BUDGET		\$8,489,848

CAPITAL REPLACEMENT FUND 2

Escrow	200,000	
		\$200,000

FACILITY FUND 4

Escrow	0	
		\$0

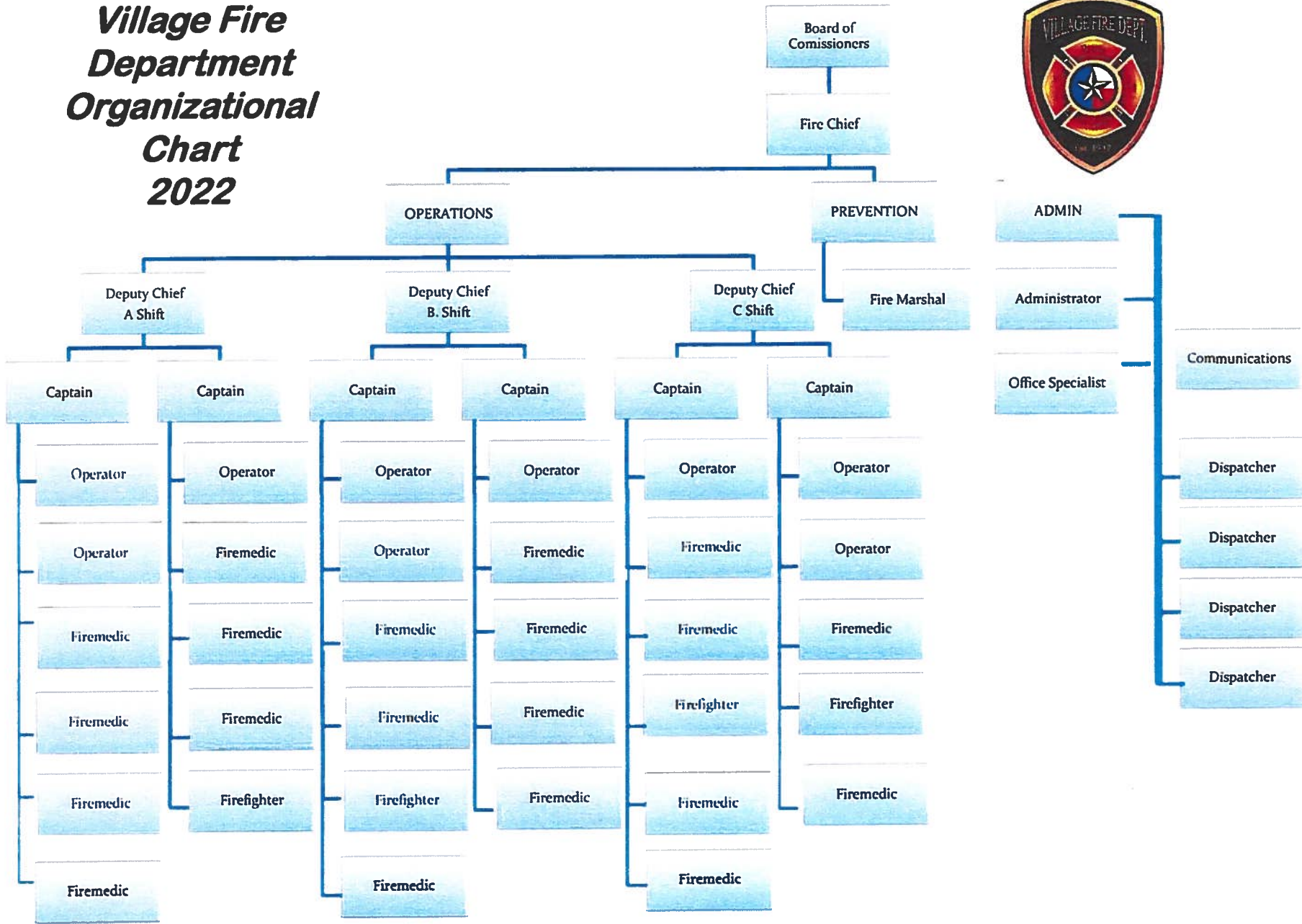
\$200,000

TOTAL BUDGET

\$8,689,848

Capital Replacement Fund For Projected Capital Projects Updated 5/12/2022																	
Equipment	Life	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ladder	15	1,011,956.74															\$1,500,000.00
Pumper	20											800,000.00					
Reserve Pumper	20				658,346.00												
Battalion Chief's Vehicle	9								53,000.00								
Fire Chief's Vehicle	10			42,239.00												555,000.00	
Utility Vehicle	10		31,787.00										40,000.00				
Medic 1	9							220,000.00									
Medic 2	9						220,000.00										\$250,000.00
Inspector's Vehicle	8	334,552.00										53,000.00					
Medic 3	9																
Major Equipment			20,000.00														
Total Cash Outlay		1,046,508.74	44,665.40	42,239.00	649,997.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Beginning Cash		979,528.07	102,850.00	345,976.00	470,428.19	40,263.19	220,263.19	197,263.19	184,263.19	335,263.19	585,263.19	835,263.19	266,263.19	570,263.19	870,263.19	1,180,263.19	1,451,263.19
Planned Budgeted Yearly Contrib		160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	200,000.00	250,000.00	250,000.00	280,000.00	280,000.00	300,000.00	310,000.00	320,000.00	320,000.00
Funds From Sale of Vehicles		3,185.00	125,000.00	5,545.00	67,395.00	0.00	12,000.00	12,000.00	4,000.00	0.00	0.00	4,000.00	64,000.00	0.00	0.00	6,000.00	12,000.00
Disbursements		99,334.28	12,157.00	42,239.00	558,346.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	653,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Audited Unbudgeted Contributions																	
Interest on CD's (see note 1)		3351.20	5283.00	\$1,145.19	786.00												
Ending Cash		\$102,850.00	\$345,976.00	\$470,428.19	\$40,263.19	\$220,263.19	\$192,263.19	\$184,263.19	\$335,263.19	\$585,263.19	\$835,263.19	\$266,263.19	\$570,263.19	\$870,263.19	\$1,180,263.19	\$1,451,263.19	\$33,263.19

Village Fire Department Organizational Chart 2022



**VILLAGE FIRE DEPARTMENT
2023/2024 BOARD OF COMMISSIONERS
REVISED 5/11/2022**

COMMISSIONERS

Hilshire	Council Member, Robert Byrne-Chair 1305 Bridle Spur Lane Houston, Texas 77055	Cell: (713) 632-4790 Robert.byrne@hilshirevillagetexas.com
Hedwig	Council Member, Harry Folloder-Vice Chair 914 Magdalene Drive Hedwig Village, Texas 77024	Cell: (713) 703-6680 Home: (713) 426-2979 hfolloder@hedwigtx.gov
Piney Point	Member, Zebulun Nash-Secretary 11200 Wilding Lane Piney Point, Texas 77024-5308	Cell: (281) 312-9910 Home:(713) 984-2692 zebnash@sbcglobal.net
Bunker Hill	Council Member, Keith Brown-Member 12006 Winwood Lane Bunker Hill Village, Texas 77024	Cell: 713-304-0547 kbrown@bunkerhilltx.gov
Spring Valley	Council Member, Allen Carpenter-Treasurer 8611 Merlin Drive Houston, Texas 77055	Office:(713) 214-1196 Cell:(713) 461-4897 acarpenter@springvalleytx.com
Hunters Creek	Member, Rob Adams-Member	Cell: Home: rob@adams789.com

ALTERNATES

Hilshire	Member, Ron Presswood 8202 Burkhart Road Houston, Texas 77055	Cell: (281) 831-2692 ron@presswood-eng.com
Hedwig	Member, Doug Bergen 11410 Holidan Way Hedwig Village, Texas 77024	Cell: (713) 542-7548 bergendoug@hotmail.com
Piney Point	Council Member, Henry Kollenberg 21 South Cheska Houston, Texas 77024	Home: (713) 975-1247 Cell: Office: (713) 752-8672 henry@ppvccouncil.org
Bunker Hill	Member-Clara Towsley 226 Plantation Bunker Hill, Texas 77024	Cell: (713) 898-2908 catowsley@usa.net
Spring Valley	Council Member, Bo Bothe	bbothe@springvalleytx.com
Hunters Creek	Pat McClellan 2 Cape Cod Ln. Hunters Creek Village, Texas 77024	Cell: (713) 628-0846 pjmcclellandds@hotmail.com
Attorney	J. Grady Randle 820 Gessner, Suite 1570 Houston, Texas 77024	Office: (281) 657-2000 grady@jgradyrandlepc.com

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.06.27A authorizing the acceptance of the American Rescue Plan Act-Coronavirus local Fiscal Recovery Funds (ARPA-CLFRF) and authorizing the Mayor and City Administrator to act as the City's Chief Executive Officers and Authorized Representatives in all matters pertaining to implementation.

Agenda Item: 8

RESOLUTION NO. 2022.06.27A

A RESOLUTION OF THE CITY COUNCIL OF PINEY POINT VILLAGE, TEXAS, AUTHORIZING THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF); AND AUTHORIZING THE MAYOR AND THE CITY ADMINISTRATOR TO ACT AS THE CITY’S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY’S IMPLEMENTATION OF THE AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF) FUNDS.

WHEREAS, the City Council of Piney Point Village desires to develop a viable community, including decent housing, suitable living environment, expanding economic opportunities, addressing health and safety needs, and improving critical infrastructure in response to the COVID-19 Pandemic; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the city of Piney Point Village to utilize and implement ARPA - CLFRF funding;

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

1. That the ARPA - CLFRF is hereby authorized to be accepted on behalf of the City from the United States Treasury Department.
2. That the City’s allocation be split into two (2) tranches in the amount of \$853,375.00 with Tranche No.1 being \$426,687.50 and Tranche No. 2 being \$426,687.50.
3. That the City Council directs and designates the following to act in all matters in connection with this application and the City’s participation in the ARPA - CLFRF:
 - The Mayor and City Administrator shall serve as the City’s Chief Executive Officer and Authorized Representative to execute funding request, authorizations and any subsequent contractual documents; and
 - The Mayor and City Administrator are authorized to execute environmental review documents and to certify to environmental clearance matters associated with the ARPA – CLFRF funds; and
 - The Mayor and City Administrator are authorized to execute payment documents and/or other forms required to reimburse project costs.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements as directed by the United States Treasury Department.

Passed and approved this 27th day of June, 2022.

Mark Kobelan, Mayor

Piney Point Village, Texas

Karen Farris, City Secretary
Piney Point Village, Texas

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.06.27B adopting Civil Rights & Fair Housing policies in connection with the City's participation in federally funded projects associated with the American Rescue Plan Act-Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).

Agenda Item: 9

RESOLUTION NO. 2022.06.27B

A RESOLUTION ADOPTING THE ATTACHED POLICIES IN CONNECTION WITH THE CITY OF PINEY POINT VILLAGE TEXAS PARTICIPATION IN FEDERALLY FUNDED PROJECTS ASSOCIATED WITH THE AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF) AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN.

WHEREAS, the City of Piney Point Village Texas, (hereinafter referred to as “City”) has been awarded ARP - CLFRF funding through an ARP - CLFRF grant from the United States Treasury Department (hereinafter referred to as “TREASURY”);

WHEREAS, the City, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CLFRF activity, on the basis of race, color, religion, sex, national origin, age, or disability;

WHEREAS, the City, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

WHEREAS, the City, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the ARP - CLFRF project area;

WHEREAS, the City, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

WHEREAS, the City, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each ARP - CLFRF project;

WHEREAS, the City, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

WHEREAS, the City, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires federal programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the ARP - CLFRF contract, to affirmatively further fair housing;

WHEREAS, the City, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

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

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Section 504 Policy and Grievance Procedures;
5. Limited English Proficiency Plan;
6. Fair Housing Policy; and
7. Code of Conduct Policy

PASSED AND APPROVED at a regular meeting of the City Council on the 27th day of June, 2022.

Mark Kobelan, Mayor
Piney Point Village, Texas

ATTEST:

Karen Farris, City Secretary
Piney Point Village, Texas

RESOLUCIÓN NO. 2022.06.27B

UNA RESOLUCIÓN QUE ADOPTA LAS POLÍTICAS ADJUNTAS EN RELACIÓN CON LA CIUDAD PINEY POINT VILLAGE, TEXAS PARTICIPACIÓN EN PROYECTOS FINANCIADOS FEDERALMENTE ASOCIADOS CON LA LEY DEL PLAN DE RESCATE AMERICANO - CORONAVIRUS LOCAL FISCAL RECOVERO FUNDO Y ADHERENCIA REGULACIÓN DE ARPA - CLFRF EN ESTO.

Considerando que, la Ciudad de Piney Point Village, Texas, (en adelante, "Ciudad") ha recibido fondos ARP - CLFRF a través de una subvención ARP - CLFRF del Departamento del Tesoro de los Estados Unidos (en adelante, "TESORO");

Considerando que, la Ciudad, de acuerdo con la Sección 109 del Título I de la Ley de Vivienda y Desarrollo Comunitario. (24 CFR 6); la Ley de Discriminación por Edad de 1975 (42 USC 6101-6107); y la Sección 504 de la Ley de Rehabilitación de 1973 (29 USC 794) y para contratos de construcción superiores a \$ 10,000, deben tomar medidas para garantizar que a ninguna persona o grupo se le nieguen beneficios tales como empleo, capacitación, vivienda y contratos generados por la actividad CLFRF, por motivos de raza, color, religión, sexo, nacionalidad, edad o discapacidad;

Considerando que, la Ciudad, en consideración por la recepción y aceptación de fondos federales, acuerda cumplir con todas las reglas y regulaciones federales, incluidas las reglas y regulaciones que rigen la participación ciudadana y la protección de los derechos civiles;

Considerando que, la Ciudad, de acuerdo con la Sección 3 de la Ley de Vivienda y Desarrollo Urbano de 1968, según enmendada, y 24 CFR Parte 135, está obligada, en la mayor medida posible, a brindar capacitación y oportunidades de empleo a los residentes de bajos ingresos. y oportunidades de contratación para negocios en el área del proyecto ARP - CLFRF;

Considerando que, la Ciudad, de acuerdo con la Sección 104 (1) de la Ley de Vivienda y Desarrollo Comunitario, según enmendada, y los requisitos de certificación del Estado en 24 CFR 91.325 (b) (6), deben adoptar una política de fuerza excesiva que prohíba el uso de fuerza excesiva contra manifestaciones no violentas de derechos civiles;

Considerando que, la Ciudad, de acuerdo con la Orden Ejecutiva 13166, debe tomar medidas razonables para asegurar un acceso significativo a los servicios en programas y actividades con asistencia federal por parte de personas con dominio limitado del inglés (LEP) y debe tener un plan LEP en su lugar específico para el localidad y beneficiarios de cada proyecto ARP - CLFRF;

Considerando que, la Ciudad, de acuerdo con la Sección 504 de la Ley de Rehabilitación de 1973, no discrimina por motivos de discapacidad y acuerda asegurar que las personas calificadas con discapacidades tengan acceso a programas y actividades que reciben fondos federales; y

Considerando que, la Ciudad, de acuerdo con la Sección 808 (e) (5) de la Ley de Vivienda Justa (42 USC 3608 (e) (5)) que requiere que los programas y actividades federales se administren de manera afirmativa para promover la políticas de la Ley de Vivienda Justa, acuerda realizar al menos una actividad durante el período del contrato ARP - CLFRF, para promover afirmativamente la vivienda justa;

Considerando que, la Ciudad acuerda mantener normas escritas de conducta que cubran los conflictos de intereses y rijan las acciones de sus empleados involucrados en la selección, adjudicación y administración de contratos.

AHORA, POR LO TANTO, SE RESUELVE POR EL CONSEJO MUNICIPAL DE PINEY POINT VILLAGE, TEXAS, ADOPTA LO SIGUIENTE:

1. Plan de Participación Ciudadana y Procedimientos de Quejas;
2. Política de la Sección 3;
3. Política de fuerza excesiva;
4. Política de la Sección 504 y Procedimientos de quejas;
5. Plan de dominio limitado del inglés;
6. Política de vivienda justa; y
7. Política del Código de Conducta

APROBADO Y APROBADO en una reunión ordinaria del Concejo Municipal el día 27 de junio de 2022.

Mark Kobelan, Alcalde

Atestiguar:

Karen Farris, Secretario de la Ciudad

CITIZEN PARTICIPATION PLAN

AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF)

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the United States Treasury Department's ARP - CLFRF Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the ARP - CLFRF project.

1. A person who has a complaint or grievance about any services or activities with respect to the ARP - CLFRF project, whether it is a proposed, ongoing, or completed ARP - CLFRF should contact the City of Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271.
2. A copy of the complaint or grievance shall be transmitted by the City Secretary to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to the person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the ARP - CLFRF for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of ARP - CLFRF funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the ARP - CLFRF project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.

4. A public hearing held prior to the submission of an ARP - CLFRF application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for an ARP - CLFRF project:

1. At a minimum, the City shall hold at least one (1) public hearing prior to submitting the application to the United States Treasury Department.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable ARP - CLFRF application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the ARP - CLFRF program, and the use of past ARP - CLFRF contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the ARP - CLFRF program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by ARP - CLFRF, proposed to be made in the use of ARP - CLFRF funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the ARP - CLFRF project, the City shall hold a public hearing and review its program performance including the actual use of the ARP - CLFRF funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the ARP - CLFRF project or for the closeout of the ARP - CLFRF project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the ARP - CLFRF project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Mark Kobelan, Mayor

Date

PLAN DE PARTICIPACIÓN CIUDADANA

PLAN DE RESCATE AMERICANO - CORONAVIRUS LOCAL FISCAL RECOVERO FUNDO Y ADHERENCIA REGULACIÓN DE ARPA - CLFRF

PROCEDIMIENTOS QUEJAS DEL

Estos procedimientos de quejas cumplen con los requisitos del Programa ARP - CLFRF del Departamento del Tesoro de los Estados Unidos y los Requisitos del Gobierno Local que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271, durante el horario comercial habitual.

A continuación se muestran los procedimientos formales de quejas y quejas con respecto a los servicios prestados en el marco del proyecto ARP - CLFRF.

1. Una persona que tenga una queja o queja sobre cualquier servicio o actividad con respecto al proyecto ARP - CLFRF, ya sea un ARP - CLFRF propuesto, en curso o completado, debe comunicarse con la Ciudad de Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271
2. El Secretario de la Ciudad transmitirá una copia de la queja o queja formal a la entidad que es objeto de la queja o queja y al la Ciudad Fiscal dentro de los cinco (5) días hábiles. después de la fecha de recepción de la queja o agravio.
3. La Ciudad completará una investigación de la queja o queja, si es posible, y proporcionará una respuesta por escrito oportuna a la persona que presentó la queja o queja dentro de los diez (10) días.
4. Si la investigación no se puede completar dentro de los diez (10) días hábiles de los 3 anteriores, se notificará a la persona que presentó la queja o queja, por escrito, dentro de los quince (15) días, cuando sea posible, después de recibir la queja o queja original y deberá detalle cuándo debe completarse la investigación.
5. Si es necesario, la queja y una copia por escrito de la investigación posterior se enviarán al ARP - CLFRF para su revisión y comentarios adicionales.
6. Si corresponde, proporcione copias de los procedimientos de quejas y respuestas a las quejas tanto en inglés como en español, o en otro idioma apropiado.

ASISTENCIA TÉCNICA

Cuando se solicite, la Ciudad proporcionará asistencia técnica a grupos que sean representativos de personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de fondos ARP - CLFRF. La ciudad, según las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, determinará el nivel y el tipo de asistencia.

DISPOSICIONES DE AUDIENCIA PÚBLICA

Para cada audiencia pública programada y conducida por la Ciudad, se observarán las siguientes disposiciones de audiencia pública:

1. El aviso público de todas las audiencias debe publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe publicarse en un periódico local. Cada aviso público debe incluir la fecha, la hora, el lugar y los temas que se considerarán en la audiencia pública. Un artículo de periódico publicado también se puede utilizar para cumplir con este requisito siempre que cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben colocarse en un lugar destacado en los edificios públicos y distribuirse a las autoridades locales de vivienda pública y otros grupos comunitarios interesados.
2. Cuando un número significativo de residentes que no hablan inglés forman parte del área de servicio potencial del proyecto ARP - CLFRF, los documentos vitales, como los avisos, deben publicarse en el idioma predominante de estos ciudadanos que no hablan inglés.

3. Cada audiencia pública se llevará a cabo en un momento y lugar convenientes para los beneficiarios potenciales o reales e incluirá adaptaciones para personas con discapacidades. Las personas con discapacidades deben poder asistir a las audiencias y la Ciudad debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se contactan al menos dos días antes de la audiencia.
4. Una audiencia pública que se lleve a cabo antes de la presentación de una solicitud ARP - CLFRF debe realizarse después de las 5:00 p.m. En un día laborable o en un horario conveniente los sábados o domingos.
5. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participe en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la preparación y presentación de una solicitud para un proyecto ARP - CLFRF:

1. Como mínimo, la Ciudad deberá celebrar al menos una (1) audiencia pública antes de presentar la solicitud al Departamento del Tesoro de los Estados Unidos.
2. La Ciudad conservará la documentación de los avisos de audiencia, una lista de las personas que asistieron a las audiencias, las actas de las audiencias y cualquier otro registro relacionado con el uso propuesto de fondos durante tres (3) años desde el cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552 del Código de Gobierno de Texas.
3. La audiencia pública incluirá una discusión con los ciudadanos como se describe en el manual de solicitud ARP - CLFRF aplicable para incluir, pero no se limita a, el desarrollo de las necesidades de desarrollo de vivienda y comunidad, la cantidad de fondos disponibles, todas las actividades elegibles bajo el ARP - Programa CLFRF, y el uso de fondos anteriores del contrato ARP - CLFRF, si corresponde. Se alentará a los ciudadanos, con especial énfasis en las personas de ingresos bajos y moderados que residen en barrios marginales y áreas deterioradas, a presentar sus puntos de vista y propuestas con respecto al desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deberán conocer el lugar donde pueden presentar sus opiniones y propuestas en caso de que no puedan asistir a la audiencia pública.
4. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participe en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en caso de que la Ciudad reciba fondos del programa ARP - CLFRF:

1. La Ciudad también deberá realizar una audiencia pública sobre cualquier cambio sustancial, según lo determine ARP - CLFRF, propuesto para ser realizado en el uso de fondos ARP - CLFRF de una actividad elegible a otra nuevamente utilizando los requisitos de notificación anteriores.
2. Una vez finalizado el proyecto ARP - CLFRF, la ciudad celebrará una audiencia pública y revisará el desempeño de su programa, incluido el uso real de los fondos ARP - CLFRF.
3. Cuando se pueda esperar razonablemente que un número significativo de residentes que no hablen inglés participe en una audiencia pública, ya sea para una audiencia pública relacionada con un cambio sustancial en el proyecto ARP - CLFRF o para el cierre del proyecto ARP - CLFRF, publique un aviso en ambos Inglés y Español, u otro idioma apropiado y proporcionar un intérprete en la audiencia para satisfacer las necesidades de los residentes que no hablan inglés.
4. La Ciudad conservará la documentación del proyecto ARP - CLFRF, incluidos los avisos de audiencia, una lista de las personas que asistieron a las audiencias, las actas de las audiencias y cualquier otro registro relacionado con el uso real de los fondos. por un período de tres (3) años a partir del cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552 del Código de Gobierno de Texas.

Mark Kobelan, Alcalde

Fecha

Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Piney Point Village agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment, and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by ARP - CLFRF grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in ARP - CLFRF funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by TREASURY to the Grant Recipient.
- G. Submit reports as required by TREASURY regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Piney Point Village we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Mark Kobelan, Mayor

Date

Sección 3 Política

De acuerdo con 12 USC 1701u la Ciudad de Piney Point Village acuerda implementar los siguientes pasos, que, en *la mayor medida posible*, proporcionarán capacitación, laboral empleo, y oportunidades de contratación para los residentes de la Sección 3 y las empresas de la Sección 3 de las áreas en las que se está llevando a cabo el programa / proyecto.

- A. Introducir y aprobar una resolución adoptando este plan como una política para esforzarse por alcanzar las metas de cumplimiento de las regulaciones de la Sección 3 al aumentar las oportunidades de empleo y contratación para los residentes y empresas de la Sección 3.
- B. Asignar deberes relacionados con la implementación de este plan al Oficial de Derechos Civiles designado.
- C. Notificar a los residentes de la Sección 3 y las inquietudes comerciales sobre posibles nuevos empleos y oportunidades de contratación a medida que se desencadenan por las subvenciones ARP - CLFRF mediante el uso de: Audiencias públicas y anuncios relacionados; avisos públicos; anuncios de licitación y documentos de licitación; notificación a organizaciones comerciales locales como la (s) Cámara (s) de Comercio o la Urban League; medios publicitarios locales, incluida la señalización pública; comités de área de proyecto y juntas asesoras ciudadanas; agencias de planificación regional; y todas las demás fuentes de referencia apropiadas. Incluya cláusulas de la Sección 3 en todas las solicitudes y contratos cubiertos.
- D. Mantener una lista de aquellas empresas que se han identificado a sí mismas como empresas de la Sección 3 para su utilización en adquisiciones financiadas por ARP - CLFRF, notificar a esas empresas sobre oportunidades contractuales pendientes y hacer que esta lista esté disponible para las necesidades generales de adquisiciones del Beneficiario de la Subvención.
- E. Mantenga una lista de aquellas personas que se han identificado a sí mismas como residentes de la Sección 3 y comuníquese con esas personas cuando haya oportunidades de contratación/capacitación disponibles a través del Beneficiario de la Subvención o los contratistas.
- F. Exigir que todos los contratistas y subcontratistas Prime con contratos de más de \$ 100,000 se comprometan con este plan como parte de su trabajo por contrato. Supervisar el desempeño de los contratistas con respecto al cumplimiento de los requisitos de la Sección 3 y exigir que presenten informes según lo requiera TREASURY al Beneficiario de la Subvención.
- G. Presentar informes según lo requiera TREASURY con respecto a la contratación con empresas de la Sección 3 y / o empleo a medida que ocurren; y presentar informes dentro de los 20 días posteriores al final del año fiscal federal (antes del 20 de octubre) que identifiquen y cuantifiquen las empresas y los empleados de la Sección 3.
- H. Mantener registros, incluidas copias de correspondencia, memorandos, etc., que documenten todas las acciones tomadas para cumplir con las regulaciones de la Sección 3.

Como funcionarios y representantes de la Ciudad de Piney Point Village, TX los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan y nos convertimos en parte de la implementación completa de este programa.

Mark Kobelan, Alcalde

Fecha

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), City of Piney Point Village hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of City of Piney Point Village to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of City of Piney Point Village to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. City of Piney Point Village will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Piney Point Village we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Mark Kobelan, Mayor

Date

Política de fuerza excesiva

De acuerdo con 24 CFR 91.325 (b) (6), la Ciudad de Piney Point Village por la presente adopta y hará cumplir la siguiente política con respecto al uso de fuerza excesiva:

1. Es la política de la Ciudad de Piney Point Village prohibir el uso de fuerza excesiva por parte de los organismos encargados de hacer cumplir la ley dentro de su jurisdicción contra cualquier individuo involucrado en manifestaciones no violentas de derechos civiles;
2. También es política de la Ciudad de Piney Point Village hacer cumplir las leyes estatales y locales aplicables contra la restricción física de la entrada o salida de una instalación o ubicación que sea objeto de manifestaciones no violentas de derechos civiles dentro de su jurisdicción.
3. La ciudad de Piney Point Village presentará y aprobará una resolución adoptando esta política.

Como funcionarios y representantes de la Ciudad de Piney Point Village los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan, y nos convertimos en parte de la implementación completa de este programa.

Mark Kobelan, Alcalde

Fecha

Section 504 Policy Against Discrimination
based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the United States Treasury American Rescue Plan, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Piney Point Village hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Treasury.
2. The City of Piney Point Village does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Piney Point Village recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Piney Point Village shall take continuing steps to notify participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the ARP - CLFRF program, City of Piney Point Village shall ensure that they are provided with the information necessary to understand and participate in the ARP - CLFRF program.
6. Grievances and Complaints
 - A. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Piney Point Village to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - B. Complaints should be addressed to: City Secretary, City of Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271, who has been designated to coordinate Section 504 compliance efforts.
 - C. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
 - D. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - E. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by City. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
 - F. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by City, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
 - G. The Section 504 coordinator shall maintain the files and records of the City of Piney Point Village relating to the complaint's files.
 - H. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City Piney Point Village within ten working days after the receipt of the written determination/resolution.

- I. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Treasury. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- J. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Piney Point Village complies with Section 504 and Treasury regulations.

Mark Kobelan, Mayor

Date

**Sección 504 Política contra la discriminación
basada en discapacidades y procedimientos de quejas**

De acuerdo con 24 CFR Sección 8, No discriminación basada en discapacidades en programas y actividades con asistencia federal del Plan de Rescate Estadounidense del Tesoro de los Estados Unidos, Sección 504 de la Ley de Rehabilitación de 1973, según enmendada (29 USC 794), y la Sección 109 de la Ley de Vivienda y Desarrollo Comunitario de 1974, según enmendada (42 USC 5309), la Ciudad de Piney Point Village adopta la siguiente política y procedimientos de quejas:

1. Prohibida la discriminación. Ninguna persona calificada con discapacidades en los Estados Unidos, únicamente por razón de su discapacidad, será excluida de la participación, se le negarán los beneficios o será objeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal de la Tesorería.
2. La Ciudad de Piney Point Village no discrimina por motivos de discapacidad en la admisión o acceso, tratamiento o empleo en sus programas y actividades con asistencia federal.
3. Los Ciudad de Piney Point Village materiales o publicaciones de reclutamiento de la deberán incluir una declaración de esta política en 1. arriba.
4. La ciudad de Piney Point Village tomará medidas continuas para notificar a los participantes, beneficiarios, solicitantes y empleados, incluidos aquellos con problemas de visión o audición, y sindicatos u organizaciones profesionales que tengan convenios colectivos o acuerdos profesionales con los destinatarios que no discrimina. la base de la discapacidad en violación de 24 CFR Parte 8.
5. Para las personas con discapacidades auditivas y visuales elegibles para recibir servicios o que puedan verse afectadas por el programa ARP - CLFRF, la ciudad de Piney Point Village se asegurará de que se les proporcione la información necesario para comprender y participar en el programa ARP - CLFRF.
6. Quejas formales y quejas
 - A. Cualquier persona que crea que ha sido objeto de discriminación por motivos de discapacidad puede presentar una queja conforme a este procedimiento. Es contra la ley que la Ciudad de Piney Point Village tome represalias contra cualquier persona que presente una queja o coopere en la investigación de una queja.
 - B. Las quejas deben dirigirse a: Secretario de la Ciudad, Ciudad de Piney Point Village, 7676 Woodway, Suite 300, Houston, TX 77063, 713-782-0271, quien ha sido designado para coordinar los esfuerzos de cumplimiento de la Sección 504.
 - C. Una queja debe presentarse por escrito o verbalmente, contener el nombre y la dirección de la persona que la presenta, y describa brevemente la supuesta violación de las regulaciones.
 - D. Una queja debe ser presentada dentro de los treinta (30) hábiles días después de que el demandante tenga conocimiento de la presunta violación.
 - E. Una investigación, según corresponda, seguirá a la presentación de una queja. La investigación será realizada por la ciudad. Las investigaciones informales pero exhaustivas brindarán a todas las personas interesadas y a sus representantes, si los hay, la oportunidad de presentar pruebas relevantes para una queja.
 - F. Una determinación escrita en cuanto a la validez de la queja y la descripción de la resolución, en su caso, será expedido por Ciudad, y una copia remitida al demandante con quince (15) hábiles días siguientes a la presentación de la demanda siempre que sea posible.
 - G. El coordinador de la Sección 504 mantendrá los archivos y registros de la Ciudad de Piney Point Village relacionados con los archivos de la queja.
 - H. El denunciante puede solicitar una reconsideración del caso en los casos en que no esté satisfecho con la determinación / resolución como se describe en f. encima. La solicitud de reconsideración debe hacerse a

la Ciudad de Piney Point Village en cuestión de diez de trabajo días después de la recepción de la resolución / resolución por escrito.

- I. El derecho de una persona a una resolución pronta y equitativa de la queja presentada a continuación no se verá afectado por la búsqueda de otros recursos por parte de la persona, como la presentación de una queja de la Sección 504 ante el Departamento del Tesoro de los EE. UU. La utilización de este procedimiento de quejas no es un requisito previo para la búsqueda de otros recursos.
- J. Estos procedimientos se interpretarán para proteger los derechos sustantivos de las personas interesadas, para cumplir con los estándares de debido proceso apropiados y asegurar que la Ciudad Piney Point Village cumpla con la Sección 504 y las regulaciones del Tesoro.

Mark Kobelan, Alcalde

Fecha

Fair Housing Policy

In accordance with Fair Housing Act, the City of Piney Point Village hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Piney Point Village agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Piney Point Village agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. City of Piney Point Village will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Piney Point Village, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Mark Kobelan, Mayor

Date

Política de vivienda justa

De acuerdo con la Ley de Vivienda Justa, la Ciudad de Piney Point Village por la presente adopta la siguiente política con respecto a Promover Afirmativamente la Vivienda Justa: La

1. La ciudad de Piney Point Village acuerda afirmar más opciones de vivienda justa para las siete clases protegidas (raza, color, religión , sexo, discapacidad, situación familiar y nacionalidad).
2. La ciudad de Piney Point Village acuerda planificar al menos una actividad durante el plazo del contrato para promover afirmativamente la vivienda justa.
3. La ciudad de Piney Point Village presentará y aprobará una resolución adoptando esta política.

Como funcionarios y representantes de la Ciudad de Piney Point Village los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan y nos convertimos en parte de la implementación completa de este programa.

Mark Kobelan, Alcalde

Fecha

CODE OF CONDUCT
CONFLICT OF INTEREST POLICY PERTAINING TO PROCUREMENT PROCEDURES

As a Grant Recipient of a federal or state grant contract (including ARP - CLFRF), the City of Piney Point Village shall avoid, neutralize, or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the federal or state grant contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Piney Point Village shall participate in the selection, award, or administration of a contract supported by federal or state grant funds (including ARP - CLFRF) if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer, or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Piney Point Village shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving federal or state grant funds (including ARP - CLFRF), that has any grant-related function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award, or that is required to complete some or all work under the federal or state grant contract in order to meet any National Program Objectives.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award (including ARP - CLFRF), or that is required to complete some or all work under the federal or state grant contract in order to meet a National Program Objective, that might potentially receive benefits from the federal or state grant award may not participate in the selection, award, or administration of a contract supported by federal or state grant funding.

Any alleged violations of these standards of conduct shall be referred to the City of Piney Point Village' Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Mark Kobelan, Mayor

Date

CÓDIGO DE CONDUCTA
POLÍTICA DE CONFLICTO DE INTERÉS RELATIVO A LOS PROCEDIMIENTOS DE
ADQUISICIÓN

Como beneficiario de una subvención de un contrato de subvención federal o estatal (incluido ARP - CLFRF), la ciudad de Piney Point Village deberá evitar, neutralizar o mitigar los conflictos de intereses reales o potenciales a fin de evitar una ventaja competitiva injusta o la existencia de roles en conflicto que puedan afectar el desempeño del contrato de subvención federal o estatal o afectar la integridad del proceso de adquisición.

Para la adquisición de bienes y servicios, ningún empleado, funcionario o agente de la Ciudad de Piney Point Village participará en la selección, adjudicación o administración de un contrato respaldado por fondos de subvención federales o estatales (incluido ARP - CLFRF) si él o ella tiene un conflicto de intereses real o aparente. Tal conflicto podría surgir si el empleado, funcionario o agente; cualquier miembro de su familia inmediata; su pareja; o una organización que emplea o está a punto de emplear a cualquiera de las partes indicadas en este documento, tiene un interés financiero o de otro tipo o un beneficio personal tangible de una empresa considerada para un contrato.

Ningún funcionario, empleado o agente de la Ciudad Piney Point Village solicitará o aceptará gratificaciones, favores o cualquier cosa de valor monetario de contratistas o firmas, contratistas potenciales o firmas, o partes de subacuerdos, excepto cuando el interés financiero no sea sustancial o el obsequio es un artículo no solicitado de valor intrínseco nominal.

Los contratistas que desarrollen o redacten especificaciones, requisitos, declaraciones de trabajo o invitaciones a licitaciones o solicitudes de propuestas deben ser excluidos de competir por tales adquisiciones.

Para todos los demás casos, ningún empleado, agente, consultor, funcionario o funcionario electo o designado del estado, o de una unidad del gobierno local general, o de cualquier agencia pública designada, o sub-beneficiarios que estén recibiendo fondos de subvenciones federales o estatales (incluyendo ARP - CLFRF), que tiene alguna función / responsabilidad relacionada con la subvención, o que está en posición de participar en un proceso de toma de decisiones u obtener información privilegiada, puede obtener un interés financiero o beneficiarse de la actividad de subvención federal o estatal.

Las restricciones de conflicto de intereses y los requisitos de adquisición identificados en este documento se aplicarán a una empresa que se beneficie, un proveedor de servicios públicos u otra entidad de terceros que esté recibiendo asistencia, directa o indirectamente, en virtud de un contrato o adjudicación de subvención federal o estatal, o que deba completar algunos o todos trabajan bajo el contrato de subvención federal o estatal para cumplir con los Objetivos del Programa Nacional.

Cualquier persona o entidad, incluida cualquier empresa que se beneficie, proveedor de servicios públicos u otra entidad de terceros que esté recibiendo asistencia, directa o indirectamente, en virtud de un contrato o adjudicación de subvención federal o estatal (incluido ARP - CLFRF), o que deba completar algunos o Todo el trabajo bajo el contrato de subvención federal o estatal para cumplir con un Objetivo del Programa Nacional, que potencialmente podría recibir beneficios de la subvención federal o estatal, no puede participar en la selección, adjudicación o administración de un contrato respaldado por una subvención federal o estatal. fondos.

Cualquier presunta violación de estos estándares de conducta será referida a la Ciudad de Piney Point Village. Abogado de. Cuando parezca que se han producido infracciones, el empleado, funcionario o agente infractor estará sujeto a medidas disciplinarias, que incluyen, entre otras, el despido o la transferencia; cuando las violaciones o infracciones parezcan ser de naturaleza sustancial, el asunto puede remitirse a los funcionarios correspondientes para una investigación penal y un posible enjuiciamiento.

Mark Kobelan, Alcalde

Fecha

Limited English Proficiency Plan

Grantee: City Piney Point Village
Community Population: 3,128
LEP Population: 4.5%
Languages Spoken:

1. By more than 5% of the eligible population or beneficiaries and has more than 50 in number; or Spanish
2. By more than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or
3. By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.

Program activities to be accessible to LEP persons:

- Public notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded projects.
 - Publications regarding ARP - CLFRF applications, grievance procedure, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and other vital hearings, documents, and program requirements.
- N/A Other program documents:

Resources available to Grant Recipient:

- Translation services: City will retain translation services upon request.
 - Interpreter services: City will retain translation services upon request.
- N/A Other resources:

Language assistance to be provided:

- Translation (oral and/or written) of advertised notices and vital documents for: City will provide translated documents upon request and retain services to accommodate populations with limited English proficiency.
- Referrals to community liaisons proficient in the language of LEP person: City will identify community liaisons that will assist to provide accommodations to LEP person and provide these services upon request.
- Public meetings conducted in multiple languages: City will conduct public meetings in multiple languages upon request.
- Notices to recipients of the availability of LEP services: City will reference the availability of accommodations in public notices and post documents to accommodate LEP persons in public buildings.

N/A Other Services:

Mark Kobelan, Mayor

Date

Plan de Dominio Limitado del Inglés

Beneficiario del: Village	Ciudad de Piney Point
Población Comunitaria:	3,128
Población LEP:	4.5%
Idiomas Hablados:	
1. Por más del 5% de la población elegible o beneficiarios y tiene más de 50 en número; o	Española
2. Por más del 5% de la población elegible o beneficiarios pero tiene menos de 50 o menos en número; o	
3. Por más de 1,000 personas en la elegible población en el área del mercado o entre los beneficiarios actuales.	

Las actividades del programa deben ser accesibles para las personas LEP:

- Avisos públicos y audiencias con respecto a las solicitudes de financiamiento de subvenciones, enmiendas a las actividades del proyecto y finalización de proyectos financiados por subvenciones.
- Publicaciones sobre solicitudes ARP - CLFRF, procedimiento de quejas, procedimientos de quejas, respuestas a quejas, avisos, avisos de derechos y acción disciplinaria, y otras audiencias, documentos y requisitos del programa vitales.

N / A Otros documentos del programa:

Recursos disponibles para el beneficiario de la subvención:

- Servicios de traducción: La ciudad retendrá los servicios de traducción a pedido.
- Servicios de intérprete: la ciudad contratará los servicios de traducción a pedido.

N / A Otros recursos:

Se proporcionará asistencia con el idioma:

- Traducción (oral y / o escrita) de avisos publicitarios y documentos vitales para: La ciudad proporcionará documentos traducidos a pedido y retendrá los servicios para adaptarse a las poblaciones con dominio limitado del inglés.
- Referencias a enlaces comunitarios que dominen el idioma de la persona LEP: la ciudad identificará a los enlaces comunitarios que ayudarán a proporcionar adaptaciones a la persona LEP y proporcionarán estos servicios a pedido.
- Reuniones públicas realizadas en varios idiomas: la ciudad llevará a cabo reuniones públicas en varios idiomas a pedido.
- Avisos a los destinatarios de la disponibilidad de servicios LEP: la ciudad hará referencia a la disponibilidad de adaptaciones en avisos públicos y publicará documentos para alojar a personas LEP en edificios públicos.

N / A Otros servicios:

Mark Kobelan, Mayor

Fecha

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on a Fair Housing month Proclamation.

Agenda Item: 10

**Fair Housing Month Proclamation
Proclamation of April as Fair Housing Month**

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of Piney Point Village, do proclaim April as Fair Housing Month in the City of Piney Point Village and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

IN WITNESS WHEREOF we have affixed our signatures and seal on this the 27th day of June 2022.

Mark Kobelan, Mayor
Piney Point Village, Texas

Karen Farris, City Secretary
Piney Point Village, Texas

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.06.27C declaring the City's American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF) as Revenue loss as described by the ARPA-CLFRF Final Rule issued b the U.S. Department of the Treasury.

Agenda Item: 11

RESOLUTION NO. 2022.06.27C

A RESOLUTION OF THE CITY COUNCIL OF PINEY POINT, TEXAS, AUTHORIZING THE CLASSIFICATION OF THE PINEY POINT VILLAGE AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) ALLOCATION AS REVENUE LOSS UNDER THE U.S. DEPARTMENT OF THE TREASURY’S FINAL RULE’S STANDARD ALLOWANCE FOR THE PROVISION OF GOVERNMENT SERVICES.

WHEREAS, the City Council of Piney Point Village desires to develop a transparent and viable program to ensure funding and program identification are clearly discussed and presented that will allow the City to recover and respond to the COVID-19 Pandemic; and

WHEREAS, the U.S. Department of the Treasury issued new guidance through the Final Rule which allows communities to adopt a “standard allowance” of revenue loss for their ARPA-CLFRF allocation;

WHEREAS, the Final Rule allows communities to use funds declared as revenue loss on the provision of government services;

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

1. Approves the classification of the Piney Point Village American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund allocation as revenue loss under the U.S. Department of the Treasury’s Final Rule’s standard allowance for the provision of government services.

Passed and approved this 27th day of June 2022.

Mark Kobelan, Mayor
Piney Point Village, Texas

Karen Farris, City Secretary
Piney Point Village, Texas

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.06.27D approving the City's Recovery Plan for the American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).

Agenda Item: 12

RESOLUTION NO. 2022.06.27D

A RESOLUTION OF THE CITY COUNCIL OF PINEY POINT VILLAGE, TEXAS, AUTHORIZING THE APPROVAL OF THE PINEY POINT VILLAGE RECOVERY PLAN ASSOCIATED WITH THE IMPLEMENTATION OF THE CITY'S AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF) ALLOCATION.

WHEREAS, the City Council of Piney Point Village desires to develop a transparent and viable program to ensure funding and program identification are clearly discussed and presented that will allow the City to recover and respond to the COVID-19 Pandemic; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of Piney Point Village to approve the Recovery Plan to utilize and implement ARPA - CLFRF funding;

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

1. Approves the Piney Point Village Recovery Plan

Passed and approved this 27th day of June, 2022.

Mark Kobelan, Mayor
Piney Point Village, Texas

Karen Farris, City Secretary
Piney Point Village, Texas

COVID-19 Pandemic Relief Recovery Plan

City of Piney Point Village, Texas



American Rescue Plan Act of 2021
Coronavirus Local Fiscal Recovery Fund

Adopted xx

ARPA BACKGROUND

Since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 30 million and killed over 550,000 Americans. The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs. In April 2020, the national unemployment rate reached its highest level in over seventy years following the most severe month-over-month decline in employment on record. As of April 2021, there were still 8.2 million fewer jobs than before the pandemic. During this time, a significant share of households have faced food and housing insecurity. Economic disruptions impaired the flow of credit to households, State and local governments, and businesses of all sizes. As businesses weathered closures and sharp declines in revenue, many were forced to shut down, especially small businesses.

Amid this once-in-a-century crisis, State, territorial, Tribal, and local governments (State, local, and Tribal governments) have been called on to respond at an immense scale. Governments have faced myriad needs to prevent and address the spread of COVID-19, including testing, contact tracing, isolation and quarantine, public communications, issuance and enforcement of health orders, expansions to health system capacity like alternative care facilities, and in recent months, a massive nationwide mobilization around vaccinations. Governments also have supported major efforts to prevent COVID-19 spread through safety measures in settings like nursing homes, schools, congregate living settings, dense worksites, incarceration settings, and public facilities.

At the same time, State, local and Tribal governments launched major efforts to address the economic impacts of the pandemic. These efforts have been tailored to the needs of their communities and have included expanded assistance to unemployed workers; food assistance; rent, mortgage, and utility support; cash assistance; internet access programs; expanded services to support individuals experiencing homelessness; support for individuals with disabilities and older adults; and assistance to small businesses facing closures or revenue loss or implementing new safety measures.

In responding to the public health emergency and its negative economic impacts, State, local, and Tribal governments have seen substantial increases in costs to provide these services, often amid substantial declines in revenue due to the economic downturn and changing economic patterns during the pandemic. Facing these budget challenges, many State, local, and Tribal governments have been forced to make cuts to services or their workforces, or delay critical investments. From February to May of 2020, State, local, and Tribal governments reduced their workforces by more than 1.5 million jobs and, in April of 2021, State, local, and Tribal government employment remained nearly 1.3 million jobs below pre-pandemic levels. These cuts to State, local, and Tribal government workforces come at a time when demand for government services is high, with State, local, and Tribal governments on the frontlines of fighting the pandemic. Furthermore, State, local, and Tribal government austerity measures can hamper overall economic growth, as occurred in the recovery from the Great Recession.

Finally, although the pandemic's impacts have been widespread, both the public health and economic impacts of the pandemic have fallen most severely on communities and populations disadvantaged before

it began. Low-income communities, people of color, and Tribal communities have faced higher rates of infection, hospitalization, and death, as well as higher rates of unemployment and lack of basic necessities like food and housing. Pre-existing social vulnerabilities magnified the pandemic in these communities, where a reduced ability to work from home and, frequently, denser housing amplified the risk of infection. Higher rates of pre-existing health conditions also may have contributed to more severe COVID-19 health outcomes. Similarly, communities or households facing economic insecurity before the pandemic were less able to weather business closures, job losses, or declines in earnings and were less able to participate in remote work or education due to the inequities in access to reliable and affordable broadband infrastructure. Finally, though schools in all areas faced challenges, those in high poverty areas had fewer resources to adapt to remote and hybrid learning models. Unfortunately, the pandemic also has reversed many gains made by communities of color in the prior economic expansion.

OPPORTUNITY FOR CITY OF PINEY POINT VILLAGE

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Within this legislation, 16 Section 9901 of ARPA amended Title VI of the Social Security Act 17 (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (CRF).

Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Section 602 and section 603 contain the same eligible uses; the primary difference between the two sections is that section 602 establishes a fund for States, territories, and Tribal governments and section 603 establishes a fund for metropolitan cities, non-entitlement units of local government, and counties. Sections 602(c)(1) and 603(c)(1) provide that funds may be used:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

The ARPA provides a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. First, payments from the Fiscal Recovery Funds help to ensure that State, local, and Tribal governments have the resources needed to continue to take actions

to decrease the spread of COVID-19 and bring the pandemic under control. Payments from the Fiscal Recovery Funds may also be used by recipients to provide support for costs incurred in addressing public health and economic challenges resulting from the pandemic, including resources to offer premium pay to essential workers, in recognition of their sacrifices over the last year. Recipients may also use payments from the Fiscal Recovery Funds to replace State, local, and Tribal government revenue lost due to COVID-19, helping to ensure that governments can continue to provide needed services and avoid cuts or layoffs. Finally, these resources lay the foundation for a strong, equitable economic recovery, not only by providing immediate economic stabilization for households and businesses, but also by addressing the systemic public health and economic challenges that may have contributed to more severe impacts of the pandemic among low-income communities and people of color.

Within the eligible use categories outlined in the Fiscal Recovery Funds provisions of ARPA, State, local, and Tribal governments have flexibility to determine how best to use payments from the Fiscal Recovery Funds to meet the needs of their communities and populations. Eligible uses of ARPA funds build on eligible expenditures under the CRF, including some expansions in eligible uses to respond to the public health emergency, such as vaccination campaigns. They also reflect changes in the needs of communities, as evidenced by, for example, nationwide data demonstrating disproportionate impacts of the COVID-19 public health emergency on certain populations, geographies, and economic sectors. Implementation of the Fiscal Recovery Funds also reflect the importance of public input, transparency, and accountability.

ARPA ALLOCATION

The ARPA-CLFRF provides \$19.53 billion to states for distribution to Non-entitlement Units of local Government (NEUs). The Act further requires that a State is required to allocate and distribute the Local Fiscal Recovery Fund payment received from Treasury to each NEU in the State an amount that bears the same proportion to the amount of such payment as the population of the NEU bears to the total population of all the NEUs in the State.¹ However, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020

Based on this methodology, City of Piney Point Village received an allocation of \$853,375.00 paid out in two tranches. Tranche No. 1 is \$426,687.50 with Tranche No. 2. In the amount of \$426,687.50. The City might receive supplemental funds from an allocation of funds pooled from NEUs in Texas that did not request or declined their ARPA-CLFRF allocation.

On July 1, 2021, the Texas Division of Emergency Management (TDEM) announced they would be the state agency in charge with distributing NEU allocations – as detailed by the legislation, the state is required to distribute NEU allocations and not the U.S. Treasury. Following the July 1st announcement, TDEM opened their Grant Management System (GMS) portal and the City officially requested their first tranche. The second tranche can be requested approximately twelve months from the receipt of the first tranche.

NEED IN CITY OF PINEY POINT VILLAGE

Based on the American Community Survey (ACS) 2019 5-year estimate, the City of Piney Point Village is currently home to approximately 3,200 residents. Situated in Southeast Texas, the city is surrounded by the cities of Houston, Bunker Hill Village, Hunters Creek Village, and Hedwig Village. The City is urban in nature. Further demographic analysis of the city lists the following critical statistics:

- Poverty Rate for children under 18: 1.4% (ACS 5-year estimate data table DP03)
- Language spoken at home other than English: 24.1% (ACS 5-year estimate data table DP02)
- Disability: 3.6% (ACS 5-year estimate data table DP02)
- Without Health Insurance: 2.6% (ACS 5-year estimate data table DP03)
- Unemployment Rate: 47% (ACS 5-year estimate data table DP03)
- Per Capita Income: \$120,401.00 (ACS 5-year estimate data table DP03)

Data collected from the Low-to-Moderate Income Statistical Data (LMISD) shows the city to have .07% LMI population with multiple block groups with the surrounding area of the city which are equal to or greatly exceed HUD's 51% LMI threshold to be deemed disadvantaged. The collection of this data suggests that the city has a need for pandemic assistance.

RECOVERY GOALS AND OBJECTIVES

The purpose of the recovery plan is to create transparency and accountability of the fund's designation and expenditure. City of Piney Point Village seeks to establish the following goals and objectives to determine the greatest need and best use of funds:

Goal #1: Sustainable Recovery Identification

Objective #1: Coordinate with local stakeholders about recovery needs.

Objective #2: Develop projects and programs that aid in recovery efforts.

Goal #2: Transparent Process

Objective #1: Create a recovery plan with a detailed assessment and implementation schedule.

Objective #2: Adopt a recovery plan and publish for public consumption.

Objective #3: Develop period reporting that tracks recovery activities and makes them available to the public.

Goal #3: Implement recovery

Objective #1: Develop program implementation processes for tracking reporting.

Objective #2: Develop program/project delivery schedules to ensure funds are allocated timely.

Objective #3: Monitor and document recordkeeping for audit and accountability requirements.

Goal #4: Finalize Recovery

Objective #1: Develop a final recovery report that details performance and fund utilization.

Objective #2: Present a final report to the governing body for review and approval.

Objective #3: Make the final report available to the public.

City of Piney Point Village understands the federal requirements which govern these funds and will adhere to all applicable laws and regulations. Moreover, the City seeks to establish a program which guides program/project implementation that clearly details program/projects needs and justification as well as the process implementation that will be followed to ensure transparency and accountability.

IMPLEMENTING ARPA

The ARPA-CLFRF is a direct allocation with a broad range of eligible uses. Additionally, the published regulatory guidance is rather vague in some instances and clear in others. For these reasons the following procedures have been established to ensure consistent management practices for this funding and transparent records to validate compliance with the federal requirements. To this end, we believe the following implementation practices will apply:

- 2 CFR 200 - This includes all applicable sections of the code with special attention placed on the sections related to Methods of Procurement, Financial Management, Monitoring, Reporting and Audit Requirements.
- Davis Bacon and Related Acts (DBRA) - Options are presented by the Treasury's guidance that encourage fair labor provisions for constructed projects. However, the most practical for implementation, reporting and tracking are those related to DBRA.
- Civil Rights & Fair Housing - References within the Treasury's guidance are made to ensure funds are allocated to areas that have been disproportionately impacted by the COVID-19 Pandemic. The associated Terms and Conditions for fund distribution reflect adherence to Title VI of the Civil Rights Act of 1964. Implementation will ensure civil rights and fair housing activities are met and that funds are utilized in a fair and equitable manner.
- Uniform Relocation Act (URA) - It is understood that construction projects that require the acquisition of real property for designated and eligible uses must follow URA requirements and proper notification, valuation, and documentation will be necessary.
- Environmental Review - The Treasury has made clear in the various iterations of the Frequently Asked Questions (FAQ) that National Environmental Policy Act provisions do not apply to the administration of these funds unless these funds are combined with other federal funds where such provisions do apply. However, it is noted in the Terms and Conditions for fund distribution to follow all generally applicable federal laws and regulations. Due to the conflicting statements, and the general lack of clarity from the Treasury on the environmental review process, for construction projects a preliminary environmental review will be conducted to determine general environmental impacts. Based on these findings, on a per project basis, additional assessment will be conducted to determine the necessity for historic preservation, biological surveys, wetlands delineation, and USACE permitting.
- Reporting - The City is subject to reporting requirements directly to the Treasury. Specific reporting requirements as outlined by the Treasury include annual reports due at the end of April beginning April 30, 2022.

- Financial Management - Records will be maintained according to the Generally Accepted Accounting Principles (GAAP) best practices. Included in this process are the development of financial ledgers, Purchase Order (PO), invoice and receipt review and payment, aligned with all applicable source and back-up documentation to procurement, contracting, and payments that comply with the applicable financial requirements as stated in 2 CFR 200.
- Procurement & Contracting - The City will comply with the local government code for procurement and contracting where applicable. However, it is noted that 2 CFR 200.320 Methods of Procurement will be followed in the implementation of these funds.

Administrative guidance is expected to evolve and modifications to implementation practices will be made accordingly. However, the proposed implementation strategy is to identify and utilize processes which require the most stringent management practices (similar to CDBG and FEMA implementation).

PROJECT IDENTIFICATION

The following project listing represents the City’s proposed projects for ARPA-CLFRF. The table includes the project title, priority ranking, estimated budget, project schedule, and eligibility category according to the ARPA-CLFRF, as well as the justification of the project for expenditure using these funds. Appendix I includes the detailed project description and funding justification for each project.

The intent of this project listing is to provide a prioritized list of projects to select from. While this is not an exhaustive list of projects, it does represent eligible uses that would be critical to the overall City recovery efforts. Additionally, the listing of projects exceeds the total allocation to the city, however it is presented here for evaluation purposes. The ranking order may change based on project costs and timeframes which will impact the final selection of projects.

<u>Project</u>	<u>Estimated Cost</u>	<u>Schedule</u>	<u>Eligibility</u>
96-inch CMP Replacement Project	\$853,375.00	TBD	Provision of Government Services
Total	\$853,375.00	TBD	

Based on the projects listed above, the city has identified and prioritized one (1) project totaling \$853,375.00. The acceptance of this Recovery Plan does not commit the city to these expenditures. Rather, the Recovery Plan details the total list of potential expenditures that are aligned with eligible activities and project costs as defined by the Treasury.

The projects detailed in the tables above are based on preliminary assessments of need and may be subject to change if the project is officially pursued. The City deems all listed projects to be in line with the Treasury’s guidance on project identification and eligibility. Significant changes to proposed projects may require an amendment to the Recovery Plan, but minor changes in scope and budget will not necessitate an amendment.

The City recognizes the federal regulations associated with the implementation of these funds and deems any professional service that assists with the management, implementation, planning, design, feasibility, and any other direct and indirect activities necessary in the compliance of the ARPA-CLFRF. To that end, the City will comply with applicable procurement of professional services to document and justify their costs.

REVENUE LOSS CALCULATION

For administrative ease, the City of Piney Point Village has decided to not calculate revenue loss under the new methodology provided by the U.S. Department of the Treasury's Final Rule and it will declare its entire ARPA-CLFRF allocation as revenue loss under the "standard allowance" provision.

SCHEDULE FOR ARPA FUNDS

The Treasury has implemented a general fund obligation and expenditure timeline. As a recipient of an award, the City may use ARPA-CLFRF funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred prior to March 3, 2021 are not eligible, as provided for in Treasury's Interim Final Rule.

Projects detailed in the section above have varying project schedules ranging from twelve (12) to twenty-four (24) months. Project schedules may either be advanced or delayed depending on various factors, including, but not limited to: market conditions, material costs and supply chain delays, scope modification, design delays, permitting, and environmental coordination and compliance.



APPENDIX I

Project Title:	96-inch CMP Replacement Project		
Project Description:	The project generally consists of the removal of an existing 96" corrugated metal storm sewer pipe along the east side of S. Piney Point Road from Carlton Park Ct to Buffalo Bayou and replacement with approximately 600 linear feet of 9'x9' reinforced box culvert. Other items associated with the work include clearing and grubbing of the project area of existing trees and vegetation, the removal and replacement of storm sewer inlets and pipes to drain the right-of-way, and bank stabilization at the project outfall.		
Cost Estimate:	\$853,375.00	Project Schedule:	NA
Requesting Department:	Public Works	Eligibility Category:	Provision of Government Services
Funding Justification:	Under the guidance of the Final Rule issued by the U.S. Department of the Treasury, the City of Piney Point Village has elected to declared the entirety of its allocation as revenue loss. This project will be classified as the provision of government services as defined in the Final Rule.		

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discuss and Designate an Alternate Board of Adjustment Member.

Agenda Item: 13

The Board of Adjustment (BOA) is the official quasi-judicial body designated by local ordinance to hear and decide on property owner applications for variances from the terms of the zoning ordinance and appeals not otherwise permitted under the property's specific zoning category within in the City.

The Board of Adjustment is composed of nine persons: five members and four alternates. Currently, we have an alternate position vacant. The chairman of the Board of Adjustment, Lawrence Chapman, is recommending Britton Holland as an alternate member.

Britton Holland lives in Tynewood and he is interested in being on the BOA. Britton was introduced to Mr. Chapman by Roland Sauermann, a longtime member of the Board. Mr. Chapman would appreciate Council's consideration for Mr. Holland to serve as an alternate member of the Board.

BOARD OF ADJUSTMENT

The Board of Adjustment is appointed by City Council. The primary purpose of the Board of Adjustment is to make a determination regarding variances from the City's zoning ordinance. The members are volunteer residents from the city.

Members of the current Board of Adjustments are the following:

Chairman	Lawrence Chapman
Member	Vickie Driscoll
Member	Roland Sauermann
Member	Kevin F. Risley
Member	Scott Bender
Member	John Brennan
Member	Michael Cooper
Alternate Member	Zeb Nash

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discuss and Take Possible Action on an Ordinance Regarding Impervious Coverage.

Agenda Item: 14

Council requested this item to be placed on the agenda to further discuss the ordinance that defines and requires lots to maintain a limit on impervious structures.

Sec. 74-244 of the Code defines impervious surface:

- Impervious surface shall be any material applied to the surface of land which does not permit the natural infiltration or passage of water into the ground.

Sec. 74-244 of the Code includes the following regulations:

- Not to Exceed 30 Percent of Lot Area:
 - Building Area exclusive of driveways and uncovered walkways.
- Not to Exceed 50 Percent of Lot Area:
 - Building Area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces).

Discussion:

It is the established practice that impervious areas include any surface material that is not natural grass or vegetation. This item is up for discussion to determine if Council is to consider expanding the definition of permeable to include additional surfaces such as gravel or synthetic grass. Discussion should include limitations to any proposed surface additions as permeable surfaces to preserve the current natural aesthetics of the city. Clearly, the city would not want an unsought outcome where an entire lawn to be reconditioned to synthetic or allow any lot to be covered entirely by gravel.

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.06.27 approving certain persons to be authorized to function as signatories on city accounts at Amegy Bank.

Agenda Item: 15

RESOLUTION NO. 2022.06.27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS, APPROVING CERTAIN PERSONS TO BE AUTHORIZED TO ACT AS SIGNATORIES ON CITY ACCOUNTS AT AMEGY BANK, THE CITY'S BANKING DEPOSITORY.

* * * * *

WHEREAS, the official depository for City funds is Amegy Bank; and

WHEREAS, pursuant to its depository contract with Amegy Bank, the governing body of the City shall designate persons authorized to act as signatories for checks or other instruments that provide for withdrawals from the various accounts of the City at such bank; now therefore;

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

Section 1. That Mayor Mark Kobelan, Councilmember Michael Herminghaus, and City Administrator Robert Pennington are hereby authorized to act as signatories on the various accounts of the City, in accordance with the terms and conditions of the depository contract.

Section 2. The City Secretary is hereby authorized and directed to cause a true and correct copy of this Resolution to be served upon Amegy Bank

PASSED, APPROVED, and RESOLVED this 27 day of June, 2022.

Mark Kobelan, Mayor

ATTEST

Karen Farris, City Secretary

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discuss and Take Possible Action on a Replacement for the Municipal Court Prosecutor.

Agenda Item: 16

The Municipal Prosecution represents the State of Texas in all cases that are filed in municipal court. In municipal court the majority of cases are, criminal in nature, punishable by a fine only, and involve the violation of a state law or the code of ordinances.

Cities may, but are not required to, have an elected or appointed city attorney, but cities that opt to have a municipal court are required by state law to have an attorney who is legally authorized to prosecute. A municipal court requires—at a minimum—a judge, prosecutor, and court clerk. Note that nothing in state law governs the appointment or removal of a municipal prosecutor.

After meeting with Judge Klevenhagen and further discussing with David Olson, it is recommended that we employ Chris Gore as Prosecutor. Mr. Gore is a Houston criminal defense lawyer and Member of the Texas Criminal Defense Lawyers Association and Harris County Municipal Justice Bar Association. He is currently serving as prosecutor for Bunker Hill and Spring Valley.

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discuss and Take Possible Action on an Ordinance Concerning the Amount of Penalty for the Signaling of a False Burglar Alarm.

Agenda Item: 17

The purpose of this item is for Council to discuss and take any action on amending the for Ordinances pertaining to penalty on false fire alarms. A false fire alarm is essentially a signal from a fire alarm system that is not specifically alarmed by a fire and tie up fire department resources. Included with this item is an ordinance amending the existing ordinance to recoup service cost from invalid calls for service.

The amendment includes the following changes:

1. Changing the penalty fee on the number of false alarms greater than 3 (currently 6) within a 12-month period.
2. Penalty of \$50 for 3-5 false alarms.
3. Penalty of \$75 for 6-7 false alarms.
4. Penalty of \$10 for 8 or more false alarms.
5. Penalty of \$250.00, if a person does not obtain an alarm permit.
6. Penalty of \$250.00, if a person, other than a licensed law enforcement or security officer reports a false alarm.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 22 OF THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, TEXAS, BY DELETING SECTION 22-35 IN ITS ENTIRETY AND ADDING A NEW SECTION 22-35, ESTABLISHING PENALTIES FOR THE SIGNALING OF A FALSE ALARM BY A BURGLAR ALARM SYSTEM; PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.

* * * * *

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

Section 1. That Section 22-35 be deleted in its entirety and a new Section 22-35 be added to provide as follows:

“Article II. – ALARMS

* * *

Sec. 22-35. – False alarm penalties.

* * *

(a) In addition to the fees for issuance or renewal of a permit, permit holders shall pay a penalty for the signaling of a false alarm by a burglar alarm system if at least ~~six~~ three other false alarms have occurred during any calendar year. The amount of the penalty for the signaling of a false alarm shall be:

- (1) \$50.00, if the location has had ~~six~~ more than three but fewer than six other false alarms in ~~such calendar year~~ the preceding 12-month period;
- (2) \$75.00, if the location has had ~~seven~~ more than five but fewer than eight other false alarms in ~~such calendar year~~ the preceding 12-month period; ~~or~~
- (3) \$100.00, if the location has had eight or more other false alarms in ~~such calendar year~~ the preceding 12-month period; ~~or~~

(4) \$250.00, if a person does not obtain an alarm permit in accordance with this Article and the location has a false alarm; or

(5) \$250.00, if a person, other than a licensed law enforcement or security officer under Chapter 1702 of the Occupations Code, reports or facilitates the reporting of a false alarm.”

(3)

(b) A penalty provided for under this Section shall not apply if reasonable proof of possible criminal activity recorded by an alarm system is provided to the City, or an agency inspecting the premises on behalf of the City, before the inspection of the premises by the City or such agency.

(c) A penalty provided for under this Section shall not apply to a licensed law enforcement or security officer under Chapter 1702 of the Occupations Code.

Section 2. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

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.

Section 4. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED on first and final reading this ___th day of _____, 2022.

Mark Kobelan
Mayor

ATTEST:

Karen Farris
City Secretary

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discussion Concerning Sign Ordinance.

Agenda Item: 18

Members of Council have requested further discussion on our sign ordinance and regulation. In addition, the municipal sign ordinance has been recently challenged in the US Supreme Court in favor of city regulation.

Advertisement in Piney Point is prohibited:

- Signs shall contain the words "For Sale" and the phone number only.
- One double-sided "For Sale" sign per lot.
- No "For Sale" sign shall be located upon or within 20 feet from any public or private street right-of-way.
- Signs shall not exceed 2 sq. ft. (12"x24").
- Signs shall have white background and dark green or black letters or numerals.
- Letters and numerals shall not exceed 2" in height.
- Sign support or frame shall not exceed 36" in height.
- Sign frames shall be constructed of steel, metal or wrought iron.
- Sign may contain the word "Agent or Broker" and the license number of agent or broker.

City of Austin, Texas v. Reagan National Advertising of Austin, LLC:

The U.S. Supreme Court recently ruled in the case of the City of Austin v. Reagan National Advertising in favor of the City of Austin. Austin's regulation of off-premise signage is ruled as content-neutral measure designed to serve safety and esthetic interests, consistent with thousands of similar regulations nationwide, including the Federal Highway Beautification Act.

Exhibits:

- Code of Ordinances Section 74-281.

Sec. 74-281. - Permitted signs.

- (a) *Institutional signs.* Signs on land used for church, school or other permitted institutional uses shall be permitted only as provided below:
- (1) Within a required front yard:
 - a. Not more than one ground sign having a total sign face area not exceeding 60 square feet, and not exceeding five feet in height above the adjacent grade; and
 - b. Not more than two ground signs having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
 - (2) Within a side or a rear yard adjacent to a street having a driveway connection, not more than one ground sign having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
- (b) *Subdivision signs.* Not more than one ground sign identifying a subdivision if the sign does not exceed 16 square feet in sign face area, is of subdued design and color, is not over three feet in height above the average level of the ground in the general vicinity, contains only the name of the subdivision in which it is located, does not impede traffic visibility or constitute a traffic hazard, is maintained in good condition by the residents of the subdivision to which it applies, is located within the subdivision to which it applies, and otherwise complies with all regulations established herein, is permitted.
- (c) *Lot signs.*
- (1) Not more than one portable, double-face "For Sale" sign may be erected and maintained on a lot or tract of land, which sign may contain, in addition to the words "For Sale" or "For Lease," only a telephone number and, if the property owner is represented by a real estate agent or broker, the word "Agent" or "Broker" and the agent's or broker's license number. If the owner is also a real estate agent or broker, the words "Owner-Broker" or "Owner-Agent" may also be included. In addition, the sign structure for a "For Sale" sign shall have a steel, metal or wrought iron support, painted either dark green or black, and the sign face shall be white with dark green lettering. The sign face of a "For Sale" sign shall not exceed two square feet, and the sign, including any part of the sign structure, shall not exceed three feet in height. Lettering or numerals on any such sign shall not exceed two inches in height. No "For Sale" sign authorized by this subsection shall be located upon or within 20 feet of any public or private street or public or private roadway right-of-way.
 - (2) In lieu of a portable "For Sale" sign as hereinabove described, a lot owner may place not more than one window sign not exceeding four square feet in sign area; however, no window sign erected in lieu of a portable "For Sale" sign shall contain any message not otherwise allowed for a portable "For Sale" sign, nor contain letters or numerals which exceed four inches in height.

(Ord. No. 647, § 5.5, 6-25-84; Ord. No. 795, § 2(5.5), 4-22-96; Ord. No. 885, § 34, 8-26-02)

Cross reference— Subdivisions, ch. 50.

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Discuss and Take Possible Action on the Proposed Greenbay Beautification Design.

Agenda Item: 19

The city is exploring a proposal for landscaping the right-of-way on Greenbay Street between Memorial Drive and Piney Point Road. It is recommended that the proposed plan includes a basic concept plan and design for potential trail and planting enhancements along the entire length of the right-of-way. The design is to achieve enhancements that buffer and complement adjoining residences as well as retain existing vegetation. The project is to consult with adjoining residents to extend best methods in protecting adjacent property.

This item includes exhibits on Proposals for Professional Services. Note that this project remains exploratory with expectations of proposed expenditures less than \$50,000. Expenditures will be supported under capital outlay allocation within the General Fund.

Agenda Item Includes:

- A. White Oak Studio Proposal
- B. Moss Landscaping Proposal



WHITE OAK STUDIO
LANDSCAPE ARCHITECTURE

June 20, 2022

City of Piney Point Village
7676 Woodway, Suite 300
Houston, Texas 77063
Attn: Mark Kobelan, Mayor - mark@ppvcouncil.org
and Brian Thompson - bthompson@thompsoncustomhomes.com

RE: Proposal for Professional Services: Greenbay Trail

Dear Mr. Kobelan and Mr. Thompson,

We are pleased to provide this proposal to work with the City of Piney Point Village to prepare concept design and refined design drawings for trail and planting enhancements along Greenbay Street between Memorial Drive and Piney Point Road. This proposal outlines our understanding of the project, our scope of services and compensation.

PROJECT UNDERSTANDING

The City of Piney Point Village (Piney Point) wants to plan a pedestrian trail along the south side of Greenbay Street, within public road right-of-way, between Memorial Drive and Piney Point Road. Along with a trail and related furnishings, the improvements will include plantings to enhance the trail and to buffer and complement adjoining residences. Existing vegetation trees and plantings are important and will be carefully considered in consultation with Piney Point and adjoining residents. White Oak Studio (WOS) will serve as a consultant to Piney Point to conduct the work described below. We understand from our discussion with you and from our observations that there may be complications and resident concerns related to existing private improvements within the public right-of-way that will require careful consideration and may compromise your intended results.

WOS SCOPE OF SERVICES

1. Utilizing the topographic survey provided by Piney Point, conduct a visual assessment of the project area and photo-document for our use on the project. Observe and document conditions related to existing trees and vegetation in the right-of-way, private property improvements and other factors that might affect the design.
2. Prepare an initial Concept Plan, illustrating generally: the conceptual trail alignment, typical treatments of existing trees and vegetation, proposed plantings, provision for screening and privacy and possible seating or exercise amenities. The Concept Plan will not address specific or detailed conditions but is intended to provide Piney Point an approach to consider and upon which to receive public comment. We will prepare two or three hand-drawn perspective sketches to help communicate the design intent.
3. Prepare a rough preliminary estimate of possible construction costs for the improvements.

4. Conduct one review meeting with the Piney Point representatives to receive comment and direction on the design and cost estimate.
5. Finalize the Concept Plan and cost estimate and provide to the representatives (color illustrative plan of the corridor, two to three perspective sketches, preliminary cost estimate).
6. Attend one City Council meeting to assist the representatives in presentation of the materials and to answer questions related to the material.
7. Receive direction from Piney Point regarding the design and related considerations.
8. HOURLY TASK: assist with your meetings with homeowners to review the intended design and discuss input from the homeowners prior to preparing refined design drawings. There are 19 lots along the project area, and we assume separate meetings will be required for some properties.
9. Refine the design, addressing detailed conditions along and adjoining the right-of-way improvements. Include detailed trail alignment, protection or removal of trees and vegetation, propose plantings, seating and similar trail enhancements.
10. Attend one interim review meeting with the representatives to receive direction.
11. Provide the following for use by Piney Point:
 - a. One color plan of the proposed improvements to illustrate the design intent, including trail configuration, proposed plantings, existing vegetation, and trail amenities.
 - b. Two to three color hand-drawn perspective sketches.
 - c. Detailed cad-drawn plan indicating precise trail alignment.
 - d. Refined preliminary construction cost estimate.

COMPENSATION & PAYMENT

Our fee for the work described above will be fixed amounts by phase:

Concept Design	\$8,500
<u>Refined Design Drawings</u>	<u>\$8,500</u>
Total Fixed Fee Tasks	\$17,000

Hourly Assistance with homeowner meetings, not included in fixed-fee tasks above:

Principal	\$170/hour
Project Manager	\$110/hour

We anticipate the project manager would attend the homeowner meetings with you and that about 12 of the 19 homeowners might require individual meetings. Assuming 2 hours per meeting, our hourly fee for that task would be around \$2,640.

Expenses related to the work, such as mileage, (at applicable IRS rates) and printing will be additional to the fee and billed to you at our expense. We estimate expenses not to exceed \$500.

PAYMENT

WOS will invoice Piney Point monthly for percentage of work completed. Payment is due to WOS within 45 days of Piney Point receipt of the invoice. Termination – either WOS or Piney Point may terminate this agreement at any time with 7 days written notice. Piney Point will pay WOS in full for work completed prior to termination notice and expenses incurred. WOS will deliver copies of all completed work to Piney Point.

CITY RESPONSIBILITIES

1. Provide Autocad files for the topographic survey, including all information about surface conditions and underground improvements in the project area.
2. Provide an engineering consultant to design and document surface and underground drainage for the project, based on WOS trail and planting design.
3. Provide a single point of contact for liaison with WOS and a small group of people to represent Piney Point, review WOS drawings and make decisions on behalf of Piney Point.

FUTURE WORK REQUIRED

The work described above will result in a detailed, but preliminary design for the trail and improvements. We understand your engineer will prepare drainage design based on our trail design. We anticipate you will want to issue the project for competitive bidding from construction contractors. For that, more detailed drawings would need to be prepared for the trail, plantings and related enhancements, plus submittal for compliance with Texas accessibility requirements (ADA/TAS). We will be glad to prepare at the appropriate time a fee proposal for that work and for providing construction review.

EXCLUSIONS

Our scope of services does not include:

1. Revisions to work that has proceeded based on Piney Point direction or approval.
2. Meetings, presentations or presentation materials other than that described herein.
3. Work for areas or elements outside the project areas described herein.

We appreciate the opportunity to provide this proposal and look forward to working with you. If you have questions, please do not hesitate to contact me. If this proposal is acceptable to you, please sign below and return a digital version for our records.

Respectfully,



Jim Patterson, PLA LEED AP
President, James Patterson Associates, Inc.
dba White Oak Studio

Approved and Accepted	
By and for City of Piney Point	
_____	_____
Signature	Date
_____	_____
Printed Name	Title



MOSS LANDSCAPING

DESIGN · BUILD · MAINTAIN

Date: 5/10/2022

Client / Billing Address

Mayor Mark Kobelan
City of Piney Point Village
7676 Woodway Dr. Suite 300
Houston TX 77063

Service Address

City of Piney Point Village
Greenbay St 77024
Between Memorial Dr and Piney Point Rd

DESIGN PROPOSAL

Rep: Francisco Rangel

Proposal#: 71393

Item	Qty	Unit	Unit Cost	Total
SCOPE:	1	Hr	\$28,200.00	\$28,200.00
- Site Analysis & Base Plan Preparation				
- Coordination w/ Architects, or Engineers for Initial Documentation				
- Site Visits & Field Verifications Provided.				
- Communication with City of Piney Point Village regarding Scope of Work.				
- Onsite Design Studies, Site Uses, Drone Photography.				
- Concept Developed, 2d Rendered Concept Plan and (3) 3D Renderings/Depictions.				
- Preliminary Conceptual Budgetary Ranges Provided for Landscape and Irrigation only.				
- Conceptual Design Presentation Meeting w/ Presentation Plans				
- "Red Pen" Interim Review & Revision Session				

NECESSARY DOCUMENTS (Provided by Client):

- Site Survey PDFs and AutoCAD
- Architectural Plans PDFs and AutoCAD
- Engineering Plans PDFs and AutoCAD

NOTE: Client to be provided a paper copy of the conceptual landscape design and a pdf of this document upon receipt of payment for the design fee in full.

NOTE: ADA Compliance, Permitting documents and plans are not provided in conceptual stage. Construction Documents, Structural or Civil Engineering Services are NOT INCLUDED in the Above Pricing.
Additional meetings required will be at \$150.00/hr.

This Proposal is subject to the Terms and Conditions of Moss Landscaping, Inc. attached hereto and incorporated herein by reference. Signing of this Proposal constitutes approval and acceptance of such terms and conditions

Thank you for the opportunity to submit a proposal for your landscape needs!

Signature: _____ Date: _____

Signature: _____ Date: _____

Subtotal	\$28,200.00
Discount	
Sales Tax (8.25%)	\$0.00
Total	\$28,200.00

TERMS AND CONDITIONS

(DESIGN SERVICES)

These terms and conditions apply to a Proposal for design services (the "Services") to be provided by MOSS LANDSCAPING, INC. ("MOSS") to the Client named below at the property ("Property") specified in the Proposal, and shall govern, and are incorporated into, such Proposal.

CLIENT'S RESPONSIBILITIES

Client shall provide MOSS with all documents (boundary surveys, site engineering, topographic surveys, utility bases or architectural plans and elevations) necessary to provide the services described in the Proposal (the "Necessary Documents"). Client understands that no design work shall commence until MOSS receives (a) the Proposal and these terms and conditions signed by Client, (b) the Necessary Documents, and (c) payment of the initial deposit.

PAYMENT TERMS

a. Unless a Proposal or change order includes a draw schedule or other specific payment terms, (i) a 50% deposit is required prior to the commencement of the Services referenced in each Proposal or change order (it being understood that MOSS is not required to commence the Services until such deposit is received), and (ii) the balance of any amount owing under any Proposal or change order shall be invoiced upon completion of the Services.

b. Payments are due within seven (7) days after Client receives the invoice and shall be made by check or bank transfer to MOSS. Unless further limited by the terms of any Proposal or change order, the price specified in any Proposal or change order is only valid for 45 days from the Proposal or change order date, and is based upon quantities, units, hours worked, and conditions assumed by MOSS based on its experience in working on projects similar to those covered by the Proposals or change order. MOSS reserves the right to invoice Client for amounts different from the estimate, and extra charges for material and labor may apply due to underground utilities, wiring, and pipes, pool plumbing locations or other unforeseen underground conditions.

EXTRA SERVICES

If requested by the Client, extra services that MOSS agrees to provide will be billed hourly at the rate of \$175.00 per hour. These services may include but are not limited to the following: (a) additional trips to the nursery, (b) trips to locate/select pottery and/or garden ornaments and furniture, (c) meetings to assist Client select construction materials (paving, gravels, etc.), (d) additional design time, meetings, and reprographics if requested by Client. Client will sign a change order for services related to (i) staking out the project or providing additional visual assistance to Client, (ii) preparation of drainage, irrigation, and lighting plans, or (iii) Home Owner Association or City submittal time.

TERMINATION

Either party may terminate this agreement by giving the other party seven (7) days written notice. If the Client terminates the Services he/she shall pay for all services rendered to the date on which Consultant receives notice of termination.

MEDIATION AND BINDING ARBITRATION

The parties specifically agree that any and all claims, counterclaims, demands, causes of action, controversies and disputes arising out of or relating to this agreement, the alleged breach hereof, or in any way relating to the subject matter of this agreement or the relationship of the parties created by this agreement, even if allegedly extra-contractual in nature, whether sounding in contract, tort, or otherwise, whether at law or in equity, or under state or federal law, whether provided by statute or the common law, and whether for damages or any other relief (collectively, "disputes"), shall, as a condition precedent to proceeding with mandatory and binding arbitration, first be submitted to non-binding mediation and, if not settled during mediation, shall thereafter be resolved by mandatory and binding arbitration, which shall be conducted in accordance with the Federal Arbitration Act and the Commercial Arbitration Rules of the American Arbitration Association ("AAA") and administered by the AAA.

Any disputes regarding the arbitrability of any matter shall be decided by the arbitrator. The substance of the parties' disputes shall be governed by, and this agreement interpreted and construed in accordance with, the laws of the State of Texas. The arbitrator shall have the right to award reasonable attorneys' fees and arbitration costs and expenses, including without limitation the fees of any arbitrator. All mediations and arbitrations shall be conducted in Houston, Harris County, Texas. Arbitral awards may be enforced by any court of competent jurisdiction. All mediation and arbitration proceedings conducted hereunder and any arbitral decisions and awards shall be kept confidential by the parties.

The parties agree that if any party commences litigation in violation of the foregoing agreement to arbitrate, such party shall reimburse the other party to the litigation for its attorneys' fees and any court costs and other expenses incurred in answering, seeking dismissal or abatement of such litigation, enforcing the parties' agreement to arbitrate and otherwise litigating.

The Texas Board of Architectural Examiners (the "Board") has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The Board's current mailing address and telephone number are: TBAE, P.O. Box 12337, Austin, Texas 78711; phone: (512) 305-9000.

GENERAL TERMS

4130 LANG ROAD, HOUSTON, TX 77092 | 713.861.5511 | INFO@MOSSLANDSCAPING.COM
WWW.MOSSLANDSCAPING.COM

a. The signature of or email sent by any one Client constitutes a representation that the signing or sending Client has the authority to bind any other Client to the terms of these terms and conditions, the Proposal or any change order.

b. MOSS's scope of work does not include any geotechnical, engineering, architectural, surveying (topographic or boundary), engineered construction and/or drainage plans, existing site engineering, utility base information, soil testing and bore samples, arborist services, or construction documents (specifications, details, elevations, etc) or other professional services, unless otherwise specifically provided in the Proposal.

c. These terms and conditions and the Proposal may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties; it being understood that all parties need not sign the same counterparts.

d. In the event that Client is entitled to monetary damages resulting from MOSS's failure or failures to comply with this agreement, Client shall under no circumstances be entitled to seek recovery of any amount in excess of those direct damages, if any, that result from any failure by MOSS to comply with the terms of this agreement, and, even if Client suffers any such direct damages, MOSS's total liability to Client shall under no circumstances exceed the total compensation paid by Client to MOSS under the Proposal. In addition to the limitations on Client's right to recover only direct damages set forth in the foregoing clause, MOSS IS NOT LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES, REGARDLESS OF CAUSATION OR THE LEGAL THEORY UPON WHICH THE RECOVERY OF ANY THEREOF MIGHT BE SOUGHT.

CLIENT ACKNOWLEDGES RECEIPT AND ACCEPTANCE OF THESE TERMS AND CONDITIONS.

(spouse's signature if married)

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

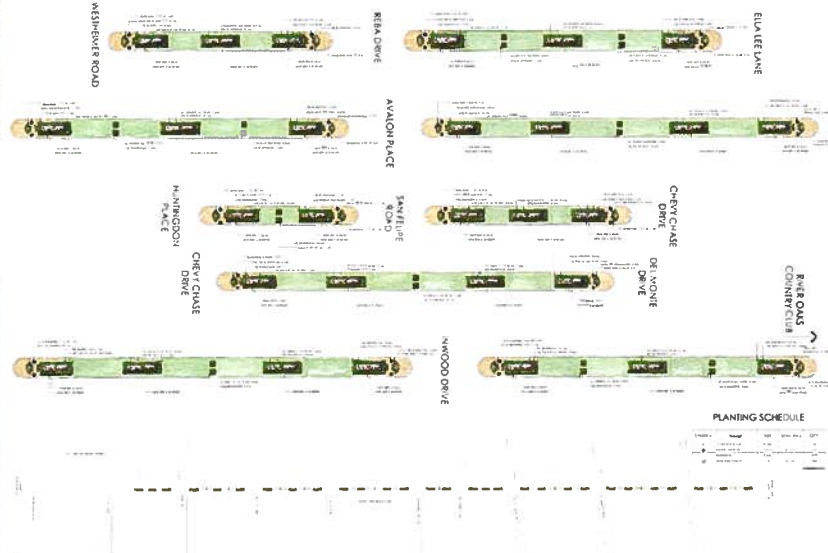
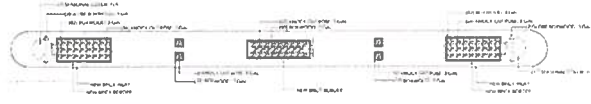
Moss Landscaping Rendering Sample
Exhibit "B"

**Sample of River Oaks Conceptual
As Example of
Proposed Work for Greenbay**

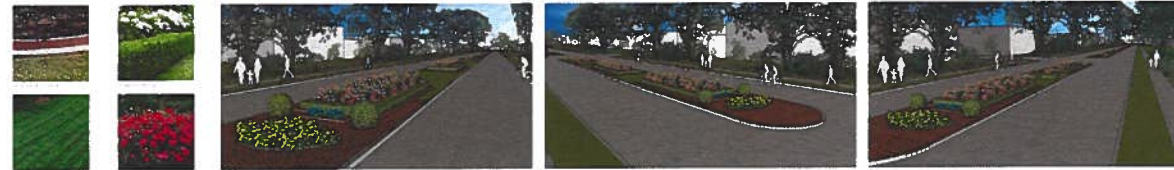
CAPTURE, PRESERVE, AND BEAUTIFY THE HISTORIC PRESENCE OF RIVER OAKS BOULEVARD



PROJECT: RIVER OAKS BOULEVARD LANDSCAPE REDESIGN
CLIENT: [unreadable]
DATE: [unreadable]
DESCRIPTION: [unreadable]



RIVER OAKS BLVD CONCEPTUAL PLAN



RIVER OAKS BOULEVARD | ESPLANADE



3D PERSPECTIVE

PINEY POINT ESPLANADE



RIVER OAKS BLVD BEFORE & AFTER PICTURES

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the Mayor's Monthly Report

Agenda Item: 20

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington; City Administrator

MEETING DATE: June 27, 2022

SUBJECT: Discuss and take possible action on the City Administrator's Monthly Report, including, but not limited to, selected items.

Agenda Item: 21

The City Administrator will provide information for Council and the community that contains updates on important city initiatives that are not generally included on a city council agenda for action. These updates represent important city activities that should be of interest to local elected leaders, community leaders, and residents. Note the following items that require consideration:

- A. Financial Report: This report represents a general overview of financial activity through May 2022, which is the fifth month of fiscal year 2022. Staff recommends approving the monthly financial report as presented.
- B. Purchase Power Agreement: Last month Council agreed to allow the Mayor and the City Administrator to negotiate terms on a PPA agreement to lower cost for power. However, the motion limited authorization to execute a contract up to 24 months with the best terms possible. After further review of rates, staff recommends extending the authorization period to secure the best terms.
- C. Traffic Signals:
 - Reconstruction Partnership: We receive confirmation that Precinct 3 received confirmation from HCED Permits office that the City of Piney Point Village has adopted all of the minimum measures for communities in Harris County and Draining to Harris County. That stated that they look forward to working with the city and will reach out to you in the near future to begin drafting an interlocal agreement for the first three traffic signal improvements.
 - Southwest Signal Supply: The city needs to replace the controller at the Radney / N. Piney Point intersection. Total cost for the replacement is \$6,542. This is a short-term fix until the signal box is completely replaced by Harris County.

- D. City of Houston Windermere Outfall Repair Project: Piney Point Village previously entered into an interlocal agreement with the City of Houston for the repair of Piney Point's 24-inch storm sewer outfall at "14 Windermere" to be included with Houston's "15 Windermere" Outfall Repair Project. Per the Agreement, Piney Point provided payment to Houston in the amount of \$406,689 in November 2018. HDR has advised us that The City of Houston requests that the City of Piney Point Village send a letter (electronic) to request the \$361,422 of remaining funds contributed to Houston's Windermere Project. It is our understanding that after this letter is sent, they will process the reimbursement. HDR drafted the letter including information from the project for our ease on understanding the details of the program. We are in the process of submitting this request.
- E. Garbage Services - GFL Fuel Adjustment: In accordance with the current Contract for Services, Section 12.2 allows for the rate to be adjusted to fluctuations in the Consumer Price Index. Rate increase is 3.83 percent. Letter on rate increase is included.



CITY OF PINEY POINT VILLAGE FINANCIAL REPORT

MAY 2022 FINANCIALS

This report represents a general overview of the city's financial operations through May 2022, which marks the fifth month of the fiscal year. Beginning balances are audited. Budgeted numbers in this report represent the original adopted for fiscal year 2022.

General Fund

	Prior YTD	Budget	Month	YTD
Total Revenues	\$6,174,422	\$7,496,659	\$152,645	\$6,601,759
Total Expenditures	\$3,825,623	\$7,496,659	\$559,287	\$3,098,688
Over/(Under)	\$2,348,798	\$0	(\$406,642)	\$3,503,071

	Prior YTD	Budget	Month	YTD
Operating Revenues	\$6,165,639	\$7,496,659	\$152,645	\$6,597,458
Operating Expenditures	\$2,920,727	\$6,361,974	\$504,298	\$2,806,795
Over/(Under)	\$3,244,912	\$1,134,685	(\$351,653)	\$3,790,663

1. Total revenues are \$6,601,759 or 88.1% of budget and 6.9% greater than last YTD mainly due to property tax collection. Operational revenues are \$6,597,458 with non-operating proceeds limited to \$4,301.
 - a. For property tax, the adopted rate is \$0.255140 with \$0.223245 designated as M&O and the remaining \$0.031895 as the I&S requirement to finance the annual bond debt. The total property collection is reported at \$6,826,914. The levy portion dedicated to M&O is \$5,973,483 and is 98.8% of the total levy collected. The M&O collection is \$363,213 or 6.5% higher than the prior YTD and is at 98.8% of budget with an original budgeted expectation of collecting an additional \$75,476 before year end.
 - b. As reported by SBISD, the 2021 tax year adjusted levy is \$6,944,246, an increase of \$222,646 from the original levy of \$6,721,600. The receivable balance (M&O and I&S) is \$149,624.

- c. In addition, the SBISD reported delinquent collection from prior years at \$6,810 with a receivable balance of \$176,092. The total receivable balance for current and delinquent is \$386,215. Actual collections reported by SBISD are included as a separate report.
 - d. Sales Tax collection thru April totals \$161,736 or 62.2% of the total annual \$260,000 projection. Collections are \$26,102 or 19.2% higher than this time last year.
 - e. Franchise tax collections are currently at \$161,511 or 3.8% higher than last YTD. The city collected 102% of budget expectation for gas franchise at \$25,391 due to the increase in market price on fuel. The city anticipates collecting an additional \$246K in franchise tax, with over two-thirds from power-electric franchise.
 - f. Court revenue is \$40,425, or 40.4% of budget and \$15,699 greater than last YTD. Court fines total \$37,615 and the remaining \$2,810 is primarily restricted for special use such as safety, court security or technology. The court continues to successfully operate virtual by zoom. The city collected \$65,382 in court revenue for 2021 year-end. Current trends show improvement from 2021 collections, however actual expectations should forecast \$10K less than the budget target.
 - g. License and permits total \$231,523 with projection exceeding target at 54.5% of original yearend projected collections. Permits and inspection fees account for 88.6% of the category revenue. Permitting includes The Kinkaid School special use permit review. Other charges for service include plat reviews at \$6,600, drainage reviews at \$12,400 and contractor registration at \$7,140.
 - h. Alarm registrations are \$24,750, 82.5% of annual budget projection. This represents a \$23,300 improvement over last YTD. Annual alarm registrations prove to be beneficial in maintaining up-to-date emergency information for individual properties.
 - i. The revenue from interest has been regulated in recent years due to Covid economic measures. Interest revenue will improve from the prior year with the expected increases in the Fed rate to combat current nation-wide inflation outlook and our investments are secured in portfolios that respond to these Fed adjustments. Year-end projection trend is currently \$10K versus the \$40K originally budgeted; however, the \$4,030 this is a 406% improvement over last year.
 - j. Non-operational revenue includes \$907 in donations (park bench), \$561 refund (newspaper ad) with an audit adjustment of (\$40) and \$2,029 (WC audit and CenterPoint) in reimbursement proceeds.
2. Total expenditures are budgeted at \$7,496,659 with operating expenditures budgeted at \$6,361,974. YTD, expenditures are \$3,098,688 or 41.3% with \$4,397,971 remaining. Operating expenses are \$2,806,795 or 44.1% with \$3,555,179 remaining. Non-operating expenses are \$291,893 or 25.7% of budget with \$842,792 remaining for capital programming.
 3. Divisions and category highlights are as follows:

- a. Police Services at \$1,052,879 or 50.3% due to the practice of providing two months of service payments at the beginning of the year as agreed for adequate MVPD operational cash flow. This represents a 3.1% increase from last year to date.
 - b. Fire Services at \$717,394 or 45.8%. includes 1.5 months of service payments at the beginning of the year for adequate VFD operational cash flow. This represents a 7.1% increase from last year to date. Note that the department is requesting a budget amendment totaling \$108,328 to cover 5% increases in salaries and three additional employees to handle the demand in ambulance services – specifically the time it takes to admit a patient into a hospital, clinic, or other treatment facility.
 - c. Contract Services are 43.7% with \$269,454 allocation remaining for the year. Services including auditing fees for completing the 2021 annual audit as well as legal fees higher than projected due to the additional time needed to finalize the St. Francis Special Use Permit. Also, the \$17,720 for Urban Forester cost are correctly accounted for under contract services, offsetting the \$46,000 allocation within building services.
 - d. Building Services are 43.8% and actually at 52.9% after isolating the allocation for the Urban Forester. Services are higher due to third party inspections. Electrical inspections are \$2,475 greater than last year and structural inspections \$5,355 greater than last YTD. Also, general IT services are currently accounted for in this division at \$16,119. Last, we have split credit card merchant service fees to the correct divisions with \$4,728 itemized as building service fees.
 - e. Administration/General Government division is currently on target with budget at 40.2%.
 - f. Municipal Court operations at 25.5% maintaining operational savings with merchant service fees and Judge/Prosecutor/Interpreter costs.
 - g. Public Works Maintenance division is well below expectation with savings in maintenance and repair costs. Landscape maintenance and tree care removal are active expenses over the prior year. Remaining division expenditure is \$296,922 with \$95,170 allocated for landscape improvements.
4. Capital expenditures at 25.7% with \$842,792 remaining. Wilding Lane CIP remains outstanding as the contractor finalizes the project with the city holding the 10% retainage. The city is focusing on other programs to improve the city infrastructure and amenities with engineering and survey work currently totaling \$98K for the 96" South Piney Point Road Stormwater Replacement and the Tokeneke – Country Squire improvements. Additional expenses are expected in the coming months for survey and study of the Williamsburg Drainage as well as Greenbay corridor enhancements.
 5. Revenues are over expenditures by \$ 3,503,071. With beginning fund balance at \$3,702,509, the current balance is nearly \$7.2M; however, with most of the revenue related to property tax

collection and an adoption of a balanced budget, this balance will decrease through the remaining months of the year.

Debt Service Fund

	Prior YTD	Budget	Month	YTD
Total Revenues	\$1,329,889	\$875,200	\$9,829	\$858,686
Total Expenditures	\$1,445,650	\$875,200	\$0	\$825,375
Over/(Under)	(\$115,761)	\$0	\$9,829	\$33,311

6. Revenues are \$ 858,686; 98.1% of budget. Combined property tax at \$853,431, 97.5% of budget and interest at \$5,254. The adopted rate designated for interest and sinking is \$0.031895 as the requirement to finance the annual bond debt. The original budget incorporated a 99% collection rate based on trends from past collection years.

7. Expenditures remain unchanged at \$825,375, 94.3% of budget, as debt service principal payments are semiannual and payment the first annual covering principal obligations occurred in January.
 - a. Two Principal payments were disbursed, \$400,000 for GO Series 2015 and \$365,000 for GO Series 2017.

 - b. In addition, payments of interest due includes \$17,675 for GO Series 2015 and \$41,950 for GO Series 2017. The city is obligated to pay the remaining \$48,325 in interest by year-end. Current debt obligations are scheduled through 2027.

8. Revenues are over expenditures by \$23,482, debt service restricts a portion of cash to support fund balance. The budget projects to end the year with a balanced budget for the debt service fund.

FOR MORE INFORMATION: This summary report is based on detailed information generated by the City’s Administration. If you have any questions or would like additional information on this report, please contact city administration at 713-230-8703.



Piney Point Village TEXAS

Statement of Revenue & Expenditures
For Month Ended: May 31, 2022

GENERAL FUND SUMMARY

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	5,610,270	6,048,959	51,161	5,973,483	98.8%	75,476
SALES TAXES	135,634	260,000	36,592	161,736	62.2%	98,264
FRANCHISE TAXES	155,655	407,100	21,707	161,511	39.7%	245,589
COURT REVENUE	24,726	100,000	9,102	40,425	40.4%	59,575
LICENSES & PERMITS	237,107	424,600	31,192	231,523	54.5%	193,077
ALARM REGISTRATIONS	1,450	30,000	800	24,750	82.5%	5,250
GOVERNMENTAL CONT. (METRO)	0	136,000	0	0	0.0%	136,000
PILOT FEES (KINKAID)	0	50,000	0	0	0.0%	50,000
INTEREST	797	40,000	2,091	4,030	10.1%	35,970
TOTAL OPERATING	6,165,639	7,496,659	152,645	6,597,458	88.0%	899,201
OTHER NON-OPERATING PROCEEDS	8,783	0	0	4,301		(4,301)
TOTAL NON-OPERATING	8,783	0	0	4,301		(4,301)
TOTAL REVENUES	\$6,174,422	\$7,496,659	\$152,645	\$6,601,759	88.1%	\$894,900
EXPENDITURES						
PUBLIC SERVICE DIVISION						
POLICE SERVICES	1,020,993	2,093,750	174,479	1,052,879	50.3%	1,040,871
FIRE SERVICES	670,026	1,565,224	130,435	717,394	45.8%	847,830
SANITATION COLLECTION	220,600	536,500	44,120	220,600	41.1%	315,900
OTHER PUBLIC SERVICES	16,760	21,500	2,797	7,689	35.8%	13,811
PUBLIC SERVICE DIVISION	1,928,380	4,216,974	351,830	1,998,562	47.4%	2,218,412
OPERATIONS						
CONTRACT SERVICES	268,313	478,500	36,761	209,046	43.7%	269,454
BUILDING SERVICES	98,552	266,000	25,201	116,412	43.8%	149,588
GENERAL GOVERNMENT	426,006	985,000	79,716	395,868	40.2%	589,132
MUNICIPAL COURT	24,659	42,500	17	10,830	25.5%	31,670
PUBLIC WORKS	174,818	373,000	10,773	76,078	20.4%	296,922
OPERATION DIVISIONS	992,348	2,145,000	152,468	808,234	37.7%	1,336,766
TOTAL PUBLIC & OPERATING	\$2,920,727	\$6,361,974	\$504,298	\$2,806,795	44.1%	\$3,555,179
NON-OPERATING						
GENERAL CAPITAL PROGRAMS	257,956	1,134,685	23,478	28,478	2.5%	1,106,207
SURRY OAKS	100,237	0	0	0		0
96" STORMWATER REPLACEMENT	0	0	10,322	61,475		(61,475)
TOKENEKE - COUNTRY SQUIRE	0	0	8,775	36,063		(36,063)
WILDING LANE	546,703	0	12,414	165,876		(165,876)
TOTAL NON-OPERATING	904,896	1,134,685	54,989	291,893	25.7%	842,792
TOTAL EXPENDITURES	\$3,825,623	\$7,496,659	\$559,287	\$3,098,688	41.3%	\$4,397,971
REVENUE OVER/(UNDER) EXPENDITURES	2,348,798	0	(406,642)	3,503,071		
<i>Operating Rev. Over/(Under) Operating Exp.</i>	<i>3,244,912</i>	<i>1,134,685</i>	<i>(351,653)</i>	<i>3,790,663</i>		



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2022

GENERAL FUND REVENUES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
Tax Collection						
10-4101 Property Tax (M&O)	5,610,270	6,048,959	43,883	3,920,197	64.8%	2,128,762
FY21: Unearned/Adjusted	0	0	7,278	2,053,286		(2,053,286)
Total Property Tax :	5,610,270	6,048,959	51,161	5,973,483	98.8%	75,476
10-4150 Sales Tax	135,634	260,000	36,592	161,736	62.2%	98,264
Total Tax Collection:	5,745,904	6,308,959	87,753	6,135,219	97.2%	173,740
Permits & Inspections						
10-4203 Plat Reviews	4,250	8,000	150	6,600	82.5%	1,400
10-4204 Code Enforcement Citations	0	100	0	0	0.0%	100
10-4205 Contractor Registration	5,970	10,000	1,350	7,140	71.4%	2,860
10-4206 Drainage Reviews	20,900	45,000	4,150	12,400	27.6%	32,600
10-4207 Permits & Inspection Fees	205,237	360,000	25,542	205,133	57.0%	154,867
10-4208 Board of Adjustment Fees	750	1,500	0	250	16.7%	1,250
Total Permits & Inspections:	237,107	424,600	31,192	231,523	54.5%	193,077
Municipal Court						
10-4300 Court Fines	23,747	100,000	8,244	37,615	37.6%	62,385
10-4301 Building Security Fund	342	0	300	984		(984)
10-4302 Truancy Prevention	349	0	307	1,004		(1,004)
10-4303 Local Municipal Tech Fund	280	0	245	803		(803)
10-4304 Local Municipal Jury Fund	7	0	6	20		(20)
Total Municipal Court:	24,726	100,000	9,102	40,425	40.4%	59,575
Investment Income						
10-4400 Interest Revenue	797	40,000	2,091	4,030	10.1%	35,970
Total Investment Income:	797	40,000	2,091	4,030	10.1%	35,970
Agencies & Alarms						
10-4508 SEC-Registration	1,450	30,000	800	24,750	82.5%	5,250
Total Agencies & Alarms:	1,450	30,000	800	24,750	82.5%	5,250
Franchise Revenue						
10-4602 Cable Franchise	39,440	75,000	20,677	41,485	55.3%	33,515
10-4605 Power/Electric Franchise	111,981	272,000	0	90,803	33.4%	181,197
10-4606 Gas Franchise	0	25,000	0	25,391	101.6%	(391)
10-4607 Telephone Franchise	3,994	35,000	906	1,897	0.0%	33,103
10-4608 Wireless Franchise	240	100	123	1,935	1935.2%	(1,835)
Total Franchise Revenue:	155,655	407,100	21,707	161,511	39.7%	245,589
Donations & In Lieu						
10-4702 Kinkaid School Contribution	0	50,000	0	0	0.0%	50,000
10-4703 Metro Congested Mitigation	0	136,000	0	0	0.0%	136,000
10-4704 Intergovernmental Revenues	8,408	0	0	843		(843)
10-4800 Misc. Income	0	0	0	521		(521)
10-4801 Donations	375	0	0	907		(907)
10-4802 Reimbursement Proceeds	0	0	0	2,029		(2,029)
Total Donations & In Lieu:	8,783	186,000	0	4,301	2.3%	181,699
Total Revenue Received	6,174,422	7,496,659	145,367	4,548,473	60.7%	2,948,186
FY21: Unearned Adjusted	0	0	7,278	2,053,286		(2,053,286)
TOTAL REVENUES:	\$6,174,422	\$7,496,659	152,645	6,601,759	88.1%	\$894,900



Piney Point Village TEXAS

Statement of Revenue & Expenditures
For Month Ended: May 31, 2022

GENERAL FUND EXPENDITURES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE DIVISION</u>						
<u>Community Events</u>						
10-510-5001 Community Celebrations	0	5,000	1,597	1,597	31.9%	3,403
Community Events:	0	5,000	1,597	1,597	31.9%	3,403
<u>Police Services</u>						
10-510-5010 MVPD Operations	995,493	2,040,417	170,034	1,026,213	50.3%	1,014,204
10-510-5011 MVPD Auto Replacement	25,500	53,333	4,445	26,666	50.0%	26,667
10-510-5012 MVPD Capital Expenditure	0	0	0	0		0
Police Services:	1,020,993	2,093,750	174,479	1,052,879	50.3%	1,040,871
<u>Miscellaneous</u>						
10-510-5020 Miscellaneous	11,155	0	0	0		0
Total Miscellaneous:	11,155	0	0	0		0
<u>Sanitation Collection</u>						
10-510-5030 Sanitation Collection	216,274	525,000	43,255	216,274	41.2%	308,726
10-510-5031 Sanitation Fuel Charge	4,326	11,500	865	4,326	37.6%	7,175
Sanitation Collection:	220,600	536,500	44,120	220,600	41.1%	315,900
<u>Library Services</u>						
10-510-5040 Spring Branch Library	0	1,500	0	0	0.0%	1,500
Library Services:	0	1,500	0	0	0.0%	1,500
<u>Street Lighting Services</u>						
10-510-5050 Street Lighting	5,605	15,000	1,200	6,092	40.6%	8,908
Street Lighting Services:	5,605	15,000	1,200	6,092	40.6%	8,908
<u>Fire Services</u>						
10-510-5060 Villages Fire Department	670,026	1,565,224	130,435	717,394	45.8%	847,830
Fire Services:	670,026	1,565,224	130,435	717,394	45.8%	847,830
TOTAL PUBLIC SERVICE:	\$1,928,380	\$4,216,974	\$351,830	\$1,998,562	47.4%	\$2,218,412

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICE DIVISION</u>							
10-520-5102	Accounting/Audit	25,685	35,000	9,686	20,066	57.3%	14,934
10-520-5103	Engineering	120,130	200,000	11,867	78,525	39.3%	121,475
10-520-5104	Legal	59,168	90,000	0	50,980	56.6%	39,020
10-520-5105	Tax Appraisal-HCAD	31,634	60,000	12,533	31,567	52.6%	28,433
10-520-5107	Animal Control	330	1,500	0	589	39.3%	911
10-520-5108	IT Hardware/Software & Support	14,286	70,000	595	2,516	3.6%	67,484
10-520-5109	Urban Forester	17,080	0	3,880	17,720		(17,720)
10-520-5110	Mosquito Control	0	22,000	(1,800)	7,083	32.2%	14,917
TOTAL CONTRACT SERVICE DIVISION:		\$268,313	\$478,500	\$36,761	\$209,046	43.7%	\$269,454
<u>BUILDING SERVICE DIVISION</u>							
<u>Building & Inspection Services</u>							
10-530-5152	Drainage Reviews	44,005	100,000	10,021	39,790	39.8%	60,210
10-530-5153	Electrical Inspections	4,725	14,000	1,395	7,200	51.4%	6,800
10-530-5154	Plat Reviews	0	500	0	0	0.0%	500
10-530-5155	Plan Reviews	20,000	50,000	4,000	20,000	40.0%	30,000
10-530-5156	Plumbing Inspections	7,155	18,000	1,665	7,965	44.3%	10,035
10-530-5157	Structural Inspections	11,430	30,000	3,510	16,785	56.0%	13,215
10-530-5158	Urban Forester	0	46,000	0	0	0.0%	46,000
10-530-5160	Mechanical Inspections	2,835	7,500	1,350	3,825	51.0%	3,675
Building and Inspection Services:		90,150	266,000	21,941	95,565	35.9%	170,435
<u>Supplies and Office Expenditures</u>							
10-530-5108	Information Technology	1,643	0	2,590	16,119		(16,119)
10-530-5207	Misc Supplies	250	0	0	0		0
10-530-5211	Meeting Supplies	172	0	0	0		0
10-530-5213	Office Supplies	383	0	0	0		0
10-530-5215	Travel & Training	500	0	0	0		0
Supplies and Office Expenditures:		3,348	0	2,590	16,119		(16,119)
<u>Insurance</u>							
10-560-5353	Employee Insurance	5,054	0	0	0		0
10-530-5403	Credit Card Charges	0	0	670	4,728		(4,728)
Insurance:		5,054	0	670	4,728		(4,728)
TOTAL BUILDING SERVICE DIVISION:		\$98,552	\$266,000	\$25,201	\$116,412	43.8%	\$149,588

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE	
GENERAL GOVERNMENT DIVISION							
<u>Administrative Expenditures</u>							
10-540-5108	Information Technology	794	0	735	946	(946)	
10-540-5202	Auto Allowance/Mileage	1,855	8,000	787	3,721	46.5%	4,279
10-540-5203	Bank Fees	1,460	3,000	335	1,553	51.8%	1,447
10-540-5204	Dues/Seminars/Subscriptions	90	4,000	0	1,115	27.9%	2,885
10-540-5205	Elections	0	5,000	0	0	0.0%	5,000
10-540-5206	Legal Notices	137	3,500	0	0	0.0%	3,500
10-540-5207	Miscellaneous	1,870	5,000	0	315	6.3%	4,686
10-540-5208	Citizen Communication	5,074	5,000	0	3,393	67.9%	1,607
10-540-5209	Office Equipment & Maintenance	7,237	10,000	1,581	4,596	46.0%	5,404
10-540-5210	Postage	500	2,000	0	0	0.0%	2,000
10-540-5211	Meeting Supplies	3,312	10,000	562	5,797	58.0%	4,203
10-540-5212	Rent/Leasehold/Furniture	54,882	130,000	15,332	58,758	45.2%	71,242
10-540-5213	Supplies/Storage	3,362	10,000	218	4,441	44.4%	5,559
10-540-5214	Telecommunications	5,631	17,000	385	4,128	24.3%	12,872
10-540-5215	Travel & Training	1,357	1,000	0	425	42.5%	575
10-540-5216	Statutory Legal Notices	127	1,500	0	632	42.1%	868
	Administrative Expenditures:	87,686	215,000	19,934	89,820	41.8%	125,180
<u>Wages & Benefits</u>							
10-540-5301	Gross Wages	230,792	550,000	40,762	214,999	39.1%	335,001
10-540-5302	Overtime/Severance	23,893	10,000	3,000	10,062	100.6%	(62)
10-540-5303	Temporary Personnel	34,266	5,000	0	0	0.0%	5,000
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	6,814	40,000	3,354	17,217	43.0%	22,783
10-540-5310	TMRS (City Responsibility)	21,884	50,000	3,542	17,790	35.6%	32,210
10-540-5311	Payroll Process Exp-Paychex	1,323	3,000	217	1,364	45.5%	1,636
	Wages & Benefits:	318,973	658,000	50,875	261,433	39.7%	396,567
<u>Insurance</u>							
10-540-5353	Employee Insurance	16,466	100,000	8,663	44,177	44.2%	55,823
10-540-5354	General Liability	500	10,000	0	0	0.0%	10,000
10-540-5356	Workman's Compensation	2,381	2,000	0	0	0.0%	2,000
	Insurance:	19,347	112,000	8,663	44,177	39.4%	67,823
<u>Other</u>							
10-540-5403	Credit Card Charges (Adm)	0	0	244	439		(439)
	Intergovernmental:	0	0	244	439		(439)
	TOTAL GENERAL GOVERNMENT DIVISION:	\$426,006	\$985,000	\$79,716	\$395,868	40.2%	\$589,132

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT DIVISION</u>						
<u>Supplies & Office Expenditures</u>						
10-550-5207 Misc Supplies	190	0	0	0		0
10-550-5211 Meeting Supplies	194	0	0	0		0
10-550-5215 Travel & Training	275	0	0	79		(79)
Supplies and Office Expenditures:	659	0	0	79		(79)
<u>Insurance</u>						
10-550-5353 Employee Insurance	9,576	0	0	0		0
Insurance:	9,576	0	0	0		0
<u>Court Operations</u>						
10-550-5403 Credit Card Charges	5,554	12,000	0	4,020	33.5%	7,980
10-550-5404 Judge/Prosecutor/Interpreter	8,400	30,000	17	6,617	22.1%	23,383
10-550-5406 State Comptroller/OMNI/Linebar	61	0	0	0		0
10-550-5410 OmniBase Services of Texas	409	500	0	114	22.8%	386
Court Operations:	14,424	42,500	17	10,751		31,749
TOTAL MUNICIPAL COURT DIVISION:	\$24,659	\$42,500	\$17	\$10,830	25.5%	\$31,670
<u>PUBLIC WORKS MAINTENANCE DIVISION</u>						
<u>Supplies & Office Expenditures</u>						
10-560-5207 Misc Supplies	1,663	0	0	0		0
Supplies and Office Expenditures:	1,663	0	0	0		0
<u>Insurance</u>						
10-560-5353 Employee Insurance	16,066	0	0	0		0
Insurance:	16,066	0	0	0		0
<u>Maintenance & Repair</u>						
10-560-5501 Public Works Maintenance	0	0	325	609		(609)
10-560-5501 TCEQ & Harris CO Permits	0	2,000	0	100	5.0%	1,900
10-560-5504 Landscaping Maintenance	11,639	50,000	9,934	49,070	98.1%	930
10-560-5505 Gator Fuel & Maintenance	324	1,000	0	45	4.5%	955
10-560-5506 Right of Way Mowing	22,569	90,000	0	0	0.0%	90,000
10-560-5507 Road & Sign Repair	55,405	60,000	0	12,167	20.3%	47,833
10-560-5508 ROW Water/Planting	370	2,500	0	391	15.6%	2,109
10-560-5509 Tree Care/Removal	3,125	15,000	350	7,940	52.9%	7,060
10-560-5510 Road/Drainage Maintenance	0	25,000	0	0	0.0%	25,000
10-560-5515 Landscape Improvements	63,053	100,000	0	4,830	4.8%	95,170
10-560-5516 Truck Fuel & Maintenance	603	2,500	164	927	37.1%	1,573
10-560-5517 Sidewalk Improvements	0	25,000	0	0	0.0%	25,000
Maintenance and Repair:	157,088	373,000	10,773	76,078	20.4%	296,922
TOTAL PUBLIC WORKS DIVISION:	\$174,818	\$373,000	\$10,773	\$76,078	20.4%	\$296,922

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY PROGRAMS</u>						
<u>General Capital / Maintenance Programs</u>						
10-570-5606 Road/Drainage Projects	24,992	0	10,125	15,125		(15,125)
10-570-5701 2019 Maintenance Projects	6,509	0	0	0		0
10-570-5702 2020 Paving Improvements	223,422	0	0	0		0
10-570-5703 2021 Paving Improvements	0	1,134,685	0	0	0.0%	1,134,685
10-570-5806 Drainage and Sidewalks	3,033	0	13,353	13,353		(13,353)
	257,956	1,134,685	23,478	28,478	2.5%	1,106,207
<u>Major Capital / Maintenance Programs</u>						
10-570-5640 Surrey Oaks	100,237	0	0	0		0
10-570-5808 Wilding Lane	546,703	0	12,414	165,876		(165,876)
10-580-5809 96" Stormwater Replacement	0	0	10,322	61,475		(61,475)
10-580-5810 Tokeneke - Country Squire	0	0	8,775	36,063		(36,063)
	646,940	0	31,511	263,415		(263,415)
TOTAL CAPITAL OUTLAY PROGRAMS:	\$904,896	\$1,134,685	\$54,989	\$291,893	25.7%	\$842,792
TOTAL EXPENDITURES:	\$3,825,623	\$7,496,659	\$559,287	\$3,098,688	41.3%	\$4,397,971



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2022

DEBT SERVICE FUND

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	1,328,913	875,200	10,426	931,249	106.4%	(56,049)
<i>FY21: Unearned/Adjusted</i>	<i>0</i>	<i>0</i>	<i>(3,116)</i>	<i>(77,818)</i>		<i>(1,563,261)</i>
INTEREST	975	0	2,519	5,254		(5,254)
TOTAL OPERATING	1,329,889	875,200	9,829	858,686	98.1%	(1,624,564)
TOTAL REVENUES	\$1,329,889	\$875,200	\$9,829	\$858,686	98.1%	(\$1,624,564)
EXPENDITURES						
TAX BOND PRINCIPAL	1,365,000	765,000	0	765,000	100.0%	0
TAX BOND INTEREST	79,900	107,950	0	59,625	55.2%	48,325
FISCAL AGENT FEES	750	2,250	0	750	33.3%	1,500
OPERATING EXPENDITURES	1,445,650	875,200	0	825,375	94.3%	49,825
TOTAL EXPENDITURES	\$1,445,650	\$875,200	\$0	\$825,375	94.3%	\$49,825
REVENUE OVER/(UNDER) EXPENDITURES	(115,761)	0	9,829	33,311		

**City of Piney Point Village
Monthly Tax Office Report
May 31, 2022**

Prepared by: Christine A. Porter, Interim Tax Assessor/Collector

A. Current Taxable Value \$ 2,721,739,486

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

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Original Levy 0.25514	\$ 6,721,599.59	\$ -	\$ 6,721,599.59
Carryover Balance	-	184,995.06	184,995.06
Adjustments	222,646.62	(6,675.11)	215,971.51
Adjusted Levy	6,944,246.21	178,319.95	7,122,566.16
Less Collections Y-T-D	6,794,621.83	2,228.07	6,796,849.90
Receivable Balance	<u>\$ 149,624.38</u>	<u>\$ 176,091.88</u>	<u>\$ 325,716.26</u>

C. COLLECTION RECAP:

Current Month:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax	\$ 59,500.21	\$ (2,693.23)	\$ 56,806.98
Penalty & Interest	1,663.33	-	1,663.33
Attorney Fees	-	-	-
Other Fees	-	-	-
Total Collections	<u>\$ 61,163.54</u>	<u>\$ (2,693.23)</u>	<u>\$ 58,470.31</u>

Year-To-Date:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax:	\$ 6,794,621.83	\$ 2,228.07	\$ 6,796,849.90
Penalty & Interest	23,636.07	2,375.65	26,011.72
Attorney Fees	1,284.40	2,206.05	3,490.45
Other Fees	561.77	-	561.77
Total Collections	<u>\$ 6,820,104.07</u>	<u>\$ 6,809.77</u>	<u>\$ 6,826,913.84</u>

Percent of Adjusted Levy	<u>98.21%</u>	<u>98.31%</u>
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June 13, 2022

VIA CERTIFIED MAIL – RETURN RECEIPT REQUESTED

City of Piney Point
C/O City Administrator
7676 Woodway Dr. Ste. 300
Houston, TX. 77063

RE: Contract for Services for Removal of Garbage, Rubbish and Recyclable Materials by and between the City of Piney Point and Waste Corporation of Texas, L.P. – Modification of Monthly Unit Rate per Household

Dear City Council,

In accordance with the current Contract for Services for Removal of Garbage, Rubbish and Recyclable Materials, Section 12.2 allows for the rate that may be charged for the second and subsequent years of the term of this Contract be adjusted upward or downward to reflect changes in the cost of operations as reflected by fluctuations in the Consumer Price Index for All Urban Consumers, Water, Sewer and Trash Collections (Series CUUR0000SEHG), as published by the U.S. Department of Labor, Bureau of Labor Statistics. Please consider this letter as our request for a rated adjustment, effective September 2022. You will find the rate adjustment calculation as set forth in the contract document under Section 12.2. In addition, you will find attached all supporting documentation and data used in the rate adjustment calculation, as set forth in Section 12.2. Please let me know if you would like to meet, at your convenience to discuss the rate adjustment. Thank you in advance for your consideration.

Item 1: The index value for 2021 (12 month average)

The index for CPI-U (CUUR0000SEHG) is published every month. The most recent published index is for June 2020 through May 2021.

Index value for 2021 = 256.150

Item 2: The index value for 2022 (12 month average)

The index for CPI-U (CUUR0000SEHG) is published every month. The most recent published index is for June 2021 through May 2022.

Index value for 2022 – 265.9516

Item 3: The net percentage change:

Net percentage change in index values = $(256.150 - 265.9516) / 265.9516 \times 100 = 3.83\%$

Item 4: Proposed increase in fees to be charged

Current MSW Rate per home = \$27.85

Current REC Rate per home = \$10.26

Rate increase = 3.83%



Proposed MSW Rate per home = \$28.92

Proposed REC Rate per home = \$10.65

Please let me know if you would like to meet, at your convenience to discuss the Rate Adjustment. Thank you in advance for your consideration.

Sincerely,

Anthony Emilio
Municipal Sales Manager

**City of Piney Point Village
Monthly Tax Office Report
May 31, 2022**

Prepared by: Christine A. Porter, Interim Tax Assessor/Collector

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Percent of Adjusted Levy	<u>98.21%</u>	<u>98.31%</u>
--------------------------	---------------	---------------



SOUTHWEST SIGNAL SUPPLY, INC.

1107 Jackson Street, South Houston, TX 77587
Tel 713.946.7162
swsignal@swsignal.net

QUOTATION

Name / Address

Piney Point
Accounts Payable
7676 Woodway
Suite 300
Houston, TX 77063

Date	Quotation #
------	-------------

6/20/2022

8226

Terms	Project
-------	---------

Net 30

Item	Description	Qty	U/M	Price	Total
	Location: Memorial @ Radney/N Piney Point See Inv# 121724 - Piney Points Controller is not operational. Will not power up and is obsolete. Southwest Signal spare in operatons at this time. (3-1-2022)				
CU2750	CONTROLLER - ECONOLITE COBALT C CONTROLLER, TX-2 TYPE 2	1	ea	3,850.00	3,850.00
CONTROLLER&...	MANUFACTURES'S ASSISTANCE - COORDINATION (1-DAY)	1		1,500.00	1,500.00
LA0100	BUCKET TRUCK INCLUDING SIGNAL TECH & HELPER ST MON-FRI	8	hr	149.00	1,192.00
	NOTE* MANUFACTURE'S QUOTE GOOD FOR 30 DAYS.				
TERMS	PRICE GOOD FOR 30 DAYS - MUST HAVE PURCHASE ORDER BEFORE WE BEGIN WORK. PRICE DOES NOT INCLUDE POLICE OFFICERS FOR TRAFFIC CONTROL, SPECIAL BARRICADING(ATTENUATOR/CRASH TRUCK./ARROWBOARD), PERMITS, BONDING, LIQUIDATED DAMAGES/PENALTIES OR ANY DUES THAT MAY BE REQUIRED.				0.00

Total

\$6,542.00

Signature

Karen Farris

From: "Intuit E-Commerce Service" <quickbooks@notification.intuit.com>
Sent: Monday, June 20, 2022 11:48 AM
To: Karen Farris
Cc: Cityadmin
Subject: Estimate 8226 from Southwest Signal Supply, Inc.
Attachments: Est_8226_from_Southwest_Signal_Supply_Inc_4700.pdf

Dear Customer :

Please review the attached estimate. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

Southwest Signal Supply, Inc.
713-946-7162

To view attachment

Open the attached PDF file. You must have [Acrobat® Reader®](#) installed to view the attachment.

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: June 27, 2022

SUBJECT: Presentation and Discussion of Memorial Drive Elementary School Lot Coverage.

Agenda Item: 22

Spring Branch Independent School District (SBISD) is sharing their proposed lot coverage analysis for the new Memorial Drive Elementary on the existing ~ 8-acre site. As you are aware, our current ordinance (Sec. 74-244) limits the maximum allowed lot coverage to 50 percent and the maximum allowed facility footprint to 30 percent.

The purpose of the presentation is to notify the Council that the proposed facility will not exceed these requirements.

Current Calculated Coverages:

- Total Building Structure = 23.7% of Site Area
- Total Impervious Area = 44.8% of Site Area

Exhibit:

SBISD includes a copy of the presentation detailing the lot coverage.

Sec. 74-244 (g) – Regulations:

Building area. The building area, exclusive of driveways and uncovered walkways, shall not exceed 30 percent of the lot area, exclusive of roadway easements; and the building area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces), shall not exceed 50 percent of the lot area.

Note:

SBISD representatives are aware of the proposed driveway and parking improvements proximity to the trees along Oak Lane. The city is requesting that construction improvements account for the protection of these mature trees.



Spring Branch ISD



Stantec

Memorial Drive Elementary

City of Piney Point Village
Planning & Zoning
June 23, 2022

City of Piney Point Village – Lot Coverage Criteria

We would like to share our lot coverage analysis information on the Site Plan to confirm we are understanding the criteria correctly.

PINEY POINT VILLAGE ALLOWED LOT COVERAGE CRITERIA

50% of total Lot = Maximum Allowed Impervious cover

30% of total Lot = Maximum Allowed Building Footprint

MEMORIAL DRIVE ALLOWABLE LOT COVERAGE CRITERIA

Site Area: 7.973 acres = 347,304 sf

50% of total Lot = 173,652 sf

30% of total Lot = 104,191 sf

The project is **NOT** seeking any relief from the Drainage Criteria.
The project will comply.





Memorial Drive ES – Building Elements

BUILDING AREA ELEMENTS

69,011 sf = Conditioned Building (Footprint Only)

13,265 sf = Unconditioned Covered Areas
(Canopies attached to building)

82,276 sf = TOTAL BUILDING STRUCTURE IMPERVIOUS AREA

23.7% of Site Area

✓ **UNDER** 30% of Lot Coverage Max. (104,191 sf)





Memorial Drive ES – Site Elements

SITE HARDSCAPE AREA ELEMENTS

52,121 sf = Roadways and Paving (includes Service Yard)

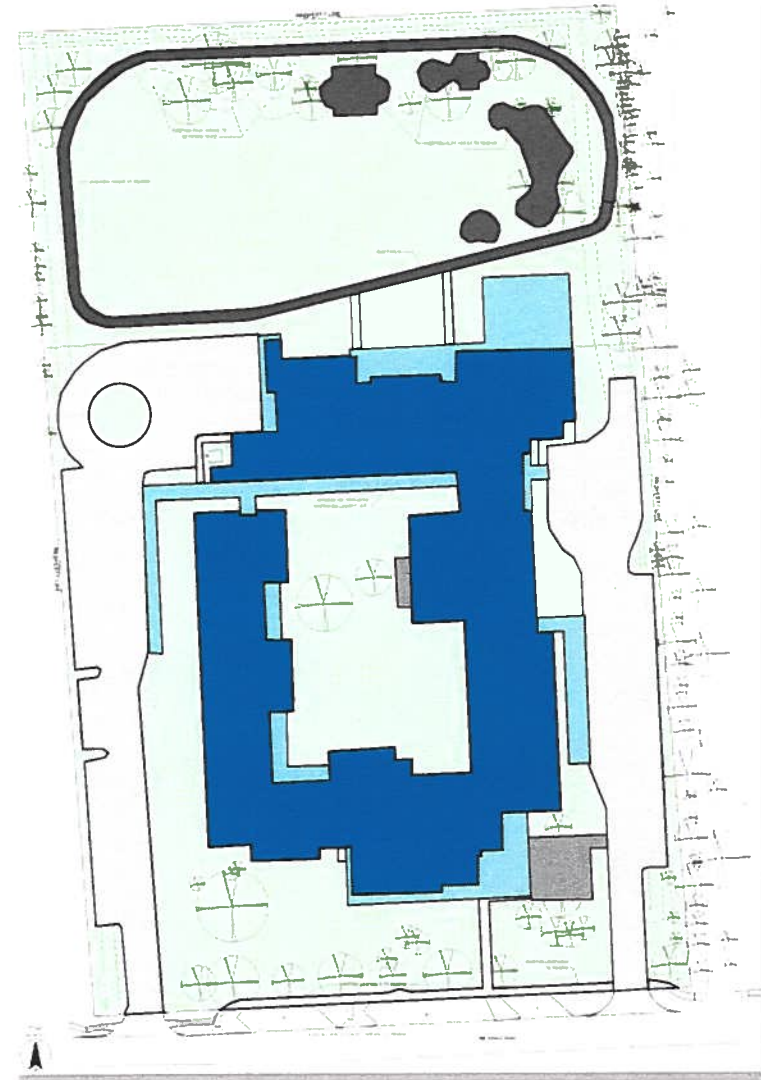
4,431 sf = Sidewalks (Uncovered)

1,633 sf = Decks and Patios (Uncovered)

15,245 sf = Play Area Elements and Track

73,430 sf = TOTAL SITE HARDSCAPE IMPERVIOUS AREA

21.1% of Site Area





Memorial Drive ES – Summary

LOT COVERAGE SUMMARY

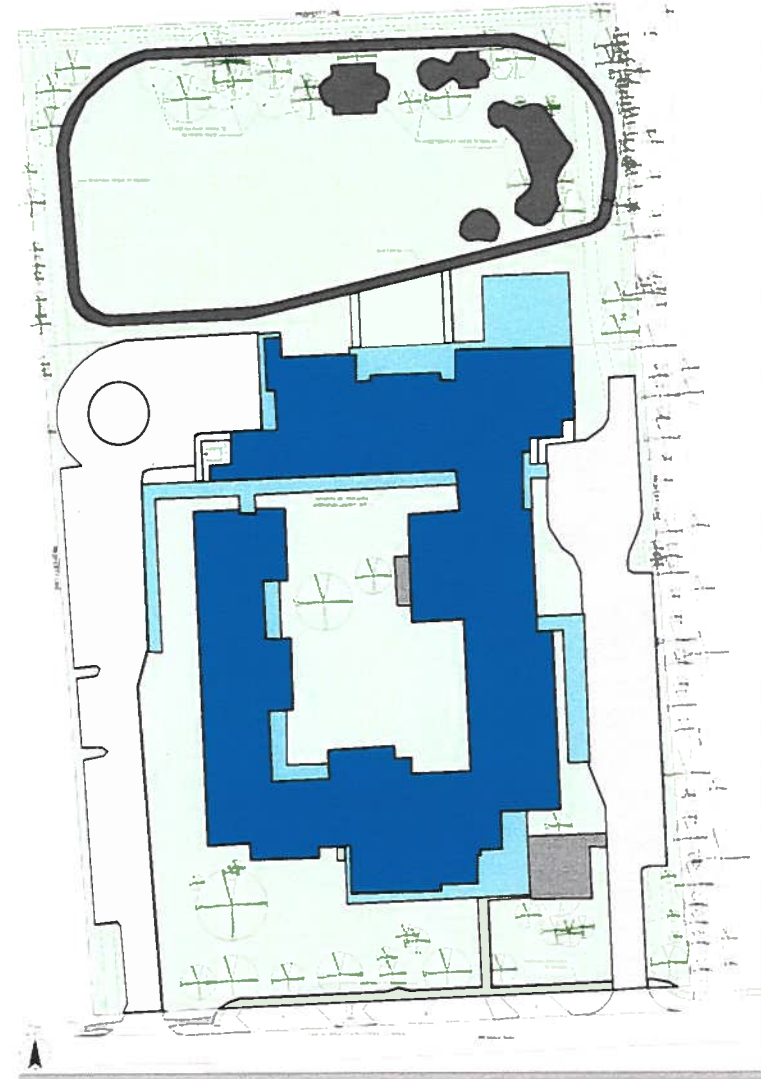
82,276 sf = Building Elements (23.7% of Site Area)

73,430 sf = Site Elements (21.1% of Site Area)

155,706 sf = TOTAL IMPERVIOUS AREA

44.8% of Site Area

✓ **UNDER** 50% Lot Coverage Max. (173,652 sf)





SBISD MEMORIAL DRIVE ELEMENTARY SCHOOL



THANK YOU!

Questions?

Council Agenda Item Cover Memo

**6/27/2022
Date of Meeting**

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a right-of-way drainage plan submittal for 11315 and 11319 Williamsburg Drive and to approve a 50/50 cost share agreement with each resident for construction costs for the associated scope of work as included in the plans.

SUMMARY/BACKGROUND (WHY): A drainage plan for the right-of-way in front of 11315 and 11319 Williamsburg was submitted to the City for review. The plan proposes replacing the ditch and culvert drainage system in the right-of-way with 24” storm sewer at the ultimate depth to connect to the storm sewer system under North Piney Point Road. City staff has no objections to the plans as presented. The City previously discussed splitting the construction costs for this work with the residents at these two properties.

STAFF RECOMMENDATION:

ESTIMATED COST: See Attached

FUNDING SOURCE: N/A

CURRENT BUDGETED ITEM: YES NO **EMERGENCY REQUEST:** YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



May 16, 2022

Mr. Albert Syzdek, PE
Probstfeld & Associates
515 Park Grove Drive, Suite 102
Katy, Texas 77450

Re: On-Going Services
Drainage Review of 11315 & 11319 Williamsburg Drive – R.O.W. Stm Swr, Second Submittal
Piney Point Village, Texas
HDR Job No. 10336218

Dear Mr. Syzdek:

We are in receipt of the proposed drainage plan for the above referenced address, with engineer seal dated 4/28/2022. Based on the proposed drainage layout provided in the plan sheets, the City interposes no objection to the proposed temporary and permanent drainage system, **contingent upon discussions with City Council on approval of construction in the right-of-way and a cost sharing agreement between the City and residents.** Please note that this does not necessarily mean that the entire drainage plan, including all supporting data and calculations, has been completely checked and verified. However, the drainage plan and calculations are signed, dated, and sealed by a professional engineer licensed to practice in the State of Texas, which therefore conveys the engineer's responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your copy of the approved set of plans and permit.

Please be advised that one of the requirements for a Certificate of Occupancy to be issued is that an as-built plan must be submitted to the City and approved. Please inform the Contractor and Homeowner of this requirement.

Sincerely,

HDR Engineering, Inc.

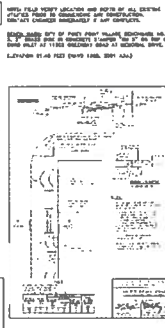
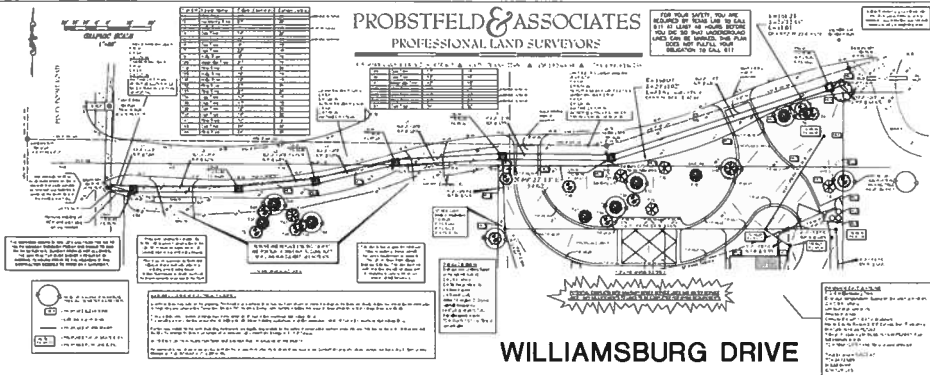
Aaron Croley, P.E., CFM
Project Engineer

Cc: Annette Arriaga – City of Piney Point Village



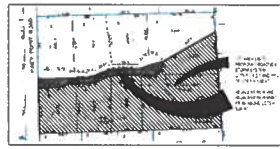
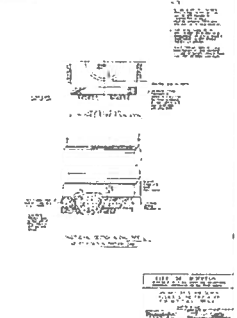
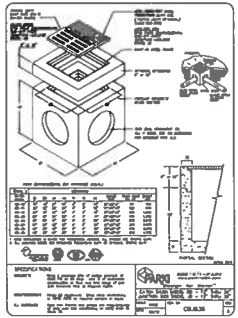
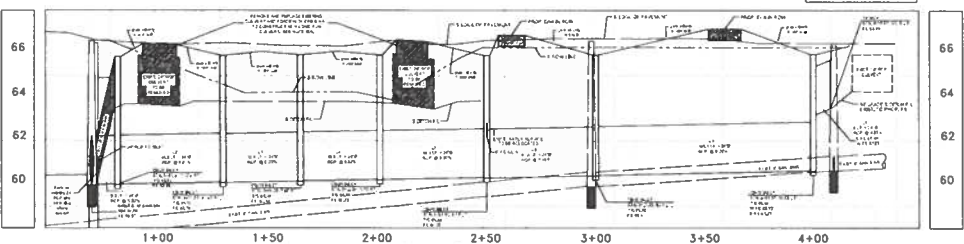
PROBSTFELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS

FOR THE BEST YOU ARE
REQUIRED BY STATE LAW TO OBTAIN
A LICENSE TO PRACTICE SURVEYING
AND TO BE A MEMBER OF THE SURVEYORS
AND MAPPERS ASSOCIATION OF VIRGINIA



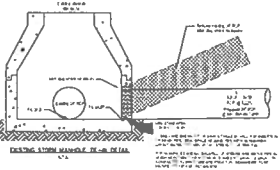
- CONSTRUCTION NOTES:**
1. All work to be done in accordance with the approved plans and specifications.
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 8. All work to be done in accordance with the approved plans and specifications.
 9. All work to be done in accordance with the approved plans and specifications.
 10. All work to be done in accordance with the approved plans and specifications.

WILLIAMSBURG DRIVE



Storm Sewer Tabulation

Station	Inlet	Outlet	Flow	Velocity	Time	Loss	Head	Notes
1+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
1+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
2+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
2+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
3+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
3+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
4+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	



Storm Sewer Tabulation

Station	Inlet	Outlet	Flow	Velocity	Time	Loss	Head	Notes
1+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
1+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
2+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
2+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
3+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
3+50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
4+00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	

No Objections Taken
Date: 1/13/10

AMERICA SYSTEMS, LP
10243
10243

PROPOSED RICH LONG RISE CULVERT PLAN & PROFILE
PERMANENT DRAINAGE PLAN & DETAILS
DATE: 1/13/10
SCALE: AS SHOWN ON DRAWING
DRAWN BY: [Signature]
CHECKED BY: [Signature]

THIS PLAN IS NOT A SUBSTITUTE FOR A LICENSED SURVEYOR'S PLAN. IT IS A PRELIMINARY PLAN. THE SURVEYOR'S PLAN IS THE AUTHORITY FOR CONSTRUCTION.

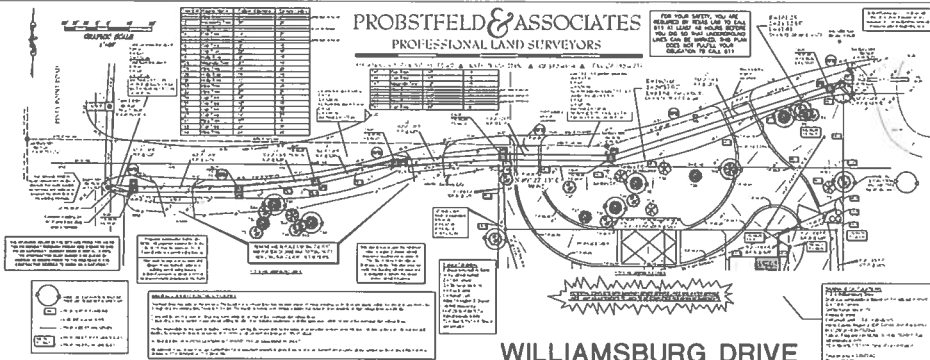
PROBSTFELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS

FOR YOUR SAFETY, YOU ARE REQUESTED BY STATE LAW TO CALL 911 IN CASE OF EMERGENCY. THIS PLAN IS FOR INFORMATION ONLY. YOU MAY BE SUBJECT TO FINES AND PENALTIES FOR VIOLATION OF ANY APPLICABLE LAWS. PLEASE CALL 911.

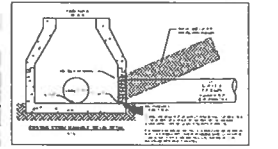
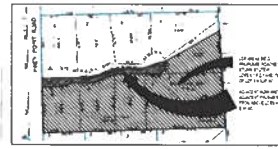
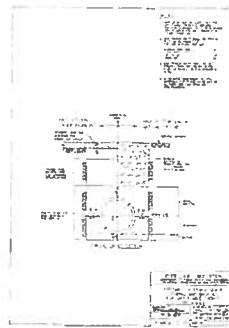
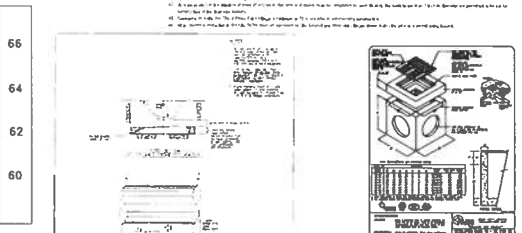
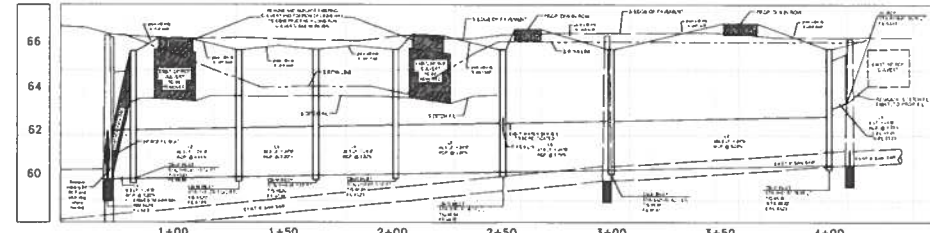
THIS PLAN IS SUBJECT TO THE APPROVAL AND REVIEW OF THE CITY ENGINEER. THE CITY ENGINEER'S REVIEW IS LIMITED TO TECHNICAL ASPECTS OF THE PLAN AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

CONSTRUCTION NOTES:

1. All dimensions are given in feet and inches.
2. All work shall be done in accordance with the approved plans and specifications.
3. All materials shall be of the best quality and shall conform to the specifications of the American Institute of Steel Construction, Inc.
4. All work shall be done in accordance with the approved plans and specifications.
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WILLIAMSBURG DRIVE

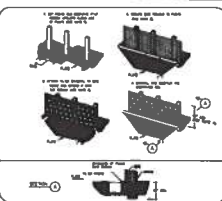


Storm Sewer Tabulation

Station	Flow (cfs)	Velocity (ft/s)	Depth (ft)	Time (min)
1+00	1.0	1.5	1.0	1.0
1+50	1.5	2.0	1.5	1.5
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3+50	3.5	4.0	3.5	3.5
4+00	4.0	4.5	4.0	4.0

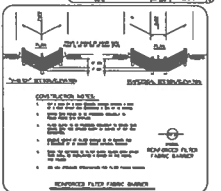
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3+00	3.0	3.5	3.0	3.0
3+50	3.5	4.0	3.5	3.5
4+00	4.0	4.5	4.0	4.0



No Objections Taken
5/19/2022

ALBERT A. SIVINSKI, JR.
Professional Engineer
No. 10000
10000
10000



PROPOSED NEW LONG RUNN CONVEYER PLAN & PROPOSED TEMPORARY DRAINAGE PLAN, SWPPP & DETAILS
FOR THE...
10000
10000
10000

Wilbur Kopecky Contractors
8822 Stonebriar Creek Xing
Tomball, TX 77375 US
832-977-7167
kristen@w-kcontractors.com
www.w-kcontractors.com

Estimate

ADDRESS

Aaron & Dana Bubela
11319 Williamsburg
Houston, Tx 77024

ESTIMATE # 1333

DATE 03/25/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Drainage	Install ditch cover per civil plan and back fill to top of grates ready for sod. Existing 24" RCP that is under driveway will be taken out and re-installed lower to match civil flow line. 135'-24" RCP Reset existing culverts per civil flow lines 3-30" catch basins with frame and grates Installation of Stabilized Sand underneath and around RCP pipe Remove existing 24" neck going into city storm sewer and run new 24" from ditch drain Install soil to top of catch basins ready for new sod. All permits and inspections included. NOTE: Does not include tear out and replacement of existing driveway. This will need to be done by others.	1	27,255.00	27,255.00

SUBTOTAL	27,255.00
TAX	0.00
TOTAL	\$27,255.00

Accepted By

Accepted Date

Wilbur Kopecky Contractors
8822 Stonebriar Creek Xing
Tomball, TX 77375 US
+1 8329777167
Shane@w-kcontractors.com
www.w-kcontractors.com

Estimate

ADDRESS
Michael Walton
11315 Williamsburg
Houston, Tx 77024

ESTIMATE # 1332
DATE 03/25/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Drainage	Install complete ditch cover on front of property per civil plan. 156'-24" RCP 31'-8" SDR 3-30" catch basins with frame and grates Tie in existing system to 30" catch basin Install stabilized sand under and around pipe. Install spoils on top of pipe, flush with top of grates. All permits and inspections included.	1	28,630.00	28,630.00

SUBTOTAL	28,630.00
TAX	0.00
TOTAL	\$28,630.00

Accepted By

Accepted Date

Council Agenda Item Cover Memo

6/27/2022
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the approval of CenterPoint Energy Gas Line Improvement Plans at 4 Tokeneke Trail.

SUMMARY/BACKGROUND (WHY): CenterPoint Energy has submitted plans to the City for installation of approximately 185 linear feet of new 2” plastic gas service line partially located within the Tokeneke Trail right-of-way at 4 Tokeneke. The new service line will connect to the existing gas main on the south side of the right-of-way and will be installed under the existing asphalt street to service 4 Tokeneke. City staff has no objections to the plans as presented.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO X

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



June 13, 2022

Ms. Andrea Pickens
CenterPoint Energy
1111 Louisiana St
Houston, TX 77002
P.O. Box 2628
Houston, TX 77252-2628

Re: On-Going Services
Review of Gas Line Improvement Plans – 4 **Tokeneke Trail, 3rd Submittal**
Piney Point Village, Texas
HDR Job No. 10336218

Dear Ms. Pickens:

We are in receipt of the proposed CenterPoint Energy gas line improvement plans for Tokeneke Trail dated 5/19/22. Based on the proposed plans provided, the City interposes no objection to the proposed gas line improvements, contingent upon the following:

- Please be advised that the plans will need to be presented to the City Council for approval of the proposed improvements in the City right-of-way prior to construction.

This does not necessarily mean that the entire plan including survey layout has been completely checked and verified. CenterPoint Energy assumes all responsibility and accountability for the proposed improvements. The Contractor will immediately notify the City in the event any storm sewer or utilities are impacted during construction. Please note that any grass, landscaping, sidewalks, storm sewer, water and sanitary utilities, etc. damaged during construction must be restored to a condition acceptable to the City.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your copy of the approved set of plans and permit.

Sincerely,

HDR Engineering, Inc.

Aaron Croley, P.E., CFM
Project Engineer

cc: Annette Arriaga – City of Piney Point Village
Kimberly Perez – City of Piney Point Village



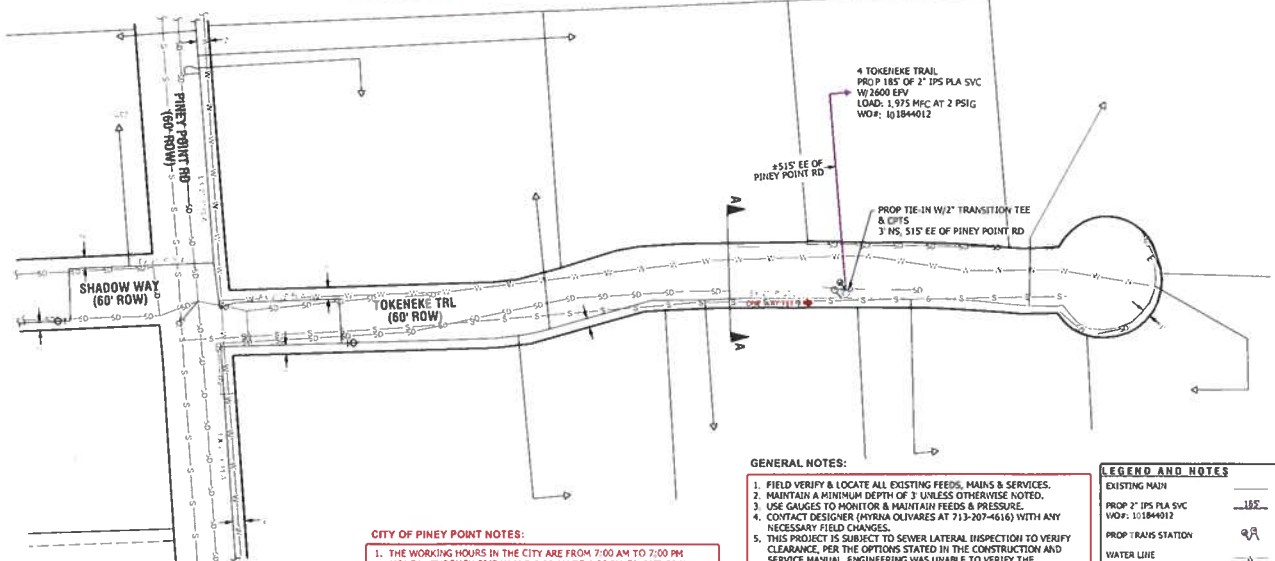


No Objections Taken
Alan Luby
6-13-2022

GAS STAKING	
JOB NO.:	BY: _____ DATE: _____
ESMTS. DED. BY:	ESMT. DOCUMENTS: _____
INFORMATION FND.:	PLAT DISTS. CHK.#: _____
ESMTS. NEEDED AT:	_____
NON-STD. STAKING:	REASON: _____

PERMITS REQUIRED FOR CONSTRUCTION	
<input type="checkbox"/>	NO PERMITS REQUIRED
<input type="checkbox"/>	TxDOT
<input checked="" type="checkbox"/>	CITY: PINEY POINT
<input type="checkbox"/>	COUITY: _____
<input type="checkbox"/>	FLOOD CONTROL/DRAINAGE: _____
<input type="checkbox"/>	RAILROAD: _____

INSPECTOR: MATTHEW ABEL AT 713-539-4867

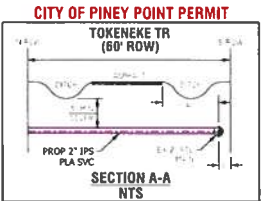


- CITY OF PINEY POINT NOTES:**
1. THE WORKING HOURS IN THE CITY ARE FROM 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY AND 8:00 AM TO 6:00 PM ON SATURDAY. SUNDAY WORK IS NOT ALLOWED. THE CONTRACTOR MUST SUBMIT A REQUEST, IN WRITING, 72-HOURS PRIOR TO THE WEEKEND IF THE CONTRACTOR DESIRES TO WORK ON A SATURDAY.
 2. THE CONTRACTOR WILL REMOVE AND REPLACE AND SECTION OF STORM SEWER IN THE RIGHT-OF-WAY THAT IS DAMAGED DURING CONSTRUCTION WITH MATERIAL THAT IS EQUAL TO OR SUPERIOR TO THE EXISTING.
 3. ANY AREAS OF GRASS WITHIN THE CITY'S RIGHT OF WAY WHICH ARE DISTURBED OR DUG UP DURING CONSTRUCTION SHALL BE REPLACED WITH ST. AUGUSTINE OR GRASS WHICH MATCHES THE EXISTING.
 4. ANY DAMAGE TO EXISTING ROADS, DRIVEWAYS, SIDEWALKS, OR OTHER APPURTENANCES WITHIN THE CITY'S RIGHT OF WAY SHALL BE SAW CUT, REMOVED AND REPLACED WITH MATERIAL EQUAL TO OR SUPERIOR TO EXISTING MATERIAL, AND BE INSTALLED IN A MANNER ACCEPTABLE TO THE CITY.
 5. THE CONTRACTOR SHALL NOTIFY THE CITY AT 713-782-0271 A MINIMUM OF 48 HOURS PRIOR TO BEGINNING WORK.
 6. CONTRACTOR TO COORDINATE WITH THE CITY'S URBAN FORESTER, CARY MORAN AT 832-516-1321, ON ANY NECESSARY TREE PROTECTION MEASURES PRIOR TO BEGINNING WORK.

- GENERAL NOTES:**
1. FIELD VERIFY & LOCATE ALL EXISTING FEEDS, MAINS & SERVICES.
 2. MAINTAIN A MINIMUM DEPTH OF 3' UNLESS OTHERWISE NOTED.
 3. USE GAUGES TO MONITOR & MAINTAIN FEEDS & PRESSURE.
 4. CONTACT DESIGNER (MYRNA OLIVARES AT 713-207-4616) WITH ANY NECESSARY FIELD CHANGES.
 5. THIS PROJECT IS SUBJECT TO SEWER LATERAL INSPECTION TO VERIFY CLEARANCE, PER THE OPTIONS STATED IN THE CONSTRUCTION AND SERVICE MANUAL. ENGINEERING WAS UNABLE TO VERIFY THE CLEARANCES WITH MARKS AND RECORDS.
 6. TAKE NECESSARY PRECAUTIONS WHEN CUT, CAP & REMOVING STEEL MATERIAL. ASSUME ALL TAR WRAP PIPE CONTAINS ASBESTOS AND FOLLOW CONSTRUCTION AND SERVICE MANUAL PROCEDURES (SECTION: CS-B-1-.330) FOR REMOVAL OF PIPE AND GASKETS WITH ASBESTOS CONTAINING MATERIAL OR PRESUMED ASBESTOS CONTAINING MATERIAL.
 7. FOR IP PIPE TEST PRESSURE AT 100 PSIG IN ACCORDANCE WITH SECTION CS-B-1.220 OF THE CONSTRUCTION & SERVICE MANUAL. HP LINE TEST PRESSURE AND DURATION ARE AS NOTED.
 8. ALL SERVICE LINES MUST HAVE AN EPV OR CURB VALVE INSTALLED IN ACCORDANCE WITH SECTION CS-FORM 1.150 OF THE CONSTRUCTION AND SERVICE MANUAL, AND EPV SIZING CHART. -CONTACT ENGINEERING FOR ADDITIONAL SIZING RECOMMENDATIONS.
 9. COORDINATE CATHODIC PROTECTION WITH THE CORROSION DEPARTMENT (VINCENT PACHECO AT 713-967-7366) AND ENSURE CP DEPARTMENT IS ON SITE DURING CONSTRUCTION TO MAKE BONDS.
 10. DIMENSION ALL TIE-IN LOCATIONS FROM ESTABLISHED RIGHT OF WAYS.
 11. CRITERIA TO BE USED FOR TRACER WIRE SELECTION WHEN INSTALLING PLASTIC GAS LINES:
 - A. USE #14 TRACER WIRE FOR ALL RESIDENTIAL SERVICE LINES.
 - B. USE #14 TRACER WIRE FOR SHORT BORES UP TO 300' AND ALL OTHER NON-BORE INSTALLATIONS.
 - C. USE #10 TRACER WIRE WITH ALL BORES LONGER THAN 300'.
 - D. USE #8 TRACER WIRE AS NEEDED FOR LARGE BAYOU CROSSINGS AND OTHER EXTRAORDINARY SITUATIONS AND COMPLEX BORES. INSPECTOR APPROVAL REQUIRED PRIOR TO WORK.

LEGEND AND NOTES

EXISTING MAIN	---
PROP 2" IPS PLA SVC	---
PROP TRANS STATION	QA
WATER LINE	---
SANITARY SEWER	---
STORM DRAINAGE	---



GAS SERVICE COORDINATOR:
 COORDINATE SERVICE LOCATION WITH RICK REYNOSO AT
 281-530-3298

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	6/13/2022	AL
2	REVISED		
3	REVISED		
4	REVISED		

4 TOKENEKE TRAIL
 PINEY POINT, TEXAS

Energy
 EC4-220527

Council Agenda Item Cover Memo

6/27/2022
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on construction claims for additional compensation submit by RAC Industries on the Wilding Lane Drainage & Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): RAC has submit two claims for additional compensation on the Wilding Lane Project. Claim #1 is for compensation for Phase 2 Base Failures and Claim #2 Compensation for Extra Asphalt Level Up. HDR has reviewed the claims and provided a response to the Contractor.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO X

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



February 9, 2022

RAC Industries, Inc.
Mr. Raul Chapa - President
3207 Preston Ave.
Pasadena, Texas 77505

RE: Phase 2 Failure Repair Compensation

HDR is in receipt of the subject letter from RAC Industries, Inc. dated January 21, 2022 and offers the following response:

RAC is responsible for control of groundwater by methods outlined in the Project Specifications, Section 01563 if observed during construction of any portion of the project. Per the Contract Documents, Geotechnical Report Section 5.2.3 (Page 10) "It is recommended that the Contractor should verify groundwater level at the time of construction and should provide an adequate groundwater control, where required in general accordance with the Project Specifications, Section 01563. Additionally, Special Conditions (SC-16) Pumping "Contractor shall be aware that groundwater is present in the construction site. Seepage should be collected in sumps and pumped out. This type of dewatering is considered incidental to the cost of the improvement. If seepage cannot be handled by sumping, then mechanical dewatering techniques such as well pointing shall be used. The Contractor shall be paid for well pointing as per the unit price bid." No groundwater was encountered in all of the geotechnical borings as noted in the Geotechnical Report Section 4.3 (Page 7) nor did RAC notify HDR of any groundwater during excavation of the trench approximately 9-feet in depth for installation of the proposed 48-inch RCP storm sewer, stabilization of the pavement subgrade, or installation of the pavement base course. RAC did not install piezometers (Supplemental Bid Item No. 63) or well pointing system (Supplemental Bid Item No. 67) to control groundwater per contractual requirements.

RAC also noted in the subject letter dated January 22, 2022 excessive watering of the right-of-way by the resident at 11209 Wilding Lane. This residential property is not located adjacent to the right-of-way within the limits of STA 9+48 and 11+42. Regardless, as noted in attached letter dated November 14, 2021 the stabilized subgrade in Phase 2 passed all gradation, compaction, and moisture content materials testing requirements per the Project Specifications indicating proper moisture content of the stabilized subgrade. As previously stated in the attached letter dated December 15, 2021, HDR observed and noted that the right-of-way directly adjacent to the areas of the failed subgrade were not properly graded for positive drainage resulting in multiple areas of standing water. Per Geotest Engineering, Inc.'s evaluation of the subject project area, the improper

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Texas Registered Engineering Firm F-754

drainage and saturation of the right-of-way, saturated the subgrade and could be reasons for the base and subgrade failures. Proper grading and drainage are required to be maintained regardless of the source of water; rain, sprinkler, etc.

Further, per the Contract Documents, General Conditions Section 4.02 "Contractor's Understanding. It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality and quantify of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which in any way affect the work under this Contract." The presence of residential sprinkler/irrigation systems are considered normal to the nature and location of the work along a residential street and were further referenced in the Special Conditions of the Contract Documents, Section "Sprinklers", page SC-18.

HDR does not recommend additional compensation for the work performed by HDR to remove and replace 6-inch base course and 8-inch stabilized subgrade which failed to meet Contract Requirements and Project Specifications as stated in our previous letter dated December 15, 2021.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read "JEM", is positioned above the typed name of the signatory.

Joseph Moore, P.E., CFM
Project Manager

Attachments

Cc: Mr. Bobby Pennington, City Administrator – City of Piney Point Village
Mr. Mark Kobelan, Mayor – City of Piney Point Village



RAC Industries, LLC
3207 Preston Ave.
Pasadena, TX 77505
713-534-1151

January 21st, 2021

City of Piney Point

ATT: Joe Moore

RE: Wilding Lane Paving and Drainage Improvements Project

Subject: Phase 2 Failure Repair Compensation

Mr. Moore,

RAC Industries, LLC is requesting compensation for the work performed to remove & replace the 6" Black Base and 8" Subgrade failures due to the discovery of ground water making it to the subgrade. RAC was instructed to remove & replace the areas directed by HDR that had initially passed gradation and compaction tests between stations 9+48 to 11+42, and small failures at station 12+50 and station 13+18. Not only was groundwater present upon the re-excavation, RAC learned that the house along the main failure, 11209 excessively watered along the ROW every night throughout the duration of the first installation of subgrade and base.

Please see the prices and quantities included in this document.

Sincerely,

Anthony Chapa

Anthony Chapa
Project Manager
RAC Industries, LLC

PROJECT NAME: Wilding Lane Drainage and Paving Improvements

OWNER: City of Piney Point Village

OWNER JOB NUMBER: HDR 19-028

PAY ESTIMATE: Extra Work

FOR THE PERIOD: 1/22/2022

ITEM	DESCRIPTION	UNIT	ORIG QTY	QUANTITY	UNIT PRICE	Total Amount Due to Date
10	REM/DISPOSE OF EX. ASPHALT PVM & BASE MATERIAL	SY	3925	209.00	\$ 11.00	\$ 2,299.00
12	6" TY A HMAC BLACK BASE	SY	4140	209.00	\$ 32.00	\$ 6,688.00
52	CMT STAB. SAND	CY	20	34.00	\$ 40.00	\$ 1,360.00
					TOTAL	\$ 10,347.00



November 24, 2021

RAC Industries, Inc.
Mr. Raul Chapa - President
3207 Preston Ave.
Pasadena, Texas 77505

RE: Wilding Lane Drainage & Paving Improvements Project

Mr. Chapa,

HDR observed heavy cracking and potholes in multiple locations of the asphalt base course installed by RAC Industries, Inc. (RAC) on June 15 and 16, 2021 during Phase 2 of the subject project. Attached are photographs of the failures. These failures are indicative of a failure in the subgrade stabilized by RAC on June 11, 2021. Repair of the base course failures and examination of the subgrade was discussed with RAC during the October 19, 2021 progress meeting where HDR stated that the condition of the subgrade would need to be evaluated after RAC removed the failed base course and any failed subgrade would need to be repaired.

RAC recently sawcut and excavated several areas of the failed base course in Phase 2. One excavated area large enough to accommodate a dump truck was proof rolled. The proof roll resulted in rutting of the subgrade (see attached photographs). The excavated areas not large enough to accommodate a dump truck were probed. The subgrade was easily probed and appeared to be moist.

HDR and the project materials testing lab, Geotest Engineering, Inc. (Geotest) performed a site visit to observe the exposed subgrade and site conditions. It was noted that the subgrade was soft, easily probed, and appeared to have excess moisture. It was also noted that the right-of-way adjacent to the subgrade did not appear to be properly graded for positive drainage resulting in multiple areas of standing water. The right-of-way area in Phase 2 was used as a soil stockpile and materials storage area for multiple months by RAC and was not properly graded to provide positive drainage. Soil stockpiles appeared to block and/or cover the inlets located in the adjacent right-of-way.

Additionally, HDR obtained a core of the pavement base course on Phase 2 to verify the minimum 6-inch thickness was obtained. The core obtained near STA 10+00 resulted in 4-inches of base thickness or 2-inch less than the minimum 6-inch thickness included in the plans and contract documents. Attached are photos previously sent via email and lab results.

HDR requests the following corrective actions be performed in compliance with the contract documents:

- 1) Provide and maintain positive drainage in the right-of-way

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Texas Registered Engineering Firm F-754

- 2) Expose soft, wet soils by removal of the pavement base course and allow the subgrade to dry
- 3) Add additional fly-ash into the pavement subgrade and recompact soils
- 4) Install a minimum of 6-inches of base course material

Please notify HDR of the anticipated schedule for the required pavement subgrade and base rework. Also please feel free to contact us with any questions.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'JEM', with a long horizontal flourish extending to the right.

Joseph Moore, P.E., CFM
Project Manager

Attachments

ASPHALT BASE COURSE CRACKING





PROOF ROLL







**BASE COURSE CORE RESULTS -
PHASES 1-5**

REPORT OF FIELD SERVICES

Project: Wilding Lane Drainage and Paving Improvements
Client: HDR
Contractor: RAC Ind.

Job No.: 11503226-01
Report No.: 54-1
Date: 11-02-2021

Specification:

A Geotest Engineering representative performed the following services:

Asphalt coring on Wilding Lane. 5 cores were retrieved on selected locations and delivered to HDR Inspector.

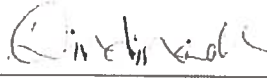
Coring Locations

- 1) Wilding Lane, Station No. 6+00 Phase 4 (5 3/8")
- 2) Wilding Lane, Station No. 6+00 Phase 3 (5 3/4")
- 3) Wilding Lane, Station No. 10+00 Phase 2 (4")
- 4) Wilding Lane, Station No. 10+00 Phase 5 (5 1/2")
- 5) Wilding Lane, Station No. 14+40 Phase 1 (7")

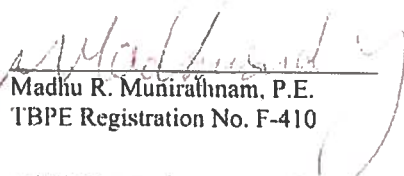
Remarks:

Technician: Ali Ismael

Distribution:
Aaron Croley, Joseph Moore - (email)
Invoice (1)



Dindinadh Bollarapu
Graduate Engineer



Madhu R. Munirathnam, P.E.
TBPE Registration No. F-410

Date 11/22/21

Phase 1
Station 14+40



Phase 2
Station 10+00



Phase 3
Station 6+00



Phase 4
Station 6+00



Phase 5
Station 10+00



**PHASE 2 BASE COURSE
THICKNESS
MEASURED AT SAW CUTS**

















December 15, 2021

RAC Industries, Inc.
Mr. Raul Chapa - President
3207 Preston Ave.
Pasadena, Texas 77505

RE: Wilding Lane Drainage & Paving Improvements Project

Mr. Chapa,

HDR is in receipt of the letter from RAC dated December 10th, 2021 and is providing the following response:

HDR is in receipt and does not refute of materials testing reports for gradation, compaction, and moisture content dated June 11, 2021 indicating passing results. However, the passing materials testing results do not relieve RAC from their contractual obligations to provide a stabilized subgrade and base course meeting project requirements until the City has accepted the project and for a period of one year after project acceptance. Per the Contractor General Conditions Section 4.20 (page GC-15) "The Owner or the Engineer may reject any work found to be defective or not in accordance with the contract documents, regardless of the stage of its completion or the time or place of discovery of such errors, and regardless of whether the Engineer has previously accepted the work through oversight or otherwise." Further, "any work which fails to meet the requirements of such tests, inspections or approval, and any work which meets the requirements of any such tests or approval but does not meet the requirements of the contract documents shall be considered defective. Such defective work shall be corrected at the Contractors expense."

As stated in our letter dated November 24th, 2021, the subgrade exposed by removal of the cracked base course was soft when probed and proof rolled indicating a failure in the subgrade which previously met all gradation, compaction, and moisture content requirements. Per Geotest Engineering, Inc. evaluation of the subject project area, the improper drainage and saturation of the right-of-way saturated the subgrade and could be reasons for base and subgrade failures (see attached email). HDR has observed and noted that the right-of-way directly adjacent to the areas of failed subgrade were not properly graded for positive drainage resulting in multiple areas of standing water. Per local rain gauge data the area received greater than 0.25" of rain on 29 days since the subgrade was stabilized on June 11th, 2021. The right-of-way area in Phase 2 was used as a soil stockpile and material storage area from approximately June 2021 through October 2021 as documented in multiple photos, email and progress meeting requests to remove stockpiles and excess materials. Attached are several dated photos showing soil stockpiles and lack of proper grading for positive drainage.

As stated in our letter dated November 24th, 2021, HDR requests that RAC perform the following corrective actions in compliance with the contract documents:

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Texas Registered Engineering Firm F-754

- 1) Provide and maintain positive drainage in the right-of-way
- 2) Expose soft, wet soils by removal of the pavement base course and allow the subgrade to dry
- 3) Add additional fly-ash into the pavement subgrade and recompact soils
- 4) Install a minimum of 6-inches of base course material

HDR requests that RAC submit a schedule for corrective actions within ten (10) calendar days with the work to be performed within the next thirty (30) calendar days. Failure to perform corrective actions to remedy the failed subgrade and base course by this deadline will result in the City removing and replacing the unsuitable work at RAC's expense in accordance with the Contract Documents, General Conditions, Section 6.10. The costs incurred by the City for this work will be withheld from the final payment in accordance with the Contract Documents, General Conditions, Section 6.12.

Please notify HDR of the anticipated schedule for the required pavement subgrade and base rework as well as the remainder of the project. Also please feel free to contact us with any questions.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'JEM', is positioned above the typed name of the sender.

Joseph Moore, P.E., CFM
Project Manager

Attachments

**GEOTEST ENGINEERS,
INC. LETTER**

Moore, Joseph

From: nkolli@geotesteng.com
Sent: Tuesday, December 14, 2021 4:14 PM
To: Moore, Joseph
Cc: madhu@geotesteng.com
Subject: RE: Wilding Lane - Piney Point Village

CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Joe,

As per our conversation, we do understand that the testing reports indicate the material meets the required gradation and placed satisfactorily.

However, it is the fact that the improper drainage at the site in specific areas caused the base to get saturated and attributed to base failures. Further, the onsite pile of soils stored near the failure areas might have caused the inadequate drainage. These could be the potential reasons for base and subgrade failures.

Let me know if you have any questions.

Thank you,

Naresh Kolli, P.E.
Geotest Engineering, Inc.
Office: (713) 266 0588 Ext. 221
Cell: (832) 691 7309

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From: Moore, Joseph <Joseph.Moore@hdrinc.com>
Sent: Tuesday, December 14, 2021 1:34 PM
To: Naresh Kolli <nkolli@geotesteng.com>
Cc: madhu@geotesteng.com
Subject: RE: Wilding Lane - Piney Point Village

Naresh,

Thanks for taking my phone call yesterday to discuss this further. I'm following up on the status on a letter in response to the Contractor's issues per our discussion. I'm hoping to submit our responses back to the Contractor today as their progress on the pavement construction is stopped.

Thanks for your help.

Joe Moore, P.E., CFM
P 713.622.9264

hdrinc.com/follow-us

From: Moore, Joseph
Sent: Monday, December 13, 2021 3:10 PM
To: 'nkolli@geotesteng.com' <nkolli@geotesteng.com>
Cc: madhu@geotesteng.com
Subject: RE: Wilding Lane - Piney Point Village

Naresh,

Please see the attached correspondence between HDR and RAC Industries, the Contractor on the Wilding Lane construction project where we communicated our concern of the soft, moist subgrade and adjacent right-of-way as both Geotest and HDR observed during a field visit in response to removal of cracked base course. RAC stated that the subgrade passed gradation, compaction, and moisture content materials testing (reports attached). If positive drainage is not maintained on top of and adjacent to a stabilized subgrade/base course would it cause failure of the stabilized subgrade? Is there another reason the stabilized subgrade that received passed materials test fail?

We are hoping to resolve this issue very soon so your prompt response is appreciated.

Thanks,

Joe Moore, P.E., CFM
P 713.622.9264

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From: nkolli@geotesteng.com <nkolli@geotesteng.com>
Sent: Tuesday, November 23, 2021 12:07 PM
To: Moore, Joseph <Joseph.Moore@hdrinc.com>
Cc: madhu@geotesteng.com
Subject: RE: Wilding Lane - Piney Point Village

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Joe,

Good morning. Based on the site visit performed on 11/22/2021, following are the general recommendations for the site pavement repair in the failure areas.

- Expose the soft wet soils and let them dry.
- Add additional fly ash and recompact the soils.
- Maintain positive drainage at the site all times to prevent any ponding of water.

Let us know if you have any questions.

Thank you,

Naresh Kolli, P.E.
Geotest Engineering, Inc.
Office: (713) 266 0588 Ext. 221
Cell: (832) 691 7309

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From: nkolli@geotesteng.com <nkolli@geotesteng.com>
Sent: Friday, November 19, 2021 5:08 PM
To: 'Moore, Joseph' <Joseph.Moore@hdrinc.com>
Cc: 'madhu@geotesteng.com' <madhu@geotesteng.com>
Subject: RE: Wilding Lane - Piney Point Village

Joe,

Sorry, I missed you call earlier and tried to reach you in the afternoon. Please call me on my cell phone at 832 691 7309 to discuss.

Thank you,

Naresh Kolli, P.E.
Geotest Engineering, Inc.
Office: (713) 266 0588 Ext. 221
Cell: (832) 691 7309

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From: Moore, Joseph <Joseph.Moore@hdrinc.com>
Sent: Thursday, November 18, 2021 1:43 PM
To: Naresh Kolli <nkolli@geotesteng.com>
Subject: FW: Wilding Lane - Piney Point Village

See below

Joe Moore, P.E., CFM
P 713.622.9264

hdrinc.com/follow-us

From: madhu@geotesteng.com <madhu@geotesteng.com>
Sent: Friday, August 6, 2021 2:37 PM
To: Moore, Joseph <Joseph.Moore@hdrinc.com>
Cc: Lundquist, Presley <Presley.Lundquist@hdrinc.com>; Bailey, Montreal <Montreal.Bailey@hdrinc.com>
Subject: RE: Wilding Lane - Piney Point Village

CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Joe,

Contractor exceeded the 4-hour window of completing the process of mixing and compacting after the fly ash application. Due to the delay the effectiveness of the fly-ash application cannot be achieved for the subgrade

stabilization. The contractor has to reapply the fly-ash and complete the process within the allowable time as per project specifications. If you need any further assistance, please call or email us at your convenience.

Thanks,

Madhu R. Munirathanm, P.E.
Vice President
Geotest Engineering, Inc.
Ph: 713-266-0588
Fax: 713-266-2977
Mob: 832-259-1079
WWW.GEOTESTENG.COM

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From: Moore, Joseph <Joseph.Moore@hdrinc.com>
Sent: Friday, August 6, 2021 2:11 PM
To: madhu@geotesteng.com
Cc: Lundquist, Presley <Presley.Lundquist@hdrinc.com>; Bailey, Montreal <Montreal.Bailey@hdrinc.com>
Subject: Wilding Lane - Piney Point Village

Madhu,

Thanks for your time this afternoon. Per our conversation we are looking for your recommendations on the lime/flyash application that is in progress on Wilding Lane this afternoon. Our concern is about the amount of time the Contractor has been mixing the subgrade in attempt to hit gradation has exceeded the amount of time they can be working with the fly-ash.

Thanks,

Joe Moore, P.E., CFM
Project Manager

HDR
4828 Loop Central Drive, Suite 800
Houston, TX 77081
P 713.622.9264
joseph.moore@hdrinc.com

hdrinc.com/follow-us

SOIL STOCKPILES AND GRADING PHOTOS

7/15/21



11211 Wilding Lane

8/10/21

11211 Wilding Lane



8/10/21

11211 Wilding Lane





8/17/21

11211 Wilding Lane

8/17/21

11211 Wilding Lane



8/26/21

11211 Wilding Lane





9/14/21

11211 Wilding Lane

10/4/21

11211 Wilding Lane



10/14/21

11211 Wilding Lane



10/14/21

11211 Wilding Lane





11211 Wilding Lane



10/26/21

11211 Wilding Lane



June 22, 2022

RAC Industries, Inc.
Mr. Raul Chapa - President
3207 Preston Ave.
Pasadena, Texas 77505

RE: Extra Asphalt Level Up

HDR is in receipt of the subject letter from RAC Industries, Inc. (RAC) dated April 20, 2022 (attached) and offers the following response:

HDR does not agree that the “Typical Asphalt Road Section” including 3% cross-slope on the proposed pavement requires additional asphalt. The road section is intended to show a typical cross-section of the entire roadway and is not intended to depict the exact cross-section of every station along the roadway. The proposed pavement centerline elevations and callouts indicating which driveways would be replaced and which would remain in place should have been used to determine elevations at specific locations along the roadway. The proposed pavement design included a stabilized subgrade graded to an elevation that would only require 6-inches of pavement base course (black base) and 2-inches of surface course (Type D HMAC overlay) to meet the proposed pavement centerline elevations and existing driveway elevations.

Additionally, HDR observed the pavement base prior to installation of the HMAC overlay and noted nonuniform elevations throughout the entire length of the roadway. Due to the variation in the pavement base surface as constructed, it is likely that extra quantity of HMAC overlay was necessary to level these undulations and provide an acceptable riding surface. This control on the final elevation of the pavement base course as well as the means and methods used to construct the pavement design as specified are RAC’s responsibility.

Further, the Contract Documents specifically address this issue and the measurement and payment for HMAC overlay. As stated in the Section 01025, 2.04 A of the Contract Documents, “Measurement and payment for pavement is on a square yard basis for 2-inches of HMAC Type C lifts measured from edge to edge of paving. No additional payment will be made for pavement thickness over the specified thickness. This shall also include all required level up that the contractor deems necessary for an acceptable riding surface.” Bid Item No. 11 for payment of 2” Type D HMAC overlay, including tack coat on a square yard basis.

hdrinc.com

4828 Loop Central Drive, Suite 800, Houston, TX 77081-2220
T (713) 622-9264 F 713.622.9265
Texas Registered Engineering Firm F-754



HDR does not recommend that the City provide additional compensation for the Extra Asphalt Level Up as requested by RAC.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'JEM', with a long horizontal flourish extending to the right.

Joseph Moore, P.E., CFM
Project Manager

Cc: Mr. Bobby Pennington, City Administrator – City of Piney Point Village



RAC Industries, LLC
3207 Preston Ave.
Pasadena, TX 77505
713-534-1151

April 20, 2022

City of Piney Point

ATT: Joe Moore

RE: Wilding Lane Paving and Drainage Improvements Project

Subject: Extra Asphalt Level Up

Mr. Moore,

RAC Industries, LLC is requesting compensation for the work performed installing extra Type D asphalt to achieve drainage. On sheet 20 of the plans under the detail "Typical Asphalt Roadway Section" it is stated that a 3% Slope needed to be achieved. Due to atypical existing driveways this was not possible without additional asphalt in some areas. The attached proposal is for the work performed.

Please see the prices and quantities included in this document.

Sincerely,

Anthony Chapa

Anthony Chapa
Project Manager
RAC Industries, LLC

Council Agenda Item Cover Memo

6/27/2022
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on reduction of retainage on the Wilding Lane Drainage & Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): RAC requested a reduction on retainage held on the project as the project is completed and a majority of the punch list items have been completed.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Council Agenda Item Cover Memo

6/27/2022
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the Engineer's Report

SUMMARY/BACKGROUND (WHY): The City has requested that updates to current projects be summarized in an Engineer's Report. The Engineer's Report for this month includes updates to the Wilding Lane Project, 96-inch CMP Replacement Project, Tokeneke & Country Squires Project, other various maintenance projects, and future projects.

STAFF RECOMMENDATION: _____

ESTIMATED COST: N/A **FUNDING SOURCE:** _____

CURRENT BUDGETED ITEM: YES NO **EMERGENCY REQUEST:** YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



Engineer's Status Report

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: June 27, 2022

Submit to City: June 22, 2022

CURRENT PROJECTS

1. Wilding Lane Drainage & Paving Improvements Project

HDR met again with RAC onsite again June 14th to review items HDR requested that RAC address. During this meeting it was observed that RAC had not addressed a sanitary sewer ring that was included in the punch list. RAC reported that the item would be addressed this week. Additionally, RAC has reported that they are still unable to get the correct inlet grates from the supplier.

RAC previously submit three claims for additional payment on the construction project: Claim #1: Compensation for Phase 2 Base Failure Repairs, Claim #2: Compensation for Extra Asphalt Level Up, and Claim #3: Compensation for Extra Work. RAC provided additional details on Claim 3 for extra work and a revised costs and it was determined that payment should be made for the requested items consisting of driveway repairs, inlet adjustments, and additional storm sewer quantity to match work performed. Claim 3 was dismissed and HDR submit Pay Estimate No. 11 for payment of those items. HDR has reviewed Claims #1 and #2 and provided a response to the Contractor. These claims are included in a separate agenda item for discussion and possible action.

RAC also requested an approximate 50% reduction in retainage as a majority of the project has been completed. A reduction in retainage requires Council approval. This discussion has been included in a separate agenda item. As of Pay Estimate No. 11, \$87,217.88 in retainage is still being held on the project.

As previously discussed, Council approved quotes from T-Construction to lay sod on Wilding Lane. T-Construction laid sod on June 16th & 17th. HDR reviewed the work and is requesting that T-Construction add sod in a few missed locations.

2. 96-inch CMP on S. Piney Point Road

HDR met with HCFCD's Buffalo Bayou Watershed coordinator (Mike Vandewater) to discuss the 30% design and drainage impact analysis. HCFCD agreed with the limits of the proposed scope of work and will not require the pipe to be extended approximately 175-feet to the bayou's edge. HCFCD requires that the drainage impact analysis be submit for their review and due to the location and magnitude of the work, HCFCD agreed that the final design plans should be submit to HCFCD for review. HDR will be submitting the drainage impact analysis and will address comments as necessary to receive a letter of no objection from HCFCD. In the meantime, HDR can prepare a proposal for final design, bid, and construction management phase services for presentation to Council at the July Council meeting.



3. Piney Point Circle - Additional Easements

HDR spoke with Mrs. Arocha (11408 Memorial) with regards to the easement and easement document. Mrs. Arocha stated that she will review the easement document with her attorney and will then contact HDR for further discussion. HDR has returned calls to the Arocha's but has not been successful in contact them for an update. HDR has left voicemails with Mr. Darren (11406 Memorial) but has not received a return phone call as of this date.

4. Lacewood Lane Ditch Grading

This ditch regrading has been completed.

5. Tokeneke & Country Squires Improvements Project

City Council authorized HDR to advertise the Project for bidding at the May Council meeting. This project is currently advertising with bid opening scheduled for July 12th. Once bids are opened on July 12th, HDR will evaluate the bids for accuracy, review references and qualifications for the low bidder, and will prepare a Letter of Recommendation for award to present at the July 25th Council meeting. If awarded, HDR will prepare Contract documents to be executed by the Contractor and the City. Additionally, HDR will be holding a pre-bid conference on June 28th to go over the project and take questions from attendees ahead of the bid opening. It is anticipated that construction will start in late-August.

As a reminder, HDR received confirmation that residents at #1, #2, #4, #5 and #6 are interested in participating in the project. The resident at #3 was willing to participate at an approximate 25/75 cost share but no more. This impacts the ability for storm sewer to be extended to #5. For this reason, #3 and #5 were included in the bid as add alternatives providing the City the option to award these specific pieces of the project. The bids received will be shared with resident at #3 and #5 after bids have been opened and their willingness to participate will be discussed at the July Council Meeting.

6. City of Houston Windermere Outfall Repair Project

City Council directed HDR to notify the City that Council accepts the payment of \$45,266.98 for the work performed on this project and requests that the COH return the remaining \$361,421.77 to Piney Point Village. The COH requested that the City send the COH a letter requesting those funds. HDR prepared a draft letter and coordinated with Bobby and Karen to have the letter finalized and sent to the COH.

7. Bothwell Way

HDR presented Opinion of Probable Construction Costs at the May Engineering Meeting for replacement of the collapsed corrugated metal pipe on Bothwell Way. As discussed in this meeting, the most efficient way to address this collapse was to include the improvements in an upcoming drainage project. HDR will prepare plans for the storm sewer replacement on the on-going engineering contract to expedite this project.

8. Williamsburg Drainage Improvements

Two residents at 11319 & 11311 Williamsburg Lane approached the City about a 50/50 cost share to install 24-inch storm sewer to eliminate the ditch in front of those two homes. The plans have been reviewed by HDR and bids from the homeowner's contractor were received. A separate agenda item has been included for discussion and possible action on the proposed improvements and City share for the associated construction cost.



HDR and Councilman Dodds held a meeting the remaining residents on Williamsburg to discuss a potential storm sewer installation project with a 50/50 cost share with the City. Opinions of Probable Construction Costs (OPPCs) for storm sewer in front of each home on Williamsburg have been developed and were distributed to residents as part of the discussion. Residents were generally in favor of the project but two properties, 11314 (Iranian Consulate) and 11311 (home for sale) were not in attendance. The other residents do not appear interested in funding the installation of storm sewer at these properties which significantly limits the scope of the project.

HDR received survey data for Williamsburg and has begun drawing the background drawings into CAD to be used for future planning and ultimately design.

9. Decomposed Granite Paths

OnPar Civil Services completed the installation of decomposed granite on Wilding Lane, Dunsinane, and Blalock at Quail Hollow. Additionally, the Mayor coordinated with HDR and OnPar to have the doggy bag station at Blalock/Quail Hollow shifted south.

10. Memorial Drive Elementary Rebuild

SBISD is currently in the preliminary platting stage.

At the last Council meeting, HDR presented the available 1.46 acre/feet of detention SBISD may have available under the soccer field at MDE at an approximate cost of \$1,000,000 per acre/feet. HDR stated that in order to quantify the actual impact this detention would have on the Soldiers Creek water surface elevation, the detention would need to be modeled. However, it was our best guess that this storage would have minimal impact on the water surface elevation of the creek and therefore little benefit would be received from installation of the drainage. Additionally, there was no specific project identified where this available detention could serve as mitigation. Council elected to not move forward with obtaining detention from SBISD at MDE and did not request HDR to model or investigate the detention impacts any further.

The anticipated re-construction schedule for the school is as follows:

- Design – Begin Jan. 2022 – 1 year duration
- Construction – Begin Jan. 2023 – 18-month duration
- Students to be in south transition campus until August 2024

FUTURE PROJECTS

11. Greenbay Sidewalk Improvements

HDR has provided survey background drawings of the south right-of-way of Greenbay to the Mayor for meetings and coordination with the Beautification Committee. HDR has not received any further direction on this project.

12. Smithdale Sidewalk Improvements

Council previously discussed the potential for installation of a sidewalk on the south side of Smithdale. Opinion's of Probable Construction Costs for the sidewalk were provided to



Council. It is HDR's understanding that Council would prefer to wait until SBISD is further along with the MDE design/construction before taking action on an additional sidewalk on the south side of Smithdale Road.

13. Greenvale Storm Sewer

Councilman Thompson requested that HDR contact the resident at 11317 Greenvale regarding interest in installing storm sewer at his property to replace the existing ditch. This would coincide with storm sewer installation at 11321 Greenvale as part of a development. HDR has a meeting scheduled with the resident Friday, June 24th and will provide an update of this meeting at the City Council meeting.

14. List of Potential Storm Sewer Cost Share Projects

- Chuckanut
- Greenvale
- Innisfree
- Jamestown
- Williamsburg
- Wendover
- Piney Point Circle (if made public)

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
TUESDAY, MAY 17, 2022**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL COUNCIL MEETING ON TUESDAY, MAY 17, 2022, AT 5:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

Council Members Present: Mayor Pro Tem Joel Bender, Dale Dodds, Michael Herminghaus, Aliza Dutt, Brian Thompson

Absent: Mayor Kobelan

City Staff Present: Bobby Pennington, City Administrator; Karen Farris, City Secretary; Joe Moore, City Engineer

Mayor Pro Tem Bender declared a quorum and called the meeting to order at 5:40 p.m.

Pledge of Allegiance

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 inquiries 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 non-agenda matter.*

There were no citizens wishing to address council about a subject not specifically identified on the agenda.

1. Canvassed the returns of the 2022 General Council Election of the Mayor and two (2) Alderman. Council Member Thompson made a motion to approve Resolution No. 2022.05.17 canvassing the returns of an election of the Mayor and two (2) Aldermen for the City of Piney Point Village. Council Member Herminghaus seconded the motion and it passed unanimously.
2. Council Member Joel Bender was sworn in for Alderman Position No. 3. Council Member Aliza Dutt was sworn in for Alderman Position No. 4.
3. Discussed and considered election of Mayor Pro Tempore. Council Member Dodds made a motion to elect Council Member Bender as Mayor Pro Tempore. Council Member Thompson seconded the motion and it passed unanimously.
4. Discussed and considered action on Wilding Lane Right-of-Way Improvements. Council Member Bender made a motion to accept the quote from T-Construction for installation of sod at 11203, 11209, and 11201 Wilding Lane. Council Member Dodds seconded the motion and it passed unanimously.

5. Discussed and considered a proposal for land surveying services and other related drainage improvements for Williamsburg Road. Council Member Dodds made a motion to accept the quote from MBCO for \$5,980 for surveying services for Williamsburg Road. Council Member Herminghaus seconded the motion and it passed unanimously.
6. Discussed and considered approving funds and designating a contractor for the right-of-way repair at 12 Smithdale Estates. Council Member Dodds made a motion to accept the quote from Hogue Landscape Services for \$9,970.18. Council Member Herminghaus seconded the motion and it passed unanimously.
7. Discussed and consider action on the Accounts Payable approval process. Council Member Thompson made a motion to designate Council Member Herminghaus to the accounts payable approval process. Council Member Dodds seconded the motion and it passed unanimously.
8. Discussed future agenda items, meeting dates, etc.
 - May 23, 2022 Regular City Council Meeting
 - Designate Fire Commissioner
 - Wilding Lane update
 - Impervious coverage
4. **Adjourn**

Council Member Thompson made a motion to adjourn. Council Member Herminghaus seconded the motion and it passed unanimously. The meeting adjourned at 6:17 p.m.

PASSED AND APPROVED this 27th day of June, 2022.

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, MAY 23, 2022**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR COUNCIL MEETING ON MONDAY, MAY 23, 2022, 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

PLEDGE OF ALLEGIANCE

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 inquiries 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 non-agenda matter.*

There were no citizens wishing to address council.

1. Swearing in of the Mayor. Mark Kobelan was sworn in as the Mayor of the City of Piney Point Village.
2. Discussed and considered possible action on the Memorial Villages Police Department monthly report. The Memorial Villages Police Department monthly report was presented by Chief Schultz.
3. Discussed the Memorial Villages Police Department budget. The Memorial Villages Police Department FY23 proposed budget was presented to Council for their review. No action was taken. The MVPD FY 23 proposed budget will be presented next month for approval.
4. Discussed and considered possible action on the Village Fire Department monthly report. The Village Fire Department monthly report was presented by Chief Foster.
5. Discussed and considered action on the Village Fire Department Intra-budgetary transfers and 2021 deficit of \$120,822. This item was tabled to next month.
6. Discussed and considered action on the Village Fire Department 2022 budget amendment of \$515,846. This item was tabled to next month.

7. Discussed and considered the Village Fire Department 2023 budget in the amount of \$8,689,847.78 funded by annual assessments. This item was tabled to next month.
8. Discussed and designated an Alternate Commissioner for the Village Fire Department. Mayor Kobelan recommended Council Member Dutt as the Alternate Commissioner for the Village Fire Department. Council Member Dodds made a motion to designate Council Member Dutt as the Alternate Commissioner for the Village Fire Department. Council Member Bender seconded the motion and it passed unanimously. Council Member Dutt accepted the designation as Alternate Commissioner for the Village Fire Department.
9. Discussed and considered action on the proposed Greenbay design. Mayor Kobelan explained the proposed project. Residents were present to make comments and express their concerns. The current bid is for \$28,200. Council Member Bender would like to review additional bids. No action taken.
10. Presentation of the 2021 Audit of the financial statements. Louis Breedlove of Brooks & Watson & Co. presented the audit to City Council for acceptance. Council Member Bender made a motion to accept the 2021 Audit of the financial statements. Council Member Herminghaus seconded the motion and it passed unanimously.
11. Discussion concerning the amount of penalty for the signaling of a false burglar alarm. The City Attorney will update the ordinance for review at the next Council meeting.
12. Discussed and considered action on approving a contract with Houston Community Newspapers (HCN) for publication of Ordinances, notices, or other matters required by law. Council Member Bender made a motion to approve the contract with HCN for publication of Ordinances, notices or other matters required by law subject to clarification of terms. Council Member Herminghaus seconded the motion and it passed unanimously.
13. Discussed and considered possible action on Wilding Lane Right-of-Way Improvements. HDR is working with the original contractor to finalize the punch list item on the Wilding Lane improvements.
14. Discussed and considered action on a request to publicly advertise and bid the Tokeneke Trail and Country Squires Improvements Project. Council Member Dodds made a motion to approve the request to publicly advertise and bid the Tokeneke Trail and Country Squires Improvements Project. Council Member Bender seconded the motion and it passed unanimously.
15. Discussed and considered action on quotes to replace the decomposed granite paths at Wilding Lane, Dunsinane Street, and Quail Hollow Lane. Council Member Bender made a motion to accept the quote from OnPar to replace the decomposed granite paths at Wilding Lane, Dunsinane Street, and Quail Hollow

- Lane. Council Member Herminghaus seconded the motion and it passed unanimously.
16. Discussed and considered action on the approval of CenterPoint Energy Gas Line Improvement Plans at 4 Woods Edge Lane. Council Member Thompson made a motion to approve the CenterPoint Gas Line Improvement Plans at 4 Woods Edge Lane. Council Member Dodds seconded the motion and it passed unanimously.
 17. The Mayor had nothing to report for the Mayor's Monthly Report.
 18. Discussed and considered possible action on the City Administrator's Monthly Report, including but not limited to:
 - Financial Report
 - Budget Planning Calendar
 - Purchase Power Agreement is for the purpose of lowering the cost of electricity – Council Member Bender made a motion to authorize the Mayor and City Administrator to execute a contract up to 24 months with the best terms possible. Council Member Herminghaus seconded the motion and it passed unanimously.
 - Traffic Signals Reconstruction Partnership – Council Member Thompson made a motion to authorize the City Administrator to move forward with the Traffic Signal Reconstruction Partnership with Harris County. Council Member Dutt seconded the motion and it passed unanimously.
 - Temporary Staffing
 19. Discussed and considered possible action on the Engineer's Report. The Engineer's Report included updates to the Wilding Lane Project, 96-inch CMP Replacement Project, Tokeneke and Country Squires Project, and other various maintenance projects, and future projects.
 20. Discussed and considered approval of the Minutes of the April 25, 2022, Regular Council Meeting, and the Minutes of the May 2, 2022 Special Council Meeting. Council Member Herminghaus made a motion to approve the Minutes of the April 25, 2022, Regular Council Meeting, and the Minutes of the May 2, 2022 Special Council Meeting. Council Member Bender seconded the motion and it passed unanimously.
 21. Discussed considered possible action on any future agenda items, meeting dates, etc.
 - Bids for the Greenbay design
 - Impervious Coverage
 - Yard sign ordinance
 22. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney).
Council adjourned into a closed session at 9:19 p.m.
Council reconvened into an open session at 9:28 p.m.

23. Discussed and considered possible action on items discussed in Executive Session. No action taken.
24. Adjourn
Council Member Bender made a motion to adjourn. Council Member Herminghaus seconded the motion and it passed unanimously. The meeting adjourned at 9:28 p.m.

PASSED AND APPROVED this 27th day June 2022.

Mark Kobelan
Mayor

Karen Farris
City Secretary