



# City of Piney Point Village

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

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**THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING AGENDA &  
BUDGET WORKSHOP No. 1  
MONDAY, JULY 25, 2022  
5:30 PM**

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING AND A BUDGET WORKSHOP ON MONDAY, JULY 25, 2022, AT 5:30 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. Budget Workshop #1 for the 2023 Proposed Budget.
2. Discuss and take possible action on the Memorial Villages Police Department monthly report.
3. Discuss and take possible action on the Memorial Villages Police Department's recommendation that funding continue to remain equal at 33.3% per village.
4. Discuss and take possible action on the Village Fire Department monthly report.
5. Presentation by WaterLogic.
6. Discuss and take possible action on Kinkaid Contribution Agreement.
7. Discuss and take possible action on Resolution No. 2022.07.25A 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.

8. Discuss and take possible action on Resolution No. 2022.07.25B 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).
9. Discuss and take possible action on a Fair Housing Month Proclamation.
10. Discuss and take possible action on Resolution No. 2022.07.25C 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.
11. Discuss and take possible action on Resolution No. 2022.07.25D approving the City's Recovery Plan for the American Rescue Plan Act–Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).
12. Discuss and take possible action on the Mayor's Monthly Report.
  - Landscape Improvements
13. Discuss and take possible action on the City Administrator's Monthly Report including but not limited to:
  - Financial Report
  - Investment Report
  - Auditor Engagement Letter
  - Municipal Prosecutor Engagement Letter
  - Update on Specific Use Permit projects
  - CenterPoint Gas Repairs
14. Discuss and take possible action on approval of CenterPoint Energy Gas Line Improvement Plans at 11106 Wickway Drive.
15. Discuss and take possible action on the approval of CenterPoint Energy Gas Line Improvement Plans at 583 Magnolia Circle.
16. Discuss and take possible action on the approval of AT&T Fiber Optic Cable Improvement Plans on various streets in the City.
17. Discuss and take possible action on revisions to the City Ordinance regarding impervious coverage.
18. Discuss and take possible action on a cost share agreement with residents for construction costs associated with the proposed scope of work for the Tokeneke and Country Squires Improvements Project.

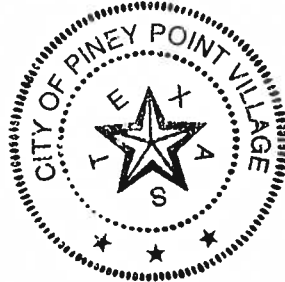
19. Discuss and take possible action on the acceptance of the low bid for the Tokeneke and Country Squires Improvements Project.
20. Discuss and take possible action on proposal for professional engineering services for the South Piney Point Road 96-inch CMP Storm Sewer Replacement Project.
21. Discuss and take possible action on the Engineer's Report.
22. Discuss and take possible action on the approval of the Minutes of the June 27, 2022 Regular Council Meeting.
23. Discuss and take possible action on any future agenda items, meeting dates, etc.
24. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney).
25. Discuss and take possible action on items discussed in Executive Session.
26. Adjourn

#### CERTIFICATION

I certify that a copy of the July 25, 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 July 22, 2022.



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.

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: July 25, 2022

SUBJECT: Budget Workshop #1 for the 2023 Proposed Budget.

Agenda Item: 1

The city is scheduled to adopt the 2023 fiscal year budget by August 27, pursuant to State law and prior to beginning the fiscal year on January 1, 2023. The budget process begins by reviewing the proposed annual budget for fiscal year 2023 through a series of budget workshops. This is the first workshop which provides opportunity for initial presentation and questions for staff to follow-up. Attached is the filed proposed budget. All changes will be delineated through final adoption.

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**CITY OF PINEY POINT VILLAGE, TEXAS**  
**PROPOSED BUDGET**  
**FISCAL YEAR JANUARY 1, 2023 - DECEMBER 31, 2023**

**MARK KOBELAN**  
**MAYOR**

**JOEL BENDER**  
**MAYOR PRO-TEM**  
**COUNCIL MEMBER, POSITION 3**

**MICHAEL HERMINGHAUS**  
**COUNCIL MEMBER, POSITION 1**

**DALE DODDS**  
**COUNCIL MEMBER, POSITION 2**

**ALIZA DUTT**  
**COUNCIL MEMBER, POSITION 4**

**BRIAN THOMPSON**  
**COUNCIL MEMBER, POSITION 5**

**PRESENTED BY:**  
**ROBERT PENNINGTON**  
**CITY ADMINISTRATOR**

For more information contact:  
The City of Piney Point Village  
7676 Woodway, Suite 300; Houston, Texas 77063  
(713) 782-0271  
[www.cityofpineypoint.com](http://www.cityofpineypoint.com)



PINEY POINT VILLAGE, TEXAS

PROPOSED BUDGET

FISCAL YEAR 2023

Mayor, Mark Kobelan  
Mayor Pro-Tem, Joel Bender

City Council  
Michael Herminghaus  
Dale Dodds  
Aliza Dutt  
Brian Thompson



7676 Woodway, Suite 300  
Houston, Texas 77063  
Robert Pennington, City Administrator  
Phone (713) 782-0271  
www.cityofpineypoint.com

July 22, 2023

Honorable Mayor and Members of the City Council  
City of Piney Point Village, Texas

I am pleased to present the 2023 Proposed Budget. This is the first step in preparing the final budget for adoption. This Proposed Budget is balanced - where total expected revenues are equal to total planned spending. This process is frequently applied to public sector as a plan of sustainability, protecting against excessive deficits and untenable debt. Good government strives to maintain a certain balance between tax revenues and expenditures. While it may be beneficial for governments to foster surpluses to avoid downturn risks, it is not expected to operate as a for-profit business. It is appropriate for cities to maintain a strong reserve of unrestricted cash while using any retainage beyond to support projects and programs that improve the everyday lives of citizens.

Balanced budgeting with sufficient but limited reserves ensures the service level can adapt during periods of economic downturn while management responds to financial changes, using accurate and timely information. We as a Nation are experiencing major disruptions to normal economic expectations. Inflation is nearing 10% and outpacing wage growth, average home prices are 13.4% higher but selling quickly. Locally, employment has returned to pre-pandemic levels with the Port of Houston traffic set to mark another record this year. With an eye on all variable economic factors, it is the goal of this budget to respond while utilizing reserves toward non-recurring projects. Such programs are to be identified by Council priority before the final adoption of this budget.

Starting with the balanced baseline, the following financial plans require Council discussion as potential funded projects and programs:

- Windemere 24-inch Outfall Project
- S. Piney Point 96-inch Outfall Replacement Project
- Tokeneke & Country Squires Improvements
- Bothwell Way Drainage Improvements
- Williamsburg Drainage Improvements
- Piney Point Village Traffic Signals
- Green Bay Beautification

Additional discussion is essential to maintaining employee retention and competitive pay within the outlined balanced budget. These adjustments include:

- TMRS Contribution Adjustment - from 5% to 7% contribution
- Salary/Wage Cost of Living Adjustment - up to 10% to keep pace with inflation.

Piney Point Village is the best place to live within the Houston metro area offering the ideal hometown desirability with great schools, accessibility to the finest that the region offers, in addition to excellent police and fire protection. Staff looks forward to working with Council throughout the budget process.

Respectfully submitted,

Robert Pennington  
City Administrator

# BUDGET CALENDAR

## FY 2023

S.B. 2, the also known as the Texas Property Tax Reform and Transparency Act of 2019, passed during the 2019 legislative session and makes significant changes to the property tax rate setting process. Most of the changes made by S.B. 2 became effective as early as January 1, 2020. If the city chooses to publish notice of the tax rate in the newspaper, the city must also provide public notice of its proposed tax rate by posting notice of the proposed tax rate, along with the information in Tax Code Sec. 26.052(e), prominently on the home page of the city's website.

July 1 - 21	Finalize Budget Document, Write Transmittal Letter, Budget Packets Prepared, Agenda and PowerPoint Prepared
July 22	City Administrator's Proposed Budget Filed with City Secretary. July 22 – last day for budget officer to file proposed budget with municipal clerk
July 25	Chief appraiser to deliver certified appraisal roll or certified estimate of taxable value to Assessor City Council Budget Workshop #1
August 1	Submit the no-new-revenue and voter-approval tax rates to the city council.
August 22	City Council Budget Workshop #2; Including CIP programming.
September 7	Send to Memorial Examiner the "notice of tax rate hearing" and "notice of budget hearing" For Publication; Put on City's Website.
September 14	Memorial Examiner publish the "notice of tax rate hearing" and "notice of budget hearing" For Publication
September 27	Public Hearing on the Tax Rate. Public Hearing on Proposed Budget. City Council Budget Workshop #3 (if necessary) Consider an Ordinance to Amend Current Year Budget (if necessary) Consider an Ordinance Amending the Fee Schedule for Fiscal Year (if necessary) Consider a Tax Rate for Maintenance and Operation for Budget Year 2023 Consider a Tax Rate for Debt Service for Budget Year 2023. Consider an Ordinance for the Assessment, Levy and Collection of Ad Valorem Taxes. Consider an Ordinance Adopting the Budget for Fiscal Year 2023
January 1	Beginning of Fiscal Year 2023

# BUDGET INTRODUCTION

## ABOUT PINEY POINT

Piney Point Village is a city in Harris County, Texas, located on the west side of Houston. The Village has a total land area of 2.1 square miles, located at 29°45'42"N 95°30'58"W. The City of Piney Point was founded in 1954 with an alderman form of government. Piney Point Village is serviced by the Memorial Village Police Department and the Village Fire Department. The city is served by the Spring Branch Independent School District. The Kinkaid School, a private K–12 school, and Pre-K–8 main campus of Saint Francis Episcopal Day School is located in Piney Point Village.

## CITY HISTORY

In 1824, John D. Taylor received a land grant from Stephen F. Austin for a league centered on "pine point" at the southernmost turn of Buffalo Bayou. Taylor's house became known as Piney Point. Our research does not tell us why Taylor selected this land so distant from other settlements in the area. It may have been due to its resources of water and timber or its natural location as a stopping point between John Harris's settlement of Harrisburg and Stephen F. Austin's headquarters in San Felipe de Austin.

In 1844, the Board of Roads and Revenues of Harris County approved a public road from Houston (founded in 1836) to Piney Point and on to the county line. By 1885, Piney Point was a station on the Texas Western Railroad and was part of a settlement of largely German farmers.

In 1936, state highway maps located Piney Point near several sawmills in the area.

In 1954 Piney Point was incorporated with an alderman form of government and by 1966 had a public school and four churches.

The population rose from 1,790 in 1960 to 3,257 in 1990, to 3,380 in 2000, and dropped slightly to

3,125 in 2010. As of the 2010 census there were 3,125 people, 1,064 households and 945 families residing within the city limits. As of 2010, Piney Point Village has the highest per capita income in Texas.

## BUDGET OBJECTIVES

The budget has been prepared to clearly communicate to the citizens and staff of the City the overall policies and goals of the City Council and who we are and what we do, enabling the reader to gain valuable information about the city without detailed accounting or budgetary knowledge. The budget document includes various activities and programs of the city, and comparative performance indicators for each program or activity, where available.

## BUDGET PHILOSOPHY

Budget philosophy depends upon the local needs and concerns of the citizens. Other factors also affect budget philosophy, such as the state of the local economy, the needs of the organization, the demands of the public for increased services, unfunded mandates and requirements of federal and state regulatory agencies. The budget prepared by the city takes a conservative perspective regarding both revenues and expenditures. Although historical trends are very useful, current data and will sometimes take precedence over prior year trends. This means budgeting from a "conservative" perspective in that revenues are often anticipated either at or slightly above prior levels unless there are other known factors that will significantly affect anticipated revenues. In addition, expenditures are also estimated conservatively. As a result, over the years this method increases in actual fund reserves when compared to budgeted or projected fund reserves. The city does not use unreasonable projections, which could have an adverse impact on the City's reserves.

# BUDGET INTRODUCTION

## BASIS OF BUDGETING

Governmental Funds: The governmental fund types use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred, which is in accordance with Generally Accepted Accounting Principles. "Measurable" means the amount of the transaction can be determined and "available" means the collectible period. The city considers the majority of its major revenues as available when collected. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as liabilities when due. Those revenues susceptible to accrual under the modified accrual method are property taxes and other taxes, intergovernmental revenue, and interest revenue. Licenses and permits, including fines and forfeitures revenues, are not susceptible to accrual because generally they are not measurable until received in cash. The fund balance approach of governmental funds or working capital approach can be identified as current assets less current liabilities. Governmental funds budget capital outlays as expenditures, but do not budget for non-cash expenditures such as accruals for sick and vacation liabilities and depreciation.

## BUDGET PROCEDURES

The budget process begins with the analysis for its respective operations, personnel requirements, and capital outlay. This financial information is to be used as a guide to complete the proposed budget. Supplemental requests for capital, new programming, growth and development or other items outside normal operating budgets are justified separately. Upon completion, the budget is refined and adjustments made. Property tax revenue is budgeted using data provided in the preliminary

or certified tax rolls received from the Appraisal District. All other revenues are budgeted with the use of comparative financial information provided by the prior year's actual revenue, current year estimated revenue, and known factors that may affect receipt of revenue. The City Administrator then submits a balanced budget of expenditures and revenues to the City Council for review.

## PROCEDURE TO AMENDING THE BUDGET

Emergency Appropriations: The Council may make emergency appropriations to meet a pressing need for public expenditure, to protect the public health, safety or welfare. Such appropriations shall be by ordinance adopted by the majority vote of the Council members at one special or regular meeting.

Transfer of Appropriations: The City Administrator may approve an amendment to the budget that transfers part or all of any unencumbered appropriation balance among programs within a department, or division. The City Council must approve any budget amendments that increase the appropriation for any fund.

## GENERAL FUND

The General Fund, also known as Fund 10, provides the financing for all of Piney Point Village basic services. The principal sources of revenue include property tax, sales tax, franchise fees, permits, use fees, and court fines. Expenditures are comprised of several divisions which include public services, contract services, development services, administrative services, municipal court, public works / maintenance and general capital programs. Village Fire Department and Memorial Village Police Department provide the public safety services to the citizens of Piney Point Village and accounts for the majority of total annual general fund expenditures.

### FISCAL YEAR 2023 PROPOSED BUDGET

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b>Total Revenues</b>	7,474,951	7,496,659	7,568,529	7,847,594
<b>Total Expenditures</b>	8,101,506	7,496,659	7,435,378	7,847,594
<i>Over/(Under) Expenditures:</i>	(626,555)	0	133,151	0
<i>Fund Balance - Ending:</i>	3,702,509	3,702,509	3,835,660	3,835,660

#### **Projected Fiscal Year 2022:**

For fiscal year 2022 revenues are projected to be \$7,568,529, \$71,870 more than the amended budget mainly as a result of sales tax collection. Total expenditures are projected at \$7,435,378 with operating expenditures budgeted at \$6,300,693. Main highlights for the projected budget include the following:

#### Projected Change in Revenue:

- **Sales Tax:** Collection through April 2022 totaled \$125,144 or 16.1% higher than through April 2021. Based on this trend, year-end for sales tax collection is projected at \$315,000 or \$55,000 more than the original or amended budget.
- **Court Revenue:** Court revenue is budgeted at \$100,000 and currently showing a gap in expectations due to reduction in court docket activity, primarily the continuance of covid economic factors. For April 2022, Court revenue is \$31,323, or 31.3% of budget. Although trailing original expectations, the court collected \$9,367 more in fines than in April 2021, which is a sign that collection should return to some degree of past consistency. The city collected \$64,310 in court revenue for 2021 year-end. Current trends show improvement from 2021 collections, however actual expectations are forecasting \$23,521 less than the original \$100,000. Projected is \$76,479.
- **Investment Income:** The original-amended budget projected \$40,000 in investment income. Total Interest is projected at \$7,756 and is \$32,244 less than original budget due to the Fed Rate change near 0% to prop up the economy during the ongoing pandemic. However, the Federal Reserve is aggressively lifting interest rates for the foreseeable future to combat the inflation surge. The increase will be stated for fiscal year 2023. The Projected will be monitored and adjusted prior to final adoption.
- **Franchise Taxes:** Franchise taxes are projected to increase to \$434,865, an increase of \$27,765 over the original-amended budget. This projection is based on an increase in expectation for cable as the city collected \$99,808 in 2021. In addition, electric is expected to come in \$38,533 higher than last year due to historic consumer price demands.

#### Additional Likely Outcomes on Revenue:

- **Contributions:** Kinkaid wishes to offer discretionary payments in lieu of real estate taxes. It is proposed the in-lieu payment be adjusted annually by Kinkaid based on the annual budget for the Memorial Village Police Department and the Memorial Village Fire Department services. This agreement has not been finalized and the actual contribution is likely to exceed the \$50,000 originally budgeted. The final budget in September will reflect the contribution expectations as the agreement is to outline the schedule of anticipated resources.
- **Windermere Reimbursement:** The City of Piney Point Village partnered with the City of Houston for repair of the 24-inch outfall between 14 & 15 Windermere. Access to the outfall is restricted so the agreement established a temporary road for both outfall projects. Piney Point still has interest in continuing with this shared partnership, however the original contract was cancelled, and portion of the advanced funding is to be reimbursed. This reimbursement will be recorded at the time we receive reimbursement, and the budget will reflect the change accordingly. The reimbursement of \$361,422 will support a portion of the revamped project.
- **American Rescue Plan Act:** The second tranche of \$426,000 million in American Rescue Plan Act will be delivered in 2022. The final budget in September will reflect the contribution and the restricted allocation towards drainage improvements.

#### Projected Change in Expenditures:

- **Police Services:** The Memorial Village Police Department (MVPD) has a projected budget of \$2,119,750 as the Piney Point Village contribution for services, a \$26,000 or 1.2% increase over the original \$2,093,750. This increase mainly supports the increase in health benefits costs for the 44.5 full-time equivalent employees.
- **Fire Services:** The Village Fire Department (VFD) has a projected budget of \$1,673,552 as the Piney Point Village contribution for services, a \$108,328 or 6.9% increase over the original \$1,565,224. This increase mainly supports additional staff (3 mid-year) and overtime cost associated with emergency medical services. The projected increase was approved by council in June as an amendment to the VFD budget and consist of a 5% mid-year cost of living increase, the 3 full time positions and overtime as necessary to staff the second ambulance.
- **Public Works/ Maintenance:** The city is showing a savings in public works related expenses. Savings are projected to total \$137,000. Right of way mowing, landscape maintenance, sign repair, landscape improvements, and sidewalk repair are trending lower than original expectations. Total division is projected at \$236,000. Additional savings are likely and will adjust accordingly, prior to finalizing the adopted budget.

The city will end with revenues are over expenditures by \$133,151. With beginning fund balance at \$3,702,509, year-end balance for 2022 is projected at \$3,835,660. Still, final numbers will likely show even more favorable standing due to overlapping capital projects and remaining contingency by year-end. The general fund is projected to end with \$2,245,166 in excess cash over the \$1,590,494 to maintain a 90-day reserve to cover the \$6,361,974 in original-amended operating expenditures.

#### **Proposed Fiscal Year 2023:**

Fiscal year 2023 proposed revenues total \$7,847,594, which is \$350,935 greater than the amended and \$279,065 higher than the projected due to improvements in sales tax and property tax value. Property tax collection includes a 3% increase in growth with no changes to the maintenance and operating tax rate of \$0.223245 per \$100 in taxable valuation for the proposed budget filing. Property tax rates and levy will be calculated with greater precision as we receive the certified values from the Harris County Appraisal District. Total sales taxes collected is \$315,000, equivalent to the 2022 projected. Reports on consumer confidence and sales tax collection outlook may increase final budget expectations. Permits & Inspections proposes a total of \$466,425, 9.5% increase from the current projected as Kinkaid, St. Francis and Memorial Drive Elementary will be under major reconstruction. Interest revenue upticks to \$60,000 as city investments ride the Federal Reserve increases to rates. Fed increases will continue through 2023, high enough to slow the economy from the current four-decade high in inflation.



Total expenditures are \$7,847,594 a \$412,216 increase from the 2022 projected. It should be noted that the proposed budget is submitted as balanced. The final budget to be presented for adoption will likely include a use retained cash considered non-recurring.

**Proposed Change in Expenditures:**

- **Police Services:** The Memorial Village Police Department (MVPD) proposed budget approved by council totals \$2,412,669 as the Piney Point Village contribution for services, a \$292,919 or 13.8% increase over the 2022 projected. Operations total \$2,264,745, an increase of \$204,329, Auto Replacement unchanged at \$53,333 and capital at \$94,591 an increase of \$88,591.
  - **Personnel/Benefits:** This budget supports a 9% increase in personnel and benefits costs, for the 45 full-time and 1 part time employee. Increase reflects the 8% salary adjustment and 1% step increases.
  - **Insurance:** There is an anticipated 36% increase in auto and property coverage through the Texas Municipal League (TML). Rates are determined by TML.
  - **Fleet Maintenance:** An increase of 50% is to cover annual fuel cost, plus routine maintenance and repair of vehicles.
  - **Building Maintenance** increase of 41% includes the annual janitorial services contract and one-time cost for jail locks, overhead doors, evidence room ventilation, and exterior camera upgrade.
  - **Capital Outlay** increase of \$88,591 includes the cost of radio system upgrades.
- **Fire Services:** The Village Fire Department (VFD) has a proposed budget of \$1,824,868 as the Piney Point Village contribution for services, a \$151,316 or 9.0% increase over the projected \$1,673,552. This is a total \$362,992 or 24.8% over FY2021 actuals. These increase support cost of living increases and the annual cost of operating the second ambulance.
- **Capital Programs and Supplemental Items:** The proposed budget allocates \$1,151,094 toward capital and supplemental programming.
  - **Wilding Lane:** The amount of the final Pay Estimate is \$43,608.94. This estimate is for a 50% reduction in retainage as approved by City Council on June 27, 2022.
  - **Unallocated Capital:** Any unallocated capital is to be carried over to fiscal year 2023 to support new programs.

The proposed budget is balanced with \$2,161,535 in excess cash while retaining \$1,674,125 as a 90-day reserve.

The \$1,151,094 toward capital and supplemental programming, plus a use of unrestricted reserves of \$2,161,535, is to consider the following programs prior to final adoption:

- **Windemere 24-inch Outfall Project:** The 24-inch outfall will likely require additional funding. The reimbursement will support or offset a portion of the program cost. Any additional cost over \$361,442 will need to be supported by general fund capital programming.
- **South Piney Point Road 96-inch Outfall Replacement Project:** Replacement of the 96-inch corrugated metal pipe along the east side of South Piney Point Road: The project will be located on the west side of the City of Piney Point Village along South Piney Point Road beginning just south of Carlton Park tying into the existing storm sewer system continuing south where it outfalls into Buffalo Bayou. Structural fatigue and sinkholes are necessitating the replacement. The city received fund under the American Rescue Plan Act of 2021 (ARPA). Recovery Funds are distributed in two tranches. The first tranche of \$426,000 was received in May of 2021. The second tranche of \$426,000 million will be delivered in 2022. We currently estimate that the ARPA funds will support the program cost. Any additional cost over \$852,000 will need to be supported by general fund capital programming.
- **Tokeneke & Country Squires Improvements:** The Tokeneke and Country Squires Improvements Project is located at Tokeneke Trail, North Country Squire, South Country Squire, as well as Blalock Road, Kensington Court, and Radney Circle. The project includes the installation of a storm sewer collection system on Tokeneke Trail, concrete pavement point repairs along North and South Country Squire, and the installation of a section of a storm sewer system along North Country Squire. In addition, the project consists of various maintenance items including a storm sewer point repair along Blalock Road, the removal

and replacement of an inlet top on Kensington Court, the installation of a retaining curb wall and associated asphalt paving repairs along Radney Circle. In July 2022, the city opened sealed bids for award of construction. On-Par Civil Services was the low bidder at \$865,395. A Notice to Proceed for construction is anticipated to be issued around mid-August. A majority of this project is to be supported by general fund cash. A limited cost share is included in the location of closed drainage system improvements on residential frontage.

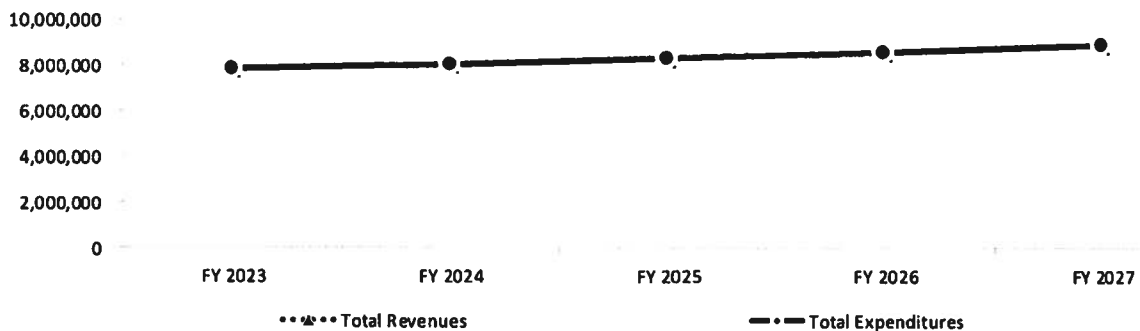
- **Bothwell Way:** Design plans are underway for the replacement of the failed storm sewer on Bothwell Way. We are obtaining pricing on the Bothwell Way design as a possible inclusion in the Tokeneke & Country Squires project as a change order. Project cost is estimated at \$50,000.
- **Williamsburg Drainage Improvements:** City Engineering is coordinating with the Williamsburg HOA to participate in a partnership with the City to install closed system storm sewer along frontage properties.
- **Piney Point Village Traffic Signals:** Harris County Precinct 3 wants to support the city in the reconstruction of the six (6) traffic signals. Precinct 3 is proposing to survey, design, bid, and construct the six traffic signals, including any necessary pavement and pedestrian facilities within each intersection. This will be done in two packages with each design package consisting of three intersections. The first design package (signals 1, 2, & 3) will be designed and bid in FY23 and likely constructed in FY24. The second package (signals 4, 5, & 6) will be designed and bid in FY24 and constructed in FY25. The cost per intersection is estimated at \$500,000, which includes survey, design, and construction. Precinct 3 is proposing to contribute \$500,000 per intersection. Piney Point Village would be responsible for funding anything over the \$500,000 per intersection. Any amenities such as powder coated poles & mast arms can be included at the request of the city. An interlocal agreement will be initiated by Harris County to outline the funding, design, construction, and maintenance responsibilities. We received confirmation that Precinct 3 will support an interlocal agreement for the first three of six traffic signal improvements within Piney Point.
- **Green Bay Beautification:** The City is considering a beautification project along the south side of Greenbay Street, within public road right-of-way, between Memorial Drive and Piney Point Road. The improvements will include plantings to enhance the right of way and to buffer and complement adjoining residences. Project cost was originally estimated at \$800,000, however the scope of the project has changed and is estimated near \$400,000. A more detailed calculation of cost is anticipated.
- **TMRS Contribution Adjustment:** In 1947, the Texas Legislature established TMRS to provide retirement, disability and death benefits to the employees of TMRS participating cities. TMRS administers a cash-balance retirement plan in which the member's benefit is based on their own contributions and annual interest, their employing city's matching contribution and any additional earned credits. When the member retires, their monthly benefit payment is determined by their benefit option selection and actuarial factors, including their age. In 2021, TMRS paid \$1.6 billion in benefits, an increase of \$101.3 million, or 6.6%, from \$1.5 billion in benefits paid in 2020. As of December 31, 2021, TMRS had 901 participating cities, and a majority of the Cities provide Member Contribution Rate of 7%. The City of Piney Point only offers 5% with the actual current rate of contribution at 5.81% (full rate). In order to expand our benefits to 7%, the city contribution would increase to 8.11% (full rate) or \$10,100 annually. Below is the peer comparison:
  - **MVPD** = Employee Deposit Rate: 7%; Full Rate: 10.53%.
  - **Bunker Hill** = Employee Deposit Rate: 7%, Full Rate: 9.92%.
  - **Spring Valley Village**: Employee Deposit Rate: 7%; Full Rate: 6.13%.
  - **Hunters Creek** = Employee Deposit Rate: 7%; Full Rate: 19.80%.
  - **VFD** = Employee Deposit Rate: 7%; Full Rate: 6.22%.
  - **Hedwig** = Employee Deposit Rate: 7%; Full Rate: 7.94%
- **Salary/Wage Cost of Living Adjustment:** To maintain employee retention and competitive pay the city should evaluate current cost of living increases. Consumer prices up 8.6% in May compared with a year ago, it's hard to keep pace with salary as higher prices for gas, food, and rent climb. In addition, the tight labor market with the unemployment rate at 3.6% have triggered organizations to pay out increases to retain employees. According to the latest data from the Federal Reserve Bank of Atlanta, median annual wage growth for employees who stay at their jobs was reported 4.5%. The most recent report on inflation rose to 9.1% as the Federal Reserve aggressively applies the breaks. To expand salary/wages to 10% including the actual increase to TMRS deposit rates, the city would need to allocate a \$76,000 increase to salary and benefit coverage annually. This total includes the increase in overtime cost (\$1,700), city portion

of payroll tax (\$4,300), and TMRS at 7% contribution (\$15,500). Funding would be supported from the recurring portion of the \$1,151,094 toward capital and supplemental programming, not from retained cash.

**MULTI-YEAR PLAN**

A five-year plan is programmed for forecasting purposes only. It is projected that Fund 10 will maintain a balanced budget for fiscal years ending 2023 through 2027; The current plan consists of maintaining our current levels of services that are funded by the General Fund. The budget is adopted by the Council annually; therefore, the projection detailed below does not restrain future councils to this plan:

	<b>FY 2023 PROPOSED</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROJECTED</b>	<b>FY 2026 PROJECTED</b>	<b>FY 2027 PROJECTED</b>
<b>Total Revenues:</b>	<b>7,847,594</b>	<b>\$8,099,577</b>	<b>\$8,359,911</b>	<b>\$8,628,876</b>	<b>\$8,906,767</b>
Police Services	2,412,669	2,533,302	2,659,968	2,792,966	2,932,614
Fire Services	1,824,868	1,916,111	2,011,917	2,112,513	2,218,139
Sanitation Services	550,105	577,611	606,491	636,816	668,656
Other Public Services	20,900	21,945	23,042	24,194	25,404
<b>Total Public Services:</b>	<b>4,808,542</b>	<b>5,048,969</b>	<b>5,301,418</b>	<b>5,566,489</b>	<b>5,844,813</b>
<b>Operating Expenditures:</b>	<b>1,887,957</b>	<b>1,935,156</b>	<b>1,983,535</b>	<b>2,033,123</b>	<b>2,083,952</b>
Capital Programs	1,151,094	0	0	0	0
New / Expanded Programs	0	1,115,452	1,074,957	1,029,264	978,002
<b>Total Non-Operating:</b>	<b>1,151,094</b>	<b>1,115,452</b>	<b>1,074,957</b>	<b>1,029,264</b>	<b>978,002</b>
<b>Total Expenditures</b>	<b>7,847,594</b>	<b>8,099,577</b>	<b>8,359,911</b>	<b>8,628,876</b>	<b>8,906,767</b>
<i>Revenues Over Expenditures:</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Fund Balance - Ending:</b>	<b>3,835,660</b>	<b>\$3,835,660</b>	<b>\$3,835,660</b>	<b>\$3,835,660</b>	<b>\$3,835,660</b>



**GENERAL FUND - 10**  
**FISCAL YEAR 2023 PROPOSED BUDGET**

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b>REVENUES:</b>				
Property Taxes	5,783,512	6,048,959	6,048,959	6,230,428
Sales Taxes	325,009	260,000	315,000	315,000
Permits & Inspections	523,360	424,600	425,991	466,425
Court Revenue	64,310	100,000	76,479	88,241
Investment Income	1,290	40,000	7,756	60,000
Agencies & Alarms	3,100	30,000	23,950	23,000
Franchise Taxes	401,540	407,100	434,865	432,000
Contribution & Use Fee	49,000	50,000	95,000	95,000
Other Governmental	255,332	136,000	136,928	136,500
Donations & Other	68,497	0	1,571	1,000
<b>Operating Revenues:</b>	<b>7,474,951</b>	<b>7,496,659</b>	<b>7,566,500</b>	<b>7,847,594</b>
Other Sources	0	0	2,029	0
Non-Operating Transfers	0	0	0	0
<b>Non-Operating Revenues:</b>	<b>0</b>	<b>0</b>	<b>2,029</b>	<b>0</b>
<b>Total Revenues:</b>	<b>\$7,474,951</b>	<b>\$7,496,659</b>	<b>7,568,529</b>	<b>7,847,594</b>
<b>EXPENDITURES:</b>				
Police Services	2,036,481	2,093,750	2,119,750	2,412,669
Fire Services	1,461,876	1,565,224	1,673,552	1,824,868
Sanitation Services	529,439	536,500	539,579	550,105
Other Public Services	28,810	21,500	19,900	20,900
<b>Total Public Services:</b>	<b>4,056,607</b>	<b>4,216,974</b>	<b>4,352,781</b>	<b>4,808,542</b>
Contract Services	543,135	478,500	445,667	447,382
Development Services	250,884	266,000	275,000	282,500
Administrative Services	999,842	985,000	952,995	883,575
Municipal Court	47,010	42,500	38,250	38,250
Public Works & Maintenance	300,434	373,000	236,000	236,250
<b>Operating Expenditures:</b>	<b>6,197,912</b>	<b>6,361,974</b>	<b>6,300,693</b>	<b>6,696,500</b>
Capital Programs	1,903,594	1,134,685	1,134,685	1,151,094
<b>Non-Operating Expenditures:</b>	<b>1,903,594</b>	<b>1,134,685</b>	<b>1,134,685</b>	<b>1,151,094</b>
<b>Total Expenditures:</b>	<b>\$8,101,506</b>	<b>\$7,496,659</b>	<b>\$7,435,378</b>	<b>\$7,847,594</b>
<i>Revenues Over Expenditures</i>	(626,555)	0	133,151	0
Fund Balance - Beginning	4,329,064	3,702,509	3,702,509	3,835,660
<b>Fund Balance - Ending</b>	<b>3,702,509</b>	<b>3,702,509</b>	<b>3,835,660</b>	<b>3,835,660</b>
Reserve Requirement (25%)		1,590,494	1,590,494	1,674,125
Excess/(Deficit)		2,112,016	2,245,166	2,161,535

**GENERAL FUND - 10  
FISCAL YEAR 2023 PROPOSED BUDGET**

		FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b>REVENUE</b>					
<u>Tax Collection</u>					
10-4101	Property Tax (M&O)	5,783,512	6,048,959	6,048,959	6,230,428
10-4150	Sales Tax	325,009	260,000	315,000	315,000
	<b>Total Tax Collection:</b>	<b>6,108,521</b>	<b>6,308,959</b>	<b>6,363,959</b>	<b>6,545,428</b>
<u>Permits &amp; Inspections</u>					
10-4203	Plat Reviews	6,900	8,000	9,750	9,750
10-4204	Code Enforcement Citations	0	100	0	0
10-4205	Contractor Registration	12,000	10,000	10,650	10,650
10-4206	Drainage Reviews	41,400	45,000	24,750	44,275
10-4207	Permits & Inspection Fees	460,810	360,000	379,591	400,000
10-4208	Board of Adjustment Fees	2,250	1,500	1,250	1,750
	<b>Total Permits &amp; Inspections:</b>	<b>523,360</b>	<b>424,600</b>	<b>425,991</b>	<b>466,425</b>
<u>Municipal Court</u>					
10-4300	Court Fines	60,944	100,000	73,158	85,000
10-4301	Building Security Fund	1,178	0	1,094	1,100
10-4302	Truancy Prevention	1,202	0	1,202	1,116
10-4303	Local Municipal Tech Fund	962	0	1,000	1,000
10-4304	Local Municipal Jury Fund	24	0	25	25
	<b>Total Municipal Court:</b>	<b>64,310</b>	<b>100,000</b>	<b>76,479</b>	<b>88,241</b>
<u>Investment Income</u>					
10-4400	Interest Revenue	1,290	40,000	7,756	60,000
	<b>Total Investment Income:</b>	<b>1,290</b>	<b>40,000</b>	<b>7,756</b>	<b>60,000</b>
<u>Agencies &amp; Alarms</u>					
10-4501	Agencies	0	0	0	0
10-4508	SEC-Registration	3,100	30,000	23,950	23,000
	<b>Total Agencies &amp; Alarms:</b>	<b>3,100</b>	<b>30,000</b>	<b>23,950</b>	<b>23,000</b>
<u>Franchise Revenue</u>					
10-4602	Cable Franchise	99,808	75,000	86,505	102,000
10-4605	Power/Electric Franchise	293,585	272,000	310,533	296,000
10-4606	Gas Franchise	0	25,000	25,391	25,000
10-4607	Telephone Franchise	6,802	35,000	7,000	7,000
10-4608	Wireless Franchise	1,345	100	5,436	2,000
	<b>Total Franchise Revenue:</b>	<b>401,540</b>	<b>407,100</b>	<b>434,865</b>	<b>432,000</b>
<u>Donations &amp; In Lieu</u>					
10-4702	Kinkaid School Contribution	49,000	50,000	95,000	95,000
10-4703	Metro Congested Mitigation	136,000	136,000	136,000	136,000
10-4704	Intergovernmental Revenues	119,332	0	928	500
10-4800	Misc. Income	68,497	0	573	500
10-4801	Donations	0	0	998	500
10-4802	Reimbursement Proceeds	0	0	2,029	0
10-4850	Transfer In	0	0	0	0
	<b>Total Donations &amp; In Lieu:</b>	<b>372,829</b>	<b>186,000</b>	<b>235,528</b>	<b>232,500</b>
	<b>TOTAL REVENUES:</b>	<b>7,474,951</b>	<b>7,496,659</b>	<b>7,568,529</b>	<b>7,847,594</b>

**GENERAL FUND - 10**  
**FISCAL YEAR 2023 PROPOSED BUDGET**

		FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b><u>EXPENDITURES</u></b>					
<b><u>Community Events</u></b>					
10-510-5001	Community Celebrations	3,554	5,000	4,000	5,000
	<b>Community Events:</b>	<b>3,554</b>	<b>5,000</b>	<b>4,000</b>	<b>5,000</b>
<b><u>Police Services</u></b>					
10-510-5010	MVPD Operations	1,985,481	2,040,417	2,060,416	2,264,745
10-510-5011	MVPD Auto Replacement	51,000	53,333	53,333	53,333
10-510-5012	MVPD Capital Expenditure	0	0	6,000	94,591
	<b>Police Services:</b>	<b>2,036,481</b>	<b>2,093,750</b>	<b>2,119,749</b>	<b>2,412,669</b>
<b><u>Miscellaneous</u></b>					
10-510-5020	Miscellaneous	12,168	0	0	0
	<b>Total Miscellaneous:</b>	<b>12,168</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Sanitation Collection</u></b>					
10-510-5030	Sanitation Collection	519,058	525,000	528,998	539,319
10-510-5031	Sanitation Fuel Charge	10,381	11,500	10,581	10,786
	<b>Sanitation Collection:</b>	<b>529,439</b>	<b>536,500</b>	<b>539,579</b>	<b>550,105</b>
<b><u>Library Services</u></b>					
10-510-5040	Spring Branch Library	0	1,500	1,500	1,500
	<b>Library Services:</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b><u>Street Lighting Services</u></b>					
10-510-5050	Street Lighting	13,089	15,000	14,400	14,400
	<b>Street Lighting Services:</b>	<b>13,089</b>	<b>15,000</b>	<b>14,400</b>	<b>14,400</b>
<b><u>Fire Services</u></b>					
10-510-5060	Villages Fire Department	1,461,876	1,565,224	1,673,552	1,824,868
	<b>Fire Services:</b>	<b>1,461,876</b>	<b>1,565,224</b>	<b>1,673,552</b>	<b>1,824,868</b>
	<b>TOTAL PUBLIC SERVICE:</b>	<b>4,056,607</b>	<b>4,216,974</b>	<b>4,352,780</b>	<b>4,808,542</b>
<b><u>CONTRACT SERVICE DIVISION</u></b>					
10-520-5102	Accounting/Audit	28,634	35,000	25,000	25,000
10-520-5103	Engineering	226,073	200,000	210,000	210,000
10-520-5104	Legal	151,267	90,000	90,000	90,000
10-520-5105	Tax Appraisal-HCAD	57,058	60,000	57,167	58,882
10-520-5107	Animal Control	2,876	1,500	1,500	1,500
10-520-5108	IT Hardware/Software & Support	10,477	70,000	40,000	40,000
10-520-5109	Urban Forester	41,760	0	0	0
10-520-5110	Mosquito Control	24,990	22,000	22,000	22,000
	<b>TOTAL CONTRACT SERVICE DIVISION:</b>	<b>543,135</b>	<b>478,500</b>	<b>445,667</b>	<b>447,382</b>

**GENERAL FUND - 10  
FISCAL YEAR 2023 PROPOSED BUDGET**

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET	
<b><u>BUILDING SERVICE DIVISION</u></b>					
<b><u>Building &amp; Inspection Services</u></b>					
10-530-5152	Drainage Reviews	100,657	100,000	100,000	103,000
10-530-5153	Electrical Inspections	15,300	14,000	14,500	15,000
10-530-5154	Plat Reviews	0	500	500	500
10-530-5155	Plan Reviews	48,000	50,000	50,000	50,000
10-530-5156	Plumbing Inspections	20,430	18,000	18,000	18,000
10-530-5157	Structural Inspections	29,025	30,000	30,000	30,000
10-530-5158	Urban Forester	0	46,000	42,000	45,000
10-530-5160	Mechanical Inspections	9,495	7,500	7,500	8,500
	<b>Building and Inspection Services:</b>	<b>222,907</b>	<b>266,000</b>	<b>262,500</b>	<b>270,000</b>
<b><u>Supplies and Office Expenditures</u></b>					
10-530-5108	Information Technology	18,253	0	0	0
10-530-5204	Dues & Subscriptions	0	0	0	0
10-530-5207	Misc Supplies	390	0	1,000	1,000
10-530-5209	Office Equipment & Maintenance	0	0	0	0
10-530-5211	Meeting Supplies	172	0	350	350
10-530-5213	Office Supplies	900	0	900	900
10-530-5214	Telecommunications	400	0	0	0
10-530-5215	Travel & Training	500	0	250	250
	<b>Supplies and Office Expenditures:</b>	<b>20,615</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>
<b><u>Insurance</u></b>					
10-560-5353	Employee Insurance	7,362	0	0	0
10-530-5403	Credit Card Charges	0	0	10,000	10,000
	<b>Insurance:</b>	<b>7,362</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL BUILDING SERVICE DIVISION:</b>	<b>250,884</b>	<b>266,000</b>	<b>275,000</b>	<b>282,500</b>

**GENERAL GOVERNMENT DIVISION**

**Administrative Expenditures**

10-540-5108	Information Technology	20,280	0	0	0
10-540-5202	Auto Allowance/Mileage	4,141	8,000	0	0
10-540-5203	Bank Fees	3,448	3,000	3,000	3,000
10-540-5204	Dues/Seminars/Subscriptions	2,558	4,000	3,000	3,000
10-540-5205	Elections	0	5,000	5,000	5,000
10-540-5206	Legal Notices	137	3,500	3,500	3,500
10-540-5207	Miscellaneous	5,871	5,000	5,000	5,000
10-540-5208	Citizen Communication	7,351	5,000	5,000	5,000
10-540-5209	Office Equipment & Maintenance	9,855	10,000	10,000	10,000
10-540-5210	Postage	1,000	2,000	1,500	1,500
10-540-5211	Meeting Supplies	6,580	10,000	10,000	10,000
10-540-5212	Rent/Leasehold/Furniture	127,612	130,000	130,000	130,000
10-540-5213	Supplies/Storage	7,358	10,000	10,000	10,000
10-540-5214	Telecommunications	13,351	17,000	16,000	16,000

**GENERAL FUND - 10**  
**FISCAL YEAR 2023 PROPOSED BUDGET**

		FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
10-540-5215	Travel & Training	1,925	1,000	1,000	1,000
10-540-5216	Statutory Legal Notices	1,474	1,500	1,500	1,500
	<b>Administrative Expenditures:</b>	<b>212,940</b>	<b>215,000</b>	<b>204,500</b>	<b>204,500</b>
<b><u>Wages &amp; Benefits</u></b>					
10-540-5301	Gross Wages	488,365	550,000	556,538	556,538
10-540-5302	Overtime/Severance	42,415	10,000	16,730	16,730
10-540-5303	Temporary Personnel	106,296	5,000	6,500	0
10-540-5304	Salary Adjustment(Bonus)	0	0	0	0
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	39,519	40,000	43,855	43,855
10-540-5310	TMRS (City Responsibility)	49,491	50,000	44,453	44,453
10-540-5311	Payroll Process Exp-Paychex	3,016	3,000	3,000	3,000
	<b>Wages &amp; Benefits:</b>	<b>729,103</b>	<b>658,000</b>	<b>671,075</b>	<b>664,575</b>
<b><u>Insurance</u></b>					
10-540-5353	Employee Insurance	32,998	100,000	62,919	0
10-540-5354	General Liability	5,692	10,000	10,000	10,000
10-540-5356	Workman's Compensation	8,329	2,000	4,000	4,000
	<b>Insurance:</b>	<b>47,019</b>	<b>112,000</b>	<b>76,919</b>	<b>14,000</b>
<b><u>Other</u></b>					
10-540-5403	Credit Card Charges (Adm)	0	0	500	500
		10,780	0	0	0
		0	0	0	0
	<b>Intergovernmental:</b>	<b>10,780</b>	<b>0</b>	<b>500</b>	<b>500</b>
<b>TOTAL GENERAL GOVERNMENT DIVISION:</b>		<b>999,842</b>	<b>985,000</b>	<b>952,995</b>	<b>883,575</b>

**MUNICIPAL COURT DIVISION**

**Supplies & Office Expenditures**

10-550-5108	Information Technology	0	0	0	0
10-550-5204	Dues & Subscriptions	235	0	0	0
10-550-5207	Misc Supplies	100	0	250	250
10-550-5211	Meeting Supplies	564	0	250	250
10-550-5213	Office Supplies	159	0	0	0
10-550-5215	Travel & Training	582	0	250	250
	<b>Supplies and Office Expenditures:</b>	<b>1,640</b>	<b>0</b>	<b>750</b>	<b>750</b>

**Insurance**

10-550-5353	Employee Insurance	12,113	0	0	0
	<b>Insurance:</b>	<b>12,113</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Court Operations**

10-550-5403	Credit Card Charges	13,626	12,000	12,000	12,000
10-550-5404	Judge/Prosecutor/Interpreter	18,500	30,000	25,000	25,000
10-550-5406	State Comptroller/OMNI/Linebar	122	0	0	0
10-550-5408	Supplies/Miscellaneous	26	0	0	0
10-550-5410	OmniBase Services of Texas	983	500	500	500
	<b>Court Operations:</b>	<b>33,257</b>	<b>42,500</b>	<b>37,500</b>	<b>37,500</b>

**TOTAL MUNICIPAL COURT DIVISION:** **47,010**      **42,500**      **38,250**      **38,250**



**GENERAL FUND - 10  
FISCAL YEAR 2023 PROPOSED BUDGET**

		FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b><u>PUBLIC WORKS MAINTENANCE DIVISION</u></b>					
<b><u>Supplies &amp; Office Expenditures</u></b>					
10-560-5207	Misc Supplies	3,009	0	0	0
10-560-5213	Office Supplies	140	0	0	0
10-560-5215	Travel & Training	100	0	0	0
	<b>Supplies and Office Expenditures:</b>	<b>3,248</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Insurance</u></b>					
10-560-5353	Employee Insurance	21,348	0	0	0
	<b>Insurance:</b>	<b>21,348</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Maintenance &amp; Repair</u></b>					
10-560-5501	Public Works Maintenance	0	0	0	0
10-560-5501	TCEQ & Harris CO Permits	1,656	2,000	2,000	2,000
10-560-5504	Landscaping Maintenance	38,892	50,000	40,000	40,000
10-560-5505	Gator Fuel & Maintenance	1,104	1,000	500	750
10-560-5506	Right of Way Mowing	37,680	90,000	40,000	40,000
10-560-5507	Road & Sign Repair	64,385	60,000	30,000	30,000
10-560-5508	ROW Water/Planting	1,216	2,500	2,000	2,000
10-560-5509	Tree Care/Removal	20,505	15,000	15,000	15,000
10-560-5510	Road/Drainage Maintenance	0	25,000	12,000	12,000
10-560-5515	Landscape Improvements	108,453	100,000	80,000	80,000
10-560-5516	Truck Fuel & Maintenance	1,947	2,500	2,500	2,500
10-560-5517	Sidewalk Improvements	0	25,000	12,000	12,000
	<b>Maintenance and Repair:</b>	<b>275,838</b>	<b>373,000</b>	<b>236,000</b>	<b>236,250</b>
	<b>TOTAL PUBLIC WORKS DIVISION:</b>	<b>300,434</b>	<b>373,000</b>	<b>236,000</b>	<b>236,250</b>

**GENERAL FUND - 10**  
**FISCAL YEAR 2023 PROPOSED BUDGET**

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b><u>CAPITAL OUTLAY PROGRAMS</u></b>				
<b><u>General Capital / Maintenance Programs</u></b>				
10-570-5602	Drainage Ditch Maintenance	13,803	0	0
10-570-5606	Road/Drainage Projects	181,933	0	10,000
10-570-5701	2019 Maintenance Projects	6,509	0	0
10-570-5702	2020 Paving Improvements	151,998	0	0
10-570-5703	2021 Paving Improvements	0	1,134,685	0
10-570-5806	Drainage and Sidewalks	104,732	0	0
		<u>458,975</u>	<u>1,134,685</u>	<u>10,000</u>
<b><u>Major Capital / Maintenance Programs</u></b>				
10-570-5640	Surrey Oaks	17,478	0	0
10-570-5808	Wilding Lane	1,427,141	0	120,000
10-580-5809	96" Stormwater Replacement	0	0	100,000
10-580-5810	Tokeneke - Country Squire	0	0	100,000
10-580-5811	Capital Programming	0	0	804,685
		<u>1,444,619</u>	<u>0</u>	<u>1,124,685</u>
<b>TOTAL CAPITAL OUTLAY PROGRAMS:</b>		<b><u>1,903,594</u></b>	<b><u>1,134,685</u></b>	<b><u>1,134,685</u></b>
	<b>TOTAL EXPENDITURES:</b>	<b><u>8,101,506</u></b>	<b><u>7,496,659</u></b>	<b><u>7,435,377</u></b>
			<b><u>7,435,377</u></b>	<b><u>7,847,594</u></b>

## DEBT SERVICE FUND

The Debt Service Fund, also known as the interest and sinking fund, is established by ordinance and accounts for the issuance of debt and provides for the payment of debt, including principal, and interest as payments become due. In the Debt Service Fund, an ad valorem (property) tax rate and tax levy are required to be computed and levied, which will be sufficient to produce the money to satisfy annual debt service requirements. The City of Piney Point Village has no general obligation legal debt limit other than a ceiling on the tax rate specified by the State of Texas. Under the rules of the Texas Attorney General, the City may issue general obligation debt in an amount no greater than that which can be serviced by a debt service tax rate of \$1.50 per \$100 assessed valuation, based on a 90% collection rate.

### FISCAL YEAR 2023 PROPOSED BUDGET

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b>Total Revenues</b>	1,376,157	875,200	879,200	877,950
<b>Total Expenditures</b>	1,507,525	875,200	875,200	877,950
<i>Over/(Under) Expenditures:</i>	<i>(131,368)</i>	<i>0</i>	<i>4,000</i>	<i>0</i>
<i>Fund Balance - Ending</i>	<i>39,163</i>	<i>39,163</i>	<i>43,163</i>	<i>43,163</i>

Based on the values used, the budget as adopted assumes a debt service (I&S) tax rate of 3.19 cents (\$0.0318950) per \$100 assessed valuation. This rate remains unchanged from fiscal year 2022 adopted rate of assessed valuation, due for to the calculated levy required to secure the annual obligation backed by taxes. The following is the detail on the adopted tax rate:

#### Fiscal Year 2023 Proposed Tax Rate / Tax Year 2022

Debt Service (I&S) Rate	\$0.0318950
Maintenance & Operating (M&O) Rate	\$0.2232450
Total Proposed Tax Rate	\$0.2551400

A tax rate of \$0.2551400 per \$100 valuation adopted by the governing body will likely exceed the rate formally known as the "effective rate" on the certified rolls. Legislation has been widely overhauled limiting the methods in which local governments can raise proceeds for capital needs. Final calculations as to the amount of proceeds available is dependent on the recent valuation on property that is not certified at the time required for filing a proposed budget document. Council will approve a specific rate to support the current obligated debt structure in the final adopted budget.

The city has two general obligation bonds, Series 2017 and Series 2015. Series 2015 issued for \$3,910,000 has a S&P AAA rating. Interest on the Series 2015 accrue from the original delivery and payable August 15 and February 15 of each year commencing August 15, 2015. Proceeds from the sale are for costs of the designing, engineering and constructing of stormwater drainage and flood control improvements. The 2017 General Obligation issued for \$3,735,000 has a S&P rating of "AAA" and stable outlook. Interest on the Series 2017 accrue from the original delivery and payable August 15 and February 15 of each year commencing February 15, 2018. Proceeds from the sale are for costs of the designing, engineering and constructing of stormwater drainage and flood control improvements.

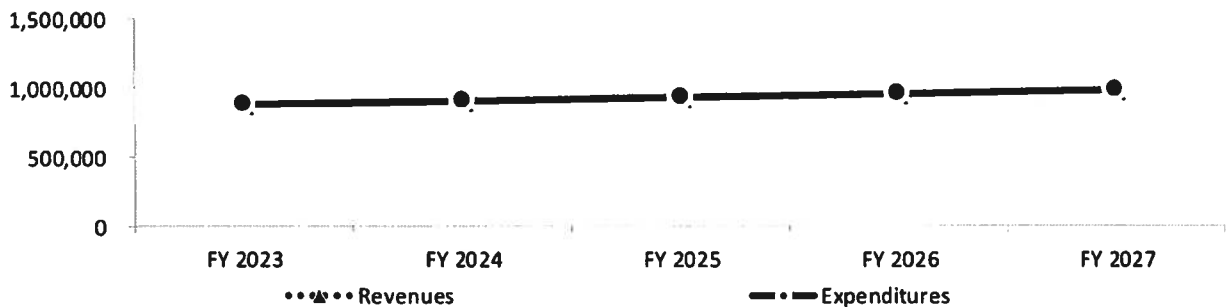
Proposed tax obligations for future years, if unadjusted, would allow debt service the capacity to support annual scheduled payments and is likely additional reserve will be maintained to further secure debt in the final adopted version of the budget.

A tax rate of \$0.2551400 per \$100 valuation adopted by the governing body will likely exceed the rate formally known as the "effective rate" on the certified rolls. Legislation has been widely overhauled limiting the methods in which local governments can raise proceeds for capital needs. Final calculations as to the amount of proceeds available is dependent on the recent valuation on property that is not certified at the time required for filing a proposed budget document. Council will approve a specific rate to support the current obligated debt structure in the final adopted budget.

**MULTI-YEAR PLAN**

It is projected that the Debt Service Fund will maintain a balanced budget for fiscal years ending 2023 through 2027 with additional debt capacity. The plan consists of maintaining annual debt payment on outstanding obligations as well as the use of improved capacity detailed below. The following five-year plan and chart is provided for planning purposes only, as the budget is adopted by the Council annually, therefore the projection detailed below does not restrain future councils to this plan:

	FY 2023 PROPOSED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED
Property Taxes	872,950	899,139	926,113	953,896	982,513
Interest	5,000	5,000	5,000	5,000	5,000
Non-Operating / Transfers	0	0	0	0	0
<b>Total Revenues</b>	<b>\$877,950</b>	<b>\$904,139</b>	<b>\$931,113</b>	<b>\$958,896</b>	<b>\$987,513</b>
Series 2015 General Obligation	433,250	434,950	435,375	0	0
Series 2017 General Obligation	441,700	446,100	441,950	444,425	441,525
Future Bond Capacity	0	20,029	50,666	511,287	542,741
Fiscal Agent Fees	3,000	3,060	3,121	3,184	3,247
<b>Total Expenditures</b>	<b>\$877,950</b>	<b>\$904,139</b>	<b>\$931,113</b>	<b>\$958,896</b>	<b>\$987,513</b>



**DEBT SERVICE FUND  
FISCAL YEAR 2023 PROPOSED BUDGET**

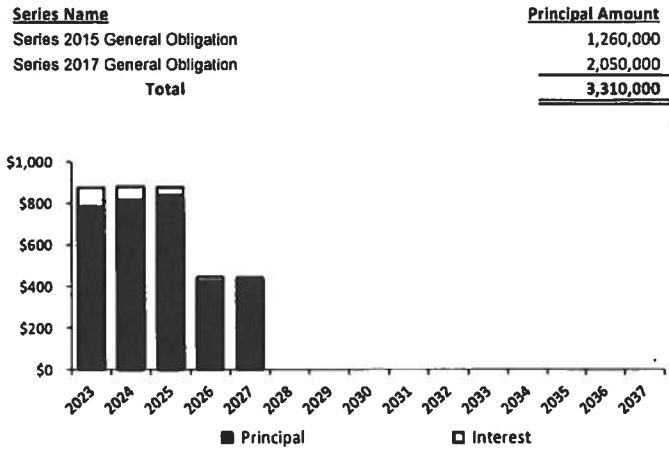
	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b>REVENUES:</b>				
Property Taxes	1,374,237	875,200	875,200	872,950
Interest	1,920	0	4,000	5,000
Transfers and Contributions	0	0	0	0
<b>Total Revenues:</b>	<b>\$1,376,157</b>	<b>\$875,200</b>	<b>\$879,200</b>	<b>\$877,950</b>
<b>EXPENDITURES:</b>				
Debt Service	1,507,525	875,200	875,200	877,950
<b>Total Expenditures:</b>	<b>\$1,507,525</b>	<b>\$875,200</b>	<b>\$875,200</b>	<b>\$877,950</b>
Revenue Over/(Under) Expenditures	<i>(131,368)</i>	<i>0</i>	<i>4,000</i>	<i>0</i>
Fund Balance - Beginning	170,531	39,163	39,163	43,163
Fund Balance - Ending	<b>\$39,163</b>	<b>\$39,163</b>	<b>\$43,163</b>	<b>\$43,163</b>
Reserve Requirement (25%)		218,800	218,800	219,488
Excess/(Deficit)		<i>(179,637)</i>	<i>(175,637)</i>	<i>(176,325)</i>

**DEBT SERVICE FUND - DETAIL  
FISCAL YEAR 2023 PROPOSED BUDGET**

		FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
<b><u>Revenues</u></b>					
<b><u>Property Taxes</u></b>					
20-4101	Current Taxes	1,374,237	875,200	875,200	872,950
	Total Property Taxes	1,374,237	875,200	875,200	872,950
<b><u>Interest</u></b>					
20-4400	Interest Income	1,920	0	4,000	5,000
	Total Interest	1,920	0	4,000	5,000
<b><u>Non-Operating</u></b>					
20-4410	Transfer In	0	0	0	0
	Total Non-Operating	0	0	0	0
	<b>TOTAL REVENUES:</b>	1,376,157	875,200	879,200	877,950
<b><u>Expenditures</u></b>					
<b><u>Financial Obligations</u></b>					
20-500-5821	Tax Bond Retirement	1,365,000	765,000	765,000	790,000
20-500-5820	Tax Bond Interest	139,525	107,950	107,950	84,950
20-500-5822	Bond Issuance Cost	0	0	0	0
20-500-5204	Fiscal Agent Fees	3,000	2,250	2,250	3,000
20-500-5902	Transfer Out - Bond Proceeds	0	0	0	0
	Total Financial Obligations	1,507,525	875,200	875,200	877,950
	<b>TOTAL EXPENDITURES:</b>	1,507,525	875,200	875,200	877,950

**GENERAL LONG-TERM DEBT  
AGGREGATE DEBT MATURITY SCHEDULE**

Fiscal Year	Principal	Interest	Total
FY2023	790,000	84,950	874,950
FY2024	820,000	61,050	881,050
FY2025	840,000	37,325	877,325
FY2026	425,000	19,425	444,425
FY2027	435,000	6,525	441,525
FY2028			
FY2029			
FY2030			
FY2031			
FY2032			
FY2033			
FY2034			
FY2035			
FY2036			
FY2037			
<b>Total</b>	<b>3,310,000</b>	<b>209,275</b>	<b>3,519,275</b>



**DISCRETE DEBT MATURITY SCHEDULES**

**SERIES 2015 GENERAL OBLIGATION BONDS**

Fiscal Year	Principal	Interest	Total
FY2023	410,000	23,250	433,250
FY2024	420,000	14,950	434,950
FY2025	430,000	5,375	435,375
FY2026			
FY2027			
FY2028			
FY2029			
FY2030			
FY2031			
FY2032			
FY2033			
FY2034			
FY2035			
FY2036			
FY2037			
<b>Total</b>	<b>1,260,000</b>	<b>43,575</b>	<b>1,303,575</b>

**SERIES 2017 GENERAL OBLIGATION BONDS**

Fiscal Year	Principal	Interest	Total
FY2023	380,000	61,700	441,700
FY2024	400,000	46,100	446,100
FY2025	410,000	31,950	441,950
FY2026	425,000	19,425	444,425
FY2027	435,000	6,525	441,525
FY2028			
FY2029			
FY2030			
FY2031			
FY2032			
FY2033			
FY2034			
FY2035			
FY2036			
FY2037			
<b>Total</b>	<b>2,050,000</b>	<b>165,700</b>	<b>2,215,700</b>

**ANNUAL ALLOCATION OF DEBT MATURITY**

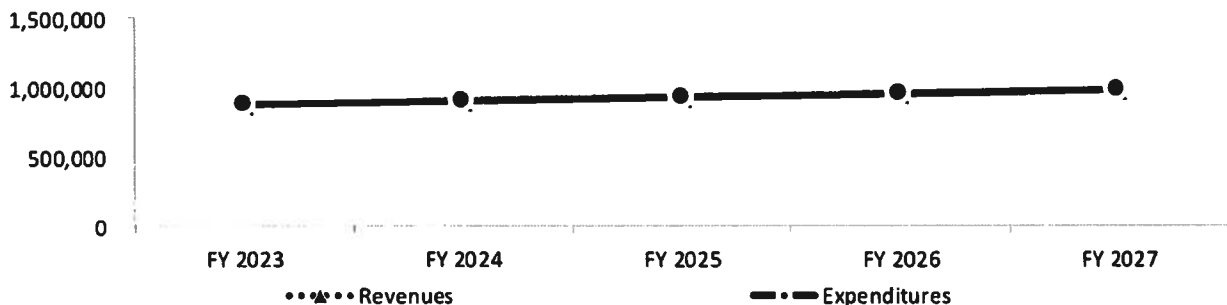
DATE	DESCRIPTION	AMOUNT ISSUED	AMOUNT OUTSTANDING AS OF 12/31/22	PRINCIPAL	INTEREST	PAYMENT TOTAL	AMOUNT OUTSTANDING AS OF 12/31/23
2/15/2023	Series 2015 General Obligation	3,910,000		410,000	13,675	423,675	
8/15/2023					9,575	9,575	
	<b>Fiscal Year Total</b>		<b>1,260,000</b>	<b>410,000</b>	<b>23,250</b>	<b>433,250</b>	<b>850,000</b>
2/15/2023	Series 2017 General Obligation	3,735,000		380,000	34,650	414,650	
8/15/2023					27,050	27,050	
	<b>Fiscal Year Total</b>		<b>2,050,000</b>	<b>380,000</b>	<b>61,700</b>	<b>441,700</b>	<b>1,670,000</b>
	<b>TOTAL</b>	<b>7,645,000</b>	<b>3,310,000</b>	<b>780,000</b>	<b>84,950</b>	<b>874,950</b>	<b>2,520,000</b>

Municipal Bonds	Principal	Interest	Total
<b><u>Total Obligation</u></b>			
Series 2015 General Obligation	1,260,000	43,575	1,303,575
Series 2017 General Obligation	2,050,000	165,700	2,215,700
	<b>3,310,000</b>	<b>209,275</b>	<b>3,519,275</b>
<b><u>Annual Obligation</u></b>			
Series 2015 General Obligation	410,000	23,250	433,250
Series 2017 General Obligation	380,000	61,700	441,700
	<b>790,000</b>	<b>84,950</b>	<b>874,950</b>

### **MULTI-YEAR PLAN**

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<b>Total Revenues</b>	<b>\$877,950</b>	<b>\$904,139</b>	<b>\$931,113</b>	<b>\$958,896</b>	<b>\$987,513</b>
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Future Bond Capacity	0	20,029	50,666	511,287	542,741
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**SPECIAL REVENUE FUND - 30**  
**FISCAL YEAR 2023 PROPOSED BUDGET**

**Fund Activity:**

This fund maintains restricted cash from municipal court fines and fees to support safety, court security and court technology. The fund generally supports security costs for the City Hall facility located at 7676 Woodway that accomodates the municipal court operation. In addition, the fund supported a road safety improvement in fiscal year 2021. The budget proposes to maintain a balanced budget, mainly allocating funds for securing the facility as is years past and proposing additional safety features within the city. Before final adoption, Council may designate a portion of retained cash for nonrecurring purchases of smart cameras and automatic ALPRs to improve safety. Ending cash balance for 9/30/23 is projected at \$76,411.

	FY 2021 YEAR END ACTUAL	FY 2022 AMENDED BUDGET	FY 2022 YEAR END PROJECTED	FY 2023 PROPOSED BUDGET
Court Special Revenue	4,704	0	4,800	4,800
Interest	0	0	0	0
<b>Total Revenues</b>	<b>\$4,704</b>	<b>\$0</b>	<b>\$4,800</b>	<b>\$4,800</b>
Court Special Expenditures	23,134	0	1,980	4,800
<b>Total Expenditures</b>	<b>\$23,134</b>	<b>\$0</b>	<b>\$1,980</b>	<b>\$4,800</b>
Revenues Over Expenses	(18,430)	0	2,820	0
Fund Balance - Beginning	92,021	73,591	73,591	76,411
<b>Fund Balance - Ending</b>	<b>\$73,591</b>	<b>\$73,591</b>	<b>\$76,411</b>	<b>\$76,411</b>



**PROPOSED BUDGET  
JANUARY 1, 2023 - DECEMBER 31, 2023**



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

Raymond Schultz  
 Chief of Police

July 11, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: June Monthly Report

During the month of June MVPD responded/handled a total of 7901 calls/incidents. 6595 House Watch checks were conducted. 500 traffic stops were initiated with 537 citations being issued for 954 violations. (Note: 19 Assists in Hedwig, 75 in Houston, 2 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2735/9786	2357/7845	7	106/229/335	2@1:33
Piney Point:	1724/8645	1375/6651	1	94/266/360	4@3:07
Hunters Creek:	3285/12661	2855/10092	5	86/173/259	6@3:25
				Cites/Warn/Total	12@3:00

*Type and frequency of calls for service/citations include:*

Call Type	#	Call Type	#	Citations	#
False Alarms:	164	Ord. Violations:	14	Speeding:	136
Animal Calls:	20	Information:	19	Exp. Registration:	183
ALPR Hits:	100	Suspicious Situations	96	No Ins:	117
Assist Fire:	40	Loud Party	9	License	122
Assist EMS:	27	Welfare Checks:	14	Stop Sign	38
				Fake Plate	44

*This month the department generated a total of 79 police reports.  
 BH-25, PP-22, HC-28, HOU-3, HED-1, SV-0*

Crimes Against of Persons (1)  
 Assault (DV) 1

Crimes Against Property (15)  
 Burglary of a Motor Vehicle 2  
 Burglary of a Habitation 2  
 Theft 5

Forgery 3  
 Fraud/ID 3

Petty/Quality of Life Crimes/Events (63)  
 ALPR Hits (valid) 9  
 Misc. Reports 24  
 DWI 4  
 Information Reports 8

Possession of CS 6  
 Warrants 7  
 Weapons Charges 1  
 Death Calls 4

Arrest Summary: Individuals Arrested (18)

Warrants 7  
 Class 3 Arrests 3  
 Felony 2  
 DWI 6

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	2,353,410	5,222,098	45.1%
• Operating Expense:	560,320	959,152	58.4%
• Total M&O Expenditures:	2,913,730	6,181,250	47.1%
• Capital Expenses:	160,075	178,000	89.9%
• Net Expenses:	3,073,805	6,359,250	48%

Follow-up on Previous Month Items/Requests from Commission

- 2023 Budget was approved by all 3 city councils.
- The IT RFP was completed and sent out to various vendors for consideration of proposals. MergerTree was provided notice as per the agreement, of the termination of the existing contract effective October 1, 2022.

Personnel Changes/Issues/Updates

- Three officers successfully completed the hiring process. Officer Efrain Salazar stated employment on July 5, 2022. Two additional officers were provided conditional offers of employment contingent upon successfully passing psychological testing and a physical. Those are scheduled for mid-July.
- On June 24, 2022, Officer Torres responded to a suicide call on Flintwood. Upon arrival to the location a male subject was found hanging from the rafters. As Officer Torres cut him down, the subjects body knocked him from the ladder causing him to fall and break his leg.

Major/Significant Events

- On the evening of June 6, 2022, MVPD personnel located and reunited 2 missing persons with their families as the result of ALPR hits. One of the missing persons was on medically necessary medication and was treated by VFD personnel.
- On June 10, 2022, officers responded to a burglary in the 200 block of Blalock. During the course of the investigation, officers located a suspect vehicle on the ALPR system. The vehicle was linked to a repeat offender who has committed prior thefts/burglaries in the area. Detectives will be obtaining an arrest warrant for the suspect.
- On June 30, 2022, MVPD attended and participated in a regional meeting of LE leaders hosted by Commissioner Ramsey to discuss School Safety in light of the Uvalde incident. (Note: MVPD will have personnel attending an upcoming active shooter class hosted by SBISD Police)
- During the month of June, we saw a significant increase in the number of DWI drivers in the area. Officers were able to stop and arrest 6 drunk drivers during the month.

Status Update on any Major Projects

- In June, the Memorial Villages Community was named by SafeWise, as one of the top 5 safest communities in the State of Texas.
- A major construction project started on Taylorcrest Road as part of a new waterline installation. Patrol officers and the powershift officer have been assigned to monitor the traffic as several vehicles have been driving on the wrong side of the roadway. Several citations have been issued.
- The Fake Paper License Plate Tag Tact Plan continued in June resulting in 24 additional fake paper tags being seized.

V-LINC new registrations in June: +31

BH – 1480(+9)

PP – 1067 (+8)

HC – 1511 (+12)

Out of Area – 508 (+2)

## June VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
------------------------	-------------------------------

Total –7	3:24
Fire – 3	2:47
EMS – 4	3:59

### By Village

BH Fire – 0	0
BH EMS – 0	0

PP Fire – 2	2:06
PP EMS – 1	2:27

HC Fire -1	4:11
HC EMS -3	3:59

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### Combined VFD Events (Priority + Radio)

Total – 30	3:35
Fire – 14	3:16
EMS – 16	3:51

### Radio Call Events

Total – 23	3:33
Fire- 11	3:25
EMS- 12	3:47

### Radio Call Events by Village

BH – 8	3:13
PP – 3	3:34
HC – 12	3:52

## 2022 Officer Committed Time to Service Report

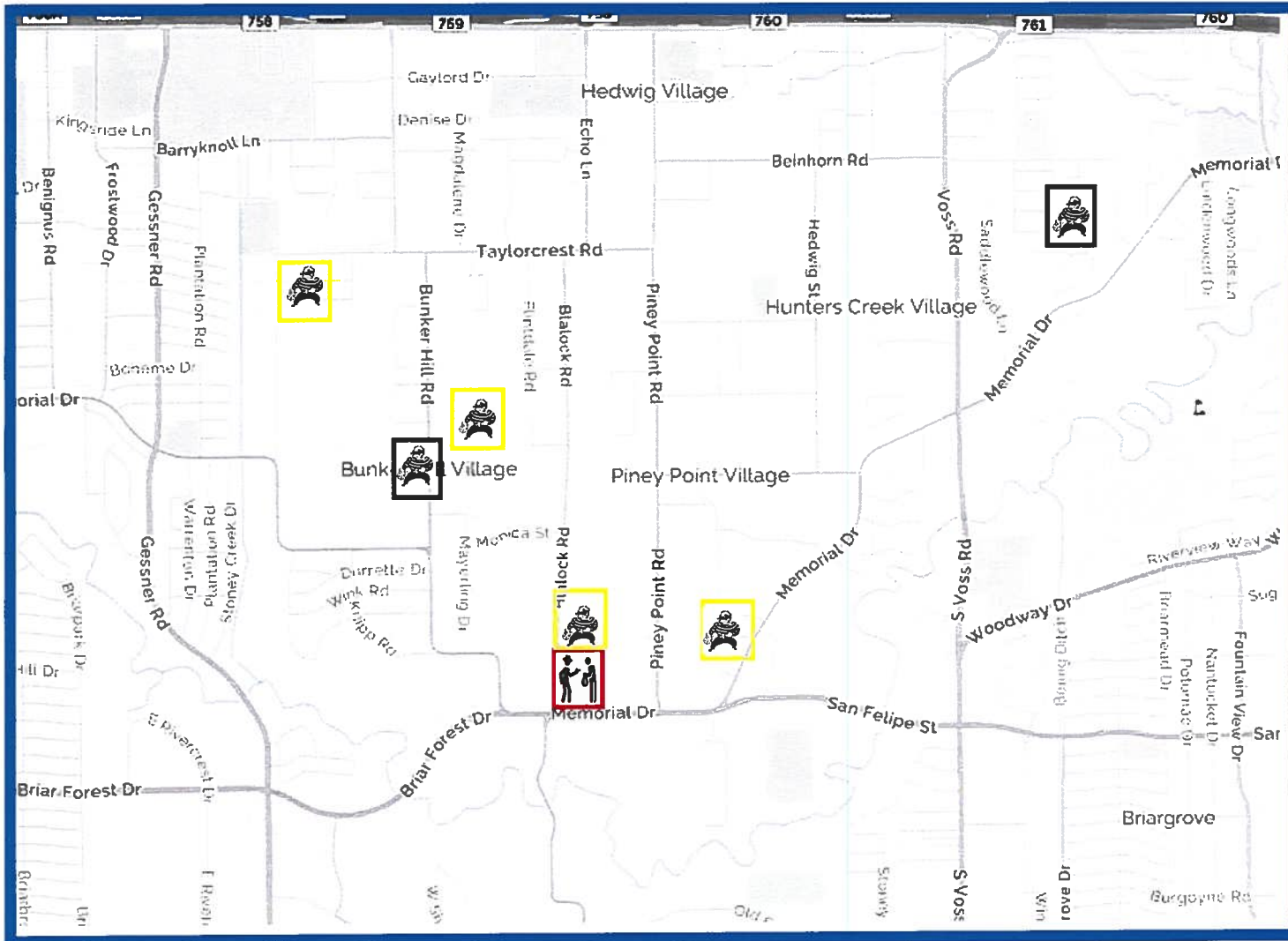
Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	*	1:12:06	0:25:57	0:41:47	3:39:42	2:14:53	1:17:03								0
BIEHUNKO, JOHN		18:43:22	2:22:28	16:34:24	16:11:16	0:05:01	30:06:58							6	16
BOGGUS, LARRY	*	15:04:47	5:53:12	4:40:34	3:14:42	4:18:58	8:49:03								
BURLESON, Jason		12:07:07	8:50:51	10:28:24	15:39:39	20:46:39	12:37:07							1	8
CANALES, RALPH EDWARD		15:47:48	12:59:21	20:33:16	7:12:09	18:07:20	18:57:15							5	10
CERNY, BLAIR C.	*	10:28:34	4:46:23	5:09:00	13:16:49	3:28:16	2:39:05								
ECKERFIELD, Dillion		14:43:31	50:20:55	41:45:59	20:58:59	46:51:13	46:09:14							3	43
HARWOOD, NICHOLAS		8:52:50	12:08:28	17:02:07	32:38:36	14:55:59	19:34:36							4	14
JARVIS, RICHARD		15:27:18	13:08:35	11:48:58	17:43:16	17:42:14	20:08:16							3	21
JONES, ERIC	*	0:00:00	0:00:00	0:00:00	2:26:49	0:58:54	0:00:00								
KELSO JR, RONALD K		18:23:38	18:34:45	18:24:13	16:24:02	21:26:07	16:59:04							2	12
KUKOWSKI, Andy		8:41:08	29:17:18	19:38:51	10:43:16	14:27:45	35:09:03							6	38
LOWRIE, Andy		22:19:30	25:03:32	25:44:26	30:50:09	37:16:39	47:52:05							10	74
MCELVANY, ROBERT		15:57:19	16:56:24	11:49:41	15:02:12	15:14:52	14:52:41							2	21
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	11:49:00							1	9
Ortega, Yesenia		13:37:44	13:06:03	27:04:16	21:00:00	22:35:33	31:13:22							3	20
OWENS, LANE	*	1:19:54	0:00:00	0:01:20	0:00:00	1:17:38	0:00:00								
PAVLOCK, JAMES ADAM		7:53:53	12:46:08	21:56:20	18:00:52	19:42:42	22:02:06							4	63
RODRIGUEZ, CHRISTOPHER	*	3:33:25	1:10:27	2:30:35	3:18:59	9:12:09	2:37:41							0	
SALAZAR, Efrain															
SCHANMEIR, CHRISTIAN		13:46:24	13:54:19	22:55:54	19:04:49	24:31:16	0:00:00							0	0
SCHULTZ, RAYMOND	*	0:08:10	0:19:11	0:00:00	3:09:04	0:58:56	0:14:11								
SILLIMAN, ERIC		18:28:11	21:46:57	18:28:05	20:43:02	30:52:29	16:55:33							2	69
SPRINKLE, MICHAEL		2:24:25	3:42:07	7:30:26	10:26:51	8:13:27	12:57:33							1	8
TAYLOR, CRAIG		14:23:05	8:57:33	15:22:47	8:22:56	15:25:16	29:26:49							4	30
TORRES, PATRICK		17:51:27	15:18:21	12:19:55	18:43:20	15:41:19	10:59:51							2	4
VALDEZ, JUAN		12:53:25	15:40:46	23:53:53	17:10:21	27:45:20	24:50:03							4	9
VASQUEZ, MONICA		17:21:21	13:46:27	13:46:55	29:48:40	27:25:02	17:57:16							2	16
WHITE, TERRY		19:20:30	25:56:34	40:33:51	25:47:31	15:35:11	40:24:45							12	31
WILLIFORD, Adam		2:52:41	16:38:20	42:14:42	22:19:22	24:49:13	14:17:33							2	21
													Total	79	537

\* = Admin

Dispatch Committed Time														Totals
911 Phone Calls		256	313	376	313	395	311							1964
3700 Phone Calls		2431	1978	2504	2412	2739	2561							14625
DP General Phone Calls*		55:52:24	43:36:37	62:07:20	60:05:05	63:55:16	62:08:35							

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





### 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
321 Bunker Hill Rd	No	Const Site
214 Blalock	No	Open Door

### 2022 Robberies

Address	MO
201 Kensington	Driveway Robbery

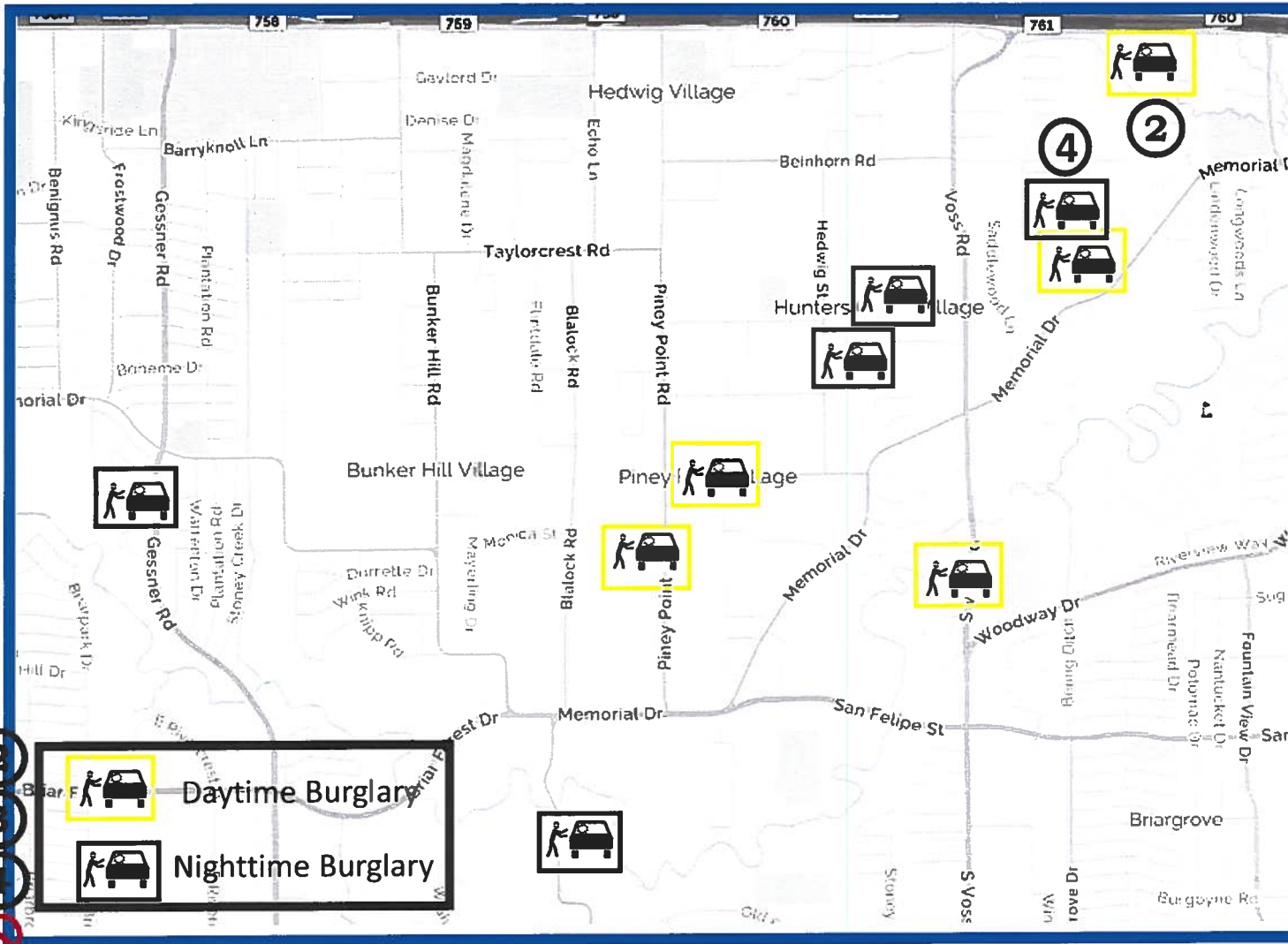
 Daytime Burglary

 Nighttime Burglary

 Robbery

 2  
6/30/22





## 2022 Auto Burglary Map

Address	POE
243 Gessner 22-0042	UNL Vehicle
614 Hunters Grove 22-0046	UNL Vehicle
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
<u>11024 Greenbay</u>	Side Window
<u>362 Piney Point</u>	UNL Vehicle

Blue Entry = Actual Location Unknown  
 Underlined Contractor

6/30/22

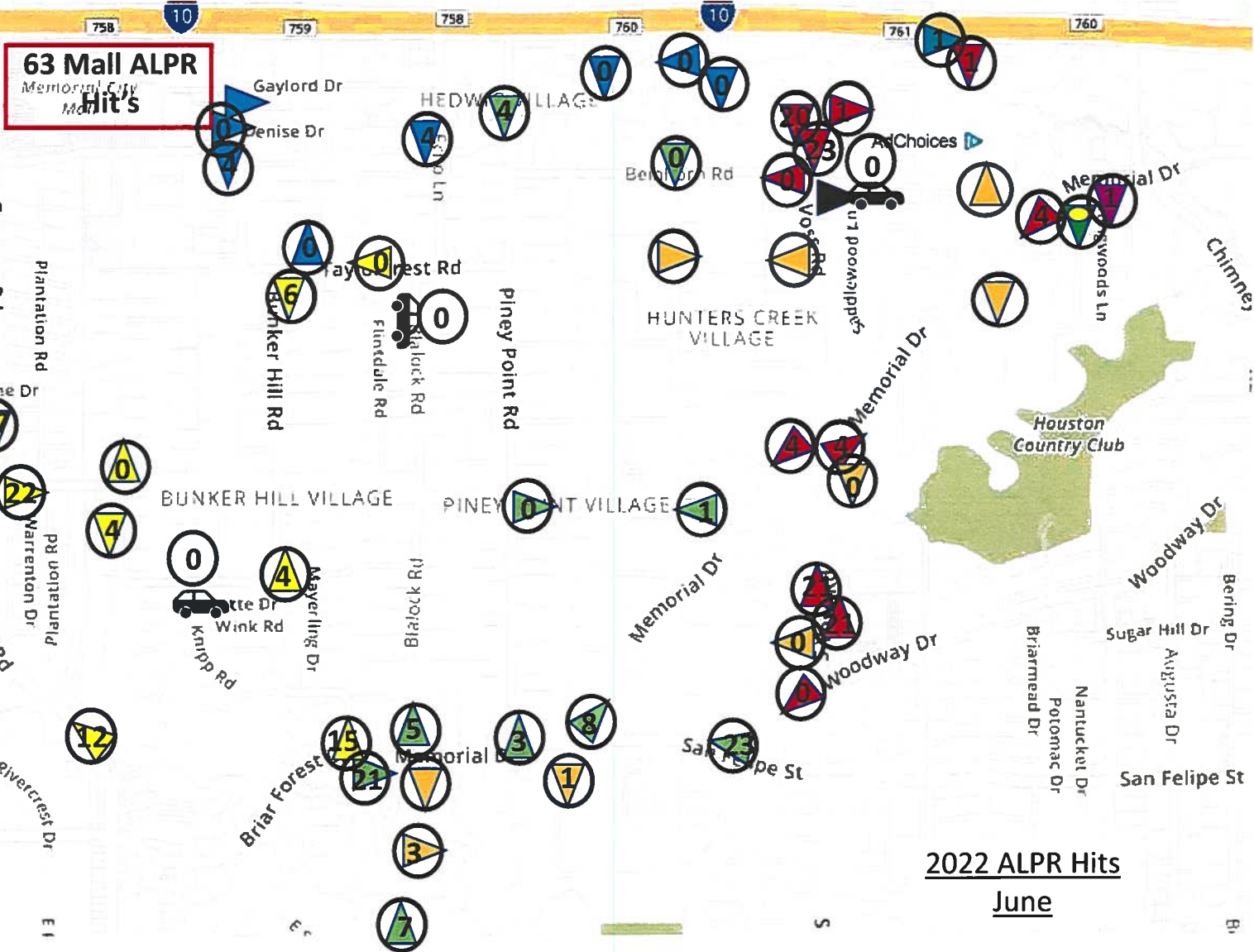
ALPR Recoveries							Plate Recoveries		
Num	Plate	Vehicle	Loc	Val	Links	Date	Plate Recove	Date	Links
1	PYW1930	Jeep Pat	6	\$ 18,000.00	Missing Peson	5-Jan	I511QH	1/4/2022	
2	NSZ6202	Chev SPK	19	\$ 14,000.00	Fugitive	9-Jan	638374	1/4/2022	53821C6 6/25/2022 Fake/Fugitive
3	LBH7413	Toy Cam	8	\$ 18,000.00	Burg/Warr	13-Jan	39496Y1	2/18/2022	NSZ6346 6/27/2022
4	3628866	Niss Sent	24	\$ 14,500.00		14-Jan	39496Y1	2/18/2022	same plate on 2 cars
5	PSS6946	ChevImpal.	22	\$ 21,000.00		20-Jan	NBB1660	3/3/2022	same plate on 2 cars
6	2751781	BlkLexus	21	\$ 34,000.00	FelWarrant	30-Jan	UJ53735	3/7/2022	
7	JMH0296	Ford Must	17	\$ 23,500.00		1-Feb	KT83323	3/10/2022	Recovered 100+ CC's
8	AL32592	U-HAUL	Station	\$ 70,000.00	Poss Meth	24-Feb	BGF8425	3/15/2022	Hertz
9	NPS2672	Ford F150	20	\$ 45,000.00	Carjacking	25-Feb	72HCF9	3/25/2022	
10	KPH5017	LexG43	17	\$ 18,500.00	Warr	3-Mar	MKP5490	3/22/2022	On Stolen Veh
11	NVT0203	Chev Mal	103	\$ 16,000.00	Warr	8-Mar	72HCF9	3/26/2022	
12	C337283	Chev1500	Coins	\$ 21,000.00	Fugitive	13-Mar	43423 E7	7-Apr	
13	NKM9110	Toy SUV	19	\$ 30,000.00	Fugitive	19-Mar	30054V3	5/9/2022	
14	LTR0879	Honda ACC	21	\$ 18,000.00		20-Mar	34917B9	5/12/2022	
15	94AQZQ	ToyCam	2	\$ -	Hotlist Mail Thief	25-Mar	LCL5909	5/12/2022	Stolen Plate
16	MKP5490	Toy Rav4	7	\$ 26,000.00	Fugitive	22-Mar	0006H59	6/1/2022	Fake Tag
17	PRF3098	Niss Con	19	\$ 18,750.00	Armed Rob	31-Mar	006H59	6/4/2022	Stolen Plate
18	GF85552	Toy Cor	19	\$ 16,000.00	car jacking	1-Apr	0252W43	6/4/2022	Stolen Plate
19	AG89893	Uhaul	1	\$ 41,000.00		23-Apr	0006H59	6/4/2022	Stolen Plate
20	HTV3407	Ford Esc	1	\$ 20,000.00	Missing Peson	26-Apr	PXD7306	6/17/2022	Stolen on Stolen
21	MCD4078	HynEin	4	\$ 23,500.00		2-May	86F1775	6/18/2022	Fake/Stolen
22	LBL4381	Ram1500	8	\$ 41,000.00		4-May	0271A61	6/24/2022	Fake/Stolen
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			Firearm in vehicle
26	4805C8	HumH3	19	\$ 46,000.00	Fugitive	6-May			Temp Tag
27	MZ23102	ChevSub	23	\$ 27,000.00		8-May			Located but Fleed
28	0252W43	F150	27	\$ 30,000.00		26-May			Date Plate Camera
29	RFK9077	NissMur	8	\$ 23,000.00		26-May	13-Mar	PGP4565	7
30	RGR4290	Kia	8	\$ 22,500.00	Poss of Narcotics	27-May	26-Mar	KZR0019	19
31	PBJ4056	Niss	8	\$ 25,500.00	Stolen Firearm	27-May	12-Jun	KTG0535	17
32	AH01898	UHaul	7	\$ 42,500.00	Stolen misc items	1-Jun			
33	KKM3831	ToyCam	8	\$ 20,000.00	Fugitive	11-Jun			
34	LF54848	Honda Civ	20	\$ 15,000.00		14-Jun			
35	PXD7306	FordEsc	19	\$ 18,750.00	Fugitive	17-Jun			Missing Person
36	CZY9487	FordF250	24	\$ 37,000.00	Hotwire	18-Jun	6/7/2022	LZM0966	2
37							6/7/2022	GLW6656	1

19 of 34 involved in other crimes =

2022 Value	\$ 912,500.00	17
2021 Value	\$ 1,683,601.00	75
2020 Value	\$ 1,147,500.00	Recovered 61
2019 Value	\$ 438,000.00	Recovered 22
<b>Program Total</b>	<b>\$ 4,181,601.00</b>	<b>175</b>

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 ImpalaE	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	LIN6783	Wind	Mail Thieves	Arrest	Arrest
5/23/2022	RKH5452	1	BOH	Lead	To-Be Issued

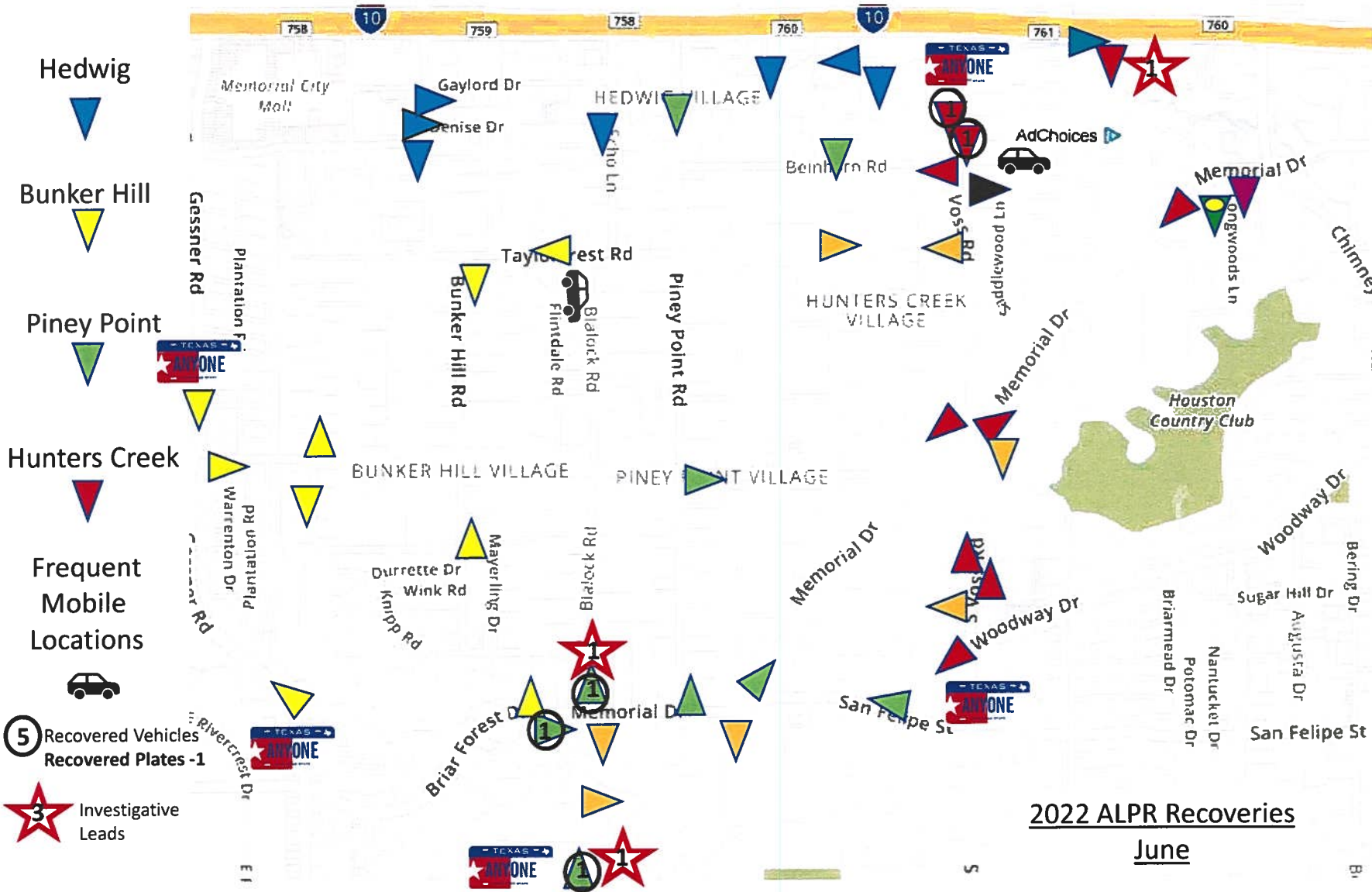


**63 Mall ALPR Hit's**  
Memorial City Mall

- Hedwig  (11)
- Bunker Hill 
- Piney Point 
- Hunters Creek 
- Frequent Mobile Locations 
- (247) Total Hits

- Lindenwood HOA 
- Longwoods HOA 
- US Coins 
- In Process 
- HOA Systems 
- 6/30/22

2022 ALPR Hits  
June



- Lindenwood HOA 
- Longwoods HOA 
- US Coins 
- In Process 
- HOA Systems 

**2022 ALPR Recoveries**  
June

6/30/22

## Hits/Reads By Camera

1 17/335,872  
2 22/146,781  
3 0/0  
4 15/129,045  
5 6/97,885  
6 1/89,077  
7 21/237,100  
8 7/194,424  
9 3/52,972  
10 8/131,110  
11 0/75,784  
12 4/114,369  
13 12/181,887  
14 0/54,725  
15 0/6,882  
16 4/95,669

17 4/95,669  
18 4/109,628  
19 20/363,555  
20 23/237,693  
21 21/344,175  
22 21/357,131  
23 23/191,148  
24 5/102,660  
25 4/55,419  
26 0/55,609  
29 Riverbend 0/4,643  
#30 Beinhorn/Voss 1/48,802  
#32 Greenbay/Memorial 1/57,867  
#181 0/117,872  
Trailer 0/10,478  
Strey 0/35,151

Total Reads – 4,128,056

Unique Reads – 1,651,932

Hits- 353

6 Top Hit List- 247



# 2022 ALPR Data Report

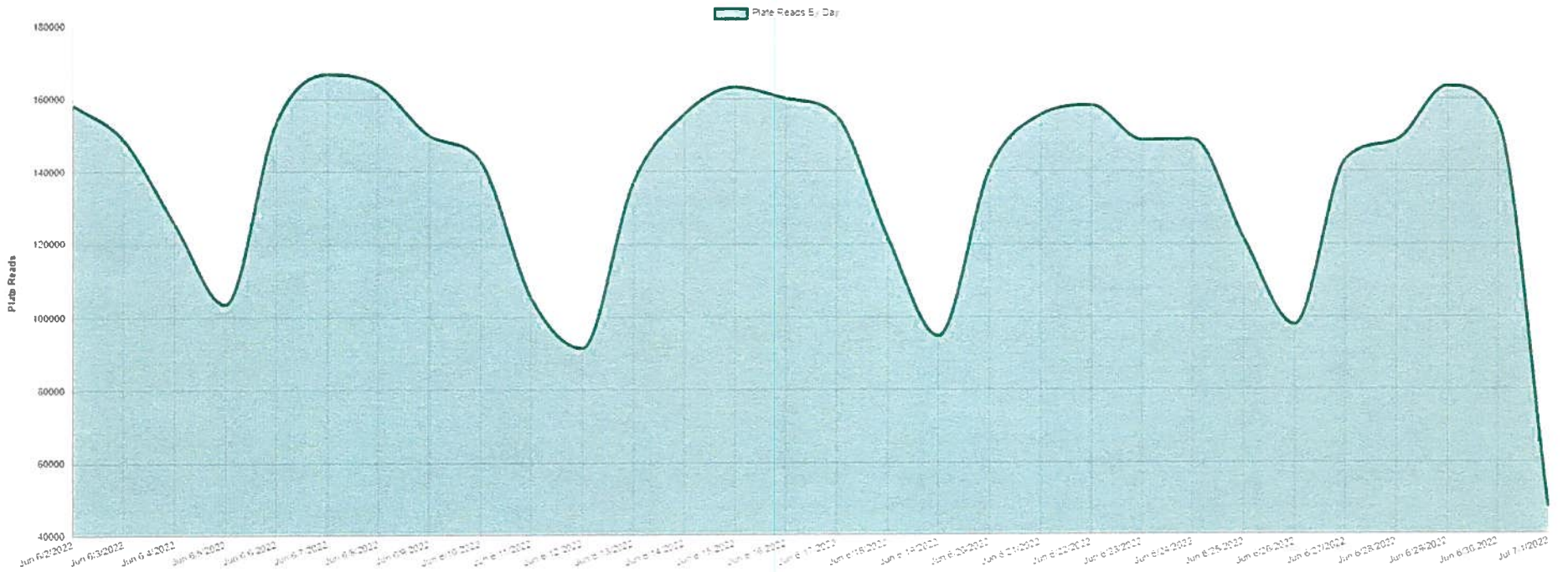
## Plate Reads Summary

Total Plate Reads:  
4,128,056

[DOWNLOAD CSV](#)

Jun 2 - Jul 1

Cameras (32) ▾



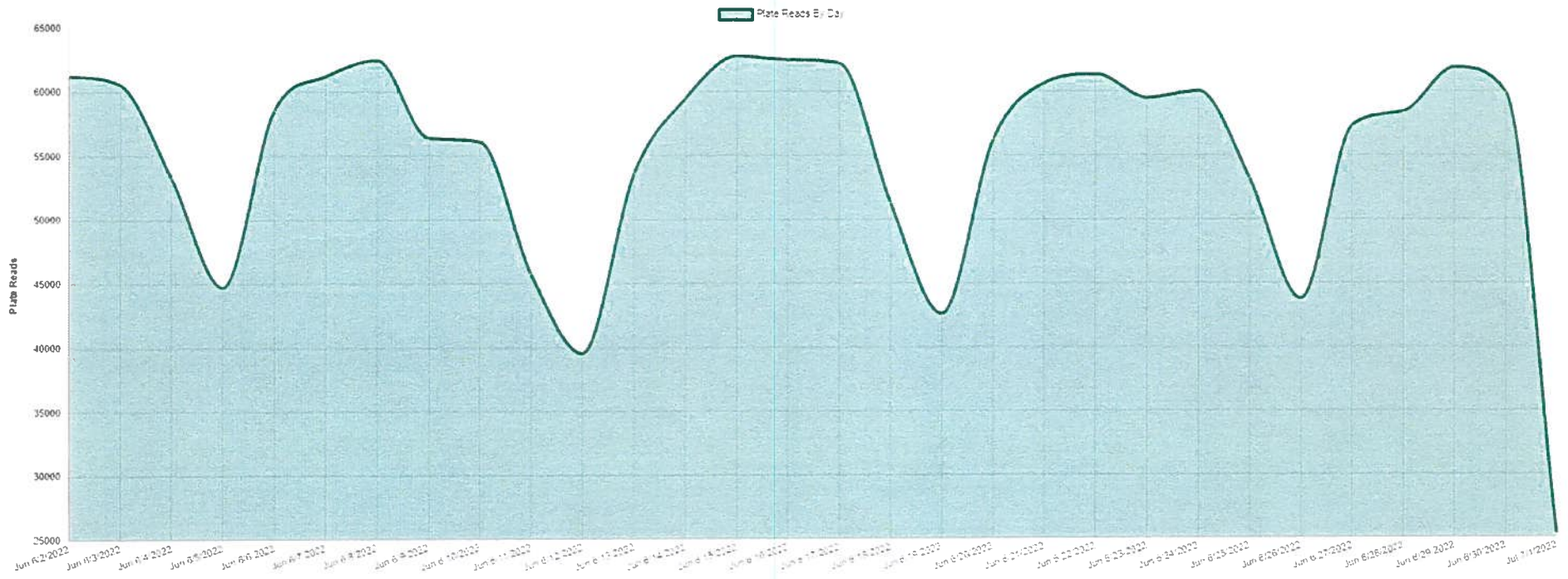
# Unique Plate Reads Summary

Total Unique Plate Reads:  
1,651,932

[DOWNLOAD CSV](#)

Jun 2 - Jul 1

Cameras (32)



# All Categories

## Hits Report

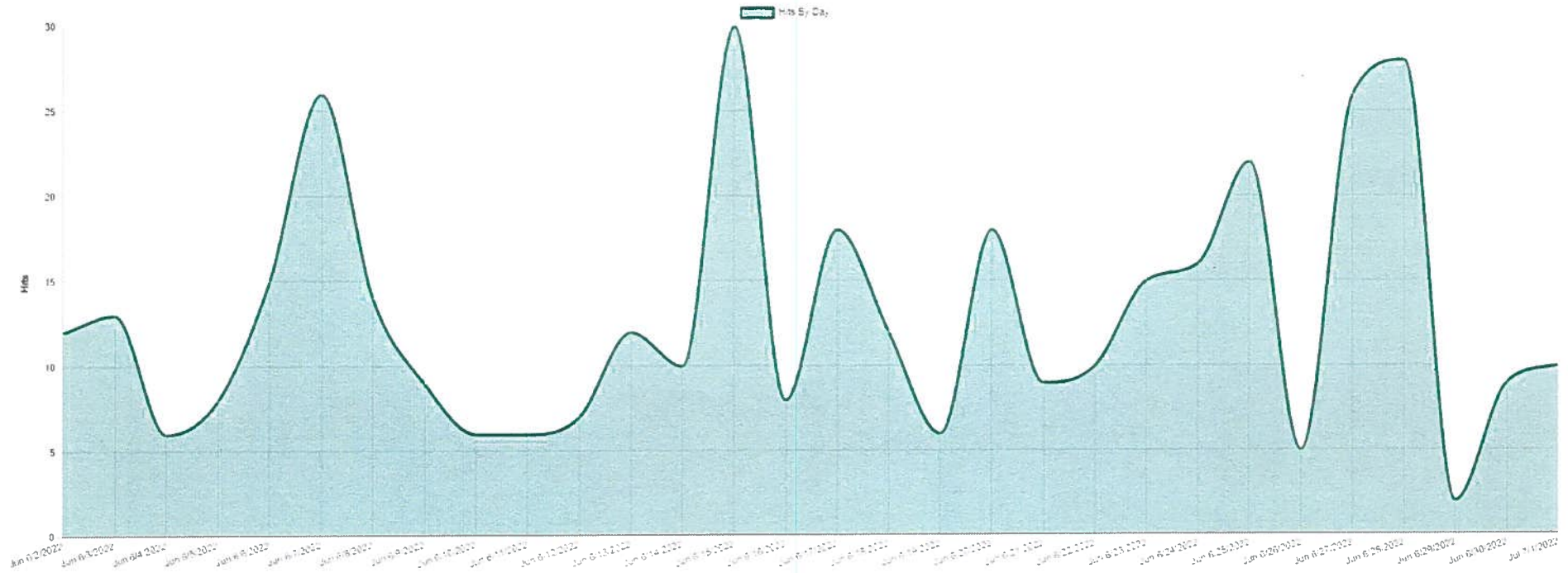
Total Hits:  
388

[DOWNLOAD CSV](#)

Jun 2 - Jul 1

Topics (14) ▾

Cameras (32) ▾





# Top 6 Categories

## Hits Report

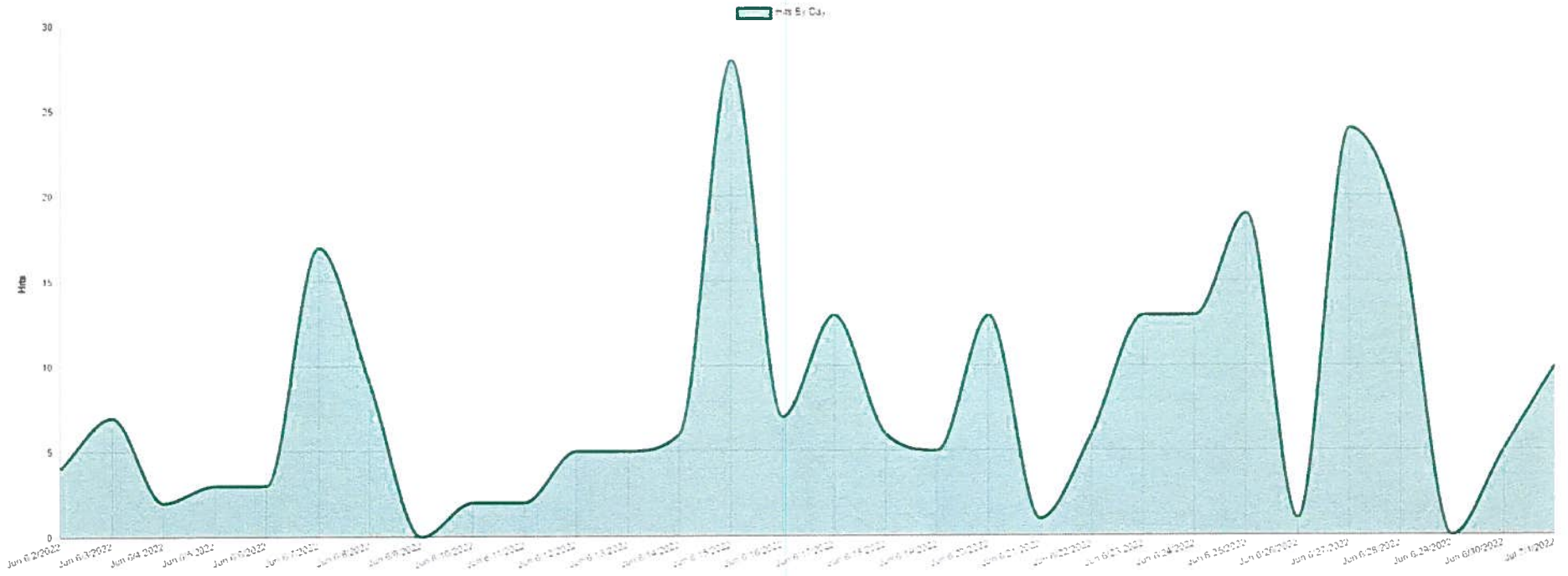
Total Hits:  
247

[DOWNLOAD CSV](#)

Jun 2 - Jul 1

Topics (6)

Cameras (32)



# Sex Offenders Only Hits

## Hits Report

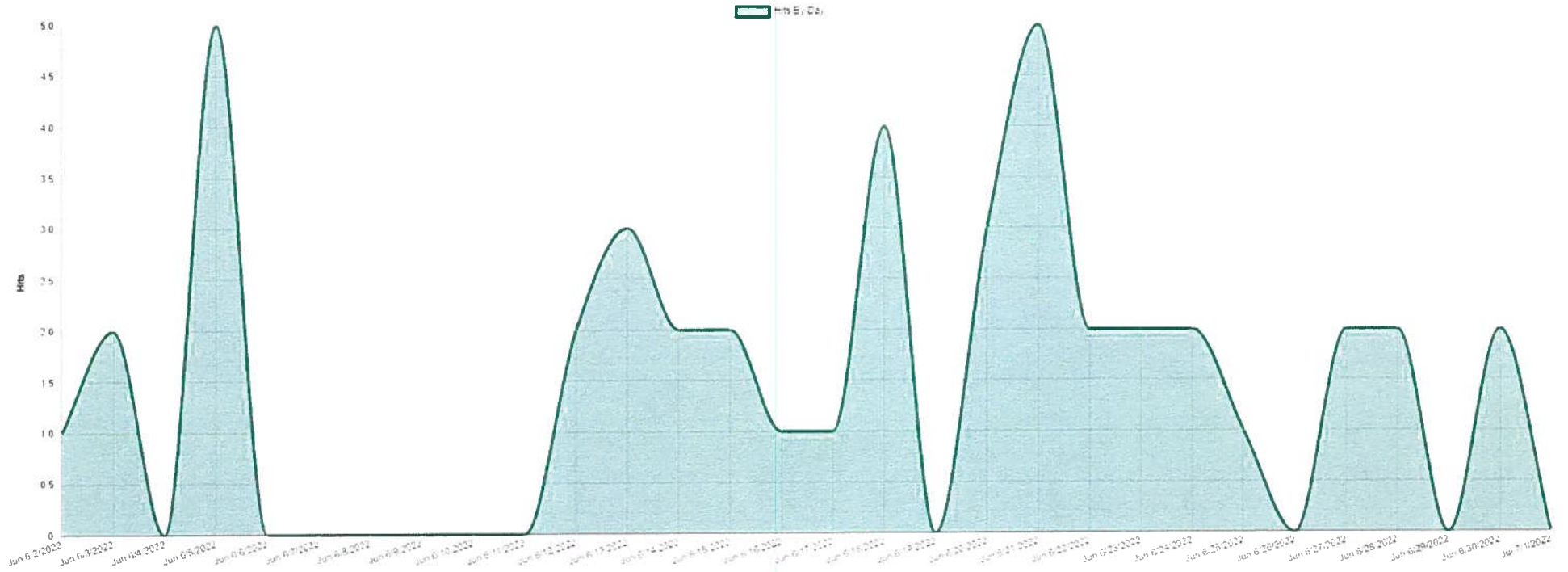
Total Hits:  
44

[DOWNLOAD CSV](#)

Jun 2 - Jul 1

Topics (1) ▾

Cameras (32) ▾





**MEMORIAL VILLAGES POLICE DEPARTMENT  
Minutes of the Police Commission Meeting**

**June 13, 6:00 p.m.**

A quorum was established, and Commissioner Hamilton called the June 13, 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 - Zoom  
Commissioner Southwick  
Alt. Commissioner Ebeling – Zoom

City of Hunters Creek

Commissioner Hamilton  
Commissioner Johnson  
Alt. Commissioner Reichel

City of Bunker Hill

Commissioner Rosenbaum  
Commissioner Moerer  
Alt. Commissioner Murphy

**Legal Counsel**

Loren Smith  
Kaela Olson – Zoom

**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 Ebeling and seconded by Commissioner Rosenbaum to approve the May 9, 2022; minutes as presented. The Commission voted unanimously to approve the minutes.

## **c. Financial Report**

Mrs. Bowman reported 5 months of operations have been completed and the department has received 50% of the appropriation for the fiscal year. Early projections have the department expending 96% by fiscal year end. Gas/oil continue to trend high. January averaged \$10k a month for fuel and as of May the average is 14k a month.

The approved fiscal year 2022 vehicle purchases have been completed. To facilitate payment a transfer of \$66,667.50 from the operations account into the auto replacement fund was complete to make payment. By October all transfers should be complete, and the auto fund will have refunded the operations account.

Discussion ensued about the transfer of monies and how better to organize the cities assessments and the timing issues with executing payments.

Motion was made by Commissioner Huguenard and seconded by Commissioner Murphy to transfer the funds from the operating account to the auto fund and seek ratification from the three cities. Also, an approval to move the monies back to the operating account. The motion was unanimously approved by the commission.

## **d. New Business**

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

**Item 1** – Chief Schultz presented the 2023 budget proposal to the three cities, and they were not in concurrence with the full-time animal control officer, therefore it was eliminated from the budget. The new budget request is \$7,238,007 (13.82% increase). The increase stems from 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 are the radio system and range storage container.

**Item 2** - Capital project recap is the Radio system upgrade project (\$625,000 estimated cost), and the storage container to be utilized at the City of Katy range. The total estimated cost is \$637,200.00.

Chief Schultz advised \$125,000 will come from the special capital asset fund, surplus of \$76,142.00 and an outstanding balance of \$283,774 (\$94,591.00 per city) to be paid by January 1, 2023.

Motion was made by Commissioner Hamilton and seconded by Commissioner Moerer to approve the 2023 budget of \$7,238,007 as proposed and presented. The Commission voted unanimously to approve the motion.

**Item 3** – Chief Schultz informed the commission that MVPD has had an agreement with MergerTree (now called Cyber5) since 2016 and the contract will be coming to an end. There will be a new request for proposal for managed IT services that will go into effect October 1, 2022.

Item 3 was for discussion only and no vote was conducted.

**Item 4** – Chief Schultz presented the ENP (Emergency Number Professional) program and would like the certificate of completion to be recognized as an incentive of \$50 a month and reimburse the cost of the test with a satisfactory completion to all telecommunicators.

Motion was made by Commissioner Murphy and seconded by Commissioner Southwick to recognize the ENP certification as an incentive described by Chief Schultz. The Commission voted unanimously to approve the motion.

**Item 5** – Chief Schultz proposed that the commission consider compensating employees for fuel whether it be a onetime reimbursement or monthly payment.

Commissioner Huguenard suggested to create a plan for payment and present in a future meeting. Commissioner Reichel and Commissioner Rosenbaum volunteered to come up with a fuel incentive plan. This was for discussion only and no vote was conducted.

### **Uvalde Update from Commander Baker**

Commander Baker shared his experience while in Uvalde and the work he and Officer Silliman did to assist the Uvalde Police Department. Commissioner Reichel wanted to insure that MVPD is prepared for such event and if equipment and more training is needed the commission is prepared to help where they can.

### **MVPD Intern**

Chief Schultz gave credit to intern Noah Boggus for his hard work in building the MVPD brand with short videos to share with the community and new employees.

### **Salary Survey Update**

Public sector consultants are finalizing the preliminary salary compensation report and will be reviewed with the assistance of Hunter's Creek Council Member, Stuart Marks.

### **d. Chief's Update**

Chief Schultz presented his monthly report. Top calls for service are False Alarms. We had 5,737 calls/incidents, 4,292 House watches, 622 traffic stops with 624 citations being issued for 1,147

violations. There were 17 priority responses, and the average response time was 3:22. We had 22 new V-LINC registrations.

Commander Baker recognized Officer Silliman who biked 177 miles in May on bike patrol throughout the cities, which has led to positive feedback. The assessment of the case dispositions from the District Attorney's Office reported in May, 6 cases were disposed of through the county district court system which 5 were dismissed and 1 received probation. Year to date MVPD is at a 95% dismissal rate.

**e. Suggestions for future agenda items**

Next commission meeting discussion should consist of the following:

- Auto replacement payments
- Departments credit issue
- City funding percentage
- Fuel incentives

Motion was made by Commissioner Southwick and seconded by Commissioner Johnson to adjourn the meeting at 8:57p.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*

July 6, 2022

Submitted for your review is the mid-year FY22 Budget Performance Report and attached documents as of June 30, 2022.

**Maintenance & Operations:**

With the first half of the fiscal year completed, 58% of the appropriation has been received and 48% expended. Although there are a few lines items currently projected to exceed the line-item appropriation, the Department remains on track to end the year operating within budget.

**Auto Replacement:**

The Department received \$10,700 for the sale of unit 174, a 2015 Ford Explorer. Banking charges were the only expenditures during the month.

- \$13,333.50 was returned to the general fund to cover the transfer needed for vehicle purchases, leaving a remaining balance of \$53,334

**Capital:**

Banking fees were the only expenditures during the month.

**Special comment:**

- 2nd quarter pledged collateral and investment activity reports attached in compliance with the Investment Policy
- Three-year audit engagement complete. Board should decide whether or not to continue with the same firm (although a 3 year engagement letter is attached, it can be adjusted to a 1 year contract with an option to renew the remaining 2 years) or submit requests for proposals for a new firm.



**Memorial Villages Police Department  
General Fund  
For the six months ended June 2022**

50.00% 50.00%

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>							
100 Regular Wages	3,785,751	1,722,316	2,063,435	45.49%	3,748,117	37,634	99%
110 Overtime	125,000	57,891	67,109	46.31%	115,782	9,218	92.6%
115 Court/Bailiff OT	10,000		10,000	0.00%	1,200	8,800	12%
120 Retirement	459,268	214,240	245,028	46.65%	428,480	30,788	93.3%
125 457b Employer contribution	62,870	32,121	30,749	51.09%	62,870	0	100%
130 Health Insurance	625,314	253,357	371,957	40.52%	567,859	57,455	90.8%
140 Workers Compensation	75,000	36,182	38,818	48.24%	72,364	2,636	96%
150 Life/LTD	21,982	9,686	12,296	44.06%	19,880	2,102	90.4%
160 Medicare/SS	56,911	27,295	29,616	47.96%	54,590	2,321	96%
Colorado Tax		322	(322)		322	(322)	
<b>Personnel Services</b>	<b>5,222,098</b>	<b>2,353,410</b>	<b>2,868,687</b>	<b>45.1%</b>	<b>5,071,464</b>	<b>150,633</b>	<b>97.1%</b>
200 Auto	27,500	18,648	8,852	67.8%	37,297	(9,797)	136%
210 General Liability	400	207	193	51.6%	413	(13)	103.3%
220 Public Official Bond	900	424	476	47.1%	848	52	94%
230 Professional Liability	21,000	13,797	7,203	65.7%	27,593	(6,593)	131.4%
240 Real & Personal Property	9,600	4,038	5,562	42.1%	8,075	1,525	84%
<b>Total Other Insurance</b>	<b>59,400</b>	<b>37,113</b>	<b>22,287</b>	<b>62.5%</b>	<b>74,226</b>	<b>(14,826)</b>	<b>125.0%</b>
300 Gas & Oil	81,000	49,861	31,139	61.6%	137,361	(56,361)	170%
310 Maintenance	40,000	21,747	18,253	54.4%	43,495	(3,495)	108.7%
320 Tires	7,000	1,674	5,326	23.9%	6,500	500	93%
330 Damage Repair	10,000	2,130	7,870	21.3%	4,260	5,740	42.6%
<b>Maintenance &amp; Misc.</b>	<b>138,000</b>	<b>75,413</b>	<b>62,587</b>	<b>54.6%</b>	<b>191,616</b>	<b>(53,616)</b>	<b>138.9%</b>
400 General Maintenance	30,000	16,143	13,857	53.8%	30,000	0	100%
410 Janitorial Services	21,000	10,200	10,800	48.6%	20,400	600	97.1%
420 Jail	1,000		1,000	0.0%	500	500	50%
430 Building Furnishings	15,000	774	14,226	5.2%	8,500	6,500	56.7%
<b>Total Building</b>	<b>67,000</b>	<b>27,117</b>	<b>39,883</b>	<b>40.5%</b>	<b>59,400</b>	<b>7,600</b>	<b>88.7%</b>
500 Computers	13,000	12,609	391	97.0%	12,609	391	97%
510 Postage/Postage Machine	1,300	719	581	55.3%	1,300	0	100.0%
520 Stationery/Expendables	15,000	9,164	5,836	61.1%	15,000	0	100%
530 Bank Finance Charges	550	335	215	60.8%	550	0	100.0%
540 Payroll	17,900	10,284	7,616	57.5%	17,900	0	100%
<b>Total Office</b>	<b>47,750</b>	<b>33,110</b>	<b>14,640</b>	<b>69.3%</b>	<b>47,359</b>	<b>391</b>	<b>99.2%</b>
600 Telephone	40,606	20,527	20,079	50.6%	38,855	1,751	96%
310 Electric	20,000	6,177	13,823	30.9%	12,353	7,647	61.8%
620 Water/Sewer	5,500	1,828	3,672	33.2%	3,657	1,843	66%
630 Natural Gas	600	273	327	45.4%	545	55	90.9%
<b>Total Utilities</b>	<b>66,706</b>	<b>28,805</b>	<b>37,901</b>	<b>43.2%</b>	<b>55,410</b>	<b>11,296</b>	<b>83.1%</b>
700 Equipment Maint Contracts	135,950	120,241	15,710	88.4%	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	30,917	49,743	38.3%	65,000	15,660	81%
730 IT Services	102,050	49,658	52,392	48.7%	100,508	1,542	98.5%
740 Software Maintenance Contracts	59,200	46,418	12,782	78.4%	58,000	1,200	98%
<b>Total Contract Services</b>	<b>381,460</b>	<b>247,310</b>	<b>134,150</b>	<b>64.8%</b>	<b>352,558</b>	<b>28,902</b>	<b>92.4%</b>
800 Accreditation	1,200		1,200	0.0%	1,200	0	100%
810 Uniforms	30,500	18,891	11,609	61.9%	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	39,080	18,920	67.4%	50,000	8,000	86.2%
850 Travel	7,000	1,851	5,149	26.4%	4,500	2,500	64%
860 Recruiting Costs	5,000	2,259	2,741	45.2%	4,500	500	90.0%
870 Criminal Investigations	3,500	963	2,537	27.5%	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%
<b>Total Office</b>	<b>198,836</b>	<b>111,451</b>	<b>87,385</b>	<b>56.1%</b>	<b>157,668</b>	<b>41,168</b>	<b>79.3%</b>
<b>TOTAL GENERAL</b>	<b>6,181,250</b>	<b>2,913,730</b>	<b>3,267,520</b>	<b>47.1%</b>	<b>6,009,702</b>	<b>171,548</b>	<b>97.2%</b>



**Memorial Villages Police Department  
Vehicle Replacement**

For the six months ended June 2022 50.00%

Prior Year Cash Carryover	84,967.98			
FY22 Sale of vehicles	10,700.00			
FY22 Assessment collected to date	93,331.50		<b>FY22 Assessment remaining</b>	66,668.50
FY22 Interest earned to date	170.52			
FY22 Expenditures	(160,000.00)			
Due between Auto and Ops	53,334.00			
<b>FY22 Veh replacement expenditures covered by carryover</b>	<b>(71,989.20)</b>			
<b>Cash Balance @ 06/30/22</b>	<b>10,514.80</b>			

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%
<b>Total Vehicle Replacement</b>	<b>160,000</b>	<b>160,000</b>	<b>0</b>	<b>100.0%</b>	<b>160,000</b>	<b>0</b>	<b>100.0%</b>
<b>Vehicle Replacement costs covered by carryover</b>		<b>71,989</b>					

**Memorial Villages Police Department  
Special Capital Assets**

For the six months ended June 2022 50.00%

Prior Year Cash Carryover	114,977.27			
Asset Seizure Funds	-			
FY22 Assessment collected to date	18,000.00		<b>FY22 Assessment remaining</b>	0.00
FY22 Interest earned to date	248.07			
FY21 Reimbursement for trailer purchase	17,000.00			
FY22 Expenditures	(75.24)			
<b>Cash Balance @ 06/30/22</b>	<b>150,150.10</b>			

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	18,000	75	17,925	0.0%	18,000	0	100.0%
<b>Total Special Capital Assets</b>	<b>18,000</b>	<b>75</b>	<b>17,925</b>	<b>0.0%</b>	<b>18,000</b>	<b>0</b>	<b>100.0%</b>
<b>Total Vehicle and Capital Fund</b>	<b>178,000</b>	<b>160,075</b>	<b>17,925</b>	<b>89.9%</b>	<b>178,000</b>	<b>0</b>	<b>100%</b>

**Memorial Villages Police Department**

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/22	Projected Saving / (Deficits)	% Forecasted
<b>GENERAL FUND</b>	<b>6,181,250</b>	<b>2,913,730</b>	<b>3,267,520</b>	<b>47%</b>	<b>6,009,702</b>	<b>171,548</b>	<b>97%</b>
<b>VEHICLE &amp; CAPITAL FUNDS</b>	<b>178,000</b>	<b>160,075</b>	<b>0</b>	<b>90%</b>	<b>178,000</b>	<b>0</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>6,359,250</b>	<b>3,073,805</b>	<b>3,267,520</b>	<b>48%</b>	<b>6,187,702</b>	<b>171,548</b>	<b>97%</b>

**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
30-Jun-22**

**All Funds (MODIFIED CASH BASIS PROJECTIONS)**

Cash collected for FY22 @ 06/30/22	3,699,346.96
Estimated Expenditures (JUNE 22)	<u>3,073,805.04</u>
	625,541.92

**Cash Balances**

Health Benefits	13,976.17
General	954,362.02
Vehicle Replacement	<b>10,514.80</b>
Dare Fund	<b>12,202.97</b>
Special Capital Assets	<b>625,541.92</b>

Actual cash balance @ 06/30/22 all accounts **1,141,206.06**

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	3,570,741	3,576,897	6,156	6,181,250
GENERAL FUND EXPENDITURES		2,913,730		
<b>GENERAL FY 22 REVENUES OVER EXPENDITURES</b>		663,167		
VEHICLE REPLACEMENT REVENUES	93,332	104,202	10,871	160,000
VEHICLE REPLACEMENT EXPENDITURES		160,000		
<b>VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS</b>		<b>71,989</b>		
<b>VEHICLE FY 22 REVENUES OVER EXPENDITURES</b>		<b>(127,787)</b>		
SPECIAL CAPITAL ASSETS REVENUES	18,000	18,248	248	18,000
CAPITAL EXPENDITURES		75		
<b>CAPITAL FY 22 REVENUES OVER EXPENDITURES</b>		18,173		
COMBINED REVENUES	3,682,073	3,699,347	17,274	6,359,250
COMBINED EXPENDITURES		3,073,805		
<b>COMBINED FY 22 NET REVENUES / EXPENDITURES</b>		625,542		
Formal reserves:				
		DARE		\$12,203
		VEHICLE REPLACEMENT		\$10,515
		SPECIAL CAPITAL ASSETS		\$150,150
		WORKING CAPITAL		\$60,000
		STATE TRAINING FUNDS		\$6,454
				<u>\$239,322</u>



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

*Raymond Schultz*  
*Chief of Police*

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July 1, 2022

TO: Police Commission

FROM: R. Schultz, Chief of Police

REF: 2021 Review of Services and FY22 Budget Equitable Funding Review

In order to assist the Police Commission in reviewing the level of services and the distribution of services to the Cities of, Bunker Hill Village, Piney Point Village and Hunters Creek Village. A review of 2021 productivity and calls for service has been conducted.

The attached Annual 2021 Total Incident Chart shows calls for service and house watches by city.

Reports/Incidents

Bunker Hill-239

Piney Point-299

Hunters Creek-382

CAD Events

Bunker Hill-34,182

Piney Point-25,843

Hunters Creek-35,623

Accidents

Bunker Hill – 27

Piney Point – 43

Hunters Creek - 96

A review of traffic enforcement shows Citations by Village.

- Bunker Hill: 866
- Piney Point: 1204
- Hunters Creek: 1071

Each Village is assigned one officer per day, per shift. This is minimum staffing and is accomplished throughout the year.

It is recommended that funding continue to remain equal at 33.3% per village.

## Karen Farris

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**From:** Ray Schultz <rschultz@mvpdtx.org>  
**Sent:** Monday, July 18, 2022 9:34 AM  
**To:** Tom Fullen; Cityadmin; Karen Farris; Karen Glynn  
**Subject:** MVOD monthly items  
**Attachments:** FY22 Funding Review by Village.doc; PC Monthly Report June 2022.doc; 2022 Crime Maps Master.pptx; Copy of 2022 ALPR Recovery Totals.xlsx; June 2022 ALPR Data.pptx; ALPR Color Maps June 2022.pptx; Copy of Copy of Copy of Committed Time Chart FY2022 May.xlsx; Copy of 2022 Total Crime Stats.xlsx

Items attached. Besides monthly, the Commission agreed to continue equal funding at 33.33% each. I think each city needs to agree. Memo attached

Thanks



## Village Fire Department 2022 Strategic Plan Performance Report

2022 OPERATING BUDGET	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
Percentage if spending 100% budget		25.0%	25.0%			50.0%
Actual Percentage Budget Spent	100%	23.56%	25.30%			48.9%
Department Budget	\$7,789,561.06	\$1,835,157.20	\$1,970,679.65			\$3,805,836.85
Personnel Expenses Total	\$6,693,219.9	\$1,594,937.48	\$1,660,277.23			\$3,255,214.71
Percentage Personnel Budget Spent		23.83%	24.81%			48.6%
Overtime	\$353,000.00	\$103,745.09	\$132,388.25			\$236,133.34
% Overtime Budget Spent		29.39%	37.50%			66.9%
Capital Expenditures	\$230,400.00	\$10,481.47	\$11,187.42			\$21,668.89
% Capital Budget Spent		4.55%	4.86%			9.4%
Operational Expenditures	\$865,941.12	\$229,738.25	\$299,215.00			\$528,953.25
% Operational Budget Spent		26.53%	34.55%			61.1%
<b>EMERGENCY OPERATIONS:</b>						
Average Dispatch Time, high priority calls	60 Seconds	0:44	0:38			0:41
Average Turnout Times, high priority calls	60 seconds	0:54	1:01			0:58
Average Total Response high priority EMS cal	6:30	4:46	4:43			4:44
Average Total Response high priority fire calls	6:50	3:48	4:37			4:13
# Incidents		551	554			1105
# Responses		915	916			1831
VFD Patients		223	539			762
Patients Transported		152	279			431
% of Calls, second Rescue Amb. Needed						24%
<b>EMS REVENUE:</b>						
EMS Revenue Fund Balance		\$67,769.08	\$111,718.14			\$111,718.14
Revenue Collected, Avg Per Patient		\$459.26				
Amount Billed		\$360,586.58	\$196,075.96			\$556,662.54
Total Revenue Received		\$69,807.25	\$0.00			\$69,807.25
<b>FIRE MARSHAL:</b>						
# of General Plans Reviewed		10	6			16
# of Sprinkler Systems Reviewed		45	52			97
# Fires investigated		1	1			2
# INSPECTIONS YTD		171	238			297
Fire Prevention Permits		15	8			23
Residential Sprinklers to date		2200	2,225			2,225
# OF COMMUNITY Ed Events		20	9			29
% of Homes with Sprinkler Systems	6708	33%	33%			33%

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: July 25, 2022

SUBJECT: Presentation by WaterLogic.

Agenda Item: 5

On March 28, 2022 The City agreed to a proposal from WaterLogic for water conservation and management. Charles Racusin is WaterLogic's founder and Chief Executive Officer, and he is to present the water management services offered to Piney Point Village. He is to provide an account of financial savings by eliminating the wasted water used by the City's irrigation system.

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington

MEETING DATE: July 25, 2022

SUBJECT: Discuss and take possible action on Kinkaid Contribution Agreement

Agenda Item: 6

As a tax-exempt entity, The Kinkaid School is exempt from taxes and other assessments levied by the City of Piney Point Village. However, Kinkaid wishes to offer to discretionary payments in lieu of real estate taxes. It is proposed the in-lieu payment be adjusted annually by Kinkaid based on the annual budget for the Memorial Village Police Department and the Memorial Village Fire Department services.

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: July 25, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.07.25A 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: 7



RESOLUTION NO. 2022.07.25A

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 25<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Mark Kobelan, Mayor

Piney Point Village, Texas

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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: July 25, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.07.25B 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: 8

**RESOLUTION NO. 2022.07.25B**

**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 25th day of July, 2022.

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Mark Kobelan, Mayor  
Piney Point Village, Texas

ATTEST:

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Karen Farris, City Secretary  
Piney Point Village, Texas

## **RESOLUCIÓN NO. 2022.07.25B**

### **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 25 de julio 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 a 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.

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Mark Kobelan, Alcalde

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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.

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Mark Kobelan, Mayor

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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.

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Mark Kobelan, Alcalde

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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.

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Mark Kobelan, Mayor

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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

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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.

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Mark Kobelan, Mayor

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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.

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Mark Kobelan, Alcalde

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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.

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Mark Kobelan, Alcalde

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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.

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### 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:

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Mark Kobelan, Mayor

---

Date



## Plan de Dominio Limitado del Inglés

Beneficiario del: Ciudad de Piney Point  
Village  
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.

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### 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:

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Mark Kobelan, Mayor

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Fecha

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: July 25, 2022

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

Agenda Item: 9

## **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 25<sup>th</sup> day of July 2022.

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Mark Kobelan, Mayor  
Piney Point Village, Texas

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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: July 25, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.07.25C 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: 10

RESOLUTION NO. 2022.07.25C

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 25th day of July 2022.

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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: July 25, 2022

SUBJECT: Discuss and take possible action on Resolution No. 2022.07.25D approving the City's Recovery Plan for the American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF).

Agenda Item: 11

RESOLUTION NO. 2022.07.25D

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 25<sup>th</sup> day of July, 2022.

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Mark Kobelan, Mayor  
Piney Point Village, Texas

---

Karen Farris, City Secretary  
Piney Point Village, Texas

TO: Members of the City Council

FROM: Mayor Mark Kobelan

MEETING DATE: July 25, 2022

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

**Agenda Item: 12**

This agenda item includes reports from the mayor on the status of various projects:

A. Landscape Improvements:

- Blalock at Quail Hollow
- North Piney Point Road near Ecclesia



# Estimate

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

DATE	ESTIMATE #
6/29/2022	12740

City of Piney Point Village  
7676 Woodway Drive Suite 300  
Houston, TX 77024

PROJECT
July 2022

DESCRIPTION	SIZE	QTY	COST	TOTAL
CLEMONS PROPERTY AND CITY OF PINEY POINT VILLAGE - CROSSWALK AREA ON BLALOCK				
Crape Myrtle - multi Trunk (7'-8') OR 1-30g Crape Myrtle -single trunk (7'-8') @ \$289.52 OR 1-45g-Crape Myrtle-multi trunk (7.5'-8.5') @ \$621.00 OR 1-45g Crape Myrtle - single trunk (9'-10') @ \$873.00	30 gal	1	288.00	288.00
Ligustrum Shrub (3.5'-4.5')	15g	2	198.00	396.00
Yaupon - Dwarf (10"-12")	3 gal	20	27.72	554.40
Asian Jasmine	1 gal	40	4.23	169.20
Bendaboard-Brown - 4" X 20' - includes stakes and screws	4" X 20' piece	6	68.055	408.33
Premium Mix Compost	cy	2	49.50	99.00
Pine Deco Mulch	cy	1	42.00	42.00
Metal Tree Stake with strap 6'	each	2	13.65	27.30
Concrete Stepping Stone - 24"	ea	1	16.50	16.50
Moss Rock Boulder -	lb	500	0.15	75.00
OPTION NOT INCLUDED IN BOTTOM LINE OF ESTIMATE				
OPTION 15-SY ST AUGUSTINE RALEIGH SOD AND .5 CY YARD MIX @ \$390.00- INCLUDES INSTALLATION				
TOTAL PLANTS & MATERIALS				2,075.73
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				2,395.41
Subtotal				4,471.14

Phone #
2814963576

E-mail
carol@brightlandscapedesigns.com

# Estimate

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

DATE	ESTIMATE #
6/29/2022	12740

City of Piney Point Village  
7676 Woodway Drive Suite 300  
Houston, TX 77024

PROJECT
July 2022

DESCRIPTION	SIZE	QTY	COST	TOTAL
REPEAT CUSTOMER DISCOUNT			-5.00%	-223.56
SUMMER DISCOUNT			-5.00%	-223.56
Subtotal				4,024.02
NOTE: SOD IS NOT COVERED BY GUARANTEE				
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS				
<p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5) Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p>				

Phone #
2814963576

E-mail
carol@brightlandscapedesigns.com

# Estimate

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

DATE	ESTIMATE #
6/29/2022	12740

City of Piney Point Village  
7676 Woodway Drive Suite 300  
Houston, TX 77024

PROJECT
July 2022

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p> <p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p>				

PLEASE INITIAL BELOW AND SIGN THE ATTACHED (IF APPLICABLE) AND RETURN TO BRIGHT LANDSCAPE DESIGNS, INC. PRIOR TO COMMENCEMENT OF WORK.

<b>TOTAL BEFORE SALES TAXES</b>	<b>\$4,024.02</b>
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<b>Sales Taxes (8.25%)</b>	<b>\$0.00</b>
----------------------------	---------------

<b>TOTAL</b>	<b>\$4,024.02</b>
--------------	-------------------

Phone #
INITIALS
2814963576

E-mail
carol@brightlandscapedesigns.com

2814961791

BRIGHT  
LANDSCAPE  
DESIGNS

500

CREPE  
ASIAN  
JASMINE

500

PINEY POINT  
VILLAGE

EX. LIGUSTICUM  
TREE

LEMONS

PROP.

LIGUSTICUM  
BUSH

WALL

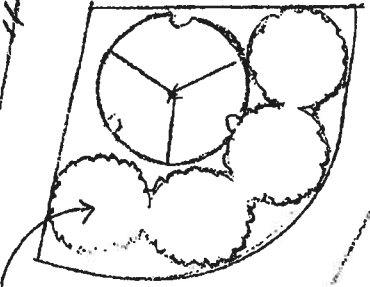
CONC.

DOG

ST.  
ST.

300

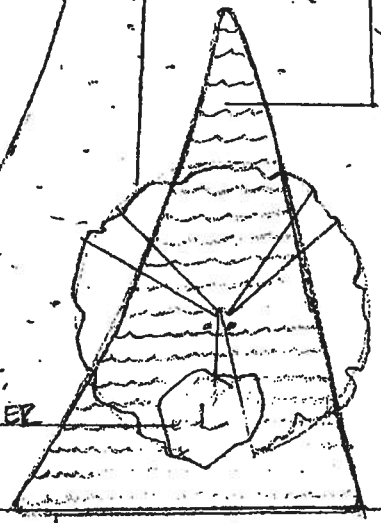
EX. GRASS



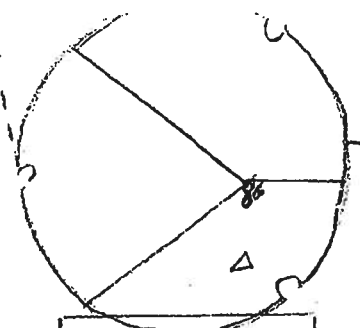
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500

OPT.  
BOULDER



L BELDA BOARD



500

C I T Y S I D E W A L K

BELDA BOARD

S

EX.  
GRASS

EX. GRAVEL

WALL

6-29-22 B L A L O G K R D

SCALE: 1" = 4'.0"

Jun 29 2022 7:28am Carol Bright

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Estimate

DATE	ESTIMATE #
7/6/2022	12749

City of Piney Point Village  
7676 Woodway Drive Suite 300  
Houston, TX 77024

PROJECT

July 2022 - ss adjustments

DESCRIPTION	SIZE	QTY	COST	TOTAL
ECCLESIA CHURCH AND PINEY POINT PROPERTY ON PINEY POINT DRIVE - SPRINKLER SYSTEM ADJUSTMENTS TO IRRIGATE NEW PLANTS (SEE ESTIMATE #12745) 6-6" Pop Up Spray Head with Nozzle 3 Bubblers 70'- Funny Pipe - 1/2" 40'-Pipe-3/4"			1,386.18	1,386.18
TOTAL MATERIALS, LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				1,386.18
Subtotal				1,386.18
REPEAT CUSTOMER DISCOUNT			-5.00%	-69.31
SUMMER			-5.00%	-69.31
ADDITIONAL COURTESY DISCOUNT			-30.00	-30.00
Subtotal				1,217.56

Phone #

2814963576

E-mail

carol@brightlandscapedesigns.com

Page 1

9302 Reid Lake Drive  
Houston, TX 77064

DATE	ESTIMATE #
7/6/2022	12749

City of Piney Point Village  
7676 Woodway Drive Suite 300  
Houston, TX 77024

PROJECT
July 2022 - ss adjustments

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5) Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p> <p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p> <p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p>				

PLEASE INITIAL BELOW AND SIGN THE ATTACHED (IF APPLICABLE) AND RETURN TO BRIGHT LANDSCAPE DESIGNS, INC. PRIOR TO COMMENCEMENT OF WORK.

**TOTAL BEFORE SALES TAXES**

**\$1,217.56**

**Sales Taxes (0.0%)**

**\$0.00**

**TOTAL**

**\$1,217.56**

Phone #
INITIALS
2814963576

E-mail
carol@brightlandscapedesigns.com



TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington; City Administrator

MEETING DATE: July 25, 2022

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

**Agenda Item: 13**

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. However, some items listed may call for Council approval and/or delegate authorization under the direction of Council. Note the following items:

- A. Financial Report: This report represents a general overview of financial activity through June 2022, which is the sixth month of fiscal year 2022. The attached "Exhibit A" is the latest report. Staff recommends approving the report as presented.
- B. Investment Report: The Public Funds Investment Act and the City's Investment Policy require that an Investment Report be presented to City Council on a quarterly basis. The attached "Exhibit B" is the Quarterly Investment Report for Quarter ended June 2022. Staff recommends acceptance as presented.
- C. Auditor Engagement Letter: Brooks Watson submitted their engagement letter for future auditing services. As part of our audit process, they request from management written confirmation to commence with the audit process. A written agreement is required by auditing standards that signifies the business relationship between two parties, the auditor and the client. This letter must be signed before the start of all audit engagements. Once signed, the timing of our audit will be scheduled including testing internal controls as well as audit fieldwork and proposed adjusting entries to City. Final Presentation to City Council is to be prior to March 30, 2023. Fees for services are quoted at \$19,250 with optional years increasing annually to \$21,665 by FY2026. The Audit Engagement letter is provided under "Exhibit C."



D. Municipal Prosecutor Engagement Letter: As required by State law, each municipal court must have a prosecutor who has been appointed by the city. Therefore, The City of Piney Point Village is seeking an opportunity to work with Chris Gore as the appointed Prosecutor for Piney Point Village Municipal Court. This engagement letter is provided under “Exhibit D.”

E. Update on Specific Use Permit Projects: The purpose of this listing is to share any current information or progress on these major construction programs.

- The Kinkaid School Specific Use Permit: On May 2, 2022, Council unanimously approved The Kinkaid School Specific Use Permit on the proposed new Upper and Lower School, Administration Building, and other related improvements. The purpose of this listing is to share any current information or progress on this major construction program.
- Memorial Drive Elementary School Update: SBISD gave a presentation on Memorial Drive Elementary School lot coverage for the new proposed elementary on the existing 8-site. SBISD will propose a special use permit for the new elementary in the coming months. The purpose of this listing is to share any current information or progress on this major construction program.
- St. Francis Episcopal Church Specific Use Permit: On May 2, 2022, Council unanimously approved the St. Francis Episcopal Church Specific Use Permit.

F. CenterPoint Gas Repairs: Natural gas is supplied through pipes to homes, where it is used for many purposes including ranges and ovens, gas-heated clothes dryers, heating/cooling, and central heating. As with any infrastructure, underground lines require periodic maintenance. The attached “Exhibit F” provides the locations of ongoing maintenance.

EXHIBIT A  
FINANCIAL REPORT  
JUNE 2022



# CITY OF PINEY POINT VILLAGE FINANCIAL REPORT

## JUNE 2022 FINANCIALS

This report represents a general overview of the city's financial operations through June 2022, which marks the sixth 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
<b>Total Revenues</b>	\$6,384,406	\$7,496,659	\$109,522	\$6,711,280
<b>Total Expenditures</b>	\$4,490,335	\$7,496,659	\$550,393	\$3,657,725
<b>Over/(Under)</b>	\$1,894,071	\$0	(\$440,871)	\$3,053,555

	Prior YTD	Budget	Month	YTD
<b>Operating Revenues</b>	\$6,375,623	\$7,496,659	\$109,403	\$6,706,860
<b>Operating Expenditures</b>	\$3,491,087	\$6,361,974	\$507,385	\$3,322,825
<b>Over/(Under)</b>	\$2,884,536	\$1,134,685	(\$397,982)	\$3,384,036

1. Total revenues are \$6,711,280 or 89.5% of budget and 5.1% greater than last YTD mainly due to property tax collection. Operational revenues are \$6,706,860 with non-operating proceeds limited to \$4,420.
  - a. Cash and investments (all funds) total \$7,807,752.70, of which \$3,973,892.90 is currently designated to the General Fund with \$1,204,949.61 considered operating and available.
  - b. 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 \$6,842,333. The levy portion dedicated to M&O is \$5,986,973 and is 99.0% of the total levy collected. The M&O collection is \$277,677 or 4.9% higher than the prior YTD and is at 99.0% of budget with an original budgeted expectation of collecting an additional \$61,986 before year end.

- c. As reported by SBISD, the 2021 tax year adjusted levy is \$ 6,942,043, an increase of \$220,444 from the original levy of \$6,721,600. The receivable balance (M&O and I&S) is \$149,624.
- d. In addition, the SBISD reported delinquent collection from prior years at \$6,810 with a receivable balance of \$132,932. The total receivable balance for current and delinquent is \$314,008. Actual collections reported by SBISD are included as a separate report.
- e. Sales Tax collection thru June totals \$188,746 or 72.6% of the total annual \$260,000 projection. Collections are \$26,238 or 16.1% higher than this time last year. As record sales tax revenues continue to pour into the state of Texas, Comptroller Glen Hegar said his office will be revising the Certification Revenue Estimate it published last November. The update is to show a significant increase in estimated revenue available in the coming year.
- f. Franchise tax collections are currently at \$184,212 or 3.3% 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 \$223K in franchise tax, with over two-thirds from power-electric franchise.
- g. Court revenue is \$45,102, or 45.1% of budget and \$14,025 greater than last YTD. Court fines total \$41,823 and the remaining \$3,279 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.
- h. Permits & Inspections total \$270,212 with projection exceeding target at 63.6% of year-end budget. Permits and inspection fees account for 87.8% 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 \$18,550 and contractor registration at \$7,440.
- i. Alarm registrations are \$25,150, 83.8% of annual budget projection. This represents a \$23,350 improvement over last YTD. Annual alarm registrations prove to be beneficial in maintaining up-to-date emergency information for individual properties.
- j. The revenue from interest has been limited in past years due to Covid economic measures. Interest revenue is witnessing significant improvement from the prior year as increases in the Fed rate are to combat the current nation-wide inflation outlook and our investments are secured in the portfolios that respond to these Fed adjustments. Year-end projection trend is currently \$10K versus the \$40K originally budgeted; however, the \$6,465 represents a 606% improvement over last year.

- k. 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. The current month includes fees regarding a request for information at \$119.
2. Total expenditures are budgeted at \$7,496,659 with operating expenditures budgeted at \$6,361,974. YTD, expenditures are \$3,657,725 or 48.8% with \$3,838,934 remaining. Operating expenses are \$3,322,825 or 52.2% with \$3,039,149 remaining. Non-operating expenses are \$334,901 or 29.5% of budget with \$799,784 remaining for capital programming.
3. Divisions and category highlights are as follows:
  - a. Police Services at \$1,227,358 or 58.6% 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 \$847,830 or 54.2%. 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 Council department approved 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. We will recommend an amendment to the city budget to reflect this change prior to the adoption of the 2023 budget in September.
  - c. Contract Services are 54.8% with \$216,514 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 \$21,600 for Urban Forester cost are correctly accounted for under contract services, offsetting the \$46,000 allocation within building services.
  - d. Building Services are reported at 43.8% and effectively at 64.1% after isolating the allocation for the Urban Forester. Services are higher due to third party inspections. Electrical inspections are \$4,230 greater than last year and structural inspections \$6,300 greater than last YTD. Also, general IT services are currently accounted for in this division at \$17,919. Last, we have split credit card merchant service fees to the correct divisions with \$5,666 itemized as building service fees.
  - e. Administration/General Government division is currently on target with budget at 47.1%.
  - f. Municipal Court operations at 30.3% 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 \$278,789 with \$95,170 allocated for landscape improvements.

4. Capital expenditures at 29.5% with \$799,784 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 \$115K recorded 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 \$3,053,555. With beginning fund balance at \$3,702,509, the current balance is nearly \$6.8M; 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**

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

6. Revenues are \$864,157; 98.7% of budget. Combined property tax at \$855,358, 97.7% of budget and interest at \$8,798. 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 at \$874,450, 99.9% of budget, as debt service principal payments are semiannual. Payment the first annual covering principal obligations occurred in January. The second annual payment of \$48,325 in June covers our interest obligations.
  - a. Two Principal payments were disbursed, \$400,000 for GO Series 2015 and \$365,000 for GO Series 2017. In addition, payments of interest due includes \$17,675 for GO Series 2015 and \$41,950 for GO Series 2017.
  - b. The city met the obligation to pay the remaining \$48,325 in interest by year-end.
  - c. Current debt obligations are scheduled through 2027 and detail is provided in the 2023 proposed budget.

8. Revenues are under expenditures by \$10,293, due to timing of payments. 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: June 30, 2022

### GENERAL FUND SUMMARY

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>REVENUES</b>						
PROPERTY TAXES	5,709,296	6,048,959	13,490	5,986,973	99.0%	61,986
SALES TAXES	162,508	260,000	27,010	188,746	72.6%	71,254
FRANCHISE TAXES	178,354	407,100	22,701	184,212	45.2%	222,888
COURT REVENUE	31,077	100,000	4,677	45,102	45.1%	54,898
PERMITS & INSPECTIONS	291,673	424,600	38,689	270,212	63.6%	154,388
ALARM REGISTRATIONS	1,800	30,000	400	25,150	83.8%	4,850
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	915	40,000	2,435	6,465	16.2%	33,535
<b>TOTAL OPERATING</b>	<b>6,375,623</b>	<b>7,496,659</b>	<b>109,403</b>	<b>6,706,860</b>	<b>89.5%</b>	<b>789,799</b>
OTHER NON-OPERATING PROCEEDS	8,783	0	119	4,420		(4,420)
<b>TOTAL NON-OPERATING</b>	<b>8,783</b>	<b>0</b>	<b>119</b>	<b>4,420</b>		<b>(4,420)</b>
<b>TOTAL REVENUES</b>	<b>\$6,384,406</b>	<b>\$7,496,659</b>	<b>\$109,522</b>	<b>\$6,711,280</b>	<b>89.5%</b>	<b>\$785,379</b>
<b>EXPENDITURES</b>						
<b>PUBLIC SERVICE DIVISION</b>						
POLICE SERVICES	1,190,241	2,093,750	174,479	1,227,358	58.6%	866,393
FIRE SERVICES	791,849	1,565,224	130,435	847,830	54.2%	717,394
SANITATION COLLECTION	264,720	536,500	44,120	264,720	49.3%	271,780
OTHER PUBLIC SERVICES	17,689	21,500	1,179	8,867	41.2%	12,633
<b>PUBLIC SERVICE DIVISION</b>	<b>2,264,499</b>	<b>4,216,974</b>	<b>350,213</b>	<b>2,348,774</b>	<b>55.7%</b>	<b>1,868,200</b>
<b>OPERATIONS</b>						
CONTRACT SERVICES	315,220	478,500	52,690	261,986	54.8%	216,514
BUILDING SERVICES	117,777	266,000	24,701	141,113	53.0%	124,887
GENERAL GOVERNMENT	562,599	985,000	67,213	463,879	47.1%	521,121
MUNICIPAL COURT	29,028	42,500	382	12,861	30.3%	29,639
PUBLIC WORKS	201,964	373,000	12,186	94,211	25.3%	278,789
<b>OPERATION DIVISIONS</b>	<b>1,226,588</b>	<b>2,145,000</b>	<b>157,172</b>	<b>974,051</b>	<b>45.4%</b>	<b>1,170,949</b>
<b>TOTAL PUBLIC &amp; OPERATING</b>	<b>\$3,491,087</b>	<b>\$6,361,974</b>	<b>\$507,385</b>	<b>\$3,322,825</b>	<b>52.2%</b>	<b>\$3,039,149</b>
<b>NON-OPERATING</b>						
GENERAL CAPITAL PROGRAMS	257,956	1,134,685	9,210	37,688	3.3%	1,096,997
SURRY OAKS	100,237	0	0	0		0
96" STORMWATER REPLACEMENT	0	0	11,993	73,468		(73,468)
TOKENEKE - COUNTRY SQUIRE	0	0	5,005	41,068		(41,068)
WILDING LANE	641,055	0	16,800	182,676		(182,676)
<b>TOTAL NON-OPERATING</b>	<b>999,248</b>	<b>1,134,685</b>	<b>43,008</b>	<b>334,901</b>	<b>29.5%</b>	<b>799,784</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,490,335</b>	<b>\$7,496,659</b>	<b>\$550,393</b>	<b>\$3,657,725</b>	<b>48.8%</b>	<b>\$3,838,934</b>
REVENUE OVER/(UNDER) EXPENDITURES	1,894,071	0	(440,871)	3,053,555		





# Piney Point Village TEXAS

## Statement of Revenue & Expenditures For Month Ended: June 30, 2022

### GENERAL FUND REVENUES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>Tax Collection</u>						
10-4101 Property Tax (M&O)	5,709,296	6,048,959	0	3,920,197	64.8%	2,128,762
FY21: Unearned/Adjusted	0	0	13,490	2,066,776		(2,066,776)
Total Property Tax :	5,709,296	6,048,959	13,490	5,986,973	99.0%	61,986
10-4150 Sales Tax	162,508	260,000	27,010	188,746	72.6%	71,254
<b>Total Tax Collection:</b>	<b>5,871,804</b>	<b>6,308,959</b>	<b>40,500</b>	<b>6,175,719</b>	<b>97.9%</b>	<b>133,240</b>
<u>Permits &amp; Inspections</u>						
10-4203 Plat Reviews	4,400	8,000	0	6,600	82.5%	1,400
10-4204 Code Enforcement Citations	0	100	0	0	0.0%	100
10-4205 Contractor Registration	6,690	10,000	300	7,440	74.4%	2,560
10-4206 Drainage Reviews	23,050	45,000	6,150	18,550	41.2%	26,450
10-4207 Permits & Inspection Fees	256,533	360,000	32,239	237,372	65.9%	122,628
10-4208 Board of Adjustment Fees	1,000	1,500	0	250	16.7%	1,250
<b>Total Permits &amp; Inspections:</b>	<b>291,673</b>	<b>424,600</b>	<b>38,689</b>	<b>270,212</b>	<b>63.6%</b>	<b>154,388</b>
<u>Municipal Court</u>						
10-4300 Court Fines	29,777	100,000	4,209	41,823	41.8%	58,177
10-4301 Building Security Fund	455	0	164	1,148		(1,148)
10-4302 Truancy Prevention	464	0	167	1,171		(1,171)
10-4303 Local Municipal Tech Fund	371	0	134	937		(937)
10-4304 Local Municipal Jury Fund	9	0	3	23		(23)
<b>Total Municipal Court:</b>	<b>31,077</b>	<b>100,000</b>	<b>4,677</b>	<b>45,102</b>	<b>45.1%</b>	<b>54,898</b>
<u>Investment Income</u>						
10-4400 Interest Revenue	915	40,000	2,435	6,465	16.2%	33,535
<b>Total Investment Income:</b>	<b>915</b>	<b>40,000</b>	<b>2,435</b>	<b>6,465</b>	<b>16.2%</b>	<b>33,535</b>
<u>Agencies &amp; Alarms</u>						
10-4508 SEC-Registration	1,800	30,000	400	25,150	83.8%	4,850
<b>Total Agencies &amp; Alarms:</b>	<b>1,800</b>	<b>30,000</b>	<b>400</b>	<b>25,150</b>	<b>83.8%</b>	<b>4,850</b>
<u>Franchise Revenue</u>						
10-4602 Cable Franchise	39,440	75,000	0	41,485	55.3%	33,515
10-4605 Power/Electric Franchise	134,680	272,000	22,701	113,503	41.7%	158,497
10-4606 Gas Franchise	0	25,000	0	25,391	101.6%	(391)
10-4607 Telephone Franchise	3,994	35,000	0	1,897	0.0%	33,103
10-4608 Wireless Franchise	240	100	0	1,935	1935.2%	(1,835)
<b>Total Franchise Revenue:</b>	<b>178,354</b>	<b>407,100</b>	<b>22,701</b>	<b>184,212</b>	<b>45.2%</b>	<b>222,888</b>
<u>Donations &amp; In Lieu</u>						
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	119	640		(640)
10-4801 Donations	375	0	0	907		(907)
10-4802 Reimbursement Proceeds	0	0	0	2,029		(2,029)
<b>Total Donations &amp; In Lieu:</b>	<b>8,783</b>	<b>186,000</b>	<b>119</b>	<b>4,420</b>	<b>2.4%</b>	<b>181,580</b>
<b>Total Revenue Received</b>	<b>6,384,406</b>	<b>7,496,659</b>	<b>96,031</b>	<b>4,644,504</b>	<b>62.0%</b>	<b>2,852,155</b>
FY21: Unearned Adjusted	0	0	13,490	2,066,776		(2,066,776)
<b>TOTAL REVENUES:</b>	<b>\$6,384,406</b>	<b>\$7,496,659</b>	<b>109,522</b>	<b>6,711,280</b>	<b>89.5%</b>	<b>\$785,379</b>



# Piney Point Village TEXAS

Statement of Revenue & Exp  
For Month Ended: June 30,

## GENERAL FUND EXPENDITURES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET
<b><u>PUBLIC SERVICE DIVISION</u></b>					
<u>Community Events</u>					
10-510-5001 Community Celebrations	0	5,000	0	1,597	31.9%
<b>Community Events:</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>1,597</b>	<b>31.9%</b>
<u>Police Services</u>					
10-510-5010 MVPD Operations	1,160,491	2,040,417	170,034	1,196,247	58.6%
10-510-5011 MVPD Auto Replacement	29,750	53,333	4,445	31,111	58.3%
10-510-5012 MVPD Capital Expenditure	0	0	0	0	
<b>Police Services:</b>	<b>1,190,241</b>	<b>2,093,750</b>	<b>174,479</b>	<b>1,227,358</b>	<b>58.6%</b>
<u>Miscellaneous</u>					
10-510-5020 Miscellaneous	11,155	0	0	0	
<b>Total Miscellaneous:</b>	<b>11,155</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<u>Sanitation Collection</u>					
10-510-5030 Sanitation Collection	259,529	525,000	43,255	259,529	49.4%
10-510-5031 Sanitation Fuel Charge	5,191	11,500	865	5,191	45.1%
<b>Sanitation Collection:</b>	<b>264,720</b>	<b>536,500</b>	<b>44,120</b>	<b>264,720</b>	<b>49.3%</b>
<u>Library Services</u>					
10-510-5040 Spring Branch Library	0	1,500	0	0	0.0%
<b>Library Services:</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<u>Street Lighting Services</u>					
10-510-5050 Street Lighting	6,534	15,000	1,179	7,270	48.5%
<b>Street Lighting Services:</b>	<b>6,534</b>	<b>15,000</b>	<b>1,179</b>	<b>7,270</b>	<b>48.5%</b>
<u>Fire Services</u>					
10-510-5060 Villages Fire Department	791,849	1,565,224	130,435	847,830	54.2%
<b>Fire Services:</b>	<b>791,849</b>	<b>1,565,224</b>	<b>130,435</b>	<b>847,830</b>	<b>54.2%</b>
<b>TOTAL PUBLIC SERVICE:</b>	<b>\$2,264,499</b>	<b>\$4,216,974</b>	<b>\$350,213</b>	<b>\$2,348,774</b>	<b>55.7%</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET
<b><u>CONTRACT SERVICE DIVISION</u></b>						
10-520-5102	Accounting/Audit	26,285	35,000	0	20,066	57.3%
10-520-5103	Engineering	141,997	200,000	29,043	107,568	53.8%
10-520-5104	Legal	73,670	90,000	14,966	66,197	73.6%
10-520-5105	Tax Appraisal-HCAD	31,634	60,000	0	31,567	52.6%
10-520-5107	Animal Control	1,832	1,500	1,431	2,020	134.7%
10-520-5108	IT Hardware/Software & Support	14,877	70,000	71	2,587	3.7%
10-520-5109	Urban Forester	20,760	0	3,880	21,600	
10-520-5110	Mosquito Control	4,165	22,000	3,298	10,381	47.2%
<b>TOTAL CONTRACT SERVICE DIVISION:</b>		<b>\$315,220</b>	<b>\$478,500</b>	<b>\$52,690</b>	<b>\$261,986</b>	<b>54.8%</b>
<b><u>BUILDING SERVICE DIVISION</u></b>						
<b><u>Building &amp; Inspection Services</u></b>						
10-530-5152	Drainage Reviews	50,502	100,000	9,234	49,023	49.0%
10-530-5153	Electrical Inspections	4,995	14,000	2,025	9,225	65.9%
10-530-5154	Plat Reviews	0	500	0	0	0.0%
10-530-5155	Plan Reviews	24,000	50,000	4,000	24,000	48.0%
10-530-5156	Plumbing Inspections	8,595	18,000	2,385	10,350	57.5%
10-530-5157	Structural Inspections	14,040	30,000	3,555	20,340	67.8%
10-530-5158	Urban Forester	0	46,000	0	0	0.0%
10-530-5160	Mechanical Inspections	4,950	7,500	765	4,590	61.2%
<b>Building and Inspection Services:</b>		<b>107,082</b>	<b>266,000</b>	<b>21,964</b>	<b>117,528</b>	<b>44.2%</b>
<b><u>Supplies and Office Expenditures</u></b>						
10-530-5108	Information Technology	3,351	0	1,800	17,919	
10-530-5207	Misc Supplies	250	0	0	0	
10-530-5211	Meeting Supplies	172	0	0	0	
10-530-5213	Office Supplies	499	0	0	0	
10-530-5215	Travel & Training	500	0	0	0	
<b>Supplies and Office Expenditures:</b>		<b>5,172</b>	<b>0</b>	<b>1,800</b>	<b>17,919</b>	
<b><u>Insurance</u></b>						
10-560-5353	Employee Insurance	5,524	0	0	0	
10-530-5403	Credit Card Charges	0	0	938	5,666	
<b>Insurance:</b>		<b>5,524</b>	<b>0</b>	<b>938</b>	<b>5,666</b>	
<b>TOTAL BUILDING SERVICE DIVISION:</b>		<b>\$117,777</b>	<b>\$266,000</b>	<b>\$24,701</b>	<b>\$141,113</b>	<b>53.0%</b>

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	
<b><u>GENERAL GOVERNMENT DIVISION</u></b>						
<b><u>Administrative Expenditures</u></b>						
10-540-5108	Information Technology	1,057	0	82	1,084	
10-540-5202	Auto Allowance/Mileage	2,180	8,000	787	4,508	56.3%
10-540-5203	Bank Fees	1,746	3,000	354	1,907	63.6%
10-540-5204	Dues/Seminars/Subscriptions	840	4,000	1,000	2,115	52.9%
10-540-5205	Elections	0	5,000	0	0	0.0%
10-540-5206	Legal Notices	137	3,500	0	0	0.0%
10-540-5207	Miscellaneous	2,138	5,000	652	967	19.3%
10-540-5208	Citizen Communication	5,074	5,000	0	3,393	67.9%
10-540-5209	Office Equipment & Maintenance	7,560	10,000	602	5,198	52.0%
10-540-5210	Postage	500	2,000	0	0	0.0%
10-540-5211	Meeting Supplies	4,104	10,000	358	6,155	61.6%
10-540-5212	Rent/Leasehold/Furniture	65,267	130,000	10,857	69,615	53.5%
10-540-5213	Supplies/Storage	3,566	10,000	1,205	6,302	63.0%
10-540-5214	Telecommunications	6,557	17,000	732	4,861	28.6%
10-540-5215	Travel & Training	1,411	1,000	100	525	52.5%
10-540-5216	Statutory Legal Notices	127	1,500	513	1,230	82.0%
	<b>Administrative Expenditures:</b>	<b>102,264</b>	<b>215,000</b>	<b>17,241</b>	<b>107,858</b>	<b>50.2%</b>
<b><u>Wages &amp; Benefits</u></b>						
10-540-5301	Gross Wages	316,204	550,000	42,370	257,369	46.8%
10-540-5302	Overtime/Severance	25,459	10,000	632	10,695	106.9%
10-540-5303	Temporary Personnel	56,698	5,000	0	0	0.0%
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	13,424	40,000	3,295	20,513	51.3%
10-540-5310	TMRS (City Responsibility)	25,817	50,000	3,402	21,192	42.4%
10-540-5311	Payroll Process Exp-Paychex	1,528	3,000	234	1,598	53.3%
	<b>Wages &amp; Benefits:</b>	<b>439,131</b>	<b>658,000</b>	<b>49,934</b>	<b>311,367</b>	<b>47.3%</b>
<b><u>Insurance</u></b>						
10-540-5353	Employee Insurance	18,323	100,000	0	44,177	44.2%
10-540-5354	General Liability	500	10,000	0	0	0.0%
10-540-5356	Workman's Compensation	2,381	2,000	0	0	0.0%
	<b>Insurance:</b>	<b>21,204</b>	<b>112,000</b>	<b>0</b>	<b>44,177</b>	<b>39.4%</b>
<b><u>Other</u></b>						
10-540-5403	Credit Card Charges (Adm)	0	0	39	478	
	<b>Intergovernmental:</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>478</b>	
	<b>TOTAL GENERAL GOVERNMENT DIVISION:</b>	<b>\$562,599</b>	<b>\$985,000</b>	<b>\$67,213</b>	<b>\$463,879</b>	<b>47.1%</b>



		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET
<b><u>MUNICIPAL COURT DIVISION</u></b>						
<u>Supplies &amp; Office Expenditures</u>						
10-550-5207	Misc Supplies	126	0	0	0	
10-550-5211	Meeting Supplies	194	0	0	0	
10-550-5213	Office Supplies	90	0	0	0	
10-550-5215	Travel & Training	367	0	0	79	
	<b>Supplies and Office Expenditures:</b>	<b>776</b>	<b>0</b>	<b>0</b>	<b>79</b>	
<u>Insurance</u>						
10-550-5353	Employee Insurance	10,722	0	0	0	
	<b>Insurance:</b>	<b>10,722</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<u>Court Operations</u>						
10-550-5403	Credit Card Charges	6,560	12,000	217	4,237	35.3%
10-550-5404	Judge/Prosecutor/Interpreter	10,500	30,000	27	8,294	27.6%
10-550-5406	State Comptroller/OMNI/Linebar	61	0	0	0	
10-550-5410	OmniBase Services of Texas	409	500	138	252	50.4%
	<b>Court Operations:</b>	<b>17,530</b>	<b>42,500</b>	<b>382</b>	<b>12,783</b>	
	<b>TOTAL MUNICIPAL COURT DIVISION:</b>	<b>\$29,028</b>	<b>\$42,500</b>	<b>\$382</b>	<b>\$12,861</b>	<b>30.3%</b>
<b><u>PUBLIC WORKS MAINTENANCE DIVISION</u></b>						
<u>Supplies &amp; Office Expenditures</u>						
10-560-5207	Misc Supplies	2,365	0	0	0	
	<b>Supplies and Office Expenditures:</b>	<b>2,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<u>Insurance</u>						
10-560-5353	Employee Insurance	17,840	0	0	0	
	<b>Insurance:</b>	<b>17,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<u>Maintenance &amp; Repair</u>						
10-560-5501	Public Works Maintenance	0	0	0	609	
10-560-5501	TCEQ & Harris CO Permits	0	2,000	0	100	5.0%
10-560-5504	Landscaping Maintenance	14,241	50,000	10,006	61,121	122.2%
10-560-5505	Gator Fuel & Maintenance	324	1,000	0	45	4.5%
10-560-5506	Right of Way Mowing	37,715	90,000	0	0	0.0%
10-560-5507	Road & Sign Repair	55,405	60,000	461	16,400	27.3%
10-560-5508	ROW Water/Planting	496	2,500	0	520	20.8%
10-560-5509	Tree Care/Removal	3,125	15,000	1,720	9,660	64.4%
10-560-5510	Road/Drainage Maintenance	0	25,000	0	0	0.0%
10-560-5515	Landscape Improvements	69,690	100,000	0	4,830	4.8%
10-560-5516	Truck Fuel & Maintenance	762	2,500	0	927	37.1%
10-560-5517	Sidewalk Improvements	0	25,000	0	0	0.0%
	<b>Maintenance and Repair:</b>	<b>181,759</b>	<b>373,000</b>	<b>12,186</b>	<b>94,211</b>	<b>25.3%</b>
	<b>TOTAL PUBLIC WORKS DIVISION:</b>	<b>\$201,964</b>	<b>\$373,000</b>	<b>\$12,186</b>	<b>\$94,211</b>	<b>25.3%</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET
<b><u>CAPITAL OUTLAY PROGRAMS</u></b>						
<u>General Capital / Maintenance Programs</u>						
10-570-5606	Road/Drainage Projects	24,992	0	0	15,125	
10-570-5701	2019 Maintenance Projects	6,509	0	0	0	
10-570-5702	2020 Paving Improvements	223,422	0	0	0	
10-570-5703	2021 Paving Improvements	0	1,134,685	0	0	0.0%
10-570-5806	Drainage and Sidewalks	3,033	0	9,210	22,563	
		<b>257,956</b>	<b>1,134,685</b>	<b>9,210</b>	<b>37,688</b>	<b>3.3%</b>
<u>Major Capital / Maintenance Programs</u>						
10-570-5640	Surrey Oaks	100,237	0	0	0	
10-570-5808	Wilding Lane	641,055	0	16,800	182,676	
10-580-5809	96" Stormwater Replacement	0	0	11,993	73,468	
10-580-5810	Tokeneke - Country Squire	0	0	5,005	41,068	
		<b>741,292</b>	<b>0</b>	<b>33,798</b>	<b>297,212</b>	
<b>TOTAL CAPITAL OUTLAY PROGRAMS:</b>		<b>\$999,248</b>	<b>\$1,134,685</b>	<b>\$43,008</b>	<b>\$334,901</b>	<b>29.5%</b>
<b>TOTAL EXPENDITURES:</b>		<b>\$4,490,335</b>	<b>\$7,496,659</b>	<b>\$550,393</b>	<b>\$3,657,725</b>	<b>48.8%</b>



# Piney Point Village TEXAS

## Statement of Revenue & Expenditures For Month Ended: June 30, 2022

### DEBT SERVICE FUND

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>REVENUES</b>						
PROPERTY TAXES	1,351,161	875,200	46,603	977,852	111.7%	(102,652)
FY21: <i>Unearned/Adjusted</i>	0	0	(44,675)	(122,494)		122,494
Total Property Tax :	1,351,161	875,200	1,927	855,358	97.7%	19,842
INTEREST	1,090	0	3,544	8,798		(8,798)
<b>TOTAL OPERATING</b>	<b>1,352,252</b>	<b>875,200</b>	<b>5,471</b>	<b>864,157</b>	<b>98.7%</b>	<b>11,043</b>
<b>TOTAL REVENUES</b>	<b>\$1,352,252</b>	<b>\$875,200</b>	<b>\$5,471</b>	<b>\$864,157</b>	<b>98.7%</b>	<b>\$11,043</b>
<b>EXPENDITURES</b>						
TAX BOND PRINCIPAL	1,365,000	765,000	0	765,000	100.0%	0
TAX BOND INTEREST	139,525	107,950	48,325	107,950	100.0%	0
FISCAL AGENT FEES	2,250	2,250	750	1,500	66.7%	750
<b>OPERATING EXPENDITURES</b>	<b>1,506,775</b>	<b>875,200</b>	<b>49,075</b>	<b>874,450</b>	<b>99.9%</b>	<b>750</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,506,775</b>	<b>\$875,200</b>	<b>\$49,075</b>	<b>\$874,450</b>	<b>99.9%</b>	<b>\$750</b>
REVENUE OVER/(UNDER) EXPENDITURES	(154,523)	0	(43,604)	(10,293)		

**City of Piney Point Village  
Monthly Tax Office Report  
June 30, 2022**

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

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A. Current Taxable Value   \$ 2,720,876,272

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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	220,444.22	(1,650.55)	218,793.67
Adjusted Levy	6,942,043.81	183,344.51	7,125,388.32
Less Collections Y-T-D	6,809,111.65	2,268.59	6,811,380.24
Receivable Balance	<u>\$ 132,932.16</u>	<u>\$ 181,075.92</u>	<u>\$ 314,008.08</u>

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C. COLLECTION RECAP:

Current Month:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax	\$ 14,489.82	\$ 40.52	\$ 14,530.34
Penalty & Interest	865.13	11.75	876.88
Attorney Fees	-	10.45	10.45
Other Fees	-	-	-
Total Collections	<u>\$ 15,354.95</u>	<u>\$ 62.72</u>	<u>\$ 15,417.67</u>

Year-To-Date:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax:	\$ 6,809,111.65	\$ 2,268.59	\$ 6,811,380.24
Penalty & Interest	24,501.20	2,387.40	26,888.60
Attorney Fees	1,284.40	2,216.50	3,500.90
Other Fees	561.77	-	561.77
Total Collections	<u>\$ 6,835,459.02</u>	<u>\$ 6,872.49</u>	<u>\$ 6,842,331.51</u>

Percent of Adjusted Levy	<u>98.46%</u>	<u>98.56%</u>
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**EXHIBIT B**  
**INVESTMENT REPORT**  
**JUNE 2022**

## CITY OF PINEY POINT VILLAGE QUARTERLY INVESTMENT REPORT JUNE 2022 QUARTER END

### SUMMARY

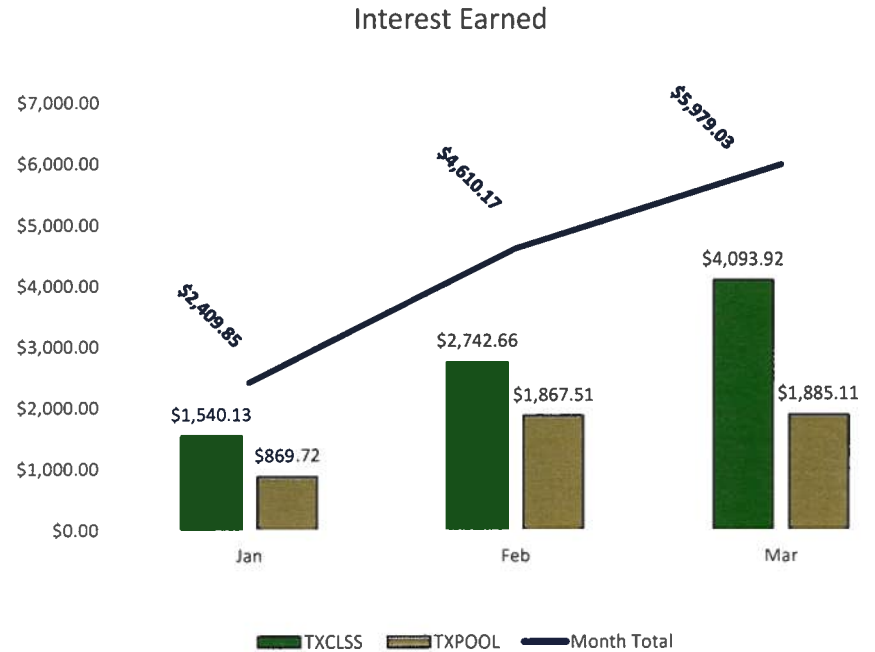
ALL FUNDS	April	May	June	TOTAL
Beginning Balance	\$8,992,428.24	\$8,640,228.22	\$8,234,995.88	\$8,992,428.24
Deposits	\$238,942.78	\$188,244.75	\$3,755,417.14	\$4,182,604.67
Interest	\$2,409.85	\$4,610.17	\$5,979.03	\$12,999.05
Withdrawals	\$593,552.65	\$598,087.26	\$4,188,639.35	\$5,380,279.26
<b>ENDING BALANCE</b>	<b>\$8,640,228.22</b>	<b>\$8,234,995.88</b>	<b>\$7,807,752.70</b>	<b>\$7,807,752.70</b>

Average Monthly Rate	April	May	June	TOTAL
Amegy Interest Revenue	0.00%	0.00%	0.00%	\$0.00
Texas Class Interest Revenue	0.47%	0.81%	1.16%	\$8,376.71
Texpool Interest Revenue	0.30%	0.62%	1.00%	\$4,622.34

Net Asset Value (NAV)	April	May	June
Texas Class NAV (Month End)	0.99956	0.99968	0.99939
Texpool NAV	0.99971	0.99978	0.99960

Value	April	May	June
Texas Class Market	\$16,063,797,884	\$15,684,049,927	\$15,800,678,703
Texas Class Amortized	\$16,071,013,322	\$15,689,036,755	\$15,810,284,696
Texpool Market	\$26,678,655,519	\$26,016,468,136	\$26,154,004,623
Texpool Book	\$26,686,291,200	\$26,022,107,081	\$26,164,485,356

Texas Class Rating	Standard & Poor's	AAA
Texpool Rating	Standard & Poor's	AAA



At the end of June, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 1.03%, 1.67%, 2.49% and 2.80%, respectively; the 1-, 3-, 6- and 12-month Bloomberg ShortTerm Bank Yield Index rates (BSBY) were 1.62%, 2.24%, 2.87% and 3.54%, respectively; and the 1-, 3-, 6- and 12-month London interbank offered rates were 1.80%, 2.29%, 2.90% and 3.56%, respectively.

City Administrator: Robert Pennington

**CITY OF PINEY POINT VILLAGE  
 QUARTERLY INVESTMENT REPORT  
 JUNE 2022 QUARTER END**

**AMEGY ACCOUNTS**

GENERAL OPERATING	April	May	June	TOTAL
Fund 10 - General				
Beginning Balance	\$1,596,784.59	\$1,149,593.73	\$685,097.83	\$1,596,784.59
Deposits	\$146,361.79	\$133,591.36	\$1,120,758.55	\$1,400,711.70
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawals	\$593,552.65	\$598,087.26	\$600,906.77	\$1,792,546.68
<b>ENDING BALANCE</b>	<b>\$1,149,593.73</b>	<b>\$685,097.83</b>	<b>\$1,204,949.61</b>	<b>\$1,204,949.61</b>

NON-MAJOR	April	May	June	TOTAL
Fund 30 - Child Safety				
Beginning Balance	\$32,415.64	\$32,807.58	\$33,152.52	\$32,415.64
Deposits	\$391.94	\$344.94	\$323.24	\$1,060.12
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00
<b>ENDING BALANCE</b>	<b>\$32,807.58</b>	<b>\$33,152.52</b>	<b>\$33,475.76</b>	<b>\$33,475.76</b>

**TEXAS CLASS ACCOUNTS**

GENERAL FUND	April	May	June	TOTAL
Fund 10				
Beginning Balance	\$767,866.50	\$768,164.43	\$768,695.00	\$767,866.50
Deposits	\$0.00	\$0.00	\$1,996,813.07	\$1,996,813.07
Interest	\$297.93	\$530.57	\$971.96	\$1,800.46
Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00
<b>ENDING BALANCE</b>	<b>\$768,164.43</b>	<b>\$768,695.00</b>	<b>\$2,766,480.03</b>	<b>\$2,766,480.03</b>

DEBT SERVICE	April	May	June	TOTAL
Fund 20				
Beginning Balance	\$3,201,466.43	\$3,202,708.63	\$3,204,920.72	\$3,201,466.43
Deposits	\$0.00	\$0.00	\$590,919.51	\$590,919.51
Interest	\$1,242.20	\$2,212.09	\$3,121.96	\$6,576.25
Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00
<b>ENDING BALANCE</b>	<b>\$3,202,708.63</b>	<b>\$3,204,920.72</b>	<b>\$3,798,962.19</b>	<b>\$3,798,962.19</b>

**TEXPOOL ACCOUNTS**

GENERAL OPERATING	April	May	June	TOTAL
Fund 10 /1100				
Beginning Balance	\$2,839,478.69	\$2,914,696.97	\$2,960,140.03	\$2,839,478.69
Deposits	\$74,491.25	\$43,882.71	\$37,673.04	\$156,047.00
Interest	\$727.03	\$1,560.35	\$1,463.26	\$3,750.64
Withdrawals	\$0.00	\$0.00	\$2,996,813.07	\$2,996,813.07
<b>ENDING BALANCE</b>	<b>\$2,914,696.97</b>	<b>\$2,960,140.03</b>	<b>\$2,463.26</b>	<b>\$2,463.26</b>

DEBT SERVICE	April	May	June	TOTAL
Fund 20 /1105				
Beginning Balance	\$554,416.39	\$572,256.88	\$582,989.78	\$554,416.39
Deposits	\$17,697.80	\$10,425.74	\$8,929.73	\$37,053.27
Interest	\$142.69	\$307.16	\$421.85	\$871.70
Withdrawals	\$0.00	\$0.00	\$590,919.51	\$590,919.51
<b>ENDING BALANCE</b>	<b>\$572,256.88</b>	<b>\$582,989.78</b>	<b>\$1,183,260.87</b>	<b>\$1,421.85</b>

EXHIBIT C  
AUDITOR ENGAGEMENT LETTER



**BROOKSWATSON & CO.**  
CERTIFIED PUBLIC ACCOUNTANTS

July 6, 2022

The City of Piney Point Village, Texas  
7676 Woodway  
Houston, TX 77063

Dear City of Piney Point Village,

The following represents our understanding of the services we will provide the City of Piney Point Village, Texas. You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Piney Point Village, as of December 31, 2022-2026, and for the years then ended and the related notes to the financial statements, which collectively comprise the City of Piney Point Village's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis, pension information, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the

information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary Comparison Information
- 3) Pension and OPEB schedules

Supplementary information other than RSI will accompany the City of Piney Point Village's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Individual nonmajor fund financial statements and schedules
- 2) Combining statements

### **Auditor Responsibilities**

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including

the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Piney Point Village's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City of Piney Point Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.



### **Nonattest Services**

With respect to any nonattest services we perform, such as the preparation of financial statements, we will not assume management responsibilities on behalf of the City of Piney Point Village, Texas. However, we will provide advice and recommendations to assist management of the City of Piney Point Village, Texas in performing its responsibilities.

The City of Piney Point Village's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the preparation of financial statements, previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Reporting**

We will issue a written report upon completion of our audit of the City of Piney Point Village's basic financial statements. Our report will be addressed to the governing body of the City of Piney Point Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

**Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Complete
Document internal control and preliminary tests	TBD by City	TBD by City
Mail confirmations	January 15 <sup>th</sup>	January 15 <sup>th</sup>
Completion of audit fieldwork and proposed adjusting entries to City	February	March
Final Presentation to City Council	n/a	Prior to March 30 <sup>th</sup>

Mike Brooks, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising BrooksWatson & Co., PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for the financial statement audit are all inclusive as follows:

<b>Fiscal Year</b>	<b>Financial Statement Audit</b>
2022	\$19,250
<i>Optional Years</i>	
2023	\$19,828
2024	\$20,422
2025	\$21,035
2026	\$21,665

This agreement will automatically renew for each year until 2026 unless written notice of non-renewal is provided by either party by May 31 of the fiscal year to be audited. Should this agreement be non-renewed by either party, the City shall not be obligated to make any payments for work not yet completed. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

The invoice shall be rendered monthly based upon actual hours billed during the invoice period. We will work with you to identify any federal awards that might meet the criteria for an (OMB) Uniform Guidance audit. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analysis of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Our fee estimate above is based upon anticipated cooperation from you and your personnel in furnishing us with requested information and documents and preparing confirmations and requested schedules, all of which will be detailed in a document request list that we will provide and review with you. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested

schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it will substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. All audit schedules must be complete before we begin fieldwork.

Additional terms and conditions with respect to the audit engagement are as follows:

- a. The books are maintained, and financial statements are prepared using the GAAP (accrual) basis of accounting.
- b. All questionnaires and schedules need to be prepared two weeks before the start date of preliminary fieldwork.
- c. Statement of functional expenses for the year ended as of fiscal year end will be prepared by you with documentation and support for all expense allocations among programs, management, general and fundraising activities.
- d. All bank accounts have been reconciled.
- e. The accounts receivable aging is completed and reconciled to the general ledger as of fiscal year end and reflects only the specific uncollected invoices.
- f. The fixed asset and depreciation subsidiary ledgers are completed and reconciled to the general ledger as of fiscal year end.
- g. The accounts payable aging is completed and reconciled to general ledger as of fiscal year end.
- h. Beginning net position/fund balance agrees to the prior year report.

These are the minimum items we must have at least one week prior to the beginning of the audit. Should this not be the case, we will request that your personnel complete all schedules and bring the necessary accounts into such order. Alternatively, at your request, we can provide the personnel to perform such tasks; however, since these tasks are beyond the scope of our audit, we will bill you for such additional work at our standard hourly rates, which range from \$95 to \$350.

#### **Other Matters**

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of BrooksWatson & Co., PLLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to certain regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of BrooksWatson & Co., PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



BrooksWatson & Co., PLLC  
14950 Heathrow Forest Pkwy | Ste 530  
Houston, TX 77032

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

The City of Piney Point Village, Texas

Acknowledged and agreed on behalf of City of Piney Point Village by:

Management

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Mayor or Council Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

EXHIBIT D  
MUNICIPAL PROSECUTOR  
ENGAGEMENT LETTER



# City of Piney Point Village

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

TELEPHONE (713) 782-0271

FAX (713) 782-0281

July 19, 2022

Christopher T. Gore  
1401 Richmond Ave.  
Suite 240  
Houston, TX 77006

Subject: Prosecutor for City of Piney Point Village Municipal Court

Dear Mr. Gore,

As required by State law, each municipal court must have a prosecutor who has been appointed by the respective city. Therefore, The City of Piney Point Village is seeking an opportunity to work with you as the appointed Prosecutor for City of Piney Point Village Municipal Court.

This letter will confirm our recent discussion regarding the scope of our engagement. Court hearings are once a month (on a Tuesday) 2 times a day, (9am & 2pm). Our court dockets consist of a mixture including initial appearance, pre-trials, bond hearings and show causes currently merged. The City may return to having hearings twice a month if the number of citations require the additional hearings and the City may return to in-person hearings. Since the start of the Covid-19 Pandemic, the City has exclusively held court by Zoom video communications and will continue with virtual court hearings until further notice. This court does have Standing Orders, a copy of these will be accessible for your review at any given time. Any changes or updates are to be discussed and agreed to by the Municipal Judge and City Attorney.

The City is offering you \$275 per court docket and lunch on designated court days. Accounts payable processes invoices once a month (20th), if a court docket is scheduled after the 20th of the month, the payment for the worked docket will not be processed or paid until the following month. You will serve at the will and pleasure of Council and may be removed with or without cause at any time by such action of Council. If you are agreeable to these terms, please execute this letter agreement below. If you have any questions, please contact me at 713-782-0271.

Sincerely,

---

Robert Pennington  
City Administrator

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Christopher T. Gore  
Municipal Prosecutor



## EXHIBIT H

### CENTERPOINT GAS REPAIRS

The following are the designated locations for CenterPoint Gas Repairs:

- 10 Lacewood Lane
- 11300 Memorial Drive
- 11140 Greenbay Street
- 10950 Beinhorn Road
- 11119 Wickdale Drive
- 16 Lacewood Lane
- 11106 Wickway Drive
- 4 Tokeneke Trail

The addresses above are part of their gas line improvements the locations will be a mixture of hand digging as well small excavator. According to CenterPoint, some locations might lead them to remove sections of the street or sidewalk. They plan to restore any removal of grass, concrete and/or asphalt as per City standards.

## EXHIBIT F

### CENTERPOINT GAS REPAIRS

The following are the designated locations for CenterPoint Gas Repairs:

- 10 Lacewood Lane
- 11300 Memorial Drive
- 11140 Greenbay Street
- 10950 Beinhorn Road
- 11119 Wickdale Drive
- 16 Lacewood Lane
- 11106 Wickway Drive
- 4 Tokeneke Trail

The addresses above are part of their gas line improvements the locations will be a mixture of hand digging as well small excavator. According to CenterPoint, some locations might lead them to remove sections of the street or sidewalk. They plan to restore any removal of grass, concrete and/or asphalt as per City standards.

**Council Agenda Item Cover Memo**

**7/25/2022**  
**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 11106 Wickway Drive.**

**SUMMARY/BACKGROUND (WHY):** CenterPoint Energy has submitted plans to the City for installation of approximately 90 linear feet of new 1” plastic gas service line partially located within the Wickway Drive right-of-way at 11106 Wickway. 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 concrete street to service 11106 Wickway. City staff has no objections to the plans as presented.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:** See Attached

**FUNDING SOURCE:** N/A

**CURRENT BUDGETED ITEM:** YES    NO   

**EMERGENCY REQUEST:** YES    NO X

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



June 25, 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 – 11106 Wickway Drive, 3<sup>rd</sup> 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 Wickway Drive dated 6/23/22. 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

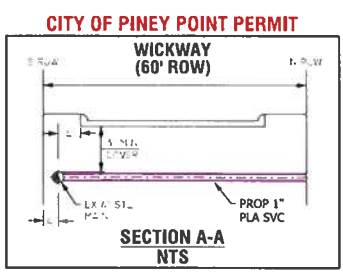
cc: Annette Arriaga – City of Piney Point Village  
Kimberly Perez – City of Piney Point Village

[hdrinc.com](http://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



5/10/2022 1:31:28 PM O:\REVISED\_2022\NEW FILE STRUCTURE\WICKWAY\_SVC\_Permit\WICKWAY\_11106\_Wickway\DWG\WICKWAY\_PEA\_220408.dwg



- 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.
  2. THE CONTRACTOR WILL REMOVE AND REPLACE AND SECTION OF THE 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 GRASS REMOVED.
  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 A MINIMUM OF 48 HOURS PRIOR TO BEGINNING WORK.
  6. CONTRACTOR TO COORDINATE WITH THE CITY'S URBAN FORESTER ON ANY NECESSARY TREE PROTECTION MEASURES PRIOR TO BEGINNING WORK.

**PERMITS REQUIRED FOR CONSTRUCTION**

NO PERMITS REQUIRED

TXDOT

CITY: PINEY POINT

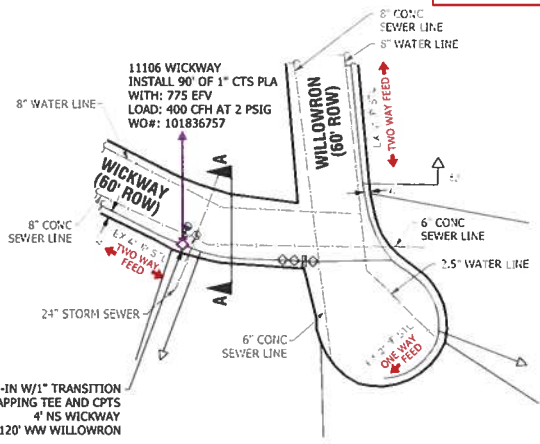
COUNTY: \_\_\_\_\_

FLOOD CONTROL/DRAINAGE: \_\_\_\_\_

RAILROAD: \_\_\_\_\_

**GAS SERVICE COORDINATOR:**

COORDINATE SERVICE LOCATION WITH KEREN STERNS AT 713-945-2469



- 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 (HUMZA SAEED AT 713-207-6072) 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 CLEARANCE WITH MAPS 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 713-967-7386) 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 1" CTS PLA SVC \_\_\_\_\_ 90'

WO#: 101836757

WATER LINE \_\_\_\_\_ w \_\_\_\_\_

CONCRETE SEWER LINE \_\_\_\_\_ s \_\_\_\_\_

STORM SEWER \_\_\_\_\_ sd \_\_\_\_\_

PROP TRANS STATION \_\_\_\_\_

No Objections Taken  
*Karen Cuddy*  
 6-25-2022

**RUSH PRIORITY**

PRIORITY 1

PRIORITY 2

NORMAL

NO. OF SHEETS	3	SHEET NO.	1
TITLE	WICKWAY (60' ROW)	DATE	5/10/2022
DESIGNED BY	HUMZA SAEED	CHECKED BY	HUMZA SAEED
APPROVED BY	HUMZA SAEED	DATE	5/10/2022

11106 WICKWAY  
PINEY POINT, TEXAS

EB4-220490

**Council Agenda Item Cover Memo**

**7/25/2022**  
**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 583 Magnolia Circle.**

**SUMMARY/BACKGROUND (WHY):** CenterPoint Energy has submitted plans to the City for installation of approximately 167 linear feet of new 2” plastic gas service line partially located within the Magnolia Circle right-of-way at 583 Magnolia Cir. The new service line will connect to the existing gas main on the south side of the right-of-way and will be installed to service 583 Magnolia Cir. City staff has no objections to the plans as presented.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:** See Attached

**FUNDING SOURCE:** N/A

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



June 28, 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 – **583 Magnolia Circle, 2<sup>nd</sup> 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 Magnolia Circle. 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

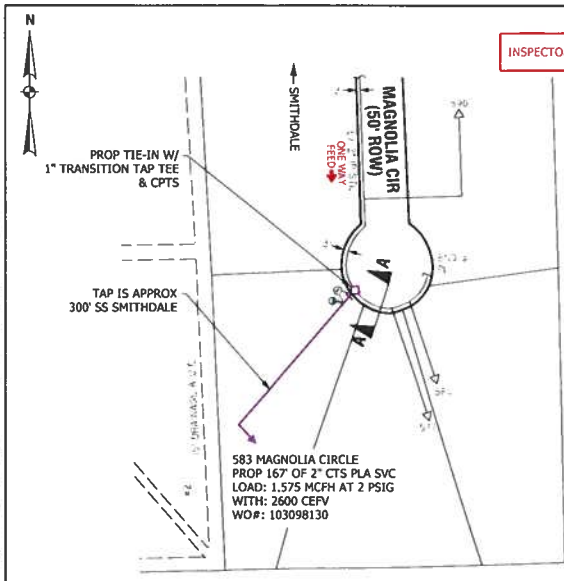
cc: Annette Arriaga – City of Piney Point Village  
Kimberly Perez – City of Piney Point Village

[hdrinc.com](http://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



6/12/2022 1:27:14 PM D:\REVIEWS\2022\NEW FILE STRUCTURE\MET\_SVC\_Permits\MSVC\_583\_MAGNOLIA\_CIRCLE\Drawings\APPROVED\_EB-224274.dwg



INSPECTOR: MATT ABEL (713) 539-4867

**RUSH PRIORITY**  
 PRIORITY 1   
 PRIORITY 2   
 NORMAL

*No Objections Taken*  
*Karen Lushy*  
 6-28-2022

**PERMITS REQUIRED FOR CONSTRUCTION**

NO PERMITS REQUIRED

TxDOT

CITY: PINEY POINT

COUNTY:

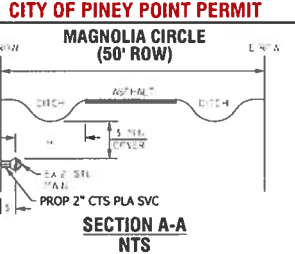
FLOOD CONTROL/DRAINAGE:

RAILROAD:

**GAS SERVICE COORDINATOR:**  
 COORDINATE SERVICE LOCATION WITH KEREN STEARNS AT 713-945-2469

- GENERAL NOTES:**
- FIELD VERIFY & LOCATE ALL EXISTING FEEDS, MAINS & SERVICES.
  - MAINTAIN A MINIMUM DEPTH OF 3' UNLESS OTHERWISE NOTED.
  - USE GAUGES TO MONITOR & MAINTAIN FEEDS & PRESSURE.
  - CONTACT DESIGNER (MICHELE GEORGE AT 713-207-3623) WITH ANY NECESSARY FIELD CHANGES.
  - 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 CLEARANCE WITH MAPS AND RECORDS.
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 \*CONTACT ENGINEERING FOR ADDITIONAL SIZING RECOMMENDATIONS.
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    - USE #10 TRACER WIRE WITH ALL BORES LONGER THAN 300'.
    - USE #8 TRACER WIRE AS NEEDED FOR LARGE BAYOU CROSSINGS AND OTHER EXTRAORDINARY SITUATIONS AND COMPLEX BORES.
  - INSPECTOR APPROVAL REQUIRED PRIOR TO WORK.

- CITY OF PINEY POINT NOTES:**
- THE WORKING HOURS IN THE CITY ARE FROM 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY AND 8:00 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.
  - THE CONTRACTOR WILL REMOVE AND REPLACE AND SECTION OF STORM SEWER IN THE RIGHT OF WAY THAT IS DAMAGE DURING CONSTRUCTION WITH MATERIAL THAT IS EQUAL TO OR SUPERIOR TO THE EXISTING.
  - 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 GRASS REMOVED.
  - 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.
  - THE CONTRACTOR SHALL CONTACT THE CITY A MINIMUM OF 48 HOURS PRIOR TO BEGINNING WORK.
  - CONTRACTOR TO COORDINATE WITH THE CITY'S URBAN FORESTER, CARY MORGAN AT 832-516-1321, ON ANY NECESSARY TREE PROTECTION MEASURES PRIOR TO BEGINNING WORK.



**LEGEND AND NOTES**

EXISTING MAIN	
PROP 2" CTS PLA SERVICE	167
WO#: 103098130	
PROP TRANS STATION	91

PROJECT NO.	583 MAGNOLIA CIRCLE
DATE	6/28/2022
SCALE	AS SHOWN
DESIGNED BY	
CHECKED BY	
APPROVED BY	
DATE	6/28/2022

583 MAGNOLIA CIRCLE  
 PINEY POINT,  
 HARRIS COUNTY, TX

**CenterPoint Energy**  
 EB4-224274



**Council Agenda Item Cover Memo**

**7/25/2022**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on the approval of AT&T Fiber Optic Cable Improvements Plans on various streets in the City.**

**SUMMARY/BACKGROUND (WHY):** AT&T has submitted plans to the City for installation of approximately 2,500 linear feet of both aerial and underground fiber optic cable along Memorial Drive, Meadowick Drive, Lazywood Lane, Wickdale Drive, Lacewood Lane, Tynebrook Lane, Montebello Court, Hermosa Court, Tyne Court, South Country Squire, Country Court, Wickway Drive, Wickwood Drive, Merrie Way Lane, Tynebridge Lane, Coloma Lane, Kinkaid School Drive, San Felipe Street, Woods Edge Lane, Willowick Circle, Farnham Park Drive and Farnham Park Court, connecting to existing utility poles within the City. 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 25, 2022

Mr. Fred Guillory  
AT&T

Re: On-Going Services  
Review of AT&T Fiber Optic Improvement Plans – **First Submittal**  
Piney Point Village, Texas  
HDR Job No. 10336218

Dear Mr. Guillory:

We are in receipt of the proposed AT&T aerial and underground fiber optic improvement plans for Memorial Drive, Meadowick Drive, Lazywood Lane, Wickdale Drive, Lacewood Lane, Tynebrook Lane, Montebello Court, Hermosa Court, Tyne Court, South Country Squire, Country Court, Wickway Drive, Wickwood Drive, Merrie Way Lane, Tynebridge Lane, Coloma Lane, Kinkaid School Drive, San Felipe Street, Woods Edge Lane, Willowick Circle, Farnham Park Drive and Farnham Park Court in Piney Point Village. Based on the proposed plans provided, the City interposes no objection to the proposed fiber optic 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. AT&T 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



# General Notes

Projects A0219JZ and A0279W9

- 1) Propose method of buried fiber will be Directional Bore.
- 2) All buried fiber cable have minimum cover of 48".
- 3) When Crossing All City Utilities there will be minimum 24" separation above or below the facilities.
- 4) Any areas of grass within the City right of way which are disturbed or dug up during construction shall be replaced with St. Augustine or grass which matches the sod removed.
- 5) Any damage to existing roads, driveways, sidewalks or other appurtenances within the City's right of way shall be saw cut out, removed and replaced with material equal to or superior to existing material, and be installed in a manner acceptable to the City of Piney Point.
- 6) Construction Contractor will coordinate with the City's Urban Forester on any necessary tree protection measures prior to beginning work.
- 7) Construction Contractor will remove and replace any 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 material.

8) All Cables highlighted Yellow is aerial and highlighted Blue is buried.

9) Before the start of any Construction of this Project, Contact must be made with the City of Piney Point.

## City Forester Notes

- 1) Also see google map highlighting these areas.

*No Objections Taken*

*Sammy Cooky*  
6-25-2022

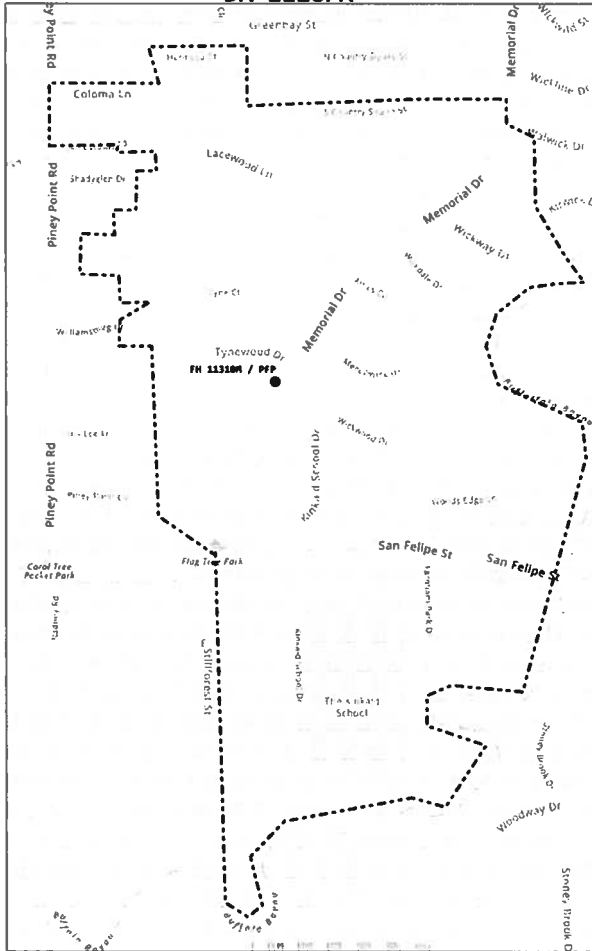
## Traffic Control Plan

- 1) See the attached Standed TCP recommend and used by TxDot.

Print 101

PPN ID: 1116PA		DATE SVC REQ'D: 12/31/2021	
DA: 1116PA	GEO LOC: W85781	CALL: HSTNTXSU	
PRIMARY ENGR:			
ENGR ID:		PERMIT REQ'D:	N
PHONE #:		PRINT 101	

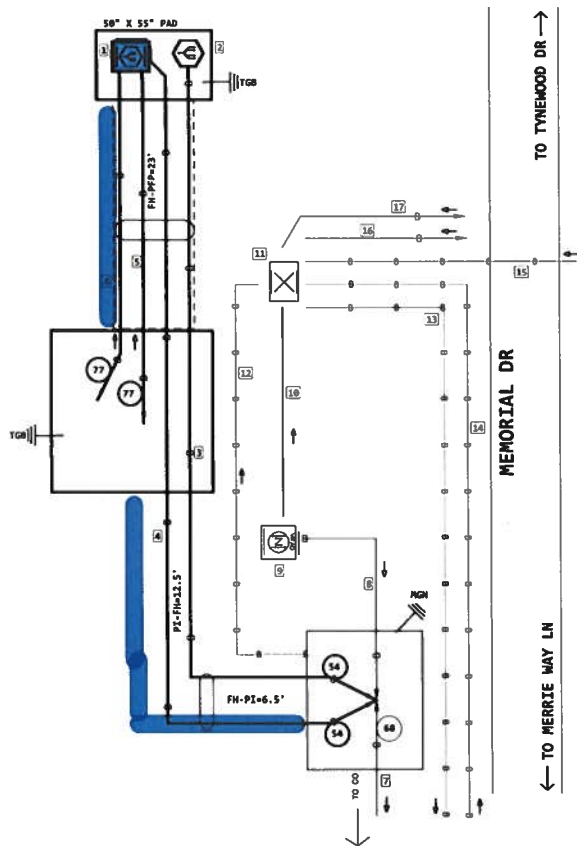
**DA 1218PA**



DESIGNED BY PIVOTAL  
ENGINEERING CONTACT  
DAVID SAKAMOTO  
(360) 882-4268

PROJECT # <b>A0219JZ</b>		DATE SVC REQ'D 07/31/2022
NPANXX 713781	GEO LOC W85781	CLU HSTNTXSU
PRIMARY ENGR: DRANE, PHILLIP M		
ENGR ID: PD716V	PERMIT REQ'D: N	
PHONE #: 3463867460	PRINT 1 OF 4	

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**BEFORE YOU DIG!**  
 2 Days Prior  
 Call 811

CONSTRUCTION NOTE:  
 ALL BORE DEPTHS AND  
 HAND DIG DEPTHS ARE  
 MINIMUM 36" COVER

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 ENGINEERING CONTACT:  
 DAVID SAKAMOTO  
 (350) 882-4268

PROJECT # <b>A0219JZ</b>		DATE SVC REQ'D 07/31/2022	
NPANNX 713781	GEO LOC W85781	CLU HSTNTXSU	
PRIMARY ENGR. DRANE, PHILLIP M			
ENGR ID PD716V	PERMIT REQ'D Y		
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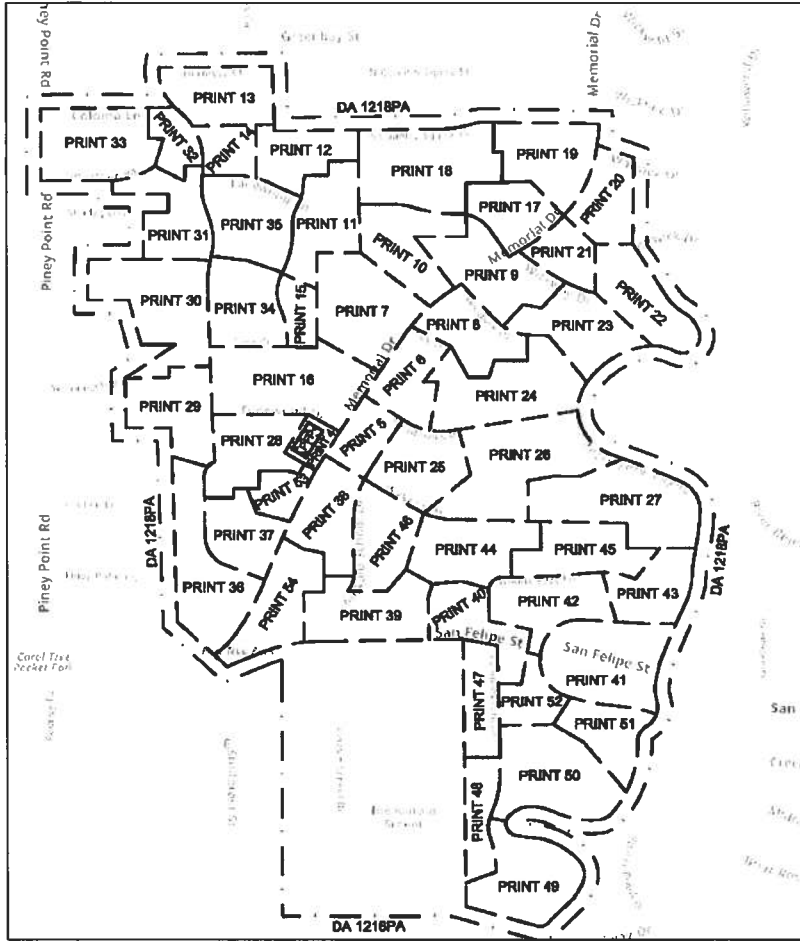


<b>XGS-PON Optics</b> <small>(Choose Class N1 or Class N2 from drop-down list)</small>	<b>Class N1</b>
Feeder Fiber Length (kft) from CO or Remote OLT	11.7
Avg. Feeder Splicing Interval (kft) - This is not the number of splices	4.0
OptiTip Connectors in lieu of splices (Choose 0-2 from drop-down list)	1
FiberWise - Add SFCM7 (Choose Yes or No from drop-down list)	No
FiberWise - Add SFCM6 (Choose Yes or No from drop-down list)	No
Distribution Length (kft) - PFP to FST	5.0
Total Length	16.8
Splitter Type	1x64
Max. Feeder + Splitter EML - Engineered Measured Loss (dBm) for 1310 nm downstream from distribution side of PFP splitter to OSP fiber panel at OLT location (Location 'C' to 'H' on Optical Budget Diagram)	23.2
Max. Feeder + Splitter EML - Engineered Measured Loss (dBm) for 1550 nm upstream from OSP fiber panel at OLT location to distribution side of PFP splitter (Location 'H' to 'C' on Optical Budget Diagram)	22.9
Distribution F2 EML - PFP to FST for 1310nm	2.8
Distribution F2 EML - PFP to FST for 1550nm*	2.8
Total EML OLT to FST for 1310nm	26.0
Total EML OLT to FST for 1550nm*	25.6

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PROJECT # <b>A0219JZ</b>		DATE SVC REQ'D 07/31/2022
NPANX 713781	GEO LOC W85781	CLI HSTNTXSU
PRIMARY ENGR: DRANE, PHILLIP M		
ENGR. ID: PD716V	PERMIT REQ'D: N	
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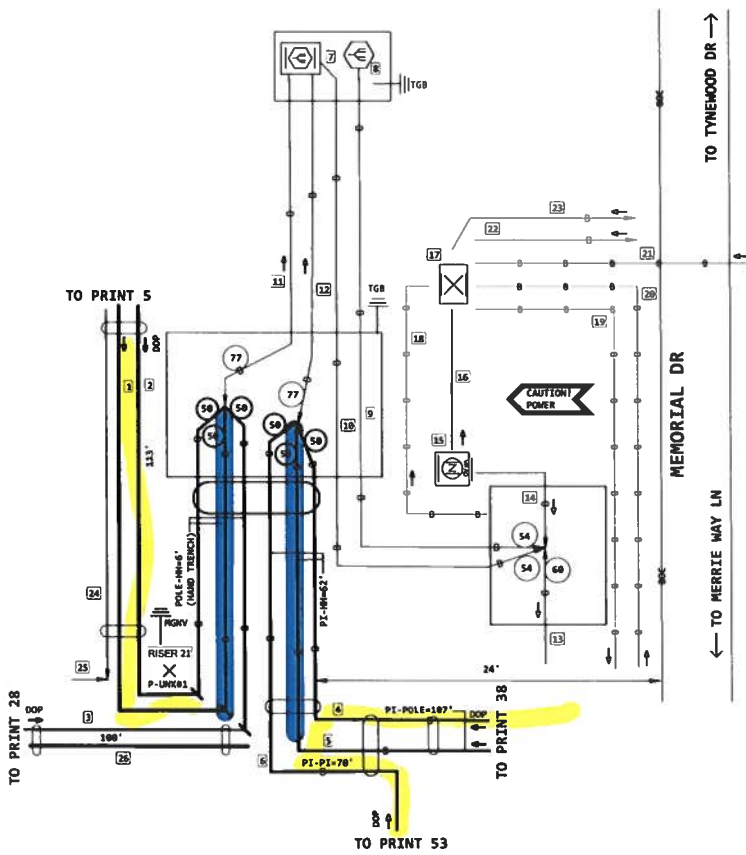
PSA 1218PA



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DAVID SAKAMOTO  
2500 882-4268

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PRIMARY ENGR: DRANE, PHILLIP M		
ENGR. ID: PD716V	PERMIT REQ'D: N	
PHONE #: 3463867460	PRINT 1 OF 55	





BEFORE YOU  
DIG  
2 Days Prior  
Call 811

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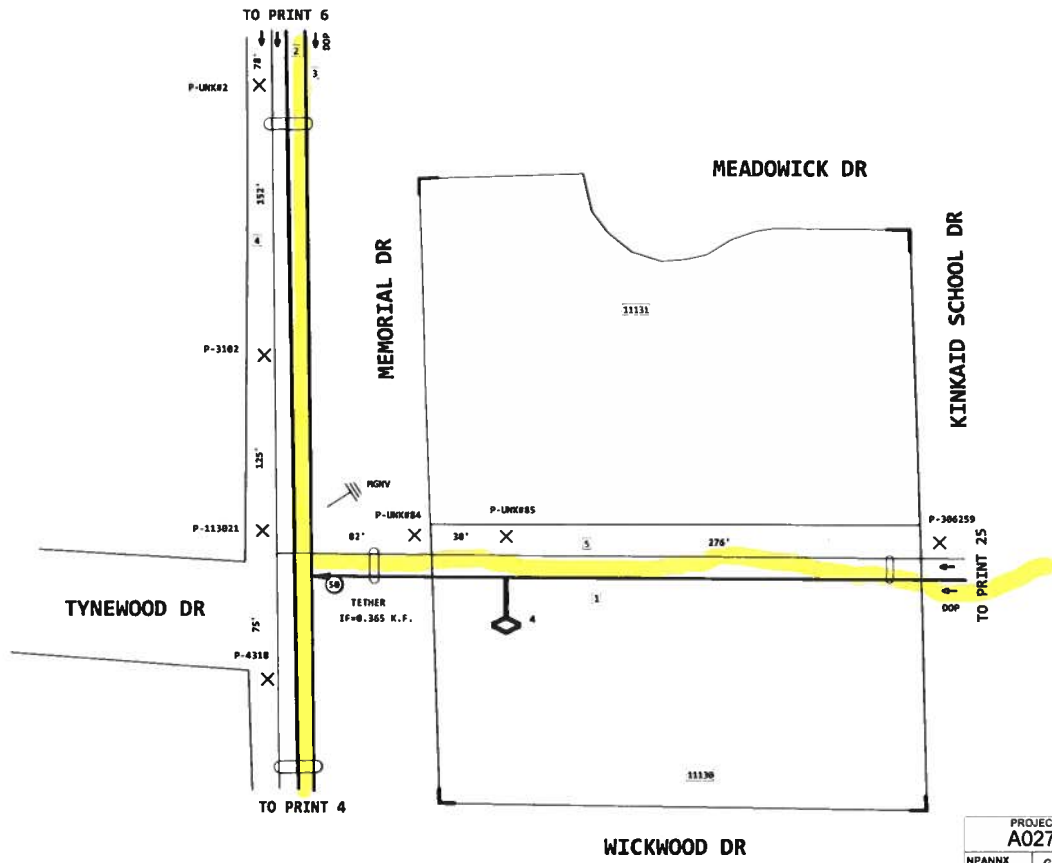
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12/31/2022

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PRIMARY ENGR. DRANE, PHILLIP M

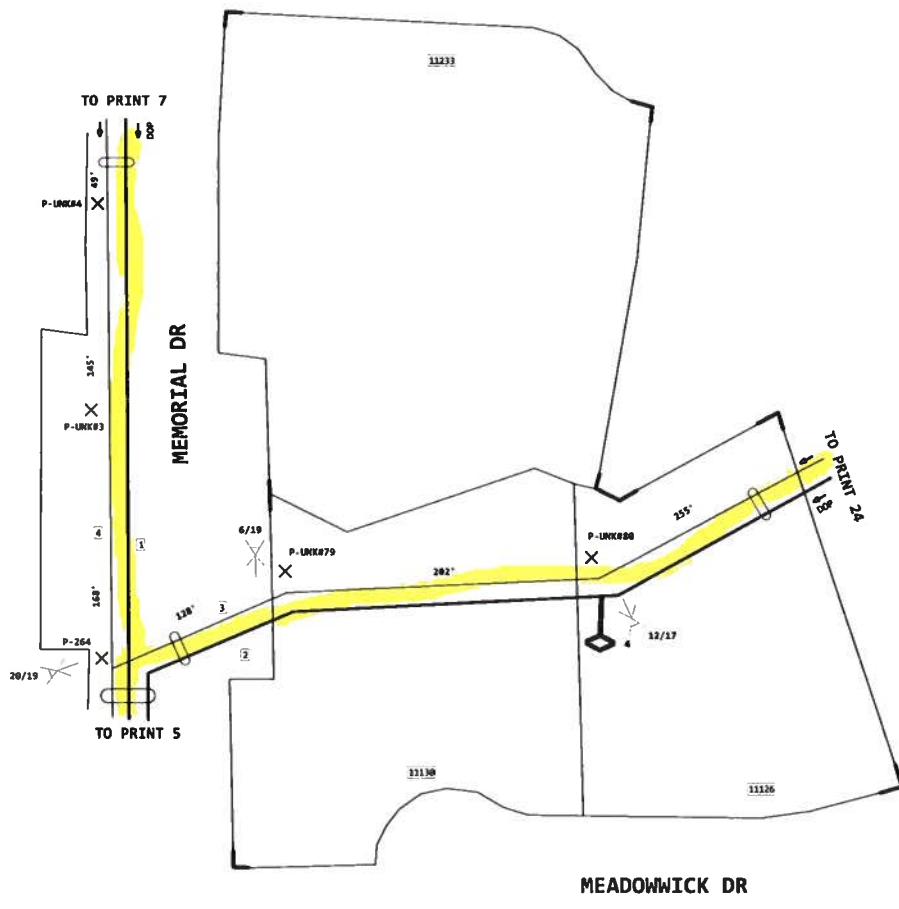
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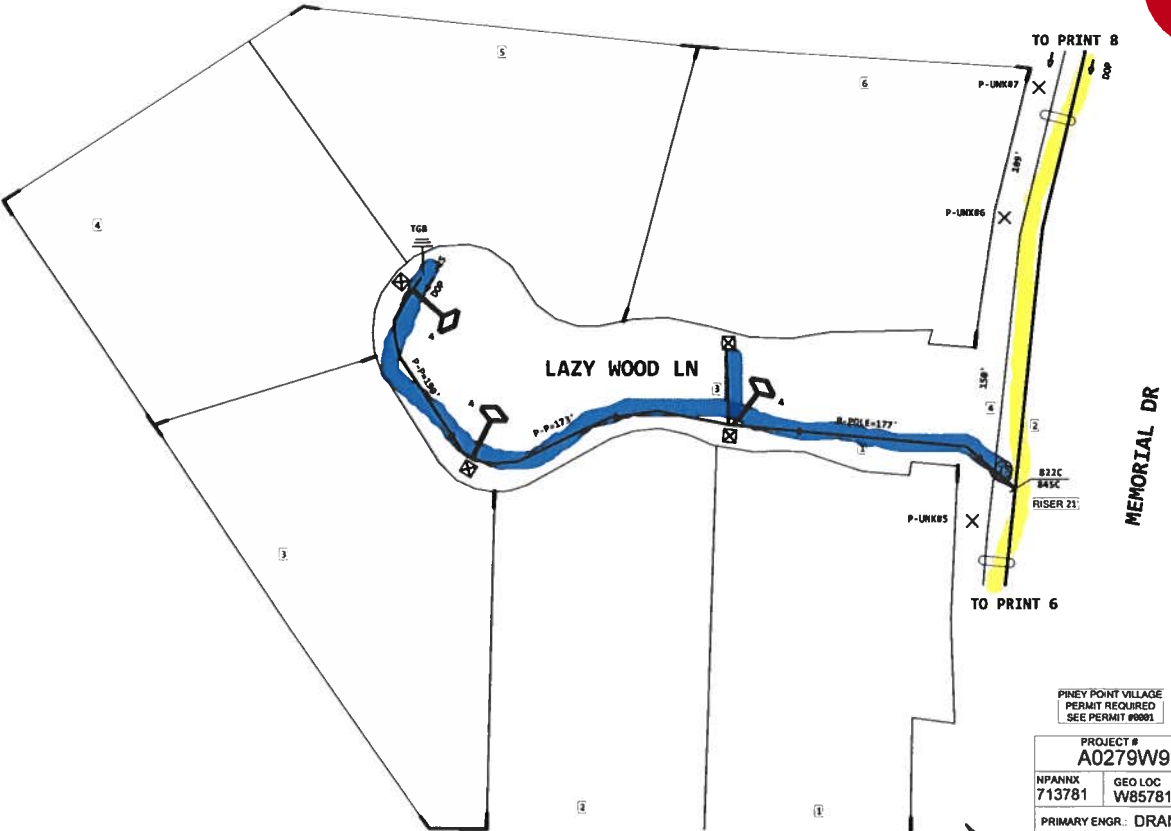
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PROJECT #		DATE SVC REQ'D	
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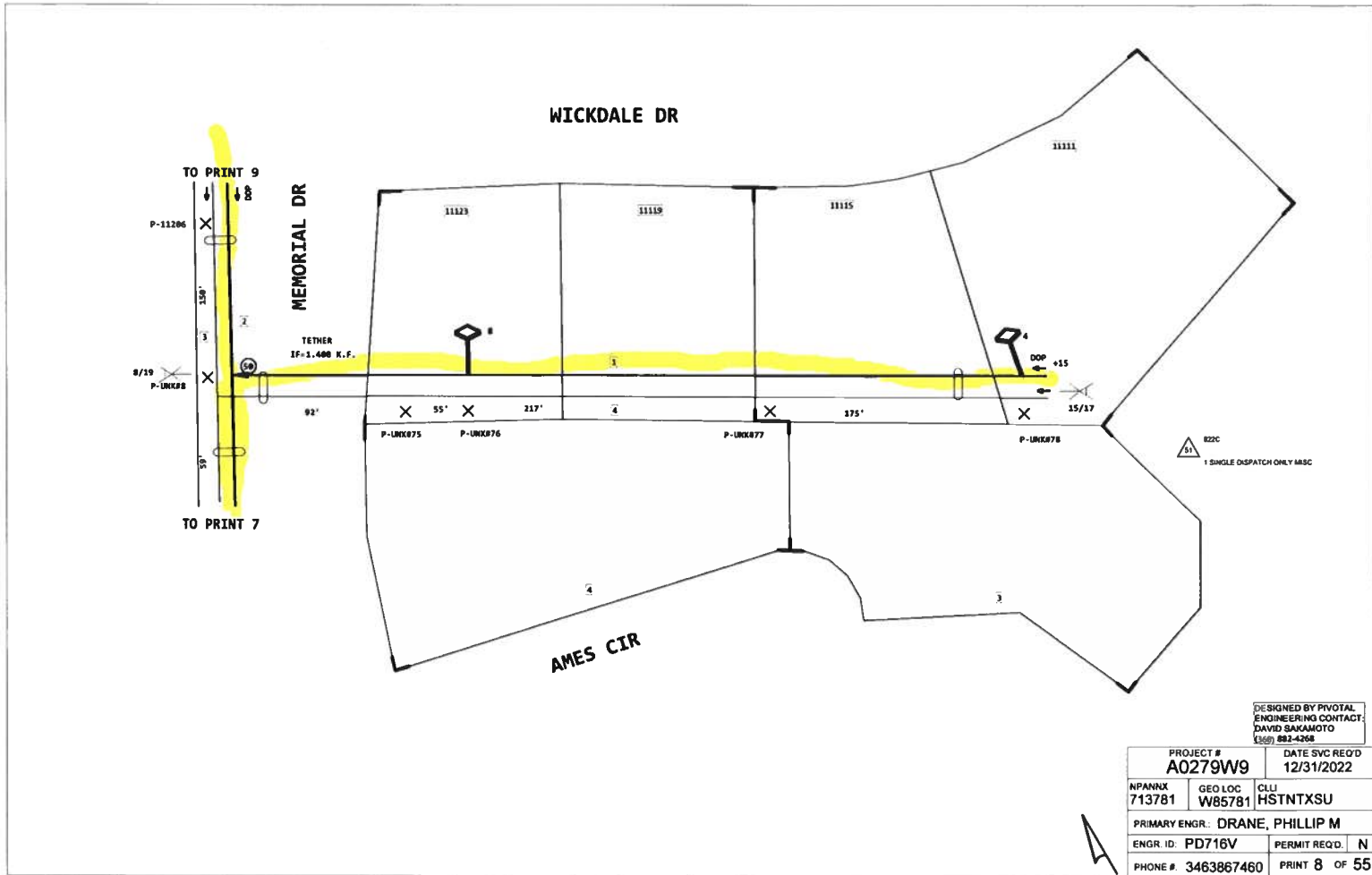
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PRNEY POINT VILLAGE  
 PERMIT REQUIRED  
 SEE PERMIT #0001

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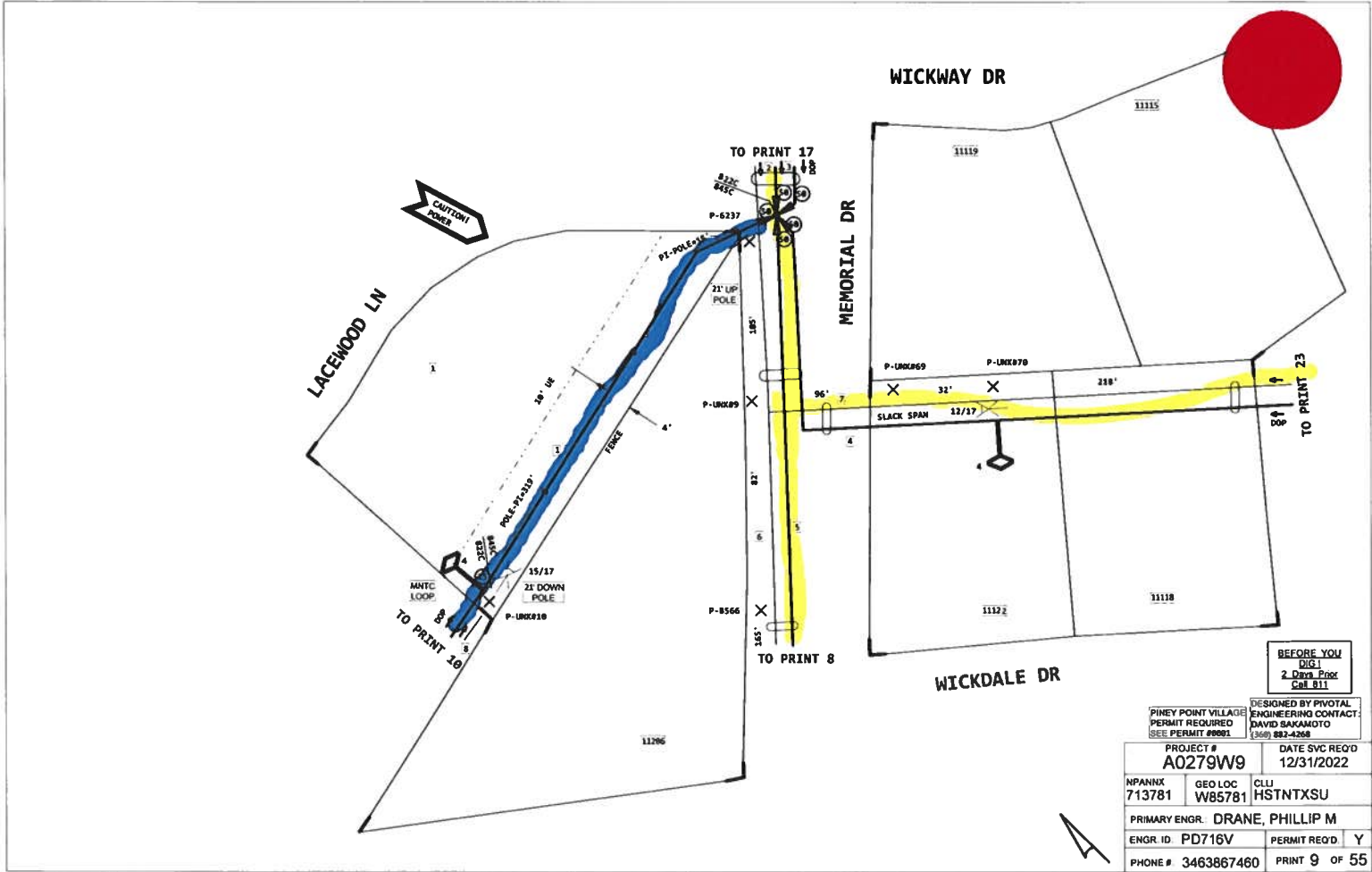
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(866) 882-4268

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2 Days Prior Call 311

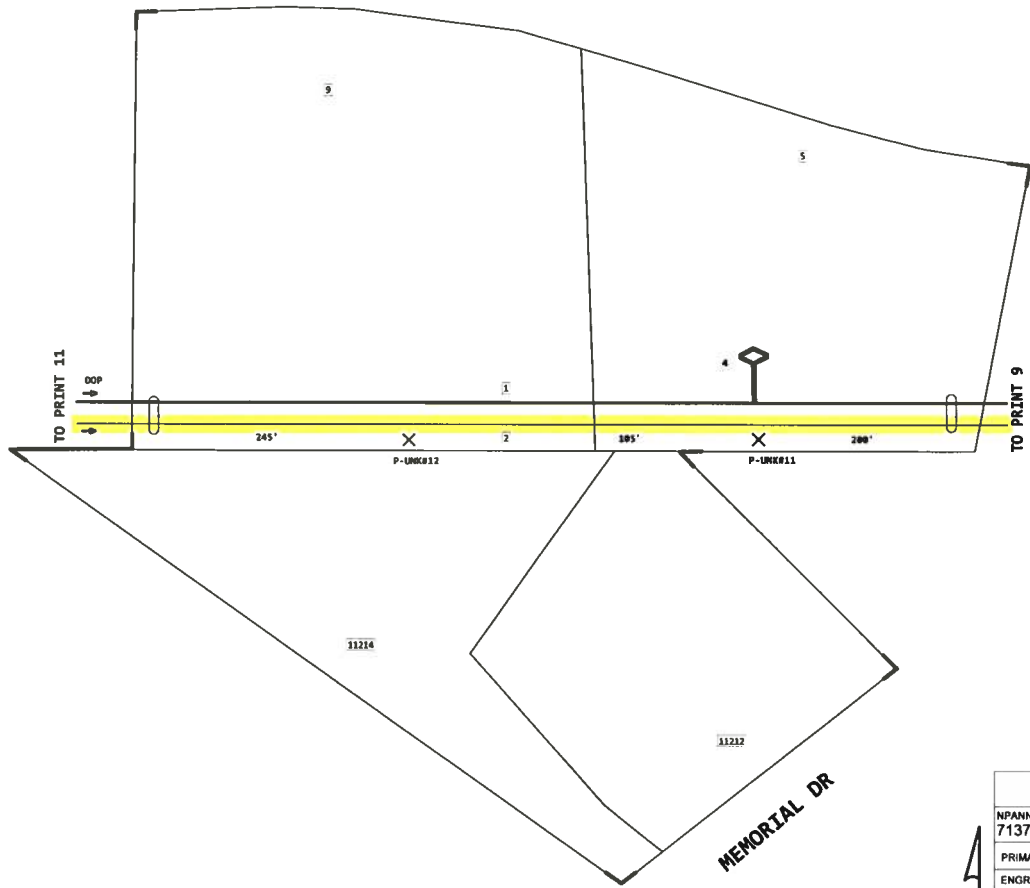
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PINEY POINT VILLAGE  
PERMIT REQUIRED  
SEE PERMIT #00021

PROJECT #		DATE SVC REQ'D
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NPANX	GEO LOC	CLU
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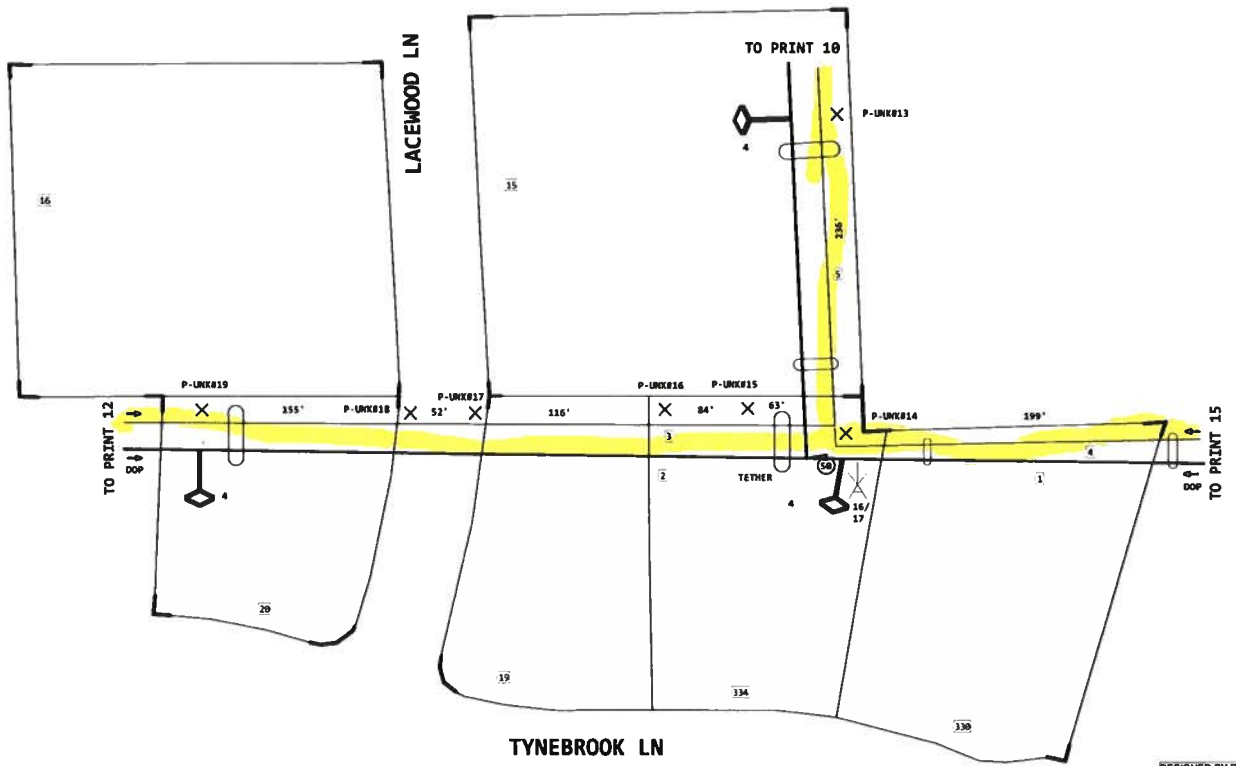
LACEWOOD LN



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(360) 882-4268

PROJECT #		DATE SVC REQ'D
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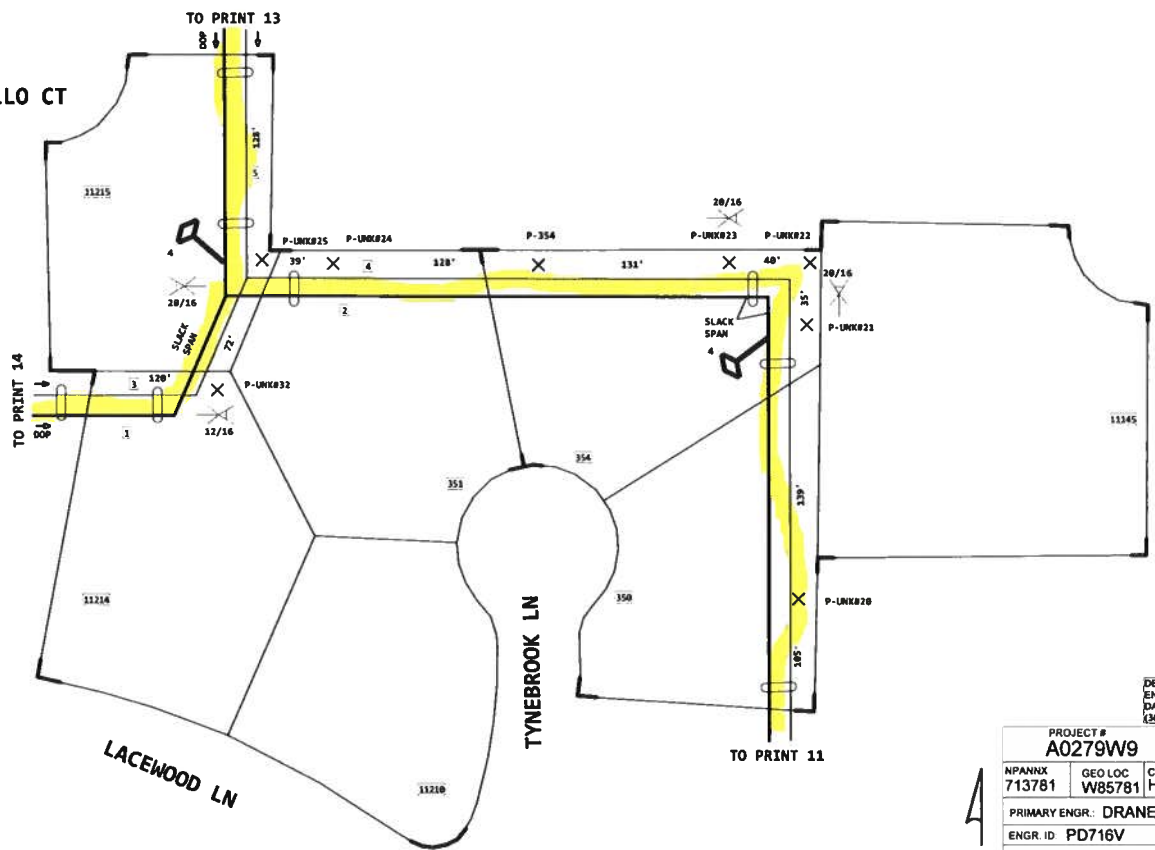


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PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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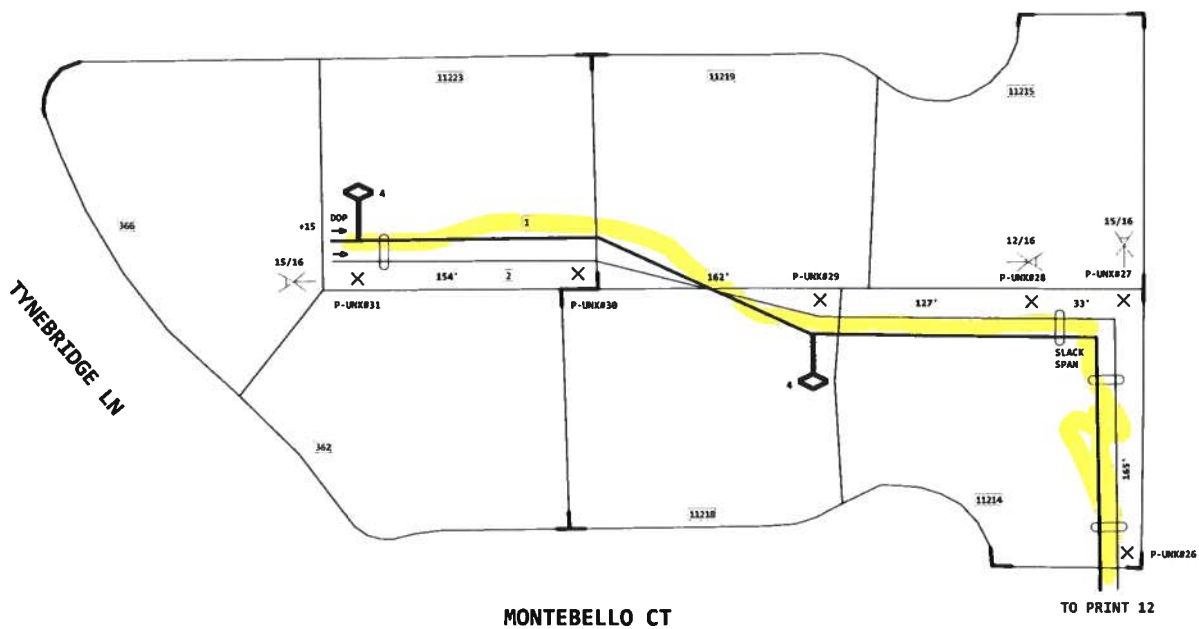
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(309) 882-4268

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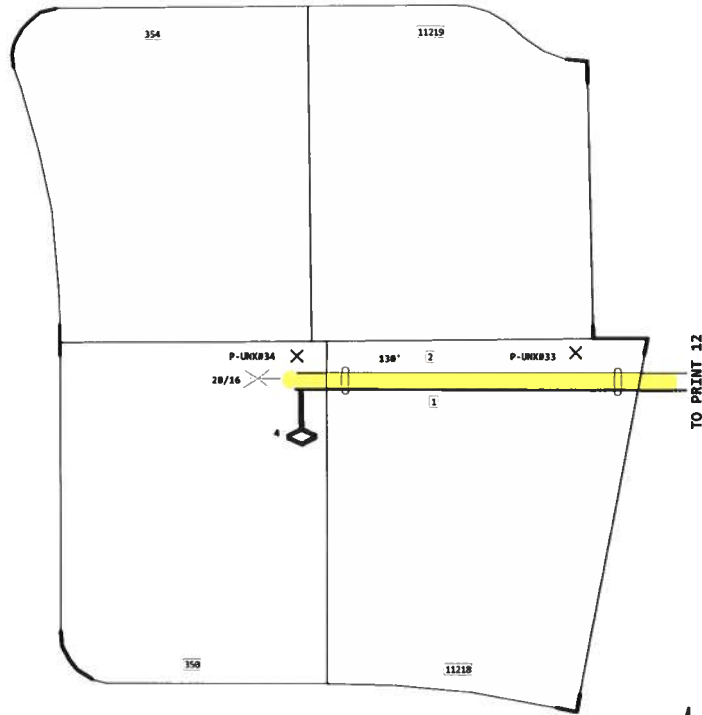
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MONTEBELLO CT

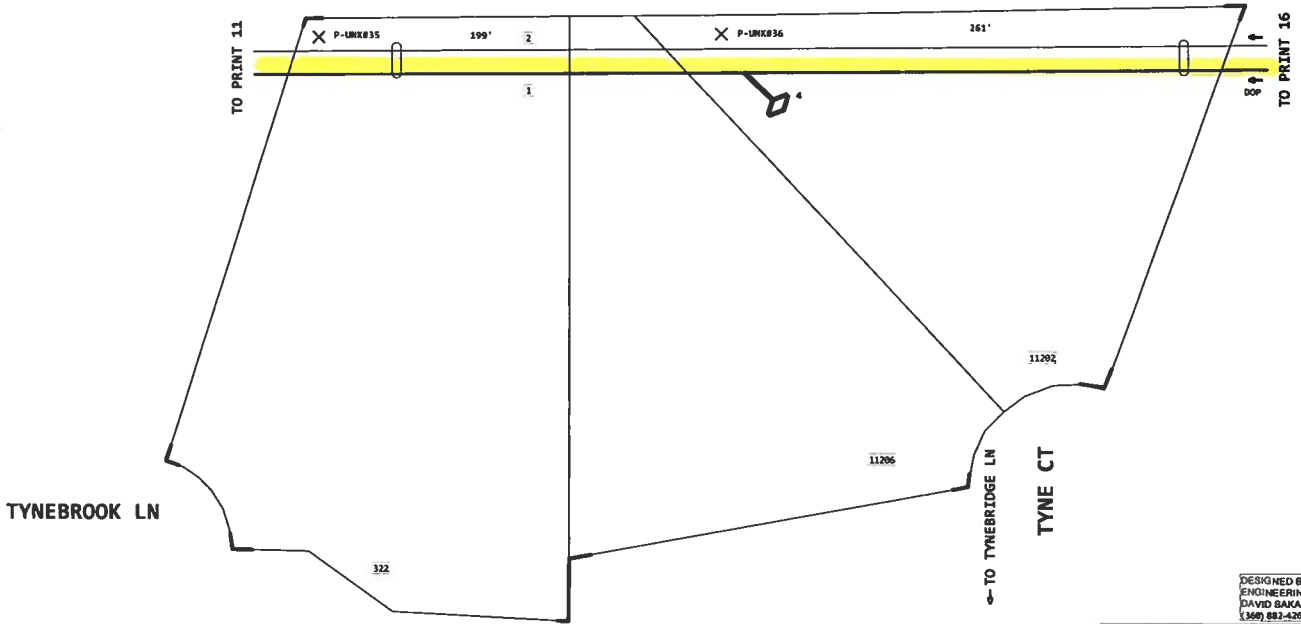
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LACEWOOD LN

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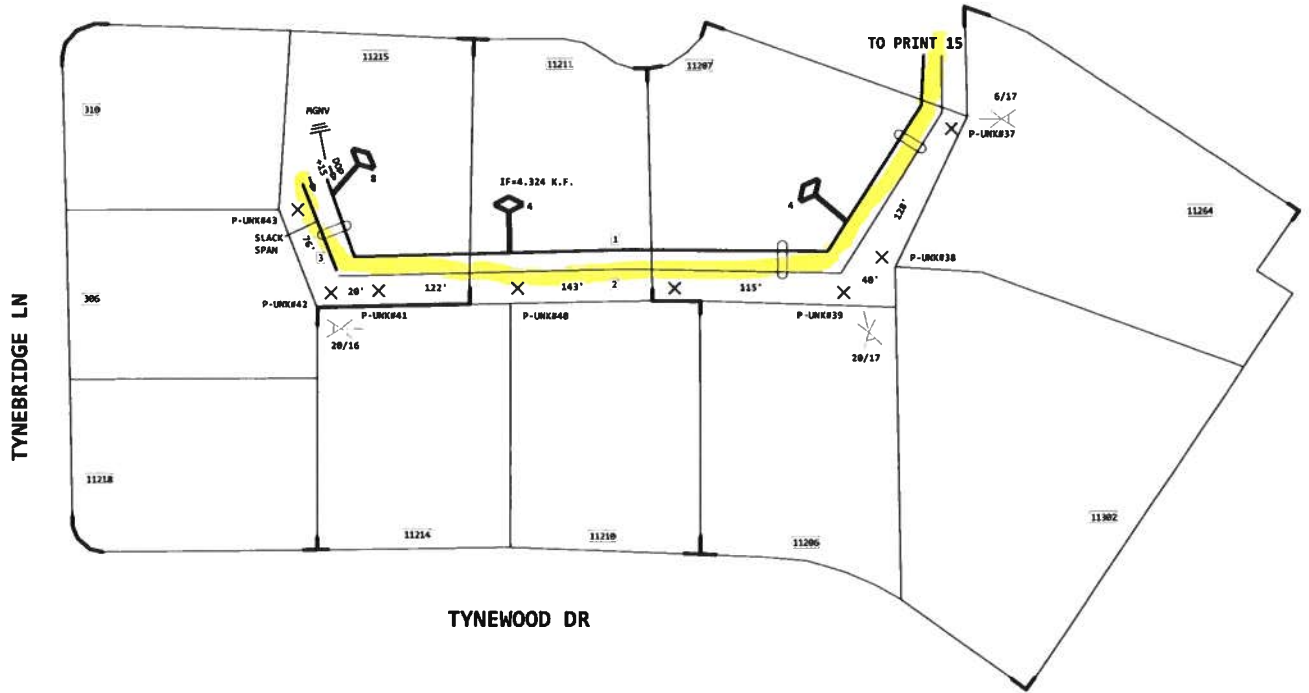


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PROJECT #		DATE SVC REQ'D	
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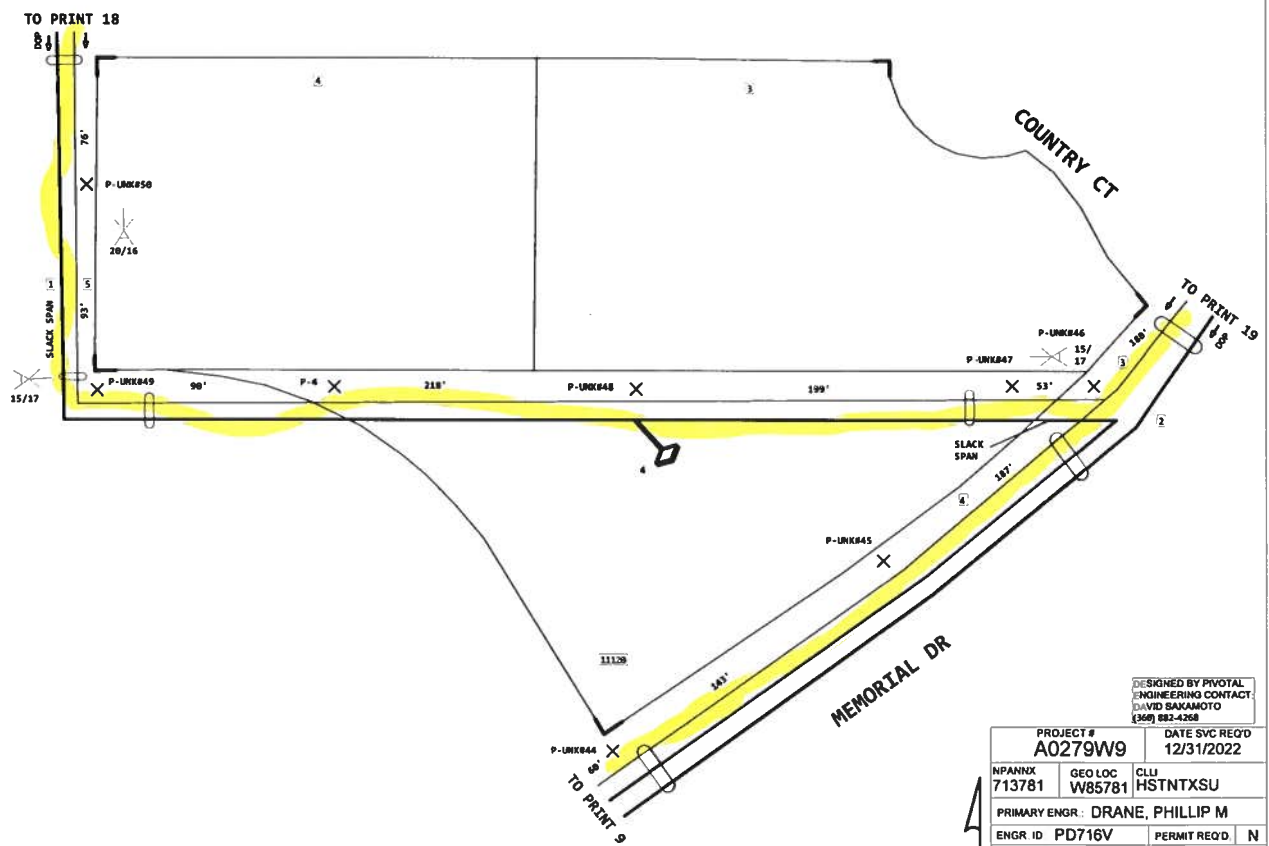
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ENGINEERING CONTACT:  
DAVID SAKAMOTO  
PHONE 887-4268

PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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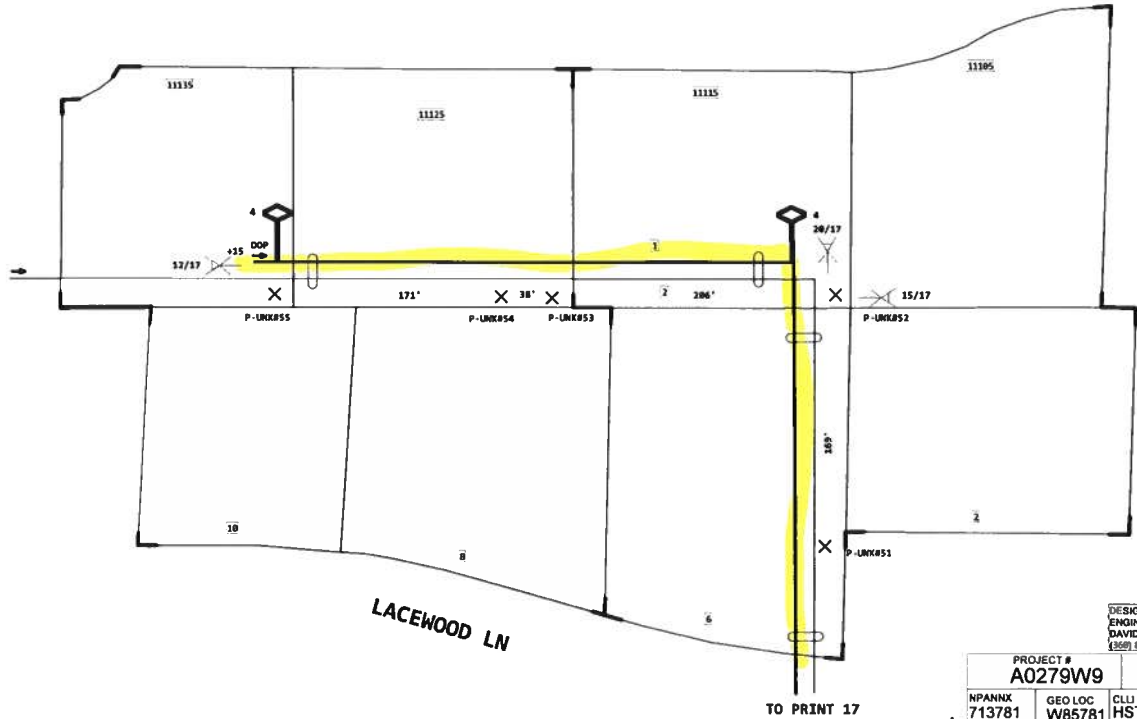
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 (360) 882-4258

PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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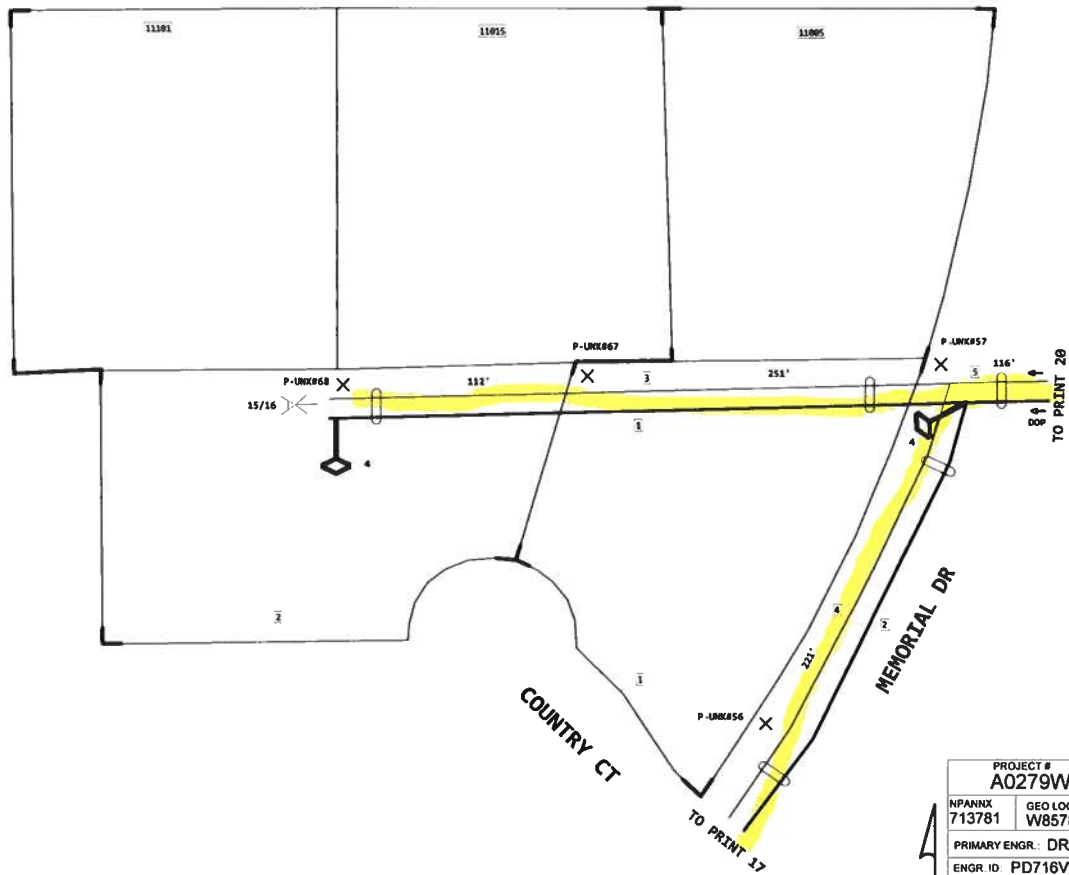


LACEWOOD LN

TO PRINT 17

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ENGINEERING CONTACT:  
DAVID SAKAMOTO  
(508) 893-4268

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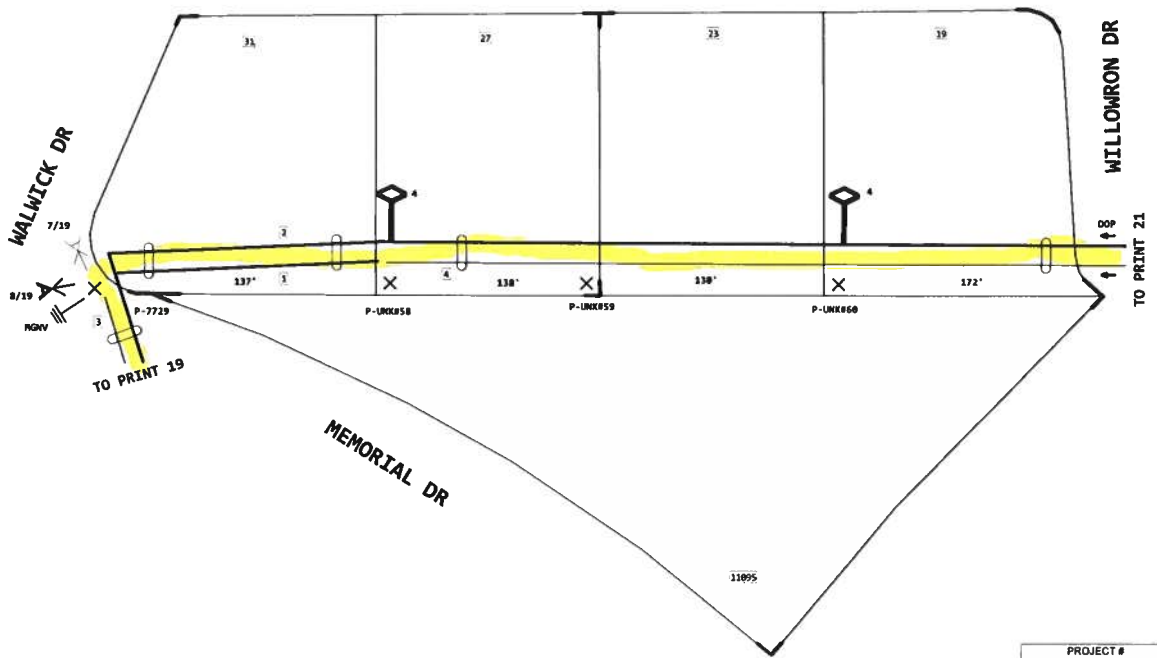


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ENGINEERING CONTACT:  
DAVID SAJAMOTO  
(360) 882-4268

PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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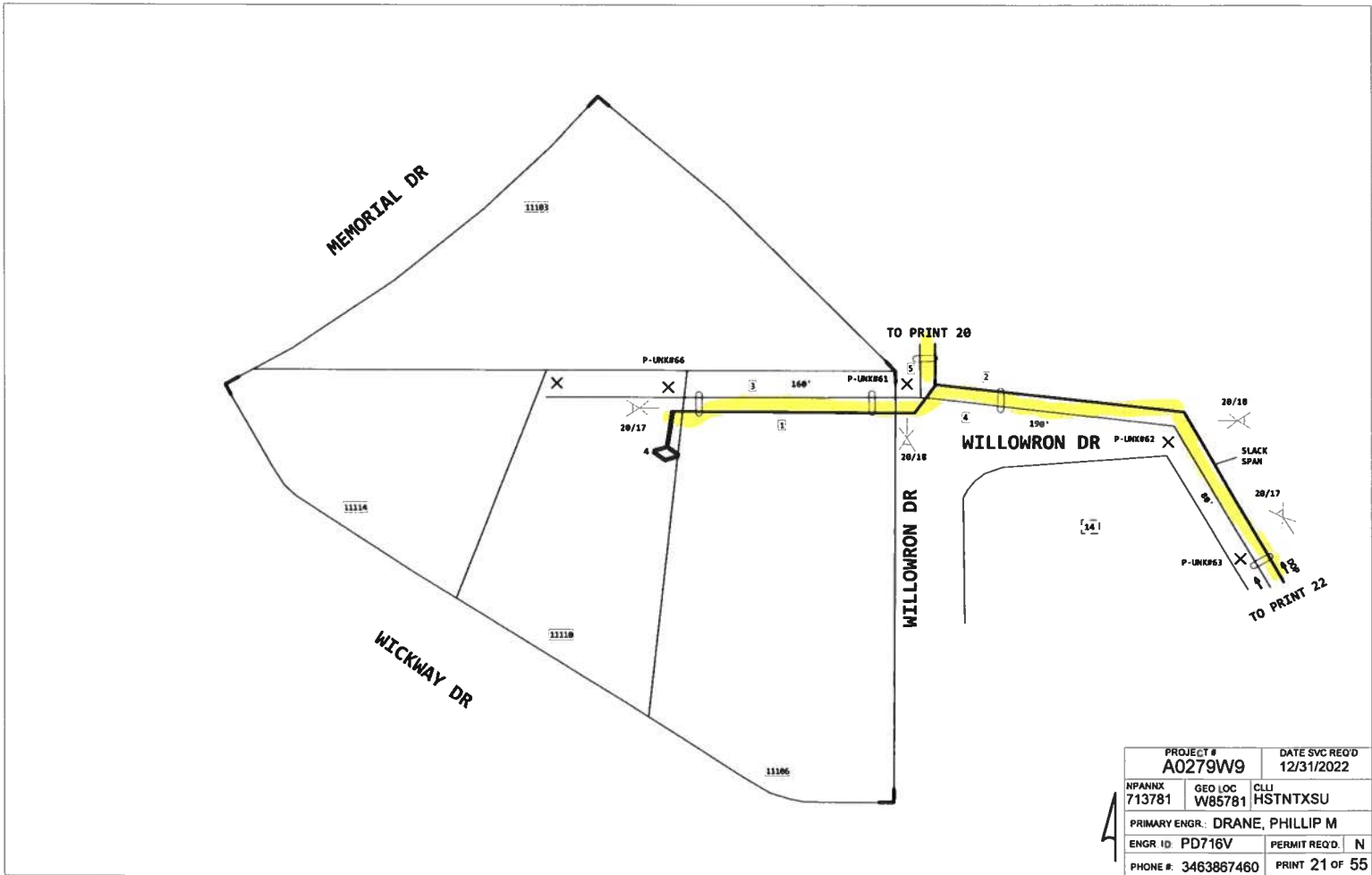


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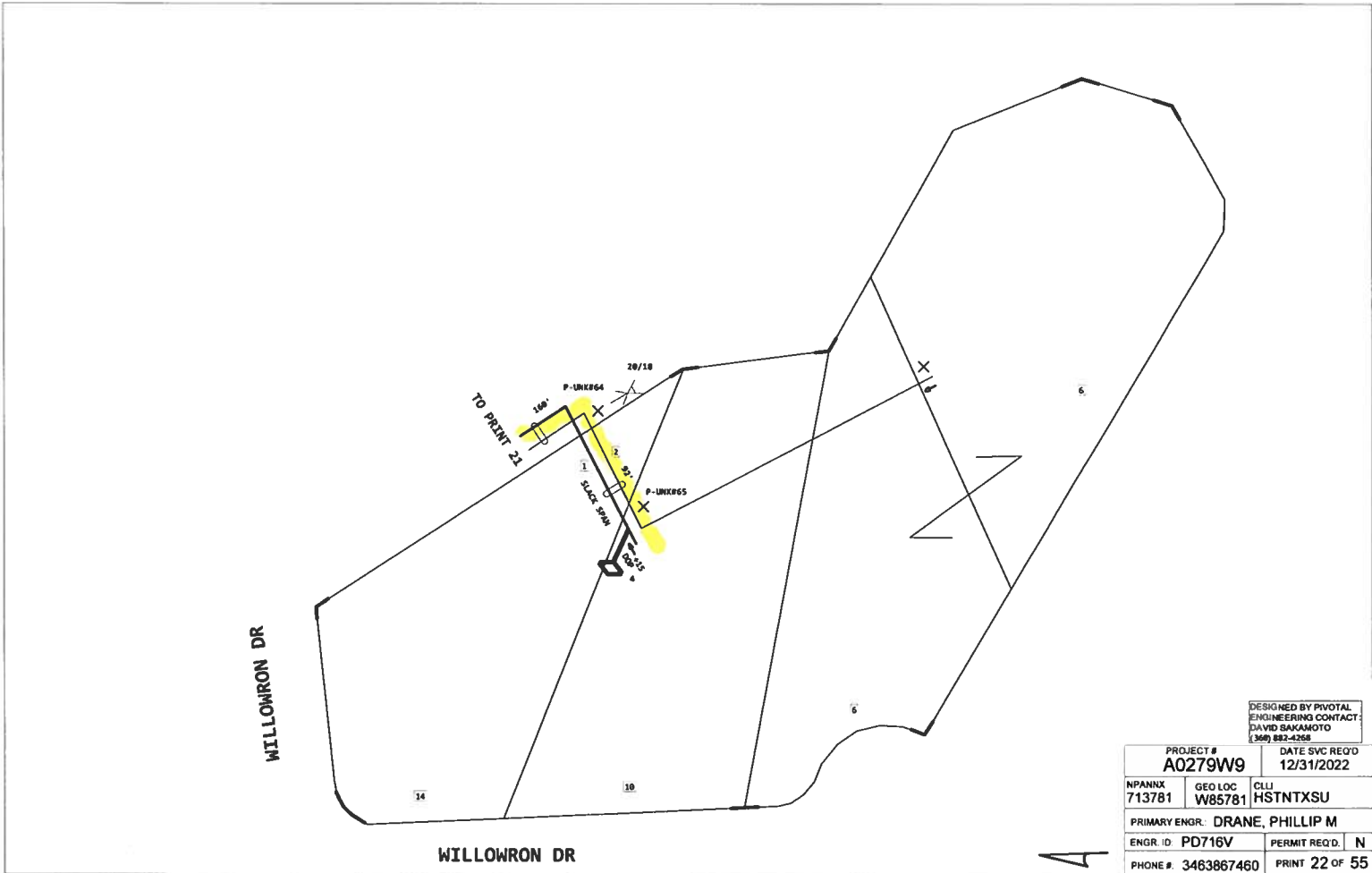
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ENGINEERING CONTACT:  
DAVID SAKAMOTO  
(360) 882-4268

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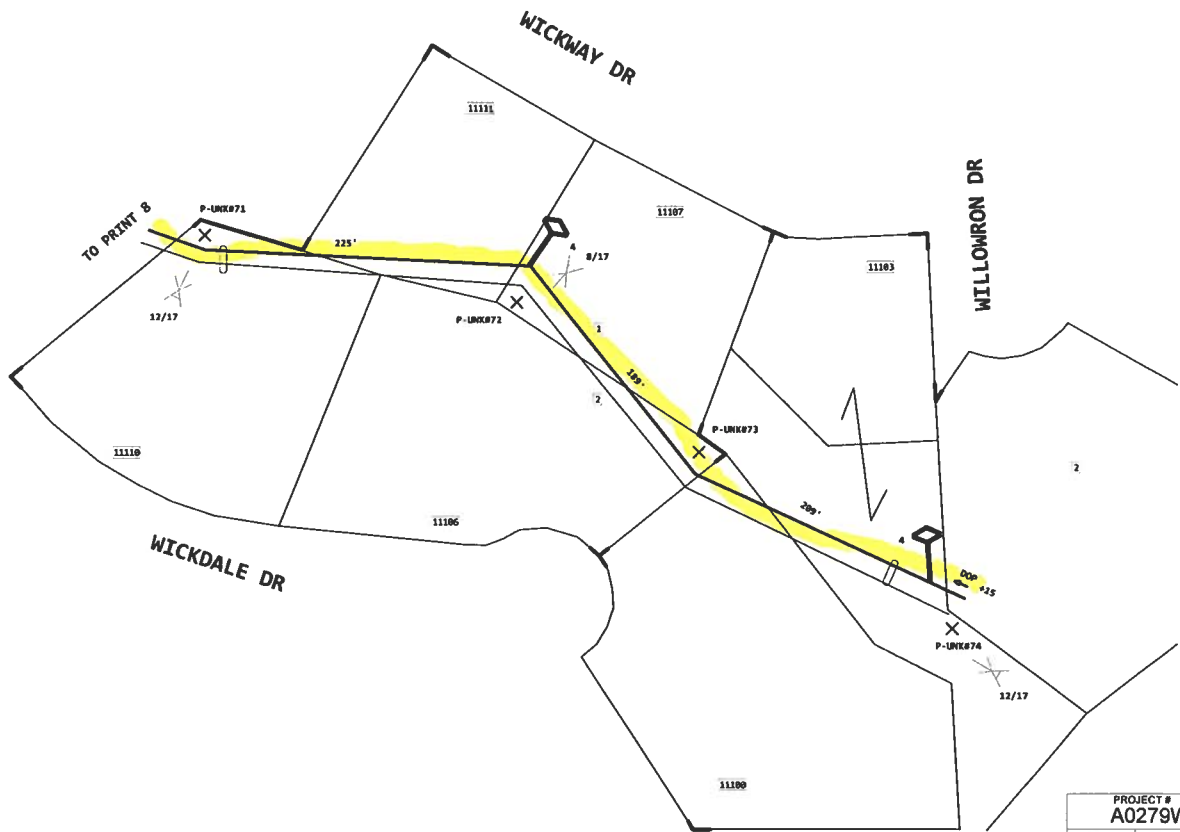


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PRIMARY ENGR.: DRANE, PHILLIP M			
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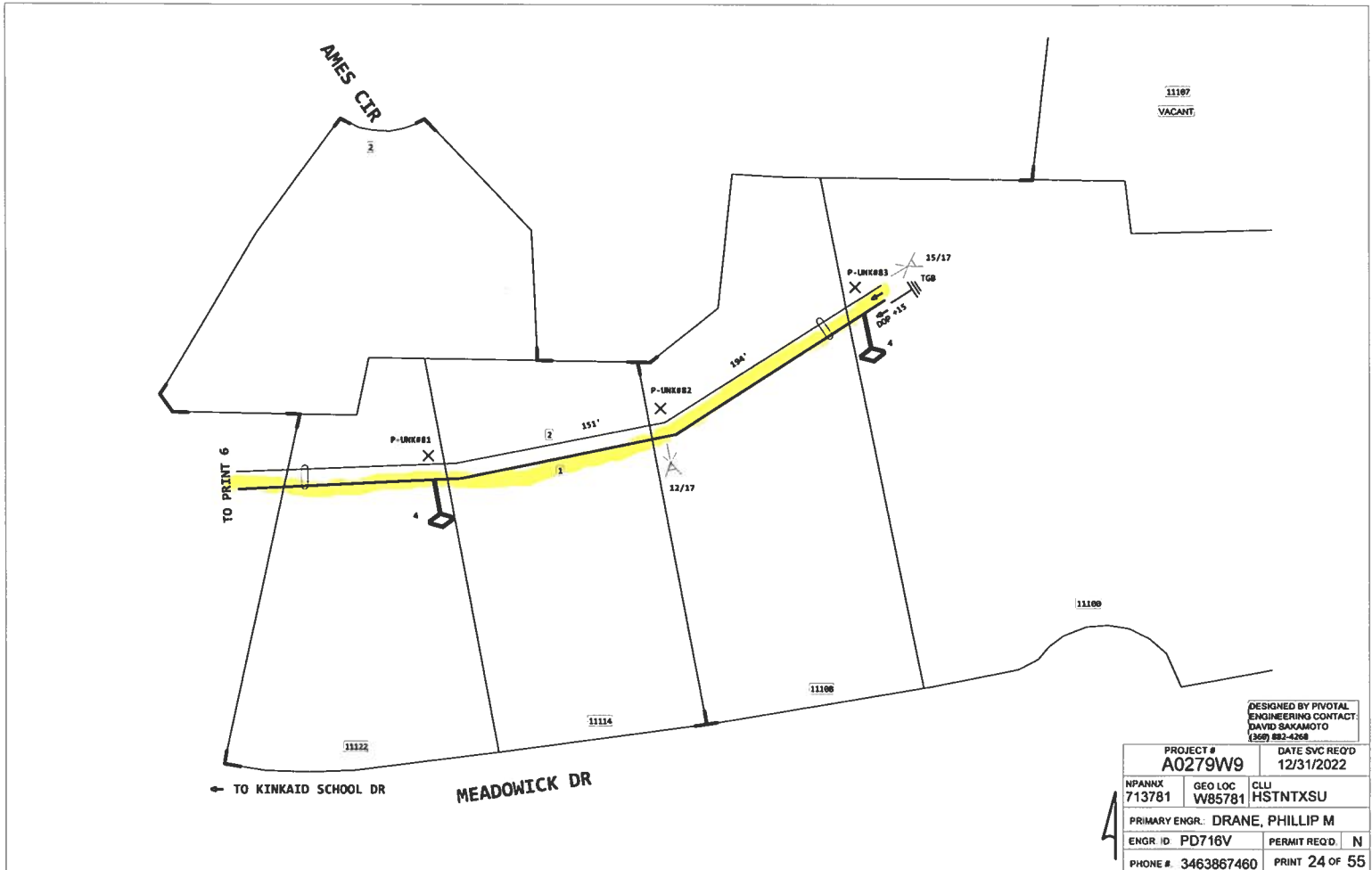
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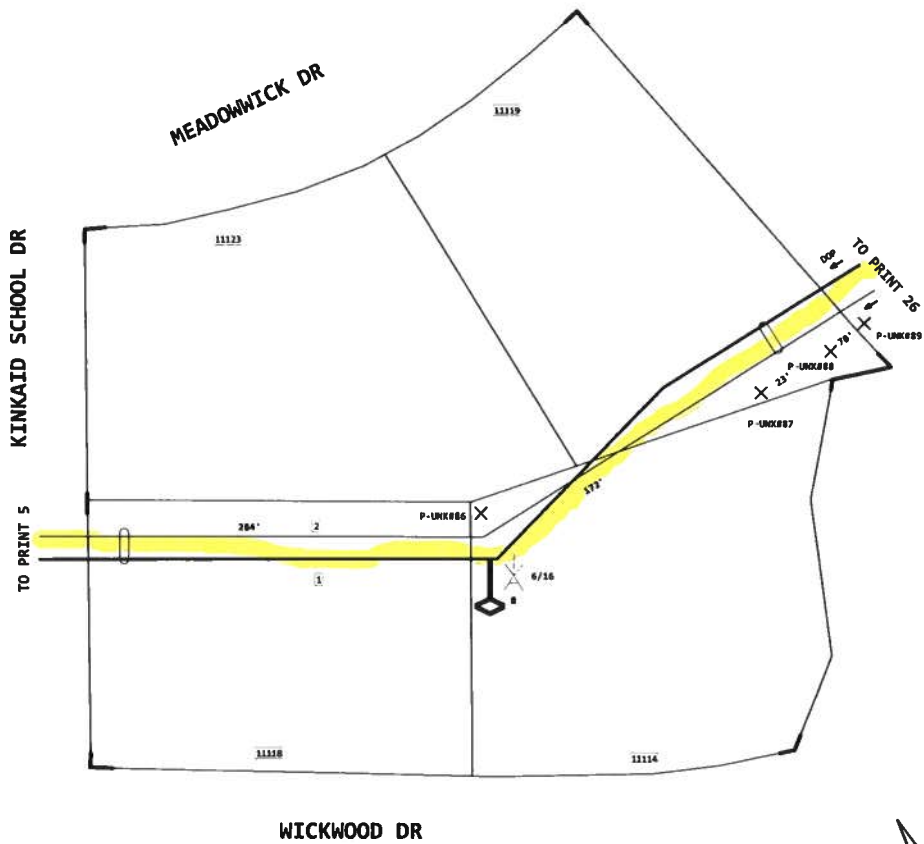
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ENGINEERING CONTACT:  
DAVID SAKAMOTO  
(309) 883-4258

PROJECT #		DATE SVC REQ'D
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PRIMARY ENGR. DRANE, PHILLIP M		
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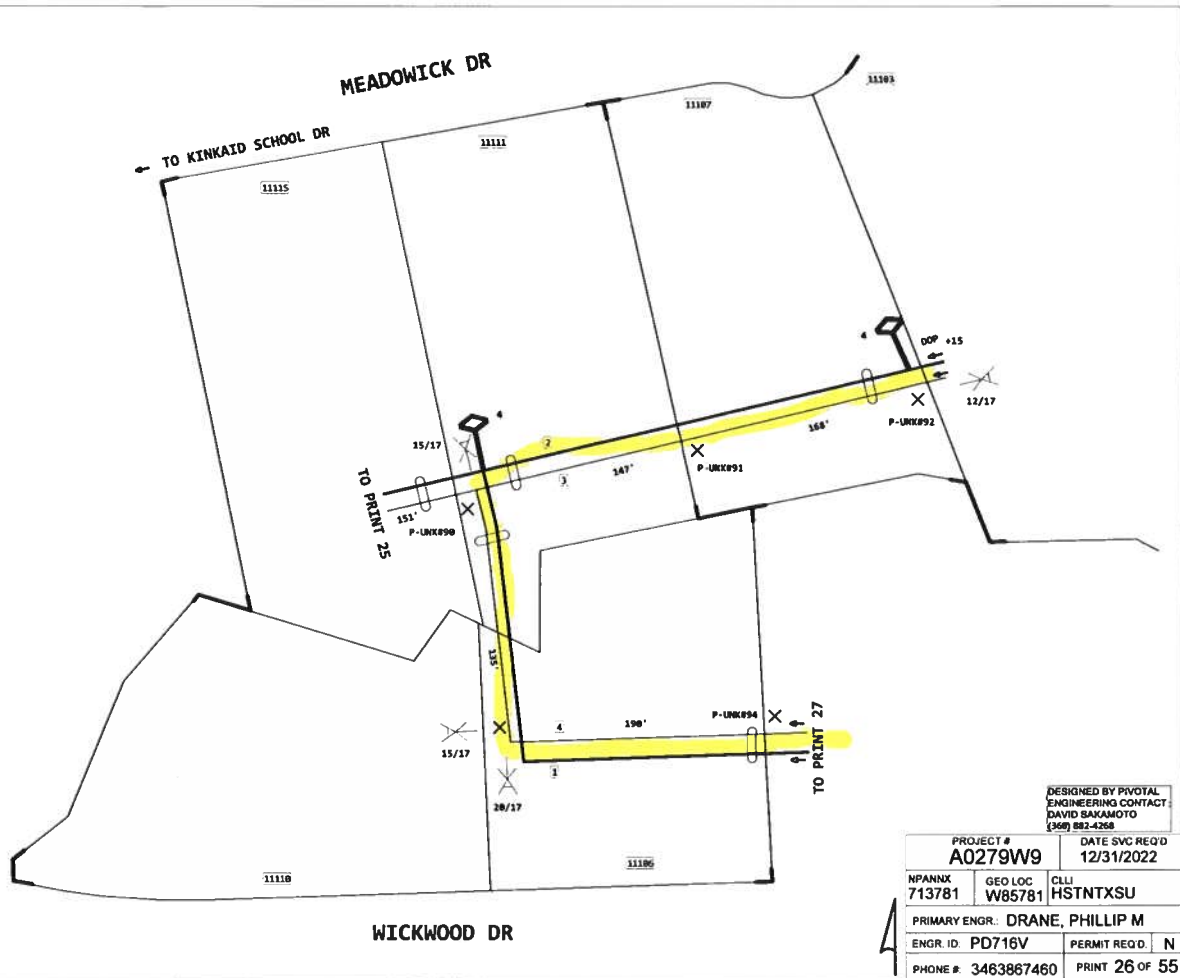


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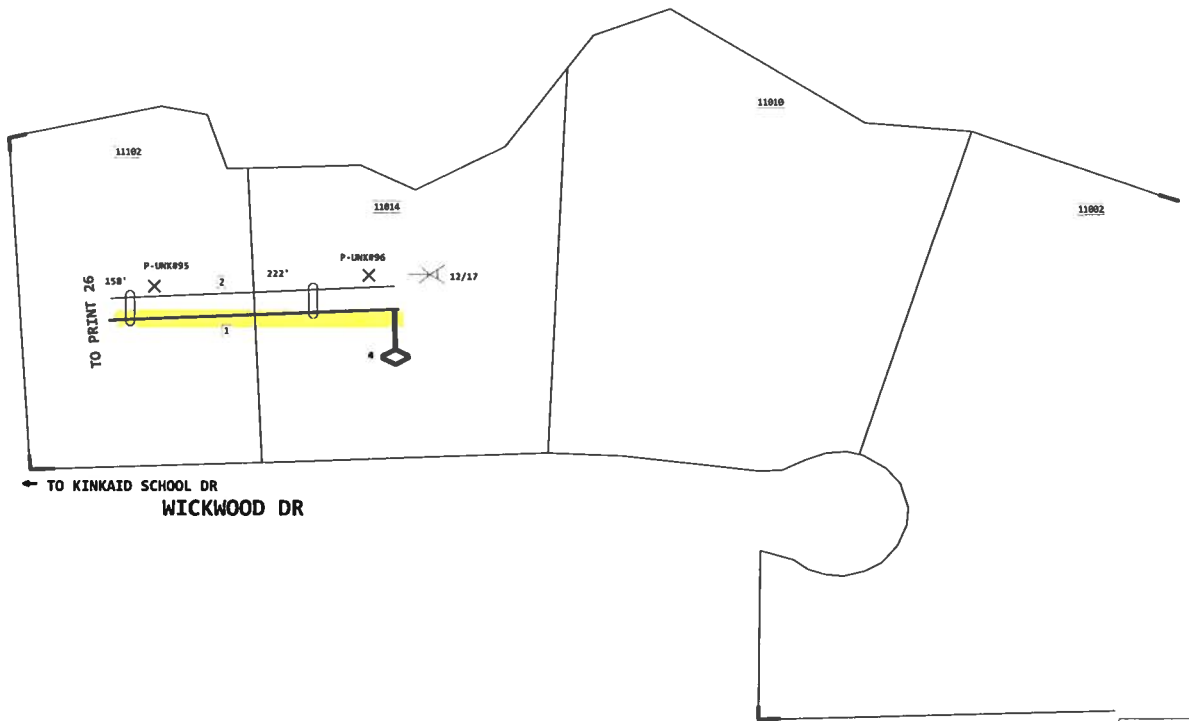
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DAVID SAKAMOTO  
(360) 882-4268

PROJECT #		DATE SVC REQ'D
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PRIMARY ENGR: DRANE, PHILLIP M		
ENGR ID	PERMIT REQ'D	N
PD716V		
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PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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ENGR ID: PD716V	PERMIT REQ'D.	N
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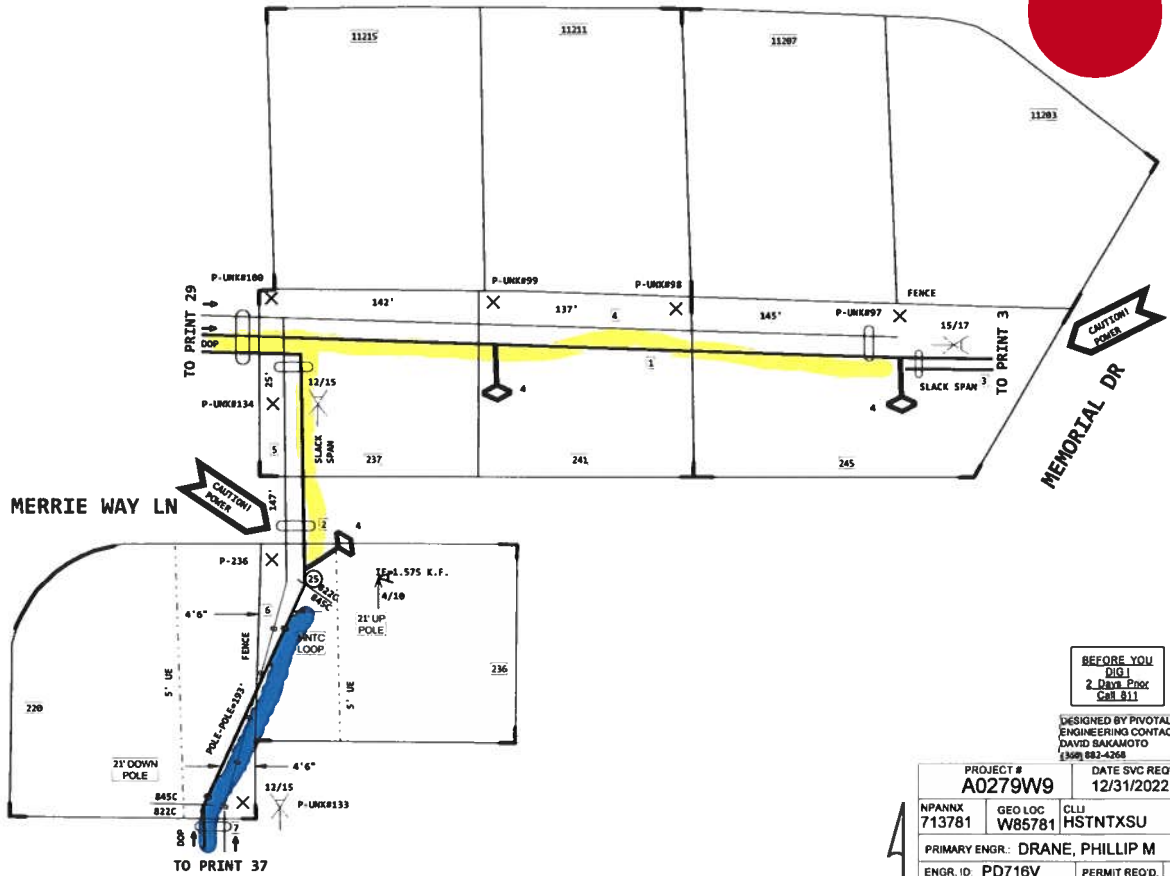


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PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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PRIMARY ENGR: DRANE, PHILLIP M		
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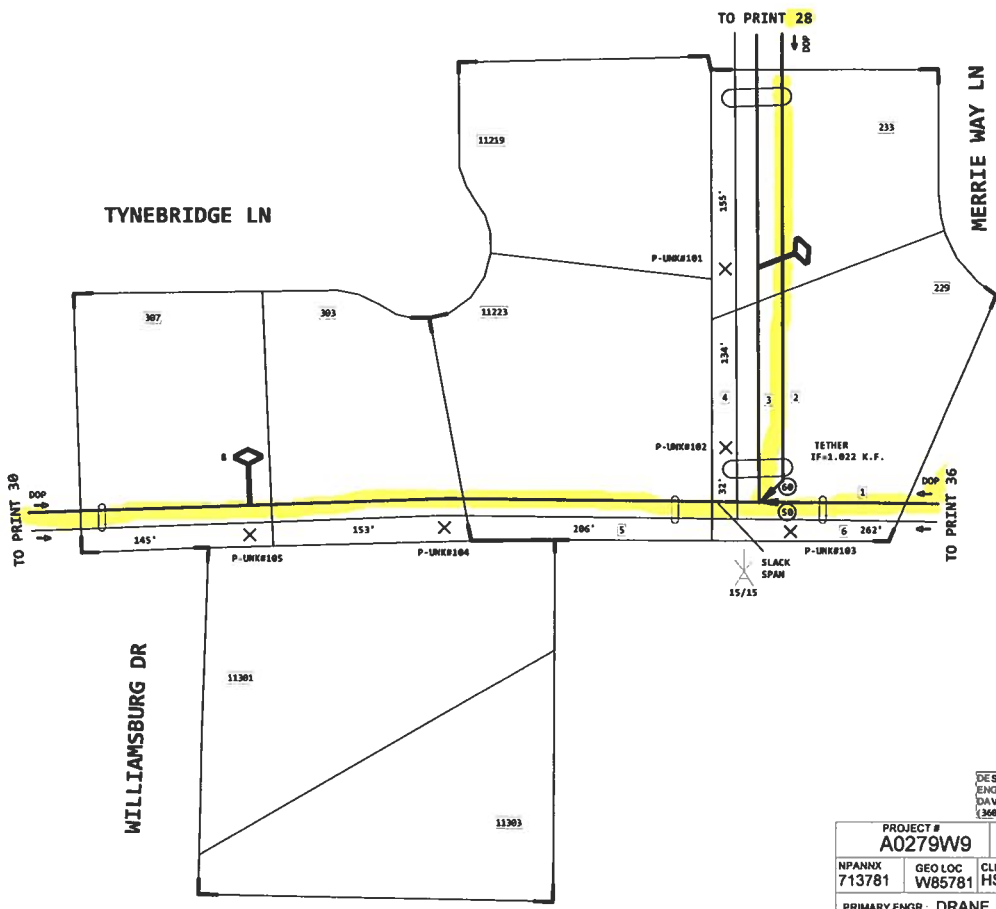
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PROJECT #		DATE SVC REQ'D
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PRIMARY ENGR: DRANE, PHILLIP M		
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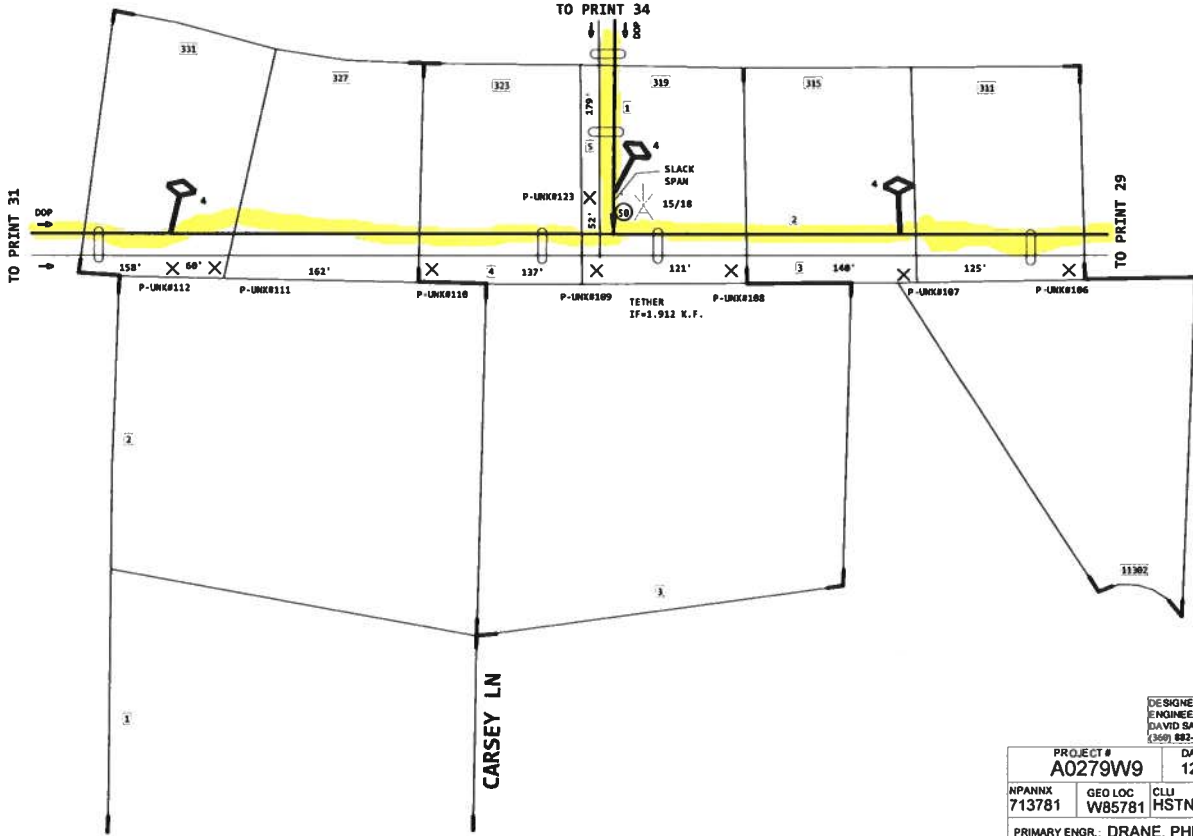


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PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
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PRIMARY ENGR.: DRANE, PHILLIP M		
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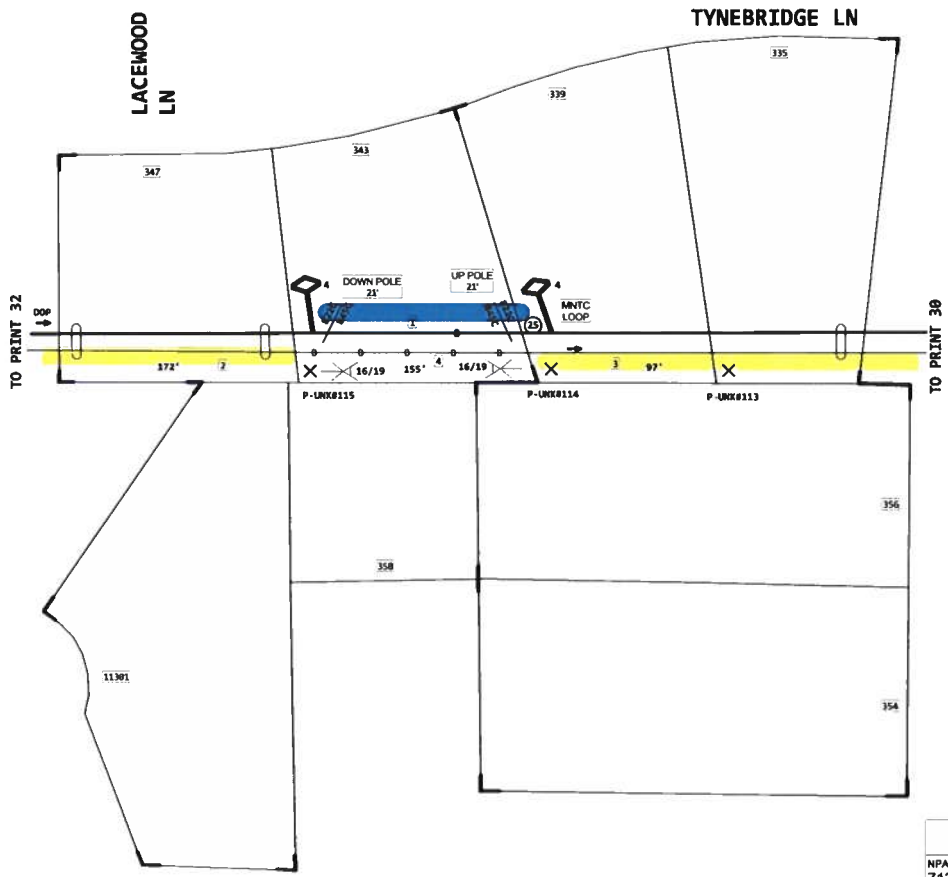
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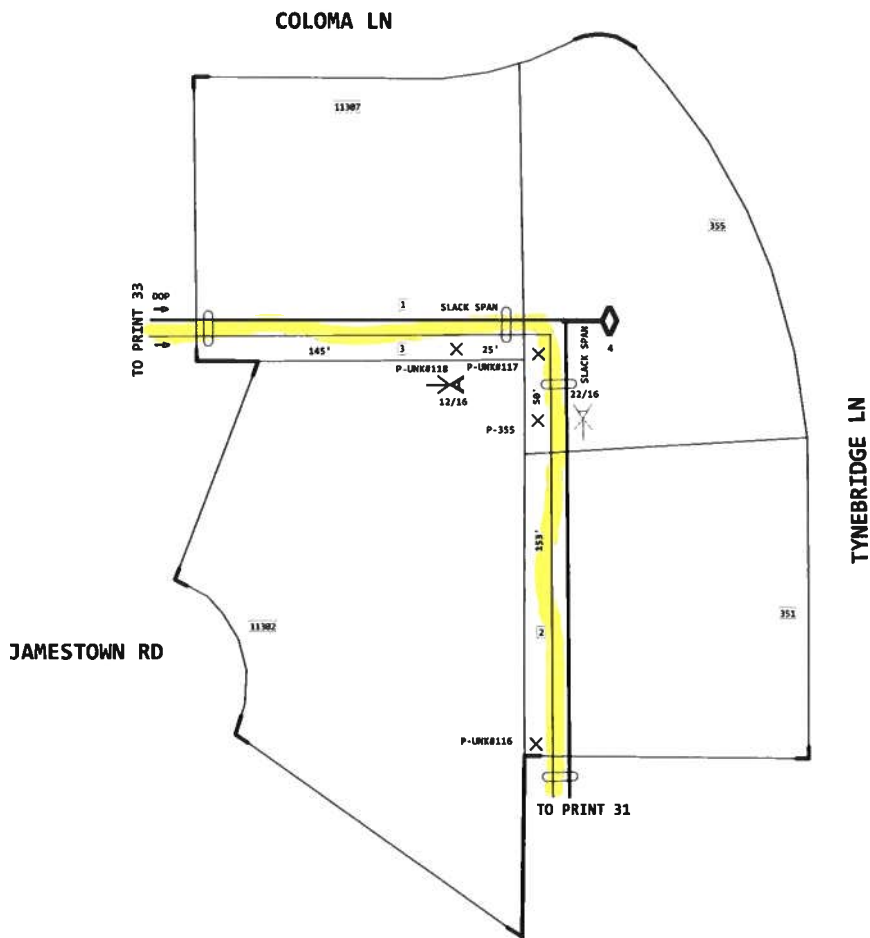
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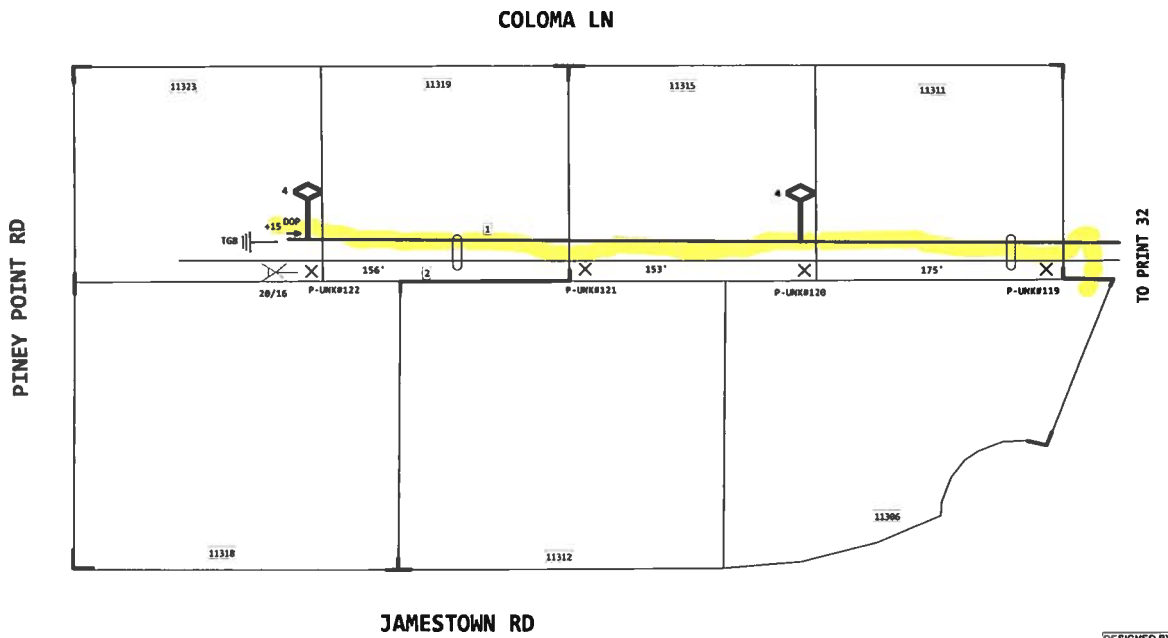
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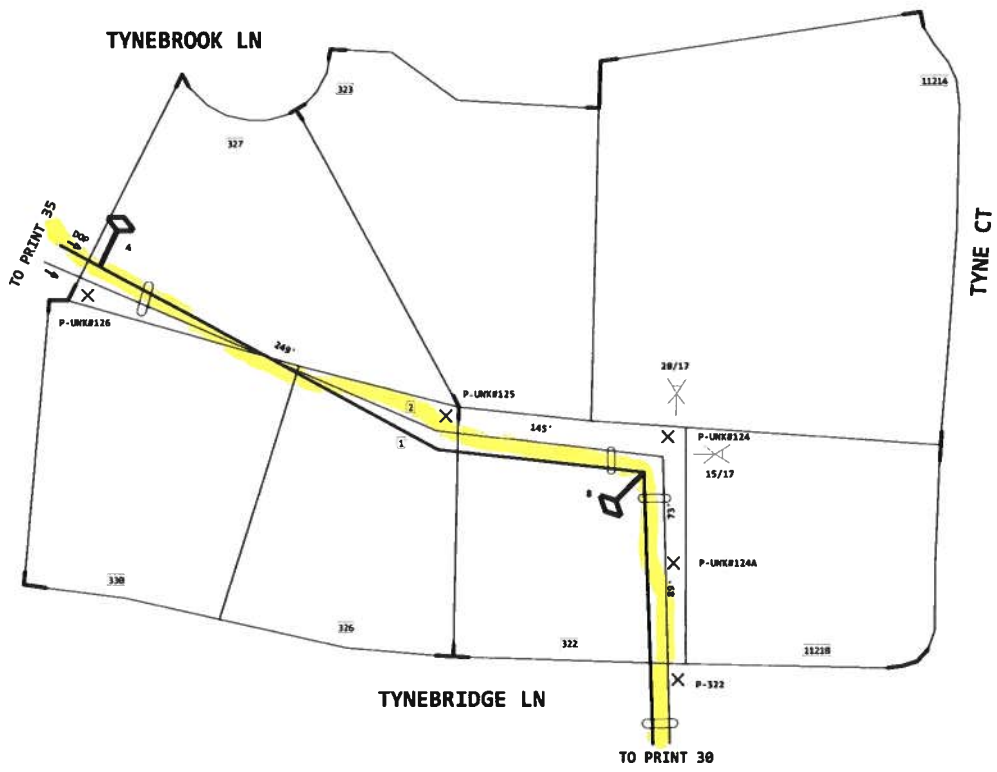
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PRIMARY ENGR.: DRANE, PHILLIP M		
ENGR. ID PD716V	PERMIT REQ'D.	N
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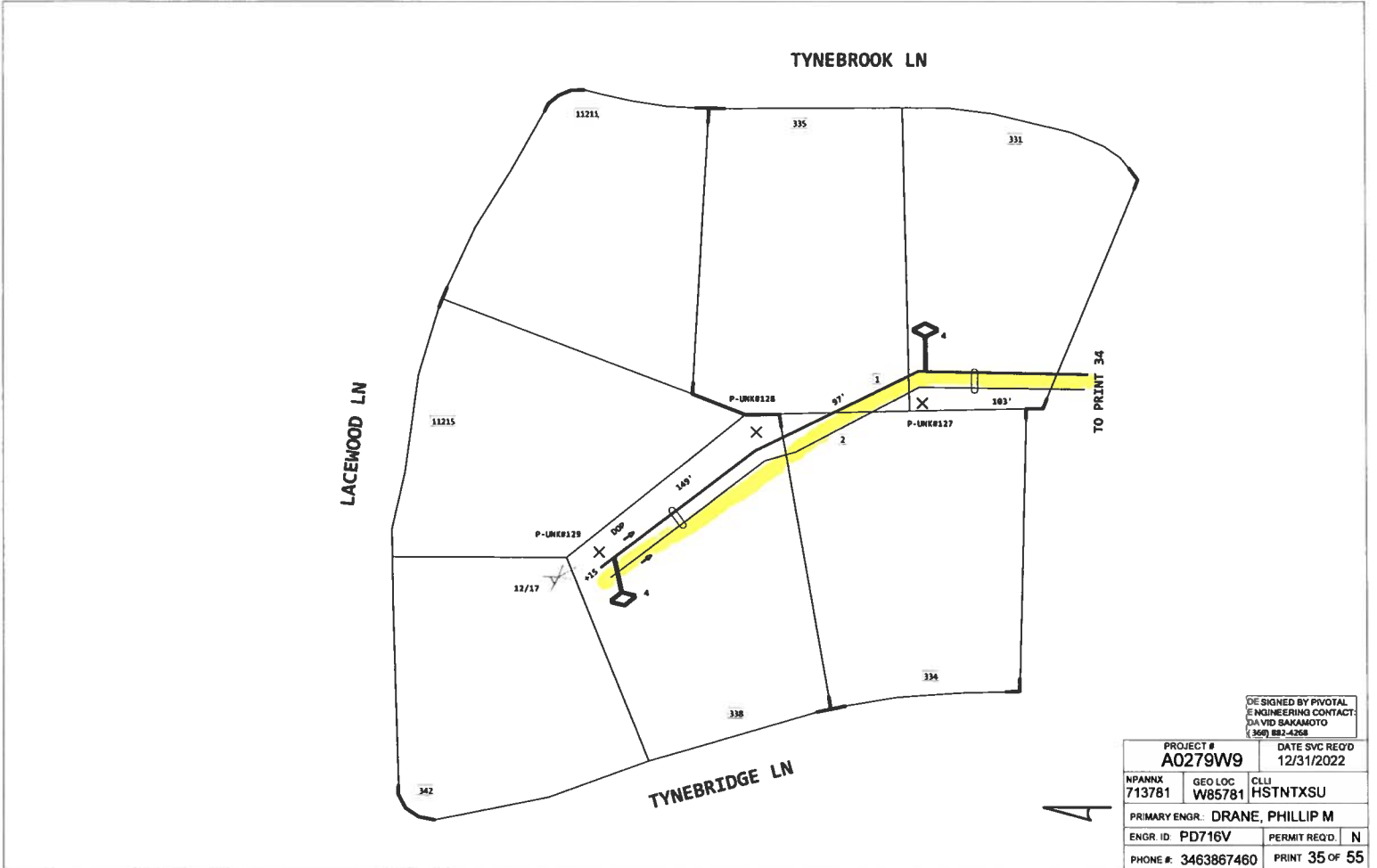
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ENGR ID: PD716V	PERMIT REQ'D: N	
PHONE # 3463867460	PRINT 33 OF 55	



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PROJECT # <b>A0279W9</b>		DATE SVC REQ'D 12/31/2022
NPANX 713781	GEO LOC W85781	CLU HSTNTXSU
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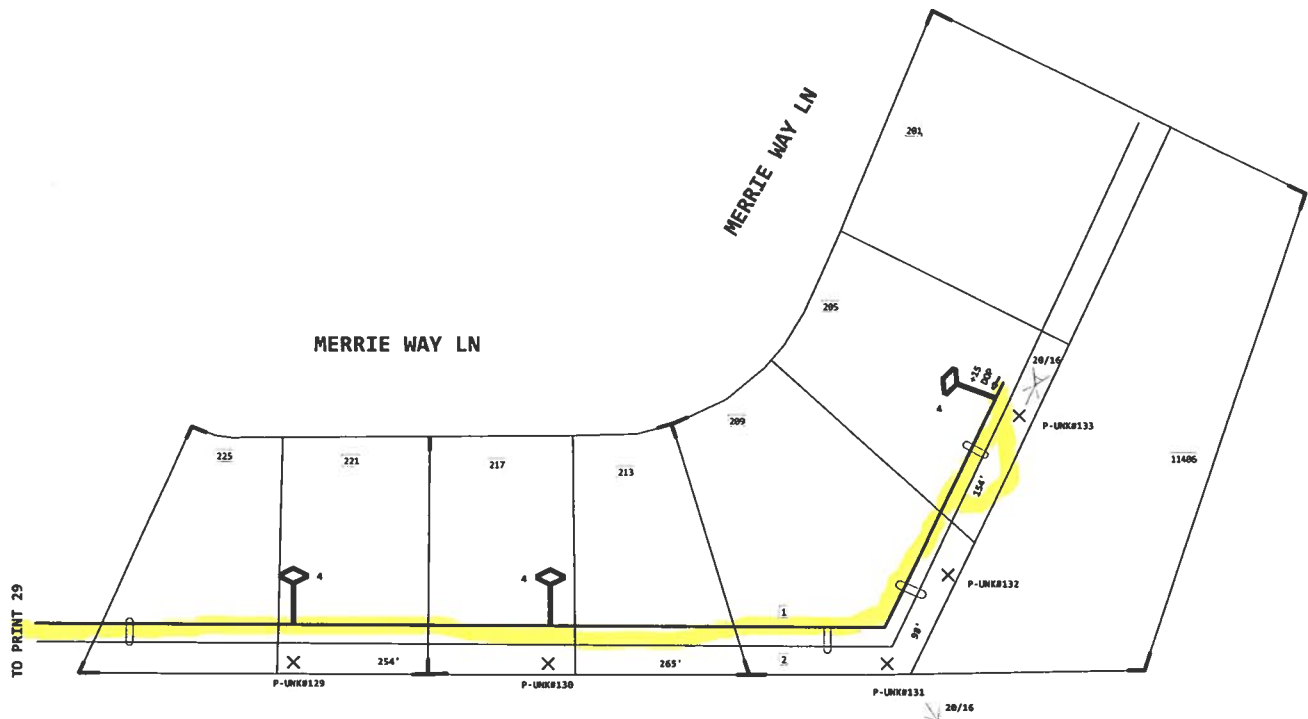


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PROJECT #		DATE SVC REQ'D	
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NPANX	GEO LOC	CLL	
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ENGR ID	PD716V	PERMIT REQ'D	N
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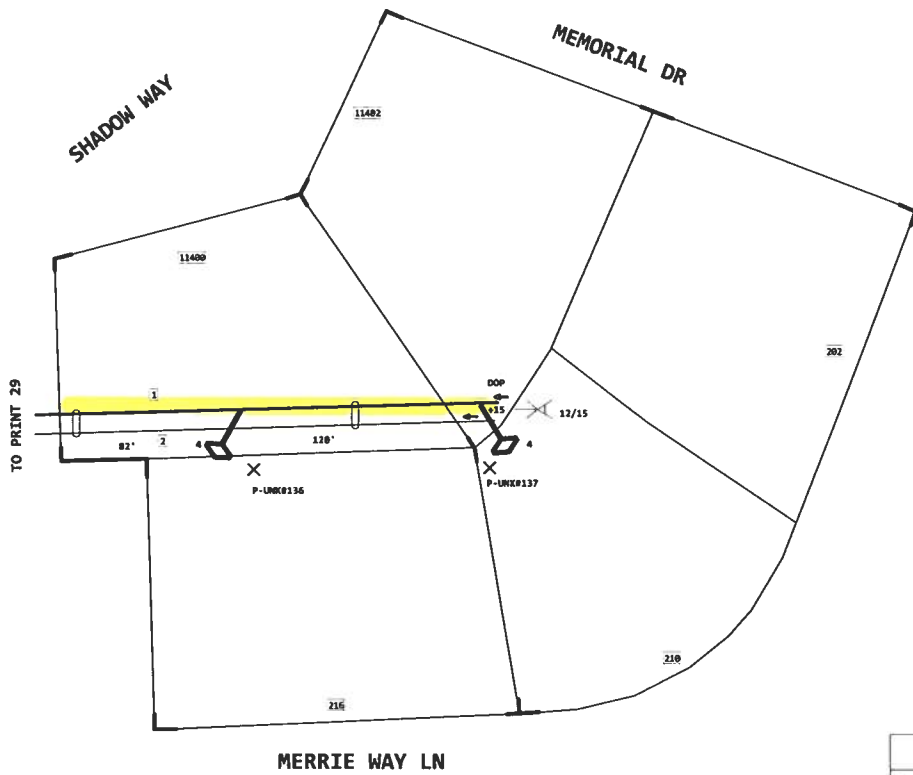


TO PRINT 29

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PROJECT #		DATE SVC REQ'D	
A0279W9		12/31/2022	
NPANXX	GEO LOC	CLI	
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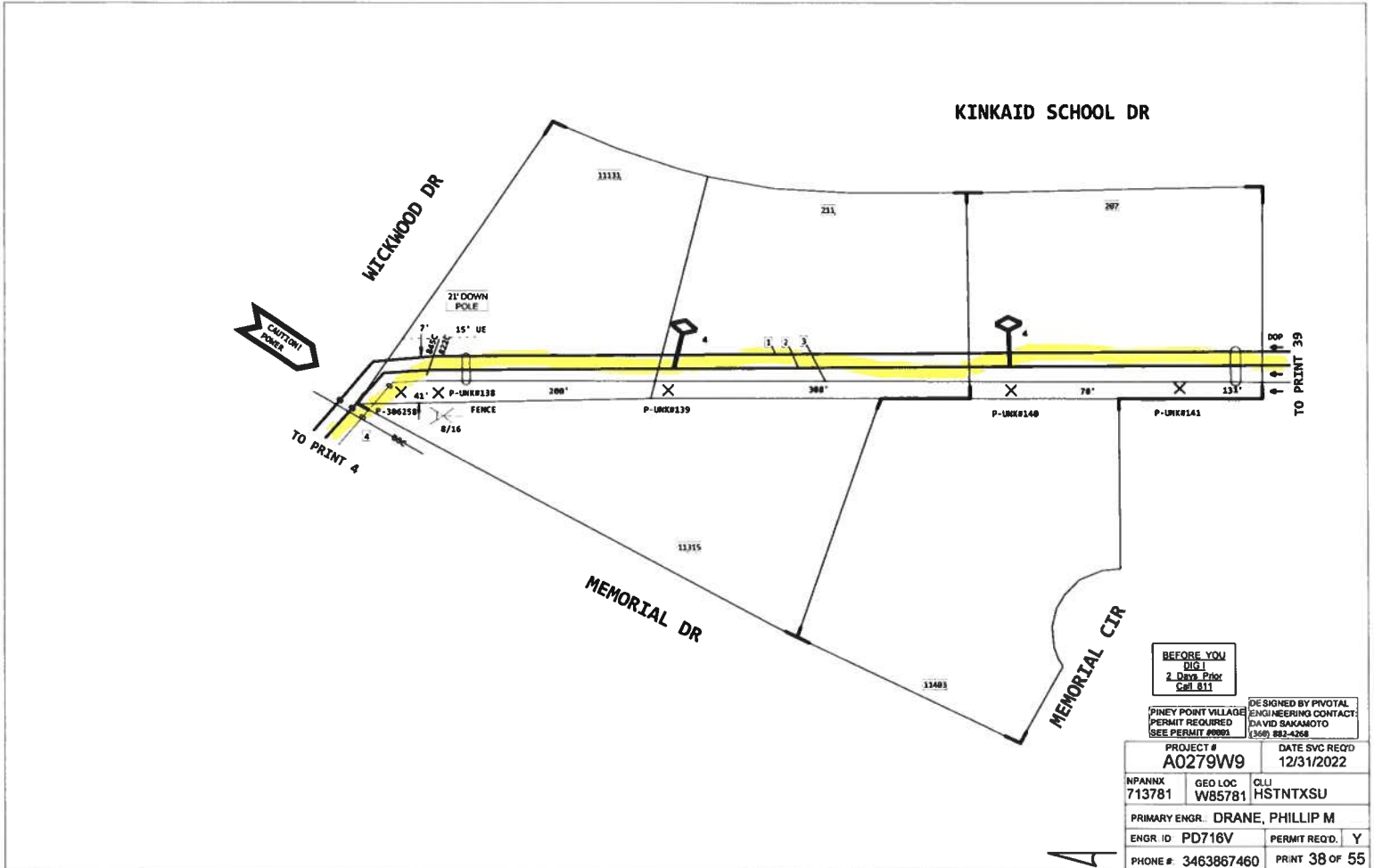




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PROJECT #		DATE SVC REQ'D
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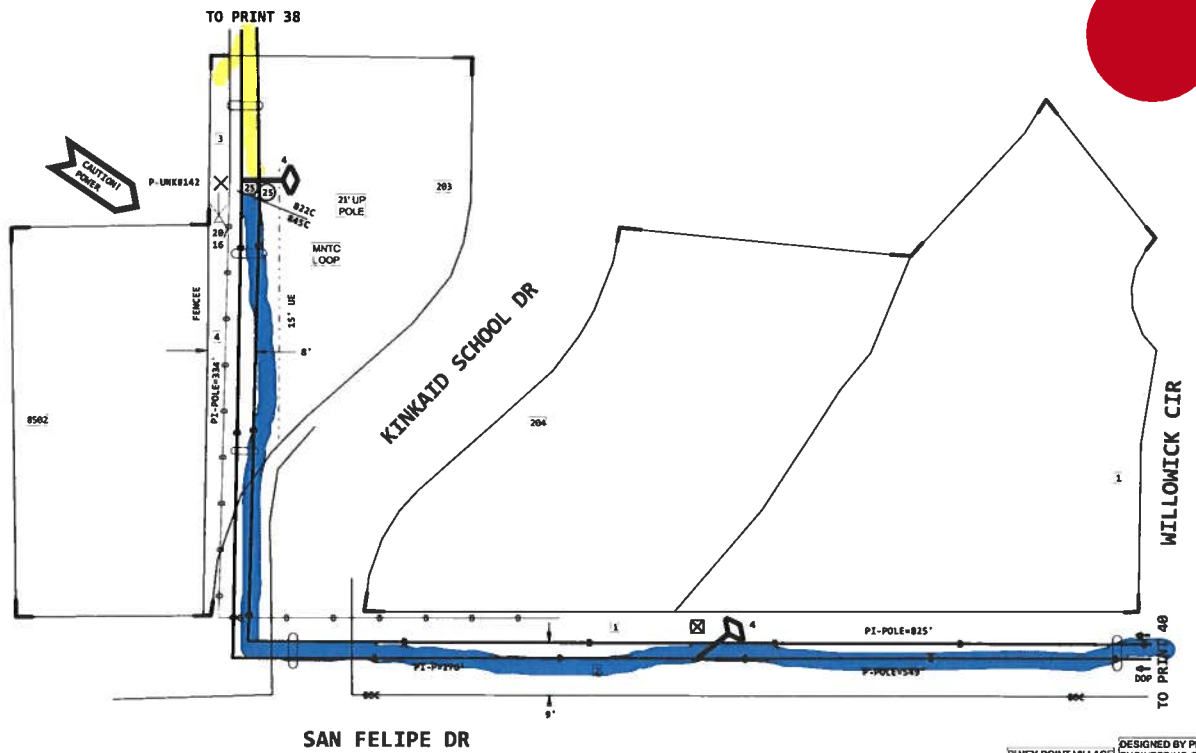




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PROJECT #		DATE SVC REQ'D
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ENGR ID	PD716V	PERMIT REQ'D. Y
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PROJECT #  
**A0279W9** DATE SVC REQ'D  
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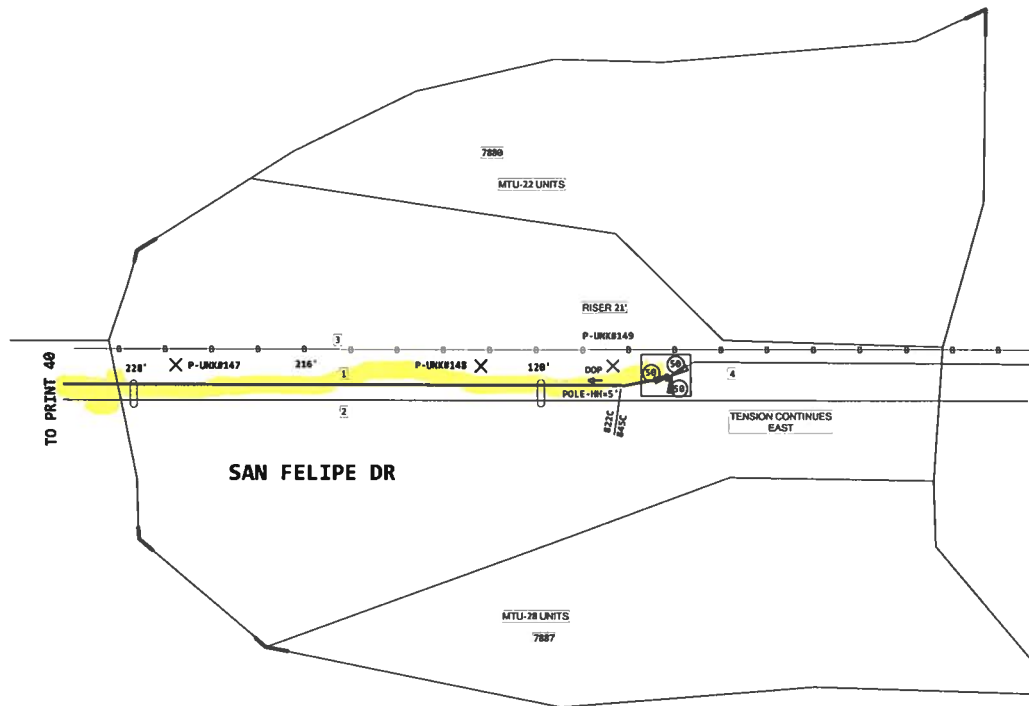
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PRIMARY ENGR: DRANE, PHILLIP M

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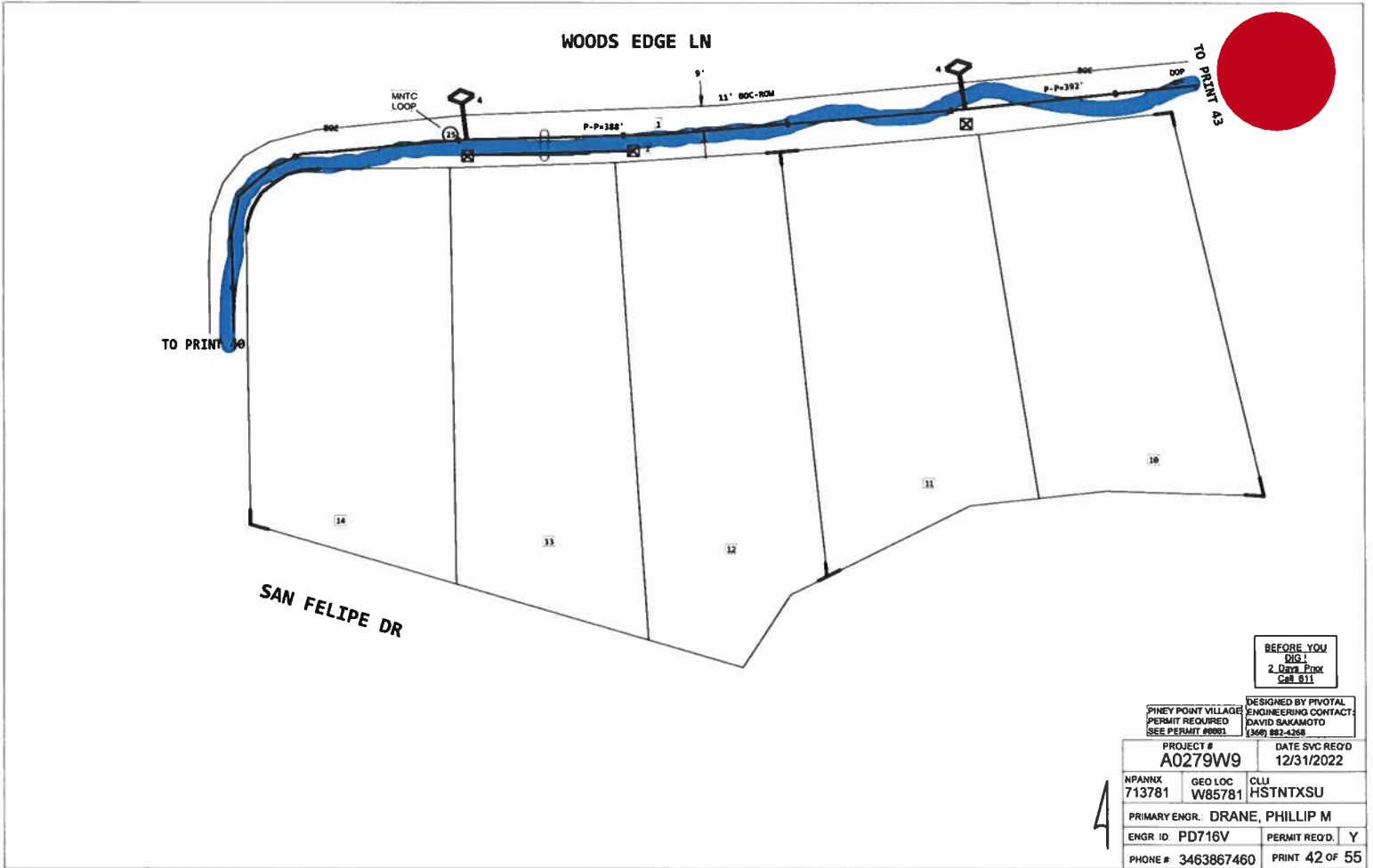
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PINEY POINT VILLAGE  
PERMIT REQUIRED  
SEE PERMIT #09991

PROJECT #		DATE SVC REQ'D
A0279W9		12/31/2022
NPANNX	GEO LOC	CLL
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PRIMARY ENGR. DRANE, PHILLIP M		
ENGR ID: PD716V	PERMIT REQ'D: Y	
PHONE #: 3463867460	PRINT 41 OF 55	

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PROJECT #		DATE SVC REQ'D
A0279W9		12/31/2022
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PRIMARY ENGR. DRANE, PHILLIP M		
ENGR ID. PD716V	PERMIT REQ'D. Y	
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← TO SAN FELIPE DR  
WOODS EDGE LN

TO PRINT 42

11' BOC ROW

9'

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125

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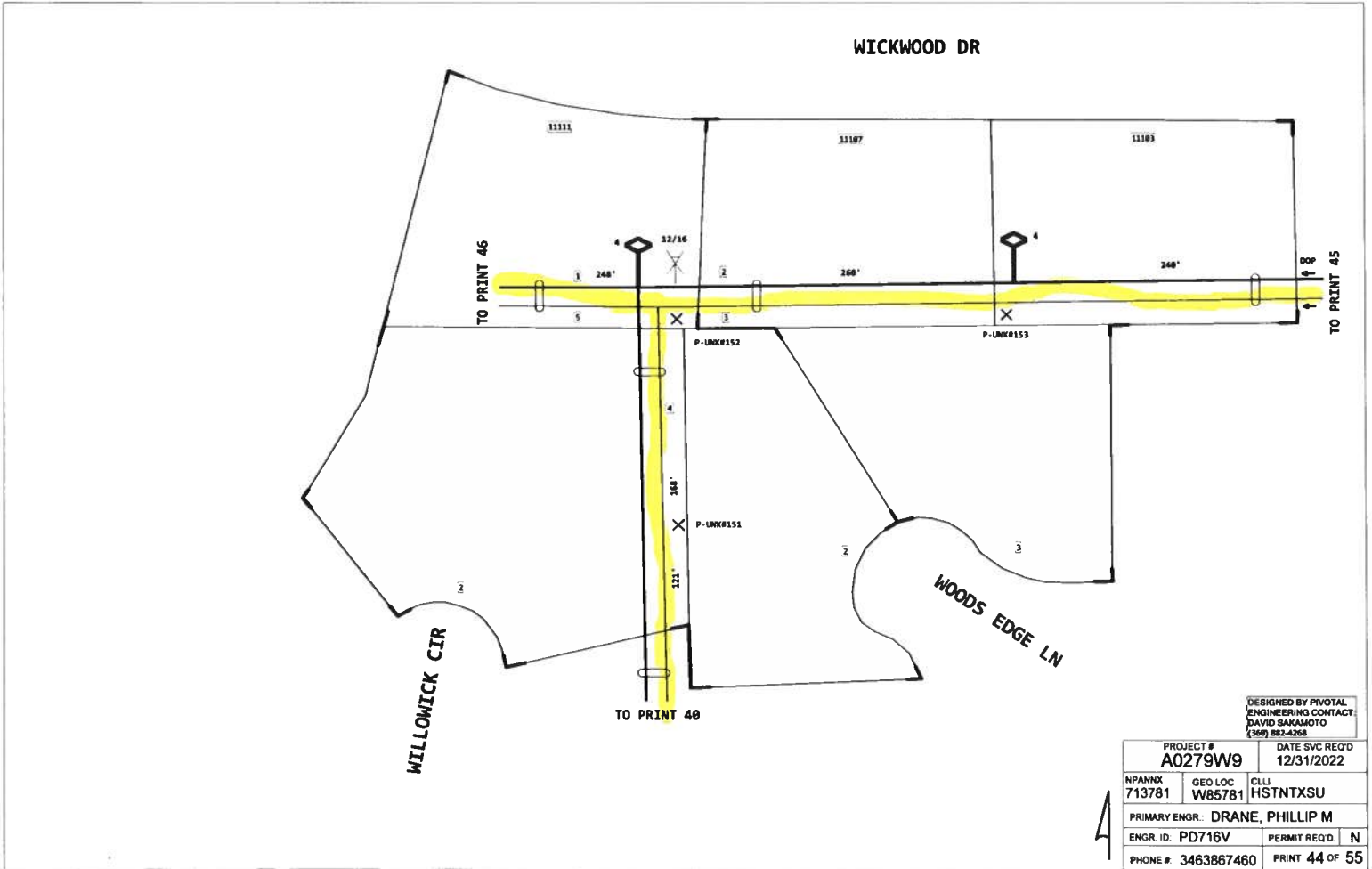
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FINNEY POINT VILLAGE  
PERMIT REQUIRED  
SEE PERMIT #0002

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PROJECT #		DATE SVC REQ'D	
A0279W9		12/31/2022	
NPANXX	GEO LOC	CLL	
713781	W85781	HSTNTXSU	
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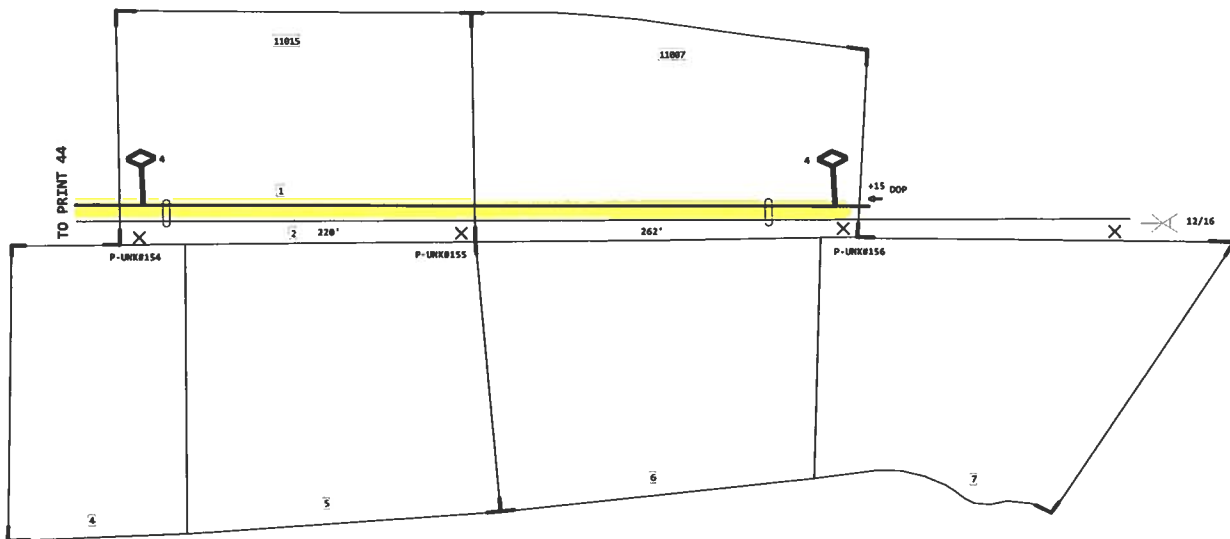




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WICKWOOD DR

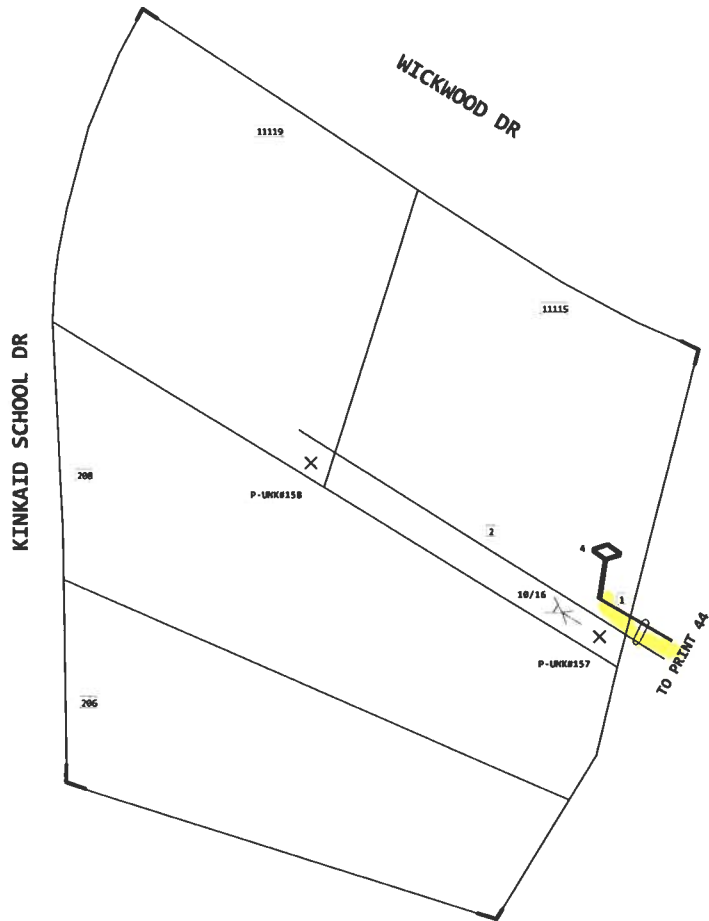
← TO KINKAID SCHOOL DR



WOODS EDGE LN

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PROJECT #		DATE SVC REQ'D	
A0279W9		12/31/2022	
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ENGR ID	PD716V	PERMIT REQ'D:	N
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 (360) 883-4328

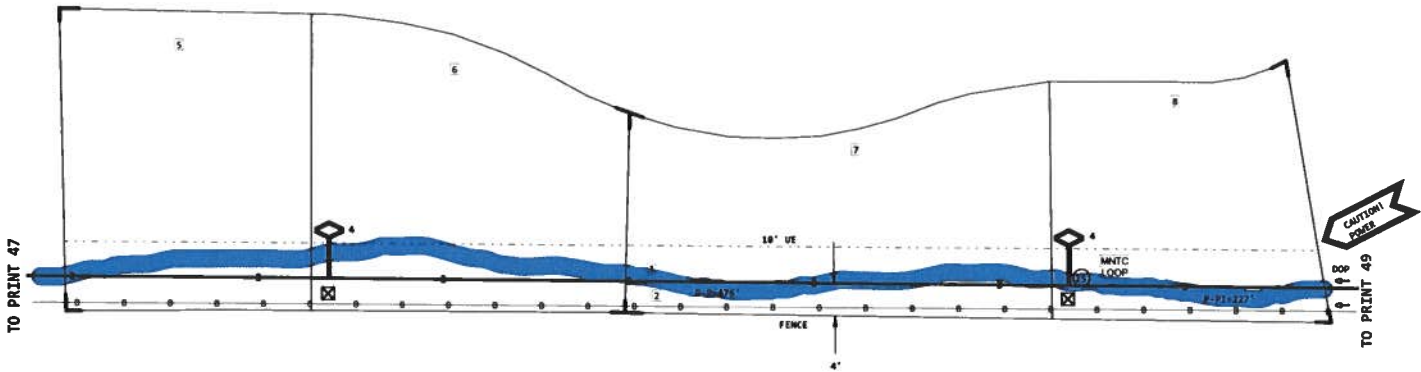
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# FARNHAM PARK DR

← TO FARNHAM PARK CT

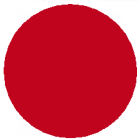
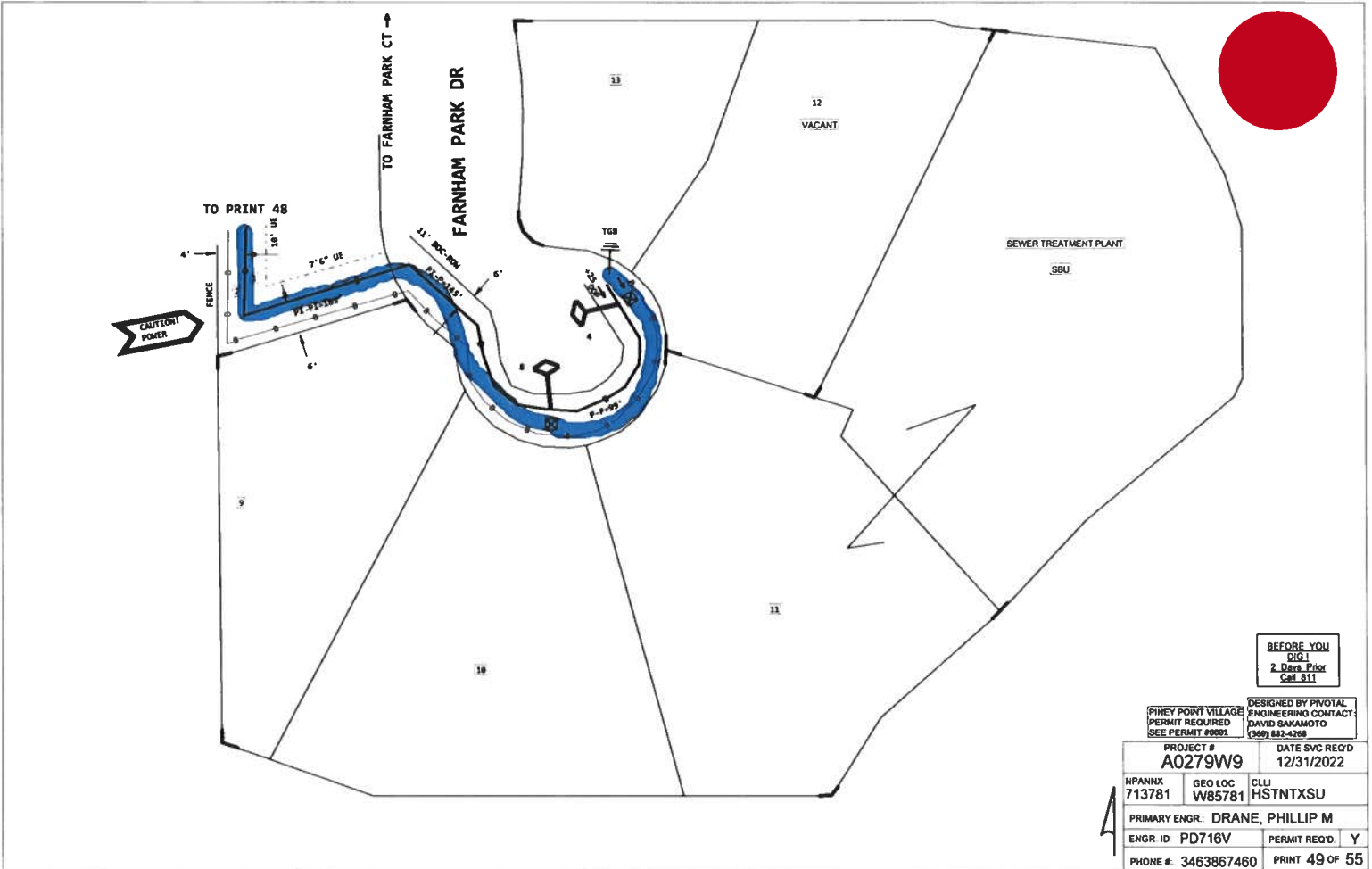


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PROJECT #		DATE SVC REQ'D
A0279W9		12/31/2022
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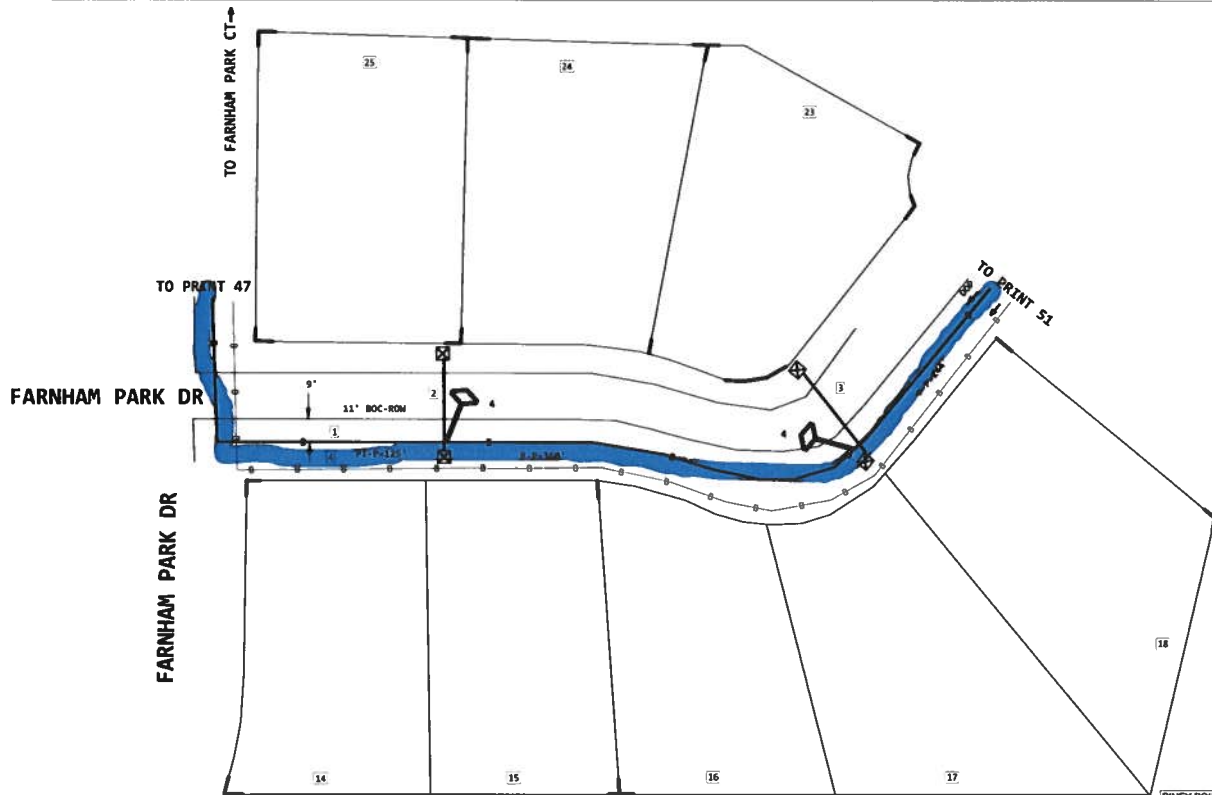


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PROJECT # A0279W9 DATE SVC REQ'D 12/31/2022

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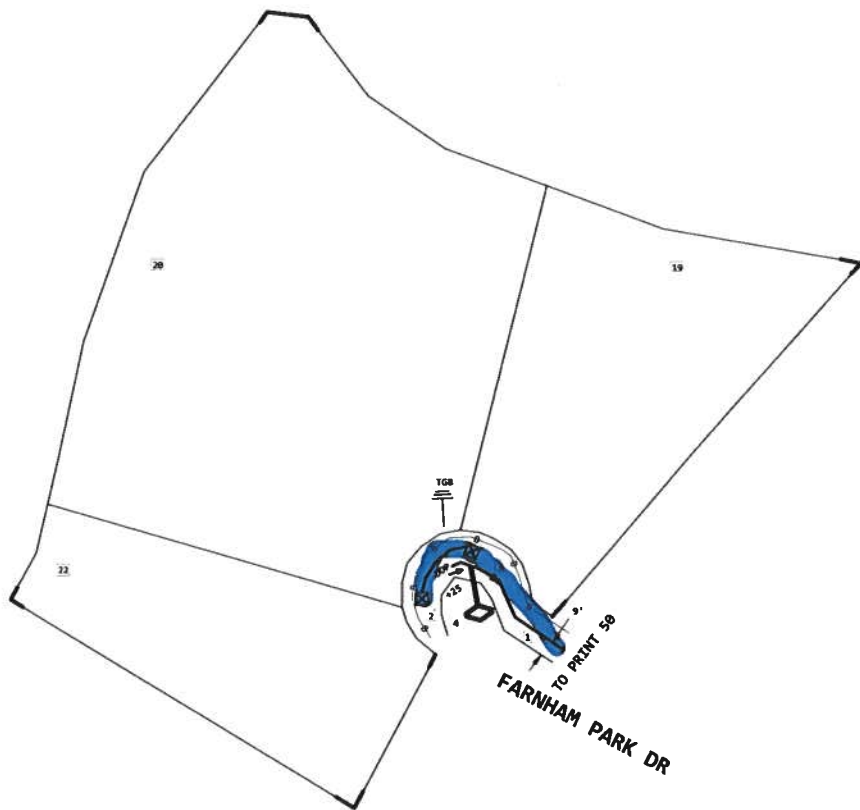


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PROJECT #  
**A0279W9** DATE SVC REQ'D  
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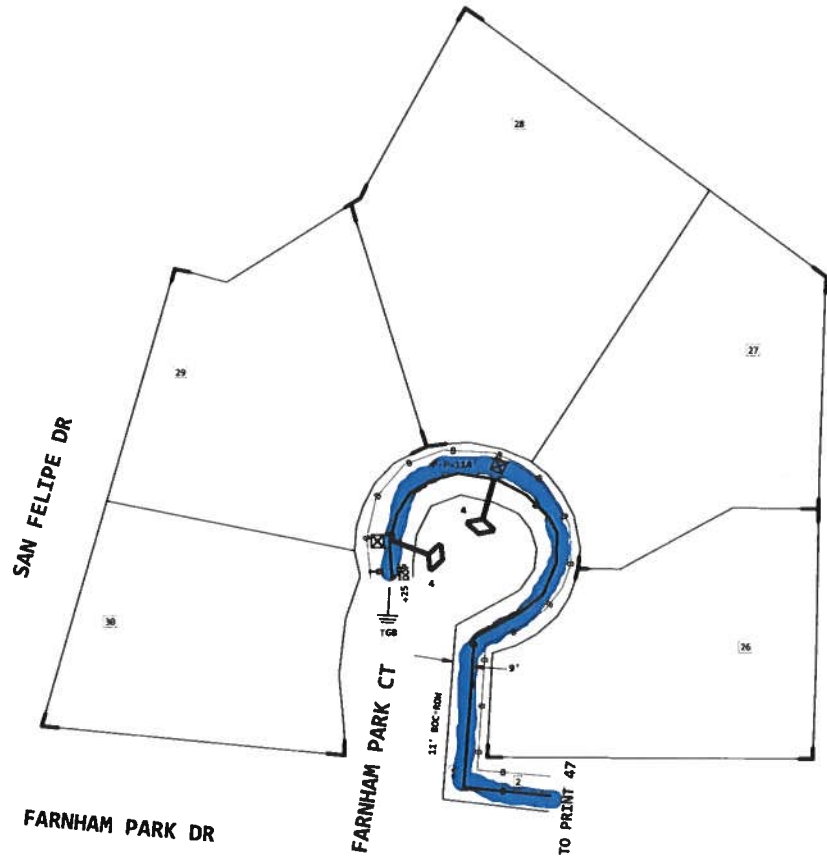
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PROJECT #  
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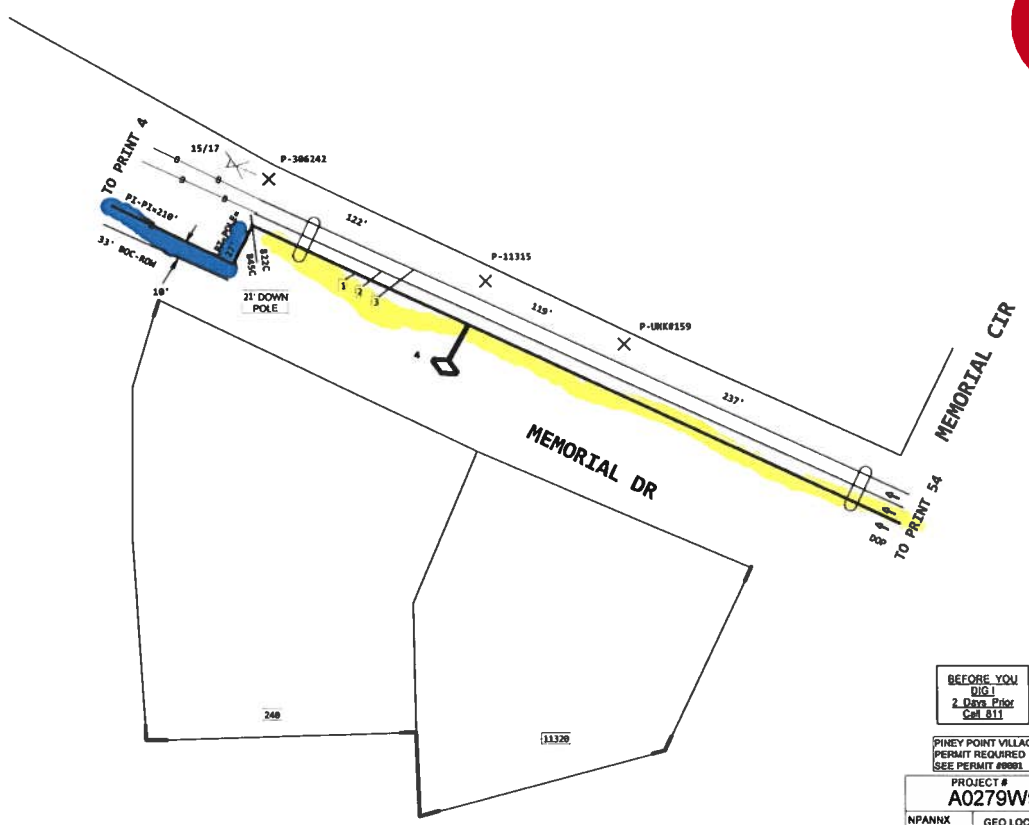




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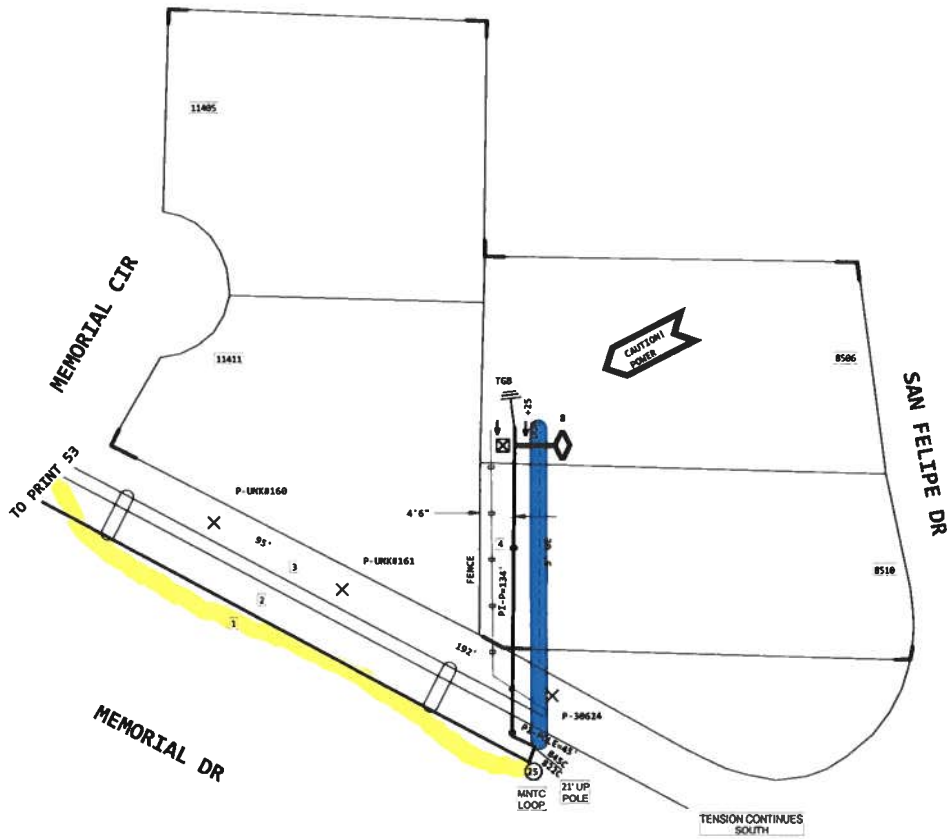
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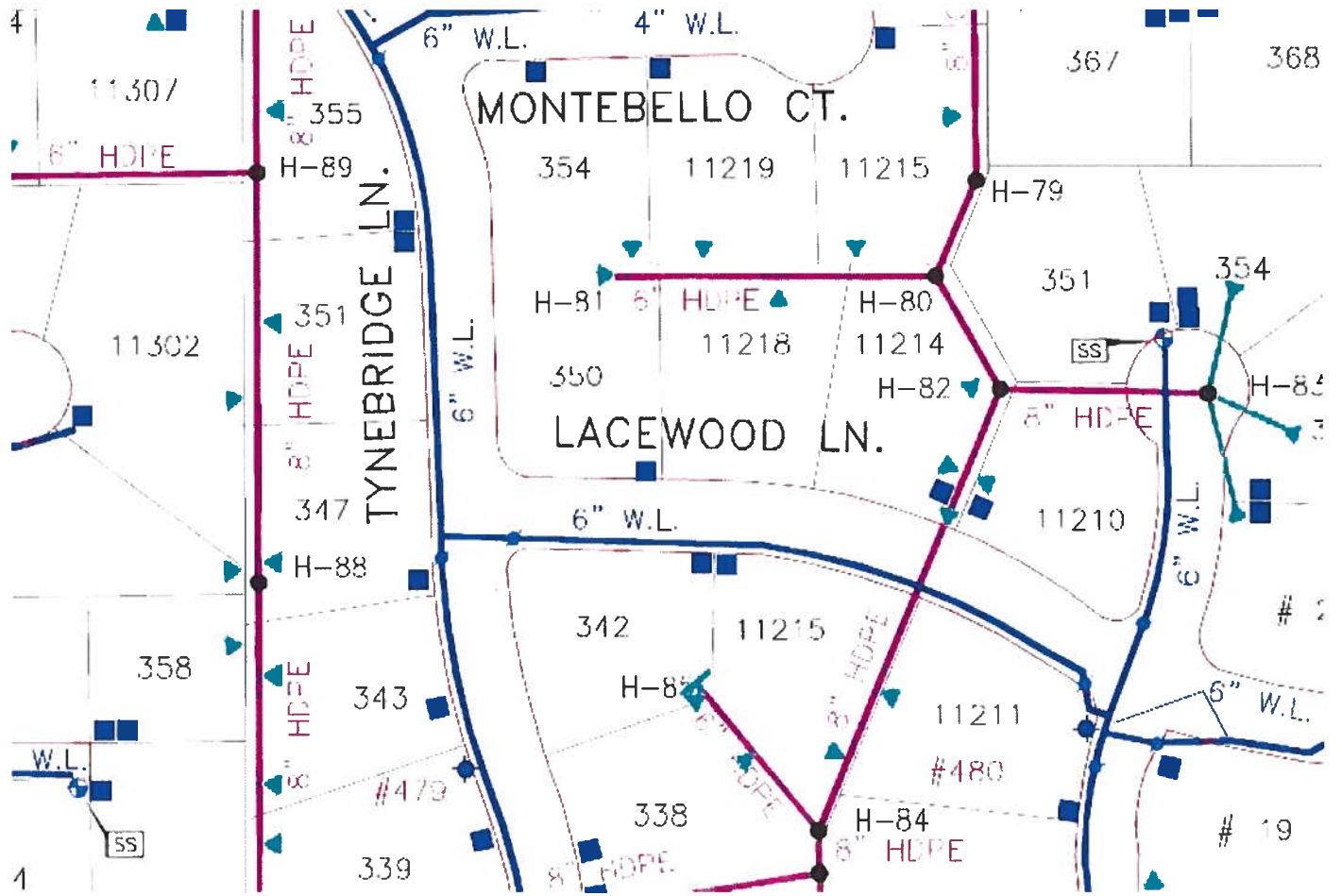
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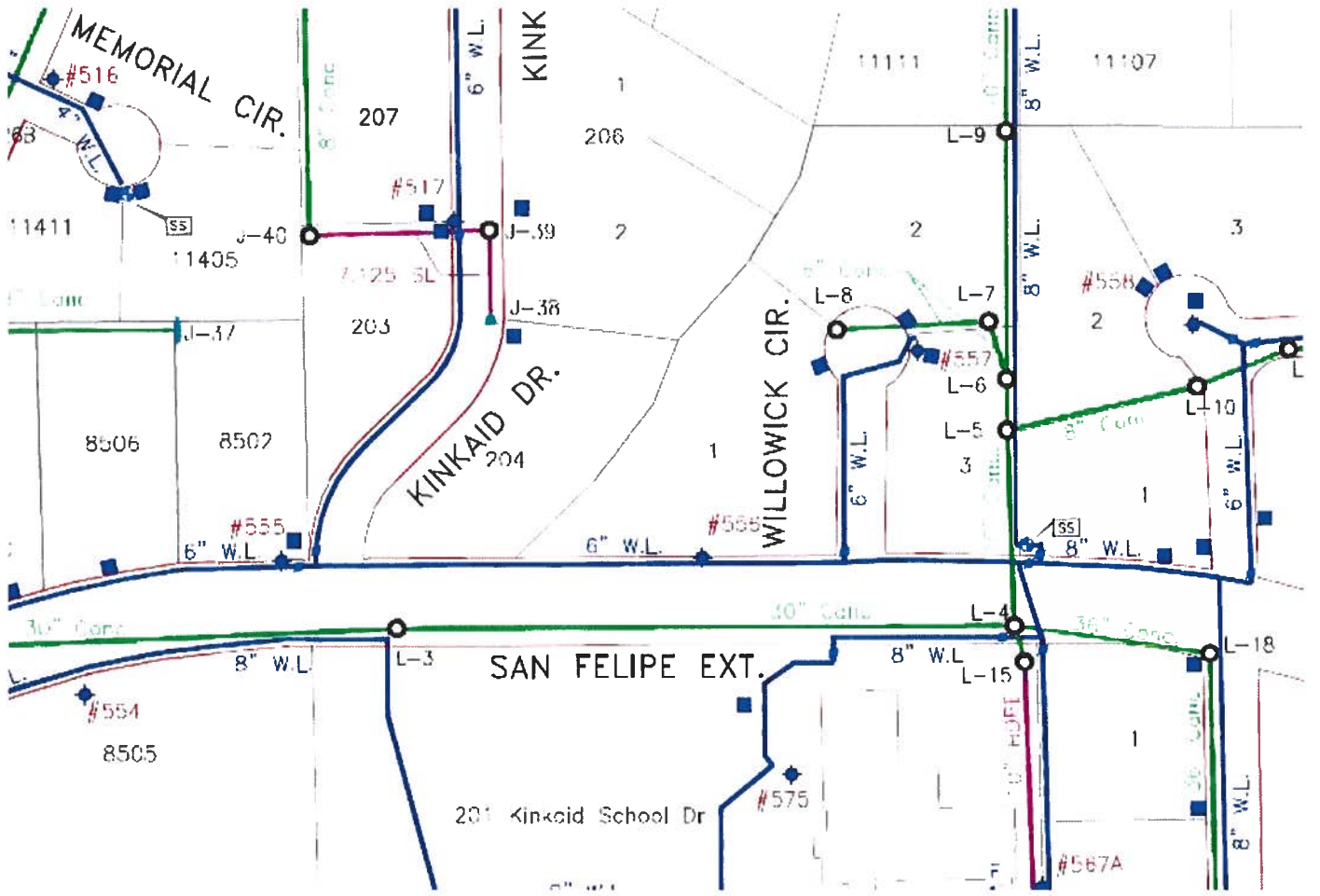
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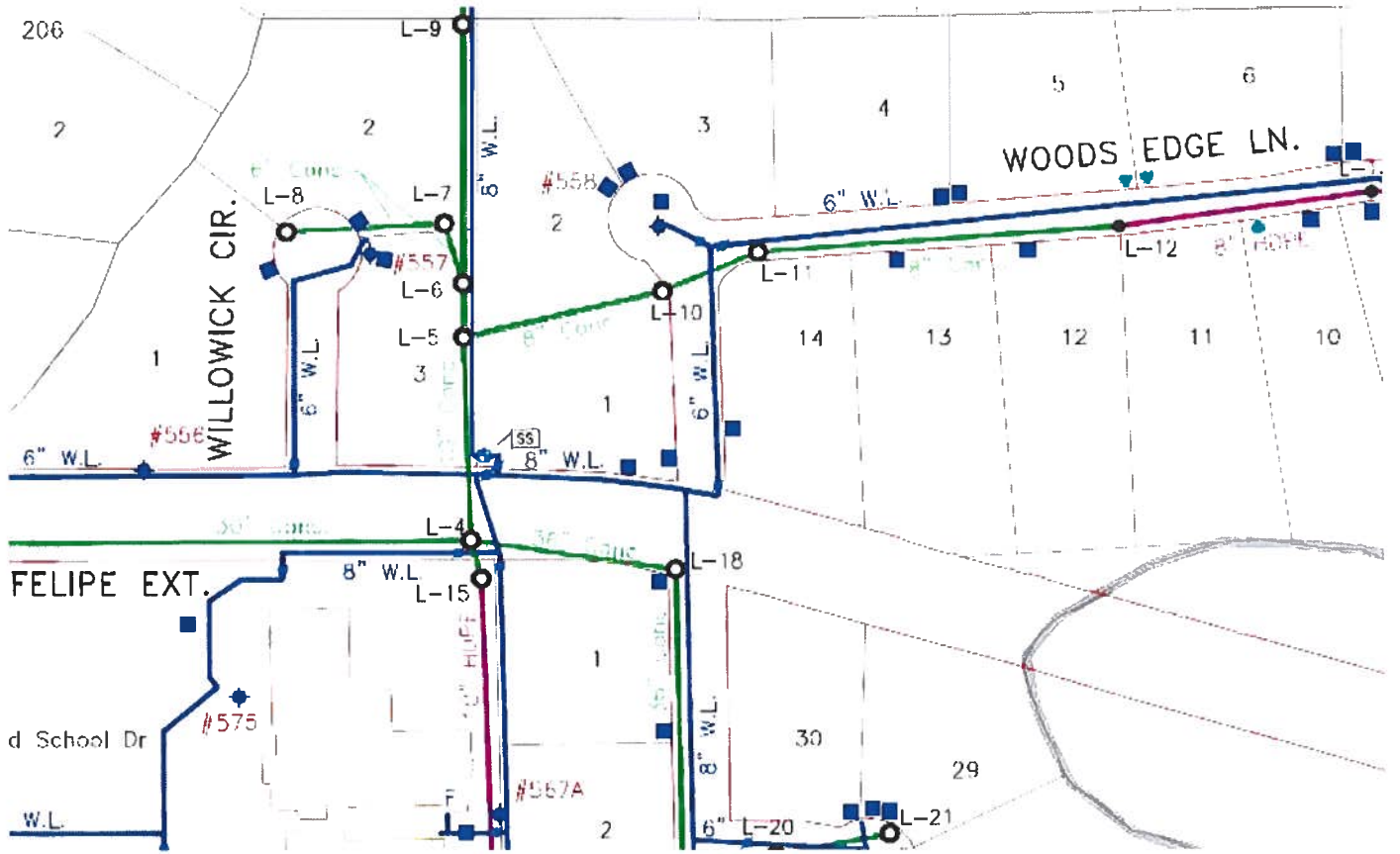




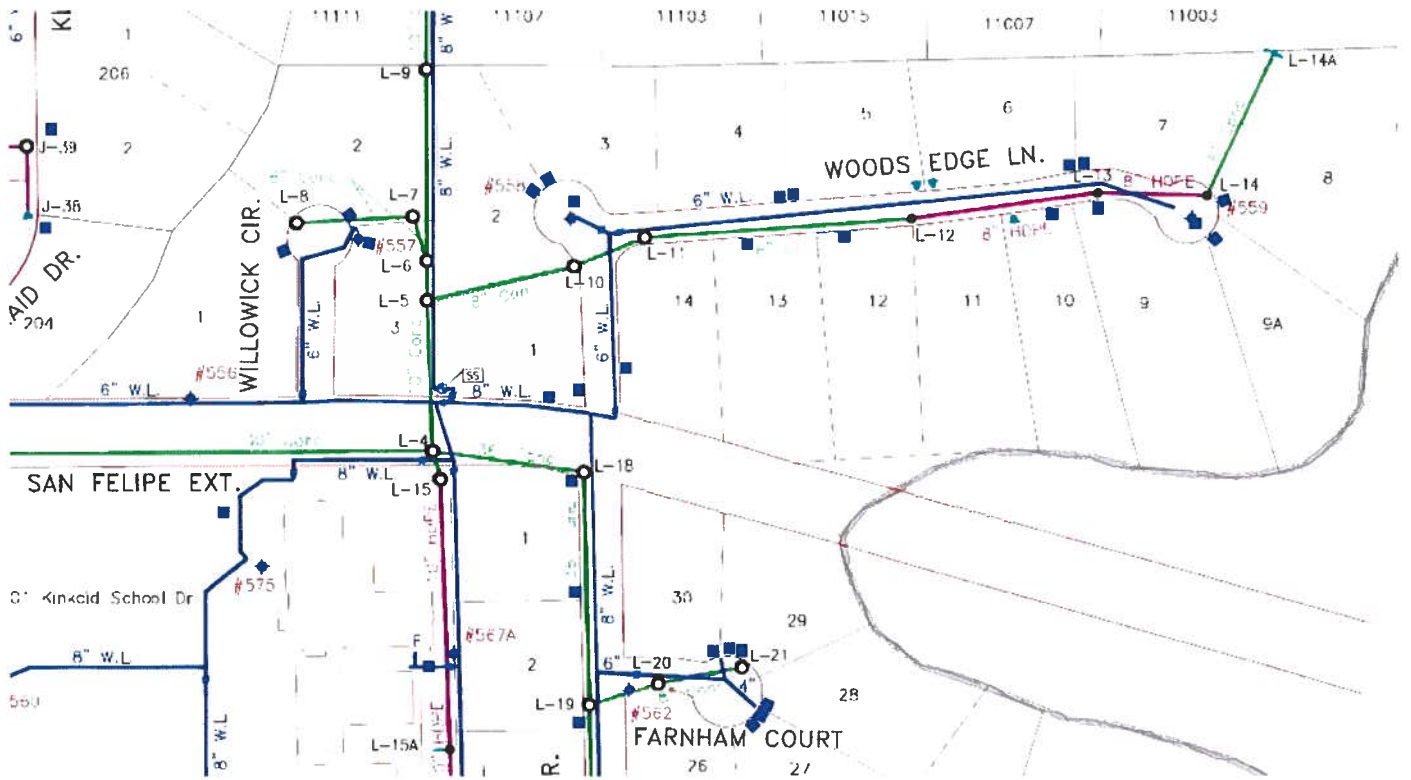


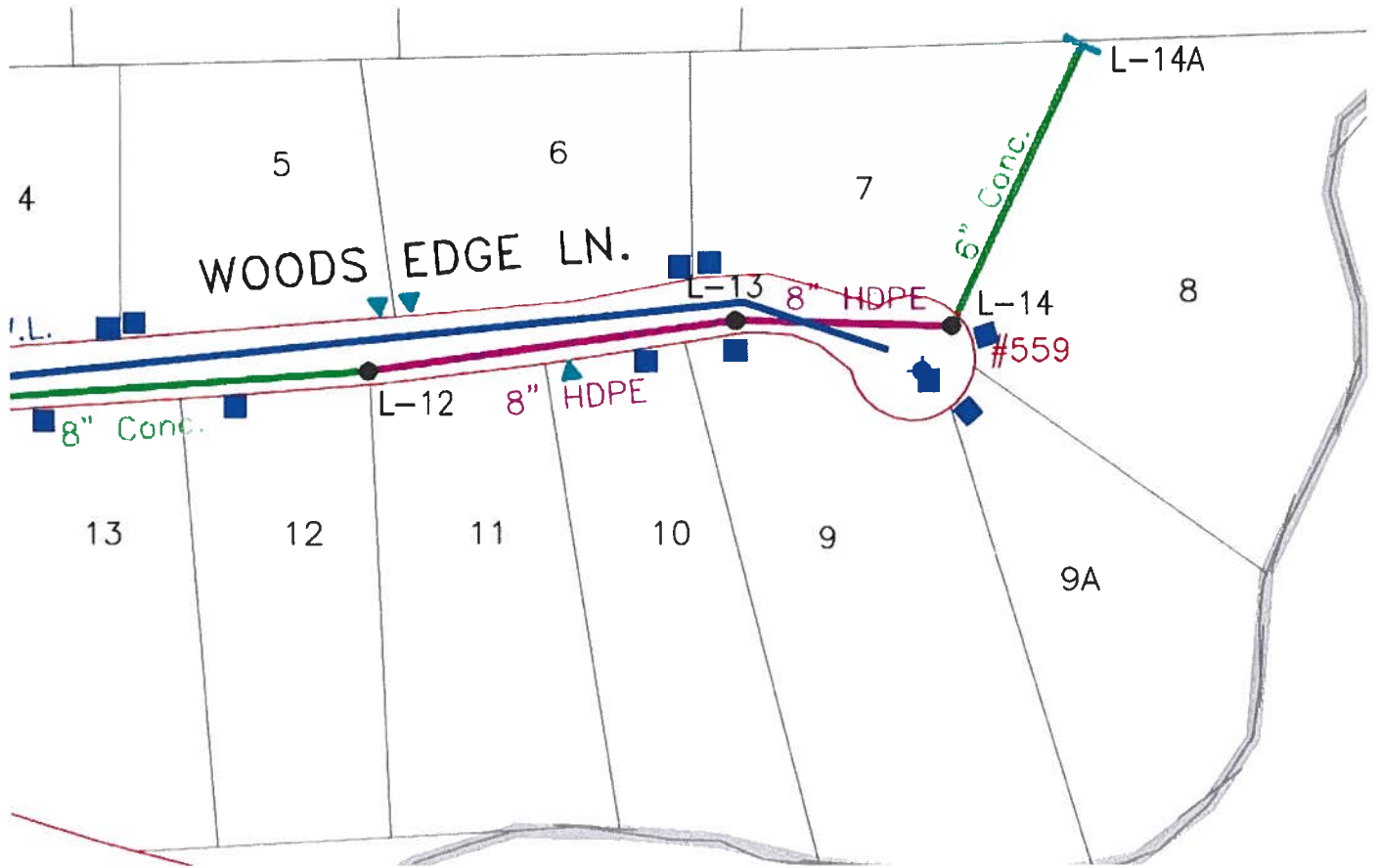


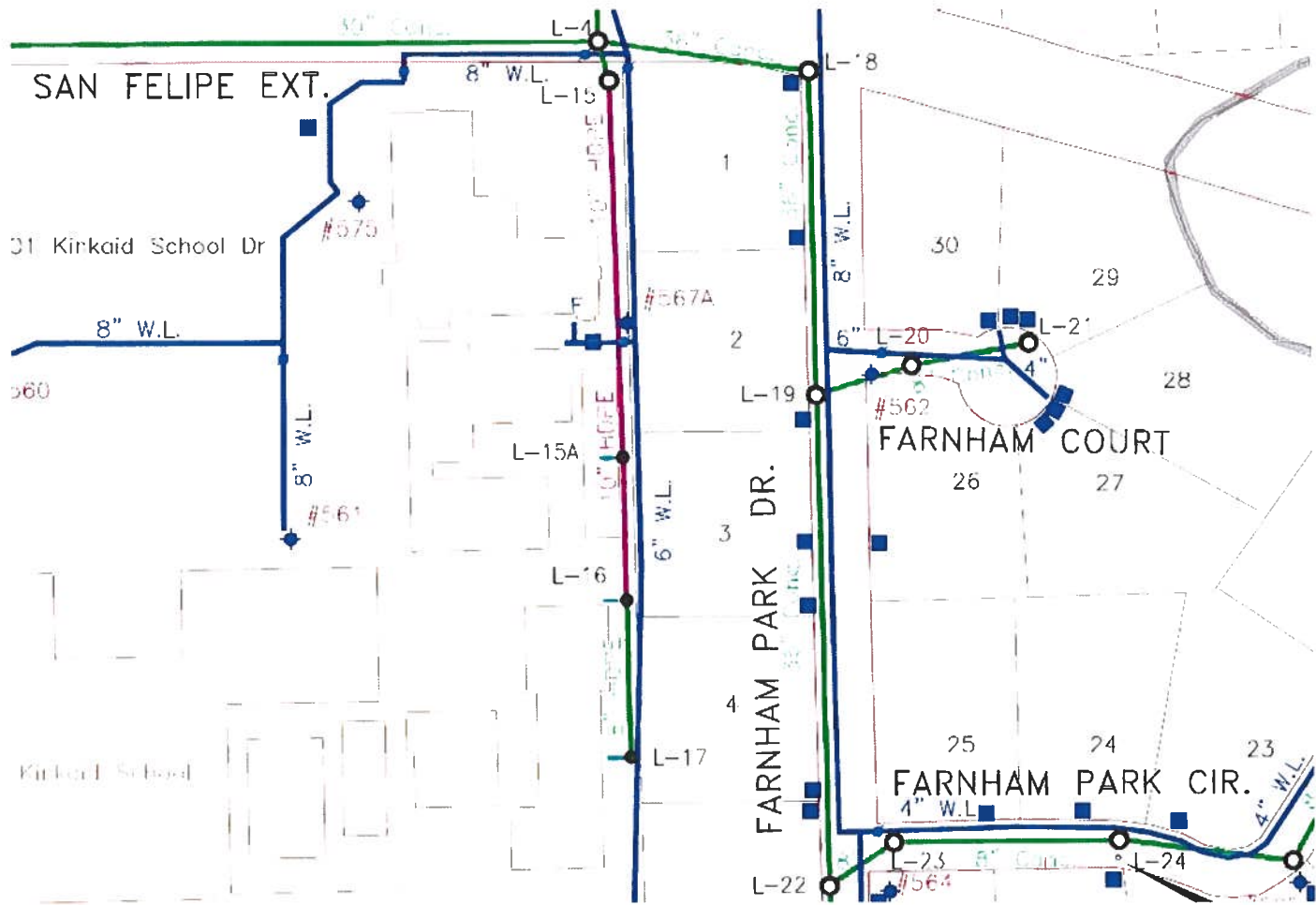


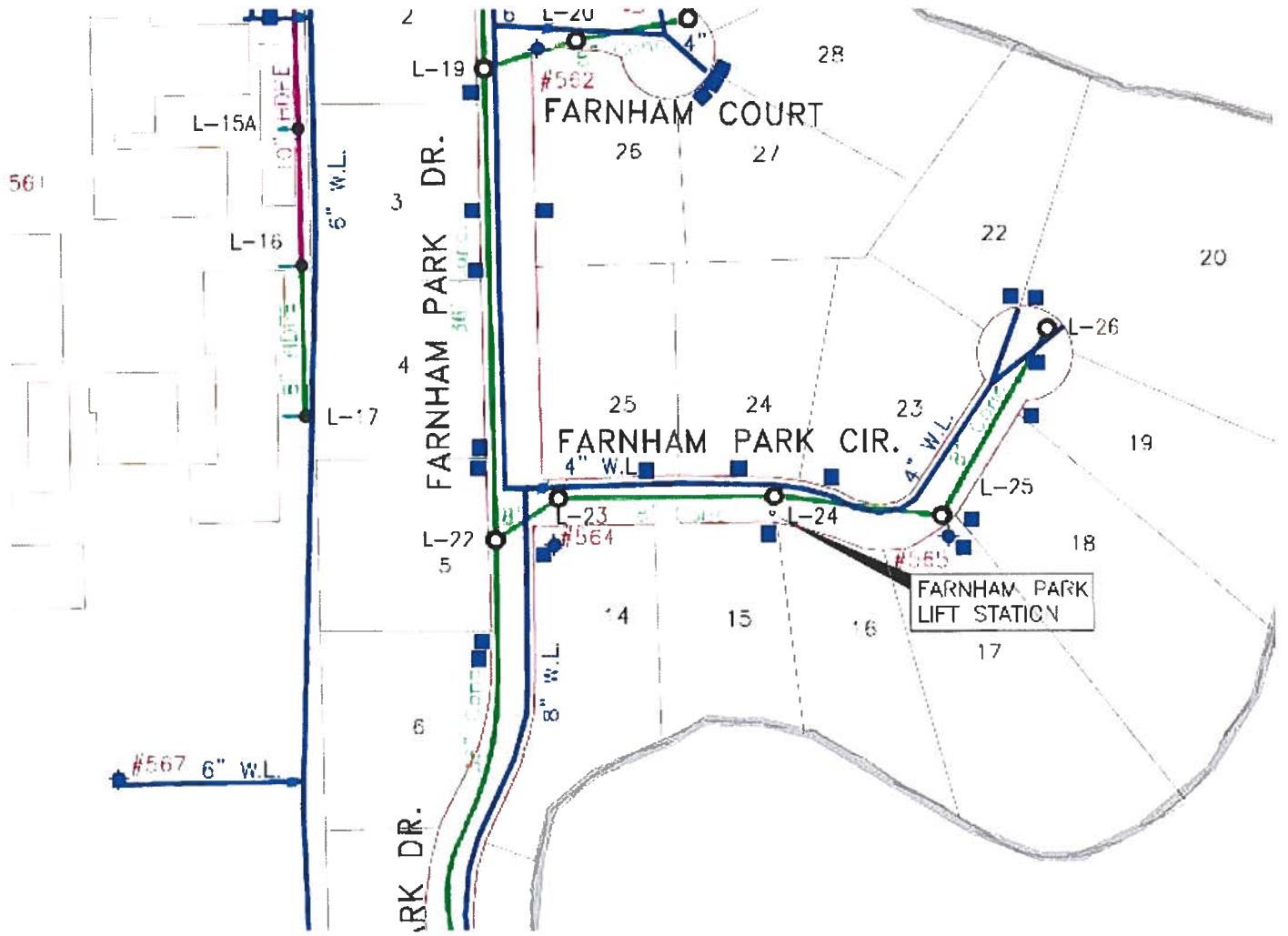


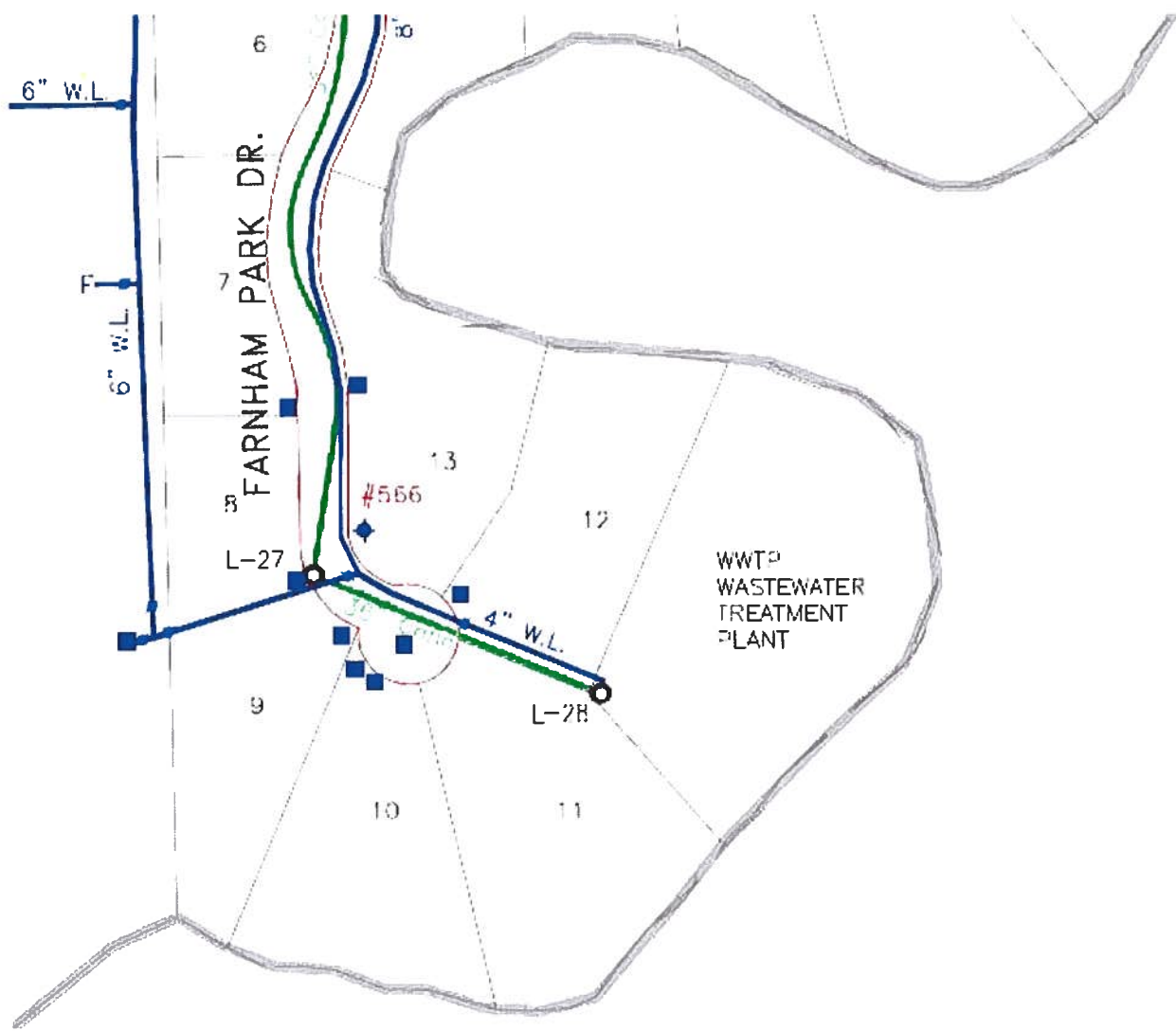


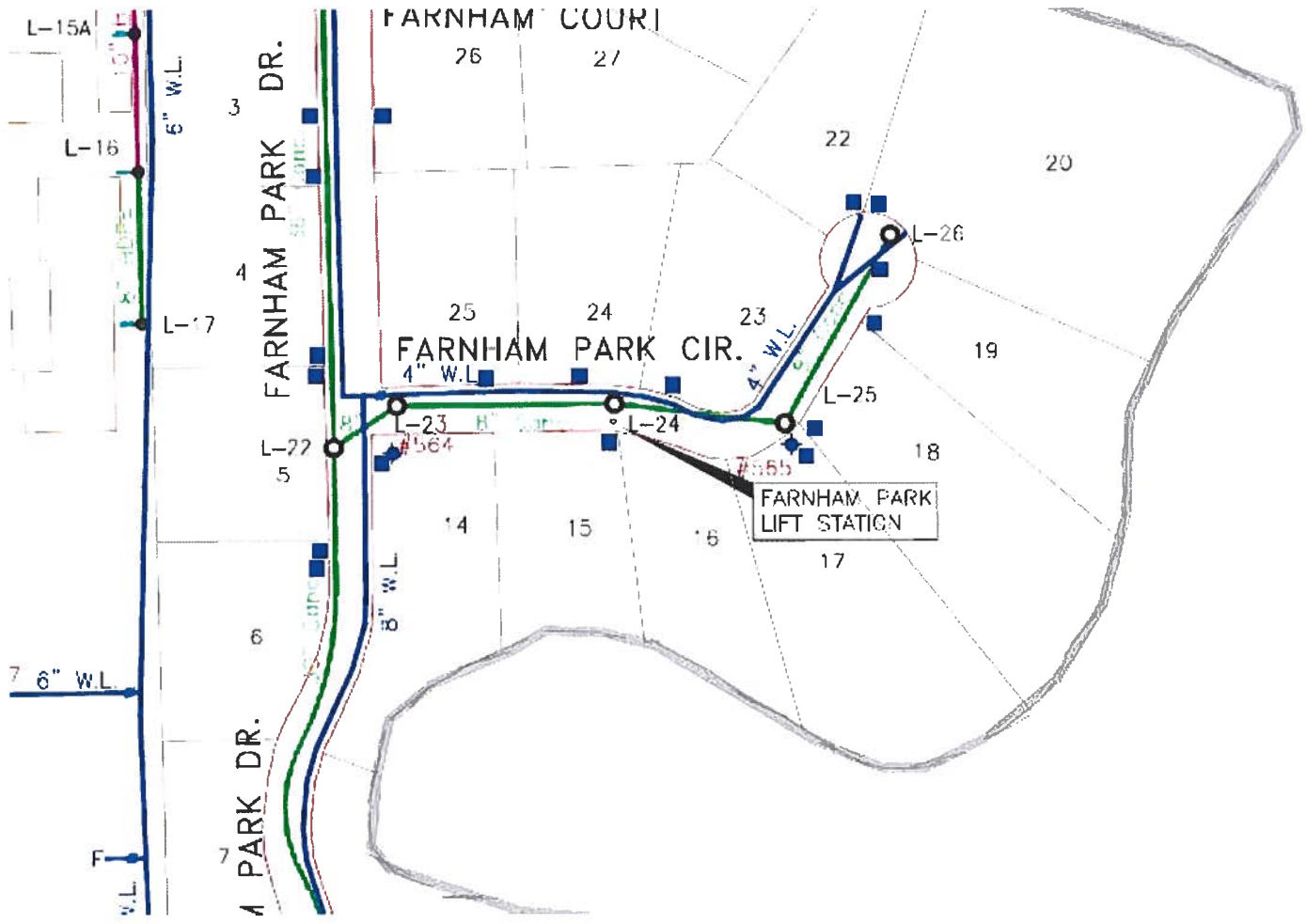


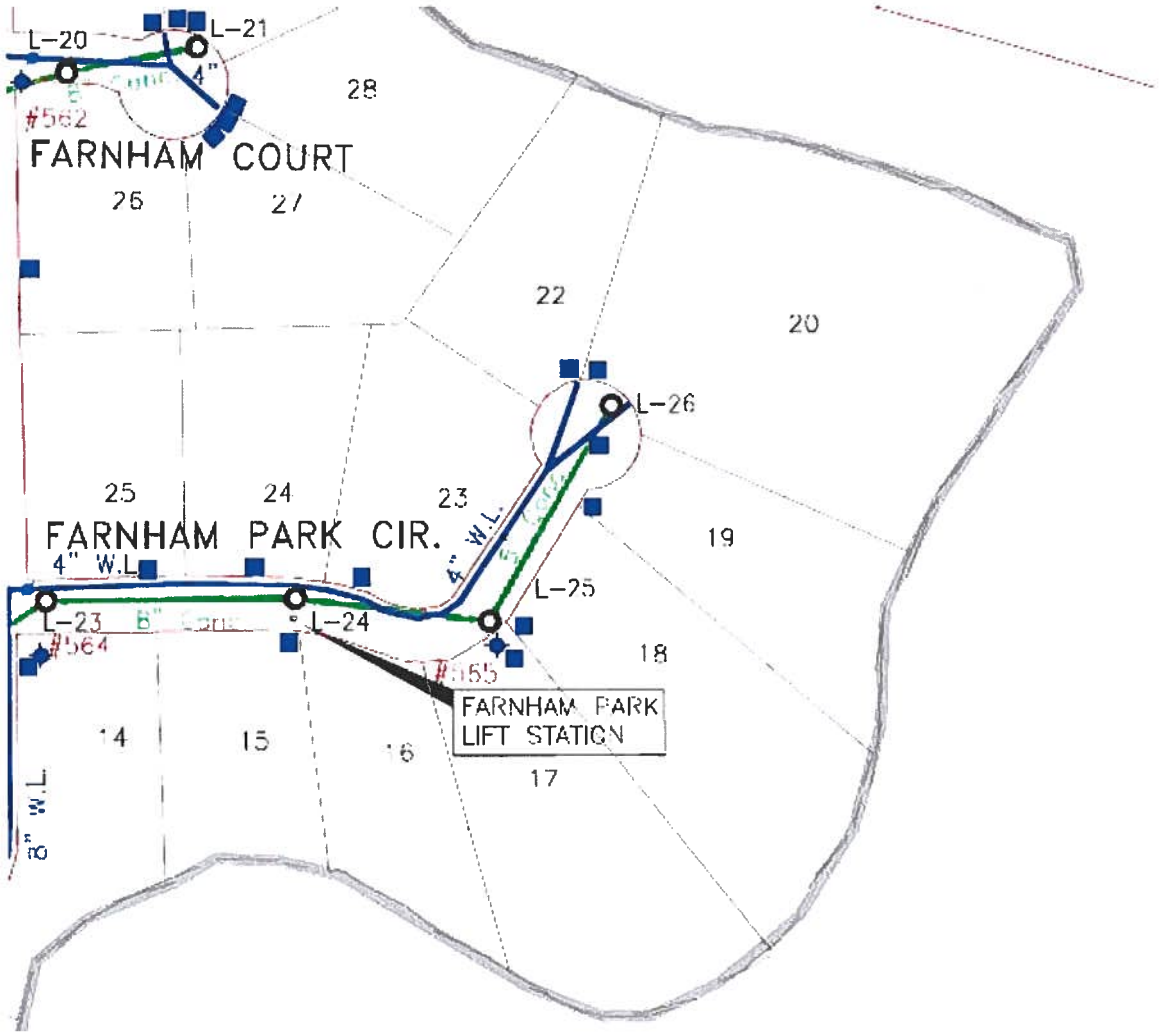


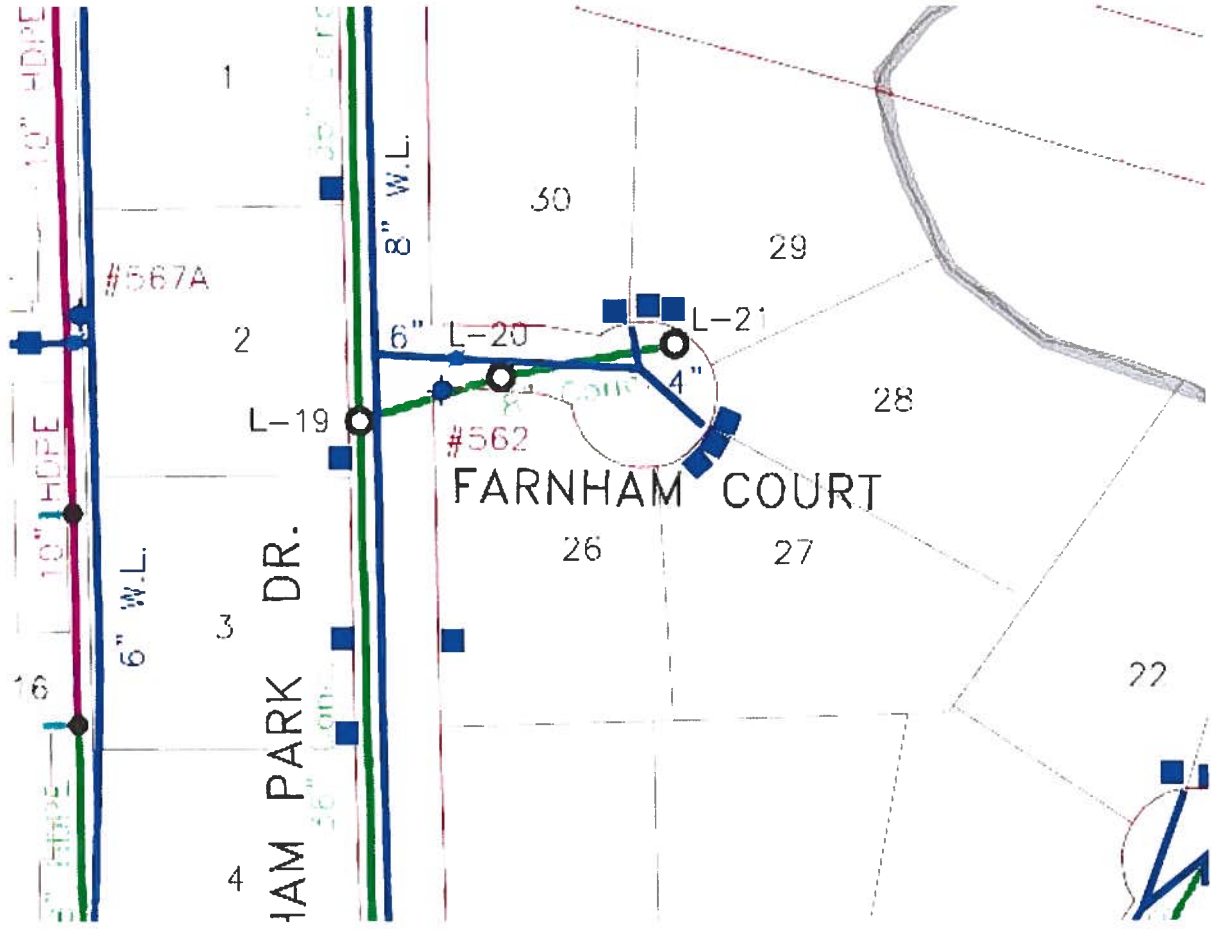




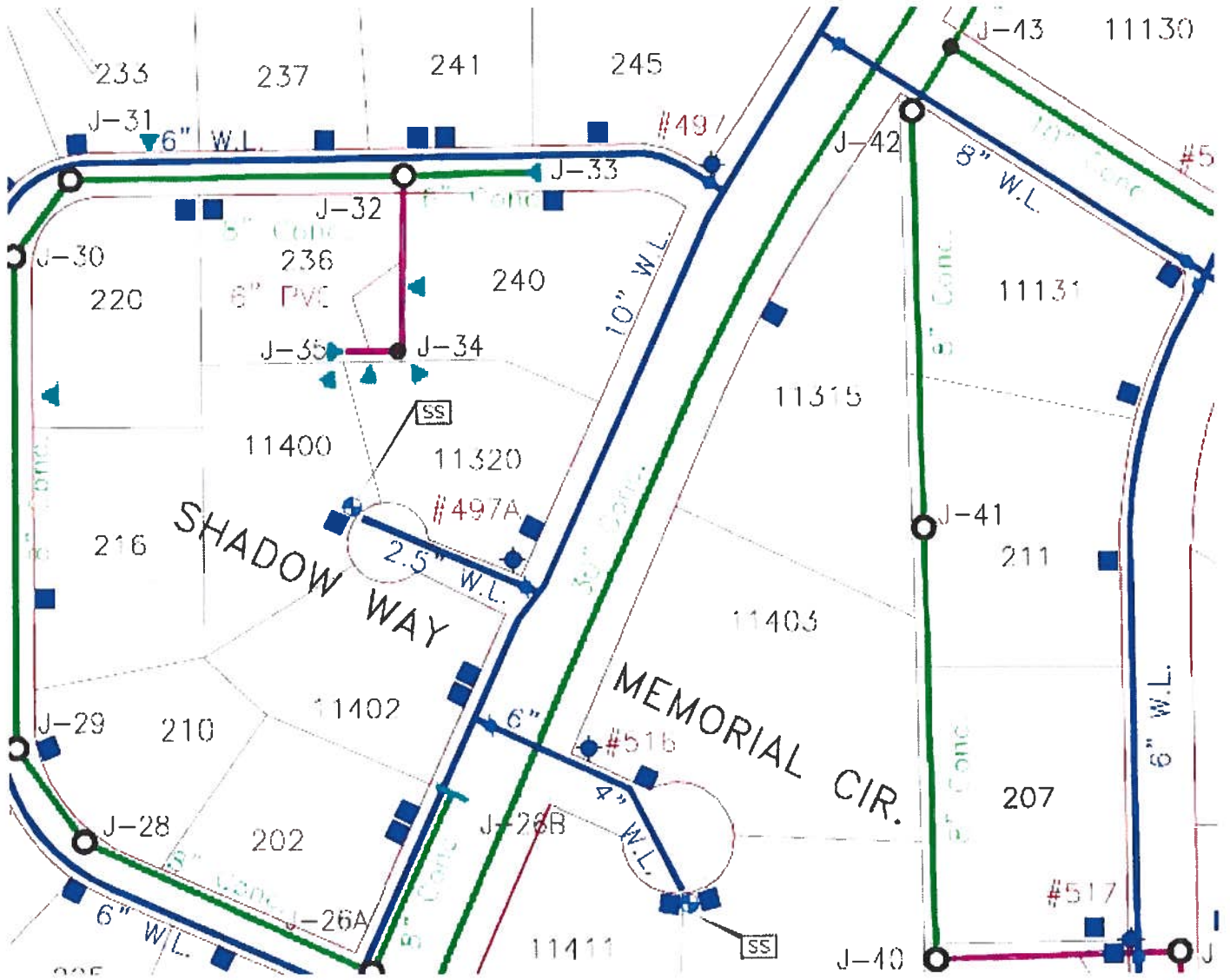


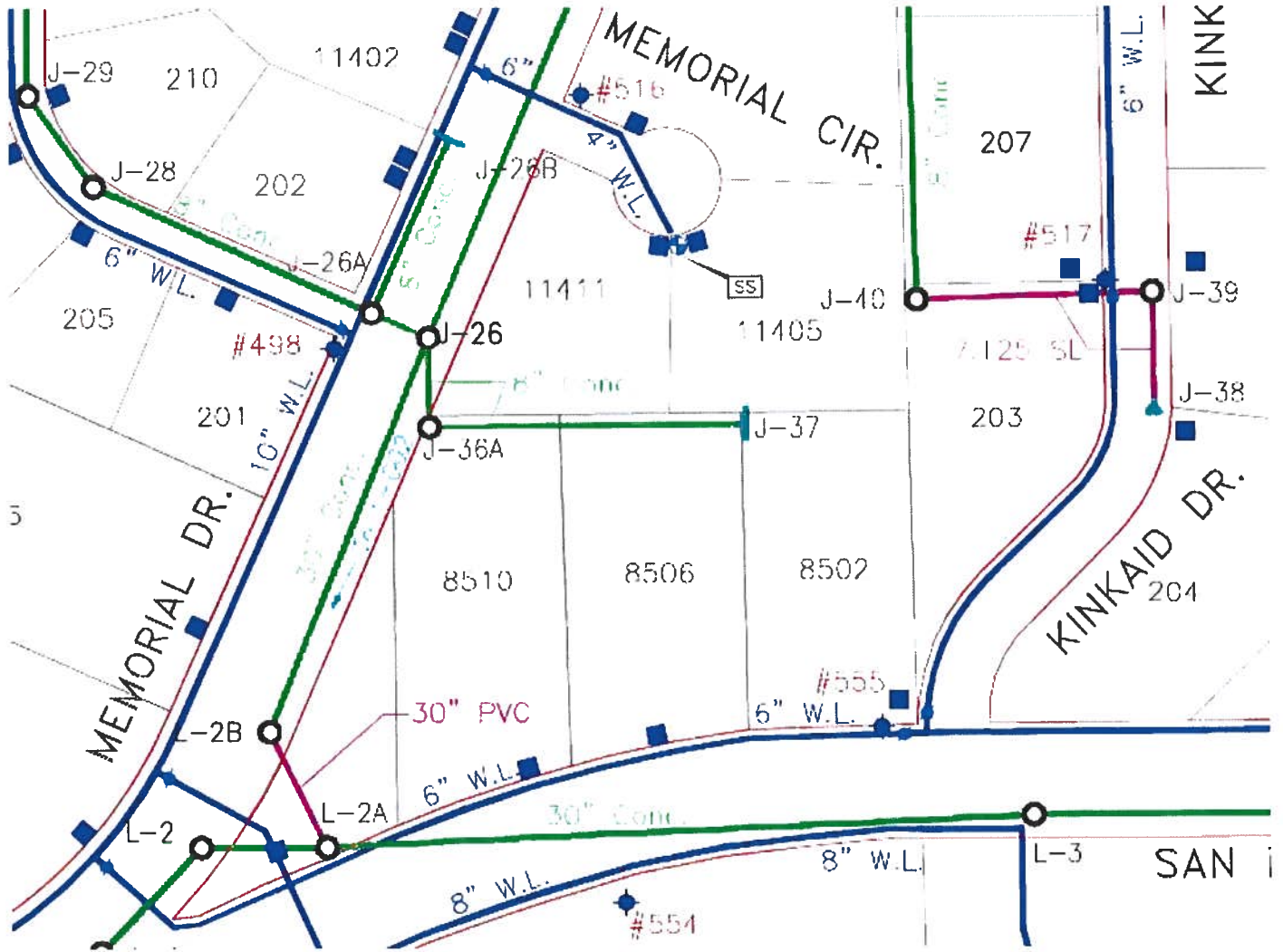














**Council Agenda Item Cover Memo**

**7/25/2022**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on revisions to the City Ordinance regarding impervious coverage.**

**SUMMARY/BACKGROUND (WHY):** Council requested this item 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 to the ground.

Sec. 74-244 of the Code includes the following regulations: Not to Exceed 30% of Lot Area – Building Area exclusive of driveways and uncovered walkways. Not to Exceed 50% of Lot Area – Building area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces)

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. The City would not want an unsought outcome where an entire lawn to be reconditions to synthetic or allow any lot to be covered entirely by gravel.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:**   N/A  

**FUNDING SOURCE:**   N/A  

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore & Bobby Pennington

**Council Agenda Item Cover Memo**

**7/25/2022  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a cost share agreement with residents for construction costs associated with the proposed scope of work for the Tokeneke and Country Squires Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** The Tokeneke and Country Squires Improvements Project includes the installation of a new storm sewer collection system in the right-of-way in front of #2, #4, #6, #1, #3, and #5 Tokeneke Trail. The project also includes the installation of a storm sewer pipe and inlets in the right-of-way in front of 11115 North Country Squire. The City has previously discussed the possibility of splitting the construction costs associated with those sections of the project with the residents at these addresses. Attached is a copy of the agreement between the City and these residents for the residents to pay 50% of the construction costs for the proposed work in front of those specific properties.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:**  N/A

**FUNDING SOURCE:**  N/A

**CURRENT BUDGETED ITEM:** YES   NO

**EMERGENCY REQUEST:** YES   NO  X

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**AGREEMENT FOR COST SHARING OF A STORM SEWER  
CONSTRUCTION PROJECT ALONG TOKENEKE TRAIL**

**THE STATE OF TEXAS**

§

**COUNTY OF HARRIS**

§

This Agreement executed as of the \_\_\_\_ day of \_\_\_\_\_, 2022 between the City of Piney Point Village, Texas, (the "City"), and the owners of residential lots on Tokeneke Trail, specifically \_\_\_\_\_ ("Owners #1 Tokeneke"), \_\_\_\_\_ ("Owners #2 Tokeneke"), \_\_\_\_\_ ("Owners #3 Tokeneke"), \_\_\_\_\_ ("Owners #4 Tokeneke"), \_\_\_\_\_ ("Owners #5 Tokeneke"), and \_\_\_\_\_ ("Owners #6 Tokeneke"); collectively referred to as the "Owners."

**Commented [D01]:** Joe, if #3 and #5 do not participate, we can simply delete them as identified Owners for purposes of this Agreement.

WHEREAS, the Owners desire to have the City improve the right-of-way along Tokeneke Trail ("ROW") with a new storm sewer collection system, including high-density polyethylene (HDPE) pipe and inlets on both sides of the ROW in front of the Owners' property, as well as the removal of any existing culverts in the ROW, removal and replacement of driveways and walkways, yard drain connections, removal and reinstallation of mailboxes, and tree protection measures (collectively called the "Project"). The Project is further identified and described by a scope of work and related exhibits, attached hereto as Exhibit "A" and made a part of this Agreement hereof;

WHEREAS, the City has agreed to improve the ROW as described in Exhibit "A" under the condition that the Owners pay for fifty percent ("50%") of the total cost of the Project;

WHEREAS, the Owners understand that they are solely acting as a source of funding for the Project, and are not responsible for management of the construction of the Project improvements and do not have any created property interest in the ROW or associated Project improvements;

WHEREAS, the City is willing to improve the ROW as City right-of-way under the terms and conditions of this Agreement; and

NOW THEREFORE, for and in consideration of the premises and mutual obligations, covenants, and benefits hereinafter set forth, the Parties agree as follows:

## TERMS

### Section 1. Recitals.

The recitals set forth in this Agreement are, by this reference, incorporated into and deemed a part of this Agreement.

### Section 2. Term and Termination

- A. This Agreement is effective as of the date that it is approved and executed by all Parties (the "Effective Date") and shall remain in full force and effect until the Agreement is either terminated or the City completes the construction of the Project ("Term").
- B. This Agreement may only be terminated by the Owners prior to the City executing a contract with a contractor for the construction of the Project improvements. The City may terminate this Agreement with or without cause at any time. If the City terminates this Agreement in accordance with this Agreement, it will reimburse the Owners for any portion of the 50% cost sharing of the Project actually paid to the City.

### Section 3. Responsibilities of the Parties

- A. City's Responsibilities:
  - (i) The City will award the bid for the Project and execute a construction contract for the construction of the Project ROW Improvements.
  - (ii) The City will cause the completion of all necessary engineering, funding (exclusive of the Owners' 50% cost sharing portion) and Project oversight until final completion of the construction of the Project improvements.
  - (iii) The City is solely responsible for management of the Project and all communication with the contractor awarded the Project bid.
- B. Owners' Responsibilities:
  - (i) The Owners shall pay 50% of their collective share of the expenses for the Project improvements, as determined by the City Council award of the Project bid. The Owners' 50% share of the Project cost must be received by the City within ten (10) days of the award of the Project bid. If applicable, the Owners will also be responsible for 50% of any additional costs associated with the Project after the award of the Project bid.
  - (ii) The Owners recognize that they are individually and collectively acting only as a partial funding mechanism for the Project, and agree to allow the

City and its representatives to manage and coordinate the Project from the start of the Project to final walk-through. Any complaints and/or concerns related to the Project shall be directed to the City Administrator or the City's designated representatives.

**Section 4. City Ownership of Project ROW Improvements**

Owners understand and agree that the City has sole and complete ownership of the Project ROW improvements.

**Section 5. Miscellaneous**

- A. **Non-Assignability.** The Parties shall not make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other Party
- B. **Notice.** Any notice required to be given under this Agreement ("Notice") shall be in writing and shall be duly served when it shall have been personally delivered to the address below, deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to City or Owner at the following addresses:

City: City of Piney Point Village  
Attn: City Administrator  
7676 Woodway, Suite 300  
Houston, Texas 77063

Owner: Owner [identified in preamble of this Agreement]  
[address of Lot at issue] Tokeneke Trail  
Houston, Texas 77024

Any Notice given hereunder is deemed given upon hand delivery or three (3) days after the date of deposit in the United States Mail.

Each Party shall have the right to change its respective address by giving at least fifteen (15) days' written notice of such change to the other Party.

Other communications, except for Notices required under this Agreement, may be sent by electronic means or in the same manner as Notices described herein.

- C. **Waiver of Breach.** A waiver by either Party of a breach or violation of any provision of the Agreement shall not be deemed or construed to be a waiver of any subsequent breach.
- D. **No Personal Liability; No Waiver of Immunity.**



- (i) Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of City.
  - (ii) The Parties agree that no provision of this Agreement extends the City's liability beyond the liability provided in the Texas Constitution and the laws of the State of Texas.
  - (iii) Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the City of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.
- E. Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Texas and the forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.
- F. Entire Agreement; Modifications. This Agreement contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes and replaces any prior agreement between the Parties pertaining to the rights granted and the obligations assumed herein. This Agreement shall be subject to change or modification only by a subsequent written modification approved and signed by both Parties.
- G. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person, entity, or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons, entities, or circumstances shall not be affected thereby.
- H. Survival of Terms. The provisions of this Agreement are intended to survive the expiration or earlier termination of this Agreement.
- I. Multiple Counterparts/Execution. This Agreement may be executed in several counterparts. Each counterpart is deemed an original and all counterparts together constitute one and the same instrument. In addition, each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.

[EXECUTION PAGES TO FOLLOW]

**CITY OF PINEY POINT VILLAGE**  
7676 Woodway, Suite 300  
Houston, Texas 77063

\_\_\_\_\_  
Bobby Pennington, City Administrator

**ATTEST:**

\_\_\_\_\_  
Karen Farris, City Secretary

**OWNERS #1 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**OWNERS #3 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**OWNERS #5 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**OWNERS #2 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**OWNERS #4 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**OWNERS #6 TOKENEKE:**

\_\_\_\_\_  
[Owners Names]

\_\_\_\_\_  
[Owners Names]

**EXHIBIT "A"**

**Scope of Work and Related Exhibits**

**COST SHARING AGREEMENT FOR THE EXTENSION  
OF THE STORM SEWER COLLECTION SYSTEM ON  
A PORTION OF NORTH COUNTRY SQUIRE**

**THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §**

This Agreement executed as of the \_\_\_\_ day of \_\_\_\_\_, 2022 between the City of Piney Point Village, Texas, (the “City”), and John Brennan, the owner of a residential lot located at 11115 North Country Squire (the “Owner”).

WHEREAS, the Owner desires to have the City extend the existing storm sewer collection system within the right-of-way along North Country Squire, specifically behind the south curb line from an existing inlet in front of 11105 North Country Squire to a new Type C inlet in front of the northwest corner of 111115 North Country Squire (the “ROW”), with a new storm sewer pipe, including the installation of a storm sewer box manhole, installation of two temporary driveways, complete removal and replacement of one driveway, yard drain connections, and tree protection measures (collectively called the “Project”). The Project is further identified and described by a scope of work and related exhibits, attached hereto as Exhibit “A” and made a part of this Agreement hereof;

WHEREAS, the City has agreed to improve the ROW as described in Exhibit “A” under the condition that the Owner pays for fifty percent (“50%”) of the total cost of the Project;

WHEREAS, the Owner understands that he is solely acting as a source of funding for the Project, and is not responsible for management of the construction of the Project improvements, and does not have any created property interest in the ROW or associated Project improvements;

WHEREAS, the City is willing to improve the ROW as City right-of-way under the terms and conditions of this Agreement; and

NOW THEREFORE, for and in consideration of the premises and mutual obligations, covenants, and benefits hereinafter set forth, the City and the Owner agree as follows:

## TERMS

### **Section 1. Recitals.**

The recitals set forth in this Agreement are, by this reference, incorporated into and deemed a part of this Agreement.

### **Section 2. Term and Termination**

- A. This Agreement is effective as of the date that it is approved and executed by the City and the Owner (the "Effective Date") and shall remain in full force and effect until the Agreement is either terminated or the City completes the construction of the Project ("Term").
- B. This Agreement may only be terminated by the Owner prior to the City executing a contract with a contractor for the construction of the Project improvements. The City may terminate this Agreement with or without cause at any time. If the City terminates this Agreement in accordance with this Agreement, it will reimburse the Owner for any portion of the 50% cost sharing of the Project actually paid to the City.

### **Section 3. Responsibilities of the City and the Owner**

- A. City's Responsibilities:
  - (i) The City will award the bid for the Project and execute a construction contract for the construction of the Project ROW Improvements.
  - (ii) The City will cause the completion of all necessary engineering, funding (exclusive of the Owner's 50% cost sharing portion) and Project oversight until final completion of the construction of the Project improvements.
  - (iii) The City is solely responsible for management of the Project and all communication with the contractor awarded the Project bid.
- B. Owner's Responsibilities:
  - (i) The Owner shall pay 50% of the total expenses for the Project improvements, as determined by the City Council award of the Project bid. The Owner's 50% share of the Project cost must be received by the City within ten (10) days of the award of the Project bid. If applicable, the Owner will also be responsible for 50% of any additional costs associated with the Project after the award of the Project bid.
  - (ii) The Owner recognizes that he is acting only as a partial funding mechanism for the Project, and agrees to allow the City and its

representatives to manage and coordinate the Project from the start of the Project to final walk-through. Any complaints and/or concerns related to the Project shall be directed to the City Administrator or the City's designated representatives.

**Section 4. City Ownership of Project ROW Improvements**

Owner understands and agrees that the City has sole and complete ownership of the Project ROW improvements.

**Section 5. Miscellaneous**

- A. Non-Assignability. The City and the Owner shall not make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other Party.
- B. Notice. Any notice required to be given under this Agreement (“Notice”) shall be in writing and shall be duly served when it shall have been personally delivered to the address below, deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to City or Owner at the following addresses:

City: City of Piney Point Village  
Attn: City Administrator  
7676 Woodway, Suite 300  
Houston, Texas 77063

Owner: John Brennan  
11115 North Country Squire  
Houston, Texas 77024

Any Notice given hereunder is deemed given upon hand delivery or three (3) days after the date of deposit in the United States Mail.

Each Party shall have the right to change its respective address by giving at least fifteen (15) days' written notice of such change to the other Party.

Other communications, except for Notices required under this Agreement, may be sent by electronic means or in the same manner as Notices described herein.

- C. Waiver of Breach. A waiver by either Party of a breach or violation of any provision of the Agreement shall not be deemed or construed to be a waiver of any subsequent breach.
- D. No Personal Liability; No Waiver of Immunity.

- (i) Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of City.
  - (ii) The City and the Owner agree that no provision of this Agreement extends the City's liability beyond the liability provided in the Texas Constitution and the laws of the State of Texas.
  - (iii) Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the City of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.
- E. Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Texas and the forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.
- F. Entire Agreement; Modifications. This Agreement contains the entire agreement between the City and the Owner relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes and replaces any prior agreement between the City and the Owner pertaining to the rights granted and the obligations assumed herein. This Agreement shall be subject to change or modification only by a subsequent written modification approved and signed by both the City and the Owner.
- G. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person, entity, or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons, entities, or circumstances shall not be affected thereby.
- H. Survival of Terms. The provisions of this Agreement are intended to survive the expiration or earlier termination of this Agreement.
- I. Multiple Counterparts/Execution. This Agreement may be executed in several counterparts. Each counterpart is deemed an original and all counterparts together constitute one and the same instrument. In addition, each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.

[EXECUTION PAGES TO FOLLOW]

**CITY OF PINEY POINT VILLAGE**  
7676 Woodway, Suite 300  
Houston, Texas 77063

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Bobby Pennington, City Administrator

**ATTEST:**

---

Karen Farris, City Secretary

**OWNER – 11115 North Country Squire:**

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John Brennan



EXHIBIT "A"

Scope of Work and Related Exhibits

**Council Agenda Item Cover Memo**

**7/25/2022**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on the acceptance of the low bid for the Tokeneke and Country Squires Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** The City received bids for the Tokeneke and Country Squires Improvements Project. Attached is the Bid Tabulation and Letter of Recommendation for On Par Civil Services.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:**  N/A

**FUNDING SOURCE:**  N/A

**CURRENT BUDGETED ITEM:** YES   NO

**EMERGENCY REQUEST:** YES   NO  X

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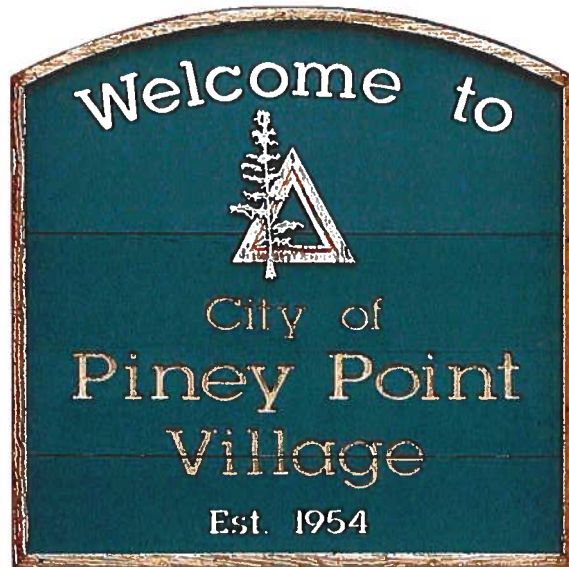
**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

LETTER OF RECOMMENDATION

FOR

Tokeneke and Country Squires Improvements Project



CITY OF PINEY POINT VILLAGE, TEXAS

JULY 20, 2022

HDR Project No. 10338036



HDR ENGINEERING, INC.  
4828 LOOP CENTRAL DRIVE, SUITE 800  
HOUSTON, TEXAS 77081 (713) 622-9264



July 20, 2022

Mayor and City Council Members  
City of Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, Texas 77063

Re: Letter of Recommendation for Tokeneke and Country Squires Improvements Project  
City of Piney Point Village  
HDR Job No. 10338036

Dear Mayor and City Council Members:

On July 14, 2022, the City received four (4) bids for the above referenced project. The project was bid with Paving items, Drainage items, Tokeneke items #1, #2, #4 and #6, Tree Protection items, Maintenance items, Supplemental items, and Alternate Item No. 1 for Tokeneke #3 and #5. The following is a summary of our bid evaluation.

1. **Bid Tabulation Sheet** – Four (4) construction firms participated in the bidding process. Each bid was checked for mathematical errors and/or bid irregularities. An error was discovered on one of the bids. The appropriate correction to the error was made and included in the attached bid tabulation. The error did not affect the order of the bids. The project recommended for award is Paving items, Drainage items, Tokeneke items #1, #2, #4 and #6, Tree Protection items, Maintenance items, Supplemental items, and Alternate Item No. 1 for Tokeneke #3 and #5. The bids for the project are as follows:

<b>Contractor</b>	<b>Total Base Bid, Supplemental and Add Alternative No. 1</b>
On Par Civil Services, LLC	<b>\$865,394.50</b>
Metro City, LLC	<b>\$920,104.00</b>
RAC Industries, LLC	<b>\$1,225,635.00</b>
Cald & A Consulting, LLC	<b>\$2,929,375.00</b>

A copy of the bid tabulation is attached in Section 1 of this report.

2. **References** – On Par Civil Services provided a list of references on projects they previously performed as general contractors. Please see Section 2 of this report.



3. Telephone Conversation with References – HDR contacted references provided by the lowest responsive bidder, On Par Civil Services, LLC, and asked them to respond to a questionnaire. HDR received overall good ratings on their previous projects of similar size and nature. The references indicated that they were satisfied with the work On Par Civil Services, LLC had performed and would use them again in the future. Copies of the questionnaires are attached in Section 3 of this report.

On Par Civil Services, LLC appears to be a responsible firm that should be capable of performing the specified work in a satisfactory manner. For these reasons listed above, HDR recommends that the City of Piney Point Village award the Tokeneke and Country Squires Improvements Project to On Par Civil Services, LLC.

If you have any questions, please feel free to contact us.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
City Engineer

# SECTION 1



## SECTION 2





**Professional References:**

<p>Reimundo Resendez, Mechanical Superintendent  Dixie Chemical  Cell: 281-513-8370  Email: rresendiz@dixiechemical.com</p>	<p>Jesse Gonzales   Sales Rep Stabilized Division  Cherry Companies  P: 281.692.1900 Ext. 6009  M: 281.541.9753  F: 281.692.9471  jesse@cherrycompanies.com</p>
<p>Michael Boaz, Director of Engineering  Dixie Chemical  Office: 281-474-3271</p>	<p>Rhonda Sears  Credit Manager  HERC Rentals (formerly Champion Rentals)  832-435-7776  Rhonda.Sears@hercrentals.com</p>
<p>Eddie Breedlove, Estimator/Project Manager  Belknap Plumbing Systems Inc  Cell: 281-389-3838  Email: eddie@belknapplumbing.com</p>	<p>Paul Guajardo, Sales Rep  Construction Materials, Inc.  4350 Northern Blvd  Montgomery, AL 36110  (832) 493-9377  pguajardo@constmat.com</p>
<p>Miguel Garcia, Estimator/Project Manager  Harper Brothers  Cell: 281-222-5839  Email: Miguel.garcia@harperbro.com</p>	<p>Jim Miller, Surety Bonds  Technical Assurance, L.L.C.  Cell: (281) 413-0152  Email: jmiller@technical-assurance.com</p>
<ul style="list-style-type: none"> <li>• Paul Ortiz, General Superintendent</li> </ul> <p>Johnson Brothers Inc.  Cell: 281-838-6200  Email: paul.ortiz195581@yahoo.com</p>	<p>Jay Hamel, Project Executive</p> <p>Turner Construction  Office: 713-358-8210  Cell: 832-492-7748  Email: jhamel@tcco.com</p>



## **Project References:**

### **Projects Currently Under Construction**

Dayton Downton Revitalization Project (DRP) TxCDBG Contract Number 721942 - \$131,386.07  
Sidewalks, Curb, Curb & Gutter, FH Relocate & Site Restoration

Kimley- Horn

Mike Shelton, PE, AICP

11700 Katy Freeway, Suite 800

Houston, TX 77079

Direct: 281-920-6588

Kimley-Horn

GPMD Fidelis Waterline Loop - \$408,178.40

1,700 LF 12-Inch WL, Hydrants, Valves & Bores w/20" Casing Pipe

1,500 LF of relocating existing 6' fence

IDS Engineering

Contact: Joy Kaku

Phone: 713-462-3178

Fax: 713-462-1631

Email: [jkaku@idseg.com](mailto:jkaku@idseg.com)

LS No. 1 Force Main Rehabilitation for Montgomery Co. WCID No. 1 - \$204,992

1300 LF 6" Force Main

Connect to Existing 6" Force Main & Pump Station

AEI Engineering

Contact: Tony Kurzy

Phone: 832-592-3534

Email: [tkurzy@baxterwoodman.com](mailto:tkurzy@baxterwoodman.com)

### **Completed Projects**

Montgomery County ESD 1-Station 97 Pavement Rehab - \$146,785.85

676 SY 8" Paving & 8" Cement Stabilized Subgrade & Site Restoration

Jesse McLaury, Project Manager

[L Squared Engineering](http://LSquaredEngineering.com)

3307 West Davis, Suite 100

Conroe, TX 77304

936-647-0420

[jmclaury@lsquaredengineering.com](mailto:jmclaury@lsquaredengineering.com)



HCWCID 96 - Fall Creek Park Parking Lot Addition - \$109,451.65  
1455 SY 6" Paving, 1533 SY Lime Subgrade & Site Restoration  
Brent Fields, Senior Project Manager  
BGE, Inc.  
10777 Westheimer Rd. Ste. 400  
Houston, TX 77042  
281-642-3009  
[BFields@bgeinc.com](mailto:BFields@bgeinc.com)

City of Piney Point Village-2019 Maintenance Project – \$346,166.69  
1420 SY 7" Paving Point Repairs, 3375 SF Sidewalk, 250 LF 24" RCP, TY A Inl. & MH  
Joseph Moore, HRD Inc. Engineer  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081  
713-622-9264  
[Joseph.Moore@hdrinc.com](mailto:Joseph.Moore@hdrinc.com)

City of Sugarland -Construction of Gun Range Road – \$205,281.91  
2440 SY 7" Paving, 625 SY 6" Paving, 3294 SY Lime Subgrade, 1000 CY Excavation/Spread & Site  
Restoration  
James 'Lane' Wolf  
Vertical Construction  
2700 Town Center Blvd. N.  
Sugar Land, TX 77479  
Office | 281 275-2227  
[jwolf@sugarlandtx.gov](mailto:jwolf@sugarlandtx.gov)

South Post Oak Redevelopment Authority - TIRZ 9 & TIRZ 25 Projects - \$245,629.40  
Point Repair & New Sidewalk & Curb  
Chaitanya Kasturi, Engineer/ Vice President  
Huitt-Zollars  
10350 Richmond Avenue | Suite 300 | Houston TX 77042  
281.496.0066  
[ckasturi@Huitt-Zollars.com](mailto:ckasturi@Huitt-Zollars.com)

C.A. Walker Construction - Splatzone Parking & Utilities  
Chris A. Walker, President  
1543 Silber Road  
Houston, TX 77055  
Phone 713.956.7070  
Mobile 713.703.7399  
[chrisw@cawalker.net](mailto:chrisw@cawalker.net)

# SECTION 3

REFERENCE: City of Sugar Land  
PROJECT: Construction of Gun Range Road \$205,281.91  
TELEPHONE NO.:(281) 275-2227  
CONTACT: James "Lane" Wolf

### QUESTIONS

1. How did On Par Utilities & Concrete perform for you on previous projects? (On a scale of 1-10)  
ANSWER: "Put in just roads. Hesitant – Road turned out good – 9. Dealing with change orders and management – 5 or 4"
2. Were you satisfied with their performance?  
ANSWER: "6 Finished product turned out okay but the how/change orders were handled was an issue. Not seeing eye to eye."
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: "If supervised – 8"
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: "Not on this project – they owned the property"
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: "Mainly with the handling of the change orders, unreasonable costs and having to debate on cost"
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: Yes but had a design error and then because it took so long to negotiate price/fair price, schedule was driven back.
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: "Felt they/CoSL were taken advantage of because On Par felt it was not their problem and 'threw their hands up'. 5"
8. Would you like to have them perform a job for you again?  
  
ANSWER: "Probably not. Tough question that would be based on competition because the roads did turn out okay. If you decide to use, need an inspector to keep an eye on them and monitor them to get a good product. Not just spot checking."

REFERENCE: South Post Oak Redevelopment Authority  
PROJECT: Point Repair & New Sidewalk and Curb \$245,629.40  
TELEPHONE NO.:(281) 496-0066  
CONTACT: Chaitanya Kasturi x 10542

### QUESTIONS

1. How did On Par Utilities & Concrete perform for you on previous projects? (On a scale of 1-10)  
ANSWER: "Did pretty good – 8. Knew what they were doing. Small district, requirements different than what they were used to – some administrative issues, nothing on construction side"
2. Were you satisfied with their performance?  
ANSWER: "Yes"
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: 10 – no issues
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: "Not much involvement"
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: "None"
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: Yes
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: Pretty good. She was their client, always responsive.
8. Would you like to have them perform a job for you again?  
  
ANSWER: Absolutely.

REFERENCE: Montgomery County ESD 1  
PROJECT: Station 97 Pavement Rehab \$146,785.85  
TELEPHONE NO.:(936) 647-0420  
CONTACT: Jesse McLaury - L Squared Engineering

### QUESTIONS

1. How did On Par Utilities & Concrete perform for you on previous projects? (On a scale of 1-10)  
ANSWER: Pretty good overall. Communication really good. Working with unforeseen issues good and solutions good. They have own inspector. Little details, small issues but nothing bit. Significant change orders, soil stabilization. Extra cost to owner but they performed work well and satisfactory product. Limited scope. Worked well with the change orders, again small scope, within budget, they were fair.
2. Were you satisfied with their performance?  
ANSWER: Yes
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: 8 They subcontracted out the demo of old pavement, not too impressed with Sub.
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: Only neighboring property, there was TxDOT ROW. Slight asphalt patching, did really good job.
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: No problems, make sure you are inspecting and checking details before pour. Stay on top of them, be active managers throughout.
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: Yes
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: Yes, communication was good. They do inspection and oversight.
8. Would you like to have them perform a job for you again?  
ANSWER: Yes definitely.

REFERENCE: HC WCID#96

PROJECT: Fall Creek Park Parking Lot Addition \$109,451.65

TELEPHONE NO.:(281) 642-3009

CONTACT: Brent Fields, Construction Engineer

### QUESTIONS

1. How did On Par Utilities & Concrete perform for you on previous projects? (On a scale of 1-10)  
ANSWER: "pretty good, got in, got out, didn't make a mess. 9"
2. Were you satisfied with their performance?  
ANSWER: "hit the ground running, kept him in the loop. He was inspector as well."
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: "9 really nice"
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: "8-9 made sure we coordinated with landscapers. Only issue was to tell him to stop cutting rebar at 6am."
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: "No problems Not at all."
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: "Yes, ma'am."
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: "They had no issues. I was their client."
8. Would you like to have them perform a job for you again?  
  
ANSWER: "Yes."

They don't use a curb machine -gotta watch their guy work. It's amazing! All monolithic.



**Council Agenda Item Cover Memo**

**7/25/2022**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on proposal for professional engineering services for the South Piney Point Road 96-inch CMP Storm Sewer Replacement Project.**

**SUMMARY/BACKGROUND (WHY):** HDR previously presented the results from the preliminary engineering and study phase of the South Piney Point Road 96-inch CMP Storm Sewer Replacement Project, which included engineering services for a hydraulic & hydrology study, survey and geotechnical investigations, and preliminary design. Council has since requested that HDR prepare a proposal for the final design, bid and construction phase services for the Project. Attached is a proposal for Professional Engineering Services for the South Piney Point Road 96-inch CMP Storm Sewer Replacement Project, which includes engineering services for the final design, bid, and construction phases of the project.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:**   N/A  

**FUNDING SOURCE:**   N/A  

**CURRENT BUDGETED ITEM:** YES    NO   

**EMERGENCY REQUEST:** YES    NO   X  

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Council Agenda Item Cover Memo**

**7/25/2022  
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:** \_\_\_\_\_  
\_\_\_\_\_

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**ESTIMATED COST:**   N/A   **FUNDING SOURCE:** \_\_\_\_\_

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



**Engineer's Status Report**  
City of Piney Point Village  
HDR Engineering, Inc.  
City Council Meeting Date: July 25, 2022  
Submit to City: July 20, 2022

**CURRENT PROJECTS**

**1. Wilding Lane Drainage & Paving Improvements Project**

On July 20<sup>th</sup>, HDR met with RAC and the MVWA on Wilding Lane to discuss the sanitary sewer cleanouts that remained on the MVWA punch list for the project. It was concluded during the meeting that most of the sanitary sewer cleanouts were located outside the limits of construction and were not RAC's responsibility. RAC had one cleanout to adjust, and they stated that would be resolved as soon as possible.

The only remaining item on the punch list are the inlet grate tops. RAC stated that the inlet grates were purchased from Rock Solid Pre-Cast who also provided the concrete inlets. Rock Solid has not been responsive to providing the new grates and has not been able to tell RAC when the grates will be received. RAC has already paid Rock Solid for the inlets which included the grates. As discussed in the engineering meeting, HDR confirmed that the delivery time on inlet grates was 20 weeks. RAC is requested that the current inlet grates be left in place and the project closed out or another reduction in retainage to represent only the cost associated with the inlet grates.

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

HDR prepared a proposal for Professional Engineering Services for final design, bid, and construction phase services for the replacement of the 96-inch CMP on South Piney Point Road. The proposal is included in a separate agenda item for discussion and possible action.

**3. Piney Point Circle - Additional Easements**

Councilman Dodds, Bobby, and Joe met with the resident at 11406 Memorial Drive (Mrs. Midani) and how have her contact information. Mrs. Midani had no objections to a surveyor accessing the property to obtain topographic survey of the storm sewer. We also met with the Arocha's daughter at 11408 Memorial and left a message with her for her father. Bobby was going to follow up with a phone call to Dr. Arocha to continue conversations about a proposed easement and obtaining survey. Once permission is obtained, HDR will notify Mrs. Midani and authorize the surveyor to proceed.

**4. Tokeneke & Country Squires Improvements Project**

HDR opened bids for the Tokeneke Country Squires Improvements Project on July 14<sup>th</sup>. A Letter of Recommendation to award the contract has been included in a separate bid item. An agreement has also been drafted by David Olson to be executed between each resident and the City for the 50% cost share associated with storm sewer installation on Tokeneke and N. Country Squire. This agreement is included on a separate agenda item.



**5. City of Houston Windermere Outfall Repair Project**

Per the City of Houston’s request, the City of Piney Point Village submit an official letter to the City requesting their funds returned. It is our understanding that this was the last remaining step before the funds can be returned.

The City of Houston is also in the process of scheduling a meeting with the City of Piney Point Village to discuss the updated design and a new Interlocal Agreement for the project.

**6. Bothwell Way**

HDR is preparing design plans for the replacement of the failed storm sewer on Bothwell Way. Per previous discussion with Council, HDR will approach the Contractor awarded the Tokeneke Country Squires Project to obtain pricing on the Bothwell Way design for possible inclusion in the project by change order.

**7. Williamsburg Drainage Improvements**

At the July Engineering meeting, Council requested that HDR coordinate with the Williamsburg HOA (Michael Walton) to obtain response from the residents at 11314 (Iranian Consulate) and 11311 (home for sale - “under contract”) on willingness to participate in a partnership with the City to install storm sewer in front of their properties. HDR will continue on these efforts and provide an update at the next Council or engineering meeting.

**8. Memorial Drive Elementary Rebuild**

SBISD is currently in the preliminary platting stage and is on the P&Z Agenda for the July 28<sup>th</sup> meeting. It is HDR’s understanding that the school district anticipates submitting drainage plans in late-August/early-September.

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

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

**9. Piney Point Village GIS**

Per discussion at the July Engineering Meeting, HDR will work to make the City’s storm sewer GIS data available online. This will replace the outdated storm sewer map books located in City Hall and HDR’s office and allow City Staff and Engineer to access the storm sewer GIS data online. The online features will also allow for basic functions such as measurements, inquires, and creation of exhibits. The GIS can also be made available to the public for viewing only.

**FUTURE PROJECTS**

**10. 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.



### **11. 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.

### **12. 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  
REGULAR COUNCIL MEETING  
MONDAY, JUNE 27, 2022**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR COUNCIL 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.**

**Council Members Present:** Mayor Mark Kobelan, Aliza Dutt, Michael Herminghaus, Brian Thompson

**Council Members Absent:** Joel Bender, Dale Dodds

**City Staff Present:** Bobby Pennington, City Administrator; Karen Farris City Secretary, Annette Arriaga, Director of Planning and Development; David Olson, City Attorney; Joe Moore, City Engineer

**Mayor Kobelan declared a quorum and called the meeting to order at 6:29 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 items not on the agenda.

1. Discussed and considered possible action on the Memorial Villages Police Department report for the month of May. Chief Schultz presented the monthly report.
2. Discussed and considered action to approve the 2023 Memorial Villages Police Department Budget including the FY 2023 Capital Project Plan. The animal control position, vehicle, equipment, and training were removed from the budget. Council Member Herminghaus made a motion to approve the 2023 Memorial Villages Police Department Budget in the amount of \$7,466,433. Council Member Dutt seconded the motion and it passed unanimously. (See agenda item no. 3 for action on the FY 2023 Capital Project Plan)
3. Discussed and considered 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. Council Member Herminghaus

made a motion to approve the 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. Council Member Thompson seconded the motion and it passed unanimously. Council Member Thompson made a motion to approve the FY 2023 Capital Project Plan (see agenda item no. 2). Council Member Hemminghaus seconded the motion and it passed unanimously.

4. Discussed and considered possible action on the Village Fire Department monthly report. The Village Fire Department monthly report was presented by Fire Commissioner Nash.
5. Discussed and considered action on the Village Fire Department Intra-budgetary transfers and 2021 deficit of \$120,822. Council Member Thompson made a motion to approve the Village Fire Department Intra-budgetary transfers and 2021 deficit of \$120,822. Council Member Hemminghaus seconded the motion and it passed unanimously.
6. Discussed and considered action on the Village Fire Department 2022 budget amendment of \$515,846. Council Member Thompson made a motion to approve the Village Fire Department 2022 budget amendment of \$515,846. Council Member Dutt seconded the motion and it passed unanimously.
7. Discussed and considered the Village Fire Department 2023 budget in the amount of \$8,689,847.78 funded by annual assessments. Council Member Thompson made a motion to approve the Village Fire Department 2023 budget in the amount of \$8,689,847.78 funded by annual assessments. Council Member Dutt seconded the motion and it passed unanimously.
8. Discussed and considered 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. This item was tabled to the July 25<sup>th</sup> City Council Meeting. This agenda item was tabled to next month.
9. Discussed and considered 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). This item was tabled to the July 25th City Council Meeting. This agenda item was tabled to next month.
10. Discussed and considered possible action on a Fair Housing Month Proclamation. This item was tabled to the July 25th City Council Meeting. This agenda item was tabled to next month.
11. Discussed and considered 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. This item was tabled to next month.

12. Discussed and considered 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). This item was tabled to next month.
13. Discussed and designated an Alternate Board of Adjustment Member. Council Member Dutt made a motion to designate Britton Holland as an Alternate Board of Adjustment Member. Council Member Thompson seconded the motion and it passed unanimously. Council Member Herminghaus had questions regarding the number of members and alternates listed on the Board of Adjustment. The City Administrator and City Attorney will review the current list of members on the Board of Adjustment and provide an update at a future meeting, if necessary.

\*Agenda Item #19 was moved – there were residents present that has property adjacent to the area of the Greenbay project.

19. Discussed and considered possible action on the proposed Greenbay Beautification design.

- White Oak Studio Landscape Architecture Proposal
- Moss Landscaping Proposal

Mayor Kobelan explained that the city does not have any additional information on this project than last month except for another proposal to consider. There was discussion regarding the easement, cost, plat, removal of vegetation, creating a sidewalk, and security and safety issues. Residents were given the opportunity to express their concerns. Council explained there is not a plan at this time. This item was tabled to next month.

14. Discussed and considered action on an ordinance regarding impervious coverage. This item was tabled.

\*\*Agenda Item #22 was moved.

22. Presentation and discussion of Memorial Drive Elementary School lot coverage analysis for the new Memorial Drive Elementary on the existing 8-acre site. Spring Branch Independent School District Architectures explained the proposed lot coverage analysis for the new Memorial Drive Elementary School lot coverage.
15. Discussed and considered Resolution No. 2022.06.27 approving certain persons to be authorized to function as signatories on city accounts at Amegy Bank. Council Member Dutt made a motion to approve Resolution No. 2022.06.27 approving certain persons to be authorized to function as signatories on city accounts at Amegy Bank. Council Member Thompson seconded the motion and it passed unanimously.
16. Discussed and considered a replacement for the municipal court prosecutor. Council Member Thompson made a motion to appoint Chris Gore as municipal court prosecutor for the City of Piney Point Village. Council Member Dutt



seconded the motion and it passed unanimously. There was discussion that perhaps an engagement letter may be forthcoming as an action item for a future agenda.

17. Discussed and considered action on an ordinance concerning the amount of penalty for the signaling of a false burglar alarm. Council Member Herminghaus made a motion to approve amending the ordinance pertaining to penalty on false fire alarms with the change from a preceding 12-month period to a calendar year. Council Member Thompson seconded the motion and it passed unanimously.
18. Discussion concerning the sign ordinance. This was a discussion item only. The City Attorney suggested that Council review Code of Ordinances, Article 5 Signs, before the July Council meeting. This item was tabled for further discussion.
19. \*This agenda item was moved after agenda item no. 13
20. Discussed and considered action on the Mayor's Monthly Report.
  - Quail Hollow pathway
21. Discussed and considered 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. Staff recommended extending the authorization period to secure the best terms. Council Member Thompson made a motion to authorize the Mayor and City Administrator to execute a contract up to 72 months with the best terms possible and to include Council Member Herminghaus as a consultant. Council Member Dutt seconded the motion and it passed unanimously.
  - Traffic Signals – Southwest Signal Supply quote to replace controller at Radney and N. Piney Point intersection. Council Member Herminghaus made a motion to approve the quote from Southwest Signal Supply for the total cost of \$6,542. Council Member Thompson seconded the motion and it passed unanimously.
  - City of Houston 15 Windermere Outfall Repair Project
  - GFL Rate Adjustment Letter
22. \*\*This agenda item was moved after agenda item no. 14.
23. Discussed and considered 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. Council Member Thompson made a motion to approve the project as presented with the City's portion to be 50% and not to exceed \$40,000. Council Member Herminghaus seconded the motion and it passed unanimously.
24. Discussed and consider approval of CenterPoint Energy Gas Line Improvement Plans at 4 Tokeneke Trail. Council Member Herminghaus made a motion to

approve the CenterPoint Energy Gas Line Improvement Plans at 4 Tokeneke Trail. Council Member Dutt seconded the motion and it passed unanimously.

25. Discussed and considered possible action on construction claims for additional compensation submitted by RAC Industries on the Wilding Lane Drainage and Paving Improvements Project. Council Member Herminghaus made a motion to deny Claim #1 for compensation for Phase 2 Base Failures and Claim #2 Compensation for Extra Asphalt Level Up. Council Member Thompson seconded the motion and it passed unanimously.
26. Discussed and considered possible action on reduction of retainage on the Wilding Lane Drainage and Paving Improvements Project. Council Member Thompson made a motion to pay 50% retainage to the contractor for Wilding Lane. Council Member Dutt seconded the motion and it passed unanimously.
27. Discussed and considered possible action on the City Engineer's Report. This month the Engineer's Report included updates to Wilding Lane Project, 96-inch CMP Replacement Project, Tokeneke and Country Squires Project, other various maintenance projects, and future projects.
28. Discussed and considered 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. Council Member Herminghaus made a motion to approve the Minutes of the May 17, 2022 Special Council Meeting, and the Minutes of the May 23, 2022 Regular Council Meeting. Council Member Thompson seconded the motion and it passed unanimously.
29. Discussed considered possible action on any future agenda items, meeting dates, etc.
  - Signs
  - Budget Workshop, July 25, 2022
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).  
There was not an Executive Session on this meeting date.
31. Discussed and considered possible action on items discussed in Executive Session. There was not an Executive Session on this meeting date.
32. Adjourn  
Council Member Thompson made a motion to adjourn. Council Member Dutt seconded the motion and it passed unanimously. The meeting adjourned at 9:20 p.m.

**PASSED AND APPROVED this 25<sup>th</sup> day July 2022.**

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Mark Kobelan  
Mayor

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Karen Farris  
City Secretary