



City of Piney Point Village

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THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, JANUARY 28, 2019

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, JANUARY 28, 2019 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

DECLARATION OF QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

1. Discuss and take possible action on the MVPD monthly report
2. Surrey Oaks 30% Design Presentation
3. Proposal for Professional Engineering Services - Surrey Oaks Final Design
4. Discuss and take possible action on Resolution 19.01.28.A calling and ordering the May 4, 2019 General Municipal Election
5. Discuss and take possible action on Resolution 19.01.28.B designating a public newspaper for FY 2019.
6. Discuss and take possible action on Ordinance 19.01.28 approving amendments to the Tree Ordinance and approval of the revised Criteria Manual
7. Discuss and take possible action on updating the City's Drainage Criteria
8. Discuss and take possible action on the purchase of a pickup truck for the City Forester.
9. Discuss and take possible action on approving the date for Arbor Day 2019
10. Discuss and take possible action on bids for signage re-installation.

11. Discuss and take possible action on a contract for mosquito control with Cypress Creek Mosquito Control
12. Discuss and take possible action on yard signage standards
13. Discuss and take possible action on the Mayor's monthly report, including but not limited to:
 - Sidewalk at Carol Tree Park
 - Ecclesia tree project
14. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
 - December 2018 Financials
 - Website Project
15. Discuss and take possible action on the City Engineer's monthly report
16. Discuss and take possible action on the VFD monthly report
17. Discuss and take possible action on the minutes of the December 17, 2018 Council meeting and the January 22, 2019 Council Drainage and Streets workshop
18. Discuss and take possible action on any future agenda items, meeting dates, etc.
19. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property and pursuant to Section 551.074 of the Texas Government Code
20. Action outside of Executive Session, if any
21. Adjourn

CERTIFICATION

I certify that a copy of the January 28, 2019 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 January 25, 2019.



Roger Nelson
City Administrator

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



MEMORIAL VILLAGES POLICE DEPARTMENT
Minutes of the Police Commission Meeting
January 14, 2019, 6:00 p.m.

A quorum was established, and Commissioner Smyre called the January 14, 2019 meeting to order at 6:00 p.m. at the Memorial Villages Police Department, 11981 Memorial Drive, Houston TX 77024.

In attendance were:

From the Commission:

City of Piney Point

Commissioner Huguenard
Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton
Commissioner Reichel
Alt. Commissioner Johnson

City of Bunker Hill

Commissioner Smyre
Commissioner Brown
Alt. Commissioner Murphy

Absent:

Commissioner Southwick

From Memorial Village PD

Chief of Police, Raymond Schultz
Finance Manager, Victoria Bowman
Office Manager, Maureen Loud

Guests

Pamela Kersey - Resident

Legal Counsel

John Hightower

MINUTES

At 6:00 p.m. Commissioner Smyre called the meeting to order and stated that a quorum of the Commission was present and asked if there are any citizen comments.

a. Citizen Comments

A resident by the name of Pamela Kersey who lives on Cobblestone spoke up stating, "I am concerned with the information the residents received in an email from Bunker Hill Village today. Councilman Janecek stated that the cooperative strategy between the VFD and MVP was a "stop gap" to help mitigate and reduce the time needed for VFD to respond. I understand that an initial test case was agreed to by the MVP Chief and after it moved to be successful all cars were equipped with AED's and all police officers well trained in basic aid and then advanced life support as needed. I have been told that because of the success of adding the police officers to the equation both SVPD and Hedwig PD's have followed suit. I applaud the BHV Safety Commission for coming up with this initiative and Chief Schultz for agreeing to testing it because it is a wonderful addition to all of the residents of the villages. My question is, what is the Commissions definition of temporary in regard to this initiative and are you planning to cancel this cooperative agreement?"

Commissioner Smyre stated that we are not in a position to comment or deliberate on this as it is not an agenda item. Legal Counsel clarified, that we don't have an agenda item, but you could talk to staff to discuss, they are able to answer questions about what the current policy plans are but in terms of the Commission we do not have an agenda item.

Chief Schultz commented that he could help a little bit, it is not going to be temporary, it is going to be permanent. The results that we have seen with us responding in conjunction with Village Fire on all fire department calls, that's both Fire and EMS initiated has been very good. We have found that we can get a first responder to every call for service much quicker than if the one agency being Village Fire responding by themselves. It is primarily based on the fact that they are a fixed location, we have multiple resources, usually either 5 or 6 working out in the field, they are mobile and unless they are tied up on another event, more than likely will be closer and able to respond to scene and start that advance lifesaving aid.

This Commission (this body) this past year for the new budget approved additional AED's to be purchased. We have ordered five already and they will go into our unmarked fleet vehicles. Currently only the marked fleet has them, one of the things you might not see is that we have unmarked cars. With these additional AED's it will put more units out there. All of our units, both marked and unmarked have been equipped with first aid kits. All the officer's including myself have been trained in Advanced Life Support.

Last week we just started our next course of training, as every year we do our annual maintenance of effort training (MOE). We have included additional training which was recommended by our own in-house officer/paramedic as well as suggestions from the Fire Department. We are taking it to the next level in our goal which is to continue to build upon this every year. Some of the training being addressed this year is to have the officers be able to identify other underlying causes that may be present such as, diabetic shock, not things that we normally associate with the ABC's.

As you mentioned, the other villages are already following suit and have contacted us to see if we would be willing to help bring them into our training since we do have an officer that is a Certified Paramedic, so we are including them. We are also looking at other items that we may be able to do to help the community. We are checking to see if we can create a partnership with the Red Cross and have them come in and we would co-host with them, training for our youth who want to become babysitters. We have had a lot of requests from teenagers who want to babysit but want to have the first aid component to do that. Right now, these are only available quite some distances away, so we are looking to hosting in conjunction with us in the village city halls.

Ms. Kersey asked if we might consider adding to this parameter teaching CPR to residents? Chief Schultz responded that the Village Fire Department does CPR already on Saturdays and that would be a component of the first aid training as well. If Fire wanted to move outside of just the Fire Department hosting satellite locations such as here there would be no problem. Ms. Kersey thanked the Commission and Chief.

Commissioner Smyre asked if there were any changes to the minutes or edits. Commissioner Brown commented that he doesn't have a change or edits but has a comment. We as a Committee neglected to remember to add an agenda item today about the reserve police officer

so that we could vote on hiring him. He did not read the minutes until it was too late to get it on the agenda. If we could get Maureen to make a note to make sure it gets put on the next one for approval. Commissioner Hamilton has a comment, at the bottom of page 2 second to last paragraph, we were talking about the Capital Replacement fund as a perpetual fund that we would vote on later in the agenda. But he didn't see where we did this and doesn't remember us doing anything about it. Is there something we need to follow up on? Commissioner Smyre stated that he believed we were going to return the surplus funds back to the cities. Chief Schultz added, the decision was to return the \$51,000 to each village, which has been done but it was added on this agenda, so you could actually, physically vote. But we have already gone ahead and returned the money. Commissioner Smyre clarified that the money has already been returned to the cities. Commissioner Hamilton added it was just a comment. Chief Schultz stated that it is just item D2 is the actual vote, which we have on for tonight.

b. Approval of Minutes

Motion was made by Commissioner Murphy and seconded by Commissioner Ebeling to approve the December 10th Minutes as recorded. The commission voted unanimously to approve the Minutes as presented.

c. Swearing in of New Commissioner – Solace Southwick (PPV)

Commissioner Smyre commented we will not be able to do this tonight and will do at the next meeting.

d. Financial Report

Ms. Bowman presented the Financial Report stating that the Department has completed FY18 by remaining within the approved appropriated budget. To give a quick recap where we stand, the books will not officially be closed until the end of February. This will allow additional time for any invoices related to 2018 to make it to the Department. If we take a look at page 28 of 72, toward the bottom, this represents the adopted MO budget of 4.9M with expenditures to date totaling \$4.7M leaving a difference of \$269,316. The biggest savings for the year was in the Personnel Services category, this was due to several factors. The FY18 budget included a salary for an Assistant Police Chief at \$120K, however, with the Department restructuring that position was converted. We also did not fill the Part-Time position which was budgeted at \$30,212. There were several extended vacancies in Dispatch and Sworn positions throughout the year which also contributed to salary savings.

The Health Insurance line item was budgeted with an estimated 10% increase; however, the premiums came in lower and also the Contingency line item 880 was not used in FY18. If we turn to page 32, the P&L statement shows that the revenue over expenditures totaled \$306,330 this was due to the additional revenue that the Department received in 2018. We received \$3,100 in interest, \$32,900 in FEMA reimbursements and this is rounded, also a \$1,000 in Miscellaneous Income for police reports and other requests. Taking into consideration the additional revenue, over assessments from the city the surplus for 2018 will be near \$300,000.

The Auto Replacement Fund page 29, our cash balance as of 12/31/18 was \$85,709. We received \$9,630 for the year for sale of vehicles, \$335 for interest and \$11,671 from insurance

claims proceeds. Keep in mind that the FY19 budget requires only \$80K for vehicle replacement and based on the carryover expected in 2018.

Our Capital Replacement Fund on same page highlighted green. Cash balance as of 12/31/19 was \$84,355, interest earned for the year was \$350, the funds from asset seizures totaled \$5,046. We have received an invoice for the replacement server and payment will be released once the server is operational. The total for this cost is \$8,497, we are anticipating a refund for the old server that was never operational, the purchase price of that one was \$7,959. Mrs. Bowman asked if there are any questions on the year to date?

Commissioner Brown commented, the \$33,000 FEMA reimbursement that's for the carpet and tile and when we got that it would be put under Maintenance and Miscellaneous or what sub-category do you think that will go into? Or could we split it and get a couple of the ones in the red off and in the black? Mrs. Bowman stated that is something else she wants to discuss, doing a budget amendment. That is not a line item in this budget because it was based on last year and it is just the revenue we received that they wouldn't recognize it if the project wasn't completed approved and closed by FEMA, which it is. We received around \$30,000 for our expedited funding, that we received last year that they haven't recognized yet and they won't until it is closed and officially closed by FEMA. She anticipates that they will recognize this \$33,000 which is why the refund for the year is over \$300,000. Chief Schultz added, we have 3 servers on property right now, one we paid for, two we are sending back and one we will pay for.

Commissioner Smyre asked if there were any more questions for Victoria on the financial status through the end of the year. Chief Schultz commented, Victoria, Maureen and everyone has done a really good job of managing the budget. He knows Victoria was a little concerned about the amount of surplus, again, she has done a good job of explaining it. But there are certain things that we can't account for, the vacancies were one and the insurance costs were estimated a year in advance, luckily, we came in with some good pricing. So, the fact that we are underbudget and have such a big surplus is nobody's fault it is just the way it rolled out and in this case is a good thing.

Commissioner Smyre added, that when an assumption is made that we will have a full complement and you budget that way and every opening you have turns up surplus typically. So, as we budget for 2020 we want to make sure we budget for full complement and not based on what we spent in 2018. Commissioner Hamilton stated that it is worthwhile for us to look at the minor things that were off and make adjustments to the 2020 budget, so things don't go adrift, we have plenty of time to do this.

Victoria wanted to put a few things on the radar for next month's agenda. Budget Amendment to eliminate the line item for overages in 2018. Number 2, should we move forward with Lauderbach and Amen in completing the FY18 actuarial report as last year there were some concerns about the OPEB calculation. They charge \$2,700 for a 3-year period, if we move forward with them they will do it for the next 3 years with no additional charge. Commissioner Huguenard did find that due to the size of our company we didn't have to use them to do the full actuarial report. Just wanted to put on the radar for the agenda. Number 3, invoice approval, currently Brooke and Keith have been doing a great job for 2 years now, but would they want to rotate this out now? Commissioners stated that they are happy to continue doing this, but it might make safety sense to have it rotate.

Commissioner Smyre asked when the audit process starts? Victoria responded she would like to start in March, so it will give us enough time. Commissioner Smyre said this would be a good idea as we have had some hiccups in the past when it started later. Victoria will try to get on their calendar for March. The Commission thanked her for her efforts.

e. New Business

1. MVPD Vehicle Inventory December 2018
2. Consider Appointments to 2019 Committees (Personnel & Financial)

Chief Schultz presented the Current Vehicle Inventory report, the status of the fleet is that it is in pretty good shape. The average mileage of the vehicles except for Unit 168 is well below 100,000 miles. Part of this is because we did have a vehicle purchased by the foundation and presented to the Department, we ended up with one vehicle ahead. We have received preliminary pricing for vehicles for 2019 and it looks like we will be going with the Dodge Durango. What makes the most sense to purchase 2 marked units. That would take care of 168 and 171 which has been a pretty expensive vehicle based on the cost per mile. These would be fully marked; the Durango is a SUV which is a little bigger than what we currently have.

The Explorers are not available for 2019 as we've discussed previously. We are waiting for the opening pricing, the buy board purchase price of the fleet's equipped vehicle is \$32K, historically your upfit is somewhere in the \$20K range, so we would be in budget. He would also like to look at replacing the oldest Chevy Tahoe Admin car with a Durango as well. That could be upfitted if needed to be to a marked unit, that's the last vehicle we have in an Admin spot that is different and could not be upfitted. Currently, his vehicle, the 2 Detective's and 1 Commander vehicles are all police cars, but should we need to in an emergency, we could finish upfitting those for a small amount of money and put them into patrol.

One of the problems we had a couple of years ago with the cars we were buying for the unmarked fleet were regular cars and could only be used for limited things and didn't hold up very well. With the replacement of the last Admin vehicle everything will be a police equipped vehicle. This means it has larger brakes rotors, heavy duty suspension, bigger radiator. He would take the vehicle with the black Tahoe and move it to our unmarked as support vehicle. It has about 120,000 miles on it and those vehicles are rated for 180,000-200,000 miles. It wouldn't be driven that much, but it would give us 2 utility vehicles, the Tahoe and the Pick-up Truck, so both of those could tow our speed trailer, support trailer and would put us in an absolutely perfect position. Next month I will provide a Spec Sheet and prices from the outfitter to update the 2 vehicles with the money that was rolled over from last year.

Commissioner Johnson commented, we want to buy 3 but we are only getting rid of 2? Chief Schultz responded that we already have gotten rid of 1 this year. We will get rid of 2 and it will leave 2 pool cars, and everything would be a police equipped vehicle. Commissioner Johnson asked if there is a reason why we wouldn't pull unit 170 out of service and make it the Admin car and use the third Durango as a marked unit? Chief responded, 170 is marked already, this is the car that we allow the officers to use as a fully marked unit for extra jobs. It becomes a backup car for US Coins or another event, when our officers are working an extra job in the villages that's the one they will use and just go park it.

We've talked about taking the marked unit and parking it in different neighborhoods, as we had some events occur a couple of months ago where a resident was really worried about some events that happened at her house and we parked the unit on the driveway for a couple of days. We've discussed parking the vehicle on Lindenwood because of the events that happened last week, this may help to calm some of the concerns of the neighborhood. He'd like to keep unit 170 because it is fully equipped as a marked unit, it does have more miles. But we'd like to get rid of 171 as we do perform a cost per mile analysis and it's a good car. There's a reason for the madness.

Committee Appointments - Commissioner Smyre stated that we have formed 2 Committee's, one is the Personnel and the other is Finance. Keith Brown and Sean Johnson are on the Personnel Committee and on the Finance Committee are Brooke Hamilton and Jim Huguenard. They will be operating as our Committees for 2019.

f. Chief's updates

December was a busy month, obviously because of the holidays and the number of folks who went out of town. House watches were up 8,600, total calls and incidents 10,583, traffic enforcement, as you see in the daily reports, both shifts (days & nights) are doing a good job of the high visibility operations. As a side note, when the incident happened on Lindenwood we pulled neighborhood video and about 10 minutes before the event happened one of our police cars with the cruise lights on drives down the street and comes back out. Then approximately 4 minutes later the incident happens, so the officers are out and performing patrol and using cruise lights. 867 traffic stops which resulted in 954 citations that addressed 1485 violations. So, we have a good strong traffic enforcement, as this continues to be the number 1 complaint and concern that I hear from residents, is people speeding.

On the daily reports you will see the times and when all the teams are fully staffed except for 1, they take their rover officers to perform Step Enforcement. There is usually one East and one West, and they will rotate back and forth depending on weather conditions, if its windy obviously alarms go off and they will pull back from the Step. Its mainly for good, strong visibility which of course results in more arrests as you will see when we talk about year-end numbers for folks that have outstanding warrants.

The calls by village as well as house watches by village, everything is up when it comes to proactive activity by our officers. There were 18 Accidents in the month, Citations are pretty well split. As you will see, when we have less calls and Piney Point usually generates fewer calls, you will see a little more traffic enforcement. So, our officers are staying busy. Response times, there were 16 events that we classified as emergency with an average response time of 3:45. The number one call for service driver were false alarms at 206 followed by those suspicious situations and events which is what we want, for people to call in. When the event happened on Lindenwood it was a caller a block away that originally heard what they thought were gunshots or fireworks which got us started in the area. Hence when the officer was driving into the neighborhood they actually passed, and we were then able to spin around and catch one of them. The number 1 citation was speeding at 266 which just happens to be the number one complaint from residents. 110 reports, 3 crimes against persons, 19 crimes against properties. Quality of Life events there were 88 of which 33 were people that were picked up on warrants. Arrested 46 individuals, 1 felony arrest, 33 warrants, 10 class 3 and 2 DWI events.

We did a presentation to Commissioner Alexander for his service on the Commission. Myself and Commissioner Huguenard were able to do this at Piney Point City Council meeting. We have 1 opening for an officer and 1 for a dispatcher, the dispatcher who applied has moved to the background phase. We have been getting some enquiries for the officer position but unfortunately the folks don't meet our standards due to not enough time and experience, but we will continue to work this. The 1% Step pay adjustment for eligible employees is effective January 5th so that has been processed. Performance Evaluations have been completed for everybody and the Department individual efficiencies were properly identified and documented to discuss with employees. We have 2 folks that will be re-evaluated after a 30-day correction period.

Twinkle light parade was a big success, the attendance was double from 2017 and I think the parade route may change next year to incorporate the other villages. The year-end numbers are included, Crimes against Persons were down by 6 this works out to a 26% reduction, Crimes against property were down 2, which is approximately a 1% reduction, Quality of Life is up but that is basically because we are doing a better job of documenting incidents and or suspicious situations. Arrests are up 24% and you will see across the board, there are more house checks, more activity by us in all of the villages. Total incidents are up 17%, total house watches are up 22%, those are all very good numbers.

The Committed Time Report shows the amount of time our officers are out on dispatched calls for service, it does not include self-initiated activity. What this means is our officers have a lot of time to go out and interact with the Community and do pro-active enforcement. The total number of calls that came into dispatch were 5495 for the year 911 Calls, there were 30,285 through the 3700 number. Our dispatchers are doing a great job, one thing that is easy to forget is that they also act as our switchboard. So not only are they taking the emergency calls they are also taking everything else coming in, so they stay busy.

Burglary Maps are attached for the year, you will see a couple of patterns that continue to emerge, so we will work on those. Burglaries and 3 robberies, the Shell Station had 2 of those and then the Auto Burglary Map shows our biggest problem continuing to be unlocked, unsecured vehicles.

The last item are the calls for our assists for Village Fire, if you recall we made some changes to our CAD reporting system to track these separately. These are the emergency events as well as calls that we assist fire on that we classify as emergencies. They classify calls as emergency differently than we do. They classify everything as an emergency, we look at it differently, if it is a life-threatening event, is what we will use. Total events there were 5, of which 0 fire events and 5 EMS events and the average response time was 3:07 for first ring to our officers on scene. By village, Bunker Hill had 0 Fire and 4 EMS with an average response time of 3:11, Piney Point had 0 Fire, 1 EMS with an average response time of 2:55, Hunters Creek did well, there were no fire or EMS calls that we classified as emergencies.

There was a total of 57 events with an average response time of 3:46:34 of which were fire, there were no fire emergencies. Therefore, the conclusion I came to is that those fire events were false alarms or alarm calls. And the last thing you want to do is to be involved in an accident going to an alarm. With the fires we look for an event called a verified event, this means somebody is on scene, there are eyes that can say.... I see smoke, I see fire, there's a fire in my house. There was one last night which was a chimney fire on Grecian Way, that is a verified event as we know there

was a fire there. EMS there were 23 with average response time of 3:41, a non-emergency would be a lift assist, we would not run a code for this type of event. The one we will continue to work on are the radio events. These are events that go to fire first and not us. We are trying to come up with a better way.

Chief Foster asked if we could give him some average response times by year. For the whole year because we made changes in the system, they originally started pulling out emergency – non-emergency calls and separating them between fire and EMS in May. So, the test environment went from May 25th through about the middle of July. We went ahead and gave him all the numbers but from May 25th to the end of the year there were 465 events in our jurisdiction that we assisted Village Fire on, of this the average response time was 4:17. There were 283 Fire with average response time of 4:18 and 182 EMS with an average response time of 4:16. This information has been given to Chief Foster.

Commissioner Johnson had a question on the response time for Hunters Creek which was 5:07 and asked if there was a call that skewed this, there were 4 priority calls averaging over 5 minutes. Chief Schultz looked at this, there was a call that he believes was an accident where the officer was having trouble getting through there. It got dropped as an emergency but wasn't, every once in a while, you get an outlier, we have some of these which I leave in the report. He looks at every call specifically and so does Valerie and we are looking at 2 sets of data, from first ring to how long it takes the dispatcher to process it to the officer. Then we look at how long from the time the officer gets the call to how long it takes the officer to get to the scene. Occasionally, we have incidents where the officer forgets to log out, this is worst case scenario.

Under Quality of Life Crimes, we have DWI and Driving While Impaired. Chief Schultz apologized as there is a mistake the DWI 6 should have been ordinances (construction for 4 hours, solicitors). Commissioner Brown asked if Chief could put the case clearance percentage rates in perspective for him, how good is it? Chief responded; he has a bigger breakdown in the back, his preliminary look at it was Crimes against Persons 20, a lot of these are domestic violence. He will have better information and breakdown next month.

Commissioner Brown asked what the status or situation of the homeless camps is in the area? Chief clarified that he will have some photos next month, unfortunately they are getting worst. They've relocated so the spot now is on the corner block of San Felipe, on the southside of San Felipe there are about six families living down there, it is pretty big. We have been working in conjunction with Houston as they have a unit that specializes in dealing with that population as most of them are mental health consumers. They are just outside of our jurisdiction, but they wander through. The City of Houston has reached out to them, but everyone is a little scared as they don't want to be seen as unsympathetic, so they would rather have some type of intervention. We have been very successful at the other location behind the Shell Station. The Constables Office have been doing field briefings at the Shell Station because they have been getting complaints. They do contracted patrols on the southside of that neighborhood.

Commissioner Smyre thanked Chief for his monthly report and went on to follow up items from previous meeting.

g. Follow Up Items from previous meeting

1. Retiree Health Care Liability and potential long-term plan.
2. Update on the Memorial Villages Fire Department, Bunker Hill Villages standing therein and the potential implications on and for the MVPD. Discussion only, no action to be taken.
3. Discussion regarding ALPR/Virtual Gate project and what the appropriate role is for the MVPD, it may make sense for the Commission to take the lead on the project. Discussion only, no action to be taken.

Retiree Health Care – Chief Schultz stated we are working on the RFP and that Maureen probably has the most information on that as she is working with Alliant and coming up with the RFP for pricing. Maureen commented that the RFP went out to print, it will be in the newspaper January 16th and then the following week on January 23rd and we wait to hear back from Alliant once they get the details in on this.

Commissioner Hamilton asked if this will include the 2 groups (pre-65 and post)? Maureen responded that she's not exactly sure if that will be covered totally in the RFP. Chief stated that he hopes so as we have asked them to put some clarifying language in the RFP. This will give them enough time for Sean to do some negotiating before it comes back to us all. We are working in concert with Bunker Hill and Piney Point because they are part of the process as well. Commissioner Hamilton asked what the deadlines were? Maureen responded that the proposal opening is February 6th the plan ends in March for an effective date of April 1st. It is always cutting it fine as there doesn't seem to be any way for us to get more time to review. I believe it is due to the carriers not being able to provide rates until they have the claims reporting history as this has to go with the RFP in consideration for them to provide rates. Chief stated that the claims history doesn't look too bad and we did budget a 10% increase as well as money to continue to provide assistance to retirees at the same level.

Legal Counsel asked, if it is okay with the Chairman he would like to have a short Executive Session tonight for item G1 on a legal issue, we can wait until the end of the agenda. Commissioner Smyre said this is fine.

Commissioner Smyre said the next item on the agenda, was update on Memorial Villages Fire Department and Bunker Hill standing. He went on to say, that on December 18th Bunker Hill made a presentation to the Village Fire Department Commission regarding a recommendation for reinstatement into the Village Fire Department's jurisdiction and they are waiting to hear back from the Fire Commission at this time.

The next item was regarding the Virtual Gate Project and he asked if Chief Schultz knew of any planned meeting? Chief Schultz stated there is nothing planned right now based on the Lindenwood event, there seemed to be a little bit of interest from Hunters Creek, but he hasn't heard anything.

f. Executive Session

It is anticipated that all, or a portion of the discussion of the following item will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.

Commissioner Smyre announced that this is the end of the formal part of the agenda and that Legal Counsel has asked for an Executive Session. At 7:06 the Commission went into Executive Session on item G1 to receive legal advice. Maureen asked John Hightower if it is okay to do that since it isn't specified under the Executive Session to go for a certain purpose, and that she thought you had to include that? John responded, that we include the footer on the agenda for this purpose. Where it explains that the Commission reserve the right to go into Executive Session under any item. What the Open Meetings Act requires is that anything you discuss in open or closed has to be on the agenda, but we are not required to identify in advance what's in Executive Session or not.

The Commission adjourned the closed session and reconvened in general session at 7:20 p.m. No action was taken during the closed session.

h. Suggestions for future agenda items

During the meeting there was discussion about including the following items on the agenda for a future Commission meeting:

1. Discussion and possible action regarding accounting policies for the Capital Replacement Fund policies (The expenditure for the server budgeted in 2018 was moved to 2019. As additional information is received it can be discussed at future meeting.)
2. Discussion and possible action to approve the appointment of an additional Reserve Police Officer.
3. Discussion and possible action on a Budget Amendment to eliminate the 2018 overages.
4. Discussion and possible action regarding the use of Lauderbach & Amen to perform/calculate the Department's liability for post-employment benefits. in connection with the FY18 actuarial report.
5. Discussion and possible action to designate the Commissioners who are authorized to review and approve invoices in 2019.
6. Discussion and possible action regarding vehicle upfitting costs. (Chief Schultz to provide a Spec Sheet for the vehicles to include upfitting costs.)

A Motion was made by Commissioner Reichel and seconded by Commissioner Brown to adjourn the meeting at 7:20p.m. The Commission voted unanimously to approve the motion.

Approved and accepted on _____ 2019

By: _____
Jay Smyre, Chairman
Board of Commissioners
Memorial Villages Police Department



**MEMORIAL VILLAGES POLICE DEPARTMENT
NOTICE OF REGULAR MEETING**

Notice is hereby given of a Regular Meeting of the Board of Commissioners of the Memorial Villages Police Department, a combined police department of the Cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village, Texas, to be held at 6:00 PM, on, January 14, 2019 in the

Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024

For the purpose of considering and, if deemed advisable by the Board of Commissioners, acting upon the following:

AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter but it may be recessed for a future meeting.
- b. Approval of Minutes – From December 10th meeting, as recorded.
- c. Swearing In of New Commissioner – Solace Southwick - PPV
- d. Financial Report - Update, discussion and possible action.
 1. FY 2018 Budget Review and Discussion.
 2. Refund or reallocation of 2016 and 2017 Budget Surpluses.
 3. FY18 Capital Purchase of a New Server - Project will carry into FY19.
- e. New Business - Update, discussion and possible action.
 1. MVPD Vehicle Inventory December 2018
 2. Consider appointments to 2019 Committees (Personnel & Financial)
- f. Chief's updates – Overview of monthly reports.
 1. Calls/Incidents/House Watch Checks
 2. Officer Time Committed Service
 3. Total Incidents
 4. Burglary Maps
 5. Recruiting/Hiring Metrics
 6. VFD Assist Response Times
- g. Follow Up Items from previous meeting – Discussion and possible action on outstanding items.
 1. Retiree Health Care Liability and potential long-term plan. *Alliant to provide additional information.*
 2. Update on the Memorial Villages Fire Department, Bunker Hill Villages standing therein and the potential implications on and for the MVPD. Discussion only, no action to be taken.
 3. Discussion and possible action regarding the ALPR/Virtual Gate project and what the appropriate role is for the MVPD Commission. Project review and recommendation from the Police Commission.
- h. Executive Session - It is anticipated that all, or a portion of the discussion of the following item will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.

- i. Suggestions for future agenda items - Discussion of the next Commission meeting and the meeting schedule.

Adjournment

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

Raymond Schultz, Chief of Police
 Memorial Villages Police Department

POSTED: 1/9/2019 @ 11981 Memorial Drive at 10:00 a.m.
 (date) (time)

City of Bunker Hill Village

Jay Smyre, Chairman
 Keith Brown, Commissioner
 William Murphy, Alt. Commissioner

City of Hunters Creek Village

Stephen Reichck, Commissioner
 Brooke Hamilton, Commissioner
 Sean Johnson, Alt. Commissioner

City of Piney Point Village

James Huguenard, Commissioner
 Solace Southwick, Commissioner
 John Ebeling, Alt. Commissioner

Chief of Police Raymond Schultz

Legal Counsel John Hightower

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



MEMORIAL VILLAGES POLICE DEPARTMENT

Minutes of the Police Commission Meeting

December 10, 2018, 6:00 p.m.

A quorum was established, and Commissioner Alexander called the December 10, 2018 meeting to order at 6:00 p.m. at the Memorial Villages Police Department, 11981 Memorial Drive, Houston TX 77024.

In attendance were:

From the Commission:

City of Piney Point

Commissioner Alexander

Commissioner Huguenard

Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton

Commissioner Reichek

Alt. Commissioner Johnson

City of Bunker Hill

Commissioner Smyre

Commissioner Brown

Absent:

Alt. Commissioner Murphy

Finance Manager, Victoria Bowman

From Memorial Village PD

Chief of Police, Raymond Schultz

Office Manager, Maureen Loud

Guests

Solace Southwick (PPV)

Sean Waggoner – Alliant Benefits

Legal Counsel

Brian Begle

MINUTES

At 6:00 p.m. Commissioner Alexander called the meeting to order and stated that a quorum of the Commission was present and asked if there are any public comments.

a. Citizen Comments

None

b. Approval of Minutes

Motion was made by Commissioner Smyre and seconded by Commissioner Reichek to approve the November 12th Minutes as recorded. The commission voted unanimously to approve the Minutes as presented.

c. Financial Report

Chief Schultz presented the Financial Report as Mrs. Bowman had a Winter Concert to attend for her children who will be playing in the concert. The budget is in very good shape, one because of the vacancies we had earlier in the year. We have received 92% of our appropriation and have expended 85%, we will be around 95% at the year-end or maybe a little better as we have had a

resignation which I will discuss later in the meeting. There will be additional monies coming back as part of the FEMA reimbursement. No major changes in Maintenance and Operations, Auto replacement we are in the process of performing our review of our current vehicles and mileage the only additional expense we will see this year are banking fees.

Unfortunately, Ford Interceptors are having a major design change occurring that will require a retooling. All of their 2019 interceptors been presold and made for this year. We are now looking at other options, which may include Dodge Durango. It is an SUV that is pursuit rated, we will know more on this later. The Chrysler folks were supposed to have been here in November but weren't able to make it, but they will be coming. Commissioner Ebeling asked what options we have on vehicles? We have Ford sedans, Ford Explorer, Chevy Tahoe and Dodge Charger, the Chevy is the full-size Tahoe and they are about \$10K more and we have had issues with both the Tahoe's that we currently have. There was a question on vehicle maintenance and the Chief responded that, Adam's Automotive currently service the Dodges, we were using Richmond Auto previously but since their change in management we weren't satisfied with the work being performed and the prices being charged. Adam's does the vehicles for Hedwig and Spring Valley and they were very happy with them. If it is warranty work, then that goes back to the original dealers.

Capital Replacement Fund – there is an action item we will need to talk about. If you recall, in this fiscal year we had to purchase a new video server that was approved and purchased back in the Spring. It was not configured properly because of video drives that were required for us to burn CD's which are provided to the Court as part of PIR requests. It was not configured that way and we had to fight with HP to get them to replace it. After several months they sent a second server and it also was configured wrong and they said they can't configure it in the manner which it needs to be done with the proper drive arrays and optical video recorder built in. So, we have gone out and found another vendor that can provide exactly what we need as per the specs of our video system which is Coban. We will send the other two back and get a refund, but this is a project that will go into the next fiscal year, so we will require this to be a carryover Capital project. There is no Capital Budget in the 2019 fiscal year, so we will appeal to Commissioner Huguenard on how this can be done. It will be about \$20K. Commissioner Huguenard stated that he believes this can be earmarked through the Capital Replacement Fund since this is a perpetual fund. We will vote on it later in the agenda.

FEMA reimbursement, we have received some additional monies \$3,221 on November 16th. This is part of the 10% withholding from the expedited funding request. We received \$28K back in February, to recap \$144K total expenditures as a result of Harvey, there were charges that were deemed ineligible per the FEMA regulations of approximately \$24K. A lot of this was for cost of salary personnel which was decisions made by this body. They told us to submit everything and we had submitted flowers that were sent to the Officer that got a staph infection, this was denied. They did ask us to include fringe overtime benefit costs, which was added for \$10K, our net reimbursement requested was \$126K and the approval reward was \$32,910 that included the carpet tile replacement. There was a 10% cost share that was deducted of \$3,600, for expedited funding they gave us \$28,994, less another 10% of \$3,221 which leaves approximately \$58K remaining to be reimbursed. They are very satisfied with all the work that Victoria has done on this, we have met all the deadlines.

Surplus breakdowns – FY14 there was a negative \$7,249 and we need to have a decision made on the FY16 Surplus of \$13,870 and FY17 Surplus of \$146,532. The balance sheet shows \$153,153. This is an action item.

Commissioner Alexander said we should deal with the surplus issue now. During Harvey we asked for an amendment funding which we indicated that we would pay back if and when we could. It is now clear we can pay it back, so at a minimum he recommends paying back the \$146K, but would like to ask if there are any projects that have been identified that we could use these monies on before we return them back? Chief Schultz stated that he feels it is better to return the money and go back to the individual city councils through this body. Commissioner Alexander stated it is good we can send some money back and that by every indication we have always been told that when we all need something, just let them know and they will be happy to support it. Commissioner Huguenard suggested an alternative of putting the money in the Capital Fund and take into consideration during the budgetary process that is coming up and let the cities know that the funds are there. Commissioner Alexander stated he would prefer not to do that as that is what the cities are there for, and Commissioner Ebeling agreed, as we said that we would return it and believes we should.

Commissioner Smyre commented, just another thought, consistent with what Commissioner Huguenard said, watching what happened at the Fire Department, there is a part of me that says to create a fund within the Capital for this building because this year the Fire Department had to come forward to the cities for \$3.5M, when that building should have been accruing money for 10 years, knowing how old it was getting. This is just a thought but if there was a specific account underneath Capital for a building fund, so that we don't have to go to the cities 5 or 10 years from now to ask for multiple millions of dollars. Commissioner Huguenard commented that it would be important, from a fiduciary standpoint to have some reserves in the Capital Fund for future contingencies. Hypothetically, a city may say that they will pay for part of the budget to do something but not the entire budget when we are in the budgetary process. We do have a reserve set up for contingencies and there is one objector, there is an entity here and it is a legal entity separate and apart from the cities that has to take care of the law enforcement needs for three cities and this has to be taken into consideration as well. So, the suggestion is to take a look in the future at some type of contingency for those purposes. Commissioner Ebeling asked if we could have a Building Replacement fund and started that so it is understood where that money is being spent? Commissioner Huguenard answered, "Exactly" this is what this fund does, in the budget process the cities can ask for the money back at any time. Each year when we do the budgetary process they can see what is in the fund and monitor it, it is very transparent.

Chief Schultz commented that to make it easy for this cycle, it is \$153K we are going to be about \$300K under budget this year in the FY18 budget, so send this money back and make a decision with the \$300K if we want to create a Building Replacement Fund. As we do have a roof that was recoated 3 years ago and that would give us maybe 5 more years, so we are more than half way through that life. So, this maybe another option to move this forward knowing we have about \$300K in FY18, when the audit is done in the Spring that money will be technically available. Commissioner Brown suggested he is in agreement that we need to get the funds started and introduce it in next year's budget. Commissioner Johnson asked a question, "Depending on how the discussion on the insurance goes, if there is an incremental cost associated with whatever is decided, where will that come from? The \$300K or the \$146K".

Chief Schultz responded that the current budget for FY19 was developed with maintaining the same supplement as is currently made available to the retirees. Right now, the projection is \$271K that was prior to our resignation and does not include the FEMA reimbursement for another \$58K. Commissioner Johnson commented that we should refund what we can but maybe vote on that at the end to see if those incremental costs associated, it will be a lot easier to justify funds that we have to put towards that versus putting towards current year budget. If we need monies for FY19 to keep these people whole as per the policies that were signed up for and this may require several thousand more dollars next year or the year after, we need to be cognizant of where those monies will come from. That hasn't been budgeted for 2019, obviously it can be handled in future budgets. Commissioner Hamilton commented that he believes these are two separate issues, we could go back and do a budget amendment if needed. Commissioner Johnson views this as we are trying to fund an existing obligation with this insurance that we have already made and shouldn't necessarily have to go back to them for as we have excess money to deal with it. Commissioner Alexander responded that when people were hired, they were hired with the benefits that exist and that when a position is accepted, it isn't a lifetime contract in terms of what we are bound to. If our policies change, our policies change. Commissioner Johnson expressed that he doesn't see anything in the policy document that states it is subject to change.

Commissioner Alexander stated that we should deal with the budget surplus as this is what we are required to do, and the Commission agreed. We have yet to be fully staffed for the entire year and we been fortunate that we end up with a surplus by virtue of the fact that our payroll is less than what we expected.

Motion was made by Commissioner Hamilton and seconded by Commissioner Brown to return each city's 1/3 pro-rata share of the \$153,153 surpluses. The Commission voted unanimously to approve the motion.

Chief Schultz asked if a motion needed to be made on the server, because technically it is moving an expenditure that was budgeted in 2018 to 2019. Commissioner Alexander commented to note in the minutes that there is a server exchange that will take place. We approve the acceptance of the funds into the Capital Fund and as additional information is received it will be included in a future meeting.

Chief Schultz suggested that we move to the insurance item 3. Sean Waggoner handed out a presentation to the Commissioners and reminded the Police Commission as per the last meeting, we have 3 Pre-65 Retirees currently on the program. We had discussions about extending the benefits through 2019 at the current subsidized rate. The issue he brought to our attention was the fact that with what they are being charged today, it is the exact same rate as the active population. His concern is that, not that we subsidize them, we can do this for as long as we want, the carrier will approve it – this is not an issue. The issue is when the person turns 65, we now have them as part of our active population, we just have them in a separate class where they are considered a “Pre-65 Retiree” and their eligibility ends on their 65th birthday. So effectively they get COBRA rights as soon as they turn 65.

The problem with charging them the current rate of \$477.25 it is cheaper than Medicare Part B, D and a Medicare supplement. Chief Schultz commented that our policy states that upon turning 65 they must leave our plan. Sean Waggoner explained that we cannot deny them COBRA

rights because it is a Federal Law and they have the ability to elect COBRA for 18 months and his concern with that is that, not that they wouldn't leave the plan as you told them to but there is still going to be a notice that will go out to them to stating they have the right to continue coverage at the same rate as an active participant for 18 months or 29 months if they are disabled.

What the Department had asked me to do last month was to give you a plan on how to address this particular issue. The way you would do this is to instruct Cigna to provide you with 2 rates, one for "Active" population and one for "Pre-65 Retirees" which shows on the first page of the presentation packet. You will notice the current rates on the left under 2018-2019, when Cigna splits them out and rates them demographically, the "Retiree" rate goes to \$823.09, \$1,838.01, \$1,771.35 and \$2,926.27. You will also notice that you get a corresponding discount on your active population, so the net annual amount is that you save \$0.42. Commissioner Ebeling asked why they aren't on COBRA now? Sean responded, "because we are subsidizing" and COBRA only lasts for 18 months by Federal Law and some of these folks have been on our plan for more than this. Technically, we are out of sync with our contract, but this is all squared away and not a problem. But what happens when we start to treat them as an active class again which they are already in, it resets and re-entitles them to their COBRA rights.

Commissioner Reichek asked "what would happen if we changed it to 63.1/2 and not 65 to pay them and now they can get their COBRA until 65"? Sean said we could do it this way too, but it may be more complicated. Commissioner Reichek stated but it wouldn't it save us 18 months? Sean commented no, if we don't want the participant to feel a burden then increase the subsidy so they don't have to pay any more than they are paying now. The only thing we are trying to preserve is that when they got offered COBRA they get offered it at \$823 instead of the \$477, because the math on COBRA at \$823 doesn't work at all, they would all leave the plan. The easiest, least complicated solution is to change the subsidy until we want it to be different, by increasing the subsidy it is cost neutral to us. You could say 63.1/2 then they have to elect COBRA and you could put money in an HRA but he thinks this is more trouble than it is worth from a communication perspective. You will have them have to deal with the administration of that, the subsidy won't be in a neat little bow, you will have to go here to get the subsidy, write a check for the whole thing, reimburse yourself, it is clunkier this way. Commissioner Hamilton asked for clarification "rather than give the \$430 subsidy you make the subsidy \$823.09. Sean stated that this is right it is then cost neutral to us. This is how almost every other municipality does it, Fort Worth, City of Humble, we work with over 1000 municipalities coast to coast, nobody keeps the retirees in the same active class for this same reason. They want the liability with this worst part of the risk pool to be done at the earliest possible date.

Commissioner Alexander asked what would the contribution be that we would make to the retirees change to? Sean responded \$823., we are currently charging them \$47.25, so it would be \$775.84, for spouse. The Commissioner asked how is this neutral? Commissioner Hamilton responded that we save on the 33 active employees costs. Sean stated that the dependent would go to \$2,089.54 and apologized as this isn't one of the scenarios that had been talked about, so it isn't modelled out in the presentation. He then asked if there were any questions.

Chief Schultz asked for clarification from Mrs. Loud, of the 3, one is employee only, one is a spouse only and the other is a spouse and family. Mrs. Loud confirmed "yes", one comes off in June, Paul Beveridge who is "employee only", Underwood is the spouse of the former employee,

and Dowden is covered as “family”. Chief Schultz asked “what do we pay for that coverage, is it double” Mrs. Loud responded that we cover \$860 and Commissioner Johnson asked if that was for a child of somebody. Mrs. Loud confirmed that he has children and spouse, Commissioner Johnson stated that the policy he had in front of him states that the coverage extends to employees and their spouse. He doesn’t know if there is a subsequent one that says employees and families. Are we doing something that we shouldn’t? Chief Schultz explained that we just pay double, we don’t pay the whole thing. The one family makes up the difference. Mrs. Loud confirmed that he pays \$870.67 a month himself. Chief Schultz said \$1600-1700 increase and commented that now we are changing the intent of the policy made two years ago when the policy was developed. Sean Waggoner commented that we aren’t necessarily shifting these people into this class to save money, it is a risk management strategy. The insurance company is showing us what the true cost and value of that coverage should be, they rated it demographically and didn’t look at the claims side of the information.

Mrs. Loud asked a question, “what class does Cigna currently have them in?” Sean Waggoner confirmed that they have been moved to an “Early Retiree Class” as soon as they found out about the subsidy. Mrs. Loud asked, “so they have been moved already and there is no rate change effective with that move. Originally you said that we could cover them under that same scenario through until March 31, 2019 because that is when our current policy ends, can we still do that?” Sean Waggoner responded yes, we just need to tell him, and he can put that in place. Mrs. Loud commented that she is just concerned that we have only provided this information to the Commission this morning in an email that she received, but we have some additional information that he has provided tonight and feel they haven’t had time to digest everything. I believe it may be helpful for them to read through it and come back with any questions. Sean Waggoner explained the stuff in the back is the same information that was provided before.

Mrs. Loud stated, I have another comment, as far as Cigna is concerned they haven’t been viewed as COBRA participants, however, as far as the retirees are concerned they are COBRA participants, because the letters went out to them and they elected the coverage when that was offered to them I think, two years ago. So, they believe they are on COBRA, does this affect anything differently? Sean Waggoner stated, “No” because now they are in an “Active Class”, technically they shouldn’t have had COBRA for more than 18 months. Chief Schultz interjected, the minimum COBRA by law is 18 months but you can go up to 36. Sean stated 29 if you are disabled and 36 if it’s a divorce. Commissioner Alexander stated, that he thought we determined last month that Cigna didn’t know that they were technically on COBRA. Sean Waggoner commented, that because they are in an “Active Class” because there is a subsidy and because we’ve gone past 18 months, even if that original letter went out, we still under Federal Law have to send them another COBRA notice when we truly terminate them at age 65. The trick here is what rates on that letter do we give them the option to continue coverage with. People have a big misunderstanding about Medicare, they think it is provided by the Government so somehow it is substandard coverage, which it is not. We can connect them with resources to help them better, but this is what most retirees think when they head into Medicare. That being said, if you have it priced to close to what it would cost them for Medicare B, D and Supplement, it will be really easy for them to do nothing and stay on the plan they are on, which is what we are trying to avoid.

Commissioner Huguenard asked if the additional COBRA letters would have language relative to their ability to continue coverage through age 65? Sean stated it would be just the standard

COBRA letter, you can't enforce that, when they turn 65 they can still elect COBRA and stay on our plan. Commissioner asked if our youngest stays on the plan it will be longer than the 36 months, so if they have the standard 18-month coverage it may be confusing. Sean Waggoner confirmed that on a go forward basis when the person goes into the "Pre-65 Retiree Class" they won't be issuing a COBRA letter in that circumstance any longer. Technically, we probably shouldn't have issued the first COBRA letters if we knew the person was going to be on there longer than 18 months, the COBRA period wasn't going to be enough to get them to their 65th birthday.

Mrs. Loud stated she had another comment to make and didn't know if he could reach out to Health and Human Services Department but when we originally checked into this a few years ago, they were the ones, because being a Federal Government they administer COBRA versus the Department of Labor. And when we reached out to them I spoke to them specifically about the fact that we would like to offer them COBRA for a longer period of time than the 18 months and was that possible. I was told absolutely you can, it is a Federal Law that you have to offer it for the Minimum of 18 months but if you want to offer it for any period of time, you can. This is why we did what we did originally. Sean Waggoner responded that Health and Human Services is correct, they gave us good information, the issue is that you are dealing with a standard fully insured Cigna contract that they are taking the risk, so they would have to approve a COBRA period that would be longer than the Federal Guidelines. Mrs. Loud stated that she asked Cigna about this more recently and was told the same thing, that if we elect to do it for a longer period of time, we can. Sean Waggoner stated that he hasn't ran down that path himself, but he believes if I have been told this, he believes that's the case but again, he doesn't know how offering it for a longer period of time changes the issue. Sean Waggoner commented that if we offered it for 36 months then when anybody goes into this class, they need to go into it at exactly on their 66nd birthday because if they don't, then you are either extending it past their 65th birthday. The person who is 55 right now, would have to be offered COBRA for 120 months and you'd have to do the same thing if someone retired at 63. He doesn't think extending it for a longer period of time, it has to be uniform, you have to offer every employee the same cover of election period. That would also apply to your current population. Mrs. Loud stated, but we don't have anything in the policy yet that covers coverage for people other than the current retirees. Chief Schultz clarified, it is only for the 3 retirees. Sean Waggoner explained that isn't what he is talking about, when we say that we are going to offer COBRA for a longer period of time than 18 months, that has to be our entire population, it has to be every single individual, active, early retiree. This is the risk we run if we want to extend the COBRA period. Chief Schultz stated that we only subsidize employee and employee and spouse and asked when Dowden drops off? Mrs. Loud clarified that his birthdate is 1958, so he is 60. He is really the only one who may have an issue because of the supplemental aspect. It will be \$1,500 a month out of his pocket because of the increase. It was suggested that we can change the subsidy on this if we want, but Chief responded that the policy doesn't address family.

Sean Waggoner asked how long do we want to keep them at this rate, this level of out of pocket, is it just through 2019? Commissioner Alexander answered that originally, we had discussed terminating paying the benefit at the end of this year. Then early this year, we agreed that it didn't feel right, and we committed to keep them on for 2019. We may consider keeping them longer but then we have to think about people who aren't eligible today but on the path to eligibility further down the line. The reason we pulled back on it originally was because of the long-term liability, so there's doing what feels right and doing what you think you can afford.

Sean Waggoner commented that his point would be, if we want to keep them at these current rates for 2019 then we are just signing up for 2019 at these rates, in 2020 we have the flexibility to do whatever we want with this issue.

Commissioner Brown commented that we may just be overthinking this, as he is presenting us with a scenario that is essentially revenue neutral for us and for the retirees, Chief Schultz stated, for one it is not, Sean Waggoner said that we could decide to match the current subsidy. Other Commissioners agreed that then it is not revenue neutral. Chief Schultz stated that the policy is very clear, that it only applies to these three folks, right now there is no benefit, that is something to be decided. As originally suggested, we could fund sick leave that is accumulated, and that would be your bucket and when its gone, its gone. There is no unfunded liability and the employee makes their decision if they want to save their time and use it to buy insurance or not.

Sean Waggoner went through the numbers in their presentation, he stated that we could subsidize whatever we want to, but we didn't tell him that we wanted to keep all the same, there was a conversation about when the rates change our subsidy is still \$430. This is clear after tonight, that it doesn't feel quite right, we can reverse their exhibit and keep them where they are today and that will change our subsidy and it is a cost neutral situation. The total rate is the exact same, so if you deduct the same amount of money out of the employees' paychecks or you make the retirees pay the same amount of money as they are paying right now, then your liability as the employer stays the exact same. Commissioner Ebeling interjected that the cost is different, the cost is more to us. Sean Waggoner directed him to the numbers in the presentation and stated that he can change the numbers in the spreadsheet, but he didn't model this out because it wasn't something we talked about previously. He can have it sent over to Ms. Maureen very early in the morning. Some of the Commissioners commented that it doesn't seem that this could be net revenue neutral. Chief Schultz interjected that the difference in the active employees cost offsets it.

Chief Schultz asked what is the expectation for our next RFP? Sean Waggoner stated this has become a nonevent at this time, we have some claims this year, we have done pretty good at keeping things flat over the last several years. He thinks we will have some sort of an increase this year. The other thing going on right now in the re-insurance market is a real train wreck. We are fully insured so it really doesn't apply to us, it applies at the broader global Cigna level. The prevalence of million dollar claims that we've seen since ACA was passed is up 76x. The market has pressure right now as all that excess cost has to be absorbed some place. Chief asked when we see 2019 rates come out, we will have 2 groups of employees, will they be similar in increase, or will they be higher? Sean Waggoner responded that the increase will come out with the same increase for each group. Commissioner Hamilton, commented that he knows there is something that TML do for State employees and asked if there was a possibility that the "Pre-65 Retirees" could join that pool? Sean Waggoner responded, no he doesn't think so because it would mean handing them the worst part of our risk-pool.

Sean Waggoner stated that he hopes he didn't confuse anybody more than he meant to and Commissioner Huguenard asked what was the optimal time to make this decision. He said that he doesn't believe we are under any obligation, if we are going to extend through 2019 we aren't under any obligation to change anything. But, I would take the step of putting them in the "Retiree Class" and ultimately, we keep the retiree's paying the same amount that they are paying right now and if we want to change it, we can do that at any time. Mrs. Loud asked,

“haven’t you already done that?” he responded, No, we need to tell them what date we want to implement it but right now everyone is still in one population. If we don’t want to do anything right now, we don’t have to. Commissioner Ebeling, said that if we don’t do anything it just extends our liability further down the road. Sean Waggoner said yes that’s right, if someone whose about 65 and pop up with a bad health problem, cancer, heart problem or whatever it happens to be, when they get offered COBRA under this plan there is a high likelihood that they will say, they don’t have time to deal with this for right now as I’m fighting for my life and will stay on this plan and deal with Medicare if they get healthy again.

Commissioner Alexander stated it would be helpful to see that it is neutral to us. If I look at our current year-end forecast, we budgeted about half million dollars for health insurance and so if it is neutral we should be able to fit within that box. Secondly, if we are effectively able to provide everybody the same benefit without increases to their cost, that seems like the right thing to do. Sean Waggoner said he understands, he didn’t think this was one of the options on the table, but he will get it to us first thing in the morning. Commissioner Alexander commented that we didn’t go through everything in here but is that his recommendation? Sean Waggoner answered, yes, that if we want to keep the retirees whole for 2019 and if that feels good for everybody, then just instruct us to make this change we will show you what the new subsidy amounts look like. Commissioner Smyre asked if we have an obligation to tell people more than just 12 months out, Sean Waggoner said no, unfortunately with the economics around here it isn’t necessarily a luxury that a lot of employers can afford. We can just trigger this through renewal and make all these decisions at once. This is the one missing piece of information that we don’t have right now, is what is the increase he is getting ready to bring us in the next 30-40 days. Once we have this, we can determine what feels right. We have 90 days left on this policy.

Commissioner Alexander stated that he was a bit confused by...effectively we can leave them on the current plan as they sit right now, through March. Between now and then we will have new rates and we can plug all this in and see what our exposure is and what the cost would be to extend it. Chief interjected that we ask for new rates with all in and rates with them pulled out. Sean Waggoner said he will do this.

Commissioner Johnson asked if we were going to keep the family member on as the policy reads employee and spouse. Chief Schultz commented that, they pay the whole difference right now, so the one who has the whole family only gets the subsidy of \$860 and they pay all the rest of the cost. Commissioner Johnson, stated but that child or family member is on our policy and if they have a loss, it will affect all our policy holders. Chief Schultz, said that’s right but we cannot separate the family as they are paying that premium. Commissioner Johnson suggested that the policy may need to be re-written as it is limited to employee and spouses right now. Chief commented that this was based on back in the 1970’s when you would retire you wouldn’t normally have children, pre-26, it used to be once you turned 18 and in college, you are done. Commissioner Ebeling stated what you are asking is, do we have a legal obligation to supply on our policy, coverage for the retiree and spouse and children. Commissioner Johnson, said he doesn’t believe it is a legal obligation, he thinks if we are going under theory that we are going to do whatever the policy that is then in effect, then that’s what we should do. Chief stated that if they are in their own class then that problem is solved, there will be only one family left, they own it, if the rates go up a 100% they pay a 100%. Discussions continued that if we set a precedent that the policy states, employee and spouse and then someone buys a family plan that isn’t called for within the specifications of what we do. Mrs. Loud explained that within the

COBRA provisions, if you have family coverage and terminate employment then you still have to offer coverage to the whole family. Chief Schultz confirmed however, that the subsidy only covers the employee and spouse, the original intent of the policy was only to assist the employee and spouse. Commissioner Ebeling commented that we may want to put something in writing explaining this. Mrs. Loud clarified that when the COBRA letters went out it did notify them they would be covered for this period of time, which was based on how the policy was originally written and so their expectation was that they would come off of COBRA the end of this year. Then the Commission voted to say they would extend for an additional year. Chief Schultz clarified that as of the policy, there is no subsidy for anybody after December 31, 2018. We do need to figure something out as this is one of our recruiting issues, and the reason why we have seen issues all across the country in filling Law Enforcement vacancies because the pensions have been hit and now the health benefits too.

d. Chief's updates

November was a busy month, a little of 8,000 calls, 6,200 house watches, traffic enforcement, we continue to use our traffic and monitoring tool and we get more requests for it all the time and specifically to target certain areas. 877 traffic stops and 935 citations that covered 1,471 violations.

Response times look very good this month, these are the emergency events and you will see another page where we have broken out the Assist Village Fire and Assist Village Rescue by villages by response times. These are just the priority events, there were a total of 20 with an average response time, with first ring to officer on scene 3:51. Hunters Creek had 9 events, and the average response time, with first ring to officer on scene was 2:36. The top call for service continue to be False Alarms. Top citation this month was for speeding, a lot of these are because of citizen requests and complaints. Crimes against persons, there were 2, one was the armed robbery with the firearm at the Shell Gas Station and an Aggravated Assault.

We continue to see calls related to the increased transient population near the bayou by the Shell gas station. Another camp popped up a week before last by the San Felipe bridge, at the bayou on the Houston side where there is a vacant lot. Commissioner Reichel stated that Hunters Creek passed the ordinance that Chief had suggested last week. Hopefully, this will help us to keep on top of this. The one on San Felipe that affects Hunters Creek..... we have reached out to the City of Houston and they are working with our Community Services on this.

We did have some issues come up with our recruit Officer Allbritton who was sworn in a couple of months ago. He was the Officer that we had to extend in his first phase of training as he was having some issues adjusting to patrol. He had some personal issues that were distracting him and he decided to resign from the Department of November 29th. That now leaves us with 1 officer vacancy and we still have 1 dispatch vacancy. Commissioner Smyre asked if he was one of the officers that came to us through a referral? Chief Schultz responded, yes, but since we have this spaced out in 3 payments, he only gets the one payment. It is good that the training program worked the way it is supposed to as we extended training for him, and both the department and he realized the deficiencies. We have departed ways, he is happy, and we are happy.

V-Linc registrations went up by 24 in November and have gone up approximately 24 as of Saturday after the V-Linc went out about the 2 home invasions on Memorial. Time Committed

report shows 46 hours for Officer Allbritton and the top citations were 126 Officer Nowlin. Total incidents to date are behind last year's numbers as far as Crimes Against Persons.

Village Fire Assists on page 65, we have a subcommittee meeting tomorrow with Village Fire. Of the EMS events there were 2 designated as priority response notification to on scene to 2:18 seconds and 4 EMS – 4:13 and broken down by village. There were no priority Fire or EMS events that came in for Bunker Hill. Piney Point has 1 Fire event and 4 EMS and Hunters Creek had 1 Fire Event and no EMS. Total Fire events were 69 and the average for these were 3:56 seconds. This information has been sent over to Fire for the Subcommittee meeting tomorrow night.

e. Follow Up Items from previous meeting

1. Retiree Health Care Liability and potential long-term plan.
2. Update on the Memorial Villages Fire Department, Bunker Hill Villages standing therein and the potential implications on and for the MVPD. Discussion only, no action to be taken.
3. Discussion regarding ALPR/Virtual Gate project and what the appropriate role is for the MVPD, it may make sense for the Commission to take the lead on the project. Discussion only, no action to be taken.

Item 2 - Commissioner Smyre commented that the City of Bunker Hill has a presentation on the 18th to the Fire Commission on their proposal on how they can work together going forward.

Item 3 – Commissioner Smyre stated that there is no meeting planned yet, but he will follow up with Karen Glynn on this as she is the organizer who puts together the agendas and drives the facilitation with the consultants, Stuart Marks is the Chair.

f. Executive Session

It is anticipated that all, or a portion of the discussion of the following item will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.

None

Chief Schultz mentioned that a request came up from Officer Justin Rogers who left us just over a year ago to work for Marathon Oil. He has asked if the Commission will consider allowing him to become a reserve officer so that he can keep his Police Officer certification valid. We have one reserve currently, Michelle Owens. He would have to be affiliated with the Department as a Reserve Officer, he left in good standing. He would have to commit to 8 hours a month and he would definitely have to assist us in the Court with Bailiff Duties since we have 2 court settings for each one of the villages. He said he would have no problem doing this and respectfully asked if he could become a Reserve Police Officer representing the villages, this is a non-paid position. Commissioner Alexander said we cannot vote on it tonight but should put it on the agenda for the next meeting.

g. Suggestions for future agenda items

1. Capital Replacement Fund – Expenditure for server budgeted in 2018 moved to 2019 as additional information received it can be discussed at future meeting.

A Motion was made by Commissioner Huguenard and seconded by Commissioner Brown to adjourn the meeting at 7:40p.m. The Commission voted unanimously to approve the motion.

This is Commissioner Alexander's last meeting and the Commissioner's thanked him for all his efforts over the past years.

Approved and accepted on _____ 2019

By: _____
Jay Smyre, Chairman
Board of Commissioners
Memorial Villages Police Department

Memorial Villages Police Department
Maintenance & Operations

For the twelve months ended December 18

100.00% 100.00%

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
Expenditures							
100 Regular Wages	3,177,312	2,988,455	193,857	93.90%	2,988,455	193,857	93.9%
110 Overtime	93,420	128,390	(34,970)	137.43%	128,390	(34,970)	137.4%
120 Retirement	368,477	348,924	19,553	95%	348,924	19,553	94.7%
130 Health Insurance	517,662	475,963	41,699	91.94%	475,963	41,699	91.9%
140 Workers Compensation	51,263	57,758	(6,495)	112.67%	57,758	(6,495)	112.7%
150 Life/LTD	21,900	16,578	5,322	75.70%	16,578	5,322	75.7%
160 Medicare	47,493	42,707	4,786	89.92%	42,707	4,786	89.9%
Personnel Services	4,277,527	4,053,775	223,752	94.8%	4,053,775	223,752	94.8%
Other Insurance							
200 Auto	21,572	22,392	(820)	103.8%	22,392	(820)	103.8%
210 General Liability	625	479	146	76.6%	479	146	76.6%
220 Public Official Bond	911	849	62	93.2%	849	62	93.2%
230 Professional Liability	24,467	18,918	5,549	77.3%	18,918	5,549	77.3%
240 Real & Personal Property	12,407	13,066	(659)	105.3%	13,066	(659)	105.3%
Total Other Insurance	59,982	55,703	4,279	92.9%	55,703	4,279	92.9%
Vehicle Maintenance							
300 Gas & Oil	65,000	64,262	738	98.9%	64,262	738	98.9%
310 Maintenance	20,000	26,885	(6,885)	134.4%	26,885	(6,885)	134.4%
320 Tires	7,000	3,162	3,838	45.2%	3,162	3,838	45.2%
330 Damage Repair	10,000	3,995	6,005	39.9%	3,995	6,005	39.9%
Maintenance & Misc.	102,000	98,304	3,696	96.4%	98,304	3,696	96.4%
Building Maintenance							
400 General Maintenance	15,000	35,649	(20,649)	237.7%	35,649	(20,649)	237.7%
410 Janitorial Services	19,000	18,000	1,000	94.7%	18,000	1,000	94.7%
420 Jail	1,000	528	472	52.8%	528	472	52.8%
430 Building Furnishings	5,000	124	4,876	2.5%	124	4,876	2.5%
Total Building	40,000	54,301	(14,301)	135.8%	54,301	(14,301)	135.8%
Office Equipment							
500 Computers	9,800	8,998	802	91.8%	8,998	802	91.8%
510 Postage/Postage Machine	1,300	987	313	75.9%	987	313	75.9%
520 Stationery/Expendables	19,500	14,246	5,254	73.1%	14,246	5,254	73.1%
530 Bank Finance Charges	700	303	397	43.3%	303	397	43.3%
540 Payroll	15,000	15,690	(690)	104.6%	15,690	(690)	104.6%
Total Office	46,300	40,224	6,076	86.9%	40,224	6,076	86.9%
Utilities							
600 Telephone	33,250	33,166	84	99.7%	33,166	84	99.7%
610 Electric	23,000	20,882	2,118	90.8%	20,882	2,118	90.8%
620 Water/Sewer	5,000	4,781	219	95.6%	4,781	219	95.6%
630 Natural Gas	600	409	191	68.2%	409	191	68.2%
Total Utilities	61,850	59,238	2,612	95.8%	59,238	2,612	95.8%
Contract Services							
700 Equipment Maint Contracts	14,400	13,474	926	93.6%	13,474	926	93.6%
710 SETCIC fees	3,600	3,216	384	89.3%	3,216	384	89.3%
720 Legal/Professional	59,035	49,482	9,553	83.8%	49,482	9,553	83.8%
730 IT Services	100,200	99,210	990	99.0%	99,210	990	99.0%
740 Software/Maintenance Contracts	54,595	50,096	4,500	91.8%	50,096	4,500	91.8%
Total Contract Services	231,830	215,478	16,352	92.9%	215,478	16,352	92.9%
Other							
800 Accreditation	1,200	5,085	(3,885)	423.7%	5,085	(3,885)	423.7%
810 Uniforms	30,000	21,813	8,187	72.7%	21,813	8,187	72.7%
820 Radio parts and labor	30,536	28,083	2,453	92.0%	28,083	2,453	92.0%
830 Firearms Training & Ammo	5,500	4,553	947	82.8%	4,553	947	82.8%
835 Tasers	10,000	10,499	(499)	105.0%	10,499	(499)	105.0%
840 Training & Prof Dues	44,000	46,048	(2,048)	104.7%	46,048	(2,048)	104.7%
850 Travel	7,000	6,251	749	89.3%	6,251	749	89.3%
860 Recruiting Costs	5,000	3,033	1,967	60.7%	3,033	1,967	60.7%
870 Criminal Investigations	3,500	2,594	906	74.1%	2,594	906	74.1%
880 Contingency	15,000	0	15,000	0.0%	0	15,000	0.0%
890 Small Equipment	8,800	5,726	3,074	65.1%	5,726	3,074	65.1%
Total Office	160,536	133,685	26,851	83.3%	133,685	26,851	83.3%
TOTAL M&O	4,980,025	4,710,709	269,316	94.6%	4,710,709	269,316	94.6%

Memorial Villages Police Department
Auto Replacement
 For the twelve months ended December 18 100.00%

Prior Year Cash Carryover	57,794.72						
FY18 Sale of vehicles	9,638.00						
FY18 Assessment collected to date	150,000.12					FY18 Assessment remaining	0.00
FY18 Interest earned to date	335.99						
FY18 Misc Income	11,671.38						
FY18 Expenditures	(143,730.60)						
FY18 A/R	(0.07)						
Cash Balance @ 12/31/18	85,789.54						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Auto Replacement	150,000	143,731	6,269	95.82%	143,731	6,269	95.8%
Total Auto Replacement	150,000	143,731	6,269	95.8%	143,731	6,269	95.8%

Memorial Villages Police Department
Capital Contingency
 For the twelve months ended December 18 100.00%

Prior Year Cash Carryover	71,205.93						
FY18 Assessment collected to date	39,500.28					FY18 Assessment remaining	0.00
FY18 Interest earned to date	350.81						
FY18 Asset seizure funds	5,046.00						
FY18 Expenditures	(31,747.04)						
Cash Balance @ 12/31/18	84,355.98						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects Contingency	39,500	31,747	7,753	80.4%	31,747	7,753	80.4%
Total Capital Items	39,500	31,747	7,753	80.4%	31,747	7,753	80.4%
Total Capital Outlay	189,500	175,478	14,022	93%	175,478	14,022	93%

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
MAINTENANCE & OPERATIONS	4,980,025	4,710,709	269,316	95%	4,710,709	269,316	95%
AUTO & CAPITAL	189,500	175,478	14,022	93%	175,478	14,022	93%
TOTAL BUDGET	5,169,525	4,886,187	283,338	95%	4,886,187	283,338	94.52%

**MEMORIAL VILLAGES POLICE DEPARTMENT
PROJECTED CASH BALANCE
31-Dec-18**

9-Jan-19

All Funds (MODIFIED CASH BASIS PROJECTIONS)

Cash collected for FY18 @ 12/31/18 \$ 5,233,582
 Estimated Expenditures (December 18) \$ 4,886,187
 Estimated cash on hand @ 12/31/18 for FY18 activities \$ 347,396

Cash Balances@ 12/31/18:

Health Benefits \$38,977
 Operations \$549,861
 Auto \$85,710
 Youth Services \$21,248
 Capital \$84,356

Actual cash balance @ 12/31/18 all accounts \$780,152

All Funds (Modified Accrual Basis Projections)	2018 YTD Budget	2018 YTD Actual	2018 YTD Difference (Budget vs. Actual)	2018 Total Adopted Budget
M&O REVENUES	4,980,025	5,017,040	37,015	4,980,025
M&O EXPENSES		4,710,709		
NET REVENUES OVER EXPENDITURES		306,331		
AUTO REPLACEMENT REVENUES	150,000	171,645	21,645	150,000
AUTO REPLACEMENT EXPENDITURES		143,731		
NET REVENUES OVER EXPENDITURES		27,915		
CAPITAL PROJECTS REVENUES	39,500	44,897	5,397	39,500
CAPITAL OUTLAY EXPENSES		31,747		
NET REVENUES OVER EXPENDITURES		13,150		
COMBINED REVENUES	5,169,525	5,233,582	58,660	5,169,525
COMBINED EXPENDITURES		4,886,187		
COMBINED NET REVENUES / EXPENDITURES		347,396		
Formal reserves:				
		Youth Services		\$21,248
		Auto		\$85,710
		Capital		\$84,356
		Working Capital		\$60,000
		State Training Funds		\$0
				<u>\$251,314</u>

MVPD VEHICLE INVENTORY December 2018

UNIT #	Assigned	YEAR	MAKE	Projected Mileage						
				10/27/2016	10/27/2017	12/1/2018	10/27/2019	10/27/2020	10/27/2021	10/27/2022
168	Patrol	2014	FORD	65,548	87,548	109,548	x	x	x	x
170	Patrol	2015	FORD	39,357	61,357	83,273	105,273	127,273	x	x
171	Patrol	2015	FORD	38,060	60,060	75,115	x	x	x	x
172	Patrol	2015	FORD	24,270	46,270	64,415	86,415	108,415	130,415	x
173	Patrol	2015	FORD	40,723	62,723	70,460	92,460	114,460	136,460	158,460
174	Patrol	2015	FORD	22,323	44,323	62,771	84,771	106,771	131,323	151,323
175	Patrol	2016	FORD	17,089	39,089	56,170	81,089	103,089	125,089	147,089
176	Patrol	2016	CHEV	15,089	46,371	66,664	90,371	112,371	134,371	156,371
177	Patrol	2017	FORD	0	5,010	34,581	49,010	71,010	93,010	115,010
178	Patrol	2017	FORD	0	4,048	39,092	42,048	64,048	86,048	108,048
179	Patrol	2017	DODG	0	5,601	34,195	49,601	71,601	93,601	115,601
180	Patrol	2018	Chevy			14,693	22,000	44,000	66,000	88,000
181	Patrol	2018	Ford			4,528	22,000	44,000	66,000	88,000
182*	Patrol	2018	Ford			6,374	22,000	44,000	66,000	88,000
UM/Spares										
D.A.R.E.	D.A.R.E.*	2018	TOYO	0	10	4,000	9,000	12,000	15,000	18,000
83	Commander	2013	CHEV	91,650	96,650	113,104	118,104	123,104	128,104	x
84	Chief	2016	DODG	3,400	13,150	18,150	23,150	28,150	33,150	38,150
85	Commander	2017	DODG	0	5,240	20,547	25,547	30,547	35,547	40,547
86	Det Silver	2017	DODG	0	6,234	32,101	37,101	42,101	47,101	52,101
79	Truck	2013	FORD	96,470	101,470	110,158	115,158	x	x	x
82	Pool Blue	2013	FORD	82,025	92,025	108,115	113,115	118,115	123,115	128,115
87	Det Black	2018	DODG			12,392				

DARE - LOANER VEHICLE

Avg Mileage for Fleet				51,090	50,180	app 50,000	app 45000	app 45000	app 45000	app 45000
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Note: Patrol units asgd to 2 officers per unit driving @22,000 per year.

Note: Admin/Support Services/ Chief/ Assitant Chief vehicles based on a single officer driving @5000 miles per year.

- Current Starting Mileage
- Out of Service
- Note: Spare unit/Pool Car
- First year in service
- * Foundation Purchase



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

Raymond Schultz
 Chief of Police

January 14, 2019

TO: MVPD Police Commissioners
 FROM: R. Schultz, Chief of Police
 REF: December Monthly Report

During the month of December, MVPD responded/handled a total of 10,583 calls/incidents. 8,699 House watch checks were conducted. 867 traffic stops were initiated with 954 citations being issued for 1485 violations. (Note: 13 Assists in Hedwig, 171 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	4036/38707	3422/33288	4	296	8@3:04
Piney Point:	2839/28105	2243/22956	7	421	4@3:42
Hunters Creek:	3503/37687	3024/31823	7	237	4@5:07 16@3:45

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	206	Ord. Violations:	8	Speeding:	266
Accidents:	18	Info Reports:	37	Exp. Registration:	171
Assist Fire:	33	Suspicious Situations:	130	No Ins:	122
Assist Rescue:	23	Welfare Checks:	19	No DL:	100
				School Zone:	87

This month the department generated a total of 110 police reports.

Crimes Against of Persons (3)
 Family Violence (Misd) 3

Crimes Against Property (19)
 Burglary of a Habitation 4
 Burglary of a Vehicle 4
 Theft – Misdemeanor 8

Credit Card Abuse 1
 Criminal Mischief 1
 Forgery/Fraud 1

Petty/Quality of Life Crimes/Events (88)
 Poss. of a Controlled Sub/Para. 5
 DWI 6
 Warrants 33
 Driving While Intoxicated 2

Information 17
 Misc. Reports 20
 Public Intoxication 4
 Unlawful Carry of a Weapon 1

Arrest Summary: Individuals Arrested (46)
 Felony Arrests 1
 Warrants 33

Class 3 Arrests 10
 DWI 2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	4,053,775	4,277,527	94.8%
• Operating Expense:	656,934	702,498	93.5%
• Total M&O Expenditures:	4,710,709	4,980,025	94.6%
• Capital Expenses:	175,478	189,500	93%
• Net Expenses:	4,886,187	5,169,525	94.5%

Follow-up on Previous Month Items/Requests from Commission

- A Special presentation was made at the Piney Point City Council Meeting to outgoing Commissioner C. Alexander for his service to the Police Commission by Commissioner Huguenard and Chief Schultz.

Personnel Changes/Issues/Updates

- The MVPD currently has one opening for both an Officer and a Dispatcher. Most of our current inquiries are coming from applicants who do not meet the minimum requirements of prior experience.
- The 1% STEP Pay adjustment was made for eligible employees effective 1/5/19.
- Performance evaluations have been completed for all department personnel. Individual deficiencies have been properly identified, documented and discussed with employees.

Major/Significant Events

- 12/15/18 at 0500 Hours, 2 Home Invasion Burglaries occurred where the residents were assaulted while inside of their homes. MVPD officers responded and apprehended the suspect still inside one of the homes. The 17-year-old suspect was taken into custody. The suspect had also been involved in a third home invasion and an auto burglary in the City of Houston.
- The department participated in the 2018 2nd Annual Twinkle Light Parade in Bunker Hill Village. The attendance was estimated to be double from 2017. There were no major incidents or issues.
- The cases involving the Burglaries and Thefts of several high end commercial ranges from area homes has been exceptionally cleared with the arrests of a suspect linked to cases in the West University Area and Dallas.

Status Update on any Major Projects

- The department completed the annual police vehicle mileage and usefulness survey and analysis, along with a review of available options for marked vehicle replacement. This will be discussed at the 1/14/19 Police Commission Meeting.
- Preliminary, End of Year - Case Clearance results have been compiled for 2018. The numbers show Crimes Against Persons with a 71% Clearance Rate and Crimes Against Property at 59%. Solid work by our CID detectives.

V-LINC new registrations in December: +38

BH – 1021/1250 (+14)
 PP – 780/1156 (+4)
 HC – 989/1514 (+7)
 Out of Area – 361 (+13)

2018 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALLBRITTON, MICHAEL										32:56:59	33:57:57		0	0
BAKER, BRIAN C	8:08:54	4:27:26	10:13:10	5:41:26	6:38:59	3:59:40	3:51:16	8:30:10	11:04:45	6:48:57	7:27:04	3:54:35	2	11
BIHUNKO, JOHN	17:25:13	15:46:34	14:52:47	19:23:28	16:32:12	13:03:44	11:48:42	18:23:15	15:58:45	20:51:17	15:06:47	19:45:53	3	15
BOGGUS, LARRY	29:35:55	18:25:09	32:13:44	27:09:54	27:42:07	19:28:07	20:23:40	28:52:57	19:29:16	21:57:26	30:13:40	22:29:54	8	19
BRACHT, DANIEL	14:22:42	7:39:03	15:10:24	13:01:59	14:48:44	7:24:42	12:28:11	17:04:29	6:41:19	13:26:39	14:54:14	12:31:23	2	13
BURLESON, Jason					11:35:10	35:22:21	27:53:35	15:17:27	16:46:12	19:30:11	21:02:03	17:47:04	8	44
CANALES, RALPH EDWARD	15:31:10	12:04:16	12:32:47	17:52:45	15:12:39	10:54:59	16:17:22	9:22:57	14:14:20	14:21:29	14:05:22	16:22:42	3	18
CERNY, BLAIR C.	36:18:44	15:56:48	28:04:39	21:17:09	24:12:28	24:08:45	17:26:23	21:59:16	17:23:32	22:54:07	28:41:37	17:27:32	11	10
HARWOOD, NICHOLAS	23:47:23	27:01:17	25:29:19	15:36:43	25:31:00	16:06:00	17:42:15	16:51:27	15:12:05	20:18:48	15:23:16	12:47:16	1	20
HODGES, JEFFERY	36:36:28	33:41:24	22:04:52	25:18:53	16:12:43	16:40:38	17:31:48	18:22:26	16:51:19	26:36:20	46:23:26	21:52:43	5	40
JARVIS, RICHARD	28:40:32	27:28:26	29:42:09	23:33:46	28:11:43	32:23:52	33:54:51	26:58:52	30:26:49	13:57:04	14:29:52	26:30:08	4	71
JOLIVET, CHARLES	24:11:52	17:35:03	15:22:37	14:26:43	12:36:23	14:15:16	14:37:32	16:01:10	7:13:04	14:33:01	14:05:20	14:08:29	1	35
JONES, ERIC	0:12:49	0:31:17	0:18:45	0:01:56	1:26:44	0:03:35	0:11:56	4:37:41	0:04:41	0:00:00	0:29:54	1:01:49	0	0
KELSO JR, RONALD K	10:31:54	7:43:37	2:46:39	4:19:41	7:30:20	3:34:52	0:23:02	1:48:25	5:13:54	6:52:36	4:42:21	1:46:17	0	0
LERMA, FRANK	8:22:46	11:34:20	11:59:56	4:25:17	5:16:24	24:36:19	1:27:49	6:29:01	9:30:20	6:18:25	7:20:05	3:03:27	0	0
MCELVANY, ROBERT	21:23:44	14:21:32	18:56:25	16:11:34	16:52:24	14:24:41	12:44:10	8:48:00	13:47:41	12:52:46	6:46:59	7:10:58	2	24
MILLER, OSCAR	21:52:16	31:01:11	46:07:56	0:11:49	22:23:45	10:12:14	3:04:47	19:36:20	1:21:31	2:10:21	15:52:31	11:50:06	0	0
NASH, CHRISTOPHER	19:13:29	20:38:48	34:15:37	24:08:57	37:48:31	30:01:55	32:24:06	24:06:42	21:44:19	15:58:11	18:26:49	33:39:33	2	23
NOWLIN, DONALD L	25:47:19	29:02:23	18:52:19	23:07:36	20:09:52	19:52:10	12:04:13	18:02:36	24:37:05	25:43:20	26:10:26	14:11:55	6	150
OWENS, LANE	0:00:00	8:36:39	0:06:47	0:36:17	2:24:27	1:18:34	0:32:10	3:31:08	0:22:19	0:00:00	0:00:00	0:26:54	0	0
PAVLOCK, JAMES ADAM	17:10:55	23:22:51	21:24:22	17:48:23	15:18:47	16:20:39	14:48:08	13:23:35	19:18:27	18:45:39	20:07:17	16:42:49	7	28
RODRIGUEZ, CHRISTOPHER	12:38:17	9:44:29	1:51:16	4:52:29	20:07:04	4:42:55	2:42:36	10:10:24	11:21:47	13:18:19	4:16:01	3:48:31	0	0
SCHANMEIR, CHRISTIAN								8:57:27	36:12:13	25:16:20	17:47:04		6	123
SCHULTZ, RAYMOND	1:56:20	0:00:00	0:22:56	0:55:42	1:20:11	2:20:24	1:09:41	1:04:25	3:12:11	1:17:04	0:00:00	0:16:02	0	0
SILLIMAN, ERIC	16:05:02	24:03:50	20:06:10	23:09:05	16:30:55	12:24:13	10:30:51	18:27:56	19:19:43	18:45:55	18:52:21	18:21:21	3	65
SISSION, KYLE J	2:04:37	2:09:04	0:14:59	1:14:11	1:14:46	1:17:05	1:34:46	2:07:10	0:31:17	0:39:39	0:00:00	0:40:30	0	0
SPRINKLE, MICHAEL	6:30:56	8:12:04	11:41:00	3:39:27	3:01:47	11:55:17	7:49:28	7:08:12	10:04:57	2:30:14	8:53:39	6:03:21	1	0
TAYLOR, CRAIG	26:11:35	29:19:04	19:55:54	18:47:18	26:52:47	19:16:11	14:35:23	21:20:13	17:53:20	26:13:18	34:19:39	26:35:05	7	65
TORRES, PATRICK	43:45:23	33:00:32	20:38:28	27:19:57	25:48:13	20:10:53	23:27:54	39:34:27	36:20:53	8:38:20	0:33:25	1:04:28	1	0
TUGGLE, JAMES	37:43:23	14:05:32	21:39:56	17:19:52	21:10:12	12:36:44	14:21:01	13:06:48	17:36:25	15:14:55	19:17:52	9:20:15	2	58
VALDEZ, JUAN	20:41:01	23:57:56	26:53:40	25:26:52	27:07:43	26:16:39	23:11:10	24:50:40	32:33:04	17:10:07	24:41:06	13:57:23	6	18
WHITE, TERRY								43:48:48	37:32:04	22:59:43	29:21:58	16:01:15	8	101

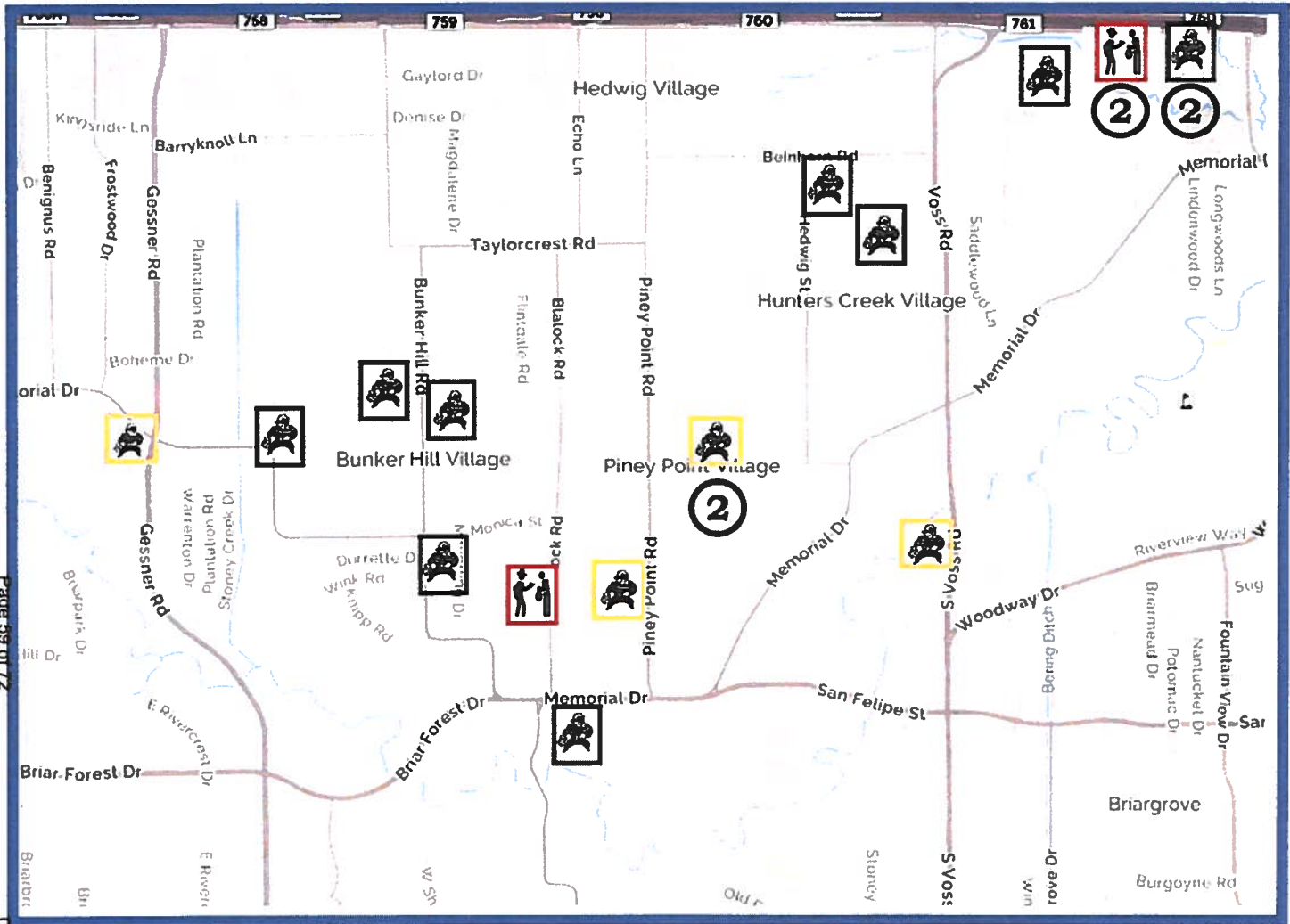
Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
911 Phone Calls	281	469	552	387	491	413	447	514	530	542	413	456	5495
3700 Phone Calls	2665	2267	2816	2655	2061	1858	2613	2835	2444	2749	2561	2761	30285
DP General Phone Calls*	65:25:42	54:04:06	70:19:49	65:21:28	52:51:21	47:50:46	50:13:01	60:35:39	66:52:04	69:25:28	73:33:52	73:26:53	

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

2018 Total Incidents

2018	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	21	66	88	36	6120	4546	1990	1602	1863	1468	2033	1476
February	1	28	64	93	35	5024	3550	1593	1083	1442	1089	1756	1277
March	2	15	108	125	49	9250	7731	3542	3130	2255	1845	3220	2749
April	2	20	63	85	26	6152	4703	2210	1766	1525	1106	2264	1829
May	0	20	87	107	33	9190	7648	3299	2868	2446	2022	3277	2754
June	2	9	73	84	27	9592	8206	3575	3190	2459	2052	3369	2946
July	0	26	63	89	31	13865	12815	5477	5142	3159	2844	5229	4829
August	2	18	68	88	29	13763	12314	5397	4954	3593	3199	4611	4157
September	4	18	83	105	36	7948	6324	2628	2176	2363	1933	2756	2215
October	1	18	74	93	34	7204	5424	2313	1796	2114	1636	2518	1992
November	2	16	94	112	47	8087	6255	2647	2159	2047	1519	3151	2575
December	3	19	88	110	46	10583	8699	4036	3422	2839	2243	3503	3024
Total	20	228	931	1179	429	106778	88215	38707	33288	28105	22956	37687	31823

2017 Totals	26	230	835	1091	344	91217	72246	32199	26626	25444	20229	31209	24940
Difference	-6	-2	+96	+88	+85	+15561	+15969	+6508	+6662	+2661	+2727	+6478	+6883
% Change	-23%	-0.08%	11.50%	8.10%	24.70%	17%	22.10%	20.20%	25.00%	10.45%	13.48%	20.75%	27.59%






2018 Burglary Map

Address	POE
8333 Katy Fwy (Comm)	Lock Cut
8318 Hunters Creek Drive	Open Window
11633 Green Oaks	Kicked Door
11140 Greenbay (COMM)	Forced Door
10909 Little Lisa (Empty)	Kicked Door
10615 Tarleton	Open Garage
15 S. Cheska Ln.	Open Door
11140 Greenbay (COMM)	Used Key
140 Quail Creek (empty)	Broke window
12318 Longworth	Broke window
922 Huntington Cove	Open Door
302 Knipp	Kicked Door
260 Bunker Hill Rd	Kicked Door
3 Long Timbers	Force Rear Door
14 Valley Forge	Force Rear Door

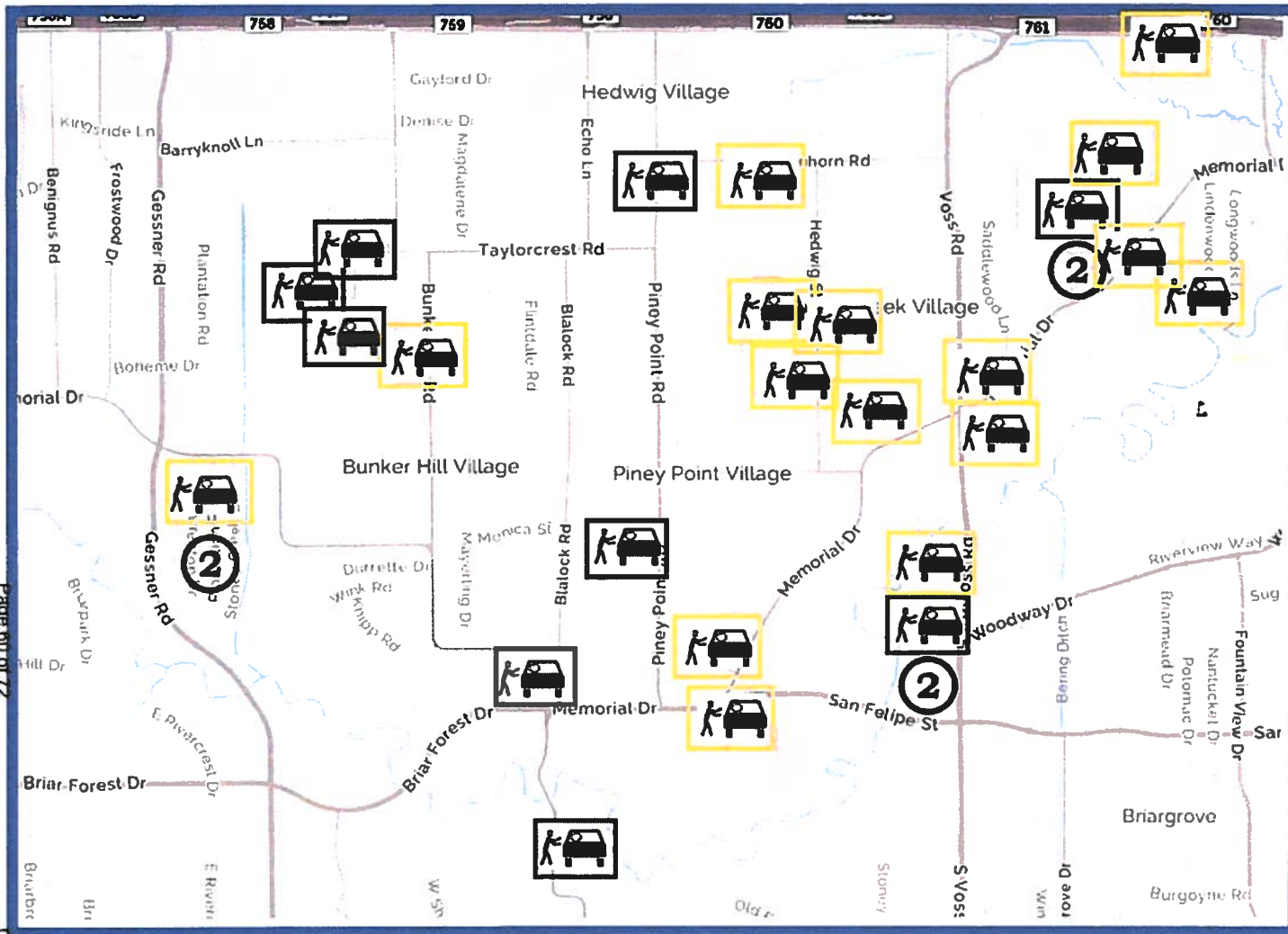
2018 Robberies

Address	MO
11625 Blalock	Home Invasion
8525 Katy Fwy (Comm)	Armed Firearm
8525 Katy Fwy (Comm)	Armed Firearm



-  Daytime Burglary
-  Nighttime Burglary
-  Robbery

12/31/18

2018 Auto Burglary Map



Address	POE
710 Camelot	UNL
713 Camelot	UNL
1 Derham Parc	Forced Rear Win
1113 River Bend	UNL
1124 RiverGlyn	UNL
301 Hedwig	UNL
209 Bryn Mawr	UNL
11612 Memorial Dr	Forced Rear Win
11202 Smithdale	Forced Rear Win
303 Shasta	Forced Rear Win
832 Kuhlman	Forced Side Win
18 Windemere	UNL
247 Stoney Creek	UNL
11709 Memorial	Forced Rear Win
11015 Huntwyck	UNL
5 White Pillars	UNL
325 Bunker Hill Rd	UNL
4 Hunters Ridge	UNL
8333 Katy FWY	Forced Rear Win
213 Merrie Way	UNL
11702 Wendover	UNL
728 Our Lane Cir	UNL
11606 Habersham	UNL
660 Shartle	UNL
802 Kuhlman	UNL
11935 Cobblestone	UNL
210 Warrenton	Forced Rear Window
345 Piney Point	UNL
10709 Memorial	forced Rear Window
208 Kinkaid School Rd	UNL
11901 Heritage Ln	UNL
622 Knipp Rd	UNL

 Daytime Burglary
 Nighttime Burglary



12/31/18

2018 Recruiting and Hiring Metrics

Number of:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Inquiries Phone/Internet	8	0	0	4	3	1	0	0	0	2	1	3
Inquiries InPerson	0	15	4	0	7	4	4	5	0	0	0	1
Applications Received	10	2	4	4	7	4	4	5	0	0	0	1
Signed up to Test	7	0	4	4	7	4	4	5	0	0	0	0
Showed up to Test	7	0	4	4	7	4	4	5	0	0	0	0
Passed Test	7	0	3	3	5	4	4	5	0	0	0	0
Completed PIQ	7	0	3	2	3	4	3	4	0	0	0	1
Passed BG	0	0	1	1	1	1	2	3	0	0	0	0
Passed Chief's Selection	0	0	0	1	0	1	0	2	0	0	0	0
Offered Employment	0	0	0	1	0	1	0	2	0	0	0	0
Hired	0	0	0	1	0	1	0	2	0	0	0	0

Jan: All 7 Applicants were washed out due to BG issues identified in the PIQ. Feb: Attended a Police Job Fair in San Antonio. 15 people inquired, only one met qualifications. Has not turned in an application. 2 Applications received in Feb will be tested first part of March. October: Should Prop B pass we will be placing an ad in the Chronicle for a dispatcher as they will most likely be reducing dispatch employees in Police and Fire.

December 2018 VFD Assists
Calls received directly by MVPD via 911/3700

Priority Events **Average Response Times**

Total – 5	3:07
Fire – 0	0
EMS – 5	3:07

By Village

BH Fire – 0	0
BH EMS – 4	3:11

PP Fire – 0	0
PP EMS – 1	2:55

HC Fire -0	0
HC EMS -0	0

ALL VFD Events

Total – 57	3:46
Fire – 34	3:50
EMS – 23	3:41

Radio Call Events

Total – 32	3:44
Fire- 24	3:49
EMS- 8	3:30

2018 Response Time Assists from 5/25/18 Thru 12/31/18

All VFD Events

Total - 465	4:17
Fire - 283	4:18
EMS - 182	4:16

Council Agenda Item Cover Memo

1/28/2019

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the Surrey Oaks Lane Paving and Drainage Improvements Project 30% Design Presentation

SUMMARY/BACKGROUND (WHY): HDR has finished the 30% design for the Surrey Oaks Lane Paving and Drainage Improvements Project and is presenting the findings from the preliminary design.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



Surrey Oaks Paving & Drainage Improvements Project

CITY OF PINEY POINT VILLAGE

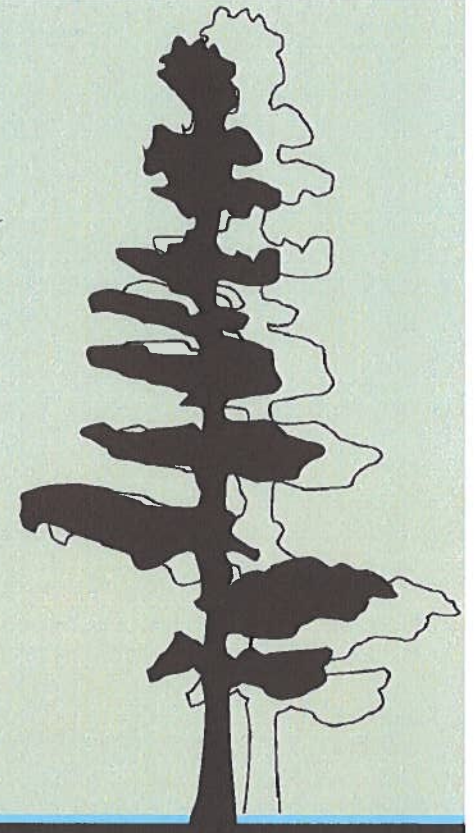
JANUARY 28, 2019





30% Design Objectives

- ❖ Evaluate project sites from survey and geotechnical investigations.
- ❖ Identify and develop engineering solutions to project issues.
- ❖ Research as-built drawings and utility record drawings (both public and private).
- ❖ Provide design (plan view only), opinions of probable construction costs, schedules, options.





Project Location



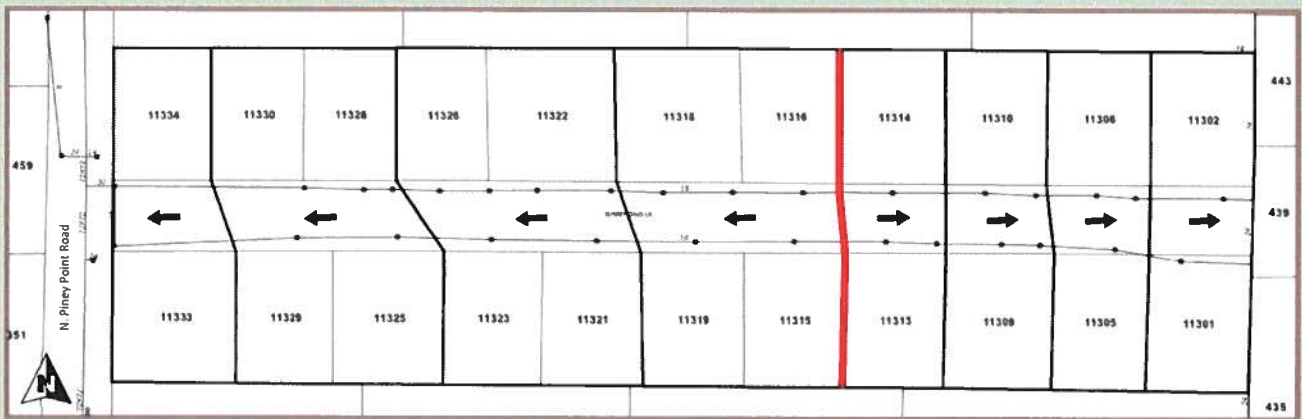
Proposed Improvements – Drainage

DRAINAGE AREA DELINEATION

- ❖ Drainage areas were delineated for N. Piney Point Road/Greenbay System
 - Required to maintain those drainage areas
- ❖ Drainage Area splits between property lines of 11316 / 11314 and 11315 / 11313
- ❖ West side drains to N. Piney Point Road
- ❖ East side drains to system that goes behind Flint Point Dr., Chapelwood Ct., then south through an easement along the east side of Chapelwood United Methodist Church



Drainage Area Map



Proposed Improvements – Drainage

WEST DRAINAGE SYSTEM

- ❖ Tie-In to 6'x4' RCB under east lane of N. Piney Point Road
- ❖ 30" RCP trunk main on north lane of Surrey Oaks Lane
- ❖ 24" RCP between Type A Inlets in front yards to connect to the trunk main



Proposed Improvements – Drainage

EAST DRAINAGE SYSTEM

- ❖ East system restricted by shallow existing pipes at Flint Point outfall
 - Cannot lower pipe enough to install standard Type A Inlets
- ❖ Proposed system
 - 12" PVC C900 Pipe tying into existing system at eastern end of Surrey Oaks
 - Modified grate inlets
 - Design with sufficient pipe depths to grade ROW and edge of pavement to inlets
 - Residential drainage will likely still require sump pumps





East Drainage System Outfall

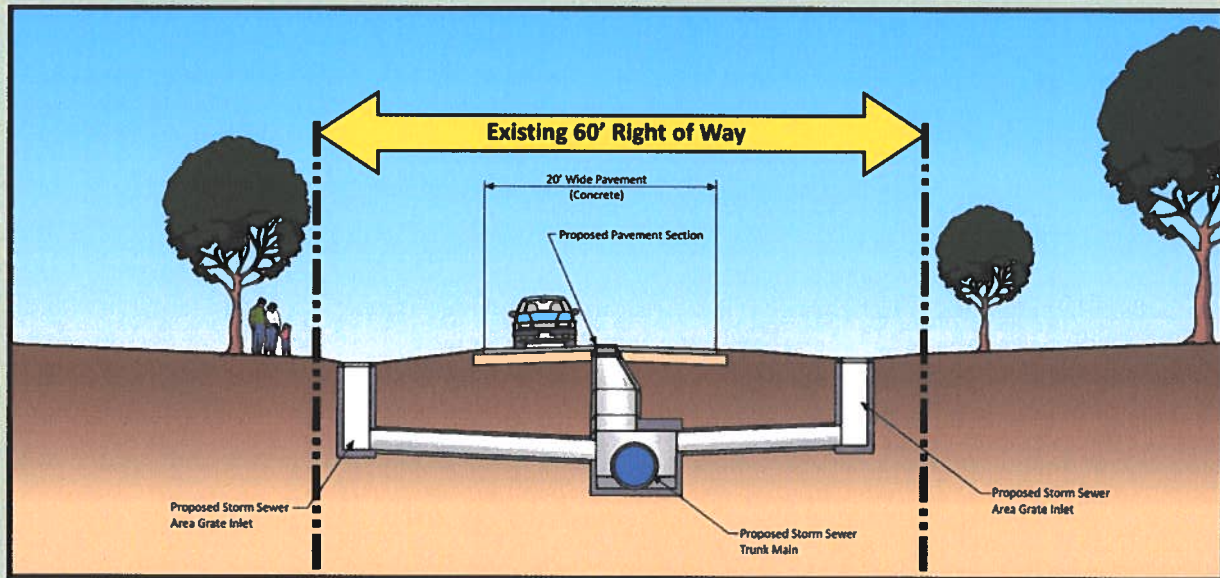


Proposed Improvements – Paving

- ❖ 7.5" reinforced concrete paving with 6" lime stabilized subgrade
- ❖ Concrete driveways & sidewalks
 - Replaced back to the ROW line
 - Plain grey concrete
 - Option for resident to discuss matching decoration separately with Contractor
- ❖ Resident items adjacent to the pavement will be impacted
 - Residents will be notified prior to construction and given option to salvage any landscaping, parking pads, etc. next to pavement
 - Mailboxes will be removed and reset



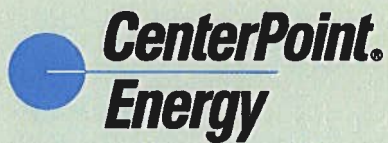
Proposed Cross-Section (Typ.)



Utilities

❖ CenterPoint Energy

- HDR requested record drawings from CenterPoint Energy
- Record drawings indicate that gas lines are located in backyards
- One crossing at N. Piney Point Rd.
 - » Proposed storm sewer should be lower
- Do not anticipate conflicts



❖ AT&T

- AT&T indicated no conduit located on street
- AT&T did not mark lines after One-Call to be picked up by survey
 - » HDR working to determine if buried cable located in the front or back yard
 - » Will coordinate design plans with AT&T



❖ MVWA

- 6" sanitary sewer main on north side of street
- 6" water main on south side of street
- MVWA requested to participate in project
 - » Sanitary sewer rehabilitation
 - » Replace section of water line
- Water line and sanitary sewer improvements completed at the same as paving and storm sewer work



Preliminary Tree Report – C.N. Koehl

REPORT SUMMARY

- ❖ Existing storm sewer close to or on back side of large trees
- ❖ Large trees adjacent to street/curb will be impacted if street was widened
- ❖ Proposed street should be at the same or within 3-4" of existing street elevation to prevent root loss and growth concerns

DESIGN MEASURES TO REDUCE IMPACT TO TREES

- ❖ Locate proposed inlets and storm sewer away from trees
- ❖ Abandon and grout fill storm sewer to be removed from service, where possible, to avoid long-term tree impact



Traffic Control

SURREY OAKS LANE

- ❖ One lane open at a time
- ❖ Flagmen to direct one-way traffic

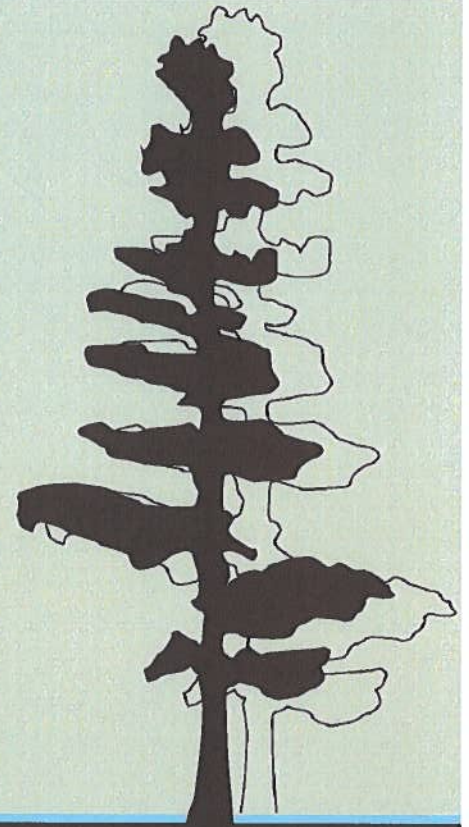
N. PINEY POINT ROAD

- ❖ While doing connection to N. Piney Point System the east lane of N. Piney Point Rd. at Surrey Oaks Ln. will be closed
- ❖ Traffic control managed by one-lane flagging
 - Excavation to be plated during non-construction hours



Building Restrictions

- ❖ *The City anticipates limiting permits for home demolition, new construction, remodels, additions, or pools during the construction phase due to increased congestion.*
- ❖ *Issuance of permits for any of these activities will be on a case-by-case basis at the discretion of the City.*





Opinion of Probable Construction Cost

Paving Items Total:	\$324,808.00
Drainage Items Total:	\$378,180.00
Tree Protection Items Total:	\$15,000.00
Supplemental Items Total:	\$62,400.00
Total Construction Cost	\$780,388.00
Contingency (15%):	\$117,059.00
Opinion of Probable Construction Cost:	\$897,450.00



Schedule

Presentation of 30% Design & Authorization for Final Design	January Council Meeting (1/28)
Final Design Completion & Authorization for Bidding	April 29
Advertise for Bidding	May
Bid Opening	Mid-June
Award Contract	June Council Meeting (6/24)
Construction NTP	Late-July
Construction Completion (~ 7 months)	Late-February 2020

❖ *Review durations for utility companies has been factored into the above schedule; however, actual review lengths are out of our control and could cause schedule shifts. The schedule is also dependent on several Council authorizations (final design, advertise for bidding, accepting low bid).*



Questions?



Council Agenda Item Cover Memo

1/28/2019

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a proposal for Professional Engineering Services for the Surrey Oaks Lane Paving and Drainage Improvements Project.

SUMMARY/BACKGROUND (WHY): Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Surrey Oaks Lane Drainage Improvements Project to provide 30% preliminary engineering design services. Council has now requested that HDR present the proposal for the same project for the Professional Engineering Services to provide final engineering design, construction administration, and construction observation services. Attached is the proposal.

STAFF RECOMMENDATION: _____

ESTIMATED COST: See Attached

FUNDING SOURCE: _____

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



September 17, 2018

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

Re: Proposal for Professional Engineering Services
Design, Bid, and Construction Phase Services for
the Surrey Oaks Paving and Drainage Improvements Project
City of Piney Point Village

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for the design, bid phase, construction administration, and full-time construction phase services for the above referenced project. A general description of the project understanding, scope of services, and a fee schedule are included herein.

GENERAL OVERVIEW

This proposal provides a description of the engineering services required for the paving and drainage improvements for Surrey Oaks Lane in the City of Piney Point Village. The improvements consist of the installation of a new concrete road and storm sewer on both sides of the road from North Piney Point Road to the east end of the street. The following is our understanding of the project:

PROJECT UNDERSTANDING:

Surrey Oaks Lane is a 20-foot wide crowned elevated concrete road approximately 950-foot long road on the east side of North Piney Point Road between Greenvale Drive and Claymore Road. The road has 22 residential homes. The pavement on Surrey Oaks was rated a 3B in both the 2011 and 2018 Street Assessment Projects due to severe cracking, faulting, and intermittent badly broken or tilted concrete slabs and was recommended for total reconstruction in both assessments. The pavement also appears to not have standard slopes allowing for property sheet flow of runoff into the adjacent storm sewer drainage system. Improvements to the pavement will consist of removal of the existing concrete paving and installation of a concrete pavement roadway with adequate cross slopes to reduce the potential for ponding and birdbaths.

The drainage on Surrey Oaks consist of 18-inch storm sewer pipe located in both the north and south right-of-ways from North Piney Point Road to the east end of the road. The drainage appears to split at approximately 11316 and 11315 Surrey Oaks with storm sewer to the west of those address flowing west towards North Piney Point Road and storm sewer to the east of those addresses flowing east towards a 24-inch storm sewer between lots on Surrey Oaks and Flint Point Drive. The Master Drainage Study completed in 2010

hdrinc.com

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T (713) 622-6264 F 713.622.9265
Texas Registered Engineering Firm F-754

verified that the existing pipe capacity was adequate for a 2-year City of Houston storm event. While capacity may not be an issue with the drainage on Surrey Oaks, the depth of the existing system is very shallow causing poor grading from the road across the yard and to the inlet grates; many of which are set in the top of the storm sewer pipe. It has been reported that ponding frequently occurs on the street and in yards. Improvements of the drainage system consist of the installation of storm sewer along both north and south right-of-ways.

The engineer's opinion of probable construction cost for both paving and drainage improvements is \$893,022.00.

SCOPE OF SERVICES

The following Scope of Services is outlined for the design, bid, and construction phase services.

I. DESIGN PHASE SERVICES

A. Basic Preliminary Engineering Services (30% Plans)

- Hold a "kick-off" meeting with City staff to finalize the requirements for the project.
- Review available historical information (record drawings, reports/studies, GIS data, etc.)
- Research and gather information on private utilities (i.e. gas, electrical, telephone, pipelines, etc.) along the project alignment.
- Coordinate with survey and geotechnical sub-consultants.
- Prepare background drawings in CADD from information obtained during survey.
- Perform site visit to verify survey and identify any other information that would impact design and construction.
- Examine geotechnical information to determine potential soil conditions, ground water conditions, and potential impact on construction methodology and construction costs.
- Identify drainage areas based on the existing system and resolve any conflicts with previously identified drainage area maps.

- Prepare hydraulic calculations to determine proposed storm sewer size.
- Verify the drainage outfall depths at North Piney Point Road and at the east end of Surrey Oaks are at adequate depth.
- Prepare 30% plan drawings (plan view only) for the proposed storm sewer and pavement improvements.
- Prepare the engineer's opinion of probable construction costs based on the 30% design plans.
- Conduct a meeting with the City to discuss the contents of the 30% plans and review comments by the City.

B. Basic Final Design Services

- Perform design phase services based on recommendations from the 30% design plans and approved by Council.
- Prepare 90% plan/profile drawings and detail sheets.
- Prepare contract documents and specifications
- Develop typical cross-sections, pavement cross-sections, street grade lines, and street elevations.
- Assist the City in obtaining and/or securing approvals required by governmental authorities with jurisdiction over the design and/or the operation of the project and public and private utilities affected by this project. This assistance will involve the usual and expected coordination for the approval process. When the process involves work beyond the expected, such as; special submittals, additional designs, stream modeling, appearances at special meetings, coordination of utility/pipeline excavation efforts, permitting applications, etc., such work falls under the Additional Services portion of this proposal. All permit fees will be the responsibility of the City of Piney Point Village.
- Coordinate with the Memorial Villages Water Authority (M.V.W.A.) during the final design process and provide draft documents for them to review and comment upon. Incorporate appropriate comments with the final bid documents.

- Finalize conflict resolutions identified in the 30% design.
- Update the engineer's opinion of probable construction costs to reflect the 90% design.
- Provide a set of 90% plans and specifications to the City for their review and comment.
- Prepare contract documents including plans, specifications, and bidding documents associated with the design and the project addressing City comments from the 90% review for bidding.
- Provide a set of Contract Documents to the City.

C. Special Services

1. Geotechnical Services

- Utilize a subcontract geotechnical firm to perform the geotechnical investigation.
- Conduct three borings, each to a depth of 20-feet to evaluate the subsurface conditions and provide a geotechnical investigation of the project area.
- The locations of the soil borings will be taken at various locations in the project areas.
- Provide an engineering report describing soil stratigraphy, groundwater conditions, piping bedding and backfill, trench safety, subgrade treatment and pavement design requirements.

2. Survey Services

- Utilize a subcontract survey firm to perform the surveying services.
- Obtain vertical survey information with cross-sections every 100-feet and at grade breaks (approximately 950 linear feet).

3. Urban Forestry Services

- Due to sensitivity issues associated with the existing trees, HDR will obtain services from an urban forester to evaluate tree protection measures needed during the design and construction phase.

4. 30% Design Presentation

- Preparation of a PowerPoint presentation of the 30% design findings, including exhibits, and updated engineer's opinion of probable construction costs to present once at a Council meeting. Preparation for and attendance at town hall meetings or individual meetings with residents will be performed under the existing on-going contract with the City.

5. Traffic Control Plan

- Prepare traffic control plans and construction sequencing plan for the project area.

6. Storm Water Pollution Protection Plan

- Due to the proposed work to be performed in this project, a storm water pollution protection plan will be produced so that the City complies with State mandated MS4 permitting.

7. Reimbursable Expenses

- A budgetary amount will be allocated for typical reimbursable expenses such as reproduction, courier services, mileage, etc. The cost for plans and specifications for review sets and construction documents to be provided to the City and other review agencies will be included in this task at cost Plus 10%. Mileage will be charged at prevailing IRS rates.

II. BID PHASE SERVICES

A. Basic Services

The City of Piney Point Village will enter into this phase after the acceptance of the Final Design Phase documents.

- Assist the City in obtaining bids for the project. The City of Piney Point Village will advertise the project and will absorb all related advertising

costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.

- HDR will post project plans and specifications on Civcast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents and prepare addendums as necessary. The City will absorb costs associated to posting on Civcast.
- Conduct a pre-bid conference for potential bidders, including the preparation of the meeting agenda and preparing a meeting minutes summary.
- Evaluate the bids and the qualifications of the apparent low bidders.
- Prepare a letter of recommendation advising the City as to the acceptability of the apparent low bidder.

III. CONSTRUCTION PHASE SERVICES

A. Basic Services – Construction Administration

- Act as the City's Project Representative during the construction phase.
- Review and respond accordingly to submittals as required by the contract specifications.
- Prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completion of work, and make payment recommendations to the City.
- Visit the site periodically to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents. Full time site representation (construction observation) is not included as part of the Basic Services for Construction Administration. Full time representation is included in the Construction Phase - Special Services.
- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater

degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.

- Conduct a final review of the Project and make a recommendation for Final Payment on the Project.
- Engineer shall provide the City one electronic copy of record plans based on the drawings provided to the Engineer by the Contractor(s).
- A public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City.

B. Special Services – Construction Observation Phase Services and Material Testing

1. Material Testing

- A budgetary amount for material testing for this project is included in this proposal. HDR will coordinate with material testing firm.

2. Full Time Site Representation Services

- Provide one construction observer (on-site representative) to observe the daily progress of construction activities and to assist in the interpretation of plans and specifications. The estimated construction duration for the project will be 7 months.
- Provide support to the on-site representative through supervisory and administrative services. Provide engineering and technical office personnel support throughout construction. This is to attend project progress meetings, provide on-site support to address Contractor's questions, resident's concerns and conflict issues.
- In the event of rain days where construction may be hindered or stopped, the representative will be on-site long enough to verify that inclement weather has occurred and the associated impact on the Contractor and construction.

- **The on-site representative shall maintain daily reports.**
- **The on-site representative will coordinate with the Contractor's representative to estimate quantities installed on the project. The on site representative will review the Contractor's quantity measurements prior to HDR's project manager processing the Contractor's periodic monthly payment request.**
- **The on-site representative will aid in the coordination of activities of the testing laboratory.**
- **The on-site representative will coordinate with the City and the Contractor for construction scheduling, resident notification, and complaints.**
- **The on-site representative will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up reviews.**
- **The on-site representative will be provided in an effort to aid in the process of observing performance of work of the Contractor(s). Through more extensive on-site observations of the work in progress, HDR shall endeavor to provide further protection for the City against defects and deficiencies in the work of the contractor(s); but the furnishing of such on-site representative will not make HDR responsible for construction means, methods, techniques, sequences or procedures or safety precautions or programs, or for Contractor(s) failure to perform their work in accordance with the Contract Documents.**
- **The on-site representative will assemble and maintain notes, comments, sketches, and supporting data related to the project in order to assist in the preparation of record drawings.**
- **HDR will process daily reports and other administrative office duties.**
- **HDR will track and document costs associated with the work.**

ADDITIONAL SERVICES

- "Additional Services" shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.
- Services resulting from significant changes in the Project or its design, including but not limited to, changes in size, complexity, the City's schedule, or character of construction or method of financing; and revising previously accepted studies, reports design documents or Contract Documents when such revisions are due to causes beyond HDR's control.
- Preparing documents for alternate bids outside of the original scope requested by the City or documents for out of sequence work.
- Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) prolongation of the construction contract time, (4) acceleration of the progress schedule involving services beyond normal working hours and (5) default of Contractor.
- HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR's expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

FEE SCHEDULE

HDR will submit monthly invoices with status reports for all engineering work completed to invoice date. Please be aware that these fees are based on performing all improvement design as a single project. The fees presented in this section reflect a combined effort to perform all proposed work at one time as a single project. If the project is reduced the proposed fees will need to be adjusted accordingly to reflect the cost of performing engineering services on a smaller project. The invoices will be based on the following schedule:

<u>Surrey Oaks Paving and Drainage Improvements Project</u>	<u>Total Fees</u>
Preliminary Design Phase (30% design) (Lump Sum)	\$ 27,000.00
Survey Services (Cost + 10%)	\$ 5,060.00
Geotechnical Services (Cost + 10%)	\$ 7,590.00
*Urban Forestry Services (Cost + 10%)	\$ 5,500.00
30% Design Presentation (Lump Sum)	\$ 5,200.00
Final Design Phase (Lump Sum)	\$ 43,300.00
Traffic Control (Lump Sum)	\$ 2,725.00
Storm Water Pollution Protection Plan (lump Sum)	\$ 1,750.00
Bid Phase (Lump Sum)	\$ 5,550.00
Construction Admin (Lump Sum)	\$ 31,200.00
Full Time Site Observation (Not to Exceed) -Time & Materials	\$164,900.00
Construction Material Testing (Not to Exceed) -Time & Materials	<u>\$ 21,000.00</u>
*Reimbursables (Reproduction (Cost Plus 10%) or Mileage at IRS Rate)	\$ 2,000.00
Surrey Oaks Paving and Drainage Improvements Project	\$322,775.00
*Budgetary amount	

The total engineer option of total project cost is as follows:

Construction	\$893,022.00
Engineering	\$157,875.00
<u>Observation Fees</u>	<u>\$164,900.00</u>
Total Project Cost	\$1,215,797.00

A budget amount of \$21,000.00 for construction material testing for the project is included in this fee proposal. This testing will include field density testing and related

laboratory testing services by an independent material testing company. It will be paid for at cost plus 10%.

SCHEDULE

It is estimated that the schedule to accomplish the Preliminary Engineering Phase (30% design) is three (3) months for from the date of authorization to proceed, Final Engineering Phase is to take three (3) months from the date of authorization to proceed, the bid phase will be one (1) month, execution of the contract document will be one (1) month, and construction will take approximately seven (7) months.

Public Meetings addressing the Final Engineering or Construction phases and results other than at regular council meetings to Council is not included in this scope. In the event the City should desire a public meeting, (such as a Town Hall type meeting) HDR's services associated with such a meeting or meetings will be charge under the current on-going contract.

Invoices

All hourly charges shall be based on a raw labor rate times a multiplier of 3.05. Reimbursable expenses will be charged at cost plus 10%. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.05 for office personnel and for field personnel and direct cost plus 10%. No additional services will be performed or invoiced without prior authorization from the City of Piney Point Village.

HDR appreciates the opportunity to submit this proposal and we look forward to continuing our work with the City of Piney Point Village.

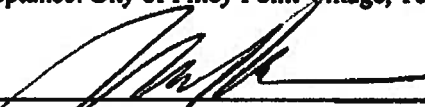
Sincerely

HDR ENGINEERING, INC.



David Weston
Vice President/Department Manager

Acceptance: City of Piney Point Village, Texas

By: 

Date: 09/26/2018

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: January 28, 2019

SUBJECT: Discuss and Take Possible Action on Resolution 19.01.28.A calling and ordering the May 4, 2019 General Municipal Election

Agenda Item: 4

This agenda item calls for the City Council to order the general municipal election on Saturday, May 4th, 2019. Early voting will begin April 22nd and continue until April 30th. Early voting will be held at City Hall.

On Election Day, May 4th, the polling place will be at Spring Branch Middle School, 1000 North Piney Point Road. The Resolution for Council's consideration establishes a joint election to be held with the Spring Branch Independent School District.

RESOLUTION 19.01.28.A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AUTHORIZING AND CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 4, 2019, FOR THE PURPOSE OF ELECTING THREE ALDERMAN; ESTABLISHING A JOINT ELECTION AGREEMENT WITH SPRING BRANCH INDEPENDENT SCHOOL DISTRICT; PROVIDING FOR THE USE OF DIRECT RECORDING VOTING DEVICES; PROVIDING FOR NOTICE OF SAID ELECTION; PROVIDING FOR EARLY VOTING HOURS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That a general regular municipal election is hereby Ordered to be held on the 4th day of May, 2019, for the purpose of electing three Alderman, by the qualified voters of the City of Piney Point Village, Texas.

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

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

Section 4. The early voting polling place shall be held at Piney Point Village City Hall located at 7676 Woodway, Suite 300, Houston, Texas 77063; early voting shall take place beginning April 22, 2019 and ending April 30, 2019 between the hours of 8:00 a.m. and 4:00 p.m. and on April 29, 2019 and April 30, 2019 from 7:00 a.m. to 7:00 p.m.

Section 5. Applications for ballots for voting by mail may be submitted to the City Secretary by mail or common or contract carrier at City of Piney Point Village, 7676 Woodway Drive, Suite 300, Houston, Texas 77063, by telephonic facsimile machine at (713) 782-0281, or by electronic transmission of a scanned application containing an original signature to the following email address: citysec@pineypt.org. Applications for ballots by mail must be received no later than April 22, 2019 by 5:00 p.m.

Section 6. The May 4, 2019 election day polling place shall be held at Spring Branch Middle School at 1000 North Piney Point Road, Houston, Texas 77024 from 7:00 a.m. to 7:00 p.m.

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

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

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

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

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

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

PASSED, APPROVED, AND RESOLVED this 28th day of January 2019.


City of Piney Point Village, Texas

Mark Kobelan, Mayor

ATTEST:

Karen Farris, City Secretary

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2018

SUBJECT: Discuss and Take Possible Action on Resolution 19.01.28.B designating the Memorial Examiner as the City's Official Newspaper

Agenda Item: 5

This agenda item calls for the City Council to designate the Memorial Examiner as the City's official newspaper. Chapter 52, Section 52.004 of the Texas Local Government Code requires the City to establish an official newspaper as soon as practical after the beginning of the City's new fiscal year for the publication of ordinances, notices and other matters required to be published. The Examiner is the City's current official newspaper.

A copy of Section 52.004 is attached for your review.

RESOLUTION NO. 19.01.28.B

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

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

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

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

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

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

PASSED AND APPROVED this 28th day of January 2019.

City of Piney Point Village, Texas

Mark Kobelan, Mayor

ATTEST:

Karen Farris, City Secretary

LOCAL GOVERNMENT CODE

TITLE 2. ORGANIZATION OF MUNICIPAL GOVERNMENT

SUBTITLE D. GENERAL POWERS OF MUNICIPALITIES

CHAPTER 52. ADOPTION OF MUNICIPAL ORDINANCES

SUBCHAPTER A. GENERAL PROVISIONS APPLICABLE TO TYPE A GENERAL-LAW MUNICIPALITIES

Sec. 52.004. OFFICIAL NEWSPAPER. (a) As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.

(b) The governing body shall publish in the municipality's official newspaper each ordinance, notice, or other matter required by law or ordinance to be published.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER B. PUBLICATION OF ORDINANCES

Sec. 52.011. TYPE A GENERAL-LAW MUNICIPALITY. (a) If a Type A general-law municipality adopts an ordinance that imposes a penalty, fine, or forfeiture, the ordinance, or a caption that summarizes the purpose of the ordinance and the penalty for violating the ordinance, shall be published in:

(1) every issue of the official newspaper for two days; or

(2) one issue of the newspaper if the official newspaper is a weekly paper.

(b) An affidavit by the printer or publisher of the official newspaper verifying the publication shall be filed in the office of the secretary of the municipality. In the courts

of this state, the affidavit is prima facie evidence of the adoption of the ordinance and of the required publication.


(c) An ordinance required to be published by this section takes effect when the publication requirement is satisfied unless the ordinance provides otherwise. An ordinance that is not required to be published by this section takes effect when adopted unless the ordinance provides otherwise.

(d) If a Type A general-law municipality publishes its ordinances in pamphlet or book form, the publication in the official newspaper of an ordinance included in the pamphlet or book is not required if the ordinance was published previously in the official newspaper. A court shall admit without further proof an ordinance of a Type A general-law municipality that is published in pamphlet or book form as authorized by the governing body if the ordinance was published previously in the official newspaper.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by Acts 1989, 71st Leg., ch. 194, Sec. 1, eff. Aug. 28, 1989.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: Consideration of Ordinance 19.01.28 amending the Tree Ordinance and approval of the revised Criteria Manual

Agenda Item: 6

This agenda item calls for the City Council to consider Ordinance 19.01.28.B which amends sections of the existing Tree Ordinance, which was approved in 2012. For the most part, the amendments to the Tree Ordinance deal with conflicts with drainage installation conflicts and the requirements that need to be met before demolition can occur.

Also included in this section is an update of the Criteria Manual, which is a complementary piece to the Tree Ordinance.

The packet includes a red-lined version of the proposed Tree Ordinance as well as a clean copy of the proposed amended Tree Ordinance.

CITY OF PINEY POINT VILLAGE

Summary of changes to the Piney Point Tree Ordinance 2012.11.12

1. There have been conflicts with the Drainage Installations and trees that have not been addressed in the Tree Ordinance. The changes in the Tree Ordinance will properly and clearly address failures and accurately identify these conflicts.
2. Demolition Only of existing houses must be addressed by the Tree Ordinance because several requirements must be met before the demolition can take place.
3. The section addressing the Tree City USA requirements has been met. The wording is no longer necessary.

ORDINANCE 2019.1.28
ORDINANCE 2012.11.12

**AN ORDINANCE AMENDING SECTION 66, ARTICLE II, ENTITLED
“TREES” OF THE CODE OF ORDINANCES OF THE CITY OF PINEY
POINT VILLAGE, BY ADOPTING A NEW SECTION 66, ARTICLE II,
IMPOSING NEW REQUIREMENTS FOR THE MAINTENANCE,
PROTECTION, AND REMOVAL OF TREES, AND ESTABLISHING
PENALTIES FOR THE VIOLATION OF SUCH REQUIREMENTS.**

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

Section 1. The Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended by deleting Chapter 66, Sections 66-31 through 66-83 and by substituting In lieu thereof the following new Sections to Chapter 66:

Index of Ordinance:

Section 1.

Article II. Trees

Division 1 General

- Section 66-31. Purpose
- Section 66-32. Criteria Manual
- Section 66-33. Definitions
- Section 66-34. Qualified Trees

Division 3. Administration and Enforcement

- Section 66-81. Administration
- Section 66-82. Enforcement
- Section 66-83. Fees, Fines, and Penalties
- Section 66-84. Severability

Division 2. Requirements for Compliance with Ordinance

- Section 66-40. Tree Survey Required
- Section 66-45. Tree Disposition Plan Required
- Section 66-46. Tree Disposition Permit Required
- Section 66-47. Replacement Trees Required
- Section 66-48. Protection of Trees Remaining
- Section 66-49. Vegetative Management on City Right of Way
- Section 66-50. Removal of Infested Trees

Article II. Trees

Division 1 General

Section 66-31. Purpose.

It is the purpose of this ordinance to preserve the environmental, economic, health, and aesthetic value of our Trees, which includes: reduction of air pollution by particulates, CO₂, and other gases, return of O₂ to the atmosphere, reduction of soil erosion and water runoff, climate control and resulting energy savings, acting as noise buffers and light shields, and increasing property values; and to enhance the desirability of our city by requiring careful site planning and the protection of Trees during construction, controlling unnecessary Tree removal, requiring Tree replacement, prohibiting indiscriminate cutting or clearing of Trees, and encouraging the increase of our canopy cover while preserving owners' rights to utilize and enjoy their property.

Section 66-32 Criteria Manual

The standards and methods used to apply and comply with the requirements of this Ordinance will be found in the Criteria Manual on file at the City of Piney Point Village City Hall.

Section 66-33. Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meaning:

Caliper – diameter of Replacement Trees measured 6” from ground level.

Critical Root Zone – the area within a concentric circle centered on the trunk location, with a diameter equal in feet to the number of the Tree’s trunk diameter in inches.

Crown – the Tree’s branches and leaves.

Crown Clearance – the distance from the ground to the lower branches of the Tree.

Diameter at Breast Height (DBH) – diameter of the Tree 4.5 ft above the ground.

Drainage – Including but not only boxes, pipes, valves, inlets installed to prevent water flow from accumulating on adjoining lots.

Drip Line – a concentric circle reaching to the tips of the largest branches of the Tree.

Fiscal Security – a cash deposit to secure the cost of replacement Trees as set out herein.

Independent Forester – a Degreed Forester graduate of an accredited four-year College or University.

Lot - a parcel of land defined in Chapter 74, Section 74-1.

Low Impact Activity – projects such including but not limited to walkways, small Structures such as pool motors and filters, and re-roofing of Structures, which will not have any significant adverse effect upon any Protected Tree or RMD tree, as determined by an Independent Forester approved by the City Building Official.

Multiple-Trunk Tree – a Tree with two or more trunks visibly connected above the ground.

Qualified Tree – any Tree of a species that is included in Section 66-34 hereof.

Remodeling – alterations or modifications made to a Structure which would alter the footprint of said Structure.

Required Minimum Density (RMD) – one RMD Tree per 2000 ft² of Lot area.

Replacement Tree – A Qualified Tree of equal to or greater than 3” caliper.

RMD Tree – any tree of greater than or equal to 3” DBH named in the Qualified Tree List & rated as “good” by the Independent Forester’s Report & the City Forester

Public Right-of-Way (ROW) – the surface, air space above the surface, and area below the surface of any street, highway, lane, path, alley, sidewalk, boulevard, drive, bridge, tunnel, easement, or similar property dedicated to the public within the City.

Root Pruning – a clean cut between the undisturbed and disturbed root zones within the Critical Root Zone of a Tree; commonly done with a rock saw or similar equipment to minimize root damage.

Setback Lines - Front, Side, Rear Yards as defined in Chapter 74-244 (c).

Shared Tree - a Tree the body of the trunk of which grows on the property line of different owners.

Structure - anything constructed or erected that requires location on the ground, or is attached to something having a location on the ground, including but not limited to signs, fences, walls, water fountains, ponds, air-conditioning/heating equipment, swimming pools, swimming pool motors and filters, gazebos, tennis/sports courts, driveways, walkways, poles, and buildings, whether of a temporary or permanent nature.

Tree – a self-supporting woody plant with a single trunk, un-branched for several feet above the ground, supporting a definitely formed Crown and having a mature height of at least 20 feet.

Tree Disposition Permit – a permit issued by the City of Piney Point Village allowing removal of, or damage to, any Protected Tree or RMD Tree.

Tree Disposition Plan – A written plan prepared by an Independent Forester indicating how all Protected Trees and RMD Trees and their Critical Root Zones on a Lot, and all Protected Trees and RMD Trees located elsewhere, which have 30% or more of their Critical Root Zone in a Lot, are to be protected pursuant to Section 66-48 hereof; and how replacement Trees and/or new Trees are to be maintained to encourage survival and sustained growth.

Tree Survey - an on-the-ground survey of Protected Trees and RMD Trees on a Lot, showing the location, circumference, Crown Clearance, Crown area (Drip Line), Critical Root Zone (CRZ), types (species); and the same information on any Protected Tree or RMD Tree located elsewhere which has 30 % or more of its Crown or CRZ in such Lot.

Section 66-34. Qualified Trees

The list of Qualified Trees is found in the Criteria Manual Appendix A.

Division 2. Requirements for Compliance

Section 66-40. Tree Survey Required

A Tree Survey is required in conjunction with any activity covered in Section 66-45. Specifications for the Tree Survey are listed in the Criteria Manual Section 66-40.

Section 66-45. Tree Disposition Plan Required

The Tree Disposition Plan shall include the Tree Survey and additional specifications that are listed in the Criteria Manual, Section 66-45.

Section 66-46. Tree Disposition Permit Required

A. It shall be unlawful for any person to remove any Protected Tree or RMD Tree, or to damage or cause serious trauma to any Protected Tree or RMD Tree during any of the following activities, without having first obtained a Tree Disposition Permit, unless otherwise exempted by the provisions of this Section.

1. A Shared Tree requires the written consent of each owner before any action can take place.

2. Demolition/Remodeling/*Drainage Installation*/New Construction of any Structure requiring a Building Permit.

3. Tree Removal of Protected Trees or RMD Trees, unless:
Replacement Trees are provided to meet the Required Minimum Density as set out in Section 66-47.

4. *Drainage Installation Requirements*

Approved Drainage Plans must be reviewed by the City Forester before drainage construction may begin.

5. Trenching/Boring/Pruning for Utility Installation or Maintenance.

If utility installation or maintenance by a public utility requires trenching, boring, Root Pruning, or limb pruning, the owner and any public utility shall consult with the city to find least-damaging design alternatives such as trenching or boring where the minimum impact is made on Trees, stacking underground utilities to reduce number of trenches required, and hand-digging trenches to avoid cutting large roots. Permits issued subsequent to these negotiations shall be issued at no cost/reduced cost.

6. *Demolition-Only Building Permit*

If a permit is issued for demolition only (without plans for new construction of a single family dwelling having been approved), a Tree Disposition Permit shall be issued for only such trees shown on the Tree Disposition Plan that are necessary to be removed or pruned for demolition to be accomplished, as determined by the City Forester and the City Building Official.

B. Exemptions from Tree Disposition Permit Requirements

1. Any utility installation or maintenance by a public utility or their authorized contractor on utility easements or public rights-of way.
2. Removal of all or part of a Tree(s) that has disrupted public utility service, the use of a public ROW, is dead, or is in imminent danger of causing harm to people or property.
3. Removal of any Qualified Tree of less than 3" DBH, or of any Tree not listed as qualified which is not an RMD Tree.
4. Low Impact Activity as defined under Section 66-32.

C. Transfer of permit

If the owner of a Tree Disposition Permit sells the property associated with said permit, such permit, together with any related Tree Survey and Tree Disposition Plan, shall be transferred to any or all subsequent owners, until the conditions of the Permit are satisfied.

Section 66-47. Replacement Trees Required.

- A. The methods for determining number, size, and location of Replacement Trees and time limit for planting Replacement Trees are listed in the Criteria Manual, Section 66-47.
- B. Transfer of liability for survival of replacement Trees. If the owner of a Tree Disposition Permit that involves Trees remaining on the property sells the property associated with said permit, liability for survival of remaining Protected Trees and RMD Trees shall transfer to any subsequent owners of the subject property until survival conditions are met.
- C. Escrow/maintenance time period for determining survival of remaining Trees. The permittee shall post Fiscal Security (Escrow) in an amount equal to the cost of replacement Trees, plus 15% to cover

administrative costs, together with all necessary rights of entry. The maintenance time period for determining viability shall be one year from the time of planting.

Section 66-48. Protection of Remaining Trees

A. Liability for survival of remaining trees

1. Qualified trees on site named in the Qualifies Tree List and rated as good by the Independent Forester's report and the City Forester count as part of the Required Minimum Density of trees. (RMD)

2. Transfer of liability for survival of remaining Trees. If the owner of a Tree Disposition Permit that involves Trees remaining on the property sells the property associated with said permit, liability for survival of remaining Protected Trees and RMD Trees shall transfer to any subsequent owners of the subject property until survival conditions are met.

3. Escrow/maintenance time period for determining survival of remaining Trees. The permittee shall post Fiscal Security in an amount equal to the cost of replacement Trees, plus 15% to cover administrative costs, together with all necessary rights of entry.

Section 66-49. Management of Vegetation located on Public Rights-of-Way or Other Public Property.

A. Vegetation located on Public Right-of-Way is hereby defined as trees, shrubs, bushes, and all other woody vegetation on land lying between the curb, pavement line, and the property lines of either side of all public streets, public avenues, or public ways included within the City.

B. The Public Works Officer or his designee shall be responsible for the management of vegetation on public rights-of-way, including but not limited to planting, pruning, maintaining, replacement, and removal of all trees located within the street rights-of-way. It shall be unlawful for any other person to perform any of the above actions or to damage or harms any vegetation on public rights-of-way unless a permit is issued by the Public Works Officer or his designee.

****The Public Works Officer or his designee shall develop the annual tree plan or update necessary to maintain The City of Piney Point Village's Tree City USA status. Such Plan shall be subject to approval by City Council. (REMOVE)

Section 66-50. Removal of Pine Trees infested with pine bark beetles

A. Infested Trees declared nuisance. Any Tree within the city limits that is infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles, as determined by a representative of the City or a Certified Forester, is declared to be a public nuisance.

B. Abatement. It shall be unlawful for the owner of any Lot or parcel of land within the city to permit or maintain on any such Lot or parcel of land any Tree infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles. It shall be the duty of the owner of any such Lot or parcel of land upon which is situated a Tree infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles to abate such infestation and public nuisance by the felling of such Tree to ground level and subsequent removal of all parts of the felled Tree from the City.

C. Right of entry for inspection.

1. The City building official and such other officers, employees and agents of the City as may be designated by the City building official are authorized and empowered to enter upon any Lot or parcel of land within the City during regular business hours for the purpose of inspecting any Tree situated thereon and may remove or cause to be removed a portion of the bark to determine if such Tree is infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles. Before entering upon any Lot or parcel of land for such purpose, the City building official or other representative of the City shall make reasonable effort to contact the owner of such Lot or parcel of land and advise such owner of the purpose and approximate time of such proposed entry and inspection. If entry is refused or otherwise not permitted by the owner, then the City building official or other such officers, employees or agents of the City shall seek a warrant from a court of competent jurisdiction to enter the lot or parcel.
 2. If from an examination of a Tree or a bark sample removed from said Tree by the City building official or other person designated by the City building official it is determined that the Tree is infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles, the City building Official shall serve or cause to be served upon the owner of record of the Lot or parcel of land upon which such Tree is situated a written notice requiring such owner to comply with the provisions of this section. Such notice may be served in person or by regular mail or by registered or certified mail, return receipt requested. Such owner shall comply with the provisions of this section within ten days after receipt of such notice.
- D. Replacement Tree required. If the tree required to be removed is a Protected Tree or RMD Tree and if removal of such tree shall cause tree density on the Lot or parcel of land to be less than the Required Minimum Density, a replacement tree is required as provided under Section 66-47.

Division 3. Administration and Enforcement

Section 66-81. Administration

This ordinance shall be administered by the City administrator, City building official, and/or their designee(s).

A. Interaction with Other Ordinances

1. Conflicts with other regulations. In any case where another City Ordinance, rule, or regulation would require the removal, damage, or death of a Protected Tree or RMD Tree, under circumstances where this Chapter would prohibit such action, it is the intent of the City Council that all of the applicable regulations, excluding the City's Zoning Ordinance, shall be read together and harmonized so that, if reasonably practicable, the Protected Tree or RMD Tree is not removed, damaged, or killed.
2. *In addition to the requirements of item A1 above the Drainage installation would be subject to revision and/or fines if there is failure to accurately identify the location and size of trees.*

Section 66-82. Enforcement

- A. Upon observation of a violation, the City building official or designee may:
 - 1. Issue a citation
 - 2. Stop the construction/demo/Remodeling or other job
 - 3. Refuse to grant a Certificate of Occupancy
 - 4. Require replacement of Trees as provided under Section 66-48.
- B. Any person may report violations of this ordinance to the City administrator, City building official, and/or their designee(s).

Section 66-83. Fees, Fines and Penalties.

A. Violation

Any person who shall violate any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as provided this section.

1. Fees.

The City building official shall fix such fees for Tree Disposition Permits, Tree Surveys, and Tree Disposition Plans issued under this section as shall be necessary to cover the costs of administering and enforcing this section. The building official may waive any fees provided that: (1) the lot owner has resided on her/his property for one year prior to the fee event, and (2) the property meets the Required Minimum Density after the tree removal.

2. Penalties.

Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount as provided by Section 1-11 of the City's Code of Ordinances. Each day of violation shall constitute a separate offense.

In addition to the above mentioned fines, Drainage installation would be subject to revision if there is failure to accurately identify the location of trees as specified on the Tree Survey.

- 3. All penalties collected by the Municipal Court of the City of Piney Point Village, Texas shall be deposited into a special fund to be utilized for education of the public on the value of Trees to our city, the purchase of Trees to be planted on City-owned property, and/or to defray administration and enforcement expenses of this Ordinance.

Section 66-84. Severability

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

PASSED AND APPROVED this 28th day of January 2019.

SIGNED:

ATTEST:

Mark Kobelan, Mayor

Karen Farris, City Secretary

ORDINANCE 19.01.28.B

AN ORDINANCE AMENDING SECTION 66, ARTICLE II, ENTITLED “TREES” OF THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, BY ADOPTING A NEW SECTION 66, ARTICLE II, IMPOSING NEW REQUIREMENTS FOR THE MAINTENANCE, PROTECTION, AND REMOVAL OF TREES, AND ESTABLISHING PENALTIES FOR THE VIOLATION OF SUCH REQUIREMENTS.

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

Section 1. The Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended by deleting Chapter 66, Sections 66-31 through 66-83 and by substituting In lieu thereof the following new Sections to Chapter 66:

Index of Ordinance:

Section 1.

Article II. Trees

Division 1 General

- Section 66-31. Purpose
- Section 66-32. Criteria Manual
- Section 66-33. Definitions
- Section 66-34. Qualified Trees

Division 3. Administration and Enforcement

- Section 66-81. Administration
- Section 66-82. Enforcement
- Section 66-83. Fees, Fines, and Penalties
- Section 66-84. Severability

Division 2. Requirements for Compliance with Ordinance

- Section 66-40. Tree Survey Required
- Section 66-45. Tree Disposition Plan Required
- Section 66-46. Tree Disposition Permit Required
- Section 66-47. Replacement Trees Required
- Section 66-48. Protection of Trees Remaining
- Section 66-49. Vegetative Management on City Right of Way
- Section 66-50. Removal of Infested Trees

Article II. Trees

Division 1 General

Section 66-31. Purpose.

It is the purpose of this ordinance to preserve the environmental, economic, health, and aesthetic value of our Trees, which includes: reduction of air pollution by particulates, CO₂, and other gases, return of O₂ to the atmosphere, reduction of soil erosion and water runoff, climate control and resulting energy savings, acting as noise buffers and light shields, and increasing property values; and to enhance the desirability of our city by requiring careful site planning and the protection of Trees during construction, controlling unnecessary Tree removal, requiring Tree replacement, prohibiting indiscriminate cutting or clearing of Trees, and encouraging the increase of our canopy cover while preserving owners’ rights to utilize and enjoy their property.

Section 66-32 Criteria Manual

The standards and methods used to apply and comply with the requirements of this Ordinance will be found in the Criteria Manual on file at the City of Piney Point Village City Hall.

Section 66-33. Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meaning:

Caliper – diameter of Replacement Trees measured 6” from ground level.

Critical Root Zone – the area within a concentric circle centered on the trunk location, with a diameter equal in feet to the number of the Tree’s trunk diameter in inches.

Crown – the Tree’s branches and leaves.

Crown Clearance – the distance from the ground to the lower branches of the Tree.

Diameter at Breast Height (DBH) – diameter of the Tree 4.5 ft above the ground.

Drainage – Including but not only boxes, pipes, valves, inlets installed to prevent water flow from accumulating on adjoining lots.

Drip Line – a concentric circle reaching to the tips of the largest branches of the Tree.

Fiscal Security – a cash deposit to secure the cost of replacement Trees as set out herein.

Independent Forester – a Degreed Forester graduate of an accredited four-year College or University.

Lot - a parcel of land defined in Chapter 74, Section 74-1.

Low Impact Activity – projects such including but not limited to walkways, small Structures such as pool motors and filters, and re-roofing of Structures, which will not have any significant adverse effect upon any Protected Tree or RMD tree, as determined by an Independent Forester approved by the City Building Official.

Multiple-Trunk Tree – a Tree with two or more trunks visibly connected above the ground.

Qualified Tree – any Tree of a species that is included in Section 66-34 hereof.

Remodeling – alterations or modifications made to a Structure which would alter the footprint of said Structure.

Required Minimum Density (RMD) – one RMD Tree per 2000 ft² of Lot area.

Replacement Tree – A Qualified Tree of equal to or greater than 3” caliper.

RMD Tree – any tree of greater than or equal to 3” DBH named in the Qualified Tree List & rated as “good” by the Independent Forester’s Report & the City Forester

Public Right-of-Way (ROW) – the surface, air space above the surface, and area below the surface of any street, highway, lane, path, alley, sidewalk, boulevard, drive, bridge, tunnel, easement, or similar property dedicated to the public within the City.

Root Pruning – a clean cut between the undisturbed and disturbed root zones within the Critical Root Zone of a Tree; commonly done with a rock saw or similar equipment to minimize root damage.

Setback Lines - Front, Side, Rear Yards as defined in Chapter 74-244 (c).

Shared Tree - a Tree the body of the trunk of which grows on the property line of different owners.

Structure - anything constructed or erected that requires location on the ground, or is attached to something having a location on the ground, including but not limited to signs, fences, walls, water fountains, ponds, air-conditioning/heating equipment, swimming pools, swimming pool motors and filters, gazebos, tennis/sports courts, driveways, walkways, poles, and buildings, whether of a temporary or permanent nature.

Tree – a self-supporting woody plant with a single trunk, un-branched for several feet above the ground, supporting a definitely formed Crown and having a mature height of at least 20 feet.

Tree Disposition Permit – a permit issued by the City of Piney Point Village allowing removal of, or damage to, any Protected Tree or RMD Tree.

Tree Disposition Plan – A written plan prepared by an Independent Forester indicating how all Protected Trees and RMD Trees and their Critical Root Zones on a Lot, and all Protected Trees and RMD Trees located elsewhere, which have 30% or more of their Critical Root Zone in a Lot, are to be protected pursuant to Section 66-48 hereof; and how replacement Trees and/or new Trees are to be maintained to encourage survival and sustained growth.

Tree Survey - an on-the-ground survey of Protected Trees and RMD Trees on a Lot, showing the location, circumference, Crown Clearance, Crown area (Drip Line), Critical Root Zone (CRZ), types (species); and the same information on any Protected Tree or RMD Tree located elsewhere which has 30 % or more of its Crown or CRZ in such Lot.

Section 66-34. Qualified Trees

The list of Qualified Trees is found in the Criteria Manual Appendix A.

Division 2. Requirements for Compliance

Section 66-40. Tree Survey Required

A Tree Survey is required in conjunction with any activity covered in Section 66-45. Specifications for the Tree Survey are listed in the Criteria Manual Section 66-40.

Section 66-45. Tree Disposition Plan Required

The Tree Disposition Plan shall include the Tree Survey and additional specifications that are listed in the Criteria Manual, Section 66-45.

Section 66-46. Tree Disposition Permit Required

- A. It shall be unlawful for any person to remove any Protected Tree or RMD Tree, or to damage or cause serious trauma to any Protected Tree or RMD Tree during any of the following activities, without having first obtained a Tree Disposition Permit, unless otherwise exempted by the provisions of this Section.
 1. A Shared Tree requires the written consent of each owner before any action can take place.
 2. Demolition/Remodeling/Drainage Installation/New Construction of any Structure requiring a Building Permit.
 3. Tree Removal of Protected Trees or RMD Trees, unless:
Replacement Trees are provided to meet the Required Minimum Density as set out in Section 66-47.
 4. Drainage Installation Requirements:
Approved Drainage Plans must be reviewed by the City Forester before drainage construction may begin.
 5. Trenching/Boring/Pruning for Utility Installation or Maintenance.

If utility installation or maintenance by a public utility requires trenching, boring, Root Pruning, or limb pruning, the owner and any public utility shall consult with the city to find least-damaging design alternatives such as trenching or boring where the minimum impact is made on Trees, stacking underground utilities to reduce number of trenches required, and hand-digging trenches to avoid cutting large roots. Permits issued subsequent to these negotiations shall be issued at no cost/reduced cost.

6. Demolition-Only Building Permit

If a permit is issued for demolition only (without plans for new construction of a single family dwelling having been approved), a Tree Disposition Permit shall be issued for only such trees shown on the Tree Disposition Plan that are necessary to be removed or pruned for demolition to be accomplished, as determined by the City Forester and the City Building Official.

B. Exemptions from Tree Disposition Permit Requirements

1. Any utility installation or maintenance by a public utility or their authorized contractor on utility easements or public rights-of way.
2. Removal of all or part of a Tree(s) that has disrupted public utility service, the use of a public ROW, is dead, or is in imminent danger of causing harm to people or property.
3. Removal of any Qualified Tree of less than 3" DBH, or of any Tree not listed as qualified which is not an RMD Tree.
4. Low Impact Activity as defined under Section 66-32.

C. Transfer of permit

If the owner of a Tree Disposition Permit sells the property associated with said permit, such permit, together with any related Tree Survey and Tree Disposition Plan, shall be transferred to any or all subsequent owners, until the conditions of the Permit are satisfied.

Section 66-47. Replacement Trees Required.

- A. The methods for determining number, size, and location of Replacement Trees and time limit for planting Replacement Trees are listed in the Criteria Manual, Section 66-47.
- B. Transfer of liability for survival of replacement Trees. If the owner of a Tree Disposition Permit that involves Trees remaining on the property sells the property associated with said permit, liability for survival of remaining Protected Trees and RMD Trees shall transfer to any subsequent owners of the subject property until survival conditions are met.
- C. Escrow/maintenance time period for determining survival of remaining Trees. The permittee shall post Fiscal Security (Escrow) in an amount equal to the cost of replacement Trees, plus 15% to cover administrative costs, together with all necessary rights of entry. The maintenance time period for determining viability shall be one year from the time of planting.

Section 66-48. Protection of Remaining Trees

A. Liability for survival of remaining trees

1. Qualified trees on site named in the Qualifies Tree List and rated as good by the Independent Forester's report and the City Forester count as part of the Required Minimum Density of trees. (RMD)

2. Transfer of liability for survival of remaining Trees. If the owner of a Tree Disposition Permit that involves Trees remaining on the property sells the property associated with said permit, liability for survival of remaining Protected Trees and RMD Trees shall transfer to any subsequent owners of the subject property until survival conditions are met.

3. Escrow/maintenance time period for determining survival of remaining Trees. The permittee shall post Fiscal Security in an amount equal to the cost of replacement Trees, plus 15% to cover administrative costs, together with all necessary rights of entry.

Section 66-49. Management of Vegetation located on Public Rights-of-Way or Other Public Property.

A. Vegetation located on Public Right-of-Way is hereby defined as trees, shrubs, bushes, and all other woody vegetation on land lying between the curb, pavement line, and the property lines of either side of all public streets, public avenues, or public ways included within the City.

B. The Public Works Officer or his designee shall be responsible for the management of vegetation on public rights-of-way, including but not limited to planting, pruning, maintaining, replacement, and removal of all trees located within the street rights-of-way. It shall be unlawful for any other person to perform any of the above actions or to damage or harms any vegetation on public rights-of-way unless a permit is issued by the Public Works Officer or his designee.

Section 66-50. Removal of Pine Trees infested with pine bark beetles

A. Infested Trees declared nuisance. Any Tree within the city limits that is infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles, as determined by a representative of the City or a Certified Forester, is declared to be a public nuisance.

B. Abatement. It shall be unlawful for the owner of any Lot or parcel of land within the city to permit or maintain on any such Lot or parcel of land any Tree infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles. It shall be the duty of the owner of any such Lot or parcel of land upon which is situated a Tree infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles to abate such infestation and public nuisance by the felling of such Tree to ground level and subsequent removal of all parts of the felled Tree from the City.

C. Right of entry for inspection.

1. The City building official and such other officers, employees and agents of the City as may be designated by the City building official are authorized and empowered to enter upon any Lot or parcel of land within the City during regular business hours for the purpose of inspecting any Tree situated thereon and may remove or cause to be removed a portion of the bark to determine if such Tree is infested with a class of Engraver Beetles including but not limited to Southern

Pine Beetles, Ips, and Black Turpentine Beetles. Before entering upon any Lot or parcel of land for such purpose, the City building official or other representative of the City shall make reasonable effort to contact the owner of such Lot or parcel of land and advise such owner of the purpose and approximate time of such proposed entry and inspection. If entry is refused or otherwise not permitted by the owner, then the City building official or other such officers, employees or agents of the City shall seek a warrant from a court of competent jurisdiction to enter the lot or parcel.

2. If from an examination of a Tree or a bark sample removed from said Tree by the City building official or other person designated by the City building official it is determined that the Tree is infested with a class of Engraver Beetles including but not limited to Southern Pine Beetles, Ips, and Black Turpentine Beetles, the City building Official shall serve or cause to be served upon the owner of record of the Lot or parcel of land upon which such Tree is situated a written notice requiring such owner to comply with the provisions of this section. Such notice may be served in person or by regular mail or by registered or certified mail, return receipt requested. Such owner shall comply with the provisions of this section within ten days after receipt of such notice.
- D. Replacement Tree required. If the tree required to be removed is a Protected Tree or RMD Tree and if removal of such tree shall cause tree density on the Lot or parcel of land to be less than the Required Minimum Density, a replacement tree is required as provided under Section 66-47.

Division 3. Administration and Enforcement

Section 66-81. Administration

This ordinance shall be administered by the City administrator, City building official, and/or their designee(s).

A. Interaction with Other Ordinances

1. Conflicts with other regulations. In any case where another City Ordinance, rule, or regulation would require the removal, damage, or death of a Protected Tree or RMD Tree, under circumstances where this Chapter would prohibit such action, it is the intent of the City Council that all of the applicable regulations, excluding the City's Zoning Ordinance, shall be read together and harmonized so that, if reasonably practicable, the Protected Tree or RMD Tree is not removed, damaged, or killed.
2. In addition to the requirements of item A.1. above the Drainage installation would be subject to revision and/or fines if there is failure to accurately identify the location and size of trees.

Section 66-82. Enforcement

A. Upon observation of a violation, the City building official or designee may:

1. Issue a citation

2. Stop the construction/demo/Remodeling or other job
3. Refuse to grant a Certificate of Occupancy
4. Require replacement of Trees as provided under Section 66-48.

B. Any person may report violations of this ordinance to the City administrator, City building official, and/or their designee(s).

Section 66-83. Fees, Fines and Penalties.

A. Violation

Any person who shall violate any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as provided this section.

1. Fees.

The City building official shall fix such fees for Tree Disposition Permits, Tree Surveys, and Tree Disposition Plans issued under this section as shall be necessary to cover the costs of administering and enforcing this section. The building official may waive any fees provided that: (1) the lot owner has resided on her/his property for one year prior to the fee event, and (2) the property meets the Required Minimum Density after the tree removal.

2. Penalties.

Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount as provided by Section 1-11 of the City's Code of Ordinances. Each day of violation shall constitute a separate offense. In addition to the above mentioned fines, Drainage installation would be subject to revision if there is failure to accurately identify the location of trees as specified on the Tree Survey.

3. All penalties collected by the Municipal Court of the City of Piney Point Village, Texas shall be deposited into a special fund to be utilized for education of the public on the value of Trees to our city, the purchase of Trees to be planted on City-owned property, and/or to defray administration and enforcement expenses of this Ordinance.

Section 66-84. Severability

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

PASSED AND APPROVED this 28th day of January 2019.

SIGNED:

ATTEST:

Mark Kobelan, Mayor

Karen Farris, City Secretary

SECTION 66.32 CRITERIA MANUAL

City OF Piney Point, Texas

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IMPORTANT NOTICE

This manual is to be used and interpreted in accordance with the City's Ordinance on urban forest preservation and enhancement. Unless the context indicates that another meaning is intended, terms used in this manual have the same meanings as in said Ordinance.

SECTION 66.40: ON SITE TREE SURVEY STANDARDS
REQUIRED DATA FOR TREE SURVEY

The Tree Disposition Plan must be prepared and signed by an Independent Degreed Forester.

Required Tree Data for a Tree Disposition Plan must be obtained from an on-the-ground survey. The Tree Disposition Plan must include tree locations, trunk diameters, types (species), and crown area (Critical Root Zone), as explained below:

*****Only trees species 3" or greater named in the Quality Tree List may be counted in the required minimum density of trees (RMD) for the square footage of the property.**

1. Location

A. Tree Surveys must be accurate to comply with the City Tree Ordinance, Drainage, and other Construction Specifications.

B. Trees on City easements adjoining the site must included in the tree survey.

C. Trees on adjoining properties located within 10 feet and/or 30% of the tree root zone impacted must be included in the tree survey.

2. Tree Identification on Site

Trees must be taped & numbered on site. Orange plastic tape placed around the trunk for removal. Green plastic tape placed around the trunk for protection.

Each tree identified must have the same number on the tree survey, site plan, drainage plan, & Independent Forester's Report.

Tree identification & tree numbers must be maintained throughout construction.

3. Diameter Measurements

Diameter measurement shall be the distance around the perimeter of the tree trunk as measured four and one-half feet (4.5') above the ground using an ordinary measuring tape, if a diameter tape is not available. For multiple-trunk trees, the trunk diameter is deemed to be equal to the diameter of the largest trunk plus half the diameter of each additional trunk. Measurements should be accurate to the nearest 2 inches. For conversion from circumference to diameter can be divided by 3.142.

4. Tree Type (Species)

Tree types should be accurate to the species level be listed by both common names and botanical names (e.g. Post Oak or *Quercus stellata*.)

5. Critical Root Zone; Crown

The Critical Root Zone (CRZ) means, for any given tree, the area within a circle centered on the trunk location. The CRZ is calculated in feet to the number of inches of the tree trunk diameter measured at DBH.

Example: A 20" diameter tree would have a 20 foot Critical Root Zone.

The Critical Root Zone and crown information is useful in assessing the impact of projected construction.

6. Condition

The degreed Forester hired to do the survey and tree disposition plan must detail the condition of the trees surveyed in the report submitted. The ratings noted as "good", "fair, and "poor". Trees rated as poor do not count in the RMD.

SECTION 66-45: SPECIFICATIONS FOR TREE DISPOSITION PLAN REPORT **REQUIRMENTS FOR TREE DISPOSITION PLAN REPORT**

The standard tree graphics discussed below are important to provide consistent information in the most useful format for an efficient plan review.

1. Trunk Location

A. The trunk location on the plan must represent the center of the tree trunk at ground level.

B. The tree located on the site plan must be numbered as same tree number on site.

2. Critical Root Zone (CRZ); Crown; Retained Trees

A. Trunk locations of trees proposed to remain are to be represented by solid circle or green dots, while trees proposed to be removed are to be represented by "x" or orange dots.

B. The critical root zone should be indicated by a circle centered on the trunk.

3. Tree Sizes and Species Identification

A. Tree diameters and species must also be shown in the plan. For sites with a large number of trees, this data should be shown in a legend or excel format referenced by a tree number adjacent to each trunk location. Legends can be useful because they allow for the presentation of other data such as species, size, crown configuration & condition, etc.

4. Tree Protection Fencing

A. Tree Protection Fencing must be drawn on the site plan and /or survey submitted with the tree disposition plan.

B. Approved Tree Protection Sign must be posted on the Tree Protection Fence.

C. A copy of the Tree Protection Sign is found in Appendix B.

SECTION 66-47: TREE REPLACEMENT SPECIFICATIONS

A. TREE REPLACEMENT REQUIREMENTS

1. Required Minimum Density (RMD) specifications:

One (1) tree equal or greater than 3"DBH (Diameter at Breast Height) per 2000 Square Feet of lot area.

2. Required 25% rule. 25% of the RMD trees must be located 20 feet or more from the perimeter of the property.

3. Replacement Tree is a 3" caliper tree from the Quality Tree List (Appendix A), measured 6" from ground level.

4. Liability for replacement trees to be counted in RMD will transfer with change in ownership of the property.

5. Replacement tree(s) must be planted before Certificate of Occupancy is issued.

6. Replacement tree(s) must survive for one year starting from Certificate of Occupancy.

SECTION 66-48: PROTECTION OF REMAINING TREES

A. SPECIFICATION FOR TREE PROTECTION

1. The Tree Protection Fencing must be **chain link** at least 4 feet high with posts (metal or wood) no more than 6 feet apart.
2. The Tree Protection fence should encompass as much of the drip-line as possible.
3. Two signs must be posted on site on the tree protection fencing – generally one sign in the front and one sign in the back. (Appendix C)
4. Mulch – at least 6 inches of organic wood chip covered by ¾” plywood where soil compaction could occur in the critical root zone that can not be protected by fencing.
5. Trunk Protection – Areas where fencing can not be placed-tree trunks may be protected by wood slats (at least 8 ‘ high) loosely wrapped with wire. (no nails)
6. Construction Pruning – Branches low over construction sight may be pruned in accordance to National Association of Arborists Standards.
7. Watering is mandatory during and after construction – Supplemental watering during drought, low rainfall, high temperatures.
8. Design Constraints – minimum encroachment in to critical root zone of tree.
 - a. *Drainage Plans: Change in Grade procedures*
 - (1) *No cut or fill of the ambient grade greater than 2” and covers no more than one-half the radius of the critical root zone (CRZ)*
 - (2) *Construction activity causes standing water or wet soil conditions detrimental to the protected tree on lot or adjacent lot.*
 - b. *If Trenching is the only option the following procedures must be adhered:*
 - (1) Root Prune at least two weeks prior to any trenching
 - (a) Root Prune means to clean cut the tree roots and not leave them shredded.
 - (b) The Trench should be back filled within 24 hours after it is dug.
 - (c) Irrigation systems: Designs should avoid digging inside critical root zones. “Hand Dig” means to cut no roots larger than one inch. All irrigation systems should be installed in tree root zones using the “Hand Dig” method.
 - (d) Paving & Impervious Materials: A maximum of 25% of the Critical Root Zone of a Protected Tree may be covered with impenetrable material, such as but not limited to concrete, tar, & asphalt. The following procedures must be adhered to:
 - (2) Root Prune shall be done 6” to 1’ from the proposed construction and shall take place at least 2 weeks prior to the cut.
 - (3) A plastic vapor barrier of construction grade shall be installed between the roots and the impervious material to inhibit leaching of lime into the soil.
 - (4) A root remediation schedule shall be included in the Tree Disposition Plan.

B. PROHIBITED ACTIVITIES

1. Material Storage. No construction or waste materials shall be placed within the limits of the Critical Root Zones of any Protected Tree.
2. Equipment cleaning/liquid disposal. No equipment shall be cleaned or liquids deposited within the Critical Root Zone of a Protected Tree. This includes but is not limited to: paint, oil, solvents, asphalt, concrete, lime, mortar, & other materials.

3. Tree Attachments. No signs, wires, nails, shall be attached to Protected Trees, unless approved in the Tree Disposition Plan.
4. Vehicular Traffic. No vehicle or any construction equipment may be stored or parked in the Critical Root Zone of a Protected Tree unless specified in the Tree Disposition Plan.
5. Trash. Throwing trash inside the Tree Protection Fencing area is prohibited.
6. Removal of Tree Protection Fences. No Tree Protection Fencing may be altered or removed without permission from the City of Piney Point Village.
7. *Tree Protection Fences must be removed if there is no construction activity after six (6) months from the issuance of the Building Permit.*

C. DEVIATIONS FROM THE CRITERIA MANUAL:

These criteria represent minimum standards for determining whether or not a tree is “preserved.” Greater impacts may be allowed, provided that all design alternatives have been proven unfeasible and that some acceptable form of mitigation such as a remedial care program is negotiated. Conversely, some cases may require that a larger area of root area be preserved to increase the survival potential of particularly valuable trees.

These design criteria are enforced in the field as well as on the plan. Plan adjustments made during construction must be reviewed and approved by the City’s Urban Forester prior to the adjustments being made.

APPENDIX A: QUALIFIED TREE LIST

REPLACEMENT TREES:

Minimum Criteria for Replacement Trees

Caliper of at least three (3) inches measured six (6) inches above grade

Section 66-33 Qualified Trees

Large Trees:

Ash, Green
Ash, White
Cedar, Eastern Red
Cypress, Bald
Cypress, Montezuma
Elm, Cedar
Elm, Lacebark
Elm, Winged
Hickory
Magnolia
Maple, Drummond Red
Maple, Japanese
Maple, Trident
Gingko, male
Oak, Bur
Oak, Chinkapin
Oak, Laurel
Oak, Live
Oak, Nuttall
Oak, Mexican White
Oak, Post
Oak, Overcup
Oak, Shumard
Oak, Swamp Chestnut
Oak, Water
Oak, White

Pecan
Pine, Loblolly
Sycamore
Walnut, Black

Small Trees

Birch, River
Buckeye, Mexican
Holly, Eagleston
Holly, East Palatka
Holly, Savannah
Fringe Tree
Laurel, Cherry
Laurel, Texas Mountain
Pistache, Chinese
Plum, Mexican
Redbud, Eastern
Yew, Japanese (single stem)

APPENDIX B

WARNING SIGN REQUIRED FOR TREE PROTECTION FENCING

SIGN SIZE 12" X 18"

TREE PROTECTION FENCING

Required by Code of Ordinances City of Piney Point Village

DO NOT REMOVE FENCE OR SIGN!

FINE UP TO \$500. JOB MAY BE SHUT DOWN


CERCAS PARA PROTECCIÓN de ARBOLES

Requirido por el Codigo de Ordenanzas de la Ciudad de Piney Point Village

NO QUITAR LA CERCA O' EL ROTULO!

MULTA DE HASTA \$500. EL TRABAJO PUEDE SER CLAUSURADO

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: Update to the City's Drainage Criteria

Agenda Item: 7

This agenda item calls for the City Council to consider updates to four supplementary items to the City's Drainage Ordinance.

New Construction and Partial Construction

Changes include:

1. Removal of existing trees must be included in drainage plan
2. Topographical survey must include features in the right-of-way in front of adjacent properties
3. Driveway must be a minimum of 3' from property lines
4. Engineer shall provide drainage area calculations
5. Driveway culverts must have minimum cover of 3" between top of pipe and bottom of pavement
6. Hand dug excavation in the drip lines of trees 20 inches in diameter or more
7. Building in the floodplain must include certificate of elevation
8. No drainage pipes within the drip line of trees partially or completely located on adjacent property

Temporary Drainage Plan During Construction

Changes include:

1. Temporary Drainage Plan shall demonstrate the positive drainage will occur on lot
2. Removal of existing trees must be indicated on the drainage plan
3. Topographical survey must include features in the right-of-way in front of adjacent properties
4. When a Temporary Drainage Plan will include a retaining wall, a detail of the wall will be required in the plans
5. Engineer shall provide drainage area calculations
6. Drainage pipes to be sloped to achieve a velocity of 3ft/second
7. Culverts shall be able to convey a City of Houston 2-Year Design Storm, minimum culvert size of 24"
8. Drainage grates a minimum of 12" x 12" along main line pipe
9. Erosion control system required at the outfall of the force discharge
10. Drainage system must include a clean-out, inlet or junction box at every bend

11. In floodplain, the surveyor or engineer must delineate the limits of the floodplain and floodway
12. When building in floodplain plans must demonstrate no net fill within the 100 year flood plain below the base flood elevation
13. No drainage pipes within the drip line of trees partially or completely located on adjacent property

New Pool Construction

1. Removal of existing trees must be included in drainage plan
2. Engineer shall provide drainage area calculations
3. Hand dug excavation in the drip lines of trees 20 inches in diameter or more
4. When building in floodplain plans must demonstrate no net fill within the 100 year flood plain below the base flood elevation

CITY OF PINEY POINT VILLAGE
NEW CONSTRUCTION

Address of Property: _____

Date: _____

Builder: _____

Builder's Contact Telephone Number: _____

Engineering Company: _____

Engineer: _____

Engineer's Contact Telephone Number: _____

Engineer's Mailing Address: _____

Drainage Plans

1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans will not be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
3. The Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shots on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
4. The topographical survey shall show the location and existing elevations of roadways, all trees on the lot , all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
6. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
7. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
8. All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.	

9. Engineer shall provide drainage area calculations for a City of Houston 2-Year Design Storm that are to be included on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$. (I_a = impervious area/total area) and must not be less than 0.40.	
10. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
11. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
12. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
13. Culverts shall be able to convey a City of Houston 2- Year Design Storm for all affected area. The min. culvert size shall be 24" diameter.	
14. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	
15. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
16. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
17. Note on plan "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."	
18. Note on plan "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".	
19. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a City of Houston 2 year design storm".	
20. Note "Reinforced Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
21. Note "Any revisions to the originally approved drainage plans must be submitted to the City by the builder's Engineer that provided the original approved drainage plans. Resubmitted plans must be signed and sealed by the builder's Engineer".	
22. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be	

cut for construction of the drainage system.”	
23. If storm sewer pipes are proposed in drainage plan, main pipes shall be minimum 6” PVC SDR 26. Drainage grate inlets to be a minimum of 12” x 12” along main line pipe.	
24. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk’s office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
25. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City’s existing storm system and/or infrastructure.	
26. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
27. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
28. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
29. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
30. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
31. Provide tie-in detail if using existing City inlet.	
32. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
33. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
34. Submitted plans shall be drawn to an engineer’s scale and not to an architect’s scale.	
35. All plans need to be oriented with North directed to the top or right of the page.	
36. If roof drains are to be tied into the drainage system they must be shown in the drainage plan.	
37. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	

38. When building in the floodplain the surveyor or engineer must delineate the limits of the floodplain and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
39. When building in the floodplain, plans must include a certificate of elevation.	
40. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the 100-year floodplain below the Base Flood Elevation.	
41. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
42. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
43. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
44. Finished floor elevation must be 12" above the nearest sanitary sewer manhole lid elevation. Elevation of nearest sanitary sewer manhole lid must be provided.	
45. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
46. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
47. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
48. Drainage plans must show all sanitary sewer clean outs on the property.	

CITY OF PINEY POINT VILLAGE
Partial Construction

Drainage Plans

Address of Property: _____
 Date: _____
 Builder: _____
 Builder's Contact Telephone Number: _____
 Engineering Company: _____
 Engineer: _____
 Engineer's Contact Telephone Number: _____
 Engineer's Mailing Address: _____

Drainage Plans

1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans will not be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
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4. The topographical survey shall show the location and existing elevations of roadways, all trees on the lot , all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
6. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
7. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
8. All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.	

9. Engineer shall provide drainage area calculations for a City of Houston 2-Year Design Storm that are to be included on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$. (I_a = impervious area/total area) and must not be less than 0.40.	
10. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
11. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
12. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
13. Culverts shall be able to convey a City of Houston 2- Year Design Storm for all affected area. The min. culvert size shall be 24" diameter.	
14. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	
15. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
16. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
17. Note on plan "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."	
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19. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a City of Houston 2 year design storm".	
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24. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk’s office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
25. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City’s existing storm system and/or infrastructure.	
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27. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
28. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
29. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
30. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
31. Provide tie-in detail if using existing City inlet.	
32. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
33. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
34. Submitted plans shall be drawn to an engineer’s scale and not to an architect’s scale.	
35. All plans need to be oriented with North directed to the top or right of the page.	
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37. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	

38. When building in the floodplain the surveyor or engineer must delineate the limits of the floodplain and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
39. When building in the floodplain, plans must include a certificate of elevation.	
40. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the 100-year floodplain below the Base Flood Elevation.	
41. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
42. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
43. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
44. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
45. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
46. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
47. Drainage plans must show all sanitary sewer clean outs on the property.	

CITY OF PINEY POINT VILLAGE

TEMPORARY DRAINAGE PLAN DURING CONSTRUCTION: PLAN REQUIREMENTS –

1. The Temporary Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
2. The Temporary Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shot on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
3. The topographical survey shall show the location and existing elevations of roadways, all trees on the lot , all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
4. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
5. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
6. When a Temporary Drainage Plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
7. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
8. Engineer shall provide drainage area calculations for a City of Houston 2-Year Design Storm that are to be included on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$. (I_a = impervious area/total area) and must not be less than 0.40.	
9. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
10. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
11. Culverts shall be able to convey a City of Houston 2- Year Design Storm for all affected area. The min. culvert size shall be 24" diameter.	
12. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	

13. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
14. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office).	
15. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
16. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
17. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
18. All plans need to be oriented with North directed to the top or right of the page.	
19. Note on plan "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."	
20. Note on plan "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".	
21. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a City of Houston 2 year design storm".	
22. Note "Reinforce Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
23. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
24. If storm sewer pipes are proposed in the temporary drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
25. All temporary drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
26. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
27. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	

28. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
29. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
30. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
31. Provide tie-in detail if using existing City inlet.	
32. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
33. When building in the floodplain the surveyor or engineer must delineate the limits of the floodplain and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
34. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the 100-year floodplain below the Base Flood Elevation.	
35. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
36. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
37. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
38. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
39. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
40. Temporary Drainage Plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	

CITY OF PINEY POINT VILLAGE
NEW POOL CONSTRUCTION

Address of Property: _____

Date: _____

Builder: _____

Builder's Contact Telephone Number: _____

Engineering Company: _____

Engineer: _____

Engineer's Contact Telephone Number: _____

Engineer's Mailing Address: _____

Drainage Plans


1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans will not be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
3. The Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shots on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
4. The topographical survey shall show the location and existing elevations of roadways, all trees on the lot , all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
6. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
7. Engineer shall provide drainage area calculations for a City of Houston 2-Year Design Storm that are to be included on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$. (I_a = impervious area/total area) and must not be less than 0.40.	
8. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	

9. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
10. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
11. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
12. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
13. Note on plan "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."	
14. Note on plan "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".	
15. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a City of Houston 2 year design storm".	
16. Note "Reinforce Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
17. Note "Any revisions to the originally approved drainage plans must be submitted to the City by the builder's Engineer that provided the original approved drainage plans. Resubmitted plans must be signed and sealed by the builder's Engineer".	
18. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
19. If storm sewer pipes are proposed in drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
20. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
21. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
22. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	

23. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
24. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
25. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
26. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
27. Provide tie-in detail if using existing City inlet.	
28. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
29. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
30. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
31. All plans need to be oriented with North directed to the top or right of the page.	
32. If roof drains are to be tied into the drainage system they must be shown in the drainage plan.	
33. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	
34. When building in the floodplain the surveyor or engineer must delineate the limits of the floodplain and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
35. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the 100-year floodplain below the Base Flood Elevation.	
36. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
37. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	

38. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
39. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
40. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
41. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
42. Drainage plans must show all sanitary sewer clean outs on the property.	

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: City Forester Pickup Truck

Agenda Item: 8

This agenda item calls for the City Council to consider the purchase of a pickup truck for the City Forester. This item came up during the December 2018 Council meeting.

New and low mileage used trucks were considered in the search. More specifically, I was looking for a white vehicle with a single cab and an 8' bed.

Enterprise Car Sales has a 2016 Ford F-250 with 5,780 miles for \$26,999.

Knapp Chevrolet has a 2018 Silverado 1500 with 317 miles for \$28,192.

Sterling McCall Ford has a 2019 Ford F-150 with 231 miles for \$28,253.

The F-250 has an 8-cylinder engine. The F-150 and 1500 both have 6-cylinder engines.



Enterprise


car sales

Enterprise
car sales





TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 


MEETING DATE: January 28, 2019

SUBJECT: Consideration of Setting April 14, 2019 as Arbor Day

Agenda Item: 9

This agenda item calls for the City Council to consider approving Sunday, April 14, 2019 as Arbor Day in Piney Point Village. The Beautification Committee discussed this project during their January 14 meeting and will be working with Cary Moran to develop the program.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: Consider quotes for signage re-installation

Agenda Item: 10

This agenda item calls for the City Council to consider quotes for the re-installation of the City's directional signage. In the summer of 2018 the City bid out the installation of new signage throughout the community. BlackTop Industries was the low bidder and after contacting their references the bid was awarded to BlackTop.

After the project was completed the signs began to lean. The vendor did not install the signs in concrete. The bids under consideration are for the re-installation of 82 signs in concrete. The City contacted the other five vendors from 2018 for pricing for the re-installation of the poles in concrete. The bids were as follows:

Highway 1	\$26,263.78
Smith Municipal	\$61,792.68
Traffic Signs and Lines	No Bid
Batterson	No Bid
Signarama	No Bid

Highway 1's references have been contacted and were all satisfied with Highway 1.

The quotes from both Smith Municipal and Highway 1 are included for your review.

Highway



Highway 1 LLC
20411 Cook Road
Tomball, TX 77377
(O) 713-344-1279
www.highway1tx.com

Estimate

Bid Date	Estimate #
1/22/2019	19-0038

Contractor / Address

City of Piney Point
7676 Woodway
Suite 300
Houston, TX 77063

Project Location

Install New Foundations

Bid Number	Description	Estimated Units	U/M	Unit Price	Total
M1EA	INSTALLATION OF NEW SIGN FOUNDATION IN CONCRETE, RELOCATE EXISTING POST & SIGNS TO NEW FOUNDATION, AND REMOVE EXISTING FOUNDATION	82	ea	320.29	26,263.78

Total \$26,263.78

Signature _____

- *Estimate does not include performance bond or association dues.
- *Retainage will not be held on our work unless withheld by owner on GC.
- *Minimum charge of \$1,500 will be accessed on any work performed
- *Traffic control estimate (Monthly Rental) does not include arrow board, message board, Attenuator truck, concrete/water barriers, flaggers, uniformed police officers, or labor in operating or maintaining lanes closures.
- *Sales tax will be billed accordingly unless a tax exemption certificate is provided.
- *There will be a 3.5% charge for credit card transactions

Smith Municipal Supplies

5567 Maudlin St.
Houston, Tx 77087
713-847-8000
sales@smithmunicipal.com

Quotation

DATE	QUOTE #
1/22/2019	00-17711

BILL TO
PINEY POINT, CITY OF MIKE PELOQUIN 7676 WOODWAY #300 HOUSTON, TEXAS 77063


SHIP TO
PINEY POINT, CITY OF MIKE PELOQUIN 7676 WOODWAY #300 HOUSTON, TEXAS 77063

QUOTE	TERMS	REP	SHIP	VIA	F.O.B.
	Net 30	DF	1/22/2019	Delivered	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
82	Misc	Remove and correctly reinstall TX-Dot slip base sign support, post and signs.	716.03	58,714.46
37	RP 12 (4431...	2 3/8" x 12' Round Post	34.16	1,263.92
50	RPBZ238	Z Clamp Aluminum Bracket Set (Pair), PPB - 12	5.55	277.50
82	Non Stock It...	Friction Cap for 2 7/8" Tx-Dot Post - Powder Coated Hunter Green	18.74	1,536.68
Actual quantities will be invoiced.				

Quotation valid for 30 days. Thanks for This Opportunity!	Total	\$61,792.56
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TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: Mosquito Control Contract with Cypress Creek Mosquito Control, Inc.

Agenda Item: 11

This agenda item calls for the City Council to consider approving a contract with Cypress Creek Mosquito Control, Inc. for weekly mosquito spraying from April 1 through October 31, 2019.



***OTHER SERVICES OFFERED
FOR RESIDENTIAL COMMUNITIES***

- LARVACIDING FOR MOSQUITOS IN STORM DRAINS AND RETENTION PONDS

- FIRE ANT & FLEA CONTROL FOR POOLS AND PLAYGROUND AREAS

- PEST & TERMITE CONTROL FOR CLUB HOUSES AND COMMUNITY STRUCTURES
 - TREE SPRAYING

 - LAWN & ORNAMENTAL

 - RODENT CONTROL



CYPRESS CREEK MOSQUITO CONTROL, INC. was pleased to service your community in 2018. We hope that you received the service that you expected. Cypress Creek Mosquito Control continues to diligently work to service your community in every aspect of pest control and we appreciate your continued patronage.

Again, this year, your community association will need to comply with the Clean Water Act. We offer our help in this compliance by keeping the log of our visits. Please see the information sheet about this log and our processing of this log.

Zika is still a risk and has the potential to have a larger impact in the U.S. in 2019. The Zika virus is spread by the bite of an infected *Aedes* species mosquito (*Ae. Aegypti* and *Ae. Albopictus*). These mosquitos bite during the day and night. Our application will kill mosquitos that vector this virus. However, our application is just one tool in the fight to protect against the Virus. The *Aedes* species of mosquito breed in artificial containers such as gutters that have not been cleared, potted plant saucers, and bird baths. Any container that can hold stagnant water are ideal breeding grounds for *Aedes* mosquitos.

To help in the fight against Zika and other mosquito borne diseases, homeowners should police their yards for these types of conducive conditions, as well as treat their yard for mosquitos in the area where our treatment does not reach. We remain committed to mosquito control and offer a residential service for mosquito control in homeowner's yards. If you have any questions about these treatments or would like more information on them, please feel free to contact our office.

If your community has grown, please provide us with a new map that displays the entire community as our map on file may not show that growth. This will insure accurate coverage of each community and proper pricing.

Enclosed are two copies of the 2019 Mosquito Agreement, an information sheet, and a Tax-Exempt Form. Please sign both copies of the agreement, the tax-exempt form (if applicable) and the information sheet and return them to us and we will send you an executed copy.

We appreciate the opportunity to service your community and look forward to the 2019 Mosquito Season. If you have any questions, please do not hesitate to give us a call or email us at Nobugs@cycreekpestcontrol.com

Service will Start April 1st and continue through Oct 30th unless you indicate otherwise on the information sheet

Respectfully,

A handwritten signature in cursive script that reads "Zach Ivey".

Zach Ivey
President

CYPRESS CREEK MOSQUITO CONTROL, INC.

2019 INFORMATION FORM

Association/Subdivision _____

Gate Code (if applicable) _____

Property Mgmt. Co. (if applicable) _____

Manager or Contact _____

Phone _____ Email _____ Cell _____

Board Contact _____

Phone _____ Email _____ Cell _____

Additional Information _____

Do you want Cypress Creek Mosquito Control to maintain your TCEQ log at a cost of \$15.00 per month + tax, Yes

If no, our Association will maintain our TCEQ log and release and indemnify Cypress Creek Pest Control, Inc. from all regulatory responsibilities

***** Alternative Start and End Dates Mar. 15 thru Nov. 15 (Weather permitting) Yes**

We offer Larvaciding as a supplement to mosquito control abatement. This consists of monthly (April – October) treatment of the drains, ditches, retention ponds and other areas of standing water where mosquitos breed. This offers additional benefit for control of mosquitos by reducing the number of potential breeding sites.

If your community was provided Larvaciding service for the 2018 season, we will continue to provide that service unless otherwise notified.

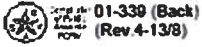
If your community was not provided Larvaciding service for the 2018 season and are interested, let us know so we can give you a quote.

Signature

Title

Date

*****PLEASE ENCLOSE CURRENT MAP OF COMMUNITY *****



Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address (Street & number, P. O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser 	Title	Date
---------------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.

MOSQUITO CONTROL AGREEMENT

1. The parties to this Mosquito Control Agreement are CITY OF PINEY POINT VILLAGE (hereinafter, the "Association") and Cypress Creek Mosquito Control, Inc. (hereinafter, the "Contractor"), a Texas Corporation, with principal offices in Houston, Harris County, Texas.
2. In consideration for the payments to be made by Association to Contractor, as recited herein below, Contractor shall be responsible for providing mosquito control application for the CITY OF PINEY POINT VILLAGE community in Greater Harris County, Texas. Association shall attach hereto as Exhibit "A" a map, plat or chart, showing the layout of the said subdivision.
3. Contractor shall perform application once every week commencing the week of April 1, 2019 and ending on October 30, 2019, weather conditions permitting, and in case of bad weather, as soon thereafter as is practicable the (Application Visits"). However, in the event the Association determines that additional applications are not caused by faulty work or breach of warranty by Contractor, **Association may request Contractor to make additional applications at the agreed upon rate per Application Visits.**
4. The Association shall pay a consideration of \$595.00 (plus tax, if applicable) per application visit to Contractor for each actual visit made by Contractor to the subdivision for complete application. The Contractor shall submit invoices on the first of each month. Invoice terms shall be net fifteen (15) days.
5. Should the price of fuel increase more than twenty-five percent from the highest average price of gasoline of the prewise year (2018) published by the Energy Information Administration, Contractor has the right to add a fuel adjustment to the price of each Application Visit (the "Fuel Adjustment"). The Fuel Adjustment shall be determined by increasing the price of each Application Visit by the percentage of the fuel cost increase (Application Visit Price x (100% + the percentage of the fuel cost increase) multiplied by the Contractor's percentage of overhead costs attributed to fuel (8%)."
6. Contractor hereby warrants that the application Visits shall be performed shall in accordance with the chemical labeling.
7. Contractor is to provide:
 - (a) All necessary equipment;
 - (b) Equipped, trained and competent personnel adequate for the performance of Contractor's duties hereunder;
 - (c) Public liability and property damage insurance with limits of \$300,000 for damage resulting to one person, \$300,000 for damages resulting from one casualty, and \$50,000 property damage insurance for damages Resulting from one occurrence;
 - (d) Responsibility for all existing local, state and federal regulations relating to work performed under this contract;
 - (e) Workman's Compensation - Statutory
8. Contractor shall indemnify and hold harmless the Association against any and all liability which may be incurred by Association arising from work performed under this contract, or from work which was to have been performed by Contractor under this contract, but which Contractor omitted to perform.
9. Association hereby expressly disclaims any liability whatsoever or responsibility of any kind with respect to the choice of judgment exercised by Contractor in his determination of what chemicals or other materials should be used by Contractor in performance of the work provided for by this contract.
10. This contract will be for the year 2019; however, this contract will renew itself automatically on a year to year basis, unless written notice of cancellation is sent to either party by the other party prior to January 31st of each succeeding year.
11. It is the express agreement and understanding of the parties that Contractor is in all respects an independent contractor of Association and shall not be deemed in any manner to be acting as an agent or employee of the Association.
12. Association designates the agent named herein below in this paragraph as its agent for the performance of Association obligations under this contract. All correspondence between the parties shall be sent to the names and addresses shown herein below. Any notice required under provisions within this contract shall be deemed to have been sent if mailed to the appropriate address shown herein below.

For Association:

CITY OF PINEY POINT VILLAGE 50536
7676 Woodway #300
Houston,, TX 77063

For Contractor:

CYPRESS CREEK MOSQUITO CONTROL, INC.
PO Box 691227
Houston, TX 77269

13. The parties hereby warrant to each other that the person or persons signing below is or are principal(s), officer(s), or otherwise duly authorized agent(s) to enter into this agreement for the party for whom such person or persons is or are signing.

14. This contract may be canceled by either party, provided a written notice of such cancellation is given to the other party thirty (30) days prior to the effect of the cancellation date.

IN WITNESS, WHEREOF, this Mosquito Control Agreement has been executed in duplicate original, this _____ day of _____, 20_____.

TDA BL # 0667952

CONTRACTOR
CYPRESS CREEK MOSQUITO CONTROL, INC.
PH: 281-469-2679 FAX: 281-469-4720

ASSOCIATION/ Signature

Licensed and regulated by:
Texas Department of Agriculture
PO Box 12847, Austin, TX 78711
Phone (866) 918-4481 Fax (888) 232-2567

MOSQUITO CONTROL AGREEMENT

1. The parties to this Mosquito Control Agreement are CITY OF PINEY POINT VILLAGE (hereinafter, the "Association") and Cypress Creek Mosquito Control, Inc. (hereinafter, the "Contractor"), a Texas Corporation, with principal offices in Houston, Harris County, Texas.
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4. The Association shall pay a consideration of \$595.00 (plus tax, if applicable) per application visit to Contractor for each actual visit made by Contractor to the subdivision for complete application. The Contractor shall submit invoices on the first of each month. Invoice terms shall be net fifteen (15) days.
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6. Contractor hereby warrants that the application Visits shall be performed shall in accordance with the chemical labeling.
7. Contractor is to provide:
 - (a) All necessary equipment;
 - (b) Equipped, trained and competent personnel adequate for the performance of Contractor's duties hereunder;
 - (c) Public liability and property damage insurance with limits of \$300,000 for damage resulting to one person, \$300,000 for damages resulting from one casualty, and \$50,000 property damage insurance for damages Resulting from one occurrence;
 - (d) Responsibility for all existing local, state and federal regulations relating to work performed under this contract;
 - (e) Workman's Compensation - Statutory
8. Contractor shall indemnify and hold harmless the Association against any, and all liability which may be incurred by Association arising from work performed under this contract, or from work which was to have been performed by Contractor under this contract, but which Contractor omitted to perform.
9. Association hereby expressly disclaims any liability whatsoever or responsibility of any kind with respect to the choice of judgment exercised by Contractor in his determination of what chemicals or other materials should be used by Contractor in performance of the work provided for by this contract.
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 PO Box 691227
 Houston, TX 77269

13. The parties hereby warrant to each other that the person or persons signing below is or are principal(s), officer(s), or otherwise duly authorized agent(s) to enter into this agreement for the party for whom such person or persons is or are signing.

14. This contract may be canceled by either party, provided a written notice of such cancellation is given to the other party thirty (30) days prior to the effect of the cancellation date.

IN WITNESS, WHEREOF, this Mosquito Control Agreement has been executed in duplicate original, this _____ day of _____, 20_____.


TDA BL # 0667952

CONTRACTOR
 CYPRESS CREEK MOSQUITO CONTROL, INC.
 PH: 281-469-2679 FAX: 281-469-4720

ASSOCIATION/ Signature

Licensed and regulated by:
 Texas Department of Agriculture
 PO Box 12847, Austin, TX 78711
 Phone (866) 918-4481 Fax (888) 232-2567

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: January 28, 2019

SUBJECT: Signage

Agenda Item: 12

This agenda item calls for the City Council to discuss the City's signage ordinance and its application. A copy of the Zoning Ordinance's signage section is included for your review.

ARTICLE V. - SIGNS

FOOTNOTE(S):

--- (8) ---

Cross reference— Buildings and building regulations, ch. 10; businesses, ch. 14.

Sec. 74-276. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Ground sign means any sign supported by one or more columns, poles, uprights or braces anchored in or on the ground in a permanent manner and not attached to any building.

Portable sign means any movable sign not permanently secured or attached to a structure, support or anchor.

Window sign means any flat sign, whether of solid face construction or individual letters or symbols, placed against an exterior window of any building, and having a message on one face only.

(Ord. No. 647, § 5.1, 6-25-84; Ord. No. 795, § 2, 4-22-96)

Cross reference— Definitions generally, § 1-2.

Sec. 74-277. - Conformity required.

It shall be unlawful for any person to erect, relocate or structurally alter any sign within the city except in conformity with the regulations in this section.

(Ord. No. 647, § 5.0, 6-25-84; Ord. No. 795, § 2, 4-22-96)

Sec. 74-278. - Prohibited signs.

Signs of the following nature are prohibited unless specifically authorized by this article:

- (1) Signs located upon or within any public building, public street, or public roadway right-of-way, or upon any public bridge, sidewalk or easement.
- (2) Any sign that directs attention to a commercial enterprise, commodity or service.
- (3) Ground signs that exceed three feet in height above the pavement or finished grade, except where specifically authorized in this article.
- (4) Contractors signs, except where specifically required by ordinance of the city.
- (5) Signs located on property without the written consent of the property owner.
- (6) Any other sign not specifically authorized by this chapter or another ordinance of the city.

(Ord. No. 647, § 5.2, 6-25-84; Ord. No. 795, § 2, 4-22-96)

Sec. 74-279. - Structural requirements.

All signs and sign structures shall comply with the pertinent requirements of the building and electrical codes of the city.

- (1) *Fire hazards.* It shall be unlawful for any person to erect, structurally alter or relocate any sign in such manner as to obstruct, or in all probability cause to obstruct, ingress or egress, firefighting or escape from a building.
- (2) *Traffic hazards.* It shall be unlawful for any person to erect, structurally alter or relocate any sign in such a

manner as to constitute a hazard to pedestrian or vehicular traffic.

(Ord. No. 647, § 5.3, 6-25-84; Ord. No. 795, § 2(5.3), 4-22-96)

Sec. 74-280. - Exceptions and exemptions.

The provisions and regulations of this article shall not apply to certain classes of signs that are designated in this section; however, such signs shall be subject to the provisions of section 74-279(1), (2).

- (1) Traffic or other municipal signs, legal notices, or danger signs placed or required to be placed by federal, state or local governments.
- (2) Signs of public service, pipeline and utility companies as may be required by their operations in providing services for the health and welfare of the general public, or as required by any law or regulation of federal or state governments, or any agency thereof.
- (3) Temporary signs used in connection with political campaigns, provided such signs are removed within five days following the conclusion of such campaign, and provided such signs are not located upon or within any public building, public street or public roadway right-of-way.
- (4) Flags, emblems or insignia of a noncommercial nature, and noncommercial signs, provided such signs are not erected within ten feet of any street right-of-way line.

(Ord. No. 647, § 5.4, 6-25-84; Ord. No. 795, § 2(5.4), 4-22-96)

Sec. 74-281. - Permitted signs.

- (a) *Institutional signs.* Signs on land used for church, school or other permitted institutional uses shall be permitted only as provided below:
 - (1) Within a required front yard:
 - a. Not more than one ground sign having a total sign face area not exceeding 60 square feet, and not exceeding five feet in height above the adjacent grade; and
 - b. Not more than two ground signs having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
 - (2) Within a side or a rear yard adjacent to a street having a driveway connection, not more than one ground sign having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
- (b) *Subdivision signs.* Not more than one ground sign identifying a subdivision if the sign does not exceed 16 square feet in sign face area, is of subdued design and color, is not over three feet in height above the average level of the ground in the general vicinity, contains only the name of the subdivision in which it is located, does not impede traffic visibility or constitute a traffic hazard, is maintained in good condition by the residents of the subdivision to which it applies, is located within the subdivision to which it applies, and otherwise complies with all regulations established herein, is permitted.
- (c) *Lot signs.*
 - (1) Not more than one portable, double-face "For Sale" sign may be erected and maintained on a lot or tract of land, which sign may contain, in addition to the words "For Sale" or "For Lease," only a telephone number and, if the property owner is represented by a real estate agent or broker, the word "Agent" or "Broker" and the agent's or broker's license number. If the owner is also a real estate agent or broker, the words "Owner-Broker" or "Owner-Agent" may also be included. In addition, the sign structure for a "For Sale" sign shall have a steel, metal or wrought iron support, painted either dark green or black, and the sign face shall be white with dark green lettering. The sign face of a "For Sale" sign shall not exceed two square feet, and the sign, including

any part of the sign structure, shall not exceed three feet in height. Lettering or numerals on any such sign shall not exceed two inches in height. No "For Sale" sign authorized by this subsection shall be located upon or within 20 feet of any public or private street or public or private roadway right-of-way.

- (2) In lieu of a portable "For Sale" sign as hereinabove described, a lot owner may place not more than one window sign not exceeding four square feet in sign area; however, no window sign erected in lieu of a portable "For Sale" sign shall contain any message not otherwise allowed for a portable "For Sale" sign, nor contain letters or numerals which exceed four inches in height.

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

Cross reference— Subdivisions, ch. 50.

Sec. 74-282. - Deed restrictions.

Nothing contained in this article shall be construed as limiting or preempting any valid and enforceable deed restriction prohibiting signage otherwise authorized by this article.

(Ord. No. 795, § 3, 4-22-96)

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: January 28, 2019

SUBJECT: Mayor's Report

Agenda Item: 13

- Sidewalk at Carol Tree Park
- Ecclesia Tree Project

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: January 28, 2019

SUBJECT: City Administrator's Report

Agenda Item: 14

- December 2018 Financials
- Website Project

10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
10-1100	Claim on Cash	2,690,369.50
10-1101	Cash- GF Texpool	1,591,834.82
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	1,519,718.30
10-1120	Cash-Texas Class	5,486,339.88
10-1200	Accounts Receivable	0.00
10-1201	Sales Tax Receivable	17,215.07
10-1202	FEMA Reimbursement Receivable	0.00
10-1203	Property Tax receivable-PY	144,419.10
10-1204	Property Tax Receivable-CY	1,993,799.52
10-1205	Other Receivables	45,262.52
10-1209	A/R Willet	2,813.36
10-1301	Accrued Interest	0.00
10-1400	Prepaid Expenses	0.00
10-1507	Due from Debt Service Fund	0.00
10-1508	Due from Capital Projects Fund	0.00
10-1509	Due from Non-Major Fund	0.00
10-1510	Due from Metro Fund	0.00
10-1550	Due from Other Governments	0.00
10-1802	Street and Drainage System	0.00
		13,491,772.07
		13,491,772.07
		=====
LIABILITIES		
=====		
10-2001	Accounts Payable	142,253.80
10-2002	Other Accrued Liabilities	0.00
10-2005	Misc Payables	0.00
10-2051	Payroll Tax Payable	0.00
10-2052	Employee Insurance Payable	921.79
10-2062	TMRS Payable	(1,279.72)
10-2101	Property Tax Overpayments	0.00
10-2102	MC-Child Safety Fees Due	(28.50)
10-2103	MC-Bonds Due	0.00
10-2104	Due To - MC Technology	0.36
10-2105	Due To-MC Security	0.00
10-2106	Due To-State Comptroller	100,258.34
10-2107	Due To OMNI Base	2,445.89
10-2108	RESTITUTION	(270.00)
10-2110	Bond Payable - FAST	1,894.55
10-2111	Other Accrued Liabilities	0.00
10-2130	Deferred Revenue-Property Tax	144,419.10
10-2131	Other Deferred Revenue	22,697.46
10-2302	Due to State-CJ Fee	234.84
10-2303	Due To-Debt Service Fund	0.00
10-2402	Permit Deposits	0.00
10-2403	Drainage Deposit Payable	0.00
10-2404	Gas Meter Deposit	87,485.00

10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
10-2405	P&Z Deposit	0.00	
10-2500	Accrued Wages	9,953.15	
10-2501	Gordon Estate Bond	0.00	
10-2601	Construction Retainage Payable	0.00	
10-2701	Deferred Taxes	0.00	
10-2702	Deferred Revenue-Alarm Fees	22,500.00	
10-2703	Deferred Franchise Taxes	0.00	
10-2704	Unearned Revenue-CY Prop Taxes	5,252,478.98	
10-2801	General LT Debt-N/P	0.00	
10-2802	GO Bonds Payable	<u>0.00</u>	
	TOTAL LIABILITIES		<u>5,785,965.04</u>
 EQUITY			
=====			
10-3000	Fund Balance	726,631.20	
10-3003	Fund Balance	6,281,264.49	
10-3900	Earnings	<u>0.00</u>	
	TOTAL BEGINNING EQUITY		7,007,895.69
 TOTAL REVENUE			
		6,405,166.63	
 TOTAL EXPENSES			
		<u>5,707,255.29</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES		697,911.34
 TOTAL EQUITY & REV. OVER/(UNDER) EXP.			
			<u>7,705,807.03</u>
 TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			
			13,491,772.07
			=====

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

10 -GENERAL FUND
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,477,093.00	1,055,616.27	5,249,982.39	95.85	227,110.61
PERMITS & INSPECTIONS	387,000.00	17,958.55	341,553.92	88.26	45,446.08
COURT	150,000.00	6,295.73	137,803.98	91.87	12,196.02
INVESTMENT INCOME	35,000.00	13,912.94	156,358.20	446.74 (121,358.20)
AGENCIES & ALARMS	45,000.00	12,010.00	29,559.98	65.69	15,440.02
FRANCHISE REVENUE	387,000.00	22,697.71	362,925.59	93.78	24,074.41
DONATIONS & IN LIEU	230,500.00	0.00	126,982.57	55.09	103,517.43
TOTAL REVENUES	6,711,593.00	1,128,491.20	6,405,166.63	95.43	306,426.37
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	2,700.00	9,539.52	95.40	460.48
POLICE	1,720,827.00	92,546.93	1,672,124.16	97.17	48,702.84
MISCELLANEOUS	0.00	0.00	15,973.00	0.00 (15,973.00)
SANITATION COLLECTION	577,000.00	48,704.44	570,827.14	98.93	6,172.86
LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
STREET LIGHTING	12,000.00	0.00	11,004.00	91.70	996.00
FIRE	1,184,393.00	66,549.88	1,181,762.25	99.78	2,630.75
TOTAL PUBLIC SERVICE	3,505,720.00	210,501.25	3,462,730.07	98.77	42,989.93
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	353,943.00	16,996.93	366,362.15	103.51 (12,419.15)
TOTAL CONTRACT SERVICES	353,943.00	16,996.93	366,362.15	103.51 (12,419.15)
<u>BUILDING</u>					
CONTRACT SERVICES	5,714.00	0.00	3,498.63	61.23	2,215.37
BUILDING SERVICES	173,500.00	15,834.12	177,067.21	102.06 (3,567.21)
ADMIN EXPENSE	4,500.00	431.87	1,949.69	43.33	2,550.31
OFFICE EXPENSE	3,557.00	0.00	79.42	2.23	3,477.58
WAGES & BENEFITS	118,391.00	0.00	0.00	0.00	118,391.00
INSURANCE	18,070.00	663.36	7,485.11	41.42	10,584.89
TOTAL BUILDING	323,732.00	16,929.35	190,080.06	58.72	133,651.94
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	17,143.00	0.00	2,385.84	13.92	14,757.16
ADMIN EXPENSE	34,750.00	3,528.81	36,417.40	104.80 (1,667.40)
OFFICE EXPENSE	146,572.00	11,921.84	111,158.75	75.84	35,413.25
WAGES & BENEFITS	257,949.00	42,302.31	591,635.40	229.36 (333,686.40)
INSURANCE	128,709.00	2,626.88	68,694.33	53.37	60,014.67
TOTAL GENERAL GOVERNMENT	585,123.00	60,379.84	810,291.72	138.48 (225,168.72)

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

10 -GENERAL FUND
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
CONTRACT SERVICES	11,429.00	0.00	3,428.25	30.00	8,000.75
ADMIN EXPENSE	4,000.00	0.00	265.00	6.63	3,735.00
OFFICE EXPENSE	4,864.00	0.00	644.89	13.26	4,219.11
WAGES & BENEFITS	96,973.00	0.00	0.00	0.00	96,973.00
INSURANCE	24,093.00	1,241.77	11,071.98	45.96	13,021.02
COURT OPERATIONS	33,300.00	20,107.59	104,300.56	313.21 (71,000.56)
TOTAL MUNICIPAL COURT	174,659.00	21,349.36	119,710.68	68.54	54,948.32
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	5,714.00	0.00	0.00	0.00	5,714.00
ADMIN EXPENSE	1,000.00	0.00	1,023.62	102.36 (23.62)
OFFICE EXPENSE	2,857.00	0.00	0.00	0.00	2,857.00
WAGES & BENEFITS	82,465.00	0.00	0.00	0.00	82,465.00
INSURANCE	18,070.00	945.18	10,165.86	56.26	7,904.14
PUBLIC WORKS OPERATIONS	246,600.00	12,035.62	212,167.06	86.04	34,432.94
TOTAL PUBLIC WORKS MAINTENANCE	356,706.00	12,980.80	223,356.54	62.62	133,349.46
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	350,000.00	0.00	534,724.07	152.78 (184,724.07)
TOTAL GOF CAPITAL OUTLAYS	350,000.00	0.00	534,724.07	152.78 (184,724.07)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	1,061,710.00	789,353.67	697,911.34		363,798.66

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

10 -GENERAL FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue	5,277,093.00	1,040,024.85	5,046,975.00	95.64	230,118.00
10-4150 Sales Tax	<u>200,000.00</u>	<u>15,591.42</u>	<u>203,007.39</u>	<u>101.50</u>	<u>(3,007.39)</u>
TOTAL TAXES	5,477,093.00	1,055,616.27	5,249,982.39	95.85	227,110.61
<u>PERMITS & INSPECTIONS</u>					
10-4203 Plat Reviews	3,500.00	1,750.00	6,650.00	190.00	(3,150.00)
10-4204 Code Enforcement Citations	1,000.00	0.00	(270.00)	27.00-	1,270.00
10-4205 Contractor Registration	12,000.00	180.00	9,690.00	80.75	2,310.00
10-4206 Drainage Reviews	54,000.00	3,050.00	44,300.00	82.04	9,700.00
10-4207 Permits	315,000.00	12,728.55	278,683.92	88.47	36,316.08
10-4208 Board of Adjustment Fees	<u>1,500.00</u>	<u>250.00</u>	<u>2,500.00</u>	<u>166.67</u>	<u>(1,000.00)</u>
TOTAL PERMITS & INSPECTIONS	387,000.00	17,958.55	341,553.92	88.26	45,446.08
<u>COURT</u>					
10-4300 Court Fines	<u>150,000.00</u>	<u>6,295.73</u>	<u>137,803.98</u>	<u>91.87</u>	<u>12,196.02</u>
TOTAL COURT	150,000.00	6,295.73	137,803.98	91.87	12,196.02
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	<u>35,000.00</u>	<u>13,912.94</u>	<u>156,358.20</u>	<u>446.74</u>	<u>(121,358.20)</u>
TOTAL INVESTMENT INCOME	35,000.00	13,912.94	156,358.20	446.74	(121,358.20)
<u>AGENCIES & ALARMS</u>					
10-4501 Agencies	0.00	0.00	0.00	0.00	0.00
10-4507 Sec-False Alarm	45,000.00	0.00	0.00	0.00	45,000.00
10-4508 SEC-Registration	0.00	12,010.00	29,559.98	0.00	(29,559.98)
10-4520 FEMA - State Reimbursement	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL AGENCIES & ALARMS	45,000.00	12,010.00	29,559.98	65.69	15,440.02
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	65,000.00	0.00	38,490.61	59.22	26,509.39
10-4605 Power/Electric	272,000.00	22,697.71	291,473.32	107.16	(19,473.32)
10-4606 Franchise Fees-Gas	15,000.00	0.00	0.00	0.00	15,000.00
10-4607 Telephone	35,000.00	0.00	32,943.91	94.13	2,056.09
10-4608 Wireless Communication	<u>0.00</u>	<u>0.00</u>	<u>17.75</u>	<u>0.00</u>	<u>(17.75)</u>
TOTAL FRANCHISE REVENUE	387,000.00	22,697.71	362,925.59	93.78	24,074.41
<u>DONATIONS & IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	136,002.46	100.00	(2.46)
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	55,000.00	0.00	(16,015.22)	29.12-	71,015.22
10-4706 Donation to Historical Preserv	5,000.00	0.00	0.00	0.00	5,000.00
10-4800 Miscellaneous Income	500.00	0.00	7,195.33	1,439.07	(6,695.33)
10-4850 Transfer In	0.00	0.00	0.00	0.00	0.00
10-4900 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
10-4907 Unearned Revenue	<u>0.00</u>	<u>0.00</u>	<u>(200.00)</u>	<u>0.00</u>	<u>200.00</u>
TOTAL DONATIONS & IN LIEU	230,500.00	0.00	126,982.57	55.09	103,517.43

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

10 -GENERAL FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,711,593.00	1,128,491.20	6,405,166.63	95.43	306,426.37

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE</u>					
=====					
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	10,000.00	2,700.00	9,539.52	95.40	460.48
TOTAL COMMUNITY	10,000.00	2,700.00	9,539.52	95.40	460.48
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,720,827.00	88,380.26	1,622,124.12	94.26	98,702.88
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	4,166.67	50,000.04	0.00	(50,000.04)
TOTAL POLICE	1,720,827.00	92,546.93	1,672,124.16	97.17	48,702.84
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	0.00	15,973.00	0.00	(15,973.00)
TOTAL MISCELLANEOUS	0.00	0.00	15,973.00	0.00	(15,973.00)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	577,000.00	47,749.45	558,703.75	96.83	18,296.25
10-510-5031 SANITATION FUEL CHARGE	0.00	954.99	12,123.39	0.00	(12,123.39)
TOTAL SANITATION COLLECTION	577,000.00	48,704.44	570,827.14	98.93	6,172.86
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	1,500.00	100.00	0.00
TOTAL LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	0.00	11,004.00	91.70	996.00
TOTAL STREET LIGHTING	12,000.00	0.00	11,004.00	91.70	996.00
<u>FIRE</u>					
10-510-5060 Villages Fire Department	1,184,393.00	66,549.88	1,181,762.25	99.78	2,630.75
TOTAL FIRE	1,184,393.00	66,549.88	1,181,762.25	99.78	2,630.75
<hr/>					
TOTAL PUBLIC SERVICE	3,505,720.00	210,501.25	3,462,730.07	98.77	42,989.93
<u>CONTRACT SERVICES</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	25,943.00	0.00	28,785.26	110.96	(2,842.26)
10-520-5103 Engineering	170,000.00	10,256.43	132,094.05	77.70	37,905.95
10-520-5104 Legal	70,000.00	5,922.50	106,354.09	151.93	(36,354.09)
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	56,825.00	94.71	3,175.00
10-520-5107 Animal Control	2,000.00	80.00	4,509.60	225.48	(2,509.60)
10-520-5108 IT Hardware/Software & Support	0.00	738.00	19,854.15	0.00	(19,854.15)
10-520-5110 Mosquito Control	26,000.00	0.00	17,940.00	69.00	8,060.00
TOTAL CONTRACT SERVICES	353,943.00	16,996.93	366,362.15	103.51	(12,419.15)

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	353,943.00	16,996.93	366,362.15	103.51 (12,419.15)
BUILDING					
=====					
<u>CONTRACT SERVICES</u>					
10-530-5108 Information Technology	5,714.00	0.00	3,498.63	61.23	2,215.37
TOTAL CONTRACT SERVICES	5,714.00	0.00	3,498.63	61.23	2,215.37
<u>BUILDING SERVICES</u>					
10-530-5152 Drainage Reviews	75,000.00	6,049.12	60,937.21	81.25	14,062.79
10-530-5153 Electrical Inspections	16,000.00	1,035.00	13,275.00	82.97	2,725.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	4,000.00	3,000.00	21,550.00	538.75 (17,550.00)
10-530-5156 Plumbing Inspections	18,000.00	1,080.00	13,455.00	74.75	4,545.00
10-530-5157 Structural Inspections	11,000.00	1,305.00	22,770.00	207.00 (11,770.00)
10-530-5158 Urban Forester	42,000.00	2,960.00	40,400.00	96.19	1,600.00
10-530-5160 Mechanical Inspections	7,000.00	405.00	4,680.00	66.86	2,320.00
TOTAL BUILDING SERVICES	173,500.00	15,834.12	177,067.21	102.06 (3,567.21)
<u>ADMIN EXPENSE</u>					
10-530-5204 Dues & Subscriptions	500.00	0.00	0.00	0.00	500.00
10-530-5206 Legal Notices	1,000.00	0.00	0.00	0.00	1,000.00
10-530-5207 Misc Supplies	2,000.00	431.87	1,949.69	97.48	50.31
10-530-5209 Office Equipment & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL ADMIN EXPENSE	4,500.00	431.87	1,949.69	43.33	2,550.31
<u>OFFICE EXPENSE</u>					
10-530-5210 Postage	200.00	0.00	0.00	0.00	200.00
10-530-5211 Meeting Supplies	500.00	0.00	0.00	0.00	500.00
10-530-5213 Office Supplies	500.00	0.00	79.42	15.88	420.58
10-530-5214 Telecommunications	1,857.00	0.00	0.00	0.00	1,857.00
10-530-5215 Travel & Training	500.00	0.00	0.00	0.00	500.00
TOTAL OFFICE EXPENSE	3,557.00	0.00	79.42	2.23	3,477.58
<u>WAGES & BENEFITS</u>					
10-530-5301 Gross Wages	100,531.00	0.00	0.00	0.00	100,531.00
10-530-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-530-5313 Fringe Benefits	17,217.00	0.00	0.00	0.00	17,217.00
TOTAL WAGES & BENEFITS	118,391.00	0.00	0.00	0.00	118,391.00
<u>INSURANCE</u>					
10-530-5353 Employee Insurance	18,070.00	663.36	7,485.11	41.42	10,584.89
TOTAL INSURANCE	18,070.00	663.36	7,485.11	41.42	10,584.89
TOTAL BUILDING	323,732.00	16,929.35	190,080.06	58.72	133,651.94

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GENERAL GOVERNMENT					
CONTRACT SERVICES					
10-540-5108 Information Technology	17,143.00	0.00	2,385.84	13.92	14,757.16
TOTAL CONTRACT SERVICES	17,143.00	0.00	2,385.84	13.92	14,757.16
ADMIN EXPENSE					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	750.00	876.92	12,569.16	1,675.89 (11,819.16)
10-540-5203 Bank Fees	2,000.00	73.72	1,088.66	54.43	911.34
10-540-5204 Dues & Subscriptions	3,500.00	70.00	2,473.50	70.67	1,026.50
10-540-5205 Elections	5,000.00	0.00	0.00	0.00	5,000.00
10-540-5206 Legal Notices	2,000.00	0.00	2,942.61	147.13 (942.61)
10-540-5207 Miscellaneous	0.00	0.00	7,120.75	0.00 (7,120.75)
10-540-5208 Citizen Communication	10,000.00	1,500.00	1,500.00	15.00	8,500.00
10-540-5209 Office Equipment & Maintenance	11,500.00	1,008.17	8,722.72	75.85	2,777.28
TOTAL ADMIN EXPENSE	34,750.00	3,528.81	36,417.40	104.80 (1,667.40)
OFFICE EXPENSE					
10-540-5210 Postage	2,500.00	520.99	2,083.96	83.36	416.04
10-540-5211 Meeting Supplies	5,000.00	540.26	5,908.43	118.17 (908.43)
10-540-5212 Rent/Leasehold/Furniture	120,000.00	9,495.63	77,353.89	64.46	42,646.11
10-540-5213 Office Supplies	8,500.00	947.84	9,934.84	116.88 (1,434.84)
10-540-5214 Telecommunications	5,572.00	250.00	13,554.54	243.26 (7,982.54)
10-540-5215 Travel & Training	2,000.00	0.00	1,193.29	59.66	806.71
10-540-5216 Statutory Legal Notices	3,000.00	167.12	1,129.80	37.66	1,870.20
TOTAL OFFICE EXPENSE	146,572.00	11,921.84	111,158.75	75.84	35,413.25
WAGES & BENEFITS					
10-540-5301 Gross Wages	209,696.00	29,619.63	452,021.51	215.56 (242,325.51)
10-540-5302 Overtime/Severance	0.00	1,819.21	24,713.28	0.00 (24,713.28)
10-540-5303 Temporary/Part-time Personnel	5,000.00	2,448.00	6,047.25	120.95 (1,047.25)
10-540-5304 Salary Adjustment(Bonus)	0.00	3,299.18	3,299.18	0.00 (3,299.18)
10-540-5306 Payroll Tax Expense	0.00	1,919.62	54,966.31	0.00 (54,966.31)
10-540-5310 TMRs (retirement)	0.00	2,915.18	48,017.75	0.00 (48,017.75)
10-540-5311 Payroll Processing	857.00	281.49	2,570.12	299.90 (1,713.12)
10-540-5312 TWC-Unemployment	0.00	0.00	0.00	0.00	0.00
10-540-5313 Fringe Benefits	42,396.00	0.00	0.00	0.00	42,396.00
TOTAL WAGES & BENEFITS	257,949.00	42,302.31	591,635.40	229.36 (333,686.40)
INSURANCE					
10-540-5353 Employee Insurance	24,093.00	2,626.88	59,112.01	245.35 (35,019.01)
10-540-5354 General Liability	3,816.00	0.00	3,923.14	102.81 (107.14)
10-540-5355 Bonds for City Staff	800.00	0.00	0.00	0.00	800.00
10-540-5356 Workman's Compensation	0.00	0.00	5,659.18	0.00 (5,659.18)
10-540-5357 Drainage Study	100,000.00	0.00	0.00	0.00	100,000.00
TOTAL INSURANCE	128,709.00	2,626.88	68,694.33	53.37	60,014.67
TOTAL GENERAL GOVERNMENT	585,123.00	60,379.84	810,291.72	138.48 (225,168.72)

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MUNICIPAL COURT					
CONTRACT SERVICES					
10-550-5108 Information Technology	11,429.00	0.00	3,428.25	30.00	8,000.75
TOTAL CONTRACT SERVICES	11,429.00	0.00	3,428.25	30.00	8,000.75
ADMIN EXPENSE					
10-550-5204 Dues & Subscriptions	500.00	0.00	265.00	53.00	235.00
10-550-5207 Misc Supplies	2,500.00	0.00	0.00	0.00	2,500.00
10-550-5209 Office Equipment & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL ADMIN EXPENSE	4,000.00	0.00	265.00	6.63	3,735.00
OFFICE EXPENSE					
10-550-5210 Postage	150.00	0.00	0.00	0.00	150.00
10-550-5211 Meeting Supplies	0.00	0.00	0.00	0.00	0.00
10-550-5213 Office Supplies	500.00	0.00	394.89	78.98	105.11
10-550-5214 Telecommunications	3,714.00	0.00	0.00	0.00	3,714.00
10-550-5215 Travel & Training	500.00	0.00	250.00	50.00	250.00
TOTAL OFFICE EXPENSE	4,864.00	0.00	644.89	13.26	4,219.11
WAGES & BENEFITS					
10-550-5301 Gross Wages	85,323.00	0.00	0.00	0.00	85,323.00
10-550-5311 Payroll Processing	857.00	0.00	0.00	0.00	857.00
10-550-5313 Fringe Benefits	10,793.00	0.00	0.00	0.00	10,793.00
TOTAL WAGES & BENEFITS	96,973.00	0.00	0.00	0.00	96,973.00
INSURANCE					
10-550-5353 Employee Insurance	24,093.00	1,241.77	11,071.98	45.96	13,021.02
TOTAL INSURANCE	24,093.00	1,241.77	11,071.98	45.96	13,021.02
COURT OPERATIONS					
10-550-5402 MC Facilities	0.00	0.00	0.00	0.00	0.00
10-550-5403 Credit Card Charges	5,200.00	354.52	4,731.18	90.98	468.82
10-550-5404 Judge/Prosecutor/Interpreter	28,000.00	975.00	20,400.00	72.86	7,600.00
10-550-5405 Jury Pay	0.00	0.00	0.00	0.00	0.00
10-550-5406 State Comptroller/OMNI/Linebar	0.00	18,467.55	77,497.92	0.00	(77,497.92)
10-550-5407 SETCIC	0.00	0.00	0.00	0.00	0.00
10-550-5408 Supplies/Miscellaneous	0.00	0.00	750.00	0.00	(750.00)
10-550-5409 Collection Agency	0.00	0.00	0.00	0.00	0.00
10-550-5410 OmniBase Services of Texas	100.00	310.52	921.46	921.46	(821.46)
TOTAL COURT OPERATIONS	33,300.00	20,107.59	104,300.56	313.21	(71,000.56)
TOTAL MUNICIPAL COURT	174,659.00	21,349.36	119,710.68	68.54	54,948.32

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PUBLIC WORKS MAINTENANCE					
CONTRACT SERVICES					
10-560-5108 Information Technology	5,714.00	0.00	0.00	0.00	5,714.00
TOTAL CONTRACT SERVICES	5,714.00	0.00	0.00	0.00	5,714.00
ADMIN EXPENSE					
10-560-5207 Misc Supplies	500.00	0.00	1,023.62	204.72 (523.62)
10-560-5209 Office Equipment & Maintenance	500.00	0.00	0.00	0.00	500.00
TOTAL ADMIN EXPENSE	1,000.00	0.00	1,023.62	102.36 (23.62)
OFFICE EXPENSE					
10-560-5213 Office Supplies	500.00	0.00	0.00	0.00	500.00
10-560-5214 Telecommunications	1,857.00	0.00	0.00	0.00	1,857.00
10-560-5215 Travel & Training	500.00	0.00	0.00	0.00	500.00
TOTAL OFFICE EXPENSE	2,857.00	0.00	0.00	0.00	2,857.00
WAGES & BENEFITS					
10-560-5301 Gross Wages	69,438.00	0.00	0.00	0.00	69,438.00
10-560-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-560-5313 Fringe Benefits	12,384.00	0.00	0.00	0.00	12,384.00
TOTAL WAGES & BENEFITS	82,465.00	0.00	0.00	0.00	82,465.00
INSURANCE					
10-560-5353 Employee Insurance	18,070.00	945.18	10,165.86	56.26	7,904.14
TOTAL INSURANCE	18,070.00	945.18	10,165.86	56.26	7,904.14
PUBLIC WORKS OPERATIONS					
10-560-5500 Public Works Maintenance	0.00 (1,425.30)	812.20	0.00 (812.20)
10-560-5501 TCEQ & Harris CO Permits	1,800.00	100.00	100.00	5.56	1,700.00
10-560-5504 Landscaping Maintenance	10,000.00	7,098.00	23,474.01	234.74 (13,474.01)
10-560-5505 Gator Fuel	400.00	24.50	998.37	249.59 (598.37)
10-560-5506 Right of Way Mowing	40,000.00	0.00	36,906.00	92.27	3,094.00
10-560-5507 Road & Sign Repair	5,000.00	1,111.30	39,581.39	791.63 (34,581.39)
10-560-5508 ROW Water/Planting	3,200.00	104.51	1,344.47	42.01	1,855.53
10-560-5509 Tree Care/Removal	10,000.00	0.00	15,170.00	151.70 (5,170.00)
10-560-5510 Road/Drainage Maintenance	125,000.00	0.00	27,138.00	21.71	97,862.00
10-560-5515 Landscape Improvements	50,000.00	5,022.61	66,147.25	132.29 (16,147.25)
10-560-5516 Gator Maintenance	1,200.00	0.00	495.37	41.28	704.63
TOTAL PUBLIC WORKS OPERATIONS	246,600.00	12,035.62	212,167.06	86.04	34,432.94
TOTAL PUBLIC WORKS MAINTENANCE	356,706.00	12,980.80	223,356.54	62.62	133,349.46

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

10 -GENERAL FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GOF CAPITAL OUTLAYS</u>					
<u>OTHER EXPENSES</u>					
10-570-5601 Capital Improvements	0.00	0.00	12,148.89	0.00 (12,148.89)
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	12,226.43	0.00 (12,226.43)
10-570-5606 Road/Drainage Projects	50,000.00	0.00	103,185.00	206.37 (53,185.00)
10-570-5607 2014 Paving Project	0.00	0.00	0.00	0.00	0.00
10-570-5608 MDE Drainage	0.00	0.00	0.00	0.00	0.00
10-570-5609 Windermere Drainage	0.00	0.00	406,688.75	0.00 (406,688.75)
10-570-5610 Fire Station Remodel	300,000.00	0.00	0.00	0.00	300,000.00
10-570-5616 S. Piney Pt/Blalock Rd	0.00	0.00	0.00	0.00	0.00
10-570-5640 Surrey Oaks	0.00	0.00	0.00	0.00	0.00
10-570-5660 Smithdale Estates Bypass	0.00	0.00	475.00	0.00 (475.00)
10-570-5665 Woods Edge Erosion Project	0.00	0.00	0.00	0.00	0.00
10-570-5700 2015 Maintenance Project	0.00	0.00	0.00	0.00	0.00
10-570-5705 Tynewood Ditch Washout Project	0.00	0.00	0.00	0.00	0.00
10-570-5800 Lanecrest Improvements Project	0.00	0.00	0.00	0.00	0.00
10-570-5805 Beinhorn Paving Project	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	350,000.00	0.00	534,724.07	152.78 (184,724.07)
TOTAL GOF CAPITAL OUTLAYS	350,000.00	0.00	534,724.07	152.78 (184,724.07)
TOTAL EXPENDITURES	5,649,883.00	339,137.53	5,707,255.29	101.02 (57,372.29)
REVENUES OVER/(UNDER) EXPENDITURES	1,061,710.00	789,353.67	697,911.34		363,798.66

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
20-1100	Claim on Cash	(72,043.96)	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	405,186.03	
20-1109	Texpool-DS	437,334.24	
20-1110	Texas Class-DS	119,645.91	
20-1200	Property Tax Receivable-PY	27,211.66	
20-1201	Property Tax Receivable-CY	532,135.28	
20-1300	Due to/From General Fund	0.00	
20-1301	Accrued Interest Receivable	<u>0.00</u>	
		<u>1,449,469.16</u>	
TOTAL ASSETS			1,449,469.16 =====
LIABILITIES			
=====			
20-2001	Accounts Payable	1,403,475.00	
20-2002	Other Accrued Liabilities	0.00	
20-2130	Deferred Revenue-Property Tax	27,211.66	
20-2200	Deferred Property Tax Rec	0.00	
20-2300	Other Accrued Liabilities	0.00	
20-2701	Unearned Revenue-Property Tax	<u>1,401,860.79</u>	
TOTAL LIABILITIES			<u>2,832,547.45</u>
EQUITY			
=====			
20-3000	Fund Balance	<u>157,730.17</u>	
TOTAL BEGINNING EQUITY			157,730.17
TOTAL REVENUE		1,364,030.14	
TOTAL EXPENSES		<u>2,904,838.60</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(1,540,808.46)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			(1,383,078.29)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			1,449,469.16 =====

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

20 -DEBT SERVICE
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,408,397.00	286,731.06	1,358,949.39	96.49	49,447.61
INVESTMENT INCOME	<u>750.00</u>	<u>857.60</u>	<u>5,080.75</u>	<u>677.43</u>	<u>(4,330.75)</u>
TOTAL REVENUES	<u>1,409,147.00</u>	<u>287,588.66</u>	<u>1,364,030.14</u>	<u>96.80</u>	<u>45,116.86</u>
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	2,250.00	100.00	0.00
OTHER EXPENSES	1,499,114.00	1,403,475.00	2,902,588.60	193.62	(1,403,474.60)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>1,501,364.00</u>	<u>1,403,475.00</u>	<u>2,904,838.60</u>	<u>193.48</u>	<u>(1,403,474.60)</u>
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	(92,217.00)	(1,115,886.34)	(1,540,808.46)		1,448,591.46

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

20 -DEBT SERVICE

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,408,397.00	286,731.06	1,358,949.39	96.49	49,447.61
TOTAL TAXES	1,408,397.00	286,731.06	1,358,949.39	96.49	49,447.61
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	750.00	857.60	5,080.75	677.43 (4,330.75)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	750.00	857.60	5,080.75	677.43 (4,330.75)
TOTAL REVENUES	1,409,147.00	287,588.66	1,364,030.14	96.80	45,116.86
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

20 -DEBT SERVICE

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
=====					
<u>ADMIN EXPENSE</u>					
20-500-5204 Paying Agent Fees	2,250.00	0.00	2,250.00	100.00	0.00
TOTAL ADMIN EXPENSE	2,250.00	0.00	2,250.00	100.00	0.00
<u>OTHER EXPENSES</u>					
20-500-5820 Interest Expense-Bonds	269,114.00	118,475.00	387,588.60	144.02 (118,474.60)
20-500-5821 Bond Principal Payments	1,230,000.00	1,285,000.00	2,515,000.00	204.47 (1,285,000.00)
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,499,114.00	1,403,475.00	2,902,588.60	193.62 (1,403,474.60)
<u>TRANSFERS</u>					
20-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,501,364.00	1,403,475.00	2,904,838.60	193.48 (1,403,474.60)
TOTAL EXPENDITURES	1,501,364.00	1,403,475.00	2,904,838.60	193.48 (1,403,474.60)
=====					
REVENUES OVER/(UNDER) EXPENDITURES	(92,217.00)	(1,115,886.34)	(1,540,808.46)		1,448,591.46

30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
30-1100	Claim on Cash	84,993.05	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	20,188.59	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	<u>0.00</u>	
			<u>105,182.07</u>
TOTAL ASSETS			<u>105,182.07</u>
=====			
LIABILITIES			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
30-3000	Fund Balance	22,003.43	
30-3001	Fund Balance-Child Safety	55,694.92	
30-3002	Fund Balance-MC Security	11,838.88	
30-3003	Fund Balance-MC Technology	3,081.69	
30-3010	Unrestricted Retained Earnings	0.00	
30-3300	Fund Balance-MC Security	0.00	
30-3400	Fund Balance- MC Technology	0.00	
30-3904	Earnings-MC Technology	<u>0.00</u>	
TOTAL BEGINNING EQUITY		92,618.92	
TOTAL REVENUE		12,563.15	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		12,563.15	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>105,182.07</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>105,182.07</u>
=====			

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

30 -SPECIAL REVENUE FUND
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	13,300.00	789.28	12,553.96	94.39	746.04
INVESTMENT INCOME	5.00	0.85	9.19	183.80 (4.19)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	790.13	12,563.15	94.42	741.85
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
<u>QUALIFIED EXPENSES</u>					
COURT	123.00	0.00	0.00	0.00	123.00
TOTAL QUALIFIED EXPENSES	123.00	0.00	0.00	0.00	123.00
<u>ADMINISTRATION</u>					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	13,182.00	790.13	12,563.15		618.85

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

30 -SPECIAL REVENUE FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	4,000.00	196.60	3,432.71	85.82	567.29
30-4310 MC Technology Revenue	5,300.00	262.14	4,576.92	86.36	723.08
30-4315 Child Safety Revenues	<u>4,000.00</u>	<u>330.54</u>	<u>4,544.33</u>	<u>113.61</u>	<u>(544.33)</u>
TOTAL COURT	13,300.00	789.28	12,553.96	94.39	746.04
<u>INVESTMENT INCOME</u>					
30-4405 MC Security-Interest	5.00	0.00	0.00	0.00	5.00
30-4410 MC Technology-Interest	0.00	0.00	0.00	0.00	0.00
30-4415 Child Safety-Interest	0.00	0.85	9.19	0.00	(9.19)
30-4420 Donations-Interest	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INVESTMENT INCOME	5.00	0.85	9.19	183.80	(4.19)
<u>DONATIONS & IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	<u>13,305.00</u>	<u>790.13</u>	<u>12,563.15</u>	<u>94.42</u>	<u>741.85</u>

30 -SPECIAL REVENUE FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
MISCELLANEOUS					
30-500-5029 Gen Govt Qualified Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
QUALIFIED EXPENSES					
COURT					
30-510-5121 Child Safety	0.00	0.00	0.00	0.00	0.00
30-510-5122 MC Security	123.00	0.00	0.00	0.00	123.00
30-510-5123 MC Technology	0.00	0.00	0.00	0.00	0.00
30-510-5129 Donation	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	123.00	0.00	0.00	0.00	123.00
TOTAL QUALIFIED EXPENSES	123.00	0.00	0.00	0.00	123.00
ADMINISTRATION					
ADMIN EXPENSE					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	123.00	0.00	0.00	0.00	123.00
REVENUES OVER/(UNDER) EXPENDITURES	13,182.00	790.13	12,563.15		618.85

40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
40-1100	Claim on Cash	(1,478,406.29)
40-1101	Texpool	0.00
40-1105	Cash - Amegy Checking	0.00
40-1120	Texas Class	7,397.21
40-1200	Accounts Receivable	0.00
40-1220	A/R - General Fund	0.00
40-1250	Due To Metro	0.00
40-1300	Accrued Interest Receivable	<u>0.00</u>
		(<u>1,471,009.08</u>)
TOTAL ASSETS		(1,471,009.08)
=====		
LIABILITIES		
=====		
40-2001	Accounts Payable	14,005.00
40-2002	Other Accrued Liabilities	0.00
40-2200	Deferred Revenue	0.00
40-2300	Construction Retainage Payable	194,200.81
40-2400	Accrued Liabilities	<u>0.00</u>
	TOTAL LIABILITIES	<u>208,205.81</u>
EQUITY		
=====		
40-3000	Fund Balance	<u>88,452.47</u>
	TOTAL BEGINNING EQUITY	88,452.47
TOTAL REVENUE		11,346.91
TOTAL EXPENSES		<u>1,779,014.27</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(1,767,667.36)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(<u>1,679,214.89</u>)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		(1,471,009.08)
=====		

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

40 -CAPITAL PROJECTS FUND
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	15.72	7,026.91	0.00 (7,026.91)
DONATIONS & IN LIEU	<u>0.00</u>	<u>0.00</u>	<u>4,320.00</u>	<u>0.00 (</u>	<u>4,320.00)</u>
TOTAL REVENUES	0.00	15.72	11,346.91	0.00 (11,346.91)
=====					
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	15,755.00	1,779,014.27	0.00 (1,779,014.27)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>0.00</u>	<u>15,755.00</u>	<u>1,779,014.27</u>	<u>0.00 (</u>	<u>1,779,014.27)</u>
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (15,739.28)	(1,767,667.36)		1,767,667.36

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

40 -CAPITAL PROJECTS FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INVESTMENT INCOME</u>					
40-4400 Interest Income	0.00	15.72	7,026.91	0.00 (7,026.91)
TOTAL INVESTMENT INCOME	0.00	15.72	7,026.91	0.00 (7,026.91)
<u>DONATIONS & IN LIEU</u>					
40-4800 Other Income	0.00	0.00	4,320.00	0.00 (4,320.00)
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	4,320.00	0.00 (4,320.00)
TOTAL REVENUES	0.00	15.72	11,346.91	0.00 (11,346.91)

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2018

40 -CAPITAL PROJECTS FUND

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
<u>ADMIN EXPENSE</u>					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>					
40-500-5601 Capital Outlay	0.00	14,005.00	25,075.00	0.00 (25,075.00)
40-500-5616 S. Piney Pt/Blalock Rd	0.00	0.00	0.00	0.00	0.00
40-500-5617 Smithdale/Claymore	0.00	0.00	0.00	0.00	0.00
40-500-5640 Batch 1 Projects	0.00	0.00	0.00	0.00	0.00
40-500-5641 Batch 1 - Preliminary	0.00	0.00	0.00	0.00	0.00
40-500-5655 Blalock/S. Piney Point	0.00	0.00	0.00	0.00	0.00
40-500-5660 Smithdale Estates Bypass	0.00	1,750.00	1,068,317.20	0.00 (1,068,317.20)
40-500-5670 N. Piney Point Road Project	0.00	0.00	577,255.67	0.00 (577,255.67)
40-500-5675 Lanecrest Drainage Improvement	0.00	0.00	0.00	0.00	0.00
40-500-5702 Miscellaneous Expense	0.00	0.00	108,366.40	0.00 (108,366.40)
TOTAL OTHER EXPENSES	0.00	15,755.00	1,779,014.27	0.00 (1,779,014.27)
<u>TRANSFERS</u>					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	15,755.00	1,779,014.27	0.00 (1,779,014.27)
TOTAL EXPENDITURES	0.00	15,755.00	1,779,014.27	0.00 (1,779,014.27)
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (15,739.28) (1,767,667.36)		1,767,667.36

99 -POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
99-1101	Cash	1,294,585.23	
99-1510	DUE FROM GENERAL FUND	0.00	
99-1520	DUE FROM DEBT SERVICE	0.00	
99-1530	DUE FROM SPECIAL REVENUE	0.00	
99-1540	DUE FROM CAPITAL PROJECTS	0.00	
99-1550	DUE FROM METRO FUND	0.00	
99-1599	Due From Other Funds	<u>1,559,733.80</u>	
			<u>2,854,319.03</u>
TOTAL ASSETS			<u>2,854,319.03</u>
			=====
LIABILITIES			
=====			
99-2000	Accounts Payable	1,560,734.80	
99-2190	Due to Other Funds	<u>1,293,584.23</u>	
	TOTAL LIABILITIES		<u>2,854,319.03</u>
EQUITY			
=====			
99-3000	Fund Balance	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	0.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>2,854,319.03</u>
			=====

Council Agenda Item Cover Memo

1/28/2019

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 Master Drainage Study, the City of Houston Windermere Project, various maintenance projects, and future projects.

STAFF RECOMMENDATION: _____

ESTIMATED COST: NA **FUNDING SOURCE:** Bond, City, and Metro Funds

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



Engineer's Status Report
City of Piney Point Village
HDR Engineering, Inc.
City Council Meeting Date: January 28, 2019

1. City of Houston – Windermere Project

The City of Houston expected to award the contract for the Windermere Outfall Repair Project in January to Fused Industries, LLC. This project includes the repair of a City of Houston 102-inch diameter storm sewer outfall pipe at Buffalo Bayou, a City of Piney Point Village 24-inch diameter storm sewer outfall pipe, and a temporary access road through #19, #18, #17, #16, and #15 Windermere from Fondren to Buffalo Bayou. Council previously approved an Inter-local agreement with the City of Houston for the repair of the 24-inch storm sewer outfall pipe for an amount of \$406,688.75 which included the cost of the pipe and bank repair as well as half of the cost of the temporary access road installation and removal. The City of Houston has submitted an invoice to the City for payment of their portion of the project.

HDR has requested but has not yet received confirmation that the City of Houston has awarded the project and the City of Houston will not have an official schedule from the Contractor until the project has been awarded and a Notice to Proceed is issued to the Contractor. HDR has requested to be invited to the pre-construction meeting with the Contractor. HDR has notified the affected residents that the project will be beginning sometime in the first quarter of 2019 and reminded them that all items within the easement will need to be relocated prior to construction. When the construction schedule is received, it is suggested that an on-site pre-construction meeting be held with residents to answer any questions about the upcoming construction.

2. Master Drainage Study

A workshop was held on Tuesday, Jan. 22nd where HDR reviewed the updated Master Drainage Study and the 2017 Update to the Street Assessment with Council. HDR is completing final revisions to the Master Drainage Study as discussed in the workshop. After these revisions have been made, HDR will submit the Study to Council for acceptance. Council also requested engineering proposals for the Priority No. 1 project – Beinhorn Road and the Priority No. 2 project – Wilding Lane.

3. Maintenance Projects

Council has previously approved quotes or proposals for multiple maintenance projects throughout the City. The following is a status report for each project:

- Taylorcrest (Echo Lane to Blalock Road) Restriping
 - The Contractor has reported that they will stripe this intersection on Friday, Jan. 25th.



- Carol Tree Park Sidewalk
 - HDR met with the Mayor and the Contractor on site to review the plan and the Mayor's expectation. The Contractor completed all of the necessary formwork and finished pouring concrete for the sidewalk on Thursday, Jan. 24th. After the concrete cures for three days, they will complete the finishing items, including setting the benches, replacing sod, and cleaning up.
- Bothwell Way Survey
 - The surveyors completed processing the field work data and sent it to HDR on Thursday, Jan. 24th. HDR has begun drawing the survey data into CADD backgrounds.
- S. Piney Point Road Guardrail Replacement
 - The Contractor has reported that they will complete the Priority 1 and Priority 2 repairs on Thursday, Jan. 31st and Friday, Feb. 1st (weather pending).
- Ditch Regrading
 - The Contractor had a meeting with Cary Moran Thursday, Jan. 17th to discuss any prune any tree limbs in order for the Gradall to access the ditch along Memorial Drive. They anticipate that they will begin regrading ditches along Memorial Drive and Grecian Way in early February.
- Type E Inlet
 - The Contractor completed the installation of the Type E inlet and will finish final clean up around the inlet the week of January 28th.

4. Future Projects

At Council's request, HDR has identified multiple projects for the City to consider performing. HDR has also completed the Master Drainage Study Update and has held a workshop with the City to discuss the Study. The Study Update identifies solutions to drainage issues throughout the City. As a result of the workshop, the City requested engineering proposals for drainage improvements along Beinhorn Road and Wilding Lane. Homes on both streets have previously reported flooding and water frequently overwhelms the roadside ditches filling yards and overtopping the streets. Multiple cul-de-sac streets stemming off of the larger drainage projects the City has completed are good candidates for future drainage improvements projects as further outlined in the Master Drainage Study Update.

Councilman Dodds requested that HDR prepare an Opinion of Probable Construction Cost to upsize the storm sewer at #2 White Pillars which drains Pineneedle and Jeffers Court. The OPCC for these improvements is \$116,360.00

An additional drainage project is the replacement of the 96-inch CMP along S. Piney Point Road:

- Opinion of Probable Project Costs (OPPC)
 - 96-inch (replace in kind) – \$986,200.00
 - 9'x9' RCB (equivalent size concrete material) - \$1,921,353.00
 - Dual 8'x7' RCB (ultimate outfall size) - \$2,227,785.00



A list of potential streets for paving improvements includes the following:

- Memorial Drive from San Felipe to Greenbay (Asphalt)
 - Beginning to show signs of failure
 - Completed point repairs in 2015 and November 2017
 - Several other locations will need point repairs in future
 - Last repaved in 2005
 - Typical lifespan of asphalt road with that level of traffic is 12-15 years.
 - Opinion of Probable Construction Costs (OPCC) - \$746,740.00
 - HDR contacted the City Engineer for Hunter's Creek Village and inquired about Hunter's Creek's plans to replace Memorial Drive from Greenbay to Voss. Their City Engineer noted that Memorial Drive was noted on a Street assessment they had performed recently but not as high on the list as Beinhorn (which is at the top) and about four other streets. Mark did note that Jim Pappas would be interested in partnering with Piney Point Village to re-construct Memorial.
- Arrowwood Circle (Asphalt)
- S. Piney Point Road (Asphalt)
- Crack Sealing

7. Current Anticipated Piney Point Project Schedules:

The following is a summary of anticipated project schedules for projects in various phases throughout the City. Please be aware that the schedules are approximate and subject to the weather, utility company reviews, City and County reviews, and other unforeseen circumstances that may develop as each project progresses. HDR will submit an updated schedule with each engineer's report.

- **Surrey Oaks Paving & Drainage Improvements**
 - Anticipated Schedule –
 - 30% Design Completion – 12/24/2018
 - Presentation of 30% Design – January Council Meeting – 1/28/2018
 - Authorization for Final Design - January Council Meeting – 1/28/2018
 - Final Design Completion – 4/29/2019
 - Authorization for Bidding – April Council Meeting – 4/29/2019
 - Advertise for Bidding - May
 - Bid Opening – mid-June
 - Award Contract – June Council Meeting – 6/24/2019
 - Construction Notice to Proceed – late-July
 - Construction Completion Date – late February 2020

**VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
WEDNESDAY, JANUARY 23, 2019, 6:00 P.M.
HEDWIG CITY HALL**

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **WEDNESDAY, January 23, 2019 6:00 P.M.**, at Hedwig City Hall, 955 Piney Point. Houston, Texas 77024

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT AGENDA** – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 - 3A. Approval of Minutes – December - Regular Board meeting 12/19
 - 3B. Approval of bills paid – December 2018
4. **REPORTS**
 - 4A. Treasurer's Financial Reports –December
 - 4B. Fire Chief's Report -Events of December 2018; Monthly Performance; Record of Calls, and Response Times
 - 4C. Building restoration subcommittee report and possible action
 - 4D. Dispatch subcommittee report and possible action
 - 4E. Interlocal agreement subcommittee report and possible action
5. **CONSIDERATION OF CONTRACTS/AGREEMENTS** – The Board will discuss and consider possible action on the following:

None
6. **CONSIDERATION OF RESOLUTIONS** – The Board will discuss and consider possible action on the following:

None
7. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** –

None

**VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
JANUARY 23, 2019
PAGE 2**

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

8A. Discussion of and possible action on the 4th Quarter Ending 2018 Investment Report

8B. Discussion of and possible action retaining 4th Quarter Ambulance Funds for 2018

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

9A. Executive Session- Closed session in accordance with the Government Code Sec. 551.071. Consultation with Attorney; Closed Meeting.

A. Discuss Fire Chief's 2018 performance and 2019 salary

B. GOVERNMENTAL BODY MAY NOT CONDUCT A PRIVATE CONSULTATION WITH ITS ATTORNEY EXCEPT:

- 1) When the Governmental body seeks the advice of its Attorney about:
 - (A) Pending or contemplated litigation; or
 - (B) A settlement offer/s
- 2) On a matter in which the duty of the Attorney to the Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter

9B. Bunker Hill

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

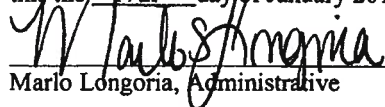
11. FUTURE TOPICS

12. NEXT MEETING DATE

Feb. 27, 2019

13. ADJOURNMENT

I certify that the agenda for the 23rd of January 2019, Regular Monthly Meeting was posted at the fire department this the 17th day of January 2019, at 7:40 a.m.


Marlo Longoria, Administrative

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

2. COMMENTS FROM THE PUBLIC:

- Cyril Arney resident for 33 years stated that he disagreed with the proposed recommendation
- John Kelly – resident for 25+ years stated his concerns; disagree with the proposed idea. Incidents vs Bunker Hill Village (BHV) percent of the budget. Mr. Kelly felt that the value of the homes should be protected, and he would not appreciate the noise pollution of a new station. He also stated that the data provided on the BHV website reported that City of Bellaire, Humble, and West Houston had low response times. However, these cities would not be serving BHV, Houston Fire department would be the responders. Mr. Kelly felt that the data was too vague and needed to be spread over a 5-10 year process to see accurate data.
- Jack Richardson- stated his concern is the safety of the residents.
- Jerry Thompson- stated his concern is the other items written in the McGrath report. Mr. Thompson requested information on dispatch and response times.
- Paul Reinbolt: stated that his concern is the safety of the residents

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

3A. Approval of Minutes

Approval of Minutes –November 2018 – Regular Board Meeting 11/28

3B. Approval of Bills Paid

Approval of Bills Paid –November 2018

Commissioner Nash asked for a motion to approve the consent agenda. Commissioner Carpenter moved, Commissioner Johnson seconded to approve the items of the Consent Agenda.

Commissioners Byrne and Alternate Doyle voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

4. Reports

4A. Treasurer’s Financial Reports – November – budget from Bunker Hill Village

Commissioner Carpenter stated the Village Fire Department is about 1 ½ % under budget for the year. There has been no significant change. Commissioner Carpenter asked Marlo Longoria to share the payments received by BHV. Ms. Longoria stated that BHV has

VILLAGE FIRE DEPARTMENT
REGULAR BOARD MEETING
WEDNESDAY, DECEMBER 19, 2019
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made their annual assessment without amendment payments for the professional services and the roof.

Marlo Longoria stated that BHV annual budget amount is about \$60K or \$65K with amendments for the month of December

4B. Fire Chief's Report -Events of June 2018; Monthly Performance; Record of Calls; EMS Collections, Operational issues, Response Times

- Professional Services is at \$70K, over the amount budgeted
- Full Staffing
- Roof mostly complete 15 ft of flashing to be complete
- Boiler inspector stated the boiler unsafe (boiler will need replacement)
- Small fire in a trash can at St. Celia started by student.
- All cities are under national standard on response time of 6 min. 30 sec.
- Average Time 3.58, 382 incidences, 673 responses to the incidences, and transported 121 patients
- Great support during the Holiday from Residents

Commissioner Carpenter requested an action plan for replacing the boiler. Chief Foster stated that he has asked the commission facility committee to review the issue and create an action plan. The cost for the boiler is anticipated to be part of the expense in the renovation

Commissioner Carpenter asked Chief Foster, if he had mentioned that the VFD (Village Fire Department) had met the nation standard on EMS calls. Commission Carpenter stated it is primarily due to relying on the Police Department arriving on scene as responding first. Chief Foster stated that the police Departments are equipped with AED's in their cars as well as CPR training.

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

5A. None

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

6A. None

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

7A. Discussion from sub-committee updates (roof project, fire station renovation, dispatch, etc....)

VILLAGE FIRE DEPARTMENT
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Building Renovation:

Alternate Leiker stated that an article was posted to solicitate a program manager for the renovation in the Memorial Examiner and Houston Chronicle.

The ending date for the article post was December 18, 2018, 4 responses were received, and the committee would be meeting to select and recommend a program manager.

Dispatch:

The dispatch committee met with Chief Foster and Chief Schultz. Alternate Kollenberg stated both Chief Foster and Chief Schultz are working together to gather information and better improve the system. Alternate Kollenberg stated overall the system is working well.

Commissioner Carpenter stated that the McGrath report has dispatch data that is very significant. When a call is received by the dispatcher from our Village PSAP (Public Safety Answering Point) centers (MVPD, SVPD, Hedwig PD) it takes time to retrieve the reason for the call from the caller. Once the caller states the reason for the call the PSAP is then able to transfer the call. The transfer time is usually under 12 seconds to VFD which is significantly lower than the national standard for transfer of calls. Commissioner Carpenter stated that as the reader reads and understands the McGrath report that it can present a very different picture than what is happening on the ground. He also suggested to review the numbers very cautiously that are presented in the report.

Commissioner Johnson stated that if McGrath had problems sorting out the data, they would go the Harris County 911 as a default, this did not help the data.

Commissioner Nash asked Alternate Kollenberg if the committee has had any communication with the other 2 police departments and the status on improving performance, training, and AEDs. Alternate Kollenberg stated that the committee had met with all three PD Chiefs and Chief Foster and all the departments are working together to ensure these areas are being completed.

7B. Presentation by the City of Bunker Hill Village:

Mr. Bert Rosenbaum and City Councilman, Jay Smyre presented and reviewed a hard copy of the City of Bunker Hill presentation of a resolution to the BHV membership to the VFD and a proposal for future Fire station. A copy of which is attached hereto as exhibit "A."

Mr. Rosenbaum stated that building a second station is not a condition to becoming a part of the VFD but a suggestion.

Mr. Smyre stated that the working goal is to get back into the membership of the VFD first and foremost, then start looking at a second station. He also stated the second station could take years, the proposal is just a plan.

VILLAGE FIRE DEPARTMENT
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The commission received a letter from the Mayor of Bunker that described in a three-part priority BHV's expectations as follows;

1. Membership on the contingency of a second station
2. Independence from the VFD
3. "status Quo"

Commissioner Johnson stated that the triggering event would be 20% in EMS calls prompting staffing a third ambulance to build a second station.

Mr. Rosenbaum clarified "That is correct, but the expectation is that it will happen in the near future."

Commissioner Johnson stated for clarification, financing that liability for a second station for the other villages for payment would be their participation in the fire department not on their own misconceptions.

8. **CLOSED SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss following matters:
 - 8A. Executive Session- Closed session in accordance with the Government Code Sec. 551.071. Consultation with Attorney; Closed Meeting.
A GOVERNMENTAL BODY MAY NOT CONDUCT A PRIVATE CONSULTATION WITH ITS ATTORNEY EXCEPT:
 - 1) When the Governmental body seeks the advice of its Attorney about:
 - (A) Pending or contemplated litigation; or
 - (B) A settlement offers
 - 2) On a matter in which the duty of the Attorney to the Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter

Commissioner Nash asked for a motion to go into Executive Session at 7:30 p.m.

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

No action was taken as a result of the Executive Session. Executive session ended 8:18 pm.

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

VILLAGE FIRE DEPARTMENT

REGULAR BOARD MEETING

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10A. Discussion and possible action on retaining the 4th quarter ambulance revenue for 2018

No discussion occurred. No possible action on retaining the 4th quarter ambulance revenue for 2018 was table.

10B. Discussion and action on continuing agreement with Taber and Burnett for VFD accounting services. Monthly service fee will increase by \$100 from \$725/monthly to \$825/monthly with an additional Accounting CS software fee of \$27.

Marlo Longoria reviewed the agreement with Taber and Burnett for VFD accounting services.

Commissioner Nash asked for a motion to approve the continuation agreement with Taber and Burnett for VFD accounting services. Commissioner Byrne moved, seconded by Commissioner Carpenter.

Commissioners Johnson and Alternate Doyle voted “Aye,” “Noes” none.

10C. Discussion and possible action on potential amendments/updates to the existing inter-local agreement and discussion regarding a new inter-local agreement.

Commissioner Carpenter stated based on what was presented the action that the commission is going to take is working with the attorney to amend the current interlocal agreement to ensure that Bunker Hill retains services from VFD beyond December 2019. The language related to the present interlocal must be discussed in a later meeting sometime in 2019, the commission is committed as a group, as stated in the last meeting that the door is always open. It will require a change to the current interlocal agreement. The interlocal agreement does not state how a city would be brought back into VFD. He stated that the details would be worked out in the future meetings. The five participating cities will have to agree and vote on the language for the amendment and vote on the amended interlocal agreement.

Commissioner Nash suggested a committee be setup consisting of Mayor Muecke and Commissioner Carpenter to review the process of amending the interlocal agreement.

11. FUTURE TOPICS.

None

12. NEXT MEETING DATE

Next meeting date Jan. 23, 2019

Commissioner Nash stated the location of future meeting will be held at Hedwig City Hall until future notice .

VILLAGE FIRE DEPARTMENT
REGULAR BOARD MEETING
WEDNESDAY, DECEMBER 19, 2019
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13. **ADJOURNMENT**

Commissioner Nash moved to adjourn at 8:25 p.m. Commissioner Carpenter moved seconded by Commissioner Byrne

Commissioners Johnson and Alternate Doyle voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted

Commissioner Zeb Nash, Vice- Chair

Attest:

Commissioner Jay Carlton, Secretary

City of
BUNKER HILL VILLAGE

Settlement Presentation
to the
Village Fire Commission



December 19, 2018

Presentation to the Village Fire Commission

- 1) Resolution of Bunker Hill Village's Membership in the Village Fire Department
- 2) Proposal for a Future Village Fire Department Second Station

Resolution of Membership With the Village Fire Department

Bunker Hill Village wants to continue to be a part of the Village Fire Department:

In order to settle this dispute, Bunker Hill Village will pay the balance remaining from the November and December Fire Department pending invoices which include:

Our share of the \$50,000 Budget Adjustment - \$9,500 - ***paid***

Our share of the "net" roof replacement cost - \$21,626.25

Acknowledging Bunker Hill remains a contracting city with the Village Fire Department, Bunker Hill will pay the 2019 budgeted expenses including Bunker Hill's share of the renovation of the existing Fire Station.

Presentation to the Village Fire Commission

Part 2

Proposal for a Future Village Fire Department Second Station

Proposal for a Future VFD Station 2

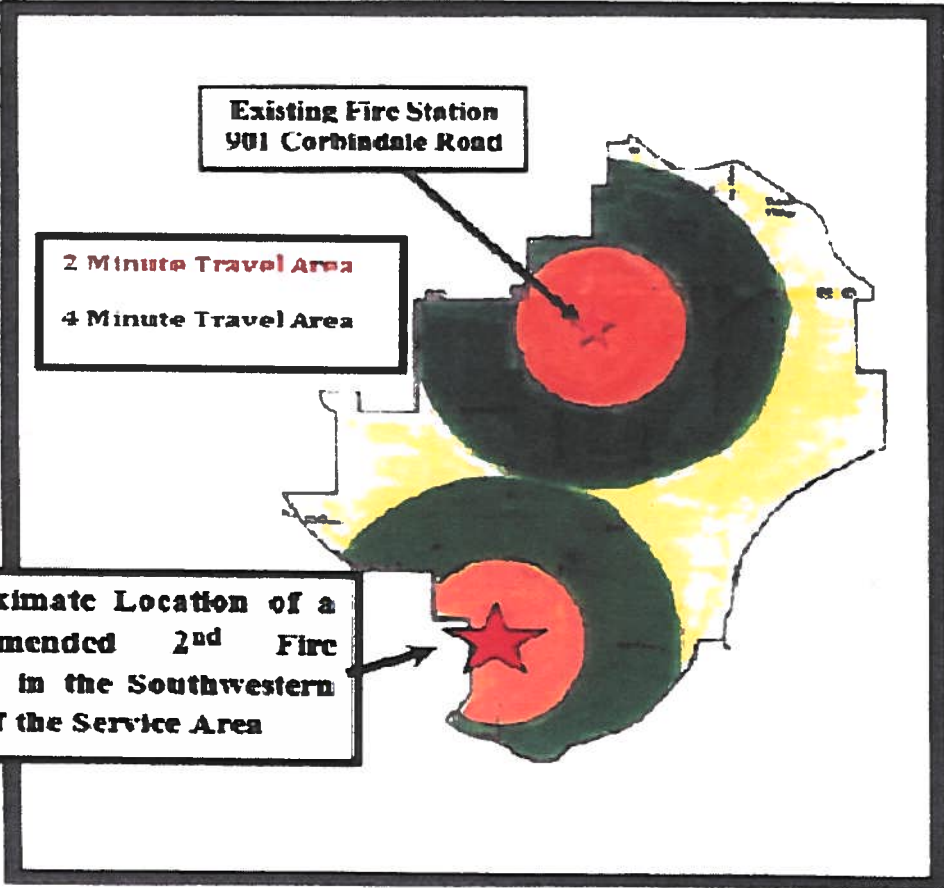
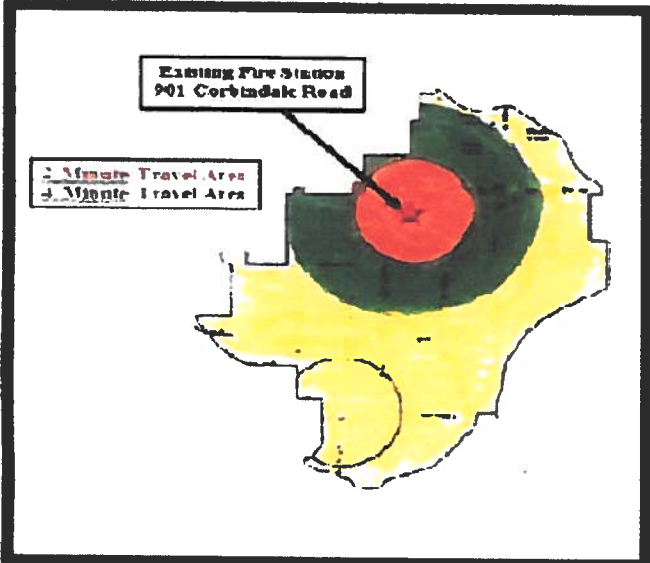
When an additional, fully certified, staffed ambulance (or alternative apparatus) is needed to serve residents of the VFD, Station 2 will be developed in the Southwest Area of the service area.

Currently, the VFD data shows 14% of total EMS calls are occurring simultaneously.

Assumptions/Proposal for Construction of a Future VFD Station 2

1. When an additional, fully staffed ambulance (or apparatus) is placed in service by VFD (*when data shows that 20% of total EMS Calls occur simultaneously*), Construct VFD Station 2
2. VFD will staff the additional personnel at Station 2
3. VFD will operate Station 2
4. The estimated operational timeframe for Station 2 is within 3 – 5 years; it will take 9 – 12 months to build Station 2
5. Bunker Hill will acquire land, design, build and finance Station 2

Recommended Location for VFD Station 2



Benefits of VFD Station 2

- ❑ Reduces response times – *3 Cities*
- ❑ Solves the need for expansion and growth of VFD -
takes pressure off of crowding at current station - *All Cities*
- ❑ Potential to impact fire spread and EMS patient outcomes
for entire service area – *All Cities 30% / -10%*
- ❑ Aligns VFD with the national average for fire stations which
is 1 station for every 4.4 square miles – *All Cities 10%*

Bunker Hill Commissioned a Study with Kirksey Architecture To Construct a Second Station in the Southwest Area of the VFD Service Area

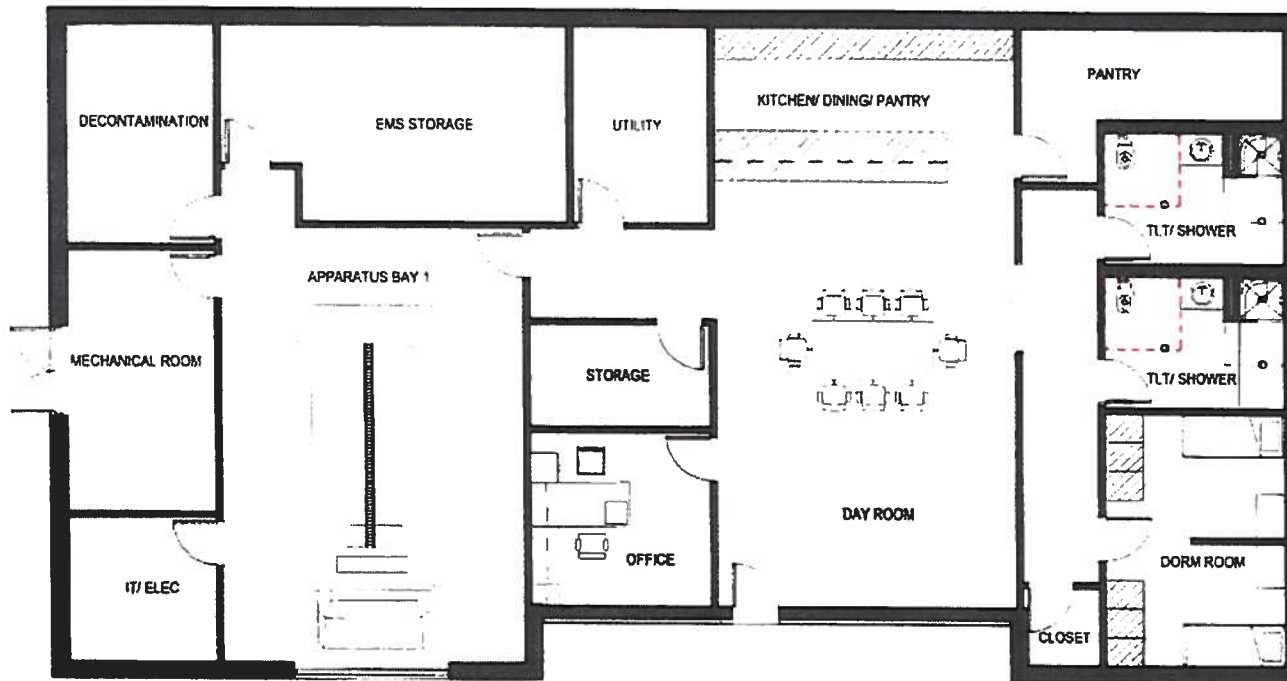
Design Specifications to Include:

- 1 Ambulance Bay
- 1 Large Bay *(if requested by VFD)*
- 2 Dorm Rooms & 2 Bathrooms *(increase to 5 dorm rooms if VFD requests)*
- Day Room
- Dining / Kitchen Facilities
- 1 Treatment Room/Office
- Decontamination Room *(if requested by VFD)*
- Built to Hurricane & Windstorm Standards

VFD Station 2 – Front View



VFD Station 2 – Floor Plan EMS (1 Bay)



**EMS Station - 3,725 Square Feet
Building Costs \$ 1,670,000**

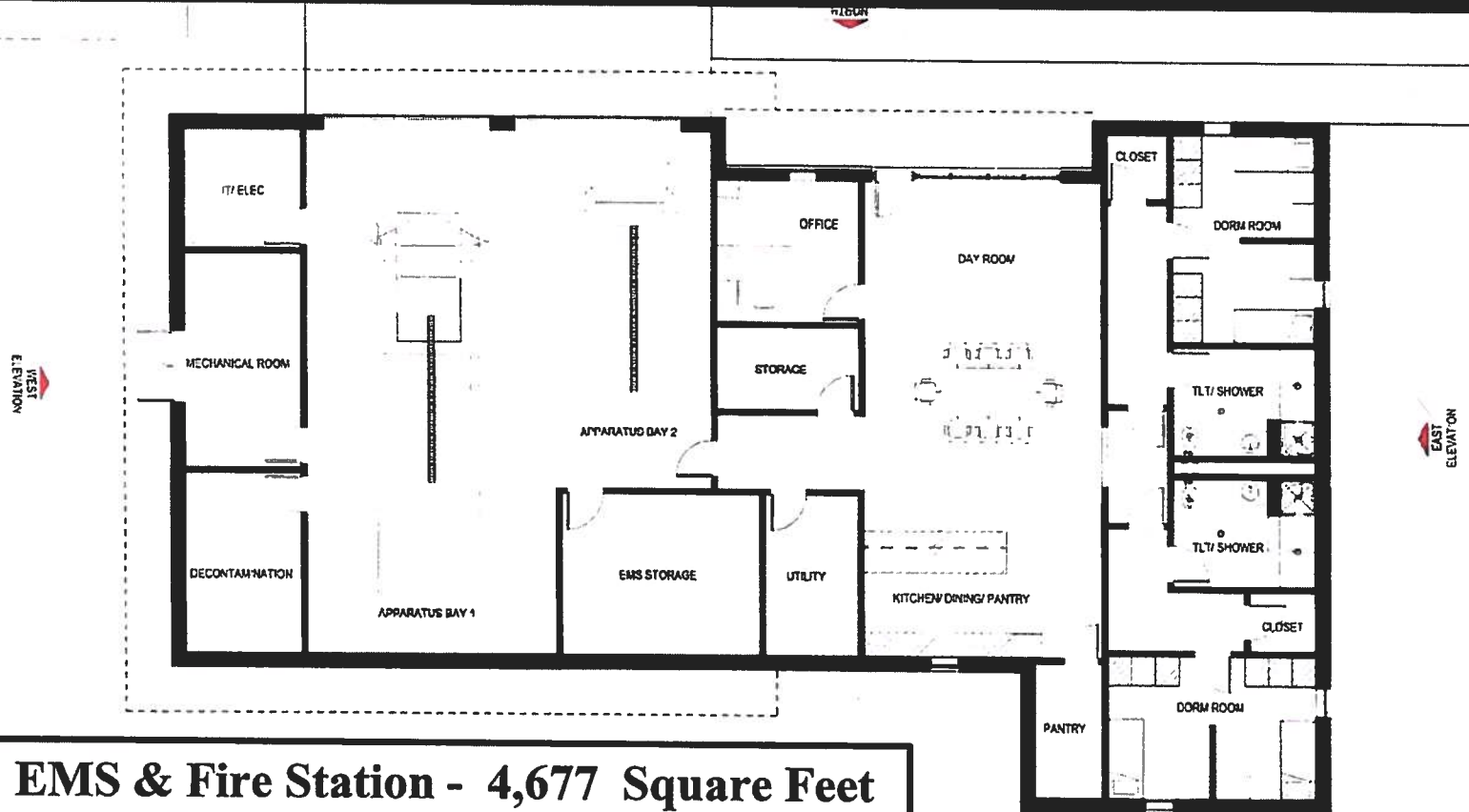
VILLAGE FIRE DEPARTMENT STATION NO. 2
FLOOR PLAN OPTION - 1-A-V2 - ONE APPARATUS BAY

Dec. 19, 2018 - BHV Settlement Presentation

DATE: 12/19/18
BY: J. KELLY
FOR REGULATION APPROVAL, PERMITTING OR CONSTRUCTION
SHEET: 002/011

Kirksey
ARCHITECTS

VFD Station 2 – Floor Plan EMS & Fire (2 Bay)



EMS & Fire Station - 4,677 Square Feet
Building Costs \$ 1,970,000

VILLAGE FIRE DEPARTMENT STATION NO. 2

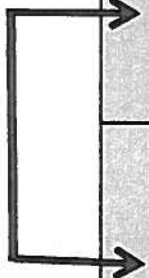
FLOOR PLAN OPTION - 1-A

Kirksey

Summary of Project Costs for VFD Station 2

	Cost
Land & Sitework	\$1,000,000
EMS Building	\$1,670,000
EMS & Fire Building	\$1,970,000

OR



Operating/Equipment Costs for VFD Station 2

	Cost
Ambulance & Supplies	\$300,000
Annual Operating Costs	\$714,500 Facilities & Staff <i>(Addition of 2 per Shift)</i>

Summary of Equipment Costs for VFD Station 2 *Fully Equipped Ambulance*

DESCRIPTION EQUIPMENT COST	VFD STATION 2 NEW EMS Equipment
Fraizers 6 wheeled Ambulance	\$185,000.00
Maintenance Equipment, Lights, Siren, Other	\$20,000.00
Ambulance equipment	
Zoll X-Series Monitor	\$30,000.00
Lucas 2 Device	\$14,000.00
Stryker XPS Stretcher	\$18,000.00
Rad-57 CO/SpO2	\$5,100.00
Stryker Stair Chair	\$3,000.00
Initial ALS Equipment	\$70,100.00
IT/Supplies	
Toughbook Computer/2 handheld radios	\$8,800.00
Medical Disposable supplies	\$8,100.00
Reusable Medical supplies/equipment	\$8,000.00
Total Other	\$24,900.00
Total Cost Ready for Service	\$300,000.00

Summary of Operating Costs for VFD Station 2

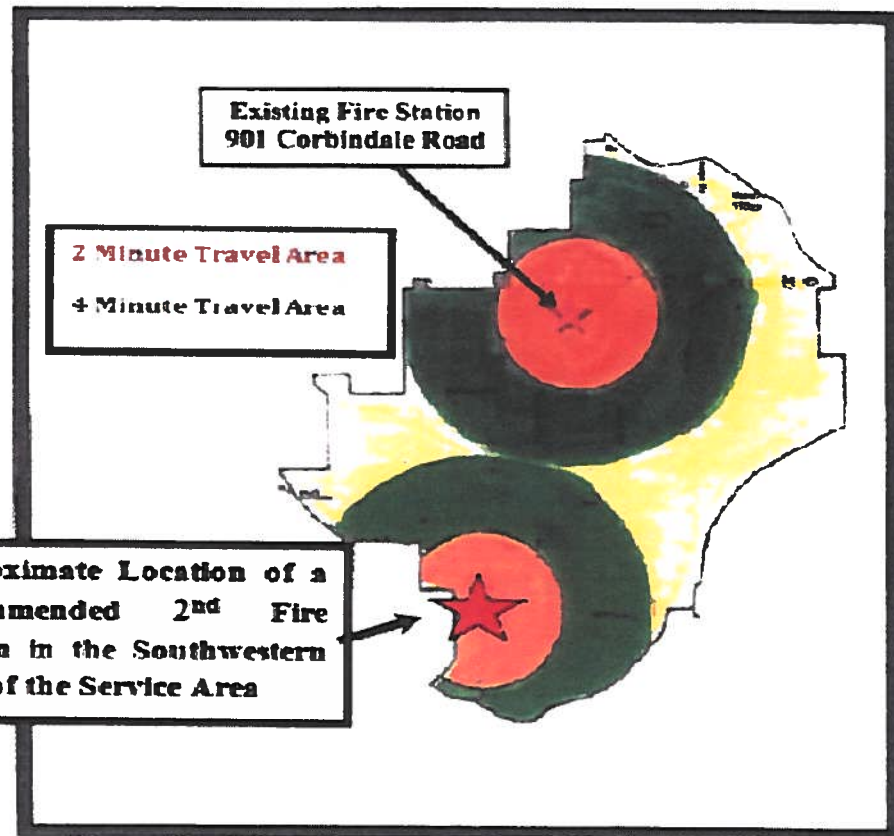
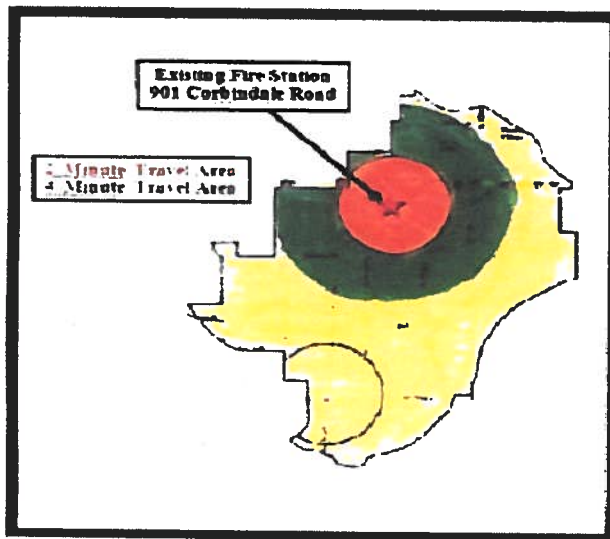
Personnel & Miscellaneous

Description-Operating Budget	Additional EMS Staff
Shift A Firefighter/Paramedic	\$70,000.00
Shift A Firefighter/EMT	\$60,000.00
Shift B Firefighter/Paramedic	\$70,000.00
Shift B Firefighter/EMT	\$60,000.00
Shift C Firefighter/Paramedic	\$70,000.00
Shift C Firefighter/EMT	\$60,000.00
Relief Firefighter/Paramedic	\$52,500.00
Relief Firefighter/EMT	\$45,000.00
Subtotal	\$487,500.00
FRINGE BENEFITS (40%)	\$195,000.00
TOTAL PERSONNEL COST	\$682,500.00
Miscellaneous Operating	
Building Supplies & Maintenance	\$15,000.00
Insurance (Casualty)	\$5,000.00
Public Utilities	\$12,000.00
TOTAL MISCELLANEOUS EXPENSE	\$32,000.00
TOTAL PERSONNEL & MISC.	\$714,500.00

**Total Costs to Fully Staff and Add an Ambulance
And Add/House at VFD Station 2 ; Who pays What ?**

	Total Cost	Who Pays?	VFD Cost to Fully Staff & Add Ambulance	Annual Incremental Cost for Station 2	Ongoing Monthly Costs
Ambulance/ Supplies to set up Ambulance	\$300,000	VFD	\$300,000 Capital/One Time		
Operations Personnel	\$682,500	VFD	\$682,500 Annual		\$56,875
Land/ Building	\$2,670,000 to \$2,970,000	Bunker Hill will "front" the costs; VFD will pay 30 yr amortization		\$153,000 - \$170,000	\$14,167
Operations Cost - Station 2	\$32,000	VFD		\$32,000	\$2,666
Total			\$300,00 Capital \$682,500 Annual	\$185,000 to \$202,000 Annual	

Where is Next Ambulance Placed?



Bunker Hill will work to identify location

- ★ It is optimal to place the additional ambulance or apparatus in the south/southwest part of the service area resulting in more of the area meeting National Standards.

Alternative Plan VFD Station 2

Less Expensive Option for VFD

- ❑ Bunker Hill will build Station 2 – EMS only (when fully staffed ambulance is needed) at Bunker Hill City Hall at Bunker Hill's expense without any VFD contribution or reimbursement
- ❑ VFD will staff and operate the Station at VFD expense when an additional fully staffed ambulance (or apparatus) is needed.

In Summary

- 1) Bunker Hill Village to remain part of the Village Fire Department and settle all outstanding invoices
- 2) BHV and VFD (Chief and Commission) work together in planning for additional staff and to design and build VFD Station 2 (EMS or EMS/Fire) in the Southwest Area of the VFD Service Area

VILLAGE FIRE DEPT. December BUDGETARY SUMMARY	BUDGET YEAR 2018	YEAR TO DATE 12/31/2018	% USED	% BUDGET	MONTHLY EXPENSES December
CAPITAL:					
CONTINGENCY-PHYSICAL PLANT	35,000.00	9,504.00	0.00%	100.00%	
MISC. TOOLS, EQUIP., & HOSE	10,000.00	10,432.58	0.00%	100.00%	
PROTECTIVE GEAR	20,000.00	5,153.31	0.00%	100.00%	833.00
TOTAL CAPITAL EXPENDITURES	65,000.00	25,089.89	38.60%	100.00%	833.00
PERSONNEL EXPENDITURES:					
SALARIES	3,332,583.00	3,413,634.86	102.43%	100.00%	350,706.63
SALARIES - OVERTIME	105,000.00	103,796.38	98.85%	100.00%	-11,215.89
457 PLAN CONTRIBUTION	65,651.00		0.00%	100.00%	
PROF. CERTIFICATION PAY	44,400.00	38,834.79	87.47%	100.00%	3,205.08
COMPENSATED ABSENCE PAY	0.00	0.00	0.00%	100.00%	0.00
FICA TAX	271,394.00	259,760.50	95.71%	100.00%	25,926.73
DISABILITY INSURANCE	23,000.00	20,442.93	88.88%	100.00%	1,600.41
EMPLOYEE RETIREMENT	227,758.00	232,935.38	102.27%	100.00%	23,361.71
HOSPITALIZATION INSURANCE	611,095.00	593,059.27	97.05%	100.00%	48,651.51
MEAL ALLOWANCES	31,978.00	32,290.00	100.98%	100.00%	2,610.00
WORKMENS' COMP. INSURANCE	35,000.00	35,248.82	100.71%	100.00%	2,916.58
TOTAL PERSONNEL EXPENDITURES	4,747,859.00	4,730,002.93	99.62%	100.00%	447,762.76
OPERATIONAL EXPENDITURES:					
AMBULANCE MEDICAL SUPPLIES	50,000.00	46,429.37	92.86%	100.00%	7,601.80
BLDG. SUPPLIES & MAINTENANCE	47,000.00	46,872.16	99.73%	100.00%	5,038.03
CHEMICALS	2,000.00		0.00%	100.00%	0.00
CONTINGENCY	20,000.00	1,356.75	6.78%	100.00%	0.00
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	5,276.97	81.18%	100.00%	0.00
FIRE PREVENTION/PUBLIC RELATIONS	12,000.00	11,534.28	96.12%	100.00%	183.98
GAS & OIL	45,000.00	33,442.42	74.32%	100.00%	3,455.89
INSURANCE - CASUALTY	42,000.00	41,653.17	99.17%	100.00%	4,784.00
MAINTENANCE OF EQUIPMENT:	135,000.00	148,766.09	110.20%	100.00%	2,530.42
CHIEF'S VEHICLE		3,510.61			0.00
FIRE MARSHAL'S VEHICLE		1,306.85			0.00
BATTALION 1		811.16			0.00
PUMPER (ENGINE 1)		36,576.95			363.24
UTILITY VEHICLE		0.00			0.00
LADDER (LADDER 1)		5,725.57			593.75
AMBULANCE (MEDIC 1)		26,987.97			25.80
AMBULANCE (MEDIC 2)		8,889.57			0.00
AMBULANCE (MEDIC 3)		990.56			0.00
MAINTENANCE - OTHER		38,765.24			201.83
MAINTENANCE - CONTRACTS		15,851.90			0.00
PUMPER (ENGINE 2)		9,349.71			1,345.80
MISCELLANEOUS EXPENDITURES:	7,200.00	19,119.16	265.54%	100.00%	0.00
SAFETY DEPOSIT BOX RENT		0.00			0.00
LICENSE/PERMITS		1,589.00			0.00
OTHER MISC. EXPENSES		8,780.16			3.71
LEGAL NOTICES/ADVERT.		8,750.00			0.00
VILLAGE FIRE DEPT. December BUDGETARY SUMMARY					
POSTAGE/PRINTING/STATIONERY:	37,000.00	42,740.50	115.51%	100.00%	1,713.74
BANK ANALYSIS CHARGES/SUPPLIES		0.00			0.00
OFFICE SUPPLIES		12,963.22			1,132.41
POSTAGE		1,695.80			65.69
PENALTIES		0.00			0.00
PRINTING		2,134.99			0.00
MAINT. CONTRACTS/EQUIP.		13,625.31			2.91
COFFEE BAR/REFRESHMENTS		5,975.93			102.76
POSTAGE METER RENTAL		1,652.98			409.97
OFFICE EQUIPMENT/COMPUTERS		3,784.76			0.00

8.3

* we will be reimbursed for Hebert deployme

- 13,766.09

OTHER		516.03			0.00
BANK SERVICES CHARGES		391.48			0.00
PROFESSIONAL SERVICES:	162,400.00	147,691.16	90.94%	100.00%	8,785.88
REVERSE ENTRIES FOR A.P.		12.95			14.88
ADJUSTMENT-DUPLICATE CHECKS		0.00			
PROFESSIONAL SERVICES - OTHER		24,836.28			477.90
CPA		8,264.00			752.00
LEGAL		70,984.32			4,524.00
IT SERVICES		28,200.61			1,767.10
MEDICAL		15,393.00			1,250.00
PUBLIC UTILITIES	50,000.00	67,827.66	135.66%	100.00%	4,761.55
RENT	10.00	10.00	100.00%	100.00%	0.00
STATE CERTIFICATION FEES	6,000.00	6,383.38	106.39%	100.00%	411.51
TRAINING PROGRAMS	25,000.00	25,555.77	102.22%	100.00%	271.51
CPR TRAINING FEE		3,236.35			
CONVENTIONS		1,604.64			0.00
OTHER TRAINING EXP.		-84.75			0.00
SEMINARS-OFF PREMISES		6,688.29			
TRAINING EXAMS		5,063.97			271.51
TRAINING-ON PREMISES		3,295.75			0.00
OUT OF TOWN EXPENSES		5,751.52			0.00
UNIFORMS	25,000.00	24,546.32	98.19%	100.00%	963.96
TOTAL OPERATIONAL EXPENDITURES	672,110.00	669,205.16	99.57%	100.00%	40,502.27
GRAND TOTAL	\$5,484,969.00	\$5,424,297.98	98.89%	100.00%	\$489,098.03
CAPITAL REPLACEMENT FUND	130,000.00				
COMPENSATION ABSENCE RESERVE FUND	45,000.00				
FACILITY FUND	30,000.00				
TOTAL BUDGET FOR 2017	\$5,689,969.00	\$0.00			

Village Fire Department
Statement Of Assets, Liabilities, and Fund Balance
Cash Basis
December 31, 2018

	<u>General Fund</u>	<u>Capital Replacement Fund</u>	<u>Compensated Absence Fund</u>	<u>Facility Fund</u>	<u>Ambulance Billing Fund</u>	<u>Combined Total</u>
Assets						
Cash						
WFB - VFD General Fund	\$ 59,567.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59,567.40
WFB - Savings Depository Account	141,209.95	0.00	0.00	0.00	0.00	141,209.95
WFB - Capitol Replacement Fund	0.00	319,468.82	0.00	0.00	0.00	319,468.82
WFB - Ambulance Billing Account	0.00	0.00	0.00	0.00	39,780.12	39,780.12
WFB - Compensated Absence Fund	0.00	0.00	28,616.64	0.00	0.00	28,616.64
WFB - Facility Fund	0.00	0.00	0.00	221,944.65	0.00	221,944.65
Total Cash & Certificates	<u>200,777.35</u>	<u>319,468.82</u>	<u>28,616.64</u>	<u>221,944.65</u>	<u>39,780.12</u>	<u>810,587.58</u>
Gasoline & Oil Inventory	7,153.82	0.00	0.00	0.00	0.00	7,153.82
Prepaid Meal Allowances	2,610.00	0.00	0.00	0.00	0.00	2,610.00
Prepaid Insurance	81,876.53	0.00	0.00	0.00	0.00	81,876.53
Interfund Receivables/Payables	<u>(129,433.33)</u>	<u>26,507.17</u>	<u>(30,535.14)</u>	<u>133,461.30</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u>\$ 162,984.37</u>	<u>\$ 345,975.99</u>	<u>\$ (1,918.50)</u>	<u>\$355,405.95</u>	<u>\$ 39,780.12</u>	<u>\$ 902,227.93</u>
Liabilities and Fund Balance						
Liabilities						
FICA Payable	\$ 4,624.86	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,624.86
Ambulance Funds Payable	0.00	0.00	0.00	0.00	39,780.12	39,780.12
Total Liabilities	4,624.86	0.00	0.00	0.00	39,780.12	44,404.98
Fund Balance	<u>158,359.51</u>	<u>345,975.99</u>	<u>(1,918.50)</u>	<u>355,405.95</u>	<u>0.00</u>	<u>857,822.95</u>
Total Liabilities & Fund Balance	<u>\$ 162,984.37</u>	<u>\$ 345,975.99</u>	<u>\$ (1,918.50)</u>	<u>\$355,405.95</u>	<u>\$ 39,780.12</u>	<u>\$ 902,227.93</u>

See Accountants' Compilation Report



	Number of Incidents 2018			Data for Critical EMS Incidents				Critical Fire Incidents				% of fire type = fire alarm	
	Fire	EMS	Total	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	Natl Stand. 6:50	of 90%	% of 2018 Calls are:		Fire Alarms	% of Fire Calls
				1st Resp. Time		ALS Resp Time		Response Time		Fire	EMS		
Bunker Hill Village	149	123	272	3:22	100%	5:14	100%	6:07	87%	55%	45%	51	19%
Hedwig Village	201	301	502	3:46	100%	3:46	100%	3:57	100%	40%	60%	66	13%
Hilshire Village	32	41	73	5:57	95%	5:57	100%	6:01	88%	44%	56%	16	22%
Hunters Creek Village	260	150	410	3:46	89%	4:44	100%	5:29	83%	63%	37%	110	27%
Piney Point Village	181	110	291	3:16	93%	4:43	100%	5:44	94%	62%	38%	85	29%
Spring Valley Village	186	211	397	4:45	94%	4:45	100%	4:59	95%	47%	53%	46	12%
Houston	295	2	297							99%	1%		
Totals	1304	938	2242	4:08	95%	4:51	100%	5:23	91%	58%	42%	374	17%

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, DECEMBER 17, 2018**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, DECEMBER 17, 2018 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300 HOUSTON, TEXAS, 77063 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

COUNCIL MEMBERS PRESENT: Mayor Mark Kobelan, Mayor Pro Tem John Ebeling, Joel Bender, Dale Dodds, Henry Kollenberg, Brian Thompson

CITY STAFF: Roger Nelson, City Administrator; Karen Farris, City Secretary; Annette Arriaga, Director of Planning & Development; David Olson, City Attorney; Joe Moore, City Engineer

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

CITIZENS WISHING TO ADDRESS COUNCIL: There were no citizens wishing to address Council regarding items not on the agenda:

1. Discuss and take possible action on the MVPD monthly report

Commissioner Huguenard announced this would be Chris Alexander's last meeting. Chris served 6 years on the Commission. Commissioner Huguenard and Chief Schultz thanked Chris for his service.

Chief Schultz provided the monthly report and summarized activities of the MVPD for the month of November. Chief Schultz updated council regarding the FY 2018 Budget. The Department remains on target to end the year. Chief Schultz reported that the Commission made a decision to return funds to the Villages from prior years and that the City should receive a check for about \$51,000. Chief reported to Council regarding personnel changes, home invasion crimes, assisting the fire department and EMS; and information on response times.

2. Discuss and take possible action on Resolution 2018.12.17 regarding the appointment of a new Piney Point Village Police Commissioner

Council Member Bender made a motion to approve Resolution 2018.12.17 regarding the appointment of a new Piney Point Village Police Commissioner. Council Member Ebeling seconded the motion and it passed unanimously.

3. Discuss and take possible action on the VFD monthly report

- **Fuel System**
- **Construction Update**

Commissioner Nash provided the monthly report. He reported on the following:

- Partnership with the police department on response times

- Roof replacement has been completed
 - The fire department is fully staffed
 - The fire department expects to be below budget
 - Fuel System has been resolved
 - Construction Update: currently searching for a project manager
4. **Discuss and take possible action on Ordinance 2018.12.17A regarding approval of Ecclesia's SUP request for Interior and Exterior renovations on the north side of their campus**
Council Member Thompson made a motion to approve the Ordinance as presented regarding approval of Ecclesia's SUP request for Interior and Exterior renovations on the north side of their campus. Council Member Bender seconded the motion and it passed unanimously.
 5. **Discuss and take possible action on Ordinance 2018.12.17B regarding approval of Kinkaid's Bleachers, Netting and Fencing SUP**
Council Member Bender made a motion to approve Ordinance 2018.12.17B regarding approval of Kinkaid's Bleachers, Netting and Fencing SUP. Council Member Ebeling seconded the motion and it passed unanimously.
 6. **Discuss and take possible action on Ordinance 2018.12.17C regarding proposed 2019 Meeting Dates**
Council Member Kollenberg made a motion to approve Ordinance 2018.12.17C regarding proposed 2019 Meeting Dates. Council Member seconded the motion and it passed unanimously.
 7. **Discuss and take possible action on observed 2019 Holidays**
Council Member Kollenberg made a motion to approve the proposed holidays for FY 2019 on the recommendation of the City Administrator. Council Member Bender seconded the motion and it passed unanimously.
 8. **Discuss and take possible action on response to 2017 Annual Audit deficiencies**
Council discussed the following significant deficiencies within the City's internal control: (1) General Accounting and Accounting Close Processes; (2) Investments – PFIA Compliance; (3) Deficit Pooled Cash Balances. Council Member Kollenberg made a motion for City Council to accept the 2017 audit response. Council Member Bender seconded the motion and it passed unanimously.
 9. **Discuss and take possible action on Quail Hollow landscaping**
Council Member Ebeling made a motion to approve the Thompson-Hanson proposed landscaping plan at the southwest corner of Quail Hollow and Piney Point Road. Council Member Bender seconded the motion and it passed unanimously.
 10. **Discuss and take possible action on fence standards.**
Council discussed fence ordinance issues for clarification purposes.

The first issue is a remodeled house on a trapezoidal lot on Clay Point. The resident has 2 options. (1) they must show the city they can establish that they did

not exceed the 50% rule; therefore, they are allowed a 6 foot fence; or (2) get relief from the Zoning Board of Adjustment.

The second issue is the west side of South Piney Point Road. Multiple residents have back fences along South Piney Point Road and a fairly wide right of way. The fence can barely be seen from the road. There was discussion regarding any interest in granting relief for going to an 80% fence. The 80% fence will hardly be seen from the road but also will be loud for the residents that back up to a busy street. There are 2 options. (1) get relief from the Zoning Board of Adjustment, or (2) change the ordinance

- 11. Discuss and take possible action on St. Francis' proposed drainage plans**

There was discussion. Council Member Bender made a motion to approve the St. Francis' proposed drainage plans. Council Member Dobbs seconded the motion and it passed unanimously.
- 12. Discuss and take possible action on Ordinance 2018.12.17D No Parking regulations on North Piney Point Road at St. Francis**

Michael Herminghaus was present and described incidents of vehicles being parked on sidewalks at St. Francis. There was discussion. For years people have been allowed to park in the right of way at St. Francis. Recently new landscape and sidewalks were installed. Now, with the new sidewalks and landscaping there is a conflict with the parking situation. A representative from St. Francis explained event parking and their methods of monitoring the number of vehicles expected at an event. It was recommended if parking changes are made that signage and advance notice should be posted and distributed. Council did not vote. Council took no action.
- 13. Discuss and take possible action on Interlocal Agreement with HCFCD for administration of a regional watershed protection and education program**

Council Member Thompson made a motion to approve the Interlocal Agreement with HCFCD for administration of a regional watershed protection and education program. Council Member Bender seconded the motion and it passed unanimously.
- 14. Discuss and take possible action on the Mayor's monthly report, including but not limited to:**
 - **Carol Tree Park Update**

Christmas decorations are in place. Sidewalks have been postponed until January. Council expressed no opposition and authorized the additional cost for a 6" sidewalk versus a 4" sidewalk and for the repair of a drop-off at an inlet within Carol Tree Park.
 - **Trees on North Cheska**

Bright Landscape planted 6 Yaupon trees to cover an area where underbrush was recently removed.
- 15. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:**
 - **November 2018 Financials**

- **Workshop Dates**

Roger Nelson requested council complete a calendar to indicate their availability for Workshop Dates for the Drainage Program and the Street Assessment.

16. Discuss and take possible action on the City Engineer's monthly report

The Engineer's Report included updates to:

- N. Piney Point Road Paving & Drainage Improvements Project: An inspection has been completed on the pedestrian elements with no violations.
- Surrey Oaks: The existing storm sewer in the cul-de-sac is right below ground and in some locations, the inlets are slightly above the edge of the road. In order to put the necessary cross slope on the pavement, the drainage in the cul-de-sac will have to consist of 12-inch PVC pipe with inlets built into the side of the pipe.
- City of Houston – Windermere Project: The City of Houston expects to award the contract for the Windermere Outfall Repair Project to Fused Industries, LLC.
- Maintenance Projects: Bothwell Way Clean & TV, Taylorcrest Restriping, Carol Tree Park Sidewalk, Bothwell Way Survey, Williamsburg-solicit quotes

17. Discuss and take possible action on Floodplain Building Ordinance 2018.12.17E

Council Member Bender made a motion to approve Floodplain Building Ordinance 2018.12.17E to revise the requirement of the lowest floor elevation to be 1-foot above the 500-year if building in either the 500-year or 100-year floodplains. Council Member Ebeling seconded the motion and it passed unanimously.

18. Discuss and take possible action on guardrail quotes – Priority 1

Council Member Bender made a motion to accept the guardrail quote – Priority 1 for the total quote amount of \$6,768.29. Council Member Ebeling seconded the motion and it passed unanimously.

19. Discuss and take possible action on guardrail quotes – Priority 2

Council Member Bender made a motion to accept the guardrail quote – Priority 2 for the total quote amount of \$18,944. Council Member Thompson seconded the motion and it passed unanimously.

20. Discuss and take possible action on ditch regrading quotes

Council Member Dobbs made a motion to accept the quote from Don Mar Grading, Inc. for the total amount of \$9,340. Council Member Bender seconded the motion and it passed unanimously.

21. Discuss and take possible action on installation of Type E Inlet at south end of Piney Point Road

Council Member Dobbs made a motion to accept the quote from Don Mar Grading, Inc. for the total amount of \$4,500. Council Member Ebeling seconded the motion and it passed unanimously.

22. Discuss and take possible action on the minutes of the November 19, 2018 Council meeting

Council Member Dodds made a motion to approve the minutes of the November 19, 2018 Council Meeting. Council Member Bender seconded the motion and it passed unanimously.

23. **Discuss and take possible action on any future agenda items, meeting dates, etc.**
Future agenda items: crosswalks, stripping
Workshop items: Parking on the sidewalk
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), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property and pursuant to Section 551.074 of the Texas Government Code (PERSONNEL), specifically to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public employee or to hear a complaint or charge against an officer or employee specifically regarding employees' compensation.**
Council adjourned into a closed session at 8:50 p.m.
Council reconvened into open session at 9:42 p.m.
25. **Action outside of Executive Session, if any**
No action taken
Council Member Kollenberg made a motion to authorize the Mayor to approve the compensation adjustments discussed. Council Member Bender seconded the motion and it passed unanimously.
26. **Adjourn**
Council Member Bender made a motion to adjourn. Council Member Ebeling seconded the motion and the meeting adjourned at 9:42 p.m.

PASSED AND APPROVED this 28th day of January, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
TUESDAY, JANUARY 22, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON TUESDAY, JANUARY 22, 2019 AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

COUNCIL MEMBERS PRESENT: Mayor Kobelan, Councilmember Bender, Councilmember Kollenberg, Councilmember Thompson, Councilmember Dodds

CITY STAFF: Roger Nelson, City Administrator, Joe Moore, City Engineer

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 5:45 p.m.

1. DISCUSS AND TAKE POSSIBLE ACTION ON THE MASTER DRAINAGE STUDY UPDATE.

Council discussed the master drainage study update developed by HDR Engineering with Joe Moore. The potential projects were discussed. No action was taken.

2. DISCUSS AND TAKE POSSIBLE ACTION ON THE UPDATED STREET CONDITION ASSESSMENT PLANNING DOCUMENT.

Council discussed the Updated Street Condition Assessment Planning Document. No action was taken.

3. ADJOURN

The meeting adjourned at 7:20 p.m.

PASSED AND APPROVED this 28th day of January, 2019.

Mark Kobelan
Mayor

Karen Farris
City Secretary