



# City of Piney Point Village

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

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## **THE CITY OF PINEY POINT VILLAGE SPECIAL COUNCIL MEETING TUESDAY, FEBRUARY 26, 2019**

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A SPECIAL MEETING ON TUESDAY, FEBRUARY 26, 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. Discuss and take possible action on the VFD monthly report
3. Discuss and take possible action on Employee Health Insurance
4. Discuss and take possible action on request by Smithdale Estates resident to remove a tree located in City right-of-way
5. Discuss and take possible action on contract with DRC for debris removal
6. Discuss request to accept Piney Point Circle as a City street
7. Discuss and take possible action on Update to City's Drainage Criteria
8. Discuss and take possible action on the Mayor's monthly report
9. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
  - January 2019 Financials
  - Fire Department and Police Department

10. Discuss and take possible action on the City Engineer's monthly report
11. Discuss and take possible action on Proposal for Surrey Oaks Final Design
12. Discuss and take possible action on Acceptance of Master Drainage Study
13. Discuss and take possible action on Beinhorn Road Paving and Drainage Project
14. Discuss and take possible action on the minutes of the January 28, 2019 Council meeting
15. Discuss and take possible action on any future agenda items, meeting dates, etc.
16. 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
17. Action outside of Executive Session, if any
18. Adjourn

#### CERTIFICATION

I certify that a copy of the February 26, 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 February 22, 2019.



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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 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, February 11, 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;

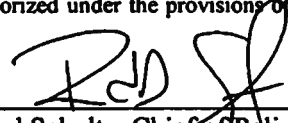
### AGENDA

- 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 January 14<sup>th</sup> meeting, as recorded.
- c. Swearing In of New Commissioner – Solace Southwick - PPV
- d. Financial Report - Update, discussion and possible action.
  1. FY 2019 Budget Review and Discussion.
  2. Update on FY18 Budget Surplus.
  3. Utilization of Lauderbach & Amen or another vendor for the post-employment benefits related to the FY18 actuarial report.
  4. Designate Commissioners for authorization/review/approval of invoices for 2019.
  5. Line item Adjustments to FY18 Budget, and Budget Amendment.
- e. New Business - Update, discussion and possible action.
  1. MVPD Vehicle Inventory December 2018.
  2. Bid Proposals for RFP for Medical, Dental and Vision.
  3. TMRS New Rate Contribution Letter – 11.20%.
  4. Consider appointments for 2019 I.T. Committee.
  5. Tri-Cities Public Safety Committee – Virtual Gate Project – Resolution.
  6. Board of Commissioners 2019 Roadmap.
  7. Racial Profile Report 2018.
  8. Possible Creation of a “Building Replacement Fund”.
- 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
  7. 2018 Use of Force Report
  8. 2018 EPI/Complaint Review
  9. 2018 Claim Review
  10. 2018 Pursuit Review

- g. Updated Policies – Update, discussion and possible action.
  - 1. Consider revisions to retiree health/medical benefit coverage as described in Policy 1.10 Compensation and working Conditions – Pg. 9 (4).
- h. 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. Possible Appointment of an additional Reserve Police Officer.
  - 3. Vehicle Upfitting Costs and Spec Sheet.
- i. 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.
- j. Suggestions for future agenda items - Discussion of the agenda for the next Commission meeting and the meeting schedule.

**Adjournment**

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




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Raymond Schultz, Chief of Police  
Memorial Villages Police Department

POSTED: 2/6/2019 @ 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 Reichek, 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.mvpx.org](http://www.mvpx.org).



**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 Reichek  
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 Committees, 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 5<sup>th</sup> 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 25<sup>th</sup> through about the middle of July. We went ahead and gave him all the numbers but from May 25<sup>th</sup> 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 16<sup>th</sup> and then the following week on January 23<sup>rd</sup> 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 6<sup>th</sup> the plan ends in March for an effective date of April 1<sup>st</sup>. 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 18<sup>th</sup> 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 Reichek 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  
General Fund

For the one month ended Jan 19

8.33% 7.64%

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
100 Regular Wages	3,377,767	168,063	3,209,704	4.98%	2,184,813	1,192,954	64.7%
110 Overtime	115,000	10,736	104,264	9.34%			
115 Court/Bailiff OT	21,600	0	21,600	0.00%			
120 Retirement	394,127	29,353	364,774	7%			
130 Health Insurance	601,775	40,177	561,598	6.68%	482,124	119,651	80.1%
140 Workers Compensation	60,000	5,504	54,496	9.17%			
150 Life/LTD	19,433	1,486	17,997	7.39%	17,234	2,199	88.7%
160 Medicare	50,712	3,585	47,127	7.07%			
<b>Personnel Services</b>	<b>4,640,414</b>	<b>258,854</b>	<b>4,381,560</b>	<b>5.6%</b>			
200 Auto	25,200	1,919	23,281	7.6%	23,029	2,171	91.4%
210 General Liability	720	39	681	5.5%			
220 Public Official Bond	960	71	889	7.4%	849	111	88.4%
230 Professional Liability	25,200	1,557	23,643	6.2%			
240 Real & Personal Property	13,200	1,199	12,001	9.1%	11,392	(1,808)	109.0%
<b>Total Other Insurance</b>	<b>65,280</b>	<b>4,786</b>	<b>60,494</b>	<b>7.3%</b>			
300 Gas & Oil	69,250	4,440	64,810	6.4%	53,286	15,964	76.9%
310 Maintenance	25,000	1,864	23,136	7.5%			
320 Tires	7,000	0	7,000	0.0%	0		0.0%
330 Damage Repair	10,000	0	10,000	0.0%			
<b>Maintenance &amp; Misc.</b>	<b>111,250</b>	<b>6,304</b>	<b>104,946</b>	<b>5.7%</b>			
400 General Maintenance	18,000	1,482	16,518	8.2%	17,786	214	98.8%
410 Janitorial Services	19,000	1,500	17,500	7.9%			
420 Jail	1,000	0	1,000	0.0%	0	1,000	0.0%
430 Building Furnishings	10,000	0	10,000	0.0%			
<b>Total Building</b>	<b>48,000</b>	<b>2,982</b>	<b>45,018</b>	<b>6.2%</b>			
500 Computers	9,800	1,800	8,000	18.4%	21,603	(11,803)	220.4%
510 Postage/Postage Machine	1,300	0	1,300	0.0%			
520 Stationery/Expendables	18,000	1,518	16,482	8.4%	18,234		101.2%
530 Bank Finance Charges	700	36	664	5.1%			
540 Payroll	16,000	1,609	14,391	10.1%	19,510	(3,310)	100.7%
<b>Total Office</b>	<b>45,800</b>	<b>4,963</b>	<b>40,837</b>	<b>10.8%</b>			
600 Telephone	34,090	3,527	30,563	10.3%	42,319	(8,200)	124.1%
310 Electric	23,000	1,523	21,477	6.6%			
620 Water/Sewer	5,000	0	5,000	0.0%	0	5,000	0.0%
630 Natural Gas	600	56	544	9.3%			
<b>Total Utilities</b>	<b>62,690</b>	<b>5,105</b>	<b>57,585</b>	<b>8.1%</b>			
700 Equipment Maint Contracts	17,640	129	17,511	0.7%	1,548	16,092	8.8%
710 SETCIC fees	3,600	0	3,600	0.0%			
720 Legal/Professional	48,071	1,193	46,878	2.5%	14,819	33,752	30.8%
730 IT Services	101,200	8,169	93,031	8.1%			
740 Software Maintenance Contracts	58,545	29,457	29,088	50.3%	353,481	(294,936)	603.8%
<b>Total Contract Services</b>	<b>229,056</b>	<b>38,948</b>	<b>190,108</b>	<b>17.0%</b>			
800 Accreditation	1,200	0	1,200	0.0%	0	1,200	0.0%
810 Uniforms	30,000	2,584	27,416	8.6%			
820 Radio parts and labor	30,536	0	30,536	0.0%	0	30,536	0.0%
830 Firearms Training & Ammo	5,500	0	5,500	0.0%			
835 Tasers	11,000	9,656	1,344	87.8%	115,879	(104,872)	1053.4%
840 Training & Prof Dues	44,000	5,483	38,517	12.5%			
850 Travel	7,000	195	6,805	2.8%	2,348	4,668	33.4%
860 Recruiting Costs	5,000	0	5,000	0.0%			
870 Criminal Investigations	3,500	47	3,453	1.3%	606	2,934	16.2%
880 Contingency	15,000	0	15,000	0.0%			
890 Small Equipment	2,500	174	2,326	6.9%	408	406	80.3%
<b>Total Office</b>	<b>155,236</b>	<b>18,139</b>	<b>137,097</b>	<b>11.7%</b>			
<b>TOTAL GENERAL</b>	<b>5,357,726</b>	<b>340,082</b>	<b>5,017,644</b>	<b>6.3%</b>			

**Memorial Villages Police Department  
Vehicle Replacement**

For the one month ended Jan 19 8.33%

Prior Year Cash Carryover	85,709.54		
FY19 Assessment collected to date	14,664.99	<b>FY19 Assessment remaining</b>	65,335.01
FY19 Interest earned to date	36.80		
FY19 Expenditures	(8,179.62)		
FY19 A/P	8,167.00		
<b>Cash Balance @ 1/31/19</b>	<b>100,398.71</b>		

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Vehicle Replacement	80,000	8,180	71,820	10.22%	48,155	(18,155)	12.27%
<b>Total Vehicle Replacement</b>	<b>80,000</b>	<b>8,180</b>	<b>71,820</b>	<b>10.2%</b>			

**Memorial Villages Police Department  
Special Capital Assets**

For the one month ended Jan 19 8.33%

Prior Year Cash Carryover	84,355.98		
FY19 Assessment collected to date	-	<b>FY19 Assessment remaining</b>	0.00
FY19 Interest earned to date	32.24		
FY19 Expenditures	(12.50)		
<b>Cash Balance @ 1/31/19</b>	<b>84,375.72</b>		

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	0	13	(13)	0.0%	150	(150)	#DIV/0!
<b>Total Capital Items</b>	<b>0</b>	<b>13</b>	<b>(13)</b>	<b>0.0%</b>			
<b>Total Capital Outlay</b>	<b>80,000</b>	<b>8,192</b>	<b>71,808</b>	<b>10%</b>			

**Memorial Villages Police Department**

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>GENERAL FUND</b>	<b>5,357,726</b>	<b>340,082</b>	<b>5,017,644</b>	<b>6%</b>			
<b>VEHICLE &amp; SPECIAL CAPITAL ASSETS</b>	<b>80,000</b>	<b>8,192</b>	<b>71,808</b>	<b>10%</b>			
<b>TOTAL BUDGET</b>	<b>5,437,726</b>	<b>348,274</b>	<b>5,089,452</b>	<b>6%</b>			



**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE**

31-Jan-19

**12-Feb-18**

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

Cash collected for FY19 @ 01/31/19	\$	908,049
Estimated Expenditures (Jan 19)	\$	348,274
Estimated cash on hand @ 01/31/19 for FY19 activities	\$	559,775

**Cash Balances@ 01/31/19:**

Health Benefits	\$56,929
General	\$1,009,967
Vehicle Replacement	\$100,399
Dare Fund	\$21,244
Special Capital Assets	\$84,376
<b>Actual cash balance @ 01/31/19 all accounts</b>	<b>\$1,272,915</b>

All Funds (Modified Accrual Basis Projections)	2019 YTD Budget	2019 YTD Actual	2019 YTD Difference (Budget vs. Actual)	2019 Total Adopted Budget
GENERAL FUND REVENUES	892,954	893,315	361	5,357,726
GENERAL FUND EXPENDITURES		340,082		
NET REVENUES OVER EXPENDITURES		553,233		
VEHICLE REPLACEMENT REVENUES	13,333	14,702	1,368	80,000
VEHICLE REPLACEMENT EXPENDITURES		8,180		
NET REVENUES OVER EXPENDITURES		6,522		
SPECIAL CAPITAL ASSETS REVENUES	0	32	32	0
CAPITAL EXPENDITURES		13		
NET REVENUES OVER EXPENDITURES		20		
COMBINED REVENUES	906,288	908,049	1,729	5,437,726
COMBINED EXPENDITURES		348,274		
COMBINED NET REVENUES / EXPENDITURES		559,775		
Formal reserves:				
		DARE		\$21,244
		VEHICLE REPLACEMENT		\$100,399
		SPECIAL CAPITAL ASSETS		\$84,376
		WORKING CAPITAL		\$60,000
		STATE TRAINING FUNDS		\$0
				<u>\$266,018</u>



**TO:** Police Commission

**FROM:** Raymond Schultz, Chief of Police  
Victoria Bowman, Finance Manager

**DATE:** February 5, 2019

**SUBJECT:** Intra-budgetary Transfer / Budget Amendment- Accounting

**Request #1**

Use existing line item appropriations to eliminate line item overages in the General Fund.

**This request will reallocate existing line item appropriations. No additional funding is required.**

**Request #2**

The adopted FY18 Budget included \$8,000 for the purchase of a video server in the Special Capital Assets Fund. Due to circumstances beyond the control of the Department the initial server that was purchased did not meet the requirements of the Department and was never fully operational. The Administration returned the non functional server and purchased a replacement server from another vendor. At the time of this request a refund for the returned server has not been received.

To facilitate the purchase of the replacement server and eliminate the line item deficit caused by the purchase of a replacement video server, an intra-budget transfer is necessary. Therefore a request to increase the FY18 Special Capital Assets Budget by \$1,000 is being submitted. The Special Capital Assets budget would be amended from \$39,500 to \$40,500.

**This request will utilize existing funds from prior year carry over reserves in the Capital fund. No additional funding from the Cities is required.**

The FY18 budget will increase from \$5,169,525 to \$5,170,525. See attached supporting documentation.

Thank you for your consideration



**AMENDMENT NO. 01**

**To  
The Original Budget of the Memorial Villages Police Department  
For Fiscal Year 2018  
General Fund**

DESCRIPTION/PURPOSE: Reclassify budget line items. - Operating Expenditures

<b>ACCOUNT-INCREASE IN APPROPRIATIONS</b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Overtime	110	\$35,000.00
Workers Compensation	140	\$6,500.00
Auto Insurance	200	\$850.00
Real & Personal Property Insurance	240	\$700.00
Vehicle maintenance	310	\$7,600.00
General Maintenance	400	\$21,000.00
Payroll	540	\$700.00
Accreditation	800	\$3,900.00
Tasers	835	\$500.00
Training & Professional dues	840	\$2,100.00
	<b>TOTAL</b>	<b>\$78,850.00</b>
<hr/>		
<b><u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u></b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Regular Wages	100	(\$78,850.00)
	<b>TOTAL</b>	<b>(\$78,850.00)</b>
<b>NET EFFECT TO BUDGET IS:</b>		<b>\$0.00</b>



**AMENDMENT NO. 02**

**To**

**The Original Budget of the Memorial Villages Police Department  
For Fiscal Year 2018  
Special Capital Assets Fund**

**DESCRIPTION/PURPOSE:** Cover cost of replacement server utilizing existing reserves

<b>ACCOUNT-INCREASE IN APPROPRIATIONS</b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Capital Projects Contingency	2880	\$750.00
	<b>TOTAL</b>	<b>\$750.00</b>
<b><u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u></b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Intra-budgetary transfer of existing funds		
	<b>TOTAL</b>	<b>\$0.00</b>
<b>NET EFFECT TO BUDGET IS:</b>		<b>\$750.00</b>

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
<i>Expenditures</i>							
100 Regular Wages	3,177,312	2,983,455	193,857	93.90%	2,983,455	193,857	93.9%
110 Overtime	93,420	128,390	(34,970)	137.43%	128,390	(34,970)	137.4%
120 Retirement	368,477	349,263	19,214	95%	349,263	19,214	94.8%
130 Health Insurance	517,662	472,321	45,341	91.24%	472,321	45,341	91.2%
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%
<b>Personnel Services</b>	<b>4,277,527</b>	<b>4,050,471</b>	<b>227,056</b>	<b>94.7%</b>	<b>4,050,471</b>	<b>227,056</b>	<b>94.7%</b>
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	18,066	(659)	105.3%	13,066	(659)	105.3%
<b>Total Other Insurance</b>	<b>59,982</b>	<b>55,703</b>	<b>4,279</b>	<b>92.9%</b>	<b>55,703</b>	<b>4,279</b>	<b>92.9%</b>
300 Gas & Oil	65,000	64,262	738	98.9%	64,262	738	98.9%
310 Maintenance	20,000	27,500	(7,500)	137.5%	27,500	(7,500)	137.5%
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%
<b>Maintenance &amp; Misc.</b>	<b>102,000</b>	<b>98,919</b>	<b>3,081</b>	<b>97.0%</b>	<b>98,919</b>	<b>3,081</b>	<b>97.0%</b>
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%
<b>Total Building</b>	<b>40,000</b>	<b>54,301</b>	<b>(14,301)</b>	<b>135.8%</b>	<b>54,301</b>	<b>(14,301)</b>	<b>135.8%</b>
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	14,397	5,103	73.8%	14,397	5,103	73.8%
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%
<b>Total Office</b>	<b>46,300</b>	<b>40,376</b>	<b>5,924</b>	<b>87.2%</b>	<b>40,376</b>	<b>5,924</b>	<b>87.2%</b>
600 Telephone	33,250	33,166	84	99.7%	33,166	84	99.7%
310 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%
<b>Total Utilities</b>	<b>61,850</b>	<b>59,238</b>	<b>2,612</b>	<b>95.8%</b>	<b>59,238</b>	<b>2,612</b>	<b>95.8%</b>
700 Equipment Maint Contracts	14,400	13,710	690	95.2%	13,710	690	95.2%
710 SETCIC fees	3,600	3,256	344	90.5%	3,256	344	90.5%
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%
<b>Total Contract Services</b>	<b>231,830</b>	<b>215,754</b>	<b>16,076</b>	<b>93.1%</b>	<b>215,754</b>	<b>16,076</b>	<b>93.1%</b>
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%
<b>Total Office</b>	<b>160,536</b>	<b>133,685</b>	<b>26,851</b>	<b>83.3%</b>	<b>133,685</b>	<b>26,851</b>	<b>83.3%</b>
<b>TOTAL M&amp;O</b>	<b>4,980,025</b>	<b>4,708,447</b>	<b>271,578</b>	<b>94.5%</b>	<b>4,708,447</b>	<b>271,578</b>	<b>94.5%</b>

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 Interest earned to date	335.99						
FY18 Misc Income	11,671.38						
FY18 Expenditures	(143,730.60)						
FY18 A/R	(0.07)						
<b>Cash Balance @ 12/31/18</b>	<b>85,709.54</b>						

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%
<b>Total Auto Replacement</b>	<b>150,000</b>	<b>143,731</b>	<b>6,269</b>	<b>95.8%</b>	<b>143,731</b>	<b>6,269</b>	<b>95.8%</b>

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 Interest earned to date	350.81						
FY18 Asset seizure funds	5,046.00						
FY18 Expenditures	(40,244.04)						
<b>Cash Balance @ 12/31/18</b>	<b>75,858.98</b>						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects Contingency	39,500	40,244	(744)	101.9%	40,244	(744)	101.9%
<b>Total Capital Items</b>	<b>39,500</b>	<b>40,244</b>	<b>(744)</b>	<b>101.9%</b>	<b>40,244</b>	<b>(744)</b>	<b>101.9%</b>
<b>Total Capital Outlay</b>	<b>189,500</b>	<b>183,975</b>	<b>5,525</b>	<b>97%</b>	<b>183,975</b>	<b>5,525</b>	<b>97%</b>

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<b>MAINTENANCE &amp; OPERATIONS</b>	<b>4,980,025</b>	<b>4,708,447</b>	<b>271,578</b>	<b>95%</b>	<b>4,708,447</b>	<b>271,578</b>	<b>95%</b>
<b>AUTO &amp; CAPITAL</b>	<b>189,500</b>	<b>183,975</b>	<b>5,525</b>	<b>97%</b>	<b>183,975</b>	<b>5,525</b>	<b>97%</b>
<b>TOTAL BUDGET</b>	<b>5,169,525</b>	<b>4,892,422</b>	<b>277,103</b>	<b>95%</b>	<b>4,892,422</b>	<b>277,103</b>	<b>94.64%</b>

Memorial Villages Police Department  
Maintenance & Operations

For the twelve months ended December 18

100.00% 100.00%

DESCRIPTION		AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>								
100	Regular Wages	3,098,462	2,983,455	115,007	96.29%	2,983,455	115,007	96.3%
110	Overtime	128,420	128,390	30	99.98%	128,390	30	100.0%
120	Retirement	368,477	349,263	19,214	95%	349,263	19,214	94.8%
130	Health Insurance	517,662	472,321	45,341	91.24%	472,321	45,341	91.2%
140	Workers Compensation	57,763	57,758	5	99.99%	57,758	5	100.0%
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%
	<b>Personnel Services</b>	<b>4,240,177</b>	<b>4,050,471</b>	<b>189,706</b>	<b>95.5%</b>	<b>4,050,471</b>	<b>189,706</b>	<b>95.5%</b>
200	Auto	22,422	22,392	30	99.9%	22,392	30	99.9%
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	13,107	13,066	41	99.7%	13,066	41	99.7%
	<b>Total Other Insurance</b>	<b>61,532</b>	<b>55,703</b>	<b>5,829</b>	<b>90.5%</b>	<b>55,703</b>	<b>5,829</b>	<b>90.5%</b>
300	Gas & Oil	65,000	64,262	738	98.9%	64,262	738	98.9%
310	Maintenance	27,600	27,500	100	99.6%	27,500	100	99.6%
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%
	<b>Maintenance &amp; Misc.</b>	<b>109,600</b>	<b>98,919</b>	<b>10,681</b>	<b>90.3%</b>	<b>98,919</b>	<b>10,681</b>	<b>90.3%</b>
400	General Maintenance	36,000	35,649	351	99.0%	35,649	351	99.0%
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%
	<b>Total Building</b>	<b>61,000</b>	<b>54,301</b>	<b>6,699</b>	<b>89.0%</b>	<b>54,301</b>	<b>6,699</b>	<b>89.0%</b>
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	14,397	5,103	73.8%	14,397	5,103	73.8%
530	Bank Finance Charges	700	303	397	43.3%	303	397	43.3%
540	Payroll	15,700	15,690	10	99.9%	15,690	10	99.9%
	<b>Total Office</b>	<b>47,000</b>	<b>40,376</b>	<b>6,624</b>	<b>85.9%</b>	<b>40,376</b>	<b>6,624</b>	<b>85.9%</b>
600	Telephone	33,250	33,166	84	99.7%	33,166	84	99.7%
310	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%
	<b>Total Utilities</b>	<b>61,850</b>	<b>59,238</b>	<b>2,612</b>	<b>95.8%</b>	<b>59,238</b>	<b>2,612</b>	<b>95.8%</b>
700	Equipment Maint Contracts	14,400	13,710	690	95.2%	13,710	690	95.2%
710	SETCIC fees	3,600	3,256	344	90.5%	3,256	344	90.5%
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%
	<b>Total Contract Services</b>	<b>231,830</b>	<b>215,754</b>	<b>16,076</b>	<b>93.1%</b>	<b>215,754</b>	<b>16,076</b>	<b>93.1%</b>
800	Accreditation	5,100	5,085	15	99.7%	5,085	15	99.7%
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	10,500	10,499	1	100.0%	10,499	1	100.0%
840	Training & Prof Dues	46,100	46,048	52	99.9%	46,048	52	99.9%
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		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%
	<b>Total Office</b>	<b>167,036</b>	<b>133,685</b>	<b>33,351</b>	<b>80.0%</b>	<b>133,685</b>	<b>33,351</b>	<b>80.0%</b>
	<b>TOTAL M&amp;O</b>	<b>4,980,025</b>	<b>4,708,447</b>	<b>271,578</b>	<b>94.5%</b>	<b>4,708,447</b>	<b>271,578</b>	<b>94.5%</b>

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					<b>FY18 Assessment remaining</b>	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)						
<b>Cash Balance @ 12/31/18</b>	<b>85,709.54</b>						

DESCRIPTION	AMENDED 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%
<b>Total Auto Replacement</b>	<b>150,000</b>	<b>143,731</b>	<b>6,269</b>	<b>95.8%</b>	<b>143,731</b>	<b>6,269</b>	<b>95.8%</b>

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					<b>FY18 Assessment remaining</b>	0.00
FY18 Interest earned to date	350.81						
FY18 Asset seizure funds	5,046.00						
FY18 Expenditures	(40,244.04)						
<b>Cash Balance @ 12/31/18</b>	<b>75,858.98</b>						

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects Contingency	40,500	40,244	256	99.4%	40,244	256	99.4%
<b>Total Capital Items</b>	<b>40,500</b>	<b>40,244</b>	<b>256</b>	<b>99.4%</b>	<b>40,244</b>	<b>256</b>	<b>99.4%</b>
<b>Total Capital Outlay</b>	<b>190,500</b>	<b>183,975</b>	<b>6,525</b>	<b>97%</b>	<b>183,975</b>	<b>6,525</b>	<b>97%</b>

DESCRIPTION	AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/18	Projected Saving / (Deficits)	% Forecasted
<b>MAINTENANCE &amp; OPERATIONS</b>	<b>4,980,025</b>	<b>4,708,447</b>	<b>271,578</b>	<b>95%</b>	<b>4,708,447</b>	<b>271,578</b>	<b>95%</b>
<b>AUTO &amp; CAPITAL</b>	<b>190,500</b>	<b>183,975</b>	<b>6,525</b>	<b>97%</b>	<b>183,975</b>	<b>6,525</b>	<b>97%</b>
<b>TOTAL BUDGET</b>	<b>5,170,525</b>	<b>4,892,422</b>	<b>278,103</b>	<b>95%</b>	<b>4,892,422</b>	<b>278,103</b>	<b>94.62%</b>



## **RESOLUTION**

**A RESOLUTION OF THE TRI-CITIES PUBLIC SAFETY COMMITTEE, ESTABLISHED BY THE CITY OF PINEY POINT VILLAGE, THE CITY OF HUNTERS CREEK VILLAGE, AND THE CITY OF BUNKER HILL VILLAGE, TO MAKE RECOMMENDATIONS TO THE CITY COUNCILS OF THE CITIES OF PINEY POINT VILLAGE, HUNTERS CREEK VILLAGE, AND BUNKER HILL VILLAGE REGARDING THEIR EFFORTS FOR THE USE OF CAMERAS AND TECHNOLOGY TO IMPROVE PUBLIC SAFETY IN THE MEMORIAL VILLAGES POLICE DEPARTMENT JURISDICTION**

**WHEREAS, The Cities of Piney Point Village, Hunters Creek Village, and Bunker Hill Village are the jurisdictional cities having created the Memorial Villages Police Department (“Cities”);**

**WHEREAS, The use of technology for police and public safety efforts has been a topic of discussion between the Memorial Villages Police Department and their jurisdictional Cities;**

**WHEREAS, The Cities agreed that it is in the best interest of their citizenry to explore and evaluate the goals, objectives, and associated costs of utilizing technology including cameras to continue to address public safety needs including crime analysis and prevention for the cities;**

**WHEREAS, The Cities entered into an interlocal agreement in 2016 and created the “*Tri-Cities Public Safety Committee*” made up of each City’s designated Public Safety Committee Members to oversee efforts and to serve as the Cities’ Evaluation Team to work together and make recommendations to the respective City Councils.**

**WHEREAS, The Cities entered into an agreement with Shrader Engineering to develop a Preliminary Engineering Study to define and determine license plate recognition technology solutions and options, requirements, deployment strategies and fixed camera assemblies for the Memorial Villages Police Department Jurisdiction.**

**WHEREAS, The City Administrators of the Cities and the Police Chief have served as staff and support to the Committee;**

WHEREAS, The Tri- Cities Public Safety Committee has met consistently since the Committee was established holding a public meeting on the topic to gain citizen input and working with Shrader Engineering as Shrader developed the PER.

WHEREAS, The Committee has reviewed the completed Preliminary Engineering Study completed by Shrader Engineering provided in March 2017 in addition to a supplemental study by Hatch Engineering (formerly Shrader Engineering) dated March 22, 2018. In addition, the Committee held a joint meeting with the City Councils and Police Commission; multiple meetings with the Village Mayors and the Committee; and gathered information from other Cities and Entities.

WHEREAS, The Tri-Cities Public Safety Committee formalized their recommendations and presented their recommendations to the respective City Councils for funding and implementing the project during the Cities' Budget Process in August 2018 as shown on Attachment A

**NOW THEREFORE, BE IT RESOLVED  
BY THE TRI-CITIES PUBLIC SAFETY COMMITTEE:**

That the Committee has completed their work and recommends that the project, all studies, documentation and recommendations be conveyed to the Memorial Villages Police Commission for the Memorial Villages Police Department for further study, evaluation and possible implementation. The Committee also offers any support needed to assist the Commission in this effort.

**PASSED, APPROVED, AND ADOPTED** this January 25, 2019.

  
Stuart Marks, Chairman  
Hunters Creek Village

  
Brian Thompson  
Piney Point Village

  
Jay Janeczek  
Bunker Hill Village

  
Ken Spalding  
Hunters Creek Village

  
John Ebeling, Vice Chair  
Piney Point Village

  
Michelle Belco  
Bunker Hill Village

Attachment A – Presentation to City Councils dated August 2018  
Attachment B – Preliminary Engineering Report by Shrader Engineering provided March 2017  
Attachment C – Updated Memorandum Report by Hatch Engineering (formerly Shrader Engineering dated March 22, 2018

**MVPD Board of Commissioners  
2019 Road Map**

**JANUARY**

**PRE MEETING**

Engagement of Auditor

**MVPD BOARD MEETING - 1/14/2019**

Action: Consideration of General Fund excess carryover

**POST MEETING**

BHV Council Meeting - 1/15/2019

PPV Council Meeting - 1/28/2019

HCV Council Meeting - 1/22/2019

**FEBRUARY**

**PRE MEETING**

Preparation of Vehicle Inventory by Chief

Preparation of Asset Inventory by Chief

**MVPD BOARD MEETING - 2/11/2019**

Presentation of Vehicle Inventory by Chief

Presentation of Asset Inventory by Chief

Consideration of profiling and other annually required reports

Appointment of Tech Committee

**POST MEETING**

Review of salary and benefits by Personnel Committee

Review of IT and technology matters by Tech Committee

BHV Council Meeting - 2/19/2019

PPV Council Meeting - 2/25/2019

HCV Council Meeting - 2/26/2019

**MARCH**

**PRE MEETING**

Review of salary and benefits by Personnel Committee

Review of IT and technology matters by Tech Committee

**MVPD BOARD MEETING - 3/11/2019**

Presentation of annual salary & benefits recommendations by Personnel Committee

Consideration of IT and Technology matters addressed by Tech Committee

**POST MEETING**

Budget review by Finance Committee

BHV Council Meeting - 3/19/2019

PPV Council Meeting - 3/25/2019

HCV Council Meeting - 3/26/2019

**APRIL**

**PRE MEETING**

Budget review by Finance Committee

**MVPD BOARD MEETING - 4/8/2019**

**POST MEETING**

Budget review by Finance Committee

Finance Committee meeting with Auditor to review audit report

BHV Council Meeting - 4/16/2019

PPV Council Meeting - 4/22/2019

HCV Council Meeting - 4/23/2019

**MAY**

**PRE MEETING**

Budget review by Finance Committee

Budget Workshop

**MVPD BOARD MEETING - 5/13/2019**

Action: Presentation and consideration of budget.

**POST MEETING**

BHV Council Meeting - 5/14/2019

PPV Council Meeting - 5/20/2019

HCV Council Meeting - 5/28/2019

**JUNE**

**PRE MEETING**

Finance Committee meeting with Auditor to review audit report

**MVPD BOARD MEETING - 6/10/2019**

Action: Presentation and consideration of Audit Report

**POST MEETING**

BHV Council Meeting - 6/18/2019

PPV Council Meeting - 6/24/2019

HCV Council Meeting - 6/25/2019

**JULY**

**PRE MEETING**

Villages Independence Festival - 7/4/2019

**MVPD BOARD MEETING - 7/8/2019**

Action: Consideration of refund of surplus, if any, to participant cities

**POST MEETING**

BHV Council Meeting - no meeting

PPV Council Meeting - 7/22/2019

HCV Council Meeting - 7/23/2019

**AUGUST**

**PRE MEETING**

**MVPD BOARD MEETING - 8/12/2019**

**POST MEETING**

BHV Council Meeting - 8/20/2019

PPV Council Meeting - 8/26/2019

HCV Council Meeting - 8/27/2019

**SEPTEMBER**

**PRE MEETING**

**MVPD BOARD MEETING - 9/9/2019**

**POST MEETING**

BHV Council Meeting - 9/17/2019

PPV Council Meeting - 9/23/2019

HCV Council Meeting - 9/24/2019

**OCTOBER**

**PRE MEETING**

**MVPD BOARD MEETING - 10/14/2019**

**POST MEETING**

Annual Review of departmental operational policies

BHV Council Meeting - 10/15/2019

PPV Council Meeting - 10/28/2019

HCV Council Meeting - 10/22/2019

**NOVEMBER**

**PRE MEETING**

**MVPD BOARD MEETING - 11/11/2019**

Action: Consideration of amendments and/or modifications to MVPD operational policies

Finance Committee review of accounting policies & procedures

Presentation of Vehicle Inventory

**POST MEETING**

BHV Council Meeting - 11/19/2019

PPV Council Meeting - 11/25/2019

HCV Council Meeting - 11/26/2019

**DECEMBER**

**PRE MEETING**

**MVPD BOARD MEETING 12/9/2019**

Action: Consideration of amendments and/or modifications to accounting policies and procedures

**POST MEETING**

BHV Council Meeting - 12/17/2019

PPV Council Meeting - 12/16/2019

HCV Council Meeting - 12/17/2019

Memorial Villages, TX PD

Jan 1, 2018 - Dec 31, 2018

## Racial Profile Tier 1 HB3389

PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

### Number of motor vehicle stops

3574 CITATION ONLY

**3574 Total**

### Race or Ethnicity:

916 African

265 Asian

1046 Caucasain

1266 Hispanic

81 Native American

**3574 Total**

### Race or Ethnicity known prior to stop?

23 Y

3551 N

**3574 Total**

### Search conducted?

68 Y

3506 N

**3574 Total**

### Was search consented?

25 Y

43 N

**68 Total**



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

*Raymond Schultz*  
 Chief of Police

February 11, 2019

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

During the month of January, MVPD responded/handled a total of 8,523 calls/incidents. 6,647 House watch checks were conducted. 872 traffic stops were initiated with 960 citations being issued for 1597 violations. (Note: 12 Assists in Hedwig, 185 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:	2719/2719	2224/2224	3	250	7@3:32
Piney Point:	2163/2163	1625/1625	7	381	3@4:29
Hunters Creek:	3428/3428	2795/2795	11	329	12@3:15 22@3:29

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	221	Ord. Violations:	21	Speeding:	316
Accidents:	21	Info Reports:	60	Exp. Registration:	149
Assist Fire:	44	Suspicious Situations:	113	No Ins:	126
Assist Rescue:	30	Welfare Checks:	14	Def Headlights	120
				School Zone:	39

*This month the department generated a total of 96 police reports.*

Crimes Against of Persons (1)  
 Robbery/Assault 1

Crimes Against Property (11)  
 Burglary of a Vehicle 1  
 Theft – Felony 4

Forgery/Fraud 5  
 Credit Card Abuse 1

Petty/Quality of Life Crimes/Events (84)  
 Poss. of a Controlled Sub/Para. 1  
 Warrants 40  
 Leaving Scene of Injury Accident 1  
 Information Reports 11

Misc. Reports 29  
 Public Intoxication 1  
 Interference with Official 1

Arrest Summary: Individuals Arrested (49)  
 Felony Arrests 1  
 Warrants 40

Class 3 Arrests 8



<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	258,854	4,640,414	5.6%
• Operating Expense:	81,228	717,312	11.3%
• Total M&O Expenditures:	340,082	5,357,726	6.3%
• Capital Expenses:	8,192	80,000	10%
• Net Expenses:	348,274	5,437,726	6%

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

- Police Commission 2019 meeting schedule and project list created.

#### Personnel Changes/Issues/Updates

- The MVPD currently have one opening for both an Officer and a Dispatcher. A dispatcher applicant was sent to background for a review and investigation. After reviewing the file it was decided to not proceed with hiring of the applicant.
- Sergeant Owens was involved in an accident while on the Department motorcycle resulting in a torn ACL in his shoulder. He has had subsequent surgery and is expected a full recovery.
- Officer Torres was released from light duty on 1/28/19 and is back in patrol.

#### Major/Significant Events

- 1/3/19 at 0028 hours, officers responded to a report of shots fired in the area of 601 Lindenwood. Officers engaged in a pursuit with the suspects who crashed in Houston. One of the suspects was taken into custody and a stolen firearm was recovered. It was later learned that a security guard had interrupted an auto burglary and the suspects had shot at the security guard.
- 1/22/19 at 0111 hours officers assisted on a pursuit that entered the Villages being initiated by Constables. The suspect vehicle crashed at Strey and Memorial. MVPD set-up a perimeter and over the course of 5 hours apprehended all 4 suspects and recovered 4 handguns. Excellent respond and coordination by nightshift officers.
- 1/24/19 MVPD Detectives located and recovered a stolen/embezzled vehicle from a property in Tomball. The victim was a Villages area resident. The classic vehicle is valued at \$75,000.

#### Status Update on any Major Projects

- The Mergertree IT maintenance technician assigned to the MVPD left employment with the company. Mergertree executive staff met with MVPD staff and assured us that a continuity of operations plan was in place and that we would receive the same level of service as before.
- RFP for employee healthcare was submitted and posted in area newspapers as per purchasing guidelines.
- MOE training is occurring for all sworn employees. Training includes; First Aid, Review of Force, Pursuit and Social Media Policies, CEW and ASP recertification, Radio Procedures, Bond Receipts, Harassment in the Workplace and Active Shooter Refresher.

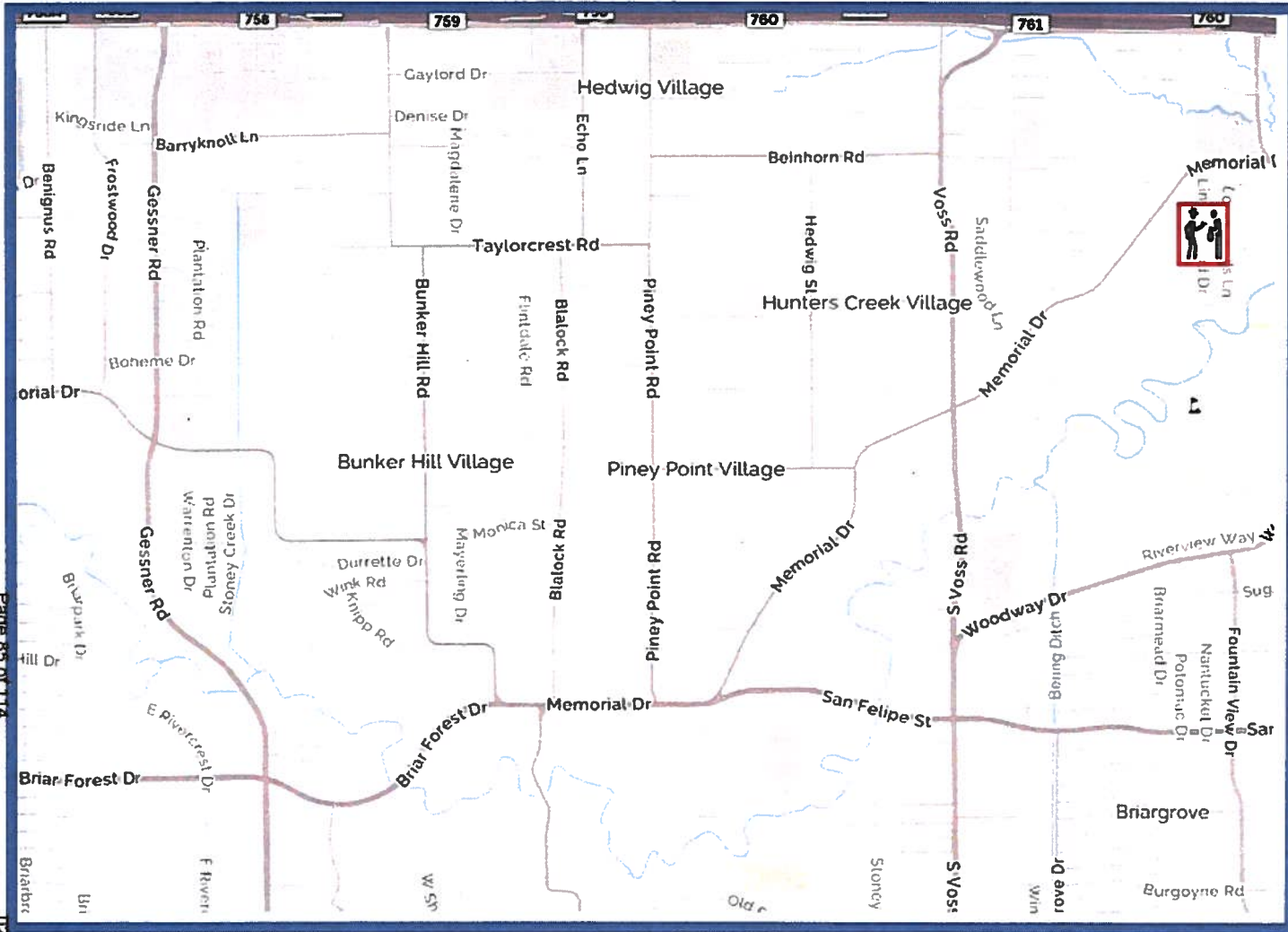
V-LINC new registrations in January: +38

BH – 1034/1250 (+13)

PP – 783/1156 (+3)

HC – 994/1514 (+5)

Out of Area – 370 (+9)



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02/07/19

### 2019 Burglary Map

Address POE

### 2019 Robberies

Address MO  
601 Lindwood BMV/Firearm

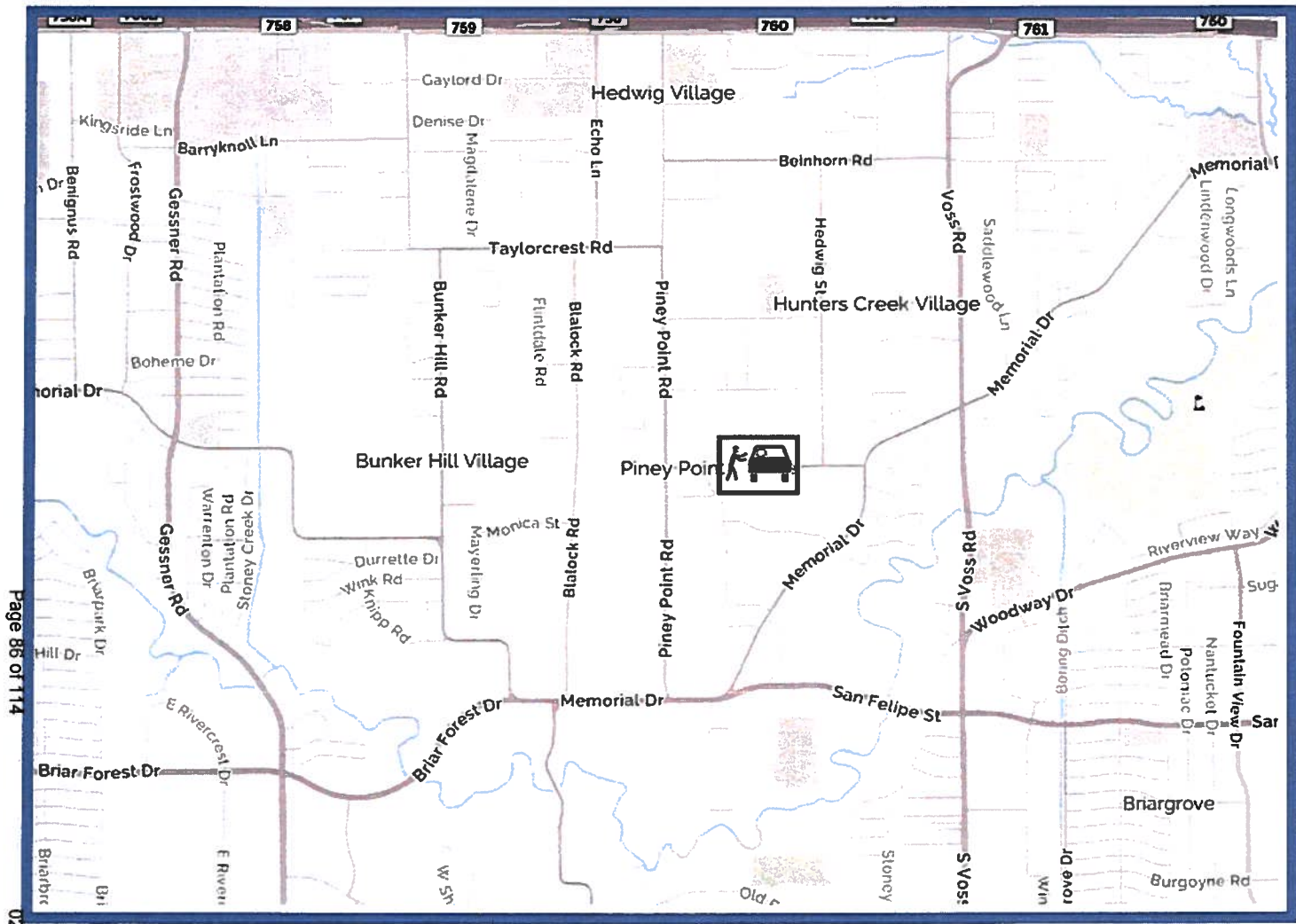
-  Daytime Burglary
-  Nighttime Burglary
-  Robbery

1/31/19

# 2019 Auto Burglary Map

**Address**  
11140 Greenbay

**POE**  
Rear Door Window



	Daytime Burglary
	Nighttime Burglary

② ③ ④

1/31/19

January 2018 VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events                      Average Response Times

Total – 8	4:16
Fire – 1	5:07
EMS – 7	4:06

By Village

BH Fire – 1	5:07
BH EMS – 2	4:40
PP Fire – 0	0
PP EMS – 1	3:14
HC Fire -0	0
HC EMS -4	4:10

Combined VFD Events (Priority + Radio)

Total – 48	3:42
Fire – 32	3:29
EMS – 16	4:11

Radio Call Events

Total – 40	3:36
Fire- 31	3:26
EMS- 9	4:10



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, TX 77024

Raymond Schultz  
Chief of Police

---

January 31, 2019

TO: The Memorial Villages Police Commission

FROM: R. Schultz, Chief of Police

REF: 2018 Use of Force Analysis

The annual review of the 2018 Use of Force by Memorial Villages Police Department Personnel found no pattern of excessive or unnecessary Use of Force by MVPD personnel. In 2018, there were 7 Use of Force incidents involving personnel.

- In 4 of the incident's officers drew their firearm as a matter of display due to the actions of the suspect. The firearm was not pointed directly at the individual involved. The unholstering of the firearm was success and assisted in deescalating the situations.
- In 3 additional incidents officers used their (ECW) Taser to deescalate the situation. One incident was a display only, one incident the taser was used against a dog and the third incident the Taser was discharged however only one probe hit the suspect and the taser did not properly/cycle function.
- In one incident involving an armed robbery, the suspect was tased while other officers displayed their firearms as a weapon was within reach of the suspect.
- The final use of force involved hand on defense contact use of force. No injuries occurred, and the suspect was taken into custody.

Reviews were conducted on all incidents and the force utilized. The force used in each case/incident was found to be justified/appropriate. Force was limited in all cases and found to be justified and within policy.

First aid was rendered in each incident that required it.

Firearms: 4 (Display/Cover Only)

Taser: 3

Pepper Spray: 0

Hands/Physical: 1

Total: 7

Injury: 1 (1 Suspect/0 Officer)

No Injury: 6

Total: 7



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, TX 77024

*Raymond Schultz*  
Chief of Police

---

**Race of Officer:**

Anglo: 11

African American: 0

Hispanic: 1

Other: 0

**Race of Subject**

Anglo: 2

African American: 2

Hispanic: 2

Asian: 0

**Sex of Officer:**

Male: 12

Female: 0

**Sex of Subject:**

Male: 6

Female: 0

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Police Commission



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, TX 77024

Raymond Schultz  
Chief of Police

January 31, 2019

TO: The Memorial Villages Police Commission  
FROM: R. Schultz, Chief of Police  
REF: 2018 Citizen – Police Review Complaint Analysis

The annual review of the 2018 Citizen – Police Review Complaint Analysis has been completed.

I am able to report that there was a total of 7 EPI's generated during 2018 against MVPD personnel. 3 were against Dispatch/Civilian Personnel and 4 were against Sworn Personnel.

**Findings:**

<u>Case</u>	<u>Issue</u>	<u>Finding</u>	<u>Action</u>
18-001	Social Media	Sustained	Letter of Reprimand
18-002	Failure to Act	Exonerated	None
18-003	Failure to Verify Hit	Sustained	Resignation
18-004	Improper Use of Equipment	Sustained	Counseling
18-005	Lack of Empathy on 911	Sustained	1 Day Suspension
18-006	Unprofessionalism	Unfounded	None
18-007	Prisoner Welfare	Exonerated	None

There are no patterns of improper behavior or activity.

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Police Commission



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

*Raymond Schultz*  
*Chief of Police*

January 31, 2019

TO: MVPD Police Commission/File  
FROM: R. Schultz, Chief of Police  
REF: 2018 Non-Vehicle Accident/Damage/Claim Review and Analysis

The annual review of the 2018 personal injuries reported as per Memorial Villages Police Department's SOP 2.6 Accident and Injury Prevention policy found that four employees sustained reportable injuries during 2018.

Specific Claim Information:

Work Comp Claim #75902 DOI: 3/9/18 Nature of Injury: Laceration to Knee

Work Comp Claim # 12736 DOL: 5/4/18 Nature of Injury: Knee

Work Comp Claim #80794 DOI: 5/31/18 Nature of Injury: Airbag Impact\*

Work Comp Claim #85833 DOL: 8/18/18 Nature of Injury: Leg Injury due to Fall

Work Comp Claim #88047 DOL: 9/26/18 Nature of Injury: Internal due to Fall

Damage Claim #77111 DOL: 3/6/18 Object in Roadway

Damage Claim #77980 DOL: 3/21/18 Damage to LIDAR Unit

The case reviews found that none of the injuries or damage were the result of a failure to follow proper safety protocols or due to the improper use of or nonuse of safety equipment.

- \*Note: This is a vehicle accident and found to be preventable. LOR and retraining.





Memorial Villages Police Department  
11981 Memorial Drive  
Houston, TX 77024

Raymond Schultz  
Chief of Police

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January 31, 2019

TO: MVPD Police Commission  
FROM: R. Schultz, Chief of Police  
REF: 2018 Pursuit Review and Analysis

The annual review of the 2018 pursuit incidents and policy adherence by Memorial Villages Police Department Personnel found 1 incident reported as a pursuit. The incident that was classified as a pursuit was found to be **not-justified** and **not** within policy.

In 2018, MVPD was involved in 1 pursuit.

Pursuit #1. (18-0653) - The reason for the pursuit was determined to be for Speeding 92 in a 35 MPH posted zone. The suspect fled from the officer after initially stopping for a traffic stop. The Officer began pursuing the suspect vehicle at a high rate of speed. A review of the incident via the in-vehicle camera found the pursuit to be not in compliance with established policy.

The case review found the pursuit to be out of policy. The officer was issued a verbal reprimand. Note: The on-duty supervisor did stop the pursuit as per policy.

**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

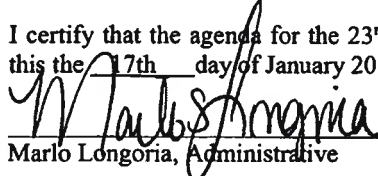
**7. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** –

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 4<sup>th</sup> Quarter Ending 2018 Investment Report
- 8B. Discussion of and possible action retaining 4<sup>th</sup> 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 23<sup>rd</sup> of January 2019, Regular Monthly Meeting was posted at the fire department this the 17<sup>th</sup> 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](mailto:longoria@villagefire.org) for further information.

VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, DECEMBER 19, 2018 AT 6:00 P.M.  
HEDWIG CITY HALL

Commissioner Nash called the meeting to order at 06:00 p.m. Roll was called, and a quorum was present.

**1. CALL TO ORDER**

Present and  
Voting Were:

City of Piney Point Village	Commissioner Zebulun Nash, Vice Chair
City of Spring Valley Village	Commissioner Allen Carpenter, Treasurer
City of Hunters Creek	Commissioner Jay Carlton, Secretary
City of Hedwig Village	Commissioner William Johnson, Member
City of Hilshire Village	Commissioner Robert Byrne,

Others

Present Were:

City of Piney Point Village	Alternate Henry Kollenberg
City of Spring Valley Village	Alternate Mayor Tom Ramsey
City of Hunters Creek Village	Alternate Frank Doyle
City of Hilshire Village	Alternate Ray Leiker
City of Hedwig Village	Alternate Mayor Brian Muecke
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Marlo Longoria, Administrator
Randle Law Office LTD., L.L.P.	Grady Randle, Attorney
City of Bunker Hill Village	Mayor Jay Williams and Council members
41 total residents/visitors	

Absent  
Were:

None

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD MEETING  
WEDNESDAY, DECEMBER 19, 2019  
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**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  
REGULAR BOARD MEETING  
WEDNESDAY, DECEMBER 19, 2019  
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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  
REGULAR BOARD MEETING  
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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  
WEDNESDAY, DECEMBER 19, 2019  
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**10A.** Discussion and possible action on retaining the 4<sup>th</sup> quarter ambulance revenue for 2018

No discussion occurred. No possible action on retaining the 4<sup>th</sup> 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

Exhibit "A"

*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.**

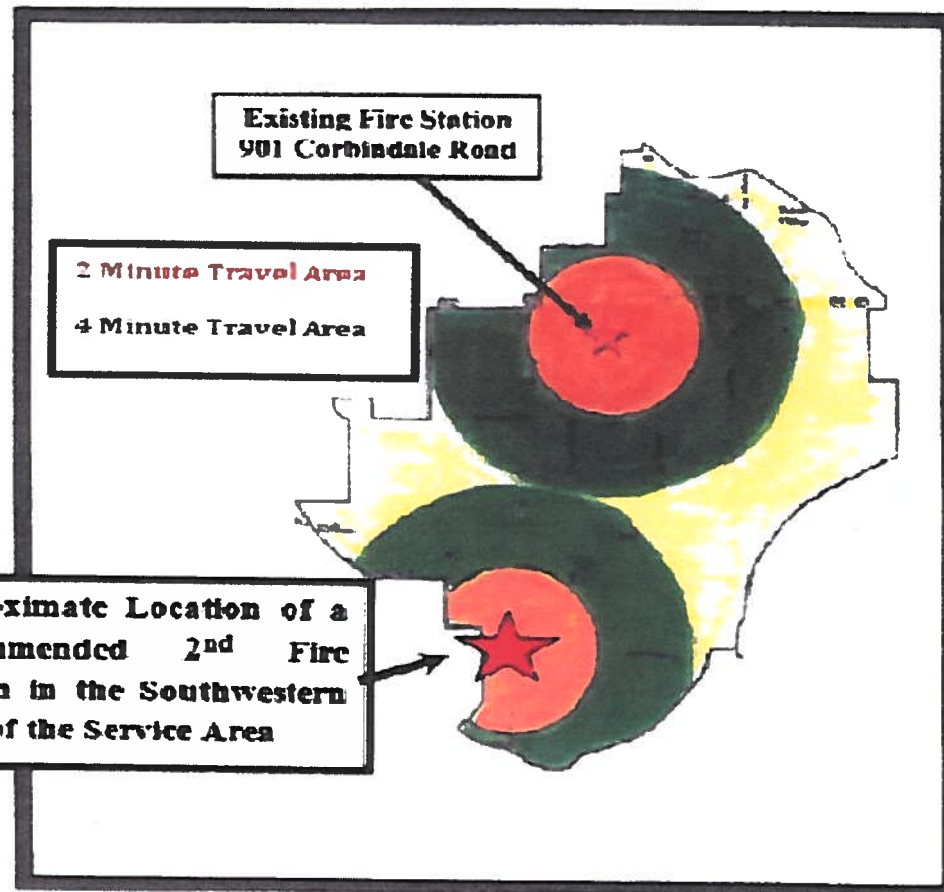
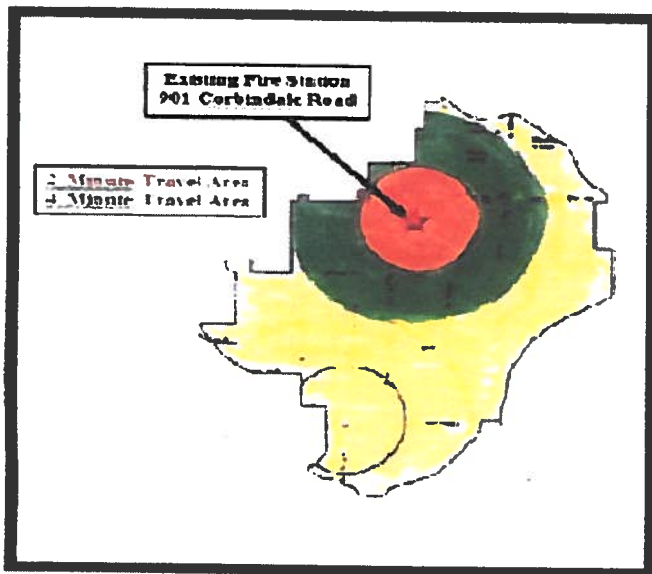
*Currently, the VFD data shows 14% of total EMS calls are occurring simultaneously.*

## 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 40%*

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

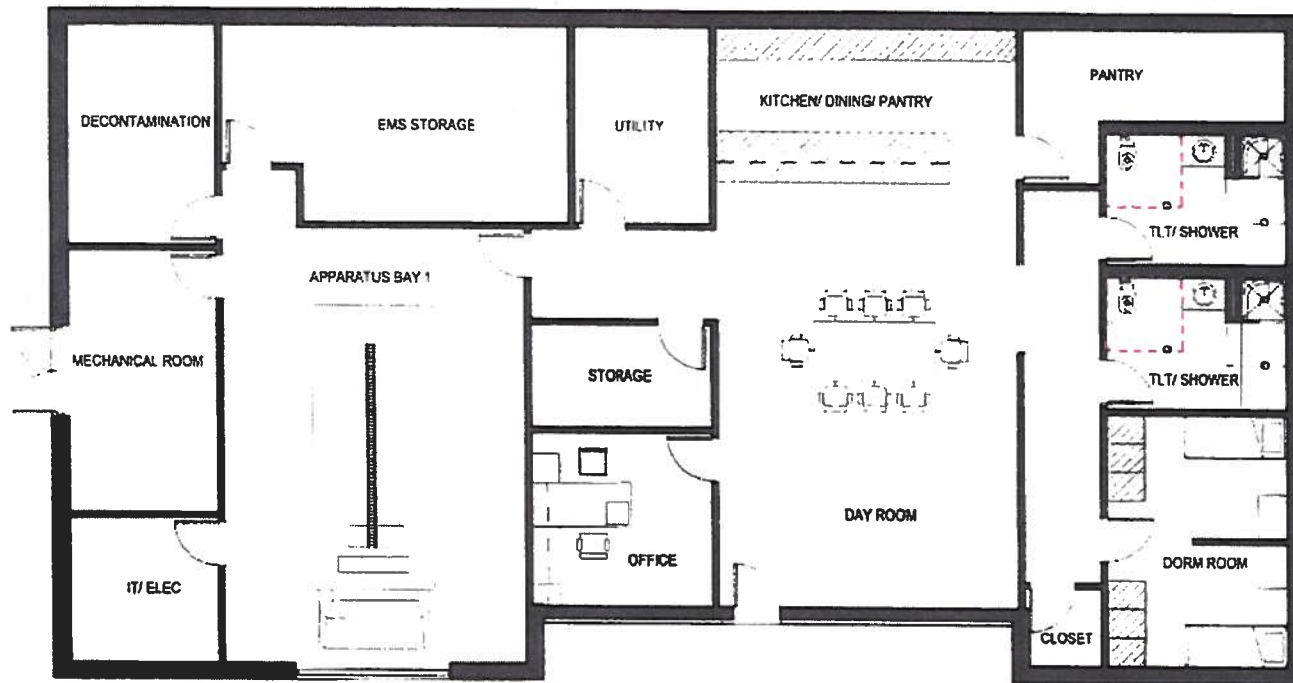
### **Design Specifications to Include:**

- 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**

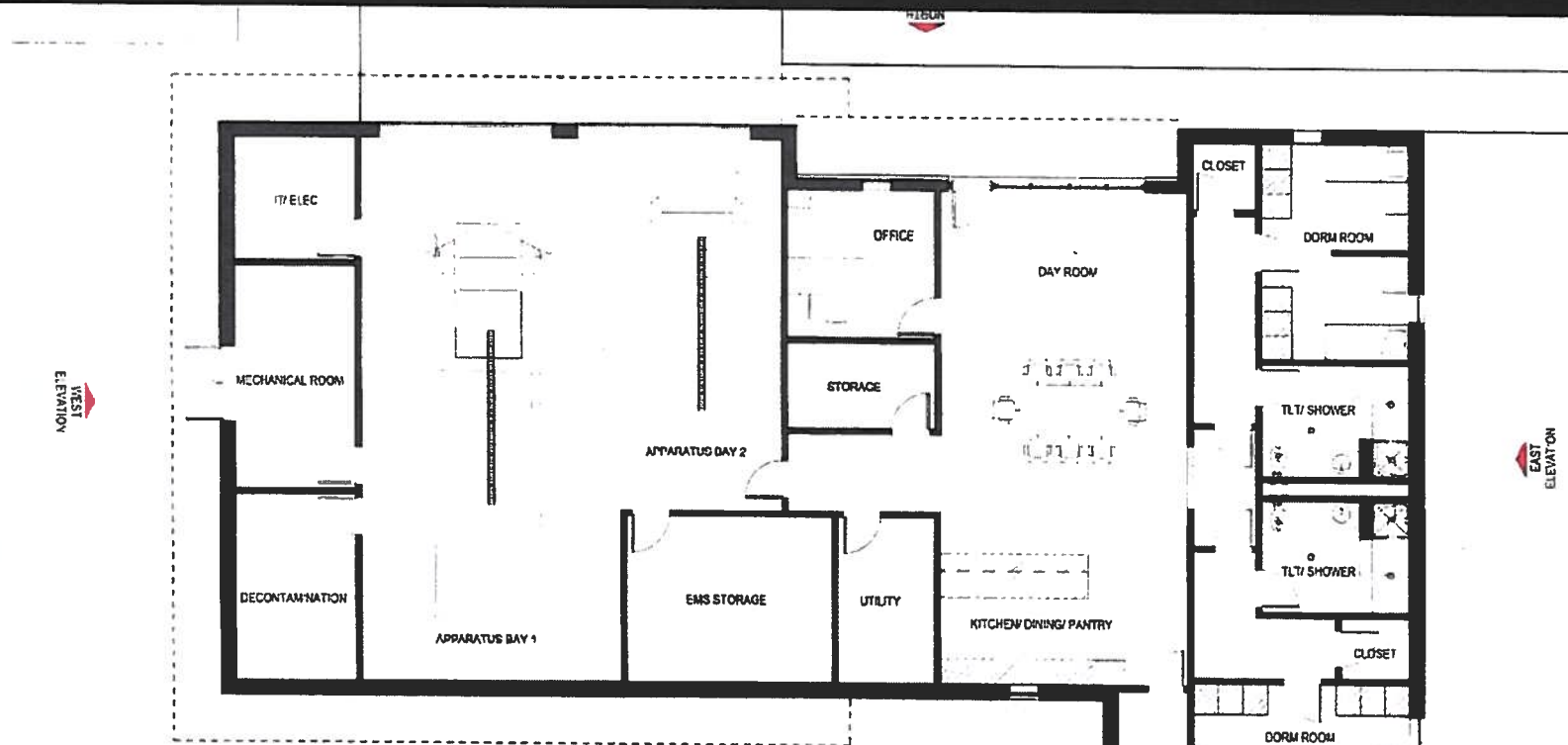
VILLAGE FIRE DEPARTMENT STATION NO. 2  
FLOOR PLAN OPTION - 1-A-V2 - ONE APPARATUS BAY

Dec. 19, 2018 - BHV Settlement Presentation

SCALE  
NOT FOR REGULATION, PERMITS, OR CONSTRUCTION  
SHEET NO. 001/001

**Kirksey**  
ARCHITECTURE

# 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
OR → EMS Building	\$1,670,000
→ EMS & Fire Building	\$1,970,000

## Operating/Equipment Costs for VFD Station 2

	<b>Cost</b>
<b>Ambulance &amp; Supplies</b>	\$300,000
<b>Annual Operating Costs</b>	\$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
<b>Total Cost Ready for Service</b>	<b>\$300,000.00</b>

## Summary of Operating Costs for VFD Station 2

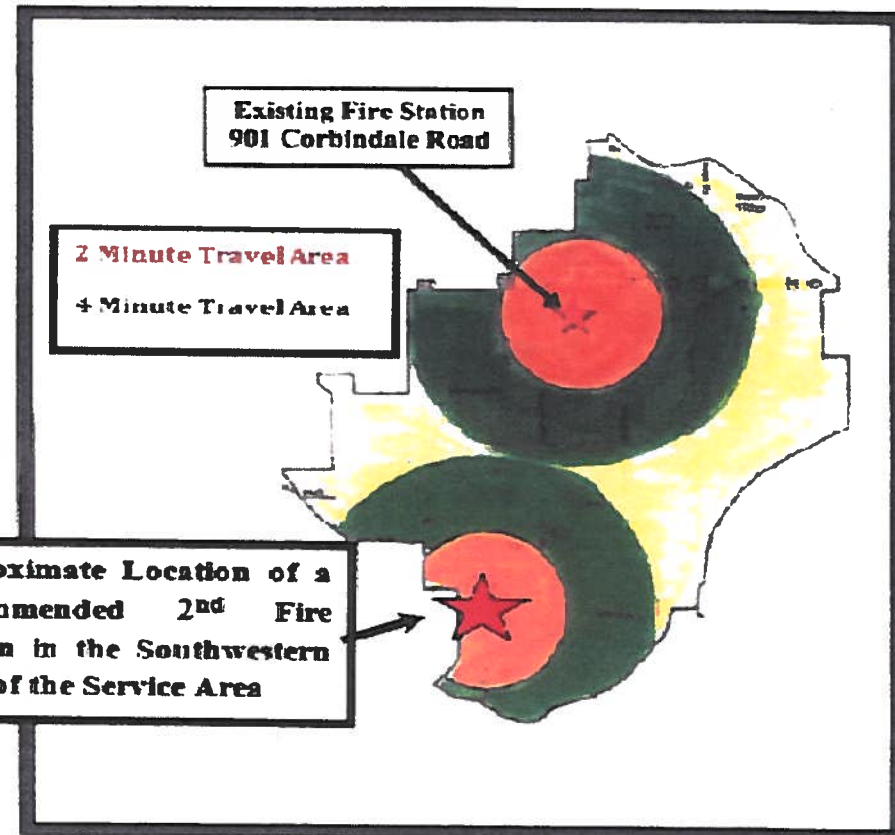
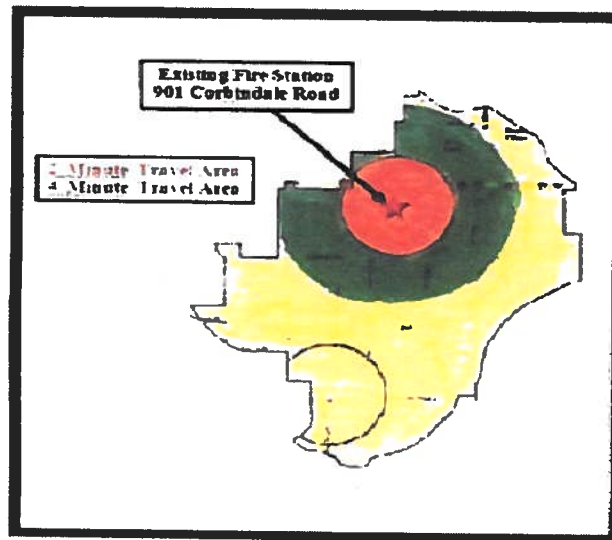
### *Personnel & Miscellaneous*

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
<b>TOTAL PERSONNEL COST</b>	<b>\$682,500.00</b>
<b>Miscellaneous Operating</b>	
Building Supplies & Maintenance	\$15,000.00
Insurance (Casualty)	\$5,000.00
Public Utilities	\$12,000.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$32,000.00</b>
<b>TOTAL PERSONNEL &amp; MISC.</b>	<b>\$714,500.00</b>

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

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

# 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

# Questions & Comments





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			

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: February 26, 2019

SUBJECT: Employee Health Insurance

Agenda Item: 3

This agenda item calls for the City Council to consider employee health, dental and vision insurance for 2019.

On February 11<sup>th</sup> the Memorial Villages Police Department and the Villages of Piney Point and Bunker Hill opened sealed bids for health, dental and vision coverage. Six vendors made proposals for health insurance coverage, 12 vendors made proposals for dental insurance and 12 vendors made proposals for vision coverage. Employee life insurance is not a part of this year's proposals because the 2017 quote from Standard Insurance was for a three-year term, ending in 2020.

The Police Commission met February 11<sup>th</sup> to consider the bids received. The bids from Cigna and Blue Cross/Blue Shield were given the most consideration. The Cigna bid represents a 21% increase over the current rate. The Blue Cross/Blue Shield bid was a 11% decrease. The Commission approve changing to Blue Cross/Blue Shield.

The plan covers 59 lives and will go into effect April 1st.

Memorial Villages Police Department  
 Medical Benefits Summary / Cost Comparison  
 Renewal Date April 1, 2019

NOTE: This proposal is for information purposes only and does not amend, extend or alter the policy in any way. Please refer to the policy form for completed coverage and exclusion information.  
 Proposed rates are based on the current enrollment. Should the enrollment change by +/- 10% in participation or demographics at any time, the carrier reserves the right to re-rate and could rescind any rate cap provisions.

	Current / Renewal			Alternate	
	CIGNA			CIGNA	
	OAP 3000 89/90 H.S.A. Plan - Embedded Deductible			OAP 3000 100/70 H.S.A. Plan - Embedded Deductible	
	In-Network	Out-of-Network	In-Network	Out-of-Network	
Deductible/Out of Pocket Cross Apply	No/No	No/No	No/No	No/No	
Calendar Year Deductible (Individual / Family)	\$3,000 / \$6,000	\$6,000 / \$12,000	\$3,000 / \$6,000	\$6,000 / \$12,000	
Coinsurance Percent	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Out-of-Pocket Maximum (Individual / Family)	\$6,350 / \$12,700	\$12,700 / \$25,400	\$4,000 / \$8,000	\$12,000 / \$24,000	
	<i>Out of Pocket Includes Deductible &amp; RX Copays</i>			<i>Out of Pocket Includes Deductible &amp; RX Copays</i>	
Physician Office Visits - PCP / Specialist	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Convenience Care Clinic	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
TelMed	80% after deductible	Not Covered	100% after deductible	Not Covered	
Preventive Care	100%	50% after deductible	100%	70% after deductible	
Diagnosis X-Ray & Lab					
Billed through Physician's Office	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Outside Lab & X-Ray	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Advanced Image (MRI/CAT & PET Scan)	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Hospital					
Inpatient (Includes Mental Health)	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Outpatient	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Emergency Room					
Hospital Charges	80% after In Network deductible for all related services same day visit			100% after In Network deductible for all related services same day visit	
Physician Charges	80% after deductible			100% after deductible	
Urgent Care	80% after deductible			100% after deductible	
Therapy Services (Physical, Speech, Occ)	80% after deductible Max 20 visits per year PT, Max 20 visits combined per year Sp/Occ	50% after deductible	100% after deductible Max 20 visits per year PT, Max 20 visits combined per year Sp/Occ	70% after deductible	
Autism Spectrum Disorder	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Mental Health - Outpatient	80% after deductible	50% after deductible	100% after deductible	70% after deductible	
Prescription Drugs		Participating Pharmacies Only		Participating Pharmacies Only	
Pharmacy Deductible		Medical Deductible Applies		Medical Deductible Applies	
Generic		\$0 copay, after deductible		\$0 copay, after deductible	
Preferred Brand		\$25 copay, after deductible		\$25 copay, after deductible	
Non-Preferred Brand		\$50 copay, after deductible		\$50 copay, after deductible	
Specialty RX, 30 day Max Fill		Same as retail copays		Same as retail copays	
Mail-Order / 90 Day Fill, Specialty N/A		3x's retail copays		3x's retail copays	
Monthly Rates	Current	Renewal	Negotiated Renewal	Alternate	
36 Employee Only	\$477.25	\$605.75	\$575.49	\$674.03	
4 Employee & Spouse	\$1,065.73	\$1,352.68	\$1,285.09	\$1,505.11	
6 Employee & Child(ren)	\$1,027.08	\$1,303.63	\$1,238.49	\$1,450.51	
13 Employee & Family	\$1,696.73	\$2,153.58	\$2,045.97	\$2,396.17	
59 Monthly Premium	\$49,664	\$63,036	\$59,887	\$70,139	
Annual Premium	\$595,967	\$756,432	\$718,639	\$841,665	
Total: 59 % Variance		27%	21%	41%	
	Current Rates	Renewal Rates	Negotiated Renewal Rates	Alternate Rates	
Total Annual Premium	\$595,967	\$756,432	\$718,639	\$841,665	
Overall % Variance		27%	21%	41%	
Overall \$ Variance		\$160,466	\$122,672	\$245,699	

Any applicable H.S.A. admin fees are NOT included in the rates.

Any applicable H.S.A. admin fees are NOT included in the rates.

Rx Plan details: Generic Incentive applies-members who purchase Brand RX when a Generic equivalent exists will be required to pay the difference between the cost of the Generic & Brand RX plus the Brand copay.  
 Certain drugs may be required to be purchased at designated pharmacy. Certain drugs may require Pre-Authorization &/or Step Therapy

Memorial Villages Police Department  
 Medical Benefits Summary / Cost Comparison  
 Renewal Date April 1, 2019

NOTE: This proposal is for information purposes only and does not amend, extend or alter the policy in any way. Please refer to the policy form for completed coverage and exclusion information.  
 Proposed rates are based on the current enrollment. Should the enrollment change by +/- 10% in participation or demographics at any time, the carrier reserves the right to re-rate and could rescind any rate cap provision.

	Proposed			
	BCBS			
	Blue Choice PPO HSA 605 Plan - Embedded Deductible			
	In-Network		Out-of-Network	
Deductible/Out of Pocket Cross Apply	No/No		No/No	
Calendar Year Deductible (Individual / Family)	\$3,500 / \$7,000		\$7,000 / \$14,000	
Coinsurance Percent	80% after deductible		60% after deductible	
Out-of-Pocket Maximum (Individual / Family)	\$5,000 / \$10,000		\$10,000 / \$20,000	
<i>Out of Pocket Includes Deductible &amp; RX Costs</i>				
Physician Office Visits - PCP / Specialist	80% after deductible		60% after deductible	
Convenience Care Clinic	80% after deductible		60% after deductible	
TeleMed	\$44 copay applied to deductible & coinsurance		Not Covered	
Preventive Care	100%		60% after deductible	
Diagnostic X-Ray & Lab				
Billed through Physician's Office	80% after deductible		60% after deductible	
Outside Lab & X-Ray	80% after deductible		60% after deductible	
Advanced Image (MRI/CAT & PET Scan)	80% after deductible		60% after deductible	
Hospital				
Inpatient (Includes Mental Health)	80% after deductible		60% after deductible	
Outpatient	80% after deductible		60% after deductible	
Emergency Room				
Hospital Charges	80% after in Network deductible for all related services same day visit			
Physician Charges				
Urgent Care	80% after deductible		60% after deductible	
Therapy Services (Physical, Speech, Occ)	80% after deductible		60% after deductible	
Max 35 visits combined per year				
Autism Spectrum Disorder	80% after deductible		60% after deductible	
Mental Health - Outpatient	80% after deductible		60% after deductible	
Prescription Drugs	Participating Pharmacies Only			
Medical Deductible Applies				
Preferred or Non-Preferred Generic	10% coinsurance, after the deductible			
Preferred Brand	20% coinsurance, after the deductible			
Non-Preferred Brand	30% coinsurance, after the deductible			
Specialty RX, 30 day Max Fill	Preferred 40% coinsurance, after the deductible Non-Preferred 50% coinsurance, after the deductible			
Mail-Order / 90 Day Fill, Specialty N/A	Same as Retail			
Monthly Rates	Current	Renewal	Proposed	
36 Employee Only	\$477.25	\$605.75	\$459.84	
4 Employee & Spouse	\$1,065.73	\$1,352.68	\$1,057.62	
6 Employee & Child(ren)	\$1,027.08	\$1,303.63	\$827.71	
13 Employee & Family	\$1,696.73	\$2,153.58	\$1,425.49	
50 Monthly Premium	\$49,664	\$63,036	\$44,282	
Annual Premium	\$595,967	\$756,432	\$531,388	
Total: 59 % Variance		27%	-11%	
		Current Rates	Renewal Rates	Proposed Rates
Total Annual Premium		\$595,967	\$756,432	\$531,388
Overall % Variance			27%	-11%
Overall \$ Variance				-\$64,578

15 mo RG option NOT available; Any applicable HSA admin fees are NOT included in the rates

RX Plan details: Generic Incentive applies payment of the difference between the cost of a Brand name drug & a Generic drug may also be required if a Generic drug is available  
 Certain drugs may require Pre-Authorization, Step Therapy &/or be required to be filled at a Specialty Pharmacy

Memorial Villages Police Department  
 Medical Benefits Summary / Cost Comparison  
 Renewal Date April 1, 2019

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	Proposed		
	BCBS		
	Blue Choice PPO H.S.A. 606 Plan - Embedded Deductible		
	In-Network	Out-of-Network	
Deductible/Out of Pocket Cross Apply	No/No	No/No	
Calendar Year Deductible (Individual / Family)	\$3,500 / \$7,000	\$7,000 / \$14,000	
Coinsurance Percent	100% after deductible	70% after deductible	
Out-of-Pocket Maximum (Individual / Family)	\$3,500 / \$7,000	\$14,000 / \$28,000	
	<i>Out of Pocket Includes Deductible &amp; RX Costs</i>		
Physician Office Visits - PCP / Specialist	100% after deductible	70% after deductible	
Convenience Care Clinic	100% after deductible	70% after deductible	
TeleMed	\$44 copay applied to deductible & coinsurance	Not Covered	
Preventive Care	100%	70% after deductible	
<b>Diagnostic X-Ray &amp; Lab</b>			
Billed through Physician's Office	100% after deductible	70% after deductible	
Outside Lab & X-Ray	100% after deductible	70% after deductible	
Advanced Image (MRI/CAT & PET Scan)	100% after deductible	70% after deductible	
<b>Hospital</b>			
Inpatient (Includes Mental Health)	100% after deductible	70% after deductible	
Outpatient	100% after deductible	70% after deductible	
<b>Emergency Room</b>			
Hospital Charges	100% after In Network deductible for all related services same day visit		
Physician Charges	100% after In Network deductible for all related services same day visit		
Urgent Care	100% after deductible	70% after deductible	
Therapy Services (Physical, Speech, Occ)	100% after deductible	70% after deductible	
		Max 35 visits combined per year	
Autism Spectrum Disorder	100% after deductible	70% after deductible	
Mental Health - Outpatient	100% after deductible	70% after deductible	
<b>Prescription Drugs</b>		Participating Pharmacies Only	
Pharmacy Deductible		Medical Deductible Applies	
Preferred or Non-Preferred Generic		Covered at 100%, after deductible	
Preferred Brand		Covered at 100%, after deductible	
Non-Preferred Brand		Covered at 100%, after deductible	
Specialty RX, 30 day Max Fill		Covered at 100%, after deductible	
Mail-Order / 90 Day Fill, Specialty N/A		Covered at 100%, after deductible	
<b>Monthly Rates</b>	<b>Current</b>	<b>Renewal</b>	<b>Proposed</b>
36 Employee Only	\$477.25	\$605.75	\$574.91
4 Employee & Spouse	\$1,065.73	\$1,352.68	\$1,322.30
6 Employee & Child(ren)	\$1,027.08	\$1,303.63	\$1,034.85
13 Employee & Family	\$1,696.73	\$2,153.58	\$1,782.23
59 Monthly Premium	\$49,664	\$63,036	\$55,364
Annual Premium	\$595,967	\$756,432	\$664,369
Total: 59 % Variance		27%	11%
	<b>Current Rates</b>	<b>Renewal Rates</b>	<b>Proposed Rates</b>
Total Annual Premium	\$595,967	\$756,432	\$664,369
Overall % Variance		27%	11%
Overall \$ Variance			\$68,402

**\$5 mg RX option NOT available.** Any applicable H.S.A. admin fees are NOT included in the rates

RX Plan details: Generic Incentive applies payment of the difference between the cost of a Brand name drug & a Generic drug may also be required if a Generic drug is available  
 Certain drugs may require Pre-Authorization, Step Therapy &/or be required to be filled at a Specialty Pharmacy

Memorial Villages Police Department  
 Medical Benefits Summary / Cost Comparison  
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	Proposed		
	BCBS		
	Blue Choice PPO HSA 603 Plan - Embedded Deductible		
	In-Network	Out-of-Network	
Deductible/Out of Pocket Cross Apply	No/No	No/No	
Calendar Year Deductible (Individual / Family)	\$3,000 / \$6,000	\$6,000 / \$12,000	
Coinsurance Percent	100% after deductible	70% after deductible	
Out-of-Pocket Maximum (Individual / Family)	\$3,000 / \$6,000	\$12,000 / \$24,000	
	<i>Out of Pocket Includes Deductible &amp; RX Costs</i>		
Physician Office Visits - PCP / Specialist	100% after deductible	70% after deductible	
Convenience Care Clinic	100% after deductible	70% after deductible	
TeleMed	\$44 copay applied to deductible & coinsurance	Not Covered	
Preventive Care	100%	70% after deductible	
Diagnostic X-Ray & Lab			
Billed through Physician's Office	100% after deductible	70% after deductible	
Outside Lab & X-Ray	100% after deductible	70% after deductible	
Advanced Image (MRI/CAT & PET Scan)	100% after deductible	70% after deductible	
Hospital			
Inpatient (Includes Mental Health)	100% after deductible	70% after deductible	
Outpatient	100% after deductible	70% after deductible	
Emergency Room			
Hospital Charges	100% after In Network deductible for all related services same day visit		
Physician Charges			
Urgent Care	100% after deductible	70% after deductible	
Therapy Services (Physical, Speech, Occ)	100% after deductible	70% after deductible	
		Max 35 visits combined per year	
Autism Spectrum Disorder	100% after deductible	70% after deductible	
Mental Health - Outpatient	100% after deductible	70% after deductible	
Prescription Drugs		Participating Pharmacies Only	
Pharmacy Deductible		Medical Deductible Applies	
Preferred or Non-Preferred Generic		Covered at 100%, after deductible	
Preferred Brand		Covered at 100%, after deductible	
Non-Preferred Brand		Covered at 100%, after deductible	
Specialty RX, 30 day Max Fill		Covered at 100%, after deductible	
Mail-Order / 90 Day Fill, Specialty N/A		Covered at 100%, after deductible	
Monthly Rates	Current	Renewal	Proposed
36 Employee Only	\$477.25	\$605.75	\$595.79
4 Employee & Spouse	\$1,065.73	\$1,352.68	\$1,370.32
6 Employee & Child(ren)	\$1,027.08	\$1,303.63	\$1,072.43
13 Employee & Family	\$1,696.73	\$2,153.58	\$1,846.95
59 Monthly Premium	\$49,664	\$63,036	\$57,375
Annual Premium	\$595,967	\$756,432	\$688,496
Total: 59 % Variance		27%	16%
	Current Rates	Renewal Rates	Proposed Rates
Total Annual Premium	\$595,967	\$756,432	\$688,496
Overall % Variance		27%	16%
Overall \$ Variance			\$92,529

15 mo RG option NOT available; Any applicable HSA admin fees are NOT included in the rates

RX Plan details: Generic Incentive applies-payment of the difference between the cost of a Brand name drug & a Generic drug may also be required if a Generic drug is available  
 Certain drugs may require Pre-Authorization, Step Therapy &/or be required to be filled at a Specialty Pharmacy

Memorial Villages Police Department  
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Proposed			
UHC			
AF3N, POS Choice Plus H.S.A. Plan - Embedded Deductible			
	In-Network	Out-of-Network	
Deductible/Out of Pocket Cross Apply	No/No	No/No	
Calendar Year Deductible (Individual / Family)	\$3,000 / \$6,000	\$5,000 / \$10,000	
Coinsurance Percent	80% after deductible	50% after deductible	
Out-of-Pocket Maximum (Individual / Family)	\$6,350 / \$12,700	\$10,000 / \$20,000	
<i>Out of Pocket Includes Deductible &amp; RX Copays</i>			
Physician Office Visits - PCP / Specialist	80% after deductible	50% after deductible	
Convenience Care Clinic	80% after deductible	50% after deductible	
TeleMed	80% after deductible	Not Covered	
Preventive Care	100%	50% after deductible	
<b>Diagnostic X-Ray &amp; Lab</b>			
Billed through Physician's Office	80% after deductible	50% after deductible	
Outside Lab & X-Ray	80% after deductible	50% after deductible	
Advanced Image (MRI/CAT & PET Scan)	80% after deductible	50% after deductible	
<b>Hospital</b>			
Inpatient (Includes Mental Health)	80% after deductible	50% after deductible	
Outpatient	80% after deductible	50% after deductible	
<b>Emergency Room</b>			
Hospital Charges	80% after In Network deductible for all related services same day visit		
Physician Charges		50% after deductible	
Urgent Care	80% after deductible	50% after deductible	
Therapy Services (Physical, Speech, Occ)	80% after deductible	Max 20 visits each per year	
Autism Spectrum Disorder	80% after deductible	50% after deductible	
Mental Health - Outpatient	80% after deductible	50% after deductible	
<b>Prescription Drugs</b>			
Pharmacy Deductible	Participating Pharmacies Only		
Tier 1	Medical Deductible Applies		
Tier 2	\$10 copay, after deductible		
Tier 3	\$35 copay, after deductible		
Specialty RX, 30 day Max Fill	\$60 copay, after deductible		
Mail-Order / 90 Day Fill, Specialty N/A	Same as Retail Copays		
<b>Monthly Rates</b>			
	Current	Renewal	Proposed
36 Employee Only	\$477.25	\$605.75	\$689.57
4 Employee & Spouse	\$1,065.73	\$1,352.68	\$1,539.85
6 Employee & Child(ren)	\$1,027.08	\$1,303.63	\$1,484.01
13 Employee & Family	\$1,696.73	\$2,153.58	\$2,451.57
59 Monthly Premium	\$49,664	\$63,036	\$71,758
59 Annual Premium	\$595,967	\$756,432	\$861,101
Total: 59 % Variance		27%	44%
<b>Summary</b>			
	Current Rates	Renewal Rates	Proposed Rates
Total Annual Premium	\$595,967	\$756,432	\$861,101
Overall % Variance		27%	44%
Overall \$ Variance			\$265,134

15 mo RG option Not Available; Any applicable H.S.A. admin fees are NOT included in the rates

Dental & Vision must be 75% or greater of eligible medical employees for the bundle discount to apply includes Motion Benefit.  
 RX Plan details: Generic Incentive does not apply. Certain drugs may require Pre-Authorization. Step Therapy &/or be required to be filled at a Specialty Pharmacy

**Memorial Villages Police Department**

**Voluntary Vision Proposals 2019 Pricing Overview**

This proposal is for informational purposes only and does not amend, extend or alter the policy in any way. Please refer to the policy for complete coverage and exclusion information.

Proposed rates are based on the current enrollment. Should the enrollment change by +/- 10% in participation or demographics at any time, the carrier reserves the right to re-rate and could rescind any rate cap provisions.

Voluntary Vision		Current / Renewal		Proposed Renewal	Proposed Guardian (Guardian Net)	Proposed AXA (VSP Choice Net)	Proposed UNUM (UNUM Vision Care)	Proposed Ameritas (VSP Choice Net)
		Current	Renewal	Proposed Renewal	Proposed	Proposed	Proposed	Proposed
CIGNA (CIGNA + VSP Choice Nets)								
24	Employee Only	\$5.53	\$5.81	\$5.53	\$5.08	\$4.61	\$5.05	\$5.96
5	Employee & Spouse	\$9.31	\$9.78	\$9.31	\$8.55	\$9.22	\$10.10	\$10.04
7	Employee & Child	\$9.49	\$9.96	\$9.49	\$8.72	\$9.87	\$10.82	\$10.24
12	Employee & Family	\$15.03	\$15.78	\$15.03	\$13.80	\$15.76	\$17.07	\$16.12

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Plan Overview	CIGNA (CIGNA + VSP Choice Nets)			Guardian (Guardian Net)	AXA (VSP Choice Net)	UNUM (UNUM Vision Care)	Ameritas (VSP Choice Net)
Rate Guarantee	Renews	2 Years		2 Years	2 Years	4 Years	1 Year
	04-01-2019						
Monthly Premium	\$426	\$447	\$426	\$391	\$415	\$452	\$458
Annual Premium	\$5,113	\$5,369	\$5,113	\$4,696	\$4,979	\$5,427	\$5,500
\$ Increase Over Current		\$256	\$0	-\$417	-\$133	\$315	\$388
% Increase Over Current		5%	0%	-8%	-3%	6%	8%

Stand-Alone: No, currently pkg'd w/ med & dent No, must pkg w/ dent No, must pkg w/ dent Yes No, must pkg w/ med

Participation Requirements: 15% min part req'd Assumes 80% emp part Assumes cur part, req'd 80% emp part req'd Greater of 75% or 3 lives

Voluntary Vision		Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
		Guardian (VSP Choice Net)	UCCI/UCVision (Davis Vision Net)	RSLI (VSP Choice Net)	LFG (Spectera Net)	Dearborn (EyeMed Net)	UHC (Spectera Net)	IEBP (VSP Choice Net)
24	Employee Only	\$6.72	\$5.82	\$6.94	\$7.22	\$7.80	\$7.76	\$8.48
5	Employee & Spouse	\$11.31	\$11.64	\$13.77	\$13.68	\$14.83	\$14.73	\$18.28
7	Employee & Child	\$11.54	\$13.85	\$12.72	\$16.05	\$15.61	\$17.28	\$14.76
12	Employee & Family	\$18.26	\$20.43	\$19.55	\$22.58	\$22.95	\$24.32	\$24.56

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Plan Overview	Guardian (VSP Choice Net)	UCCI/UCVision (Davis Vision Net)	RSLI (VSP Choice Net)	LFG (Spectera Net)	Dearborn (EyeMed Net)	UHC (Spectera Net)	IEBP (VSP Choice Net)
Rate Guarantee	2 Years	1 Year	1 Year	2 Years	4 Years	2 Years	2 Years
Monthly Premium	\$518	\$540	\$559	\$625	\$646	\$673	\$693
Annual Premium	\$6,213	\$6,480	\$6,709	\$7,500	\$7,752	\$8,072	\$8,316
\$ Increase Over Current	\$1,100	\$1,367	\$1,596	\$2,387	\$2,640	\$2,960	\$3,203
% Increase Over Current	22%	27%	31%	47%	52%	58%	63%

Stand-Alone: No, must pkg w/ dent No, must pkg w/ dent Yes No, must pkg w/ dent Yes Yes No, must pkg w/ med

Participation Requirements: Assumes 80% emp part 20% part req'd Greater of 50% or 10 lives Min 2 emps req'd Min 10 emps req'd No part req's Min 10 emps req'd



**Memorial Villages Police Department**

Effective Date April 1, 2019

This proposal is for information purposes only and does not amend, extend or alter the policy in any way. Please refer to the policy for complete coverage and exclusion information.

Proposed rates are based on the current enrollment. Should the enrollment change by +/- 10% in participation or demographics at any time, the carrier reserves the right to re-rate and could rescind any rate cap provisions.

DENTAL	Current		Renewal		Proposed		Proposed		Proposed		Proposed		Proposed					
	CIGNA		CIGNA		LFG		Humana		UCCI		Guardian		UHC					
DPPO	DHMO	DPPO	DHMO	DPPO	DHMO	DPPO	DHMO	DPPO	DHMO	DPPO	DHMO	DPPO	DHMO	DPPO	DHMO			
20	6	Employee Only	\$35.27	\$14.57	\$37.03	\$15.01	<del>\$35.27</del>	<del>\$14.57</del>	\$31.74	\$10.26	\$30.77	\$12.42	\$35.90	\$12.20	\$33.54	\$11.46	\$45.16	\$10.25
2	2	Employee & Spouse	\$72.70	\$25.15	\$76.34	\$25.91	<del>\$72.70</del>	<del>\$25.15</del>	\$65.43	\$20.00	\$61.53	\$24.84	\$72.30	\$23.90	\$68.10	\$22.90	\$90.32	\$19.86
6	1	Employee & Child	\$84.44	\$35.49	\$88.66	\$36.56	<del>\$84.44</del>	<del>\$35.49</del>	\$76.00	\$21.64	\$84.71	\$27.94	\$75.40	\$21.90	\$88.76	\$27.11	\$104.52	\$21.49
8	7	Employee & Family	\$130.98	\$49.68	\$137.53	\$51.18	<del>\$130.98</del>	<del>\$49.68</del>	\$117.88	\$31.28	\$116.72	\$41.61	\$122.60	\$33.60	\$131.82	\$38.96	\$157.59	\$31.10

Plan Overview	CIGNA				LFG				Humana				UCCI				Guardian				UHC			
Rate Guarantee	Renews 04/01/2019				1 Year				1 Year				1 Year				1 Year				1 Year			
Monthly Premium	\$2,405	\$521	\$2,525	\$537	\$2,405	\$521	\$2,165	\$342	\$2,180	\$443	\$2,296	\$378	\$2,394	\$414	\$2,972	\$340	\$2,972	\$340	\$2,972	\$340	\$2,972	\$340		
Monthly Premium Combined	\$2,926	\$3,046	\$2,926	\$3,046	\$2,926	\$3,046	\$2,507	\$2,624	\$2,624	\$2,624	\$2,674	\$2,809	\$2,809	\$2,809	\$3,312	\$3,312	\$3,312	\$3,312	\$3,312	\$3,312	\$3,312	\$3,312		
Annual Premium	\$28,863	\$6,252	\$30,306	\$6,440	\$28,863	\$6,252	\$25,976	\$4,106	\$26,166	\$5,321	\$27,550	\$4,537	\$28,729	\$4,973	\$35,660	\$4,085	\$35,660	\$4,085	\$35,660	\$4,085	\$35,660	\$4,085		
Annual Premium Combined	\$35,115	\$36,746	\$35,115	\$36,746	\$35,115	\$36,746	\$30,082	\$31,487	\$31,487	\$31,487	\$32,087	\$33,702	\$33,702	\$39,745	\$39,745	\$39,745	\$39,745	\$39,745	\$39,745	\$39,745	\$39,745	\$39,745		
\$ Increase Over Current		\$1,631	\$0	\$1,631	\$0	\$1,631	-\$5,033	-\$3,628	-\$3,628	-\$3,628	-\$3,028	-\$1,413	-\$1,413	\$4,630	\$4,630	\$4,630	\$4,630	\$4,630	\$4,630	\$4,630	\$4,630	\$4,630		
% Increase Over Current		5%	0%	5%	0%	5%	-14%	-10%	-10%	-9%	-4%	-4%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%		

Stand Alone	No, currently packaged with medical & vision				Yes				Yes				Yes				Yes			
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Participation Requirements	85% emp part req'd				65% emp part req'd / 60% dep part req'd				100% emp part req'd / 75% dep part req'd				50% emp part req'd				20% emp part req'd				67% emp part req'd				75% emp part req'd			
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DENTAL	Proposed		Proposed		Proposed		Proposed		Proposed		Proposed	
	Ameritas		AXA		UNUM		BCBS		IEBP		RSLI	
High	Low (& Single Opt)	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	Single Plan Opt Only	Single Plan Opt Only	
20	6	Employee Only	\$30.32	\$11.80	\$31.74	\$12.13	\$32.80	\$14.28	\$39.69	\$25.57	\$41.40	\$37.64
2	2	Employee & Spouse	\$62.56	\$20.40	\$65.43	\$24.77	\$67.61	\$24.65	\$79.39	\$51.14	\$43.58	\$79.05
6	1	Employee & Child	\$72.76	\$31.48	\$76.00	\$27.92	\$78.53	\$34.73	\$96.84	\$64.91	\$47.94	\$104.92
8	7	Employee & Family	\$112.88	\$43.44	\$117.88	\$44.34	\$121.31	\$43.69	\$149.69	\$99.53	\$85.69	\$146.34

Plan Overview	Ameritas		AXA		UNUM		BCBS		IEBP		RSLI	
Rate Guarantee	1 Year		2 Years		1 Year		1 Year		1 Year		1 Year	
Monthly Premium	\$2,071	\$447	\$2,165	\$461	\$2,237	\$511	\$2,731	\$1,017	\$1,888	\$983	\$2,711	\$1,513
Monthly Premium Combined	\$2,518	\$2,625	\$2,518	\$2,625	\$2,747	\$3,748	\$3,748	\$3,748	\$2,872	\$4,224	\$4,224	\$4,224
Annual Premium	\$24,853	\$5,366	\$25,976	\$5,527	\$26,843	\$6,127	\$32,774	\$12,208	\$22,660	\$11,800	\$32,534	\$18,159
Annual Premium Combined	\$30,219	\$31,504	\$30,219	\$31,504	\$32,970	\$44,982	\$44,982	\$44,982	\$34,460	\$50,693	\$50,693	\$50,693
\$ Increase Over Current	-\$4,896	-\$3,611	-\$3,611	-\$3,611	-\$2,145	\$9,867	\$9,867	\$9,867	-\$655	\$15,578	\$15,578	\$15,578
% Increase Over Current	-14%	-10%	-10%	-10%	-6%	28%	28%	28%	2%	44%	44%	44%

Stand Alone	Yes		Yes		Yes		Yes		No, must pkg w/ med		Yes	
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Participation Requirements	All org emp part req'd, unless cov'd elsewhere		Assumes cur part, req'd		80% emp part req'd		75% emp part req'd		Greater of 20% or 10 lives		Greater of 85% or 10 lives	
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TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: February 26, 2019

SUBJECT: Tree Removal Request

Agenda Item: 4

This agenda item calls for the City Council to consider a request to remove a Laurel Oak located in the City right-of-way on Smithdale Estates. The homeowner, Bruce Baganz, has asked that the tree be removed as it interferes with the view of his house.

The City Council approved amendments to the Tree Ordinance during its January 28<sup>th</sup> meeting. The current and previous Tree Ordinance includes the following regarding the removal of trees located in the right-of-way:

- 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 harm any vegetation on public rights-of-way unless a permit is issued by the Public Works Officer or his designee.*

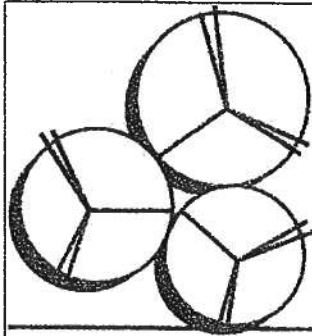
In the absence of Mike Peloquin, I am serving as the Public Works Officer. I met with Cary Moran and Mr. Baganz last week at his house to discuss the status of the tree in question. The tree does not appear to be failing or distressed and I do not believe it should be removed from the public right-of-way. A photograph of the tree is attached.

I offered to Mr. Baganz that he could take this matter up with the City Council and have placed this item on the agenda. Mr. Baganz provided me with a site plan, portions of which are included in this section of the agenda, that includes the Smithdale Estates HOA's approval of the removal of the tree in question May 30<sup>th</sup>, 2018.



Plan Approved by the  
HOA Board 5/30/18

pm Valley - for the Board



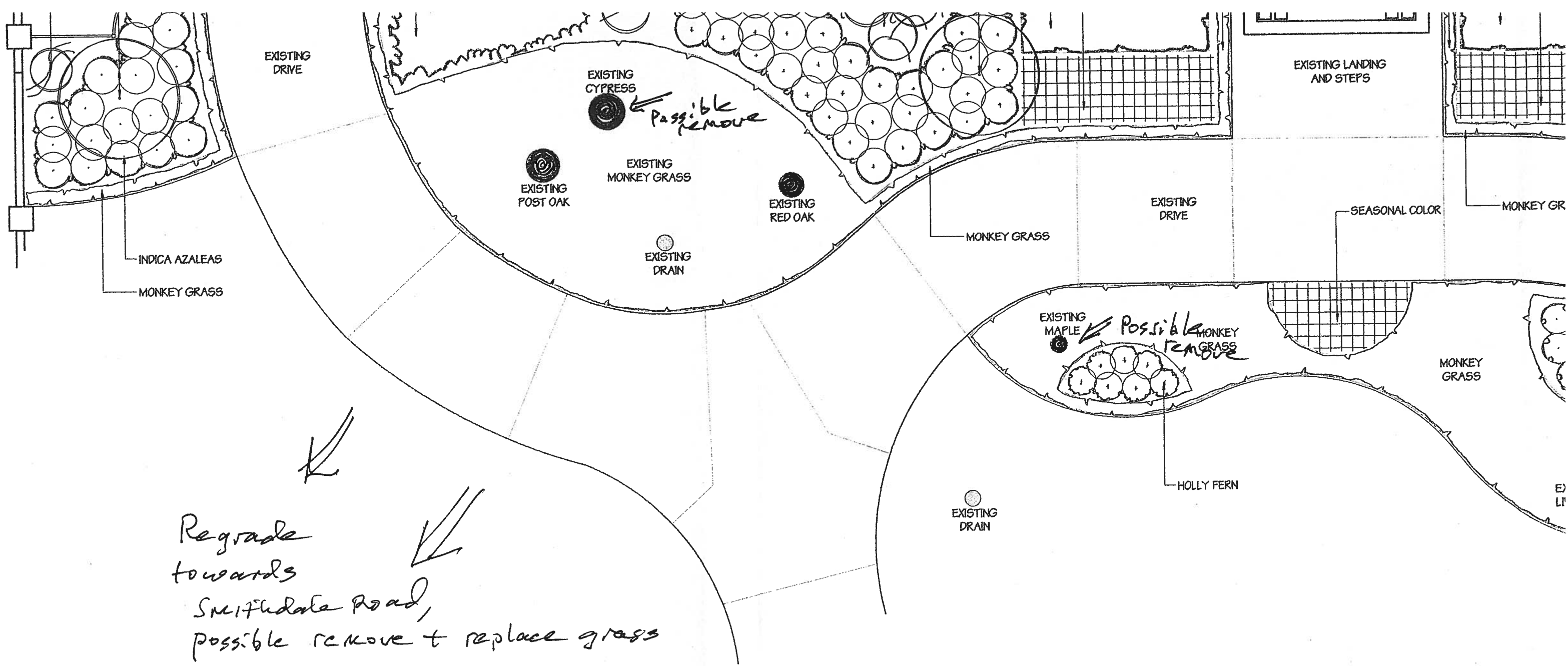
**PREWETT,  
READ &  
ASSOCIATES**

Landscape Architects & Contractors

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10920 HAZELHURST  
HOUSTON, TEXAS 77043


OFFICE: 713/468-4313  
FAX: 713/468-4311



Regrade  
towards  
Smithdale Road,  
possible remove + replace grass

○ Existing Laurel Oak  
● possibly remove and  
replace with Live Oak

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: February 26, 2019

SUBJECT: Contract Renewal with DRC Emergency Services

Agenda Item: 5

This agenda item calls for the City Council to consider renewing the City's contract with DRC for disaster debris clearance and removal. The term of the contract back dated to August 2018 and will expire in February of 2020. DRC has served the City of Piney Point Village 2013. There is no annual cost associated with this contract. A copy of the original contract is attached.



**DRC Emergency Services, LLC**  
P.O Box 17017, Galveston, TX 77552  
TTY: 888-721-4DRC • Phone: 504-482-2848 • Fax: 504-482-2852  
www.drcusa.com

February 20, 2019

Roger Nelson  
City Administrator  
City of Piney Point Village  
7676 Woodway #300  
Houston, TX 77063  
713-230-8703

Re: Contract Extension between DRC Emergency Services and Piney Point, Texas for Disaster Debris Clearance and Removal

Dear Mr. Nelson:

The Piney Point Village contract is set to expire on August 31, 2018. DRC Emergency Services, LLC would like to take this opportunity to offer the Village an extension to the contract between DRC Emergency Services, LLC and the Piney Point, Texas for a period of one (1) year. The pricing, terms and conditions in the original contract will remain in effect for the duration of this contract expiring February 26, 2020.

If this offer of renewal is acceptable to you, please execute below and fax or email it to my attention to (504) 482-2852 or (lgarcia@drcusa.com). Also, if you have any questions, please feel free to contact me. I look forward to continuing our relationship with you and Piney Point, Texas.

Sincerely,

Lisa Garcia Walsh  
Contracts Manager  
Cell: (504)715-9052

Agreed and Accepted by:  
Piney Point, Texas

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Striking Back.**

**P.O. Box 17017, Galveston, TX 77552**

**TTY: 888-721-4DRC • Phone: 504-482-2848 • Fax: 504-482-2852**

**[www.drcusa.com](http://www.drcusa.com)**

**DRC Contact List**

**DRC Corporate Address:**

P.O. Box 17017  
Galveston, TX 77558

**DRC Mailing Address:**

6258 Marshall Foch Street  
New Orleans, LA 70124

**Primary Contact:**

**Paul Begnaud**  
Regional Manager  
DRC Emergency Services, LLC  
Email: [pbegnaud@drcusa.com](mailto:pbegnaud@drcusa.com)  
Cell: 409-750-1771

**DRC Physical Address:**

13 Evia Main  
Galveston, TX 77554  
Office: 888.721.4372

**Additional DRC Contacts:**

**Lisa Garcia**  
Contract Manager  
DRC Emergency Services, LLC  
Email: [lgarcia@drcusa.com](mailto:lgarcia@drcusa.com)  
Office: 504.482.2848  
Cell: 504.715.9052

**Kristy Fuentes**  
Vice President  
Operations Administration &  
Compliance  
DRC Emergency Services, LLC  
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Cell: 504.415.7945

**Joe Newman**  
Vice President of Operations  
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Cell: 214.930.9300

**John Sullivan**  
President  
Email: [jsullivan@drcusa.com](mailto:jsullivan@drcusa.com)  
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Cell: 832.731.8234

**Kurt Thormahlen**  
General Manager  
Email: [kthormahlen@drcusa.com](mailto:kthormahlen@drcusa.com)  
Office: 504.482.2848  
Cell: 713.253.8575



**MASTER  
AGREEMENT FOR SERVICES  
BETWEEN  
CITY OF PINEY POINT VILLAGE, TEXAS  
AND  
DRC EMERGENCY SERVICES, LLC**

**Contract Number:** \_\_\_\_\_

**Services Agreement**

This AGREEMENT is between the City of Piney Point Village, Texas, (hereinafter referred to as GOVERNMENT) and DRC Emergency Services, LLC, (hereinafter referred to as CONTRACTOR). The GOVERNMENT requires certain services, and CONTRACTOR is prepared to provide such services as are agreed to in this document.

The parties agree as follows:

**ARTICLE 1 – EFFECTIVE DATE/TERM**

The effective date of this AGREEMENT shall be \_\_\_\_\_.

It is agreed and understood between the parties hereto that this is a prepositioned contract which shall remain in effect for a one (1) year period, unless otherwise terminated as provided herein. This agreement may be extended for two additional one (1) year periods, if agreed by the parties at least thirty (30) days prior to the expiration of the applicable period.

**ARTICLE 2 - SERVICES TO BE PERFORMED:**

CONTRACTOR shall perform the services as stated in the Request for Proposal and the CONTRACTOR'S Response attached to this document, AND as may be specifically authorized by the GOVERNMENT. Such authorizations will be referred to as Task Orders. Each Task Order will set forth a specific scope of services, rate/amount of compensation, estimated completion date, and other pertinent details of the task being authorized.

**ARTICLE 3 – COMPENSATION**

GOVERNMENT shall pay CONTRACTOR in accordance with the Fee Schedule, which is attached hereto and incorporated by reference as part of this AGREEMENT. If needed, compensation may be negotiated as a not-to-exceed amount for any Task Order containing a task covered by the scope of work of this AGREEMENT, but to which the Fee Schedule cannot readily be applied.

CONTRACTOR may submit weekly or semi-monthly invoices for services rendered. Invoices must reference the Task Order number. CONTRACTOR shall submit invoices on a regular basis and in no instance, for more than a thirty (30) day period. CONTRACTOR shall be paid within ten (10) days of submitting a complete invoice. If there are any items in dispute, CONTRACTOR will be paid for those items not in dispute, and disputed items will be resolved within 45 days, and paid within 10 days of resolution. Disputed items must be submitted to CONTRACTOR within ten (10) days of the receipt of the invoices.

Payment of CONTRACTOR by GOVERNMENT is not contingent upon the GOVERNMENT being reimbursed by any Federal or State agency. Payment to CONTRACTOR will be made for any work directed by the GOVERNMENT.

Payment will be made to DRC Emergency Services, LLC, 740 Museum Drive, Mobile, AL 36608. In order for both parties to this AGREEMENT to close their books and records, CONTRACTOR will clearly state "Final Invoice" on CONTRACTOR'S final/last billing to the GOVERNMENT.

#### **ARTICLE 4- INSURANCE**

CONTRACTOR shall maintain the following insurance limits:

Worker's Compensation – Statutory Limits (\$100,000) of the State of Alabama;

General Liability – One Million Dollars (\$1,000,000) any single occurrence;

Contractor's Vehicle Insurance – (\$500,000)

Pollution Liability Insurance – (\$1,000,000)

CONTRACTOR shall provide GOVERNMENT a Certificate of Insurance evidencing such coverage.

#### **ARTICLE 5 – SURVIVAL**

Upon completion of all services, obligations and duties provided for in this AGREEMENT, or in the event of termination of this AGREEMENT for any reason, the terms and conditions of this AGREEMENT shall survive.

#### **ARTICLE 6 – INDEMNIFICATION**

To the extent permitted by law, GOVERNMENT agrees to protect, defend, indemnify, and hold harmless CONTRACTOR, its employees and representatives from any and all claims and liabilities for which CONTRACTOR, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the GOVERNMENT, its employees, or agents, arising out of or connected with this AGREEMENT. The GOVERNMENT shall not be required to indemnify CONTRACTOR or its agents, employees, or representatives, when an occurrence results from the wrongful acts or omissions of CONTRACTOR, or its agents, employees or representatives.

#### **ARTICLE 7 – SUBCONTRACTING**

It is understood that CONTRACTOR may use its own forces and those of subcontractors and consultants as required to perform the work. When subcontracting, CONTRACTOR will attempt to locate qualified local companies and individuals, in accordance with the Robert T. Stafford Act and local ordinances.

#### **ARTICLE 8 – FEDERAL AND STATE TAXES**

The GOVERNMENT is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the GOVERNMENT will provide an exemption certificate to CONTRACTOR.

#### **ARTICLE 9 – GOVERNMENT'S RESPONSIBILITIES**

GOVERNMENT shall be responsible for providing access to all project sites, and providing information required by CONTRACTOR that is available in the files of the GOVERNMENT to assist CONTRACTOR in completing any assigned tasks. GOVERNMENT is responsible for assisting in obtaining any permits for CONTRACTOR to complete any Task Order assigned.

#### **ARTICLE 10 – TERMINATION OF AGREEMENT**

This AGREEMENT may be cancelled by either party with cause upon seven (7) days written notice after the defaulting party has failed to cure, or begin curing, the defective performance and without cause (i.e., for convenience) upon thirty (30) days written notice.

#### **ARTICLE 11 – UNCONTROLLABLE FORCES (FORCE MAJURE)**

Neither the GOVERNMENT nor CONTRACTOR shall be considered to be in default of this AGREEMENT if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. This term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this AGREEMENT, and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, economic dislocations, and governmental actions. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other party describing the circumstances and Uncontrollable Forces preventing continued performance of the obligations of this AGREEMENT.

#### **ARTICLE 12 – NON-DISCRIMINATION**

CONTRACTOR treats all of its employees equally without regard to race, color, religion, gender, age or national origin.

#### **ARTICLE 13 – SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of the AGREEMENT, or the occurrence of any event rendering any portion or provision of this AGREEMENT void, shall in no way affect the validity or enforceability of any other portion or provision of the AGREEMENT. Any void provision shall be deemed severed from the AGREEMENT and the balance of the AGREEMENT shall be construed and enforced as if the AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to reform the AGREEMENT to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent the entire AGREEMENT from being void should a provision which is of the essence of the AGREEMENT be determined to be void.

#### **ARTICLE 14 – ENTIRETY OF AGREEMENT**

The GOVERNMENT and CONTRACTOR agree that this AGREEMENT sets forth the entire AGREEMENT between the parties, and that there are no promises or understandings other than those state herein. This AGREEMENT supersedes all prior contracts, representations, negotiations, letters or other communications between the GOVERNMENT and CONTRACTOR pertaining to the services, whether written or oral. None of the provisions, terms and conditions contained in this AGREEMENT may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

**ARTICLE 15 – MODIFICATION**

The AGREEMENT may be modified in writing by Amendment executed by both GOVERNMENT and CONTRACTOR.

**ARTICLE 16 – SUCCESSORS AND ASSIGNS**

GOVERNMENT and CONTRACTOR bind themselves and their partners, successors, assigns and legal representatives to this AGREEMENT. CONTRACTOR shall not assign this AGREEMENT without the express written approval of the GOVERNMENT.

**ARTICLE 17 – NOTICE**

Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

As To GOVERNMENT

City of Piney Point  
1676 Woodway #300  
Houston, TX. 77063  
(Attn: City Administrator)

As To CONTRACTOR

DRC EMERGENCY SERVICES, LLC  
740 Museum Dr.  
Mobile, AL 36608  
(Attn: Robert J. Isakson)

**ARTICLE 18 – ESCALATION CLAUSE**

All unit prices and/or price schedules shall be deemed automatically adjusted annually based on the U.S. Department of Labor published Consumer Price Index for all Urban Consumers, utilizing the "transportation" category.

**ARTICLE 19 – TASK ORDER/PERFORMANCE**

Task Orders shall be executed bilaterally and the scope of work and format of Task Order shall be mutually agreed to by CONTRACTOR and GOVERNMENT.

**ARTICLE 20 – DISPUTE RESOLUTION**

Disputes between the GOVERNMENT and the CONTRACTOR shall first be mediated. The parties hereto agree that this transaction involves interstate commerce, and that any controversy, claim, complaint or dispute that may arise between the parties, their affiliates, subsidiaries, agents, servants or employees, is to be settled exclusively by binding arbitration except where otherwise specifically provided herein. The provisions of this paragraph shall be strictly adhered to during the term of this agreement and after termination. The parties hereto agree that all disputes, claims or controversies of any kind or nature arising between the parties or arising from or relating to this contract or the relationships which result from this contract, including, but not limited to, all controversies relating to the existence, construction, performance, enforcement or breach of the contract, claims against a party's bond, or tort claims shall first be addressed by binding arbitration. It is the intent of the parties that these provisions shall apply to all controversies to the fullest extent. Any party desiring to initiate arbitration shall

do so by making written demand therefore on the other party at the address set forth in this Contract. Said demand shall contain a statement setting forth the nature of the dispute, the remedy sought and shall designate the name of an arbitrator. The responding party shall file a response within fifteen (15) days setting forth any counterclaim and naming an arbitrator. The two (2) designated arbitrators shall choose a third neutral arbitrator. The party appointed arbitrators may be non-neutral and are not required to make disclosures involving impartiality or independence. In the event the two arbitrators cannot agree upon a third arbitrator, the parties shall apply to the American Arbitration Association for appointment for the third arbitrator. In all other respects, the parties and arbitrators shall be guided by the rules and procedures of the Commercial Rules of the American Arbitration Association. The arbitration shall take place in Harris County, Texas and the parties consent to the jurisdiction and venue of Harris County, Texas (State or Federal) courts to enter an order compelling arbitration. Furthermore, in all events no party shall be liable for indirect, special, consequential, damages or loss of anticipated profits. The laws of Texas shall apply. Both parties have the right to seek any other legal recourse or commence any other legal action that may be available at law.

**ARTICLE 21 - BOND**

Upon issuance of a Notice to Proceed or Task Order, CONTRACTOR will provide a performance bond in favor of the GOVERNMENT, in the amount of the value of the work as reasonably estimated and determined by the parties, with a good and solvent surety company which is licensed and doing business in the State of where the work is to be performed.

CONTRACTOR shall provide a safe working environment including, but not limited to, properly constructed monitoring towers.

In Witness whereof, GOVERNMENT, and DRC Emergency Services, LLC have executed this AGREEMENT all as of the day and year.

GOVERNMENT

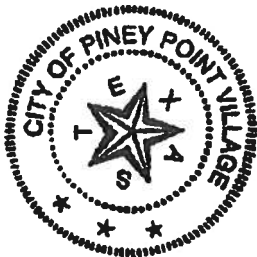
By: F. Lex Butler  
Its: Mayor  
Signature: F. Lex Butler

Witness: City Secretary  
Name: Armanda Davapor

DRC Emergency Services, LLC

By: Mark Stafford  
Its: Chief Operating Officer  
Signature: Mark Stafford

Witness: John Callaway  
Name: John Callaway



H-GAC Standard Pricing Worksheet

End User: [Enter Client Name]

Date: 06/28/2012

SCHEDULE 1 - UNIT RATE PRICE SCHEDULE			
<div style="float: right; border: 1px solid black; padding: 2px;"> <small>MEMBER</small> <small>MEMBER</small>  <small>MEMBER</small> <small>MEMBER</small> </div>			
1.	<b>ROW Vegetative Debris Removal (Collect &amp; Haul)</b> Work consists of collection and transportation of eligible vegetative debris on the ROW to an approved TDSRS or other designated disposal facility.	\$ Per Cubic Yard	Estimated CY Total
		\$ 6.88	142,500 \$ 980,400.00
2.	<b>ROW C&amp;D Debris Removal (Collect &amp; Haul)</b> Work consists of collection and transportation of eligible C&D debris on the ROW to an approved TDSRS or other designated disposal facility.	\$ Per Cubic Yard	Estimated CY Total
		\$ 7.42	47,500 \$ 352,450.00
3.	<b>Demolition, Removal and Transport of Eligible Structures</b> Work consists of all labor, equipment, fuel, and associated costs necessary to demolish structures on private property.	\$ Per Cubic Yard	Estimated CY Total
		\$ 24.62	100 \$ 2,462.00
4.	<b>TDSR Management and Operations</b> Work consists of the management and operation of TDSRS for acceptance, management, segregation, and staging of disaster related debris.	\$ Per Cubic Yard	Estimated CY Total
		\$ 0.60	190,000 \$ 114,000.00
5.	<b>Reduction of Storm Generated Debris Through Grinding</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through grinding.	\$ Per Cubic Yard	Estimated CY Total
		\$ 1.75	95,000 \$ 167,300.00
6.	<b>Reduction of Storm Generated Debris Through Air Curtain Incineration</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through air curtain incineration.	\$ Per Cubic Yard	Estimated CY Total
		\$ 0.82	47,500 \$ 41,700.00
7.	<b>Reduction of Storm Generated Debris Through Controlled Open Burning</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through controlled open burning.	\$ Per Cubic Yard	Estimated CY Total
		\$ 0.68	47,500 \$ 32,300.00
8.	<b>Haul-out of Reduced Debris to Final Disposal Site</b> Work consists of loading and transporting reduced debris at an approved TDSRS to a final disposal facility.	\$ Per Cubic Yard	Estimated CY Total
		\$ 4.00	27,550 \$ 110,200.00

**H-GAC Standard Pricing Worksheet**

**Date: 08/25/2012**

**End User: [Enter Client Name]**

**Notes:  
[Enter notes as applicable or Erase]**

**Contractor | EU Client**

**Page 2 of 4**



H-GAC Standard Pricing Worksheet

Date: 09/25/2012

End User: [Enter Client Name]

SCHEDULE 1 - UNIT RATE PRICE SCHEDULE (Continued)			
<b>9. Removal of Eligible Hazardous Leaning Trees and Hanging Limbs</b> Work consists of removing eligible hazardous leaning or hanging limbs and placing them on the ROW for haul-off.			
	\$ Per Tree	Estimated Trees	Total
6 inch to 12 inch diameter		8	
13 inch to 24 inch diameter	\$20.00	17	\$180.00
25 inch to 36 inch diameter	\$100.00	8	\$1,700.00
37 inch to 48 inch diameter	\$200.00	1	\$1,900.00
49 inch and larger diameter	\$250.00	0	\$250.00
Hanger Removal (per Tree)	\$450.00	0	\$0.00
	\$82.00	1,414	\$87,668.00
<b>10. Removal of Eligible Hazardous Stumps</b> Work consists of removing eligible hazardous stumps and transporting them to an approved TDSRS or other designated disposal facility.			
	\$ Per Stump	Estimated Stumps	Total
24 inch to 36 inch diameter		4	
37 inch to 48 inch diameter	\$200.00	0	\$800.00
49 inch and larger diameter	\$400.00	0	\$0.00
	\$500.00	0	\$0.00
<b>11. Abandoned Eligible Vehicle Removal</b> Work consists of the removal of eligible abandoned vehicles in areas identified and approved by the applicant and subsequently transported to an approved staging area.			
	\$ Per Unit	Estimated Units	Total
	\$50.00	50	\$2,500.00
<b>12. Abandoned Eligible Vessel Removal</b> Work consists of the removal of abandoned vessels in areas identified and approved by the applicant and subsequently transported to an approved staging area.			
	\$ Per Unit	Estimated Units	Total
	\$200.00	50	\$10,000.00
<b>13. Eligible Animal Carcass Removal and Disposal</b> Work consists of the removal of eligible animal carcasses in areas identified and approved by the applicant and subsequently transported to an approved staging area.			
	\$ Per Unit	Estimated Units	Total
	\$5.00	100	\$500.00
<b>14. ROW White Goods Debris Removal (Collect &amp; Haul)</b> Work consists of all labor, equipment, fuel, and associated costs necessary for removal, transportation, and disposal of eligible White Goods.			
	\$ Per Cubic Yard	Estimated CY	Total
	\$25.00	100	\$2,500.00
<b>15. Freon Removal (Collect &amp; Haul)</b> Work consists of all labor, equipment, fuel, and associated costs necessary for recovery and disposal of Freon			
	\$ Per Cubic Yard	Estimated CY	Total

Contractor | EU Client

**H-GAC Standard Pricing Worksheet**

Date: 06/25/2012

End User: [Enter Client Name]

from eligible items containing refrigerants.			
	\$40.00	25	\$1,000.00
<b>Total Estimated Contract Price</b>			
<b>(Total Price in words:</b>	<b>One Million Nine Hundred Eleven Thousand Four Hundred Ten Dollars and No Cents )</b>		<b>\$ 1,911,410.00</b>


**Notes:**

First disposed fee shall be billed to the city at cost

**Ancillary Services:**

- Emergency Road Clearance
- Right of Way (ROW) Vegetative Debris Removal
- ROW Construction and Demolition Debris (C&D) Removal
- Temporary Debris Storage and Reduction Sites (TDSRS) Management and Operations
- Grinding (Reduction of Storm Generated Debris)
- Incineration (Reduction of Storm Generated Debris)
- Haul-Out of Reduced Debris to Final Disposal Site
- Removal of Hazardous Leaning Trees and Hanging Limbs
- Removal of Hazardous Stumps

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: February 26, 2019

SUBJECT: Piney Point Circle

Agenda Item: 6

This agenda item calls for the City Council to discuss the attached letter Councilman Dodds received from the President of the Piney Point Circle HOA.

# Piney Point Circle Home Owners' Association

October 5, 2018

Dale Dodds  
City Council Position 2  
City of Piney Point Village

Subject: Piney Point Circle

The home owners met on Wednesday October 3, 2018 and are open to discussing assigning Piney Point Circle together with drainage easements to the City. For your consideration, the home owners would like to have the ditches covered on eight (8) of the ten (10) homes that are currently open ditches, the current grove at the cul-de-sac to continue to be maintained and expressed interest in the addition of street lighting. When we put the road in, we provided conduit for future lighting.

We look forward to hearing from you.


Kind regards,



Buck Ballas  
President

BB:kl

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: February 26, 2019

SUBJECT: Update to the City's Drainage Criteria

Agenda Item: 7

This agenda item was tabled during the January 28<sup>th</sup> meeting. Staff has met with Councilman Thompson to discuss the issues that he was concerned about. The items 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 <b>will not</b> 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, <b>all trees on the lot</b> , all landscaping, storm and sanitary sewers. <b>Proposed removal of any existing trees must be indicated on the drainage plan.</b>	
5. <b>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).</b>	
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. <b>All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.</b>	

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**

### **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, <b>all trees on the lot</b> , all landscaping, storm and sanitary sewers. <b>Proposed removal of any existing trees must be indicated on the drainage plan.</b>	
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 <b>(driveway culvert flow lines, storm sewer flow lines, inlet top of grates).</b>	
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 <b>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: <math>C = 0.6I_a + 0.2</math>. (<math>I_a</math> = impervious area/total area) and must not be less than 0.40.</b>	
9. <b>All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.</b>	
10. <b>Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.</b>	
11. <b>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.</b>	
12. <b>All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.</b>	

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 <b>will not</b> 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, <b>all trees on the lot</b> , all landscaping, storm and sanitary sewers. <b>Proposed removal of any existing trees must be indicated on the drainage plan.</b>	
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 <b>drainage area</b> calculations for a City of Houston 2-Year Design Storm that are to be included on the submitted plans. <b>The runoff coefficient (C-value) used must be calculated using the following equation: <math>C = 0.6I_a + 0.2</math>. (<math>I_a</math> = impervious area/total area) and must not be less than 0.40.</b>	
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 rebar 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.	

***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 <b>will not</b> 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, <b>all trees on the lot</b> , all landscaping, storm and sanitary sewers. <b>Proposed removal of any existing trees must be indicated on the drainage plan.</b>	
5. <b>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).</b>	
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. <b>All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.</b>	

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.	
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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.	
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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	
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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.	

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: February 26, 2019

SUBJECT: Mayor's Report

Agenda Item: 8

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: February 26, 2019

SUBJECT: City Administrator's Report

Agenda Item: 9

- January 2019 Financials
- Police and Fire Department Appreciation

## 10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
10-1100	Claim on Cash	3,048,962.42
10-1101	Cash- GF Texpool	3,828,537.92
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	1,519,718.30
10-1120	Cash-Texas Class	4,092,171.43
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
		14,692,899.64
TOTAL ASSETS		14,692,899.64
=====		
<b>LIABILITIES</b>		
=====		
10-2001	Accounts Payable	6,126.76
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	117.40
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	111,902.82
10-2107	Due To OMNI Base	2,589.15
10-2108	RESTITUTION	( 270.00)
10-2110	Bond Payable - FAST	978.55
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	244.87
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	89,485.00



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	0.00
	TOTAL LIABILITIES	<u>5,661,915.38</u>
 EQUITY		
=====		
10-3000	Fund Balance	726,631.20
10-3003	Fund Balance	6,281,264.49
10-3900	Earnings	0.00
	TOTAL BEGINNING EQUITY	<u>7,007,895.69</u>
	 TOTAL REVENUE	 2,332,457.65
	TOTAL EXPENSES	<u>1,009,030.42</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	1,323,427.23
	(WILL CLOSE TO FUND BAL.)	699,661.34
	 TOTAL EQUITY & REV. OVER/(UNDER) EXP.	 <u>9,030,984.26</u>
	 TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	 14,692,899.64
		=====

10 -GENERAL FUND  
FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,477,093.00	2,247,490.33	2,247,490.33	41.03	3,229,602.67
PERMITS & INSPECTIONS	387,000.00	38,996.05	38,996.05	10.08	348,003.95
COURT	150,000.00	18,701.85	18,701.85	12.47	131,298.15
INVESTMENT INCOME	35,000.00	15,426.67	15,426.67	44.08	19,573.33
AGENCIES & ALARMS	45,000.00	5,300.00	5,300.00	11.78	39,700.00
FRANCHISE REVENUE	387,000.00	6,542.75	6,542.75	1.69	380,457.25
DONATIONS & IN LIEU	230,500.00	0.00	0.00	0.00	230,500.00
TOTAL REVENUES	6,711,593.00	2,332,457.65	2,332,457.65	34.75	4,379,135.35
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
POLICE	1,720,827.00	453,801.20	453,801.20	26.37	1,267,025.80
MISCELLANEOUS	0.00	25,307.00	25,307.00	0.00	(25,307.00)
SANITATION COLLECTION	577,000.00	0.00	0.00	0.00	577,000.00
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	12,000.00	1,154.96	1,154.96	9.62	10,845.04
FIRE	1,184,393.00	426,109.04	426,109.04	35.98	758,283.96
TOTAL PUBLIC SERVICE	3,505,720.00	906,372.20	906,372.20	25.85	2,599,347.80
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	353,943.00	1,586.49	1,586.49	0.45	352,356.51
TOTAL CONTRACT SERVICES	353,943.00	1,586.49	1,586.49	0.45	352,356.51
<u>BUILDING</u>					
CONTRACT SERVICES	5,714.00	0.00	0.00	0.00	5,714.00
BUILDING SERVICES	173,500.00	0.00	0.00	0.00	173,500.00
ADMIN EXPENSE	4,500.00	0.00	0.00	0.00	4,500.00
OFFICE EXPENSE	3,557.00	0.00	0.00	0.00	3,557.00
WAGES & BENEFITS	118,391.00	0.00	0.00	0.00	118,391.00
INSURANCE	18,070.00	4,413.38	4,413.38	24.42	13,656.62
TOTAL BUILDING	323,732.00	4,413.38	4,413.38	1.36	319,318.62
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	17,143.00	0.00	0.00	0.00	17,143.00
ADMIN EXPENSE	34,750.00	644.21	644.21	1.85	34,105.79
OFFICE EXPENSE	146,572.00	23,095.50	23,095.50	15.76	123,476.50
WAGES & BENEFITS	257,949.00	39,565.69	39,565.69	15.34	218,383.31
INSURANCE	128,709.00	10,652.05	10,652.05	8.28	118,056.95
TOTAL GENERAL GOVERNMENT	585,123.00	73,957.45	73,957.45	12.64	511,165.55

10 -GENERAL FUND  
 FINANCIAL SUMMARY

08.33% 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	0.00	0.00	11,429.00
ADMIN EXPENSE	4,000.00	0.00	0.00	0.00	4,000.00
OFFICE EXPENSE	4,864.00	125.00	125.00	2.57	4,739.00
WAGES & BENEFITS	96,973.00	0.00	0.00	0.00	96,973.00
INSURANCE	24,093.00	6,553.51	6,553.51	27.20	17,539.49
COURT OPERATIONS	33,300.00	224.20	224.20	0.67	33,075.80
TOTAL MUNICIPAL COURT	174,659.00	6,902.71	6,902.71	3.95	167,756.29
<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	0.00	0.00	1,000.00
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	5,895.17	5,895.17	32.62	12,174.83
PUBLIC WORKS OPERATIONS	246,600.00	9,903.02	9,903.02	4.02	236,696.98
TOTAL PUBLIC WORKS MAINTENANCE	356,706.00	15,798.19	15,798.19	4.43	340,907.81
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	350,000.00	0.00	0.00	0.00	350,000.00
TOTAL GOF CAPITAL OUTLAYS	<u>350,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350,000.00</u>
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====					
REVENUES OVER/(UNDER) EXPENDITURES	1,061,710.00	1,323,427.23	1,323,427.23	(	261,717.23)

10 -GENERAL FUND

08.33% 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	2,230,669.35	2,230,669.35	42.27	3,046,423.65
10-4150 Sales Tax	200,000.00	16,820.98	16,820.98	8.41	183,179.02
TOTAL TAXES	5,477,093.00	2,247,490.33	2,247,490.33	41.03	3,229,602.67
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,500.00	0.00	0.00	0.00	3,500.00
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	1,620.00	1,620.00	13.50	10,380.00
10-4206 Drainage Reviews	54,000.00	2,300.00	2,300.00	4.26	51,700.00
10-4207 Permits	315,000.00	35,076.05	35,076.05	11.14	279,923.95
10-4208 Board of Adjustment Fees	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL PERMITS & INSPECTIONS	387,000.00	38,996.05	38,996.05	10.08	348,003.95
<u>COURT</u>					
10-4300 Court Fines	150,000.00	18,701.85	18,701.85	12.47	131,298.15
TOTAL COURT	150,000.00	18,701.85	18,701.85	12.47	131,298.15
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	35,000.00	15,426.67	15,426.67	44.08	19,573.33
TOTAL INVESTMENT INCOME	35,000.00	15,426.67	15,426.67	44.08	19,573.33
<u>AGENCIES &amp; 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	5,300.00	5,300.00	0.00	5,300.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	45,000.00	5,300.00	5,300.00	11.78	39,700.00
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	65,000.00	0.00	0.00	0.00	65,000.00
10-4605 Power/Electric	272,000.00	0.00	0.00	0.00	272,000.00
10-4606 Franchise Fees-Gas	15,000.00	0.00	0.00	0.00	15,000.00
10-4607 Telephone	35,000.00	6,542.75	6,542.75	18.69	28,457.25
10-4608 Wireless Communication	0.00	0.00	0.00	0.00	0.00
TOTAL FRANCHISE REVENUE	387,000.00	6,542.75	6,542.75	1.69	380,457.25
<u>DONATIONS &amp; 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	0.00	0.00	136,000.00
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	55,000.00	0.00	0.00	0.00	55,000.00
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	0.00	0.00	500.00
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	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	230,500.00	0.00	0.00	0.00	230,500.00

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2019

10 -GENERAL FUND

08.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,711,593.00	2,332,457.65	2,332,457.65	34.75	4,379,135.35

10 -GENERAL FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PUBLIC SERVICE</b>					
=====					
<b>COMMUNITY</b>					
10-510-5001 Community Celebrations	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
<b>POLICE</b>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,720,827.00	446,468.37	446,468.37	25.94	1,274,358.63
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	7,332.83	7,332.83	0.00	( 7,332.83)
TOTAL POLICE	1,720,827.00	453,801.20	453,801.20	26.37	1,267,025.80
<b>MISCELLANEOUS</b>					
10-510-5020 Miscellaneous	0.00	25,307.00	25,307.00	0.00	( 25,307.00)
TOTAL MISCELLANEOUS	0.00	25,307.00	25,307.00	0.00	( 25,307.00)
<b>SANITATION COLLECTION</b>					
10-510-5030 SANITATION COLLECTION	577,000.00	0.00	0.00	0.00	577,000.00
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	0.00	0.00	0.00
TOTAL SANITATION COLLECTION	577,000.00	0.00	0.00	0.00	577,000.00
<b>LIBRARY</b>					
10-510-5040 Spring Branch Library	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
<b>STREET LIGHTING</b>					
10-510-5050 Street Lighting	12,000.00	1,154.96	1,154.96	9.62	10,845.04
TOTAL STREET LIGHTING	12,000.00	1,154.96	1,154.96	9.62	10,845.04
<b>FIRE</b>					
10-510-5060 Villages Fire Department	1,184,393.00	426,109.04	426,109.04	35.98	758,283.96
TOTAL FIRE	1,184,393.00	426,109.04	426,109.04	35.98	758,283.96
TOTAL PUBLIC SERVICE	3,505,720.00	906,372.20	906,372.20	25.85	2,599,347.80
<b>CONTRACT SERVICES</b>					
=====					
<b>CONTRACT SERVICES</b>					
10-520-5102 Accounting/Audit	25,943.00	552.08	552.08	2.13	25,390.92
10-520-5103 Engineering	170,000.00	0.00	0.00	0.00	170,000.00
10-520-5104 Legal	70,000.00	0.00	0.00	0.00	70,000.00
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	0.00	0.00	60,000.00
10-520-5107 Animal Control	2,000.00	0.00	0.00	0.00	2,000.00
10-520-5108 IT Hardware/Software & Support	0.00	1,034.41	1,034.41	0.00	( 1,034.41)
10-520-5110 Mosquito Control	26,000.00	0.00	0.00	0.00	26,000.00
TOTAL CONTRACT SERVICES	353,943.00	1,586.49	1,586.49	0.45	352,356.51

10 -GENERAL FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	353,943.00	1,586.49	1,586.49	0.45	352,356.51
<b>BUILDING</b>					
=====					
<u>CONTRACT SERVICES</u>					
10-530-5108 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
<u>BUILDING SERVICES</u>					
10-530-5152 Drainage Reviews	75,000.00	0.00	0.00	0.00	75,000.00
10-530-5153 Electrical Inspections	16,000.00	0.00	0.00	0.00	16,000.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	4,000.00	0.00	0.00	0.00	4,000.00
10-530-5156 Plumbing Inspections	18,000.00	0.00	0.00	0.00	18,000.00
10-530-5157 Structural Inspections	11,000.00	0.00	0.00	0.00	11,000.00
10-530-5158 Urban Forester	42,000.00	0.00	0.00	0.00	42,000.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	0.00	0.00	7,000.00
TOTAL BUILDING SERVICES	173,500.00	0.00	0.00	0.00	173,500.00
<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	0.00	0.00	0.00	2,000.00
10-530-5209 Office Equipment & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL ADMIN EXPENSE	4,500.00	0.00	0.00	0.00	4,500.00
<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	0.00	0.00	500.00
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	0.00	0.00	3,557.00
<u>WAGES &amp; 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	4,413.38	4,413.38	24.42	13,656.62
TOTAL INSURANCE	18,070.00	4,413.38	4,413.38	24.42	13,656.62
TOTAL BUILDING	323,732.00	4,413.38	4,413.38	1.36	319,318.62

10 -GENERAL FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>GENERAL GOVERNMENT</b>					
=====					
<b>CONTRACT SERVICES</b>					
10-540-5108 Information Technology	17,143.00	0.00	0.00	0.00	17,143.00
TOTAL CONTRACT SERVICES	17,143.00	0.00	0.00	0.00	17,143.00
<b>ADMIN EXPENSE</b>					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	750.00	600.00	600.00	80.00	150.00
10-540-5203 Bank Fees	2,000.00	44.21	44.21	2.21	1,955.79
10-540-5204 Dues & Subscriptions	3,500.00	0.00	0.00	0.00	3,500.00
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	0.00	0.00	2,000.00
10-540-5207 Miscellaneous	0.00	0.00	0.00	0.00	0.00
10-540-5208 Citizen Communication	10,000.00	0.00	0.00	0.00	10,000.00
10-540-5209 Office Equipment & Maintenance	11,500.00	0.00	0.00	0.00	11,500.00
TOTAL ADMIN EXPENSE	34,750.00	644.21	644.21	1.85	34,105.79
<b>OFFICE EXPENSE</b>					
10-540-5210 Postage	2,500.00	575.45	575.45	23.02	1,924.55
10-540-5211 Meeting Supplies	5,000.00	33.25	33.25	0.67	4,966.75
10-540-5212 Rent/Leasehold/Furniture	120,000.00	19,408.84	19,408.84	16.17	100,591.16
10-540-5213 Office Supplies	8,500.00	1,095.19	1,095.19	12.88	7,404.81
10-540-5214 Telecommunications	5,572.00	1,982.77	1,982.77	35.58	3,589.23
10-540-5215 Travel & Training	2,000.00	0.00	0.00	0.00	2,000.00
10-540-5216 Statutory Legal Notices	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL OFFICE EXPENSE	146,572.00	23,095.50	23,095.50	15.76	123,476.50
<b>WAGES &amp; BENEFITS</b>					
10-540-5301 Gross Wages	209,696.00	30,828.02	30,828.02	14.70	178,867.98
10-540-5302 Overtime/Severance	0.00	1,261.18	1,261.18	0.00	1,261.18
10-540-5303 Temporary/Part-time Personnel	5,000.00	1,680.25	1,680.25	33.61	3,319.75
10-540-5304 Salary Adjustment (Bonus)	0.00	0.00	0.00	0.00	0.00
10-540-5306 Payroll Tax Expense	0.00	2,455.95	2,455.95	0.00	2,455.95
10-540-5310 TMRS (retirement)	0.00	3,009.35	3,009.35	0.00	3,009.35
10-540-5311 Payroll Processing	857.00	330.94	330.94	38.62	526.06
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	39,565.69	39,565.69	15.34	218,383.31
<b>INSURANCE</b>					
10-540-5353 Employee Insurance	24,093.00	8,569.05	8,569.05	35.57	15,523.95
10-540-5354 General Liability	3,816.00	0.00	0.00	0.00	3,816.00
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	2,083.00	2,083.00	0.00	2,083.00
10-540-5357 Drainage Study	100,000.00	0.00	0.00	0.00	100,000.00
TOTAL INSURANCE	128,709.00	10,652.05	10,652.05	8.28	118,056.95
TOTAL GENERAL GOVERNMENT	585,123.00	73,957.45	73,957.45	12.64	511,165.55



10 -GENERAL FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
<u>CONTRACT SERVICES</u>					
10-550-5108 Information Technology	11,429.00	0.00	0.00	0.00	11,429.00
TOTAL CONTRACT SERVICES	11,429.00	0.00	0.00	0.00	11,429.00
<u>ADMIN EXPENSE</u>					
10-550-5204 Dues & Subscriptions	500.00	0.00	0.00	0.00	500.00
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	0.00	0.00	4,000.00
<u>OFFICE EXPENSE</u>					
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	0.00	0.00	500.00
10-550-5214 Telecommunications	3,714.00	0.00	0.00	0.00	3,714.00
10-550-5215 Travel & Training	500.00	125.00	125.00	25.00	375.00
TOTAL OFFICE EXPENSE	4,864.00	125.00	125.00	2.57	4,739.00
<u>WAGES &amp; BENEFITS</u>					
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
<u>INSURANCE</u>					
10-550-5353 Employee Insurance	24,093.00	6,553.51	6,553.51	27.20	17,539.49
TOTAL INSURANCE	24,093.00	6,553.51	6,553.51	27.20	17,539.49
<u>COURT OPERATIONS</u>					
10-550-5402 MC Facilities	0.00	0.00	0.00	0.00	0.00
10-550-5403 Credit Card Charges	5,200.00	224.20	224.20	4.31	4,975.80
10-550-5404 Judge/Prosecutor/Interpreter	28,000.00	0.00	0.00	0.00	28,000.00
10-550-5405 Jury Pay	0.00	0.00	0.00	0.00	0.00
10-550-5406 State Comptroller/OMNI/Linebar	0.00	0.00	0.00	0.00	0.00
10-550-5407 SETCIC	0.00	0.00	0.00	0.00	0.00
10-550-5408 Supplies/Miscellaneous	0.00	0.00	0.00	0.00	0.00
10-550-5409 Collection Agency	0.00	0.00	0.00	0.00	0.00
10-550-5410 OmniBase Services of Texas	100.00	0.00	0.00	0.00	100.00
TOTAL COURT OPERATIONS	33,300.00	224.20	224.20	0.67	33,075.80
TOTAL MUNICIPAL COURT	174,659.00	6,902.71	6,902.71	3.95	167,756.29

10 -GENERAL FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC WORKS MAINTENANCE</u> =====					
<u>CONTRACT SERVICES</u>					
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
<u>ADMIN EXPENSE</u>					
10-560-5207 Misc Supplies	500.00	0.00	0.00	0.00	500.00
10-560-5209 Office Equipment & Maintenance	500.00	0.00	0.00	0.00	500.00
TOTAL ADMIN EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
<u>OFFICE EXPENSE</u>					
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
<u>WAGES &amp; BENEFITS</u>					
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
<u>INSURANCE</u>					
10-560-5353 Employee Insurance	18,070.00	5,895.17	5,895.17	32.62	12,174.83
TOTAL INSURANCE	18,070.00	5,895.17	5,895.17	32.62	12,174.83
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	0.00	0.00	0.00	0.00	0.00
10-560-5501 TCEQ & Harris CO Permits	1,800.00	0.00	0.00	0.00	1,800.00
10-560-5504 Landscaping Maintenance	10,000.00	9,903.02	9,903.02	99.03	96.98
10-560-5505 Gator Fuel	400.00	0.00	0.00	0.00	400.00
10-560-5506 Right of Way Mowing	40,000.00	0.00	0.00	0.00	40,000.00
10-560-5507 Road & Sign Repair	5,000.00	0.00	0.00	0.00	5,000.00
10-560-5508 ROW Water/Planting	3,200.00	0.00	0.00	0.00	3,200.00
10-560-5509 Tree Care/Removal	10,000.00	0.00	0.00	0.00	10,000.00
10-560-5510 Road/Drainage Maintenance	125,000.00	0.00	0.00	0.00	125,000.00
10-560-5515 Landscape Improvements	50,000.00	0.00	0.00	0.00	50,000.00
10-560-5516 Gator Maintenance	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL PUBLIC WORKS OPERATIONS	246,600.00	9,903.02	9,903.02	4.02	236,696.98
TOTAL PUBLIC WORKS MAINTENANCE	356,706.00	15,798.19	15,798.19	4.43	340,907.81

10 -GENERAL FUND

08.33% 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	0.00	0.00	0.00
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	0.00	0.00	0.00
10-570-5606 Road/Drainage Projects	50,000.00	0.00	0.00	0.00	50,000.00
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	0.00	0.00	0.00
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	0.00	0.00	0.00
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	0.00	0.00	350,000.00
<hr/>					
TOTAL GOF CAPITAL OUTLAYS	350,000.00	0.00	0.00	0.00	350,000.00
<hr/>					
TOTAL EXPENDITURES	5,649,883.00	1,009,030.42	1,009,030.42	17.86	4,640,852.58
=====					
REVENUES OVER/(UNDER) EXPENDITURES	1,061,710.00	1,323,427.23	1,323,427.23	(	261,717.23)

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
20-1100	Claim on Cash	( 1,477,018.96)	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	405,186.03	
20-1109	Texpool-DS	1,053,805.52	
20-1110	Texas Class-DS	119,912.83	
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>661,232.36</u>	
	<b>TOTAL ASSETS</b>		<b>661,232.36</b>
			=====
<b>LIABILITIES</b>			
=====			
20-2001	Accounts Payable	0.00	
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>	
	<b>TOTAL LIABILITIES</b>		<b><u>1,429,072.45</u></b>
<b>EQUITY</b>			
=====			
20-3000	Fund Balance	<u>157,730.17</u>	
	<b>TOTAL BEGINNING EQUITY</b>		<b>157,730.17</b>
	<b>TOTAL REVENUE</b>	<b>616,738.20</b>	
	<b>TOTAL EXPENSES</b>	<u><b>1,500.00</b></u>	
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	<b>615,238.20</b>	
	<b>(WILL CLOSE TO FUND BAL.)</b>	<b>( 1,540,808.46)</b>	
	<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>		<b>( <u>767,840.09</u>)</b>
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>		<b>661,232.36</b>
			=====

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2019

20 -DEBT SERVICE  
 FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,408,397.00	614,811.11	614,811.11	43.65	793,585.89
INVESTMENT INCOME	<u>750.00</u>	<u>1,927.09</u>	<u>1,927.09</u>	<u>256.95</u>	<u>( 1,177.09)</u>
TOTAL REVENUES	<u>1,409,147.00</u>	<u>616,738.20</u>	<u>616,738.20</u>	<u>43.77</u>	<u>792,408.80</u>
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	1,500.00	1,500.00	66.67	750.00
OTHER EXPENSES	1,499,114.00	0.00	0.00	0.00	1,499,114.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>1,501,364.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.10</u>	<u>1,499,864.00</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)	615,238.20	615,238.20	( 707,455.20)	

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2019

20 -DEBT SERVICE

08.33% 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	614,811.11	614,811.11	43.65	793,585.89
TOTAL TAXES	1,408,397.00	614,811.11	614,811.11	43.65	793,585.89
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	750.00	1,927.09	1,927.09	256.95 (	1,177.09)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	750.00	1,927.09	1,927.09	256.95 (	1,177.09)
TOTAL REVENUES	1,409,147.00	616,738.20	616,738.20	43.77	792,408.80
	=====	=====	=====	=====	=====

20 -DEBT SERVICE

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
=====					
<b>ADMIN EXPENSE</b>					
20-500-5204 Paying Agent Fees	2,250.00	1,500.00	1,500.00	66.67	750.00
TOTAL ADMIN EXPENSE	2,250.00	1,500.00	1,500.00	66.67	750.00
<b>OTHER EXPENSES</b>					
20-500-5820 Interest Expense-Bonds	269,114.00	0.00	0.00	0.00	269,114.00
20-500-5821 Bond Principal Payments	1,230,000.00	0.00	0.00	0.00	1,230,000.00
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,499,114.00	0.00	0.00	0.00	1,499,114.00
<b>TRANSFERS</b>					
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
<b>TOTAL NON-DEPARTMENTAL</b>	1,501,364.00	1,500.00	1,500.00	0.10	1,499,864.00
<b>TOTAL EXPENDITURES</b>	1,501,364.00	1,500.00	1,500.00	0.10	1,499,864.00
=====					
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	( 92,217.00)	615,238.20	615,238.20		( 707,455.20)

## 30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
30-1100	Claim on Cash	86,192.43	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	20,482.52	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	0.00	
			<u>106,675.38</u>
TOTAL ASSETS			106,675.38
			=====
<b>LIABILITIES</b>			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	0.00	
TOTAL LIABILITIES			<u>0.00</u>
<b>EQUITY</b>			
=====			
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	0.00	
TOTAL BEGINNING EQUITY		92,618.92	
TOTAL REVENUE		1,493.31	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		1,493.31	
(WILL CLOSE TO FUND BAL.)		12,563.15	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>106,675.38</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			106,675.38
			=====



30 -SPECIAL REVENUE FUND  
 FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	13,300.00	1,492.44	1,492.44	11.22	11,807.56
INVESTMENT INCOME	5.00	0.87	0.87	17.40	4.13
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,305.00</b>	<b>1,493.31</b>	<b>1,493.31</b>	<b>11.22</b>	<b>11,811.69</b>
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>QUALIFIED EXPENSES</u>					
COURT	123.00	0.00	0.00	0.00	123.00
<b>TOTAL QUALIFIED EXPENSES</b>	<b>123.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>123.00</b>
<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
<b>TOTAL ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>13,182.00</b>	<b>1,493.31</b>	<b>1,493.31</b>		<b>11,688.69</b>

30 -SPECIAL REVENUE FUND

08.33% 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	492.59	492.59	12.31	3,507.41
30-4310 MC Technology Revenue	5,300.00	656.79	656.79	12.39	4,643.21
30-4315 Child Safety Revenues	4,000.00	343.06	343.06	8.58	3,656.94
TOTAL COURT	13,300.00	1,492.44	1,492.44	11.22	11,807.56
<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	0.87	0.87	0.00	0.87
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	5.00	0.87	0.87	17.40	4.13
<u>DONATIONS &amp; IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,305.00</b>	<b>1,493.31</b>	<b>1,493.31</b>	<b>11.22</b>	<b>11,811.69</b>

30 -SPECIAL REVENUE FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>MISCELLANEOUS</b>					
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
<b>QUALIFIED EXPENSES</b>					
<b>COURT</b>					
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
<b>ADMINISTRATION</b>					
<b>ADMIN EXPENSE</b>					
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
<b>OTHER EXPENSES</b>					
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
<b>TRANSFERS</b>					
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	1,493.31	1,493.31		11,688.69

## BALANCE SHEET

AS OF: JANUARY 31ST, 2019

## 40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
40-1100	Claim on Cash	( 1,492,411.29)
40-1101	Texpool	0.00
40-1105	Cash - Amegy Checking	0.00
40-1120	Texas Class	7,413.72
40-1200	Accounts Receivable	0.00
40-1220	A/R - General Fund	0.00
40-1250	Due To Metro	0.00
40-1300	Accrued Interest Receivable	0.00
		<u>( 1,484,997.57)</u>
TOTAL ASSETS		( 1,484,997.57)
=====		
<b>LIABILITIES</b>		
=====		
40-2001	Accounts Payable	0.00
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	0.00
	TOTAL LIABILITIES	<u>194,200.81</u>
<b>EQUITY</b>		
=====		
40-3000	Fund Balance	<u>88,452.47</u>
	TOTAL BEGINNING EQUITY	88,452.47
TOTAL REVENUE		16.51
TOTAL EXPENSES		<u>0.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		16.51
(WILL CLOSE TO FUND BAL.)		( 1,767,667.36)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		( 1,679,198.38)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		( 1,484,997.57)
=====		

40 -CAPITAL PROJECTS FUND  
 FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	16.51	16.51	0.00 (	16.51)
DONATIONS & IN LIEU	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0.00	16.51	16.51	0.00 (	16.51)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</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 NON-DEPARTMENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	16.51	16.51	(	16.51)

40 -CAPITAL PROJECTS FUND

08.33% 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	16.51	16.51	0.00	( 16.51)
TOTAL INVESTMENT INCOME	0.00	16.51	16.51	0.00	( 16.51)
<u>DONATIONS &amp; IN LIEU</u>					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	16.51	16.51	0.00	( 16.51)
	=====	=====	=====	=====	=====

40 -CAPITAL PROJECTS FUND

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
=====					
<b>ADMIN EXPENSE</b>					
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
<b>OTHER EXPENSES</b>					
40-500-5601 Capital Outlay	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
40-500-5670 N. Piney Point Road Project	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>TRANSFERS</b>					
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
<b>TOTAL NON-DEPARTMENTAL</b>					
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>					
	0.00	0.00	0.00	0.00	0.00
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
	0.00	16.51	16.51	(	16.51)

99 - POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
99-1101	Cash	235,707.53	
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>6,126.76</u>	
			<u>241,834.29</u>
TOTAL ASSETS			241,834.29
			=====
<b>LIABILITIES</b>			
=====			
99-2000	Accounts Payable	7,437.76	
99-2190	Due to Other Funds	<u>234,396.53</u>	
	TOTAL LIABILITIES		<u>241,834.29</u>
<b>EQUITY</b>			
=====			
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.			241,834.29
			=====



**Council Agenda Item Cover Memo**

**2/26/2019**

**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 Surrey Oaks Project, the City of Houston Windermere Project, White Pillars, various maintenance projects, and future projects.

**STAFF RECOMMENDATION:** \_\_\_\_\_

\_\_\_\_\_

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



**Engineer's Status Report**  
City of Piney Point Village  
HDR Engineering, Inc.  
City Council Meeting Date: February 26, 2019

**1. Surrey Oaks Paving & Drainage Improvements**

The City and HDR held a meeting at the Appel residence on Surrey Oaks on Monday, February 18th to discuss the project details, findings of the 30% design, and schedule going forward. At the end of the meeting HDR laid plans out for residents to see what proposed improvements are planned for their house and ask any questions about the plans.

The City and HDR also met with the builders of 11306 and 11326 Surrey Oaks and discussed the City's plans to eliminate or limit construction permits during construction as well as their construction schedule. The builder at 11306 Surrey Oaks anticipates completing their home in late April and the builder at 11326 Surrey Oaks anticipates finishing in July. As currently scheduled, both homes should be completed before construction will begin on the street.

As discussed in the last Council meeting, the MVWA request that a ductile iron water line located in front of the first four houses on the south side (11333 to 11321 Surrey Oaks) of the road be replaced during the project. The MVWA would also like to replace the sanitary sewer line on the north side of the road by a method called pipe bursting. HDR will be preparing an opinion of probable construction costs, engineering and site representation fees, and will coordinate an Interlocal Agreement with the MVWA and the City for this additional work. It is anticipated that the Interlocal Agreement and amendment to the engineering contract will be presented at the March Council meeting.

**2. City of Houston – Windermere Project**

The City of Houston has awarded the contract for the Windermere Outfall Repair Project 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. The City has scheduled a pre-construction meeting on Thursday, February 28 at the City of Houston offices. The City has also issued a Notice to Proceed of Monday, March 11<sup>th</sup>. HDR has notified the residents of the Notice to Proceed dates. HDR has also request that a meeting be held with the Contractor, City of Houston, and residents on-site to discuss project specifics.



### **3. #2 White Pillars/Jeffers Ct./Pineneedle**

The resident at #2 White Pillars has expressed concern with an 18-inch storm sewer pipe that runs along the east side of his property from south to north outfalling into Soldiers Creek on the north side of White Pillars. The resident has reported that water bubbles up from inlets along the pipe and his yard drainage and fills his yard eventually flooding his garage. Council previously approved a quote to clean and televise the storm sewer to look for any major blockages or deficiencies that could be causing water to overflow from the pipe. There were some minor roots and one minor/medium roots in the pipe, but it did not appear that there were any blockages that would cause the flooding that the resident has reported. HDR also surveyed key elevations along the pipe and determined that it does not appear that Soldiers Creek is back flowing through the pipe and flooding the yard.

Using the survey data obtained, HDR has checked the hydraulic grade line of the existing 18-inch pipe for different storm events based on the survey data obtained. Calculations show that the hydraulic grade line appears to be higher than the ground/inlet elevations in the backyard of the property. The calculations were then checked with a 24-inch pipe instead of the existing 18-inch pipe. The hydraulic grade line remains below the ground/inlet elevations with a 24-inch pipe. Attached are hydraulic grade line calculations for the following scenarios for further discussion:

- City of Houston 2-year rain event, tailwater at springline (half pipe)
- City of Houston 5-year rain event, tailwater at springline (half pipe)
- City of Houston 10-year rain event, tailwater at top (soffit) of pipe

The OPCC for these improvements is \$116,360.00

### **4. 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:

- Baker Cove standing water
- Jamestown ditch regrading
- Williamsburg ditch regrading/culvert reset
- Taylorcrest (Echo Lane to Blalock Road) Restriping
  - Re-striping has been completed
- Carol Tree Park Sidewalk
  - The Contractor has completed the work



- S. Piney Point Road Guardrail Replacement
  - The Contractor has completed the replacement of the guardrail.
- Ditch Regrading (west side of Memorial Drive – Lacewood to Lazywood)
  - DonMar Grading has been delayed by weather but anticipates completing the work soon.

## 5. 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.

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) –
    - Asphalt Reclamation - \$746,740.00
    - Concrete Pavement - \$1,623,460.00
- Arrowwood Circle (Asphalt)
- S. Piney Point Road (Asphalt)
- Crack Sealing



## 6. 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 - February Council Meeting – 2/26/2018
    - Final Design Completion – 5/27/2019
    - Authorization for Bidding – April Council Meeting – 5/27/2019
    - Advertise for Bidding - June
    - Bid Opening – mid-July
    - Award Contract – July Council Meeting – 7/29/2019
    - Construction Notice to Proceed – late-August
    - Construction Completion Date – late March 2020

"PIPELOSS PROGRAM"

City of Piney Point Village  
#2 White Pillars Analysis  
September 12, 2018

This program computes head losses through storm sewer pipes under pressure flow conditions. Losses are based on Manning's Equation and other standard hydraulic formulas.

EXISTING CONDITIONS

Type of Loss	Diameter (inches)	Q <sub>p</sub> (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Inlet (feet)
Tailwater Elevation (HGL) in Receiving Stream											
Outfall	24	10.66	3.39	1.00	---	---	---	0.18	97.26	0	98.26
PI <sub>1</sub>	24	10.66	3.39	---	0.013	77	0.500	0.18	97.60	72	99.34
ROW Inlet	18	10.66	6.03	0.10	---	---	---	0.06	97.65	72	99.34
PI <sub>2</sub>	18	9.77	5.53	---	0.013	105	0.375	0.30	98.56	177	100.00
Inlet #3	18	9.77	5.53	0.10	---	---	---	0.05	98.90	177	100.00
PI <sub>2</sub>	18	9.77	5.53	---	0.013	80	0.375	0.69	99.29	257	100.02
Inlet #2	18	9.77	5.53	0.10	---	---	---	0.05	99.34	257	100.02
PI <sub>1</sub>	18	9.77	5.53	---	0.013	29	0.375	0.25	99.59	286	100.18
Inlet #1	18	9.77	5.53	0.10	---	---	---	0.05	99.64	286	100.18
PI <sub>1</sub>	18	8.29	5.25	---	0.013	24	0.375	0.19	99.82	310	100.20
MH	18	8.29	5.25	1.00	---	---	---	---	100.25	310	100.20
TOTAL HEAD LOSS (FEET)						286	2.99				
TAILWATER ELEVATION (FEET)						97.26					
HEADWATER ELEVATION (FEET)						100.25					

PROPOSED CONDITIONS WITH 24" PIPE REPLACING EXISTING 18"

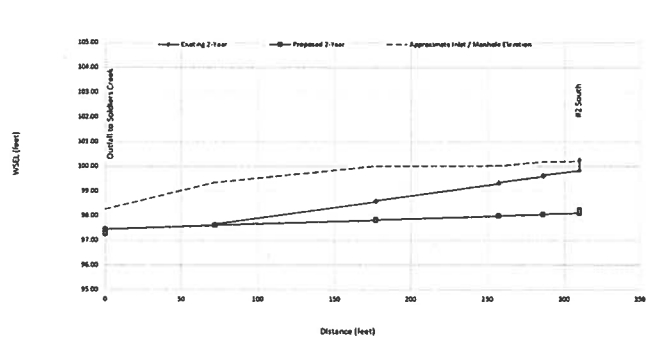
Type of Loss	Diameter (inches)	Q (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Curb (feet)
Tailwater Elevation (HGL) in Receiving Stream											
Outfall	24	10.66	3.39	1.00	---	---	---	0.18	97.44	0.00	98.26
PI <sub>1</sub>	24	10.66	3.39	---	0.013	72	0.500	0.16	97.60	72.00	99.34
ROW Inlet	24	10.66	3.39	0.10	---	---	---	0.02	97.62	72.00	99.34
PI <sub>1</sub>	24	9.77	3.11	---	0.013	105	0.500	0.19	97.61	177.00	100.00
Inlet #3	24	9.77	3.11	0.10	---	---	---	0.02	97.63	177.00	100.00
PI <sub>2</sub>	24	9.77	3.11	---	0.013	80	0.500	0.15	97.97	257.00	100.02
Inlet #2	24	9.77	3.11	0.10	---	---	---	0.02	97.99	257.00	100.02
PI <sub>1</sub>	24	9.77	3.11	---	0.013	29	0.500	0.05	98.04	286.00	100.18
Inlet #1	24	9.77	3.11	0.10	---	---	---	0.02	98.06	286.00	100.18
PI <sub>1</sub>	24	8.29	2.96	---	0.013	24	0.500	0.04	98.10	310.00	100.20
MH	24	8.29	2.96	1.00	---	---	---	0.14	98.23	310.00	100.20
TOTAL HEAD LOSS (FEET)						286	0.97				
TAILWATER ELEVATION (FEET)						98.26					
HEADWATER ELEVATION (FEET)						99.23					

From	To	Q <sub>p</sub>
Inlet	Inlet 1	8.29
Inlet 1	Inlet 2	9.77
Inlet 2	Inlet 3	9.77
Inlet 3	ROW Inlet	9.77
ROW Inlet	Sellers Creek	18.64

NOTES

Flow rates are based on City of Houston 2-Year approach. Tailwater is at springline (HGL) of pipe. Hydraulic Grade Line calculations provided for existing system & upgraded system with 18" pipe replaced by 24" pipe.

WSEL vs. Distance Along Storm Sewer



Pipe Entrance Loss

$H_e = K_e \cdot (V^2/2g)$   $K_e = 0.5 - 0.7$  depending on pipe material & type of entrance.

Pipe Exit Loss

$H_{ex} = K_{ex} \cdot (V^2/2g)$   $K_{ex} = 1.0$  for most situations.

Manhole / Inlet Loss Equation

$H_m = K_{mh} \cdot (V^2/2g)$   $K_{mh}$  varies with deflection angle.  
 $K_{mh} = 0.1$  for small angle or straight-through.  
 $K_{mh} = 1.4$  for a 90-degree bend.

Friction Loss

Friction Loss (H<sub>f</sub>) is based on the Manning Equation.

"PIPELOSS PROGRAM"

City of Piney Point Village  
#2 White Pillars Analysis  
September 12, 2018

This program computes head losses through storm sewer pipes under pressure flow conditions. Losses are based on Manning's Equation and other standard hydraulic formulas.

EXISTING CONDITIONS

Type of Loss	Diameter (Inches)	Q <sub>s</sub> (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Inlet (feet)
Tailwater Elevation (HGL) in Receiving Stream											
Outfall	24	13.74	4.37	1.00	---	---	---	0.30	97.56	0	98.26
PI <sub>1</sub>	24	13.74	4.37	---	0.013	72	0.500	0.26	97.82	72	99.34
ROW Inlet	18	13.74	7.76	0.10	---	---	---	0.09	97.92	72	99.34
PI <sub>2</sub>	18	12.58	7.12	---	0.013	105	0.375	1.20	99.41	177	100.00
Inlet #3	18	12.58	7.12	0.10	---	---	---	0.08	99.49	177	100.00
PI <sub>3</sub>	18	12.58	7.12	---	0.013	80	0.375	1.14	100.83	257	100.00
Inlet #2	18	12.58	7.12	0.10	---	---	---	0.08	100.71	257	100.00
PI <sub>4</sub>	18	12.58	7.12	---	0.013	29	0.375	0.41	101.13	286	100.18
Inlet #1	18	12.58	7.12	0.10	---	---	---	0.08	101.20	286	100.18
PI <sub>5</sub>	18	11.98	6.77	---	0.013	24	0.375	0.31	101.51	310	100.20
MH	18	11.98	6.77	1.00	---	---	---	0.11	102.22	310	100.20
TOTAL HEAD LOSS (FEET)						286	4.86				
TAILWATER ELEVATION (FEET)						97.26					
HEADWATER ELEVATION (FEET)						102.22					

PROPOSED CONDITIONS WITH 24" PIPE REPLACING EXISTING 18"

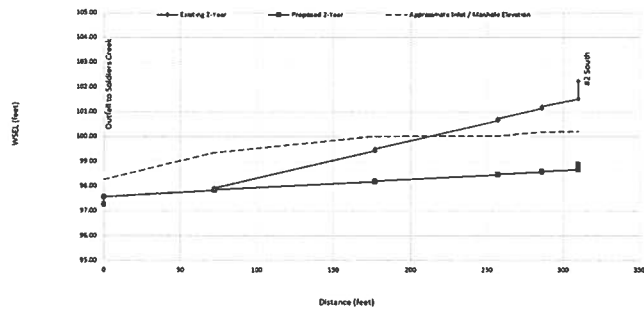
Type of Loss	Diameter (Inches)	Q <sub>s</sub> (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Curb (feet)
Tailwater Elevation (HGL) in Receiving Stream											
Outfall	24	13.74	4.37	1.00	---	---	---	0.30	97.26	0.00	98.26
PI <sub>1</sub>	24	13.74	4.37	---	0.013	72	0.500	0.26	97.82	72.00	99.34
ROW Inlet	24	13.74	4.37	0.10	---	---	---	0.03	97.85	72.00	99.34
PI <sub>2</sub>	24	12.58	4.00	---	0.013	105	0.500	0.32	98.17	177.00	100.00
Inlet #3	24	12.58	4.00	0.10	---	---	---	0.02	98.20	177.00	100.00
PI <sub>3</sub>	24	12.58	4.00	---	0.013	80	0.500	0.25	98.44	257.00	100.00
Inlet #2	24	12.58	4.00	0.10	---	---	---	0.02	98.47	257.00	100.00
PI <sub>4</sub>	24	12.58	4.00	---	0.013	29	0.500	0.09	98.56	286.00	100.18
Inlet #1	24	12.58	4.00	0.10	---	---	---	0.02	98.58	286.00	100.18
PI <sub>5</sub>	24	11.98	3.81	---	0.013	24	0.500	0.07	98.65	310.00	100.20
MH	24	11.98	3.81	1.00	---	---	---	0.23	98.88	310.00	100.20
TOTAL HEAD LOSS (FEET)						286	1.82				
TAILWATER ELEVATION (FEET)						98.26					
HEADWATER ELEVATION (FEET)						99.88					

From	To	Q <sub>s</sub>
Inlet	Inlet 1	13.96
Inlet 1	Inlet 2	13.58
Inlet 2	Inlet 3	13.58
Inlet 3	ROW Inlet	13.58
ROW Inlet	Soldiers Creek	13.74

NOTES

Flow rates are based on City of Houston 5-Year approach. Tailwater is at springline (half) of pipe. Hydraulic Grade Line calculations provided for existing system & upgraded system with 18" pipe replaced by 24" pipe.

WSEL vs. Distance Along Storm Sewer



Pipe Entrance Loss

$H_e = K_e \times (V^2/2g)$   $K_e = 0.5 - 0.7$  depending on pipe material & type of entrance.

Pipe Exit Loss

$H_{ex} = K_{ex} \times (V^2/2g)$   $K_{ex} = 1.0$  for most situations.

Manhole / Inlet Loss Equation

$H_m = K_{mh} \times (V^2/2g)$   $K_{mh}$  varies w/ deflection angle.  
 $K_{mh} = 0.1$  for small angle or straight-through.  
 $K_{mh} = 1.4$  for a 90-degree bend.

Friction Loss

Friction Loss (H<sub>f</sub>) is based on the Manning Equation.

"PIPELOSS PROGRAM"

City of Piney Point Village  
#2 White Pillars Analysis  
September 12, 2018

This program computes head losses through storm sewer pipes under pressure flow conditions. Losses are based on Manning's Equation and other standard hydraulic formulas.

EXISTING CONDITIONS

Type of Loss	Diameter (Inches)	Q <sub>s</sub> (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Inlet (feet)	
Tailwater Elevation (HGL) in Receiving Stream												
Outfall	24	15.83	5.04	1.00	---	---	---	0.39	98.55	0	98.26	
PI <sub>1</sub>	24	15.83	5.04	---	0.013	72	0.500	0.35	99.00	72	99.34	
ROW Inlet	18	15.83	8.96	0.10	---	---	---	0.12	99.13	72	99.34	
PI <sub>2</sub>	18	14.49	8.20	---	0.013	105	0.375	1.39	101.12	177	100.00	
Inlet #3	18	14.49	8.20	0.10	---	---	---	0.10	101.22	177	100.00	
PI <sub>3</sub>	18	14.49	8.20	---	0.013	80	0.375	1.51	102.74	257	100.02	
Inlet #2	18	14.49	8.20	0.10	---	---	---	0.10	102.84	257	100.02	
PI <sub>4</sub>	18	14.49	8.20	---	0.013	28	0.375	0.55	103.39	285	100.18	
Inlet #1	18	14.49	8.20	0.10	---	---	---	0.10	103.49	285	100.18	
PI <sub>5</sub>	18	13.78	7.90	---	0.013	24	0.375	0.41	103.90	310	100.20	
SMH	18	13.78	7.90	1.00	---	---	---	0.94	104.85	310	100.20	
TOTAL HEAD LOSS (FEET)							286					
TAILWATER ELEVATION (FEET)								98.26				
HEADWATER ELEVATION (FEET)								104.85				

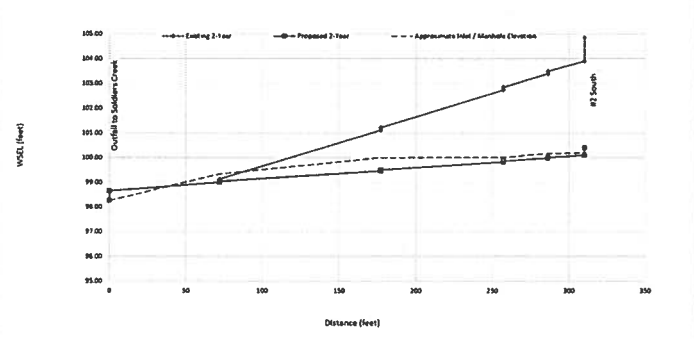
PROPOSED CONDITIONS WITH 24" PIPE REPLACING EXISTING 18"

Type of Loss	Diameter (Inches)	Q <sub>s</sub> (cfs)	V (ft/sec)	K	Manning n	Length (feet)	R (feet)	H <sub>f</sub> (feet)	HGL (feet)	Cum. Dist. (feet)	Top Curb (feet)	
Tailwater Elevation (HGL) in Receiving Stream												
Outfall	24	15.83	5.04	1.00	---	---	---	0.39	98.26	0.00	98.26	
PI <sub>1</sub>	24	15.83	5.04	---	0.013	72	0.500	0.35	99.00	72.00	99.34	
ROW Inlet	24	15.83	5.04	0.10	---	---	---	0.04	99.04	72.00	99.34	
PI <sub>2</sub>	24	14.49	4.61	---	0.013	105	0.500	0.43	99.47	177.00	100.00	
Inlet #3	24	14.49	4.61	0.10	---	---	---	0.03	99.51	177.00	100.00	
PI <sub>3</sub>	24	14.49	4.61	---	0.013	80	0.500	0.33	99.83	257.00	100.02	
Inlet #2	24	14.49	4.61	0.10	---	---	---	0.03	99.87	257.00	100.02	
PI <sub>4</sub>	24	14.49	4.61	---	0.013	28	0.500	0.12	99.98	286.00	100.18	
Inlet #1	24	14.49	4.61	0.10	---	---	---	0.03	100.02	286.00	100.18	
PI <sub>5</sub>	24	13.78	4.39	---	0.013	24	0.500	0.09	100.11	310.00	100.20	
SMH	24	13.78	4.39	1.00	---	---	---	0.30	100.40	310.00	100.20	
TOTAL HEAD LOSS (FEET)							286	2.14				
TAILWATER ELEVATION (FEET)								98.26				
HEADWATER ELEVATION (FEET)								100.40				

From	To	C <sub>d</sub>
Inlet	Inlet 1	13.75
Inlet 1	Inlet 2	14.49
Inlet 2	Inlet 3	14.49
Inlet 3	ROW Inlet	14.49
ROW Inlet	Soldiers Creek	13.83

NOTES  
Flow rates are based on City of Houston 10-Year approach. Tailwater is at top (bottom, or crown) of pipe. Hydraulic Grade Line calculations provided for existing system & upgraded system with 18" pipe replaced by 24" pipe.

WSEL vs. Distance Along Storm Sewer



Pipe Entrance Loss  
 $H_e = K_e \cdot (V^2/2g)$   
 $K_e = 0.5 - 0.7$ , depending on pipe material & type of entrance.

Pipe Exit Loss  
 $H_{ex} = K_{ex} \cdot (V^2/2g)$   
 $K_{ex} = 1.0$  for most situations.

Manhole / Inlet Loss Equation  
 $H_m = K_{mh} \cdot (V^2/2g)$   
 $K_{mh}$  varies with deflection angle.  
 $K_{mh} = 0.1$  for small angle or straight-through.  
 $K_{mh} = 1.4$  for a 90-degree bend.

Friction Loss  
Friction Loss (H<sub>f</sub>) is based on the Manning Equation.







**Council Agenda Item Cover Memo**

**2/26/2019**

**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:** \_\_\_\_\_

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**ESTIMATED COST:** See Attached

**FUNDING SOURCE:** \_\_\_\_\_

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**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

4828 Loop Central Drive, Suite 600, Houston, TX 77081-3220  
T (713) 622-9264 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:

<b><u>Surrey Oaks Paving and Drainage Improvements Project</u></b>	<b><u>Total Fees</u></b>
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
<b>Surrey Oaks Paving and Drainage Improvements Project</b>	<b>\$322,775.00</b>
*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>
<b>Total Project Cost</b>	<b>\$1,215,797.00</b>

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

**Council Agenda Item Cover Memo**

**2/26/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on the acceptance of the Master Drainage Study Update**

**SUMMARY/BACKGROUND (WHY):** HDR has completed the Master Drainage Study Update and a workshop with Council was held on January 22, 2019 to review and discuss the study. HDR has revised the study based on comments or questions from the workshop and is presenting the study to Council for acceptance.

**STAFF RECOMMENDATION:** \_\_\_\_\_

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



# Master Drainage Study Update

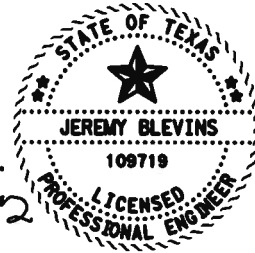
City of Piney Point Village



*Piney Point Village, TX*

February 20, 2019

*Jeremy Blevins*



HDR ENGINEERING, INC.  
TEXAS REGISTERED FIRM F-754

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1. Watershed Map
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3. Floodplain Boundary Map
4. Drainage Area Map
5. Beinhorn Rd., Marchmont Ln., Hacienda Ln., & Grecian Way Improvements
6. Chuckanut Lane Improvements
7. N. Country Squire, S. Country Squire, & Country Court Improvements
8. Memorial Drive Improvements from Country Ct. to HCFCD Unit W144-00-00
9. Memorial Drive Improvements from S. Country Squire to Greenbay St.
10. Robbins Dr., Tynebrook Ln., & Lacewood Ln. Improvements
11. Shadow Way Improvements
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18. Blalock Road System – Proposed Conditions 10-Year Inundation Depth Grid
19. Blalock Road System – Proposed Conditions 2-Year Inundation Depth Grid
20. Blalock Road Improvements include West Side Ditch Replacement
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22. Bothwell Ln., Holidan Ln., Marchmont Ln., & Wilding Ln. Improvements
23. Soldiers Creek System – Proposed Conditions 100-Year Inundation Depth Grid

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# 1 Background Information

HDR Engineering, Inc. (HDR) completed a Master Drainage Study in 2010 for the City of Piney Point Village. As a part of that master drainage study, HDR identified, mapped, and evaluated the existing drainage infrastructure and provided recommendations for drainage improvement projects. The City of Piney Point Village has completed several drainage improvement projects identified in the original study and has requested that the Master Drainage Study be updated to include information gathered from neighboring cities, include recently completed drainage improvement projects, and verify and update projects identified in the 2010 study. The City has also requested that HDR perform detailed modeling to identify future projects and perform an analysis to identify detention and mitigation requirements associated with those projects.

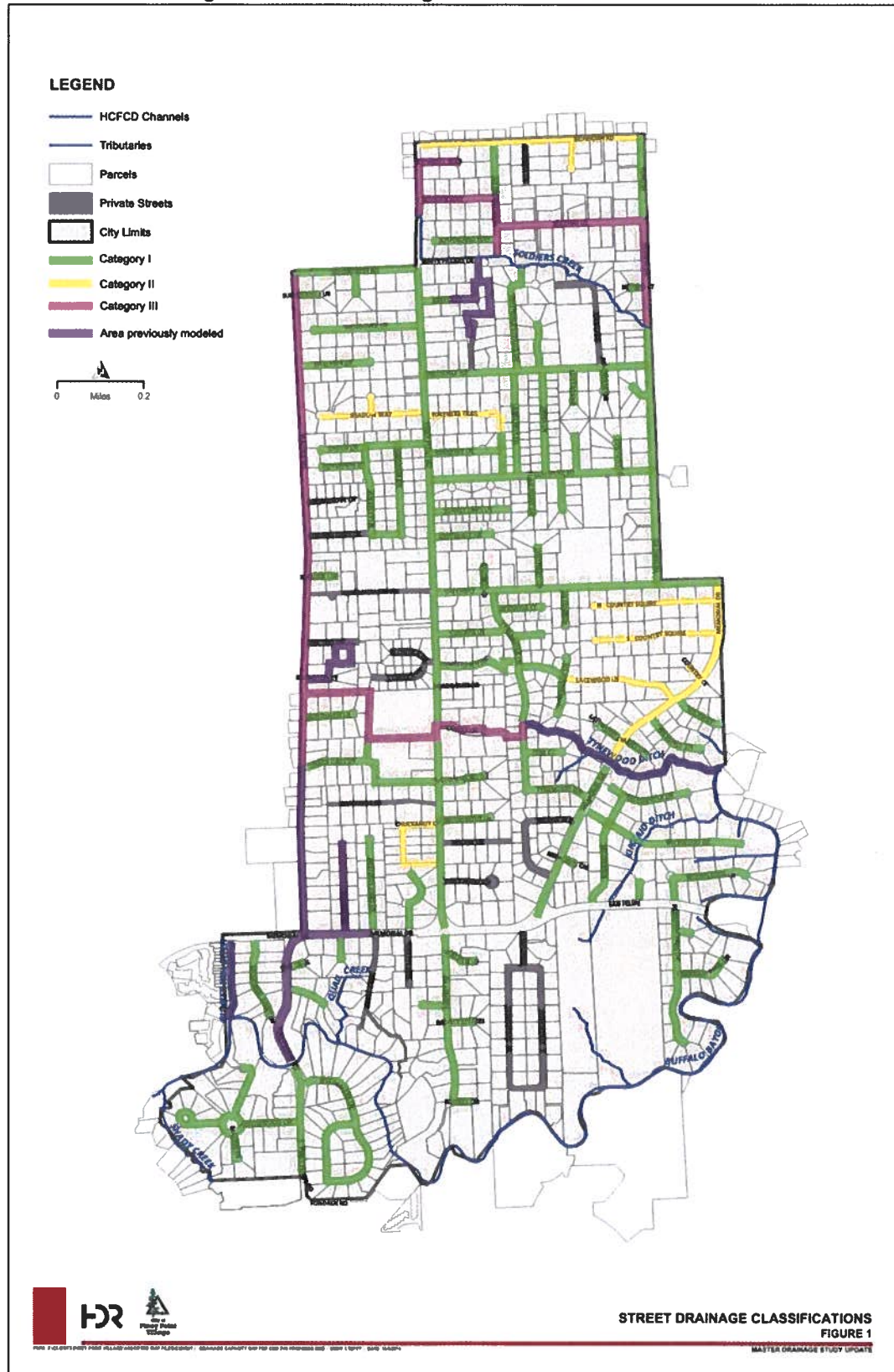
**Exhibit 1** is a watershed map of the Buffalo Bayou subwatersheds super-imposed on the corporate limits of the City of Piney Point Village. **Exhibit 2** is a shaded topographic map of the City of Piney Point Village. **Exhibit 3** is map of the FEMA effective floodplains within the City of Piney Point Village. **Exhibit 4** is a map of the drainage boundaries of the major drainage systems within the City of Piney Point Village.

The Master Drainage Study update is based on the classification of streets and drainage areas within the City into the following categories:

- Category I identifies streets and areas within the City of Piney Point Village for which drainage improvements have been completed and/or are not required because existing drainage systems have adequate capacity;
- Category II identifies streets and areas within the City where needed improvements have been identified in the 2010 Master Drainage Study and require only a brief analysis to verify the 2010 recommendations;
- Category III identifies streets and areas within the City where drainage patterns and conditions are relatively complex and where detailed modeling analyses are necessary.

**Figure 1** provides areas within the City that fall within each of the three categories. Green lines indicate streets and areas that fall within Category I. Yellow lines indicate streets and areas that fall within Category II. Magenta lines indicate streets and areas within Category III where detailed modeling data is necessary. Purple lines indicate areas that were previously modeled.

Figure 1 - Street Drainage Classifications



## 2 Scope of Work

The following scope of work is necessary to update the Master Drainage Study for the City of Piney Point Village. The scope is based on the three-tiered drainage system classification described above.

### **Project Management**

1. Meet with representatives of the City of Piney Point Village to discuss the project and make decisions.
2. Meet with representatives of Harris County Flood Control District and the Cities of Bunker Hill Village, Hedwig Village, and Hunters Creek Village to gather data and discuss regulatory requirements.
3. Provide quality control reviews of all deliverables, including reports, exhibits, and calculations, with documentation of all reviews.
4. Prepare monthly invoices to cover all work completed by HDR including status reports as required by Piney Point Village.

### **Preliminary Evaluations**

1. Collect, review, and document prior work efforts completed in adjacent cities, including Bunker Hill Village, Hedwig Village, and Hunters Creek Village.
2. Review prior work and prepare detailed drainage area map for the entire city. Include off-site drainage from adjacent communities.
3. Work with representatives of the City of Piney Point Village to assign the various streets within the City to the categories previously described.
4. Determine whether any private streets will be included in planning efforts or considered as candidates for cooperative projects.

### **Verification of 2010 Master Drainage Study Recommendations**

1. Review drainage areas at strategic locations along each street, including intersections and other possible pipe size change locations.
2. Review peak runoff rates computed using the rational method along with the computed drainage areas. Check the computed 2-year and 100-year flow rates per current Piney Point Village requirements.
3. Check and verify preliminary pipe size recommendations from the 2010 Master Drainage Study report using a commonly-utilized approach with a design velocity of 3 feet per second.
4. Review the design tailwater conditions using available information from FEMA maps, prior studies, and information supplied by the HCFCD and adjacent studies.
5. Review hydraulic grade line elevations provided in the 2010 study report for the various storm sewer segments. Verify and/or adjust pipe sizing as needed.
6. Check existing street grades and prepare preliminary street profiles to provide 100-year sheet flow (surface flow) capacity to connect drainage areas to outfall channels and drainage exit routes.

### **Detailed Modeling**

1. Compute drainage areas at strategic locations along each street, including intersections and other possible pipe size change locations. Include off-site areas.
2. Use the rational method to compute peak runoff rates associated with the various drainage areas. Compute 2-year and 100-year flow rates per current Piney Point Village requirements.
3. Use HEC-HMS to compute 2-year and 100-year runoff hydrographs for each of the drainage areas included in the detailed analysis.
4. Establish preliminary pipe size requirements using a commonly-utilized approach with design velocity of 3 feet per second.
5. Establish design tailwater conditions using available information from FEMA maps, prior studies, and information supplied by HCFCD and adjacent cities.
6. Use the XP-SWMM modeling software to analyze each storm sewer system, adjusting pipe sizes and arrangements needed to obtain acceptable results.
7. Use XP-SWMM to analyze the 100-year storm event and check sheet flow capacities in the street system. Adjust street grades and plan for relief swales to achieve acceptable results.

### **Detention/Mitigation Analysis**

1. Review drainage improvements based on simple analysis and design techniques. Use Basin Development Factor (BDF) based methods to establish detention requirements.
2. Review XP-SWMM modeling requirements and establish detention requirements based on the review of computed and routed hydrographs.
3. Estimate detention land surface requirements and identify possible detention locations within Piney Point Village corporate limits.
4. Prepare preliminary detention basin grading plans and associated capacity calculations. Make adjustments needed to provide the required storage at appropriate locations.
5. Complete preliminary detention routing analyses using the HEC-HMS and XP-SWMM software package. Adjust detention/regulation structures as needed to provide acceptable performance.
6. Prepare Master Drainage Study report to properly document the methods, data, and assumptions used in the study, as well as the results obtained.

## **3 Limitations of Report**

### **3.1 Use of Report**

This report was developed by HDR for the client's sole and exclusive use on this project. This report is not for the benefit of any third party and may not be distributed to, disclosed in any form to, used by, or relied upon by any third party without prior consent



of HDR, which consent may be withheld in its sole discretion. Use of this work product by others is at their own risk and the user assumes all liability for its use.

## 3.2 Standard of Care

The content included in this report is correct to the best of our knowledge and has been developed in accordance with the standard of care that is customarily followed by a practitioner in this industry. The standard of care was followed for collection and analysis of data, and for calculations or modeling performed in support of this report.

## 3.3 Decisions

This report is not meant to contain an exhaustive or complete evaluation of all potential or possible design alternatives. Any decisions that are made on the basis of this report are the responsibility of the owner. Decisions by the owner should take into account the limitations and residual risks identified or documented in this report. The HDR staff who performed the field observations and analysis are not attorneys; therefore, this report is not a legal representation or interpretation of environmental laws, rules, regulations, or policies of local, state or federal governmental agencies. Additionally, this document is intended to be a master drainage feasibility study for drainage improvements within the City of Piney Point Village, and this report is not to be intended a substitute for a preliminary engineering report and/or final engineering design. Prior to construction of a drainage project, preparation of a preliminary engineering report and final construction drawing design should be completed.

## 3.4 Information Provided by Others

Some of the information provided in this report was developed or provided by others. Except as specifically identified in this report, HDR has not performed independent validation or verification of exploration data, modeling data, or other analysis on data provided by others. Recommendations and findings in this report are based on our limited field observations. While HDR has used its best efforts in preparing this report, HDR has assumed that third party or client data is accurate, complete, reliable, and current.

## 3.5 Geotechnical

No geotechnical work was completed as a part of this master drainage study update. Additionally, due to the potential for erosion along existing outfall channels, geotechnical and slope stability analysis will be necessary during preliminary engineering for any future projects.

## 3.6 Hydrology & Hydraulics

The conclusions and recommendations in this report are based on the conditions of the project site and the associated watershed at the time of this study. Any modifications to the site, man-made and/or natural, could alter the analysis, findings and recommendations contained herein and could invalidate the analysis, findings, and

recommendations. Site conditions, completion of upstream or downstream projects, upstream or downstream land use, climate, vegetation, maintenance practice, or other factors may change over time. Additional analysis or updates may be required in the future as a result of these changes. Parties other than the client for whom this work was developed under contract must notify HDR if they would like to use this report for any purpose.

### 3.7 Resiliency

The drainage facilities on the project site are designed based on current City of Piney Point Village drainage design criteria, as of June 2018. When design criteria are exceeded, engineered systems can fail, resulting in significant flood damage, loss of use, and life safety hazards. Resilient design may enhance the ability of a facility to withstand greater design storm events, or fail in a manner which allows more rapid repair and return to service. This report is not meant to contain an exhaustive or complete evaluation of all potential or possible design alternatives. Any decisions that are made on the basis of this report are the responsibility of the owner. Decisions made by the owner should take into account the limitations and residual risks identified or documented in this report.

## 4 Available Data

The following information was readily available for use in this analysis:

- 2008 LIDAR topographic information available from the Houston-Galveston Area Council;
- 2016 aerial photographs obtained from the Houston-Galveston Area Council;
- Harris County Flood Insurance Study dated June 18, 2007;
- FEMA effective hydrologic (HEC-HMS) and hydraulic (HEC-RAS) models of the Buffalo Bayou watershed obtained from the HCFCD Model and Map Management (M3) System;
- Master Drainage Study for Piney Point Village completed by HDR in 2010;
- Soldiers Creek Impact Study completed by HDR in 2013;
- Data and information collected from the Cities of Bunker Hill Village, Hedwig Village and Hunters Creek Village;
- Hydrologic & Hydraulic Analysis of Storm Sewer System on Blalock Road and South Piney Point Road completed by HDR in September 2016;
- Technical Memorandum for Millbrook St. Drainage Analysis completed by HDR in 2017;
- GIS data obtained from Houston-Galveston Area Council;
- Parcel boundaries obtained from Harris County Appraisal District;

The available data described above was used in this analysis and serves as the basis of the results of this analysis.

## 5 Coordination with Adjacent Cities

### 5.1 Bunker Hill Village

HDR and the City of Piney Point Village met with representatives from the City of Bunker Hill Village in April 2018. The City of Bunker Hill Village provided a copy of their Master Drainage Study and construction drawings of improvements to the roadside ditch along Blalock Road. Coordination regarding the drainage boundaries along Blalock Road occurred. The drainage boundaries included in this Master Drainage Study that overlap into Bunker Hill Village reflect the drainage boundaries for extreme event storms (i.e. greater than 25-year) based on the topography, and the boundaries that are shown in the Bunker Hill Master Drainage Study reflect the drainage areas based on the storm sewer with a 25-year capacity. Representatives from the City of Bunker Hill Village discussed the potential for a partnership project for improvements to Blalock Road and the potential for applying for a grant to fund some of those improvements.

### 5.2 Hunters Creek Village

HDR and the City of Piney Point Village met with representatives from the City of Hunters Creek Village in April 2018. The City of Hunters Creek Village recently completed a drainage analysis of the improvements to Soldiers Creek completed by Piney Point Village and completed a simulation of the rainfall from Hurricane Harvey. That presentation was provided to HDR by the City of Hunters Creek Village. The results of that study indicate that the cause of flooding within Hunters Creek Village during Hurricane Harvey was due to backwater from Buffalo Bayou.

### 5.3 Hedwig Village

HDR and the City of Piney Point Village met with representatives from the City of Hedwig Village in May 2018. The City of Hedwig Village provided a draft copy of their drainage analysis associated with potential drainage improvements in the southern portion of their City. Those improvements are proposed to reduce structural flooding within the City of Hedwig Village and to convey a majority of runoff from the City of Hedwig Village into Hunters Creek, as opposed to Soldiers Creek.

## 6 Category I Drainage Areas

Street or drainage areas that were not studied in the Master Drainage Study update were classified as Category I. These streets or areas were classified as Category I for three reasons; (1) Capital Drainage Improvements Projects have been completed on these streets since having been identified in the 2010 Master Drainage Study, (2) the drainage infrastructure was determined to be sufficient in the 2010 Master Drainage Study, or (3) no drainage issues are known or have been reported on these streets or drainage areas.

A Category I classification does not indicate that the ultimate drainage system has been installed on the street or drainage area but rather indicates the lack of known drainage issues.

The City has completed approximately \$17,300,000 on Capital Drainage Improvements projects for 22 streets or drainage areas since the 2010 Master Drainage Study. The ultimate drainage system was installed on each of these projects meaning that drainage systems were installed per the City drainage criteria with flow line elevations that allow adjacent streets or private drainage systems to tie-in without the requirement of sump pumps. The completion of these projects has significantly reduced the number of flooded homes from the April 28, 2009 rainfall event which was a catalyst for performing the 2010 Master Drainage Study. Table 1 shows the number of both flooded homes and flooded garages in the April 28, 2009, May 25, 2015 (Memorial Day Flood), April 18, 2016 (Tax Day Flood), and August 25-29, 2017 (Hurricane Harvey) rain events:

**Table 1 - Historical Flooding within Piney Point Village**

Total Reported Flooded Homes				
Flooding Type	Flood Event			
	April 28, 2009	May 25, 2015	April 28, 2016	August 25-26, 2017
House	48	17	13	56
Garage	33	4	6	3
Flooding Associated with Buffalo Bayou				
Flooding Type	Flood Event			
	April 28, 2009	May 25, 2015	April 28, 2016	August 25-26, 2017
House	8	6	4	54
Garage	1	0	0	3
Flooding Not Associated with Buffalo Bayou				
Flooding Type	Flood Event			
	April 28, 2009	May 25, 2015	April 28, 2016	August 25-26, 2017
House	40	11	9	2
Garage	32	4	6	0

Streets or drainage areas classified as Category I because drainage improvement projects have been completed since the 2010 Master Drainage Study are included in **Table 2**.



**Table 2 - Completed Drainage Improvements within Piney Point Village**

COMPLETED DRAINAGE IMPROVEMENTS PROJECTS			
Street Name	Drainage System Type	Project Name	Year Completed
Calico Ln	Storm Sewer System	Batch #1 Paving & Drainage Improvements	2014
Clay Point Ct	Storm Sewer System	Claymore & Smithdale Roadway Improvements	2014
Claymore Rd	Storm Sewer System	Claymore & Smithdale Roadway Improvements	2014
Dana Ln	Storm Sewer System	Smithdale Estates Bypass	2018
Dunsinane Dr	Combination Ditch & Sewer	Batch #1 Paving & Drainage Improvements	2014
Gingham Dr (N)	Storm Sewer System	Batch #1 Paving & Drainage Improvements	2014
Gingham Dr (S)	Storm Sewer System	Batch #1 Paving & Drainage Improvements	2014
Green Point Ct	Storm Sewer System	Claymore & Smithdale Roadway Improvements	2014
Green Oaks Dr	Ditch & Driveway Culvert	Batch #1 Paving & Drainage Improvements/N. Piney Point Road Paving & Drainage Improvements	2014/2018
Hedwig Rd (N Of Soldiers Creek)	Storm Sewer System	Hedwig Roadway Improvements Project	2015
Hedwig Rd (S Of Soldiers Creek)	Storm Sewer System	Soldiers Creek Relief Project	2007
Hermosa Ct	Storm Sewer System	Hermosa Court Drainage Improvements	2011
Jamestown Rd	Ditch & Driveway Culvert	Batch #1 Paving & Drainage Improvements	2014
Jan Kelley Ln	Storm Sewer System	Batch #1 Paving & Drainage Improvements	2014
Kingsworthy Ln	Combination Ditch & Sewer	N. Piney Point Road Paving & Drainage Improvements	2018
Lanecrest Ln	Storm Sewer System	Lanecrest Drainage Improvements	2017
Memorial Dr. Elementary	Storm Sewer System	Memorial Drive Elementary Drainage Improvements	2015
Piney Point Rd (Memorial To Greenbay)	Storm Sewer System	N. Piney Point Road Paving & Drainage Improvements	2018
S Piney Pt Rd	Combination Ditch & Sewer	Repairs to 96-inch CMP (2015)/S. Piney Point & Blalock Drainage Improvements (2016)/Routine Maintenance (2018)	2015/2016/2018
Smithdale Estates Dr	Storm Sewer System	Smithdale Estates Bypass	2018
Smithdale Rd	Storm Sewer System	Claymore & Smithdale Roadway Improvements	2014
Wendover Ln	Combination Ditch & Sewer	Batch #1 Paving & Drainage Improvements	2014
Woods Edge Ln	Storm Sewer System	Outfall Repair at Buffalo Bayou	2015

Additional streets or areas were identified as Category I for this Master Drainage Study update. These streets or areas were either identified as having sufficient drainage in the 2010 Master Drainage Study or no reported or known drainage issues exist. **Table 3** provides a summary of those streets or areas:

**Table 3 - Areas with No Reported Drainage Issues**

SUFFICIENT DRAINAGE/NO REPORTED DRAINAGE ISSUES	
Street Name	Drainage System Type
Ames Cir	Storm Sewer System
Arrowwood Cir (E)	Combination Ditch & Sewer
Arrowwood Cir (N)	Combination Ditch & Sewer
Arrowwood Cir (W)	Ditch & Driveway Culvert
Arrowwood Circle	Ditch & Driveway Culvert
Baker Cove	Storm Sewer System
Blalock Cir	Combination Ditch & Sewer
Brompton Court	Storm Sewer System
Calico Ln Cul-De-Sac	Combination Ditch & Sewer
Carlton Park	Storm Sewer System
Carsey Lane	Storm Sewer System
Chapelwood Ct	Storm Sewer System
Claymore Ct	Storm Sewer System
Coloma Ln	Storm Sewer System
Derham Park	Storm Sewer System
Farnham Park Cir	Storm Sewer System
Farnham Park Ct	Storm Sewer System
Farnham Park Rd	Storm Sewer System
Flintpoint Dr	Storm Sewer System
Greenbay Cir	Storm Sewer System
Greenbay Drive	Storm Sewer System
Greencove	None
Greenvale Dr	Combination Ditch & Sewer
Habersham Ln	Storm Sewer System
Hedwig Ct	None
Hedwig Ln	None
Heritage Oak Ln	Storm Sewer System
Innisfree Ln	Ditch & Driveway Culvert
Kensington Ct	Storm Sewer System
Kinkaid Dr	Storm Sewer System
Lazywood Ln	Storm Sewer System
Maggie Ln	Storm Sewer System
Magnolia Cir	Ditch & Driveway Culvert
Meadowick Dr	Storm Sewer System
Memorial Cir	None
Memorial Point Lane	Storm Sewer System
Montebello Ct	Storm Sewer System
N. Piney Point Road (Taylorcrest to Greenbay)	Storm Sewer System
Oaklawn Dr	Ditch & Driveway Culvert
Piney Point Rd (Taylorcrest To Beinhorn)	Storm Sewer System
Quail Creek Ct	Storm Sewer System
Radney Cir	Ditch & Driveway Culvert
Radney Estates	Storm Sewer System
Radney Rd	Ditch & Driveway Culvert
San Felipe / Memorial (Buffalo Bayou To Briar Meadow)	Storm Sewer System
Somerland Way	Storm Sewer System
Stayton Cir	Storm Sewer System
Summerhill Ln	Ditch & Driveway Culvert
Surrey Oaks Ln	Storm Sewer System
Taylorcrest Rd	Storm Sewer System
Tiny Trail	Storm Sewer System
Tyne Ct	Storm Sewer System
Tynebridge Ln	Storm Sewer System
Tynebrook Ln	Storm Sewer System
Tynewood Dr	Storm Sewer System
Walden Ln	Ditch & Driveway Culvert
Wexford Ct	Storm Sewer System
Wickdale Dr	Storm Sewer System

SUFFICIENT DRAINAGE/NO REPORTED DRAINAGE ISSUES	
Street Name	Drainage System Type
Wickway	Storm Sewer System
Wickwood Dr	Storm Sewer System
Williamsburg Dr	Ditch & Driveway Culvert
Willowick	Storm Sewer System
Windemere Ln	Storm Sewer System
Woods Edge Ln	Storm Sewer System

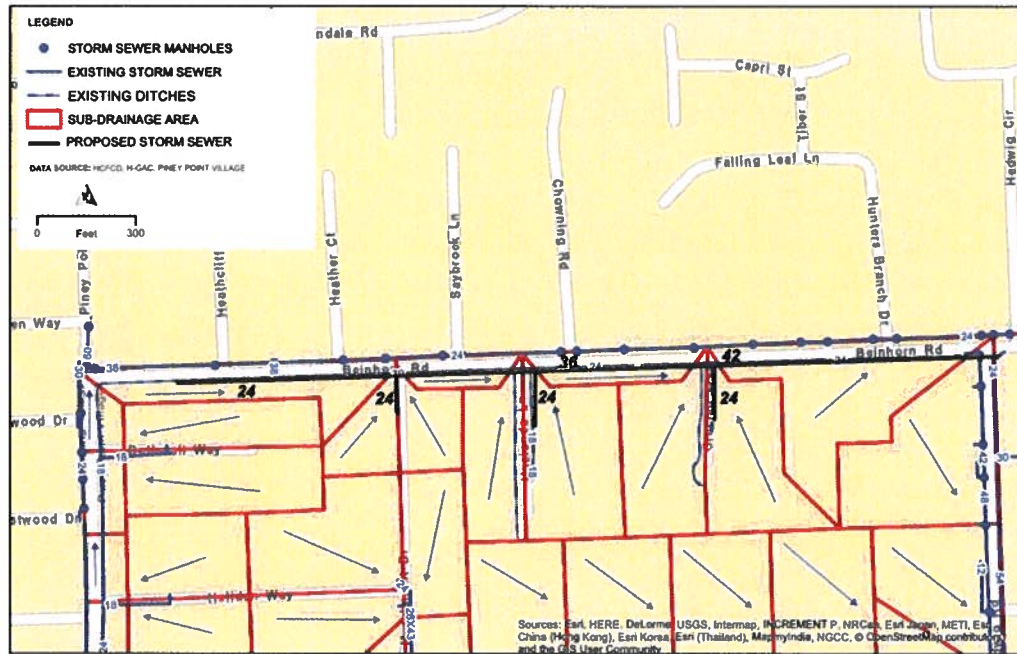
## 7 Analysis of Category II Drainage Areas

Category II identifies streets and areas within the City where needed improvements have been identified in the 2010 Master Drainage Study and require only a brief analysis to verify the 2010 recommendations. The following areas were analyzed using spreadsheet calculations and the recommendations are provided below. Appendix A provides a summary of the storm sewer calculations associated with this analysis.

### 7.1 Beinhorn Rd., Marchmont Dr., Hacienda Ln., & Grecian Way

Drainage areas draining toward Beinhorn Rd., Marchmont Dr., Hacienda Ln., and Grecian Way were identified based on the topography and existing drainage infrastructure within the subject area. In the 2010 Master Drainage Study, this area was identified as a location where roadside ditches were to be re-graded with driveway culverts reset. In 2015, the City completed the Hedwig Roadway Improvements Project in accordance with the Soldiers Creek Impact Study (2013), which provided an outfall at sufficient depth to allow for the extension of storm sewer west along Beinhorn Road, and south along Grecian Way, Hacienda Lane, and Marchmont Drive. As a part of this update, storm sewers were sized based on 2-year peak discharge of areas draining toward Beinhorn Rd. Along Marchmont Rd., Hacienda Ln., and Grecian Way, 24-inch storm sewers are proposed to tie into a storm sewer running along Beinhorn Road. The proposed storm sewer along Beinhorn Road is proposed to range in size from 24-inch to 42-inch at Hedwig Rd. **Exhibit 5** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 2** below.

Figure 2 - Beinhorn Rd., Marchmont Dr., Hacienda Ln., & Grecian Way Proposed Improvements.



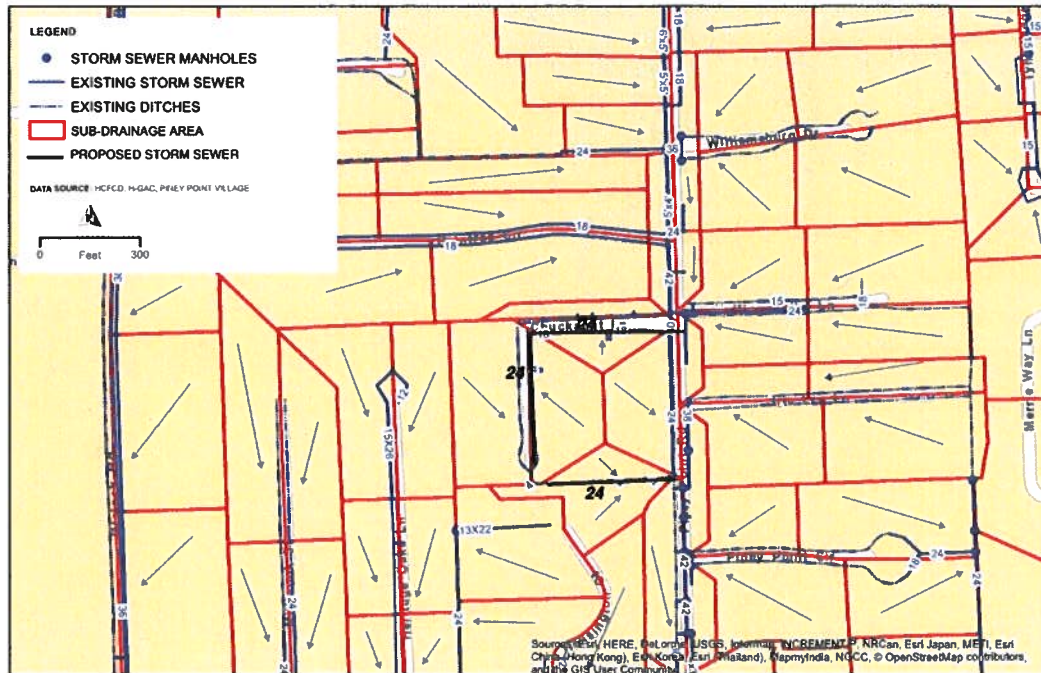
## 7.2 Chuckanut Ln.

A portion of Chuckanut Lane drains northward and then eastward to Piney Point Road via roadside ditch drainage. The remainder of the street drains southward via roadside ditch, and then eastward via an existing swale along a side lot to Piney Point Road. Drainage areas were delineated based on the topography and existing drainage infrastructure within the subject area. In 2018, the City completed the N. Piney Point Road Paving and Drainage Improvements Project, which provided an outfall at adequate depth and size to allow for the installation of storm sewer along Chuckanut Lane. In order to convey the 2-year peak discharge, it is recommended that a 24-inch RCP be installed along Chuckanut Lane to tie into existing storm sewer along Piney Point Road. **Exhibit 6** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 3**.





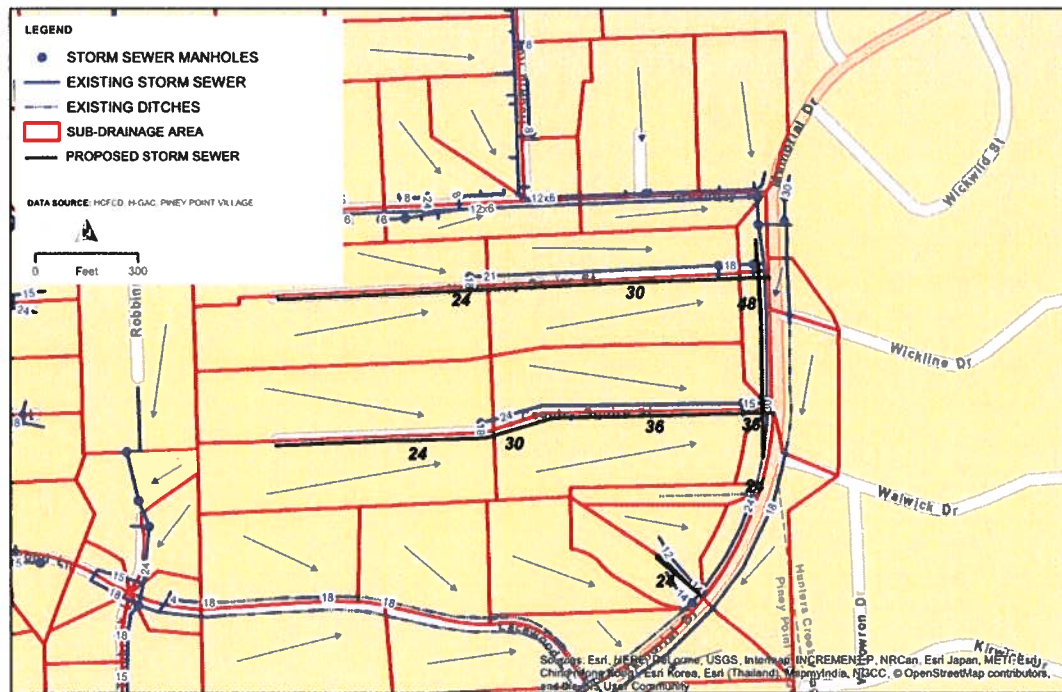
Figure 3 - Chuckanut Ln. Proposed Improvements.



### 7.3 N. Country Squire, S. Country Squire, & Country Ct.

Drainage areas draining toward North Country Squire, South Country Squire, and Country Court were identified based on the topography and existing drainage infrastructure within the subject area. All three of the subject streets drain eastward to Memorial Drive. In the 2010 Master Drainage Study, it was recommended that the storm sewers be upsized from 30-inch RCP to 36-inch RCP at the east ends of the streets. As a part of the Master Drainage Study update, storm sewers were sized based on the 2-year peak discharges of areas draining to North Country Squire, South Country Squire, and Country Court. On North Country Squire, it is recommended that the drainage system be upsized to proposed storm sewers ranging in size from 24-inches to 36-inches from west to east respectively. On South Country Squire, it is recommended that storm sewers be upsized to proposed sizes ranging from 24-inches to 36-inches. Along Country Court, it is recommended that a 24-inch storm sewer be constructed to convey the 2-year peak discharge. **Exhibit 7** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 4** below.

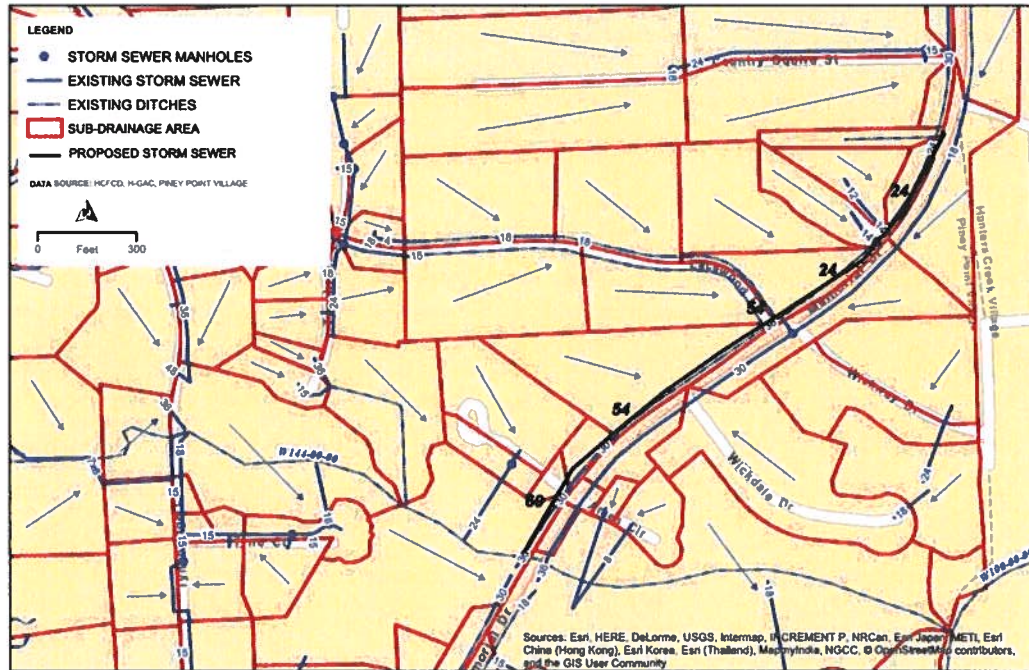
Figure 4 - N. Country Squire, S. Country Squire, & Country CT. Proposed Improvements



## 7.4 Memorial Dr. between Country Ct. and W144-00-00

Memorial Drive between Country Court and HCFCD Unit W144-00-00 drains southward to HCFCD Unit W144-00-00 (Tynewood Ditch), a tributary of Buffalo Bayou. Drainage areas and storm sewer systems draining to Memorial Drive have been identified based on the topography and existing infrastructure within the subject area. Lacewood Lane, Lazywood Lane and Ames Circle drain to Memorial Drive and thence to HCFCD Unit W144-00-00. In the 2010 Master Drainage Study, recommendations included deepening the existing roadside ditch along Memorial Drive and reset existing culverts along Memorial Drive. As part of the Master Drainage Study update, storm sewers were sized to replace the ditch and driveway culverts on the west side of Memorial Drive. In order to convey the 2-year peak discharge, it is recommended that storm sewer be constructed along Memorial Drive with sizes ranging from 24-inch to 60-inch within the subject area. **Exhibit 8** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 5** below.

Figure 5 - Memorial Dr. Improvements from Country Ct. to HCFCU Unit W144-00-00



## 7.5 Memorial Dr. between S. Country Squire and Greenbay St.

Memorial Drive between Country Court and Greenbay St. drains northward to Wickline Ravine, a tributary of Buffalo Bayou. Drainage areas and storm sewer systems draining to Memorial Drive have been identified based on the topography and existing infrastructure within the subject area. North Country Squire and South Country Squire both drain to Memorial Drive and thence into Wickline Ravine. In the 2010 Master Drainage Study, recommendations included construction of a 48-inch RCP. As a part of the Master Drainage Study update, storm sewers were sized based on the 2-year peak discharges of areas draining to Memorial Drive. In order to convey the 2-year peak discharge, it is recommended that storm sewers ranging in size from 36-inch to 48-inch be constructed within the subject area. **Exhibit 9** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 6** below.

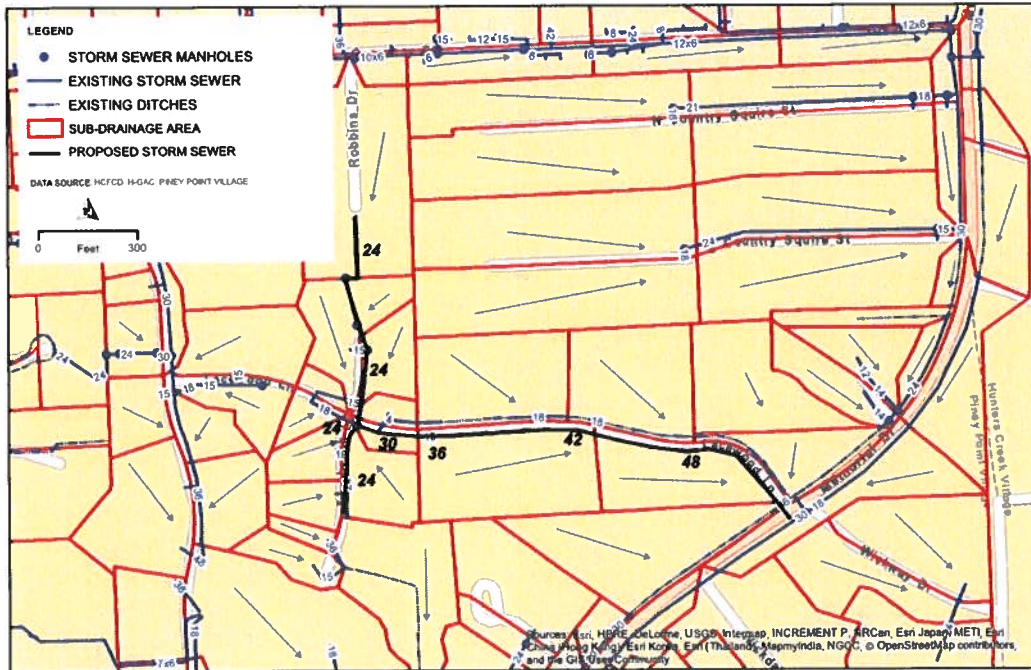
Figure 6 - Memorial Dr. Improvements from S. Country Square to Greenbay St.



## 7.6 Robbins Dr., Tynebrook Lane, & Lacewood Ln.

Drainage areas draining toward Robbins Drive, Tynebrook Lane, and Lacewood Lane were identified based on the topography and existing drainage infrastructure in the subject area. Robbins Drive drains southward to an existing storm sewer along the side of existing lots southward to Tynebrook Lane and thence to Lacewood Lane. A portion of Tynebrook Lane drains northward to Lacewood Lane. Lacewood Lane drains eastward to Memorial Drive via roadside ditch drainage. In the 2010 Master Drainage Study, Lacewood Lane was identified as an area where roadside ditch would need to be re-graded and driveway culverts be reset. As part of the Master Drainage Study update, storm sewers were sized to replace the ditch and driveway culverts on Lacewood Lane, and existing sizes were verified on Tynebrook Lane and Robbins Drive. In order to convey the 2-year discharge, storm sewers are proposed to be replaced between Robbins Drive and Tynebrook Lane with a 24-inch RCP in order to gain additional depth and obtain positive slope. South of Lacewood Lane, storm sewers are proposed to be upsized to 24-inch RCP. Along Lacewood Lane to Memorial Drive, proposed storm sewers will range between 36-inch and 48-inch RCP. **Exhibit 10** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 7** below.

**Figure 7 - Robbins Dr., Tynebrook Ln., & Lacewood Ln. Proposed Improvements**



## 7.7 Shadow Way

Drainage areas draining toward Shadow Way were identified based on the topography and existing drainage infrastructure within the subject area. In the 2010 Master Drainage Study, the system was identified as being undersized, and it was recommended that storm sewer be constructed ranging in size from dual 18-inch RCP to dual 30-inch RCP. While no tree evaluation has been performed as part of this study, many times in the City trees have grown in the right-of-way causing the replacement of storm sewer in the existing alignment to have significant impact on existing trees. For that reason, as part of the Master Drainage Study update, storm sewers were sized for a single trunk main pipe, which could potentially serve as an option to limit impact to trees in the right-of-way. The single trunk main pipe was sized based on the 2-year peak discharges of areas draining to Shadow Way. Along Shadow Way Court, it is recommended that a 24-inch RCP be in constructed, and along Shadow Way Street, it is recommended that storm sewer ranging in size from 24-inch to 42-inch be constructed to convey the 2-year peak discharge. **Exhibit 11** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 8** below.

Figure 8 - Shadow Way Proposed Improvements



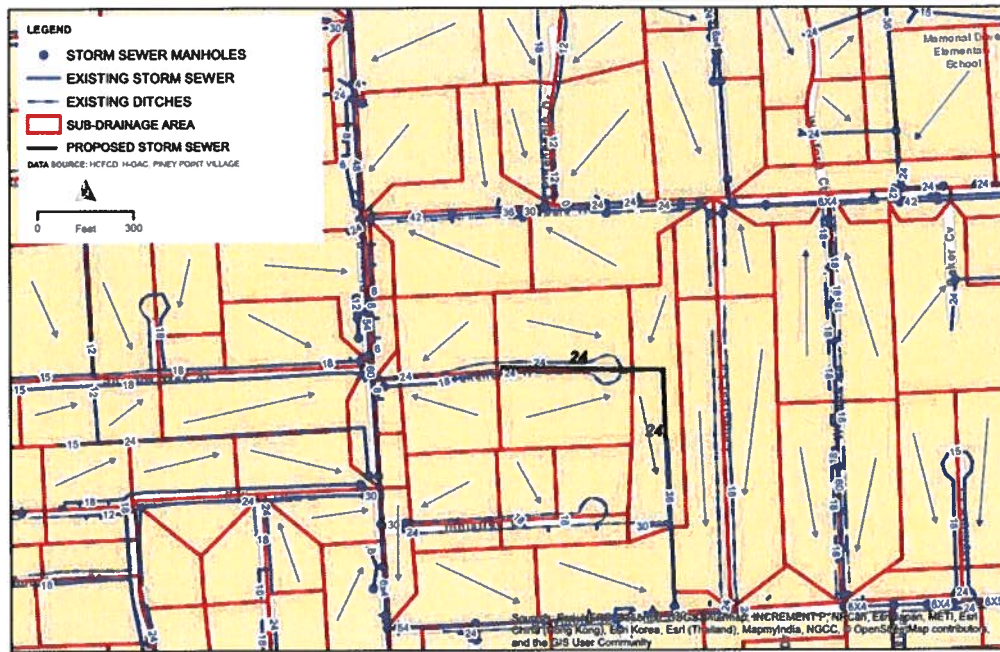
## 7.8 Tokeneke Trail

Drainage areas draining toward Tokeneke Trail were identified based on the topography and existing drainage infrastructure within the subject area. A portion of Tokeneke Trail drains west toward Piney Point Road, and a portion of Tokeneke Trail drains east toward a back of lot ditch and thence into Claymore Road. In the 2010 Master Drainage Plan, the system was identified as being undersized, and it was recommended that roadside ditches be re-graded and driveway culverts reset at a lower elevation. During construction of the Claymore and Smithdale Roadway Improvements Project, a 36-inch storm sewer pipe was installed in a drainage easement along the east property line of 11306 Claymore Road north from Claymore Road to the southeast corner of 11302 Innisfree where it continues north as a 30-inch where it ends at a Type E Inlet at the southeast corner of 1 Tokeneke Trail. The existing ditch was then re-graded north and then west towards the Tokeneke Trail cul-de-sac. The pipe is set at a depth to allow for a storm sewer to be extended north to the northeast corner of 1 Tokeneke Trail and then west along the north property line and Tokeneke Trail.

As a part of the Master Drainage Study update, storm sewers were sized based on the 2-year peak discharges of areas draining to Tokeneke Trail. For the portion draining toward the back of lot ditch and then Claymore Road, it is recommended that 24-inch RCP storm sewer be constructed to convey the 2-year peak discharge. Capturing runoff from Tokeneke Trail prior to flowing through the existing ditch from the cul-de-sac to the Type E inlet would help reduce the potential of debris being collected in the ditch and clogging the inlet. It has been reported that this clogging causes water to pond at 555 Lanecrest Lane. **Exhibit 12** provides a preliminary layout of the proposed improvements within the subject area as shown in **Figure 9** below.



Figure 9 - Tokeneke Trail Proposed Improvements



## 8 Mitigation for Category II Improvements

The proposed improvements recommended for the Category II areas have the potential to cause adverse impacts on peak discharges downstream of the subject areas. The construction of storm sewer in areas with roadside ditch drainage cause a reduction in the time of concentration, thereby increasing peak discharge rates from the subject drainage areas. In order to assess the potential for adverse impacts due to the proposed improvements, the Basin Development Factor (BDF) methodology was applied to provide a comparison of peak discharge rates for the pre-project and proposed conditions described in this Master Drainage Study. The Basin Development Factor provides a way to quantify improvements to the drainage infrastructure within a given area by providing a scale factor ranging from zero (0) to twelve (12) based on the efficiency of the drainage system. A comparison of the peak discharge rates and runoff hydrographs for the pre-project and proposed conditions yields a required detention volume necessary to offset potential adverse impacts associated with the recommended drainage improvements. These recommended drainage improvements cause an increase in peak discharge rates, and stormwater detention is necessary to mitigate those adverse impacts. **Table 4** provides a summary of the calculations to determine the required detention volume necessary for each of the drainage systems analyzed in Category II areas.

**Table 4 - Required Mitigation for Category II Areas**

System	Drainage Area (acres)	Existing BDF	BDF x A	Proposed BDF	BDF x A	Storage Rate	Localized Required Detention (ac-ft)
Beinhorn	22.196	4.5	99.882	10.5	233.058	0.26	5.8
Chuckanut	7.701	1.5	11.5515	10.5	80.8605	0.39	3.0
Country Squire	30.68	9	276.12	12	368.16	0.12	3.7
Memorial Drive (W144-00-00)	10.426	9	93.834	12	125.112	0.12	1.3
Memorial Drive (Smithdale)	3.737	9	33.633	12	44.844	0.12	0.4
Robbins, Tynebrook, Lacewood	29.62	5	148.1	10.5	311.01	0.19	5.6
Shadow	18.26	9	164.34	10.5	191.73	0.12	2.2
Tokeneke	6.67	4.5	30.015	10.5	70.035	0.26	1.7
Total Required Detention	129					0.18	23.7

As shown in Table 4, approximately 24 acre-feet of detention storage is necessary to offset impacts associated with the proposed improvements to the storm sewer systems within the Category II areas.

## 9 Analysis of Category III Areas

Category III identifies streets and areas within the City where drainage patterns and conditions are relatively complex and where detailed modeling analyses are necessary. The following paragraphs provide a summary of the detailed modeling for areas identified as Category III areas.

### 9.1 HCFCD Unit W146-00-00

The City of Bunker Hill Village provided a model of W146-00-000 in 2017 upon the request of the City of Piney Point Village. Unit W146-00-000 outfalls through a 7'x7' box culvert in the City of Piney Point Village at Memorial Drive just west of Memorial Point. Results from the model output at that 7'x7' RCB culvert are shown below in Table 5.

**Table 5 - HCFCD Unit W146-00-00 Model Results**

Storm Event	Flow (cfs)	WSEL (feet)
10-Yr	392	62.21
100-Yr	582	62.91
250-Yr	653	63.16

Reports of water rapidly moving through the creek portion of W146-00-000 in the City limits appear to be confirmed by model results as velocities from the flows above range from 8 to 13 feet per second.

### 9.2 Blalock Rd.

Drainage areas draining to Blalock Road were identified based on the topography and existing drainage infrastructure within the subject area. A portion of the area draining to Blalock Road is diverted via an existing 60-inch RCP just a short distance south of Habersham Road. That 60-inch RCP drains eastward to Piney Point Road and thence to HCFCD Unit W144-00-00 (Tynewood Ditch). During a storm event greater than a 2-year event, stormwater runoff exceeds the capacity of the storm sewer along Blalock Road and diverts eastward through an existing 36" RCP, thence through dual 30" RCPs, thence through an open channel, thence through a single 48" RCP, thence through the 6'x4' RCB system on N. Piney Point Road, then into the 7'x6' RCB system on Carsey



Lane and ultimately to HCFCD Unit W144-00-00. The following paragraphs describe the methodology used to analyze the Blalock Road system. In the 2010 Master Drainage Study, the Blalock Road/South Piney Point system was identified as a system that needed significant improvements in order to convey the design discharge to Buffalo Bayou.

### 9.2.1 Hydrologic Calculations

This section documents the hydrologic calculations of the study area which have resulted in 100-year, 10-year and 2-year runoff time series. The study area was sub-divided into multiple sub-drainage areas, then the 100-year peak runoff was calculated for each catchment using the rational method. The drainage areas were delineated based on the topography of areas draining toward Blalock Road. The drainage areas were compared with previous drainage area delineations completed by HDR, and no major changes were made. The catchments were then modeled in HEC-HMS to obtain runoff hydrographs, using the Clark Unit Hydrograph Method. The HEC-HMS hydrograph model was calibrated to reach the peak 100-year runoff from the rational method, by iterating the storage coefficient. Once the HEC-HMS model was calibrated, runoff hydrographs were computed for 100-year, 10-year and 2-year rainfall events.

### 9.2.2 Detailed Hydraulic Modeling

The Environmental Protection Agency (EPA) has released the Storm Water Management System (SWMM) which is the 1-D analytical model for links and nodes. XP Solutions Inc. (XP) has released XPSWMM which is created by coupling the EPA SWMM with a 2-D engine that solves for overland flows.

XPSWMM Version 2016.1 was used to model the City's storm drainage system within the study area. All major storm sewers, ditches, channels, etc. were included in the model. Light Detection and Ranging (LIDAR) data from Harris County was used to model the topography of the study area. The hydrographs calculated by HEC-HMS were inserted in XPSWMM as user-inflow.

### 9.2.3 Existing Conditions

The existing conditions model was created by merging models previously created by HDR. Those models were completed as part of an analysis of Millbrook Rd., South Piney Point Road, and Blalock Road north. This existing conditions model includes Blalock Road from Taylorcrest southward to Buffalo Bayou, and then the storm sewer diversion to Unit W144-00-00 east of Piney Point Road. The model also includes the existing roadside ditch on the west side of Blalock Road and cross-drainage culverts which convey eastward across Blalock Road from that roadside ditch to the Blalock Road storm sewer system based on construction drawings provided by the City of Bunker Hill Village. Those cross-drainage culverts include a 36-inch RCP just north of Memorial Drive, a 30-inch RCP at Dunham Lane, and an 8'x3' box culvert between Dunham Lane and Mockingbird Street.

Based on the results of that model, several areas were identified as areas in need of improvement. **Exhibits 13-15** provide an inundation depth grid from the existing conditions XP-SWMM model of the Blalock Road system.

## 9.2.4 Proposed Improvements to Blalock Rd. System

The following paragraphs provide a description of the proposed modifications to the Blalock Road system on the east side of the road. **Exhibit 16** provides a preliminary layout of the proposed improvements within the subject area. The proposed storm sewers convey the 2-year storm event, without significant ponding within the street right-of-way.

### Outfall to Carlton Park Ct.

From the model outfall to the southern edge of the intersection of South Piney Point Rd and Carlton Park Court, the outfall currently consists of a single 96" RCP which appears inadequate and is failing. The proposed modifications includes adding an additional 96" RCP parallel to the existing pipe or combining the dual 96" pipe outfall into a single 12'x10' RCB culvert outfall or installing dual 8'x7' RCB culverts.

### Memorial Dr. to Taylorcrest St.

On the eastern side of Blalock Rd., the existing system has a series of storm sewers (including parallel reaches) that carry flow to the south. The proposed modifications include upsizing and re-grading the existing system to a 6' x 4' RCB from the northern edge of the intersection of Blalock Road and Memorial Drive to the northern edge of the intersection of Blalock Road and Blalock Circle. For the remaining reach of Blalock Road, from the northern edge of the intersection with Blalock Circle to the southern edge of the intersection with Taylorcrest Road, the proposed modifications include upsizing and re-grading the existing system with 42-inch to 48-inch RCPs. Drainage infrastructure on the west side of Blalock Road is proposed to remain in place.

### Laterals from Private Streets

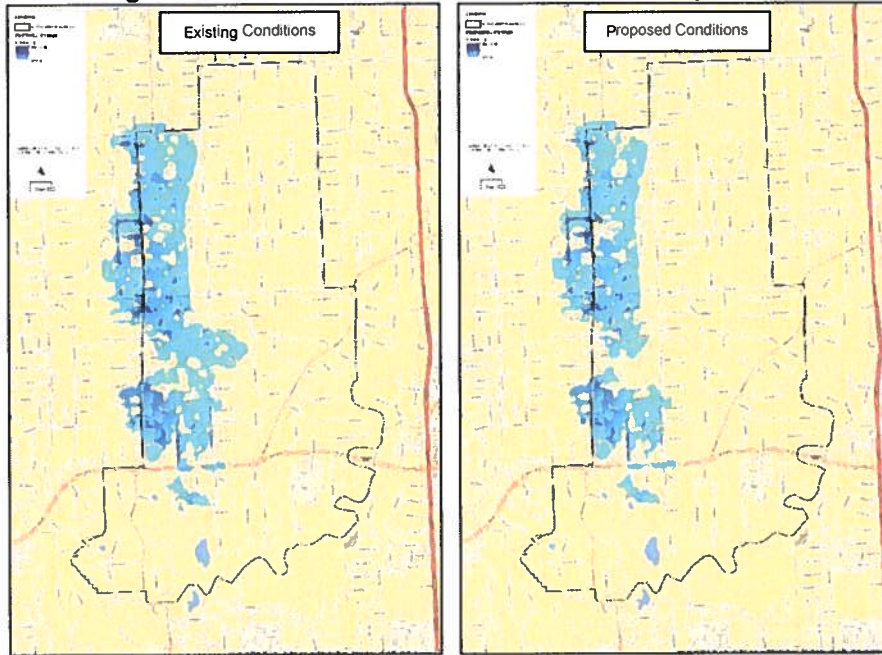
Several private streets on the eastern side of Blalock Rd. have lateral storm sewers that convey flow to the Blalock Road mainline. Because the proposed modifications on the Blalock Road mainline include re-grading, these private storm sewer laterals will also require re-gradation. In particular, there is an 8" PVC pipe on Shady Grove Ln. that appears inadequate for the 2-year runoff and is recommended for upsizing and re-gradation. Other lateral systems are recommended for re-grading to maintain positive slope since the pipe sizes does not appear to be problematic. Cost-sharing and/or reimbursement agreements with private owners may be needed as the City is not responsible for the maintenance of private streets.

## 9.2.5 Blalock Rd. Proposed Conditions Results

An inundation depth grid was developed for the existing and proposed conditions to determine the reduction of flooding for various storm events within the Blalock Road corridor and adjacent areas. It is important to note that the 2D model domain follows a north-south boundary generally along Gingham Road a short distance west of Piney Point Road. Because of this, the flooding extents will likely extend past this boundary, but the model does not capture this phenomenon due to the extents of the 2D model boundary.

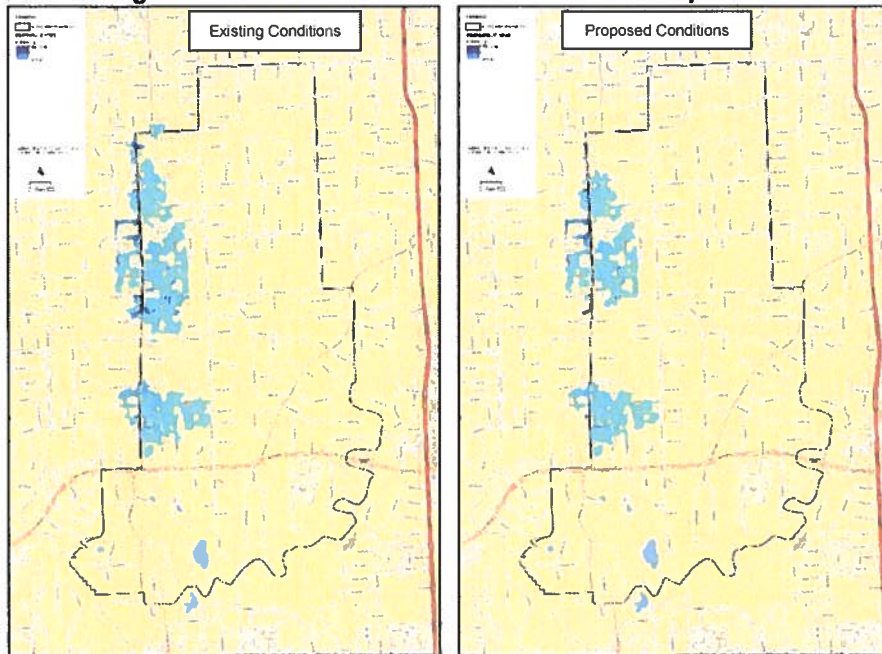
**Figure 10** below provides a comparison of the 100-year inundation depth grids for the existing and proposed conditions. As shown, the inundation depths are reduced throughout the project area; however, significant ponding throughout the corridor and significant overland flow to the east of Blalock Road is expected. **Exhibits 17-19** provide an inundation depth grid from the proposed conditions XP-SWMM model of the Blalock Road system.

**Figure 10 - Blalock Road 100-Year Inundation Depth Grid**



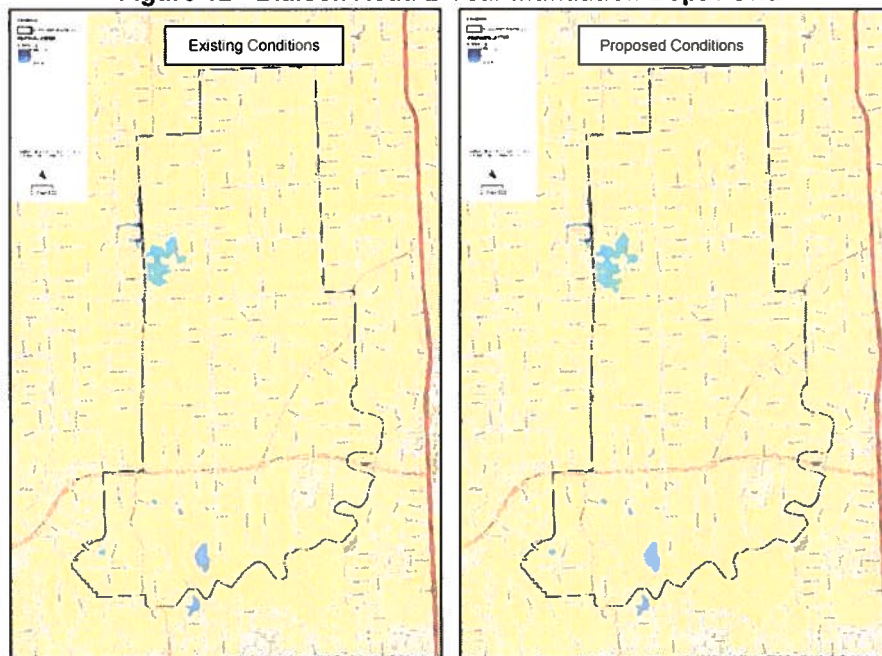
**Figure 11** below provides the inundation depth grid for the 10-year storm event for the existing and proposed conditions. As shown, significant ponding along the corridor is expected, and overland flow to the east of Blalock Road is also expected. As shown, the proposed improvements cause significant reductions in flooding depths along the roadway corridor and adjacent areas.

**Figure 11 - Blalock Road 10-Year Inundation Depth Grid**



**Figure 12** below provides a comparison of the existing and proposed inundation depth grids for the 2-year storm event. As shown, minimal street ponding and overland flow is expected during a 2-year storm event in the existing conditions, and the storm sewer is designed to convey the 25-year and 100-year storm events. The results of the proposed conditions model indicate that street ponding is reduced slightly during a 2-year storm event along the Blalock Road corridor.

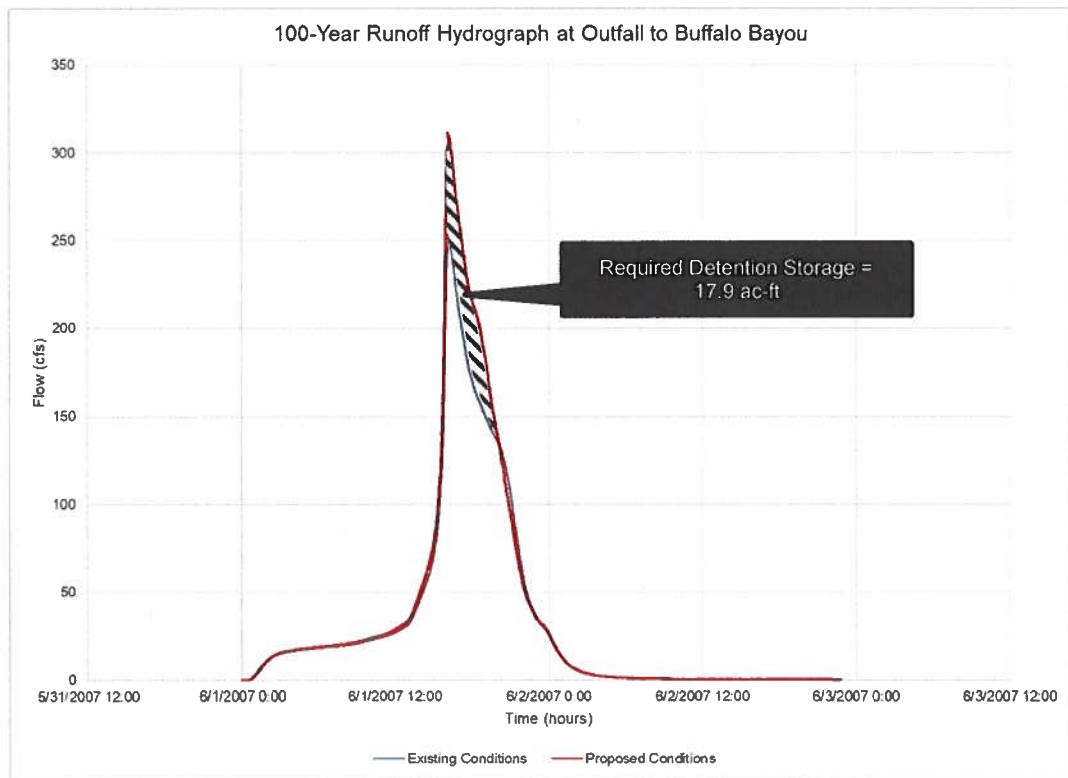
**Figure 12 - Blalock Road 2-Year Inundation Depth Grid**



### 9.2.6 Required Mitigation for Blalock Road Improvements – East Side Only

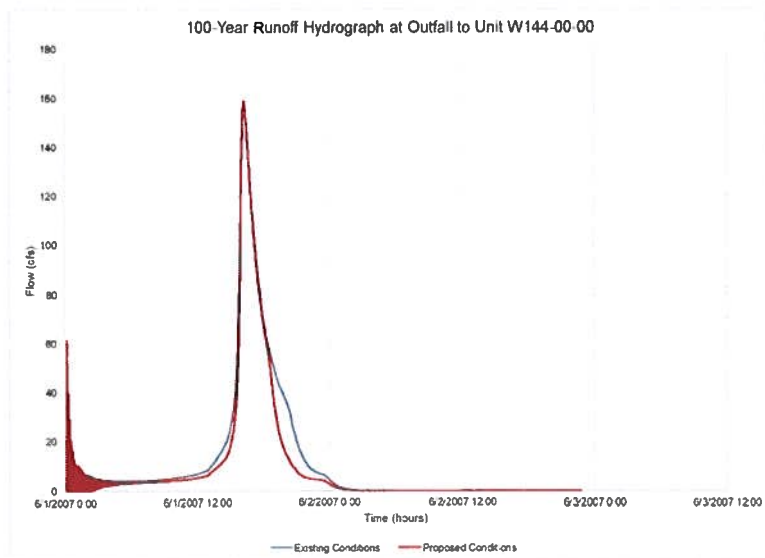
A comparison of runoff hydrographs from the existing and proposed conditions model at the outfalls to Buffalo Bayou and HCFCD Unit W144-00-00 indicate that the proposed east side improvements cause an increase in peak discharge rates at Buffalo Bayou. In order to offset those potential adverse impacts, stormwater detention must be provided. The proposed conditions runoff hydrographs at the outfalls have been compared versus the pre-project conditions runoff hydrographs in order to estimate the volume of detention required to offset the increases in peak flow rate on downstream properties. **Figure 13** shows the required detention volume is estimated to be 17.9 acre-feet that accounts for the east side improvements, which serves approximately 275 acres of drainage area.

**Figure 13 - Comparison of Existing & Proposed Runoff Hydrographs at Buffalo Bayou Outfall**



A comparison of the outfall to HCFCD Unit W144-00-00 indicates that the peak discharge rate at that outfall from the Blalock Road system does not increase. Therefore, no adverse impacts are expected along HCFCD Unit W144-00-00. **Figure 14** below provides a comparison of the existing and proposed runoff hydrographs.

**Figure 14 - Comparison of Existing & Proposed 100-Year Runoff Hydrographs at Outfall to Unit W144-00-00**



### 9.2.7 Supplemental Analysis of Blalock Rd. System – West & East Side Improvements

As shown in **Figures 2, 3, and 4**, the results of the analysis indicate that significant street ponding and overland sheet flow occurs even though the storm sewer is sized for the 25-year storm event for locations where the cumulative drainage area ranges from 100 acres to 200 acres and the 100-year storm event for locations where the cumulative drainage area is greater than 200 acres. This can be attributed to the overtopping of the roadside ditch on the west side of Blalock Road during significant storm events and tributary systems which do not have capacity to convey the 25-year or 100-year storm events.

In order to determine the magnitude of improvements necessary to provide a level of service for a 25-year storm event for locations where the cumulative drainage area ranges from 100 acres to 200 acres and a level of service for a 100-year storm event for locations where the cumulative drainage area is greater than 200 acres, a supplemental analysis was completed by replacing the roadside ditch along the west side of the road with a storm sewer parallel to the proposed storm sewer on the east side of Blalock Road. The results of that analysis indicate that a storm sewer ranging in size from 24" RCP to 7'x7' RCB is necessary to provide that level of service. **Exhibit 20** provides an exhibit which displays those improvements.

#### Supplemental Analysis Results

An inundation depth grid exhibit was prepared for the 100-year storm event with both sets of improvements on the east and west sides of Blalock Road. It is important to note that the 2D model domain follows a north-south boundary generally along Gingham Road a short distance west of Piney Point Road. Because of this, the flooding extents will likely extend past this boundary, but the model does not capture this phenomenon due to the extents of the 2D model boundary.

Figures 15 and 16 below provide a comparison of the 100-year and 10-year inundation depth grids for the existing and proposed conditions, respectively. As shown, the inundation depths are reduced throughout the project area; however, significant ponding throughout the corridor and significant overland flow to the east of Blalock Road is expected due to tributary systems which do not have capacity to convey the 100-year storm event.

**Required Mitigation for Improvements to the West & East Sides of Blalock Rd.**

A comparison of runoff hydrographs from the existing and proposed conditions model at the outfalls to Buffalo Bayou indicate that the proposed improvements cause an increase in peak discharge rates at Buffalo Bayou. In order to offset those potential adverse impacts, stormwater detention must be provided. The proposed conditions runoff hydrographs at the outfalls have been compared versus the pre-project conditions runoff hydrographs in order to estimate the volume of detention required to offset the increases in peak flow rate on downstream properties. The required detention volume is estimated to be 44.4 acre-feet (17.9 ac-ft. from the East side + 26.5 ac-ft. from the West side).

**Figure 15 - Blalock Road Supplemental Analysis 100-Year Inundation Depth Grid**

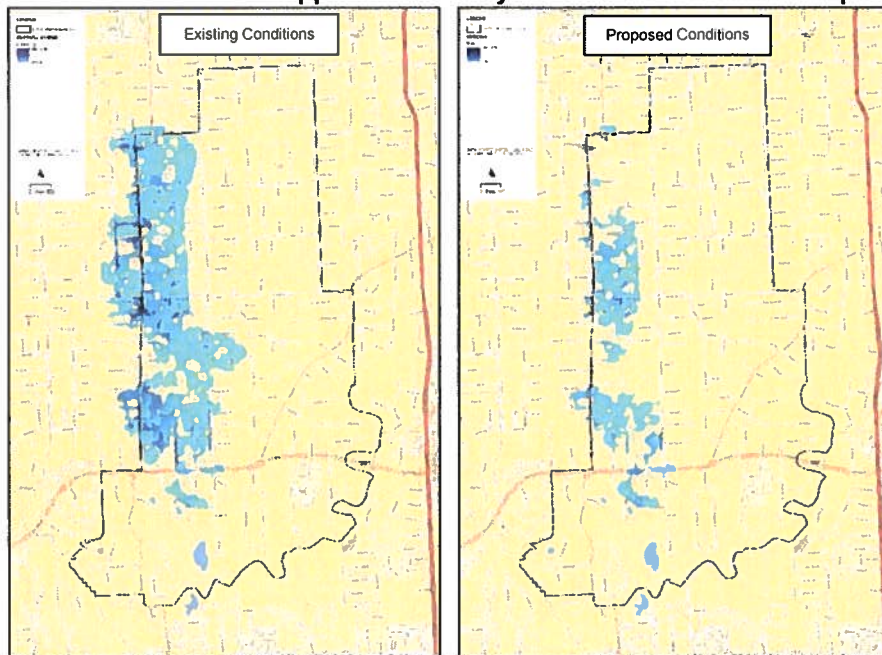
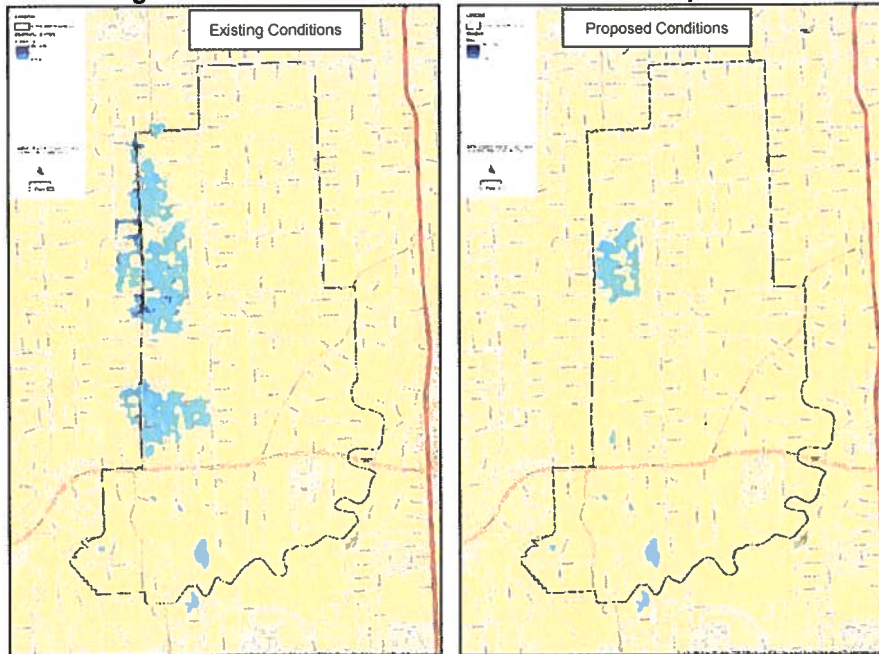


Figure 16 - Blalock Road 10-Year Inundation Depth Grid



### 9.3 Bothwell Way, Holidan Way, Marchmont Dr. & Wilding Ln.

The City of Piney Point Village provided information which indicated that portions of Bothwell Way and Holidan Way do not drain properly due to limited depth in Soldiers Creek. In order to provide positive drainage along Bothwell Way and Holidan Way, the City has requested that an analysis be completed to determine if a storm sewer could be constructed along Bothwell Way, thence southward along Piney Point Road, thence eastward along Holidan Way, thence southward along Marchmont Drive, and then eastward along Wilding Way to tie into storm sewer along Hedwig Road. However, redirecting flow may cause adverse impacts on downstream flow rates along Hedwig Road and Soldiers Creek. It is important to note that these improvements would require revisions to agreements between the City of Hunter's Creek Village and the City of Piney Point Village regarding the Solders Creek Impact Study. The following paragraphs provide a description of the methodology to assess the potential for adverse impacts on downstream peak flow rates along Hedwig Road and Soldiers Creek.

#### 9.3.1 Discussion of 2013 Soldier's Creek Drainage Impact Study

The XP-SWMM models developed as a part of the 2013 Soldier's Creek Drainage Impact Study were developed using XP-SWMM version 2011. Since that time, XP-SWMM has released subsequent versions of software, and the same models were re-run with no changes in XP-SWMM version 2016.1. **Table 6** below provides a summary of the Soldier's Creek Impact Study results with the Soldier's Creek bypass improvements in place.



**Table 6 - Summary of Soldier's Creek Future Conditions Model Results (cfs)**

Location	Soldiers Creek Bypass Model	
	10-Year	100-Year
Soldiers Creek U/S of Hedwig Road	221.4	326.0
Soldiers Creek D/S of Hedwig Road	225.5	458.8
Soldiers Creek U/S of Memorial Drive	474.6	955.6
Soldiers Creek D/S of Memorial Drive	1178.2	2151.2
Soldiers Creek Bypass at Hedwig Road	92.9	111.6
Outfall to Wickline Ravine	243.1	465.1

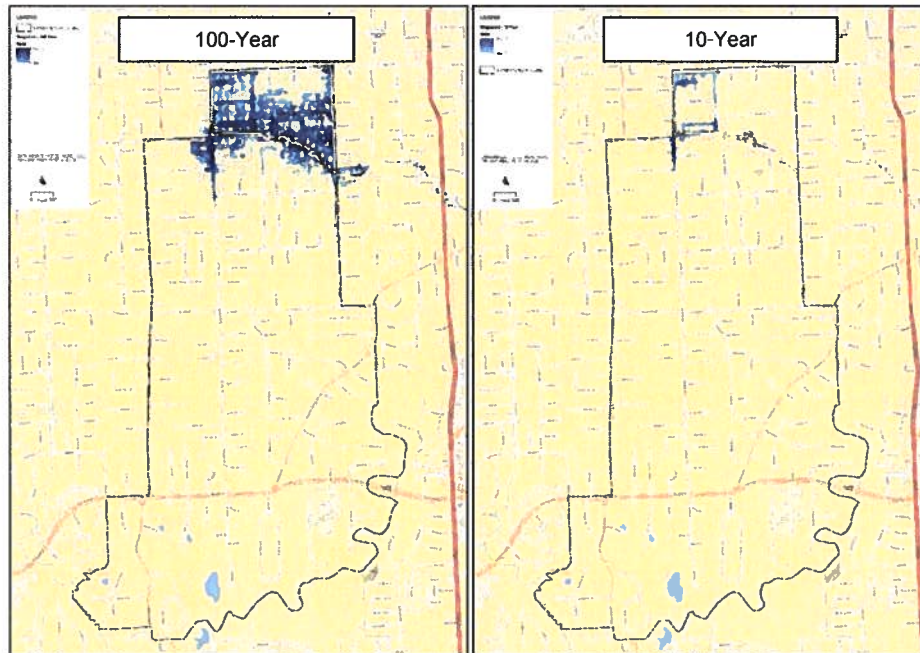
### 9.3.2 Proposed Improvements to Bothwell Way & Holidan Way System

The proposed improvements include construction of storm sewer along Bothwell Way, Piney Point Road, Holidan Way, Marchmont Drive, and Wilding Lane. The proposed storm sewer sizes range from 24 inch in diameter to 54 inches in diameter. The proposed storm sewer was sized based on a flow velocity of 3 feet per second and was input into the existing conditions model. The proposed conditions model is based on the Soldiers Creek proposed conditions model which includes improvements to Smithdale Estates, Dana Lane, Hedwig Road, and the associated flow control devices. The improvements to Bothwell Way and Holidan Way were also included in this proposed conditions model. This proposed conditions model will be used to compare to the Soldier's Creek bypass project model and to determine if the proposed improvements to Bothwell Way and Holidan Way will cause adverse impacts along Soldiers Creek. **Exhibit 21** provides a preliminary layout of the proposed improvements within the subject area.

### 9.3.3 Bothwell Way & Holidan Way Proposed Conditions Model Results

An inundation depth grid was developed for the existing and proposed conditions to determine the reduction of flooding for various storm events within the Soldiers Creek corridor and adjacent areas. **Exhibit 22** provides an inundation depth grid of the proposed conditions with the Soldiers Creek bypass project implemented and with the proposed improvements along Bothwell Way and Holidan Way. **Figure 17** below provides the 100-year and 10-year inundation depth grids for the proposed conditions. As shown, significant ponding occurs throughout the corridor.

**Figure 17 - Bothwell Way & Holidan Way Year Inundation Depth Grids**



### 9.3.4 Discussion of 2018 Master Drainage Study Model Results

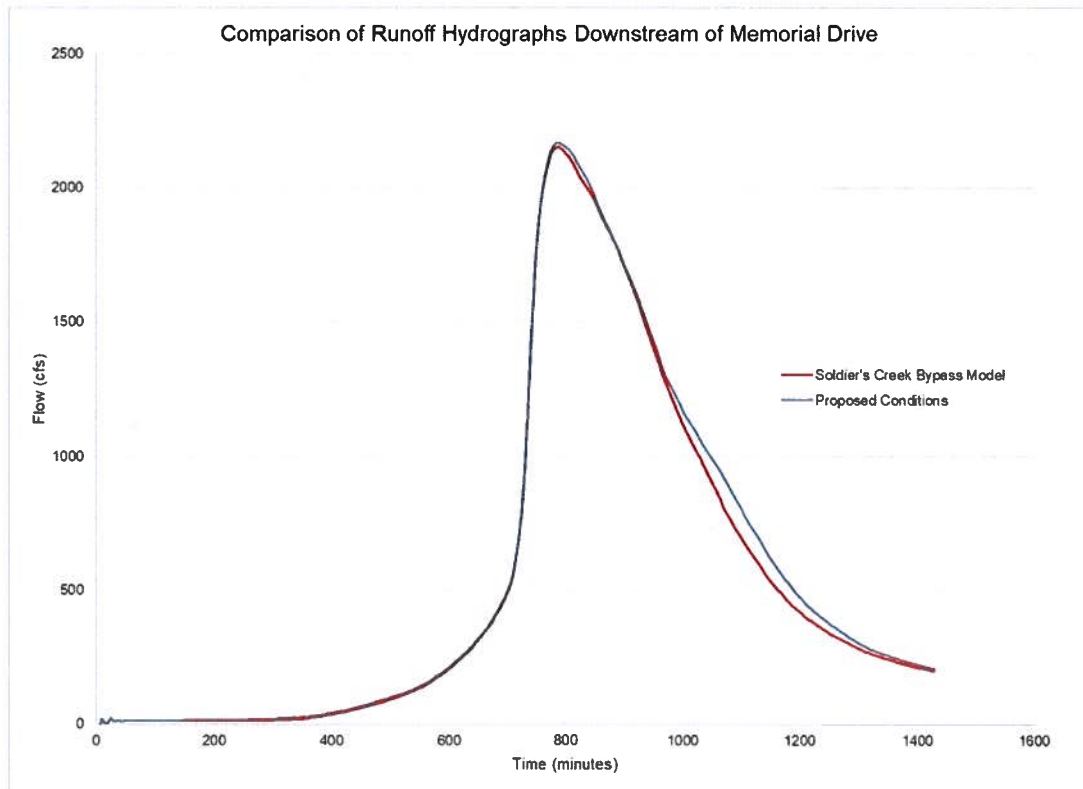
A comparison of the 2018 Master Drainage Study proposed conditions model and the Soldier's Creek Bypass model indicates that increases in peak discharge rates are computed along Soldier's Creek downstream of Memorial Drive for both the 10-year and 100-year storm events. Those increases range from 24 cfs upstream of Memorial Drive to 15 cfs downstream of Memorial Drive during a 100-year storm event. **Table 7** provides a summary of the revised existing and proposed conditions results.

**Table 7 - Comparison of Soldier's Creek Bypass Model vs. Proposed Conditions (cfs)**

Location	Soldiers Creek Bypass Model		2018 Master Drainage Plan	
	10-Year	100-Year	10-Year	100-Year
Soldiers Creek U/S of Hedwig Road	221.4	326.0	221.0	318.6
Soldiers Creek D/S of Hedwig Road	225.5	458.8	230.1	457.7
Soldiers Creek U/S of Memorial Drive	474.6	955.6	478.7	979.7
Soldiers Creek D/S of Memorial Drive	1178.2	2151.2	1182.1	2166.3
Soldiers Creek Bypass at Hedwig Road	92.9	111.6	93.5	112.0
Outfall to Wickline Ravine	243.1	465.1	243.1	465.1

A comparison of runoff hydrographs at the downstream end of Memorial Drive indicates that approximately 7.9 acre-feet of detention storage is required to mitigate the potential adverse impacts associated with the proposed improvements to the Bothwell Way and Holidan Way systems through the peak of the localized runoff hydrograph along Soldier's Creek. A comparison of the runoff hydrographs also indicates that proposed improvements cause increases in flow during the falling limb of the runoff hydrograph, which could exacerbate flooding during regional storm events when releases from Addicks Reservoir are necessary. **Figure 18** below provides a comparison of the runoff hydrographs of the Soldier's Creek bypass project and the proposed improvements to Bothwell Way and Holidan Way systems.

**Figure 18 - Comparison of Hydrographs at Soldier's Creek Downstream of Memorial Drive**



## 10 Determination of the Need for Detention for Improvements

Some of the areas analyzed in this Master Drainage Study update drain to the Soldier's Creek Bypass project systems, and based on discussion in the Soldier's Creek Impact Study prepared by HDR in 2013, those systems were designed with the assumption that the drainage systems within the Soldier's Creek bypass system would be converted to storm sewer in the future. The 2013 report states, "The Soldier's Creek bypass storm sewer system was designed to accommodate the 100-year storm event from the drainage area contributing to Hedwig Road along the storm sewer bypass corridor. This provided improvements to the performance of the storm sewer systems in the area. As lateral storm sewers are improved (such as with this project), the full benefit of the system will be realized." Therefore, it may not be necessary to provide detention for areas which are accounted for in that existing drainage plan. **Table 8** below provides a status of each of these projects and whether they were accounted for in an existing drainage plan.

**Table 8 - Detention Requirement Status**

System	Drainage System	Capacity Status
Beinhorn	Soldier's Creek	Accounted for in Ultimate Phase of Soldier's Creek Bypass Project
Blalock Road- East Side Improvements	Blalock Road System	Not accounted for in any existing drainage plans
Blalock Road- West Side Improvements	Blalock Road System	Not accounted for in any existing drainage plans
Bothwell, Holidan, Marchmont, Wilding	Soldier's Creek	Not accounted for in any existing drainage plans
Chuckanut	N. Piney Point Road	Accounted for in N. Piney Point Road Drainage Study
Country Squire	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Memorial Drive (W144-00-00)	Tynewood Ditch	Not accounted for in any existing drainage plans
Memorial Drive (Smithdale)	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Robbins, Tynebrook, Lacewood	Tynewood Ditch	Not accounted for in any existing drainage plans
Shadow	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Tokeneke	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project

Likewise, areas draining to Tynewood Ditch may not require stormwater detention due to excess capacity in the existing channel and the ability to convey increased flow rates without increasing structural flooding risk.

In order to determine if detention should be provided to offset potential impacts associated with the proposed projects, four items should be considered, which include:

- Determine if the drainage system between the project and outfall channel was designed to convey the proposed peak discharge rates;
- Determine if the outfall channel has sufficient capacity to convey the proposed peak discharge rates;
- Determine if the proposed improvements cause an increase in peak flow rates along Buffalo Bayou. A preliminary assessment completed by HDR indicates that the proposed improvements do not cause adverse impacts on peak flow rates along Buffalo Bayou due to the change in timing the drainage areas in relation to the time to peak for the Buffalo Bayou watershed upstream of Piney Point Village;
- Assess the potential for erosion due to increased peak discharge rates along the subject outfall channel including but not limited to Buffalo Bayou, Tynewood Ditch, Soldier's Creek, and Wickline Ravine.

The total estimated detention volume for the proposed improvements included in this Master Drainage Study are summarized below in Table 9. These detention values are based on the localized improvements and the change in peak discharge from that specific drainage system. The highlighted areas are areas which have been determined to need detention based on the four items described above.

**Table 9 - Total Required Detention**

System	Localized Required Detention (ac-ft)	Drainage System	Capacity Status
Beinhom	5.8	Soldier's Creek	Accounted for in Ultimate Phase of Soldier's Creek Bypass Project
Bialock Road- East Side Improvements	17.9	Bialock Road System	Not accounted for in any existing drainage plans
Bialock Road- West Side Improvements	26.5	Bialock Road System	Not accounted for in any existing drainage plans
Bothwell, Holidan, Marchmont, Wilding	7.9	Soldier's Creek	Not accounted for in any existing drainage plans
Chuckanut	3.0	N. Piney Point Road	Accounted for in N. Piney Point Road Drainage Study
Country Squire	3.7	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Memorial Drive (W144-00-00)	1.3	Tynewood Ditch	Not accounted for in any existing drainage plans
Memorial Drive (Smithdale)	0.4	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Robbins, Tynebrook, Lacewood	5.6	Tynewood Ditch	Not accounted for in any existing drainage plans
Shadow	2.2	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Tokeneka	1.7	Greenbay System	Accounted for in Interim Phase of Soldier's Creek Bypass Project
Total Required Detention	76.0		
<b>Total Required Detention Not Accounted for in Existing Drainage Plans</b>	<b>59.2</b>		

## 10.1 Methods for Providing Stormwater Detention

Detention storage can be provided in multiple ways, which include:

- **Constructing detention basins on a case by case basis on undeveloped properties throughout the City.** As a stand-alone measure, there is not sufficient undeveloped land available to provide the necessary detention required to mitigate the downstream impacts of the recommended improvements.
- **Constructing a regional detention basin within the City of Piney Point Village.** The City could acquire property(ies) to construct a regional detention basin to offset potential impacts on downstream peak flow rates to Buffalo Bayou, Soldiers Creek, and/or HCFCD Unit W144-00-00. There is limited undeveloped property within the City of Bunker Hill Village available for construction of a regional detention basin.
- **Purchasing Detention Credits.** The City could acquire detention credits from Harris County Flood Control District should they become available. HCFCD is in the process of designing and constructing linear detention along Buffalo Bayou between Highway 6 and Dairy Ashford Road upstream of Piney Point Village; however, HCFCD may be allocating all of the storage created for flood risk reduction as opposed to serving as detention to mitigate new development or impacts associated with drainage improvements.
- **Constructing Underground Detention.** The City could construct underground detention vaults to offset increases in peak discharge rates on a case by case basis similar to the process being developed within the City of Bunker Hill Village. This method has proven to be extremely expensive; however, this could be used in localized areas where very little detention is necessary.
- **Constructing Storm Sewer Improvements with Flow Control Devices.** The City could construct the proposed storm sewer improvements and include flow control devices intermittently throughout the proposed system to restrict the discharge to the pre-project conditions peak discharge. Benefits associated with this are improved drainage in more frequent storm events (2-year to 5-year storm events) and additional storage during greater storm events (10-year and greater) which will lower the hydraulic grade line to reduce potential structural flooding.

# 11 Opinion of Probable Construction Cost

A summary of the opinion of probable construction costs for projects as described in this report is provided below in **Table 10**. The projects are listed in alphabetical order. Preliminary quantity takeoffs and unit costs are provided in Appendix B.

**Table 10 - Opinion of Probable Construction Costs**

Project Description	Cost
Beinhorn Road (Southside)	\$ 610,390.00
Blalock Road Drainage Improvements	\$ 14,458,600.00
Chuckanut Lane	\$ 388,215.00
Country Court	\$ 129,125.00
Lacewood Lane	\$ 803,010.00
Memorial Drive from Country Court to Tynewood Ditch	\$ 630,475.00
Memorial Drive from S. Country Squire to Wickline Ravine	\$ 205,175.00
N. Country Squire	\$ 405,800.00
S. Country Squire	\$ 432,450.00
Shadow Way	\$ 547,430.00
Tokeneke Trail To Claymore Road	\$ 172,935.00
Wilding Lane (Wilding Lane Only)	\$ 1,141,135.00
Wilding Lane Bypass (Bothwell, Holidan, Wilding)*	\$ 1,773,400.00
<b>Total Opinion of Probable Construction Costs:</b>	<b>\$ 21,698,140.00</b>
<i>These estimates are presented for planning purposes only and are subject to change as the project progresses.</i>	
<i>* Includes Wilding Lane Improvements and Connection to Bothwell &amp; Holidan</i>	

## 11.1 Prioritization of Projects

HDR and the City have identified two of the projects identified in previous sections as projects with the highest priorities, Beinhorn Road and Wilding Lane. These were identified based on known drainage issues (reports from City staff, resident reported home flooding or drainage issues, issue severity, issue frequency, etc.). Additional projects identified are a lower priority as the severity of drainage issues or flooding frequency as reported to the City appears to be less. These projects do address existing drainage systems with insufficient capacities to convey the design storm event. A list of these projects has been included in **Table 11**. It is suggested that the City pair the proposed drainage improvements to other construction projects on the street (i.e. paving improvements). Combining multiple infrastructure projects into one project reduces the overall construction impact to residents and can potentially lower unit costs of construction. The remaining projects were not prioritized as each project requires detention as outlined in Section 10 of this report. In the event the City was able to obtain detention by any of the methods described in Section 10.1, the projects could be approached by matching a project’s detention requirement to the acre-feet of detention made available. A list of these projects has been included in **Table 12**.

**Table 11 – Projects with No Detention Required**

PROJECT DESCRIPTION	PROJECT CONSTRUCTION COST
Beinhorn Road (Southside)	\$ 610,390.00
Wilding Lane	\$ 1,141,135.00
Chuckanut Lane	\$ 388,215.00
N. Country Squire	\$ 322,400.00
S. Country Squire	\$ 340,210.00
Country Court	\$ 129,125.00
Memorial Drive (S. Country Squire to Wickline Ravine)	\$ 205,175.00
Tokeneke Trail to Claymore Road	\$ 172,935.00
Shadow Way	\$ 547,430.00
<b>Total</b>	<b>\$ 3,857,015.00</b>

**Table 12 – Projects with Detention Required**

PROJECT DESCRIPTION	PROJECT CONSTRUCTION COST
Blalock Road (east and west systems)	\$ 14,458,600.00
Lacewood Lane	\$ 803,010.00
Memorial Drive (Country Court to Tynewood Ditch)	\$ 630,475.00
Wilding Lane Bypass (Bothwell Way, Holidan Way, Wilding Lane)	\$ 1,773,400.00
<b>Total</b>	<b>\$ 17,665,485.00</b>

## 12 Conclusion

The proposed improvements included in this Master Drainage Study will provide a number of benefits which include reduced structural flooding, increased mobility during and after a storm event, and improved drainage within the City. The improvements will also allow for decreased mowing and maintenance costs associated with maintaining roadside ditch drainage systems. Stormwater detention should be considered to offset increases in peak discharge rates on outfall channels and properties downstream of Piney Point Village.

**Council Agenda Item Cover Memo**

**2/26/2019**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a proposal for Professional Engineering Services for the Beinhorn Paving and Drainage Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** Council request in the Master Drainage Study update workshop that HDR provide a proposal for Professional Engineering Services to provide engineering design, bid, construction management, and construction observation services to for the installation of a storm sewer and sidewalk along the south side of Beinhorn Road from North Piney Point Road to Hedwig Road and the installation of storm sewer on Grecian Way. These areas were identified as insufficient in the 2010 Master Drainage Study update and have historically had significant ponding and sheet flow during heavy rain events. Please see the attached proposal for engineering and construction phase services.

**STAFF RECOMMENDATION:** \_\_\_\_\_

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**ESTIMATED COST:** See Attached

**FUNDING SOURCE:** City

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes





February 20, 2019

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 Beinhorn Drainage and Sidewalk 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. General overview, 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 drainage and sidewalk improvements for Beinhorn Road in the City of Piney Point Village. The improvements consist of the installation of a storm sewer and sidewalk on the south side of the road from North Piney Point Road to Hedwig Road.

#### **PROJECT UNDERSTANDING:**

The drainage system on Beinhorn Road consists of a 24-inch storm sewer system on the north side that serves the City of Hedwig Village and an open ditch and driveway culvert system on the south side of the road. It was noted in the 2010 Master Drainage Study that the driveway culverts were undersized and ditches were in need of regrading. The existing driveway culverts are also not set at elevations to provide for adequate slope on the ditch. The proposed drainage improvements on Beinhorn Road consists of the installation of a storm sewer system on the south side of the road with storm sewer ranging in size from 42-inch storm sewer starting at Hedwig Road to a 24-inch storm sewer near North Piney Point Road.

It has been reported that significant ponding and sheet flow occur on Grecian Way during heavy rain events due to insufficient drainage systems on Beinhorn Road and Grecian Way. The drainage system on Grecian Way consists primarily of open ditches and driveway culverts with the exception of an 18-inch storm sewer at 610 Grecian Way. This storm sewer is very shallow and approximately half of the pipe is exposed above ground. The overall system is shallow and culverts are not set at elevations which allow for adequate slopes on the ditch. The proposed improvements include the installation of 24-

inch storm sewer and inlets starting at the proposed storm sewer on Beinhorn Road and continuing south to the cul-de-sac.

The proposed improvements also include the installation of a 7-foot wide sidewalk on the south side of Beinhorn Road from North Piney Point Road to Hedwig Road. The proposed sidewalk will tie-into the existing sidewalks on both streets.

The City obtained survey of Beinhorn Road in 2015 for the Beinhorn Paving Improvements Project and survey of Grecian Way in 2017 under the on-going services contract. Survey for both of these streets will be utilized for this project.

The engineer's opinion of probable construction costs for the above described projects is \$1,011,530.00

### **SCOPE OF SERVICES**

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

#### **I. DESIGN PHASE SERVICES**

##### **A. Basic Design Phase Services**

- 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.
- 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.
- Prepare drainage area maps based on previously identified drainage areas.
- Prepare hydraulic calculations for the plan set.

- Prepare plan cover sheet, general notes, survey control, project layout, 90% plan/profile drawings, and detail sheets.
- Prepare contract documents and specifications.
- Coordinate with the Memorial Villages Water Authority (M.V.W.A.) during the design process and provide draft documents for review and comment. Incorporate appropriate comments with the final bid documents.
- Submit 90% plans to private utility companies for review and incorporate utility company markups in the final bid documents.
- Assist the City in obtaining and/or securing approvals required 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, 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.
- Prepare an 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.
- A presentation of the design plans or 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**

### **1. Geotechnical Services**

- The City also obtained soil borings from Tolunay-Wong Engineers during the Beinhorn Paving Improvements Project. The previous soil boring information will be used to provide recommendation for this project.
- Review the Tolunay-Wong Engineers geotechnical report to provide a memo containing geotechnical recommendations for the design and construction of the proposed storm sewer and sidewalk improvements.
- Provide OSHA recommendations for shallow open-cut excavations and recommendations for bedding and backfill of the gravity storm sewer pipes in accordance with the City of Houston standards.

The above scope items as based on the following assumptions:

- The proposed sewer line is outside the edges of pavement except for storm sewer crossings perpendicular to the road
- The existing ditch will be filled in and grate inlets will feed into the proposed storm sewer
- No additional geotechnical field investigation is planned
- The proposed storm sewer will be placed less than 10-feet below grade and existing geotechnical borings are 10 to 15-feet below grade along the proposed alignment
- Environmental and geologic fault studies are beyond the scope of the study

### **2. Urban Forestry Services**

- HDR will obtain services from an urban forester to evaluate tree protection measures needed during the design and construction phase.

### **3. Traffic Control Plan**

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

#### **4. 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.

#### **5. TDLR Review, Inspection, and Filing**

- HDR will utilize a subconsultant that specializes in the reviewing and approval process of projects that require a formal review by the TDLR. This is required for this project to meet the requirements of the Americans with Disabilities Act with regards to accessibility standards.

## **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 Management**

- Act as the City's Project Representative during the construction phase.
- Review and respond accordingly to submittals as required by the contract specifications.
- Respond to RFI's and 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**

- Construction materials testing is included in this proposal as a budgetary item only. It is anticipated that Geotest Engineering, Inc. will be utilized as a subcontractor to HDR to perform the testing services.

### **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 6 months. The on-site representative will be on site an average of 40 hours a week for the project.
- 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 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.
- 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.

#### **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:

<b><u>Beinhorn Drainage and Sidewalk Improvements Project</u></b>	<b><u>Total Fees</u></b>
Design Phase (Lump Sum)	\$ 64,975.00
Geotechnical Services (Lump Sum)	\$ 2,500.00
Urban Forestry Services (Cost + 10%)	\$ 6,500.00
Traffic Control (Lump Sum)	\$ 3,370.00
Storm Water Pollution Protection Plan (Lump Sum)	\$ 2,100.00
TDLR Review, Inspection, and Filing (Cost + 10%)	\$ 2,000.00
Bid Phase (Lump Sum)	\$ 5,900.00
Construction Management (Lump Sum)	\$ 30,200.00
Full Time Site Observation (Not to Exceed) -Time & Materials	\$142,000.00
*Construction Material Testing (Not to Exceed) -Time & Materials	<b><u>\$ 23,900.00</u></b>

**Beinhorn Road Drainage and Sidewalk Improvements Project** **\$283,445.00**

\*At this time the magnitude of these tasks are not known. Therefore budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other lines items that have under run or by contract amendment.

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

Construction	\$1,011,530.00
Engineering	\$ 141,445.00
<u>Observation Fees</u>	<u>\$ 142,000.00</u>
<b>Total Project Cost</b>	<b>\$1,294,975.00</b>

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.

**SCHEDULE**

It is estimated that the schedule to accomplish the Design Phase is four (4) 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 six(6) months.

**INVOICES**

All hourly charges shall be based on a raw labor rate times a multiplier of 3.18. 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 3.18 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: \_\_\_\_\_

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

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, JANUARY 28, 2019 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 6:30 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**

Chief Schultz provided the end of the year report for December and also year-end numbers

- 94% of the budget was spent, this was due to vacancies. The money left over was reverted to the Villages.
- During the month of December, MVPD responded and handled a total of 10,583 calls and incidents
- There are 2 vacancies – 1 police officer and 1 dispatcher
- The department completed the annual police vehicle mileage and usefulness survey and analysis
- Response times
- Chronicle has released its list of the safest communities in the State of Texas. Memorial Villages is #1.

**2. Surrey Oaks 30% Design Presentation**

HDR finished the 30% design for the Surrey Oaks Lane Paving and Drainage Improvements Project and presented the findings from the preliminary design.

**3. Proposal for Professional Engineering Services – Surrey Oaks Final Design**

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 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. Council discussed but took no action. This item was tabled for next month.

**4. Discuss and take possible action on Resolution 19.01.28A calling and ordering the May 4, 2019 General Municipal Election**

Council Member Kollenberg made a motion to adopt Resolution 19.01.28A calling and ordering the May 4, 2019 General Municipal Election. Council Member Bender seconded the motion and it passed unanimously.

**5. Discuss and take possible action on Resolution 19.01.28.B designating a public newspaper for FY 2019.**

Council Member Kollenberg made a motion to adopt Resolution 19.01.28.B designating a public newspaper for FY 2019. Council Member Bender seconded the motion and it passed unanimously.

**6. Discuss and take possible action on Ordinance 19.01.28 approving amendments to the Tree Ordinance and approval of the revised Criteria Manual**

Cary Moran, City Forester and Annette Arriaga, Director of Planning and Development explained the tree ordinance and the revised Criteria Manual. Council Member Bender made a motion to approve Ordinance 19.01.28 approving amendments to the Tree Ordinance and approval of the revised Criteria Manual. Council Member Ebeling seconded the motion and it passed unanimously.

**7. Discuss and take possible action on updating the City's Drainage Criteria**

Joe Moore, the City Engineer explained changes to four supplementary items in the City's Drainage Ordinance; New Construction, Partial Construction, Temporary Drainage Plan During Construction, and New Pool Construction. Council discussed but took no action. This subject will be on a future agenda for further discussion and possible action.

**8. Discuss and take possible action on the purchase of a pickup truck for the City Forester.**

Council discussed the purchase of a pickup truck to be used by the City Forester and Maintenance. New and low mileage used trucks were considered. The options were a 2016 Ford F-250 with 5,780 miles for \$26,999; or a 2018 Silverado 1500 with 317 miles for \$28,192; or a 2018 Ford F-150 with 231 miles for \$28,253. Council Member Thompson made a motion to approve the purchase of the 2018 Ford F-150 for \$28,253. Council Member Bender seconded the motion and it passed with a vote of four in favor and one against.

**9. Discuss and take possible action on approving the date for Arbor Day 2019**

Council discussed and considered approving Sunday, April 14, 2019 as Arbor Day in Piney Point Village. Cary Moran, Forester, reported that the Texas Forest Service has moved their Arbor day from January to November. This item was tabled. No action taken. Item will be on a future agenda.

**10. Discuss and take possible action on bids for signage re-installation.**

Council considered quotes for the re-installation of the City's directional signage. During the previous installation the vendor did not install the signs in concrete. After the project was completed the signs began to lean. The bids for consideration were Highway 1 with a bid of \$26,263.78 and Smith Municipal with a bid of \$61,792.68. Council Member Bender made a motion to accept the bid from Highway 1 at \$26,263.78 for the reinstallation of the poles in concrete. Council Member Ebeling seconded the motion and it passed unanimously.

**11. Discuss and take possible action on a contract for mosquito control with Cypress Creek Mosquito Control**

Council Member Thompson made a motion to approve the contract for mosquito control with Cypress Creek Mosquito Control. Council Member Ebeling seconded the motion and it passed unanimously.

**12. Discuss and take possible action on yard signage standards**

Council discussed the placement of yard signs. The City's signage ordinance prohibits signs in the right-of-way. If signs are placed in the right-of-way, they will be removed. David Olson, City Attorney explains there have been changes in the law as it pertains to the regulation of content. The City's sign ordinance is old and should be reviewed to insure it complies with the current law. David Olson agreed to review the current sign ordinance. No further action taken.

**13. Discuss and take possible action on the Mayor's monthly report.**

Mayor Kobelan provided an update on the following projects:

- **Sidewalk at Carol Tree Park** - has been completed. The walkway in front of the 3 historical panels was widened. The benches were moved across from the historical panels.
- **Ecclesia tree project** – Bright Landscaping met at Ecclesia regarding tree options and planting near the recently installed sidewalk.
- **Taylorcrest striping at Blaylock** – is complete
- **Memorial at Blaylock** – repaired damage to the median. Placed a large rock at location.

**14. Discuss and take possible action on the City Administrator's monthly report.**

Roger Nelson, City Administrator updated Council on the following items:

- **December 2018 Financials**
- **Website Project** – EZ Task should be completed by end of March.

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

Joe Moore, City Engineer briefly updated Council regarding ongoing projects.

- City of Houston – Windermere Project is expected to be awarded in January to Fused Industries, LLC.
- Master Drainage Study – HDR is completing final revisions
- Maintenance Projects discussed were the Taylorcrest restriping, Carol Tree Park sidewalk, Bothwell Way Survey, S. Piney Point Road guardrail replacement; ditch regrading; Type E Inlet
- Future Projects were to upsize the storm sewer at #2 White Pillars; 96-inch CMP along S. Piney Point Road, paving improvements

- Current anticipated Piney Point Project Schedules – Surrey Oaks Paving & Drainage Improvements

**16. Discuss and take possible action on the VFD monthly report**

Zeb Nash, Fire Commissioner introduced Deputy Chief Steve Witt. He will be attending Council Meetings. Deputy Chief Witt reported to Council on the Fire Department's activities.

Council discussed the Village Fire Department providing services to the City of Bunker Hill after 2019. Council discussed authorizing the mayor to draft a letter informing the other cities of the position of Piney Point Village Council on the subject of contract services to the City of Bunker Hill for 2020.

**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.**

Council Member Bender made a motion to approve the minutes of the December 17, 2018 Council meeting noting a correction to item #6, the name of the Council Member that seconded the motion was inadvertently omitted; and approving the January 22, 2019 Council Drainage and Streets Workshop Minutes. Council Member Ebeling seconded the motion and it passed unanimously.

**18. Discuss and take possible action on any future agenda items, meeting dates, etc.**

The February 25<sup>th</sup>, 2019 Council Meeting was moved to February 26<sup>th</sup>, 2019.

**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**

Council adjourned into a closed session at 8:47 p.m.

Council reconvened into open session at 9:25 p.m.

**20. Action outside of Executive Session, if any**

No action taken

**21. Adjourn**

Council Member Bender made a motion to adjourn. Council Member Thompson seconded the motion and the meeting adjourned at 9:26 p.m.

**PASSED AND APPROVED this 26th day of February, 2019**

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Mark Kobelan  
Mayor

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Karen Farris  
City Secretary