



City of Piney Point Village

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

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

THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, APRIL 22, 2019

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, APRIL 22, 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 Resolution 19.04.22 conveying the work of the Tri-Cities Public Safety Committee to the Memorial Villages Police Commission
3. Discuss and take possible action on the VFD monthly report
4. Discussion regarding the acceptance of Piney Point Circle as a Public Street
5. Discussion with Kinkaid representatives regarding a proposed second turn lane
6. Discuss and take possible action on the Mayor's monthly report, including but not limited to:
 - Hacienda Lane and Beinhorn Project
7. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
 - March 2019 Financials

8. Discuss and take possible action on the City Engineer's monthly report
9. Discuss and take possible action on removal and replacement of driveway culverts on the south side of Williamsburg
10. Discuss and take possible action on Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project
11. Discuss and take possible action on the minutes of the March 25, 2019 Council meeting
12. Discuss and take possible action on any future agenda items, meeting dates, etc.
13. Adjourn

CERTIFICATION

I certify that a copy of the April 22, 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 April 18, 2019.



Roger Nelson
City Administrator

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



MEMORIAL VILLAGES POLICE DEPARTMENT 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, April 8, 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:

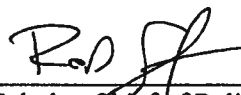
AGENDA

- 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 inquiries 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 March 18th meeting, as recorded.
- c. Financial Report - Update, discussion and possible action.
 1. FY 2019 Budget Review and Discussion.
- d. Committee Reports - Update, discussion and possible action.
 1. Finance Committee
 - a. Budget & Accounting Policies & Procedures.
 2. Personnel Committee
 - a. Preliminary FY20 Staffing, Salary and Benefits.
 - b. Possible addition of one more Detective.
 - c. Post-Retirement Health Care long-term plan consideration.
 - d. Budget Amendment policy.
 3. I.T. Committee
 - a. Virtual Gate Project – Flock Test and Evaluate Single Camera Unit.
 - b. AT&T First Net Vehicle Tracking System - Demonstration Results.
 - c. Paladin Drone Project – First week Results.
- e. 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
- f. Follow Up Items from previous meeting – Discussion and possible action on the following outstanding items.
 1. Possible Creation of Building Improvement Fund.

- g. Executive Session – It is anticipated that all, or a portion of the discussion of the following items 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.
 - a. Discussion and possible action regarding DeFrancesco v. MVPD; Case No. 2015-43853 in the 190th District Court of Harris County, Texas; Appeal No. 01-17-00660-CV in the Court of Appeal for the First District of Texas.
- h. Suggestions for future agenda items - Discussion of the agenda for the next Commission meeting and the meeting schedule.

Adjournment

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



Raymond Schultz, Chief of Police
Memorial Villages Police Department

POSTED: 4/4/2019 @ 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 Reichel, 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.mvptdx.org.



MEMORIAL VILLAGES POLICE DEPARTMENT
Minutes of the Police Commission Meeting
March 18, 2019, 6:00 p.m.

A quorum was established, and Commissioner Smyre called the March 18, 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
Commissioner Southwick
Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton
Commissioner Reichel
Alt. Commissioner Johnson

City of Bunker Hill

Commissioner Smyre
Commissioner Brown
Alt. Commissioner Murphy

Absent:

Finance Manager, Victoria Bowman
John Hightower

From Memorial Village PD

Chief of Police, Raymond Schultz
Office Manager, Maureen Loud

Guests

Legal Counsel

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

None

b. Approval of Minutes

Motion was made by Commissioner Huguenard and seconded by Commissioner Hamilton to approve the March 11th Minutes as recorded. The commission voted unanimously to approve the Minutes as presented.

c. Financial Report

Chief Schultz commented that he would present the Financial Report as Mrs. Bowman was unable to be here this evening due to a children's event that she had to attend at the last minute as her husband is out of town. Submitted today is the first 2 months of the year. We have received

16.67% of the appropriation and are trending below budget and have expended 14%, last year at this time we were at 13% as we had a couple more vacancies last year. There are a couple of areas which are above, the maintenance fund is up because we have to pay upfront. Equipment maintenance contracts; we have expended 24%, software maintenance contracts 65% because we pay Capers for the entire year. Uniforms are at 16%, we have had to replace some vests as some officers had expired bullet proof vests. Firearms training and ammo, we have purchased most of the ammo for the year and it is already starting to come in, we are at 26% and we have made the entire purchase of the tasers. The vehicles have been ordered as part of Capital and some of that equipment has started to come in and therefore you will see those expenditures for the vehicles. The equipment comes in first as that has to be ordered, it is cheaper for us to order that than have the outfitter do it as they would markup the cost.

Special Capital Asset Fund – there are notes from Victoria as to how we are going to be able to handle the server. She spoke with the Auditor and because the receivable was created with an offsetting credit to Capital Purchases we are not going to have to do an amendment. Commissioner Hamilton commented that we did figure out that we will need to do this next year or this year. Commissioner Huguenard responded that we will consult with the Auditors to ascertain what we need to do with respect to budget amendments on the funds other than the operating fund and how we handle budget amendments in the future with respect to those. Commissioner Huguenard commented that each month we look at “For Profit” statements and before the reporting period they are converted to statements that are compliant with the Government Accounting Standards which are different. There is quite a bit of work done to modify these to be compliant with GASB for reporting purposes. Our software is good for coordinating with bill pay and other functions but ideally it would be best to have the whole governmental package, we have asked Mrs. Bowman to look into transferring or changing to an accounting system that is compliant with GASB. Mrs. Bowman has started to get some initial costs back and they are substantially higher than what we are paying. We will also consult with the Auditors on this.

Chief Schultz commented that the next item is on page 53, the FY2020 Budget Calendar. If we follow this schedule we should be able to have our FY20 budget completed on time. Mrs. Bowman has already distributed some documents to him and he has been going through and putting together his wish list. The first budget planning session will take place in a couple of weeks in April. The audit starts April 15th, he has signed some documents which have been sent to Olson & Olson.

Fixed Assets Report – We only include items that have a value of \$5,000 or more, so if you look at our fixed asset report it is pretty small. The biggest fixed asset item is this building, which shows coming online in 12/2003 the cost for the building was approximately 2.1million. Everything else is much smaller, you will see EOL listings which are End of Life and these will need to be replaced or already have been replaced. In dispatch there are 2 of the original workstations that were purchased when the building came online. They are press board and are falling apart, they have been screwed back together or the doors are just leaned up against them. They are still working and functional but eventually need to be replaced. There are 2 copiers listed, one was replaced last year, and the original copier was basically scrap value. We have put this down in Roll Call and our only cost is buying toner and it continues to work, so we are getting more than our value out of that.

AFIS machine, is on the inventory as an asset we only owned a quarter of it along with the other agencies. This is an older Windows system that is no longer supported, the other 4 agencies gave up their investment. We have tried selling it but no buyers, it will eventually have to be scrapped. We have a robot that was purchased back in 2004, it is a small DARE robot, a mannequin that rides around on a tricycle. It cost a lot of money back in 2004 (\$9,000) it doesn't work and so we are trying to find a good way to get rid of it.

Coban server has been replaced but we are keeping it here just in case we need it as part of a fail over, it is in storage. On a side note, we did have a catastrophic failure with the new server, we lost video files for our traffic stops and we had to have MergerTree work to recover them. Last Friday we were able to retrieve all of those video files. When the original server went down if you recall we had to have an affidavit stating that the files were lost. They are continuing to research why we lost the files but some how it re-initialized itself, so basically it loaded all brand-new software. In the meantime, we bought a 4TB portable hard drive that we hooked to the server until we can get a final resolution, so we will have another extra copy of all our files. It may seem a little redundant, but we want to make sure we don't lose this. We have our Badge System which is the old records system that went away in 2013 and is no longer supported by anybody. This has all the prior police records before 2013, it is here and still working but when it breaks, it cannot be fixed. There was a decision made when Capers was purchased not to move all the records over because it would have been very expensive.

Commissioner Hamilton asked if there was still a need for this? Chief Schultz responded Yes, as we receive requests all the time for copies of old police reports and arrest records.

Commissioner Hamilton asked if we should look at transferring the records now as it may be less costly? Chief Schultz commented that he doesn't believe it can be done now. Commissioner Southwick asked what the end date of the data that is on there which started in 2008, the response was 2013. Commissioner Reichel asked for clarification as to what an AFIS machine is? Chief Schultz responded, a finger printing machine. Back in 2004, Hedwig, Spring Valley, ISD and MVPD all went in together and bought our own AFIS machine. Currently ISD has one and they allow us to use theirs, occasionally we use Harris County's. If you recall, 2 years ago we were going to buy one, we bought it and it never worked the way it was supposed to, so we sent it back and did not have to pay anything. Eventually we will need to get our own machine as we have to take a lot of fingers prints for licensing, travelling and for adoption.

Commissioner Smyre asked how long are we required to keep reports? Chief Schultz commented that it depends on the type of report, Juvenile reports are to be kept forever, they are sealed.

On the 2nd page, we were talking about the possibility of a Building Replacement Fund. A building like ours, a roof generally has a 20-year replacement, HVAC 10-year, Paint and Refresh building 5-year, this has never been done for this building. Evidence room, I mention this because every once in a while, we have noticed that you get a distinct odor of marijuana and stuff that is in the Evidence Room. Most Evidence Rooms have to have a positive ventilation system, that doesn't exist here. I was involved in some litigation in Albuquerque with their Evidence Room with employees getting exposed to the old versions of Methamphetamine that were very volatile and would cause rashes and skin irritations. This is why I suggest we look at this as part of the building fund to have a positive exhaust system there. Furniture has a 5-7year replacement, most of the furniture here is Enron furniture. CAD System, this came online in

2013 so we are in year 6, technology is changing, and we should start thinking about replacing. The system we have is from a very small vendor that has had some financial issues in the past so that is a concern. Radio System is EOL, we are part of Harris County and Houston PD with that. They are looking at identifying funding to replace the Radio System, we paid over \$200K when we purchased our portion of it. He expects probably an equal amount again to replace this system when that happens. On a side note, we did have to make an emergency purchase this month as the Radio System which is 14 years old had a board burn out and we had to get it fixed.

Body Worn Cameras – pretty much everyone is going to BWC, we have the cameras in the cars and the officers want these, and they are a good investment to save potential liability if we had them in place. ALPR – we will talk about this a little later in the meeting, this will be a fixed capital asset and this project has been moved over to the Commission. We may want to look at a decision on a Force Simulator, training simulator of some type and some additional gym equipment. That is the Fixed Asset Report detail and touches on what we suggest doing.

Commissioner Smyre asked what the approximate unaudited overage from 2018 is? Chief Schultz responded \$180K-200K. Commissioner Smyre commented that this is where some of the funds could come from if this is part of the plan that is developed. Commissioner Johnson asked about the vehicles and stated that we are not using the upfitted cost? Chief Schultz responded, No, because the individual pieces of equipment unless every once in a while, you'll get a particular camera system that is over \$5,000 so it is just the actual cost of the vehicle because we take the equipment off and sell them and try to move it over if we can or sell the vehicles with the equipment on it. So, the vehicles will be sold separately. Commissioner Smyre asked if the card reader system that we discussed last year was actually installed? Chief Schultz responded that it was, he thinks the hardware was less than \$5K and he will check on this.

Commissioner Murphy asked what the cost would be to convert the cameras to body worn and if this is something that would be done all at once or phased in? Chief Schultz responded that it would make more sense to do it all at once so that everybody has the same system. What other departments are doing, is they are merging the BWC with the In-Car Camera system, it is one vendor, so everything goes into the same video server, it is the same redaction software. The internal clock in the BWC as the files come together it also touches the CAD RMS and technically embeds the case and CAD number in the file and links everything together. Hedwig went to an integrated BWC and In-Car Camera system, they are still working some bugs out of it. We don't have to do it right now, but it is something we should consider for the future. Commissioner Johnson asked about Drone, he doesn't see it on the asset list. Chief Schultz responded it is not that is a good catch and he will have it added on.

HSA – Chief Schultz stated that we had talked about the HSA contribution last month and he asked Victoria to see based on the amount of money that was budgeted and the fact that our health insurance came in at 11% under. What the line item would be under the health care costs, projected at the end of the year. The health insurance is funded at \$601K based on her current projections we will be \$102K under budget. Maureen pulled a list today that shows we have 23 employees currently electing “employee only” coverage, 2 with “employee+spouse” 5 with “employee+Children” and 12 “employee+family” for a total of 42. When we put together the health care package we did this is concert with Piney Point and Bunker Hill and both cities were looking at, because of the savings and higher deductible increase this year to have a one-time

HSA contribution made on behalf of the employer to the employee. Something to consider, since the employees will have a higher deductible to help offset some of that with an additional HSA contribution. \$500 for employee and \$1,000 for employee plus dependents or family option. He would like to tie this to the employee both sworn and civilian participating in the Physical Assessment process. Once this is done an additional HSA contribution could be awarded, one-time during this calendar year and this budget for participating in that. Commissioner Smyre asked what the cost would be? Chief Schultz responded, the total cost would be \$30,500 plus if we fill the 2 vacancies a maximum of \$32,500. The Savings were \$102K.

Commissioner Hamilton asked what we did last year, and Chief Schultz responded that he would have to defer to Maureen to answer this. Maureen responded that she didn't believe we had to change anything last year. The only reason it may have changed throughout the year would be if somebody had a qualifying event. Chief Schultz asked how much the contribution from the city was. Maureen responded \$1,500 for employer contribution for "employee only" and \$2,700 for "employee plus family", we also do the \$1,000 for the physical examination. Commissioner Smyre asked if this is an action item for tonight and Chief Schultz responded Yes, he would like to do the Physical Assessment test in July to give employees access to their HSA monies for this calendar year to pay toward their healthcare. We looked at some of the healthcare costs and can't get into specifics, but we do have a number of employees that pay a significant amount to meet their deductible for prescriptions costs alone. Commissioner Smyre clarified the savings are \$102K and we are asking for an HSA contribution of \$32,500, would someone like to make a motion?

Motion was made by Commissioner Murphy and seconded by Commissioner Hamilton for the year 2019 approval of the one-time additional HSA contribution of \$30,500K or up to \$32,500K for employees. The commission voted unanimously to approve the motion.

d. Committee Reports

Finance Committee – Chief Schultz commented that Victoria has put together a book which is available here today which the Committee had asked for and she is working on some draft policies which she will get to you.

Personnel Committee – Commissioner Brown commented that they are working through some items, in terms of personnel changes there is only one change that is to add a new Detective. Chief Schultz explained that they are considering increasing the department by one position. The goal is to continue to keep 5 officers and each one of the teams working, so there are 5 officers and a Sergeant. He would like to add one more Detective position which will allow us to have 1 Detective representing each one of the three villages. So that one Detective will know what is going on at that particular village, the City Managers will know which Detective is responsible for their village. All the crimes any incidents that need following up on, he or she will be responsible for, they will do this for a 2-year period and then will be rotated out to a different village. It will create ownership and will improve the efficiency, they will do all the criminal investigations and manage all the court and act as a liaison between the Department and the respective village and will also give them an opportunity to experience something other than patrol.

Commissioner Smyre asked how many cases we have monthly. Chief Schultz explained that his CID monthly is there, however, some cases stay open over a period of time, there are probably about 1,200 cases a year and at any given time there are about two to three hundred cases that are an active status. Some stay open for an extended period of time, a lot of them are waiting for subpoenas or bank records to come back. A lot are identity theft and fraud cases and they can become complex and time consuming. This recommendation is for the 2020 budget.

Victoria will be working on pricing, as an example, we would not have to fund the part-time position that we haven't filled from 2 years ago, we would give up this part-time position for the additional Detective position. It would mean increasing our budget by another half-time position, we would not have to experience the full impact of another FTE. Commissioner Smyre questioned if there would be enough for this person to do as having 1 person for each city could be overkill. Chief Schultz commented that there were over 100 defendants in Bunker Hill court today. So, this would be one of the responsibilities for the Detective. Commissioner Johnson asked if this would require another vehicle, Chief Schultz answered No, because we have the black Tahoe.

Commissioner Brown and Johnson met with Chief and visited with him about salary and benefits. We are looking at this point more to retain the officers we have than to bring in new ones. We came up with the seven bullet points described in the Commission Package (page 60). The first two items; Fund 1% Step Raises and COLA Adjustment and the last item increase Shift Differential to keep us on an even keel moving forward. The other four items are all new and designed to encourage employees to stick around. There are a series of service awards which are probably non-financial; ATB, Post Employment Insurance Benefits and a Funding of Sick/Vacation Pay Healthcare Stipend.

Chief Schultz explained that when we look at salary and benefits and these additional items, compared to what other agencies are doing, there are several ways to help cover some of the post-employment benefits. One of our folks went to the TMRS Conference and only 2 agencies had HSA's and 2 agencies did not have Post-Retirement Healthcare Coverage and we were one of those as this was taken away several years ago. A couple of different options may be, you can do a straight up salary adjustment or one thing I have been looking at, and Fire does this, they contribute to TMRS and also a 457(b) as a secondary retirement.

We talked last year about the possibility of funding sick leave as it is accumulated. You fund it and hold that money and then when they retire you put it into an HRA or use it to help supplement that Post-Retirement Healthcare until they reach age 65. It may be confusing, and we have seen this as we have gone through this negotiation for our new healthcare as those three Pre-65 retirees, how do you cover them and how do you put them into your schedule or price them. We could possibly take items 4-6 and roll that in like Fire does and make some type of contribution to a 457(b) that accumulates and when they get close to being able to retire. They walk out the door with money to pay for their own healthcare, post MVPD. You are also allowed to do catch-up provisions, your last three years of employment, he will put this together into a spreadsheet to better explain how it could work. If employees saved their sick leave it would be funded as it is accumulated and three years before you retire you would write an Irrevocable Letter of Intent to Retire and you can do three years of catch up post age 55 pre-retirement and double the amount of contributions, you can make to your 457(b). This may be a good way to solve the issue, employees who meet the requirements; 15 years of service, 55 years

of age. It would give us information in advance of who's retiring in the future and want to take advantage of it. You can't change your mind once you've written the letter as it has tax implications. More information will be provided on this, the goal is to get to financial wellness. Shift Differential – Chief Schultz expressed that we need to increase Shift Differential. This was implemented 2 years ago to get it started, but we need to bump this up a little more to get a better diversity of people. You will have people for the right Shift Differential who will leave day shift to go to nights. We will present more information and numbers on this as he believes it will help on the personnel side, retention and recruiting too.

Commissioner Huguenard asked, on the 457(b) employee and employer can both make contributions and we would look into what it would take to administer a plan on an annual basis, assuming we would need a third-party administrator? Chief Schultz stated that we already have this, we have two 457(b) plans that are voluntary, Nationwide and Valic are the two companies.

I.T. Committee – Commissioners Murphy and Southwick stated there was nothing to report yet. Chief Schultz gave an update. We had a meeting with a vendor as we have had some issues with tracking our assets, our vehicles. AT&T are developing First Net which has a GPS system built into First Net which allows you to track your assets. Basically, it can track your first responders, police cars and fire equipment. They did a webinar with us, it is pretty cost effective and so he will take this to Hedwig, Spring Valley, Spring Branch ISD and Village Fire to see if we were to make a commitment to this, would they be willing to do the same so that we can see all of our resources. We have a system currently where we can see our vehicles, but it isn't very reliable and its pre-shareware. This system goes into First Net and plugs into the data port in the car and you program it based on that dataset. So, if an officer is going more than 20 miles over the speed limit it will actually change the color of the car and start flashing. If an officer turns his lights on, it will tell the dispatches on the map that this car has its emergency lights on. If an officer is driving down the street and happens to hit a curb it will ping that, so if you have a bent wheel or tie rod you will know who did it.

It is pretty inexpensive, \$1,500 total to set up an agency and about \$30/per unit per month for all the data. It gives you great breadcrumb reports and is web based, and not only dispatch can see it anyone can if you have access to a smart phone/dock or computer you will be able to see where our assets are. If we could get other agencies to use the same system, if one of our guys is at Bunker Hill in Taylorcrest and an accident happens at Bunker Hill and Gaylord and Hedwig's unit is over by their headquarters. They would see that our units are closer and have them respond, this could help all of our efficiencies. He has asked AT&T to come back again and give us a live demo and have the I.T. Committee look at this.

e. New Business

As part of this, FLOCK Safety is the company that does the ALPR and they have agreed to set up a test unit to do a T&E for an actual real ALPR System here in the villages. They will come to the next meeting here and will do a brief presentation to the entire committee and do more of an in-depth presentation on Tuesday morning on April 9th to the I.T. Committee. They will install an ALPR camera on our portable speed trailer. This will allow us to take this around the villages and use ALPR system that will feed directly back into our dispatch center at the same time a stolen or wanted vehicle drives through the area view of that. Jersey Village has the ALPR, they have over 30 of them and they are starting to get some good results and are working

out all the bugs in the system. FLOCK have agreed to do this for free, and he has already contacted Austin and initiated a process for us to get the downloads of all the stolen vehicles from TCIC. We would get a new download every 4 hours and FLOCK is paying for everything. This is a turnkey system, you don't buy hardware, you pay as you go similar to an I-Phone. You pay \$2,000 a year per system (camera) and this includes all hardware, software maintenance and upgrade costs.

Paladin Drones – Chief Schultz gave an update on this, they are the company that wanted to do the autonomous drones they wanted to partner with us. John Hightower has looked at the MOU and we have been going back and forth on this. We have learned this morning that in order to pull the GPS data from when the 911 calls come in there would be a cost associated with this for someone to develop the software and we aren't going to spend any money for a test. So, this not going anywhere.

AFLAC – As part of us being a customer of AFLAC and a number of our employees' participation in insurance through them, they are now making a pre-benefit available to all our employees this year. Identity Theft Protection and if you don't have dental/vision/hearing insurance coverage you can purchase AFLAC Pass. The fraud protection is offered for free.

f. Chief's updates

Chief Schultz presented his monthly report, February usually things slow down a bit. There was a total of 5,833 calls, 4,135 house watches, traffic stops were down a little to 758 and 833 citations that addressed 1,488 violations. You continue to see on the Daily's, step enforcement, we are going out to neighbors that have complaints. Response times averaged 3:47, top calls for service are Alarms.

We still have our vacancies and so we have increased our advertising to include Discoverpolicing.org, Texas Police Chief's Association and TML and have gone back online with Indeed. The phones have been ringing since that advertisement has been up.

There was a delayed burglary that we investigated last month as the folks were out of the country and a small item was taken and is being investigated. Commissioner Hamilton commented that some of the things he sees on the end of the week updates seems somewhat personal and asked if we might be able to limit the personal information? Chief Schultz responded that with a lot of the events we get calls from residents asking what happened about incidents. We try to be very careful about what we publish, it is all Public Information, every 911 call is Public Information. However, the daily reports only go to the Commissioners. Commissioner Smyre thanked Commissioner Hamilton for bringing this to our attention as it is good feedback.

VFD – We continue to work through the notification process when a call goes to them first and not us. When our radio system went down two Friday's ago we called and told them that we were having to work off of our walkie talkie system because we didn't have the ability to hear through our dispatch channel. We know we missed some calls as we weren't notified when a call went to the Fire first, so we know there is a gap.

g. Follow Up Items from previous meeting

1. Retiree Health Care long-term plan.
2. Virtual Gate project – Flock Test and Evaluate Single Camera Unit.

h. Suggestions for future agenda items

None

A Motion was made at 7:27p.m. by Commissioner Reichel and seconded by Commissioner Brown to adjourn the meeting. 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
11981 Memorial Drive
Houston, Texas 77024

Raymond Schultz
Chief of Police

April 3, 2019

Submitted for your review is the FY19 Budget Performance Report and accompanying documents as of March 31, 2019. Preliminary year end projections are included and are based on the first three months of activity.

The first quarter equates to 25% of the budget. The department is trending below that having expended 21%. At this same point last year, the Department expended 20%.

Maintenance & Operations

The health insurance projection (line item 130) includes the following assumptions: current elections based on the new rates, full participation in fitness assessment awarding \$500 for employee only and \$1,000 for employee plus one, full participation in annual exams, and new hires electing family coverage across all levels. With these assumptions we are projected to remain within the line item appropriation.

The workers compensation line item (140) is currently projected to exceed the budgeted amount. Premiums are based on payroll size, employee classifications, and claims experience. Premiums increased a little over \$13,000 from FY17 to FY18. Based upon the new compensation package and claim history, it is anticipated that this projection will hold true and we are looking to increase that line item request in 2020 along with the Real & Personal Property line item (240).

Update/Challenges:

The annual audit is scheduled to begin on April 15th.

Memorial Villages Police Department
General Fund

For the three months ended Mar 19

25.00% 23.08%

DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
Expenditures								
100	Regular Wages	3,377,767	671,286	2,706,481	19.87%	3,358,709	19,058	99.4%
110	Overtime	115,000	22,739	92,261	19.77%	103,938	11,062	90.4%
115	Court/Bailiff/OT	21,600	577	21,023	2.67%	10,000	11,600	46.3%
120	Retirement	394,127	87,209	306,918	22%	382,847	11,280	97.1%
130	Health Insurance	601,775	119,210	482,565	19.81%	533,160	68,615	88.6%
140	Workers Compensation	60,000	16,513	43,487	27.52%	65,495	(5,495)	109.2%
150	Life/LTD	19,433	4,411	15,022	22.70%	18,468	965	95.0%
160	Medicare	50,712	10,641	40,071	20.98%	50,701	11	100.0%
	Personnel Services	4,640,414	932,586	3,707,828	20.1%	4,523,317	117,097	97.5%
200	Auto	25,200	5,757	19,443	22.8%	23,029	2,171	91.4%
210	General Liability	720	118	602	16.4%	473	247	65.6%
220	Public Official Bond	960	212	748	22.1%	849	111	88.4%
230	Professional Liability	25,200	4,671	20,529	18.5%	18,685	6,515	74.1%
240	Real & Personal Property	13,200	3,598	9,602	27.3%	14,392	(1,192)	109.0%
	Total Other Insurance	65,280	14,357	50,923	22.0%	57,427	7,853	88.0%
300	Gas & Oil	69,250	14,348	54,902	20.7%	65,000	4,250	93.9%
310	Maintenance	25,000	5,385	19,615	21.5%	25,000	0	100.0%
320	Tires	7,000	1,813	5,187	25.9%	3,500	3,500	50.0%
330	Damage Repair	10,000	0	10,000	0.0%	5,500	4,500	55.0%
	Maintenance & Misc.	111,250	21,546	89,704	19.4%	93,500	7,750	84.0%
400	General Maintenance	18,000	2,836	15,164	15.8%	11,343	6,657	63.0%
410	Janitorial Services	19,000	4,500	14,500	23.7%	18,000	1,000	94.7%
420	Jail	1,000	236	764	23.6%	944	56	94.4%
430	Building Furnishings	10,000	4,941	5,059	49.4%	10,000	-	100.0%
	Total Building	48,000	12,513	35,487	26.1%	40,287	7,713	83.9%
500	Computers	9,800	1,940	7,860	19.8%	7,761	2,039	79.2%
510	Postage/Postage Machine	1,300	0	1,300	0.0%	0	1,300	0.0%
520	Stationery/Expendables	18,000	3,380	14,621	18.8%	13,518	4,482	75.1%
530	Bank Finance Charges	700	89	611	12.7%	357	343	50.9%
540	Payroll	16,000	4,009	11,991	25.1%	16,000	0	100.0%
	Total Office	45,800	9,417	36,383	20.6%	37,635	8,165	82.2%
600	Telephone	34,090	8,314	25,776	24.4%	33,214	876	97.4%
310	Electric	23,000	3,954	19,046	17.2%	15,816	7,184	68.8%
620	Water/Sewer	5,000	741	4,259	14.8%	4,445	555	88.9%
630	Natural Gas	600	163	437	27.2%	600	0	100.0%
	Total Utilities	62,690	13,171	49,519	21.0%	54,074	8,616	86.3%
700	Equipment Maint Contracts	17,640	4,680	12,960	26.5%	17,640	0	100.0%
710	SETCIC fees	3,600	19	3,581	0.5%	3,600	0	100.0%
720	Legal/Professional	48,071	6,193	41,878	12.9%	48,071	0	100.0%
730	IT Services	101,200	24,494	76,706	24.2%	97,977	3,223	96.8%
740	Software Maintenance Contracts	58,545	42,166	16,379	72.0%	58,000	545	99.1%
	Total Contract Services	229,056	77,553	151,503	33.9%	225,288	3,768	98.4%
800	Accreditation	1,200	0	1,200	0.0%	1,200	0	100.0%
810	Uniforms	30,000	5,523	24,477	18.4%	22,091	7,909	73.6%
820	Radio parts and labor	30,536	28,044	2,492	91.8%	30,536	0	100.0%
830	Firearms Training & Ammo	5,500	1,912	3,588	34.8%	5,000	500	90.9%
835	Tasers	11,000	9,656	1,344	87.8%	9,656	1,344	87.8%
840	Training & Prof Dues	44,000	9,121	34,879	20.7%	36,484	7,516	82.9%
850	Travel	7,000	(11)	7,011	-0.2%	6,500	500	92.9%
860	Recruiting Costs	5,000	626	4,374	12.5%	2,503	2,497	50.1%
870	Criminal Investigations	3,500	347	3,153	9.9%	3,500	0	100.0%
880	Contingency	15,000	0	15,000	0.0%	5,924	9,076	39.5%
890	Small Equipment	2,500	634	1,866	25.3%	2,500	0	100.0%
	Total Office	155,236	55,851	99,385	36.0%	125,894	29,342	81.1%
	TOTAL GENERAL	5,357,726	1,136,994	4,220,732	21.2%	5,157,423	190,303	96.3%

**Memorial Villages Police Department
Vehicle Replacement**

For the three months ended Mar 19 25.00%

Prior Year Cash Carryover	85,709.54						
FY19 Assessment collected to date	29,331.99				FY19 Assessment remaining	50,668.01	
FY19 Interest earned to date	109.43						
FY19 Expenditures	(11,666.30)						
FY19 A/P	-						
Cash Balance @ 03/31/19	103,484.66						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Vehicle Replacement	80,000	11,666	68,334	14.58%	80,000	0	100.0%
Total Vehicle Replacement	80,000	11,666	68,334	14.6%	80,000	0	100.0%

**Memorial Villages Police Department
Special Capital Assets**

For the three months ended Mar 19 25.00%

Prior Year Cash Carryover	84,355.98						
FY19 Assessment collected to date	-				FY19 Assessment remaining	0.00	
FY19 Interest earned to date	88.49						
FY19 Expenditures	(37.65)						
FY17 A/P	(8,497.00)						
Cash Balance @ 03/31/19	75,909.82						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	0	38	(38)	0.0%	151	(151)	#DIV/0!
Total Capital Items	0	38	(38)	0.0%	151	(151)	#DIV/0!
Total Capital Outlay	80,000	11,704	68,296	15%	80,151	(151)	100%

Memorial Villages Police Department

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
GENERAL FUND	5,357,726	1,136,994	4,220,732	21%	5,157,423	190,303	96%
VEHICLE & SPECIAL CAPITAL ASSETS	80,000	11,704	68,296	15%	80,151	(151)	100%
TOTAL BUDGET	5,437,726	1,148,698	4,289,028	21%	5,237,574	190,152	96%

**MEMORIAL VILLAGES POLICE DEPARTMENT
PROJECTED CASH BALANCE**

31-Mar-19

2-Apr-19

All Funds (MODIFIED CASH BASIS PROJECTIONS)

Cash collected for FY19 @ 03/31/19	\$	1,817,133
Estimated Expenditures (Mar 19)	\$	1,148,698
Estimated cash on hand @ 03/31/19 for FY19 activities	\$	668,435

Cash Balances@ 03/31/19:

Health Benefits	\$2,446
General	\$1,047,947
Vehicle Replacement	\$103,485
Dare Fund	\$19,883
Special Capital Assets	\$75,910
Actual cash balance @ 03/31/19 all accounts	\$1,249,670

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	1,785,885	1,787,603	1,718	5,357,726
GENERAL FUND EXPENDITURES		1,136,994		
NET REVENUES OVER EXPENDITURES		650,609		
VEHICLE REPLACEMENT REVENUES	29,331	29,441	110	80,000
VEHICLE REPLACEMENT EXPENDITURES		11,666		
NET REVENUES OVER EXPENDITURES		17,775		
SPECIAL CAPITAL ASSETS REVENUES	0	88	88	0
CAPITAL EXPENDITURES		38		
NET REVENUES OVER EXPENDITURES		51		
COMBINED REVENUES	1,815,217	1,817,133	1,828	5,437,726
COMBINED EXPENDITURES		1,148,698		
COMBINED NET REVENUES / EXPENDITURES		668,435		
Formal reserves:				
	DARE			\$19,883
	VEHICLE REPLACEMENT			\$103,485
	SPECIAL CAPITAL ASSETS			\$75,910
	WORKING CAPITAL			\$60,000
	STATE TRAINING FUNDS			\$3,026
				<u>\$262,304</u>

Autonomous Drone Dispatch Proposal

Memorial Villages: Hunter's Creek

Paladin Drones

Overview

In accordance with Memorial Villages' commitment to staff its first responders in Police, Fire, and EMS services with cutting edge technology to act as a force multiplier in their daily jobs, Paladin Drones proposes the implementation of an autonomous drone response system to provide personnel with a live overhead view of an emergency scene before they arrive.

Paladin Drones will be conducting this trial of their service for 3 months in order to study how having a live overhead view of a scene before arriving helps officers and firemen better prepare for the incident they are about to see. Paladin Drones believes autonomous response drones to be the future of public safety services, and is the singular company leading the effort to the future.

This trial will be conducted free of charge to Hunter's Creek and/or Memorial Villages Police Department

Trial Breakdown

The 3 month long trial program will consist of 4 main parts:

1. **Hardware:**
 - a. Paladin Drones will provide the department with a Matrice 210 equipped with a thermal XT2 Camera, and a zoom Z30 camera
 - b. The drone will be housed at Hunter Creek's City hall area, near the back shed.
2. **Software:**
 - a. Paladin Drones will interface with the Police Computer Automated Dispatch (CAD) software to pull the latitude and longitude area of every 911 call received.
 - b. Paladin Drones will not take any personal information about 911 calls other than their location and the type of response (police, fire, or ems) they prompted.
3. **Deployment:**
 - a. Paladin Drones will dispatch the Hardware using the Software to every 911 call received.
 - b. Dispatches, police officers, firemen, and any other personnel authorized by Hunter's Creek will have access to the Live View from the drone.
 - c. In accordance with FAA laws, Paladin Drones will be providing a Visual Observer (VO) at all times of active operation of the drone.

- d. This VO will be an FAA-certified pilot, and have manual override control of the drone to prevent malfunctions
 - e. The drone will be deployable for 40 hours a week during the trial, with an option to increase the hours to a near 24/7 service if needed
 - f. The following describes a potential deployment schedule:
 - i. Mondays 9am – 5pm
 - ii. Tuesdays 12pm – 8pm
 - iii. Thursdays 10pm – 6am
 - iv. Fridays 8pm – 4am
 - v. Sundays 10am – 6pm
4. Study
- a. Paladin Drones will conduct a study on how the use of their autonomous drone service helps daily call response.
 - b. This will be focusing on the difference in response times, the amount of information available, and the quality of said information.
 - c. All data collected from the study will be available to Hunter’s Creek and Memorial Villages Police Department

Previous Deployments:

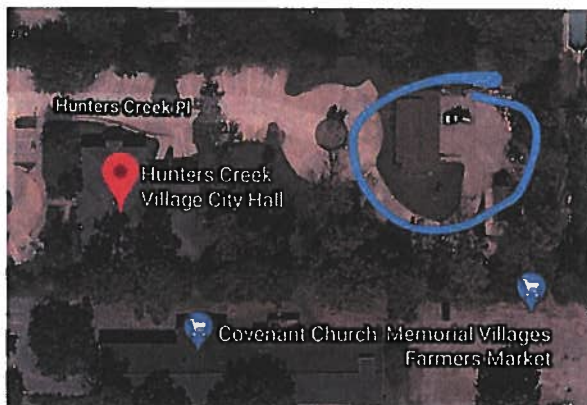
Paladin Drones has previously tested their service in the cities of Berkeley and San Jose. Some of the footage from these deployments can be found here:

<https://www.youtube.com/watch?v=G1wJCzclerU&feature=youtu.be>

Resource Request

In order to have a successful trial of our service, Paladin Drones requests the following resources from Hunter’s Creek and Memorial Villages Police Department:

1. Access to the back parking lot of Hunters Creek’s City Hall to house the drone (circled in blue in the following image)



2. Access to an electric outlet close to the back parking lot (as circled above)

1/27/19

Paladin Drones

3. Ideally, access to one of the garage spaces, or the shed, to house the drone while not being deployed
4. Access to the Memorial Villages Police Department's CAD system to pull latitude and longitude information from 911 calls

Service Workflow

The following describes the workflow of our service:

1. 911 call is received to the Dispatch system, and the dispatcher gets location of call
2. Paladin Drones software pulls the location information from CAD
3. The drone is autonomously deployed to the location using Paladin Drones autonomous software
4. The Live Video Feed from the drone is published upon drone deployment to all authorized city personnel
5. Drone arrives on scene and starts doing a 360 circle
6. City Personnel use the video feed to gain situational awareness of emergency and be better prepared
7. Drone returns to home point autonomously
8. Drone lands, and is ready to go again for the next deployment
9. Steps 1-8 repeat for every 911 call

Sincerely,
Divyaditya Shrivastava
CEO, Paladin Drones

1/28/2018

Response to Paladin Proposal

General:

1. Liability. Paladin will need to provide a blanket certificate of indemnity as well as naming Hunter's Creek (HC) and Memorial Villages (MV) as additionally insured for the entirety of this project.
2. Paladin will provide a statement that all operations will be conducted in complete accordance with FAA regulations in addition to local, state, and federal law.
3. Paladin will supply HC and MV with copies of Part 107 licenses for all Paladin drone pilots (VO) used prior to commencement of this trial.
4. What is the training curriculum for HC and MV personnel?
5. What are the escalation procedures in case of drone related incident?
6. How are on duty personnel notified when a drone has responded to a scene?
7. If the drone is deployed to an active site and that site is dynamic will the VO take control and follow the scene?
8. How is air traffic monitored to ensure the drone is not deployed into airspace occupied by other aircraft such as Medivac?
9. Paladin agrees to provide all video, images and telemetry data to HC and MV in order to maintain internal records compliance.

Trial Breakdown

2. Software

- a. Define "every". What are the operational procedures for multiple simultaneous calls?
- b. Define "take".

3. Deployment

- b. Dispatchers (spelling)
- c. Define "active operation". Is this any time the drone is on duty or only during flight operations.

4. Study

- a. What data will be used for the baseline? How will the results be used? If the study results are to be shared with 3rd parties a written release must be obtained from an authorized representative of HC and MV.**

5. Service Workflow

2 and 3. What is the override procedure? By example, an elderly woman calls in that her cat ran away.

4. How is the streaming video secured from 3rd parties?



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

Raymond Schultz
 Chief of Police

April 8, 2019

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

During the month of March, MVPD responded/handled a total of 8,754 calls/incidents. 6,758 House watch checks were conducted. 970 traffic stops were initiated with 1040 citations being issued for 1775 violations. (Note: 20 Assists in Hedwig, 230 in Houston, 4 in Spring Valley and 1 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3057/7881	2521/6332	5	330	5@3:12
Piney Point:	2147/5863	1569/4294	7	439	4@4:00
Hunters Creek:	3284/8673	2665/6905	4	271	11@4:04 20@3:46

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	177	Ord. Violations:	11	Speeding:	371
Accidents:	16	Info Reports:	107	Exp. Registration:	245
Assist Fire:	24	Suspicious Situations:	108	No Ins:	156
Assist Rescue:	29	Welfare Checks:	10	No License	117
				Stop Sign:	54

This month the department generated a total of 103 police reports.

Crimes Against of Persons (3)

Aggravated Assault	1
Assault Family Violence	2

Crimes Against Property (11)

Burglary of a Vehicle	2	Forgery/Fraud	5
Theft – Misdemeanor	4		

Petty/Quality of Life Crimes/Events (89)

Poss. of a Controlled Sub/Para.	5	Public Intoxication	1
Warrants	30	Runaway	1
Information Reports	10	Criminal Mischief	1
Misc. Reports	35	DWI	3
Telephone Harassment	3		

Arrest Summary: Individuals Arrested (47)

Felony Arrests	3	Class 3 Arrests	11
Warrants	30	DWI	3

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	932,586	4,640,414	20%
• Operating Expense:	204,408	717,312	28%
• Total M&O Expenditures:	1,136,994	5,357,726	21%
• Capital Expenses:	11,666	80,000	14%
• Net Expenses:	1,148,698	5,437,726	21%

Follow-up on Previous Month Items/Requests from Commission

Personnel Changes/Issues/Updates

- 4 police applicants were tested 3/26/19. This was the first process that included the physical agility testing. All 4 passed the PT test. 1 failed the initial background screening. 3 are proceeding to a full background.
- 2 dispatcher applicants were interviewed, both are moving to full background reviews.
- Departmentwide meeting was held on 3/14/19. Dinner was provided by Piney Point Village. Personnel were provided information on new insurance plans and options, new department policies and procedures, and other topics to include discussion and suggestions for the development of the FY20 budget.

Major/Significant Events

- 3/2/19 the Memorial Area Ferrari Club had an impromptu gathering at the MVPD before beginning a morning car fun run. Over 40 vehicles gathered and soon, so did dozens of passerby's and residents.
- 3/9/19 Officers responded to the Bayou at the end of Farnham Park in reference to 4 people shooting a gun possibly on the Houston side. Officers were able to locate the subjects and recover the firearm. HPD responded and took custody of the suspects.
- 3/23/19 Officers were dispatched to Memorial Hermann Hospital in reference to a teenage patient suffering from a (possible knife) wound to the liver. Upon arrival it was determined that the injury occurred at a party on Windemere. The 18-year-old victim had been in an altercation at which time he was knocked to the ground where he fell on glass, lacerating his liver. It was found that the party was serving alcohol. The DA's office was contacted and requested copies of the report as they will determine if charges are warranted for any of the persons involved in the assault or the party host.

Status Update on any Major Projects

- A Radio system circuit board malfunctioned requiring dispatch to work on walkie talkies as the console could not receive radio traffic. An emergency repair order was initiated. Loaner equipment was installed in order for the circuit board to be evaluated and a determination on reparability. Due to the fact that there are several boards in the system, it was decided to repair the board as a spare as the equipment is 14 years old. Total cost was \$5923.84 Charged to contingency fund account.

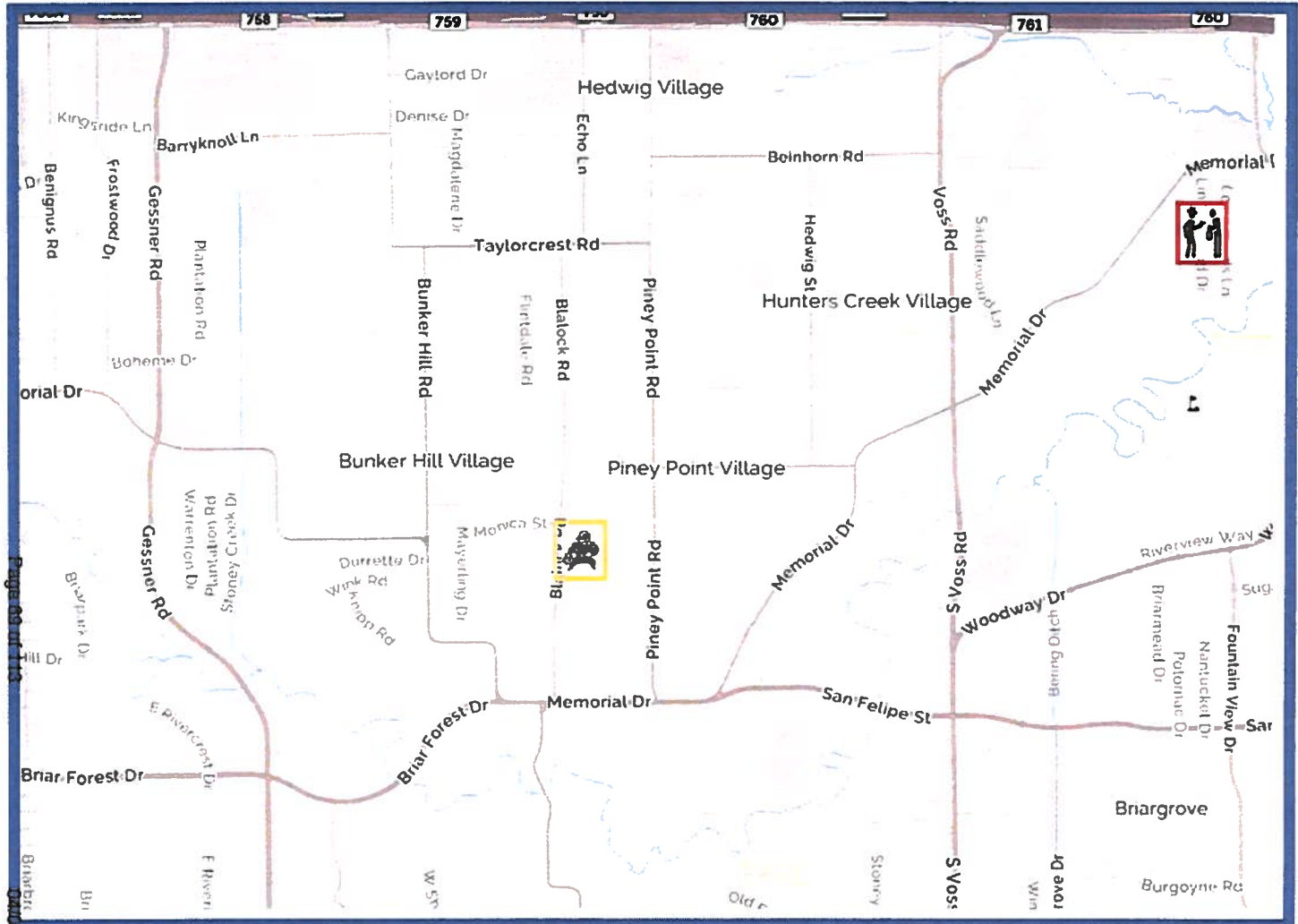
V-LINC new registrations in February: +26

BH – 1057/1250 (+15)

PP – 785/1156 (+0)

HC – 1017/1514 (+8)

Out of Area – 373 (+3)





2019 Burglary Map

Address	Alarm	POE
2 Brompton Ct	NS	Rear Window

2019 Robberies

Address	MO
601 Lindewood	BMV/Firearm

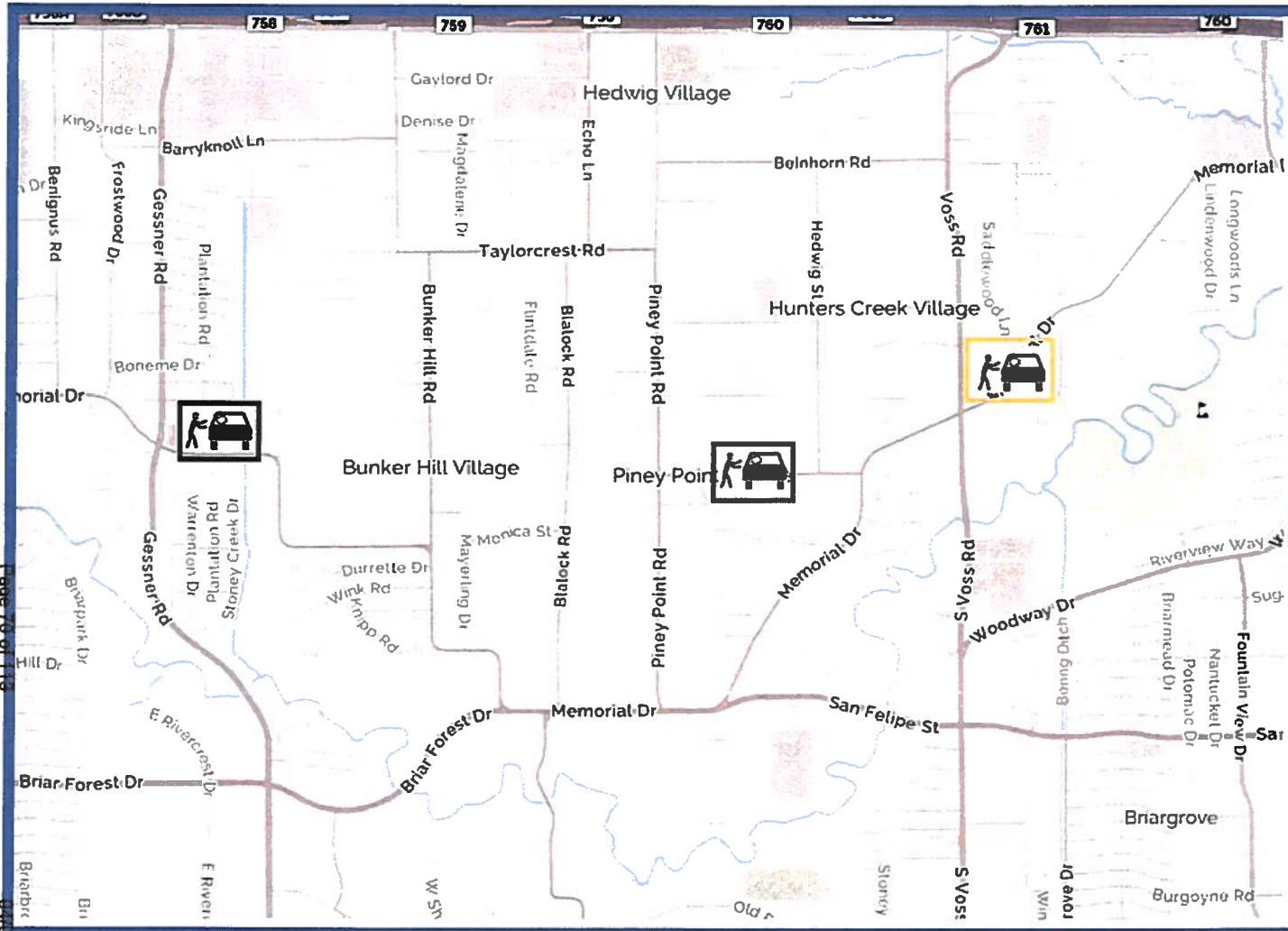
-  Daytime Burglary
-  Nighttime Burglary
-  Robbery

4/01/19

2019 Auto Burglary Map

Address
 11140 Greenbay
 Memorial at Saddlewood
 12134 Tara

POE
 Rear Door Glass
 UNL Door
 UNL Door



	Daytime Burglary
	Nighttime Burglary

② ③ ④

4/01/19

March 2019 VFD Assists
Calls received directly by MVPD via 911/3700

Priority Events **Average Response Times**

Total – 10 **3:36**

Fire – 1 **2:58**

EMS – 9 **3:41**

By Village

BH Fire – 0 **0**

BH EMS – 3 **3:46**

PP Fire – 0 **0**

PP EMS – 2 **2:37**

HC Fire -1 **2:58**

HC EMS -4 **4:10**

Combined VFD Events (Priority + Radio)

Total – 34 **3:38**

Fire – 17 **3:47**

EMS – 17 **3:30**

Radio Call Events

Total – 24 **3:39**

Fire- 16 **3:52**

EMS- 8 **3:17**



MEMORIAL VILLAGES POLICE DEPARTMENT

Minutes of the Special Meeting

April 9, 2019, 10:00 a.m.

A quorum was established, and Commissioner Smyre called the April 9, 2019 meeting to order at 10:00 a.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

Commissioner Southwick

Alt. Commissioner Ebeling

City of Hunters Creek

City of Bunker Hill

Commissioner Smyre

Legal Counsel

Absent:

Commissioner Hamilton

Commissioner Reichel

Commissioner Brown

Alt. Commissioner Johnson

Alt. Commissioner Murphy

John Hightower

Finance Manager, Victoria Bowman

From Memorial Village PD

Chief of Police, Raymond Schultz

Office Manager, Maureen Loud

Guests

Flock - Bailey Quintrell & Daniel Lewis

MINUTES

At 10:00 a.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

None

b. Virtual Gate Project — Flock Test Demonstration and Evaluate System

Bailey Quintrell opened up the meeting and video footage was viewed by the Commission. One of our police vehicles was seen. Chief Schultz mentioned that another advantage of this system would be; if someone was to make a complaint about our officers not patrolling a particular area, we can put one of our license plates in the search to show that they have been by and what time it was.

This could be determined just from the license plate and infrared emitters in the camera. Even if you had no license plate light you could still get a picture of the tag. We are not dependent on the license plate light. The cameras may not show front plates at night with the distance and lack sometime of the license plate light. Their focus is on one camera for our direction of travel. When we get front license plates, that is a bonus.

You really should have a camera on each side of the road for each direction. When you get a night time alert, you can learn quite a bit based upon the tail lights as to what make of vehicle it is. It isn't as good as daytime but is still more than just the plate. You have the simulated video which is handy, if you have to appear in court and can show the car driving by it helps to make it more real.

Chief mentioned that he noticed this morning and sent an email to Bailey, there was real heavy dew which looked like it was on the lens of the camera causing it to be a little blurry, this was at dawn. Bailey had them look at it and determined that when the camera adjusts settings through nighttime to daytime, the settings it picked weren't the best. They will tweak that to make it better. Chief mentioned that around 8a.m. it changed dramatically, Bailey explained that would be the self-adjustment that it does.

Bailey asked if we would like to look at a map to determine what our strategy might be for a project. Chief Schultz stated that since all the villages were here representing that would be a good idea. We currently have this one camera to run the test project and asked what would be some good options, how have other customers built out their systems, what would be your ideas as far as inbound and outbound? Also, what would a solution like Voss be, where there are multiple lanes?

Bailey commented that all of their customers strategy is to start with entrance because with entrance you will have tags coming in and if a crime occurs you have a place to start. You also get the advantage of High Tag Alerts and then the next step is the exit. The exit is more useful for investigation but not that useful for alerts. When someone comes into the neighborhood and commits a crime they usually leave closer to the time the crime is committed. They may come in and be there a while but as soon as they break-in, they get out as quickly as possible. The time stamp on the exit is what is useful for investigations.

He would suggest looking at entrances first and then interior and exits. The neighborhood we have in Atlanta have a good mix of private and public cameras. It is a similar strategy where part of the complex is in neighborhoods where they have bought their own camera and the city have bracketed areas to cover the main roads, that could work very well here too. Voss with the double lane, we can cover 2 lanes with one camera, but it is a bit of a compromise due to shadowing. You could put a camera on the median and one on the shoulder that would work well and would be a preference.

Chief Schultz mentioned that Karen had a question; when you do the private/public partnership, does the private citizen or neighborhood group historically deal directly with you or go through the Governmental entity? Bailey responded that typically, they go through them, but they are open to however, they want to do that. Usually it is more straightforward if the private entity, apartment complex or whatever deals directly with them. The purchase order with that entity has a provision for sharing with local law enforcement if that customer wants to. That enables them to connect their system to the police department.

Commissioner Smyre asked if anyone in that particular neighborhood in that example have access to the data. Bailey responded it is up to the neighborhood, a lot of their neighborhoods a historical search access, we have customers in areas where the police are less engaged and so the

neighborhoods have to access to be able to find evidence if something happens to hand to a Detective. Bailey believes that in our case, having neighborhood access is a little less value because we have a highly engaged police department, but that is typically how it is set up.

He showed an example of a 2-lane road with camera in left lane, you can see it is a bit of a compromise because if you think about the path of a license plate across the field of view, rather than going across the long diagonal, it is going across the shorter distance so there is a little less opportunity because of camera physics. In Jersey Village there are areas where there are 2 lanes and their Chief was very concerned about capturing everything and there we set up a camera for every lane, but if it isn't such a high priority area then we would just have 1 camera.

Commissioner Smyre asked if Jersey Village had any HOA's doing this with them, the response was yes, they were actually a customer before the city was, but the police department have pretty well covered most of the city. He doesn't believe they have as many organized HOA type groups as we do in the villages, that is his impression.

Bailey asked if it would make sense to look at the Memorial Villages map and Commissioner Southwick responded that she would be interested in seeing that to figure out how many cameras we would be talking about. Commissioner Huguenard handed out a drawn diagram (attached) of the major in and out locations. This showed both sides of Memorial and Voss entering off of Piney Point to the South and from Gessner to the West, then San Felipe to the East. These are the major places of ingress and egress. Chief Schultz interjected that in order to cover the villages 100% there are 25 locations.

Bailey pulled up the map and stated that we are not concerned with Hedwig, Spring Valley, Hillshire Village. Chief Schultz stated that there are cut through entries so as an example, you could in off of Riedel. You could come in off of Gaylord down Riedel to Taylor Crest to get in the villages, so some is Houston. We went through and counted 25 ways to get in and out. As you will recall, there are some areas that are out of our jurisdiction that would get free coverage, he showed the small area in Hedwig as an example. Gessner and Memorial would be another, if we were to partner with the City of Houston, there could be a camera on Gessner and Memorial/Plantation and we could eliminate 2 camera positions and provide a lot more coverage. But City of Houston also gets the benefit out of it, and City of Houston has agreed to allow us to access their right of way if we would share our information with them on hits from their Hot List. Which is one of the things we are interested in as they have a better database of active criminals.

There are 25 locations, but we would need more than 25 cameras because of multi lanes in different areas and in some areas, we would have 2 cameras for in/out bound. Some would make sense to have this but not all. Chief Schultz commented that the City of Houston is working on a long-range plan. They are looking at and ALPR system just north of Spring Valley and they are looking at tying in another ALPR district down south in the West Chase financial district due to the high number of crimes they have. They would like to partner with us.

Bailey explained that when we are talking about camera locations, it is great to have major roads but sometimes rather than putting a camera on a major entrance, there are four branch roads and we would put a camera at each of the branch roads that way and alert is more useful because you know where they went. In one scenario this brought the cost down quite a bit to get even more

value by applying the cameras more densely. Chief Schultz stated that this would be our vision, at Voss we would have a camera at the south end of Voss by Woodway and then going north up to Memorial, have a camera splitting off in both directions. This will allow us to compartmentalize Piney Point because we know when we look at our crime map. We do overlays of where our burglaries occur there is a little area at Greenbay and Memorial and one just north of Chapelwood. So, we know the bad guys are coming in that way.

Commissioner Huguenard suggested that we could focus on department owned camera locations and a bifurcated system which could be supplemented by neighborhood associations having their own systems that we monitor. Department looking toward covering the major areas, high traffic flow areas. Chief Schultz stated that by having just a few cameras we protect very large areas of resident's properties. If you want 100% coverage, there are 25 locations, with no compartmentalization. Commissioner Southwick interjected that 25 locations suggests 50 cameras at the least, probably more. Chief Schultz commented that it would be about 70.

Chief Schultz suggested that if a neighborhood makes a decision to make an investment and puts a camera in an area where there is one physically placed, we would have the ability to move our camera, so you are not tied down to one area. Bailey commented that they have some departments that move their cameras quite a bit and they sometime chose to move them themselves. We can move them occasionally moving a camera one-time is not a problem.

Bailey said they had an apartment complex that they have been working with for a long time with a police department and they saw a 30% drop in calls for service from the year before to the year after the cameras were installed. This is to demonstrate the deterrent factor and potential benefit of this service.

Chief Schultz asked, with multiple cameras in place is there any throttling down of data transfer via the cellular carrier? Bailey responded; No, if you look at the number of people in the villages that happen to have cameras and their average use and compare it to ours, it is very different, we are not a blip for TMobile or AT&T. Chief asked how big is a typical file being transferred? The response was; 70kb, and occasionally we will see a cell tower go down for maintenance and the camera will store locally until it is back up and they can then access or retrieve footage. It will show the event time versus the time they were working through. With a local device, if there is any outage we will be able to pull it up, it takes about 2-3 weeks and is about 32 gigs of the actual camera itself. As soon as service is resumed they will be uploaded.

As far as the data part goes, we compress the images as a movie file which drops the size quite a bit. They do community provided partnership program and will always offer to perform a neighborhood meeting and provide food, chairs and a person to do an information session, whatever we would like, they are more than happy to it. If we need marketing materials or a Memorial Villages neighbor cam website, they have a marketing team that can provide this. They want to provide the tools necessary to make this successful.

If there is a camera issue, it is on them to take care of because this is a service and part of the contract. The only exception would be if a camera gets vandalized, the first time we would take care of but the second time we would move it but we don't expect this to be a problem here.

Chief Schultz commented that some of the vendors talked about allowing residents once they are verified through the host agency to “opt out”, is this something that Flock does. As an example, a resident registers their plate, but they don’t want to be tracked and keep it, it would be immediately erased from the system. Bailey explained that for private neighborhoods that is an option that they provide, so the neighborhood board could decide if they want to offer that to their community. If they have some privacy concerns from residents, if you want your license plate to be automatically dropped, enter your license plate and it can be dropped. The flip side of this is that if that resident’s car is stolen it would not be tracked.

Chief mentioned there are a number of streets that are privately owned, so for lawyers would this become an issue, could we mix and match on a private/public partnership with privately owned streets. It was agreed that if there is public consent then there shouldn’t be a problem.

Bailey asked what the process would be for the Police Commission to make a decision on this as far as if they want to support this system and endorse it? Chief Schultz replied that the process is, originally there was a Public Safety Committee and they have moved that responsibility to the Police Commission. So, the Police Commission would first make a decision and then go back to the individual city councils who would have to decide whether or not they want to do this.

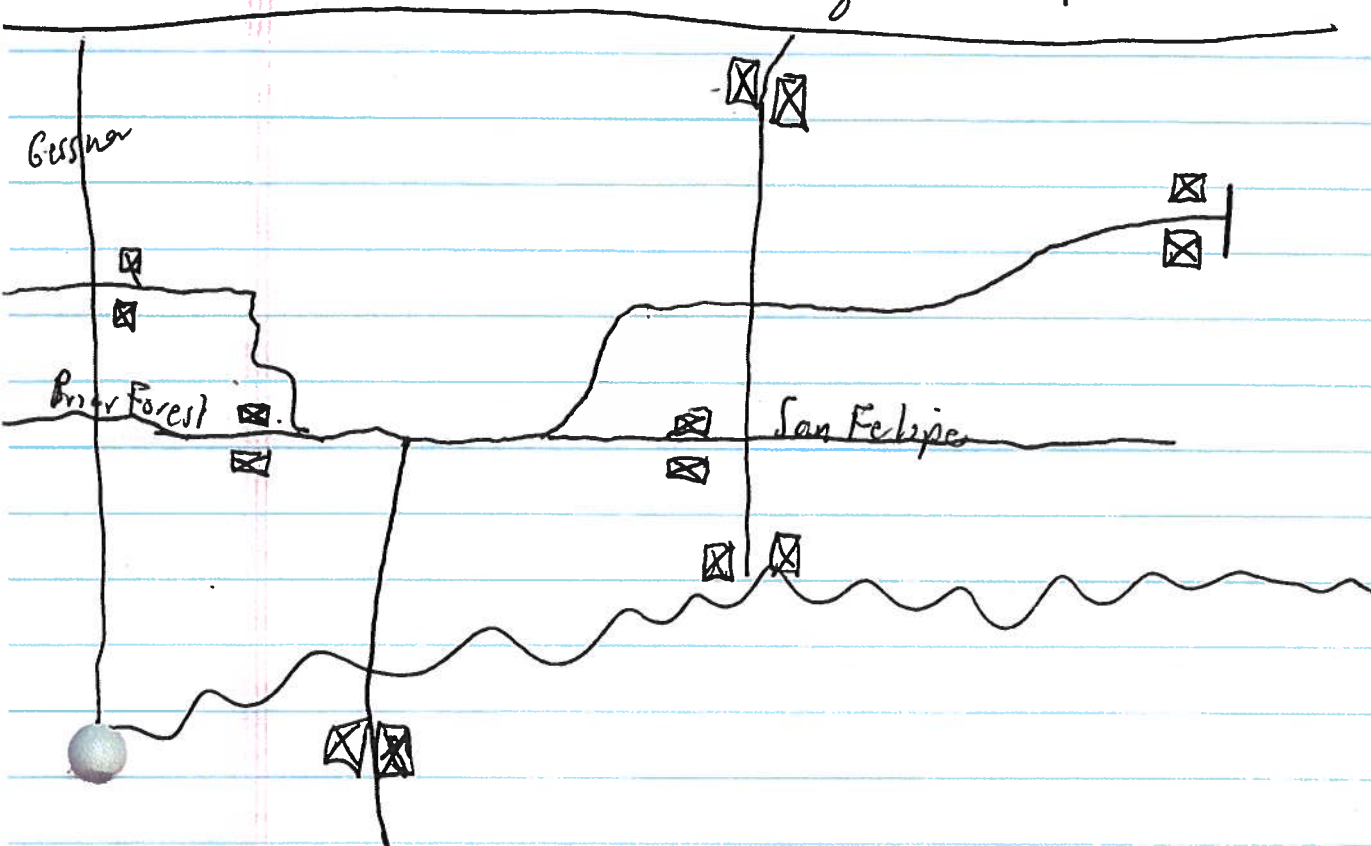
Chief Schultz commented that for the test project, we would like to see it kept at this location and utilize it in all three of the villages with a little different type of conditions. He’d like to see it on Memorial and Frostwood by the bridge and then on Lindenwood and Memorial which is a key gateway into Hunters Creek. Commissioner Southwick asked how long do we have the use of it? Bailey responded, how long do we need to have it to see what we need to see, typically they do their tests for 2 weeks to a month timeframe. Chief Schultz would like to leave it where it is for a several days to get some good data and then to be able to have some examples and then try a couple of different locations in all three villages. In talking with Steve and Karen this morning they are both very interested and will be asking you for some feedback as Bunker Hill Village does have money for this type of application in their budget. They may be willing to do more long-term test and evaluation period with multiple locations and to look at creating that partnership with the City of Houston.

A Motion was made at 10:42a.m. by Commissioner Southwick and seconded by Commissioner Huguenard to adjourn the meeting. The Commission voted unanimously to approve the motion.

Approved and accepted on _____ 2019

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

FLOCK Weeding - 4/9/19






1



TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: April 22, 2019

SUBJECT: Resolution 19.04.19 Tri-Cities Public Safety Committee Conveying LPR
Technology Project to the Memorial Villages Police Commission

Agenda Item: 2

This agenda item calls for the City Council to consider Resolution 19.04.19. The Tri-Cities Public Safety Committee has completed its work regarding the use of license plate technology and recommends that the project be turned over to the Memorial Villages Police Commission.

RESOLUTION 19.04.22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS, ACKNOWLEDGING THE EFFORTS AND RECOMMENDATIONS 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, FOR THE USE OF CAMERAS AND TECHNOLOGY TO IMPROVE PUBLIC SAFETY IN THE MEMORIAL VILLAGES POLICE DEPARTMENT JURISDICTION

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

Section 1. The Cities of Piney Point Village, Hunters Creek Village and Bunker Hill Village are the jurisdictional cities having created the Memorial Villages Police Department (the “Cities”);

Section 2. 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;

Section 3. The 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;

Section 4. 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;

Section 5. 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;

Section 6. The Tri-Cities Public Safety Committee has reviewed, discussed and presented their recommendations to the respective City Councils for funding and implementing the project and the Committee concludes that they have completed their work and recommends that the project and recommendations be conveyed to the Memorial Villages Police Commission for the Memorial Villages Police Department for further study, evaluation and possible implementation. and

Section 7. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 8. The City Council, hereby concurs with the Tri-Cities Public Safety Committee that they have completed their work and recommends that the project and recommendations be conveyed to the Memorial Villages Police Commission for the Memorial Villages Police Department for further study, evaluation and possible implementation.

Section 9. The City Council hereby extends their appreciation to the Tri-Cities Public Safety Committee for all of their time, commitment and efforts to promote the utilization of technology for enhanced public safety for the Memorial Villages.

PASSED, APPROVED, AND RESOLVED this the 22nd day of April, 2019.

City of Piney Point Village

Mark Kobelan, Mayor

ATTEST:

Karen Farris, City Secretary

**VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
WEDNESDAY, APRIL 24, 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, April 24, 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 – March 21,2019

3B. Approval of bills paid – March 2019

4. REPORTS

4A. Treasurer's Financial Reports – February/ March

4B. Fire Chief's Report -Events of March 2019; 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 – The Board will discuss and consider possible action on the following:

None

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
April 24, 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 1st Quarter Ambulance Funds for 2019

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. 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**

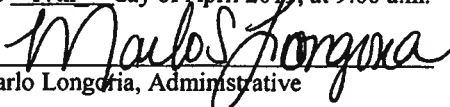
12. **NEXT MEETING DATE**

May 22, 2019

13. **ROTATION OF OFFICERS 2019/2020**

14. **ADJOURNMENT**

I certify that the agenda for the 24th of April 2019, Regular Monthly Meeting was posted at the fire department this the 17th day of April 2019, at 9:00 a.m.


Marlo Longoria, Administrative

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

MINUTES
VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 21, 2019 AT 6:00 P.M.
HEDWIG CITY HALL
955 PINEY POINT, HOUSTON TEXAS 77024

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

1. CALL TO ORDER

Present and
Voting Were:

City of 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 Hilshire Village	Commissioner Robert Byrne, Member
City of Hedwig Village	Commissioner William Johnson, Member

Others
Present Were:

City of Piney Point Village	Alternate Henry Kollenberg
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
Visitor: City of Bunker Hill Village	Bert Rosenbaum and other visitors

Absent
Were:

City of Spring Valley Village	Alternate Mayor Tom Ramsey
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2. COMMENTS FROM THE PUBLIC:

None

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 – February 27, 2019 – Regular Board Meeting

3B. Approval of Bills Paid

Approval of Bills Paid – February 2019

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

Commissioners Johnson and Commissioner Carlton voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

Commissioner Nash requested that the agenda be taken out of numerical order and 4D be discussed.

4D. Interlocal agreement subcommittee report and possible action

Alternate Mayor Muecke discussed BHV (Bunker Hill Village) Letter of Intent *Exhibit A*.

Burt Rosenbaum, BHV representative, presented and discussed *Exhibit B*, Question- Comments-Changes.

In response to the BHV representative, Mr. Rosenbaum, Alternate Mayor Muecke provided an explanation to the comments and questions of BHV.

A. “LOI”

2: “agreement terms” means term is 4 years. Yes!

2 Interlocal agreement- “define as the current one, without any changes, amendments, etc.” in respect to the payment schedule that each city applies to the Village Fire Department (VFD).

2 Last sentence – “any obligation or liability- what would this apply to? - while there may be a payment that will reduce the size of the liability. The liability could change based on the number of portions. The mutual understanding is if you are receiving services you would be liable to pay the non-cash of the liability.

#2, 18-months is July 1, 2022 not May 1, 2022. Yes, the date was changed to 20 months due to budget preparation.

Alternate Mayor Muecke requested that BHV City Councilmen, Robert P. Lord speak on behalf of BHV in response to statement on “LOI- entitled to capital distribution amounts per current Interlocal Agreement.” Council member Lord responded that Bunker Hill would just like to receive a clear explanation of expectation from the cities.

4. Reports

Commissioner Nash stated that all comments during the discussion of BHV question-comments-changes will be taken into consideration by the Interlocal agreement subcommittee.

Chief Foster provided a brief explanation of the importance of the BHV decision to maintain a relationship with the VFD. He also stated that the ability for BHV to build and maintain a fire department in 9 months would be impossible, leaving the residents vulnerable and paying the penalty for this issue. This decision for BHV to fund Fire and EMS would be possible, but highly expensive and response times would significantly increase. Chief Foster stated that the average response time for BHV in the last two months has been 5 minutes 2 seconds for BLS and 5 minutes 36 seconds for ALS. This is well below the national standard for BLS (basic life support) and for ALS (advanced life support).

4A. Fire Chief's Report -Events of February 2019; Monthly Performance; Record of Calls; Operational issues, Response Times

- Budget all looks good about 1.5 % under budget
- Office Manager, Heather, gave a 2 weeks' notice
- New Medical director
- Hired a new Office Manager, Emily Morris
- The decision to train officers in BLS 2 years ago has been a great success
- All BLS and ALS response times are under national standard
- Reviewed and presented record of call worksheet
- Fully staffed

Commissioner Nash asked for an explanation of the Prop B with HFD (Houston Fire Department) and how it affects the fire fighters/ems. In response to Commissioner Nash, Chief Foster stated that the prop situation is that HFD has 4 total shifts and other related departments have 3 shifts with 53 hours without OT.

4B. Building restoration subcommittee report and possible action

Commissioner Carlton reported on building restoration and subcommittee report

- Roof inspection: The consultant, Karl Schaack walked the roof with alternate Leiker and reviewed punch list that was stated last meeting and most items were complete. The only item that would need to be completed is to get electrical lines off the roof to prevent deterioration. A certificate substantial completion contact was completed as of February 12, 2019.
- Building restoration: The committee met and reviewed for a potential architect and three were submitted.
BRW, Martinez and Joiner Partnership
- Goal is to have a recommendation to the commission by the end of March.

4C. Dispatch subcommittee report and possible action

No comments nor discussion occurred

4D. Moved

VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 21, 2019
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5. **CONSIDERATION OF CONTRACTS/AGREEMENTS** – The Board will discuss and consider possible action on the following:

5A. None

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

6A. None

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

7A. Consideration of and possible action performing a compensation study to look at our compensation structure.

Commissioner Nash recommended that the fire commission consider what it would cost in hiring a consultant that is well qualified and an expert in performing a compensation study in and around the Houston/Texas area.

Commissioner Carpenter suggested that the fire commission and the VFD consider reviewing a compensation study every 3-4 years as a policy.

No action was taken

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

8A. None

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. 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

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

No action occurred
VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 21, 2019
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11. FUTURE TOPICS

12. NEXT MEETING DATE

April 24, 2019

13. ADJOURNMENT

Commissioner Nash moved to adjourn at 7:33 p.m. seconded by Commissioner Carpenter.

Commissioners Carlton, Commissioner Byrne and Commissioner Johnson voted "Aye," "Noes" none.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted

Commissioner Zeb Nash, Vice-Chair

Attest:

Commissioner Jay Carlton, Secretary

Village Fire Department - Letter of Intent

Mayor Mark Kobelan
City of Piney Point Village
7676 Woodway Ste. 300
Houston, TX 77063
mark@ppvouncil.org

Mayor Brian T. Muecke
City of Hedwig Village
955 Piney Point Rd.
Hedwig Village, TX 77024
bmuecke@hedwigtx.gov

EXHIBIT A

Mayor Russel Herron
City of Hilshire Village
8301 Westview
Houston, TX 77055
mayor@hilshirevillagetexas.com

Mayor Jim Pappas
City of Hunters Creek Village
1 Hunters Creek Place
Houston, TX 77024
jimpappas@cityofhunterscreek.org

Mayor Jay Williams
City of Bunker Hill Village
11977 Memorial Drive
Houston, TX 77024
sjwilliams@bunkerhilltx.gov

Mayor Tom Ramsey
City of Spring Valley Village
1025 Campbell Rd.
Houston, TX 77055
mayor@springvalleytx.com

Village Fire Department
901 Corbindaale Rd.
Houston, TX 77024

Re: Fire and EMS services provided by the Village Fire Department to Bunker Hill Village

Mayor & Council Members,

Please accept the following terms and conditions under which the Village Fire Department ("VFD") is willing to provide Fire and Emergency Medical Services to Bunker Hill Village ("Bunker Hill"). This offer outlines, in general, the terms under which VFD is prepared to offer services to Bunker Hill.

1. **Agreement Term:** The parties intend to work toward a mutually agreeable Contract for Services (the "Contract") which will be executed on or before June 30, 2019. The Contract will be for a period of four years from January 1, 2020 through December 31, 2023.
2. **Bunker Hill's Obligations.** Bunker Hill will pay an amount equal to 19% of the VFD's Approved Budget each year during the Agreement Term. Bunker Hill will continue to provide funds for its proportionate share of each annual budget to the VFD in the same manner provided in the Village Fire Department Interlocal Cooperation Agreement ("Interlocal Agreement"). During the four-year period described herein, Bunker Hill will be a customer of the Village Fire Department. During the Agreement Term, Bunker Hill will not be a Member of the VFD, and will have no voting rights. Bunker Hill will, however, remain responsible for any obligation or liability of the VFD which accrues during the Agreement Term, including but not limited to, a proportionate share of the VFD pension fund.

3. **VFD's Obligations.** VFD will provide full Fire and EMS services to Bunker Hill during the agreement term. Should Bunker Hill opt to establish an additional EMS station, such station will be at Bunker Hill's sole expense. Further, VFD will continue to provide full Fire and EMS services, notwithstanding any additional EMS station created by Bunker Hill.
4. **Option Period.** Following the Agreement Term, Bunker Hill may become a member of VFD, provided that Bunker Hill gives written notice of its intent to exercise this option, and become a member of the VFD. Such Notice must be provided on or before May 1, 2022.
5. **Amending the Interlocal Agreement.** The Member Cities of the VFD agree to amend the Interlocal Agreement as necessary in order to facilitate providing the services and terms described herein to Bunker Hill. The Member Cities may also amend the Interlocal Agreement as they deem necessary. Should Bunker Hill exercise the option, described herein, to become a member of the VFD, Bunker Hill will then be subject to the Interlocal Agreement as modified by the contracting cities.
6. **Mutual Release.** The VFD and Bunker Hill intend to enter into a mutual release in which Bunker Hill will release any and all litigation claims related to Bunker Hill's withdrawal from the VFD. Said release will include, but not be limited to, any distribution claims by Bunker Hill under Article 13 of the Interlocal Agreement.
7. **Nonbinding Contract Negotiations.** The parties acknowledge and agree that they have not attempted in this Letter of Intent ("LOI") to state all essential terms of the subject matter of the proposed transaction, and the remaining essential terms will be the subject of further negotiations. **ALTHOUGH THE PARTIES MAY EXPEND SUBSTANTIAL EFFORTS AND SUMS IN ANTICIPATION OF ENTERING INTO THE CONTRACT, THE PARTIES ACKNOWLEDGE THAT IN NO EVENT WILL THIS LOI BE CONSTRUED AS AN ENFORCEABLE CONTRACT AND THAT EACH PARTY ACCEPTS THE RISK THAT THE CONTRACT MAY NOT BE EXECUTED.**

If this LOI accurately states your understanding, please sign two (2) copies in the place provided below, and return one (1) original to the VFD and a copy to the Randle Law Office at the following addresses:

Village Fire Department
Attn: Village Fire Commission
901 Corbindale Rd.
Houston, Tx 77024

Randle Law Office
820 Gessner Ste. 1570
Houston, TX 77024

Signatures to this LOI transmitted by fax or other commercially reasonable electronic means (including e-mail) are valid and effective. We look forward to working with you on the proposed transaction.

Village Fire Department - Letter of Intent

CITY OF PINEY POINT VILLAGE

Mark Kobelan, Mayor

ATTESTED:

Karen Farris, City Secretary

Date: _____

CITY OF HEDWIG VILLAGE

Brian T. Muecke, Mayor

ATTESTED:

Kelly Johnson, City Secretary

Date: _____

CITY OF HILSHIRE VILLAGE

Russell Herron, Mayor

ATTESTED:

Susan Blevins, City Secretary

Date: _____

CITY OF HUNTER'S CREEK VILLAGE

Jim Pappas, Mayor

ATTESTED:

Crystal R. Dozier, City Secretary

Date: _____

CITY OF BUNKER HILL VILLAGE

Jay Williams, Mayor

ATTESTED:

Britique L. Williams, City Secretary

Date: _____

CITY OF SPRING VALLEY VILLAGE

Tom S. Ramsey, Mayor

ATTESTED:

Roxanne Benitez, City Secretary

Date: _____

VILLAGE FIRE DEPARTMENT

ATTESTED:

Date: _____

3-21-19

Village Fire Department - Letter of Intent (received 3-18-19) ("LOI"):

Questions-Comments-Changes:

EXHIBIT B

Background:

- Per proposal at last VFD meeting (2-27-19) by Mark Kobelan:
 - Will BHV agree to this proposal? - "BHV contracts with VFD for Fire and EMS for four additional years after 12-31-19. BHV has the right to opt in to Membership at the end of the four year period with **18 months** notice".
 - Moving Forward:
 - Letter of Intent;
 - Contract for the Fire and EMS Services; and
 - Amend the Interlocal Agreement (Before BHV rejoins the VFD the Interlocal Agreement needs to be modified to include the following:
 - 1) Budget can include funds for Operating Expenses and Funds for Facilities;
 - 2) City cannot approve part of a Budget;
 - 3) An Amendment to the Interlocal Agreement that eliminates the right of any city to receive payment for assets if it decides to leave the Fire Department.

LOI:

- #2: Agreement Term - what is the period, 4 years? Define "Agreement Term" I assume the four years
- #2: Interlocal Agreement - define as the current one, without any changes, amendments, etc.
- #2: Last Sentence: any obligation or liability - what would this apply to?
pension fund - each annual budget includes funding to cover future liabilities per actuarial calculations. Any additional amounts would not make sense. Not part of current Interlocal Agreement.
- #5: Amending Interlocal Agreement: - the five cities will need to present the final Amended Interlocal Agreement ("Proposed Interlocal Agreement") (which they want BHV to be member of) within six months prior to BHV's date to elect to join. This would give BHV time to review all changes, modifications to current Interlocal Agreement. No further changes or modifications to Proposed Interlocal Agreement.

-18 months is July 1, 2022 not May 1, 2022. *20mths*
- #6: If BHV does not elect to become a member after the four years, BHV would be entitled to distribution amounts per current Interlocal Agreement.

Other Options:

- 1) Extend service to BHV (same as for 2019) through 2020, one additional year. This would only require a change to Section 13(a) of the Interlocal Agreement from "one additional year" to "two additional years".

VILLAGE FIRE DEPT. FEBRUARY BUDGETARY SUMMARY	BUDGET YEAR 2019	YEAR TO DATE 2/28/2019	% USED	% BUDGET	MONTHLY EXPENSES FEB.
CAPITAL:					
CONTINGENCY-PHYSICAL PLANT	35,000.00	0.00	0.00%	16.70%	0.00
MISC. TOOLS, EQUIP., & HOSE	65,000.00	69,997.70	107.69%	16.70%	69,997.70
PROTECTIVE GEAR	20,000.00	212.63	0.00%	16.70%	212.63
TOTAL CAPITAL EXPENDITURES	120,000.00	70,210.33	58.51%	16.70%	70,210.33
PERSONNEL EXPENDITURES:					
SALARIES	3,757,244.00	654,047.02	17.41%	16.70%	327,387.88
SALARIES - OVERTIME	105,000.00	3,518.74	3.35%	16.70%	-9,482.33
BONUS	6,000.00		0.00%	16.70%	
PROF. CERTIFICATION PAY	44,400.00	6,713.91	15.12%	16.70%	3,413.83
COMPENSATED ABSENCE PAY	0.00		0.00%	16.70%	
FICA TAX	304,530.00	49,206.36	16.16%	16.70%	24,338.85
DISABILITY INSURANCE	23,000.00	980.32	4.26%	16.70%	490.16
EMPLOYEE RETIREMENT	322,123.00	42,249.68	13.12%	16.70%	20,895.61
HOSPITALIZATION INSURANCE	609,770.00	111,864.88	18.35%	16.70%	54,673.01
MEAL ALLOWANCES	31,978.00	5,220.00	16.32%	16.70%	2,610.00
WORKMENS' COMP. INSURANCE	35,000.00	5,833.16	16.67%	16.70%	2,916.58
TOTAL PERSONNEL EXPENDITURES	5,239,045.00	879,634.07	16.79%	16.70%	427,243.59
OPERATIONAL EXPENDITURES:					
AMBULANCE MEDICAL SUPPLIES	50,000.00	9,364.22	18.73%	16.70%	7,449.71
BLDG. SUPPLIES & MAINTENANCE	47,000.00	21,941.34	46.68%	16.70%	3,819.76
CHEMICALS	2,000.00		0.00%	16.70%	
CONTINGENCY	20,000.00		0.00%	16.70%	
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	1,090.00	16.77%	16.70%	175.00
FIRE PREVENTION/PUBLIC RELATIONS	12,000.00	650.00	5.42%	16.70%	0.00
GAS & OIL	45,000.00	-2,855.36	-6.35%	16.70%	-89.90
INSURANCE - CASUALTY	42,000.00	6,911.00	16.45%	16.70%	3,479.00
MAINTENANCE OF EQUIPMENT:	135,000.00	11,619.89	8.61%	16.70%	-1,618.72
CHIEF'S VEHICLE					
FIRE MARSHAL'S VEHICLE					
BATTALION 1					
PUMPER (ENGINE 1)					
UTILITY VEHICLE					

physio control

mattress

LADDER (LADDER 1)		271.25			0.00
AMBULANCE (MEDIC 1)		2,050.91			1,283.96
AMBULANCE (MEDIC 2)		1,283.96			0.00
AMBULANCE (MEDIC 3)					
MAINTENANCE - OTHER		(1,664.41)			(2,902.68)
MAINTENANCE - CONTRACTS		1,797.60			0.00
PUMPER (ENGINE 2)		7,880.58			0.00
MISCELLANEOUS EXPENDITURES:	7,200.00	70.00	0.97%	16.70%	0.00
SAFETY DEPOSIT BOX RENT					0.00
LICENSE/PERMITS		70.00			0.00
OTHER MISC. EXPENSES					0.00
LEGAL NOTICES/ADVERT.					0.00
VILLAGE FIRE DEPT. FEBRUARY BUDGETARY SUMMARY	BUDGET YEAR 2019	YEAR TO DATE 2/28/2019	% USED	% BUDGET	MONTHLY EXPENSES FEB.
POSTAGE/PRINTING/STATIONERY:	37,000.00	7,105.25	19.20%	16.70%	5,779.98
BANK ANALYSIS CHARGES/SUPPLIES		-0.05			-0.05
OFFICE SUPPLIES		1,111.99			114.55
POSTAGE		49.66			0.00
PENALTIES		0.00			0.00
PRINTING		0.00			0.00
MAINT. CONTRACTS/EQUIP.		5,659.89			5,659.89
COFFEE BAR/REFRESHMENTS		0.00			0.00
POSTAGE METER RENTAL		0.00			0.00
OFFICE EQUIPMENT/COMPUTERS		0.00			0.00
OTHER		0.00			0.00
BANK SERVICES CHARGES		283.76			5.59
PROFESSIONAL SERVICES:	112,400.00	13,833.36	12.31%	16.70%	9,231.91
REVERSE ENTRIES FOR A.P.		(0.55)			0.00
ADJUSTMENT-DUPLICATE CHECKS		0.00			0.00
PROFESSIONAL SERVICES - OTHER		81.91			81.91
CPA		1,152.00			0.00
LEGAL		5,700.00			5,700.00
IT SERVICES		4,400.00			2,200.00
MEDICAL		2,500.00			1,250.00
PUBLIC UTILITIES	55,000.00	9,477.59	17.23%	16.70%	4,610.82
RENT	10.00	0.00	0.00%	16.70%	0.00

eso solutiona and motorola softwa

STATE CERTIFICATION FEES	6,000.00	861.29	14.35%	16.70%	0.00
TRAINING PROGRAMS	25,000.00	2,552.56	10.21%	16.70%	82.97
CPR TRAINING EXPENSE		410.95			410.95
CONVENTIONS		0.00			0.00
OTHER TRAINING EXP.		-862.16			-1,024.12
SEMINARS-OFF PREMISES		0.00			0.00
TRAINING EXAMS		522.07			344.54
TRAINING-ON PREMISES		2,481.70			351.60
OUT OF TOWN EXPENSES		0.00			0.00
UNIFORMS	25,000.00	3,783.24	15.13%	16.70%	1,728.00
TOTAL OPERATIONAL EXPENDITURES	627,110.00	86,404.38	13.78%	16.70%	34,648.53
GRAND TOTAL	\$5,986,155.00	\$1,036,248.78	17.31%	16.70%	\$461,892.12
	0				
CAPITAL REPLACEMENT FUND	160,000.00				
COMPENSATION ABSENCE RESERVE FUND	45,000.00				
FACILITY FUND	3,500,000.00				
TOTAL BUDGET FOR 2017	\$9,691,155.00	\$0.00			

VILLAGE FIRE DEPT. MARCH BUDGETARY SUMMARY	BUDGET YEAR 2019	YEAR TO DATE 3/31/2019	% USED	% BUDGET	MONTHLY EXPENSES MARCH
CAPITAL:					
CONTINGENCY-PHYSICAL PLANT	35,000.00	4,989.38	14.26%	25.80%	4,989.38
MISC. TOOLS, EQUIP., & HOSE	65,000.00	69,997.70	107.69%	25.80%	0.00
PROTECTIVE GEAR	20,000.00	3,024.56	0.00%	25.80%	2,811.93
RADIO PURCHASE		750		25.80%	750
TOTAL CAPITAL EXPENDITURES	120,000.00	78,761.64	65.63%	25.80%	8,551.31
PERSONNEL EXPENDITURES:					
SALARIES	3,757,244.00	984,399.50	26.20%	25.80%	330,352.48
SALARIES - OVERTIME	105,000.00	8,265.52	7.87%	25.80%	4,746.78
BONUS	6,000.00		0.00%	25.80%	
PROF. CERTIFICATION PAY	44,400.00	10,214.36	23.01%	25.80%	3,500.45
COMPENSATED ABSENCE PAY	0.00		0.00%	25.80%	
FICA TAX	304,530.00	73,768.54	24.22%	25.80%	24,562.18
DISABILITY INSURANCE	23,000.00	3,057.79	13.29%	25.80%	2,077.47
EMPLOYEE RETIREMENT	322,123.00	63,329.69	19.66%	25.80%	21,080.01
HOSPITALIZATION INSURANCE	609,770.00	162,841.19	26.71%	25.80%	50,976.31
MEAL ALLOWANCES	31,978.00	7,830.00	24.49%	25.80%	2,610.00
WORKMENS' COMP. INSURANCE	35,000.00	8,749.74	25.00%	25.80%	2,916.58
TOTAL PERSONNEL EXPENDITURES	5,239,045.00	1,322,456.33	25.24%	25.80%	442,822.26
OPERATIONAL EXPENDITURES:					
AMBULANCE MEDICAL SUPPLIES	50,000.00	15,969.23	31.94%	25.80%	6,605.01
BLDG. SUPPLIES & MAINTENANCE	47,000.00	25,488.28	54.23%	25.80%	3,546.94
CHEMICALS	2,000.00		0.00%	25.80%	
CONTINGENCY	20,000.00		0.00%	25.80%	
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	1,225.00	18.85%	25.80%	135.00
FIRE PREVENTION/PUBLIC RELATIONS	12,000.00	650.00	5.42%	25.80%	0.00
GAS & OIL	45,000.00	-765.52	-1.70%	25.80%	2,089.84
INSURANCE - CASUALTY	42,000.00	10,437.00	24.85%	25.80%	3,526.00
MAINTENANCE OF EQUIPMENT:	135,000.00	54,274.47	40.20%	25.80%	42,654.58
CHIEF'S VEHICLE					
FIRE MARSHAL'S VEHICLE		95.78			95.78
BATTALION 1					
PUMPER (ENGINE 1)		4,931.94			4,931.94
UTILITY VEHICLE					

physio control

Radio purch

mattress

LADDER (LADDER 1)		4,649.46			4,378.21
AMBULANCE (MEDIC 1)		2,838.40			787.49
AMBULANCE (MEDIC 2)		1,283.96			0.00
AMBULANCE (MEDIC 3)					
MAINTENANCE - OTHER		30,596.80			32,261.21
MAINTENANCE - CONTRACTS		1,797.60			0.00
PUMPER (ENGINE 2)		8,080.53			199.95
MISCELLANEOUS EXPENDITURES:	7,200.00	393.75	5.47%	25.80%	323.75
SAFETY DEPOSIT BOX RENT					0.00
LICENSE/PERMITS		70.00			0.00
OTHER MISC. EXPENSES		323.75			323.75
LEGAL NOTICES/ADVERT.					0.00
VILLAGE FIRE DEPT.	BUDGET	YEAR TO	%	%	MONTHLY
FEBRUARY	YEAR	DATE	USED	BUDGET	EXPENSES
BUDGETARY SUMMARY	2019	2/28/2019			FEB.
POSTAGE/PRINTING/STATIONERY:	37,000.00	16,425.50	44.39%	25.80%	9,320.16
BANK ANALYSIS CHARGES/SUPPLIES		-0.05			-0.05
OFFICE SUPPLIES		4,461.81			3,349.82
POSTAGE		204.52			154.86
PENALTIES		0.00			0.00
PRINTING		306.52			306.52
MAINT. CONTRACTS/EQUIP.		8,838.52			3,178.63
COFFEE BAR/REFRESHMENTS		1,495.25			1,495.25
POSTAGE METER RENTAL		100.00			100.00
OFFICE EQUIPMENT/COMPUTERS		0.00			0.00
OTHER		1,013.34			1,013.30
BANK SERVICES CHARGES		5.59			-278.17
PROFESSIONAL SERVICES:	112,400.00	25,267.28	22.48%	25.80%	11,433.92
REVERSE ENTRIES FOR A.P.		(0.55)			0.00
ADJUSTMENT-DUPLICATE CHECKS		0.00			0.00
PROFESSIONAL SERVICES - OTHER		81.91			
CPA		3,321.00			2,169.00
LEGAL		10,264.92			4,564.92
IT SERVICES		6,600.00			2,200.00
MEDICAL		5,000.00			2,500.00
PUBLIC UTILITIES	55,000.00	14,755.65	26.83%	25.80%	5,278.06
RENT	10.00	0.00	0.00%	25.80%	0.00

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Creative switching

STATE CERTIFICATION FEES	6,000.00	1,209.97	20.17%	25.80%	348.68
TRAINING PROGRAMS	25,000.00	6,488.40	25.95%	25.80%	3,935.93
CPR TRAINING EXPENSE		-458.10			-869.05
CONVENTIONS		0.00			0.00
OTHER TRAINING EXP.		358.00			1,220.16
SEMINARS-OFF PREMISES		1,362.09			1,362.09
TRAINING EXAMS		1,353.73			831.75
TRAINING-ON PREMISES		3,872.68			1,390.98
OUT OF TOWN EXPENSES		0.00			0.00
UNIFORMS	25,000.00	1,513.75	6.06%	25.80%	-2,269.49
TOTAL OPERATIONAL EXPENDITURES	627,110.00	173,332.76	27.64%	25.80%	86,928.38
GRAND TOTAL	\$5,986,155.00	\$1,574,550.73	26.30%	25.80%	\$538,301.95
	0				
CAPITAL REPLACEMENT FUND	160,000.00				
COMPENSATION ABSENCE RESERVE FUND	45,000.00				
FACILITY FUND	3,500,000.00				
TOTAL BUDGET FOR 2017	\$9,691,155.00	\$0.00			

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: April 22, 2019

SUBJECT: Piney Point Circle

Agenda Item: 4

This agenda item calls for the City Council to discuss the potential of accepting Piney Point Circle as a public street. A letter from the Piney Point Circle Home Owners' Association is included with this agenda item.

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: April 22, 2019

SUBJECT: Discussion with Kinkaid representatives regarding a proposed second turn lane

Agenda Item: 5

This agenda item calls for the City Council to discuss with Kinkaid representative their proposed second turn lane on San Felipe.

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: April 22, 2019

SUBJECT: Mayor's Report

Agenda Item: 6

- Hacienda Lane
- Beinhorn Road Drainage and Sidewalk Project

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator

MEETING DATE: April 22, 2019

SUBJECT: City Administrator's Report

Agenda Item: 7

- March 2019 Financials

10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
10-1100	Claim on Cash	3,206,680.12
10-1101	Cash- GF Texpool	1,193,894.91
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	1,519,718.30
10-1120	Cash-Texas Class	7,610,006.84
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
		15,733,809.74
TOTAL ASSETS		15,733,809.74
=====		

LIABILITIES		
=====		
10-2001	Accounts Payable	4,077.44
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	(1,052.60)
10-2062	TMRS Payable	(239.29)
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	126,361.58
10-2107	Due To OMNI Base	2,799.23
10-2108	RESTITUTION	(270.00)
10-2110	Bond Payable - FAST	2,030.55
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	256.57
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	91,485.00

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>5,677,469.03</u>
EQUITY		
=====		
10-3000	Fund Balance	726,631.20
10-3003	Fund Balance	6,980,925.83
10-3900	Earnings	0.00
	TOTAL BEGINNING EQUITY	<u>7,707,557.03</u>
	TOTAL REVENUE	4,090,101.88
	TOTAL EXPENSES	<u>1,741,318.20</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	2,348,783.68
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>10,056,340.71</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	15,733,809.74
		=====

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

0 -GENERAL FUND
FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,235,455.00	92,387.32	3,646,197.89	69.64	1,589,257.11
PERMITS & INSPECTIONS	367,900.00	32,877.95	104,575.85	28.43	263,324.15
COURT	142,000.00	9,977.08	40,686.12	28.65	101,313.88
INVESTMENT INCOME	150,000.00	20,301.81	54,018.55	36.01	95,981.45
AGENCIES & ALARMS	33,000.00	450.00	6,950.00	21.06	26,050.00
FRANCHISE REVENUE	398,000.00	22,697.71	80,333.12	20.18	317,666.88
DONATIONS & IN LIEU	235,500.00	157,337.89	157,340.35	66.81	78,159.65
TOTAL REVENUES	6,561,855.00	336,029.76	4,090,101.88	62.33	2,471,753.12
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
POLICE	1,815,242.00	151,271.20	605,072.40	33.33	1,210,169.60
MISCELLANEOUS	0.00	0.00	25,307.00	0.00	25,307.00
SANITATION COLLECTION	570,000.00	0.00	97,408.88	17.09	472,591.12
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	12,000.00	1,151.64	3,488.22	29.07	8,511.78
FIRE	2,035,143.00	169,595.22	595,704.26	29.27	1,439,438.74
TOTAL PUBLIC SERVICE	4,443,885.00	322,018.06	1,326,980.76	29.86	3,116,904.24
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	356,000.00	428.34	72,502.65	20.37	283,497.35
TOTAL CONTRACT SERVICES	356,000.00	428.34	72,502.65	20.37	283,497.35
<u>BUILDING</u>					
CONTRACT SERVICES	3,857.00	0.00	0.00	0.00	3,857.00
BUILDING SERVICES	149,500.00	0.00	33,488.39	22.40	116,011.61
ADMIN EXPENSE	4,193.00	177.49	587.49	14.01	3,605.51
OFFICE EXPENSE	3,157.00	59.16	59.16	1.87	3,097.84
WAGES & BENEFITS	128,307.00	0.00	0.00	0.00	128,307.00
INSURANCE	17,177.00	61.95	5,782.23	33.66	11,394.77
TOTAL BUILDING	306,191.00	174.70	39,917.27	13.04	266,273.73
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	12,000.00	0.00	0.00	0.00	12,000.00
ADMIN EXPENSE	45,883.00	1,543.38	6,391.62	13.93	39,491.38
OFFICE EXPENSE	149,100.00	12,298.37	39,839.78	26.72	109,260.22
WAGES & BENEFITS	279,951.00	35,526.23	123,002.29	43.94	156,948.71
INSURANCE	29,116.00	123.90	15,882.29	54.55	13,233.71
TOTAL GENERAL GOVERNMENT	516,050.00	49,244.08	185,115.98	35.87	330,934.02

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

0 -GENERAL FUND
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	5,536.00	0.00	625.00	11.29	4,911.00
OFFICE EXPENSE	4,564.00	328.49	1,036.07	22.70	3,527.93
WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
INSURANCE	22,903.00 (140.36)	8,742.47	38.17	14,160.53
COURT OPERATIONS	37,200.00	344.37	5,334.85	14.34	31,865.15
TOTAL MUNICIPAL COURT	174,714.00	532.50	15,738.39	9.01	158,975.61
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
ADMIN EXPENSE	2,343.00	92.09	154.00	6.57	2,189.00
OFFICE EXPENSE	2,207.00	0.00	0.00	0.00	2,207.00
WAGES & BENEFITS	88,859.00	0.00	0.00	0.00	88,859.00
INSURANCE	18,612.00 (61.95)	7,823.14	42.03	10,788.86
PUBLIC WORKS OPERATIONS	313,500.00	54.13	36,361.16	11.60	277,138.84
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	84.27	44,338.30	10.33	385,057.70
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	1,497,014.00	0.00	56,724.85	3.79	1,440,289.15
TOTAL GOF CAPITAL OUTLAYS	1,497,014.00	0.00	56,724.85	3.79	1,440,289.15
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	(1,161,395.00)	(36,452.19)	2,348,783.68		(3,510,178.68)

.0 -GENERAL FUND

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue	5,035,455.00	77,210.38	3,590,855.95	71.31	1,444,599.05
10-4150 Sales Tax	200,000.00	15,176.94	55,341.94	27.67	144,658.06
TOTAL TAXES	5,235,455.00	92,387.32	3,646,197.89	69.64	1,589,257.11
<u>PERMITS & INSPECTIONS</u>					
10-4203 Plat Reviews	3,400.00	150.00	150.00	4.41	3,250.00
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	1,680.00	4,920.00	41.00	7,080.00
10-4206 Drainage Reviews	50,000.00	500.00	9,800.00	19.60	40,200.00
10-4207 Permits	300,000.00	30,297.95	89,455.85	29.82	210,544.15
10-4208 Board of Adjustment Fees	1,500.00	250.00	250.00	16.67	1,250.00
TOTAL PERMITS & INSPECTIONS	367,900.00	32,877.95	104,575.85	28.43	263,324.15
<u>COURT</u>					
10-4300 Court Fines	142,000.00	9,977.08	40,686.12	28.65	101,313.88
TOTAL COURT	142,000.00	9,977.08	40,686.12	28.65	101,313.88
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	20,301.81	54,018.55	36.01	95,981.45
TOTAL INVESTMENT INCOME	150,000.00	20,301.81	54,018.55	36.01	95,981.45
<u>AGENCIES & ALARMS</u>					
10-4501 Agencies	0.00	0.00	0.00	0.00	0.00
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	33,000.00	450.00	6,950.00	21.06	26,050.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	33,000.00	450.00	6,950.00	21.06	26,050.00
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	72,000.00	0.00	753.58	1.05	71,246.42
10-4605 Power/Electric	272,000.00	22,697.71	71,646.55	26.34	200,353.45
10-4606 Franchise Fees-Gas	19,000.00	0.00	0.00	0.00	19,000.00
10-4607 Telephone	35,000.00	0.00	7,932.99	22.67	27,067.01
10-4608 Wireless Communication	0.00	0.00	0.00	0.00	0.00
TOTAL FRANCHISE REVENUE	398,000.00	22,697.71	80,333.12	20.18	317,666.88
<u>DONATIONS & IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	2.46	0.00	135,997.54
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	65,000.00	0.00	0.00	0.00	65,000.00
10-4706 Donation to Historical Preserv	0.00	0.00	0.00	0.00	0.00
10-4800 Miscellaneous Income	500.00	157,337.89	157,337.89	1,467.58	156,837.89
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	235,500.00	157,337.89	157,340.35	66.81	78,159.65

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

10 -GENERAL FUND

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,561,855.00	336,029.76	4,090,101.88	62.33	2,471,753.12

10 -GENERAL FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE</u>					
=====					
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,815,242.00	148,826.70	595,295.07	32.79	1,219,946.93
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	2,444.50	9,777.33	0.00	(9,777.33)
TOTAL POLICE	1,815,242.00	151,271.20	605,072.40	33.33	1,210,169.60
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	0.00	25,307.00	0.00	(25,307.00)
TOTAL MISCELLANEOUS	0.00	0.00	25,307.00	0.00	(25,307.00)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	570,000.00	0.00	95,498.90	16.75	474,501.10
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	1,909.98	0.00	(1,909.98)
TOTAL SANITATION COLLECTION	570,000.00	0.00	97,408.88	17.09	472,591.12
<u>LIBRARY</u>					
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
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	1,151.64	3,488.22	29.07	8,511.78
TOTAL STREET LIGHTING	12,000.00	1,151.64	3,488.22	29.07	8,511.78
<u>FIRE</u>					
10-510-5060 Villages Fire Department	2,035,143.00	169,595.22	595,704.26	29.27	1,439,438.74
TOTAL FIRE	2,035,143.00	169,595.22	595,704.26	29.27	1,439,438.74
TOTAL PUBLIC SERVICE	4,443,885.00	322,018.06	1,326,980.76	29.86	3,116,904.24
<u>CONTRACT SERVICES</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	32,000.00	0.00	10,469.91	32.72	21,530.09
10-520-5103 Engineering	150,000.00	0.00	25,020.76	16.68	124,979.24
10-520-5104 Legal	90,000.00	0.00	11,918.00	13.24	78,082.00
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	18,973.00	31.62	41,027.00
10-520-5107 Animal Control	2,000.00	0.00	475.98	23.80	1,524.02
10-520-5108 IT Hardware/Software & Support	0.00	428.34	5,630.00	0.00	(5,630.00)
10-520-5110 Mosquito Control	22,000.00	0.00	15.00	0.07	21,985.00
TOTAL CONTRACT SERVICES	356,000.00	428.34	72,502.65	20.37	283,497.35

10 -GENERAL FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	356,000.00	428.34	72,502.65	20.37	283,497.35
BUILDING					
=====					
CONTRACT SERVICES					
10-530-5108 Information Technology	3,857.00	0.00	0.00	0.00	3,857.00
TOTAL CONTRACT SERVICES	3,857.00	0.00	0.00	0.00	3,857.00
BUILDING SERVICES					
10-530-5152 Drainage Reviews	45,000.00	0.00	10,323.39	22.94	34,676.61
10-530-5153 Electrical Inspections	12,000.00	0.00	1,575.00	13.13	10,425.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	10,000.00	0.00	8,000.00	80.00	2,000.00
10-530-5156 Plumbing Inspections	18,000.00	0.00	1,935.00	10.75	16,065.00
10-530-5157 Structural Inspections	15,000.00	0.00	3,420.00	22.80	11,580.00
10-530-5158 Urban Forester	42,000.00	0.00	7,560.00	18.00	34,440.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	675.00	9.64	6,325.00
TOTAL BUILDING SERVICES	149,500.00	0.00	33,488.39	22.40	116,011.61
ADMIN EXPENSE					
10-530-5204 Dues & Subscriptions	250.00	0.00	0.00	0.00	250.00
10-530-5206 Legal Notices	500.00	0.00	0.00	0.00	500.00
10-530-5207 Misc Supplies	1,800.00	177.49	587.49	32.64	1,212.51
10-530-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	4,193.00	177.49	587.49	14.01	3,605.51
OFFICE EXPENSE					
10-530-5210 Postage	150.00	0.00	0.00	0.00	150.00
10-530-5211 Meeting Supplies	150.00	0.00	0.00	0.00	150.00
10-530-5213 Office Supplies	500.00	59.16	59.16	11.83	440.84
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	3,157.00	59.16	59.16	1.87	3,097.84
WAGES & BENEFITS					
10-530-5301 Gross Wages	109,214.00	0.00	0.00	0.00	109,214.00
10-530-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-530-5313 Fringe Benefits	18,450.00	0.00	0.00	0.00	18,450.00
TOTAL WAGES & BENEFITS	128,307.00	0.00	0.00	0.00	128,307.00
INSURANCE					
10-530-5353 Employee Insurance	17,177.00	(61.95)	5,782.23	33.66	11,394.77
TOTAL INSURANCE	17,177.00	(61.95)	5,782.23	33.66	11,394.77
TOTAL BUILDING	306,191.00	174.70	39,917.27	13.04	266,273.73

10 -GENERAL FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL GOVERNMENT</u>					
<u>CONTRACT SERVICES</u>					
10-540-5108 Information Technology	12,000.00	0.00	0.00	0.00	12,000.00
TOTAL CONTRACT SERVICES	12,000.00	0.00	0.00	0.00	12,000.00
<u>ADMIN EXPENSE</u>					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	13,583.00	600.00	1,800.00	13.25	11,783.00
10-540-5203 Bank Fees	1,800.00	198.20	242.41	13.47	1,557.59
10-540-5204 Dues & Subscriptions	3,500.00	0.00	259.00	7.40	3,241.00
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	2,500.00	25.00	7,500.00
10-540-5209 Office Equipment & Maintenance	10,000.00	745.18	1,590.21	15.90	8,409.79
TOTAL ADMIN EXPENSE	45,883.00	1,543.38	6,391.62	13.93	39,491.38
<u>OFFICE EXPENSE</u>					
10-540-5210 Postage	1,600.00	0.00	575.45	35.97	1,024.55
10-540-5211 Meeting Supplies	4,000.00	2,082.05	2,429.66	60.74	1,570.34
10-540-5212 Rent/Leasehold/Furniture	125,000.00	9,704.42	30,305.09	24.24	94,694.91
10-540-5213 Office Supplies	8,500.00	261.90	2,826.90	33.26	5,673.10
10-540-5214 Telecommunications	6,000.00	250.00	3,702.68	61.71	2,297.32
10-540-5215 Travel & Training	1,000.00	0.00	0.00	0.00	1,000.00
10-540-5216 Statutory Legal Notices	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL OFFICE EXPENSE	149,100.00	12,298.37	39,839.78	26.72	109,260.22
<u>WAGES & BENEFITS</u>					
10-540-5301 Gross Wages	230,426.00	31,190.82	92,953.00	40.34	137,473.00
10-540-5302 Overtime/Severance	0.00	1,654.11	4,689.63	0.00	(4,689.63)
10-540-5303 Temporary/Part-time Personnel	5,000.00	0.00	11,157.43	223.15	(6,157.43)
10-540-5304 Salary Adjustment (Bonus)	0.00	0.00	0.00	0.00	0.00
10-540-5306 Payroll Tax Expense	0.00	2,513.74	7,473.01	0.00	(7,473.01)
10-540-5310 TMRS (retirement)	0.00	0.00	6,063.16	0.00	(6,063.16)
10-540-5311 Payroll Processing	857.00	167.56	666.06	77.72	190.94
10-540-5312 TWC-Unemployment	0.00	0.00	0.00	0.00	0.00
10-540-5313 Fringe Benefits	43,668.00	0.00	0.00	0.00	43,668.00
TOTAL WAGES & BENEFITS	279,951.00	35,526.23	123,002.29	43.94	156,948.71
<u>INSURANCE</u>					
10-540-5353 Employee Insurance	24,816.00	(123.90)	13,183.85	53.13	11,632.15
10-540-5354 General Liability	3,800.00	0.00	615.44	16.20	3,184.56
10-540-5355 Bonds for City Staff	500.00	0.00	0.00	0.00	500.00
10-540-5356 Workman's Compensation	0.00	0.00	2,083.00	0.00	(2,083.00)
10-540-5357 Drainage Study	0.00	0.00	0.00	0.00	0.00
TOTAL INSURANCE	29,116.00	(123.90)	15,882.29	54.55	13,233.71
TOTAL GENERAL GOVERNMENT	516,050.00	49,244.08	185,115.98	35.87	330,934.02

10 -GENERAL FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MUNICIPAL COURT					
CONTRACT SERVICES					
10-550-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE					
10-550-5204 Dues & Subscriptions	250.00	0.00	0.00	0.00	250.00
10-550-5207 Misc Supplies	2,000.00	0.00	625.00	31.25	1,375.00
10-550-5209 Office Equipment & Maintenance	3,286.00	0.00	0.00	0.00	3,286.00
TOTAL ADMIN EXPENSE	5,536.00	0.00	625.00	11.29	4,911.00
OFFICE EXPENSE					
10-550-5210 Postage	100.00	0.00	0.00	0.00	100.00
10-550-5211 Meeting Supplies	0.00	0.00	0.00	0.00	0.00
10-550-5213 Office Supplies	500.00	328.49	911.07	182.21	411.07
10-550-5214 Telecommunications	3,714.00	0.00	0.00	0.00	3,714.00
10-550-5215 Travel & Training	250.00	0.00	125.00	50.00	125.00
TOTAL OFFICE EXPENSE	4,564.00	328.49	1,036.07	22.70	3,527.93
WAGES & BENEFITS					
10-550-5301 Gross Wages	92,014.00	0.00	0.00	0.00	92,014.00
10-550-5311 Payroll Processing	857.00	0.00	0.00	0.00	857.00
10-550-5313 Fringe Benefits	11,640.00	0.00	0.00	0.00	11,640.00
TOTAL WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
INSURANCE					
10-550-5353 Employee Insurance	22,903.00	(140.36)	8,742.47	38.17	14,160.53
TOTAL INSURANCE	22,903.00	(140.36)	8,742.47	38.17	14,160.53
COURT OPERATIONS					
10-550-5402 MC Facilities	0.00	0.00	0.00	0.00	0.00
10-550-5403 Credit Card Charges	5,000.00	344.37	984.85	19.70	4,015.15
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	0.00	4,350.00	19.77	17,650.00
10-550-5405 Jury Pay	0.00	0.00	0.00	0.00	0.00
10-550-5406 State Comptroller/OMNI/Linebar	10,000.00	0.00	0.00	0.00	10,000.00
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	200.00	0.00	0.00	0.00	200.00
TOTAL COURT OPERATIONS	37,200.00	344.37	5,334.85	14.34	31,865.15
TOTAL MUNICIPAL COURT	174,714.00	532.50	15,738.39	9.01	158,975.61

10 -GENERAL FUND

25.00% 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	3,875.00	0.00	0.00	0.00	3,875.00
TOTAL CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
<u>ADMIN EXPENSE</u>					
10-560-5207 Misc Supplies	700.00	92.09	154.00	22.00	546.00
10-560-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	2,343.00	92.09	154.00	6.57	2,189.00
<u>OFFICE EXPENSE</u>					
10-560-5213 Office Supplies	100.00	0.00	0.00	0.00	100.00
10-560-5214 Telecommunications	1,857.00	0.00	0.00	0.00	1,857.00
10-560-5215 Travel & Training	250.00	0.00	0.00	0.00	250.00
TOTAL OFFICE EXPENSE	2,207.00	0.00	0.00	0.00	2,207.00
<u>WAGES & BENEFITS</u>					
10-560-5301 Gross Wages	75,019.00	0.00	0.00	0.00	75,019.00
10-560-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-560-5313 Fringe Benefits	13,197.00	0.00	0.00	0.00	13,197.00
TOTAL WAGES & BENEFITS	88,859.00	0.00	0.00	0.00	88,859.00
<u>INSURANCE</u>					
10-560-5353 Employee Insurance	18,612.00	(61.95)	7,823.14	42.03	10,788.86
TOTAL INSURANCE	18,612.00	(61.95)	7,823.14	42.03	10,788.86
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	0.00	54.13	54.13	0.00	(54.13)
10-560-5501 TCEQ & Harris CO Permits	1,000.00	0.00	1,656.25	165.63	(656.25)
10-560-5504 Landscaping Maintenance	15,000.00	0.00	24,099.02	160.66	(9,099.02)
10-560-5505 Gator Fuel	2,000.00	0.00	62.74	3.14	1,937.26
10-560-5506 Right of Way Mowing	80,000.00	0.00	0.00	0.00	80,000.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	8,224.07	16.45	41,775.93
10-560-5508 ROW Water/Planting	4,500.00	0.00	223.44	4.97	4,276.56
10-560-5509 Tree Care/Removal	10,000.00	0.00	0.00	0.00	10,000.00
10-560-5510 Road/Drainage Maintenance	75,000.00	0.00	0.00	0.00	75,000.00
10-560-5515 Landscape Improvements	75,000.00	0.00	2,041.51	2.72	72,958.49
10-560-5516 Gator Maintenance	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL PUBLIC WORKS OPERATIONS	313,500.00	54.13	36,361.16	11.60	277,138.84
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	84.27	44,338.30	10.33	385,057.70

10 -GENERAL FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GOF CAPITAL OUTLAYS					
=====					
OTHER EXPENSES					
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	0.00	0.00	35,024.85	0.00 (35,024.85)
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	406,689.00	0.00	0.00	0.00	406,689.00
10-570-5610 Fire Station Remodel	0.00	0.00	0.00	0.00	0.00
10-570-5616 S. Piney Pt/Blalock Rd	0.00	0.00	0.00	0.00	0.00
10-570-5640 Surrey Oaks	1,090,325.00	0.00	21,700.00	1.99	1,068,625.00
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	1,497,014.00	0.00	56,724.85	3.79	1,440,289.15

TOTAL GOF CAPITAL OUTLAYS	1,497,014.00	0.00	56,724.85	3.79	1,440,289.15

TOTAL EXPENDITURES	7,723,250.00	372,481.95	1,741,318.20	22.55	5,981,931.80
=====					
REVENUES OVER/(UNDER) EXPENDITURES	(1,161,395.00)	(36,452.19)	2,348,783.68		(3,510,178.68)

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
20-1100	Claim on Cash	(477,018.96)	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	405,186.03	
20-1109	Texpool-DS	427,881.21	
20-1110	Texas Class-DS	120,422.11	
20-1200	Property Tax Receivable-PY	27,211.66	
20-1201	Property Tax Receivable-CY	532,135.28	
20-1300	Due to/From General Fund	0.00	
20-1301	Accrued Interest Receivable	<u>0.00</u>	
			<u>1,035,817.33</u>
TOTAL ASSETS			1,035,817.33
=====			
LIABILITIES			
=====			
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>	
	TOTAL LIABILITIES		<u>1,429,072.45</u>
EQUITY			
=====			
20-3000	Fund Balance	(<u>1,383,078.29</u>)	
	TOTAL BEGINNING EQUITY	(1,383,078.29)	
TOTAL REVENUE		991,323.17	
TOTAL EXPENSES		<u>1,500.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		989,823.17	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			(<u>393,255.12</u>)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>1,035,817.33</u>
=====			

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

20 -DEBT SERVICE
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,502,950.00	21,343.13	987,108.30	65.68	515,841.70
INVESTMENT INCOME	3,900.00	1,128.53	4,214.87	108.07	(314.87)
TOTAL REVENUES	1,506,850.00	22,471.66	991,323.17	65.79	515,526.83
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	1,500.00	66.67	750.00
OTHER EXPENSES	1,502,950.00	0.00	0.00	0.00	1,502,950.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,505,200.00	0.00	1,500.00	0.10	1,503,700.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00	22,471.66	989,823.17		(988,173.17)

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

20 -DEBT SERVICE

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,502,950.00	21,343.13	987,108.30	65.68	515,841.70
TOTAL TAXES	1,502,950.00	21,343.13	987,108.30	65.68	515,841.70
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	3,900.00	1,128.53	4,214.87	108.07 (314.87)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	3,900.00	1,128.53	4,214.87	108.07 (314.87)
TOTAL REVENUES	1,506,850.00	22,471.66	991,323.17	65.79	515,526.83

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

20 -DEBT SERVICE

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
<u>ADMIN EXPENSE</u>					
20-500-5204 Paying Agent Fees	2,250.00	0.00	1,500.00	66.67	750.00
TOTAL ADMIN EXPENSE	2,250.00	0.00	1,500.00	66.67	750.00
<u>OTHER EXPENSES</u>					
20-500-5820 Interest Expense-Bonds	217,950.00	0.00	0.00	0.00	217,950.00
20-500-5821 Bond Principal Payments	1,285,000.00	0.00	0.00	0.00	1,285,000.00
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,502,950.00	0.00	0.00	0.00	1,502,950.00
<u>TRANSFERS</u>					
20-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,505,200.00	0.00	1,500.00	0.10	1,503,700.00
TOTAL EXPENDITURES	1,505,200.00	0.00	1,500.00	0.10	1,503,700.00
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00	22,471.66	989,823.17	(988,173.17)

30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
30-1100	Claim on Cash	87,814.62	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	21,122.36	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	0.00	
		<u>108,937.41</u>	
	TOTAL ASSETS		108,937.41
			=====
LIABILITIES			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
30-3000	Fund Balance	34,566.58	
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	<u>105,182.07</u>	
	TOTAL REVENUE	3,755.34	
	TOTAL EXPENSES	<u>0.00</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	3,755.34	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>108,937.41</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		108,937.41
			=====

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

30 -SPECIAL REVENUE FUND
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	13,300.00	1,062.06	3,752.83	28.22	9,547.17
INVESTMENT INCOME	5.00	0.84	2.51	50.20	2.49
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	1,062.90	3,755.34	28.23	9,549.66
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	(10,000.00)	0.00	0.00	0.00	(10,000.00)
TOTAL NON-DEPARTMENTAL	(10,000.00)	0.00	0.00	0.00	(10,000.00)
<u>QUALIFIED EXPENSES</u>					
COURT	(7,823.00)	0.00	0.00	0.00	(7,823.00)
TOTAL QUALIFIED EXPENSES	(7,823.00)	0.00	0.00	0.00	(7,823.00)
<u>ADMINISTRATION</u>					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	31,128.00	1,062.90	3,755.34		27,372.66

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

30 -SPECIAL REVENUE FUND

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	4,000.00	302.45	1,123.52	28.09	2,876.48
30-4310 MC Technology Revenue	5,300.00	403.27	1,498.05	28.27	3,801.95
30-4315 Child Safety Revenues	4,000.00	356.34	1,131.26	28.28	2,868.74
TOTAL COURT	13,300.00	1,062.06	3,752.83	28.22	9,547.17
<u>INVESTMENT INCOME</u>					
30-4405 MC Security-Interest	0.00	0.00	0.00	0.00	0.00
30-4410 MC Technology-Interest	0.00	0.00	0.00	0.00	0.00
30-4415 Child Safety-Interest	5.00	0.84	2.51	50.20	2.49
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	5.00	0.84	2.51	50.20	2.49
<u>DONATIONS & 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
<hr/>					
TOTAL REVENUES	13,305.00	1,062.90	3,755.34	28.23	9,549.66

30 -SPECIAL REVENUE FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
<u>MISCELLANEOUS</u>					
30-500-5029 Gen Govt Qualified Expenses	(10,000.00)	0.00	0.00	0.00	(10,000.00)
TOTAL MISCELLANEOUS	(10,000.00)	0.00	0.00	0.00	(10,000.00)
TOTAL NON-DEPARTMENTAL	(10,000.00)	0.00	0.00	0.00	(10,000.00)
<u>QUALIFIED EXPENSES</u>					
<u>COURT</u>					
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	(7,700.00)	0.00	0.00	0.00	(7,700.00)
30-510-5129 Donation	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	(7,823.00)	0.00	0.00	0.00	(7,823.00)
TOTAL QUALIFIED EXPENSES	(7,823.00)	0.00	0.00	0.00	(7,823.00)
<u>ADMINISTRATION</u>					
<u>ADMIN EXPENSE</u>					
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
<u>OTHER EXPENSES</u>					
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
<u>TRANSFERS</u>					
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	(17,823.00)	0.00	0.00	0.00	(17,823.00)
REVENUES OVER/(UNDER) EXPENDITURES	31,128.00	1,062.90	3,755.34		27,372.66

40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
40-1100	Claim on Cash	(1,522,333.84)
40-1101	Texpool	0.00
40-1105	Cash - Amegy Checking	0.00
40-1120	Texas Class	7,445.18
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>(1,514,888.66)</u>
TOTAL ASSETS		(1,514,888.66)
		=====
LIABILITIES		
=====		
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>
EQUITY		
=====		
40-3000	Fund Balance	(1,679,214.89)
	TOTAL BEGINNING EQUITY	(1,679,214.89)
TOTAL REVENUE		47.97
TOTAL EXPENSES		<u>29,922.55</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(29,874.58)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>(1,709,089.47)</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		(1,514,888.66)
		=====

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

10 -CAPITAL PROJECTS FUND
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	16.45	47.97	0.00 (47.97)
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	<u>0.00</u>	<u>16.45</u>	<u>47.97</u>	<u>0.00 (</u>	<u>47.97)</u>
<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	29,922.55	0.00 (29,922.55)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>0.00</u>	<u>0.00</u>	<u>29,922.55</u>	<u>0.00 (</u>	<u>29,922.55)</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	0.00	16.45 (29,874.58)		29,874.58

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

40 -CAPITAL PROJECTS FUND

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INVESTMENT INCOME</u>					
40-4400 Interest Income	0.00	16.45	47.97	0.00 (47.97)
TOTAL INVESTMENT INCOME	0.00	16.45	47.97	0.00 (47.97)
<u>DONATIONS & 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	16.45	47.97	0.00 (47.97)
	=====	=====	=====	=====	=====

10 -CAPITAL PROJECTS FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
=====					
ADMIN EXPENSE					
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
OTHER EXPENSES					
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	22,422.55	0.00 (22,422.55)
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	7,500.00	0.00 (7,500.00)
TOTAL OTHER EXPENSES	0.00	0.00	29,922.55	0.00 (29,922.55)
TRANSFERS					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL					
	0.00	0.00	29,922.55	0.00 (29,922.55)
TOTAL EXPENDITURES					
	0.00	0.00	29,922.55	0.00 (29,922.55)
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	16.45 (29,874.58)		29,874.58

99 - POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
99-1101	Cash	1,365,221.87	
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>4,077.44</u>	
			<u>1,369,299.31</u>
TOTAL ASSETS			<u>1,369,299.31</u>
=====			
LIABILITIES			
=====			
99-2000	Accounts Payable	5,485.44	
99-2190	Due to Other Funds	<u>1,363,813.87</u>	
	TOTAL LIABILITIES		<u>1,369,299.31</u>
EQUITY			
=====			
99-3000	Fund Balance	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	0.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>1,369,299.31</u>
=====			

Council Agenda Item Cover Memo

**4/22/2019
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: _____

ESTIMATED COST: NA **FUNDING SOURCE:** Bond, City, and Metro Funds
CURRENT BUDGETED ITEM: YES _ NO _ **EMERGENCY REQUEST:** YES _ NO **X**_

PREPARED BY: Joe Moore
ATTACHMENTS: Yes



Engineer's Status Report

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: April 22, 2019

1. Surrey Oaks Paving & Drainage Improvements

HDR is currently working on the final design for the Surrey Oaks Paving & Drainage Improvements. It is anticipated that an ILA with the MVWA and for pipe bursting of the sanitary sewer and replacement of water line and a contract amendment with HDR for the design and construction management associated with the work will be presented at the special Council meeting to be held in May.

2. Beinhorn Drainage and Sidewalk Improvements Project

HDR currently in the design phase for the Beinhorn Project which includes improvements on Grecian Way. Per the February Council meeting, HDR will proceed with design of culvert resetting and ditch regarding on Grecian Way instead of storm sewer installation. The City has asked that meetings be scheduled with residents on Hacienda Lane and Grecian Way to discuss the proposed project and opportunity residents may have to fill their ditch in with storm sewer at their own expense if desired.

3. City of Houston – Windermere Project

The Contractor has begun accessing the easement and has removed trees and established the temporary road and fencing at #19 and #18 Windermere. The resident at #17 Windermere has contacted the City of Houston stating that the City of Houston does not have the right to complete the proposed work in the existing 20-foot easement along the south side of his property. The resident also has concerns about an area on his property on the bayou that appears to be outside of the City of Houston and Buffalo Bayou easement that is proposed to be restored as part of this project (the area that contains the washout). The resident has been communicating directly with the City of Houston on these issues. Until the issues are resolved, the project is on hold.

4. #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 up to the 10-year rain event.

The OPCC for these improvements is \$116,360.00. Per the February Council meeting, Council request that conversations be held with Dr. Light about him paying the costs to replace his driveway and the City pay for the costs associated with the storm sewer improvements. The OPCC without the costs for the driveway replacement is \$83,600.00. Attached are the two OPCCs.

5. Memorial Drive Traffic Lights

Roger contacted HDR expressing concerns with the Memorial/Briar Forest traffic light operation. Multiple people called with City stating that only a few cars were getting through the light each cycle. Roger requested that HDR and Southwest Signal inspect the light operation to determine if there was an issue with the timing or controller. HDR met with Southwest Signal at the intersection one afternoon and inspected the established timing versus the actual light operations and found that the light appeared to be operating as programmed. There appeared to be no issues with the signal operations. HDR noted that there appears to be a lack of coordination between the traffic signals on Memorial through the City. Several of the intersections, especially the Briar Forest intersection and the Blalock intersection are very close. Without proper coordination it can cause traffic to stop at both intersections. It is recommended that the corridor be studied as a whole to update traffic counts and adjust timings in both directions during rush hour.

6. 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:

- Crack Sealing
 - Council previous requested that HDR provide recommendations for maintenance on streets rated as 1B or 1C in the 2018 Update to the Street Assessment Document in efforts to prevent the rating of the street from slipping. Street rated as 1B indicates that the street is in good condition with little or moderate cracking; 1C indicates fair to good condition with slight faulting to cracks and joints. HDR recommends that cracks be crack sealed to prevent water from soaking into the base which weakens the base.
 - HDR has identified cracks on the following streets be sealed:



- Gingham Dr. (N/S)
- Gingham Dr. (E/W)
- Jan Kelly Ln.
- Dunsinane Ln.
- Calico Ln (cul-de-sac)
- Jamestown Rd.
- Arrowwood Circle (W)
- Arrowwood Circle (N)
- Oaklawn Dr.
- Wendover Ln.
- Lacewood Ln.
- Blalock Rd.
- The Opinion of Probably Construction Costs (OPCC) to complete this crack sealing is \$10,500.00
- Fog Sealing
 - Councilman Dodds request that HDR also present costs to seal the existing asphalt with a fog seal. Fog seals help to reseal the asphalt and rejuvenate the asphalt that dries and becomes hard and brittle after aging. The seal also darkens the asphalt which typically turns more of a grey color after aging. The darker color may help to mask crack seals (black lines along the cracks). *Please note that the fog seal will not completely conceal the crack seals. Crack sealing will still be visible.*
 - HDR prepared an example Opinion of Probably Construction Cost (OPCC) for Wendover Lane as there is approximately 1,000 linear feet of crack sealing proposed for Wendover. The OPCC to fog seal Wendover is approximately \$6,400.00

7. Raised Crosswalk at Blalock and Quail Hollow

8. 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 on Various Streets

8. 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 – 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
- **Beinhorn Drainage & Sidewalk Improvements Project**
 - Anticipated Schedule –
 - Proposal Approved – 2/25/2019
 - Design Completion – 6/24/2019
 - Authorization for Bidding – July Council Meeting
 - Advertise for Bidding – August
 - Bid Opening – mid-September
 - Award Contract – September Council meeting 9/23/2019



- Construction Notice to Proceed – late-October
- Construction Completion Date – late April 2020

#2 White Pillars Drainage Improvements
Opinion of Probable Construction Cost
City of Piney Point Village
HDR Job No. 18-004

Storm Sewer Improvements

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and dispose of existing storm sewer, complete in place, the sum of	LF	230	\$15.00	\$3,450.00
2	Remove, dispose, and replace 6-inch thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	360	\$10.00	\$3,600.00
3	Replace 6-inch thick reinforced concrete driveway, including proof rolling, level up sand, complete in place, the sum of:	SY	360	\$70.00	\$25,200.00
4	24" RCP storm sewer (all depths), including bedding and backfill, complete in place, the sum of:	LF	230	\$110.00	\$25,300.00
5	Type A inlet (all depths), including grate, bedding, backfill, complete in place, the sum of:	EA	4	\$3,000.00	\$12,000.00
	Trench Safety, complete in place, the sum of:	LF	230	\$2.00	\$460.00
6	Connect yard drain to the proposed system, complete in place, the sum of	EA	5	\$400.00	\$2,000.00
7	8" PVC yard drain, complete in place, the sum of:	LF	100	\$50.00	\$5,000.00
8	Tree Protection, complete in place, the sum of:	LS	1	\$5,000.00	\$5,000.00
9	Deconstruct, store, and reconstruct Batting Cage	LS	1	\$7,500.00	\$7,500.00
OPINION OF PROBABLE CONSTRUCTION COST:					\$64,310.00
30% CONTINGENCY:					\$19,290.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST:					\$83,600.00

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

#2 White Pillars Drainage Improvements
Opinion of Probable Construction Cost
City of Piney Point Village
HDR Job No. 18-004

Storm Sewer Improvements

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and dispose of existing storm sewer, complete in place, the sum of	LF	230	\$15.00	\$3,450.00
2	Remove, dispose, and replace 6-inch thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	360	\$80.00	\$28,800.00
3	24" RCP storm sewer (all depths), including bedding and backfill, complete in place, the sum of:	LF	230	\$110.00	\$25,300.00
4	Type A inlet (all depths), including grate, bedding, backfill, complete in place, the sum of:	EA	4	\$3,000.00	\$12,000.00
	Trench Safety, complete in place, the sum of:	LF	230	\$2.00	\$460.00
5	Connect yard drain to the proposed system, complete in place, the sum of	EA	5	\$400.00	\$2,000.00
6	8" PVC yard drain, complete in place, the sum of:	LF	100	\$50.00	\$5,000.00
7	Tree Protection, complete in place, the sum of:	LS	1	\$5,000.00	\$5,000.00
8	Deconstruct, store, and reconstruct Batting Cage	LS	1	\$7,500.00	\$7,500.00
OPINION OF PROBABLE CONSTRUCTION COST:					\$89,510.00
30% CONTINGENCY:					\$26,850.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST:					\$116,360.00

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

Council Agenda Item Cover Memo

4/22/2019

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on quotes received for the removal and replacement of driveway culverts and regrading of ditches on the south side of Williamsburg.

SUMMARY/BACKGROUND (WHY): Over many years the City has received multiple complaints of standing water in the ditches on the south side of Williamsburg. The City has routinely regraded the ditches in efforts of minimizing the standing water and maintaining a positive grade towards North Piney Point Road but survey data shows that several driveway culverts are higher than upstream culverts causing reverse grades along the ditch. With the completion of the North Piney Point Road project which lowered the outfall culvert at Williamsburg, the high driveway culverts can now be removed and reset to provide a positive slope on the ditch. The ditch on the south side of the road will also be graded to the new culvert elevations. Attached are the Summary of Quotes and the quotes received from each contractor.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Williamsburg Driveway Culvert Replacement

HDR Job No. 19-004
City of Piney Point Village

				Low Bidder		RAC Industries, LLC		T Construction, LLC		TLC Trucking		Trans-Tex	
				DonMar Grading, Inc.		RAC Industries, LLC		T Construction, LLC		TLC Trucking		Trans-Tex	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	90	\$ 150.00	\$ 13,500.00	\$ 150.00	\$ 13,500.00	\$ 148.00	\$ 13,320.00				
2	Regrade existing ditch, complete in place, the sum of:	LF	400	\$ 8.00	\$ 3,200.00	\$ 20.00	\$ 8,000.00	\$ 21.00	\$ 8,400.00				
3	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	DECLINED TO SUBMIT QUOTE AT THIS TIME			
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	60	\$ 10.00	\$ 600.00	\$ 30.00	\$ 1,800.00	\$ 30.00	\$ 1,800.00				
5	18" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	20	\$ 160.00	\$ 3,200.00	\$ 140.00	\$ 2,800.00	\$ 285.00	\$ 5,700.00				
6	24" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	40	\$ 180.00	\$ 7,200.00	\$ 160.00	\$ 6,400.00	\$ 350.00	\$ 14,000.00				
	TOTAL				\$ 29,500.00		\$ 34,500.00		\$ 44,720.00	\$ -		\$ -	

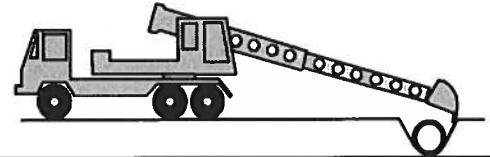
DonMar Grading, Inc.

P.O. Box 176
Porter, TX 77365

832-794-2906 donmargrading@gmail.com

Job Proposal

Date	Estimate #
4/16/2019	2019-11



To:
City of Piney Point Village 7676 Woodway Dr., Suite 300 Houston, TX 77063

Terms	Rep
Due on receipt	BJK
Project	
Williamsburg Drainage Improvements 2019	

Description	Qty	Unit	Cost	Total
HDR Job No. 19-004				
Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut complete in place.	90	SY	150.00	13,500.00
Ditch regrading, with grade checker, dump trucks and hauling and spoil disposal.	400	LF	8.00	3,200.00
Hydromulch regraded ditch.	1	LS	1,800.00	1,800.00
Remove and dispose of existing storm sewer.	60	LF	10.00	600.00
18" RCP installation, all depths (open cut) including bedding, backfill, complete in place.	20		160.00	3,200.00
24" RCP installation, all depths (open cut) including bedding, backfill, complete in place.	40		180.00	7,200.00
DonMar Grading will make "One Calls" and notifications as required by law. We will also notify and coordinate with MVWA. DonMar Grading will make every effort to avoid underground structures but will not be responsible for damage to any 'unmarked' or unlocated utilities, sprinkler systems, or other structures.				
These prices do not include the adjustment of utilities should any be found in conflict with this work.				
We are looking forward to working with you.				Total
				\$29,500.00

Terms: Net due upon completion of work.
 This proposal is valid for 30 days. If it is satisfactory please sign and email/return to the address above.

 Signature & Date

Williamsburg Ditch Regrading and Culvert Replacement

Quote Request

City of Piney Point Village

HDR Job No. 19-004

Contractor:

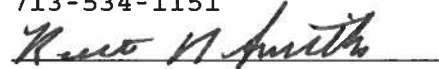
Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	90	150.00	13,500.00
2	Regrade existing ditch, complete in place, the sum of:	LF	400	20.00	8,000.00
3	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	2000.00	2,000.00
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	60	30.00	1,800.00
5	18" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	20	140.00	2,800.00
6	24" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	40	160.00	6,400.00
TOTAL:					34,500.00

RAC Industries, LLC

3207 Preston Ave.

Pasadena, Texas 77505

713-534-1151



Robert N. Smither

Williamsburg Ditch Regrading and Culvert Replacement

Quote Request
City of Piney Point Village
HDR Job No. 19-004

Contractor: T Construction, LLC

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	90	\$148.00	\$13,320.00
2	Regrade existing ditch, complete in place, the sum of:	LF	400	\$21.00	\$8,400.00
3	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	\$1,500.00	\$1,500.00
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	60	\$30.00	\$1,800.00
5	18" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	20	\$285.00	\$5,700.00
6	24" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	40	\$350.00	\$14,000.00
TOTAL:					\$44,720.00

Piney Village

4/17/2019

Moore, Joseph

From: Chris Gwyn <cgwyn@tlccon.net>
Sent: Tuesday, April 16, 2019 4:37 PM
To: Croley, Aaron
Subject: RE: Piney Point Village - Williamsburg Quote Request

Aaron,

Good afternoon. Thank you for the invitation, however, we will not be able to get you a bid in time for this project.

Thanks,

Chris

From: Croley, Aaron <Aaron.Croley@hdrinc.com>
Sent: Tuesday, April 16, 2019 1:27 PM
To: Chris Gwyn <cgwyn@tlccon.net>
Subject: RE: Piney Point Village - Williamsburg Quote Request

Chris,

Just wanted to check in to see if y'all were planning on submitting a quote for this work. Just a reminder, we would like to have the quote by tomorrow morning if possible. If you are not interested, please reply to this email stating as such.

Please let me know if you have any questions.

Thanks,

Aaron Croley, E.I.T., CFM
O 713.622.9264 F 713.622.9265

hdrinc.com/follow-us

From: Croley, Aaron
Sent: Thursday, April 11, 2019 3:51 PM
To: 'cgwyn@tlccon.net' <cgwyn@tlccon.net>

Cc: Moore, Joseph <Joseph.Moore@hdrinc.com>

Subject: Piney Point Village - Williamsburg Quote Request

Chris,

The City of Piney Point Village has asked us to solicit quotes for the resetting of three driveway culverts – two at 11319 and one at 11315 Williamsburg Drive in Piney Point Village. The repairs will include the removal of approximately 60 LF of existing 18" RCP storm sewer culverts and replacement with 24" RCP culverts at 11319 and an 18" RCP culvert at 11315 with open cut construction, the removal and replacement of three 6" thick concrete driveways, regrading of the existing ditches along the south side of the street, hydromulching the ditch regrading areas. Attached is an exhibit and bid items for the work.

If you are interested, please provide your quote by the morning of Wednesday, April 17th so we can include it on the agenda for the upcoming April City Council Meeting. Please contact us if you have any questions about the work.

Thanks,

Aaron Croley, E.I.T., CFM

HDR
4828 Loop Central Drive, Suite 800
Houston, TX 77081-2220
O 713.622.9264 F 713.622.9265
aaron_croley@hdrinc.com

hdrinc.com/follow-us

Moore, Joseph

From: bmunsell@transtx.net
Sent: Tuesday, April 16, 2019 2:07 PM
To: Croley, Aaron
Subject: RE: Piney Point Village - Williamsburg Quote Request

Sorry Aaron, I forgot to contact you. We're tied up in Katy for the foreseeable future so we'll have to pass on this one.

Thanks,

Brad Munsell
Trans-Tex Construction, LLC
P.O. Box 699
Pattison, Texas 77466-0699
Off - 281-375-2645
Fax - 281-375-8424
Mob - 281-728-1399

----- Original Message -----

Subject: RE: Piney Point Village - Williamsburg Quote Request
From: "Croley, Aaron" <Aaron.Croley@hdrinc.com>
Date: Tue, April 16, 2019 1:27 pm
To: Brad Munsell <bmunsell@transtx.net>

Brad,

Just wanted to check in to see if y'all were planning on submitting a quote for this work. Just a reminder, we would like to have the quote by tomorrow morning if possible. If you are not interested, please reply to this email stating as such.

Please let me know if you have any questions.

Thanks,

Aaron Croley, E.I.T., CFM
O 713.622.9264 F 713.622.9265

hdrinc.com/follow-us

From: Croley, Aaron
Sent: Thursday, April 11, 2019 3:47 PM
To: Brad Munsell <bmunsell@transtx.net>
Cc: Moore, Joseph <Joseph.Moore@hdrinc.com>
Subject: Piney Point Village - Williamsburg Quote Request

Brad,

The City of Piney Point Village has asked us to solicit quotes for the resetting of three driveway culverts – two at 11319 and one at 11315 Williamsburg Drive in Piney Point Village. The repairs will include the removal of approximately 60 LF of existing 18" RCP storm sewer culverts and replacement with 24" RCP culverts at 11319 and an 18" RCP culvert at 11315 with open cut construction, the removal and replacement of three 6" thick concrete driveways, regrading of the existing ditches along the south side of the street, hydromulching the ditch regrading areas. Attached is an exhibit and bid items for the work.

If you are interested, please provide your quote by the morning of Wednesday, April 17th so we can include it on the agenda for the upcoming April City Council Meeting. Please contact us if you have any questions about the work.

Thanks,

Aaron Croley, E.I.T., CFM

HDR
4828 Loop Central Drive, Suite 800
Houston, TX 77081-2220
O 713.622.9264 F 713.622.9265
aaron.croley@hdrinc.com

hdrinc.com/follow-us

Council Agenda Item Cover Memo

4/22/2019

Date of Meeting

To: Mayor and City Council

Agenda Item:

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

SUMMARY/BACKGROUND (WHY): Council requested that HDR provide a proposal for Professional Engineering Services to provide preliminary engineering , final engineering design, bid, and construction management, and construction observation phase services for the Wilding Lane Drainage and Paving Improvements Project. This project includes the installation of a storm sewer trunk main ranging in 54-inch to 36-inch in size with 24-inch storm sewer and inlets serving as the collection system conveying runoff produced along the right-of-way into the trunk main. The asphalt road will also be removed and replaced as part of the project.

STAFF RECOMMENDATION: _____

ESTIMATED COST: See Attached

FUNDING SOURCE: _____

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, MARCH 25, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, MARCH 25, 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, Henry Kollenberg, Brian Thompson

ABSENT: Dale Dodds

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 6:32 p.m.

PLEDGE OF ALLEGIANCE

CITIZENS WISHING TO ADDRESS COUNCIL: There were no citizens wishing to address council.

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

Chief Schultz presented the monthly report for February to council. Police Commissioner Southwick was available to answer questions. Chief Schultz thanked the Mayor, Council, and the City Administrator for sponsoring dinner for the police department.

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

Fire Commissioner Zeb Nash presented the monthly report to Council.

- Commissioner Nash thanked the Mayor, Council and City Administrator for sponsoring dinner for the Fire Department employees.
- Commissioner Nash reported the Commission would like to see Bunker Hill return to the Fire Department.
- The Fire Department is fully staffed with the exception of one administrative assistant. The Fire Department anticipates filling the position by April 2, 2019.
- Performance and response times remain the same
- Making progress on the rebuild
- The Fire Commission will continue to monitor the Houston Fire Department Salary increase of 29%

3. Discuss and take possible action Ambulance Funds

This agenda item is to consider allowing the Fire Department to retain the 4th quarter ambulance funds and place the funds in the Facility Fund to go towards construction or the needs of the Fire Department. Council Member Bender made a motion to authorize the Fire Department, to retain in the Facility Fund, the 4th quarter ambulance revenue of \$39,780. Council Member Ebeling seconded the motion and it passed unanimously.

4. Discuss and take possible action on VFD Letter of Intent

Mayor Kobelan presented the Village Fire Department - Letter of Intent which outlines the conditions under which the Village Fire Department will provide Fire and Emergency Medical Services to Bunker Hill Village. Mayor Kobelan asked Council to consider authorizing him to sign the Village Fire Department - Letter of Intent only if Mayor Williams will sign. Council Member Ebeling made a motion to authorize the Mayor to sign the Village Fire Department - Letter of Intent. Council Member Thompson seconded the motion and it passed unanimously.

5. Discuss and take possible action on Metro Transit Authority Extension

Council Member Bender made a motion to authorize the Mayor to notify the Metropolitan Transit Authority regarding the City's support of the Authority's METRONext Moving Forward Plan and requests that the existing Congestion Mitigation/Traffic Management Agreement be extended from December 31, 2025 to December 31, 2040. Council Member Ebeling seconded the motion and it passed unanimously.

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

Mayor Kobelan reported that the Beautification Committee discussed the following:

- Uretek will be straightening traffic signal boxes through-out Piney Point Village. The boxes will be painted "Go-Away-Green"; a color to bring less attention to the boxes
- In front of Ecclesia, 4 trees will be planted
- The City Administrator reported to Council about replacing weathered road signs and replacing poles that have been damaged by motorists.

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

- February 2019 Financials

City Administrator's monthly report was discussed on Agenda Item #6.

8. Discuss and take possible action on Ordinance 19.03.25 Revised Flood Plain Ordinance

The City revised Ordinance Chapter 34-Floods at the December Council meeting changing the requirement that the lowest floor elevation on a home must be 1-foot above the 500-year floodplain elevation instead of 1-foot above the 100-year floodplain. This change also required that any fill in the 500-year floodplain be mitigated to result in a zero net fill in the 500-year floodplain. The City Engineer recommends that the ordinance be revised to require a zero net fill in only the 100-year floodplain as opposed to the 500-year floodplain. Council Member Bender made a motion to approve Ordinance 19.03.25 amending Chapter 34 Flood Plain Ordinance. Council Member Thompson seconded the motion and it passed unanimously.

9. **Discuss and take possible action on the City Engineer's monthly report**
The City Engineer updated Council on the Surrey Oaks Project, the City of Houston Windermere Project, White Pillars and various maintenance and future projects.
- Surrey Oaks – is in the final design phase for paving and drainage improvements
 - Beinhorn Drainage and Sidewalk – is in the design phase
 - City of Houston Windermere Project – the contractor has started easements
 - #2 White Pillars – this item will be discussed next month when Council Member Dodds is present
 - Maintenance projects – S. Piney Point Road sidewalk culvert washout; Williamsburg ditch regrading; Jamestown ditch regrading; Taylorcrest re-striping
 - Raised crosswalk at Blalock and Quail Hollow
 - Future projects – sealing road cracks
10. **Discuss and take possible action on the minutes of the February 26, 2019 City Council Meeting**
Council Member Bender made a motion to approve the Minutes of the February 26, 2019 City Council meeting. Council Member Ebeling seconded the motion and it passed unanimously.
11. **Discuss and take possible action on any future agenda items, meeting dates, etc.**
HDR will be planning the October Fest.
12. **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**
- No Executive Session
13. **Action outside of Executive Session, if any**
N/A
14. **Adjourn**
Council Member Bender made a motion to adjourn. Council Member Ebeling seconded the motion and the meeting adjourned at 7:23 p.m.

PASSED AND APPROVED this 22nd day of April, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary