



# 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, JUNE 24, 2019

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, JUNE 24, 2019 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

### **DECLARATION OF QUORUM AND CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

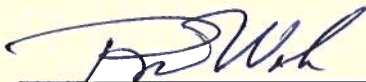
**CITIZENS WISHING TO ADDRESS COUNCIL** - *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of Council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

1. Discuss and take possible action on the MVPD monthly report
2. Discuss and take possible action on the VFD monthly report
3. Discuss and take possible action on Grecian Way drainage project
4. Discuss and take possible action on Spring Branch Property Tax Collection Contract
5. Discuss and take possible action on Resolution 19.06.24 suspending the effective date of CenterPoint Energy's proposed rate change
6. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
  - May 2019 Financials
7. Discuss and take possible action on the City Engineer's monthly report
8. Discuss and take possible action on Jamestown ditch regrading

9. Discuss and take possible action on request to advertise bidding for Surrey Oaks project
10. Authorize HDR to perform bid phase services for Surrey Oaks
11. Discuss and take possible action on proposal for engineering services for the 2019 Maintenance Project
12. Discuss and take possible action on amendment to Beinhorn Engineering Services for additional sidewalk on west side of North Piney Point Road from Beinhorn to Holidan
13. Discuss and take possible action on the minutes of the May 20, 2019 Council meeting
14. Discuss and take possible action on any future agenda items, meeting dates, etc.
15. 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 (PERSONNEL), specifically to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public employee or to hear a complaint or charge against an officer or employee, specifically regarding Public Works
16. Action outside of Executive Session, if any
17. Adjourn

#### **CERTIFICATION**

I certify that a copy of the June 24, 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 June 21, 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 **6:30 PM**, on, June 10, 2019 in the

Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

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

### AGENDA

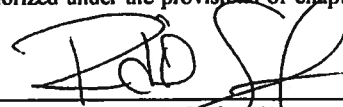
- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Approval of Minutes Update, discussion and possible action.
  1. May 13<sup>th</sup>, 2019 meeting, as recorded.
- c. Financial Report - Update, discussion and possible action.
  1. FY19 Budget Review and Discussion.
  2. FY18 Audit Presentation – Discussion and Approval.
  3. FY20 Budget Discussion and Approval.
- d. Committee Reports - Update, discussion and possible action.
  1. I.T. Committee
    - a. Paladin Drone Presentation.
- 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 outstanding items.
  1. Budget Workshop
  2. Discussion and possible action to approve a proposed amendment to the inter-local agreement, regarding the approval requirements for intra-budget transfers, and to forward the proposed amendment to the member cities with a recommendation that the amendment be adopted.
- 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.

1. Discussion and possible action regarding Chief's Annual Performance Evaluation under personnel exception Texas Governmental Code §551.074.
2. Discussion and possible action regarding Police Chief's Compensation under the personnel exception Texas Governmental Code §551.074.
3. Discussion and possible action regarding Procedures Related to Accounting Disclosures under the legal advice exception Texas Governmental Code §551.071.

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: 6/5/2019 @ 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.mvpx.org](http://www.mvpx.org).



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**Minutes of the Police Commission Meeting**  
**May 13, 2019, 6:00 p.m.**

A quorum was established, and Commissioner Smyre called the May 13, 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 Reichek  
Alt. Commissioner Johnson

City of Bunker Hill

Commissioner Smyre  
Commissioner Brown  
Alt. Commissioner Murphy

**Legal Counsel**

John Hightower

**Absent:**

Office Manager, Maureen Loud

**From Memorial Village PD**

Chief of Police, Raymond Schultz  
Finance Manager, Victoria Bowman  
Communications Manager, Valerie Wallace

**Guests**

**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**

Commissioner Smyre announced that Chief, John, Maureen and he have all reviewed the minutes and there have been some changes, but they are now finalized and asked for a motion. John Hightower commented on the set of minutes for the Special Meeting, Sean was the first one to notice that we didn't have a quorum at that meeting. We had four members but three of them were from Piney Point, therefore we only had 3 voting members at the meeting, so technically that wasn't a meeting of the Commission, but there was some good information passed around and Maureen went to a lot of trouble to prepare the minutes. The document should not be approved as minutes but as a record of proof of what happened at that meeting.

Motion was made by Commissioner Brown and seconded by Commissioner Hamilton to approve the April 8th Minutes as recorded. The commission voted unanimously to approve the Minutes as presented.

Motion was made by Commissioner Reichek and seconded by Commissioner Brown to accept the notes and revisions made for the April 9<sup>th</sup> Special Meeting, non-meeting. The commission voted unanimously to approve the unofficial notes and revisions as presented.

### **c. Financial Report**

Mrs. Bowman presented Financial Report stating after the first four months of the fiscal year. The department has received 5 months of the appropriation and have expended 28%. There are no major changes and the Department remains on target to remain within the budget.

The projection to the vehicle replacement budget has been corrected, on page 29 to include the AED line appropriation of \$8,000 which was missing from the previous reports but was included in the QuickBooks software but left off the report. It does not alter the year projection as it was expected the allocation would be expended. The on-site audit has been completed.

Commissioner Reichek asked about page 29 correction? Mrs. Bowman clarified that for the AED's \$8,000 was approved during the budget process but not included on the report. Commissioner Reichek thanked Victoria for the explanation.

#### **Item 2 – Circuit Board**

Motion was made by Commissioner Southwick and seconded by Commissioner Brown to approve the Emergency purchase of the Radio Circuit Board. The Commissioner voted unanimously to approve the Motion.

#### **Item 3 – FY20 Proposed Budget**

Chief Schultz commented that they have had a few meetings and the numbers continue to change. The most recent change taking place before the close of business on Friday, which was some new numbers from TMRS. This is for the anticipated required distribution from us made to TMRS for the employees. It is higher than we originally estimated, and the numbers have now been included in the budget. The FY20 budget follows the traditional format for the Police Department, we concentrate on two areas; the employees to ensure we are hiring the best folks, and the other area is making sure we have the best police technology and equipment. One of the things we pride the agency on, even though we don't have the criminals to chase but when we need to complete an investigation we make sure we have the best people and equipment to allow them to achieve their jobs.

Everyone is having trouble filling vacancies and it is not uncommon to us that we are seeing this occurring in the other villages as well throughout the Houston Metropolitan area. Currently we have one vacancy for an officer and one for a dispatcher. The last month we made an offer to an officer, but he withdrew afterwards, we made sure to let him know that he would be on nightshift for a while. Some people that have left us just recently have left for that reason. As a small

agency we don't have a lot of turnover and it is common for someone to be on nights for a long time. A Couple of days after receiving the offer, he decided to withdraw. The other people we ran background checks on had several issues within their background history, so we currently have no one in process. We received 4 applications in the last couple of days, some of which are very random, a guy from the bowling alley and someone from What-a-Burger.

We still have a dispatcher vacancy, we were bringing a candidate back for a final interview as we were going to give a final offer. However, she interviewed with the City of Houston that morning and let us know that she was offered employment by them and decided to take that. We continue to deal with these issues of filling our vacancies with the right qualified folks.

On the technology side that we are going to talk about in this budget, is the ALPR project. All three villages have accepted the requests from the Tri-Cities Public Safety Committee to move the project back under the Police Department. Unfortunately, as he said a year ago this means it comes back to the Police Department budget. And if there is a cap to be established for the Police Department budget that has a direct bottom line effect on our ability to address item number one which is our personnel. Since the project is wanted it is included here, he would suggest that we expand the project by taking it from 1 system to 18, six in each village. If this were to be included in the budget he would suggest that we not wait until next year but move forward with it, using some of the anticipated reversion from the FY18 budget and get it started now. It is Pay-As-You-Go and can be cancelled at any time, it would be one-year contracts which allows us to decide at the end of one year whether to continue.

There are two other issues that need to be addressed as they have been out there for a while and pretty much everyone else has caught up and passed us in these areas. In-car video systems, if you recall 2 years ago there was a company that was having some financial problems and they stopped servicing our equipment, we couldn't get parts. We bought the used equipment that Hedwig had after they modernized their entire system last year. We bought six used systems from them which were installed in the cars (so we do have Coban equipment in our cars) but we are continuing to have problems almost every day with one of the systems going down and are being nickled and dimed on this, using \$300-\$500 a pop to get them fixed and operational. Because its older technology and like anything else having some issues.

We have had 2 issues now where we have had problems with the video server playing the videos and we've had to notify the courts that we do not have in-car evidence of traffic stops which is asked for more and more frequently as a result of traffic enforcement. We get PIR requests for in-car video of the violation as most of the time the violation is captured as part of the rebuffering mode, when you turn the video system on it has captured the previous 30 seconds which is usually when the violation occurred. We've had to do a couple of investigations of officers where complaints have been made in the last four weeks. We went back to review the in-car video and didn't have it because it didn't get captured, so it is creating some problems.

The other thing is, the introduction of on-body camera systems. We are the only agency in the immediate area that doesn't have on-body camera support for our officers. Hedwig has it, Spring Valley and Houston have implemented on-body cameras for all their officers, the Sheriff's Department also has them. As far as a risk issue, we will be the only ones that were involved in an incident with other agencies that would not have on-body footage to verify our actions taken.

This is what we are looking at primarily in Detectives, and the officers do want the on-body cameras.

So, in regard to the budget, in order to remain competitive and obtain full staffing, as we prepared last year's budget we said we weren't asking for everything that we wanted to phase this in. Some of this was phased in 2 years ago when we started the shift differential. We would like to be able to add one FTE, we are currently funded for a part-time FTE at an officer level salary that we never filled. Obviously, we can't fill that part-time position until we are fully staffed, so that has been sitting vacant for the entire year. We would like to take that halftime and add another halftime to create a full-time FTE for a third Detective position. This would mean one Detective would be assigned to each one of the villages. It will give ownership of the village to a Detective to follow up on all crimes that occur in that village. The City Managers and Mayors would know that this is their assigned Detective. Any criminal case that occurs there will be one Detective's responsible for that particular case.

We are looking to increase the salaries a total of 3%, (1% Step Raise based on a performance evaluation and the other 2% based on the CPI. CPI is 1.9% rounded to 2%) giving the total increase of 3%. Everyone would get the 3% on January 1<sup>st</sup> except for the employees hired after January 1<sup>st</sup> of 2015. Those employees receive the salary increases based on their hire dates (so not everybody for the entire calendar year).

The other issue we've been talking about, Hedwig instituted this last year and is part of the last phase of the 3-tiered approach to keeping people here long term. We talked about bringing people coming in the door a hiring incentive which was approved last year. The maintenance of the employees to keep them here on years 2 to 10 to 15 and the backend. We didn't do anything last year on the backend and we are trying to figure out a way because of 2015 the retiree health care benefit ending. An option to help create a way to fund the retiree post-employment healthcare would be through a 457 Plan. As a reminder, none of our employees receive SSI benefits, we do not pay into social security so there is no benefit paid out on behalf of the employees, plus we are all hit with the social security windfall since we haven't paid into social security. Using myself as an example, my social security will be based on high school and college wages, which is about \$870 month, minus the 40% windfall. The estimated social security is a whopping \$600 month.

The way to combat this, would be to do a contribution for the employees into a 457b. His proposal is a \$1,200 a year, which would be paid in 4 quarterly payments of \$300 that would go into the 457. He has met with the employees and trying to talk them into making their own contributions. This is a starting point, you would get \$1,200 in, right now to buy healthcare on the Open Market for an employee (not their spouses), is about \$600/month. So, \$1,200 gets them 2 months, if they put a matching amount in, that's \$2,400/year. If this is done for 10 years now your up to 40 months of coverage. The goal is to try to get people healthcare so not everybody stays to age 65. You want to get people in the door when they are young and productive, but you don't want to keep them to a point, where they are subject to injuries or start having an adverse effect on our healthcare insurance coverage. This is for discussion purposes and a starting point for the possibility of post-employment ability to pay for healthcare prior to reaching age 65. There are currently 3 employees on our healthcare plan that retired prior to 2015 that will cycle out but are included in the budget.



The last issue is to increase the shift differential for the nightshift positions that are the hardest ones to fill. When we created the shift differential last year I said that this was the beginning and would like to double that amount. This would take the shift differential to \$2,400 a year, \$200/month, \$50/week for an employee to work nights. For the \$1,200 currently being paid, people don't want to work nights. If we can eventually get it to \$3,600 I believe this will give them the incentive to work nights. Where does this put us? We took the average salaries with all the incentives that the current employees get, if we were to put this package in place we would get a Dispatcher to \$52K, a Patrol Officer to about \$78K and a Sergeant to \$98K, this will put us very competitive with everyone else in the region.

The technology aspect, the ALPR 18 systems are \$36K, plus these are annual recurring costs and we would need to do a one-time installation. Our clear line of sites to the sky could be installed on a single pole with a solar collector, there really is no cost to that. Other locations may need to have either electricity and some of those spots that we are looking at, there is electricity there for signs that light up village entry signs, but we would have to splice into that to get power to those locations because of the heavy tree cover. There are some locations that would require additional solar collectors just because there would not be enough sun hitting a single solar collector to run the system for an entire evening. That would be \$8k not \$6K, I apologize, it would be approximately \$44K for the ALPR project to do one year with 18 systems.

To modernize/standardize the in-car video systems, nobody buys the equipment any more. 13 cloud-based systems which could be auto uploaded, includes the system, installation, maintenance and one refresh during the 5-years. So, should there be major change in the system we get to decide when we would want to refresh the system. We could do all the cars at once or refresh based on when a car gets cycled out based on its mileage and cost per vehicle. Year 1 is \$45,851, Years 2-5 \$20,124, those are recurring costs. The total price is \$126K, we had some discussion at the Committee level whether we should just pay for this as a one-time Capital Expense. I would not want to do that as I feel more comfortable having leveraged the hold over the vendors head. That if something is not happening, we are not getting service that we could hold the payment back instead of paying for the whole thing upfront. Unfortunately, our budget does not allow us to appropriate all the money and hold it within our budget for future years cost per our fiscal policy.

Body Worn Camera system for all personnel, 33 cameras, licenses, hardware, software and the storage in the cloud for all the video we would record for one year. The way the system is you set it based on statute of limitations for the incident, after 90-days if there is no crime been committed everything moves into a file where it sits for another 10 days as you have 90 days to file a complaint against a police officer, if there is no complaint then it is automatically dumped from the system. Anything we may want to keep can be transferred onto our video server, we have plenty of room to save about 8TB's of video. The first year start up cost is \$30,792, Years 2-5 are \$22,062.

The last item is to update modernize the GPS tracking with the new cell service coming online as part of FirstNet. FirstNet capability now includes the ability to GPS track your vehicles. We did a presentation with Hedwig and Spring Branch ISD. We are trying to get Spring Valley and Village Fire to look into doing the same thing. Bringing all of our equipment on the same GPS tracking and mapping applications so that we can all see each other's resources. To do this, the annual cost is about \$4,100 which gets us real time tracking of all our vehicles and to have

mapping analytics package. If someone hits a curb, it actually puts a tick mark in the map that there was a quick change in force concerning the vehicle, so if someone shows up with a bent tie-rod we will know who did it and where it happened. Commissioner Johnson asked if the in-camera system and body-worn cameras are they two completely separate systems with one vendor? Chief Schultz responded they are normally separate, there is one vendor I suggest that we look at and we could put it out for bid. They supply both and can be tied together based on the CAD #. So, when a CAD is pulled based on an event, it is based on the date and time, video cameras that are turned on during that same day and time are tied to that same CAD event. So, when the upload occurs all the video captured during that same time when the CAD is active get linked to that. This way you have your in-car video and your officer body-cam on the same file, it does this automatically. You can link them together so that when you get a PIR request you automatically pull the car video and the on-body camera video and supply that to the DA or whoever is asking for it.

Why another Detective? The CID monthly report shows the number of cases they are working. We are touching cases approximately 200 times a month and there has been some concerns about whose responsible for what case. In Bunker Hill there was a friend of the Mayor that had their house broken into and they were having trouble getting hold of the right detective which shouldn't be too hard but making that connection and follow up. So, you can see how often we are touching each one of those cases, one thing we are seeing is identity theft and fraud cases. Even if you are the victim of one of those cases and you sign a waiver for the bank to supply us with this information. As soon as the bank makes you whole, which they will do 95% of the time, you are no longer the victim, the bank is. The bank will no longer provide us the information, if someone else opens an account using your information, we have to get a subpoena for those and we are spending a lot more time every month doing this. By adding another Detective, it now gives ownership but also gives an opportunity to cycle people through CID.

Other budget proposed items, these are things we really can't control and happen no matter what and are part of just doing business. TRMS, costs are going up about \$21,440, our legal cost based on the amount of time we are having to use Olson and Olson to assist us on more and more complex issues, such as PIR or discovery requests and evidence and lawsuit issues. Our TML risk premium was up \$2,500. Janitorial – the entire building is covered under the current janitorial contract and we have been using the gym quite a bit because of the PT standards and the gym is getting a little ripe and we would like to extend the contract to cover this. The fuel costs depending on what happens in the world, fuel has to be pushed up a little bit. Radio Batteries in our walkie-talkies are about 8 years old and have memories built into them and won't hold a charge and need replaced. Contingency/Emergency fund need to increase this \$10K. Recruiting/Tuition reimbursement \$5K, the RAD Program, Bunker Hill has been paying for RAD for the last 2 years, they've opened it up now to everybody, we have all residents going to RAD and it is very popular. It has a cost associated with it and RAD for Seniors is about \$10K which Bunker Hill have been paying for this by themselves and so is now in our budget. Same thing with the landscaping, we are getting regular billing for this service and needs to be rolled in and incorporated in our budget. When we did our accreditation recognition, we found out the building had not been having its fire inspections over the last 13 years and there is a cost to maintain the fire safety of this building to include the alarms, sprinkler system and backflow valves. It is approximately \$2,200 a year for the required maintenance contract and the same thing applies to the HVAC.

The total proposed budget, Personnel and Benefits the increase to put that in place is 5.4% \$4.9M. The total Operations increase is 38% \$215K, the total M&O is \$5.7M a 7.82% increase. The Auto Capital we are asking for \$183K for 3 vehicles minus the expected salvage value of selling vehicles and the new in-car video systems for all 13 cars. We have to remember that we used residual Capital that had accumulated and did not ask for the total \$155K that we normally ask for. The proposed budget is \$5.9M which is an increase of 9.32% and the cost per village stands at \$1.9M. The goal is to remain the safest community in Texas.

Chief Schultz jumped right into the budget, he heard of some numbers being talked about, no more than 5%, last year's budget was \$5.4m, 5% of this is \$272,000. The costs that we really can't control are \$40,600, this is how much it is going to go up just to do business. Plus, we have approximately \$43K of additional benefit costs that are going to go up depending on what happens with the budget. \$272,000 minus the \$43K that we are going to have to pay no matter what, leaves about \$229,000. The salary package alone, added the half time FTE, the 3% salary increase, the 457, the shift differential and the increase in benefits is \$273K, which already puts us in the red if we stay with a 5% flat budget. The full cost of the FTE is \$51K, the half cost that we would have to add to this budget is going to be half that. The salary increase cost is \$54,133, the shift differential is \$18,850, and the benefits costs (TMRS, TML, Medicare and FICA, life insurance and disability costs) total benefits of \$76K of this about \$43K is happening no matter what, that is why we put it on the top line of the budget. This is the breakdown, the total M&O increase \$101K, total Capital increase \$103K, Personnel increase \$507K giving total of salary and benefits \$273K, Operating Fixed \$40K, Criminal Projects \$101K. Items not in the budget, we did want to add a messaging trailer which would also be a second speed trailer is \$18K, we were going to add another LIDAR at \$6K, Drones on nightshift \$4,500, upgrading the water system, purified water to drinking fountain, converting all existing lights to LED, none of these items are included.

Commissioner Johnson asked if the POA ask what items aren't covered by the budget numbers, as an example the body cameras that they may be able to help with. Chief Schultz responded, there has been some talk with the Foundation, but they are still being established and are looking at smaller items. Not long-term ongoing costs forever, the body camera project and the car cameras would have a recurring cost. Commissioner Johnson suggested the ALPR's since they are a yearly item and not a long-term commitment. Chief Schultz commented that when we talked about technology aspect, he believed the goal would be to establish a base system, if it is going to be FLOCK, then have the community make their own individual investments in the neighborhood. We could then see if it needs to be expanded more, he thinks the Foundation has been looking at possibly remodeling the gym equipment or changing the gym. There has also been discussions about making the conference area an office.

Chief Schultz commented that Valerie Wallace is here tonight and part of the Foundation and may be able to add to this. Valerie Wallace responded that it has been discussed, for example, the dispatch chairs downstairs, they have gone back and forth on and originally, they thought they could find some sponsors in the community to help raise for particular items. This has been discussed for several months and the chairs were getting really bad and so she approached Chief and Victoria to see if we had money available for chairs, and they did purchase 2 out of the budget. There is discussion, they would prefer if its an item that can be covered by the PD's budget then that should be done, but we are not opposed to certain items that, possibly body

cams which have been discussed. That is something that is a possibility but there are two main residents that make the final decision on what the Foundation will do. The Foundation meet every third Thursday and she can bring up the concerns to see what they have to say.

Commissioner Huguenard commented on a couple of items, firstly, we do have a surplus for 2018 and the amount of that surplus is approximately \$300K which may be factored into this in some manner. Secondly, with respect to the technology items, the in-car video and the body cameras, you had the first year budgeted. We do have the capability through the Capital Project Fund where we could request the cities to refund the full amount, but this budget doesn't propose that. It will be an ongoing obligation once we commitment to it, they will have to be funded in years 2-5. We could request full funding from the cities today and request it to be set aside but that would increase the percentage much higher.

Commissioner Reichek commented that if we use our surplus wouldn't it be \$207K? Chief Schultz responded, right, but the surplus has not been audited yet, there is surplus money but its not available today, but it could be available once the audit is complete. Commissioner Smyre interjected, it is the cities money and that we have all been reminded of this, but what we can do, and it has been done in the past is to come forward with a plan. We can recommend that we use monies from the overage or underage depending how you look at it, to be applied toward certain projects or specific things. This is what Commissioner Huguenard was eluding to, that it is available for us to make that presentation. Commissioner Huguenard commented that as far as the timing goes, the timing to make the refund is within a short period, a month or two following the conclusion of the audit.

Commissioner Reichek stated, his thoughts are; surplus would pick up \$300K which would leave a little more than \$200K, this first year \$122K for technology which is the 18 cameras and in-car video, body camera system and the vehicle GPS. He knows his city has a technology contingency fund and this is a good place for them to use that money. He looks at this as with a glass half full or half empty, it costs only \$30K more for his city. Next year the \$122K goes down to \$46K, this is how he would use it as a selling point.

Commissioner Brown asked if we could go back to Chief's priority line, where is the new Detective Position in there? Chief Schultz responded, it is not there, he would put it in number 5, it is included in the overall salaries. Commissioner Reichek asked what isn't in the overall priorities? Chief Schultz responded that number 13 on down are not in the budget. The top 5 items are \$273K. Commissioner Smyre stated that the intent is to continue to massage these numbers and present to the city councils in June. We have a month to finalize it for ourselves and then the meetings will start with the city councils. The Commissioners discussed that we need to have a budget workshop. Commissioner Smyre commented that he doesn't know if we are getting feedback from the cities in terms of the budget ranges that they are looking at for Fire and Police. There is some pressure from a couple of cities he knows, the tax revenue or potentially the houses for the first time he can think of, valuations have gone down. Bunker Hill's have gone down, also the legislature has voted to approve a capital of 3.5%, we don't know if it is for small cities and if it is tied to something else that the Senate may have tied it to.

Commissioner Hamilton commented that Chief Schultz has done a good job of showing us the costs of modernizing and protecting the citizens here in the villages and it is laid out very well and justified with backup. Chief Schultz stated that the whole thing comes together, if the over 4

years he has been with us, the average vehicle mileage has gone from 80K per vehicle down to 60K. We are doing good things the vehicles end up being the officer's office and now they are only being shared by 2 officers rather than 3 or 4 which allows the cars to not accumulate as many miles.

Commissioner Smyre asked that he momentarily pause the meeting as Commissioner Huguenard has to leave the meeting for another engagement and we need to move into Executive Session as he has a role in this. Commissioner Hamilton asked if Victoria could leave the meeting, Chief Schultz responded that she could, and that we can write down anything changes as far as the budget make up, he will write notes and get them to her.

See item h. Executive Session

Commissioner Smyre asked if there was any more feedback for the Chief on the budget. Commissioner Johnson commented that he views the body camera's and the in-car cameras as essential equipment if we want our officers to be safe and not viewed as a luxury, especially since HPD are doing it, it is a worthwhile cause. Some of the Commissioners agreed this should be a high priority, Commissioner Hamilton stated that the price tag for this is pretty small compared to the potential liability if we don't have them and so makes a lot of sense. The Commissioners further discussed how officers are sued in Civil Suits if something happens, John Hightower interjected that this happens all the time. The Commission agreed this would be protection for them.

Chief Schultz commented that the FLOCK camera is going to have to go back to them pretty soon and there is money in the existing budget due to the vacancies, we know we will be underbudget. Commissioner Southwick asked if this would be an issue because of transferring funds over \$10K? The Commission discussed taking the \$44K out of the Surplus for FY19 which is already there.

Motion was made by Commissioner Reichek and seconded by Commissioner Brown to Amend FY2019 budget to remove \$44,000 from the Salary and Benefits account to the Equipment Maintenance Contracts, Line item 700 for the purpose of paying for ALPR cameras. The commission voted unanimously to approve the Motion.

Commissioner Smyre stated that the Commission agreed that we should have a Budget Workshop and the date will be determined.

#### **d. Committee Reports**

**Finance Committee** – Chief Schultz stated that after talking with City Managers we would probably not get this approved as each one of the villages has their own Contingency Funds and that if this building was in need of an emergency repair that they would expect us to go to them for funding.

#### **I.T. Committee**

- a. Virtual Gate Project – Continued Results of Flock Testing.
- b. Paladin Drone Presentation.

Chief Schultz commented that Paladin Drones wanted to know if they could come tonight but he felt we had a lot of items to discuss and so they will come to the next meeting. On a side note, they are talking to Hedwig, and he talked to the Mayor today and it looks like they will come on as well. If the project was to take any traction, the test area would be expanded because Hedwig borders Hunters Creek and it is the same line of sight.

**e. New Business**

1. Consideration of City of Piney Point Village Resolution 19.04.22 regarding the use of Cameras and Technology to Improve Public Safety in MVPD villages.

Commissioner Smyre commented that the Piney Point Resolution moves the Tri-Cities Public Safety Responsibilities over to the Memorial Villages Police Department and the support of the Commission. There is no action required, it is just for information purposes.

**f. Chief's updates**

Chief Schultz presented his monthly report, things slowed down for April which is what we normally see. There was a total of 5,923 calls, 4,037 house watches, traffic stops 891 and 944 citations that addressed 1,690 violations. Hunters Creek traffic accidents picked up pretty considerably, they had 14. Response times, the average response was 3:19, there were 5 priority events. The number one call for service is False Alarms.

On a side note, last week as an example we stopped 250 cars, one out of 20 cars either had a warrant or were smoking marijuana while driving, this is high for our small footprint in the Houston area.

**g. Updated Policies**

1. Special Order 19-003 Response Times.
2. Special Order 19-004 Collection Money Bond Receipts.

Chief Schultz stated that there are 2 updated policies, 1) Assist Village Fire, we added language to the policy about authorizing officers to run lights and sirens in emergency situations for specific VFD assists. 2) Fiscal Management - Bond Receipts, when we collect cash and it has to be put in envelopes. We changed this to be put in Sealed Clear Bags.

**h. Executive Session**

- a. Discussion and possible action regarding Police Chief's Compensation under the personnel exception Texas Governmental Code §S 551.074.
- b. Discussion and possible action regarding Procedures Related to Accounting Disclosures under the legal advice exception Texas Governmental Code §S 551.071.
- c. Discussion and possible action related to the modification of the Inter-Local Agreement concerning the amount authorized for intra-budgetary transfers by the Commission, under the legal advice exception Texas Governmental Code § 551.071.

Commissioner Smyre announced we would go into Executive Session at 7:03p.m. John Hightower commented that item one of the Executive Session is under Personnel exception and items 2 and 3 are under the Legal Advice exception. The Commission reconvened into General Session at 7:25p.m.

Motion was made and seconded to direct the Commission's Counsel to draft a proposed amendment to the Inter-local Agreement to increase the threshold for the amount of an intra-budgetary transfer, that would require approval of the cities, from \$10,000 to "one percent of the total budget amount". The commission voted unanimously to approve the Motion.

No other action was taken for items a and b of the Executive Session.

**i. Suggestions for future agenda items**

A Motion was made at by Commissioner Brown and seconded by Commissioner Johnson 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



*Raymond Schultz*  
*Chief of Police*

June 6, 2019

Submitted for your review is the FY19 Budget Performance Report and accompanying documents as of May 31, 2019. The Department has received 50% of its appropriation and has expended 39%. At this same point last year, the Department expended 36%.

### **Maintenance & Operations**

There are no major changes to report. Based on year to date expenditures the Department is projected to expend 96% of the adopted M&O appropriation by fiscal yearend.

### **Vehicle Replacement**

Payments for the three approved vehicle purchases for FY2019 have been processed. Please remember that the FY19 budget request from the Villages was reduced allowing the Department to utilize carryover funds to complete the purchases. Those costs are separated on the summary worksheet.

### **Special Capital Assets**

The Department finally received the reimbursement due (\$7,591.89) from CDW for the server returned.

### **Update/Challenges:**

Cheat sheet on the FY18 audited surplus due to Villages

<u>Categories</u>	<u>Savings</u>	<u>Contributing Factors</u>
Personnel Services	\$189,700	Vacancies, health insurance savings
Insurance	\$5,800	TML insurance premium savings
Maintenance/Misc	\$10,800	Damage repair & tire purchases savings
Building Maint	\$6,700	Building furnishing savings
Office	\$6,600	Stationary savings
Utilities	\$2,600	Electricity savings
Contract Services	\$16,100	Legal & Software maintenance
Other	\$32,900	Uniforms, radio parts, recruiting, contingency, small equipment

### Additional Income

FEMA reimb	\$32,910
Interest/Misc	\$3,953



Memorial Villages Police Department  
General Fund

For the five months ended May 19

41.67% 42.31%

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>							
100 Regular Wages	3,377,767	1,293,397	2,084,370	38.29%	3,344,528	33,239	99.0%
110 Overtime	115,000	37,442	77,558	32.56%	97,348	17,652	84.7%
115 Court/Bailiff OT	21,600	1,300	20,300	6.02%	10,000	11,600	46.3%
120 Retirement	394,127	158,700	235,427	40%	380,560	13,567	96.6%
180 Health Insurance	601,775	196,401	405,374	32.64%	583,160	68,615	88.6%
140 Workers Compensation	60,000	27,151	32,849	45.25%	65,495	(5,495)	109.2%
150 Life/LTD	19,483	7,390	12,043	38.03%	18,468	965	95.0%
160 Medicare	50,712	19,520	31,192	38.49%	50,397	315	99.4%
<b>Personnel Services</b>	<b>4,640,414</b>	<b>1,741,300</b>	<b>2,899,114</b>	<b>37.5%</b>	<b>4,499,957</b>	<b>140,457</b>	<b>97.0%</b>
200 Auto	25,200	9,595	15,605	38.1%	28,029	2,171	91.4%
210 General Liability	720	197	523	27.3%	472	248	65.6%
220 Public Official Bond	960	354	606	36.8%	849	111	88.4%
230 Professional Liability	25,200	7,785	17,415	30.9%	18,685	6,515	74.1%
240 Real & Personal Property	18,200	5,997	12,203	45.4%	14,392	(1,192)	109.0%
<b>Total Other Insurance</b>	<b>65,280</b>	<b>23,928</b>	<b>41,352</b>	<b>36.7%</b>	<b>57,427</b>	<b>7,853</b>	<b>88.0%</b>
300 Gas & Oil	69,250	27,205	42,045	39.3%	65,000	4,250	93.9%
310 Maintenance	25,000	11,141	13,859	44.6%	25,000	0	100.0%
320 Tires	7,000	3,828	3,172	54.7%	4,500	2,500	64.3%
330 Damage Repair	10,000	0	10,000	0.0%	5,500	4,500	55.0%
<b>Maintenance &amp; Misc.</b>	<b>111,250</b>	<b>42,174</b>	<b>69,076</b>	<b>37.9%</b>	<b>94,500</b>	<b>6,750</b>	<b>84.9%</b>
400 General Maintenance	18,000	7,055	10,945	39.2%	16,938	1,067	94.1%
410 Janitorial Services	19,000	7,500	11,500	39.5%	18,000	1,000	94.7%
420 Jail	1,000	236	764	23.6%	566	434	56.6%
430 Building Furnishings	10,000	5,042	4,958	50.4%	10,000	-	100.0%
<b>Total Building</b>	<b>48,000</b>	<b>19,834</b>	<b>28,166</b>	<b>41.3%</b>	<b>45,499</b>	<b>2,501</b>	<b>94.8%</b>
500 Computers	9,800	6,822	2,978	69.6%	9,800	0	100.0%
510 Postage/Postage Machine	1,300	60	1,240	4.6%	800	500	61.5%
520 Stationery/Expendables	18,000	5,269	12,731	29.3%	12,646	5,354	70.3%
530 Bank Finance Charges	700	142	558	20.2%	340	360	48.6%
540 Payroll	16,000	7,062	8,938	44.1%	16,000	0	100.0%
<b>Total Office</b>	<b>45,800</b>	<b>19,356</b>	<b>26,444</b>	<b>42.3%</b>	<b>39,586</b>	<b>6,214</b>	<b>86.4%</b>
600 Telephone	34,090	14,118	19,977	41.4%	33,870	220	99.4%
310 Electric	23,000	6,219	16,781	27.0%	14,925	8,075	64.9%
620 Water/Sewer	5,000	1,218	3,782	24.4%	4,873	127	97.5%
630 Natural Gas	600	249	351	41.5%	600	0	100.0%
<b>Total Utilities</b>	<b>62,690</b>	<b>21,798</b>	<b>40,892</b>	<b>34.8%</b>	<b>54,268</b>	<b>8,422</b>	<b>86.6%</b>
700 Equipment Maint Contracts	17,640	7,877	9,763	44.7%	17,640	0	100.0%
710 SETCIC fees	3,600	38	3,562	1.1%	3,600	0	100.0%
720 Legal/Professional	48,071	29,434	18,637	61.2%	48,071	0	100.0%
730 IT Services	101,200	40,801	60,399	40.3%	97,922	3,278	96.8%
740 Software Maintenance Contracts	58,545	42,916	15,629	73.3%	58,000	545	99.1%
<b>Total Contract Services</b>	<b>229,056</b>	<b>121,066</b>	<b>107,990</b>	<b>52.9%</b>	<b>225,233</b>	<b>3,823</b>	<b>98.3%</b>
800 Accreditation	1,200	0	1,200	0.0%	1,200	0	100.0%
810 Uniforms	30,000	10,012	19,988	33.4%	24,029	5,971	80.1%
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	18,172	25,828	41.3%	44,000	0	100.0%
850 Travel	7,000	1,041	5,959	14.9%	6,500	500	92.9%
860 Recruiting Costs	5,000	626	4,374	12.5%	1,502	3,498	30.0%
870 Criminal Investigations	3,500	447	3,053	12.8%	3,500	0	100.0%
880 Contingency	15,000	610	14,390	4.1%	5,924	9,076	39.5%
890 Small Equipment	2,500	1,376	1,124	55.0%	2,500	0	100.0%
<b>Total Office</b>	<b>155,236</b>	<b>71,896</b>	<b>83,340</b>	<b>46.3%</b>	<b>134,347</b>	<b>20,889</b>	<b>86.5%</b>
<b>TOTAL GENERAL</b>	<b>5,357,726</b>	<b>2,061,353</b>	<b>3,296,373</b>	<b>38.5%</b>	<b>5,150,817</b>	<b>196,909</b>	<b>96.1%</b>

**Memorial Villages Police Department  
Vehicle Replacement**

For the five months ended May 19 41.67%

Prior Year Cash Carryover	85,709.54			
FY19 Assessment collected to date	43,998.99		FY19 Assessment remaining	36,001.01
FY19 Interest earned to date	177.91			
FY19 Expenditures	(88,000.00)			
FY19 A/P	33,721.00			
<b>Cash Balance @ 05/31/19</b>	<b>75,607.44</b>			

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Vehicle Replacement	80,000	79,483	517	99.35%	79,483	517	99.4%
AED'S	8,000	8,517	(517)	106.46%	8,517	(517)	106.5%
<b>Total Vehicle Replacement</b>	<b>88,000</b>	<b>88,000</b>	<b>0</b>	<b>100.6%</b>	<b>88,000</b>	<b>0</b>	<b>100.0%</b>
<b>Vehicle Replacement costs covered by carryover</b>		<b>28,896</b>					

**Memorial Villages Police Department  
Special Capital Assets**

For the five months ended May 19 41.67%

Prior Year Cash Carryover	84,355.98			
FY18 Accounts Receivable	7,591.89			
FY19 Assessment collected to date	-		FY19 Assessment remaining	0.00
FY19 Interest earned to date	147.09			
FY19 Expenditures	(62.77)			
FY17 A/P	(8,497.00)			
<b>Cash Balance @ 05/31/19</b>	<b>83,535.19</b>			

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	0	63	(63)	0.0%	151	(151)	0.0%
<b>Total Capital Items</b>	<b>0</b>	<b>63</b>	<b>(63)</b>	<b>0.0%</b>	<b>151</b>	<b>(151)</b>	<b>0.0%</b>
<b>Total Capital Outlay</b>	<b>88,000</b>	<b>88,063</b>	<b>(63)</b>	<b>100%</b>	<b>88,151</b>	<b>(151)</b>	<b>100%</b>

**Memorial Villages Police Department**

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>GENERAL FUND</b>	<b>5,357,726</b>	<b>2,061,353</b>	<b>3,296,373</b>	<b>38%</b>	<b>5,150,817</b>	<b>196,909</b>	<b>96%</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>88,000</b>	<b>88,000</b>	<b>0</b>	<b>100%</b>	<b>88,000</b>	<b>0</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>5,445,726</b>	<b>2,149,353</b>	<b>3,296,373</b>	<b>39%</b>	<b>5,238,817</b>	<b>196,909</b>	<b>96%</b>

**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
31-May-19**

**4-Jun-19**

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

Cash collected for FY19 @ 05/31/19	\$ 2,725,794
Estimated Expenditures (May 19)	\$ 2,149,353
Estimated cash on hand @ 05/31/19 for FY19 activities	\$ 576,442

**Cash Balances@ 05/31/19:**

Health Benefits	\$49,092
General	\$1,099,258
Vehicle Replacement	\$46,711
Dare Fund	\$20,366
Special Capital Assets	\$83,535
<b>Actual cash balance @ 05/31/19 all accounts</b>	<b>\$1,298,963</b>

All Funds (Modified Accrual Basis Projections)	2019 YTD Budget	2019 YTD Actual	2019 YTD Difference (Budget vs. Actual)	2019 Total Adopted Budget
<b>GENERAL FUND REVENUES</b>	2,678,845	2,681,470	2,625	5,357,726
<b>GENERAL FUND EXPENDITURES</b>		2,061,353		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		620,118		
<b>VEHICLE REPLACEMENT REVENUES</b>	43,999	44,177	178	88,000
<b>VEHICLE REPLACEMENT EXPENDITURES</b>		88,000		
<b>VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS</b>		28,896		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		(72,719)		
<b>SPECIAL CAPITAL ASSETS REVENUES</b>	0	147	147	0
<b>CAPITAL EXPENDITURES</b>		63		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		84		
<b>COMBINED REVENUES</b>	2,722,844	2,725,794	2,803	5,445,726
<b>COMBINED EXPENDITURES</b>		2,149,416		
<b>COMBINED FY 19 NET REVENUES / EXPENDITURES</b>		576,379		
<b>Formal reserves:</b>				
	DARE			\$20,366
	VEHICLE REPLACEMENT			\$46,711
	SPECIAL CAPITAL ASSETS			\$83,535
	WORKING CAPITAL			\$60,000
	STATE TRAINING FUNDS			\$3,026
				<b>\$213,639</b>

*ANNUAL FINANCIAL REPORT*

of the

**MEMORIAL VILLAGES  
POLICE DEPARTMENT**

For the Year Ended  
December 31, 2018

**DRAFT**

# MEMORIAL VILLAGES POLICE DEPARTMENT

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## ***INDEPENDENT AUDITORS' REPORT***

To the Board of Commissioners of the  
Memorial Villages Police Department:

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Memorial Villages Police Department (the "Department"), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Department as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## Emphasis of Matter

### *Change in Accounting Principle*

In 2018, the Department adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information, schedules of changes in net pension and total other postemployment liability and related ratios, and schedule of contributions identified as Required Supplementary Information on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**DRAFT**  
BETH HARRIS RECHACKI, LLP  
Beth Harris Rechacki, LLP

*Certified Public Accountants*

Houston, Texas

May 10, 2019



***MANAGEMENT'S DISCUSSION  
AND ANALYSIS***

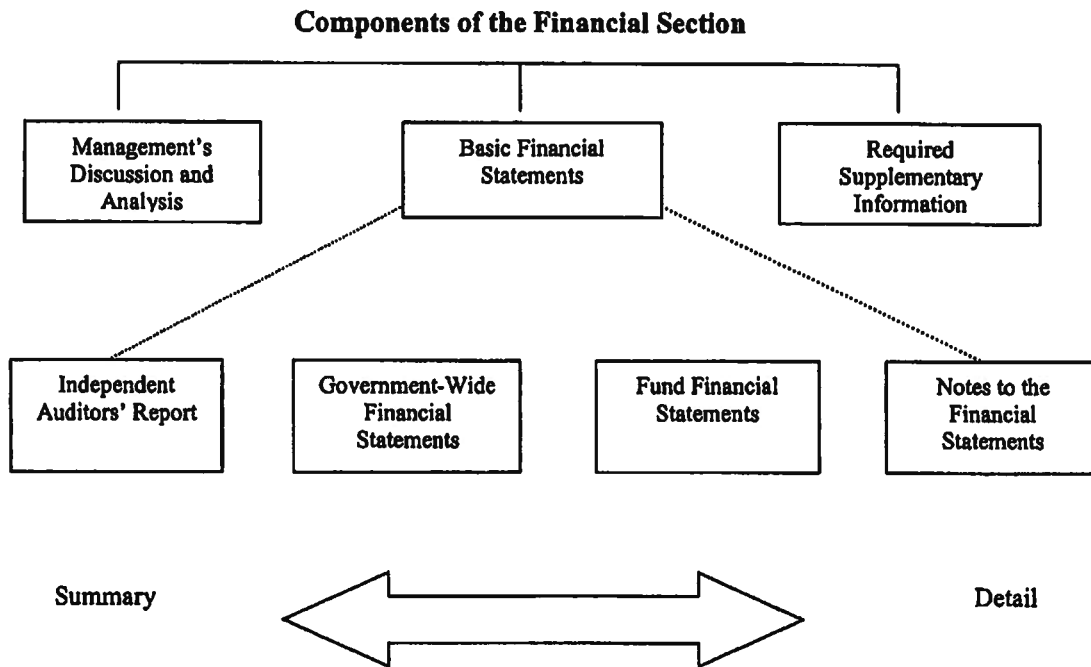
# MEMORIAL VILLAGES POLICE DEPARTMENT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2018

The purpose of the Management's Discussion and Analysis (MD&A) is to give the readers an objective and easily readable analysis of the financial activities of the Memorial Villages Police Department (the "Department") for the year ending December 31, 2018. The analysis is based on currently known facts, decisions, or economic conditions. It presents short and long-term analysis of the Department's activities, compares current year results with those of the prior year, and discusses the positive and negative aspects of the comparison. Please read the MD&A in conjunction with the Department's financial statements, which follow this section.

### THE STRUCTURE OF OUR ANNUAL REPORT



The Department's basic financial statements include (1) government-wide financial statements, (2) individual fund financial statements, and (3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

#### Government-Wide Statements

The government-wide statements report information for the Department as a whole. These statements include transactions and balances relating to all assets, including infrastructure capital assets. These statements are designed to provide information about cost of services, operating results, and financial position of the Department as an economic entity. The Statement of Net Position and the Statement of Activities, which appear first in the Department's financial statements, report information on the Department's activities that enable the reader to understand the financial condition of the Department. These statements are prepared using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account even if cash has not yet changed hands.

The Statement of Net Position presents information on all of the Department's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating. Other nonfinancial factors, such as the condition of the Department's capital assets, need to be considered in order to assess the overall health of the Department.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

For the Year Ended December 31, 2018

The Statement of Activities presents information showing how the Department's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows – the accrual method rather than modified accrual that is used in the fund level statements.

The government-wide financial statements distinguish functions of the Department that are principally supported by the Department's participating cities and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). All of the Department's activities are governmental. The Department is the primary government and has no component units.

The government-wide financial statements can be found after the MD&A.

### FUND FINANCIAL STATEMENTS

Funds may be considered as operating companies of the parent corporation, which is the Department. They are usually segregated for specific activities or objectives. The Department uses fund accounting to ensure and demonstrate compliance with finance-related legal reporting requirements. The two categories of Department funds are governmental and proprietary.

#### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the Department's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Department's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Department maintains four individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the general fund, the vehicle replacement fund, the youth services fund, and the special capital assets fund. The general fund, vehicle replacement fund, and the special capital assets fund are considered to be major funds for reporting purposes. The youth service fund did not meet the criteria to be presented as a major fund; however, the Department has elected to present it as major due to its significance.

The Department adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
**For the Year Ended December 31, 2018**

**Proprietary Funds**

The Department maintains one type of proprietary fund, an internal service fund. An internal service fund is an accounting device used to accumulate revenue and allocate costs. The Department's internal service fund is used in the administration of the Department's and participating cities' employee benefits program. Since this fund benefits governmental activities rather than a business-type function, it has been included with governmental activities in the government-wide financial statements. The basic proprietary fund financial statements can be found in the basic financial statements of this report.

**Notes to Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

**Other Information**

In addition to basic financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI includes a budgetary comparison schedule for the general fund, schedules of changes in net pension and total other postemployment liability and related ratios for the Texas Municipal Retirement System (TMRS) and a retiree health plan, and a schedule of contributions for TMRS. RSI can be found after the notes to the basic financial statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of the Department's financial position. Liabilities and deferred inflows of resources exceed assets and deferred outflows of resources by \$858,058 as of December 31, 2018. A portion of the Department's net position, \$909,875, reflects its investments in capital assets (e.g., building, police vehicles, and equipment). The Department uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
For the Year Ended December 31, 2018

**Statement of Net Position:**

The following table reflects the condensed Statement of Net Position:

	<b>Governmental Activities</b>	
	<b>2018</b>	<b>2017</b>
<b><u>Assets</u></b>		
Current and other assets	\$ 788,488	\$ 667,142
Capital assets, net	909,875	1,043,211
<b>Total Assets</b>	<b>1,698,363</b>	<b>1,710,353</b>
Deferred outflows - pensions	794,785	1,488,871
Deferred outflows - OPEB	13,465	1,603
<b>Total Deferred Outflows of Resources</b>	<b>808,250</b>	<b>1,490,474</b>
<b><u>Liabilities</u></b>		
Current liabilities	502,633	416,285
Long-term liabilities	2,545,933	3,191,198
<b>Total Liabilities</b>	<b>3,048,566</b>	<b>3,607,483</b>
Deferred inflows - pensions	315,350	27,477
Deferred inflows - OPEB	755	-
<b>Total Deferred Inflows of Resources</b>	<b>316,105</b>	<b>27,477</b>
<b><u>Net Position</u></b>		
Net investment in capital assets	909,875	1,043,211
Unrestricted	(1,767,933)	(1,477,344)
<b>Total Net Position</b>	<b>\$ (858,058)</b>	<b>\$ (434,133)</b>

Unrestricted net position had a deficit balance at year end. Unrestricted net position would normally be used to meet the Department's ongoing obligations to participants. The Department's net position decreased to a deficit balance of \$858,058.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**  
For the Year Ended December 31, 2018

**Statement of Activities:**

The following table provides a summary of the Department's changes in net position:

	Governmental Activities	
	2018	2017
<b>Revenues</b>		
Charges for services	\$ 4,861,462	\$ 4,992,721
Operating grants and contributions	36,191	14,226
Other	31,214	32,020
<b>Total Revenues</b>	4,928,867	5,038,967
<b>Expenses</b>		
Public safety	5,352,792	5,223,073
<b>Total Expenses</b>	5,352,792	5,223,073
<b>Change in Net Position</b>	(423,925)	(184,106)
Beginning net position	(434,133)	(250,027)
<b>Ending Net Position</b>	\$ (858,058)	\$ (434,133)

In comparison to the prior year, revenues decreased by two percent or \$110,100. Revenues from charges for services decreased by \$131,259. This decrease in charges for services was due to a decrease in the Department's assessment to participant cities to meet the demands of the Department's operational costs. Total expenses for the Department increased \$129,719 in comparison to the prior year primarily due to an increase in pension expense. The Department recorded an overall decrease in net position of \$423,925.

**FINANCIAL ANALYSIS OF THE DEPARTMENT'S FUNDS**

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

**Governmental Funds** – The focus of the Department's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of the Department's net resources available for spending at the end of the year.

The general fund is the Department's primary operating fund. At the end of the year, the total general fund fund balance was \$60,000. General fund revenues decreased by \$104,479 in the current year, primarily due to a decrease in participant assessment revenue. General fund expenditures decreased by \$111,648 in the current year, primarily due to decreases in storm related expenditures.

The Department's vehicle replacement fund balance increased \$27,915 resulting in an ending fund balance of \$85,710, which will be spent on future vehicle replacement costs. The youth services fund reported an ending fund balance of \$20,626. The special capital assets fund reported an ending fund balance of \$83,818 at year end, an increase of \$12,612.

# **MEMORIAL VILLAGES POLICE DEPARTMENT**

## ***MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)***

**For the Year Ended December 31, 2018**

**Proprietary Funds** – The Department's proprietary funds financial statements provide the same type of information found in the government-wide financial statements, but in more detail.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

The Department recorded a positive overall budget variance of \$0. This net increase is largely due to the result of positive variances in personnel expenditures for \$189,706 and office related expenditures for \$39,607. Actual revenues were less than budgeted revenues by \$271,051, which is primarily related to the refund to the participant cities for the net operating results.

### **CAPITAL ASSETS**

At the end of the year, the Department had invested \$909,875 (net of accumulated depreciation) in a variety of capital assets. This represents a net decrease of \$133,335 from the prior year.

Significant capital asset events during the year included:

- Purchase of three police vehicles and equipment for \$97,032
- Sale and disposal of three police vehicles that had a combined cost basis of \$67,315

More detailed information on the Department's capital assets can be found in note III.B. to the financial statements.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The fiscal year 2019 budget of \$5,445,726 includes an overall increase of approximately 5.34% above the 2018 budget. The objective moving into fiscal year 2019 is to maintain the premiere and most comprehensive police department in the Houston metropolitan area by attracting, hiring, and retaining the best and most qualified employees. In order to reach this objective, the employee compensation package was revamped to include the following:

- Hiring incentive up to \$1,500 for new employees and successful referrals
- Six percent across the board wage adjustments
- Increase in education incentives
- Introduction of a retention plan to replace the longevity plan with eligibility beginning at the completion of year two
- Introduction of a tuition reimbursement plan

### **CONTACTING THE DEPARTMENT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Department's finances. Questions concerning this report or requests for additional financial information should be directed to the Chief of Police, Memorial Villages Police Department, 11981 Memorial Drive, Houston, Texas 77024; telephone (713) 365-3700.

***BASIC FINANCIAL STATEMENTS***



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**STATEMENT OF NET POSITION**  
December 31, 2018

	<b>Primary Government Governmental Activities</b>
<b><u>Assets</u></b>	
Cash	\$ 780,529
Receivables	7,959
Capital assets, net	909,875
<b>Total Assets</b>	<b>1,698,363</b>
<b><u>Deferred Outflows of Resources</u></b>	
Deferred outflows - pensions	794,785
Deferred outflows - OPEB	13,465
<b>Total Deferred Outflows of Resources</b>	<b>808,250</b>
<b><u>Liabilities</u></b>	
Accounts payable	162,354
Due to other governments	308,063
Unearned revenue	32,216
Long term liabilities	
Due within one year	168,220
Due in more than one year	2,377,713
<b>Total Liabilities</b>	<b>3,048,566</b>
<b><u>Deferred Inflows of Resources</u></b>	
Deferred inflows - pensions	315,350
Deferred inflows - OPEB	755
<b>Total Deferred Inflows of Resources</b>	<b>316,105</b>
<b><u>Net Position</u></b>	
Net investment in capital assets	909,875
Unrestricted (deficit)	(1,767,933)
<b>Total Net Position (Deficit)</b>	<b>\$ (858,058)</b>

See Notes to Financial Statements.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues		Net Revenue (Expense) and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Primary Government Governmental Activities
<b>Primary Government</b>				
<b>Governmental Activities</b>				
Public safety	\$ 5,352,792	\$ 4,861,462	\$ 36,191	\$ (455,139)
<b>Total Governmental Activities</b>	<u>\$ 5,352,792</u>	<u>\$ 4,861,462</u>	<u>\$ 36,191</u>	<u>(455,139)</u>
<b>General Revenues:</b>				
				3,863
				17,713
				9,638
			<b>Total General Revenues</b>	<u>31,214</u>
			<b>Change in Net Position</b>	(423,925)
				<u>(434,133)</u>
			<b>Ending Net Position</b>	<u>\$ (858,058)</u>

See Notes to Financial Statements.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## BALANCE SHEET

### GOVERNMENTAL FUNDS

For the Year Ended December 31, 2018

	General	Vehicle Replacement	Youth Services	Special Capital Assets
<b><u>Assets</u></b>				
Cash	\$ 550,238	\$ 85,710	\$ 21,248	\$ 84,356
Receivables	-	-	-	7,959
<b>Total Assets</b>	<b>\$ 550,238</b>	<b>\$ 85,710</b>	<b>\$ 21,248</b>	<b>\$ 92,315</b>
<b><u>Liabilities</u></b>				
Accounts payable and accrued liabilities	\$ 149,959	\$ -	\$ 622	\$ 8,497
Due to other governments	308,063	-	-	-
Unearned revenue	32,216	-	-	-
<b>Total Liabilities</b>	<b>490,238</b>	<b>-</b>	<b>622</b>	<b>8,497</b>
<b><u>Fund Balances</u></b>				
Assigned for:				
Vehicle replacement	-	85,710	-	-
Capital projects	-	-	-	83,818
Youth services	-	-	20,626	-
Unassigned	60,000	-	-	-
<b>Total Fund Balances</b>	<b>60,000</b>	<b>85,710</b>	<b>20,626</b>	<b>83,818</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 550,238</b>	<b>\$ 85,710</b>	<b>\$ 21,248</b>	<b>\$ 92,315</b>

Amounts reported for governmental activities in the Statement of Net Position are different because:  
 Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the funds.

Capital assets, net depreciable

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

This adjustment reflects the net change in Other Postemployment benefits (OPEB), pension activity, and compensated absences.

Net pension liability  
 Deferred outflows - pensions  
 Deferred inflows - pensions  
 Deferred outflows - OPEB  
 Deferred inflows - OPEB  
 Total OPEB liability - Health  
 Total OPEB liability - SDBF  
 Compensated absences

An internal service fund is used by management to account for the Department's and participating cities' employee benefits program. The assets and liabilities of the internal service fund are included in governmental activities in the Statement of Net Position.

**Net Position of Governmental Activities**

See Notes to Financial Statements.

**Total  
Governmental  
Funds**

\$ 741,552  
7,959  
\$ 749,511

\$ 159,078  
308,063  
32,216  
499,357

85,710  
83,818  
20,626  
60,000  
250,154

909,875

(2,022,414)  
491,230  
(11,795)  
13,465  
(755)  
(140,683)  
(195,925)  
(186,911)

35,701  
\$ (858,058)

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
For the Year Ended December 31, 2018

	<u>General</u>	<u>Vehicle Replacement</u>	<u>Youth Services</u>	<u>Special Capital Assets</u>
<b>Revenues</b>				
Participant assessments (net of refund)	\$ 4,671,962	\$ 150,000	\$ -	\$ 39,500
Intergovernmental	32,911	-	3,280	-
Interest	3,105	337	70	351
Miscellaneous	996	11,671		5,046
<b>Total Revenues</b>	<u>4,708,974</u>	<u>162,008</u>	<u>3,350</u>	<u>44,897</u>
<b>Expenditures</b>				
Current:				
Public safety	4,708,974	-	8,926	139
Capital outlay	-	143,731	-	32,146
<b>Total Expenditures</b>	<u>4,708,974</u>	<u>143,731</u>	<u>8,926</u>	<u>32,285</u>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<u>-</u>	<u>18,277</u>	<u>(5,576)</u>	<u>12,612</u>
<b>Other Financing Sources (Uses)</b>				
Proceeds from sale of assets	-	9,638	-	-
<b>Total Other Financing Sources</b>	<u>-</u>	<u>9,638</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Balances</b>	-	27,915	(5,576)	12,612
Beginning fund balances	60,000	57,795	26,202	71,206
<b>Ending Fund Balances</b>	<u>\$ 60,000</u>	<u>\$ 85,710</u>	<u>\$ 20,626</u>	<u>\$ 83,818</u>

See Notes to Financial Statements.

**Total  
Governmental  
Funds**

\$ 4,861,462  
36,191  
3,863  
17,713  
4,919,229

4,718,039  
175,877  
4,893,916

25,313

9,638  
9,638

34,951

215,203  
\$ 250,154

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended December 31, 2018**

Net change in fund balances - total governmental funds \$ 34,951

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay	97,032
Depreciation expense	(230,367)

The net revenue of certain activities of the internal service fund is reported with governmental activities.	47
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Change in pension and Other postemployment benefits (OPEB) activity do not affect the fund balance on the statement of revenues, expenditures, and changes in fund balance for the governmental funds.

These changes in pension and OPEB activity that affect the Department's net position are as follows:

Net pension liability	695,596
Deferred outflows - pensions	(154,317)
Deferred inflows - pensions	(827,643)
Total OPEB liability - Health	38,306
Total OPEB liability - SDBF	(25,207)
Deferred outflows - OPEB	(31,061)
Deferred inflows - OPEB	(755)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	(20,507)
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<b>Change in Net Position of Governmental Activities</b>	<b>\$ (423,925)</b>
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See Notes to Financial Statements.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND**  
**December 31, 2018**

		<u>Governmental Activities Health Benefits</u>
<b><u>Assets</u></b>		
Current assets:		
Cash and cash equivalents		\$ 38,977
<b>Total Assets</b>		<u>38,977</u>
<b><u>Liabilities</u></b>		
Current liabilities:		
Accounts payable		3,276
<b>Total Liabilities</b>		<u>3,276</u>
<b><u>Net Position</u></b>		
Unrestricted		35,701
<b>Total Net Position</b>		<u>\$ 35,701</u>

See Notes to Financial Statements.



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUND**  
**For the Year Ended December 31, 2018**

		<u>Governmental Activities Health Benefits</u>
<b><u>Operating Revenues</u></b>		
Charges for services		\$ 858,313
<b>Total Operating Revenues</b>		<u>858,313</u>
<b><u>Operating Expenses</u></b>		
Costs of services		858,229
Supplies		37
<b>Total Operating Expenses</b>		<u>858,266</u>
<b>Change in Net Position</b>		47
<b>Beginning net position</b>		<u>35,654</u>
<b>Ending Net Position</b>		<u>\$ 35,701</u>

See Notes to Financial Statements.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUND**  
For the Year Ended December 31, 2018

	<b>Governmental Activities</b>
	<b>Health Benefits</b>
<b><u>Cash Flows from Operating Activities</u></b>	
Receipts from customers and users	\$ 883,454
Payments to suppliers	<u>(858,581)</u>
<b>Net Cash Provided by Operating Activities</b>	<b><u>24,873</u></b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>24,873</b>
Beginning cash and cash equivalents	<u>14,104</u>
<b>Ending Cash and Cash Equivalents</b>	<b><u>\$ 38,977</u></b>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities</b>	
Operating income	\$ 47
<b>Changes in Operating Assets and Liabilities:</b>	
<b>(Increase) Decrease in Current Assets:</b>	
Receivables	25,141
<b>Increase (Decrease) in Current Liabilities:</b>	
Accounts payable	<u>(315)</u>
<b>Net Cash Provided by Operating Activities</b>	<b><u>\$ 24,873</u></b>

See Notes to Financial Statements.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2018

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Reporting Entity

The Memorial Villages Police Department (the "Department") was created in 1977 through an interlocal agreement (the "Agreement") between the cities of Bunker Hill Village, Texas, Hunters Creek Village, Texas, and Piney Point Village, Texas (the "Participating Cities") pursuant to the terms of the Interlocal Cooperation Act of the 62<sup>nd</sup> legislature of the State of Texas, as amended. The Agreement provides for the Department to furnish all police services and law enforcement activities to the Participating Cities.

The Department is an independent political subdivision of the State of Texas, governed by a board of six commissioners, and is considered a primary government. The Board of Commissioners (the "Board") governs all budgeting and financing operations. As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the Department's financial reporting entity. There are no other organizations that meet the criteria for inclusion herein as part of the financial reporting entity.

Considerations regarding the potential for inclusion of other entities, organizations, or functions in the Department's financial reporting entity are based on criteria prescribed by generally accepted accounting principles. These same criteria are evaluated in considering whether the Department is a part of any other governmental or other type of reporting entity. The overriding elements associated with the prescribed criteria considered in determining that the Department's financial reporting entity status is that of a primary government are that it has a separately elected governing body, it is legally separate, and it is fiscally independent of other state and local governments. Additionally, prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable, and considerations pertaining to organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The Department is not considered a component unit of the Participating Cities, but is reported as a joint venture.

#### B. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all activities of the primary government. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external customers for support. The Department has no business-type activities.

#### C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service funds. Separate financial statements are provided for governmental funds and proprietary funds.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

### D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the Department's funds. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major funds, each displayed in a separate column.

The Department reports the following governmental funds:

The *general fund* is used to account for all financial transactions not properly includable in other funds. The principal source of revenue is contributions from the Participating Cities. Expenditures include public safety. The general fund is always considered a major fund for reporting purposes.

The *youth services fund* is a special revenue fund used to account for the receipt and disbursement of legally restricted funds toward Drug Abuse and Resistance Education (DARE) and Gang Resistance Education and Training programs. The youth services fund did not meet the criteria to be presented as a major fund; however, the Department has elected to present it as a major fund for reporting purposes.

The *capital projects fund* is used to account for the expenditures of resources accumulated from participant assessments and other sources, for capital purchases and improvements. The special capital assets fund is considered a major fund for reporting purposes.

The *vehicle replacement fund* is used to account for the purchase of new vehicles and the sale of retired vehicles every year. Due to regular use, it is necessary for the Department to retire and replace a certain number of vehicles every year in order to maintain a fleet in working order. The vehicle replacement fund is considered a major fund for reporting purposes.

Additionally, the Department reports the following fund type:

The *Internal service fund* accounts for services provided to other departments or agencies of the primary government, or to other governments, on a cost reimbursement basis. The Department's internal service fund is used to account for health benefit services provided to the Department's employees, as well as those of the cities of Bunker Hill Village, Texas and Piney Point Village, Texas.

During the course of operations, the Department has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide and proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the Department.

### F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

#### 1. Cash and Cash Equivalents

The Department's cash consists of petty cash and demand deposits. For the purpose of the statement of cash flows, the proprietary fund types consider temporary investments with maturity of three months or less when purchased to be cash equivalents.

#### 2. Receivables

All other outstanding balances between funds are reported as "due to/from other funds" in the fund financial statements. All trade receivables are shown net of an allowance for uncollectibles.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### 3. Capital Assets

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property and equipment of the Department are depreciated using the straight-line method over the following estimated useful years:

<u>Asset</u>	<u>Estimated Useful Life</u>
Buildings	20 years
Machinery and Equipment	5-10 years
Vehicles	3- 5 years
Computer Equipment	5-7 years

### 4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Department has three items that qualify for reporting in this category on the government-wide Statement of Net Position. Deferred charges have been recognized as a result of differences between the actuarial expectations and the actual economic experience and for the changes in actuarial assumptions related to the City's defined benefit pension and Other postemployment benefits (OPEB) plan. These amounts are deferred and amortized over the average of the expected service lives of pension and OPEB plan members. A deferred charge has been recognized for employer pension and OPEB plan contributions that were made subsequent to the measurement date through the end of the Department's fiscal year. These amounts are deferred and recognized as a reduction to the net pension and total OPEB liability during the measurement period in which the contributions were made.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Department has three items that qualifies for reporting in this category in the government-wide Statement of Net Position. Deferred outflows of resources are recognized for the difference between the projected and actual investment earnings on the pension plan assets. This amount is deferred and amortized over a period of five years. Deferred inflows of resources are recognized for the differences between the actuarial expectations and the actual economic experience related to the Department's defined benefit pension plan. This amount is deferred and amortized over the average of the expected service lives of pension plan members.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### 5. Compensated Employee Absences

The Department provides sick, holiday, and vacation leave based on length of employment. An amount equal to one year's authorized vacation may be carried over from one anniversary date to another. Sick leave may be carried over from one year to the next, but is not payable upon termination of employment. Holiday pay up to ten days may be carried over to the next year. Unused vacation leave, personal leave time, or holiday time will be compensated for the unused time at their current hourly rate at the time of separation.

### 6. Participants' Contributions

The Department collects operating revenues from the Participating Cities based on the approved operating budget, of which each Participating City contributes 33 percent.

### 7. Net Position Flow Assumption

Sometimes the Department will fund outlays for a particular purpose from both restricted (e.g., restricted grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

### 8. Fund Balance Flow Assumptions

Sometimes the Department will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

### 9. Fund Balance Policies

Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Department itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact are classified as nonspendable fund balance. Amounts that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions are classified as restricted.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Department's highest level of decision-making authority. The Board is the highest level of decision-making authority for the Department that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted,

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Department for specific purposes but do not meet the criteria to be classified as committed. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

### 10. Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

### 11. Pensions

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's fiduciary net position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### 12. Other Postemployment Benefits

The Department participates in a single-employer, unfunded, defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDBF). The Department elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. Benefit payments are treated as being equal to the employer's yearly contributions for retirees. Benefit payments and refunds are due and payable in accordance with the benefit terms. Information about the Department's total OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by TMRS from reports prepared by their consulting actuary.

The Department also provides medical benefits to eligible retirees through a single-employer defined benefit plan (the "Plan"). This Plan is an unfunded, pay-as-you-go plan. Information about the Department's OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by the Department's consulting actuary.



# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### B. Capital Assets

A summary of changes in capital assets at year end is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, being depreciated:				
Buildings and improvements	\$ 2,143,102	\$ -	\$ -	\$ 2,143,102
Furniture and equipment	1,027,963	14,248	-	1,042,211
Vehicles	506,939	82,783	(67,315)	522,407
Total capital assets being depreciated	<u>3,678,004</u>	<u>97,031</u>	<u>(67,315)</u>	<u>3,707,720</u>
Less accumulated depreciation for:				
Buildings and improvements	(1,503,758)	(107,155)	-	(1,610,913)
Furniture and equipment	(848,742)	(47,379)	-	(896,121)
Vehicles	(282,293)	(75,833)	67,315	(290,811)
Total accumulated depreciation	<u>(2,634,793)</u>	<u>(230,367)</u>	<u>67,315</u>	<u>(2,797,845)</u>
<b>Governmental Activities Capital Assets, Net</b>	<u>\$ 1,043,211</u>	<u>\$ (133,336)</u>	<u>\$ -</u>	<u>\$ 909,875</u>

### C. Long-Term Liabilities

The following is a summary of changes in the Department's total long-term liabilities for the year:

	Beginning Balance	Additions	(Reductions)	Ending Balance	Due Within One Year
Governmental Activities:					
Net pension liability	\$ 2,718,010	\$ -	\$ (695,596)	\$ 2,022,414	\$ -
OPEB liability					
SDBF	170,718	25,207	-	195,925	-
Health	178,989	-	(38,306)	140,683	-
Compensated absences	166,404	129,402	(108,895)	186,911	168,220
<b>Total Governmental Activities</b>	<u>\$ 3,234,121</u>	<u>\$ 154,609</u>	<u>\$ (842,797)</u>	<u>\$ 2,545,933</u>	<u>\$ 168,220</u>
				<u>\$ 2,377,713</u>	

### D. Restatement of Fund Balance/Net Position

The Department has restated beginning net position for the implementation of Government Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (GASB 75)*. The beginning fund balance for the general fund was restated to exclude the youth services fund balance, which has been relocated to the youth services fund during the fiscal year.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**For the Year Ended December 31, 2018**

**G. Revenues and Expenditures/Expenses**

**1. Program Revenues**

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment.

**2. Proprietary Fund Operating Revenues and Expenses**

Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's ongoing operation. The principal operating revenues of the internal service fund are charges to the Department and Participating Cities for services. Operating expenses for the internal service fund include costs of services and supplies.

**II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

The Department's Board prepares an annual budget, in accordance with the provisions of the Agreement, which sets forth in detail all anticipated revenues and expenses. The annual budget is adopted on a basis consistent with generally accepted accounting principles. Intradepartment transfers over \$10,000 and all nonbudgeted expenditures must be approved by the Participating Cities. Encumbrance accounting is not utilized.

**III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS**

**A. Deposits and Investments**

*Custodial credit risk – deposits.* In the case of deposits, this is the risk that in the event of a bank failure, the Department's deposits may not be returned to it. As of December 31, 2018, market values of pledged securities and FDIC insurance exceeded bank balances.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

Beginning net position and fund balance was restated as follows:

	General	Youth Services	Governmental Activities
Prior year ending fund balance/net position as reported	\$ 86,202	\$ -	\$ (772,399)
Fund reclassification	(26,202)	26,202	-
Net OPEB obligation - Health	-	-	643,447
Total OPEB liability - Health	-	-	(178,989)
Deferred outflows - contributions after measurement date - Health	-	-	42,923
Total OPEB liability - SDBF	-	-	(170,718)
Deferred outflows - contributions after measurement date - SDBF	-	-	1,603
<b>Restated Beginning Fund Balance/Net Position</b>	<b>\$ 60,000</b>	<b>\$ 26,202</b>	<b>\$ (434,133)</b>

#### IV. OTHER INFORMATION

##### A. Risk Management

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Department participates along with 2,617 other entities in the Texas Municipal League's Intergovernmental Risk Pool (the "Pool"). The Pool purchases commercial insurance at a group rate for participants in the Pool. The Department has no additional risk or responsibility to the Pool, outside of the payment of insurance premiums. The Department has not significantly reduced insurance coverage or had settlements that exceeded coverage amounts for the past three years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of payouts, and other economic and social factors. No claim liabilities are reported at year end.

##### B. Pension Plan

###### Texas Municipal Retirement System

###### Plan Description

The Department participates as one of 883 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the TMRS. TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of TMRS with a six-member Board of Trustees (the "Board"). Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report that can be obtained at [www.tmrs.com](http://www.tmrs.com).

All eligible employees of the Department are required to participate in TMRS.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the Department-financed monetary credits, with interest, were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

The plan provisions are adopted by the governing body of the Department, within the options available in the state statutes governing TMRS. Plan provisions for the Department were as follows:

	2018	2017
Employee deposit rate	7.00%	7.00%
Matching ratio (City to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service requirement eligibility (expressed as age/hrs of service)	60/5, 0/25	60/5, 0/25
Updated service credit	100%, Transfers	100%, Transfers
Annuity increase (to retirees)	70% of CPI	70% of CPI

### Employees Covered by Benefit Terms

At the December 31, 2017 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	40
Inactive employees entitled to, but not yet receiving, benefits	22
Active employees	43
<b>Total</b>	<b>105</b>

### Contributions

The contribution rates for employees in TMRS are either five percent, six percent, or seven percent of employee gross earnings, and the Department-matching percentages are either 100 percent, 150 percent, or 200 percent, both as adopted by the governing body of the Department. Under the state law governing TMRS, the contribution rate for each employer is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the Department were required to contribute seven percent of their annual gross earnings during the fiscal year. The contribution rates for the Department were 11.08 percent and 10.84 percent in calendar years 2018 and 2017, respectively. The Department's contributions to TMRS for the fiscal year ended December 31, 2018 were \$343,985, which were equal to the required contributions.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### Net Pension Liability

The Department's Net Pension Liability (NPL) was measured as of December 31, 2017 and the Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of that date.

### Actuarial Assumptions

The TPL in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	3.00% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103 percent. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with male rates multiplied by 109 percent and female rates multiplied by 103 percent with a three-year set-forward for both males and females. In addition, a three percent minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the three percent floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and annuity purchase rate are based on the mortality experience investigation study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, TMRS adopted the EAN actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation, as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return (Arithmetic)</u>
Domestic Equity	17.50%	4.55%
International Equity	17.50%	6.35%
Core Fixed Income	10.00%	1.00%
Non-Core Fixed Income	20.00%	3.90%
Real Return	10.00%	3.80%
Real Estate	10.00%	4.50%
Absolute Return	10.00%	3.75%
Private Equity	5.00%	7.50%
<b>Total</b>	<b>100.00%</b>	

### Discount Rate

The discount rate used to measure the TPL was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### Changes in the NPL

	<u>Increase (Decrease)</u>		
	<u>Total Pension</u>	<u>Plan</u>	<u>Net Pension</u>
	<u>Liability</u>	<u>Fiduciary Net</u>	<u>Liability</u>
	<u>(A)</u>	<u>Position (B)</u>	<u>(A) - (B)</u>
Changes for the year:			
Service cost	\$ 437,089	\$ -	\$ 437,089
Interest	942,429	-	942,429
Changes in current period benefits	-	-	-
Difference between expected and actual experience	81,319	-	81,319
Changes in assumptions	-	-	-
Contributions - employer	-	347,619	(347,619)
Contributions - employee	-	224,477	(224,477)
Net investment income	-	1,593,018	(1,593,018)
Benefit payments, including refunds of employee contributions	(958,428)	(958,428)	-
Administrative expense	-	(8,263)	8,263
Other changes	-	(419)	419
<b>Net Changes</b>	<b>502,409</b>	<b>1,198,005</b>	<b>(695,596)</b>
Balance at December 31, 2016	14,222,580	11,504,570	2,718,010
<b>Balance at December 31, 2017</b>	<b>\$ 14,724,989</b>	<b>\$ 12,702,575</b>	<b>\$ 2,022,414</b>

### Sensitivity of the NPL to Changes in the Discount Rate

The following presents the NPL of the Department, calculated using the discount rate of 6.75 percent, as well as what the Department's NPL would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
	<u>in Discount</u>	<u>(6.75%)</u>	<u>in Discount</u>
	<u>Rate (5.75%)</u>		<u>Rate (7.75%)</u>
Department's Net Pension Liability	\$ 3,704,401	\$ 2,022,414	\$ 616,153

### Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at [www.tmrs.com](http://www.tmrs.com).

### Pension Expense and Deferred Outflows/Deferred Inflows of Resources Related to Pensions

For the fiscal year ended December 31, 2018, the Department recognized net pension expense of \$630,394.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

At December 31, 2018, the Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 310,516	\$ 11,795
Changes in actuarial assumptions	140,286	-
Difference between projected and actual investment earnings	-	303,555
Contributions subsequent to the measurement date	343,985	-
<b>Total</b>	<b>\$ 794,786</b>	<b>\$ 315,350</b>

\$343,985 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the NPL for the fiscal year ending December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31	Pension Expense
2019	\$ 247,120
2020	192,724
2021	(143,660)
2022	(160,733)
<b>Total</b>	<b>\$ 135,451</b>

### C. Other Postemployment Benefits

#### 1. TMRS Supplemental Death Benefit

##### Plan Description

The Department participates in an OPEB plan administered by TMRS. TMRS administers the defined benefit group-term life insurance plan known as the SDBF. This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. Employers may terminate coverage under, and discontinue participation in, the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The member city contributes to the SDBF at a contractually required rate (based on the covered payroll of employee members) as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees' entire careers. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75. As such, the SDBF is considered to be a single-employer unfunded OPEB defined benefit plan with benefit payments treated as being equal to the employer's yearly contributions for retirees.

The contributions to the SDBF are pooled for investment purposes with those of the Pension Trust Fund (PTF). The TMRS Act requires the PTF to allocate a five percent interest credit from



# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

investment income to the SDBF on an annual basis each December 31 based on the mean balance in the SDBF during the year.

### Benefits

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an OPEB and is a fixed amount of \$7,500. As the SDBF covers both active and retiree participants with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated). Participation in the SDBF as of December 31, 2017 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	35	
Inactive employees entitled to, but not yet receiving, benefits	12	
Active employees	43	
<b>Total</b>	<b>90</b>	

### Total OPEB Liability

The Department's total OPEB liability of \$195,925 was measured as of December 31, 2017 and was determined by an actuarial valuation as of that date.

### Actuarial Assumptions and Other Inputs

The total OPEB liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.31%*
Retirees' share of benefit-related costs	Zero
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates-service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality rates-disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rate are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

\* The discount rate is based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017.

The actuarial assumptions used in the December 31, 2017 valuation were based on the results of an actuarial experience study for the period December 31, 2010 to December 31, 2014.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### Changes in the Total OPEB Liability

		<u>Total OPEB Liability</u>
Changes for the year:		
Service cost	\$	5,131
Interest		6,520
Changes of assumptions		15,159
Benefit payments*		<u>(1,603)</u>
Net Changes		25,207
Beginning balance		<u>170,718</u>
Ending Balance	\$	<u><u>195,925</u></u>

\* Benefit payments are treated as being equal to the employer's yearly contributions for retirees due to the SDBF being considered an unfunded OPEB plan under GASB 75.

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

### Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate (2.31%)</u>	<u>Discount Rate (3.31%)</u>	<u>1% Increase in Discount Rate (4.31%)</u>
Department's Total OPEB Liability	<u>\$ 235,392</u>	<u>\$ 195,925</u>	<u>\$ 165,601</u>

### OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended December 31, 2018, the Department recognized OPEB expense of \$14,897. The Department reported deferred outflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>
Changes in actuarial assumptions	\$ 11,913
Contributions subsequent to the measurement date	<u>1,552</u>
Total	<u><u>\$ 13,465</u></u>

\$1,552 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability for the fiscal year ending December 31, 2019.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

Amounts reported as deferred outflows/inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended September 30	OPEB Expense Amount
2019	\$ 3,246
2020	3,246
2021	3,246
2022	2,175
<b>Total</b>	<b>\$ 11,913</b>

### 2. Postemployment Healthcare Plan

#### Plan Description

The Memorial Villages Police Department Retiree Health Care Plan (the "Plan") is a single employer defined benefit healthcare plan administered by the Department. The Plan provides medical benefits to eligible retirees and their spouses.

As of January 1, 2016, the Department will contribute \$430 towards the retiree only monthly premium and \$860 towards the retiree plus spouse monthly premium. Retiring employees, hired before January 1, 2015, who are 55 years of age or older with at least 20 years of service with the Department are eligible for this health/medical benefit. Coverage will continue until Medicare eligibility is reached. If the retiree turns 65 prior to the spouse turning 65, the spouse will be allowed to stay on the Plan until the spouse reaches age 65. There is no post-65 coverage offered to retirees.

#### Benefits

Participation in the Plan as of December 31, 2018 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	3
Active employees	42
<b>Total</b>	<b>45</b>

#### Funding Policy

The contribution requirements of Plan members and the Department are established and may be amended by the Department's Board. Funding is provided on a pay-as-you-go basis.

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### Actuarial Assumptions and Other Inputs

The total OPEB liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.00%
Discount rate	4.1%*
Health care trend rates	0.38%/5.00%
Actuarial Cost Method	Entry age normal
Starting per capita costs	Annual premium rates provided by the Department. Rates adjusted for "implicit" cost of covering retirees as dictated by the Alternative Measurement Method in GASB 74/75.
Mortality	TMRS Mortality follows the Sex Distinct Raw Rates as developed in the RP-2000 Study, with Blue Collar Adjustment. These rates are improved using Scale BB.
Retiree contributions	The Department contributes \$430 a month for retiree only and \$860 a month for retiree plus spouse for premiums. The retiree is responsible for the remainder. Coverage will continue until Medicare eligibility is reached. If the retiree turns 65 prior to the spouse turning 65, the spouse will be allowed to stay on the Plan until the spouse reaches age 65. There is no post-65 coverage offered to retirees.
Retirement rates	Age 55 for TMRS employees
Participation rates (coverage)	Employees hired prior to January 1, 2015 are qualified to receive retiree health care benefits if they are 55 years of age and have 20 years of service with the Department.

\* The discount rate is based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017.

### Changes in the Total OPEB Liability

	Total OPEB Liability
Changes for the year:	
Interest	\$ 5,425
Changes of assumptions	(808)
Benefit payments	(42,923)
Net Changes	(38,306)
Beginning balance	178,989
Ending Balance	\$ 140,683

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**  
For the Year Ended December 31, 2018

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate (2.31%)</u>	<u>Discount Rate (3.31%)</u>	<u>1% Increase in Discount Rate (4.31%)</u>
Department's Total OPEB Liability	\$ 142,133	\$ 140,683	\$ 139,300

Sensitivity

of the Total OPEB Liability to the Healthcare Cost Trend Rate Assumption

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease</u>	<u>Current Healthcare Cost Trend Rate Assumption</u>	<u>1% Increase</u>
Department's Total OPEB Liability	\$ 137,023	\$ 140,683	\$ 144,433

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended December 31, 2018, the Department recognized OPEB expense of \$5,372. The Department reported deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>
Changes in actuarial assumptions	\$ 755
<b>Total</b>	<b>\$ 755</b>

Amounts reported as deferred outflows/inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended December 31</u>	<u>OPEB Expense Amount</u>
2019	\$ (53)
2020	(53)
2021	(53)
2022	(53)
2023	(53)
Thereafter	(490)
<b>Total</b>	<b>\$ (755)</b>

# MEMORIAL VILLAGES POLICE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended December 31, 2018

### 3. Deferred Compensation Plan

The Department offers its employees a deferred compensation plan (the "Plan") created in accordance with the Internal Revenue Code Section 457. The Plan, available to all Department employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or an unforeseeable emergency. For the year ended December 31, 2018, the employees contributed \$60,487 to the Plan.

### D. Concentrations and Economic Dependency

The Department's principal source of revenue consists of charges to the Participating Cities under the provisions of the Agreement. The Department is dependent on these charges for its ongoing operations.

The Department receives all of its funding from the three cities that are participants in the Agreement. Withdrawal of any one of the three cities would have a significant impact on the operation of the Department. The approximate percentages of total Department assessments and total revenues provided by each Participating City are as follows:

	<u>City</u> <u>Assessment</u>	<u>Total</u> <u>Revenues</u>
Bunker Hill Village	33.33%	32.94%
Hunters Creek Village	33.33%	32.94%
Piney Point Village	33.33%	32.94%
Totals	<u>100.00%</u>	<u>98.83%</u>

### E. Related Organizations and Joint Ventures

In November 2006, the Department entered into an insurance agreement (the "Agreement") by and between the cities of Bunker Hill Village and Piney Point Village to collectively seek health and related ancillary benefits for each entity's employees, with the Department serving as the administrator. Under the terms of the Agreement, each party is responsible for the monthly premiums covering that entity's employees.

***REQUIRED SUPPLEMENTARY INFORMATION***

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended December 31, 2018

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Revenues</b>				
Participant assessments	\$ 4,804,253	\$ 4,980,025	\$ 4,980,025	\$ -
Participant assessments refund (1)	-	-	(308,063)	(308,063)
Interest	-	-	3,105	3,105
Intergovernmental	-	-	32,911	32,911
Miscellaneous	-	-	996	996
<b>Total Revenues</b>	<b>4,804,253</b>	<b>4,980,025</b>	<b>4,708,974</b>	<b>(271,051)</b>
<b>Expenditures</b>				
Public safety:				
Personnel	4,112,145	4,240,177	4,050,471	189,706
Insurance	53,580	61,532	55,703	5,829
Automotive	98,000	109,600	94,924	14,676
Building	38,000	61,000	39,767	21,233
Office and other expenses	502,528	507,716	468,109	39,607
<b>Total Expenditures</b>	<b>4,804,253</b>	<b>4,980,025</b>	<b>4,708,974</b>	<b>271,051</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>
Beginning fund balance			60,000	
<b>Ending Fund Balance</b>			<b>\$ 60,000</b>	

**(1) Participant Assessment Refunds**

Unassigned fund balance prior to participant assessment refunds	\$ 368,063
Amount held for Department operations	(60,000)
Participant assessment refunds	<u>\$ 308,063</u>

**Net Change in Individual City Assessments (1/3) (refund)** \$ 102,688

<b>Fund Balance Composition</b>	<b>2018</b>	<b>2017</b>
Unreserved fund balance requirement per charter	\$ 60,000	\$ 60,000
Assigned fund balance	-	26,202
<b>Ending fund balance</b>	<u>\$ 60,000</u>	<u>\$ 86,202</u>

**Notes to Required Supplementary Information:**

1. Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
**For the Year Ended December 31, 2018**

	Measurement Year*			
	2014	2015	2016	2017
<b>Total Pension Liability</b>				
Service cost	\$ 355,622	\$ 381,175	\$ -	\$ 437,089
Interest (on the total pension liability)	895,234	896,867	900,806	942,429
Difference between expected and actual experience	(74,525)	19,619	498,688	81,319
Changes in assumptions	-	379,409	-	-
Benefit payments, including refunds of employee contributions	(1,468,761)	(862,793)	(1,044,381)	(958,428)
<b>Net Change in Total Pension Liability</b>	<b>(292,430)</b>	<b>814,277</b>	<b>355,113</b>	<b>502,409</b>
Beginning total pension liability	13,345,620	13,053,190	13,867,467	14,222,580
<b>Ending Total Pension Liability</b>	<b>\$ 13,053,190</b>	<b>\$ 13,867,467</b>	<b>\$ 14,222,580</b>	<b>\$ 14,724,989</b>
<b>Plan Fiduciary Net Position</b>				
Contributions - employer	\$ 277,809	\$ 302,139	\$ 281,002	\$ 347,619
Contributions - employee	199,927	213,205	211,542	224,477
Net investment income	683,888	17,176	763,199	1,593,018
Benefit payments, including refunds of employee contributions	(1,468,761)	(862,793)	(1,044,381)	(958,428)
Administrative expense	(7,142)	(10,465)	(8,627)	(8,263)
Other	(587)	(517)	(465)	(419)
<b>Net Change in Plan Fiduciary Net Position</b>	<b>(314,866)</b>	<b>(341,255)</b>	<b>202,270</b>	<b>1,198,004</b>
Beginning plan fiduciary net position	11,958,421	11,643,555	11,302,300	11,504,570
<b>Ending Plan Fiduciary Net Position</b>	<b>\$ 11,643,555</b>	<b>\$ 11,302,300</b>	<b>\$ 11,504,570</b>	<b>\$ 12,702,574</b>
<b>Net Pension Liability</b>	<b>\$ 1,410,635</b>	<b>\$ 2,565,167</b>	<b>\$ 2,718,010</b>	<b>\$ 2,022,415</b>
<b>Plan Fiduciary Net Position as a Percentage of Total Pension Liability</b>	89.20%	81.50%	80.89%	86.27%
<b>Covered Payroll</b>	\$ 2,856,100	\$ 3,010,866	\$ 3,022,029	\$ 3,206,816
<b>Net Pension Liability as a Percentage of Covered Payroll</b>	49.36%	85.20%	89.94%	63.07%

\*Only four years of information is currently available. The Department will build this schedule over the next six-year period.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**SCHEDULE OF CONTRIBUTIONS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
For the Year Ended December 31, 2018

	Fiscal Year*			
	2014	2015	2016	2017
Actuarially determined contribution	\$ 277,898	\$ 299,253	\$ 281,231	\$ 347,619
Contributions in relation to the actuarially determined contribution	277,898	299,253	281,231	347,619
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 2,856,100	\$ 3,010,866	\$ 3,022,029	\$ 3,204,823
Contributions as a percentage of covered payroll	9.73%	9.94%	9.31%	10.85%

\*Only five years of information is currently available. The Department will build this schedule over the next five-year period.

**Notes to Required Supplementary Information:**

**1. Valuation Date:**

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

**2. Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	28 years
Asset valuation method	10 year smoothed market; 15% soft corridor
Inflation	2.5%
Salary increases	3.50% to 10.5% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the Department's plan of benefits. Last updated for the 2017 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

**3. Other Information:**

There were no benefit changes during the year.

**Fiscal Year\***  
**2018**  
**\$ 343,985**

**343,985**  
**\$ -**

**\$ 3,104,559**

**11.08%**

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
For the Year Ended December 31, 2018

	Measurement Year*
	2017
<b>Total OPEB Liability</b>	
Service cost	\$ 5,131
Interest (on the total OPEB liability)	6,520
Changes in assumptions	15,159
Benefit payments**	(1,603)
<b>Net Change in Total OPEB Liability</b>	<b>25,207</b>
Beginning total OPEB liability	170,718
<b>Ending Total OPEB Liability</b>	<b>\$ 195,925</b>
<b>Covered Payroll</b>	<b>\$ 3,206,816</b>
<b>Total OPEB Liability as a Percentage of Covered Payroll</b>	<b>6.11%</b>

\*Only one year of information is currently available. The Department will build this schedule over the next nine-year period.

\*\*Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

**Notes to Required Supplementary Information:**

**Valuation Date:**

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial cost method	Entry age normal
Inflation	2.5%
Salary increases	3.50% to 10.5% including inflation.
Discount rate	3.31%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3 year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

**Other Information:**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75 to pay related benefits. The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017. Changes in assumptions include the annual change in the municipal bond index rate. There were no benefit changes during the year.

**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS**  
**RETIREE HEALTH PLAN**  
**For the Year Ended December 31, 2018**

	<b>Measurement Year*</b>
	<b>2018</b>
<b>Total OPEB Liability</b>	
Interest (on the total pension liability)	\$ 5,425
Changes of assumptions	(808)
Benefit payments	(42,923)
<b>Net Change in Total OPEB Liability</b>	<b>(38,306)</b>
Beginning total OPEB liability	178,989
<b>Ending Total OPEB Liability</b>	<b>\$ 140,683</b>
<b>Covered Payroll</b>	<b>\$ 3,109,137</b>
<b>Total OPEB Liability as a Percentage of Covered Payroll</b>	<b>4.52%</b>

\* Only one year of information is currently available. The Department will continue to build this schedule over the next nine-year period.

**Notes to Required Supplementary Information:**

1. There were no changes of benefits during the year.
2. The only change of assumptions was the change in discount rate from 3.44% to 4.10% to conform with the discount selection requirements of GASB 75.

**Memorial Villages Police Department  
FY20 BUDGET PROPOSAL**

**GENERAL FUND**

Acct. No	Category	2017 Actual	2018 Unaudited	2019 Adopted	2020 Requested	\$ Increase/ 2019-2020	% Increase
<b>100</b>							
100	Salaries	3,007,702	2,983,455	3,377,767	3,520,578	142,811	4%
110	Overtime	112,433	128,390	115,000	120,000	5,000	4%
115	Court/Bailiff			21,600	21,600	0	
120	Retirement	353,071	349,263	394,127	432,315	38,189	10%
125	457b contribution				30,800	30,800	
130	Health Insurance	477,136	475,963	601,775	579,228	(22,547)	-4%
140	Workers Compensation - TML	44,344	57,758	60,000	66,712	6,712	11%
150	Life/LTD	17,388	16,578	19,433	21,523	2,090	11%
160	Medicare	44,246	42,707	50,712	53,169	2,456	5%
	<b>TOTAL PERSONNEL/BENEFITS</b>	<b>4,056,320</b>	<b>4,054,114</b>	<b>4,640,414</b>	<b>4,845,925</b>	<b>205,511</b>	<b>4%</b>
<b>200</b>							
	<b>TML INTERGOVERNMENTAL RISK POOL</b>						
200	Auto	20,174	22,392	25,200	25,332	132	1%
210	General Liability	546	479	720	720	0	0%
220	Public Official Bond	833	849	960	960	0	0%
230	Professional Liability	21,431	18,918	25,200	25,200	0	0%
240	Real & Personal Property	11,695	13,066	13,200	15,840	2,640	20%
	<b>TOTAL OTHER INSURANCE</b>	<b>54,679</b>	<b>55,704</b>	<b>65,280</b>	<b>68,052</b>	<b>2,772</b>	<b>4%</b>
<b>300</b>							
300	Gas and Oil	62,804	64,262	69,250	70,500	1,250	2%
310	Fleet maintenance	30,333	27,500	25,000	27,500	2,500	10%
320	Tires	6,762	3,162	7,000	7,000	0	0%
	Damage Repair		3,995	10,000	10,000	0	
	<b>TOTAL FLEET MAINTENANCE</b>	<b>99,900</b>	<b>98,919</b>	<b>111,250</b>	<b>115,000</b>	<b>3,750</b>	<b>3%</b>
<b>400</b>							
400	General/Building Maintenance	11,933	35,649	18,000	28,400	10,400	58%
410	Janitorial Services	18,000	18,000	19,000	21,000	2,000	11%
420	Jail	260	528	1,000	1,000	0	0%
430	Building Furnishings		124	10,000	17,800	7,800	
	<b>TOTAL BUILDING</b>	<b>30,193</b>	<b>54,301</b>	<b>48,000</b>	<b>68,200</b>	<b>20,200</b>	<b>42%</b>
<b>500</b>							
500	Computers	6,506	8,998	9,800	10,000	200	2%
510	Postage/postage machine	345	987	1,300	1,300	0	0%
520	Office Supplies	12,749	14,397	18,000	18,000	0	0%
530	Bank/Finance Service Chgs	981	303	700	700	0	0%
540	Payroll Services	13,723	15,690	16,000	17,400	1,400	9%
	<b>TOTAL OFFICE</b>	<b>34,304</b>	<b>40,375</b>	<b>45,800</b>	<b>47,400</b>	<b>1,600</b>	<b>3%</b>
<b>600</b>							
600	Telephone	33,006	33,166	34,090	34,408	318	1%
610	Electric	21,586	20,882	23,000	23,000	0	0%
620	Water/Sewer	4,761	4,781	5,000	5,000	0	0%
630	Natural Gas	365	409	600	600	0	0%
	<b>TOTAL UTILITIES</b>	<b>59,718</b>	<b>59,238</b>	<b>62,690</b>	<b>63,008</b>	<b>318</b>	<b>1%</b>
<b>700</b>							
700	Equipment Maint. Contracts	14,503	13,710	17,640	52,400	34,760	197%
710	SETCIC fees	3,169	3,256	3,600	3,600	0	0%
720	Legal/Professional	38,765	49,482	48,071	60,400	12,329	26%
730	IT Services	98,602	99,210	101,200	101,250	50	0%
740	Software Maintenance Contracts	52,553	50,096	58,545	56,091	(2,454)	-4%
	<b>TOTAL CONTRACTS/SERVICES</b>	<b>207,592</b>	<b>215,754</b>	<b>229,056</b>	<b>273,741</b>	<b>44,685</b>	<b>20%</b>
<b>800</b>							
800	Accreditation	7,560	5,085	1,200	1,200	0	0%
810	Uniforms	22,751	21,813	30,000	32,000	2,000	7%
820	Radio parts and labor	28,507	28,083	30,536	33,036	2,500	8%
830	Firearms Trng and Ammo	1,758	4,553	5,500	5,500	0	0%
	Tasers	10,000	10,499	11,000	11,000	0	0%

**Memorial Villages Police Department  
FY20 BUDGET PROPOSAL**

**GENERAL FUND CONTINUED**

Acct. No	Category	2017 Actual	2018 Unaudited	2019 Adopted	2020 Requested	\$ Increase/ 2019-2020	% Increase
840	Training & Prof. Dues	31,182	46,048	44,000	54,000	10,000	23%
850	Travel	7,136	6,251	7,000	7,000	0	0%
860	Recruiting Costs	3,605	3,033	5,000	10,000	5,000	100%
870	Criminal Investigations (CID)	4,169	2,594	3,500	3,500	0	0%
880	Contingency - Miscellaneous	10,665	0	15,000	25,000	10,000	67%
892	Small Equipment		5,726	2,500	2,500	0	0%
	<b>TOTAL OPERATIONS</b>	<b>238,397</b>	<b>133,685</b>	<b>155,236</b>	<b>184,736</b>	<b>29,500</b>	<b>19%</b>
	<b>TOTAL M&amp;O</b>	<b>4,781,102</b>	<b>4,712,090</b>	<b>5,357,726</b>	<b>5,666,062</b>	<b>308,336</b>	<b>6%</b>
<b>OTHER FUNDS</b>							
Acct. No	Category	2017 Actual	2018 Unaudited	2019 Adopted	2020 Requested	\$ Increase/ 2019-2020	% Increase
<b>1000</b>							
1000	Auto Replacement	203,520	143,731	80,000	138,000	58,000	73%
	Rifle Locking System	4,993					
	AEDs			8,000		(8,000)	
	<b>TOTAL VEHICLE REPLACEMENT</b>	<b>208,514</b>	<b>143,731</b>	<b>88,000</b>	<b>138,000</b>	<b>50,000</b>	<b>56.82%</b>
<b>2000</b>							
2100	Traffic Monitor						
2500	Radar - Lidar						
2880	Capital Projects Contingency	63,713	32,285				
	<b>TOTAL SPECIALCAPITAL ASSETS</b>	<b>63,713</b>	<b>32,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL OTHER FUNDS</b>	<b>272,227</b>	<b>176,016</b>	<b>88,000</b>	<b>138,000</b>	<b>50,000</b>	<b>57%</b>
Category	2017 Actual	2018 Unaudited	2019 Adopted	2020 Requested	\$ Increase/ 2019-2020	% Increase	
<b>GENERAL FUND</b>	<b>4,781,102</b>	<b>4,712,090</b>	<b>5,357,726</b>	<b>5,666,062</b>	<b>308,336</b>	<b>5.75%</b>	
<b>OTHER FUNDS</b>	<b>272,227</b>	<b>176,016</b>	<b>88,000</b>	<b>138,000</b>	<b>50,000</b>	<b>56.82%</b>	
<b>COMBINED TOTALS</b>	<b>5,053,329</b>	<b>4,888,106</b>	<b>5,445,726</b>	<b>5,804,062</b>	<b>358,336</b>	<b>6.58%</b>	



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

*Raymond Schultz*  
 Chief of Police

June 10, 2019

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

During the month of May MVPD responded/handled a total of 8,315 calls/incidents. 6,239 House watch checks were conducted. 1031 traffic stops were initiated with 1093 citations being issued for 1844 violations. (Note: 23 Assists in Hedwig, 251 in Houston, 1 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

<u>Village</u>	<u>Calls/YTD</u>	<u>House Watches/YTD</u>	<u>Accidents</u>	<u>Citations</u>	<u>Response Time</u>
Bunker Hill:	2726/12917	2176/10216	2	343	7@2:00
Piney Point:	2514/9868	1884/7187	4	457	7@3:04
Hunters Creek:	2788/13321	2178/10403	3	293	8@3:47 24@3:22

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

<u>Call Type</u>	<u>#</u>	<u>Call Type</u>	<u>#</u>	<u>Citations</u>	<u>#</u>
False Alarms:	192	Ord. Violations:	17	Speeding:	397
Accidents:	9	Info Reports:	57	Exp. Registration:	294
Assist Fire:	47	Suspicious Situations:	113	No Ins:	171
Assist EMS:	31	Welfare Checks:	22	No License:	145
				Red Light:	29

*This month the department generated a total of 100 police reports.*

Crimes Against of Persons (0)

Crimes Against Property (15)

Burglary of a Habitation	4	Forgery/Fraud	5
Theft – Felony	5	Theft – Misdemeanor	1

Petty/Quality of Life Crimes/Events (85)

Poss. of a Controlled Sub/Para.	6	Public Intoxication	2
Warrants	40	Criminal Mischief	1
Information Reports	10	DWI	2
Misc. Reports	22	Criminal Trespass	2

Arrest Summary: Individuals Arrested (53)

Warrants	40	DWI	2
Class 3 Arrests	9	Felony	2



<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,741,300	4,640,414	37.5%
• Operating Expense:	320,053	717,312	44.6%
• Total M&O Expenditures:	2,061,353	5,357,726	38.5 %
• Capital Expenses:	88,000	88,000	100%
• Net Expenses:	2,149,353	5,445,726	39%

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

- The Finance/Budget Committee met 5/20/19 and on 6/5/19. The budget was reworked using the direction provided from Commissioners and feedback from the respective City Managers. The proposed FY20 budget currently stands at increase of 5.75% for M & O and total increase of 6.58%. 3 Capitol projects are also being supported using 2018 surplus funds.

#### Personnel Changes/Issues/Updates

- Interviewed and made an offer to Ms. Amber Rose for a position with the MVPD as a dispatcher. Ms. Rose accepted the offer and is expected to start July 1, 2019 after she completes her physical and drug screen. Ms. Rose comes from Sugarland PD with 6 years of dispatch experience.

#### Major/Significant Events

- 5/11/19. The Drone being used in testing by a vendor was stolen while outside at the Hunters Creek City Hall. Video surveillance showed a male suspect in a pick-up truck take the drone.
- 5/13/19. Two burglaries occurred within approximately one hour of each other and about a block apart. Through investigation, detectives utilized the test ALPR system and identified 2 suspect vehicles. 2 arrests were made. The investigation is continuing.
- This month the department received information from the crime lab of 2 CODIS hits that identified the offenders in 2 burglaries from 2017. One was from a home burglary on Gessner and the other from a vehicle burglary on Raydon. Arrest warrants are pending for the suspects in both cases. Note: both cases involved the collection of DNA evidence by detectives.

#### Status Update on any Major Projects

- The department has seen good results from the new pest extermination service over the past several months, as per TBP requirements.
- The department took delivery of 3 - 2019 Dodge Durango Police vehicles. The 2 marked units have been sent to the up-fitter for equipment installation.
- Repairs were completed on the 4-inch sprinkler system backflow valve (Building fire suppression system).
- 2 emergency plumbing repairs were required for a clogged drain on the hot water system and a cracked drain pipe in the women's restroom. The drain was clogged with over 6 feet of algae.

V-LINC new registrations in May: +17

BH – 1075/1250 (+10)

PP – 791/1160 (+4)

HC – 1025/1514 (+3)

Out of Area – 375 (+0)

### 2018 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	7:23:47	4:14:46	7:59:41	9:22:04	5:44:58								0	14
BIEHUNKO, JOHN	16:18:53	16:40:22	11:09:22	20:13:47	11:08:40								1	7
BOGGUS, LARRY	22:18:03	13:30:05	12:08:01	31:25:35	19:57:37								4	19
BRACHT, DANIEL	10:42:46	12:27:12	20:18:04	14:14:16	17:28:43								6	24
BURLESON, Jason	23:23:57	25:48:19	25:31:22	14:30:20	24:56:10								5	57
CANALES, RALPH EDWARD	14:08:38	12:22:02	7:14:25	20:10:09	11:55:53								5	18
CERNY, BLAIR C.	28:01:20	21:19:05	19:04:49	21:38:11	21:04:48								7	66
HARWOOD, NICHOLAS	21:17:49	26:19:29	22:46:50	25:39:17	21:57:40								7	48
HODGES, JEFFERY	28:58:07	29:30:52	23:20:38	21:40:12	23:57:07								4	32
JARVIS, RICHARD	20:17:57	22:15:48	27:55:03	24:04:41	20:59:12								6	43
JOLIVET, CHARLES	26:59:53	16:20:46	22:44:22	23:55:55	21:22:01								3	57
JONES, ERIC	1:35:06	2:00:27	1:27:02	0:17:00	0:41:15								0	0
KELSO JR, RONALD K	5:21:34	4:44:32	4:36:24	7:49:05	12:08:20								0	0
LERMA, FRANK	9:14:25	8:54:37	3:47:10	15:51:13	6:46:08								1	0
MCELVANY, ROBERT	11:24:25	13:18:13	21:05:00	16:07:00	13:05:49								2	24
MILLER, OSCAR	22:49:44	7:38:04	0:19:03	7:42:13	4:34:52								0	0
NASH, CHRISTOPHER	29:57:20	12:11:01	21:41:51	18:00:51	21:23:45								4	13
NOWLIN, DONALD L	22:44:26	27:45:53	32:20:14	33:50:45	45:32:32								10	207
OWENS, LANE	0:00:00	0:00:00	0:00:00	0:02:28	0:00:00								0	0
PAVLOCK, JAMES ADAM	18:07:09	30:09:12	25:27:52	22:07:20	25:21:12								8	53
RODRIGUEZ, CHRISTOPHER	10:04:37	6:53:45	5:05:15	9:02:09	16:25:44								0	0
SCHANMEIR, CHRISTIAN	21:33:06	25:10:53	32:27:52	16:06:17	30:42:35								4	95
SCHULTZ, RAYMOND	2:04:12	5:24:16	0:32:11	1:33:03	0:28:39								0	0
SILLIMAN, ERIC	16:12:54	22:00:20	17:16:51	17:51:39	20:08:56								4	55
SISSION, KYLE J	1:45:19	4:53:13	4:55:14	0:03:55	2:02:19								1	0
SPRINKLE, MICHAEL	8:34:13	4:42:12	8:50:07	6:47:47	2:40:20								0	4
TAYLOR, CRAIG	15:25:27	27:58:47	15:43:20	24:42:37	15:45:02								5	49
TORRES, PATRICK	7:27:32	21:00:59	23:40:21	27:11:25	19:26:54								2	35
TUGGLE, JAMES	25:30:16	21:21:00	24:42:05	26:58:59	17:50:26								2	59
VALDEZ, JUAN	25:09:18	22:07:57	22:22:01	28:55:46	20:53:20								3	26
WHITE, TERRY	35:00:07	27:05:02	31:19:21	34:45:37	31:04:56								6	88
													100	1093

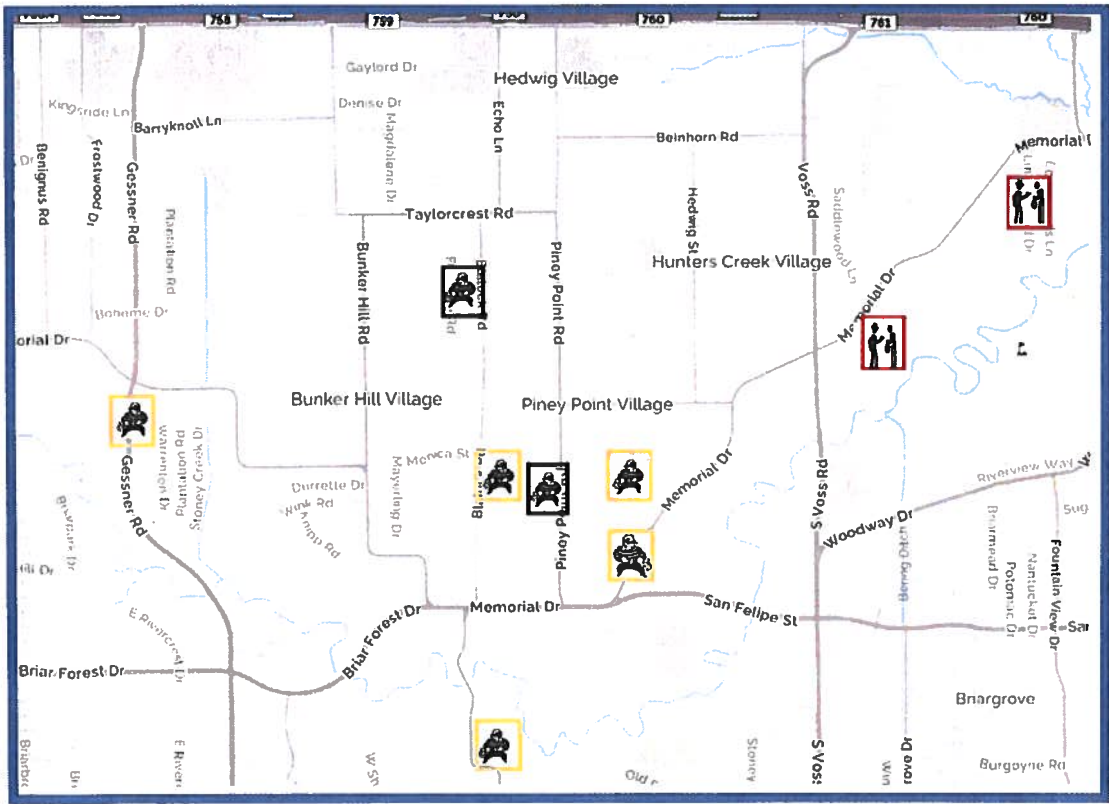
Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
911 Phone Calls	426	453	408	437	456								
3700 Phone Calls	2537	2499	2791	2676	2612								
DP General Phone Calls*	72:12:00	62:36:15	76:43:49	73:26:38	64:27:43								

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

### 2019 Total Incidents

2019	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	11	84	96	49	8523	6647	2719	2224	2163	1625	3428	2795
February	1	12	86	99	54	5833	4135	2105	1587	1553	1100	1961	1445
March	3	11	89	103	47	8754	6758	3057	2521	2147	1569	3284	2665
April	1	10	91	102	57	5923	4037	2310	1708	1491	1009	1860	1320
May	0	15	85	100	53	8315	6239	2726	2176	2514	1884	2788	2178
June													
July													
August													
September													
October													
November													
December													
<b>Total</b>	<b>6</b>	<b>59</b>	<b>435</b>	<b>500</b>	<b>260</b>	<b>37348</b>	<b>27816</b>	<b>12917</b>	<b>10216</b>	<b>9868</b>	<b>7187</b>	<b>13321</b>	<b>10403</b>

2018 Totals	20	228	931	1179	429	106778	88215	38707	33288	28105	22956	37687	31823
Difference													
% Change													






**2019 Burglary Map**

Address	Alarm	POE
2 Brompton Ct	NS	Rear Window
231 Gessner	NS	Open House
15 Cheska Ln*	NS	Open Door
11614 Starwood	NS	Forced (Const)
339 Tynebridge	NS	Rear Window
210 Merrie Way	NS	Dog Door
18 Windemere	NS	Rear Window

**2019 Robberies**

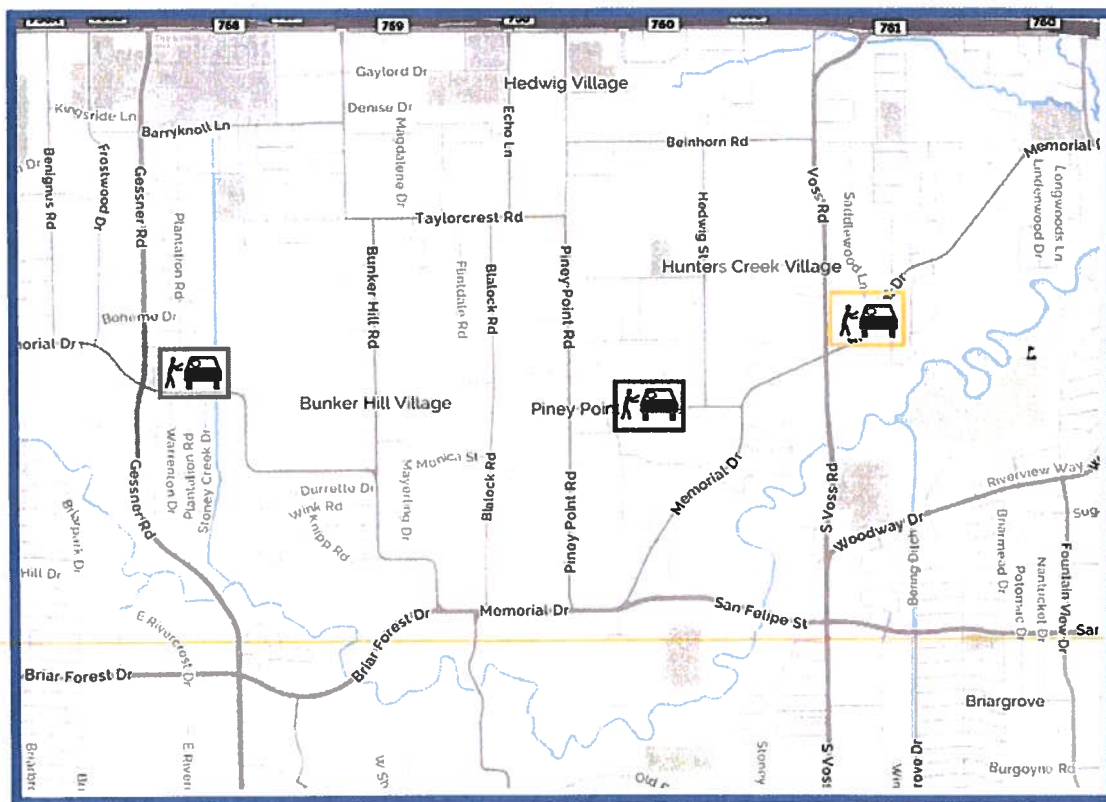
Address	MO
601 Lindewood*	BMV/Firearm
401 Ripplecreek	Juggling Strong Arm

-  Daytime Burglary
  -  Nighttime Burglary
  -  Robbery
- \* = Solved  
6/01/19

### 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

6/01/19

## May 2019 VFD Assists

Calls received directly by MVPD via 911/3700

### Priority Events                      Average Response Times

Total – 9	3:36
Fire – 1	1:12
EMS – 8	3:54

### By Village

BH Fire – 1	1:12
BH EMS – 4	2:04

PP Fire – 0	0
PP EMS – 4	5:47*

\*No PD units available on one event, VFD dispatched per protocol and on scene prior to PD.  
Reason for extended dispatch average response time.

HC Fire -0	N/A
HC EMS -0	N/A

### Combined VFD Events (Priority + Radio)

Total – 40	2:51
Fire – 23	2:43
EMS – 17	3:00

### Radio Call Events

Total – 50	3:27
Fire- 33	3:19
EMS- 17	3:42



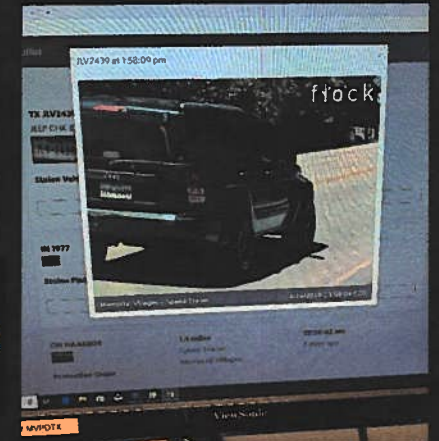
Hunters Creek



Village

# FY20 Budget Proposal

Bunker Hill Village - Piney Point Village - Hunters Creek Village



Keeping the Villages  
Beautiful  
713-365-3700



Memorial Villages Police Department





Hunters Creek



Village

## FY20 Budget Goals and Objectives

### Goals:

Hire, Develop and Maintain the **best qualified and experienced employees** possible to serve as Memorial Villages Police Department, Police Officers, Dispatchers and Professional Support Staff.

Provide and maintain the **best possible tools, technology and equipment** available for use by the MVPD in order to provide for a Safe Community, Free of Crime and the Fear of Crime.

### Objective:

Use Village Funds in the most effective and efficient manner possible in order to hire and retain employees by providing a competitive salary and benefit package, while at the same time providing staff with the latest technology, tools, equipment and support services that will allow personnel to provide the highest level of Police Services and Protection.





Hunters Creek



Village

## FY20 Budget - The Issues

### Personnel: Remain Competitive - Full Staffing

- 2019 1 Officer and 1 Dispatcher Vacancy
- Year 2 of a 2 Year Compensation Plan

### Technology: Efficiency – Risk Reduction

- ALPR – Expand Test Project – 20 ALPR Systems
- Modernize and Standardize - In-Car Video Systems
- Introduction of On-Body Camera System on Personnel

# FY20 Budget

## Personnel: Remain Competitive – Fully Staffed

### 3.7% Increase in Salary and Benefit Budget

- Base Salary Increase - 3% (STEP + CPI Adjustment)
- Increase Shift Differential
- PT HSA Incentive
- Initiate 457b City contribution at 1%

### Average Salary

w/incentives will be:

Sergeant	\$99,000
Patrol Officer	\$78,000
Dispatcher	\$54,000



Hunters Creek



Village



Hunters Creek



Village

# FY20 Budget

## Technology: Efficiency – Risk Reduction

- ALPR – Expand Test Project – 20 ALPR Systems  
\$40,000 annual + \$6,000 one time installation\*
- Modernize and Standardize - In-Car Video Systems  
13 Cloud Based, Auto-Upload Systems  
\$126,347 (\$45,851 Yr1, \$20,124 Yr's 2-5)\*
- Body Worn Camera System on all Personnel  
33 Cameras, Licenses, Hardware, Software & Storage  
\$119,040 (\$30,792 Yr1, \$22,062 Yr's 2-5)\*

\* Fund with FY18 reversion funds

# FY20 Budget Proposal

## Other FY20 Adjustments

TMRS	\$37,883
Legal	\$ 3,600
TML Risk	\$ 6,712
Janitorial	\$ 2,000
Fuel	\$ 1,750
Uniforms	\$ 2,000
Radio Batteries	\$ 2,500
Contingency/Emergency	\$10,000
Recruiting/Tuition	\$ 5,000
RAD Program	\$10,000
Landscaping	\$ 9,200
FireSafe	\$ 2,200
Polar Air	\$ 4,500



Hunters Creek



Village



# FY20 Budget Proposal

## Proposed Total Budget Package for 2020

Personnel and Benefits \$4,845,925 (+4%)

Total Operations \$184,736 (+19%)

Total M&O \$5,666,062 (+5.75%)

Auto – Capital \$138,000 (57%)

(Vehicles)

Proposed 2020 Budget – \$5,804,062 (+6.58%)

Cost per Village \$1,934,687



Hunters Creek



Village

# Capital Projects and Initiatives

On-Body Cameras



+

In-Vehicle Cameras



*Integrated Video Solution*



Hunters Creek



Village

# Capital Projects and Initiatives

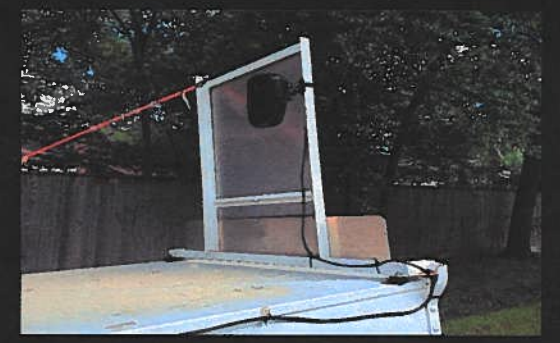
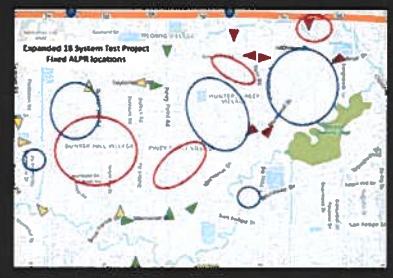
## Extended ALPR Test Project



Hunters Creek



Village





Hunters Creek



Village

# FY 19/20 Capital Funding Request

1 Year ALPR - \$48,000

5 Year BWC - \$119,040

5 Year In-Car - \$126,347

Total - \$293,387





# Safest Community in Texas 2019



Hunters Creek



Village



**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, JUNE 26, 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, June 26, 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 – May 22,2019

**3B.** Approval of bills paid – May 2019

**4. REPORTS**

**4A.** Robert Belt – 2018 Audit Draft Report

**4B.** Treasurer’s Financial Reports – May 2019

**4C.** Fire Chief’s Report -Events of May 2019; Monthly Performance; Record of Calls, and Response Times

**4D.** Building restoration subcommittee report and possible action  
a. Amos Byington / Michael Medwedeff AG/CM – options  
b. Scott Brady Jointer Architects

**4E.** Dispatch subcommittee report and possible action

**4F.** 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  
June 26, 2019  
PAGE 2**

8. **CONSIDERATION OF AND ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
- 8A. Discussion /Consideration of and action on 2020 Budget workshop June 11 and 2020 proposed budget
  - 8B. Consideration of and action on the 2018 Audit Draft
  - 8C. Consideration of and action on the 2018 Intra-budgetary Transfers
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 – Interlocal
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**
- July 24,2019**
14. **ADJOURNMENT**

I certify that the agenda for the 26<sup>th</sup> of June 2019, Regular Monthly Meeting was posted at the fire department this the 19th day of June 2019, at 2:00 p.m.

\_\_\_\_\_  
Marlo Longoria, Administrative

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

**VILLAGE FIRE DEPARTMENT BUDGET  
2020 BUDGET WORKSHEET Draft 3**

Line Item	FUND 1			
	2018 BUDGET	2018 Actual non-audited	2019 BUDGET	2020 BUDGET
<b>1 CAPITAL EXPENDITURES:</b>				
2 CONTINGENCY - FACILITY	35,000.00		35,000.00	35,000.00
3 MISC. TOOLS & EQUIP./HOSE:	10,000.00		65,000.00	24,000.00
4 PROTECTIVE GEAR	20,000.00		20,000.00	20,000.00
<b>5 CAPITAL EXPENDITURE TOTAL</b>	<b>65,000.00</b>	<b>25,089.89</b>	<b>120,000.00</b>	<b>79,000.00</b>
	2018 BUDGET	2,018.00 Actual non-audited	2019 BUDGET	2020 BUDGET
<b>6 PERSONNEL EXPENDITURES:</b>				
7 SALARIES:				
8 Base Salary	3,282,583.00		3,807,243.73	3,936,496.00
9 2% 457 Deferred Compensation	65,651.00		74,144.87	78,730.00
11 Longevity	22,000.00		22,000.00	22,000.00
12 Higher Class	28,000.00		28,000.00	28,000.00
13 TOTALS	3,398,234.00	3,413,634.86	3,931,388.60	4,065,226.00
14 SALARIES - OVERTIME	105,000.00	103,796.38	105,000.00	105,000.00
15 Bonus			6,000.00	6,000.00
16 Professional Certification	44,400.00	38,834.79	44,400.00	44,400.00
17 FICA TAX - 7.65%	271,394.00	259,760.50	304,530.33	322,419.00
18 LIFE/LTD INSURANCE	23,000.00	20,442.93	23,000.00	23,000.00
RETIREMENT:				
19 Contribution - 6.43%	227,758.00	232,935.38	247,978.25	271,000.00
20 HOSPITALIZATION INSURANCE ( <u>15%</u> Estimate) (Final % TBD in October)	611,095.00	593,059.27	609,770.00	701,235.00

21	MEAL ALLOWANCE	31,978.00	32,290.00	31,978.00	35,000.00
22	WORKMEN'S COMP. INSURANCE (5-Yr. Bid 2016 thru 2020)	35,000.00	35,248.82	35,000.00	35,000.00
23	<b>PERSONNEL EXPENDITURES TOTAL</b>	4,747,859.00	4,730,002.93	5,239,045.19	5,608,280.00
		2018	2018	2019	2020
Line		BUDGET	Actual	BUDGET	BUDGET
Item			non-audited		
24	<b><u>OPERATIONAL EXPENDITURES:</u></b>				
25	AMBULANCE MEDICAL SUPPLIES	50,000.00	51,731.21	50,000.00	55,000.00
26	BUILDING SUPPLIES & MAINTENANCE	47,000.00	48,533.24	47,000.00	47,000.00
27	CHEMICALS	2,000.00	0.00	2,000.00	2,000.00
28	EMERGENCY CONTINGENCY	20,000.00	1,356.75	20,000.00	20,000.00
29	DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	5,375.65	6,500.00	6,500.00
30	FIRE PREVENTION/ Pub Relations	12,000.00	11,534.28	12,000.00	15,000.00
30b	Fuel Software Expense	6,274.57	6,274.57		
31	GAS & OIL	45,000.00	38,062.64	45,000.00	45,000.00
32	INSURANCE - CASUALTY	42,000.00	41,653.17	42,000.00	42,000.00
33	<b>TOTALS</b>	224,500.00	204,521.51	224,500.00	232,500.00
34	<b><u>MISCELLANEOUS:</u></b>				
35	Legal Notices/Advertising	1,000.00		1,000.00	1,000.00
36	License/Permits	6,000.00		6,000.00	6,000.00
37	Other Expenses	200.00		200.00	200.00
38	<b>MISCELLANEOUS TOTAL</b>	7,200.00	19,119.18	7,200.00	7,200.00
39	<b>OFFICE EXPENSE:</b>				
40	Office Supplies, Paper, Staples, Toner, Ink				7,000.00
41	Batteries, SCBA, PASS,				5,300.00
42	Shipping				1,200.00
43	Printing (letterhead, envelope, forms)				200.00
44	Office/PC Equipment Maintenance Contracts				10,200.00
45	Hospitality Supplies				6,000.00
46	Postage Meter Rental				1,500.00
47	Chairs, Tables, Printers				4,000.00
48	Bank Services Charges				400.00

49	Misc Office Expenses				1,200.00
50	Replacement Copy Machine				10,000.00
51	Dispatch/Records Mgmt Software				70,000.00
52	OS, Furniture, Equip, Postage, Printing, Misc.	37,000.00	43,056.37	37,000.00	117,000.00
53	PROFESSIONAL SERVICES:				
54	CPA	21,000.00		21,000.00	21,000.00
55	Legal	12,000.00		12,000.00	32,000.00
56	IT Services	26,400.00		26,400.00	26,400.00
57	Health Insurance Consultation	8,080.00		8,080.00	8,080.00
58	Medical	7,000.00		7,000.00	7,000.00
59	Medical Director - Dr. Malone	15,000.00		15,000.00	15,000.00
60	Salary/Benefit Survey			0.00	20,000.00
61	Professional Services Other	22,920.00		22,920.00	16,000.00
62	<b>PROFESSIONAL SERVICES TOTAL</b>	112,400.00	150,920.78	112,400.00	145,480.00
63	PUBLIC UTILITIES	50,000.00	67,953.92	55,000.00	60,000.00
64	RENT	10.00	10.00	10.00	10.00
65	STATE CERTIFICATION FEES	6,000.00	6,383.38	6,000.00	6,000.00
66	TRAINING	25,000.00	25,555.75	25,000.00	30,000.00
67	UNIFORMS	25,000.00	24,935.02	25,000.00	25,000.00
68	MAINTENANCE EXPENDITURES:				
69	MAINTENANCE OF VEHICLES	100,000.00		100,000.00	100,000.00
70	MAINTENANCE OF EQUIP. & SUPPLIES	25,000.00		25,000.00	25,000.00
71	MAINTENANCE CONTRACTS	10,000.00		10,000.00	10,000.00
72	<b>MAINTENANCE EXPENDITURES TOTAL</b>	135,000.00	152,227.19	135,000.00	135,000.00
73	<b>OPERATIONAL EXPENDITURE TOTAL</b>	672,110.00	694,683.10	622,110.00	758,190.00
74	<b>OPERATING BUDGET</b>	5,484,969.00	5,512,681.92	\$5,986,155.19	\$6,445,470.00
75	CAPITAL REPLACEMENT FUND	130,000.00	345,975.99	160,000.00	160,000.00
76	COMPENSATION ABSENCE RESERVE FUND	45,000.00	-1,918.50	45,000.00	0.00

77	FACILITY FUND	30,000.00	355,405.95	3,500,000.00	0.00
78	FUNDS TOTAL	205,000.00		3,705,000.00	160,000.00
79	<b>TOTAL BUDGET (assessed to Cities)</b>	5,639,969.00		9,691,155.19	6,605,470.00
80	EMS Revenue Returned to Cities	310,000.00		310,000.00	310,000.00
81	Actual Cost of Fire Department	5,329,969.00		9,381,155.19	6,295,470.00
		2019		2019	2020
		BUDGET		BUDGET	BUDGET
82	<b>Fund 2 (Major Equipment)</b>				
83	VEHICLE REPLACEMENT	130,000.00		160,000.00	
84	MAJOR EQUIPMENT	0.00		0.00	160,000.00
85	Fund 2 BUDGET TOTAL	130,000.00		130,000.00	0.00
86	<b>Fund 2 DETAIL</b>	2018		2019	2020
87	<b>BEGINNING Fund Balance</b>	137,402.00	137,402.00	347,067.40	466,328.40
88	Vehicle Expenditures	35,000.00	45,334.60	42,239.00	650,000.00
89	Major Equipment Expenditures	0.00		0.00	0.00
90	Sold Vehicles/Other Items	125,000.00	125,000.00	1,500.00	50,000.00
91	Interest Income	0.00		0.00	0.00
92	Additional Unbudgeted Contributions/Deposits	0.00		0.00	0.00
93	BUDGETED CONTRIBUTIONS/DEPOSITS	130,000.00	130,000.00	160,000.00	160,000.00
94	END OF YEAR FUND BALANCE	337,402.00	347,067.40	466,328.40	26,328.40
95	<b>Fund 3 (Compensated Absence)</b>				
96	Compensated Absence Fund Balance	0.00		0.00	0.00
97	Expenditures				
98	Interest Income				
99	Service Charge				
100	BUDGETED CONTRIBUTIONS/DEPOSITS	45,000.00	-1,918.50	45,000.00	0.00

<b>101</b>	<b>Fund 4 (Facility)</b>				
<b>102</b>		Facility Fund Balance	88,549.00		85,691.09
<b>103</b>		Expenditures			3,585,691.09
<b>104</b>		Interest Income			
<b>105</b>		Service Charge			
<b>106</b>		BUDGETED CONTRIBUTIONS/DEPOSITS	30,000.00		3,500,000.00

Line 3, Replace small extrication equipment \$14,000

Line 21, Increase to meal allowance

Line 23, Salary and Associated benefits increase by 1% (CPI)

Line 25, Increase by \$5000 for rise in EMS supply costs

Line 50, Replace Copy Machine \$10,000

Line 51, Update Dispatch/Records Management Software \$70,000

Line 55, increased Legal Services by \$20k

Line 60, Salary/Benefit Review

Line 76, Compensated absence fund not funded

Line 102, Column K, Figure represents fund balance at time of development of this budget.

Line 106, Actual construction budget may change when construction contract is established late 2019 or early 2020.

Legal Fees to date:

VFD regular: \$5450.25

BHV Issue: \$18,383.07

Facility: \$5577.00





**AG|CM**  
INC.

**JOINER**  
ARCHITECTS

Village Fire Department  
2019 Addition & Renovation Project  
May 2019 Board Update

# Village Fire Dept. Commissioners & Leadership

## Commissioners

Mr. Zebulun Nash, Vice-Chair (Piney Point Village)  
Council Member Allen Carpenter, Treasurer (Spring Valley Village)  
Mr. Jay Carlton, Secretary (Hunters Creek Village)  
Mr. William Johnson (Hedwig Village)  
Mr. Robert Byrne (Hilshire Village)

## Alternates

Mayor Brian Muecke (Hedwig Village)  
Council Member Henry Kollenberg (Piney Point Village)  
Mayor Tom Ramsey (Spring Valley Village)  
Mr. Frank Doyle (Hunters Creek Village)  
Mr. Ray Leiker (Hilshire Village)

## Village Fire Department Leadership

Chief David Foster (Village Fire Dept.)  
Mrs. Marlo Longoria (Administrator)



# Recent Project History

## February

- Project Management RFQ and Selection Process
- AG|CM NTP was February 28th, 2019

## March and April

- Project Manager On-Boarding was held at the site
- Architectural Services RFQ and Selection Process
- Joiner NTP was April 25th, 2019

## May

- Architect On-Boarding was held at the site on May 1, 2019
- Design charrette was held on May 8th, 2019 – meeting minutes were issued
- Collected and Logged VFD design concerns
- Steve Byington (Cobb Findley) reviewing easements, setbacks, etc.
- Reviewed the Logged VFD design concerns with the Fire Chief – 5/21/2019
- Ongoing discussions with Hedwig Village Building Official
- Ongoing discussions with Spring Branch ISD
- Fire Commissioner's Meeting – AGCM presentation

# Recent Project History (continued)

## Village Fire Department 2019 Addition and Renovation Project

Item	Presented		Description	Status	Forwarded		Discussion	Resolution
	By	On			To	On		
1	Foster	5/9	The conference room needs to be in the workgroup that uses it every workday. Moving it to the rear of the facility requires that all visitors walk through the private firefighter space to access the room. For example, last week we had 3 auditors here for the week. All during the day they were asking for files from the office staff, this would have been very difficult with them in the rear of the building	Open	Joiner	5/20	Forces Staff to walk outside or disturb living quarters.	
2	Foster	5/9	There is a need for a room at the rear of the facility for firefighter training. Firefighters are required to have hands on and classroom training every day	Open	Joiner	5/20	This is a very important item in regards to layout.	
3	Foster	5/9	The EMS supply room needs to be a secure temperature-controlled room with enough room to store all EMS supplies. The current storage space, and it is very full, is approximately 125 square feet. This is a requirement of the DEA	Open	Joiner	5/20	Per Chief: Too small and needs to be relocated.	
4	Foster	5/9	The Deputy Chief's office needs to be much closer to restroom facilities. The current design will delay their response	Open	Joiner	5/20	Perhaps move to officer's quarters or near.	
5	Foster	5/9	The station's garage doors need to have roll down storm doors installed. Currently, during a hurricane, the doors are boarded with plywood. When this occurs, there is NO fire or EMS response until the plywood is removed	Open	Joiner	5/20	Can we provide a better rated assembly in lieu of 2 systems?	
6	Foster	5/9	Old windows need to be replaced with storm rated windows. The current windows leak during storms and are boarded during hurricanes	Open	Joiner	5/20		
7	Foster	5/9	The Fire Chief office needs to be ADA accessible	Open	Joiner	5/20	Slight door frame and addition of ADO to make this room ADA compliant.	
8	Foster	5/9	The current emergency generator needs to be accessed and handled accordingly	Open	Joiner	5/20	Prevailing winds trap exhaust heat through louvers causing this to overheat.	
9	Foster	5/9	The oven/stove in the kitchen needs to be replaced. The oven doesn't keep temperature and we have had it repaired several times. The stove pilot lights blow out frequently	Open	Joiner	5/20		
10	Foster	5/9	We have been told by several licensed electricians that the building electrical system, building feed, breaker boxes, etc., need to be updated	Open	Joiner	5/20	Perhaps look into replacing panels, but removal and relocation might need to become optional based on costs.	
11	Foster	5/9	The dispatch office needs to be brought to ground level. I will develop a plan to move them	Open	Joiner	5/20		
12	Foster	5/9	If there is no money to refurbish the coffee bar in the current conference room, I will do it now. The formica is cracked, the sink is constantly clogged. The cabinets are falling apart	Open	Joiner	5/20		
13	Foster	5/9	I will also develop a plan to relocate the firefighters during the renovation	Open	Joiner	5/20		



# Recent Project History (continued)

## Village Fire Department 2019 Addition and Renovation Project

Item	Presented		Description	Status	Forwarded		Discussion	Resolution
	By	On			To	On		
14	Foster	5/9	During the meeting, I learned there was a plan to install a diesel exhaust system in the bay doors. We currently have an effective solution to that issue.	Open	Joiner	5/20		
15	Foster	5/9	The turnout gear storage needs to extend further north in the space, almost to the air compressor. In addition, we need to install mesh storage lockers to secure the very valuable gear.	Open	Joiner	5/20		
16	Foster	5/9	The Administer position needs a secure space. The position works daily on confidential and personnel issues. Her computer is constantly in full view of firefighters accessing office supplies and the copy machine and station visitors. Each day she must completely unload her desk, securing all documents in secure drawers.	Open	Joiner	5/20		
17	Foster	5/13	Project manager and architect need to be aware the building was designed when there were 6 firefighters working each day. In addition, office staff increased due to additional department responsibilities. This includes the long term storage of files, as mandated by the Federal Govt.	Open	Joiner	5/20		
18	Foster	5/13	Sleeping quarters for 15 personnel. This includes the officers. Rooms should have lockers for clean storage of bedding material. Meet NFPA station requirements, infectious control requirements.	Open	Joiner	5/20		
19	Foster	5/13	Lockers for all shift personnel should be provided for storage of uniforms, personal items, shower items, workout clothing.	Open	Joiner	5/20		
20	Foster	5/13	Men and women lavatory facilities. Consideration must be made for distance of lavatories to not delay turnout times.	Open	Joiner	5/20		
21	Foster	5/13	2 captain and 1 deputy chief office, without beds in the office.	Open	Joiner	5/20	Beds in the office sets bad HR tone for co-shift workers.	
22	Foster	5/13	Kitchen should have enough room to prepare meals for 15 personnel. Counter tops should be non-permeable.	Closed	Joiner	5/20	See Item #12	
23	Foster	5/13	Review condition of kitchen cabinets	Closed	Joiner	5/20	See Item #12	
24	Foster	5/13	Review condition of kitchen range	Closed	Joiner	5/20	See Item #12	
25	Foster	5/13	Review of kitchen day room area flooring for slip resistance, sanitation, and infectious control.	Open	Joiner	5/20		
26	Foster	5/13	Dayroom should have enough room for 10 chairs.	Open	Joiner	5/20		
27	Foster	5/13	Dining room, adequate space for current number of personnel.	Open	Joiner	5/20		



# Recent Project History (continued)

## Village Fire Department 2019 Addition and Renovation Project

Item	Presented		Description	Status	Forwarded		Discussion	Resolution
	By	On			To	On		
28	Foster	5/13	Firefighter "living areas" should be separated from public areas	Open	Joiner	5/20		
29	Foster	5/13	EMS supply storage, room to properly store EMS supplies and Double lock drugs as required by DEA	Closed	Joiner	5/20	See Item #3	
30	Foster	5/13	Room for storage of power equipment, lawnmower, blowers etc.	Open	Joiner	5/20		
31	Foster	5/13	Turnout gear storage should have room for storage of 30 sets of firefighter turnout gear in mesh securable lockers. Include exhaust air system	Open	Joiner	5/20	This might need to be optional based on budget.	
32	Foster	5/13	EMS decontamination room - space to clean contaminated EMS equipment	Open	Joiner	5/20		
33	Foster	5/13	Washer and Dryer room	Open	Joiner	5/20		
34	Foster	5/13	Private showers	Open	Joiner	5/20		
35	Foster	5/13	Windows should be hurricane proof or have hurricane shades installed	Closed	Joiner	5/20	See Item #6	
36	Foster	5/13	Truck bay doors need to have hurricane doors	Closed	Joiner	5/20	See Item #5	
37	Foster	5/13	Truck Bays need truck power cords updated (ampage)	Open	Joiner	5/20		
38	Foster	5/13	Truck bays need heaters replaced, consider overhead radiant heaters	Open	Joiner	5/20		
39	Foster	5/13	Truck bays need to be coated with non-slip surface	Open	Joiner	5/20		
40	Foster	5/13	Building electric of equipment needs to be updated	Open	Joiner	5/20		
41	Foster	5/13	Coffee bar in conference room needs new cabinets and countertop	Closed	Joiner	5/20	See Item #12	
42	Foster	5/13	Separate food storage cabinets or pantry for each shift	Open	Joiner	5/20		
43	Foster	5/13	Training room for personnel	Closed	Joiner	5/20	See Item #2	
44	Foster	5/13	Facility needs an up to date station incident notification system	Open	Joiner	5/20		
45	Foster	5/13	Security cameras on outside need to be updated	Open	Joiner	5/20		
46	Foster	5/13	Emergency Generator needs to be accessed for size and location	Open	Joiner	5/20		
47	Foster	5/13	Fire Chief office should be ADA accessible for visitors. Also consider room for overnight stays	Open	Joiner	5/20		
48	Foster	5/13	Admin office needs file storage needs accessed with space as appropriate	Open	Joiner	5/20		
49	Foster	5/13	Need appropriate space for office equipment, mail machine, copier, mail	Open	Joiner	5/20		



# Recent Project History (continued)

## Village Fire Department 2019 Addition and Renovation Project

Item	Presented		Description	Status	Forwarded		Discussion:	Resolution:
	By	On			To	On		
50	Foster	5/13	Need storage loft in rear building lifted to accommodate parking of pierce engine	Open	Joiner	5/20		
51	Foster	5/13	Facility security system	Open	Joiner	5/20		
52	Foster	5/10	Construct 2 partitions within the admin office, these would be mostly glass to provide the dispatcher a good view. The partitions would be along the west side of the room and the north side of the room with a door on the north side. There would need to be the ability to speak with visitors on the west side partition. Leave enough space outside of the partitions for ADA access to the restrooms, the fire chief office and future offices on the east side of the bldg.	Open	Joiner	5/20		
53	Foster	5/10	While the partitions are being assembled, we move Mario and Emily's desks into the conference room. This would need to be done after or at the end of hurricane season, because the conference room is the Villages Emergency Operations Center (EOC).	Open	Joiner	5/20		
54	Foster	5/10	When it becomes time to furnish the relocated dispatch office, we temporarily relocate dispatch to a police dispatch center. This would likely be Spring Valley because they have space. We then move the furniture to the new dispatch space and then have our IT contractor complete running radio and computer wires to the console. The alternate, and better plan, would be to keep the Village Fire Dispatchers in their current space and purchase new consoles. This would cost about \$10k. The current consoles are about 20 years old. When the new dispatch office is complete the dispatcher walks down the stairs into the new room. We then could use the old dispatch space for a locked EMS storage room.	Open	Joiner	5/20		

# Project Budget

## Current Budget

\$3,500,000

- Based on Conceptual Estimate(s)
- Excludes previous re-roofing
- Excludes Program Management
- Includes Design Team
- Includes all other Soft Costs
- Includes Owner's Contingency
- Includes Contractor's Contingency
- Includes Temporary Facilities
- Includes Construction Costs (Addition & Renovation)
- Includes Carcinogen Evacuation System Costs
- Includes Furniture, Fixture and Equipment Costs
- Includes Moving Costs
- Excludes Inflation over last 2 years
- Consider re-evaluation of budget

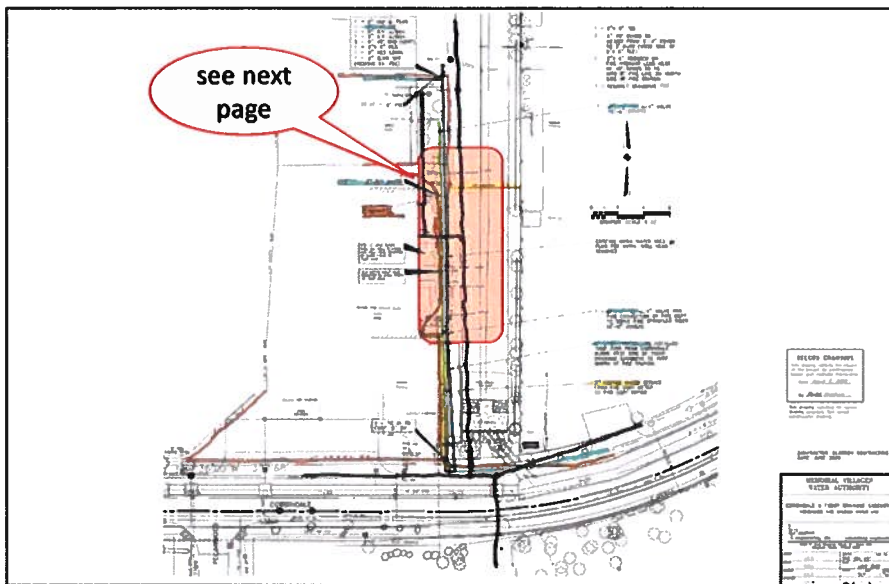


# Critical Challenges

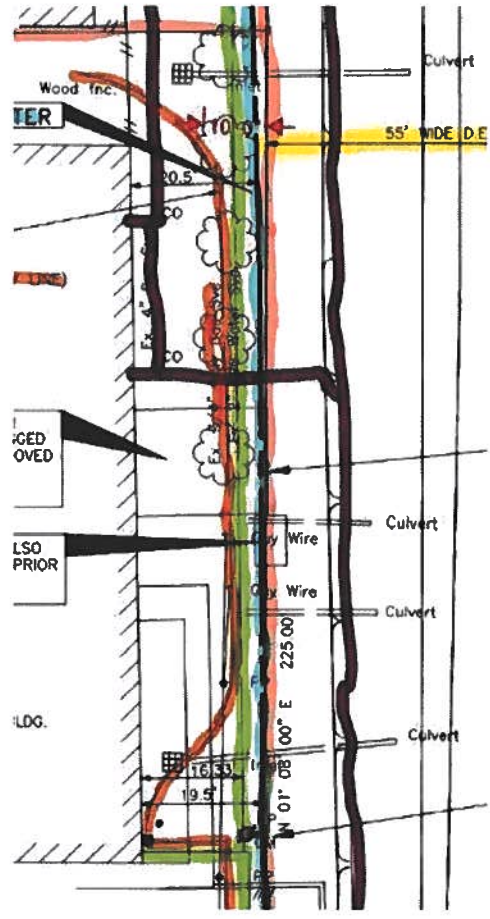
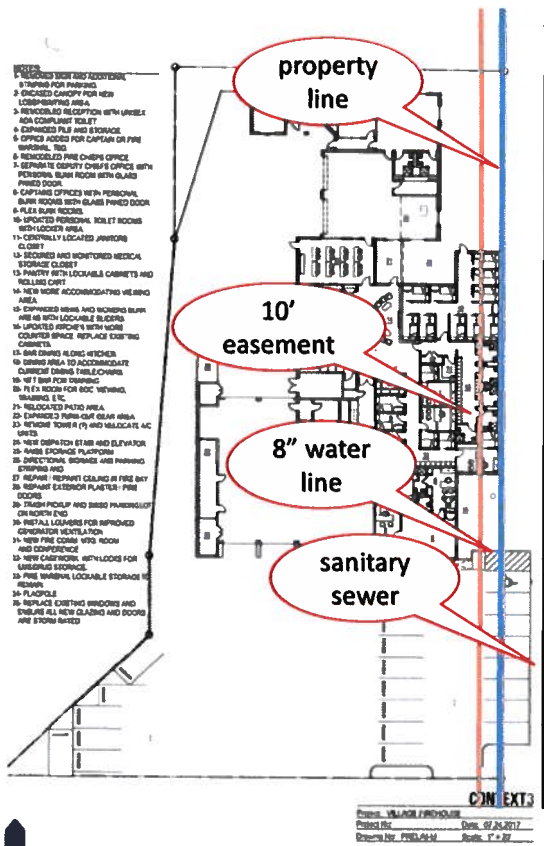
## Underground Utilities & Easements

### 10' water/sanitary easement (along east lease line)

- the 8" water line is on the east side of the easement
- the 10" sanitary line is outside of the easement to the east
- the 2" water line is in the center of the easement



# Critical Challenges (continued)



## Critical Challenges (continued)

### Zoning and Setback Issues

#### Setbacks (exception for grandfathered existing conditions)

- front yard - 70' from center line of street
- side yard - 15' from property
- back yard - 25' from property



### Temporary Facilities

#### Location

- onsite
- offsite



### Overall Project History and Relationships

Fresh start form new line in the sand...

### Parking

Will likely be short of parking spaces

# Schedule Update



**Council Agenda Item Cover Memo**  
**6/24/2019**  
**Date of Meeting**

**To:** Mayor and City Council  
**Agenda Item:**  
**Discuss and take possible action on Grecian Way Drainage Options.**

**SUMMARY/BACKGROUND (WHY):** HDR held a meeting with resident on Grecian Way on May 21st at the request of the City to discuss the current direction by Council to HDR to provide ditch regarding and culvert resetting for drainage improvements on Grecian Way as well as multiple options for storm sewer installation. Attached is a memo summarizing discussions held in the meeting. HDR is seeking direction from Council on drainage improvements on Grecian Way.

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

---

**ESTIMATED COST:** See Attached                      **FUNDING SOURCE:** City  
**CURRENT BUDGETED ITEM:** YES  NO       **EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



# Memo

Date: Tuesday, June 11, 2019

Project: Beinhorn Road Drainage & Sidewalk Improvements Project

To: Residents of 613, 610, 601, and 600 Grecian Way and 11117 Beinhorn

From: HDR Engineering, Inc. – Joe Moore, P.E., CFM

Subject: Grecian Way Drainage Improvements-Storm Sewer Options

The following is a summary of the meeting held at 613 Grecian Way with residents along Grecian Way on May 21, 2019 to discuss options for drainage improvements on Grecian Way associated with the Beinhorn Road Drainage & Sidewalk Improvements Project. Follow up analysis and recommendations based on the discussion are also included:

Currently, City Council has directed HDR Engineering, Inc. (HDR) to prepare construction plans for regrading all of the ditches and resetting all of the driveway culverts on Grecian Way with the exception of the limits of storm sewer pipe at 610 Grecian Way. The improvements will remove high points or reverse slopes in the existing system and establish a positive slope on both ditches and culverts. The regrading will improve flow along the street as well as increase the depths of the ditches by approximately 0.5'-1' to a total depth of 2.5'-3' at the downstream end (near the Beinhorn Road intersection). The Engineer's Opinion of Probable Construction Cost (OPCC) for these improvements is approximately \$51,080.00 (included as Attachment B).

## 11117 Beinhorn

The resident at 11117 Beinhorn was unable to attend the meeting, but spoke with Joe Moore by phone prior to the meeting and expressed interest in the installation of a storm sewer system to replace the ditch along the west side of their property (east side of Grecian Way). This design would include the removal of one driveway culvert at 11117 Beinhorn and installation of approximately 152 linear feet of proposed 24" HDPE from the intersection of Beinhorn Road south and would be tied into the existing 15" RCP storm sewer at 610 Grecian Way. The right-of-way would be graded towards two Type A grate inlets with an approximate 4-inch depression to capture runoff produced in the road and along the right-of-way. The proposed improvements are included in the attached exhibit. The engineer's OPCC for the improvements is approximately \$30,880.00 (see Attachment B).

## 613 Grecian Way

The resident at 613 Grecian Way expressed interest in the installation of a storm sewer system to replace ditches in front of their property on the west side of the street. This design would include the removal of two driveway culverts at 613 Grecian Way and installation of approximately 354 linear feet



of 24" HDPE from the intersection of Beinhorn Road south to their south property line. The right-of-way would be graded towards four Type A grate inlets with an approximate 4-inch depression to capture runoff produced in the road and along the right-of-way during a rain event. The existing yard drains would be tied into the proposed storm sewer system. The proposed improvements are included in the attached exhibit. The engineer's OPCC for the improvements is approximately \$79,465.00 (see Attachment B).

#### 601 Grecian Way

The resident at 601 Grecian Way was not in attendance at the meeting. An option for continuing storm sewer around the south side of the cul-de-sac in front of their property was included in the attached exhibit for discussion purposes. This option includes proposed removal of driveway and sidewalk culverts and replacement of the ditches with approximately 65 linear feet of proposed 24" HDPE starting at the south property line of 613 Grecian and continuing around the cul-de-sac to the shared property line with 600 Grecian Way. The engineer's OPCC for the improvements is approximately \$16,844.00 (see Attachment B). It is noted that this option cannot be completed without the installation of a storm sewer system along 613 Grecian Way as previously described.

#### 600 Grecian Way

The resident at 600 Grecian Way stated that the only drainage issues they have are in their backyard and are not aware of any drainage issues along the front of their property in the Grecian Way cul-de-sac. They stated that they do not want a ditch in their front yard and years ago had filled the ditch with storm sewer to prevent vehicles from falling into the ditch that is difficult to see during heavy rain and sheet flow events. The observation was made that it appears the culvert in front of the property could be full of sediment causing runoff from the property to sheet flow onto the right of way and into the ditch at 601 Grecian Way.

While it appears the existing storm sewer flows west towards the ditch in front of 601 Grecian Way, HDR is unable to verify this as there are no inlets or other structures along this segment of pipe. HDR is currently obtaining quotes from contractors to clean and televise the storm sewer to confirm the direction of flow and condition of the storm sewer. Sediment would also be removed from the pipe to open it back up to its original capacity. An update on the condition of this storm sewer will be provided after it has been evaluated. An option for continuing the storm sewer around the cul-de-sac from the west to the east in front of this property is shown in the attached exhibit. This option includes approximately 41 LF of proposed 24" HDPE and includes two inlets and driveway replacement. The engineer's OPCC for the improvements is approximately \$15,990.00 (see Attachment B).

#### 610 Grecian Way

The resident at 610 Grecian Way recently built their home and installed drainage improvements per City drainage criteria on the lot. The existing drainage located in the City right-of-way consisted of an 18-inch RCP storm sewer that was halfway buried and halfway above ground. During construction, the developer graded the property to cover the 18-inch storm sewer so that it is not visible. Per the survey obtained, the pipe has adequate slope and capacity to drain the areas coming to it. The internal condition of the storm sewer is unknown. HDR is also obtaining a quote to clean the storm sewer at 610 Grecian Way. This will allow for any sediment or debris built up in the pipe to be removed as well as



provide video for the evaluation of the pipe condition. If the pipe condition is found to be in sound condition, it is recommended that the storm sewer be left in place. The resident at 610 Grecian Way also stated preference that this pipe be left alone. The attached OPCC does not include any improvements to the existing drainage system at 610 Grecian Way.

As general discussion, HDR also explained that existing sump pumps could likely be removed as the proposed storm sewer system will be deeper than the existing ditches along Grecian Way and should be deeper than the residents existing yard drainage system. Any modifications to the resident's yard drainage from the edge of the right-of-way into their yard would however need to be completed by the resident's engineer/landscape crew.

The engineer's total OPCC for all proposed improvements mentioned is approximately \$143,179.00. It is noted that all Opinions of Probable Construction Costs included in this memo or attachments are the engineer's opinion of construction costs based on price research on similar bid items in the area from previously bid projects. These costs are not the actual costs to construct the improvements as described. If any of the options described above are desired by the residents, this will need to be communicated with the City and City Council. HDR will design the project as directed by the City Council and will competitively bid the project. The bids received will reflect the cost to perform the above described work, pending any extra bid items or quantities that may be needed during construction to resolve any unforeseen circumstances.





HDR Engineering, Inc.

HDR Engineering, Inc. 14001 Hwy. 106, 754  
4228 Loop Central Dr., Suite 200 Houston, Texas 77061  
(713) 822-6200 Fax (713) 822-6200 www.hdrinc.com



City of  
Piney Point  
Village

### Gracian Way Drainage Improvements

REV	DATE	DESCRIPTION

PROJECT MANAGER: Joe Moore  
 DESIGNER:  
 CHECKED BY:

### Attachment A- Exhibit

SHEET NAME  
 GRECIAN WAY  
 STA. 1+00 TO STA. 5+13.02

SCALE  
 HORIZONTAL: 1" = 20'-0"  
 VERTICAL: 1" = 10'-0"

SHEET NUMBER  
 OF XX  
 FIELD NO. C-01

Attachment B

Grecian Way Drainage Improvements City of Piney Point Village Opinion of Probable Construction Costs HDR Job No. 19-020					
Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>613 Grecian Way</b>					
1	Remove and Dispose of Existing Storm Sewer	L.F.	35	\$15.00	\$ 525.00
2	24" HDPE Storm Sewer, including bedding and backfill, complete in place, the sum of:	L.F.	355	\$90.00	\$ 31,950.00
3	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	4	\$3,000.00	\$ 12,000.00
4	Remove & Replace 6" Concrete Driveway, complete in place, the sum of:	S.Y.	27	\$75.00	\$ 2,025.00
5	Remove and reset brick mailbox, complete in place, the sum of:	EA.	1	\$700.00	\$ 700.00
6	Asphalt Point Repairs, complete in place, the sum of:	S.Y.	20	\$100.00	\$ 2,000.00
7	Proposed connection to existing yard drain, complete in place, the sum of:	EA	4	\$250.00	\$ 1,000.00
8	Remove tree 3"-11.99", complete in place, the sum of:	EA.	2	\$500.00	\$ 1,000.00
9	Remove tree 12"-23.99", complete in place, the sum of:	EA.	8	\$1,000.00	\$ 8,000.00
10	12" PVC all depths, complete in place, the sum of:	LF	35	\$55.00	\$ 1,925.00
Subtotal Drainage:					\$ 61,125.00
Miscellaneous Items (30%):					\$ 18,340.00
<b>TOTAL 613 GRECIAN WAY DRAINAGE:</b>					<b>\$ 79,465.00</b>
<b>11117 Beinhorn</b>					
2	24" HDPE Storm Sewer, including bedding and backfill, complete in place, the sum of:	L.F.	152	\$90.00	\$ 13,680.00
3	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	2	\$3,000.00	\$ 6,000.00
4	Proposed connection to existing yard drain, complete in place, the sum of:	EA	2	\$250.00	\$ 500.00
5	Remove and Dispose of Existing Storm Sewer	L.F.	22	\$15.00	\$ 330.00
6	Remove and dispose of existing storm sewer inlet/manhole, complete in place, the sum of:	EA.	1	\$550.00	\$ 550.00
7	Remove & Replace 6" Concrete Driveway, complete in place, the sum of:	S.Y.	30	\$75.00	\$ 2,250.00
8	12" PVC all depths, complete in place, the sum of:	LF	8	\$55.00	\$ 440.00
Subtotal Drainage:					\$ 23,750.00
Miscellaneous Items (30%):					\$ 7,130.00
<b>TOTAL 11117 BEINHORN ROAD DRAINAGE:</b>					<b>\$ 30,880.00</b>
<b>601 Grecian - Cul-de-sac</b>					
11	24" HDPE Storm Sewer, including bedding and backfill, complete in place, the sum of:	L.F.	65	\$90.00	\$ 5,760.00
12	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	1	\$3,000.00	\$ 3,000.00
13	Remove and Dispose of Existing Storm Sewer	L.F.	23	\$15.00	\$ 345.00
14	Asphalt Point Repairs, complete in place, the sum of:	S.Y.	23	\$100.00	\$ 2,300.00
15	Remove & Replace 6" Concrete Driveway, complete in place, the sum of:	S.Y.	20	\$75.00	\$ 1,500.00
16	Remove and replace 4" thick reinforced concrete walkway, complete in place, the sum of:	S.F.	7	\$7.00	\$ 49.00
Subtotal Drainage:					\$ 12,954.00
Miscellaneous Items (30%):					\$ 3,890.00
<b>TOTAL 601 GRECIAN WAY DRAINAGE:</b>					<b>\$ 16,844.00</b>
<b>600 Grecian - Cul-de-sac</b>					
17	24" HDPE Storm Sewer, including bedding and backfill, complete in place, the sum of:	L.F.	35	\$90.00	\$ 3,150.00
18	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	2	\$3,000.00	\$ 6,000.00
19	Remove and Dispose of Existing Storm Sewer	L.F.	35	\$15.00	\$ 525.00
20	Remove & Replace 6" Concrete Driveway, complete in place, the sum of:	S.Y.	35	\$75.00	\$ 2,625.00
Subtotal Drainage:					\$ 12,300.00
Miscellaneous Items (30%):					\$ 3,690.00
<b>TOTAL 600 GRECIAN WAY DRAINAGE:</b>					<b>\$ 15,990.00</b>
<b>Total Opinion of Probable Construction Costs:</b>					<b>\$ 143,179.00</b>

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

*Pavement Quantities reflect point repairs to existing pavement associated with the proposed drainage improvements only.*

*No quantities for paving improvements are included.*

**Grecian Way Ditch Regrading**  
**City of Piney Point Village**  
**Opinion of Probable Construction Costs**  
HDR Job No. 19-020

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove Existing Storm Sewer	L.F.	140	\$15.00	\$ 2,100.00
2	18" RCP Storm Sewer	L.F.	110	\$100.00	\$ 11,000.00
3	24" RCP Storm Sewer	L.F.	20	\$110.00	\$ 2,200.00
4	Remove & Replace 6" Concrete Driveway	S.Y.	115	\$75.00	\$ 8,625.00
5	Remove & Replace 4" Concrete Walkway	S.F.	60	\$6.00	\$ 360.00
6	Type A Inlet	EA.	2	\$3,000.00	\$ 6,000.00
7	Regrade Existing Ditch	L.F.	500	\$15.00	\$ 7,500.00
8	Hydromulching Along Ditch Regrading Areas	LS	1	\$1,500.00	\$ 1,500.00
Total Drainage Items:					\$ 39,285.00
Miscellaneous Items (30%):					\$ 11,785.50
<b>Total Opinion of Probable Construction Costs:</b>					<b>\$ 51,080.00</b>


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

*Pavement Quantities reflect point repairs to existing pavement associated with the proposed drainage improvements only.*

*No quantities for paving improvements are included.*

**OPTIONS INCLUDES: REGRADE ALL DITCH, RESET ALL CULVERTS EXCEPT 610 GRECIAN WAY**

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: June 24, 2019

SUBJECT: Discuss and take possible Action on a Tax Collection Contract with the Spring Branch Independent School District

Agenda Item: 4

This agenda item calls for the City Council to consider a contract with the Spring Branch Independent School District for Tax Collection Services. The SBISD is the City's current provider of tax collection services. The proposed contract is for a period of two years beginning September 1, 2019 and ending August 31, 2021.



## Spring Branch Independent School District

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### Spring Branch ISD Tax Office

Mailing Address: PO Box 19037, Houston, TX 77224

8880 Westview, Houston, Texas 77055

Phone (713) 251-7960 • Fax (713) 251-7970

[christine.porter@springbranchisd.com](mailto:christine.porter@springbranchisd.com)

C. A. Porter, Tax Assessor/Collector

Honorable Mark Kobelan  
Mayor  
City of Piney Point Village  
7676 Woodway Ste 300  
Houston, Texas 77063

June 3, 2019

SUBJECT: Tax Collection contract between Spring Branch  
Independent School District Tax Office and City of Piney Point Village

Dear Sir:

Enclosed please find three originals of the above-referenced contract for consideration. Upon execution by the City Council, please return all three signed contracts by August 19th. An original will be returned to the City after SBISD Board Meeting on August 26, 2019.

If you have any questions, please do not hesitate to contact me at (713) 251-7968.

Sincerely,

Christine A. Porter  
Tax Assessor/Collector

*Inspiring minds. Shaping lives.*

Dr. Scott R. Muri, Superintendent of Schools

[www.springbranchisd.com](http://www.springbranchisd.com)

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

This memorandum of contract is made and executed this \_\_\_ day of August, 2017 by and between the City of Piney Point Village, Texas a municipal corporation of the State of Texas, hereinafter called "City," and the Spring Branch Independent School District, a body politic and corporate, hereinafter called "District";

WHEREAS, City has requested District to assess and collect ad valorem taxes for said City; and

WHEREAS, it will be to the mutual benefit of both parties to enter into such an agreement; now therefore

FOR AND IN CONSIDERATION of the premises and benefits described below, City and District hereby enter into the following agreement:

1. District agrees that its Tax Assessor-Collector will assess and collect all ad valorem taxes for City and perform all the necessary services with regard to assessment and collection of said City's taxes with the exception of legal services incidental to the collection of delinquent taxes. In the performance of such necessary services, the Tax Assessor-Collector will apply the applicable rules, regulations, and ordinances of City.

2. This contract shall be for a period of two (2) years, beginning on the 1st day of September 2019, and ending on the 31st day of August 2021.

3. District agrees to make deposits to the Depository of City of all taxes collected on behalf of City at least once each week.

4. City agrees that it will pay to District, as compensation for performing this service, a fee which shall be the sum of five dollars (\$5.00) per account for each annual tax period, plus postage expenses incurred by District on behalf of the City. District will submit a statement for the services so

rendered and payment for said services will be made to District on or before February 1. Payment for said services shall be made from current revenues available to City.

5. City and District recognize that the Harris County Appraisal District is responsible for appraising the property that is subject to taxation by City and District. City or District, separately in its own name and on its own behalf, may challenge any act or omission of the Appraisal District and any decision to make such challenge or not, by either City or District, shall not be binding on the other.

6. District will not be liable to City for any failure to collect taxes, nor shall District's Tax Assessor-Collector be liable unless such failure to collect results from the failure of the Tax Assessor-Collector to perform such duties in the manner and in accordance with the standards imposed by law. District's Tax Assessor-Collector shall furnish a bond in the sum of statutory minimum payable to and approved by City and conditioned on the faithful performance of the duties as Tax Assessor-Collector. The cost of such bond shall be paid by City.

7. District's Tax Assessor-Collector shall prepare a written monthly statement of all amounts collected for the benefit of City, and such reports of collection made in the months of October through January are due on the twenty-fifth (25th) day of the month following the month that is the subject of the report. Reports of collections made in all other months are due the fifteenth (15th) day of the month following the month that is the subject of the report. City will be permitted to audit the tax records at a reasonable time mutually agreed upon by both parties.

8. The tax office is to remain under the administrative control of the Tax Assessor-Collector of District.

9. In the event any provision of this contract is inconsistent with the statutes of the State of Texas, the statutes of the State of Texas shall control and

the District's Tax Assessor-Collector will discharge these duties in accordance therewith.

10. District agrees to furnish to City a written list of each delinquent taxpayer, the delinquent taxpayer's address, the amount of the delinquency, and the designation of the property involved, by July 1st of each year. District further agrees that by August 1st, or as soon thereafter as practical each year, the Tax Assessor-Collector will provide City with the Harris County Appraisal District's certified estimate of the total appraised value of all property in the Appraisal District that is taxable by City.

11. This agreement shall replace all prior agreements with regard to the assessing and collecting of ad valorem taxes heretofore made between the parties hereto.

ATTEST:

CITY OF PINEY POINT VILLAGE, TEXAS

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Karen Farris  
City Secretary

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Mark Kobelan  
Mayor

ATTEST:

SPRING BRANCH INDEPENDENT  
SCHOOL DISTRICT

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Minda Caesar  
Secretary  
Board of Trustees

---

Pam Goodson  
President  
Board of Trustees



TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: June 24, 2019

SUBJECT: Resolution 19.06.24 Suspending the effective date of CenterPoint Energy's proposed rate change

Agenda Item: 5

**PURPOSE:**

CenterPoint Energy Houston Electric, LLC (“CenterPoint” or “Company”) filed an application on April 5, 2019 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by \$161 million per year. The Company asks the City to approve an increase in \$154 million in retail transmission and distribution rates (an increase of about 7.4%) and \$6.8 million in wholesale transmission rates (an increase of about 1.8%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$2.38 per month.

The resolution suspends the May 10, 2019 effective date of the Company’s rate increase for the maximum period permitted by law to allow the City, working in conjunction with other members of GCCC served by CenterPoint to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective.

**DISCUSSION**

The City of Piney Point Village is a member of a coalition of political subdivisions in the Greater Houston area known as the Gulf Coast Coalition of Cities (“GCCC”). The Coalition has been in existence since the early 1990s. The GCCC represents the interests of its members on gas and electric utility matters before the Public Utility Commission, the Railroad Commission, the Electric Reliability Council of Texas and the courts. For the past 20 years, GCCC has protected the authority of municipalities over monopoly electric and natural gas providers and has defended

the interests of the residential and small commercial customers within the cities. Cities are often the only consumer advocates that work to keep utility rates reasonable. The work undertaken by GCCC has saved ratepayers millions of dollars in unreasonable charges. The GCCC has previously approved the hiring of Thomas Brocato and Chris Brewster of the Lloyd Gosselink law firm and consultants to intervene in matters related to the electric utility rate case filings, representing GCCC members' interests.

Current members include the following 39 cities: Alvin, Brazos Country, Brookshire, Bunker Hill Village, Clear Lake Shores, Deer Park, Dickinson, Friendswood, Fulshear, Galveston, Hedwig Village, Hilshire Village, Hunters Creek, Iowa Colony, Jersey Village, Kemah, Lake Jackson, La Marque, Manvel, Missouri City, Mont Belvieu, Morgan's Point, Nassau Bay, Oyster Creek, Piney Point Village, Pleak, Rosenberg, Santa Fe, Seabrook, Sealy, Simonton, South Houston, Spring Valley Village, Sugar Land, Taylor Lake Village, Texas City, Tiki Island, Webster, and Weston Lakes.

**Explanation of "Be It Resolved" Paragraphs:**

Section 1. The City is authorized to suspend the rate change for 90 days after the date that the rate change would otherwise be effective for any legitimate purpose. Time to study and investigate the application is always a legitimate purpose. Please note that the resolution refers to the suspension period as "the maximum period allowed by law" rather than ending by a specific date. This is because the Company controls the effective date and can extend the deadline for final city action to increase the time that the City retains jurisdiction if necessary to reach settlement on the case. If the suspension period is not otherwise extended by the Company, the City must take final action on CenterPoint's request to raise rates by May 10, 2019.

Section 2. This provision authorizes the City to participate in a coalition of cities served by CenterPoint, GCCC, in order to more efficiently represent the interests of the City and their citizens.

Section 3. The Company will reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by the GCCC cities will submit monthly invoices that will be forwarded to CenterPoint for reimbursement. No individual city incurs liability for payment of rate case expenses by adopting a suspension resolution.

Section 4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

Section 5. This section provides that both CenterPoint's counsel and counsel for the cities will be notified of the City's action by sending a copy of the approved and signed resolution to certain designated individuals.

**RESOLUTION NO. 19.06.24**

**RESOLUTION OF THE CITY OF PINEY POINT VILLAGE SUSPENDING THE MAY 10, 2019 EFFECTIVE DATE OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING CONTINUED COOPERATION WITH THE GULF COAST COALITION OF CITIES; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL**

**WHEREAS**, on or about April 5, 2019, CenterPoint Energy Houston Electric, LLC ("CenterPoint" or "Company"), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Piney Point Village ("City") a Statement of Intent to change electric delivery rates in all municipalities exercising original jurisdiction within its service area, effective May 10, 2019; and

**WHEREAS**, the City is a member of the Gulf Coast Coalition of Cities ("GCCC") and will cooperate with the other similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants to prepare a common response and to negotiate with the Company and direct any necessary litigation; and

**WHEREAS**, GCCC's member cities have previously authorized intervention in electric utility rate case proceedings before the Public Utility Commission of Texas; and

**WHEREAS**, GCCC has previously authorized the hiring of Thomas Brocato and Chris Brewster of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, make recommendations regarding reasonable rates and to direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Public Utility Commission; and

**WHEREAS**, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

**WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking activities are to be reimbursed by the regulated utility.**

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

1. That the May 10, 2019, effective date of the rate request submitted by CenterPoint on or about April 5, 2019, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.
2. That the City is authorized to cooperate with GCCC to coordinate efforts to protect the interests of the City and protect the interests of CenterPoint’s end-use customers residing and conducting business within municipal limits.
3. That the City’s reasonable rate case expenses shall be reimbursed by CenterPoint on a timely basis.
4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.
5. A copy of this Resolution shall be sent to CenterPoint, care of Patrick Peters, CenterPoint Energy, Inc., 1005 Congress Avenue, Suite 650, Austin, Texas 78701 (patrick.peters@centerpointenergy.com), and to Chris Brewster at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (cbrewster@lglawfirm.com).

PASSED AND APPROVED this 24th day of June, 2019.

\_\_\_\_\_  
Mayor Pro Tem

**ATTEST:**

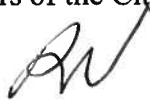
\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: June 24, 2019

SUBJECT: City Administrator's Report

Agenda Item: 6

- May 2019 Financials

## 10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
10-1100	Claim on Cash	574,216.57
10-1101	Cash- GF Texpool	306,948.73
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	877,487.77
10-1120	Cash-Texas Class	8,112,195.81
10-1200	Accounts Receivable	0.00
10-1201	Sales Tax Receivable	16,820.98
10-1202	FEMA Reimbursement Receivable	0.00
10-1203	Property Tax receivable-PY	159,705.80
10-1204	Property Tax Receivable-CY	2,903,198.72
10-1205	Other Receivables	81,728.99
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	8,353.83
10-1802	Street and Drainage System	0.00
		<u>13,043,470.56</u>
TOTAL ASSETS		13,043,470.56
		=====
<b>LIABILITIES</b>		
=====		
10-2001	Accounts Payable	0.00
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	( 1,388.93)
10-2062	TMRS Payable	411.72
10-2101	Property Tax Overpayments	0.00
10-2102	MC-Child Safety Fees Due	( 28.50)
10-2103	MC-Bonds Due	0.00
10-2104	Due To - MC Technology	0.36
10-2105	Due To-MC Security	0.00
10-2106	Due To-State Comptroller	49,204.61
10-2107	Due To OMNI Base	2,919.69
10-2108	RESTITUTION	( 270.00)
10-2110	Bond Payable - FAST	2,608.05
10-2111	Other Accrued Liabilities	0.00
10-2130	Deferred Revenue-Property Tax	159,705.80
10-2131	Other Deferred Revenue	78,142.42
10-2302	Due to State-CJ Fee	272.05
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	93,485.00

10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
10-2405	P&Z Deposit	0.00	
10-2500	Accrued Wages	10,386.88	
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	5,306,482.85	
10-2801	General LT Debt-N/P	0.00	
10-2802	GO Bonds Payable	0.00	
	TOTAL LIABILITIES		<u>5,724,432.00</u>
<b>EQUITY</b>			
=====			
10-3000	Fund Balance	726,631.20	
10-3003	Fund Balance	5,266,498.57	
10-3900	Earnings	0.00	
	TOTAL BEGINNING EQUITY	5,993,129.77	
	TOTAL REVENUE	4,208,844.31	
	TOTAL EXPENSES	<u>2,882,935.52</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	1,325,908.79	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>7,319,038.56</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>13,043,470.56</u> =====

10 -GENERAL FUND  
FINANCIAL SUMMARY

41.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,235,455.00	64,598.67	3,789,654.95	72.38	1,445,800.05
PERMITS & INSPECTIONS	367,900.00	39,234.65	194,181.80	52.78	173,718.20
COURT	142,000.00	13,833.54	67,595.99	47.60	74,404.01
INVESTMENT INCOME	150,000.00	18,986.76	91,745.84	61.16	58,254.16
AGENCIES & ALARMS	33,000.00	400.00	81,287.67	246.33 (	48,287.67)
FRANCHISE REVENUE	398,000.00	66,797.12	232,012.71	58.29	165,987.29
DONATIONS & IN LIEU	235,500.00 (	404,975.00) (	247,634.65)	105.15-	483,134.65
TOTAL REVENUES	6,561,855.00 (	201,124.26)	4,208,844.31	64.14	2,353,010.69
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	5,000.00	50.00	5,000.00
POLICE	1,815,242.00	151,271.20	907,614.80	50.00	907,627.20
MISCELLANEOUS	0.00 (	170.75)	25,136.25	0.00 (	25,136.25)
SANITATION COLLECTION	570,000.00	0.00	194,817.76	34.18	375,182.24
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	12,000.00	0.00	5,700.90	47.51	6,299.10
FIRE	2,035,143.00	169,595.22	934,894.70	45.94	1,100,248.30
TOTAL PUBLIC SERVICE	4,443,885.00	320,695.67	2,073,164.41	46.65	2,370,720.59
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	356,000.00	0.00	125,237.40	35.18	230,762.60
TOTAL CONTRACT SERVICES	356,000.00	0.00	125,237.40	35.18	230,762.60
<u>BUILDING</u>					
CONTRACT SERVICES	3,857.00	0.00	0.00	0.00	3,857.00
BUILDING SERVICES	149,500.00	0.00	72,538.77	48.52	76,961.23
ADMIN EXPENSE	4,193.00	0.00	621.41	14.82	3,571.59
OFFICE EXPENSE	3,157.00	0.00	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	0.00	6,539.45	38.07	10,637.55
TOTAL BUILDING	306,191.00	0.00	79,758.79	26.05	226,432.21
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	12,000.00	0.00	0.00	0.00	12,000.00
ADMIN EXPENSE	45,883.00	230.82	9,269.04	20.20	36,613.96
OFFICE EXPENSE	149,100.00	9,704.42	63,603.37	42.66	85,496.63
WAGES & BENEFITS	279,951.00	40,066.96	229,776.03	82.08	50,174.97
INSURANCE	29,116.00	0.00	20,056.09	68.88	9,059.91
TOTAL GENERAL GOVERNMENT	516,050.00	50,002.20	322,704.53	62.53	193,345.47



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

10 -GENERAL FUND  
 FINANCIAL SUMMARY

41.67% 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	695.00	12.55	4,841.00
OFFICE EXPENSE	4,564.00	0.00	1,411.07	30.92	3,152.93
WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
INSURANCE	22,903.00	( 321.79)	10,226.92	44.65	12,676.08
COURT OPERATIONS	37,200.00	1,885.89	34,166.03	91.84	3,033.97
TOTAL MUNICIPAL COURT	174,714.00	1,564.10	46,499.02	26.61	128,214.98
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
ADMIN EXPENSE	2,343.00	0.00	353.67	15.09	1,989.33
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	0.00	9,198.87	49.42	9,413.13
PUBLIC WORKS OPERATIONS	313,500.00	20,971.66	104,602.75	33.37	208,897.25
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	20,971.66	114,155.29	26.59	315,240.71
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	1,497,014.00	0.00	121,416.08	8.11	1,375,597.92
TOTAL GOF CAPITAL OUTLAYS	1,497,014.00	0.00	121,416.08	8.11	1,375,597.92
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	( 1,161,395.00)	( 594,357.89)	1,325,908.79		( 2,487,303.79)

## 10 -GENERAL FUND

41.67% 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	45,428.66	3,702,233.43	73.52	1,333,221.57
10-4150 Sales Tax	200,000.00	19,170.01	87,421.52	43.71	112,578.48
TOTAL TAXES	5,235,455.00	64,598.67	3,789,654.95	72.38	1,445,800.05
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,400.00	0.00	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	1,380.00	7,740.00	64.50	4,260.00
10-4206 Drainage Reviews	50,000.00	1,950.00	16,400.00	32.80	33,600.00
10-4207 Permits	300,000.00	35,654.65	169,141.80	56.38	130,858.20
10-4208 Board of Adjustment Fees	1,500.00	250.00	750.00	50.00	750.00
TOTAL PERMITS & INSPECTIONS	367,900.00	39,234.65	194,181.80	52.78	173,718.20
<u>COURT</u>					
10-4300 Court Fines	142,000.00	13,833.54	67,595.99	47.60	74,404.01
TOTAL COURT	142,000.00	13,833.54	67,595.99	47.60	74,404.01
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	18,986.76	91,745.84	61.16	58,254.16
TOTAL INVESTMENT INCOME	150,000.00	18,986.76	91,745.84	61.16	58,254.16
<u>AGENCIES &amp; ALARMS</u>					
10-4501 Agencies	0.00	0.00	73,487.67	0.00	( 73,487.67)
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	33,000.00	400.00	7,800.00	23.64	25,200.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	33,000.00	400.00	81,287.67	246.33	( 48,287.67)
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	72,000.00	19,770.82	75,976.74	105.52	( 3,976.74)
10-4605 Power/Electric	272,000.00	45,395.42	139,739.68	51.37	132,260.32
10-4606 Franchise Fees-Gas	19,000.00	0.00	0.00	0.00	19,000.00
10-4607 Telephone	35,000.00	1,365.20	16,030.61	45.80	18,969.39
10-4608 Wireless Communication	0.00	265.68	265.68	0.00	( 265.68)
TOTAL FRANCHISE REVENUE	398,000.00	66,797.12	232,012.71	58.29	165,987.29
<u>DONATIONS &amp; IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	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	0.00	157,337.89	1,467.58	( 156,837.89)
10-4850 Transfer In	0.00	( 404,975.00)	( 404,975.00)	0.00	404,975.00
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	( 404,975.00)	( 247,634.65)	105.15-	483,134.65

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

10 -GENERAL FUND

41.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,561,855.00	( 201,124.26)	4,208,844.31	64.14	2,353,010.69
	=====	=====	=====	=====	=====

10 -GENERAL FUND

41.67% 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	5,000.00	50.00	5,000.00
TOTAL COMMUNITY	10,000.00	0.00	5,000.00	50.00	5,000.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,815,242.00	148,826.70	892,948.47	49.19	922,293.53
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	2,444.50	14,666.33	0.00	( 14,666.33)
TOTAL POLICE	1,815,242.00	151,271.20	907,614.80	50.00	907,627.20
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	( 170.75)	25,136.25	0.00	( 25,136.25)
TOTAL MISCELLANEOUS	0.00	( 170.75)	25,136.25	0.00	( 25,136.25)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	570,000.00	0.00	190,997.80	33.51	379,002.20
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	3,819.96	0.00	( 3,819.96)
TOTAL SANITATION COLLECTION	570,000.00	0.00	194,817.76	34.18	375,182.24
<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	0.00	5,700.90	47.51	6,299.10
TOTAL STREET LIGHTING	12,000.00	0.00	5,700.90	47.51	6,299.10
<u>FIRE</u>					
10-510-5060 Villages Fire Department	2,035,143.00	169,595.22	934,894.70	45.94	1,100,248.30
10-510-5070 Contribution to Fire Dept	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	2,035,143.00	169,595.22	934,894.70	45.94	1,100,248.30
TOTAL PUBLIC SERVICE	4,443,885.00	320,695.67	2,073,164.41	46.65	2,370,720.59
<u>CONTRACT SERVICES</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	32,000.00	0.00	19,170.91	59.91	12,829.09
10-520-5103 Engineering	150,000.00	0.00	49,738.40	33.16	100,261.60
10-520-5104 Legal	90,000.00	0.00	25,104.02	27.89	64,895.98
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	610.57	30.53	1,389.43
10-520-5108 IT Hardware/Software & Support	0.00	0.00	9,245.50	0.00	( 9,245.50)
10-520-5110 Mosquito Control	22,000.00	0.00	2,395.00	10.89	19,605.00
TOTAL CONTRACT SERVICES	356,000.00	0.00	125,237.40	35.18	230,762.60

## 10 -GENERAL FUND

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	356,000.00	0.00	125,237.40	35.18	230,762.60
<b>BUILDING</b>					
=====					
<b>CONTRACT SERVICES</b>					
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
<b>BUILDING SERVICES</b>					
10-530-5152 Drainage Reviews	45,000.00	0.00	21,553.77	47.90	23,446.23
10-530-5153 Electrical Inspections	12,000.00	0.00	4,365.00	36.38	7,635.00
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	16,000.00	160.00 (	6,000.00)
10-530-5156 Plumbing Inspections	18,000.00	0.00	5,040.00	28.00	12,960.00
10-530-5157 Structural Inspections	15,000.00	0.00	8,055.00	53.70	6,945.00
10-530-5158 Urban Forester	42,000.00	0.00	15,680.00	37.33	26,320.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	1,845.00	26.36	5,155.00
TOTAL BUILDING SERVICES	149,500.00	0.00	72,538.77	48.52	76,961.23
<b>ADMIN EXPENSE</b>					
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	0.00	621.41	34.52	1,178.59
10-530-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	4,193.00	0.00	621.41	14.82	3,571.59
<b>OFFICE EXPENSE</b>					
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	0.00	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	0.00	59.16	1.87	3,097.84
<b>WAGES &amp; BENEFITS</b>					
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
<b>INSURANCE</b>					
10-530-5353 Employee Insurance	17,177.00	0.00	6,539.45	38.07	10,637.55
TOTAL INSURANCE	17,177.00	0.00	6,539.45	38.07	10,637.55
TOTAL BUILDING	306,191.00	0.00	79,758.79	26.05	226,432.21

## 10 -GENERAL FUND

41.67% 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	100.00	3,000.00	22.09	10,583.00
10-540-5203 Bank Fees	1,800.00	130.82	551.38	30.63	1,248.62
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	185.00	0.00	185.00
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	0.00	2,773.66	27.74	7,226.34
TOTAL ADMIN EXPENSE	45,883.00	230.82	9,269.04	20.20	36,613.96
<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	0.00	3,210.72	80.27	789.28
10-540-5212 Rent/Leasehold/Furniture	125,000.00	9,704.42	49,713.93	39.77	75,286.07
10-540-5213 Office Supplies	8,500.00	0.00	3,999.65	47.05	4,500.35
10-540-5214 Telecommunications	6,000.00	0.00	6,103.62	101.73	103.62
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	9,704.42	63,603.37	42.66	85,496.63
<u>WAGES &amp; BENEFITS</u>					
10-540-5301 Gross Wages	230,426.00	30,934.16	171,324.21	74.35	59,101.79
10-540-5302 Overtime/Severance	0.00	3,334.61	11,099.13	0.00	11,099.13
10-540-5303 Temporary/Part-time Personnel	5,000.00	0.00	20,132.91	402.66	15,132.91
10-540-5304 Salary Adjustment(Bonus)	0.00	0.00	0.00	0.00	0.00
10-540-5306 Payroll Tax Expense	0.00	2,563.81	13,925.29	0.00	13,925.29
10-540-5310 TMRS(retirement)	0.00	3,058.40	12,185.17	0.00	12,185.17
10-540-5311 Payroll Processing	857.00	175.98	1,109.32	129.44	252.32
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	40,066.96	229,776.03	82.08	50,174.97
<u>INSURANCE</u>					
10-540-5353 Employee Insurance	24,816.00	0.00	17,357.65	69.95	7,458.35
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	0.00	20,056.09	68.88	9,059.91
TOTAL GENERAL GOVERNMENT	516,050.00	50,002.20	322,704.53	62.53	193,345.47

## 10 -GENERAL FUND

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-550-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>ADMIN EXPENSE</u>					
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	695.00	34.75	1,305.00
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	695.00	12.55	4,841.00
<u>OFFICE EXPENSE</u>					
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	0.00	1,286.07	257.21 (	786.07)
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	0.00	1,411.07	30.92	3,152.93
<u>WAGES &amp; BENEFITS</u>					
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
<u>INSURANCE</u>					
10-550-5353 Employee Insurance	22,903.00	( 321.79)	10,226.92	44.65	12,676.08
TOTAL INSURANCE	22,903.00	( 321.79)	10,226.92	44.65	12,676.08
<u>COURT OPERATIONS</u>					
10-550-5402 MC Facilities	0.00	0.00	0.00	0.00	0.00
10-550-5403 Credit Card Charges	5,000.00	435.89	1,913.57	38.27	3,086.43
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	1,450.00	7,725.00	35.11	14,275.00
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	24,174.12	241.74 (	14,174.12)
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	353.34	176.67 (	153.34)
TOTAL COURT OPERATIONS	37,200.00	1,885.89	34,166.03	91.84	3,033.97
TOTAL MUNICIPAL COURT	174,714.00	1,564.10	46,499.02	26.61	128,214.98

10 -GENERAL FUND

41.67% 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	0.00	353.67	50.52	346.33
10-560-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	2,343.00	0.00	353.67	15.09	1,989.33
<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 &amp; 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	0.00	9,198.87	49.42	9,413.13
TOTAL INSURANCE	18,612.00	0.00	9,198.87	49.42	9,413.13
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	0.00	0.00	6,054.13	0.00	(6,054.13)
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	20,971.66	23,776.68	158.51	(8,776.68)
10-560-5505 Gator Fuel	2,000.00	0.00	162.94	8.15	1,837.06
10-560-5506 Right of Way Mowing	80,000.00	0.00	35,490.00	44.36	44,510.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	34,966.86	69.93	15,033.14
10-560-5508 ROW Water/Planting	4,500.00	0.00	432.76	9.62	4,067.24
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	21.62	2.16	978.38
TOTAL PUBLIC WORKS OPERATIONS	313,500.00	20,971.66	104,602.75	33.37	208,897.25
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	20,971.66	114,155.29	26.59	315,240.71



10 -GENERAL FUND

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GOF CAPITAL OUTLAYS</u>					
<u>OTHER EXPENSES</u>					
10-570-5601 Capital Improvements	0.00	0.00	0.00	0.00	0.00
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	14,600.00	0.00 (	14,600.00)
10-570-5606 Road/Drainage Projects	0.00	0.00	44,914.85	0.00 (	44,914.85)
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	46,956.98	4.31	1,043,368.02
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	14,944.25	0.00 (	14,944.25)
<b>TOTAL OTHER EXPENSES</b>	<b>1,497,014.00</b>	<b>0.00</b>	<b>121,416.08</b>	<b>8.11</b>	<b>1,375,597.92</b>
<b>TOTAL GOF CAPITAL OUTLAYS</b>	<b>1,497,014.00</b>	<b>0.00</b>	<b>121,416.08</b>	<b>8.11</b>	<b>1,375,597.92</b>
<b>TOTAL EXPENDITURES</b>	<b>7,723,250.00</b>	<b>393,233.63</b>	<b>2,882,935.52</b>	<b>37.33</b>	<b>4,840,314.48</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 1,161,395.00)</b>	<b>( 594,357.89)</b>	<b>1,325,908.79</b>		<b>( 2,487,303.79)</b>

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<u>ASSETS</u>			
=====			
20-1100	Claim on Cash	0.00	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	241,922.52	
20-1109	Texpool-DS	460,373.72	
20-1110	Texas Class-DS	120,940.27	
20-1200	Property Tax Receivable-PY	31,770.35	
20-1201	Property Tax Receivable-CY	803,411.89	
20-1300	Due to/From General Fund	0.00	
20-1301	Accrued Interest Receivable	0.00	
		<u>1,658,418.75</u>	
	TOTAL ASSETS		<u>1,658,418.75</u>
			=====
<u>LIABILITIES</u>			
=====			
20-2001	Accounts Payable	0.00	
20-2002	Other Accrued Liabilities	0.00	
20-2130	Deferred Revenue-Property Tax	31,770.35	
20-2200	Deferred Property Tax Rec	0.00	
20-2300	Other Accrued Liabilities	0.00	
20-2701	Unearned Revenue-Property Tax	1,462,997.32	
	TOTAL LIABILITIES	<u>1,494,767.67</u>	
<u>EQUITY</u>			
=====			
20-3000	Fund Balance	139,317.24	
	TOTAL BEGINNING EQUITY	139,317.24	
	TOTAL REVENUE	1,024,333.84	
	TOTAL EXPENSES	<u>1,000,000.00</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	24,333.84	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>163,651.08</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>1,658,418.75</u>
			=====

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

20 -DEBT SERVICE  
FINANCIAL SUMMARY

41.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,502,950.00	12,500.03	1,017,790.43	67.72	485,159.57
INVESTMENT INCOME	<u>3,900.00</u>	<u>1,183.97</u>	<u>6,543.41</u>	<u>167.78</u>	<u>( 2,643.41)</u>
TOTAL REVENUES	<u>1,506,850.00</u>	<u>13,684.00</u>	<u>1,024,333.84</u>	<u>67.98</u>	<u>482,516.16</u>
<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	1,403,475.00	93.38	99,475.00
TRANSFERS	0.00	( 404,975.00)	( 404,975.00)	0.00	404,975.00
TOTAL NON-DEPARTMENTAL	<u>1,505,200.00</u>	<u>( 404,975.00)</u>	<u>1,000,000.00</u>	<u>66.44</u>	<u>505,200.00</u>
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00	418,659.00	24,333.84	(	22,683.84)

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

20 -DEBT SERVICE

41.67% 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	12,500.03	1,017,790.43	67.72	485,159.57
TOTAL TAXES	1,502,950.00	12,500.03	1,017,790.43	67.72	485,159.57
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	3,900.00	1,183.97	6,543.41	167.78 (	2,643.41)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	3,900.00	1,183.97	6,543.41	167.78 (	2,643.41)
TOTAL REVENUES	1,506,850.00	13,684.00	1,024,333.84	67.98	482,516.16
	=====	=====	=====	=====	=====

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

20 -DEBT SERVICE

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>ADMIN EXPENSE</b>					
20-500-5204 Paying Agent Fees	2,250.00	0.00	1,500.00	66.67	750.00
TOTAL ADMIN EXPENSE	2,250.00	0.00	1,500.00	66.67	750.00
<b>OTHER EXPENSES</b>					
20-500-5820 Interest Expense-Bonds	217,950.00	0.00	118,475.00	54.36	99,475.00
20-500-5821 Bond Principal Payments	1,285,000.00	0.00	1,285,000.00	100.00	0.00
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	1,403,475.00	93.38	99,475.00
<b>TRANSFERS</b>					
20-500-5902 Transfers Out	0.00	( 404,975.00)	( 404,975.00)	0.00	404,975.00
TOTAL TRANSFERS	0.00	( 404,975.00)	( 404,975.00)	0.00	404,975.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,505,200.00</b>	<b>( 404,975.00)</b>	<b>1,000,000.00</b>	<b>66.44</b>	<b>505,200.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,505,200.00</b>	<b>( 404,975.00)</b>	<b>1,000,000.00</b>	<b>66.44</b>	<b>505,200.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>1,650.00</b>	<b>418,659.00</b>	<b>24,333.84</b>		<b>( 22,683.84)</b>

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

30 -SPECIAL REVENUE FUND  
 FINANCIAL SUMMARY

41.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	13,300.00	1,338.48	6,371.74	47.91	6,928.26
INVESTMENT INCOME	5.00	0.93	4.38	87.60	0.62
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	1,339.41	6,376.12	47.92	6,928.88
<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	1,339.41	6,376.12		24,751.88

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

30 -SPECIAL REVENUE FUND

41.67% 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	384.80	1,866.86	46.67	2,133.14
30-4310 MC Technology Revenue	5,300.00	513.05	2,489.14	46.96	2,810.86
30-4315 Child Safety Revenues	4,000.00	440.63	2,015.74	50.39	1,984.26
TOTAL COURT	13,300.00	1,338.48	6,371.74	47.91	6,928.26
<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	0.93	4.38	87.60	0.62
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	5.00	0.93	4.38	87.60	0.62
<u>DONATIONS &amp; IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,305.00</b>	<b>1,339.41</b>	<b>6,376.12</b>	<b>47.92</b>	<b>6,928.88</b>

30 -SPECIAL REVENUE FUND

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>MISCELLANEOUS</b>					
30-500-5029 Gen Govt Qualified Expenses	( 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)
<b>QUALIFIED EXPENSES</b>					
<b>COURT</b>					
30-510-5121 Child Safety	0.00	0.00	0.00	0.00	0.00
30-510-5122 MC Security	( 123.00)	0.00	0.00	0.00	( 123.00)
30-510-5123 MC Technology	( 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)
<b>ADMINISTRATION</b>					
<b>ADMIN EXPENSE</b>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>TRANSFERS</b>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	( 17,823.00)	0.00	0.00	0.00	( 17,823.00)
REVENUES OVER/(UNDER) EXPENDITURES	31,128.00	1,339.41	6,376.12		24,751.88



## 30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
30-1100	Claim on Cash	89,709.31	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	21,848.45	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	0.00	
			<u>111,558.19</u>
TOTAL ASSETS			111,558.19
			=====
<b>LIABILITIES</b>			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	0.00	
TOTAL LIABILITIES			<u>0.00</u>
<b>EQUITY</b>			
=====			
30-3000	Fund Balance	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		105,182.07	
TOTAL REVENUE		6,376.12	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		6,376.12	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>111,558.19</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			111,558.19
			=====

## 40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
40-1100	Claim on Cash	415,921.45	
40-1101	Texpool	0.00	
40-1105	Cash - Amegy Checking	0.00	
40-1120	Texas Class	7,477.23	
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>423,398.68</u>
	TOTAL ASSETS		423,398.68
			=====
<b>LIABILITIES</b>			
=====			
40-2001	Accounts Payable	0.00	
40-2002	Other Accrued Liabilities	0.00	
40-2200	Deferred Revenue	293,595.54	
40-2300	Construction Retainage Payable	152,145.79	
40-2400	Accrued Liabilities	0.00	
	TOTAL LIABILITIES		<u>445,741.33</u>
<b>EQUITY</b>			
=====			
40-3000	Fund Balance	( 0.12)	
	TOTAL BEGINNING EQUITY	( 0.12)	
	TOTAL REVENUE	80.02	
	TOTAL EXPENSES	<u>22,422.55</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	( 22,342.53)	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	( 22,342.65)	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		423,398.68
			=====

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

40 -CAPITAL PROJECTS FUND  
 FINANCIAL SUMMARY

41.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	16.19	80.02	0.00 (	80.02)
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>16.19</u>	<u>80.02</u>	<u>0.00 (</u>	<u>80.02)</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	22,422.55	0.00 (	22,422.55)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>0.00</u>	<u>0.00</u>	<u>22,422.55</u>	<u>0.00 (</u>	<u>22,422.55)</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	16.19	( 22,342.53)		22,342.53

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

40 -CAPITAL PROJECTS FUND

41.67% 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	16.19	80.02	0.00 (	80.02)
TOTAL INVESTMENT INCOME	0.00	16.19	80.02	0.00 (	80.02)
<u>DONATIONS &amp; IN LIEU</u>					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	16.19	80.02	0.00 (	80.02)
	=====	=====	=====	=====	=====

40 -CAPITAL PROJECTS FUND

41.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>ADMIN EXPENSE</b>					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
40-500-5601 Capital Outlay	0.00	0.00	0.00	0.00	0.00
40-500-5616 S. Piney Pt/Blalock Rd	0.00	0.00	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	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	22,422.55	0.00 (	22,422.55)
<b>TRANSFERS</b>					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	0.00	0.00	22,422.55	0.00 (	22,422.55)
<b>TOTAL EXPENDITURES</b>	0.00	0.00	22,422.55	0.00 (	22,422.55)
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	0.00	16.19 (	22,342.53)		22,342.53

## 99 - POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<u>ASSETS</u>			
=====			
99-1101	Cash	1,149,927.26	
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	0.00	
		<u>1,149,927.26</u>	
	TOTAL ASSETS		<u>1,149,927.26</u>
			=====
<u>LIABILITIES</u>			
=====			
99-2000	Accounts Payable	1,408.00	
99-2190	Due to Other Funds	1,148,519.26	
	TOTAL LIABILITIES	<u>1,149,927.26</u>	
<u>EQUITY</u>			
=====			
99-3000	Fund Balance	0.00	
	TOTAL BEGINNING EQUITY	0.00	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>0.00</u>	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>1,149,927.26</u>
			=====

**Council Agenda Item Cover Memo**

**6/24/2019  
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 Beinhorn Project, Wilding Lane, White Pillars, various maintenance projects, and future projects.

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

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



## **Engineer's Status Report**

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: June 24, 2019

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

HDR has completed the design of the Surrey Oaks Paving & Drainage Improvements Project. A meeting was held at the Appel's residence on June 13<sup>th</sup> to review the final design plans with the residents and provide an update to the project's anticipated bidding and construction phase schedules. The meeting was well attended and good conversation was had with the residents. A few small design changes were implemented into the plans based on discussion with the residents about their private yard drainage, etc.

There are two homes in the cul-de-sac where right-of-entries will need to be obtained from the residents. The cul-de-sac paving extends to the limits of the City's right-of-way at its widest points leaving almost the entire driveway apron outside of the right-of-way. In order to correct slopes between the existing driveway and the proposed pavement, the entire driveway apron will need to be replaced. HDR will coordinate with the City attorney to obtain an appropriate right-of-entry and have it completed by the resident.

The final design plans are being submitted to the MVWA to review. After the MVWA's comments have been incorporated into the plans, signatures from private utility companies will be obtained and the project will be ready for advertisement and bidding. HDR has requested permission to advertise and bid the project on a separate Council agenda item.

**The total Opinion of Probable Construction Cost (OPCC) is \$1,154,080.00** which includes the proposed sanitary sewer and water line improvements to be paid for by the MVWA through an already executed ILA. The City's portion of the total OPCC is \$998,020.00 and the MVWA's portion of the total OPCC is \$156,060.00. The itemized OPCC is included in a separate agenda item.

### **2. Beinhorn Drainage & Sidewalk Improvements Project**

HDR is continuing the design phase for the Beinhorn Project which also includes improvements on Grecian Way. HDR held a meeting with resident on Grecian Way on May 21<sup>st</sup> at the request of the City to discuss the current direction by Council to HDR to provide ditch regrading and culvert resetting for drainage improvements on Grecian Way as well as multiple options for storm sewer installation. A separate agenda item has been included for the discussion of the results from the meeting with the residents and to take possible action on direction to HDR for the design of drainage improvements on Grecian Way.

The City also requests that an additional sidewalk be constructed on the west side of North Piney Point Road from Beinhorn Road to Holidan Way. Due to right-of-way constraints and the necessity to maintain drainage in the right-of-way, the sidewalk width is limited to 6-





feet wide. The Opinion of Probable Construction Cost (OPCC) for the additional sidewalk is \$42,770.00. Council previously request that HDR submit an amendment to the current engineering services contract with the City for the additional tasks associated with the sidewalk (additional plan & profile design sheets and construction duration). An amendment to the engineering services contract is included in a separate agenda item.

### **3. Wilding Lane Drainage & Paving Improvements Project**

HDR is continuing the 30% design and preliminary engineering report for the Wilding Lane drainage improvements project. As previously discussed, trees will be a significant factor effecting the project's design. HDR will be submitting plans to Craig Koehl, the urban forester subconsultant, in the coming weeks to begin coordination of limiting the current design impact to the trees. Also as usual, the 30% design plans will be submit to the MVWA for discussion of the project's effects on the MVWA facilities and any potential improvements they would like to perform on Wilding Lane. It is still anticipated that the PER will be presented at the August Council meeting.



#### 4. City of Houston – Windermere Project

The City of Houston has sent a letter to the resident at #17 Windermere in response to the resident's concerns/request as they pertain to the City of Houston's easements. The following is a general summary of the City of Houston's letter:

- Resident's opinion that 20-foot storm sewer easement and 75-foot drainage easement on Buffalo Bayou does not provide right for COH to repair infrastructure, stabilize the infrastructure's bank, or build a temporary construction access road to traverse the easement.
- Resident request that (a) the COH use Vargos property or (b) the COH pay \$500,000 for use of easement
- Resident states that portion of the proposed work on the Bayou is outside of the easement and requests \$50,000-\$75,000 for a ± 2,000 sq. ft. temporary construction easement.
- COH has reviewed alternative (a) and stated that it is not available.
- COH stated that they do not agree that performance of maintenance activities on their storm sewer easement is an exercise of "expanded rights" and has obtained an appraisal value for the proposed temporary construction easement "substantially lower" than the requested amount.
- COH proposes to (a) return the fence and Jacuzzi once they've been removed from the easement (b) compensate the resident for the depreciated value of the Jacuzzi once it's been removed, to replace trees per the Tree Protection Plan, and offer \$7,750 for a yearlong temporary construction easement.

HDR has not been informed of any response from the resident to the COH on this issue. Until the issues are resolved, the project is on hold.

The home at #18 Windermere was burglarized on May 30<sup>th</sup> to a reported estimated amount of \$37,000. The forced entry was on the backside of the house and the resident believes the burglars gained entry to the property from the back side of the property, adjacent to Fondren Road. The resident believes material and equipment stored adjacent to the temporary construction fencing assisted the burglar's access over the fence. The resident insists that all material, especially the stacked fencing outside the construction gate, and the temporary construction fencing be removed immediately. HDR has forwarded this email from the resident to the COH. The COH responded that they would coordinate with their field inspectors to assess the staged equipment and materials. HDR request that the COH inform HDR of the assessment and any actions taken in response to the email.

#### 5. 2019 Maintenance Project (#2 White Pillars & various Concrete Point Repairs)

##### #2 White Pillars

Dr. Light at #2 White Pillars has provided a basic easement document to revise the existing 2.5-foot easement to a larger easement facilitating the construction and maintenance of the proposed 24-inch storm sewer pipe to be installed on the east side of his property. He



has also stated that he will be willing to pay for the costs to replace his concrete driveway reducing the total Opinion of Probable Construction Costs from \$116,360.00 to \$83,600.00.

HDR performed a field visit and recommends a 20-foot permanent easement be obtained for the installation and maintenance of the 24-inch drainage easement. HDR obtained a topographic survey of the proposed easement as well a metes and bounds description of the proposed 20-foot drainage easement.

#### Concrete Point Repairs

Council previously request that HDR investigate extensive cracking and pot holes that have formed on Memorial Point, North Country Squire, and Heritage Oaks. The Opinion of Probable Construction Cost (OPCC) to complete these point repairs is approximately \$194,172.00. This amount would require that the project be publicly advertised and bid requiring bidding documents (plans and specifications). The #2 White Pillars project is also required to be publicly advertised and bid as its OPCC is greater than \$50,000. As discussed in the last Council meeting, to reduce engineering fees associated with preparing bid documents for each project, it was recommended that both projects be combined and be advertised and bid as one package. A proposed for Professional Engineering Services to prepare plans, specifications, and contract documents for both the #2 White Pillars and Concrete Point Repairs project, i.e. the 2019 Maintenance Project, is included in a separate agenda item.

#### **6. Illuminated Crosswalk Signage**

HDR has previously discussed illuminated crosswalk signage at the intersection of Quail Hollow trail at Blalock Road and at the intersection of North Piney Point Road and Beinhorn Road. HDR has obtained a ballpark cost of \$13,000 - \$15,000 for the installation of two crosswalk signs with LED rapid flashing beacon light systems including poles, foundation, signs, push buttons, solar panels, and lights. Attached is a brochure with a picture of the proposed sign and pole. HDR presented the brochure to the City in the recent engineering meet and was directed to obtain quotes on the sign as included in the brochure but with the pole painted the Piney Point Village green (like all other traffic and street sign poles in the City). The City did not wish to use the decorate pole for this application. HDR has spoken with both Bunker Hill Village and Hedwig Village about the signs and it appears both Villages are interested in cost sharing the signs with the City. HDR is currently soliciting quotes for the Blalock sign and anticipates presenting the quotes at the next Council meeting. It is recommended that the North Piney Point Road at Beinhorn sign be included in the bids for the Beinhorn Paving Improvements Project.

#### **7. Memorial Drive – Asphalt Point Repairs**

- Memorial Drive – between Greenbay and Lacewood
  - Council previously request that HDR solicit quotes for full depth asphalt point repairs in multiple locations along the west side of Memorial Drive between



Greenbay and Lacewood exhibiting alligator cracking and rutting. HDR has solicited quotes but has received several responses from Contractors that are not interested. Two Contractors submit extremely high quotes. It is evident that Contractors are very busy at this time and do not wish to spend time on smaller projects. HDR has contacted multiple other asphalt Contractors and requested quotes in attempt to receive more reasonable quotes. It is anticipated that the quotes received will be presented at the July Council meeting for discussion.

- Opinion of Probable Construction Cost (OPCC) - \$45,524.00 (see attached)

## 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



## 9. 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 – 6/17/2019
    - Authorization for Bidding – 6/24/2019
    - Advertise for Bidding - July
    - Bid Opening – late-August
    - Award Contract – September Special Meeting
    - Construction Notice to Proceed – late-September
    - Construction Completion Date – May 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
- **Wilding Lane Drainage & Paving Improvements Project**
  - Anticipated Schedule –
    - Proposal Approved – 4/22/2019
    - PER Completion – late August
    - PER Presentation to Council – 8/24/2019
    - Resident Meeting – Early September
    - Final Design Authorization – September Council Meeting
    - Final Design Completion – January 2020
    - Authorization for Bidding – February 2020
    - Advertise for Bidding – February 2020
    - Bid Opening – March 2020
    - Award Contract – April 2020
    - Construction Notice to Proceed – May 2020
    - Construction Completion Date – February 2021

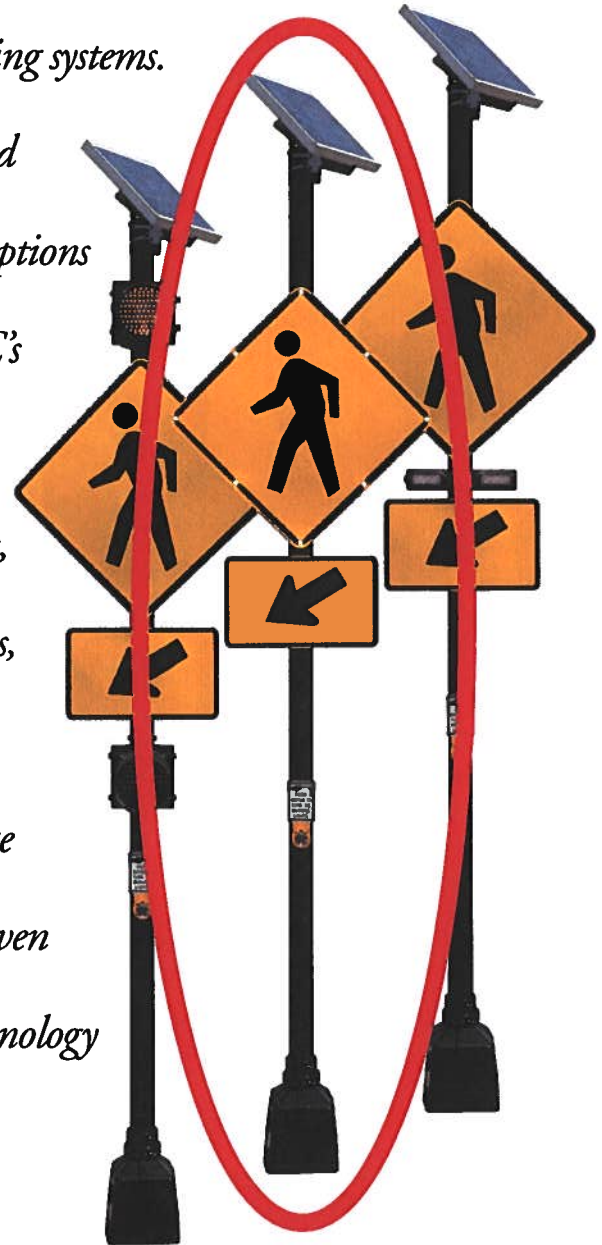


# PEDESTRIAN CROSSING SYSTEMS

Solar or AC-Powered Flasher Assembly

*RTC manufactures a full line of solar and AC-powered pedestrian crossing systems.*

*These systems can be activated by a variety of push button options or the time of day using RTC's AP22 time switch. Choose from traditional 12" beacons, single or back-to-back RRFBs, or single or back-to-back EdgeLight™ signs to customize your system. RTC is your proven supplier of solar and AC technology and traffic control systems.*



*Advancing Traffic Safety Since 1987*



# PEDESTRIAN CROSSING SYSTEMS

## Solar or AC-Powered Flasher Assembly

### FEATURES

- Solar and battery sizing engineered to fit your installation site
- Flashing options: traditional 12" beacons, single or back-to-back RRFBs, or single or back-to-back high-visibility EdgeLight™ signs
- APS or standard push-button activation
- Optional AP22 time-switch control for time of day (TOD) operation
- Optional centralized communication using RTC Connect™ software
- 900 MHz communication between beacons
- Standard spun aluminum 4.5" pole and breakaway base with collar
- Multiple advance-warning beacons can be added and activated by one push of a button
- Color options to meet agency specifications
- Pedestrian signs available in yellow or fluorescent yellow-green in standard or EdgeLight™ options
- Up to 6 remote flashers can exist in a pedestrian crossing system; one is typically on the opposite side of the street from the master flasher; others are often located in medians and on other areas along the side of the street
- All flashers in a network are programmed to communicate exclusively with each other, avoiding the possibility of errant radio signals triggering a flasher
- Spread spectrum, frequency-hopping radios prevent outside radio interference
- Pedestrian crosswalk push-buttons are hard-wired to the radio in the cabinet
- Highest-quality Polara™ Bulldog™ push-buttons used for activation
- Compatible with Worry-Free Flasher System / Guardian™ Monitoring, RTC Connect™, AP22 and M2M

### COMMUNICATION FLOW



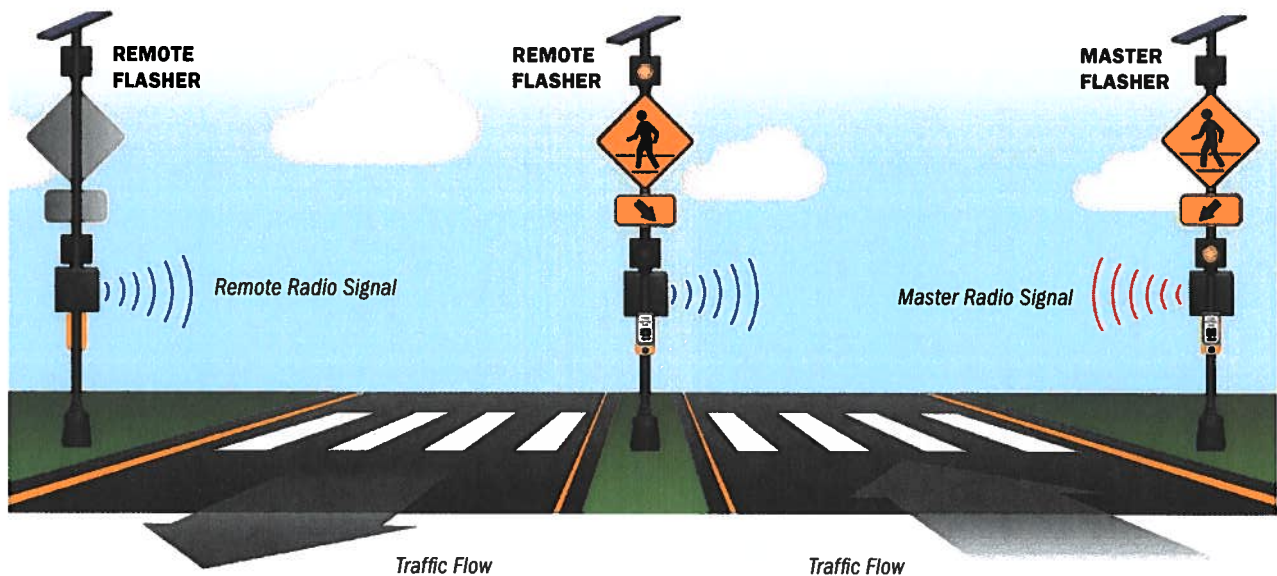
#### CROSSING REQUEST INITIATED AT THE MASTER FLASHER

- When the pedestrian crosswalk button is pressed on the Master Flasher, the Master Radio transmits a signal (shown in red) to trigger the beacons on the Master Flasher and on all Remote Flashers in the network
- The beacons flash until the end of the pre-set timing master radio timing cycle — timing is field configurable



#### CROSSING REQUEST INITIATED AT A REMOTE FLASHER

- When the pedestrian crosswalk button is pressed on the Remote Flasher, the Remote Radio transmits a signal (shown in blue) to the Master Flasher; in response, the Master Radio transmits a signal to trigger the beacons on the Master Flasher and on all Remote Flashers in the network to start the flashing cycle on all Remote Flashers in the network
- The beacons flash until the end of the pre-set timing Master Radio timing cycle — timing is field configurable



**Council Agenda Item Cover Memo**

**6/24/2019**

**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 Jamestown.**

**SUMMARY/BACKGROUND (WHY):** The City has received complaints of standing water in the ditches on the west half of Jamestown. Before the North Piney Point Road project was completed, the City was not able to perform any drainage improvements on the west half of Jamestown due to the shallow storm sewer system. With the completion of the North Piney Point Road project which lowered the outfall culvert at Jamestown, 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 is a bid tabulation of the quotes received from each contractor.

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

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**ESTIMATED COST:**  \$31,900.00

**FUNDING SOURCE:**  City Funds

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



**Jamestown Culvert Replacement and Ditch Regrading**

HDR Job No. 19-004

City of Piney Point Village

Low Bidder													
				DonMar Grading, Inc.		RAC Industries, LLC		T Construction, LLC		Camino Services		TLC Trucking	
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	45	\$ 170.00	\$ 7,650.00	\$ 225.00	\$ 10,125.00	\$ 165.00	\$ 7,425.00	DECLINED TO SUBMIT QUOTE AT THIS TIME			
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	\$ 10.00	\$ 400.00	\$ 50.00	\$ 2,000.00	\$ 28.00	\$ 1,120.00				
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LS	40	\$ 170.00	\$ 6,800.00	\$ 140.00	\$ 5,600.00	\$ 300.00	\$ 12,000.00				
4	Tree Removal, complete in place, the sum of:	LF	3	\$ 3,500.00	\$ 10,500.00	\$ 4,000.00	\$ 12,000.00	\$ 600.00	\$ 1,800.00				
5	Regrade existing ditch, complete in place, the sum of	LF	475	\$ 10.00	\$ 4,750.00	\$ 25.00	\$ 11,875.00	\$ 18.00	\$ 8,550.00				
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LF	1	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00	\$ 1,750.00	\$ 1,750.00				
<b>TOTAL</b>					<b>\$ 31,900.00</b>		<b>\$ 44,600.00</b>		<b>\$ 32,645.00</b>				

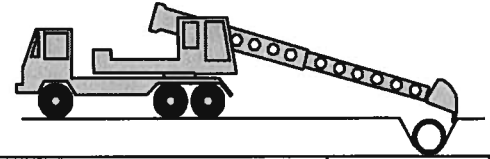
# DonMar Grading, Inc.

P.O. Box 176  
Porter, TX 77365

832-794-2906 donmargrading@gmail.com

# Job Proposal

Date	Estimate #
6/10/2019	2019-14



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

Terms	Rep
Due on receipt	BJK
Project	
Jamestown Road Culvert Replacement	

Description	Qty	Unit	Cost	Total
City of Piney Point Village Jamestown Road Culvert Replacement 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.	45	SY	170.00	7,650.00
Remove and dispose of existing storm sewer.	40	LF	10.00	400.00
18" storm sewer (RCP) installation including bedding, backfill, complete in place.	40	LF	170.00	6,800.00
Tree removal complete in place including stump grinding if needed.	3	EA	3,500.00	10,500.00
Ditch regrading, with grade checker, dump trucks and hauling and spoil disposal.	475	LF	10.00	4,750.00
Hydromulch regraded ditch and disturbed areas.	1	LS	1,800.00	1,800.00
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.				
<b>We are looking forward to working with you.</b>			<b>Total</b>	<b>\$31,900.00</b>

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

**Jamestown Road Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Ditch Regrading and Culvert Replacement**

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	45	225.00	10,125
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	50.00	2,000
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LF	40	140.00	5,600
4	Tree removal, complete in place, the sum of:	EA	3	4,000.00	12,000
5	Regrade existing ditch, complete in place, the sum of:	LF	475	25.00	11,875
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	3,000.00	3,000
<b>TOTAL</b>					

44,600.00

**Jamestown Road Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Ditch Regrading and Culvert Replacement**

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	45	165.00	\$7,425.00
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	28.00	\$1,120.00
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LF	40	300.00	\$12,000.00
4	Tree removal, complete in place, the sum of:	EA	3	600.00	\$1,800.00
5	Regrade existing ditch, complete in place, the sum of:	LF	475	18.00	\$8,550.00
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	1,750.00	\$1,750.00
				TOTAL	\$32,645.00

**Council Agenda Item Cover Memo**

**6/24/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a request to publicly advertise and bid the Surrey Oaks Paving and Drainage Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** HDR has completed the design of the Surrey Oaks Paving & Drainage Improvements Project and is requesting permission to publicly advertise and bid the Contract Documents (plans and specifications). Once bid, HDR will evaluate the bids, research references obtained from the low bidder, and present a recommendation to Council based on the bids received. Attached is the final Opinion of Probable Construction Cost.

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

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**ESTIMATED COST:**   \$1,154,080.00        **FUNDING SOURCE:**   City and MVWA  

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Surrey Oaks Lane Paving and Drainage Improvements Project**  
**City of Piney Point Village**

HDR Job No. 18-049

**OPINION OF PROBABLE CONSTRUCTION COSTS**

**Surrey Oaks Lane**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>PAVING ITEMS</b>					
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:	S.Y.	855	\$75.00	\$64,125.00
2	Temporary driveways, complete in place, the sum of:	EA.	25	\$700.00	\$17,500.00
3	Temporary paving, complete in place, the sum of:	S.Y.	650	\$60.00	\$39,000.00
4	Remove and replace 4" thick reinforced concrete walkway, complete in place, the sum of:	S.F.	525	\$7.00	\$3,675.00
5	Remove and replace 6-inch concrete curb, complete in place, the sum of:	L.F.	45	\$7.50	\$337.50
6	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	21	\$350.00	\$7,350.00
7	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	1	\$400.00	\$400.00
8	Remove and dispose of existing concrete pavement and base material, complete in place, the sum of:	S.Y.	3,200	\$7.00	\$22,400.00
9	7.5" reinforced concrete pavement, complete in place, the sum of:	S.Y.	2,500	\$65.00	\$162,500.00
10	6" lime stabilized subgrade (5%), complete in place, the sum of:	S.Y.	3,200	\$5.00	\$16,000.00
11	Lime for treating pavement subgrade, complete in place, the sum of:	TON	52	\$165.00	\$8,580.00
12	Concrete paving header with undercut (Type I), complete in place, the sum of:	LF	110	\$25.00	\$2,750.00
13	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA.	2	\$1,800.00	\$3,600.00
14	24" wide solid white Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	15	\$11.50	\$172.50
15	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	76	\$5.50	\$418.00
16	Traffic Control, complete in place, the sum of:	L.S.	1	\$12,500.00	\$12,500.00
17	SWP3 Plan, complete in place, the sum of:	L.S.	1	\$2,500.00	\$2,500.00
<b>Paving Items Total:</b>					<b>\$363,808.00</b>

**DRAINAGE ITEMS**

18	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	1,370	\$15.00	\$20,550.00
19	Abandon and grout-fill existing storm sewer and culverts, complete in place, the sum of:	C.Y.	33	\$215.00	\$7,095.00
20	Abandon existing storm sewer and culverts by removing top of pipe and filling with sand, complete in place, the sum of:	L.F.	130	\$30.00	\$3,900.00
21	Remove and dispose of existing storm sewer inlet/manhole, complete in place, the sum of:	EA.	43	\$550.00	\$23,650.00
22	Abandon existing storm sewer inlet/manhole, complete in place, the sum of:	EA.	7	\$300.00	\$2,100.00
23	12" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	160	\$70.00	\$11,200.00
24	Proposed connection to existing yard drain, complete in place, the sum of:	E.A.	25	\$250.00	\$6,250.00
25	24" HDPE storm sewer including bedding and backfill, complete in place, the sum of:	L.F.	660	\$75.00	\$49,500.00
26	18" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	50	\$100.00	\$5,000.00
27	24" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	550	\$110.00	\$60,500.00
28	30" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	800	\$135.00	\$108,000.00
29	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	22	\$3,000.00	\$66,000.00
30	Proposed 4'x4' box manhole w/ Type A Inlet top, including bedding and backfill, complete in place, the sum of:	EA.	13	\$4,000.00	\$52,000.00
31	Proposed 5'x5' box manhole w/ Type A Inlet top, including bedding and backfill, complete in place, the sum of:	EA.	1	\$6,000.00	\$6,000.00
32	5'x4' box manhole, including bedding and backfill, complete in place, the sum of:	E.A.	9	\$5,000.00	\$45,000.00
33	5'x5' box manhole, including bedding and backfill, complete in place, the sum of:	E.A.	1	\$6,000.00	\$6,000.00
34	Tie-in proposed storm sewer to existing RCB, complete in place, the sum of:	EA.	1	\$7,000.00	\$7,000.00
35	Tie-in proposed storm sewer to existing storm sewer w/ concrete collar, complete in place, the sum of:	EA.	1	\$800.00	\$800.00
36	Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of:	L.F.	2,060	\$2.00	\$4,120.00
<b>Drainage Items Total:</b>					<b>\$484,665.00</b>

<b>TREE PROTECTION ITEMS</b>					
37	Remove tree 3"-11.99", complete in place, the sum of:	EA.	3	\$500.00	\$1,500.00
38	Plant 2" tree with 15 gallon container, complete in place, the sum of:	EA.	2	\$500.00	\$1,000.00
39	Plant 4" tree with 65 gallon container, complete in place, the sum of:	EA.	1	\$1,200.00	\$1,200.00
40	Clearance prune, complete in place, the sum of:	EA.	32	\$100.00	\$3,200.00
41	Tree protection fence, complete in place, the sum of:	L.F.	1,850	\$10.00	\$18,500.00
42	Root pruning trench, complete in place, the sum of:	L.F.	1,110	\$10.00	\$11,100.00
43	Zero curb cut back, complete in place, the sum of:	L.F.	160	\$12.00	\$1,920.00
<b>Tree Protection Items Total:</b>					<b>\$38,420.00</b>
<b>SUPPLEMENTAL ITEMS</b>					
44	Cement Stabilized Sand, complete in place, the sum of:	C.Y.	20	\$35.00	\$700.00
45	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	6	\$300.00	\$1,800.00
46	Install long side water service, complete in place, the sum of:	E.A.	10	\$1,400.00	\$14,000.00
47	Install long side sewer service, complete in place, the sum of:	E.A.	11	\$2,000.00	\$22,000.00
48	Install short side water service, complete in place, the sum of:	E.A.	10	\$900.00	\$9,000.00
49	Install short side sewer service, complete in place, the sum of:	E.A.	11	\$1,000.00	\$11,000.00
50	Additional footage for water service, complete in place, the sum of:	L.F.	50	\$15.00	\$750.00
51	Additional footage for sewer service, complete in place, the sum of:	L.F.	50	\$25.00	\$1,250.00
52	Piezometers, complete in place, the sum of:	E.A.	2	\$400.00	\$800.00
53	Bank sand, complete in place, the sum of:	C.Y.	20	\$15.00	\$300.00
54	Well pointing for storm sewers, complete in place, the sum of:	L.F.	100	\$10.00	\$1,000.00
55	Wet condition bedding, complete in place, the sum of:	L.F.	100	\$10.00	\$1,000.00
56	Extra 1.5 Sacks of Cement Per Cubic Yard Added to 7.5" Concrete Pavement (Total of 7.0 Sacks/Cubic Yard)	S.Y.	160	\$3.50	\$560.00
57	Install extra crushed concrete base material, complete in place, the sum of:	TON	40	\$20.00	\$800.00
<b>Supplemental Items Total:</b>					<b>\$63,600.00</b>



**MVWA - WATER AND SANITARY SEWER ITEMS**

1	Pipe bursting/crushing with 8-inch HDPE (SDR 19) for existing 8-inch diameter sewer pipe, including excavation and backfill for access pits, complete in place, the sum of:	L.F.	900	\$35.00	\$31,500.00
2	Clean 8" sanitary sewer, all depths, complete in place, the sum of:	L.F.	900	\$3.50	\$3,150.00
3	Closed-Circuit Television Inspection of 8-inch Diameter Sewer Pipe, Including Inspection Reports (2), TV Logs, and DVD's (2), complete in place, the sum of:	L.F.	900	\$2.50	\$2,250.00
4	Rehabilitate existing manhole by 1-inch cementitious liner, all depths, complete in place, the sum of:	V.F.	20	\$150.00	\$2,925.00
5	Install long side sewer service, complete in place, the sum of:	E.A.	11	\$2,000.00	\$22,000.00
6	Install short side sewer service, complete in place, the sum of:	E.A.	11	\$1,000.00	\$11,000.00
7	Cut, plug, and abandon existing 6" water line, complete in place, the sum of:	E.A.	2	\$700.00	\$1,400.00
8	6" PVC C900 (DR18) water line by open-cut or augered construction, all depths, complete in place, the sum of:	L.F.	450	\$48.00	\$21,600.00
9	12" x 6" tapping sleeve & valve, complete in place, the sum of:	E.A.	1	\$8,000.00	\$8,000.00
10	6" wet connection, complete in place, the sum of:	E.A.	1	\$1,000.00	\$1,000.00
11	Install blind flange on 6" valve and abandon existing valve, complete in place, the sum of:	EA.	1	\$1,000.00	\$1,000.00
12	Install long side water service, complete in place, the sum of:	E.A.	6	\$1,400.00	\$8,400.00
13	Install short side water service, complete in place, the sum of:	E.A.	5	\$900.00	\$4,500.00
<b>MVWA - Water and Sanitary Sewer Items Total:</b>					<b>\$118,725.00</b>

<b>MVWA - SUPPLEMENTAL ITEMS</b>					
14	Extra Bank-Sand Bedding, complete in place, the sum of:	C.Y.	20	\$25.00	\$500.00
15	Extra Bank-Sand Backfill, complete in place, the sum of:	C.Y.	20	\$25.00	\$500.00
16	Extra Class "A" or Aggregate Bedding, complete in place, the sum of:	C.Y.	20	\$55.00	\$1,100.00
17	Extra Cement-Stabilized Sand Backfill, complete in place, the sum of:	C.Y.	20	\$50.00	\$1,000.00
18	Obstruction Removals within a 12-foot Section of Sewer, depths eight-feet or less in Paved Areas, Complete in place, the sum of:	EA.	4	\$300.00	\$1,200.00
19	Extension of 12-foot obstruction removals, all sewer sizes, all depths, dry or wet, paved or unpaved, complete in place, the sum of:	L.F.	50	\$40.00	\$2,000.00
20	Installation/Relocation of 4" and 6" Private Sanitary Service Lines (Schedule 40 PVC), complete in place, the sum of:	EA.	5	\$1,500.00	\$7,500.00
21	Replacement of manhole frame, complete in place, the sum of:	EA.	2	\$350.00	\$700.00
22	Replacement of manhole cover, complete in place, the sum of:	EA.	2	\$200.00	\$400.00
23	Installation of new short side shallow service connection, all sewer sizes, utilizing augered hole construction, complete in place, the sum of:	L.F.	100	\$45.00	\$4,500.00
24	Installation of new long side shallow service connection, all sewer sizes, utilizing augered hole construction, complete in place, the sum of:	L.F.	100	\$45.00	\$4,500.00
25	Clean, televise, and trace existing sanitary sewer service from main to existing R-O-W in Order to identify multiple services within one connection, as directed by Engineer, complete in place, the sum of:	EA.	5	\$500.00	\$2,500.00
26	Additional footage for sewer service, complete in place, the sum of:	L.F.	50	\$25.00	\$1,250.00
27	Additional footage for water service, complete in place, the sum of:	L.F.	50	\$15.00	\$750.00
28	Abandon existing 6" tap on 10" water line with full circle clamp, complete in place, the sum of:	EA.	1	\$1,500.00	\$1,500.00
<b>MVWA - Supplemental Items Total:</b>					<b>\$29,900.00</b>
<b>Paving Items Total:</b>					<b>\$363,808.00</b>
<b>Drainage Items Total:</b>					<b>\$484,665.00</b>
<b>Tree Protection Items Total:</b>					<b>\$38,420.00</b>
<b>Supplemental Items Total:</b>					<b>\$63,600.00</b>
<b>Total Construction Cost:</b>					<b>\$950,493.00</b>
<b>Contingency (5%):</b>					<b>\$47,525.00</b>
<b>City Items - Opinion of Probable Construction Cost:</b>					<b>\$998,020.00</b>
<b>MVWA - Water and Sanitary Sewer Items Total:</b>					<b>\$118,725.00</b>
<b>MVWA - Supplemental Items Total:</b>					<b>\$29,900.00</b>
<b>Total Construction Cost:</b>					<b>\$148,625.00</b>
<b>Contingency (5%):</b>					<b>\$7,432.00</b>
<b>MVWA Items - Opinion of Probable Construction Cost:</b>					<b>\$156,060.00</b>
<b>Total Opinion of Probable Construction Cost:</b>					<b>\$1,154,080.00</b>

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

**Council Agenda Item Cover Memo**  
**6/24/2019**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on authorization of Bidding Phase Services for the Surrey Oaks Lane Paving and Drainage Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Surrey Oaks Lane Drainage Improvements Project to provide 30% preliminary engineering design services and final design services. Council requested that HDR present the proposal for the same project for the Professional Engineering Services to provide bid phase services associated with the advertisement, bidding, bid evaluation and letter of recommendation tasks for the project. The proposal is attached for reference – *for clarification, this is the same proposal (scope and fees) presented and approved by Council in September 2018; HDR is only seeking approval of the bid phase services.*

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

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**ESTIMATED COST:** See Attached                      **FUNDING SOURCE:** \_\_\_\_\_

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



September 17, 2018

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

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

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

### **GENERAL OVERVIEW**

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

### **PROJECT UNDERSTANDING:**

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

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

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

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

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

### **SCOPE OF SERVICES**

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

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

##### **A. Basic Preliminary Engineering Services (30% Plans)**

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

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

**B. Basic Final Design Services**

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

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

### **C. Special Services**

#### **1. Geotechnical Services**

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

#### **2. Survey Services**

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

### **3. Urban Forestry Services**

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

### **4. 30% Design Presentation**

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

### **5. Traffic Control Plan**

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

### **6. Storm Water Pollution Protection Plan**

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

### **7. Reimbursable Expenses**

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

## **II. BID PHASE SERVICES**

### **A. Basic Services**

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

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



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

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

### **III. CONSTRUCTION PHASE SERVICES**

#### **A. Basic Services – Construction Administration**

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

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

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

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

##### **1. Material Testing**

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

##### **2. Full Time Site Representation Services**

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

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

### **ADDITIONAL SERVICES**

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

### **FEE SCHEDULE**

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

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

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

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

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

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

**SCHEDULE**

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

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

**Invoices**

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

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

Sincerely

HDR ENGINEERING, INC.



David Weston  
Vice President/Department Manager

Acceptance: City of Piney Point Village, Texas

By: 

Date: 09/26/2018

**Council Agenda Item Cover Memo**

**6/24/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a Proposal for Professional Engineering Services for the 2019 Maintenance Project which includes drainage improvements at #2 White Pillars drainage and concrete point repairs on Memorial Point, North Country Squire, and Heritage Oaks.**

**SUMMARY/BACKGROUND (WHY):** Council previously request that HDR provide a proposal for professional engineering services for the 2019 Maintenance Project which includes the installation of a 24-inch storm sewer within a proposed drainage easement on the east side of #2 White Pillars as well as approximately 1,005 square yards to concrete point repairs on Memorial Point, North Country Squire, and Heritage Oaks.

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

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**ESTIMATED COST:** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Council Agenda Item Cover Memo**

**6/24/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on Amendment to Beinhorn Professional Engineering services contract for additional sidewalk on west side of N. Piney Point from Beinhorn to Holidan.**

**SUMMARY/BACKGROUND (WHY):** The City previously requested that an additional sidewalk be constructed on the west side of North Piney Point Road from Beinhorn Road to Holidan Way. Due to right-of-way constraints and the necessity to maintain drainage in the right-of-way, the sidewalk width is limited to 6-feet wide. The Opinion of Probable Construction Cost (OPCC) for the additional sidewalk is \$42,770.00. Council previously request that HDR submit an amendment to the current engineering services contract with the City for the additional tasks associated with the sidewalk (additional plan & profile design sheets and construction duration).

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

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**ESTIMATED COST:** See Attached                      **FUNDING SOURCE:** City

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, MAY 20, 2019**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, MAY 20, 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 Joel Bender, Dale Dodds, Michael Herminghaus, Henry Kollenberg, Brian Thompson

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

**DECLARATION OF QUORUM AND CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Mayor Kobelan welcomed newly elected Council Member Michael Herminghaus. Council Member Herminghaus was sworn in at a Special Council Meeting on May 8<sup>th</sup> along with Council Member Dodds, and Council Member Thompson. Council Member Herminghaus acknowledged the Mayor's welcome and said he is looking forward to working with Council and serving the citizens of Piney Point Village.

**CITIZENS WISHING TO ADDRESS COUNCIL:**

- John Dimech of 11311 Jamestown Road explained to Council that drainage on Jamestown Road is not functional with water spilling back onto his property.
- Janet Stones of 251 Piney Point Road explained to Council that it is difficult to notice when school zone hours are in effect. She suggested the possibility of adding flashing light signs to Piney Point Road at St. Francis; Piney Point Road near Spring Branch Middle School; Greenbay; and Chapelwood. It was noted that Piney Point Road near Spring Branch Middle School is in Hedwig Village.
- Ken Aspromonte of 2 Derham Parc St. This will be discussed on Agenda Item #8.

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

Chief Schultz presented the monthly report for Piney Point Village. There were 1,491 calls, 1,009 House Watches and 364 citations were issued. The budget is expended by 28%. MVPD continues the challenge of filling vacancies for 1 police officer and 1 dispatcher.

Chief Schultz reported that Officer Lerma, who was not present, conducted a preliminary review of commuting traffic on Memorial; Briar Forest; through the city limits; at the bayou; and west of Voss. Chief Schultz indicated that this will be an ongoing study and that this is an update on the status of the study. The study

revealed there is 1.2 miles of Memorial Dr. used by commuters in the morning during school zone times. The study started at Memorial to Briar Forest and went through Houston City limit signs. They will be evaluating the light cycles, reviewing a previous study conducted by Kinkaid, in addition to reviewing other factors.

A loaner ALPR System was installed and placed in the Villages during the month. The first rotation was at 2200 S. Piney Point Rd. for 10 days, followed by 10 days at Plantation and Memorial in Bunker Hill. It is currently set up at Creekside and Memorial in Hunters Creek. MVPD will be expanding the test project in the next budget.

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

Deputy Chief Miller presented the monthly report:

- The fire department is fully staffed
- All trucks are operational
- Fire Chief's city vehicle was replaced
- Waiting for utility replacement; which should be mid-summer
- Actively working on the specifications for replacement of Engine No. 2
- Budget is over by 1.3%, Deputy Chief Miller explained this is typical at this time of the year because of payables
- Working on 2020 Budget; the next budget workshop will be June 11<sup>th</sup> or 12<sup>th</sup>. The budget will be completed by the end of June in accordance with the Interlocal Agreement.
- Fire Commission has contracted with architects for the fire station renovation

Fire Commissioner Zeb Nash reported to Council:

- The fund used to compensate vacation can be eliminated from the budget
- Audit is not finalized. Commissioner Nash explained that the auditors have new employees and its taking longer than usual to finalize.
- Salaries will have a 2% growth on Step change and potentially a 1% COLA
- Legal fees may need to be analyzed and added to the defense fund
- A summary of the Fire Station renovation will be available at the Wednesday Commission meeting.
- Added \$30,000 for a compensation study in 2020. This will be used to evaluate benefit programs to insure the VFD is competitive and provides the best for their employees
- The VFD is committed to serving the residents of Bunker Hill by providing the same services and quickest response times until City Council informs them to do differently.

## **3. Discuss and take possible action on Annual Audit presentation**

The annual audit was completed by BrooksWatson & Co., the City's independent auditor. Louis Breedlove presented the Audit to Council. The City received an unmodified opinion or "clean" opinion which is the highest level of assurance that auditors are able to provide. Council Member Kollenberg made a motion to accept the Annual Audit. Council Member Bender seconded the motion and it passed unanimously.

**4. Discussion and take possible action on St. Francis SUP**

Representatives from St. Francis Episcopal School introduced their request for an SUP regarding two interior projects. The first area is 4,650 square feet. This work will reconfigure an area from four classrooms to five classrooms. The second area is 7,035 square feet. The work will involve reallocating bookshelves and enlarging two existing meeting spaces into teaching spaces. The square footage of both projects will remain the same. The SUP will be considered by the Planning Commission.

**5. Discuss and take possible action on accepting Piney Point Circle as a public street**

Council and the City Attorney discussed accepting Piney Point Circle as a public street. The City Attorney explained there is an issue regarding how the property was originally deeded as it relates to the ownership interest of Piney Point Circle. The deed does not appear to address how the street is dedicated. Council authorized the City Attorney to begin the legal process of accepting the right-of-way and the drainage easements along the right-of-way.

**6. Discuss and take possible action on renewal of mowing contract with Westco**

The City Administrator explained to Council that Westco has been the City's mowing contractor since 2018. This is a renewal to the original contract. The mowing cost has increased because of salary increases; and the costs for mowing. The original contract was calculated for 10 months. The new contract will be for 12 months. Council Member Bender made a motion to accept the contract with Westco for mowing services. Council Member Thompson seconded the motion and it passed unanimously.

**7. Discuss and take possible action on payment to DRC for Hurricane Harvey debris removal**

The City Administrator explained to Council that DRC is the company that removed debris after Hurricane Harvey. The City has now received funding from the State and is recommending paying \$20,943.32 for debris removal and \$9,157.07 for landfill tipping fees for a total of \$30,100.39. Council Member Bender made a motion to approve payment to DRC for Hurricane Harvey debris removal. Council Member Thompson seconded the motion and it passed unanimously.

**8. Discuss and take possible action on installation of stop signs or other traffic control device at the intersection of Beinhorn Road and North Piney Point Road**

Resident Ken Aspromonte of 2 Derham Parc expressed his concern regarding adding stop signs on North and South Piney Point Road.

Council discussed the traffic issues on North Piney Point Road at Beinhorn Road. The three-way intersection currently has a stop sign on Beinhorn. At this same intersection, the City of Hedwig Village, has a city marker sitting in a position in which it blocks the view of the motorists who are waiting at the stop sign. Vehicles must move forward far enough to see around the city marker without entering oncoming traffic. Mayor Kobelan suggested he would speak with the

Mayor of Hedwig Village regarding signage and possibly moving the Hedwig Village city marker.

- 9. Discuss and take possible action on the Kinkaid School's landscaping plan for the six-foot fence to be installed on the west side of the main entrance**  
Council discussed with Kinkaid representatives their landscaping plans for their fence project. Kinkaid will replace the five trees that were removed as part of the fence project with Japanese Yew that are 5-6 feet tall, and spaced close enough to shield the view. Council authorized Cary Moran, the City Forester to provide final verbal approval.
- 10. Discuss and take possible action on beautification project at the intersection of Memorial Drive and North Piney Point Road**  
Mayor Kobelan discussed a proposed beautification project for the two esplanades at the intersection of N. Piney Point Road and Memorial Drive. Bright Landscape Designs, Inc has submitted a proposal for the two esplanades and Blue Water Irrigation Systems has submitted a proposal for irrigation for the total amount of \$56,552.65. Council Member Thompson made a motion to accept the proposals, and not to exceed \$60,000. Council Member Herminghaus seconded the motion and it passed unanimously.
- 11. Discuss and take possible action on the construction of a temporary fence at 18 Windermere**  
Council discussed temporary fencing for 18 Windermere. The homeowner at 18 Windermere spoke with Council at the April 22<sup>nd</sup> Council Meeting. Council considered temporary fencing. After further discussion Council authorized the Mayor and the City Administrator to write a letter to the City of Houston as an additional effort or attempt to assist the residents in solving the fence issue at 18 Windermere.
- 12. Discuss and take possible action on the Mayor's monthly report, including but not limited to:**

  - Arrowwood Circle – one-way loop
  - Mike Peloquin recognition
  - Distinguished Public Service Award

Council discussed acknowledging years of service to the City of Piney Point Village for Mike Peloquin and a Distinguished Public Service Award for John Ebeling. John Ebeling served 26 years. Mayor Kobelan will provide suggestions at the next month City Council Meeting.
- 13. Discuss and take possible action on the City Administrator's monthly report including but not limited to:**

  - **April 2019 Financials**
  - **Budget meeting dates**

The City Administrator provided the Budget meeting dates:

  - Preliminary Budget is June 20<sup>th</sup>
  - Final is August 15<sup>th</sup>
- 14. Discuss and take possible action on the City Engineer's monthly report**

The City Engineer reported to Council the following:

- Surrey Oaks Paving and Drainage Improvements – HDR is finishing the design on Surrey Oaks. HDR will meet with residents to review the final design and provide an update to bidding and construction phase schedules
- Beinhorn Drainage and Sidewalk Improvements Project – HDR is currently in the design phase which also includes improvements on Grecian Way. Meetings with residents have been scheduled to discuss the ditch and driveway culvert improvements and to determine the interest in resident participation to pay for the installation of the storm sewer.
- Wilding Lane Drainage and Paving Improvements – The project is going well. Trees will be a big factor that will impact the storm sewer design.
- #2 White Pillars/Jeffers Ct./Pineneedle – HDR performed a field visit and recommends obtaining a 20 foot permanent easement for the installation and maintenance of a 24-inch drainage ease for #2 White Pillars. #2 White Pillars resident has indicated they are willing to pay for the costs to replace their concrete driveway which will reduce the Opinion of Probable Construction Costs.
- Illuminated Crosswalk Signage – HDR determined the cost for the installation of two crosswalk signs with LED flashing light systems including poles, foundation, signs, push buttons, solar panels, and lights, at the intersection of Quail Hollow Trail and Blalock Road would cost approximately \$13,000 - \$15,000. HDR has contacted City of Bunker Hill Village and the City of Hedwig Village about cost sharing.
- Arrowwood Circle Improvements – Council discussed the possibility of creating parking spaces to serve a future park. HDR will provide estimates.
- Maintenance Projects – HDR updated Council regarding Maintenance Projects. HDR recommended panel replacements and concrete point repairs to Memorial Point, North Country Squire, and Memorial Drive

**15. Discuss and take possible action on proposal to survey #2 White Pillars**

HDR presented a Proposal for Survey Services to obtain a topographic and metes and bounds survey for the proposed drainage easement and drainage improvements at #2 White Pillars for a total of \$2,340. Council Member Dodds made a motion to approve the proposal to survey #2 White Pillars. Council Member Bender seconded the motion and it passed unanimously.

**16. Discuss and take possible action on the Minutes of the April 22, 2019 Council Meeting and the May 8, 2019 Special Meeting**

Council Member Bender made a motion to approve the Minutes of the April 22, 2019 Council Meeting and the May 8, 2019 Special Meeting. Council Member Herminghaus seconded the motion and it passed unanimously.

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

Budget meeting dates were discussed under Agenda Item # 13 City Administrator's Monthly Report

**18. EXECUTIVE SESSION:** The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and

pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property and pursuant to Section 551.074 of the Texas Government Code

Council adjourned into a closed session at 9:12 p.m.

Council reconvened into open session at 9:51 p.m.

**19. Action outside of Executive Session to include the appointment of special council in litigation with Huff and Mitchell**

No formal action taken

**20. Adjourn**

Council Member Thompson made a motion to adjourn. Council Member Kollenberg seconded the motion and it passed unanimously. The meeting adjourned at 9:51 p.m.

**PASSED AND APPROVED this 24th day of June, 2019**

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**Mark Kobelan**  
**Mayor**

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**Karen Farris**  
**City Secretary**