



City of Piney Point Village

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

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

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

DECLARATION OF QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

1. Discuss and take possible action on the MVPD monthly report
2. Discuss and take possible action on the VFD monthly report
3. Discuss and take possible action on Ordinance 2019.10.28.A St. Francis SUP
4. Discuss and take possible action on South Piney Point Road Beautification
5. Discuss and take possible action on Failure to Appear Program
6. Discuss and take possible action on Ordinance 2019.10.28.B regarding the Screening of all Utility Equipment
7. Discuss and take possible action on Piney Point Circle
8. Discuss and take possible action on Sidewalks
9. Discuss and take possible action on the Mayor's monthly report, including but not limited to:
 - Harris County Flood Control

10. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
 - September 2019 Financials
11. Discuss and take possible action on the City Engineer's monthly report
12. Discuss and take possible action on Surrey Oaks Change Order – Additional Mobilization and Pipe Bursting
13. Discuss and take possible action on Permission to advertise and bid Beinhorn project
14. Discuss and take possible action on approval of HDR contract for bid phase services for Beinhorn
15. Discuss and take possible action on approval of HDR contract for construction administration phase for Surrey Oaks
16. Discuss and take possible action on permission to advertise and bid 2019 Maintenance Project
17. Discuss and take possible action on 20' wide easement at #2 White Pillars
18. Discuss and take possible action on quotes for asphalt in N. Piney Point ruts at turnoffs
19. Discuss and take possible action on quote from Uretak to lift pavement on North Piney Point Road, south of Wendover
20. Discuss and take possible action on the minutes of the September 16, September 19, September 23, and October 8, 2019 Council meetings
21. Discuss and take possible action on any future agenda items, meeting dates, etc.
22. 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
23. Action outside of Executive Session, if any
24. Adjourn

CERTIFICATION

I certify that a copy of the October 28, 2019 agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in Compliance with Chapter 551, of the Texas Government Code on October 25, 2019.



Roger Nelson
City Administrator

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



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

Notice is hereby given of a Regular Meeting of the Board of Commissioners of the Memorial Villages Police Department, a combined police department of the Cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village, Texas, to be held at 6:00 PM, on, October 14, 2019 in the
Memorial Villages Police Department
11981 Memorial Drive
Houston, Texas 77024

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

AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Swearing In of Reserve Officer - Justin Rogers
- c. Approval of Minutes - Update, discussion and possible action.
 1. Approval of September 9, 2019 minutes as recorded.
- d. Financial Report - Update, discussion and possible action.
 1. FY19 Budget Review and Discussion.
- e. Chief's updates - Overview of monthly reports and activities.
 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. 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. Consultation with attorneys and consideration and possible action regarding settlement offer in Cause No. 2018-18387; *LaKesha Kelly v. Memorial Villages Police Department.*
- g. Follow Up Items from previous meeting – Discussion and possible action on outstanding items.
 1. 457b Contribution Recommendation/Proposal to be submitted for discussion and or possible action.
 2. Consideration and possible action on selection of auditor.

- 3. Further consideration and possible action on amendment to inner city agreement related to intra-fund budgetary transfers. And discussions related to Hunters Creek City Council decision to Not Pass Amendment to Inter-Local Agreement in reference to fund transfers.

- 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: 10/09/2019 @ 11981 Memorial Drive at 10:00 a.m.
(date) (time)

City of Bunker Hill Village
Jay Smyre, Chairman
William Murphy, Commissioner
Robert Lord, Alt. Commissioner

City of Hunters Creek Village
Sean Johnson, Commissioner
Brooke Hamilton, Commissioner
Stephen Reichek, 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.mvpxdtx.org.



MEMORIAL VILLAGES POLICE DEPARTMENT

Minutes of the Police Commission Meeting

October 14, 2019, 6:00 p.m.

A quorum was established, and Commissioner Smyre called the October 14th, 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

City of Bunker Hill

Commissioner Smyre
Commissioner Murphy
Alt. Commissioner Lord

Absent:

Commissioner Johnson
Alt. Commissioner Reichel

From Memorial Village PD

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

Guests

Bert Rosenbaum

Legal Counsel

John Hightower

MINUTES

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

a. Citizen Comments

None.

b. Swearing in of Reserve Officer – Justin Rogers

Commissioner Smyre announced that we would temporarily postpone this item until Justin arrives and go directly to approval of minutes.

c. Approval of Minutes

Motion was made by Commissioner Ebeling and seconded by Commissioner Hamilton to approve the September 9th Minutes as presented. The commission voted unanimously to approve the minutes.

d. Financial Report

Mrs. Bowman presented the financial report stating at the conclusion of the third quarter we have received 83% of its appropriation and have expended 69%. At this time last year, the department had expended 67%. We are projected to expend 96% by the fiscal yearend.

The settlement offer accepted in executive session last month has been processed and coded to the contingency line item. All the restricted funds received for the weapons upgrades and purchase have been made. We received \$1,290 from the Langdon Family Foundations and \$5,000 from the MVPD Foundation which aided in the purchase of 6 AR15 rifles and triggers. The Department sold Unit # 82 the Ford Fusion at auction for \$2,700.

Commissioner Hamilton asked if the contingency was updated to reflect the lawsuit settlement, Mrs. Bowman confirmed that it was and that the monies have been paid directly to the attorney.

Commissioner Smyre stated that we would now skip ahead to the Audit recommendation. Commissioner Hamilton presented the findings, see page 46 of 63. The opinion of the Finance Committee is to consider changing to Brooks Watson & Co., PLLC as they believe it is a good additional safeguard to have a new set of eyes but would like to open it up for discussion to the rest of the Commission.

Commissioner Smyre commented that given the difference of the small amount of money between the two, we should focus on the right partnership and not the money. Mrs. Bowman spoke with the City Secretary at Piney Point and found that they enjoy working with Brooks Watson and they are very responsive to their questions and she relies on them throughout the year. A Commissioner commented that a member from their city council has a concern about the timing of the audit because of the new statute that came into place about budgets and that it may need to be moved up a month earlier.

The Commission further discussed that the budgets aren't dependent on the audit but stated that the following items are what need to be discussed and clarified with the auditors; cost, timing, nature and extent of services they are going to provide, and if the \$7,100 discount for establishing a long-term relationship is for a year-to-year or multi-year contract. It was further discussed that Mrs. Bowman would come back next month with her negotiated contract.

Motion was made by Commissioner Huguenard and seconded by Commissioner Southwick to authorize Mrs. Bowman to negotiate a contract with Brooks Watson & Co., PLLC for auditing services. The Commission voted unanimously to approve the motion.

e. Chief's Updates

Chief Schultz presented his monthly report, September we responded to 7,992 calls/incidents and there were 6,331 house watches. There were 732 traffic stops, 798 Citations issued for 1432 violations. Response times, there were 25 priority response calls and they averaged 2:59. We had 40 new V-Linc registrations.

Personnel – The applicant last month from Spring Valley dropped out of the hiring process before the oral interviews. We reissued social media and the online hiring/recruiting flyers and

have received 15 inquiries, 2 of these applicants passed and we have made an offer to one, who now needs to take the physical and psychological test. We have a job fair tomorrow at the Marriott, and we have 6 additional applicants to test this Thursday.

Officer Valdez was involved in a fleet accident while at a traffic light and received minor injuries and missed 2 days of work. The unit received moderate damage and is being repaired.

There were 2 official visits from the President of New Guinea at which MVPD provided on-site support along with the US Secret Service Protection and the City of Houston.

We had a Departmentwide meeting at Top Golf on September 20th which was sponsored by the MVPD Police Foundation. We had a guest speaker who conducted training for all personnel on financial investing and independence in preparation for retirement.

All sworn personnel completed Narcan Training and the first aid kits now have Narcan available for use. It is used in opioid exposure and overdose situations. Capers installed their newest software update that supports NIBRS crime reporting. We now have 16 ALPRs online, the second ALPR mobile system is online, we had the trailer unit outside MVPD for a month and during that timeframe it read 153,000 license plates. We had one hit today and recovered a stolen car which entered on S. Piney Point, this is our number one location.

During the month Tropical storm Imelda hit the villages, N. Piney Point and Taylor Crest were flooding mainly due to debris that accumulated in the drains.

Commissioner Smyre stated we would go back to item b. Swearing in of Reserve Officer Justin Rogers. Chief Schultz commented that Justin left the department almost 2 years ago as he went to work in the private sector, oil and gas field. The Commission authorized him to come back to us as a reserve officer several months ago. He has now gone through the complete process and is up to speed to begin working as an active reserve. The Commission congratulated him and welcomed him once again to the police department.

Commissioner Smyre asked if there was anything to discuss in Executive Session, Legal Counsel confirmed, there is not as this has been paid and closed.

Commissioner Smyre announced that we would go to item f. 457b contribution.

Executive Session

Consultation with attorneys and consideration and possible action regarding settlement offer in Cause No. 201 8-18387; LaKesha Kelly v. Memorial Villages Police Department.

f. Follow Up Items from previous meeting

1. 457b Contribution Recommendation/Proposal to be submitted for Discussion and or possible action.
2. Consideration and possible action on selection of auditor.

Chief Schultz commented this was the item that was originally part of the budget proposal for FY20 which was to make a contribution to the 457(b) accounts for every one of the employees at 1%. It was requested after the budget was prepared and discussed with the respective city councils to pull it from the budget and come back later in 2020 to discuss as a separate line item budget amendment. Since last month Chief Schultz has talked with the concerned person and the issue was that because of the unknown taxing abilities and increases in budget we should come back in FY20 with a proposal to fund a one-time budget amendment of 1% for the 457(b). We know we will have very good reversions as a result of this year's budget which are estimated to be \$225K. Chief Schultz would like to keep this as an action item as we move toward the end of this year beginning of next year. And as we develop the 2021 budget if there is room after anticipated increases that we may see from health care, insurances; TMRS, TML etc. to go back and look at this further. The Commission thanked Chief Schultz for all his efforts on this and said to keep at it as it is very worthwhile.

Commissioner Smyre stated we would go on to item #3 Intra Budget Transfer – the Police Commission passed the Motion here and then it was taken to the cities. Piney Point and Bunker Hill both passed it, but Hunters Creek did not. What we would like to do in the future is, if we know of a city that may not be on board with approving a motion, we should have them go first. Because there were questions from the city council on what happened.

Commissioner Huguenard asked to speak on this issue. It is a little bigger issue but originally this whole exercise started as an attempt to put in an inflationary adjustment to the Inter-local agreement. Basically the \$10K limitation in today's dollars was somewhere in the amount of 38-40, in any event Commissioner Brown suggested 1% which rounded it to a percentage being used each year thereafter. The intention was to adjust for inflation, but it was viewed much broader once people started looking at the issue.

Commissioner Huguenard feels this presents two issues (he handed out the FY20 budget that Police Commission approved); item 1) Definition of what an Intra-Budget Transfer is (there has never been a written definition) over the years apparently there has been different interpretations of what this means.) From a practical standpoint according to Victoria and Chief, if we transfer any funds from one of the line items, as an example, from salaries to overtime, that is an intra-budget transfer, or from salaries to gas and oil, that is still an intra-budget transfer. Although a transfer from payroll to auto replacement fund isn't something that was budgeted and not the intent of the original budget.

He believes we need to draft a standard that defines what Intra-Budget Transfer means, but not to be too strict or too broad in this definition. Legal Counsel can give us his view on this. Commissioner Huguenard's second point is what amount or level would the cities feel comfortable with. Legal Counsel commented that one of the issues that the city council had, in the past the salaries are always underrun because we never have a full compliment and so we always have 50K every year. The counter argument is that it takes representatives of all three cities to vote. Commissioner Southwick asked how the definition of the intra-budgetary transfer help the problem with Hunters Creek. Commissioner Huguenard stated that we could go and authorize purchases outside of the budget, for example drones. The concern is that they will go outside of the parameters of the budget. But once again, the intention was just to bring it up to modern day dollars and not to do anything else.

Commissioner Hamilton commented that he has had a couple of conversations about this and feels that we have had some difficulties with spending in the past, but Chief obviously is a very good steward of the cities money but he is not always going to be here. The concern was that if its 1% and the budgets doubled every seven years, it would be a hundred thousand dollars every couple of years. Then if we have a different Chief, that is too much money and not enough control. They have very tight controls on themselves, the Mayor can only spend \$5K. The Commission further discussed, would they be more comfortable with an actual dollar amount and not a percentage. Commissioner Hamilton stated he believes \$25K would be a comfortable number.

Commissioner Huguenard stated regardless of the amount all three cities need to be cognizant of the fact that the transfer power within subparagraph 5 of the agreement does not provide for new purchases or new items. Legal Counsel explained per state law, we follow the same budget rules as the city even though we are an odd entity. There is nothing in state law that requires you to budget to any particular level of detail. Legal Counsel mentioned that every year Hunters Creek do a clean up and they make budget transfers among all these things to match up, other Commissioners agreed that Bunker Hill and Piney Point do the same.

The discussions continued, Chief Schultz commented that this may become more of an issue with the change request for us to have a budget two months earlier than usual. There will be a lot more estimating on hard numbers that we will not have such as; TML, TMRS and health insurance. The Commission agreed that Commissioner Huguenard can work on the language and or rules for the document and get back to the Commission at the next meeting.

Commissioner Smyre asked if there were any items that need to be put on the agenda for next month? There was no response.

g. Suggestions for future agenda items

A Motion was made at 7:25p.m. by Commissioner Murphy and seconded by Commissioner Southwick to adjourn the meeting. The Commission voted unanimously to approve the motion.

Approved and accepted on _____ 2019

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



MEMORIAL VILLAGES POLICE DEPARTMENT
Minutes of the Police Commission Meeting
September 9, 2019, 6:00 p.m.

A quorum was established, and Commissioner Smyre called the September 9th, 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

Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton

Commissioner Reichel

Alt. Commissioner Johnson

City of Bunker Hill

Commissioner Smyre

Alt. Commissioner Lord

Absent:

Commissioner Huguenard

Commissioner Murphy

Commissioner Southwick

Finance Manager, Victoria Bowman

From Memorial Village PD

Chief of Police, Raymond Schultz

Office Manager, Maureen Loud

Guests

Legal Counsel

John Hightower

MINUTES

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

a. Citizen Comments

None.

b. Approval of Minutes

Commissioner Smyre announced that he has some changes to the minutes, page 13 of 65 the second paragraph, the first sentence. He stated we should clarify that the referenced donation was made to the MVPD Foundation and not directly to the police department. Legal Counsel commented they thought that someone had donated money to the police department. Commissioner Smyre responded, no, his understanding is that it went to the Foundation first and then to the police department. Legal Counsel added that, as far as he knows there is no prohibition on someone making a direct contribution to the police department. Commissioner Smyre confirmed in this particular case the money went to the Foundation. Legal Counsel clarified, the money came from the Foundation, the donation to the department was from the Foundation, and commissioner answered Yes.

Legal Counsel clarified, the Foundation isn't going to own the guns, the department is right? Chief Schultz answered, Correct. Legal Counsel clarified that if the donor is the Foundation then that is what it should say. Commissioner Smyre stated, the same thing on page 14 of 65, the 5th paragraph, should say, accept the donation from the MVPD Foundation of \$5,000. These were the only two changes that need to be made.

Motion was made by Commissioner Hamilton and seconded by Commissioner Ebeling to approve the August 12th Minutes as amended by Commissioner Smyre. The commission voted unanimously to approve the minutes as amended.

Commissioner Smyre announced at 6:06p.m. the Commission would move into Executive Session under the legal advice exception Texas Governmental Code § 551.071 to discuss a litigation matter.

At 6:23p.m. the Commission reconvened in open session.

Motion was made by Commissioner Ebeling and seconded by Commissioner Hamilton to approve the proposed settlement of the Lakesha Kelly lawsuit, and the proposed contribution by the department to that settlement, as discussed in Executive Session. The commission voted unanimously to approve the motion.

c. Financial Report

Chief Schultz announced that he will present the financial report as Victoria has a sick baby at home and sends her apologies. She was hoping to make it here this evening but unfortunately the little one wouldn't cooperate.

The budget is attached for your review and we have received 75% of the appropriation and have expended 62%, last year at this time we had expended 60% where we had some additional vacancies. It is obviously our vacancies that are helping us stay under budget. We are about 4% under budget and we do expect reversions to occur. There have been no major changes, but don't forget there was one budget amendment thus far to move \$44K from the health insurance line item to the line item for the ALPR project. That contract has been instituted and our systems are being built, and I will speak about this later when I get into my report. There has also been some adjustment in the legal and professional line item for additional auditing fees for the GASB75 and OPEB work which has also been addressed in the budget. Invoices for upfitting the two new Durangos' has come through, they were approximately \$14K a piece.

Commissioner Smyre questioned about the settlement that was just talked about and where that goes into the budget, or do we go back to the cities and do a third, a third, a third. Chief Schultz said that the money is going to be in the budget and guesses that there will be a budget amendment. Which would likely be the regular wages salary line item as there isn't any line item for any type of litigation costs. Commissioner Smyre asked if it wouldn't be contingency money? Chief responded that we have already spent some of that monies, but it probably would be better to have a budget amendment so that money is clearly delineated in the budget as to what it is being spent for. Commissioner Johnson added, that the claim is for "lost wages" right? The budget is for regular salary positions in the normal course, is it just viable reason to take it out of there? Legal Counsel agreed this seems very logical. Chief Schultz interjected it would be

best to talk with Victoria to get her opinion, we need to make it as transparent as possible, Commissioner Smyre agreed.

Chief Schultz stated that our projected budget underrun right now is \$225K, Victoria did make adjustments with the additional officer vacancy that we currently have open. We are working hard to find the proper replacement and we are testing an individual on Thursday. Commissioner Smyre added, he doesn't want to be a broken record, but line 860, he encourages you to use all that money as we have \$3,100 and don't want to see that left over when we have 2 openings. Commissioner Johnson asked if we moved forward with the third Detective, Chief Schultz responded, no as that was removed from the FY20 budget.

Commissioner Hamilton gave a brief overview of the proposals for RFP for financial audit services, which was included in the package on page 47 of 65. We received three back and we have a little more information that he passed out at the meeting. Victoria has done quite a bit of leg work already on checking the references. Our current auditor is the most expensive and they all have escalators built in. Belt Harris came in at about \$20K, Brooks Watson at \$16,900 and the least expensive one is Haynie & Company at \$14,500 which is the one we know least about. We have more due diligence to do on this, so we ensure they are all apple to apple comparisons. He spoke with Commissioner Huguenard today and will come back with a recommendation. It would be helpful and interesting if you have any feedback on this, we do not need to have any action on this today.

Commissioner Smyre stated that we budgeted \$14K so we are a little below all three of the proposals but not by a significant amount. Commissioner Hamilton added, this is because of the change in accounting requirements. Commissioner Johnson asked if the proposals included travel requirements, Commissioner Hamilton answered that he didn't know that, but Chief Schultz stated it is all inclusive. Commissioner Reichel asked about the notation related to Brooks Watson, it looks like it would normally be \$24K but they are giving a discount to establish a long-term relationship, Commissioner Hamilton wasn't sure what the note meant, and we need to follow up with Victoria on this.

Commissioner Hamilton added that they would measure this and that it is very important to talk to Victoria about her comfort level and whether or not it would be a big hassle for her to change for a 1-2K savings per year and believes this will be a factor in the decision. Chief Schultz interjected that he had asked her this specifically. She said that this audit is your audit and she would be perfectly fine with whatever the Commission decides. Obviously, relationships are good and important, but all the companies have experience in working with other communities of our size. Two of them have worked with Piney Point, Hunters Creek and Bunker Hill.

Commissioner Hamilton commented that it is important for us, as a body, to consider that changing auditors and having new fresh set eyes on things is an added safeguard and long-term benefit. Commissioner Reichel mentioned that Haynie and Co show their increase as 0-5% which is much less than the other two. The Commission agreed they will wait to receive the recommendation from Commissioners Hamilton and Huguenard.

d. New Business

1. Donation of monies and training certification for officers and equipment.

2. I.T. System Back-up.

There were some discussions at the last meeting on when donations are being made to the department through the Foundation that we should include the individual's names. Sometimes the individuals want to receive recognition and other times they do not. The most recent donations of monies comes from a resident of Bunker Hill who is on the Public Safety Committee. He has donated through his company through a subgrant, monies to assist with the upfitting of the rifles that were approved last month. Specifically, he is a marksman and very familiar with weaponry and offered to fund triggers for the rifles \$1,200 through his foundation. It was done through an online application that was approved and they were shipped directly to our armorer which is going to reduce the price of the rifles, so the cost per unit is going from \$1,006 to about \$930.

He also donated 25 certificates for training at an advanced firearm school. It is called Front Sight, (Chief handed out a flyer to the Commission). Each training course has a value of \$1-2K, and he donated 25 certificates for us to use as we want. They are for different types of training; hand gun, rifle, use of force, 2-day and 4-day courses. One certificate is good for one officer for either training class or as many as they want to take, all we have to do is cover transportation and housing costs. He has also offered to assist in that area by helping see if friends or other residents have unused airlines miles and or certificates for hotels/motel stays.

This is the latest on the donations and monies and I would like to get some directions from the Commission if in the future people want to donate monies to the Foundation, would you like us to ask if they would like that information to be made public or not? Or since it is going to the Foundation can we control that or not? Legal Counsel commented that what concern most public communities have is the possibility of accepting donations from a donor that may be a disreputable character or that there is a quid pro quo. If the donations are going to the Association/Foundation, this may eliminate some of these issues, assuming the Association is making sure that they are not accepting a donation from someone who shot a police officer as an example. Legal Counsel can investigate further and come back to the Commission on this as there are a bunch of obscure exceptions that don't come up very often and he needs to research further.

Chief stated that he had gone online and checked the company out and that it has been in business for a while and there are about 150 evaluations and 90% of them were positive, the other 10% negative.

I.T. System Back-up – Chief Schultz stated that we had a request from the last meeting about some of the cities that had been victimized by ransomware, we checked with our I.T. vendor and their most recent assessment was in June of this year. Last year the Commission funded a new Meraki firewall, that is part of our safety system that backs up all of our local files as well as our own computers. Most the other files are kept on either mine or Maureen's computers and we also have secondary hard drives on our individual computers that backs up that. Also, everything else is backed-up offsite which includes our Capers files as well as with the Meraki. The Meraki is 80% full and Mergertree have suggested that we expand this, but we really don't have to because now all of the video files, with the change over from the new in-car video system and body cameras will not reside locally but will reside in the Cloud on the Axon.com App and they are also backed up in two different locations.

We feel we have pretty good systems that are all protected, we have modern equipment and the firewalls are up to speed and recognizes and finds threats all the time. Almost on a daily basis it probes and stops those and should something catastrophic happen we feel we should be able to recover all of our data.

Chief's updates

Chief Schultz presented his monthly report, August slowed down a little bit as calls went down to 11,936 and 9,977 house watches. Traffic increased a little to 929 traffic stops, 1012 Citations and addressed 1764 violations. The response times, there were 23 priority response calls and they averaged 3:46. We had 33 new V-Linc registrations.

False alarms are the number one call for service there were 194, there was a lot more enforcement in the area as there were 409 speeding citations which continues to be the number one complaint from residents. We saw this concern being raised at the Public Safety Committee meeting last week and what we are doing to address this.

Quality of life events there were 81, we continue to see a large number of warrants. The bail reform that looks like it will go through will probably result in people not having to pay bail on minor crimes may result in people not appearing. We will probably know more on October 21st which I believe is the final hearing. We will be talking with the court administrators and the city managers about the number of outstanding warrants.

Personnel issues – Two officers are on light duty, one due to follow up surgery and the other had a medical episode and is being treated. Commander Sission is back in his administrative position after his follow up surgery.

All prerequisite work has been done on the body worn cameras and in-car video systems, those systems are being built. Flock - I had a chance to go out to Atlanta and meet with their leadership team 2 weeks ago. Flock are in Hedwig today and marked their locations for the final engineering work and they will be doing ours tomorrow and the next day. Installation will happen in the next 10 days or so.

Commissioner Smyre asked for clarification on the response time sheet that the Fire Chief handed out the other night, specifically the first column, does that include the police department or is it just fire? The response was yes, we are included in that, it is any first responder.

National Night Out is October 1st from 6-8pm, we are asking residents to organize and have their own get togethers' and seven or eight have registered with Frank so far. Couple of legislative bills that have taken effect and we are watching very closely is house bill 3630 which is specifically prohibits the use of force on students in a learning environment. You cannot use force on a student that is doing something inappropriate or illegal in a learning environment. It doesn't affect us too much, but we do have one school resource officer that is Officer Miller, most likely if something were to happen in a school it would be ISD and we would have to deal with that.

The other one that we are looking at closely is senate bill 944. Public officials which includes you all as well, if you are using your cell phone for text messages and it is for official business

you have to keep a copy of that record for 2 years. So, our work around for that is, immediately no text messages on our cell phones for anything work related, only phone calls or email! We are looking at other solutions, AT&T, Verizon and everyone else have come out with their own phones and they archive that themselves. We are looking to see what our options are, we have hotspots in the car and are checking to see if we can use that same device to run mapping in the car, the computer in the car and also the phone. It would require myself, the Commanders and the Detectives to carry two phones, your personal phone and a work phone because of that mandatory requirement to save all of your text messages which are subject to IPRA. Chief asked if John knew anything about this, the response was he does not.

Copies of the Annual Report and flyer for the 2019 Clay Shoot were handed out to the Commissioners. There is a possibility of this being the last Clay Shoot, just based on the number of people that show up and shoot and the amount of time that goes into it. They are looking at this to see if it is worth the return, it is a great event to go to. Commissioner Smyre commented that the Annual Report is a great resource and stated it is all good and valuable information, but for him there are times when people ask him what is going on at the police department. If you look at the back 2 pages and put about 2 or 3 of those to memory you can really inform residents what has been going on. It is impressive to see what the Chief has identified as priority projects and the accomplishments.

457(b) contributions to employee accounts – Follow up on previous meeting. There are two ways to address this; a budget amendment to the FY19 and make the actual contribution at the end of the year because we know we will be under budget. Or, we could because it was originally in the FY20 budget make an amendment to this. He has heard from at least one village that they really don't want us going back and asking for anything else personnel wise, the other two have talked about this originally and are expecting it. I have no idea what the best way is to address this, either an amendment in the FY19 or FY20 to do a 1% 457(b) contribution for all the employees would cost approximately \$35K. These are two options or option three would be to not do it at all. Not sure what would be best to do and am looking to the Commission for their help.

Commissioner Reichel commented that because it is so hard to find police officers, Hedwig and Spring Valley have been hiring directly out of the academy, but we don't want to do that. We have good employees, and you have to treat them like good employees and do things for them because they are very important to us as they are running your business. He would like to see the 1% which is approximately \$10K per city as this helps them once they are retired to help pay for their medical insurance.

Commissioner Smyre asked if this was an ongoing expense and Chief Schultz responded, that the originally intent was to get it started and see what happens. Fire Department and Hedwig already get this, they have been doing it to help make up for no social security contribution and that windfall provision of up to 40% that we are all subject to. This is a reduction to any social security benefit we may get. Originally this was going to start in 2020, if we do this, we would have to make an amendment to that budget, or we could make an amendment to the FY19 budget because the money is already there and spend it before 2020. The problem with this is that some people may then over contribute. I don't know if it would be possible to fund it out of fiscal 2019 but make the deposit in January 2020?

Commissioner Smyre feels it is important to do this, the question is how? This is the same issue we deal with at the end of every year, we are now looking at an underage in spending of \$225K for the year. So, the issue isn't the money it is the accounting of it.

Commissioner Smyre said his vote would be that we get it done in 2019 as it is already in the police department's budget and the 2020 budget is not even approved yet. The Commission agreed that it is a worthwhile item to keep pressing for this. Commissioner Smyre added that when he was on the Fire Commission this thing got started and it was because they went from 2 to 1 on their matching pension and this was a way for them to soften that blow. That is one of the reasons why the Fire Department already has this, they have a 2% match for the 457(b). Chief will need direction at the next meeting, Commissioner Smyre stated that they know what they need to do, and he will put this to the council, he then thanked Chief for all his help.

Commissioner Hamilton had one last question, when do we expect the ALPR's to be up and functioning? Chief Schultz responded, they have been doing engineering work and they are waiting for the 811 people to come out to mark the lines for where the posts will go. We are still trying to get through the City of Houston for the right of way, but they will start doing installations in our cities first. We discovered recently that Hunters Creek has a unique ordinance that requires some additional things to be done before cameras can be installed if the camera is owned by a neighborhood group, they have to have insurance and get a permit. Legal Counsel commented that there have been discussions about this. Chief added, that they are waiting on some maps from Flock and he has spoken with the City Administrators about this. It is all being worked through. We currently have one camera and we caught a stolen vehicle last week on Thursday.

Executive Session

Consultation with attorneys and consideration and possible action regarding settlement offer in Cause No. 201 8-18387; LaKeshia Kelly v. Memorial Villages Police Department.

This agenda item was taken up earlier in the meeting and is addressed on page 2 of these minutes.

e. Follow Up Items from previous meeting

Commissioner Smyre asked if there were any items that need to be put on the agenda for next month? There was no response.

f. Suggestions for future agenda items

1. 457b Contribution Recommendation/Proposal to be submitted for Discussion and or possible action.

A Motion was made at 7:27p.m. by Commissioner Ebeling 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

Marietta Villages Police Department

General Fund

For the nine months ended September 30, 2019

| DESCRIPTION | | AMENDED BUDGET | ACTUAL | DIFF | % Executed | Forecasted Annualized 12/31/19 | Projected Saving / (Deficits) | % Forecasted |
|---------------------|---------------------------------------|------------------|------------------|------------------|--------------|--------------------------------|-------------------------------|---------------|
| Expenditures | | | | | | | | |
| 100 | Regular Wages | 3,377,767 | 2,291,036 | 1,086,731 | 67.83% | 3,267,697 | 110,070 | 96.7% |
| 110 | Overtime | 115,000 | 74,433 | 40,567 | 64.72% | 101,855 | 13,145 | 88.6% |
| 115 | Court/Bailiff OT | 21,600 | 3,853 | 17,747 | 17.84% | 10,000 | 11,600 | 46.3% |
| 120 | Retirement | 394,127 | 274,961 | 119,166 | 70% | 372,597 | 21,530 | 94.5% |
| 130 | Health Insurance | 557,775 | 383,205 | 174,570 | 68.70% | 521,931 | 35,844 | 93.6% |
| 140 | Workers Compensation | 60,000 | 48,982 | 11,018 | 81.64% | 65,495 | (5,495) | 109.2% |
| 150 | Life/LTD | 19,433 | 13,364 | 6,069 | 68.77% | 18,191 | 1,242 | 93.6% |
| 160 | Medicare/SS | 50,712 | 33,882 | 16,830 | 66.81% | 49,409 | 1,303 | 97.4% |
| | Personnel Services | 4,596,414 | 3,123,716 | 1,472,698 | 68.0% | 4,407,175 | 189,239 | 95.9% |
| 200 | Auto | 25,200 | 17,272 | 7,928 | 68.5% | 23,029 | 2,171 | 91.4% |
| 210 | General Liability | 720 | 354 | 366 | 49.2% | 472 | 248 | 65.6% |
| 220 | Public Official Bond | 960 | 637 | 323 | 66.3% | 849 | 111 | 88.5% |
| 230 | Professional Liability | 25,200 | 14,014 | 11,186 | 55.6% | 18,685 | 6,515 | 74.1% |
| 240 | Real & Personal Property | 13,200 | 10,848 | 2,352 | 82.2% | 14,464 | (1,264) | 109.6% |
| | Total Other Insurance | 65,280 | 43,124 | 22,156 | 66.1% | 57,499 | 7,781 | 88.1% |
| 300 | Gas & Oil | 69,250 | 50,446 | 18,804 | 72.8% | 67,261 | 1,989 | 97.1% |
| 310 | Maintenance | 25,000 | 21,495 | 3,505 | 86.0% | 25,000 | 0 | 100.0% |
| 320 | Tires | 7,000 | 4,743 | 2,257 | 67.8% | 6,324 | 676 | 90.3% |
| 330 | Damage Repair | 10,000 | 1,603 | 8,397 | 16.0% | 5,500 | 4,500 | 55.0% |
| | Maintenance & Misc. | 111,250 | 78,287 | 32,963 | 70.4% | 98,585 | 2,665 | 88.6% |
| 400 | General Maintenance | 18,000 | 15,005 | 2,995 | 83.4% | 17,940 | 60 | 99.7% |
| 410 | Janitorial Services | 19,000 | 13,500 | 5,500 | 71.1% | 18,000 | 1,000 | 94.7% |
| 420 | Jail | 1,000 | 537 | 463 | 53.7% | 716 | 284 | 71.6% |
| 430 | Building Furnishings | 10,000 | 5,042 | 4,958 | 50.4% | 10,000 | - | 100.0% |
| | Total Building | 48,000 | 34,084 | 13,916 | 71.0% | 46,656 | 1,344 | 97.2% |
| 500 | Computers | 9,800 | 10,540 | (740) | 107.6% | 10,540 | (740) | 107.6% |
| 510 | Postage/Postage Machine | 1,300 | 345 | 955 | 26.6% | 800 | 500 | 61.5% |
| 520 | Stationery/Expendables | 18,000 | 9,870 | 8,130 | 54.8% | 13,160 | 4,840 | 73.1% |
| 530 | Bank Finance Charges | 700 | 258 | 442 | 36.8% | 344 | 356 | 49.1% |
| 540 | Payroll | 16,000 | 11,970 | 4,030 | 74.8% | 16,000 | 0 | 100.0% |
| | Total Office | 45,800 | 32,983 | 12,817 | 72.0% | 40,844 | 4,956 | 89.2% |
| 600 | Telephone | 34,090 | 25,334 | 8,756 | 74.3% | 33,779 | 311 | 99.1% |
| 310 | Electric | 23,000 | 12,120 | 10,880 | 52.7% | 16,159 | 6,841 | 70.3% |
| 620 | Water/Sewer | 5,000 | 3,245 | 1,755 | 64.9% | 4,868 | 132 | 97.4% |
| 630 | Natural Gas | 600 | 387 | 213 | 64.5% | 516 | 84 | 86.0% |
| | Total Utilities | 62,690 | 41,086 | 21,604 | 65.5% | 55,322 | 7,368 | 88.2% |
| 700 | Equipment Maint Contracts | 17,640 | 9,983 | 7,657 | 56.6% | 17,640 | 0 | 100.0% |
| | <i>Advanced License Plate Readers</i> | 44,000 | 44,000 | 0 | 100.0% | 44,000 | 0 | 100.0% |
| 710 | SETCIC fees | 3,600 | 3,081 | 519 | 85.6% | 3,600 | 0 | 100.0% |
| 720 | Legal/Professional | 48,071 | 45,938 | 2,133 | 95.6% | 55,134 | (7,063) | 114.7% |
| 730 | IT Services | 101,200 | 74,104 | 27,096 | 73.2% | 98,603 | 2,597 | 97.4% |
| 740 | Software Maintenance Contracts | 58,545 | 54,531 | 4,014 | 93.1% | 58,000 | 545 | 99.1% |
| | Total Contract Services | 273,056 | 231,639 | 41,417 | 84.8% | 276,977 | (3,921) | 101.4% |
| 800 | Accreditation | 1,200 | 0 | 1,200 | 0.0% | 1,200 | 0 | 100.0% |
| 810 | Uniforms | 30,000 | 15,222 | 14,778 | 50.7% | 20,296 | 9,704 | 67.7% |
| 820 | Radio parts and labor | 30,536 | 28,044 | 2,492 | 91.8% | 30,536 | 0 | 100.0% |
| 830 | Firearms Training & Ammo | 5,500 | 2,864 | 2,636 | 52.1% | 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 | 31,424 | 12,576 | 71.4% | 44,000 | 0 | 100.0% |
| 850 | Travel | 7,000 | 4,809 | 2,191 | 68.7% | 6,500 | 500 | 92.9% |
| 860 | Recruiting Costs | 5,000 | 1,990 | 3,010 | 39.8% | 2,653 | 2,347 | 53.1% |
| 870 | Criminal Investigations | 3,500 | 1,184 | 2,316 | 33.8% | 3,500 | 0 | 100.0% |
| 880 | Contingency | 15,000 | 13,481 | 1,519 | 89.9% | 13,481 | 1,519 | 89.9% |
| 890 | Small Equipment | 2,500 | 1,736 | 764 | 69.4% | 2,500 | 0 | 100.0% |
| | Total Office | 155,236 | 110,409 | 44,827 | 71.1% | 139,322 | 15,914 | 89.7% |
| | TOTAL GENERAL | 5,357,726 | 3,695,328 | 1,662,398 | 69.0% | 5,122,380 | 225,346 | 95.6% |

| Memorial Villages Police Department | | | | | | | | |
|--|------------------|------------------|------------------|---------------------------|--------------------------------|-------------------------------|---------------|--|
| Vehicle Replacement | | | | | | | | |
| For the nine months ended September 19 | | 75.00% | | | | | | |
| Prior Year Cash Carryover | 85,709.54 | | | | | | | |
| FY19 Sale of vehicles | 2,700.00 | | | | | | | |
| FY19 Assessment collected to date | 73,332.99 | | | FY19 Assessment remaining | | 14,667.01 | | |
| FY19 Interest earned to date | 202.76 | | | | | | | |
| FY19 Expenditures | (88,000.00) | | | | | | | |
| FY19 Due between General & Vehicle Replacement | 10.00 | | | | | | | |
| FY19 Veh replacement expenditures covered by carryover | (65,250.40) | | | | | | | |
| Cash Balance @ 09/30/19 | 8,704.89 | | | | | | | |
| 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% | |
| Total Vehicle Replacement | 88,000 | 88,000 | 0 | 100.0% | 88,000 | 0 | 100.0% | |
| Vehicle Replacement costs covered by carryover | | 65,250 | | | | | | |
| Memorial Villages Police Department | | | | | | | | |
| Special Capital Assets | | | | | | | | |
| For the nine months ended September 19 | | 75.00% | | | | | | |
| Prior Year Cash Carryover | 83,450.87 | | | | | | | |
| FY19 Assessment collected to date | - | | | FY19 Assessment remaining | | 0.00 | | |
| FY19 Interest earned to date | 272.78 | | | | | | | |
| FY19 Expenditures | (112.77) | | | | | | | |
| Cash Balance @ 09/30/19 | 83,610.88 | | | | | | | |
| DESCRIPTION | ADOPTED BUDGET | ACTUAL | DIFF | % Executed | Forecasted Annualized 12/31/19 | Projected Saving / (Deficits) | % Forecasted | |
| <i>Expenditures</i> | | | | | | | | |
| 2880 Capital Projects | 0 | 113 | (113) | 0.0% | 150 | (150) | 0.0% | |
| Total Capital Items | 0 | 113 | (113) | 0.0% | 150 | (150) | 0.0% | |
| Total Capital Outlay | 88,000 | 88,113 | (113) | 100.1% | 88,150 | (150) | 100% | |
| Memorial Villages Police Department | | | | | | | | |
| DESCRIPTION | AMENDED BUDGET | ACTUAL | DIFF | % Executed | Forecasted Annualized 12/31/19 | Projected Saving / (Deficits) | % Forecasted | |
| GENERAL FUND | 5,357,726 | 3,695,328 | 1,662,398 | 69% | 5,122,380 | 225,346 | 96% | |
| VEHICLE REPLACEMENT FUND | 88,000 | 88,000 | 0 | 100% | 88,000 | 0 | 100% | |
| TOTAL BUDGET | 5,445,726 | 3,783,328 | 1,662,398 | 69% | 5,210,380 | 225,346 | 96% | |

4-Oct-19

All Funds (MODIFIED CASH BASIS PROJECTIONS)

| | | |
|---|----|-----------|
| Cash collected for FY19 @ 09/30/19 | \$ | 4,546,007 |
| Estimated Expenditures (Sep 19) | \$ | 3,783,328 |
| Estimated cash on hand @ 09/30/19 for FY19 activities | \$ | 762,679 |

Cash Balances@ 09/30/19:

| | |
|--|------------------|
| Health Benefits | \$7,584 |
| General | \$854,041 |
| Vehicle Replacement | \$8,705 |
| Dare Fund | \$18,750 |
| Special Capital Assets | \$83,611 |
| Actual cash balance @ 09/30/19 all accounts | \$972,690 |

| All Funds (Modified Accrual Basis Projections) | 2019 YTD Budget | 2019 YTD Actual | 2019 YTD Difference (Budget vs. Actual) | 2019 Total Amended Budget |
|---|------------------------|-----------------------|--|------------------------------------|
| GENERAL FUND REVENUES | 4,464,766 | 4,469,498 | 4,733 | 5,357,726 |
| GENERAL FUND EXPENDITURES | | 3,695,328 | | |
| NET FY 19 REVENUES OVER EXPENDITURES | | 774,170 | | |
| VEHICLE REPLACEMENT REVENUES | 73,333 | 76,236 | 2,903 | 88,000 |
| VEHICLE REPLACEMENT EXPENDITURES | | 88,000 | | |
| VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS | | 65,250 | | |
| NET FY 19 REVENUES OVER EXPENDITURES | | (77,015) | | |
| SPECIAL CAPITAL ASSETS REVENUES | 0 | 273 | 273 | 0 |
| CAPITAL EXPENDITURES | | 113 | | |
| NET FY 19 REVENUES OVER EXPENDITURES | | 160 | | |
| COMBINED REVENUES | 4,538,099 | 4,546,007 | 7,635 | 5,445,726 |
| COMBINED EXPENDITURES | | 3,783,441 | | |
| COMBINED FY 19 NET REVENUES / EXPENDITURES | | 762,566 | | |
| Formal reserves: | | | | |
| | DARE | | | \$18,750 |
| | VEHICLE REPLACEMENT | | | \$8,705 |
| | SPECIAL CAPITAL ASSETS | | | \$83,611 |
| | WORKING CAPITAL | | | \$60,000 |
| | STATE TRAINING FUNDS | | | \$2,410 |
| | | | | <u>\$173,476</u> |



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

Raymond Schultz
 Chief of Police

October 14, 2019

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

During the month of September MVPD responded/handled a total of 7,992 calls/incidents. 6,331 House watch checks were conducted. 732 Traffic stops were initiated with 798 citations being issued for 1432 violations. (Note: 12 Assists in Hedwig, 153 in Houston, 0 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

| Village | Calls/YTD | House Watches/YTD | Accidents | Citations | Response Time |
|----------------|------------|-------------------|-----------|-----------|--------------------|
| Bunker Hill: | 2677/31508 | 2212/26751 | 1 | 292 | 9@3:13 |
| Piney Point: | 1934/22400 | 1482/17679 | 3 | 258 | 6@3:05 |
| Hunters Creek: | 3176/32190 | 2633/27091 | 11 | 248 | 10@2:36 25@2:59 |

Type and frequency of calls for service/citations include:

| Call Type | # | Call Type | # | Citations | # |
|---------------|-----|------------------------|-----|--------------------|-----|
| False Alarms: | 194 | Ord. Violations: | 20 | Speeding: | 288 |
| Accidents: | 15 | Info Reports: | 58 | Exp. Registration: | 192 |
| Assist Fire: | 52 | Suspicious Situations: | 112 | No Ins: | 141 |
| Assist EMS: | 30 | Welfare Checks: | 4 | No License: | 121 |
| | | | | Red Light: | 21 |

This month the department generated a total of 75 police reports.

Crimes Against of Persons (1)
 Solicitation of a Minor 1

Crimes Against Property (11)
 Burglary of a Vehicle 1
 Theft – Misd 2
 Forgery/Fraud/ID 7

Unauthorized use of a Vehicle 1

Petty/Quality of Life Crimes/Events (63)
 Poss. of a Controlled Sub/Para. 1
 Warrants 24
 Information Reports 7

Misc. Reports 26
 Missing Person 1
 Driving While Suspended 4

Arrest Summary: Individuals Arrested (31)
 Warrants 24
 Class 3 Arrests 6

DWI 0
 Felony 1

| <u>Budget YTD:</u> | <u>Expense</u> | <u>Budget</u> | <u>%</u> |
|---------------------------|----------------|---------------|----------|
| • Personnel Expense: | 3,123,716 | 4,596,414 | 68% |
| • Operating Expense: | 571,612 | 761,312 | 75% |
| • Total M&O Expenditures: | 3,695,328 | 5,357,726 | 69% |
| • Capital Expenses: | 88,113 | 88,000 | 100% |
| • Net Expenses: | 3,783,328 | 5,445,726 | 69% |

Follow-up on Previous Month Items/Requests from Commission

- N/A

Personnel Changes/Issues/Updates

- Carry-over candidate/applicant from last month dropped out of hiring process day before oral interviews.
- Reissued social media and on-line hiring/recruiting flyer. Received 15 inquiries. Tested 4 individuals. 2 passed initial BG screening.
- 9/26/19. Officer Juan Valdez was involved in a fleet accident and received minor injuries. Officer Valdez missed 2 days of work. MVPD Unit 173 received moderate damage to the rear bumper and tailgate and is currently being repaired. Claim filed with TML.

Major/Significant Events

- 9/6/19. Bunker Hill Public Safety Open House. Department set-up static display and met with residents during the evening event.
- 9/15/19 and 9/16/19. Official visits from president of New Guinea. MVPD provided on-site support to the US Secret Service protection detail while the residents hired off-duty personnel for traffic control and parking.
- 9/20/19 a department wide meeting was held at Top Golf, sponsored by the MVPD Police Foundation. A guest speaker conducted training for all personnel on financial investing and how best to prepare for retirement.

Status Update on any Major Projects

- Narcan Training was conducted for all sworn personnel and all first aid kits now have Narcan available for use.
- 9/11/19 CAPERS installed their newest software update that supports NIBRS crime reporting. In addition to the office software, all vehicles were updated by Mergetree with the new mobile applications.
- 9/16/19 ALPR systems began coming on-line with the installation of the first fixed locations.
- 9/19/19 the second mobile ALPR system came on line. MVPD Unit 168 has been upfitted with the equipment and solar panel. The unit is being rotated between the 3 villages along with the radar trailer. (Note: We conducted a 30-day 24/7 test of the trailer with outstanding results checking over 153,000 license plates)
- All marked and most unmarked vehicles were detailed, resulting in an improvement of the appearance of all vehicles prior to National Night Out.
- Tropical Storm Imelda hit the Memorial area on September 19, 2019. MVPD personnel worked the streets, clearing drains of debris and closing flooded streets. Approximately 30 disabled vehicles were towed from Memorial Drive and N. Piney Point Road.

V-LINC new registrations in August: +40

BH – 1115/1250 (+16)

PP – 804/1160 (+10)

HC – 1060/1514 (+12)
Page 54 of 63
 Out of Area – 390 (+2)

10/09/19

September 2019 VFD Assists

Calls received directly by MVPD via 911/3700

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

| | |
|-----------|------|
| Total – 6 | 3:25 |
|-----------|------|

| | |
|----------|------|
| Fire – 2 | 2:33 |
|----------|------|

| | |
|---------|------|
| EMS – 4 | 3:52 |
|---------|------|

By Village

| | |
|-------------|------|
| BH Fire – 1 | 2:55 |
|-------------|------|

| | |
|------------|------|
| BH EMS – 1 | 3:40 |
|------------|------|

| | |
|-------------|------|
| PP Fire – 1 | 3:00 |
|-------------|------|

| | |
|------------|------|
| PP EMS – 2 | 4:19 |
|------------|------|

| | |
|------------|-----|
| HC Fire -0 | N/A |
|------------|-----|

| | |
|-----------|------|
| HC EMS -1 | 3:11 |
|-----------|------|

Combined VFD Events (Priority + Radio)

| | |
|------------|------|
| Total – 35 | 3:27 |
|------------|------|

| | |
|-----------|------|
| Fire – 23 | 3:41 |
|-----------|------|

| | |
|----------|------|
| EMS – 12 | 3:10 |
|----------|------|

Radio Call Events

| | |
|------------|------|
| Total – 29 | 3:29 |
|------------|------|

| | |
|----------|------|
| Fire- 21 | 3:49 |
|----------|------|

| | |
|--------|------|
| EMS- 8 | 2:49 |
|--------|------|

2019 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 | 4:27:28 | 4:21:22 | 5:45:10 | 5:44:31 | | | | 0 | 19 |
| BIEHUNCO, JOHN | 16:18:53 | 16:40:22 | 11:09:22 | 20:13:47 | 11:08:40 | 7:12:07 | 17:14:29 | 12:58:53 | 9:06:16 | | | | 3 | 14 |
| BOGGUS, LARRY | 22:18:03 | 13:30:05 | 12:08:01 | 31:25:35 | 19:57:37 | 39:31:09 | 9:28:54 | 23:34:13 | 23:32:32 | | | | 4 | 22 |
| BRACHT, DANIEL | 10:42:46 | 12:27:12 | 20:18:04 | 14:14:16 | 17:28:43 | 17:49:07 | 17:28:14 | 14:11:56 | 21:17:25 | | | | 4 | 32 |
| BURLESON, Jason | 23:23:57 | 25:48:19 | 25:31:22 | 14:30:20 | 24:56:10 | 23:22:00 | 22:44:56 | 20:25:44 | 13:48:08 | | | | 3 | 53 |
| CANALES, RALPH EDWARD | 14:08:38 | 12:22:02 | 7:14:25 | 20:10:09 | 11:55:53 | 11:23:43 | 14:52:02 | 9:10:04 | 9:03:28 | | | | 3 | 13 |
| CERNY, BLAIR C. | 28:01:20 | 21:19:05 | 19:04:49 | 21:38:11 | 21:04:48 | 24:01:41 | 9:37:13 | 16:29:30 | 13:13:31 | | | | 3 | 12 |
| HARWOOD, NICHOLAS | 21:17:49 | 26:19:29 | 22:46:50 | 25:39:17 | 21:57:40 | 17:30:54 | 34:46:43 | 24:23:48 | 13:08:42 | | | | 3 | 29 |
| HODGES, JEFFERY | 28:58:07 | 29:30:52 | 23:20:38 | 21:40:12 | 23:57:07 | 24:43:29 | 5:15:35 | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| JARVIS, RICHARD | 20:17:57 | 22:15:48 | 27:55:03 | 24:04:41 | 20:59:12 | 19:26:40 | 24:11:07 | 23:14:25 | 19:02:36 | | | | 2 | 47 |
| JOLIVET, CHARLES | 26:59:53 | 16:20:46 | 22:44:22 | 23:55:55 | 21:22:01 | 20:32:08 | 20:27:27 | 22:48:38 | 23:23:29 | | | | 7 | 54 |
| JONES, ERIC | 1:35:06 | 2:00:27 | 1:27:02 | 0:17:00 | 0:41:15 | 0:00:00 | 0:00:00 | 3:33:04 | 0:12:32 | | | | 0 | 0 |
| KELSO JR, RONALD K | 5:21:34 | 4:44:32 | 4:36:24 | 7:49:05 | 12:08:20 | 5:44:36 | 3:44:52 | 6:58:58 | 0:56:57 | | | | 0 | 0 |
| LERMA, FRANK | 9:14:25 | 8:54:37 | 3:47:10 | 15:51:13 | 6:46:08 | 6:37:03 | 2:01:59 | 9:34:18 | 7:17:56 | | | | 1 | 0 |
| MCELVANY, ROBERT | 11:24:25 | 13:18:13 | 21:05:00 | 16:07:00 | 13:05:49 | 18:59:05 | 11:46:41 | 12:26:37 | 12:49:50 | | | | 3 | 28 |
| MILLER, OSCAR | 22:49:44 | 7:38:04 | 0:19:03 | 7:42:13 | 4:34:52 | 13:03:07 | 16:10:39 | 27:06:33 | 0:25:29 | | | | 0 | 0 |
| NASH, CHRISTOPHER | 29:57:20 | 12:11:01 | 21:41:51 | 18:00:51 | 21:23:45 | 29:32:11 | 18:45:43 | 19:19:31 | 18:49:22 | | | | 5 | 17 |
| NOWLIN, DONALD L | 22:44:26 | 27:45:53 | 32:20:14 | 33:50:45 | 45:32:32 | 25:07:12 | 47:55:37 | 27:34:25 | 30:48:21 | | | | 6 | 136 |
| OWENS, LANE | 0:00:00 | 0:00:00 | 0:00:00 | 0:02:28 | 0:00:00 | 0:15:07 | 0:00:00 | 2:41:50 | 0:00:00 | | | | 0 | 0 |
| PAVLOCK, JAMES ADAM | 18:07:09 | 30:09:12 | 25:27:52 | 22:07:20 | 25:21:12 | 23:43:56 | 10:41:56 | 18:40:58 | 14:43:36 | | | | 4 | 45 |
| RODRIGUEZ, CHRISTOPHER | 10:04:37 | 6:53:45 | 5:05:15 | 9:02:09 | 16:25:44 | 0:00:00 | 5:18:57 | 9:45:45 | 6:12:32 | | | | 0 | 0 |
| SCHANMIER, CHRISTIAN | 21:33:06 | 25:10:53 | 32:27:52 | 16:06:17 | 30:42:35 | 26:40:20 | 26:50:23 | 22:25:11 | 20:50:54 | | | | 4 | 78 |
| SCHULTZ, RAYMOND | 2:04:12 | 5:24:16 | 0:32:11 | 1:33:03 | 0:28:39 | 2:09:55 | 0:20:46 | 1:11:46 | 2:38:09 | | | | 0 | 0 |
| SILLIMAN, ERIC | 16:12:54 | 22:00:20 | 17:16:51 | 17:51:39 | 20:08:56 | 12:55:41 | 13:26:37 | 7:18:43 | 15:13:47 | | | | 8 | 15 |
| SISSION, KYLE J | 1:45:19 | 4:53:13 | 4:55:14 | 0:03:55 | 2:02:19 | 1:19:39 | 0:00:00 | 0:00:00 | 0:12:04 | | | | 0 | 0 |
| SPRINKLE, MICHAEL | 8:34:13 | 4:42:12 | 8:50:07 | 6:47:47 | 2:40:20 | 7:37:06 | 8:16:40 | 10:23:06 | 7:00:14 | | | | 0 | 5 |
| TAYLOR, CRAIG | 15:25:27 | 27:58:47 | 15:43:20 | 24:42:37 | 15:45:02 | 23:27:05 | 22:48:05 | 20:07:54 | 12:16:14 | | | | 3 | 40 |
| TORRES, PATRICK | 7:27:32 | 21:00:59 | 23:40:21 | 27:11:25 | 19:26:54 | 18:06:18 | 8:36:05 | 12:02:01 | 1:37:15 | | | | 1 | 0 |
| TUGGLE, JAMES | 25:30:16 | 21:21:00 | 24:42:05 | 26:58:59 | 17:50:26 | 27:49:53 | 18:50:09 | 20:57:25 | 20:58:26 | | | | 2 | 65 |
| WALDEZ, JUAN | 25:09:18 | 22:07:57 | 22:22:01 | 28:55:46 | 20:53:20 | 20:36:40 | 16:13:09 | 21:11:10 | 12:05:43 | | | | 1 | 9 |
| WHITE, TERRY | 35:00:07 | 27:05:02 | 31:19:21 | 34:45:37 | 31:04:56 | 30:11:18 | 18:46:56 | 30:28:29 | 27:16:36 | | | | 5 | 65 |

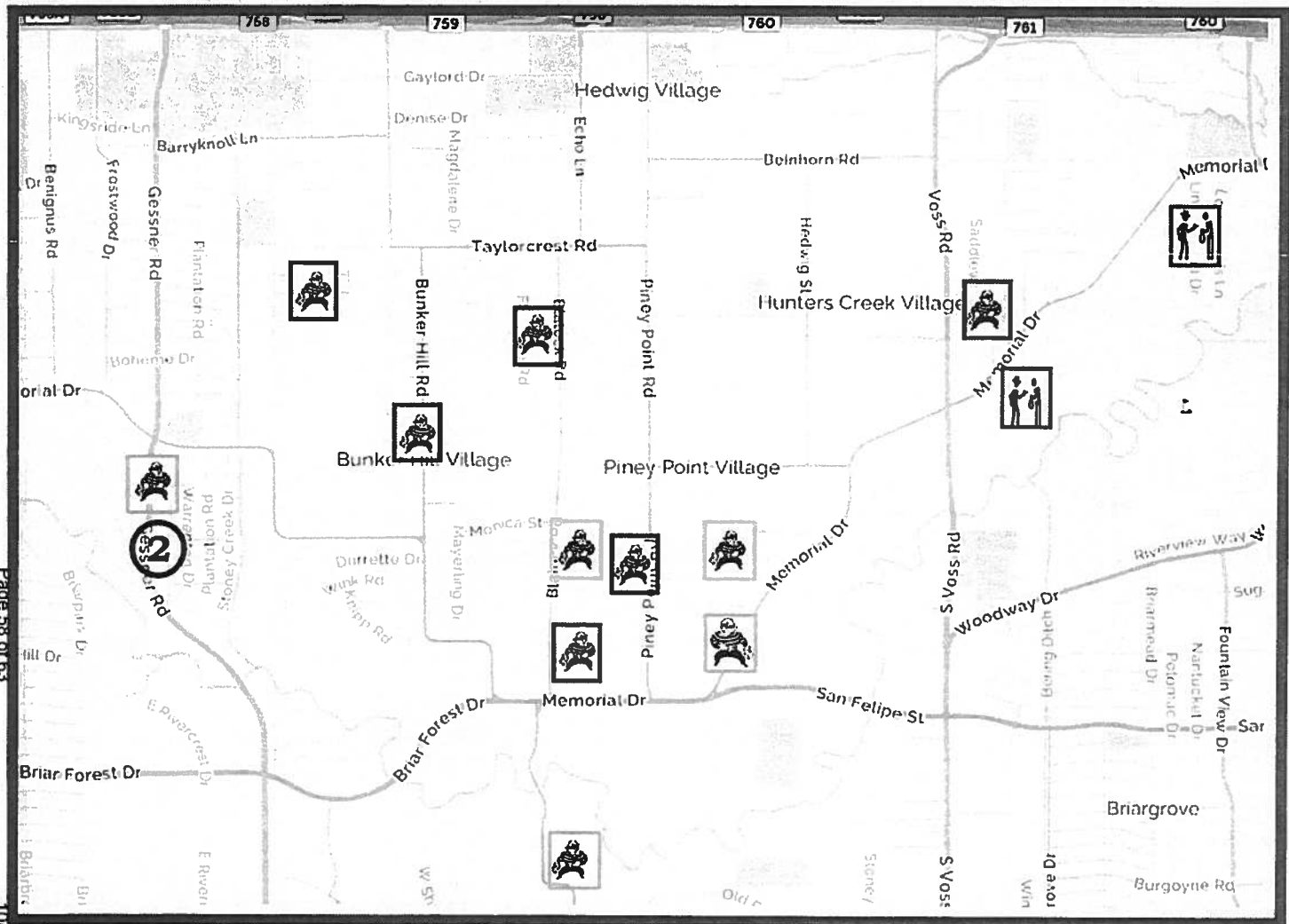
75 798

| Dispatch Committed Time | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|-----|-----|--------|
| 911 Phone Calls | 426 | 453 | 408 | 437 | 456 | 459 | 333 | 507 | 412 | | | | |
| 3700 Phone Calls | 2537 | 2499 | 2791 | 2676 | 2612 | 2567 | 2699 | 2763 | 2548 | | | | |
| DP General Phone Calls* | 72:12:00 | 62:36:15 | 76:43:49 | 73:26:38 | 64:27:43 | 65:35:13 | 67:23:52 | 68:13:58 | 63:18:19 | | | | |

* 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 | 1 | 10 | 100 | 111 | 56 | 13315 | 11466 | 5158 | 4620 | 3483 | 2961 | 4427 | 3872 |
| July | 2 | 7 | 66 | 75 | 33 | 17668 | 15971 | 6419 | 5927 | 4450 | 3955 | 6588 | 6081 |
| August | 2 | 17 | 81 | 100 | 57 | 11936 | 9977 | 4337 | 3776 | 2665 | 2094 | 4678 | 4102 |
| September | 1 | 11 | 63 | 75 | 31 | 7992 | 6331 | 2677 | 2212 | 1934 | 1482 | 3176 | 2633 |
| October | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | |
| Total | 12 | 104 | 745 | 861 | 437 | 88259 | 71561 | 31508 | 26751 | 22400 | 17679 | 32190 | 27091 |
| 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 |
| 329 Bunker Hill Rd | NS | Rear Door |
| 606 Saddlewood | NS | UNK (Vacant) |
| 242 Gessner | NS | UNLCK Door |
| 219 Heritage Oaks | NS | UNK (Const) |
| 11914 Broken Bough | NS | Forced (Const) |

2019 Robberies

| Address | MO |
|-----------------|--------------------|
| 601 Lindenwood* | BMV/Firearm |
| 401 Ripplecreek | Jugging Strong Arm |



Daytime Burglary



Nighttime Burglary

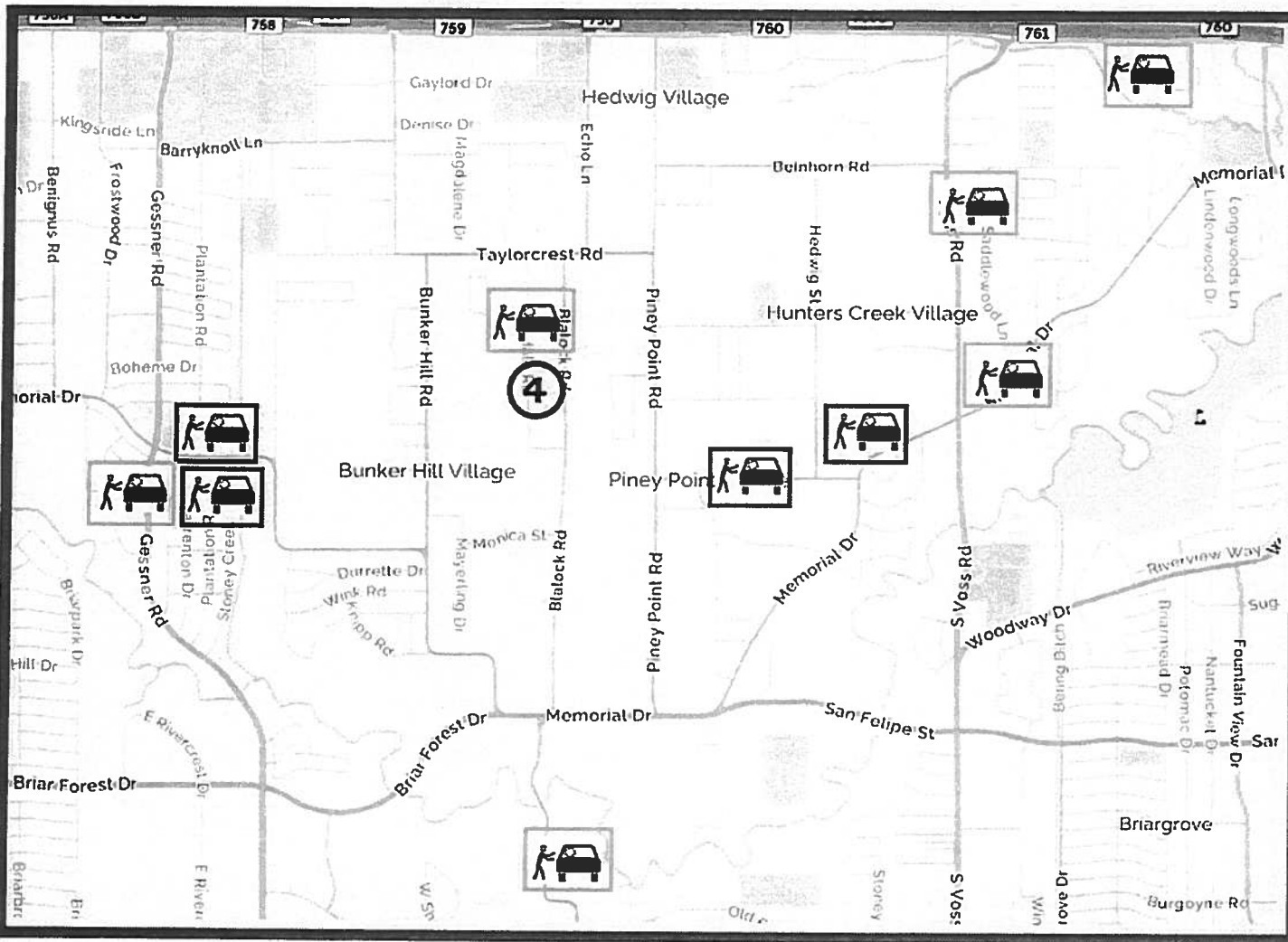


Robbery

* = Solved

9/01/19

2019 Auto Burglary Map



| Address | POE |
|------------------------|-----------------|
| 11140 Greenbay | Rear Door Glass |
| Memorial at Saddlewood | UNL Door |
| 12134 Tara | UNL Door |
| 238 Stoney Creek | UNL Door |
| 1 Bauerie Ct | LDSCP Trailer |
| 918 Boros | UNL Door |
| 310 Gessner | Rear Door Glass |
| 11614 Starwood | UNL Door |
| 27 Windermere | UNL Door |
| 11603 Windy Ln | LDSCP Trailer |
| 11010 s Country Squire | UNL Door |
| 1 Blalock Woods | UNL Door |
| 703 Saddlewood | UNL Door |

Daytime Burglary

Nighttime Burglary

② ③

9/01/19

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

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

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT AGENDA** - All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 - 3A. Approval of Minutes – September 25, 2019
 - 3B. Approval of bills paid – September 2019
4. **REPORTS**
 - 4A. Building restoration subcommittee report and possible action
 - a. Amos Byington / Michael Medwedeff AG/CM
 - b. Scott Brady Joiner Architects
 - 4B. Treasurer's Financial Reports – September 2019
 - 4C. Fire Chief's Report- Events of September 2019; Monthly Performance; Record of Calls, and Response Times
 - 4D. Interlocal agreement subcommittee report and possible action
5. **CONSIDERATION OF CONTRACTS/AGREEMENTS** - The Board will discuss and consider possible action on the following:
 - 5A. Compensation Study
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
OCTOBER 23, 2019
PAGE 2

8. **CONSIDERATION OF AND ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
- 8A. 2021 Budget/ Henry Kollenberg Cashflow Considerations
- 8B. Sweep Account
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. Communications Department
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**
- November 20, 2019
14. **ADJOURNMENT**

I certify that the agenda for the 23rd of October 2019, Regular Monthly Meeting was posted at the fire department this the 17th day of October 2019, at 12:00 p.m.


Emily Morris, Office Manager

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 morris@villagefire.org for further information.

TO: Fire Commission
FROM: Henry Kollenberg
DATE: October 15, 2019

We have a budget/cash flow issue with respect to the renovation of the fire station. When Zeb and I presented the \$1.5 million addition to the 2020 budget for Fund 4 to our Council, it was passed without any opposition.

At the same time, we got an inquiry about cash flow. If we are not actually going to spend the money until 2021, Piney Point would like to defer paying that money until 2021. I have gotten comments from members of other councils to similar effect.

The situation is that we will collect \$3.5 million for the renovation this year as part of the 2019 budget. We added \$1.5 million to the 2020 budget, which means that each City will pay its share of \$125,000 per month (150% in January and 50% in December).

We had over \$300,000 in fund for before the beginning of 2019, from prior contributions. We have over \$400,000 in ambulance billings that we have not yet disbursed, with the idea that we are going to eventually ask the Cities to contribute that to Fund 4. We will probably ask the same with respect to ambulance billings into next year.

The result is that, unless we do something, it is likely that with the ambulance billings funds, we will have collected something in the range of \$6 million at the end of 2020, even though our approved budget for expenditures is only \$5 million.

At the same time, we do not really know what the building is going to cost until we get to the bid phase. Once we bid the job and get a signed contract, we will have a lot better idea of what the final bill is going to be. Piney Point is prepared for the number to exceed \$5 million, though it is hoped that it will be less.

At the same time, the timing of the expenditures is uncertain. If the job is done as expeditiously as we hope, we could end of paying all the money by October(?) That would be highly optimistic. There is a fairly reasonable chance that a good chunk of the money will not be spent until 2021.

Putting this all together, I responded to questions from our Council by saying that the various things were in play and that it is my hope that the Fire Commission was going to come up with an idea or plan to clarify this.

Once the contract has been bid and we get a better idea of what the project is going to cost and when that money is going to be due, we will have a number of options. We could request the Cities to allow us to keep the ambulance billing funds but defer source assessments and not collect (for example) the last 6 to 9 months of the assessments for the \$1.5 million budget increase until 2021. Or not at all, if we keep ambulance billing funds. In other words, it is a work in progress with not a lot of clarity.

Personally, I believe it would be a good idea for the Fire Commission to have a discussion about that and to generally have a plan, even if that plan is not formally adopted or formally approved by the Cities.

It would probably be helpful in that regard if that plan was articulated in writing so that a brief summary of that plan could be distributed to all of the Cities. That would allow us to let the City Councils know what we are thinking. It would allow the Mayors and City Councils to have input into that thinking if they want. It is my belief that a clearly articulated plan, with a commitment to flexibility and a commitment to ask for approval from all five Cities would be met with acceptance.

I have taken the liberty of drafting an outline of the plan with a thought that we could discuss it and loosely adopt it before the end of the year.

GENERAL PLAN

1. The 2020 VFD budget as amended, calls for the Cities to contribute \$1.5 million to the Facilities Fund. Under the Interlocal, that would be the Cities paying their proportionate share of \$125,000 per month (with 150% of that in January and 50% of that in December).
2. At the same time, there are ambulance billing funds that have been accumulated but have not yet been distributed to the Cities. The Fire Commission expects to ask permission from the Cities to contribute that to the Facilities Fund. It is contemplated that there will be more than enough money in the Facilities Fund to pay for the cost of renovation. It is possible that a substantial sum of money may not be due to be paid until 2021.
3. Once the contract has been let, and the project is further down the road, the requirements for amounts and timing of funds will become more clear.
4. It is the plan of the Fire Commission to address the issue at an appropriate time (very likely the second quarter of 2020) and come up with a Plan (subject to approval by all 5 Cities) for the amounts of the timing and funding. That may possibly result, for example, in some months of the Cities' assessments for the \$1.5 million in the 2020 budget for the Facilities Fund being deferred until 2021 or otherwise dealt with.
5. The purpose of this document is to lay out the general thinking of the Fire Commission about this topic. There has been no specific timetable or process established. But it did seem appropriate to let the Cities know where we are as far as budget and cash flow issues in a very general sense.
6. We hope this report is helpful.

VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 25, 2019 AT 6:00 P.M.
HEDWIG CITY HALL
955 PINEY POINT, HOUSTON TEXAS 77024

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

1. CALL TO ORDER

Present and
Voting Were:

City of Piney Point Village
City of Spring Valley Village
City of Hunters Creek Village
City of Hilshire Village
City of Hedwig Village

Commissioner Zebulun Nash, Chair
Commissioner Allen Carpenter, Vice Chair
Commissioner Jay Carlton, Treasurer
Commissioner Robert Byrne, Secretary
Commissioner William Johnson, Member

Others
Present Were:

City of Hilshire Village
Village Fire Department
Village Fire Department
Randle Law Office LTD., L.L.P.

Alternate Ray Leiker
David Foster, Fire Chief
Emily Morris, Office Manager
Brandon Morris, Attorney

Absent
Were:

City of Piney Point Village
City of Spring Valley Village
City of Hunters Creek Village
City of Hedwig Village

Alternate Henry Kollenberg
Alternate Mayor Tom Ramsey
Alternate Frank Doyle
Alternate Harry Folloder

2. COMMENTS FROM THE PUBLIC:

None

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

3A. Approval of Minutes

Approval of Minutes – August 28, 2019 and September 11, 2019

3B. Approval of Bills Paid

Approval of Bills Paid – August 2019

Commissioner Nash asked for a motion to approve the consent agenda. Commissioner Carpenter moved; Commissioner Carlton seconded to approve the items as presented on the Consent Agenda.

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

MOTION CARRIED UNANIMOUSLY

4. Reports

4A. Treasurer’s Financial Reports – August 2019

Commissioner Carlton stated we are 1.19% over budget. There was an increase in August for overtime expenses due to training and staffing. There has also been an increase in maintenance expenses. Commissioner Carlton explained that these costs, along with necessary purchases made earlier in the year, should be absorbed over the remainder of the year.

4B. Fire Chief’s Report -Events of August 2019; Monthly Performance; Record of Calls; EMS Collections, Operational issues, Response Times

- The Fire Department is fully staffed
- Recently hired a new Firemedic, Derek Eckermann
- Firefighter Rebekah Donaldson is recovering from shoulder surgery and is working in the front office
- Rescue 2 is in the shop for an electrical issue in the console
- Purchase order has been issued for the new replacement pumper, which is a Spartan firetruck
- Life Save Awards were presented to the Police Commissioner, 4 Officers, and 1 dispatcher from Spring Valley
- Response times are well under national standards
- Calls received during storm Imelda
- Roof in the bunk room leaked during the storm, it has been fixed

VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 25, 2019
MINUTES – PAGE 3

4C. Building restoration subcommittee report and possible action

- a. Amos Byington / Michael Medwedeff AG/CM – options
- b. Joiner Architects

- AG/CM presentation
- Brainstorming for temporary facilities location
- Dispatch requirements
- Architect's design schedule
- Program Manager fees and additional services

4D. Interlocal agreement subcommittee report and possible action

The Commission is awaiting approval of the Bunker Hill Village admittance documents from the Cities.

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

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

8A. VFD to retain ambulance revenue

The Commission discussed various ways the Fire Department could utilize the ambulance funds. The Commission decided to table any further discussion and action on retaining the funds.

VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 25, 2019
MINUTES – PAGE 4

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

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

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

9B. Bunker Hill - Interlocal

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

No action was taken

11. **FUTURE TOPICS:**

None

12. **NEXT MEETING DATE:**

October 23, 2019

13. **ADJOURNMENT**

Commissioner Nash moved to adjourn at 7:55 p.m., seconded by Commissioner Carpenter

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

MOTION CARRIED UNANIMOUSLY

Respectfully submitted

Commissioner Zeb Nash, Chair

Attest:


Commissioner Robert Byrne, Secretary

| VILLAGE FIRE DEPT. September BUDGETARY SUMMARY | BUDGET YEAR 2019 | YEAR TO DATE 9/30/2019 | % USED | % BUDGET | MONTHLY EXPENSES September |
|---|---------------------------------|---------------------------------------|-------------------|---------------------|---|
| CAPITAL: | | | | | |
| CONTINGENCY-PHYSICAL PLANT | 35,000.00 | 10,650.25 | 30.43% | 74.98% | 0.00 |
| MISC. TOOLS, EQUIP., & HOSE | 65,000.00 | 65,825.70 | 101.27% | 74.98% | 0.00 |
| PROTECTIVE GEAR | 20,000.00 | 8,274.56 | 41.37% | 74.98% | 2,632.00 |
| RADIO PURCHASE | | 750.00 | | | |
| TOTAL CAPITAL EXPENDITURES | 120,000.00 | 85,500.51 | 71.25% | 74.98% | 2,632.00 |
| PERSONNEL EXPENDITURES: | | | | | |
| SALARIES | 3,757,244.00 | 2,927,489.72 | 77.92% | 74.98% | 316,169.99 |
| SALARIES - OVERTIME | 105,000.00 | 79,409.41 | 75.63% | 74.98% | 10,987.45 |
| BONUS | 6,000.00 | | 0.00% | 74.98% | |
| PROF. CERTIFICATION PAY | 44,400.00 | 35,546.10 | 80.06% | 74.98% | 4,094.08 |
| COMPENSATED ABSENCE PAY | 0.00 | | 0.00% | 74.98% | |
| FICA TAX | 304,530.00 | 224,141.60 | 73.60% | 74.98% | 24,899.41 |
| DISABILITY INSURANCE | 23,000.00 | 15,563.06 | 67.67% | 74.98% | 2,049.65 |
| EMPLOYEE RETIREMENT | 322,123.00 | 191,574.73 | 59.47% | 74.98% | 21,279.61 |
| HOSPITALIZATION INSURANCE | 609,770.00 | 461,780.00 | 75.73% | 74.98% | 48,745.99 |
| MEAL ALLOWANCES | 31,978.00 | 23,490.00 | 73.46% | 74.98% | 2,610.00 |
| WORKMENS' COMP. INSURANCE | 35,000.00 | 26,478.66 | 75.65% | 74.98% | 6,062.60 |
| TOTAL PERSONNEL EXPENDITURES | 5,239,045.00 | 3,985,473.28 | 76.07% | 74.98% | 436,898.78 |
| OPERATIONAL EXPENDITURES: | | | | | |
| AMBULANCE MEDICAL SUPPLIES | 50,000.00 | 44,037.66 | 88.08% | 74.98% | 9,096.75 |
| BLDG. SUPPLIES & MAINTENANCE | 47,000.00 | 47,404.49 | 100.86% | 74.98% | 880.82 |
| CHEMICALS | 2,000.00 | 115.60 | 5.78% | 74.98% | 115.60 |
| CONTINGENCY | 20,000.00 | 2,614.00 | 13.07% | 74.98% | 0.00 |
| DUES/SUBSCRIPTIONS/MANUALS | 6,500.00 | 3,424.50 | 52.68% | 74.98% | 195.00 |
| FIRE PREVENTION/PUBLIC RELATIONS | 12,000.00 | 9,521.09 | 79.34% | 74.98% | 3,864.64 |
| GAS & OIL | 45,000.00 | 23,858.13 | 53.02% | 74.98% | -6,128.62 |
| INSURANCE - CASUALTY | 42,000.00 | 28,662.25 | 68.24% | 74.98% | 0.00 |
| MAINTENANCE OF EQUIPMENT: | 135,000.00 | 137,295.98 | 101.70% | 74.98% | 20,053.81 |
| MAINTENANCE OF EQUIPMENT OTHER: | | -2,791.92 | | | 0.00 |
| CHIEF'S VEHICLE | | 6,247.42 | | | 125.29 |
| FIRE MARSHAL'S VEHICLE | | 1,241.75 | | | 0.00 |
| BATTALION 1 | | 254.17 | | | 0.00 |

| | | | | | |
|--------------------------------|---------------|------------------|-------------|---------------|------------------|
| PUMPER (ENGINE 1) | | 42,348.27 | | | 6,814.99 |
| UTILITY VEHICLE | | 149.15 | | | 138.90 |
| LADDER (LADDER 1) | | 23,873.40 | | | 9,814.75 |
| AMBULANCE (MEDIC 1) | | 11,524.68 | | | 2,541.57 |
| AMBULANCE (MEDIC 2) | | 1,283.96 | | | 0.00 |
| AMBULANCE (MEDIC 3) | | | | | |
| MAINTENANCE - OTHER | | 38,661.97 | | | 618.31 |
| MAINTENANCE - CONTRACTS | | 1,797.60 | | | 0.00 |
| PUMPER (ENGINE 2) | | 12,705.53 | | | 0.00 |
| MISCELLANEOUS EXPENDITURES: | 7,200.00 | 4,092.82 | 56.84% | 74.98% | 719.93 |
| SAFETY DEPOSIT BOX RENT | | | | | 0.00 |
| LICENSE/PERMITS | | 2,374.33 | | | 0.00 |
| OTHER MISC. EXPENSES | | 1,718.49 | | | 719.93 |
| LEGAL NOTICES/ADVERT. | | 0.00 | | | 0.00 |
| | | | | | |
| | | | | | |
| VILLAGE FIRE DEPT. | BUDGET | YEAR TO | % | % | MONTHLY |
| September | YEAR | DATE | USED | BUDGET | EXPENSES |
| BUDGETARY SUMMARY | 2019 | 9/30/2019 | | | September |
| POSTAGE/PRINTING/STATIONERY: | 107,000.00 | 33,244.67 | 31.07% | 74.98% | 3,394.96 |
| BANK ANALYSIS CHARGES/SUPPLIES | | 89.15 | | | 0.00 |
| OFFICE SUPPLIES | | 10,871.97 | | | 462.82 |
| POSTAGE | | 475.47 | | | 0.00 |
| PENALTIES | | 0.00 | | | 0.00 |
| PRINTING | | 756.91 | | | 0.00 |
| MAINT. CONTRACTS/EQUIP. | | 13,685.56 | | | 1,535.95 |
| COFFEE BAR/REFRESHMENTS | | 3,294.91 | | | 0.00 |
| POSTAGE METER RENTAL | | 250.00 | | | 0.00 |
| OFFICE EQUIPMENT/COMPUTERS | | 539.19 | | | 349.99 |
| OTHER | | 2,900.40 | | | 1,046.20 |
| BANK SERVICES CHARGES | | 381.11 | | | 0.00 |
| PROFESSIONAL SERVICES: | 112,400.00 | 105,228.32 | 93.62% | 74.98% | 7,645.83 |
| REVERSE ENTRIES FOR A.P. | | (0.55) | | | 0.00 |
| ADJUSTMENT-DUPLICATE CHECKS | | 0.00 | | | 0.00 |
| PROFESSIONAL SERVICES - OTHER | | 18,160.24 | | | 0.00 |
| CPA | | 8,578.00 | | | 852.00 |
| LEGAL | | 43,939.46 | | | 3,343.83 |
| IT SERVICES | | 21,892.17 | | | 2,200.00 |
| MEDICAL | | 12,659.00 | | | 1,250.00 |

| | | | | | |
|--|-----------------------|-----------------------|---------------|---------------|---------------------|
| PUBLIC UTILITIES | 55,000.00 | 51,381.82 | 93.42% | 74.98% | 7,127.17 |
| RENT | 10.00 | 10.00 | 100.00% | 74.98% | 0.00 |
| STATE CERTIFICATION FEES | 6,000.00 | 2,424.67 | 40.41% | 74.98% | 348.68 |
| TRAINING PROGRAMS | 25,000.00 | 24,675.60 | 98.70% | 74.98% | 1,682.30 |
| CPR TRAINING EXPENSE | | 1,854.88 | | | 0.00 |
| CONVENTIONS | | 0.00 | | | 0.00 |
| OTHER TRAINING EXP. | | 7,864.49 | | | 1,465.81 |
| SEMINARS-OFF PREMISES | | 1,649.89 | | | 0.00 |
| TRAINING EXAMS | | 4,656.57 | | | 216.49 |
| TRAINING-ON PREMISES/training programs | | 5,891.68 | | | 0.00 |
| OUT OF TOWN EXPENSES | | 2,758.09 | | | 0.00 |
| UNIFORMS | 25,000.00 | 8,892.76 | 35.57% | 74.98% | 1,351.12 |
| TOTAL OPERATIONAL EXPENDITURES | 697,110.00 | 526,884.36 | 75.58% | 74.98% | 50,347.99 |
| GRAND TOTAL | \$6,056,155.00 | \$4,597,858.15 | 75.92% | 74.98% | \$489,878.77 |
| | | | | | |
| | 0 | | | | |
| | | 0.94% over budget | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| CAPITAL REPLACEMENT FUND | 160,000.00 | | | | |
| COMPENSATION ABSENCE RESERVE FUND | 45,000.00 | | | | |
| FACILITY FUND | 3,500,000.00 | | | | |
| TOTAL BUDGET FOR 2019 | \$9,761,155.00 | \$0.00 | | | |

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: October 28, 2019

SUBJECT: Ordinance 2019.10.28.A Approving Issuance of a Special Use Permit for improvements to the St. Francis School

Agenda Item: 3

This agenda item calls for the City Council to consider Ordinance 2019.10.28.A and an SUP for improvements for the St. Francis School. The proposed improvements include changes to the Kindergarten pod, Library and Resource Center.

ORDINANCE 2019.10.28.A

AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, IN ACCORDANCE WITH DIVISION 4 OF ARTICLE II OF CHAPTER 74 OF THE CITY'S CODE OF ORDINANCES, ESTABLISHING AND APPROVING ISSUANCE OF A SPECIFIC USE PERMIT FOR THE INSTALLATION OF CERTAIN INTERIOR RENOVATIONS TO THE KINDERGARTEN POD AND LIBRARY / RESOURCE CENTER ON THE ST. FRANCIS EPISCOPAL SCHOOL TRACT; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the City of Piney Point Village (the "City") finds it to be in the best interest of the health, safety, and welfare of its citizens to approve the following improvements on the St. Francis Episcopal School Tract subject to certain conditions; now, therefore,

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct and are hereby adopted.

Section 2. The City hereby establishes and approves issuance of a specific use permit, as outlined by the terms of this Ordinance, to permit the installation of the following improvements on the St. Francis Episcopal School Tract. Such improvements are further identified in a site plan, floor plans, and related specifications, as provided for in Exhibit "A," attached hereto and made a part of this Ordinance. City Council approval of the proposed improvements provided for in this Ordinance is subject to adherence to the Site Plan, Kindergarten Pod Floor Plans, and Library / Resource Center Floor Plans (Lower School) , as well as related specifications provided for in Exhibit "A," and obtaining applicable building permits and other stipulations as stated below:

well as related specifications provided for in Exhibit “A,” and obtaining applicable building permits and other stipulations as stated below:

1. Kindergarten Pod

- a. The existing 4,560 square foot Kindergarten Pod, consisting of four classrooms for 85 students, will undergo remodeling to provide for five classrooms and a common area for the same 85 student enrollment with no expansion of square footage.
- b. Interior partitions will be demolished, however, there will be no alterations to any of the exterior walls or structure.
- c. Mechanical, electrical and plumbing (MEP) scope of Kindergarten Pod remodeling:
 - i. Electrical outlets, ceiling light fixtures and air grilles will be relocated.
 - ii. Demolition of the ducts and reconfiguration of same for the new floor plan layout.
 - iii. The existing roof top units or main duct lines that come from the units will not be altered.
 - iv. New millwork in each classroom, demolition of the four existing sinks in each existing classroom, and installation of five new sinks in the new classrooms.
 - v. Sanitary and water lines will be modified for the new sink location, however, the existing electric water heater is to remain.

- vi. Electrical and data outlets will be moved to new partitions.
- vii. Fire alarm system devices will be relocated and supplemented with new devices where necessary for the fifth classroom.

2. Library / Resource Center Floor Plans (Lower School)

- a. Reallocation of book shelving, space planning, providing more informal learning spaces within the Resource Center, and converting the two meeting/conference rooms into teaching “maker space” classrooms.
- b. The plumbing and cavity space between the two classrooms will remain and a bypass pocket door will be added to connect the two classrooms.
- c. Two of the existing classroom doors are to be relocated, and two folding garage doors will be added, allowing the classrooms to be opened to the Library / Resource Center.
- d. Electrical outlets located along the wall between the classrooms and library will be removed and retractable coil reel receptacles will be added at the ceiling.
- e. On the other walls inside the classroom, the electrical outlets will be relocated.
- f. The work to be done in the ceiling will be minimal alterations to the existing ceiling grid to accommodate the new wall locations and to attach the retractable coil reels.

- g. There will be no changes to lights or fire alarm system devices.
- h. The existing electrical and data outlets in partitions will be maintained or relocated.
- i. Mechanical venting from the classrooms will be added to accommodate potential activities in the classrooms.
- j. There will be no alterations to the supply ducts going to the classrooms or to the rooftop units and the main duct lines serving the spaces.
- k. There will be no alterations to the existing structure in the Library / Resource Center scope of work.

Section 3. Any person who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00 per offense. No penalty shall be greater or less than the penalty provided for the same or similar offense under the laws of the State of Texas. Each day of any violation shall constitute a separate offense.

Section 4. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Piney Point Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 5. All ordinances or parts of ordinances inconsistent or in conflict herewith, are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED this ____ day of _____ 2019.

Mark Kobelan
Mayor

ATTEST:

Karen Farris
City Secretary

EXHIBIT "A"

**Site Plan, Kindergarten Pod Floor Plans, and Library / Resource Center Floor Plans for the
Proposed Improvements to St. Francis Episcopal School Tract**

Planning and Zoning Commission
City of Piney Point Village
7676 Woodway, Suite 300
Houston, TX 77063

Dear Commission Members,

The St. Francis Episcopal School is requesting approval from the Planning and Zoning Commission of the City of Piney Point Village, Texas, for a Specific Use Permit (SUP) for the Interior Renovations of the Kindergarten Pod and Library / Resource Center.

The Kindergarten Pod today is four classrooms with a common space for 85 students, approximately 4,560 square feet. The goal in improving this area is to provide five classrooms and a common area for the same 85 student enrollment. The existing construction of the building is a steel-framed structure with non-load bearing interior partitions. In the remodeling of the Kindergarten Pod, only the interior partitions will be demolished and there will be no alterations to any of the exterior walls or structure. Because of this there was no need to have a structural engineer involved and no structural drawings are included.

For the mechanical, electrical and plumbing (MEP) scopes of work the electrical outlets, ceiling light fixtures and air grilles will be relocated. The mechanical construction will require demolishing some of the ducts that are in the Kindergarten Pod and reconfiguring them for the new floor plan layout. The existing roof top units or main duct lines that come from the units will not be altered. There will be new millwork in each classroom with new sinks. In the existing four classrooms there is one sink in each room. The four existing sinks will be demolished, and five new sinks will be provided, one in each classroom. Sanitary and water lines will be modified for the new sink location and the existing electric water heater is to remain. Electrical and data outlets will be moved to new partitions and fire alarm system devices will be relocated and supplemented with new devices where necessary for the fifth classroom.

The Lower School Library/Resource Center remodel project goal is to provide a higher access level to resources both traditional and digital. This will be achieved through the reallocation of book shelving, space planning, providing more informal learning spaces within the Resource Center, and converting the two meeting/conference rooms into teaching "maker space" classrooms. The plumbing and cavity space between the two classrooms will remain and a by-pass pocket door will be added to connect the two classrooms. Two of the existing classroom doors are to be relocated, and two folding garage doors will be added, allowing the classrooms to be opened to the Library / Resource Center. Electrical outlets located along the wall between the classrooms and library will be removed and retractable coil reel receptacles will be added at the ceiling. On the other walls inside the classroom the electrical outlets will be relocated.

The work to be done in the ceiling will be minimal alterations to the existing ceiling grid to accommodate the new wall locations and to attach the retractable coil reels. There will be no changes to lights or fire alarm system devices. The existing electrical and data outlets in partitions will be maintained or relocated. Mechanical venting from the classrooms will be added to accommodate potential activities in the classrooms. There will be no



1320 McGowen
Houston, Texas 77004
phone: 713.622.5333
fax 713.622.5346

www.studioredarchitects.com

alterations to the supply ducts going to the classrooms or to the rooftop units and the main duct lines serving the spaces. There will be no alterations to the existing structure in the Library / Resource Center scope of work.

This is a St. Francis Episcopal School project and is not part of the upcoming St. Francis Episcopal Church project. The two remodeling projects are within the Lower School existing building envelope. There will be no square footage increase, no change in use, and no change in the enrollment count. This is an interior-only project, so there will be no work on the existing exterior façade, no tree removal, no drainage changes required. Again, there will be no change in use, just an upgrade to current teaching needs. See the attached Site Plan, Kindergarten Pod floor plans, and Library / Resource Center floor plans.

After approval of the Planning and Zoning Commission and City Council, the estimated construction time of the project is three months. All scope of work will occur during the authorized work hours as stated in the City of Piney Point Village Code of Ordinances, Section 10-1 Time Limitations on Building Activities and all inspections will happen during the regular work inspection schedule as required by the City of Piney Point Village.

Your consideration of this request is greatly appreciated.

Sincerely,



Studio Red Architects
Pete Ed Garrett, AIA
Principal



Attachments

- St. Francis Episcopal School Site Plan
- St. Francis Episcopal School - Kindergarten Pod Floor Plans
- St. Francis Episcopal School – Library / Resource Center Floor Plans

1320 McGowen
Houston, Texas 77004
phone 713.622.5333
fax 713.622.5346

Planning and Zoning Commission
City of Piney Point Village
7676 Woodway, Suite 300
Houston, TX 77063

Dear Commission Members,

The City of Piney Point Village Building, Planning and Development Department has reviewed and approved the St. Francis Episcopal School Kindergarten Pod and Library / Resource Center Interior Renovations. Their names, titles, and the date of when they approved the drawings are below.

Jason Bienik – 07/23/19
General Plans Examiner / Electrical

Bob Baldwin – 08/16/19
Plumbing and Mechanical Plans Examiner

Joe Moore – 8/8/19
City Engineer

Michael L. Montgomery – 07/03/19
General Manager Memorial Villages Water Authority

Cary Moran – 09/05/19
Piney Point Village Urban Forester

Rusty Kattner – 07/03/19
Village Fire Marshal

Sincerely,



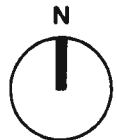
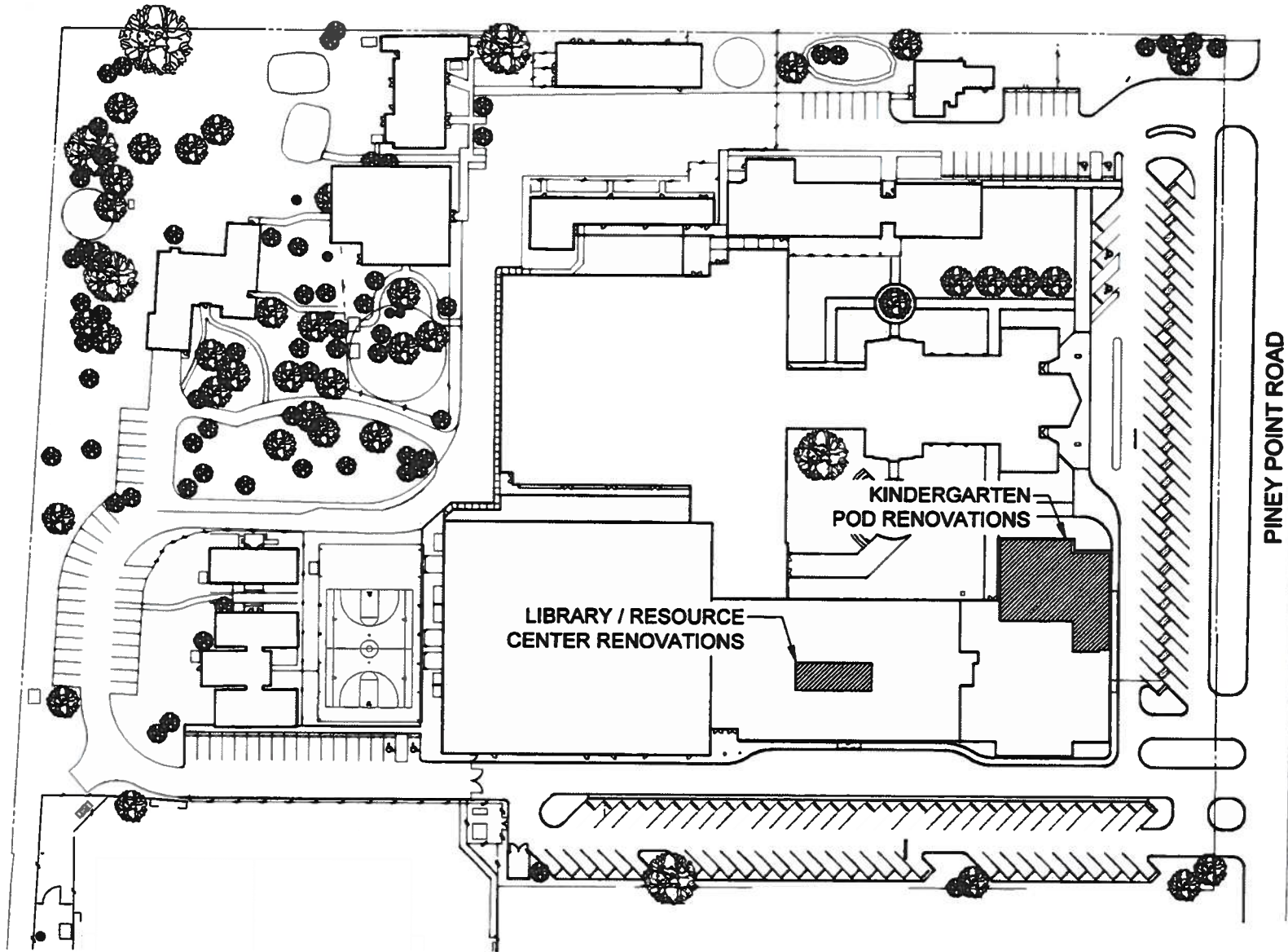
Studio Red Architects
Pete Ed Garrett, AIA
Principal



1320 McGowen
Houston, Texas 77004
phone: 713.622.5333
fax: 713.622.5346

**ST. FRANCIS EPISCOPAL SCHOOL SITE PLAN
KINDERGARTEN POD AND LIBRARY / RESOURCE CENTER INTERIOR RENOVATIONS**

335 PINEY POINT RD.
CITY OF PINEY POINT VILLAGE, TX 77024

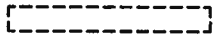


ST. FRANCIS EPISCOPAL SCHOOL - KINDERGARTEN POD FLOOR PLANS

LEGEND

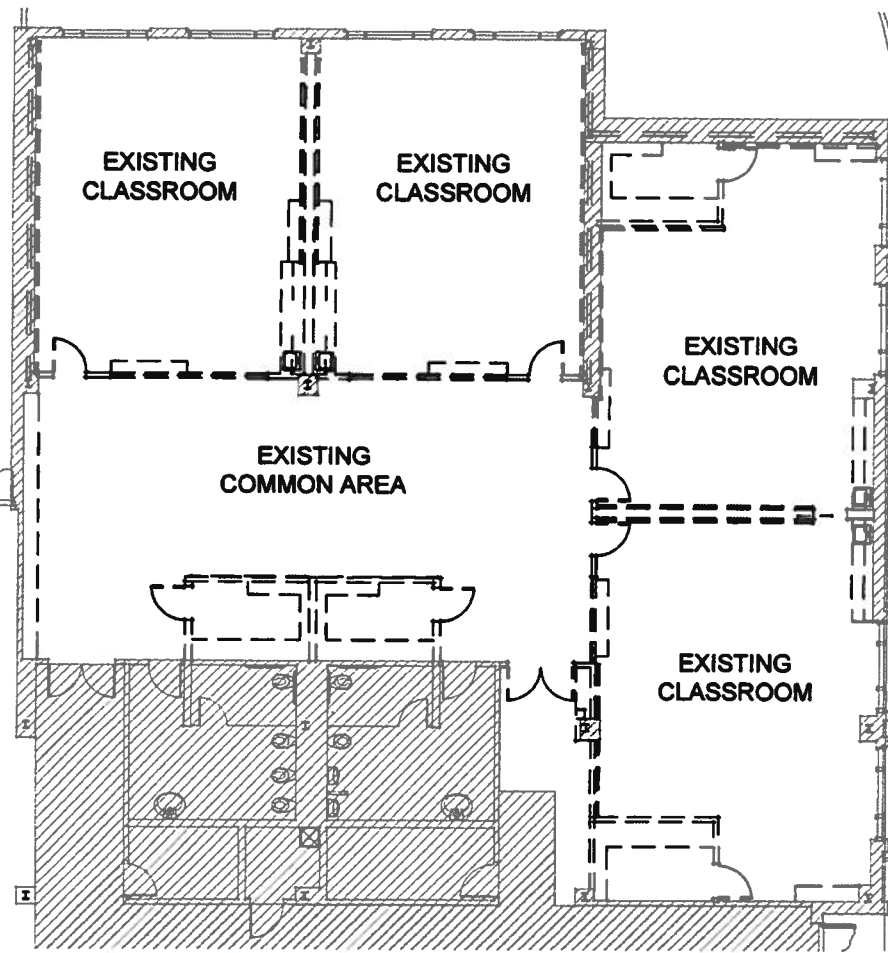


AREA OF EXISTING BUILDING AND/OR BUILDING COMPONENTS TO REMAIN UNDISTURBED.

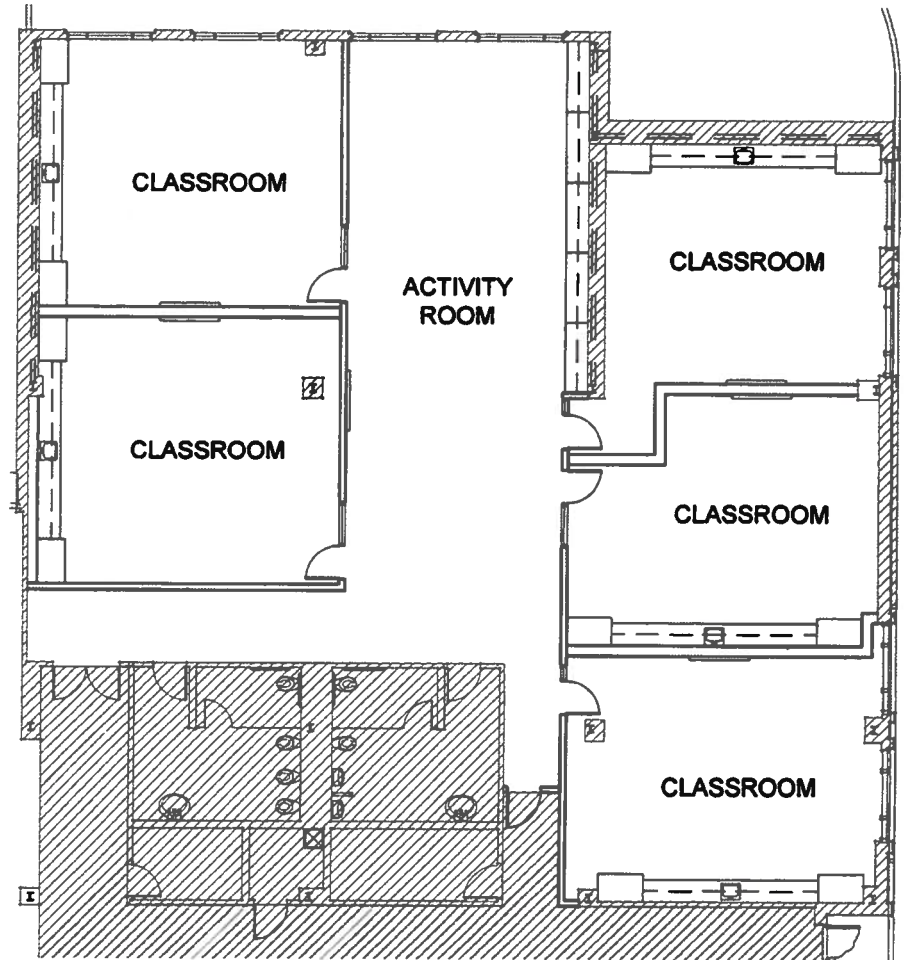


EXISTING SITE COMPONENT TO BE REMOVED

DEMOLITION FLOOR PLAN

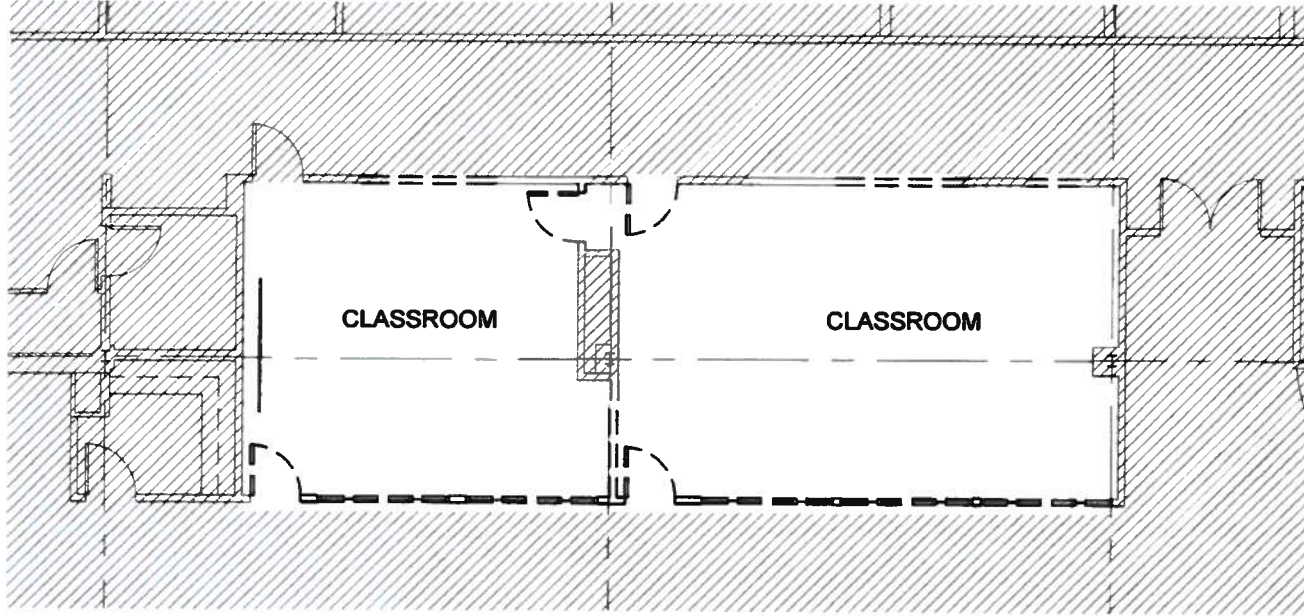


FLOOR PLAN

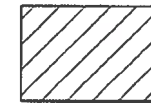


ST. FRANCIS EPISCOPAL SCHOOL - LIBRARY / RESOURCE CENTER FLOOR PLANS

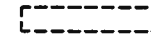
DEMOLITION FLOOR PLAN



LEGEND

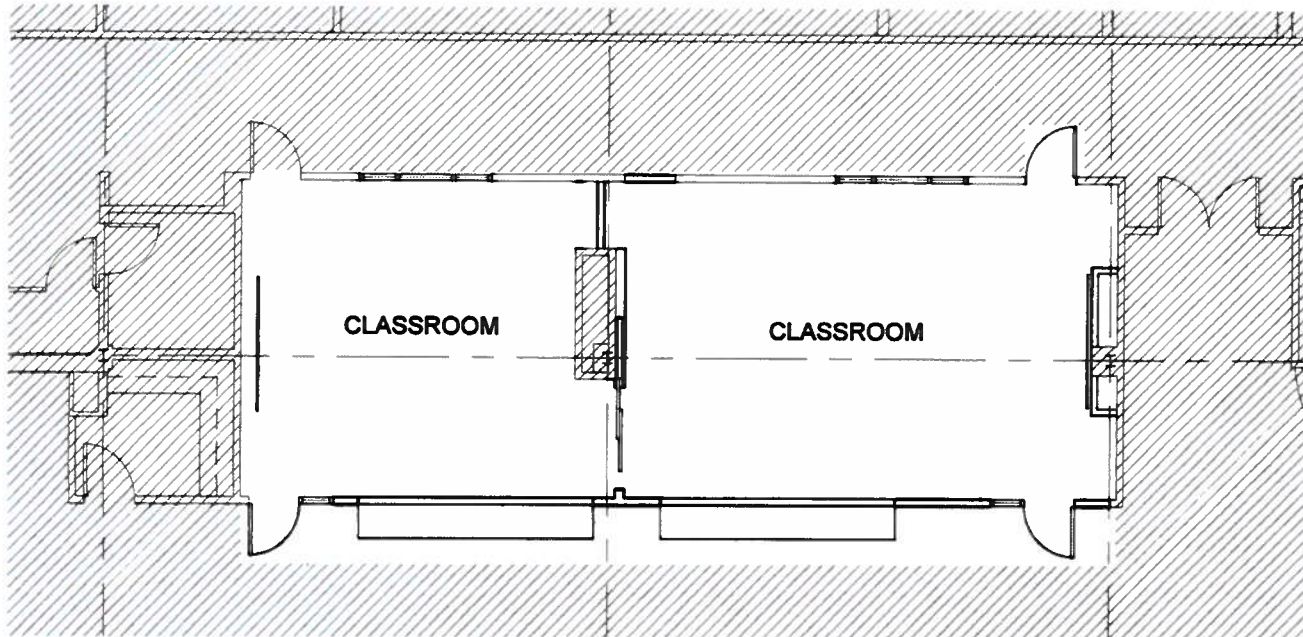


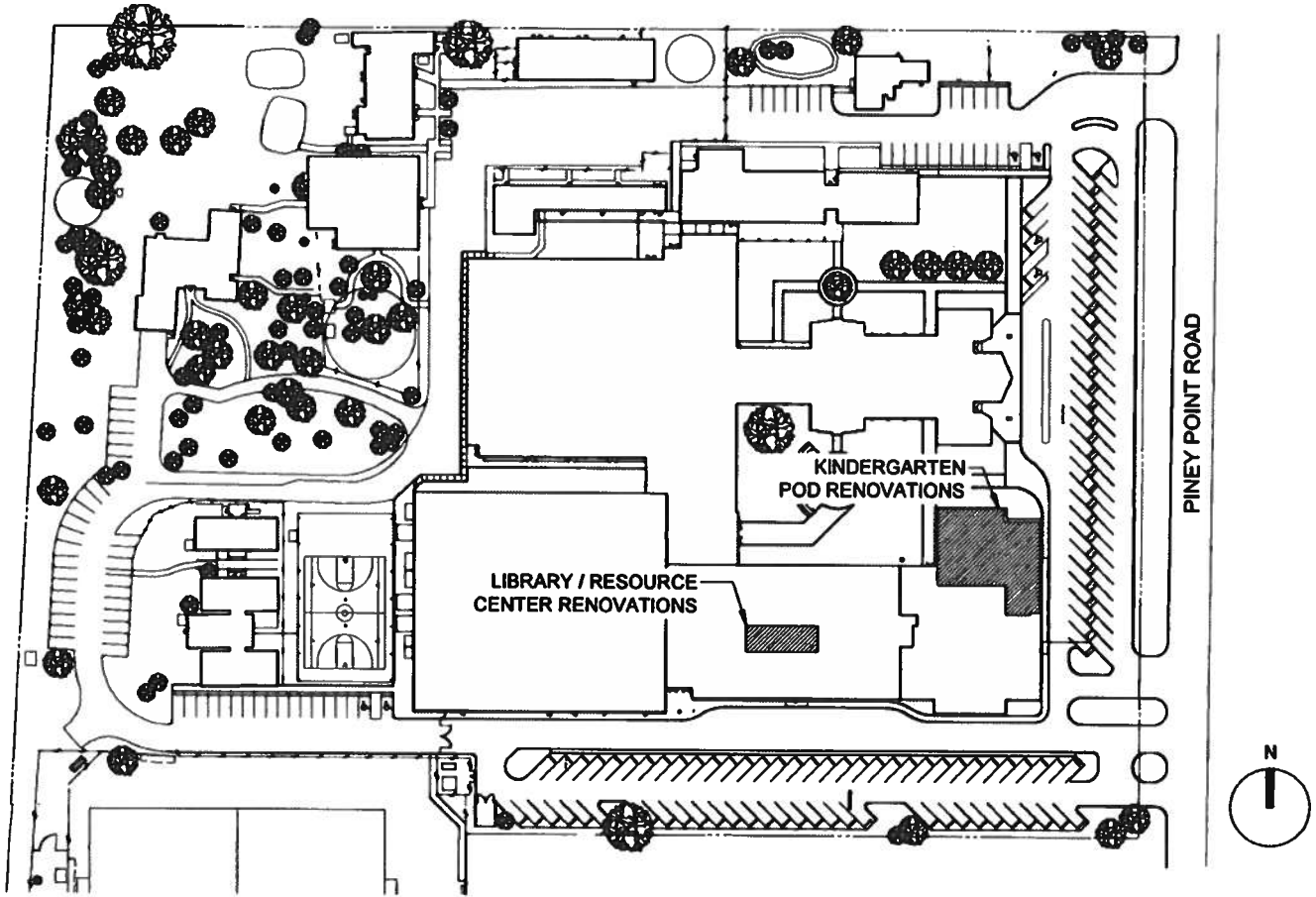
AREA OF EXISTING BUILDING AND/OR BUILDING COMPONENTS TO REMAIN UNDISTURBED.



EXISTING SITE COMPONENT TO BE REMOVED

FLOOR PLAN





ST. FRANCIS EPISCOPAL SCHOOL
KINDERGARTEN POD AND LIBRARY / RESOURCE CENTER INTERIOR RENOVATIONS
335 PINEY POINT RD.
CITY OF PINEY POINT VILLAGE, TX 77024

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: October 28, 2019

SUBJECT: South Piney Point Road

Agenda Item: 4

This agenda item calls for the City Council to consider the installation of 38 crepe myrtle trees on South Piney Point Road. The estimated costs of the project are as follows:

\$3,000 - 38 crepe myrtles
\$3,500 - installation of the crepe myrtles
\$6,000 - irrigation and bore
\$500 - design

Total - \$13,000

The Beautification Committee budget currently has a \$17,000 balance, which is more than adequate for this project.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: October 28, 2019

SUBJECT: Interlocal Cooperation Contract for the Failure to Appear Program

Agenda Item: 5

This agenda item calls for the City Council to consider approving the attached Interlocal Cooperation Contract with the Department of Public Safety to participate in the Failure To Appear Program. A third party vendor will operate the system. Proposed program will allow the State to use the failure to appear program to deny the renewal of a driver's license to a person that has previously failed to appear in Court.

“Failure to Appear Report” or “FTA Reports” means a notice sent by the political subdivision requesting person(s) be denied renewal in accordance with this Contract.

“Failure to Appear System” or “FTA System” means the goods and services, including all hardware, software, consulting services, telephone and related support services, supplied by the Vendor.

“FTA Software” means the computer software developed or maintained now or in the future by the Vendor to support the FTA System.

“Originating Court” means the court in which an applicable violation has been filed for which a person has failed to appear or failed to pay or satisfy a judgment and which has submitted an appropriate FTA Report.

“State” means the State of Texas.

“Political subdivision” means a municipality or county of the State of Texas.

Unless otherwise defined, terms used herein shall have the meaning assigned by Texas Transportation Code, Chapter 706, or other relevant statute. Terms not defined in this Contract or by other relevant statutes shall be given their ordinary meanings.

IV. Application and Scope of Contract

This Contract applies to each FTA Report submitted to and accepted by TXDPS or the Vendor by the Political Subdivision pursuant to the authority of Texas Transportation Code, Chapter 706.

V. Required Warning on Citation for Traffic Law Violations

A peace officer authorized to issue citations within the jurisdiction of the Political Subdivision shall issue a written warning to each person to whom the officer issues a citation for a traffic law violation. This warning shall be provided in addition to any other warnings required by law. The warning must state in substance that if the person fails to appear in court for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court, the person may be denied renewal of the person’s driver license. The written warning may be printed on the citation or on a separate instrument.

VI. FTA Report

If a person fails to appear or fails to pay or satisfy a judgment as required by law, the Political Subdivision may submit an FTA Report to the Vendor containing the following information:

- (1) the jurisdiction in which the alleged offense occurred;
- (2) the name of the Political Subdivision submitting the report;
- (3) the name, date of birth and Texas driver license number of the person who failed to

- appear or failed to pay or satisfy a judgment;
- (4) the date of the alleged violation;
- (5) a brief description of the alleged violation;
- (6) a statement that the person failed to appear or failed to pay or satisfy a judgment as required by law;
- (7) the date that the person failed to appear or failed to pay or satisfy a judgment; and
- (8) any other information required by TXDPS.

There is no requirement that a criminal warrant be issued in response to the person's failure to appear. The Political Subdivision must make reasonable efforts to ensure that all FTA Reports are accurate, complete and non-duplicative.

VII. Clearance Reports

The Political Subdivision that files the FTA Report has a continuing obligation to review the FTA Report and promptly submit appropriate additional information or reports to the Vendor or TXDPS. The clearance report shall identify the person, state whether or not a fee was required, advise TXDPS to lift the denial of renewal and state the grounds for the action. All clearance reports shall be submitted immediately, but no later than two (2) business days, from the time and date that the Political Subdivision receives appropriate payment or other information that satisfies the person's obligation to that Political Subdivision.

To the extent that a Political Subdivision utilizes the FTA Program by submitting an FTA Report, the Political Subdivision shall collect the statutorily required \$30.00 administrative fee. If the person is acquitted of the underlying offense for which the original FTA Report was filed, the Political Subdivision shall not require payment of the administrative fee.

A clearance report shall be submitted for the following circumstances:

- (1) the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose;
- (2) the dismissal of the charge for which the warrant of arrest was issued or judgment arose;
- (3) the posting of a bond or the giving of other security to reinstate the charge for which the warrant was issued;
- (4) the payment or discharge of the fine and cost owed on an outstanding judgment of the court; or
- (5) other suitable arrangement to pay the fine and cost within the court's discretion.

TXDPS will not continue to deny renewal of the person's driver license after receiving notice from the Political Subdivision that the FTA Report was submitted in error or has been destroyed in accordance with the Political Subdivision's record retention policy.

VIII. Quarterly Reports and Audits

The Political Subdivision shall submit to TXDPS quarterly reports in a format established by

TXDPS.

The Political Subdivision is subject to audit and inspection at any time during normal business hours and at a mutually agreed upon location by the State Auditor, TXDPS, and any other department or agency, responsible for determining that the Parties have complied with the applicable laws. The Political Subdivision shall provide all reasonable facilities and assistance for the safe and convenient performance of any audit or inspection.

If any of the transactions performed by the Political Subdivision do not conform to this Contract or to TXDPS standards, TXDPS may require the Political Subdivision to perform the transactions again at its own cost until acceptable to TXDPS.

The Political Subdivision shall keep all records and documents regarding this Contract for the term of this Contract and for four (4) years after the termination of this Contract.

IX. Accounting Procedures

The Political Subdivision collecting fees pursuant to Texas Transportation Code §706.006 shall keep separate records of the funds and shall deposit the funds in the appropriate municipal or county treasury. The Political Subdivision may deposit such fees in an interest-bearing account and retain the interest earned thereon for the Political Subdivision. The Political Subdivision shall keep accurate and complete records of funds received and disbursed in accordance with this Contract and the governing statutes.

The Political Subdivision shall remit \$20.00 of each fee collected pursuant to Texas Transportation Code §706.006 to the Comptroller on or before the last day of each calendar quarter and retain \$10.00 of each fee to be allocated as follows: \$6.00 is for payment to the Vendor; and \$4.00 is credited to the general fund of the municipal or county treasury.

X. Payments to Vendor

TXDPS has contracted with a Vendor to assist with the implementation of the FTA Program.

The Political Subdivision shall pay the Vendor a fee of \$6.00 per person for each violation which has been reported to the Vendor and for which the Political Subdivision has subsequently collected the statutorily required \$30.00 administrative fee. In the event that the person has been acquitted of the underlying charge, no payment shall be made to the Vendor or required of the Political Subdivision.

The Political Subdivision agrees that payment shall be made by the Political Subdivision to the Vendor no later than the last day of the month following the close of the calendar quarter in which the payment was received by the Political Subdivision.

TXDPS shall have no responsibility to pay the Vendor for any fees collected by the Political Subdivision.

XI. Non-Waiver of Fee

The Political Subdivision shall not waive the \$30.00 administrative fee for any person that has been submitted on an FTA Report, even if the person is deemed to be indigent, unless (i) the person is acquitted of the charges for which the person failed to appear or (ii) the FTA Report was submitted in error.

Failure to comply with this section shall result in (i) termination of this Contract for cause and (ii) the removal of all outstanding entries of the Political Subdivision in the FTA Report, resulting in the lifting of any denied driver license renewal status from TXDPS.

XII. General Terms and Conditions

A. Compliance with Law

The Political Subdivision understands and agrees that it shall comply with all local, state and federal laws in the performance of this Contract, including administrative rules adopted by TXDPS.

B. Governing Law

This Contract is entered into pursuant to Texas Government Code, Chapter 791, and is subject to the laws and jurisdiction of the State of Texas and shall be construed and interpreted accordingly.

C. Venue

Except as otherwise provided by Chapter 2260 of the Texas Government Code, venue for any litigation between the Parties shall be Travis County, Texas.

D. Chapter 2260, Texas Government Code

The Political Subdivision shall use the dispute resolution process provided for in Chapter 2260 of the Texas Government Code and the applicable TXDPS administrative rules to attempt to resolve all disputes or contract claims arising under this Contract.

E. Litigation and Liability

In the event that the Political Subdivision is aware of litigation in which this Contract or Texas Transportation Code, Chapter 706 is subject to constitutional, statutory, or common-law challenge, or is struck down by judicial decision, the Political Subdivision shall make a good faith effort to notify TXDPS immediately.

Each Party to this Contract agrees that it shall have no liability whatsoever for the actions and/or omissions of the other Party's employees and officers, regardless of where the individual's actions and/or omissions occurred. Each Party is solely responsible for the actions and/or omissions of its employees and officers; however, such responsibility is only to the extent

required by Texas law. Where injury or property damage result from the joint or concurring acts and/or omissions of the Parties, any liability shall be shared by each Party in accordance with the applicable Texas law, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a Party hereto; nor shall any provision hereof be deemed a waiver of any defenses available by law.

F. No Joint Enterprise

TXDPS is associated with the Political Subdivision only for the purposes and to the extent set forth herein, and with respect to the performance hereunder, the Political Subdivision is and shall be an independent contractor and shall have the sole right to supervise, manage, operate, control, and direct the performance of the details incident to its duties hereunder. Nothing contained herein shall be deemed or construed to create a partnership or joint venture, to create the relationships of an employer-employee or principal-agent, or to otherwise create any liability for TXDPS whatsoever with respect to the indebtedness, liabilities, and obligations of the Political Subdivision or any other party.

G. No Apparent Agency

Neither Party has authority for or on behalf of the other except as provided in this Contract. No other authority, power, partnership, or rights are granted or implied.

H. Contract Modification

No modifications, amendments or supplements to, or waivers of, any provision of this Contract shall be valid unless made in writing and signed by both Parties to this Contract.

I. Severability

If any provision of this Contract is held to be illegal, invalid or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Contract shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof, and the remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance therefrom.

J. Non-Waiver of Defaults

Any failure of TXDPS, at any time, to enforce or require the strict keeping and performance of any provision of this Contract, shall not constitute a waiver of such provision, and shall not affect or impair same or the right of TXDPS at any time to avail itself of same. Any acceptance, payment, or use by TXDPS shall not constitute a waiver or otherwise impair or prejudice any right, power, privilege, or remedy available to TXDPS to enforce its rights, as such rights, powers, privileges, and remedies are specifically preserved.

K. Non-Incorporation

This Contract constitutes the entire agreement between the Parties with regard to the matters made the subject of this Contract. There are no verbal representations, inducements, agreements, understandings, representations, warranties, or restrictions between the Parties other than those specifically set forth herein.

L. Non-Assignment

Neither party shall assign its rights nor delegate its duties under this Contract without prior written consent of the other Party.

M. Headings

The headings, captions, and arrangements used in this Contract are, unless specified otherwise, for convenience only and shall not be deemed to limit, amplify, or modify the terms of this Contract, nor to affect the meaning thereof.

N. Interpretation Against the Drafter

Regardless of which Party drafted this Contract or the language at issue, any ambiguities in this Contract or the language at issue will not be interpreted against the drafting party.

O. Multiple Counterparts

This Contract may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes. In making proof of this Contract, it shall not be necessary to produce or account for more than one such counterpart.

P. Effective Date of Contract

This Contract shall be in effect from and after the date that the final signature is set forth below. This Contract shall automatically renew on a yearly basis.

Q. Termination

1. Termination for Cause. Either Party may terminate this Contract if the other Party neglects or fails to perform or observe any of its material obligations herein, and such default continues for thirty (30) days following receipt of written notice of such default.
2. Termination for Convenience. Either Party, upon thirty (30) days written notice, may terminate this Contract in whole or in part.
3. Mutual Termination. This Contract may be terminated by mutual agreement and consent, in writing, of both Parties.

After termination, the local political subdivision has a continuing obligation to report dispositions and collect fees for all violators in the FTA System at the time of termination.

Failure to comply with this continuing obligation to report shall result in the removal of all outstanding entries of the Political Subdivision in the FTA Report, resulting in the lifting of any denied driver license renewal status from TXDPS.

R. Notice

Any notice required or permitted under this Contract shall be directed to the respective Parties at the addresses shown below and shall be deemed given: (1) when delivered in hand and a receipt granted; (2) when received if sent by certified mail, return receipt requested; (3) upon three business days after deposit in the U.S. mail; or (4) when received if sent by confirmed facsimile or confirmed email.

Political Subdivision

Attn: CITY ADMINISTRATOR

Address: 7676 Woodway Drive

Address: Houston, TX 77063

Fax: 713-782-0281

Email: courtclerk@pinecyp.org

Phone: 713-782-0275

Texas Department of Public Safety

Attn: Enforcement & Compliance Service

5805 North Lamar Boulevard

Austin, Texas 78752-0001

(512) 424-5311 [fax]

Driver.Improvement@dps.texas.gov

Either of the Parties may change its address or designated individual(s) to receive notices by giving the other Party written notice as provided herein, specifying the new address and/or individual and the date upon which it shall become effective.

XIII. Signature Authority

The signatory for the Political Subdivision hereby represents and warrants that he/she has full and complete authority to enter into this Contract on behalf of the Political Subdivision.

XIV. Certifications

The Parties certify that each Party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

The Parties certify that this Contract is authorized by the governing body of the Parties.

The Parties certify that each has the authority to enter into this Contract by authority granted in Texas Transportation Code, Chapter 706.

**TEXAS DEPARTMENT OF
PUBLIC SAFETY**

POLITICAL SUBDIVISION*

Driver License Division Director
Or Designee

Authorized Signature

Title

Date

Date

*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Political Subdivision. Each signature block must contain the person's title and date.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: October 28, 2019

SUBJECT: Ordinance 2019.10.28.B Regarding Section 74.244 of the Code of Ordinances

Agenda Item: 6

This agenda item calls for the City Council to consider approving Ordinance 2019.10.28.B which will amend Section 74.244 of the Code of Ordinances by adding regulations related to the screening of all utility equipment.

ORDINANCE 2019.10.28.B

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, TEXAS, BY DELETING PARAGRAPH (3) OF SUBSECTION (a), OF SECTION 74-244, AND REPLACING IT WITH A NEW PARAGRAPH (3) OF SUBSECTION SECTION (a); ADDING REGULATIONS RELATED TO THE SCREENING OF ALL UTILITY EQUIPMENT; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

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

Section 1. The Code of Ordinances of the City of Piney Point Village, Texas is hereby amended by deleting Paragraph (3) of Subsection (a) of Section 74-244, and replacing it in its entirety with a new Paragraph (3) to provide as follows:

“Sec. 74-244. - Regulations.

- (a) *Accessory buildings and structures.* Except as provided immediately below, or specifically permitted otherwise in this chapter, no accessory building shall be erected in any yard as required by subsection (c).

* * *

- (3) Utility equipment. Air conditioning/heating, plumbing, gas, electrical, swimming pool, and mosquito equipment are not allowed on any roof or above ground in the front yard of any residential structure. Plumbing and electrical lines are allowed in the front yard, subject to a city approved design.

All utility equipment, including air conditioning/heating, plumbing, gas, electrical, swimming pool, and mosquito equipment must be screened from the public view by shrubbery or fencing or other screening device authorized and approved by the city.”

Section 2. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each

day of violation shall constitute a separate offense.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Piney Point Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 5. This Ordinance shall take effect immediately from and after its passage and publication of the caption hereof, as provided by law.


PASSED, APPROVED, AND ADOPTED on first and final reading this _____ day of _____ 2019.

Mark Kobelan
Mayor

ATTEST:

Karen Farris
City Secretary

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 


MEETING DATE: October 28, 2019

SUBJECT: Piney Point Circle

Agenda Item: 7

This agenda item calls for the City Council to receive an update from City Attorney David Olson regarding the potential of the City taking over the acquisition of Piney Point Circle.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: October 28, 2019

SUBJECT: Ordinance 2019.10.28.C Sidewalks

Agenda Item: 8

This agenda item calls for the City Council to discuss and potentially take action on Ordinance 2019.10.28.C regarding sidewalks.

ORDINANCE 2019.10.28.C

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, TEXAS, BY RENUMBERING SECTION 10-5, PENALTY TO NOW READ AS SECTION 10-6, AND CREATING A NEW SECTION 10-5, INSTALLATION OF SIDEWALKS, PROVIDING FOR THE REPAIR, REPLACEMENT OR INSTALLATION OF SIDEWALKS FOR NEW CONSTRUCTION OR CERTAIN RENOVATIONS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$500.00 FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

* * * * *

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

Section 1. The Code of Ordinances of the City of Piney Point Village, Texas is hereby amended by renumbering Section 10-5, Penalty, to now read as Section 10-6, and creating a new Section 10-5 to read as follows:

“Sec. 10-05. – Installation of sidewalks.

Any person who undertakes a new construction project, or a renovation that exceeds fifty percent (50%) of the value on the improvements on the lot, that person shall be required to replace any existing sidewalk on the lot with a new seven foot sidewalk; provided, however, if the construction of a seven foot sidewalk is not possible in the existing available right-of-way, then such person may replace with existing sidewalk with a new sidewalk of matching width. Replacement sidewalks shall be required on the following streets: Piney Point Road, Taylorcrest Road, Beinhorn Road, Blalock Drive, Memorial Drive, Green Bay Road, South Piney Point Road, and San Felipe Road.”

Section 2. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged

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

Section 4. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 5. This Ordinance shall take effect immediately from and after its passage and publication of the caption hereof, as provided by law.

PASSED, APPROVED, AND ADOPTED on first and final reading this _____ day of _____ 2019.

Mark Kobelan
Mayor

ATTEST:

Karen Farris
City Secretary

TO: Members of the City Council

FROM: Mark Kobelan, Mayor


MEETING DATE: October 28, 2019

SUBJECT: Mayor's Report

Agenda Item: 9

- Harris County Flood Control and Buffalo Bayou

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: October 28, 2019

SUBJECT: City Administrator's Report

Agenda Item: 10

- September 2019 Financials

10 -GENERAL FUND

| ACCOUNT # | ACCOUNT DESCRIPTION | BALANCE |
|---------------|--------------------------------|---------------|
| ASSETS | | |
| ===== | | |
| 10-1100 | Claim on Cash | 515,444.15 |
| 10-1101 | Cash- GF Texpool | 416,278.52 |
| 10-1105 | Cash with Amegy | 0.00 |
| 10-1108 | Cash with Agent | 877,487.77 |
| 10-1120 | Cash-Texas Class | 6,296,523.69 |
| 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 |
| | | 11,278,355.81 |

TOTAL ASSETS 11,278,355.81

=====

| | | |
|--------------------|-------------------------------|-------------|
| LIABILITIES | | |
| ===== | | |
| 10-2001 | Accounts Payable | 2,375.93 |
| 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 | (2,785.41) |
| 10-2062 | TMRS Payable | 425.06 |
| 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 | 83,772.38 |
| 10-2107 | Due To OMNI Base | 3,249.28 |
| 10-2108 | RESTITUTION | (270.00) |
| 10-2110 | Bond Payable - FAST | 4,474.05 |
| 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 | 300.49 |
| 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 | 72,485.00 |

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>5,741,216.59</u> |
| EQUITY | | |
| ===== | | |
| 10-3000 | Fund Balance | 726,631.20 |
| 10-3003 | Fund Balance | 5,266,498.57 |
| 10-3900 | Earnings | 0.00 |
| | TOTAL BEGINNING EQUITY | <u>5,993,129.77</u> |
| | TOTAL REVENUE | 4,609,422.41 |
| | TOTAL EXPENSES | <u>5,065,412.96</u> |
| | TOTAL REVENUE OVER/(UNDER) EXPENSES | (455,990.55) |
| | TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>5,537,139.22</u> |
| | TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | <u>11,278,355.81</u> ===== |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

10 -GENERAL FUND
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------------------|----------------|----------------|---------------------|-------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | |
| TAXES | 5,235,455.00 | 19,434.20 | 3,968,109.22 | 75.79 | 1,267,345.78 |
| PERMITS & INSPECTIONS | 367,900.00 | 30,759.40 | 322,637.57 | 87.70 | 45,262.43 |
| COURT | 142,000.00 | 13,657.27 | 130,902.29 | 92.18 | 11,097.71 |
| INVESTMENT INCOME | 150,000.00 | 12,890.50 | 151,567.37 | 101.04 (| 1,567.37) |
| AGENCIES & ALARMS | 33,000.00 | 150.00 | 55,555.05 | 168.35 (| 22,555.05) |
| FRANCHISE REVENUE | 398,000.00 | 0.00 | 327,760.56 | 82.35 | 70,239.44 |
| DONATIONS & IN LIEU | 235,500.00 | 0.00 | 347,109.65) | 147.39- | 582,609.65 |
| TOTAL REVENUES | 6,561,855.00 | 76,891.37 | 4,609,422.41 | 70.25 | 1,952,432.59 |
| <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 | 1,410,011.60 | 77.68 | 405,230.40 |
| MISCELLANEOUS | 0.00 | 0.00 | 25,136.25 | 0.00 (| 25,136.25) |
| SANITATION COLLECTION | 570,000.00 | 0.00 | 389,635.52 | 68.36 | 180,364.48 |
| LIBRARY | 1,500.00 | 1,500.00 | 1,500.00 | 100.00 | 0.00 |
| STREET LIGHTING | 12,000.00 | 0.00 | 9,824.06 | 81.87 | 2,175.94 |
| FIRE | 2,035,143.00 | 169,595.22 | 1,613,275.58 | 79.27 | 421,867.42 |
| TOTAL PUBLIC SERVICE | 4,443,885.00 | 322,366.42 | 3,454,383.01 | 77.73 | 989,501.99 |
| <u>CONTRACT SERVICES</u> | | | | | |
| CONTRACT SERVICES | 356,000.00 | 0.00 | 307,697.18 | 86.43 | 48,302.82 |
| TOTAL CONTRACT SERVICES | 356,000.00 | 0.00 | 307,697.18 | 86.43 | 48,302.82 |
| <u>BUILDING</u> | | | | | |
| CONTRACT SERVICES | 3,857.00 | 0.00 | 9,473.15 | 245.61 (| 5,616.15) |
| BUILDING SERVICES | 149,500.00 | 0.00 | 147,814.33 | 98.87 | 1,685.67 |
| ADMIN EXPENSE | 4,193.00 | 0.00 | 975.33 | 23.26 | 3,217.67 |
| OFFICE EXPENSE | 3,157.00 | 0.00 | 125.97 | 3.99 | 3,031.03 |
| WAGES & BENEFITS | 128,307.00 | 0.00 | 0.00 | 0.00 | 128,307.00 |
| INSURANCE | 17,177.00 | 0.00 | 8,581.57 | 49.96 | 8,595.43 |
| TOTAL BUILDING | 306,191.00 | 0.00 | 166,970.35 | 54.53 | 139,220.65 |
| <u>GENERAL GOVERNMENT</u> | | | | | |
| CONTRACT SERVICES | 12,000.00 | 0.00 | 0.00 | 0.00 | 12,000.00 |
| ADMIN EXPENSE | 45,883.00 | 732.40 | 17,400.48 | 37.92 | 28,482.52 |
| OFFICE EXPENSE | 149,100.00 | 11,809.77 | 117,342.03 | 78.70 | 31,757.97 |
| WAGES & BENEFITS | 279,951.00 | 53,210.45 | 418,695.34 | 149.56 (| 138,744.34) |
| INSURANCE | 29,116.00 | 0.00 | 28,241.51 | 97.00 | 874.49 |
| TOTAL GENERAL GOVERNMENT | 516,050.00 | 65,752.62 | 581,679.36 | 112.72 (| 65,629.36) |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

10 -GENERAL FUND
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|------------------------------------|-----------------|----------------|---------------------|-------------|----------------|
| <u>MUNICIPAL COURT</u> | | | | | |
| CONTRACT SERVICES | 0.00 | 0.00 | 68.11 | 0.00 (| 68.11) |
| ADMIN EXPENSE | 5,536.00 | 0.00 | 961.00 | 17.36 | 4,575.00 |
| OFFICE EXPENSE | 4,564.00 | 467.31 | 2,127.29 | 46.61 | 2,436.71 |
| WAGES & BENEFITS | 104,511.00 | 0.00 | 0.00 | 0.00 | 104,511.00 |
| INSURANCE | 22,903.00 | 2,381.26 | 20,952.60 | 91.48 | 1,950.40 |
| COURT OPERATIONS | 37,200.00 | 392.43 | 67,894.12 | 182.51 (| 30,694.12) |
| TOTAL MUNICIPAL COURT | 174,714.00 | 3,241.00 | 92,003.12 | 52.66 | 82,710.88 |
| <u>PUBLIC WORKS MAINTENANCE</u> | | | | | |
| CONTRACT SERVICES | 3,875.00 | 0.00 | 0.00 | 0.00 | 3,875.00 |
| ADMIN EXPENSE | 2,343.00 | 63.27 | 802.07 | 34.23 | 1,540.93 |
| 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 | 12,349.55 | 66.35 | 6,262.45 |
| PUBLIC WORKS OPERATIONS | 313,500.00 | 0.00 | 197,378.62 | 62.96 | 116,121.38 |
| TOTAL PUBLIC WORKS MAINTENANCE | 429,396.00 | 63.27 | 210,530.24 | 49.03 | 218,865.76 |
| <u>GOF CAPITAL OUTLAYS</u> | | | | | |
| OTHER EXPENSES | 1,497,014.00 | 0.00 | 252,149.70 | 16.84 | 1,244,864.30 |
| TOTAL GOF CAPITAL OUTLAYS | 1,497,014.00 | 0.00 | 252,149.70 | 16.84 | 1,244,864.30 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ===== | | | | | |
| REVENUES OVER/(UNDER) EXPENDITURES | (1,161,395.00) | (314,531.94) | (455,990.55) | (| 705,404.45) |

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
| <u>TAXES</u> | | | | | |
| 10-4101 Property Tax Revenue | 5,035,455.00 | 1,813.38 | 3,808,717.60 | 75.64 | 1,226,737.40 |
| 10-4150 Sales Tax | 200,000.00 | 17,620.82 | 159,391.62 | 79.70 | 40,608.38 |
| TOTAL TAXES | 5,235,455.00 | 19,434.20 | 3,968,109.22 | 75.79 | 1,267,345.78 |
| <u>PERMITS & 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 | 420.00 | 10,860.00 | 90.50 | 1,140.00 |
| 10-4206 Drainage Reviews | 50,000.00 | 1,150.00 | 25,600.00 | 51.20 | 24,400.00 |
| 10-4207 Permits | 300,000.00 | 29,189.40 | 285,027.57 | 95.01 | 14,972.43 |
| 10-4208 Board of Adjustment Fees | 1,500.00 | 0.00 | 1,000.00 | 66.67 | 500.00 |
| TOTAL PERMITS & INSPECTIONS | 367,900.00 | 30,759.40 | 322,637.57 | 87.70 | 45,262.43 |
| <u>COURT</u> | | | | | |
| 10-4300 Court Fines | 142,000.00 | 13,657.27 | 130,902.29 | 92.18 | 11,097.71 |
| TOTAL COURT | 142,000.00 | 13,657.27 | 130,902.29 | 92.18 | 11,097.71 |
| <u>INVESTMENT INCOME</u> | | | | | |
| 10-4400 Interest Income | 150,000.00 | 12,890.50 | 151,567.37 | 101.04 (| 1,567.37) |
| TOTAL INVESTMENT INCOME | 150,000.00 | 12,890.50 | 151,567.37 | 101.04 (| 1,567.37) |
| <u>AGENCIES & ALARMS</u> | | | | | |
| 10-4501 Agencies | 0.00 | 0.00 | 47,255.05 | 0.00 (| 47,255.05) |
| 10-4507 Sec-False Alarm | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-4508 SEC-Registration | 33,000.00 | 150.00 | 8,300.00 | 25.15 | 24,700.00 |
| 10-4520 FEMA - State Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL AGENCIES & ALARMS | 33,000.00 | 150.00 | 55,555.05 | 168.35 (| 22,555.05) |
| <u>FRANCHISE REVENUE</u> | | | | | |
| 10-4602 Cable | 72,000.00 | 0.00 | 95,884.97 | 133.17 (| 23,884.97) |
| 10-4605 Power/Electric | 272,000.00 | 0.00 | 234,085.14 | 86.06 | 37,914.86 |
| 10-4606 Franchise Fees-Gas | 19,000.00 | 0.00 (| 26,251.13) | 138.16- | 45,251.13 |
| 10-4607 Telephone | 35,000.00 | 0.00 | 23,772.21 | 67.92 | 11,227.79 |
| 10-4608 Wireless Communication | 0.00 | 0.00 | 269.37 | 0.00 (| 269.37) |
| TOTAL FRANCHISE REVENUE | 398,000.00 | 0.00 | 327,760.56 | 82.35 | 70,239.44 |
| <u>DONATIONS & IN LIEU</u> | | | | | |
| 10-4702 Kinkaid School | 34,000.00 | 0.00 | 0.00 | 0.00 | 34,000.00 |
| 10-4703 Metro Congested Mitigation | 136,000.00 | 0.00 | 2.46 | 0.00 | 135,997.54 |
| 10-4704 Intergovernmental Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-4705 Ambulance | 65,000.00 | 0.00 | 0.00 | 0.00 | 65,000.00 |
| 10-4706 Donation to Historical Preserv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-4800 Miscellaneous Income | 500.00 | 0.00 | 157,337.89 | 1,467.58 (| 156,837.89) |
| 10-4850 Transfer In | 0.00 | 0.00 (| 504,450.00) | 0.00 | 504,450.00 |
| 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 | 0.00 (| 347,109.65) | 147.39- | 582,609.65 |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|----------------|---------------------|-------------|----------------|
| TOTAL REVENUES | 6,561,855.00 | 76,891.37 | 4,609,422.41 | 70.25 | 1,952,432.59 |

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
| <u>PUBLIC SERVICE</u> ===== | | | | | |
| <u>COMMUNITY</u> | | | | | |
| 10-510-5001 Community Celebrations | 10,000.00 | 0.00 | 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 | 1,385,567.27 | 76.33 | 429,674.73 |
| 10-510-5011 MVPD - AUTO REPLACEMENT | 0.00 | 2,444.50 | 24,444.33 | 0.00 | (24,444.33) |
| TOTAL POLICE | 1,815,242.00 | 151,271.20 | 1,410,011.60 | 77.68 | 405,230.40 |
| <u>MISCELLANEOUS</u> | | | | | |
| 10-510-5020 Miscellaneous | 0.00 | 0.00 | 25,136.25 | 0.00 | (25,136.25) |
| TOTAL MISCELLANEOUS | 0.00 | 0.00 | 25,136.25 | 0.00 | (25,136.25) |
| <u>SANITATION COLLECTION</u> | | | | | |
| 10-510-5030 SANITATION COLLECTION | 570,000.00 | 0.00 | 381,995.60 | 67.02 | 188,004.40 |
| 10-510-5031 SANITATION FUEL CHARGE | 0.00 | 0.00 | 7,639.92 | 0.00 | (7,639.92) |
| TOTAL SANITATION COLLECTION | 570,000.00 | 0.00 | 389,635.52 | 68.36 | 180,364.48 |
| <u>LIBRARY</u> | | | | | |
| 10-510-5040 Spring Branch Library | 1,500.00 | 1,500.00 | 1,500.00 | 100.00 | 0.00 |
| TOTAL LIBRARY | 1,500.00 | 1,500.00 | 1,500.00 | 100.00 | 0.00 |
| <u>STREET LIGHTING</u> | | | | | |
| 10-510-5050 Street Lighting | 12,000.00 | 0.00 | 9,824.06 | 81.87 | 2,175.94 |
| TOTAL STREET LIGHTING | 12,000.00 | 0.00 | 9,824.06 | 81.87 | 2,175.94 |
| <u>FIRE</u> | | | | | |
| 10-510-5060 Villages Fire Department | 2,035,143.00 | 169,595.22 | 1,613,275.58 | 79.27 | 421,867.42 |
| 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 | 1,613,275.58 | 79.27 | 421,867.42 |
| TOTAL PUBLIC SERVICE | 4,443,885.00 | 322,366.42 | 3,454,383.01 | 77.73 | 989,501.99 |
| <u>CONTRACT SERVICES</u> ===== | | | | | |
| <u>CONTRACT SERVICES</u> | | | | | |
| 10-520-5102 Accounting/Audit | 32,000.00 | 0.00 | 21,238.60 | 66.37 | 10,761.40 |
| 10-520-5103 Engineering | 150,000.00 | 0.00 | 149,691.70 | 99.79 | 308.30 |
| 10-520-5104 Legal | 90,000.00 | 0.00 | 60,507.92 | 67.23 | 29,492.08 |
| 10-520-5105 Tax Appraisal-HCAD | 60,000.00 | 0.00 | 44,144.00 | 73.57 | 15,856.00 |
| 10-520-5107 Animal Control | 2,000.00 | 0.00 | 770.57 | 38.53 | 1,229.43 |
| 10-520-5108 IT Hardware/Software & Support | 0.00 | 0.00 | 18,239.39 | 0.00 | (18,239.39) |
| 10-520-5110 Mosquito Control | 22,000.00 | 0.00 | 13,105.00 | 59.57 | 8,895.00 |
| TOTAL CONTRACT SERVICES | 356,000.00 | 0.00 | 307,697.18 | 86.43 | 48,302.82 |

10 -GENERAL FUND

75.00% 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 | 307,697.18 | 86.43 | 48,302.82 |
| BUILDING | | | | | |
| ===== | | | | | |
| CONTRACT SERVICES | | | | | |
| 10-530-5108 Information Technology | 3,857.00 | 0.00 | 9,473.15 | 245.61 | (5,616.15) |
| TOTAL CONTRACT SERVICES | 3,857.00 | 0.00 | 9,473.15 | 245.61 | (5,616.15) |
| BUILDING SERVICES | | | | | |
| 10-530-5152 Drainage Reviews | 45,000.00 | 0.00 | 40,609.33 | 90.24 | 4,390.67 |
| 10-530-5153 Electrical Inspections | 12,000.00 | 0.00 | 9,090.00 | 75.75 | 2,910.00 |
| 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 | 32,125.00 | 321.25 | (22,125.00) |
| 10-530-5156 Plumbing Inspections | 18,000.00 | 0.00 | 11,745.00 | 65.25 | 6,255.00 |
| 10-530-5157 Structural Inspections | 15,000.00 | 0.00 | 19,395.00 | 129.30 | (4,395.00) |
| 10-530-5158 Urban Forester | 42,000.00 | 0.00 | 30,080.00 | 71.62 | 11,920.00 |
| 10-530-5160 Mechanical Inspections | 7,000.00 | 0.00 | 4,770.00 | 68.14 | 2,230.00 |
| TOTAL BUILDING SERVICES | 149,500.00 | 0.00 | 147,814.33 | 98.87 | 1,685.67 |
| ADMIN EXPENSE | | | | | |
| 10-530-5204 Dues & Subscriptions | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 10-530-5206 Legal Notices | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 10-530-5207 Misc Supplies | 1,800.00 | 0.00 | 975.33 | 54.19 | 824.67 |
| 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 | 975.33 | 23.26 | 3,217.67 |
| OFFICE EXPENSE | | | | | |
| 10-530-5210 Postage | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| 10-530-5211 Meeting Supplies | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| 10-530-5213 Office Supplies | 500.00 | 0.00 | 125.97 | 25.19 | 374.03 |
| 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 | 125.97 | 3.99 | 3,031.03 |
| WAGES & BENEFITS | | | | | |
| 10-530-5301 Gross Wages | 109,214.00 | 0.00 | 0.00 | 0.00 | 109,214.00 |
| 10-530-5311 Payroll Processing | 643.00 | 0.00 | 0.00 | 0.00 | 643.00 |
| 10-530-5313 Fringe Benefits | 18,450.00 | 0.00 | 0.00 | 0.00 | 18,450.00 |
| TOTAL WAGES & BENEFITS | 128,307.00 | 0.00 | 0.00 | 0.00 | 128,307.00 |
| INSURANCE | | | | | |
| 10-530-5353 Employee Insurance | 17,177.00 | 0.00 | 8,581.57 | 49.96 | 8,595.43 |
| TOTAL INSURANCE | 17,177.00 | 0.00 | 8,581.57 | 49.96 | 8,595.43 |
| TOTAL BUILDING | 306,191.00 | 0.00 | 166,970.35 | 54.53 | 139,220.65 |

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|-------------------|------------------|---------------------|-----------------|-------------------|
| GENERAL GOVERNMENT | | | | | |
| CONTRACT SERVICES | | | | | |
| 10-540-5108 Information Technology | 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 |
| ADMIN EXPENSE | | | | | |
| 10-540-5201 Administrative | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-5202 Auto Allowance/Mileage | 13,583.00 | 600.00 | 5,400.00 | 39.76 | 8,183.00 |
| 10-540-5203 Bank Fees | 1,800.00 | 132.40 | 1,176.41 | 65.36 | 623.59 |
| 10-540-5204 Dues & Subscriptions | 3,500.00 | 0.00 | 1,864.00 | 53.26 | 1,636.00 |
| 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 | 983.00 | 0.00 (| 983.00) |
| 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 | 5,477.07 | 54.77 | 4,522.93 |
| TOTAL ADMIN EXPENSE | 45,883.00 | 732.40 | 17,400.48 | 37.92 | 28,482.52 |
| OFFICE EXPENSE | | | | | |
| 10-540-5210 Postage | 1,600.00 | 520.99 | 1,636.03 | 102.25 (| 36.03) |
| 10-540-5211 Meeting Supplies | 4,000.00 | 649.94 | 5,105.52 | 127.64 (| 1,105.52) |
| 10-540-5212 Rent/Leasehold/Furniture | 125,000.00 | 9,704.42 | 88,531.61 | 70.83 | 36,468.39 |
| 10-540-5213 Office Supplies | 8,500.00 | 0.00 | 6,605.68 | 77.71 | 1,894.32 |
| 10-540-5214 Telecommunications | 6,000.00 | 934.42 | 12,321.57 | 205.36 (| 6,321.57) |
| 10-540-5215 Travel & Training | 1,000.00 | 0.00 | 65.00 | 6.50 | 935.00 |
| 10-540-5216 Statutory Legal Notices | 3,000.00 | 0.00 | 3,076.62 | 102.55 (| 76.62) |
| TOTAL OFFICE EXPENSE | 149,100.00 | 11,809.77 | 117,342.03 | 78.70 | 31,757.97 |
| WAGES & BENEFITS | | | | | |
| 10-540-5301 Gross Wages | 230,426.00 | 44,701.73 | 312,317.05 | 135.54 (| 81,891.05) |
| 10-540-5302 Overtime/Severance | 0.00 | 1,429.85 | 18,465.15 | 0.00 (| 18,465.15) |
| 10-540-5303 Temporary/Part-time Personnel | 5,000.00 | 0.00 | 34,349.66 | 686.99 (| 29,349.66) |
| 10-540-5304 Salary Adjustment(Bonus) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-5306 Payroll Tax Expense | 0.00 | 3,508.06 | 25,238.48 | 0.00 (| 25,238.48) |
| 10-540-5310 TMRS(retirement) | 0.00 | 3,292.91 | 26,387.79 | 0.00 (| 26,387.79) |
| 10-540-5311 Payroll Processing | 857.00 | 277.90 | 1,937.21 | 226.05 (| 1,080.21) |
| 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 | 53,210.45 | 418,695.34 | 149.56 (| 138,744.34) |
| INSURANCE | | | | | |
| 10-540-5353 Employee Insurance | 24,816.00 | 0.00 | 25,543.07 | 102.93 (| 727.07) |
| 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 | 28,241.51 | 97.00 | 874.49 |
| TOTAL GENERAL GOVERNMENT | 516,050.00 | 65,752.62 | 581,679.36 | 112.72 (| 65,629.36) |

10 -GENERAL FUND

75.00% 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 | 68.11 | 0.00 (| 68.11) |
| TOTAL CONTRACT SERVICES | 0.00 | 0.00 | 68.11 | 0.00 (| 68.11) |
| <u>ADMIN EXPENSE</u> | | | | | |
| 10-550-5204 Dues & Subscriptions | 250.00 | 0.00 | 266.00 | 106.40 (| 16.00) |
| 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 | 961.00 | 17.36 | 4,575.00 |
| <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 | 14.99 | 0.00 (| 14.99) |
| 10-550-5213 Office Supplies | 500.00 | 317.31 | 1,687.30 | 337.46 (| 1,187.30) |
| 10-550-5214 Telecommunications | 3,714.00 | 0.00 | 0.00 | 0.00 | 3,714.00 |
| 10-550-5215 Travel & Training | 250.00 | 150.00 | 425.00 | 170.00 (| 175.00) |
| TOTAL OFFICE EXPENSE | 4,564.00 | 467.31 | 2,127.29 | 46.61 | 2,436.71 |
| <u>WAGES & 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 | 2,381.26 | 20,952.60 | 91.48 | 1,950.40 |
| TOTAL INSURANCE | 22,903.00 | 2,381.26 | 20,952.60 | 91.48 | 1,950.40 |
| <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 | 392.43 | 3,999.26 | 79.99 | 1,000.74 |
| 10-550-5404 Judge/Prosecutor/Interpreter | 22,000.00 | 0.00 | 15,000.00 | 68.18 | 7,000.00 |
| 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 | 48,338.17 | 483.38 (| 38,338.17) |
| 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 | 556.69 | 278.35 (| 356.69) |
| TOTAL COURT OPERATIONS | 37,200.00 | 392.43 | 67,894.12 | 182.51 (| 30,694.12) |
| TOTAL MUNICIPAL COURT | 174,714.00 | 3,241.00 | 92,003.12 | 52.66 | 82,710.88 |

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
| <u>PUBLIC WORKS MAINTENANCE</u> ===== | | | | | |
| <u>CONTRACT SERVICES</u> | | | | | |
| 10-560-5108 Information Technology | 3,875.00 | 0.00 | 0.00 | 0.00 | 3,875.00 |
| TOTAL CONTRACT SERVICES | 3,875.00 | 0.00 | 0.00 | 0.00 | 3,875.00 |
| <u>ADMIN EXPENSE</u> | | | | | |
| 10-560-5207 Misc Supplies | 700.00 | 63.27 | 802.07 | 114.58 (| 102.07) |
| 10-560-5209 Office Equipment & Maintenance | 1,643.00 | 0.00 | 0.00 | 0.00 | 1,643.00 |
| TOTAL ADMIN EXPENSE | 2,343.00 | 63.27 | 802.07 | 34.23 | 1,540.93 |
| <u>OFFICE EXPENSE</u> | | | | | |
| 10-560-5213 Office Supplies | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 10-560-5214 Telecommunications | 1,857.00 | 0.00 | 0.00 | 0.00 | 1,857.00 |
| 10-560-5215 Travel & Training | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| TOTAL OFFICE EXPENSE | 2,207.00 | 0.00 | 0.00 | 0.00 | 2,207.00 |
| <u>WAGES & BENEFITS</u> | | | | | |
| 10-560-5301 Gross Wages | 75,019.00 | 0.00 | 0.00 | 0.00 | 75,019.00 |
| 10-560-5311 Payroll Processing | 643.00 | 0.00 | 0.00 | 0.00 | 643.00 |
| 10-560-5313 Fringe Benefits | 13,197.00 | 0.00 | 0.00 | 0.00 | 13,197.00 |
| TOTAL WAGES & BENEFITS | 88,859.00 | 0.00 | 0.00 | 0.00 | 88,859.00 |
| <u>INSURANCE</u> | | | | | |
| 10-560-5353 Employee Insurance | 18,612.00 | 0.00 | 12,349.55 | 66.35 | 6,262.45 |
| TOTAL INSURANCE | 18,612.00 | 0.00 | 12,349.55 | 66.35 | 6,262.45 |
| <u>PUBLIC WORKS OPERATIONS</u> | | | | | |
| 10-560-5500 Public Works Maintenance | 0.00 | 0.00 | 6,105.55 | 0.00 (| 6,105.55) |
| 10-560-5501 TCEQ & Harris CO Permits | 1,000.00 | 0.00 | 2,056.25 | 205.63 (| 1,056.25) |
| 10-560-5504 Landscaping Maintenance | 15,000.00 | 0.00 | 32,682.26 | 217.88 (| 17,682.26) |
| 10-560-5505 Gator Fuel | 2,000.00 | 0.00 | 341.91 | 17.10 | 1,658.09 |
| 10-560-5506 Right of Way Mowing | 80,000.00 | 0.00 | 65,782.00 | 82.23 | 14,218.00 |
| 10-560-5507 Road & Sign Repair | 50,000.00 | 0.00 | 42,368.61 | 84.74 | 7,631.39 |
| 10-560-5508 ROW Water/Planting | 4,500.00 | 0.00 | 846.32 | 18.81 | 3,653.68 |
| 10-560-5509 Tree Care/Removal | 10,000.00 | 0.00 | 7,900.00 | 79.00 | 2,100.00 |
| 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 | 39,274.10 | 52.37 | 35,725.90 |
| 10-560-5516 Gator Maintenance | 1,000.00 | 0.00 | 21.62 | 2.16 | 978.38 |
| TOTAL PUBLIC WORKS OPERATIONS | 313,500.00 | 0.00 | 197,378.62 | 62.96 | 116,121.38 |
| TOTAL PUBLIC WORKS MAINTENANCE | 429,396.00 | 63.27 | 210,530.24 | 49.03 | 218,865.76 |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

10 -GENERAL FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|-----------------|----------------|---------------------|-------------|----------------|
| <u>GOF CAPITAL OUTLAYS</u> | | | | | |
| ===== | | | | | |
| <u>OTHER EXPENSES</u> | | | | | |
| 10-570-5601 Capital Improvements | 0.00 | 0.00 | 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 | 65,889.85 | 0.00 (| 65,889.85) |
| 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 | 75,111.10 | 6.89 | 1,015,213.90 |
| 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 |
| 10-570-5701 2019 Maintenance Projects | 0.00 | 0.00 | 10,440.00 | 0.00 (| 10,440.00) |
| 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 | 31,368.75 | 0.00 (| 31,368.75) |
| 10-570-5806 Drainage and Sidewalks | 0.00 | 0.00 | 35,832.50 | 0.00 (| 35,832.50) |
| 10-570-5808 Wilding Lane | 0.00 | 0.00 | 18,907.50 | 0.00 (| 18,907.50) |
| TOTAL OTHER EXPENSES | 1,497,014.00 | 0.00 | 252,149.70 | 16.84 | 1,244,864.30 |
| <hr/> | | | | | |
| TOTAL GOF CAPITAL OUTLAYS | 1,497,014.00 | 0.00 | 252,149.70 | 16.84 | 1,244,864.30 |
| <hr/> | | | | | |
| TOTAL EXPENDITURES | 7,723,250.00 | 391,423.31 | 5,065,412.96 | 65.59 | 2,657,837.04 |
| ===== | | | | | |
| REVENUES OVER/(UNDER) EXPENDITURES | (1,161,395.00) | (314,531.94) | (455,990.55) | (| 705,404.45) |

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 | 493,395.63 | |
| 20-1110 | Texas Class-DS | 121,894.34 | |
| 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>1,692,394.73</u> | |
| | TOTAL ASSETS | | 1,692,394.73 |
| | | | ===== |
| <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 | <u>139,317.24</u> | |
| | TOTAL REVENUE | 1,058,309.82 | |
| | TOTAL EXPENSES | <u>1,000,000.00</u> | |
| | TOTAL REVENUE OVER/(UNDER) EXPENSES | 58,309.82 | |
| | TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>197,627.06</u> | |
| | TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | | 1,692,394.73 |
| | | | ===== |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

20 -DEBT SERVICE
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|------------------------------------|-------------------|-------------------|------------------------|----------------|-------------------|
| <u>REVENUE SUMMARY</u> | | | | | |
| TAXES | 1,502,950.00 | 499.95 | 1,047,161.14 | 69.67 | 455,788.86 |
| INVESTMENT INCOME | 3,900.00 | 1,096.14 | 11,148.68 | 285.86 | (7,248.68) |
| TOTAL REVENUES | 1,506,850.00 | 1,596.09 | 1,058,309.82 | 70.23 | 448,540.18 |
| <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 | 1,502,950.00 | 100.00 | 0.00 |
| TRANSFERS | 0.00 | 0.00 | (504,450.00) | 0.00 | 504,450.00 |
| TOTAL NON-DEPARTMENTAL | 1,505,200.00 | 0.00 | 1,000,000.00 | 66.44 | 505,200.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES OVER/(UNDER) EXPENDITURES | 1,650.00 | 1,596.09 | 58,309.82 | | (56,659.82) |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

20 -DEBT SERVICE

75.00% OF FISCAL YEAR

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|------------------------------|----------------|----------------|---------------------|-------------|----------------|
| <u>TAXES</u> | | | | | |
| 20-4101 Property Tax Revenue | 1,502,950.00 | 499.95 | 1,047,161.14 | 69.67 | 455,788.86 |
| TOTAL TAXES | 1,502,950.00 | 499.95 | 1,047,161.14 | 69.67 | 455,788.86 |
| <u>INVESTMENT INCOME</u> | | | | | |
| 20-4400 Bank Interest | 3,900.00 | 1,096.14 | 11,148.68 | 285.86 (| 7,248.68) |
| 20-4410 Bond Premium | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INVESTMENT INCOME | 3,900.00 | 1,096.14 | 11,148.68 | 285.86 (| 7,248.68) |
| TOTAL REVENUES | 1,506,850.00 | 1,596.09 | 1,058,309.82 | 70.23 | 448,540.18 |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

20 -DEBT SERVICE

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|---------------------|-----------------|---------------------|--------------|-------------------|
| NON-DEPARTMENTAL | | | | | |
| ADMIN EXPENSE | | | | | |
| 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 |
| OTHER EXPENSES | | | | | |
| 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 | 1,384,475.00 | 107.74 (| 99,475.00) |
| 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 | 1,502,950.00 | 100.00 | 0.00 |
| TRANSFERS | | | | | |
| 20-500-5902 Transfers Out | 0.00 | 0.00 | (504,450.00) | 0.00 | 504,450.00 |
| TOTAL TRANSFERS | 0.00 | 0.00 | (504,450.00) | 0.00 | 504,450.00 |
| TOTAL NON-DEPARTMENTAL | 1,505,200.00 | 0.00 | 1,000,000.00 | 66.44 | 505,200.00 |
| TOTAL EXPENDITURES | 1,505,200.00 | 0.00 | 1,000,000.00 | 66.44 | 505,200.00 |
| REVENUES OVER/(UNDER) EXPENDITURES | 1,650.00 | 1,596.09 | 58,309.82 | (| 56,659.82) |

30 -SPECIAL REVENUE FUND

| ACCOUNT # | ACCOUNT DESCRIPTION | BALANCE | |
|--------------------|---|-------------------|------------------|
| ASSETS | | | |
| ===== | | | |
| 30-1100 | Claim on Cash | 65,811.76 | |
| 30-1102 | Donation | 0.02 | |
| 30-1103 | MC Security | 0.36 | |
| 30-1104 | MC Technology | 0.05 | |
| 30-1106 | Child Safety | 23,216.23 | |
| 30-1200 | Due To/From General Fund | 0.00 | |
| 30-1301 | Accrued Interest Receivable | 0.00 | |
| | | <u>89,028.42</u> | |
| | | | <u>89,028.42</u> |
| | | | ===== |
| LIABILITIES | | | |
| ===== | | | |
| 30-2001 | Accounts Payable | 0.00 | |
| 30-2100 | Grants Payable | 0.00 | |
| 30-2200 | Due To General Fund | 0.00 | |
| | TOTAL LIABILITIES | <u>0.00</u> | |
| EQUITY | | | |
| ===== | | | |
| 30-3000 | Fund Balance | 34,566.58 | |
| 30-3001 | Fund Balance-Child Safety | 55,694.92 | |
| 30-3002 | Fund Balance-MC Security | 11,838.88 | |
| 30-3003 | Fund Balance-MC Technology | 3,081.69 | |
| 30-3010 | Unrestricted Retained Earnings | 0.00 | |
| 30-3300 | Fund Balance-MC Security | 0.00 | |
| 30-3400 | Fund Balance- MC Technology | 0.00 | |
| 30-3904 | Earnings-MC Technology | 0.00 | |
| | TOTAL BEGINNING EQUITY | <u>105,182.07</u> | |
| | TOTAL REVENUE | 11,400.70 | |
| | TOTAL EXPENSES | <u>27,554.35</u> | |
| | TOTAL REVENUE OVER/(UNDER) EXPENSES | (16,153.65) | |
| | TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>89,028.42</u> | |
| | TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | | <u>89,028.42</u> |
| | | | ===== |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

30 -SPECIAL REVENUE FUND
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|---------------------|-------------------|---------------------|-----------------|-------------------|
| <u>REVENUE SUMMARY</u> | | | | | |
| COURT | 13,300.00 | 1,175.69 | 11,392.53 | 85.66 | 1,907.47 |
| INVESTMENT INCOME | 5.00 | 0.98 | 8.17 | 163.40 (| 3.17) |
| DONATIONS & IN LIEU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 13,305.00 | 1,176.67 | 11,400.70 | 85.69 | 1,904.30 |
| <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 | 27,554.35 | 352.22-(| 35,377.35) |
| TOTAL QUALIFIED EXPENSES | (7,823.00) | 0.00 | 27,554.35 | 352.22-(| 35,377.35) |
| <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 | 1,176.67 (| 16,153.65) | | 47,281.65 |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

30 -SPECIAL REVENUE FUND

75.00% OF FISCAL YEAR

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--------------------------------|----------------|----------------|---------------------|-------------|----------------|
| <u>COURT</u> | | | | | |
| 30-4305 MC Security Revenue | 4,000.00 | 365.10 | 3,412.65 | 85.32 | 587.35 |
| 30-4310 MC Technology Revenue | 5,300.00 | 486.80 | 4,550.17 | 85.85 | 749.83 |
| 30-4315 Child Safety Revenues | 4,000.00 | 323.79 | 3,429.71 | 85.74 | 570.29 |
| TOTAL COURT | 13,300.00 | 1,175.69 | 11,392.53 | 85.66 | 1,907.47 |
| <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 | 0.98 | 8.17 | 163.40 (| 3.17) |
| 30-4420 Donations-Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INVESTMENT INCOME | 5.00 | 0.98 | 8.17 | 163.40 (| 3.17) |
| <u>DONATIONS & IN LIEU</u> | | | | | |
| 30-4720 Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-4800 Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DONATIONS & IN LIEU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 13,305.00 | 1,176.67 | 11,400.70 | 85.69 | 1,904.30 |

30 -SPECIAL REVENUE FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|----------------|----------------|---------------------|-------------|----------------|
| NON-DEPARTMENTAL | | | | | |
| MISCELLANEOUS | | | | | |
| 30-500-5029 Gen Govt Qualified Expenses | (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) |
| QUALIFIED EXPENSES | | | | | |
| COURT | | | | | |
| 30-510-5121 Child Safety | 0.00 | 0.00 | 27,224.65 | 0.00 | (27,224.65) |
| 30-510-5122 MC Security | (123.00) | 0.00 | 329.70 | 268.05- | (452.70) |
| 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 | 27,554.35 | 352.22- | (35,377.35) |
| TOTAL QUALIFIED EXPENSES | (7,823.00) | 0.00 | 27,554.35 | 352.22- | (35,377.35) |
| ADMINISTRATION | | | | | |
| ADMIN EXPENSE | | | | | |
| 30-520-5203 Bank Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ADMIN EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER EXPENSES | | | | | |
| 30-520-5702 Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TRANSFERS | | | | | |
| 30-520-5902 Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL TRANSFERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ADMINISTRATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | (17,823.00) | 0.00 | 27,554.35 | 154.60- | (45,377.35) |
| REVENUES OVER/(UNDER) EXPENDITURES | 31,128.00 | 1,176.67 | (16,153.65) | | 47,281.65 |

40 -CAPITAL PROJECTS FUND

| ACCOUNT # | ACCOUNT DESCRIPTION | BALANCE | |
|--------------------|---|----------------------|------------|
| <u>ASSETS</u> | | | |
| ===== | | | |
| 40-1100 | Claim on Cash | 323,417.46 | |
| 40-1101 | Texpool | 0.00 | |
| 40-1105 | Cash - Amegy Checking | 0.00 | |
| 40-1120 | Texas Class | 7,536.24 | |
| 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>330,953.70</u> | |
| | TOTAL ASSETS | | 330,953.70 |
| | | | ===== |
| <u>LIABILITIES</u> | | | |
| ===== | | | |
| 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> | |
| <u>EQUITY</u> | | | |
| ===== | | | |
| 40-3000 | Fund Balance | (0.12) | |
| | TOTAL BEGINNING EQUITY | (0.12) | |
| | TOTAL REVENUE | 139.03 | |
| | TOTAL EXPENSES | <u>114,926.54</u> | |
| | TOTAL REVENUE OVER/(UNDER) EXPENSES | (114,787.51) | |
| | TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>(114,787.63)</u> | |
| | TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | | 330,953.70 |
| | | | ===== |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

40 -CAPITAL PROJECTS FUND
FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|------------------------------------|-------------------|-------------------|------------------------|----------------|-------------------|
| <u>REVENUE SUMMARY</u> | | | | | |
| INVESTMENT INCOME | 0.00 | 13.64 | 139.03 | 0.00 (| 139.03) |
| DONATIONS & IN LIEU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 0.00 | 13.64 | 139.03 | 0.00 (| 139.03) |
| <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 | 114,926.54 | 0.00 (| 114,926.54) |
| TRANSFERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0.00 | 0.00 | 114,926.54 | 0.00 (| 114,926.54) |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES OVER/(UNDER) EXPENDITURES | 0.00 | 13.64 | (114,787.51) | | 114,787.51 |

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

40 -CAPITAL PROJECTS FUND

75.00% OF FISCAL YEAR

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--------------------------------|----------------|----------------|---------------------|---------------|----------------|
| <u>INVESTMENT INCOME</u> | | | | | |
| 40-4400 Interest Income | 0.00 | 13.64 | 139.03 | 0.00 (| 139.03) |
| TOTAL INVESTMENT INCOME | 0.00 | 13.64 | 139.03 | 0.00 (| 139.03) |
| <u>DONATIONS & IN LIEU</u> | | | | | |
| 40-4800 Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-4910 Debt Proceeds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-4911 Bond Premium | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-4912 Issuance Cost | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DONATIONS & IN LIEU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 0.00 | 13.64 | 139.03 | 0.00 (| 139.03) |

40 -CAPITAL PROJECTS FUND

75.00% OF FISCAL YEAR

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
| NON-DEPARTMENTAL | | | | | |
| ADMIN EXPENSE | | | | | |
| 40-500-5203 Bank Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ADMIN EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER EXPENSES | | | | | |
| 40-500-5601 Capital Outlay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5616 S. Piney Pt/Blalock Rd | 0.00 | 0.00 | 22,422.55 | 0.00 (| 22,422.55) |
| 40-500-5617 Smithdale/Claymore | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5640 Batch 1 Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5641 Batch 1 - Preliminary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5655 Blalock/S. Piney Point | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5660 Smithdale Estates Bypass | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5670 N. Piney Point Road Project | 0.00 | 0.00 | 89,003.99 | 0.00 (| 89,003.99) |
| 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 | 3,500.00 | 0.00 (| 3,500.00) |
| TOTAL OTHER EXPENSES | 0.00 | 0.00 | 114,926.54 | 0.00 (| 114,926.54) |
| TRANSFERS | | | | | |
| 40-500-5901 Transfers In | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40-500-5902 Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL TRANSFERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0.00 | 0.00 | 114,926.54 | 0.00 (| 114,926.54) |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 114,926.54 | 0.00 (| 114,926.54) |
| REVENUES OVER/(UNDER) EXPENDITURES | 0.00 | 13.64 (| 114,787.51) | | 114,787.51 |

99 - POOLED CASH FUND

| ACCOUNT # | ACCOUNT DESCRIPTION | BALANCE | |
|---|---------------------------|-------------------|-------------------|
| ASSETS | | | |
| ===== | | | |
| 99-1101 | Cash | 975,081.30 | |
| 99-1510 | DUE FROM GENERAL FUND | 0.00 | |
| 99-1520 | DUE FROM DEBT SERVICE | 0.00 | |
| 99-1530 | DUE FROM SPECIAL REVENUE | 0.00 | |
| 99-1540 | DUE FROM CAPITAL PROJECTS | 0.00 | |
| 99-1550 | DUE FROM METRO FUND | 0.00 | |
| 99-1599 | Due From Other Funds | <u>2,375.93</u> | |
| | | | <u>977,457.23</u> |
| TOTAL ASSETS | | | 977,457.23 |
| ===== | | | |
| LIABILITIES | | | |
| ===== | | | |
| 99-2000 | Accounts Payable | 4,111.93 | |
| 99-2190 | Due to Other Funds | <u>973,345.30</u> | |
| | TOTAL LIABILITIES | | <u>977,457.23</u> |
| EQUITY | | | |
| ===== | | | |
| 99-3000 | Fund Balance | <u>0.00</u> | |
| | TOTAL BEGINNING EQUITY | 0.00 | |
| TOTAL EQUITY & REV. OVER/(UNDER) EXP. | | | <u>0.00</u> |
| TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | | | <u>977,457.23</u> |
| ===== | | | |

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the Engineer's Report

SUMMARY/BACKGROUND (WHY): The City has requested that updates to current projects be summarized in an Engineer's Report. The Engineer's Report for this month includes updates to the Surrey Oaks Lane Project, the Beinhorn Road Project, the Wilding Lane Project, the 2019 Maintenance Project, the City of Houston Windermere Project, other various maintenance projects, and future projects.

STAFF RECOMMENDATION: _____

ESTIMATED COST: N/A **FUNDING SOURCE:** Bond, City, and Metro Funds

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



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

1. Surrey Oaks Paving & Drainage Improvements

HDR has been working with the City, MVWA, and Contractor to reach agreements between all three entities on the price for pipe bursting the existing sanitary sewer system. A separate agenda item has been included for further discussion of this topic.

In the meantime, the Contractor has been working to secure the appropriate insurances and bonding required to execute the contract on their side. The Contracts have been delivered to HDR and are being reviewed to make sure all required information has been included. HDR anticipates providing the Contracts to the City on Monday, October 28th for the City to execute on their side.

Pending Council vote on a separate agenda item, HDR will continue proceeding with pre-construction meetings, construction schedule, notices and submittal reviews, proceeding a construction start date.

A town hall meeting was held on October 17th at the Appel Residence to introduce the Contractor and HDR site representative, recap the project, remind resident of key components of the project, discuss traffic control phase, and answer questions from residents.

2. Beinhorn Drainage & Sidewalk Improvements Project

HDR received minor comments back from the MVWA on the plans submit for their review on August 20th and is incorporating those changes into the plan set. The plans and specifications will be finalized soon and a separate agenda item has been included to request authorization to advertise and bid the project.

3. Wilding Lane Drainage & Paving Improvements Project

HDR has completed a draft of the Preliminary Engineering Report (PER) which was presented to Council in August. A meeting with residents on Wilding Lane was held last month on September 16th to present the findings in the PER. The general opinion of residents on the street is that the street should maintain the same "feel" and that residents want to be involved as much as possible in the design process.

Last month Council request that Councilman Dodds and HDR work with a committee of people from Wilding Lane on the proposed project to determine what requests the residents have on the project, review the requests to determine how many were possible, then present alternatives to Council for discussion. These meetings and alternative designs



would occur before moving into final design. All parties are still working towards setting up a meeting but it is anticipated that meeting will occur in the next week or two.

4. City of Houston – Windermere Project

Resident at #19 reported an attempted break-in to the home last Friday, October 11th. Resident at #36 reported that the same burglar jumped their driveway gate and took items out of their cars. Both residents stated that the burglar jumped over the 8-foot tall fence at #19 Windermere as entry into the neighborhood. They have request that a taller fence be installed on the south side of the easement to help block access both physically and visually into their neighborhood. An alternative request was that a temporary chain link fence with screen be installed to better shield the property at #19 Windermere from Fondren Road. The COH has stated that that area is being used as a staging yard and cannot be fenced off. The Windermere HOA president requested that HDR attend their HOA meeting on November 12th. Joe and Roger will be in attendance at the meeting.

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

HDR has completed the drawings for the 2019 Maintenance Project which include storm sewer improvements at #2 White Pillars, concrete point repairs at Heritage Oaks, Memorial Point, and N. Country Squire, and the sidewalk on the east side of N. Piney Point Road from Beinhorn to Holidan Way. The City also received notice of a concrete cracking on Farnham Park on the second cul-de-sac. Below is a picture of the cracking:





It is recommended that the full concrete panel be replaced. The Opinion of Probable Cost for concrete and curb removal, disposal, and replacement is approximately \$7,500.00. If approved, HDR will include the concrete point repair in the 2019 Maintenance Project

6. Illuminated Crosswalk Signage

HDR has issued a notice to proceed to the Contractor to install the illuminated crosswalk signage. The Contractor has performed utility locates to verify the installation points are clear and is waiting for the pole and signage to be manufactured and assembled. HDR is continually contacting the Contractor to inquire as to the status of the sign installation and will continue to monitor their schedule and notify the City when installation is to occur.

7. North Piney Point Road Asphalt Overlay Repair

It appears the asphalt overlay is cracking in three other locations on the northbound lane of the road. HDR met with the geotechnical engineers, HTS, on-site to observe the cracking and provide an analysis of the cause of cracking and a recommendation for repair. HTS has recommended that cores be obtained of the specific areas of cracking. The cores will allow HTS to check with bulk density (provides density of the material in place), theoretical density (provides the maximum density of the material and is used to compare the bulk density), and gradation (provides the gradation of the aggregate and the percent binder). HTS has submit a proposal (see attached) for a total fee of \$2,114.00. This test was previously performed and results met specifications, but the test were not performed at the location of the current cracking.

8. Williamsburg Culvert Replacement

A long standing issue on Williamsburg is that water stands in the ditch along the south side of the road. The ditch has been routinely maintenance over the years but results of ditch regrading were limited as driveway culverts are not set at the appropriate elevations to provide a positive slope west to N. Piney Point Road. Now that the N. Piney Point Road project is complete, the outfall pipe at Williamsburg allows for the driveway culverts to be reset at the proper elevations to reduce standing water in the ditch on the south side. Council approved a quote from DonMar Grading on 4/22 to reset driveway culverts and regrade the ditch along the south side for \$29,500, but the Notice to Proceed was not issued as Councilman Herminghaus requested an Opinion of Probable Construction Cost (OPCC) to install storm sewer on the street instead of just regrading ditches. The OPCC prepared was \$281,320.00. The A-K estimation for a full project cost was approximately \$490,000.00. (Please consider that this A-K estimation is very conservative and is likely on the very high end of what the entire project would cost. The estimation includes costs for survey, geotech, engineering, bidding, construction administration, construction



observation, City staff costs, etc.). These OPCCs and Estimates have previously been presented at Engineering Meetings. HDR would like to receive direction to continue issuing the Notice to Proceed on the culvert replacement and ditch regrading.

9. Meadowick Bird Bath

The resident construction the home at 11122 Meadowick requested that their Contractor perform mudjacking to lift the pavement on the street in front of their house to reduce or eliminate a birdbath, at the resident's expense. HDR met with the Contractor on site and reviewed their survey per Council's request and it appears that between a combination of the mudjacking and replacement of the driveway apron that the bird bath should be reduced. HDR issued a letter of no objections to the proposed improvement.

10. Jamestown Resident Meeting

Council had previously request that HDR and Councilman Dodds meet with residents on Jamestown to discuss a potential ditch regrading project on the west half of Jamestown Road. The intent of the meeting is to obtain the residents opinions of a ditch regrading project with minimal impact to trees versus a potential storm sewer installation project with likely heavy impact to the trees. HDR had a meeting scheduled but Tropical Storm Imelda postponed the meeting. HDR and Councilman Dodds are working to reschedule this meeting.

11. Green Oaks Ditch and Ecclesia Inlet Modifications, Magnolia culvert cleanup

During Tropical Storm Imelda, pine straw, leaves, and sticks built up on Type E inlets at the eastern end of the Green Oaks Ditch (behind Raintree Lane) and on the west side of N. Piney Point Road at Ecclesia Church. After the debris cleared, the built up water drained off within a few minutes. In efforts to reduce the amount of debris that can be collected on the inlet, DonMar Grading removed the horizontal rebar on the Ecclesia inlet and the horizontal and a copy vertical rebar on the Green Oaks ditch inlet. A grated manhole lid was also installed on the Green Oaks ditch inlet. A culvert stub up at a ditch on Magnolia also clogged during the storm due to rebar spanned across the pipe entrance. The rebar was removed by DonMar Grading. All of the above described work was completed for \$1,450.00 as an emergency response to potential flooding risks after Tropical Storm Imelda.

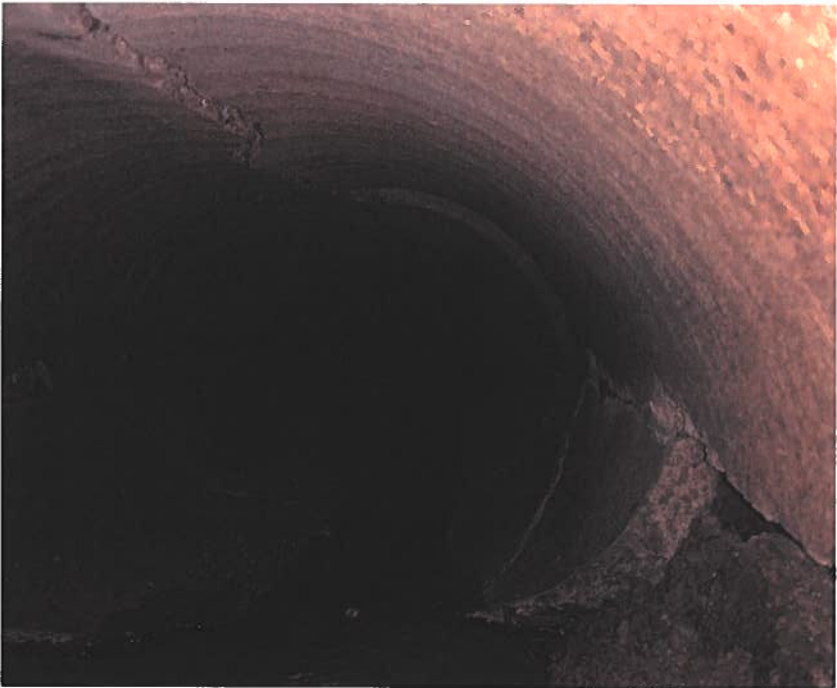
12. Arrowwood Circle

Washout formed on the north side of Arrowwood just past the first house (S. Piney Point Road address). HDR and the MVWA performed a die-test. Die was not seen in the sanitary sewer (which was recently pipe burst) but did appear in the storm sewer. DonMar Grading excavated the sinkhole and determined that the storm sewer had a significant sized hole in it (pictured below). A junction box was built on the existing storm sewer to repair the hole and the ground was backfilled. Heavy cracking was seen in the storm sewer pipe as it



headed south underneath Arrowwood Road (picture below). It is recommended that the pipe crossing the road be replaced to prevent future sinkholes or failure in the asphalt pavement. We prepared an Opinion of Probable Construction Costs totaling approximately \$19,560.00 (see attached). DonMar Grading did not have the capabilities of replacing the pipe all the way across the road, so the work was not completed while they were on site. HDR is seeking direction to obtain quotes to replace approximately 35 linear feet of pipe underneath Arrowwood Road. The following are a few pictures of the issue, pipe cracking, and repair:

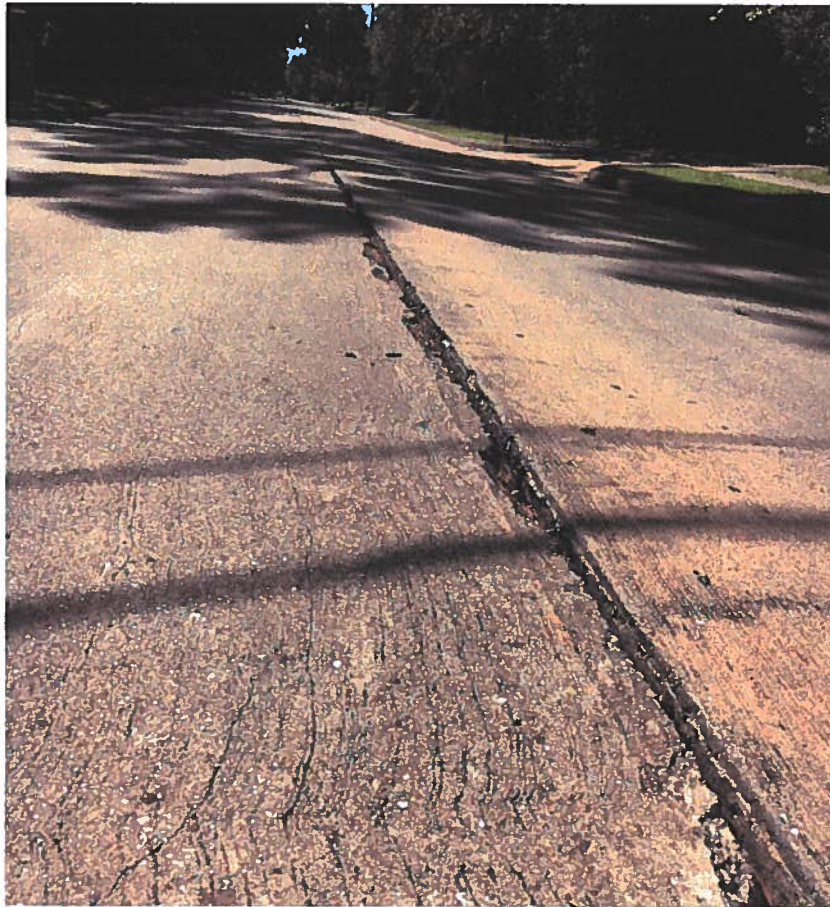






13. North Piney Point Road Concrete Pavement Dip

HDR noticed a dip in the concrete pavement on the northbound lane of North Piney Point Road just south of Wendover Lane. The pavement is on top of a 48-inch storm sewer pipe. Prior to the Soldiers Creek Relief Project being installed, the North Piney Point Road/Greenbay system had a series of restrictors installed in the pipes. It was reported that water used to shoot up through manhole covers during a heavy rain indicating that the system was pressurized and the hydraulic grade line was well above the pavement elevation. Pressurizing the system likely caused failure of gaskets at pipe joints. This has been seen at other locations along this pipe over the years causing undermining of the ground below the pavement and similar dips in the pavement. HDR has met with Uretex on site to discuss the failure, repair methods, and to obtain a quote for lifting the pavement back into place. It is anticipated that quotes will be submit at the next Council meeting.



14. 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 has proceed with a design plans for Beinhorn Road and a preliminary engineering report for 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.

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

- Memorial Drive from San Felipe to Greenbay (Asphalt)
- Arrowwood Circle (Asphalt)



- S. Piney Point Road (Asphalt)
- Grecian Way (Asphalt)
- Lanecrest (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 –
 - Construction Notice to Proceed – estimated November 11th 2019
 - Construction Completion Date – July 2020
- **Beinhorn Drainage & Sidewalk Improvements Project**
 - Anticipated Schedule –
 - Advertise for Bidding – November
 - Bid Opening – December
 - Award Contract – December Council Meeting
 - Construction Notice to Proceed – January 2020
 - Construction Completion Date – July 2020
- **Wilding Lane Drainage & Paving Improvements Project**
 - Anticipated Schedule –
 - PER Presentation to Council – 8/24/2019
 - Resident Meeting – mid-September
 - Final Design Authorization – December Council Meeting
 - Final Design Completion – April 2020
 - Authorization for Bidding – May 2020
 - Advertise for Bidding – June 2020
 - Bid Opening – July 2020
 - Award Contract – August 2020
 - Construction Notice to Proceed – September 2020
 - Construction Completion Date – June to July 2021
- **2019 Maintenance Project (#2 White Pillars & Various Concrete Point Repairs)**
 - Anticipated Schedule –
 - Authorization for Bidding – October Council Meeting
 - Advertise for Bidding – November 2019
 - Bid Opening – December 2019
 - Award Contract – December 2019
 - Construction Notice to Proceed – January 2020
 - Construction Completion Date – April 2020

HTS, Inc. Consultants
416 Pickering Street, Houston, TX, 77091
www.htshouston.com

Phone 713-692-8373
Fax 713-692-8502
Toll Free 1-800-692-TEST



Excellence in Engineering, Consulting, Testing and Inspection

October 23, 2019

HTS Proposal No. 19-20-1970

HDR Engineering, Inc.
4828 Loop Central Drive, Suite 800
Houston, TX 77081

Attn: Mr. Joseph Moore
RE: Cost Estimate for
Construction Materials Testing Services
Piney Point Asphalt Cores Testing

Dear Mr. Moore:

1.0 INTRODUCTION

HTS, Inc. Consultants appreciates the opportunity to present this proposal to **HDR Engineering, Inc.** to provide Construction Materials Testing at the above referenced site.

2.0 SCOPE OF WORK

It is our understanding that construction materials testing and inspection services will include the following services:

- Asphalt coring and testing

3.0 ESTIMATED COST

HTS proposed estimate cost to complete the scope of work as defined above is **\$2,114.00**. The estimate is based on the best possible weather and progress for this project. If estimate is not adequate to cover all necessary testing, additional funds will be requested and testing will not progress without authorization from the client. Fees for our services will be charged based on the unit rates provided in the attached fee schedule. Any additional or unforeseen testing required will be charged based on our standard HTS, Inc. Consultants fee schedule.

4.0 CLOSING REMARKS

We appreciate the opportunity to present this proposal and would be pleased to discuss the contents of this proposal with you at your convenience. Your approval of this proposal and your approval of our proceeding with the work may be indicated by your signing this proposal. We request that an executed copy of the proposal be provided to HTS.

If you have any questions or require additional information, please contact me at your convenience at (713) 692-8373.

Sincerely,

HTS, Inc. Consultants



Mr. John Territo, III
Vice President CMT
Construction Services



**COST ESTIMATE FOR
Piney Point Asphalt Cores Testing**

| Description of Services | Qty | ASTM | TxDOT | Rate | Unit | Price |
|--|-----|----------------|---------|--------------------------------|------|--------------------|
| Asphalt | | | | | | |
| Coring, Asphalt 4" x 6", Includes, Personnel, Vehicle, & Patch | 11 | | | \$ 80.00 | Each | \$ 880.00 |
| Coring, Asphalt, Measuring Thickness | 11 | | | \$ 8.00 | Each | \$ 88.00 |
| Specific Gravity, Maximum Theoretical | 1 | | | \$ 78.00 | Each | \$ 78.00 |
| Extraction and Gradation | 3 | D2172, C136 | | \$ 174.00 | Each | \$ 522.00 |
| Bulk Density of Core | 3 | | Tex207F | \$ 46.00 | Each | \$ 138.00 |
| | | | | <i>Sub-total for Asphalt</i> | | \$ 1,706.00 |
| Personnel | | | | | | |
| Engineer, Project PE | 2 | | | \$ 123.00 | Hour | \$ 246.00 |
| Support Personnel, Word Processing | 2 | | | \$ 38.00 | Hour | \$ 76.00 |
| Technician, (4 Hr. Minimum) | 2 | | | \$ 43.00 | Hour | \$ 86.00 |
| | | | | <i>Sub-total for Personnel</i> | | \$ 408.00 |
| | | | | Total Cost Estimate | | \$ 2,114.00 |

Presented by:

HTS, Inc. Consultants



Mr. John Territo, III
Vice President CMT
10/23/2019

Accepted by:

HDR Engineering, Inc.

 Signature

 Title



**COST ESTIMATE FOR
Pinev Point Asphalt Cores Testina**

Contract Terms and Conditions

This proposal will remain in effect for six (6) months from the issue date. If the proposal has been approved and return to HTS within the above time period; the rates listed shall be effective for one (1) year. If the project has not commenced in that time period HTS will issue a revised proposal for approval.

Field Engineer and Technician overtime rates of 1-1/2 times the standard rate will be charged for time in excess of eight (8) hours per day and/or all hours worked on Saturday, Sunday, and/or Holidays.

For Field Testing/inspection services requiring the use of a vehicle for travel to and from the job site, use on the job site, or other project related travel; a \$60.00 vehicle/day will be charged; unless otherwise stated in the proposal Cost Estimate.

All testing/inspection result reports requiring a Professional Engineer's review and/or seal will be charged at the "Project Engineer, PE" hourly rate with a time charge of .10 hours per report; unless otherwise stated in the proposal Cost Estimate. Prices for testing/inspection services not listed herein, will be furnished upon request and will require a "change order" to be approved, prior to any additional testing/inspection services.

HTS will provide testing/inspection result reports to all person(s) as requested by the client. No person(s) and/or Company(ies) shall receive testing/inspection result reports copies unless authorized, in advance, by the Client. Exception to this statement: copies of cement/concrete compressive strength result reports shall be sent to the Cement/Concrete Supplier for use in Mix Design approval. Should the Client not wish for this information to be shared with the Cement/Concrete Supplier; they will need to notify the HTS Project Manager in writing.

HTS shall send an invoice; itemized by line item with back-up copies of testing/inspection result reports, in "hard copy", to the Client monthly. Should the Client need said invoice to be "electronic", that request will need to be sent, in writing to the HTS Project Manager. HTS, will continue to send the "hard copy" unless notified by the Client.

Invoice payment will be required "NET 60"; unless otherwise agreed upon under MSA contract. Should payment laps and/or extend to over 90 days, testing/inspection result reports will be held and no further technician dispatching will be allowed until such time as the payment is brought current.

All testing/inspection projects with a total budget of less than \$1,000.00 will require an advance credit card authorization and/or advanced payment by check. No testing/inspection result reports will be distributed until payment has been satisfied. HTS accepts MasterCard and Visa only.

HTS will perform ASTM C31, with the exception of field curing. HTS, Inc. will not provide curing, refrigeration, heating, and/or environmental control devices, and boxes unless provided by the Client or his representative or negotiation by contract between the Client and HTS.

To insure a technician dispatch must be notified by 3PM the day before.

Arrowwood Circle 18" Pipe Replacement
City of Piney Point Village
HDR Job No. 19-004

OPINION OF PROBABLE CONSTRUCTION COSTS

Arrowwood Circle

| Item | Item Description | Unit | Quantity | Unit Price | Cost |
|---|---|------|----------|------------|--------------------|
| PAVING ITEMS | | | | | |
| 1 | Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of: | S.Y. | 18 | \$10.00 | \$180.00 |
| 2 | Full Depth Asphalt Point Repair, complete in place, the sum of: | S.Y. | 18 | \$200.00 | \$3,600.00 |
| 3 | Traffic Control, complete in place, the sum of: | L.S. | 1 | \$2,500.00 | \$2,500.00 |
| 4 | Remove and dispose of existing storm sewer, complete in place, the sum of: | L.F. | 35 | \$15.00 | \$525.00 |
| 5 | Conection of proposed pipe to existing junction box, complete in place, the sum of: | EA. | 1 | \$500.00 | \$500.00 |
| 6 | 18" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of: | L.F. | 35 | \$100.00 | \$3,500.00 |
| 7 | Proposed 4'x4' Junction Box , including bedding and backfill, complete in place, the sum of: | EA. | 1 | \$4,000.00 | \$4,000.00 |
| 8 | Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of: | L.F. | 35 | \$2.00 | \$70.00 |
| 9 | Remove and salvage tree 3"-11.99", complete in place, the sum of: | EA. | 1 | \$1,000.00 | \$1,000.00 |
| Total Construction Cost: | | | | | \$15,875.00 |
| Contingency (20%): | | | | | \$3,175.00 |
| Total Opinion of Probable Construction Cost: | | | | | \$19,050.00 |

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

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a change order for the Surrey Oaks Paving and Drainage Improvements Project.

SUMMARY/BACKGROUND (WHY): HDR has coordinated with the City, MVWA, and the Contractor to reach an agreement on the unit price of the pipe bursting bid item in the Surrey Oaks Paving and Drainage Improvements Project. Council requested that HDR obtain a change order from the Contractor for the addition of a bid item for mobilization and for the reduction of the unit price for the sanitary sewer pipe bursting bid item.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Moore, Joseph

From: Raul Chapa <raul@racpt.com>
Sent: Wednesday, October 16, 2019 9:34 AM
To: Peterson, John; Moore, Joseph
Cc: vic; J Lira; Bob Smither
Subject: Surrey Oaks Lane Paving and Drainage Improvements
Attachments: PriceNegotiationLetter.pdf

John:

Attached is a Letter of Negotiation due to the Water Authority issues. As you know, underground utilities are installed first and that's where RAC Industries had its mobilization, bonds, insurance, and startup costs. Therefore, RAC Industries can not reduce the total contract amount. Adjustments were made to please the Water Authority District.

Please review and let me know what you think about the pricing adjustments that I've made.

Best Regards,



Raul A. Chapa
President
3207 Preston Ave.
Pasadena, TX 77505
Office: 713-534-1151
Fax: 832-243-5963
Cell: 713-384-3238
raul@racpt.com



RAC Industries, LLC
3207 Preston Ave.
Pasadena, TX 77505
713-534-1151

October 23, 2019

HDR

Att. Joe Moore

RE: Surrey Oaks Lane Paving and Drainage Improvements

Subject: Pay Items Price Negotiation

Joe,

RAC Industries, LLC would like to make the following price negotiation due to issues with the Water Authority not wanting to pay the amount bided for the sanitary sewer pipe burst. Since we are the still the lowest bidder providing good prices for the city's convenience, we would like to keep the contract price the same. Per our discussion, we've reduced the price on the pipe bursting item and added the new mobilization item with the remaining amount to make up for the money reduced and keep the contract price the same.

The following spread sheet provides the item prices that we would like to adjust;

| Item | Item Description | Unit | Quantity | Unit Price | Total |
|------|---|------|----------|--------------|--------------|
| 1A | Mobilization | LS | 1.00 | \$ 46,800.00 | \$ 46,800.00 |
| 54 | Pipe bursting/crushing with 8-inch HDPE (SDR19) for existing 8-inch diameter sewer pipe, including excavation and backfill for access pits, and post television inspections, complete in place, the sum of: | LF | 900.00 | \$ 50.00 | \$ 45,000.00 |

Total Contract Amount

\$1,367,471.40

Sincerely,

**Raul Chapa
President
RAC Industries, LLC**

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a request to publicly advertise and bid the Beinhorn Drainage and Sidewalk Improvements Project.

SUMMARY/BACKGROUND (WHY): HDR has completed the design of the Beinhorn Drainage and Sidewalk 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.

STAFF RECOMMENDATION: _____

ESTIMATED COST: _____ **FUNDING SOURCE:** City Funds

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

PREPARED BY: Joe Moore

ATTACHMENTS: No

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on authorization of Bid Phase Services for the Beinhorn Drainage and Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Beinhorn Drainage and Paving Improvements Project to provide design phase, geotechnical, urban forestry, traffic control, and SWPPP. 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. HDR is also seeking approval of costs for submitting the plans to the TDLR for their review and inspections. The proposal is attached for reference – *for clarification, this is the same proposal (scope and fees) presented and approved by Council in February 2019; HDR is only seeking approval of the bid phase services.*

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



February 20, 2019

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

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

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

GENERAL OVERVIEW

This proposal provides a description of the engineering services required for the drainage and sidewalk improvements for Beinhorn Road in the City of Piney Point Village. The improvements consist of the installation of a storm sewer and sidewalk on the south side of the road from North Piney Point Road to Hedwig Road.

PROJECT UNDERSTANDING:

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

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

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

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

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

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

SCOPE OF SERVICES

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

I. DESIGN PHASE SERVICES

A. Basic Design Phase Services

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

- **Prepare plan cover sheet, general notes, survey control, project layout, 90% plan/profile drawings, and detail sheets.**
- **Prepare contract documents and specifications.**
- **Coordinate with the Memorial Villages Water Authority (M.V.W.A.) during the design process and provide draft documents for review and comment. Incorporate appropriate comments with the final bid documents.**
- **Submit 90% plans to private utility companies for review and incorporate utility company markups in the final bid documents.**
- **Assist the City in obtaining and/or securing approvals required public and private utilities affected by this project. This assistance will involve the usual and expected coordination for the approval process. When the process involves work beyond the expected, such as; special submittals, additional designs, appearances at special meetings, coordination of utility/pipeline excavation efforts, permitting applications, etc., such work falls under the Additional Services portion of this proposal. All permit fees will be the responsibility of the City of Piney Point Village.**
- **Prepare an engineer's opinion of probable construction costs to reflect the 90% design.**
- **Provide a set of 90% plans and specifications to the City for their review and comment.**
- **Prepare contract documents including plans, specifications, and bidding documents associated with the design and the project addressing City comments from the 90% review for bidding.**
- **Provide a set of Contract Documents to the City.**
- **A presentation of the design plans or public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City**

B. Special Services

1. Geotechnical Services

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

The above scope items as based on the following assumptions:

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

2. Urban Forestry Services

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

3. Traffic Control Plan

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

4. Storm Water Pollution Protection Plan

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

5. TDLR Review, Inspection, and Filing

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

II. BID PHASE SERVICES

A. Basic Services

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

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

III. CONSTRUCTION PHASE SERVICES

A. Basic Services – Construction Management

- **Act as the City's Project Representative during the construction phase.**
- **Review and respond accordingly to submittals as required by the contract specifications.**
- **Respond to RFI's and prepare change orders necessitated by field conditions.**
- **Review the contractor's pay estimates, evaluate the completion of work, and make payment recommendations to the City.**
- **Visit the site periodically to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents. Full time site representation (construction observation) is not included as part of the Basic Services for Construction Administration. Full time representation is included in the Construction Phase - Special Services.**
- **HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.**
- **Conduct a final review of the Project and make a recommendation for Final Payment on the Project.**
- **Engineer shall provide the City one electronic copy of record plans based on the drawings provided to the Engineer by the Contractor(s).**
- **A public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City.**

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

1. Material Testing

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

2. Full Time Site Representation Services

- Provide one construction observer (on-site representative) to observe the daily progress of construction activities and to assist in the interpretation of plans and specifications. The estimated construction duration for the project will be 6 months. The on-site representative will be on site an average of 40 hours a week for the project.
- Provide support to the on-site representative through supervisory and administrative services.
- Provide engineering and technical office personnel support throughout construction. This is to attend project progress meetings, provide on-site support to address Contractor's questions, resident's concerns and conflict issues.
- In the event of rain days where construction may be hindered or stopped, the representative will be on-site long enough to verify that inclement weather has occurred and the associated impact on the Contractor and construction.
- The on-site representative shall maintain daily reports.
- The on-site representative will coordinate with the Contractor's representative to estimate quantities installed on the project. The on-site representative will review the Contractor's quantity measurements prior to HDR's project manager processing the Contractor's periodic monthly payment request.
- The on-site representative will aid in the coordination of activities of the testing laboratory.
- The on-site representative will coordinate with the City and the Contractor for construction scheduling, resident notification, and complaints.

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

ADDITIONAL SERVICES

- "Additional Services" shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.
- Services resulting from significant changes in the Project or its design, including but not limited to, changes in size, complexity, the City's schedule, or character of construction or method of financing; and revising previously accepted studies, reports design documents or Contract Documents when such revisions are due to causes beyond HDR's control.
- Preparing documents for alternate bids outside of the original scope requested by the City or documents for out of sequence work.
- Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of

defective or neglected work of Contractor(s), (3) prolongation of the construction contract time, (4) acceleration of the progress schedule involving services beyond normal working hours and (5) default of Contractor.

- HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR's expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

FEE SCHEDULE

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

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

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

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

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

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

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

SCHEDULE

It is estimated that the schedule to accomplish the Design Phase is four (4) months from the date of authorization to proceed, the bid phase will be one (1) month, execution of the contract document will be one (1) month, and construction will take approximately six(6) months.

INVOICES

All hourly charges shall be based on a raw labor rate times a multiplier of 3.18. Reimbursable expenses will be charged at cost plus 10%. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.18 for office personnel and for field personnel and direct cost plus 10%. No additional services will be performed or invoiced without prior authorization from the City of Piney Point Village.

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

Sincerely


HDR ENGINEERING, INC.

Acceptance: City of Piney Point Village, Texas


David Weston
Vice President/Department Manager

By:

Date:


3/13/19



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

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:

| Surrey Oaks Paving and Drainage Improvements Project | Total Fees | |
|--|---------------------|---|
| Preliminary Design Phase (30% design) (Lump Sum) | \$ 27,000.00 | Previously approved |
| Survey Services (Cost + 10%) | \$ 5,060.00 | Previously approved |
| Geotechnical Services (Cost + 10%) | \$ 7,590.00 | Previously approved |
| *Urban Forestry Services (Cost + 10%) | \$ 5,500.00 | Previously approved |
| 30% Design Presentation (Lump Sum) | \$ 5,200.00 | Previously approved |
| Final Design Phase (Lump Sum) | \$ 43,300.00 | Previously approved |
| Traffic Control (Lump Sum) | \$ 2,725.00 | Previously approved |
| Storm Water Pollution Protection Plan (lump Sum) | \$ 1,750.00 | Previously approved |
| Bid Phase (Lump Sum) | \$ 5,550.00 | Previously approved |
| Construction Admin (Lump Sum) | \$ 31,200.00 | SEEKING APPROVAL |
| Full Time Site Observation (Not to Exceed) -Time & Materials | \$164,900.00 | Amended to \$91,200 for half-time inspection (9/23) |
| Construction Material Testing (Not to Exceed) -Time & Materials | \$ 21,000.00 | SEEKING APPROVAL |
| *Reimbursables (Reproduction (Cost Plus 10%) or Mileage at IRS Rate) | \$ 2,000.00 | Previously approved |
| Surrey Oaks Paving and Drainage Improvements Project *Budgetary amount | \$322,775.00 | |

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

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

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

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

SCHEDULE

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

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

Invoices

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

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

Sincerely

HDR ENGINEERING, INC.



David Weston
Vice President/Department Manager

Acceptance: City of Piney Point Village, Texas

By: 

Date: 09/26/2018

Council Agenda Item Cover Memo

**10/28/2019
Date of Meeting**

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a request to publicly advertise and bid the 2019 Maintenance Project.

SUMMARY/BACKGROUND (WHY): HDR has completed the design of the 2019 Maintenance 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.

STAFF RECOMMENDATION: _____

ESTIMATED COST: _____ **FUNDING SOURCE:** City Funds

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

PREPARED BY: Joe Moore

ATTACHMENTS: No

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on a 20-foot easement at #2 White Pillars for proposed storm sewer improvements.

SUMMARY/BACKGROUND (WHY): Dr. Light at #2 White Pillars has sent a proposed drainage easement document for the drainage improvements included in the 2019 Maintenance Project at his property to David Olson and will be presented here for discussion and possible action.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

into the New Drainage Pipe. The City agrees to allow for Light to stub the New Drainage Pipe to Light's drainage lines when it installs such New Drainage Pipe.

2. **Removal of Existing Driveway.** The City acknowledges that the new location of the Easement and the Easement Tract will be under the driveway located on the Burdened Property. The City agrees, at its sole cost and expense, to remove the entire driveway, to install the New Drainage Pipe within the New Easement Tract, to backfill the Easement and to rough grade the area where the driveway was located so that Light may install a new driveway at its cost.

3. **Plugging of Old Drainage Pipe.** The City and Light hereby agree that the Existing Easement Tract is hereby relinquished and abandoned, and the City will, at its sole cost and expense, plug the pipeline within the Existing Easement Tract upon completion of installation of the New Drainage Pipe. The City agrees to restore the surface of the Burdened Property to the extent disturbed by the plugging of the Old Pipe.

4. **Maintenance of Easement.** The City hereby agrees that it shall be solely responsible for the maintenance of the Easement and the New Drainage Pipe. The City shall be responsible at its sole cost and expense for any damage caused to the Burdened Property from any repairs or maintenance of the Easement, including repairing and replacing any walls, improvements and paving (including the new driveway) on the Burdened Property from and after the initial installation of the New Drainage Pipe.

5. **No Further Amendment.** Except as expressly amended by this Amendment, the terms and provisions of the original Easement Agreement remain in full force and effect and apply to the Easement and New Easement Tract.

6. **Binding Agreement.** This Amendment shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective legal representatives, successors and permitted assigns.

7. **Severability.** If any provision of this Amendment, or the application thereof to any person or circumstance, shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this Amendment and the application of such provision to other persons or circumstances shall not be affected thereby but rather shall be enforced to the greatest extent permitted by applicable law.

8. **Counterparts.** This Amendment may be executed in multiple counterparts, each of which shall constitute an original, but all of which shall constitute one and the same agreement.

[Remainder of Page Intentionally Left Blank]

EXECUTED on the respective dates of the acknowledgments of the parties as set forth below.

GRANTOR:

DAVID W. LIGHT, IV

SUSAN LIGHT

GRANTEE:

CITY OF PINEY POINT VILLAGE

By: _____
Name: _____
Title: _____

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this ____ day of _____, 2019, by **DAVID W. LIGHT, IV.**

Notary Public in and for the State of Texas

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this ____ day of _____, 2019, by **SUSAN LIGHT.**

Notary Public in and for the State of Texas

STATE OF TEXAS

§
§
§

COUNTY OF HARRIS

This instrument was acknowledged before me on this ____ day of _____, 2019, by _____, the _____ of **CITY OF PINEY POINT VILLAGE, TEXAS**.

Notary Public in and for the State of Texas

EXHIBIT "A-1"

Depiction of Easement

EXHIBIT A-2

Legal Description

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on quotes received for filling in ruts on North Piney Point Rd. with asphalt overlay.

SUMMARY/BACKGROUND (WHY): The City has previously discussed the problem of ruts forming on North Piney Point Rd at side street turn-ins after the recent drainage and paving improvements project. The City requested that HDR solicit quotes for installing asphalt to fill in the ruts. The quotes include a price for removing the existing sod, excavating, and installing 6-inches of cement stabilized sand and 8-inches of Type D HMAC overlay between the edge of the existing pavement and existing sidewalk.

STAFF RECOMMENDATION: _____

ESTIMATED COST: See Attached

FUNDING SOURCE: City Funds

CURRENT BUDGETED ITEM: YES NO

EMERGENCY REQUEST: YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Summary of Quotes
North Piney Point Road Rut Repairs
City of Piney Point Village
HDR Job No. 19-004

| Contractor | Total Quote |
|--------------------|-----------------------------|
| AAA Asphalt | \$43,780.00 |
| EC Paving | \$46,732.00 |
| DonMar Grading | |
| RAC Industries LLC | Declined to bid |
| | Represents the lowest Quote |

Council Agenda Item Cover Memo

10/28/2019
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on quote received from Uretek to lift a panel of concrete on North Piney Point Rd near Wendover that is sinking.

SUMMARY/BACKGROUND (WHY): HDR is coordinating with Uretek to obtain quotes to lift a sagging panel of concrete in the northbound lane of North Piney Point Road just south of Wendover. Uretek was unable to prepare a quote for this Council meeting so it is anticipated that a quote for these improvements will be presented at the November Council meeting.

STAFF RECOMMENDATION: _____

ESTIMATED COST: _____ **FUNDING SOURCE:** _____

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

PREPARED BY: Joe Moore

ATTACHMENTS: No

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
MONDAY, SEPTEMBER 16, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON MONDAY, SEPTEMBER 16, 2019 AT 6:30 P.M. AT ECCLESIA CHURCH, 325 NORTH PINEY POINT ROAD, HOUSTON, TEXAS, 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

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 6:37 p.m.

CITIZENS WISHING TO ADDRESS COUNCIL:

There were no citizens wishing to address council.

1. Opened the Public Hearing on the Proposed 2019 Tax Rate

Mayor Kobelan opened the public hearing on the proposed 2019 tax rate. The city proposed the tax rate to be 25.514 cents per \$100 of property value for the 2019 property tax year. The tax rate remains unchanged for the 7th year in a row. In comparison to the tax rate for the City of Houston which is at 62.5 cents, the Piney Point tax rate is significantly less.

Approximately one-fifth of the property tax will go toward paying bonds, and principal and interest; four-fifths will go toward paying the budget.

The 2019 taxes are due in January 2020. That revenue will be used for the 2020 budget. Approximately 57% of the budget will be used to pay for public services that provide public safety and health, which consists of police, fire, EMS, and sanitation services. A portion of the budget will be used for city employees. Remaining amount will be used for special projects. Projects planned for 2020 include:

- Drainage and road repair at Surrey Oaks
- Drainage and sidewalk improvements at Beinhorn and Grecian Way
- Possible drainage and road improvements on Wilding Ln.
- Drainage, street, and sidewalks projects bundled together for specific projects will begin in early 2020

Closed the Public Hearing on the Proposed 2019 Tax Rate

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

Two public hearings are required. The second public hearing will be at 5:30 on Thursday, September 19, 2019 at Ecclesia Church. There will be a regular council meeting at 6:30 on Monday, September 23, 2019 at Memorial Drive Elementary School. Council will vote on the budget and tax rate.

3. Adjourn

Council Member Bender made a motion to adjourn. Council Member Dodds seconded the motion and the meeting adjourned at 7:07 p.m.

PASSED AND APPROVED this 28th day of October, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
THURSDAY, SEPTEMBER 19, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON THURSDAY, SEPTEMBER 19, 2019 AT 5:30 P.M. AT ECCLESIA, 325 NORTH PINEY POINT ROAD, HOUSTON, TEXAS 77024, 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

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 5:30 p.m.

CITIZENS WISHING TO ADDRESS COUNCIL:

There were no citizens wishing to address council.

1. Open Public Hearing on the Proposed 2019 Tax Rate

No comments

Closed Public Hearing on the Proposed 2019 Tax Rate

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

No comments

Council Member Kollenberg made a motion to adjourn. Council Member Bender seconded the motion and the meeting adjourned at 5:35 p.m.

PASSED AND APPROVED this 28th day of October, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 23, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, SEPTEMBER 23, 2019 AT 6:30 P.M. AT MEMORIAL DRIVE ELEMENTARY SCHOOL, 11202 SMITHDALE ROAD, HOUSTON, TEXAS 77024 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

COUNCIL MEMBERS PRESENT: Mayor Mark Kobelan, 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 6:30 p.m.

PLEDGE OF ALLEGIANCE

Opened the Public Hearing regarding adoption of the Budget for 2020

Mayor Kobelan announced there is a revision to the Budget for 2020 and it is posted on the website. The incorporated changes made were for Surrey Oaks final bid of approximately \$40,000 and Wilding Lane for approximately \$100,000. There were no comments from the public regarding the changes.

Closed the Public Hearing

1. Discuss and take possible action on adoption of Ordinance 2019.09.23A regarding approval of the proposed 2020 Budget.

Council Member Bender made a motion to ratify the property tax increase of \$237,346 in revenue from property tax from the previous year, as reflected in the budget. Council Member Herminghaus seconded the motion and it passed unanimously.

Council Member Bender made a motion to adopt Ordinance 2019.09.23A approving the 2020 Budget. Council Member Thompson seconded the motion. The vote follows:

| | |
|-----------------------------|-----|
| Council Member Thompson: | Aye |
| Council Member Herminghaus: | Aye |
| Council Member Bender: | Aye |
| Council Member Kollenberg: | Aye |
| Council Member Dodds: | Aye |

The motion passed.

2. Discuss and take possible action on adoption of Ordinance 2019.09.23B regarding approval of the proposed 2019 tax rate.

Council Member Kollenberg made a motion to approve a tax rate for debt service related to the City's fiscal year 2020 Budget at \$.053650 per \$100 valuation. Council Member Bender seconded the motion and it passed unanimously.

Council Member Bender made a motion to approve a tax rate for Maintenance and Operation related to the City's fiscal year 2020 Budget at \$.193041 per \$100 valuation. Council Member Kollenberg seconded the motion and it passed unanimously.

Council Member Bender made a motion to adopt Ordinance 2019.09.23B approving the 2019-2020 tax rate. Council Member Herminghaus seconded the motion. The vote follows:

| | |
|-----------------------------|-----|
| Council Member Thompson: | Aye |
| Council Member Herminghaus: | Aye |
| Council Member Bender: | Aye |
| Council Member Kollenberg: | Aye |
| Council Member Dodds: | Aye |

The motion passed.

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

Chief Schultz provided the report for the month of August. He updated Council on the budget, personnel expenses, and calls for service. In the month of August, for Piney Point, there were 2,664 calls for service, 2,094 house watches, 3 accidents, 391 citations issued, 9 emergency response events with response times of 3 minutes 16 seconds. The number one call for service was false alarms followed by suspicious persons. There were 100 police reports written, 2 crimes against persons, 17 property crimes mostly involving the property of contractors and landscapers, and 81 quality of life events. Chief Schultz updated Council on body worn cameras, in car video systems, and ALPR. Chief Schultz discussed with Council the flooding event and clogged storm drains. Council recognized MVPD police officers for their efforts during the flooding event.

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

Commissioner Nash announced that Deputy Chief Miller was present to provide the monthly report to Council but quickly wanted to inform Council that fire staff did an outstanding job with rescues during the flood event and that the fire station had the first small roof leak after the repair. The roof is under warranty.

Deputy Chief Miller informed Council the fire department is fully staffed and all trucks are in operation. They are currently waiting for the delivery of the utility truck replacement; which could be delayed by the GM strike. A purchase order has been issued to purchase a Spartan Pumper within one year. The fire department is currently over budget by 1.3% due to EMS and Fire training; this is completed each year. Deputy Chief Miller continued the monthly report by summarizing incidents for Piney Point Village for the month of August: Fire type incidents were 124; EMS

type incidents were 98 for a total of 222 incidents. The Village Fire Department response times continue to be below the National Standard.

- **Take possible action on VFD Budget Amendment**

Commissioner Nash added there is an additional item that needs attention. The Village Fire Department Board of Commissioners approved a \$1.5 million amendment increase to the 2020 Budget. This amendment is an update to the projected cost of renovation to the fire station. Commissioner Nash suggested this will not be the last change but recommended Council approve. There was discussion. Council Member Thompson made a motion to approve a \$1.5 million amendment increase to the 2020 Budget to be placed in the Facility Fund 4. Council Member Bender seconded the motion and it passed unanimously.

Agenda Item #14 was moved to accommodate Wilding Lane residents present at this Council Meeting.

14. Discuss and take possible action on plan for coordination with Wilding Lane residents

Residents from Wilding Lane were present and expressed their desire to be involved in the discussions regarding the Wilding Lane drainage project. Council Member Dodds will be coordinating a committee with residents of Wilding Lane and Council Member Bender, a property owner of undeveloped land on Wilding Lane, will be on the committee. The City Engineer discussed the different levels of man-hour estimates to include tasks, meeting with the committee, staking out the project, resident concerns, reviewing the design, presenting concerns to council and then meeting again with the committee. Council thanked the residents of Wilding Lane for their input.

5. Discuss and take possible action on Appointment of Representative and Alternate to HGAC's 2019 General Assembly

Council Member Kollenberg moved to appoint Council Member Dodds as the Representative to the General Assembly of the Houston-Galveston Area Council for the year 2020 and further moved to appoint Council Member Bender as the Official Alternate authorized to serve as the voting representative. Council Member Thompson seconded the motion and it passed unanimously.

6. Discuss and take possible action on selection of Appraisal District Board Member

Council Member Bender made a motion to nominate Mike Sullivan as the Candidate for a position on the Board of Directors of the Harris County Appraisal District. Council Member Herminghaus seconded the motion and it passed unanimously.

7. Discuss and take possible action on three Farnham Park issues

Bobby Orr resident of Farnham Park Drive was present to voice his concerns to Council regarding current issues.

- Several incidents of individuals breaking into vehicles
- People wandering around on Farnham Park Drive; homeless camp set up across the bayou

- Vacant houses, specifically 15, 17, and 18 Farnham Park Drive. These houses have flooded and are attracting animals, but mostly feral cats. In his opinion the houses need to be demolished.
- 20 and 21 Farnham Park Drive have their HVAC connections and electrical connections visible from the street; perhaps they can be relocated or shielded from street view.

City Attorney will assess, make suggestions and update Council at the next Council Meeting.

8. Discuss and take possible action on traffic signal lights

These items are following-up from the last Council Meeting.

Council discussed installing a left turn permitted on a flashing yellow light at the intersection of Blalock/Memorial/South Piney Point Road. Council Member Herminghaus made a motion to approve the quote from Southwest Signal Supply, Inc. for the amount of \$10,341. Council Member Bender seconded the motion and it passed unanimously.

Council discussed replacing the existing green right arrow with a full green light fixture at the intersection of San Felipe and Stillforest. This will reduce the amount of traffic turning onto Stillforest. Council Member Herminghaus made a motion to approve the quote from Southwest Signal Supply, Inc. for the amount of \$1,531. Council Member Bender seconded the motion and it passed unanimously.

Council considered installing a left turn permitted on a flashing yellow light at the intersection of Farnham Park and San Felipe. It was indicated that residents routinely wait to turn left when there are no vehicles traveling from the west on San Felipe. There was no action taken on this item.

9. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:

- **August 2019 Financials**

The City Administrator presented the Financials for the month of August. Council requested that the auditor be aware that a draft of the audit will be needed in April 2020. The City Administrator updated Council on City Hall repairs from the storm and flooding event. Court will continue despite the repairs.

10. Discuss and take possible action on renewal of Interlocal Agreement with Harris County for Library Services

Council Member Dodds made a motion to renew the Interlocal Agreement with Harris County pertaining to the City's donation of \$1,500 to the Spring Branch Memorial Library for library materials. Council Member Bender seconded the motion and it passed unanimously.

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

The City Engineer updated Council on the monthly status report.

The City Engineer reviewed the past rain events of 2009, 2015, 2016, and Harvey, and determined that the 2019 rain event ranked in the middle with the past rain

events as far as intensity was concerned, but not by volume. The City Engineer will provide an update at the next Council Meeting regarding how the 2019 rain event affected residents of Piney Point Village. The City Engineer stated that Council Member Herminghaus reported water standing on the Ecclesia lawn. The City Engineer has contacted a contractor to trim some of the rebar off of the inlets to allow bigger holes for drainage and there was discussion to remove the manhole cover and replace with a grate.

The City Engineer reported that the Surrey Oaks Paving and Drainage Improvements received six bids. The low bid was submitted by RAC Industries, Inc. There is an agenda item to award the construction project to RAC Industries. HDR has scheduled a pre-construction meeting with the Contractor and residents for October 17th.

Council Member Kollenberg wished to add comments regarding drainage issues and requested the City Attorney determine if there is anything that can be done regarding CenterPoint Energy poles that are impeding the right of way causing drainage issues. There was also discussion regarding landscaping debris causing drainage issues on the Bunker Hill side of the road.

The design of the Beinhorn project is nearly complete and HDR is waiting for Memorial Village Water Authority to review and comment. Once that is complete, the plans will be advertised for bidding.

The Wilding Lane Drainage and Paving Improvements Project was discussed with residents earlier in this Council Meeting.

There was discussion regarding the City of Houston Windermere Project that the City of Houston did not cleanly grade and sod the easement as original reported. HDR has been in contact with the City of Houston by both email and phone requesting that the City of Houston sod the easement.

On the 2019 Maintenance Project (#2 White Pillars and various concrete point repairs) HDR has completed the design and plan view drawings of concrete point repairs. HDR met with the surveyor and resident of #4 Jeffers Court to ensure a manhole that was previously missing from the survey of #2 White Pillars Lane is included in the drawings. HDR has coordinated with the City Attorney to prepare an easement agreement for the metes and bounds obtained from the survey. At the next Council meeting the easement should be released and receive permission to take the project to bid.

The City of Bunker Hill has approved the cost sharing for the illuminated crosswalk signage at Quail Hollow Lane and Blalock Road. HDR issued a notice to proceed to the contractor. HDR is waiting for the contractor to provide a schedule of work. The City of Piney Point and the City of Bunker Hill will each receive an invoice and each city will submit a check to the contractor. Council discussed using the Safety Fund to pay Piney Point's share.

The potholes at North Piney Point Road and San Felipe have all been filled.

Council discussed concrete repairs that may need consideration. The City Engineer indicated the concrete repairs have been completed in the 2019 Maintenance Project and there is another concrete repair, a bird bath to be considered on Meadow Wick. A meeting has been scheduled with the contractor for a quote. There was discussion regarding a proposal from a resident who has proposed to hire a company to raise the bird bath. The Council would need to authorize the repair before allowing the resident to move forward.

Council discussed potential future paving improvement projects and sidewalk issues.

Mayor Kobelan mentioned trees that needed attention. A tree inspection was done. These trees are on Wilding Lane, there is one tree in bad condition, it has been flagged by the Forester, meaning it needs to come down. Council discussed how long does the City keep bad trees. This tree is in Piney Point right-of-way.

12. Discuss and take possible action on awarding the Surrey Oaks Contract to RAC Industries

There were six construction firms who participated in the bidding process. RAC Industries was the low bidder. They provided a list of references. The City Engineer recommended approval of RAC Industries based on their experience in projects of this nature. There was discussion. Council Member Kollenberg made a motion to accept the bid and authorize the Mayor to sign the contract, when appropriate, awarding the Surrey Oaks Contract to RAC Industries. Council Member Bender seconded the motion and it passed unanimously.

13. Discuss and take possible action on Amendment to HDR Surrey Oaks Construction Observation Contract

HDR previously submitted a proposal for professional engineering services which included a task for full-time construction site observation phase services. The City has since requested half-time site observation phase services instead of full-time services. Council Member Bender made a motion to accept Amendment #2 and a fee reduction of \$73,700 for Site Observation Fees. Council Member Dodds seconded the motion and it passed unanimously.

15. Discuss and take possible action on the minutes of the August 26, 2019 Council Meeting.

Council Member Herminghaus made a motion to approve the Minutes of the August 26, 2019 Council Meeting with the correction of Council Member Bender's first name from Joe to Joel. Council Member Dodds seconded the motion and it passed unanimously.

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

- Wilding Lane meeting will need to be posted as a Notice of a Potential Quorum
- Possible Ordinance revision regarding screening of electrical/HVAC boxes
- Easement Release needs to be on the next agenda
- Light at Radney

17. **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

Executive Session was not needed.

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

N/A

19. **Adjourn**

Council Member Bender made a motion to adjourn. Council Member Herminghaus seconded the motion and the meeting adjourned at 8:39 p.m.

PASSED AND APPROVED this 28th day of October, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
TUESDAY, OCTOBER 8, 2019**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON TUESDAY OCTOBER 8, 2019 AT 8:00 A.M. AT ECCLESIA CHURCH, 11202 NORTH PINEY POINT ROAD, HOUSTON, TEXAS 77024 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

COUNCIL MEMBERS PRESENT: Mayor Mark Kobelan, Joel Bender, Dale Dodds, Michael Herminghaus, Henry Kollenberg, Brian Thompson

CITY STAFF: Roger Nelson, City Administrator; Karen Farris, City Secretary; David Olson, City Attorney

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 8:00 a.m.

Opened the Public Hearing regarding adoption of the Budget for 2020

Closed the Public Hearing

1. Discuss and take possible action on adoption of Ordinance 2019.10.08A regarding approval of the proposed 2020 Budget.

Council Member Kollenberg made a motion to ratify the property tax increase of \$237,346 in revenue from property tax from the previous year, as reflected in the budget. Council Member Bender seconded the motion and it passed unanimously.

Council Member Kollenberg made a motion to adopt Ordinance 2019.10.08A approving the 2020 Budget. Council Member Bender seconded the motion. The vote follows:

| | |
|-----------------------------|-----|
| Council Member Thompson: | Aye |
| Council Member Herminghaus: | Aye |
| Council Member Bender: | Aye |
| Council Member Kollenberg: | Aye |
| Council Member Dodds: | Aye |

The motion passed.

2. Discuss and take possible action on adoption of Ordinance 2019.10.08B regarding approval of the proposed 2019 tax rate.

Council Member Kollenberg made a motion to approve a tax rate for debt service related to the City's fiscal year 2020 Budget at \$.053650 per \$100 valuation. Council Member Bender seconded the motion and it passed unanimously.

Council Member Kollenberg made a motion to approve a tax rate for Maintenance and Operation related to the City's fiscal year 2020 Budget at \$.201490 per \$100 valuation. Council Member Bender seconded the motion and it passed unanimously.

Council Member Kollenberg made a motion to adopt Ordinance 2019.10.08B approving the 2019-2020 tax rate. Council Member Bender seconded the motion. The vote follows:

| | |
|-----------------------------|-----|
| Council Member Thompson: | Aye |
| Council Member Herminghaus: | Aye |
| Council Member Bender: | Aye |
| Council Member Kollenberg: | Aye |
| Council Member Dodds: | Aye |

The motion passed.

19. Adjourn

Council Member Bender made a motion to adjourn. Council Member Thompson seconded the motion and the meeting adjourned at 8:03 a.m.

PASSED AND APPROVED this 28th day of October, 2019

Mark Kobelan
Mayor

Karen Farris
City Secretary