



# 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, NOVEMBER 25, 2019

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, NOVEMBER 25, 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**

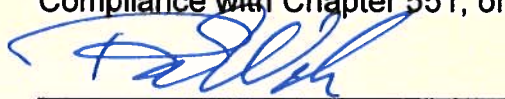
**CITIZENS WISHING TO ADDRESS COUNCIL** - *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of Council 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 Windemere Neighborhood Association
4. Discuss and take possible action on Sidewalk Requirements
5. Discuss and take possible action on Temporary Certificates of Occupancy
6. Discuss and take possible action on nominating HCAD Board Member
7. Discuss and take possible action on the Mayor's monthly report, including but not limited to:
  - Traffic Control Box – Piney Point and Memorial
  - Crepe Myrtles – South Piney Point Road
  - Piney Point/Bunker Hill landscaping project
8. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:

- October 2019 Financials
  - 2019 Holiday Happy Hour
9. Discuss and take possible action on 20-foot easement at #2 White Pillars for proposed sewer improvements
  10. Discuss and take possible action on Uretex Quotes on N Piney Point Road
  11. Discuss and take possible action on Quotes for Arrowood Circle Storm Sewer
  12. Discuss and take possible action on N Piney Point Road Ruts Quotes
  13. Discuss and take possible action on Williamsburg Culvert Replacement
  14. Discuss and take possible action on Jamestown Culvert Replacement – re do
  15. Discuss and take possible action on the City Engineer’s monthly report
  16. Discuss and take possible action on the minutes of the October 28, 2019 Council meeting
  17. Discuss and take possible action on any future agenda items, meeting dates, etc.
  18. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code
  19. Action outside of Executive Session, if any
  20. Adjourn

**CERTIFICATION**

I certify that a copy of the November 25, 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 November 22, 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, November 11, 2019 in the  
Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

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

### AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Swearing in of Officer - Vanessa Cadena
- c. Approval of Minutes - Update, discussion and possible action.
  1. Approval of October 14, 2019 minutes as recorded.
- d. Financial Report - Update, discussion and possible action.
  1. FY19 Budget Review and Discussion.
- e. New Business – Discussion and possible action.
  1. Retirees (3) Currently Covered under BCBS plan through December 31<sup>st</sup>, 2019 as per SOP 1.10 Page 9, item 4. Discussion and possible action to extend the expiration date for Retiree health insurance coverage for currently eligible beneficiaries from December 31, 2019 to December 31, 2020.
- f. 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
  7. IACP Conference Report
- g. Follow Up Items from previous meeting – Discussion and possible action on outstanding items.
  1. Update on negotiation with Brooks Watson & Co. - Consideration and possible action on selection of auditor.
  2. Further consideration and possible action on amendment to Inter-Local agreement related to intra-fund budgetary transfers. Amendment to Inter-Local Agreement was not passed at Hunters Creek City Council in reference to fund transfers.





**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 20<sup>th</sup> 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  
General Fund

For the ten months ended October 19

83.33% 84.62%

DESCRIPTION		AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>								
100	Regular Wages	3,377,767	2,670,904	706,863	79.07%	3,268,382	109,385	96.8%
110	Overtime	115,000	80,397	34,603	69.91%	95,014	19,986	82.6%
115	Court/Bailiff/OT	21,600	4,363	17,237	20.20%	10,000	11,600	46.3%
120	Retirement	394,127	303,838	90,289	77%	371,920	22,207	94.4%
130	Health Insurance	557,775	420,592	137,183	75.41%	521,931	35,844	93.6%
140	Workers Compensation	60,000	54,322	5,678	90.54%	65,000	(5,000)	108.3%
150	Life/LTD	19,433	14,846	4,587	76.40%	18,191	1,242	93.6%
160	Medicare/SS	50,712	39,288	11,424	77.47%	49,319	1,393	97.3%
	<b>Personnel Services</b>	<b>4,596,414</b>	<b>3,588,549</b>	<b>1,007,865</b>	<b>78.1%</b>	<b>4,399,757</b>	<b>196,657</b>	<b>95.7%</b>
200	Auto	25,200	20,388	4,812	80.9%	26,604	(1,404)	105.6%
210	General Liability	720	379	341	52.7%	391	329	54.3%
220	Public Official Bond	960	708	252	73.7%	394	566	41.0%
230	Professional Liability	25,200	15,629	9,571	62.0%	18,858	6,342	74.8%
240	Real & Personal Property	13,200	11,444	1,756	86.7%	12,637	563	95.7%
	<b>Total Other Insurance</b>	<b>65,280</b>	<b>48,542</b>	<b>16,738</b>	<b>74.4%</b>	<b>58,885</b>	<b>6,395</b>	<b>90.2%</b>
300	Gas & Oil	69,250	50,471	18,779	72.9%	67,165	2,085	97.0%
310	Maintenance	25,000	22,336	2,664	89.3%	25,000	0	100.0%
320	Tires	7,000	5,596	1,404	79.9%	6,715	285	95.9%
330	Damage Repair	10,000	5,195	4,805	52.0%	5,500	4,500	55.0%
	<b>Maintenance &amp; Misc.</b>	<b>111,250</b>	<b>83,598</b>	<b>27,652</b>	<b>75.1%</b>	<b>98,880</b>	<b>2,370</b>	<b>88.9%</b>
400	General Maintenance	18,000	16,227	1,773	90.2%	18,283	(233)	101.3%
410	Janitorial Services	19,000	15,000	4,000	78.9%	18,000	1,000	94.7%
420	Jail	1,000	773	227	77.3%	927	73	92.7%
430	Building Furnishings	10,000	5,302	4,698	53.0%	10,000	-	100.0%
	<b>Total Building</b>	<b>48,000</b>	<b>37,302</b>	<b>10,698</b>	<b>77.7%</b>	<b>47,160</b>	<b>840</b>	<b>98.2%</b>
500	Computers	9,800	10,540	(740)	107.6%	10,540	(740)	107.6%
510	Postage/Postage Machine	1,300	598	702	46.0%	800	500	61.5%
520	Stationery/Expendables	18,000	10,212	7,788	56.7%	12,254	5,746	68.1%
530	Bank Finance Charges	700	285	415	40.8%	343	357	48.9%
540	Payroll	16,000	13,788	2,212	86.2%	16,000	0	100.0%
	<b>Total Office</b>	<b>45,800</b>	<b>35,423</b>	<b>10,377</b>	<b>77.3%</b>	<b>39,937</b>	<b>5,863</b>	<b>87.2%</b>
600	Telephone	34,090	28,392	5,698	83.3%	33,839	251	99.3%
310	Electric	23,000	13,651	9,349	59.4%	16,381	6,619	71.2%
620	Water/Sewer	5,000	4,204	796	84.1%	5,000	0	100.0%
630	Natural Gas	600	427	173	71.2%	513	87	85.5%
	<b>Total Utilities</b>	<b>62,690</b>	<b>46,674</b>	<b>16,016</b>	<b>74.5%</b>	<b>55,733</b>	<b>6,957</b>	<b>88.9%</b>
700	Equipment Maint Contracts	17,640	10,467	7,173	59.3%	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	3,122	478	86.7%	3,600	0	100.0%
720	Legal/Professional	48,071	47,772	299	99.4%	53,956	(5,885)	112.2%
730	IT Services	101,200	82,015	19,185	81.0%	99,203	1,997	98.0%
740	Software Maintenance Contracts	58,545	55,283	3,262	94.4%	58,000	545	99.1%
	<b>Total Contract Services</b>	<b>273,056</b>	<b>242,659</b>	<b>30,397</b>	<b>88.9%</b>	<b>276,399</b>	<b>(3,343)</b>	<b>101.2%</b>
800	Accreditation	1,200	0	1,200	0.0%	1,200	0	100.0%
810	Uniforms	30,000	15,979	14,021	53.3%	19,175	10,825	63.9%
820	Radio parts and labor	30,536	28,044	2,492	91.8%	30,536	0	100.0%
830	Firearms Training & Ammo	5,500	4,629	871	84.2%	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	33,520	10,480	76.2%	44,000	0	100.0%
850	Travel	7,000	4,234	2,766	60.5%	6,500	500	92.9%
860	Recruiting Costs	5,000	2,240	2,760	44.8%	2,688	2,312	53.8%
870	Criminal Investigations	3,500	1,284	2,216	36.7%	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%
	<b>Total Office</b>	<b>155,236</b>	<b>114,803</b>	<b>40,433</b>	<b>74.0%</b>	<b>138,236</b>	<b>17,000</b>	<b>89.0%</b>
	<b>TOTAL GENERAL</b>	<b>5,357,726</b>	<b>4,197,551</b>	<b>1,160,175</b>	<b>78.3%</b>	<b>5,114,987</b>	<b>232,739</b>	<b>95.5%</b>

Memorial Villages Police Department Vehicle Replacement								
For the ten months ended October 19		83.33%						
Prior Year Cash Carryover	85,709.54							
FY19 Sale of vehicles	2,700.00							
FY19 Assessment collected to date	80,666.49			FY19 Assessment remaining	7,333.51			
FY19 Interest earned to date	208.10							
FY19 Expenditures	(88,000.00)							
FY19 Veh replacement expenditures covered by carryover	(70,307.21)							
Cash Balance @ 10/31/19	10,976.92							
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		70,307						
Memorial Villages Police Department Special Capital Assets								
For the ten months ended October 19		83.33%						
Prior Year Cash Carryover	83,450.87							
FY19 Assessment collected to date	-			FY19 Assessment remaining	0.00			
FY19 Interest earned to date	304.74							
FY19 Expenditures	(125.27)							
Cash Balance @ 10/31/19	83,630.34							
DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted	
<i>Expenditures</i>								
2880 Capital Projects	0	125	(125)	0.0%	150	(150)	0.0%	
Total Capital Items	0	125	(125)	0.0%	150	(150)	0.0%	
Total Capital Outlay	88,000	88,125	(125)	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	4,197,551	1,160,175	78%	5,114,987	232,739	95%	
VEHICLE REPLACEMENT FUND	88,000	88,000	0	100%	88,000	0	100%	
TOTAL BUDGET	5,445,726	4,285,551	1,160,175	79%	5,202,987	232,739	96%	

MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
31-Oct-19

4-Nov-19

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

Cash collected for FY19 @ 10/31/19	\$	5,000,586
Estimated Expenditures (Oct 19)	\$	4,285,551
Estimated cash on hand @ 10/31/19 for FY19 activities	\$	715,035

**Cash Balances@ 10/31/19:**

Health Benefits		\$17,019
General		\$771,996
Vehicle Replacement		\$10,977
Dare Fund		\$15,006
Special Capital Assets		\$83,630
<b>Actual cash balance @ 10/31/19 all accounts</b>		<b>\$898,628</b>

All Funds (Modified Accrual Basis Projections)	2019 YTD Budget	2019 YTD Actual	2019 YTD Difference (Budget vs. Actual)	2019 Total Amended Budget
<b>GENERAL FUND REVENUES</b>	4,911,246	4,916,706	5,460	5,357,726
<b>GENERAL FUND EXPENDITURES</b>		4,197,551		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		719,155		
<b>VEHICLE REPLACEMENT REVENUES</b>	80,666	83,575	2,908	88,000
<b>VEHICLE REPLACEMENT EXPENDITURES</b>		88,000		
<b>VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS</b>		70,307		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		(74,733)		
<b>SPECIAL CAPITAL ASSETS REVENUES</b>	0	305	305	0
<b>CAPITAL EXPENDITURES</b>		125		
<b>NET FY 19 REVENUES OVER EXPENDITURES</b>		179		
<b>COMBINED REVENUES</b>	4,991,912	5,000,586	8,368	5,445,726
<b>COMBINED EXPENDITURES</b>		4,285,676		
<b>COMBINED FY 19 NET REVENUES / EXPENDITURES</b>		714,909		
<b>Formal reserves:</b>				
		DARE		\$15,006
		VEHICLE REPLACEMENT		\$10,977
		SPECIAL CAPITAL ASSETS		\$83,630
		WORKING CAPITAL		\$60,000
		STATE TRAINING FUNDS		\$2,410
				<b>\$172,023</b>



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

*Raymond Schultz*  
 Chief of Police

November 11, 2019

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

During the month of October MVPD responded/handled a total of 7,147 calls/incidents. 5,450 House watch checks were conducted. 660 Traffic stops were initiated with 730 citations being issued for 1280 violations. (Note: 15 Assists in Hedwig, 194 in Houston, 1 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2349/33857	1888/28639	6	251	4@2:42
Piney Point:	1990/24390	1502/19181	5	266	7@3:18
Hunters Creek:	2548/34738	2040/29131	10	213	10@3:34 21@3:06

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	194	Ord. Violations:	20	Speeding:	252
Accidents:	21	Info Reports:	58	Exp. Registration:	131
Assist Fire:	52	Suspicious Situations:	112	No Ins:	108
Assist EMS:	30	Welfare Checks:	4	No License	94
				Stop Sign:	14

*This month the department generated a total of 102 police reports.*

Crimes Against of Persons (2)  
 Assault (Family Violence) 2

Crimes Against Property (15)  
 Burglary of a Habitation 1  
 Burglary of a Building 1  
 Burglary of a Vehicle 2  
 Theft – Misd 3

Forgery/Fraud/ID 7  
 Unauthorized use of a Vehicle 1

Petty/Quality of Life Crimes/Events (85)  
 ALPR Hits 8  
 Poss. of a Controlled Sub/Para. 5  
 Warrants 36

Traffic Arrests/Incidents 7  
 Misc. Reports 28  
 Driving While Suspended 1

Arrest Summary: Individuals Arrested (53)  
 Warrants 36  
 Class 3 Arrests 12

DWI 5  
 Felony 0 11/07/19

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	3,588,549	4,596,414	78%
• Operating Expense:	609,002	761,312	80%
• Total M&O Expenditures:	4,197,551	5,357,726	78%
• Capital Expenses:	88,125	88,000	100%
• Net Expenses:	4,285,551	5,445,726	79%

Follow-up on Previous Month Items/Requests from Commission

- Staff completed additional follow-up with customers of the selected Auditor after receiving conflicting information on their performance. Findings will be presented to the commission.

Personnel Changes/Issues/Updates

- Officer Cadena completed all pre-hiring tasks and started her on-the-job training on November 4, 2019.
- Staff has tested 5 additional candidates this month. 2 are currently in background.
- Staff attended a LE recruiting job fair in Houston and hosted a MVPD booth.

Major/Significant Events

- Throughout the month detectives have been working a Felony Theft case that was reported on August 22, 2019 with losses of over \$300,000. Detectives have been able to identify a suspect and have been recovering stolen property from across the country. Detectives located stolen property in TX, FL and NY. An arrest warrant was issued for the suspect.
- 10/2/19 the MVPD visited over 24 National Night Out events held by residents throughout the Villages. 3 neighborhood hosted events received RING doorbell cameras that were donated to the Department.
- 10/15/19 at 1630 Hours. Officers responded to and intercepted an attempted fraud where the resident had already withdrawn \$10,000 from her bank account and was preparing to purchase and provide the gift cards PIN information. Officers found the victim at a store with the gift cards in her hand.
- 10/18/19. Officers investigated a suicide of a homeless male in the Bayou behind the old Los Alamedas Site.
- 10/22/19. Officers utilized the ALPR system to identify the vehicle of a suspect in a jugging and burglary of a vehicle of an area contractor. Since then, the information received has linked the case to fifth ward gang activity and other crimes occurring throughout the City of Houston.

Status Update on any Major Projects

- This month several additional ALPR Cameras came on-line bringing the total number of MVPD cameras to 14. Additionally, Hedwig PD brought on and connected 3 of their ALPR cameras. On October 25, 2019 the Longwoods N/A ALPR system went live.
- The new AXON in-car video systems were installed in the 2 new marked police units. Accounts were made operational for all officers and the vehicles are now fully operational and in-service.

V-LINC new registrations in August: +22

BH – 1119/1250 (+4)

PP – 807/1160 (+3)

HC – 1072/1514 (+12)

Out of Area – 393 (+3)

11/07/19

## 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	6:54:05			0	10
BIEHUNKO, 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	19:23:43			2	24
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	19:10:46			5	34
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	10:42:14			1	36
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	10:37:49			2	11
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	12:53:02			3	19
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	31:35:37			10	27
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	17:08:01			10	53
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	17:49:44			1	45
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	14:59:01			6	40
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	1:56:22			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	10:43:28			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	2:58:03			0	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	18:36:27			6	25
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	3:47:18			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	21:30:08			5	14
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	17:11:12			7	130
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	0:53:23			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	8:13:31			6	44
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	29:25:07			1	0
SCHANMEIR, 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	22:16:01			8	61
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	4:07:57			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	20:40:53			7	17
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	3:53:54			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	7:40:39			2	3
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	17:40:01			4	43
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	2:12:52			2	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	16:03:49			7	37
VALDEZ, 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	25:13:23			4	13
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	13:00:43			3	44
													102	730

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	424			
3700 Phone Calls	2537	2499	2791	2676	2612	2567	2699	2763	2548	2670			
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	67:08:32			

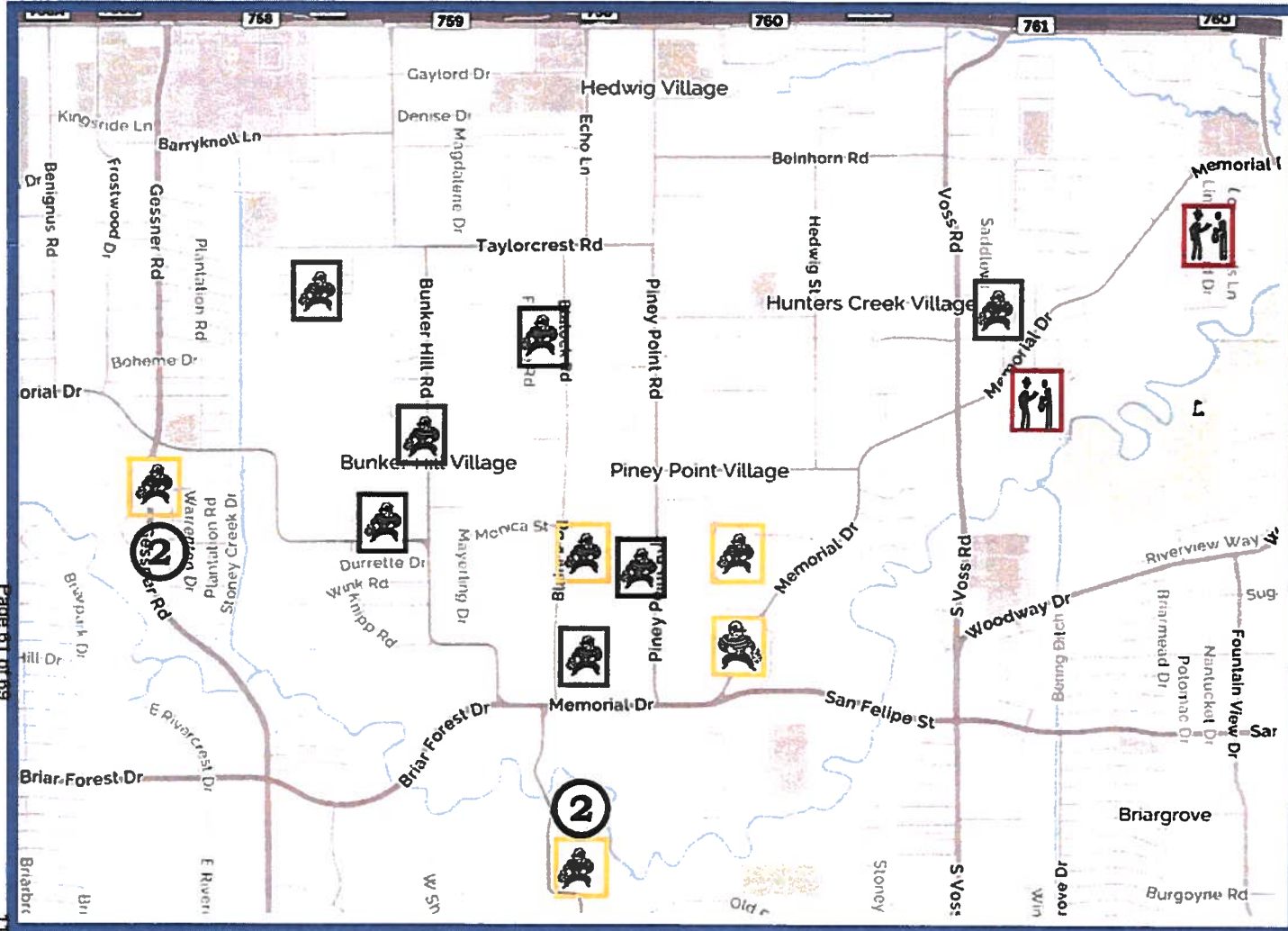
\* This is the minimal time as all internal calls route through the 3700 number.

## 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	2	15	85	102	53	7147	5450	2349	1888	1990	1502	2548	2040
November													
December													
<b>Total</b>	<b>14</b>	<b>119</b>	<b>830</b>	<b>963</b>	<b>490</b>	<b>95406</b>	<b>77011</b>	<b>33857</b>	<b>28639</b>	<b>24390</b>	<b>19181</b>	<b>34738</b>	<b>29131</b>

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





### 2019 Burglary Map

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

### 2019 Robberies

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



Daytime Burglary



Nighttime Burglary

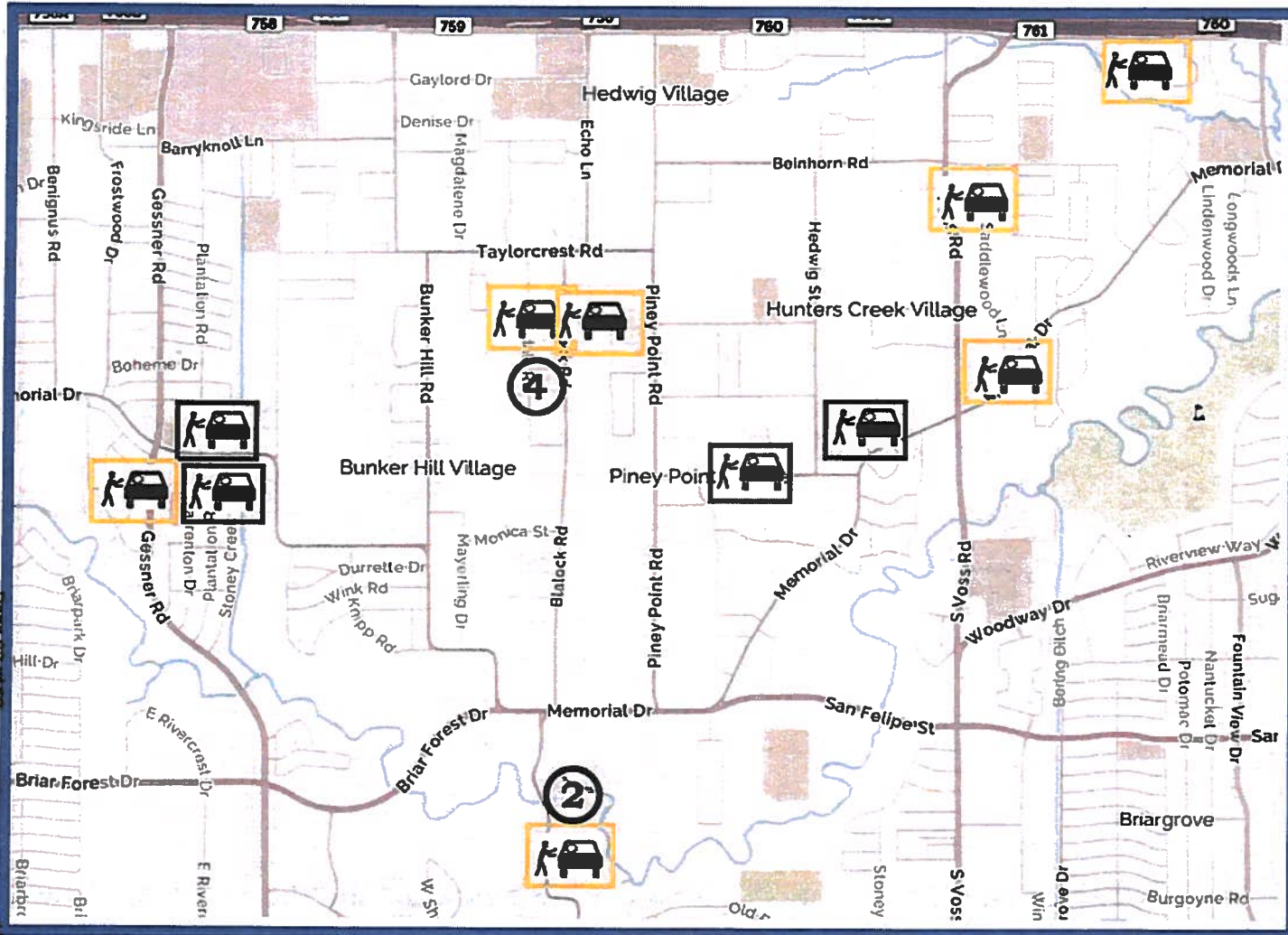


Robbery

\* = Solved

11/01/19

## 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 Bauerle 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
36 Windermere	UNL in Garage
3 Oaklawn	UNL Door

Daytime Burglary

Nighttime Burglary

2 3

11/01/19

### 2019 Recruiting and Hiring Metrics

Number of:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Inquiries Phone/Internet	3	1	19	12	0	3	1	1	15	9		
Inquiries InPerson	1	0	1	0	0	0	0	0	0	7		
Applications Received	3	0	10	0	3	0	3	0	5	7		
Signed up to Test	0	0	7	1	0	0	0	0	5	7		
Showed up to Test	0	0	5	1	0	0	0	0	4	7		
Passed Test	0	0	5	1	0	0	0	0	4	7		
Completed PIQ	0	0	5	0	0	0	0	0	In Proc	6		
Passed BG	0	0	In proc	In Proc	0	0	0	0	In Proc	4		
Passed Chief's Selection	0	0	N/A	N/A	0	0	0	0	In Proc	1		
Offered Employment	0	0	N/A	N/A	0	0	0	0	In Proc	1		
Hired	0	0	N/A	N/A	0	0	0	0	In Proc	1		

Oct: 1 applicant was hired. Three applicants are still in process.

## October 2019 VFD Assists

### Calls received directly by MVPD via 911/3700

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

Total – 13	3:11
------------	------

Fire – 0	N/A
----------	-----

EMS – 13	3:11
----------	------

#### By Village

BH Fire – 0	N/A
-------------	-----

BH EMS – 2	2:25
------------	------

PP Fire – 0	N/A
-------------	-----

PP EMS – 2	2:50
------------	------

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

HC EMS -9	3:26
-----------	------

#### Combined VFD Events (Priority + Radio)

Total – 38	3:41
------------	------

Fire – 16	4:31
-----------	------

EMS – 22	3:17
----------	------

#### Radio Call Events

Total – 25	4:01
------------	------

Fire- 16	4:31
----------	------

EMS- 9	3:23
--------	------

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, NOVEMBER 20, 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, NOVEMBER 20, 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 – October 24, 2019

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

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

**4D.** Compensation Study- subcommittee report and possible action

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

None

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

None

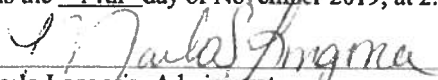
**7. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:

None

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
NOVEMBER 20, 2019  
PAGE 2**

8. **CONSIDERATION OF AND ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
- 8A. Consideration of and action on the VMIG Board recommendation for Employee Insurance for the period of January 1, 2020 – December 31, 2020
- 8B. Consideration of and action on the 2019 Investment Policy and Resolution No. 2019-01
9. **CLOSED SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss following matters:
- None
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**
- December 18, 2019**
14. **ADJOURNMENT**

I certify that the agenda for the 20th of November 2019, Regular Monthly Meeting was posted at the fire department this the 14th day of November 2019, at 2:00 p.m.

  
Marlo Longoria, Administrator

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](mailto:morris@villagefire.org) for further information.

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
THURSDAY, OCTOBER 24, 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 Hilshire Village  
City of Hedwig Village

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

Others  
Present Were:

City of Piney Point Village  
City of Hunters Creek Village  
City of Hedwig Village  
Village Fire Department  
Village Fire Department  
Randle Law Office LTD., L.L.P.

Alternate Henry Kollenberg  
Alternate Frank Doyle  
Alternate Harry Folloder  
David Foster, Fire Chief  
Emily Morris, Office Manager  
Grady Randle, Attorney

Absent  
Were:

City of Hunters Creek Village  
City of Spring Valley Village  
City of Hilshire Village

Commissioner Jay Carlton, Treasurer  
Alternate Mayor Tom Ramsey  
Alternate Ray Leiker

**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 – September 25, 2019

**3B. Approval of Bills Paid**

Approval of Bills Paid – September 2019

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

Commissioners Byrne voted “Aye,” “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. Reports**

**4A. Building restoration subcommittee report and possible action**

- a. Amos Byington / Michael Medwedeff AG/CM – options
- b. Scott Brady Joiner Architects
  - Mr. Scott Brady discussed logistics of the renovation project
  - Mr. Gerald Teel presented on the current plans for relocating dispatch and temporary facilities

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

Ms. Emily Morris stated we are 0.94% over budget. There were increased maintenance expenses in September, due in large to substantial maintenance on three vehicles. There were also increased expenses for protective gear and medical supplies. These were necessary purchases that stay within the budget. Ms. Morris explained that these costs, along with necessary purchases made earlier in the year, should be absorbed over the remainder of the year.

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

- Recently hired a new Firemedic, Derek Eckermann
- In Dispatch, one employee resigned, and one was let go. We have already filled these positions.
- There has been significant maintenance on Engine 1



**4C. Continued...**

- Recently called to a hanging
- Increase in medical calls
- Firefighters are prepared for the upcoming construction
- There will be a family friendly “Spooky House” at the station for Halloween

**4D. Interlocal agreement subcommittee report and possible action**

The City Mayors will be having a signing ceremony Monday, October 28, 2019 to sign the Bunker Hill Admittance Documents.

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

**5A. Compensation Study**

Alternate Kollenberg and Alternate Folloder will be forming the compensation study subcommittee. Their goal is to work with a consultant to develop a total rewards strategy to be included in the 2021 budget. They will start working on a recommended list of consultants to present to the Commission.

**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. 2021 Budget/ Henry Kollenberg Cashflow Considerations**

Alternate Kollenberg informed the Commission of the impact Senate Bill 2 will have on the timing for the Fire Department budget. He explained that the budget will need to be completed earlier in the year and proposed that the 2021 budget should be completed by May 15, 2020.

Alternate Kollenberg discussed his cashflow considerations as presented in the attached document, *Exhibit A*. After further discussion, the Commission decided no action would be taken at this time, but there could be further discussion in the future on this topic, specifically on the retention of ambulance funds.

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
THURSDAY, OCTOBER 24, 2019  
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**8B. Sweep Account**

Ms. Morris informed the Commission about the details of the Wells Fargo sweep account. Ms. Morris previously talked to the city administrators about their city's investment funds and learned of two other possible investment funds to utilize: TX Class Investment Pool and TexPool. After discussion, the Commission advised Ms. Morris to move forward with the best investment account for the Fire Department.

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

Commissioner Nash asked the Commission to retire in Executive Session at 7:24 p.m.

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. Communications Department

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

Back in session at 7:47 p.m.

11. **FUTURE TOPICS:**

None

12. **NEXT MEETING DATE:**

November 20, 2019

13. **ADJOURNMENT**

Commissioner Nash asked for a motion to adjourn at 7:49 p.m. Commissioner Carpenter moved, and Commissioner Byrne seconded to adjourn.

Commissioner Johnson voted "Aye," "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted

Commissioner Zeb Nash, Chair

Attest:

Commissioner Robert Byrne, Secretary

<b>VILLAGE FIRE DEPT. October BUDGETARY SUMMARY</b>	<b>BUDGET YEAR 2019</b>	<b>YEAR TO DATE 10/31/2019</b>	<b>% USED</b>	<b>% BUDGET</b>	<b>MONTHLY EXPENSES October</b>
<b>CAPITAL:</b>					
CONTINGENCY-PHYSICAL PLANT	35,000.00	10,650.25	30.43%	83.32%	0.00
MISC. TOOLS, EQUIP., & HOSE	65,000.00	65,825.70	101.27%	83.32%	0.00
PROTECTIVE GEAR	20,000.00	8,274.56	41.37%	83.32%	0.00
RADIO PURCHASE		750.00			
TOTAL CAPITAL EXPENDITURES	120,000.00	85,500.51	71.25%	83.32%	0.00
<b>PERSONNEL EXPENDITURES:</b>					
SALARIES	3,757,244.00	3,255,874.24	86.66%	83.32%	328,384.52
SALARIES - OVERTIME	105,000.00	91,995.18	87.61%	83.32%	12,585.77
BONUS	6,000.00		0.00%	83.32%	
PROF. CERTIFICATION PAY	44,400.00	39,707.68	89.43%	83.32%	4,161.58
COMPENSATED ABSENCE PAY	0.00		0.00%	83.32%	
FICA TAX	304,530.00	249,426.86	81.91%	83.32%	25,285.26
DISABILITY INSURANCE	23,000.00	17,651.49	76.75%	83.32%	2,088.43
EMPLOYEE RETIREMENT	322,123.00	213,133.37	66.17%	83.32%	21,558.64
HOSPITALIZATION INSURANCE	609,770.00	510,682.19	83.75%	83.32%	48,902.19
MEAL ALLOWANCES	31,978.00	26,100.00	81.62%	83.32%	2,610.00
WORKMENS' COMP. INSURANCE	35,000.00	29,395.24	83.99%	83.32%	2,916.58
TOTAL PERSONNEL EXPENDITURES	5,239,045.00	4,433,966.25	84.63%	83.32%	448,492.97
<b>OPERATIONAL EXPENDITURES:</b>					
AMBULANCE MEDICAL SUPPLIES	50,000.00	45,396.78	90.79%	83.32%	1,359.12
BLDG. SUPPLIES & MAINTENANCE	47,000.00	47,764.82	101.63%	83.32%	360.33
CHEMICALS	2,000.00	200.60	10.03%	83.32%	85.00
CONTINGENCY	20,000.00	2,614.00	13.07%	83.32%	0.00
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	3,674.50	56.53%	83.32%	250.00
FIRE PREVENTION/PUBLIC RELATIONS	12,000.00	9,848.66	82.07%	83.32%	327.57
GAS & OIL	45,000.00	31,658.99	70.35%	83.32%	7,800.86
INSURANCE - CASUALTY	42,000.00	32,179.58	76.62%	83.32%	3,517.33
MAINTENANCE OF EQUIPMENT:	135,000.00	169,062.60	125.23%	83.32%	31,766.62
MAINTENANCE OF EQUIPMENT OTHER:		-2,791.92			0.00
CHIEF'S VEHICLE		6,247.42			0.00
FIRE MARSHAL'S VEHICLE		1,404.50			162.75
BATTALION 1		254.17			0.00

PUMPER (ENGINE 1)		45,238.41			2,890.14
UTILITY VEHICLE		149.15			0.00
LADDER (LADDER 1)		28,193.28			4,319.88
AMBULANCE (MEDIC 1)		13,078.42			1,553.74
AMBULANCE (MEDIC 2)		1,283.96			0.00
AMBULANCE (MEDIC 3)		1,482.50			1,482.50
MAINTENANCE - OTHER		44,767.58			6,105.61
MAINTENANCE - CONTRACTS		17,049.60			15,252.00
PUMPER (ENGINE 2)		12,705.53			0.00
MISCELLANEOUS EXPENDITURES:	7,200.00	6,531.54	90.72%	83.32%	2,438.72
SAFETY DEPOSIT BOX RENT					0.00
LICENSE/PERMITS		2,374.33			0.00
OTHER MISC. EXPENSES		4,157.21			2,438.72
LEGAL NOTICES/ADVERT.		0.00			0.00
<b>VILLAGE FIRE DEPT.</b>	<b>BUDGET</b>	<b>YEAR TO</b>	<b>%</b>	<b>%</b>	<b>MONTHLY</b>
<b>October</b>	<b>YEAR</b>	<b>DATE</b>	<b>USED</b>	<b>BUDGET</b>	<b>EXPENSES</b>
<b>BUDGETARY SUMMARY</b>	<b>2019</b>	<b>10/31/2019</b>			<b>October</b>
POSTAGE/PRINTING/STATIONERY:	107,000.00	36,533.01	34.14%	83.32%	3,288.34
BANK ANALYSIS CHARGES/SUPPLIES		89.15			0.00
OFFICE SUPPLIES		12,292.74			1,420.77
POSTAGE		766.89			291.42
PENALTIES		0.00			0.00
PRINTING		756.91			0.00
MAINT. CONTRACTS/EQUIP.		13,685.56			0.00
COFFEE BAR/REFRESHMENTS		3,820.83			525.92
POSTAGE METER RENTAL		869.12			619.12
OFFICE EQUIPMENT/COMPUTERS		539.19			0.00
OTHER		2,902.31			1.91
BANK SERVICES CHARGES		810.31			429.20
PROFESSIONAL SERVICES:	112,400.00	114,187.10	101.59%	83.32%	8,958.78
REVERSE ENTRIES FOR A.P.		(0.55)			0.00
ADJUSTMENT-DUPLICATE CHECKS		0.00			0.00
PROFESSIONAL SERVICES - OTHER		19,040.99			880.75
CPA		9,430.00			852.00
LEGAL		47,206.49			3,267.03
IT SERVICES		24,092.17			2,200.00
MEDICAL		14,418.00			1,759.00

PUBLIC UTILITIES	55,000.00	58,312.68	106.02%	83.32%	6,930.86
RENT	10.00	10.00	100.00%	83.32%	0.00
STATE CERTIFICATION FEES	6,000.00	2,511.84	41.86%	83.32%	87.17
TRAINING PROGRAMS	25,000.00	25,209.09	100.84%	83.32%	533.49
CPR TRAINING EXPENSE		1,854.88			0.00
CONVENTIONS		0.00			0.00
OTHER TRAINING EXP.		8,089.49			225.00
SEMINARS-OFF PREMISES		1,649.89			0.00
TRAINING EXAMS		4,713.06			56.49
TRAINING-ON PREMISES/training programs		5,891.68			0.00
OUT OF TOWN EXPENSES		3,010.09			252.00
UNIFORMS	25,000.00	11,944.59	47.78%	83.32%	3,051.83
TOTAL OPERATIONAL EXPENDITURES	697,110.00	597,640.38	85.73%	83.32%	70,756.02
<b>GRAND TOTAL</b>	<b>\$6,056,155.00</b>	<b>\$5,117,107.14</b>	<b>84.49%</b>	<b>83.32%</b>	<b>\$519,248.99</b>
	0				
		1.17% over budget			
CAPITAL REPLACEMENT FUND	160,000.00				
COMPENSATION ABSENCE RESERVE FUND	45,000.00				
FACILITY FUND	3,500,000.00				
<b>TOTAL BUDGET FOR 2019</b>	<b>\$9,761,155.00</b>	<b>\$0.00</b>			

**RESOLUTION NO. 2019-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
VILLAGE FIRE DEPARTMENT ACKNOWLEDGING REVIEW OF THE  
VILLAGE FIRE DEPARTMENT INVESTMENT POLICY.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE  
FIRE DEPARTMENT:**

**Section 1.** That the Public Funds Investment Policy attached hereto and made a part hereof for all purposes be, and it is hereby, approved as the official *VILLAGE FIRE DEPARTMENT INVESTMENT POLICY*; and,

**Section 2.** That the attached investment policy complies with the Public Funds Investment Act as amended, and authorizes the investment of the Village Fire Department's funds in safe and prudent investments; and,

**NOW THEREFORE, BE IT RESOLVED,** by the Board of Commissioners of the Village Fire Department, that the *VILLAGE FIRE DEPARTMENT INVESTMENT POLICY* is hereby approved.

**PASSED AND APPROVED this the 20 day of November 2019.**

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Chairman, Board of Commissioners  
Zebulun Nash

ATTEST:

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Secretary, Board of Commissioners  
Robert Byrne

**TEXAS PUBLIC FUNDS INVESTMENT ACT  
GOVERNMENT CODE, CHAPTER 2256  
SUMMARY OF 2019 AMENDMENTS**

The Texas Legislature approved amendments to Chapter 2256 of the Government Code, known as the Public Funds Investment Act ("the Act"), during the 2019 regular legislative session. H.B. 2706, which will take effect on September 1, 2019, provides that:

- eligible collateral for repurchase agreements (Section 2256.011) is expanded from a combination of cash and obligations of the United States, its agencies or instrumentalities to include commercial paper and corporate bonds, if applicable. Any restrictions associated with the investment of public funds in either commercial paper or corporate bonds as authorized in Section 2256.013 or Section 2256.0204, respectively, by the Act also apply to the use of these obligations as repurchase agreement collateral.
- extends the stated maximum maturity of commercial paper from 270 days or fewer to 365 days or fewer from the date of its issuance. This maximum maturity extension also applies to commercial paper serving as repurchase agreement collateral.
- requires investment pools maintaining a \$1.00 net asset value to calculate and report yield to investors in the pool in accordance with federal regulations applicable to money market funds. An investment pool using amortized cost accounting, to the extent reasonably possible, must stabilize at a \$1.00 net asset value, when rounded and expressed to two decimal places. The governing body of an investment pool using amortized cost accounting must also take action to eliminate or reduce to the extent reasonably practicable any dilution or unfair result to existing pool participants, including a sale of portfolio holdings, to attempt to maintain the ratio of market value of the portfolio divided by the book value of the portfolio between 0.995 and 1.005.
- adds Section 2256.0208, "Local Government Investment of Bond Proceeds and Pledged Revenue", to the Act. Local government investment officers are authorized to invest bond proceeds or revenue pledged to the payment of the debt obligation only to the extent permitted by the Act, in accordance with provisions governing the debt issuance, as applicable, and the local government's approved investment policy regarding the debt issuance, as applicable.
- repeals Section 2256.0204(g), which prohibited public funds investment pools from investing in corporate bonds.

H.B. 293, which was effective as of 06/07/2019, amended the investment training requirements for school district financial officers through the addition of Subsection (g).



Subsection (g) provides that the treasurer, chief financial officer, or investment officer of a school district is not subject to the continuing investment training requirements of eight hours every two consecutive fiscal years under Section 2256.008(a-1) if the district does not invest district funds or only deposits district funds in interest-bearing deposit accounts or certificates of deposit as authorized by Section 2256.010 of the Act. The treasurer, chief financial officer, or investment officer must annually submit to the agency a sworn affidavit identifying the related investment categories in Subsection (g) that apply to the district.

## VILLAGE FIRE DEPARTMENT INVESTMENT POLICY

### SECTION 1 - POLICY

It is the policy of the Village Fire Department to invest public funds in a manner which will provide the highest total investment return consistent with a high degree of safety and liquidity while meeting the daily cash flow demands of the Village Fire Department and conforming to all applicable rules, laws and regulations. The investment portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow need.

The Village Fire Department shall pursue an active investment strategy. Given this strategy, the basis used to determine whether market yields are being achieved shall be the three (3) month U.S. Treasury Bill.

### SECTION 2 – PURPOSE

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code (“Public Funds Investment Act”), which requires each governmental entity to adopt a written investment policy regarding the investment of its funds and those funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the funds.

### SECTION 3 - SCOPE

This investment policy applies to all financial assets of the Village Fire Department. These funds are accounted for in the Village Fire Department Annual Financial Report and include:

- Savings Depository
- General Fund
- Capital Replacement Plan Fund
- Compensated Absence Fund
- Ambulance Billing Fund
- Facility Fund
- Any Short Term Project Funds as may be created

This policy does not apply to the assets administered for the benefit of the Village Fire Department by outside agencies under deferred compensation programs and pension programs.

## SECTION 4 – OBJECTIVES

The Primary objectives of this policy, in order of priority, shall be:

1. **SAFETY** - Safety of principal is the foremost objective of the investment program. To obtain this objective, diversification is required in order that potential losses on individual investments will not exceed the income generated from the remainder of the portfolio. Investments of the Village Fire Department shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- A. **Credit Risk** – The Village Fire Department will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment by:

Limiting investments to the safest types of investments.

Pre-qualifying the financial institutions and broker/dealers with which the City will do business.

Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

- B. **Interest Rate Risk** – The Village Fire Department will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:

Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.

Investing operating funds primarily in certificates of deposit, short-term securities, money market mutual funds or local government investment pools functioning as money market mutual funds.

Diversify maturities and staggering purchase dates to minimize the impact of market movements over time.

2. **LIQUIDITY** - The investment portfolio will remain sufficiently liquid to enable the Village Fire Department to meet operating requirements that might be reasonably anticipated. Liquidity will be assured through staggered maturity investments. At all times, a portion of the portfolio will be invested in shares that offer same-day liquidity. A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings or to otherwise adjust the portfolio.

3. **YIELD** - The investment portfolio shall be structured to attain a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The funds shall be invested in securities that earn a fair return relative to the risk being assumed.

4. **PUBLIC TRUST** – All participants in the Village Fire Department’s investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the Village Fire Department’s ability to govern effectively.

#### **SECTION 5 - PRUDENCE**

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The investment officer, acting in accordance with written procedures, and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that appropriate action is taken to control adverse actions.

#### **SECTION 6 - ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Village Fire Department’s investment program. Those persons shall file with the Board of Commissioners and the Texas Ethics Commission a disclosure statement if they have any material or personal interests in any financial institutions with which they conduct business or if related within the second degree by affinity or consanguinity of someone seeking to handle the Village Fire Department’s investments.

#### **SECTION 7 - DELEGATION OF AUTHORITY**

Authority to manage the investment program as investment officer is hereby delegated to Village Fire Department Administrator. This person shall carry out the established written procedures and internal controls for the operation of the investment program that is consistent with the established investment policy. This person shall be responsible for all transactions undertaken. The investment authority granted to the investment officer is effective until rescinded by the Board of Commissioners. An annual review will be undertaken by an external auditor to assure

compliance with the established investment policy. The audit shall address the following points: (1) custodial safekeeping, (2) written confirmation for telephone transactions for investments and wire transfer, (3) banking service contracts and (4) collateral/depository agreements.

## SECTION 8 - TRAINING

The investment officers shall be required to attend at least one training session within twelve (12) months of assuming duties. This person must attend a training session once every two (2) years and receive ten (10) hours from an approved independent source commencing September 1, 2001. The approved independent sources will include any professional organization, such as Texas Municipal League, Government Finance Officers of Texas, etc., an institute of higher learning or any other governmental entity located within the State of Texas.

## SECTION 9 - AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Village Fire Department will maintain a list of financial institutions and broker/dealers who are authorized to provide investment services. These are the institutions and broker/dealers who have complied with all applicable rules, laws and regulations and have been certified by the Village Fire Department to provide investment services.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply those documents that the Village Fire Department may require. This will include an executed written document that the *VILLAGE FIRE DEPARTMENT INVESTMENT POLICY* has been received and thoroughly reviewed. It also acknowledges that the financial institutions and broker/dealers have implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the Village Fire Department and qualified financial institutions and broker/dealers. Also required will be audited financial statements, evidence of federal insurance, proof of National Association of Securities Dealers (NASD) certification and proof of state registration.

An annual review of the financial condition and registrations of qualified financial institutions and broker/dealers will be conducted by the Village Fire Department. A current audited financial statement will be required to be on file for each financial institution and broker/dealer in which the Village Fire Department invests.

At least every five (5) years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for bids.

## SECTION 10 - AUTHORIZED INVESTMENTS AND DIVERSIFICATION

Assets of the Village Fire Department may be invested in the following instruments; provided, however, that at no time shall assets of the Village Fire Department be invested in any instrument or security not authorized for investment under the policy, as the policy may from time to time be amended.

- A. Treasury Obligations of the United States of America.
- B. Certificates of Deposits of state and national banks domiciled in Texas, guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations, which have been approved by the Village Fire Department.
- C. TEXPOOL, a public funds investment pool created under the Interlocal Cooperation Act, TEX. GOV'T CODE ANN., Chapter 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN., Chapter 2256 to which any political subdivision may delegate, by contract, the authority to hold legal title as custodian and to invest local funds. TEXPOOL will be requested to provide on a continual basis a description of eligible investment securities, a written statement of investment policy and objectives, prohibited investments, diversification guidelines, maximum average dollar-weighted maturity, maximum stated maturity date, operating procedures and any other information that the Village Fire Department may require as well as maintaining a AAA rating.
- D. Money Market Funds of state and national banks domiciled in Texas, guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations, which have been approved by the Village Fire Department.

## SECTION 11 – DIVERSIFICATION

The Village Fire Department will diversify its investments by security type and institution. With the exception of those investments that are fully insured and collateralized in accordance with state and federal law, no more than fifty (50%) percent of the Village Fire Department's total investment portfolio will be invested in a single security type or with a single financial institution.

## SECTION 12 - SELECTION OF INVESTMENT INSTRUMENTS

Requests for proposals will be solicited on all transactions. Proposals may be solicited orally, in writing, electronically or by any combination of such methods.

### SECTION 13 - MATURITY SCHEDULING

Investment maturities for all funds shall be scheduled to coincide with projected cash flow needs, taking into account routine expenditures as well as revenues. Unless matched to a specific cash flow, the Village Fire Department will not directly invest in securities maturing more than two (2) years from the date of purchase unless specific authority is given to exceed that time period. Reserve and other specific use funds may be invested in securities exceeding two (2) years if the maturity of such investments are made to coincide as nearly as practical with the expected use of the funds.

### SECTION 14 - COLLATERALIZATION

All financial institutions shall pledge securities and/or provide adequate coverage by FDIC Insurance in sufficient amounts to protect the assets of the Village Fire Department. Pledged securities shall have a market value, at all times, equal to at least one hundred and two percent (102%) of the total market value (with accrued interest) of the deposits and/or other investments the Village Fire Department has with each institution which are not one hundred percent (100%) covered by FDIC Insurance. All securities pledged must be approved by the Village Fire Department.

### SECTION 15 - SAFEKEEPING

Collateral pledged to secure deposits of the Village Fire Department shall be held in safekeeping by a third party custodian in an institution that is so designated and approved by the Village Fire Department. The designated institution shall issue a safekeeping receipt to the Village Fire Department listing the specific instrument, rate, maturity and other pertinent information.

All security transactions where applicable, will be executed by a delivery vs. payment (DVP) basis. This ensures that securities are deposited in the eligible financial institution prior to the release of funds.

### SECTION 16 - REPORTING

The investment officer shall submit a quarterly written report to the Board of Commissioners on all investment activities that are purchased, sold and held during that period to satisfy accounting, audit, regulatory, custody and other requirements as stipulated by applicable rules, laws and regulations such as but not limited to:

1. Description of the investment position of the Village Fire Department on the date of the report.
2. The report must contain a summary statement of each pooled fund group that states the

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beginning value, additions and changes to the value during the period and the ending value for the period.

3. The book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
4. The maturity date of each separately invested asset that has a maturity date.
5. The account, fund or pooled group fund for which each individual investment was acquired.
6. Percentage of the total portfolio, which each type of investment represents.
7. Statement of compliance of the Village Fire Department's investment portfolio with the approved Investment Policy, Investment Strategy and relevant provisions of the Public Investment Fund Act.

#### SECTION 17 - INTERNAL CONTROLS

An annual independent review of the investment records/portfolio by an external auditor shall be performed. This review will provide internal control by assuring compliance with the Village Fire Department's policies and procedures.

#### SECTION 18 - INVESTMENT POLICY ADOPTION AND ANNUAL REVIEW

The *Village Fire Department Investment Policy* shall be adopted by resolution of the Board of Commissioners. The investment policy and all other related documentation shall be reviewed annually. At that time, a written report will be presented to Board of Commissioners, for official action, outlining the annual review and providing recommendations, if any, to the investment policy.



## INVESTMENT STRATEGY

The investment strategies for the *Village Fire Department Investment Policy* shall provide guidelines to achieve the goals of safety, liquidity and yield for all investment activity.

1. SAVINGS DEPOSITORY FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Liquidity shall be assured by investing in appropriate investments and/or by staggering the maturity dates of any other investments taking into account projected cash flow needs, routine expenditures as well as revenues.
2. GENERAL OPERATING FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Liquidity shall be assured by investing in appropriate investments and/or by staggering the maturity dates of any other investments taking into account projected cash flow needs, routine expenditures as well as revenues.
3. CAPITAL REPLACEMENT PLAN FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity for these special project funds. Investments should allow for flexibility and unanticipated project outlays.
4. COMPENSATED ABSENCE FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity for these special project funds. Investments should allow for flexibility and unanticipated project outlays.
5. AMBULANCE BILLING FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity for these special project funds. Investments should allow for flexibility and unanticipated project outlays.
6. FACILITY FUND shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity for these special project funds. Investments should allow for flexibility and unanticipated project outlays.
7. SHORT TERM PROJECT FUNDS shall have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity for these special project funds. Investments should allow for flexibility and unanticipated project outlays.

PASSED AND APPROVED this the 29th day of November 2017.

Chairman, Board of Commissioners  
William Johnson

ATTEST:

Secretary, Board of Commissioners  
Allen Carpenter

TEXAS PUBLIC FUNDS INVESTMENT ACT  
CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the Village Fire Department (the Investor) and (Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code, and
2. The Qualified Representative of the Business Organization has received and reviewed the *Village Fire Department Investment Policy* furnished by the Investor, and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the Village Fire Department's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Village Fire Department's entire portfolio or requires an interpretation of subjective investment standards.

DATED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

SIGNATURE:

TITLE:

BUSINESS ORGANIZATION:

ADDRESS:

ADDRESS:



**Village Fire Department**  
**Village Fire Station Additions & Renovations**  
**95% Budget Estimate - Phasing Plan "Z" with Alternates**  
**November 20, 2019**  
**SUMMARY SHEET**

<b>I. Soft Costs:</b>	<b>Quantity</b>	<b>Unit</b>	<b>%</b>	<b>Total</b>
<b>Professional Services</b>				
Project and Construction Manager Services (AGCM)			2.86%	\$122,831.66
Environmental Site Assessment	1	LS		\$0.00
Asbestos Testing	1	LS		\$2,000.00
Site Utility and Topographic Survey	1	LS		\$3,945.00
Architectural and Engineering Fees	1	LS		\$262,500.00
Windstorm Certification	1	LS		\$4,000.00
Accessibility Review & Inspections	1	LS		\$2,500.00
Construction Material Testing	1	LS		\$7,000.00
Mech. System Test & Balancing	1	LS		\$12,000.00
Commissioning	1	LS		\$8,000.00
<b>Contingency and Allowance Amounts</b>				
Owner Project Contingency	1	LS		\$200,000.00
Permitting Allowance	1	LS		\$8,000.00
Moving Allowance	1	LS		\$25,000.00
Cabling Allowance	1	LS		\$0.00
FFE Allowance	1	LS		\$80,000.00
Phone System Hardware	1	LS		\$75,000.00
Asbestos Abatement Allowance	1	LS		\$20,000.00
<b>Other Costs</b>				
Reimbursables/Printing/Couriering	1	LS		\$2,000.00
Electrical, Gas and Data Service Connections	1	LS		\$6,000.00
Project Acceleration	1	LS		\$0.00
Project Phasing	1	LS		\$0.00
Location Adjustment Factor	1	LS		\$0.00
Date Adjustment Factor	1	LS		\$0.00
Sales Tax	1	LS		\$0.00
Union Wages	1	LS		\$0.00
Davis-Bacon Wages	1	LS		\$0.00
Other Prevailing Wages	1	LS		\$0.00

II. Scope of Work - Phase I	Quantity	Unit	Cost per Unit	Total
<b>A. Demolition / Site Preparation</b>				
Demolition Work at Annex Building	6,500	SF	\$ 2.00	\$ 13,000.00
Removal of Radio Tower	1	LS	\$ 15,000.00	\$ 15,000.00
Remove 70' of Chain-Link Fencing	1	LS	\$ 550.00	\$ 550.00
Remove 25' of Wood Fencing	1	LS	\$ 450.00	\$ 450.00
Remove Wall to Provide New Door at Dispatch	1	LS	\$ 850.00	\$ 850.00
Remove Portion of Wall to Provide New Door at Bay	1	LS	\$ 425.00	\$ 425.00
<b>B. Annex Renovation Work</b>				
New Partition between Dispatch and Temporary Dayroom	26	LF	\$ 60.00	\$ 1,560.00
New 2 x 2 Lay-In Ceiling at Dispatch	280	SF	\$ 2.65	\$ 742.00
New Carpet at Dispatch	280	SF	\$ 3.85	\$ 1,078.00
New Rubber Base at Dispatch	72	LF	\$ 1.80	\$ 129.60
New SCPL Door and Hardware at Dispatch	1	LS	\$ 750.00	\$ 750.00
New SCPL Door and Hardware at Restrooms	2	LS	\$ 750.00	\$ 1,500.00
Painting	1,100	SF	\$ 1.20	\$ 1,320.00
New Partitions at Restrooms and Shower	30	LF	\$ 55.00	\$ 1,650.00
Ceramic Tile at Wet-Wall at Restrooms and Shower	175	SF	\$ 6.50	\$ 1,137.50
Ceramic Tile on Floor at Gym Restroom and Shower	85	SF	\$ 6.50	\$ 552.50
Ceramic Tile on Floor at Dispatch Restroom	56	SF	\$ 6.50	\$ 364.00
New Drywall Ceiling at Restrooms	141	SF	\$ 4.50	\$ 634.50
Temporary Kitchen Buildout including Electric Ranges	1	LS	\$ 12,000.00	\$ 12,000.00
New Temporary Walls to Infill Annex Bay Doors	28	LF	\$ 75.00	\$ 2,100.00
New VCT Flooring at Data/911 Closet	138	SF	\$ 1.50	\$ 207.00
New Rubber Base at Data/911 Closet	54	LF	\$ 1.80	\$ 97.20
Paint Walls Data/911 Closet	480	SF	\$ 1.20	\$ 576.00
New 2 X 2 Lay-In Ceiling at Data/911 Closet	138	SF	\$ 2.65	\$ 365.70
Toilet Tissue Dispenser	2	EA	\$ 225.00	\$ 450.00
Mirrors	2	EA	\$ 300.00	\$ 600.00
Soap Dispenser	2	EA	\$ 45.00	\$ 90.00
Towel Bar	1	EA	\$ 65.00	\$ 65.00
Grab Bar, 36"	2	EA	\$ 75.00	\$ 150.00
Grab Bar, 42"	2	EA	\$ 175.00	\$ 350.00
L-Shape Grab Bar	1	EA	\$ 325.00	\$ 325.00
Folding Shower Seat	1	EA	\$ 125.00	\$ 125.00
Shower Curtain & Rod	1	EA	\$ 350.00	\$ 350.00
Install New HM Frame and Door at Dispatch	1	LS	\$ 1,800.00	\$ 1,800.00
Install New HM Frame and Door at Bay	1	LS	\$ 1,800.00	\$ 1,800.00
<b>C. Mechanical, Electrical &amp; Plumbing Systems</b>				
<i>Mechanical</i>				
Split Unit to serve Dispatch	1	LS	\$ 8,000.00	\$ 8,000.00
Split Unit to serve 911 Equipment Closet	1	LS	\$ 8,000.00	\$ 8,000.00
Modify Existing Unit to Serve Dayroom & Dining	1	LS	\$ 4,500.00	\$ 4,500.00
Modify Existing Ductwork Routing & Grille Locations	1	LS	\$ 2,500.00	\$ 2,500.00
<i>Plumbing</i>				
New Fixtures at Restroom and Tankless Water Heaters	1	LS	\$ 12,000.00	\$ 12,000.00
Temporary Water and Sanitary for Temporary Kitchen	1	LS	\$ 3,500.00	\$ 3,500.00

<b>Electrical</b>				
New Generator for Annex Building	1	LS	\$ 200,000.00	\$ 200,000.00
Power for Temporary Dining and Kitchen	1	LS	\$ 3,000.00	\$ 3,000.00
Power for Cascade	1	LS	\$ 1,000.00	\$ 1,000.00
SCBA Fill Station - Existing / Relocate and Reinstall	1	LS	\$ 1,000.00	\$ 1,000.00
SCBA Air Compressor - Existing / Relocate and Reinstall	1	LS	\$ 1,000.00	\$ 1,000.00
Alert System Wiring	2300	SF	\$ 1.90	\$ 4,370.00
Fire Alarm System	2600	SF	\$ 2.50	\$ 6,500.00
Security System (Incd. Card reader access)	2600	SF	\$ 1.60	\$ 4,160.00
Security System (alarm intrusion)	2600	SF	\$ 3.00	\$ 7,800.00
Service Entrance and Switchgear Upgrades	1	LS	\$ 75,000.00	\$ 75,000.00
New Electrical / Data Outlets and Boxes at Dispatch	1	LS	\$ 5,500.00	\$ 5,500.00
New Lighting at Dispatch and Restrooms	1	LS	\$ 3,500.00	\$ 3,500.00
Upgrade Panels B & C in Data/911 Closet	1	LS	\$ 15,000.00	\$ 15,000.00
New Power Pole and Underground Main Feeder	1	LS	\$ 48,000.00	\$ 48,000.00
<b>H. Life Safety Systems</b>				
Wet Pipe Sprinkler System Modification	2600	SF	\$ 3.25	\$ 8,450.00
<b>D. Site Paving</b>				
New Sidewalks to Access Trailers and Dispatch	1180	SF	\$ 5.50	\$ 6,490.00
<b>E. Site Improvements</b>				
<b>F. Site Utilities</b>				
Sub Total Phase I				\$ 492,414.00
Design Contingency			3.00%	\$14,772.42
Adjustment for inflation from Jan.2019 to 2020			0.00%	\$0.00
Cost of Work Sub Total				\$ 507,186.42
Contractors Fees (General Conditions)			LS	\$52,500.00
Contractors Fees (Bonds & Insurance)			1.75%	\$9,794.51
Contractors Fees (Overhead & Profit)			LS	\$32,000.00
Total Construction Cost - Phase I:				\$601,480.93
<b>III. Scope of Work - Phase II</b>				
	<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total</b>
<b>A. Demolition / Site Preparation</b>				
Demo of Existing Paving	7,500	SF	\$ 2.50	\$ 18,750.00
Demo of Exterior Walls	2,600	SF	\$ 4.50	\$ 11,700.00
Demo of Interior Spaces	10,800	SF	\$ 2.25	\$ 24,300.00
Demo of Exterior Parapet (at Building Tie-in)	1	LS	\$ 6,000.00	\$ 6,000.00
<b>B. Earthwork &amp; Foundations</b>				
Drilled and Pour Piers	26	EA	\$ 1,200.00	\$ 31,200.00
Excavation & removal from site of soils	105	CY	\$ 22.00	\$ 2,310.00
Select Fill, Average 2' Deep	540	CY	\$ 18.00	\$ 9,720.00
Vapor Barrier	4100	SF	\$ 0.75	\$ 3,075.00
Concrete Slab, 5" Thk.	560	SF	\$ 8.00	\$ 4,480.00
Concrete Slab, 8" Thk.	3550	SF	\$ 10.00	\$ 35,500.00
Concrete Grade Beams	70	CY	\$ 135.00	\$ 9,450.00
<b>C. Superstructure / Building</b>				
Structural Steel	4,150	SF	\$18.00	\$ 74,700.00
Structural Steel Erection	4,150	SF	\$8.00	\$ 33,200.00
Exterior Wall 6" Stud Framing / Sheathing / Insulation	70	LF	\$75.00	\$ 5,250.00

Exterior Wall 8" CMU	2,700	SF	\$16.50	\$ 44,550.00
Moisture Barrier at Exterior Wall	3,700	SF	\$1.25	\$ 4,625.00
Masonry Wainscot (Modular Brick)	950	SF	\$20.00	\$ 19,000.00
Masonry at Day Room Addition	700	SF	\$20.00	\$ 14,000.00
Insulated Metal Wall Panels	3,100	SF	\$17.75	\$ 55,025.00
2 Ply Modified Bit Roofing	4,150	SF	\$11.00	\$ 45,650.00
Metal Decking and Roof Insulation, 5" Polyiso	4,150	SF	\$7.50	\$ 31,125.00
Treated wood blocking at roof	532	LF	\$6.00	\$ 3,192.00
Overhead Doors, 13'-0" x 14'-0" Ht.	4	EA	\$12,500.00	\$ 50,000.00
Exterior Alum. Storefront Windows / Doors	250	SF	\$105.00	\$ 26,250.00
Individual Alum Exterior Windows	290	SF	\$95.00	\$ 27,550.00
Exterior Hollow Metal Doors, Frames, Hardware	12	EA	\$1,800.00	\$ 21,600.00
Treated wood blocking at doors/windows	190	LF	\$3.75	\$ 712.50
Exterior Canopies/Sunshade	915	SF	\$45.00	\$ 41,175.00
Mezzanine Stairs/Railing Modification	1	EA	\$8,500.00	\$ 8,500.00
Painting / Repair of Existing Exterior Plaster Soffits & Parapets	1,150	SF	\$4.50	\$ 5,175.00
<b>D. Interior Construction / Modifications</b>				
Interior PLAM Doors, HM Frames, Hardware	30	EA	\$ 1,450.00	\$ 43,500.00
Interior Hollow Metal Doors, HM Frames, Hardware	7	EA	\$ 2,500.00	\$ 17,500.00
Interior Storefront Window/Door Systems	750	SF	\$ 55.00	\$ 41,250.00
Drywall Partitions - Rated walls	3100	SF	\$ 7.50	\$ 23,250.00
Drywall Partitions - Non rated walls	6900	SF	\$ 5.25	\$ 36,225.00
CMU Partitions - 6" CMU	1300	SF	\$ 11.00	\$ 14,300.00
CMU Partitions - 8" CMU	3300	SF	\$ 12.00	\$ 39,600.00
Frame and install drywall ceilings	800	SF	\$ 4.50	\$ 3,600.00
Tile Backsplash at Kitchen Counters	120	SF	\$ 6.00	\$ 720.00
Industrial Polished Concrete	3800	SF	\$ 5.75	\$ 21,850.00
Sealed Concrete	950	SF	\$ 1.50	\$ 1,425.00
Ceramic Tile (Floor) - Restrooms	520	SF	\$ 6.50	\$ 3,380.00
Ceramic Tile (Floor) - Lobby, Day Room, Kitchen, etc.	1350	SF	\$ 9.00	\$ 12,150.00
Carpet	3600	SF	\$ 3.85	\$ 13,860.00
LVT Tile	2000	SF	\$ 4.25	\$ 8,500.00
Walk Off Carpet Entry mats	250	SF	\$ 8.25	\$ 2,062.50
Paint Drywall / CMU Walls	14600	SF	\$ 1.75	\$ 25,550.00
Paint Drywall Ceilings	800	SF	\$ 2.25	\$ 1,800.00
Paint Exposed Structure	4500	SF	\$ 2.75	\$ 12,375.00
2x2 Lay in Ceiling Tile	9300	SF	\$ 2.75	\$ 25,575.00
Visual Display Surface	6	EA	\$ 950.00	\$ 5,700.00
TV Mounts	4	EA	\$ 250.00	\$ 1,000.00
Building & Room Signage (Interior and exterior)	1	LS	\$ 10,000.00	\$ 10,000.00
Waste Receptacle	8	EA	\$ 150.00	\$ 1,200.00
Paper Towel Dispenser	8	EA	\$ 105.00	\$ 840.00
Toilet Tissue Dispenser	6	EA	\$ 225.00	\$ 1,350.00
Mirrors	6	EA	\$ 300.00	\$ 1,800.00
Soap Dispenser	6	EA	\$ 45.00	\$ 270.00
Towel Bar	4	EA	\$ 65.00	\$ 260.00
Grab Bar, 36"	6	EA	\$ 150.00	\$ 900.00
Grab Bar, 42"	6	EA	\$ 175.00	\$ 1,050.00
L-Shape Grab Bar	1	EA	\$ 325.00	\$ 325.00
Folding Shower Seat	1	EA	\$ 125.00	\$ 125.00
Shower Curtain & Rod	4	EA	\$ 350.00	\$ 1,400.00
Mop Rack	1	EA	\$ 175.00	\$ 175.00

Fire Extinguishers with Bracket	6	EA	\$ 150.00	\$ 900.00
Gear Storage Lockers	32	EA	\$ 650.00	\$ 20,800.00
Floor Leveling	4600	SF	\$ 3.50	\$ 16,100.00
<b>E. Casework / Millwork</b>				
Large Wardrobe / Locker Cabinets at Dorms	54	EA	\$ 500.00	\$ 27,000.00
Solid Surface Countertops	90	LF	\$ 45.00	\$ 4,050.00
Solid Surface Countertops at Bar/Kitchen	23	LF	\$ 55.00	\$ 1,265.00
Base Cabinets	98	LF	\$ 225.00	\$ 22,050.00
Upper Wall Cabinets	70	LF	\$ 175.00	\$ 12,250.00
<b>F. Appliances / Equipment</b>				
Existing Vent Hood - Allowance	1	LS	\$ 1,500.00	\$ 1,500.00
Existing Range - Allowance	1	LS	\$ 1,500.00	\$ 1,500.00
Dishwasher	2	EA	\$ 900.00	\$ 1,800.00
Gear Extractor	1	LS	\$ 8,500.00	\$ 8,500.00
Drying Cabinet	1	LS	\$ 8,500.00	\$ 8,500.00
Washer	1	EA	\$ 1,000.00	\$ 1,000.00
Dryer	1	EA	\$ 1,000.00	\$ 1,000.00
<b>G. Mechanical, Electrical &amp; Plumbing Systems</b>				
<i>Mechanical</i>				
Testing and adjusting	15550	SF	\$ 0.50	\$ 7,775.00
Apparatus Bay Intake and Exhaust System	4	EA	\$ 5,500.00	\$ 22,000.00
Industrial Fans	2	EA	\$ 8,000.00	\$ 16,000.00
Multi Zone Heating / Venting /Air conditioning (incl	12950	SF	\$ 42.00	\$ 543,900.00
<i>Plumbing</i>				
Insulation	15550	SF	\$ 1.75	\$ 27,212.50
Piping	15550	SF	\$ 9.18	\$ 142,749.00
<i>Fixtures</i>				
Toilets	7	EA	\$ 2,600.00	\$ 18,200.00
Urinals	0	EA	\$ 1,250.00	\$ -
RR Sinks	7	EA	\$ 1,800.00	\$ 12,600.00
Shower Heads - Includes Chemical Shower	5	EA	\$ 500.00	\$ 2,500.00
Decon Shower	1	EA	\$ 2,500.00	\$ 2,500.00
Counter sinks	5	EA	\$ 500.00	\$ 2,500.00
Catering Kitchen Sink (Triple)	0	EA	\$ 3,000.00	\$ -
Kitchen Sinks (Double)	2	EA	\$ 2,000.00	\$ 4,000.00
Utility Sinks	3	EA	\$ 2,200.00	\$ 6,600.00
Mop Sink	2	EA	\$ 1,175.00	\$ 2,350.00
Floor Sink	2	EA	\$ 750.00	\$ 1,500.00
Electric Water Heater (1 - 30 Gal)	0	EA	\$ 10,000.00	\$ -
Gas Water Heater (200 Gal)	1	EA	\$ 16,000.00	\$ 16,000.00
Oil Sand Separator / Sample Well	1	EA	\$ 175,000.00	\$ 175,000.00
Grease Trap / Sample Well	1	EA	\$ 20,000.00	\$ 20,000.00
Floor Drains	18	EA	\$ 750.00	\$ 13,500.00
Roof Drain system	10	EA	\$ 1,500.00	\$ 15,000.00
Circulating Pump	2	EA	\$ 2,000.00	\$ 4,000.00
Thermal Expansion Absorbers	1	LS	\$ 1,000.00	\$ 1,000.00
Trap Primer	11	EA	\$ 100.00	\$ 1,100.00
Hose BIB	5	EA	\$ 500.00	\$ 2,500.00
Hose Reels	7	EA	\$ 400.00	\$ 2,800.00
Air Compressor	1	EA	\$ 6,000.00	\$ 6,000.00
Air Dryer	1	EA	\$ 3,000.00	\$ 3,000.00
Wall Hydrants	4	EA	\$ 500.00	\$ 2,000.00



<b>Electrical</b>				
Conduit & Wiring	12950	SF	\$ 4.50	\$ 58,275.00
Lightning Protection and Grounding	1	LS	\$ 30,000.00	\$ 30,000.00
Generator Service and Additional Ventilation	1	LS	\$ 35,000.00	\$ 35,000.00
Alert System Wiring	12950	SF	\$ 1.90	\$ 24,605.00
Fire Alarm System	12950	SF	\$ 2.50	\$ 32,375.00
Security System (Existing Camera relocation)	1	LS	\$ 7,500.00	\$ 7,500.00
Security System (incl. Card reader access)	12950	SF	\$ 1.60	\$ 20,720.00
Security System (alarm intrusion)	12950	SF	\$ 3.00	\$ 38,850.00
Fixtures & Installation	12950	SF	\$ 16.00	\$ 207,200.00
Wire Devices & Trim Out	12950	SF	\$ 1.55	\$ 20,072.50
Ceiling Fans	4	EA	\$ 700.00	\$ 2,800.00
Communications Cabling	12950	SF	\$ 2.55	\$ 33,022.50
Rerouting of Existing Exterior Electrical Conduits	1	LS	\$ 20,000.00	\$ 20,000.00
<b>H. Life Safety Systems</b>				
Wet Pipe Sprinkler System	12950	SF	\$ 4.75	\$ 61,512.50
Stand Pipe	12950	SF	\$ 2.00	\$ 25,900.00
<b>I. Site Paving</b>				
Fine Grade and Compact Subgrade	600	SY	\$ 8.00	\$ 4,800.00
Wheel stops at Parking	5	EA	\$ 95.00	\$ 475.00
Striping of Parking, ADA Spacing, Directional Arrows, ETC.	1	LS	\$ 3,000.00	\$ 3,000.00
Parking Signage	3	EA	\$ 300.00	\$ 900.00
Concrete Parking Lot and Drives (8" thick)	155	CY	\$ 125.00	\$ 19,375.00
Sidewalks	10	CY	\$ 125.00	\$ 1,250.00
Concrete Curbs	160	LF	\$ 10.00	\$ 1,600.00
<b>J. Site Improvements</b>				
Chain Link with Privacy slats	175	LF	\$ 18.00	\$ 3,150.00
Pedestrian Gates 3' x 7'	1	EA	\$ 500.00	\$ 500.00
Concrete Filled Steel Pipe Bollards	10	EA	\$ 250.00	\$ 2,500.00
<b>K. Landscaping &amp; Irrigation</b>				
Sodding / Seeding	14700	SF	\$ 1.75	\$ 25,725.00
Landscape Beds	1	LS	\$ 5,000.00	\$ 5,000.00
Tree Removal	6	EA	\$ 1,250.00	\$ 7,500.00
Irrigation	1	LS	\$ 1,500.00	\$ 1,500.00
<b>L. Site Utilities</b>				
<b>Storm Drainage &amp; Structures</b>				
Site Storm	7500	SF	\$ 4.25	\$ 31,875.00
<b>IV. Scope of Work - Phase III</b>				
	<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total</b>
<b>A. Demolition / Site Preparation</b>				
Remove Temporary Walls at Bay Doors	1	LS	\$ 450.00	\$ 450.00
Remove Existing Exhaust System	1	LS	\$ 1,500.00	\$ 1,500.00
Remove Temporary Kitchen	1	LS	\$ 2,500.00	\$ 2,500.00
<b>B. Annex Renovation Work</b>				
New Carpet at Gym	280	SF	\$ 3.85	\$ 1,078.00
New Rubber Base at Gym	72	LF	\$ 1.80	\$ 129.60
New 2 x 2 Lay-In Ceiling at Gym	280	SF	\$ 2.65	\$ 742.00
New Lighting at Gym	1	LS	\$ 2,500.00	\$ 2,500.00
Paint Gym	280	SF	\$ 3.85	\$ 1,078.00
Raise Existing Mezzanine Structure, Railing, Lighting, Stair	1	LS	\$ 14,000.00	\$ 14,000.00
<b>Mechanical</b>				

Modify Existing Ductwork & Grille Locations at Gym	1	LS	\$ 2,000.00	\$ 2,000.00
Annex Bay Intake and Exhaust System	2	EA	\$ 5,000.00	\$ 10,000.00
<b>Sub Total</b>		SF	\$193.45	\$3,008,093.60
<b>Design Contingency</b>		3.00%		\$90,242.81
<b>Adjustment for inflation from Jan.2019 to 2020</b>		0.00%		\$0.00
<b>Cost of Phase II &amp; III Work Sub Total</b>				\$3,098,336.41
Contractors Fees (General Conditions)			LS	\$330,000.00
Contractors Fees (Bonds & Insurance)			1.75%	\$59,995.89
Contractors Fees (Overhead & Profit)			LS	\$205,000.00
<b>Total Construction Cost, Phase II &amp; III:</b>				\$3,693,332.30
<b>Total Construction Cost, Phase I, II &amp; III:</b>				\$4,294,813.23
<b>Total Soft Costs:</b>				\$840,776.66
<b>Total Project Cost:</b>				\$5,135,589.89

## DISPATCH EQUIPMENT

Communications Equipment (Dispatch Relocation)	1	LS		\$25,000.00
Dispatch Consoles	1	LS	#340,000	\$150,000.00
Dispatch Desks	1	LS		\$15,000.00
Recorder	1	LS		\$75,000.00
Alert System Encoder	1	LS		\$75,000.00
<b>Total Dispatch Equipment Cost:</b>				\$340,000.00

## POSSIBLE DEDUCTIVE ALTERNATES


The following list of Alternates are included in the Total Construction Cost noted above, and the dollar amount listed can be subtracted from the Total Construction Cost to reduce the over-all Total Project Cost

V. Scope of Work - Alternates	Quantity	Unit	Cost per Unit	Total
<b>A. Day Room Addition</b>				
Day Room Addition Building	580	SF	\$ 300.00	\$ 174,000.00
<b>B. Entry Signage Obelisk &amp; Canopy Reduction</b>				
Brick Façade/Graphic Signage/Reduced Canopy Size	1	LS	\$ 36,750.00	\$ 36,750.00
<b>C. Annex Improvements</b>				
Heater Replacement	1	LS	\$ 6,500.00	\$ 6,500.00
Lighting Replacement	1	LS	\$ 3,500.00	\$ 3,500.00
<b>Total Deductive Alternates:</b>				\$220,750.00

## ITEMS THAT COULD BE CHARGED AGAINST REVENUE

VI. Scope of Work - Exterior Temporary Facilities	Quantity	Unit	Cost per Unit	Total
<b>A. Soft Costs:</b>				
Temporary Sleeping Trailer 1 with Restrooms	10	Mths	\$ 1,550.00	\$ 15,500.00
Temporary Sleeping Trailer 2 with Restrooms	10	Mths	\$ 1,550.00	\$ 15,500.00
Temporary Office Trailer	10	Mths	\$ 1,250.00	\$ 12,500.00
Temporary Truck Tent	10	Mths	\$ 2,900.00	\$ 29,000.00
Temporary Trailer Erect / Removal	1	LS	\$ 10,000.00	\$ 10,000.00
Temporary Truck Tent Erect / Removal	1	LS	\$ 2,500.00	\$ 2,500.00
Trailer Modifications	1	LS	\$ 15,000.00	\$ 15,000.00
Purchase Storage Containers	3	EA	\$ 2,800.00	\$ 8,400.00
<b>Total Soft Costs:</b>				\$ 108,400.00
<b>B. Construction Cost Phase I</b>				
Temporary Power for Trucks and Ambulances	1	LS	\$ 3,000.00	\$ 3,000.00
Temporary Power for Trailers	3	EA	\$ 3,500.00	\$ 10,500.00
Temporary Alert System	1	LS	\$ 2,500.00	\$ 2,500.00
<i>Utility Connections to Temporary Trailers</i>				
Sanitary Sewer Connections	1	LS	\$ 2,000.00	\$ 2,000.00
Domestic Water Connections	1	LS	\$ 2,500.00	\$ 2,500.00
Electrical Connections	1	LS	\$ 3,750.00	\$ 3,750.00
Soil Preparation for Temporary Trailers	1	LS	\$ 4,500.00	\$ 4,500.00
Stair Access and Ramps to Temporary Buildings	1	LS	\$ 8,500.00	\$ 8,500.00
<b>C. Construction Cost Phase III</b>				
Disconnect Utilities and Remove Temporary Trailers	1	LS	\$ 7,500.00	\$ 7,500.00
Grade Site where Temporary Trailers were Located	1	LS	\$ 3,500.00	\$ 3,500.00
<b>Sub Total Construction Costs</b>				\$48,250.00
<b>Design Contingency</b>			5.00%	\$2,412.50
<b>Adjustment for inflation from Jan.2019 to 2020</b>			0.00%	\$0.00
<b>Cost of Work Sub Total</b>				\$50,662.50
<b>Contractors Fees (General Conditions)</b>			LS	\$7,500.00
<b>Contractors Fees (Bonds &amp; Insurance)</b>			1.75%	\$1,017.84
<b>Contractors Fees (Overhead &amp; Profit)</b>			LS	\$3,300.00
<b>Total Construction Cost Exterior Temporary Facilities:</b>				\$ 62,740.34
<b>Total Soft Costs (from above):</b>				\$ 108,400.00
<b>Total Exterior Temporary Facilities:</b>				\$ 171,140.34



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Number of Incidents 2019			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents					% of fire type = fire alarm	
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2019 Calls are:		Fire Alarms	% of Fire Calls
					1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS		
Bunker Hill Village	114	98	212	38	3:04	96%	5:26	100%	8	6:52	75%	54%	46%	47	41%
Hedwig Village	158	241	399	106	3:22	100%	3:18	100%	20	3:44	100%	40%	60%	56	35%
Hilshire Village	18	35	53	16	3:29	100%	5:30	100%	2	5:20	50%	34%	66%	9	50%
Hunters Creek Village	228	130	358	48	4:24	100%	5:25	100%	15	5:09	80%	64%	36%	93	41%
Piney Point Village	150	115	265	42	3:33	100%	5:26	100%	12	4:46	100%	57%	43%	85	57%
Spring Valley Village	128	125	253	55	2:22	100%	4:32	100%	7	5:05	85%	51%	49%	43	34%
Houston	165	2	167												
<b>Totals</b>	<b>961</b>	<b>746</b>	<b>1707</b>	<b>305</b>	<b>3:22</b>	<b>100%</b>	<b>4:56</b>	<b>100%</b>	<b>64</b>	<b>5:09</b>	<b>82%</b>	<b>56%</b>	<b>44%</b>	<b>333</b>	<b>35%</b>

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.


Column 13: Reflects the year to date, percentage of calls which our "fire type" calls.

Column 14: Reflects the year to date, percentage of call which our "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: November 25, 2019

SUBJECT: Windemere Neighborhood Association

Agenda Item: 3

This agenda item will provide the City Council with the opportunity to discuss the Windemere construction project with representatives from the Windemere Home Owners Association.

City of Houston, Texas, Ordinance No. 2009- 763

**AN ORDINANCE AMENDING THE CITY OF HOUSTON BUILDING CODE RELATING TO SIDEWALKS; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE FOREGOING SUBJECT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.**

\* \* \* \* \*

**WHEREAS**, Chapter 214 of the Texas Local Government Code generally provides that the International Building Code is the standard building code applicable to buildings in the State of Texas; and

**WHEREAS**, of the Texas Local Government Code allows municipalities to adopt certain local amendments and local administrative and enforcement provisions for the International Building Code; and

**WHEREAS**, the City Council of the City of Houston adopted the International Building Code along with certain local amendments by Ordinance No. 2006-5, and has subsequently adopted further local amendments thereto; and

**WHEREAS**, the City Council of the City of Houston desires to adopt additional local amendments to the International Building Code relating to the construction of sidewalks; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:**

**Section 1.** That the findings contained in the preamble of this Ordinance are determined to be true and correct and are hereby adopted as a part of this Ordinance.

**Section 2.** That Item 3 of Section 3110.6 of the volume of the City of Houston Construction Code known as the City of Houston Building Code, as adopted by Ordinance No. 2006-5, is hereby amended to read as follows:

"3. Construction Standards for Driveways and Sidewalks on Curb-type Streets (P.W. Dwg. No. 02754-01A)."

**Section 3.** That Section 3110.8 of the volume of the City of Houston Construction Code known as the City of Houston Building Code, as adopted by Ordinance No. 2006-5, is hereby amended to read as follows:

**"3110.8 Sidewalks.** Sidewalks (five feet wide) shall be constructed along all major thoroughfares abutting the property being developed. Sidewalks (five feet wide) shall be constructed along all other public streets abutting the property being developed where:

1. The property's frontage spans an entire block;
2. Sidewalks exist on any adjacent property;
3. The property has more than 125 feet of total street frontage; or
4. The property is located in an "urban area" designated pursuant to Chapter 42 of the City Code.

Except as provided by subsection 4, above, sidewalks are not required under this provision when all the following conditions exist:

1. The development is construction of a single family residence,
2. There was previously a single family residence on the lot that was demolished after August 19, 2009<sup>1</sup>, and
3. The property has not been replatted and has not changed the number of units.

Sidewalks (six feet wide with a clear pedestrian space at least six feet wide and seven and one-half feet high) shall be constructed along all transit corridor streets and type A streets as designated pursuant to Chapter 42 of the City Code and abutting the property being developed.

State highways and freeway frontage roads within the jurisdiction also fall within the scope of this requirement, subject to state review required in Section 3110.5.

**Exceptions:**

1. The city engineer shall have the authority to modify the requirements of this section to the extent necessary to accommodate the sidewalk when determined that it is technically or otherwise infeasible to comply, such as where there is a lack of public right-of-way or the presence of fire hydrants, mail boxes, utility poles, or other improvements lawfully permitted within the public right-of-way.
2. The city engineer shall have the authority to modify the requirements of this section when the property is situated in a

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<sup>1</sup> Editor to insert effective date of Ordinance.



planned community in which alternative pedestrian trails or passage ways are provided in lieu of sidewalks.

3. The city engineer shall have the authority to modify the requirements of this section for a single family residence on a vacant lot that has not been replatted and not changed the number of units.

**NOTE:** Construction or repairs of sidewalks, driveways, curbs, curb ramps, and gutters shall comply with this chapter, Chapter 40, Article III of the City Code; Chapter 42, Article IV of the City Code; and the Infrastructure Design Manual of the City Department of Public Works and Engineering. The provisions of this section are cumulative of other sidewalk requirements in this Code."

**Section 4.** That Drawing 31-3 at the end of Chapter 31 of the volume of the City of Houston Construction Code known as the City of Houston Building Code is hereby amended to read as set forth in Exhibit A, attached hereto and incorporated herein.

**Section 5.** That if any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance or their applicability to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose

**Section 6.** The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law,

Chapter 551, Texas Government Code Annotated; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

**Section 7.** That there exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; however, in the event that the Mayor fails to sign this Ordinance within five days after its passage and adoption, it shall take effect in accordance with Article VI, Section 6, Houston City Charter.

PASSED AND ADOPTED this 19<sup>th</sup> day of August, 2009.

APPROVED this 19<sup>th</sup> day of August, 2009

*Bill White*

\_\_\_\_\_  
Mayor of the City of Houston

Pursuant to Article VI, Section 6, Houston City Charter, the effective date of the foregoing Ordinance is \_\_\_\_\_.

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

(Prepared by Legal Dep't) DEBORAH F. ALLEN  
(DFM:dfm August 14, 2009) Senior Assistant City Attorney  
(Requested by Michael S. Marcotte, P.E., D. WRE, BCEE, Director, Public Works and Engineering Department)

(L.D. File No. 0610600089002)

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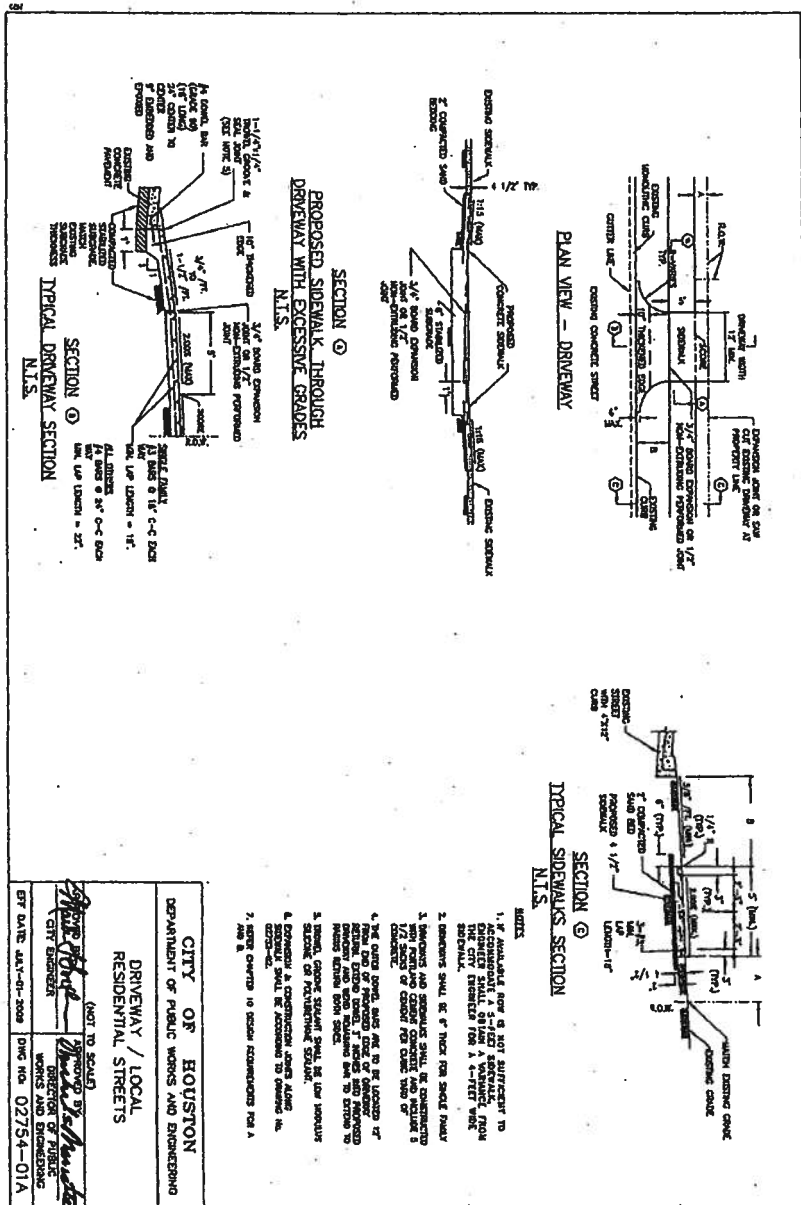
CAPTION PUBLISHED IN DAILY COURT

REVIEW

DATE: AUG 25 2009

AYE	NO	
✓		MAYOR WHITE
••••	••••	COUNCIL MEMBERS
✓		LAWRENCE
✓		JOHNSON
	ABSENT DUE TO BEING ILL	CLUTTERBUCK
✓		ADAMS
	ABSENT	SULLIVAN
✓		KHAN
✓		HOLM
✓		GONZALEZ
	ABSENT ON PERSONAL BUSINESS	RODRIGUEZ
	ABSENT-OUT OF CITY ON PERSONAL BUSINESS	BROWN
✓		LOVELL
✓		NORIEGA
✓		GREEN
✓		JONES
CAPTION	ADOPTED	

# EXHIBIT A



- NOTES**
1. IF AVAILABLE FOR IS NOT SUBJECT TO ACCORDANCE WITH A SCHEDULED SIDEWALK FROM THE CITY ENGINEER FOR A 4'-FEET WIDE SIDEWALK.
  2. REINFORCERS SHALL BE 6" THICK FOR SHOULDER FINISH.
  3. DIMENSIONS AND SPECIFICATIONS SHALL BE CONSIDERED WITH PORTLAND CEMENT CONCRETE AND REINFORCEMENT SHALL BE 4" DIA. FOR DRIVEWAY AND 3" DIA. FOR SIDEWALK.
  4. THE DATE OF PROPOSED SIDEWALK SHALL BE THE DATE OF PROPOSED SIDEWALK AND NOT THE DATE OF DRIVEWAY AND NOT THE DATE OF SIDEWALK.
  5. REINFORCERS SHALL BE 6" THICK FOR SHOULDER FINISH.
  6. DRIVEWAY SHALL BE CONSIDERED TO BE 4'-FEET WIDE.
  7. REFER CHARTER TO LOCAL ENGINEERS FOR A AND B.

**CITY OF HOUSTON**  
 DEPARTMENT OF PUBLIC WORKS AND ENGINEERING  
 DRIVEWAY / LOCAL  
 RESIDENTIAL STREETS

*Approved by:* \_\_\_\_\_  
 CITY ENGINEER

*Approved by:* \_\_\_\_\_  
 SUPERVISOR OF PUBLIC WORKS AND ENGINEERING

BY DATE: JAN-10-2009 DWG NO: 02754-01A

**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: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 


MEETING DATE: November 25, 2019

SUBJECT: Discussion Item - Sidewalk Requirements

**Agenda Item: 4**

This agenda item is a follow-up from the October 28 meeting discussion regarding sidewalk widths and requirements. This item was tabled during the last meeting and it was the Council's direction to bring this item back for further discussion. David Olson has provided us with a copy of the City of Houston's sidewalk ordinance for Council consideration and the proposed sidewalk ordinance from the October meeting is also included.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: November 25, 2019

SUBJECT: Temporary Certificates of Occupancy

Agenda Item: 5

This agenda item calls for the City Council to consider the existing Temporary Certificate of Occupancy process. Ordinance 2017.09.25B changed the City's process for Certificates of Occupancy by adding *Temporary* Certificates of Occupancy to Section 74-176 of the Code of Ordinances. This change allowed a homeowner to occupy their property before the completion of all of the City's requirements for the occupancy of a property.

The Temporary Certificate of Occupancy process requires the property owner and builder to certify in writing that they will be able to meet the requirements of a certificate of occupancy within 45 days of the issuance of a temporary certificate of occupancy. The property owner and builder also agree that for each day beyond the 45 day time period the property owner will pay \$2000 a day in liquidated damages for failure to comply with the ordinance.

Since the Council's approval of Ordinance 2017.09.25B the City has approved eight Temporary Certificates of Occupancy. Two of these eight properties are currently within the 45 day window that allows the property owner to live in the house before completion of the Certificate of Occupancy.

These two houses are located at 301 Hedwig Road and at #5 Memorial Point

Of the remaining six houses:

11401 Quail Hollow has exceeded its 45 day time limit and the City is holding the security deposit

11320 Somerland Way exceeded its deadline by 2 days in 2017. The full security deposit was reimbursed to the homeowner.

458 Jan Kelly Lane – exceeded its deadline by 12 days in 2017. The full security deposit was reimbursed to the homeowner.

11330 Greenbay – did not submit a deposit.

203 Kinkaid – met required timeframe and full security deposit was reimbursed to the homeowners.



454 Blalock Road – met required timeframe and full security deposit was reimbursed to the homeowners.

Copies of the previous certificate of occupancy ordinance and the 2017 ordinance amending the certificate of occupancy ordinance are attached for your review.

ORDINANCE NO. 2017.09.25B

AN ORDINANCE AMENDING DIVISION 6 OF ARTICLE II OF CHAPTER 74 OF THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, TEXAS, BY DELETING SECTION 74-176 IN ITS ENTIRETY AND ADDING A NEW SECTION 74-176, ESTABLISHING REGULATIONS FOR CERTIFICATES OF OCCUPANCY, TEMPORARY CERTIFICATES OF OCCUPANCY, AND RELATED FISCAL SECURITY; PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION; AND PROVIDING FOR SEVERABILITY.

\* \* \* \* \*

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

**Section 1.** That Section 74-176 be deleted in its entirety and a new Section 74-176 be added to Division 6 of Article II of Chapter 74 to provide as follows:

**“Article II. – Administration**

\* \* \*

**Division 6. – Certificate of Occupancy**

**Sec. 74-176 – Certificates of occupancy or completion, temporary certificates of occupancy and related fiscal security.**

Before occupancy, use or change of use, a certificate of occupancy shall be required upon substantial completion for any of the following:

- (1) Occupancy and use of a building erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land.
- (4) Change in the use of land to a use of a different classification.
- (5) Any change in the use of a conforming use.

- (6) A person may file an application with the building official for the installation of gas meters before the issuance of a certificate of occupancy, provided that:
  - a. The proposed use or temporary occupancy, if applicable, is not hazardous to life, health, or public safety; and
  - b. The applicant posts fiscal security with the building official equal to the estimated cost to perform the installation of the gas meter, but in no event shall exceed \$2,000. A qualified professional must provide the city building official with an estimate of the cost, and the building official's approval of the estimate is required. An applicant must post the security as a cash deposit.
  
- (7) A temporary certificate of occupancy may be obtained if the structure has been completed and the issuance of the final certificate of occupancy is solely dependent upon the successful completion of all exterior improvements, exterior inspections, and the building final, provided that:
  - a. A preliminary final walk-through has been completed, and successful passage of such walk-through confirmed, by two of the three following City Officials: the Building Official, the City Administrator, or the Mayor; and
  - b. The occupancy of the building is not hazardous to life, health, or public safety; and
  - c. The structure has successfully passed all interior inspections, including completion of the interior final; and
  - d. The applicant posts fiscal security with the building official in the amount of \$25,000.00. An applicant must post the security as a cash deposit; and
  - e. The property owner and builder affirm, in writing, that the property will be able to receive a Certificate of Occupancy within 45 days of the issuance of the Temporary Certificate of Occupancy. Furthermore, the property owner and builder agree that for each day beyond the 45 day time period, the property owner will pay \$2,000 a day from the fiscal

security as liquidated damages for failure to comply with the terms of this Section.

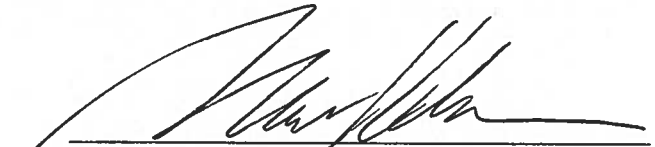
- (8) The city shall return any remaining fiscal security, if any, to the applicant if the building official determines that the applicant has obtained a certificate of occupancy; provided, however, if the building official determines that an applicant has breached the obligations secured by the fiscal security, such fiscal security shall be paid to the city as liquidated damages. The applicant is liable to the city for any costs incurred by the city that exceed the amount of fiscal security.”

**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.

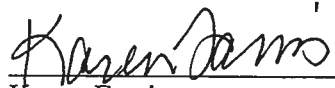
**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate 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.

PASSED, APPROVED, AND ADOPTED on first and final reading this 25th day of September, 2017.

  
Mark Kobelan  
Mayor

ATTEST:

  
Karen Farris  
City Secretary



**Sec. 74-176. - Certificates of occupancy or completion.**

Before occupancy, use or change of use, a certificate of occupancy or completion shall be required upon substantial completion for any of the following:

- (1) Occupancy and use of a building erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land.
- (4) Change in the use of land to a use of a different classification.
- (5) Any change in the use of a conforming use.
- (6) A person may file an application with the building official for the installation of gas meters before the building or structure is finished, provided that:
  - a. The proposed use or occupancy is not hazardous to life, health, or public safety;  
and
  - b. The applicant shall post fiscal security with the building official.
- (7) The amount of fiscal security posted by an applicant shall equal the estimated cost to do the work for which the fiscal security is required, but in no event shall exceed \$25,000.00. A qualified professional must provide the city building official with an estimate of the cost, and the building official's approval of the estimate is required. An applicant must post the security as a cash deposit.
- (8) The city shall return the fiscal security to the applicant if the building official determines that the applicant has obtained a certificate of occupancy.
- (9) Fiscal security shall be forfeited if the building official determines that an applicant has breached the obligations secured by the fiscal security. The city shall pay the balance of the fiscal security, if any, to the applicant. The applicant is liable for the cost that exceeds the amount of fiscal security, if any, to the city.

*(Ord. No. 647, § 7.6, 6-25-84; Ord. No. 945, 7-24-06)*



# City of Piney Point Village

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

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

October 24, 2019

Marcelo and Guilianna Oliveira  
5 Memorial Point  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 5 Memorial Point before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, December 7, 2019:

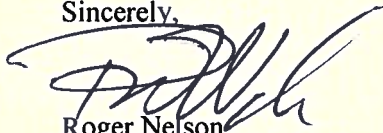
MVWA Cleanout Inspection  
Tree Final  
AC's to be screened  
Driveway Final  
Drainage Final

Fence Final  
Deck Final  
Pool Final  
Tree Final  
Final As-Built Topo

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

  
Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Marcelo Oliveira Owner Marcelo

Agreed: ~~Guilianna Oliveira~~, Owner Guilianna Nakashima  
GIULIANA NAKASHIMA

Agreed: Rob Ryan, Builder Rob Ryan



# City of Piney Point Village

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

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

October 23, 2019

Stuart and Tammy Spence  
301 Hedwig Road  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 301 Hedwig Road before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, December 6, 2019:

- Drainage Final
- Final As-Built Topo

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Stuart Spence, Owner \_\_\_\_\_

Agreed: Tammy Spence, Owner \_\_\_\_\_

Agreed: Blake Kahanek, Builder \_\_\_\_\_





# City of Piney Point Village

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

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

January 3, 2019

Jeff Drda and Gina Drda  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 11401 Quail Hollow before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, February 19, 2019:

- Interior House Final
- Accessory Structure Final
- Irrigation Final
- Sport Court Final
- Turf Final
- Fence Final
- 2 Outdoor Landscape Lights – Pool and Sport Court
- Drainage Final
- Tree Final
- Final As-Built Topo Final
- Memorial Village Water Authority Approval on Clean Out Inspection

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Jeff Drda, Owner 

Agreed: Gina Drda, Owner 

Agreed: Brian Thompson, Builder 

# Check Refund Request

## Temp Certificate of Occupancy

Acct # 10-2404  
 Acct # \_\_\_\_\_  
 Entered 10/18/19 KCF  
 Approved [Signature]  
 Posted \_\_\_\_\_



<b>Date Request:</b> 10/08/2019	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> 2510 <b>Incode</b>
<b>Original Check Date:</b> 01/04/2019	<b>Original Check Processed Date:</b> 01/04/2019	<b>Property Address:</b> 11401 Quail Hollow Lane
<b>Permit #:</b> Original Fundview P# 16-00877-01 Incode P#16654	<b>Applicant Name:</b> Cyndi Robinson w/ Thompson Custom Homes	<b>Contact Phone Number:</b> Cyndi (405) 517-8761
<b>Builder Contact Name :</b> Cyndi Robinson w/ Thompson Custom Homes	<b>Original Resident Address:</b>  Jeffrey and Gina Drda 119 Willowend Drive Houston, Texas 77024	<b>Notes:</b> Resident paid by <del>check</del> personal check the \$25,000.00 temp certificate of occupancy. However, the timing on the completion of this project has exceeded the allowable time period. <b>Completion date as noted:</b> 02/19/2019. The final as built topo was approved on: 09/04/2019
<b>Builder Phone &amp; E-Mail;</b>  Cyndi w/ Thompson Custom Homes (405) 517-8761 Cell (832) 337-0197 Office  <crobinson@thompsoncustomhomes.com>	<b>Resident E-Mail, Phone &amp; Address</b>  Jeff and Gina Drda 11401 Quail Hollow Lane Houston, Texas 77024	<b>Permit Number:</b> Original Permit Numbers  <b>Original Fundview</b> P# 16-00877-01 Incode P#16654
<b>Original Receipt Transaction</b> Receipt: #00014742 Trans: # 110.0000 Term: 998 Ref: Ck#5257 Date: 01/04/2019 Time: 10:16 A.M.	<b>Notes;</b>  See the attached copy of the check and receipt.	<b>Make Check Payable:</b> (check to order) Jeffrey & Gina DRDA 11401 Quail Hollow Lane Houston, TX 77024
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<b>Check Refund Amount</b> \$25,000.00 ? Temp <del>check</del> Deposit

Cert of Occup



# City of Piney Point Village

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

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

August 22, 2018

Neil and Jennifer Wizel  
203 Kinkaid  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 203 Kinkaid before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, October 5, 2018:

- Tree Final
- Final As-Built Topo Drainage Approval
- Drainage Final
- Pool Final
- Decking Final
- Generator Final
- Cabana Final
- Memorial Village Water Authority Final
- 207 Kinkaid Re-Established

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Neil Wizel, Owner

Agreed: Jennifer Wizel, Owner

Agreed: Kenneth French, Builder

## Check Refund Request (Temp Cert of Occupancy Deposit)

<b>Date Request:</b> 10/15/2018	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Check Date:</b> 08/13/2018	<b>Original Check Processed Date:</b> 08/13/2018	<b>Property Address:</b> 203 Kinkaid School Drive
<b>Permit #: (Fundview)</b> P# 15845	<b>Applicant Name:</b> Builder  Abercrombie Builders	<b>Contact Phone Number:</b>  Kenneth French (281) 960-1239
<b>Builder Name &amp; Address:</b> Abercrombie Custom Homes 730 N Post Oak Road Suite 110 Houston, Texas 77024	<b>Original Resident Address:</b>	<b>Notes:</b> . Builder paid the gas meter depoist
<b>Builder E-Mail;</b>  Kenneth French <kenneth@abuildersinc.com>	<b>Resident E-Mail, Phone &amp; Address</b> <b>Neil A. Wizel</b> Managing Director   First Reserve 600 Travis, Suite 6000, Houston, TX 77002 D: +1 713 821 7148   F: +1 713 821 7158 <a href="mailto:nwizel@firstreserve.com">nwizel@firstreserve.com</a> <a href="http://www.firstreserve.com">www.firstreserve.com</a>	<b>Permit Number:</b> Original Permit Numbers  Incode P# 15845
<b>Original Receipt Transaction Incode</b> <b>Receipt:</b> 00013478 <b>Trans:</b> #110.0000 Gas Meter <b>Term:</b> 998 <b>Ref:</b> Ck# 56113 <b>Time:</b> 10:44 a.m. <b>Date:</b> 08/13/2018	<b>Notes;</b>  See the attached copy of the check and receipt.  House completed on time	<b>Make Check Payable:</b>  <b><u>Abercrombie Builders</u></b> <b><u>730 N Post Oak Road, Suite 110</u></b> <b><u>Houston, Texas 77024</u></b>
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<b>Check Refund Amount</b> <b>\$25,000.00</b> <b>Temp Cert of Occ Deposit</b>

# DRAIN OTHER PERMIT

PERMIT #: 15844

PERMIT DATE: 10/05/2018

PROJECT ADDRESS: 203 KINKAID SCHOOL DR  
 SUBDIVISION:  
 NEIGHBORHOOD: 7847  
 ZONING  
 FLOOD ZONE  
 BUILDING CODE:

EXPIRES: 4/03/2019  
 LOT #: 4  
 BLK #: 2  
 TRACT: 7847 MAP FACET 5057D  
 HCAD#: 0901130000004  
 SETBACKS: FRONT RIGHT  
 REAR LEFT

OWNER: NIEL WIZEL  
 ADDRESS: 203 KINKAID SCHOOL DRIVE  
 HOUSTON TX 77024

CONTRACTOR: ABERCROMBIE BUILDERS INC  
 ADDRESS: 730 N. Post Oak Road  
 Houston TX 77024  
 713-680-2424

PHONE 1:  
 PHONE 2:  
 CELL#:  
 EMAIL:

PHONE 1:  
 PHONE 2:  
 CELL:  
 EMAIL:

HOA STATUS:  
 NAME:  
 PHONE#:

EST. VALUE: \$ 500.00

NOTE 1: FINAL AS BUILT TOPO APPRV  
 NOTE 2: ON 10.03.2018

FEE CODE	DESCRIPTION	AMOUNT
DRAIN OTH	DRAINAGE -OTHER	\$ 500.00
<b>TOTAL</b>		<b>\$ 500.00</b>

### IMPORTANT MESSAGE

**No use of any building is permitted without a Certificate of Occupancy, including the storage of any items. Use of the building prior to issuance of a Certificate of Occupancy will require the gas and electric to be terminated, not excluding other penalties. NO WORK ALLOWED ON SUNDAYS.**

It is understood and acknowledged that any landscaping or site improvements performed in addition to the permitted drainage plan must adhere to the permitted drainage plan. If such landscaping or site improvements do not adhere to the permitted drainage plan and are significantly different than the permitted drainage plan, a Certificate of Occupancy will NOT be issued. In the event landscaping or site improvements are performed which are in conflict with the permitted drainage plan, then such landscaping and site improvements shall be changed to adhere to the permitted drainage plan, or a new drainage plan must be submitted and approved prior to a Certificate of Occupancy being issued.

It is the builder's/owner of the property's responsibility to make sure that the project job site is cleaned and maintained during the construction process.

It is the builder's/owner of the property's responsibility to make sure that all building materials and construction debris is secured during severe weather and extreme winds.

**Applicant hereby certifies that all provisions of the Building Laws and Ordinances will be complied with and that all statements made are true and correct.**

*[Handwritten Signature]*  
 \_\_\_\_\_  
 SIGNATURE OF ACKNOWLEDGEMENT OF CONTRACTOR/OWNER OF PROPERTY

10/5/18  
 \_\_\_\_\_  
 Date

*Kenneth W. French*  
 \_\_\_\_\_  
 PRINT SIGNATURE OF ACKNOWLEDGEMENT

ANNETTE ARRIAGA

PERMIT APPROVED BY: \_\_\_\_\_

**Contractor Work Hours**  
 Monday through Friday: 7:00 AM to 7:00 PM  
 Saturday: 8:00 AM to 6:00 PM  
**NO WORK ALLOWED ON SUNDAYS!**

CITY OF PINEY POINT VILLAGE  
713-782-0275

REC#: 00013478 8/13/2018 10:44 AM  
OPER: AA TERM: 998  
REF#: CK#56113

TRAN: 110.0000 GAS METER DEPOSIT  
ABERCROMBIE BUILDERS  
730 N POST OAK ROAD  
Gas Meter Deposit 25,000.00CR

TENDERED: 25,000.00 CHECK  
APPLIED: 25,000.00-

CHANGE:            0.00

Payments can be made online  
[www.cityofpineypoint.com](http://www.cityofpineypoint.com)

ORIGINAL DOCUMENT HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



**ABERCROMBIE CUSTOM HOMES, L.P.**

PH. 713/680-2424  
730 N. POST OAK ROAD, SUITE 110  
HOUSTON, TEXAS 77024

TEXAS GULF BANK, N.A.  
200 W. 2ND FREEPORT, TEXAS 77541  
979-233-4401

88-1548/1131

CHECK NO. 56113

PAY **Twenty-Five Thousand and 00/100 Dollars**  
TO THE  
ORDER OF

DATE

AMOUNT

Aug 13, 2018

\*\*\*\*\*\$25,000.00

CITY OF PINEY POINT VILLAGE  
7676 WOODWAY DR SUITE 300  
HOUSTON, TX 77063

*Net 203 Kinkaid Drive  
Schowl*

AUTHORIZED SIGNATURE

⑈056113⑈ ⑆113115484⑆

7000700807⑈

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES A SECURITY SCREEN BACKER



# City of Piney Point Village

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

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

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 10/05/2018

## 203 KINKAID SCHOOL DRIVE

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

**PROJECT #: 15845**

**PROJECT #. 16-00559-01**

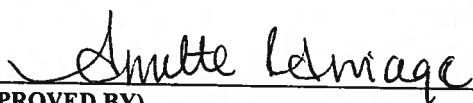
**FUNDVIEW**

**OCCUPATION TYPE: NEW SINGLE  
FAMILY HOME**

**PROPERTY OWNER: NIEL ALAN & JENNIFER L. WIZEL**

**BUILDER/CONTRACTOR NAME: ABERCROMBIE BUILDERS INC**

**PROJECT COMPLETION DATE: October 5, 2018**

  
(APPROVED BY)

10/5/2018  
DATE

Annette R. Arriaga  
Director of Planning, Development & Permits





October 3, 2018

Mr. Mario Colina  
Probstfeld & Associates  
515 Park Grove Drive, Suite 102  
Katy, Texas 77450

Re: On-Going Services  
As-Built Review of 203 Kinkaid School Dr – **Second Submittal**  
Piney Point Village, Texas  
HDR Job No. 18-004A

Dear Mr. Colina:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 9/18/18. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As Built plan.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
City Engineer

Cc: Annette Arriaga – City of Piney Point Village



# City of Piney Point Village

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

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

May 5, 2018

Mark and Kelly Gabrisch  
13300 Greenbay  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 13300 Greenbay before the completion of the final City checklist.

Your signature below 11330 Greenbay indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, June 18, 2018:

- Tree Final
- Final As-Built Topo Drainage Approval
- Memorial Village Water Authority Final Clean Out Inspection
- Fence Final

Failure to comply with or complete any item (other than the Fence Final) on the above checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

The issue with the height of the back fence will be determined by the Board of Adjustment on June 14, 2018. If the Board of Adjustment denies your request for a variance, you will have 14 days to comply with the Board's decision regarding the fence. The Temporary Certificate of Occupancy will remain in effect and failure to comply with changes to the back fence will result in the levying of a fine of \$2,000 per day, to be taken from the posted security, beginning June 29, 2018.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Mark Gabrisch, Owner

5-2-18

Agreed: Kelly Gabrisch, Owner

Agreed: Brian Thompson, Builder

# Check Refund Request

## (Temp Cert of Occupancy Deposit)

<b>Date Request:</b> 08/21/218	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Check Date:</b>	<b>Original Check Processed Date:</b>	<b>Property Address:</b> 11330 Greenbay Road
<b>Permit #: (Fundview)</b> P# 16-00271-01	<b>Applicant Name:</b> Cyndi Robinson  Thompson Custom Homes	<b>Contact Phone Number:</b> (832) 327-0197 office (405) 517-8761 cell
<b>Builder Name &amp; Address:</b> Cyndi Robinson 1414 Woodvine Houston, Texas 77055 (832) 327-0197	<b>Original Resident Address:</b>	<b>Notes:</b> NO deposit was submitted for this project. deadline was 06.18.18 as per app m 06.1
<b>Builder E-Mail;</b>  CYNDI ROBINSON Thompson Custom Homes E: <a href="mailto:cyndi@thompsoncustomhomes.com">cyndi@thompsoncustomhomes.com</a>	<b>Resident E-Mail, Phone &amp; Address</b>	<b>Permit Number:</b> Original Permit Numbers  Incode P# 15731 Fundview P#16-00271-01
<b>Original Receipt Transaction Incode</b> Receipt /Trans #110 Term: 998 Ref: Ck# 36999 Time: 02:40 PM Date: 12/27/2017	<b>Notes;</b>  See the attached copy of the check and receipt.	<b>Make Check Payable:</b>  <u>Thompson Construction</u> <u>1414 Woodvine</u> <u>Houston, Texas 77055</u>
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<del>                     Check Refund Amount \$25,000.00 Temp Cert of Occ Deposit                 </del>

NO deposit was submitted w/ the temp COGO.



# City of Piney Point Village

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

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

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 8/13/2018

### 11330 GREENBAY STREET

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

**PROJECT #:** 15731

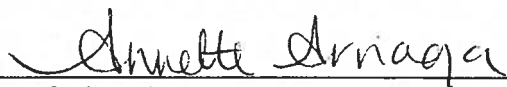
**PROJECT#:** 16-00271-01

**OCCUPATION TYPE:** New Single  
Family Home

**PROPERTY OWNER:** MARK & KELLY GABRISCH

**BUILDER/CONTRACTOR NAME:** THOMPSON CUSTOM HOMES

**PROJECT COMPLETION DATE:** August 13, 2018



(APPROVED BY)

08/13/2018  
DATE



June 18, 2018

Mr. Albert A. Syzdek, Jr., P.E.  
Probstfeld & Associates  
515 Park Grove Drive, Suite 102  
Katy, Texas 77450

Re: On-Going Services  
As-Built Review of 11330 Greenbay St – **Second Submittal**  
Piney Point Village, Texas  
HDR Job No. 18-004A

Dear Mr. Syzdek:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 6/8/18. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As Built plan.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
City Engineer

Cc: Annette Arriaga – City of Piney Point Village



# City of Piney Point Village

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

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

November 30, 2017

Steven and Laura Bender  
454 Blalock Road  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 454 Blalock Road before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, January 14, 2018:

- Tree Final ✓
- Final As-Built Topo Drainage Approval
- Drainage Final
- Energy Conservation Final Pass Report ✓
- Elevator Final Certificate ✓
- Memorial Village Water Authority Final Clean Out Inspection
- Village Fire Department Job Card ✓

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Steven Bender, Owner

Agreed: Laura Bender, Owner

Agreed: Brian Thompson, Builder

# Check Refund Request

## (Temporary Certificate of Occupancy Deposit)

<b>Date Request:</b> 01/17/2018	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Check Date:</b> 11/28/2017	<b>Original Check Processed Date:</b> 11/29/2017	<b>Property Address:</b> 454 Blalock Road
<b>Permit #: P# 15266</b>	<b>Applicant Name:</b>	<b>Contact Phone Number:</b>
<b>Builder Name:</b> Thompson Custom Homes	<b>Orig Resident Address:</b> 6261 Del Mont Drive Houston, Texas 77057-3519	<b>Notes:</b> <u>Resident Paid the temporary certificate of occupancy deposit</u> <i>deadline was 01.14.2018 Final as built</i>
<b>Builder E-Mail;</b> crobinson@thompsoncustomhomes.com	<b>Resident E-Mail, Phone &amp; Address</b> Thompson Custom Homes 1414 Woodvine Houston, Texas 77055 (832) 327-0197	<b>Transaction Permit Number:</b> Receipt Number #11234 <i>Completed on 01.03.2018</i>
<b>Original Receipt Transaction Receipt # 11234</b> Term: 998 Time: 11:26 a.m. Date: 11/29/2017	Notes; see the attached copy of the check and receipt.  Resident has complied with the terms of the cert of occ.	<b>Make Check Payable:</b> <u>Steven Bender</u> <u>454 Blalock Road</u> <u>Houston, Texas 77024</u>
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<b>Check Refund Amount</b> \$25,000.00

Last Updated; 02.07.2014

**STEVEN BENDER**  
**L. ELIZABETH MIMS BENDER**  
 6261 DEL MONTE DR  
 HOUSTON, TX 77057-3519

Pay to the " City of Piney Point "

Order of Twenty five thousand \$ 25,000.00

Date 11.28.17

1525  
 35-2/130 TX  
 10174

**Bank of America**

ACH R/T 111000025

Wealth Management Banking

For Temp CO deposit

@ 11130000231 005776797927 1525

**CITY OF PINEY POINT VILLAGE**  
 713-782-0275

REC#: 00011234 11/29/2017 11:26 AM  
 OPER: AA TERM: 998  
 REF#: CK#1525

TRAN: 110.0000 GAS METER DEPOSIT  
 STEVEN BENDER 25K DEPOSIT  
 FOR TEMP CERT OCCUPANCY  
 Gas Meter Deposit 25,000.00CR

TENDERED: 25,000.00 CHECK  
 APPLIED: 25,000.00-

CHANGE: \_\_\_\_\_ 0.00

Payments can be made online  
[www.cityofpineypoint.com](http://www.cityofpineypoint.com)





January 3, 2018

Mr. Arivinder Singh Riar  
Nexgen Engineers, LLC  
5600 NW Central Dr, Suite 221  
Houston, TX 77092

Re: On-Going Services  
As-Built Review of 454 Blalock Rd. – **Second Submittal**  
Piney Point Village, Texas  
HDR Job No. 18-004A

Dear Mr. Riar:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 12/19/17. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As Built plan.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
City Engineer

Enclosures

cc: Annette Arriaga – City of Piney Point Village



# City of Piney Point Village

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

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

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 1/05/2018

### 454 BLALOCK ROAD

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

**PROJECT #:** 15266


**P#** 16-00125

**OCCUPATION TYPE:** NEW SINGLE  
FAMILY

**PROPERTY OWNER:** STEVEN BENDER

**BUILDER/CONTRACTOR NAME:** THOMPSON CUSTOM HOMES

**PROJECT COMPLETION DATE:** January 5, 2018

  
(APPROVED BY)

01, 05, 2018  
DATE

Director of Planning, Development & Permits  
Annette R. Arriaga

+ (2) days



# City of Piney Point Village

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

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

December 8, 2017

James and Michelle Mouton  
11320 Somerland Way  
Piney Point Village, Texas 77024

PH  
1 5356

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 11320 Somerland Way before the completion of the final City checklist.

Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, January 22, 2018:

- Tree Final *cum-skil -*
- Final As-Built Topo Drainage Approval ✓
- Drainage Final ✓
- Energy Conservation Final Pass Report ✓
- Pool Final
- Driveway Final
- Fence Final ✓
- Memorial Village Water Authority Final Clean Out Inspection ✓
- Village Fire Department Job Card ✓

Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: James Mouton, Owner

Agreed: Michelle Mouton, Owner

Agreed: Brian Thompson, Builder

# Check Refund Request

## (Temporary Certificate of Occupancy Deposit)

FILE COPY

<b>Date Request:</b> 03/19/2018	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Check Date:</b> 09/21/2017	<b>Original Check Processed Date:</b> 12/18/2017	<b>Property Address:</b> 11320 Somerland Way Lane
<b>Permit #: (Fundview)</b> P# 16-00791-01	<b>Applicant Name:</b> (Resident) James and Michelle Mouton	<b>Contact Phone Number:</b> Builder (405) 517-8761
<b>Builder Name:</b>  Thompson Custom Homes 1414 Woodvine Drive Houston, Texas 77055	<b>Orig Resident Address:</b>  James and Michelle Mouton  11320 Somerland Way Lane  Houston, Texas 77024	<b>Notes:</b> A check was placed with the city for temporary certificate of occupancy <i>the deadline was 01.22.2018 final as built/topo approved on 01.24.2018 * (2) days.</i>
<b>Builder E-Mail;</b>  Cyndi Robinson  crobinson@thompsoncustomhomes.com	<b>Resident E-Mail, Phone &amp; Address</b>  No e-mail address listed	<b>Transaction Permit Number:</b> Receipt Number # 00011355
<b>Original Receipt Transaction</b> Receipt # 00011355 Term: 998 Ref: Ck#6856 Time: 01:31 p.m. Date: 12/06/2017	Notes; see the attached copy of the check and receipt.	<b>Make Check Payable:</b> <u>James A Mouton</u> <u>11320 Somerland Way Lane</u> <u>Houston, Texas 77024</u>
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<b>Check Refund Amount</b> \$25,000.00 Temp Cert of Occp

ACH R/T 11100025  
 11320 Somerland Way  
 Michelle Mouton

Bank of America  
 Wealth Management Banking

PAY TO THE ORDER OF  
 City of Piney Point  
 Twenty Five Thousand & 00/100

\$ 25,000.00

DATE 12-6-17

JAMES A MOUTON  
 MICHELLE MOUTON  
 9011 BRIAR FOREST DR  
 HOUSTON, TX 77024-7214

6856  
 35-2/130 TX  
 17315

1130000231 00605845155746855

**CITY OF PINEY POINT VILLAGE**  
 713-782-0275

REC#: 00011355    12/06/2017    1:31 PM  
 OPER: AA    TERM: 998  
 REF#: CK#6856

TRAN: 110.0000    GAS METER DEPOSIT  
 JAMES A MOUTON REF 11320  
 SOMERLAND WAY LANE TEMP CO  
 Gas Meter Deposit    25,000.00CR

TENDERED:    25,000.00    CHECK  
 APPLIED:    25,000.00-

CHANGE:    0.00

Payments can be made online  
[www.cityofpineypoint.com](http://www.cityofpineypoint.com)



January 24, 2018

Mr. Jeffrey B. Shindler  
TDI Foundation Engineering, LLC  
17820 Huffmeister Rd. Ste. 350  
Cypress, TX 77429

Re: On-Going Services  
Drainage Review of 11320 Somerland Way – Second Submittal  
Piney Point Village, Texas  
HDR Job No. 18-004A

Dear Mr. Shindler:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 1/4/18. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As Built plan.

Sincerely,

HDR Engineering, Inc.

Joseph Moore, P.E., CFM  
City Engineer

Enclosures

cc: Annette Arriaga – City of Piney Point Village



# City of Piney Point Village

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

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

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 2/21/2018

### 11320 SOMERLAND WAY

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

**PROJECT #:** 15356

**PROJECT #.** 16-00791-01

**OCCUPATION TYPE:** NEW SINGLE  
FAMILY HOME

**PROPERTY OWNER:** JAMES & MICHELLE MOUTON

**BUILDER/CONTRACTOR NAME:** THOMPSON CUSTOM HOMES

**PROJECT COMPLETION DATE:** February 21, 2018

  
(APPROVED BY)

02/21, 2018  
DATE

Director of Planning Development & Permits  
Annette R. Arriaga

+ 12 days



# City of Piney Point Village

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

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

December 19, 2017

Trent and Andrea Tellepsen  
458 Jan Kelly Lane  
Piney Point Village, Texas 77024

RE: Temporary Certificate of Occupancy

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy authorizing your occupancy of 458 Jan Kelly Lane before the completion of the final City checklist.


Your signature below indicates that you have agreed to complete all City requirements within the next 45 days. Specifically, you are agreeing that the \$25,000 fiscal security posted to the City will serve as a security to the City that the following items will be completed no later than the end of the day, February 2, 2018:

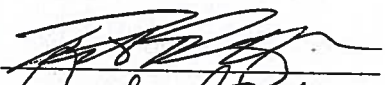
- Tree Final
- Final As-Built Topo Drainage Approval
- Drainage Final
- Energy Conservation Final Pass Report
- Memorial Village Water Authority Final Clean Out Inspection

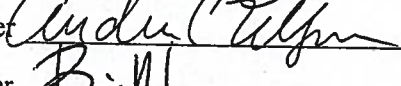
Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon time will result in the City revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.


By signing below you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,

  
Roger Nelson  
City Administrator  
City of Piney Point Village

Agreed: Trent Tellepsen, Owner 

Agreed: Andrea Tellepsen, Owner 

Agreed: Brian Thompson, Builder 



# Check Refund Request

## (Temporary Certificate of Occupancy Deposit)

FILE COPY

<b>Date Request:</b> 03/19/2018	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Check Date:</b> 12/18/2017	<b>Original Check Processed Date:</b> 12/18/2017	<b>Property Address:</b> 458 Jan Kelly Lane
<b>Permit #: (Fundview)</b> P# 16-01356-01	<b>Applicant Name:</b> (Resident) Trent Dudley Tellepsen	<b>Contact Phone Number:</b> Builder (832) 327-0197 or (405) 517-8761
<b>Builder Name:</b>  Thompson Custom Homes 1414 Woodvine Drive Houston, Texas 77055	<b>Orig Resident Address:</b>  Trent Dudley Tellepsen  458 Jan Kelly Lane  Houston, Texas 77024	<b>Notes:</b> <u>A check was placed with the city</u> <u>for temporary certificate of</u> <u>occupancy</u> Feb 2nd, 2018 deadline & they finishe by Feb 14, 2019 (12) days.
<b>Builder E-Mail;</b>  Cyndi Robinson  crobinson@thompsoncustomhomes.com	<b>Resident E-Mail, Phone &amp; Address</b>  Trent Tellepsen  <trent@bcs-houston.com>	<b>Transaction Permit Number:</b> Receipt Number # 00011672
<b>Original Receipt Transaction</b> <b>Receipt # 00011672</b> <b>Term: 998</b> <b>Ref: Ck#1108</b> <b>Time: 10:54 a.m.</b> <b>Date: 12/18/2017</b>	<b>Notes; see the attached copy</b> <b>of the check and receipt.</b>	<b>Make Check Payable:</b>  <u>Trent Dudley Tellepsen</u> <u>458 Jan Kelly Lane</u> <u>Houston, Texas 77024</u>
	<b>Check Date:</b>	<b>Account Number:</b>
	<b>Check Number:</b>	<b>Approved By:</b>
<b>Requested by :</b> Annette Arriaga		<b>Check Refund Amount</b> \$25,000.00 Temp Cert of Occup

1108

32-61/1110

DATE 12/19/17

TRENT DUDLEY TELLEPSEN  
777 BENMAR DRIVE, SUITE 455  
HOUSTON, TX 77060

\$25,000.00

DOLLARS

xx/100

PAY TO THE ORDER OF

City of Piney Point Village  
Twenty Five Thousand and xx/100

J.P. Morgan

JPMorgan Chase Bank, N.A.  
Dallas, Texas

MEMO Temp. Occupancy deposit 12/19/17

7011479801108

110006141

CITY OF PINEY POINT VILLAGE  
713-782-0275

REC#: 00011672 12/18/2017 10:54 AM  
OPER: AA TERM: 998  
REF#: CK#1108

TRAN: 110.0000 GAS METER DEPOSIT  
TRENT TELLEPSEN  
458 JAN KELLY LANE  
Gas Meter Deposit 25,000.00CR

TENDERED: 25,000.00 CHECK  
APPLIED: 25,000.00-

CHANGE: 0.00

Payments can be made online  
[www.cityofpineypoint.com](http://www.cityofpineypoint.com)

February 14, 2018

Mr. Jeffrey B. Shindler, P.E.  
TDI Foundation Engineering, LLC.  
17920 Huffmeister Road, Suite 350  
Cypress, TX 77429

Re: On-Going Services  
As-Built Review of 458 Jan Kelly Lane – Second Submittal  
Piney Point Village, Texas  
HDR Job No. 18-004A

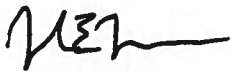
Dear Mr. Shindler:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 2/5/18. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As Built plan.

Sincerely,

HDR Engineering, Inc.



Joseph Moore, P.E., CFM  
City Engineer

Cc: Annette Arriaga – City of Piney Point Village



hdrinc.com

4828 Loop Central Drive, Suite 800  
Houston, TX 77081-2220  
T (713) 622-9264 F (713) 622-9265  
Texas Registered Engineering Firm F-754



# City of Piney Point Village

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

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

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 3/06/2018

### 458 JAN KELLY LANE

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

**PROJECT #: 15386**

**PROJECT #: 16-00738-01**

**OCCUPATION TYPE: NEW SINGLE  
FAMILY HOME**

**PROPERTY OWNER: TRENT TELLEPSE**

**BUILDER/CONTRACTOR NAME: THOMPSON CUSTOM HOMES**

**PROJECT COMPLETION DATE: FEBRUARY 14TH, 2018**

  
(APPROVED BY)

Annette R. Arriaga  
Director of Development & Permits

  
DATE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: November 25, 2019

SUBJECT: Harris County Appraisal District

**Agenda Item: 6**

This agenda item calls for the City Council to consider nominating a candidate for a position on the Harris County Appraisal District Board. The only person nominated for the board position representing cities other than the City of Houston was Mike Sullivan.

The position is a two-year term of office.

**RESOLUTION 2019.11.25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS NOMINATING A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT**

**WHEREAS**, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2020, and extending through December 31, 2022; and

**WHEREAS**, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors;

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

**Section 1.** That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

**Section 2.** That Mike Sullivan be, and he is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District or a two-year term of office commencing on January 1, 2020.

**Section 3.** That the presiding officer of the governing body of this taxing unit be, and he is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this 25th day of November 2019.

---

Mark Kobelan, Mayor

Attest:

---

Karen Farris, City Secretary



**Harris County Appraisal District**  
Interoffice Memorandum

**OFFICE OF THE CHIEF APPRAISER**

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TO: Presiding Officers of Taxing Units  
Served by the Harris County Appraisal District

FROM: Roland Altinger, Chief Appraiser

SUBJECT: Election of Board of Directors of the  
Harris County Appraisal District

DATE: October 18, 2019

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation & reclamation districts closed October 15, 2019. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

Candidates for contested positions are listed alphabetically on the ballots in the manner required by the Texas Tax Code.

Martina Lemond Dixon, Jennifer Key, Ben Pape, and Dee Anne Thomson are nominees for the position representing school districts other than Houston ISD and the junior college districts.

Mike Sullivan was the only person nominated for the board position representing cities other than the City of Houston.

John Ferro, Bob Milner and Glenn Peters are nominees for the position representing the conservation and reclamation districts.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. ***Ballot forms for all four types of units are enclosed to make you aware of all nominees, even though only taxing units of a particular type may vote in the election applicable to that type of unit.*** The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the

Presiding Officers of Taxing Units

October 18, 2019

Page 2

junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser, however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2019.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted. ***Resolutions and Certification of Ballot may be submitted via e-mail to [cguerra@hcad.org](mailto:cguerra@hcad.org). However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.***

Prior to December 20, 2019, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 16, 2019, and delivering an original or certified copy to the Office of the Chief Appraiser.

If you have questions about the board selection process, please call me at 713/957-5299.

Attachments

c: HCAD Board Members  
Tax Assessors  
Attorneys



MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: November 25, 2019

SUBJECT: Mayor's Report


Agenda Item: 7

- Traffic Control Box – Piney Point and Memorial
- Crepe Myrtles – South Piney Point
- Piney Point/Bunker Hill landscaping project

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: November 25, 2019

SUBJECT: City Administrator's Report

Agenda Item: 8

- October 2019 Financials
- 2019 Happy Hour
- Christmas Decorations

## BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

## 10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
10-1100	Claim on Cash	918,245.65
10-1101	Cash- GF Texpool	424,333.76
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	877,487.77
10-1120	Cash-Texas Class	5,707,597.76
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
		11,100,286.62
		11,100,286.62
		=====
<b>TOTAL ASSETS</b>		
		11,100,286.62
		=====
<b>LIABILITIES</b>		
=====		
10-2001	Accounts Payable	2,287.01
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	( 2,095.99)
10-2062	TMRS Payable	558.59
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	91,713.40
10-2107	Due To OMNI Base	3,355.79
10-2108	RESTITUTION	( 270.00)
10-2110	Bond Payable - FAST	3,622.05
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	306.97
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	124,485.00

## BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

## 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>5,801,152.63</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	4,935,991.78
	TOTAL EXPENSES	<u>5,629,987.56</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	( 693,995.78)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>5,299,133.99</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	11,100,286.62
		=====

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

10 -GENERAL FUND  
 FINANCIAL SUMMARY

83.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,235,455.00	29,705.64	3,997,814.86	76.36	1,237,640.14
PERMITS & INSPECTIONS	367,900.00	19,021.80	341,659.37	92.87	26,240.63
COURT	142,000.00	19,944.89	150,847.18	106.23 (	8,847.18)
INVESTMENT INCOME	150,000.00	11,791.54	163,358.91	108.91 (	13,358.91)
AGENCIES & ALARMS	33,000.00	0.00	55,555.05	168.35 (	22,555.05)
FRANCHISE REVENUE	398,000.00	28,999.97	356,760.53	89.64	41,239.47
DONATIONS & IN LIEU	235,500.00	217,105.53	( 130,004.12)	55.20-	365,504.12
TOTAL REVENUES	6,561,855.00	326,569.37	4,935,991.78	75.22	1,625,863.22
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	5,675.00	56.75	4,325.00
POLICE	1,815,242.00	151,271.20	1,561,282.80	86.01	253,959.20
MISCELLANEOUS	0.00	0.00	25,136.25	0.00 (	25,136.25)
SANITATION COLLECTION	570,000.00	0.00	438,339.96	76.90	131,660.04
LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
STREET LIGHTING	12,000.00	2,288.38	12,112.44	100.94 (	112.44)
FIRE	2,035,143.00	169,595.22	1,782,870.80	87.60	252,272.20
TOTAL PUBLIC SERVICE	4,443,885.00	323,154.80	3,826,917.25	86.12	616,967.75
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	356,000.00	0.00	341,699.73	95.98	14,300.27
TOTAL CONTRACT SERVICES	356,000.00	0.00	341,699.73	95.98	14,300.27
<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	160,979.33	107.68 (	11,479.33)
ADMIN EXPENSE	4,193.00	77.95	1,053.28	25.12	3,139.72
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	9,092.10	52.93	8,084.90
TOTAL BUILDING	306,191.00	77.95	180,723.83	59.02	125,467.17
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	12,000.00	59.53	59.53	0.50	11,940.47
ADMIN EXPENSE	45,883.00	930.29	19,190.44	41.82	26,692.56
OFFICE EXPENSE	149,100.00	10,638.84	131,346.30	88.09	17,753.70
WAGES & BENEFITS	279,951.00	63,018.02	481,713.36	172.07 (	201,762.36)
INSURANCE	29,116.00	0.00	39,739.36	136.49 (	10,623.36)
TOTAL GENERAL GOVERNMENT	516,050.00	74,646.68	672,048.99	130.23 (	155,998.99)

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

10 -GENERAL FUND  
 FINANCIAL SUMMARY

83.33% 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	59.98	2,192.56	48.04	2,371.44
WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
INSURANCE	22,903.00 (	2,381.26)	19,788.69	86.40	3,114.31
COURT OPERATIONS	37,200.00	367.89	94,572.87	254.23 (	57,372.87)
TOTAL MUNICIPAL COURT	174,714.00 (	1,953.39)	117,583.23	67.30	57,130.77
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
ADMIN EXPENSE	2,343.00	17.29	819.36	34.97	1,523.64
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	13,149.58	70.65	5,462.42
PUBLIC WORKS OPERATIONS	313,500.00	180.88	211,326.32	67.41	102,173.68
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	198.17	225,295.26	52.47	204,100.74
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	1,497,014.00	0.00	265,719.27	17.75	1,231,294.73
TOTAL GOF CAPITAL OUTLAYS	1,497,014.00	0.00	265,719.27	17.75	1,231,294.73
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	( 1,161,395.00) (	69,554.84) (	693,995.78)		( 467,399.22)

## 10 -GENERAL FUND

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue	5,035,455.00	7,372.90	3,816,090.50	75.78	1,219,364.50
10-4150 Sales Tax	200,000.00	22,332.74	181,724.36	90.86	18,275.64
TOTAL TAXES	5,235,455.00	29,705.64	3,997,814.86	76.36	1,237,640.14
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,400.00	0.00	150.00	4.41	3,250.00
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	480.00	11,340.00	94.50	660.00
10-4206 Drainage Reviews	50,000.00	1,700.00	27,300.00	54.60	22,700.00
10-4207 Permits	300,000.00	16,341.80	301,369.37	100.46 (	1,369.37)
10-4208 Board of Adjustment Fees	1,500.00	500.00	1,500.00	100.00	0.00
TOTAL PERMITS & INSPECTIONS	367,900.00	19,021.80	341,659.37	92.87	26,240.63
<u>COURT</u>					
10-4300 Court Fines	142,000.00	19,944.89	150,847.18	106.23 (	8,847.18)
TOTAL COURT	142,000.00	19,944.89	150,847.18	106.23 (	8,847.18)
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	11,791.54	163,358.91	108.91 (	13,358.91)
TOTAL INVESTMENT INCOME	150,000.00	11,791.54	163,358.91	108.91 (	13,358.91)
<u>AGENCIES &amp; 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	0.00	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	0.00	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	22,698.11	256,783.25	94.41	15,216.75
10-4606 Franchise Fees-Gas	19,000.00	0.00 (	26,251.13)	138.16-	45,251.13
10-4607 Telephone	35,000.00	6,295.14	30,067.35	85.91	4,932.65
10-4608 Wireless Communication	0.00	6.72	276.09	0.00 (	276.09)
TOTAL FRANCHISE REVENUE	398,000.00	28,999.97	356,760.53	89.64	41,239.47
<u>DONATIONS &amp; IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	136,000.00	136,002.46	100.00 (	2.46)
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	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	441.00	157,778.89	1,555.78 (	157,278.89)
10-4850 Transfer In	0.00	80,664.53 (	423,785.47)	0.00	423,785.47
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	217,105.53 (	130,004.12)	55.20-	365,504.12

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

10 -GENERAL FUND

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,561,855.00	326,569.37	4,935,991.78	75.22	1,625,863.22



CITY OF FINEY FOUNT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

## 10 -GENERAL FUND

83.33% 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	5,675.00	56.75	4,325.00
TOTAL COMMUNITY	10,000.00	0.00	5,675.00	56.75	4,325.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,815,242.00	148,826.70	1,534,393.97	84.53	280,848.03
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	2,444.50	26,888.83	0.00	( 26,888.83)
TOTAL POLICE	1,815,242.00	151,271.20	1,561,282.80	86.01	253,959.20
<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	429,745.05	75.39	140,254.95
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	8,594.91	0.00	( 8,594.91)
TOTAL SANITATION COLLECTION	570,000.00	0.00	438,339.96	76.90	131,660.04
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	1,500.00	100.00	0.00
TOTAL LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	2,288.38	12,112.44	100.94	( 112.44)
TOTAL STREET LIGHTING	12,000.00	2,288.38	12,112.44	100.94	( 112.44)
<u>FIRE</u>					
10-510-5060 Villages Fire Department	2,035,143.00	169,595.22	1,782,870.80	87.60	252,272.20
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	1,782,870.80	87.60	252,272.20
TOTAL PUBLIC SERVICE	4,443,885.00	323,154.80	3,826,917.25	86.12	616,967.75
<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	172,002.28	114.67	( 22,002.28)
10-520-5104 Legal	90,000.00	0.00	64,315.42	71.46	25,684.58
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	23,743.86	0.00	( 23,743.86)
10-520-5110 Mosquito Control	22,000.00	0.00	15,485.00	70.39	6,515.00
TOTAL CONTRACT SERVICES	356,000.00	0.00	341,699.73	95.98	14,300.27

CITY OF FINEY FINE VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

10 -GENERAL FUND

83.33% 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	341,699.73	95.98	14,300.27
<b>BUILDING</b>					
=====					
<u>CONTRACT SERVICES</u>					
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)
<u>BUILDING SERVICES</u>					
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	10,350.00	86.25	1,650.00
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	36,125.00	361.25 (	26,125.00)
10-530-5156 Plumbing Inspections	18,000.00	0.00	13,455.00	74.75	4,545.00
10-530-5157 Structural Inspections	15,000.00	0.00	20,970.00	139.80 (	5,970.00)
10-530-5158 Urban Forester	42,000.00	0.00	34,160.00	81.33	7,840.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	5,310.00	75.86	1,690.00
TOTAL BUILDING SERVICES	149,500.00	0.00	160,979.33	107.68 (	11,479.33)
<u>ADMIN EXPENSE</u>					
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	77.95	1,053.28	58.52	746.72
10-530-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	4,193.00	77.95	1,053.28	25.12	3,139.72
<u>OFFICE EXPENSE</u>					
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
<u>WAGES &amp; BENEFITS</u>					
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
<u>INSURANCE</u>					
10-530-5353 Employee Insurance	17,177.00	0.00	9,092.10	52.93	8,084.90
TOTAL INSURANCE	17,177.00	0.00	9,092.10	52.93	8,084.90
TOTAL BUILDING	306,191.00	77.95	180,723.83	59.02	125,467.17

10 -GENERAL FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>GENERAL GOVERNMENT</b>					
=====					
<b>CONTRACT SERVICES</b>					
10-540-5108 Information Technology	12,000.00	59.53	59.53	0.50	11,940.47
TOTAL CONTRACT SERVICES	12,000.00	59.53	59.53	0.50	11,940.47
<b>ADMIN EXPENSE</b>					
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	6,000.00	44.17	7,583.00
10-540-5203 Bank Fees	1,800.00	230.29	1,406.70	78.15	393.30
10-540-5204 Dues & Subscriptions	3,500.00	100.00	2,064.00	58.97	1,436.00
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	6,236.74	62.37	3,763.26
TOTAL ADMIN EXPENSE	45,883.00	930.29	19,190.44	41.82	26,692.56
<b>OFFICE EXPENSE</b>					
10-540-5210 Postage	1,600.00	0.00	1,934.59	120.91 (	334.59)
10-540-5211 Meeting Supplies	4,000.00	0.00	7,274.27	181.86 (	3,274.27)
10-540-5212 Rent/Leasehold/Furniture	125,000.00	9,704.42	98,236.03	78.59	26,763.97
10-540-5213 Office Supplies	8,500.00	0.00	6,897.68	81.15	1,602.32
10-540-5214 Telecommunications	6,000.00	934.42	13,532.87	225.55 (	7,532.87)
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	3,405.86	113.53 (	405.86)
TOTAL OFFICE EXPENSE	149,100.00	10,638.84	131,346.30	88.09	17,753.70
<b>WAGES &amp; BENEFITS</b>					
10-540-5301 Gross Wages	230,426.00	51,349.11	363,666.16	157.82 (	133,240.16)
10-540-5302 Overtime/Severance	0.00	3,596.32	22,061.47	0.00 (	22,061.47)
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	3,764.35	29,002.83	0.00 (	29,002.83)
10-540-5310 TMRS(retirement)	0.00	4,017.59	30,405.38	0.00 (	30,405.38)
10-540-5311 Payroll Processing	857.00	290.65	2,227.86	259.96 (	1,370.86)
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	63,018.02	481,713.36	172.07 (	201,762.36)
<b>INSURANCE</b>					
10-540-5353 Employee Insurance	24,816.00	0.00	27,594.70	111.20 (	2,778.70)
10-540-5354 General Liability	3,800.00	0.00	10,061.66	264.78 (	6,261.66)
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	39,739.36	136.49 (	10,623.36)
<b>TOTAL GENERAL GOVERNMENT</b>	<b>516,050.00</b>	<b>74,646.68</b>	<b>672,048.99</b>	<b>130.23 (</b>	<b>155,998.99)</b>

10 -GENERAL FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>MUNICIPAL COURT</b>					
=====					
<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	59.98	1,752.57	350.51 (	1,252.57)
10-550-5214 Telecommunications	3,714.00	0.00	0.00	0.00	3,714.00
10-550-5215 Travel & Training	250.00	0.00	425.00	170.00 (	175.00)
TOTAL OFFICE EXPENSE	4,564.00	59.98	2,192.56	48.04	2,371.44
<u>WAGES &amp; BENEFITS</u>					
10-550-5301 Gross Wages	92,014.00	0.00	0.00	0.00	92,014.00
10-550-5311 Payroll Processing	857.00	0.00	0.00	0.00	857.00
10-550-5313 Fringe Benefits	11,640.00	0.00	0.00	0.00	11,640.00
TOTAL WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
<u>INSURANCE</u>					
10-550-5353 Employee Insurance	22,903.00 (	2,381.26)	19,788.69	86.40	3,114.31
TOTAL INSURANCE	22,903.00 (	2,381.26)	19,788.69	86.40	3,114.31
<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	367.89	4,367.15	87.34	632.85
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	0.00	17,375.00	78.98	4,625.00
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	71,677.33	716.77 (	61,677.33)
10-550-5407 SETCIC	0.00	0.00	0.00	0.00	0.00
10-550-5408 Supplies/Miscellaneous	0.00	0.00	350.00	0.00 (	350.00)
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	803.39	401.70 (	603.39)
TOTAL COURT OPERATIONS	37,200.00	367.89	94,572.87	254.23 (	57,372.87)
<hr/>					
TOTAL MUNICIPAL COURT	174,714.00 (	1,953.39)	117,583.23	67.30	57,130.77

10 -GENERAL FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PUBLIC WORKS MAINTENANCE</b>					
=====					
<b>CONTRACT SERVICES</b>					
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
<b>ADMIN EXPENSE</b>					
10-560-5207 Misc Supplies	700.00	17.29	819.36	117.05 (	119.36)
10-560-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	2,343.00	17.29	819.36	34.97	1,523.64
<b>OFFICE EXPENSE</b>					
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
<b>WAGES &amp; BENEFITS</b>					
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
<b>INSURANCE</b>					
10-560-5353 Employee Insurance	18,612.00	0.00	13,149.58	70.65	5,462.42
TOTAL INSURANCE	18,612.00	0.00	13,149.58	70.65	5,462.42
<b>PUBLIC WORKS OPERATIONS</b>					
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	180.88	32,863.14	219.09 (	17,863.14)
10-560-5505 Gator Fuel	2,000.00	0.00	448.21	22.41	1,551.79
10-560-5506 Right of Way Mowing	80,000.00	0.00	73,355.00	91.69	6,645.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	42,741.11	85.48	7,258.89
10-560-5508 ROW Water/Planting	4,500.00	0.00	915.42	20.34	3,584.58
10-560-5509 Tree Care/Removal	10,000.00	0.00	9,550.00	95.50	450.00
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	43,270.02	57.69	31,729.98
10-560-5516 Gator Maintenance	1,000.00	0.00	21.62	2.16	978.38
TOTAL PUBLIC WORKS OPERATIONS	313,500.00	180.88	211,326.32	67.41	102,173.68
<b>TOTAL PUBLIC WORKS MAINTENANCE</b>					
	429,396.00	198.17	225,295.26	52.47	204,100.74

10 -GENERAL FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>GOF CAPITAL OUTLAYS</b>					
=====					
<b>OTHER EXPENSES</b>					
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	78,293.17	7.18	1,012,031.83
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	18,540.00	0.00 (	18,540.00)
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	36,037.50	0.00 (	36,037.50)
10-570-5808 Wilding Lane	0.00	0.00	20,990.00	0.00 (	20,990.00)
<b>TOTAL OTHER EXPENSES</b>	<b>1,497,014.00</b>	<b>0.00</b>	<b>265,719.27</b>	<b>17.75</b>	<b>1,231,294.73</b>
<hr/>					
<b>TOTAL GOF CAPITAL OUTLAYS</b>	<b>1,497,014.00</b>	<b>0.00</b>	<b>265,719.27</b>	<b>17.75</b>	<b>1,231,294.73</b>
<hr/>					
<b>TOTAL EXPENDITURES</b>	<b>7,723,250.00</b>	<b>396,124.21</b>	<b>5,629,987.56</b>	<b>72.90</b>	<b>2,093,262.44</b>
=====					
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 1,161,395.00)</b>	<b>( 69,554.84)</b>	<b>( 693,995.78)</b>		<b>( 467,399.22)</b>

BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
20-1100	Claim on Cash	( 82,914.53)	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	241,922.52	
20-1109	Texpool-DS	496,116.41	
20-1110	Texas Class-DS	122,110.65	
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	<u>0.00</u>	
			<u>1,612,417.29</u>
TOTAL ASSETS			1,612,417.29
			=====
<b>LIABILITIES</b>			
=====			
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	<u>1,462,997.32</u>	
TOTAL LIABILITIES			<u>1,494,767.67</u>
<b>EQUITY</b>			
=====			
20-3000	Fund Balance	<u>139,317.24</u>	
TOTAL BEGINNING EQUITY			139,317.24
TOTAL REVENUE		1,061,246.91	
TOTAL EXPENSES		<u>1,082,914.53</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		( 21,667.62)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>117,649.62</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			1,612,417.29
			=====

CITY OF FINEST POINT VILLAGES  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2019

20 -DEBT SERVICE  
 FINANCIAL SUMMARY

83.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,502,950.00	1,918.06	1,049,079.20	69.80	453,870.80
INVESTMENT INCOME	<u>3,900.00</u>	<u>1,019.03</u>	<u>12,167.71</u>	<u>311.99</u>	<u>( 8,267.71)</u>
TOTAL REVENUES	<u>1,506,850.00</u>	<u>2,937.09</u>	<u>1,061,246.91</u>	<u>70.43</u>	<u>445,603.09</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	3,750.00	166.67	( 1,500.00)
OTHER EXPENSES	1,502,950.00	0.00	1,502,950.00	100.00	0.00
TRANSFERS	0.00	80,664.53	( 423,785.47)	0.00	423,785.47
TOTAL NON-DEPARTMENTAL	<u>1,505,200.00</u>	<u>80,664.53</u>	<u>1,082,914.53</u>	<u>71.94</u>	<u>422,285.47</u>
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00	( 77,727.44)	( 21,667.62)		23,317.62



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

20 -DEBT SERVICE

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,502,950.00	1,918.06	1,049,079.20	69.80	453,870.80
TOTAL TAXES	1,502,950.00	1,918.06	1,049,079.20	69.80	453,870.80
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	3,900.00	1,019.03	12,167.71	311.99 (	8,267.71)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	3,900.00	1,019.03	12,167.71	311.99 (	8,267.71)
TOTAL REVENUES	1,506,850.00	2,937.09	1,061,246.91	70.43	445,603.09
	=====	=====	=====	=====	=====

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

20 -DEBT SERVICE

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
=====					
<u>ADMIN EXPENSE</u>					
20-500-5204 Paying Agent Fees	2,250.00	0.00	3,750.00	166.67 (	1,500.00)
TOTAL ADMIN EXPENSE	2,250.00	0.00	3,750.00	166.67 (	1,500.00)
<u>OTHER EXPENSES</u>					
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
<u>TRANSFERS</u>					
20-500-5902 Transfers Out	0.00	80,664.53 (	423,785.47)	0.00	423,785.47
TOTAL TRANSFERS	0.00	80,664.53 (	423,785.47)	0.00	423,785.47
<hr/>					
TOTAL NON-DEPARTMENTAL	1,505,200.00	80,664.53	1,082,914.53	71.94	422,285.47
<hr/>					
TOTAL EXPENDITURES	1,505,200.00	80,664.53	1,082,914.53	71.94	422,285.47
=====					
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00 (	77,727.44) (	21,667.62)		23,317.62

## BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

## 30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
30-1100	Claim on Cash	63,313.10	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	23,530.48	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	0.00	
			<u>86,844.01</u>
	<b>TOTAL ASSETS</b>		<b>86,844.01</b>
			=====
<b>LIABILITIES</b>			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	0.00	
	<b>TOTAL LIABILITIES</b>		<u>0.00</u>
<b>EQUITY</b>			
=====			
30-3000	Fund Balance	34,566.58	
30-3001	Fund Balance-Child Safety	55,694.92	
30-3002	Fund Balance-MC Security	11,838.88	
30-3003	Fund Balance-MC Technology	3,081.69	
30-3010	Unrestricted Retained Earnings	0.00	
30-3300	Fund Balance-MC Security	0.00	
30-3400	Fund Balance- MC Technology	0.00	
30-3904	Earnings-MC Technology	0.00	
	<b>TOTAL BEGINNING EQUITY</b>	<u>105,182.07</u>	
	<b>TOTAL REVENUE</b>	12,555.05	
	<b>TOTAL EXPENSES</b>	<u>30,893.11</u>	
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	( 18,338.06)	
	<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>	<u>86,844.01</u>	
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>		<b>86,844.01</b>
			=====

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

30 -SPECIAL REVENUE FUND  
 FINANCIAL SUMMARY

83.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	13,300.00	1,153.35	12,545.88	94.33	754.12
INVESTMENT INCOME	5.00	1.00	9.17	183.40 (	4.17)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	1,154.35	12,555.05	94.36	749.95
	=====	=====	=====	=====	=====
<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	30,893.11	394.90-(	38,716.11)
TOTAL QUALIFIED EXPENSES	( 7,823.00)	0.00	30,893.11	394.90-(	38,716.11)
<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	1,154.35 (	18,338.06)		49,466.06

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

30 -SPECIAL REVENUE FUND

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	4,000.00	349.33	3,761.98	94.05	238.02
30-4310 MC Technology Revenue	5,300.00	465.77	5,015.94	94.64	284.06
30-4315 Child Safety Revenues	4,000.00	338.25	3,767.96	94.20	232.04
TOTAL COURT	13,300.00	1,153.35	12,545.88	94.33	754.12
<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	1.00	9.17	183.40 (	4.17)
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	5.00	1.00	9.17	183.40 (	4.17)
<u>DONATIONS &amp; IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	1,154.35	12,555.05	94.36	749.95
	=====	=====	=====	=====	=====

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

30 -SPECIAL REVENUE FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>MISCELLANEOUS</b>					
30-500-5029 Gen Govt Qualified Expenses	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
TOTAL MISCELLANEOUS	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
TOTAL NON-DEPARTMENTAL	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
<b>QUALIFIED EXPENSES</b>					
<b>COURT</b>					
30-510-5121 Child Safety	0.00	0.00	30,563.41	0.00	( 30,563.41)
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	30,893.11	394.90-	( 38,716.11)
TOTAL QUALIFIED EXPENSES	( 7,823.00)	0.00	30,893.11	394.90-	( 38,716.11)
<b>ADMINISTRATION</b>					
<b>ADMIN EXPENSE</b>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>TRANSFERS</b>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	( 17,823.00)	0.00	30,893.11	173.33-	( 48,716.11)
REVENUES OVER/(UNDER) EXPENDITURES	31,128.00	1,154.35	( 18,338.06)		49,466.06

## BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

## 40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
40-1100	Claim on Cash	323,417.46	
40-1101	Texpool	0.00	
40-1105	Cash - Amegy Checking	0.00	
40-1120	Texas Class	7,549.62	
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>330,967.08</u>
	<b>TOTAL ASSETS</b>		<b>330,967.08</b>
			=====
<b>LIABILITIES</b>			
=====			
40-2001	Accounts Payable	0.00	
40-2002	Other Accrued Liabilities	0.00	
40-2200	Deferred Revenue	293,595.54	
40-2300	Construction Retainage Payable	152,145.79	
40-2400	Accrued Liabilities	0.00	
	<b>TOTAL LIABILITIES</b>		<u>445,741.33</u>
<b>EQUITY</b>			
=====			
40-3000	Fund Balance	( 0.12)	
	<b>TOTAL BEGINNING EQUITY</b>	( 0.12)	
	<b>TOTAL REVENUE</b>	152.41	
	<b>TOTAL EXPENSES</b>	<u>114,926.54</u>	
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	( 114,774.13)	
	<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>	( <u>114,774.25</u> )	
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>		<b>330,967.08</b>
			=====

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

40 -CAPITAL PROJECTS FUND  
 FINANCIAL SUMMARY

83.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	13.38	152.41	0.00 (	152.41)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	13.38	152.41	0.00 (	152.41)
=====					
<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	13.38	( 114,774.13)		114,774.13



40 -CAPITAL PROJECTS FUND

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INVESTMENT INCOME</u>					
40-4400 Interest Income	0.00	13.38	152.41	0.00 (	152.41)
TOTAL INVESTMENT INCOME	0.00	13.38	152.41	0.00 (	152.41)
<u>DONATIONS &amp; IN LIEU</u>					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	13.38	152.41	0.00 (	152.41)
	=====	=====	=====	=====	=====

40 -CAPITAL PROJECTS FUND

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
=====					
<u>ADMIN EXPENSE</u>					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>					
40-500-5601 Capital Outlay	0.00	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)
<u>TRANSFERS</u>					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	0.00	0.00	114,926.54	0.00 (	114,926.54)
<hr/>					
TOTAL EXPENDITURES	0.00	0.00	114,926.54	0.00 (	114,926.54)
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13.38 (	114,774.13)		114,774.13

## BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

99 - POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
99-1101	Cash	1,292,469.61	
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>2,287.01</u>	
			<u>1,294,756.62</u>
TOTAL ASSETS			1,294,756.62
			=====
<b>LIABILITIES</b>			
=====			
99-2000	Accounts Payable	4,023.01	
99-2190	Due to Other Funds	<u>1,290,733.61</u>	
	TOTAL LIABILITIES		<u>1,294,756.62</u>
<b>EQUITY</b>			
=====			
99-3000	Fund Balance	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	0.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>0.00</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			1,294,756.62
			=====

**Council Agenda Item Cover Memo**

**11/25/2019  
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:** \_\_\_\_\_

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**ESTIMATED COST:** N/A

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

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**FIRST AMENDMENT TO EASEMENT DEED**

STATE OF TEXAS                        §  
   §            KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF HARRIS                  §

This **FIRST AMENDMENT TO EASEMENT DEED** (this “Amendment”) is executed this \_\_\_ day of \_\_\_\_\_, 2019, by and between **DAVID W. LIGHT, IV** and spouse, **SUSAN LIGHT**, a married couple residing in Houston, Texas (collectively, “Light”), and **CITY OF PINEY POINT VILLAGE**, a municipal corporation created and existing under the laws of the State of Texas (the “City”). **LIGHT** and the **CITY** may be referred to herein as a “Party”, or collectively as the “Parties”.

**WITNESSETH:**

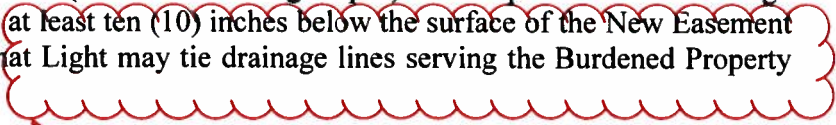
**WHEREAS**, Richard H. Skinner (“Original Grantor”), as grantor, executed that certain Easement Deed dated August 25, 1971, and recorded under Clerk’s File No. D426919 of the Official Public Records of Real Property of Harris County, Texas (the “Easement Agreement”), whereby Original Grantor granted to the City an easement (the “Easement”) for purposes of constructing, installing, maintaining, inspecting, improving, repairing, extending and/or replacing one (1) underground concrete pipe for purposes of drainage of surface water, the location of which Easement (the “Existing Easement Tract”) is more particularly defined in the Easement Agreement, and is located on the real property described as Lot Two (2) of **SUALSA-IN-TOWN** subdivision, a subdivision in the John D. Tyler Tract, Abstract No. 121, Harris County, Texas, according to the map or plat thereof recorded in Volume 151, Page 65 of the Map Records of Harris County, Texas (the “Burdened Property”);

**WHEREAS**, Light is the owner of the Burdened Property and the successor to the rights and obligations of “Grantor” under the Easement Agreement;

**WHEREAS**, Light and the City desire to amend the Easement Agreement to relocate the Easement and the Existing Easement Tract, increase the size of the drainage pipe to be placed in the New Easement Tract, and commemorate additional agreements regarding the Easement;

**NOW, THEREFORE**, for and in consideration of the sum of Ten Dollars (\$10.00), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Light and the City, intending to be legally bound, hereby agree as follows:

1.     **Relocation of Easement and Drainage Pipe.** Light hereby grants to the City the right to (a) relocate the Easement from the Existing Easement Tract to the location depicted on **Exhibit A-1** attached hereto and described by metes and bounds on **Exhibit A-2** attached hereto (the “New Easement Tract”), and (b) install a new drainage pipe in the New Easement Tract that is twenty-four (24) inches in diameter (the “New Drainage Pipe”). The top of the New Drainage Pipe within the Easement will be at least ten (10) inches below the surface of the New Easement Tract. The City hereby agrees that Light may tie drainage lines serving the Burdened Property



City Council requests that either a drainage area or a flow be defined as currently the entire lot does not drain to the existing 18-inch pipe.

within the limits of the Easement,

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]

Council does not permit the installation of brick walls, concrete driveways, etc. within City drainage easements. The City does not want to be responsible to replacing/repairing these items in the event they are removed or damaged during required maintenance on the pipe with the City Easement.

**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**

0.1125 Acre  
(4,900 Sq. Ft.)

Isaac Bunker Survey, A-121  
John D. Taylor Survey, A-72  
Piney Point Village, Harris County, Texas

STATE OF TEXAS  
COUNTY OF Harris

**0.1125 Acre Drainage Easement**

Being a 0.1125 acre (4,900 square foot) tract situated partially in the Isaac Bunker Survey, A-121 & partially in the John D. Taylor Survey, A-72, Piney Point Village, Harris County, Texas, same being out of Lot 2, Block 1 of SUALSA-IN-TOWN, a subdivision plat of record in Volume (Vol.) 151, Page (Pg.) 65 of the Harris County Map Records (H.C.M.R.), same being out a tract of land conveyed to David W. Light, et ux. by deed filed for record in the Harris County Clerk File (H.C.C.F.) Number (No.) 20100243930; said 0.1125 acre easement further described by metes and bounds as follows: (bearings and distances are based on Texas Coordinate of 1983, South Central Zone No. 4204)

**BEGINNING** in the south Right-of-Way (R.O.W.) line of Pillars Lane (Called 50 feet wide) as recorded in Vol. 151, Pg. 65 H.C.M.R., same being the southwest end of a Cul-de-sac of said Pillars Lane, the northwest corner of Lot 3 of said plat of SUALSA-IN-TOWN, the northeast corner of said Lot 2 and of the herein described easement;


**THENCE**, South 02° 12' 48" East, departing said south R.O.W. line and along the common line of said Lot 2 and Lot 3, a distance of 244.87 feet to a point in the north line of Lot 4, Block 1 of JEFFERS COURT, a subdivision plat of record in Vol. 316, Pg. 102 of the H.C.M.R., same being the common south corner of said Lot 2 and Lot 3 and being the southeast corner the herein described easement;

**THENCE**, South 86° 56' 27" West, along the common line of said Lot 2 and Lot 4, a distance of 20.00 feet to a point for the southwest corner of the herein described easement

**THENCE**, North 02° 12' 48" West, departing said common line, over and across said Lot 2, a distance of 245.17 feet to a point in the south R.O.W. line of the aforesaid Pillars Lane for the northwest corner of the herein described easement;

**THENCE**, North 87° 47' 12" East, along said south R.O.W. line, a distance of 20.00 feet to the said **POINT OF BEGINNING**, containing 0.1125 acre (4,900 square foot) of land.



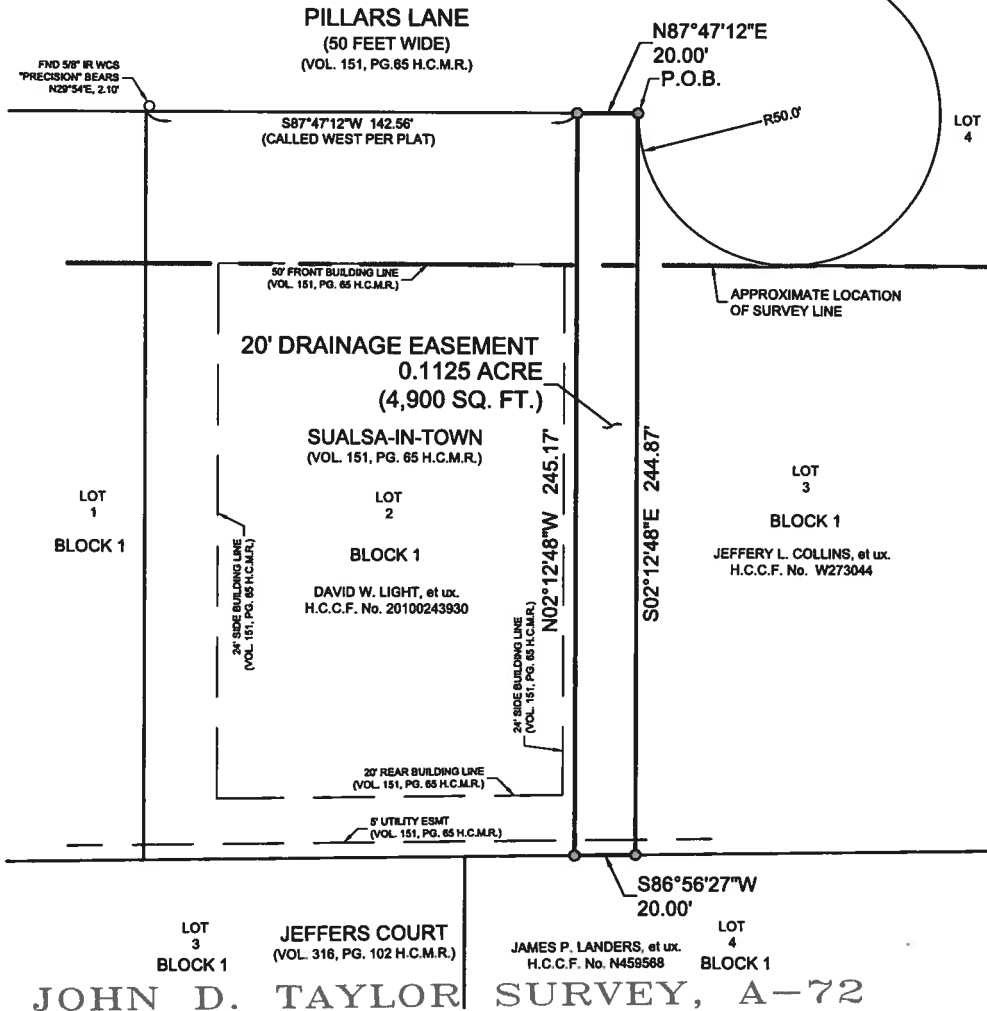
  
6-5-19  
David Powell Brister, RPLS 6537

**MBCO Engineering, LLC.**

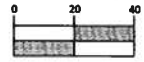
FND 5/8" IR WCS  
"PRECISION"

FND 5/8" IR WCS  
"PRECISION"

# ISAAC BUNKER SURVEY, A-121



GRAPHIC SCALE



1 inch = 40 ft.

### ABBREVIATIONS LEGEND:

ESMT	EASEMENT
FND	FOUND
H.C.C.F.	HARRIS COUNTY CLERK'S FILE.
H.C.M.R.	HARRIS COUNTY MAP RECORDS
IR	IRON ROD
No.	NUMBER
PG.	PAGE
P.O.B.	POINT OF BEGINNING
SQ. FT.	SQUARE FEET
VOL.	VOLUME

### NOTES:

1. There exists a separate Metes and Bounds description of this easement.
2. Corners have not been staked, unless noted otherwise.
3. All bearings shown hereon are based on the Texas Coordinate System of 1983, South Central Zone No. 4204.

# JOHN D. TAYLOR SURVEY, A-72

  
 David Powell Brister  
 Registered Professional  
 Land Surveyor  
 Texas Registration No. 6537



**20 FEET WIDE DRAINAGE EASEMENT**  
 0.1125 ACRE (4,900 SQ. FT.)  
 J.D. TAYLOR SURVEY, A-72 &  
 ISAAC BUNKER SURVEY, A-121  
 PINEY POINT VILLAGE, HARRIS COUNTY, TEXAS

**MBCO**  
 ENGINEERING & SURVEYING  
 1505 Highway 6 South  
 Suite 180  
 Houston, Texas 77077  
 TBPE Reg. No. F16850  
 TBPLS Reg. No. 10194112  
 Phone: 281-760-1656  
 www.mbcengineering.com

PROJECT No.	66.19.01	DATE:	JUNE 05, 2019
KEY MAP:	490 G	DRAWN BY:	G. MATA
FIELD BOOK:	N/A	CHECKED BY:	DAVE BRISTER
SCALE:	1" = 40'	DWG. No.	66.19.01_20DE(LOT2)

**Council Agenda Item Cover Memo**

**11/25/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on quotes received to lift a panel of concrete on North Piney Point Road near Wendover that is sinking and repair potential joint links on pipe under the panel.**

**SUMMARY/BACKGROUND (WHY):** Council request that HDR solicit quotes to perform concrete repair on North Piney Point Road to eliminate a sinking panel of concrete on the east side of the road. HDR solicit quotes for Uretek to inject polymer into the ground to lift the concrete and for Uretek to seal potential leaking joints. Attached are the quotes received for the proposed improvements.

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

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

November 19, 2019

City of Piney Point Village  
C/O: HDR Engineering  
Attn: Aaron Croley  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081

**Ref: Joint sealing 48" RCP at North Piney Point Rd., Houston, TX. 77024**

Dear Mr. Croley,

Thank you for the opportunity to present this proposal to you.

**ANALYSIS OF WORK:**

There are approximately 60 lf of the 48" storm drain RCP which runs beneath North Piney Point rd. that potentially has multiple pipe joints and a single manhole which been as leaks. The leaking may be the cause of voids and unstable soils which has resulted in the subsidence and visible cracking of the roadway above. Failure to seal any leaking joints, fill the void, and stabilize soils could result in further subsidence and damage to the above roadway.

**SCOPE OF WORK:**

URETEK will inject the high density, closed cell, expanding polymer through 5/8" holes to seal leaking joints in the 48" RCP and the manhole.

**PRICING:**

URETEK will furnish the material, tools, skilled technicians, and insurance necessary to perform a visual inspection of the manhole and pipe joints in question and seal all RCP joints found to be leaking and misaligned. **URETEK'S scope of work should complete in 1 day with minimal interruption.** The cost to complete the job is:

**Per 48" RCP joint: \$1,590.00 ea.**

**Per Manhole: \$2,500.00 ea.**

**NOTE:**

Total job cost is a not to exceed price based on the fact that 60 lf of RCP would have a maximum of 8 joints plus the manhole. If all 8 joints and the manhole are found to be leaking the total cost would be \$15,220.00. If no leaks are found there will be a \$2,500.00 mobilization fee for the pipe and manhole inspection.

This work will be performed at the same scheduled time as the Uretek USA road crew will be mobilized for the road work, therefore this price does not include permitting or traffic control. If you have any questions, please call me at (713) 553-4101 or email me at [ericp@uretek-gulfcoast.com](mailto:ericp@uretek-gulfcoast.com). We look forward to hearing from you soon.

Sincerely,



**Industrial | Commercial | Residential**  
Concrete Lifting, Soil Stabilization, Void Fill, I & I Repair



# **Uretek ICR Gulf Coast**

10727 A Peltier Lane Houston, TX 77064

Toll Free: 1.866.873.5438

Phone: 281.894.4990

Fax: 866.873.1272

## **Sales Contract**

Submitted To: Piney Point Village  
c/o HDR Engineering

Attn: Aaron Croley  
4828 Loop Central Dr, Ste 800  
Houston, TX 770/4

Date: 11/19/2019

Uretek ICR Representative: Eric Peterson  
Job Address: North Piney Point Rd  
Houston, TX 77024

Uretek ICR Gulf Coast ("Uretek ICR") and the individuals or entities designated as Owner(s)/Authorized Agent(s) below (collectively, the "Owner") enter into this agreement (the "Agreement") and hereby agree as follows:

1. Uretek ICR will provide all labor, materials and supervision to fill subterranean-voids using the Uretek Method™ to raise and/or stabilize the slab foundation at injection locations on the Project.
2. Injections will be made by drilling holes. The holes resulting from the drilling will be sealed with either wood putty or grout (as applicable) upon completion of the work.
3. Owner hereby accepts all responsibility for and agrees that Uretek ICR is not responsible for any damage to or resulting from damage to, (1) plumbing, (2) sheetrock, (3) wall covering, (4) carpet, (5) flooring, (6) door and/or window frames, (7) any other rigid material(s) and/or (8) any other damage resulting from Uretek ICR's work.
4. Any re-mobilization required because of lack of preparation by the customer will result in a \$1,000.00 remobilization charge.
5. Uretek ICR will Seal eight (8) 46" RCP joints and one (1) manhole for the sum of Two Thousand Five Hundred dollars (\$2,500.00) for manhole and One Thousand Five Hundred Ninety dollars (\$1,590.00) per each joint repair, plus all applicable taxes (the "Service Fee"). Estimate for total work \$15,220.00. Work beginning after 5pm on Friday thru 5am Monday will cost an additional \$1,000.00. Changes to the work will not be undertaken without a written change order signed on behalf of Uretek ICR and by Owner. Payment in full of the Service Fee is due upon Uretek ICR's representation that the work is complete regardless of whether Owner requests additional work by executing a change order as provided below. All invoices which are not paid upon completion of the work shall bear interest on the amounts then due at the rate of twelve percent (12%) per year with interest to accrue five (5) days from the date of Uretek ICR's invoice.

The Service Fee is based on Uretek ICR's investigation of the conditions and factors affecting the work to be performed, including, without limitation, soil conditions, void spaces, moisture levels, thickness of concrete and Owner's input to Uretek ICR regarding those and other pertinent conditions.

If, after beginning work, the factors or conditions are found to be significantly different than previously understood by or explained to Uretek ICR, Uretek ICR reserves the right to stop work to determine the impact of such factors and conditions on the scope of work outlined above. If additional labor or materials are required beyond those contemplated by Uretek ICR as set forth above, Uretek



ICR will provide Owner with a revised cost estimate to complete the work. In no event, will Uretex ICR be obligated to complete the work until the parties execute a change order as provided herein. Regardless of whether Owner elects to execute a change order for additional labor and/or materials, Owner remains responsible for payment in full of the Service Fee.

6. This warranty applies only to material injected at initial application and does not cover deterioration or damage resulting from improper use or modification subsequent to injection of the material, damage due to water or sewage infiltration, accidents or acts of God. If any adjustment is necessary due to settlement in the initial injection locations the first (1) year from the date of completion of the work, Uretex ICR's sole obligation is to adjust the settled area without cost to the Owner if Owner has paid in full all monies previously invoiced by Uretex ICR Gulf Coast. **SUBJECT TO THIS LIMITED WARRANTY, OWNER AGREES THAT THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, MADE BY URETEK ICR CONCERNING THE LABOR OR MATERIALS PROVIDED UNDER THIS AGREEMENT. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, URETEK ICR HEREBY DISCLAIMS, AND OWNER HEREBY WAIVES, ALL IMPLIED WARRANTIES RELATING TO THE LABOR AND MATERIALS PROVIDED UNDER THIS AGREEMENT INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, HABITABILITY, CONSTRUCTION IN A GOOD AND WORKMANLIKE MANNER, CONDITION, SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ADEQUACY OF THE PLANS. ANY IMPLIED WARRANTIES WHICH CANNOT LAWFULLY BE DISCLAIMED ARE LIMITED IN DURATION TO ONE (1) YEAR DURATION FROM THE DATE OF URETEK ICR'S INITIAL-INJECTIONS. IN NO EVENT SHALL URETEK ICR BE LIABLE FOR DAMAGES IN EXCESS OF THE SERVICE FEE, FOR ANY LOSS OF USE, LOSS OF TIME, INCONVENIENCE, COMMERCIAL LOSS, LOST PROFITS OR SAVINGS OR OTHER INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES OR ATTORNEY'S FEES ARISING OUT OF OR IN ANY WAY RELATED TO THE LABOR OR MATERIALS PROVIDED HEREUNDER TO THE EXTENT PERMITTED BY LAW.**
  
7. Any disputes arising out of or in any way related to this Agreement or Uretex ICR's work will be resolved by binding arbitration in Harris County, Texas, as administered by the American Arbitration Association ("AAA") in accordance with the AAA's Construction Industry Arbitration Rules using a one-arbitrator panel.

**AGREED:**  
**URELIFT GULF COAST, L. P.**  
**dba URETEK ICR GULF COAST**  
**By: UGC Management, LLC**  
**Its: General Partner**

\_\_\_\_\_  
Authorized Agent / Date

\_\_\_\_\_  
Customer Signature / Date



November 19, 2019

Presley Lundquist  
HDR Inc  
4828 Loop Central Drive, Ste. 800  
Houston, TX 77081  
713-576-3642  
Presley.lundquist@hdrinc.com

URETEK USA, Inc. is pleased to present this proposal to HDR Engineering for soil stabilization and pavement lifting.

**ESTIMATED SCOPE OF WORK:**

There is a small section of Piney Point Road that has settled and created a mismatched joint. The area will need to be stabilized and lifted various amounts.

These problems can be addressed by utilizing the URETEK Deep Injection (UDI) process to stabilize the soils in each location with continued injection into the soils to accomplish the lifting required.

**PROPOSED SOLUTION:**

URETEK USA will use the URETEK Deep Injection (UDI) process and our URETEK 486 STAR polymer to stabilize the soils under the roadway. Injections will continue after stabilization if lift is required.

URETEK USA will perform the following operations:

1. Profile all lanes of the roadway.
2. Execute Dynamic Cone Penetrometer (DCP) tests for each work area (free of charge) to assess pre-injection soil conditions and confirm the initial injection plan. If testing does show additional level injections are needed, URETEK USA will discuss with client prior to proceeding.
3. Drill injection holes on 4' centers and install injection tubes between -2' and -6'.
4. Inject the highly expansive, high strength, lightweight, water-resistant URETEK 486 STAR polymer through the tubes and into the soils beneath the base to fill the voids & stabilize the soils. Injection will continue until 1mm of movement is detected at the surface of the roadway confirming adequate soil stabilization. Since this polymer is water-resistant, it can be injected into wet soil conditions without compromising the integrity of the polymer.
5. Drill out the top 2" of grout injection holes and fill with a non-shrink cementitious grout.
6. Perform final profile of all lanes of the roadway for warranty purposes.

**PROPOSED COST:**

\$5.85 per pound

**Location: 634 Piney Point Road**  
29.771049, -95.517618  
60' x 12' - 3" of max lift required

Estimate: 3000 pounds @ \$5.85/pound = \$17,550

Mobilization = \$5,000

**Total Estimate = \$22,550**  
**Client will only be invoiced for actual material used.**

**ITEMS NOT INCLUDED IN QUOTE:**

Joint/crack sealing – bonding/bond participation – prevailing wage rates – sales tax – milling of existing asphalt wedges (if required)

**WARRANTY:**

URETEK USA will provide a two-year unconditional warranty against settlement of more than 1/4" of the injected areas. The only exception to the warranty is if the DCP tests reveal problems deeper than the approved injection plan and the client chooses not to address those problems at the time of this project. In the unlikely event that movement of more than 1/4" in the injected areas occurs, URETEK USA will return to inject the affected area to lift to proper grade at no charge to the owner.

**SAFETY:**

URETEK USA has an impressive safety record, because our people are our most important asset and safety is our top concern. URETEK USA has an extensive safety manual directly pertaining to our polyurethane injection process. URETEK USA has employed an industrial hygienist company to produce a safety report on our production unit, process, and personnel. The report clearly shows on-site safety procedures in using and handling the process chemicals and equipment and is available upon request.

**INSURANCE:**

URETEK USA has insurance in excess of any requirements client may have.

**MERIT SHOP CONTRACTOR:**

URETEK USA is a merit shop contractor and all services provided by this proposal will be on a merit shop basis. All reference to labor agreement of any kind, or alluded to, in a principle contract or a sub-contract, are set aside, and not part of this proposal.

Sincerely,

**Chad Hardin**  
Project Manager - East Texas

**URETEK USA, Inc.**  
(832) 349-2274  
[chardin@uretekusa.com](mailto:chardin@uretekusa.com)  
[www.uretekusa.com](http://www.uretekusa.com)

**Council Agenda Item Cover Memo**

**11/25/2019  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on quotes received for the removal and replacement of 18-inch RCP under Arrowwood Circle.**

**SUMMARY/BACKGROUND (WHY):** With the completion of the emergency repair and installation of a new junction box on the north side of the road the remainder of pipe running underneath Arrowwood Circle that has significant cracking. At the previous Council meeting, Council request that HDR obtain quotes to replace the cracked storm sewer pipe. The quotes include a price for removing and replacing the 18-inch RCP under the road and installation of a new Type A inlet on the south side of the road. Contractor will also replace sod on the north side of the road. Attached is a bid tabulation of the quotes received from each contractor.

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

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Summary of Quotes**  
**Arrowwood 18-inch Pipe Replacement**  
**City of Piney Point Village**  
**HDR Job No. 19-004**

<b>Contractor</b>	<b>Total Quote</b>
AAA Asphalt	\$22,500.00
RAC	\$27,140.00
Camino	\$28,150.00
Scohil Construction	\$71,700.00
DonMar	Decline to bid
Trans-Tex Construction	Decline to bid
EC Paving	Decline to bid
TLC Trucking	No Response
T Construction	No Response
AAA Asphalt Represents the lowest Quote	

**AAA**

**Asphalt Paving, Inc.**  
19155 Circle Lake Dr. Pinehurst, TX 77362

**PROPOSAL**  
**AAA Bid No. 0240**

**November 21, 2019**

**HDR**  
**4828 Loop Central Drive, Ste. 800**  
**Houston, TX 77081**  
**713.576.3642**

**ATTN:** Presley Lundquist  
[presley.lundquist@hdrinc.com](mailto:presley.lundquist@hdrinc.com)

**BID ESTIMATOR:** Daniel Dinger

We at AAA Asphalt Paving, Inc. are pleased to submit our Proposal to furnish all labor and materials to complete the services as requested for the project as described below.

**LOCATION:** Arrowwood Circle 18" Pipe Replacement, City of Piney Point Village

**SCOPE OF WORK:** See attached supplied bid form

**Excludes: permits, bonds, fees, testing, striping and anything not specifically stated.**

**(713) 896-7373 Phone • (713) 896-8889 Fax**  
**www.aaa-asphalt.com**

**PAYMENT IS DUE BY THE 15<sup>TH</sup> OF EACH MONTH**

AAA shall retain the right to remove any materials for which payment is at least thirty (30) days past due. Past due accounts shall incur a two percent (2%) per month interest charge on the outstanding balance.

**THIS BID IS VALID FOR THIRTY (30) DAYS**

**ADDITIONAL TERMS OF THIS PROPOSAL / AGREEMENT**

**ALL WORK PERFORMED BY AAA IS GUARANTEED FOR ONE (1) YEAR FROM THE DATE OF COMPLETION. EXCLUDED IN THIS GUARANTEE ARE ANY DEFECTS IN THE ASPHALT WHEN CAUSED BY BASE FAILURES, INCLUDING AREAS OF WATER "PONDING" WHEN THE BASE IS EXISTING, BASE IS INSTALLED BY OTHERS, SUB-GRADE HAS BEEN PREPARED BY OTHERS, OR WHEN OVERLAID ASPHALT IS TIED INTO PREEXISTING CONDITIONS.**

AAA WILL COORDINATE WITH PROPERTY OWNER OR MANAGEMENT TO MINIMIZE ANY INCONVENIENCE TO ALL PARTIES. OWNER/MANAGEMENT TO BE RESPONSIBLE FOR RELOCATION, REMOVAL OR REROUTING OF ALL VEHICLES PRIOR TO START UP OF CONSTRUCTION. ALL TOWING TO BE AT OWNER/MANAGEMENT REQUEST AND OWNER/MANAGEMENT OR VEHICLE OWNER EXPENSE.

AAA WILL NOT BE RESPONSIBLE FOR ANY DAMAGES, E.G.: GRAFFITI, HAND OR FOOT PRINTS, TIRE MARKINGS, ETC., TO FRESHLY FINISHED CONCRETE, ASPHALT OR SEALANT.

**AAA WILL NOT BE RESPONSIBLE FOR UNDERGROUND UTILITY SERVICE, UNLESS "LOCATED AND MARKED" BY OWNER PRIOR TO CONSTRUCTION COMMENCEMENT, INCLUDING BUT NOT LIMITED TO SECURITY GATE LOOPS AND UNDERGROUND WIRING, TELEPHONE, CABLE, ELECTRICAL, GAS, SPRINKLER SYSTEMS, ETC.**

- ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. BID IS BASED UPON BEST QUOTE FROM SUPPLIERS AND IS CONTINGENT UPON AVAILABILITY FROM THAT PARTICULAR SUPPLIER. INDUSTRY SHORTAGES OR MAJOR CONSTRUCTION COMPONENTS MAY RESULT IN RENEGOTIATION OF PROPOSAL/AGREEMENT.
- ALL WORK PERFORMED BY AAA IS TO BE COMPLETED IN A TIMELY MANNER.
- ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE PERFORMED ONLY ON EXECUTED, WRITTEN ORDERS, AND WILL BE CHARGED OVER AND ABOVE THE ORIGINAL BID ESTIMATE/ORDER.
- AAA IS INSURED FOR \$2,000,000 GENERAL LIABILITY, \$1,000,000 AUTO, UMBRELLA AND WORKER'S COMPENSATION WITH AN "A" RATED CARRIER AND WILL PROVIDE CERTIFICATE OF INSURANCE UPON REQUEST.

We thank you for the opportunity to bid your request and look forward to doing business with you! Should you have any questions regarding this proposal/agreement, please call the bid Estimator.

Respectfully Submitted,  
AAA Asphalt Paving, Inc.

ACCEPTED:

Daniel Dinger  
Estimator

Authorized Signature for Customer Name

November 21, 2019  
Date

Typed / Printed Name & Title

Date

SIGNED CONTRACTURAL PROPOSAL/AGREEMENT MUST BE RETURNED  
PRIOR TO STARTUP OF PROPOSED AND ACCEPTED SCOPE OF WORK  
AAA Proposal Bid No. 0240



## Arrowwood Circle 18" Pipe Replacement

City of Piney Point Village

HDR Job No. 19-004

### Arrowwood Circle

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of:	S.Y.	20	\$85.00	\$1,700.00
2	Full Depth Asphalt Point Repair, complete in place, the sum of:	S.Y.	20	\$325.00	\$6,500.00
3	Traffic Control, complete in place, the sum of:	L.S.	1	\$1,500.00	\$1,500.00
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	35	\$50.00	\$1,750.00
5	Conection of proposed pipe to existing junction box, complete in place, the sum of:	EA.	1	\$1,500.00	\$1,500.00
6	18" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	35	\$125.00	\$4,375.00
7	Proposed Type A Inlet (pre-cast, cast-in-place, or masonry), depth to be determined by contractor in field, including bedding and backfill, complete in place, the sum of:	EA.	1	\$3,500.00	\$3,500.00
8	Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of:	L.F.	35	\$5.00	\$175.00
9	Remove tree 3"-11.99", complete in place, the sum of:	EA.	1	\$1,500.00	\$1,500.00
				<b>Total Cost:</b>	<b>\$22,500.00</b>

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

**Arrowwood Circle**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of:	S.Y.	20	29.50	550.00
2	Full Depth Asphalt Point Repair, complete in place, the sum of:	S.Y.	20	225.00	4,500.00
3	Traffic Control, complete in place, the sum of:	L.S.	1	5,500.00	5,500.00
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	35	50.00	1,750.00
5	Conection of proposed pipe to existing junction box, complete in place, the sum of:	EA.	1	2,000.00	2,000.00
6	18" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	35	175.00	6,125.00
7	Proposed Type A Inlet (pre-cast, cast-in-place, or masonry), depth to be determined by contractor in field, 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	5.00	175.00
9	Remove tree 3"-11.99", complete in place, the sum of:	EA.	1	2,500.00	2,500.00
<b>Total Cost:</b>					<b>27,140.00</b>

\* Bid - Camino Services

Arrowwood Circle 18" Pipe Replacement

City of Piney Point Village

HDR Job No. 19-004

Arrowwood Circle

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of:	S.Y.	20	80. <sup>00</sup>	\$1,600. <sup>00</sup>
2	Full Depth Asphalt Point Repair, complete in place, the sum of:	S.Y.	20	225. <sup>00</sup>	\$4,500. <sup>00</sup>
3	Traffic Control, complete in place, the sum of:	L.S.	1	1,800. <sup>00</sup>	\$1,800. <sup>00</sup>
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	35	96. <sup>00</sup>	\$3,326. <sup>00</sup>
5	Conection of proposed pipe to existing junction box, complete in place, the sum of:	EA.	1	280. <sup>00</sup>	\$280. <sup>00</sup>
6	18" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	35	285. <sup>00</sup>	\$9,975. <sup>00</sup>
7	Proposed Type A Inlet (pre-cast, cast-in-place, or masonry), depth to be determined by contractor in field, including bedding and backfill, complete in place, the sum of:	EA.	1	4,650. <sup>00</sup>	\$4,650. <sup>00</sup>
8	Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of:	L.F.	35	25. <sup>00</sup>	\$875. <sup>00</sup>
9	Remove tree 3"-11.99", complete in place, the sum of:	EA.	1	525. <sup>00</sup>	\$525. <sup>00</sup>
				Total Cost:	\$28,150. <sup>00</sup>

		<b>SCOHIL CONSTRUCTION SERVICES, LLC</b>				
		<b>CITY OF PINEY POINT VILLAGE</b>				
		<b>Arrowwood Circle</b>				
		<b>18-inch Storm Sewer Repalcement</b>				
		<b>DESCRIPTION OF ITEM AND UNIT PRICES</b>				<b>Total Dollars Due</b>
<b>ITEM NO.</b>	<b>BID QUANTITY</b>		<b>UNIT</b>	<b>UNIT PRICES</b>		
		<b>ITEM DESCRIPTION</b>				
1	20.00	Remove and dispose of existing asphalt pavement and base material, complete in place the sum of	SY	\$250.00	\$5,000.00	
2	20.00	Full depth asphalt point repair, complete in place the sum of	SY	\$350.00	\$7,000.00	
3	1.00	Traffic control, complete in place the sum of	LS	\$1,000.00	\$1,000.00	
4	35.00	Remove and dispose of existing storm sewer, complete in place the sum of	LF	\$150.00	\$5,250.00	
5	1.00	Connection of proposed pipe to existing junction box, complete in place the sum of	EA	\$4,000.00	\$4,000.00	
6	35.00	18" RCP strom sewer, all depths (open cut), including bedding and backfill, complete in place the sum of	LF	\$1,070.00	\$37,450.00	
7	1.00	Proposed Type "A" inlet (pre-cast, cast in place or masonry), depth to be determined by contractor in field, including bedding and backfill, complete in place the sum of	EA	\$7,500.00	\$7,500.00	
8	35.00	Trench safety for all strom sewers greater than 5' in depth, complete in place the sum of	LF	\$100.00	\$3,500.00	
9	1.00	Remove tree 3" - 12.99", complete in place the sum of	EA	\$1,000.00	\$1,000.00	
		<b>TOTAL COST</b>				<b>\$71,700.00</b>

## Lundquist, Presley

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**From:** bmunsell@transtx.net  
**Sent:** Friday, November 15, 2019 10:02 AM  
**To:** Lundquist, Presley  
**Subject:** RE: Piney Point Village - Arrowwood Quote Request

Presley:

We will not be able to offer a quote for this project.

Thanks,

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

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

Subject: Piney Point Village - Arrowwood Quote Request  
From: "Lundquist, Presley" <Presley.Lundquist@hdrinc.com>  
Date: Fri, November 15, 2019 9:18 am  
To: "bmunsell@transtx.net" <bmunsell@transtx.net>  
Cc: "Moore, Joseph" <Joseph.Moore@hdrinc.com>, "Croley, Aaron" <Aaron.Croley@hdrinc.com>

Brad,

The City of Piney Point has asked us to solicit quotes for an 18-inch RCP replacement underneath Arrowwood Circle. The repairs will include saw-cutting and removal of existing asphalt overlay and base, a full depth asphalt point repair, removal and replacement of approximately 35 LF of 18-inch RCP, installation of a Type A Inlet, replacement of sod on each side of the street, and traffic control. Attached is an exhibit, details and bid items for the work.

If possible, we would like to receive the quote by Wednesday November 20th as we are presenting the quotes at the November City Council meeting. Please don't hesitate to contact us if you have any questions.

Thanks,

**Presley Lundquist, E.I.T.**

**HDR**  
4828 Loop Central Drive, Ste. 800  
Houston, TX 77081  
D 713.576.3642  
[presley.lundquist@hdrinc.com](mailto:presley.lundquist@hdrinc.com)

## Lundquist, Presley

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**From:** BJ <donmargrading@gmail.com>  
**Sent:** Friday, November 15, 2019 2:55 PM  
**To:** Lundquist, Presley  
**Cc:** Moore, Joseph; Croley, Aaron  
**Subject:** Re: Piney Point Village - Arrowwood Quote Request

Presley,

Thanx for the opportunity to bid on this project. Unfortunately we are too busy to do the work at this time or in the next few months...

Thanx again... BJ

From BJ's trusty new iPhone6...

On Nov 15, 2019, at 9:17 AM, Lundquist, Presley <Presley.Lundquist@hdrinc.com> wrote:

BJ,

The City of Piney Point has asked us to solicit quotes for an 18-inch RCP replacement underneath Arrowwood Circle. The repairs will include saw-cutting and removal of existing asphalt overlay and base, a full depth asphalt point repair, removal and replacement of approximately 35 LF of 18-inch RCP, installation of a Type A Inlet, replacement of sod on each side of the street, and traffic control. Attached is an exhibit, details and bid items for the work.

If possible, we would like to receive the quote by Wednesday November 20th as we are presenting the quotes at the November City Council meeting. Please don't hesitate to contact us if you have any questions.

Thanks,

**Presley Lundquist, E.I.T.**

**HDR**

4828 Loop Central Drive, Ste. 800  
Houston, TX 77081  
D 713.576.3642  
presley.lundquist@hdrinc.com

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

<Arrowwood 18-in Pipe Replacement Quantities.pdf>  
<Bedding and Backfill Details-Model.pdf>  
<Storm Sewer Inlet Details.pdf>  
<Arrowwood Pipe Replacement Exhibit.pdf>  
<Asphalt Point Repair Detail..pdf>

**Council Agenda Item Cover Memo**

**11/25/2019**

**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on updated 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. HDR presented quotes at the previous Council meeting for approval, but after some discussion with the City it was determined that the scope of the rut repair should be reduced. The City requested that HDR re-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 HMA overlay between the edge of the existing pavement and existing sidewalk.

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

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

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

<b>Contractor</b>	<b>Total Quote</b>
DonMar Grading	\$19,120.00
AAA Asphalt	\$23,250.00
EC Paving	\$34,359.00
RAC Industries LLC	Declined to bid
	Represents the lowest Quote



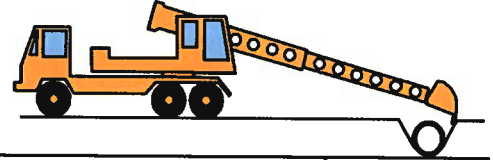
# DonMar Grading, Inc.

P.O. Box 176  
Porter, TX 77365

832-794-2906 donmargrading@gmail.com

# Job Proposal

Date	Estimate #
11/19/2019	2019-19



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

<b>Terms</b>	<b>Rep</b>
Due on receipt	BJK
<b>Project</b>	
Piney Pt. Rd. Rut Asphalt Repair	

Description	Qty	Unit	Cost	Total
Rut repairs at 16 locations (per map) consisting of removing the existing sod, excavating to grade, installation of 6-inch cement stabilized sand, and installation of 8-inches of Type D HMAC overlay in two 4-inch lifts between the edge of the existing pavement and existing sidewalk. Price is based on each location covering approximately 2 SY or a total of 45 SY.	16	each	1,195.00	19,120.00
<b>We are looking forward to working with you.</b>			<b>Total</b>	<b>\$19,120.00</b>

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

\_\_\_\_\_  
Signature & Date

**AAA**

**Asphalt Paving, Inc.**  
19155 Circle Lake Dr. Pinehurst, TX 77362

**PROPOSAL**  
AAA Bid No. 0217 Rev. 01

**November 21, 2019**

**HDR**  
4828 Loop Central Drive, Ste. 800  
Houston, TX 77081  
713.576.3642

**ATTN:** Presley Lundquist  
[presley.lundquist@hdrinc.com](mailto:presley.lundquist@hdrinc.com)

**BID ESTIMATOR:** Daniel Dinger

We at AAA Asphalt Paving, Inc. are pleased to submit our Proposal to furnish all labor and materials to complete the services as requested for the project as described below.

**LOCATION:** Piney Point Rd. Rut Repairs

**SCOPE OF WORK:** See attached supplied bid form

**Excludes: permits, bonds, fees, testing, striping and anything not specifically stated.**

**(713) 896-7373 Phone • (713) 896-8889 Fax**  
**www.aaa-asphalt.com**

**PAYMENT IS DUE BY THE 15<sup>TH</sup> OF EACH MONTH**

AAA shall retain the right to remove any materials for which payment is at least thirty (30) days past due. Past due accounts shall incur a two percent (2%) per month interest charge on the outstanding balance.

**THIS BID IS VALID FOR THIRTY (30) DAYS**

**ADDITIONAL TERMS OF THIS PROPOSAL / AGREEMENT**

ALL WORK PERFORMED BY AAA IS GUARANTEED FOR ONE (1) YEAR FROM THE DATE OF COMPLETION. EXCLUDED IN THIS GUARANTEE ARE ANY DEFECTS IN THE ASPHALT WHEN CAUSED BY BASE FAILURES, INCLUDING AREAS OF WATER "PONDING", WHEN THE BASE IS EXISTING, BASE IS INSTALLED BY OTHERS, SUB-GRADE HAS BEEN PREPARED BY OTHERS, OR WHEN OVERLAID ASPHALT IS TIED INTO PREEXISTING CONDITIONS.

AAA WILL COORDINATE WITH PROPERTY OWNER OR MANAGEMENT TO MINIMIZE ANY INCONVENIENCE TO ALL PARTIES. OWNER/MANAGEMENT TO BE RESPONSIBLE FOR RELOCATION, REMOVAL OR REROUTING OF ALL VEHICLES PRIOR TO START UP OF CONSTRUCTION. ALL TOWING TO BE AT OWNER/MANAGEMENT REQUEST AND OWNER/MANAGEMENT OR VEHICLE OWNER EXPENSE.

AAA WILL NOT BE RESPONSIBLE FOR ANY DAMAGES, E.G.: GRAFFITI, HAND OR FOOT PRINTS, TIRE MARKINGS, ETC., TO FRESHLY FINISHED CONCRETE, ASPHALT OR SEALANT.

AAA WILL NOT BE RESPONSIBLE FOR UNDERGROUND UTILITY SERVICE, UNLESS "LOCATED AND MARKED" BY OWNER PRIOR TO CONSTRUCTION COMMENCEMENT, INCLUDING BUT NOT LIMITED TO SECURITY GATE LOOPS AND UNDERGROUND WIRING, TELEPHONE, CABLE, ELECTRICAL, GAS, SPRINKLER SYSTEMS, ETC.

- ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. BID IS BASED UPON BEST QUOTE FROM SUPPLIERS AND IS CONTINGENT UPON AVAILABILITY FROM THAT PARTICULAR SUPPLIER. INDUSTRY SHORTAGES OR MAJOR CONSTRUCTION COMPONENTS MAY RESULT IN RENEGOTIATION OF PROPOSAL/AGREEMENT.
- ALL WORK PERFORMED BY AAA IS TO BE COMPLETED IN A TIMELY MANNER.
- ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE PERFORMED ONLY ON EXECUTED, WRITTEN ORDERS, AND WILL BE CHARGED OVER AND ABOVE THE ORIGINAL BID ESTIMATE/ORDER.
- AAA IS INSURED FOR \$2,000,000 GENERAL LIABILITY, \$1,000,000 AUTO, UMBRELLA AND WORKER'S COMPENSATION WITH AN "A" RATED CARRIER AND WILL PROVIDE CERTIFICATE OF INSURANCE UPON REQUEST.

We thank you for the opportunity to bid your request and look forward to doing business with you! Should you have any questions regarding this proposal/agreement, please call the bid Estimator.

Respectfully Submitted,  
AAA Asphalt Paving, Inc.

Daniel Dinger  
Estimator

November 21, 2019  
Date

ACCEPTED:

Authorized Signature for Customer Name

Typed / Printed Name & Title

Date

SIGNED CONTRACTURAL PROPOSAL/AGREEMENT MUST BE RETURNED  
PRIOR TO STARTUP OF PROPOSED AND ACCEPTED SCOPE OF WORK  
AAA Proposal Bid No. 0217 Rev. 01

North Piney Point Rd. Rut Repairs

Quote Request

City of Piney Point Village

**Constuction Costs**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	6" cement stabilized sand	S.Y.	42	\$230.00	\$9,660.00
2	8" Type D HMAC overlay in two lifts	S.Y.	42	\$300.00	\$12,600.00
3	Prime Coat	GAL	15	\$66.00	\$990.00
<b>TOTAL CONSTRUCTION COST:</b>					<b>\$23,250.00</b>

North Piney Point Rd. Rut Repairs

Quote Request

City of Piney Point Village

Constuction Costs

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	6" cement stabilized sand	S.Y.	42	380.57	15,984
2	8" Type D HMAC overlay in two lifts	S.Y.	42	401.78	16,875
3	Prime Coat	GAL	15	100. <sup>00</sup>	1500
TOTAL CONSTRUCTION COST:					34,359 <sup>00</sup>

Revised  
11-19-2015

**Council Agenda Item Cover Memo**

**11/25/2019**

**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

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

**SUMMARY/BACKGROUND (WHY):** Over many years the City has received multiple complaints of standing water in the ditches on the south side of Williamsburg. The City has routinely regraded the ditches in efforts of minimizing the standing water and maintaining a positive grade towards North Piney Point Road but survey data shows that several driveway culverts are higher than upstream culverts causing reverse grades along the ditch. With the completion of the North Piney Point Road project which lowered the outfall culvert at Williamsburg, the high driveway culverts can now be removed and reset to provide a positive slope on the ditch. The ditch on the south side of the road will also be graded to the new culvert elevations. HDR obtained quotes for this work in May 2019 but the project was put on hold for discussion of a larger project to install storm sewer on the entire street. Per recent engineering meetings it has been request that HDR re-present the quotes received for approval. Attached are quotes received from the Contractors.

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

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

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

---

**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Williamsburg Driveway Culvert Replacement**

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

Williamsburg Driveway Culvert Replacement													
HDR Job No. 19-004 City of Piney Point Village													
				Low Bidder						TLC Trucking		Trans-Tex	
				DonMar Grading, Inc.		RAC Industries, LLC		T Construction, LLC					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	90	\$ 150.00	\$ 13,500.00	\$ 150.00	\$ 13,500.00	\$ 148.00	\$ 13,320.00				
2	Regrade existing ditch, complete in place, the sum of:	LF	400	\$ 8.00	\$ 3,200.00	\$ 20.00	\$ 8,000.00	\$ 21.00	\$ 8,400.00				
3	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	DECLINED TO SUBMIT QUOTE AT THIS TIME			
4	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	60	\$ 10.00	\$ 600.00	\$ 30.00	\$ 1,800.00	\$ 30.00	\$ 1,800.00				
5	18" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	20	\$ 160.00	\$ 3,200.00	\$ 140.00	\$ 2,800.00	\$ 285.00	\$ 5,700.00				
6	24" RCP storm sewer including bedding and backfill, complete in place, the sum of:	LF	40	\$ 180.00	\$ 7,200.00	\$ 160.00	\$ 6,400.00	\$ 350.00	\$ 14,000.00				
<b>TOTAL</b>					\$ 29,500.00		\$ 34,500.00		\$ 44,720.00	\$	-	\$	-

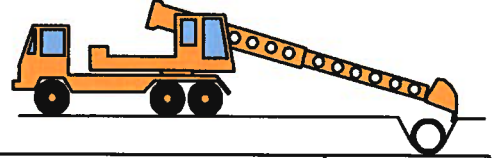
# DonMar Grading, Inc.

P.O. Box 176  
Porter, TX 77365

832-794-2906 donmargrading@gmail.com

# Job Proposal

Date	Estimate #
11/19/2019	2019-11



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

<b>Terms</b>	<b>Rep</b>
Due on receipt	BJK
<b>Project</b>	
Williamsburg Drainage Improvements 2019	

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

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

\_\_\_\_\_  
 Signature & Date



**Williamsburg Ditch Regrading and Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Contractor:**

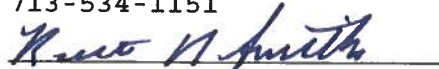
Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	90	150.00	13,500.00
2	Regrade existing ditch, complete in place, the sum of:	LF	400	20.00	8,000.00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

RAC Industries, LLC

3207 Preston Ave.

Pasadena, Texas 77505

713-534-1151



Robert N. Smither

**Williamsburg Ditch Regrading and Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Contractor: T Construction, LLC**

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

*Piney Point Village*

4/17/2019

**Moore, Joseph**

---

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

Aaron,

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

Thanks,

Chris

---

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

Chris,

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

Please let me know if you have any questions.

Thanks,

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

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

---

**From:** Croley, Aaron  
**Sent:** Thursday, April 11, 2019 3:51 PM  
**To:** 'cgwyn@tlccon.net' <[cgwyn@tlccon.net](mailto:cgwyn@tlccon.net)>

Cc: Moore, Joseph <[Joseph.Moore@hdrinc.com](mailto:Joseph.Moore@hdrinc.com)>

Subject: Piney Point Village - Williamsburg Quote Request

Chris,

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

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

Thanks,

**Aaron Croley**, E.I.T., CFM

**HDR**  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081-2220  
O 713.622.9264 F 713.622.9265  
[aaron.croley@hdrinc.com](mailto:aaron.croley@hdrinc.com)

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

**Moore, Joseph**

---

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

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

Thanks,

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

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

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

Brad,

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

Please let me know if you have any questions.

Thanks,

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

hdrinc.com/follow-us

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

Brad,

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

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

Thanks,

**Aaron Croley**, E.I.T., CFM

**HDR**  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081-2220  
O 713.622.9264 F 713.622.9265  
[aaron.croley@hdrinc.com](mailto:aaron.croley@hdrinc.com)

hdrinc.com/follow-us

**Council Agenda Item Cover Memo**

**11/25/2019**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on quotes received for the removal and replacement of driveway culverts and regrading of ditches on Jamestown.**

**SUMMARY/BACKGROUND (WHY):** The City has received complaints of standing water in the ditches on the west half of Jamestown. Before the North Piney Point Road project was completed, the City was not able to perform any drainage improvements on the west half of Jamestown due to the shallow storm sewer system. With the completion of the North Piney Point Road project which lowered the outfall culvert at Jamestown, the high driveway culverts can now be removed and reset to provide a positive slope on the ditch. The ditch on the south side of the road will also be graded to the new culvert elevations. HDR obtained quotes for this work in August 2019 but the project was put on hold pending discussion of a larger project to install storm sewer on the entire street. Attached are quotes received from Contractors to perform the work.

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

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

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

---

**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Jamestown Culvert Replacement and Ditch Regrading**

HDR Job No. 19-004

City of Piney Point Village

Low Bidder													
				DonMar Grading, Inc.		RAC Industries, LLC		T Construction, LLC		Camino Services		TLC Trucking	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	45	\$ 170.00	\$ 7,650.00	\$ 225.00	\$ 10,125.00	\$ 165.00	\$ 7,425.00				
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	\$ 10.00	\$ 400.00	\$ 50.00	\$ 2,000.00	\$ 28.00	\$ 1,120.00				
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LS	40	\$ 170.00	\$ 6,800.00	\$ 140.00	\$ 5,600.00	\$ 300.00	\$ 12,000.00	DECLINED TO SUBMIT QUOTE AT THIS TIME			
4	Tree Removal, complete in place, the sum of:	LF	3	\$ 3,500.00	\$ 10,500.00	\$ 4,000.00	\$ 12,000.00	\$ 600.00	\$ 1,800.00				
5	Regrade existing ditch, complete in place, the sum of	LF	475	\$ 10.00	\$ 4,750.00	\$ 25.00	\$ 11,875.00	\$ 18.00	\$ 8,550.00				
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LF	1	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00	\$ 1,750.00	\$ 1,750.00				
	<b>TOTAL</b>				\$ 31,900.00		\$ 44,600.00		\$ 32,645.00				



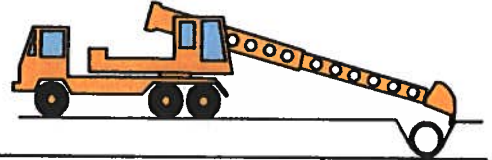
# DonMar Grading, Inc.

P.O. Box 176  
Porter, TX 77365

832-794-2906 donmargrading@gmail.com

# Job Proposal

Date	Estimate #
11/19/2019	2019-14



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

<b>Terms</b>	<b>Rep</b>
Due on receipt	BJK
<b>Project</b>	
Jamestown Road Culvert Replacement	

Description	Qty	Unit	Cost	Total
City of Piney Point Village Jamestown Road Culvert Replacement HDR Job No. 19-004  Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut complete in place.  Remove and dispose of existing storm sewer.  18" storm sewer (RCP) installation including bedding, backfill, complete in place.  Tree removal complete in place including stump grinding if needed.  Ditch regrading, with grade checker, dump trucks and hauling and spoil disposal.  Hydromulch regraded ditch and disturbed areas.  DonMar Grading will make "One Calls" and notifications as required by law. We will also notify and coordinate with MVWA. DonMar Grading will make every effort to avoid underground structures but will not be responsible for damage to any 'unmarked' or unlocated utilities, sprinkler systems, or other structures.  These prices do not include the adjustment of utilities should any be found in conflict with this work.				
	45	SY	170.00	7,650.00
	40	LF	10.00	400.00
	40	LF	170.00	6,800.00
	3	EA	3,500.00	10,500.00
	475	LF	10.00	4,750.00
	1	LS	1,800.00	1,800.00
<b>We are looking forward to working with you.</b>			<b>Total</b>	<b>\$31,900.00</b>

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

\_\_\_\_\_  
 Signature & Date

**Jamestown Road Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Ditch Regrading and Culvert Replacement**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	45	225.00	10,125
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	50.00	2,000
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LF	40	140.00	5,600
4	Tree removal, complete in place, the sum of:	EA	3	4,000.00	12,000
5	Regrade existing ditch, complete in place, the sum of:	LF	475	25.00	11,875
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	3,000.00	3,000
<b>TOTAL</b>					

44,600.00

**Jamestown Road Culvert Replacement**

**Quote Request**

City of Piney Point Village

HDR Job No. 19-004

**Ditch Regrading and Culvert Replacement**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	45	165.00	\$7,425.00
2	Remove and dispose of existing storm sewer, complete in place, the sum of:	LF	40	28.00	\$1,120.00
3	18" storm sewer, including bedding and backfill, complete in place, the sum of:	LF	40	300.00	\$12,000.00
4	Tree removal, complete in place, the sum of:	EA	3	600.00	\$1,800.00
5	Regrade existing ditch, complete in place, the sum of:	LF	475	18.00	\$8,550.00
6	Hydromulching along ditch regrading areas, complete in place, the sum of:	LS	1	1750.00	\$1,750.00
<b>TOTAL</b>					<b>\$32,645.00</b>

**Council Agenda Item Cover Memo**

**11/25/2019  
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:** \_\_\_\_\_  
\_\_\_\_\_

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



## **Engineer's Status Report**

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: November 25, 2019

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

The Contractor, RAC Industries, has begun work on the Surrey Oaks Paving & Drainage Improvements Project. Their tentative schedule of work for the coming week is as follows:

#### **Nov. 18-22**

- Pre-Construction Photos/Video
- Marking Utilities via Texas One-Call and the MVWA
- Construction Survey Staking and Layout
- Tree Protection
- Cleaning and Televising of the Sanitary Sewer Line

Currently the Contractor does not intend on doing any excavation work until the week after Thanksgiving (Dec. 1-7) when they begin pipe bursting the sanitary sewer line. After that work is complete, the Contractor will begin working on the water line replacement. It is anticipated that both sanitary sewer rehabilitation and water line work is completed before the Christmas Holidays. Lane closures to facilitate the installation of the storm sewer beginning at N. Piney Point Road will not begin until after the New Year.

We will provide more updates and detailed information as the project progresses. Please feel free to contact myself or the HDR Site Representative, Cary Johnston, with any questions or concerns.

Also, please let us know if we need to update contact information for any resident on Surrey Oaks. We hope to reach as many people as possible with these construction updates.

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

The Beinhorn Project is currently advertising for bidding. A pre-bid conference was held at City Hall on Thursday, 11/21 to discuss the project with potential bidders and answer any questions. The anticipated schedule going forward on the project is as follows:

Big Opening: 12/9/2019 11:00 AM at City Hall

Award Contract: 12/16/2019 Council Meeting

Start Construction: January 2020

End Construction: July 2020



HDR has obtained contact information for all homeowners directly impacted by the project and has been meeting with residents to discuss the project in detail.

### **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 16<sup>th</sup> 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.

Councilman Dodds is working to set up meetings with a committee of people on the street during the first or second week of December. The purposed of the meetings are to discuss the proposed project and 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**

HDR and Roger attended the Windermere HOA meeting last night as requested by the HOA President, Mr. Wayne Turner, to discuss the project. A description of the project problem, solution, and current construction delays were provided to the resident attending the meeting.

Resident’s generally expressed concern about security and feel that the construction access point is a weak spot in the neighborhood’s security. They have requested a better fence be installed to help shield better than the existing fence is shielding.

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

The 2019 Maintenance Project is currently advertising for bidding. A pre-bid conference was held at City Hall on Thursday, 11/21 to discuss the project with potential bidders and answer any questions. The anticipated schedule going forward on the project is as follows:

Big Opening: 12/9/2019 11:00 AM at City Hall

Award Contract: 12/16/2019 Council Meeting

Start Construction: January 2020

End Construction: April 2020



HDR and Councilman Dodds have been communicating the resident at #2 White Pillars regarding Council's comments on the easement document the resident proposed. Discussion of the easement document will be included in a separate agenda item. The quantities for the storm sewer work at #2 White Pillars has been included in an add alternative which will allow Council to award or not award that portion of the Contract pending the agreement of an easement between Council and the resident.

#### **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**

Previously Council approved a proposal from HTS for a total fee of \$2,114.00 to obtain cores of the asphalt overlay at the locations of the observed cracking. HTS is to provide the results of those cores and recommendations for repair no later than November 27<sup>th</sup>.

#### **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 maintained 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 has included the quotes received on a separate agenda item for approval.



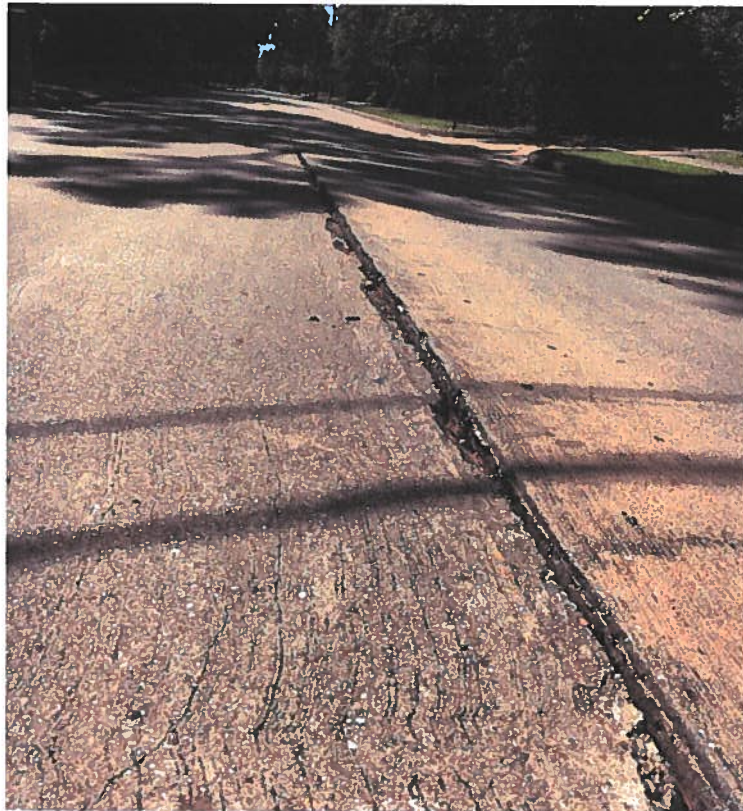
## **9. Jamestown Resident Meeting**

The City has received complaints of standing water in the ditches on the west half of Jamestown. Before the North Piney Point Road project was completed, the City was not able to perform any drainage improvements on the west half of Jamestown due to the shallow storm sewer system. With the completion of the North Piney Point Road project which lowered the outfall culvert at Jamestown, the high driveway culverts can now be removed and reset to provide a positive slope on the ditch. The ditch on the south side of the road will also be graded to the new culvert elevations. HDR obtained quotes for this work in August 2019 but the project was put on hold pending discussion of a larger project to install storm sewer on the entire street. HDR was directed to resubmit the quotes obtained to Council for discussion and possible action. The quotes are presented in a separate agenda item.

## **10. 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 and concrete paving joints 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 and to seal the pipe joints. The quotes received are presented in a separate agenda item.





## 11. 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)
- S. Piney Point Road (Asphalt)
- Arrowwood Circle (Asphalt)
- Grecian Way (Asphalt)
- Lanecrest (Asphalt)
- Crack Sealing on Various Streets



**12. 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 – November 18<sup>th</sup> 2019
    - Construction Contract Expiration Date – July 14, 2020
- **Beinhorn Drainage & Sidewalk Improvements Project**
  - Anticipated Schedule –
    - Advertise for Bidding – November
    - Bid Opening – December 9th
    - Award Contract – December 16<sup>th</sup> 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-December
    - 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 –
    - Advertise for Bidding – November 2019
    - Bid Opening – December 9, 2019
    - Award Contract – December 16, 2019
    - Construction Notice to Proceed – January 2020
    - Construction Completion Date – April 2020