



City of Piney Point Village

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

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

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, SEPTEMBER 28, 2020 AT 6:30 P.M. VIA ZOOM TO DISCUSS AGENDA ITEMS LISTED BELOW

**ZOOM Special City Council Meeting
September 28, 2020 06:30 PM**

**Meeting ID: 884 841 6839
Dial by Location: (Houston) +1 346 248 7799 Passcode: 378690901**

**Join Zoom Meeting
Meeting ID: 884 841 6839**

Passcode: 3786960901

**Dial by your location
+1 346 248 7799 US (Houston)**

**One tap mobile
+13462487799,,8848416839#,,,,,0#,,3786960901# US (Houston)
+16699006833,,8848416839#,,,,,0#,,3786960901# US (San Jose)
Find your local number: <https://us02web.zoom.us/j/8848416839>**

DECLARATION OF QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

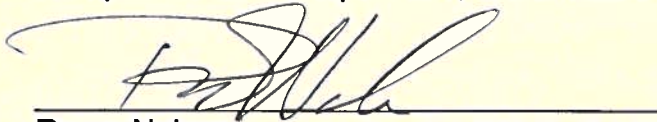
CITIZENS WISHING TO ADDRESS COUNCIL - *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of Council or 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 Arbor Day
4. Discuss and take possible action on Memorial Drive Elementary School Committee Appointment
5. Discuss and take possible action on City website discussion
6. Discuss and take possible action on contract with CSRS for Professional Services
7. Discuss and take possible action on the Brite Landscape Designs Proposal for Memorial Drive East of Blalock Road
8. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
 - August 2020 Financials
9. Discuss and take possible action on Quotes for Chuckanut South easement ditch regrading
10. Discuss and take possible action on Letter of Recommendation for Award of Wilding Lane Contract
11. Discuss and take possible action on Authorization for Construction Management and Construction Observation tasks in HDR's Wilding Lane Proposal
12. Discuss and take possible action on the City Engineer's monthly report
13. Discuss and take possible action on the minutes of the August 24, September 8 and September 14 2020 Council meetings.
14. Discuss and take possible action on any future agenda items, meeting dates, etc.
15. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), regarding (1) pending litigation, specifically the Khan v. Zoning Board of Adjustment lawsuit and the Memorial Village Police Department EEOC complaint; and regarding (2) matters in which the duty of the City Attorney require to be discussed in closed session under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
16. Action outside of Executive Session, if any
17. Adjourn

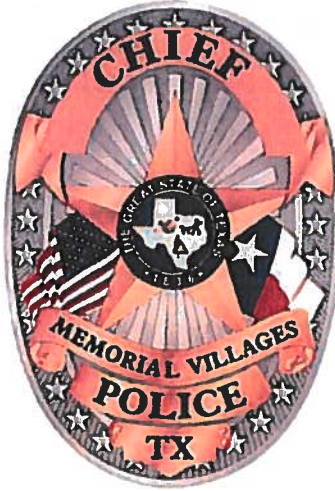
CERTIFICATION

I certify that a copy of the September 28, 2020 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 September 25, 2020.

A handwritten signature in black ink, appearing to read "Roger Nelson", is written over a horizontal line.

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
COMMISSION MEETING PACKAGE**



MEMORIAL VILLAGES POLICE DEPARTMENT NOTICE OF A 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 September 14, 2020, by teleconference for the purpose of considering the agenda items as listed.

A limited number of the members of the Board of Commissioners and Department staff will be physically present in the City Council chambers at the City of Hunters Creek City Hall at #1 Hunters Creek Place, while other members of the board and department will be participating in the meeting by teleconference.

a) JOINING THE MEETING ON ZOOM:

<https://zoom.us/j/94102001109?pwd=OVZFMklmK3B4UzBwUUF5SWlhRbVZaQT09>

ID: 941 0200 1109

PW: 834024

b) DIALING THE FOLLOWING TOLL-FREE NUMBER:

1+346-248-7799 (Houston) and entering the Meeting ID 941 0200 1109 and password 834024

This meeting agenda, and the agenda packet, are posted online at <http://www.mvptdx.org>. Members of the public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are as follows:

AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Approval of Minutes - Update, discussion and possible action.
 1. Approval of August 10, 2020 minutes.
- c. Financial Report - Update, discussion and possible action.
 1. FY20 Budget Review and Discussion.
- d. New Business – Update, discussion and possible action.
 1. 2.1 Rules of Conduct – Updated policy to include “Duty to Intervene” – requires review/approval by Police Commission.
 2. 911 Calls; Exchange of Information between MVPD and VFD
- e. Chief’s updates – Summary overview of monthly reports and activities.
 1. COVID-19 Pandemic updates and discussion of possible actions that may be required, due to staffing.
 2. Summary of Areawide CID Meeting
 3. Hurricane Laura Preparations

- f. Follow Up Item from a Previous Meeting Discussion and possible action on outstanding items.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE MEMORIAL VILLAGES POLICE DEPARTMENT ADOPTING AN AMENDED POLICY FOR PROVIDING COMPENSATION AND OTHER EMPLOYMENT BENEFITS FOR DEPARTMENT EMPLOYEES WHO ARE UNDER COVID-19 RELATED QUARANTINE.

- g. Executive Session - It is anticipated that all, or a portion of the discussion of the following item will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.
1. Legal advice from the Commission's attorney regarding personnel matters §551.074 - Discussion and possible action.
- h. Suggestions for future agenda items - Discussion of the agenda for the next Commission meeting and the meeting schedule.

Adjournment

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

Raymond Schultz, Chief of Police
Memorial Villages Police Department

POSTED: 9/10/2020 @ 11981 Memorial Drive at 10:30 a.m.
(date) (time)

City of Bunker Hill Village

Jay Smyre, Commissioner
William Murphy, Commissioner
Bert Rosenbaum, Alt. Commissioner

City of Hunters Creek Village

Sean Johnson, Commissioner
Brooke Hamilton, Chairman
Stephen Reichek, Alt. Commissioner

City of Piney Point Village

James Huguenard, Commissioner
Solace Southwick, Commissioner
John Ebeling, Alt. Commissioner

Chief of Police Raymond Schultz

Legal Counsel John Hightower

This facility is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, or large print, are requested to contact Office Manager at 713-365-3701. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the Memorial Village Police Department website at www.mvpx.org.



MEMORIAL VILLAGES POLICE DEPARTMENT
Minutes of the Police Commission Meeting
August 10th, 2020, 6:05 p.m.

A quorum was established, and Commissioner Hamilton called the August 10th, 2020 meeting to order at 6:05 p.m. via. Zoom Teleconference, the toll-free number used for the meeting was 1-346-248-7799.

In attendance were:

From the Commission:

City of Piney Point

Commissioner Huguenard
Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton
Commissioner Johnson
Alt. Commissioner Reichek

City of Bunker Hill

Commissioner Smyre
Commissioner Murphy
Alt. Commissioner Rosenbaum

Legal Counsel

John Hightower/ Keila Garcia

Absent:

Commissioner Southwick

From Memorial Village PD

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

Guests

MINUTES

At 6:05 p.m. Commissioner Hamilton called the Zoom teleconference to order as allowed by the Governor's order to suspend certain portions of the open meetings act. This meeting is being recorded and will be available to the public in accordance with the Open Meetings Act upon written request. Our Zoom moderator is Keila Garcia of Olson and Olson.

Any members of the public who may wish to address the board during the meeting must wait until recognized by Commissioner Hamilton. All participants in the meeting should make efforts to minimize any background noise at their location. Meeting participants should identify themselves by stating their name when speaking. Commissioner Hamilton proceeded to call roll of all participants of the meeting and stated that we have a virtual quorum.

a. Citizen Comments

None.

b. Approval of Minutes

Motion was made by Commissioner Ebeling and seconded by Commissioner Smyre to approve the July 13, 2020 minutes as presented. The Commission voted unanimously to approve the minutes.

c. Financial Report

Mrs. Bowman reported that after 7 months of operation the department has received 67% of the appropriation and expended 55%. At this time last year, we had expended 53%. The General Fund YTD report has been adjusted to reflect the budget amendment which reallocated \$33K from the health insurance line item 130 to fund the employer contributions to the 457b accounts for employees 125. The Department remains projected to end the year within budget.

Page 41 shows the Pledge Securities report, as notated in the Investment Policy that was discussed last month, this report will be provided on a quarterly basis. The total asset balance as of 7/31/2020 is \$899,975.

Commissioner Smyre questioned whether all 3 cities had approved the 457(b). Chief Schultz responded that 2 cities have and that it is on the agenda for Bunker Hill next week as they didn't have a meeting last month.

d. Chief's Updates

Chief Schultz presented his monthly report. There is a significant increase in house checks during the month of July due to residents travelling. We had 12,864 calls/incidents, 12,032 house watches, 25 traffic stops with 32 citations, resulting in 64 violations. There were 17 emergency response calls with an average response time of 3:27 and 26 property crimes. We had 33 new V-LINC registrations during May. The total number of ALPR recoveries for this year as of today is 44.

The Criminal Investigation continues on the deadly force event that happened at the beginning of the month. The Administrative Investigation will take place once we receive the okay to do so. HPD said that the Criminal Investigation may take 4-6 months to complete, this is not uncommon and depends on the caseloads.

f. Follow Up Item from a Previous Meeting

1. Follow up on 457b Contribution for FY2020 & SOP 1.10 Compensation & Working Conditions.
2. Resolution No. 2020-02 – Policy for Providing Compensation & other Employment Benefits for Employees who are under COVID-19 Related Quarantine.

Motion was made by Commissioner Huguenard and seconded by Commissioner Ebeling to adopt the proposed amendments to Policy 1.10 Compensation and Working Conditions related to the 457(b) plan with the minor revisions as discussed this evening, and also pending approval by Bunker Hill. The Commission voted unanimously to approve the motion.

Motion was made by Commissioner Huguenard and seconded by Commissioner Ebeling to adopt Resolution No. 2020-02 related to COVID-19 salary continuation for employees that are quarantined due to the Coronavirus.

The Commission agreed to have Legal Counsel revise paragraph 6 of the Resolution No. 2020-02 and present back to the Commission at the next meeting.

At 7:08p.m. Commissioner Hamilton stated that they would move into Executive Session under Texas Governmental code §551.074.

g. Executive Session

1. Legal advice from the Commission's attorney regarding personnel matters 551.074. Discussion and possible action.

The Commission reconvened into Public Session at 7:28p.m. Commissioner Hamilton stated that no action was taken during Executive Session.

Motion was made by Commissioner Ebeling and seconded by Commissioner Huguenard to adjourn the meeting at 7:30p.m. The Commission voted unanimously to approve the motion.

Approved and accepted on _____ 2020

By:

Brooke Hamilton, Chairman
Board of Commissioners
Memorial Villages Police Department

**Memorial Villages Police Department
General Fund**

For the eighth months ended August 2020

66.67% 65.38%

DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted
Expenditures								
100	Regular Wages	3,520,578	2,200,220	1,320,358	62.50%	3,545,606	(25,028)	101%
110	Overtime	120,000	44,569	75,431	37.14%	68,164	51,836	57%
115	Court/Bailiff OT	21,600	1,123	20,477	5.20%	1,718	19,882	8%
120	Retirement	432,315	279,406	152,909	65%	430,921	1,394	100%
125	457B - Employer Contribution	33,000		33,000	0%	33,000	0	100%
130	Health Insurance	546,228	365,035	181,193	66.83%	509,902	36,326	93%
140	Workers Compensation	66,712	42,715	23,997	64.03%	64,072	2,640	96%
150	Life/LTD	21,523	12,556	8,967	58.34%	18,971	2,552	88%
160	Medicare/SS	53,169	33,598	19,571	63.19%	52,425	744	98.6%
	Personnel Services	4,815,125	2,979,222	1,835,903	61.9%	4,724,779	90,346	98.1%
200	Auto	25,332	16,352	8,980	64.6%	24,529	803	97%
210	General Liability	720	241	479	33.4%	361	359	50%
220	Public Official Bond	960	565	395	58.9%	848	112	88%
230	Professional Liability	25,200	12,919	12,281	51.3%	19,379	5,821	77%
240	Real & Personal Property	15,840	8,827	7,013	55.7%	13,240	2,600	84%
	Total Other Insurance	68,052	38,905	29,147	57.2%	58,357	9,695	85.8%
300	Gas & Oil	70,500	37,477	33,023	53.2%	46,767	23,733	66%
310	Maintenance	27,500	24,024	3,476	87.4%	36,036	(8,536)	131%
320	Tires	7,000	4,061	2,939	58.0%	6,092	908	87%
330	Damage Repair	10,000	3,310	6,690	33.1%	4,965	5,035	50%
	Maintenance & Misc.	115,000	68,872	46,128	59.9%	93,859	21,141	81.6%
400	General Maintenance	28,400	13,501	14,899	47.5%	20,251	8,149	71%
410	Janitorial Services	21,000	12,278	8,722	58.5%	18,417	2,583	88%
420	Jail	1,000	299	701	29.9%	1,000	0	100%
430	Building Furnishings	17,800	2,383	15,417	13.4%	3,575	14,225	20%
	Total Building	68,200	28,461	39,739	41.7%	43,243	24,957	63.4%
500	Computers	10,000	6,886	3,114	68.9%	10,000	0	100%
510	Postage/Postage Machine	1,300	669	631	51.5%	1,004	296	77%
520	Stationery/Expendables	18,000	7,633	10,367	42.4%	11,449	6,551	64%
530	Bank Finance Charges	700	287	413	41.0%	430	270	61%
540	Payroll	17,400	11,461	5,939	65.9%	17,400	0	100%
	Total Office	47,400	26,936	20,464	56.8%	40,283	7,117	85.0%
600	Telephone	34,408	21,785	12,623	63.3%	33,486	922	97%
310	Electric	23,000	9,429	13,571	41.0%	14,143	8,857	61%
620	Water/Sewer	5,000	3,781	1,219	75.6%	4,500	500	90%
630	Natural Gas	600	292	308	48.6%	438	162	73%
	Total Utilities	63,008	35,286	27,722	56.0%	52,567	10,441	83.4%
700	Equipment Maint Contracts	129,100	132,626	(3,526)	102.7%	132,626	(3,526)	103%
710	SETCIC fees	3,600	3,045	555	84.6%	3,400	200	94%
720	Legal/Professional	60,400	46,587	13,813	77.1%	60,400	0	100%
730	IT Services	101,250	67,045	34,205	66.2%	102,313	(1,063)	101%
740	Software Maintenance Contracts	56,091	46,907	9,184	83.6%	56,091	0	100%
	Total Contract Services	350,441	296,210	54,231	84.5%	354,830	(4,389)	101.3%
800	Accreditation	1,200	0	1,200	0.0%	1,200	0	100%
810	Uniforms	32,000	15,172	16,828	47.4%	22,758	9,242	71%
820	Radio parts and labor	33,036	31,328	1,708	94.8%	33,036	0	100%
830	Firearms Training & Ammo	5,500	5,676	(176)	103.2%	5,676	(176)	103%
835	Tasers	11,000	10,122	878	92.0%	10,122	878	92%
840	Training & Prof Dues	54,000	18,032	35,968	33.4%	20,000	34,000	37%
850	Travel	7,000	67	6,933	1.0%	500	6,500	7%
860	Recruiting Costs	10,000	958	9,042	9.6%	1,437	8,563	14%
870	Criminal Investigations	3,500	2,603	897	74.4%	3,500	0	100%
880	Contingency	25,000	4,179	20,821	16.7%	4,179	20,821	17%
890	Small Equipment	2,500	580	1,920	23.2%	870	1,630	35%
	COVID 19		44,737	(44,737)		44,737	(44,737)	
	Total Office	184,736	133,455	51,281	72.2%	148,015	36,721	80.1%
	TOTAL GENERAL	5,711,962	3,607,346	2,104,616	63.2%	5,515,934	196,028	96.6%

Memorial Villages Police Department								
Vehicle Replacement								
For the eighth months ended August 2020		66.67%						
Prior Year Cash Carryover	26,581.50							
FY20 Sale of vehicles	-							
FY20 Assessment collected to date	103,503.00			FY20 Assessment remaining		34,497.00		
FY20 Interest earned to date	246.90							
FY20 Expenditures	(108,012.31)							
FY20 A/P	32,413.00							
FY20 Veh replacement expenditures covered by carryover		-						
Cash Balance @ 08/31/20		54,732.09						
DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted	
<i>Expenditures</i>								
1000 Vehicle Replacement	138,000	108,012	29,988	78.27%	137,000	1,000	99.3%	
Total Vehicle Replacement	138,000	108,012	29,988	78.3%	137,000	1,000	99.3%	
Vehicle Replacement costs covered by carryover		0						
Memorial Villages Police Department								
Special Capital Assets								
For the eighth months ended August 2020		66.67%						
Prior Year Cash Carryover	83,668.24							
FY20 Assessment collected to date	-			FY20 Assessment remaining		0.00		
FY20 Interest earned to date	251.30							
FY20 Misc Income	230.72							
FY20 Expenditures	(100.12)							
Cash Balance @ 08/31/20		84,050.14						
DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted	
<i>Expenditures</i>								
2880 Capital Projects	0	100	(100)	0.0%	150	(150)	0.0%	
Total Capital Items	0	100	(100)	0.0%	150	(150)	0.0%	
Total Vehicle & Capital	138,000	108,112	29,888	78.3%	137,150	850	99%	
Memorial Villages Police Department								
DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted	
GENERAL FUND	5,711,962	3,607,346	2,104,616	63%	5,515,934	196,028	97%	
TOTAL VEHICLE & CAPITAL	138,000	108,112	29,888	78%	137,150	850	99%	
TOTAL BUDGET	5,849,962	3,715,459	2,134,503	64%	5,653,084	196,878	97%	

**MEMORIAL VILLAGES POLICE DEPARTMENT
PROJECTED CASH BALANCE
31-Aug-20**

4-Sep-20

All Funds (MODIFIED CASH BASIS PROJECTIONS)

Cash collected for FY20 @ 08/31/20 \$ 4,403,174
 Estimated Expenditures (August 20) \$ 3,715,459
 Estimated cash on hand @ 08/31/20 for FY20 activities \$ 687,715

Cash Balances@ 08/31/20:

Health Benefits \$14,058.38
 General \$806,842.30
 Vehicle Replacement \$54,732.09
 Dare Fund \$16,403.43
 Special Capital Assets \$84,050.14
Actual cash balance @ 08/31/20 all accounts \$976,086.34

All Funds (Modified Accrual Basis Projections)	2020 YTD Budget	2020 YTD Actual	2020 YTD Difference (Budget vs. Actual)	2020 Total Adopted Budget
GENERAL FUND REVENUES	4,283,976	4,298,942	14,966	5,711,962
GENERAL FUND EXPENDITURES		3,607,346		
NET FY 20 REVENUES OVER EXPENDITURES		691,595		
VEHICLE REPLACEMENT REVENUES	103,503	103,750	247	138,000
VEHICLE REPLACEMENT EXPENDITURES		108,012		
VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS		0		
NET FY 20 REVENUES OVER EXPENDITURES		(4,262)		
SPECIAL CAPITAL ASSETS REVENUES	0	482	482	0
CAPITAL EXPENDITURES		100		
NET FY 20 REVENUES OVER EXPENDITURES		382		
COMBINED REVENUES	4,387,479	4,403,174	15,213	5,849,962
COMBINED EXPENDITURES		3,715,459		
COMBINED FY 20 NET REVENUES / EXPENDITURES		687,715		
Formal reserves:				
		DARE		\$16,403
		VEHICLE REPLACEMENT		\$54,732
		SPECIAL CAPITAL ASSETS		\$84,050
		WORKING CAPITAL		\$60,000
		STATE TRAINING FUNDS		\$2,406
				\$217,591



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

Raymond Schultz
 Chief of Police

September 14, 2020

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

During the month of August MVPD responded/handled a total of 11,704 calls/incidents. 10,812 House watch checks were conducted. 27 traffic stops were initiated with 36 citations being issued for 63 violations. (Note: 10 Assists in Hedwig, 22 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:	3852/24559	3616/22056	1	6	5@3:24
Piney Point:	2869/19010	2593/16437	4	18	3@3:04
Hunters Creek:	4936/24990	4601/21849	7	12	7@3:42 15@3:29

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	162	Ord. Violations:	18	Speeding:	12
Accidents:	12	Information:	57	Exp. Registration:	2
ALPR Hits:	66	Suspicious Situations:	110	No Ins:	7
Assist Fire:	38	Welfare Checks:	12	Equipment	4
Assist EMS:	32			Red Light	5

This month the department generated a total of 63 police reports.

Crimes Against of Persons (2)

Assault - Domestic	1	Simple Assault	1
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Crimes Against Property (21)

Burglary of a Motor Vehicle	1	Unlawful Use of Motor Vehicle	6
Burglary of a Habitation	1	Theft Felony	1
Fraud/ID	7	Theft Misd.	4
Credit Card Abuse	1		

Petty/Quality of Life Crimes/Events (40)

ALPR Hits (valid)	6	Misc. Reports	30
Poss. of a Controlled Sub/Para.	1	Public Intoxication	1
Criminal Trespass	1	CIT/Mental Health	1

Arrest Summary: Individuals Arrested (8)

Warrants	3	DWI	0
Class 3 Arrests	3	Felony	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	2,979,222	4,815,125	61.0%
• Operating Expense:	628,124	896,837	70%
• Total M&O Expenditures:	3,607,346	5,711,962	63.2%
• Capital Expenses:	108,112	138,000	78.3%
• Net Expenses:	3,715,459	5,849,962	64%

Follow-up on Previous Month Items/Requests from Commission

- Duty to Intervene Policy changes completed and reviewed.
- All personnel completed a Policy review and discussion of the Use of Force and completed an on-line Power DMS test.
- The Harvey FEMA reimbursement process has been closed out. Victoria did a great job as we worked through several project administrators and multiple requests for documentation and financial records.

Personnel Changes/Issues/Updates

- TCO Sachs continues to test positive for COVID-19. She is completing warrant purging from home via a department supplied laptop and VPN access.
- Officer Miller started D.A.R.E. instruction on-line to SBISD students. Since this is not a full schedule, he is presently teaching D.A.R.E. 2 days a week and filling in Patrol his non-teaching days.

Major/Significant Events

- On 8/28/20 Officers responded to a suicide on River Bend. A resident had taken his own life through the use of a firearm. An investigation confirmed that there was no foul play.
- On 8/10/20 Bunker Hill received a complaint via email on an MVPD officer in reference to her being arrested on an outstanding warrant. I conducted a preliminary investigation and reviewed the officers body worn camera footage. The video showed the officer to be very professional and compassionate, even to the point of providing water to the woman who was extremely hot and sweating. I followed up by contacting the woman. The woman's primary complaint was that someone had called 911 in the first place providing only vague information. After the discussion I sent out instructions to all personnel to obtain more detailed information on suspicious situations/events and for sworn personnel to have articulable cause to initiate contact on calls lacking specific information.

Status Update on any Major Projects

- Made preparations in anticipation of Hurricane Laura. Personnel were prepared to remain at the MVPD for several days had the need arisen. No overtime was expended.
- Flock announced a new version ALPR camera in development that will capture a panoramic view. We submitted the River Bend/River Glyn intersection as a candidate for T & E of the new camera. They accepted it due to the unique configuration of the intersection. A test camera is expected in October.
- Dispatch personnel are conducting a Warrant purge in conjunction with the 3 court clerks. Over 1200 warrants have been cleared as of 8/31/20.
- The 3 new Dodge Durango vehicles were delivered to the MVPD. They have since been moved to the up fitter for equipment installation.

V-LINC new registrations in August: +27

BH – 1268 (+13)
PP – 887 (+4)

HC – 1313 (+9)
Out of Area – 443 (+0)

2020 Total Incidents

2020	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	10	96	107	51	7824	6112	3248	2733	2166	1690	2117	1614
February	3	16	82	101	42	6182	4519	2148	1690	1578	1135	2201	1672
March	1	21	40	62	6	7095	6188	2767	2511	1635	1371	2607	2300
April	1	19	41	61	11	6390	5470	1897	1669	2067	1771	2356	2025
May	4	25	39	68	9	7354	6352	2187	1919	2208	1931	2912	2500
June	1	24	36	61	6	10053	8983	3602	3283	2904	2614	3499	3085
July	1	26	49	76	12	12864	12032	4858	4635	3583	3332	4362	4052
August	2	21	40	63	8	11704	10812	3852	3616	2869	2593	4936	4601
September													
October													
November													
December													
Total	14	162	423	599	145	69466	60468	24559	22056	19010	16437	24990	21849

2019 Totals	19	159	1001	1179	580	113459	91672	40711	34541	28785	22638	40905	34223
Difference													
% Change													

2020 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	7:46:27	4:07:52	7:15:21	10:53:17	6:14:25	8:17:42	11:00:34	8:15:22					2	0
BIEHUNKO, JOHN	13:02:04	14:54:33	9:01:13	16:30:24	10:16:57	9:50:04	16:17:59	7:04:56					2	2
BOGGUS, LARRY	20:23:44	15:24:33	16:44:41	10:13:20	16:13:24	7:14:25	2:29:22	11:43:44					4	2
BRACHT, DANIEL	14:03:18	15:34:43	12:36:45	9:17:50	6:59:14	9:39:29	11:00:39	6:28:03					0	0
BURLESON, Jason	7:45:56	13:35:03	7:16:26	7:33:38	13:44:01	15:35:04	14:08:59	13:42:11					2	1
CADENA, VANESSA	20:57:17	17:39:42	18:40:55	16:47:33	19:28:19	14:46:17	2:46:18	11:26:50					1	0
CANALES, RALPH EDWARD	14:39:35	13:47:14	9:58:28	9:29:05	14:47:51	8:26:53	11:47:34	5:33:19					0	1
CERNY, BLAIR C.	4:49:50	19:25:49	11:58:56	17:43:42	18:09:37	16:07:02	25:25:00	13:54:33					3	0
HARWOOD, NICHOLAS	13:39:36	14:10:55	2:17:22	10:59:38	12:04:32	13:16:02	20:54:02	15:04:14					4	1
JARVIS, RICHARD	38:52:26	22:25:37	10:04:09	8:52:25	20:29:48	13:44:40	20:01:30	16:53:46					10	1
JOLIVET, CHARLES	17:12:39	18:35:09	6:19:11	6:59:44	16:10:15	10:16:14	12:10:54	13:54:24					2	0
JONES, ERIC *	1:40:48	0:00:00	2:52:11	1:29:07	2:27:34	0:25:53	5:45:14	0:08:23					0	0
KELSO JR, RONALD K *	2:44:33	6:12:45	0:24:12	16:20:06	8:23:13	7:12:12	3:06:19	5:09:58					1	0
LERMA, FRANK *	5:38:37	15:52:34	1:54:02	9:32:00	3:47:07	2:53:57	0:00:00	0:19:42					0	0
MCELVANY, ROBERT	8:18:04	14:18:27	12:47:52	10:23:58	1:51:46	4:22:07	12:08:06	7:25:00					1	1
MILLER, OSCAR *	2:42:40	2:51:20	8:34:23	13:29:32	10:14:55	15:13:35	17:19:27	8:55:21					2	0
NASH, CHRISTOPHER	28:31:10	15:29:03	19:13:08	18:20:54	18:53:26	24:06:02	7:47:27	0:00:00					0	0
NOWLIN, DONALD L	11:12:43	28:35:23	9:17:31	11:29:15	15:24:28	12:50:23	15:35:57	12:22:39					5	14
OWENS, LANE *	0:14:42	1:30:29	0:00:00	0:00:00	1:08:53	0:00:00	0:15:57	0:00:00					0	0
PAVLOCK, JAMES ADAM	6:22:26	11:48:32	8:48:47	7:55:45	10:51:53	0:34:20	8:22:18	7:01:11					1	1
RODRIGUEZ, CHRISTOPHER *	5:12:41	4:39:42	5:55:59	18:10:13	10:57:33	12:48:04	5:29:29	3:42:23					0	0
SCHANMEIR, CHRISTIAN	12:06:22	14:35:02	12:46:49	14:00:33	9:29:01	17:06:51	2:13:10	6:48:34					1	1
SCHULTZ, RAYMOND *	1:23:48	0:44:16	0:20:02	4:02:00	2:32:10	1:55:46	4:52:32	0:50:24					0	0
SILLIMAN, ERIC	7:52:27	17:00:02	10:25:56	17:10:04	13:35:54	9:01:33	11:50:01	12:32:31					5	2
SISSION, KYLE J *	0:00:00	0:00:00	1:23:31	0:43:24	0:41:47	0:23:28	2:12:40	2:12:34					0	0
SPRINKLE, MICHAEL	4:11:54	10:11:38	6:25:27	2:50:16	2:47:07	5:52:39	8:14:06	1:53:38					0	2
TAYLOR, CRAIG	15:47:28	18:58:41	20:05:55	10:23:31	9:10:29	10:17:09	7:09:53	14:21:22					4	0
TORRES, PATRICK *	1:01:08	1:02:53	12:25:13	13:19:18	9:18:02	16:46:09	9:37:53	13:17:42					5	1
TUGGLE, JAMES	13:39:46	14:26:44	12:53:29	10:32:32	10:09:11	8:19:47	8:16:12	8:02:14					0	0
VALDEZ, JUAN	19:48:46	16:17:39	19:37:12	15:04:39	15:20:13	17:21:41	13:30:50	15:22:54					5	1
VASQUEZ, MONICA				15:45:17	22:35:41	22:11:45	14:38:40	13:24:50					1	1
WHITE, TERRY	16:06:36	28:42:38	14:37:43	14:27:56	16:39:05	13:03:26	15:18:40	13:29:47					2	4

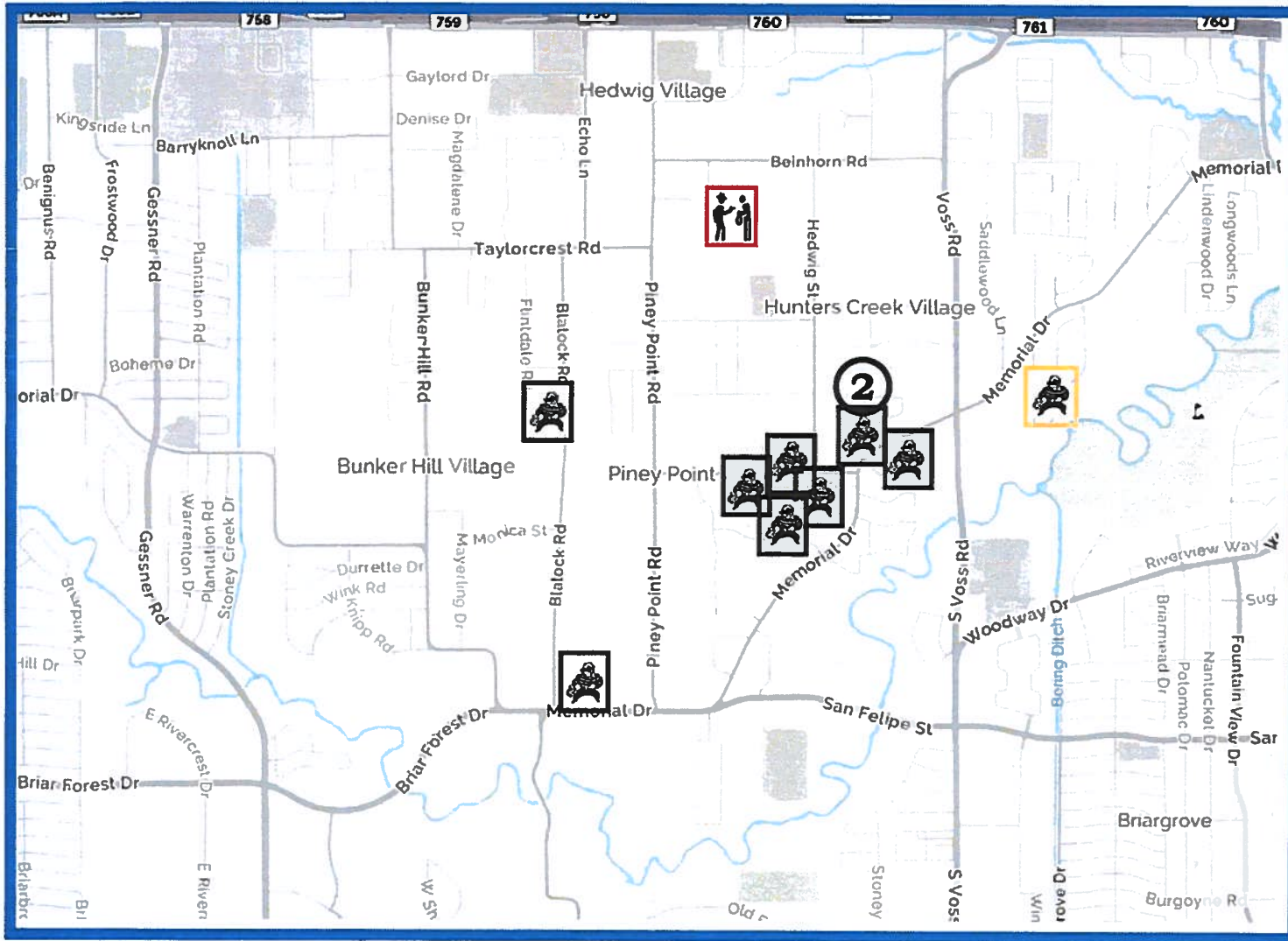
* = Admin Asmt.

63

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Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
911 Phone Calls	422	548	395	299	262	289	316	263					2794
3700 Phone Calls	2612	2306	2341	2395	2452	2528	2631	2204					19469
DP General Phone Calls*	62:09:26	63:05:30	40:09:43	40:19:19	44:50:50	60:56:59	68:36:49	58:17:23					

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



2020 Burglary Map

Address	Alarm	POE
22 Willowron	N	Rear Door Force
11603 Mockingbird	N	Veh in Open Gar
11110 Green Bay	N	Rear Win open
209 Bryn Mawr	Y	Rear Door Force
11150 S Country	Y	Rear Door Force
11215 Montebello	Y	Front Door Force
4 Lacewood	N	Rear Door Force
11101 S Country Sq	N	Rear Door Force
411 Hunterwood	Y	Garage UNL
225 Millbrooke	N	Garage Open

2020 Robberies

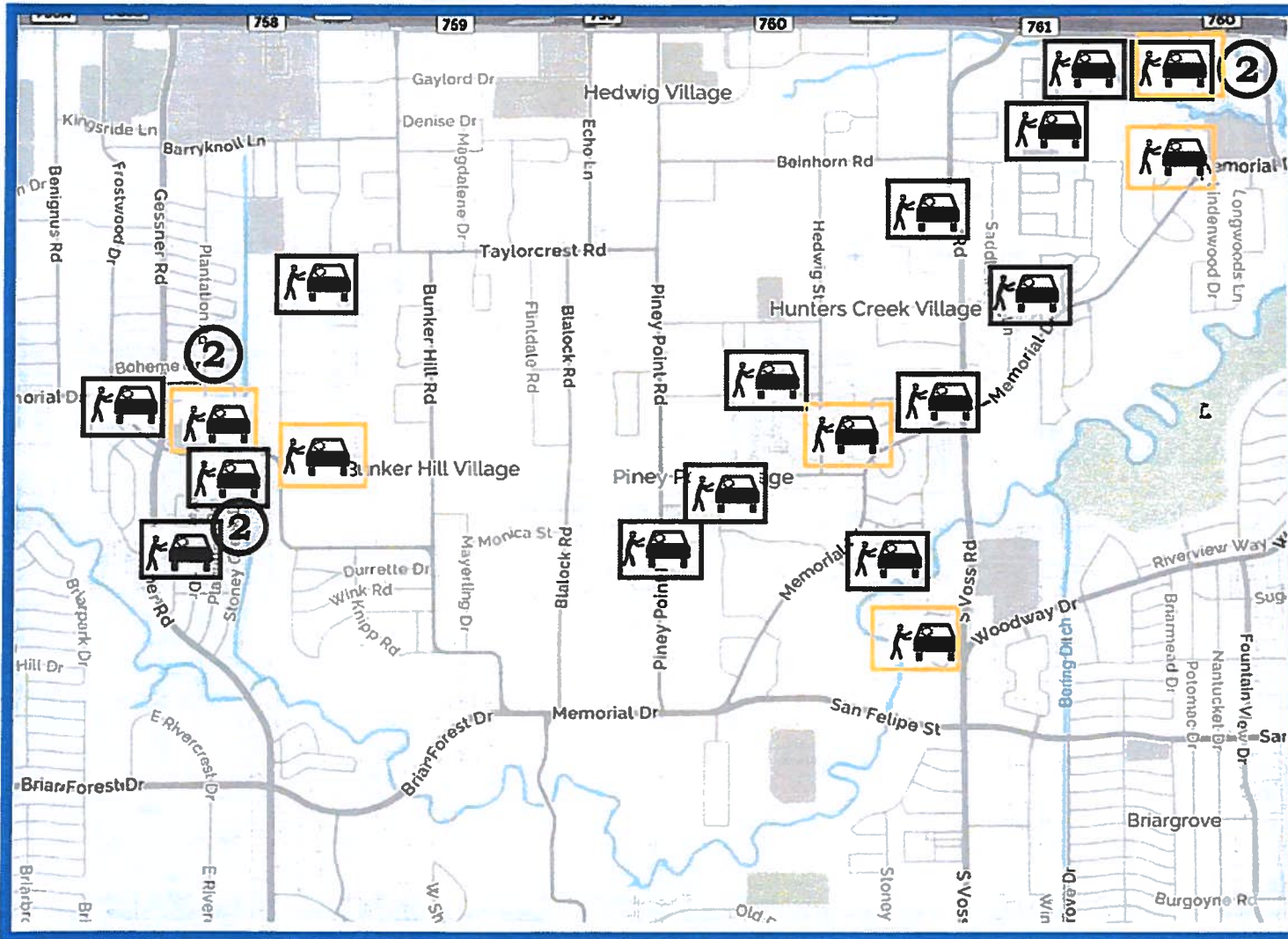
Address	MO
6 Smithdale Estates	Purse at Ft Door

-  Daytime Burglary
-  Nighttime Burglary
-  Robbery

9/1/20

2

2020 Auto Burglary Map



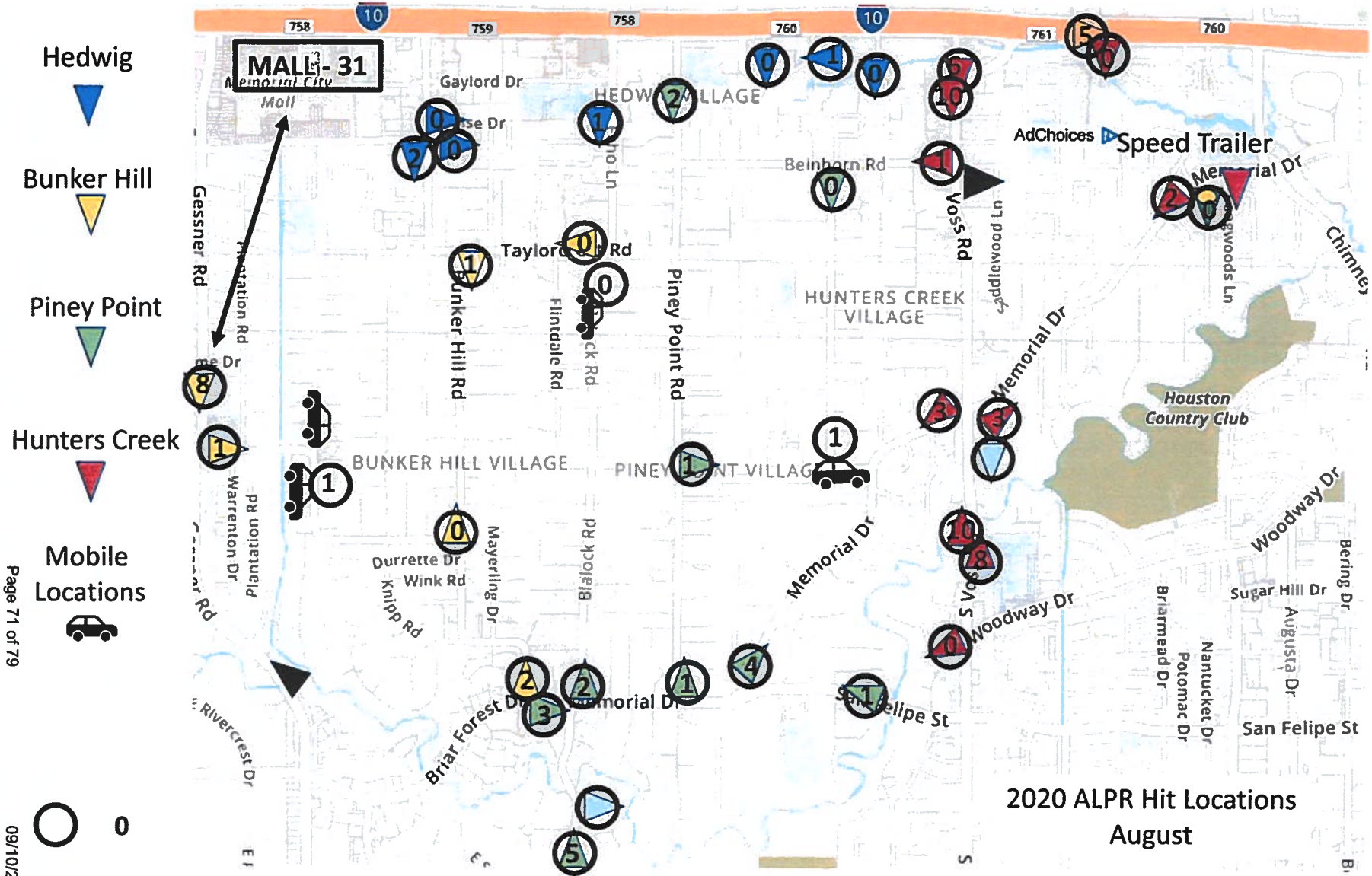
Address	POE
12210 Valley Star	Side Window
11910 Broken Bough	UNL Door
933 Hickory Hollow	UNL Door
12126 Tara	Side Window
12330 Tealwood North	UNL Door
8435 Katy FWY	UNL Door
906 Flint River	UNL Door
422 Piney Point	UNK Door
11230 Hermosa	UNK Door
11106 Wickway	UNK Door
206 Caruthers	UNK Door
8333 Katy	UNK Door
12122 Memorial	Side Window
203 Plantation	UNK Door
238 Plantation	UNK Door
518 Lanecrest	Side Window
711 Riverview Way	UNK Door
836 Country Lane	UNK TK Bed
11007 Landon Ln	UNK Door
10710 Bridlewood	UNK Door
615 Hunters Grove	UNK Door
11935 Arbordale	UNK Door

Daytime Burglary

Nighttime Burglary

② ③ ④

9/1/20



Hedwig



Bunker Hill



Piney Point



Hunters Creek



Mobile Locations



Lindenwood HOA



Longwoods HOA



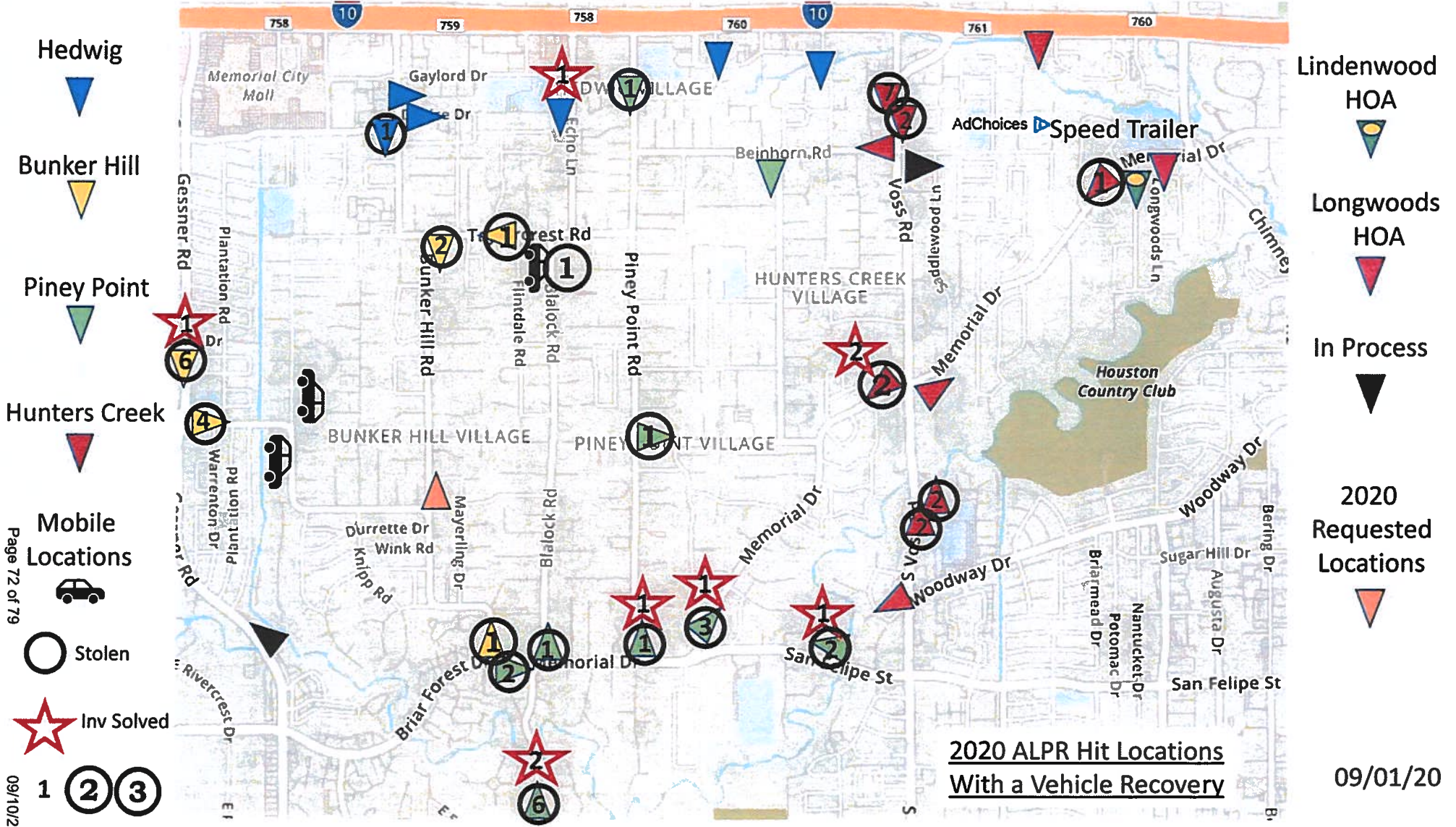
In Process



77 Hits
+
3 Hedwig
+
31 Mall

2020 ALPR Hit Locations
August

08/31/20



August 2020 VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 9	3:54
Fire – 1	5:51
EMS – 8	3:41

By Village

BH Fire – 0	0
BH EMS – 3	3:36

PP Fire – 0	0
PP EMS – 2	2:54


HC Fire -1	5:51
HC EMS -3	4:11

Combined VFD Events (Priority + Radio)

Total – 44	3:30
Fire – 25	3:29
EMS – 19	3:45

Radio Call Events

Total – 35	3:24
Fire- 24	3:22
EMS- 11	3:28

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
 Bunker Hill Village Hedwig Village Hilshire Village Hunters Creek Village Piney Point Village Spring Valley Village Houston Totals	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents							
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2020 Calls are:		Fire Alarms	% of Fire Calls
												Fire	EMS		
	124	107	231	37	3:56	100%	6:21	100%	8	5:39	100%	54%	46%	47	38%
	143	161	304	77	3:40	100%	3:40	100%	12	3:49	100%	47%	53%	56	39%
	14	28	42	5	4:29	100%	6:12	100%	2	5:37	100%	33%	67%	5	36%
	210	122	332	35	3:37	100%	3:42	100%	11	4:16	100%	63%	37%	67	32%
	173	89	262	33	2:41	100%	5:29	100%	10	5:09	100%	66%	34%	85	49%
	148	123	271	45	2:28	100%	5:07	100%	12	4:29	100%	55%	45%	38	26%
	155	0	155												
Totals	967	630	1597	232	3:30	100%	5:21	100%	45	4:44	100%	61%	39%	298	37%

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: September 28, 2020

SUBJECT: Arbor Day

Agenda Item: 3

This agenda item is for Council consideration regarding Arbor Day, 2020. The Piney Point Arbor Day Celebration is proposed for Saturday, October 24th at Ecclesia from 10 a.m. to noon. The total cost for the trees from Bill Bounds Nursery is \$475.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: September 28, 2020

SUBJECT: Memorial Drive Elementary School Community Representative

Agenda Item: 4

This agenda item is for the City Council to consider recommending to the Principle at Memorial Drive Elementary School a Community Representative for the Campus Improvement Team. The initial e-mail received by the City is attached as is the Application Form for a community representative.

Roger Nelson

From: Karen Farris
Sent: Thursday, September 17, 2020 1:42 PM
To: Roger Nelson
Subject: FW: Memorial Drive Elementary Campus Improvement Team Position
Attachments: CommunityRepresentative_Application.doc; Campus Improvement Team SBISD Board Policy.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Agenda Item???

From: Hutcheson, Thayer <Thayer.Hutcheson@springbranchisd.com>
Sent: Thursday, September 17, 2020 10:16 AM
To: Karen Farris <citysec@pineypt.org>
Subject: Memorial Drive Elementary Campus Improvement Team Position

Good morning Karen,

Thank you for taking my call earlier. I am the new principal at Memorial Drive Elementary, and we have an open Community Representative position on our Campus Improvement Team (CIT). I have attached the general description of the CIT and the community representative application to this email. If there is anyone at the City of Piney Point who is interested in volunteering for this position, please share my contact information with them.

Respectfully,

Thayer

Thayer Hutcheson | Principal
Memorial Drive Elementary
11202 Smithdale Road | Houston, TX, 77024
Phone 713-251-6300
Webpage <https://mde.springbranchisd.com/>



Spring Branch ISD
Inspiring minds. Shaping lives.

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Spring Branch Independent School District

Campus Improvement Team (CIT)
Official Lottery 2020 Application Form
Community Representative

Name _____

Address _____

Home Telephone _____ Cell Telephone _____

Business Telephone _____ E-Mail Address _____

**I understand that if I am selected to serve, I will be expected to commit time to both training and meetings with the Campus Improvement Team. *I further understand that a "community representative" is defined as "a person 18 years of age or older residing in the attendance area of this school, but not a person who is a parent of a student enrolled in this school or a person who is an employee of this school or school district. *I understand that if I am elected/selected by lottery to serve on a CIT, I may serve on only one Campus Improvement Team at a time.*

This completed application form is due according to campus procedures on February 18,2020.

Signature _____

Inspiring minds. Shaping lives.
Dr. Jennifer Blaine, Superintendent of Schools

www.springbranchisd.com

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

**Campus-Level
Committee**

The campus-level advisory committee is established at each campus to advise the principal on campus improvement. This team is named the Campus Improvement Team (CIT) and shall advise the principal on those areas identified in BQB(LEGAL).

A CIT shall be established on each campus to assist the principal. The team shall be chaired by the principal and shall meet for the purpose of implementing planning processes and site-based decision-making in accordance with Board policy and administrative procedures.

The committee shall serve exclusively in an advisory role except that each committee shall approve staff development of a campus nature.

**CIT Overview of
Responsibility**

The CIT will assist the principal in establishing measurable Campus Performance Objectives (CPOs) and the Campus Improvement Plan (CIP) for the following school year, in implementing the plan, and in monitoring progress toward the achievement of the established performance objectives.

The CPOs and the CIP shall clearly focus on improving student outcomes and shall support the District's educational goals and objectives as set forth in the Five-Year Educational Plan and other Board policy, and District initiatives/actions. The CIP shall be due no later than August 15.

The Board shall review and approve campus performance objectives.

Waivers

The principal shall be responsible for ensuring that no campus initiated decision violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) and BF].

Except as prohibited by the law [see BF], a campus, with comments from the campus-level committee (CIT), may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

**CIT Composition of
Membership**

The CITs shall be comprised of a combination of certified professional campus-level and District-level staff, parents of students enrolled in the District, community members, and business representatives. The maximum number of CIT members is 18.

The CIT shall include the following members:

1. Campus-level school staff members (5–9 members)
2. Nonschool members (5–9)

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

- a. The majority are parents.
 - b. 1 or 2 are community representatives.
 - c. 1 or 2 are business representatives.
3. Additionally, one District-level professional staff liaison shall serve on each CIT whose membership shall not be counted in the composition number.

Each campus is granted flexibility to develop individualized plans of representation of the campus-level certified staff as long as the committee does not exceed the size set forth in this policy.

The number of campus-level staff members and the number of nonschool members shall be equal.

The roster of CIT membership shall be posted on the District and campus Web sites.

**Staff Members
Selected by
Election**

Each campus CIT shall consist of five to nine elected members.

1. The elected campus-level representatives shall consist of at least two-thirds classroom teachers. [See BQB(EXHIBIT)]
2. The remainder shall be nonteaching, campus-level certified staff positions.
3. One District-level, certified staff member shall serve in the role of campus liaison.

The consent of each campus nominee shall be obtained before the person's name shall appear on the ballot. Nominations for the CIT must in the principal's office by the designated date and campaigning may continue for ten working days. Within the next five working days after the close of the campus campaigning, the principal shall hold an election to determine the CIT members.

**Certified Campus-
Level Professional**

For the purposes of this policy, a campus-level professional staff member is a certified staff member who is assigned at least half-time to a particular campus and elected by other certified staff members at the campus level.

**Certified District-
Level Professional**

A District-level professional staff member who serves as a District liaison on the CIT shall be defined as a certified staff member who has responsibilities at more than one campus, including, but not limited to, central office staff. The Superintendent's Senior Staff shall elect one District-level professional staff member per campus to serve in CIT liaison role.

**Role of District-Level
Professional**

District-level professional staff members are nonvoting members elected to serve the CIT in a liaison role. Liaisons serve to:

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

1. Promote systematic channels for effective communication among District stakeholders.
2. Support the implementation and follow-up regarding initiatives/actions for the Five-Year Educational Plan.
3. Provide opportunity to collaborate and plan for increased student performance toward meeting specific student performance objectives at both the campus and District levels, inclusive of special needs students.
4. Make connections among various educational programs, services, strategies, and learning opportunities across campuses, such as Title I and other federal programs.
5. Link federal and state regulations as they relate to student performance.
6. Align staff development efforts at both the District and campus levels with District/state goals, objectives, and major initiatives.
7. Promote organizational development and effectiveness.

**Composition of
Campus Liaisons**

District-level professional staff members who will serve as campus liaisons will be elected by the Superintendent's Senior Staff. There will be one campus liaison for each campus.

**Nonschool Members
Chosen by Lottery**

Parent, community, and business representatives shall be selected by use of a lottery of all eligible applicants in an open forum at an announced time and place and shall be held at a designated time in conjunction with the election of campus representatives.

The nonschool members shall consist of parents, community representatives, and business representatives: [See BQB(EXHIBIT)]

1. Parents: at least one-half of the nonschool members shall be parents.
2. One or two community representatives.
3. One or two business representatives.

**Parent
Representatives**

For the purposes of establishing the composition of the committees:

1. A person who stands in parental relation to a student who is attending the campus is considered a parent.
2. A parent who is an employee of the District is not considered a parent representative on the campus committee where he or she currently has a child.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

3. A parent is not considered a representative of community members on the campus committee where he or she currently has a child.
4. A parent is not considered a representative of business members on the campus committee where he or she currently has a child.

Community
Representatives

Community members shall reside in the District and must be at least 18 years of age.

Business
Representatives

A business representative is defined as anyone representing a business who has a regular and supportive relationship with students in the District. The inclusion of a business member is without regard to whether the representative resides in the District or whether the business represented is located in the District. A business representative may not be a parent of a current student at that campus.

**Elected and Selected
by Lottery**

Election of certified professional staff and the selection by lottery of parents, business, and community members shall be during the same period, according to District procedures. [See BQB(EXHIBIT)] CIT members may not serve on more than one campus team at a time.

Length of Term

Employees elected to serve on the CIT as campus-level certified staff or as the District-level professional who serves in a liaison role shall serve two-year terms. Members selected by lottery shall serve a two-year term.

A parent representative for an Early Learning school shall serve a one-year term because students only attend the school for one year. Other members shall serve a two-year year term.

Waiting Period

CIT members who are elected or selected by lottery may not serve a second two-year term without sitting out one two-year term.

Vacancy

A position that becomes open may be filled by an appropriate representative selected by consensus of the remaining members of the CIT for the remainder of the representative's unexpired term.

A member of the CIT may be replaced on the recommendation of the principal and the Superintendent if the member:

1. Is absent for more than two or more consecutive meetings.
2. Acts in a manner that is detrimental to the effectiveness of the CIT, including exhibiting inappropriate behavior or inability to get along with other members.

CIT Meetings

The CIT shall meet at a time and place to be determined by consensus of the members. At least three days' notice shall be given. The agenda will be posted in a public place.

The CIT shall meet a minimum of three times each semester. Reporting documents, such as the minutes, shall list CIT members and the percentage of the membership in attendance.

CIT decisions shall be representative of the team.

The CIT shall inform parents about the CPOs and the CIP through a variety of means, such as posting minutes, newsletters, mailings, and/or public meetings. Patrons may contact any member of the CIT to express concerns and issues. CIT meetings are open meetings where non-CIT members may attend and observe. A portion of each meeting may include citizens' comment.

Discussion of agenda items such as personnel interviews for administrative positions shall be limited to CIT members only.

Each campus-level committee shall hold at least one public meeting per year. The required meeting shall be held after receipt of the annual campus rating from the agency to discuss performance of the campus and the campus performance objectives. [See BQB (LEGAL)]

CIT Training

All individuals who are members of the CIT shall participate in appropriate staff development programs that provide information on school improvement matters, especially as related to the effective schools research, District initiatives, and the collaborative decision-making model adopted by the District.

Defining Consensus

In developing the school's plan to achieve academic and other performance objectives, the CIT shall strive to reach consensus. In order to reach consensus, a quorum (two-thirds of the total membership) shall be in attendance. When everyone present has been given an opportunity to present to the group his or her views on a particular issue and the majority of the group are in agreement, it shall be determined that the group has reached consensus.

CIT Communication Guidelines

In a community publication, the District shall make available District guidelines and procedures for becoming a member of the CIT.

The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis.

Communications shall include, but not be limited to, the following:

1. Articles in in-house publications regarding work of the committee.

2. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

**Operations
Committee**


Each campus shall form an operations committee of the elected certified CIT staff and other appropriate members as determined by the principal and the members of the operations committee. The purpose of the operations committee shall be to:

1. Oversee day-to-day campus operations.
2. Advise only the CIT regarding areas specified in the Education Code and the other provisions of this policy.

Other Committees

The purpose of the CIT, the composition of its members, and the scope of responsibilities are clearly defined. However, the principal is not limited to the use of this advisory body. The principal may seek assistance from certified staff, community residents, parents, and others regarding the day-to-day operation necessary for an effective and efficient school organization.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: September 28, 2020

SUBJECT: Website Discussion

Agenda Item: 5

This agenda item is for Council consideration regarding the status of the City's website and potential improvements. Councilman Kollenberg requested the inclusion of this item in the agenda.

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: September 28, 2020

SUBJECT: CSRS Professional Services

Agenda Item: 6

This agenda item is for the Council's consideration to take possible action to approve a contract with CSRS for CDBG-MIT services, which includes the proposed contract.

**MASTER SERVICES AGREEMENT (“Agreement”)
BETWEEN
City of Piney Point Village, Texas
AND
CSRS, INC.**

THIS AGREEMENT is made and effective as of the ____ day of September, 2020, by and between CSRS, INC., a Louisiana corporation with principal office at 6767 Perkins Road, Suite 200, Baton Rouge, Louisiana (“CSRS” or “Consultant”) and City of Piney Point Village with a principal office at 7676 Woodway, Suite 300, Houston, Texas 77063 (“Owner”).

WHEREAS, Owner desires to appoint CSRS to provide professional services for the Owner; and

WHEREAS, CSRS represents that it has the necessary skills, knowledge and abilities to assist the Owner to perform the services on this Agreement.

IT IS, THEREFORE, AGREED as follows:

1. **Task Orders.** Consultant agrees to undertake and perform certain consulting and professional services (“Services”) in accordance with the terms and conditions contained herein, as may be requested and authorized by Owner. The Services to be performed, Consultant’s compensation, and the schedule for performance for each task shall be described in one or more authorized Task Orders as shown in Exhibit A- Task Order. A Task Order shall be valid and binding upon the Parties only if accepted in writing by Owner and Consultant. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement, except to the extent expressly modified by the Task Order.
2. **Compensation and Payment.** Unless otherwise stated in a Task Order, payment shall be on a time and materials basis as noted in Exhibit B- Schedule of Fees and Charges. Owner shall pay undisputed portions of each progress invoice within thirty (30) days of the date of the invoice. If payment is not received within forty-five (45) days from the due date of such payment, Consultant may suspend further performance under one or more Task Orders until payments are current. Owner shall notify Consultant of any disputed amount within fifteen (15) days from date of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Owner shall pay an additional charge of one percent (1%) per month or the maximum percentage allowed by law, whichever is the lesser, for any past due amount. In the event of a legal action for invoice amounts not paid, attorneys’ fees, court costs, and other related expenses shall be paid to the prevailing party.
3. **Term.** This Agreement shall be in effect for thirty-six (36) months from the date of execution by CSRS. This agreement may be terminated at will by either party upon seven (7) days written notice to the other party. In the event of termination, CSRS will be compensated for services performed up to the date of termination, which have been accepted by the Owner.

4. **Confidentiality.** The Owner will have all right, title and interest in and to the work product CSRS performs on its behalf. This includes, but is not limited to, the exclusive right to reproduce or copy the work, and all data, documents, drawings, sketches, specifications and reports which are developed or enhanced for the Owner under this Agreement. All such work products; and all Agreement related data, will be held in strict confidence, except as otherwise agreed in writing.

5. **No Agency Created.** Unless otherwise agreed in writing, CSRS shall have no authority, express or implied, to act as an agent of the Owner, its affiliates or subsidiaries for any purpose or to bind the Owner in any fashion. CSRS shall remain responsible for all obligations and liabilities incurred in connection with this Agreement, including the obligation to pay all of CSRS's own employment, income and social security taxes.

6. **Insurance.** CSRS will procure and maintain, for the term of this Agreement, the following insurance:
 - A. Worker's Compensation insurance in full compliance with all applicable State and Federal laws and Employer's Liability insurance against loss, damage or injury to CSRS's employees of not less than \$500,000 per occurrence.

 - B. Commercial general liability insurance with limits:
 - a. no less than \$2,000,000 in general aggregate if aggregate applies per policy or
 - b. no less than \$2,000,000 in general aggregate if aggregate applies per project:
 - 1.B.b.1. \$1,000,000 CSL each occurrence

 - C. Automobile insurance no less than \$1,000,000 CSL for any owned, non-owned or hired automobiles.

 - D. Professional Liability Insurance no less than \$1,000,000.

 - E. Umbrella Liability Insurance no less than \$5,000,000.

Certificates of Insurance shall be furnished to the Owner when this agreement is executed. The Certificates will provide for thirty (30) days written notice to the Owner prior to cancellation or material modification of the insurance.

7. **Indemnification.** To the extent permitted by law, Owner agrees to indemnify and hold CSRS harmless from and against all claims, damages, losses and expenses (including reasonable legal fees and costs) to the extent caused by CSRS's negligent acts, errors or omissions caused by the performance of professional services under this Agreement. CSRS agrees to indemnify and hold the Owner harmless from and against all claims, damages, losses and expenses (including reasonable legal fees and costs) to the extent caused by Owner's negligent acts, errors or omissions caused by the performance of professional services under this Agreement.

7. **Notices.** All notices, demands, and communications hereunder shall be in writing and may be served or delivered personally upon the party for whom it is intended, or mailed to the

party for whom intended at the address and to the attention of the officer set forth on the signature page of this Agreement. The address of a party may be changed by notice given pursuant to this section.

8. Dispute Resolution. In the unlikely event of a dispute under this agreement and between the parties hereto, the parties agree to try to resolve their differences through negotiation. If the parties are unable to resolve their differences through negotiation, they agree to use mediation before resorting to litigation. The mediator will be one mutually agreed upon and the costs will be shared equally. If there is litigation the prevailing party will be entitled to reimbursement of reasonable attorneys' fees and costs of the litigation.
9. Governing Law. This Agreement shall be governed by the laws of the State of Texas.
10. Severability and Survival. In the event that any clause or provision of this Agreement shall, for any reason, be deemed illegal, invalid or unenforceable, the remaining clauses and provisions shall not be affected, impaired, or invalidated and shall remain in full force and effect. In lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as part of this Agreement a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.
11. Remedies: If any work performed by CSRS fails to meet the requirements of the Agreement, Owner may in its sole discretion:
 - (i) elect to have CSRS re-perform or cause to be re-performed at CSRS's sole expense, any of the work which failed to meet the requirements of the Agreement;
 - (ii) hire another consultant to perform the work and deduct any additional costs incurred by Owner as a result of substituting CSRSs from any amounts due to CSRS; or
 - (iii) pursue and obtain any and all other available legal or equitable remedies.
12. Access to Records and Right to Audit: The following access to records requirements apply to this Agreement:
 - (1) CSRS agrees to provide the Owner, the State of Texas, the HUD Secretary, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of CSRS which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
 - (2) CSRS agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - (3) CSRS agrees to work with the Owner to provide the HUD Secretary or his authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement.
13. Certification of No Federal Suspension or Debarment: CSRS has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to

General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of this Agreement and debarment from future contracts.

14. Record Retention: CSRS shall maintain all records in relation to this contract for a period of at least THREE (3) years after final payment by Owner to CSRS.

15. Clean Air Act:

(1) CSRS agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) CSRS agrees to report each violation to Owner and understands and agrees that Owner will, in turn, report each violation as required to assure notification to Texas General Land Office (GLO), U.S. Department of Housing and Urban Development (HUD), and the appropriate Environmental Protection Agency (EPA) Regional Office.

(3) CSRS agrees to include these requirements in each contract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

16. Energy Policy and Conservation Act: CSRS hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State of Texas energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

17. Federal Water Pollution Control Act:

(1) CSRS agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) CSRS agrees to report each violation to Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to GLO, HUD, and the appropriate EPA Regional Office.

(3) CSRS agrees to include these requirements in each contract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

18. Suspension and Debarment:

(1) This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CSRS is required to verify that none of CSRS, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) CSRS must comply with 2 C.F.R. pt. 180, part C and 2 C.F.R. pt. 3000, part C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Owner. If it is later determined that CSRS did not comply with 2 C.F.R. pt. 180, part C and 2 C.F.R. pt. 3000,

part C, in addition to remedies available to Owner and Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) CSRS shall complete the required certification attached hereto as Appendix A.

19. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as Amended): CSRSs who apply or bid for an award of \$100,000 or more shall complete the required certification found at APPENDIX A, 44 C.F.R. PART 18 and attached hereto as Appendix B. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

20. Procurement of Recovered Materials:

(1) In the performance of this contract and in the execution of CSRS's work under the contract, CSRS shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

21. HUD Seal, Logo, and Flags: CSRS shall not use the HUD seal(s), logos, crests, or reproductions of flags or likenesses of HUD agency officials without specific HUD pre-approval.

22. Compliance with Federal Law, Regulations, and Executive Orders: This is an acknowledgement that HUD financial assistance will be used to fund the Agreement. CSRS will comply with all applicable federal law, regulations, executive orders, FEMA and CDBG policies, procedures, and directives.

23. No Obligation by Federal Government: The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to Owner, CSRS, or any other party pertaining to any matter resulting from the Agreement.

24. Program Fraud and False or Fraudulent Statements or Related Acts: CSRS acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to CSRS's actions pertaining to this Agreement.

25. Equal Employment Opportunity: If this Agreement is determined a "federally assisted construction contract" as defined by 41 C.F.R. § 60-1.3, CSRS agrees as follows with respect to the performance of this Agreement:

(1) CSRS will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. CSRS will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CSRS agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) CSRS will, in all solicitations or advertisements for employees placed by or on behalf of CSRS, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) CSRS will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with CSRS's legal duty to furnish information.

(4) CSRS will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of CSRS's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) CSRS will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) CSRS will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the

administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of CSRS's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and CSRS may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) CSRS will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every contract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each CSRS or vendor. CSRS will take such action with respect to any contract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a CSRS becomes involved in, or is threatened with, litigation with a CSRS or vendor as a result of such direction by the administering agency, CSRS may request the United States to enter into such litigation to protect the interests of the United States.

26. Contract Work Hours and Safety Standards Act: This provision applies for contracts in excess of \$100,000 that involve the employment of mechanics or laborers:

(1) Overtime requirements. Neither CSRS nor its subconsultant, for any part of the contract work which may require or involve the employment of laborers or mechanics, shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section CSRS and any subconsultant responsible therefor shall be liable for the unpaid wages. In addition, such CSRS and subconsultant shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The Owner or the State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by CSRS or subconsultant under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime subconsultant, such sums as may be determined to be necessary to satisfy any liabilities of such CSRS or subconsultant for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. CSRS or subconsultant shall insert in any contracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring CSRS to include these clauses in any lower tier contracts. CSRS shall be responsible for compliance by any CSRS or lower tier subcontract with the clauses set forth in paragraphs (1) through (4) of this section.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS: If CSRS intends to contract any portion of the work covered by this Agreement, CSRS should take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are solicited and used when possible. Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

27. Assignment of Agreement: CSRS shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the Owner. This provision shall not be construed to prohibit CSRS from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Owner.

28. Davis Bacon Act (Davis Bacon Act, as Amended (40 U.S.C. 31413144, and 40 U.S.C. 31413148)): CSRS agrees to follow the Davis Bacon Act provisions, as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction") when the prime construction contract is in excess of \$2,000. In accordance with the statute, CSRS must pay and cause its subcontractors to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, CSRS will comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "CSRSs and CSRSs on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). CSRS will report all suspected or reported violations to the Owner. Each CSRS employee or subcontractor employee is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Owner will report all suspected or reported violations to the Federal-funding awarding agency.

In Construction contracts involving an excess of \$2000, CSRS shall comply with and shall cause its subcontractors to comply with sections 103 and 107 of the Contract Work Hours and Safe Standards Act (40 U.S.C. §§ 3701 et seq.), which provides that no laborer or mechanic shall be required or permitted to work more than eight hours in a calendar day or in excess of forty hours in any workweek, unless such laborer or mechanic is paid at an overtime rate of 1½ times his/her basic rate of pay for all hours worked in excess of these limits. In the event of a violation of this provision, CSRS shall not only be liable to any affected employee for his/her unpaid wages but shall be additionally liable to the United States for liquidated damages.

29. Section 3 Compliance in Employment and Training: The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) if HUD funding is received. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

CSRS agrees to send to each labor organization or representative of workers with which CSRS has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of CSRS's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for

each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

CSRS agrees to include this Section 3 clause in every contract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the contract or in this Section 3 clause, upon a finding that the CSRS is in violation of the regulations in 24 CFR part 135. CSRS will not contract with any vendor where CSRS has notice or knowledge that the vendor has been found in violation of the regulations in 24 CFR part 135.

CSRS will certify that any vacant employment positions, including training positions, that are filled (1) after CSRS is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent CSRS's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

33. Force Majeure: Any delay or failure of CSRS in performing its required obligations hereunder shall be excused if and to the extent such delay or failure is caused by a Force Majeure Event. A "Force Majeure Event" means an event due to any cause or causes beyond the reasonable control of CSRS and shall include, but not be limited to, acts of God, strike, labor dispute fire, storm, flood, windstorm, unusually severe weather, sabotage, embargo, terrorism, energy shortage, accidents or delay in transportation, accidents in the handling and rigging of heavy equipment, explosion, riot, war, medical pandemic or emergency, court injunction or order, delays by acts or orders of any governmental body or changes in laws or government regulations or the interpretations or application thereof or the acts or omissions of the Owner or its other contractors, vendors or suppliers. In the event of a Force Majeure Event, CSRS shall receive an equitable adjustment extending CSRS's time for performance for such Services sufficient to overcome the effects of any delay, and an increase(s) to CSRS's compensation sufficient to account for any increased cost in performance or loss or damage suffered by CSRS.

IN WITNESS WHEREOF, CSRS and the Owner agree to the foregoing and have caused this Agreement to be executed by their respective duly authorized representatives as of the date set forth below.

Executed this ____ day of September 2020

City of Piney Point Village, Texas	CSRS, INC. <i>Elif Chiasson</i>
By: _____	By: <u>Elif Acar Chiasson, PE</u>
Title: _____	Title: <u>COO</u>
Date: _____	Date: <u>September 24, 2020</u>
Address: _____	Address: <u>6767 Perkins Road, Suite 200</u>
	<u>Baton Rouge, LA 70808</u>
Phone: _____	Phone: <u>225 769 0546</u>
Email: _____	Email: <u>elif.chiasson@csrsinc.com</u>

**EXHIBIT A
TASK ORDER NO. 1**

PROJECT NAME: _____

CONSULTANT: CSRS, Inc. ("CSRS")

This Task Order is between _____ and CSRS, Inc. CSRS is hereby contracted to perform the following services:

SCOPE:

COMPENSATION: CSRS is authorized to bill on an hourly not to exceed basis **up to** \$ _____ in accordance with the rate table below.

CSRS's signature below constitutes receipt, acknowledgement and acceptance of all terms and conditions set forth in this task order.

(OWNER)

CSRS, INC (CSRS)

Signature

Signature

Name and Title

Name and Title

Date

Date


EXHIBIT B
Schedule of Fees and Charges

Position	Hourly Rate
Principal/Program Executive	\$250.00
Subject Matter Expert	\$200.00
Program Director	\$200.00
PA Consultant IV	\$190.00
Senior Grants Manager	\$190.00
Senior Project Manager	\$185.00
Senior Engineer	\$185.00
Cost Estimator	\$175.00
PA Specialist III	\$175.00
Engineer	\$165.00
PA Specialist II	\$165.00
PA Specialist I	\$155.00
Architect	\$150.00
Project Manager	\$150.00
Grants Manager	\$150.00
Engineering Intern	\$110.00

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: September 28, 2020

SUBJECT: Landscaping

Agenda Item: 7

This agenda item is for Council consideration regarding the instillation of landscaping the Memorial Drive esplanade on the west side of the Memorial/Blalock intersection.

Estimate

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

DATE	ESTIMATE #
8/26/2020	11457

City of Piney Point Village
7676 Woodway Drive Suite 300
Houston, TX 77024

PROJECT

August 2020 - Memorial Drive esp

DESCRIPTION	SIZE	QTY	COST	TOTAL
MEMORIAL DRIVE - (ESPLANADE EAST OF BLALOCK PHASE 2 - AS PER DESIGN				
Crape Myrtle (8'-10')	30 gal	3	226.80	680.40
Society Garlic	1 gal	22	10.85409	238.79
Yaupon - Dwarf (9"-11")	3 gal	28	20.53786	575.06
Lantana	1 gal	37	8.10	299.70
Fern - Foxtail	3 gal	25	23.418	585.45
Asian Jasmine	1 gal	103	3.16796	326.30
Bull Rock - 2"-4"	cy	3	97.50	292.50
Moss Rock Boulder (3 @ approximately 425# each)	lb	1,275	0.195	248.63
Redbud - Forest Pansy (8'-9')	30 gal	2	340.20	680.40
Metal Tree Stake with strap 6'	each	10	10.935	109.35
Giant Liriope	3 gal	17	20.41176	347.00
Steel Edging - 16' - brown	16' piece	13	58.87538	765.38
Landscape Fabric/300 sq ft roll	300 sq ft roll	1	90.00	90.00
Landscape Fabric Staples	box/500	0.5	82.50	41.25
Pallet - St. Augustine Raleigh Sod OR 2- Pallet - Palmetto Sod @ \$630.00	Pallet	3	225.00	675.00
Yard Mix	cy	5	39.60	198.00
Premium Mix Compost	cy	9	45.00	405.00
Pine Deco Mulch	cy	4	40.50	162.00
TOTAL PLANTS & MATERIALS				6,720.21
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				9,756.94
Subtotal				16,477.15
REPEAT CUSTOMER DISCOUNT			-5.00%	-823.86

Phone #

2814963576

E-mail

carol@brightlandscapedesigns.com

Estimate

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

DATE	ESTIMATE #
8/26/2020	11457

City of Piney Point Village
7676 Woodway Drive Suite 300
Houston, TX 77024

PROJECT

August 2020 - Memorial Drive esp

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>Subtotal</p> <p>NOTE: SOD IS NOT COVERED BY GUARANTEE</p> <p>NOTE: SEASONAL COLOR IS NOT COVERED BY GUARANTEE</p> <p>NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS</p> <p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5)Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p>				15,653.29

Phone #

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Bright Landscape Designs, Inc

9302 Reid Lake Drive
Houston, TX 77064

Estimate

DATE	ESTIMATE #
8/26/2020	11457

City of Piney Point Village
7676 Woodway Drive Suite 300
Houston, TX 77024

PROJECT
August 2020 - Memorial Drive esp

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p> <p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p>				

PLEASE INITIAL BELOW AND SIGN THE ATTACHED (IF APPLICABLE) AND RETURN TO BRIGHT LANDSCAPE DESIGNS, INC. PRIOR TO COMMENCEMENT OF WORK.

TOTAL BEFORE SALES TAXES

\$15,653.29

Sales Taxes (8.25%)

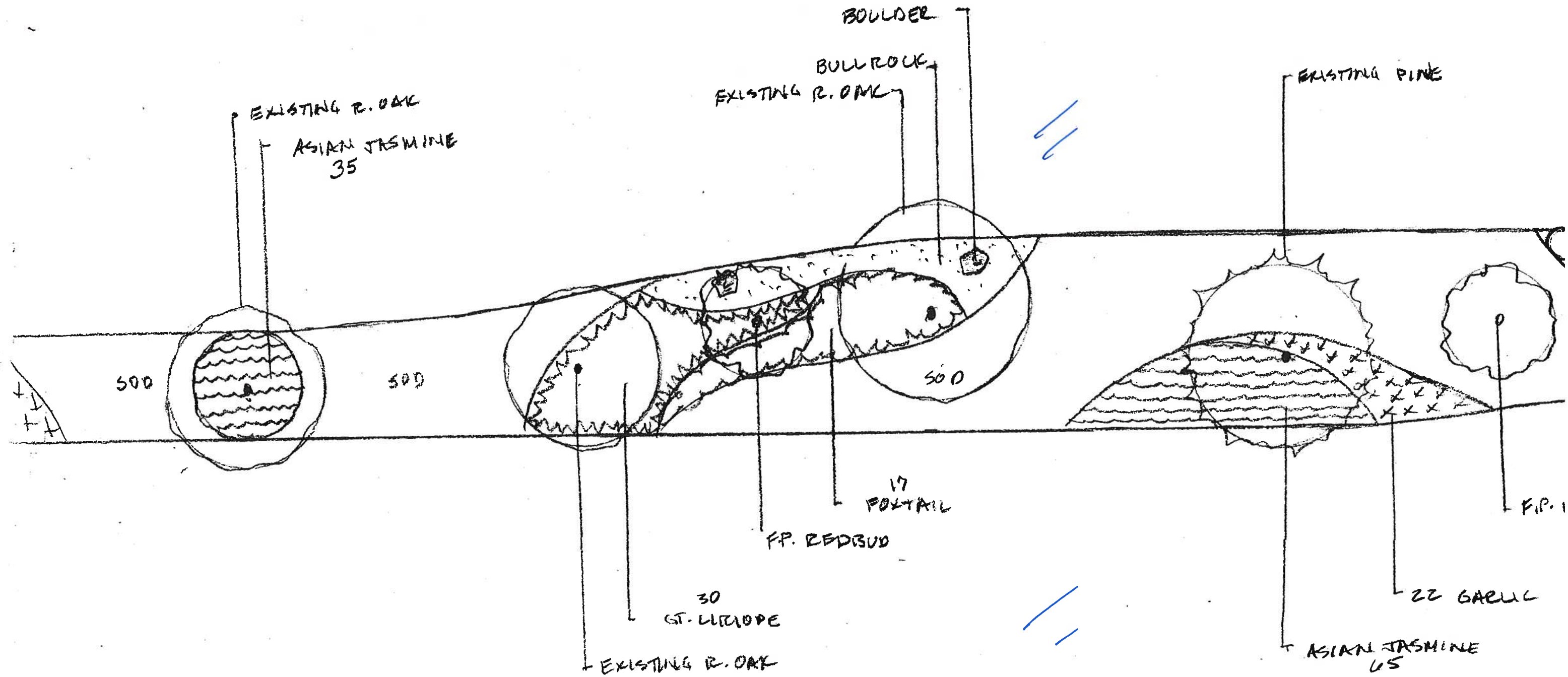
\$0.00

TOTAL

\$15,653.29

Phone #
INITIALS
2814963576

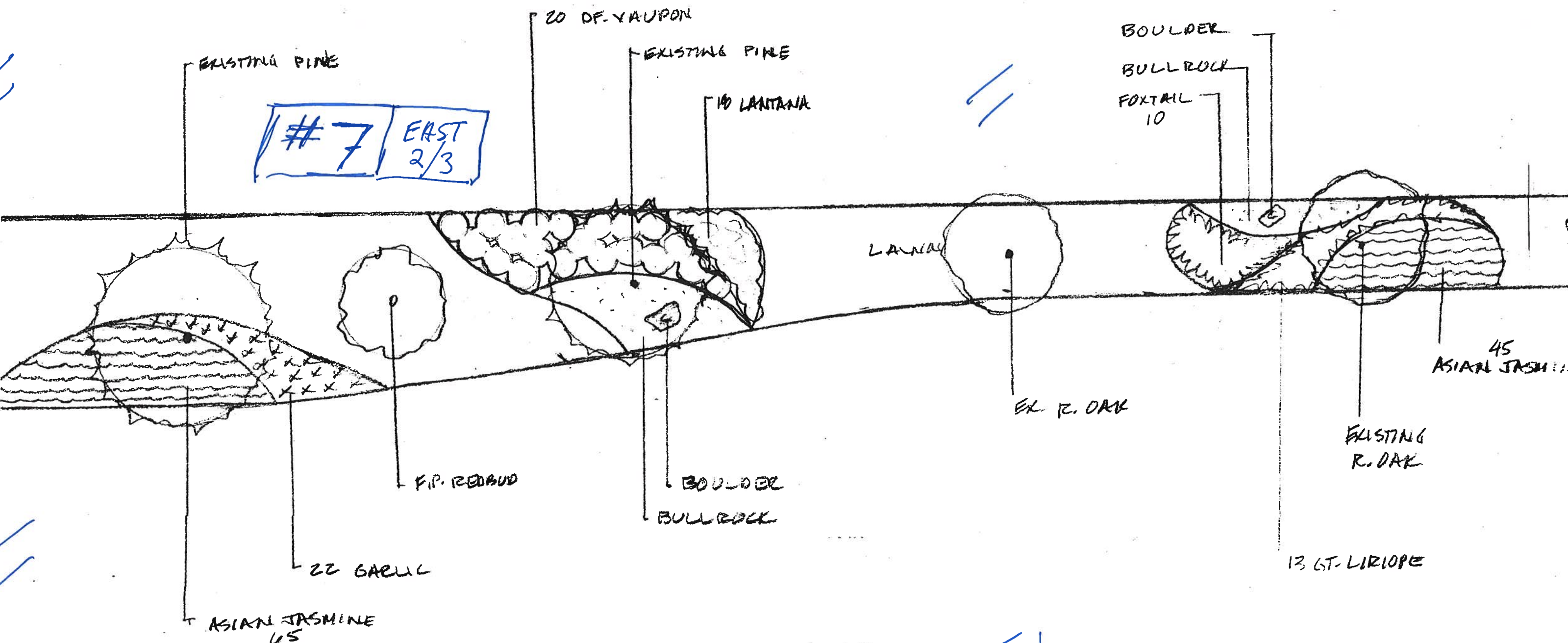
E-mail
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PINEY POINT VILLAGE

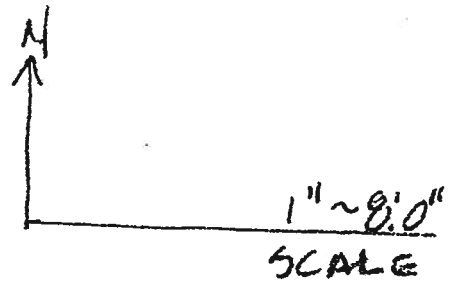
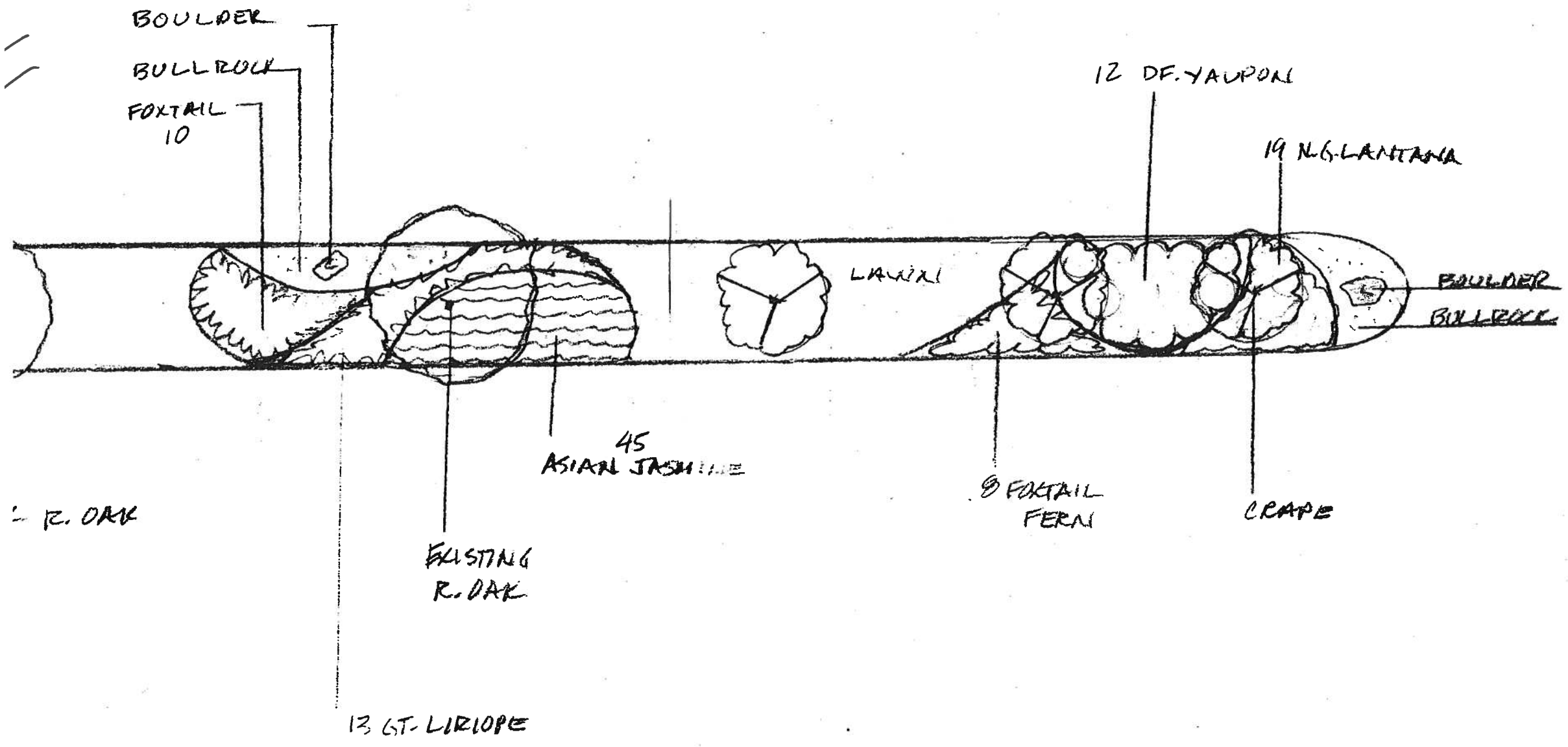
M E M O R I A L

#7 EAST
2/3



EMORIAL

DRIVE



BRIGHT LANDSCAPE DESIGNS

8-25-20

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: September 28, 2020

Agenda Item: 8

- 2020 Financials

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
10-1100	Claim on Cash	2,697,527.43	604,481.10	184,478.36	2,882,005.79
10-1101	Cash- GF Texpool	1,797,554.53	36,135.16	(1,576,665.54)	220,888.99
10-1105	Cash with Amegy	0.00	0.00	0.00	0.00
10-1108	Cash with Agent	1,005,648.00	0.00	0.00	1,005,648.00
10-1120	Cash-Texas Class	3,725,625.39	(1,598,872.22)	(460,376.60)	3,265,248.79
10-1200	Accounts Receivable	0.00	0.00	0.00	0.00
10-1201	Sales Tax Receivable	21,374.37	0.00	0.00	21,374.37
10-1202	FEMA Reimbursement Receivable	0.00	0.00	0.00	0.00
10-1203	Property Tax receivable-PY	162,995.18	0.00	0.00	162,995.18
10-1204	Property Tax Receivable-CY	3,205,830.36	0.00	0.00	3,205,830.36
10-1205	Other Receivables	26,827.96	0.00	0.00	26,827.96
10-1209	A/R Willet	2,813.36	0.00	0.00	2,813.36
10-1301	Accrued Interest	0.00	0.00	0.00	0.00
10-1400	Prepaid Expenses	0.00	0.00	0.00	0.00
10-1507	Due from Debt Service Fund	0.00	0.00	0.00	0.00
10-1508	Due from Capital Projects Fund	0.00	0.00	0.00	0.00
10-1509	Due from Non-Major Fund	0.00	0.00	0.00	0.00
10-1510	Due from Metro Fund	0.00	0.00	0.00	0.00
10-1550	Due from Other Governments	0.00	0.00	0.00	0.00
10-1802	Street and Drainage System	0.00	0.00	0.00	0.00
	TOTAL ASSETS	12,646,196.58	(958,255.96)	(1,852,563.78)	10,793,632.80

LIABILITIES					
10-2001	Accounts Payable	412,242.41	(717,603.56)	(408,411.33)	3,831.08
10-2002	Other Accrued Liabilities	0.00	0.00	0.00	0.00
10-2005	Misc Payables	0.00	0.00	0.00	0.00
10-2051	Payroll Tax Payable	0.00	0.00	0.00	0.00
10-2052	Employee Insurance Payable	(3,847.90)	(248.20)	(4,939.79)	(8,787.69)
10-2062	TMRS Payable	15.28	(1,334.63)	(4,034.96)	(4,019.68)
10-2101	Property Tax Overpayments	0.00	0.00	0.00	0.00
10-2102	MC-Child Safety Fees Due	(28.50)	0.00	0.00	(28.50)
10-2103	MC-Bonds Due	0.00	0.00	0.00	0.00
10-2104	Due To - MC Technology	0.36	0.00	0.00	0.36
10-2105	Due To-MC Security	0.00	0.00	0.00	0.00
10-2106	Due To-State Comptroller	0.00	1,610.07	9,075.42	9,075.42
10-2107	Due To OMNI Base	3,441.81	42.00	348.81	3,790.62
10-2108	RESTITUTION	(270.00)	0.00	0.00	(270.00)
10-2110	Bond Payable - FAST	4,386.05	0.00	2,887.00	7,273.05
10-2111	Other Accrued Liabilities	0.00	0.00	0.00	0.00
10-2130	Deferred Revenue-Property Tax	162,995.18	0.00	(1,736,104.87)	(1,573,109.69)
10-2131	Other Deferred Revenue	0.00	0.00	0.00	0.00
10-2302	Due to State-CJ Fee	315.34	0.63	13.56	328.90
10-2303	Due To-Debt Service Fund	0.00	0.00	0.00	0.00
10-2402	Permit Deposits	0.00	0.00	0.00	0.00
10-2403	Drainage Deposit Payable	0.00	0.00	0.00	0.00
10-2404	Gas Meter Deposit	155,485.00	2,000.00	0.00	155,485.00
10-2405	P&Z Deposit	0.00	0.00	0.00	0.00

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
10-2500	Accrued Wages	14,499.15	0.00	0.00	14,499.15
10-2501	Gordon Estate Bond	0.00	0.00	0.00	0.00
10-2601	Construction Retainage Payable	0.00	0.00	0.00	0.00
10-2701	Deferred Taxes	0.00	0.00	0.00	0.00
10-2702	Deferred Revenue-Alarm Fees	22,500.00	0.00	0.00	22,500.00
10-2703	Deferred Franchise Taxes	0.00	0.00	0.00	0.00
10-2704	Unearned Revenue-CY Prop Taxes	5,598,421.05	0.00	0.00	5,598,421.05
10-2801	General LT Debt-N/P	0.00	0.00	0.00	0.00
10-2802	GO Bonds Payable	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES	6,370,155.23	(715,533.69)	(2,141,166.16)	4,228,989.07
FUND EQUITY					
10-3000	Fund Balance	726,631.20	0.00	0.00	726,631.20
10-3003	Fund Balance	5,549,410.15	0.00	0.00	5,549,410.15
10-3900	Earnings	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	6,276,041.35	0.00	0.00	6,276,041.35
	TOTAL REVENUES	0.00	115,629.04	6,418,573.97	6,418,573.97
	TOTAL EXPENSES	0.00	358,351.31	6,129,971.59	6,129,971.59
	INCREASE/(DECREASE) IN FUND BAL.	0.00	(242,722.27)	288,602.38	288,602.38
	TOTAL LIABILITIES, EQUITY & FUND BAL.	12,646,196.58	(958,255.96)	(1,852,563.78)	10,793,632.80
		=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,839,546.00	64,536.93	5,726,892.98	98.07	112,653.02
PERMITS & INSPECTIONS	368,000.00	24,800.91	259,162.18	70.42	108,837.82
COURT	150,000.00	4,510.10	47,835.82	31.89	102,164.18
INVESTMENT INCOME	150,000.00	1,164.14	32,698.52	21.80	117,301.48
AGENCIES & ALARMS	30,000.00	300.00	28,548.44	95.16	1,451.56
FRANCHISE REVENUE	397,000.00	20,316.96	254,764.10	64.17	142,235.90
DONATIONS & IN LIEU	170,500.00	0.00	68,671.93	40.28	101,828.07
TOTAL REVENUES	7,105,046.00	115,629.04	6,418,573.97	90.34	686,472.03
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	2,100.00	3,900.00	39.00	6,100.00
POLICE	1,949,987.00	162,498.00	1,377,902.00	70.66	572,085.00
MISCELLANEOUS	0.00	0.00	1,800.00	0.00	1,800.00
SANITATION COLLECTION	570,000.00	0.00	341,524.08	59.92	228,475.92
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	12,000.00	817.01	7,125.81	59.38	4,874.19
FIRE	1,520,349.00	140,445.73	1,193,788.70	78.52	326,560.30
TOTAL PUBLIC SERVICE	4,063,836.00	301,660.74	2,926,040.59	72.00	1,137,795.41
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	438,000.00	174.36	246,002.72	56.17	191,997.28
TOTAL CONTRACT SERVICES	438,000.00	174.36	246,002.72	56.17	191,997.28
<u>BUILDING</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
BUILDING SERVICES	125,500.00	0.00	146,541.74	116.77	21,041.74
ADMIN EXPENSE	1,800.00	454.98	845.51	46.97	954.49
OFFICE EXPENSE	0.00	162.56	721.13	0.00	721.13
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	0.00	3,694.86	0.00	3,694.86
TOTAL BUILDING	127,300.00	617.54	151,803.24	119.25	24,503.24
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	0.00	15.98	6,761.40	0.00	6,761.40
ADMIN EXPENSE	38,900.00	998.87	15,000.78	38.56	23,899.22
OFFICE EXPENSE	155,000.00	11,624.39	106,137.61	68.48	48,862.39
WAGES & BENEFITS	601,474.00	46,202.65	384,803.02	63.98	216,670.98
INSURANCE	87,508.00	0.00	14,190.63	16.22	73,317.37
TOTAL GENERAL GOVERNMENT	882,882.00	58,841.89	526,893.44	59.68	355,988.56

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
CONTRACT SERVICES	0.00	0.00	107.17	0.00 (107.17)
ADMIN EXPENSE	0.00	0.00	759.81	0.00 (759.81)
OFFICE EXPENSE	0.00	0.00	424.19	0.00 (424.19)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00 (234.11)	6,872.52	0.00 (6,872.52)
COURT OPERATIONS	28,550.00	312.40	8,339.71	29.21	20,210.29
TOTAL MUNICIPAL COURT	28,550.00	78.29	16,503.40	57.81	12,046.60
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	0.00	153.66	9,558.10	0.00 (9,558.10)
OFFICE EXPENSE	0.00	0.00	528.79	0.00 (528.79)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	0.00	6,104.53	0.00 (6,104.53)
PUBLIC WORKS OPERATIONS	352,500.00 (3,175.17)	155,098.70	44.00	197,401.30
TOTAL PUBLIC WORKS MAINTENANCE	352,500.00 (3,021.51)	171,290.12	48.59	181,209.88
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	3,213,722.00	0.00	2,091,438.08	65.08	1,122,283.92
TOTAL GOF CAPITAL OUTLAYS	3,213,722.00	0.00	2,091,438.08	65.08	1,122,283.92
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	(2,001,744.00)	(242,722.27)	288,602.38		(2,290,346.38)

10 -GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue	5,639,546.00	36,103.21	5,545,885.82	98.34	93,660.18
10-4150 Sales Tax	200,000.00	28,433.72	181,007.16	90.50	18,992.84
TOTAL TAXES	5,839,546.00	64,536.93	5,726,892.98	98.07	112,653.02
<u>PERMITS & INSPECTIONS</u>					
10-4203 Plat Reviews	3,500.00	1,750.00	5,750.00	164.29	(2,250.00)
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	540.00	7,080.00	59.00	4,920.00
10-4206 Drainage Reviews	50,000.00	4,150.00	30,800.00	61.60	19,200.00
10-4207 Permits	300,000.00	18,110.91	214,532.18	71.51	85,467.82
10-4208 Board of Adjustment Fees	1,500.00	250.00	1,000.00	66.67	500.00
TOTAL PERMITS & INSPECTIONS	368,000.00	24,800.91	259,162.18	70.42	108,837.82
<u>COURT</u>					
10-4300 Court Fines	150,000.00	4,510.10	47,835.82	31.89	102,164.18
TOTAL COURT	150,000.00	4,510.10	47,835.82	31.89	102,164.18
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	1,164.14	32,698.52	21.80	117,301.48
TOTAL INVESTMENT INCOME	150,000.00	1,164.14	32,698.52	21.80	117,301.48
<u>AGENCIES & ALARMS</u>					
10-4501 Agencies	0.00	0.00	398.44	0.00	(398.44)
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	30,000.00	300.00	28,150.00	93.83	1,850.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	30,000.00	300.00	28,548.44	95.16	1,451.56
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	75,000.00	19,102.76	57,838.03	77.12	17,161.97
10-4605 Power/Electric	272,000.00	0.00	183,987.61	67.64	88,012.39
10-4606 Franchise Fees-Gas	15,000.00	0.00	0.00	0.00	15,000.00
10-4607 Telephone	35,000.00	1,092.52	12,564.66	35.90	22,435.34
10-4608 Wireless Communication	0.00	121.68	373.80	0.00	(373.80)
TOTAL FRANCHISE REVENUE	397,000.00	20,316.96	254,764.10	64.17	142,235.90
<u>DONATIONS & IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	0.00	0.00	136,000.00
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	0.00	0.00	0.00	0.00	0.00
10-4706 Donation to Historical Preserv	0.00	0.00	0.00	0.00	0.00
10-4800 Miscellaneous Income	500.00	0.00	68,671.93	3,734.39	(68,171.93)
10-4850 Transfer In	0.00	0.00	0.00	0.00	0.00
10-4900 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
10-4907 Unearned Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	170,500.00	0.00	68,671.93	40.28	101,828.07

CITY OF PINEY POINT VILLAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	7,105,046.00	115,629.04	6,418,573.97	90.34	686,472.03

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE</u>					
=====					
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	10,000.00	(2,100.00)	3,900.00	39.00	6,100.00
TOTAL COMMUNITY	10,000.00	(2,100.00)	3,900.00	39.00	6,100.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,949,987.00	158,665.00	1,343,401.00	68.89	606,586.00
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	3,833.00	34,501.00	0.00	(34,501.00)
TOTAL POLICE	1,949,987.00	162,498.00	1,377,902.00	70.66	572,085.00
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	0.00	1,800.00	0.00	(1,800.00)
TOTAL MISCELLANEOUS	0.00	0.00	1,800.00	0.00	(1,800.00)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	570,000.00	0.00	334,839.15	58.74	235,160.85
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	6,684.93	0.00	(6,684.93)
TOTAL SANITATION COLLECTION	570,000.00	0.00	341,524.08	59.92	228,475.92
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	817.01	7,125.81	59.38	4,874.19
TOTAL STREET LIGHTING	12,000.00	817.01	7,125.81	59.38	4,874.19
<u>FIRE</u>					
10-510-5060 Villages Fire Department	1,520,349.00	140,445.73	1,193,788.70	78.52	326,560.30
10-510-5070 Contribution to Fire Dept	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	1,520,349.00	140,445.73	1,193,788.70	78.52	326,560.30
TOTAL PUBLIC SERVICE	4,063,836.00	301,660.74	2,926,040.59	72.00	1,137,795.41
<u>CONTRACT SERVICES</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	32,000.00	0.00	20,037.00	62.62	11,963.00
10-520-5103 Engineering	150,000.00	0.00	119,458.71	79.64	30,541.29
10-520-5104 Legal	90,000.00	0.00	31,798.47	35.33	58,201.53
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	32,779.00	54.63	27,221.00
10-520-5107 Animal Control	44,000.00	0.00	1,439.53	3.27	42,560.47
10-520-5108 IT Hardware/Software & Support	40,000.00	174.36	29,780.01	74.45	10,219.99
10-520-5110 Mosquito Control	22,000.00	0.00	10,710.00	48.68	11,290.00
TOTAL CONTRACT SERVICES	438,000.00	174.36	246,002.72	56.17	191,997.28

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	438,000.00	174.36	246,002.72	56.17	191,997.28
BUILDING					
=====					
<u>CONTRACT SERVICES</u>					
10-530-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>BUILDING SERVICES</u>					
10-530-5152 Drainage Reviews	45,000.00	0.00	58,236.74	129.41 (13,236.74)
10-530-5153 Electrical Inspections	12,000.00	0.00	7,560.00	63.00	4,440.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	25,000.00	0.00	28,000.00	112.00 (3,000.00)
10-530-5156 Plumbing Inspections	18,000.00	0.00	7,335.00	40.75	10,665.00
10-530-5157 Structural Inspections	20,000.00	0.00	17,190.00	85.95	2,810.00
10-530-5158 Urban Forester	0.00	0.00	23,720.00	0.00 (23,720.00)
10-530-5160 Mechanical Inspections	5,000.00	0.00	4,500.00	90.00	500.00
TOTAL BUILDING SERVICES	125,500.00	0.00	146,541.74	116.77 (21,041.74)
<u>ADMIN EXPENSE</u>					
10-530-5204 Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
10-530-5206 Legal Notices	0.00	0.00	0.00	0.00	0.00
10-530-5207 Misc Supplies	1,800.00	0.00	390.53	21.70	1,409.47
10-530-5209 Office Equipment & Maintenance	0.00	454.98	454.98	0.00 (454.98)
TOTAL ADMIN EXPENSE	1,800.00	454.98	845.51	46.97	954.49
<u>OFFICE EXPENSE</u>					
10-530-5210 Postage	0.00	0.00	0.00	0.00	0.00
10-530-5211 Meeting Supplies	0.00	0.00	0.00	0.00	0.00
10-530-5213 Office Supplies	0.00	162.56	721.13	0.00 (721.13)
10-530-5214 Telecommunications	0.00	0.00	0.00	0.00	0.00
10-530-5215 Travel & Training	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE EXPENSE	0.00	162.56	721.13	0.00 (721.13)
<u>WAGES & BENEFITS</u>					
10-530-5301 Gross Wages	0.00	0.00	0.00	0.00	0.00
10-530-5311 Payroll Processing	0.00	0.00	0.00	0.00	0.00
10-530-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>INSURANCE</u>					
10-530-5353 Employee Insurance	0.00	0.00	3,694.86	0.00 (3,694.86)
TOTAL INSURANCE	0.00	0.00	3,694.86	0.00 (3,694.86)
TOTAL BUILDING	127,300.00	617.54	151,803.24	119.25 (24,503.24)

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GENERAL GOVERNMENT					
=====					
CONTRACT SERVICES					
10-540-5108 Information Technology	0.00	15.98	6,761.40	0.00	(6,761.40)
TOTAL CONTRACT SERVICES	0.00	15.98	6,761.40	0.00	(6,761.40)
ADMIN EXPENSE					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	13,000.00	0.00	4,250.00	32.69	8,750.00
10-540-5203 Bank Fees	1,900.00	269.68	1,838.71	96.77	61.29
10-540-5204 Dues & Subscriptions	4,000.00	0.00	2,055.00	51.38	1,945.00
10-540-5205 Elections	5,000.00	0.00	0.00	0.00	5,000.00
10-540-5206 Legal Notices	3,000.00	0.00	0.00	0.00	3,000.00
10-540-5207 Miscellaneous	0.00	294.15	1,830.42	0.00	(1,830.42)
10-540-5208 Citizen Communication	2,000.00	0.00	0.00	0.00	2,000.00
10-540-5209 Office Equipment & Maintenance	10,000.00	435.04	5,026.65	50.27	4,973.35
TOTAL ADMIN EXPENSE	38,900.00	998.87	15,000.78	38.56	23,899.22
OFFICE EXPENSE					
10-540-5210 Postage	2,000.00	66.25	638.89	31.94	1,361.11
10-540-5211 Meeting Supplies	5,000.00	554.02	5,407.88	108.16	(407.88)
10-540-5212 Rent/Leasehold/Furniture	125,000.00	10,368.38	84,912.74	67.93	40,087.26
10-540-5213 Office Supplies	10,000.00	90.22	3,261.58	32.62	6,738.42
10-540-5214 Telecommunications	13,000.00	545.52	10,912.08	83.94	2,087.92
10-540-5215 Travel & Training	0.00	0.00	400.00	0.00	(400.00)
10-540-5216 Statutory Legal Notices	0.00	0.00	604.44	0.00	(604.44)
TOTAL OFFICE EXPENSE	155,000.00	11,624.39	106,137.61	68.48	48,862.39
WAGES & BENEFITS					
10-540-5301 Gross Wages	515,000.00	42,453.78	324,248.70	62.96	190,751.30
10-540-5302 Overtime/Severance	0.00	0.00	6,491.02	0.00	(6,491.02)
10-540-5303 Temporary/Part-time Personnel	5,000.00	0.00	6,607.44	132.15	(1,607.44)
10-540-5304 Salary Adjustment(Bonus)	3,000.00	0.00	0.00	0.00	3,000.00
10-540-5306 Payroll Tax Expense	30,000.00	0.00	15,935.63	53.12	14,064.37
10-540-5310 TMRS(retirement)	45,000.00	3,563.63	29,739.25	66.09	15,260.75
10-540-5311 Payroll Processing	1,474.00	185.24	1,780.98	120.83	(306.98)
10-540-5312 TWC-Unemployment	2,000.00	0.00	0.00	0.00	2,000.00
10-540-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	601,474.00	46,202.65	384,803.02	63.98	216,670.98
INSURANCE					
10-540-5353 Employee Insurance	83,508.00	0.00	14,756.63	17.67	68,751.37
10-540-5354 General Liability	2,000.00	0.00	0.00	0.00	2,000.00
10-540-5355 Bonds for City Staff	0.00	0.00	0.00	0.00	0.00
10-540-5356 Workman's Compensation	2,000.00	0.00	566.00	28.30	2,566.00
10-540-5357 Drainage Study	0.00	0.00	0.00	0.00	0.00
TOTAL INSURANCE	87,508.00	0.00	14,190.63	16.22	73,317.37
TOTAL GENERAL GOVERNMENT	882,882.00	58,841.89	526,893.44	59.68	355,988.56

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
<u>CONTRACT SERVICES</u>					
10-550-5108 Information Technology	0.00	0.00	107.17	0.00 (107.17)
TOTAL CONTRACT SERVICES	0.00	0.00	107.17	0.00 (107.17)
<u>ADMIN EXPENSE</u>					
10-550-5204 Dues & Subscriptions	0.00	0.00	75.00	0.00 (75.00)
10-550-5207 Misc Supplies	0.00	0.00	684.81	0.00 (684.81)
10-550-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	759.81	0.00 (759.81)
<u>OFFICE EXPENSE</u>					
10-550-5210 Postage	0.00	0.00	0.00	0.00	0.00
10-550-5211 Meeting Supplies	0.00	0.00	0.00	0.00	0.00
10-550-5213 Office Supplies	0.00	0.00	369.19	0.00 (369.19)
10-550-5214 Telecommunications	0.00	0.00	0.00	0.00	0.00
10-550-5215 Travel & Training	0.00	0.00	55.00	0.00 (55.00)
TOTAL OFFICE EXPENSE	0.00	0.00	424.19	0.00 (424.19)
<u>PAGES & BENEFITS</u>					
10-550-5301 Gross Wages	0.00	0.00	0.00	0.00	0.00
10-550-5311 Payroll Processing	0.00	0.00	0.00	0.00	0.00
10-550-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>INSURANCE</u>					
10-550-5353 Employee Insurance	0.00 (234.11)	6,872.52	0.00 (6,872.52)
TOTAL INSURANCE	0.00 (234.11)	6,872.52	0.00 (6,872.52)
<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	424.40	3,311.20	66.22	1,688.80
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	0.00	6,525.00	29.66	15,475.00
10-550-5405 Jury Pay	0.00	0.00	0.00	0.00	0.00
10-550-5406 State Comptroller/OMNI/Linebar	0.00	0.00	0.00	0.00	0.00
10-550-5407 SETCIC	200.00	0.00	0.00	0.00	200.00
10-550-5408 Supplies/Miscellaneous	750.00	0.00	0.00	0.00	750.00
10-550-5409 Collection Agency	0.00	0.00	0.00	0.00	0.00
10-550-5410 OmniBase Services of Texas	600.00	0.00	132.00	22.00	468.00
10-550-5412	0.00	0.00	0.00	0.00	0.00
10-550-5413 Building Security Fund	0.00 (39.20)	569.97)	0.00	569.97
10-550-5414 Truancy Prevention	0.00 (40.00)	581.61)	0.00	581.61
10-550-5415 Local Municipal Tech Fund	0.00 (32.00)	465.28)	0.00	465.28
10-550-5416 Local Municipal Jury Fund	0.00 (0.80)	11.63)	0.00	11.63
10-550-5417 Time Payment Reimbursement Fee	0.00	0.00	0.00	0.00	0.00
TOTAL COURT OPERATIONS	28,550.00	312.40	8,339.71	29.21	20,210.29
TOTAL MUNICIPAL COURT	28,550.00	78.29	16,503.40	57.81	12,046.60

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC WORKS MAINTENANCE</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-560-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>ADMIN EXPENSE</u>					
10-560-5207 Misc Supplies	0.00	153.66	9,558.10	0.00	(9,558.10)
10-560-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	153.66	9,558.10	0.00	(9,558.10)
<u>OFFICE EXPENSE</u>					
10-560-5213 Office Supplies	0.00	0.00	28.79	0.00	(28.79)
10-560-5214 Telecommunications	0.00	0.00	0.00	0.00	0.00
10-560-5215 Travel & Training	0.00	0.00	500.00	0.00	(500.00)
TOTAL OFFICE EXPENSE	0.00	0.00	528.79	0.00	(528.79)
<u>WAGES & BENEFITS</u>					
10-560-5301 Gross Wages	0.00	0.00	0.00	0.00	0.00
10-560-5311 Payroll Processing	0.00	0.00	0.00	0.00	0.00
10-560-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>INSURANCE</u>					
10-560-5353 Employee Insurance	0.00	0.00	6,104.53	0.00	(6,104.53)
TOTAL INSURANCE	0.00	0.00	6,104.53	0.00	(6,104.53)
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	40,000.00	0.00	2,500.00	6.25	37,500.00
10-560-5501 TCEQ & Harris CO Permits	2,000.00	0.00	1,656.25	82.81	343.75
10-560-5504 Landscaping Maintenance	15,000.00	0.00	12,136.06	80.91	2,863.94
10-560-5505 Gator Fuel	2,000.00	67.33	411.39	20.57	1,588.61
10-560-5506 Right of Way Mowing	80,000.00	0.00	53,011.00	66.26	26,989.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	19,609.91	39.22	30,390.09
10-560-5508 ROW Water/Planting	1,000.00	0.00	909.59	90.96	90.41
10-560-5509 Tree Care/Removal	12,500.00	0.00	5,890.00	47.12	6,610.00
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	(3,242.50)	58,974.50	78.63	16,025.50
10-560-5516 Gator Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC WORKS OPERATIONS	352,500.00	(3,175.17)	155,098.70	44.00	197,401.30
TOTAL PUBLIC WORKS MAINTENANCE	352,500.00	(3,021.51)	171,290.12	48.59	181,209.88

10 -GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
30F CAPITAL OUTLAYS					
=====					
OTHER EXPENSES					
10-570-5601 Capital Improvements	0.00	0.00	0.00	0.00	0.00
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	80.00	0.00 (80.00)
10-570-5606 Road/Drainage Projects	0.00	0.00	72,460.16	0.00 (72,460.16)
10-570-5607 2014 Paving Project	0.00	0.00	0.00	0.00	0.00
10-570-5608 MDE Drainage	0.00	0.00	0.00	0.00	0.00
10-570-5609 Windermere Drainage	0.00	0.00	0.00	0.00	0.00
10-570-5610 Fire Station Remodel	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	801,749.00	0.00	877,077.91	109.40 (75,328.91)
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	330,000.00	0.00	359,076.12	108.81 (29,076.12)
10-570-5702 2020 Paving Improvements	0.00	0.00	7,137.00	0.00 (7,137.00)
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	876,650.00	0.00	0.00	0.00	876,650.00
10-570-5806 Drainage and Sidewalks	0.00	0.00	714,258.39	0.00 (714,258.39)
10-570-5808 Wilding Lane	1,205,323.00	0.00	61,348.50	5.09	1,143,974.50
TOTAL OTHER EXPENSES	3,213,722.00	0.00	2,091,438.08	65.08	1,122,283.92
TOTAL GOF CAPITAL OUTLAYS	3,213,722.00	0.00	2,091,438.08	65.08	1,122,283.92
TOTAL EXPENDITURES	9,106,790.00	358,351.31	6,129,971.59	67.31	2,976,818.41
=====					
REVENUES OVER/(UNDER) EXPENDITURES	(2,001,744.00)	(242,722.27)	288,602.38		(2,290,346.38)

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

20 -DEBT SERVICE

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
20-1100	Claim on Cash	(447,971.67)	(1,500.00)	(1,138,067.86)	(1,586,039.53)
20-1105	Cash - Amegy Bank	0.00	0.00	0.00	0.00
20-1108	Cash with Agent	267,769.99	0.00	0.00	267,769.99
20-1109	Texpool-DS	862,809.10	9,630.65	(736,203.44)	126,605.66
20-1110	Texas Class-DS	122,500.81	532.34	1,850,265.72	1,972,766.53
20-1200	Property Tax Receivable-PY	35,505.82	0.00	0.00	35,505.82
20-1201	Property Tax Receivable-CY	856,604.64	0.00	0.00	856,604.64
20-1300	Due to/From General Fund	0.00	0.00	0.00	0.00
20-1301	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	TOTAL ASSETS	1,697,218.69	8,662.99	(24,005.58)	1,673,213.11
LIABILITIES					
20-2001	Accounts Payable	1,500.00	(1,500.00)	(1,420,975.00)	(1,419,475.00)
20-2002	Other Accrued Liabilities	0.00	0.00	0.00	0.00
20-2130	Deferred Revenue-Property Tax	35,505.82	0.00	0.00	35,505.82
20-2200	Deferred Property Tax Rec	0.00	0.00	0.00	0.00
20-2300	Other Accrued Liabilities	0.00	0.00	0.00	0.00
20-2701	Unearned Revenue-Property Tax	1,487,128.77	0.00	0.00	1,487,128.77
	TOTAL LIABILITIES	1,524,134.59	(1,500.00)	(1,420,975.00)	103,159.59
FUND EQUITY					
20-3000	Fund Balance	173,084.10	0.00	0.00	173,084.10
	TOTAL BEGINNING EQUITY	173,084.10	0.00	0.00	173,084.10
	TOTAL REVENUES	0.00	10,162.99	1,479,119.42	1,479,119.42
	TOTAL EXPENSES	0.00	0.00	82,150.00	82,150.00
	INCREASE/(DECREASE) IN FUND BAL.	0.00	10,162.99	1,396,969.42	1,396,969.42
	TOTAL LIABILITIES, EQUITY & FUND BAL.	1,697,218.69	8,662.99	(24,005.58)	1,673,213.11

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

20 -DEBT SERVICE
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,501,625.00	9,611.14	1,469,054.02	97.83	32,570.98
INVESTMENT INCOME	10,000.00	551.85	10,065.40	100.65	(65.40)
TOTAL REVENUES	1,511,625.00	10,162.99	1,479,119.42	97.85	32,505.58
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	2,250.00	100.00	0.00
OTHER EXPENSES	1,499,375.00	0.00	79,900.00	5.33	1,419,475.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,501,625.00	0.00	82,150.00	5.47	1,419,475.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	10,000.00	10,162.99	1,396,969.42		(1,386,969.42)

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

20 -DEBT SERVICE

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,501,625.00	9,611.14	1,469,054.02	97.83	32,570.98
TOTAL TAXES	1,501,625.00	9,611.14	1,469,054.02	97.83	32,570.98
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	10,000.00	551.85	10,065.40	100.65	(65.40)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	10,000.00	551.85	10,065.40	100.65	(65.40)
TOTAL REVENUES	1,511,625.00	10,162.99	1,479,119.42	97.85	32,505.58

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

20 -DEBT SERVICE

66.67% 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	2,250.00	100.00	0.00
TOTAL ADMIN EXPENSE	2,250.00	0.00	2,250.00	100.00	0.00
<u>OTHER EXPENSES</u>					
20-500-5820 Interest Expense-Bonds	179,375.00	0.00	79,900.00	44.54	99,475.00
20-500-5821 Bond Principal Payments	1,320,000.00	0.00	0.00	0.00	1,320,000.00
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,499,375.00	0.00	79,900.00	5.33	1,419,475.00
<u>TRANSFERS</u>					
20-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,501,625.00	0.00	82,150.00	5.47	1,419,475.00
TOTAL EXPENDITURES	1,501,625.00	0.00	82,150.00	5.47	1,419,475.00
REVENUES OVER/(UNDER) EXPENDITURES	10,000.00	10,162.99	1,396,969.42		(1,386,969.42)

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

30 -SPECIAL REVENUE FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
30-1100	Claim on Cash	64,179.36	70.00	135.19	64,314.55
30-1102	Donation	0.02	0.00	0.00	0.02
30-1103	MC Security	0.36	0.00	0.00	0.36
30-1104	MC Technology	0.05	0.00	0.00	0.05
30-1106	Child Safety	24,145.08	327.87	2,326.88	26,471.96
30-1200	Due To/From General Fund	0.00	0.00	0.00	0.00
30-1301	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	TOTAL ASSETS	88,324.87	397.87	2,462.07	90,786.94
=====					
<u>LIABILITIES</u>					
30-2001	Accounts Payable	0.00	164.85	164.85	164.85
30-2100	Grants Payable	0.00	0.00	0.00	0.00
30-2200	Due To General Fund	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES	0.00	164.85	164.85	164.85
<u>FUND EQUITY</u>					
30-3000	Fund Balance	17,709.38	0.00	0.00	17,709.38
30-3001	Fund Balance-Child Safety	55,694.92	0.00	0.00	55,694.92
30-3002	Fund Balance-MC Security	11,838.88	0.00	0.00	11,838.88
30-3003	Fund Balance-MC Technology	3,081.69	0.00	0.00	3,081.69
30-3010	Unrestricted Retained Earnings	0.00	0.00	0.00	0.00
30-3300	Fund Balance-MC Security	0.00	0.00	0.00	0.00
30-3400	Fund Balance- MC Technology	0.00	0.00	0.00	0.00
30-3904	Earnings-MC Technology	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	88,324.87	0.00	0.00	88,324.87
	TOTAL REVENUES	0.00	397.87	4,101.74	4,101.74
	TOTAL EXPENSES	0.00	164.85	1,804.52	1,804.52
	INCREASE/(DECREASE) IN FUND BAL.	0.00	233.02	2,297.22	2,297.22
	TOTAL LIABILITIES, EQUITY & FUND BAL.	88,324.87	397.87	2,462.07	90,786.94
=====					

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

30 -SPECIAL REVENUE FUND
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	0.00	397.76	4,098.49	0.00 (4,098.49)
INVESTMENT INCOME	0.00	0.11	3.25	0.00 (3.25)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	397.87	4,101.74	0.00 (4,101.74)
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
<u>QUALIFIED EXPENSES</u>					
COURT	0.00	164.85	1,804.52	0.00 (1,804.52)
TOTAL QUALIFIED EXPENSES	0.00	164.85	1,804.52	0.00 (1,804.52)
<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	0.00	233.02	2,297.22	(2,297.22)

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

30 -SPECIAL REVENUE FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	0.00	30.00	739.22	0.00 (739.22)
30-4310 MC Technology Revenue	0.00	40.00	985.64	0.00 (985.64)
30-4315 Child Safety Revenues	0.00	327.76	2,373.63	0.00 (2,373.63)
TOTAL COURT	0.00	397.76	4,098.49	0.00 (4,098.49)
<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	0.00	0.11	3.25	0.00 (3.25)
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.11	3.25	0.00 (3.25)
<u>DONATIONS & IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	397.87	4,101.74	0.00 (4,101.74)

30 -SPECIAL REVENUE FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-DEPARTMENTAL</u>					
<u>MISCELLANEOUS</u>					
30-500-5029 Gen Govt Qualified Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
<u>QUALIFIED EXPENSES</u>					
<u>COURT</u>					
30-510-5121 Child Safety	0.00	0.00	0.00	0.00	0.00
30-510-5122 MC Security	0.00	164.85	494.55	0.00 (494.55)
30-510-5123 MC Technology	0.00	0.00	1,309.97	0.00 (1,309.97)
30-510-5129 Donation	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	0.00	164.85	1,804.52	0.00 (1,804.52)
TOTAL QUALIFIED EXPENSES	0.00	164.85	1,804.52	0.00 (1,804.52)
<u>ADMINISTRATION</u>					
<u>ADMIN EXPENSE</u>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	164.85	1,804.52	0.00 (1,804.52)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	233.02	2,297.22	(2,297.22)

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

40 -CAPITAL PROJECTS FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
40-1100	Claim on Cash	323,417.46	0.00	(286,359.99)	37,057.47
40-1101	Texpool	0.00	0.00	0.00	0.00
40-1105	Cash - Amegy Checking	0.00	0.00	0.00	0.00
40-1120	Texas Class	7,573.74	0.00	(7,573.74)	0.00
40-1200	Accounts Receivable	0.00	0.00	0.00	0.00
40-1220	A/R - General Fund	0.00	0.00	0.00	0.00
40-1250	Due To Metro	0.00	0.00	0.00	0.00
40-1300	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	TOTAL ASSETS	330,991.20	0.00	(293,933.73)	37,057.47
LIABILITIES					
40-2001	Accounts Payable	0.00	0.00	0.00	0.00
40-2002	Other Accrued Liabilities	0.00	0.00	0.00	0.00
40-2200	Deferred Revenue	286,000.00	0.00	0.00	286,000.00
40-2300	Construction Retainage Payable	120,074.15	0.00	0.00	120,074.15
40-2400	Accrued Liabilities	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES	406,074.15	0.00	0.00	406,074.15
FUND EQUITY					
40-3000	Fund Balance	(75,082.95)	0.00	0.00	(75,082.95)
	TOTAL BEGINNING EQUITY	(75,082.95)	0.00	0.00	(75,082.95)
	TOTAL REVENUES	0.00	0.00	49.52	49.52
	TOTAL EXPENSES	0.00	0.00	293,983.25	293,983.25
	INCREASE/(DECREASE) IN FUND BAL.	0.00	0.00	(293,933.73)	(293,933.73)
	TOTAL LIABILITIES, EQUITY & FUND BAL.	330,991.20	0.00	(293,933.73)	37,057.47

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -CAPITAL PROJECTS FUND
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	0.00	49.52	0.00 (49.52)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	49.52	0.00 (49.52)
<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	293,983.25	0.00 (293,983.25)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	293,983.25	0.00 (293,983.25)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(293,933.73)		293,933.73

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -CAPITAL PROJECTS FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INVESTMENT INCOME</u>					
40-4400 Interest Income	0.00	0.00	49.52	0.00 (49.52)
TOTAL INVESTMENT INCOME	0.00	0.00	49.52	0.00 (49.52)
<u>DONATIONS & IN LIEU</u>					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	49.52	0.00 (49.52)
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

10 -CAPITAL PROJECTS FUND

66.67% 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	0.00	0.00	0.00
40-500-5617 Smithdale/Claymore	0.00	0.00	0.00	0.00	0.00
40-500-5640 Batch 1 Projects	0.00	0.00	0.00	0.00	0.00
40-500-5641 Batch 1 - Preliminary	0.00	0.00	0.00	0.00	0.00
40-500-5655 Blalock/S. Piney Point	0.00	0.00	0.00	0.00	0.00
40-500-5660 Smithdale Estates Bypass	0.00	0.00	0.00	0.00	0.00
40-500-5670 N. Piney Point Road Project	0.00	0.00	288,972.00	0.00	(288,972.00)
40-500-5675 Lanecrest Drainage Improvement	0.00	0.00	0.00	0.00	0.00
40-500-5702 Miscellaneous Expense	0.00	0.00	5,011.25	0.00	(5,011.25)
TOTAL OTHER EXPENSES	0.00	0.00	293,983.25	0.00	(293,983.25)
<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
TOTAL NON-DEPARTMENTAL	0.00	0.00	293,983.25	0.00	(293,983.25)
TOTAL EXPENDITURES	0.00	0.00	293,983.25	0.00	(293,983.25)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(293,933.73)		293,933.73

CITY OF PINEY POINT VILLAGE
 YEAR TO DATE BALANCE SHEET (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

99 - POOLED CASH FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
99-1101	Cash	2,707,560.51	603,051.10	(621,972.51)	2,085,588.00
99-1510	DUE FROM GENERAL FUND	0.00	0.00	0.00	0.00
99-1520	DUE FROM DEBT SERVICE	0.00	0.00	0.00	0.00
99-1530	DUE FROM SPECIAL REVENUE	0.00	0.00	0.00	0.00
99-1540	DUE FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00
99-1550	DUE FROM METRO FUND	0.00	0.00	0.00	0.00
99-1599	Due From Other Funds	<u>1,833,217.41</u>	<u>(718,938.71)</u>	<u>(1,829,221.48)</u>	<u>3,995.93</u>
TOTAL ASSETS		<u>4,540,777.92</u>	<u>(115,887.61)</u>	<u>(2,451,193.99)</u>	<u>2,089,583.93</u>
LIABILITIES					
99-2000	Accounts Payable	1,834,953.41	(718,938.71)	(2,142,707.76)	(307,754.35)
99-2190	Due to Other Funds	<u>2,705,824.51</u>	<u>603,051.10</u>	<u>(308,486.23)</u>	<u>2,397,338.28</u>
TOTAL LIABILITIES		<u>4,540,777.92</u>	<u>(115,887.61)</u>	<u>(2,451,193.99)</u>	<u>2,089,583.93</u>
FUND EQUITY					
99-3000	Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL BEGINNING EQUITY		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENSES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
INCREASE/(DECREASE) IN FUND BAL. (WILL CLOSE TO FUND BAL.)		0.00	0.00	0.00	0.00
TOTAL LIABILITIES, EQUITY & FUND BAL.		<u>4,540,777.92</u>	<u>(115,887.61)</u>	<u>(2,451,193.99)</u>	<u>2,089,583.93</u>

**City of Piney Point Village
Monthly Tax Office Report
August 31, 2020**

Prepared by: Tiffany D. Morawiec, Tax Assessor/Collector

A. Current Taxable Value \$ 2,777,607,262

B. Summary Status of Tax Levy and Current Receivable Balance:

	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Original Levy 0.25514	\$ 6,763,264.55	\$ -	\$ 6,763,264.55
Carryover Balance	-	198,501.01	198,501.01
Adjustments	316,947.10	(3,945.87)	313,001.23
Adjusted Levy	7,080,211.65	194,555.14	7,274,766.79
Less Collections Y-T-D	7,005,121.00	(5,046.12)	7,000,074.88
Receivable Balance	<u>\$ 75,090.65</u>	<u>\$ 199,601.26</u>	<u>\$ 274,691.91</u>

C. COLLECTION RECAP:

Current Month:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax	\$ 5,706.22	\$ (106.70)	\$ 5,599.52
Penalty & Interest	839.59	(9.68)	829.91
Attorney Fees	974.27	2.10	976.37
Other Fees	-	-	-
Total Collections	<u>\$ 7,520.08</u>	<u>\$ (114.28)</u>	<u>\$ 7,405.80</u>

Year-To-Date:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax:	\$ 7,005,121.00	\$ (5,046.21)	\$ 7,000,074.79
Penalty & Interest	34,181.69	(204.53)	33,977.16
Attorney Fees	5,375.09	(420.60)	4,954.49
Other Fees	694.12	-	694.12
Total Collections	<u>\$ 7,045,371.90</u>	<u>\$ (5,671.34)</u>	<u>\$ 7,039,700.56</u>

Percent of Adjusted Levy	<u>99.51%</u>	<u>99.43%</u>
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MONTHLY TAX OFFICE REPORT
Tax A/R Summary by Year
August 31, 2020

YEAR	BEGINNING BALANCE AS OF 12/31/2019	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 08/31/2020
2018	\$ 33,957.93	\$ (3,715.46)	\$ (4,834.29)	\$ 35,076.76
17	19,505.52	(688.48)	(211.83)	19,028.87
16	17,325.16	499.53	-	17,824.69
15	17,894.67	-	-	17,894.67
14	18,424.08	-	-	18,424.08
13	14,151.07	-	-	14,151.07
12	11,751.79	-	-	11,751.79
11	9,318.42	-	-	9,318.42
10	9,145.21	-	-	9,145.21
09	9,143.30	(1.38)	-	9,141.92
08	8,767.71	-	-	8,767.71
07	8,462.68	-	-	8,462.68
06	8,152.59	-	-	8,152.59
05	2,687.68	-	-	2,687.68
04	2,510.18	-	-	2,510.18
03	2,490.91	-	-	2,490.91
02	2,476.24	-	-	2,476.24
01	2,251.11	-	-	2,251.11
00	44.68	-	-	44.68
1999	40.08	(40.08)	-	-
	<u>\$ 198,501.01</u>	<u>\$ (3,945.87)</u>	<u>\$ (5,046.12)</u>	<u>\$ 199,601.26</u>

Karen Farris

From: Morawiec, Tiffany <Tiffany.Morawiec@springbranchisd.com>
Sent: Thursday, September 3, 2020 8:24 AM
To: Karen Farris; Roger Nelson
Subject: Piney Point Monthly reports for August 2020
Attachments: Piney Point 0120.xlsx

Good morning,
Please see attached report for August 2020. Let me know if you have any questions.

Also, if you need anything else for your public hearing please let me know. If you think you will be adopting a different rate that what was originally sent, I can send new wording for tax rate and budget adoption.

Thank you,
Tiffany



Tiffany D. Morawiec | Tax Assessor/Collector
Financial Services | Tax Office
8880 Westview Rd., Houston, TX 77055
713-251-7968
www.springbranchisd.com

Please take a moment to click on the smile below and let me know how satisfied you are with my service today.



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**City of Piney Point Village
Monthly Tax Office Report
August 31, 2020**

Prepared by: Tiffany D. Morawiec, Tax Assessor/Collector

A. Current Taxable Value \$ 2,777,607,262

B. Summary Status of Tax Levy and Current Receivable Balance:

	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Original Levy 0.25514	\$ 6,763,264.55	\$ -	\$ 6,763,264.55
Carryover Balance	-	198,501.01	198,501.01
Adjustments	316,947.10	(3,945.87)	313,001.23
Adjusted Levy	7,080,211.65	194,555.14	7,274,766.79
Less Collections Y-T-D	7,005,121.00	(5,046.12)	7,000,074.88
Receivable Balance	<u>\$ 75,090.65</u>	<u>\$ 199,601.26</u>	<u>\$ 274,691.91</u>

C. COLLECTION RECAP:

Current Month:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax	\$ 5,706.22	\$ (106.70)	\$ 5,599.52
Penalty & Interest	839.59	(9.68)	829.91
Attorney Fees	974.27	2.10	976.37
Other Fees	-	-	-
Total Collections	<u>\$ 7,520.08</u>	<u>\$ (114.28)</u>	<u>\$ 7,405.80</u>

Year-To-Date:	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Base Tax:	\$ 7,005,121.00	\$ (5,046.21)	\$ 7,000,074.79
Penalty & Interest	34,181.69	(204.53)	33,977.16
Attorney Fees	5,375.09	(420.60)	4,954.49
Other Fees	694.12	-	694.12
Total Collections	<u>\$ 7,045,371.90</u>	<u>\$ (5,671.34)</u>	<u>\$ 7,039,700.56</u>

Percent of Adjusted Levy	<u>99.51%</u>	<u>99.43%</u>
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MONTHLY TAX OFFICE REPORT
Tax A/R Summary by Year
August 31, 2020

YEAR	BEGINNING BALANCE AS OF 12/31/2019	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 08/31/2020
2018	\$ 33,957.93	\$ (3,715.46)	\$ (4,834.29)	\$ 35,076.76
17	19,505.52	(688.48)	(211.83)	19,028.87
16	17,325.16	499.53	-	17,824.69
15	17,894.67	-	-	17,894.67
14	18,424.08	-	-	18,424.08
13	14,151.07	-	-	14,151.07
12	11,751.79	-	-	11,751.79
11	9,318.42	-	-	9,318.42
10	9,145.21	-	-	9,145.21
09	9,143.30	(1.38)	-	9,141.92
08	8,767.71	-	-	8,767.71
07	8,462.68	-	-	8,462.68
06	8,152.59	-	-	8,152.59
05	2,687.68	-	-	2,687.68
04	2,510.18	-	-	2,510.18
03	2,490.91	-	-	2,490.91
02	2,476.24	-	-	2,476.24
01	2,251.11	-	-	2,251.11
00	44.68	-	-	44.68
1999	40.08	(40.08)	-	-
	<u>\$ 198,501.01</u>	<u>\$ (3,945.87)</u>	<u>\$ (5,046.12)</u>	<u>\$ 199,601.26</u>

Karen Farris

From: Morawiec, Tiffany <Tiffany.Morawiec@springbranchisd.com>
Sent: Thursday, September 3, 2020 8:24 AM
To: Karen Farris; Roger Nelson
Subject: Piney Point Monthly reports for August 2020
Attachments: Piney Point 0120.xlsx

Good morning,
Please see attached report for August 2020. Let me know if you have any questions.

Also, if you need anything else for your public hearing please let me know. If you think you will be adopting a different rate that what was originally sent, I can send new wording for tax rate and budget adoption.

Thank you,
Tiffany



Tiffany D. Morawiec | Tax Assessor/Collector
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Council Agenda Item Cover Memo

9/28/2020

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on quotes to regrade the ditch in the drainage easement at 239 North Piney Point Road.

SUMMARY/BACKGROUND (WHY): The City has previously discussed the drainage issues on Chuckanut Lane. The City requested that HDR obtain quotes for ditch regrading along the drainage easement at 239 North Piney Point Road. The quotes include the regrading of existing ditches, relocating a cleanout, removing and replacing the Type E Inlet top that the ditch is currently draining to, and installing one joint of 24" RCP to tie into the existing Type E Inlet. A summary of quotes and the quotes received are included in the agenda packet.

STAFF RECOMMENDATION: Council approves the quote from On-Par Civil services for \$10,518.60

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Summary of Quotes
239 Piney Point Road Easement Ditch Regrading
City of Piney Point Village
HDR Job No. 20-004

Contractor	Total Quote
On Par Civil Services	\$10,518.60
J. Rivas Construction	\$11,930.00
RAC Industries	\$13,765.00
Tconstruction	\$23,110.00
█ Represents the lowest Quote	

239 Piney Point Ditch Regrading
 City of Piney Point Village
 HDR Job No. 20-004

239 Piney Point Drainage Easment

Item	Item Description	Unit	Quantity	Unit Price	Cost
Drainage Items Total:					
1	Regrade existng ditch by machine or hand as necessary to prevent damage to existing fences, trees, etc., complete in place, the sum of:	L.F.	190	38.50	\$7,315. ⁰⁰
2	Relocate existing cleanout to north bank of ditch, complete in place, the sum of:	EA.	1	500	\$500. ⁰⁰
3	Remove and reset Type E Inlet top, complete in place, the sum of:	EA.	1	1500	\$1,500. ⁰⁰
4	24" RCP storm sewer, complete in place, the sum of:	L.F.	8	150.45	\$1,203.60
Total Construction Cost:					\$10,518.60

9/22/2020



J.Rivas Construction, LLC
 9223 Misty Vale Ln.
 Houston, TX 77075
 346-401-7105



Date: 9/23/2020
Quote: Piney Point Ditch Regrade

Item	Description	Unit	Qty	Unit Price	Total
1	Regrade existng ditch by machine or hand as necessary to prevent damage to existing fences, trees, etc., complete in place, the sum of:	LF	190.00	\$ 45.00	\$ 8,550.00
2	Relocate existing cleanout to north bank of ditch, complete in place, the sum of:	EA	1.00	\$ 700.00	\$ 700.00
3	Remove and reset Type E Inlet top, complete in place, the sum of:	EA	1.00	\$ 1,800.00	\$ 1,800.00
4	24" RCP storm sewer, complete in place, the sum of:	LF	8.00	\$ 110.00	\$ 880.00
				Total	\$ 11,930.00

RAC Industries LLC
239 Piney Pont Ditch Regrading
City of Piney Point Village

Bid Proposal

239 Piney Point Ditch Regrading

City of Piney Point Village

HDR Job No. 20-004

239 Piney Point Drainage Easment

Item	Item Description	Unit	Quantity	Unit Price	Cost
Drainage Items Total:					
1	Regrade existng ditch by machine or hand as necessary to prevent damage to existing fences, trees, etc., complete in place, the sum of:	L.F.	190	\$48.50	\$9,215.00
2	Relocate existing cleanout to north bank of ditch, complete in place, the sum of:	EA.	1	\$900.00	\$900.00
3	Remove and reset Type E Inlet top, complete in place, the sum of:	EA.	1	\$1,250.00	\$1,250.00
4	24" RCP storm sewer, complete in place, the sum of:	L.F.	8	\$300.00	\$2,400.00
Total Construction Cost:					\$13,765.00

239 Piney Point Ditch Regrading

City of Piney Point Village

HDR Job No. 20-004

239 Piney Point Drainage Easment

Item	Item Description	Unit	Quantity	Unit Price	Cost
Drainage Items Total:					
1	Regrade existng ditch by machine or hand as necessary to prevent damage to existing fences, trees, etc., complete in place, the sum of:	L.F.	190	85. ⁰⁰	16,150. ⁰⁰
2	Relocate existing cleanout to north bank of ditch, complete in place, the sum of:	EA.	1	1,200. ⁰⁰	1,200. ⁰⁰
3	Remove and reset Type E Inlet top, complete in place, the sum of:	EA.	1	2,600. ⁰⁰	2,600. ⁰⁰
4	24" RCP storm sewer, complete in place, the sum of:	L.F.	8	395. ⁰⁰	3,160. ⁰⁰
Total Construction Cost:					23,110.⁰⁰

Joan Villares
9/24/2020

Council Agenda Item Cover Memo

**9/28/2020
Date of Meeting**

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the acceptance of the low bid for the Wilding Lane Drainage and Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): The City received bids for the Wilding Lane Drainage and Paving Improvements Project. Attached is the Bid Tabulation and Letter of Recommendation for TR Grace & Company.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Karen Farris

From: Moore, Joseph <Joseph.Moore@hdrinc.com>
Sent: Friday, September 25, 2020 9:44 AM
To: Karen Farris; Roger Nelson
Cc: Croley, Aaron; Lundquist, Presley
Subject: RE: Council Agenda Items

Yes the bid tabulation will be included in the Letter of Recommendation. 

Joe Moore, P.E., CFM
P 713.622.9264

hdrinc.com/follow-us

From: Karen Farris [mailto:citysec@pineypt.org]
Sent: Friday, September 25, 2020 9:34 AM
To: Moore, Joseph <Joseph.Moore@hdrinc.com>; Roger Nelson <cityadmin@pineypt.org>
Cc: Croley, Aaron <Aaron.Croley@hdrinc.com>; Lundquist, Presley <Presley.Lundquist@hdrinc.com>
Subject: RE: Council Agenda Items

CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.


Joe,

We don't see a bid tabulation in the attachments. Are you going to distribute at the meeting with the recommendation letter?

From: Moore, Joseph <Joseph.Moore@hdrinc.com>
Sent: Friday, September 25, 2020 8:45 AM
To: Roger Nelson <cityadmin@pineypt.org>; Karen Farris <citysec@pineypt.org>
Cc: Croley, Aaron <Aaron.Croley@hdrinc.com>; Lundquist, Presley <Presley.Lundquist@hdrinc.com>
Subject: Council Agenda Items

Roger and Karen,

The following are our Council meeting agenda items and their attachments:

1. Quotes for 239 Piney Point Ditch Regarding
 - a. **Attachment:** 239 Ditch regrading Summary of Quotes
-  2. Wilding Lane Bids and Letter of Recommendation
 - a. **Attachment:** *HDR working to check references and prepare a Letter of Recommendation – if references are good, a Letter of Recommendation will be distributed at the Council meeting and emailed to Council either today or Monday.*
3. HDR Wilding Lane Contract – Authorization for Construction Phase Services
 - a. **Attachment:** Wilding Lane Executed Contract
4. Engineer's Report
 - a. **Attachment:** Eng Report (9-28-2020)

Please let us know if you have any questions or need any additional information from us.

Thanks,

Joe Moore, P.E., CFM
Project Manager

HDR
4828 Loop Central Drive, Suite 800
Houston, TX 77081
P 713.622.9264
joseph.moore@hdrinc.com

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Council Agenda Item Cover Memo

9/28/2020

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on authorization of Construction Management, Materials Testing, and Construction Observation Phase Services on HDR's contract for the Wilding Lane Drainage and Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project. to provide bid phase services. Council requested that HDR present the proposal for the same project for the Professional Engineering Services to provide Construction Management, Materials Testing, and Construction Observation Phase Services during construction of the Wilding Lane Drainage and Paving Improvements Project. The proposal is attached for reference – *for clarification, this is the same proposal (scope and fees) presented and approved by Council, HDR is only seeking approval of the construction management, materials testing, and construction observation phase services.*

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



September 24, 2020

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

Re: Amendment to Fee Proposal for Professional Engineering Services for Reduced Scope of Work for Site Observation
Wilding Lane Drainage and Paving Improvements Project
City of Piney Point Village
HDR Job No. 19-028
Amendment #1

HDR Engineering, Inc. (HDR) is pleased to submit this amendment to the fee proposal, which the City Council authorized on April 22, 2019, for the preliminary and final design phase services associated with drainage and paving improvements on Wilding Lane.

Council request that HDR provide half-time site observation services instead of full-time site observation services as provided in the above referenced proposal. This amendment addresses the reduced scope of work for site observation services.

Site Observation

Per Council's request, HDR will provide half-time site observation services for the estimated construction duration of nine (9) months for the project at an average of four (4) hours a day. The scope of services will be performed in accordance with the proposal for the Wilding Lane Drainage and Paving Improvements Project approved on April 22, 2019.

Amended Fee Amount

The fee totals with this amendment is as follows for the City:

REDUCTION IN FEES :

	<u>Fee Reduction</u>
Site Observation Fees:	\$ (83,100.00)
TOTAL AMOUNTS	\$ (83,100.00)

Therefore, the total fee amendment is a decrease of **\$83,100.00**. The total contract, including this amendment, is now as follows:

Preliminary Design Phase (30% design) (lump sum)	\$ 38,450.00
Geotechnical Services (Cost + 10%)	\$ 8,530.00
Urban Forestry Services (Cost + 10%)	\$ 8,220.00
30% Design Presentation (lump sum)	\$ 5,450.00
Final Design Phase (lump sum)	\$ 53,050.00
Traffic Control (lump sum)	\$ 3,250.00
Storm Water Pollution Prevention Plan (lump sum)	\$ 2,600.00
Bid Phase (lump sum)	\$ 5,900.00
Construction Management (lump sum)	\$ 38,400.00
Full Time Site Observation (not to exceed)	\$ 203,500.00
Material Testing (not to exceed)	\$ 27,000.00
Reimbursables	\$ 5,000.00
<u>Amendment #1</u>	<u>\$ (83,100.00)</u>
TOTAL CONTRACT AMOUNT	\$ 316,250.00

HDR appreciates this opportunity to be of service to the City of Piney Point Village and looks forward to this project.

Sincerely

HDR Engineering, Inc.



David Weston
Vice President/Area Manager

Acceptance: City of Piney Point Village, Texas

By: _____

Date: _____



April 17, 2019

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

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

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

GENERAL OVERVIEW

This proposal provides a description of the engineering services required for the drainage and paving improvements for Wilding Lane in the City of Piney Point Village. The improvements generally consist of the installation of a storm sewer system to replace the existing road side ditch and driveway culvert system and replacement of the asphalt pavement. The following is our understanding of the project:

PROJECT UNDERSTANDING:

The existing drainage system on Wilding Lane consists of open ditches with driveway culverts on both sides of the road. The existing driveway culverts are not set at elevations to provide for adequate slope on the ditch line and are not sized to adequately convey runoff produced from a City of Houston 2-year rain event. It has been reported that significant ponding and sheet flow occurs across properties on Wilding Lane during heavy rain events due to insufficient drainage.

During the construction of the Hedwig Roadway Improvement Project, a 54-inch pipe was stubbed out into Wilding Lane to provide a storm sewer outfall future drainage improvements on Wilding Lane. The proposed drainage improvements consist of the installation of a storm sewer trunk main below the south side of Wilding Lane from the Hedwig Road system stub out to the west end of Wilding Lane. The trunk main will range in size from 54-inch to 36-inch with 24-inch storm sewer and inlets serving as the collection system conveying runoff produced along the right-of-way into the trunk main.

The project will also include the full depth replacement of the asphalt pavement which will be removed for installation of the storm sewer system.

hdrinc.com

4828 Loop Central Drive, Suite 600, Houston, TX 77061-2220
T (713) 622-9284 F 713.622.9285
Texas Registered Engineering Firm F-754

The City obtained survey of Wilding Lane in 2018 to identify insufficiencies in the street's drainage system in anticipation of a future drainage improvements project. This survey data will be utilized for this project.

The engineer's opinion of probable construction costs for the above described project is \$1,141,135.00.

SCOPE OF SERVICES

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

I. DESIGN PHASE SERVICES

A. Basic Preliminary Engineering Services

- Hold a "kick-off" meeting with City staff to finalize the requirements for the project.
- Review available historical information (record drawings, reports/studies, GIS data, etc.)
- Research and gather information on private utilities (i.e. gas, electrical, telephone, pipelines, etc.) along the project alignment.
- Perform site visit to verify survey and identify any other information that would impact design and construction.
- Coordinate with the geotechnical engineer for a geotechnical investigation and report.
- Examine geotechnical information to determine potential soil conditions, ground water conditions, and potential impact on construction methodology and construction costs.
- Prepare drainage area maps based on previously identified drainage areas for Wilding Lane.
- Prepare hydraulic calculations for the plan set.
- Prepare 30% plan drawings (plan view only) for the proposed storm sewer and pavement improvements.

- **Prepare the engineer's opinion of probable construction costs based on the 30% design plans.**
- **Coordinate with the Memorial Villages Water Authority on proposed improvements in the project area and identify possible conflicts with the proposed improvements.**
- **Prepare a Preliminary Engineering Report documenting the project considerations setting forth the Engineer's recommendations on to include the following items:**
 - **Hydraulic calculations and proposed pipe sizes**
 - **Typical roadway cross-sections**
 - **Schematic layout of the storm sewer system and inlet locations**
 - **Geotechnical investigation findings and recommendations**
 - **Preliminary tree findings report**
- **Conduct a meeting with the City to discuss the contents of the preliminary engineering report and review comments by the City.**

B. Basic Final Design Services

- **Perform design phase services based on recommendations from the 30% design plans and approved by Council.**
- **Prepare plan cover sheet, general notes, survey control, project layout, 90% plan/profile drawings, and detail sheets.**
- **Prepare contract documents and specifications.**
- **Develop typical cross-sections, street grade lines, and street elevations.**
- **Coordinate with the Memorial Villages Water Authority (M.V.W.A.) during the design process and provide draft documents for review and comment. Incorporate appropriate comments with the final bid documents.**
- **Submit 90% plans to private utility companies for review and incorporate utility company markups in the final bid documents.**
- **Assist the City in obtaining and/or securing approvals required public and private utilities affected by this project. This assistance will involve the usual and expected coordination for the approval process. When the process involves work beyond the expected, such as; special submittals, additional designs, appearances at special meetings, coordination of utility/pipeline**

excavation efforts, permitting applications, etc., such work falls under the Additional Services portion of this proposal. All permit fees will be the responsibility of the City of Piney Point Village.

- Prepare an engineer's opinion of probable construction costs to reflect the 90% design.
- Provide a set of 90% plans and specifications to the City for their review and comment.
- Prepare contract documents including plans, specifications, and bidding documents associated with the design and the project addressing City comments from the 90% review for bidding.
- Provide a set of Contract Documents to the City.
- A presentation of the design plans or public meeting with residents is not included in the basic final design services and is considered a special service. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City

C. Special Services

1. Geotechnical Services

- Utilize a subconsultant geotechnical firm to perform the geotechnical investigation and provide recommendations
- Conduct four (4) soil borings, each to a depth of 15-feet to evaluate the subsurface conditions and provide a geotechnical investigation of the project area.
- Provide an engineering report describing soil stratigraphy, groundwater conditions, storm sewer bedding and backfill, trench safety, subgrade treatment and asphalt pavement design requirements.

2. Urban Forestry Services

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

3. Traffic Control Plan

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

4. Storm Water Pollution Protection Plan

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

5. Preliminary Engineering Report Presentation

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

6. Reimbursable Expenses

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

II. BID PHASE SERVICES

A. Basic Services

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

- Assist the City in obtaining bids for the project. The City of Piney Point Village will advertise the project and will absorb all related advertising costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.
- HDR will post project plans and specifications on Civcast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's

construction documents and prepare addendums as necessary. The City will absorb costs associated to posting on Civcast.

- Conduct a pre-bid conference for potential bidders, including the preparation of the meeting agenda and preparing a meeting minutes summary.
- Evaluate the bids and the qualifications of the apparent low bidders.
- Prepare a letter of recommendation advising the City as to the acceptability of the apparent low bidder.

III. CONSTRUCTION PHASE SERVICES

A. Basic Services – Construction Management

- Act as the City's Project Representative during the construction phase.
- Review and respond accordingly to submittals as required by the contract specifications.
- Respond to RFI's and prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completion of work, and make payment recommendations to the City.
- Visit the site periodically to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents. Full time site representation (construction observation) is not included as part of the Basic Services for Construction Management. Full time representation is included in the Construction Phase - Special Services.
- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects

and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.

- Conduct a final review of the Project and make a recommendation for Final Payment on the Project.
- Engineer shall provide the City one electronic copy of record plans based on the drawings provided to the Engineer by the Contractor(s).
- A public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City.
- HDR anticipates that construction will take approximately nine (9) months to complete and has therefore based the lump sum fee on a level of effort to complete the above tasks for this duration.

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

1. Material Testing

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

2. Full Time Site Representation Services

- Provide one construction observer (on-site representative) to observe the daily progress of construction activities and to assist in the interpretation of plans and specifications. The estimated construction duration for the project will be nine (9) months. The on-site representative will be on site an average of 40 hours a week for the project.
- Provide support to the on-site representative through supervisory and administrative services.
- Provide engineering and technical office personnel support throughout construction. This is to attend project progress meetings, provide on-site support to address Contractor's questions, resident's concerns and conflict issues.
- In the event of rain days where construction may be hindered or stopped, the representative will be on-site long enough to verify that inclement

weather has occurred and the associated impact on the Contractor and construction.

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

ADDITIONAL SERVICES

- "Additional Services" shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.

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

FEE SCHEDULE

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

<u>Wilding Lane Drainage and Paving Improvements Project</u>	<u>Total Fees</u>
Preliminary Engineering Phase (30% Design and Report) (Lump Sum)	\$ 38,450.00 already approved
Geotechnical Services (Cost + 10%)	\$ 8,530.00 already approved
Urban Forestry Services (Cost + 10%)	\$ 8,220.00 already approved

Preliminary Engineering Report Presentation (Lump Sum)	\$ 5,450.00	already approved
Final Design Phase (Lump Sum)	\$ 53,050.00	already approved
Traffic Control (Lump Sum)	\$ 3,250.00	already approved
Storm Water Pollution Protection Plan (Lump Sum)	\$ 2,600.00	already approved
Bid Phase (Lump Sum)	\$ 5,900.00	already approved
Construction Management (Lump Sum)	\$ 38,400.00	REQUESTING AUTHORIZATION
Full Time Site Observation (Not to Exceed) -Time & Materials	\$203,500.00	REQUESTING AUTHORIZATION
*Construction Material Testing (Not to Exceed) -Time & Materials	<u>\$ 27,000.00</u>	REQUESTING AUTHORIZATION
*Reimbursables (Reproduction (Cost Plus 10%) or Mileage at IRS Rate)	\$ 5,000.00	already approved

Wilding Lane Drainage and Paving Improvements Project \$399,350.00

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

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

Construction	\$1,141,135.00
Engineering	\$ 152,100.00
Subconsultants	\$ 43,750.00
<u>Observation Fees</u>	<u>\$ 203,500.00</u>
Total Project Cost	\$1,540,485.00

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

SCHEDULE

It is estimated that the schedule to accomplish the Preliminary Engineering Phase is four (4) months from the date of authorization to proceed, Final Design Phase is four (4) months, the bid phase will be one (1) month, execution of the contract document will be one (1) month, and construction will take approximately nine (9) months.

INVOICES

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

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

Sincerely

HDR ENGINEERING, INC.


David Weston
Vice President/Department Manager

Acceptance: City of Piney Point Village, Texas

By: 

Date: 05/01/2019

Council Agenda Item Cover Memo

9/28/2020

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 2020 Paving Project, Chuckanut, other various maintenance projects, and future projects.

STAFF RECOMMENDATION: _____

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

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

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



Engineer's Status Report

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: September 28, 2020

CURRENT PROJECTS

1. Surrey Oaks Paving & Drainage Improvements

RAC has completed a majority of the walkthrough punch list items. HDR is coordinating with the Contractor and residents on various issues to include stamped driveway finishing issues and bird baths. It is expected that the remaining issues will be resolved shortly and the project will be officially closed out in the next week or two.

2. Beinhorn Drainage & Sidewalk Improvements Project

The project is substantially complete. A walkthrough is scheduled for Monday afternoon and a punch list will be prepared with items for the Contractor to correct.

City-wide Sidewalk Repairs/Replacement

The change order for sidewalk repairs/replacement has been executed and the Contractor has begun the work. The Contractor will be working on the repairs for the next 2-3 weeks.

Asphalt Patches

The Contractor submit a price of \$5,660.00 to perform asphalt patches on Chuckanut, Tokeneke, Lacewood/Tynebridge, and N. Piney Point at Memorial. HDR negotiated the price received from the Contractor for a reduction of \$800 to a total price of \$4,860.00. The Mayor authorized the work and the Contractor completed the asphalt patches. HDR will perform a field inspection to verify the adequate completion of the work and finalize quantities.

3. Wilding Lane Drainage & Paving Improvements Project

Nine bids were received and opened on Monday, September 21st. A Letter of Recommendation for Contract Award will be presented in a separate agenda item. The anticipated schedule of activities going forward is as follows:

- Contract Award: September 21st
- Contract Execution duration approximately 3-4 weeks
- Pre-Construction Meeting: mid to late-October
- Townhall Meeting: late-October
- Start of Construction: Beginning of November

4. Williamsburg Culvert Replacement and Ditch Regrading

The Contractor recently reported that the culvert that was originally installed high has been reset. HDR will be performing a site inspection to check the reinstallation.



5. Chuckanut Lane

Following the virtual meeting held with residents and field observations made during rain events, Council requested that HDR obtain quotes to regrade the ditch on the north side of the east and west portion of Chuckanut Lane. This includes the removal of the 18-inch culvert towards the east end of the ditch. Quotes were obtained and presented at the last Council meeting. HDR was authorized to issue a Notice to Proceed to the lowest quote at an amount to not exceed \$10,000.00 HDR has issued a Notice to Proceed to T-Construction to perform the work. T-Construction is currently scheduling the work.

Council also request that HDR obtain quotes to regrade the ditch on the south side of 239 Piney Point. The regrading is in efforts to eliminate flat and reverse grades that currently exist in the ditch as detected by survey. The Type E inlet at N. Piney Point Road that collects the ditch also requires modifications as the existing inlet throat opening aligns with the current ditch flowline. HDR proposes the installation of one joint of 24-inch pipe installed in the inlet and daylighted into the ditch to collect runoff from the ditch. The existing throat opening will remain in place to provide an overflow into the inlet in the event the 24-inch pipe was clogged. There is a separate agenda item included in the Council packet with the quote received for the above described work.

6. 2020 Paving Improvements

HDR received authorization to advertise and bid the 2020 Paving Improvement Project at the August City Council meeting. HDR has requested that the City post an advertisement. The bid schedule is as follows:

- Advertise and Bid: September 2020
- Pre-Bid Conference: Thursday, October 1, 2020
- Bid Opening: Thursday, October 15, 2020
- Present Letter of Recommendation to Council: Monday, October 26, 2020
- Contract Awards and Execution: November 2020
- Construction Notice to Proceed: December 2020
- Construction Completion: February 2021

7. South Piney Point Guardrail

A recent wreck demolished the guardrail on the west side of South Piney Point Road adjacent to the crepe myrtles. HDR will be evaluating several options for providing warning of the curve and additional protection for motorist who miss the curve and will present options and costs for discussion at the upcoming Engineering Meeting. Feedback from the City at the last meeting indicated that Council is most interested in concrete barriers and an extension of the guardrail, or a combination of both.



FUTURE PROJECTS

8. Texas General Land Office (TGLO) - Community Development Block Grant Mitigation Action Plan (CDBG-MIT)

HDR has submit existing Master Drainage Studies, exhibits and Opinions of Probable Project Costs to CSRS (the grant administrator) for their review and assessment. CSRS is working to prepare a feasibility analysis of the proposed Blalock Project. The approximate schedule of the upcoming grant application activities are as follows:

- Applications due (electronically in TIGR system) – October 28th
- Final version of Application accepted by City Council – October 26th
- 14-day Public Comment Period Closes – October 23rd
- 14-day Public Comment Period Opens – October 9th
- Draft Application due and made available to public – October 8th (COB)
- Public Notice of 14-day Public Comment Period Published – October 7th
- Public Notice submit to Newspaper for publishing – October 2nd

This schedule is subject to vary (slightly) as the application process progresses.

9. City-wide Striping

The City has discussed restriping of pavement stop bars and crosswalks around the City as part of regular maintenance. HDR preformed a desktop evaluation and quantities of stop bars and crosswalks on the City's main thoroughfare streets. Attached is a summary of the locations of stop bars and crosswalk striping on the thoroughfare streets. Additional, the principal of Memorial Drive Elementary recently inquired about restriping in front of the school. HDR will be preparing quantities of the required striping at MDE in addition to the other City-wide striping and per Council request, will prepare a package (Phase 1) of streets to have re-striped this year and will obtain quotes to be presented at the October City Council meeting.

10. Memorial Drive Elementary Rebuild

HDR spoke with Mr. Travis Stanford, Director of Planning & Construction Services in regards to the proposed rebuild of Memorial Drive Elementary. The anticipated re-built schedule is as follows:

- Design – Begin Jan. 2022 – 1 year duration
- Construction – Begin Jan. 2023 – 18 month duration
- Students to be in south transition campus until August 2024
- Project Advisory Board – Comprised of representatives from the Village – October or November 2021
 - The Project Advisory Board will consist of SBISD and school officials, residents in the neighborhood, and members from the City.
 - HDR informed Mr. Stanford that the City very much wants to be part of the discussion and planning of the rebuild. Mr. Stanford assured HDR that the City will be included.



11. Additional Future Projects:

At Council's request, HDR has identified multiple projects for the City to consider performing. The Master Drainage Study identified several drainage projects. 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.

Drainage Improvements Projects:

The Master Drainage Study identified several drainage improvements projects. The City has already begun design on Wilding Lane and construction on Beinhorn Road, two projects identified in the Master Drainage Study. The additional list of projects as identified in the study are as follows:

Table 11 – Projects with No Detention Required

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

Table 12 – Projects with Detention Required

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

Paving Improvement Projects:

In 2018 the City performed an update to the Street Condition Assessment Document which assigned a rating to each public street in the City. The following list was prepared based on the ratings provided in that document:

- Memorial Drive from San Felipe to Greenbay (Asphalt)
 - OPCC Asphalt Reclamation - \$933,500
 - OPCC Concrete Pavement - \$2,292,420



- S. Piney Point Road (Asphalt)
 - OPCC Asphalt Reclamation - \$528,450
 - OPCC Concrete Pavement - \$1,079,315
- Lanecrest (Asphalt)
- North and South Country Squire (Concrete)
- 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 –
 - Contractor Reported Completion Date – August 18, 2020
- **Beinhorn Drainage & Sidewalk Improvements Project**
 - Anticipated Schedule –
 - Construction Notice to Proceed – March 9, 2020
 - Construction Completion Date – October 14, 2020
- **Wilding Lane Drainage & Paving Improvements Project**
 - Anticipated Schedule –
 - Contract Award: September 21st
 - Contract Execution duration approximately 3-4 weeks
 - Pre-Construction Meeting: mid to late-October
 - Townhall Meeting: late-October
 - Start of Construction: Beginning of November
- **2020 Paving Improvements Project**
 - Anticipated Schedule –
 - Advertise and Bid: September 2020
 - Pre-Bid Conference: Thursday, October 1, 2020
 - Bid Opening: Thursday, October 15, 2020
 - Present Letter of Recommendation to Council: Monday, October 26, 2020
 - Contract Awards and Execution: November 2020
 - Construction Notice to Proceed: December 2020
 - Construction Completion: February 2021

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2020**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, AUGUST 24, 2020 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY DR., SUITE 300 HOUSTON, TEXAS 77063 TO DISCUSS THE AGENDA ITEMS LISTED BELOW

THIS MEETING WILL BE HELD VIRTUALLY THROUGH THE USE OF ZOOM. THE DIAL IN NUMBER: 884-841-6839

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

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

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

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*

Scott Poerschke, Civil Rights Attorney, was present and informed Council that he was retained by 2 police officers of Memorial Village Police Department. Mr. Poerschke explained that both police officers filed a series of complaints against a Commander within the Memorial Village Police Department regarding racially profiling and claims the investigation process of the complaints were not properly performed. Mr. Poerschke added that his clients are asking for equitable relief and no monetary damages to resolve this matter. Mayor and Council thanked Mr. Poerschke for the information and informed him they were unaware of this matter.

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

Chief Schultz presented the report for the month of July

- Budget is on track
- The police department continues to work with FEMA for COVID-19 reimbursement
- There are 2 employees testing positive for COVID-19 and 2 members of the household

- There was a Memorial Village Police Officer involved in a shooting incident; investigation is on-going
- Solved burglary at Hunterwood
- Detectives have identified suspects who illegally entered Chapelwood; the investigation is on-going
- Received and investigated a complaint on a Memorial Village Police Officer by a Piney Point resident on behalf of his nephew. The body worn camera the police officer was wearing exonerated him.
- ALPR System proves to be valuable
- Piney Point had 3,500 calls for service; 3,300 house watches; 1 accident; issued 12 citations; and there were 5 emergency responses

Commissioner Huguenard had no additional comments. Council had no questions for Chief Schultz.

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

Commissioner Nash presented the monthly report:

- Staffing: 1 firefighter/paramedic vacancy; 4 candidates have tested
- Trucks: The new engine is due to arrive at the end of October
- Budget: At the end of July the Village Fire Department was 2.4% under budget
- Coronavirus: Continue to work with FEMA for reimbursement; the Village Fire Department has had no COVID-19 calls in the last 3 weeks; and no personnel with the Coronavirus since March.
- Other activities are normal
- The Fire Station construction continues to make progress

Mayor Kobelan moved Agenda Item #10 City Administrator's monthly report, specific to the AV Equipment Discussion.

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

- **AV Equipment Discussion**

Representatives from Data Projections were present to discuss options to support audio, video, using Zoom platform. Data Projections loaned a mobile unit to the City for this Council meeting. There was good connectivity while using wireless. Data Projections will submit a proposal.

3. Discuss and take possible action on Ecclesia Special Use Permit

Peter Muessig was present via Zoom on behalf of Ecclesia. He presented an update on the status of the project previously approved under a Special Use Permit in November 2018. He informed Council that Ecclesia was asking permission from the City, through the application process for a Special Use Permit applying for a building permit which would allow Ecclesia to complete the renovation of the Fellowship Hall. The scope of the work is limited to the interior except for the replacement of the roof, replacement of exterior lighting, and A/C units. Annette Arriaga, the Director of Planning Development reported that the application is still under review and would treat as the original SUP.

- 4. Discuss and take possible action on 2021 Budget and Tax Rate**
Council discussed the proposed dates, publication dates, and location for the Budget and Tax Rate hearings. The City Attorney explained since the proposed tax rate is lower than the no-new revenue tax rate and the voter approval rate there is no legal requirement to have a tax rate hearing; however, the City can include the tax rate with the budget hearing. The hearing must be held at a public facility within Piney Point city limits. Council decided on September 14, 2020 for the Public Hearing.
- 5. Discuss and take possible action on Temporary Certificates of Occupancy**
This item was approved by Council during the July meeting but not forwarded to the Planning & Zoning Commission because of a typographical error. The error has been corrected. The City Attorney explained that the ordinance change will not need to be published in the newspaper. There will be a Public Hearing and an Agenda posting. It is required by law to publish the Public Hearing forecast 15 days prior to consideration. A mailer via V-link will be sent to residents providing general notification of the Planning & Zoning Commission Hearing. Council discussed submitting all 4 ordinances to Planning & Zoning for review on the September 14, 2020 Special Meeting, if completed.
- 6. Discuss and take possible action on establishing regulations for the size of front yards in general and on specific streets**
Council discussed and identified specific streets and regulations for front yards. Council identified Calico Lane, Gingham Dr., and Jan Kelly Lane for 40 ft. setbacks. Council identified Dana Lane, Surrey Oaks, and some of Lanecrest Lane for 25 ft. setbacks. Council identified Dana Lane, Surrey Oaks, and some of Lanecrest Lane for 10 ft. side yards. This item will be added to the September 14th meeting.
- 7. Discuss and take possible action on establishing regulations for non-conforming buildings and structures**
There was discussion regarding the regulations for enlarging or extending in a required yard for nonconforming buildings and structures. Discussion included if providing notice to neighbors was necessary; the role of the Board of Adjustments; and adding, at the beginning, "the first floor of a nonconforming main building". This item will be added to the September 14th meeting.
- 8. Discuss and take possible action on Supplementary District Regulations**
This agenda item was to consider establishing regulations for fences, side, and rear yards adjacent to a street. Council Member Bender reported that he will be discussing with the Beautification Committee specifics concerning landscaping such as what is allowed, enforcement of maintenance, and replacement of fences with regards to wooden versus solid. No further action taken.
- 9. Discuss and take possible action on the Mayor's monthly report**

 - Mayor Kobelan provided an update on the COVID-19 daily confirmed cases, hospital cases, and ICU cases, versus previous statistics. The statistics are encouraging.
 - Mayor Kobelan reported the Beautification Committee discussed suggestions of replacing signs in Piney Point. Mayor Kobelan presented those ideas and suggestions for new signs that indicate Entering and Leaving Piney Point Village

City Limits, and a larger sign, in the median, on Memorial Drive. Care would be taken in placement of the sign in order not to block traffic view. A quote will be requested.

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

- **Pet Waste Station – Piney Point between Memorial and Taylorcrest** – There was discussion that a pet waste station is needed on Piney Point Rd. between Memorial and Taylorcrest. Council Member Thompson made a motion to authorize the Mayor to approve the Pet Waste Station and location. Council Member Bender seconded the motion and it passed unanimously.
- **Monthly Tax Office Report** – There was discussion regarding the Delinquent 2018 & Prior Tax Years adjustments and collections on the Monthly Tax Office Report.
- **Crosswalk at Memorial and North Piney Point Rd** – Council Member Herminghaus inquired about the quotes for the crosswalk that was discussed last month. The quotes for the crosswalk were not on this agenda and Council Member Herminghaus requested the quotes be included next month.
- **AV Equipment Discussion (moved to after Agenda Item No. 2) July 2020 Financials** – Council Member Bender will circulate the updated proposal for review before the September 14, 2020 meeting.
- **Revised Ordinances** – Mayor Kobelan requested the revised ordinances be circulated for review before the September 14, 2020 meeting.
- **Tax Roll or Certified Estimate from HCAD** - Council Member Kollenberg requested a copy of the Certified Tax Roll or Certified Estimate

11. Discuss and take possible action on Authorization of Bid Phase Services for the Wilding Lane Project – only authorized through design phase

Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project to provide final design phase, traffic control, and SWPPP. Council requested that HDR present the proposal for the same project for the Professional Engineering Services to provide bid phase services associated with the advertisement, bidding, bid evaluation and letter of recommendation tasks for the project. HDR is seeking approval of the bid phase services. Council Member Kollenberg made a motion to approve Bid Phase Services for \$5,900 for the Wilding Lane Project. Council Member Thompson seconded the motion and it passed unanimously.

12. Discuss and take possible action on Ditch Regrading Quotes – Lacewood, Jamestown, Summerhill

The City has previously discussed the drainage issues on Lacewood, Jamestown, and Summerhill. The City requested that HDR obtain quotes for ditch regrading and culvert cleaning along Jamestown Road from 11311 to 11301, a drainage easement at 11510 Summerhill Lane, and at 16 and 8 Lacewood Lane. The quotes include the regrading of existing ditches, hydromulching the ditch, regrading areas, and culvert cleaning. Council Member Thompson made a motion to approve the regrade quote for Lacewood, Jamestown, and Summerhill, but do not hydromulch Summerhill. Council Member Dodds seconded the motion and it passed unanimously.

13. Discuss and take possible action on authorization to advertise the 2020 Paving Improvements Projects

HDR has completed the design of the 2020 Paving Improvements Project and is requesting permission to publicly advertise and bid the Contract Documents (plans and specifications). Once bid, HDR will evaluate the bids, research references obtained from the low bidder, and present a recommendation to Council based on the bids received. Council Member Dodds made a motion to approve HDR to publicly advertise and bid the 2020 Paving Improvements Projects. Council Member Bender seconded the motion and it passed unanimously.

14. Discuss and take possible action on Authorization of Engineering Bid Phase Services for the 2020 Paving Improvements Project

Council Member Bender made a motion to approve the HDR proposal for the Professional Engineering Services to provide Traffic Control, Stormwater Pollution Prevention Plan, and bid phase services associated with the advertisement, bidding, bid evaluation and letter of recommendation tasks for the project. Council Member Herminghaus seconded the motion and it passed unanimously.

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

The Engineer's Report for this month includes updates to Surrey Oaks Paving & Drainage Improvements, Beinhorn Drainage & Sidewalk Improvements Project, City-wide Sidewalk Repairs/Replacement, Wilding Lane Drainage & Paving Improvements Project, Williamsburg Culvert Replacement and Ditch Regrading.

There was discussion regarding Chuckanut Lane. Council Member Thompson made a motion to regrade the North ditch for \$10,000 with no Hydromulch. Council Member Bender seconded the motion and it passed unanimously.

The Engineer's Report included 2020 Paving Improvements, and Future Projects included Quail Hollow Sidewalk.

There was discussion regarding the Texas General Land Office (TGLO) – Community Development Block Grant Mitigation Action Plan (CDBG-MIT). The CDBG-MIT is due October 28, 2020. The Request for Qualifications for an Engineer and the Request for Proposals for a Grant Administrator have been posted. They are due September 2, 2020. The Selection Committee will include Council Member Herminghaus and Council Member Thompson. They will review the packets and choose. A Special Council Meeting was set for September 8, 2020 to formally accept the proposals for Engineer and Grant Administrator. Council Member Herminghaus and Council Member Thompson will send their recommendations to Council prior to the meeting. A public hearing must also be held to inform the public that the City is applying for the CDBG-MIT funding. This hearing allows the public to comment what projects should be included in the grant application. The City Engineer will work with the City Administrator on the Public Hearing.

There was discussion regarding City-wide striping. This will be discussed further at the next Council Meeting.

- 16. Discuss and take possible action the Minutes of the July 27, 2020 Council Meeting and the August 3, 2020 Special Council Meeting.**
Council Member Bender made a motion to approve the Minutes of the July 27, 2020 Council Meeting and the August 3, 2020 Special Council Meeting subject to update of item #13 on the July 27, 2020 Minutes to include Council Member's last name. Council Member Dodds seconded the motion and it passed unanimously.
- 17. Discuss and take possible action on any future agenda items, meeting dates, etc.**
Meeting dates: Special Council Meeting on September 8, 2020, and September 14, 2020. Council Member Kollenberg requested the website be a future agenda item. Council Member Thompson requested the Mayor to send updates on city landscaping improvements.
- 18. Adjourn**
Council Member Bender made a motion to adjourn. Council Member Herminghaus seconded the motion and it passed unanimously. The meeting adjourned at 9:30 p.m.

PASSED AND APPROVED this 28th day of September 2020

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
MONDAY, SEPTEMBER 8, 2020**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON TUESDAY, SEPTEMBER 8, 2020 AT 5:30 P.M. VIA ZOOM TO DISCUSS THE AGENDA ITEMS LISTED BELOW

THIS MEETING WAS HELD VIRTUALLY THROUGH THE USE OF ZOOM.

Join Zoom Meeting
Meeting ID: 884 841 6839
Passcode: 378690901

Dial by your location
+1 346 248 7799 US (Houston)

One tap mobile
+13462487799,,8848416839#,,,,,0#,,3786960901# US (Houston)
+16699006833,,8848416839#,,,,,0#,,3786960901# US (San Jose)

Find your local number: <https://us02web.zoom.us/j/8848416839>

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

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

DECLARATION OF QUORUM AND CALL TO ORDER
Mayor Kobelan called the meeting to order at 5:31 p.m.

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*

There were no citizens wishing to address Council.

- 1. Discuss and take possible action to hire an Engineering firm to provide for the City's proposed CDBG-MIT program**

Council Member Hemminghaus and Council Member Thompson reviewed RFQ's from A&S Engineers, and HDR, Inc. for the Engineering firm for the proposed CDBG-MIT program. After careful review, Council Member Hemminghaus and Council Member Thompson recommended hiring HDR, Inc. There was discussion including selection process, and cost. Council Member Hemminghaus made a motion to select HDR, Inc. as the Engineering Firm for the proposed CDBG-MIT program. Council Member Kollenberg seconded the motion and it passed unanimously.

2. Discuss and take possible action on potential hiring of a Grant Administrator for the City's proposed CDBG-MIT program

Council Member Hemminghaus and Council Member Thompson reviewed RFP's from APSI and CSRS for the potential hiring of a Grant Administrator for the proposed CDBG-MIT program. After careful review, Council Member Hemminghaus and Council Member Thompson recommended CSRS. There was discussion including the selection process, and cost. Council Member Hemminghaus made a motion to recommend awarding this contract, potentially after negotiations, to CSRS. Council Member Bender seconded the motion and it passed unanimously.

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

The September 14, 2020 Special Council Meeting will be held outdoors at Ecclesia. There will be 4 items on the agenda. Those items will include the Tax Rate, the adoption of the 2021 Budget, 4 Ordinances, and information on the purchase of AV Equipment.

4. Adjourn

Council Member Bender made a motion to adjourn. Council Member Hemminghaus seconded the motion and it passed unanimously. The meeting adjourned at 5:47 p.m.

PASSED AND APPROVED this 28th day of September 2020

Mark Kobelan
Mayor

Karen Farris
City Secretary

**MINUTES
THE CITY OF PINEY POINT VILLAGE
SPECIAL COUNCIL MEETING
MONDAY, SEPTEMBER 14, 2020**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON MONDAY, SEPTEMBER 14, 2020 AT 6:00 P.M. IN PERSON AT ECCLESIA CHURCH, 325 PINEY POINT ROAD TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

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

CITY STAFF: Karen Farris, City Secretary; David Olson, City Attorney; Joe Moore, City Engineer

DECLARATION OF QUORUM AND CALL TO ORDER
Mayor Kobelan called the meeting to order at 6:01 p.m.

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*

There were no citizens wishing to address Council.

Opened Public Hearing to discuss the 2020 Tax Rate and the 2021 Budget
There were no questions, or comments.

Closed the Public Hearing

1. Discuss and take possible action on the adoption of Ordinance 2020.09.14A approving the 2021 Budget

Council Member Bender made a motion to approve Ordinance 2020.09.14A approving the 2021 Budget. Council Member Herminghaus seconded the motion. The vote follows:

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

The motion passed.

2. Discuss and take possible action on the adoption of Ordinance 2020.09.14B approving the 2020 Tax Rate

Council Member Kollenberg made a motion to approve the Maintenance and Operation portion of the 2020 tax rate at .20616. Council Member Bender seconded the motion and it passed unanimously.

Council Member Herminghaus made a motion to approve the Debt Service portion of the 2020 tax rate at .04898. Council Member Bender seconded the motion and it passed unanimously.

Council Member Bender made a motion to approve Ordinance 2020.09.14B approving the 2020 tax rate. Council Member Dodds seconded the motion. The vote follows:

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

The motion passed.

3. Discuss and take possible action on the purchase of Design Projections AV system for Piney Point City Hall

There was discussion. Council Member Bender made a recommendation to approve the proposal from Data Projections for the purchase of an AV System for City Hall. Council Member Thompson seconded the motion and it passed unanimously.

4. Discuss and take possible action on requesting the Planning Commission to review Certificates of Occupancy, non-conforming buildings and structures, landscaping plans, fences and walls in required yards and rear yards, streets with setbacks of less than 50'

Council will discuss sending the Ordinances included in this agenda item to the Planning and Zoning Commission for their review. The Planning and Zoning Commission will make a preliminary report, hold a hearing, make a final report, and make a recommendation to Council. Council will then hold a Public Hearing.

Temporary Certificates of Occupancy Ordinance

Council Member Thompson made a motion to send the Ordinance for Temporary Certificates of Occupancy to the Planning and Zoning Commission for review. Council Member Herminghaus seconded the motion and it passed unanimously.

Front Yard Setback Ordinance

There are 2 versions of the Front Yard Setback Ordinance. One of the versions includes Calico Ln. and side yard setbacks. Council discussed which ordinance to send to the Planning and Zoning Commission for review. Council Member Bender made a motion to send the Front Yard Setback Ordinance that includes side yard setbacks to the Planning and Zoning Commission subject to the removal of Calico Ln. from the front yard setbacks and the inclusion on the side

yard setback with the statement that says not withstanding Surrey Oaks Ln., Dana Ln., and 501, 502, 505, 510, 517, 518, 525, 526, 533, 534, 541, 542 Lanecrest Ln. shall have a side yard setback of 10 feet. Council Member Dodds seconded the motion and it passed unanimously.

Nonconforming Buildings and Structures

The City Attorney suggested revising Section 1; subsection (1) to eliminate any misinterpretation of a lesser set back. The revision should read; The first floor of a nonconforming main building excluding any portion of any accessory building or structure, may be enlarged or extended into a yard and manner that does not exceed encroachment created by the nonconforming main building. Council Member Thompson made a motion to send the Nonconforming Buildings and Structures Ordinance to the Planning and Zoning Commission with the revision recommended by the City Attorney to Section 1; subsection (1) for review. Council Member Herminghaus seconded the motion and it passed unanimously.

Fence Ordinance

The City Attorney discussed incorporating the landscaping plan by reference in the ordinance. Specifics and requirements of the landscaping plan will not be identified in the ordinance. The actual landscaping plan should be adopted at the final meeting for Council to address as a Resolution, so in the future, if changes are needed, it will not be necessary to return to the Planning and Zoning Commission. When this item is sent to the Planning and Zoning Commission for review an explanation as to why the landscaping plan is not incorporated will be included along with the bullet points developed by the Beautification Committee.

The City Attorney recommended the following changes to Subsection 3:

- Insert lowercase i, before 80 percent fence, and insert lowercase ii, before wooden fence. This would eliminate any confusion of landscaping being applicable to the 80 percent fence.
- Change next sentence to read "The property owner is responsible for maintaining the landscaping, and removing and replacing the landscaping from the street".

Council Member Herminghaus made a motion to send the Fence Ordinance with the revisions stated by the City Attorney to the Planning and Zoning Commission for review. Council Member Thompson seconded the motion and it passed unanimously.

Council Member Bender thanked Margaret, Cary, and Michael for their help with the landscaping plan.

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

- Proposal for cabling and hardware upgrade
- Update on St. Francis school traffic

6. Adjourn

Council Member Bender made a motion to adjourn. Council Member Herminghaus seconded the motion and it passed unanimously. The meeting adjourned at 6:31 p.m.

PASSED AND APPROVED this 28th day of September 2020

Mark Kobelan
Mayor

Karen Farris
City Secretary