



# City of Piney Point Village

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

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

## THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, DECEMBER 14, 2020

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, DECEMBER 14, 2020 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

**DECEMBER 14, 2020 6:30 P.M MEETING WILL BE HELD VIRTUALLY THROUGH THE USE OF ZOOM. THE DIAL IN NUMBER IS: 884-841-6839 with additional information.**

### Join Zoom Meeting

<https://us02web.zoom.us/j/8848416839?pwd=RURyandMc3Bc3BaZE5YZTR0d2p0ZDjXZz09>

Meeting ID:884 841 6839

Passcode: 3786960901

One tap mobile

+13462487799,,8848416839,,,,,0#,,3786960901# US(Houston)

+13462487799,,8848416839,,,,,0#,,3786960901# US(San Jose)

Dial by your location

+1 346 248 7799 (Houston)

+1 669 900 6833 (San Jose)

+1 253 215 8782 (Tacoma)

+1 312 626 6799 (Chicago)

+1 929 205 6099 (New York)

+1 301 715 8592 (Germantown)

Meeting ID: 884 841 6839

Passcode: 3786960901

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 proposed FY2021 Observed Holidays
4. Discuss and take possible action on proposed Ordinance 2020.12.14  
City Council Meeting Dates for FY2021
5. Discuss and take possible action on Stillforest camera and monthly expense
6. Discuss and take possible action on Memorial Drive and Piney Point Road Cross Walks
7. Discuss and take possible action on upcoming Annual Audit and Audit Committee
8. Discuss and take possible action on the Mayor's monthly report
9. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
  - November 2020 Financials
  - Personnel
  - Metro
10. Discuss and take possible action on Drainage Facilities - Section 50-99 Piney Point Code of Ordinances
11. Discuss and take possible action on New Construction Drainage Plans
12. Discuss and take possible action on New Pool Construction Standards
13. Discuss and take possible action on Temporary Drainage Plan During Construction – Plan Requirements
14. Discuss and take possible action on Partial Construction – Drainage Plans
15. Discuss and take possible action on Chuckanut Ditch (West Side) Regrading Quotes

16. Discuss and take possible action on Wilding Lane Paving and Drainage Improvement Project
17. Discuss and take possible action on proposal for Land Surveying Services
18. Discuss and take possible action on the City Engineer's monthly report
19. Discuss and take possible action on the minutes of the November 23, 2020 Council meeting
20. Discuss and take possible action on any future agenda items, meeting dates, etc.
21. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to 551.072 of the Texas Government Code (PERSONNEL), specifically to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public employee or to hear a complaint or charge against an officer or employee, specifically regarding 2021 employee compensation.
22. Action outside of Executive Session, if any
23. Adjourn

#### **CERTIFICATION**

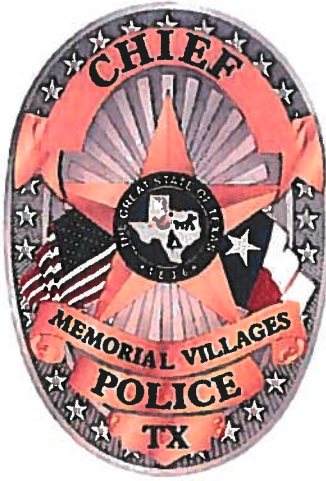
I certify that a copy of the December 14, 2020 agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in Compliance with Chapter 551, of the Texas Government Code on December 11, 2020.



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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 December 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/92234336689?pwd=MEIwTW5jeER4KzBvaWswZ0E1NnlyUT09>

ID: 922 3433 6689

PW: 957230

### b) DIALING THE FOLLOWING TOLL-FREE NUMBER:

1+346-248-7799 (Houston) and entering the Meeting ID: 922 3433 6689 and password 957230

This meeting agenda, and the agenda packet, are posted online at <http://www.mvpx.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 November 9<sup>th</sup> Regular Meeting Minutes, November 19, and 23<sup>rd</sup> 2020 Special Meeting Minutes.
- c. Financial Report - Update, discussion and possible action.
  1. FY20 Budget Review and Discussion.
- d. New Business – Update, discussion and possible action.
  1. Retirees (2) Currently Covered under BCBS plan through December 31<sup>st</sup>, 2020 as per SOP 1.10 Page 9, item 4. Discussion and possible action to extend the expiration date for these retirees health insurance coverage from December 31, 2020 to December 31, 2021.
  2. Commission Chairman and Committee Assignments (Personnel, Finance and I.T.) for 2021.
- 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.

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

2.1 Rules of Conduct – Updated policy to include “Duty to Intervene” – requires review/approval by Police Commission

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 pending claims against the Department.

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: 12/10/2020 @ 11981 Memorial Drive at 12:30 p.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 Pincey 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.mvpdtx.org](http://www.mvpdtx.org).



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**Minutes of the Police Commission Meeting**  
**November 9th, 2020, 6:07 p.m.**

A quorum was established, and Commissioner Hamilton called the November 9th, 2020 meeting to order at 6:07 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  
Commissioner Southwick  
Alt. Commissioner Ebeling

**City of Hunters Creek**

Commissioner Hamilton  
Commissioner Johnson  
Alt. Commissioner Reichel

**City of Bunker Hill**

Commissioner Smyre  
Commissioner Murphy  
Alt. Commissioner Rosenbaum

**Legal Counsel**

John Hightower/ Keila Garcia

**From Memorial Village PD**

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

**Guests**

**MINUTES**

At 6:07 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 Southwick and seconded by Commissioner Smyre to approve the October 12, and October 22<sup>nd</sup>, 2020 minutes as presented. The Commission voted unanimously to approve the minutes.

## **c. Financial Report**

Mrs. Bowman stated after completion of 10 months of the fiscal year the department has received 92% of the appropriation and has expended near 81%. At this time last year expenditures totaled 79%. The Department is projected to remain within budget at the end of the year.

During the month of October, the employer 457(b) contributions were made, totaling \$31,865. There are a few line items that are projected to exceed their line item appropriation, and these will be cleaned up by a budget amendment. Three vehicles were sold at auction and \$28,360 was placed in the vehicle replacement fund.

A question was raised on the projected \$47K COVID line item as to whether it will be carried over to next year. Mrs. Bowman explained that since we haven't been reimbursed yet, it will be a receivable on the balance sheet.

## **d. New Business**

1. BCBS provided premium credits from the October medical premiums to fully insured customers. Consideration and possible action to authorize prorated reimbursements to employees from the premium credits received by the Department.

Motion was made by Commissioner Southwick and seconded by Commissioner Johnson to approve Chief Schultz proposal. The Commission authorizes prorated reimbursements to the employees for the premium credits that were received by the Memorial Villages Police Department. The Commission voted unanimously to approve the motion.

## **e. Chief's Updates**

Chief Schultz presented his monthly report. In October there was a decrease overall in calls and incidents but significant increase in property crimes. We had 6,825 calls/incidents, 5,773 house watches, 189 traffic stops with 181 citations, resulting in 348 violations. There were 9 emergency response calls with an average response time of 3:49. There was 1 crime against persons which was a domestic violence call and 43 crimes against property. We had 39 new V-LINC registrations.

The first draft RFP for I.T. services has been created and will be discussed with the I.T. Committee. This should go out before the end of the year. The 2019 Annual Report has now been completed and printed and was handed out to the Commissioners.

Last item Chief Schultz was asked to talk about; there are 2 residents (brothers) that go to Memorial High School and they are organizing an event called The Birdies for Blues which will



be a golf tournament which will be held on Thursday, February 18<sup>th</sup> at the club, Houston Oaks. This is a golf resort in Hockley, Texas, it is a turnkey event which they are putting together, and they have already raised over \$36K which will go to the Memorial Villages Police Foundation. They are asking for first responders, as well as the police commission and anybody who plays golf to participate in this. All we have to do, is to show up.

**f. Follow Up Item from a Previous Meeting**

1. 2.1 Rules of Conduct – Updated policy requires review/approval by Police Commission

This was tabled until next month's Commission meeting.

At 6:38p.m. Commissioner Hamilton stated that the Commission would move into Executive Session under the legal exception of Texas Governmental codes §551.071, which also includes item letter h.

**g. Executive Session**

1. Legal advice from the Commission's attorney regarding pending claims against the Department.

**h. Consideration and possible action on a request from Officer Jolivet for appeal from the October 22, 2020 decision of the Commission, finding that he violated departmental policy and taking disciplinary action against him.**

The Commission reconvened into Public Session at 6:54p.m. and a motion was made under item h as follows:

Motion was made by Commissioner Southwick and seconded by Commissioner Johnson to move that the Commission take no further action apropos Officer Jolivet and that we instruct Chief to inform Officer Jolivet of that. The Commission voted unanimously to approve the motion.

**h. Suggestions for future agenda items**

1. 2.1 Rules of Conduct – Updated policy requires review/approval by Police Commission

Motion was made by Commissioner Smyre and seconded by Commissioner Huguenard to adjourn the meeting at 6:57p.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**  
**Minutes of the Special Police Commission Meeting**  
**November 19, 2020, 6:00 p.m.**

A quorum was established, and Commissioner Hamilton called the November 19th, 2020 meeting to order at 6:07 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  
Commissioner Southwick  
Alt. Commissioner Ebeling

**City of Hunters Creek**

Commissioner Hamilton  
Commissioner Johnson

**City of Bunker Hill**

Commissioner Smyre  
Commissioner Murphy  
Alt. Commissioner Rosenbaum

**Absent**

Alt. Commissioner Reichel

**From Memorial Village PD**

Chief of Police, Raymond Schultz  
HR/Office Manager, Maureen Loud

**Guests**

Ray Viada – TML Appointed Counsel  
Robert Hauck Consultant

**Legal Counsel**

John Hightower/ Keila Garcia

**MINUTES**

At 6:00 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. Consultation with Attorney Re: Personnel Issues – Deliberation on this agenda item will be conducted in closed executive session under authority of sections 551.071 and 551.074 of the Texas Government Code.**

Commissioner Hamilton announced at 6:03 p.m. that the Commission would move into Executive Session for consultation with the attorney under sections 551.071 and 551.074 of the Texas Government Code.

No Action was taken.

**c. Adjournment.**

Motion was made by Commissioner Southwick and seconded by Commissioner Smyre to adjourn the meeting at 7:46 p.m. The Commission voted unanimously to pass the Motion.

Approved and accepted on \_\_\_\_\_ 2020

By: \_\_\_\_\_  
Brooke Hamilton, Chairman  
Board of Commissioners  
Memorial Villages Police Department

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**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**Minutes of the Special Police Commission Meeting**  
**November 23, 2020, 6:00 p.m.**

A quorum was established, and Commissioner Hamilton called the November 23rd, 2020 meeting to order at 6:00 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

Commissioner Southwick

**City of Hunters Creek**

Commissioner Hamilton

Commissioner Johnson

Alt. Commissioner Reichek

**City of Bunker Hill**

Commissioner Smyre

Alt. Commissioner Rosenbaum

**Absent**

Alt. Commissioner Ebeling

Commissioner Johnson

Commissioner Murphy

**From Memorial Village PD**

Chief of Police, Raymond Schultz

HR/Office Manager, Maureen Loud

**Guests**

**Legal Counsel**

John Hightower/ Keila Garcia

**MINUTES**

At 6:00 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. Consultation with Attorney Re: Personnel Issues – Deliberation on this agenda item will be conducted in closed executive session under authority of sections 551.071 and 551.074 of the Texas Government Code.**

**c. Discussion and possible action on the results of the Commission's review of findings and discipline in certain personnel matters.**

Commissioner Hamilton announced at 6:02 p.m. that the Commissioners would recess into Executive Session under 551.071 and 551.074 of the Texas Government Code. The Commission reconvened into Public Session at 6:15 p.m.

Motion was made by Commissioner Huguenard and seconded by Commissioner Southwick that the Commission, having thoroughly reviewed the investigation of the allegations set forth in the complaint letters filed by Detective Rodriguez and Officer Jolivet and the findings of such investigation, state its conclusion that the allegations regarding the use of inappropriate language by Commander Jones and Commander Sission, in violation of Departmental Policy No. 2.3, should have been found to be sustained.

Moved further that the Commission instruct Chief Schultz to reconsider, in light of the Commission's conclusion, the appropriate discipline and any other remedial action that should be taken in response to those policy violations. The disciplinary measures should reinforce the expectation of the Department that employees shall treat each other with respect, at all times be courteous, civil and respectful of superiors, subordinates and associates and not use inappropriate or insulting language.

Commissioner Reichek abstained from voting because he was not able to attend last Thursday's Commission meeting. The rest of the Commission voted unanimously to pass the Motion.

**d. Adjournment.**

Motion was made by Commissioner Smyre to adjourn the meeting at 6:20 p.m. The Commission voted unanimously to pass the Motion.

Approved and accepted on \_\_\_\_\_ 2020

By: \_\_\_\_\_  
Brooke Hamilton, Chairman  
Board of Commissioners  
Memorial Villages Police Department



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

*Raymond Schultz*  
*Chief of Police*

December 9, 2020

Submitted for your review is the FY20 Budget Performance Report and accompanying documents as of November 30, 2020. With one month remaining in the fiscal year, the Department has received 100% of its appropriation and has expended 89%. At this point last year, the Department expended 86%.

The Department is projected to remain in budget and expend 98% by fiscal year end.

During the month of November, the Department received another payment from FEMA for Hurricane Harvey related expenditures. Payment received totaled \$43,216.09.

A recap of projects and payments received to date:

PROJECT	CATEGORY	TITLE	DEPT COST	RECEIPTS
6941	E- Buildings & Equipment	Carpets	\$36,567.70	\$35,653.51
135298	Z- Management Costs	Direct Admin Cost	\$5,802.95	\$5,802.95
2673	B-Emergency Protective Measures	Standard	\$79,491.18	\$77,348.07
			121,861.83	118,804.53

There is still a possibility that the Department will receive an additional \$10,000 for fringe costs that were not included in the emergency protective measures review.

**Updates:**

A budget amendment/adjustment will be presented next month to eliminate any projected line item overages.

**Memorial Villages Police Department  
General Fund**

**For the eleven months ended November 2020**

91.67% 92.31%

DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>								
100	Regular Wages	3,520,578	3,183,982	336,596	90.44%	3,544,694	(24,116)	101%
110	Overtime	120,000	59,315	60,685	49.43%	89,234	30,766	74%
115	Court/Bailiff OT	21,600	1,269	20,331	5.87%	1,269	20,331	6%
120	Retirement	432,315	396,914	35,401	92%	432,315	0	100%
125	457B - Employer Contribution	33,000	31,865	1,135	97%	31,865	1,135	97%
130	Health Insurance	546,228	475,017	71,211	86.96%	507,065	39,163	93%
140	Workers Compensation	66,712	56,350	10,362	84.47%	59,982	6,730	90%
150	Life/LTD	21,523	17,348	4,175	80.60%	18,992	2,531	88%
160	Medicare/SS	53,169	47,861	5,308	90.02%	52,710	459	99.1%
	<b>Personnel Services</b>	<b>4,815,125</b>	<b>4,269,920</b>	<b>545,205</b>	<b>88.7%</b>	<b>4,738,125</b>	<b>77,000</b>	<b>98.4%</b>
200	Auto	25,332	22,928	2,404	90.5%	25,201	131	99%
210	General Liability	720	309	411	42.9%	330	390	46%
220	Public Official Bond	960	777	183	81.0%	848	112	88%
230	Professional Liability	25,200	17,510	7,690	69.5%	18,998	6,202	75%
240	Real & Personal Property	15,840	11,314	4,526	71.4%	11,923	3,917	75%
	<b>Total Other Insurance</b>	<b>68,052</b>	<b>52,839</b>	<b>15,213</b>	<b>77.6%</b>	<b>57,300</b>	<b>10,752</b>	<b>84.2%</b>
300	Gas & Oil	70,500	63,435	7,065	90.0%	69,202	1,298	98%
310	Maintenance	27,500	30,528	(3,028)	111.0%	33,303	(5,803)	121%
320	Tires	7,000	6,569	431	93.8%	6,569	431	94%
330	Damage Repair	10,000	3,310	6,690	33.1%	3,611	6,389	36%
	<b>Maintenance &amp; Misc.</b>	<b>115,000</b>	<b>103,842</b>	<b>11,158</b>	<b>90.3%</b>	<b>112,685</b>	<b>2,315</b>	<b>98.0%</b>
400	General Maintenance	28,400	19,928	8,472	70.2%	21,739	6,661	77%
410	Janitorial Services	21,000	17,378	3,622	82.8%	19,078	1,922	91%
420	Jail	1,000	299	701	29.9%	326	674	33%
430	Building Furnishings	17,800	9,611	8,189	54.0%	10,484	7,316	59%
	<b>Total Building</b>	<b>68,200</b>	<b>47,215</b>	<b>20,985</b>	<b>69.2%</b>	<b>51,628</b>	<b>16,572</b>	<b>75.7%</b>
500	Computers	10,000	8,051	1,949	80.5%	10,035	(35)	100%
510	Postage/Postage Machine	1,300	1,129	171	86.9%	1,232	68	95%
520	Stationery/Expendables	18,000	11,122	6,878	61.8%	12,133	5,867	67%
530	Bank Finance Charges	700	363	337	51.9%	397	303	57%
540	Payroll	17,400	15,923	1,477	91.5%	17,193	207	99%
	<b>Total Office</b>	<b>47,400</b>	<b>36,588</b>	<b>10,812</b>	<b>77.2%</b>	<b>40,988</b>	<b>6,412</b>	<b>86.5%</b>
600	Telephone	34,408	29,854	4,554	86.8%	33,374	1,034	97%
610	Electric	23,000	13,576	9,424	59.0%	14,810	8,190	64%
620	Water/Sewer	5,000	4,589	411	91.8%	4,589	411	92%
630	Natural Gas	600	399	201	66.5%	435	165	73%
	<b>Total Utilities</b>	<b>63,008</b>	<b>48,418</b>	<b>14,590</b>	<b>76.8%</b>	<b>53,209</b>	<b>9,799</b>	<b>84.4%</b>
700	Equipment Maint Contracts	129,100	134,284	(5,184)	104.0%	134,284	(5,184)	104%
710	SETCIC fees	3,600	3,065	535	85.1%	3,400	200	94%
720	Legal/Professional	60,400	78,522	(18,122)	121.7%	78,922	(18,522)	131%
730	IT Services	101,250	91,819	9,431	90.7%	100,075	1,175	99%
740	Software Maintenance Contracts	56,091	52,562	3,529	93.7%	52,562	3,529	94%
	<b>Total Contract Services</b>	<b>350,441</b>	<b>355,253</b>	<b>(4,812)</b>	<b>101.4%</b>	<b>369,243</b>	<b>(18,802)</b>	<b>105.4%</b>
800	Accreditation	1,200	0	1,200	0.0%	1,200	0	100%
810	Uniforms	32,000	22,460	9,540	70.2%	24,501	7,499	77%
820	Radio parts and labor	33,036	31,328	1,708	94.8%	33,036	0	100%
830	Firearms Training & Ammo	5,500	5,880	(380)	106.9%	5,880	(380)	107%
835	Tasers	11,000	10,122	878	92.0%	10,122	878	92%
840	Training & Prof Dues	54,000	22,011	31,989	40.8%	23,000	31,000	43%
850	Travel	7,000	592	6,408	8.5%	592	6,408	8%
860	Recruiting Costs	10,000	958	9,042	9.6%	1,045	8,955	10%
870	Criminal Investigations	3,500	2,903	597	82.9%	3,103	397	89%
880	Contingency	25,000	4,179	20,821	16.7%	4,179	20,821	17%
890	Small Equipment	2,500	2,255	245	90.2%	2,255	245	90%
	<b>COVID 19</b>		<b>47,716</b>	<b>(47,716)</b>		<b>47,716</b>	<b>(47,716)</b>	
	<b>Total Office</b>	<b>184,736</b>	<b>150,403</b>	<b>34,333</b>	<b>81.4%</b>	<b>156,629</b>	<b>28,107</b>	<b>84.8%</b>
	<b>TOTAL GENERAL</b>	<b>5,711,962</b>	<b>5,064,478</b>	<b>647,484</b>	<b>88.7%</b>	<b>5,579,807</b>	<b>132,155</b>	<b>97.7%</b>

Memorial Villages Police Department  
**Vehicle Replacement**  
 For the eleven months ended November 2020 91.67%

Prior Year Cash Carryover	26,581.50						
FY20 Sale of vehicles	28,360.00						
FY20 Assessment collected to date	138,000.00					FY20 Assessment remaining	0.00
FY20 Interest earned to date	307.27						
FY20 Expenditures	(115,404.83)						
FY20 A/P	-						
FY20 Veh replacement expenditures covered by carryover	-						
Cash Balance @ 11/30/20	77,843.94						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
1000 Vehicle Replacement	138,000	115,405	22,595	83.63%	138,000	0	100.0%
<b>Total Vehicle Replacement</b>	<b>138,000</b>	<b>115,405</b>	<b>22,595</b>	<b>83.6%</b>	<b>138,000</b>	<b>0</b>	<b>100.0%</b>
Vehicle Replacement costs covered by carryover		0					

Memorial Villages Police Department  
**Special Capital Assets**  
 For the eleven months ended November 2020 91.67%

Prior Year Cash Carryover	83,668.24						
FY20 Assessment collected to date	-					FY20 Assessment remaining	0.00
FY20 Interest earned to date	345.38						
FY20 Misc Income	252.36						
FY20 Expenditures	(137.74)						
Cash Balance @ 11/30/20	84,128.24						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>							
2880 Capital Projects	0	138	(138)	0.0%	150	(150)	0.0%
<b>Total Capital Items</b>	<b>0</b>	<b>138</b>	<b>(138)</b>	<b>0.0%</b>	<b>150</b>	<b>(150)</b>	<b>0.0%</b>
<b>Total Vehicle &amp; Capital</b>	<b>138,000</b>	<b>115,543</b>	<b>22,457</b>	<b>83.7%</b>	<b>138,150</b>	<b>(150)</b>	<b>100%</b>

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/20	Projected Saving / (Deficits)	% Forecasted
GENERAL FUND	5,711,962	5,064,478	647,484	89%	5,579,807	132,155	98%
<b>TOTAL VEHICLE &amp; CAPITAL</b>	<b>138,000</b>	<b>115,543</b>	<b>22,457</b>	<b>84%</b>	<b>138,150</b>	<b>(150)</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>5,849,962</b>	<b>5,180,021</b>	<b>669,941</b>	<b>89%</b>	<b>5,717,957</b>	<b>132,005</b>	<b>98%</b>



**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
30-Nov-20**

*8-Nov-20*

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

Cash collected for FY20 @ 11/30/20 \$ 5,896,345  
 Estimated Expenditures (November 20) \$ 5,180,021  
 Estimated cash on hand @ 11/30/20 for FY20 activities \$ 716,324

**Cash Balances @ 11/30/20:**

Health Benefits \$8,890.00  
 General \$898,601.24  
 Vehicle Replacement \$77,843.94  
 Dare Fund \$14,432.76  
 Special Capital Assets \$84,128.24  
**Actual cash balance @ 11/30/20 all accounts \$1,083,896.18**

All Funds (Modified Accrual Basis Projections)	2020 YTD Budget	2020 YTD Actual	2020 YTD Difference (Budget vs. Actual)	2020 Total Adopted Budget
<b>GENERAL FUND REVENUES</b>	5,711,961	5,729,080	17,119	5,711,962
<b>GENERAL FUND EXPENDITURES</b>		5,064,478		
<b>NET FY 20 REVENUES OVER EXPENDITURES</b>		664,602		
<b>VEHICLE REPLACEMENT REVENUES</b>	138,000	166,667	28,667	138,000
<b>VEHICLE REPLACEMENT EXPENDITURES</b>		115,405		
<b>VEHICLE REPLACEMENT COVERED BY CARRYOVER FUNDS</b>		0		
<b>NET FY 20 REVENUES OVER EXPENDITURES</b>		51,262		
<b>SPECIAL CAPITAL ASSETS REVENUES</b>	0	598	598	0
<b>CAPITAL EXPENDITURES</b>		138		
<b>NET FY 20 REVENUES OVER EXPENDITURES</b>		460		
<b>COMBINED REVENUES</b>	5,849,961	5,896,345	45,787	5,849,962
<b>COMBINED EXPENDITURES</b>		5,180,021		
<b>COMBINED FY 20 NET REVENUES / EXPENDITURES</b>		716,324		
<b>Formal reserves:</b>				
		<b>DARE</b>		\$14,433
		<b>VEHICLE REPLACEMENT</b>		\$77,844
		<b>SPECIAL CAPITAL ASSETS</b>		\$84,128
		<b>WORKING CAPITAL</b>		\$60,000
		<b>STATE TRAINING FUNDS</b>		\$2,406
				<b>\$238,810</b>

Chief Schultz commented that Mrs. Bowman had to attend a school event and is currently on her way back.

Commissioner Smyre stated that we would skip to item e. New Business and the Retirees Health Insurance benefits. This is something that has been approved on an annual basis, one year at a time and the recommendation is that we would extend benefits for one more year. Chief Schultz stated that you will see from the list in the packet that there are currently three families receiving the benefit (see page 53). When the decision was made to end the retiree health care back in 2015 it was agreed to provide a stipend to the retirees receiving the benefit, and this has been renewed every year. Since 2015, the numbers continue to go down as individuals age out. You will see that Ms. Beveridge ages out in March 2020 which then leaves us with Dowden and Underwood on the plan. It shows the estimated annual cost for 2020 which we would like to extend.

Motion was made by Commissioner Murphy and seconded by Commission Johnson to extend the benefits through calendar year 2020. This continuation of benefits is to cover the current retiree's stipend. The Commission voted unanimously to approve the motion.

Commissioner Smyre stated we should skip to item g. 2 Amendment to the Inter-Local Agreement. Basically, it has been moved from 1% to \$25,000. Commissioner Huguenard commented that he has a slightly revised version that he will now hand out. It was just a couple of words that were changed.

Commissioner Huguenard stated that the underlined text shows the changes to the Inter-Local which have now been made based upon our last Commission meeting. It increases the amount to \$25K which we believe will be acceptable to the City of Hunters Creek as suggested by Commissioner Hamilton at our last meeting. The change also identifies or better defines what an "Intra-Budget Transfer" is.

Commissioner Johnson commented that he believes the first underlined sentence may cause confusion if revisited in the future as other Commissioners come on board. It was suggested to change the wording from "may" to "must" be approved by a majority vote of the commission. Commissioner Huguenard stated that from a procedural standpoint, we could make the amendment and bring it up for vote at our next meeting so that all cities have a time to digest it. Commissioner Smyre added, that it would go to Hunters Creek first, then Bunker Hill and Piney Point. It was agreed that this will have to happen in January as some cities aren't having a December meeting. Commissioner Smyre thanked Commissioner Huguenard for all his efforts on this.

#### **d. Financial Report**

Mrs. Bowman apologized for arriving late as she had some family business to take care of and then went on to present the financial report. We are rapidly approaching the end of the year and that with two months remaining the department has received 92% of its appropriation and have expended 79%. At this point last year, the department had expended 74%. There were no major expenditures during the month of October, and we are projected to remain within budget by fiscal yearend, estimated to expend 96%.

NAME

Retiree Name	Birth Date	Age as of this year 2020	Hire_Date	Retired/ Term Date	Benefits Elected		Retiree Cost	Active on Insurance	Retiree			
					Fam	COBRA			BCBS Billing Monthly	Portion Monthly	MVPD Cost Monthly	MVPD Fiscal Cost 2020
DOWDEN, WILLIAM S	05/05/1958	62	06/16/1988	8/6/2014	Fam	COBRA	666.94	Yes	1,497.00	666.94	830.06	9,960.72
DOWDEN, TERESA G	06/09/1960	60				COBRA		Yes			-	
DOWDEN, KIMBERLY A	08/10/1997	23				COBRA		Yes			-	
UNDERWOOD, ROXANE (WOODAL	2/19/1964	56	05/01/1990	6/13/2014	EE	COBRA	39.04	Yes	482.91	39.04	443.87	5,326.44
									1,979.91	705.98	1,273.93	15,287.16



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

*Raymond Schultz*  
 Chief of Police

December 14, 2020

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: November Monthly Report

During the month of November, MVPD responded/handled a total of 5,827 calls/incidents. 4,861 House watch checks were conducted. 237 traffic stops were initiated with 202 citations being issued for 413 violations. (Note: 6 Assists in Hedwig, 77 in Houston, 2 in Spring Valley and 1 in Hillshire)

*Calls/Events by Village were:*

<u>Village</u>	<u>Calls/YTD</u>	<u>House Watches/YTD</u>	<u>Accidents</u>	<u>Citations</u>	<u>Response Time</u>
Bunker Hill:	2047/31977	1815/28670	2	32	4@4:06
Piney Point:	1323/24019	1073/20658	2	88	5@4:56
Hunters Creek:	2346/33358	1965/29154	10	82	12@4:22 21@4:27

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

<u>Call Type</u>	<u>#</u>	<u>Call Type</u>	<u>#</u>	<u>Citations</u>	<u>#</u>
False Alarms:	104	Ord. Violations:	9	Speeding:	72
Accidents:	14	Information:	49	Exp. Registration:	44
ALPR Hits:	61	Suspicious Situations:	95	No Ins:	58
Assist Fire:	28	Welfare Checks:	8	Equipment	31
Assist EMS:	34			Red Light	3

*This month the department generated a total of 68 police reports.*

Crimes Against of Persons (2)

Agg Assault (DV)	1	Armed Robbery	1
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Crimes Against Property (18)

Burglary of a Motor Vehicle	1
Fraud/ID	15
Theft Misd.	2

Petty/Quality of Life Crimes/Events (48)

ALPR Hits (valid)	4	Misc. Reports	41
Weapon Violations	1	Animal Bites	2

Arrest Summary: Individuals Arrested (5)

Warrants	1	Felony	1
Class 3 Arrests	1	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	4,269,920	4,815,125	88.7%
• Operating Expense:	794,558	896,837	88.6%
• Total M&O Expenditures:	5,064,478	5,711,962	88.7%
• Capital Expenses:	115,543	138,000	84%
• Net Expenses:	5,180,021	5,849,962	89%

Follow-up on Previous Month Items/Requests from Commission

- Completed final review of EPI 20-001 as per recommendations.

Personnel Changes/Issues/Updates

- Officers Jarvis and Canales and TCO Hampton has been placed on COVID leave due to exposures and/or positive tests.
- All 2020 Firearm qualifications were completed for the year by personnel.

Major/Significant Events

- On 11/1/20 at 1045 pm officers responded to a home in reference to a domestic violence situation. During the dispute a male resident had threatened his wife with a knife. The DA's office accepted charges on the male who was booked into the Harris County Jail.
- On 11/13/20 at 4 am in the morning officers located a suspicious male on a bicycle riding in a neighborhood. Upon checking the male, he was found to be concealing his identity and to be in possession of several bottles of unopened high-end whiskey and a stolen loaded 9mm handgun. The subject was out on bond for committing other felony crimes (burglaries). The subject was booked into the Harris county jail.
- On 11/22/20 at 8:45 pm officers responded to an armed robbery on Hunters Way Court. A visitor to the villages was robbed at gun point upon arriving in the Villages. Approximately 2 hours later the victims stolen vehicle was stopped in SE Houston where 4 subjects were taken into custody. The driver was placed under arrest and a forearm was also recovered. The adult was booked into the Harris County Jail. Charges are pending on the 3 juvenile passengers.
- On 11/29/20 at 7:45 pm officers investigated the suicide of a 15-year-old juvenile in Bunker Hill. This was the 4<sup>th</sup> suicide of 2020. Detectives investigated the scene and determined that no foul play had been involved.

Status Update on any Major Projects

- The new 2020 marked units were delivered and have been placed into service. All units have been assigned to evening shift.
- Two additional privately owned HOA ALPR systems came on-line this month. Riverbend and the Washsberg residence. Additional connectivity has also occurred linking MVPD with Bellaire and Fort Bend County (6).

V-LINC new registrations in November: +17

BH - 1291 (+4)

PP - 898 (+1)

HC - 1356 (+10)

Out of Area - 449 (+2)

### 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	0	18	37	55	5	8331	7517	3238	2915	1891	1658	3241	2941
October	1	43	36	80	11	6825	5773	2133	1884	1795	1490	2781	2399
November	2	18	48	68	5	5827	4861	2047	1815	1323	1073	2346	1965
December													
<b>Total</b>	<b>17</b>	<b>241</b>	<b>544</b>	<b>802</b>	<b>166</b>	<b>90449</b>	<b>78619</b>	<b>31977</b>	<b>28670</b>	<b>24019</b>	<b>20658</b>	<b>33358</b>	<b>29154</b>

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

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12/1/2020

## 2020 Officer Committed Time to Service Report

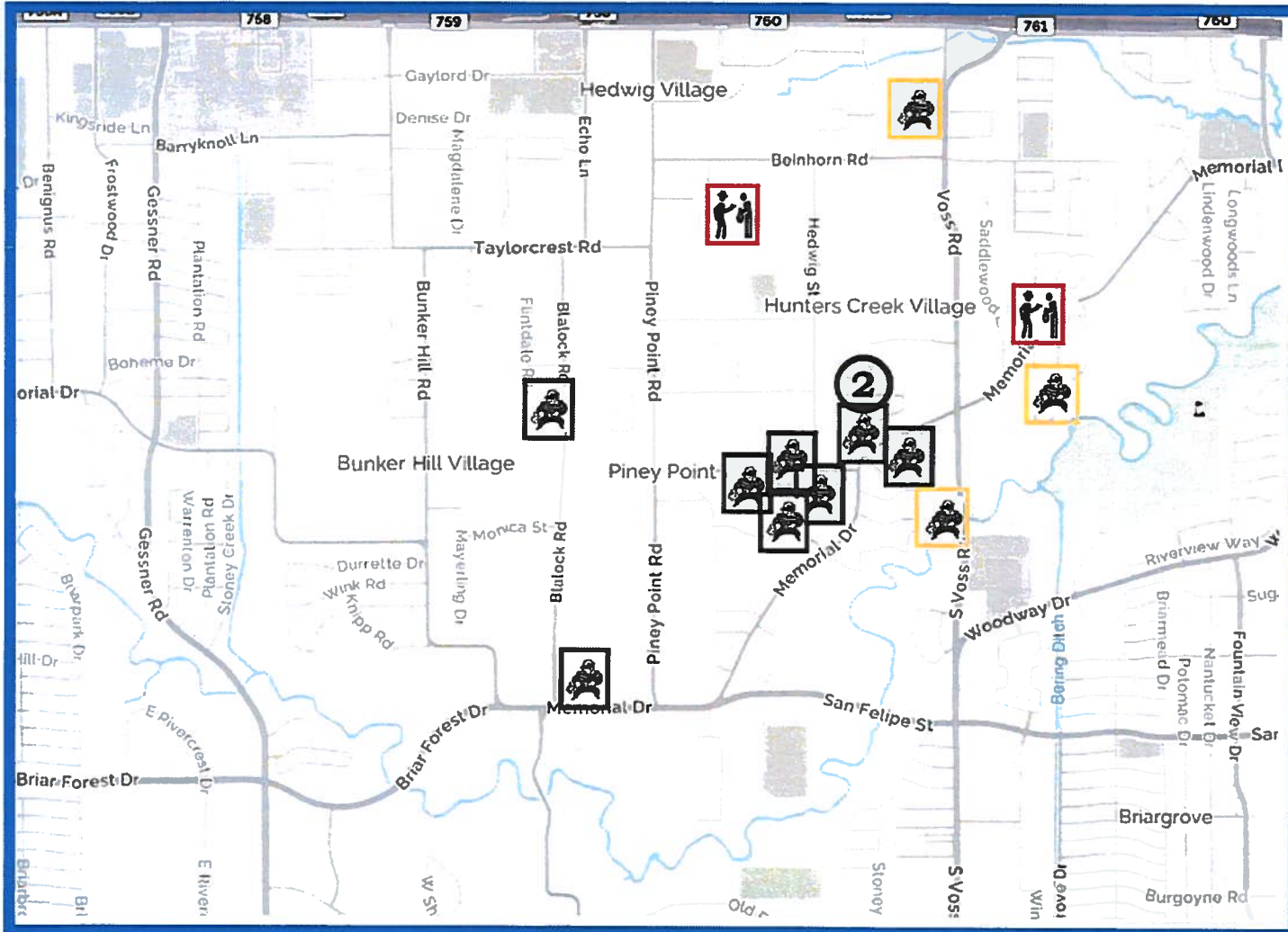
Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	7:46:27	4:07:52	7:15:21	10:53:17	6:14:25	8:17:42	11:00:34	8:15:22	7:23:48	10:36:28	7:47:02			5
BIHUNKO, JOHN	13:02:04	14:54:33	9:01:13	16:30:24	10:16:57	9:50:04	16:17:59	7:04:56	10:00:03	7:11:12	10:49:54		2	12
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	14:47:17	15:05:33	12:32:47		4	11
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	5:15:53	8:33:37	10:24:01		2	9
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	6:31:06	15:33:54	13:50:00		2	
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	5:22:52	15:24:20	15:57:09		1	3
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	8:35:32	12:04:17	5:34:13		4	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	12:21:04	12:01:16	22:42:18		4	10
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	14:26:57	13:30:36	14:46:34		11	12
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	15:37:44	22:54:46	16:29:34		9	9
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	4:48:49	13:10:10	5:42:34			
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	0:00:00	0:00:00	0:35:28			
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	0:00:00	3:50:05	4:21:04			
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	4:50:52	8:59:07	4:39:24			
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	7:17:26	13:49:18	10:40:47		3	5
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	11:54:53	14:22:33	8:36:02		2	
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	11:37:08	14:01:45	18:24:13		6	2
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	11:45:48	21:40:14	18:53:29		2	53
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	1:52:55	0:16:58	0:00:00			
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	2:59:07	7:10:56	4:57:45		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	1:57:00	5:43:27	0:44:04			
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	6:31:58	0:00:00	0:23:34			
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	0:28:57	0:00:00	0:23:34			
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	12:11:37	16:23:37	17:27:40		7	18
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	0:00:00	0:00:00	0:51:08		1	
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	4:49:17	13:39:22	4:01:47			1
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	15:06:52	17:45:27	11:08:13		2	3
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	12:02:47	6:32:52	16:35:56			7
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	11:43:40	5:47:20	11:16:21		1	1
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	6:58:04	17:26:47	12:04:54		2	8
VASQUEZ, MONICA				15:45:17	22:35:41	22:11:45	14:38:40	13:24:50	13:19:40	20:31:01	20:27:39			16
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	12:20:12	27:03:28	13:09:37		2	16

\* = Admin Asmt.

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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	257	279	280		3610
3700 Phone Calls	2612	2306	2341	2395	2452	2528	2631	2204	2086	2268	1982		25805
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	53:09:32	56:33:57	43:36:09		

\* 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 Millbrook	N	Garage Open
8 Hunters Ridge	Y	Rear Door Force
906 Creekwood	N	Ruse

### 2020 Robberies

Address	MO
6 Smithdale Estates	Purse at Ft Door
602 Hunters Way	Armed Car Jack



Daytime Burglary



Nighttime Burglary



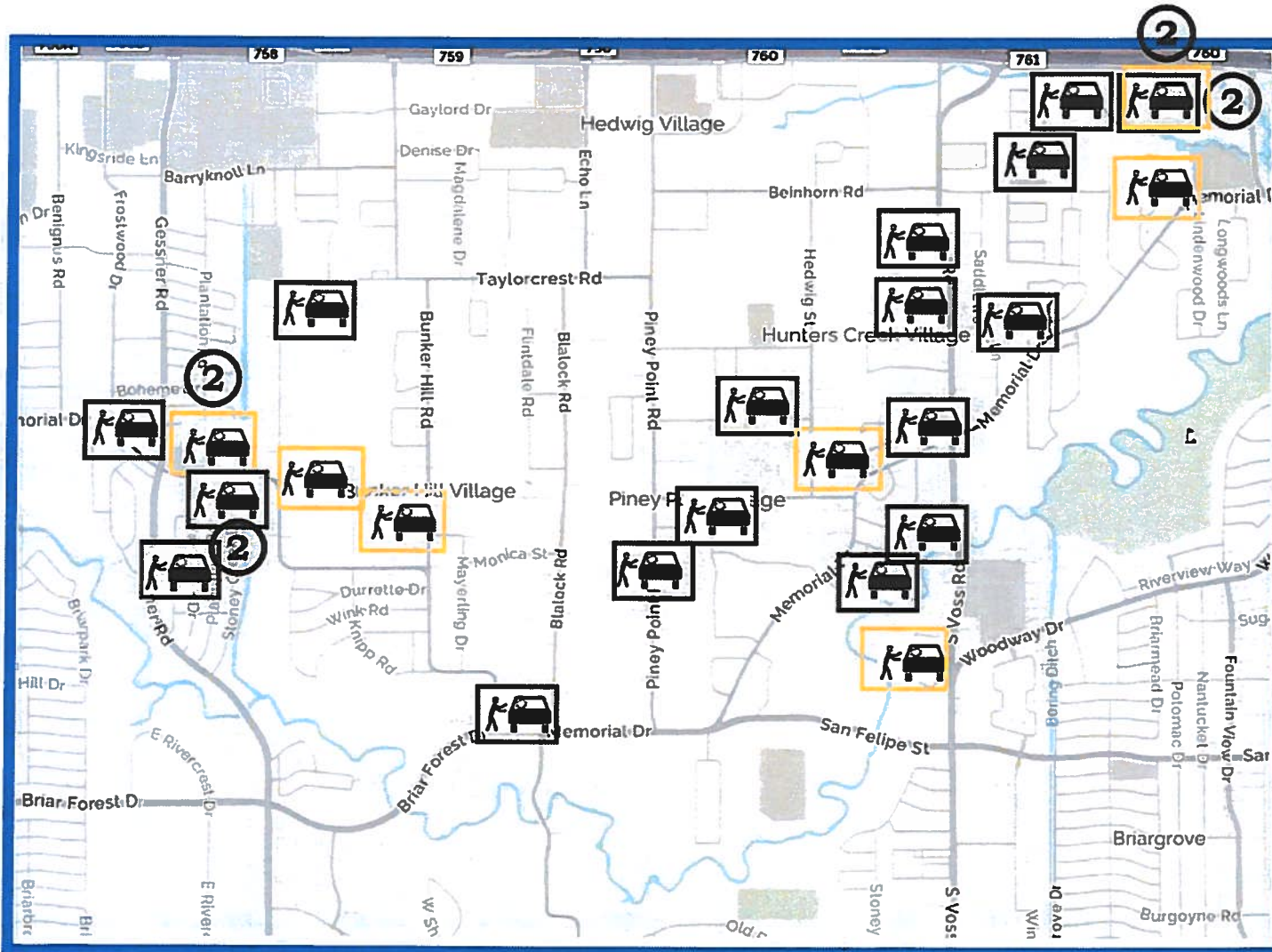
Robbery

12/1/20





## 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	UNL Door
11230 Hermosa	UNL Door
11106 Wickway	UNL Door
206 Caruthers	UNL Door
8333 Katy	UNL Door
12122 Memorial	Side Window
203 Plantation	UNL Door
238 Plantation	UNL Door
518 Lanecrest	Side Window
711 Riverview Way	UNL Door
836 Country Lane	UNK TK Bed
11007 Landon Ln	UNL Door
10710 Bridlewood	UNL Door
615 Hunters Grove	UNL Door
11935 Arbordale	UNL Door
212 Bylane	UNL Door
926 Huntington CV	UNL Door
337 Folwell	UNL Door
10910 Long Shadow	UNL Door
8425 Katy FWY	Slider

Daytime Burglary

Nighttime Burglary

② ③ ④

12/1/20

ALPR Recoveries

Plate Recoveries

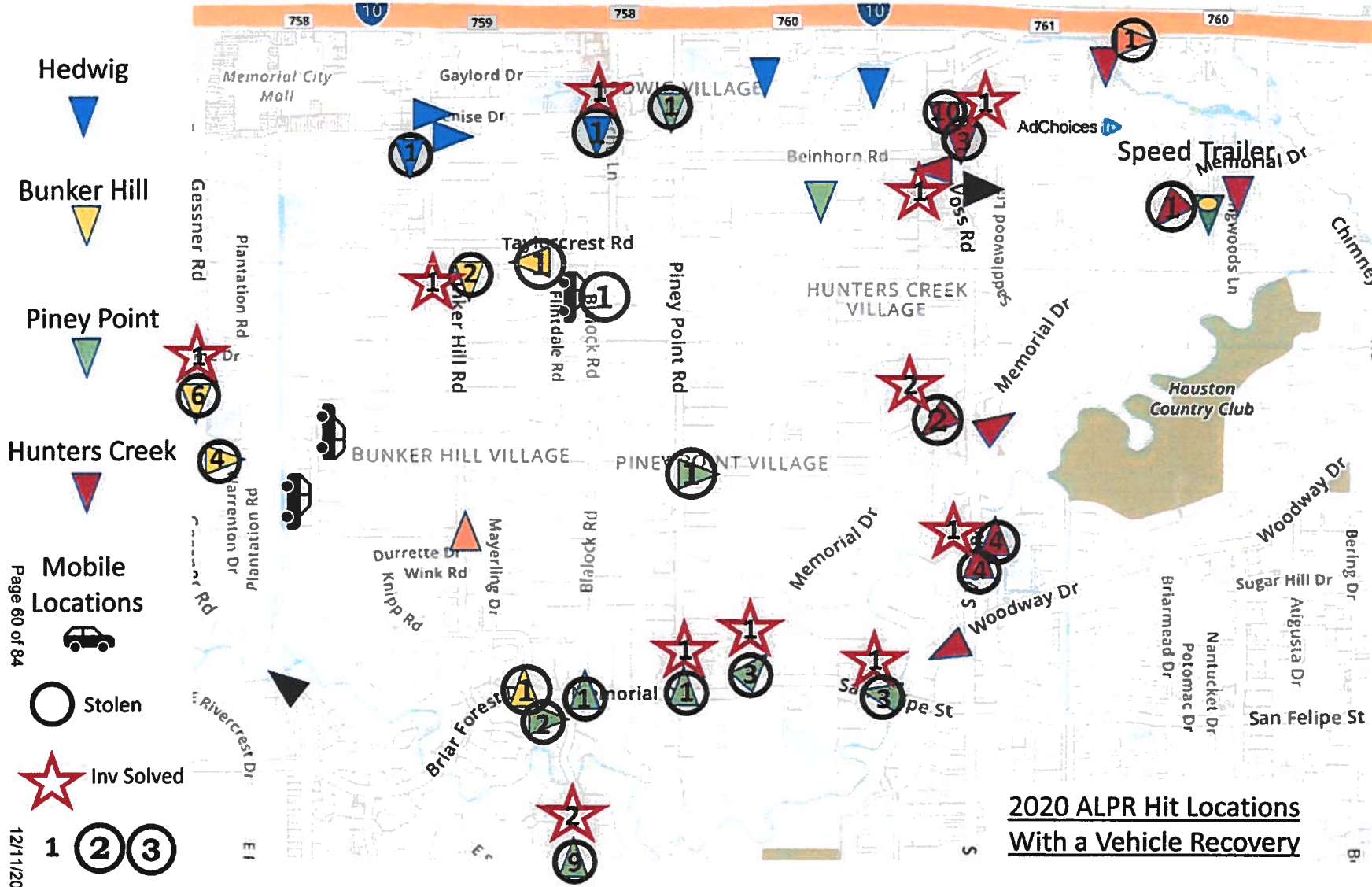
1	4/14/2019	Tr 2200 Jeep Lib	\$ 16,000.00	*Robbery Suspect	11/16/2019	HMW8178	23
2	4/16/2019	Tr 2200 Niss Path	\$ 12,000.00		11/21/2019 *	492886J	Tr V
3	6/14/2019	Tr 11400 Niss Alt	\$ 6,000.00		11/25/2019 *	KZZ5702	9
4	9/5/2019	Tr 2200 Ford P/U	\$ 50,000.00	*Jugger/ATM thief	12/6/2019 ***	52385C6	1
5	10/14/2019	8 Toy Camy	\$ 18,000.00				
6	10/30/2019	10 Chev TRX	\$ 30,000.00				
7	11/1/2019	2 Hond Accd	\$ 22,000.00	* Robbery Suspects			
8	11/4/2019	23 Niss Rge	\$ 14,000.00				
9	11/6/2019	10 Merz C25	\$ 50,000.00	* Org Crime/OCAPA			
10	11/13/2019	5 Dod Minivan	\$ 30,000.00	* 2 runaways			
11	11/21/2019	23 Merz SUV	\$ 40,000.00	* FBI Fugitive			
12	11/23/2019	16 VW Jetta	\$ 22,000.00				
13	11/24/2019	23 Hond Accd	\$ 16,000.00				
14	11/26/2019	8 Toy Avalon	\$ 3,000.00				
15	11/27/2019	12 Chev Prism	\$ 4,000.00	*Drugs/Multi CC's			
16	12/10/2019	1 Ford P/U	\$ 6,000.00	*3 in-custody w/priors (VC)			
17	12/11/2019	172 Tay Jeep CJ	\$ 26,000.00	* 2 in-custody priors/gun/meth			
18	12/12/2019	1 Lincoln SUV	\$ 22,000.00	*2 in-custody ID Theft/Fraud			
19	12/16/2019	Station Niss Alt	\$ 16,000.00	* vehicle recovered was pd off by ins Fraud			
20	12/20/2019	1 Ford P/U	\$ 21,000.00	* vehicle full of ID, CC. Check paper, linked to Sugarland			
21	12/23/2019	1 Toy RAV	\$ 6,000.00				
22	12/27/2019	17 Mit SUV	\$ 8,000.00				

**Total Value \$ 438,000.00**

\* Fraud Link  
 \*\* Targeting Immigrants  
 \*\*\*Selling unreg veh's to immigrants

Investigative Leads

5/13/2019	Tr 11400 LPF0361	Burglary	
5/13/2019	Tr 11400 LGC5282	Burglary	
10/14/2019	10 ALBRTA	Larceny	**
10/22/2019	23 46046X2	Larceny	**
11/4/2019	172 V FYK2545	Harrassment	
11/25/2019	5 46046X2	Auto Burg	**
11/29/2019	5 53926J6	Larceny	
12/5/2019	4 KHN9614	Robbery	
12/9/2019	1,5 57J4482	Att Slidder	



- Lindenwood HOA 
- Longwoods HOA 
- In Process 
- 2020 Requested Locations 

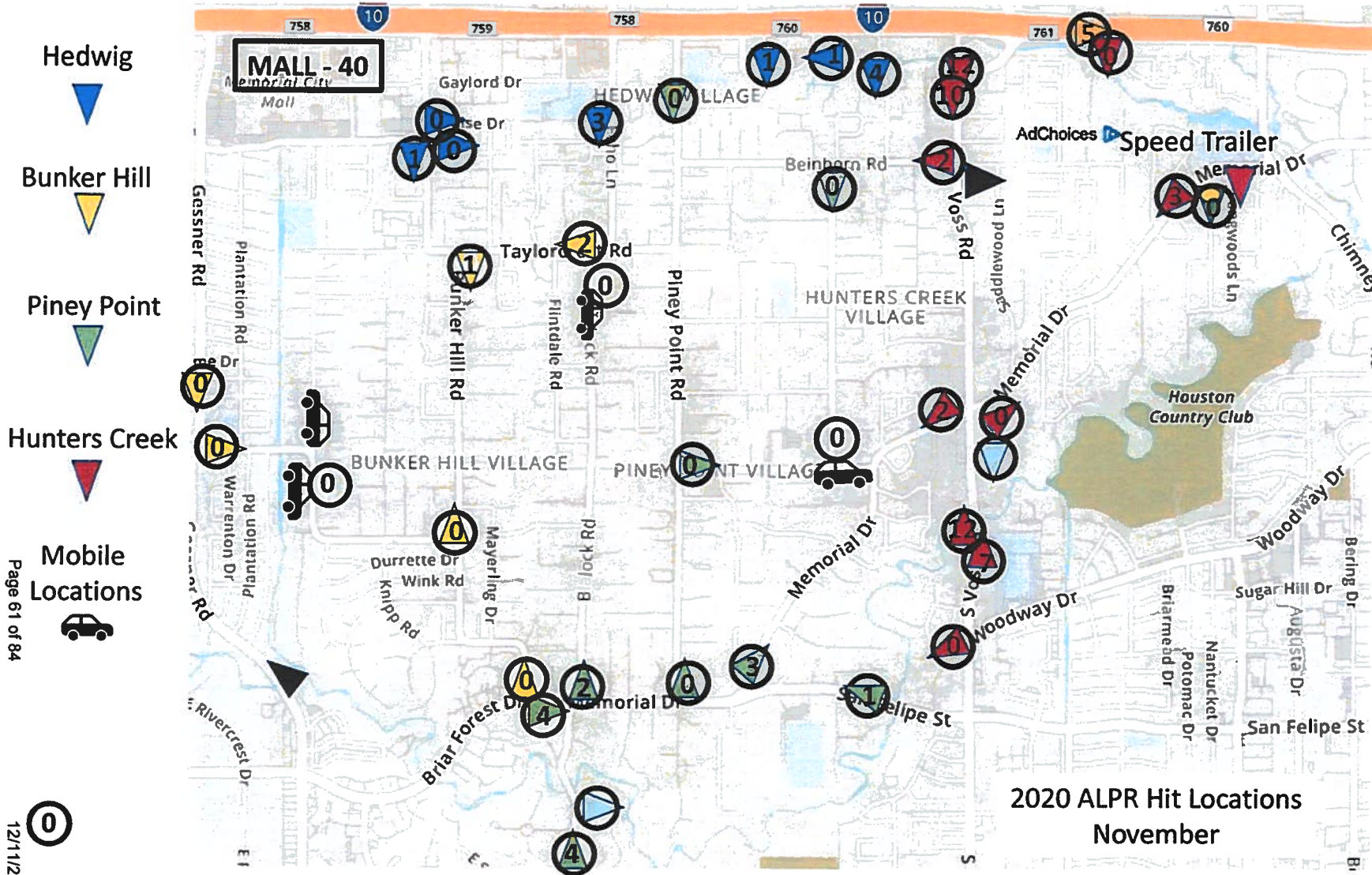
2020 ALPR Hit Locations  
With a Vehicle Recovery

12/01/20

Page 60 of 84  
Mobile Locations 

-  Stolen
-  Inv Solved
- 1  

12/1/2020



Lindenwood HOA



Longwoods HOA



In Process



69 Hits  
+  
10 Hedwig  
+  
40 Mall

2020 ALPR Hit Locations  
November

11/31/20

Hedwig



Bunker Hill



Piney Point



Hunters Creek



Mobile Locations



## November 2020 VFD Assists

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

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

Total – 8	4:04
-----------	------

Fire – 2	4:09
----------	------

EMS – 6	4:01
---------	------

#### By Village

BH Fire – 1	4:13
-------------	------

BH EMS – 0	0
------------	---

PP Fire – 0	0
-------------	---

PP EMS – 4	4:19
------------	------

HC Fire -1	4:06
------------	------

HC EMS -2	3:29
-----------	------

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

Total – 38	4:41
------------	------

Fire – 23	5:27
-----------	------



EMS – 15	3:47
----------	------

#### Radio Call Events

Total – 30	4:54
------------	------

Fire- 21	5:37
----------	------

EMS- 9	3:36
--------	------

	<b>Memorial Villages Police Department</b>	
	Policy: 2.1 Rules of Conduct	
	Effective Date: 08/13/2020	Replaces: Policy dated 09/19/2018
	Approved: _____ <div style="text-align: center;">             Chief of Police         </div>	
	Reference: TBP: 1.08, 2.02, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18, 2.19, 2.20, 2.21, 2.22 and 2.25	

**I. POLICY**

The Memorial Villages Police Department and the public expect all personnel to maintain high standards of appearance and conduct. Consistent with the Mission of the Memorial Villages Police Department, the goal of the Department is to efficiently and effectively provide quality police services to our community by promoting a safe environment through a citizen-police partnership, with an emphasis on communication, cooperation, community trust, courtesy, integrity, fairness, respect, honor, and professionalism.

**II. PURPOSE**

To define departmental expectations for on and off-duty personal behavior. This order applies to all employees both sworn and non-sworn. (2.12)

**III. CODE OF ETHICS (2.02)**

All officers shall display the integrity required by the Law Enforcement Code of Ethics:

*As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.*

*I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.*

*I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.*

*I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.*

*I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession. law enforcement.*

#### **IV. DEFINITIONS**

- A. **Affirmative Duty:** The personal responsibility and obligation of an employee to report wrongdoing-rather than to provide such information only when requested.
- B. **False Report:** A report that is not made in good faith, based on information that is known or reasonably likely to be inaccurate; intentionally or negligently ignores exculpatory or mitigating information; or made with the purpose of harassing or wrongly incriminating another employee.
- C. **Good Faith:** A report that provides allegations concerning an employee who is reasonably believed to have purposely committed a serious violation of departmental policy, procedures, rules, or laws.
- D. **Duty to Intervene:** Duty to Intervene is the responsibility of all personnel to immediately intervene in a situation or event where another officer, first responder or employee is conducting any act or action that is unethical, or that violates law or policy (e.g. excessive force, theft, fraud, sexual misconduct, falsifying documents or other inappropriate behavior). Intervention may be verbal and/or physical if absolutely necessary. Upon intervening in a situation or event, the Chief of Police will be notified via the chain of command. Failure to Intervene may subject a member to disciplinary action. (2.25)
- E. **Retaliation:** Retaliation of the following kinds is designed to serve as retribution against an employee who, in good faith, has filed a complaint against another employee. In the context of this policy, retaliation includes any deliberate, purposeful actions or

failures to act, directed against employees that cause, or that could reasonably be expected to cause, physical harm, property damage, significant emotional stress, or otherwise negatively affect another employee's terms or conditions of employment or that could seriously impair the efficiency, safety or effectiveness of that employee, this department, or both. Such adverse actions may take many forms, including but not limited to, bullying; persistent offensive comments, threats, or intimidation; false accusations; isolating; ostracizing; or acts that malign or disparage an individual's reputation.

- F. **Serious Acts of Misconduct:** Deliberate acts or failures to act that could reasonably form the basis for significant disciplinary action against an employee. Such disciplinary action would be reasonably likely to adversely affect that employee's terms or conditions of employment up to and including termination of service.

## V. GENERAL DUTIES

- A. All officers shall, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, the laws of the State of Texas, and all local ordinances, according to the rules, regulations, and general orders of the department. Officers must know that when they act under color of law, they are enforcing the law according to statutes, written administrative guidance in the department, ordinances, common usage, and custom. Further, officers shall exhibit good moral character in the administration of their duties according to departmental orders.
- B. The department maintains the right to establish oral and written orders to govern and control the efficiency, effectiveness, and safe operation of law enforcement. Officers shall be trained in the rules and expectations of professional conduct prior to assuming law enforcement duties.
- C. Management reserves the prerogative to discipline personnel for violations of the rules listed in this order as well as violations of all departmental orders and directives. The decision to discipline and the measure of discipline employed depend on the rule or law violated and the consequences of the employee's actions, and the employee's prior history and experience.

### [5] D. Duty to Report

- 1. All employees of this department have an affirmative duty to report serious acts of misconduct or failures to perform actions, defined in departmental policy, procedures, and rules. Failure to report shall result in corrective or disciplinary action.



2. Acts of retaliation against employees who make good faith complaints or disclosures of misconduct against another employee are strictly forbidden. Such acts will form the basis for charges of misconduct resulting in serious disciplinary action.
3. All employees have an affirmative duty under this policy to cooperate fully during the investigation of any allegation of employee misconduct whether conducted by this department or another authorized authority. Protection from retaliation is extended under this policy to all employees who cooperate in good faith.
4. All complaints of retaliation shall be submitted to any Supervisor. If the Supervisor is the subject of or is involved in the complaint, an employee shall submit the complaint to the next higher-ranking employee in the chain of command.
5. In uncommon situations involving highly egregious offenses or illegality that may have departmental or governmental implications, a complaint may be made directly to the *Chief of Police* or the Police Commission. Examples include but are not limited to broad-based corruption, conspiracy among employees, or offenses involving or including high-ranking officers or members of government.

#### **A. Performance Prohibitions**

- [1-5] 1. As appropriate, disciplinary action may be taken for any of the following reasons:
- a. Incompetent or inefficient performance or dereliction of duty.
  - b. Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of similar nature which discredits or injures the public. (Insubordination may also consist of direct, tacit, or constructive refusal to do assigned work.)
  - c. Mental or physical unfitness for the position which the employee holds.
  - d. Commission of a felony or misdemeanor involving conduct, amounting to moral turpitude or a pattern of misconduct as displayed by series of misdemeanor convictions. Indictment of a felony crime may be considered a prima fascia case against an employee for violation of this section.
  - e. Failure to report to an appropriate superior authority incompetence, misconduct, inefficiency, neglect of duty, moral turpitude, or any other form of misconduct or negligence of which the employee has knowledge.
  - f. Failure of a Supervisory employee to take corrective action regarding employees under his or her supervision who may be guilty of any form of neglect of duty or misconduct where the Supervisor knows or should have known of the dereliction.

2. Nothing in these rules and regulations limits the charges against employees because the alleged act or omission does not specifically appear in this manual, other orders or policies of the department, or in the laws or ordinances of which the department is responsible to enforce.
- [1] 3. No member of the department shall be a member of any organization which advocates the violent overthrow of the government of the United States, the State of Texas, or any unit of local government, or participate in any organization which has a purpose, aim, objective, or any practices which are contrary to the obligations of a law enforcement officer under these rules and regulations.

[1-5] B. **Obedience to Rules of Conduct, Laws and Orders**

All employees, regardless of rank or assignment, shall be governed by the following general rules of conduct. Violation of any of these rules by any officer of the department shall be considered sufficient cause for dismissal, demotion, suspension, or other disciplinary action.

1. **Obedience to Laws:** Employees shall abide by the laws of the United States and the State of Texas as well as the ordinances of Memorial Villages.
2. **Adherence to Departmental Rules:** Employees shall abide by the rules of the MVPD, and the Policy and Procedure Manual and other properly issued internal directives of the Police Department.
3. **Applicability of Rules:** Certain rules may not apply in undercover police assignments specifically authorized by Supervisors in accordance with this Policy Manual. Officers will be strictly accountable for justifying their actions.
4. **Insubordination:** Employees shall promptly obey all lawful orders and directions given by Supervisors and radio dispatchers. The failure or deliberate refusal of employees to obey such orders shall be deemed insubordination and is prohibited. Flouting the authority of a Supervisor by displaying obvious disrespect or by disputing their orders shall likewise be deemed insubordination. (1.08)
5. **Issuance of Unlawful Orders:** No commanding or supervisory employee shall knowingly or willfully issue an order that violates a federal or state law, a city ordinance, or a departmental rule or policy.
6. **Obedience to Unjust or Improper orders:** If an employee receives an order he believes is unjust or contrary to a departmental policy or rule, he must first obey the order to the best of his ability and then may appeal the order to the *Chief of Police* via the proper chain-of- command.

7. **Obedience to Unlawful Orders:** No employee is required to obey an order that is contrary to the laws of the United States or the State of Texas or the ordinances of the Cities of Memorial Villages. If an employee receives an unlawful order, they shall report in writing the full facts of the incident and their actions to the *Chief of Police* via the chain-of- command.
8. **Conflicts of Orders:** If an employee receives an order that conflicts with one previously given to them by a Supervisor, the employee receiving the order shall respectfully point this out to the Supervisor who gave the second order. If the Supervisor giving the second order does not change the order in a way that eliminates the conflict, the second order shall stand and shall be the responsibility of the second Supervisor. If the second Supervisor so directs, the second order shall be obeyed first. Orders shall be countermanded only when necessary for the good of the department. (1.08)

[1-6] C. Attention to Duty

1. **Performance of Duty:** Employees shall be attentive to their duties at all times, and shall perform all duties assigned to them, even if such duties are not specifically assigned to them in any departmental rules or procedures manual.
2. **Duty of Supervisors:** Supervisors will enforce the rules, regulations, and policies of the Memorial Villages Police Department. They will not permit, or otherwise fail to prevent, violations of the law, departmental rules, policies or procedures. They will report violations of departmental rules, policies, or procedures to their immediate superior without delay. Where possible, they will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.
3. **Conduct and Behavior:** Employees whether on-duty or off-duty shall follow the ordinary and reasonable rules of good conduct and behavior and shall not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession or the department. Employees shall follow established procedures in carrying out their duties as police officers and/or employees of the department and shall at all times use sound judgment.
4. **Responsibility to Serve the Public:** Employees shall promptly serve the public by providing direction, counsel and other assistance that does not interfere with the discharge of their duties. They shall make every attempt to respond to the inquiry or request for assistance themselves. (2.17)
5. **Responsibility to Respect the Rights of Others:** Employees shall respect the rights of individuals, and shall not engage in discrimination, oppression or favoritism. Employees shall maintain a strictly impartial attitude toward all persons with whom they come in to contact with in an official capacity.

To: Mayor and Council:

The Fire Commission is set to vote at its meeting on Wednesday, December 16 to change the TMRS contribution of Fire Department personnel from 1.5 to 1. to 2 to 1. I believe this has been discussed previously.

This is not a matter that technically requires City approval, but given the controversy that has surrounded this issue in the past, the Commission built in time for each of the Commissioners to check with their Councils.

Zeb and I believe that our Council supports this proposal and Zeb is intending to vote for it on Wednesday.

Attached is an email of comments that I made at the last commission meeting, along with the 7 pages of material that accompanied the email. If there are any questions, Zeb and I will be glad to address them.

Henry



Henry Kollenberg <henry@ppvcouncil.org>

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## Information on proposed change to TMRS contribution

3 messages

Henry Kollenberg <henry@ppvcouncil.org>

Thu, Nov 19, 2020 at 5:25 PM

To: Allen Carpenter <allen.carpenter@icloud.com>, Jay Carlton <jbcarlton@cityofhunterscreek.com>, Robert Byrne <Robert.byrne@hilshirevillagetexas.com>, Harry Folloder <hfolloder@hedwigtx.gov>, Zeb Nash <zebnash@sbcglobal.net>, Keith Brown <kbrown@bunkerhilltx.gov>, "BBothe@springvalleytx.com" <BBothe@springvalleytx.com>, "robadams@pdq.net" <robadams@pdq.net>, Ray Leiker <rayltx@live.com>, "William J. Johnson" <jonloc@msn.com>  
Cc: Mario Longoria <Longoria@villagefire.org>, Chief David Foster <foster@villagefire.org>, "J. Grady Randle" <Grady@jgradyrandlepc.com>, Emily Morris <morris@villagefire.org>  
Bcc: Henry Kollenberg <hkollenberg@craincaton.com>

As requested, here's a summary of the points I made at the meeting last night on the TMRS plan change matter.

### Process

As part of the 2020 budget, the Commission engaged a consultant to take a look at our competitors' pay and benefits. Harry Folloder, the Chief and I worked with the consultant. The result was intended to be presented in person by the consultant at our March meeting, but because of the pandemic, it got delayed to August, virtual.

One of the things we discovered is that our competitors are almost all in TMRS and those who are have a 2:1 match of firefighters' 7% contributions. For the last 10 years, VFD has been at 7% with a 1-1/2 to 1 match.

I attach a PDF package of some supporting documents. The summary of other departments' retirement benefits is included in that package. This info is out of the package distributed by the consultant at our August meeting.

The Fire Commission is looking to vote to change the VFD to a 2 to 1 match of a 7% contribution. Everyone wants to make sure that the Cities are OK with the change, although it does not appear we need a formal resolution from the cities in that regard.

This is a matter of recruiting and retention. Aside from the data, there has been some episodic evidence that this retirement issue makes a difference in our ability to hire and retain.

### Cost

The additional cost of this action in 2021, based upon the budgeted base for the calculation, will be about \$35,000. You will recall that we added \$ 150,000 to the 2021 budget to allow us the ability to address issues like this,

In 2020, our cost for our current plan is 6.43% of compensation (which includes both base salary and overtime). We budgeted for 2021 on the same basis.

The TMRS rates are based upon an annual actuarial valuation. The evaluation is done as of the end of the calendar year and the rates for the upcoming year are set in late May. This is memorialized in a rate letter,

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which is posted on the TMRS website. The packet attached includes the 2019 and 2020 and 2021 rate letters.

(The TMRS rate sheets for each city or entity using TMRS is posted on the website under Cities/City Rate Letters, for those who might be curious. The rate letter is the first page of a packet info of the city's account).

It turns out that the rate for our current plan for 2021 is 4.99%. If we go to 2 to 1 as suggested, we received confirmation from TMRS that our rate will be 7.21%.

In other words, while our rate will be 2.22% higher than it would be if we kept our current plan, it will only be .67% higher than we budgeted. Attached in the packet is a summary of an email the department received from the TMRS representative as well as the copy of the plan change study and other information that was supplied about cost in future years.

It is also contemplated that, as our competitors all include USC (updated service credit) and COLA, the Commission is likely to retain the 2.0% 457 contribution.

If you have any questions, feel free to contact us.

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 pension information.pdf  
983K

## BENEFITS SURVEY NOTES – PENSION

Comparator	Pension		Actual Contrib.	Notes	Updated Service Credits	COLA	SSI	457
	ER	EE						
Baytown	14%	7%	17.48%	TMRS 2:1	Y	Y	Y	vol
Bellaire	14%	7%	20.41%	TMRS 2:1	Y	Y	N	vol
Cy-Fair Fire Department	14%	7%					Y	match 3%
Houston	22%	10.50%						
Humble	14%	7%	13.78%	TMRS 2:1	Y	Y	Y	
Katy	14%	7%	13.77%	TMRS 2:1	Y	Y	N	
Pearland	14%	7%	13.26%	TMRS 2:1	Y	Y	Y	
Sugar Land	14%	7%	14.76%	TMRS 2:1	Y	Y	Y	
Webster	14%	7%	17.91%	TMRS 2:1	Y	Y	N	vol
West University Place	14%	7%	13.07%	TMRS 2:1	Y	N	N	
Willowfork Fire Department (Fort Bend ESD)	10.50%	7%		TCDRS			Y	
Woodlands	12%	12%		1:1			Y	
Village Fire Department	10.50%	7%	6.43%	TMRS 1.5:1	N	N	Y	2%



June 4, 2020

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2021 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2021 (Calendar Year 2021, PY2021) as determined by the December 31, 2019 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2020 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2021, your city's monthly contribution rates will be:

Normal Cost	3.42%
Prior Service	<u>1.43%</u>
Total Retirement Rate	4.85%
Supplemental Death Benefit	<u>0.14%</u>
Total Combined Contribution	4.99%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2021 based on current TMRS funding policy.

The actuarial liabilities and contribution rates determined as part of the December 31, 2019 actuarial valuation reflect a change in actuarial assumptions based on the results of the 2019 experience study for the period ending December 31, 2018. Please see the "Actuarial Changes" section for more detailed information. Full information on your contribution rate, including an explanation of changes, is contained in the attached report.

**IMPORTANT NOTE:** The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Leslee S. Hardy, ASA, EA, FCA, MAAA  
Director of Actuarial Services





June 4, 2019

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2020 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2020 (Calendar Year 2020, PY2020) as determined by the December 31, 2018 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2019 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2020, your city's monthly contribution rates will be:

Normal Cost	3.66%
Prior Service	<u>2.63%</u>
Total Retirement Rate	6.29%
Supplemental Death Benefit	<u>0.14%</u>
Total Combined Contribution	6.43%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2020 based on current TMRS funding policy.

**IMPORTANT NOTE:** The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Eric W. Davis  
Deputy Executive Director



June 4, 2018

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2019 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2019 (Calendar Year 2019, PY2019) as determined by the December 31, 2017 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2018 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2019, your city's monthly contribution rates will be:

Normal Cost	3.65%
Prior Service	<u>2.44%</u>
Total Retirement Rate	6.09%
Supplemental Death Benefit	<u>0.13%</u>
Total Combined Contribution	6.22%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2019 based on current TMRS funding policy.

**IMPORTANT NOTE: The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.**

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Eric W. Davis  
Deputy Executive Director

# Village Fire Department



901 Corbindale Rd  
Houston, Texas 77024  
(713) 468-7941  
(713) 468-5039 FAX

*Protecting and Serving the Cities of:*  
**BUNKER HILL VILLAGE**  
**MEDWIG VILLAGE**  
**HILSHIRE VILLAGE**  
**HUNTERS CREEK VILLAGE**  
**PINEY POINT VILLAGE**  
**SPRING VALLEY VILLAGE**

To the Fire Commission:


Our TMRS representative, Colin Davidson, provided the following information regarding increasing the Department's contribution from 1.5:1 to 2:1:

"As we discussed, the increase in the Village Fire Department's matching ratio from 1.5:1 to 2:1 would take effect in 2021. Starting in January, the contribution rate would increase from 4.99% to 7.21%. I have included a "plan change study" to this email that includes other important information, including the change in unfunded actuarial liability and the funding ratio.

Also, I included a "projection report" that can give you an idea of the city's contribution rate in future years if this change is made. To be clear, this projection report shows the projected cost of making this change, but does not factor in the changes that happen each year based on the city's actuarial experience. I wanted to mention this so that you didn't think that the rates listed in that report would be accurate in future years. They will give you an idea of the potential impact of making this change on future rates, but should not be used as an exact tool for the future cost of the plan. One thing to note in the report is the decrease in contribution rate that is expected in 2028. This is caused by the expectation that the city will pay off the largest remaining base of liability by that time. Each year the city is funding the "normal cost" of the plan and paying off any liability that has accumulated. Liability is a normal part of a pension plan, and it is amortized over a set number of years to insure that it is paid off in an appropriate time frame. I have included the schedule of amortization for these unfunded liabilities to this email, but it was also included in the 2021 rate letter. The Village Fire Department is expected to pay off this particular base of liability with or without the plan change, but I wanted to point it out since it causes a pretty significant decrease in the contribution rate. That may be something to consider when looking at the long term cost and viability of making this or other plan changes."

Please see the attached TMRS reports.

Thank you

  
Emily Morris  
Village Fire Department  
Office Manager



# Plan Change Study

**GRID 2021**

*For Informational Purposes Only*

Effective Date - January 1, 2021

Report Date - November 9, 2020

## 01500 Village Fire Department

### Proposed Plans

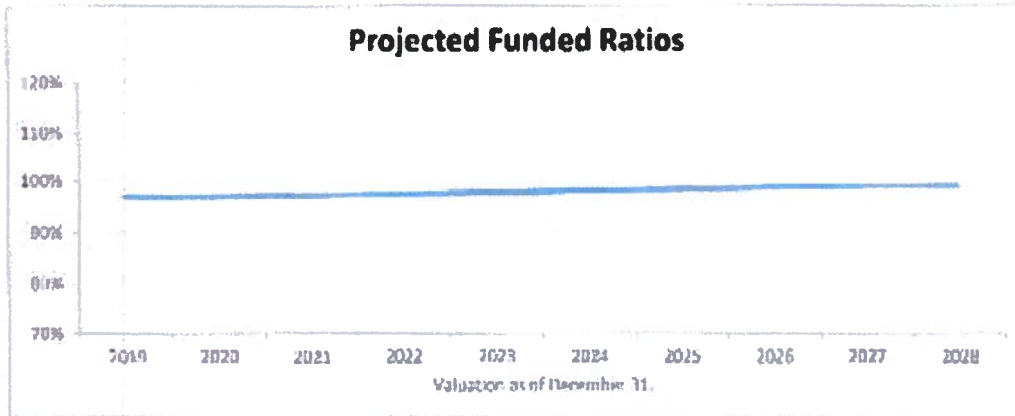
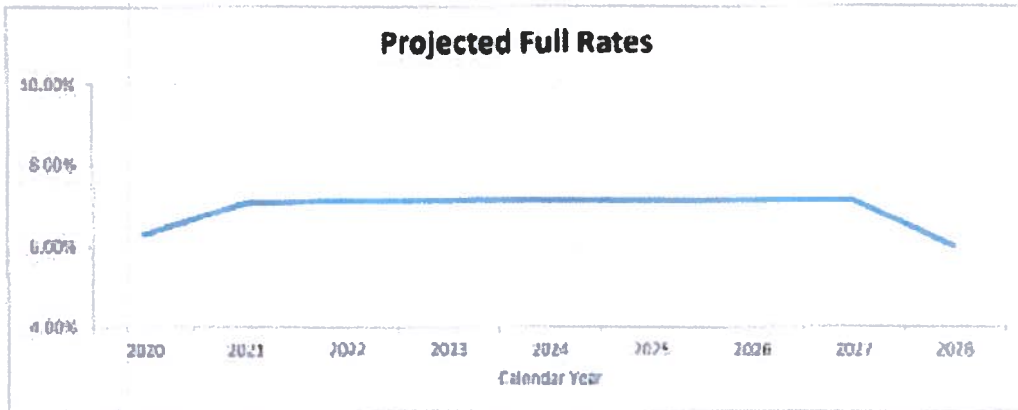
<u>Plan Provisions</u>	<u>Current</u>	<u>1</u>
Deposit Rate	7.00%	7.00%
Matching Ratio	1.5 to 1	2 to 1
Updated Service Credit	0%	0%
Transfer USC **	No	No
Annuity Increase	0%	0%
20 Year/Any Age Ret.	Yes	Yes
Vesting	5 years	5 years
<u>Contribution Rates</u>	<u>2021</u>	<u>2021</u>
Normal Cost Rate	3.42%	5.30%
Prior Service Rate	<u>1.43%</u>	<u>1.77%</u>
Retirement Rate	4.85%	7.07%
Supplemental Death Rate	0.14% (A & R)	0.14% (A & R)
Total Rate	4.99%	7.21%
Unfunded Actuarial Liability	\$449,543	\$634,781
Amortization Period	20 years	20 years
Funded Ratio	97.7%	96.8%
Phase-In Total Rate	N/A	N/A


\*\*This is the addition to the Initial Prior Service Rate for USC for transfers. There were 7 eligible transfer employees on the valuation date.

**Projection of Valuation Results - Pension Only**  
*1500, Village Fire Department*

Summary of Proposed Benefit Provisions			
Employer Contribution Rate	7.00%	USC	No USC
Employer Match Rate	2 - 1	COLA	No COLA
Vesting	5 years	Retirement Eligibility	Age 60 with 5 years of service or 20 years of service

Calendar Year	Projection Results								
	2020	2021	2022	2023	2024	2025	2026	2027	2028
Full Rate	6.29%	7.07%	7.13%	7.13%	7.13%	7.13%	7.13%	7.13%	5.97%
Est. Contribution	252,686	291,263	301,225	308,906	316,783	324,861	333,145	341,640	303,352
Funded Ratio	95.8%	96.9%	97.2%	97.5%	97.7%	98.0%	98.3%	98.6%	98.9%



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	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		
Bunker Hill Village	131	116	247	45	4:23	100%	6:21	100%	13	6:02	100%	53%	47%	48	37%
Hedwig Village	162	173	335	98	3:34	100%	3:34	100%	19	3:35	100%	48%	52%	61	38%
Hilshire Village	15	29	44	8	4:29	100%	6:37	100%	2	5:37	100%	34%	66%	5	33%
Hunters Creek Village	239	124	363	43	3:55	100%	5:45	100%	16	4:35	100%	66%	34%	83	35%
Piney Point Village	187	104	291	38	3:22	100%	5:38	100%	13	5:11	100%	64%	36%	94	50%
Spring Valley Village	176	139	315	57	2:26	100%	5:01	100%	13	4:43	100%	56%	44%	41	23%
Houston	181	0	181												
<b>Totals</b>	<b>1091</b>	<b>685</b>	<b>1776</b>	<b>289</b>	<b>3:41</b>	<b>100%</b>	<b>5:29</b>	<b>100%</b>	<b>76</b>	<b>4:57</b>	<b>100%</b>	<b>61%</b>	<b>39%</b>	<b>332</b>	<b>36%</b>

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Village Fire Department Response Data											
	Number of Responses						Village 2020 Travel Times				
	Fire			EMS			2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time
	2020 YTD	2019	2018	2020 YTD	2019	2018					
Totals	133	161	149	128	112	173	288	0	80%	100%	6:00
Bunker Hill Village	178	191	201	147	189	201	363	0	100%	100%	3:53
Hedwig Village	18	21	32	21	42	41	48	0	0%	0%	7:37
Hilshire Village	253	292	250	127	191	170	390	0	97%	0%	5:45
Hunters Creek Village	201	190	181	173	138	119	320	0	100%	100%	5:25
Piney Point Village	191	184	188	189	150	211	360	0	83%	100%	5:13
Spring Valley Village	183	213	295	0	2	2	183				
Houston	1158	1182	1304	761	914	938	1919	#REF!	87%	90%	#DIV/0!

Jan	Fire	EMS	1st res	Total	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Res p. Time
Bunker Hill Village	20	11		31				
Hedwig Village	18	29		47				
Hilshire Village	2	0		2				
Hunters Creek Village	43	17		60				
Piney Point Village	17	8		25				
Spring Valley Village	17	17		34				
Houston	26	0		26				
Totals	143	82		225				

Feb	Fire	EMS	Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	14	11	25				
Hedwig Village	16	22	38				
Hilshire Village	6	3	9				
Hunters Creek Village	22	11	33				
Piney Point Village	16	8	24				
Spring Valley Village	15	17	32				
Houston	28	0	28				
Totals	117	72	189				

Mar	Fire	EMS	Total	# Critical	Under EMS	Under Fire	Average
Bunker Hill Village	18	16	34		60%	100%	6:00
Hedwig Village	18	16	34		100%	100%	3:53
Hilshire Village	0	3	3		0%	0%	7:37
Hunters Creek Village	20	14	34		57%	0%	5:45
Piney Point Village	18	13	31		100%	100%	5:25
Spring Valley Village	9	21	30		83%	100%	5:13
Houston	24		24				
Totals	107	83	190				

Apr	Fire	EMS	Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	14	11	25				
Hedwig Village	17	10	27				
Hilshire Village	1	5	6				
Hunters Creek Village	23	11	34				
Piney Point Village	18	13	31				
Spring Valley Village	16	16	32				
Houston	21	0	21				
Totals	110	66	176				

May	Fire	EMS	Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	11	19	30				
Hedwig Village	11	15	26				
Hilshire Village	2	6	8				
Hunters Creek Village	32	12	44				
Piney Point Village	19	9	28				
Spring Valley Village	21	11	32				
Houston	20	0	20				
Totals	116	72	188				

June	Fire	EMS	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	7	6	13				
Hedwig Village	18	5	23				
Hilshire Village	1	3	4				
Hunters Creek Village	7	9	16				
Piney Point Village	11	8	19				
Spring Valley Village	18	8	26				
Houston	26	0	26				
Totals	88	39	127				

July	Fire	EMS	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	10	11					
Hedwig Village	15	22					
Hilshire Village	0	2					
Hunters Creek Village	27	12					

	Life-Threatening (LT) EMS Incidents										The National Standard				
	Total Number of Incidents 2020										% of 2020 Calls met				
	Fire	EMS	Total	# LT EMS	Natl Stand. 6-30	1st Resp. Time	% of 90%	Natl. Issued 30-30	% of 90%	# LT Fire	Natl Stand. 6-50	% of 90%	Fire	EMS	
Bunker Hill Village	139	128	266	85	4:12	100%	6:18	100%	11	5:57	100%	82%	48%	60	26%
Hedwig Village	176	187	363	116	3:28	100%	3:28	100%	21	3:33	100%	48%	82%	64	26%
Hilshire Village	15	33	48	11	3:40	100%	6:16	100%	2	5:37	100%	31%	69%	6	33%
Hunters Creek Village	253	137	390	81	3:57	100%	6:47	100%	22	4:44	100%	68%	36%	88	35%
Piney Point Village	201	119	320	48	3:10	100%	6:39	100%	13	5:18	100%	83%	37%	104	82%
Spring Valley Village	191	169	360	70	2:28	100%	6:02	100%	15	5:00	100%	66%	46%	48	24%
Houston	183	0	183												
Totals	1158	781	1919	350	3:28	100%	6:24	100%	87	5:01	100%	60%	40%	368	36%

- Note: 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, Row B: 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, Row B: 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, Row B: Reflects the year to date, Advanced Life Support equipment and personnel response times 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, Row B: 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 times 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 are "Fire type" calls.
  - Column 14: Reflects the year to date, percentage of call which are "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.

Bunker Hill Village	6:00	#DIV/0!
Hedwig Village	3:53	#DIV/0!
Hilshire Village	7:37	#DIV/0!
Hunters Creek Village	5:45	#DIV/0!
Piney Point Village	5:25	#DIV/0!
Spring Valley Village	5:13	#DIV/0!
Houston	4:40	#DIV/0!

Bunker Hill Village	1	7:03
Hedwig Village	24	7:03
Hilshire Village	24	
Hunters Creek Village	59	
Piney Point Village	45	
Spring Valley Village	134	
Houston	#REF!	
Total	107	

Piney Point Village	30		18						
Spring Valley Village	26		13						
Houston	2		0						
Totals	110		78		0				

Aug	Fire	EMS	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	15	11					
Hedwig Village	15	21					
Hilshire Village	1	3					
Hunters Creek Village	18	18					
Piney Point Village	22	6					
Spring Valley Village	13	10					
Houston	8		8				
Totals	92	69	161				

Sept	Fire	EMS	Sig	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	15	8		23				
Hedwig Village	15	20		35				
Hilshire Village	2	1		3				
Hunters Creek Village	27	9		36				
Piney Point Village	21	11		32				
Spring Valley Village	29	13		42				
Houston	13			13				
Totals	122	62		184				

Oct	Fire	EMS	Sig	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	7	12		19				
Hedwig Village	19	13		32				
Hilshire Village	0	3		3				
Hunters Creek Village	20	11		31				
Piney Point Village	15	10		25				
Spring Valley Village	12	13		25				
Houston	13			13				
Totals	86	62		148				

Nov	Fire	EMS	Sig	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	8	10		18				
Hedwig Village	14	14		28				
Hilshire Village	0	4		4				
Hunters Creek Village	14	13		27				
Piney Point Village	14	15		29				
Spring Valley Village	15	20		35				
Houston	2			2				
Totals	67	76		143				

Dec	Fire	EMS	Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village							
Hedwig Village							
Hilshire Village							
Hunters Creek Village							
Piney Point Village							
Spring Valley Village							
Houston	0	0	0				



# Village Fire Department



901 Corbindale Rd  
Houston, Texas 77024  
(713) 468-7941  
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*Protecting and Serving the Cities of:*

**BUNKER HILL VILLAGE  
HEDWIG VILLAGE  
HILSHIRE VILLAGE  
HUNTERS CREEK VILLAGE  
PINEY POINT VILLAGE  
SPRING VALLEY VILLAGE**

December 4, 2020

Subject: Village Fire Station


If you have driven past the Village Fire Station in the last couple of weeks you may have noticed a large white tent in our parking lot. This Monday, December 7<sup>th</sup>, inside these tents you will see two of our fire trucks. Behind the fire station, in the Spring Branch ISD parking lot, we also have a shelter for our ambulances. Please allow me to explain.

Last year, the Cities we protect and serve, agreed to provide funding to renovate and enlarge the fire station. Our building was constructed 40 years ago. At that time, we staffed each shift with 6 firefighters. Today each shift has a minimum of 10 firefighter/paramedics and up to 13.

Last July, our contractors began work to build a new fire department dispatch office and temporary living quarters for our firefighter/paramedics. Driving past the station, you may notice 2 brown trailers on the east side of the building, these are the sleeping quarters. This week the new 911 office opened, and our firefighters moved to their temporary facilities. On Monday, December 6<sup>th</sup>, our contractors will begin renovation of the main fire station building. The work should take about 9 months.

When complete, we look forward to hosting an open house. In the meantime, there will be no delay or change in our response to your needs.

Respectfully,

  
David Foster  
Fire Chief

**AGENDA  
VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, DECEMBER 16, 2020 6:00 P.M.  
Zoom Meeting**

The Board of Commission is authorized by Attorney General of Texas, Ken Paxton.  
o TEX. GOV'T CODE § 551.043(b)(2)– (3) o TEX. GOV'T CODE §§ 551.049–551.051  
**Governor's Office Clears Path for Governmental Bodies to Meet Telephonically or by  
Videoconference During Coronavirus Disaster**

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **WEDNESDAY, DECEMBER 16, 2020 6:00 P.M.**, Telephone conference information listed below.

*Marlo Longoria is inviting you to a scheduled Zoom meeting.*

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/89955053325?pwd=aEsrZjcwSThISjdZeGRteXp6eUYydz09>**

**Meeting ID: 899 5505 3325**

**Passcode: 826532**

**One tap mobile**

**+13462487799,,89955053325#,,,,,0#,,826532# US (Houston)**

**+16699006833,,89955053325#,,,,,0#,,826532# US (San Jose)**

**Dial by your location**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 301 715 8592 US (Washington D.C)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**Meeting ID: 899 5505 3325**

**Passcode: 826532**

**Find your local number: <https://us02web.zoom.us/j/89955053325>**

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
PAGE 2**

**1. CALL TO ORDER**

**2. COMMENTS FROM THE PUBLIC**

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

**3A.** Approval of Minutes – November 2020

**3B.** Approval of Bills Paid – October 2020 and November 2020 - GF & FF

**4. REPORTS**

**4A.** Steering committee report and possible action

a. Renovation updates- Project manager and Architect

**4B.** Treasurer's Financial Reports – October 2020 and November 2020 /Fund 4 balance update

**4C.** Fire Chief's Report- Events of November 2020; Monthly Performance; Record of Calls, and Response Times.

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

**None**

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

**None**

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

**None**

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
PAGE 3**

8. **CONSIDERATION OF AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
  - 8A. Rewards Study proposed items  
-Retirement contributions
  
9. **CLOSED SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss following matters:
  - 9A. Discussion and possible action regarding AG/CM construction management services
  
10. **ACTION – CLOSED SESSION** – The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session
  
11. **FUTURE TOPICS**
  
12. **NEXT MEETING DATE**  
  
January 27, 2021
  
13. **ADJOURNMENT**

I certify that the agenda for the 16th of December 2020, Regular Telephonic Monthly Meeting was posted at the fire department this the 11th day of December 2020, at 10:00 a.m.

*Emily Morris*

Emily Morris- Office Manager

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

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2020  
MINUTES

**Minutes**  
**VILLAGE FIRE DEPARTMENT**  
**REGULAR BOARD MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 18, 2020 6:00 P.M.**  
**"Zoom Meeting"**

The Board of Commission is authorized by Attorney General of Texas, Ken Paxton.  
o TEX. GOV'T CODE § 551.043(b)(2)– (3) o TEX. GOV'T CODE §§ 551.049–551.051  
**Governor's Office Clears Path for Governmental Bodies to Meet Telephonically or by  
Videoconference During Coronavirus Disaster**

Present and  
Voting Were:

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

Commissioner Jay Carlton, Vice Chair  
Commissioner Robert Byrne, Treasurer  
Commissioner Harry Folloder, Secretary  
Commissioner Zebulun Nash, Member

Others  
Present Were:

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

Alternate Rob Adams  
Alternate Ray Leiker  
Alternate Henry Kollenberg  
David Foster, Fire Chief  
Emily Morris, Office Manager  
Brandon Morris, Attorney

Not present:

City of Spring Valley Village  
City of Spring Valley Village  
City of Hedwig Village

Commissioner Allen Carpenter, Chair  
Alternate Bo Bothe  
Alternate William Johnson

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2020  
MINUTES

**2. COMMENTS FROM THE PUBLIC:**

None

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

**3A. Approval of Minutes**

Approval of Minutes – October 2020

**3B. Approval of Bills Paid**

Approval of Bills Paid – October 2020- GF & FF

Ms. Morris stated that the financials for October have not been finalized by the accountants. The bills paid for October will be presented at the December Commission meeting.

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

Roll Call:

Spring Valley – N/A  
Hunters Creek Village – Yes  
Hilshire Village – Yes  
Hedwig Village – Yes  
Piney Point Village – Yes

**MOTION CARRIED UNANIMOUSLY**

**4. Reports**

**4A. Steering Committee report and possible action**

- a. Renovation updates- Project Manager and Architect

Commissioner Folloder stated that there has been a lot of progress made in recent weeks, and the project is on target for the December 2<sup>nd</sup> Dispatch office move.

Mr. Amos Byington presented the budget summary, three-week look ahead, and project history/schedule.  
*Article 1*

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2020  
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**4B. Treasurer's Financial Reports – October 2020/ Fund 4 balance update**

Ms. Morris explained that, as previously mentioned, the October financials have not been finalized by the accountants at the time of this meeting. Ms. Morris provided some notes on the expenses from October, stating that overall, it was a standard month. There were a few noteworthy expenses, including the annual City of Houston radio contract fee, the payment for the new phone system, maintenance on Engine 1, and miscellaneous maintenance expenses including replacing the Knox boxes on the trucks. Chief Foster explained the function of the Knox boxes and that replacing them is a standard expense. Commissioner Nash inquired if there were any updates on the FEMA reimbursement. Chief Foster reported that FEMA denied the reimbursement request, with the reasoning being Village Fire Department (VFD) does not meet their requirements to receive a reimbursement. Chief Foster explained that an appeal to that decision has been filed, following the state guidelines, and with the support of the state contacts that have helped throughout the filing process. Those contacts are assisting with the process of gathering more specific documentation to accompany the appeal. Chief Foster noted that this seems to be a typical process with FEMA, and it does not mean VFD will not receive a reimbursement from FEMA.

**4C. Fire Chief's Report- Events of October 2020; Monthly Performance; Record of Calls, and Response Times.**

- The final inspection of the new Engine was completed last week, so the truck should be ready in 3-4 weeks
- We submitted a bid to the Oklahoma Fire Department interested in purchasing the reserve engine. We were the only bidders, and their Fire Commission will be approving the purchase next week. We will receive \$60,450 for the sale of the reserve engine. We budgeted \$52,000 for the sale, so we came out ahead
- There are 2 injured firefighters out right now- both on A shift. One is expected to return in early December
- We did hire the extra firefighter so that we can staff 14 on a shift. This has already proved beneficial with covering the current injuries and illnesses
- There are 2 firefighters with confirmed COVID-19 cases. It is unknown where they caught the virus, as they had not run a known COVID call, and they do not know anyone with a positive case. We are having everyone tested at this time.
- Call volume has been down recently
- In the process of moving- the front office has been moved and the desks have been moved to Dispatch

Alternate Kollenberg inquired how COVID-19 is affecting overtime. Chief Foster stated it will likely increase overtime needed, but we are trying to limit this.

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

**None**

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

None

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

None

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

8A. Bids received for Property and Casualty Insurance for the period of February 10, 2021 – February 10, 2022 -VFIS/ Frank Comiskey presentation

The only bid received for Property and Casualty Insurance for the period of February 10, 2021 – February 10, 2022 was submitted by Frank Comiskey, Frank Comiskey Agency Inc. Mr. Comiskey and Barbara Marzean, VFIS, presented the bid proposal summary for this coverage period, *Article 2*. Mr. Comiskey offered two bid options: the first option keeps the aggregate levels the same, and the second option increases the aggregate levels. Mr. Comiskey recommended keeping the aggregate levels the same. The bid option which keeps the aggregate levels the same is for \$49,966, which is an increase of \$2,323 from the 2020 – 2021 coverage. Mr. Comiskey and Ms. Marzean further explained the items covered under the policy. Mr. Comiskey noted that these coverages match what VFD has had in previous years.

Commissioner Carlton discussed how the renovation project would affect coverages. Once the document of substantial completion has been submitted for each phase of the renovation project, VFD will need to account for the increased value of the buildings and work with Mr. Comiskey on making those changes in coverages.

Ms. Marzean inquired if VFD would be open to changing the policy dates in the future. There is increasing difficulty with the current dates due to the possibility of premiums changing at the beginning of each year, which is after VFD has already requested proposals. The consensus was that VFD would be fine with changing the dates and will work with Mr. Comiskey to possibly make this change for next year.

Commissioner Carlton asked for a motion to approve the bid by Frank Comiskey Agency Inc. where the aggregate levels remain the same. Commissioner Nash moved, and Commissioner Folloder seconded.

Roll Call:

Spring Valley Village – N/A  
Hunters Creek Village – Yes  
Hilshire Village – Yes  
Hedwig Village – Yes  
Piney Point Village – Yes

**MOTION CARRIED UNANIMOUSLY**



VILLAGE FIRE DEPARTMENT  
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**8B.** Health insurance selections for Plan Year 2021

Ms. Morris presented the Villages Mutual Insurance Group (VMIG) recommendation for Plan Year 2021 insurance carriers, *Article 3*. Ms. Morris explained that the only insurance that will be changing for Plan Year 2021 is medical insurance. The other insurance carriers, plans, and rates remain the same. The current medical carrier for VMIG, United Health Care (UHC), initially offered a renewal at a 19.5% increase and only decreased their bid to a 16% increase. Blue Cross Blue Shield (BCBS) then offered a bid at a 1.5% increase with a premium cap of a 9.9% increase if VMIG renews with them for Plan Year 2022. VMIG is recommending switching to BCBS for Plan Year 2021. Ms. Morris noted that the BCBS plans are relatively equivalent to the current UHC plans.

Commissioner Folloder asked what VFD incorporated into the budget for the insurance increase. Chief Foster informed the Commission that VFD accounted for a 15% increase.

Commissioner Carlton asked for a motion to accept the recommendations by VMIG for Plan Year 2021. Commissioner Folloder moved, and Commissioner Byrne seconded.

Commissioner Nash and Commissioner Carlton voted "Aye," "Noes" none.

**8C.** Rewards Study proposed items  
-Retirement contributions

Alternate Kollenberg presented the documents providing information on TMRS, *Article 4*. He reminded the Commission that this topic was previously discussed, and the direction was for the Commissioners to discuss this topic at their next City Council meetings. However, due to the timing of the Commission meeting, not all City Councils have had meetings since the last Commission meeting, so some have not had a chance to discuss this topic. The Commission decided to table this item until December.

**8D.** Plan to extend SBISD lease

The Commission decided to table this discussion for a later time.

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

None

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

None

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
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MINUTES

**11. FUTURE TOPICS:**

**12. NEXT MEETING DATE:**

December 16, 2020

**13. ADJOURNMENT**

Commissioner Nash moved to adjourn at 7:15 p.m., seconded by Commissioner Byrne.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted

Commissioner Allen Carpenter, Chair

Attest:

Commissioner Harry Folloder, Secretary

VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
WEDNESDAY, NOVEMBER 18, 2020  
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*Marlo Longoria is inviting you to a scheduled Zoom meeting.*

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84892047510?pwd=TUNib3VTQUM1eG9iSWo3SjJ3V0NFUT09>**

**Meeting ID: 848 9204 7510**

**Passcode: 291514**

**One tap mobile**

**+13462487799,,84892047510#,,,,,0#,,291514# US (Houston)**

**+12532158782,,84892047510#,,,,,0#,,291514# US (Tacoma)**

**Dial by your location**

**+1 346 248 7799 US (Houston)**

**+1 253 215 8782 US (Tacoma)**

**+1 669 900 6833 US (San Jose)**

**+1 301 715 8592 US (Washington D.C)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**Meeting ID: 848 9204 7510**

**Passcode: 291514**

**Find your local number: <https://us02web.zoom.us/j/84892047510?pwd=TUNib3VTQUM1eG9iSWo3SjJ3V0NFUT09>**

**Article 1**



**Village Fire Department  
2020 Addition & Renovation Project  
November 2020 Board Update**

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Wednesday, November 18, 2020  
November 2020 board update.pptx

# Village Fire Dept. Commissioners & Leadership

## Commissioners

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

## Alternates

Mr. William Johnson (Hedwig Village)  
Council Member Henry Kollenberg (Piney Point Village)  
Mr. Bo Bothe (Spring Valley Village)  
Mr. Rob Adams (Hunters Creek Village)  
Mr. Ray Leiker (Hilshire Village)

## Village Fire Department Leadership

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



# High Level Summary

## Budget



Project is progressing well in budget. Some funds have moved around from one bucket to another. Project savings are being placed into an Owner's Contingency as we progress into Phase 2. We are reserving the Construction Contingency for unforeseen construction issues.

## Schedule



Phase 1 (Annex Building) is progressing toward the December 2 dispatch switchover date. Critical path activities are annex temporary CO, GHC 911 equipment installation, and Motorola equipment installation.

# Recent Project History

## October

- October 28, Contractor Progress Meeting #8
- October 28, October Commissioner's Meeting

## November

- November 2, Weekly steering committee coordination meeting #25
- November 4, OAC (owner, architect, contractor) Meeting #10
- November 9, Weekly steering committee coordination meeting #26
- November 9, Tent delivery and installation complete
- November 9, Temporary Office trailer delivered
- November 11, Design Team site review of alerting/automation system
- November 11, Contractor Progress Meeting #9
- November 16, Weekly steering committee coordination meeting #26
- November 16, AGCM punch list inspection
- November 16, Dispatch and Server Room (MDF) completed and ready for vendors.
- November 18, November Commissioner's Meeting

# Project Photos





# Project Photos



CHANGE PROPOSAL REQUEST & ALLOWANCE LOG

VILLAGE FIRE STATION ADDITIONS AND RENOVATIONS

CPR No.	Date Issued	SCOPE OF WORK	AEA No.	INITIATED BY	INITIAL ESTIMATE	CONSTRUCTION CONTINGENCY	DOOR HARDWARE ALLOWANCE	SIGNAGE ALLOWANCE	HAZARDOUS MATERIAL ALLOWANCE	LANDSCAPE ALLOWANCE	TEMPORARY TRAILER MEPT	EXHIBIT A - CAMERAS	CHANGE ORDER No.	CHANGE ORDER AMOUNT	CHANGE ORDER CALENDAR DAYS	
						\$206,000.00	\$80,000.00	\$10,000.00	\$20,000.00	\$40,000.00	\$20,000.00	\$25,000.00				
n/a	6/18/2020	Storage Container Credit	AER-C-01	Owner	(\$7,500.00)	(\$7,500.00)										
n/a	7/8/2020	Tree Removal	AER-L-01	GC	\$0.00					\$7,000.00						
n/a	7/17/2020	Contract Time Extension (Increase 41 Days)		GC	\$0.00								Change Order No. 001	\$0.00	41	
1	7/9/2020	Door Hardware	A/E		\$60,000.00		\$69,984.00									
2	7/13/2020	Backflow Preventer	AER-OC-03	AHJ	\$3,000.00	\$2,870.00										
3	7/13/2020	Revised FDC Location	AER-OC-04	AHJ	\$9,000.00	\$12,482.00										
4	7/20/2020	AS4#1A	AER-OC-02	A/E	\$31,150.00	\$14,108.30										
5	7/31/2020	Flooring Revisions Option 2B (Change Order)		Owner	\$44,893.23								Change Order No. 003	\$42,437.18	21	
7R1	8/16/2020	Access Control Revisions (Division 28) Revised	AER-OC-07R1	A/E	(\$2,000.00)	(\$1,088.19)										
n/a	8/26/2020	Exhibit A - Camera Allowance Removal		Owner	(\$25,000.00)							\$25,000.00	Change Order No. 002	(\$25,000.00)	0	
n/a	10/14/2020	Temporary Trailer HVAC(M) Build-Out	AER-MEPT-02R1	A/E	\$0.00					\$5,750.00						
n/a	10/14/2020	Temporary Trailer Fire Alarm(T) Build-Out	AER-MEPT-08R1		\$9,650.00					\$9,650.00						
n/a	10/14/2020	Temporary Trailer Plumbing(P) Build-Out			\$7,800.00											
n/a	10/20/2020	Temporary Trailer Electrical/Tech(E/T) Build-Out	AER-MEPT-03		\$28,707.00					\$30,128.63						
n/a	9/16/2020	Temporary Trailer - Wood Landings	AER-OC-13	Owner	\$1,100.00	\$1,808.00										
n/a	10/20/2020	Temporary Trailer Arch/Site Revisions	AER-OC-18	Owner	\$4,500.00	\$4,549.76										
B	8/26/2020	Temporary Trailer FFE Scope Reduction	AER-OC-08	Owner	(\$5,100.00)	(\$4,355.00)										
9	9/16/2020	Showers Revisions	AER-OC-09	Owner	\$4,500.00	\$3,349.00										
10	9/25/2020	Additional Data / Power for Motorola Installation	AER-OC-16	Owner/Vendor	\$1,800.00	\$3,631.00										
11	9/25/2020	Full Height Ceramic Tile at Phase 1 Restrooms	AER-OC-11	GC/Owner	\$1,500.00	\$3,850.38										
12	8/25/2020	Air Compressor Wall Mounted Disconnect Credit		Owner	(\$300.00)											
13	10/27/2020	Time Extension (Increase 39 Days)			\$11,870.50											
14	10/21/2020	Reduced Truck Turn Rantal			(\$1,500.00)											
15		Lightning Protection Revisions														
16	10/21/2020	Flooring In Data Room D101	AER-OC-12	Owner	(\$500.00)	\$0.00										
17	10/21/2020	Clear Storage Door 146	AER-OC-14	Owner	\$2,500.00	\$3,604.97										
n/a	9/3/20	Revised Plumbing Fixtures	AER-OC-10	Owner/A/E	\$8,000.00	\$5,995.91										
n/a		Contract Time Extension (Increase 7 Days per Tree Removal)		GC	\$0.00								Change Order No. 004	\$0.00	7	
18	10/26/2020	Revised Location for Ambulance Power		Owner	\$1,200.00											
19		Annex Bay Plumb/Mech Revisions		Owner												
20	11/13/2020	Server Rack Relocation Credit		Owner												
21	11/13/2020	Monument Sign / Flagpole Demo Credit		Owner												
22	11/13/2020	Revised Phase 1 Masonry Scope (RFI 14)		Owner												
23		Ornamental Iron Fencing		Owner												
24		Access Panels														
Used Allowances:						48,183.13	69,884.80	0.00	0.00	7,000.00	48,838.63	25,000.00	Original Contract Sum	4,707,608.00	Original Contract Date	6/26/2021
Remainder of Allowances:						151,814.87	(8,984.00)	10,000.00	20,000.00	33,000.00	40,481.37	0.00	CD Total	17,437.18	Days Total	89
													New Contract Sum	\$4,725,037.18	New Contract Date	9/3/2021

Legend	
	CPR Issued, GC Proposal Approved, Contractual Documentation Fully Executed
	CPR Issued, GC Proposal Approved, Contractual Documentation Not Yet Fully Executed
	CPR Issued, GC Proposal Under Review
	CPR Issued, Awaiting GC Proposal
	CPR Voted

**OWNER'S CONTINGENCY LOG**

**VILLAGE FIRE STATION ADDITIONS AND RENOVATIONS**

SCOPE OF WORK	OWNER'S CONTINGENCY	NOTES
	<b>\$0.00</b>	
Balance of ASI#1 Security Camera Allowance	\$15,000.00	Funds reallocated, Ref. to CO 002; \$25,000 total funds returned, \$10,000 new Security Camera System cost = Balance \$15,000
Dispatch Office Desks Savings	\$15,000.00	Funds reallocated, unused budget soft costs for new furniture. Existing furniture relocated to new Dispatch Office.
Phone System Savings	\$30,000.00	Funds reallocated, unused budget soft costs for new phone system.
Flooring Revisions Option 2B (Change Order)	(\$42,437.18)	Refer to Change Order 003
Windstorm Overage & Mech TAB Budget Adjustment for Actual Costs	(\$104.00)	Overage of \$2000 for Windstorm Certification and savings of \$1,896 for Mech. System TAB.
<b>Used Allowance</b>	<b>(\$42,541.18)</b>	
<b>Remainder of Allowance</b>	<b>\$17,458.82</b>	

## SUMMARY SHEET

I. Scope of Work - Phase I, II & III	Quantity	Unit	Cost per Unit	Revision 8/21	Revision 9/18	Revision 10/20	Revision 11/13	Latest Revision Notes
<b>A. Construction Masters</b>								
Base Proposal (Less Alternates)	1	LS		\$ 4,727,000.00	\$ 4,727,000.00	\$ 4,727,000.00	\$ 4,727,000.00	
Owner's Unforeseen Contingency Allowance	1	LS	\$ 200,000.00	included	included	included	included	
Signage Allowance	1	LS	\$ 10,000.00	included	included	included	included	
Door Hardware Allowance	1	LS	\$ 60,000.00	included	included	included	included	
Hazardous Materials Removal Allowance	1	LS	\$ 20,000.00	included	included	included	included	
Landscape Allowance	1	LS	\$ 40,000.00	included	included	included	included	
Temporary Trailers for Firefighters Allowance	1	LS	\$ 86,000.00	included	included	included	included	
Alternate #1 - Monument Sign	1	LS		\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Alternate #2 - Paving Deduct	1	LS		\$ (51,000.00)	\$ (51,000.00)	\$ (51,000.00)	\$ (51,000.00)	
<b>B. ASI #01</b>								
ASI #01 - Radio Tower Footings	1	LS		\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	
ASI #01 - Surface Mounted Dispensers	1	LS		\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	
ASI #01 - Missing Lights in Annex	1	LS		\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	
ASI #01 - Missing HM Door & Frame	1	LS		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
ASI #01 - Pre-Engineered Canopy Columns	1	LS		\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
ASI #01 - Civil Storm Utilities on Plumbing Drawings	1	LS		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
ASI #01 - Section Detail at Paving	1	LS		\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	
ASI #01 - Fuel Monitoring on IT Network	1	LS		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
ASI #01 - Existing Monument Sign	1	LS		\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	
ASI #01 - Removal of BIM requirements	1	LS		\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)	
Allowance - ASI #01 - Security Cameras	1	LS		\$ -	\$ -	\$ -	\$ -	
<b>Sub Total</b>				\$ 4,682,600.00	\$ 4,682,600.00	\$ 4,682,600.00	\$ 4,682,600.00	difference - \$0
Design Contingency	0%			\$0.00	\$0.00	\$0.00	\$0.00	
Total Change Orders to Date (Ref: CPR/Allowances Log)				\$44,893.00	\$42,437.18	\$42,437.18	\$42,437.18	
<b>Total Construction Cost - Phase I, II &amp; III</b>				\$ 4,727,493.00	\$ 4,725,037.18	\$ 4,725,037.18	\$ 4,725,037.18	difference - \$0

committed allotments
changes from previous month
special indicator

## SOFT COSTS BREAKDOWN

II. Soft Costs:	Quantity	Unit	Cost per Unit	Revision 8/21	Revision 9/18	Revision 10/20	Revision 11/13	Latest Revision Notes
<b>Professional Services</b>								
Project and Construction Manager Services (AGCM)	1	LS		\$123,975.00	\$123,975.00	\$123,975.00	\$123,975.00	
Change Order #01 (Change of Scope)	1	LS		\$24,500.00	\$24,500.00	\$24,500.00	\$24,500.00	
Change Order #02 (See Geotec, Asbestos, Survey Below)	1	LS		\$828.50	\$828.50	\$828.50	\$828.50	
Change Order #03 (Waterproofing Consultant)	1	LS		\$8,415.00	\$8,415.00	\$8,415.00	\$8,415.00	
MEP Commissioning	1	LS		\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00	
Geotech (AGCM Change Order #2)	1	LS		\$1,950.00	\$1,950.00	\$1,950.00	\$1,950.00	
Asbestos Testing (AGCM Change Order #2)	1	LS		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
Site Utility and Topographic Survey (AGCM Change Order #2)	1	LS		\$3,826.00	\$3,826.00	\$3,826.00	\$3,826.00	
Architectural and Engineering Fees	1	LS		\$262,500.00	\$262,500.00	\$262,500.00	\$262,500.00	
Architectural ASP (December 15, 2019)	1	LS		\$96,000.00	\$96,000.00	\$96,000.00	\$96,000.00	
Proposed Civil Change Order	1	LS		\$4,401.00	\$4,401.00	\$4,401.00	\$4,401.00	
Windstorm Certification	1	LS		\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Accessibility Review & Inspections	1	LS		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
Construction Material Testing	1	LS		\$17,284.00	\$17,284.00	\$17,284.00	\$17,284.00	
Mech. System Test & Balancing	1	LS		\$10,104.00	\$10,104.00	\$10,104.00	\$10,104.00	
<b>Contingency and Allowance Amounts</b>								
Owner's Contingency	1	LS		\$15,000.00	\$60,000.00	\$17,458.82	\$2,490.82	deducted ambulance shelter costs
Permitting Allowance	1	LS		\$22,740.00	\$22,740.00	\$22,740.00	\$22,740.00	
Permitting Plan Review	1	LS		\$14,782.00	\$14,782.00	\$14,782.00	\$14,782.00	
Moving Allowance	1	LS		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
FFE Allowance	1	LS		\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	
Proposed Ambulance Shelter	1	LS					\$14,968.00	Approved by Commission last month.
Phone System Hardware	1	LS		\$75,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
Security Camera Purchase	1	LS		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
<b>Other Costs</b>								
Reimbursable/Printing/Couriering	1	LS		\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
Electrical, Gas and Data Service Connections	1	LS		\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
<b>Total Soft Costs</b>				<b>\$ 835,305.50</b>	<b>\$ 850,305.50</b>	<b>\$ 807,764.32</b>	<b>\$ 807,764.32</b>	<b>difference of \$0.00</b>

## DISPATCH EQUIPMENT

II. Soft Costs:	Quantity	Unit	Cost per Unit					Notes
Communications Equipment (Dispatch Relocation)	1	LS		\$0.00	\$0.00	\$0.00	\$0.00	
Dispatch Desks	1	LS		\$15,000.00	\$0.00	\$0.00	\$0.00	
Fire Station Alert System and Installation	1	LS		\$167,510.00	\$167,510.00	\$167,510.00	\$167,510.00	
<b>Total Dispatch Equipment Cost:</b>				<b>\$ 182,510.00</b>	<b>\$ 167,510.00</b>	<b>\$ 167,510.00</b>	<b>\$ 167,510.00</b>	<b>difference - (\$0)</b>

# Schedule Projections





**AG|CM**  
INC.

**JOINER**  
ARCHITECTS

**Village Fire Department  
2020 Addition & Renovation Project  
November 2020 Board Update**

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Wednesday, November 18, 2020  
November 2020 board update.pptx

PROPERTY/CASUALTY INSURANCE BID PROPOSAL SUMMARY

Proposed Effective Date: 02/10/2021

Anniversary Date: 02/10/2022

FRANK COMISKEY AGENCY, INC. 2020  
Prior Year 2020

FRANK COMISKEY AGENCY, INC. 2021  
Bid Option 1


FRANK COMISKEY AGENCY, INC. 2021  
Bid Option 2

General Liability/ Professional Health Care Liability Limits	\$1,000,000 Each Occurrence \$3,000,000 General Aggregate	\$1,000,000 Each Occurrence \$3,000,000 General Aggregate	\$1,000,000 Each Occurrence \$10,000,000 General Aggregate
Deductible	-0-	-0-	-0-
Law Enforcement Liability (included)	Included	Included	Included
Premium	\$2,676.00	\$2,467.00	\$2,504.00
Automobile Liability (Includes Hired & Non-Owned) Limits	\$1,000,000 Per occurrence see schedule of vehicles	\$1,000,000 Per occurrence see schedule of vehicles	
Deductible	-0-	-0-	
Premium	\$16,111.00	\$19,354.00	
Auto Medical Payments Limits	\$25,000 Per Person	\$25,000 Per Person	
Deductible	-0-	-0-	
Premium	Included in Auto Liability	Included in Auto Liability	
Uninsured/Underinsured Motorists Limits	\$1,000,000 Per accident	\$1,000,000 Per accident	
Deductible	\$250 Property Damage	\$250 Property Damage	
Premium	Included in Auto Liability	Included in Auto Liability	
Automobile Physical Damage (Comprehensive/Collision) Limits	Agreed Value/Actual Cash Value	Agreed Value/Actual Cash Value	
Deductible	\$1,000/\$1,000 max per claim	\$1,000/\$1,000 max per claim	
Premium	Included in Auto Liability	Included in Auto Liability	
Management Liability Coverage Form	Claims Made	Claims Made	Claims Made
Limits	\$1,000,000 Each wrongful act \$3,000,000 Aggregate	\$1,000,000 Each wrongful act \$3,000,000 Aggregate	\$1,000,000 Each wrongful act \$10,000,000 Aggregate
Deductible	-0-	-0-	-0-
Cyber Liability	\$1,000,000 Each event limit	\$1,000,000 Each event limit	\$1,000,000 Each event limit
Privacy Crisis Management Expense	\$50,000 Each event limit	\$50,000 Each event limit	\$50,000 Each event limit
Premium	\$4,738.00	\$4,467.00	\$4,549.00
Underground Storage Tank Liability/ Pollution Liability Limits	\$2,000,000 Each claim	\$2,000,000 Each claim	
Deductible	\$2,000,000 Aggregate	\$2,000,000 Aggregate	
Premium	\$5,000 Each claim \$1,571.00	\$5,000 Each claim \$1,677.00	
Real & Personal Property Limits	Buildings-\$3,514,453 Guaranteed Repl. Cost Contents-\$897,507 Guaranteed Repl. Cost	Buildings-\$3,542,385 Guaranteed Repl. Cost Contents-\$897,508 Guaranteed Repl. Cost	
Deductible	\$2,500	\$2,500	
Premium	\$11,324.00	\$10,556.00	
Flood & Earthquake Limits	Buildings- \$3,514,453 Guaranteed Repl. Cost Contents-\$897,507 Guaranteed Repl. Cost	Buildings- \$3,542,385 Guaranteed Repl. Cost Contents-\$897,508 Guaranteed Repl. Cost	
Deductible	\$1,000 flood/5% earthquake	\$1,000 flood/5% earthquake	
Premium	Included in Property	Included in Property	
Portable Equipment (includes Flood & Earthquake) Limits	Blanket Guaranteed Replacement Cost	Blanket Guaranteed Replacement Cost	
Deductible	\$250	\$250	
Premium	\$2,691.00	\$2,691.00	
Equipment Breakdown Limits	Buildings-\$3,514,453 Guaranteed Repl. Cost Contents-\$697,507 Guaranteed Repl. Cost	Buildings-\$3,542,385 Guaranteed Repl. Cost Contents-\$697,508 Guaranteed Repl. Cost	
Deductible	\$2,500	\$2,500	
Premium	Included in Property	Included in Property	
Public Employee Dishonest (Faithful Performance Included) Limits	\$250,000 Public Employee Blanket Bond \$250,000 Position Schedule Bond(Treasurer)	\$250,000 Public Employee Blanket Bond \$250,000 Position Schedule Bond(Treasurer)	
Deductible	-0-	-0-	
Computer & Funds Transfer Fraud	\$10,000 Limit	\$10,000 Limit	
Identity Fraud Expense	\$10,000 Limit	\$10,000 Limit	
Premium	\$372.00	\$372.00	
Money & Securities (Theft, Disappearance & Destruction) Limits	\$30,000 Per occurrence	\$30,000 Per occurrence	
Premium	Included in Property	Included in Property	
Excess Liability Limits	\$10,000,000 Each Occurrence \$20,000,000 Annual Aggregate	\$10,000,000 Each Occurrence \$20,000,000 Annual Aggregate	\$10,000,000 Each Occurrence \$20,000,000 Annual Aggregate
Deductible	-0-	-0-	-0-
Cyber Liability- Under Mgmt Liability	Coverage under Mgmt Liability	Coverage under Mgmt Liability	Coverage under Mgmt Liability
Premium	\$8,160.00	\$8,382.00	\$8,435.00
<b>TOTAL ANNUAL FOR PROP. &amp; CASUALTY</b>	<b>\$47,643.00</b>	<b>\$49,966.00</b>	<b>\$50,138.00</b>



**MEMORANDUM**

**TO:** Honorable Brian Muecke, Mayor, City of Hedwig Village  
Honorable Jimmy Pappas, Mayor, City of Hunters Creek Village  
Honorable Marcus Vajdos, Mayor, City of Spring Valley Village  
Honorable Russell Herron, Mayor, City of Hilshire Village  
Mr. Allen Carpenter, Chair, Village Fire Department  
Mr. Grover S. Grimes, President, Memorial Villages Water Authority

**FROM:** Julie M. Robinson, Chair, Villages Mutual Insurance Group 

**CC:** Villages Mutual Insurance Group Board  
Members' City/Board Secretaries

**DATE:** October 27, 2020

**SUBJECT:** Board Recommendation for Plan Year 2021 Insurance Carriers

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The Board Members of the Villages Mutual Insurance Group (“VMIG”) met on Monday, October 19, 2020, to review and discuss the renewal proposal submitted by United Health Care (“UHC”) and a proposal submitted by Blue Cross/Blue Shield (“BCBS”), as well as renewal proposals from Guardian Dental, Superior Vision, and Lincoln National Life.

The renewal proposals from Guardian Dental (dental coverage), Superior Vision (vision coverage), and Lincoln National Life (Life/AD&D and LTD) included no rate increases for Plan Year 2021. Therefore, the Board voted unanimously to accept the renewal proposals from these three providers.

With regard to medical coverage for Plan Year 2021, UHC's original renewal proposal came in at a 19.50% increase for the same plans that are currently available to our Members. Subsequent discussions with UHC resulted in a revised renewal proposal that was approximately a 16% increase. However, the Board's decision with regard to medical coverage for Plan Year 2021 was clear when we received the proposal from BCBS.

The proposal from BCBS included an increase of only 1.50% over Plan Year 2020 and a Plan Year 2022 Premium Cap of 9.9%. The BCBS proposal offers three different plans that are similar to the current plans offered to our Members with the same or better network of providers – and a premium increase of only 1.50% and stability in terms of the maximum premium increase to budget for Plan Year 2022. Additionally, VMIG utilized BCBS for Plan Year 2019, so we know BCBS.

Therefore, the Board's recommendation for Plan Year 2021 is as follows:

<b>Type of Insurance</b>	<b>Carrier</b>
Medical	Blue Cross/Blue Shield
Dental	Guardian Dental
Vision	Superior Vision
Life/AD&D	Lincoln National Life
Long-Term Disability	Lincoln National Life
Supplemental Life	Lincoln National Life

**Please place the above-recommended types of insurance and carriers on your Council or Board Agendas as soon as possible in November for consideration and advise us in writing of your Council's or Board's action.**

If you have any questions, please feel free to contact me at City of Spring Valley Village at (713) 465-8308 or Emily Morris with Village Fire Department at (713) 468-7941.

# Village Fire Department



901 Corbindale Rd  
Houston, Texas 77024  
(713) 468-7941  
(713) 468-5039 FAX

*Protecting and Serving the Cities of:*  
**BUNKER HILL VILLAGE**  
**HEDWIG VILLAGE**  
**HILSHIRE VILLAGE**  
**HUNTERS CREEK VILLAGE**  
**PINEY POINT VILLAGE**  
**SPRING VALLEY VILLAGE**

To the Fire Commission:

Our TMRS representative, Colin Davidson, provided the following information regarding increasing the Department's contribution from 1.5:1 to 2:1:

"As we discussed, the increase in the Village Fire Department's matching ratio from 1.5:1 to 2:1 would take effect in 2021. Starting in January, the contribution rate would increase from 4.99% to 7.21%. I have included a "plan change study" to this email that includes other important information, including the change in unfunded actuarial liability and the funding ratio.

Also, I included a "projection report" that can give you an idea of the city's contribution rate in future years if this change is made. To be clear, this projection report shows the projected cost of making this change, but does not factor in the changes that happen each year based on the city's actuarial experience. I wanted to mention this so that you didn't think that the rates listed in that report would be accurate in future years. They will give you an idea of the potential impact of making this change on future rates, but should not be used as an exact tool for the future cost of the plan. One thing to note in the report is the decrease in contribution rate that is expected in 2028. This is caused by the expectation that the city will pay off the largest remaining base of liability by that time. Each year the city is funding the "normal cost" of the plan and paying off any liability that has accumulated. Liability is a normal part of a pension plan, and it is amortized over a set number of years to insure that it is paid off in an appropriate time frame. I have included the schedule of amortization for these unfunded liabilities to this email, but it was also included in the 2021 rate letter. The Village Fire Department is expected to pay off this particular base of liability with or without the plan change, but I wanted to point it out since it causes a pretty significant decrease in the contribution rate. That may be something to consider when looking at the long term cost and viability of making this or other plan changes."

Please see the attached TMRS reports.

Thank you,



Emily Morris  
Village Fire Department  
Office Manager



## Plan Change Study

**GRID 2021**

*For Informational Purposes Only*  
 Effective Date - January 1, 2021  
 Report Date - November 9, 2020

**01500 Village Fire Department**

**Proposed Plans**

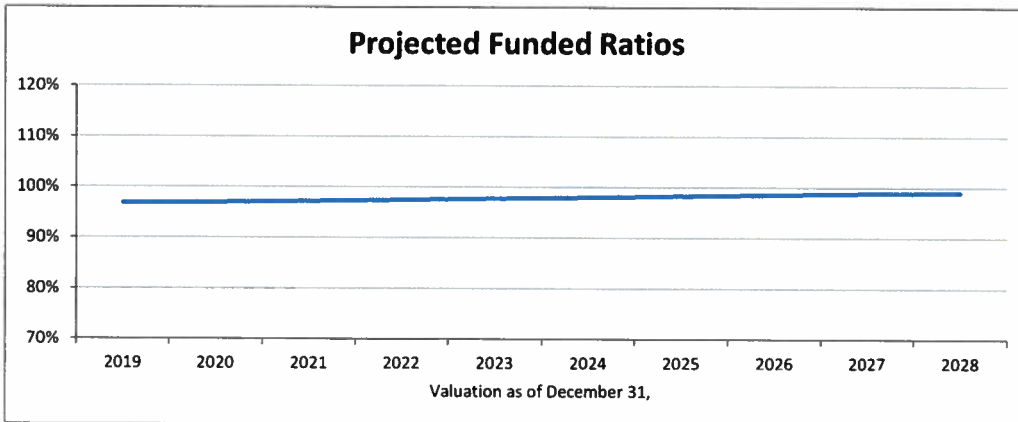
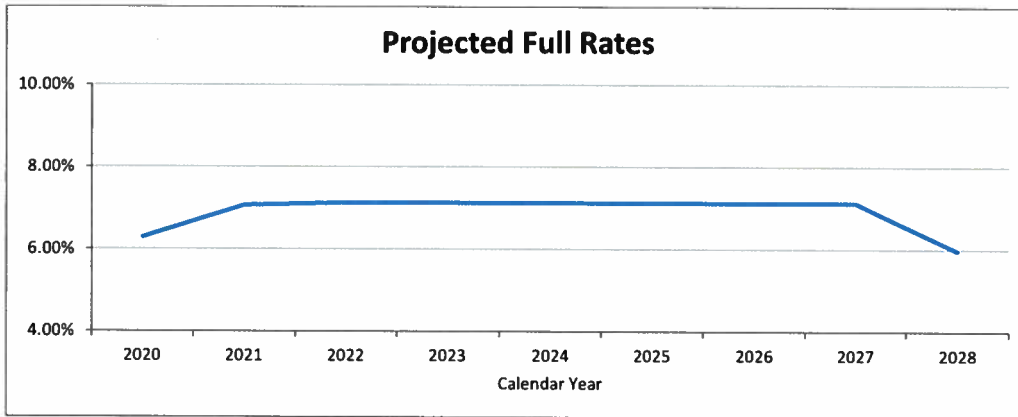
<b>Plan Provisions</b>	<b><u>Current</u></b>	<b><u>1</u></b>
Deposit Rate	7.00%	7.00%
Matching Ratio	1.5 to 1	2 to 1
Updated Service Credit	0%	0%
Transfer USC **	No	No
Annuity Increase	0%	0%
20 Year/Any Age Ret.	Yes	Yes
Vesting	5 years	5 years
<b><u>Contribution Rates</u></b>	<b><u>2021</u></b>	<b><u>2021</u></b>
Normal Cost Rate	3.42%	5.30%
Prior Service Rate	<u>1.43%</u>	<u>1.77%</u>
Retirement Rate	<b>4.85%</b>	<b>7.07%</b>
Supplemental Death Rate	<u>0.14%</u> (A & R)	<u>0.14%</u> (A & R)
Total Rate	<b>4.99%</b>	<b>7.21%</b>
Unfunded Actuarial Liability	\$449,543	\$634,781
Amortization Period	20 years	20 years
Funded Ratio	97.7%	96.8%
Phase-In Total Rate	N/A	N/A

\*\*This is the addition to the Initial Prior Service Rate for USC for transfers. There were 7 eligible transfer employees on the valuation date.

**Projection of Valuation Results - Pension Only**  
*1500, Village Fire Department*

Summary of Proposed Benefit Provisions			
Employee Contribution Rate	7.00%	USC	No USC
Employer Match Rate	2 - 1	COLA	No COLA
Vesting	5 years	Retirement Eligibility	Age 60 with 5 years of service or 20 years of service

Calendar Year	Projection Results								
	2020	2021	2022	2023	2024	2025	2026	2027	2028
Full Rate	6.29%	7.07%	7.13%	7.13%	7.13%	7.13%	7.13%	7.13%	5.97%
Est. Contribution	252,686	291,263	301,225	308,906	316,783	324,861	333,145	341,640	293,352
Funded Ratio	96.8%	96.9%	97.2%	97.5%	97.7%	98.0%	98.3%	98.6%	98.9%



## Amortization Bases and Payments

Year Established	Description	Years Remaining	Base	Payment
2013	2013 Valuation (Fresh Start)	7	\$ 964,680	\$ 160,063
2014	2014 Experience	7	(110,009)	(18,253)
2015	2015 Experience	26	68,980	4,328
2015	2015 Actuarial Changes	26	539,840	33,869
2016	2016 Experience	7	(481,618)	(79,912)
2017	2017 Experience	26	(100,348)	(6,296)
2018	2018 Experience	24	121,704	7,999
2019	2019 Experience	26	(461,069)	(28,927)
2019	2019 Actuarial Changes	7	<u>(92,617)</u>	<u>(15,367)</u>
	<b>Total</b>		449,543	57,504

<b>VILLAGE FIRE DEPT. OCTOBER BUDGETARY SUMMARY</b>	<b>BUDGET YEAR 20</b>	<b>YEAR TO DATE</b>	<b>% USED</b>	<b>% BUDGET</b>	<b>MONTHLY EXPENSES OCTOBER</b>
<b>CAPITAL:</b>					
CONTINGENCY-PHYSICAL PLANT	35,000.00	2,726.84	7.79%	84.00%	0.00
MISC. TOOLS, EQUIP., & HOSE	24,000.00	16,200.11	67.50%	84.00%	0.00
PROTECTIVE GEAR	20,000.00	11,189.10	55.95%	84.00%	0.00
RADIO PURCHASE	0			84.00%	0.00
TOTAL CAPITAL EXPENDITURES	79,000.00	30,116.05	38.12%	84.00%	0.00
<b>PERSONNEL EXPENDITURES:</b>					
SALARIES	3,992,496.00	3,284,091.14	82.26%	84.00%	331,744.99
457 PLAN CONTRIBUTION	78,730.00	0.00	0.00%	84.00%	0.00
SALARIES - OVERTIME	105,000.00	140,171.34	133.50%	84.00%	18,036.90
BONUS	0.00	0.00	0.00%	84.00%	0.00
PROF. CERTIFICATION PAY	44,400.00	43,483.13	97.93%	84.00%	4,362.36
COMPENSATED ABSENCE PAY	0.00	0.00	0.00%	84.00%	0.00
FICA TAX	322,419.00	260,257.23	80.72%	84.00%	25,803.67
DISABILITY INSURANCE	23,000.00	20,392.09	88.66%	84.00%	2,068.34
EMPLOYEE RETIREMENT	271,000.00	228,917.66	84.47%	84.00%	22,789.48
HOSPITALIZATION INSURANCE	701,235.00	519,449.35	74.08%	84.00%	50,952.03
MEAL ALLOWANCES	35,000.00	27,661.00	79.03%	84.00%	2,916.00
WORKMENS' COMP. INSURANCE	35,000.00	29,165.80	83.33%	84.00%	2,916.58
TOTAL PERSONNEL EXPENDITURES	5,608,280.00	4,553,588.74	81.19%	84.00%	461,590.35
<b>OPERATIONAL EXPENDITURES:</b>					
AMBULANCE MEDICAL SUPPLIES	55,000.00	52,546.01	95.54%	84.00%	11,649.56
BLDG. SUPPLIES & MAINTENANCE	47,000.00	41,818.25	88.98%	84.00%	3,093.62
CHEMICALS	2,000.00	0.00	0.00%	84.00%	0.00
CONTINGENCY	20,000.00	5,374.52	26.87%	84.00%	0.00
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	3,378.27	51.97%	84.00%	2,095.21
FIRE PREVENTION/PUBLIC RELATIONS	15,000.00	8,008.40	53.39%	84.00%	3,285.00
GAS & OIL	45,000.00	7,898.97	17.55%	84.00%	1,586.39
INSURANCE - CASUALTY	42,000.00	39,818.62	94.81%	84.00%	3,790.33
MAINTENANCE OF EQUIPMENT:	135,000.00	182,909.63	135.49%	84.00%	30,672.14
CHIEF'S VEHICLE		3,608.62			29.90
FIRE MARSHAL'S VEHICLE		1,807.80			1,338.89
BATTALION 1		243.17			0.00

turn out gear for employees

nationwide 2% difference 61K Ren

( TB 6k combined with salaries)

PUMPER (ENGINE 1)		31,909.23			7,338.25
UTILITY VEHICLE		4,328.39			0.00
LADDER (LADDER 1)		32,147.07			0.00
AMBULANCE (MEDIC 1)		39,023.01			0.00
AMBULANCE (MEDIC 2)		9.50			0.00
AMBULANCE (MEDIC 3)		0.00			0.00
MAINTENANCE - OTHER		32,654.07			5,632.44
MAINTENANCE - CONTRACTS		24,535.65			15,744.00
PUMPER (ENGINE 2)		12,643.12			588.66
MISCELLANEOUS EXPENDITURES:	7,200.00	2,943.59	40.88%	84.00%	254.11
SAFETY DEPOSIT BOX RENT		0.00			0.00
LICENSE/PERMITS		1,320.00			0.00
OTHER MISC. EXPENSES		254.11			254.11
LEGAL NOTICES/ADVERT.		1,369.48			0.00
<b>VILLAGE FIRE DEPT. OCTOBER BUDGETARY SUMMARY</b>	<b>BUDGET YEAR 20</b>	<b>YEAR TO DATE</b>	<b>% USED</b>	<b>% BUDGET</b>	<b>MONTHLY EXPENSES OCTOBER</b>
POSTAGE/PRINTING/STATIONERY:	37,000.00	54,684.86	147.80%	84.00%	21,579.69
BANK ANALYSIS CHARGES/SUPPLIES		0.00			0.00
OFFICE SUPPLIES		10,333.41			1,033.63
POSTAGE		203.61			0.00
PENALTIES		0.00			0.00
PRINTING		564.87			0.00
MAINT. CONTRACTS/EQUIP.		28,680.59			19,859.70
COFFEE BAR/REFRESHMENTS		2,258.90			10.52
POSTAGE METER RENTAL		-1,267.93			0.00
OFFICE EQUIPMENT/COMPUTERS		2,303.36			0.00
OTHER		3,761.96			0.00
BANK SERVICES CHARGES		7,848.09			675.84
PROFESSIONAL SERVICES:	145,480.00	89,331.96	61.40%	84.00%	4,713.91
REVERSE ENTRIES FOR A.P.		(2,280.95)			
ADJUSTMENT-DUPLICATE CHECKS		(3,518.87)			(1,588.37)
PROFESSIONAL SERVICES - OTHER		35,829.52			902.90
CPA		10,108.00			0.00
LEGAL		17,942.44			1,831.44
IT SERVICES		19,931.82			2,247.94
MEDICAL		11,320.00			1,320.00

City of Houston radio contract

Propoehenix annual payment

reclass to FF, reclass to AF



PUBLIC UTILITIES	60,000.00	60,141.85	100.24%	84.00%	6,356.91
RENT	10.00	10.00	100.00%	84.00%	0.00
STATE CERTIFICATION FEES	6,000.00	3,466.94	57.78%	84.00%	96.00
TRAINING PROGRAMS	30,000.00	16,900.24	56.33%	84.00%	556.49
CPR		220.81			0.00
CONVENTIONS		619.05			0.00
OTHER TRAINING EXP.		2,188.28			500.00
SEMINARS-OFF PREMISES		4,998.40			0.00
TRAINING EXAMS		2,854.61			56.49
TRAINING-ON PREMISES		4,803.70			0.00
OUT OF TOWN EXPENSES		1,215.39			0.00
UNIFORMS	25,000.00	5,055.61	20.22%	84.00%	1,568.12
TOTAL OPERATIONAL EXPENDITURES	678,190.00	574,287.72	84.68%	84.00%	91,297.48
<b>GRAND TOTAL</b>	<b>\$6,365,470.00</b>	<b>\$5,157,992.51</b>	<b>81.03%</b>	<b>84.00%</b>	<b>\$552,887.83</b>
2.97% under budget					
CAPITAL REPLACEMENT FUND	160,000.00				
COMPENSATION ABSENCE RESERVE FUND	0.00				
FACILITY FUND	1,500,000.00				
<b>TOTAL BUDGET FOR 2020</b>	<b>\$8,025,470.00</b>	<b>\$0.00</b>			

## Village Fire Department

### Bank Account Register

WFB - VFD General Fund

October 1, 2020 - October 31, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			133,747.68
10/01/20		PPLS	Pre-Paid Legal Services, Inc.	191.35		133,556.33
10/01/20			FLEET CORFUNDING	536.92		133,019.41
10/02/20		NRS	Nationwide Retirement Solutions	5,540.00		127,479.41
10/02/20		AF	AFLAC	1,107.95		126,371.46
10/05/20			ONLINE TANSFER - CISCO PHONE CDW GOVT.		34,419.33	160,790.79
10/06/20			PROPHEONIX - PAYMENT CHENOSA SYSTEM	19,859.70		140,931.09
10/06/20			ACH PAYMENT 10/06/2020 EMPLOYEE REIMBURSEMENT	341.40		140,589.69
10/06/20			ACH PAYMENT 10/06/2020 CISCO PHONES CDW	34,419.33		106,170.36
10/07/20			FLEET COR - FUEL	279.95		105,890.41
10/08/20		WELLSFARGO	Wells Fargo	111.15		105,779.26
10/08/20		WELLSFARGO	Wells Fargo	1,244.40		104,534.86
10/08/20	11404	HOUSTON	Houston Chronicle	2,095.21		102,439.65
10/08/20	11405	CSP	Cummins Southern Plains, Ltd.	3,207.25		99,232.40
10/08/20	11406		VILLAGEMD OF SOUTHWESR TEXAS, PA	700.00		98,532.40
10/08/20	11407	RANDLE	Randle Law Office, LTD, L.L.P.	819.00		97,713.40
10/08/20	11408	KNOX	The Knox Company	5,034.00		92,679.40
10/08/20	11409	HDEP	Home Depot	43.57		92,635.83
10/08/20	11410	PROWELD	Professional Welding Supply	39.40		92,596.43
10/08/20	11411	O'REILLY	O'Reilly Automotive, Inc.	26.97		92,569.46
10/08/20	11412	BOUND	Bound Tree Medical, LLC	99.13		92,470.33
10/08/20	11413	CITYOFHOUST	City of Houston - Accts. Rec.	15,744.00		76,726.33
10/08/20	11414	BOUND	Bound Tree Medical, LLC	1,894.85		74,831.48
10/09/20			ELECTRONIC CASH TRANSFER		68,908.83	143,740.31
10/09/20		VMIG	Villages Mutual Insurance OCTOBER 2020 INSURANCE PAYMENT	68,908.83		74,831.48
10/13/20			ELECTRONIC DEPOSIT PPE 10/15/2020		200,000.00	274,831.48
10/13/20			SERVICE CHARGE - BANK	636.84		274,194.64
10/13/20			TEXAS PRIDE DISPOSAL -	161.29		274,033.35
10/14/20			CASH TRANSFER AGCM INV 7963- VFD RENO		13,356.54	287,389.89
10/14/20		HOWARDM	Howard Miller	57.00		287,332.89
10/14/20	11415	BOUND	Bound Tree Medical, LLC	354.97		286,977.92
10/14/20	11416	AIB	American Information Bureau	427.90		286,550.02
10/14/20	11417	CONCENTRA	OCCUPATIONAL HC OF S.W.P.A.	620.00		285,930.02
10/14/20	11418	HENRY	Henry Schein, Inc.	444.34		285,485.68
10/14/20	11419	EN	END-O-PEST	85.00		285,400.68
10/14/20	11420	ADAMS AUTO	JP Adams Investments, Ltd.	205.67		285,195.01
10/14/20	11421	SMART	Daffenberry, LLC	130.00		285,065.01
10/14/20	11422	REGNI	VFIS of Texas	11,364.00		273,701.01
10/14/20	11423	BOUND	Bound Tree Medical, LLC	1,033.70		272,667.31
10/14/20	11427	CASCO	Casco Industries Incorporated	252.75		272,414.56
10/14/20	11428	PROWELD	Professional Welding Supply	173.75		272,240.81
10/14/20	11429	CSP	Cummins Southern Plains, Ltd.	3,207.25		269,033.56
10/15/20			PPE 10/15/2020 PAYROLL	120,129.73		148,903.83
10/15/20			AGCM PAYMENT INV 7963	13,356.54		135,547.29
10/15/20		UNION	Village Prof. FF Association	380.00		135,167.29
10/15/20		VFFA	Village Firefighters Association	210.00		134,957.29
10/15/20		VALC	Valic Retirement Services Company	175.00		134,782.29
10/15/20		NRS	Nationwide Retirement Solutions	6,156.00		128,626.29
10/15/20			PPE 10/15/2020 NET TAX PAYMENT	47,893.44		80,732.85
10/15/20			CHILD SUPPORT PPE 10/15/2020	1,847.39		78,885.46
10/15/20			HENRY SCHEIN	414.18		78,471.28
10/19/20		ATT	AT&T	341.15		78,130.13
10/19/20		AF	AFLAC	991.27		77,138.86

**Village Fire Department  
Bank Account Register**

WFB - VFD General Fund  
October 1, 2020 - October 31, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
10/19/20	11424	HENRY	Henry Schein, Inc.	260.30		76,878.56
10/19/20	11425	ACCUTEK	Accutek Computer	2,247.94		74,630.62
10/19/20	11426	CASCO	Casco Industries Incorporated	671.00		73,959.62
10/20/20			CHASE CREDIT CARD PAYMENT	19,126.16		54,833.46
10/21/20		CENTERPOINT	Center Point Energy	95.20		54,738.26
10/21/20			FLEETCOR- FUEL	769.52		53,968.74
10/22/20		RELIA	Reliant Energy	2,787.53		51,181.21
10/23/20		ATT	AT&T	2,614.58		48,566.63
10/26/20		ATT	AT&T	80.65		48,485.98
10/27/20			ONLINE TRANSFER PPE 10/31/2020 AND BILLS		225,000.00	273,485.98
10/27/20		COMCAST	Comcast	155.70		273,330.28
10/28/20			MEAL MONEY	2,916.00		270,414.28
10/28/20		SPRINT	Sprint	380.80		270,033.48
10/29/20			ACH PAYMENT 10/29/2020 EMPLOYEE REIMBURSEMENT	56.49		269,976.99
10/29/20		PPLS	Pre-Paid Legal Services, Inc.	191.35		269,785.64
10/30/20			PPE 10/31/2020 PAYROLL	109,770.08		160,015.56
10/30/20			ACH PAYMENT 10/30/2020- TMRS, VALIC	47,774.14		112,241.42
10/30/20		NRS	Nationwide Retirement Solutions	6,156.00		106,085.42
10/30/20			PPE 10/31/2020 NET TAX PAYMENT	42,034.51		64,050.91
10/30/20			CHILD SUPPORT PPE 10/31/2020	1,847.39		62,203.52
10/31/20			INTEREST INCOME 10/31/2020		25.28	62,228.80
<b>Totals</b>				<u>613,228.86</u>	<u>541,709.98</u>	<u>62,228.80</u>

Transaction count = 73

**Village Fire Department  
Bank Account Register**

WFB - Facility Fund

October 1, 2020 - October 31, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			4,113,191.95
10/01/20			INTEREST INCOME		31.27	4,113,223.22
10/05/20			CASH TRANSFER FF-GF CISCO PHONES CDW	34,419.33		4,078,803.89
10/14/20			CASH TRANSFER FF-GF AGCM INV 7963	13,356.54		4,065,447.35
10/14/20	1251		CONSTRUCTION MASTERS	125,784.39		3,939,662.96
10/19/20	1051		CONSTRUCTION MASTERS	227,173.55		3,712,489.41
			<b>Totals</b>	<u>400,733.81</u>	<u>31.27</u>	<u>3,712,489.41</u>

Transaction count = 5

<b>VILLAGE FIRE DEPT. NOVEMBER BUDGETARY SUMMARY</b>	<b>BUDGET YEAR 20</b>	<b>YEAR TO DATE</b>	<b>% USED</b>	<b>% BUDGET</b>	<b>MONTHLY EXPENSES NOVEMBER</b>
<b>CAPITAL:</b>					
CONTINGENCY-PHYSICAL PLANT	35,000.00	2,726.84	7.79%	92.00%	0.00
MISC. TOOLS, EQUIP., & HOSE	24,000.00	29,390.89	122.46%	92.00%	13,190.78
PROTECTIVE GEAR	20,000.00	11,427.10	57.14%	92.00%	238.00
RADIO PURCHASE	0			92.00%	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>79,000.00</b>	<b>43,544.83</b>	<b>55.12%</b>	<b>92.00%</b>	<b>13,428.78</b>
<b>PERSONNEL EXPENDITURES:</b>					
SALARIES	3,992,496.00	3,626,115.47	90.82%	92.00%	342,024.33
457 PLAN CONTRIBUTION	78,730.00	0.00	0.00%	92.00%	0.00
SALARIES - OVERTIME	105,000.00	158,686.31	151.13%	92.00%	18,514.97
BONUS	0.00	0.00	0.00%	92.00%	0.00
PROF. CERTIFICATION PAY	44,400.00	47,845.49	107.76%	92.00%	4,362.36
COMPENSATED ABSENCE PAY	0.00	0.00	0.00%	92.00%	0.00
FICA TAX	322,419.00	286,896.63	88.98%	92.00%	26,639.40
DISABILITY INSURANCE	23,000.00	22,505.55	97.85%	92.00%	2,113.46
EMPLOYEE RETIREMENT	271,000.00	252,452.85	93.16%	92.00%	23,535.19
HOSPITALIZATION INSURANCE	701,235.00	571,529.32	81.50%	92.00%	52,079.97
MEAL ALLOWANCES	35,000.00	30,577.00	87.36%	92.00%	2,916.00
WORKMENS' COMP. INSURANCE	35,000.00	29,165.80	83.33%	92.00%	0.00
<b>TOTAL PERSONNEL EXPENDITURES</b>	<b>5,608,280.00</b>	<b>5,025,774.42</b>	<b>89.61%</b>	<b>92.00%</b>	<b>472,185.68</b>
<b>OPERATIONAL EXPENDITURES:</b>					
AMBULANCE MEDICAL SUPPLIES	55,000.00	53,776.62	97.78%	92.00%	1,230.61
BLDG. SUPPLIES & MAINTENANCE	47,000.00	50,566.94	107.59%	92.00%	8,748.69
CHEMICALS	2,000.00	0.00	0.00%	92.00%	0.00
CONTINGENCY	20,000.00	5,374.52	26.87%	92.00%	0.00
DUES/SUBSCRIPTIONS/MANUALS	6,500.00	7,892.47	121.42%	92.00%	4,514.20
FIRE PREVENTION/PUBLIC RELATIONS	15,000.00	8,269.32	55.13%	92.00%	260.92
GAS & OIL	45,000.00	10,807.88	24.02%	92.00%	2,908.91
INSURANCE - CASUALTY	42,000.00	43,607.79	103.83%	92.00%	3,789.17
<b>MAINTENANCE OF EQUIPMENT:</b>	<b>135,000.00</b>	<b>201,259.57</b>	<b>149.08%</b>	<b>92.00%</b>	<b>18,349.94</b>
CHIEF'S VEHICLE		3,709.67			101.05
FIRE MARSHAL'S VEHICLE		2,732.10			924.30
BATTALION 1		243.17			0.00

turn out gear for employees

nationwide 2% difference 61K Ren

( TB 6k combined with salaries)

PUMPER (ENGINE 1)		47,444.73			15,535.50
UTILITY VEHICLE		4,587.98			259.59
LADDER (LADDER 1)		32,883.24			736.17
AMBULANCE (MEDIC 1)		39,023.01			0.00
AMBULANCE (MEDIC 2)		9.50			0.00
AMBULANCE (MEDIC 3)		0.00			0.00
MAINTENANCE - OTHER		33,173.25			519.18
MAINTENANCE - CONTRACTS		24,535.65			0.00
PUMPER (ENGINE 2)		12,917.27			274.15
MISCELLANEOUS EXPENDITURES:	7,200.00	3,059.47	42.49%	92.00%	115.88
SAFETY DEPOSIT BOX RENT		0.00			0.00
LICENSE/PERMITS		1,320.00			0.00
OTHER MISC. EXPENSES		369.99			115.88
LEGAL NOTICES/ADVERT.		1,369.48			0.00

VILLAGE FIRE DEPT. NOVEMBER BUDGETARY SUMMARY	BUDGET YEAR 20	YEAR TO DATE	% USED	% BUDGET	MONTHLY EXPENSES NOVEMBER
POSTAGE/PRINTING/STATIONERY:	37,000.00	56,655.64	153.12%	92.00%	1,970.78
BANK ANALYSIS CHARGES/SUPPLIES		0.00			0.00
OFFICE SUPPLIES		10,878.57			545.16
POSTAGE		249.64			46.03
PENALTIES		0.00			0.00
PRINTING		564.87			0.00
MAINT. CONTRACTS/EQUIP.		28,680.59			0.00
COFFEE BAR/REFRESHMENTS		2,604.51			345.61
POSTAGE METER RENTAL		-1,267.93			0.00
OFFICE EQUIPMENT/COMPUTERS		2,303.36			0.00
OTHER		4,130.09			368.13
BANK SERVICES CHARGES		8,511.94			665.85
PROFESSIONAL SERVICES:	145,480.00	96,997.77	66.67%	92.00%	7,665.81
REVERSE ENTRIES FOR A.P.		(2,280.95)			
ADJUSTMENT-DUPLICATE CHECKS		(3,518.87)			0.00
PROFESSIONAL SERVICES - OTHER		36,468.52			639.00
CPA		10,785.00			677.00
LEGAL		18,342.25			399.81
IT SERVICES		22,131.82			2,200.00
MEDICAL		15,070.00			3,750.00

reclass to FF, reclass to AF

PUBLIC UTILITIES	60,000.00	63,875.19	106.46%	92.00%	3,733.34
RENT	10.00	10.00	100.00%	92.00%	0.00
STATE CERTIFICATION FEES	6,000.00	3,554.11	59.24%	92.00%	87.17
TRAINING PROGRAMS	30,000.00	17,606.73	58.69%	92.00%	706.49
CPR		220.81			0.00
CONVENTIONS		619.05			0.00
OTHER TRAINING EXP.		2,813.28			625.00
SEMINARS-OFF PREMISES		4,998.40			0.00
TRAINING EXAMS		2,936.10			81.49
TRAINING-ON PREMISES		4,803.70			0.00
OUT OF TOWN EXPENSES		1,215.39			0.00
UNIFORMS	25,000.00	5,190.61	20.76%	92.00%	135.00
TOTAL OPERATIONAL EXPENDITURES	678,190.00	628,504.63	92.67%	92.00%	54,216.91
<b>GRAND TOTAL</b>	<b>\$6,365,470.00</b>	<b>\$5,697,823.88</b>	<b>89.51%</b>	<b>92.00%</b>	<b>\$539,831.37</b>
2.49% under budget					
CAPITAL REPLACEMENT FUND	160,000.00				
COMPENSATION ABSENCE RESERVE FUND	0.00				
FACILITY FUND	1,500,000.00				
<b>TOTAL BUDGET FOR 2020</b>	<b>\$8,025,470.00</b>	<b>\$0.00</b>			

**Village Fire Department  
Bank Account Register**

WFB - VFD General Fund  
November 1, 2020 - November 30, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			62,228.80
11/03/20		AF	AFLAC	991.27		61,237.53
11/05/20	11431	UTHS	UTHS	1,250.00		59,987.53
11/05/20	11432	DEL	Delta Industrial Service	238.00		59,749.53
11/05/20	11433	MARTI	Martin Apparatus, Inc.	14,115.64		45,633.89
11/05/20	11434	HOUSTON	Houston Chronicle	1,446.44		44,187.45
11/05/20	11435	HENRY	Henry Schein, Inc.	180.57		44,006.88
11/05/20	11436	COMCAST	Comcast	74.63		43,932.25
11/05/20	11437	COMCAST	Comcast	361.43		43,570.82
11/05/20	11438	TABER	Taber & Burnett, P.C.	677.00		42,893.82
11/05/20	11439	MVWA	Memorial Villages Water Authority	132.16		42,761.66
11/05/20	11440	PURA	Pura Flo Corporation	35.00		42,726.66
11/05/20	11441	PROWELD	Professional Welding Supply	39.40		42,687.26
11/05/20	11442	O'REILLY	O'Reilly Automotive, Inc.	106.91		42,580.35
11/05/20	11443	SMART	Daffenberry, LLC	20.00		42,560.35
11/05/20	11444	CASCO	Casco Industries Incorporated	2,766.00		39,794.35
11/05/20	11445	AL'S	Af's Engine & Equipment	202.20		39,592.15
11/05/20	11446		RUSH ENTERPRISES, INC.	736.17		38,855.98
11/05/20	11447	SAMS	Sam's Club Direct	506.13		38,349.85
11/05/20	11448	OFFIC	Office Depot Card Plan	451.08		37,898.77
11/05/20	11449	UTHS	UTHS	2,500.00		35,398.77
11/06/20		MUNIC	Municipal Emergency Services- ACH	85.60		35,313.17
11/06/20	11450	RANDLE	Randle Law Office, LTD, L.L.P.	409.50		34,903.67
11/06/20	11451	HDEP	Home Depot	150.32		34,753.35
11/06/20	11452	MARTI	Martin Apparatus, Inc.	1,582.83		33,170.52
11/09/20			FLEETCOR-FUEL	977.30		32,193.22
11/10/20			ONLINE TRANSFER- PPE 11/15/2020 AND BILLS		225,000.00	257,193.22
11/12/20			ONLINE TRANSFER- FUNDS FOR NOVEMBER 2020 INSURANCE PAYMENT		70,881.24	328,074.46
11/12/20			BANK SERVICE CHARGE	626.85		327,447.61
11/12/20		VMIG	Villages Mutual Insurance NOVEMBER 2020 PAYMENT	70,881.24		256,566.37
11/12/20		PPLS	Pre-Paid Legal Services, Inc.	172.40		256,393.97
11/13/20			PPE 11/15/2020 PAYROLL	119,932.32		136,461.65
11/13/20		VALC	Valic Retirement Services Company	175.00		136,286.65
11/13/20		HOWARDM	Howard Miller	57.00		136,229.65
11/13/20		NRS	Nationwide Retirement Solutions	6,286.00		129,943.65
11/13/20			PPE 11/15/2020 NET TAX PAYMENT	46,404.32		83,539.33
11/16/20			CHILD SUPPORT PPE 11/15/2020	1,847.39		81,691.94
11/17/20		ATT	AT&T	347.22		81,344.72
11/17/20		AF	AFLAC	991.27		80,353.45
11/17/20			FLEETCOR-FUEL	102.75		80,250.70
11/17/20			CHASE (10/16-11/16)	6,121.95		74,128.75
11/18/20		WELLSFARGO	Wells Fargo 3735	1,464.54		72,664.21
11/18/20		WELLSFARGO	Wells Fargo 2794	368.13		72,296.08
11/18/20			TEXAS PRIDE DISPOSAL	161.29		72,134.79
11/20/20	11453	ADAMS AUTO	JP Adams Investments, Ltd.	976.87		71,157.92
11/20/20	11454		FIREPENNY	70.78		71,087.14
11/20/20	11455	ACCUTEK	Accutek Computer	2,200.00		68,887.14
11/20/20	11456	MARTI	Martin Apparatus, Inc.	111.18		68,775.96
11/20/20	11457	METROFIRE	Metro Fire	13,120.00		55,655.96
11/20/20	11458		THE KATY PLUMBING COMPANY	1,989.02		53,666.94
11/20/20	11459		BRIAN SANDIFER	62.11		53,604.83
11/20/20	11460	HENRY	Henry Schein, Inc.	316.64		53,288.19
11/20/20	11461	BOUND	Bound Tree Medical, LLC	674.00		52,614.19
11/20/20	11462		HARRIS COUNTY FIRE MARSHAL'S OFFICE	415.00		52,199.19



**Village Fire Department  
Bank Account Register**

WFB - VFD General Fund  
November 1, 2020 - November 30, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
11/23/20			CASH TRANSFER FF-GF AGCM INV 7999- VFD RENO		11,222.50	63,421.69
11/24/20			ONLINE TRANSFER PPE 11/30/2020 AND BILLS		250,000.00	313,421.69
11/24/20		ATT	AT&T	2,637.55		310,784.14
11/24/20		ATT	AT&T	80.65		310,703.49
11/24/20			AGCM PAYMENT INV 7999	11,222.50		299,480.99
11/24/20			ACH PAYMENT- EMPLOYEE REIMBURSEMENT	585.68		298,895.31
11/25/20			FLEETCOR-FUEL	1,698.23		297,197.08
11/27/20		COMCAST	Comcast	155.70		297,041.38
11/27/20			MEAL MONEY	2,916.00		294,125.38
11/30/20		NRS	Nationwide Retirement Solutions	5,886.00		288,239.38
11/30/20		SPRINT	Sprint	380.80		287,858.58
11/30/20		CENTERPOINT	Center Point Energy	97.96		287,760.62
11/30/20			PPE 11/30/2020 PAYROLL	118,483.02		169,277.60
11/30/20			ACH PAYMENT- TMRS, VALIC	49,331.71		119,945.89
11/30/20			PPE 11/30/2020 NET TAX PAYMENT	45,864.05		74,081.84
11/30/20			CHILD SUPPORT PPE 11/30/2020	1,847.39		72,234.45
11/30/20			INTEREST PAYMENT 11/30/2020		23.90	72,258.35
<b>Totals</b>				<u>547,098.09</u>	<u>557,127.64</u>	<u>72,258.35</u>

Transaction count = 70

**Village Fire Department  
Bank Account Register**

WFB - Facility Fund

November 1, 2020 - November 30, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			3,712,489.41
11/02/20			INTEREST INCOME		33.87	3,712,523.28
11/03/20	1053		ABC AWNING COMPANY	6,034.00		3,706,489.28
11/18/20	1052		JOINER ARCHITECTS	3,779.18		3,702,710.10
11/23/20			CASH TRANSFER FF-GF AGCM INV 7999	11,222.50		3,691,487.60
11/24/20	1054		RICE & GARDNER CONSULTANTS, INC.	5,550.00		3,685,937.60
			<b>Totals</b>	<u>26,585.68</u>	<u>33.87</u>	<u>3,685,937.60</u>

Transaction count = 5



Emily Morris &lt;morris@villagefire.org&gt;

## Information on proposed change to TMRS contribution

1 message

Henry Kollenberg &lt;henry@ppvouncil.org&gt;

Thu, Nov 19, 2020 at 5:25 PM

To: Allen Carpenter <allen.carpenter@icloud.com>, Jay Carlton <jbcarlton@cityofhunterscreek.com>, Robert Byrne <Robert.byrne@hilshirevillagetexas.com>, Harry Folloder <hfolloder@hedwigtx.gov>, Zeb Nash <zebnash@sbcglobal.net>, Keith Brown <kbrown@bunkerhilltx.gov>, "BBothe@springvalleytx.com" <BBothe@springvalleytx.com>, "robadams@pdq.net" <robadams@pdq.net>, Ray Leiker <raytx@live.com>, "William J. Johnson" <jonloc@msn.com>  
Cc: Marlo Longoria <Longoria@villagefire.org>, Chief David Foster <foster@villagefire.org>, "J. Grady Randle" <Grady@jgradyrandlepc.com>, Emily Morris <morris@villagefire.org>

As requested, here's a summary of the points I made at the meeting last night on the TMRS plan change matter.

### Process

As part of the 2020 budget, the Commission engaged a consultant to take a look at our competitors' pay and benefits. Harry Folloder, the Chief and I worked with the consultant. The result was intended to be presented in person by the consultant at our March meeting, but because of the pandemic, it got delayed to August, virtual.

One of the things we discovered is that our competitors are almost all in TMRS and those who are have a 2:1 match of firefighters' 7% contributions. For the last 10 years, VFD has been at 7% with a 1-1/2 to 1 match.

I attach a PDF package of some supporting documents. The summary of other departments' retirement benefits is included in that package. This info is out of the package distributed by the consultant at our August meeting.

The Fire Commission is looking to vote to change the VFD to a 2 to 1 match of a 7% contribution. Everyone wants to make sure that the Cities are OK with the change, although it does not appear we need a formal resolution from the cities in that regard.

This is a matter of recruiting and retention. Aside from the data, there has been some episodic evidence that this retirement issue makes a difference in our ability to hire and retain.

### Cost

The additional cost of this action in 2021, based upon the budgeted base for the calculation, will be about \$35,000. You will recall that we added \$ 150,000 to the 2021 budget to allow us the ability to address issues like this,

In 2020, our cost for our current plan is 6.43% of compensation (which includes both base salary and overtime). We budgeted for 2021 on the same basis.

The TMRS rates are based upon an annual actuarial valuation. The evaluation is done as of the end of the calendar year and the rates for the upcoming year are set in late May. This is memorialized in a rate letter, which is posted on the TMRS website. The packet attached includes the 2019 and 2020 and 2021 rate letters.

(The TMRS rate sheets for each city or entity using TMRS is posted on the website under Cities/City Rate Letters, for those who might be curious. The rate letter is the first page of a packet info of the city's account).

It turns out that the rate for our current plan for 2021 is 4.99%. If we go to 2 to 1 as suggested, we received confirmation from TMRS that our rate will be 7.21%.

In other words, while our rate will be 2.22% higher than it would be if we kept our current plan, it will only be .67% higher than we budgeted. Attached in the packet is a summary of an email the department received from the TMRS representative as well as the copy of the plan change study and other information that was supplied about cost in future years.

It is also contemplated that, as our competitors all include USC (updated service credit) and COLA, the Commission is likely to retain the 2.0% 457 contribution.

If you have any questions, feel free to contact us.

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 **pension information.pdf**  
983K

## BENEFITS SURVEY NOTES – PENSION

Comparator	Pension		Actual Contrib.	Notes	Updated Service Credits	COLA	SSI	457
	ER	EE						
Baytown	14%	7%	17.48%	TMRS 2:1	Y	Y	Y	vol
Bellaire	14%	7%	20.41%	TMRS 2:1	Y	Y	N	vol
Cy-Fair Fire Department	14%	7%					Y	match 3%
Houston	22%	10.50%						
Humble	14%	7%	13.78%	TMRS 2:1	Y	Y	Y	
Katy	14%	7%	13.77%	TMRS 2:1	Y	Y	N	
Pearland	14%	7%	13.26%	TMRS 2:1	Y	Y	Y	
Sugar Land	14%	7%	14.76%	TMRS 2:1	Y	Y	Y	
Webster	14%	7%	17.91%	TMRS 2:1	Y	Y	N	vol
West University Place	14%	7%	13.07%	TMRS 2:1	Y	N	N	
Willowfork Fire Department (Fort Bend ESD)	10.50%	7%		TCDRS			Y	
Woodlands	12%	12%		1:1			Y	
Village Fire Department	10.50%	7%	6.43%	TMRS 1.5:1	N	N	Y	2%



June 4, 2020

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2021 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2021 (Calendar Year 2021, PY2021) as determined by the December 31, 2019 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2020 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2021, your city's monthly contribution rates will be:

Normal Cost	3.42%
Prior Service	<u>1.43%</u>
Total Retirement Rate	4.85%
Supplemental Death Benefit	<u>0.14%</u>
Total Combined Contribution	4.99%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2021 based on current TMRS funding policy.

The actuarial liabilities and contribution rates determined as part of the December 31, 2019 actuarial valuation reflect a change in actuarial assumptions based on the results of the 2019 experience study for the period ending December 31, 2018. Please see the "Actuarial Changes" section for more detailed information. Full information on your contribution rate, including an explanation of changes, is contained in the attached report.

**IMPORTANT NOTE:** The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Leslee S. Hardy, ASA, EA, FCA, MAAA  
Director of Actuarial Services



June 4, 2019

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2020 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2020 (Calendar Year 2020, PY2020) as determined by the December 31, 2018 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2019 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2020, your city's monthly contribution rates will be:

Normal Cost	3.66%
Prior Service	<u>2.63%</u>
Total Retirement Rate	6.29%
Supplemental Death Benefit	<u>0.14%</u>
Total Combined Contribution	6.43%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2020 based on current TMRS funding policy.

**IMPORTANT NOTE:** The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Eric W. Davis  
Deputy Executive Director



June 4, 2018

City # 01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2019 Municipal Contribution Rate**

Dear City Official:

Presented below are your city's contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2019 (Calendar Year 2019, PY2019) as determined by the December 31, 2017 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city's plan provisions in effect as of April 1, 2018 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2019, your city's monthly contribution rates will be:

Normal Cost	3.65%
Prior Service	<u>2.44%</u>
Total Retirement Rate	6.09%
Supplemental Death Benefit	<u>0.13%</u>
Total Combined Contribution	6.22%

Full information on your contribution rate, including an explanation of changes and available rate stabilization techniques, is contained in the attached report. The Total Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for PY2019 based on current TMRS funding policy.

**IMPORTANT NOTE:** The pension disclosure and financial statement information necessary to assist your city with the financial reporting requirements of the Governmental Accounting Standards Board (GASB) will be provided in a separate document available later this summer.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Eric W. Davis  
Deputy Executive Director



# Village Fire Department



901 Corbindale Rd  
Houston, Texas 77024  
(713) 468-7941  
(713) 468-5039 FAX

*Protecting and Serving the Cities of:*  
**BUNKER HILL VILLAGE**  
**HELDWIG VILLAGE**  
**HILSHIRE VILLAGE**  
**HUNTERS CREEK VILLAGE**  
**PINEY POINT VILLAGE**  
**SPRING VALLEY VILLAGE**

To the Fire Commission:

Our TMRS representative, Colin Davidson, provided the following information regarding increasing the Department's contribution from 1.5:1 to 2:1:

"As we discussed, the increase in the Village Fire Department's matching ratio from 1.5:1 to 2:1 would take effect in 2021. Starting in January, the contribution rate would increase from 4.99% to 7.21%. I have included a "plan change study" to this email that includes other important information, including the change in unfunded actuarial liability and the funding ratio.

Also, I included a "projection report" that can give you an idea of the city's contribution rate in future years if this change is made. To be clear, this projection report shows the projected cost of making this change, but does not factor in the changes that happen each year based on the city's actuarial experience. I wanted to mention this so that you didn't think that the rates listed in that report would be accurate in future years. They will give you an idea of the potential impact of making this change on future rates, but should not be used as an exact tool for the future cost of the plan. One thing to note in the report is the decrease in contribution rate that is expected in 2028. This is caused by the expectation that the city will pay off the largest remaining base of liability by that time. Each year the city is funding the "normal cost" of the plan and paying off any liability that has accumulated. Liability is a normal part of a pension plan, and it is amortized over a set number of years to insure that it is paid off in an appropriate time frame. I have included the schedule of amortization for these unfunded liabilities to this email, but it was also included in the 2021 rate letter. The Village Fire Department is expected to pay off this particular base of liability with or without the plan change, but I wanted to point it out since it causes a pretty significant decrease in the contribution rate. That may be something to consider when looking at the long term cost and viability of making this or other plan changes."

Please see the attached TMRS reports.

Thank you

  
Emily Morris  
Village Fire Department  
Office Manager



# Plan Change Study

**GRID 2021**

*For Informational Purposes Only*

Effective Date - January 1, 2021

Report Date - November 9, 2020

## 01500 Village Fire Department

### Proposed Plans

<u>Plan Provisions</u>	<u>Current</u>	<u>1</u>
Deposit Rate	7.00%	7.00%
Matching Ratio	1.5 to 1	2 to 1
Updated Service Credit	0%	0%
Transfer USC **	No	No
Annuity Increase	0%	0%
20 Year/Any Age Ret.	Yes	Yes
Vesting	5 years	5 years
<u>Contribution Rates</u>	<u>2021</u>	<u>2021</u>
Normal Cost Rate	3.42%	5.30%
Prior Service Rate	1.43%	1.77%
Retirement Rate	4.85%	7.07%
Supplemental Death Rate	0.14% (A & R)	0.14% (A & R)
Total Rate	4.99%	7.21%
Unfunded Actuarial Liability	\$449,543	\$634,781
Amortization Period	20 years	20 years
Funded Ratio	97.7%	96.8%
Phase-In Total Rate	N/A	N/A

\*\*This is the addition to the Initial Prior Service Rate for USC for transfers. There were 7 eligible transfer employees on the valuation date.

## Projection of Valuation Results - Pension Only

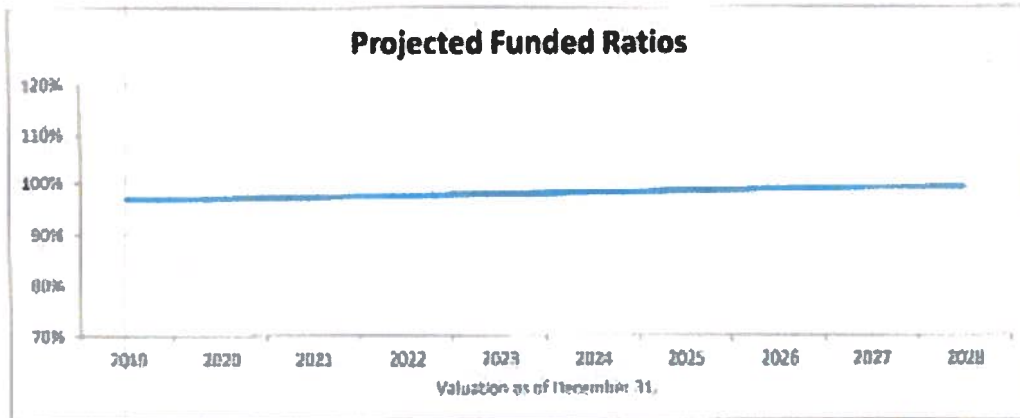
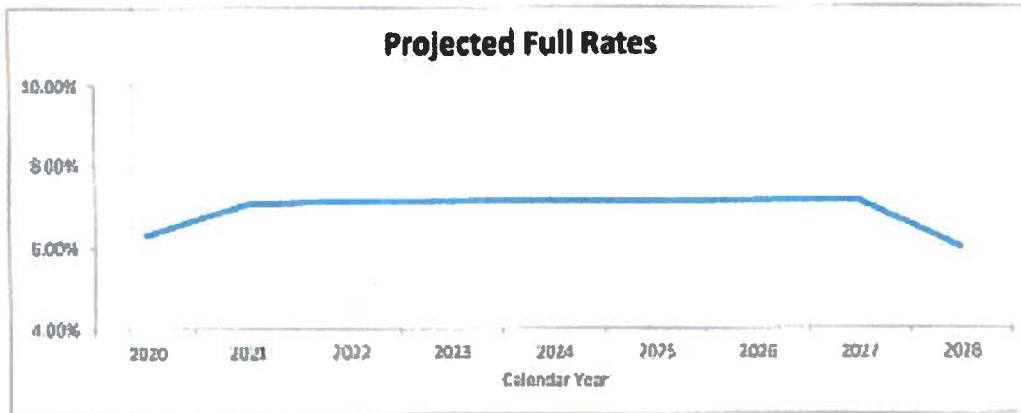
### 1500, Village Fire Department

#### Summary of Proposed Benefit Provisions

Employee Contribution Rate	7.00%	USC	No USC
Employer Match Rate	2 - 1	COLA	No COLA
Vesting	5 years	Retirement Eligibility	Age 60 with 5 years of service or 20 years of service

#### Projection Results

Calendar Year	2020	2021	2022	2023	2024	2025	2026	2027	2028
Full Rate	6.29%	7.07%	7.13%	7.10%	7.13%	7.13%	7.13%	7.13%	9.97%
Est. Contribution	252,686	291,263	301,225	308,906	316,783	324,851	333,145	341,640	353,352
Funded Ratio	95.8%	96.9%	97.2%	97.5%	97.7%	98.0%	98.3%	98.6%	98.9%



TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: December 14, 2020

SUBJECT: Proposed Holidays for FY2021

Agenda Item: 3

This agenda item calls for the City Council to consider approving the proposed Holidays for FY2021.

Observed Holidays

New Year's Day	Friday, January 1 <sup>st</sup>
Presidents' Day	Monday, February 15 <sup>th</sup>
Good Friday	Friday, April 2 <sup>nd</sup>
Memorial Day	Monday, May 31 <sup>st</sup>
Independence Day	Friday, July 5 <sup>th</sup>
Labor Day	Monday, September 6 <sup>th</sup>
Thanksgiving	Thursday, November 26 <sup>th</sup>
Day After Thanksgiving	Friday, November 27 <sup>th</sup>
Christmas Eve	Thursday, December 24 <sup>th</sup>
Christmas Day	Friday, December 25 <sup>th</sup>
New Year's Day	Friday, December 31 <sup>st</sup>

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: December 14, 2020

SUBJECT: Proposed Regular Meeting dates for FY2021 and consideration of Ordinance 2020.12.14 establishing the Schedule of Regular Meetings for FY2021

Agenda Item: 4

This agenda item calls for the City Council to consider approving Ordinance 2020.12.14 listing proposed Regular Meeting Dates for FY2021

Regular City Council Meeting Dates

January 25<sup>th</sup>  
February 22<sup>nd</sup>  
March 22<sup>nd</sup>  
April 26<sup>th</sup>  
May 24<sup>th</sup>  
June 28<sup>th</sup>  
July 26<sup>th</sup>  
August 23<sup>rd</sup>  
September 27<sup>th</sup>  
October 25<sup>th</sup>  
November 22<sup>nd</sup>  
December 13<sup>th</sup>

*\* The December date is a second Monday.*

**ORDINANCE NO. 2020.12.14**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, ESTABLISHING REGULAR CITY COUNCIL MEETING DATES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

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

**Section 1.** The City Council of the City of Piney Point Village, Texas hereby adopts the following dates as the regular City Council meeting schedule for the 2021 calendar year:

**Regular City Council Meeting Dates**

- January 25, 2021
- February 22, 2021
- March 22, 2021
- April 26, 2021
- May 24, 2021
- June 28, 2021
- July 26, 2021
- August 23, 2021
- September 27, 2021
- October 25, 2021
- November 22, 2021
- December 13, 2021

**Section 2.** All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Piney Point Village,

Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on first and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mark Kobelan  
Mayor

ATTEST:

\_\_\_\_\_  
Karen Farris  
City Secretary

Preliminary

TO: The Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: December 14, 2020

SUBJECT: Stillforest Camera and Monthly Expense for on going Camera Operations

Agenda Item: 5

Discussion and take possible action on the City accepting the cost of electricity for the Stillforest Camera



TO: The Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: December 14, 2020

SUBJECT: Crosswalks at Memorial Drive and Piney Point Road

Agenda Item: 6

Discussion and take possible action on the installation of electronic cross walk signals at Piney Point Road and Memorial Drive.

**Cross walk installation For Memorial @ N. Piney Point/Radney**

Company	Quote	Contact Number
Preiffer & Son, LTD.	\$20,000.00	281-471-4222
SouthWest Signal	\$29,643.01	713-946-7162
Traffic Systems Construction	N/A	281-667-5507

# PFEIFFER & SON, LTD.

## Electrical & Telecommunication Contractors

December 8, 2020

City of Piney Point Village  
7676 Woodway Drive, Suite #330  
Houston, Texas 77063

RE: Memorial and N. Piney Point Pedestrian Signals and Push Button Install

ATTN: Jose Gomez

We are pleased to offer for your consideration the following **budgetary pricing** for the installation of pedestrian signals and push buttons for the intersection of Memorial and N. Piney Point. We propose to provide all labor, material, and equipment needed to complete this work for the lump sum amount of **\$20,000.00**. Our scope includes the following:

- The above pricing is for 8 countdown peds and 8 standard COH push buttons. **(audible push buttons not priced, if needed the above pricing will need to be revised.)**
- **The above pricing does not include any new conduit, all wiring will be overhead strapped to the existing span wire and dropped down the poles. It is assumed that the existing conduit run from the controller cabinet to the first signal pole will be in good working order and have enough room to accommodate the additional cables.**

To avoid confusion, we offer the following clarifications:

1. Please allow for progressive billing.
2. Bond is not included; our rate is 2.5%.
3. Staking, Engineering, all permitting and Surveying by others.
4. Saw-cutting or patching of concrete is not included.
5. Repair of any existing Code violations is not included.
6. The furnishing or installation of any special grounding is not included.
7. Patching or replacement of any landscaping or vegetation is not included.
8. Painting or cutting/patching of existing finishes, except factory finishes are excluded.
9. The previous quote is based upon information provided by the customer. If the actual conditions or requirements deviate from the provided information this quote may have to be re-evaluated and re-priced.
10. Insurance coverage is at our standard levels.

**Please see next page for quote continued**

PHONE: (281) 471-4222 \* FAX: (281) 471-6856  
P.O. BOX 1116 \* 116 N. 16<sup>TH</sup> STREET  
LA PORTE, TEXAS 77572

Regulated by the Texas Department of Licensing and Regulation  
PO Box 12157; Austin, TX 78711; (800)803-9202; (512)463-6599  
[www.license.state.tx.us](http://www.license.state.tx.us)

Adopted Administrative Rules: 73.51(c) Electrical Contractors Responsibilities

# PFEIFFER & SON, LTD.

Electrical & Telecommunication Contractors

**--This Quote is only valid for 30 days.--**

Please allow 2-3 business days after acceptance of this quote for the commencement of work

If accepted fax or mail. Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print name: \_\_\_\_\_ P.O. #: \_\_\_\_\_

If you have any questions or need additional information, please feel free to contact me at (281)471-4222.

Sincerely,



Nick Riley  
Estimator  
Pfeiffer & Son, Ltd.

PHONE: (281) 471-4222 \* FAX: (281) 471-6856  
P.O. BOX 1116 \* 116 N. 16<sup>TH</sup> STREET  
LA PORTE, TEXAS 77572

Regulated by the Texas Department of Licensing and Regulation  
PO Box 12157; Austin, TX 78711; (800)803-9202; (512)463-6599  
[www.license.state.tx.us](http://www.license.state.tx.us)

Adopted Administrative Rules: 73.51(c) Electrical Contractors Responsibilities



# SOUTHWEST SIGNAL SUPPLY, INC.

1107 Jackson Street, South Houston, TX 77587  
Tel 713.946.7162 Fax 713.946.5806  
swsignal@swsignal.net

## Estimate

**Name / Address**

Piney Point  
Accounts Payable  
7676 Woodway  
Suite 300  
Houston, TX 77063

**Date**                      **Estimate #**

11/23/2020

8029

**Terms**                      **Project**

Net 30

Item	Description	Qty	U/M	Price	Total
	Location: Memorial @ N Piney Pt/Radney Add pedestrian signals, buttons, conduit, wire for existing painted cross walks (North and South across Memorial)				
WR1240	SIGNAL CABLE 4C	1,200	ft	0.65	780.00
WR1200	SIGNAL CABLE 2C	1,200	ft	0.60	720.00
CN1500	CONDUIT 2"	100	ft	10.5001	1,050.01
SH1951	COUNTDOWN PED ASSEMBLY, LED MODULE AND HOUSING	6	ea	630.00	3,780.00
SH1915	SIDE OF POLE 1-WAY , UPPER & LOWER (PED)	6	ea	66.50	399.00
PL1160	POLE PLATE 1 1/2"	12	ea	18.00	216.00
SH2590	PUSH BUTTON ONLY REESE COH	6	ea	143.00	858.00
SH2575	PED PUSH BUTTON ASSM- PELCO COH TYPE	6	ea	180.00	1,080.00
HD1005	STAINLESS STEEL CABLE STRAPS	400	ea	3.50	1,400.00
LS1065	LOAD SWITCH	3	ea	35.00	105.00
MS2290	BANDIT BUCKLES	50	ea	2.50	125.00
MS2280	BANDIT MATERIAL	100	ft	2.50	250.00
	Equipment and labor to install above - three bucket trucks, six men, 5 days				
LA0100	BUCKET TRUCK INCLUDING SIGNAL TECH & HELPER ST MON-FRI	40	hr	149.00	5,960.00
LA0100	BUCKET TRUCK INCLUDING SIGNAL TECH & HELPER ST MON-FRI	40	hr	149.00	5,960.00
LA0100	BUCKET TRUCK INCLUDING SIGNAL TECH & HELPER ST MON-FRI	40	hr	149.00	5,960.00
LABOR-	Paradigm Traffic controller programming assistance	1	hr	1,000.00	1,000.00
TERMS	PRICE GOOD FOR 90 DAYS - MUST HAVE PURCHASE ORDER BEFORE WE BEGIN WORK. PRICE DOES NOT INCLUDE POLICE OFFICERS FOR TRAFFIC CONTROL, SPECIAL BARRICADING(ATTENUATOR/CRASH TRUCK./ARROWBOARD), PERMITS, BONDING, LIQUIDATED DAMAGES/PENALTIES OR ANY DUES THAT MAY BE REQUIRED.  **DOES NOT INCLUDE ANY PEDESTRIAN RAMPS				0.00

Thank you for an opportunity to work for you.

**Total**

\$29,643.01

**Signature**

TO: The Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: December 14, 2020

SUBJECT: Annual Audit and Audit Committee

Agenda Item: 7

Discuss and take possible action regarding the City's upcoming Annual Audit and the selection of the Audit Committee.

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: December 14, 2020

SUBJECT: Mayor's Report

Agenda Item: 8

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: December 14, 2020

SUBJECT: City Administrator's Report

Agenda Item: 9

- November 2020 Financials
- Personnel Changes
- Metro



CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<b>ASSETS</b>					
10-1100	Claim on Cash	2,697,527.43	( 514,852.44)	( 527,157.04)	2,170,370.39
10-1101	Cash- GF Texpool	1,797,554.53	300,975.82	( 1,236,956.82)	560,597.71
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	276.05	( 1,459,082.92)	2,266,542.47
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
	<b>TOTAL ASSETS</b>	<b>12,646,196.58</b>	<b>( 213,600.57)</b>	<b>( 3,223,196.78)</b>	<b>9,422,999.80</b>
<b>LIABILITIES</b>					
10-2001	Accounts Payable	412,242.41	( 246,860.90)	( 399,062.61)	13,179.80
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)	( 9,972.54)	( 13,820.44)
10-2062	TMRS Payable	15.28	( 1,365.50)	( 8,927.89)	( 8,912.61)
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	3,351.86	14,309.68	14,309.68
10-2107	Due To OMNI Base	3,441.81	35.17	527.98	3,969.79
10-2108	RESTITUTION	( 270.00)	0.00	0.00	( 270.00)
10-2110	Bond Payable - FAST	4,386.05	0.00	2,323.00	6,709.05
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	0.80	15.65	330.99
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	0.00	( 8,000.00)	147,485.00
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: NOVEMBER 30TH, 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	8,969.79	5,607,390.84
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	( 245,086.77)	( 2,135,921.81)	4,234,233.42
<b>FUND EQUITY</b>					
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	398,509.26	7,168,137.97	7,168,137.97
	TOTAL EXPENSES	0.00	367,023.06	8,255,412.94	8,255,412.94
	INCREASE/(DECREASE) IN FUND BAL.	0.00	31,486.20	( 1,087,274.97)	( 1,087,274.97)
	TOTAL LIABILITIES, EQUITY & FUND BAL.	12,646,196.58	( 213,600.57)	( 3,223,196.78)	9,422,999.80

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND  
FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,839,546.00	325,190.18	6,117,880.32	104.77 (	278,334.32)
PERMITS & INSPECTIONS	368,000.00	43,739.60	367,225.74	99.79	774.26
COURT	150,000.00	8,768.33	71,188.98	47.46	78,811.02
INVESTMENT INCOME	150,000.00	326.95	34,106.84	22.74	115,893.16
AGENCIES & ALARMS	30,000.00	150.00	28,898.44	96.33	1,101.56
FRANCHISE REVENUE	397,000.00	20,334.20	344,165.72	86.69	52,834.28
DONATIONS & IN LIEU	170,500.00	0.00	204,671.93	120.04 (	34,171.93)
TOTAL REVENUES	7,105,046.00	398,509.26	7,168,137.97	100.89 (	63,091.97)
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	4,375.00	43.75	5,625.00
POLICE	1,949,987.00	162,498.00	1,865,396.00	95.66	84,591.00
MISCELLANEOUS	0.00	0.00	1,837.45	0.00 (	1,837.45)
SANITATION COLLECTION	570,000.00	0.00	478,468.42	83.94	91,531.58
LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
STREET LIGHTING	12,000.00	0.00	8,803.90	73.37	3,196.10
FIRE	1,520,349.00	140,445.73	1,615,125.89	106.23 (	94,776.89)
TOTAL PUBLIC SERVICE	4,063,836.00	302,943.73	3,975,506.66	97.83	88,329.34
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	438,000.00	0.00	377,675.42	86.23	60,324.58
TOTAL CONTRACT SERVICES	438,000.00	0.00	377,675.42	86.23	60,324.58
<u>BUILDING</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
BUILDING SERVICES	125,500.00	0.00	209,435.62	166.88 (	83,935.62)
ADMIN EXPENSE	1,800.00	0.00	905.51	50.31	894.49
OFFICE EXPENSE	0.00	0.00	787.08	0.00 (	787.08)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	0.00	5,231.95	0.00 (	5,231.95)
TOTAL BUILDING	127,300.00	0.00	216,360.16	169.96 (	89,060.16)
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	0.00	0.00	12,135.80	0.00 (	12,135.80)
ADMIN EXPENSE	38,900.00	152.15	21,922.38	56.36	16,977.62
OFFICE EXPENSE	155,000.00	10,368.38	144,678.55	93.34	10,321.45
WAGES & BENEFITS	601,474.00	52,432.27	563,241.35	93.64	38,232.65
INSURANCE	87,508.00	0.00	29,518.40	33.73	57,989.60
TOTAL GENERAL GOVERNMENT	882,882.00	62,952.80	771,496.48	87.38	111,385.52

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND  
FINANCIAL SUMMARY

91.67% 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	1,123.78	0.00 (	1,123.78)
OFFICE EXPENSE	0.00	0.00	565.08	0.00 (	565.08)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00 (	234.11)	10,024.42	0.00 (	10,024.42)
COURT OPERATIONS	28,550.00	1,199.44	19,403.57	67.96	9,146.43
TOTAL MUNICIPAL COURT	28,550.00	965.33	31,224.02	109.37 (	2,674.02)
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	0.00	0.00	9,853.21	0.00 (	9,853.21)
OFFICE EXPENSE	0.00	0.00	591.24	0.00 (	591.24)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	0.00	12,220.87	0.00 (	12,220.87)
PUBLIC WORKS OPERATIONS	352,500.00	161.20	230,348.24	65.35	122,151.76
TOTAL PUBLIC WORKS MAINTENANCE	352,500.00	161.20	253,013.56	71.78	99,486.44
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	3,213,722.00	0.00	2,630,136.64	81.84	583,585.36
TOTAL GOF CAPITAL OUTLAYS	<u>3,213,722.00</u>	<u>0.00</u>	<u>2,630,136.64</u>	<u>81.84</u>	<u>583,585.36</u>
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 2,001,744.00)	31,486.20	( 1,087,274.97)		( 914,469.03)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND

91.67% 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	300,928.75	5,876,523.65	104.20 (	236,977.65)
10-4150 Sales Tax	200,000.00	24,261.43	241,356.67	120.68 (	41,356.67)
TOTAL TAXES	5,839,546.00	325,190.18	6,117,880.32	104.77 (	278,334.32)
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,500.00	1,750.00	12,600.00	360.00 (	9,100.00)
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	360.00	8,880.00	74.00	3,120.00
10-4206 Drainage Reviews	50,000.00	2,150.00	43,250.00	86.50	6,750.00
10-4207 Permits	300,000.00	39,479.60	301,245.74	100.42 (	1,245.74)
10-4208 Board of Adjustment Fees	1,500.00	0.00	1,250.00	83.33	250.00
TOTAL PERMITS & INSPECTIONS	368,000.00	43,739.60	367,225.74	99.79	774.26
<u>COURT</u>					
10-4300 Court Fines	150,000.00	8,768.33	71,188.98	47.46	78,811.02
TOTAL COURT	150,000.00	8,768.33	71,188.98	47.46	78,811.02
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	326.95	34,106.84	22.74	115,893.16
TOTAL INVESTMENT INCOME	150,000.00	326.95	34,106.84	22.74	115,893.16
<u>AGENCIES &amp; 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	150.00	28,500.00	95.00	1,500.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	30,000.00	150.00	28,898.44	96.33	1,101.56
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	75,000.00	19,139.54	76,977.57	102.64 (	1,977.57)
10-4605 Power/Electric	272,000.00	0.00	252,084.16	92.68	19,915.84
10-4606 Franchise Fees-Gas	15,000.00	0.00	0.00	0.00	15,000.00
10-4607 Telephone	35,000.00	1,066.85	14,598.63	41.71	20,401.37
10-4608 Wireless Communication	0.00	127.81	505.36	0.00 (	505.36)
TOTAL FRANCHISE REVENUE	397,000.00	20,334.20	344,165.72	86.69	52,834.28
<u>DONATIONS &amp; IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	136,000.00	100.00	0.00
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	204,671.93	120.04 (	34,171.93)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND

91.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	7,105,046.00	398,509.26	7,168,137.97	100.89 (	63,091.97)

10 -GENERAL FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE</u> =====					
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	10,000.00	0.00	4,375.00	43.75	5,625.00
TOTAL COMMUNITY	10,000.00	0.00	4,375.00	43.75	5,625.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,949,987.00	158,665.00	1,819,396.00	93.30	130,591.00
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	3,833.00	46,000.00	0.00	( 46,000.00)
TOTAL POLICE	1,949,987.00	162,498.00	1,865,396.00	95.66	84,591.00
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	0.00	1,837.45	0.00	( 1,837.45)
TOTAL MISCELLANEOUS	0.00	0.00	1,837.45	0.00	( 1,837.45)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	570,000.00	0.00	469,098.30	82.30	100,901.70
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	9,370.12	0.00	( 9,370.12)
TOTAL SANITATION COLLECTION	570,000.00	0.00	478,468.42	83.94	91,531.58
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	1,500.00	100.00	0.00
TOTAL LIBRARY	1,500.00	0.00	1,500.00	100.00	0.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	0.00	8,803.90	73.37	3,196.10
TOTAL STREET LIGHTING	12,000.00	0.00	8,803.90	73.37	3,196.10
<u>FIRE</u>					
10-510-5060 Villages Fire Department	1,520,349.00	140,445.73	1,615,125.89	106.23	( 94,776.89)
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	1,615,125.89	106.23	( 94,776.89)
TOTAL PUBLIC SERVICE	4,063,836.00	302,943.73	3,975,506.66	97.83	88,329.34
<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	165,842.56	110.56	( 15,842.56)
10-520-5104 Legal	90,000.00	0.00	63,199.83	70.22	26,800.17
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	46,119.00	76.87	13,881.00
10-520-5107 Animal Control	44,000.00	0.00	1,914.67	4.35	42,085.33
10-520-5108 IT Hardware/Software & Support	40,000.00	0.00	62,117.36	155.29	( 22,117.36)
10-520-5110 Mosquito Control	22,000.00	0.00	18,445.00	83.84	3,555.00
TOTAL CONTRACT SERVICES	438,000.00	0.00	377,675.42	86.23	60,324.58

10 -GENERAL FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	438,000.00	0.00	377,675.42	86.23	60,324.58
<b>BUILDING</b>					
<b>=====</b>					
<b>CONTRACT SERVICES</b>					
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
<b>BUILDING SERVICES</b>					
10-530-5152 Drainage Reviews	45,000.00	0.00	81,615.62	181.37 (	36,615.62)
10-530-5153 Electrical Inspections	12,000.00	0.00	12,060.00	100.50 (	60.00)
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	40,275.00	161.10 (	15,275.00)
10-530-5156 Plumbing Inspections	18,000.00	0.00	10,800.00	60.00	7,200.00
10-530-5157 Structural Inspections	20,000.00	0.00	23,175.00	115.88 (	3,175.00)
10-530-5158 Urban Forester	0.00	0.00	35,120.00	0.00 (	35,120.00)
10-530-5160 Mechanical Inspections	5,000.00	0.00	6,390.00	127.80 (	1,390.00)
TOTAL BUILDING SERVICES	125,500.00	0.00	209,435.62	166.88 (	83,935.62)
<b>ADMIN EXPENSE</b>					
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	450.53	25.03	1,349.47
10-530-5209 Office Equipment & Maintenance	0.00	0.00	454.98	0.00 (	454.98)
TOTAL ADMIN EXPENSE	1,800.00	0.00	905.51	50.31	894.49
<b>OFFICE EXPENSE</b>					
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	0.00	787.08	0.00 (	787.08)
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	0.00	787.08	0.00 (	787.08)
<b>WAGES &amp; BENEFITS</b>					
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
<b>INSURANCE</b>					
10-530-5353 Employee Insurance	0.00	0.00	5,231.95	0.00 (	5,231.95)
TOTAL INSURANCE	0.00	0.00	5,231.95	0.00 (	5,231.95)
TOTAL BUILDING	127,300.00	0.00	216,360.16	169.96 (	89,060.16)



10 -GENERAL FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>GENERAL GOVERNMENT</b>					
<b>CONTRACT SERVICES</b>					
10-540-5108 Information Technology	0.00	0.00	12,135.80	0.00 (	12,135.80)
TOTAL CONTRACT SERVICES	0.00	0.00	12,135.80	0.00 (	12,135.80)
<b>ADMIN EXPENSE</b>					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	13,000.00	0.00	4,250.00	32.69	8,750.00
10-540-5203 Bank Fees	1,900.00	268.75	2,668.68	140.46 (	768.68)
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	3,307.63	110.25 (	307.63)
10-540-5207 Miscellaneous	0.00 (	116.60)	1,890.47	0.00 (	1,890.47)
10-540-5208 Citizen Communication	2,000.00	0.00	1,853.87	92.69	146.13
10-540-5209 Office Equipment & Maintenance	10,000.00	0.00	5,896.73	58.97	4,103.27
TOTAL ADMIN EXPENSE	38,900.00	152.15	21,922.38	56.36	16,977.62
<b>OFFICE EXPENSE</b>					
10-540-5210 Postage	2,000.00	0.00	1,276.88	63.84	723.12
10-540-5211 Meeting Supplies	5,000.00	0.00	6,506.48	130.13 (	1,506.48)
10-540-5212 Rent/Leasehold/Furniture	125,000.00	10,368.38	116,017.88	92.81	8,982.12
10-540-5213 Office Supplies	10,000.00	0.00	3,871.60	38.72	6,128.40
10-540-5214 Telecommunications	13,000.00	0.00	15,155.37	116.58 (	2,155.37)
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	1,450.34	0.00 (	1,450.34)
TOTAL OFFICE EXPENSE	155,000.00	10,368.38	144,678.55	93.34	10,321.45
<b>WAGES &amp; BENEFITS</b>					
10-540-5301 Gross Wages	515,000.00	48,631.64	475,819.91	92.39	39,180.09
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	20,078.65	401.57 (	15,078.65)
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	3,595.71	42,438.31	94.31	2,561.69
10-540-5311 Payroll Processing	1,474.00	204.92	2,477.83	168.10 (	1,003.83)
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	52,432.27	563,241.35	93.64	38,232.65
<b>INSURANCE</b>					
10-540-5353 Employee Insurance	83,508.00	0.00	20,902.38	25.03	62,605.62
10-540-5354 General Liability	2,000.00	0.00	9,182.02	459.10 (	7,182.02)
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	29,518.40	33.73	57,989.60
<b>TOTAL GENERAL GOVERNMENT</b>	<b>882,882.00</b>	<b>62,952.80</b>	<b>771,496.48</b>	<b>87.38</b>	<b>111,385.52</b>

10 -GENERAL FUND

91.67% 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	1,048.78	0.00 (	1,048.78)
10-550-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	1,123.78	0.00 (	1,123.78)
<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	510.08	0.00 (	510.08)
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	565.08	0.00 (	565.08)
<u>WAGES &amp; 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)	10,024.42	0.00 (	10,024.42)
TOTAL INSURANCE	0.00 (	234.11)	10,024.42	0.00 (	10,024.42)
<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	1,587.80	6,023.42	120.47 (	1,023.42)
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	0.00	15,675.00	71.25	6,325.00
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	282.00	47.00	318.00
10-550-5412	0.00	0.00	0.00	0.00	0.00
10-550-5413 Building Security Fund	0.00 (	135.93)	901.90	0.00	901.90
10-550-5414 Truancy Prevention	0.00 (	138.70)	920.31	0.00	920.31
10-550-5415 Local Municipal Tech Fund	0.00 (	110.96)	736.24	0.00	736.24
10-550-5416 Local Municipal Jury Fund	0.00 (	2.77)	18.40	0.00	18.40
10-550-5417 Time Payment Reimbursement Fee	0.00	0.00	0.00	0.00	0.00
TOTAL COURT OPERATIONS	28,550.00	1,199.44	19,403.57	67.96	9,146.43
TOTAL MUNICIPAL COURT	28,550.00	965.33	31,224.02	109.37 (	2,674.02)

10 -GENERAL FUND

91.67% 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	0.00	9,853.21	0.00 (	9,853.21)
10-560-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	9,853.21	0.00 (	9,853.21)
<u>OFFICE EXPENSE</u>					
10-560-5213 Office Supplies	0.00	0.00	91.24	0.00 (	91.24)
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	591.24	0.00 (	591.24)
<u>WAGES &amp; 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	12,220.87	0.00 (	12,220.87)
TOTAL INSURANCE	0.00	0.00	12,220.87	0.00 (	12,220.87)
<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	17,373.53	115.82 (	2,373.53)
10-560-5505 Gator Fuel	2,000.00	0.00	516.29	25.81	1,483.71
10-560-5506 Right of Way Mowing	80,000.00	0.00	75,730.00	94.66	4,270.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	44,677.84	89.36	5,322.16
10-560-5508 ROW Water/Planting	1,000.00	161.20	1,736.98	173.70 (	736.98)
10-560-5509 Tree Care/Removal	12,500.00	0.00	11,755.00	94.04	745.00
10-560-5510 Road/Drainage Maintenance	75,000.00	0.00	0.00	0.00	75,000.00
10-560-5515 Landscape Improvements	75,000.00	0.00	74,402.35	99.20	597.65
10-560-5516 Gator Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC WORKS OPERATIONS	352,500.00	161.20	230,348.24	65.35	122,151.76
TOTAL PUBLIC WORKS MAINTENANCE	352,500.00	161.20	253,013.56	71.78	99,486.44

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

10 -GENERAL FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GOF CAPITAL OUTLAYS</u>					
=====					
<u>OTHER EXPENSES</u>					
10-570-5601 Capital Improvements	0.00	0.00	0.00	0.00	0.00
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	80.00	0.00 (	80.00)
10-570-5606 Road/Drainage Projects	0.00	0.00	127,434.16	0.00 (	127,434.16)
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	973,365.73	121.41 (	171,616.73)
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	372,094.72	112.76 (	42,094.72)
10-570-5702 2020 Paving Improvements	0.00	0.00	41,740.00	0.00 (	41,740.00)
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	1,040,770.03	0.00 (	1,040,770.03)
10-570-5808 Wilding Lane	1,205,323.00	0.00	74,652.00	6.19	1,130,671.00
TOTAL OTHER EXPENSES	3,213,722.00	0.00	2,630,136.64	81.84	583,585.36
<hr/>					
TOTAL GOF CAPITAL OUTLAYS	3,213,722.00	0.00	2,630,136.64	81.84	583,585.36
<hr/>					
TOTAL EXPENDITURES	9,106,790.00	367,023.06	8,255,412.94	90.65	851,377.06
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 2,001,744.00)	31,486.20	( 1,087,274.97)		( 914,469.03)

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

20 -DEBT SERVICE

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<b>ASSETS</b>					
20-1100	Claim on Cash	( 447,971.67)	0.00	( 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	71,540.83	( 654,805.39)	208,003.71
20-1110	Texas Class-DS	122,500.81	240.39	1,851,207.98	1,973,708.79
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
	<b>TOTAL ASSETS</b>	<b>1,697,218.69</b>	<b>71,781.22</b>	<b>58,334.73</b>	<b>1,755,553.42</b>
<b>LIABILITIES</b>					
20-2001	Accounts Payable	1,500.00	0.00	( 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	2,130.76	1,489,259.53
	<b>TOTAL LIABILITIES</b>	<b>1,524,134.59</b>	<b>0.00</b>	<b>( 1,418,844.24)</b>	<b>105,290.35</b>
<b>FUND EQUITY</b>					
20-3000	Fund Balance	173,084.10	0.00	0.00	173,084.10
	<b>TOTAL BEGINNING EQUITY</b>	<b>173,084.10</b>	<b>0.00</b>	<b>0.00</b>	<b>173,084.10</b>
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>71,781.22</b>	<b>1,559,328.97</b>	<b>1,559,328.97</b>
	<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>82,150.00</b>	<b>82,150.00</b>
	<b>INCREASE/(DECREASE) IN FUND BAL.</b>	<b>0.00</b>	<b>71,781.22</b>	<b>1,477,178.97</b>	<b>1,477,178.97</b>
	<b>TOTAL LIABILITIES, EQUITY &amp; FUND BAL.</b>	<b>1,697,218.69</b>	<b>71,781.22</b>	<b>58,334.73</b>	<b>1,755,553.42</b>

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

20 -DEBT SERVICE  
FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,501,625.00	71,521.50	1,548,270.31	103.11 (	46,645.31)
INVESTMENT INCOME	10,000.00	259.72	11,058.66	110.59 (	1,058.66)
TOTAL REVENUES	1,511,625.00	71,781.22	1,559,328.97	103.16 (	47,703.97)
<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	71,781.22	1,477,178.97	(	1,467,178.97)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

20 -DEBT SERVICE

91.67% 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	71,521.50	1,548,270.31	103.11 (	46,645.31)
TOTAL TAXES	1,501,625.00	71,521.50	1,548,270.31	103.11 (	46,645.31)
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	10,000.00	259.72	11,058.66	110.59 (	1,058.66)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	10,000.00	259.72	11,058.66	110.59 (	1,058.66)
TOTAL REVENUES	1,511,625.00	71,781.22	1,559,328.97	103.16 (	47,703.97)
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

20 -DEBT SERVICE

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
NON-DEPARTMENTAL					
=====					
ADMIN EXPENSE					
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
OTHER EXPENSES					
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
TRANSFERS					
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
<hr/>					
TOTAL NON-DEPARTMENTAL	1,501,625.00	0.00	82,150.00	5.47	1,419,475.00
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TOTAL EXPENDITURES	1,501,625.00	0.00	82,150.00	5.47	1,419,475.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	10,000.00	71,781.22	1,477,178.97		( 1,467,178.97)



CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

30 -SPECIAL REVENUE FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<b>ASSETS</b>					
30-1100	Claim on Cash	64,179.36	164.18	318.53	64,497.89
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	306.69	3,248.01	27,393.09
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
	<b>TOTAL ASSETS</b>	<b>88,324.87</b>	<b>470.87</b>	<b>3,566.54</b>	<b>91,891.41</b>
<b>LIABILITIES</b>					
30-2001	Accounts Payable	0.00	0.00	0.00	0.00
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
	<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FUND EQUITY</b>					
30-3000	Fund Balance	17,709.38	0.00	( 17,709.38)	0.00
30-3001	Fund Balance-Child Safety	55,694.92	0.00	( 13,162.28)	42,532.64
30-3002	Fund Balance-MC Security	11,838.88	0.00	12,284.32	24,123.20
30-3003	Fund Balance-MC Technology	3,081.69	0.00	18,587.34	21,669.03
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
	<b>TOTAL BEGINNING EQUITY</b>	<b>88,324.87</b>	<b>0.00</b>	<b>0.00</b>	<b>88,324.87</b>
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>470.87</b>	<b>5,371.06</b>	<b>5,371.06</b>
	<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>1,804.52</b>	<b>1,804.52</b>
	<b>INCREASE/(DECREASE) IN FUND BAL.</b>	<b>0.00</b>	<b>470.87</b>	<b>3,566.54</b>	<b>3,566.54</b>
	<b>TOTAL LIABILITIES, EQUITY &amp; FUND BAL.</b>	<b>88,324.87</b>	<b>470.87</b>	<b>3,566.54</b>	<b>91,891.41</b>

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

30 -SPECIAL REVENUE FUND  
FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	0.00	470.75	5,367.47	0.00 (	5,367.47)
INVESTMENT INCOME	0.00	0.12	3.59	0.00 (	3.59)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	470.87	5,371.06	0.00 (	5,371.06)
<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	0.00	1,804.52	0.00 (	1,804.52)
TOTAL QUALIFIED EXPENSES	0.00	0.00	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	470.87	3,566.54	(	3,566.54)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

30 -SPECIAL REVENUE FUND

91.67% 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	38.22	856.30	0.00 (	856.30)
30-4310 MC Technology Revenue	0.00	50.96	1,141.75	0.00 (	1,141.75)
30-4315 Child Safety Revenues	0.00	381.57	3,369.42	0.00 (	3,369.42)
TOTAL COURT	0.00	470.75	5,367.47	0.00 (	5,367.47)
<u>INVESTMENT INCOME</u>					
30-4405 MC Security-Interest	0.00	0.00	0.00	0.00	0.00
30-4410 MC Technology-Interest	0.00	0.00	0.00	0.00	0.00
30-4415 Child Safety-Interest	0.00	0.12	3.59	0.00 (	3.59)
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.12	3.59	0.00 (	3.59)
<u>DONATIONS &amp; IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	470.87	5,371.06	0.00 (	5,371.06)

30 -SPECIAL REVENUE FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b> =====					
<b>MISCELLANEOUS</b>					
30-500-5029 Gen Govt Qualified Expenses	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
<b>QUALIFIED EXPENSES</b> =====					
<b>COURT</b>					
30-510-5121 Child Safety	0.00	0.00	0.00	0.00	0.00
30-510-5122 MC Security	0.00	0.00	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	0.00	1,804.52	0.00 (	1,804.52)
TOTAL QUALIFIED EXPENSES	0.00	0.00	1,804.52	0.00 (	1,804.52)
<b>ADMINISTRATION</b> =====					
<b>ADMIN EXPENSE</b>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>TRANSFERS</b>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	1,804.52	0.00 (	1,804.52)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	470.87	3,566.54	(	3,566.54)

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

40 -CAPITAL PROJECTS FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<b>ASSETS</b>					
40-1100	Claim on Cash	323,417.46	( 1,500.00)	( 295,129.99)	28,287.47
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
	<b>TOTAL ASSETS</b>	<b>330,991.20</b>	<b>( 1,500.00)</b>	<b>( 302,703.73)</b>	<b>28,287.47</b>
<b>LIABILITIES</b>					
40-2001	Accounts Payable	0.00	( 1,500.00)	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
	<b>TOTAL LIABILITIES</b>	<b>406,074.15</b>	<b>( 1,500.00)</b>	<b>0.00</b>	<b>406,074.15</b>
<b>FUND EQUITY</b>					
40-3000	Fund Balance	( 75,082.95)	0.00	0.00	( 75,082.95)
	<b>TOTAL BEGINNING EQUITY</b>	<b>( 75,082.95)</b>	<b>0.00</b>	<b>0.00</b>	<b>( 75,082.95)</b>
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>49.52</b>	<b>49.52</b>
	<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>302,753.25</b>	<b>302,753.25</b>
	<b>INCREASE/(DECREASE) IN FUND BAL.</b>	<b>0.00</b>	<b>0.00</b>	<b>( 302,703.73)</b>	<b>( 302,703.73)</b>
	<b>TOTAL LIABILITIES, EQUITY &amp; FUND BAL.</b>	<b>330,991.20</b>	<b>( 1,500.00)</b>	<b>( 302,703.73)</b>	<b>28,287.47</b>

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

40 -CAPITAL PROJECTS FUND  
FINANCIAL SUMMARY

91.67% 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>49.52</u>	<u>0.00 (</u>	<u>49.52)</u>
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	302,753.25	0.00 (	302,753.25)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>0.00</u>	<u>0.00</u>	<u>302,753.25</u>	<u>0.00 (</u>	<u>302,753.25)</u>
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 302,703.73)		302,703.73

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2020

40 -CAPITAL PROJECTS FUND

91.67% 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 &amp; IN LIEU</u>					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>49.52</b>	<b>0.00 (</b>	<b>49.52)</b>

40 -CAPITAL PROJECTS FUND

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>ADMIN EXPENSE</b>					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
40-500-5601 Capital Outlay	0.00	0.00	0.00	0.00	0.00
40-500-5616 S. Piney Pt/Blalock Rd	0.00	0.00	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	13,781.25	0.00 (	13,781.25)
TOTAL OTHER EXPENSES	0.00	0.00	302,753.25	0.00 (	302,753.25)
<b>TRANSFERS</b>					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	0.00	0.00	302,753.25	0.00 (	302,753.25)
<b>TOTAL EXPENDITURES</b>	0.00	0.00	302,753.25	0.00 (	302,753.25)
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	0.00	0.00	( 302,703.73)		302,703.73



CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2020

99 --POOLED CASH FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<b>ASSETS</b>					
99-1101	Cash	2,707,560.51	( 516,188.26)	( 1,341,895.57)	1,365,664.94
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>248,360.90</u> )	( <u>1,820,037.61</u> )	<u>13,179.80</u>
	<b>TOTAL ASSETS</b>	<u>4,540,777.92</u>	( <u>764,549.16</u> )	( <u>3,161,933.18</u> )	<u>1,378,844.74</u>
<b>LIABILITIES</b>					
99-2000	Accounts Payable	1,834,953.41	( 248,360.90)	( 2,133,224.89)	( 298,271.48)
99-2190	Due to Other Funds	<u>2,705,824.51</u>	( <u>516,188.26</u> )	( <u>1,028,708.29</u> )	<u>1,677,116.22</u>
	<b>TOTAL LIABILITIES</b>	<u>4,540,777.92</u>	( <u>764,549.16</u> )	( <u>3,161,933.18</u> )	<u>1,378,844.74</u>
<b>FUND EQUITY</b>					
99-3000	Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL BEGINNING EQUITY</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL REVENUES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL EXPENSES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>INCREASE/(DECREASE) IN FUND BAL. (WILL CLOSE TO FUND BAL.)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL LIABILITIES, EQUITY &amp; FUND BAL.</b>	<u>4,540,777.92</u>	( <u>764,549.16</u> )	( <u>3,161,933.18</u> )	<u>1,378,844.74</u>

**City of Piney Point Village  
Monthly Tax Office Report  
November 30, 2020**

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

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A. Current Taxable Value \$ 2,903,572,146

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

	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Original Levy 0.25514	\$ 6,254,063.32	\$ 6,763,264.55	\$ 13,017,327.87
Carryover Balance	-	198,501.01	198,501.01
Adjustments	703,061.33	311,714.49	1,014,775.82
Adjusted Levy	6,957,124.65	7,273,480.05	14,230,604.70
Less Collections Y-T-D	650,368.74	7,012,295.44	7,662,664.18
Receivable Balance	<u>\$ 6,306,755.91</u>	<u>\$ 261,184.61</u>	<u>\$ 6,567,940.52</u>

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C. COLLECTION RECAP:

Current Month:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax	\$ 571,907.34	\$ (1,023.70)	\$ 570,883.64
Penalty & Interest	-	-	-
Attorney Fees	-	-	-
Other Fees	-	-	-
Total Collections	<u>\$ 571,907.34</u>	<u>\$ (1,023.70)</u>	<u>\$ 570,883.64</u>

Year-To-Date:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax:	\$ 650,368.74	\$ 7,012,295.35	\$ 7,662,664.09
Penalty & Interest	-	36,947.71	36,947.71
Attorney Fees	-	8,095.61	8,095.61
Other Fees	1.32	694.12	695.44
Total Collections	<u>\$ 650,370.06</u>	<u>\$ 7,058,032.79</u>	<u>\$ 7,708,402.85</u>

Percent of Adjusted Levy	<u>9.35%</u>	<u>110.80%</u>
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**MONTHLY TAX OFFICE REPORT**  
**Tax A/R Summary by Year**  
**November 30, 2020**

YEAR	BEGINNING BALANCE AS OF 12/31/2019	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 11/30/2020
2019	\$ 6,763,264.55	\$ 315,873.65	\$ 7,015,275.06	\$ 63,863.14
18	33,957.93	(3,928.75)	(2,798.27)	32,827.45
17	19,505.52	(688.48)	(181.35)	18,998.39
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>\$ 6,961,765.56</u>	<u>\$ 311,714.49</u>	<u>\$ 7,012,295.44</u>	<u>\$ 261,184.61</u>

**Council Agenda Item Cover Memo**

**12/14/2020  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on revisions to Section 50-99 of the City Code of Ordinances as recommended by Harris County.**

**SUMMARY/BACKGROUND (WHY):** Harris County has recommended minimum standards for adoption by communities located in Harris County to ensure the benefits achieved by the 2018 Harris County Flood Control Bond Project are protected. Council previously approved revisions to the City Flood Ordinance – Chapter 34. Attached is a letter from Harris County with the requested changes as well as Ordinance Section 50-99 with track changes on to show the revisions to the ordinance for discussion. These revisions specifically require all City drainage projects to be designed using Atlas 14 rainfall data. Rainfall data was previously addressed in the City drainage ordinances for development, but not specifically in the City ordinance. Harris County has requested that the minimum standards be effective by December 31, 2020.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:** See attached                      **FUNDING SOURCE:** N/A

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

# HARRIS COUNTY

## OFFICE OF THE COUNTY ENGINEER

1001 Preston, Suite 500  
Houston, Texas 77002  
(713) 755-5370

May 22, 2020

### Honorable Mayors of Cities Located Within Harris County

**SUBJECT: Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County**

Dear Honorable Mayors of Harris County Cities:

On Tuesday, May 19, 2020, Harris County Commissioners Court adopted the attached letter to encourage a minimum level of flood resiliency across all of Harris County. Adoption of the minimum standards listed in the letter by communities across Harris County will result in an increased flood resiliency for the entirety of Harris County.

We will be hosting an online information session on **June 2, 2020 at 3:00pm** concerning the initiative for you and any of your staff. The meeting can be accessed at: <https://harriscounty.webex.com/harriscounty/j.php?MTID=m7f419f25deacef15e76825cbfbb32732> or you may call in to the meeting at (408) 418-9388 (meeting access code: 966 199 817).

The purpose of this policy is to provide a minimum set of drainage regulations and development policies that will allow all municipalities in Harris County to have a consistent set of standards that incorporate NOAA Atlas 14 rainfall rates. The proposed standards are intended to preserve the capacity and purpose of the ongoing Harris County Flood Control District (District) Bond Projects and make Harris County more resilient to future flooding events. Nothing in this policy is intended to reduce the level of current regulation within any municipality or to prevent any municipality from enacting more stringent standards.

These recommendations will NOT affect the status or scheduling of projects included on the 2018 Bond Project List. All 2018 Bond Projects will be completed as planned with the funding shown in the bond program.

If a municipality chooses not to update their regulations to these minimum standards, the municipality would not be eligible for participation in the Partnership Projects funding included in the 2018 Bond (Bond Project ID Z-02 – Partnership Projects with Municipalities, Authorities, and Other Districts in Harris County) projects until they do so. This fund amount is authorized at \$175,000,000 and allows for joint funding of unidentified future projects between the District and a participating municipality. If the participating municipality chooses not to update their standards and they currently have

**HARRIS COUNTY**  
**OFFICE OF THE COUNTY ENGINEER**

**1001 Preston, Suite 500  
Houston, Texas 77002  
(713) 755-5370**


an active partnership project or projects with the District funded through Z-02, the project would be cancelled if not completed by December 31, 2020, and any remaining bond funds will be refunded to the Bond Project ID Z-02. Additionally, Harris County roadway partnership projects that have not begun construction prior to December 31, 2020 will be similarly impacted. Ongoing partnership projects can continue as long as the partnering municipality is actively working toward updating their standards.


If your city has interest, Harris County has engaged an engineering consultant that can assist in updating your regulations to meet the minimum standards listed in the attached letter at no cost to your city.

If you have any questions concerning the update of your regulations or would like assistance from Harris County's engineering consultant, please contact Alisa Max, P.E., Harris County Engineering Department, at [alisa.max@eng.hctx.net](mailto:alisa.max@eng.hctx.net). If you have any questions concerning your District Bond projects or partnership projects, please contact Matthew Zeve, P.E., Harris County Flood Control District, at [matthew.zeve@hcfcd.hctx.net](mailto:matthew.zeve@hcfcd.hctx.net).

We are here to assist your city in becoming more flood resilient.

Sincerely,

  
John R. Blount, P.E.  
County Engineer  
Office of the County Engineer

  
Russell A. Poppe, P.E.  
Executive Director  
Harris County Flood Control District

Attachment

JB/AM

# **HARRIS COUNTY**

## **OFFICE OF THE COUNTY ENGINEER**

**1001 Preston, Suite 500  
Houston, Texas 77002  
(713) 755-5370**

May 12, 2020

Honorable County Judge  
& Commissioners

**SUBJECT: Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County**

Dear Court Members:

At the April 28, 2020, Commissioners Court, we were directed to recommend minimum standards for adoption by communities located in Harris County to ensure the benefits achieved by the 2018 Harris County Flood Control Bond Program are protected.

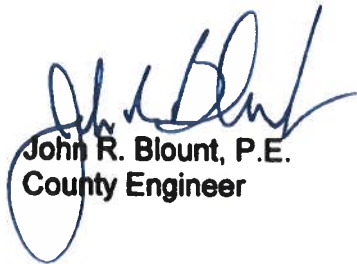
Our recommendation is that all cities within Harris County, and those entities located outside of Harris County but drain to Harris County, adopt the following minimum standards by December 31, 2020, and be effective within their municipal boundaries and extraterritorial jurisdiction:

- Use Atlas 14 rainfall rates for sizing storm water conveyance and detention systems.
- Require a minimum detention rate of 0.55 acre feet per acre of detention for any new development on tracts one acre or larger in size. However, a single family residential structure and accessory buildings proposed on an existing lot is exempt from providing detention.
- Prohibit the use of hydrograph timing as a substitution for detention on any project, unless it directly outfalls into Galveston Bay.
- Require no net fill in the current mapped 500-year floodplain, except in areas identified as coastal zones only
- Require the minimum Finished Floor Elevation (FFE) of new habitable structures be established at or waterproofed to the 500-year flood elevation as shown on the effective Flood Insurance Study.


It is further recommended that the County Engineer extend the current agreement with EHRA Engineering to assist communities in evaluating and updating their policies and ordinances upon their request at no cost to the community. As part of this process, these communities may identify additional requirements or criteria to implement depending on their flood risk and storm water infrastructure capacity.

To help reinforce participation, we also recommend that no partnership projects, including flood control or county roadway projects, be constructed in these communities after December 31, 2020, until such time their criteria is updated to reflect the above minimum standards. Partnership projects that are currently scheduled for construction in these communities before December 31, 2020, may continue as scheduled provided the communities are actively working with us to update their criteria. It should be noted that this effort is part of a larger Fix Flooding First initiative that will be presented to Commissioners Court for an official roll out in June 2020.

Sincerely,



John R. Blount, P.E.  
County Engineer



Russell A. Poppe, P.E.  
Executive Director  
Harris County Flood Control District

JRB/RP/ed



Sec. 50-99. - Drainage.

Drainage facilities shall be designed and constructed in accordance with the city minimum construction standards for community improvements. Atlas 14 rainfall rates shall be required to size localized storm water conveyance systems, such as storm sewers and roadside ditches, and size detention systems that outfall into the localized storm water conveyance systems. See Harris County Region 2 rainfall data in the most recent update of Harris County Flood Control's PCPM.

(Ord. No. 819, § 3.16, 2-9-98)

**Council Agenda Item Cover Memo**

**12/14/2020  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on revisions to the City Drainage Criteria checklists for New Construction, Partial Construction, Pool Construction, and Temporary Drainage.**

**SUMMARY/BACKGROUND (WHY):** The City Building Official, Alderman Thompson, and City Engineer discussed revisions to the City drainage criteria checklists to address the minimum measures recommended by Harris County to ensure the benefits achieved by the 2018 Harris County Flood Control Bond Project are protected. Please see attached revised drainage criteria for your review and acceptance. Harris County has requested that the minimum standards be effective by December 31, 2020.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:** See attached                      **FUNDING SOURCE:** City Funds  
**CURRENT BUDGETED ITEM:** YES \_ NO \_      **EMERGENCY REQUEST:** YES \_ NO X

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**CITY OF PINEY POINT VILLAGE**  
**NEW CONSTRUCTION**

Address of Property: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Builder: \_\_\_\_\_  
 Builder's Contact Telephone Number: \_\_\_\_\_  
 Engineering Company: \_\_\_\_\_  
 Engineer: \_\_\_\_\_  
 Engineer's Contact Telephone Number: \_\_\_\_\_  
 Engineer's Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Please revise plans and resubmit as an electronic drainage submission as an email to Annette Arriaga at [bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org). If you have any questions, please feel free to contact the City.**

**Drainage Plans**

1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans <b>will not</b> be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
3. The Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shots on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
4. The topographical survey shall show the location and existing elevations of roadways, <b>all trees on the lot</b> , all easements, all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
6. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	

7. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
8. All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.	
9. Engineer shall provide drainage area calculations <u>using Atlas 14 rainfall data for a Harris County Region 2 2-Year storm event</u> on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$ . ( $I_a$ = impervious area/total area) and must not be less than 0.40.	
10. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
11. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
12. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
13. Culverts shall be able to convey a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2 Year Design Storm</del> for all affected areas. The min. culvert size shall be 24" diameter and shall be Reinforced Concrete Pipe.	
14. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	
15. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to <del>insure</del> ensure that all runoff produced in a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2 year storm</del> will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
16. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
17. Note on plan "Any areas of grass within the City's right of way which are disturbed or dug up during construction shall be replaced with St. Augustine or grass which matches the grass removed."	
18. Note on plan "Any damage to existing roads, driveways, sidewalks, or other appurtenances within the City's right of way shall be saw cut, removed and replaced with material equal to or superior to existing material, and be installed in a manner acceptable to the City".	

19. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2-year design storm</del> ".	
20. Note "Reinforced Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
21. Note "Any revisions to the originally approved drainage plans must be submitted to the City by the builder's Engineer that provided the original approved drainage plans. Resubmitted plans must be signed and sealed by the builder's Engineer".	
22. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
23. Note on plan "Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan."	
24. If storm sewer pipes are proposed in drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
25. If storm sewer pipes are proposed on drainage plan, all pipes shall be labeled indicating the proposed length, material and flowline elevations. All proposed storm sewer inlets or junction boxes must be labeled with top of grate elevations and flow line elevations of pipes connected to the box.	
26. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
27. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
28. The engineer is to provide a force main separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
29. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
30. Drainage system must include a clean-out, inlet or junction box at every bend to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
31. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	

32. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
33. Provide tie-in detail if using existing City inlet.	
34. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
35. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
36. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
37. All plans need to be oriented with North directed to the top or right of the page.	
38. If roof drains are to be tied into the drainage system, they must be shown in the drainage plan.	
39. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	
40. When building in the floodplain the surveyor or engineer must delineate the limits of the 500-year and 100-year floodplains and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
41. When building in the 500-year floodplain, plans must include a certificate of elevation.	
42. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the <del>100-year</del> <u>500-year</u> floodplain below the <del>Base Flood Elevation</del> <u>500-year flood elevation</u> .	
43. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
44. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
45. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
46. Drainage plans must show finished floor elevation, garage finished floor elevation, and the elevations on the driveway adjacent to the garage. Garage finished floor elevation must coordinate with adjacent proposed driveway elevations.	

47. Finished floor elevation must be 12" above the nearest sanitary sewer manhole lid elevation. Elevation of nearest sanitary sewer manhole lid must be provided.	
48. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
49. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
50. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
51. Drainage plans must show all sanitary sewer clean outs on the property.	
52. Drainage plans must be submitted on paper with dimensions of either 34"X22" or 36"X24".	

***CITY OF PINEY POINT VILLAGE***  
**NEW POOL CONSTRUCTION**

Address of Property: \_\_\_\_\_

Date: \_\_\_\_\_

Builder: \_\_\_\_\_

Builder's Contact Telephone Number: \_\_\_\_\_

Engineering Company: \_\_\_\_\_

Engineer: \_\_\_\_\_

Engineer's Contact Telephone Number: \_\_\_\_\_

Engineer's Mailing Address: \_\_\_\_\_

Drainage Plans

1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans <b>will not</b> be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
3. The Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shots on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
4. The topographical survey shall show the location and existing elevations of roadways, <b>all trees on the lot</b> , all easements, all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
6. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
7. Engineer shall provide drainage area calculations <u>using Atlas 14 rainfall data for a Harris County Region 2 2-Year storm event for a City of Houston 2-Year Design Storm that are to be included</u> on the submitted plans. The runoff coefficient (C-	



value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$ . ( $I_a$ = impervious area/total area) and must not be less than 0.40.	
8. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
9. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
10. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
11. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to <del>insure</del> ensure that all runoff produced in a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2 year storm</del> will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
12. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
13. Note on plan "Any areas of grass within the City's right of way which are disturbed or dug up during construction shall be replaced with St. Augustine or grass which matches the grass removed."	
14. Note on plan "Any damage to existing roads, driveways, sidewalks, or other appurtenances within the City's right of way shall be saw cut, removed and replaced with material equal to or superior to existing material, and be installed in a manner acceptable to the City".	
15. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2 year design storm</del> ".	
16. Note "Reinforce Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
17. Note "Any revisions to the originally approved drainage plans must be submitted to the City by the builder's Engineer that provided the original approved drainage plans. Resubmitted plans must be signed and sealed by the builder's Engineer".	
18. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
19. Note on plan "Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan."	

20. If storm sewer pipes are proposed in drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
21. If storm sewer pipes are proposed on drainage plan, all pipes shall be labeled indicating the proposed length, material and flowline elevations. All proposed storm sewer inlets or junction boxes must be labeled with top of grate elevations and flow line elevations of pipes connected to the box.	
20. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
21. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
22. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
23. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
24. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
25. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
26. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
27. Provide tie-in detail if using existing City inlet.	
28. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
29. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	

30. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
31. All plans need to be oriented with North directed to the top or right of the page.	
32. If roof drains are to be tied into the drainage system they must be shown in the drainage plan.	
33. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	
34. When building in the floodplain the surveyor or engineer must delineate the limits of the 500-year and 100-year floodplains and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
35. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the <del>100-year</del> <u>500-year</u> floodplain below the <del>Base Flood Elevation</del> <u>500-year</u> flood elevation.	
36. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
37. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
38. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
39. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
40. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
41. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
42. Drainage plans must show all sanitary sewer clean outs on the property.	
43. Drainage plans must be submitted on paper with dimensions of either 22"X34" or 24"X36".	

## **CITY OF PINEY POINT VILLAGE**

### TEMPORARY DRAINAGE PLAN DURING CONSTRUCTION: PLAN REQUIREMENTS –

1. The Temporary Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
2. The Temporary Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shot on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
3. The topographical survey shall show the location and existing elevations of roadways, <b>all trees on the lot</b> , all easements, all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
4. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
5. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	
6. When a Temporary Drainage Plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
7. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to insure that all runoff produced in a City of Houston 2 year storm will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
8. Engineer shall provide drainage area calculations <u>using Atlas 14 rainfall data for a Harris County Region 2 2-Year storm event</u> <del>for a City of Houston 2-Year Design Storm that are to be included</del> on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6I_a + 0.2$ . ( $I_a$ = impervious area/total area) and must not be less than 0.40.	
9. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
10. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	

11. Culverts shall be able to convey a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data City of Houston 2-Year Design Storm</u> for all affected areas. The min. culvert size shall be 24" diameter and shall be Reinforced Concrete Pipe.	
12. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	
13. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to <del>insure</del> ensure that all runoff produced in a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data City of Houston 2-year storm</u> will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
14. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office).	
15. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
16. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
17. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
18. The Temporary Drainage Plan shall show inlet protection around all existing and proposed inlets that will be in use during construction.	
19. The Temporary Drainage Plan must show a reinforced filter fabric fence detail with wire mesh reinforcement.	
20. All plans need to be oriented with North directed to the top or right of the page.	
21. Note on plan "Any areas of grass within the City's right of way which are disturbed or dug up during construction shall be replaced with St. Augustine or grass which matches the grass removed."	
22. Note on plan "Any damage to existing roads, driveways, sidewalks, or other appurtenances within the City's right of way shall be saw cut, removed and replaced with material equal to or superior to existing material, and be installed in a manner acceptable to the City".	
23. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data City of Houston 2-year design storm</u> ".	
24. Note "Reinforce Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	

25. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
26. Note on plan "Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan."	
27. If storm sewer pipes are proposed in the temporary drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
28. If storm sewer pipes are proposed on drainage plan, all pipes shall be labeled indicating the proposed length, material and flowline elevations. All proposed storm sewer inlets or junction boxes must be labeled with top of grate elevations and flow line elevations of pipes connected to the box.	
29. All temporary drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
30. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
31. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
32. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
33. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	
34. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
35. Provide tie-in detail if using existing City inlet.	
36. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
37. When building in the floodplain the surveyor or engineer must delineate the limits of the 500-year and 100-year floodplains and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	

38. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the <del>100-year</del> <u>500-year</u> floodplain below the <del>Base Flood Elevation</del> <u>500-year flood elevation</u> .	
39. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
40. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
41. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	
42. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
43. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
44. Temporary Drainage Plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
45. Drainage plans must be submitted on paper with dimensions of either 22"X34" or 24"X36".	

***CITY OF PINEY POINT VILLAGE***  
**Partial Construction**

Drainage Plans

Address of Property: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Builder: \_\_\_\_\_  
 Builder's Contact Telephone Number: \_\_\_\_\_  
 Engineering Company: \_\_\_\_\_  
 Engineer: \_\_\_\_\_  
 Engineer's Contact Telephone Number: \_\_\_\_\_  
 Engineer's Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Drainage Plans

1. A Temporary Drainage Plan during Construction shall be submitted and approved, and shall conform to guidelines for Temporary Drainage Plan (separate requirements not listed on this sheet). Plans <b>will not</b> be approved without an approved temporary plan.	
2. The Drainage Plan shall demonstrate that positive drainage will occur on the lot.	
3. The Drainage Plan shall include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, drives, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show existing and finished grade elevations of all proposed paving and grading on the site and shall include existing and planned spot elevations at a maximum of twenty-five foot (25') spacing covering the lot, including shots on 25' spacing along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e., building slabs, sidewalks, patios, driveways, decks, etc.).	
4. The topographical survey shall show the location and existing elevations of roadways, <b>all trees on the lot</b> , all easements, all landscaping, storm and sanitary sewers. Proposed removal of any existing trees must be indicated on the drainage plan.	
5. The topographical survey must also include features in the right-of-way in front of adjacent properties including ditch flow line and top of bank elevations and storm sewer elevations (driveway culvert flow lines, storm sewer flow lines, inlet top of grates).	
6. The Drainage Plan shall be prepared under the supervision of a Registered Professional Engineer of the State of Texas. The plans shall be sealed and signed by Engineer.	



7. When a Drainage plan is to incorporate a retaining wall, a detail of the retaining wall will be required on the submitted plans.	
8. All driveways must be a minimum of 3-feet from the property line at the side yard to allow for drainage or grading.	
9. Engineer shall provide drainage area calculations <u>using Atlas 14 rainfall data for a Harris County Region 2 2-Year storm event for a City of Houston 2-Year Design Storm that are to be included</u> on the submitted plans. The runoff coefficient (C-value) used must be calculated using the following equation: $C = 0.6Ia + 0.2$ . (Ia = impervious area/total area) and must not be less than 0.40.	
10. All proposed drainage pipes shall be sloped to achieve a velocity of 3ft/sec.	
11. No elevation changes shall occur around the perimeter of the property. Plan shall show existing and proposed elevations on 25' space along the perimeter of the property.	
12. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs.	
13. Culverts shall be able to convey a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data City of Houston 2-Year Design Storm</u> for all affected areas. The min. culvert size shall be 24" diameter and shall be Reinforced Concrete Pipe.	
14. All driveway culverts shall have a minimum cover of 3-inches between top of pipe and bottom of pavement.	
15. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to <del>insure</del> ensure that all runoff produced in a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data City of Houston 2-year storm</u> will drain into the street, ditch, storm sewer system, or a recorded drainage easement.	
16. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention measurements including, but not limited to, erosion and sediment controls (reinforced filter-fabric fencing), waste collection and disposal, off-site vehicle trucking, and other practices consistent with state and local regulations. Hay bales will not be allowed to be used as sediment control devices.	
17. Note on plan "Any areas of grass within the City's right of way which are disturbed or dug up during construction shall be replaced with St. Augustine or grass which matches the grass removed."	
18. Note on plan "Any damage to existing roads, driveways, sidewalks, or other appurtenances within the City's right of way shall be saw cut, removed and replaced with material equal to or superior to existing material, and be installed in a manner	

acceptable to the City".	
19. Note "The Contractor shall maintain drainage during construction as to not adversely impact adjacent / neighboring properties during a <u>Harris County Region 2 2-year storm event using Atlas 14 rainfall data</u> <del>City of Houston 2 year design storm</del> ".	
20. Note "Reinforced Filter-Fabric Fences may not be taken down until the builder receives approval from the City".	
21. Note "Any revisions to the originally approved drainage plans must be submitted to the City by the builder's Engineer that provided the original approved drainage plans. Resubmitted plans must be signed and sealed by the builder's Engineer".	
22. Note on plan "Any excavation in the drip-line of trees 20 inches in diameter and above must be completed by hand digging. No roots larger than 1 inch in diameter are permitted to be cut for construction of the drainage system."	
23. Note on plan "Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan."	
24. If storm sewer pipes are proposed in drainage plan, main pipes shall be minimum 6" PVC SDR 26. Drainage grate inlets to be a minimum of 12" x 12" along main line pipe.	
25. If storm sewer pipes are proposed on drainage plan, all pipes shall be labeled indicating the proposed length, material and flowline elevations. All proposed storm sewer inlets or junction boxes must be labeled with top of grate elevations and flow line elevations of pipes connected to the box.	
24. No drainage shall go into an adjacent private drainage system without a drainage easement recorded at the Harris County Clerk's office. (No private agreements between homeowners sharing drainage will be allowed unless recorded at County Clerk Office and approved by the City).	
25. All drainage systems that require a sump pump system must include a sump detail with a properly sized overflow pipe to convey 2-year storm event. The pump system does not need to be of a size to pump the storm itself and the pumping system shall be sized so as to not negatively impact the City's existing storm system and/or infrastructure.	
26. The engineer is to provide a force main completely separate from an overflow line (i.e. the force main is not allowed to discharge into the overflow pipe at any point.).	
27. An erosion control system shall be required at the outfall of the force discharge (Concrete apron, rip rap, etc.).	
28. Drainage system must include a clean-out, inlet or junction box at every bend so as to provide access for maintenance; the only exception may be where roof drains tie into the main system.	
29. When the design calls for a system to discharge through an existing concrete curb. The plan submitted must include a curb cut and repair detail. This detail will include No. 4 rebars doweled in both vertically and horizontally to the exiting pavement and curb.	

30. Proposed tie-ins to existing storm sewers that have saddle inlets will not be allowed. The developer will replace the saddle inlet with a City of Houston Type A Inlet.	
31. Provide tie-in detail if using existing City inlet.	
32. French Drains are for landscape use only (i.e. flowerbeds) and not to be used in lieu of inlets in the permanent or temporary drainage plan.	
33. All drainage plans and as-built plans shall utilize the City Benchmark System. Please contact the City for information on the location and elevation of the closest benchmark. Please include the benchmark that was used for elevations on the submitted plan.	
34. Submitted plans shall be drawn to an engineer's scale and not to an architect's scale.	
35. All plans need to be oriented with North directed to the top or right of the page.	
36. If roof drains are to be tied into the drainage system they must be shown in the drainage plan.	
37. Roof drain tie-ins as a minimum shall be as follows: 1 per 4-inch drain line or 4 per 6-inch drain line. The design engineer shall determine the proper sizing as part of the permanent drainage plan.	
38. When building in the floodplain the surveyor or engineer must delineate the limits of the 500-year and 100-year floodplains and floodway located on the new TSARP FEMA F.I.R.M. maps as per Harris County Flood Control District.	
39. When building in the 500-year floodplain, plans must include a certificate of elevation.	
40. When building in the floodplain, plans must include cut and fill calculations to demonstrate no net fill within the <del>100-year</del> 500-year floodplain below the <del>Base Flood Elevation</del> 500-year flood elevation.	
41. Plans must have all Memorial Villages Water Authority utilities show in the Right-of-Way	
42. Drainage plans must be approved by Memorial Villages Water Authority (MVWA) prior to a building permit being issued to the builder for work performed in the right-of-way. Plans only entering the right-of-way to outfall into City facilities do not have to be approved by MVWA.	
43. Sump pumps proposed on temporary drainage plans must be completely installed and operable at the time of construction.	

44. Any excavation in the vicinity of trees 20 inches in diameter and above shall be completed by hand digging. Locations of hand digging around trees must be called out on the drainage plan.	
45. No drainage pipes shall be proposed within the drip-line of any trees that are either partially or completely located on an adjacent property.	
46. Drainage plans shall include a title block clearly indicating the engineering firm's contact information and scope of work (new house, house addition, new pool, etc.).	
47. Drainage plans must show all sanitary sewer clean outs on the property.	
48. Drainage plans must be submitted on paper with dimensions of either 22"X34" or 24"X36".	

**Council Agenda Item Cover Memo**

**12/14/2020  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on quotes received for ditch regrading on the west side of Chuckanut Lane.**

**SUMMARY/BACKGROUND (WHY):** The City previously requested that HDR obtain quotes for regrading the ditch on the west side of Chuckanut Lane from 7 Chuckanut to 1 Chuckanut. An Add Alternative was included in the bid for regrading the ditch from the end of the cul-de-sac to the 239 N. Piney Point Road property line. The quotes include the regrading existing ditch including cut, disposal and/or fill material as necessary, removing dirt from a 4X6 box culvert by hand excavation, and hydromulching/sodding the areas regraded. A summary of quotes and the quotes received are included in the agenda packet.

**STAFF RECOMMENDATION:**

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**ESTIMATED COST:** See attached

**FUNDING SOURCE:** City Funds

**CURRENT BUDGETED ITEM:** YES  NO

**EMERGENCY REQUEST:** YES  NO

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

**Summary of Quotes**  
**Chuckanut Ditch Regrading (west side)**  
**City of Piney Point Village**  
**HDR Job No. 20-004**

<b>Contractor</b>	<b>Drainage Items Quote</b>	<b>Add Alternative 1 Quote</b>	<b>Total Quote</b>
T-Construction	\$5,985.00	\$7,818.00	<b>\$13,803.00</b>
J Rivas	\$4,325.00	\$11,560.00	<b>\$15,885.00</b>
Camino Services	\$7,435.00	\$14,605.00	<b>\$22,040.00</b>
On Par Civil Services	\$12,807.00	\$22,125.00	<b>\$34,932.00</b>
	Represents the lowest Quote		

**Chuckanut West Regrading  
City of Piney Point Village**

HDR Job No. 20-004

**Chuckanut West**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Drainage Items Total:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	195	\$23.00	\$4,485.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.S.	1	\$1,500.00	\$1,500.00
<b>Total Drainage Items Cost:</b>					<b>\$5,985.00</b>
<b>Add Alternative 1:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	245	\$22.00	\$5,390.00
	Remove dirt by hand excavation from 4X6 box culvert, complete in place the sum of:	L.F.	32	\$29.00	\$928.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.F.	1	\$1,500.00	\$1,500.00
<b>Total Add Alternative 1 Cost:</b>					<b>\$7,818.00</b>

TOTAL: 13,803.<sup>00</sup>  
*Younis Villarejo*  
 12/09/2020

**Chuckanut West Regrading**  
**City of Piney Point Village**  
HDR Job No. 20-004

J Rivas Construction, LLC  
9223 Misty Vale Ln.  
Houston, TX 77075  
Phone# 346-401-7105  
j.rivasconst@yahoo.com

**Chuckanut West**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Drainage Items Total:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	195	\$15.00	\$2,925.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.S.	1	\$1,400.00	\$ 1,400.00
<b>Total Drainage Items Cost:</b>					<b>\$4,325.00</b>
<b>Add Alternative 1:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	245	\$40.00	\$9,800.00
	Remove dirt by hand excavation from 4X6 box culvert, complete in place the sum of:	L.F.	32	\$55.00	\$ 1,760.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.F.	1		
<b>Total Add Alternative 1 Cost:</b>					<b>\$11,560.00</b>



**Chuckanut West Regrading**  
 City of Piney Point Village  
 HDR Job No. 20-004

**Chuckanut West**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Drainage Items Total:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	195	\$ 33.00	\$ 6,435.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.S.	1	\$ 1,000.00	\$ 1,000.00
<b>Total Drainage Items Cost:</b>					<b>\$ 7,435.00</b>
<b>Add Alternative 1:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	245	\$ 40.00	\$ 9,800.00
	Remove dirt by hand excavation from 4X6 box culvert, complete in place the sum of:	L.F.	32	\$ 150.00	\$ 4,800.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.F.	1	\$ 5.00	\$ 5.00
<b>Total Add Alternative 1 Cost:</b>					<b>\$ 14,605.00</b>

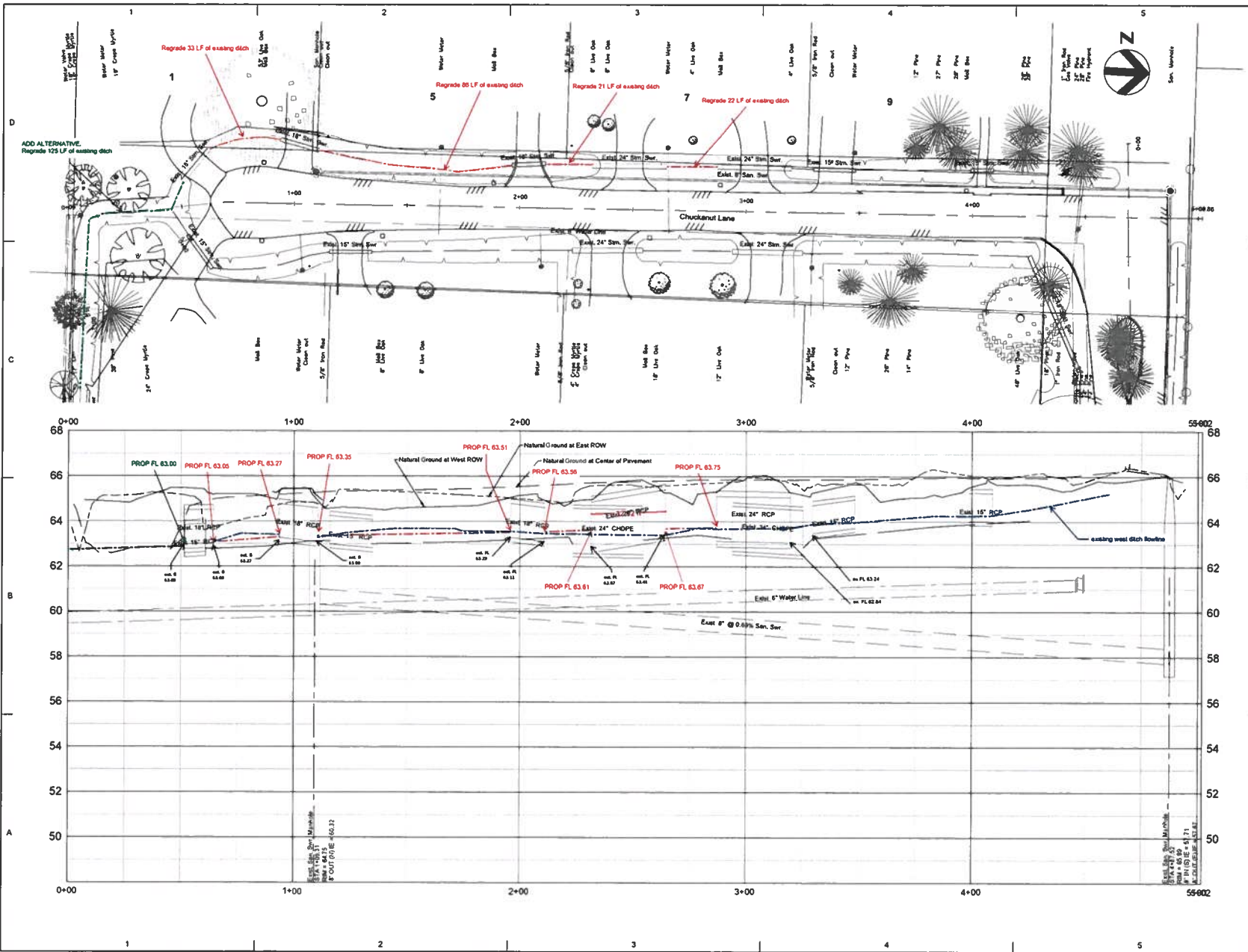
**Chuckanut West Regrading**  
**City of Piney Point Village**  
HDR Job No. 20-004

**Chuckanut West**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Drainage Items Total:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	195	55.00	10,725.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.S.	1	2,082.00	2,082.00
<b>Total Drainage Items Cost:</b>					<b>12,807</b>
<b>Add Alternative 1:</b>					
1	Regrade existing ditch including cut, disposal and/or fill material as necessary to achieve the proposed flowline elevations, complete in place, the sum of:	L.F.	245	65.00	15,925.00
	Remove dirt by hand excavation from 4X6 box culvert, complete in place the sum of:	L.F.	32	100.00	3,200.00
2	Hydromulch or sod (match existing) along ditch regraded areas, complete in place, the sum of:	L.S.	1	3,000.00	3,000.00
<b>Total Add Alternative 1 Cost:</b>					<b>22,125.00</b>

UNIT WAS LISTED AS LF CHANGED TO LS.

*[Signature]*  
12/07/2020



Texas P.E. Firm  
 Registration No. F-754  
 HDR Engineering, Inc.  
 4829 Loop Central Drive, Suite 800  
 Houston, Texas 77081  
 P 713.622.8266 F 713.622.9265  
 www.hdrinc.com

PROJECT FOR  
**PINEY POINT VILLAGE,  
 TEXAS**  
**CHUCKANUT LANE  
 DRAINAGE IMPROVEMENTS**

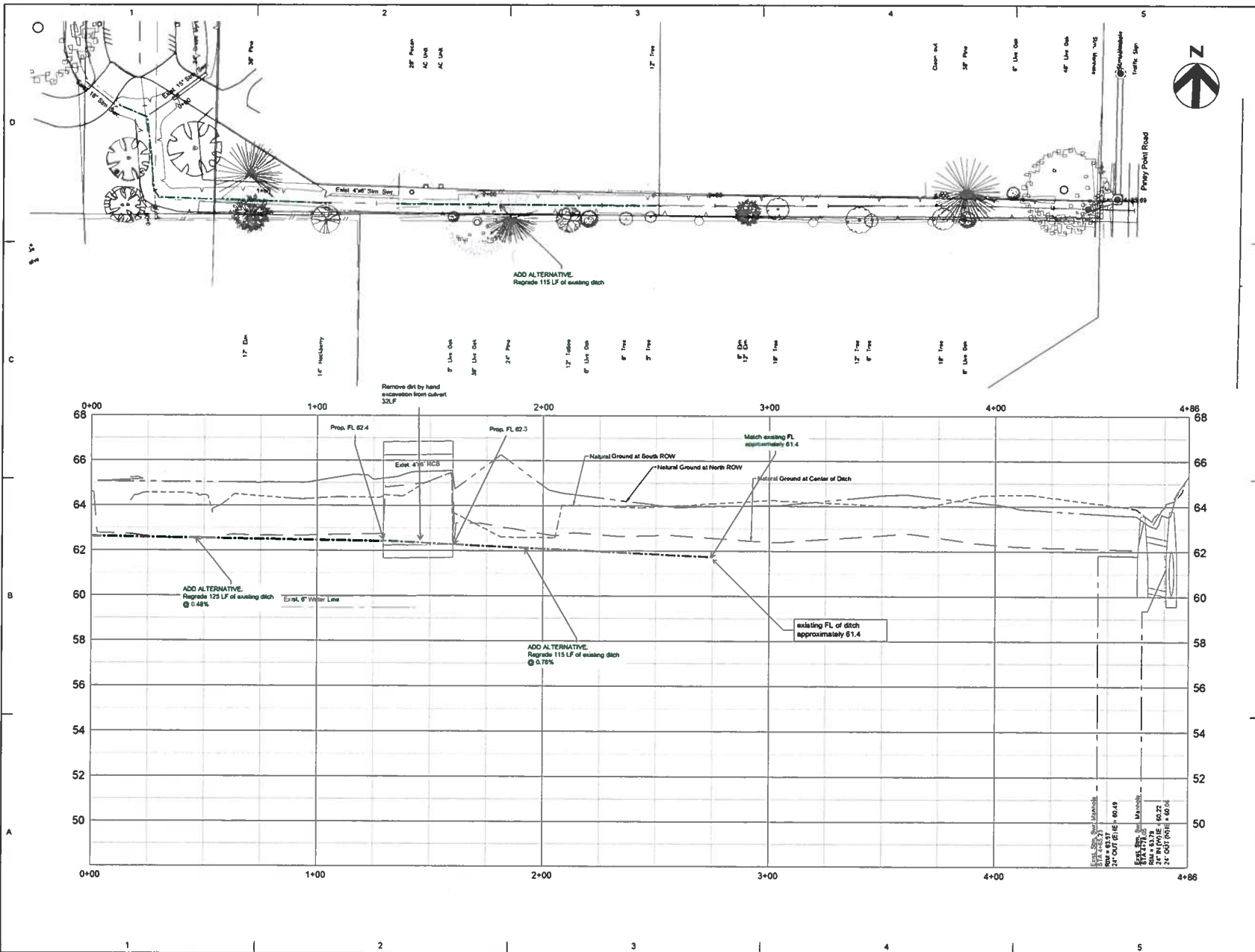


VERIFICATION OF PRIVATE UTILITY LINES

DATE: \_\_\_\_\_  
 CENTERPOINT ENERGY NATURAL GAS UTILITIES SHOWN (GAS SERVICE LINES ARE NOT SHOWN).  
 DATE: \_\_\_\_\_  
 CENTERPOINT ENERGY/UNDERGROUND ELECTRICAL FACILITIES VERIFICATION ONLY (GAS SERVICE LINES ARE NOT SHOWN).  
 DATE: \_\_\_\_\_  
 APPROVED FOR AT&T TEXAS/SWPT UNDERGROUND CONDUIT FACILITIES ONLY. SIGNATURE VALID FOR ONE YEAR.

MARK	DATE	DESCRIPTION
PROJECT NUMBER	10000659	
ORIGINAL ISSUE		
PROJECT MANAGER	Joseph Moore	
PROJECT DESIGNER		
DRAWN BY		

SHEET NAME \_\_\_\_\_  
 SCALE \_\_\_\_\_  
 SHEET NUMBER \_\_\_\_\_  
 FILE NAME \_\_\_\_\_



Texas P.E. Firm  
Registration No. F-754

HDR Engineering, Inc.  
4828 Loop Central Drive, Suite 600  
Houston, Texas 77061  
P 713.822.9264 F 713.822.9265  
www.hdrinc.com

PROJECT FOR  
**PINEY POINT VILLAGE, TEXAS**  
**CHUCKANUT LANE DRAINAGE IMPROVEMENTS**



IN WITNESS WHEREOF, THE UNDERSIGNED HAS CAUSED THE DESIGNER TO SIGN THESE PLANS ON BEHALF OF HIS OR HER FIRM, AND THE DESIGNER HAS HEREBY SIGNIFIED HIS OR HER AGREEMENT TO THE SAME.

VERIFICATION OF PRIVATE UTILITY LINES

DATE: \_\_\_\_\_  
CENTERPOINT ENERGY NATURAL GAS UTILITIES SHOWING (GAS SERVICE LINES ARE NOT SHOWN).  
NO GUARANTEE WILL BE MADE FOR UTILITY LOCATIONS SHOWN UNLESS THEY ARE LOCATED.

DATE: \_\_\_\_\_  
CENTERPOINT ENERGY/UNDERGROUND ELECTRICAL FACILITIES VERIFICATION ONLY.  
NO GUARANTEE WILL BE MADE FOR UTILITY LOCATIONS SHOWN UNLESS THEY ARE LOCATED.

DATE: \_\_\_\_\_  
APPROVED FOR AT&T TEXAS/SBP UNDERGROUND CONDUIT FACILITIES ONLY. SIGNATURE VALID FOR ONE YEAR.

MARK	DATE	DESCRIPTION
PROJECT NUMBER	10090659	
ORIGINAL ISSUE		
PROJECT MANAGER	Joseph Moore	
PROJECT DESIGNER		
DRAWN BY		

SHEET NAME \_\_\_\_\_  
SCALE \_\_\_\_\_  
SHEET NUMBER \_\_\_\_\_

FILE NAME \_\_\_\_\_











**Council Agenda Item Cover Memo**

**12/14/2020  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on the acceptance of the bid from RAC Industries for the Wilding Lane Drainage and Paving Improvements Project.**

**SUMMARY/BACKGROUND (WHY):** TR Grace was awarded the contract for the Wilding Lane Drainage & Paving Improvements Project and began executing the contract documents for the project. During the process, TR Grace notified HDR that they are formally withdrawing their bid from consideration for the Wilding Lane Drainage and Paving Improvements Project. Attached is the Bid Tabulation and Letter of Recommendation for the 2<sup>nd</sup> lowest bidder, RAC Industries.

**STAFF RECOMMENDATION:**

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

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

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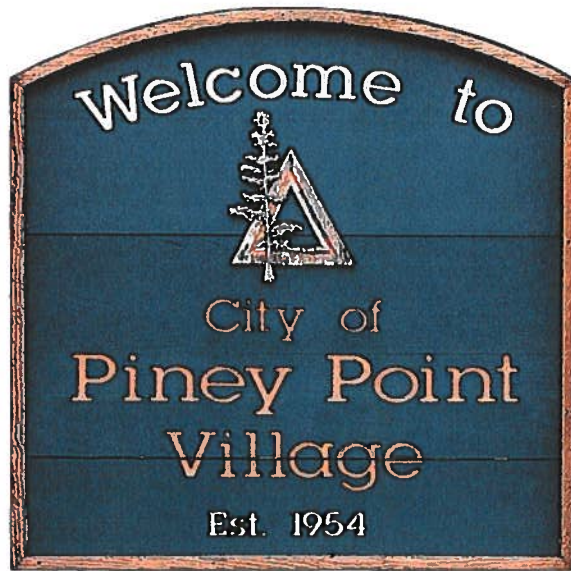
**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes

LETTER OF RECOMMENDATION

FOR

Wilding Lane Paving & Drainage Improvements Project



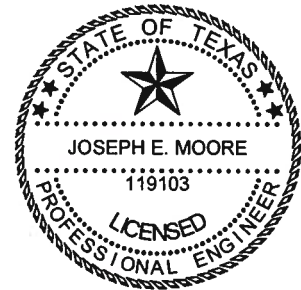
CITY OF PINEY POINT VILLAGE, TEXAS

DECEMBER 10, 2020

HDR Project No. 19-028



HDR ENGINEERING, INC.  
4828 LOOP CENTRAL DRIVE, SUITE 800  
HOUSTON, TEXAS 77081 (713) 622-9264



A handwritten signature in blue ink, appearing to read "JEM".

12-10-2020



December 10, 2020

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

Re: Wilding Lane Drainage & Paving Improvements  
City of Piney Point Village, Texas  
HDR Job No. 19-028

Dear Mayor and City Council Members:

On September 21, 2020 nine (9) bids were received on the above referenced project.

1. Bid Tabulation Sheet – nine (9) construction firms participated in the bidding process. Each bid was checked for mathematical errors and/or bid irregularities. Appropriate corrections to the errors were made and included in the attached bid tabulations. The errors did not affect the order of the bids. Please see Section 1 of this report. TR Grace & Company formally withdrew their bid on December 9, 2020 (please see Section 2 of this report). The bids for the total project are as follows:

<b>Contractor</b>	<b>Total Bid</b>
TR Grace & Company	<b>\$1,345,194.45</b>
RAC Industries, LLC	<b>\$1,440,157.00</b>
Wade Con., LLC	<b>\$1,443,770.00</b>
AAA Asphalt Paving, Inc.	<b>\$1,448,918.25</b>
T Construction	<b>\$1,493,775.50</b>
Teamwork Construction	<b>\$1,606,463.00</b>
Conrad Construction Co., LTD	<b>\$1,698,147.50</b>
MC2 Main Lane Industries	<b>\$1,879,371.00</b>
Total Contracting	<b>\$2,105,390.00</b>

2. References – RAC Industries, LLC provided a list of references on projects they previously performed as general or sub contractors. Please see Section 3 of this report.
3. Telephone Conversations with References – Four (4) references were contacted by telephone and were asked to respond to a questionnaire. Generally, the references indicated that they were impressed with the work RAC Industries, LLC had performed and would use them again in the future. Please see Section 4 of this report.



RAC Industries, LLC is a company that appears to have experience in projects of this nature. For these reasons listed above, we recommend that the City of Piney Point Village award the Wilding Lane Drainage & Paving Improvements Project for a total bid of One Million, four hundred and forty thousand, one hundred and fifty seven dollars and zero cents, (\$1,440,157.00) to RAC Industries, LLC.

If you have any questions, please feel free to contact us.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'JEM', is written over the typed name of Joseph Moore.

Joseph Moore, P.E., CFM  
City Engineer

# SECTION 1

Bid Tabulation  
Wilding Lane Drainage and Paving Improvements Project  
September, 2020

Low Bidder-Withdraw bid													
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	TR GRACE		RAC INDUSTRIES		WADE CON LLC		AAA ASPHALT		TCONSTRUCTION	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
<b>Paving Items:</b>													
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	S.Y.	325	\$ 74.23	\$ 24,124.75	\$ 110.00	\$ 35,750.00	\$ 80.00	\$ 26,000.00	\$ 97.00	\$ 31,525.00	\$ 120.00	\$ 39,000.00
2	Remove and replace 4" thick new decomposed granite driveway, complete in place, the sum of:	S.Y.	40	\$ 140.00	\$ 5,600.00	\$ 61.00	\$ 2,440.00	\$ 60.00	\$ 2,400.00	\$ 95.00	\$ 3,800.00	\$ 70.00	\$ 2,800.00
3	Remove and replace concrete curb for reinforced concrete driveway, complete in place, the sum of:	L.F.	16	\$ 195.50	\$ 3,128.00	\$ 10.00	\$ 160.00	\$ 50.00	\$ 800.00	\$ 40.00	\$ 640.00	\$ 36.00	\$ 576.00
4	Temporary driveways, complete in place, the sum of:	EA.	10	\$ 800.00	\$ 8,000.00	\$ 600.00	\$ 6,000.00	\$ 100.00	\$ 1,000.00	\$ 850.00	\$ 8,500.00	\$ 760.00	\$ 7,600.00
5	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA.	1	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	\$ 3,200.00	\$ 3,200.00	\$ 1,795.00	\$ 1,795.00
6	Temporary paving, complete in place, the sum of:	S.Y.	930	\$ 8.60	\$ 7,998.00	\$ 55.00	\$ 51,150.00	\$ 40.00	\$ 37,200.00	\$ 11.00	\$ 10,230.00	\$ 33.00	\$ 30,690.00
7	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	10	\$ 450.00	\$ 4,500.00	\$ 250.00	\$ 2,500.00	\$ 100.00	\$ 1,000.00	\$ 600.00	\$ 6,000.00	\$ 898.00	\$ 8,980.00
8	Remove, and reset brick mailbox, complete in place, the sum of:	EA.	8	\$ 525.00	\$ 4,200.00	\$ 750.00	\$ 6,000.00	\$ 750.00	\$ 6,000.00	\$ 2,000.00	\$ 16,000.00	\$ 1,280.00	\$ 10,240.00
9	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	2	\$ 1,650.00	\$ 3,300.00	\$ 850.00	\$ 1,700.00	\$ 200.00	\$ 400.00	\$ 600.00	\$ 1,200.00	\$ 635.00	\$ 1,270.00
10	Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of:	S.Y.	3,925	\$ 5.76	\$ 22,608.00	\$ 11.00	\$ 43,175.00	\$ 4.00	\$ 15,700.00	\$ 10.00	\$ 39,250.00	\$ 12.00	\$ 47,100.00
11	2" Type D HMAC overlay, including tack coat, complete in place, the sum of:	S.Y.	3,585	\$ 10.00	\$ 35,850.00	\$ 14.00	\$ 50,190.00	\$ 14.00	\$ 50,190.00	\$ 11.95	\$ 42,840.75	\$ 20.00	\$ 71,700.00
12	6" Type A HMAC Black Base, complete in place, the sum of:	S.Y.	4,140	\$ 25.00	\$ 103,500.00	\$ 32.00	\$ 132,480.00	\$ 31.00	\$ 128,340.00	\$ 39.25	\$ 162,495.00	\$ 44.00	\$ 182,160.00
13	8" lime (4%) and fly-ash (8%) stabilized subgrade, complete in place, the sum of:	S.Y.	4,665	\$ 5.00	\$ 23,325.00	\$ 5.50	\$ 25,657.50	\$ 3.00	\$ 13,995.00	\$ 6.00	\$ 27,990.00	\$ 7.00	\$ 32,655.00
14	Prime coat, complete in place, the sum of:	GAL	1,425	\$ 2.00	\$ 2,850.00	\$ 4.00	\$ 5,700.00	\$ 3.00	\$ 4,275.00	\$ 1.50	\$ 2,137.50	\$ 6.00	\$ 8,550.00
15	Lime for treating pavement subgrade, complete in place, the sum of:	TON	68	\$ 135.00	\$ 9,180.00	\$ 180.00	\$ 12,240.00	\$ 200.00	\$ 13,600.00	\$ 200.00	\$ 13,600.00	\$ 190.00	\$ 12,920.00
16	Fly Ash for treating pavement subgrade, complete in place, the sum of:	TON	136	\$ 100.00	\$ 13,600.00	\$ 90.00	\$ 12,240.00	\$ 85.00	\$ 11,560.00	\$ 100.00	\$ 13,600.00	\$ 105.00	\$ 14,280.00
17	24" wide solid white Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	15	\$ 7.00	\$ 105.00	\$ 39.00	\$ 585.00	\$ 20.00	\$ 300.00	\$ 40.00	\$ 600.00	\$ 12.00	\$ 180.00
18	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	60	\$ 4.00	\$ 240.00	\$ 19.00	\$ 1,140.00	\$ 10.00	\$ 600.00	\$ 40.00	\$ 2,400.00	\$ 7.00	\$ 420.00
19	Traffic Control, complete in place, the sum of:	L.S.	1	\$ 5,000.00	\$ 5,000.00	\$ 29,000.00	\$ 29,000.00	\$ 20,000.00	\$ 20,000.00	\$ 9,200.00	\$ 9,200.00	\$ 25,000.00	\$ 25,000.00
20	SWP3 Plan, complete in place, the sum of:	L.S.	1	\$ 7,000.00	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,800.00	\$ 5,800.00
	<b>Total Paving Items:</b>				\$ 285,708.75		\$ 430,607.50		\$ 342,360.00		\$ 398,708.25		\$ 503,716.00
<b>Drainage Items:</b>													
21	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	300	\$ 20.00	\$ 6,000.00	\$ 41.00	\$ 12,300.00	\$ 25.00	\$ 7,500.00	\$ 15.00	\$ 4,500.00	\$ 33.00	\$ 9,900.00
22	Abandon and grout-fill existing storm sewer and culverts, complete in place, the sum of:	C.Y.	45	\$ 178.00	\$ 8,010.00	\$ 250.00	\$ 11,250.00	\$ 200.00	\$ 9,000.00	\$ 175.00	\$ 7,875.00	\$ 175.00	\$ 7,875.00
23	Remove and dispose of existing storm sewer inlet/manhole, complete in place, the sum of:	EA.	2	\$ 275.00	\$ 550.00	\$ 310.00	\$ 620.00	\$ 750.00	\$ 1,500.00	\$ 600.00	\$ 1,200.00	\$ 700.00	\$ 1,400.00
24	Remove and dispose of existing safety end treatment, complete in place, the sum of:	EA.	3	\$ 275.00	\$ 825.00	\$ 310.00	\$ 930.00	\$ 800.00	\$ 2,400.00	\$ 750.00	\$ 2,250.00	\$ 925.00	\$ 2,775.00
25	8" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	150	\$ 70.00	\$ 10,500.00	\$ 38.00	\$ 5,700.00	\$ 60.00	\$ 9,000.00	\$ 45.00	\$ 6,750.00	\$ 35.00	\$ 5,250.00
26	12" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	500	\$ 90.00	\$ 45,000.00	\$ 62.00	\$ 31,000.00	\$ 65.00	\$ 32,500.00	\$ 85.00	\$ 42,500.00	\$ 44.00	\$ 22,000.00
27	12" or 8" PVC for yard drain connections through an existing culvert and grout filling around proposed PVC, all depths, complete in place, the sum of:	L.F.	50	\$ 100.00	\$ 5,000.00	\$ 200.00	\$ 10,000.00	\$ 60.00	\$ 3,000.00	\$ 125.00	\$ 6,250.00	\$ 60.00	\$ 3,000.00
28	Proposed connection to existing yard drain, complete in place, the sum of:	EA.	30	\$ 267.00	\$ 8,010.00	\$ 460.00	\$ 13,800.00	\$ 100.00	\$ 3,000.00	\$ 1,000.00	\$ 30,000.00	\$ 535.00	\$ 16,050.00
29	Proposed connection to existing yard drain near tree roots by hand digging as directed by the Tree Protection Plan, City Urban Forester, or Engineer, complete in place, the sum of:	EA.	4	\$ 2,000.00	\$ 8,000.00	\$ 570.00	\$ 2,280.00	\$ 500.00	\$ 2,000.00	\$ 1,000.00	\$ 4,000.00	\$ 780.00	\$ 3,120.00
30	24" HDPE storm sewer including bedding and backfill, complete in place, the sum of:	L.F.	590	\$ 55.00	\$ 32,450.00	\$ 95.00	\$ 56,050.00	\$ 80.00	\$ 47,200.00	\$ 95.00	\$ 56,050.00	\$ 85.00	\$ 50,150.00
31	18" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	70	\$ 65.00	\$ 4,550.00	\$ 110.00	\$ 7,700.00	\$ 90.00	\$ 6,300.00	\$ 95.00	\$ 6,650.00	\$ 95.00	\$ 6,650.00
32	24" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	510	\$ 85.00	\$ 43,350.00	\$ 230.00	\$ 117,300.00	\$ 100.00	\$ 51,000.00	\$ 115.00	\$ 58,650.00	\$ 110.00	\$ 56,100.00
33	36" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	220	\$ 145.00	\$ 31,900.00	\$ 180.00	\$ 39,600.00	\$ 165.00	\$ 36,300.00	\$ 175.00	\$ 38,500.00	\$ 152.00	\$ 33,440.00
34	42" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	490	\$ 215.00	\$ 105,350.00	\$ 230.00	\$ 112,700.00	\$ 200.00	\$ 98,000.00	\$ 210.00	\$ 102,900.00	\$ 215.00	\$ 105,350.00
35	48" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	300	\$ 375.00	\$ 112,500.00	\$ 280.00	\$ 84,000.00	\$ 250.00	\$ 75,000.00	\$ 225.00	\$ 67,500.00	\$ 250.00	\$ 75,000.00

Bid Tabulation  
Wilding Lane Drainage and Paving Improvements Project  
September, 2020

Low Bidder-Withdrew bid													
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	TR GRACE		RAC INDUSTRIES		WADE CON LLC		AAA ASPHALT		TCONSTRUCTION	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
36	54" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	580	\$ 410.00	\$ 237,800.00	\$ 370.00	\$ 214,600.00	\$ 315.00	\$ 182,700.00	\$ 345.00	\$ 200,100.00	\$ 360.00	\$ 208,800.00
37	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA	25	\$ 3,000.00	\$ 75,000.00	\$ 1,600.00	\$ 40,000.00	\$ 3,000.00	\$ 75,000.00	\$ 2,800.00	\$ 70,000.00	\$ 2,925.00	\$ 73,125.00
38	Proposed 4'x4' Box MH with Type A Inlet top, including bedding and backfill, complete in place, the sum of:	EA	8	\$ 3,000.00	\$ 24,000.00	\$ 2,300.00	\$ 18,400.00	\$ 5,000.00	\$ 40,000.00	\$ 4,500.00	\$ 36,000.00	\$ 3,200.00	\$ 25,600.00
39	5'x4' box manhole, including bedding and backfill, complete in place, the sum of:	EA	7	\$ 4,300.00	\$ 30,100.00	\$ 3,300.00	\$ 23,100.00	\$ 5,000.00	\$ 35,000.00	\$ 5,800.00	\$ 40,600.00	\$ 4,260.00	\$ 29,820.00
40	6'x4' box manhole, all depths, complete in place, the sum of:	EA	2	\$ 5,100.00	\$ 10,200.00	\$ 3,900.00	\$ 7,800.00	\$ 6,500.00	\$ 13,000.00	\$ 7,865.00	\$ 15,730.00	\$ 7,685.00	\$ 15,370.00
41	7'x4' box manhole, all depths, complete in place, the sum of:	EA	5	\$ 5,500.00	\$ 27,500.00	\$ 5,200.00	\$ 26,000.00	\$ 7,000.00	\$ 35,000.00	\$ 10,000.00	\$ 50,000.00	\$ 8,025.00	\$ 40,125.00
42	Remove existing plug on storm sewer, all depths, all sizes, complete in place, the sum of:	EA	1	\$ 600.00	\$ 600.00	\$ 570.00	\$ 570.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00
43	Proposed plug on existing storm sewer, complete in place, the sum of:	EA	1	\$ 800.00	\$ 800.00	\$ 570.00	\$ 570.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,135.00	\$ 1,135.00
44	Tie-in proposed storm sewer to existing storm sewer with concrete collar, complete in place, the sum of:	EA	2	\$ 3,500.00	\$ 7,000.00	\$ 1,100.00	\$ 2,200.00	\$ 2,500.00	\$ 5,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,300.00	\$ 2,600.00
45	Tie-in existing storm sewer to proposed Type A Inlet, complete in place, the sum of:	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 760.00	\$ 760.00	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 750.00	\$ 2,000.00	\$ 2,000.00
46	Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of:	L.F.	2,770	\$ 2.00	\$ 5,540.00	\$ 4.20	\$ 11,634.00	\$ 35.00	\$ 96,950.00	\$ 4.00	\$ 11,080.00	\$ 2.00	\$ 5,540.00
<b>Total Drainage Items:</b>					\$ 844,035.00		\$ 850,864.00		\$ 868,850.00		\$ 864,335.00		\$ 803,025.00
<b>Tree Protection Items:</b>													
47	Remove tree 3"-11.99", complete in place, the sum of:	EA	11	\$ 400.00	\$ 4,400.00	\$ 700.00	\$ 7,700.00	\$ 1,000.00	\$ 11,000.00	\$ 750.00	\$ 8,250.00	\$ 850.00	\$ 9,350.00
48	Remove tree 12"-29.99", complete in place, the sum of:	EA	10	\$ 400.00	\$ 4,000.00	\$ 1,300.00	\$ 13,000.00	\$ 1,500.00	\$ 15,000.00	\$ 1,800.00	\$ 18,000.00	\$ 1,550.00	\$ 15,500.00
49	Clearance prune, complete in place, the sum of:	EA	68	\$ 350.00	\$ 23,800.00	\$ 150.00	\$ 10,200.00	\$ 200.00	\$ 13,600.00	\$ 145.00	\$ 9,860.00	\$ 180.00	\$ 12,240.00
50	Tree protection fence, complete in place, the sum of:	L.F.	3,310	\$ 10.00	\$ 33,100.00	\$ 3.30	\$ 10,923.00	\$ 2.00	\$ 6,620.00	\$ 2.00	\$ 6,620.00	\$ 3.45	\$ 11,419.50
51	Root pruning trench, complete in place, the sum of:	L.F.	945	\$ 8.00	\$ 7,560.00	\$ 7.00	\$ 6,615.00	\$ 2.00	\$ 1,890.00	\$ 21.00	\$ 19,845.00	\$ 8.00	\$ 7,560.00
<b>Total Tree Protection Items:</b>					\$ 72,860.00		\$ 48,438.00		\$ 48,110.00		\$ 62,575.00		\$ 56,069.50
<b>Supplemental Items:</b>													
52	Cement Stabilized Sand, complete in place, the sum of:	C.Y.	20	\$ 32.00	\$ 640.00	\$ 40.00	\$ 800.00	\$ 40.00	\$ 800.00	\$ 65.00	\$ 1,300.00	\$ 25.00	\$ 500.00
53	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	EA	2	\$ 700.00	\$ 1,400.00	\$ 130.00	\$ 260.00	\$ 1,000.00	\$ 2,000.00	\$ 350.00	\$ 700.00	\$ 200.00	\$ 400.00
54	Adjust sanitary sewer manhole to be flush with top of proposed pavement, parking pad or finished grade, complete in place, the sum of:	EA	4	\$ 1,500.00	\$ 6,000.00	\$ 500.00	\$ 2,000.00	\$ 1,000.00	\$ 4,000.00	\$ 900.00	\$ 3,600.00	\$ 470.00	\$ 1,880.00
55	Black star gravel parking pad 2' wide adjacent to new asphalt pavement, complete in place, the sum of:	S.Y.	525	\$ 7.62	\$ 4,000.50	\$ 5.50	\$ 2,887.50	\$ 70.00	\$ 36,750.00	\$ 22.00	\$ 11,550.00	\$ 24.00	\$ 12,600.00
56	Install long side water service, complete in place, the sum of:	EA	14	\$ 1,375.00	\$ 19,250.00	\$ 2,100.00	\$ 29,400.00	\$ 3,000.00	\$ 42,000.00	\$ 1,250.00	\$ 17,500.00	\$ 2,200.00	\$ 30,800.00
57	Install long side sewer service, complete in place, the sum of:	EA	12	\$ 2,250.00	\$ 27,000.00	\$ 2,800.00	\$ 33,600.00	\$ 3,000.00	\$ 36,000.00	\$ 2,500.00	\$ 30,000.00	\$ 2,800.00	\$ 33,600.00
58	Install short side water service, complete in place, the sum of:	EA	12	\$ 675.00	\$ 8,100.00	\$ 1,100.00	\$ 13,200.00	\$ 2,000.00	\$ 24,000.00	\$ 975.00	\$ 11,700.00	\$ 1,200.00	\$ 14,400.00
59	Install short side sewer service, complete in place, the sum of:	EA	14	\$ 1,100.00	\$ 15,400.00	\$ 1,400.00	\$ 19,600.00	\$ 2,000.00	\$ 28,000.00	\$ 1,000.00	\$ 14,000.00	\$ 1,500.00	\$ 21,000.00
60	Hand dig utility service lead near tree roots as directed by the Tree Protection Plan, City Urban Forester, or Engineer	EA	6	\$ 250.00	\$ 1,500.00	\$ 150.00	\$ 900.00	\$ 500.00	\$ 3,000.00	\$ 1,750.00	\$ 10,500.00	\$ 700.00	\$ 4,200.00
61	Additional footage for water service, complete in place, the sum of:	L.F.	50	\$ 80.00	\$ 4,000.00	\$ 3.00	\$ 150.00	\$ 20.00	\$ 1,000.00	\$ 50.00	\$ 2,500.00	\$ 5.50	\$ 275.00
62	Additional footage for sewer service, complete in place, the sum of:	L.F.	50	\$ 80.00	\$ 4,000.00	\$ 3.00	\$ 150.00	\$ 40.00	\$ 2,000.00	\$ 75.00	\$ 3,750.00	\$ 7.00	\$ 350.00
63	Installation and removal of piezometers, complete in place, the sum of:	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 150.00	\$ 300.00	\$ 1,110.00	\$ 2,220.00
64	Extra Bank sand, complete in place, the sum of:	C.Y.	20	\$ 25.00	\$ 500.00	\$ 10.00	\$ 200.00	\$ 15.00	\$ 300.00	\$ 25.00	\$ 500.00	\$ 12.00	\$ 240.00
65	Extra 1.5 sacks of cement per cubic yard added to 6" concrete pavement (total of 7.0 sacks/cubic yard), complete in place, the sum of:	S.Y.	60	\$ 66.67	\$ 4,000.20	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00	\$ 15.00	\$ 900.00	\$ 15.00	\$ 900.00
66	Coordinate support, adjustment or relocation of power/light poles and/or guy anchors with owner of poles, as required, complete in place, the sum of:	EA	2	\$ 1,400.00	\$ 2,800.00	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00	\$ 5,000.00	\$ 10,000.00	\$ 2,350.00	\$ 4,700.00
67	Well pointing for storm sewers, complete in place, the sum of:	L.F.	100	\$ 400.00	\$ 40,000.00	\$ 25.00	\$ 2,500.00	\$ 20.00	\$ 2,000.00	\$ 45.00	\$ 4,500.00	\$ 29.00	\$ 2,900.00
<b>Total Supplemental Items:</b>					\$ 142,590.70		\$ 110,247.50		\$ 184,450.00		\$ 123,300.00		\$ 130,965.00
<b>Total Paving Bid:</b>					\$ 285,708.75		\$ 430,607.50		\$ 342,360.00		\$ 398,708.25		\$ 503,716.00
<b>Total Drainage Bid:</b>					\$ 844,035.00		\$ 850,864.00		\$ 868,850.00		\$ 864,335.00		\$ 803,025.00
<b>Total Tree Protection Items:</b>					\$ 72,860.00		\$ 48,438.00		\$ 48,110.00		\$ 62,575.00		\$ 56,069.50
<b>Total Supplemental Items:</b>					\$ 142,590.70		\$ 110,247.50		\$ 184,450.00		\$ 123,300.00		\$ 130,965.00
<b>TOTAL BID AMOUNT:</b>					\$ 1,345,194.45		\$ 1,440,157.00		\$ 1,443,770.00		\$ 1,448,918.25		\$ 1,493,775.50
<b>Represents Error Corrected by Engineer</b>													

Bid Tabulation  
Wilding Lane Drainage and Paving Improvements Project  
September, 2020

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	TEAMWORK CONSTRUCTION		CONRAD CONSTRUCTION		MC2 MAIN LANE INDUSTRIES		TOTAL CONTRACTING		ENGINEER'S ESTIMATE	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	Unit Price	Amount
<b>Paving Items:</b>													
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	S.Y.	325	\$ 120.00	\$ 39,000.00	\$ 88.00	\$ 28,600.00	\$ 200.00	\$ 65,000.00	\$ 50.00	\$ 16,250.00	\$ 140.00	\$ 45,500.00
2	Remove and replace 4" thick new decomposed granite driveway, complete in place, the sum of:	S.Y.	40	\$ 105.00	\$ 4,200.00	\$ 75.00	\$ 3,000.00	\$ 90.00	\$ 3,600.00	\$ 125.00	\$ 5,000.00	\$ 100.00	\$ 4,000.00
3	Remove and replace concrete curb for reinforced concrete driveway, complete in place, the sum of:	L.F.	16	\$ 32.00	\$ 512.00	\$ 60.00	\$ 960.00	\$ 16.00	\$ 256.00	\$ 10.00	\$ 160.00	\$ 30.00	\$ 480.00
4	Temporary driveways, complete in place, the sum of:	EA.	10	\$ 695.00	\$ 6,950.00	\$ 650.00	\$ 6,500.00	\$ 600.00	\$ 6,000.00	\$ 200.00	\$ 2,000.00	\$ 715.00	\$ 7,150.00
5	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA.	1	\$ 3,250.00	\$ 3,250.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00
6	Temporary paving, complete in place, the sum of:	S.Y.	930	\$ 48.00	\$ 44,640.00	\$ 45.00	\$ 41,850.00	\$ 80.00	\$ 74,400.00	\$ 60.00	\$ 55,800.00	\$ 65.00	\$ 60,450.00
7	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	10	\$ 395.00	\$ 3,950.00	\$ 250.00	\$ 2,500.00	\$ 300.00	\$ 3,000.00	\$ 500.00	\$ 5,000.00	\$ 400.00	\$ 4,000.00
8	Remove, and reset brick mailbox, complete in place, the sum of:	EA.	8	\$ 1,950.00	\$ 15,600.00	\$ 400.00	\$ 3,200.00	\$ 700.00	\$ 5,600.00	\$ 500.00	\$ 4,000.00	\$ 1,000.00	\$ 8,000.00
9	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	2	\$ 295.00	\$ 590.00	\$ 1,000.00	\$ 2,000.00	\$ 150.00	\$ 300.00	\$ 500.00	\$ 1,000.00	\$ 750.00	\$ 1,500.00
10	Remove and dispose of existing asphalt pavement and base material, complete in place, the sum of:	S.Y.	3,925	\$ 21.00	\$ 82,425.00	\$ 10.00	\$ 39,250.00	\$ 5.00	\$ 19,625.00	\$ 4.00	\$ 15,700.00	\$ 8.00	\$ 31,400.00
11	2" Type D HMAAC overlay, including tack coat, complete in place, the sum of:	S.Y.	3,585	\$ 20.50	\$ 73,492.50	\$ 22.00	\$ 78,870.00	\$ 9.00	\$ 32,265.00	\$ 65.00	\$ 233,025.00	\$ 20.00	\$ 71,700.00
12	6" Type A HMAAC Black Base, complete in place, the sum of:	S.Y.	4,140	\$ 54.50	\$ 225,630.00	\$ 43.00	\$ 178,020.00	\$ 28.00	\$ 115,920.00	\$ 65.00	\$ 269,100.00	\$ 45.00	\$ 186,300.00
13	8" lime (4%) and fly-ash (8%) stabilized subgrade, complete in place, the sum of:	S.Y.	4,665	\$ 19.00	\$ 88,635.00	\$ 10.00	\$ 46,650.00	\$ 7.00	\$ 32,655.00	\$ 6.00	\$ 27,990.00	\$ 7.00	\$ 32,655.00
14	Prime coat, complete in place, the sum of:	GAL	1,425	\$ 3.75	\$ 5,343.75	\$ 4.00	\$ 5,700.00	\$ 3.00	\$ 4,275.00	\$ 50.00	\$ 71,250.00	\$ 5.00	\$ 7,125.00
15	Lime for treating pavement subgrade, complete in place, the sum of:	TON	68	\$ 195.00	\$ 13,260.00	\$ 250.00	\$ 17,000.00	\$ 170.00	\$ 11,560.00	\$ 195.00	\$ 13,260.00	\$ 245.00	\$ 16,660.00
16	Fly Ash for treating pavement subgrade, complete in place, the sum of:	TON	136	\$ 85.00	\$ 11,560.00	\$ 85.00	\$ 11,560.00	\$ 90.00	\$ 12,240.00	\$ 195.00	\$ 26,520.00	\$ 137.00	\$ 18,632.00
17	24" wide solid white Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	15	\$ 6.90	\$ 103.50	\$ 65.00	\$ 975.00	\$ 35.00	\$ 525.00	\$ 15.00	\$ 225.00	\$ 20.00	\$ 300.00
18	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	60	\$ 3.30	\$ 198.00	\$ 35.00	\$ 2,100.00	\$ 15.00	\$ 900.00	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00
19	Traffic Control, complete in place, the sum of:	L.S.	1	\$ 19,500.00	\$ 19,500.00	\$ 215,000.00	\$ 215,000.00	\$ 91,000.00	\$ 91,000.00	\$ 100,000.00	\$ 100,000.00	\$ 12,500.00	\$ 12,500.00
20	SWP3 Plan, complete in place, the sum of:	L.S.	1	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00	\$ 45,000.00	\$ 2,500.00	\$ 2,500.00
<b>Total Paving Items:</b>					\$ 647,339.75		\$ 694,235.00		\$ 515,621.00		\$ 893,880.00		\$ 513,252.00
<b>Drainage Items:</b>													
21	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	300	\$ 54.00	\$ 16,200.00	\$ 20.00	\$ 6,000.00	\$ 16.00	\$ 4,800.00	\$ 250.00	\$ 75,000.00	\$ 25.00	\$ 7,500.00
22	Abandon and grout-fill existing storm sewer and culverts, complete in place, the sum of:	C.Y.	45	\$ 245.00	\$ 11,025.00	\$ 225.00	\$ 10,125.00	\$ 330.00	\$ 14,850.00	\$ 200.00	\$ 9,000.00	\$ 345.00	\$ 15,525.00
23	Remove and dispose of existing storm sewer inlet/manhole, complete in place, the sum of:	EA.	2	\$ 595.00	\$ 1,190.00	\$ 1,000.00	\$ 2,000.00	\$ 900.00	\$ 1,800.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 1,000.00
24	Remove and dispose of existing safety end treatment, complete in place, the sum of:	EA.	3	\$ 495.00	\$ 1,485.00	\$ 650.00	\$ 1,950.00	\$ 200.00	\$ 600.00	\$ 350.00	\$ 1,050.00	\$ 550.00	\$ 1,650.00
25	8" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	150	\$ 34.00	\$ 5,100.00	\$ 45.00	\$ 6,750.00	\$ 45.00	\$ 6,750.00	\$ 50.00	\$ 7,500.00	\$ 60.00	\$ 9,000.00
26	12" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	500	\$ 42.00	\$ 21,000.00	\$ 50.00	\$ 25,000.00	\$ 50.00	\$ 25,000.00	\$ 65.00	\$ 32,500.00	\$ 85.00	\$ 42,500.00
27	12" or 8" PVC for yard drain connections through an existing culvert and grout filling around proposed PVC, all depths, complete in place, the sum of:	L.F.	50	\$ 245.00	\$ 12,250.00	\$ 100.00	\$ 5,000.00	\$ 120.00	\$ 6,000.00	\$ 75.00	\$ 3,750.00	\$ 150.00	\$ 7,500.00
28	Proposed connection to existing yard drain, complete in place, the sum of:	EA.	30	\$ 357.00	\$ 10,710.00	\$ 450.00	\$ 13,500.00	\$ 400.00	\$ 12,000.00	\$ 400.00	\$ 12,000.00	\$ 800.00	\$ 24,000.00
29	Proposed connection to existing yard drain near tree roots by hand digging as directed by the Tree Protection Plan, City Urban Forester, or Engineer, complete in place, the sum of:	EA.	4	\$ 950.00	\$ 3,800.00	\$ 250.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00
30	24" HDPE storm sewer including bedding and backfill, complete in place, the sum of:	L.F.	590	\$ 36.00	\$ 21,240.00	\$ 110.00	\$ 64,900.00	\$ 120.00	\$ 70,800.00	\$ 100.00	\$ 59,000.00	\$ 100.00	\$ 59,000.00
31	18" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	70	\$ 75.00	\$ 5,250.00	\$ 115.00	\$ 8,050.00	\$ 90.00	\$ 6,300.00	\$ 100.00	\$ 7,000.00	\$ 125.00	\$ 8,750.00
32	24" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	510	\$ 88.00	\$ 44,880.00	\$ 125.00	\$ 63,750.00	\$ 130.00	\$ 66,300.00	\$ 120.00	\$ 61,200.00	\$ 150.00	\$ 76,500.00
33	36" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	220	\$ 175.00	\$ 38,500.00	\$ 190.00	\$ 41,800.00	\$ 300.00	\$ 66,000.00	\$ 180.00	\$ 39,600.00	\$ 175.00	\$ 38,500.00
34	42" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	490	\$ 254.00	\$ 124,460.00	\$ 245.00	\$ 120,050.00	\$ 400.00	\$ 196,000.00	\$ 250.00	\$ 122,500.00	\$ 195.00	\$ 95,550.00
35	48" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	300	\$ 300.00	\$ 90,000.00	\$ 280.00	\$ 84,000.00	\$ 450.00	\$ 135,000.00	\$ 280.00	\$ 84,000.00	\$ 230.00	\$ 69,000.00



Bid Tabulation  
Wilding Lane Drainage and Paving Improvements Project  
September, 2020

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	TEAMWORK CONSTRUCTION		CONRAD CONSTRUCTION		MC2 MAIN LANE INDUSTRIES		TOTAL CONTRACTING		ENGINEER'S ESTIMATE	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	Unit Price	Amount
36	54" RCP, ASTM C76, Class III storm sewer, all depths, complete in place, the sum of:	LF	580	\$ 385.00	\$ 223,300.00	\$ 375.00	\$ 217,500.00	\$ 545.00	\$ 316,100.00	\$ 380.00	\$ 220,400.00	\$270.00	\$ 156,600.00
37	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	25	\$ 1,895.00	\$ 47,375.00	\$ 2,650.00	\$ 66,250.00	\$ 3,000.00	\$ 75,000.00	\$ 3,500.00	\$ 87,500.00	\$3,150.00	\$ 78,750.00
38	Proposed 4'x4' Box MH with Type A Inlet top, including bedding and backfill, complete in place, the sum of:	EA.	8	\$ 2,250.00	\$ 18,000.00	\$ 3,850.00	\$ 30,800.00	\$ 5,000.00	\$ 40,000.00	\$ 5,000.00	\$ 40,000.00	\$5,000.00	\$ 40,000.00
39	5'x4' box manhole, including bedding and backfill, complete in place, the sum of:	EA.	7	\$ 3,295.00	\$ 23,065.00	\$ 5,100.00	\$ 35,700.00	\$ 5,500.00	\$ 38,500.00	\$ 5,500.00	\$ 38,500.00	\$5,950.00	\$ 41,650.00
40	6'x4' box manhole, all depths, complete in place, the sum of:	EA.	2	\$ 4,995.00	\$ 9,990.00	\$ 5,300.00	\$ 10,600.00	\$ 8,000.00	\$ 16,000.00	\$ 6,500.00	\$ 13,000.00	\$7,000.00	\$ 14,000.00
41	7'x4' box manhole, all depths, complete in place, the sum of:	EA.	5	\$ 5,400.00	\$ 27,000.00	\$ 7,900.00	\$ 39,500.00	\$ 13,500.00	\$ 67,500.00	\$ 7,500.00	\$ 37,500.00	\$8,000.00	\$ 40,000.00
42	Remove existing plug on storm sewer, all depths, all sizes, complete in place, the sum of:	EA.	1	\$ 495.00	\$ 495.00	\$ 1,250.00	\$ 1,250.00	\$ 200.00	\$ 200.00	\$ 2,000.00	\$ 2,000.00	\$900.00	\$ 900.00
43	Proposed plug on existing storm sewer, complete in place, the sum of:	EA.	1	\$ 1,950.00	\$ 1,950.00	\$ 1,250.00	\$ 1,250.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$1,000.00	\$ 1,000.00
44	Tie-in proposed storm sewer to existing storm sewer with concrete collar, complete in place, the sum of:	EA.	2	\$ 2,950.00	\$ 5,900.00	\$ 1,750.00	\$ 3,500.00	\$ 1,200.00	\$ 2,400.00	\$ 750.00	\$ 1,500.00	\$1,900.00	\$ 3,800.00
45	Tie-in existing storm sewer to proposed Type A Inlet, complete in place, the sum of:	EA.	1	\$ 3,495.00	\$ 3,495.00	\$ 1,750.00	\$ 1,750.00	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 750.00	\$1,900.00	\$ 1,900.00
46	Trench safety for all storm sewers greater than 5' deep, complete in place, the sum of:	L.F.	2,770	\$ 12.00	\$ 33,240.00	\$ 2.50	\$ 6,925.00	\$ 1.50	\$ 4,155.00	\$ 1.00	\$ 2,770.00	\$2.00	\$ 5,540.00
<b>Total Drainage Items:</b>					\$ 800,900.00		\$ 868,900.00		\$ 1,175,255.00		\$ 962,520.00		\$ 842,115.00
<b>Tree Protection Items:</b>													
47	Remove tree 3"-11.99", complete in place, the sum of:	EA.	11	\$ 788.00	\$ 8,668.00	\$ 800.00	\$ 8,800.00	\$ 700.00	\$ 7,700.00	\$ 500.00	\$ 5,500.00	\$800.00	\$ 8,800.00
48	Remove tree 12"-29.99", complete in place, the sum of:	EA.	10	\$ 1,665.00	\$ 16,650.00	\$ 1,000.00	\$ 10,000.00	\$ 1,200.00	\$ 12,000.00	\$ 1,000.00	\$ 10,000.00	\$1,500.00	\$ 15,000.00
49	Clearance prune, complete in place, the sum of:	EA.	68	\$ 299.00	\$ 20,332.00	\$ 175.00	\$ 11,900.00	\$ 150.00	\$ 10,200.00	\$ 300.00	\$ 20,400.00	\$300.00	\$ 20,400.00
50	Tree protection fence, complete in place, the sum of:	L.F.	3,310	\$ 7.90	\$ 26,149.00	\$ 6.00	\$ 19,860.00	\$ 12.00	\$ 39,720.00	\$ 7.00	\$ 23,170.00	\$7.00	\$ 23,170.00
51	Root pruning trench, complete in place, the sum of:	L.F.	945	\$ 16.65	\$ 15,734.25	\$ 12.00	\$ 11,340.00	\$ 9.00	\$ 8,505.00	\$ 11.00	\$ 10,395.00	\$12.00	\$ 11,340.00
<b>Total Tree Protection Items:</b>					\$ 87,533.25		\$ 61,900.00		\$ 78,125.00		\$ 69,465.00		\$ 78,710.00
<b>Supplemental Items:</b>													
52	Cement Stabilized Sand, complete in place, the sum of:	C.Y.	20	\$ 32.00	\$ 640.00	\$ 40.00	\$ 800.00	\$ 38.00	\$ 760.00	\$ 50.00	\$ 1,000.00	\$40.00	\$ 800.00
53	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	EA.	2	\$ 395.00	\$ 790.00	\$ 750.00	\$ 1,500.00	\$ 120.00	\$ 240.00	\$ 250.00	\$ 500.00	\$350.00	\$ 700.00
54	Adjust sanitary sewer manhole to be flush with top of proposed pavement, parking pad or finished grade, complete in place, the sum of:	EA.	4	\$ 495.00	\$ 1,980.00	\$ 750.00	\$ 3,000.00	\$ 400.00	\$ 1,600.00	\$ 250.00	\$ 1,000.00	\$500.00	\$ 2,000.00
55	Black star gravel parking pad 2' wide adjacent to new asphalt pavement, complete in place, the sum of:	S.Y.	525	\$ 22.00	\$ 11,550.00	\$ 42.50	\$ 22,312.50	\$ 60.00	\$ 31,500.00	\$ 125.00	\$ 65,625.00	\$100.00	\$ 52,500.00
56	Install long side water service, complete in place, the sum of:	EA.	14	\$ 995.00	\$ 13,930.00	\$ 750.00	\$ 10,500.00	\$ 1,300.00	\$ 18,200.00	\$ 1,500.00	\$ 21,000.00	\$1,400.00	\$ 19,600.00
57	Install long side sewer service, complete in place, the sum of:	EA.	12	\$ 995.00	\$ 11,940.00	\$ 750.00	\$ 9,000.00	\$ 1,500.00	\$ 18,000.00	\$ 2,500.00	\$ 30,000.00	\$1,500.00	\$ 18,000.00
58	Install short side water service, complete in place, the sum of:	EA.	12	\$ 695.00	\$ 8,340.00	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,600.00	\$ 1,000.00	\$ 12,000.00	\$900.00	\$ 10,800.00
59	Install short side sewer service, complete in place, the sum of:	EA.	14	\$ 695.00	\$ 9,730.00	\$ 400.00	\$ 5,600.00	\$ 900.00	\$ 12,600.00	\$ 2,000.00	\$ 28,000.00	\$1,000.00	\$ 14,000.00
60	Hand dig utility service lead near tree roots as directed by the Tree Protection Plan, City Urban Forester, or Engineer	EA.	6	\$ 295.00	\$ 1,770.00	\$ 500.00	\$ 3,000.00	\$ 2,000.00	\$ 12,000.00	\$ 1,000.00	\$ 6,000.00	\$1,500.00	\$ 9,000.00
61	Additional footage for water service, complete in place, the sum of:	L.F.	50	\$ 15.00	\$ 750.00	\$ 50.00	\$ 2,500.00	\$ 0.50	\$ 25.00	\$ 15.00	\$ 750.00	\$50.00	\$ 2,500.00
62	Additional footage for sewer service, complete in place, the sum of:	L.F.	50	\$ 25.00	\$ 1,250.00	\$ 50.00	\$ 2,500.00	\$ 2.50	\$ 125.00	\$ 85.00	\$ 4,250.00	\$50.00	\$ 2,500.00
63	Installation and removal of piezometers, complete in place, the sum of:	EA.	2	\$ 565.00	\$ 1,130.00	\$ 100.00	\$ 200.00	\$ 700.00	\$ 1,400.00	\$ 500.00	\$ 1,000.00	\$500.00	\$ 1,000.00
64	Extra Bank sand, complete in place, the sum of:	C.Y.	20	\$ 22.00	\$ 440.00	\$ 25.00	\$ 500.00	\$ 20.00	\$ 400.00	\$ 50.00	\$ 1,000.00	\$15.00	\$ 300.00
65	Extra 1.5 sacks of cement per cubic yard added to 6" concrete pavement (total of 7.0 sacks/cubic yard), complete in place, the sum of:	S.Y.	60	\$ 45.00	\$ 2,700.00	\$ 20.00	\$ 1,200.00	\$ 7.00	\$ 420.00	\$ 40.00	\$ 2,400.00	\$3.00	\$ 180.00
66	Coordinate support, adjustment or relocation or power/light poles and/or guy anchors with owner of poles, as required, complete in place, the sum of:	EA.	2	\$ 1,250.00	\$ 2,500.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$800.00	\$ 1,600.00
67	Well pointing for storm sewers, complete in place, the sum of:	L.F.	100	\$ 12.50	\$ 1,250.00	\$ 25.00	\$ 2,500.00	\$ 25.00	\$ 2,500.00	\$ 10.00	\$ 1,000.00	\$50.00	\$ 5,000.00
<b>Total Supplemental Items:</b>					\$ 70,690.00		\$ 73,112.50		\$ 110,370.00		\$ 179,525.00		\$ 140,480.00
<b>Total Paving Bid:</b>					\$ 647,339.75		\$ 694,235.00		\$ 515,621.00		\$ 893,880.00		\$513,252.00
<b>Total Drainage Bid:</b>					\$ 800,900.00		\$ 868,900.00		\$ 1,175,255.00		\$ 962,520.00		\$842,115.00
<b>Total Tree Protection Items:</b>					\$ 87,533.25		\$ 61,900.00		\$ 78,125.00		\$ 69,465.00		\$78,710.00
<b>Total Supplemental Items:</b>					\$ 70,690.00		\$ 73,112.50		\$ 110,370.00		\$ 179,525.00		\$140,480.00
<b>TOTAL BID AMOUNT:</b>					\$ 1,606,463.00		\$ 1,698,147.50		\$ 1,879,371.00		\$ 2,105,390.00		\$1,574,557.00
Represents Error Corrected by Engineer													

## SECTION 2



# T. R. Grace & Company, Inc.

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P.O. Box 420458 • Houston, Texas 77242 • Phone (866) 668-7472 • Fax (713) 489-7312

December 9, 2020

Mr. Joe Moore, P.E., CFM  
Project Manager  
HDR  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081

RE: HDR project No. 19-028  
Wilding Lane Drainage and Paving Improvement

Mr. Moore,

We regret to inform you that we will not be able to accept the Wilding Lane Drainage and Paving Improvement project and would like to withdraw our bid.

Thank you for the opportunity to bid on this project. If you have any questions or require additional information. I can be reached by e-mail at: [ngrace@trgracecompany.com](mailto:ngrace@trgracecompany.com) or by mobile phone at 281-638-4124.

Sincerely,

Nathaniel Grace  
President

# SECTION 3

RAC Industries, LLC Job List History

Jobs No.	Project Name	Job No.	Owner	Engineers	Name	Phone #	Tellers@idseg.com	Total Bid	General Contractor	Status
101	Dickinson Outfall Repair Chantilly Bayou	1601-03	City of Dickinson	IDS Engineers	Travis Sellers	281-686-6918	T.Sellers@idseg.com	\$ 94,300.00	General Contractor	Closed
103	Woods Edge Outfall Repair & Bank Stabilization	15-012	City of Piney Point	HDR	John Peterson	409-682-3083	John.Peterson@hdrinc.com	\$ 378,023.62	General Contractor	Closed
105	Crow Tract Utilities Stafford Groves Development	00146-0377-00	Fort Bend County WC&ID No. 2	Jones & Carter	Kyle Kaspar	713-306-4344	KKaspar@jonescarter.com	\$ 384,894.70	General Contractor	Closed
106	Tynewood Ditch Washout-City of Piney Point	16-005	City of Piney Point	HDR	John Peterson	409-682-3083	John.Peterson@hdrinc.com	\$ 228,309.33	General Contractor	Closed
114	2017 On Call Paving & Drainage Improvements	CIP#0038/CIP#S093	City of Pasadena	City of Pasadena	Victor Rendon	713-475-7835	vrendon@ci.pasadena.tx.us	\$ 1,503,256.40	General Contractor	Closed
116	Deer Park Golf Course Drive	1612-013-01	City of Deer Park	CobbFendley	Stephen Byington	713-462-3242	sbyington@cobbfindley.com	\$ 207,639.95	General Contractor	Closed
118	Fairmont Parkway 12" Water Line	W030	City of Pasadena	Brooks & Sparks, Inc.	Robert A Hill	281-578-9595	robertH@brookandsparks.com	\$ 833,738.00	General Contractor	Closed
123	Cedarbrook Court Paving Improvements	2017-04	City of Seabrook	CobbFendley	Kimberly Waddell	281-993-4952	KWaddell@cobbfindley.com	\$ 170,195.00	General Contractor	Closed
124	Road Reconstruction Along San Sebastian Lane from Point	17/0112	Harris County Precint 2	Kavi Consulting, Inc	Vijaya K Rapulo	281-772-9643	rapulo.vijaya@gmail.com	\$ 827,017.43	General Contractor	Closed
125	Repair of Erosion of Wastewater Treatment Plant Outfall	162172	Greenwood Utility District	A&S Engineers, Inc.	Jack R Flores	713-942-2700	Jones & Carter	\$ 239,726.00	General Contractor	Closed
126	West Airport Bouenard Left Turn at Spectrum Lane	101 004	East Fort Bend County Development Authority	Jones & Carter	Jessica L Dennis, P.E.	972-951-5720	jdennis@jonescarter.com	\$ 299,489.40	General Contractor	Closed
127	Langham Creek Utility District Detention Basin Weir Repair	00393-0204-00	Harris County	Jones & Carter	Stephen E. Swindell	713-703-3078+	swindell@jonescarter.com	\$ 128,161.80	General Contractor	Closed
107	COH Park Row Phase II Utility, Paving, & Drainage	119-14	SER Construction	Jones & Carter	Joseph Camp	713-463-5952		\$ 1,199,515.27	Sub-Contractor	Closed
108	HCFCB Bryas Bayou	16/0104	SER Construction		Ramesh Pavalun	713-473-7900	Ramesh@serconstruction.net	\$ 2,242,922.46	Sub-Contractor	Closed
128	Emergency Sanitary Sewer Repairs- Hurricane Harvey		City of Pasadena					\$ 92,579.76	General Contractor	Closed
129	Harris County Emergency Repairs-Burwell	P287799	Harris County	Harris County	Julia Bonds	713-274-4427	julia_bond@hccpld.org	\$ 57,540.00	General Contractor	Closed
130	Ashmont Drive Reconstruction	IFB#18-041	City of Missouri City	Kelly R. Kaluza & Associates,	Llarence Turner	281-341-0808	lturner@kalkuzainc.com	\$ 1,451,087.20	General Contractor	Closed
131	Sidewalk Construction Ave. L & Ave. M	C-0785	City of Galveston	GC Engineering, INC	Bharath Devineni	281-412-7008	bdevin@gc-engineering.com	\$ 685,866.00	General Contractor	Closed
132	Drainage Improvement & Ditch Regrading	17/0112	City of Morgan's City	KSA Engineers, INC.	Cole Caraway	281-494-3252	ccaraway@ksaeng.com	\$ 232,330.00	General Contractor	Closed
133	Sidewalk Improvements @ Various Locations	161-048-00	The Energy Corridor District/Harris County ID#4	Ehra Engineering	Chau Bao	713-784-4500	cbao@ehraeng.com	\$ 236,435.00	General Contractor	Closed
133B	Sidewalk Improvements @ Various Locations	EABPRJB8813503	The Energy Corridor District/Harris County ID#4	Ehra Engineering	Chau Bao	713-784-4500	cbao@ehraeng.com	\$ 62,514.00	General Contractor	Closed
134	Crabb River RD Water Line	03700.0802.01UTL	FBCMUD 116	Blackline Engineering	Jeff Martin	832-431-5959	jeffmartin@blackline-eng.com	\$ 55,705.70	General Contractor	Closed
135	Texas City Force Main Pie Support	17-055	City of Texas City	ARKK Engineers	John Rudloff	713-400-2755	john.rudloff@arkkengeers.com	\$ 114,094.40	General Contractor	Closed
136	6" Bored Sanitary Sewer		Nicholson Plumbing, LLC		Bryan Nicholson	713-962-0752		\$ 4,822.25	Sub-Contractor	Closed
137	N. Eldridge Parkway Water Line and Force Main	92179	Chimney Hill Municipal Utility District	A&S Engineers, INC	Jack Flores	713-942-2700	rf@as-engneers.com	\$ 169,972.38	General Contractor	Closed
138	HTX Gym Parking Lot		Anthony Rodriguez			281-648-3323		\$ 34,750.00	General Contractor	Closed
139	Brookwood Court and LakePoint Forest Drive Improvements	2018-307-1	City of Seabrook	CobbFendley	Kimberly Waddell, P.E.	281-993-4952	KWaddell@cobbfindley.com	\$ 215,334.20	General Contractor	Closed
140	Hurricane Harvey Emergency Repair	G103-38-01-X009	SER Construction		Ramesh Pavalun	281-830-9504	Ramesh@serconstruction.net	\$ 55,570.00	Sub-Contractor	Closed
141	Spring Valley Village Sidewalk Improvements	170000241	Spring Valley Village	ARKK Engineers	Doug Bradford, P.E.	713-400-2755	doug.bradford@arkkengeers.com	\$ 40,826.00	General Contractor	Closed
142	Lift Station		Harris County MUD No. 264	Inframark LLC	Don Self	281-375-5968	Don.Self@inframark.com	\$ 118,068.95	General Contractor	Closed
143	Quest Civil Constructors-BraysBayou Channel Mod	D100-00-00-E010	Quest Civil Constructors, Inc		Jordan Heringer	406-672-4618	jh@qvs.com	\$ 175,957.51	Sub-Contractor	Closed
144	Staples Development		Bryan Street Properties, LLC		Jack Boteler	832-353-6314	jboteler@att.net	\$ 25,858.00	General Contractor	Closed
145	Timber Lane Utility District	05200-836-1-OTH	Timber Lane Utility District		Van De Wiele & Vogler, Inc	713-782-0042	MCervantes@vandeWiele-eng.com	\$ 77,951.10	General Contractor	Closed
146	Woodland Land Dev Creekside Sanitary	1205-163-00	The Woodlands Land Development		Antonio Paz	281-719-6158	Antoniop@howardhughes.com	\$ 48,848.00	General Contractor	Closed
147	Houston Ave & White Oak	14760-0002-00	Memorial Heights Redevelopment Authority	Jones & Carter	Knsten Hannings	713-777-5338	khannings@jonescarter.com	\$ 1,239,988.23	General Contractor	Closed
149	Bellaire Utilities and Paving Bond 2016	18-009	City of Bellaire	ARKK Engineers	Bobby Vasek	832-326-7180	BobbyVasek@arkkengeers.com	\$ 3,544,696.50	General Contractor	Closed
150	Catamaran Pass	PO#64003	MUD156/Inframark LLC		Don Self	281-375-5968	Don.Self@inframark.com	\$ 24,280.00	General Contractor	Closed
151	TxDOT Scholes Field	1812GLVSN	City of Galveston/TxDOT Aviation	Garver USA	Jason Frank	713-491-8333	JEFrank@garverusa.com	\$ 3,733,500.69	General Contractor	Closed
152	Underwood 12" Waterline Offset	PO# 57587	E&S Construction		Randy Stockwell	281-932-7988	rstockwell@msn.com	\$ 28,900.00	General Contractor	Closed
153	Wafer Street Paving & Drainage Improvements	CIP# S104	City of Pasadena	Entech Civil Engeneering, INC	Chris Orocco	281-945-0069	corocco@entechhou.com	\$ 2,208,875.30	General Contractor	Closed
154	CLCWA Reclaimed WL	120-11958-000-400	Clear Lake Water Authority	LAN, Inc	Kennck B. Piercy	713-821-0411	KBPIercy@lan-inc.com	\$ 671,496.50	General Contractor	Closed
155	City of West University Kilmamok Ditch Repair	19-000142	City of West University	Patrick Walters	979-248-7010		pwalters@wstutx.gov	\$ 28,650.00	General Contractor	Closed
156	Heritage Presbyterian	L170000125	Heritage Presbyterian Church	Landev	JC Kissinger		landev@bcglobal.net	\$ 55,154.90	General Contractor	Closed
157	City of Lake Jackson	17-01-1920	City of Lake Jackson	John D. Mercer&Associates	Athelsan Sanchez	979-415-2417	asanchez@lakejacksontx.gov	\$ 637,731.25	General Contractor	Open
158	Harris County Pad Bridge	H100-00-00-B004	Harris County Flood Control District	BGE, Inc		281-558-8700		\$ 846,696.00	General Contractor	Closed
159	Texas City ISD New Parking Lots	18-043	Texas City ISD	ARKK Engineers	Madhu Kilambi	713-824-4308	madhu.kilambi@arkkengeers.com	\$ 2,067,757.50	General Contractor	Closed
160	FM1960&Farmingham Slope Paving	G103-24-03-X006	Harris County Flood Control District	Burke Engineering, LLC	Caleb King	281-669-6604	cking@econinc.com	\$ 271,559.50	Sub-Contractor	Closed
161	Genoa Red Bluff Water-Sanitary		E&S Construction	H2B, INC	Mark O'rear	281-960-3474	morear@serconstruction.net	\$ 136,525.15	Sub-Contractor	Closed
162	FM359 Water&Waterwaste Extension	BN 2019-01/FSR19205	City of Fulshear	Freese&Nichols, Inc.	Jared Barber, P.E.	281-770-2305	jared.Barber@freese.com	\$ 1,732,691.00	General Contractor	Open
163	Piney Point Summy Oaks	10135851	City of Piney Point Village	HDR Engineering, Inc.	Joe Moore	713-622-9264	Joseph.Moore@hdrinc.com	\$ 1,369,389.00	General Contractor	Open
164	Galveston County Jail Waterline Improvements	10-5052-000-5028	Galveston County	CobbFendley	Kerry Lackey	281-993-4952	KLackey@cobbfindley.com	\$ 219,619.00	General Contractor	Closed
165	Bike Lanes Harris County	190355	Harris County	Traffic Engineers, Inc.	James Llamas	713-270-8145	james@trafficegners.com	\$ 2,193,704.62	General Contractor	Open
166	Fire Line Connection		Cherry Crushed Concrete	Silver Engineering	John M. Stiver	713-526-3478	stiver@silvereng.com	\$ 201,670.00	General Contractor	Open
167	Teichman Road Waterline	COG-CON-20-099	City of Galveston	AWC Engineering	Susan Serrano	409-797-3575	SSerrano@GalvestonTX.Gov	\$ 2,551,033.65	General Contractor	Open
168	Arcola Drainage Improvements	19-076-001-B350	City of Arcola	Kelly R. Kaluza & Associates,	Llarence Turner	281-341-0808	lturner@kalkuzainc.com	\$ 606,125.97	General Contractor	Open
169	Galveston35thSt Storm Sewer and Utilities Improvements	RFP #20-14	City of Galveston	Dannenbaum Engineering Cor	Amy E. Dziuk, P.E.	713-520-9570		\$ 2,679,468.00	General Contractor	Pending
170	Church Street Drainage Improvements	RFP#20-17	City of Galveston	Zannkel Engineering Services, Inc		832-242-2426		\$ 1,612,344.40	General Contractor	Pending
171	Rodeo Grounds Generator	CIP # W065	City of Pasadena	HR Green		713-965-9996		\$ 751,429.50	General Contractor	Open
172	Water Plant Paving and Drainage Improvements	18-802	City of Arcola	Kelly R. Kaluza & Associates,	Llarence Turner	281-341-0808	lturner@kalkuzainc.com	\$ 771,867.80	General Contractor	Open

# SECTION 4

REFERENCE: Kelly R. Kaluza & Associates  
PROJECT: Ashmont Drive Reconstruction – City of Missouri City  
TELEPHONE NO.: 281-341-0808  
CONTACT: Llarance Turner, P.E.

## QUESTIONS

1. How did Rac Industries perform for you on previous projects? (On a scale of 1-10)  
ANSWER: Yes
2. Were you satisfied with their performance?  
ANSWER: Yes
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: 9
4. How would you rate their ability to coordinate the work with neighboring property owners?  
(Scale of 1-10)  
ANSWER: 9
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: No
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: Yes, they even discovered a problem that was not known prior to the job and worked it out with the city to keep it moving to avoid any delays, project was completed on time.
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: 9
8. Would you like to have them perform a job for you again?  
ANSWER: Yes, they are included in a majority of bid notices

REFERENCE: Jones & Carter

PROJECT: Houston Ave & White Oak – Memorial Heights Redevelopment

TELEPHONE NO.: 713-777-5338

CONTACT: Kristen Hennings

## QUESTIONS

1. How did RAC Industries perform for you on previous projects? (On a scale of 1-10)

ANSWER: 7

2. Were you satisfied with their performance?

ANSWER: Generally

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER: 7

4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)

ANSWER: Good with that, 8

5. Did they have any problems with any jobs? If so, what was the nature of the problem?

ANSWER: Not necessarily a problem, they would take matters into their own hands without talk about it to the Engineer

6. Were they able to complete projects within the time allotted? If not, what was the reason?

ANSWER: No, there had to be a delay due to Centerpoint and RAC taking things into their own hands without notifying others pushed it back even more

7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 7

8. Would you like to have them perform a job for you again?

ANSWER: Smaller job would be better suited for them



REFERENCE: Entech Civil Engineering, Inc.  
PROJECT: Wafer Street Paving & Drainage Improvements  
TELEPHONE NO.: 281-945-0069  
CONTACT: Chris Orosco

### QUESTIONS

1. How did RAC Industries perform for you on previous projects? (On a scale of 1-10)  
ANSWER: So far so good, the job is still not completed
2. Were you satisfied with their performance?  
ANSWER: Yes
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: 8-9 so far
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: 7-8
5. Did they have any problems with any jobs? If so, what was the nature of the problem?  
ANSWER: No problems on their end that they
6. Were they able to complete projects within the time allotted? If not, what was the reason?  
ANSWER: They are still on schedule, the project is ongoing.
7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: 7-8
8. Would you like to have them perform a job for you again?  
ANSWER: Yeah, they are alright

REFERENCE: ARKK Engineers  
PROJECT: Bellaire Utilities and Paving Bond 2016  
TELEPHONE NO.: 8323-326-7180  
CONTACT: Bobby Vasek

### QUESTIONS

1. How did RAC Industries perform for you on previous projects? (On a scale of 1-10)

ANSWER: 9

2. Were you satisfied with their performance?

ANSWER: Yes

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER:

4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)

ANSWER: 10, great with residents.

5. Did they have any problems with any jobs? If so, what was the nature of the problem?

ANSWER: No

6. Were they able to complete projects within the time allotted? If not, what was the reason?

ANSWER: Behind schedule, weather related and additional work out of scope added.

7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 9

8. Would you like to have them perform a job for you again?

ANSWER: Yes

**Council Agenda Item Cover Memo**

**12/14/2020  
Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a proposal from MBCO Engineering to perform a topographic survey of Tokeneke Trail.**

**SUMMARY/BACKGROUND (WHY):** Council previously asked HDR to obtain a proposal for topographic survey of the right-of-way along Tokeneke Trail and the 20-foot wide drainage easement along the north and east property lines of 1 Tokeneke Trail. The survey will help to evaluate potential drainage improvements options for the street. Attached is a proposal from MBCO Engineering to perform the survey.

**STAFF RECOMMENDATION:**

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

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



WBE | DBE  
SBE | HUB  
CERTIFIED

## PROPOSAL FOR LAND SURVEYING SERVICES

December 7, 2020

HDR  
4828 Loop Central Drive  
Suite 800  
Houston, TX 77081

Attn: Aaron Croley, P.E., CFM

Ref: Request for Proposal Topography and Right of Way location for 1,150 plus linear feet of roadway and drainage easement in Piney Point Village and shown in Exhibit A.

Dear Mr. Moore:

MBCO Engineering, LLC. (MBCO) is pleased to submit this proposal for professional surveying services for the scope provided by HDR for the site shown in Exhibit A.

**Grand Total Survey: (\$7,642.50)**

### **SCOPE OF SERVICES**

- MBCO will establish control based off Piney Point Village Control Reference Monuments, and having datums consisting of NAVD 88, 2001 Adjustment and NAD 83, State Plane Coordinate System, Zone 4204.
- MBCO will collect topographic field data and features to the specifications of a Category 6, Condition II Survey.
- MBCO will research the Right of Way and boundaries along the project site and locate said Right of Way and boundary to the specifications of a Category 1B, Condition II Survey.
- MBCO will research underground utilities by utilizing 811 utility locate requests, City of Houston and Piney Point Village GIM maps, and request utility maps from private utility companies.
- MBCO will locate the location and size of trees affecting the project corridor.
- MBCO will locate all crossing storm and sanitary sewer pipes, manholes, and inverts.
- MBCO will locate all water valves and top of nut elevations within valve.



WBE | DBE  
SBE | HUB  
CERTIFIED

**Total Cost of Survey Services: \$7,642.50**

**DELIVERABLES:**

- 2016 AutoCAD .dwg file of processed field work and line work
- Point File (P,N,E,Z,D) in excel format
- Field Book notes from Survey Crew

**SCHEDULE:**

MBCO will complete the above described tasks within fourteen (14) calendar days from when we receive the Notice to Proceed.

**COMPENSATION:**

The estimated cost for the above described professional services shall be a **Lump Sum** fee and billed at a percentage basis at the end of every month during the duration of the project.

**Total Fee of all Tasks \$7,642.50.**

This cost proposal is valid for 30 days and may be re-evaluated after such time to account for any changes with the project scope, environmental factors and/or the general rate schedule. If this proposal is acceptable, please sign and return a copy. If you have any questions you may reach me at [dave.brister@mbcoengineering.com](mailto:dave.brister@mbcoengineering.com).

Thank you for the opportunity and we appreciate doing business with you.  
Sincerely,

David Powell Brister, RPLS



WBE | DBE  
SBE | HUB  
CERTIFIED

**Acceptance:** If this proposal meets with your approval, please so indicate your acceptance by executing it in the space provided below and return two originals. Your written acceptance of this proposal will consummate the Agreement which can be terminated by either party upon receipt of written notice. Upon termination, all fees currently earned under the terms of this Agreement will be due and promptly paid.

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BY: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

MBCO ENGINEERING, LLC.  
"SURVEYOR"

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: 1505 Highway 6 South, Suite 180  
Houston, TX 77077

Exhibit A

Scope of Services to be provided in area below:



**Council Agenda Item Cover Memo**

**12/7/2020  
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:** \_\_\_\_\_  
\_\_\_\_\_

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**ESTIMATED COST:**   N/A   **FUNDING SOURCE:** \_\_\_\_\_

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

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**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes





## **Engineer's Status Report**

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: December 14, 2020

### **CURRENT PROJECTS**

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

The final project closeout paperwork has been prepared. HDR is holding the closeout documents until the following items have been addressed by the Contractor:

- Dead sod between 11314 and 11310 Surrey Oaks to be removed and replaced
- Surface restored and sod laid in the 2-3 feet between the end of the cul-de-sac and the end of street fence
- Soggy parking pad at 11319 Surrey Oaks
- Removal of storm sewer section at 11316 Surrey Oaks per plans
- Relocation of water meter at 11322 Surrey Oaks
- Locate and uncover end-of-line sanitary sewer cleanout

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

The project is substantially complete and all sidewalk repairs included in the project by Change Order have been completed. HDR is still coordinating with the Contractor to make the appropriate corrections to the sidewalk ramp slope found to be noncompliant during the TDLR sidewalk inspection. After a field visit to verify the completion of the punch list items on the project, HDR found a few of the items were unfinished. The Contractor plans to have the rest of these items addressed within the next week.

The illuminated crosswalk should be delivered from the manufacturer around mid-December. Upon receipt and proper installation, HDR will begin project closeout.

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

The low bidder for the project, TR Grace, has formally withdrawn their bid stating that they could not obtain bonding for the project. RAC Industries was the second lowest bidder at \$1,440,157.00, or almost \$95,000 higher than TR Grace's bid. RAC is still interested in the project and has agreed to honor their bid price. RAC was the second lowest bidder out of 9 bidders and their bid price was still lower than the original budget. A Letter of Recommendation to award the Wilding Lane Project to RAC Industries is presented in a separate agenda item.

Anticipated project schedule:

- HDR & RAC Pre-Construction Meeting – First week of January
- Resident Townhall Meeting (Zoom) – Second week of January
- Notice to Proceed – First week of February



#### **4. Chuckanut Lane**

The ditch regrading work has been completed on the north side of Chuckanut along the east/west section of the road. This also included the removal of an 18-inch storm sewer pipe.

As presented at the November Council Meeting, the resident at #7 Chuckanut reported standing water in the ditch in front of their house and at #5 Chuckanut (south of #7). The ditch dries at #1 Chuckanut which is in the cul-de-sac of Chuckanut (west side). Council requested that HDR solicit quotes for approximately 200 LF of ditch regrading in front of #7, #5, and #1 Chuckanut lane to help relieve the standing water. Quotes for this ditch regrading are presented in a separate agenda item.

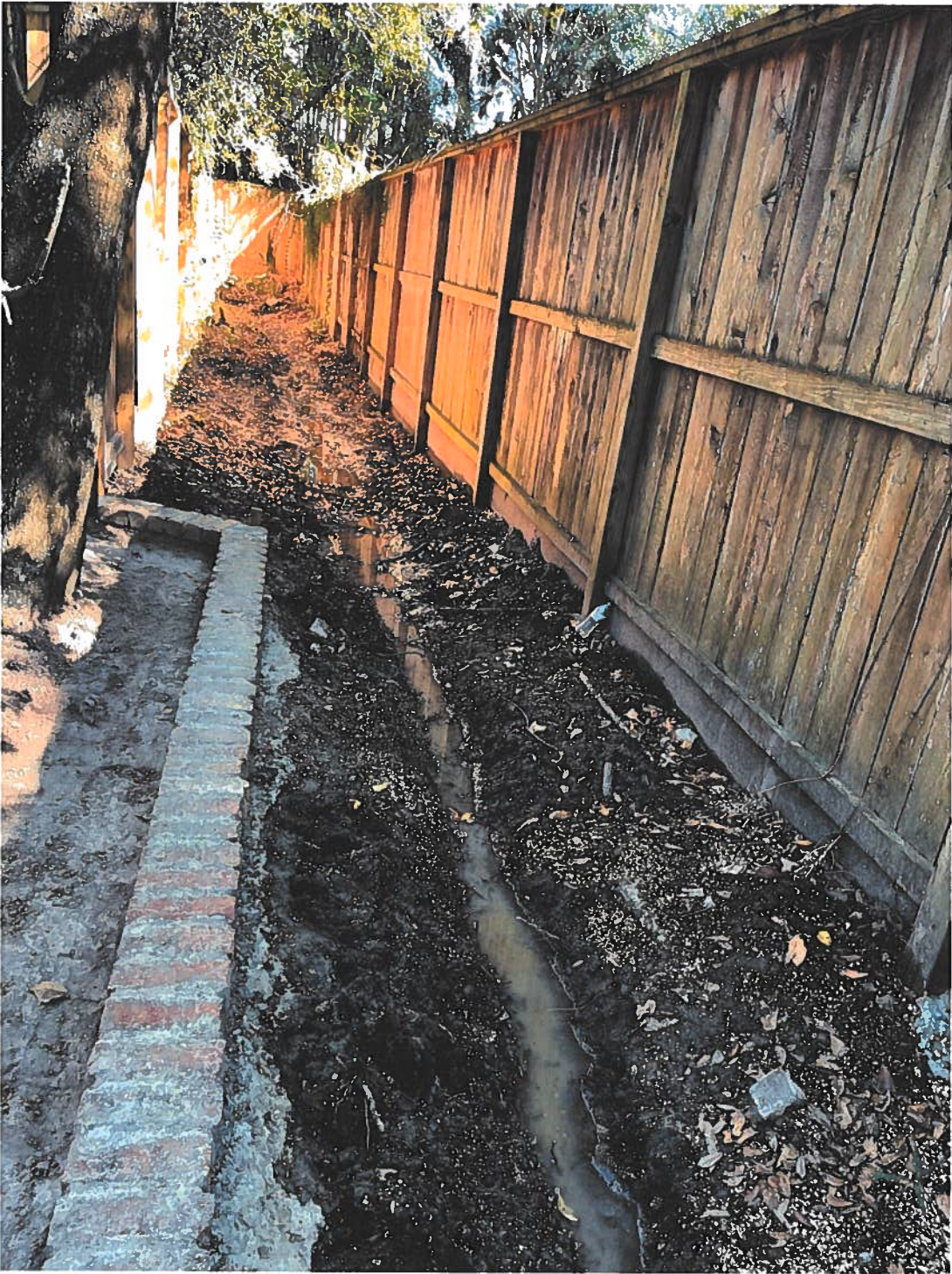
#### **5. 2020 Paving Improvements**

The Contract Documents have been signed by both AAA Asphalt and the City. HDR conducted a pre-construction meeting with AAA Asphalt this week and AAA Asphalt expects to begin work at the beginning of the new year to prevent any disruptions from construction to residents during the Christmas holidays. The Contractor was asked to submit a complete project schedule to be reviewed by HDR and the City as soon as possible. HDR will issue a Notice to Proceed once the project schedule has been approved. HDR has been coordinating with the Mayor and Dale to schedule a meeting with the residents prior to construction.

#### **6. Summerhill Ditch**

Council previously approved a quote from Camino Services to regrade the ditch located within an existing 25-foot City drainage easement along the property line shared by 11510 and 11514 Summerhill Lane to remove high spots in the flow line of the ditch. The ditch regrading work was completed in early November. Since then, it was discovered that two brick landscape walls had been built on either side of the ditch within the drainage easement. After consulting with Annette, it appears these brick walls were constructed without any permits. The construction of the brick walls presents several issues, including impediments to sheet flow from the adjacent yards to drain into the ditch, raising of perimeter elevations which is restricted under the City's Drainage Criteria, and would make it more difficult for contractors to perform any future maintenance work within the drainage easement. Below are pictures of the brick walls in the drainage easement:









## **7. Maintenance Projects**

- Citywide Striping – Phase 2
  - i. The Contractor reports that this work has been completed. HDR will verify that all striping included in Phase 2 has been installed.
- Calico Lane Type A Inlet
  - i. This work has been completed and Mr. Griffin reported delivering a check to City Hall for his half of the cost.
- S. Piney Point Road Guardrail Repair
  - i. The Contractor has completed the guardrail repair and extension. The signs and poles are still on order and will be installed upon receipt.

## **8. City Drainage Ordinance and Drainage Criteria Revisions**

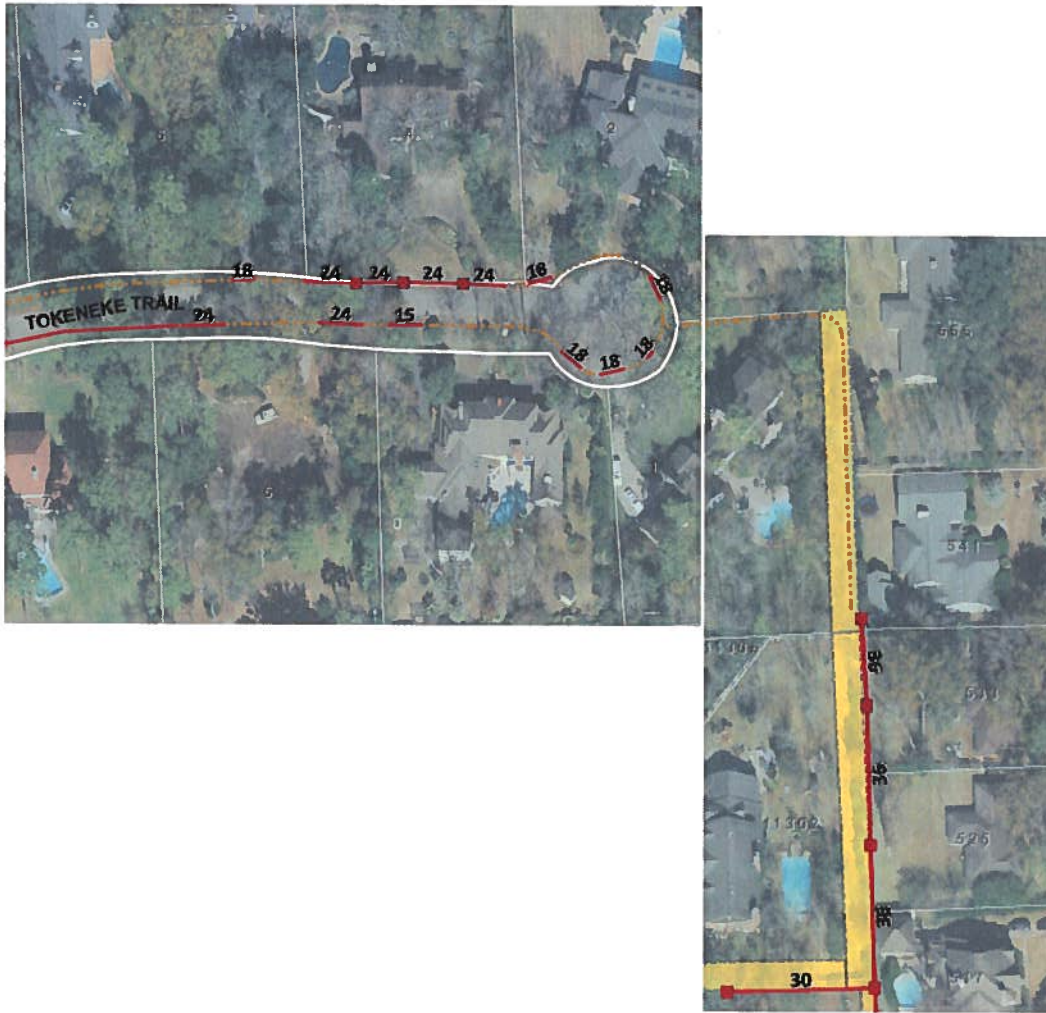
These items will be discussed further in separate agenda items.

## **FUTURE PROJECTS**

### **9. Tokeneke Drainage**

UPDATE: Council has requested that HDR obtain a proposal from a professional surveyor to obtain topographic survey of the project area. This survey can be CAD-ed by HDR and evaluated to identify issues along the street's drainage system.

A Lanecrest resident Mr. Kelly Coughlan has approached HDR and Dale about the possibility of installing storm sewer in the existing ditch behind 1 Tokeneke/541 Lanecrest/555 Lanecrest. The ditch drains runoff from approximately 2/3<sup>rd</sup> of Tokeneke along the north line of 1 Tokeneke and then turns south along the east property line of 1 Tokeneke. The ditch outfalls into a Type E Inlet and 30-inch storm sewer installed during the Claymore & Smithdale Project. The existing 30-inch pipe is approximately 5.5-feet deep and had adequate depth to be extended. The ditch was regraded by hand digging during the project to protect trees. The initial Opinion of Probable Construction Cost for discussion is approximately \$91,000 however this could be refined with additional engineering, tree evaluation, survey, etc. Below is an exhibit of the existing drainage for discussion:



**10. Memorial Drive Elementary Rebuild**

As requested, HDR will schedule a meeting between SBISD and the City to begin discussions of the City’s expectations on the proposed rebuild.

The reported re-build schedule as reported by Travis Stanford, Director of Planning & Construction Services

- 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

**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
Bialock 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)
  - Multiple point repairs are included in the 2020 Paving Improvements Project to address more immediate potholes and cracking along the street.
  - OPCC Asphalt Reclamation - \$933,500
  - OPCC Concrete Pavement - \$2,292,420
- S. Piney Point Road (Asphalt)
  - Multiple point repairs are included in the 2020 Paving Improvements Project to address more immediate potholes and cracking along the street.





- 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 – November 4, 2020
- **Wilding Lane Drainage & Paving Improvements Project**
  - Anticipated Schedule –
    - Pre-Construction Meeting: First week of January
    - Townhall Meeting: Second week of January
    - Start of Construction: February
- **2020 Paving Improvements Project**
  - Anticipated Schedule –
    - Present Letter of Recommendation to Council: Monday, October 26, 2020
    - Contract Awards and Execution: November 2020
    - Construction Notice to Proceed: January 2021
    - Construction Completion: March 2021

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, NOVEMBER 23, 2020**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, NOVEMBER 23, 2020 AT 6:30 P.M. IN PERSON AT PINEY POINT CITY HALL AND VIA ZOOM TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**Zoom Meeting ID: 884 841 6839  
Passcode: 3786960901**

**COUNCIL MEMBERS PRESENT:** Mayor Mark Kobelan, Joel Bender, Dale Dodds, Michael Herminhaus, 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 6:32 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.*

- Alan Jarrett, Arrowwood Circle resident, described the condition of the Circle on Arrowwood Circle. Mr. Jarrett said the residents feel that some beautification and maintenance of the Circle is justified. Mr. Jarrett added the sprinkler system was purchased several years ago by the residents but has been destroyed by mowing. The landscaping and security lights in the trees have not been maintained. The trees need to be maintained. Mr. Jarrett declared since the area is considered a park and part of the Heritage Trail, the City should consider maintaining this park. Council said city staff will follow-up with him.
- Citizen #2 did not state name; but also stressed the need for maintenance and beautification to the Circle on Arrowwood Circle.
- A representative was present on behalf of the Stillforest Neighborhood. He stated that they are wanting to update the security camera location closer to the intersection of Stillforest and San Felipe. The issue is getting power to the camera. The Neighborhood would pick up all installation costs. The electric charge would be approximately \$15 per month expense to the City. He stated permission is needed from the City. Mayor and Council requested this item be on the next month agenda.

- 1. Discuss and take possible action on the MVPD monthly report**  
Chief Schultz was present and provided the October monthly report including:
  - Budget
  - Annual vehicle expense review
  - Personnel Updates
  - Major and significant police events
  - Update on major projects
  - Monthly statistics
  
- 2. Discuss and take possible action on the VFD monthly report.**  
Commissioner Nash was present via Zoom and provided the monthly report.
  - Staff: 3 Firefighters tested positive for the Corona Virus
  - Renovation is making excellent progress
  - Fire Department stats are normal
  
- 3. Discuss and take possible action on VFD Facility Renovations – Resolution 2020.11.1**  
The Fire Commission is recommending City Council approve Resolution 2020.11.1 amendment to the 2021 budget to include \$685,000 in the Facility Fund for the renovations, with the provision that it will not increase the Cities' assessments but will be funded to the extent necessary by transfer of ambulance funds, currently held by the Department or collected in the future. Council Member Kollenberg explained the concept of the Resolution. Council Member Thompson made a motion to approve Resolution 2020.11.1. Council Member Bender seconded the motion and it passed unanimously.
  
- 4. Discuss and take possible action on Resolution 2020.11.2 Eminent Domain on Piney Point Circle**  
This item was to discuss and take possible action on Resolution 2020.11.2 Eminent Domain on Piney Point Circle. David Olson explained the process. There was discussion regarding drafting an agreement to address costs and expenses, release of interest from residents, dedicating additional right-of-way, and drainage. David Olson will draft an agreement to address City Council concerns. This item was tabled to next month City Council Meeting.
  
- 5. Discuss and take possible action on Lights for the City Pick-up Truck**  
Roger Nelson explained the necessity of signal lights and an over-head light bar for the City's Pick-up Truck. The truck makes frequent stops throughout the day and the addition of flashing lights on the truck will provide city employees with additional safety measures as they work on the streets. Council Member Bender made a motion to approve purchasing lights for the City Pick-up Truck. Council Member Herminghaus seconded the motion and it passed unanimously.
  
- 6. Discuss and take possible action on Paperless Court**  
City Council discussed purchasing the paperless court conversion for the City's Court operations. Council Member Kollenberg explained the paperless court system. Council Member Bender made a motion to approve the purchase of the Incode Paperless Court System. Council Member Herminghaus seconded the motion and it passed unanimously.

- 7. Discuss and take possible action on Migration to Incode 10**  
City Council discussed moving from Incode 9 to Incode 10 for the City's Court. Incode 10 is easier for court staff to navigate through, provides easier updates and forms. Council Member Bender made a motion to approve the Migration from Incode 9 Court to Incode 10 Court. Council Member Dodds seconded the motion and it passed unanimously.
- 8. Discuss and take possible action on Small Cities Assistance Program**  
City Council discussed participating in the Harris County Small Cities Assistance Program. Council Member Bender made a motion to authorize the City to participate in the Small Cities Assistance Program. Council Member Herminghaus seconded the motion and it passed unanimously.
- 9. Discuss and take possible action on Declaration of Local State of Emergency**  
There was discussion. The City Attorney advised City Council that no action was needed. Mayor Kobelan will execute the Declaration of Local State of Emergency.
- 10. Discuss and take possible action on Resolution 2020.11.3 regarding Declared State of Disaster – COVID-19**  
Resolution 2020.11.3 grants the City Council's consent to an extension of the Mayor's Order declaring the existence of a local state of disaster in the City. Council Member Herminghaus made a motion to approve Resolution 2020.11.3 regarding Declared State of Disaster due to COVID-19. Council Member Bender seconded the motion and it passed unanimously.
- 11. Discuss and take possible action concerning the options for replat of a nonconforming lot**  
The City Attorney discussed this item with City Council. This was brought up between 2 property owners. One of the property owners would like to replat his tract to incorporate the small lot. The City Attorney discussed the possibility of City Council reviewing the rules of a non-conforming lot and perhaps allow an exception to allow the sale of the lot. No action was taken.
- 12. Discuss and take possible action on the Mayor's monthly report, including but not limited to:**

  - Landscaping on Memorial Drive to San Felipe; install plants and additional landscape on the 3 esplanades on Memorial Drive, by the end of the year
- 13. Discuss and take possible action on the City Administrator's monthly report including but not limited to:**

  - October 2020 Financials
  - Shredding event update
  - Bank records list of officials updated
  - Property tax revenue discrepancy
  - 4 Ordinances sent to the Planning & Zoning Commission have not returned within 60 days. The Planning & Zoning Commission were planning on reviewing after the holidays. Council Member Bender will contact the Planning & Zoning Commission Chairman.

**14. Discuss and take possible action on a revision to Chapter 34 of the City's Flood Ordinance as recommended by Harris County**

The City Engineer explained that Harris County has recommended minimum standards for adoption by communities located in Harris County to ensure the benefits achieved by the 2018 Harris County Flood Control Bond Project are protected. Harris County has requested that the minimum standards be effective by December 31, 2020. There was discussion. Council Member Dodds made a motion to adopt the revision to Chapter 34 of the City's Flood Ordinance as recommended by Harris County. Council Member Bender seconded the motion and it passed unanimously.

**15. Discuss and take possible action on Phase 2 of the City-Wide Restriping Project**

HDR obtained quotes for Phase 2 of restriping the stop bar and crosswalk striping throughout the City. The quotes include the removal of existing striping, striping with Type I reflective thermoplastic pavement markers, and traffic control at each location. Council Member Dodds made a motion to accept the quote from PMI for \$29,961.25. Council Member Herminghaus seconded the motion and it passed unanimously.

**16. Discuss and take possible action on the City Engineer's monthly 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, and other various maintenance projects, and future projects.

- Guardrail at South Piney Point Road – Contractor misread exhibits; will finish work
- Surrey Oaks – The resident at 11319 Surrey Oaks reported the parking pad was soggy: possible irrigation or water line. The issue will be evaluated and eliminated before project closeout. The resident at 11315 reported a small birdbath in their driveway.
- Beinhorn Drainage & Sidewalk Improvements Project - The Contractor has reported the completion of the punch list items except for the illuminated crosswalk sign.
- Wilding Lane Drainage & Paving Improvements Project – HDR has been working with TR Grace to get the contract documents executed. TR Grace stated that their bonding company would not issue Payment and Performance bonds until the City had signed the contract, however the City does not need to enter a contract with the Payment and Performance bonds. The City Engineer will meet with the Contractor.
- Chuckanut Lane – The resident at #7 Chuckanut reported standing water in the ditch in front of their house and at #5 Chuckanut. HDR is evaluating ditch regrading options to determine if light ditch regrading without resetting the driveway culverts will relieve the standing water. The City Engineer will obtain quotes below \$5,000.
- Tokeneke Drainage – HDR was approached by a Lanecrest resident regarding the possibility of installing storm sewer in the existing ditch behind 1 Tokeneke, 541 Lanecrest, 555 Lanecrest.

**17. Discuss and take possible action on the Minutes of the October 26, 2020 Council Meeting**

Council Member Dodds made a motion to approve the Minutes of the October 26, 2020 City Council Meeting. Council Member Bender seconded the motion and it passed unanimously.

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

- Crosswalk at Memorial
- Stillforest

**19. Adjourn**

Council Member Bender made a motion to adjourn. Council Member Dodds seconded the motion and it passed unanimously. The meeting adjourned at 8:22 p.m.

**PASSED AND APPROVED this 14th day of December 2020**

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**Mark Kobelan**  
**Mayor**

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