



# City of Piney Point Village

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

TELEPHONE (713) 782-0271  
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## THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, SEPTEMBER 27, 2021 6:30 PM

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, SEPTEMBER 27, 2021, AT 6:30 P.M. AT ECCLESIA HOUSTON, 325 PINEY POINT DR., HOUSTON, TEXAS 77024 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

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

### **PLEDGE OF ALLEGIANCE**

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

### **Open Property Tax Rate and Annual Budget Public Hearings**

1. Public Hearing to provide an opportunity for citizens of Piney Point Village to comment regarding the proposed 2021 Property Tax Rate.
2. Public Hearing to provide an opportunity for citizens of Piney Point Village to comment regarding the proposed 2022 Annual Budget.

### **Close Public Hearings**

### **City Council Agenda:**

1. Discuss and consider possible action on Ordinance No. 2021.09.27A concerning the proposed 2022 Annual Budget. [A vote to adopt the budget must be a record vote.]
2. Discuss and consider possible action on the maintenance and operations component of the tax rate, action on the debt service component of the tax rate,

and action on Ordinance No. 2021.09.27B concerning the overall proposed 2021 Tax Rate. [A vote to ratify the property tax increase reflected in the budget.]

3. Discuss and consider possible action on the Memorial Villages Police Department monthly report.
4. Discuss and consider possible action on the Village Fire Department monthly report.
5. CenterPoint Representative and Gary O'Neal, the CenterPoint Forester, will provide information to Council regarding duties, hurricanes, and trees.
6. Discuss and consider possible action regarding the Arbor Day Celebration on November 6, 2021, at Ecclesia from 10:00-12:00. There will be 20-25 trees given to Piney Point residents. Bill Bownds will provide the trees. The cost for the trees should be approximately \$600.
7. Discuss and consider possible action on sign replacement sample and quote.
8. Discuss and consider possible action on a proposal from Public Management for program design and administrative services related to the American Rescue Plan.
9. Discuss and consider possible action on Verizon Concealed Network Node Deployment Agreement.
10. Discuss and consider possible action on a request from the Stillforest HOA to issue a permit to install a 3-3.5-foot-tall post that will be used to hold a power meter and connect to a CenterPoint electrical connection.
11. Discuss updates on Specific Use Permits.
12. Discuss and consider possible action on non-residential permit fees.
13. Discuss and consider possible action regarding the Audit process.
14. Discuss and consider possible action on designating a representative and an alternate to HGAC's 2022 General Assembly.
15. Discuss and consider possible action on Resolution No. 2021.09.27C nomination of a Harris County Appraisal District Board Member.
16. Discuss and consider possible action on a landscape proposal.
17. Discuss and consider possible action on the Mayor's Monthly Report.
18. Discuss and consider possible action on the City Administrator's Monthly Report, including but not limited to:
  - August 2021 Financials

19. Discuss and consider possible action on a quote for refreshing existing decomposed granite sidewalk on Wilding Lane, Dunsinane, and Quail Hollow.
20. Discuss and consider possible action on the City Engineer's Monthly Report.
21. Discuss and consider approval of the Minutes for the Regular Session Meeting held on August 23, 2021.
22. Discuss and consider possible action on the November and December 2021 City Council Meeting dates. The November 22<sup>nd</sup> City Council Meeting is the week of Thanksgiving. The December 27<sup>th</sup> City Council Meeting is the week after the Christmas Holidays.
23. Discuss and consider possible action on any future agenda items, meeting dates, etc.
24. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney), and pursuant to Section 551.074 of the Texas Government Code (Personnel), specifically to deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of the City Administrator.
25. Proposed action when Executive Session is reconvened.
26. Adjourn

### CERTIFICATION

I certify that a copy of the September 27, 2021, agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in compliance with Chapter 551 of the Texas Government Code on September 24, 2021.



Karen Farris  
City Secretary



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 713-230-8702. 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.

**ORDINANCE NO. 2021.09.27A**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS APPROVING THE BUDGET AND MAKING APPROPRIATION FOR SUPPORT OF THE CITY GOVERNMENT FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.**

**WHEREAS**, the Mayor has prepared and submitted to the City Council, a budget estimate of the expenditures and revenues of all funds of the City for the fiscal year beginning January 1, 2022 and ending December 31, 2022, which has been considered and reviewed by the City Council and should be approved; and

**WHEREAS**, after due publication of notice as provided by law, a public hearing regarding the budget was held on September 27, 2021.

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

1. That the budget prepared and submitted by the Mayor to the City Council for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is approved.
2. That the sum of \$ 6,110,060.00 is hereby appropriated out of the General Fund for payment of operating expenses and maintenance expenditures of the City of Piney Point Village, Texas as set forth in detail in the budget.
3. That the sum of \$872,950.00 is hereby appropriated out of the Debt Service Fund for re-payment of debt of the City of Piney Point Village, Texas, as set forth in detail in the budget.

The above and foregoing Ordinance was duly introduced on the motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and by a vote of \_\_\_ for and \_\_\_ against, was duly adopted and ordered filed this the 27th day of September 2021.

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

ATTEST:

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

**Section 4.** Of the total tax levied in Section 2 hereof, \$0.03198 is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Piney Point Village, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2022.

**Section 5.** All ad valorem taxes levied hereby, in the total amount of \$0.25514 on each One Hundred Dollars (\$100.00) of assessed valuation, as reflected by Sections 2, 3, and 4 hereof, shall be due and payable on or before January 31, 2022. All ad valorem taxes due the City of Piney Point Village, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

**Section 6.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Piney Point Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 7.** All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED on first and final reading this 27th day of September, 2021.

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Mark Kobelan, Mayor

ATTEST:

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Karen Farris,  
City Secretary

**ORDINANCE NO. 2021.09.27B**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF PINEY POINT VILLAGE, TEXAS, FOR THE YEAR 2021; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; PROVIDING FOR SEVERABILITY; AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.**

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the later of September 30<sup>th</sup> or the 60<sup>th</sup> day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, Section 26.05 of the Texas Property Tax Code further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, the proposed tax rate for the current tax year of the City of Piney Point Village, Texas, consists of two such components, a tax rate of \$0.03198 for debt service and a tax rate of \$0.22316 to fund maintenance and operation expenditures; now, therefore

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PINEY POINT VILLAGE, STATE OF TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

**Section 2.** There is hereby levied, for the tax year 2021, to fund the City's fiscal year 2022 municipal budget, an ad valorem tax at the total rate of \$0.25514 on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Piney Point Village, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

**Section 3.** Of the total tax levied in Section 2 hereof, \$0.22316 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2022.



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

*Raymond Schultz*  
 Chief of Police

September 20, 2021

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: August Monthly Report

During the month of August MVPD responded/handled a total of 10,226 calls/incidents. 8,969 House watch checks were conducted. 224 traffic stops were initiated with 228 citations being issued for 245 violations. (Note: 15 Assists in Hedwig, 53 in Houston, 2 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3451/21,231	3116/18,472	2	28/49/77	3@2:42
Piney Point:	2951/17,034	2623/14,277	3	39/52/91	9@4:49
Hunters Creek:	3722/26,001	3224/22,541	8	41/36/77	6@4:30
				Cites/Warn/Total	18@4:22

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	180	Ord. Violations:	19	Speeding:	24
Accidents:	13	Information:	24	Exp. Registration:	28
ALPR Hits:	84	Suspicious Situations	99	No Ins:	40
Assist Fire:	59	Fireworks	9	No License	33
Assist EMS:	29	Welfare Checks:	13	Stop Sign	11

*This month the department generated a total of 77 police reports.  
 BH-19, PP-17, HC-39, HOU -2*

Crimes Against of Persons (2)

Assault	1
Endangerment of a Child	1

Crimes Against Property (22)

Burglary of a Motor Vehicle	1	Theft Misd.	9
UUMV	1	Fraud/ID	11

Petty/Quality of Life Crimes/Events (53)

ALPR Hits (valid)	5	ALPR Hit Investigations	3
Misc. Reports	27	Information Reports	18

Arrest Summary: Individuals Arrested (7)

Warrants	2	Felony	1
Class 3 Arrests	3	DWI	1

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	3,059,100	5,040,063	60.7%
• Operating Expense:	618,496	899,881	68.7%
• Total M&O Expenditures:	3,677,596	5,939,944	61%
• Capital Expenses:	169,804	169,500	100%
• Net Expenses:	3,847,401	6,109,444	63%

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

- Information was prepared for consideration by the Commission of changes to the health care contribution costs by the employer.

#### Personnel Changes/Issues/Updates

- Commander Baker was moved into his new position in charge of Patrol. Commander Jones was moved to the Administrative Commander Position.
- Testing occurred for officer position vacancies. Two applicants successfully passed all phases of testing and agreed to vaccinations. Both were presented conditional offers of employment and will start on September 20, 2021. One candidate comes from Minnesota and the other from Bellaire PD.
- TCO Keathley submitted her resignation effective 9/11/21. Ms. Keathley accepted employment where she can work from home.
- Testing continues for the vacant dispatcher positions
- Ms. Maureen Loud notified staff that she will be leaving the MVPD on October 29, 2021, as her family will be relocating to Colorado. Replacing her will be a challenge as her job duties are complex, detailed and multifaceted.
- 3 employees were either directly exposed or tested positive for COVID during the month requiring quarantine.

#### Major/Significant Events

- The department hosted a community birthday party for “Stormy” on August 21<sup>st</sup> at Hunters Creek City Hall. Over 400 people stopped by throughout the morning.
- Several Serial Mail thieves were arrested during the month including one that was arrested by MVPD detectives and Postal Inspectors as part of a joint operation. The US Attorney will be charging the suspect at the Federal level for the crimes that have a total loss in excess of \$500,000.00
- The 2021 School Year kicked off with the opening of the new Hunters Creek Elementary School. Department staff worked with city staff in identifying issues with crosswalks and the school driveway that were quickly addressed. All schools were extremely busy for the first week with lots of traffic. No major issues or concerns.
- Several large storms hit the area during the month causing electric outages and downed trees. Officers reset signals, placed stop signs and assisted in clearing debris.

#### Status Update on any Major Projects

- The glass partitions were installed creating a new conference room on the second floor.
- The first floor and the lobby of the station received a new coat of paint. New cabinets were ordered for the hallway to store officer supplies.

V-LINC new registrations in August: +43

BH – 1403(+11)

PP – 995 (+10)

HC – 1444 (+16)

Out of Area – 473 (+6)



## August VFD Assists

Calls received directly by MVPD via 911/3700

### Priority Events                      Average Response Times

Total – 9	4:06
Fire – 1	3:31
EMS – 8	4:20

### By Village

BH Fire – 0	0
BH EMS – 3	2:42
PP Fire – 0	0
PP EMS – 5	6:45
HC Fire -1	3:31
HC EMS -0	0

### Combined VFD Events (Priority + Radio)

Total – 64	3:59
Fire – 40	3:46
EMS – 24	4:17

### Radio Call Events

Total – 55	3:53
Fire- 39	3:40
EMS- 16	4:18

### Radio Call Events by Village

BH – 8	2:08
PP – 20	4:10
HC – 27	4:18

### 2021 Recruiting and Hiring Metrics

Number of:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Inquiries Phone/Internet	16	13	9	11	7	13	6	7				
Inquiries InPerson	0	1	0	0	0	3	0	4				
Applications Received	0	5	2	2	1	3	1	4				
Signed up to Test	0	5	5	0	0	3	0	3				
Showed up to Test	0	0	5	0	0	3	0	3				
Passed Test	0	0	4	0	0	3	0	3				
Completed PIQ	0	0	4	0	0	3	0	3				
Passed BG	0	0	1	0	0	0	0	3				
Passed Chief's Selection	0	0	1	0	0	N/A	0	2				
Offered Employment	0	0	1	0	0	N/A	0	2				
Hired	0	0	1	0	0	N/A	0	2				

\* New Hires to start 9/20/2021

## 2021 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	14:27:08	6:19:50	9:11:48	4:38:17	4:00:59	2:09:49	7:38:50	5:01:13						1
BIEHUNKO, JOHN	23:07:01	19:19:59	14:04:18	12:55:49	17:39:07	13:24:26	28:52:16	3:04:24						0
BOGGUS, LARRY	7:55:02	20:20:04	5:40:37	10:56:38	5:10:26	1:43:35	8:55:13	4:33:09						0
BRACHT, DANIEL	17:07:03	11:15:42	9:46:04	6:46:17	10:42:15	2:18:36	9:32:56	7:08:44					1	5
BURLESON, Jason	12:12:34	18:10:56	10:39:53	13:49:14	17:04:01	12:48:05	19:51:20	16:26:16					6	4
CADENA, VANESSA	18:00:04	12:07:28	24:08:28	10:26:28	12:23:19	16:34:39	15:29:05	22:04:13					4	4
CANALES, RALPH EDWARD	16:04:00	7:27:16	14:33:16	15:02:51	12:18:48	17:39:17	15:05:58	12:13:54					3	16
CERNY, BLAIR C.	* 7:56:59	4:17:26	7:37:24	9:13:59	11:30:49	5:30:29	22:13:46	15:34:45					3	1
HARWOOD, NICHOLAS	18:15:14	15:46:27	14:27:52	11:56:07	19:13:33	10:50:16	12:19:00	15:19:41					6	10
JARVIS, RICHARD	10:46:12	28:53:18	23:27:39	16:31:49	9:17:32	22:40:23	19:08:52	10:59:24					1	22
JOLIVET, CHARLES	11:59:12	9:59:43	10:18:23	15:17:10	22:51:51	8:20:21	0:00:00	0:00:00						0
JONES, ERIC	* 0:31:48	0:06:32	0:00:00	0:00:00	0:05:23	0:00:00	1:38:50	1:14:48						0
KELSO JR, RONALD K	15:55:08	2:04:16	15:04:52	12:24:25	18:36:33	15:40:55	23:40:16	20:14:53					5	15
Lowrie, Andy				31:05:28	51:48:34	41:03:41	31:12:08	41:36:01					10	54
MCELVANY, ROBERT	15:06:05	10:55:03	7:34:12	14:51:04	7:40:03	6:40:44	7:02:18	11:09:10					4	3
MILLER, OSCAR	* 11:42:37	16:13:37	16:55:40	6:53:42	23:58:45	8:36:01	16:39:36	3:23:54					1	0
NASH, CHRISTOPHER	13:30:51	14:08:19	13:58:31	13:30:18	19:37:33	14:04:38	9:32:58	10:37:45					1	3
OWENS, LANE	* 4:42:45	0:12:48	2:33:47	2:05:39	0:00:00	0:39:21	1:37:08	0:52:49						0
PAVLOCK, JAMES ADAM	7:56:41	9:16:17	3:48:02	8:41:59	11:23:34	3:39:55	3:41:25	4:13:55					2	4
RODRIGUEZ, CHRISTOPHER	* 5:37:51	7:31:36	3:54:08	6:27:54	4:05:17	6:45:09	8:40:31	5:50:17						0
SCHANMEIR, CHRISTIAN	2:03:24	11:09:37	22:03:09	13:23:38	15:21:03	35:38:00	31:11:55	16:18:31					5	27
SCHULTZ, RAYMOND	* 0:00:00	0:49:06	0:00:56	1:01:23	2:24:51	0:59:42	1:34:39	0:50:03						0
SILLIMAN, ERIC	16:45:18	18:58:22	19:39:33	13:27:53	12:35:27	10:45:35	7:13:22	16:02:37					5	21
SISSON, KYLE J	* 0:58:16	0:15:03	0:00:00	0:00:28	0:00:00	0:00:00	0:00:00	0:00:00						0
SPRINKLE, MICHAEL	1:19:49	4:18:27	6:30:48	5:23:43	6:58:37	3:22:06	5:52:46	3:37:51					1	1
TAYLOR, CRAIG	14:41:29	12:18:05	11:35:47	10:15:58	17:10:22	19:04:50	16:19:36	20:28:11					3	6
TORRES, PATRICK	14:43:57	13:30:08	13:27:58	16:10:17	28:54:02	16:12:23	12:03:12	10:32:36					4	6
TUGGLE, JAMES	8:01:57	13:07:32	13:22:19	15:25:17	18:29:52	11:37:22	4:49:22	21:58:07					6	4
VALDEZ, JUAN	17:55:02	21:37:31	25:08:41	12:08:45	19:10:40	19:47:07	33:08:24	20:38:47					4	12
VASQUEZ, MONICA	23:38:14	15:16:42	15:32:19	16:21:37	9:48:28	20:24:37	35:09:41	13:51:11					1	10
WHITE, TERRY	23:35:00	19:20:08	19:55:44	14:16:38	17:33:08	31:39:37	12:21:50	22:42:41					1	22

\* = Admin Asmt.  
t = temporary

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Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
911 Phone Calls	302	314	231	279	310	315	373						2124
3700 Phone Calls	2189	3536	2566	2301	2359	2490	2606						18047
DP General Phone Calls*	54:30:49	90:01:08	62:57:40	55:10:01	55:48:51	63:16:21	68:36:54						

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



ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	
1	KHM2376	Ford F350		22 \$ 48,000.00	Drugs-Meth	1/5/2021
2	MVL8705	Hyndi		10 \$ 14,000.00		11-Jan
3	GKR5588	Hond Civ		8 \$ 12,500.00	Fugitive/poss c	18-Jan
4	MWV2069	Chev Cruz		8 \$ 9,800.00	Fraud	20-Jan
5	R000293	Toy Cor		17 \$ 12,000.00	Rental/Cluck	21-Jan
6	LP9550	Hynd SFE		19 \$ 14,000.00		28-Jan
7	DV48493	VW Jetta		14 \$ 17,500.00	Fel Warrant	29-Jan
8	MHT8564	Hond Acc		2 \$ 16,000.00	Car Jacking	31-Jan
9	9.49E+09	Chev Volt		8 \$ 38,000.00		2-Feb
10	DLJ392	Hond Acc		6 \$ 21,000.00	Fel Warrant	4-Feb
11	MPR6064	Toy Cor		12 \$ 14,000.00	Fug/Drugs	5-Feb
12	N541138	Chev Mal		8 \$ 21,000.00	Fug/Burg	8-Feb
13	BZ8K588	Ford Taur		23 \$ 8,000.00	Fraud	10-Feb
14	MNC3563	Cadi CTS		8 \$ 28,500.00		21-Feb
15	MYR3265	ToyHigh	US Coins	\$ 18,000.00	Fraud	3-Mar
16	89686F5	HYNSon		7 \$ 18,500.00	Fraud	4-Mar
17	KXS9288	Ford Focus		2 \$ 14,500.00	Fraud	11-Mar
18	MXL9491	Ford F350		22 \$ 31,000.00		18-Mar
19	NZN3882	AcuraTLX		8 \$ 24,500.00		22-Mar
20	GSC6637	Niss Alt		8 \$ 16,000.00		30-Mar
21	AW83550	Ford F150		19 \$ 24,000.00	meth/fraud	2-Apr
22	8UTT006	BMW X7		20 \$ 41,000.00		16-Apr
23	NFS0818	MercC30		19 \$ 37,000.00		18-Apr
24	DV3YSL	Chev Equx		8 \$ 15,600.00		11-Apr
25	NZN3882	AcuraTLX		8 \$ 23,000.00	Burg/BMV's	11-May
26	DB3Y023	Buick Sed		4 \$ 20,000.00		12-May
27	BPS9409	Niss RGE		15 \$ 22,500.00		13-May
28	JDV2724	Toy Corrol.		2 \$ 26,000.00	Car Jacking	16-May
29	GYL2571	Chev PU		2 \$ 41,000.00	Prostitute	25-May
30	1275 E1	Niss Rog		6 \$ 24,500.00	Prostitute/273	6-Jun
31	MXD4027	Niss Alt		8 \$ 19,500.00		7-Jun
32	NTH2685	Chev Van		2 \$ 31,000.00	Fugitive	10-Jun
33	NTV6211	Toy Cor	River	\$ 17,000.00	Mail Thieves	10-Jun
34	LDCV51	Kia Van		19 \$ 19,000.00	Fraud	12-Jun
35	MVL3523	Mini		8 \$ 22,500.00		27-Jun
36	LTR3263	Audi		17 \$ 37,000.00	Burglar	8-Jul
37	CWX5690	Tou Rav4		4 \$ 17,500.00	fugitive	9-Jul
38	DGJ6939	Buick Sed		6 \$ 11,000.00	Drugs-Mail	17-Jul
39	DCJ8410	Mercury	Longwd's	\$ 12,000.00	Weapons	18-Jul
40	NHK7400	Ford F250		22 \$ 23,000.00	Stolen PLT and	27-Jul
41	KHT0403	Toy SUV		8 \$ 11,000.00	Warrant	28-Jul
42	N573023	Ford Edge		23 \$ 2,000.00	Fraud	4-Aug
43	AH32929	Uhaul		19 \$ 31,000.00		4-Aug
44	14919H8	Ram 1500		8 \$ 43,000.00	Burglars	7-Aug
45	PRL8380	Honda Odj		1 \$ 22,000.00	Civil	8-Aug
46	NMC1245	Niss Alt		10 \$ 23,000.00	Mail Thieves	26-Aug *STL PL+
47	401278J	Trailer		8 \$ 9,000.00	Fugitive	9-Sep
48	MXK1989	Chev Sil		8 \$ 16,500.00		10-Sep
49	JMA4019	ChevMal		8 \$ 9,000.00	Runaway	13-Sep

Plate Recoveries

Plate Recove	Date	Links
90561S4	3/1/2021	Paper Fraud Tag
LKW4759	5/23/2021	
KDG6937	7/31/2021	Wanted Subject
NMC1245	8/26/2021	On stolen car same make

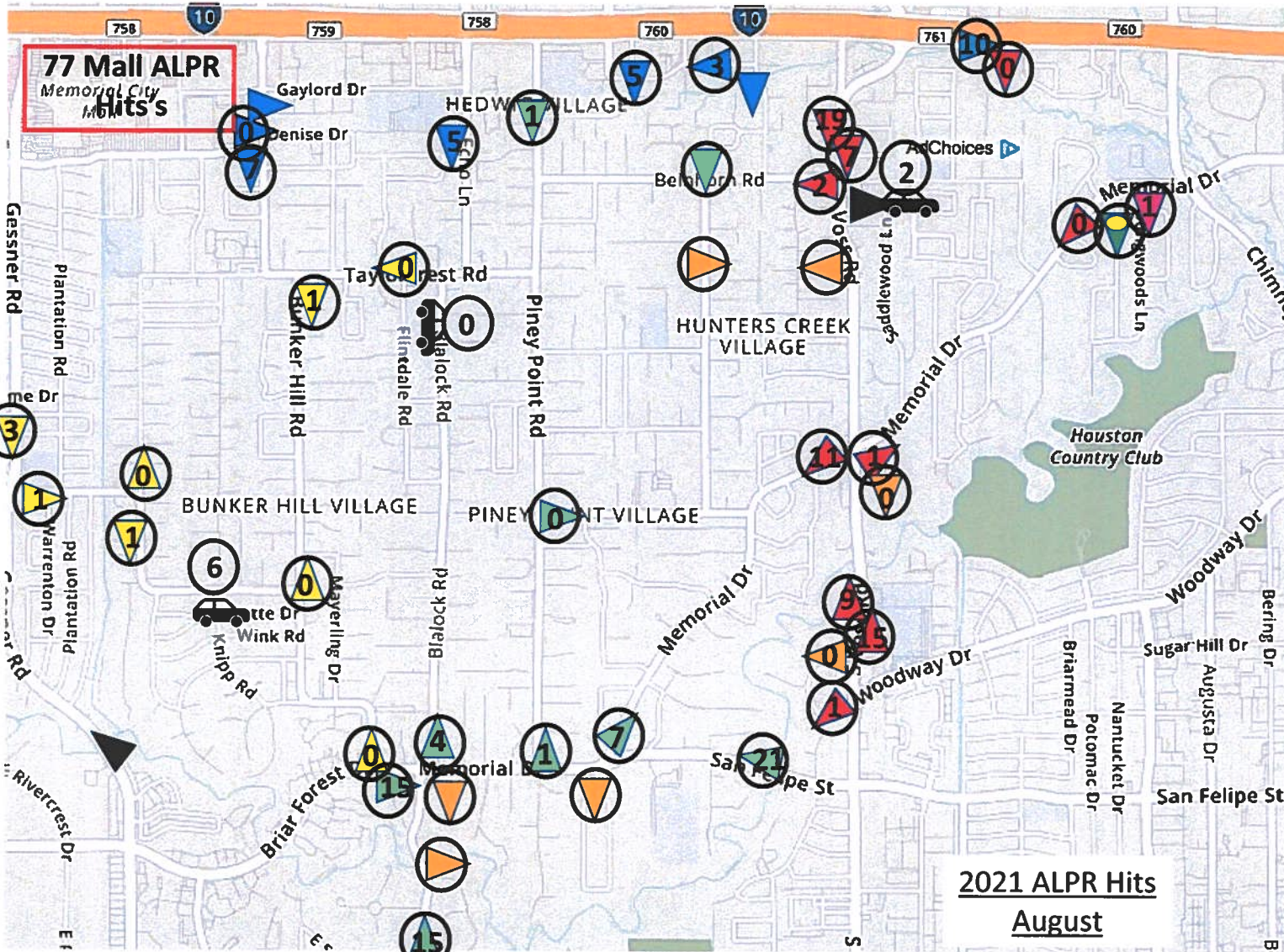
31 of 45 involved in other crimes = 68%

Firearm in vehicle

2021 Value	\$ 1,047,400.00		46
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
<b>Program Total</b>	<b>\$ 2,632,900.00</b>		<b>129</b>

INVESTIGATIVE LEADS

103	NVK8808	Chev Tahoe	MDE Harrasmnt Case	SBISD	Solved	21-Jan
18	92350G3	Jeep Cherokee	Jugger Belaire to Racquet Club		CID-Open	22-Jan
21	BXR4783	Chev Pickup	FSGI		Solved	8-Feb
WIND HOA	FDC2680	Niss Alt	Mail Thieves		Solved	16-Feb
US Coins	MPV1209	Toy	BMV Jugger		CID-Open2	27-Feb
Strey	LYN9642	Toy Cor	Package Thief		CID-Open	27-Feb
17	CNB1734	BLK F150	FSGI		ID's	3-Mar
24	960200	Blk Exped	Burg		Gypsys	27-Apr
26	11548U4	Ford PU	Burg		Gypsys	29-Apr
11	10654S1	Ford PU	Burg		Gypsys	29-Apr
19	07316A8	Niss Sen	Mail Thieves		Arrested	19-Jun
23	BX3C492	Pirus	Selling Drugs		Arrested	26-Jun
Hed	MZZ3574	Ford F150	Theft of Lawn EQPT		Open	7-Jul
10	NMC1245	Niss Alt	Serial Mail Thief		Arrested	26-Aug



**77 Mall ALPR**  
Memorial City MOA  
Hits

Hedwig  
20

Bunker Hill

Piney Point

Hunters Creek

Frequent Mobile Locations

159 Total Hits

Lindenwood HOA

Longwoods HOA

US Coins

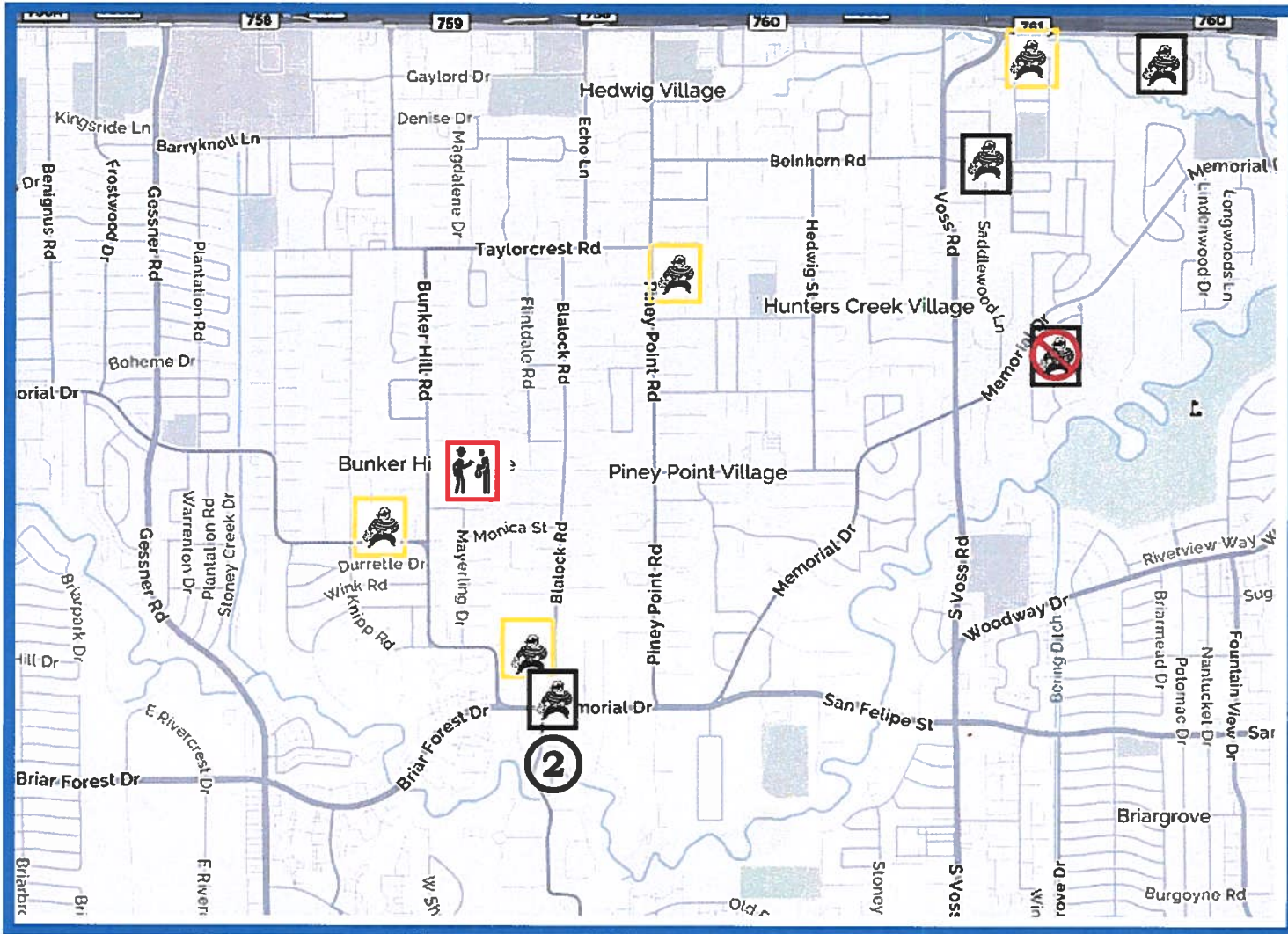
In Process

HOA Systems

2021 ALPR Hits  
August

08/31/21





### 2021 Burglary Map

Address	Alarm	POE
302 Chapel Bell	No	Vacant (none)
10611 Tarleton	No	Side Door
11634 Blalock Ln	No	Ruse
618 Piney Point Rd	No	Ruse
11310 Smithdale	No	Veh in Carport
11612 Memorial	No	Open Door
11612 Memorial	No	Key in Door
8429 Katy Fwy	No	Smash Door
10903 Wickwild	Yes	Open Garage

### 2021 Robberies

Address	MO
11702 Greenbay	Walker

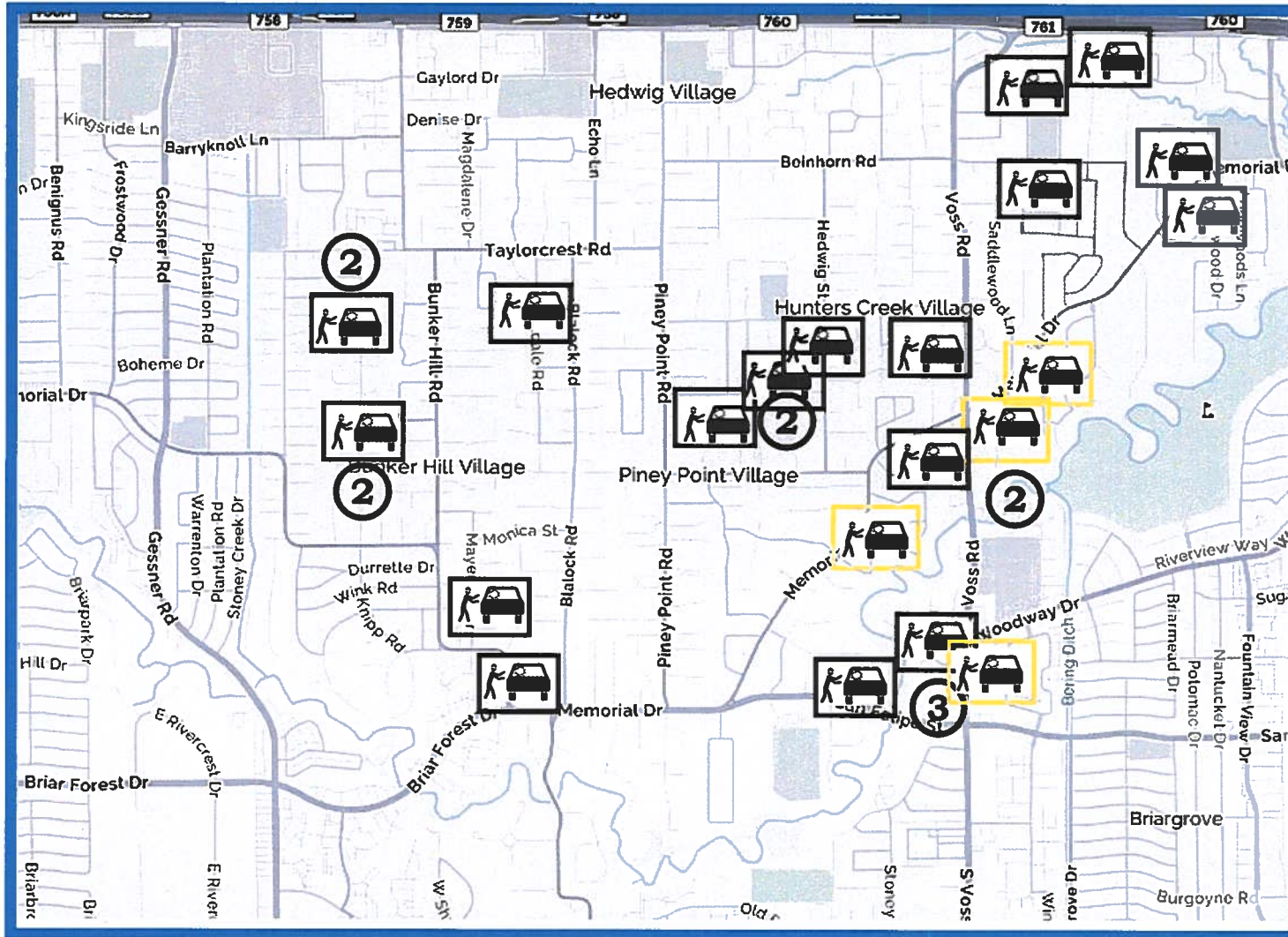
-  Daytime Burglary
-  Nighttime Burglary
-  Robbery

8/31/21

2



## 2021 Auto Burglary Map



Address	POE
10709 Memorial (jugging)	Side Win Smash
335 Knipp	UNL Door
11931 Broken Bough	UNL Door
348 Knipp	UNL Door
512 Knipp	UNL Door
8435 Katy Fwy	Side Win Smash
11322 Surrey Oaks	UNL Door
505 Ripplecreek	Truck Bed
7627 River Point	UNL Door
11734 Flintwood	UNL Door
7630 River Point	UNL Door
907 Tarrington	UNL Door
10610 N Evers Park	UNL Door
11107 Wickway	UNL Door
243 Hedwig	UNL Door
3 Stayton Cir	UNL Door
3 Claymore	UNL Door
302 Lindenwood	UNL Door
323 Hunters Trail	UNL Door
6 Woodsedge	Truck Bed
10821 Longshadow	UNL Door
1116 Riverglyn	UNL Door
10709 Memorial	UNL Door
PP City Hall	Side Win Smash
11701 Forest Glen	UNL Door
733 Creekside	UNL Door
218 Bylane	UNL Door

Daytime Burglary

Nighttime Burglary

2

3

4

⊘

8/31/21



Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

*Raymond Schultz*  
*Chief of Police*

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September 8, 2021

Submitted for your review is the FY21 Budget Performance Report and accompanying documents as of August 31, 2021. After eight months of operations the Department has received 75% of the appropriation and has expended 63%. At this point last year, the Department expended 64%.

**General Fund**

The Gas & Oil line-item's (300) year end projection increased when compared to last month. This was due to \$8600 in additional fuel charges for calibration issues at the pump. These were cumulative charges dating back to April 2020.

The Department remains projected to end the year operating within budget

**Vehicle Replacement**

The department has expended the FY21 appropriation and is now utilizing carryover funds to complete the remaining upfitting costs for the new vehicles.

**Capital**

Banking fees were the only charges for the month.

**Memorial Villages Police Department  
General Fund**

**For the eight months ended August 2021**

66.67% 65.38%

DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/21	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>								
100	Regular Wages	3,679,271	2,287,250	1,392,021	62.17%	3,644,754	34,517	99%
110	Overtime	125,000	53,899	71,101	43.12%	82,434	42,566	65.9%
115	Court/Bailiff OT	12,000	362	11,638	3.02%	544	11,456	5%
120	Retirement	450,483	285,076	165,407	63%	442,116	8,367	98.1%
125	457b Employer contribution	32,869	15,654	17,215	48%	32,869	0	100.0%
130	Health Insurance	592,828	324,641	268,187	54.76%	493,463	99,365	83%
140	Workers Compensation	70,500	44,130	26,370	62.60%	66,195	4,305	93.9%
150	Life/LTD	21,709	12,743	8,966	58.70%	18,971	2,738	87%
160	Medicare/SS	55,403	35,345	20,058	63.80%	54,057	1,346	97.6%
	<b>Personnel Services</b>	<b>5,040,063</b>	<b>3,059,100</b>	<b>1,980,963</b>	<b>60.7%</b>	<b>4,835,402</b>	<b>204,661</b>	<b>95.9%</b>
200	Auto	41,100	17,269	23,831	42.0%	25,903	15,197	63%
210	General Liability	720	171	549	23.8%	257	463	35.7%
220	Public Official Bond	960	565	395	58.9%	848	112	88%
230	Professional Liability	21,400	11,779	9,621	55.0%	17,668	3,732	82.6%
240	Real & Personal Property	8,000	4,871	3,129	60.9%	7,307	693	91%
	<b>Total Other Insurance</b>	<b>72,180</b>	<b>34,655</b>	<b>37,525</b>	<b>48.0%</b>	<b>51,983</b>	<b>20,197</b>	<b>72.0%</b>
300	Gas & Oil	70,500	65,804	4,696	93.3%	102,707	(32,207)	146%
310	Maintenance	35,000	34,317	683	98.0%	51,476	(16,476)	147.1%
320	Tires	7,000	2,188	4,812	31.3%	6,500	500	93%
330	Damage Repair	10,000	2,134	7,866	21.3%	3,201	6,799	32.0%
	<b>Maintenance &amp; Misc.</b>	<b>122,500</b>	<b>104,444</b>	<b>18,056</b>	<b>85.3%</b>	<b>163,883</b>	<b>(41,383)</b>	<b>133.8%</b>
400	General Maintenance	25,000	16,562	8,438	66.2%	22,000	3,000	88%
410	Janitorial Services	21,000	13,600	7,400	64.8%	20,400	600	97.1%
420	Jail	1,000		1,000	0.0%	350	650	35%
430	Building Furnishings	15,000	2,773	12,227	18.5%	13,000	2,000	86.7%
	<b>Total Building</b>	<b>62,000</b>	<b>32,935</b>	<b>29,065</b>	<b>53.1%</b>	<b>55,750</b>	<b>6,250</b>	<b>89.9%</b>
500	Computers	13,000	9,166	3,834	70.5%	13,000	0	100%
510	Postage/Postage Machine	1,100	580	520	52.7%	870	230	79.1%
520	Stationery/Expendables	15,000	8,791	6,209	58.6%	13,186	1,814	88%
530	Bank Finance Charges	550	385	165	70.0%	550	0	100.0%
540	Payroll	17,400	11,751	5,649	67.5%	17,400	0	100%
	<b>Total Office</b>	<b>47,050</b>	<b>30,673</b>	<b>16,377</b>	<b>65.2%</b>	<b>45,006</b>	<b>2,044</b>	<b>95.7%</b>
600	Telephone	36,003	26,393	9,610	73.3%	38,398	(2,395)	107%
610	Electric	20,000	9,294	10,706	46.5%	13,941	6059	69.7%
620	Water/Sewer	5,320	2,564	2,756	48.2%	3,846	1474	72%
630	Natural Gas	600	413	187	68.9%	600	0	100.0%
	<b>Total Utilities</b>	<b>61,923</b>	<b>38,665</b>	<b>23,258</b>	<b>62.4%</b>	<b>56,785</b>	<b>5,138</b>	<b>91.7%</b>
700	Equipment Maint Contracts	118,340	90,911	27,429	76.8%	118,340	0	100%
710	SETCIC fees	3,600	3,003	597	83.4%	3,100	500	86.1%
720	Legal/Professional	55,000	38,943	16,057	70.8%	55,000	0	100%
730	IT Services	101,850	66,291	35,559	65.1%	100,540	1,310	98.7%
740	Software Maintenance Contracts	56,202	38,658	17,544	68.8%	56,202	0	100%
	<b>Total Contract Services</b>	<b>334,992</b>	<b>237,806</b>	<b>97,186</b>	<b>71.0%</b>	<b>333,182</b>	<b>1,810</b>	<b>99.5%</b>
800	Accreditation	1,200	1,200	0	100.0%	1,200	0	100%
810	Uniforms	30,500	21,937	8,563	71.9%	30,000	500	98.4%
820	Radio parts and labor	33,036	28,044	4,992	84.9%	33,036	0	100%
830	Firearms Training & Ammo	5,500	3,927	1,573	71.4%	5,500	0	100.0%
835	Tasers	15,000	9,988	5,012	66.6%	14,000	1,000	93%
840	Training & Prof Dues	58,000	20,018	37,982	34.5%	30,027	27,973	51.8%
850	Travel	9,000	3,614	5,386	40.2%	5,421	3,579	60%
860	Recruiting Costs	5,000	16,429	(11,429)	328.6%	(11,429)	16,429	-228.6%
870	Criminal Investigations	3,500	2,316	1,185	66.2%	3,500	0	100%
880	Contingency	25,000		25,000	0.0%	0	25,000	0.0%
890	Small Equipment	13,500	13,381	119	99.1%	13,381	119	99%
	<b>Storm Related Expenditures</b>		<b>18,465</b>			<b>18,465</b>		
	<b>Total Office</b>	<b>199,236</b>	<b>139,319</b>	<b>59,917</b>	<b>69.9%</b>	<b>143,102</b>	<b>74,600</b>	<b>71.8%</b>
	<b>TOTAL GENERAL</b>	<b>5,939,944</b>	<b>3,677,596</b>	<b>2,262,348</b>	<b>61.9%</b>	<b>5,685,093</b>	<b>273,316</b>	<b>95.7%</b>

Memorial Villages Police Department Vehicle Replacement								
For the eight months ended August 2021		66.67%						
Prior Year Cash Carryover		27,608.11						
FY21 Sale of vehicles		-						
FY21 Assessment collected to date		114,750.00					FY21 Assessment remaining	38,250.00
FY21 Interest earned to date		143.71						
FY21 Expenditures		(153,000.00)						
FY21 A/P		35,301.96						
Cash Balance @ 08/31/21		<b>19,812.74</b>						
DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/21	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>								
1000	Vehicle Replacement	153,000	153,000	0	100.00%	153,000	0	100.0%
	<b>Total Vehicle Replacement</b>	<b>153,000</b>	<b>153,000</b>	<b>0</b>		<b>153,000</b>	<b>0</b>	<b>100.0%</b>
	<b>Vehicle Replacement costs covered by carry over</b>		<b>4,991</b>					
Memorial Villages Police Department Special Capital Assets								
For the eight months ended August 2021		66.67%						
Prior Year Cash Carryover		84,147.81						
Asset Seizure Funds		48,482.93						
FY21 Assessment collected to date		16,500.00					FY21 Assessment remaining	0.00
FY21 Interest earned to date		398.91						
FY21 Expenditures		(16,804.39)						
Cash Balance @ 08/31/21		<b>132,725.26</b>						
DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/21	Projected Saving / (Deficits)	% Forecasted
<i>Expenditures</i>								
2880	Capital Projects	16,500	16,804	(304)	0.0%	16,855	(355)	0.0%
	<b>Total Capital Items</b>	<b>16,500</b>	<b>16,804</b>	<b>(304)</b>	<b>0.0%</b>	<b>16,855</b>	<b>(355)</b>	<b>0.0%</b>
	<b>Total Vehicle and Capital Fund</b>	<b>169,500</b>	<b>169,804</b>	<b>(304)</b>	<b>100.2%</b>	<b>169,855</b>	<b>(355)</b>	<b>100%</b>
Memorial Villages Police Department								
DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/21	Projected Saving / (Deficits)	% Forecasted
	<b>GENERAL FUND</b>	<b>5,939,944</b>	<b>3,677,596</b>	<b>2,262,348</b>	<b>62%</b>	<b>5,685,093</b>	<b>273,316</b>	<b>96%</b>
	<b>VEHICLE &amp; CAPITAL FUNDS</b>	<b>169,500</b>	<b>169,804</b>	<b>0</b>	<b>100%</b>	<b>169,855</b>	<b>(355)</b>	<b>100%</b>
	<b>TOTAL BUDGET</b>	<b>6,109,444</b>	<b>3,847,401</b>	<b>2,262,348</b>	<b>63%</b>	<b>5,854,948</b>	<b>272,961</b>	<b>96%</b>

**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
31-Aug-21**

*8-Sep-21*

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

Cash collected for FY21 @ 08/31/21	\$ 4,641,971
Estimated Expenditures (Aug 21)	\$ 3,847,401
Estimated cash on hand @ 08/31/21 for FY21 activities	\$ 794,570

**Cash Balances@ 08/31/21:**

Health Benefits	\$14,962
General	\$871,927
Vehicle Replacement	\$19,813
Dare Fund	\$14,151
Special Capital Assets	\$132,725
<b>Actual cash balance @ 08/31/21 all accounts</b>	<b>\$1,053,577</b>

All Funds (Modified Accrual Basis Projections)	2021 YTD Budget	2021 YTD Actual	2021 YTD Difference (Budget vs. Actual)	2021 Total Adopted Budget
GENERAL FUND REVENUES	4,454,961	4,461,696	6,735	5,939,944
GENERAL FUND EXPENDITURES		3,677,596		
<b>GENERAL FY 21 REVENUES OVER EXPENDITURES</b>		784,099		
VEHICLE REPLACEMENT REVENUES	114,750	114,894	144	153,000
VEHICLE REPLACEMENT EXPENDITURES		153,000		
<b>VEHICLE FY 21 REVENUES OVER EXPENDITURES</b>		(43,097)		
SPECIAL CAPITAL ASSETS REVENUES	16,500	65,382	48,882	16,500
CAPITAL EXPENDITURES		16,804		
<b>CAPITAL FY 21 REVENUES OVER EXPENDITURES</b>		48,577		
<b>COMBINED REVENUES</b>	4,586,211	4,641,971	55,760	6,109,444
<b>COMBINED EXPENDITURES</b>		3,847,401		
<b>COMBINED FY 21 NET REVENUES / EXPENDITURES</b>		794,570		
Formal reserves:				
		DARE		\$14,151
		VEHICLE REPLACEMENT		\$19,813
		SPECIAL CAPITAL ASSETS		\$132,725
		WORKING CAPITAL		\$60,000
		STATE TRAINING FUNDS		\$4,572
				<b>\$231,261</b>



**MEMORIAL VILLAGES POLICE DEPARTMENT**  
**Minutes of the Police Commission Meeting**  
**August 9, 2021, 6:01 p.m.**

A quorum was established, and Commissioner Huguenard called the August 9th, 2021, meeting to order at 6:01 p.m. via Zoom Teleconference, the toll-free number used for the meeting was 1-346-248-7799.

In attendance were:

**From the Commission:**

City of Piney Point

Commissioner Huguenard

Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Johnson

Commissioner Hamilton

Alt. Commissioner Reichel

City of Bunker Hill

Commissioner Smyre

Commissioner Rosenbaum

Alt. Commissioner Murphy

**Absent:**

Commissioner Southwick

**From Memorial Village PD**

Chief of Police, Raymond Schultz

Finance Manager, Victoria Bowman

HR/Office Manager, Maureen Loud

**Guests**

**Legal Counsel**

John Hightower/ Kaela Olson

**MINUTES**

At 6:01 p.m. Commissioner Huguenard 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 Kaela Olsen 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 Huguenard. 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 Huguenard proceeded to call roll of all participants of the meeting and stated that we have a virtual quorum.

**a. Citizen Comments**

None

**b. Approval of Minutes**

Motion was made by Commissioner Ebeling and seconded by Commissioner Smyre to approve the July 12th, 2021, minutes as presented. The Commission voted unanimously to approve the minutes.

### **c. Financial Report**

Mrs. Bowman presented the financial report. We have completed 7 months of the fiscal year, the Department has received 67% of its appropriation, and expended 56%. We currently have four vacancies in the Department, and line item 860 Recruiting Fees has exceeded budget due to the contract with SGR and the marketing and application management for the open Commander vacancy. The Department remains to be on target and ending the year within budget.

Commissioner Huguenard stated that we would move forward to item F2 on the agenda, the Annual Review of the Department Investment Policy.

Mrs. Bowman directed us to page 73 of the Commission packet, the Committee is recommending three small changes. On page 75 the Finance Manager is being recommended as the additional Investment Officer and on page 76 we are recommending that the requisite training may be provided to either the Investment Office (Chief of Police or Finance Manager) to satisfy that requirement. The last item, see page 82 this is a sample of the reporting showing the interest income received on the interest-bearing check accounts that we have.

Motion was made by Commissioner Murphy and seconded by Commissioner Hamilton to approve the recommended changes to the Investment policy as presented this evening. The Commission voted unanimously to approve the minutes.

### **d. New Business**

#### **1. Mental Health Leave and Quarantine Policies.**

Motion was made by Commissioner Rosenberg and seconded by Commissioner Smyre to accept the Mental Health Leave Policy for Police Officers as presented. The Commission voted unanimously to approve the motion.

Motion was made by Commissioner Hamilton and seconded by Commissioner Ebeling to accept the Paid Quarantine Leave policy. The Commission voted unanimously to approve the motion.

Chief Schultz stated that we are now seeing a pretty significant impact of the variant D version of COVID in the community and within the organization. We currently have three employees quarantined until they receive negative test results.

It was determined by the Commission that we can reimburse employees for the cost of a COVID test if they are charged.

**e. Chief's Update**

Chief Schultz presented his monthly report. Top calls for service are False Alarms. We had 14,813 calls/incidents, 13,595 House watches, 147 traffic stops with 158 citations being issued for 274 violations. The average response time was 3:55. There were 20 priority events. We had 44 new V-LINC registrations.

The Commander position closed, and the personality assessments were performed on 7 candidates and the Committee met and narrowed the list down to 4 candidates, however, 1 withdrew their name. The 3 candidates are scheduled for interviews on Wednesday.

We currently have 2 officer and 1 dispatcher vacancy and nobody in the pipeline, we continue to aggressively advertise but unfortunately there are over 200 agencies in central and east Texas that are in the same situation as us.

The new traffic speed trailer has been positioned on Taylorcrest and is currently collecting data as it has an analytical package which sends us data after midnight every evening.

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

1. Update on Commander Search Process.
2. Annual Review of the Department Investment Policy.

These items were discussed earlier in the meeting.

At 7:05p.m. Commissioner Huguenard stated that the Commission would move into Executive Session under the legal exception of Texas Governmental codes §551.071 and §551.074 related to personnel matters.

**g. Executive Session**

1. Legal advice from the Commission's attorney regarding pending claims against the Department.
2. Legal Advice and discussion of personnel matters.

The Commission reconvened into public session at 7:43p.m.

No action was taken by the Board of Commissioners in the Executive Session.

Motion was made by Commissioner Murphy and seconded by Commissioner Smyre to approve the salary adjustments as discussed in executive session. The Commission voted unanimously to approve the motion.



**h. Suggestions for future agenda items**

1. Consider the modification of the employees' dependent health care coverage.

Chief Schultz requested that we consider moving the September Commission meeting due to his attendance at the International Association of Chiefs of Police meeting. Commissioner Huguenard stated that we would move the September meeting to 9/20/21 and the October meeting to 10/18/2021.

Motion was made by Commissioner Ebeling and seconded by Commissioner Smyre to adjourn the meeting at 7.48p.m. The Commission voted unanimously to approve the motion.

Approved and accepted on \_\_\_\_\_, 2021.

By:

\_\_\_\_\_  
James Huguenard, Chairman  
Board of Commissioners  
Memorial Villages Police Department



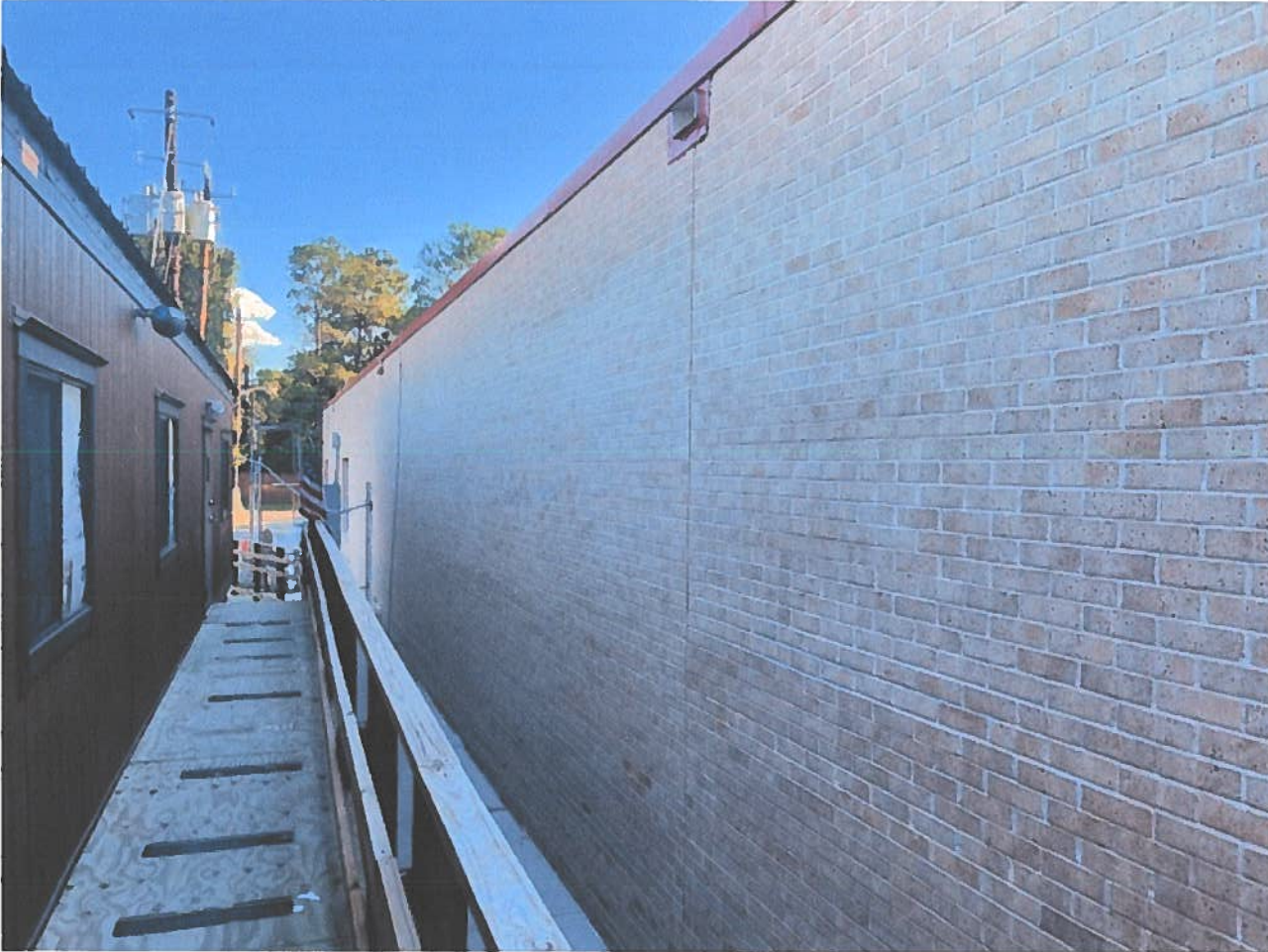
## Village Fire Department 2021 Strategic Plan Performance Report

2021 OPERATING BUDGET	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
Percentage if spending 100% budget		24.9%	25.0%	16.6%		67%
Actual Percentage Budget Spent	100%	24.57%	24.22%	16.43%		65.2%
Department Budget	\$6,781,314.00	\$1,665,890.98	\$1,642,128.00	\$1,113,872.56		\$4,421,891.54
Personnel Expenses Total	\$6,011,124.0	\$1,494,226.33	\$1,473,881.82	\$987,876.63		\$3,955,984.78
Percentage Personnel Budget Spent		24.86%	24.52%	16.43%		65.8%
Overtime	\$110,000.00	\$61,986.64	\$22,266.47	\$27,615.16		\$111,868.27
% Overtime Budget Spent		56.35%	20.24%	25.10%		101.7%
Capital Expenditures	\$72,000.00	\$13,513.00	\$8,009.00	\$19,500.00		\$41,022.00
% Capital Budget Spent		18.77%	11.12%	27.08%		57.0%
Operational Expenditures	\$698,190.00	\$158,151.65	\$160,237.18	\$106,495.93		\$424,884.76
% Operational Budget Spent		22.65%	22.95%	15.25%		60.9%
<b>EMERGENCY OPERATIONS:</b>						
Average Dispatch Time, high priority calls	60 Seconds	0:32	0:37	0:41		0:37
Average Turnout Times, high priority calls	60 seconds	1:22	1:09	1:22		1:17
Average Total Response high priority EMS cal	6:30	4:46	4:38	4:09		4:31
Average Total Response high priority fire calls	6:50	4:02	4:47	5:05		4:38
# Incidents		737	580	478		1795
# Responses		1207	1061	577		2845
VFD Patients		231	239	175		645
Patients Transported		166	160	106		432
% of Calls, second Rescue Amb. Needed		20%	22%	24%		22%
<b>EMS REVENUE:</b>						
EMS Revenue Fund Balance		\$51,248.86	\$121,706.87	\$157,427.65		\$157,427.65
Revenue Collected, Avg Per Patient		\$355.88	\$404.39	\$355.44		\$373.74
Amount Billed		\$411,587.27	\$362,188.39	\$229,337.63		\$1,003,113.29
Total Revenue Received		\$59,075.41	\$64,702.02	\$37,676.63		\$161,454.06
<b>FIRE MARSHAL:</b>						
# of General Plans Reviewed		13	15	13		41
# of Sprinkler Systems Reviewed		31	52	27		110
# Fires investigated		1	0	0		1
# INSPECTIONS YTD		82	200	433		433
Fire Prevention Permits		13	5	4		22
Residential Sprinklers to date		2104	2,127	2,138		2,138
# OF COMMUNITY Ed Events		0	8	4		12
% of Homes with Sprinkler Systems	6708	28%	32%	32%		32%

## Karen Farris

---

**From:** Zeb Nash <zebnash@sbcglobal.net>  
**Sent:** Saturday, September 18, 2021 4:37 PM  
**To:** Cityadmin; Karen Farris; Annette Arriaga; Mark Kobelan; Henry Kollenberg  
**Cc:** David Foster  
**Subject:** Latest pictures for CC





















Sent from my iPhone

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: CenterPoint Representative/Forester will provide information to Council regarding duties, hurricanes, and trees.

Agenda Item: 5



Thank you for your call regarding trees and their proximity to CenterPoint Energy power lines. Upon inspection of our facilities we report that:

- We were unable to access your property to inspect your concern because of a locked gate or an uncooperative animal. Please call the below number to reschedule an inspection.
- The tree(s) in question are near your service drop - the line from your meter to the closest pole. CenterPoint Energy does not trim limbs from this line unless they pose an imminent threat - which these do not.
- The tree(s) in question are in cable TV or phone wires and do not pose a threat to CenterPoint Energy electrical service.
- The branches/limbs you called us about were cut to restore electrical service. We do not pick up branches/limbs that were cut to restore electrical service.
- The tree(s) in question are blocking illumination of an outdoor light. CenterPoint Energy does not trim trees to provide illumination to outdoor lights.
- The tree(s) in question do not pose an imminent threat to your electrical service. On average we trim neighborhoods every 5 years and we may address these tree concerns at that time.
- The tree(s) in question pose a threat to electrical service. We will schedule trimming in the near future.

If you feel we did not inspect the issue of your concern please call us at:  
**713-207-2222**

*For more information regarding CenterPoint Energy's tree program please visit:*  
[www.CenterPointEnergy.com/trees](http://www.CenterPointEnergy.com/trees)

**Do not attempt to trim trees yourself around powerlines. Serious injury or death could result.**  
By Texas law, only professionals who are authorized by the wires companies are allowed to prune or remove trees close to high voltage power lines.





**CenterPoint.**  
**Energy**



# **Tree Trimming Practices**

*For transmission and  
distribution power lines*



# Right Tree. Right Place.

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*CenterPoint Energy encourages you to plant the "Right Tree in the Right Place" by thinking about the mature height of a tree and its distance from power lines before planting.*

*For more information on trees and power lines, visit **CenterPointEnergy.com/trees**.*

## **CenterPoint Energy's tree trimming practices: Preventing power outages**

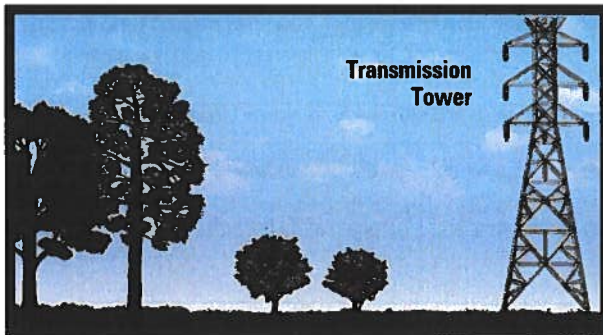
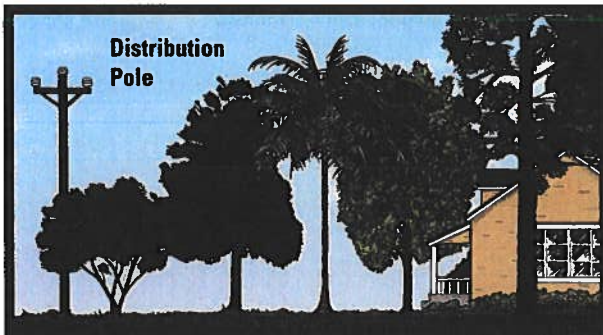
We are dedicated to bringing our customers reliable, safe and efficient electrical service. Our professional tree trimming program is integrated into our daily operations to help make this possible. Trees that grow close to CenterPoint Energy's electrical poles and lines will be trimmed by a professional tree trimming company under contract with CenterPoint Energy. Tall-growing trees will be removed from high-voltage transmission line rights-of-way.

Houston and the surrounding areas are fortunate to have a climate that supports a long growing season and a wide variety of trees, which can provide beauty and shade for a home. Trees also serve as a habitat for wildlife and can help homeowners save on energy through shade. However, trees left to grow unmanaged not only can diminish in beauty but also can cause power outages and electrical safety hazards.

We've designed this brochure to answer questions you might have regarding our tree trimming activities. Please keep this brochure handy as it contains several useful phone numbers and emergency contacts.

### Distribution vs. Transmission

It's important to distinguish between higher-voltage transmission lines, which are generally located on large steel towers or poles within rights-of-way owned by CenterPoint Energy, and comparatively lower-voltage distribution lines, which are usually on wooden poles along roadways or in easements along property lines. Much greater clearance from trees is needed for high-voltage transmission lines than for distribution lines.



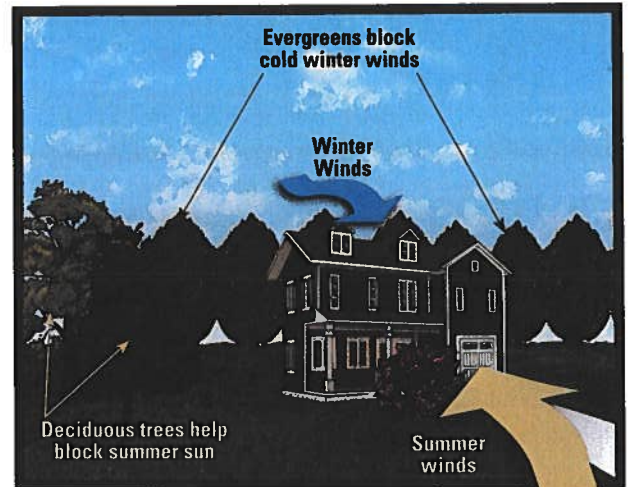
### Why plant trees?

Trees and shrubs can shade homes or offices from both direct and reflected sunlight to help keep them cool and energy-efficient. Also, trees can help reduce the velocity of wind striking the outside walls of your house to help moderate temperature fluctuations.

### What role do trees play in energy efficiency?

Trees planted strategically on the west, south and east sides of the home can significantly reduce cooling expenses. Deciduous trees shade in summer months and allow sunshine through to warm in the winter.

Evergreen trees on the windward side of the home act as a windbreak and can significantly reduce heating expenses during cold months.





### What do I need to do before planting new trees?

Before you plant, be aware of the location of any utility lines, including those underground. To locate underground lines such as electric, cable, telephone and gas lines, "Call Before You Dig" at **811** nationwide. Please call at least two business days before you plan to dig.

Know what's below.  
Call before you dig.



Also, know the growth potential of your trees and place them an appropriate distance from residential power distribution lines (see diagram). For an approved list of compatible vegetation, please visit [www.CenterPointEnergy.com/trees](http://www.CenterPointEnergy.com/trees) or call CenterPoint Energy at 713-207-2222 or 1-800-332-7143, and a company forester will be notified to assist you.

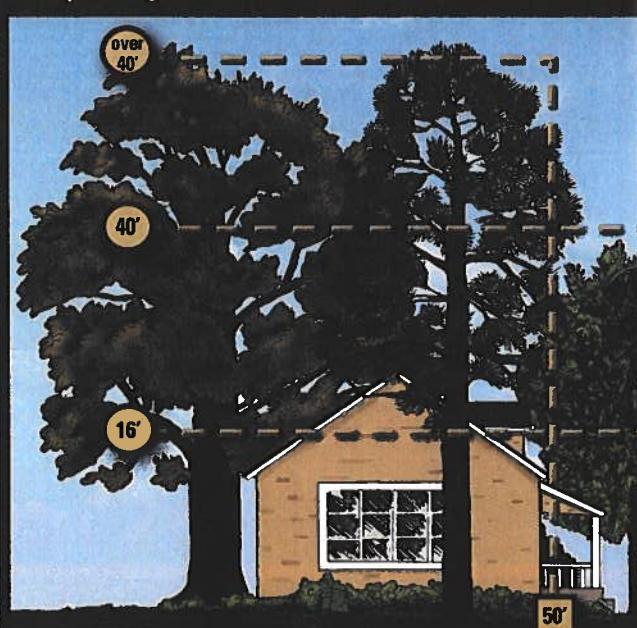
Planting the right tree in the right place, away from power lines, will help replenish local urban forests with quality trees and reduce CenterPoint Energy's need to trim or remove trees.

### How can I avoid having trees trimmed or removed because of power lines?

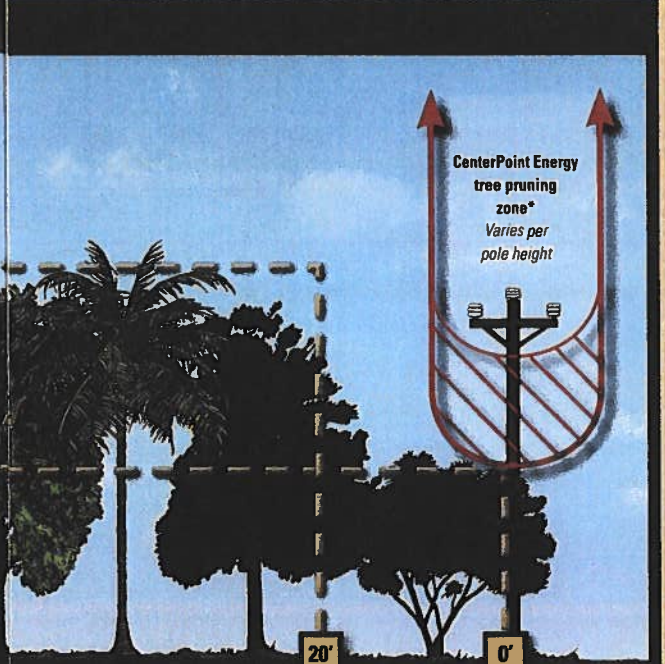
The best way to avoid conflicts is to never plant trees underneath power lines. When high-voltage transmission lines are nearby (see p. 15), never plant a tree within or directly adjacent to the transmission line right-of-way. Instead, choose low-growing ground covers, decorative plants and shrubs to avoid any conflict with the transmission lines as the plants grow to maturity. Any vegetation or trees that interfere with the safe operation, maintenance, or construction of a transmission line are subject to removal under the terms of the land rights granted to the company.

If you choose to plant trees near your home, plant the "Right Tree in the Right Place." Select trees that have a short height at maturity and a crown spread that will not interfere with nearby power distribution lines. Proper selection and placement of trees can eliminate potential safety hazards, reduce expenses, improve service reliability and enhance the landscape's appearance.

### Safe planting distance for trees near distribution lines



○ – Mature height of tree  
□ – Planting distance from power line



### Safe planting distance for trees near power lines

*\*Do NOT attempt to trim trees near power lines.*

### If I plant a tree too close to power lines, will it be cut down?

The vast majority of trees located near distribution lines in mostly residential areas are only trimmed. Trees growing under or near distribution lines and electrical equipment are typically trimmed to provide adequate clearance for sustained service reliability. Trees affecting distribution lines may be removed when necessary to eliminate hazards to the lines, address imminent safety concerns or for other issues.

### What will my trimmed tree look like?

#### V-trimming around distribution lines



#### Side-trimming around distribution lines



### How are trees trimmed?

Trees are trimmed according to the American National Standards Institute A300 Pruning Standards, which are utility trimming standards accepted by the National Arbor Day Foundation, the International Society of Arboriculture and other tree care organizations.

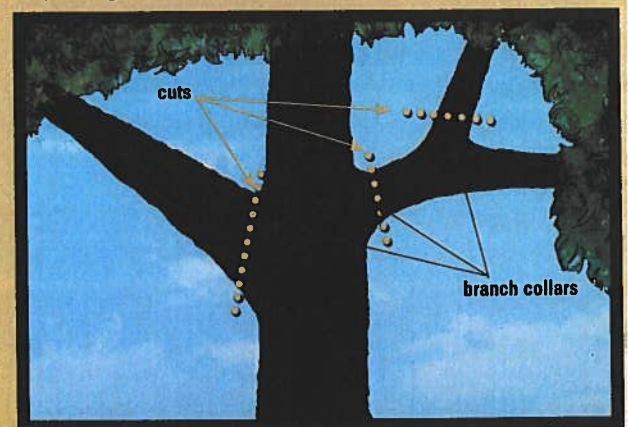
The standards include use of natural lateral or directional trimming methods that promote growth of the tree away from the electrical facilities. These trimming methods ideally allow a tree to retain as much of its natural form as possible while requiring less trimming in the future.

### Will the trees ever regain a natural appearance?

The trees will continue to grow, but they will not look the same as before they were trimmed. Because trees and power lines are not compatible, CenterPoint Energy will continue to trim as necessary in the future to maintain clearance for service reliability. Allowing the trees to grow naturally could create problems with the delivery of electrical service. However, CenterPoint Energy does use natural trimming methods to minimize the impact of the work.

### Will the trees die?

Trees are trimmed to cause the least possible stress to the tree. Proper trimming methods are used to minimize the impact on a tree's health, structure, and appearance. For example, when limbs are removed, they are cut at the branch collar, which reduces the likelihood of disease or decay entering the tree and excessive re-sprouting.



**If a fruit or pecan tree is currently bearing fruit or nuts, can you wait until the fruit ripens or the nuts drop before trimming the tree?**

CenterPoint Energy will, if requested, wait to trim a specific tree until after the nuts drop or the fruit ripens unless the tree poses an immediate service problem. Please contact the contract tree crew or call CenterPoint Energy at 713-207-2222 or 1-800-332-7143.

**Can I request trimming if my trees are close to power lines?**

Yes, if you feel your trees are too close to any electrical facility, we encourage you to call CenterPoint Energy to request tree trimming. A representative from CenterPoint Energy will inspect the tree to determine if it requires trimming immediately. If the tree does not create an obvious hazard or service reliability problem, CenterPoint Energy may defer maintenance until area-wide trimming is done in the future.

**What if I want a live tree cut down instead of trimmed?**

CenterPoint Energy may cut down trees that are close to its power lines based on factors such as the types of equipment affected, the type of tree, its growth rate, its appearance after normal line clearance maintenance, size, health, ongoing line clearance requirements, etc. The tree crew leader, supervisor or a CenterPoint Energy forester will determine whether or not a tree should be cut down.

When a hardwood tree is removed, CenterPoint Energy contractors will apply a herbicide to the stump to ensure that the tree's root system will not re-sprout. State and federal regulatory agencies have approved all herbicides utilized by CenterPoint Energy contract crews. All CenterPoint Energy contract crews are trained to handle and apply herbicides properly. For additional information on herbicide usage on or around CenterPoint Energy facilities, please call CenterPoint Energy at 713-207-2222 or 1-800-332-7143, and a company forester will be notified to assist you.

**Will you also cut down dead trees?**

Outside of normal daily operations, if a dead tree is posing a threat to CenterPoint Energy's electrical equipment, the company will cut down the tree at no expense to the landowner. However, the property owner is responsible for disposing of the wood and debris left on-site. Remember, never attempt to remove any tree next to a power line yourself – call CenterPoint Energy for assistance at 713-207-2222 or 1-800-332-7143.

**How long do I have to wait for the debris to be cleaned up from my property?**

Under normal daily operations, tree trimming debris should be removed from your property on the same day the work is performed. Occasionally it may be left overnight and removed the next morning but only after the contractor has properly notified the property owner and/or received his/her consent.

Please note, however, that property owners, not CenterPoint Energy, are responsible for clearing debris resulting from emergency tree trimming for service restoration caused by fallen/broken trees, following routine inclement weather, or in the immediate aftermath of a major storm or other natural disaster.

**How much does tree trimming cost?**

CenterPoint Energy does not charge for routine tree trimming service performed on its existing electrical facilities. It provides this service to help ensure reliable delivery of power. If a CenterPoint Energy contractor requests payment for this service, you should notify CenterPoint Energy immediately.

**(Note:** CenterPoint Energy may charge individuals or developers for tree clearing to help facilitate new service construction in certain situations which would be agreed upon prior to construction.)

**Do you trim trees away from phone, TV, or DSL lines?**

No. CenterPoint Energy does not trim or remove trees away from telephone, DSL, or cable television wires. We also do not trim or remove trees near the electric service lines running from CenterPoint Energy's electric distribution lines to customers' meters unless the trees are causing or will soon cause damage to the service lines.

**Does CenterPoint Energy trim trees or vegetation away from street lights or security lights to improve visibility?**

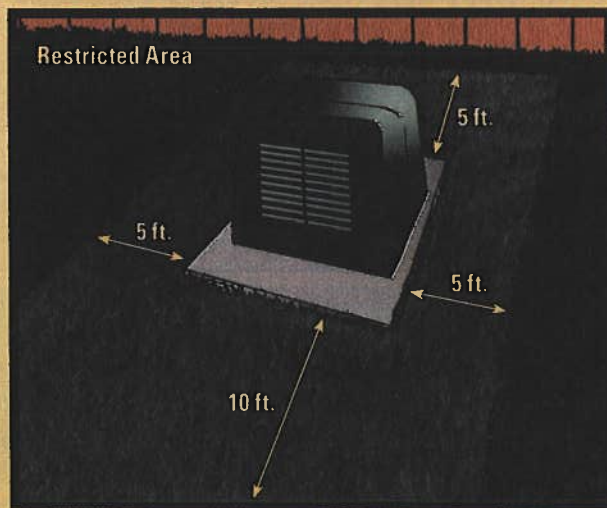
No. CenterPoint Energy does not trim trees or vegetation from around, above, or below street or security lighting facilities to maintain or improve visibility.

Customers requesting trimming of vegetation from around, above, or below street or security lights for visibility must contact the entity with territorial jurisdiction over the lighted area (road right-of-way, park, hike & bike trail etc.), such as the municipality, county, State of Texas, or homeowners or property owners association.

CenterPoint Energy will trim trees or vegetation from around, above, or below street and security lights when the tree or vegetation is causing or will soon cause damage to street or security light assets, including the light fixture, secondary conductors, and/or attached facilities.

**Can I plant trees near underground transformer boxes?**

Avoid planting vegetation around electric transformer boxes used with underground power lines. Allow at least 10 feet of access in front of the transformer and five feet around the sides and back.



**Does CenterPoint Energy trim vines on utility poles or guy wires?**

Vines on poles and guy wires will be cut at or close to ground level and left to deteriorate and fall later. Vines that are cut may be treated with herbicides to prevent re-growth.

**Can I trim my trees around the power lines in my yard?**

No! Serious injury or death can occur when untrained homeowners or workers attempt to trim trees around energized power lines. By law, unless you coordinate with CenterPoint Energy to do the work safely, only professionals who are authorized by the local electric utility are allowed to trim or remove trees next to energized power lines. These professionals have been properly trained and equipped to work safely around power lines.

### Why can't palm trees be pruned like other trees?

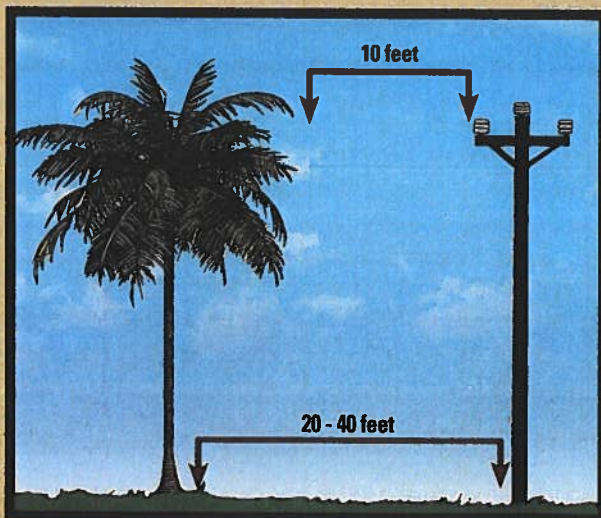
Unlike other trees, palms grow in a straight, vertical line, with a single growing point at the top of the tree. This is also true for a number of other tropical species. Because of this single-growth point, normal pruning techniques are not necessarily effective. Palms also can often regenerate fronds in a few short months, well before the utility's next scheduled maintenance. This rapid growth cycle creates a repeated hazard when palms – which are extremely flammable – are located too close to power lines.

### Where should I plant my palm?

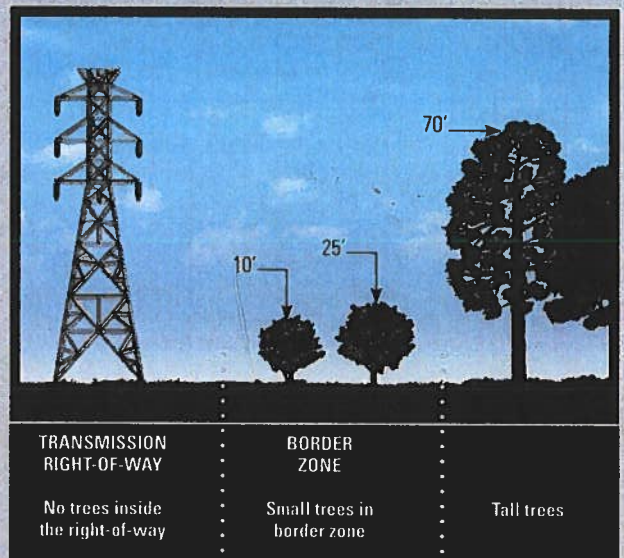
If you choose to include palm trees in your landscape, CenterPoint Energy recommends a planting distance of 20 - 40 feet to reduce the risk of windblown fronds contacting power lines. Consumers should plant palm trees far enough away from power lines that no part of the tree ever grows within 10 feet of the line.

### Will my palm be removed if it is too close to a power line?

It is often necessary for CenterPoint to top or remove a palm tree that is inappropriately located. When the company removes a palm tree, we will cut it off as close to the ground as practical. The stump will not be ground or removed. Before a palm tree grows to within 10 feet of power lines, the owner has the option of relocating the tree.



### Plant trees away from high-voltage transmission lines



### Can I plant trees near power transmission lines?

No. It's important to distinguish between higher-voltage transmission lines, which are generally located on large steel towers or poles within rights-of-way owned by CenterPoint Energy, and comparatively lower-voltage distribution lines, which are usually on wooden poles along roadways or in easements along property lines. Much greater clearance from trees is needed for high-voltage transmission lines than for distribution lines.

CenterPoint Energy's large transmission conductors serve numerous industrial, commercial and residential customers. If a tree makes contact with a transmission line, service to thousands of homes and businesses may be interrupted. Hazardous current may travel down the tree, into the ground, and across local underground cables and pipes causing severe damage to public and private property. To prevent this hazardous situation and ensure safety and reliability, tall-growing trees within the transmission right-of-way will be removed.

In short, you should plant trees away from high-voltage transmission lines.

### Can I plant trees in an open area inside a transmission line right-of-way?

No. Transmission line rights-of-way are dynamic: they change over time with the construction of new lines and rebuilding or reconfiguration of existing lines. Thus, trimming requirements may also change over time.

Open space inside a transmission line right-of-way is reserved for future transmission and distribution lines that will require the trees to be removed in any case.

### How does CenterPoint Energy determine if trees need to be removed from areas bordering transmission rights-of-way or merely trimmed?

The decision to remove a tree depends on several factors:

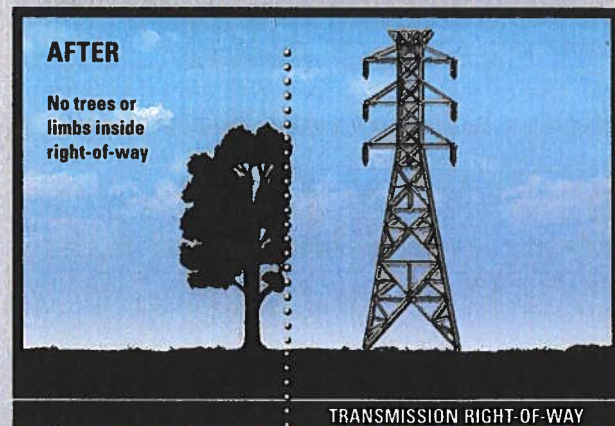
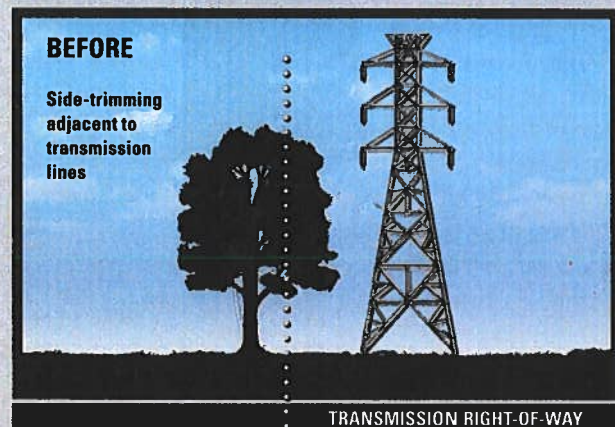
- The voltage of the power lines,
- The proximity of the tree to the wires and
- The health of the tree.

CenterPoint Energy works continuously to remove all trees and vegetation that will at some time interfere with the safe, reliable operation of its transmission lines. Our purpose is to produce a predictable environment of low-growing vegetation within our transmission line corridors according to the utility model recognized by the Federal Energy Regulatory Commission (FERC).

CenterPoint Energy inspects and maintains its transmission rights-of-way and transmission line vegetation growth on a five-year cycle, which means that 20 percent of the circuits/lines have trees removed or trimmed annually. CenterPoint Energy makes an annual aerial inspection of the rights-of-way to identify trees that are dead, dying or compromised in such a way that they may fall onto an adjacent transmission line.

Since such trees are usually located outside the right-of-way, CenterPoint Energy attempts to obtain landowner permission to remove these trees before they fall. Branches that overhang into CenterPoint Energy's right-of-way may be trimmed rather than removing the entire tree.

### What does a tree trimmed away from a transmission line look like?



### Who can I talk to if I have more questions?

If you have questions or would like information on appropriate trees or shrubs to plant, please call CenterPoint Energy at 713-207-2222 or 1-800-332-7143, and a company forester will be notified to assist you.

**Know what's below.  
Call before you dig.**



*Before planting a tree, call the "Call Before You Dig" nationwide phone line at 811 to safely locate underground utility lines, such as electric, cable, telephone and gas lines. Please call at least two business days before you plan to dig.*

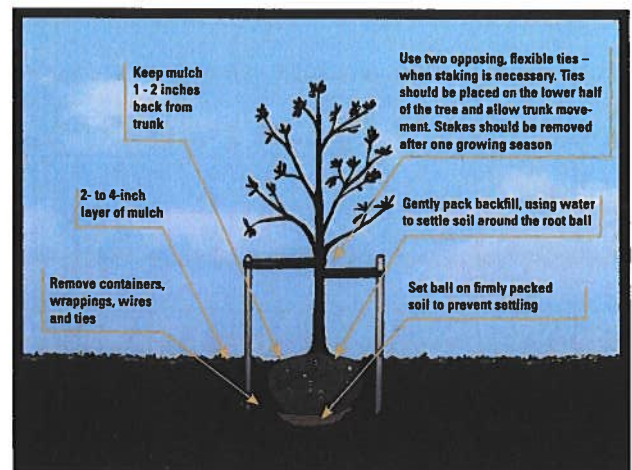
### **Planting your tree**

Before planting your tree, look up to be sure you are planting at a safe distance away from power lines. Begin by making the hole at least two to three times the diameter of and slightly shallower than the root ball or container. This should position the trunk flare slightly above the original soil level. Inspect the root ball while gently sliding the tree from the container and cut or remove any circling roots.

Place the tree in the hole and make sure the tree is plumb and straight. Fill the hole about one-third full and gently but firmly pack the soil around the base of the root ball. Fill the remainder of the hole, taking care to firmly pack soil to eliminate air pockets.

Stake the tree with flexible ties on the lower half of the tree, if necessary. Mulch the base of the tree with a 2- to 4-inch layer. When placing mulch, be sure that the actual trunk of the tree is not covered to avoid decay of the living bark at the base of the tree.

Keep soil moist but not soaked, watering trees at least once a week or more frequently during hot weather.





### **Electric Service**

If you see a downed power line, need to report a street light outage or have problems with your electric service, call CenterPoint Energy at **713-207-2222** or **1-800-332-7143**. We own and maintain the power lines and restore your electricity when it goes out. Your retail electric provider contracts with us to deliver electricity to you over our power lines.

If you have a question about your electric bill or want your meter read, call your retail electric provider. Their customer service number is on your electric bill. CenterPoint Energy does not sell electricity or send you an electric bill, but we work with your electric provider to read your meter for them.

### **Natural Gas Service**

If you need help with your natural gas service, have questions about your natural gas bill or want information on the benefits of dependable, affordable natural gas, call CenterPoint Energy at **713-659-2111** or **1-800-752-8036**. We sell natural gas, own and maintain the natural gas lines, and handle all natural gas bill inquiries.

If you smell natural gas in your home or business, leave your home or business immediately, and then call CenterPoint Energy at **713-659-2111** or **1-888-876-5786**.

*CenterPointEnergy.com/trees*



**Always There.®**



TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action regarding the Arbor Day Celebration on November 6, 2021, at Ecclesia from 10:00-12:00. There will be 20-25 trees given to Piney Point residents. Bill Bowns will provide the trees. The cost for the trees should be approximately \$600.

Agenda Item: 6

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on sign replacement sample and quote.

Agenda Item: 7



ALLIANCE REPROGRAPHICS LLC  
3407 Houston Ave, Houston TX 77009

# Rate Sheet / Estimate

Date	Estimate #
9/27/2021	COPPV Signs

Name / Address
City of Piney Point Village 7676 Woodway, Suite 300 Houston, TX 77063

Terms	Project
Net 30	

Description	Qty	Total
City of Piney Point Village Steel Sign Inserts Replacement Engineer Grade Prismatic (EGP) Reflective Aluminum Direct Print on HP Latex R2000 (no VOC) Cast UV Laminate		
(Replacement Signage)		
Graphic Design <b>**Completed**</b> Front 7 Concepts/Colors "Leaving" 4 Concepts	10.5	1,312.50
Project Management Present Concepts	2	120.00
Site Survey	1	75.00
(Monument Signage Options) Option A-F <b>**Completed**</b>		
Graphic Design	6	750.00
Project Management (Bids)	2.5	150.00
Site Survey	1	75.00
"Welcome TO_V4 Concept"		
Metal Sign Echo/Taylorcrest	1	350.00
Metal Sign Blalock/Taylorcrest	1	350.00
Custom Installation	2	400.00
Front "Welcome TO_V4 Concept" Back "Leaving_V2"		
Metal Sign South Entrance/South Piney Point	2	700.00
Metal Sign Hedwig/Beinhorn	2	700.00
Metal Sign Memorial/N. Country Squire	2	700.00
Metal Sign Greenbay/Memorial	2	700.00
Metal Sign Piney Point/Beinhorn	2	700.00
Metal Sign East Entrance/San Felipe	2	700.00
Thank you for your business.		
<b>Subtotal</b>		
<b>Sales Tax (0.0%)</b>		
<b>Total</b>		
Phone #	Fax #	Web Site
713-862-0022	(832) 202-0825	www.alliancerepro.com



ALLIANCE REPROGRAPHICS LLC  
 3407 Houston Ave, Houston TX 77009

# Rate Sheet / Estimate

Date	Estimate #
9/27/2021	COPPV Signs

Name / Address
City of Piney Point Village 7676 Woodway, Suite 300 Houston, TX 77063

Terms	Project
Net 30	

Description	Qty	Total
Metal Sign West Entrance/Briar Forest	2	700.00
Custom Installation	7	1,400.00

Thank you for your business.		
Phone #	Fax #	Web Site
713-862-0022	(832) 202-0825	www.alliancerepro.com

<b>Subtotal</b>	\$9,882.50
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$9,882.50

## Karen Farris

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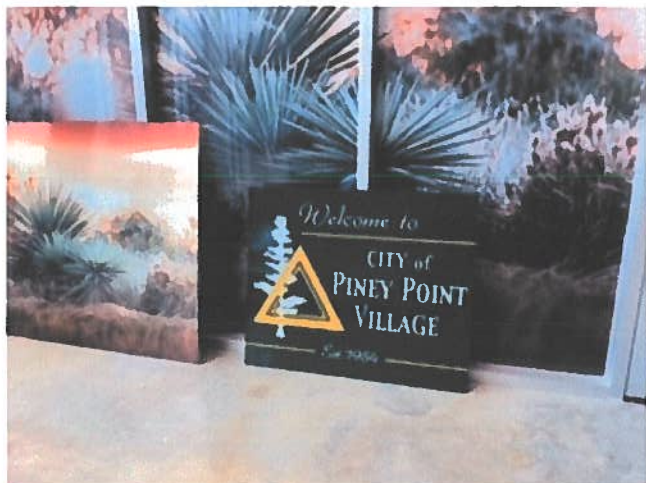
**From:** Michael Phillips <mphillips@alliancerepro.com>  
**Sent:** Friday, September 17, 2021 12:05 PM  
**To:** Karen Farris  
**Cc:** Mark Kobelan; Crystal Savage  
**Subject:** COPPV Sign Replacement Sample & Quote

Hello Karen,

Would you kindly put this on the agenda for the meeting on the Sept 27<sup>th</sup>? I'll make sure to send you the quote by Tuesday the 21st and drop off the sample sign before the meeting.

Please let me know if you have any questions.

All the best.



**Michael J Phillips | Managing Partner**  
**Alliance Reprographics, LLC.**  
3407 Houston Ave. | Houston, TX 77009  
O: 713.862.0022 | C: 281.435.7347

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TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on a proposal from Public Management for program design and administrative services related to the American Rescue Plan.

Agenda Item: 8

**Karen Farris**

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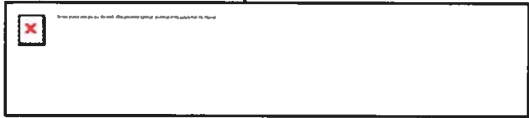
**From:** Patrick Wiltshire <pwiltshire@publicmgt.com>  
**Sent:** Wednesday, September 8, 2021 10:33 AM  
**To:** Cityadmin; Karen Farris; Jose Gomez  
**Cc:** Michael Migaud  
**Subject:** Re: Piney Point Village American Rescue Plan  
**Attachments:** Public Management, Inc.\_Administrative Services Proposal\_Piney Point Village American Rescue Plan\_9.8.21.pdf

Paul, Karen, and Jose:

Please find our proposal attached. Let me know if you have any questions or need additional information.

Best,

**Patrick K. Wiltshire | President**



On Tue, Sep 7, 2021 at 4:54 PM Patrick Wiltshire <[pwiltshire@publicmgt.com](mailto:pwiltshire@publicmgt.com)> wrote:

Paul, Karen, and Jose:

Good afternoon, it was a pleasure visiting with you this morning. As a follow-up to our conversation, please find the link below the US Department of Treasury's website dedicated to information related to the American Rescue Plan Act - Coronavirus Local Fiscal Recovery Fund specific to Non-entitlement Units of Local Government (which is how the City of Piney Point Village is classified).

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>

There are various links to important documents that you can read which will be useful when determining fund eligibility. As I mentioned this morning, there will be no pre-approval by the Treasury. Each jurisdiction will be responsible for determining project/program eligibility and developing supporting documentation.

I will finalize our proposal and send it to you later this evening or tomorrow morning.

Please let me know if you have any questions:

Best,

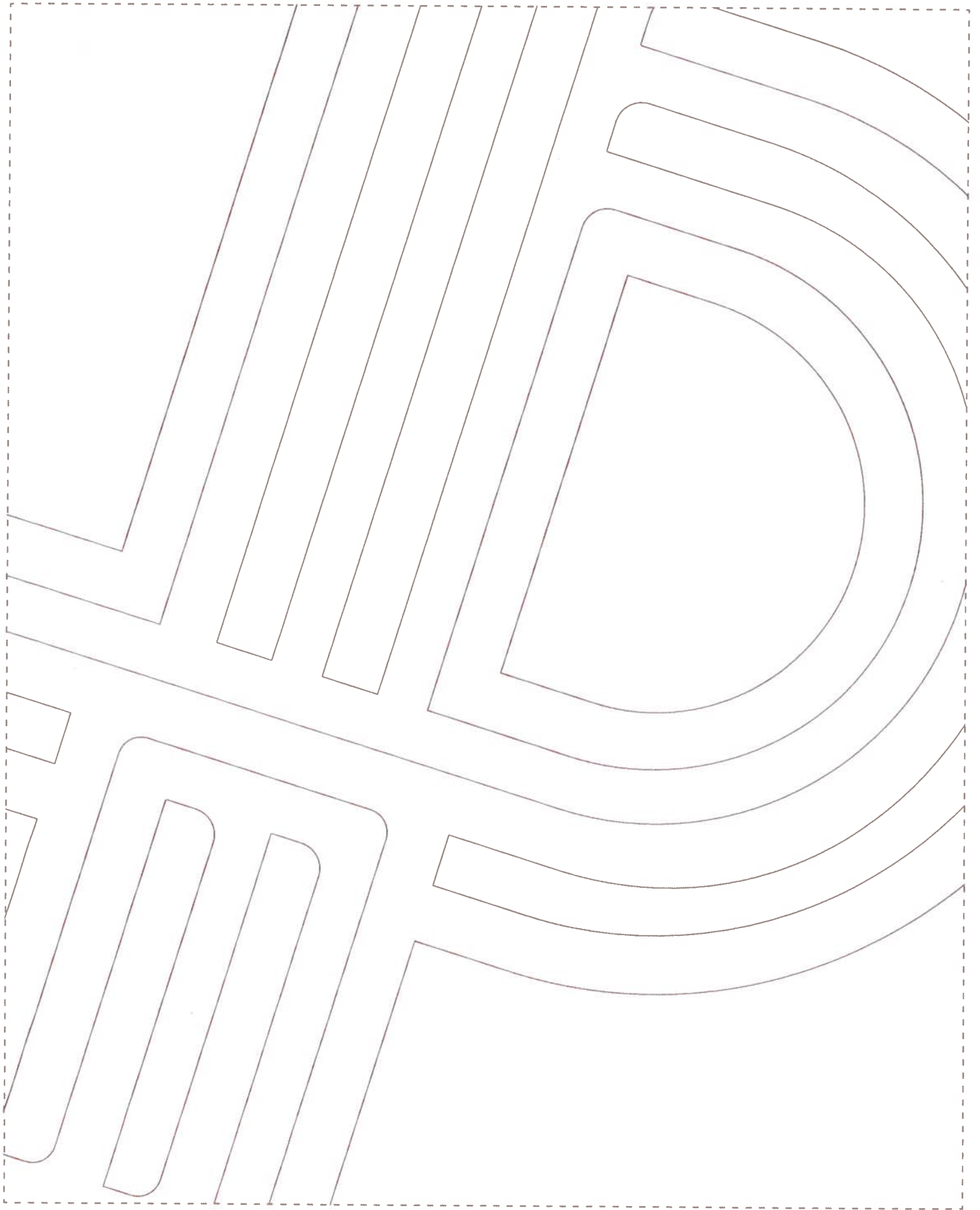
**Patrick K. Wiltshire | President**



**WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES.  
COMMITTED TO IMPACTFUL SOLUTIONS.  
DRIVEN TO MAKE A DIFFERENCE.**









Planning · Financing · Management

September 8, 2021

Paul Davis  
Interim City Administrator  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas 77063

RE: City of Piney Point Village Professional Administration Services American Rescue Plan (ARP) Act of 2021 Coronavirus Local Fiscal Recovery Fund Request for Proposal (RFP)

Dear Mr. Davis:

We are excited for the opportunity to submit this proposal to the City of Piney Point Village for Administration Services associated with the American Rescue Plan. We have assembled a highly qualified team that will be dedicated to identifying, designing, and implementing this funding opportunity for the city.

To date, Public Management, Inc. has guided its clients to over **\$800 million** in community development, economic development, disaster recovery, and planning initiative funding which span multiple state and federal funding sources. ***From 208 through 20211 Public Management, Inc. has assisted the City of Piney Point Village secure and manage more than \$200,000 associated with Hurricane Ike recovery efforts.*** All projects previously administered by Public Management, Inc. were successfully closed-out on time and within budget.

Our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the region for nearly forty years. Strategically located in your area, our Team will be able to effectively and efficiently assist all coordination related to this funding.

As President and CEO for Public Management, Inc., I have full authorization to commit the necessary staff resources to ensure that these services meet the City's standards. Additionally, I will certify our proposed costs of services as, detailed in Section V & VI of the included Administrative Services contract (See Contract Tab), for period of ninety (90) days and will acknowledge the terms and conditions resulting in an awarded contract. We look forward to working on this much needed project!

Respectfully,

Patrick K. Wiltshire  
President and CEO

# INTRODUCTION

*"Public Management, Inc. has been an excellent partner for Chambers County for more than a decade. Their team offers a wealth of knowledge and does an excellent job of guiding our County through the grant application, administration, and auditing process. They are always accessible and answer every question that we have. We are looking forward to continuing to work with Public Management, Inc. in the future."*

**- Chambers County**

# INTRODUCTION

*Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.*

## CHAMPIONS FOR TEXAS TOWNS

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to build vibrant and sustainable communities.

Established in 1982, Public Management, Inc. is an employee-owned, private consulting firm operating in the state of Texas. The corporation is a closely held organization managed by the following partners:



**PATRICK K. WILTSHIRE**

President



**NICHOLAS HOUSTON**

Vice President



**KENNETH J. COIGNET**

Vice President



**JAKE MCADAMS**

Regional Project Manager

For nearly 40 years, Public Management, Inc. has assisted many political subdivisions in the state of Texas who find themselves in need of professional planning, management or financial services. These institutions either do not have the qualified staff to administer a special project or they have qualified staff that does not have the time to devote to a special project or issue. Public Management, Inc. seeks to fill that void with a small team of expert individuals and support services.

Public Management, Inc. provides a high level, hands on, responsive approach to meeting the needs of the client. With a staff of highly qualified employees, Public Management, Inc. is uniquely positioned to scale operations to the needs of the client. As a small firm of reliable experts with nimble capabilities, Public Management, Inc. focuses our collective expertise on accomplishing the objectives of the client.

# INTRODUCTION

## DECADES OF EXPERIENCE

Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 225 cities and towns across the state. With client funding ranging from \$10,000 to \$100 million, our people are equipped with the right tools and knowledge to ensure the successful follow through of a community's goals.

## BY THE NUMBERS

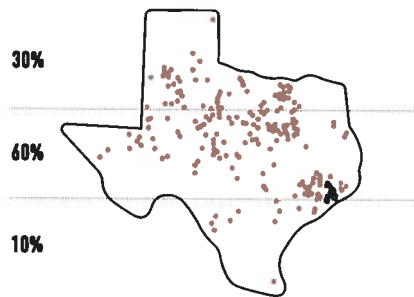
### OVERVIEW

1982 - Present



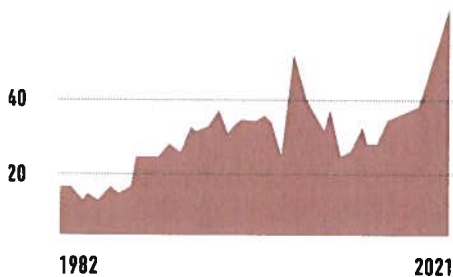
### PROJECTS BY REGION

1982 - Present



### COMMUNITIES IMPACTED

1982 - Present



### CLIENT FUNDING

1982 - Present



### Government Codes

Employer Identification Number: 76-0361938  
Cage Code: 6QDN5  
Duns Number: 945630507  
NAICS: 541611

### Litigation History

None

### Financial Solvency

Public Management, Inc. has been in continuous operation for nearly 40 years. The corporation maintains stringent fiscal policy with prudent budget operations. Public Management, Inc. has a healthy financial outlook with little to no debt.

### Conflicts

None

# INTRODUCTION

## OFFICE LOCATIONS

Public Management, Inc. currently operates six office locations: three physical offices and three satellite offices.



### HOUSTON, TX

Public Management, Inc. headquarters is located at 15355 Vantage Parkway West, Suite #108, Houston, Texas 77032. This office location serves the South and Southeast Texas region and is the main company office from which all corporate administration and support services originate.

### GRANBURY, TX

The Granbury office services the Dallas-Fort Worth Metroplex and is located at 312 South Morgan St., Granbury, Texas 76048.

### LUBBOCK, TX

The Lubbock office serves the West Texas region and is located at 8207 Hudson St., Suite C, Lubbock, Texas 79423.

## SATELLITE OFFICES

### ABILENE, TX

Abilene serves as the satellite office for the West Texas region.

### MCKINNEY, TX

McKinney serves as the satellite office for the Dallas-Fort Worth region.

### SAN ANTONIO, TX

San Antonio serves as the satellite office for the Houston and West Texas region.

## PROPOSAL STRUCTURE

This proposal is organized in a fashion that should be clear and concise to the reviewers. Specifically, we have submitted the requested information in a manner that will highlight the vast experience and history of Public Management, Inc. The Introduction section will provide the overall impact that Public Management, Inc. has had on its clients around the state. The Scope of Work section details our specific project approach and methodology for this RFP, as well as provides a description of the services that will be conducted. The Experience section lists all relative projects that have been managed by Public Management, Inc. The References section provides specific contacts of clients that Public Management, Inc. is working with or has completed work for. The Team section highlights the individuals with Public Management, Inc. that will be assigned to this contract. The Contract section provides a proposed Allocation Administration and Management Services contract with all associated contract inclusions as well as proposed cost. Within the Required Forms section all pertinent RFP submittals will be located.

# SCOPE OF WORK

*"The City of Baytown has successfully worked with Public Management, Inc. over 10 years. Public Management has assisted with obtaining new funding sources, managing the complicated grant funding for infrastructure projects, and monitoring all disaster funding for Baytown. Their team is composed of consummate professionals and deliver excellent, knowledgeable customer service. They have been a great liaison with the county and state officials as they speak their language and have a crystal-clear understanding of the convoluted regulations."*

**- City of Baytown**

# WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

*In addition to securing funds to help meet their goals, communities count on our team to plan, research, navigate and manage the entire process.*

## METHODOLOGY

The Team will immediately begin conducting needs assessment and project development meetings to familiarize all parties with the schedule of the American Rescue Plan, necessary documents, and procedural compliance. These meetings will set the stage for comprehensive understanding of the program and allow the Client to optimize their allocation.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful program development. Once the program is developed and intended uses defined, the Team will evaluate and coordinate program activities in accordance with regulatory compliance measures issued by the United States Department of Treasury.

Upon successful program development, the Team will work with the appropriate personnel and stakeholders to ensure that all review and approval requirements are met so that program implementation is successful. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability, efficiency, and effectiveness.



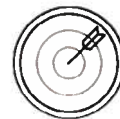
### PLANNING

Did you know you can often get financial assistance for short- and long-term strategic planning? We have the relationships and the resources to help you start preparing for the future today.



### ECONOMIC DEVELOPMENT

Through federal and state programs, we can help you obtain the funding you need to build infrastructure, attract businesses, and create jobs in your community.



### COMMUNITY DEVELOPMENT

We can show you what's available from state or federal sources, so you can see what's possible in your community.





# PROGRAM DESIGN SERVICES

*Let's start at the beginning, when your project is little more than a "What if?" Working together, we help your community define what's important and look ahead to what's next.*

## Program Design

The Team will develop the program and assess needs as directed by the Client to leverage funding adherent to the state and federal guidelines. The Team will coordinate all activities with regard to the intended uses and anticipated outcomes.

- 1. SCHEDULE DEVELOPMENT**  
Evaluate funding requirements and develop a timeline. Focus will be given to major development milestones with required deliverables.
- 2. PROGRAM REVIEW**  
Present program details and compliance requirements. Cover anticipated outcomes requirements and critical document development.
- 3. MEETING COORDINATION**  
Facilitate meetings (stakeholders, engineer, staff, etc.) to ensure program and schedule compliance.
- 4. CITIZEN PARTICIPATION**  
Coordinate public meetings and outreach efforts as necessary to create and implement the program. In some cases, this may include the development of appropriate citizen participation plans.
- 5. PROJECT DEVELOPMENT**  
Work with the engineer and staff to identify and prioritize needs. Develop an action plan to address these needs and implement the community needs assessment strategy.
- 6. BENEFICIARY REVIEW**  
Assess project impact area to determine appropriate beneficiary methodology. Review data to determine applicability and advise on the necessity of project area.
- 7. PRELIMINARY ENVIRONMENTAL REVIEW**  
Conduct environmental impact analysis to determine project effects in flood prone regions, wetlands, as well as endangered species.
- 8. MAPPING**  
Generate quality maps which depict the project and benefit area. Maps will be used to detail project location as well as environmental impact.
- 9. PROGRAM DESIGN & NEEDS IDENTIFICATION**  
Compile finalized program material, including approved budget and project impact detail, and prepare for coordination. Complete electronic records will be maintained for reference.



# ADMINISTRATIVE SERVICES

*A little help and guidance can go a long way toward building your community. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.*

## 1. ADMINISTRATIVE DUTIES

The Team will coordinate all program elements to effectuate successful project development. This includes stakeholder meetings to determine goals/objectives, reporting and project progress dissemination, as well as the overall contract maintenance. The development of clear communication between the Client and any other appropriate service providers will allow the Team to act as the liaison in all matters concerning the project.

## 2. RECORD KEEPING

The Team will assist the client with developing and maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records) in both physical and digital formats.

## 3. FINANCIAL MANAGEMENT

The Team will assist with the development and maintenance of the contract ledger, general journal, cash receipts and all other necessary financial documents. Additionally, the Team will document payment requests in line with contract milestones, as well as monitor the Client's financial system.

## 4. CONSTRUCTION MANAGEMENT

The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. This includes on-site visitations, document control and scope realignment, and project meetings.

## 5. REAL PROPERTY ACQUISITION (AS APPLICABLE):

The Team will assist with preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property. This includes following appropriate federal regulations as detailed by the Uniform Relocation Act. This includes administrative coordination of parcel selection, value determination, and outreach/correspondence.

## 6. ENVIRONMENTAL SERVICES

The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable. On-site visits and appropriate consultation will be conducted to ensure project compliance.

## 7. CIVIL RIGHTS REQUIREMENTS

The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. This includes processes that ensure the Client and its contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

**8. PROCUREMENT/BIDDING/CONTRACTING:**  
The Team will advise on the implementation of appropriate procurement procedures to obtain professional and construction services necessary to complete the project(s). This includes ensuring compliance with Local Government Code Chapter 252 as well as 2 CFR 200.320.

**9. LABOR STANDARDS MONITORING:**  
The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The program will be structured so that all procurement procedures and contracts will meet equal opportunity requirements. This includes compliance with the Davis-Bacon Act, Fair Labor Standards Act, Contract Work Hours & Safety Standards Act, as well as other prevailing labor requirements.

**10. FORCE ACCOUNT (AS APPLICABLE):**  
The Team will assist the Client in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

**11. CONTRACT CLOSE-OUT ASSISTANCE:**  
The Team will develop and maintain all necessary reports required by the funding agency to close out the project. This includes conducting final project inspections, evaluating contract completion documents, and coordinating stakeholder review. Lastly, the Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

## PROJECT APPROACH

The Team will utilize local and regional staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The Client will have access to the Team and our methodology ensures that the Client will be informed throughout the course of the project.

Our holistic approach to community needs provide the Client with a sufficient understanding of the challenges at hand as well as the resources available to address these needs. When funding is secured, the Team will then work to implement the program from award to successful closeout. The Team's primary focus will be to ensure that proposed project is achieving desired outcomes that will provide the greatest benefit to the community.

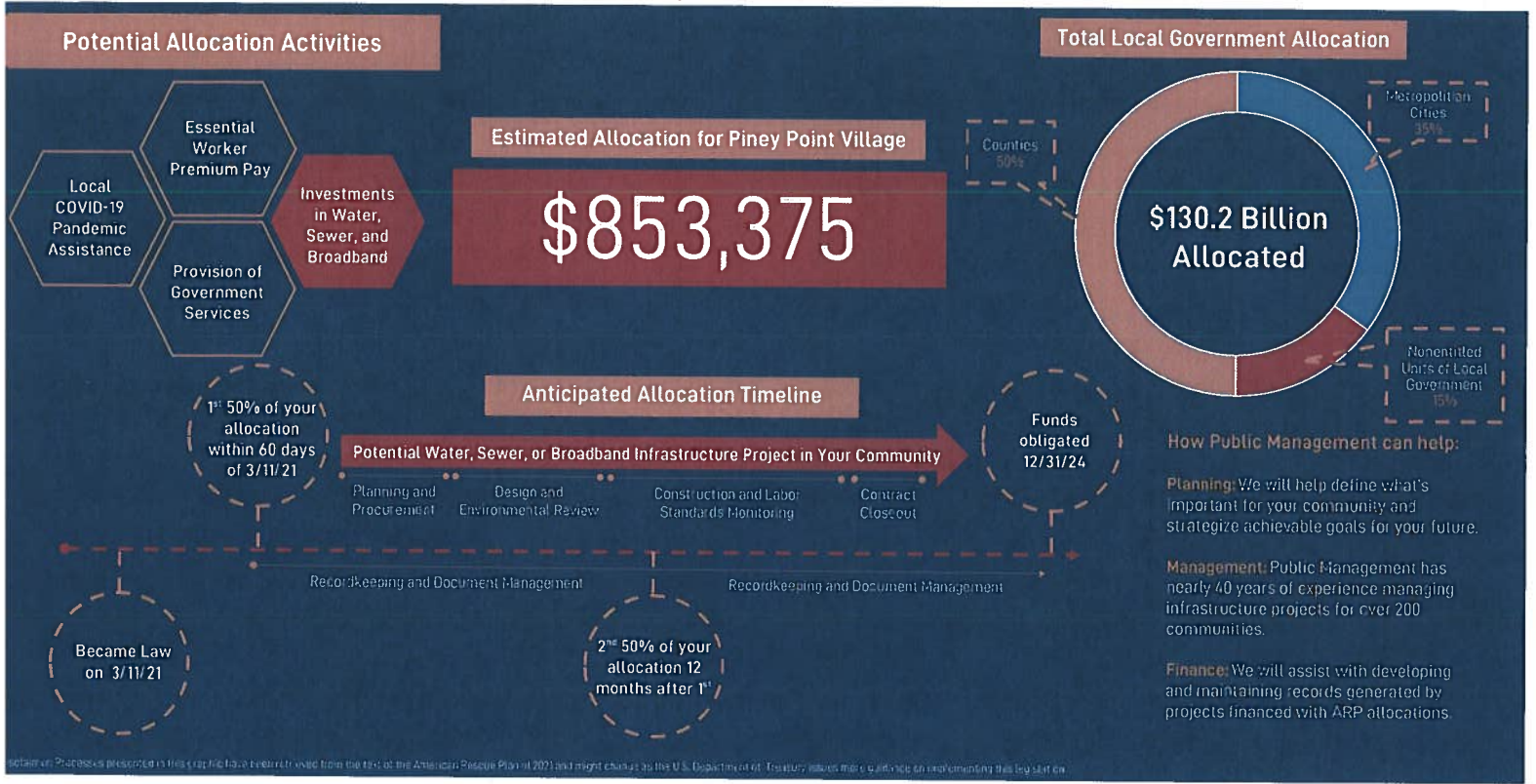
The following page details the Clients American Rescue Plan allocation and a typical project timeline from procurement and program design/needs identification through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

# AMERICAN RESCUE PLAN ACT OF 2021

## Coronavirus Local Fiscal Recovery Fund



President Joe Biden signed the American Rescue Plan of 2021 into law on March 11, 2021. The legislation sends billions of dollars to state and local governments to supplement community efforts to address the COVID-19 Pandemic.



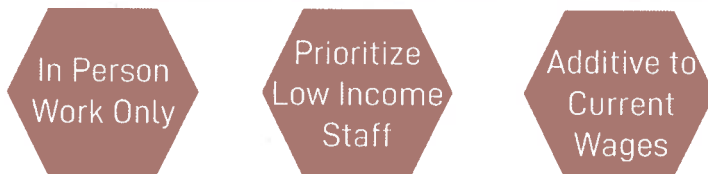
# AMERICAN RESCUE PLAN OF 2021

## Treasury Guidance and Important Dates

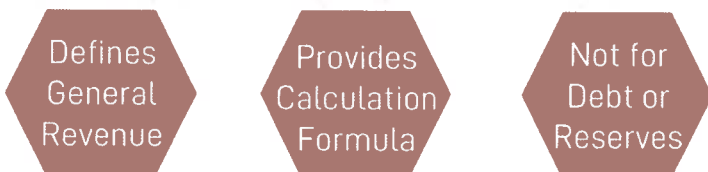
### Local Pandemic Assistance



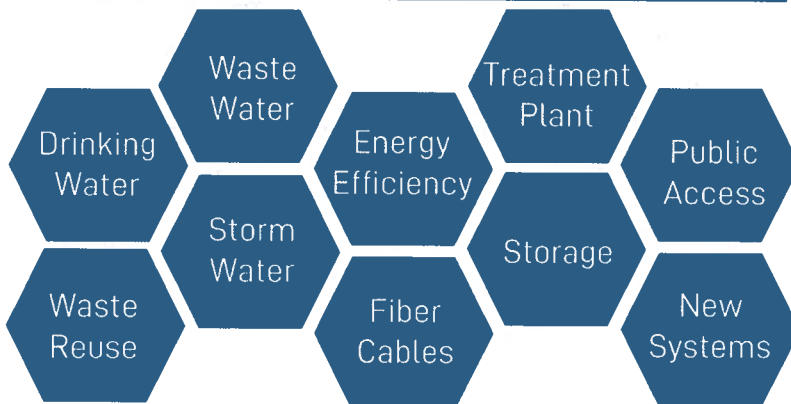
### Essential Worker Premium Pay



### Provision of Government Services



### Water, Sewer, and Broadband



**March 11, 2021**

American Rescue Plan Act Became Law

**~ May 10, 2021**

First Tranche Payment to Counties, States, and Metropolitan Cities

**~ June 10, 2021**

First Tranche Payment From States to Non-entitlement Communities.

- States will lose portions of their allocation equal to any monies they withhold from local governments if they do not send out the money on time

**~ May 10, 2022**

Second Tranche Payment to Counties, States, and Metropolitan Cities

**~ June 10, 2022**

Second Tranche Payment From States to Non-entitlement Communities

**December 31, 2024**

Fund Obligation Deadline

*The Treasury Department extended the fund performance period to support infrastructure projects*

**December 31, 2026**

Performance Period Deadline

**HOUSTON**  
15355 Vantage Pkwy W  
Houston, TX 77032  
T 281-592-0439

**GRANBURY**  
312 S Morgan St  
Granbury, TX 76048  
T 682-205-1058

**LUBBOCK**  
8207 Hudson St.  
Lubbock, TX 79423  
T 806-797-4299

**MCKINNEY**  
5100 Eldorado Pkwy  
McKinney, TX 75070  
T 281-592-0439

**SAN ANTONIO**  
P.O. Box 762648  
San Antonio, TX 78245  
T 281-592-0439

**ABILENE**  
P.O. Box 4161  
Abilene, TX 79608  
T 281-592-0439

# AMERICAN RESCUE PLAN OF 2021

## Allocation Instruction Guidance

The U.S. Department of the Treasury issued instructions on how non-entitlement units (NEU) of government will receive allocations from the American Rescue Plan



## DOCUMENTS AND INFORMATION NECESSARY FOR REQUESTING YOUR ALLOCATION

### 1. Community Information

- Local Government Name
- Entity's Tax Payer Identification Number
- SAM Registration and DUNS Number
- Address

### 2. Authorized Representative

- Name, Title, Phone Number, Email

### 3. Contact Person

- Name, Title, Phone Number, Email

### 4. Financial Institution Information

- Routing and Account Number
- Financial Institution Name and Contact Information

### 5. Total Community Budget

- Annual total operating budget in effect as of January 27, 2020

### 6. Award Terms and Conditions Agreement

- As provided by the Treasury to be signed

### 7. Assurances of Compliance with Title VI of the Civil Rights Act of 1964

- As provided by the Treasury to be signed

Allocation Cap is 75% of 1/27/2020 Budget

Unclaimed Funds Will be Sent to Other Cities

Civil Rights, Fair Housing, Labor, and 2 CFR 200 Apply

March 11, 2021  
ARPA Became Law

~ June 10, 2021  
NEU Requests 1<sup>st</sup> Tranche

~ June 10, 2022  
NEU Requests 2<sup>nd</sup> Tranche

December 31, 2024  
Fund Obligation Deadline

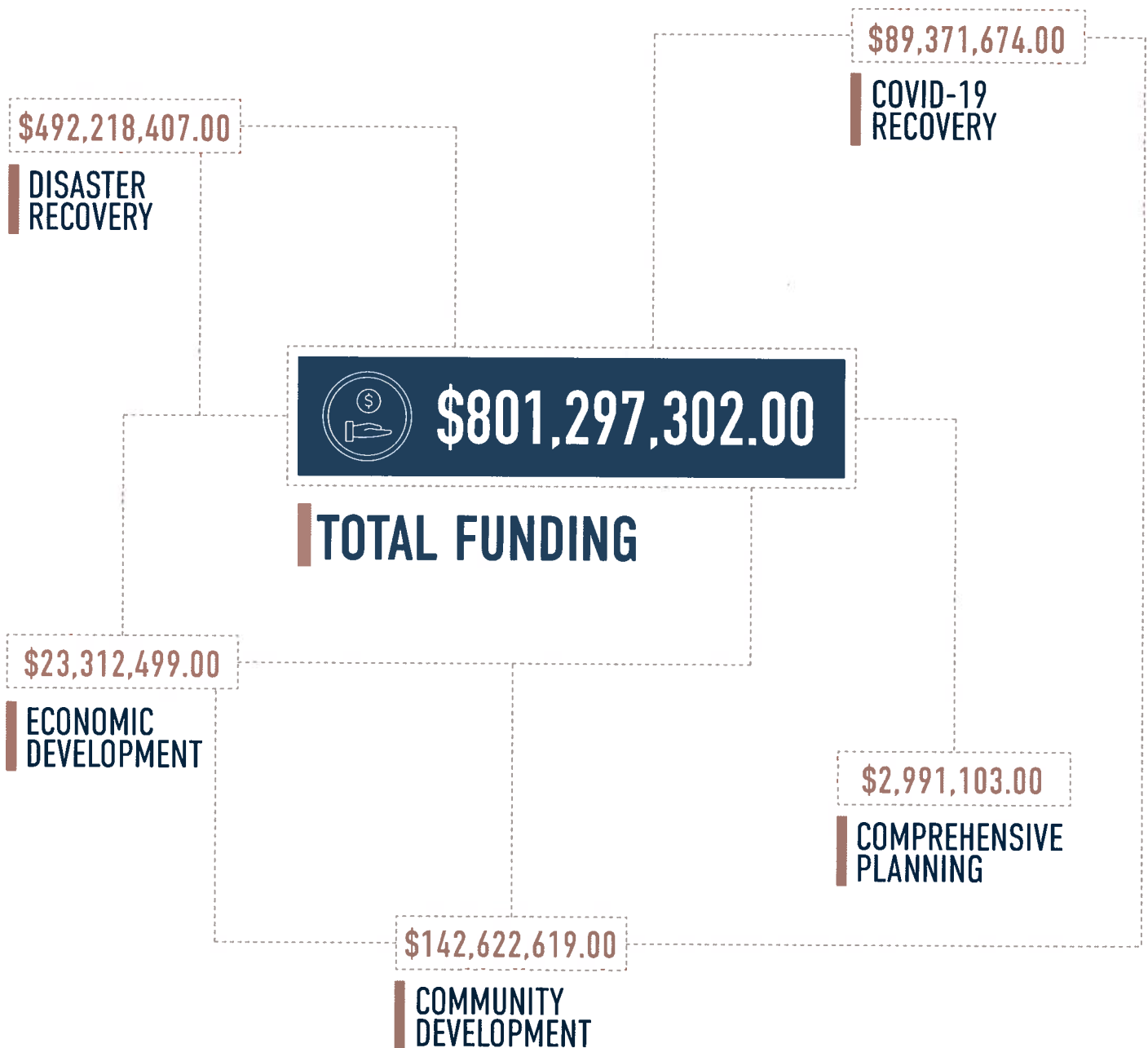
December 31, 2026  
Performance Period Ends

# EXPERIENCE

*"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas multiple times, where there is a real need. The impact this has made on our community can't be put into words. The team at Public Management, Inc. is always professional, organized and highly experienced. We look forward to working with them on all our grant needs in the future."*

**- City of El Campo**

# EXPERIENCE SUMMARY



1982

PERFORMANCE PERIOD

PRESENT



# EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed nearly \$600,000,000 in federally funded disaster recovery grants since 1982. These projects have included improving public infrastructure, managing housing programs, and mitigating future storms or public health disasters.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND  
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION

## OUR EXPERIENCE

**\$89,371,674**

COVID-19 Recovery

**\$197,700,392**

Water, Sewer, and Streets

**\$206,164,776**

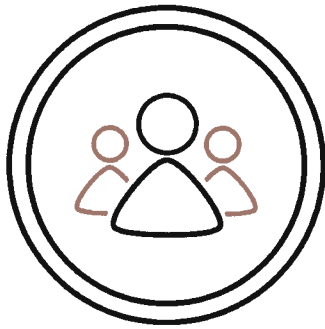
Drainage and Flood Mitigation

**\$87,677,608**

Housing and Power Generation

# EXPERIENCE WITH COMMUNITY DEVELOPMENT

Public Management, Inc. has managed over \$142,000,000 in federally funded community development grants since 1982. These projects have included improving public infrastructure, construction of public parks, and the procurement of assets critical to the provision of government services.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND  
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION

**OUR  
EXPERIENCE**

**\$132,120,532**

Water and Sewer Projects

**\$3,387,157**

Parks and Flood Mitigation

**\$6,424,288**

Streets and Power Generation



# EXPERIENCE

A  
B  
C  
D  
E  
F  
G

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Albany	2000-2003	\$ 167,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,049.00
City of Alma	2016-2019	\$ -	\$ 750,000.00	\$ 21,855.00	\$ -	\$ -	\$ 95,398.00	\$ 867,253.00
City of Ames	1994-Present	\$ 1,618,910.00	\$ -	\$ 63,630.00	\$ -	\$ 927,539.00	\$ -	\$ 2,610,079.00
City of Anahuac	1989-Present	\$ 2,500,000.00	\$ 395,000.00	\$ 58,955.00	\$ 18,850,000.00	\$ 10,884,544.00	\$ -	\$ 32,688,499.00
County of Andrews	1992-1995	\$ 64,796.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,796.00
City of Aspermont	1998-20014	\$ 853,424.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 853,424.00
City of Aubrey	2014-Present	\$ 275,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ 725,000.00
City of Ballinger	2013-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Bartlett	2004-2006	\$ -	\$ -	\$ 37,350.00	\$ -	\$ -	\$ -	\$ 37,350.00
City of Baytown	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 73,579,095.00	\$ -	\$ 73,579,095.00
City of Beaumont	2006-Present	\$ -	\$ -	\$ -	\$ -	\$ 62,126,388.00	\$ -	\$ 62,126,388.00
City of Bells	2016-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Benjamin	1997-Present	\$ 501,488.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 62,937.63	\$ 601,425.63
City of Bevil Oaks	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 3,260,292.00	\$ -	\$ 3,260,292.00
City of Blackwell	1998-2005	\$ 850,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000.00
City of Breckenridge	2014-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Brenham	2002-Present	\$ 825,000.00	\$ 375,000.00	\$ -	\$ -	\$ 5,001,643.00	\$ -	\$ 6,201,643.00
City of Bridgeport	1988-1991	\$ -	\$ 463,368.00	\$ -	\$ -	\$ -	\$ -	\$ 463,368.00
City of Brookshire	1996-2015	\$ 950,000.00	\$ -	\$ 63,013.00	\$ -	\$ -	\$ -	\$ 1,013,013.00
City of Brownwood	2019-Present	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 4,572,890.00	\$ 4,922,890.00
City of Burkburnett	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,792,547.64	\$ 2,792,547.64
City of Caddo Mills	2015-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00
City of Campbell	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00
City of Celeste	2012-Present	\$ 512,000.00	\$ -	\$ 32,565.00	\$ -	\$ -	\$ -	\$ 544,565.00
City of Celina	1991-2018	\$ 1,926,048.00	\$ 589,000.00	\$ 37,100.00	\$ -	\$ -	\$ -	\$ 2,552,148.00
County of Chambers	1991-Present	\$ 1,400,000.00	\$ 750,000.00	\$ -	\$ -	\$ 54,008,251.00	\$ 8,514,823.00	\$ 64,673,074.00
City of Clarendon	1985-2002	\$ 1,199,758.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,199,758.00
City of Clear Lake Shores	2008-2014	\$ -	\$ -	\$ -	\$ -	\$ 1,971,231.00	\$ -	\$ 1,971,231.00
City of Cleveland	1983-Present	\$ 3,435,805.00	\$ 2,199,000.00	\$ 97,400.00	\$ 4,210,000.00	\$ 4,542,537.00	\$ 2,041,261.00	\$ 16,526,003.00
City of Clute	1989-1994	\$ 376,080.00	\$ -	\$ 126,080.00	\$ -	\$ -	\$ -	\$ 502,160.00
County of Cochran	2020-Present	\$ 502,653.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,653.00
City of Coleman	2015-Present	\$ 275,000.00	\$ 825,000.00	\$ 27,700.00	\$ -	\$ -	\$ 1,059,037.00	\$ 2,186,737.00
City of Colorado City	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,710.00	\$ 955,710.00
City of Conroe	1990-Present	\$ 400,000.00	\$ -	\$ 12,000.00	\$ -	\$ 2,559,123.00	\$ 15,844,218.00	\$ 18,815,341.00
County of Cottle	2012-Present	\$ 123,872.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,872.00
County of Crosby	2011-2013	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Crystal City	2008-2010	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
City of Columbus	1985-1987	\$ -	\$ -	\$ 22,400.00	\$ -	\$ -	\$ -	\$ 22,400.00
City of Cuero	1999-2001	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 4,286,994.00	\$ -	\$ 4,336,994.00
City of Daisetta	1985-2016	\$ -	\$ -	\$ 17,400.00	\$ -	\$ 190,314.00	\$ -	\$ 207,714.00
City of Dayton	1983-Present	\$ 1,701,227.00	\$ 1,028,700.00	\$ 12,000.00	\$ -	\$ 3,802,662.00	\$ -	\$ 6,544,589.00
City of Deer Park	2008-2012	\$ -	\$ -	\$ -	\$ -	\$ 2,081,811.00	\$ -	\$ 2,081,811.00
City of Devers	1989-Present	\$ 1,565,600.00	\$ -	\$ 37,350.00	\$ -	\$ 160,679.00	\$ -	\$ 1,763,629.00
City of Dickinson	1995-Present	\$ 1,750,000.00	\$ -	\$ 50,000.00	\$ -	\$ 88,578,772.00	\$ -	\$ 90,378,772.00
City of Doolittle	1997-2000	\$ 245,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,197.00
City of Easton	2012-2014	\$ -	\$ -	\$ 28,050.00	\$ -	\$ -	\$ -	\$ 28,050.00
City of Eden	1993-Present	\$ 1,604,489.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,604,489.00
City of Edmonson	2015-2018	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of El Campo	1993-Present	\$ 1,627,410.00	\$ -	\$ -	\$ -	\$ 14,840,317.00	\$ 2,859,202.00	\$ 19,326,929.00
City of Eldorado	1987-2010	\$ 1,677,609.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,677,609.00
City of Electra	1999-Present	\$ 1,982,649.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,982,649.00
County of Ellis	2013-2015	\$ 274,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,500.00
City of Emhouse	2014-2019	\$ 530,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530,375.00
City of Eustace	2013-Present	\$ 275,000.00	\$ -	\$ 24,265.00	\$ -	\$ -	\$ -	\$ 299,265.00
County of Fischer	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Floydada	1989-2016	\$ 1,973,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,973,460.00
City of Forsan	1997-2000	\$ 254,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,200.00
County of Frio	2009-2011	\$ 250,000.00	\$ -	\$ 52,750.00	\$ -	\$ -	\$ -	\$ 302,750.00
City of Frisco	1989-1991	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Frost	2013-Present	\$ 550,000.00	\$ -	\$ 32,380.00	\$ -	\$ -	\$ -	\$ 582,380.00
County of Gaines	1998-2017	\$ 1,335,243.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,335,243.00
County of Galveston	2014-2016	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Garrett	2017-Present	\$ 775,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 775,000.00
City of Glen Rose	2019-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ 668,774.00	\$ 1,168,774.00
City of Gordon	2019-Present	\$ 500,000.00	\$ -	\$ 25,635.00	\$ -	\$ -	\$ -	\$ 525,635.00
City of Goree	2018-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Graford	2016-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00



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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Granbury	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,658,743.00	\$ 2,933,743.00
City of Grandview	2013-Present	\$ 1,050,000.00	\$ 725,000.00	\$ 40,965.00	\$ -	\$ -	\$ -	\$ 1,815,965.00
City of Goldthwaite	2017-2019	\$ -	\$ 223,900.00	\$ -	\$ -	\$ -	\$ -	\$ 223,900.00
City of Goliad	2003-2005	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -	\$ -	\$ 34,000.00
City of Gunter	2013-2017	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Gustine	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
County of Hale	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Hamlin	1996-2018	\$ 735,925.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 735,925.00
City of Hardin	2001-Present	\$ 1,050,000.00	\$ -	\$ 26,370.00	\$ -	\$ 261,229.00	\$ -	\$ 1,337,599.00
County of Hardin	1984-1986	\$ -	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
County of Haskell	2015-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Hempstead	2007-2009	\$ -	\$ -	\$ 31,800.00	\$ -	\$ -	\$ -	\$ 31,800.00
City of Hico	2013-Present	\$ 825,000.00	\$ 120,000.00	\$ 26,520.00	\$ -	\$ -	\$ -	\$ 971,520.00
City of Higgins	1985-1992	\$ 339,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,600.00
City of Holiday	1995-Present	\$ 1,159,345.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,345.00
City of Howardwick	1997-2000	\$ 315,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,650.00
City of Howe	2015-2017	\$ 164,045.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,045.00
City of Italy	2013-Present	\$ 890,000.00	\$ -	\$ 38,550.00	\$ -	\$ -	\$ 476,492.00	\$ 1,405,042.00
City of Jonestown	2000-2002	\$ -	\$ -	\$ 23,800.00	\$ -	\$ -	\$ -	\$ 23,800.00
City of Jayton	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Jersey Village	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,792,344.00	\$ -	\$ 1,792,344.00
County of Jones	1981-Present	\$ 800,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,079.00
City of Joshua	1998-2004	\$ 500,000.00	\$ -	\$ 23,900.00	\$ -	\$ -	\$ -	\$ 523,900.00
City of Katy	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 7,394,161.00	\$ -	\$ 7,394,161.00
City of Kemah	1991-Present	\$ 1,750,000.00	\$ 999,185.00	\$ 34,150.00	\$ -	\$ 3,874,980.00	\$ -	\$ 6,658,315.00
City of Kemp	2014-2016	\$ -	\$ -	\$ 29,805.00	\$ -	\$ -	\$ -	\$ 29,805.00
City of Kerens	2013-Present	\$ 721,800.00	\$ -	\$ 29,565.00	\$ -	\$ -	\$ 377,378.00	\$ 1,128,743.00
City of Kermit	1986-2001	\$ 595,169.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 595,169.00
City of Knollwood	2013-Present	\$ 475,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000.00
City of Knox City	1989-2018	\$ 1,605,158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,605,158.00
City of Kress	1989-1997	\$ 379,343.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,343.00
City of Kyle	1999-2001	\$ -	\$ -	\$ 42,400.00	\$ -	\$ -	\$ -	\$ 42,400.00
City of La Marque	1986-Present	\$ 2,817,273.00	\$ 619,990.00	\$ 20,000.00	\$ -	\$ 9,898,001.00	\$ -	\$ 13,355,264.00
City of La Porte	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 3,798,532.00	\$ -	\$ 3,798,532.00
City of Lamesa	2009-Present	\$ 1,391,540.00	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,966,540.00
City of Lawn	2015-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Liberty	1989-Present	\$ 3,613,235.00	\$ -	\$ 164,170.00	\$ 1,815,000.00	\$ 4,353,962.00	\$ 2,307,878.00	\$ 12,254,245.00
County of Liberty	1987-Present	\$ 2,550,000.00	\$ -	\$ 15,000.00	\$ -	\$ 55,275,713.00	\$ -	\$ 57,840,713.00
City of Lipan	2017-2019	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Loraine	1990-Present	\$ 1,603,093.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 1,640,093.00
City of Lorenzo	1991-2014	\$ 1,098,058.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,098,058.00
City of Loving	2009-2011	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Mabank	1999-Present	\$ 1,924,032.00	\$ 550,000.00	\$ 49,785.00	\$ -	\$ -	\$ -	\$ 2,523,817.00
City of Magnolia	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 676,000.00	\$ -	\$ 676,000.00
City of Malakoff	2014-Present	\$ 550,000.00	\$ 250,900.00	\$ -	\$ -	\$ -	\$ -	\$ 800,900.00
City of Mason	1999-Present	\$ 340,040.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ -	\$ 384,540.00
City of Matador	1982-1988	\$ 402,020.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,020.00
City of Maypearl	1992-Present	\$ 1,546,800.00	\$ -	\$ 35,865.00	\$ -	\$ -	\$ -	\$ 1,582,665.00
City of McCamey	2015-Present	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
County of McCulloch	1998-Present	\$ 1,424,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,424,800.00
City of Meadow	1997-2002	\$ 489,808.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 489,808.00
City of Melissa	2014-2016	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Melvin	1998-Present	\$ 1,415,693.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,693.00
City of Merkel	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Mingus	2015-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
City of Montgomery	2003-2013	\$ 700,000.00	\$ 1,075,000.00	\$ -	\$ -	\$ 375,525.00	\$ -	\$ 2,150,525.00
County of Montgomery	1985-1991	\$ 864,505.00	\$ -	\$ 19,200.00	\$ -	\$ -	\$ -	\$ 883,705.00
City of Moran	2009-Present	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of Muleshoe	2000-Present	\$ 1,044,787.00	\$ -	\$ 64,100.00	\$ -	\$ -	\$ -	\$ 1,108,887.00
City of Munday	2015-Present	\$ 275,000.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ 315,927.00	\$ 630,527.00
City of Nazareth	1990-1994	\$ 413,731.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413,731.00
City of New Hope	1996-2010	\$ 448,791.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448,791.00
City of New Waverly	1982-Present	\$ 2,640,989.00	\$ -	\$ 71,295.00	\$ -	\$ 6,771,626.00	\$ -	\$ 9,483,910.00
City of Oak Ridge North	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000.00	\$ -	\$ 1,465,000.00
City of Old River-Winfree	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 2,726,594.00	\$ 363,502.00	\$ 3,090,096.00
City of Olton	1984-Present	\$ 2,619,504.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,619,504.00



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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Paducah	1984-Present	\$ 1,401,348.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,401,348.00
City of Paint Rock	1997-2017	\$ 2,691,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,691,470.00
City of Palmer	2013-Present	\$ 550,000.00	\$ -	\$ 47,265.00	\$ -	\$ -	\$ 526,050.00	\$ 1,123,315.00
City of Panorama Village	2003-2011	\$ -	\$ -	\$ -	\$ -	\$ 736,115.00	\$ -	\$ 736,115.00
County of Parker	2010-2012	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Pasadena	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ 47,278,951.00	\$ 40,199,596.00	\$ 87,478,547.00
City of Pattison	2002-2004	\$ -	\$ -	\$ 15,600.00	\$ -	\$ -	\$ -	\$ 15,600.00
City of Pecos	1981-1983	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Piney Point Village	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Plains	1987-2017	\$ 2,052,562.00	\$ -	\$ -	\$ -	\$ -	\$ 410,086.00	\$ 2,462,648.00
City of Plum Grove	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,328,659.00	\$ -	\$ 1,328,659.00
City of Post	1993-Present	\$ 935,584.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 935,584.00
City of Prairie View	2008-Present	\$ 1,400,000.00	\$ -	\$ 35,100.00	\$ -	\$ 742,016.00	\$ -	\$ 2,177,116.00
City of Rankin	2002-Present	\$ 1,450,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 1,487,000.00
City of Reno	2008-Present	\$ 1,550,000.00	\$ -	\$ -	\$ -	\$ 1,962,532.00	\$ 793,906.00	\$ 4,306,438.00
City of Rhome	2010-2013	\$ 50,000.00	\$ 449,500.00	\$ -	\$ -	\$ -	\$ -	\$ 499,500.00
City of Richland	2017-Present	\$ 773,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773,250.00
City of Rio Vista	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00
City of Roby	1996-2016	\$ 946,542.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 946,542.00
City of Rochester	1987-Present	\$ 1,488,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,488,068.00
City of Roscoe	1992-Present	\$ 2,491,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,491,325.00
City of Rotan	2015-2017	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Rule	1994-Present	\$ 1,203,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203,816.00
City of Sadler	2014-2016	\$ 265,000.00	\$ -	\$ 33,105.00	\$ -	\$ -	\$ -	\$ 298,105.00
City of San Saba	2018-Present	\$ 850,000.00	\$ -	\$ 43,380.00	\$ -	\$ -	\$ 784,986.00	\$ 1,678,366.00
County of San Saba	2014-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Santa Anna	2014-Present	\$ 275,000.00	\$ -	\$ 33,555.00	\$ -	\$ -	\$ -	\$ 308,555.00
City of Savoy	2014-Present	\$ 457,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,500.00
County of Schleicher	2004-2014	\$ 766,752.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 766,752.00
County of Scurry	1996-1998	\$ 242,319.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,319.00
City of Sealy	2013-Present	\$ 700,000.00	\$ 348,365.00	\$ 24,260.00	\$ -	\$ 2,000,000.00	\$ -	\$ 3,072,625.00
City of Seminole	1984-2012	\$ 3,281,708.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,281,708.00
City of Shenandoah	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 445,667.00	\$ -	\$ 445,667.00
City of Slaton	2016-Present	\$ 275,000.00	\$ 250,000.00	\$ 64,100.00	\$ -	\$ -	\$ -	\$ 589,100.00
City of Sonora	2018-Present	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ 690,332.00	\$ 1,440,332.00
City of Splendora	2003-Present	\$ 1,400,000.00	\$ -	\$ 24,600.00	\$ -	\$ 1,009,200.00	\$ -	\$ 2,433,800.00
City of Springtown	2011-Present	\$ 1,050,000.00	\$ -	\$ 65,305.00	\$ -	\$ -	\$ -	\$ 1,115,305.00
City of Spur	1985-Present	\$ 862,724.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ -	\$ 902,324.00
City of Stamford	2001-2015	\$ 763,304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 763,304.00
City of Stephenville	2013-Present	\$ 1,014,420.00	\$ -	\$ -	\$ 17,031,000.00	\$ 2,000,000.00	\$ -	\$ 20,045,420.00
County of Stonewall	2006-2018	\$ 625,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625,000.00
City of Strawn	2015-Present	\$ 500,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 537,000.00
City of Sweetwater	2001-2013	\$ 727,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,293.00
City of Terrell	1993-Present	\$ 3,756,030.00	\$ 4,894,345.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 8,705,375.00
City of Throckmorton	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Tom Bean	2014-2018	\$ 341,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,920.00
Trinity Bay Conservation District	1998-Present	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00
City of Venus	1989-2018	\$ 2,572,528.00	\$ 742,681.00	\$ 26,235.00	\$ 850,000.00	\$ -	\$ -	\$ 4,191,444.00
City of Walker	1983-1985	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
County of Waller	2001-2004	\$ -	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -	\$ 375,000.00
County of Washington	20014-2015	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of West University Place	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Whitewright	2009-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Wickett	2011-Present	\$ 470,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000.00
City of Willis	1983-Present	\$ 3,685,497.00	\$ 2,188,565.00	\$ 75,350.00	\$ 5,525,000.00	\$ 2,539,490.00	\$ -	\$ 14,013,902.00
City of Windthorst	2002-2004	\$ 122,544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,544.00
City of Wink	1997-1999	\$ 266,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,460.00
City of Winters	2014-Present	\$ 825,000.00	\$ -	\$ 44,430.00	\$ -	\$ -	\$ -	\$ 869,430.00
County of Wise	2009-2011	\$ 259,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,000.00
City of Woodbranch Village	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 249,958.00	\$ -	\$ 249,958.00
County of Zavala	2015-2017	\$ 500,000.00	\$ -	\$ 81,000.00	\$ -	\$ -	\$ -	\$ 581,000.00
<b>Totals</b>	<b>1982-Present</b>	<b>\$ 142,622,619.00</b>	<b>\$ 23,312,499.00</b>	<b>\$ 2,991,103.00</b>	<b>\$ 50,781,000.00</b>	<b>\$ 492,218,407.00</b>	<b>\$ 89,371,674.27</b>	<b>\$ 801,297,302.27</b>

# DECADES OF COMMITMENT

SINCE 1991, WE HAVE GUIDED THE CHAMBERS COUNTY THROUGH A VARIETY OF COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, AND DISASTER RECOVERY INITIATIVES. NEARLY THREE DECADES LATER, OUR TEAM HAS MANAGED OVER \$64 MILLION IN GRANT-FUNDED PROJECTS WHICH HAVE SPURRED DEVELOPMENT AND IMPROVED PUBLIC INFRASTRUCTURE.



**CASE STUDY:**  
**CHAMBERS COUNTY, TEXAS**



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION.

## CLIENT CHALLENGES

Balance progressive ideas for growth with a conservative approach to budgets and financing

Offset local expenditures for infrastructure improvements

Achieve long-term disaster recovery mitigation and define goals for community development

## OUR SOLUTIONS

Applied for, secured and managed grant funding to subsidize capital improvements and mitigate future disasters

Coordinated long range planning initiatives

Align needs with funding mechanism

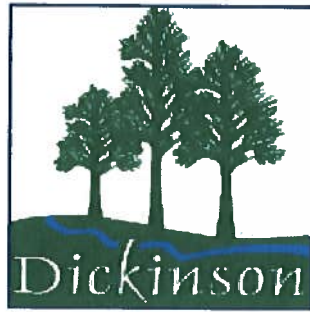
## THE RESULTS

Created significant ROI and value through strategy, planning and project management

Secured over \$64 million

Substantial improvements to critical infrastructure.

**CASE STUDY:  
DICKINSON,  
TEXAS**



OUR SERVICE TO THE CITY OF DICKINSON EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM LONG-RANGE PLANNING, TO SECURING PUBLIC INFRASTRUCTURE FUNDING FOR MAJOR DISASTER RECOVERY PROJECTS, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED THE CITY THROUGH CRITICAL INITIATIVES AND SECURED OVER \$90 MILLION.

# FOCUSED ON SUSTAINABILITY

WE FOCUS ON IMPACTS AND OUTCOMES TO DRIVE COMMUNITY NEEDS AND NAVIGATE THE ARRAY OF FUNDING OPPORTUNITIES.

## CLIENT CHALLENGES

Identify and prioritize a large number of community development and disaster recovery projects

Secure funding to cover budget shortfall

Guide decision-makers in planning and development of proposed projects

## OUR SOLUTIONS

Advised on state and federal regulations and developed programs aimed at effective implementation

Incorporated results-oriented projects

Managed projects from planning through construction

## THE RESULTS

Secured over \$90 million in community development & disaster recovery funding

Developed and constructed major infrastructure improvements to enhance sustainability

A healthier, more resilient community prepared for future development

OUR PROFESSIONAL PLANNERS AND PROJECT MANAGERS KEEP EVERYONE FOCUSED ON STRENGTHENING THE PROJECT GOALS AND OBJECTIVES. THAT WAY, EVERYONE CAN RALLY AROUND A COMMON VISION AND A SHARED COMMITMENT.

# PLANNING A HERITAGE

THE CITY OF CLEVELAND IS ONE OF OUR OLDEST CLIENTS. FOR NEARLY 40 YEARS, OUR TEAM HAS SECURED AND MANAGED OVER \$14 MILLION IN GRANT FUNDED PROJECTS. OUR DEDICATION TO THE CITY IS ROOTED IN OUR COMMITMENT TO IMPROVE THE QUALITY OF LIFE FOR ALL RESIDENTS.



## CLIENT CHALLENGES

Aged and/or deteriorated infrastructure that is not suitable to address existing needs or projected development

Proper long-term planning and needs assessment

Budget restrictions for large scale capital projects

## OUR SOLUTIONS

Researched short and long term goals for program implementation

Developed needs based approach to funding opportunities with emphasis on sustainability

Secure funds which target strategic areas for improvement

## THE RESULTS

Managed and implemented tangible projects to existing quality of life issues

Secured over \$14 million

Have maintained a client relationship for more than 40 years

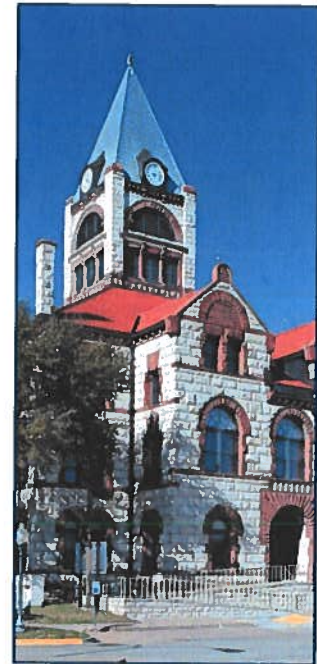


# DEDICATION TO OUR CLIENTS

WE HAVE ADMINISTERED AND ADVISED THE CITY OF STEPHENVILLE ON VARIOUS UTILITY, PRIVATE DEVELOPMENT, AND COMMUNITY DEVELOPMENT NEEDS THAT HAVE BEEN FUNDED BY GRANTS, LOANS, AND LOCAL FUNDS. STEPHENVILLE EXEMPLIFIES THE DESIRED CLIENT RELATIONSHIP OF COMMITMENT TO ASSIST WITH ALL COMMUNITY DEVELOPMENT AND PLANNING NEEDS.



**CASE STUDY:**  
**STEPHENVILLE,**  
**TEXAS**



WE ARE DEDICATED TO HELPING CLIENTS UTILIZE THE BEST FUNDING SOURCE TO COMPLETE EACH PROJECT

## CLIENT CHALLENGES

Undersized and deteriorated utilities and drainage throughout town

A growing residential population and state college

Multiple disaster events impacted by major river bisecting town

## OUR SOLUTIONS

Understanding communities needs and resource limitations

Identifying and advising on various financing vehicles to meet needs

Completing roles the PMI team excels at and bringing in other reliable professionals to assist the city when needed

## THE RESULTS

Secured and spent close to \$21 million on community needs in less than a decade

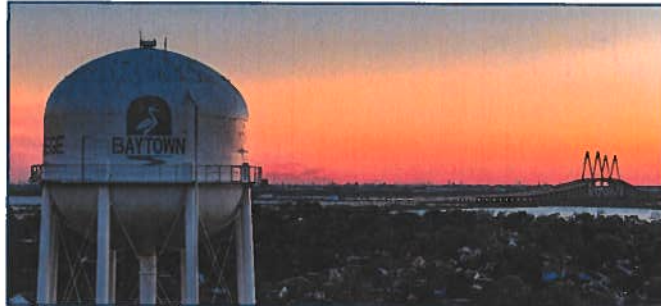
Completed needed projects to manage existing population needs and allow future growth

Identified solutions that would accentuate the local resources to attract visitors and new residents

**CASE STUDY:  
BAYTOWN  
TEXAS**



SINCE 2008, PUBLIC MANAGEMENT, INC. HAS HELPED THE CITY OF BAYTOWN OBTAIN AND MANAGE APPROXIMATELY \$73 MILLION IN GRANT FUNDING. AIMED AT DISASTER RECOVERY AND MITIGATION, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED INITIATIVES FOR CRITICAL INFRASTRUCTURE RANGING FROM TREATMENT FACILITIES AND FLOOD MITIGATION.



# LONG-TERM RELATIONSHIP & RENEWED COMMITMENT

WE BUILD RELATIONSHIPS TO LAST DECADES BY COMMITTING OURSELVES  
TO YOUR COMMUNITY DAILY

## CLIENT CHALLENGES

Balance critical infrastructure needs amid conditions of coastal communities

Making the city more resilient

Incorporating long-term plan to identify capital improvements that guide project development

## OUR SOLUTIONS

Applying for infrastructure grants for immediate needs

Facilitating and scheduling project coordination to ensure funding opportunities are met

Navigating the complicated grant application and program implementation phases to ensure compliance.

## THE RESULTS

Maximized local funds by leveraging with no and low percentage matching grants

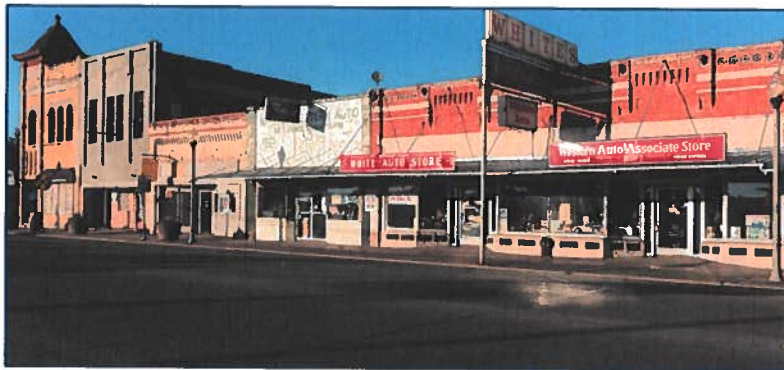
Reconstructed and hardened water and sewer systems to better handle frequent floods

Responded to every major disaster since 2008 with funding over \$73 million

WE UNDERSTAND THAT LASTING IMPROVEMENTS ARE INCREMENTAL AND WE ARE COMMITTED TO HELP YOUR COMMUNITY ACCOMPLISH YOUR GOALS AND TO REDUCE YOUR ADMINISTRATIVE BURDEN IN ACHIEVING SUCCESS.

# GOAL DRIVEN

OUR SERVICE TO THE CITY OF EL CAMPO EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM RECONSTRUCTING HOUSES TO SECURING PUBLIC INFRASTRUCTURE FUNDING, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED THE CITY TO SIGNIFICANT COMMUNITY DEVELOPMENT INITIATIVES.



CASE STUDY:  
**EL CAMPO,  
TEXAS**

## CLIENT CHALLENGES

Deteriorated critical infrastructure systems

Substantial budget restrictions

Threat of out-migration without maintaining services

## OUR SOLUTIONS

Scoping sessions to understand current limitations and future goals

Identifying projects to have long-term impact

Strategically applying for funding to accomplish goals without overextending local resources

## THE RESULTS

Assisted city accomplish identified goals

Obtained approximately \$19 million in grant funding

Helped to create a more sustainable community

# REFERENCES

*"The City of Beaumont has worked with Public Management, Inc. on many large grant projects. Public Management has helped us to navigate the often-complicated grant funding process as well as bringing information to the table on new grant funding possibilities. They are always available to answer questions, solve problems and keep us on track. We look forward to continuing to work with Public Management, Inc. in the future."*

**- City of Beaumont**

# REFERENCES



## City of Anahuac

**Julie Harvill**

City Secretary  
(409) 267-6681  
[j.harvill@anahuac.us](mailto:j.harvill@anahuac.us)



## City of Baytown

**Leasa Renteria Lopez**

Grant Coordinator  
(281) 420-6509  
[leasa.lopez@baytown.org](mailto:leasa.lopez@baytown.org)



## City of Beaumont

**Kyle Hayes**

City Manager  
(409) 880-3770  
[kyle.hayes@beaumonttexas.gov](mailto:kyle.hayes@beaumonttexas.gov)



## City of Caddo Mills

**Matt McMahon**

City Manager  
(903) 527-3116  
[mattmcmahon11@outlook.com](mailto:mattmcmahon11@outlook.com)



## Chambers County

**Jimmy Silvia**

County Judge  
(409) 267-2440  
[jsylvia@chamberstx.gov](mailto:jsylvia@chamberstx.gov)



## City of Cleveland

**Bobby Pennington**

City Manager  
(281) 592-2667  
[bpennington@clevelandtexas.com](mailto:bpennington@clevelandtexas.com)



## City of Conroe

**Tommy Woolley**

Director of Capital Projects  
(936) 522-3122  
[twoolley@cityofconroe.org](mailto:twoolley@cityofconroe.org)



## City of Dickinson

**Kerilyn Bascle**

City Secretary  
(281) 337-6235  
[kbascle@ci.dickinson.tx.us](mailto:kbascle@ci.dickinson.tx.us)



## City of El Campo

**Courtney Sladek**

City Manager  
(979) 541-5000  
[csladek@cityofelcampo.org](mailto:csladek@cityofelcampo.org)



## City of Garrett

**Don Lewis**

Public Works Director  
(972) 875-7831  
[publicworks@cityofgarrett.com](mailto:publicworks@cityofgarrett.com)



## City of Granbury

**Chris Coffman**

City Manager  
(817) 573-1114  
[citymgr@granbury.org](mailto:citymgr@granbury.org)



## City of Grandview

**David Henley**

City Manager  
(817) 866-2699  
[dhenley@cityofgrandview.org](mailto:dhenley@cityofgrandview.org)

# REFERENCES



## City of Hico

**Kari Drueckhammer**

City Secretary  
(254) 796-4620  
[citysecretary@hico-tx.com](mailto:citysecretary@hico-tx.com)



## City of Italy

**Amber Cunningham**

City Secretary  
(972) 483-7329  
[acunningham@italycityhall.org](mailto:acunningham@italycityhall.org)



## Jones County

**Dale Spurgin**

County Judge  
(325) 823-3741  
[dale.spurgin@co.jones.tx.us](mailto:dale.spurgin@co.jones.tx.us)



## City of Kerens

**Katherine Combs**

City Secretary  
(903) 396-2971  
[admin@ci.kerens.tx.us](mailto:admin@ci.kerens.tx.us)



## City of La Porte

**Lorenzo Wingate**

Assistant Director of Public Works  
(281) 470-5058  
[wingatel@laportetx.gov](mailto:wingatel@laportetx.gov)



## City of Liberty

**Tom Warner**

City Manager  
(936) 336-3684  
[twarner@cityofliberty.org](mailto:twarner@cityofliberty.org)



## City of Mabank

**Bryant Morris**

City Administrator  
(903) 887-3241  
[bryant@cityofmabank.org](mailto:bryant@cityofmabank.org)



## City of Malakoff

**Ann Barker**

City Administrator  
(903) 486-0699  
[abarker@cityofmalakoff.net](mailto:abarker@cityofmalakoff.net)



## City of Olton

**Keeley Adams**

City Administrator  
(806) 285-2611  
[cityadministrator@cityofolton.com](mailto:cityadministrator@cityofolton.com)



## City of Palmer

**Alicia Baran**

City Administrator  
(972) 449-3160  
[abaran@ci.palmer.tx.us](mailto:abaran@ci.palmer.tx.us)



## City of Prairie View

**Dr. Brian E. Rowland**

Mayor  
(936) 857-3711  
[browland@prairieviewtexas.gov](mailto:browland@prairieviewtexas.gov)



## City of Reno

**Scott Passmore**

City Administrator  
(817) 221-2500  
[scott.passmore@renotx.gov](mailto:scott.passmore@renotx.gov)

# REFERENCES



## City of San Saba

**Sabrina Maultsby**

City Secretary  
(325) 372-5144  
[sansaba@centex.net](mailto:sansaba@centex.net)



## City of Whitewright

**Gwyn Jordan**

City Clerk  
(903) 364-2219  
[cityclerk@whitewright.com](mailto:cityclerk@whitewright.com)



## City of Sealy

**Warren Escovy**

Assistant City Manager  
(979) 885-1669  
[wescovy@ci.sealy.tx.us](mailto:wescovy@ci.sealy.tx.us)



## City of Willis

**Marissa Quintanilla**

City Secretary  
(936) 856-4611  
[mquintanilla@ci.willis.tx.us](mailto:mquintanilla@ci.willis.tx.us)



## City of Slaton

**Mike Lamberson**

City Administrator  
(806) 828-2000  
[mlamberson@cityofslaton.com](mailto:mlamberson@cityofslaton.com)



## City of Winters

**Virginia Ochoa**

City Secretary  
(325) 754-4424  
[citywin@wtxs.net](mailto:citywin@wtxs.net)



## City of Strawn

**Danny Miller**

City Secretary  
(254) 672-5311  
[city@strawntx.com](mailto:city@strawntx.com)



## City of Stephenville

**Nick Williams**

Director of Public Works  
(254) 918-1223  
[nwilliams@stephenvilletx.gov](mailto:nwilliams@stephenvilletx.gov)



## City of Terrell

**Mike Sims**

City Manager  
(972) 551-6600  
[mikesims@cityofterrell.org](mailto:mikesims@cityofterrell.org)

# THE TEAM

*"We have been fortunate to work with Public Management, Inc. for nearly a decade. Their team has always provided the utmost of professionalism. They have been available to walk us through every aspect of any grants with knowledge, skill and patience. Public Management, Inc. has been by our side every step of the way making sure we are clear on every aspect of our grants process. We would not hesitate at all giving a 100% recommendation to anyone who is looking for a great grant management team."*

**- City of Hico**



# PATRICK K. WILTSHIRE

PRESIDENT



## EXPERIENCE

JAN. 2015 - PRESENT  
Public Management, Inc.

### PRESIDENT & CHIEF EXECUTIVE OFFICER

Supervisory authority over all Company operations including, but not limited to, project assignment and management; personnel policies; daily operational functions and policies; financial operations; business development; and resource allocation. Coordinates short and long range strategic planning which aim to enhance and/or develop, implement, and enforce policies and procedures that will improve the overall operation and effectiveness of the corporation. Cultivates a Client-Based approach to service delivery, addressing the needs of each client in ways that optimize performance and address quality of life needs. Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.



Led company merger which increased client base by 50%



Managed or directed over \$200 million project initiatives

JAN. 2014 - DEC. 2014  
Public Management, Inc.

### CHIEF OPERATIONS OFFICER



Coordinated programmatic improvements to the TXCDBG program

DEC. 2009 - DEC. 2013  
Public Management, Inc.

### PROJECT MANAGER & COMPLIANCE SPECIALIST

## EDUCATION

AUG. 2007 - DEC. 2009  
Texas A&M University  
Corpus Christi, Texas

### M.A. PUBLIC ADMINISTRATION

Areas of Concentration: Policy Analysis, Budgeting, Planning

AUG. 2001 - MAY 2006  
Missouri Valley College  
Marshall, Missouri

### B.A. CRIMINAL JUSTICE & SOCIOLOGY

Areas of Concentration: Sociology, Criminal Justice, & English

## CONTACT



### PUBLIC MANAGEMENT, INC.

15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



### EMAIL

[pwiltshire@publicmgt.com](mailto:pwiltshire@publicmgt.com)



### PHONE

281-592-0439



# NICHOLAS J. HOUSTON

VICE PRESIDENT



## EXPERIENCE

JAN. 2016 - PRESENT  
Public Management, Inc.

### VICE PRESIDENT

Supervisory authority over all financial operations, including but not limited to, financial policies, budget preparation and financial planning and forecasting, retirement and benefits development and implementation, oversees accounts receivable & accounts payable, directs investments and distributions, maintains past and current financial records for reporting, assists and develops audit and tax reporting. Develops financial operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations.



Over a decade of Project Management experience



Currently oversees more than \$150M Project Initiatives



Streamlined company financial operations

NOV. 2006 - DEC. 2015  
Public Management, Inc.

### PROJECT MANAGER & COMPLIANCE SPECIALIST

MAY 2006 - OCT. 2006  
Bridge Capital

### LOAN ADVISOR

## EDUCATION

AUG. 1997 - AUG. 2003  
Sam Houston State Univ.  
Huntsville, Texas

**B.B.A. FINANCE, MINOR IN MUSIC**  
Areas of Concentration: Banking & Personal Finance

## CONTACT



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15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



**EMAIL**  
nhouston@publicmgt.com



**PHONE**  
281-592-0439



# KENNETH J. COIGNET

VICE PRESIDENT



## EXPERIENCE

JAN. 2015 - PRESENT  
Public Management, Inc.

### VICE PRESIDENT

Supervisory authority over all company business opportunities, including but not limited to, past, current, and future grant funded programs; past, current, and future clients; new business ventures; and business sustainability practices. The Business Development Director works closely with the CEO & CFO to develop potential business deals by analyzing market strategies, deal requirements, potential and financials. In addition, the Business Development Director develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.



Helped achieve programmatic improvements to planning program

NOV. 1999 - JAN. 2015  
Public Management, Inc.

### PROJECT MANAGER & PLANNER



Managed and directed over 50 comprehensive plans

NOV. 1998 - OCT. 1999  
Public Management, Inc.

### ASSISTANT PLANNER & HOUSING SPECIALIST



Serves as Business Development Director by identifying and developing business relationships with clients

## EDUCATION

JUNE 1995 - DEC. 2001  
Southwest Texas State Univ.  
San Marcos, Texas

### M.A. GEOGRAPHY

Areas of Concentration: Land/Area Development and Management

AUG. 1985 - DEC. 1991  
Southwest Texas State Univ.  
San Marcos, Texas

### B.S. GEOGRAPHY

## CONTACT



### PUBLIC MANAGEMENT, INC.

P.O. Box 762648  
San Antonio, TX 78245



### EMAIL

kcoignet@publicmgt.com



### PHONE

281-592-0439



# JAKE R. MCADAMS

REGIONAL PROJECT MANAGER



JAN. 2016 - PRESENT  
Public Management, Inc.

## REGIONAL PROJECT MANAGER

Responsible for client relations, business development, and overall project management in the North and West Texas Region. Assists with staff training and development along with the overall implementation of corporate strategies.



Oversees and manages all company operations in North and West Texas

JULY 2015 - DEC. 2020  
Public Management, Inc.

## REGIONAL MANAGER, NORTH/WEST TEXAS



Formally recognized by TDA for outstanding performance in project management

FEB. 2014 - JUNE 2015  
Public Management, Inc.

## PROJECT MANAGER & COMPLIANCE SPECIALIST



Successfully applies for diverse range of funding opportunities

## EDUCATION

MAY 2012 - DEC. 2013  
Stephen F. Austin State Univ.  
Nacogdoches, Texas

### M.A. HISTORY

Areas of Concentration: Public History, Suburban History

AUG. 2008 - MAY 2012  
Stephen F. Austin State Univ.  
Nacogdoches, Texas

### B.A. HISTORY

#### MINOR IN OUTDOOR RECREATION MANAGEMENT

Areas of Concentration: Public History, Activity Management

## CONTACT



### PUBLIC MANAGEMENT, INC.

312 South Morgan Street  
Granbury, TX 76048



### EMAIL

[jmcadams@publicmgt.com](mailto:jmcadams@publicmgt.com)



### PHONE

281-592-0439



# MICHAEL MIGAUD

PROJECT MANAGER



MARCH 2020 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.



Assists with administration of projects in Southeast Texas



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

## EDUCATION

AUG. 2018 - MAY 2020  
Texas A&M University  
College Station, Texas

### MASTER OF PUBLIC ADMINISTRATION

Areas of Concentration: Public Policy Analysis and Analytical Methods

AUG. 2014 - MAY 2018  
Texas A&M University  
College Station, Texas

B.S. POLITICAL SCIENCE  
B.A. PHILOSOPHY

## CONTACT



**PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



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mmigaud@publicmgt.com



**PHONE**  
281-592-0439



# JOHN REED

PROJECT MANAGER



JAN. 2020 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

Responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.



Manages projects surrounding HGAC region

JULY 2019 - DEC. 2019  
Nueces Co. Office of  
Emergency Management

## PROJECT MANAGER & COMPLIANCE SPECIALIST



Provides ongoing feedback for risk management, mitigation, and prevention

NOV. 2011 - MAY 2015  
United States Army

## ALLSOURCE INTELLIGENCE ANALYST



Collects data, organizes, and maintains project files

## EDUCATION

JAN. 2018 - DEC. 2019  
Texas A&M University  
Corpus Christi, Texas

### M.A. PUBLIC ADMINISTRATION

Areas of Concentration: Administration; Program Evaluation

AUG. 2015 - DEC. 2017  
Texas A&M University  
Corpus Christi, Texas

### B.A.S. CRIMINAL JUSTICE

Areas of Concentration: Research Methods, Community Collaboration

## CONTACT



### PUBLIC MANAGEMENT, INC.

15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



### EMAIL

jreed@publicmgt.com



### PHONE

281-592-0439



# ARON MILLER

PROJECT MANAGER



## EXPERIENCE

MARCH 2020 - PRESENT  
Public Management, Inc.

### PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential



Assists with administration of projects in Southeast Texas

AUG. 2019 - APRIL 2020  
James D. Jones, Attorney

### LEGAL ADMINISTRATIVE ASSISTANT



Compliance Specialist and Special Projects Coordinator

MAY 2016 - AUG. 2018  
James D. Jones, Attorney

### LEGAL INTERN I, II, & III



Collects data, organizes, and maintains project files

## EDUCATION

AUG. 2014 - AUG. 2019  
Texas Tech University  
Lubbock, Texas

### B.A. SOCIOLOGY

## CONTACT



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15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



**EMAIL**  
amiller@publicmgt.com



**PHONE**  
281-592-0439



# THOMAS QUINTERO

ASSISTANT PROJECT MANAGER AND GIS TECHNICIAN



MARCH 2021 - PRESENT  
Public Management, Inc.

## ASST. PROJECT MANAGER AND GIS TECHNICIAN

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.

## GIS ANALYST INTERN

AUG. 2020 - MAR. 2021  
City of Detroit

## GIS ANALYST INTERN

MAY. 2020 - AUG. 2020  
NASA DEVELOP



Assists with administration of projects in Southeast Texas



Creates revealing and analytically powerful maps



Collects data, organizes, and maintains project files

## EDUCATION

AUG. 2016 - MAY 2020  
University of Texas at Austin  
Austin, Texas

## B.S. GEOLOGY, MINOR IN BUSINESS

## CONTACT



**PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032



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tquintero@publicmgt.com



**PHONE**  
281-592-0439





# MORGAN VERETTE

PROJECT MANAGER



AUG. 2018 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

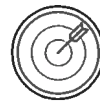
The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.



Manages projects in the West and North Texas region



Compliance Specialist and Special Projects Coordinator



Collects data, organizes and maintains project files

## EDUCATION

AUG. 2014 - DEC. 2017  
Angelo State University  
San Angelo, Texas

## B.A. BUSINESS ADMINISTRATION

Areas of Concentration: Administration, Management

## CONTACT



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### EMAIL

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### PHONE

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**PUBLIC  
MANAGEMENT**  
EST. 1982

# DALTON AIKEN

PROJECT MANAGER



MARCH 2020 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.

## TESTING OPERATOR

FEB. 2020 - JUNE 2020  
GEODynamics

## DRONE OPERATOR & DATA COORDINATOR

JAN. 2019 - FEB. 2020  
Sight Glass Flights



Assists with administration of projects in Southeast Texas



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

## EDUCATION

---

AUG. 2013 - MAY 2017  
University of North Texas  
Denton, Texas

## B.S. GEOGRAPHY

## CONTACT

---



**PUBLIC MANAGEMENT, INC.**  
312 South Morgan Street  
Granbury, TX 76048



**EMAIL**  
daiken@publicmgt.com



**PHONE**  
281-592-0439



# LISETTE M. HOWARD

PROJECT MANAGER



JAN. 2018 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

The Project Manager & Environmental Specialist is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Develop environmental review records in accordance with application state and federal regulations as directed by NEPA requirements. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.



Extensive experience performing environmental reviews



Over a decade of project management experience



Experience in financial management of CDBG/HOME grants

DEC. 2006 - DEC. 2017  
A&J Howco Services, Inc.

## PROGRAM SPECIALIST

JAN. 2007 - MAY 2008  
Sul Ross State University

## HUMAN RESOURCES OFFICE ASSISTANT

## EDUCATION

JAN. 2004 - DEC. 2006  
University of North Texas  
Denton, Texas

## M.S. KINESIOLOGY

AUG. 1997 - AUG. 2002  
Texas A&M University  
College Station Texas

**B.S. SCIENCE-HEALTH, COMMUNITY HEALTH OPTION**  
Areas of Concentration: Biomedical Sciences and Social Sciences

## CONTACT



**PUBLIC MANAGEMENT, INC.**  
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McKinney, TX 75070



**EMAIL**  
lhoward@publicmgt.com



**PHONE**  
281.592.0439



**PUBLIC  
MANAGEMENT**  
EST. 1982

# JANET L. TORRES

PROJECT MANAGER



MARCH 2018 - PRESENT  
Public Management, Inc.

## PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.

AUG. 2012 - FEB. 2018  
A&J Howco Services, Inc.

## PROGRAM SPECIALIST

DEC. 1988 - SEPT. 1993  
Pettis County Division  
of Family Services

## SOCIAL SERVICE WORKER

## EDUCATION

---

SEPT. 2004 - JUNE 2005  
Intl. School of Excellence  
Lubbock, Texas

## M.S. THEOLOGY

SEPT. 1977 - DEC. 1979  
Concordia University  
Seward, Nebraska

## B.A. SOCIAL WORK



TXCDBG Certified



Decades of Management  
Experience



Labor Standards Specialist

## CONTACT

---



**PUBLIC MANAGEMENT, INC.**  
8207 Hudson Street, Ste. C  
Lubbock, TX 79423



**EMAIL**  
jtorres@publicmgt.com



**PHONE**  
806-797-4299



**PUBLIC  
MANAGEMENT**  
EST. 1982

# A. KAY HOWARD

SENIOR CONSULTANT



MARCH 2018 - PRESENT  
Public Management, Inc.

## SENIOR CONSULTANT

Provide overall guidance on management, planning and financial service elements. Senior Consultants are available to manage projects, attend meetings and interact with clients as directed and implored to do so. Any involvement will contingent upon the needs of staff and the schedule of projects. Their role could be enhanced from time to time to include other duties which would be deemed necessary for overall productivity. Senior Consultants are encouraged to develop business with existing and future clients.



Founded A&J Howco Services, Inc. with over 30 years of business experience

APRIL 1993 - MARCH 2018  
A&J Howco Services, Inc.

## FOUNDER & PRESIDENT



Merged with Public Management, Inc. in 2018

1981 - 1993  
Gary R. Traylor & Associates

## VICE PRESIDENT & PROJECT MANAGER



Maintains Client Relations in North and West Texas

## EDUCATION

SEPT. 1994 - DEC. 1996  
Texas Tech University  
Lubbock, Texas

## M.A. ACCOUNTING & BUSINESS MANAGEMENT

AUG. 1968 - JUNE 1970  
Oklahoma City Comm. College  
Oklahoma City, Oklahoma

## B.A. ACCOUNTING

## CONTACT



**PUBLIC MANAGEMENT, INC.**  
8207 Hudson Street, Ste. C  
Lubbock, TX 79423



**EMAIL**  
kay@publicmgt.com



**PHONE**  
806-797-4299



# CONTRACT

*"The City of Grandview has had the pleasure of working with Public Management, Inc. for a number of years. With assistance to secure funding for comprehensive planning, street improvement, and large-scale water and wastewater improvements, we have never worked with a company so attentive, detailed, and responsive. Words can't describe how grateful the city is for all Public Management, Inc. has done for our city."*

**- City of Grandview**

This contract ("Contract") is made and entered effective \_\_\_\_\_, 2021 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **CITY OF PINEY POINT VILLAGE**, ("Client") for the purpose of retaining Consultant to render **Administration Services to the Client for American Rescue Plan – Coronavirus Local Fiscal Recovery Funding, as administered by the United States Treasury.**

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

I.

Consultant will provide Client with administrative services as follows:

**PROGRAM DESIGN SERVICES:**

Program Design/Needs Identification: The Team will prepare assist with needs identification and develop program options as directed by the Client adherent to the state and federal guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for program development and needs identification;
- Identify and document stakeholders, interested parties, project beneficiaries and detail program design anticipated impact and outcomes;

**ADMINISTRATIVE SERVICES:**

**GENERAL ADMINISTRATION SERVICES**

Administrative Duties: The Team will coordinate, as necessary, between Client and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.

**Recordkeeping:** The Team will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e., program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

**Financial Management:** The Team will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

**Construction Management:** The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up projects in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

#### **CONTRACT ADMINISTRATION SERVICES**

**Administrative Duties:** The Team will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Team will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e., Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);



- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

**Real Property Acquisition (as applicable):** The Team will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full-fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- ***If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.***
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

**Environmental Services:** The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management review guidelines;
- ***Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.***

**Civil Rights Requirements (as applicable):** The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Team will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

**Procurement/Bidding/Contracting:** Procurement is the process through which an entity obtains goods and services from vendors. The Team will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

**Labor Standards Monitoring:** The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The Team will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Team will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

**Force Account (as applicable):** The Team will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency. ***Public Management, Inc. may consider an additional fee for these services depending upon the scope of Force Account activities.***

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

**Contract Close-out Assistance:** The Team will prepare any necessary reports required by the funding agency to close out the project. The Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;
- Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.

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It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**II.**

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

**III.**

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

**IV.**

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

**V.**

For work associated to **American Rescue Plan (ARP) Coronavirus Local Fiscal Recovery Fund (CLFR)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed: **Sixty Thousand Dollars and zero cents (\$60,000.00)**.

*The fee will be based on the final project scope. Consultant reserves the right to renegotiate fees based on the additional guidance from the United States Treasury as well the unknown program design or unforeseen project complexities.*

**VI.**

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in **Corporate Hourly Rate and Fee Schedule (Attachment II)**. *Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.*

**VII.**

Payment of the fees associated with ("**Part V. and VI.**") - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

**VIII.**

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

**IX.**

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days' written notice to Client.

**X.**

**Termination for Cause by Client:** If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Termination for Convenience by Client: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Consultant shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

Resolution of Program Non-Compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or Program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within thirty (30) days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within thirty (30) days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.

#### XI.

Client, the agency, the U.S. Department of Treasury, Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.

#### XII.

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure,

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shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

**XIII.**

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

**XIV.**

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

**XV.**

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.

**XVI.**

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

**XVII.**

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

**XVIII.**

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

**XIX.**

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

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XX.

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.



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PATRICK K. WILTSHIRE  
President/CEO

*Client*

---

Chief Elected Official

ATTEST:

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**Attachment I  
Work Authorization**

For work associated to \_\_\_\_\_, and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

\_\_\_\_\_ (\$ \_\_\_\_\_)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

<b>ADMINISTRATIVE SERVICES</b>		
<u>SERVICE</u>	<u>PERCENT COMPLETE</u>	<u>TOTAL FEE</u>
Preliminary Administration/Needs Identification / Program Design	%	\$
Recordkeeping and Reporting	%	\$
Contract Management	%	\$
Exempt Environmental Services	%	\$
Financial Management	%	\$
Construction Management	%	\$
Contract Closeout	%	\$
<b>TOTAL FEE</b>		\$

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.

\_\_\_\_\_  
 PATRICK K. WILTSHIRE  
 President/CEO

\_\_\_\_\_  
 Chief Elected Official

ATTEST:  
  
\_\_\_\_\_



**Attachment II  
Corporate Hourly Rate & Fee Schedule**

PUBLIC MANAGEMENT, INC.  
2021 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

*Hourly rates for personnel not listed will be billed at direct payroll cost*

**REIMBURSABLE EXPENSES**

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2021. In January, 2022, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.

**ATTACHMENT III**  
**TERMS AND CONDITIONS**

I.

**Equal Employment Opportunity**

During the performance of this Contract, Consultant agrees as follows:

a) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

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

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

e) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" and of the rules, regulations, and relevant orders of the Secretary of Labor.

f) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for

purposes of investigation to ascertain compliance with such rules, regulations, and orders.

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

h) The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

II.

**Civil Rights Act of 1964**

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

III.

**Section 109 of the Housing and Community Development Act of 1974**

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

IV.

**Section 504 Rehabilitation Act of 1973, as Amended**

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including

discrimination in employment, under any program or activity receiving federal financial assistance.

V.

Age Discrimination Act of 1975

The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

VI.

"Section 3" Compliance in the Provision of Training, Employment and Business Opportunities (Limited to contracts greater than \$100,000)

a) The work to be performed under this contract is subject to the requirements of section 3 of the Federal Emergency Management Administration Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by FEMA assistance or FEMA-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of FEMA assistance for housing.

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

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

d) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an

e) applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

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

g) Noncompliance with FEMA's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future FEMA assisted contracts.

h) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

X.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees. All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water.

(Applicable to contracts in excess of \$100,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, FEMA, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

# REQUIRED FORMS

*"Our mission is real and our passion is sincere. It's about impact, outcomes and making a difference. More than anything, I want to lead positive change for communities that want to pursue their full potential."*

**- Patrick Wiltshire, President & CEO**

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

## For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

  
Signature of vendor doing business with the governmental entity

09/08/2021

\_\_\_\_\_  
Date


## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Public Management, Inc. 15355 Vantage Parkway West Suite No. 108 Houston, Texas 77032  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> U.S. Treasury	<b>7. Federal Program Name/Description:</b> ARPA-CLFRF  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> N/A	<b>9. Award Amount, if known:</b> \$ Unknown	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Patrick K. Wiltshire Title: President & CEO Telephone No.: 281.592.0439      Date: 09/08/2021	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

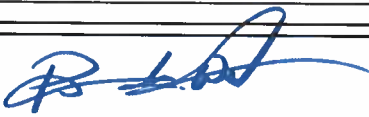
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Public Management	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix:	* First Name: Patrick Middle Name:
* Last Name: Wiltshire	Suffix:
* Title: President and CEO	
* SIGNATURE: 	* DATE: 09/08/2021



**Certification Regarding Lobbying**

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Public Management, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



\_\_\_\_\_  
Signature of Contractor's Authorized Official

Patrick K. Wiltshire, President & CEO  
Printed Name and Title of Contractor's Authorized Official

09/08/2021  
Date

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2021-799548

Date Filed:  
09/08/2021

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Public Management, Inc  
Houston, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Piney Point Village

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

American Rescue Plan  
Administrative Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Wiltshire, Patrick	Houston, TX United States	X	
Houston, Nicholas	Houston, TX United States	X	
Coignet, Kenneth	Houston, TX United States	X	
McAdams, Jake	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is Patrick K. Wiltshire, and my date of birth is 7/22/1982.

My address is 3051 Coreopsis Court, Dickinson, TX, 77539.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Harris County, State of Texas, on the 8 day of September 20 21.  
(month) (year)

Signature of authorized agent of contracting business entity  
(Declarant)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Soules Insurance Agency, L P 701 N San Jacinto Conroe TX 77301	<b>CONTACT NAME:</b> Sandra Stuckey <b>PHONE (A/C, No, Ext):</b> 936-756-0671 <b>E-MAIL ADDRESS:</b> soules@soulesinsurance.com	<b>FAX (A/C, No):</b> 936-756-6877
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Public Management Inc. 15355 Vantage Pkwy W Ste 108 Houston TX 77032	<b>INSURER A :</b> Twin City Fire Insurance Company <b>NAIC #</b> 29459	
	<b>INSURER B :</b> Texas Mutual Insurance Company <b>NAIC #</b> 22945	
	<b>INSURER C :</b> Admiral Insurance Co.	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 618942144 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		61SBABC6778	9/1/2021	9/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		61SBABC6778	9/1/2021	9/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> DED <input type="checkbox"/> RETENTION \$					OCCUR CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A <input type="checkbox"/>	0002019787	9/1/2021	9/1/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional		EO00003595405	12/13/2020	12/13/2021	1,000,000 Each Claim 1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Evidence of Insurance	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Sort by

Date Modified/Update

Showing 1 - 1 of 1 results

**Public Management, Inc.** ● Active

**DUNS** Unique Entity ID  
**945630507**

**SAM** Unique Entity ID  
**DL1PFHMDM786**

CAGE Code  
**6QDN5**

Physical Address  
**15355 Vantage Pkwy W Ste 108, Houston, TX 77032 USA**

Entity  
Registration

Expiration Date  
**Jul 7, 2022**

Purpose of Registration  
**All Awards**



# PUBLIC MANAGEMENT, INC.

DUNS Unique Entity ID <b>945630507</b>	SAM Unique Entity ID <b>DL1PFHMDM786</b>	CAGE / NCAGE <b>6QDN5</b>
Purpose of Registration <b>All Awards</b>	Expiration Date <b>Jul 7, 2022</b>	Registration Status <b>Active</b>
Physical Address <b>15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States</b>	Mailing Address <b>15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>Public Management, Inc.</b>	Division Number <b>Public Man</b>
Congressional District <b>Texas 18</b>	State / Country of Incorporation <b>Texas / United States</b>	URL <b>www.publicmgt.com</b>

## Registration Dates

Activation Date <b>Jul 8, 2021</b>	Submission Date <b>Jul 7, 2021</b>	Initial Registration Date <b>Apr 17, 2012</b>
---------------------------------------	---------------------------------------	--

## Entity Dates

Entity Start Date <b>Jun 1, 1982</b>	Fiscal Year End Close Date <b>Dec 31</b>
---	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
Yes

## Entity Types

<b>Business Types</b>		
Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Subchapter S Corporation</b>
Profit Structure <b>For Profit Organization</b>		

## Financial Information

Accepts Credit Card Payments <b>No</b>	Debt Subject To Offset <b>No</b>
---	-------------------------------------

**Points of Contact**

**Electronic Business**

⌘  
Patrick K Wiltshire, President & CEO  
15355 Vantage PKWY W STE 108  
Houston, Texas 77032  
United States

**Government Business**

⌘  
Patrick K Wiltshire, President & CEO  
15355 Vantage PKWY W STE 108  
Houston, Texas 77032  
United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

**Disaster Response**

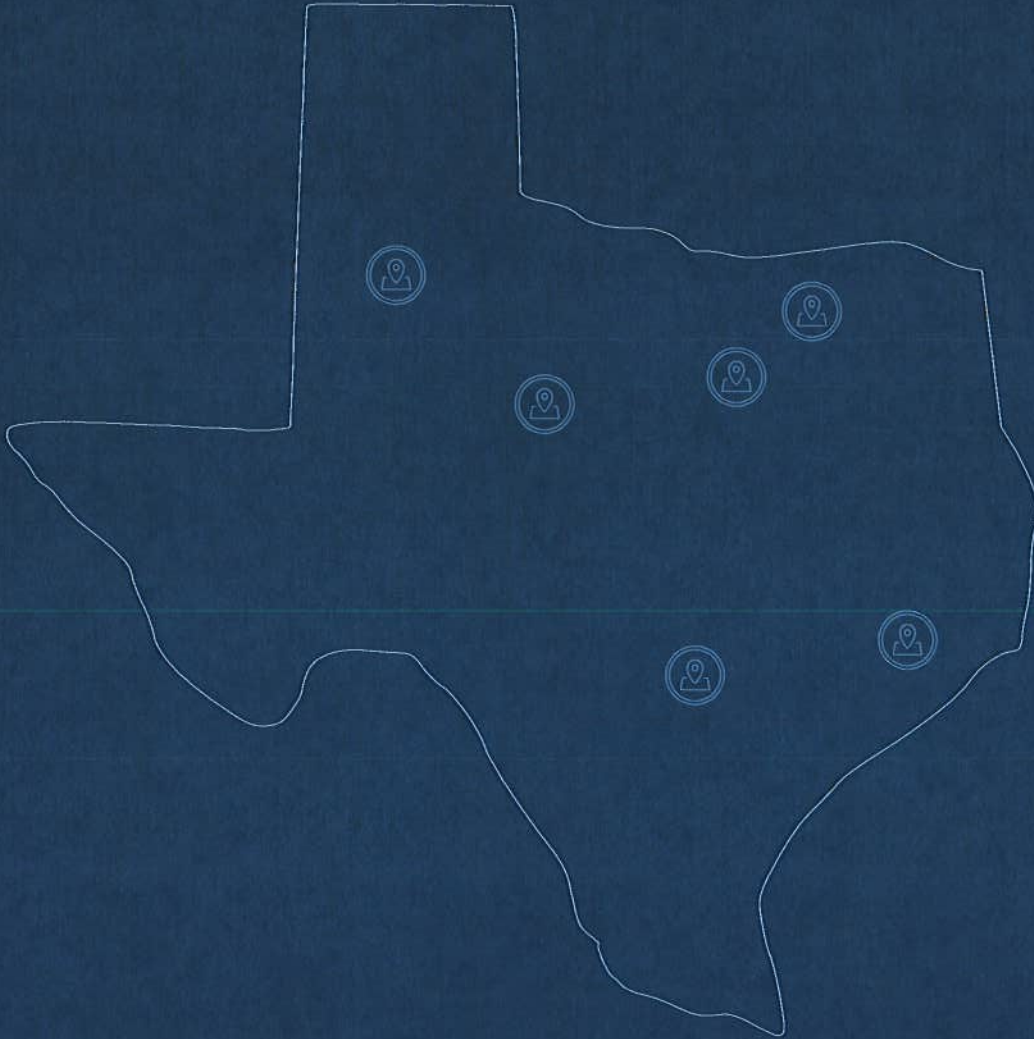
Yes, this entity appears in the disaster response registry.

States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers, County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County, Hempstead, Hico, Higgins, Italy, Jonestown, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa, Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala



[WWW.PUBLICMGT.COM](http://WWW.PUBLICMGT.COM)



**HOUSTON**

15355 Vantage Pkwy. West, Ste. 108  
Houston, TX 77032  
281-592-0439  
pwiltshire@publicmgt.com

**GRANBURY**

312 S. Morgan Street  
Granbury, TX 76048  
281-592-0439  
jmcadams@publicmgt.com

**LUBBOCK**

8207 Hudson Street, Ste. C  
Lubbock, TX 79423  
806-797-4299  
jtorres@publicmgt.com

**MCKINNEY**

5100 Eldorado Pkwy., Ste. 102  
McKinney, TX 75070  
281-592-0439  
lhoward@publicmgt.com

**SAN ANTONIO**

P.O. Box 762648  
San Antonio, TX 78245  
281-592-0439  
kcoignet@publicmgt.com

**ABILENE**

P.O. Box 4161  
Abilene, TX 79608  
281-592-0439  
mjimenez@publimgt.com



TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on Verizon Concealed Network Node  
Deployment Agreement.

Agenda Item: 9

**CONCEALED NETWORK NODE DEPLOYMENT AGREEMENT**

This Agreement is entered into pursuant to Section 284.056, Section 284.201, and Section 284.301 of the Texas Local Government Code, this \_\_\_\_\_ day of \_\_\_\_\_ ~~2020~~ 2021 (“**Effective Date**”), by and between the City of Piney Point Village, (the “**City**”) and GTE Mobilnet of South Texas, LP d/b/a Verizon Wireless (“**Network Provider**”).

**WHEREAS**, Network Provider is a wireless telecommunications Network Provider as that term is defined in Section 284.002 of the Texas Local Government Code (“**Chapter 284**”); and

**WHEREAS**, the majority of City rights-of-way are located in design districts with decorative poles, in municipal parks, and/or adjacent to residential streets not more than 50 feet wide;

**WHEREAS**, the City desires to facilitate deployment of Network Nodes and related equipment in a manner that minimizes the impact on adjacent property owners and users of City rights-of-way; and

**WHEREAS**, a Network Provider may choose to enter into an agreement with the City to obtain advance approval of the locations, specifications and concealment measures for a uniform deployment of multiple Network Nodes within the City;

**WHEREAS**, pursuant to Chapter 284, the City offers this same agreement to any and all Network Providers desiring to install Network Nodes on existing utility poles or on streetlights with concealed Network Nodes and associated equipment in locations where City Poles are installed or planned to be installed in order to streamline the permitting, land use approval and registration processes; and

**WHEREAS**, Network Provider and the City desire to enter into this Agreement to secure authority from the City for Network Provider to install certain Network Nodes, as that term is defined in Chapter 284, and related equipment in the City’s rights-of-way, subject to the City’s Right-of-Way Management Ordinance and the terms and conditions of this Agreement;

**NOW, THEREFORE**, Network Provider and the City mutually agree as follows:

1. **Definitions.** Unless expressly provided otherwise, all terms used in this Agreement that are expressly defined in Chapter 284 and the City’s Right-of-Way Management Ordinance shall have the same meaning in this Agreement, including but not limited to: Service Poles, Network Node, Network Node Support Poles, Antenna, and Transport Facility. Terms defined in the recitals, above, shall have the meanings provided in the recitals.
  - a. “**Approved Node**” means Network Nodes, Network Node Support Poles, Network Provider Poles, ground equipment, Antennas, and any other equipment associated with operation of a Network Node expressly authorized under this Agreement and installed or caused to be installed by Network Provider, including but not limited to any Network Nodes collocated on utility poles.

- b. **“Network Provider”** means GTE Mobilnet of South Texas, LP, its parent company, subsidiaries, affiliates, contractors, agents, subcontractors, successors, assigns, and any other party performing work on an Approved Node.
- c. **“Network Provider Pole”** means a Pole that is also a Node Support Pole containing a concealed Network Node and concealed Network Node equipment, including but not limited to the Antenna and ground equipment, constructed in accordance with the specifications attached as Exhibit B-2, and located in an approved location, as shown on Exhibit A.

2. License ~~granted~~Granted. The City hereby grants Network Provider a nonexclusive right to construct and install Network Provider Poles in the approved locations, as shown in Exhibit A, attached and incorporated by reference for all purposes, for purposes of deploying Approved Nodes and related equipment under the terms of this Agreement.

3. Term. The primary term of this Agreement shall be ten (10) years commencing upon the effective date first set forth above. This Agreement may be renewed for additional five (5) year terms upon mutual written approval of the Parties. Following expiration or termination of this Agreement, Approved Nodes that remain in the public right-of-way shall require annual registration in accordance with the City’s Right-of-Way Management Ordinance on the earlier of: (i) the first anniversary of the Effective Date of this agreement following termination or expiration, or (ii) the first date that registration is required under the City’s Right-of-Way Management Ordinance.

4. Consideration. In consideration for streamlined permit processing, waiver of certain construction permit fees, pre-approval of concealment measures, and other good and valuable consideration the sufficiency of which is hereby acknowledged, Network Provider agrees to pay the City the fees required by this Agreement and to construct, install and maintain the Approved Nodes in accordance with the terms of this Agreement, notwithstanding any limitation on the regulatory conditions that may be imposed by the City under Chapter 284. The following fees shall apply to the Approved Nodes:

- a. Application Fee for Network Node Deployment Agreement: \$1,000, one time fee covering all Approved Nodes authorized under this Agreement (This fee is in lieu of construction permits for all Approved Nodes, including Network Provider Poles), due within sixty (60) days of the Effective date of this Agreement;
- b. Annual public right-of-way fee: \$250 per Approved Node, located in the public right-of-way, per year, due each year on or before each anniversary of the Effective Date of this Agreement;
- c. Fiber line fee: \$28 per Approved Node per month for the associated Transport Facility, as such term is defined by Chapter 284, due each year on or before each anniversary of the Effective Date of this Agreement (this amount shall be reduced by the amount if any, of municipal fees paid by the transport Network Provider for right-of-way access under Chapter 283 of the Texas Local Government Code);

These fees shall apply only to Approved Nodes. All other Network Nodes that are not Approved Nodes under this Agreement or a substantially similar agreement shall be subject to the fees required under the City's Right-of-Way Management Ordinance and applicable law.

5. Requirements Prior to Construction. At least ten (10) days prior to construction or installation of any Approved Network Node, Network Provider shall submit or cause to be submitted an application form to the City in order to provide all necessary information for City records. Further, prior to blocking any street, cutting pavement, beginning construction or maintenance, installing a network node or pole, or any equipment associated with such network node or pole, Network Provider shall require on-site personnel, including any subcontractor, to: (1) contact the City Administrator by telephone at 713-230-8703 or email at cityadmin@pineypt.org and provide the approximate start date, end date, brief description of work, and any anticipated impact on vehicle or pedestrian traffic; and (2) maintain on their person during work within the City a copy of this Agreement or the applicable permit for any network node or pole not provided for in this Agreement. Network Provider acknowledges that all construction work requiring a permit within the City requires a copy of the permit to be maintained on site. Further, Network Provider acknowledges that failure to comply with City regulations is a violation of law that may result in a citation being issued by the Village Police Department.

6. Approved Node Specifications. Approved Nodes (including new poles, antenna and associated equipment for Approved Nodes) shall be installed, constructed and maintained in compliance with the plans and specifications, ~~including the specific concealment measures,~~ attached as Exhibit B (including Exhibit B-1 and Exhibit B-2) and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the height of Approved Nodes upon written request from Network Provider; provided, however, no pole installed under this Agreement for an Approved Node shall be taller than thirty-five (35) feet and no Network Node, antenna or other equipment for an Approved Node installed under this Agreement shall be located more than thirty-five (35) feet above the ground except when collocating on utility poles. Further, the City Administrator is authorized to allow modifications in the paint color or concealment measures; provided a written request is submitted in writing by Network Provider prior to installation or construction of the Network Node that includes updated pictures and specifications of the proposed concealment measures for the Network Node, and detailed justification for the request. Specific, additional concealment measures for individual locations, such as landscaping and/or equipment cabinet coverings, shall be mutually agreed upon, and shall be included in submitted construction drawings. Network Provider shall have no obligation to maintain any landscaping installed pursuant to this Agreement. The Network Provider shall provide a copy of the written request to the owners of the immediately adjacent property. Network Provider acknowledges that pre-approval of the Approved Node specifications and concealment measures is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve these requirements for all Approved Nodes in advance of a Network Node deployment in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting. Further, each Approved Node shall comply with the National Electric Code and any other requirements of Chapter 284.

7. Approved Node Locations. Approved Nodes shall be located within five (5) feet of the location shown in Exhibit A, attached and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the location of an Approved Node of up to an additional three (3) feet; provided a written request is submitted in writing by Network Provider prior to installation or construction of the Network Node and includes an updated map showing the proposed location of the Network Node, any changes to the Network Node or pole specifications and concealment measures, and detailed justification for the request. Network Provider acknowledges that pre-approval of the Approved Node locations is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve the specific location of all Approved Nodes in a Network Node deployment in advance in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting.

8. Duplicate Locations. In the event that the Network Provider desires to install a Network Node in the same location as any existing Network Node, or at a location that is within 100 feet of any existing Network Node or any Approved Node that has not yet been constructed, the Network Provider shall do one of the following:

- a) submit a request to the City to amend Exhibit A to show an alternate location for the Network Node that is at least 100 feet from any existing Network Node or any Approved Node that has not yet been constructed, whether owned by the same Provider or not;
- b) collocate on the same Pole as the existing Network Node in cooperation with the Provider of the existing Network Node and/or Pole owner; or
- c) submit a written request to the City in the form of a Network Node Support Pole application including: (i) a visual representation of the existing location with the proposed Approved Node and/or Network Provider Pole installed, (ii) the Provider's explanation of how the proposed installation will promote uniformity of Network Node deployment within the City, minimize the visual impact on adjacent residents, and avoid interference with users of the City's Rights-of-Way, and (iii) the Provider's justification for not collocating on an existing Pole.

9. Network Provider's Maintenance Obligations. Network Provider shall own, maintain, repair, replace, modify, and operate its Network Nodes, Network Provider Poles and related equipment at its sole expense and responsibility. To facilitate Network Provider's undertaking hereunder, City grants to Network Provider a non-exclusive, non-transferable right of access to Network Provider Poles to operate and maintain the Network Nodes, Network Provider Poles and related equipment, subject to the requirements of the City's Right-of-Way Management Ordinance.

10. Removal and Relocation of Nodes. Network Provider shall relocate its Network Nodes at its own expense to an alternative location made available by the City, and acceptable to Network Provider, not later than one hundred eighty (180) days after receiving written notice from the City that removal or relocation of the Network Provider Pole is necessary due to construction, expansion, repair, relocation, or maintenance of a street or other public improvement project.

11. Amendment of Approved Nodes. Network Provider is authorized to request amendments to Exhibits A and B, including requests to delete Approved Node locations, where no Nodes were constructed at those locations or where Nodes have been removed, and to add additional Approved Node locations, at any time during the Term of this Agreement; provided, however, City Council approval shall be required for these amendments except where an additional Approved Node complies with the specification and concealment measures in Exhibit B and is proposed at a location that the City Administrator has approved and to which no adjacent property owner has objected.

12. Termination. This Agreement may be terminated prior to the expiration of its term by either Party upon written notice to the other Party, if such other Party materially breaches any provision of this Agreement and the breach is not cured within sixty (60) days after receipt of such notice of the breach from the non-breaching Party, or, if the breach cannot reasonably be remedied in such time, if the failing Party does not commence a remedy within such time and diligently pursue the cure to completion.

13. Non-compliance of Approved Nodes. In the event any Approved Node installed in the City is found to be non-compliant with the terms of this Agreement or the City's Right-of-Way Management Ordinance, the City shall provide notice of such noncompliance to Network Provider in accordance with this Agreement and Network Provider shall correct such noncompliance within 30 days or respond to the City in writing with an estimate of the time required to complete any work necessary to correct the noticed violation. Failure to correct the noticed violation(s) within 30 days from the date of the notice may result in a citation issued by law enforcement to Network Provider or other action by the City pursuant to the City's Right-of-Way Management Ordinance.

14. Collocation. Collocation on City Service Poles, to the extent such poles exist, is not authorized under this Agreement. This section is not intended to prevent collocation of the utility poles.

15. No Interference with Network Nodes. Network Provider acknowledges that it has received and reviewed the Right-of-Way Management Ordinance and that this Agreement does not waive any City Code requirements except the requirement to apply for a construction permit and land use approval under the City's Right-of-Way Management Ordinance for Approved Nodes. Pursuant to Section 284.301 of the Texas Local Government Code, Network Provider agrees that none of the provisions in this Agreement materially interfere with the use of Network Provider's Network Nodes.

16. Governmental Immunity; Limitation on Liability. This Agreement serves in lieu of certain permits and land use approvals that would otherwise be issued by the City and Network Provider agrees and acknowledges that this Agreement does not impose any liability on the City, its officers, employees or agents, for any damage to any equipment or other property owned, installed or maintained by Network Provider pursuant to this Agreement. Nothing in this Agreement is intended to waive any governmental immunity to which the City is entitled.

17. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Texas and applicable federal laws. Venue shall lie exclusively in Harris County, Texas.

18. No Waiver. None of the material provisions of this Agreement may be waived or modified except expressly in writing signed by Network Provider and the City. Failure of either Party to require the performance of any term in this Agreement or the waiver by either Party of any breach thereof shall not prevent subsequent enforcement of this term and shall not be construed or deemed a waiver of any subsequent breach.

19. Notices. Notices required by this Agreement may be given by certified mail by depositing the same in the United States mail or with a commercial courier. Either Party shall have the right by giving written notice to the other, to change the address at which its notices are to be received. Until any such change is made, notices shall be delivered as follows:

If to the City:

City of Piney Point Village

\_\_\_\_\_

Attn: City Administrator

With a copy to:

Olson & Olson

2727 Allen Pkwy, Ste 600

Houston, TX 77019

Attn: David Olson

If to Network Provider:

GTE MOBILNET SOUTH TEXAS LP

d/b/a Verizon Wireless

180 Washington Valley Road

Bedminster, New Jersey 07921

Attention: Network Real Estate

With a copy to:

GTE MOBILNET SOUTH TEXAS LP

d/b/a Verizon Wireless

600 Hidden Ridge

Irving, TX 75038

Attention: Legal Department

Notices shall be deemed effective upon delivery or refusal of delivery.

20. Counterparts and Electronic Copies. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original for all purposes, but all such counterparts shall together constitute but one and the same instrument. A scanned or electronically reproduced copy of this fully executed Agreement shall have the same legal effect as an original signed version of this Agreement.

21. Severability. If one or more provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, all other provisions will remain unaffected and shall be deemed to be in full force and effect. If any provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally intended by the Parties.

22. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns, and shall not be modified except by an express written agreement signed by a duly authorized representative of both Parties.

23. Force Majeure. Neither Party shall be responsible for delays in the performance of its obligations caused by events beyond the Party's reasonable control, including, but not limited to, acts of God.
24. Exhibits. All exhibits to this Agreement are hereby made a part hereof as if fully set out herein.
25. Entire Agreement. This Agreement embodies the complete agreement of the Parties, superseding all oral or written previous and contemporary agreements between the Parties relating to this Agreement.
26. Authority to Execute. Any individual executing this Agreement on behalf of a Party represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such Party, and this Agreement is binding upon such Party in accordance with its terms.
27. Parties in Interest. This Agreement shall be for the sole and exclusive benefit of the Parties and shall not be construed to confer any benefit or right upon any third party. This Agreement is for the sole benefit of, and may be enforced only by, the Parties to this Agreement. No other third party shall have standing to enforce any provision of this Agreement.
28. Remedies. In the event of any breach of the terms of this Agreement by the either Party, the non-breaching Party shall be entitled to pursue any and all legal and equitable rights and remedies permitted by applicable law.
29. Amendments. Subject to minor modifications by the City Administrator expressly authorized under this Agreement, this Agreement can only be amended by mutual written agreement of the Parties following approval of such amendment by City Council.
30. Assignment. Network Provider may, upon 30 days advance written notice to the City, assign or transfer its rights arising under this Agreement, provided such assignment requires the assignee to assume all the duties and obligations of Network Provider under this Agreement, to any corporation, partnership or other entity which (i) is controlled by, controlling or under common control with Network Provider, (ii) shall merge or consolidate with or into Network Provider, (iii) shall succeed to all or substantially all the assets, property and business of Network Provider to which this Agreement relate, or (iv) any affiliate or subsidiary or other party as may be required in connection with any offering, merger, acquisition, recognized security exchange or financing. Under all other circumstances, such assignment or transfer shall require the City's written consent, which consent shall not be unreasonably withheld, delayed or conditioned.
31. Relationship of the Parties. Each Party shall be considered an independent contractor, and no party nor any affiliate of any party shall be considered the agent, partner, fiduciary or employee of any other party, in its performance of any and all duties under any transactions contemplated by this Agreement. No party shall be deemed to have any fiduciary relationship to any other party.

*[Signatures on following page]*



IN WITNESS WHEREOF, the Parties have executed, or caused their respective duly authorized representatives to execute, this Agreement as of the day and year listed below.

CITY of PINEY POINT VILLAGE

\_\_\_\_\_  
Mayor

ATTEST:

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

NETWORK PROVIDER

\_\_\_\_\_  
GTE Mobilnet of South Texas, LP  
By:  
Title:

## **Exhibit A – Approved Node Location Listing and Map**

**Exhibit B – Approved Node Specifications and Concealment Measures**

**B-1: specifications for nodes collocated on utility poles**

**B-2: specifications for Network Provider Poles, including network nodes**

## Karen Farris

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**From:** David Olson <dolson@olsonllp.com>  
**Sent:** Tuesday, September 21, 2021 12:53 PM  
**To:** Cityadmin  
**Cc:** Mark Kobelan; Karen Farris  
**Subject:** RE: Verizon/Piney Point Agreement

Paul, the Verizon Node Deployment Agreement is same version that was negotiated over a year ago, with some minor additions requested by the City. I have no suggested revisions.

David W. Olson  
Olson & Olson, L.L.P.  
Wortham Tower, Suite 600  
2727 Allen Parkway  
Houston, TX 77019  
Ph: 713.533.3800  
Fx: 713.533.3888  
[dolson@olsonllp.com](mailto:dolson@olsonllp.com)

\*\*\*\*\*ATTENTION PUBLIC OFFICIALS\*\*\*\*\*

A "REPLY ALL" OF THIS EMAIL COULD LEAD TO VIOLATIONS OF THE TEXAS OPEN MEETINGS ACT. PLEASE REPLY ONLY TO SENDER.

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**From:** Cityadmin <cityadmin@pineypt.org>  
**Sent:** Wednesday, September 8, 2021 6:31 AM  
**To:** David Olson <dolson@olsonllp.com>  
**Cc:** Mark Kobelan <mark@ppvccouncil.org>; Karen Farris <citysec@pineypt.org>  
**Subject:** FW: Verizon/Piney Point Agreement

David,  
For your review and eventually City Council agenda(Sept. 27).  
Regards,  
Paul

Paul I.Davis  
Interim City Administrator  
City of Piney Point Village,Tx. 77063  
713-230-8703

---

**From:** Parker, Jacqueline Aiko <[jacqueline.parker@verizonwireless.com](mailto:jacqueline.parker@verizonwireless.com)>  
**Sent:** Tuesday, September 7, 2021 4:08 PM  
**To:** Cityadmin <[cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)>

Cc: Marisa Pratt <[Marisa.Pratt@verizonwireless.com](mailto:Marisa.Pratt@verizonwireless.com)>

Subject: Fwd: Verizon/Piney Point Agreement

Paul,

I hope all is well

Please let me know if you receive this attachment.

----- Forwarded message -----

From: Parker, Jacqueline Aiko <[jacqueline.parker@verizonwireless.com](mailto:jacqueline.parker@verizonwireless.com)>

Date: Wed, Aug 25, 2021 at 9:24 AM

Subject: Verizon/Piney Point Agreement

To: Paul Davis <[cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)>

Cc: Marisa Pratt <[Marisa.Pratt@verizonwireless.com](mailto:Marisa.Pratt@verizonwireless.com)>

Paul,

I hope all is well.

I have attached the revised agreement for your review and consideration.

If you are good with the added concealment language, our attorney will add the exhibits and we will route it for execution on our end.

If not, feel free to call me or add your redlines for our review and consideration.

Thank you and have a great week.



**Jacqueline Parker**

Principal Engineer, Real Estate  
Verizon - Central Gulf Coast  
14123 Cicero Road  
Houston, Texas 77095  
O 713 507 1670  
M 713 206 2707

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

**FROM:** Karen Farris, City Secretary

**MEETING DATE:** September 27, 2021

**SUBJECT:** Discuss and consider possible action on a request from Stillforest HOA to issue a permit to install a 3-3.5-foot-tall post that will be used to hold a power meter and connect to a CenterPoint electrical connection.

**Agenda Item: 10**

## Karen Farris

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**From:** Henry Kollenberg <henry@ppvouncil.org>  
**Sent:** Tuesday, September 21, 2021 11:57 AM  
**To:** Mark Kobelan; Karen Farris  
**Cc:** Dale Dodds  
**Subject:** Fwd: Permit for power meter & pole - Stillforest  
**Attachments:** From centerpoitn - utility pole - marked.pdf

----- Forwarded message -----

**From:** Jonathan Finger <[jonfinger@fingerinterests.com](mailto:jonfinger@fingerinterests.com)>  
**Date:** Mon, Sep 20, 2021 at 5:32 PM  
**Subject:** Permit for power meter & pole - Stillforest  
**To:** Henry Kollenberg <[henry@ppvouncil.org](mailto:henry@ppvouncil.org)>, Annette Arriaga ([bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)) <[bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)>  
**Cc:** Don Jones <[donpjones@gmail.com](mailto:donpjones@gmail.com)>, Dale Dodds ([dale@ppvouncil.org](mailto:dale@ppvouncil.org)) <[dale@ppvouncil.org](mailto:dale@ppvouncil.org)>

Dear Henry:

I am writing to request that city council consider a request at its next meeting on September 27th from the Stillforest HOA to issue a permit for us to install a 3 to 3.5 foot tall post that will be used to hold a power meter and connect to a centerpoint electrical connection.

The electrical connection from this new power meter will be used to electrify a Flock security camera located at the entrance of Stillforest (near Memorial drive).

The new post and electrical meter will be located about 3 feet to the east of an existing Comcast power panel which is next to a sidewalk along Memorial drive. The nearest street address for the electrical post and meter is currently 11439 Memorial Drive.

A photo of the existing Comcast power panel is attached to this email. As noted, the new post and meter will be about 3 feet east of the Comcast panel, and will be on the same side of the sidewalk as the comcast panel.

The black "X" is where the 3 foot pole and meter will be installed. The black dot is the approximate location of the security camera to be electrified with this power meter. Sorry for the poor artwork.

Let me know if you have any questions.

Best regards,

Jon Finger  
Stillforest HOA

Office Address

Jonathan S. Finger  
Partner  
Finger Interests, Ltd.



2001 Kirby Drive, Suite 1300  
Houston, TX 77019

[jonfinger@fingerinterests.com](mailto:jonfinger@fingerinterests.com)

713-621-7536 (w)

713-621-7552 (fax)

713-962-9809 (cell)

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Google

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss updates on Specific Use Permits.

Agenda Item: 11

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on non-residential permit fees.

Agenda Item: 12

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on the Audit process.

Agenda Item: 13

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on designating a representative and an alternate to HGAC's 2022 General Assembly.

Agenda Item: 14



**HOUSTON – GALVESTON AREA COUNCIL**  
**OFFICE OF THE EXECUTIVE DIRECTOR**

**To: Mayors – General Law Cities**  
**Subject: 2022 General Assembly Designations**  
**From: Chuck Wemple**  
**Date: September 1, 2021**

As we approach 2022, the Houston-Galveston Area Council will be entering its 56<sup>th</sup> year of public service. We continue to explore new opportunities to better serve our members through ever evolving programs and innovative services. The General Assembly and Board of Directors are vitally instrumental in the agency's course of action during these unprecedented times. As Mayor, you have the opportunity to play a unique role in our future by designating the City Councilmembers that will represent your city at the annual gathering of our General Assembly.

I've attached a form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body. Please return the completed form by email to [laura.parker@h-gac.com](mailto:laura.parker@h-gac.com).

A dinner meeting of General Law city representatives is scheduled for the evening of November 4, 2021. At that meeting, your 2021 General Law Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2022.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form **by October 29**.

If more information concerning General Assembly membership would be useful, please contact me at 713-993-4514 or Rick Guerrero at 713-993-4598. Thank you again for your city's continuing participation and support for the Houston-Galveston Area Council.

Sincerely,

Chuck Wemple

CW/cj

Attachment  
cc: City Secretary

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE  
HOUSTON-GALVESTON AREA COUNCIL  
2022 GENERAL ASSEMBLY**

\*\*\*\*\*

**BE IT RESOLVED**, by the Mayor and City Council of \_\_\_\_\_,  
Texas, that \_\_\_\_\_ be, and is hereby designated as  
its Representative to the **GENERAL ASSEMBLY** of the Houston-Galveston Area  
Council for the year 2022.

**FURTHER**, that the Official Alternate authorized to serve as the voting representative  
should the hereinabove named representative become ineligible, or should he/she  
resign, is \_\_\_\_\_.

**THAT** the Executive Director of the Houston-Galveston Area Council be notified of the  
designation of the hereinabove named representative and alternate.

**PASSED AND ADOPTED**, this \_\_\_\_\_ day of \_\_\_\_\_,  
2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_



## Karen Farris

---

**From:** Parker, Laura <Laura.Parker@h-gac.com>  
**Sent:** Wednesday, September 1, 2021 5:13 PM  
**To:** Parker, Laura  
**Subject:** 2022 H-GAC General Assembly Designations  
**Attachments:** 2022 GL\_Des Memo.pdf; 2022 HR-GL\_Des Form.pdf; 2021 H-GAC Annual Report.pdf

Good Afternoon General Law Cities,

It is that time of year again to make your General Assembly designations. Please find attached a memo from H-GAC Executive Director Chuck Wemple regarding your 2022 General Assembly designations and a designation form for your use.

For more information about our services and programs, you can read H-GAC's Annual Report which is also attached. Should you have any questions, please do not hesitate to contact us.

Sincerely,

**LAURA PARKER**  
*Senior Government Relations Coordinator*  
Houston-Galveston Area Council  
3555 Timmons Lane, Suite 120  
Houston, TX 77027  
Mailing Address: P.O. Box 22777  
Houston, TX 77227  
Direct | 713-993-4573  
h-gac.com

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on Resolution No. 2021.09.27C  
nomination of a Harris County Appraisal District Board Member.

Agenda Item: 15

Mike Sullivan  
Chairman, Harris County Appraisal District  
4811 Shore Hills Dr.  
Kingwood, TX 77345  
(512) 501-1555 Mobile  
[Mike@MikeSullivan.me](mailto:Mike@MikeSullivan.me)

September 14, 2021

The Honorable Mark Kobelan  
Mayor, City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, TX 77063

Re: Harris County Appraisal District Board of Directors

Dear Mayor Kobelan:

It has been an honor to serve as your representative on the Harris County Appraisal District Board of Directors. Of the six Directors, I was elected to serve “cities and towns other than Houston”, and I take that responsibility seriously. My term ends December 31<sup>st</sup>, 2021, and I am writing to ask you and your city to pass a Resolution nominating me to serve another two-year term.


During my time on the HCAD board, I have worked hard to ensure that your voice was heard, that budgets are kept in check, and to keep you updated with data, timelines, and maps. Going forward, I pledge to do the same, and to be accessible to you, your city council, and city staff.

HCAD mailed a packet to your city, and in it were details as to the nomination process, timelines, and a sample Resolution for your use. However, I want to highlight that nominations (by Resolution) are due by October 15, 2021. If unable to locate the HCAD packet, please let me know and I will have another sent to you.

I respectfully request that you and your city council nominate me for another two-year term on the HCAD Board of Directors. My previous service on the Board, as Harris County Tax Assessor-Collector, and in the private sector have given me broad experiences that translate to important and effective service on the board.

Please contact me if you have any questions, or if I can answer any questions.

Yours truly,



Mike Sullivan,  
Chairman, Harris County Appraisal District

*(Not printed or mailed at taxpayer expense)*



**Harris County Appraisal District**  
Interoffice Memorandum  
**OFFICE OF CHIEF APPRAISER**

---

TO: PRESIDING OFFICERS OF TAXING UNITS  
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: SEPTEMBER 1, 2021

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2021. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2022.

**Functions of the Board**

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. This board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals. There is no compensation for service on the appraisal district board of directors; however, directors are reimbursed for travel expenses if incurred. The board of directors typically meets once a month.

**Participating Units**

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981. The method of selection was modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts and has been modified to provide a voting entitlement for junior college districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:

- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.

- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the boards of trustees of the school districts other than Houston Independent School District and by boards of directors of the junior colleges with territory in Harris County. Each school district board casts a single vote. The junior college districts collectively cast a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the governing bodies of the conservation and reclamation districts that participate in the appraisal district. Each body casts a single vote. The candidate who receives the most votes is elected.

In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve *ex officio* in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2021, are:

- Mike Sullivan, Chairman, representing cities & towns, except City of Houston
- Martina Lemond Dixon, Assistant Secretary, representing junior college districts and school districts other than Houston ISD
- Al Odom, Member, representing City of Houston
- Jim Robinson, Member, representing Harris County
- Elizabeth Santos, Member, representing Houston ISD
- Jonathan Cowen, Member, representing conservation and reclamation districts

### **Eligibility Requirements**

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

**Residency:** The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

**Employment:** An employee of a taxing unit served by the appraisal district may not serve, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years.

**Conflict-of-interest:** A candidate may not serve if the candidate is related to a person who is in the business of appraising property or representing property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity

(blood) or affinity (marriage). These persons include: spouse; children; brothers and sisters; parents; grandparents; and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or by the third degree of consanguinity. This provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

**Delinquent taxes:** Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

### **Selection Procedures**

The procedures for selecting members of the board of directors for the two-year term beginning January 1, 2022, are as follows:

#### **For Cities and Towns Other Than the City of Houston**

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

#### **Nomination**

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than **October 15, 2021**. The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.

#### **Election**

Before **October 30, 2021**, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each city or town.

**Prior to December 15, 2021**, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes and submit a certified copy to the chief appraiser. *Ballots received by the chief appraiser after December 15 may not be counted.*

**Prior to December 20, 2021**, the chief appraiser will count the votes, declare the results, and notify the winner, the nominees and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

**For Junior Colleges and School Districts other than  
The Houston Independent School District**

With the exception described below for junior college districts, exactly the same procedure described for cities and towns above applies to the selection of the member who represents junior college districts and school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above. The four junior college districts with territory in Harris County may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges. However, the junior college districts collectively have the same voting authority as a single school district. See Sec. 6.031(b-1), Tax Code. The boards of trustees of junior college districts may each nominate a candidate following the deadlines and procedures described above. However, the four junior colleges collectively have a single vote in the election. Each board of trustees may cast a vote by resolution and file the resolution with the chief appraiser. The collective vote will be automatically cast for the candidate who receives the most votes from among the junior colleges. As an example, if one candidate receives three votes and another receives one vote, the junior colleges will be deemed to have collectively cast their vote for the candidate who received the three votes.

**For Conservation and Reclamation Districts**

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

The conservation and reclamation districts that participate in the appraisal district may cast a single vote. The candidate who receives the most votes is elected.

**For Harris County, the City of Houston  
And the Houston Independent School District**

**By December 15, 2021**, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:

Roland Altinger  
Chief Appraiser  
Harris County Appraisal District  
13013 Northwest Freeway  
P. O. Box 920975  
Houston, Texas 77292-0975

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5274

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Altinger". The signature is written in a cursive, flowing style.

Roland Altinger, RPA  
Chief Appraiser

Attachments

Cc: HCAD Board Members  
Tax Assessor  
Attorneys



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF \_\_\_\_\_ TEXAS, NOMINATING  
A CANDIDATE FOR A POSITION ON THE BOARD  
OF DIRECTORS OF THE HARRIS COUNTY  
APPRAISAL DISTRICT

WHEREAS, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2022, and extending through December 31, 2023; and

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

BE IT RESOLVED BY THE CITY COUNCIL OF \_\_\_\_\_

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

Section 2. That \_\_\_\_\_ (name), \_\_\_\_\_  
\_\_\_\_\_ (address, zip code) \_\_\_\_\_ (phone  
number), be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2022.

Section 3. That the presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than October 15, 2021.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on a landscape proposal.

Agenda Item: 16

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on the Mayor's Monthly Report.

Agenda Item: 17

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on the City Administrator's Monthly Report.

Agenda Item: 18

- August 2021 Financials



# Piney Point Village TEXAS

## REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: AUGUST 31ST, 2021

### 10 -GENERAL FUND FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET YTD	BUDGET BALANCE
<b>REVENUE SUMMARY</b>					
TOTAL REVENUES	\$ 6,868,910.00	\$ 586,506.13	\$ 7,184,575.30	104.60	\$ (315,665.30)
<b>EXPENDITURE SUMMARY</b>					
PUBLIC SERVICE	\$ 4,056,357.00	\$ 292,941.73	\$ 2,849,396.82	70.25	\$ 1,206,960.18
CONTRACT SERVICES	\$ 453,000.00	\$ -	\$ 335,616.12	74.09	\$ 117,383.88
BUILDING	\$ 239,500.00	\$ 919.00	\$ 167,739.96	70.04	\$ 71,760.04
GENERAL GOVERNMENT	\$ 963,200.00	\$ 54,216.59	\$ 696,157.78	72.28	\$ 267,042.22
MUNICIPAL COURT	\$ 30,000.00	\$ 1,964.06	\$ 35,732.41	119.11	\$ (5,732.41)
PUBLIC WORKS MAINTENANCE	\$ 383,500.00	\$ 16,115.90	\$ 271,143.95	70.7	\$ 112,356.05
GOF CAPITAL OUTLAYS	\$ 1,920,896.00	\$ -	\$ 1,256,703.23	65.42	\$ 664,192.77
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,046,453.00</b>	<b>\$ 366,157.28</b>	<b>\$ 5,612,490.27</b>	<b>0.70</b>	<b>\$ 2,433,962.73</b>
REVENUES OVER/(UNDER) EXPENDITURES	\$ (1,177,543.00)	\$ 220,348.85	\$ 1,572,085.03		

check figure



# Piney Point Village TEXAS

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

10 - GENERAL FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET YTD	BUDGET BALANCE	check figure
<b>REVENUE SUMMARY</b>						
TAXES	\$ 5,787,210.00	\$ 83,686.19	\$ 5,981,210.07	103.35	\$ (194,000.07)	(0.00)
PERMITS & INSPECTIONS	357,000.00	48,795.05	370,936.81	103.90	(13,936.81)	-
COURT	100,000.00	5,734.95	40,489.20	40.49	59,510.80	-
INVESTMENT INCOME	50,000.00	64.79	1,073.83	2.15	48,926.17	-
AGENCIES & ALARMS	30,000.00	400.00	2,650.00	8.83	27,350.00	-
FRANCHISE REVENUE	408,200.00	21,137.74	245,780.23	60.21	162,419.77	-
DONATIONS & IN LIEU	136,500.00	426,687.41	542,435.16	397.39	(405,935.16)	-
<b>TOTAL REVENUES</b>	<b>\$ 6,868,910.00</b>	<b>\$ 586,506.13</b>	<b>\$ 7,184,575.30</b>	<b>104.60</b>	<b>\$ (315,665.30)</b>	-
<b>EXPENDITURE SUMMARY</b>						
<b>PUBLIC SERVICE</b>						
COMMUNITY	\$ 5,000.00	\$ -	\$ -	-	\$ 5,000.00	-
POLICE	2,036,481.00	169,248.00	1,528,737.00	75.07	507,744.00	-
MISCELLANEOUS	-	1,012.50	12,167.50	-	(12,167.50)	-
SANITATION COLLECTION	536,500.00	-	264,719.70	49.34	271,780.30	-
LIBRARY	1,500.00	-	-	-	1,500.00	-
STREET LIGHTING	15,000.00	858.23	8,277.13	55.18	6,722.87	-
FIRE	1,461,876.00	121,823.00	1,035,495.49	70.83	426,380.51	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 4,056,357.00</b>	<b>\$ 292,941.73</b>	<b>\$ 2,849,396.82</b>	<b>70.25</b>	<b>\$ 1,206,960.18</b>	-
<b>CONTRACT SERVICES</b>						
CONTRACT SERVICES	\$ 453,000.00	\$ -	\$ 335,616.12	74.09	\$ 117,383.88	-
<b>TOTAL CONTRACT SERVICES</b>	<b>\$ 453,000.00</b>	<b>\$ -</b>	<b>\$ 335,616.12</b>	<b>74.09</b>	<b>\$ 117,383.88</b>	-
<b>BUILDING</b>						
CONTRACT SERVICES	\$ -	\$ -	\$ 5,624.80	-	\$ (5,624.80)	-
BUILDING SERVICES	239,500.00	-	152,437.61	63.65	87,062.39	-
ADMIN EXPENSE	-	-	390	-	(390.00)	-
OFFICE EXPENSE	-	-	1,925.90	-	(1,925.90)	-
WAGES & BENEFITS	-	-	-	-	-	-
INSURANCE	-	919	7,361.65	-	(7,361.65)	-
<b>TOTAL BUILDING</b>	<b>\$ 239,500.00</b>	<b>\$ 919.00</b>	<b>\$ 167,739.96</b>	<b>70.04</b>	<b>\$ 71,760.04</b>	-
<b>GENERAL GOVERNMENT</b>						
CONTRACT SERVICES	\$ -	\$ -	\$ 8,105.76	-	\$ (8,105.76)	-
ADMIN EXPENSE	39,200.00	958.82	22,617.42	57.7	16,582.58	-
OFFICE EXPENSE	172,500.00	12,018.41	106,713.69	61.86	65,786.31	-
WAGES & BENEFITS	628,000.00	42,200.53	536,672.62	85.46	91,327.38	-
INSURANCE	123,500.00	(961.17)	22,048.29	17.85	101,451.71	-
INTERGOVERNMENTAL	-	-	-	-	-	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 963,200.00</b>	<b>\$ 54,216.59</b>	<b>\$ 696,157.78</b>	<b>72.28</b>	<b>\$ 267,042.22</b>	-
<b>MUNICIPAL COURT</b>						
CONTRACT SERVICES	\$ -	\$ -	\$ -	-	\$ -	-
ADMIN EXPENSE	-	-	334.83	-	(334.83)	-
OFFICE EXPENSE	-	385.08	1,160.76	-	(1,160.76)	-
WAGES & BENEFITS	-	-	-	-	-	-
INSURANCE	-	695.72	12,113.18	-	(12,113.18)	-
COURT OPERATIONS	30,000.00	883.26	22,123.64	73.75	7,876.36	-
<b>TOTAL MUNICIPAL COURT</b>	<b>\$ 30,000.00</b>	<b>\$ 1,964.06</b>	<b>\$ 35,732.41</b>	<b>119.11</b>	<b>\$ (5,732.41)</b>	-
<b>PUBLIC WORKS MAINTENANCE</b>						
CONTRACT SERVICES	\$ -	\$ -	\$ -	-	\$ -	-
ADMIN EXPENSE	-	529.82	2,954.52	-	(2,954.52)	-
OFFICE EXPENSE	-	-	184.76	-	(184.76)	-
WAGES & BENEFITS	-	-	-	-	-	-
INSURANCE	-	1,733.78	21,347.64	-	(21,347.64)	-
PUBLIC WORKS OPERATIONS	383,500.00	13,852.30	246,657.03	64.32	136,842.97	-

<b>TOTAL PUBLIC WORKS MAINTENANCE</b>	\$	383,500.00	\$	16,115.90	\$	271,143.95	70.7	\$	112,356.05	-
<b>GOF CAPITAL OUTLAYS</b>										
OTHER EXPENSES	\$	337,304.00	\$	-	\$	355,160.21	105.29	\$	(17,856.21)	-
OTHER EXPENSES		1,583,592.00		-		901,543.02	56.93		682,048.98	-
<b>TOTAL GOF CAPITAL OUTLAYS</b>	\$	1,920,896.00	\$	-	\$	1,256,703.23	65.42	\$	664,192.77	-
<b>TOTAL EXPENDITURES</b>	\$	<b>8,046,453.00</b>	\$	<b>366,157.28</b>	\$	<b>5,612,490.27</b>	<b>0.70</b>	\$	<b>2,433,962.73</b>	-
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$	<b>(1,177,543.00)</b>	\$	<b>220,348.85</b>	\$	<b>1,572,085.03</b>				

**City of Piney Point Village  
Monthly Tax Office Report  
August 31, 2021**

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

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A. Current Taxable Value \$ 2,736,052,745

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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	\$ -	\$ 6,254,063.32
Carryover Balance	-	259,611.44	259,611.44
Adjustments	726,701.57	20,701.00	747,402.57
Adjusted Levy	6,980,764.89	280,312.44	7,261,077.33
Less Collections Y-T-D	6,920,718.52	123,974.56	7,044,693.08
Receivable Balance	\$ 60,046.37	\$ 156,337.88	\$ 216,384.25

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C. COLLECTION RECAP:

Current Month:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax	\$ 11,484.13	\$ (120.53)	\$ 11,363.60
Penalty & Interest	51.04	278.31	329.35
Attorney Fees	-	235.60	235.60
Other Fees	-	-	-
Total Collections	\$ 11,535.17	\$ 393.38	\$ 11,928.55

Year-To-Date:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax:	\$ 6,920,718.52	\$ 123,974.56	\$ 7,044,693.08
Penalty & Interest	26,278.27	47,308.60	73,586.87
Attorney Fees	4,327.56	3,051.58	7,379.14
Other Fees	373.53	8,443.87	8,817.40
Total Collections	\$ 6,951,697.88	\$ 182,778.61	\$ 7,134,476.49

Percent of Adjusted Levy	99.58%	102.20%
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**MONTHLY TAX OFFICE REPORT**  
**Tax A/R Summary by Year**  
**August 31, 2021**

YEAR	BEGINNING BALANCE AS OF 12/31/2020	ADJUSTMENTS	COLLECTIONS	RECEIVABLE BALANCE AS OF 8/31/21
2019	\$ 62,289.97	\$ 4,132.48	\$ 27,510.91	\$ 38,911.54
18	32,827.45	8,704.85	19,089.29	22,443.01
17	18,998.39	7,909.73	17,512.65	9,395.47
16	17,824.69	-	8,720.19	9,104.50
15	17,894.67	-	7,917.71	9,976.96
14	18,424.08	-	7,188.18	11,235.90
13	14,151.07	-	3,630.00	10,521.07
12	11,751.79	-	3,016.59	8,735.20
11	9,318.42	-	3,045.66	6,272.76
10	9,145.21	(1.38)	3,045.66	6,098.17
09	9,141.92	-	3,045.66	6,096.26
08	8,767.71	-	2,917.26	5,850.45
07	8,462.68	-	2,647.94	5,814.74
06	8,152.59	-	2,543.86	5,608.73
05	2,687.68	-	2,612.55	75.13
04	2,510.18	-	2,446.23	63.95
03	2,490.91	-	2,446.23	44.68
02	2,476.24	-	2,431.56	44.68
01	2,251.11	-	2,206.43	44.68
00	44.68	(44.68)	-	-
1999	-	-	-	-
	<u>\$ 259,611.44</u>	<u>\$ 20,701.00</u>	<u>\$ 123,974.56</u>	<u>\$ 156,337.88</u>

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	2,901,876.88	( 175,486.18)	729,277.45	3,631,154.33
10-1101	Cash- GF Texpool	1,926,058.06	56,256.61	( 1,371,751.32)	554,306.74
10-1105	Cash with Amegy	0.00	0.00	0.00	0.00
10-1108	Cash with Agent	517,073.82	0.00	0.00	517,073.82
10-1120	Cash-Texas Class	1,266,696.11	54.45	683.09	1,267,379.20
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	211,633.93	0.00	0.00	211,633.93
10-1204	Property Tax Receivable-CY	3,432,434.53	0.00	0.00	3,432,434.53
10-1205	Other Receivables	21,484.69	0.00	0.00	21,484.69
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>10,301,445.75</b>	<b>( 119,175.12)</b>	<b>( 641,790.78)</b>	<b>9,659,654.97</b>
		=====	=====	=====	=====

<b>LIABILITIES</b>					
10-2001	Accounts Payable	107,127.09	( 361,881.89)	( 113,823.79)	( 6,696.70)
10-2002	Other Accrued Liabilities	1,953.89	0.00	0.00	1,953.89
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	( 5,382.42)	496.95	( 3,393.33)	( 8,775.75)
10-2062	TMRS Payable	159.04	( 0.01)	( 7,290.71)	( 7,131.67)
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	7,206.89	( 5,246.55)	( 3,547.07)	3,659.82
10-2107	Due To OMNI Base	3,983.73	37.08	619.08	4,602.81
10-2108	RESTITUTION	( 270.00)	0.00	0.00	( 270.00)
10-2109	Due from other fund	( 348,914.48)	0.00	0.00	( 348,914.48)
10-2110	Bond Payable - FAST	6,709.05	70.00	486.00	7,195.05
10-2111	Other Accrued Liabilities	0.00	0.00	0.00	0.00
10-2130	Deferred Revenue-Property Tax	211,633.93	0.00	( 2,094,929.58)	( 1,883,295.65)
10-2131	Other Deferred Revenue	20,450.83	0.00	0.00	20,450.83
10-2302	Due to State-CJ Fee	331.23	0.45	3.59	334.82
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	149,485.00	27,000.00	8,000.00	157,485.00

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
10-2405	P&Z Deposit	0.00	0.00	0.00	0.00
10-2500	Accrued Wages	21,771.31	0.00	0.00	21,771.31
10-2501	Gordon Estate Bond	0.00	0.00	0.00	0.00
10-2601	Construction Retainage Payable	154,182.27	0.00	0.00	154,182.27
10-2701	Deferred Taxes	0.00	0.00	0.00	0.00
10-2702	Deferred Revenue-Alarm Fees	0.00	0.00	0.00	0.00
10-2703	Deferred Franchise Taxes	0.00	0.00	0.00	0.00
10-2704	Unearned Revenue-CY Prop Taxes	5,641,983.23	0.00	0.00	5,641,983.23
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	5,972,382.45	( 339,523.97)	( 2,213,875.81)	3,758,506.64
<b>FUND EQUITY</b>					
10-3000	Fund Balance	726,631.20	0.00	0.00	726,631.20
10-3003	Fund Balance	3,602,432.10	0.00	0.00	3,602,432.10
10-3900	Earnings	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	4,329,063.30	0.00	0.00	4,329,063.30
	TOTAL REVENUES	0.00	586,506.13	7,184,575.30	7,184,575.30
	TOTAL EXPENSES	0.00	366,157.28	5,612,490.27	5,612,490.27
	INCREASE/(DECREASE) IN FUND BAL.	0.00	220,348.85	1,572,085.03	1,572,085.03
	TOTAL LIABILITIES, EQUITY & FUND BAL.	10,301,445.75	( 119,175.12)	( 641,790.78)	9,659,654.97

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,787,210.00	83,686.19	5,981,210.07	103.35 (	194,000.07)
PERMITS & INSPECTIONS	357,000.00	48,795.05	370,936.81	103.90 (	13,936.81)
COURT	100,000.00	5,734.95	40,489.20	40.49	59,510.80
INVESTMENT INCOME	50,000.00	64.79	1,073.83	2.15	48,926.17
AGENCIES & ALARMS	30,000.00	400.00	2,650.00	8.83	27,350.00
FRANCHISE REVENUE	408,200.00	21,137.74	245,780.23	60.21	162,419.77
DONATIONS & IN LIEU	136,500.00	426,687.41	542,435.16	397.39 (	405,935.16)
<b>TOTAL REVENUES</b>	<b>6,868,910.00</b>	<b>586,506.13</b>	<b>7,184,575.30</b>	<b>104.60 (</b>	<b>315,665.30)</b>
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	5,000.00	0.00	0.00	0.00	5,000.00
POLICE	2,036,481.00	169,248.00	1,528,737.00	75.07	507,744.00
MISCELLANEOUS	0.00	1,012.50	12,167.50	0.00 (	12,167.50)
SANITATION COLLECTION	536,500.00	0.00	264,719.70	49.34	271,780.30
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	15,000.00	858.23	8,277.13	55.18	6,722.87
FIRE	1,461,876.00	121,823.00	1,035,495.49	70.83	426,380.51
<b>TOTAL PUBLIC SERVICE</b>	<b>4,056,357.00</b>	<b>292,941.73</b>	<b>2,849,396.82</b>	<b>70.25</b>	<b>1,206,960.18</b>
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	453,000.00	0.00	335,616.12	74.09	117,383.88
<b>TOTAL CONTRACT SERVICES</b>	<b>453,000.00</b>	<b>0.00</b>	<b>335,616.12</b>	<b>74.09</b>	<b>117,383.88</b>
<u>BUILDING</u>					
CONTRACT SERVICES	0.00	0.00	5,624.80	0.00 (	5,624.80)
BUILDING SERVICES	239,500.00	0.00	152,437.61	63.65	87,062.39
ADMIN EXPENSE	0.00	0.00	390.00	0.00 (	390.00)
OFFICE EXPENSE	0.00	0.00	1,925.90	0.00 (	1,925.90)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	919.00	7,361.65	0.00 (	7,361.65)
<b>TOTAL BUILDING</b>	<b>239,500.00</b>	<b>919.00</b>	<b>167,739.96</b>	<b>70.04</b>	<b>71,760.04</b>
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	0.00	0.00	8,105.76	0.00 (	8,105.76)
ADMIN EXPENSE	39,200.00	958.82	22,617.42	57.70	16,582.58
OFFICE EXPENSE	172,500.00	12,018.41	106,713.69	61.86	65,786.31
WAGES & BENEFITS	628,000.00	42,200.53	536,672.62	85.46	91,327.38
INSURANCE	123,500.00 (	961.17)	22,048.29	17.85	101,451.71
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>963,200.00</b>	<b>54,216.59</b>	<b>696,157.78</b>	<b>72.28</b>	<b>267,042.22</b>

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	0.00	0.00	334.83	0.00 (	334.83)
OFFICE EXPENSE	0.00	385.08	1,160.76	0.00 (	1,160.76)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	695.72	12,113.18	0.00 (	12,113.18)
COURT OPERATIONS	30,000.00	883.26	22,123.64	73.75	7,876.36
TOTAL MUNICIPAL COURT	30,000.00	1,964.06	35,732.41	119.11 (	5,732.41)
<u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	0.00	529.82	2,954.52	0.00 (	2,954.52)
OFFICE EXPENSE	0.00	0.00	184.76	0.00 (	184.76)
WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00	1,733.78	21,347.64	0.00 (	21,347.64)
PUBLIC WORKS OPERATIONS	383,500.00	13,852.30	246,657.03	64.32	136,842.97
TOTAL PUBLIC WORKS MAINTENANCE	383,500.00	16,115.90	271,143.95	70.70	112,356.05
<u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	337,304.00	0.00	355,160.21	105.29 (	17,856.21)
OTHER EXPENSES	1,583,592.00	0.00	901,543.02	56.93	682,048.98
TOTAL GOF CAPITAL OUTLAYS	1,920,896.00	0.00	1,256,703.23	65.42	664,192.77
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 1,177,543.00)	220,348.85	1,572,085.03		( 2,749,628.03)

10 -GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue (M&O)	5,557,210.00	56,246.27	5,765,542.63	103.75 (	208,332.63)
10-4150 State Comptroller (Sales Tax)	230,000.00	27,439.92	215,667.44	93.77	14,332.56
TOTAL TAXES	5,787,210.00	83,686.19	5,981,210.07	103.35 (	194,000.07)
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,500.00	0.00	4,550.00	130.00 (	1,050.00)
10-4204 Code Enforcement Citations	500.00	0.00	0.00	0.00	500.00
10-4205 Contractor Registration	12,000.00	900.00	8,130.00	67.75	3,870.00
10-4206 Drainage Reviews	40,000.00	4,950.00	28,500.00	71.25	11,500.00
10-4207 Permits/Insp Fees - Other	300,000.00	42,445.05	328,256.81	109.42 (	28,256.81)
10-4208 Board of Adjustment Fees	1,000.00	500.00	1,500.00	150.00 (	500.00)
TOTAL PERMITS & INSPECTIONS	357,000.00	48,795.05	370,936.81	103.90 (	13,936.81)
<u>COURT</u>					
10-4300 Court Fines	100,000.00	5,447.45	38,635.30	38.64	61,364.70
10-4301 Building Security Fund	0.00	100.62	648.86	0.00 (	648.86)
10-4302 Truancy Prevention	0.00	102.68	662.11	0.00 (	662.11)
10-4303 Local Municipal Tech Fund	0.00	82.14	529.68	0.00 (	529.68)
10-4304 Local Municipal Jury Fund	0.00	2.06	13.25	0.00 (	13.25)
TOTAL COURT	100,000.00	5,734.95	40,489.20	40.49	59,510.80
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	50,000.00	64.79	1,073.83	2.15	48,926.17
TOTAL INVESTMENT INCOME	50,000.00	64.79	1,073.83	2.15	48,926.17
<u>AGENCIES &amp; ALARMS</u>					
10-4501 Agencies	0.00	0.00	0.00	0.00	0.00
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	30,000.00	400.00	2,650.00	8.83	27,350.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	30,000.00	400.00	2,650.00	8.83	27,350.00
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	75,000.00	20,053.11	59,493.46	79.32	15,506.54
10-4605 Power/Electric	272,000.00	0.00	180,081.56	66.21	91,918.44
10-4606 Franchise Fees-Gas	26,000.00	0.00	0.00	0.00	26,000.00
10-4607 Franchise Fees/Telephone	35,000.00	964.93	5,845.68	16.70	29,154.32
10-4608 Franchise Fees/Wireless Comm	200.00	119.70	359.53	179.77 (	159.53)
TOTAL FRANCHISE REVENUE	408,200.00	21,137.74	245,780.23	60.21	162,419.77
<u>DONATIONS &amp; IN LIEU</u>					
10-4702 Kinkaid School Contribution	0.00	0.00	0.00	0.00	0.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	0.00	0.00	136,000.00
10-4704 Intergovernmental Revenues	0.00	426,687.41	542,060.16	0.00 (	542,060.16)
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 Misc Income (Cheska St. 2019)	500.00	0.00	375.00	75.00	125.00

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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	136,500.00	426,687.41	542,435.16	397.39 (	405,935.16)
<b>TOTAL REVENUES</b>	<b>6,868,910.00</b>	<b>586,506.13</b>	<b>7,184,575.30</b>	<b>104.60 (</b>	<b>315,665.30)</b>

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 PUBLIC SERVICE

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL COMMUNITY	5,000.00	0.00	0.00	0.00	5,000.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,979,981.00	164,998.00	1,490,487.00	75.28	489,494.00
10-510-5011 MVPD - AUTO REPLACEMENT	51,000.00	4,250.00	38,250.00	75.00	12,750.00
10-510-5012 MVPD CAPITAL EXPENDITURE	5,500.00	0.00	0.00	0.00	5,500.00
TOTAL POLICE	2,036,481.00	169,248.00	1,528,737.00	75.07	507,744.00
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	1,012.50	12,167.50	0.00	( 12,167.50)
TOTAL MISCELLANEOUS	0.00	1,012.50	12,167.50	0.00	( 12,167.50)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	525,000.00	0.00	259,529.10	49.43	265,470.90
10-510-5031 SANITATION FUEL CHARGE	11,500.00	0.00	5,190.60	45.14	6,309.40
TOTAL SANITATION COLLECTION	536,500.00	0.00	264,719.70	49.34	271,780.30
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	15,000.00	858.23	8,277.13	55.18	6,722.87
TOTAL STREET LIGHTING	15,000.00	858.23	8,277.13	55.18	6,722.87
<u>FIRE</u>					
10-510-5060 Villages Fire Department	1,461,876.00	121,823.00	1,035,495.49	70.83	426,380.51
10-510-5070 Contribution to Fire Dept	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	1,461,876.00	121,823.00	1,035,495.49	70.83	426,380.51
TOTAL PUBLIC SERVICE	4,056,357.00	292,941.73	2,849,396.82	70.25	1,206,960.18



CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 CONTRACT SERVICES

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	30,000.00	0.00	26,685.00	88.95	3,315.00
10-520-5103 Engineering	200,000.00	0.00	161,576.66	80.79	38,423.34
10-520-5104 Legal	90,000.00	0.00	89,491.50	99.44	508.50
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	31,634.00	52.72	28,366.00
10-520-5107 Animal Control	1,000.00	0.00	1,831.94	183.19 (	831.94)
10-520-5108 IT Hardware/Software & Support	50,000.00	0.00	14,877.02	29.75	35,122.98
10-520-5110 Mosquito Control	22,000.00	0.00	9,520.00	43.27	12,480.00
TOTAL CONTRACT SERVICES	453,000.00	0.00	335,616.12	74.09	117,383.88
TOTAL CONTRACT SERVICES	453,000.00	0.00	335,616.12	74.09	117,383.88

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
BUILDING

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
10-530-5108 Information Technology	0.00	0.00	5,624.80	0.00	( 5,624.80)
TOTAL CONTRACT SERVICES	0.00	0.00	5,624.80	0.00	( 5,624.80)
<u>BUILDING SERVICES</u>					
10-530-5152 Drainage Reviews	75,000.00	0.00	61,172.61	81.56	13,827.39
10-530-5153 Electrical Inspections	14,000.00	0.00	6,255.00	44.68	7,745.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	50,000.00	0.00	28,000.00	56.00	22,000.00
10-530-5156 Plumbing Inspections	19,000.00	0.00	10,620.00	55.89	8,380.00
10-530-5157 Structural Inspections	28,000.00	0.00	16,470.00	58.82	11,530.00
10-530-5158 Urban Forester	46,000.00	0.00	23,800.00	51.74	22,200.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	6,120.00	87.43	880.00
TOTAL BUILDING SERVICES	239,500.00	0.00	152,437.61	63.65	87,062.39
<u>ADMIN EXPENSE</u>					
10-530-5204 Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
10-530-5206 Legal Notices	0.00	0.00	0.00	0.00	0.00
10-530-5207 Misc Supplies	0.00	0.00	390.00	0.00	( 390.00)
10-530-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	390.00	0.00	( 390.00)
<u>OFFICE EXPENSE</u>					
10-530-5210 Postage	0.00	0.00	0.00	0.00	0.00
10-530-5211 Meeting Supplies	0.00	0.00	172.16	0.00	( 172.16)
10-530-5213 Office Supplies	0.00	0.00	853.77	0.00	( 853.77)
10-530-5214 Telecommunications	0.00	0.00	399.97	0.00	( 399.97)
10-530-5215 Travel & Training	0.00	0.00	500.00	0.00	( 500.00)
TOTAL OFFICE EXPENSE	0.00	0.00	1,925.90	0.00	( 1,925.90)
<u>WAGES &amp; BENEFITS</u>					
10-530-5301 Gross Wages	0.00	0.00	0.00	0.00	0.00
10-530-5311 Payroll Processing	0.00	0.00	0.00	0.00	0.00
10-530-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>INSURANCE</u>					
10-530-5353 Employee Insurance	0.00	919.00	7,361.65	0.00	( 7,361.65)
TOTAL INSURANCE	0.00	919.00	7,361.65	0.00	( 7,361.65)
<b>TOTAL BUILDING</b>	<b>239,500.00</b>	<b>919.00</b>	<b>167,739.96</b>	<b>70.04</b>	<b>71,760.04</b>

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 GENERAL GOVERNMENT

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
10-540-5108 Information Technology	0.00	0.00	8,105.76	0.00 (	8,105.76)
TOTAL CONTRACT SERVICES	0.00	0.00	8,105.76	0.00 (	8,105.76)
<u>ADMIN EXPENSE</u>					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	10,000.00	325.00	2,840.68	28.41	7,159.32
10-540-5203 Bank Fees	2,200.00	277.20	2,289.48	104.07 (	89.48)
10-540-5204 Dues/Seminars/Subscriptions	4,000.00	0.00	1,870.00	46.75	2,130.00
10-540-5205 Elections	5,000.00	0.00	0.00	0.00	5,000.00
10-540-5206 Legal Notices	0.00	0.00	137.40	0.00 (	137.40)
10-540-5207 Miscellaneous	3,000.00	0.00	2,138.11	71.27	861.89
10-540-5208 Citizen Communication	5,000.00	0.00	5,073.59	101.47 (	73.59)
10-540-5209 Office Equipment & Maintenance	10,000.00	356.62	8,268.16	82.68	1,731.84
TOTAL ADMIN EXPENSE	39,200.00	958.82	22,617.42	57.70	16,582.58
<u>OFFICE EXPENSE</u>					
10-540-5210 Postage	2,000.00	0.00	500.00	25.00	1,500.00
10-540-5211 Meeting Supplies	10,000.00	160.76	4,491.35	44.91	5,508.65
10-540-5212 Rent/Leasehold/Furniture	125,000.00	10,385.80	86,039.05	68.83	38,960.95
10-540-5213 Supplies/Storage	15,000.00	44.01	3,909.19	26.06	11,090.81
10-540-5214 Telecommunications	17,000.00	1,427.84	10,236.01	60.21	6,763.99
10-540-5215 Travel & Training	0.00	0.00	1,411.49	0.00 (	1,411.49)
10-540-5216 Statutory Legal Notices	3,500.00	0.00	126.60	3.62	3,373.40
TOTAL OFFICE EXPENSE	172,500.00	12,018.41	106,713.69	61.86	65,786.31
<u>WAGES &amp; BENEFITS</u>					
10-540-5301 Gross Wages	525,000.00	27,834.31	371,712.51	70.80	153,287.49
10-540-5302 Overtime/Severance	20,000.00	2,227.04	29,701.12	148.51 (	9,701.12)
10-540-5303 Temporary Personnel	5,000.00	7,534.76	76,255.22	1,525.10 (	71,255.22)
10-540-5304 Salary Adjustment (Bonus)	0.00	0.00	0.00	0.00	0.00
10-540-5306 FICA/Med/FUTA Payroll Tax Exp	35,000.00	2,255.74	17,907.16	51.16	17,092.84
10-540-5310 TMRS (City Responsibility)	40,000.00	2,142.24	39,140.42	97.85	859.58
10-540-5311 Payroll Process Exp-Paychex	3,000.00	206.44	1,956.19	65.21	1,043.81
10-540-5312 TWC-Unemployment	0.00	0.00	0.00	0.00	0.00
10-540-5313 Fringe Benefits	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES & BENEFITS	628,000.00	42,200.53	536,672.62	85.46	91,327.38
<u>INSURANCE</u>					
10-540-5353 Employee Insurance	110,000.00 (	961.17)	19,167.29	17.42	90,832.71
10-540-5354 General Liability	11,000.00	0.00	500.00	4.55	10,500.00
10-540-5355 Bonds for City Staff	0.00	0.00	0.00	0.00	0.00
10-540-5356 Workman's Compensation	2,500.00	0.00	2,381.00	95.24	119.00
10-540-5357 Drainage Study	0.00	0.00	0.00	0.00	0.00
TOTAL INSURANCE	123,500.00 (	961.17)	22,048.29	17.85	101,451.71

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 GENERAL GOVERNMENT

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL</u>					
10-540-5710 Intergovernmental Expenditure	0.00	0.00	0.00	0.00	0.00
10-540-5711 American Rescue Plan Exp	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL GOVERNMENT	963,200.00	54,216.59	696,157.78	72.28	267,042.22

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 MUNICIPAL COURT

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICES</u>					
10-550-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>ADMIN EXPENSE</u>					
10-550-5204 Dues & Subscriptions	0.00	0.00	235.00	0.00 (	235.00)
10-550-5207 Misc Supplies	0.00	0.00	99.83	0.00 (	99.83)
10-550-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	334.83	0.00 (	334.83)
<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	370.08	564.01	0.00 (	564.01)
10-550-5213 Office Supplies	0.00	0.00	90.00	0.00 (	90.00)
10-550-5214 Telecommunications	0.00	0.00	0.00	0.00	0.00
10-550-5215 Travel & Training	0.00	15.00	506.75	0.00 (	506.75)
TOTAL OFFICE EXPENSE	0.00	385.08	1,160.76	0.00 (	1,160.76)
<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	695.72	12,113.18	0.00 (	12,113.18)
TOTAL INSURANCE	0.00	695.72	12,113.18	0.00 (	12,113.18)
<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	7,000.00	883.26	8,787.60	125.54 (	1,787.60)
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	0.00	12,600.00	57.27	9,400.00
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	60.95	0.00 (	60.95)
10-550-5407 SETCIC	0.00	0.00	0.00	0.00	0.00
10-550-5408 Supplies/Miscellaneous	0.00	0.00	25.98	0.00 (	25.98)
10-550-5409 Collection Agency	0.00	0.00	0.00	0.00	0.00
10-550-5410 OmniBase Services of Texas	1,000.00	0.00	649.11	64.91	350.89
10-550-5412	0.00	0.00	0.00	0.00	0.00
10-550-5417 Time Payment Reimbursement Fee	0.00	0.00	0.00	0.00	0.00
TOTAL COURT OPERATIONS	30,000.00	883.26	22,123.64	73.75	7,876.36
TOTAL MUNICIPAL COURT	30,000.00	1,964.06	35,732.41	119.11 (	5,732.41)

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 PUBLIC WORKS MAINTENANCE

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<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	529.82	2,954.52	0.00 (	2,954.52)
10-560-5209 Office Equipment & Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	529.82	2,954.52	0.00 (	2,954.52)
<u>OFFICE EXPENSE</u>					
10-560-5213 Office Supplies	0.00	0.00	84.76	0.00 (	84.76)
10-560-5214 Telecommunications	0.00	0.00	0.00	0.00	0.00
10-560-5215 Travel & Training	0.00	0.00	100.00	0.00 (	100.00)
TOTAL OFFICE EXPENSE	0.00	0.00	184.76	0.00 (	184.76)
<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	1,733.78	21,347.64	0.00 (	21,347.64)
TOTAL INSURANCE	0.00	1,733.78	21,347.64	0.00 (	21,347.64)
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	0.00	0.00	0.00	0.00	0.00
10-560-5501 TCEQ & Harris CO Permits	2,000.00	0.00	1,656.25	82.81	343.75
10-560-5504 Landscaping Maintenance	40,000.00	3,562.50	20,962.37	52.41	19,037.63
10-560-5505 Gator Fuel & Maintenance	2,000.00	44.17	368.46	18.42	1,631.54
10-560-5506 Right of Way Mowing	90,000.00	7,573.00	52,861.23	58.73	37,138.77
10-560-5507 Road & Sign Repair	30,000.00	2,360.75	57,765.53	192.55 (	27,765.53)
10-560-5508 ROW Water/Planting	2,000.00	0.00	605.10	30.26	1,394.90
10-560-5509 Tree Care/Removal	15,000.00	0.00	3,125.00	20.83	11,875.00
10-560-5510 Road/Drainage Maintenance	50,000.00	0.00	0.00	0.00	50,000.00
10-560-5515 Landscape Improvements	100,000.00	0.00	108,133.74	108.13 (	8,133.74)
10-560-5516 Ford F150 Maintenance & Fuel	2,500.00	311.88	1,179.35	47.17	1,320.65
10-560-5517 Sidewalk Improvements	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL PUBLIC WORKS OPERATIONS	383,500.00	13,852.30	246,657.03	64.32	136,842.97
TOTAL PUBLIC WORKS MAINTENANCE	383,500.00	16,115.90	271,143.95	70.70	112,356.05

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

10 -GENERAL FUND  
 GOF CAPITAL OUTLAYS

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<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	0.00	0.00	0.00
10-570-5606 Road/Drainage Projects	0.00	0.00	24,991.89	0.00 (	24,991.89)
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	0.00	0.00	100,237.47	0.00 (	100,237.47)
10-570-5660 Smithdale Estates Bypass	0.00	0.00	0.00	0.00	0.00
10-570-5665 Woods Edge Erosion Project	0.00	0.00	0.00	0.00	0.00
10-570-5700 2015 Maintenance Project	0.00	0.00	0.00	0.00	0.00
10-570-5701 2019 Maintenance Projects	0.00	0.00	6,509.30	0.00 (	6,509.30)
10-570-5702 2020 Paving Improvements	337,304.00	0.00	223,421.55	66.24	113,882.45
10-570-5705 Tynewood Ditch Washout Project	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	337,304.00	0.00	355,160.21	105.29 (	17,856.21)
<u>OTHER EXPENSES</u>					
10-570-5800 Lanecrest Improvements Project	0.00	0.00	0.00	0.00	0.00
10-570-5805 Beinhorn Paving Project	0.00	0.00	0.00	0.00	0.00
10-570-5806 Drainage and Sidewalks	0.00	0.00	3,335.01	0.00 (	3,335.01)
10-570-5808 Wilding Lane	1,583,592.00	0.00	898,208.01	56.72	685,383.99
TOTAL OTHER EXPENSES	1,583,592.00	0.00	901,543.02	56.93	682,048.98
TOTAL GOF CAPITAL OUTLAYS	1,920,896.00	0.00	1,256,703.23	65.42	664,192.77
TOTAL EXPENDITURES	8,046,453.00	366,157.28	5,612,490.27	69.75	2,433,962.73
REVENUES OVER/(UNDER) EXPENDITURES	( 1,177,543.00)	220,348.85	1,572,085.03		( 2,749,628.03)

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

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	( 1,586,039.53)	0.00	( 1,105,355.31)	( 2,691,394.84)
20-1105	Cash - Amegy Bank	0.00	0.00	0.00	0.00
20-1108	Cash with Agent	122,855.85	0.00	0.00	122,855.85
20-1109	Texpool-DS	537,832.63	13,423.29	( 437,403.67)	100,428.96
20-1110	Texas Class-DS	1,973,942.44	145.01	1,401,188.85	3,375,131.29
20-1200	Property Tax Receivable-PY	46,177.51	0.00	0.00	46,177.51
20-1201	Property Tax Receivable-CY	813,686.24	0.00	0.00	813,686.24
20-1300	Due to/From General Fund	( 348,914.48)	0.00	0.00	( 348,914.48)
20-1301	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	<b>TOTAL ASSETS</b>	<b>1,559,540.66</b>	<b>13,568.30</b>	<b>( 141,570.13)</b>	<b>1,417,970.53</b>
<b>LIABILITIES</b>					
20-2001	Accounts Payable	( 1,419,475.00)	0.00	0.00	( 1,419,475.00)
20-2002	Other Accrued Liabilities	1,419,475.00	0.00	0.00	1,419,475.00
20-2130	Deferred Revenue-Property Tax	48,571.51	0.00	0.00	48,571.51
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	1,340,436.26	0.00	0.00	1,340,436.26
	<b>TOTAL LIABILITIES</b>	<b>1,389,007.77</b>	<b>0.00</b>	<b>0.00</b>	<b>1,389,007.77</b>
<b>FUND EQUITY</b>					
20-3000	Fund Balance	170,532.89	0.00	0.00	170,532.89
	<b>TOTAL BEGINNING EQUITY</b>	<b>170,532.89</b>	<b>0.00</b>	<b>0.00</b>	<b>170,532.89</b>
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>13,568.30</b>	<b>1,365,954.87</b>	<b>1,365,954.87</b>
	<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>1,507,525.00</b>	<b>1,507,525.00</b>
	<b>INCREASE/(DECREASE) IN FUND BAL.</b>	<b>0.00</b>	<b>13,568.30</b>	<b>( 141,570.13)</b>	<b>( 141,570.13)</b>
	<b>TOTAL LIABILITIES, EQUITY &amp; FUND BAL.</b>	<b>1,559,540.66</b>	<b>13,568.30</b>	<b>( 141,570.13)</b>	<b>1,417,970.53</b>



CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

20 -DEBT SERVICE  
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,333,692.00	13,421.45	1,364,582.78	102.32 (	30,890.78)
INVESTMENT INCOME	0.00	146.85	1,372.09	0.00 (	1,372.09)
TOTAL REVENUES	1,333,692.00	13,568.30	1,365,954.87	102.42 (	32,262.87)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	3,000.00	133.33 (	750.00)
OTHER EXPENSES	1,504,525.00	0.00	1,504,525.00	100.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,506,775.00	0.00	1,507,525.00	100.05 (	750.00)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 173,083.00)	13,568.30 (	141,570.13)		( 31,512.87)

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

20 -DEBT SERVICE

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,333,692.00	13,421.45	1,364,582.78	102.32 (	30,890.78)
TOTAL TAXES	<u>1,333,692.00</u>	<u>13,421.45</u>	<u>1,364,582.78</u>	102.32 (	<u>30,890.78)</u>
<u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	0.00	146.85	1,372.09	0.00 (	1,372.09)
20-4410 Bond Premium	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INVESTMENT INCOME	0.00	146.85	1,372.09	0.00 (	1,372.09)
TOTAL REVENUES	<u>1,333,692.00</u>	<u>13,568.30</u>	<u>1,365,954.87</u>	102.42 (	<u>32,262.87)</u>
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

20 -DEBT SERVICE  
 NON-DEPARTMENTAL

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ADMIN EXPENSE</u>					
20-500-5204 Paying Agent Fees	2,250.00	0.00	3,000.00	133.33	( 750.00)
TOTAL ADMIN EXPENSE	2,250.00	0.00	3,000.00	133.33	( 750.00)
<u>OTHER EXPENSES</u>					
20-500-5820 Interest Expense-Bonds	139,525.00	0.00	139,525.00	100.00	0.00
20-500-5821 Bond Principal Payments	1,365,000.00	0.00	1,365,000.00	100.00	0.00
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,504,525.00	0.00	1,504,525.00	100.00	0.00
<u>TRANSFERS</u>					
20-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,506,775.00	0.00	1,507,525.00	100.05	( 750.00)
TOTAL EXPENDITURES	1,506,775.00	0.00	1,507,525.00	100.05	( 750.00)
REVENUES OVER/(UNDER) EXPENDITURES	( 173,083.00)	13,568.30	( 141,570.13)		( 31,512.87)

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
30-1100	Claim on Cash	64,354.79	( 879.74)	20,931.22	85,286.01
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	27,665.05	345.88	2,671.82	30,336.87
30-1200	Due To/From General Fund	0.00	0.00	0.00	0.00
30-1301	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	TOTAL ASSETS	92,020.27	( 533.86)	23,603.04	115,623.31
=====					
<u>LIABILITIES</u>					
30-2001	Accounts Payable	0.00	( 930.00)	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
	TOTAL LIABILITIES	0.00	( 930.00)	0.00	0.00
<u>FUND EQUITY</u>					
30-3000	Fund Balance	3,695.40	0.00	( 3,695.40)	0.00
30-3001	Fund Balance-Child Safety	42,532.64	0.00	3,644.97	46,177.61
30-3002	Fund Balance-MC Security	24,123.20	0.00	206.23	24,329.43
30-3003	Fund Balance-MC Technology	21,669.03	0.00	( 155.80)	21,513.23
30-3010	Unrestricted Retained Earnings	0.00	0.00	0.00	0.00
30-3300	Fund Balance-MC Security	0.00	0.00	0.00	0.00
30-3400	Fund Balance- MC Technology	0.00	0.00	0.00	0.00
30-3904	Earnings-MC Technology	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	92,020.27	0.00	0.00	92,020.27
	TOTAL REVENUES	0.00	396.14	3,317.74	3,317.74
	TOTAL EXPENSES	0.00	0.00	( 20,285.30)	( 20,285.30)
	INCREASE/(DECREASE) IN FUND BAL.	0.00	396.14	23,603.04	23,603.04
	TOTAL LIABILITIES, EQUITY & FUND BAL.	92,020.27	( 533.86)	23,603.04	115,623.31
=====					

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND  
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT	0.00	396.14	3,317.16	0.00 (	3,317.16)
INVESTMENT INCOME	0.00	0.00	0.58	0.00 (	0.58)
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	396.14	3,317.74	0.00 (	3,317.74)
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
<u>QUALIFIED EXPENSES</u>					
COURT	0.00	0.00 (	20,285.30)	0.00	20,285.30
TOTAL QUALIFIED EXPENSES	0.00	0.00 (	20,285.30)	0.00	20,285.30
<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	396.14	23,603.04	(	23,603.04)

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	0.00	21.54	255.39	0.00 (	255.39)
30-4310 MC Technology Revenue	0.00	28.72	340.53	0.00 (	340.53)
30-4315 Child Safety Revenues	0.00	345.88	2,721.24	0.00 (	2,721.24)
TOTAL COURT	0.00	396.14	3,317.16	0.00 (	3,317.16)
<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	0.00	0.58	0.00 (	0.58)
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.00	0.58	0.00 (	0.58)
<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	396.14	3,317.74	0.00 (	3,317.74)
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND  
 NON-DEPARTMENTAL

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
30-500-5029 Gen Govt Qualified Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND  
 QUALIFIED EXPENSES

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>						
30-510-5121	Child Safety	0.00	0.00 (	18,950.00)	0.00	18,950.00
30-510-5122	MC Security	0.00	0.00 (	329.70	0.00 (	329.70)
30-510-5123	MC Technology	0.00	0.00 (	1,665.00)	0.00	1,665.00
30-510-5129	Donation	0.00	0.00	0.00	0.00	0.00
TOTAL COURT		0.00	0.00 (	20,285.30)	0.00	20,285.30
TOTAL QUALIFIED EXPENSES		0.00	0.00 (	20,285.30)	0.00	20,285.30



CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

30 -SPECIAL REVENUE FUND  
 ADMINISTRATION

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ADMIN EXPENSE</u>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	( 20,285.30)	0.00	20,285.30
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	396.14	23,603.04		( 23,603.04)

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

40 -CAPITAL PROJECTS FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
40-1100	Claim on Cash	1,350.00	0.00	( 8,992.50)	( 7,642.50)
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	0.00	0.00	0.00	0.00
40-1200	Accounts Receivable	0.00	0.00	0.00	0.00
40-1220	A/R - General Fund	0.00	0.00	0.00	0.00
40-1250	Due To Metro	0.00	0.00	0.00	0.00
40-1300	Accrued Interest Receivable	0.00	0.00	0.00	0.00
	TOTAL ASSETS	1,350.00	0.00	( 8,992.50)	( 7,642.50)
=====					
<u>LIABILITIES</u>					
40-2001	Accounts Payable	1,350.00	0.00	( 1,350.00)	0.00
40-2002	Other Accrued Liabilities	0.00	0.00	0.00	0.00
40-2200	Deferred Revenue	0.00	0.00	0.00	0.00
40-2300	Construction Retainage Payable	0.00	0.00	0.00	0.00
40-2400	Accrued Liabilities	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES	1,350.00	0.00	( 1,350.00)	0.00
<u>FUND EQUITY</u>					
40-3000	Fund Balance	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	0.00	0.00	0.00	0.00
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	0.00	0.00	7,642.50	7,642.50
	INCREASE/(DECREASE) IN FUND BAL.	0.00	0.00	( 7,642.50)	( 7,642.50)
	TOTAL LIABILITIES, EQUITY & FUND BAL.	1,350.00	0.00	( 8,992.50)	( 7,642.50)
=====					

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

40 -CAPITAL PROJECTS FUND  
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	0.00	0.00	0.00	0.00
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
<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	7,642.50	0.00 (	7,642.50)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	7,642.50	0.00 (	7,642.50)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 7,642.50)		7,642.50

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

40 -CAPITAL PROJECTS FUND

66.67% OF FISCAL YEAR

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

CITY OF PINEY POINT VILLAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

40 -CAPITAL PROJECTS FUND  
 NON-DEPARTMENTAL

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ADMIN EXPENSE</u>					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>					
40-500-5601 Capital Outlay	0.00	0.00	0.00	0.00	0.00
40-500-5616 S. Piney Pt/Blalock Rd	0.00	0.00	0.00	0.00	0.00
40-500-5617 Smithdale/Claymore	0.00	0.00	0.00	0.00	0.00
40-500-5640 Batch 1 Projects	0.00	0.00	0.00	0.00	0.00
40-500-5641 Batch 1 - Preliminary	0.00	0.00	0.00	0.00	0.00
40-500-5655 Blalock/S. Piney Point	0.00	0.00	0.00	0.00	0.00
40-500-5660 Smithdale Estates Bypass	0.00	0.00	0.00	0.00	0.00
40-500-5670 N. Piney Point Road Project	0.00	0.00	0.00	0.00	0.00
40-500-5675 Lanecrest Drainage Improvement	0.00	0.00	0.00	0.00	0.00
40-500-5702 Miscellaneous Expense	0.00	0.00	7,642.50	0.00	( 7,642.50)
TOTAL OTHER EXPENSES	0.00	0.00	7,642.50	0.00	( 7,642.50)
<u>TRANSFERS</u>					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	7,642.50	0.00	( 7,642.50)
TOTAL EXPENDITURES	0.00	0.00	7,642.50	0.00	( 7,642.50)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 7,642.50)		7,642.50

CITY OF PINEY POINT VILLAGE  
 YEAR TO DATE BALANCE SHEET (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

99 -POOLED CASH FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
99-1101	Cash	1,070,090.86	( 201,974.53)	( 28,502.45)	1,041,588.41
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	108,477.09	( 362,811.89)	( 115,173.79)	( 6,696.70)
	TOTAL ASSETS	1,178,567.95	( 564,786.42)	( 143,676.24)	1,034,891.71
=====					
<u>LIABILITIES</u>					
99-2000	Accounts Payable	( 202,974.19)	( 377,057.78)	234,785.32	31,811.13
99-2190	Due to Other Funds	1,381,542.14	( 187,728.64)	( 378,461.56)	1,003,080.58
	TOTAL LIABILITIES	1,178,567.95	( 564,786.42)	( 143,676.24)	1,034,891.71
<u>FUND EQUITY</u>					
99-3000	Fund Balance	0.00	0.00	0.00	0.00
	TOTAL BEGINNING EQUITY	0.00	0.00	0.00	0.00
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	0.00	0.00	0.00	0.00
	INCREASE/ (DECREASE) IN FUND BAL. (WILL CLOSE TO FUND BAL.)	0.00	0.00	0.00	0.00
	TOTAL LIABILITIES, EQUITY & FUND BAL.	1,178,567.95	( 564,786.42)	( 143,676.24)	1,034,891.71
=====					

**Council Agenda Item Cover Memo**

**9/27/2021**  
**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a quote for refreshing existing decomposed granite sidewalk on Wilding Lane, Dunsinane, and Quail Hollow.**

**SUMMARY/BACKGROUND (WHY):** The City requested that HDR obtain a quote from RAC Industries for refreshing existing decomposed granite sidewalk on Wilding Lane, Dunsinane, and Quail Hollow. Attached is the quote received from RAC for the proposed improvements. If approved by Council, this work will be change ordered into the Wilding Lane Drainage & Paving Improvements Project.

**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

## Decomposed Granite Sidewalks

## Request for Quote

19-028 Wilding Lane Drainage and Pavement Project CHANGE ORDER

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Install approximately 2" of decomposed granite to refresh existing sidewalk on Wilding Lane	SY	123	\$36.00	\$4,428.00
2	Install approximately 2" of decomposed granite to refresh existing sidewalk on Dunsinane	SY	85	\$36.00	\$3,060.00
3	Install approximately 2" of decomposed granite to refresh existing sidewalk on Quail Hollow (on private street ROW)	SY	142	\$40.00	\$5,680.00
4	Install approximately 2" of decomposed granite to refresh existing sidewalk on Quail Hollow (on Blalock ROW)	SY	6	\$100.00	\$600.00
5	Install new decomposed granite sidewalk on Quail Hollow (on private street ROW)	SY	10	\$100.00	\$1,000.00
6	Install new decomposed granite sidewalk on Quail Hollow (on Blalock ROW)	SY	6	\$100.00	\$600.00
7	Relocate Dog Bag station	EA	1	\$500.00	\$500.00
8	Remove and dispose of bush	EA	1	\$200.00	\$200.00
<b>Total Construction Costs:</b>					<b>\$16,068.00</b>





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

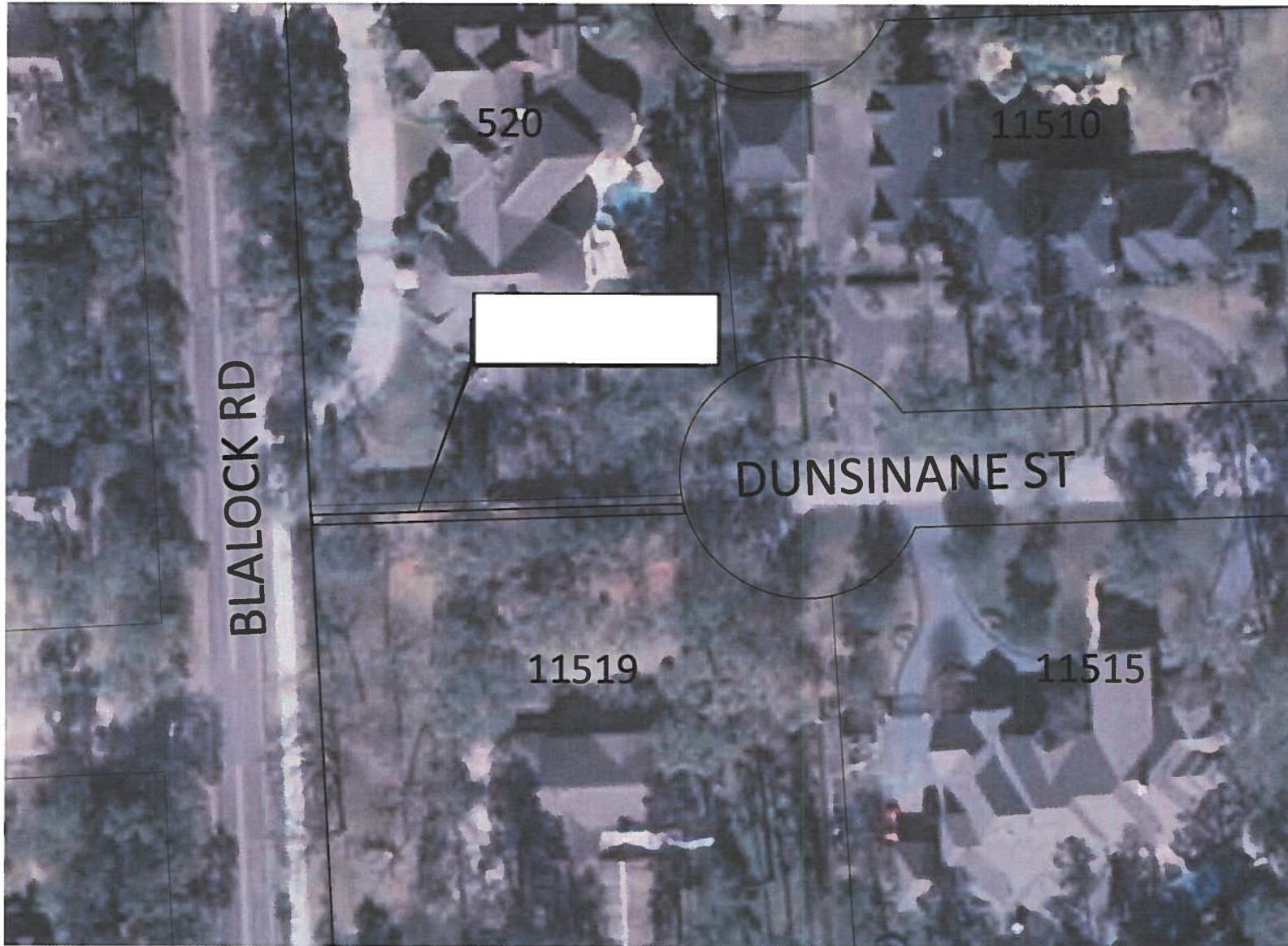
HDR Engineering, Inc.  
4635 Southwest Freeway, Suite 1000  
Houston, Texas 77027  
P 713 622 5061 F 713 622 9265  
www.hdrinc.com



SHEET NAME

Wilding Lane





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

HDR Engineering, Inc.  
4635 Southwest Freeway, Suite 1000  
Houston, Texas 77027  
P 713 822 6204 F 713 822 6265  
www.hdrinc.com



SHEET NAME

**Dunsinane Street**

SCALE 1" = 20' - H



**Council Agenda Item Cover Memo**

**9/27/2021**  
**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 Wilding Lane Project and 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: September 27, 2021

Submit to City: September 22, 2021

### **CURRENT PROJECTS**

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

Final closeout documents have been received from the Contractor and submit to the City for review and processing.

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

The Contractor has completed Phases 1-4 of the project and are beginning Phase 5 the week of September 19<sup>th</sup>. The limits of Phase 5 are from approximately 11214 to the east side of 11208 Wilding Lane. The project appears to be tracking on schedule for a December completion.

City Council previously request that HDR evaluate the option of installing a cul-de-sac at the end of the street. HDR submit a memo via email to Council on September 14<sup>th</sup> outlining different discussion points and an Opinion of Probable Construction Costs for the cul-de-sac. The memo is attached to this Engineer's Status Report for reference and potential discussion.

#### **3. Farnham Park Washout**

HDR submit plans for the replacement of the outfall pipe to HCFCFCD. HCFCFCD recently returned the plans with comments. The comments are minor and were addressed quickly. The most significant comment is the request for the pipe to be extended to the springline of Buffalo Bayou which would involve the extension of the pipe approximately 30-feet and buried at an additional depth of approximately 10-feet.

Under the current design, the outfall pipe would not disturb the area between the outfall and the springline which is currently protected with rip-rap and significant tree growth. Extension of the outfall pipe would require removal of trees and the existing rip-rap providing slope protection. It is HDR's opinion that this area be left undisturbed and that the existing rip-rap and trees be maintained as there is no evidence of bank erosion in this area. HDR prepared a letter with photographs outlining our concerns with their comment and resubmit the letter with the plans. The plans were returned with the same comment and no acknowledgement of the letter or our concerns. HDR is currently attempting to schedule a meeting with HCFCFCD to review the project discuss this issue.

#### **4. Bothwell Way Clean & TV**

HDR previously issued a Notice to Proceed to AIMS Companies to clean & televise the storm sewer on Bothwell Way and N. Piney Point Road south to the outfall at Soldiers Creek. AIMS has not performed the work as of yet. HDR contacted AIMS two weeks ago for an update and they responded it should be scheduled soon and they would provide an update when it was. HDR will continue to follow up with AIMS to verify that the work is completed. Once a TV tape has been received, HDR will provide an update to City Council.



## **5. Decomposed Granite Paths**

Per Council's request, a quote was obtained from RAC Industries for additional decomposed granite for the paths at Wilding Lane, Dunsinane, and Quail Hollow. Additional items were included to add a wye in the path in Quail Hollow to provide a walkway to the illuminated crosswalk installed at Blalock. The Mayor has been in contact with residents on Quail Hollow for discussion on paying for the portion of the project that does not lie within public right-of-way. A separate agenda item has been included to discuss and take possible action on the quote.

## **FUTURE PROJECTS**

### **6. North Country Squire**

John Brennan previously reached out to Councilman Dodds to resolve a constant bird bath issue at a property he is developing at 11115 North Country Squire. Mr. Brennan is interested in partnering with the City to fix the birdbath, by either pavement replacement or extension of the storm sewer. Existing issues on North Country Squire near 11115 include the following:

- 1) Entire street pavement grades are extremely flat, any deficiency in the pavement results in birdbaths
- 2) Storm sewer was only installed approximately halfway down the street
- 3) Existing pavement is cracking badly point repairs are recommended

Due to the existing condition of the concrete panels at this birdbath, HDR recommends the replacement of two concrete panels, both north and south sides of road. The OPPC for the replacement of these panels is approximately \$39,250. Replacement of these two panels should significantly improve the largest birdbath at the west driveway of 11115 N. Country Squire.

### **7. S. Country Squire**

The City received several complaints from residents on S. Country Squire regarding the condition of the street and standing water. HDR was instructed to perform a more thorough investigation of the streets different issues and Opinion's of Probable Construction Costs (OPCC). The following is additional information obtained:

Most of the major deficiencies in the existing concrete paving along S. Country Squire are found on the west side of the street from the cul-de-sac to 11120 and 11115. The gutter line holds about 2-3" of water at its deepest point from the cul-de-sac to the east property lines of 11140 and 11135. There is severe cracking and faulting between concrete panels at the cul-de-sac and the 80-foot concrete panels immediately to the east of the cul-de-sac. The pavement in this area pumps when vehicles pass over them, likely caused by saturated subgrade because of water seeping through cracks in the concrete. The City previously performed grinding in the gutter line in this area point in an effort to alleviate the bird baths.

Another area of concern are the 6 concrete panels in front of 11120 and 11115 S. Country Squire, which have moderate to severe cracking and faulting at one location. There is evidence that this area holds water in the gutter line, but not as much as near the cul-de-sac.



Additional defects were found in 2 concrete panels in front of 11030 and 11101 S. Country Squire, which have frequent light cracking and a 5'x4' area of severe cracking in the north panel.

The street overall was rated as a 2C in the 2018 Updated Street Condition Assessment Planning Document, which is now tied for the lowest rating for streets in Piney Point since Surrey Oaks has been reconstructed.

HDR separated the quantities and opinion of probable construction costs to complete point repairs on S. Country Squire into two priorities. Priority 1 repairs consist of repair to pothole and locations where the existing pavement has significant cracking and/or the pavement subgrade appears to have failed. The Opinion of Probable Construction Costs for Priority 1 is \$203,520. Priority 2 repair consist of areas of heavy cracking. The Opinion of Probable Construction Costs for Priority 1 is \$207,360.

A meeting was held on Thursday, July 22<sup>nd</sup> with the residents that live along North and South Country Squire to discuss the pavement issues along both streets.

#### **8. Tokeneke Trail**

**UPDATE:** HDR has met with the residents at #1 and #2 Tokeneke who are in favor of the project. The resident at #1 Tokeneke had some issues they would like to be considered in the design, but generally the issues appeared to be manageable. The included the aesthetics of the inlet structure in the cul-de-sac, the proximity of their pool pump and equipment to the proposed improvements, and trees lining the property line. As previously requested by Council, HDR has a meeting scheduled Monday, 9/27, with the developer at #4 Tokeneke to discuss the existing condition of the storm sewer along the front of that property and their willingness to participate in a improvements project. HDR will provide a summary of this meeting at the Council Meeting.

**BACKGROUND:** Lanecrest residents, Mr. Kelly Coughlan and Mr. Gary Wilhelm, approached Council 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 Claymore & Smithdale project to protect trees. HDR contacted the residents at both 1 (Martinez) & 2 (Huguenard) Tokeneke to discuss the potential installation of a storm sewer in the drainage easement along their side/backyards and its potential impacts to trees. Both residents were interested in a storm sewer improvements project and said that they would like to have continuing conversations about tree impacts.

Councilman Dodds request that an OPCC be prepared for installation of storm sewer at #2 Tokeneke and #4 Tokeneke to facilitate conversations with owners of both properties about potential partnernships with the City to improve the existing infrastructure in front of those properties. The OPCC will be provided at the Council meeting for further discussion.



HDR presented the existing site conditions drawings at the February Engineering Meeting and discussed specific deficiencies in the existing drainage system along the street and option for possible improvements. Council did not direct HDR to proceed with the design of any proposed drainage improvements for Tokeneke at that time. The initial Opinion of Probable Construction Cost for installing storm sewer from the Type E Inlet behind #1 Tokeneke through the easement and stopped at the cul-de-sac is approximately \$86,225.

## 9. 96-inch CMP Replacement

The week of August 9<sup>th</sup> Jose reported that sinkhole previously backfilled on S. Piney Point Road in the general vicinity of the 96-inch CMP storm sewer is forming again. Jose provided updated photos of the site on September 8<sup>th</sup>, below:



The sinkhole was dye test on 1-28-2021 and no dye was visible from inside the pipe. Council stated at the August Engineering Meeting that the City should continue to monitor the formation of the sinkhole.

HDR has updated Opinion of Probable Project Costs (OPPCs) for the 96-inch CMP replacement for future discussions and budgetary purposes. The OPPC for the replacement





of the 96-inch CMP with a 9'x9' RCB (ultimate size) is approximately \$1,533,000. The OPPC for replacement of the 96-inch CMP with a 7'x7' RCB (equivalent size) is approximately \$1,415,000. These OPPCs include budgetary costs for survey, geotechnical, urban forestry, drainage impact analysis and HCFCD coordination, engineering design, bid, construction management, construction observation and construction materials testing fees.

## 10. Maintenance Items

- **Wickway Street Ponding**

Paul received a complaint of standing water from the resident at 11110 Wickway. It appears the concrete pavement has shifted causing a high spot in the gutter line. The high spot causes ponding to develop upstream as photographed below.



- **S. Piney Point Road Guardrail**

Jose reported two additional guardrails that have received damage on S. Piney Point Road. The first is northbound on the south side of the Buffalo Bayou bridge, at the Wendover intersection. The second is southbound on the north side of the Buffalo Bayou bridge on the west side.



- **Memorial Point Inlet**

The Mayor reported a sinkhole that has formed behind a Type BB inlet on Memorial Point. There is a void behind the inlet that appears to be several feet deep. The inlet apron also appears to have settled as photographed in the second picture. These two issues may be unrelated. The inlet is constructed of brick and a majority of the inside of the inlet has a grout lining cover the brick. In the corner with the void, there appears to be exposed brick as well as soil. It may be that the brick is not sealed properly and soil is eroding from behind the inlet into the inlet. Below are photographs of the issues.







- **Kensington Court**

A resident on Kensington Court contacted Paul regarding his proposal to level the pavement on Kensington Court to eliminate a bird bath. The resident has obtained a quote from Pro Leveling Concrete for \$3,700 to perform this work. The area is small and the concrete appears to be in good condition, suitable for this type of repair.

### **11. Memorial Drive Elementary Rebuild**

Dale and HDR have begun the process of scheduling a meeting with Travis Stanford to discuss the planned rebuild of MDE.

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

### **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.*

- **Wilding Lane Drainage & Paving Improvements Project**

- Anticipated Schedule –
  - Start of Construction: March 8, 2021
  - Phase 1 – 3/13/2021 - 5/1/2021
  - Phase 2 – 5/2/2021 - 6/15/2021
  - Phase 3 – 6/16/2021 – 8/13/2021
  - Phase 4 – 8/13/2021 – 10/1/2021
  - Phase 5 – 10/1/2021 – 11/7/2021
  - Phase 6 – 11/7/2021 - 12/19/2021
  - Contractual Construction Completion Date – December 3, 2021

# Memo

Date: Tuesday, September 14, 2021

Project: Wilding Lane Paving & Drainage Improvements Project

To: Piney Point Village City Council & City Administrator

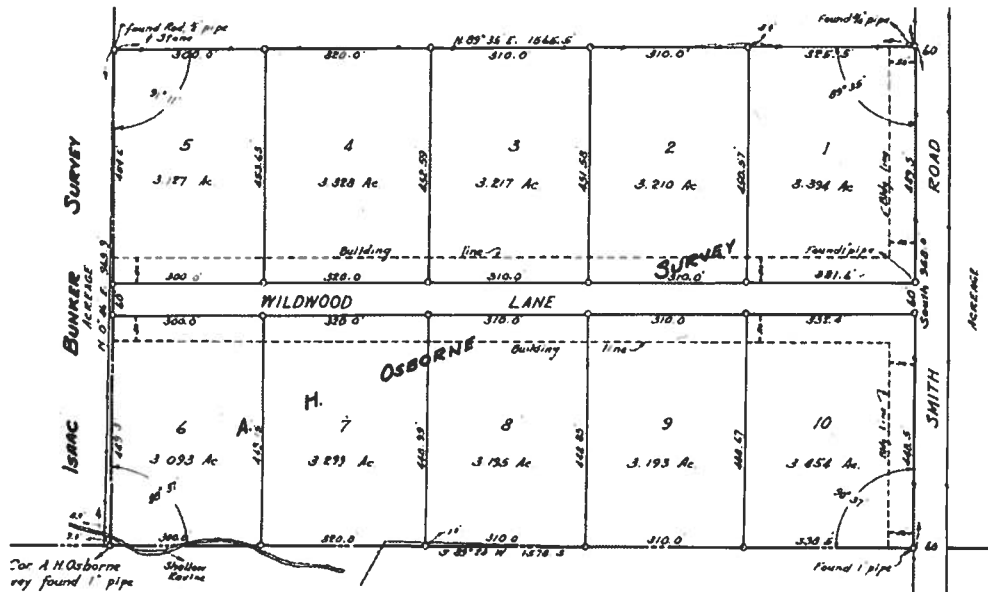
From: Joe Moore, PE, CFM – HDR Engineering, Inc.

Subject: Cul-De-Sac Discussion Points

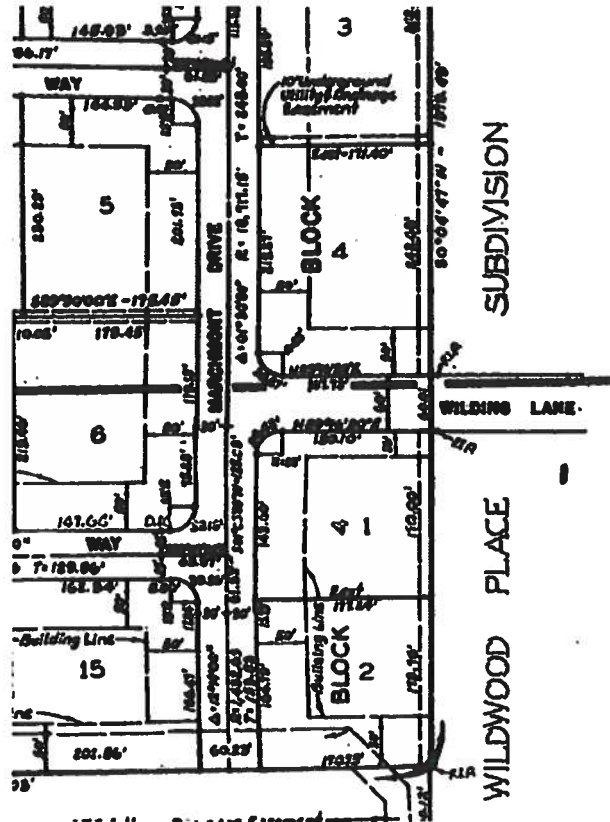
During the August City Council meeting, it was requested that HDR prepare information for a discussion on a potential cul-de-sac to be installed at the dead end of Wilding Lane. The following are several considerations for discussions:

## 1) Right-of-Way

- a. The existing Wilding Lane right-of-way is 60-feet wide through the street's end as shown on the original Wilding Lane Plat (Wildwood Place). The right-of-way did not extend through to Marchmont which did not exist at the time of this plat (1941):

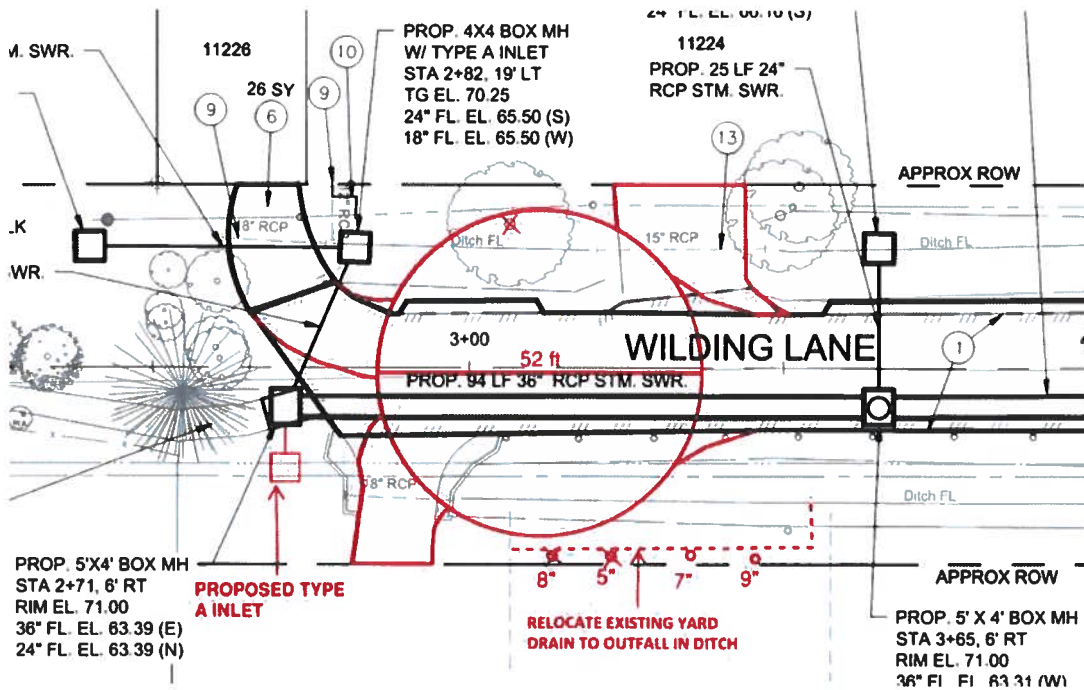


- b. The Marchmont Subdivision Plat (1959) included the extension of the Wilding Lane 60-foot right-of-way through to the Marchmont Drive.

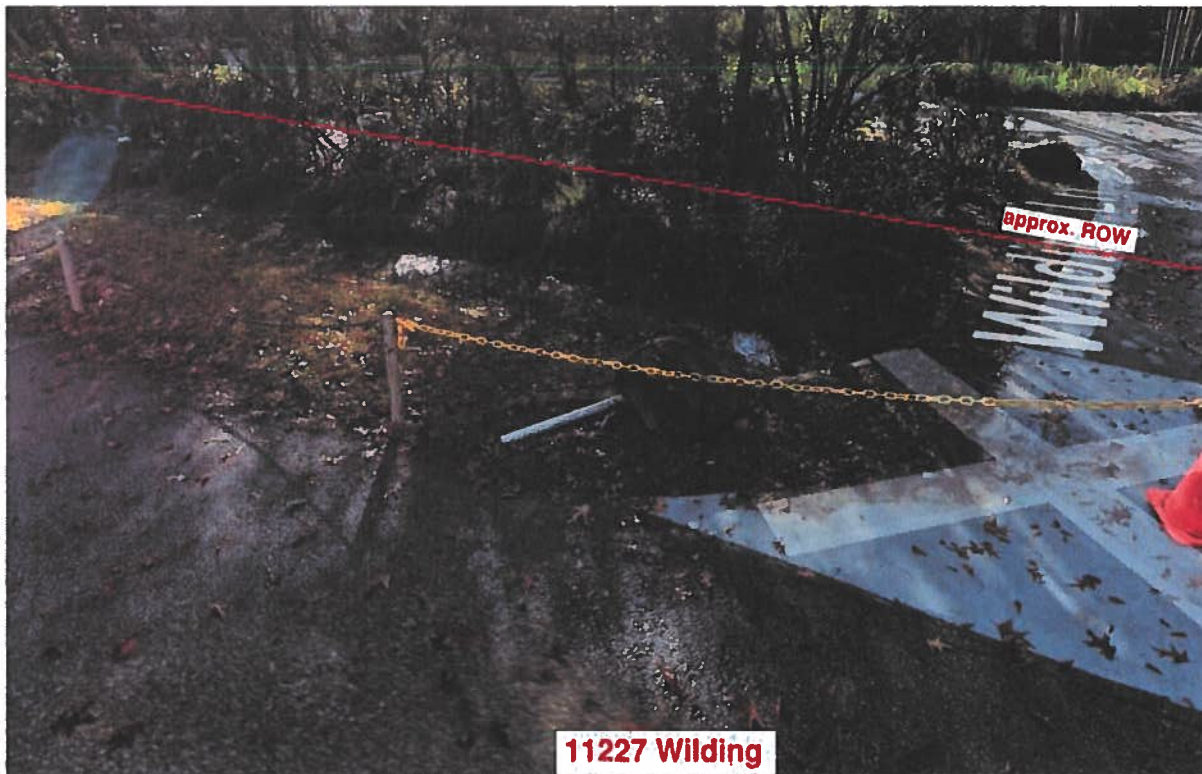


c. The cul-de-sac improvements are limited to the 60-foot right-of-way.

2) Proposed Cul-De-Sac Layout:



- a. Maximum recommended cul-de-sac diameter is 52-feet. This leaves 4-feet on either side of the cul-de-sac edge to subgrade stabilization (2-feet outside pavement width), pavement base (1-foot outside pavement width), and right-of-way grading post construction.
- b. It is anticipated that the cul-de-sac will be graded to sheet flow water to inlets on three sides and the ditch in front of 11227.
- c. The proposed pavement will be placed on top of the existing 6-inch water line and 2-inch CenterPoint gas line. This should be no issue for construction however the MVWA should be consulted.
- d. The proposed position of the cul-de-sac is centered north & south in the right-of-way however it could be shifted east or west based on City Council and resident input. The position shown in the exhibit below was selected due to no impact to the existing drainage infrastructure already installed. If the cul-de-sac is shifted further west, modifications to the inlets may be required.
- e. While HDR has not consulted with Cary Moran or Project Urban Forester, Craig Koehl, it is anticipated that trees will be impacted to facilitate construction. Below are two photos intended to illustrate the approximately limits of the right-of-way and its relation to trees/vegetation:







- f. Two dyed/stained driveways (11227 & 11224) decorative driveways that were preserved as part of the project will have to be removed and replaced. One brick mailbox at 11224 will need to be relocated.
  - g. Residents at 11227 (Sorkin), 11224 (Kurtz), and 11226 (Osterberg) will have property impacted from the proposed improvements. The driveway at 11226 is not the Osterberg's main driveway as they own both flag lot properties behind 11224.
- 3) Cul-De-Sac Dimensions:
- a. The City of Houston standard diameter: 96-feet
  - b. Surrey Oaks diameter: 60-feet
  - c. South Cheska diameter: 47-feet
  - d. Blalock Circle diameter: 52-feet
  - e. Jamestown diameter: 60-feet
  - f. Proposed Wilding diameter: 52-feet
    - i. Will likely require a multi-point turn around for everyday vehicles.
- 4) Opinion of Probable Construction Costs (OPCC):
- a. The following OPCC was prepared using estimated quantities based on the exhibit above and unit prices as established in the existing construction contract. The addition of a cul-de-sac will require a change order and unit prices are subject to change based on negotiation of the change order with the Contractor.



- b. The OPCC is \$36,200. A breakdown of the anticipated cost is below. These costs do not include additional engineering fees associated with the design plan revisions, construction management or construction observation fees.

Wilding Lane Cul-de-sac Opinion of Probable Construction Cost City of Piney Point Village					
Option 1: Begin Station 2+85					
Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	S.Y.	80	\$ 110.00	\$8,836.67
2	Temporary driveways, complete in place, the sum of:	EA.	1	\$ 600.00	\$600.00
3	Remove, and reset brick mailbox, complete in place, the sum of:	EA.	1	\$ 750.00	\$750.00
4	2" Type D HMAC overlay, including tack coat, complete in place, the sum of:	S.Y.	137	\$ 14.00	\$1,923.29
5	6" Type A HMAC Black Base, complete in place, the sum of:	S.Y.	154	\$ 32.00	\$4,943.64
6	8" lime (4%) and fly-ash (8%) stabilized subgrade, complete in place, the sum of:	S.Y.	171	\$ 5.50	\$941.11
7	Prime coat, complete in place, the sum of:	GAL	60	\$ 4.00	\$239.56
8	Lime for treating pavement subgrade, complete in place, the sum of:	TON	2	\$ 180.00	\$443.52
9	Fly Ash for treating pavement subgrade, complete in place, the sum of:	TON	5	\$ 90.00	\$443.52
10	Remove and dispose of existing storm sewer, complete in place, the sum of:	L.F.	20	\$ 41.00	\$820.00
11	12" PVC for yard drain connections, all depths, complete in place, the sum of:	L.F.	60	\$ 62.00	\$3,720.00
12	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.	1	\$ 570.00	\$570.00
13	24" HDPE storm sewer including bedding and backfill, complete in place, the sum of:	L.F.	25	\$ 90.00	\$2,250.00
14	Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA.	1	\$ 1,600.00	\$1,600.00
15	Remove tree 3"-11.99", complete in place, the sum of:	EA.	5	\$ 700.00	\$3,500.00
16	Remove tree 12"-29.99", complete in place, the sum of:	EA.	1	\$ 1,300.00	\$1,300.00
<b>Opinion of Probable Construction Costs:</b>					<b>\$32,890.00</b>
<b>Contingency (10%):</b>					<b>\$3,289.00</b>
<b>Total Opinion of Probable Construction Costs:</b>					<b>\$36,179.00</b>

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

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, AUGUST 23, 2021**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR COUNCIL MEETING ON MONDAY, AUGUST 23, 2021, AT 6:30 P.M. AT PINEY POINT VILLAGE CITY HALL, 7676 WOODWAY DR., SUITE 300, HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

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

**CITY STAFF:** Paul Davis, Interim 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.

- Buck Ballas, resident concern regarding private street.
- John McCormack resident of Wilding Lane drainage concern.

1. Discussed and considered possible action on the Memorial Villages Police Department monthly report. Chief Schultz summarized activities of the MVPD for the month of July.
2. Discussed and considered possible action on the Village Fire Department monthly report. Commissioner Nash explained progress pictures on the fire station renovation and reported on activities and incidents of the Village Fire Department for the month of July.
3. Discussed and considered possible action on a Proclamation expressing appreciation and admiration to Raevyn Rogers, Olympic Bronze Medalist in the Olympic Women's 800 Meter Race and Alumna of the Kinkaid School for representing the United States at the 2021 Olympic Games in Tokyo. Council Member Kollenberg made a motion to authorize and enthusiastically support the Mayor's Proclamation. Council Member Bender seconded the motion and it passed unanimously.

Agenda Item # 10 was moved to discuss.

10. Discussed and considered possible action on Landscape Maintenance Proposals. Deborah Winkelman the account manager from Westco Grounds Maintenance Co. was present and explained their landscape maintenance contract. The Beautification Committee will review and provide their recommendation. The city will continue as is with the current services in place. Questions regarding the Westco proposal can be directed to Deborah Winkelman. The landscape maintenance proposal agenda item will return for possible consideration next month.
4. Discussed and considered possible action on amending the Schedule of Fees adopted by Resolution No. 2021.04.26, specifically regarding the set fees for decking, driveway, sidewalk, walkways, and paving. Annette Arriaga, Director of Planning & Development was present to explain the changes. Council Member Bender made a motion to approve Resolution 2021.04.26 amending the Schedule of Fees. Council Member Herminghaus seconded the motion and it passed unanimously.
5. Updates on Specific Use Permits. Annette Arriaga, Director of Planning & Development provided updates and issues on the Specific Use Permits for St. Francis, and Kinkaid School. There was discussion.
6. Discussed and considered possible action on Blue Iron Technology quote number 3613 for \$1,953.99 to replace the Administrative Assistant's computer at the front desk. Council Member Thompson made a motion to approve quote number 3613 for \$1,953.99 to replace the Administrative Assistant's computer at the front desk. Council Member Dodds seconded the motion and it passed unanimously.
7. Discussed and considered possible action on a quote from Pfeiffer & Son, Ltd for \$49,000 to replace traffic signal fixtures, excluding wiring and pedestrian signals. There was discussion. This was good information. No action was taken. Item was tabled to a future meeting.
8. Discussed and considered possible action the 2021 tax rate, hearing date, time, and location. Council Member Kollenberg made a motion to vote on the proposed tax rate of 0.25514. Council Member Herminghaus seconded the motion and it passed unanimously. The record vote is as follows:  
Council Member Dodds: Aye  
Council Member Kollenberg: Aye  
Council Member Bender: Aye  
Council Member Herminghaus: Aye  
Council Member Thompson: Aye

Council Member Bender made a motion to authorize staff to issue notice of the proposed tax rate of 0.25514 with the public hearing on September 27, 2021, at 6:30 p.m. at Ecclesia. Council Member Dodds seconded the motion and it passed unanimously.

9. Discussed and considered possible action on the proposed 2022 Budget, set the public hearing date, time, and location. Council Member Kollenberg made a motion to vote on the proposed 2022 Budget, at the public hearing on September 27, 2021, at 6:30 p.m. at Ecclesia and to authorize the Mayor and City Secretary to do the appropriate notices. Council Member Bender seconded the motion and it passed unanimously.
10. Agenda item #10 was moved to after agenda item #3.
11. Discussed and considered possible action on the Mayor's Monthly Report. The mayor announced a new Planning and Zoning Commission Member. His name is Dana Gompers. Council Member Dodds made a motion to approve Dana Gompers as a new Planning and Zoning Commission Member. Council Member Bender seconded the motion and it passed unanimously.
12. Discussed and considered possible action on the City Administrator's Monthly Report, including but not limited to:
  - July 2021 Financials
13. Discussed and considered possible action on the City Engineer's Monthly Report. The Engineer's Report for this month includes updates to the Wilding Lane Project and other various maintenance projects, and future projects.
14. Discussed and considered possible action on any future agenda items, meeting dates, etc.  
Nothing to add
15. **EXECUTIVE SESSION:** The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (Consultation with Attorney), and pursuant to Section 551.074 of the Texas Government Code (Personnel), specifically to deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of the City Administrator.  
Council adjourned into a closed session at 8:12 p.m.  
Council reconvened into an open session at 8:32 p.m.
16. Proposed action when Executive Session is reconvened.  
No formal action taken.
17. **Adjourn**  
Council Member Kollenberg made a motion to adjourn. Council Member Thompson seconded the motion and it passed unanimously. The meeting adjourned at 8:32 p.m.

**PASSED AND APPROVED this 27th day of September 2021.**

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**Mark Kobelan**  
**Mayor**

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

TO: The Honorable Mayor and Members of the City Council

FROM: Karen Farris, City Secretary

MEETING DATE: September 27, 2021

SUBJECT: Discuss and consider possible action on the November and December 2021 City Council Meeting dates. The November 22<sup>nd</sup> City Council Meeting is the week of Thanksgiving. The December 27<sup>th</sup> City Council Meeting is the week after the Christmas Holidays.

Agenda Item: 22