

**CITY OF PINEY POINT VILLAGE
CITY COUNCIL**

Mark Kobelan, Mayor
Michael Herminghaus, Council Position 1
Dale Dodds, Council Position 2
Joel Bender, Council Position 3, Mayor Pro Tem
Aliza Dutt, Council Position 4
Jonathan C. Curth, Council Position 5



**COUNCIL CHAMBERS
7676 WOODWAY, SUITE 300
HOUSTON, TEXAS 77063**

Robert Pennington, City Administrator
David Olson, City Attorney

Phone (713) 782-0271
www.cityofpineypoint.com

**THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, MARCH 25, 2024
6:00 PM**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR COUNCIL MEETING ON MONDAY, MARCH 25, 2024, AT 6:00 P.M. LOCATED AT 325 PINEY POINT ROAD, PINEY POINT VILLAGE, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

I. DECLARATION OF QUORUM AND CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS WISHING TO ADDRESS COUNCIL - *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 inquires about a subject that is not explicitly identified on the agenda, a member of the Council or a Staff Member may only respond by stating specific factual information or reciting existing policy. The City Council may not deliberate or vote on the non-agenda matter.*

IV. NEW BUSINESS

1. Consideration and possible action on the Memorial Villages Police Department.
 - a) Update on activities.
2. Consideration and possible action on the Village Fire Department.
 - a) Update on activities.
 - b) Fire Commissioner Resolution. (RES 2024.03).
 - c) VFD Special Meeting Agenda (03/20/24).
 - d) VFD Workshop Agenda (03/20/24).
 - e) VFD Financials.
 - f) VFD Minutes (02/28/24).
3. Consideration and possible action on a suspension resolution over CenterPoint's transmission and distribution rates. (RES 2024.03-A)
4. Consideration and possible action on a resolution appointing a member to the Board of Directors of the Harris Galveston Subsidence District. (RES 2024.03-B)
5. Consideration and possible action to select a proposal for landscape installation of Greenbay landscape and irrigation design near Hedwig Road.
6. Consideration and possible action on the monthly report presented by the Mayor.
 - a) Metro Multi-Cities Committee Meeting.
7. Consideration and possible action on the City Administrator's Monthly Report, including but not limited to:

- a) Financial Related Items
 - i. Financial Report – February 2024.
 - ii. Kinkaid Revenue.
 - iii. Property Tax Report.
 - iv. Disbursements (greater than \$10,000).
- b) Update on School Zones and flashing beacons.
- c) Update on Current Specific Use Permit Projects.
- d) Resident Request – As-Built Requirements at 9A Woods Edge Lane.
- 8. Consideration and possible action to advertise and bid on the 2023 Paving Improvements Project.
- 9. Consideration and possible action on the Engineer's Report.
- 10. Consideration and possible action on approval of the Regular Session Meeting Minutes held on February 26, 2024.
- 11. Consideration and possible action on approval of the Special Session Meeting Minutes held on March 7, 2024.
- 12. Discuss and consider possible action on any future agenda items, meeting dates, and similar matters.
 - a) City Holiday - March 29, 2024.
 - b) Beautification Meeting – Monday, April 8, 2024.
 - c) Engineering Meeting - Wednesday, April 10, 2024.
 - d) Regular Council Meeting - Monday, April 15, 2024 (Adjusted - 3rd Monday).

V. EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE

- 13. The City Council will now hold a closed executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in:
 - a) **Section 551.071**- Consultation with City Attorney.
 - b) **Section 551.072**- Real Estate Property.
 - c) Reconvene into an open session.
- 14. Consideration and possible action on items discussed in the Executive Session.

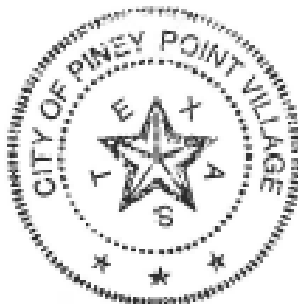
VI. ADJOURNMENT

CERTIFICATION

I certify that a copy of the March 25, 2024, 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 March 22, 2024.



Robert Pennington
City Administrator / City Secretary



In compliance with the Americans with Disabilities Act, the City of Piney Point Village will provide 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 before the meeting. Please contact Robert Pennington at 713-230-8703. 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.

TO: City Council

FROM: R. Pennington, City Administrator

VIA: R. Schultz, Police Chief

MEETING DATE: March 25, 2024

SUBJECT: Discuss and take possible action on the Memorial Villages Police Department Monthly Report.

Agenda Item: 1

This agenda item is for MVPD monthly reporting, to hear and discuss the activity of the Department, including details on call volume, traffic stops, citations, and other public safety-related incidents. Attached is the monthly report from MVPD.



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

Raymond Schultz
Chief of Police

March 12, 2024

TO: MVPD Police Commissioners
 FROM: R. Schultz, Chief of Police
 REF: February 2024 Monthly Report

During the month of February, MVPD responded/handled a total of 4,168 calls/incidents. 2,666 House Watch checks were conducted. 803 traffic stops were initiated with 968 citations being issued for 1150 violations. (Note: 9 Assists in Hedwig, 158 in Houston, 4 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1332/2875	959/2098	1	258/207/465	11@3:54
Piney Point:	1012/2026	631/1257	3	240/196/436	5@3:11
Hunters Creek:	1592/2983	1076/1978	10	274/172/445	14@2:46
				Cites/Warn/Total	30@3:15

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	124	Ord. Violations:	7	Speeding:	165
Animal Calls:	23	Information:	18	Exp. Registration	307
ALPR Hits:	35	Suspicious Situations	101	No Ins	180
Assist Fire:	36	Loud Party	7	No License	153
Assist EMS:	36	Welfare Checks:	8	Stop Sign	24
Accidents:	13			Fake Plate	11

*This month the department generated a total of 68 police reports.
 BH-20, PP-21, HC-27, HOU-0, HED-0, SV-0*

Crimes Against of Persons (0)

None 0

Crimes Against Property (14)

Burglary of a Vehicle	3	Fraud/ID	6
Unlawful Use of a MV	1	Theft Misdemeanor	4

Petty/Quality of Life Crimes/Events (54)

ALPR Hits (valid)	2	Reckless Driving	2
Accidents	14	Misc	23
Warrants	9	Weapons Charge	1
DWI	2	Criminal Mischief	1

Arrest Summary: Individuals Arrested (20)

Warrants	9	Felony	1
Class 3 Arrests	8	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	948,839	6,466,610	14.7%
• Operating Expense:	163,147	1,110,490	14.7%
• Total M&O Expenditures:	1,111,986	7,577,100	14.7%
• Capital Expenses:	112,755	289,700	38.90%
• Net Expenses:	1,224,741	7,866,800	16%

Follow-up on Previous Month Items/Requests from Commission

- The Standard Operating Procedures manual was updated with clarification as to when a former employees personnel file may be reviewed by a prospective new employer and who may speak with the file reviewing party.
- Staff went to Belton, TX to verify that our 2023 Chevrolet Tahoe's are indeed on location. All vehicles were verified by VIN number.

Personnel Changes/Issues/Updates

- Dispatcher Brenda Brashier moved from a part-time status to full-time effective February 16, 2024. The department is fully staffed.

Major/Significant Events

- 2/7/24. Officers arrested a package thief who they observed stealing a package from a residence. The male ran on foot but was quickly apprehended and taken into custody.
- 2/8/24. Officers responded to a call involving the theft of 2 bicycles overnight from an area home. Officers searched nearby construction sites and located one of the stolen bicycles that had been hidden. That bike was recovered. Officers thought that the suspect might return the following evening to retrieve the other bike. The next evening while patrolling the area the suspect did return and was taken into custody. Both stolen bicycles were recovered, and the suspect arrested.
- Officers located 3 missing persons in the villages during the month. One was returned to her family, and the other two were returned to group homes. One in Baytown and one in Rosenberg.
- 2/14/24. During a routine traffic stop, officers recovered 33 credit cards belonging to different people from across the Houston area. The DA's office declined charges however, detectives are following up on the investigation and contacting the owners.
- Officers arrested 2 motorists for reckless driving during the month. One was traveling at 70 MPH and the other at 100 MPH.

Status Update on Major Projects

- Contracts for the roof and HVAC were reviewed by Olson and Olson and suggested changes were accepted by the contractors. Work is being scheduled, and the necessary materials have been ordered.

Community Projects

- Officers worked on 3 traffic STEP plans in conjunction with HPD and other agencies.
- Officers Boggus and Vasquez met with children and the APPLE program from Frostwood, and hosted girl scouts at the PD and a city council meeting.

V-LINC new registrations in February +23

BH – 1644(+3)
PP – 1162 (+7)

HC – 1650 (+5)
Out of Area – 6058 (+8)

2024 Total Incidents

2024	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	15	56	72	16	4171	2668	1543	1139	1014	626	1391	902
February	0	14	54	68	20	4168	2666	1332	959	1012	631	1592	1076
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
Total	1	29	110	140	36	8339	5334	2875	2098	2026	1257	2983	1978

2023 Totals	17	165	707	890	182
Difference					
% Change					

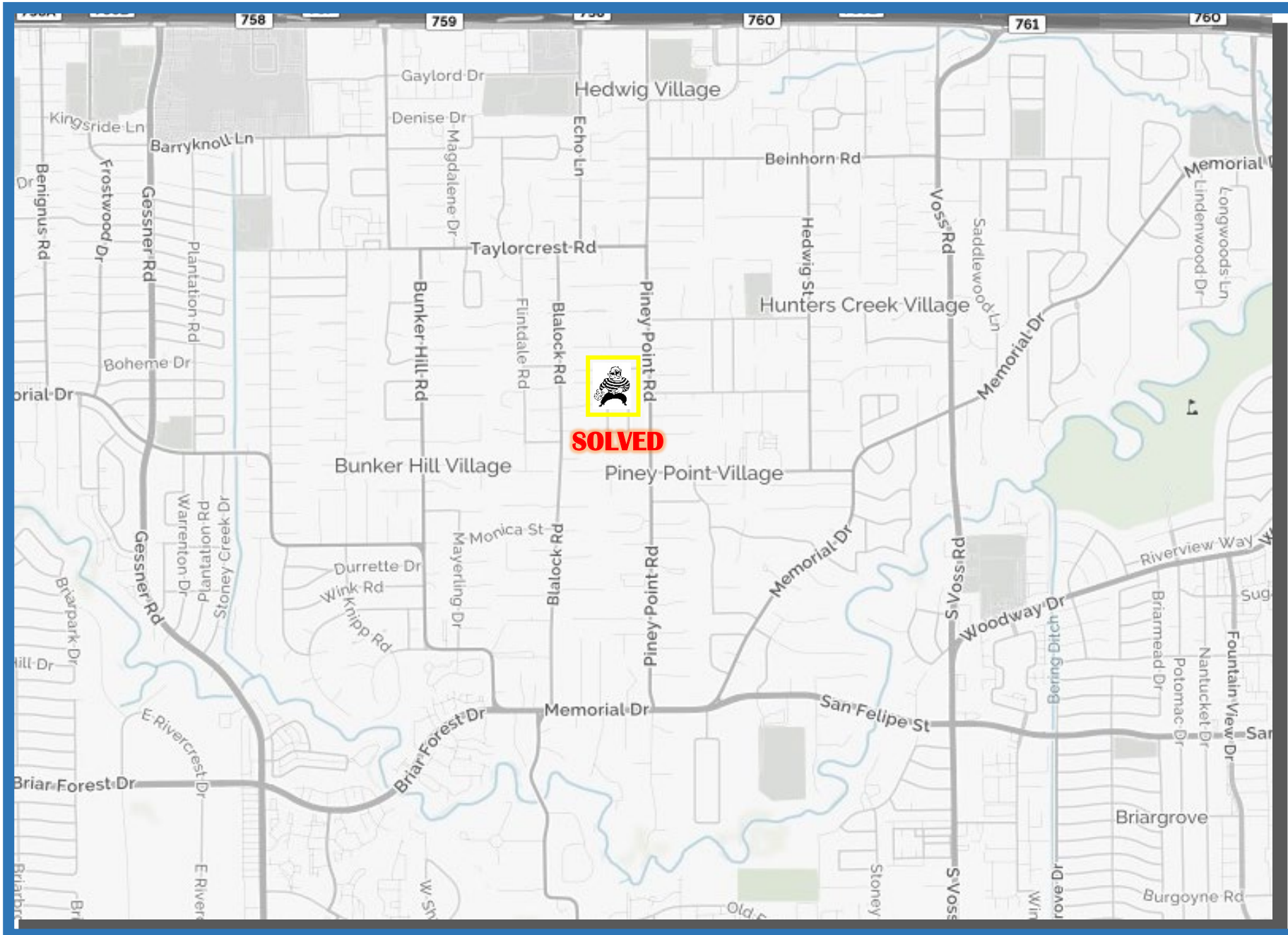
70947	54496	23709	19196	18915	14104	26305	20685
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2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI	42:52:14	21:30:58											2	51
BAKER, BRIAN C	* 1:42:24	0:00:00												
BALDWIN, BRIAN	18:24:30	18:59:44											1	24
BIEHUNKO, JOHN	29:52:43	23:36:19											4	26
BOGGUS, LARRY	* 17:35:09	2:23:10												
BURLESON, Jason	15:26:34	17:28:59											2	17
BYRD, Rachied	16:41:02	19:39:50											5	25
CANALES, RALPH EDWARD	11:43:19	21:55:59											5	29
CERNY, BLAIR C.	* 8:13:37	4:59:13											1	
ECKERFIELD, Dillion	28:07:09	19:02:55											4	30
GONZALEZ, Jose	25:11:16	38:38:30											4	76
HARWOOD, NICHOLAS	23:18:34	3:07:14												5
JARVIS, RICHARD	38:50:40	18:16:56											2	37
JOHNSON, JOHN	23:33:58	25:28:12												79
JONES, ERIC	* 0:38:31	0:20:04												
KING, JEREMY	25:19:16	3:26:38												9
KUKOWSKI, Andy	17:46:52	28:55:17											6	62
MCELVANY, ROBERT	9:50:58	13:31:08												25
ORTEGA, Yesenia	17:06:45	16:36:54											1	21
OWENS, LANE	* 0:00:00	0:00:00												
PAVLOCK, JAMES ADAM	18:45:35	13:47:20											5	92
RODRIGUEZ, CHRISTOPHER	* 10:18:14	7:50:54												
RODRIGUEZ, JOSE	19:14:42	9:18:19											6	33
RODRIGUEZ, REGGIE	21:17:14	16:39:22											5	28
SALAZAR, Efrain	* 5:05:08	9:09:05											1	
SCHULTZ, RAYMOND	* 0:47:13	0:35:00												
SILLIMAN, ERIC	22:54:37	17:51:55											7	86
SPRINKLE, MICHAEL	10:04:21	9:13:16												10
TAYLOR, CRAIG	11:35:43	19:13:52											2	17
VALDEZ, JUAN	20:53:02	25:56:16											2	15
VASQUEZ, MONICA	* 6:06:52	4:05:50												
WHITE, TERRY	16:04:09	18:55:51											3	22
* = Admin												Total	68	819

Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
911 Phone Calls	237	243												
3700 Phone Calls	2489	2291												
DP General Phone Calls*	78:37:52	57:41:47												
Radio Transmissions	9871	9754												

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



2024 Burglary Map

Address	Alarm	POE
467 Jan Kelly	No	Open Garage

2024 Robberies

Address	MO
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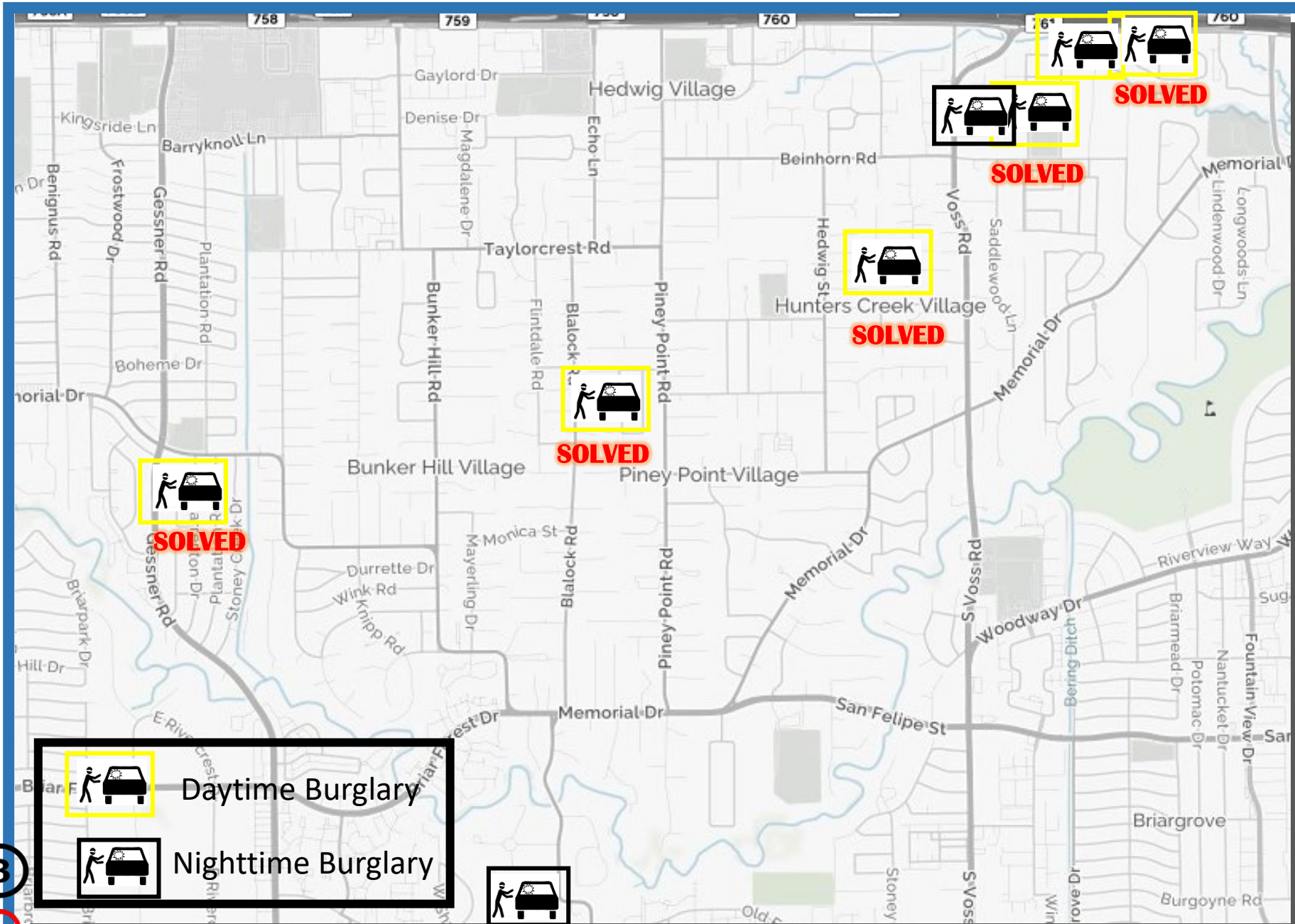
 Daytime Burglary

 Nighttime Burglary

 Robbery



 
2/29/24


2024 Auto Burglary Map



Address	POE
8333 Katy Fwy	Win
8525 Katy Fwy	UNL*
10614 Gawain	Win
10611 Twelve Oaks	UNL
11615 Starwood	UNL
10710 Marsha	Win
11321 Green Vale	UNL
2102 S. Piney Point	UNL

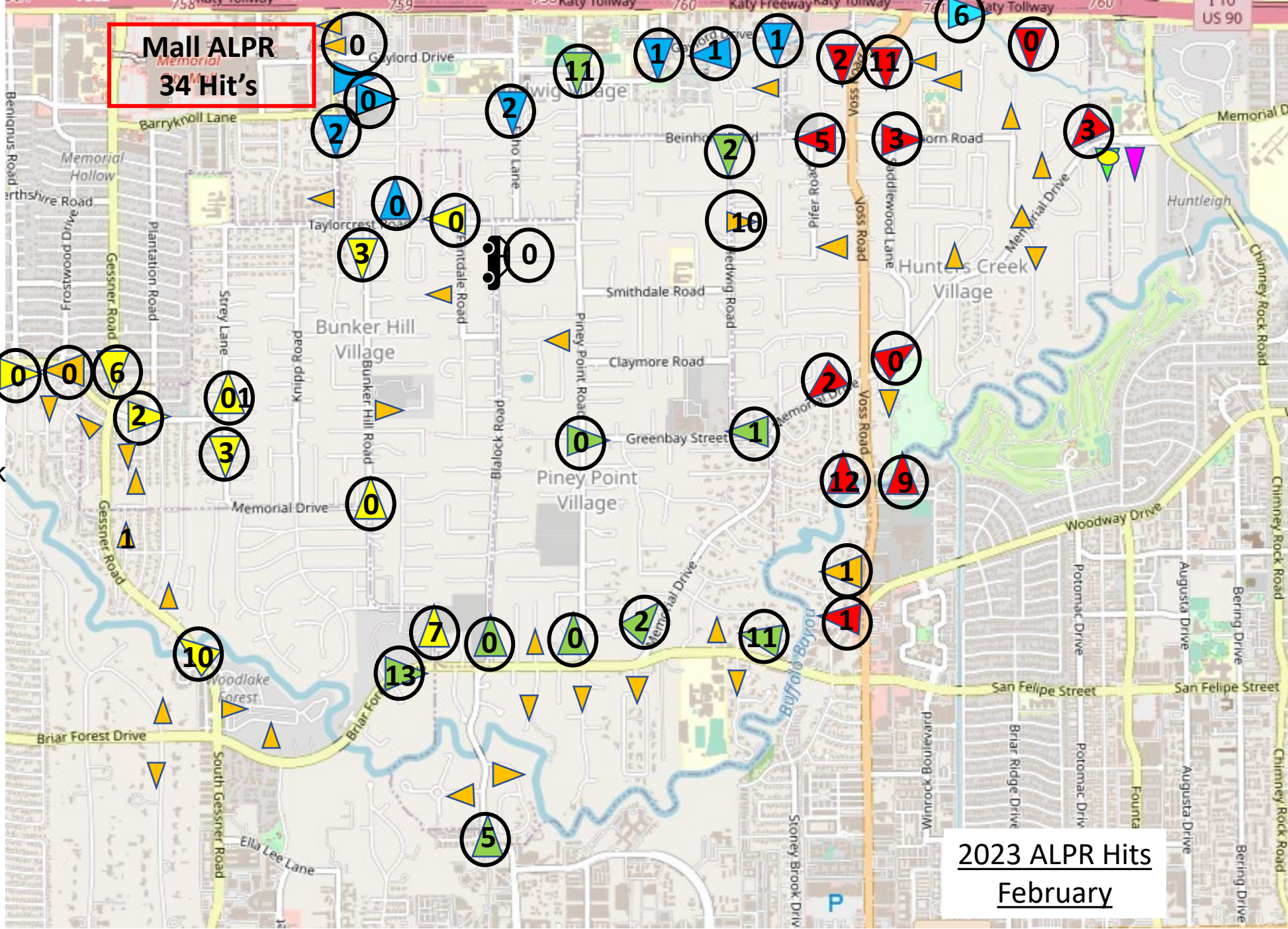
3
No






 Daytime Burglary
 Nighttime Burglary

 Lock/Win Punch
 Blue Entry = Actual
 Location Unknown
 Underlined Contractor
SOLVED
 2/29/24

Mall ALPR
34 Hit's

- Hedwig 
- Bunker Hill 
- Piney Point 
- Hunters Creek 
- Frequent Mobile Locations 
- 126** Total Hits 



- Lindenwood HOA 
- Longwoods HOA 
- US Coins 
- In Process 
- HOA Systems-32 
- 2/29/24 


2023 ALPR Hits
February

Mall ALPR Recoveries


Hedwig



Bunker Hill


Piney Point



Hunters Creek


Frequent Mobile Locations


 Recovered Vehicles
Recovered Plates - 2

 Investigative Leads


Lindenwood HOA

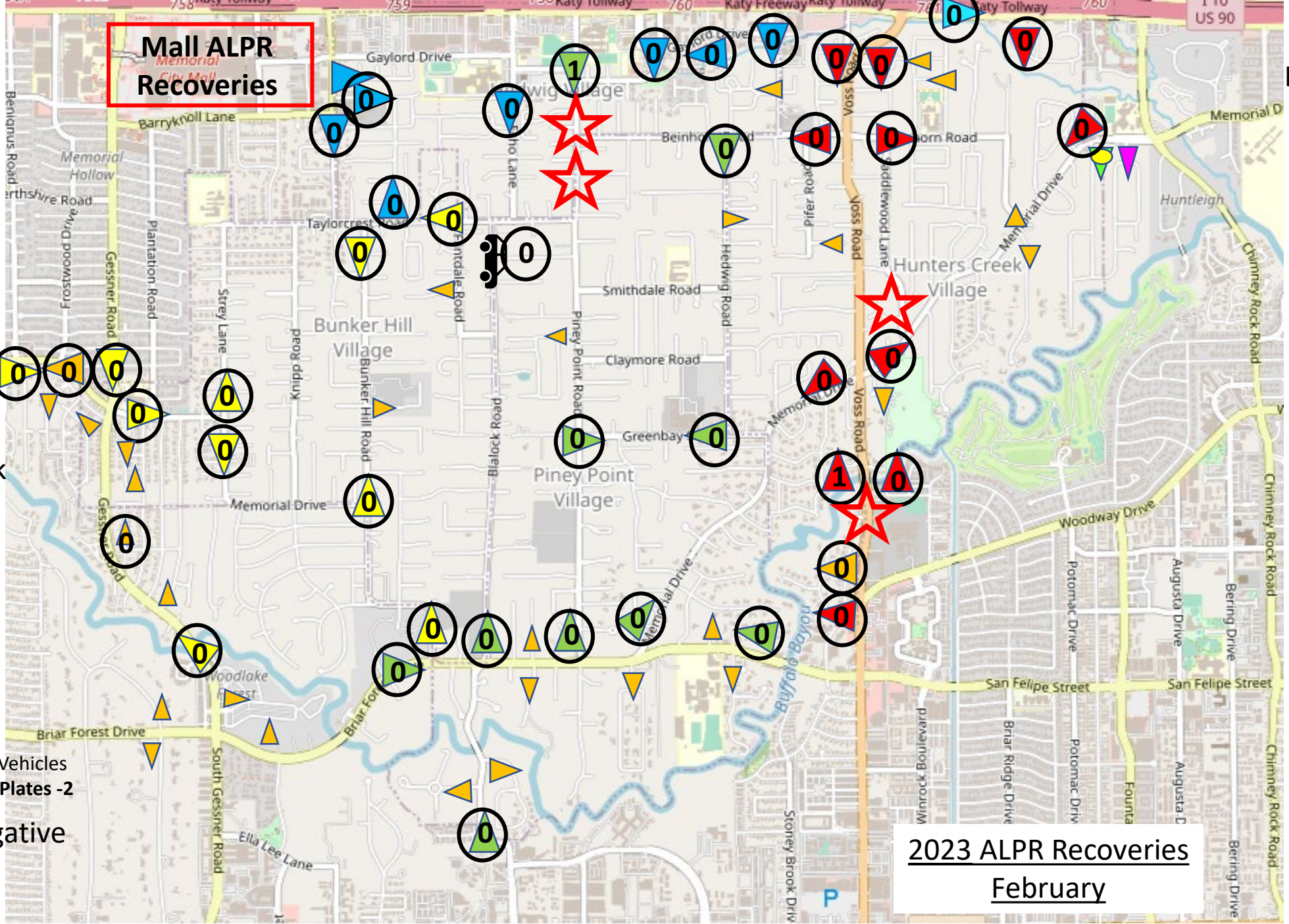

Longwoods HOA


US Coins


In Process


HOA Systems


2/29/24 



2023 ALPR Recoveries
February



February 2024 ALPR REPORT



Total Plate Reads, Incl's multiple reads of same plate
Number of Unique Plates Read – Total without repeats
Number of Hits/Alerts - All 14 possible categories
Number of Hits/Alerts of the 6 monitored categories
Number of Sex Offender Hits (not monitored live)
Summary Report
Total Hits-Reads/total vehicles passed by each camera

2024 ALPR Data Report

Plate Reads Summary

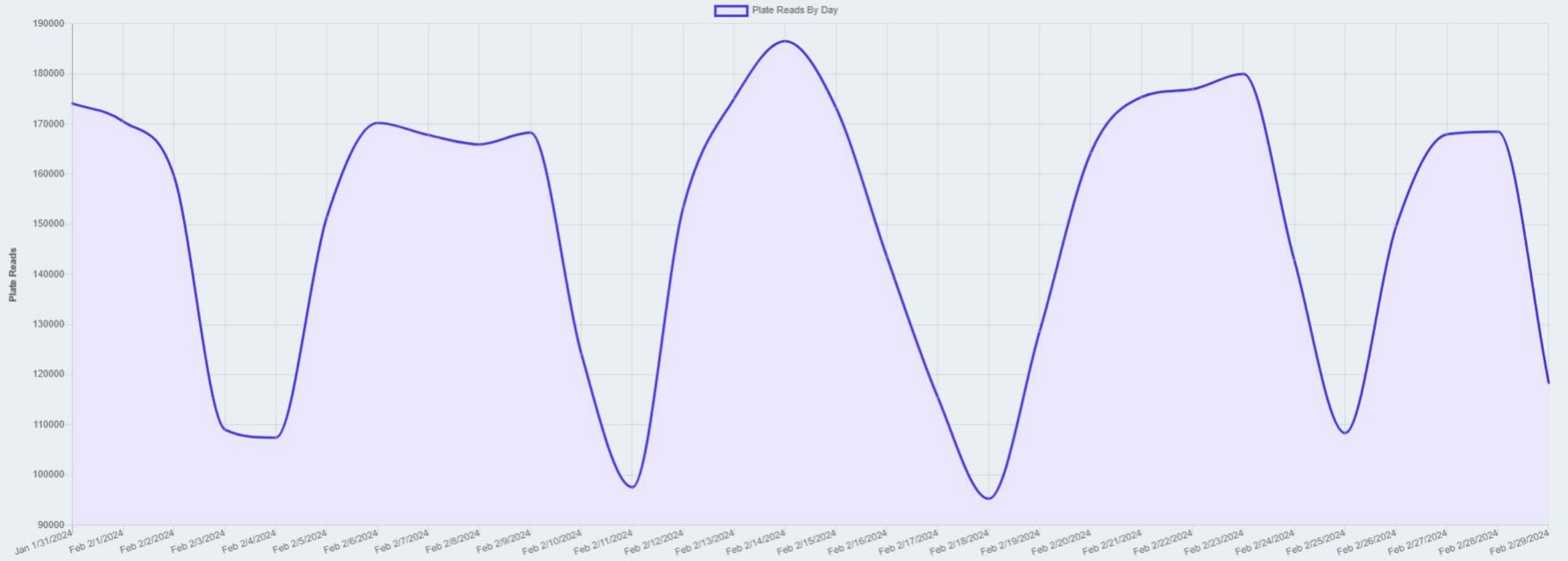
Total Plate Reads:
4,489,378

[DOWNLOAD CSV](#)

Jan 31 - Feb 29

Devices (34) ▾

[Search](#)



Unique Plate Reads Summary

Total Unique Plate Reads:

546,272

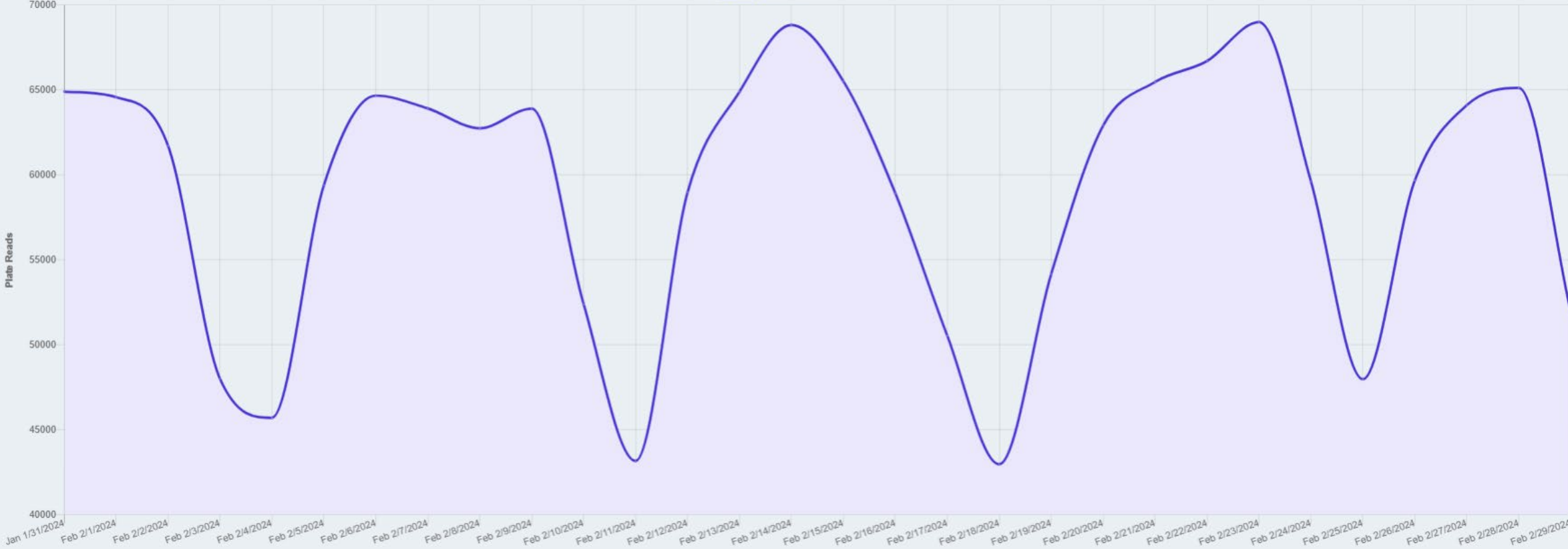
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Jan 31 - Feb 29

Devices (34)

[Search](#)

Plate Reads By Day



All Categories

Hits Report

01/30/2024 To... 02/29/2024 [Search](#)

Select a date range up to 31 days

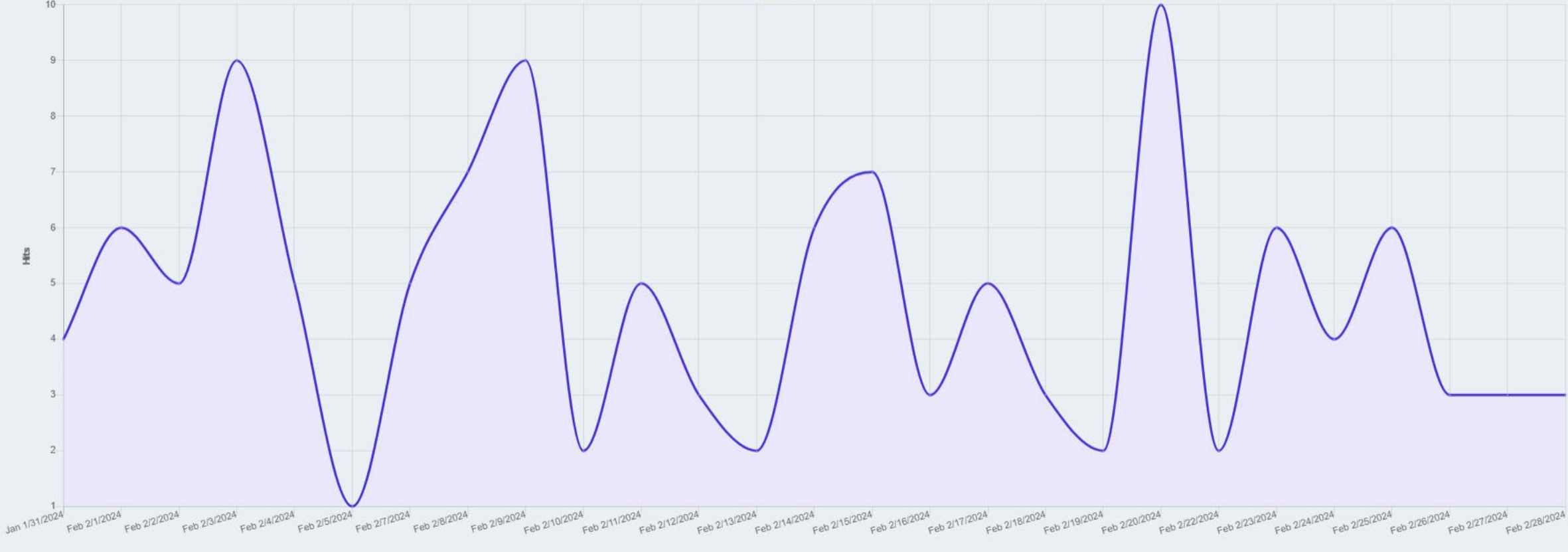
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Total Hits: 126

Topics (15) ▾

Devices (34) ▾

Hits By Day



Top 7 Categories

Hits Report

01/30/2024

To...

02/29/2024

Search

Select a date range up to 31 days

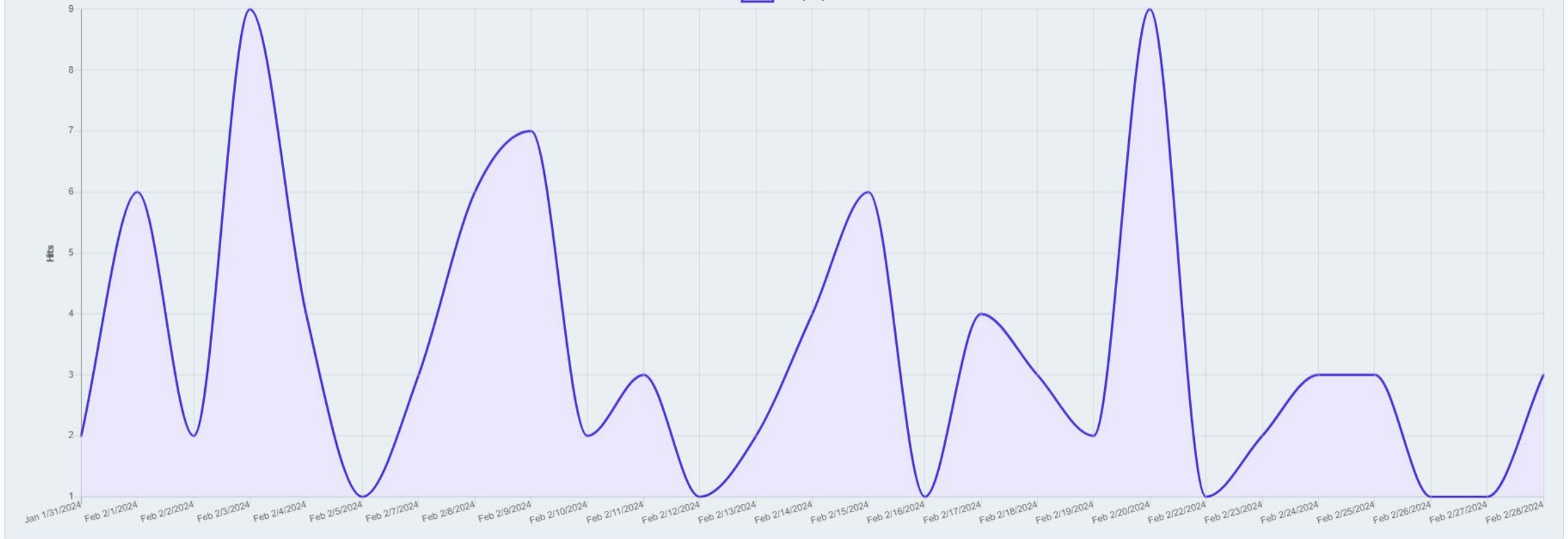
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Total Hits: 91

Topics (7)

Devices (34)

Hits By Day



Sex Offenders

Hits Report

01/30/2024 To... 02/29/2024 [Search](#)

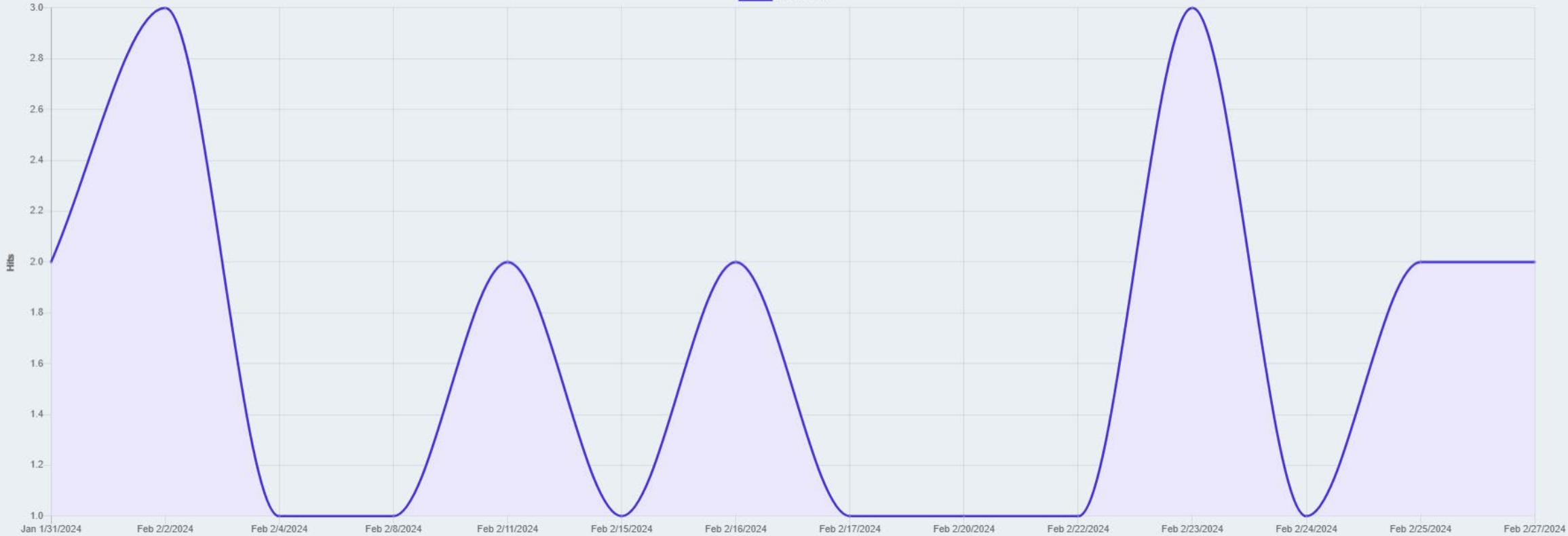
Select a date range up to 31 days

[DOWNLOAD CSV](#)

Total Hits: 23

Topics (1) Devices (34)

Hits By Day



Summary Report

Insights Dashboard



Device Sharing

Shared with
Lewisville TX PD,
Sansom Park TX PD,
and 331 others

Access Levels
Search
Hotlist Tool Access

Device Status

34 / 34 
Devices Online

[← Previous Device](#)

Device Name	Battery	Latency
#01 Inbound, Riverview Way, EB	100%	13.97 s

[Next Device >](#)

#1 Gessner S/B at Frostwood

#2 Memorial E/B at Gessner

#3 NO ALPR - Future Location

#4 Memorial N/B at Briar Forrest

#5 Bunker Hill S/B at Taylorcrest

#6 Taylorcrest W/B at Flintdale

#7 Memorial E/B at Briar Forrest

#8 2200 S. Piney Point N/B

#9 N. Piney Point N/B at Memorial

#10 Memorial E/B at San Felipe

#11 Greenbay E/B Piney Point

#12 Piney Point S/B at Gaylord

#13 Gessner N/B at Bayou

#14 Beinhorn W/B at Pipher

#15 Hunters Creek Drive S/B at I-10

#16 Memorial W/B at Creekside

#17 Memorial W/B at Voss

#18 Memorial E/B at Voss

#19 S/B Voss at Old Voss Ln 1

#20 S/B Voss at Old Voss Ln 2

#21 N/B Voss at Magnolia Bend Ln 1

#22 N/B Voss at Magnolia Bend Ln 2

#23 W/B San Felipe at Buffalo Bayou

#24 N/B Blalock at Memorial

#25 N/B Bunker Hill at Memorial

#26 S/B Hedwig at Beinhorn

#27 Mobile Unit #181

#28 Mobile Speed Trailer/Station

#29 Riverbend Main Entrance

#30 Beinhorn E/B at Voss

#31 Memorial E/B at Tealwood (new)

#32 Greenbay W/B at Memorial

#33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road

Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA

Calico NA

Windemere NA

Mott Lane

Kensington NA

Stillforest NA

Farnham Park

Riverbend NA

Pinewood NA

Hampton Court

Bridlewood West NA

N Kuhlman NA

Longwoods NA

Memorial City Mall - 22



Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems

Total 'Plate Reads' by 'Device Name'

Device Name	Sum of Plate Reads
#22 - NB Voss x Magnolia Bend (Lane 2)	395667
#21 - NB Voss x Magnolia Bend (Lane 1)	365062
#23 - WB San Felipe x Buffalo Bayou	283571
#13 NB Gessner Rd	266543
#08 2200 S Piney Point Rd NB at City Limit	261318
#12 Piney Point Dr SB at Gaylord	233549
#01 Gessner SB at Frostwood Elementary δŸ; ;	232222
#04 Memorial Dr NB at Briar Forest δŸ"CE	209460
#20 - SB Voss x Old Voss (Lane 2)	185511
#02 Memorial Dr EB at Gessner	184231
#07 Memorial Dr EB at Briar Forest δŸ; ;	168667
#19 - SB Voss x Old Voss (Lane 1)	161892
#24 - NB Blalock x Memorial	161560
#28 MVPD Station S/B Memorial Drive	154987
#31 EB Memorial Dr near Tealwood	136690
#18 Memorial Dr EB at Voss δŸ; ;	135308
#14 Beinhorn Rd WB at Pipher	110272
#17 Memorial Dr WB at Voss δŸ"CE	108904
#10 On Memorial Dr EB from San Felipe	102621
#09 N Piney Point Rd at Memorial Dr	98689
#05 Bunkerhill Rd SB at Taylorcrest	87263
#16 Memorial Dr WB at E Creekside Dr δŸ; ;	83503
#06 Taylorcrest Rd WB at Flintdale	75513
#30 EB Beinhorn Rd @ Voss Rd	56116
#26 - SB Hedwig x Beinhorn	54845
#27 Unit 181 Blalock S/B at Taylorcrest	47602
#11 Greenbay St EB at Piney Point Rd	38126
#25 - NB Bunker Hill x Memorial δŸ"CE	29011
Strey NB at Memorial δŸ"CE	24873
#32 WB Greenbay @ Memorial Dr	17410
#15 Hunters Creek Dr SB at I-10 δŸ; ;	7424
#29 - Riverbend Main Entrance δŸ"CE	6092
#01 Inbound, Riverview Way, EB	5673
#03 Gessener Rd NB at Buffalo Bayou	0
Grand Total	4490175

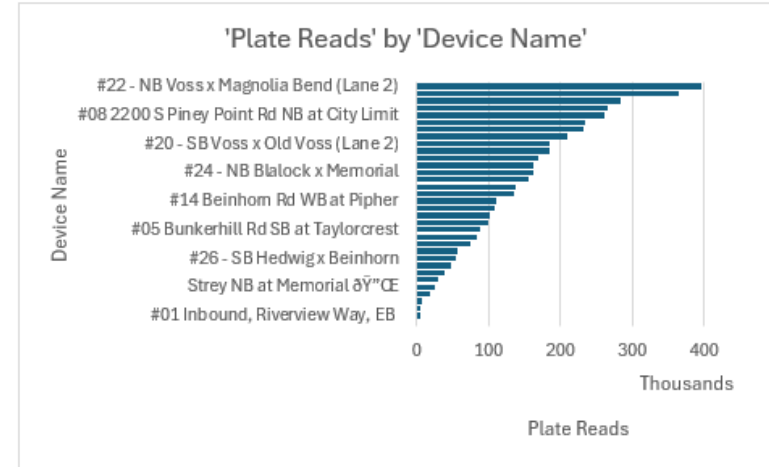
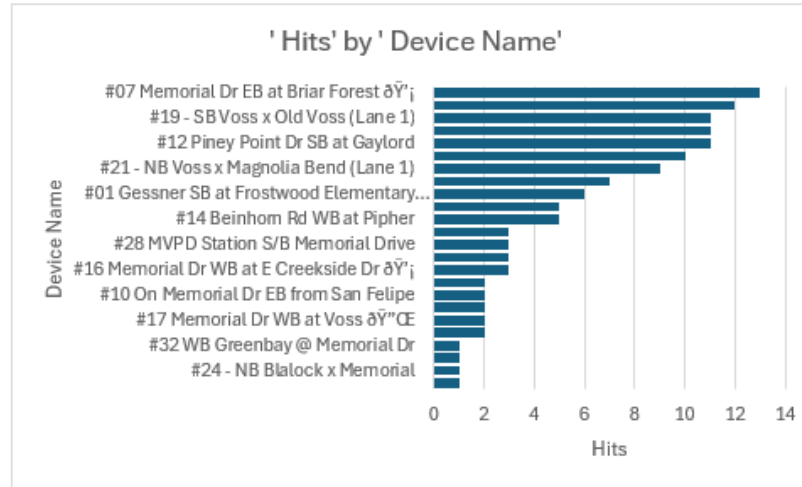


Plate Reads By Location

Hits By Camera

Total 'Hits' by 'Device Name'

Device Name	Sum of Hits
#07 Memorial Dr EB at Briar Forest δŸ'ı	13
#22 - NB Voss x Magnolia Bend (Lane 2)	12
#19 - SB Voss x Old Voss (Lane 1)	11
#23 - WB San Felipe x Buffalo Bayou	11
#12 Piney Point Dr SB at Gaylord	11
#13 NB Gessner Rd	10
#21 - NB Voss x Magnolia Bend (Lane 1)	9
#04 Memorial Dr NB at Briar Forest δŸ"CE	7
#01 Gessner SB at Frostwood Elementary δŸ'ı	6
#08 2200 S Piney Point Rd NB at City Limit	5
#14 Beinhorn Rd WB at Pipher	5
#30 EB Beinhorn Rd @ Voss Rd	3
#28 MVPD Station S/B Memorial Drive	3
#05 Bunkerhill Rd SB at Taylorcrest	3
#16 Memorial Dr WB at E Creekside Dr δŸ'ı	3
#02 Memorial Dr EB at Gessner	2
#10 On Memorial Dr EB from San Felipe	2
#20 - SB Voss x Old Voss (Lane 2)	2
#17 Memorial Dr WB at Voss δŸ"CE	2
#26 - SB Hedwig x Beinhorn	2
#32 WB Greenbay @ Memorial Dr	1
#01 Inbound, Riverview Way, EB	1
#24 - NB Blalock x Memorial	1
#29 - Riverbend Main Entrance δŸ"CE	1
Grand Total	126



Total Reads – 4,489,378

Unique Reads – 546,272

Hits- 126

7 Top Hits - 91

- Hotlist - 6
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

ALPR Recoveries							
Num	Plate	Vehicle	Loc	Val	Links	Date	
1	SVL2616	Kia Soul	24	\$ 16,500.00	CC Fraud/Theft	7-Jan	
2	CWS6686	Chev PU	21	\$ 10,000.00		9-Jan	
3	SSP9798	GMC Arcac	19	\$ 50,000.00	Fraud	18-Jan	
4	KPL1936	Chev1500	12	\$ 40,000.00	Repeat Offender	2-Feb	
5	TMV3732	BMW	22	\$ 35,000.00	Fraud	16-Feb	
6	SRY8618	ToyMaur	23	\$ 28,000.00		8-Mar	
7	MXG5703	ToyRav4	5	\$ 26,000.00	Warrant	9-Mar	
8	JBG9307	LexNX	1	\$ 3,000.00	Stolen Plate on veh	11-Mar	
9							
10							
11							
12							
13							
14							
15							
16							
17							
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19							
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65							
66							
67							
				\$ 208,500.00			

Plate Recoveries					
Plate Recove	Date	Links	Plate Reco	Date	Links
6VKC128	1/23/2024	Owner			
RKN392	2/4/2024	Owner			
DWJ6774	2/15/2024	Owner			
4B8105K	3/2/2024	Dup/Frd			
SKK6235	3/11/2024	Stolen			

Firearm in vehicle	Vehicle found to be Stolen
Temp Tag	Hotlist

Located but Filed									
Date	Plate	Camera		Date	Plate	Camera	Date	Plate	Camera
3-Jan	SFG3451	7							
9-Jan	SGN1517	13							

Runaways/Missing	Community Safety Hotlist
	1/8/2024 LCP9497 32

0 of 0 involved in other crimes = 0%

HOT List Hits Other Agencies

ALPR Stops Located not Reported as Recovered			
Plate	ALPR	Agency	Date
NLM7574	8	HPD	4-Jan
3882-E22	20	HPD	23-Jan

Program Summary			
2024 Value	\$ 208,500.00	Recovered	2
2023 Value	\$ 646,500.00	Recovered	30
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 5,857,101.00		264

INVESTIGATIVE LEADS/Solves											
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR	Crime	Date	Plate	ALPR
Package Theft	TPK9834	3-Jan	P- Kensington	Mail Theft	SJB2869	3/8/2024	29, Bridlewood				
BMV-Crim Mischief	100059B	3-Jan	P - US Coins								
Theft of Lawn Eq	4297A98	4-Jan	2								
Mail Theft	SXS7885	5-Jan	6								
Hotlist Theft	TPK9834	7-Jan	13								
BMV suspects	SGN1517	9-Jan	13								
Package Thief	BW6J592	10-Jan	Bellaire								
FSGI	PRM6967	23-Jan	P-Still								
FSGI	8XSG491	1/27/2024	1								
Runaway	RKH0399	2-Feb	12								
Theft of Lawn Eq	BW6J592	9-Feb	2								
BMV Att	TSP9824	16-Feb	18								
BMV		22-Feb	12								
Susp Event	TJJ0901	4-Mar	17								

* ALPR used to prove false report

TO: City Council

FROM: R. Pennington, City Administrator

VIA: H. Miller, Fire Chief

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on the Village Fire Department.

Agenda Item: 2

Summary:

This agenda item is for VFD monthly reporting to hear and discuss the activity of the Department, including details on call volume and other public safety-related incidents.

In addition, the Council approved the appointment of Henry Kollenberg as the Village Fire Department's fire commissioner for a term starting on March 21, 2024. Attached is a resolution confirming the appointment of Henry Kollenberg.

Recommendation:

It is recommended that the Council approves a resolution (RES. 2024.03) to confirm Henry Kollenberg as the Fire Commissioner of the Village Fire Department.

Attachments:

January 2024 Summary
Resolution 2024.03

Village Fire Department
2024 Strategic Performance 1st Quarter Report

2024 BUDGET	Quarter Budget	Monthly Budget	Jan	Feb	Mar	Qtr Total
Quarterly Budget	\$ 2,378,371.96	\$ 792,790.65	\$ 659,911.06	\$ 697,604.35		\$ 1,357,515.41
Total % of Quarterly Budget Spent			27.7%	29.3%		57%
Personnel Expenditure	\$ 2,067,093.78	\$ 689,031.26	\$ 601,514.26	\$ 594,348.33		\$ 1,195,862.59
Personnel %			29.1%	28.8%		58%
Overtime Expenditure	\$ 51,500.00	\$ 17,166.67	\$ 9,960.83	\$ 11,220.81		\$ 21,181.64
Overtime %			19.3%	21.8%		41%
Capital Expenditure	\$ 48,258.31	\$ 16,086.10	\$ -	\$ 30,069.62		\$ 30,069.62
Capital %			0.0%	62.3%		62%
Operational Expenditure	\$ 263,019.87	\$ 87,673.29	\$ 58,396.80	\$ 73,186.40		\$ 131,583.20
Operational %			22.2%	27.8%		50%
EMERGENCY OPERATIONS			Jan	Feb	Mar	Qtr Total
Incidents			250	126		376
Apparatuses Responses			429	283		712
Avg. Emerg Resp.Time			0:04:19	4:17		
Avg. Emerg. Fire Resp. Time (Nat'l Std 6:50)			0:04:35	4:18		
Avg. Emerg. EMS Resp. Time (Nat'l Std 6:30)			4:06:00	4:16		
EMS REVENUE						
EMS Revenue Beginning Bank Balance			\$ -	\$ 26,291.41		\$ -
EMS Bank Deposits			\$ 26,291.41	\$ 18,028.53		\$ -
Disbursements			\$ -	\$ (53.41)		\$ -
Total Revenue Received per month			\$ 26,291.41	\$ 44,266.53		\$ -
FIRE MARSHAL						
General Plans Reviewed			3	2		
Sprinkler Systems Reviewed			13	13		
Fire Prevention Permits			2	4		
Total Inspection Activities This Month			23	44		
Fires Investigated			0	1		
Community Education Events			1	7		
Total # of Houses	6708					
Houses w/Sprinklers			2386	2395		
Houses w/ Sprinkler Systems %			35.57%	35.70%	0.00%	35.57%



Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

February 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Total YTD
TOTAL	250	181	431
Abdominal Pain	0	1	1
Allergic Reaction	2	1	3
Assult	0	1	1
Automatic Aid	3	2	5
Automatic Aid- Apartment Fire	13	6	19
Automatic Aid- Building Fire	4	2	6
Automatic Aid- Elevator Rescue	3	1	4
Automatic Aid- Entrapment MVC	1	3	4
Automatic Aid- Gas Leak	1	1	2
Automatic Aid- High Rise Fire	0	2	2
Carbon Monoxide Detector With Symptoms	0	1	1
Carbon Monoxide Detector No Symptoms	2	3	5
Cardiac/Respiratory Arrest	1	1	2
Check a Noxious Odor	2	1	3
Check for the Smell of Natural Gas	2	3	5
Check for the Smell of Smoke	2	2	4
Chest Pain	3	1	4
Child Locked in a Vehicle Engine Not Running	0	1	1
Choking	1	1	2
Diabetic Emergency	1	2	3
Difficulty Breathing	9	5	14
Elevator Rescue	1	0	1
Fall Victim	10	8	18
Fire Alarm Business	8	6	14
Fire Alarm Church or School	10	6	16
Fire Alarm Residence	36	28	64
Gas Leak	3	0	3
Heart Problems	8	6	14
Heat/Cold Exposure	1	0	1
Hemorrhage/Laceration	1	2	3
House Fire	2	0	2
Injured Party	4	4	8
Medical Alarm	6	5	11
Motor Vehicle Collision	23	15	38
Object Down in Roadway	6	1	7
Oven/Appliance Fire	1	0	1
Overdose/Poisoning	1	1	2
Possible D.O.S.	1	0	1
Powerlines Down Arcing/Burning	3	0	3
Pregnancy/ Childbirth	1	0	1
Psychiatric Emergency	3	6	9
Seizures	4	2	6
Service Call Non-emergency	14	16	30
Shooting/Stabbing	1	0	1
Sick Call	21	15	36
Smoke in Business	1	0	1
Smoke in Residence	1	0	1
Stroke	5	1	6
Transformer Fire	3	0	3
Traumatic Injury	1	3	4
Unconscious Party/Syncope	14	9	23
Unknown Medical Emergency	1	2	3
Vehicle Fire	4	3	7
Wash Down	1	1	2

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	300	4:18

Note: Nat'l Std Fire Response Time: 6:50
 Note: Nat'l Std Fire EMS Time: 6:30



Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

February 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	44	25	69	Jan	23	4:59
Allergic Reaction	0	1	1	Feb	16	4:56
Cardiac/Respiratory Arrest	0	1	1	Mar		
Check for the Smell of Natural Gas	0	1	1	Apr		
Choking	0	1	1	May		
Difficulty Breathing	2	2	4	Jun		
Fall Victim	1	1	2	Jul		
Fire Alarm Church or School	5	0	5	Aug		
Fire Alarm Residence	13	7	20	Sep		
Gas Leak	3	0	3	Oct		
Heart Problems	0	1	1	Nov		
Hemorrhage/Laceration	1	0	1	Dec		
Medical Alarm	2	1	3			
Motor Vehicle Collision	1	1	2			
Object Down in Roadway	3	0	3			
Possible D.O.S.	1	0	1			
Powerlines Down Arcing/Burning	2	0	2			
Service Call Non-emergency	4	4	8			
Sick Call	2	1	3			
Stroke	2	0	2			
Transformer Fire	1	0	1			
Traumatic Injury	1	0	1			
Unconscious Party/Syncope	0	2	2			
Unknown Medical Emergency	0	1	1			
					39	4:57

RESOLUTION No. 2024.03

A RESOLUTION OF THE CITY OF PINEY POINT VILLAGE, TEXAS, DESIGNATING THE CITY OF PINEY POINT VILLAGE'S COMMISSIONER TO THE VILLAGE FIRE DEPARTMENT BOARD OF COMMISSIONERS.

WHEREAS, the City Council recognizes that the City of Piney Point Village entered an Interlocal Cooperation Agreement on the 20th day of December 1978, with Bunker Hill Village, Hedwig Village, Hilshire Village, and Hunters Creek Village to establish a common municipal fire department to provide fire protection and emergency ambulance service for the property and inhabitants.

WHEREAS, the contracting cities' common municipal fire department is jointly owned and operated by the contracting cities, as the Village Fire Department.

WHEREAS, the contracting cities will establish a Board of Commissioners for the Village Fire Department, which will have the privileges and immunities of a municipal fire department under the laws of the State of Texas.

WHEREAS, The Board of Commissioners shall consist of one commissioner from each of the contracting cities. Each city shall name its representative to such Board of Commissioners by formal resolution or ordinance of the city's governing body.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS.

Section 1. The minutes of the special council meeting held on March 7, 2024, for the City of Piney Point Village state that the council approved the appointment of Henry Kollenberg as the Fire Commissioner for the Village Fire Department for the term starting on March 21, 2024.

Section 2. Henry Kollenberg is designated as the City's Commissioner to the Village Fire Department Board of Commissioners by this Resolution.

PASSED, APPROVED, AND RESOLVED this 25th day of March 2024.

City of Piney Point Village, Texas

Mark Kobelan, Mayor

ATTEST:

Robert Pennington, City Secretary

VILLAGE FIRE DEPARTMENT
SPECIAL MEETING AGENDA

Notice is hereby given that the Fire Commission of the Village Fire Department will meet in a special meeting to be held on Wednesday, March 20, 2024, at 6:30 p.m. at the Village Fire Department, 901 Corbindale, Houston, Texas 77024. The meeting will be open to the public and a quorum of the board of commissioners will be physically present at the above location.

The Board of Commissioners reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Title 5, Chapter 551, of the Texas Government Code.

Special meeting agenda:

1. Call to order
2. Comments from the Public (Comments are limited to 3 minutes each)
3. Discussion and possible action on the following related
 - a. Roof
 - Change Order (CO) Construction Master \$97,000 credit on contract for the roof redo.
 - Closeout Construction Masters contract – Joiner Architect
 - Revised agreement with Karl Schaack, VFD roof consultant – “ roof redo”
 - Change Order (CO) for Pyramid Waterproofing, Inc. to complete the roof redo
 -
 - b. Part-time dispatcher
4. Discussion and possible action on recommendations
 - a. Finance Consultant - update on findings and recommendations, Claire Bogard

Executive session:

5. Executive session pursuant to Section 551.074 authorizing a governmental body to: (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following positions:
 - a. Fire Chief
 - b. Finance Position
 - c. Administrator
 - d. Administrative Specialist
6. Adjourn the Executive Session, reconvene the Regular Session, and take action as necessary as a result of the Executive Session.
7. Future topics.
8. Adjournment.

I certify that the agenda for the 20th of March 2024, Special Meeting was posted at the fire department this the ___ day of March 2024.

Marlo Longoria, Administrator

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodation or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Village Fire Department at (713) 468-7941 or FAX (713) 468-5039 or longoria@villagefire.org for further information.

VILLAGE FIRE DEPARTMENT

2024 BUDGET WORKSHOP
Wednesday, March 20, 2024
7:00p.m. –Village Fire Department

AGENDA

Notice is hereby given of a Budget Workshop of the Fire Commission of the Village Fire Department to be held on **Wednesday, March 20, 2024, at 7:00 p.m.** or upon completion of the special meeting at the Village Fire Department, 901 Corbindale Rd. Hedwig Village, Texas 77024. The meeting will be open to the public and a quorum of the board of commissioners will be physically present at the above location.

WORKSHOP:

1. Call to order
2. Comments from the Public (Comments are limited to 3 minutes each)
3. A workshop will be held to discuss the following items that may be considered at the Commission's next regular meeting or at any future meetings. The following item is for discussion purposes only and no formal action will be taken.
 - a. 2025 Budget – Draft 1

ADJOURNMENT

I certify that the agenda for the March 20, 2024, Budget Workshop was posted at the fire department this the 13th day of March 2024, at 12:00 p.m.

Marlo Longoria, Administrator

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

Oliver, Rainey & Wojtek, LLP
P.O. Box 1519
412 Buchanan Drive
Burnet, TX 78611-7519
512-756-4904

Independent Accountants' Compilation Report

To Management
Village Fire Department
Houston, TX

Management is responsible for the accompanying financial statements of Village Fire Department General Fund, Capital Replacement Fund, Facility Fund, and Ambulance Billing Fund, which comprise the statement of assets, liabilities, and fund balance - cash basis as of February 29, 2024, and the related statement of receipts and expenditures - from cash transactions for the one month and two months then ended, the changes in fund balance from cash transactions for the two months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

However, we did become aware of departures from financial statements prepared from cash transactions. The Village Fire Department maintains its accounting records using the modified cash basis method of accounting. Such accounting method differs from U.S. generally accepted accounting principles. Inventory, prepaids, deferred revenue, and payroll payables are currently reported in the financial statements. The effects of these departures from the cash basis of accounting have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Department's assets, liabilities, fund balance, receipts, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Oliver, Rainey & Wojtek, LLP

Burnet, TX
March 14, 2024

Village Fire Department
Statement Of Assets, Liabilities, and Fund Balance
Cash Basis
February 29, 2024

	<u>General Fund</u>	<u>Capital Replacement Fund</u>	<u>Facility Fund</u>	<u>Ambulance Billing Fund</u>	<u>Combined Total</u>
Assets					
Cash					
Stellar Bank General Fund	\$ 287,080.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 287,080.46
Stellar Bank Savings	714,857.53	0.00	0.00	0.00	714,857.53
Stellar Bank-Capital Replacement	0.00	182,640.18	0.00	0.00	182,640.18
Stellar Bank-Ambulance Billing	0.00	0.00	0.00	39,829.27	39,829.27
WFB - Ambulance Billing Account	0.00	0.00	0.00	4,490.67	4,490.67
Stellar Bank-Facility Fund	0.00	0.00	271,127.78	0.00	271,127.78
Total Cash & Certificates	<u>1,001,937.99</u>	<u>182,640.18</u>	<u>271,127.78</u>	<u>44,319.94</u>	<u>1,500,025.89</u>
Gasoline & Oil Inventory	8,691.84	0.00	0.00	0.00	8,691.84
Prepaid Meal Allowances	2,610.00	0.00	0.00	0.00	2,610.00
Prepaid Insurance	23,272.03	0.00	0.00	0.00	23,272.03
Interfund Receivables/Payables	<u>(83,279.93)</u>	<u>83,333.34</u>	<u>0.00</u>	<u>(53.41)</u>	<u>0.00</u>
Total Assets	<u>\$ 953,231.93</u>	<u>\$ 265,973.52</u>	<u>\$ 271,127.78</u>	<u>\$ 44,266.53</u>	<u>\$ 1,534,599.76</u>
Liabilities and Fund Balance					
Liabilities					
Retirement Contrib. Payable	\$ 61,472.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,472.33
Ambulance Funds Payable	0.00	0.00	0.00	44,266.53	44,266.53
Retainage Payable	0.00	0.00	234,038.74	0.00	234,038.74
Assessments Paid in Advance	396,395.33	16,666.67	0.00	0.00	413,062.00
Total Liabilities	<u>457,867.66</u>	<u>16,666.67</u>	<u>234,038.74</u>	<u>44,266.53</u>	<u>752,839.60</u>
Fund Balance	495,364.27	249,306.85	37,089.04	0.00	781,760.16
Total Liabilities & Fund Balance	<u>\$ 953,231.93</u>	<u>\$ 265,973.52</u>	<u>\$ 271,127.78</u>	<u>\$ 44,266.53</u>	<u>\$ 1,534,599.76</u>

See Accountants' Compilation Report

**Village Fire Department
General Fund
Statement of Receipts and Expenditures
From Cash Transactions**

	Actual For 1 Month Ended <u>February 29, 2024</u>	Actual For 2 Months Ended <u>February 29, 2024</u>	Budget For 2 Months Ended <u>February 29, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
Receipts					
City Assessments (Note 1)	\$ 792,790.66	\$ 1,585,581.32	\$ 1,585,581.32	\$ 0.00	\$ 9,513,487.85
Interest Income	3,036.87	5,959.76	0.00	5,959.76	0.00
Total Receipts	<u>795,827.53</u>	<u>1,591,541.08</u>	<u>1,585,581.32</u>	<u>5,959.76</u>	<u>9,513,487.85</u>
Capital Expend. (Note 3)	<u>30,069.62</u>	<u>24,095.00</u>	<u>32,172.45</u>	<u>(8,077.45)</u>	<u>193,033.25</u>
Personnel Expenditures					
Salaries	440,043.81	879,078.01	923,714.20	(44,636.19)	5,542,285.00
Overtime Regular	454.83	20,881.64	34,333.40	(13,451.76)	206,000.00
Overtime-Training	0.00	0.00	7,553.40	(7,553.40)	45,320.00
Overtime-CPR	0.00	0.00	1,680.96	(1,680.96)	10,085.76
Longevity	1,950.00	3,904.00	3,666.70	237.30	22,000.00
Higher Class	1,671.52	2,490.59	3,090.00	(599.41)	18,540.00
Prof. Certification Pay	5,245.42	11,195.84	9,500.00	1,695.84	57,000.00
457 Plan Contribution	0.00	0.00	18,474.30	(18,474.30)	110,845.70
FICA Tax	31,671.21	63,204.30	75,752.18	(12,547.88)	454,512.98
Basic Life, ADD & LTD Ins.	1,674.57	3,273.24	5,741.54	(2,468.30)	34,448.94
Retirement - TMRS	29,264.37	58,373.96	67,134.92	(8,760.96)	402,809.12
Health Insurance	75,235.41	146,876.18	207,812.69	(60,936.51)	1,246,876.09
Workmens' Comp Insurance	3,303.88	8,884.21	11,941.98	(3,057.77)	71,651.48
Meal Allowances	3,833.31	8,166.60	7,663.91	502.69	46,000.04
Total Personnel Expenditures	<u>594,348.33</u>	<u>1,206,328.57</u>	<u>1,378,060.18</u>	<u>(171,731.61)</u>	<u>8,268,375.11</u>
Operational Expenditures					
Ambulance Medical Supplies	3,995.69	4,949.98	11,666.96	(6,716.98)	70,000.00
Dues/Subscriptions/Manuals	0.00	0.00	406.50	(406.50)	2,439.00
Building Maintenance	548.75	4,645.58	4,482.12	163.46	26,892.22
Station Supplies	654.09	1,156.58	3,100.00	(1,943.42)	18,600.00
IP Address VPN-PS Lightwave	756.43	756.43	1,470.00	(713.57)	8,820.00
Internet, Phones & TV-Comcast	2,569.00	3,472.35	3,300.00	172.35	19,800.00
Mobile Device Serv.-T Mobile	535.79	1,005.28	677.80	327.48	4,066.80
City of Houston Radio System	0.00	0.00	3,280.00	(3,280.00)	19,680.00
Comm.-Motorola 47 & Nice	40,819.43	40,819.43	7,166.70	33,652.73	43,000.00
Inc. Rec&CAD-Propheonix	0.00	0.00	4,000.00	(4,000.00)	24,000.00
Trn.Soft.& Veh.Checks-Vector	0.00	0.00	1,166.70	(1,166.70)	7,000.00
EMS Protocol App - Handevy	0.00	835.27	383.40	451.87	2,300.00
EMS Eq Maint-ProCare/Stryker	0.00	0.00	3,500.00	(3,500.00)	21,000.00
Public Education & Relations	0.00	0.00	833.40	(833.40)	5,000.00
Inspections	0.00	0.00	33.40	(33.40)	200.00
Fire Investigations	0.00	0.00	158.40	(158.40)	950.00
Law Enforcement Equipment	3,070.00	3,070.00	475.00	2,595.00	2,850.00
Dispatch Alerting System	0.00	0.00	1,320.25	(1,320.25)	7,921.05
Elect. Protocol Cards-Pro QA	53.04	53.04	416.70	(363.66)	2,500.00
Translation Ser.-Language Line	0.00	0.00	33.40	(33.40)	200.00
VFD Fire Comm & Meet. Exp.	0.00	0.00	1,263.40	(1,263.40)	7,580.00
VFD Events	0.00	0.00	4,166.70	(4,166.70)	25,000.00
CPR Supplies, Cards, & Equip.	0.00	0.00	1,166.70	(1,166.70)	7,000.00
Emergency Contingency	0.00	0.00	3,333.40	(3,333.40)	20,000.00
Gas & Oil (Note 4)	(6,499.77)	23,343.05	8,000.00	15,343.05	48,000.00
Property & Casualty Insurance	6,752.67	13,505.34	12,051.12	1,454.22	72,306.32

**Village Fire Department
General Fund
Statement of Receipts and Expenditures
From Cash Transactions**

	Actual For 1 Month Ended <u>February 29, 2024</u>	Actual For 2 Months Ended <u>February 29, 2024</u>	Budget For 2 Months Ended <u>February 29, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
Maint. of Equip. (Note 5)	5,091.55	7,739.06	41,583.50	(33,844.44)	249,500.00
Office Expenses	1,160.04	2,375.51	7,610.94	(5,235.43)	45,664.14
Rent	0.00	10.00	1.70	8.30	10.00
Public Utilities	1,195.14	5,080.77	9,040.00	(3,959.23)	54,240.00
Fire Certification Fees	0.00	523.02	1,220.00	(696.98)	7,320.00
Software&Email-Microsoft 365	457.16	457.16	1,166.70	(709.54)	7,000.00
Legal Services	3,622.48	1,662.48	6,000.00	(4,337.52)	36,000.00
IT Services	2,200.00	2,200.00	4,666.70	(2,466.70)	28,000.00
Health Ins. Consulting Serv.	0.00	10,186.48	1,916.70	8,269.78	11,500.00
Medical Director Services	1,250.00	2,500.00	3,333.40	(833.40)	20,000.00
Legal Notices & Advert.	0.00	0.00	500.00	(500.00)	3,000.00
Other Professional Services	1,147.00	1,147.00	2,666.70	(1,519.70)	16,000.00
Training Programs	2,115.36	3,101.85	14,456.90	(11,355.05)	86,740.00
Uniforms	1,692.55	1,692.55	3,333.40	(1,640.85)	19,999.96
Total Operational Expenditures	<u>73,186.40</u>	<u>136,288.21</u>	<u>175,348.69</u>	<u>(39,060.48)</u>	<u>1,052,079.49</u>
Transfers					
Total Expenditures	<u>697,604.35</u>	<u>1,366,711.78</u>	<u>1,585,581.32</u>	<u>(218,869.54)</u>	<u>9,513,487.85</u>
Excess of Receipts (Expenditures)	<u>\$ 98,223.18</u>	<u>\$ 224,829.30</u>	<u>\$ 0.00</u>	<u>\$ 224,829.30</u>	<u>\$ 0.00</u>

**Village Fire Department
Capital Replacement Fund
Statement of Receipts and Expenditures
From Cash Transactions**

	Actual For 1 Month Ended <u>February 29, 2024</u>	Actual For 2 Months Ended <u>February 29, 2024</u>	Budget For 2 Months Ended <u>February 29, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
Receipts					
City Assesments (Note 2)	\$ 33,333.34	\$ 66,666.67	\$ 66,666.67	\$ 0.00	\$ 400,000.00
Sale of Assets	0.00	57,000.00	0.00	57,000.00	0.00
Interest Income	<u>397.10</u>	<u>759.90</u>	<u>0.00</u>	<u>759.90</u>	<u>0.00</u>
Total Receipts	<u>33,730.44</u>	<u>124,426.57</u>	<u>66,666.67</u>	<u>57,759.90</u>	<u>400,000.00</u>
Capital Expenditures					
Escrow	<u>0.00</u>	<u>4,088.79</u>	<u>66,666.66</u>	<u>(62,577.87)</u>	<u>400,000.00</u>
Total Capital Expenditures	<u>0.00</u>	<u>4,088.79</u>	<u>66,666.66</u>	<u>(62,577.87)</u>	<u>400,000.00</u>
Excess of Receipts (Expenditures)	<u>\$ 33,730.44</u>	<u>\$ 120,337.78</u>	<u>\$ (0.01)</u>	<u>\$ 120,337.77</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

**Village Fire Department
Facility Fund
Statement of Receipts and Expenditures
From Cash Transactions**

	<u>Actual For 1 Month Ended February 29, 2024</u>	<u>Actual For 2 Months Ended February 29, 2024</u>	<u>Budget For 2 Months Ended February 29, 2024</u>	<u>Variance Over/(Under) Budget</u>	<u>Total Annual Budget</u>
Receipts					
Interest/Dividend Income	\$ 589.49	\$ 1,218.18	\$ 0.00	\$ 1,218.18	\$ 0.00
Total Receipts	<u>589.49</u>	<u>1,218.18</u>	<u>0.00</u>	<u>1,218.18</u>	<u>0.00</u>
Operational Expenditures					
Excess of Receipts (Expenditures)					
	<u>\$ 589.49</u>	<u>\$ 1,218.18</u>	<u>\$ 0.00</u>	<u>\$ 1,218.18</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

Village Fire Department
Statement of Changes in Fund Balance
From Cash Transactions
For the Two Months Ended February 29, 2024

	General Fund	Capital Replacement Fund	Facility Fund	Ambulance Billing Fund	Combined Total
Fund Balance - January 01, 2024	\$ 270,534.97	\$ 128,969.07	\$ 35,870.86	\$ 0.00	\$ 435,374.90
Excess of Receipts (Expenditures) for the Two Months Ended February 29, 2024	<u>224,829.30</u>	<u>120,337.78</u>	<u>1,218.18</u>	<u>0.00</u>	<u>346,385.26</u>
Fund Balance - February 29, 2024	<u>\$ 495,364.27</u>	<u>\$ 249,306.85</u>	<u>\$ 37,089.04</u>	<u>\$ 0.00</u>	<u>\$ 781,760.16</u>

See Accountants' Compilation Report

**Village Fire Department
General Fund
Statement of Changes in Cash Balances
From Cash Transactions**

	1 Month Ended	2 Months Ended
	February 29, 2024	February 29, 2024
Sources (Uses) of Cash from Operations		
Excess of Receipts (Expenditures)	\$ 98,223.18	\$ 224,829.30
Other Sources of Cash		
Decrease in Accounts Receivable	0.00	25,656.93
Decrease in Due To/From	33,333.34	83,279.93
Prepaid Insurance Amortization	10,056.55	101,823.73
Assessments Paid in Advance	0.00	396,395.33
Retirement Contribution Accruals	61,472.33	122,623.55
Payroll Withholding		
FICA Withholding	63,342.42	126,408.60
Fed Income Tax Withholding	42,533.79	85,146.99
Employee Med Plan 125 W/H	14,236.56	28,032.96
Deferred Comp Withholding	17,896.00	35,328.00
Firefighters Dues W/H	2,150.00	4,225.00
Prepaid Legal Svcs W/H	146.50	293.00
Special Employee Withholding	5,420.00	10,840.00
Supp. Life Ins. W/H	1,423.12	2,823.85
Total Other Sources of Cash	<u>252,010.61</u>	<u>1,022,877.87</u>
Uses of Cash		
Prepaid Insurance Payments	(19,823.25)	(45,661.58)
Decrease in Accounts Payable	0.00	(194,610.09)
Retirement Plan Contribution Payments	(61,151.22)	(61,151.22)
Payroll Withholding Payments		
FICA Deposits	(95,387.06)	(126,408.60)
Fed Income Tax Deposits	(64,451.62)	(85,146.99)
Employee Med Plan 125 Paymnts	(15,183.15)	(28,032.96)
Deferred Comp Payments	(26,537.00)	(35,328.00)
Firefighters Dues Payments	(3,225.00)	(4,225.00)
Prepaid Legal Svcs Payments	(146.50)	(293.00)
Spec Employee W/H Payments	(5,420.00)	(10,840.00)
Supp Life Ins W/H Payments	(1,423.12)	(2,823.85)
Total Uses of Cash	<u>(292,747.92)</u>	<u>(594,521.29)</u>
Increase (Decrease) in Cash	57,485.87	653,185.88
Cash - Beginning of Period	<u>944,452.12</u>	<u>348,752.11</u>
Cash - End of Period	<u>\$ 1,001,937.99</u>	<u>\$ 1,001,937.99</u>

See Accountants' Compilation Report

**Village Fire Department
Capital Replacement Fund
Statement of Changes in Cash Balances
From Cash Transactions**

	<u>1 Month Ended</u> <u>February 29, 2024</u>	<u>2 Months Ended</u> <u>February 29, 2024</u>
Sources (Uses) of Cash from Operations		
Excess of Receipts (Expenditures)	\$ <u>33,730.44</u>	\$ <u>120,337.78</u>
 Other Sources of Cash		
Assessments Paid in Advance	<u>0.00</u>	<u>16,666.67</u>
Total Other Sources of Cash	<u>0.00</u>	<u>16,666.67</u>
 Uses of Cash		
Decrease in Due To/From	<u>(33,333.34)</u>	<u>(83,333.34)</u>
Total Uses of Cash	<u>(33,333.34)</u>	<u>(83,333.34)</u>
 Increase (Decrease) in Cash	 397.10	 53,671.11
 Cash - Beginning of Period	 <u>182,243.08</u>	 <u>128,969.07</u>
 Cash - End of Period	 <u><u>\$ 182,640.18</u></u>	 <u><u>\$ 182,640.18</u></u>

See Accountants' Compilation Report

**Village Fire Department
Facility Fund
Statement of Changes in Cash Balances
From Cash Transactions**

	<u>1 Month Ended February 29, 2024</u>	<u>2 Months Ended February 29, 2024</u>
Sources (Uses) of Cash from Operations		
Excess of Receipts (Expenditures)	\$ <u>589.49</u>	\$ <u>1,218.18</u>
Other Sources of Cash		
Total Other Sources of Cash	<u>0.00</u>	<u>0.00</u>
Uses of Cash		
Decrease in Retainage Payable	0.00	0.00
Advance Payments Amortization	<u>0.00</u>	<u>0.00</u>
Total Uses of Cash	<u>0.00</u>	<u>0.00</u>
Increase (Decrease) in Cash	589.49	1,218.18
Cash - Beginning of Period	<u>270,538.29</u>	<u>269,909.60</u>
Cash - End of Period	<u>\$ <u>271,127.78</u></u>	<u>\$ <u>271,127.78</u></u>

See Accountants' Compilation Report

Village Fire Department
Selected Information - Substantially all Disclosures Required by
Generally Accepted Accounting Principles Are Not Included
February 29, 2024

	Actual For 1 Month Ended <u>February 29, 2024</u>	Actual For 2 Months Ended <u>February 29, 2024</u>	Budget For 2 Months Ended <u>February 29, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
Note 1: City Assessments - City Assessments as of February 29, 2024 Consist of the Following:					
Bunker Hill Village	\$ 150,630.23	\$ 301,260.46	\$ 301,260.46	\$ 0.00	\$ 1,807,562.68
Hedwig Village	146,666.27	293,332.54	293,332.54	0.00	1,759,995.25
Hilshire Village	23,783.72	47,567.44	47,567.44	0.00	285,404.64
Hunter's Creek Village	176,395.92	352,791.84	352,791.84	0.00	2,116,751.05
Piney Point Village	166,486.04	332,972.08	332,972.08	0.00	1,997,832.45
Spring Valley Village	128,828.48	257,656.96	257,656.96	0.00	1,545,941.78
Total City Assessments	<u>\$ 792,790.66</u>	<u>\$ 1,585,581.32</u>	<u>\$ 1,585,581.32</u>	<u>\$ 0.00</u>	<u>\$ 9,513,487.85</u>

Note 2: Capital Replacement Fund City Assessments - City Assessments as of February 29, 2024 Consist of the Following:

Bunker Hill Village	\$ 6,333.33	\$ 12,666.65	\$ 12,666.65	\$ 0.00	\$ 76,000.00
Hedwig Village	6,166.67	12,333.34	12,333.34	0.00	74,000.00
Hilshire Village	1,000.00	2,000.00	2,000.00	0.00	12,000.00
Hunter's Creek Village	7,416.67	14,833.34	14,833.34	0.00	89,000.00
Piney Point Village	7,000.00	14,000.00	14,000.00	0.00	84,000.00
Spring Valley Village	5,416.67	10,833.34	10,833.34	0.00	65,000.00
Total City Assessments	<u>\$ 33,333.34</u>	<u>\$ 66,666.67</u>	<u>\$ 66,666.67</u>	<u>\$ 0.00</u>	<u>\$ 400,000.00</u>

Note 3: Capital Expenditures - Capital Expenditures from the General Fund as of February 29, 2024 Consist of the Following:

Contingency-Physical Plant	\$ 0.00	\$ 0.00	\$ 1,666.70	\$ (1,666.70)	\$ 10,000.00
Misc. Tools, & Equip.-Fire	0.00	0.00	5,395.90	(5,395.90)	32,375.00
Misc. Tools & Equip.-EMS	0.00	0.00	4,392.75	(4,392.75)	26,356.25
Protective Gear	24,095.00	24,095.00	6,946.70	17,148.30	41,680.00
Apparatus Computers	5,974.62	0.00	2,289.00	(2,289.00)	13,734.00
Offie Computers	0.00	0.00	654.00	(654.00)	3,924.00
Radio Purchases	0.00	0.00	10,827.40	(10,827.40)	64,964.00
Total Capital Expenditures	<u>\$ 30,069.62</u>	<u>\$ 24,095.00</u>	<u>\$ 32,172.45</u>	<u>\$ (8,077.45)</u>	<u>\$ 193,033.25</u>

Village Fire Department
Selected Information - Substantially all Disclosures Required by
Generally Accepted Accounting Principles Are Not Included
February 29, 2024

Note 4: Gas & Oil Expense - The cities of Bunker Hill, Hedwig Village, Hunter's Creek, Spring Valley, Piney Point, the Memorial Villages Police Department and the Memorial Villages Water Authority purchase gasoline from the Department at cost plus three cents per gallon administrative fee. Payments received from the cities for the gasoline cost are recorded as reductions in gas and oil expense. The administrative fees are recorded as an offset to maintenance expense.

	Actual For 1 Month Ended <u>February 29, 2024</u>	Actual For 2 Months Ended <u>February 29, 2024</u>	Budget For 2 Months Ended <u>February 29, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
Purchases	\$ -6,499.77	\$ 16,843.28	\$ 8,000.00	\$ 8,843.28	\$ 48,000.00
Gasoline Cost Reimbursements:					
Spring Valley	0.00	6,384.03	0.00	6,384.03	0.00
Piney Point	0.00	115.74	0.00	115.74	0.00
Total Cost Reimbursements:	0.00	6,499.77	0.00	6,499.77	0.00
Net Gas & Oil Expense	<u>\$ (6,499.77)</u>	<u>\$ 23,343.05</u>	<u>\$ 8,000.00</u>	<u>\$ 15,343.05</u>	<u>\$ 48,000.00</u>

1 Month Ended <u>February 29, 2024</u>	2 Months Ended <u>February 29, 2024</u>
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Note 5: Maintenance of Equipment - Maintenance of Equipment as of February 29, 2024 Consist of the Following:

Maint. of Equipment-Maint. of Equipment	\$ 1,757.22	\$ 4,039.87
Maint. of Equipment-Maint.-Chief's Truck	171.41	171.41
Maint. of Equipment-Maint.-Pumper (E1)	870.00	870.00
Maint. of Equipment-Maint.-Ladder (L1)	(10,569.50)	(10,569.50)
Maint. of Equipment-Maint. Ambulance (Medic 1)	174.61	551.37
Maint. of Equipment-Other	125.00	197.73
Maint. of Equipment-Maint.-Ambulance (Medic 3)	2,210.40	2,210.40
Equipment & Supplies Maintenance	4,275.66	3,805.96
Knox Contracts	3,703.70	3,703.70
Bunker Gear Maint.	382.50	382.50
SCBA Maintenance	1,195.05	1,580.12
Fuel System	775.00	775.00
Vehicle Licenses & Permits	20.50	20.50
Total Maint. of Equipment	<u>\$ 5,091.55</u>	<u>\$ 7,739.06</u>

SUPPLEMENTARY INFORMATION

Oliver, Rainey & Wojtek, LLP
P.O. Box 1519
412 Buchanan Drive
Burnet, TX 78611-7519
512-756-4904

Village Fire Department
Houston, TX

The accompanying supplementary information contained in the supplementary schedule for the two months ended February 29, 2024, is presented only for analysis purposes and has been compiled by us without audit or review, from information that is the representation of management, and we do not express an opinion or any other form of assurance on such information.

Oliver, Rainey & Wojtek, LLP

Burnet, TX
March 14, 2024

**Village Fire Department
General Fund
Statement of Receipts and Expenditures
From Cash Transactions**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Receipts						
City Assessments (Note 1)	\$ 792,790.66	\$ 792,790.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Income	2,922.89	3,036.87	0.00	0.00	0.00	0.00
Total Receipts	<u>795,713.55</u>	<u>795,827.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Capital Expnd. (Note 4)	<u>(5,974.62)</u>	<u>30,069.62</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Personnel Expenditures						
Salaries	439,034.20	440,043.81	0.00	0.00	0.00	0.00
Overtime Regular	20,426.81	454.83	0.00	0.00	0.00	0.00
Longevity	1,954.00	1,950.00	0.00	0.00	0.00	0.00
Higher Class	819.07	1,671.52	0.00	0.00	0.00	0.00
Prof. Certification Pay	5,950.42	5,245.42	0.00	0.00	0.00	0.00
FICA Tax	31,533.09	31,671.21	0.00	0.00	0.00	0.00
Basic Life, ADD & LTD Ins.	1,598.67	1,674.57	0.00	0.00	0.00	0.00
Retirement - TMRS	29,109.59	29,264.37	0.00	0.00	0.00	0.00
Health Insurance	71,640.77	75,235.41	0.00	0.00	0.00	0.00
Workmens' Comp Insurance	5,580.33	3,303.88	0.00	0.00	0.00	0.00
Meal Allowances	4,333.29	3,833.31	0.00	0.00	0.00	0.00
Total Personnel Expenditures	<u>611,980.24</u>	<u>594,348.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Operational Expenditures						
Ambulance Medical Supplies	954.29	3,995.69	0.00	0.00	0.00	0.00
Building Maintenance	4,096.83	548.75	0.00	0.00	0.00	0.00
Station Supplies	502.49	654.09	0.00	0.00	0.00	0.00
IP Address VPN-PS Lightwave	0.00	756.43	0.00	0.00	0.00	0.00
Internet, Phones & TV-Comcast	903.35	2,569.00	0.00	0.00	0.00	0.00
Mobile Device Serv.-T Mobile	469.49	535.79	0.00	0.00	0.00	0.00
Comm.-Motorola 47 & Nice	0.00	40,819.43	0.00	0.00	0.00	0.00
EMS Protocol App - Handevy	835.27	0.00	0.00	0.00	0.00	0.00
Law Enforcement Equipment	0.00	3,070.00	0.00	0.00	0.00	0.00
Elect. Protocol Cards-Pro QA	0.00	53.04	0.00	0.00	0.00	0.00
Gas & Oil (Note 5)	29,842.82	(6,499.77)	0.00	0.00	0.00	0.00
Property & Casualty Insurance	6,752.67	6,752.67	0.00	0.00	0.00	0.00
Maint. of Equip. (Note 6)	2,647.51	5,091.55	0.00	0.00	0.00	0.00
Office Expenses	1,215.47	1,160.04	0.00	0.00	0.00	0.00
Rent	10.00	0.00	0.00	0.00	0.00	0.00
Public Utilities	3,885.63	1,195.14	0.00	0.00	0.00	0.00
Fire Certification Fees	523.02	0.00	0.00	0.00	0.00	0.00
Software&Email-Microsoft 365	0.00	457.16	0.00	0.00	0.00	0.00
Legal Services	(1,960.00)	3,622.48	0.00	0.00	0.00	0.00
IT Services	0.00	2,200.00	0.00	0.00	0.00	0.00
Health Ins. Consulting Serv.	10,186.48	0.00	0.00	0.00	0.00	0.00
Medical Director Services	1,250.00	1,250.00	0.00	0.00	0.00	0.00
Other Professional Services	0.00	1,147.00	0.00	0.00	0.00	0.00
Training Programs	986.49	2,115.36	0.00	0.00	0.00	0.00
Uniforms	0.00	1,692.55	0.00	0.00	0.00	0.00
Total Operational Expenditures	<u>63,101.81</u>	<u>73,186.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>669,107.43</u>	<u>697,604.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess of Receipts (Expenditures)	<u>\$ 126,606.12</u>	<u>\$ 98,223.18</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

APPENDIX 3D

Compilation Reporting Checklist

Company: Village Fire Dept Balance Sheet Date: 2/29/24

Basis: Cash Basis

Completed by: [Signature] Date Completed: 3/15/24

Instructions: This checklist can be used to document reporting consideration for all compilation engagements for which a report will be issued, it presents common reporting requirements for compiled financial statements. It should be emphasized, however, that this checklist cannot be a substitute for an accountant's exercise of professional judgment and knowledge of SSARS, this checklist is only applicable to reports issued under SSARS No. 19.

	Yes	N/A
1. Does the report include a title that clearly indicated that it is the accountant's compilation report? (The report title may indicate the accountant is independent, if applicable.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is the report addressed as appropriate in the circumstances of the engagement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the report in accordance with the wording recommended in SSARS for compilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are all financial statements covered by the report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the report indicate the degree of responsibility, if any, taken for any supplementary information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the type of entity (corporation, partnership, etc.) apparent from the entity's name or disclosed parenthetically after the name or in a note?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. If the basis of accounting is not GAAP, do the financial statements referred to in the report present proper OCBOA titles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are measurements departures from GAAP (or an OCBOA) described?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. If the financial statements omit substantially all disclosures or include only selected disclosures, has the report been modified to properly describe the omission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. If full-disclosure financial statements omit required disclosures, have the omitted disclosures been included in the report (if the information required to be disclosed has been determined) or has the report been modified to specifically identify the nature of the omitted disclosures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. If GAAP basis financial statements omit the statement of cash flows or comprehensive income (if required), is the omission properly described in the report?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. If the firm is not Independent:		
a. is the lack of independence noted in the last paragraph of the report? (the only type of report that may be issued by a CPA who is not independent is a compilation report.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. and optional disclosure of the reason(s) for the lack of independence is made, are all reasons for the lack of independence disclosed (discusses in section 606 of this Guide)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. If comparative financial statements are presented, does the report comply with SSARS No. 2 (AR 200) (discussed in section 606 of this Guide)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. If financial statements are presented in a prescribed form and the prescribed form or related instruction call for a departure from GAAP (by either specifying a measurement principal not in conformity with GAAP or failing to request disclosures required by GAAP), does the report comply with SSARS No. 3 (AR 300)? (Chapter 13 of this Guide discusses SSARS No. 3 reports.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Is the report dated as of the completion of the compilation procedures, and does it contain a signature of the accounting firm or the accountant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20570 - Village Fire Department

General Ledger

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11010.000	Stellar Bank General Fund			134,615.39		
02/01/24			Transfer 8337 to 2634 reimbursement ASanchez TX DSH		64.00	
02/01/24			Transfer 8337 to 2634 reimbursement RForrest DSHS E		96.00	
02/01/24			Reimbursement ASanchez TX DSH		(64.00)	
02/02/24			ACH PAYMENT VALIC AND UNION		(1,250.00)	
02/02/24			Dr. Hutch Stilgenbauer		(1,250.00)	
02/02/24			Reimbursement RForrest DSHS E		(96.00)	
02/05/24			Texas Municipal Retirement System		(61,151.22)	
02/05/24			AFLAC		(946.59)	
02/05/24			Nationwide Retirement Solutions		(7,076.00)	
02/05/24			Nationwide Retirement Solutions - ROTH		(1,390.00)	
02/07/24			Internal Revenue Service - Payroll Taxes PPE01252024		(53,962.47)	
02/07/24			Transfer XXX8337 to XXX2634: Roof annex		163,000.00	
02/07/24			Transfer 8337 to 2634 payroll and bills 15th of mon		300,000.00	
02/07/24			Transfer XXX8337 to XXX2634: Bill paid 202402		75,000.00	
02/07/24			Transfer XXX8337 to XXX2634: 2024 Monthly Meal Allowance		3,833.31	
02/07/24			Transfer XXX8337 to XXX2634: Payroll and bills EOM		300,000.00	
02/07/24	2024-34		Transfer 8337 to 2634 Delta Purchase 2024 34-2024		18,800.00	
02/08/24			TCS		(2,710.00)	
02/09/24			AT&T		(1,078.79)	
02/09/24	13501		Lion Total Care		(1,829.95)	
02/09/24	13502		Professional Welding Supply		(162.00)	
02/09/24	13503		Randle Law Office, LTD, L.L.P.		(3,622.50)	
02/09/24	13504		Southwest Houston Tire Sales, Inc.		(2,210.40)	
02/09/24	13505		Sharp Testing Services, Inc.		(3,703.70)	
02/12/24			Accutek Technologies, Inc.		(2,650.28)	
02/12/24			Comcast		(167.62)	
02/12/24			Comcast		(453.71)	
02/12/24			Comcast		(1,385.98)	
02/12/24	2024-32 & 2024-3		Delta Industrial Service		(5,685.00)	
02/12/24	2024-40		Bound Tree Medical, LLC		(262.13)	
02/13/24			Howard Miller		(57.00)	
02/13/24			Bound Tree Medical, LLC		(81.60)	
02/13/24			Delta Industrial Service		(187.50)	
02/13/24			Mercury Medical		(814.26)	
02/13/24			Home Depot		(39.14)	
02/13/24			NATPAY 13717494 CCD		(807.87)	
02/13/24			KOTAPAY PAYROLL		(158,333.13)	
02/13/24			CLIA LAB CCD		(180.00)	
02/13/24			O'Reilly Automotive, Inc.		(303.33)	
02/13/24	2024-31		Delta Industrial Service		(14,025.00)	
02/13/24	2024-34		Delta Industrial Service		(4,580.00)	
02/13/24	13506		Mac Haik		(174.61)	
02/14/24			OLIVER RAINEY & WOJEK - CCD		(1,058.00)	
02/15/24			Internal Revenue Service - Payroll Taxes PPE02102024		(53,589.00)	
02/15/24			Priority Dispatch		(53.04)	
02/15/24			PS Lightwave Inc		(756.43)	
02/15/24			Pitney Bowes Credit Corporation		(76.99)	
02/15/24			Memorial Villages Water Authority		(141.40)	

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/15/24	13507		Impact Promotions		(1,692.55)	
02/15/24	13508		Advantage Interest		(1,253.00)	
02/20/24			Legal Shield		(146.50)	
02/20/24			AFLAC		(946.59)	
02/20/24			Pitney Bowes Credit Corporation		(230.82)	
02/20/24			ACH PAYMENT - FIRE CERTIFICATION		(87.17)	
02/20/24			Comcast		(561.69)	
02/21/24			Nationwide Retirement Solutions		(7,233.00)	
02/21/24			Nationwide Retirement Solutions - ROTH		(1,390.00)	
02/21/24			Transfer XXX8337 to XXX2634: VMIG for VFD February 2024		90,553.82	
02/21/24			Villages Mutual Insurance - February 2024		(90,553.82)	
02/21/24			ACH PAYMENT VALIC AND UNION		(1,250.00)	
02/21/24			MARY KATHERINE REIMBURSEMENT TRAINING		(294.12)	
02/21/24			MEAL ALLOWANCE		(3,833.31)	
02/22/24			ACH PAYMENT DOWLEY		(125.00)	
02/22/24			Bound Tree Medical, LLC		(134.99)	
02/22/24			Kilgore Industries		(548.75)	
02/22/24			Mercury Medical - DOUBLE PAYMENT		(814.26)	
02/22/24			Municipal Emergency Services		(1,195.05)	
02/22/24			Dooley Tackaberry, Inc.		(1,261.70)	
02/22/24			Plastix Plus LLC		(3,070.00)	
02/22/24			DELL EQUIPMENT		(5,974.62)	
02/22/24			Motorola Solutions, Inc.		(40,819.43)	
02/22/24			TEXAS PRIDE DISPOSAL		(176.96)	
02/22/24	13509		Lone Star Fire Specialist		(870.00)	
02/22/24	13510		Professional Welding Supply		(162.00)	
02/22/24	13511		Deep East Texas Worker's		(19,823.25)	
02/22/24	13512		UST Services, Inc.		(775.00)	
02/23/24			TCS		(2,710.00)	
02/27/24			AFLAC		(946.59)	
02/27/24			PAYROLL WIRE		(154,235.93)	
02/28/24			ACH PAYMENT VALIC AND UNION		(1,250.00)	
02/28/24			Nationwide Retirement Solutions		(7,533.00)	
02/28/24			Nationwide Retirement Solutions - ROTH		(1,390.00)	
02/28/24			Transfer XXX8337 to XXX2634: reimbursement RForrest for TC FIRE TRAINING		87.17	
02/28/24			ACH PAYMENT JAMES LUTZ		(87.17)	
02/28/24			Henry Schein, Inc.		(1,564.45)	
02/28/24			Center Point Energy		(876.78)	
02/28/24			STELLAR CREDIT - 2573		(162.03)	
02/28/24			STELLAR CARD - 9719		(191.91)	
02/28/24			STELLAR CREDIT CARD -3345		(231.88)	
02/28/24			STELLAR CREDIT CARD PAYMENT - 5283		(44.36)	
02/28/24			STELLAR CARD -		(2,319.45)	
02/29/24			Internal Revenue Service - Payroll Taxes PPE02252024		(52,287.21)	
02/29/24	2024-34		Interest Income -		613.75	
			Totals for 11010.000		<u>152,465.07</u>	<u>287,080.46</u>
11020.000	Stellar Bank Savings			809,836.73		
02/01/24			CITY OF HUNTERS CREEK ASSESSMENT 2/1/2024		183,812.59	
02/01/24			CITY OF PINEY POINT ASSESSMENT 2024		173,486.04	

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/01/24			DEPOSIT SPRING VALLEY - FUEL DECEMBER 2023		6,455.55	
02/01/24			TRANSFER 8337 TO 2634 REIMBURSEMENT A. ASANCHEZ		(64.00)	
02/02/24			CITY OF HILSHIRE VILLAGE ASSESSMENT 2024		24,783.72	
02/05/24			TRANSFER 8337 TO 2634 R FORREST		(96.00)	
02/05/24			TRANSFER 8337 TO 2634 PAYMENT ROOF ANNEX		(163,000.00)	
02/06/24			CITY OF SPRING VALLEY ASSESSMENT 2024		134,245.15	
02/07/24			CITY OF BUNKER HILL ASSESSMENT 2024		156,963.56	
02/07/24			TRANSFER 8337 TO 2634 PAYROLL AND BILL 15TH		(300,000.00)	
02/07/24			TRANSFER 8337 TO 2634 VMIG February for VFD		(90,553.82)	
02/07/24	2024-34		TRANSFER 8337 TO 2634 DELTA EXPENSE		(18,800.00)	
02/09/24			CITY OF HEDWIG ASSESSMENT 2024		152,832.94	
02/09/24			ELECTRONIC DEPOSIT TC IDALIA		10,582.93	
02/21/24			PAYMENT FOR BOYS LAX MEDIC - 300.00		300.00	
02/22/24			PAYMENT FOR VFIS 2017 SUTPHEN		10,569.50	
02/22/24			TRANSFER 8337 TO 2634 BILL PAID 2202204		(75,000.00)	
02/22/24			Transfer 8337 TO 2634 2024 Monthly Meal Allowance		(3,833.31)	
02/26/24			TRASNFER 8337 TO 2634 PAYROLL AND BILLS EOM		(300,000.00)	
02/28/24			TRANSFER 8337 TO 2634 reimbursement RForrest for TC		(87.17)	
02/29/24			INTEREST INCOME		2,423.12	
			Totals for 11020.000		<u>(94,979.20)</u>	<u>714,857.53</u>
11080 Payroll Clearing				0.00		
02/13/24			KOTAPAY PAYROLL		158,333.13	
02/27/24			PAYROLL WIRE		154,235.93	
02/29/24	22		Post Payroll 2/15/2024		(158,333.13)	
02/29/24	23		Post 2/29/24 Payroll		(154,235.93)	
			Totals for 11080		<u>0.00</u>	<u>0.00</u>
11090 Cash Transfers				0.00		
02/01/24			TRANSFER 8337 TO 2634 REIMBURSEMENT A. ASANCHEZ		64.00	
02/01/24			Transfer 8337 to 2634 reimbursement ASanchez TX DSH		(64.00)	
02/01/24			Transfer 8337 to 2634 reimbursement RForrest DSHS E		(96.00)	
02/05/24			TRANSFER 8337 TO 2634 R FORREST		96.00	
02/05/24			TRANSFER 8337 TO 2634 PAYMENT ROOF ANNEX		163,000.00	
02/07/24			TRANSFER 8337 TO 2634 PAYROLL AND BILL 15TH		300,000.00	
02/07/24			TRANSFER 8337 TO 2634 VMIG February for VFD		90,553.82	
02/07/24			Transfer XXX8337 to XXX2634: Roof annex		(163,000.00)	
02/07/24			Transfer 8337 to 2634 payroll and bills 15th of mon		(300,000.00)	
02/07/24			Transfer XXX8337 to XXX2634: Bill paid 202402		(75,000.00)	
02/07/24			Transfer XXX8337 to XXX2634: 2024 Monthly Meal Allowance		(3,833.31)	

20570 - Village Fire Department

General Ledger

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/07/24			Transfer XXX8337 to XXX2634: Payroll and bills EOM		(300,000.00)	
02/07/24	2024-34		TRANSFER 8337 TO 2634 DELTA EXPENSE		18,800.00	
02/07/24	2024-34		Transfer 8337 to 2634 Delta Purchase 2024 34-2024		(18,800.00)	
02/21/24			Transfer XXX8337 to XXX2634: VMIG for VFD February 2024		(90,553.82)	
02/22/24			TRANSFER 8337 TO 2634 BILL PAID 2202204		75,000.00	
02/22/24			Transfer 8337 TO 2634 2024 Monthly Meal Allowance		3,833.31	
02/26/24			TRASNFER 8337 TO 2634 PAYROLL AND BILLS EOM		300,000.00	
02/28/24			TRANSFER 8337 TO 2634 reimbursement RForrest for TC		87.17	
02/28/24			Transfer XXX8337 to XXX2634: reimbursement RForrest for TC		(87.17)	
			Totals for 11090		<u>0.00</u>	<u>0.00</u>
11210	Gas & Oil Inventory			8,691.84		
			Totals for 11210		<u>0.00</u>	<u>8,691.84</u>
11310	Prepaid Meal Allowances			2,610.00		
			Totals for 11310		<u>0.00</u>	<u>2,610.00</u>
11320	Prepaid Insurance			13,505.33		
02/22/24	13511		Deep East Texas Worker's		19,823.25	
02/29/24	27		Amortize Ins.		(10,056.55)	
			Totals for 11320		<u>9,766.70</u>	<u>23,272.03</u>
11321	Prepaid Insurance-Payments			25,838.33		
02/29/24	25		Record Spec CF for Ins. Payments		19,823.25	
			Totals for 11321		<u>19,823.25</u>	<u>45,661.58</u>
11322	Prepaid Ins-Amortization			(91,767.18)		
02/29/24	26		Special CF for Ins. Amortization		(10,056.55)	
			Totals for 11322		<u>(10,056.55)</u>	<u>(101,823.73)</u>
11329	Prepaid Insurance-Contra			65,928.85		
02/29/24	25		Record Spec CF for Ins. Payments		(19,823.25)	
02/29/24	26		Special CF for Ins. Amortization		10,056.55	
			Totals for 11329		<u>(9,766.70)</u>	<u>56,162.15</u>
11710	Due to/from Capital Replacement Fund			(50,000.00)		
02/01/24			CRF ASSESSMENT FEB. 2024		(7,416.67)	
02/01/24			CRF ASSESSMENT - FEB. 2024		(7,000.00)	
02/02/24			CRF ASSESSMENT FEB. 2024		(10.00)	
02/06/24			CRF ASSESSMENT FEB. 2024		(5,416.67)	
02/07/24			CRF ASSESSMENT FEB. 2024		(6,333.33)	
02/09/24			CRF ASSESSMENT FEB. 2024		(6,166.67)	
02/29/24	29		Correct 2/2/24 Hillshire Split		(990.00)	
			Totals for 11710		<u>(33,333.34)</u>	<u>(83,333.34)</u>
11750	Due to Ambulance Fund			53.41		
			Totals for 11750		<u>0.00</u>	<u>53.41</u>
12110	FICA Payable			(32,044.64)		
02/07/24			Internal Revenue Service - Payroll Taxes PPE01252024		32,044.64	

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/15/24			Internal Revenue Service - Payroll Taxes PPE02102024		32,033.48	
02/29/24			Internal Revenue Service - Payroll Taxes PPE02252024		31,308.94	
02/29/24	22		Post Payroll 2/15/2024		(12,980.90)	
02/29/24	22		Post Payroll 2/15/2024		(3,035.84)	
02/29/24	22		Post Payroll 2/15/2024		(12,980.90)	
02/29/24	22		Post Payroll 2/15/2024		(3,035.84)	
02/29/24	23		Post 2/29/24 Payroll		(12,687.25)	
02/29/24	23		Post 2/29/24 Payroll		(2,967.22)	
02/29/24	23		Post 2/29/24 Payroll		(12,687.25)	
02/29/24	23		Post 2/29/24 Payroll		(2,967.22)	
			Totals for 12110		<u>32,044.64</u>	<u>0.00</u>
12111 FICA Withholding				(63,066.18)		
02/29/24	9		Spec Cash Flow JE FICA		(63,342.42)	
			Totals for 12111		<u>(63,342.42)</u>	<u>(126,408.60)</u>
12112 FICA Deposits				31,021.54		
02/29/24	9		Spec Cash Flow JE FICA		95,387.06	
			Totals for 12112		<u>95,387.06</u>	<u>126,408.60</u>
12119 FICA Payable-Contra				32,044.64		
02/29/24	9		Spec Cash Flow JE FICA		(95,387.06)	
02/29/24	9		Spec Cash Flow JE FICA		63,342.42	
			Totals for 12119		<u>(32,044.64)</u>	<u>0.00</u>
12120 Fed Income Tax W/H Payable				(21,917.83)		
02/07/24			Internal Revenue Service - Payroll Taxes PPE01252024		21,917.83	
02/15/24			Internal Revenue Service - Payroll Taxes PPE02102024		21,555.52	
02/29/24			Internal Revenue Service - Payroll Taxes PPE02252024		20,978.27	
02/29/24	22		Post Payroll 2/15/2024		(21,555.52)	
02/29/24	23		Post 2/29/24 Payroll		(20,978.27)	
			Totals for 12120		<u>21,917.83</u>	<u>0.00</u>
12121 Fed Income Tax Withholding				(42,613.20)		
02/29/24	10		Spec Cash Flow JE FWH		(42,533.79)	
			Totals for 12121		<u>(42,533.79)</u>	<u>(85,146.99)</u>
12122 Fed Income Tax Deposits				20,695.37		
02/29/24	10		Spec Cash Flow JE FWH		64,451.62	
			Totals for 12122		<u>64,451.62</u>	<u>85,146.99</u>
12129 Fed Income Tax W/H Pay-Contra				21,917.83		
02/29/24	10		Spec Cash Flow JE FWH		(64,451.62)	
02/29/24	10		Spec Cash Flow JE FWH		42,533.79	
			Totals for 12129		<u>(21,917.83)</u>	<u>0.00</u>
12130 Employee Medical Plan 125				(946.59)		
02/05/24			AFLAC		946.59	
02/20/24			AFLAC		946.59	
02/21/24			Villages Mutual Insurance - February 2024		12,343.38	
02/27/24			AFLAC		946.59	
02/29/24	22		Post Payroll 2/15/2024		(319.38)	
02/29/24	22		Post Payroll 2/15/2024		(252.03)	
02/29/24	22		Post Payroll 2/15/2024		(127.60)	

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/29/24	22		Post Payroll 2/15/2024		(30.30)	
02/29/24	22		Post Payroll 2/15/2024		(147.90)	
02/29/24	22		Post Payroll 2/15/2024		(32.03)	
02/29/24	22		Post Payroll 2/15/2024		(37.35)	
02/29/24	22		Post Payroll 2/15/2024		(333.30)	
02/29/24	22		Post Payroll 2/15/2024		(19.97)	
02/29/24	22		Post Payroll 2/15/2024		(5,045.92)	
02/29/24	22		Post Payroll 2/15/2024		(540.92)	
02/29/24	22		Post Payroll 2/15/2024		(181.32)	
02/29/24	22		Post Payroll 2/15/2024		(50.26)	
02/29/24	23		Post 2/29/24 Payroll		(319.38)	
02/29/24	23		Post 2/29/24 Payroll		(252.03)	
02/29/24	23		Post 2/29/24 Payroll		(127.60)	
02/29/24	23		Post 2/29/24 Payroll		(30.30)	
02/29/24	23		Post 2/29/24 Payroll		(147.90)	
02/29/24	23		Post 2/29/24 Payroll		(32.03)	
02/29/24	23		Post 2/29/24 Payroll		(37.35)	
02/29/24	23		Post 2/29/24 Payroll		(333.30)	
02/29/24	23		Post 2/29/24 Payroll		(19.97)	
02/29/24	23		Post 2/29/24 Payroll		(5,045.92)	
02/29/24	23		Post 2/29/24 Payroll		(540.92)	
02/29/24	23		Post 2/29/24 Payroll		(181.32)	
02/29/24	23		Post 2/29/24 Payroll		(50.26)	
			Totals for 12130		<u>946.59</u>	<u>0.00</u>
12131 Employee Med Plan 125 W/H				(13,796.40)		
02/29/24	11		Spec Cash Flow JE 125 Plan		(14,236.56)	
			Totals for 12131		<u>(14,236.56)</u>	<u>(28,032.96)</u>
12132 Employee Med Plan 125 Paymnts				12,849.81		
02/29/24	11		Spec Cash Flow JE 125 Plan		15,183.15	
			Totals for 12132		<u>15,183.15</u>	<u>28,032.96</u>
12139 Employee Med Plan 125-Contra				946.59		
02/29/24	11		Spec Cash Flow JE 125 Plan		(15,183.15)	
02/29/24	11		Spec Cash Flow JE 125 Plan		14,236.56	
			Totals for 12139		<u>(946.59)</u>	<u>0.00</u>
12140 Deferred Compensation				(8,641.00)		
02/02/24			VALIC		175.00	
02/05/24			Nationwide Retirement Solutions		7,076.00	
02/05/24			Nationwide Retirement Solutions - ROTH		1,390.00	
02/21/24			Nationwide Retirement Solutions		7,233.00	
02/21/24			Nationwide Retirement Solutions - ROTH		1,390.00	
02/21/24			ACH PAYMENT VALIC AND UNION		175.00	
02/28/24			VALIC		175.00	
02/28/24			Nationwide Retirement Solutions		7,533.00	
02/28/24			Nationwide Retirement Solutions - ROTH		1,390.00	
02/29/24	22		Post Payroll 2/15/2024		(1,390.00)	
02/29/24	22		Post Payroll 2/15/2024		(7,233.00)	
02/29/24	22		Post Payroll 2/15/2024		(175.00)	
02/29/24	23		Post 2/29/24 Payroll		(1,390.00)	
02/29/24	23		Post 2/29/24 Payroll		(7,533.00)	
02/29/24	23		Post 2/29/24 Payroll		(175.00)	
			Totals for 12140		<u>8,641.00</u>	<u>0.00</u>

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
12141	Deferred Comp Withholding			(17,432.00)		
02/29/24	12		Spec Cash Flow JE Def Comp		(17,896.00)	
			Totals for 12141		<u>(17,896.00)</u>	<u>(35,328.00)</u>
12142	Deferred Comp Payments			8,791.00		
02/29/24	12		Spec Cash Flow JE Def Comp		26,537.00	
			Totals for 12142		<u>26,537.00</u>	<u>35,328.00</u>
12149	Deferred Comp Pay-Contra			8,641.00		
02/29/24	12		Spec Cash Flow JE Def Comp		(26,537.00)	
02/29/24	12		Spec Cash Flow JE Def Comp		17,896.00	
			Totals for 12149		<u>(8,641.00)</u>	<u>0.00</u>
12160	Firefighters Dues			(1,075.00)		
02/02/24			UNION		1,075.00	
02/21/24			ACH PAYMENT VALIC AND UNION		1,075.00	
02/28/24			UNION		1,075.00	
02/29/24	22		Post Payroll 2/15/2024		(1,075.00)	
02/29/24	23		Post 2/29/24 Payroll		(1,075.00)	
			Totals for 12160		<u>1,075.00</u>	<u>0.00</u>
12161	Firefighters Dues W/H			(2,075.00)		
02/29/24	13		Spec Cash Flow JE Dues		(2,150.00)	
			Totals for 12161		<u>(2,150.00)</u>	<u>(4,225.00)</u>
12162	Firefighters Dues Payments			1,000.00		
02/29/24	13		Spec Cash Flow JE Dues		3,225.00	
			Totals for 12162		<u>3,225.00</u>	<u>4,225.00</u>
12169	Firefighters Dues Pay-Contra			1,075.00		
02/29/24	13		Spec Cash Flow JE Dues		(3,225.00)	
02/29/24	13		Spec Cash Flow JE Dues		2,150.00	
			Totals for 12169		<u>(1,075.00)</u>	<u>0.00</u>
12170	Prepaid Legal Services			0.00		
02/20/24			Legal Shield		146.50	
02/29/24	22		Post Payroll 2/15/2024		(73.26)	
02/29/24	23		Post 2/29/24 Payroll		(73.26)	
02/29/24	30		Adjust Legal Rounding		0.02	
			Totals for 12170		<u>0.00</u>	<u>0.00</u>
12171	Prepaid Legal Svcs W/H			(146.50)		
02/29/24	14		Spec Cash Flow JE Legal		(146.50)	
			Totals for 12171		<u>(146.50)</u>	<u>(293.00)</u>
12172	Prepaid Legal Svcs Payments			146.50		
02/29/24	14		Spec Cash Flow JE Legal		146.50	
			Totals for 12172		<u>146.50</u>	<u>293.00</u>
12179	Prepaid Legal Pay-Contra			0.00		
02/29/24	14		Spec Cash Flow JE Legal		(146.50)	
02/29/24	14		Spec Cash Flow JE Legal		146.50	
			Totals for 12179		<u>0.00</u>	<u>0.00</u>
12190	Special Employee W/H Payable			0.00		
02/08/24			TCS		2,710.00	
02/23/24			TCS		2,710.00	
02/29/24	22		Post Payroll 2/15/2024		(2,710.00)	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/29/24	23		Post 2/29/24 Payroll		(2,710.00)	
			Totals for 12190		<u>0.00</u>	<u>0.00</u>
12191 Special Employee Withholding				(5,420.00)		
02/29/24	15		Spec Cash Flow JE Spec WH		(5,420.00)	
			Totals for 12191		<u>(5,420.00)</u>	<u>(10,840.00)</u>
12192 Spec Employee W/H Payments				5,420.00		
02/29/24	15		Spec Cash Flow JE Spec WH		5,420.00	
			Totals for 12192		<u>5,420.00</u>	<u>10,840.00</u>
12199 Special W/H Pay-Contra				0.00		
02/29/24	15		Spec Cash Flow JE Spec WH		(5,420.00)	
02/29/24	15		Spec Cash Flow JE Spec WH		5,420.00	
			Totals for 12199		<u>0.00</u>	<u>0.00</u>
12200 Supp. Life Ins. W/H				0.00		
02/21/24			Villages Mutual Insurance - February 2024		1,423.12	
02/29/24	22		Post Payroll 2/15/2024		(21.40)	
02/29/24	22		Post Payroll 2/15/2024		(551.35)	
02/29/24	22		Post Payroll 2/15/2024		(77.48)	
02/29/24	23		Post 2/29/24 Payroll		(21.40)	
02/29/24	23		Post 2/29/24 Payroll		(551.35)	
02/29/24	23		Post 2/29/24 Payroll		(77.48)	
02/29/24	28		Correct Ins. Allocation		(122.66)	
			Totals for 12200		<u>0.00</u>	<u>0.00</u>
12201 Supp. Life Ins. W/H				(1,400.73)		
02/29/24	19		Spec Cash Flow JE Supportive Life & Aflac		(1,423.12)	
			Totals for 12201		<u>(1,423.12)</u>	<u>(2,823.85)</u>
12202 Supp Life Ins W/H Payments				1,400.73		
02/29/24	19		Spec Cash Flow JE Supportive Life & Aflac		1,423.12	
			Totals for 12202		<u>1,423.12</u>	<u>2,823.85</u>
12209 Supp Life Ins Pay-Contra				0.00		
02/29/24	19		Spec Cash Flow JE Supportive Life & Aflac		(1,423.12)	
02/29/24	19		Spec Cash Flow JE Supportive Life & Aflac		1,423.12	
			Totals for 12209		<u>0.00</u>	<u>0.00</u>
12310 Retirement Contrib. Payable				(61,151.22)		
02/05/24			Texas Municipal Retirement System		61,151.22	
02/29/24	18		Adjust Retirement Contribution Payable		(29,264.37)	
02/29/24	22		Post Payroll 2/15/2024		(16,281.52)	
02/29/24	23		Post 2/29/24 Payroll		(15,926.44)	
			Totals for 12310		<u>(321.11)</u>	<u>(61,472.33)</u>
12311 Retirement Contrib Accruals				(61,151.22)		
02/29/24	16		Spec Cash Flow JE Ret Cont TMRS		(32,207.96)	
02/29/24	18		Adjust Retirement Contribution Payable		(29,264.37)	
			Totals for 12311		<u>(61,472.33)</u>	<u>(122,623.55)</u>
12312 Retirement Contrib Payments				0.00		
02/29/24	17		Spec Cash Flow JE Ret Cont TMRS		61,151.22	
			Totals for 12312		<u>61,151.22</u>	<u>61,151.22</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
12319	Retirement Contrib-Contra			61,151.22		
02/29/24	16		Spec Cash Flow JE Ret Cont TMRS		32,207.96	
02/29/24	17		Spec Cash Flow JE Ret Cont TMRS		(61,151.22)	
02/29/24	18		Adjust Retirement Contribution Payable		29,264.37	
			Totals for 12319		<u>321.11</u>	<u>61,472.33</u>
12320	Assessments Paid in Advance			(396,395.33)		
			Totals for 12320		<u>0.00</u>	<u>(396,395.33)</u>
12321	Advance Pmts-Receipts			(396,395.33)		
			Totals for 12321		<u>0.00</u>	<u>(396,395.33)</u>
12329	Advance Pmts-Contra			396,395.33		
			Totals for 12329		<u>0.00</u>	<u>396,395.33</u>
13010	General Fund Balance			(270,534.97)		
			Totals for 13010		<u>0.00</u>	<u>(270,534.97)</u>
14010	Bunker Hill Village			(150,630.23)		
02/07/24			CITY OF BUNKER HILL ASSESSMENT 2024		(150,630.23)	
			Totals for 14010		<u>(150,630.23)</u>	<u>(301,260.46)</u>
14020	Hedwig Village			(146,666.27)		
02/09/24			CITY OF HEDWIG ASSESSMENT 2024		(146,666.27)	
			Totals for 14020		<u>(146,666.27)</u>	<u>(293,332.54)</u>
14030	Hilshire Village			(23,783.72)		
02/02/24			CITY OF HILSHIRE VILLAGE ASSESSMENT 2024		(24,773.72)	
02/29/24	29		Correct 2/2/24 Hillshire Split		990.00	
			Totals for 14030		<u>(23,783.72)</u>	<u>(47,567.44)</u>
14040	Hunter's Creek Village			(176,395.92)		
02/01/24			CITY OF HUNTERS CREEK ASSESSMENT 2/1/2024		(176,395.92)	
			Totals for 14040		<u>(176,395.92)</u>	<u>(352,791.84)</u>
14050	Piney Point Village			(166,486.04)		
02/01/24			CITY OF PINEY POINT ASSESSMENT 2024		(166,486.04)	
			Totals for 14050		<u>(166,486.04)</u>	<u>(332,972.08)</u>
14060	Spring Valley Village			(128,828.48)		
02/06/24			CITY OF SPRING VALLEY ASSESSMENT 2024		(128,828.48)	
			Totals for 14060		<u>(128,828.48)</u>	<u>(257,656.96)</u>
14221	Spring Valley Gas & Oil			6,384.03		
			Totals for 14221		<u>0.00</u>	<u>6,384.03</u>
14271	Piney Point Gas & Oil			115.74		
			Totals for 14271		<u>0.00</u>	<u>115.74</u>
14910.000	Interest Income			(2,922.89)		
02/29/24			INTEREST INCOME		(2,423.12)	
02/29/24	2024-34		Interest Income -		(613.75)	
			Totals for 14910.000		<u>(3,036.87)</u>	<u>(5,959.76)</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
15030 Protective Gear				0.00		
02/12/24	2024-32 & 2024-3		Delta Industrial Service Hoods		5,490.00	
02/13/24	2024-31		Delta Industrial Service		14,025.00	
02/13/24	2024-34		Delta Industrial Service		4,580.00	
Totals for 15030					<u>24,095.00</u>	<u>24,095.00</u>
15035 Apparatus Computers				(5,974.62)		
02/22/24			DELL EQUIPMENT - 2023 EXPENSE		5,974.62	
Totals for 15035					<u>5,974.62</u>	<u>0.00</u>
16010 Salaries				439,034.20		
02/29/24	22		Post Payroll 2/15/2024		187.50	
02/29/24	22		Post Payroll 2/15/2024		220,144.35	
02/29/24	23		Post 2/29/24 Payroll		125.00	
02/29/24	23		Post 2/29/24 Payroll		219,586.96	
Totals for 16010					<u>440,043.81</u>	<u>879,078.01</u>
16011 Overtime Regular				20,426.81		
02/09/24			ELECTRONIC DEPOSIT TC IDALIA - 2024-57 DEPOSIT		(10,465.98)	
02/21/24			PAYMENT FOR BOYS LAX MEDIC - 300.00 - EVENTS		(300.00)	
02/29/24	22		Post Payroll 2/15/2024		5,602.83	
02/29/24	22		Post Payroll 2/15/2024		1,435.02	
02/29/24	23		Post 2/29/24 Payroll		3,410.50	
02/29/24	23		Post 2/29/24 Payroll		772.46	
Totals for 16011					<u>454.83</u>	<u>20,881.64</u>
16015 Longevity				1,954.00		
02/29/24	22		Post Payroll 2/15/2024		974.00	
02/29/24	23		Post 2/29/24 Payroll		976.00	
Totals for 16015					<u>1,950.00</u>	<u>3,904.00</u>
16016 Higher Class				819.07		
02/29/24	22		Post Payroll 2/15/2024		1,671.52	
Totals for 16016					<u>1,671.52</u>	<u>2,490.59</u>
16018 Prof. Certification Pay				5,950.42		
02/29/24	22		Post Payroll 2/15/2024		892.50	
02/29/24	22		Post Payroll 2/15/2024		337.50	
02/29/24	22		Post Payroll 2/15/2024		1,366.46	
02/29/24	23		Post 2/29/24 Payroll		945.00	
02/29/24	23		Post 2/29/24 Payroll		337.50	
02/29/24	23		Post 2/29/24 Payroll		1,366.46	
Totals for 16018					<u>5,245.42</u>	<u>11,195.84</u>
16030 FICA Tax				31,533.09		
02/29/24	22		Post Payroll 2/15/2024		12,980.90	
02/29/24	22		Post Payroll 2/15/2024		3,035.84	
02/29/24	23		Post 2/29/24 Payroll		12,687.25	
02/29/24	23		Post 2/29/24 Payroll		2,967.22	
Totals for 16030					<u>31,671.21</u>	<u>63,204.30</u>
16040 Basic Life, ADD & LTD Ins.				1,598.67		
02/21/24			Villages Mutual Insurance - February 2024		1,674.57	
Totals for 16040					<u>1,674.57</u>	<u>3,273.24</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
16050 Retirement - TMRS				29,109.59		
02/29/24	18		Adjust Retirement Contribution Payable		29,264.37	
			Totals for 16050		<u>29,264.37</u>	<u>58,373.96</u>
16060 Health Insurance				71,640.77		
02/21/24			Villages Mutual Insurance - February 2024		75,112.75	
02/29/24	28		Correct Ins. Allocation		122.66	
			Totals for 16060		<u>75,235.41</u>	<u>146,876.18</u>
16070 Workmens' Comp Insurance				5,580.33		
02/29/24	27		Amortize Ins.		3,303.88	
			Totals for 16070		<u>3,303.88</u>	<u>8,884.21</u>
16100 Meal Allowances				4,333.29		
02/21/24			MEAL ALLOWANCE		3,833.31	
			Totals for 16100		<u>3,833.31</u>	<u>8,166.60</u>
17010 Ambulance Medical Supplies				954.29		
02/09/24	13502		Ambulance Medical Supplie		162.00	
02/12/24	2024-40		Bound Tree Medical, LLC		262.13	
02/13/24			Bound Tree Medical, LLC		81.60	
02/13/24			Ambulance Medical Supplie		814.26	
02/22/24			Bound Tree Medical, LLC		134.99	
02/22/24			Ambulance Medical Supplie		814.26	
02/22/24	13510		Ambulance Medical Supplie		162.00	
02/28/24			Ambulance Medical Supplie		1,564.45	
			Totals for 17010		<u>3,995.69</u>	<u>4,949.98</u>
17030 Building Maintenance				4,096.83		
02/22/24			Kilgore Industries		548.75	
			Totals for 17030		<u>548.75</u>	<u>4,645.58</u>
17035 Station Supplies				502.49		
02/13/24			Home Depot		39.14	
02/28/24			STELLAR CREDIT - 2573		97.08	
02/28/24			STELLAR CARD -		517.87	
			Totals for 17035		<u>654.09</u>	<u>1,156.58</u>
17040 IP Address VPN-PS Lightwave				0.00		
02/15/24			PS Lightwave Inc		756.43	
			Totals for 17040		<u>756.43</u>	<u>756.43</u>
17041 Internet, Phones & TV-Comcast				903.35		
02/12/24			Comcast		167.62	
02/12/24			Comcast		453.71	
02/12/24			Comcast		1,385.98	
02/20/24			Comcast		561.69	
			Totals for 17041		<u>2,569.00</u>	<u>3,472.35</u>
17042 Mobile Device Serv.-T Mobile				469.49		
02/09/24			AT&T		478.79	
02/13/24			PHONE ALLOWANCE		57.00	
			Totals for 17042		<u>535.79</u>	<u>1,005.28</u>
17044 Comm.-Motorola 47 & Nice				0.00		
02/22/24			Motorola Solutions, Inc.		40,819.43	
			Totals for 17044		<u>40,819.43</u>	<u>40,819.43</u>

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17047	EMS Protocol App - Handevy			835.27		
			Totals for 17047		<u>0.00</u>	<u>835.27</u>
17073	Law Enforcement Equipment			0.00		
02/22/24			Plastix Plus LLC - vault		3,070.00	
			Totals for 17073		<u>3,070.00</u>	<u>3,070.00</u>
17085	Fuel			23,343.05		
02/01/24			DEPOSIT SPRING VALLEY - FUEL DECEMBER 2023		(6,384.03)	
02/09/24			ELECTRONIC DEPOSIT piney point fuel		(115.74)	
			Totals for 17085		<u>(6,499.77)</u>	<u>16,843.28</u>
17086	Rent			10.00		
			Totals for 17086		<u>0.00</u>	<u>10.00</u>
17090	Property & Casualty Insurance			6,752.67		
02/29/24	27		Amortize Ins.		6,752.67	
			Totals for 17090		<u>6,752.67</u>	<u>13,505.34</u>
17100	Maint. of Equipment-Maint. of Equipment			2,282.65		
02/01/24			ADMIN FEE		(71.52)	
02/09/24			FUEL ADMIN FEE		(1.21)	
02/09/24	13501		Maintenance-Other		1,829.95	
			Totals for 17100		<u>1,757.22</u>	<u>4,039.87</u>
17101	Maint. of Equipment-Maint.-Chief's Truck			0.00		
02/28/24			STELLAR CARD - 9719 OIL CHANGE , BUMPER TO BUMPER ADAMS		171.41	
			Totals for 17101		<u>171.41</u>	<u>171.41</u>
17105	Maint. of Equipment-Maint.-Pumper (E1)			0.00		
02/22/24	13509		Lone Star Fire Specialist		870.00	
			Totals for 17105		<u>870.00</u>	<u>870.00</u>
17107	Maint. of Equipment-Maint.-Ladder (L1)			0.00		
02/22/24			PAYMENT FOR VFIS 2017 SUTPHEN - PAYMENT RCVD 2/22		(10,569.50)	
			Totals for 17107		<u>(10,569.50)</u>	<u>(10,569.50)</u>
17108	Maint. of Equipment-Maint. Ambulance (Medic 1)			376.76		
02/13/24	13506		Mac Haik		174.61	
			Totals for 17108		<u>174.61</u>	<u>551.37</u>
17110	Maint. of Equipment-Other			72.73		
02/22/24			ACH PAYMENT DOWLEY		125.00	
			Totals for 17110		<u>125.00</u>	<u>197.73</u>
17113	Maint. of Equipment-Maint.-Ambulance (Medic 3)			0.00		
02/09/24	13504		Southwest Houston Tire Sales, Inc.		2,210.40	
			Totals for 17113		<u>2,210.40</u>	<u>2,210.40</u>
17123	Equipment & Supplies Maintenance			(469.70)		
02/09/24			AT&T		600.00	
02/13/24			Maintenance-Other		303.33	
02/15/24	13508		Advantage Interest		1,253.00	
02/22/24			Dooley Tackaberry, Inc.		1,261.70	
02/28/24			REPSONDERS DECALS		109.96	

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02/28/24			STELLAR CARD - SUPPLIES FOR TRUCKS		747.67	
			Totals for 17123		<u>4,275.66</u>	<u>3,805.96</u>
17127 Knox Contracts				0.00		
02/09/24	13505		Maintenance-Contracts		3,703.70	
			Totals for 17127		<u>3,703.70</u>	<u>3,703.70</u>
17131 Bunker Gear Maint.				0.00		
02/12/24	2024-32 & 2024-3		Delta Industrial Service soap needed for gear washing		195.00	
02/13/24			Soap for Bunker gear		187.50	
			Totals for 17131		<u>382.50</u>	<u>382.50</u>
17133 SCBA Maintenance				385.07		
02/22/24			Municipal Emergency Services		1,195.05	
			Totals for 17133		<u>1,195.05</u>	<u>1,580.12</u>
17135 Fuel System				0.00		
02/22/24	13512		Maint to fuel system		775.00	
			Totals for 17135		<u>775.00</u>	<u>775.00</u>
17136 Vehicle Licenses & Permits				0.00		
02/28/24			STELLAR CARD - 9719		20.50	
			Totals for 17136		<u>20.50</u>	<u>20.50</u>
17140.000 Public Utilities				3,885.63		
02/15/24			Memorial Villages Water Authority		141.40	
02/22/24			TEXAS PRIDE DISPOSAL		176.96	
02/28/24			Center Point Energy		876.78	
			Totals for 17140.000		<u>1,195.14</u>	<u>5,080.77</u>
17160 Fire Certification Fees				523.02		
			Totals for 17160		<u>0.00</u>	<u>523.02</u>
17170 Fire Training				526.49		
02/20/24			ACH PAYMENT - FIRE CERTIFICATION		87.17	
02/28/24			FIRE TRAINING		87.17	
02/28/24			STELLAR CREDIT - 2573		64.95	
02/28/24			STELLAR CARD -		599.95	
			Totals for 17170		<u>839.24</u>	<u>1,365.73</u>
17173 EMS Certification Fees				0.00		
02/01/24			Reimbursement ASanchez TX DSH		64.00	
02/02/24			Reimbursement RForrest DSHS E		96.00	
02/13/24			CLIA LAB CCD		180.00	
			Totals for 17173		<u>340.00</u>	<u>340.00</u>
17175 Emergency Mgt. Training-(TDEM)				0.00		
02/28/24			ACH PAYMENT JAMES LUTZ		162.00	
02/28/24			STELLAR CARD - EMAT - KORY		255.00	
			Totals for 17175		<u>417.00</u>	<u>417.00</u>
17176 Training Exams				460.00		
			Totals for 17176		<u>0.00</u>	<u>460.00</u>
17185 Admin Train & Certification Fees				0.00		
02/21/24			MARY KATHERINE REIMBURSEMENT TRAINING		294.12	

20570 - Village Fire Department

General Ledger

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/28/24			TRAINING CYBER SECURITY TEEK		225.00	
02/28/24			STELLAR CARD -		(225.00)	
02/28/24			STELLAR CARD - WILL BE REFUNDED		225.00	
			Totals for 17185		<u>519.12</u>	<u>519.12</u>
17190	Uniforms			0.00		
02/15/24	13507		7477-2023		198.90	
02/15/24	13507		Impact Promotions		1,493.65	
			Totals for 17190		<u>1,692.55</u>	<u>1,692.55</u>
17203	Shipping			47.55		
			Totals for 17203		<u>0.00</u>	<u>47.55</u>
17211	Adobe			0.00		
02/28/24			STELLAR CREDIT CARD PAYMENT - 5283		44.36	
			Totals for 17211		<u>44.36</u>	<u>44.36</u>
17213	Postage Meter Rental			0.00		
02/15/24			Pitney Bowes Credit Corporation		76.99	
02/20/24			Pitney Bowes Credit Corporation		230.82	
			Totals for 17213		<u>307.81</u>	<u>307.81</u>
17219	Phones - 8x8			897.29		
			Totals for 17219		<u>0.00</u>	<u>897.29</u>
17221	HRIS-Paycom, UKG, or Other			270.63		
02/13/24			NATPAY 13717494 CCD		807.87	
			Totals for 17221		<u>807.87</u>	<u>1,078.50</u>
17225	Software&Email-Microsoft 365			0.00		
02/12/24			Accutek Technologies, Inc.		450.28	
02/28/24			WEBSITE - NAME CHEAP		6.88	
			Totals for 17225		<u>457.16</u>	<u>457.16</u>
17240	Elect. Protocol Cards-Pro QA			0.00		
02/15/24			Priority Dispatch		53.04	
			Totals for 17240		<u>53.04</u>	<u>53.04</u>
17302	Legal Services			(1,960.00)		
02/09/24	13503		Randle Law Office, LTD, L.L.P.		3,622.50	
02/29/24	30		Adjust Legal Rounding		(0.02)	
			Totals for 17302		<u>3,622.48</u>	<u>1,662.48</u>
17306	IT Services			0.00		
02/12/24			Professional Services		2,200.00	
			Totals for 17306		<u>2,200.00</u>	<u>2,200.00</u>
17308	Health Ins. Consulting Serv.			10,186.48		
			Totals for 17308		<u>0.00</u>	<u>10,186.48</u>
17309	Medical Director Services			1,250.00		
02/02/24			Dr. Hutch Stilgenbauer		1,250.00	
			Totals for 17309		<u>1,250.00</u>	<u>2,500.00</u>
17313	Other Professional Services			0.00		
02/14/24			Professional Services		1,058.00	
02/28/24			STELLAR CARD - CONCENTRA		89.00	

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 17313		<u>1,147.00</u>	<u>1,147.00</u>
21055			Stellar Bank-Capital Replacement	182,243.08		
02/29/24			Interest Deposit		<u>397.10</u>	
			Totals for 21055		<u>397.10</u>	<u>182,640.18</u>
21710			Due to/from General Fund	50,000.00		
02/29/24	24		Record Assessments Deposited to GF		<u>33,333.34</u>	
			Totals for 21710		<u>33,333.34</u>	<u>83,333.34</u>
22320			Assessments Paid in Advance	(16,666.67)		
			Totals for 22320		<u>0.00</u>	<u>(16,666.67)</u>
22321			Advance Pmts-Receipts	(16,666.67)		
			Totals for 22321		<u>0.00</u>	<u>(16,666.67)</u>
22329			Advance Pmts-Contra	16,666.67		
			Totals for 22329		<u>0.00</u>	<u>16,666.67</u>
23010			Strategic Plan Fund Balance	(128,969.07)		
			Totals for 23010		<u>0.00</u>	<u>(128,969.07)</u>
24010			Bunker Hill Village	(6,333.32)		
02/29/24	24		Record Assessments Deposited to GF		<u>(6,333.33)</u>	
			Totals for 24010		<u>(6,333.33)</u>	<u>(12,666.65)</u>
24020			Hedwig Village	(6,166.67)		
02/29/24	24		Record Assessments Deposited to GF		<u>(6,166.67)</u>	
			Totals for 24020		<u>(6,166.67)</u>	<u>(12,333.34)</u>
24030			Hilshire Village	(1,000.00)		
02/29/24	24		Record Assessments Deposited to GF		<u>(1,000.00)</u>	
			Totals for 24030		<u>(1,000.00)</u>	<u>(2,000.00)</u>
24040			Hunter's Creek Village	(7,416.67)		
02/29/24	24		Record Assessments Deposited to GF		<u>(7,416.67)</u>	
			Totals for 24040		<u>(7,416.67)</u>	<u>(14,833.34)</u>
24050			Piney Point Village	(7,000.00)		
02/29/24	24		Record Assessments Deposited to GF		<u>(7,000.00)</u>	
			Totals for 24050		<u>(7,000.00)</u>	<u>(14,000.00)</u>
24060			Spring Valley Village	(5,416.67)		
02/29/24	24		Record Assessments Deposited to GF		<u>(5,416.67)</u>	
			Totals for 24060		<u>(5,416.67)</u>	<u>(10,833.34)</u>
24905			Sale of Assets	(57,000.00)		
			Totals for 24905		<u>0.00</u>	<u>(57,000.00)</u>
24910			Interest Income	(362.80)		
02/29/24			.Interest Deposit		<u>(397.10)</u>	
			Totals for 24910		<u>(397.10)</u>	<u>(759.90)</u>
25030			Escrow	4,088.79		
			Totals for 25030		<u>0.00</u>	<u>4,088.79</u>
31010.000			Stellar Bank-Ambulance Billing	21,760.67		

**20570 - Village Fire Department
General Ledger**

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/07/24			ELECTRONIC DEPOSIT - MEDICARE PART B		6,187.79	
02/13/24			ELECTRONIC DEPOSIT - MEDICARE PART B		262.95	
02/13/24			ELECTRONIC DEPOSIT - MEDICARE PART B		36.00	
02/16/24			ELECTRONIC DEPOSIT - MEDICARE PART B		11,511.26	
02/29/24			INTEREST INCOME DEPOSIT		70.60	
			ELECTRONIC DEPOSIT - MEDICARE PART B			
			Totals for 31010.000		<u>18,068.60</u>	<u>39,829.27</u>
31020 WFB - Ambulance Billing Account				4,574.15		
02/12/24			Client Analysis Srvc Chrg 240209 Svc Chge 0124 000001516174347		(88.92)	
02/29/24			INTEREST INCOME WF ACCOUNT		5.44	
			Totals for 31020		<u>(83.48)</u>	<u>4,490.67</u>
31750 Due from General Fund				(53.41)		
			Totals for 31750		<u>0.00</u>	<u>(53.41)</u>
32020 Ambulance Funds Payable				(26,281.41)		
02/07/24			ELECTRONIC DEPOSIT - MEDICARE PART B		(6,187.79)	
02/12/24			Client Analysis Srvc Chrg 240209 Svc Chge 0124 000001516174347		88.92	
02/13/24			ELECTRONIC DEPOSIT - MEDICARE PART B		(262.95)	
02/13/24			ELECTRONIC DEPOSIT - MEDICARE PART B		(36.00)	
02/16/24			ELECTRONIC DEPOSIT - MEDICARE PART B		(11,511.26)	
02/29/24			INTEREST INCOME DEPOSIT		(70.60)	
02/29/24			ELECTRONIC DEPOSIT - MEDICARE PART B			
02/29/24			INTEREST INCOME WF ACCOUNT		(5.44)	
			Totals for 32020		<u>(17,985.12)</u>	<u>(44,266.53)</u>
51020 Stellar Bank-Facility Fund				270,538.29		
02/29/24			Interest Deposit		589.49	
			Totals for 51020		<u>589.49</u>	<u>271,127.78</u>
52020 Retainage Payable				(234,038.74)		
			Totals for 52020		<u>0.00</u>	<u>(234,038.74)</u>
53010 Facility Fund Balance				(35,870.86)		
			Totals for 53010		<u>0.00</u>	<u>(35,870.86)</u>
54910 Interest/Dividend Income				(628.69)		
02/29/24			Interest Deposit		(589.49)	
			Totals for 54910		<u>(589.49)</u>	<u>(1,218.18)</u>
991030.000 Allegiance Bank-Insurance Acct.				72,007.77		
02/02/24			ACH for Hilshire - February 2024		3,240.72	
02/06/24			ACH for Spring Valley - February 2024		58,713.92	
02/09/24	34555		Check for Hunters Creek - February 2024		9,514.74	
02/12/24	1953		Check for MWWA - February 2024		24,911.84	
02/13/24	1953		Chargeback - MWWA's check #1953		(24,911.84)	
02/21/24			The Hartford - February 2024		(7,612.18)	
02/21/24			Transfer for VFD - February 2024		90,553.82	

20570 - Village Fire Department

General Ledger

February 1, 2024 - February 29, 2024

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
02/22/24			Gallagher Benefit Services, Inc. - February 2024		(3,633.33)	
02/22/24			United Healthcare - February 2024		(209,445.43)	
02/28/24			ACH for Hedwig - March 2024		31,329.93	
02/28/24	1959		Check for MVWA - February 2024		24,911.84	
Totals for 991030.000					<u>(2,425.97)</u>	<u>69,581.80</u>
992020 Insurance Payable Account				(72,007.77)		
02/02/24			ACH for Hilshire - February 2024		(3,240.72)	
02/06/24			ACH for Spring Valley - February 2024		(58,713.92)	
02/09/24	34555		Check for Hunters Creek - February 2024		(9,514.74)	
02/12/24	1953		Check for MVWA - February 2024		(24,911.84)	
02/13/24	1953		Chargeback - MVWA's check #1953		24,911.84	
02/21/24			The Hartford - February 2024		7,612.18	
02/21/24			Transfer for VFD - February 2024		(90,553.82)	
02/22/24			Gallagher Benefit Services, Inc. - February 2024		3,633.33	
02/22/24			United Healthcare - February 2024		209,445.43	
02/28/24			ACH for Hedwig - March 2024		(31,329.93)	
02/28/24	1959		Check for MVWA - February 2024		(24,911.84)	
Totals for 992020					<u>2,425.97</u>	<u>(69,581.80)</u>
Report Total						<u>0.00</u>

Net Profit/(Loss)

Current Period	<u>132,543.11</u>
Year-to-Date	<u>346,385.26</u>

Distribution count = 441

**20570 - Village Fire Department
Transaction List**

February 1, 2024 - February 29, 2024

Date	Reference	Account	Payee ID	Description	1099	Amount
02/01/24		11020.000		CITY OF HUNTERS CREEK ASSESSMENT 2/1/2024		183,812.59
02/01/24		11710		CRF ASSESSMENT FEB. 2024		(7,416.67)
02/01/24		14040		CITY OF HUNTERS CREEK ASSESSMENT 2/1/2024		(176,395.92)
02/01/24		11020.000		CITY OF PINEY POINT ASSESSMENT 2024		173,486.04
02/01/24		11710		CRF ASSESSMENT - FEB. 2024		(7,000.00)
02/01/24		14050		CITY OF PINEY POINT ASSESSMENT 2024		(166,486.04)
02/01/24		11020.000		DEPOSIT SPRING VALLEY - FUEL DECEMBER 2023		6,455.55
02/01/24		17085		DEPOSIT SPRING VALLEY - FUEL DECEMBER 2023		(6,384.03)
02/01/24		17100		ADMIN FEE		(71.52)
02/01/24		11020.000		TRANSFER 8337 TO 2634 REIMBURSEMENT A. ASANCHEZ		(64.00)
02/01/24		11090		TRANSFER 8337 TO 2634 REIMBURSEMENT A. ASANCHEZ		64.00
02/01/24		11010.000		Transfer 8337 to 2634 reimbursement ASanchez TX DSH		64.00
02/01/24		11090		Transfer 8337 to 2634 reimbursement ASanchez TX DSH		(64.00)
02/01/24		11010.000		Transfer 8337 to 2634 reimbursement RForrest DSHS E		96.00
02/01/24		11090		Transfer 8337 to 2634 reimbursement RForrest DSHS E		(96.00)
02/01/24		11010.000		Reimbursement ASanchez TX DSH		(64.00)
02/01/24		17173		Reimbursement ASanchez TX DSH		64.00
02/02/24		991030.000		ACH for Hilshire - February 2024		3,240.72
02/02/24		992020		ACH for Hilshire - February 2024		(3,240.72)
02/02/24		11010.000		ACH PAYMENT VALIC AND UNION		(1,250.00)
02/02/24		12140		VALIC		175.00
02/02/24		12160		UNION		1,075.00
02/02/24		11020.000		CITY OF HILSHIRE VILLAGE ASSESSMENT 2024		24,783.72
02/02/24		11710		CRF ASSESSMENT FEB. 2024		(10.00)
02/02/24		14030		CITY OF HILSHIRE VILLAGE ASSESSMENT 2024		(24,773.72)
02/02/24		11010.000	MD-	Dr. Hutch Stilgenbauer		(1,250.00)
02/02/24		17309	MD-	Dr. Hutch Stilgenbauer		1,250.00
02/02/24		11010.000		Reimbursement RForrest DSHS E		(96.00)
02/02/24		17173		Reimbursement RForrest DSHS E		96.00
02/05/24		11010.000	TMRS	Texas Municipal Retirement System		(61,151.22)
02/05/24		12310	TMRS	Texas Municipal Retirement System		61,151.22
02/05/24		11010.000	AFLAC	AFLAC		(946.59)
02/05/24		12130	AFLAC	AFLAC		946.59
02/05/24		11010.000	NRS	Nationwide Retirement Solutions		(7,076.00)
02/05/24		12140	NRS	Nationwide Retirement Solutions		7,076.00
02/05/24		11010.000	NRS	Nationwide Retirement Solutions - ROTH		(1,390.00)
02/05/24		12140	NRS	Nationwide Retirement Solutions - ROTH		1,390.00
02/05/24		11020.000		TRANSFER 8337 TO 2634 R FORREST		(96.00)
02/05/24		11090		TRANSFER 8337 TO 2634 R FORREST		96.00
02/05/24		11020.000		TRANSFER 8337 TO 2634 PAYMENT ROOF ANNEX		(163,000.00)
02/05/24		11090		TRANSFER 8337 TO 2634 PAYMENT ROOF ANNEX		163,000.00
02/06/24		991030.000		ACH for Spring Valley - February 2024		58,713.92
02/06/24		992020		ACH for Spring Valley - February 2024		(58,713.92)
02/06/24		11020.000		CITY OF SPRING VALLEY ASSESSMENT 2024		134,245.15
02/06/24		11710		CRF ASSESSMENT FEB. 2024		(5,416.67)
02/06/24		14060		CITY OF SPRING VALLEY ASSESSMENT 2024		(128,828.48)
02/07/24		11010.000	IRSTAX	Internal Revenue Service - Payroll Taxes PPE01252024		(53,962.47)

20570 - Village Fire Department

Transaction List

February 1, 2024 - February 29, 2024

Date	Reference	Account	Payee ID	Description	1099	Amount
02/07/24		12120	IRSTAX	Internal Revenue Service - Payroll Taxes PPE01252024		21,917.83
02/07/24		12110	IRSTAX	Internal Revenue Service - Payroll Taxes PPE01252024		32,044.64
02/07/24		31010.000		ELECTRONIC DEPOSIT - MEDICARE PART B		6,187.79
02/07/24		32020		ELECTRONIC DEPOSIT - MEDICARE PART B		(6,187.79)
02/07/24		11020.000		CITY OF BUNKER HILL ASSESSMENT 2024		156,963.56
02/07/24		11710		CRF ASSESSMENT FEB. 2024		(6,333.33)
02/07/24		14010		CITY OF BUNKER HILL ASSESSMENT 2024		(150,630.23)
02/07/24		11020.000		TRANSFER 8337 TO 2634 PAYROLL AND BILL 15TH		(300,000.00)
02/07/24		11090		TRANSFER 8337 TO 2634 PAYROLL AND BILL 15TH		300,000.00
02/07/24		11020.000		TRANSFER 8337 TO 2634 VMIG February for VFD		(90,553.82)
02/07/24		11090		TRANSFER 8337 TO 2634 VMIG February for VFD		90,553.82
02/07/24		11010.000		Transfer XXX8337 to XXX2634: Roof annex		163,000.00
02/07/24		11090		Transfer XXX8337 to XXX2634: Roof annex		(163,000.00)
02/07/24		11010.000		Transfer 8337 to 2634 payroll and bills 15th of mon		300,000.00
02/07/24		11090		Transfer 8337 to 2634 payroll and bills 15th of mon		(300,000.00)
02/07/24		11010.000		Transfer XXX8337 to XXX2634: Bill paid 202402		75,000.00
02/07/24		11090		Transfer XXX8337 to XXX2634: Bill paid 202402		(75,000.00)
02/07/24		11010.000		Transfer XXX8337 to XXX2634: 2024 Monthly Meal Allowance		3,833.31
02/07/24		11090		Transfer XXX8337 to XXX2634: 2024 Monthly Meal Allowance		(3,833.31)
02/07/24		11010.000		Transfer XXX8337 to XXX2634: Payroll and bills EOM		300,000.00
02/07/24		11090		Transfer XXX8337 to XXX2634: Payroll and bills EOM		(300,000.00)
02/07/24	2024-34	11020.000		TRANSFER 8337 TO 2634 DELTA EXPENSE		(18,800.00)
02/07/24	2024-34	11090		TRANSFER 8337 TO 2634 DELTA EXPENSE		18,800.00
02/07/24	2024-34	11010.000		Transfer 8337 to 2634 Delta Purchase 2024 34-2024		18,800.00
02/07/24	2024-34	11090		Transfer 8337 to 2634 Delta Purchase 2024 34-2024		(18,800.00)
02/08/24		11010.000	TCS	TCS		(2,710.00)
02/08/24		12190	TCS	TCS		2,710.00
02/09/24		11020.000		CITY OF HEDWIG ASSESSMENT 2024		152,832.94
02/09/24		11710		CRF ASSESSMENT FEB. 2024		(6,166.67)
02/09/24		14020		CITY OF HEDWIG ASSESSMENT 2024		(146,666.27)
02/09/24		11020.000		ELECTRONIC DEPOSIT TC IDALIA		10,582.93
02/09/24		16011		ELECTRONIC DEPOSIT TC IDALIA -2024-57 DEPOSIT		(10,465.98)
02/09/24		17100		FUEL ADMIN FEE		(1.21)
02/09/24		17085		ELECTRONIC DEPOSIT piney point fuel		(115.74)
02/09/24		11010.000	ATT	AT&T		(1,078.79)
02/09/24		17042	ATT	AT&T		478.79
02/09/24		17123	ATT	AT&T		600.00
02/09/24	13501	11010.000	LION	Lion Total Care		(1,829.95)
02/09/24	13501	17100	LION	Maintenance-Other		1,829.95
02/09/24	13502	11010.000	PROWELD	Professional Welding Supply		(162.00)
02/09/24	13502	17010	PROWELD	Ambulance Medical Supplie		162.00
02/09/24	13503	11010.000	RANDLE	Randle Law Office, LTD, L.L.P.		(3,622.50)
02/09/24	13503	17302	RANDLE	Randle Law Office, LTD, L.L.P.		3,622.50
02/09/24	13504	11010.000	SWHOU	Southwest Houston Tire Sales, Inc.		(2,210.40)
02/09/24	13504	17113	SWHOU	Southwest Houston Tire Sales, Inc.		2,210.40
02/09/24	13505	11010.000	SHARP	Sharp Testing Services, Inc.		(3,703.70)
02/09/24	13505	17127	SHARP	Maintenance-Contracts		3,703.70

20570 - Village Fire Department

Transaction List

February 1, 2024 - February 29, 2024

Date	Reference	Account	Payee ID	Description	1099	Amount
02/09/24	34555	991030.000		Check for Hunters Creek - February 2024		9,514.74
02/09/24	34555	992020		Check for Hunters Creek - February 2024		(9,514.74)
02/12/24		31020		Client Analysis Srvc Chrg 240209 Svc Chge 0124 000001516174347		(88.92)
02/12/24		32020		Client Analysis Srvc Chrg 240209 Svc Chge 0124 000001516174347		88.92
02/12/24		11010.000	ACCUTEK	Accutek Technologies, Inc.		(2,650.28)
02/12/24		17306	ACCUTEK	Professional Services	1099-NEC (1)	2,200.00
02/12/24		17225	ACCUTEK	Accutek Technologies, Inc.		450.28
02/12/24		11010.000	COMCAST	Comcast		(167.62)
02/12/24		17041	COMCAST	Comcast		167.62
02/12/24		11010.000	COMCAST	Comcast		(453.71)
02/12/24		17041	COMCAST	Comcast		453.71
02/12/24		11010.000	COMCAST	Comcast		(1,385.98)
02/12/24		17041	COMCAST	Comcast		1,385.98
02/12/24	1953	991030.000		Check for MVWA - February 2024		24,911.84
02/12/24	1953	992020		Check for MVWA - February 2024		(24,911.84)
02/12/24	2024-32 & 2024-3	11010.000	DEL	Delta Industrial Service		(5,685.00)
02/12/24	2024-32 & 2024-3	15030	DEL	Delta Industrial Service Hoods		5,490.00
02/12/24	2024-32 & 2024-3	17131	DEL	Delta Industrial Service soap needed for gear washing		195.00
02/12/24	2024-40	11010.000	BOUND	Bound Tree Medical, LLC		(262.13)
02/12/24	2024-40	17010	BOUND	Bound Tree Medical, LLC		262.13
02/13/24		31010.000		ELECTRONIC DEPOSIT - MEDICARE PART B		262.95
02/13/24		32020		ELECTRONIC DEPOSIT - MEDICARE PART B		(262.95)
02/13/24		31010.000		ELECTRONIC DEPOSIT - MEDICARE PART B		36.00
02/13/24		32020		ELECTRONIC DEPOSIT - MEDICARE PART B		(36.00)
02/13/24		11010.000	HOWARDM	Howard Miller		(57.00)
02/13/24		17042	HOWARDM	PHONE ALLOWANCE		57.00
02/13/24		11010.000	BOUND	Bound Tree Medical, LLC		(81.60)
02/13/24		17010	BOUND	Bound Tree Medical, LLC		81.60
02/13/24		11010.000	DEL	Delta Industrial Service		(187.50)
02/13/24		17131	DEL	Soap for Bunker gear		187.50
02/13/24		11010.000	MERCURY	Mercury Medical		(814.26)
02/13/24		17010	MERCURY	Ambulance Medical Supplie		814.26
02/13/24		11010.000	HDEP	Home Depot		(39.14)
02/13/24		17035	HDEP	Home Depot		39.14
02/13/24		11010.000		NATPAY 13717494 CCD		(807.87)
02/13/24		17221		NATPAY 13717494 CCD		807.87
02/13/24		11010.000		KOTAPAY PAYROLL		(158,333.13)
02/13/24		11080		KOTAPAY PAYROLL		158,333.13
02/13/24		11010.000		CLIA LAB CCD		(180.00)
02/13/24		17173		CLIA LAB CCD		180.00
02/13/24		11010.000	O'REILLY	O'Reilly Automotive, Inc.		(303.33)
02/13/24		17123	O'REILLY	Maintenance-Other		303.33
02/13/24	1953	991030.000		Chargeback - MVWA's check #1953		(24,911.84)
02/13/24	1953	992020		Chargeback - MVWA's check #1953		24,911.84
02/13/24	2024-31	11010.000	DEL	Delta Industrial Service		(14,025.00)
02/13/24	2024-31	15030	DEL	Delta Industrial Service		14,025.00
02/13/24	2024-34	11010.000	DEL	Delta Industrial Service		(4,580.00)
02/13/24	2024-34	15030	DEL	Delta Industrial Service		4,580.00
02/13/24	13506	11010.000	MACH	Mac Haik		(174.61)
02/13/24	13506	17108	MACH	Mac Haik		174.61
02/14/24		11010.000	TABER	OLIVER RAINEY & WOJEK - CCD		(1,058.00)
02/14/24		17313	TABER	Professional Services		1,058.00
02/15/24		11010.000	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02102024		(53,589.00)
02/15/24		12120	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02102024		21,555.52

20570 - Village Fire Department

Transaction List

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Date	Reference	Account	Payee ID	Description	1099	Amount
02/15/24		12110	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02102024		32,033.48
02/15/24		11010.000	PD	Priority Dispatch		(53.04)
02/15/24		17240	PD	Priority Dispatch		53.04
02/15/24		11010.000	PS Light	PS Lightwave Inc		(756.43)
02/15/24		17040	PS Light	PS Lightwave Inc		756.43
02/15/24		11010.000	PBCC	Pitney Bowes Credit Corporation		(76.99)
02/15/24		17213	PBCC	Pitney Bowes Credit Corporation		76.99
02/15/24		11010.000	MVWA	Memorial Villages Water Authority		(141.40)
02/15/24		17140.000	MVWA	Memorial Villages Water Authority		141.40
02/15/24	13507	11010.000		Impact Promotions		(1,692.55)
02/15/24	13507	17190		7477-2023		198.90
02/15/24	13507	17190		Impact Promotions		1,493.65
02/15/24	13508	11010.000		Advantage Interest		(1,253.00)
02/15/24	13508	17123		Advantage Interest		1,253.00
02/16/24		31010.000		ELECTRONIC DEPOSIT - MEDICARE PART B		11,511.26
02/16/24		32020		ELECTRONIC DEPOSIT - MEDICARE PART B		(11,511.26)
02/20/24		11010.000	LEGALSHIELD	Legal Shield		(146.50)
02/20/24		12170	LEGALSHIELD	Legal Shield		146.50
02/20/24		11010.000	AFLAC	AFLAC		(946.59)
02/20/24		12130	AFLAC	AFLAC		946.59
02/20/24		11010.000	PBCC	Pitney Bowes Credit Corporation		(230.82)
02/20/24		17213	PBCC	Pitney Bowes Credit Corporation		230.82
02/20/24		11010.000		ACH PAYMENT - FIRE CERTIFICATION		(87.17)
02/20/24		17170		ACH PAYMENT - FIRE CERTIFICATION		87.17
02/20/24		11010.000	COMCAST	Comcast		(561.69)
02/20/24		17041	COMCAST	Comcast		561.69
02/21/24		991030.000	HARTFORD	The Hartford - February 2024		(7,612.18)
02/21/24		992020	HARTFORD	The Hartford - February 2024		7,612.18
02/21/24		11010.000	NRS	Nationwide Retirement Solutions		(7,233.00)
02/21/24		12140	NRS	Nationwide Retirement Solutions		7,233.00
02/21/24		11010.000	NRS	Nationwide Retirement Solutions - ROTH		(1,390.00)
02/21/24		12140	NRS	Nationwide Retirement Solutions - ROTH		1,390.00
02/21/24		991030.000		Transfer for VFD - February 2024		90,553.82
02/21/24		992020		Transfer for VFD - February 2024		(90,553.82)
02/21/24		11010.000		Transfer XXX8337 to XXX2634: VMIG for VFD February 2024		90,553.82
02/21/24		11090		Transfer XXX8337 to XXX2634: VMIG for VFD February 2024		(90,553.82)
02/21/24		11010.000	VMIG	Villages Mutual Insurance - February 2024		(90,553.82)
02/21/24		12200	VMIG	Villages Mutual Insurance - February 2024		1,423.12
02/21/24		16040	VMIG	Villages Mutual Insurance - February 2024		1,674.57
02/21/24		12130	VMIG	Villages Mutual Insurance - February 2024		12,343.38
02/21/24		16060	VMIG	Villages Mutual Insurance - February 2024		75,112.75
02/21/24		11020.000		PAYMENT FOR BOYS LAX MEDIC - 300.00		300.00
02/21/24		16011		PAYMENT FOR BOYS LAX MEDIC - 300.00 - EVENTS		(300.00)
02/21/24		11010.000		ACH PAYMENT VALIC AND UNION		(1,250.00)
02/21/24		12140		ACH PAYMENT VALIC AND UNION		175.00
02/21/24		12160		ACH PAYMENT VALIC AND UNION		1,075.00
02/21/24		11010.000		MARY KATHERINE REIMBURSMENT TRAINING		(294.12)
02/21/24		17185		MARY KATHERINE REIMBURSMENT TRAINING		294.12
02/21/24		11010.000		MEAL ALLOWANCE		(3,833.31)
02/21/24		16100		MEAL ALLOWANCE		3,833.31
02/22/24		991030.000	GALLAGHER	Gallagher Benefit Services, Inc. - February 2024		(3,633.33)
02/22/24		992020	GALLAGHER	Gallagher Benefit Services, Inc. - February 2024		3,633.33
02/22/24		991030.000	UHC	United Healthcare - February 2024		(209,445.43)

**20570 - Village Fire Department
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Date	Reference	Account	Payee ID	Description	1099	Amount
02/22/24		992020	UHC	United Healthcare - February 2024		209,445.43
02/22/24		11020.000		PAYMENT FOR VFIS 2017 SUTPHEN		10,569.50
02/22/24		17107		PAYMENT FOR VFIS 2017 SUTPHEN - PAYMENT RCVD 2/22		(10,569.50)
02/22/24		11020.000		TRANSFER 8337 TO 2634 BILL PAID 2202204		(75,000.00)
02/22/24		11090		TRANSFER 8337 TO 2634 BILL PAID 2202204		75,000.00
02/22/24		11020.000		Transfer 8337 TO 2634 2024 Monthly Meal Allowance		(3,833.31)
02/22/24		11090		Transfer 8337 TO 2634 2024 Monthly Meal Allowance		3,833.31
02/22/24		11010.000		ACH PAYMENT DOWLEY		(125.00)
02/22/24		17110		ACH PAYMENT DOWLEY		125.00
02/22/24		11010.000	BOUND	Bound Tree Medical, LLC		(134.99)
02/22/24		17010	BOUND	Bound Tree Medical, LLC		134.99
02/22/24		11010.000	KILGORE	Kilgore Industries		(548.75)
02/22/24		17030	KILGORE	Kilgore Industries		548.75
02/22/24		11010.000	MERCURY	Mercury Medical - DOUBLE PAYMENT		(814.26)
02/22/24		17010	MERCURY	Ambulance Medical Supplie		814.26
02/22/24		11010.000	MUNIC	Municipal Emergency Services		(1,195.05)
02/22/24		17133	MUNIC	Municipal Emergency Services		1,195.05
02/22/24		11010.000	DOO	Dooley Tackaberry, Inc.		(1,261.70)
02/22/24		17123	DOO	Dooley Tackaberry, Inc.		1,261.70
02/22/24		11010.000	PLASTIX	Plastix Plus LLC		(3,070.00)
02/22/24		17073	PLASTIX	Plastix Plus LLC - vault		3,070.00
02/22/24		11010.000		DELL EQUIPMENT		(5,974.62)
02/22/24		15035		DELL EQUIPMENT - 2023 EXPENSE		5,974.62
02/22/24		11010.000	MOTOROLA	Motorola Solutions, Inc.		(40,819.43)
02/22/24		17044	MOTOROLA	Motorola Solutions, Inc.		40,819.43
02/22/24		11010.000		TEXAS PRIDE DISPOSAL		(176.96)
02/22/24		17140.000		TEXAS PRIDE DISPOSAL		176.96
02/22/24	13509	11010.000	LONE STAR	Lone Star Fire Specialist		(870.00)
02/22/24	13509	17105	LONE STAR	Lone Star Fire Specialist		870.00
02/22/24	13510	11010.000	PROWELD	Professional Welding Supply		(162.00)
02/22/24	13510	17010	PROWELD	Ambulance Medical Supplie		162.00
02/22/24	13511	11010.000	DETC	Deep East Texas Worker's		(19,823.25)
02/22/24	13511	11320	DETC	Deep East Texas Worker's		19,823.25
02/22/24	13512	11010.000	UST	UST Services, Inc.		(775.00)
02/22/24	13512	17135	UST	Maint to fuel system		775.00
02/23/24		11010.000	TCS	TCS		(2,710.00)
02/23/24		12190	TCS	TCS		2,710.00
02/26/24		11020.000		TRASNFER 8337 TO 2634 PAYROLL AND BILLS EOM		(300,000.00)
02/26/24		11090		TRASNFER 8337 TO 2634 PAYROLL AND BILLS EOM		300,000.00
02/27/24		11010.000	AFLAC	AFLAC		(946.59)
02/27/24		12130	AFLAC	AFLAC		946.59
02/27/24		11010.000		PAYROLL WIRE		(154,235.93)
02/27/24		11080		PAYROLL WIRE		154,235.93
02/28/24		11010.000		ACH PAYMENT VALIC AND UNION		(1,250.00)
02/28/24		12140		VALIC		175.00
02/28/24		12160		UNION		1,075.00
02/28/24		11010.000	NRS	Nationwide Retirement Solutions		(7,533.00)
02/28/24		12140	NRS	Nationwide Retirement Solutions		7,533.00
02/28/24		11010.000	NRS	Nationwide Retirement Solutions - ROTH		(1,390.00)
02/28/24		12140	NRS	Nationwide Retirement Solutions - ROTH		1,390.00
02/28/24		991030.000		ACH for Hedwig - March 2024		31,329.93
02/28/24		992020		ACH for Hedwig - March 2024		(31,329.93)
02/28/24		11020.000		TRANSFER 8337 TO 2634 reimbursement RForrest for TC		(87.17)

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Date	Reference	Account	Payee ID	Description	1099	Amount
02/28/24		11090		TRANSFER 8337 TO 2634 reimbursement		87.17
02/28/24		11010.000		RForrest for TC Transfer XXX8337 to XXX2634:		87.17
02/28/24		11090		reimbursement RForrest for TC Transfer XXX8337 to XXX2634:		(87.17)
02/28/24		11010.000		reimbursement RForrest for TC FIRE TRAINING		(87.17)
02/28/24		17170		FIRE TRAINING		87.17
02/28/24		11010.000		ACH PAYMENT JAMES LUTZ		(162.00)
02/28/24		17175		ACH PAYMENT JAMES LUTZ		162.00
02/28/24		11010.000	HENRY	Henry Schein, Inc.		(1,564.45)
02/28/24		17010	HENRY	Ambulance Medical Supplie	1099-NEC (1)	1,564.45
02/28/24		11010.000	CENTERPOINT	Center Point Energy		(876.78)
02/28/24		17140.000	CENTERPOINT	Center Point Energy		876.78
02/28/24		11010.000		STELLAR CREDIT - 2573		(162.03)
02/28/24		17170		STELLAR CREDIT - 2573		64.95
02/28/24		17035		STELLAR CREDIT - 2573		97.08
02/28/24		11010.000		STELLAR CARD - 9719		(191.91)
02/28/24		17101		STELLAR CARD - 9719 OIL CHANGE , BUMPER TO BUMPER ADAMS		171.41
02/28/24		17136		STELLAR CARD - 9719		20.50
02/28/24		11010.000		STELLAR CREDIT CARD -3345		(231.88)
02/28/24		17225		WEBSITE - NAME CHEAP		6.88
02/28/24		17185		TRAINING CYBER SECURITY TEEEX		225.00
02/28/24		11010.000		STELLAR CREDIT CARD PAYMENT - 5283		(44.36)
02/28/24		17211		STELLAR CREDIT CARD PAYMENT - 5283		44.36
02/28/24		11010.000		STELLAR CARD -		(2,319.45)
02/28/24		17185		STELLAR CARD -		(225.00)
02/28/24		17313		STELLAR CARD - CONCENTRA		89.00
02/28/24		17123		REPSONDERS DECALS		109.96
02/28/24		17185		STELLAR CARD - WILL BE REFUNDED		225.00
02/28/24		17175		STELLAR CARD - EMAT - KORY		255.00
02/28/24		17170		STELLAR CARD -		599.95
02/28/24		17123		STELLAR CARD - SUPPLIES FOR TRUCKS		747.67
02/28/24		17035		STELLAR CARD -		517.87
02/28/24	1959	991030.000		Check for MVWA - February 2024		24,911.84
02/28/24	1959	992020		Check for MVWA - February 2024		(24,911.84)
02/29/24		11010.000	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02252024		(52,287.21)
02/29/24		12120	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02252024		20,978.27
02/29/24		12110	IRSTAX	Internal Revenue Service - Payroll Taxes PPE02252024		31,308.94
02/29/24		51020		Interest Deposit		589.49
02/29/24		54910		Interest Deposit		(589.49)
02/29/24		21055		Interest Deposit		397.10
02/29/24		24910		.Interest Deposit		(397.10)
02/29/24		31010.000		INTEREST INCOME DEPOSIT ELECTRONIC DEPOSIT - MEDICARE PART B		70.60
02/29/24		32020		INTEREST INCOME DEPOSIT ELECTRONIC DEPOSIT - MEDICARE PART B		(70.60)
02/29/24		31020		INTEREST INCOME WF ACCOUNT		5.44
02/29/24		32020		INTEREST INCOME WF ACCOUNT		(5.44)
02/29/24		11020.000		INTEREST INCOME		2,423.12
02/29/24		14910.000		INTEREST INCOME		(2,423.12)
02/29/24	9	12112		Spec Cash Flow JE FICA		95,387.06
02/29/24	9	12119		Spec Cash Flow JE FICA		(95,387.06)
02/29/24	9	12119		Spec Cash Flow JE FICA		63,342.42
02/29/24	9	12111		Spec Cash Flow JE FICA		(63,342.42)
02/29/24	10	12122		Spec Cash Flow JE FWH		64,451.62
02/29/24	10	12129		Spec Cash Flow JE FWH		(64,451.62)
02/29/24	10	12129		Spec Cash Flow JE FWH		42,533.79

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Date	Reference	Account	Payee ID	Description	1099	Amount
02/29/24	10	12121		Spec Cash Flow JE FWH		(42,533.79)
02/29/24	11	12132		Spec Cash Flow JE 125 Plan		15,183.15
02/29/24	11	12139		Spec Cash Flow JE 125 Plan		(15,183.15)
02/29/24	11	12139		Spec Cash Flow JE 125 Plan		14,236.56
02/29/24	11	12131		Spec Cash Flow JE 125 Plan		(14,236.56)
02/29/24	12	12142		Spec Cash Flow JE Def Comp		26,537.00
02/29/24	12	12149		Spec Cash Flow JE Def Comp		(26,537.00)
02/29/24	12	12149		Spec Cash Flow JE Def Comp		17,896.00
02/29/24	12	12141		Spec Cash Flow JE Def Comp		(17,896.00)
02/29/24	13	12162		Spec Cash Flow JE Dues		3,225.00
02/29/24	13	12169		Spec Cash Flow JE Dues		(3,225.00)
02/29/24	13	12169		Spec Cash Flow JE Dues		2,150.00
02/29/24	13	12161		Spec Cash Flow JE Dues		(2,150.00)
02/29/24	14	12172		Spec Cash Flow JE Legal		146.50
02/29/24	14	12179		Spec Cash Flow JE Legal		(146.50)
02/29/24	14	12179		Spec Cash Flow JE Legal		146.50
02/29/24	14	12171		Spec Cash Flow JE Legal		(146.50)
02/29/24	15	12192		Spec Cash Flow JE Spec WH		5,420.00
02/29/24	15	12199		Spec Cash Flow JE Spec WH		(5,420.00)
02/29/24	15	12199		Spec Cash Flow JE Spec WH		5,420.00
02/29/24	15	12191		Spec Cash Flow JE Spec WH		(5,420.00)
02/29/24	16	12319		Spec Cash Flow JE Ret Cont TMRS		32,207.96
02/29/24	16	12311		Spec Cash Flow JE Ret Cont TMRS		(32,207.96)
02/29/24	17	12312		Spec Cash Flow JE Ret Cont TMRS		61,151.22
02/29/24	17	12319		Spec Cash Flow JE Ret Cont TMRS		(61,151.22)
02/29/24	18	16050		Adjust Retirement Contribution Payable		29,264.37
02/29/24	18	12310		Adjust Retirement Contribution Payable		(29,264.37)
02/29/24	18	12319		Adjust Retirement Contribution Payable		29,264.37
02/29/24	18	12311		Adjust Retirement Contribution Payable		(29,264.37)
02/29/24	19	12202		Spec Cash Flow JE Supportive Life & Aflac		1,423.12
02/29/24	19	12209		Spec Cash Flow JE Supportive Life & Aflac		(1,423.12)
02/29/24	19	12209		Spec Cash Flow JE Supportive Life & Aflac		1,423.12
02/29/24	19	12201		Spec Cash Flow JE Supportive Life & Aflac		(1,423.12)
02/29/24	22	16018		Post Payroll 2/15/2024		892.50
02/29/24	22	16018		Post Payroll 2/15/2024		337.50
02/29/24	22	16018		Post Payroll 2/15/2024		1,366.46
02/29/24	22	16010		Post Payroll 2/15/2024		187.50
02/29/24	22	16016		Post Payroll 2/15/2024		1,671.52
02/29/24	22	16015		Post Payroll 2/15/2024		974.00
02/29/24	22	16011		Post Payroll 2/15/2024		5,602.83
02/29/24	22	16011		Post Payroll 2/15/2024		1,435.02
02/29/24	22	16010		Post Payroll 2/15/2024		220,144.35
02/29/24	22	12130		Post Payroll 2/15/2024		(319.38)
02/29/24	22	12130		Post Payroll 2/15/2024		(252.03)
02/29/24	22	12130		Post Payroll 2/15/2024		(127.60)
02/29/24	22	12130		Post Payroll 2/15/2024		(30.30)
02/29/24	22	12200		Post Payroll 2/15/2024		(21.40)
02/29/24	22	12190		Post Payroll 2/15/2024		(2,710.00)
02/29/24	22	12200		Post Payroll 2/15/2024		(551.35)
02/29/24	22	12170		Post Payroll 2/15/2024		(73.26)
02/29/24	22	12200		Post Payroll 2/15/2024		(77.48)
02/29/24	22	12160		Post Payroll 2/15/2024		(1,075.00)
02/29/24	22	12130		Post Payroll 2/15/2024		(147.90)
02/29/24	22	12130		Post Payroll 2/15/2024		(32.03)
02/29/24	22	12130		Post Payroll 2/15/2024		(37.35)
02/29/24	22	12130		Post Payroll 2/15/2024		(333.30)
02/29/24	22	12130		Post Payroll 2/15/2024		(19.97)
02/29/24	22	12130		Post Payroll 2/15/2024		(5,045.92)
02/29/24	22	12130		Post Payroll 2/15/2024		(540.92)

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Date	Reference	Account	Payee ID	Description	1099	Amount
02/29/24	22	12130		Post Payroll 2/15/2024		(181.32)
02/29/24	22	12140		Post Payroll 2/15/2024		(1,390.00)
02/29/24	22	12140		Post Payroll 2/15/2024		(7,233.00)
02/29/24	22	12310		Post Payroll 2/15/2024		(16,281.52)
02/29/24	22	12140		Post Payroll 2/15/2024		(175.00)
02/29/24	22	12130		Post Payroll 2/15/2024		(50.26)
02/29/24	22	12120		Post Payroll 2/15/2024		(21,555.52)
02/29/24	22	12110		Post Payroll 2/15/2024		(12,980.90)
02/29/24	22	12110		Post Payroll 2/15/2024		(3,035.84)
02/29/24	22	12110		Post Payroll 2/15/2024		(12,980.90)
02/29/24	22	12110		Post Payroll 2/15/2024		(3,035.84)
02/29/24	22	11080		Post Payroll 2/15/2024		(158,333.13)
02/29/24	22	16030		Post Payroll 2/15/2024		12,980.90
02/29/24	22	16030		Post Payroll 2/15/2024		3,035.84
02/29/24	23	16018		Post 2/29/24 Payroll		945.00
02/29/24	23	16018		Post 2/29/24 Payroll		337.50
02/29/24	23	16018		Post 2/29/24 Payroll		1,366.46
02/29/24	23	16010		Post 2/29/24 Payroll		125.00
02/29/24	23	16015		Post 2/29/24 Payroll		976.00
02/29/24	23	16011		Post 2/29/24 Payroll		3,410.50
02/29/24	23	16011		Post 2/29/24 Payroll		772.46
02/29/24	23	16010		Post 2/29/24 Payroll		219,586.96
02/29/24	23	12130		Post 2/29/24 Payroll		(319.38)
02/29/24	23	12130		Post 2/29/24 Payroll		(252.03)
02/29/24	23	12130		Post 2/29/24 Payroll		(127.60)
02/29/24	23	12130		Post 2/29/24 Payroll		(30.30)
02/29/24	23	12200		Post 2/29/24 Payroll		(21.40)
02/29/24	23	12190		Post 2/29/24 Payroll		(2,710.00)
02/29/24	23	12200		Post 2/29/24 Payroll		(551.35)
02/29/24	23	12170		Post 2/29/24 Payroll		(73.26)
02/29/24	23	12200		Post 2/29/24 Payroll		(77.48)
02/29/24	23	12160		Post 2/29/24 Payroll		(1,075.00)
02/29/24	23	12130		Post 2/29/24 Payroll		(147.90)
02/29/24	23	12130		Post 2/29/24 Payroll		(32.03)
02/29/24	23	12130		Post 2/29/24 Payroll		(37.35)
02/29/24	23	12130		Post 2/29/24 Payroll		(333.30)
02/29/24	23	12130		Post 2/29/24 Payroll		(19.97)
02/29/24	23	12130		Post 2/29/24 Payroll		(5,045.92)
02/29/24	23	12130		Post 2/29/24 Payroll		(540.92)
02/29/24	23	12130		Post 2/29/24 Payroll		(181.32)
02/29/24	23	12140		Post 2/29/24 Payroll		(1,390.00)
02/29/24	23	12140		Post 2/29/24 Payroll		(7,533.00)
02/29/24	23	12310		Post 2/29/24 Payroll		(15,926.44)
02/29/24	23	12140		Post 2/29/24 Payroll		(175.00)
02/29/24	23	12130		Post 2/29/24 Payroll		(50.26)
02/29/24	23	12120		Post 2/29/24 Payroll		(20,978.27)
02/29/24	23	12110		Post 2/29/24 Payroll		(12,687.25)
02/29/24	23	12110		Post 2/29/24 Payroll		(2,967.22)
02/29/24	23	12110		Post 2/29/24 Payroll		(12,687.25)
02/29/24	23	12110		Post 2/29/24 Payroll		(2,967.22)
02/29/24	23	16030		Post 2/29/24 Payroll		12,687.25
02/29/24	23	16030		Post 2/29/24 Payroll		2,967.22
02/29/24	23	11080		Post 2/29/24 Payroll		(154,235.93)
02/29/24	24	21710		Record Assessments Deposited to GF		33,333.34
02/29/24	24	24010		Record Assessments Deposited to GF		(6,333.33)
02/29/24	24	24020		Record Assessments Deposited to GF		(6,166.67)
02/29/24	24	24030		Record Assessments Deposited to GF		(1,000.00)
02/29/24	24	24040		Record Assessments Deposited to GF		(7,416.67)
02/29/24	24	24050		Record Assessments Deposited to GF		(7,000.00)

**20570 - Village Fire Department
Transaction List**

February 1, 2024 - February 29, 2024

Date	Reference	Account	Payee ID	Description	1099	Amount
02/29/24	24	24060		Record Assessments Deposited to GF		(5,416.67)
02/29/24	25	11321		Record Spec CF for Ins. Payments		19,823.25
02/29/24	25	11329		Record Spec CF for Ins. Payments		(19,823.25)
02/29/24	26	11329		Special CF for Ins. Amortization		10,056.55
02/29/24	26	11322		Special CF for Ins. Amortization		(10,056.55)
02/29/24	27	16070		Amortize Ins.		3,303.88
02/29/24	27	17090		Amortize Ins.		6,752.67
02/29/24	27	11320		Amortize Ins.		(10,056.55)
02/29/24	28	12200		Correct Ins. Allocation		(122.66)
02/29/24	28	16060		Correct Ins. Allocation		122.66
02/29/24	29	14030		Correct 2/2/24 Hillshire Split		990.00
02/29/24	29	11710		Correct 2/2/24 Hillshire Split		(990.00)
02/29/24	30	12170		Adjust Legal Rounding		0.02
02/29/24	30	17302		Adjust Legal Rounding		(0.02)
02/29/24	2024-34	11010.000		Interest Income -		613.75
02/29/24	2024-34	14910.000		Interest Income -		(613.75)
					Transaction Balance	<u>0.00</u>

Transaction Totals

Total Debits	<u>5,144,669.47</u>
Total Credits	<u>5,144,669.47</u>
Account Hash Total	<u>27717597.</u> 0000

Draft Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD

MEETING

Wednesday, February 28, 2024, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on February 28, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Matt Woodruff. The secretary was present.

Present & Voting Were:

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

Commissioner Matt Woodruff, Chair
Commissioner Keith Brown, Vice Chair
Commissioner Allen Carpenter, Secretary
Commissioner Zeb Nash, Treasurer
Commissioner Rob Adams, Member
Commissioner Robert (Bob) Buesinger, Member

Present Were:

City of Hedwig Village
City of Bunker Hill Village
City of Piney Point Village
City of Spring Valley Village
City of Hilshire Village
Village Fire Department

Alternate Mayor Tom Jinks
Alternate Clara Towsley
Alternate Aliza Dutt
Alternate John Lisenby
Alternate Mike Garofalo
Interim Fire Chief, Howard Miller
Administrative Staff, Marlo Longoria & Katherine Stuart
Attorney Brandon Morris

Randle Law Firm

Not Present Were:

City of Hunters Creek

Alternate Fidel Sapien

1. COMMENTS FROM THE PUBLIC (Comments are limited to 3 minutes each)

None

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

A. Approval of Minutes –

- Minutes - January 24, 2024 – Regular Monthly Meeting

A. Approval of Bills Paid –

- January 2024

Commissioner Woodruff asked for a motion to approve the consent agenda. Commissioner Brown

approved the consent agenda as presented, seconded by Commissioner Carpenter. Motion carried unanimously.

3. REPORTS and POSSIBLE ACTION

A. Steering Committee report and possible action – Alternate Lisenby presented the following information main roof discussion.

- Facility Update – Discussion occurred.
- Roof Replacement change order contractor reduction.
- Change order pyramid roofing.
- Consultant, Karl Schaack

Alternate Lisenby after discussion requests the items listed above be tabled and discussed at a possible “special” meeting.

B. Treasurer’s Financial Reports – January 2024

Commissioner Nash presented the Treasurer’s Financial Report.

He also commented on how checks are processed and approved, A commission along with one of the staff members signs and reviews the written checks. This dual signature authorization allows an audit trail for monthly bills paid.

Ms. Longoria stated the Workers' Compensation contract came in just over budget at \$79,293. The original budget amount is \$71,651.48 with a difference of -\$7,641.52. The total amount is paid out over-time every quarter.

Commissioner Woodruff suggested the Village Fire Department, VFD, capture any items that appear to be exceeding the budgeted amount and may need a mid-year course correction. A Proforma amendment will go out to the cities.

Ms. Longoria informed the fire commission there was a delay in processing the patient care report (PCR) to the new PCR provider which delayed the billing 30 - 45 days. Therefore, there may be a delay in revenue for that time frame.

Interim Fire Chief, Howard Miller, presented the most recent unemployment claim for the former Fire Chief and requested approval to pay.

Commissioner Woodruff stated the VFD is required to pay and suggested the item as a payroll item.

No action was needed.

Interim Fire Chief, Howard Miller, also presented a 2023 contract renewal in the amount of \$20,000 that the VFD would like to carryover amount as an expense paid in 2024 but invoiced in 2023 and was a budgeted item in 2023.

Commissioner Woodruff stated that this request will need to be an agenda and to discuss action.

No action was taken.

C. Fire Chief’s Report – Events of January 2024, Monthly Performance; Staffing, Record of Calls, Response Times, etc.

1. Staffing

2-28-2024

Village Fire Department

Regular Monthly Board Meetings

We are going through a new hire process to replace the current vacancy.

B-Shift down one person with one Firemedic out due to knee surgery on February 29th.

A-Shift down two persons with one Captain out with an arm injury. The surgery was 2/20/2024. He will be off for about 10 days and return to light duty.

C-Shift is down one person.

The captain who was out last year with a knee injury is back to duty.

2. Apparatus and Equipment

Engine 2 had a radiator leak repaired. While it was in the shop it had the annual pump test performed.

E-1 and L-1 had their annual pump test performed.

Medic 3 – All tires replaced.

Medic 2 was involved in a minor accident with an HFD ambulance at Memorial City Hospital. No damage to our vehicle. HFD ambulance had a box light damaged, and this will be replaced.

The annual underground fuel storage tank was inspected.

Annual ground ladder testing was performed.

3. Major incidents

None

4. January 2024 Incidents

- Fire Incidents – 105
- EMS type incidents – 100
- Service call non-emergency – 20
- HFD calls – 25

Total Incidents – 250

Average response: 4 minutes 19 seconds

EMS 1st response time: (National Standard: 6:30)

Fire: (National Standard: 6:50)

5. Major Projects (2024):

Hydrant Checking

Roof

Finance Consultant

2-28-2024

Village Fire Department

Regular Monthly Board Meetings

6. Other activities

- Fire Commissioner's Pictures
- 2023 Annual Report on the website

7. Discussion and consideration items:

- Apparatus Replacement schedule
- Part-time dispatch – need data (Simultaneous call data)
- Guidelines and Policies
- Budget Workshop dates

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

Oliver Rainey & Wojtek L.L. P – engagement letter 2024-2025

Marlo Longoria presented the engagement letter.

Commissioner Woodruff requested to table this item for further discussion.

Commissioner Buesinger stated this is a month-to-month basis.

No action was taken.

5. CONSIDERATION OF RESOLUTIONS- The Board will discuss and consider possible action on the following:

None

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

A. Financial Consultant – update on findings and recommendations
Ms. Claire Bogard presented a presentation (article 1 – attached)

The discussion will continue. This agenda item will continue to be a discussion item during budget preparation.

No action was taken.

B. Budget Workshop

Commissioner Woodruff suggested a special meeting/budget workshop on March 20, 2024, at 6:30 p.m. focusing on continuing the discussion on Ms. Bogard's work, recognizing the possibility of taking action on the roof, and further discussing a part-time dispatcher.

Commissioner Woodruff also requested a Google poll for other budget workshop dates.

No action was taken.

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

A. Department Policies & procedures

2-28-2024
Village Fire Department
Regular Monthly Board Meetings

Commissioner Woodruff suggested that some policies and procedures are at the discretion of the Fire Chief and some need to be written and approved by the commission. As presented by Ms. Bogard in the report several practices need to be written policies adopted by the commission and maintained by the commission. Commissioner Woodruff requested the VFD policies be available to all the commissioners for review. This can be done through different types of web applications.

Ms. Claire Bogard, Financial Consultant, stated she would recommend that she gather several policies she has produced and formatted a few others. She asked the board to workshop the policies.

No action was taken.

B. Bylaws - Continued discussion

No action was taken

C. Ambulance Revenue –

Interim Fire Chief, Howard Miller, requested to continue the discussion on the possibility of the ambulance revenue to be used towards the budget.

Commissioner Woodruff

D. Determination of the public purpose – Donating stuffed dogs to resident children on service calls

Commissioner Woodruff stated that the best and most useful use of the stuffed dogs (assets) along with the council at the discretion of the VFD EMS personnel if the stuffed dog(s) would improve the mental status of a juvenile patient to present along with all other medical care to take to the hospital and keep that, would be a valid use of public funds (assets) just as the bandages that the EMS might put their wounds. Bandages for their emotional stress. Public funds use for this their citizens.

8. EXECUTIVE SESSION - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to seek legal advice related to the following matters:

Commissioner Woodruff requested to retire into the executive session at 7:02 p.m.

A. Executive session pursuant to Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee to:

- (1) Fire Chief
- (2) Fire Captain
- (3) Finance Consultant
- (4) Dispatcher

Commissioner Woodruff reconvened the public session at 9:50 p.m.

9. ACTION – CLOSED SESSION – The Board of Directors will reconvene in open session to consider and take any actions necessary on items discussed in Executive Session

No action

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

A. Fire Chief Selection Committee

2-28-2024

Village Fire Department

Regular Monthly Board Meetings

B. Interim Fire Chief to permanent Fire Chief

Commissioner Adams requested Item number 11 be tabled for the meeting on March 20,2024.
Seconded by Commissioner Carpenter

There was position disagreement and commissioner Woodruff requested a Roll Call

Roll Call

Hunters Creek Village – yes

Hedwig Village – yes

Hilshire Village – yes

Spring Valley Village – yes

Piney Point Village – no

Bunker Hill Village – yes

Motion Carried

11. FUTURE TOPICS

Commissioner Woodruff requested any future items be submitted before the next meeting.

Discuss budget.

Financial Consultant, Ms. Bogard.

Executive session.

Fire Chief

Special audit

12. NEXT MEETING DATE

Special Meeting March 20, 2024

March 27, 2024

13. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 9:55 p.m. Commissioner Brown moved, seconded by Commissioner Buesinger..

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on a suspension resolution over CenterPoint's transmission and distribution rates.

Agenda Item: 3

Summary:

CenterPoint Energy Houston Electric, LLC filed an application on March 6, 2024, with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by \$60 million per year. The Company asks the City to approve an increase of \$17 million in retail transmission and distribution rates (an increase of about 1%) and \$43 million in wholesale transmission rates (an increase of about 6.6%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$1.25 per month.

The resolution suspends the April 10, 2024 effective date of the Company's rate increase for the maximum period permitted by law to allow the City, working in conjunction with other members of Gulf Coast Coalition of Cities (GCCC) served by CenterPoint, to evaluate the filing, determine whether the filing complies with the law, and, if lawful, determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. If the City fails to take some action regarding the filing before the effective date, CenterPoint's rate request is deemed approved.

The City of Piney Point Village is a member of a coalition of political subdivisions in the Greater Houston area known as the Gulf Coast Coalition of Cities. GCCC has been in existence since the early 1990s. The GCCC represents the interests of its members on gas and electric utility matters before the Public Utility Commission of Texas, the Railroad Commission of Texas, the Electric Reliability Council of Texas, and the courts. For the past 20 years, GCCC has protected the authority of municipalities over monopoly electric and natural gas providers and has defended the interests of the residential and small commercial customers within the cities. Cities are often the only consumer advocates that work to keep utility rates reasonable. The work undertaken by GCCC has saved ratepayers millions of dollars in unreasonable charges. GCCC has previously approved the hiring of Lloyd Gosselink Rochelle & Townsend, P.C., and consultants to intervene in matters related to the electric utility rate case filings, representing GCCC members' interests.

Current members include 44 cities: Alvin, Brazos Country, Brookshire, Bunker Hill Village, Clear Lake Shores, Deer Park, Dickinson, Fairchilds, Friendswood, Fulshear, Galveston, Hedwig Village, Hilshire Village, Hunters Creek, Iowa Colony, Jersey Village, Jones Creek, Kemah, La

Marque, Lake Jackson, Manvel, Missouri City, Mont Belvieu, Morgan's Point, Nassau Bay, Oyster Creek, Pattison, Piney Point Village, Pleak, Prairie View, Rosenberg, Santa Fe, Seabrook, Sealy, Simonton, South Houston, Spring Valley Village, Stafford, Sugar Land, Taylor Lake Village, Texas City, Tiki Island, Webster, and Weston Lakes.

Recommendation:

Approve suspension resolution over CenterPoint's transmission and distribution rates, as presented.

Attachment(s):

Resolution 2024.03-A

RESOLUTION NO. 2024.03-A

RESOLUTION OF THE CITY OF PINEY POINT VILLAGE, TEXAS SUSPENDING THE APRIL 10, 2024 EFFECTIVE DATE OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING CONTINUED COOPERATION WITH THE GULF COAST COALITION OF CITIES; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE GULF COAST COALITION OF CITIES

WHEREAS, on or about March 6, 2024, CenterPoint Energy Houston Electric, LLC ("CenterPoint" or "Company"), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Piney Point Village, Texas ("City") a Statement of Intent to change electric delivery rates in all municipalities exercising original jurisdiction within its service area, effective April 10, 2024; and

WHEREAS, the City is a member of the Gulf Coast Coalition of Cities ("GCCC") and will cooperate with the other similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants to prepare a common response and to negotiate with the Company and direct any necessary litigation; and

WHEREAS, GCCC's member cities have previously authorized intervention in electric utility rate case proceedings before the Public Utility Commission of Texas ("Commission"); and

WHEREAS, GCCC has previously authorized the hiring of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, to make recommendations regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or the Commission; and

WHEREAS, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

WHEREAS, PURA § 33.023 provides that costs incurred by cities in ratemaking activities are to be reimbursed by the regulated utility.

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

1. That the April 10, 2024, effective date of the rate request submitted by CenterPoint on or about March 6, 2024, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

2. That the City is authorized to cooperate with GCCC to coordinate efforts to protect the interests of the City and protect the interests of CenterPoint’s end-use customers residing and conducting business within municipal limits.

3. That the City’s reasonable rate case expenses shall be reimbursed by CenterPoint on a timely basis.

4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

5. A copy of this Resolution shall be sent to CenterPoint, care of Patrick Peters, CenterPoint Energy, Inc., 1005 Congress Avenue, Suite 650, Austin, Texas 78701 (patrick.peters@centerpointenergy.com), and to Roslyn Dubberstein at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (rdubberstein@lglawfirm.com).

PASSED AND APPROVED this 25TH day of MARCH 2024.

MAYOR

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on a resolution appointing a member to the Board of Directors of the Harris Galveston Subsidence District.

Agenda Item: 4

Every two years, the City of Piney Point Village, along with the cities of Humble, Spring Valley Village, Hedwig Village, Bunker Hill Village, Hunters Creek Village, and Hilshire Village, appoints one representative to serve on the Board of Directors of the Harris-Galveston Subsidence District. The term for the representative selected will begin on February 1, 2024, and end on January 31, 2026. Kyle Sears has been serving as the representative for the Board of Directors since 2014.

The Subsidence District Board resolution confirms that Kyle R. Sears is the same person currently serving on the Harris-Galveston Subsidence District Board of Directors. He was appointed as the representative of the six Memorial Villages, which includes Piney Point Village.

Attachments:

Resolution 2024.03-B

RESOLUTION NO. 2024.03-B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS, APPOINTING A MEMBER TO THE BOARD OF DIRECTORS OF THE HARRIS-GALVESTON SUBSIDENCE DISTRICT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Piney Point Village, Texas, may appoint a representative for the City of Piney Point Village to the Harris-Galveston Subsidence District for a two-year term, with the appointee's term commencing on February 1, 2024, and ending on January 31, 2026; and

WHEREAS, the City Council desires to exercise its right to appoint a representative to the Harris-Galveston Subsidence District.

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

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council of the City of Piney Point Village, Texas, hereby appoints Kyle Sears to serve as a board member on the Harris-Galveston Subsidence District Board of Directors effective February 1, 2024, until January 31, 2026.

Section 3. This Resolution shall become effective immediately upon its passage.

PASSED and APPROVED, this 25th day of March 2024.

Mark Kobelan, Mayor

ATTEST:

Robert Pennington, City Secretary

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action to select a proposal for landscape installation of Greenbay landscape and irrigation design near Hedwig Road.

Agenda Item: 5

Summary:

The City of Piney Point Village is seeking proposals from qualified vendors who can provide all necessary equipment, materials, labor, and transportation to complete the City Landscape Project on Greenbay Street. The city requested sealed bids for the installation of the Greenbay landscape design. The city is to review bids for recommendation of award.

Received Bids:

- Blue Water Irrigation - \$36,246 (Irrigation Only)
- Westco - \$122,901.36 (Total Project)
- Bright Designs - \$132,597.60 (Landscape Only)
- Tree Service & Design - \$137,218.00 (Landscape Only)

Detail:

Blue Water Irrigation: The irrigation system is comprised of 452 pop-up spray heads that range in size from 6 to 12 inches, 12 tree bubblers with swing joints that have a flow rate of 2.0 gallons per minute, 3 controller modules to manage zones, 100 feet of 2-inch PVC main line schedule 40 with joints, and 24 electric valves with flow control. All the work has been done manually and any grass that was displaced during installation has been returned to its original place. The design features head-to-head connection, with separate zones for grass and flower beds. The total cost of the irrigation system is \$36,246, with an additional \$1,400 for marking flower beds before the work was done. The actual cost of the project is \$37,646. Blue Water has been serving Houston since 1981 and will provide a Texas Licensed Irrigator for the project.

Westco: The cost of landscape work is \$89,151.36, and the cost of the irrigation system, including irrigation design, is \$23,750. Therefore, the total cost of the project is \$112,901.36. Westco is a commercial landscape service provider that was founded in 1987 and is one of the largest companies in the greater Houston area. They have an impressive sales volume averaging over \$30

million annually, and a combined experience of over 260 years. Some notable projects they have worked on include First Colony- All Sections, Exxon Main Campus, Spring Branch District, and City of Sugar Land Parks.

Bright Landscape Designs: The bid comprises plants and materials worth \$69,595.69. The cost of labor, pickup, delivery, disposal, and inventory items is \$69,980.73. A 5% discount for repeat customers brings the total bid to \$132,597.60. Re-grading and sodding are in addition to the base bid at \$16,461.17. Bright Landscape Designs has been in operation since 1982 and has designed and landscaped other areas on Green Bay and Memorial Drive for Piney Point in the past eight years.

Tree Service & Design: The base bid comprises material delivery and installation at \$137,218.00. The project's additions include six pallets of St. Augustine grass for necessary areas, two up-lights for the city monument sign, one low-voltage transformer, tree trimming for lots 1 to 7 to give clearance to vehicles 15 feet over the street, and open canopies for new plants. They will also remove the gravel pathway and plant material from lot 6, all for an additional \$7,545.

Recommendation:

The city recommends the lowest and best bidder for the installation and irrigation of the Greenbay landscape design.

Attachments:

RFP

Bids received from the above bidders.

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action to select a proposal for landscape installation of Greenbay landscape and irrigation design near Hedwig Road.

Agenda Item: 5

Summary:

The City of Piney Point Village is seeking proposals from qualified vendors who can provide all necessary equipment, materials, labor, and transportation to complete the City Landscape Project on Greenbay Street. The city requested sealed bids for the installation of the Greenbay landscape design. The city is to review bids for recommendation of award.

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Blue Water Irrigation: The irrigation system is comprised of 452 pop-up spray heads that range in size from 6 to 12 inches, 12 tree bubblers with swing joints that have a flow rate of 2.0 gallons per minute, 3 controller modules to manage zones, 100 feet of 2-inch PVC main line schedule 40 with joints, and 24 electric valves with flow control. All the work has been done manually and any grass that was displaced during installation has been returned to its original place. The design features head-to-head connection, with separate zones for grass and flower beds. The total cost of the irrigation system is \$36,246, with an additional \$1,400 for marking flower beds before the work was done. The actual cost of the project is \$37,646. Blue Water has been serving Houston since 1981 and will provide a Texas Licensed Irrigator for the project.

Westco: The cost of landscape work is \$89,151.36, and the cost of the irrigation system, including irrigation design, is \$23,750. Therefore, the total cost of the project is \$112,901.36. Westco is a commercial landscape service provider that was founded in 1987 and is one of the largest companies in the greater Houston area. They have an impressive sales volume averaging over \$30

million annually, and a combined experience of over 260 years. Some notable projects they have worked on include First Colony- All Sections, Exxon Main Campus, Spring Branch District, and City of Sugar Land Parks.

Bright Landscape Designs: The bid comprises plants and materials worth \$69,595.69. The cost of labor, pickup, delivery, disposal, and inventory items is \$69,980.73. A 5% discount for repeat customers brings the total bid to \$132,597.60. Re-grading and sodding are in addition to the base bid at \$16,461.17. Bright Landscape Designs has been in operation since 1982 and has designed and landscaped other areas on Green Bay and Memorial Drive for Piney Point in the past eight years.

Tree Service & Design: The base bid comprises material delivery and installation at \$137,218.00. The project's additions include six pallets of St. Augustine grass for necessary areas, two up-lights for the city monument sign, one low-voltage transformer, tree trimming for lots 1 to 7 to give clearance to vehicles 15 feet over the street, and open canopies for new plants. They will also remove the gravel pathway and plant material from lot 6, all for an additional \$7,545.

Recommendation:

The city recommends the lowest and best bidder for the installation and irrigation of the Greenbay landscape design.

Attachments:

RFP

Bids received from the above bidders.

**REQUEST FOR PROPOSALS
CITY LANDSCAPE PROJECT – GREENBAY STREET
BEAUTIFICATION**

DUE DATE: March 22, 2024- 2:00 p.m.

CITY OF PINEY POINT VILLAGE

Attention: City Administrator

325 Piney Point Road, Houston, Texas 77024



TERMS AND CONDITIONS

1. The City of Piney Point Village will be accepting sealed proposals from Monday to Thursday, between 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. On Fridays, proposals will be accepted from 8:00 a.m. to 12:00 p.m. The proposals must be submitted to the City Administrator before the specified date and time of the opening. At the time of the opening, the proposals will be publicly opened, and the names of the proposers will be read out loud.
2. All sealed proposals must be submitted in sealed envelopes with RFP number, time, and date of opening.
3. Proposals that are submitted after the deadline will not be accepted or reviewed.
4. Once the proposal is submitted, it cannot be changed or modified after the opening time. However, if any amendments are made before the opening time, they must be initialed by the offeror or their authorized agent. Once the proposal is opened, it cannot be withdrawn without prior approval based on an acceptable reason.
5. The City of Piney Point Village reserves the right to modify or update the specifications before the proposal opening date. Any changes or updates will be communicated to all potential offerors through amendments or addendums to the specifications. If an offeror has a valid reason for requesting a modification, they must provide at least five working days' notice to the City of Piney Point Village prior to the bid opening date.
6. If the offeror notices any discrepancies or omissions in the specifications or other documents, or has any doubts regarding their meaning, they should directly inform the City Administrator and request clarification before submitting a proposal.
7. Price should include all costs, including shipping, handling, and other related charges, FOB destination.
8. Proposals shall be valid for ninety (90) days from the opening date.
9. The City of Piney Point Village is exempt from taxes; therefore, do not include tax in the proposal.
10. The contract may be terminated by the City of Piney Point Village by providing written notice to the Contractor/Supplier, 30 days prior to the termination of this agreement.
11. The offeror is required to provide their full firm name and address. The person signing the bid should indicate their title or authority to bind their firm in a contract. An authorized signature should be included on every page of the proposal in the designated space provided.
12. The catalog, brand name, or manufacturer's reference used in the proposal invitation is for descriptive purposes only and not restrictive. It is used to indicate the type and quality required. Proposals on brands of similar nature and quality will also be considered. If you are proposing on other than reference specifications, you must provide details of the manufacturer, brand or trade name, lot number, etc., of the article offered. In case you are offering brands other than the specified ones, you need to provide illustrations and a complete description as part of the proposal. If you do not take any exceptions to specifications or reference data, you will be required to furnish brand names, numbers, etc. as specified. All items proposed should be new, in first-class condition, and the latest model and design of the manufacturer, including suitable containers for shipment and storage, unless specified otherwise in the RFP. Please note that verbal agreements contrary to this specification will not be recognized.
13. Please take note that if the brochure or information provided with your proposal does not accurately describe the item to be furnished, you must provide clarification in the attached form titled "EXCEPTIONS TO PROPOSAL". Any comments made in this form indicate that your proposal deviates from the stated specifications. Please be aware that exceptions taken may disqualify your proposal.
14. Substitutions or cancellations are not allowed unless approved by the City of Piney Point Village in writing.
15. To be considered a valid proposal, all offerors must meet or exceed the minimum specifications that are required. The City of Piney Point Village reserves the right to accept or reject any or all parts of any proposal and may waive minor technicalities. The proposal will be awarded to the offeror who provides goods or services that represent the best value for the City of Piney Point Village.

16. Delivery timeframes are specified based on the number of days required to place material in the designated location of the receiving department under normal conditions. If there is a tie between proposals, delivery promise could be a deciding factor. However, unrealistic delivery promises, either too short or too long, may result in the proposal being disregarded. Consistent failure to meet delivery promises without a valid reason may cause removal from the bid list. Deliveries should be made during normal working hours, unless prior approval is obtained for late delivery.
17. Consistent and continued tie bidding may result in bid rejection by the City of Piney Point Village and/or investigation for Anti-Trust violations.
18. If an offeror wants to keep any information in their proposal confidential, they must clearly label it as "PROPRIETARY".
19. The Contractor/Supplier agrees to indemnify the City of Piney Point Village from any claims involving infringement of patents or copyrights.
20. Purchase orders should include the order number and be sent to the City of Piney Point Village, Attn: Accounts Payable, 325 Piney Point Road, Houston, Texas 77024.
21. The City of Piney Point Village is expected to make payment for the product/service within thirty (30) days of receiving and approving it. The City's approval will be considered only if all the items mentioned in the bid are received and are in good working condition to the satisfaction of the City.

PRICE REVISION CLAUSE

The City of Piney Point Village is seeking firm prices for the entire contract period. However, it is acknowledged that manufacturers may impose unforeseen price changes on qualified vendors. In such cases, unit price changes resulting from manufacturer's increase or decrease will be treated as "pass-on" costs. Any "pass-on" increases must be confirmed in writing by the manufacturer and will be considered during the contract term. Please note that the City must receive written notice at least thirty (30) days prior to any increase in existing prices.

INTRODUCTION

The City of Piney Point Village is inviting proposals from qualified landscape management and irrigation firms to provide services for a beautification project on Greenbay Street (known as the "Greenbay Project"). The project will follow the approved landscape design and planting/materials matrix, as outlined in Attachment A and Attachment B respectively. The purpose of these specifications is to describe the minimum requirements of the Greenbay Project as determined by the City of Piney Point Village.

The contact person for additional information is Bobby Pennington, 713-230-8703, or cityadmin@pineypt.org.

PURPOSE

The purpose of this Request for Proposal (RFP) is to establish the minimum requirements, invite proposals and gather sufficient information to enable the City to evaluate the products and services offered by the Proposer. The evaluation will be based on a comparison with other service providers and their relevance to the needs of the City's organization, as specified in this document.

PROPOSAL PROCESS

Proposals must include qualifications, specifications, and cost components. You need to submit one original, one copy, and one electronic copy via flash drive. The original proposal must be clearly marked and contain original signatures. If you fail to mark the original and provide original signatures, your proposal may be found non-responsive and given no consideration. Faxed, email, or late proposals will not be accepted.

The proposals must be complete and comply with the terms and conditions of this Request for Proposal (RFP). The requested information and the format in which it is requested are essential to permit prompt evaluation of proposals on a fair and uniform basis. If the material presented is not furnished or if indirect or incomplete answers are provided, the proposal may be declared non-responsive and rejected.

The City reserves the right to reject any or all of the proposals received, to negotiate with the most qualified proposer based solely on proposal, or to cancel this RFP in part or wholly without explanation to proposers. The City may choose to interview only a select number of proposers at its own discretion.

PROJECT TIMELINE

Request for Proposals Issued	February 27, 2024
Pre-proposal Meeting	March 5, 2024, 10:00 am
Deadline for Submitting Questions	March 12, 2024, 10:00 am
Proposal Submission Deadline	<u>March 19, 2024, 2:00 pm</u>
Anticipated Award of Contract	March 25, 2024

PRE-PROPOSAL MEETING

Please be advised that a pre-proposal meeting is scheduled to take place on March 5, 2024, at 10:00 am at the "Greenbay Project" site, situated at the intersection of Greenbay Street and Hedwig Street. It is recommended that you utilize the parking facility available at Chapelwood United Methodist Church, located at 11140 Greenbay Street, Houston, Texas 77024. We kindly request that you familiarize yourself with the

Request for Proposal (RFP) prior to attending the pre-proposal meeting. Furthermore, we encourage you to bring up any substantive questions that have not yet been addressed by the City during the meeting.

REQUIREMENTS

For a proposal to be valid, any variances in items must be clearly specified under Exceptions to Bidder's Proposal. Any exceptions taken may result in disqualification.

GENERAL CONDITIONS

It is necessary to fill out all sections completely in order to be considered for the contract. The City will award the contract to the vendor who provides the best value for goods or services.

AUDIT

Contractor must provide City of Piney Point Village with a detailed report of all materials, commodities, or services rendered, including quantities and expenditures upon request by the City Administrator.

NON-FUNDING CLAUSE

The City of Piney Point Village's budget operates on a fiscal year basis from January 1st to December 31st. Therefore, the City has the right to terminate this contract by providing the Offeror with a written notice of thirty (30) days, without any liability to the City, in case the funding for this contract is discontinued or becomes unavailable.

INSURANCE REQUIREMENTS

The Offeror is required to provide a Certificate of Insurance along with the RFP or before the award is made. The RFP number and description must be mentioned on the Certificate of Insurance by the Offeror or their Insurance Agent. The companies providing coverage and the producer of the Certificate of Insurance must be licensed by the State Board of Insurance to do business in Texas.

INDEMNITY AGREEMENT

The Contractor hereby agrees to and shall indemnify, hold harmless, and defend the City, its officers, agents and employees from and against any and all claims, losses, damages, demands, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs and attorneys' fees, for injury to or death of any person, for loss of use or revenue, or for damage to any property arising out of or in connection with the actual or alleged malfunction, design or workmanship in the manufacture of equipment, the fulfillment of the contract, or the breach of any express or implied warranties under this contract. Such

indemnity shall apply where the claims, losses, damages, causes of action, suits or liability arise in part from (i) the joint negligence of the City and the Contractor, and/or their respective officers, agents and/or employees or (ii) the sole negligence of the Contractor, its officers, agents and employees. It is the expressed intention of the parties hereto, both Contractor and the City, that the indemnity provided for in this paragraph is indemnity by Contractor to indemnify and protect the City from the consequence of (i) the City's own negligence where that negligence is a concurring cause with that of the Contractor of the injury, death or damage and/or (ii) the Contractor's own negligence where that negligence is the sole cause of the injury, death, or damage. Furthermore, the indemnity provided for in this paragraph shall have no application to any claim, loss, damage, cause of action, suit and liability where in injury, death or damage results from the sole negligence of the City unmixed with the fault of any other person or entity. In the event any action or proceeding is brought against the City by reason of any of the above, the Contractor agrees and covenants to defend the action or proceeding by counsel acceptable to the City. The indemnity provided for herein shall survive the termination or expiration of this agreement.

COMPLIANCE WITH LAWS

The Offeror is required to follow all applicable Federal and State laws as well as City Ordinances and Codes while operating under this contract. These Specifications and the resulting contract will be governed by the laws of the State of Texas and will be performed in Harris County, Texas. Any legal proceedings arising from this contract will take place in Harris County, Texas.

SILENCE OF SPECIFICATIONS

In the event that the specification appears to be lacking or incomplete with regard to any particular detail, it shall be deemed as an indication that the highest commercial standards are to be upheld, and that only the most superior quality of materials and craftsmanship shall be utilized. It is imperative that this statement serves as the foundation for all interpretations of the specifications.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specifications is found to be invalid, it shall not affect the remaining portions of these requirements and specifications. It is hereby declared that such remaining portions would have been included in these requirements and specifications, as though the invalid portion had been omitted.

CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code stipulates that individuals who wish to engage in a contractual agreement for the purchase or sale of property, goods, or services with a local government entity must comply with certain requirements. Specifically, if such individuals have an existing employment or business relationship with a local government officer or their family member, as described by Texas Local Government Code Section 176.006, they are required to file a completed conflict of interest questionnaire with the City. This must be done within seven business days of starting negotiations or discussions regarding the contract, including submission of a bid or proposal, or upon becoming aware of

any facts that necessitate the filing. Additional information and the appropriate form can be obtained from the State website: <https://www.ethics.state.tx.us/forms/conflict/>

CONTRACT TERMINATION

Either party can terminate this contract by providing written notice within 30 days, stating the effective date of termination.

RIGHT OF ASSURANCE

If one party of this contract has reason to doubt the other party's willingness to perform the agreement in good faith, they may request that the other party provides a written assurance of their intent to perform. If the demanding party makes such a request and the other party fails to provide such assurance within five days, the demanding party may consider this a breach of the contract.

RFP DELIVERY

Please note the following instructions for submitting an RFP (Request for Proposal) for the CITY LANDSCAPE PROJECT-GREENBAY STREET, RFP 2024-01:

- The RFP must be enclosed in a sealed envelope.
- The envelope must be addressed to the City Administrator, City of Piney Point Village.
- If you choose to hand-deliver the envelope, please do so before 2:00 pm on Tuesday, March 19, 2024, at Piney Point Village offices located at 325 Piney Point Drive, Houston, TX 77024.
- If you choose to mail the envelope, please send it to 7676 Woodway, Suite 300; Houston, Texas 77063, and make sure it is postmarked before Tuesday, March 19, 2024.
- The RFPs will be publicly opened at 2:00 pm on Tuesday, March 19, 2024 with the names of the vendors will be read aloud at that time.

Please ensure that you follow these instructions carefully to ensure that your RFP is considered.

RFP 2024-01
CITY LANDSCAPE PROJECT –GREENBAY DRIVE “GREENBAY PROJECT”

SPECIFICATIONS

SCOPE OF WORK

The City of Piney Point Village seeks proposals from qualified vendors to provide all equipment, materials, labor, and transportation necessary to complete the City Landscape Project –Greenbay Drive (herein known as the “Greenbay Project”) as specified in this RFP.

Qualified vendors may bid on all or part of the following scope of work:

1. Landscape Services ONLY.
2. Irrigation Services ONLY.
3. Landscape & Irrigation Services.

BASE LANDSCAPE BID ITEMS

- **Existing Trees and Shrubs to Remain** – per design, should be clearly marked to ensure they are NOT removed
- **Existing Trees and Shrubs to be Removed** – per design, should be marked and reviewed by City Administrator PRIOR to removal
- **General Ground Leveling** – Large low spots that would be prone to ponding water should be filled
- **Bed Prep** – per design
- **Removal of Gravel Pathways** – per design
- **Removal of Pavers and Bench Structure** – per design
- **Installation of Trees, Shrubs, Plantings, and Ground Cover** – per design
- **Installation of Hardscapes and Bed Edging**– per design
- **Sod or Seeding** – per design, all areas not otherwise marked should have grass installed
- **Pruning of Existing Trees and Shrubs Remaining in the design** – as necessary
- **Debris Removal** – The area should have the debris removed.

BASE IRRIGATION BID ITEMS – (show cost of irrigation)

- **Irrigation Plan** – should allow for appropriate water coverage of the approved landscape design (see Attachment A) and the plantings specified in Attachment B. The plan must be reviewed with the City Administrator prior to finalization.
- **Irrigation Installation** – per generally recognized industry practices
- **Irrigation Management System** – per generally recognized industry practices.

Contractor shall be required to provide photographic documentation of services rendered. A minimum of two (2) pictures per Lot shall be attached to each invoice submitted for payment, documenting the condition of the property immediately prior to and immediately after completion of the work. Some work may require additional pictures to fully document services rendered. Photographic documentation may be provided by digital images (preferred). Pictures shall provide the name of the company, time taken, and date taken on each picture or on each page submitted (preferred). Contractor shall be responsible for all costs associated with the taking and of pictures. Photographic documentation shall be attached with the invoice after completion of work to confirm inspection and payment for services rendered.

INSPECTION

All work performed must be satisfactory to the City of Piney Point Village and comply with all applicable laws and regulations. The City Administrator shall have the right to inspect any or all of the project area. Such inspections may be related to, but are not limited to, verification of work or conditions, safety, damages, or operational interests.

AVAILABILITY

Due to the need of the City of Piney Point Village to be in contact with the Contractor on a daily basis during the project period, the Contractor shall be available between the hours of 8:00 a.m. to 5:00 p.m., weekdays.

REFERENCES

Proposals shall include a minimum of three (3) clients to whom the vendor has supplied this service. Government entities are preferred.

PERFORMANCE

The contractor hired for the project must comply with the working hours allowed under City Ordinance: Sec. 56-3. According to the ordinance, working hours in the rights-of-way are from 7:00 a.m. to 7:00 p.m., Monday through Friday, and from 8:00 a.m. to 6:00 p.m. on Saturday, except for emergencies. Work on Sundays is prohibited unless it is an emergency. Directional boring is only allowed from Monday to Friday.

INSTRUCTIONS TO PROPOSERS

This section outlines specific instructions for proposal submissions. Proposers not adhering to these instructions may be disqualified without further consideration.

1. Statement of Compliance

By submission of a response to this RFP, Proposer acknowledges full compliance with required specifications and all terms and conditions as detailed in this RFP.

2. Experience

Describe the experience of the firm and the individuals assigned with related projects of similar nature. Provide at least three references.

3. Qualifications

Describe your staff's unique qualification and training for this type of work.

4. Schedule

Describe your plan/schedule for completing the work. Completion of work in phases may be proposed, although it will be subject to City approval.

5. Price

Please include as much line item detail pricing as possible for items included in the proposal. If the bid included services for irrigation, then all prices must show Irrigation separate from landscaping

6. Licenses and Certification

Include copies of all licenses and certifications which should be State of Texas Irrigation License, State of Texas Herbicide/Pesticide Chemical Applicators License, and Certificate of Liability Insurance form.

EVALUATION CRITERIA

The following criteria will be used by City staff to evaluate the proposals and make a selection:

- **30%** Qualifications and capability of the company providing similar services
- **10%** References – Respondents shall provide a minimum of three (3) references for which you have provided this type of service. Include the date(s), services furnished, client's name, address, and phone/fax/email of the client.
- **30 %** Pricing schedule/cost of service
- **30 %** Experience and history on like projects

City staff may choose to meet with representatives of top rated proposals. Any additional information requested shall be considered as part of the proposal and evaluated as such. The City reserves the right to negotiate a best and final offer with the selected vendor.

INSURANCE REQUIREMENTS

OFFEROR SHALL INCLUDE CERTIFICATE OF INSURANCE WITH THE PROPOSAL, OR PRIOR TO AWARD OF THE PROPOSAL, THE COMPANIES AFFORDING COVERAGE AND THE PRODUCER OF THE CERTIFICATE OF INSURANCE SHALL BE LICENSED WITH THE STATE BOARD OF INSURANCE TO DO BUSINESS IN THE STATE OF TEXAS.

- (a) Workers' Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement;
- (b) Employer's Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$500,000.
- (c) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$500,000 per each person, \$1,000,000 per each occurrence/aggregate; Property Damage \$500,000 per each occurrence;
- (d) Excess Liability Insurance Comprehensive general Liability, Comprehensive Automobile Liability and coverage's afforded by the policies above, with the minimum limits of \$1,000,000 excess of specified limits;

CONDUCT OF WORK

Any work that is unsatisfactory to the City's Administrator will be called to the attention of the contractor and the contractor will be required to properly correct area in question. Failure by the contractor to comply with such requests will result either in the corrective work being done by others with the cost charged to the contractor, or by deductions being imposed. If the contractor fails to rectify the unsatisfactory conditions, the contractor will be terminated.

PROTECTION AND DAMAGES

The successful contractor shall, without additional expense to the City, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of work performed.

The successful contractor shall take all precautions necessary for the protection against injury of all persons engaged at the project site. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations, i.e. (OSHA).

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:

(Original Signature)
Must be signed to be considered responsive.

(Firm Name)

(Printed Name)

(Title)

(Date)

Remittance Address: _____

(City, State and Zip Code)

Phone: _____

E-Mail Address: _____

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS: 1) _____ date acknowledged
2) _____ date acknowledged
3) _____ date acknowledged

Form 1: Statement of Organization

1. Proposer

Full Name of Business: _____

Principal Business Address: _____

Principal Phone Number: _____

Local Business Address: _____

Local Business Contact: _____

Local Business Phone: _____

Local Business E-mail: _____

Type of Organization: _____

Tax ID #: _____

License #: _____

Provide names of authorized representative(s) of the Respondent who has/have legal authority to bind the Respondent into contractual obligations:

(a) _____

(b) _____

(c) _____

2. Subcontractor(s)

List of all firms participating in this proposal

Name	Address	Area of Responsibility
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(a)	_____	_____
-----	-------	-------

(b)	_____	_____
-----	-------	-------

(c)	_____	_____
-----	-------	-------

(d)	_____	_____
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BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that _____ is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature _____

Print Name _____

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____.
(City and State)

Signature _____

Print Name _____

EXCEPTIONS TO SPECIFICATIONS

If any item, material or equipment submitted as a part of this bid does not fully meet or exceed the minimum specifications as published, the exception(s) MUST be listed on this sheet and attached to the bid.

Section	Item/Material Bid	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no exceptions are listed, it will be assumed that the bid meets or exceeds the minimum specifications and any purchase contract as a result of this bid will be contingent on that condition.

Company _____

Agent _____

CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: _____

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: _____

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: _____

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: _____

(Identify any other resources to be allocated to complete contract performance)

Blue Water Irrigation
1636 C R E S T D A L E
H O U S T O N , T X. 77080
713-661-0312

3/19/2024

City of Piney Point
Green Bay lot 1-7

<u>Irrigation</u>	<u>Quantity</u>
6"-12" Hunter pop up spray heads with swing joint connections	452
Hunter 2.0 gpm tree bubbler with swing joint	12
Controller module for zones	3
2" PVC main line sch 40 with joints	1,000'
Irrigation controller wire	1,000'
Hunter 1.5" electric valve with flow control	24

*** All work dug by hand / grass sliced and returned where possible**

***Head-to-Head connection design**

*** Independent zones for grass and flower beds**

Total **\$36,246**

Marking bed lines **\$1,400**

***If landscaper chosen does not mark flower beds before**

Approved and accepted

Blue Water Irrigation

- Have been serving Houston Irrigation since 1981
- Texas Licensed Irrigator – Jordan Czarnecki – Project Manager
- Texas Licensed Irrigator – Roberto Flores – Forman
- All work dug by hand and designed for Head-to-Head.

Reference

- Rick and Marcy Leachman
 - 6 Claymore CT Houston TX 77024
 - 713-805-3176
 - Installed 03/20/2023.
- Mike Gibson – Fisher Shalles Associates
 - Multiple projects since 2004
- Carol Bright – Bright Landscape Designs
 - 281-844-4525
 - Multiple projects since 2009
- Sterling Design – Frank Mahy
 - 713-305-4196
 - Multiple projects since 2009



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/19/2024

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Cadence Insurance 1333 West Loop South, Suite 1000 Houston TX 77027	CONTACT NAME: Nicole Paul PHONE (A/C, No, Ext): 7136222330 E-MAIL ADDRESS: nicole.paul@cadenceinsurance.com	FAX (A/C, No): 713-622-2053
	INSURER(S) AFFORDING COVERAGE	
INSURED DK Irrigation, LLC DBA Blue Water Irrigation 1636 Crestdale Dr. Houston TX 77080	License#: PC-1092395 S&VDIAM-01	NAIC # INSURER A : Utica Mutual Insurance Company 25976 INSURER B : Texas Mutual Insurance Company 22945 INSURER C : Republic-Franklin Insurance Company 12475 INSURER D : Utica National Insurance Company of Texas 43478 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1955178654 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5487408	10/14/2023	10/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Empl. Benefits Agg. \$ 3,000,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5479860	10/14/2023	10/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5487409	10/14/2023	10/14/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	0002068775	10/14/2023	10/14/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER * E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER City of Piney Point 7676 Woodway, Suite 300 Houston TX 77063	CANCELLATION 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
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CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: Team available starting April
2, 4 man teams

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: All sprinkler Hunter projects
All work dug by hand

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: Foreman 20+ years experience
Teams 10 plus experience each

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: N/A

(Identify any other resources to be allocated to complete contract performance)

Form 1: Statement of Organization

1. Proposer

Full Name of Business: Blue Water Irrigation
Principal Business Address: 1636 Crestdale Dr
Principal Phone Number: 713-661-0312
Local Business Address: 1636 Crestdale Dr
Houston, TX 77080
Local Business Contact: Aleida Jimenez
Local Business Phone: 713-661-0312 x101
Local Business E-mail: service@bluewaterirrigation.com
Type of Organization: Corporation
Tax ID #: 86-3530626
License #: _____

Provide names of authorized representative(s) of the Respondent who has/have legal authority to bind the Respondent into contractual obligations:

- (a) Jordan Carneek
- (b) Hayden Smith
- (c) Aleida Jimenez

2. Subcontractor(s)

List of all firms participating in this proposal


	Name	Address	Area of Responsibility
(a)	<u>N/A</u>		
(b)			
(c)			
(d)			

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:



(Original Signature)

Blue Water Irrigation

(Firm Name)

Must be signed to be considered responsive.

Jordan Carneeki

(Printed Name)

General Manager

(Title)

3/19/2024

(Date)

Remittance Address: *1636 Crestdale Dr*

Houston Tx 77080

(City, State and Zip Code)

Phone: *713-661-0312*

E-Mail Address: *service@bluewaterirrigation*

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS: 1) _____ date acknowledged
2) _____ date acknowledged
3) _____ date acknowledged

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that Blue Water Irrigation is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature JCD
Print Name Jordan Carnecki

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____
(City and State)

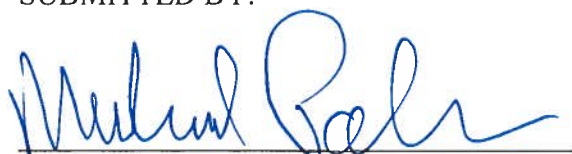
Signature _____
Print Name _____

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:



(Original Signature)

Westco Grounds Maintenance, LLC

(Firm Name)

Must be signed to be considered responsive.

Michael Palermo

(Printed Name)

Director of Operations

(Title)

3/19/2024

(Date)

Remittance Address: 12350 Taylor Rd

Houston, Tx, 77041

(City, State and Zip Code)

Phone: 713-466-1822

E-Mail Address: Support@westcogrounds.com

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS: _____ date acknowledged

1) _____ date acknowledged

2) _____ date acknowledged

3)

All Addendums if any are recognized *SLP*

CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: Available for immediate start
See Attached for Additional Information

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: See Attached

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: See Attached

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: See Attached

(Identify any other resources to be allocated to complete contract performance)

Form 1: Statement of Organization

1. Proposer

Full Name of Business: Westco Grounds Maintenance, LLC
Principal Business Address: 12350 Taylor Rd, Houston, Tx, 77041
Principal Phone Number: 713-466-1822
Local Business Address: 12350 Taylor Rd, Houston, Tx, 77041

Local Business Contact: Michael Palermo
Local Business Phone: 713-466-1822
Local Business E-mail: Support@westcogrounds.com
Type of Organization: LLC
Tax ID #: 76-0237256
License #: LT0006000

Provide names of authorized representative(s) of the Respondent who has/have legal authority to bind the Respondent into contractual obligations:

- (a) Michael Palermo
- (b) _____
- (c) _____

2. Subcontractor(s)

List of all firms participating in this proposal

	Name	Address	Area of Responsibility
(a)	<u>None</u>		
(b)			
(c)			
(d)			

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:


Section 1. (a)

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that Westco Grounds Maintenance, LLC is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature 
Print Name Michael Palermo

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____.
(City and State)

Signature _____
Print Name _____

EXCEPTIONS TO SPECIFICATIONS

If any item, material or equipment submitted as a part of this bid does not fully meet or exceed the minimum specifications as published, the exception(s) MUST be listed on this sheet and attached to the bid.

Section	Item/Material Bid	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no exceptions are listed, it will be assumed that the bid meets or exceeds the minimum specifications and any purchase contract as a result of this bid will be contingent on that condition.

Company Westco Grounds Maintenance, LLC
Agent Michael Palermo



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/19/2024

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 2618 E Broadway Street Pearland TX 77581	CONTACT NAME: Christina Brummer PHONE (A/C, No, Ext): 281-670-2975 FAX (A/C, No): 281-485-6933 E-MAIL ADDRESS: certificaterequests@ajg.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Westco Grounds Maintenance, LLC 12350 Taylor Rd Houston TX 77041	INSURER A: AMCO Insurance Company NAIC # 19100	
	INSURER B: ALLIED Property & Casualty Insurance Company 42579	
	INSURER C: Depositors Insurance Company 42587	
	INSURER D: Bridgefield Casualty Insurance Company 10335	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 253913159 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ACPLG120179217	9/26/2023	9/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	ACPBAPC3120179217	9/26/2023	9/26/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	ACPCAD3120179217	9/26/2023	9/26/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		Y	19656033	9/26/2023	9/26/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Equipment			ACPCPPD3120179217	9/26/2023	9/26/2024	Scheduled Equipment Leased/Rented Installation Floater On File \$100,000 \$650,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The General Liability and Auto policies include a Blanket additional insured endorsement with primary non-contributory that provides additional insured status only when there is a written contract between the named insured and the certificate holder that requires such status as per policy terms and conditions. The General Liability, Auto, Workers' Compensation policies include a Blanket waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires such status as per policy terms and conditions. Commercial Umbrella policy is follow form over the General Liability, Auto, and Employers Liability/Workers Compensation policies as per policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Piney Point Village 325 Piney Point Rd. Houston, TX 77024	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
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Landscape and Irrigation Install

Date 3/19/2024

Client

Property

Greenbay Street Beautification
Greenbay St
Houston, TX 77024

Landscape

Items	Quantity	Unit	Price/Unit	Price
Existing Trees and Shrubs Removed including Pruning & Debris Removal	75.00	Hr	\$50.00	\$3,750.00
General Ground Leveling	60.00	Yard	\$67.25	\$4,035.00
Bed Prep Per Design	12.00	K'	\$591.68	\$7,100.14
Removal of Gravel Pathways & Removal of Pavers & Bench	1.00	Hr	\$3,500.00	\$3,500.00
Southern Magnolia (Kit)	1.00	45 Gallon	\$687.50	\$687.50
Southern Magnolia Full to Base (Kit)	4.00	45 Gallon	\$687.50	\$2,750.00
Dwarf Southern Magnolia Full to Base (Kit)	3.00	30 Gallon	\$343.00	\$1,029.00
Redbud Forest Pansy - Installed	5.00	30 Gallon	\$306.00	\$1,530.00
Live Oak - Installed	4.00	45 Gallon	\$654.50	\$2,618.00
Cypress Montezuma (Kit)	3.00	30 Gallon	\$459.50	\$1,378.50
Wax Leaf Ligustrum Full to Base (Kit)	9.00	30 Gallon	\$351.50	\$3,163.50
Holly Eagleston - Installed	12.00	30 Gallon Std	\$409.50	\$4,914.00
Yaupon Pride Of Hou - Installed	10.00	30 Gallon	\$351.50	\$3,515.00
Crapemyrtle Natchez - Installed	8.00	30 Gallon	\$351.50	\$2,812.00
Pine Loblolly - Installed	3.00	30 Gallon	\$335.00	\$1,005.00
Japanese Yew (Kit)	42.00	15 Gallon	\$183.00	\$7,686.00
Aspidistra (Kit)	27.00	3 Gallon	\$20.50	\$553.50
Japanese Mock Orange (Kit)	29.00	3 Gallon	\$20.50	\$594.50
Pineapple Guava - Installed	9.00	3 Gallon	\$24.00	\$216.00
Hibiscus Drummondii (Kit)	26.00	3 Gallon	\$20.50	\$533.00
Yaupon Dwarf - Installed	41.00	3 Gallon	\$20.00	\$820.00
Indigo Spires Sage (Kit)	21.00	3 Gallon	\$20.50	\$430.50
Holly Fern (Kit)	93.00	3 Gallon	\$25.50	\$2,371.50
Fern Foxtail - Installed	128.00	3 Gallon	\$20.50	\$2,624.00
Dianella White Variegated (Flax Lily) - Installed	90.00	3 Gallon	\$20.50	\$1,845.00
Nandina Firepower - Installed	17.00	3 Gallon	\$24.00	\$408.00
Loropetalum - Installed (Kit)	37.00	3 Gallon	\$20.50	\$758.50
Purple Diamond Loropetalum (Kit)	26.00	3 Gallon	\$37.50	\$975.00

Juniper Parsonii - Installed	105.00	3 Gallon	\$21.50	\$2,257.50
Garden Juniper (Kit)	18.00	3 Gallon	\$21.50	\$387.00
Ginger Variegated - Installed	35.00	3 Gallon	\$24.00	\$840.00
Ligustrum Sunshine - Installed	15.00	3 Gallon	\$30.50	\$457.50
Holly Dwarf Burford - Installed	27.00	3 Gallon	\$20.00	\$540.00
Giant Leopard Plant (Kit)	21.00	3 Gallon	\$37.50	\$787.50
Lantana New Gold - Installed	110.00	1 Gallon	\$9.00	\$990.00
Jasmine Asian - Installed	481.00	1 Gallon	\$6.50	\$3,126.50
St Augustine Sod - Installed	300.00	Yard	\$8.50	\$2,550.00
Giant Liriope - Installed	164.00	1 Gallon	\$7.50	\$1,230.00
Ajuga Burgandy Glow	1.00	1 Gallon	\$11.85	\$11.85
Aztec Grass - Installed	1.00	1 Gallon	\$8.51	\$8.51
Bender Board Edging 4" x 20'	660.00	LnFt	\$5.00	\$3,300.00
Soil Separator Fabric - Installed	1,000.00	sqft	\$0.34	\$336.67
Pine Bark Deco Mulch	60.00	Yard	\$94.59	\$5,675.12
Bull Rock	15.00	ton	\$83.34	\$1,250.03
Moss Rock Boulders	4.00	ton	\$450.01	\$1,800.04
			Sales Tax:	\$0.00
			Landscape:	\$89,151.36

Irrigation System

Items	Quantity	Unit	Price/Unit	Price
Irrigation System including irrigation design (15 zones)	1.00	Lump Sum	\$23,750.00	\$23,750.00
			Sales Tax:	\$0.00
			Irrigation System:	\$23,750.00

Payment Schedule

Schedule	Price	Sales Tax	Total Price
	\$0.00		
	\$0.00	\$0.00	\$0.00

Project Summary

Description	Price	Sales Tax	Total
Landscape	\$89,151.36	\$0.00	\$89,151.36
Irrigation System	\$23,750.00	\$0.00	\$23,750.00
Project Total	\$112,901.36	\$0.00	\$112,901.36

Terms & Conditions

Note:

- Excluded Irrigation Sleeves under hardscape
- Excluded Power at Controllers. Assumed exterior mount, if interior, conduit through wall by others.
- Receive Grade 1" below finish grade
- Excludes Meter and Impact Fees if Applicable

Terms and Conditions:

- All material and workmanship carry a 1 year warranty, except in cases of acts of God, damage by other, or lack of maintenance.
- This proposal is only an estimate of probable cost. If any unforeseen issues arise the client will only be charged for labor and material installed on site whether above or below this estimate.
- Westco shall, upon request, provide to the Property Manager/Owner, or their designated representative, evidence of the following insurance coverage: Workman's Compensation, General Liability and Property Damage Liability. Westco shall have no liability for any damages not specifically covered by its insurance carrier.
- Any amounts not paid when due shall be subject to a late fee of one and one half percent (1½%) per month on the unpaid balance, or the highest amount permitted by applicable law, whichever is less.

Accepted By: _____

Signature _____

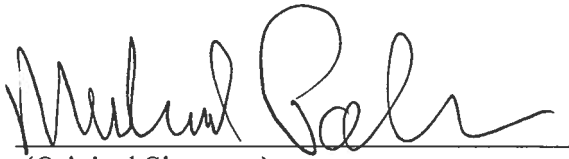
Date _____

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:



(Original Signature)

Must be signed to be considered responsive.

Westco Grounds Maintenance, LLC

(Firm Name)

Michael Palermo

(Printed Name)

Director of Operations

(Title)

3/19/2024

(Date)

Remittance Address: 12350 Taylor Rd

Houston, Tx, 77041

(City, State and Zip Code)

Phone: 713-466-1822

E-Mail Address: Support@westcogrounds.com

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS: _____ date acknowledged

1) _____ date acknowledged

2) _____ date acknowledged

3)

All Addendums if any are recognized *MLP*

CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: Available for immediate start
See Attached for Additional Information

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: See Attached

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: See Attached

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: See Attached

(Identify any other resources to be allocated to complete contract performance)

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)


(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that Westco Grounds Maintenance, LLC is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature _____



Print Name _____

Michael Palermo

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____
(City and State)

Signature _____

Print Name _____

EXCEPTIONS TO SPECIFICATIONS

If any item, material or equipment submitted as a part of this bid does not fully meet or exceed the minimum specifications as published, the exception(s) **MUST** be listed on this sheet and attached to the bid.

Section	Item/Material Bid	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no exceptions are listed, it will be assumed that the bid meets or exceeds the minimum specifications and any purchase contract as a result of this bid will be contingent on that condition.

Company Westco Grounds Maintenance, LLC
Agent Michael Palermo



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2024

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 2618 E Broadway Street Pearland TX 77581	CONTACT NAME: Christina Brummer	
	PHONE (A/C, No, Ext): 281-670-2975	FAX (A/C, No): 281-485-6933
E-MAIL ADDRESS: certificaterequests@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: AMCO Insurance Company		19100
INSURER B: ALLIED Property & Casualty Insurance Company		42579
INSURER C: Depositors Insurance Company		42587
INSURER D: Bridgefield Casualty Insurance Company		10335
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 253913159 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ACPLGLO3120179217	9/26/2023	9/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	ACPBAPC3120179217	9/26/2023	9/26/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	ACPCAD3120179217	9/26/2023	9/26/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	19656033	9/26/2023	9/26/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Equipment			ACPCPPD3120179217	9/26/2023	9/26/2024	Scheduled Equipment \$ On File Leased/Rented \$ 100,000 Installation Floater \$ 650,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The General Liability and Auto policies include a Blanket additional insured endorsement with primary non-contributory that provides additional insured status only when there is a written contract between the named insured and the certificate holder that requires such status as per policy terms and conditions. The General Liability, Auto, Workers' Compensation policies include a Blanket waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires such status as per policy terms and conditions. Commercial Umbrella policy is follow form over the General Liability, Auto, and Employers Liability/Workers Compensation policies as per policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

City of Piney Point Village
 325 Piney Point Rd.
 Houston, TX 77024

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

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Landscape and Irrigation Install

Date 3/19/2024

Client

Property

Greenbay Street Beautification
Greenbay St
Houston, TX 77024

Landscape

Items	Quantity	Unit	Price/Unit	Price
Existing Trees and Shrubs Removed including Pruning & Debris Removal	75.00	Hr	\$50.00	\$3,750.00
General Ground Leveling	60.00	Yard	\$67.25	\$4,035.00
Bed Prep Per Design	12.00	K'	\$591.68	\$7,100.14
Removal of Gravel Pathways & Removal of Pavers & Bench	1.00	Hr	\$3,500.00	\$3,500.00
Southern Magnolia (Kit)	1.00	45 Gallon	\$687.50	\$687.50
Southern Magnolia Full to Base (Kit)	4.00	45 Gallon	\$687.50	\$2,750.00
Dwarf Southern Magnolia Full to Base (Kit)	3.00	30 Gallon	\$343.00	\$1,029.00
Redbud Forest Pansy - Installed	5.00	30 Gallon	\$306.00	\$1,530.00
Live Oak - Installed	4.00	45 Gallon	\$654.50	\$2,618.00
Cypress Montezuma (Kit)	3.00	30 Gallon	\$459.50	\$1,378.50
Wax Leaf Ligustrum Full to Base (Kit)	9.00	30 Gallon	\$351.50	\$3,163.50
Holly Eagleston - Installed	12.00	30 Gallon Std	\$409.50	\$4,914.00
Yaupon Pride Of Hou - Installed	10.00	30 Gallon	\$351.50	\$3,515.00
Crapemyrtle Natchez - Installed	8.00	30 Gallon	\$351.50	\$2,812.00
Pine Loblolly - Installed	3.00	30 Gallon	\$335.00	\$1,005.00
Japanese Yew (Kit)	42.00	15 Gallon	\$183.00	\$7,686.00
Aspidistra (Kit)	27.00	3 Gallon	\$20.50	\$553.50
Japanese Mock Orange (Kit)	29.00	3 Gallon	\$20.50	\$594.50
Pineapple Guava - Installed	9.00	3 Gallon	\$24.00	\$216.00
Hibiscus Drummondii (Kit)	26.00	3 Gallon	\$20.50	\$533.00
Yaupon Dwarf - Installed	41.00	3 Gallon	\$20.00	\$820.00
Indigo Spires Sage (Kit)	21.00	3 Gallon	\$20.50	\$430.50
Holly Fern (Kit)	93.00	3 Gallon	\$25.50	\$2,371.50
Fern Foxtail - Installed	128.00	3 Gallon	\$20.50	\$2,624.00
Dianella White Variegated (Flax Lily) - Installed	90.00	3 Gallon	\$20.50	\$1,845.00
Nandina Firepower - Installed	17.00	3 Gallon	\$24.00	\$408.00
Loropetalum - Installed (Kit)	37.00	3 Gallon	\$20.50	\$758.50
Purple Diamond Loropetalum (Kit)	26.00	3 Gallon	\$37.50	\$975.00

Juniper Parsonii - Installed	105.00	3 Gallon	\$21.50	\$2,257.50
Garden Juniper (Kit)	18.00	3 Gallon	\$21.50	\$387.00
Ginger Variegated - Installed	35.00	3 Gallon	\$24.00	\$840.00
Ligustrum Sunshine - Installed	15.00	3 Gallon	\$30.50	\$457.50
Holly Dwarf Burford - Installed	27.00	3 Gallon	\$20.00	\$540.00
Giant Leopard Plant (Kit)	21.00	3 Gallon	\$37.50	\$787.50
Lantana New Gold - Installed	110.00	1 Gallon	\$9.00	\$990.00
Jasmine Asian - Installed	481.00	1 Gallon	\$6.50	\$3,126.50
St Augustine Sod - Installed	300.00	Yard	\$8.50	\$2,550.00
Giant Liriope - Installed	164.00	1 Gallon	\$7.50	\$1,230.00
Ajuga Burgandy Glow	1.00	1 Gallon	\$11.85	\$11.85
Aztec Grass - Installed	1.00	1 Gallon	\$8.51	\$8.51
Bender Board Edging 4" x 20'	660.00	LnFt	\$5.00	\$3,300.00
Soil Separator Fabric - Installed	1,000.00	sqft	\$0.34	\$336.67
Pine Bark Deco Mulch	60.00	Yard	\$94.59	\$5,675.12
Bull Rock	15.00	ton	\$83.34	\$1,250.03
Moss Rock Boulders	4.00	ton	\$450.01	\$1,800.04
			Sales Tax:	\$0.00
			Landscape:	\$89,151.36

Irrigation System

Items	Quantity	Unit	Price/Unit	Price
Irrigation System including irrigation design (15 zones)	1.00	Lump Sum	\$23,750.00	\$23,750.00
			Sales Tax:	\$0.00
			Irrigation System:	\$23,750.00

Payment Schedule

Schedule	Price	Sales Tax	Total Price
	\$0.00		
	\$0.00	\$0.00	\$0.00

Project Summary

Description	Price	Sales Tax	Total
Landscape	\$89,151.36	\$0.00	\$89,151.36
Irrigation System	\$23,750.00	\$0.00	\$23,750.00
Project Total	\$112,901.36	\$0.00	\$112,901.36

Terms & Conditions

Note:

- Excluded Irrigation Sleeves under hardscape
- Excluded Power at Controllers. Assumed exterior mount, if interior, conduit through wall by others.
- Receive Grade 1" below finish grade
- Excludes Meter and Impact Fees if Applicable

Terms and Conditions:

- All material and workmanship carry a 1 year warranty, except in cases of acts of God, damage by other, or lack of maintenance.
- This proposal is only an estimate of probable cost. If any unforeseen issues arise the client will only be charged for labor and material installed on site whether above or below this estimate.
- Westco shall, upon request, provide to the Property Manager/Owner, or their designated representative, evidence of the following insurance coverage: Workman's Compensation, General Liability and Property Damage Liability. Westco shall have no liability for any damages not specifically covered by its insurance carrier.
- Any amounts not paid when due shall be subject to a late fee of one and one half percent (1½%) per month on the unpaid balance, or the highest amount permitted by applicable law, whichever is less.

Accepted By: _____

Signature _____

Date _____

Westco





- ❖ Westco was founded in 1987
- ❖ Westco is one of the largest leading providers of commercial landscape services in the greater Houston area
- ❖ Westco's sales volume averages over \$30 million annually
- ❖ Management Staff has a combined experience of over 260 years
- ❖ 4 Houston area locations available

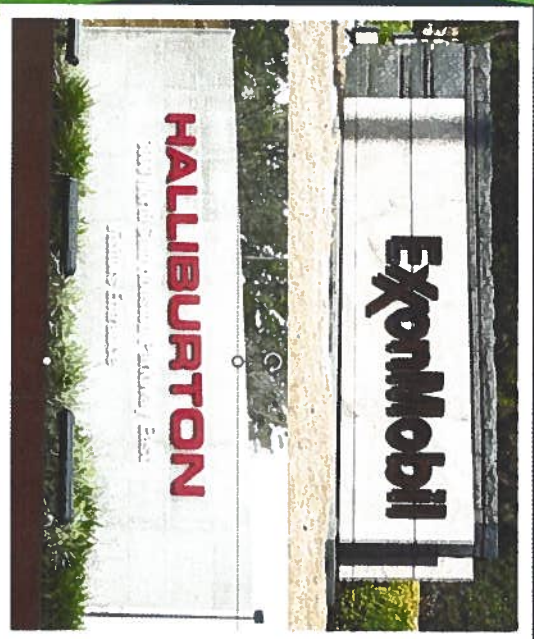
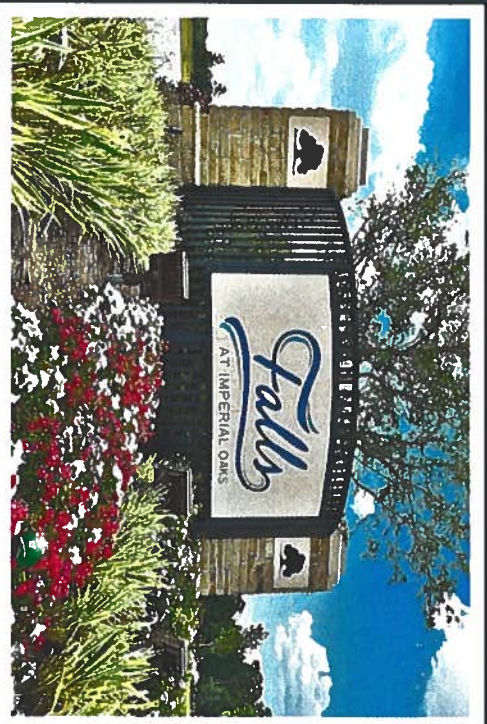


Westco
*Landscape Installation,
Irrigation and Maintenance*



Landscape services are provided for

- ▶ Community Homeowner Associations
- ▶ State & Local Governments
- ▶ Corporate Campuses
- ▶ Office Complexes
- ▶ Retail Centers
- ▶ Industrial Facilities



HARPER'S PRESERVE



Brays Bayou Greenway

Westco has the resources and workforce to get the job done.

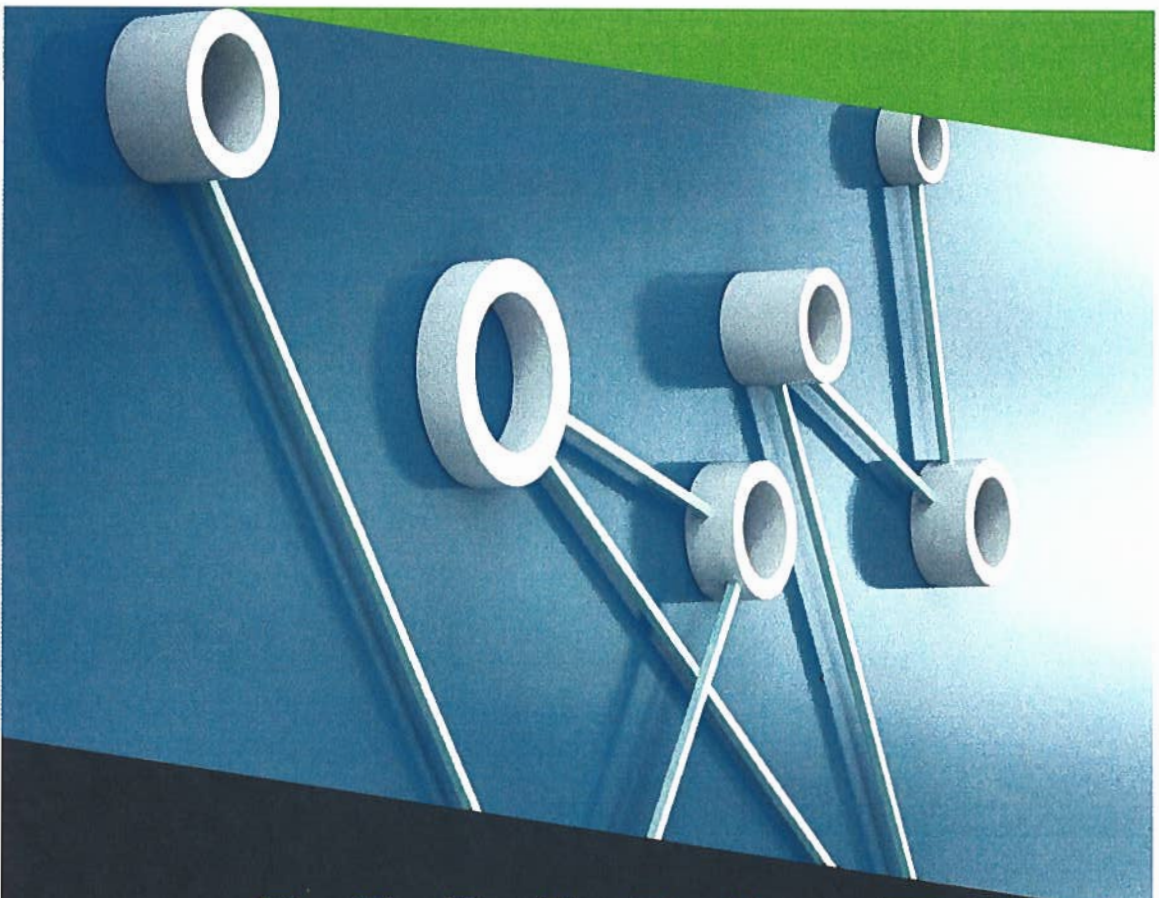
Trucks & Equipment

- We maintain a fleet of over 200 vehicles, consisting of pick-up trucks, cab over trucks, service vans, and goose neck trailers
- Over 15 pieces of heavy equipment including skid steers, excavators, trenchers, bulldozers etc

Workforce

- 60 management & support staff
- Labor workforce of over 440 employees
- 125 fulltime crews
- Over 100 people dedicated to the install of enhancements and construction projects





Points of Differentiation(POD)

- ▶ “Safety First” Culture
- ▶ Crew Specialization
- ▶ Production Management
- ▶ Case Management
- ▶ H2B Program
- ▶ Proprietary Mapping System



Greenbay Street References



References

1. COMPANY NAME: City of Sugar Land
Parks and Rec
ADDRESS: 2120 Austin Parkway
LOCATION: Sugar Land/TX/77478
PHONE NO.: 281-275-2884
NAME OF CONTACT: William Hajdik

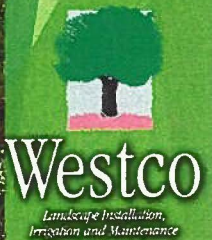
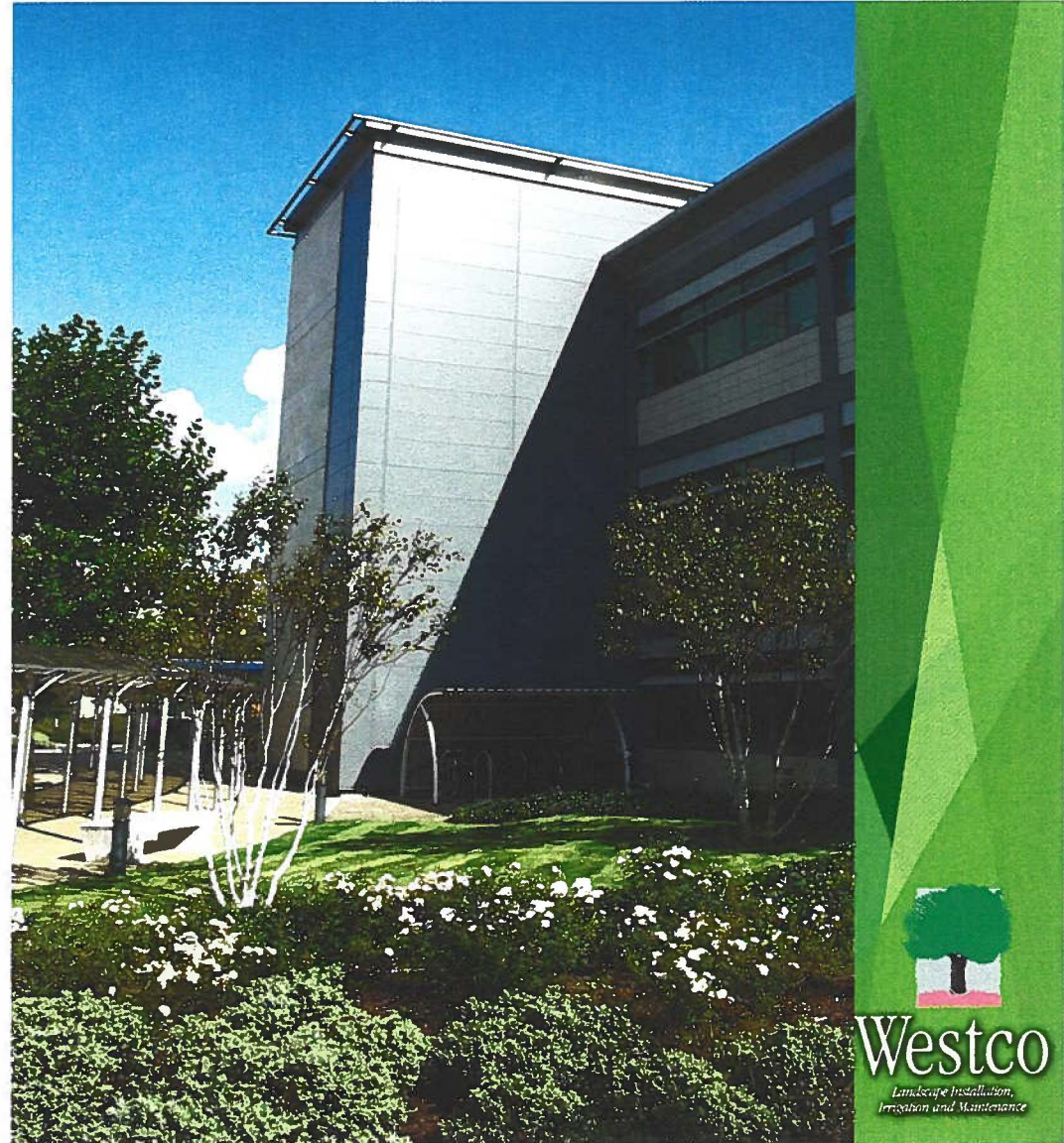
3. COMPANY NAME: Westchase District
ADDRESS: 10370 Richmond Ave
LOCATION: Houston/Tx/77042
PHONE NO.: 713-780-9434
NAME OF CONTACT: Irma Sanchez

2. COMPANY NAME: City of Stafford
ADDRESS: 610 South Main
LOCATION: Stafford/TX/77477
PHONE NO.: 281-261-3946
NAME OF CONTACT: Chris Riggs

4. COMPANY NAME: Spring Branch
Management District
ADDRESS: 9600 Long Point Rd
LOCATION: Houston/TX/77055
PHONE NO.: 713-595-1219
NAME OF CONTACT: Kristen Gonzales

Notable Projects

- ❖ Spring Branch District Refresh
- ❖ Falls at Imperial Oaks
- ❖ Lakes of Bella Terra
- ❖ Artavia (Multiple Sections)
- ❖ Balmoral (Multiple Sections)
- ❖ Lago Mar (Multiple Sections)
- ❖ First Colony- All Sections
- ❖ Exxon Main & Friendswood Campus
- ❖ Halliburton
- ❖ Westchase City of Sugar Land Parks
- ❖ Harper's Preserve
- ❖ Coastal Point
- ❖ River Plantation
- ❖ Lakes of Fairhaven
- ❖ Lakes of Parkway
- ❖ Audubon
- ❖ Valley Ranch



Westco Staffing / Equipment Plan - Greenbay Street Beatification Project

Position	Employees	Frequency	Years of Experience
Dedicated Account Manager	1	Multiple visits During Project	20 Years, degreed Horticulturist
Project Executive	1	Pre con, As needed	12 Years Project Management experience, Licensed Irrigator
Enhancement Manager	1	Daily	15 years of Landscape experience, degreed landscaped architect
Irrigation Manager	1	Daily, during irrigation phase	25 Years of Construction Experience
Irrigation Supervisor	1	Daily during irrigation phase	Licensed Irrigator
Irrigation Crew	5	Daily during irrigation phase	Over 50 years of combined landscaping install experience
Enhancement Crew Supervisor	1	Daily	Over 30 years of landscaping experience
Enhancement Crew (including foreman)	5	Per Enhancement, Seasonal Color Change Out, Mulch Application	Over 70 years of combined landscaping install experience

Any and ALL Equipment available to accomplish project

Enhancement overseen by degreed Landscape Architect and degreed Horticulturist



Project Schedule

- ▶ Week 1
 - ▶ Tree Identification for Trees and Shrubs to Remain
 - ▶ Tree Pruning, Debris Removal, Shrub Removal (if any)
 - ▶ Site Prep
 - ▶ Removal of Granite Path
 - ▶ Removal of Pavers and Bench Structure
 - ▶ Begin irrigation install
- ▶ Week 2
 - ▶ Finish irrigation install
 - ▶ Site grading / bed building
 - ▶ Bullock /boulder install
 - ▶ Plant install
 - ▶ Sod placement

Safety

- ▶ Full-time Safety Manager
- ▶ Oversees risk management
- ▶ Routine and random inspections
- ▶ Manages all reported incidents and conducts root cause analysis
- ▶ Assures compliance OSHA and company policies
- ▶ Conducts industry standard training
- ▶ Reports directly to the CEO



EVA



Champions
HYDRO - LAWN, INC.

Westco Grounds Maintenance Company has the

- *Experience*
- *Resources*
- *Enthusiasm*

To be Your Landscape Maintenance Contractor!

Contact Info
713-466-1822 office
713-466-7353 fax
support@westcogrounds.com



Westco
*Landscape Installation
Irrigation and Maintenance*





Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
281-496-3576 • (fax) 713-896-0773

Estimate

DATE	ESTIMATE #
3/15/2024	14158

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

PROJECT

March 2024 - Regrade and Resod

DESCRIPTION	SIZE	QTY	COST	TOTAL
RFP-2024-01				
GREENBAY PROJECT - 1-7 - REGRADING AND RESODDING				
Pallet - St. Augustine Raleigh Sod	Pallet	10	324.00	3,240.00
Palmetto Sod - Pallet	pallet	3	351.00	1,053.00
Yard Mix	cy	33	48.00	1,584.00
TOTAL PLANTS & MATERIALS				5,877.00
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				11,450.55
Subtotal				17,327.55
REPEAT CUSTOMER DISCOUNT			-5.00%	-866.38
Subtotal				16,461.17
NOTE: SOD IS NOT COVERED BY GUARANTEE				
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS				

C.L.D.



Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
281-496-3576 • (fax) 713-896-0773

Estimate

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3/15/2024	14158

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

PROJECT

March 2024 - Regrade and Resod

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5) Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p> <p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p> <p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p>				

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

INITIALS

TOTAL BEFORE SALES TAXES

\$16,461.17

Sales Taxes (0.0%)

\$0.00

TOTAL

\$16,461.17

CLB

Bright Landscape Designs, Inc

9302 Reid Lake Drive
Houston, TX 77064

Estimate

DATE	ESTIMATE #
3/15/2024	14158

City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024
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March 2024 - Regrade and Resod

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TOTAL PLANTS & MATERIALS				5,877.00
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Subtotal				17,327.55
REPEAT CUSTOMER DISCOUNT			-5.00%	-866.38
Subtotal				16,461.17
NOTE: SOD IS NOT COVERED BY GUARANTEE				
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS				

Phone #
2814963576

E-mail
carol@brightlandscapedesigns.com

Bright Landscape Designs, Inc

Estimate

9302 Reid Lake Drive
Houston, TX 77064

DATE	ESTIMATE #
3/15/2024	14158

City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024
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PLEASE INITIAL BELOW AND SIGN THE ATTACHED (IF APPLICABLE) AND RETURN TO BRIGHT LANDSCAPE DESIGNS, INC. PRIOR TO COMMENCEMENT OF WORK.

TOTAL BEFORE SALES TAXES

\$16,461.17

Sales Taxes (0.0%)

\$0.00

TOTAL

\$16,461.17

Phone #
INITIALS
2814963576

E-mail
carol@brightlandscapedesigns.com



Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
281-496-3576 • (fax) 713-896-0773

Estimate

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT

March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
RFP-2024-01				
GREENBAY LANDSCAPE PROJECT - 1-7				
DD Blanchard Magnolia - Tree Form -TGU	45g	1	630.00	630.00
DD Blanchard Magnolia - Full to ground - TGU	45g	4	630.00	2,520.00
Lil Gem Magnolia - Full to ground - MG	30g	3	317.25	951.75
Merlot Redbud or Forest Pansy Redbud - WSG	30g	5	421.20	2,106.00
Red or Live Oak-TGU	45g	4	621.00	2,484.00
Montezuma Cypress Tree-TGU	30g	3	275.40	826.20
Wax Ligustrum - Full to Ground - TGU	30g	9	266.40	2,397.60
Eagleston Holly Tree - MG	30g	12	317.25	3,807.00
Female Yaupon-TGU	30g	10	291.60	2,916.00
Crape Myrtles-MG	30g	8	272.25	2,178.00
Loblolly Pine-MG	30g	3	290.25	870.75
Japanese Yew - WSG	15g	42	162.00	6,804.00
Dwarf Burford Holly-MG	3g	27	18.45	498.15
Green Pittosporum-TGU	3g	29	23.49	681.21
Pineapple Guava-MG	3g	9	21.60	194.40
Turk's Cap-Red -TGU	3g	26	25.11	652.86
Dwarf Yaupon -TGU	3g	41	21.87	896.67
Blue Sage Salvia - MG	3g	21	22.50	472.50
Holly Fern -MG	3g	93	25.65	2,385.45
Foxtail Fern -MG	3g	128	25.65	3,283.20
Variegated Dianella -MG	3g	90	22.50	2,025.00
Nandina-MG	3g	17	24.75	420.75
Loropetalum-TGU	3g	37	21.87	809.19
Semi Dwarf Loropetalum--WSG	3g	26	32.40	842.40
Prostrata Juniper -MG	3g	105	21.60	2,268.00
Procumbens Juniper -TGU	3g	18	23.31	419.58
Variegated Ginger -MG	3g	35	27.00	945.00



Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
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Estimate

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT
March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
Sunshine Ligustrum -TGU	3g	15	30.51	457.65
Aspidistra- MG	3g	27	28.80	777.60
Giant Ligularia -MG	3g	21	31.05	652.05
New Gold Lantana -MG	1g	110	7.20	792.00
Asian Jasmine-WSG	1g	481	3.69	1,774.89
Giant Liriope -WSG	1g	164	6.08402	997.78
Ajuga - Burgundy Glow -TGU	1g	231	13.77	3,180.87
Variegated Aztec Grass - WSG	1g	91	5.99396	545.45
Bendaboard - Brown - 4" X 20' - includes stakes and screws	4" X 20' piece	33	79.50	2,623.50
Landscape Fabric 150 sq ft	150 sq ft roll	4.25	68.92471	292.93
Landscape Fabric/300 sq ft roll	300 sq ft roll	1.2	139.425	167.31
Premium Mix Compost - 4" Deep-Cowboy topsoil - (similar product - TGU- can be used @ \$4096.80)	cy	120	58.50	7,020.00
Pine Deco Mulch - 2" Deep - Cowboy topsoil - (similar product -TGU- can be used @ \$1218.00)	cy	58	51.00	2,958.00
Bull Rock	cy	10	139.50	1,395.00
Moss Rock Boulder - (1-400# /4-1700#/ 1-600# /2 -800#/ 3-1500#)	ton	2.5	270.00	675.00
TOTAL PLANTS & MATERIALS				69,595.69
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				69,980.73
Subtotal				139,576.42
REPEAT CUSTOMER DISCOUNT			-5.00%	-6,978.82
Subtotal				132,597.60

CLB



Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
281-496-3576 • (fax) 713-896-0773

Estimate

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT
March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS</p> <p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5)Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p> <p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p>				

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

TOTAL BEFORE SALES TAXES

\$132,597.60

Sales Taxes (0.0%)

\$0.00

TOTAL

\$132,597.60

CXB

INITIALS

**custom landscaping • natural stonework • landscape lighting • maintenance
water features • irrigation (LI #8208) • design • installation • consultation**

Bright Landscape Designs, Inc

9302 Reid Lake Drive
Houston, TX 77064

Estimate

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT

March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
RFP-2024-01				
GREENBAY LANDSCAPE PROJECT - 1-7				
DD Blanchard Magnolia - Tree Form -TGU	45g	1	630.00	630.00
DD Blanchard Magnolia - Full to ground - TGU	45g	4	630.00	2,520.00
Lil Gem Magnolia - Full to ground - MG	30g	3	317.25	951.75
Merlot Redbud or Forest Pansy Redbud - WSG	30g	5	421.20	2,106.00
Red or Live Oak-TGU	45g	4	621.00	2,484.00
Montezuma Cypress Tree-TGU	30g	3	275.40	826.20
Wax Ligustrum - Full to Ground - TGU	30g	9	266.40	2,397.60
Eagleston Holly Tree - MG	30g	12	317.25	3,807.00
Female Yaupon-TGU	30g	10	291.60	2,916.00
Crape Myrtles-MG	30g	8	272.25	2,178.00
Loblolly Pine-MG	30g	3	290.25	870.75
Japanese Yew - WSG	15g	42	162.00	6,804.00
Dwarf Burford Holly-MG	3g	27	18.45	498.15
Green Pittosporum-TGU	3g	29	23.49	681.21
Pineapple Guava-MG	3g	9	21.60	194.40
Turk's Cap-Red -TGU	3g	26	25.11	652.86
Dwarf Yaupon -TGU	3g	41	21.87	896.67
Blue Sage Salvia - MG	3g	21	22.50	472.50
Holly Fern -MG	3g	93	25.65	2,385.45
Foxtail Fern -MG	3g	128	25.65	3,283.20
Variegated Dianella -MG	3g	90	22.50	2,025.00
Nandina-MG	3g	17	24.75	420.75
Loropetalum-TGU	3g	37	21.87	809.19
Semi Dwarf Loropetalum--WSG	3g	26	32.40	842.40
Prostrata Juniper -MG	3g	105	21.60	2,268.00
Procumbens Juniper -TGU	3g	18	23.31	419.58
Variegated Ginger -MG	3g	35	27.00	945.00

Phone #

2814963576

E-mail

carol@brightlandscapedesigns.com

Bright Landscape Designs, Inc

Estimate

9302 Reid Lake Drive
Houston, TX 77064

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT
March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
Sunshine Ligustrum -TGU	3g	15	30.51	457.65
Aspidistra- MG	3g	27	28.80	777.60
Giant Ligularia -MG	3g	21	31.05	652.05
New Gold Lantana -MG	1g	110	7.20	792.00
Asian Jasmine-WSG	1g	481	3.69	1,774.89
Giant Liriope -WSG	1g	164	6.08402	997.78
Ajuga - Burgundy Glow -TGU	1g	231	13.77	3,180.87
Variegated Aztec Grass - WSG	1g	91	5.99396	545.45
Bendaboard - Brown - 4" X 20' - includes stakes and screws	4" X 20' piece	33	79.50	2,623.50
Landscape Fabric 150 sq ft	150 sq ft roll	4.25	68.92471	292.93
Landscape Fabric/300 sq ft roll	300 sq ft roll	1.2	139.425	167.31
Premium Mix Compost - 4" Deep-Cowboy topsoil - (similar product - TGU- can be used @ \$4096.80)	cy	120	58.50	7,020.00
Pine Deco Mulch - 2" Deep - Cowboy topsoil - (similar product -TGU- can be used @ \$1218.00)	cy	58	51.00	2,958.00
Bull Rock	cy	10	139.50	1,395.00
Moss Rock Boulder - (1-400# /4-1700#/ 1-600# /2 -800#/ 3-1500#)	ton	2.5	270.00	675.00
TOTAL PLANTS & MATERIALS				69,595.69
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				69,980.73
Subtotal				139,576.42
REPEAT CUSTOMER DISCOUNT			-5.00%	-6,978.82
Subtotal				132,597.60

Phone #
2814963576

E-mail
carol@brightlandscapedesigns.com

Bright Landscape Designs, Inc

9302 Reid Lake Drive
Houston, TX 77064

Estimate

DATE	ESTIMATE #
3/15/2024	14157

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

PROJECT
March 2024 -Greenbay 1-7 -plants

DESCRIPTION	SIZE	QTY	COST	TOTAL
<p>NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS</p> <p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5)Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p> <p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p>				

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

TOTAL BEFORE SALES TAXES

\$132,597.60

Sales Taxes (0.0%)

\$0.00

TOTAL

\$132,597.60

Phone #
INITIALS
2814963576

E-mail
carol@brightlandscapedesigns.com



**Bright
Landscape
Designs, Inc.**

9302 Reid Lake Dr. • Houston, Texas 77064

281-496-3576 • (fax) 713-896-0773

DESIGN/PROJECT AMMENDMENTS/CORRECTIONS

LOT 1 -DIRT PILED AGAINST BRICK WALL WILL NOT NEED TO BE REGRADED OR RESODDED OR REMOVED.

NOTE : REMOVE EXISTING TEXAS MOUNTAIN LAUREL BY PINEY POINT SIGN

NOTE: DESIGN IS MISSING 1 RED OAK EXISTING AT WEST END

LOT 2 – LAST TREE IS MARKED “EXISTING RED OAK” BUT IT’S NOT A RED OAK

LOT 3 –

- 1) REGRADE VEHICLE RUTS IN GRASS .
- 2) REMOVE EXISTING SMALL TREES.
- 3) REMOVE EXSTING PLUM OR PEAR LISTED AS EXISTING YAUPON
- 4) 3 “EXISTING SHRUBS” ARE EXISTING REDBUDS AND 1 ½ DEAD TREE – WILL BE REMOVED

LOT 4 –

- 1) 1 NEW CRAPE MYRTLE LISTED ON DESIGN IS 1 EXISTING HOLLY TREE.
- 2) THERE’S NO CONCRETE AROUND SEWER MANHOLE BY CURB
- 3) STOP SIGN NOT SHOWN
- 4) 1 CONCRETE BLOCK NOT SHOWN
- 5) BED TO CONNECT EXISTING RED MAPLE AND NEXT BED -TO MANY ROOTS TO SOD – (SEE EXCEPTIONS)
- 6) LOCATION OF 1 EXISTING YAUPON IS INCORRECT, IT’S BEHIND NOT BESIDE THE OTHER EXISTING YAUPON
- 7) FILL SPACE WITH 9-FL LIRIOPE
- 8) EXISTING PEAR NOT SHOWN ON DESIGN
- 9) 1 TREE LABELED AS EXISTING YAUPON IS A PEAR OR MEXICAN PLUM
- 10)2 EXISTING OAKS ARE EXISTING CHESTNUTS



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LOT 5-

- 1) EXISTING CAMPHOR TREE IS SHOWN ON LOT 5 BUT NOT LOT 4
- 2) CLEANOUT NOT SHOWN
- 3) EXISTING ASPIDISTRA NOT SHOWN
- 4) NO CONCRETE SHOWN AROUND SEWER MANHOLE BY CURB
- 5) BARE AREAS BEHIND BEDS (BETWEEN BEDS AND WALLS OR FENCES TO BE LEFT ALONE
- 6) CLEANOUT AND ASPIDISTRA AND SIGN NOT SHOWN

LOT 6 –

- 1) SCHOOL ZONE SIGN NOT SHOWN
- 2) EXISTING BEAUTY BERRY RIGHT OF PINE NOT SHOWN
- 3) 3 NEW CRAPES 1 IS AN EXISTING YAUPON LARGE
- 4) MOVE 2-3 CRAPES WITH GROUP OF CRAPES
- 5) MOVE 3 CRAPES ELSEWHERE
- 6) WEEDY LAWN AREAS TO BE REGRADED AND RESODDED
- 7) REMOVE 2 CITRUS
- 8) EXISTING SMALL TREE – TO REMOVE
- 9) 2 POWER POLES NOT SHOW
- 10) 3 ROSES TO REMOVE AND REPLANT OR TOSS

LOT 7

- 1) RELOCATE 1 NEW HOLLY TREE TO?
- 2) MOVE 2ND 2 OVER LEFT AND RIGHT TO GO BETWEEN/BEHIND EXISTING YAUPON TREES.
- 3) MOVE MAGNOLIA OVER APPROXIMATELY 6'



Bright Landscape Designs, Inc.

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281-496-3576 • (fax) 713-896-0773

REFERENCES

Mark Kobelan - 12 Memorial Pt -Houston, Tx 77024 – 832-725-8446

mark@marqueecorp.us

Mayor of City of Piney Point Village

Business Association - 13 years

Kathryn Schenk -806 Magdalene - Houston, TX 77024 – 832-754-1522

Schenk.kathryn@gmail.com

Chairperson for Parks and Beautification Committee for Hedwig Village

Business Association 5 years

Bob Croyle - 209 Memorial Parkview Dr - Houston, TX 77024 – 713-254-6606

rgcroyle158@gmail.com

Memorial Drive Presbyterian Church Columbarium Supervisor

Business Association 4 years

Ralph Kerr – 11747 Duart Dr -Houston, TX - 77024 – 713-628-0748

ralphkerr@momentumchangessolutions.com

Momentum Change Solutions

Business Association 5 years

Rick Leachman – 6 Claymore Court -Houston, TX -77024 – 713-805-3176

Cardiologist

Business Association 1.25 years

Staci Minchen – 5502 Fieldwood, TX -77056 – 713-213-6849

staciminchen@gmail.com

Co-owner of Steel and Iron Enterprises LLC

VP of Standard Iron and Metal Co

Business Association 14 years



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Dennis Steger – 59 Captains Circle – LaPorte, TX -77571 – 281-426-2474

dennis@channelshipyard.com

Chairman of the Board – Channel Shipyard – Highlands, TX

Business Association 34 year

Bob Stone – 319 Sugarberry Circle – Houston, TX 77024 –713-898-3451 his cell

stonerw@sbcglobal.net

Former President of Hudson Bend HOA

Retired General Manager – Conoco

Business Association 35 years



Bright Landscape Designs, Inc.

9302 Reid Lake Dr. • Houston, Texas 77064
281-496-3576 • (fax) 713-896-0773

CITY OF PINEY POINT VILLAGE – GREENBAY LANDSCAPE PROJECT – 1-7

RFP-2024-01

EXPERIENCE – BRIGHT LANDSCAPE DESIGNS HAS BEEN OPERATING SINCE 1982. WE HAVE DESIGNED AND LANDSCAPED OTHER AREAS ON GREENBAY AND MEMORIAL DRIVE FOR PINEY POINT IN THE PAST 8 YEARS.

QUALIFICATIONS – WE'VE BEEN DOING LANDSCAPING FOR PINEY POINT AND KNOW HOW TO WORK EFFICIENTLY IN SPITE OF TRAFFIC. WE PLAN TO START IN THE BEGINNING OF MAY AFTER THE IRRIGATION IS COMPLETE. WE PLAN TO CU/PREP ALL BEDS AND HARDSCAPE FIRST TWO WEEKS AND PLANT/MULCH LAST PART OF MAY. REGRADING AND RESODDING 1ST WEEK OF JUNE.

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:

Carol L. Bright
(Original Signature)

Bright Landscape Designs, Inc
(Firm Name)

Must be signed to be considered responsive.

CAROL L. BRIGHT
(Printed Name)

PRESIDENT
(Title)

3/18/24
(Date)

Remittance Address: 9302 Reid Lake Dr

Houston, TX 77064
(City, State and Zip Code)

Phone: 281-496-3576

E-Mail Address: carol@brightlandscape
designs,
com

If an addendum is issued for this bid, please acknowledge receipt.

- ADDENDUMS/AMENDMENTS:**
- 1) _____ date acknowledged
 - 2) _____ date acknowledged
 - 3) _____ date acknowledged

Form 1: Statement of Organization

1. Proposer

Full Name of Business: Bright Landscape Designs, Inc
Principal Business Address: 9302 Resd Lake Dr Houston, TX 77064
Principal Phone Number: 281-844-4525 (cell) 281-496-3576 (office)
Local Business Address: _____
Local Business Contact: Carol Bright
Local Business Phone: _____
Local Business E-mail: Carol @ brightlandscapedesigns.com
Type of Organization: Landscape Design + Installation
Tax ID #: 76-0626385-7
License #: _____

Provide names of authorized representative(s) of the Respondent who has/have legal authority to bind the Respondent into contractual obligations:

- (a) CAROL L. BRIGHT
- (b) _____
- (c) _____

2. Subcontractor(s)

NONE

List of all firms participating in this proposal

	Name	Address	Area of Responsibility
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that Bright Landscape Design is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature Carol L. Bright

Print Name CAROL L. BRIGHT

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____.
(City and State)

Signature _____

Print Name _____

EXCEPTIONS TO SPECIFICATIONS

If any item, material or equipment submitted as a part of this bid does not fully meet or exceed the minimum specifications as published, the exception(s) MUST be listed on this sheet and attached to the bid.

Section	Item/Material Bid	Reason
Lot 4	2 cy premium Mix @ \$117.00	Not shown on design but was discussed at pre-bid meeting to plant between beds instead of sod due to tree roots being so high
	1 cy Pine Deco Mulch \$58.50	
	9-ft Liriope \$250.78	
Lot 5	2 cy premium mix @ \$117.00	Low Area
Lot 7	2 cy premium mix @ \$117.00	Low Area

If no exceptions are listed, it will be assumed that the bid meets or exceeds the minimum specifications and any purchase contract as a result of this bid will be contingent on that condition.

Company BRIGHT LANDSCAPE
 Agent Carol L Bright

CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: May 2024

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: hand shovels, pruners, chain saw, tiller, blower, wheelbarrows

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: Carol Bright (owner)

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: _____


(Identify any other resources to be allocated to complete contract performance)



Attention: City Administrator,

Please see attached the following itemized proposal. All items have been given a monetary value and include purchase of material, delivery, and installation. Scope of work to be respected as design provided by Bright Landscape to scale and the best of our ability respecting existing plant material to remain.

Thank you for the opportunity to bid,

 3/19/2024

Fernando Garnica

(832) 282-4686

Fernando@treeserviceanddesign.com



Proposal

000

Date: Mar 18, 2024

Balance Due: \$137,218.00

Tree Service and Design
409 Ripple Creek Dr.
Houston Tx 77024

Bill To:

Greenbay Street Beautification
City Of Piney Point
7676 Woodway Suite 300
Houston Tx 77063

Item	Quantity	Rate	Amount
45 Gallon DD Blanchard Tree Form	1	\$780.00	\$780.00
45 Gallon DD Blanchard full to the ground	4	\$780.00	\$3,120.00
30 Gallon Lil Gem Magnolia Full to the ground	31	\$515.00	\$15,965.00
30 Gallon Forest Pansy Red Bud	5	\$595.00	\$2,975.00
30 Gallon Montezuma Cypress Tree	3	\$570.00	\$1,710.00
30 Gallon Wax Myrtle full to the ground	9	\$460.00	\$4,140.00
30 Gallon Eagleston Hollies	12	\$680.00	\$8,160.00
30 Gallon Yaupon	10	\$450.00	\$4,500.00
30 Gallon Crape Myrtles	8	\$450.00	\$3,600.00
30 Gallon Loblolly Pine Tree	3	\$470.00	\$1,410.00
15 Gallon Japanese Yew	42	\$160.00	\$6,720.00
3 Gallon Dwarf Burford Holly	27	\$32.00	\$864.00
3 Gallon Green Pittosporum	29	\$44.00	\$1,276.00
3 Gallon Pineapple Guava	9	\$35.00	\$315.00
3 Gallon Turks Cap Red	26	\$30.00	\$780.00
3 Gallon Dwarf Yuapon	41	\$32.00	\$1,312.00
3 Gallon Blue Sage Salvia	21	\$25.00	\$525.00
3 Gallon Holly Fern	93	\$38.00	\$3,534.00
3 Gallon Foxtail Fern	128	\$38.00	\$4,864.00
3 Gallon Variegated Dianella	90	\$35.00	\$3,150.00
3 Gallon Nandina	17	\$38.00	\$646.00
3 Gallon Loropetalum	37	\$36.00	\$1,332.00
3 Gallon Semi Dwarf Loropetalum	26	\$36.00	\$936.00
3 Gallon Prostrata Juniper	105	\$38.00	\$3,990.00

3 Gallon Procumbens Juniper	18	\$35.00	\$630.00
3 Gallon Variegated Ginger	35	\$52.00	\$1,820.00
3 Gallon Sunshine Ligustrum	15	\$52.00	\$780.00
3 Gallon Aspidistra	27	\$42.00	\$1,134.00
1 Gallon New Gold Lantana	110	\$12.00	\$1,320.00
1 Gallon Asian Jasmine	481	\$6.50	\$3,126.50
1 Gallon Giant Liriope	164	\$9.00	\$1,476.00
1 Gallon Ajuga Burgundy Glow	231	\$16.00	\$3,696.00
1 Gallon Variegated Aztec Grass	91	\$9.00	\$819.00
3 Gallon Giant Ligularia	21	\$59.50	\$1,249.50
4.25 Rolls of weed Barrier 150 SF Roll	4.25	\$220.00	\$935.00
1.2 Rolls of Weed Barrier of 300 Sf Rolls	1.2	\$240.00	\$288.00
Premium Mix 116 CY's	116	\$85.00	\$9,860.00
Pine Deco Mulch 2" deep 58 CY's	58	\$90.00	\$5,220.00
10 Yards of Bull Rock	10	\$295.00	\$2,950.00
55,000 LBs of Moss Rock (5,500 Tons)	55000	\$0.33	\$18,150.00
Red or Live oak 45 Gallon	4	\$800.00	\$3,200.00
Bender Board 660 LF ft	660	\$6.00	\$3,960.00

Subtotal:	\$137,218.00
Tax (0%):	\$0.00
Total:	\$137,218.00

Notes:

Pricing and includes material, delivery and installation.

Terms:


Customer represents and warrants that all trees, plant material and property upon which Work to be performed are either owned by Customer or, if not owned by Customer, that the owner of such trees, plant materials and property has authorized Customer to have the Work Performed. Customer hereby grants Tree Service and Design a license to access and use such trees, plant materials and property in order to perform the Work. All work to be paid upon completion.



Attention: City Administrator,

Please see attached the following itemized proposal. The following items were not part of the original proposal but would enhance the project and quality of the project for final product. Includes tree trimming, lighting, and cleanup of debris.

Thank you for the opportunity to bid,

 3/19/2024

Fernando Garnica

(832) 282-4686

Fernando@treeserviceanddesign.com



Proposal

000

Date: Mar 18, 2024

Balance Due: \$7,545.00

Tree Service and Design
409 Ripple Creek Dr.
Houston Tx 77024

Bill To:

Greenbay Street Beautification
City Of Piney Point
7676 Woodway Suite 300
Houston Tx 77063

Item	Quantity	Rate	Amount
6 Pallets of St Agustine for needed areas	6	\$680.00	\$4,080.00
2 Up lights for city monument sign	2	\$210.00	\$420.00
1 Low Voltage transformer	1	\$195.00	\$195.00
Lot 1 - 7 Tree Trimming giving clearance to vehicles 15' over the street and open canopies for new plants. Remove gravel path way and plant material lot 6.	1	\$2,850.00	\$2,850.00
		Subtotal:	\$7,545.00
		Tax (0%):	\$0.00
		Total:	\$7,545.00

Notes:

Additional to scope of work

Terms:

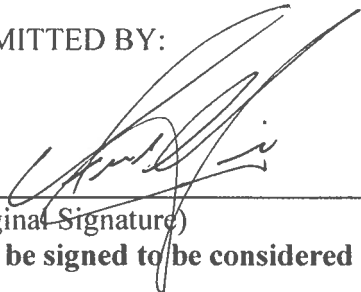
Customer represents and warrants that all trees, plant material and property upon which Work to be performed are either owned by Customer or, if not owned by Customer, that the owner of such trees, plant materials and property has authorized Customer to have the Work Performed. Customer hereby grants Tree Service and Design a license to access and use such trees, plant materials and property in order to perform the Work. All work to be paid upon completion.

EXECUTION OF OFFER

The undersigned, in submitting this proposal and their OFFER of same, represents that they are authorized to obligate their firm that they have read this entire bid proposal package, are aware of the covenants contained herein, and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if the entire Bid Package plus any/all attachments are returned with all blanks filled in.

SUBMITTED BY:



(Original Signature)
Must be signed to be considered responsive.

TREE SERVICE AND DESIGN

(Firm Name)

FERNANDO GARNICA

(Printed Name)

OWNER

(Title)

3/18/2024

(Date)

Remittance Address: 409 RIPPLE CREEK DR.

HOUSTON, TX. 77024

(City, State and Zip Code)

Phone: 832 282 4686

E-Mail Address: fernando@treeserviceanddesign.ca

If an addendum is issued for this bid, please acknowledge receipt.

- ADDENDUMS/AMENDMENTS:** 1) _____ date acknowledged
2) _____ date acknowledged
3) _____ date acknowledged

Form 1: Statement of Organization

1. Proposer

Full Name of Business: TREE SERVICE AND DESIGN
Principal Business Address: 409 RIPPLE CREEK DR.
Principal Phone Number: 832 282 4686
Local Business Address: _____
Local Business Contact: FERNANDO GARNICA
Local Business Phone: 832 282 4686
Local Business E-mail: fernando@treeserviceanddesign.com
Type of Organization: LANDSCAPE DESIGN, BUILD & MAINTENANCE
Tax ID #: 84-2045056
License #: _____

Provide names of authorized representative(s) of the Respondent who has/have legal authority to bind the Respondent into contractual obligations:

- (a) ANTONIO HERNANDEZ (832) 542-9792
- (b) _____
- (c) _____

2. Subcontractor(s)

List of all firms participating in this proposal

Name	Address	Area of Responsibility
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____
(d) _____	_____	_____

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.


(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that TREE SERVICE AND DESIGN is a resident bidder of Texas as defined in HB 620.
(Company Name)

Signature _____

Print Name _____


FERNANDO GARNICA 3/10/2024

I certify that _____ is a Nonresident bidder as defined in HB 620
(Company Name)

and our principal place of business is _____
(City and State)

Signature _____

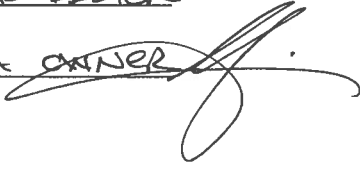
Print Name _____

EXCEPTIONS TO SPECIFICATIONS

If any item, material or equipment submitted as a part of this bid does not fully meet or exceed the minimum specifications as published, the exception(s) MUST be listed on this sheet and attached to the bid.

Section	Item/Material Bid	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no exceptions are listed, it will be assumed that the bid meets or exceeds the minimum specifications and any purchase contract as a result of this bid will be contingent on that condition.

Company TREE SERVICE AND DESIGN
Agent FERNANDO GARNICA OWNER 

CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

1. Availability to perform: FULL SCOPE OF WORK FOR LANDSCAPING

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

2. Equipment and operational items: 4 3/4 TON TRUCKS, ESCAVATOR,
MINI SCID STEER, 3 16' TRAILERS

(Identify by quantity and type any equipment/assets allocated to contract performance)

3. Personnel: 9 EMPLOYEES

(Identify by quantity and category any personnel assigned to contract performance)

4. Other Resources: _____

(Identify any other resources to be allocated to complete contract performance)

TO: City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on the monthly report presented by the Mayor.

Agenda Item: 6

Summary:

This agenda item concerns the mayor's reports, which update the Council and Community on City operations.

- a) Metro Multi-Cities Committee Meeting: METRO has a nine-member board of directors comprised of members appointed by the City of Houston, Harris County, or the Multi-Cities. A meeting was held in Missouri City inviting the 14 multi-cities in the METRO service area to determine the replacement for Don Elder, who holds the First Vice Chair on the Board, and the re-appointment of Robert A. Fry, Jr. The mayors voted (12-1) for Alexandra Mealar to serve as the replacement for outgoing Don Elder and voted (13-0) for the re-appointment of Robert Fry.
- Robert Fry served as the Mayor Pro-Tem of West University Place between 2007 and 2011, after which he went on to serve two terms as the Mayor from 2011 to 2015. During his tenure, he held important positions such as the President of the Harris County Mayors and Councils Association, a board member of the Houston Galveston Area Council representing Home Rule Cities, and a voting member representing Small Cities on its Transportation Policy Council.
 - Alexandra del Moral Mealar was the Harris County Republican Nominee for Harris County Judge.

TO: City Council

FROM: R. Pennington; City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Discuss and take possible action on the City Administrator's Monthly Report, including selected items.

Agenda Item: 7

The City Administrator will provide information for the Council and the community that contains updates on important city initiatives that are not generally included on a city council agenda for action. Some items listed may call for Council approval and/or delegate authorization under the direction of the Council. Note the following items:

A. Financial Related Items:

- i. Financial Report: This report provides an overview of financial activity as of February 2024. Please find the latest report attached.
- ii. Kinkaid Revenue: A report on revenue collection timeline from The Kinkaid School.
- iii. Property Tax Report: Attached is the latest report from our tax assessor-collector regarding tax collection.
- iv. Disbursements:
 - (1) T-Construction LLC (\$33,730.00): This project invoice, numbered #2024-006-01, is related to S. Country Squire Storm Sewer Point Repair and Green Oaks Ditch Regrading.
 - (2) URETEK USA, Inc. (\$37,671.78): This invoice, numbered #30892, is for the asphalt pavement stabilization and lift on W. Dana Lane.

B. Update on School Zones: A comprehensive review of the designated zones, signage, flashing beacons, and opportunities for joint participation with schools.

C. Update on Specific Use Permit Projects: The purpose of this listing is to share any current information or progress on these significant construction programs.

- i. Memorial Drive Elementary School Update.
- ii. St. Francis Episcopal Church Specific Use Permit Update (Complete).
- iii. The Kinkaid School Specific Use Permit Update.

D. Resident Request: As-Built Requirements at 9A Woods Edge Lane.

Recommendation:

Approve the following required items:

- (1) Disbursement for T-Construction LLC at \$33,730.00.
- (2) Disbursement for URETEK USA, Inc. at \$37,671.78.

ITEM A

FINANCIAL RELATED ITEMS

ITEM B



CITY OF PINEY POINT VILLAGE FINANCIAL REPORT

FEBRUARY 2024 FINANCIALS (PRELIMINARY)

This report represents a general overview of the city’s financial operations through February 2024, which is the second month of the fiscal year 2024. Beginning balances are unaudited and subject to change until the city completes the annual 2023 audit. A presentation of this audit is scheduled for April/May 2024. Budgeted numbers represent the original adopted for the fiscal year.

General Fund

	Prior YTD	Budget	Month	YTD
Total Revenues	\$6,592,852	\$9,240,418	\$1,175,051	\$6,960,747
Total Expenditures	\$1,609,211	\$10,158,382	\$673,151	\$1,586,113
Over/(Under)	\$4,983,642	(\$917,964)	\$501,900	\$5,374,634

	Prior YTD	Budget	Month	YTD
Operating Revenues	\$6,567,852	\$9,191,418	\$1,164,235	\$6,929,743
Operating Expenditures	\$1,426,924	\$7,695,482	\$639,239	\$1,544,201
Over/(Under)	\$5,140,928	\$1,495,936	\$524,996	\$5,385,542

1. Total revenues are \$6,960,747 or 75.3% of the budget and 5.6% above the last YTD, mainly due to the timing of property tax collection.
 - a. Property tax received to date for the M&O or the general fund portion totals \$6,522,674, or 94.1% of the budget. The current YTD amount collected represents 93.7% of the total general fund revenue. Property Tax is \$352,786 more than the last YTD, trending a little higher than last year’s collection. The city anticipates collecting an additional \$407,482 for Maintenance and Operation. The adopted rate is \$0.255140, with \$0.226507 designated as M&O and the remaining \$0.028633 as the I&S requirement to finance the annual bond debt. Payments of property taxes are due by January 31, 2024, and are delinquent as of February 1, 2024. The City currently contracts with Spring Branch ISD as the tax assessor-collector. The budget incorporates a 99% collection rate on the total

taxable value. Please review the monthly tax office report for additional details and adjustments to current taxable values.

- b. Sales Tax collection for February totals \$98,111 or 20.2% of the total annual \$485,725 projection. February represents the second month of collection with a decrease of \$17,702 or 15.3% lower February 2023 collection of \$115,813. The budget projection on sales collection represents 5.26% of all general fund revenue.
 - c. Franchise tax collections are minimal due to the timing of collections. The only collection booked at this time is \$45,404 from Electric Franchise (CenterPoint). The city anticipates collecting over \$387 thousand in franchise tax.
 - d. Court revenue is \$16,656, 12.3% of the budget, and \$2,134 lower than last year. Court fines total \$15,572, and the remaining \$1,083 is primarily restricted for special use, such as court security or technology. The city collected \$135 thousand in court revenue for 2023. Current trends suggest lower collections for 2024.
 - e. License and permits total \$114,847, projection on target at 18.5%. Permits and inspection fees alone account for 89.2% of the category revenue. Drainage reviews are currently at \$10,550.
 - f. Alarm registrations are \$18,600, 74.4% of the annual budget projection. This represents \$3,650 lower last YTD. Annual alarm registrations prove to be beneficial in maintaining up-to-date emergency information for individual properties.
 - g. Interest revenue is \$82,448, 22.0% of the budget, and at a significant increase of \$39,923 more than last YTD.
2. The city allocated \$7,695,485 as operating with an additional \$2,462,900 as capital programming. Total expenditures are \$1,586,113, 15.6% of budget and 1.4% less than last YTD. Operating expenditures are \$1,544,201, at 20.1% of budget and 8.2% more than last YTD.
 3. Divisions and categories that are currently trending higher in expenditures are as follows:
 - a. Police Services at \$727,992 or 27.8% due to the practice of providing two months of service payments at the beginning of the year as agreed for adequate MVPD operational cash flow.
 - b. Fire Services at \$433,715 or 20.8%. representing 1.5 months of service payments at the beginning of the year for adequate VFD operational cash flow.
 - c. Public Works at \$61,698 or 19.4% due to traffic signal repair and tree removal services.

4. Capital expenditures at \$41,912 or 1.7% due to the timing of this report. The following capital projects are scheduled for the current year.
 - a. 96" Stormwater Replacement CIP – This project will be completed in the spring.
 - b. Other projects include Williamsburg, Bothwell Way, Windermere Outfall Project, Smithdale Landscape/Sidewalk, Community Beautification, and traffic signals.
5. The budget adopted the use of \$917,964 in reserved cash and is supporting a portion of the \$2,462,900 in capital programs. In 2023, the preliminary/unaudited revenue over expenditures was approximately \$1.1 million, increasing the fund balance to nearly \$5.0 million. Note that fund balance remains unaudited, and a portion is restricted for specific uses, such as court-restricted Funds.

Debt Service Fund

	Prior YTD	Budget	Month	YTD
Total Revenues	\$882,843	\$896,050	\$125,679	\$831,399
Total Expenditures	\$839,075	\$885,050	\$0	\$857,450
Over/(Under)	\$43,768	\$11,000	\$125,679	(\$26,051)

6. Revenues are \$831,399, 92.8% of the budget, with \$824,463 from property tax collections. The adopted rate designated for interest and sinking is \$0.028633 as the requirement to finance the annual bond debt. The budget incorporates a 99% collection rate based on trends from past collection years.
7. Expenditures are \$857,450, 96.9% of the budget, as debt service principal payment payments are semiannual.
 - a. Two Principal payments were disbursed, \$420,000 for GO Series 2015 and \$400,000 for GO Series 2017.
 - b. In addition, payments of interest due include \$9,575 for GO Series 2015 and \$27,050 for GO Series 2017. The city is obligated to pay the remaining \$24,425 in interest by August. Current debt obligations are scheduled through 2027.
8. Although revenues are under expenditures by \$26,051, debt service restricts a portion of cash to support fund balance. The budget projects an end-the-year reserve estimated at \$205K with a for the debt service fund.

FOR MORE INFORMATION: This summary report is based on detailed information generated by the City's Administration. If you have any questions or would like additional information on this report, please contact city administration at 713-230-8703.



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: February 29, 2024

GENERAL FUND SUMMARY

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	6,169,888	6,930,156	963,845	6,522,674	94.1%	407,482
SALES TAXES	115,813	485,725	54,734	98,111	20.2%	387,614
FRANCHISE TAXES	67,001	387,887	22,702	45,404	11.7%	342,483
COURT REVENUE	18,790	135,000	11,690	16,656	12.3%	118,344
PERMITS & INSPECTIONS	66,086	622,150	50,749	114,847	18.5%	507,303
ALARM REGISTRATIONS	22,250	25,000	7,000	18,600	74.4%	6,400
GOVERNMENTAL CONT. (METRO)	0	136,500	0	0	0.0%	136,500
PILOT FEES (KINKAID)	65,500	95,000	10,815	31,004	32.6%	63,996
INTEREST	42,525	374,000	42,700	82,448	22.0%	291,552
TOTAL OPERATING	6,567,852	9,191,418	1,164,235	6,929,743	75.4%	2,261,675
OTHER NON-OPERATING PROCEEDS	25,000	49,000	10,815	31,004	63.3%	18,496
TOTAL NON-OPERATING	25,000	49,000	10,815	31,004	63.3%	18,496
TOTAL REVENUES	\$6,592,852	\$9,240,418	\$1,175,051	\$6,960,747	75.3%	\$2,280,171
EXPENDITURES						
<u>PUBLIC SERVICE DIVISION</u>						
POLICE SERVICES	714,117	2,622,267	210,475	727,992	27.8%	1,894,275
FIRE SERVICES	380,181	2,081,832	173,486	433,715	20.8%	1,648,117
SANITATION COLLECTION	45,810	595,563	48,285	48,285	8.1%	547,278
OTHER PUBLIC SERVICES	2,513	36,900	1,306	1,306	3.5%	35,594
PUBLIC SERVICE DIVISION	1,142,621	5,336,562	433,552	1,211,298	22.7%	4,125,264
<u>OPERATIONS</u>						
CONTRACT SERVICES	57,712	475,500	40,595	40,719	8.6%	434,781
BUILDING SERVICES	48,153	302,200	31,872	36,066	11.9%	266,134
GENERAL GOVERNMENT	145,581	1,228,060	92,533	191,879	15.6%	1,036,181
MUNICIPAL COURT	5,462	35,510	2,266	2,541	7.2%	32,969
PUBLIC WORKS	27,395	317,650	38,420	61,698	19.4%	255,952
OPERATION DIVISIONS	284,303	2,358,920	205,687	332,904	14.1%	2,026,016
TOTAL PUBLIC & OPERATING	\$1,426,924	\$7,695,482	\$639,239	\$1,544,201	20.1%	\$6,151,281
<u>NON-OPERATING</u>						
CAPITAL PROGRAMS	182,286	2,462,900	33,912	41,912	1.7%	2,420,988
TOTAL NON-OPERATING	182,286	2,462,900	33,912	41,912	1.7%	2,420,988
TOTAL EXPENDITURES	\$1,609,211	\$10,158,382	\$673,151	\$1,586,113	15.6%	\$8,572,269
REVENUE OVER/(UNDER) EXPENDITURES	4,983,642	(917,964)	501,900	5,374,634		



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: February 29, 2024

GENERAL FUND REVENUES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>Tax Collection</u>						
10-4101 Property Tax (M&O)	6,169,888	6,930,156	963,845	6,522,674	94.1%	407,482
<i>Unearned/Adjusted</i>	0	0	0			0
<i>Total Property Tax :</i>	<u>6,169,888</u>	<u>6,930,156</u>	<u>963,845</u>	<u>6,522,674</u>	<u>94.1%</u>	<u>407,482</u>
10-4150 Sales Tax	115,813	485,725	54,734	98,111	20.2%	387,614
Total Tax Collection:	6,285,701	7,415,881	1,018,579	6,620,785	89.3%	795,096
<u>Permits & Inspections</u>						
10-4203 Plat Reviews	1,750	9,750	0	0	0.0%	9,750
10-4205 Contractor Registration	2,700	10,650	720	1,590	14.9%	9,060
10-4206 Drainage Reviews	5,950	50,000	4,500	10,550	21.1%	39,450
10-4207 Permits & Inspection Fees	54,936	550,000	45,529	102,707	18.7%	447,293
10-4208 Board of Adjustment Fees	750	1,750	0	0	0.0%	1,750
Total Permits & Inspections:	66,086	622,150	50,749	114,847	18.5%	507,303
<u>Municipal Court</u>						
10-4300 Court Fines	17,004	126,000	11,145	15,572	12.4%	110,428
10-4301 Building Security Fund	625	3,000	191	379	12.6%	2,621
10-4302 Truancy Prevention	638	3,000	195	387	12.9%	2,613
10-4303 Local Municipal Tech Fund	510	2,950	156	310	10.5%	2,640
10-4304 Local Municipal Jury Fund	13	50	4	8	15.5%	42
Total Municipal Court:	18,790	135,000	11,690	16,656	12.3%	118,344
<u>Investment Income</u>						
10-4400 Interest Revenue	42,525	374,000	42,700	82,448	22.0%	291,552
Total Investment Income:	42,525	374,000	42,700	82,448	22.0%	291,552
<u>Agencies & Alarms</u>						
10-4508 SEC-Registration	22,250	25,000	7,000	18,600	74.4%	6,400
Total Agencies & Alarms:	22,250	25,000	7,000	18,600	74.4%	6,400
<u>Franchise Revenue</u>						
10-4602 Cable Franchise	20,808	85,153	0	0	0.0%	85,153
10-4605 Power/Electric Franchise	45,403	272,419	22,702	45,404	16.7%	227,015
10-4606 Gas Franchise	0	25,000	0	0	0.0%	25,000
10-4607 Telephone Franchise	0	3,515	0	0	0.0%	3,515
10-4608 Wireless Franchise	790	1,800	0	0	0.0%	1,800
Total Franchise Revenue:	67,001	387,887	22,702	45,404	11.7%	342,483
<u>Donations & In Lieu</u>						
10-4702 Kinkaid School Contribution	65,500	95,000	0	0	0.0%	95,000
10-4703 Metro Congested Mitigation		136,000	0	0	0.0%	136,000
10-4704 Intergovernmental Revenues		500	0	0	0.0%	500
10-4705 Ambulance		48,000	0	17,988	37.5%	30,012
10-4800 Misc Income	25,000	1,000	0	0	0.0%	1,000
10-4803 CIP Cost Share		0	8,948	8,948		(8,948)
10-4804 Credit Card Fees		0	1,868	4,069		(4,069)
Total Donations & In Lieu:	90,500	280,500	10,815	31,004	11.1%	249,496
Total Revenue Received	6,592,852	9,240,418	1,164,235	6,929,743	75.0%	2,310,675
<i>FY21: Unearned Adjusted</i>	0	0	0	0		0
TOTAL REVENUES:	\$6,592,852	\$9,240,418	1,164,235	6,929,743	75.0%	\$2,310,675



Piney Point Village TEXAS

Statement of Revenue & Expenditures
For Month Ended: February 29, 2024

GENERAL FUND EXPENDITURES

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE DIVISION</u>						
<u>Community Events</u>						
10-510-5001	Community Celebrations	6,000			0	5,000
10-510-5002	Public Relations	15,000	0	0	0.0%	15,000
	Community Events:	21,000	0	0	0.0%	15,000
<u>Police Services</u>						
10-510-5010	MVPD Operations	2,525,700	210,475	631,425	25.0%	1,894,275
10-510-5011	MVPD Auto Replacement	46,667	0	46,667	100.0%	0
10-510-5012	MVPD Capital Expenditure	49,900	0	49,900	n/a	0
	Police Services:	2,622,267	210,475	727,992	27.8%	1,894,275
<u>Miscellaneous</u>						
10-510-5020	Miscellaneous	0	0	0	n/a	0
	Total Miscellaneous:	0	0	0	n/a	0
<u>Sanitation Collection</u>						
10-510-5030	Sanitation Collection	578,520	47,338	47,338	8.2%	531,182
10-510-5031	Sanitation Fuel Charge	17,043	947	947	5.6%	16,096
	Sanitation Collection:	595,563	48,285	48,285	8.1%	547,278
<u>Library Services</u>						
10-510-5040	Spring Branch Library	1,500			0.0%	1,500
	Library Services:	1,500	0	0	0.0%	1,500
<u>Street Lighting Services</u>						
10-510-5050	Street Lighting	14,400	1,306	1,306	9.1%	13,094
	Street Lighting Services:	14,400	1,306	1,306	9.1%	13,094
<u>Fire Services</u>						
10-510-5060	Villages Fire Department	2,081,832	173,486	433,715	20.8%	1,648,117
	Fire Services:	2,081,832	173,486	433,715	20.8%	1,648,117
	TOTAL PUBLIC SERVICE:	\$5,336,562	\$433,552	\$1,211,298	22.7%	\$4,119,264

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICE DIVISION</u>							
10-520-5101	Grant Administration	0	0			n/a	0
10-520-5102	Accounting/Audit	0	25,000	0	0	0.0%	25,000
10-520-5103	Engineering	25,891	220,000	17,363	17,363	7.9%	202,637
10-520-5104	Legal	16,113	100,000	6,221	6,221	6.2%	93,780
10-520-5105	Tax Appraisal-HCAD	13,589	63,000	17,012	17,012	27.0%	45,988
10-520-5107	Animal Control	240	2,300	0	124	5.4%	2,176
10-520-5108	IT Hardware/Software & Support	1,285	41,200	0	0	0.0%	41,200
10-520-5110	Mosquito Control	595	24,000			0.0%	24,000
TOTAL CONTRACT SERVICE DIVISION:		\$57,712	\$475,500	\$40,595	\$40,719	8.6%	\$434,781
<u>BUILDING SERVICE DIVISION</u>							
<u>Building & Inspection Services</u>							
10-530-5108	Information Technology	1,307					
10-530-5152	Drainage Reviews	23,668	103,000	12,610	12,610	12.2%	90,390
10-530-5153	Electrical Inspections	1,305	15,000	1,980	1,980	13.2%	13,020
10-530-5154	Plat Reviews	0	500	0	0	0.0%	500
10-530-5155	Plan Reviews	4,000	50,000	4,000	4,000	8.0%	46,000
10-530-5156	Plumbing Inspections	1,890	18,000	2,790	2,790	15.5%	15,210
10-530-5157	Structural Inspections	3,060	30,000	3,600	3,600	12.0%	26,400
10-530-5158	Urban Forester	7,840	45,000	3,600	6,400	14.2%	38,600
10-530-5160	Mechanical Inspections	540	8,500	900	900	10.6%	7,600
Building and Inspection Services:		43,610	270,000	29,480	32,280	12.0%	237,720
<u>Supplies and Office Expenditures</u>							
10-530-5204	Dues & Subscriptions	0	500	0	0	n/a	500
10-530-5207	Misc Supplies		1,000	350	350	n/a	650
10-530-5209	Office Equipment & Maintenance		500	0	0	n/a	500
10-530-5210	Postage		900	0	0	n/a	900
10-530-5215	Travel & Training		300	0	0	n/a	300
Supplies and Office Expenditures:		0	3,200	350	350	n/a	2,850
<u>Insurance</u>							
10-530-5403	Credit Card Charges	4,543	29,000	2,042	3,436	n/a	25,564
Insurance:		4,543	29,000	2,042	3,436	n/a	25,564
TOTAL BUILDING SERVICE DIVISION:		\$48,153	\$302,200	\$31,872	\$36,066	11.9%	\$266,134

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>GENERAL GOVERNMENT DIVISION</u>							
<u>Administrative Expenditures</u>							
10-540-5108	Information Technology	400	22,000	1,297	3,184	n/a	18,816
10-540-5201	Administrative/Professional Fe		0	0	2,155	#DIV/0!	(2,155)
10-540-5202	Auto Allowance/Mileage	1,192	7,200	787	1,348	18.7%	5,852
10-540-5203	Bank Fees	598	3,000	66	169	5.6%	2,831
10-540-5204	Dues/Seminars/Subscriptions	334	3,600	97	139	3.9%	3,461
10-540-5205	Elections	375	3,000	(75)	300	10.0%	2,700
10-540-5206	Legal Notices	0	3,500	0	0	0.0%	3,500
10-540-5207	Miscellaneous	0	5,000	0	348	7.0%	4,652
10-540-5208	Citizen Communication	1,738	5,000	2,336	2,336	46.7%	2,664
10-540-5209	Office Equipment & Maintenance	625	10,000	308	308	3.1%	9,692
10-540-5210	Postage	360	2,000	9	27	1.4%	1,973
10-540-5211	Meeting Supplies	725	7,500	0	217	2.9%	7,283
10-540-5212	Rent/Leasehold/Furniture	22,131	146,000	14,515	29,029	19.9%	116,971
10-540-5213	Supplies/Storage	2,145	10,000	1,922	2,375	23.7%	7,626
10-540-5214	Telecommunications	1,510	16,000	1,685	2,226	13.9%	13,774
10-540-5215	Travel & Training	0	3,000	0	0	0.0%	3,000
10-540-5216	Statutory Legal Notices	180	1,500	0	0	0.0%	1,500
	Administrative Expenditures:	32,312	248,300	22,948	44,162	17.8%	204,138
<u>Wages & Benefits</u>							
10-540-5301	Gross Wages	63,230	662,745	45,053	90,624	13.7%	572,121
10-540-5302	Overtime/Severance	316	20,809	73	438	2.1%	20,371
10-540-5303	Temporary Personnel	3,302	0	0	0		0
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	6,046	50,035	3,413	8,516	17.0%	41,519
10-540-5310	TMRS (City Responsibility)	8,402	138,135	16,159	16,159	11.7%	121,976
10-540-5311	Payroll Process Exp-Paychex	433	4,000	228	860	21.5%	3,141
	Wages & Benefits:	81,729	875,724	64,925	116,597	13.3%	759,127
<u>Insurance</u>							
10-540-5353	Employee Insurance	30,449	88,836	4,660	31,120	35.0%	57,716
10-540-5354	General Liability		10,000	0	0	0.0%	10,000
10-540-5356	Workman's Compensation		4,000	0	0	0.0%	4,000
	Insurance:	30,449	102,836	4,660	31,120	30.3%	71,716
<u>Other</u>							
10-540-5403	Credit Card Charges (Adm)	1,091	1,200	0	0	n/a	1,200
10-540-5710	Intergovernmental Expenditure		0				
	Intergovernmental:	1,091	1,200	0	0	n/a	1,200
	TOTAL GENERAL GOVERNMENT DIVISION:	\$145,581	\$1,228,060	\$92,533	\$191,879	15.6%	\$1,036,181

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT DIVISION</u>						
<u>Supplies & Office Expenditures</u>						
10-550-5207 Misc Supplies		250	0	0	n/a	250
10-550-5211 Meeting Supplies		2,000	0	0	n/a	2,000
10-550-5215 Travel & Training	0	1,750	500	500	n/a	1,250
Supplies and Office Expenditures:	0	4,000	500	500	n/a	3,500
<u>Insurance</u>						
10-550-5353 Employee Insurance		0			n/a	0
Insurance:	0	0	0	0	n/a	0
<u>Court Operations</u>						
10-550-5403 Credit Card Charges	212	6,510	766	1,041	16.0%	5,469
10-550-5404 Judge/Prosecutor/Interpreter	5,250	25,000	1,000	1,000	4.0%	24,000
Court Operations:	5,462	31,510	1,766	2,041	6.5%	29,469
TOTAL MUNICIPAL COURT DIVISION:	\$5,462	\$35,510	\$2,266	\$2,541	7.2%	\$32,969
<u>PUBLIC WORKS MAINTENANCE DIVISION</u>						
<u>Supplies & Office Expenditures</u>						
10-560-5108 Information Technology		0	0	765		(765)
10-560-5207 Misc Supplies		500	0	0	n/a	500
10-560-5213 Office Supplies		0			n/a	0
10-560-5215 Travel & Training		1,000	0	0	n/a	1,000
Supplies and Office Expenditures:	0	1,500	0	765	n/a	735
<u>Insurance</u>						
10-560-5353 Employee Insurance		0			n/a	0
Insurance:	0	0	0	0	n/a	0
<u>Maintenance & Repair</u>						
10-560-5501 Public Works Maintenance	100	0			n/a	0
10-560-5501 TCEQ & Harris CO Permits	21,739	1,850	0	1,656	89.5%	194
10-560-5504 Landscaping Maintenance	0	165,000	11,190	22,380	13.6%	142,620
10-560-5505 Gator Fuel & Maintenance	0	1,000	0	0	0.0%	1,000
10-560-5507 Traffic Control	0	15,000	9,057	10,113	67.4%	4,887
10-560-5508 Water Utilities	641	2,800	392	392	14.0%	2,408
10-560-5509 Tree Care/Removal	0	16,000	4,580	13,060	81.6%	2,940
10-560-5510 Road/Drainage Maintenance	0	1,500	0	0	0.0%	1,500
10-560-5515 Community Beautification	4,507	100,000	10,975	10,975	11.0%	89,025
10-560-5516 Equipment Maintenance	408	3,000	0	131	4.4%	2,869
10-560-5517 Street Maintenance	0	10,000	2,226	2,226	22.3%	7,775
Maintenance and Repair:	27,395	316,150	38,420	60,933	19.3%	255,217
TOTAL PUBLIC WORKS DIVISION:	\$27,395	\$317,650	\$38,420	\$61,698	19.4%	\$255,952

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY PROGRAMS</u>						
<u>General Capital / Maintenance Programs</u>						
10-570-5602		0				0
10-570-5606		0			n/a	0
10-570-5701		0			n/a	0
10-570-5702		0			n/a	0
10-570-5703		0			n/a	0
10-570-5806		0			n/a	0
	0	0	0	0	n/a	0
<u>Major Capital / Maintenance Programs</u>						
		0			n/a	0
10-570-5808	0	0			n/a	0
10-580-5809	42,982	0	2,928	2,928	n/a	(2,928)
10-580-5810	123,824	0	24,090	32,090		
10-580-5811	15,480	2,462,900				
10-580-5821		0				
10-580-5822		0				
10-580-5823		0				
10-580-5824		0				
10-580-5825		0	6,894	6,894		
10-580-5826		0				
		0				
	182,286	2,462,900	33,912	41,912	n/a	(2,928)
TOTAL CAPITAL OUTLAY PROGRAMS:	\$182,286	\$2,462,900	\$33,912	\$41,912	1.7%	(\$2,928)
TOTAL EXPENDITURES:	\$1,609,211	\$10,158,382	\$673,151	\$1,586,113	15.6%	\$6,142,353



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: February 29, 2024

DEBT SERVICE FUND

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	855,590	881,050	121,823	824,463	93.6%	56,587
<i>Unearned/Adjusted</i>	<i>0</i>	<i>0</i>		<i>0</i>		<i>0</i>
<i>Total Property Tax :</i>	<i>855,590</i>	<i>881,050</i>	<i>121,823</i>	<i>824,463</i>	<i>93.6%</i>	<i>56,587</i>
INTEREST	27,253	15,000	3,857	6,936		8,064
TOTAL OPERATING	882,843	896,050	125,679	831,399	92.8%	64,651
TOTAL REVENUES	\$882,843	\$896,050	\$125,679	\$831,399	92.8%	\$64,651
EXPENDITURES						
TAX BOND PRINCIPAL	790,000	820,000	0	820,000	100.0%	0
TAX BOND INTEREST	48,325	61,050	0	36,625	60.0%	24,425
FISCAL AGENT FEES	750	4,000	0	825	20.6%	3,175
OPERATING EXPENDITURES	839,075	885,050	0	857,450	96.9%	27,600
TOTAL EXPENDITURES	\$839,075	\$885,050	\$0	\$857,450	96.9%	\$27,600
REVENUE OVER/(UNDER) EXPENDITURES	43,768	11,000	125,679	(26,051)		

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Kinkaid Payments (Revised)

After reviewing Kinkaid's accounting, it was determined that they had fulfilled their promise and provided an additional \$500.

The first contribution received from Kinkaid in recent years was FY2021. It was agreed upon in a gentlemen's agreement in December of that year for \$49,000.

	<u>Fiscal Year</u>	<u>Deposit</u>	<u>Deposit Amount</u>
First Deposit	For FY2018-21	12/2021	\$49,000.00

In October of 2022, a mitigation agreement was reached. The agreement stated that Kinkaid was to make payments in lieu of property tax for certain elective and discretionary payments that were not made between 2018 and 2021. The agreement stipulated two payments of \$65,500. These payments were made in October 2022 and January 2023. Additionally, it was agreed that \$95,000 would be contributed annually, no later than the end of January of each calendar year. The first \$95,000 annual payment scheduled for FY2023 was actually received in October 2022.

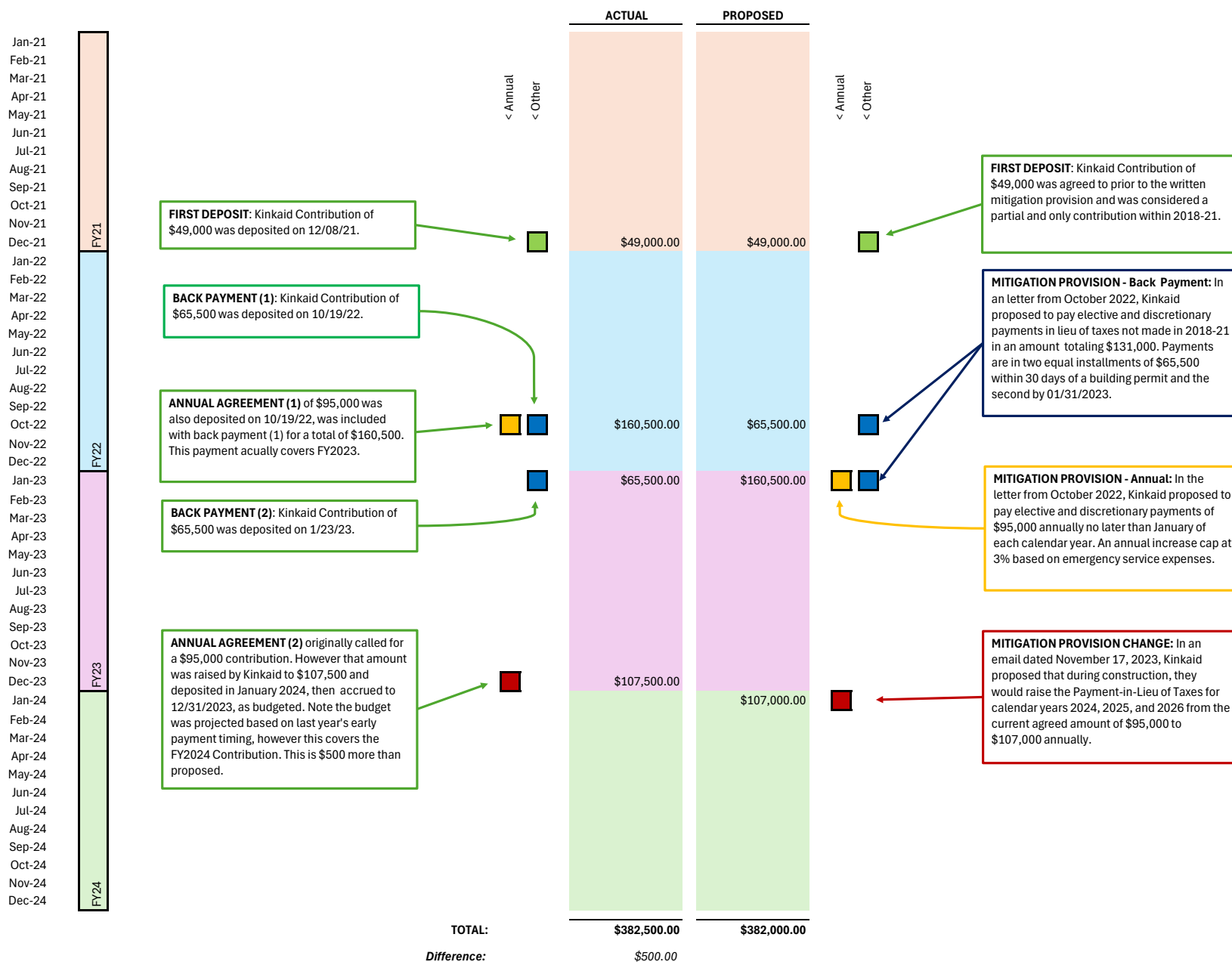
	<u>Fiscal Year</u>	<u>Deposit</u>	<u>Deposit Amount</u>
Back-Payment (1)	For FY2018-21	10/2022	\$65,500.00
Annual Agreement (1)	For FY2023	10/2022	\$95,000.00
Back-Payment (2)	For FY2018-21	1/2023	\$65,500.00

In November 2023, Kinkaid agreed to increase the annual Payment-in-Lieu to \$207,000 for the years 2024, 2025, and 2026. However, Kinkaid mentioned that they would review the payment amount after 2026 to decide whether to continue paying more than the agreed-upon \$95,000 annually. The actual payment received and deposited was \$107,500.

	<u>Fiscal Year</u>	<u>Deposit (accrued)</u>	<u>Deposit Amount</u>
Annual Agreement (2)	For FY2024	12/2023	\$107,500.00

See the attached timeline of actual and expected Kinkaid contributions.

A Timeline of Actual and Expected Kinkaid Contribution



FIRST DEPOSIT: Kinkaid Contribution of \$49,000 was deposited on 12/08/21.

BACK PAYMENT (1): Kinkaid Contribution of \$65,500 was deposited on 10/19/22.

ANNUAL AGREEMENT (1) of \$95,000 was also deposited on 10/19/22, was included with back payment (1) for a total of \$160,500. This payment actually covers FY2023.

BACK PAYMENT (2): Kinkaid Contribution of \$65,500 was deposited on 1/23/23.

ANNUAL AGREEMENT (2) originally called for a \$95,000 contribution. However that amount was raised by Kinkaid to \$107,500 and deposited in January 2024, then accrued to 12/31/2023, as budgeted. Note the budget was projected based on last year's early payment timing, however this covers the FY2024 Contribution. This is \$500 more than proposed.

FIRST DEPOSIT: Kinkaid Contribution of \$49,000 was agreed to prior to the written mitigation provision and was considered a partial and only contribution within 2018-21.

MITIGATION PROVISION - Back Payment: In an letter from October 2022, Kinkaid proposed to pay elective and discretionary payments in lieu of taxes not made in 2018-21 in an amount totaling \$131,000. Payments are in two equal installments of \$65,500 within 30 days of a building permit and the second by 01/31/2023.

MITIGATION PROVISION - Annual: In the letter from October 2022, Kinkaid proposed to pay elective and discretionary payments of \$95,000 annually no later than January of each calendar year. An annual increase cap at 3% based on emergency service expenses.

MITIGATION PROVISION CHANGE: In an email dated November 17, 2023, Kinkaid proposed that during construction, they would raise the Payment-in-Lieu of Taxes for calendar years 2024, 2025, and 2026 from the current agreed amount of \$95,000 to \$107,000 annually.

**City of Piney Point Village
Monthly Tax Office Report
February 29, 2024**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,078,699,308

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

		Current 2023 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Original Levy 0.25514	\$	7,602,266.60	\$ -	\$ 7,602,266.60
Carryover Balance		-	142,575.84	142,575.84
Adjustments		252,726.95	(5,553.93)	247,173.02
Adjusted Levy		7,854,993.55	137,021.91	7,992,015.46
Less Collections Y-T-D		7,337,270.83	(3,081.81)	7,334,189.02
Receivable Balance	\$	<u>517,722.72</u>	\$ <u>140,103.72</u>	\$ <u>657,826.44</u>

C. COLLECTION RECAP:

		Current 2023 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Current Month:				
Base Tax	\$	1,073,236.93	\$ (328.93)	\$ 1,072,908.00
Penalty & Interest		12,522.52	236.92	12,759.44
Attorney Fees		-	64.79	64.79
Other Fees		-	-	-
Total Collections	\$	<u>1,085,759.45</u>	\$ <u>(27.22)</u>	\$ <u>1,085,732.23</u>

		Current 2023 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Year-To-Date:				
Base Tax:	\$	7,337,270.83	\$ (3,081.81)	\$ 7,334,189.02
Penalty & Interest		12,522.52	397.44	12,919.96
Attorney Fees		-	64.79	64.79
Other Fees		28.14	-	28.14
Total Collections	\$	<u>7,349,821.49</u>	\$ <u>(2,619.58)</u>	\$ <u>7,347,201.91</u>

Percent of Adjusted Levy		<u>93.57%</u>		<u>93.54%</u>
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MONTHLY TAX OFFICE REPORT
Tax A/R Summary by Year
February 29, 2024

YEAR	BEGINNING BALANCE AS OF 12/31/2023	ADJUSTMENTS	COLLECTIONS	ENDING BALANCE AS OF 02/29/2024
22	\$ 34,483.77	\$ (4,777.04)	\$ (2,541.38)	\$ 32,248.11
21	25,589.37	(542.17)	(305.71)	25,352.91
2020	16,377.43	-	-	16,377.43
19	16,339.74	-	-	16,339.74
18	10,157.48	(234.72)	(234.72)	10,157.48
17	4,616.54	-	-	4,616.54
16	4,546.52	-	-	4,546.52
15	4,154.86	-	-	4,154.86
14	3,771.63	-	-	3,771.63
13	3,443.45	-	-	3,443.45
12	2,672.50	-	-	2,672.50
11	3,180.89	-	-	3,180.89
10	3,007.68	-	-	3,007.68
09	2,737.28	-	-	2,737.28
08	2,491.47	-	-	2,491.47
07	2,455.76	-	-	2,455.76
06	2,365.71	-	-	2,365.71
05	75.13	-	-	75.13
04	63.95	-	-	63.95
03	44.68	-	-	44.68
02	-	-	-	-
	<u>\$ 142,575.84</u>	<u>\$ (5,553.93)</u>	<u>\$ (3,081.81)</u>	<u>\$ 140,103.72</u>



March 19, 2024

Mr. Bobby Pennington
City of Piney Point Village
7676 Woodway, Suite 300
Houston, Texas 11063

Re: Request for Payment – S. Country Squire Storm Sewer Point Repair & Green Oaks Ditch
Regrading
City of Piney Point Village, Texas
HDR Job No. 10391487

Dear Mr. Pennington:

Please find the attached invoice for payment for the above referenced project from T Construction, LLC. We have reviewed the invoice numbered #2024-006-01 and per previous discussion, recommend payment in the amount of \$33,730.00.

Please feel free to contact me at 713-622-9264 if you have any questions regarding this request.

Sincerely,

HDR Engineering, Inc.

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

Joseph Moore, P.E., CFM
City Engineer

Enclosures



T Construction, LLC

Houston, TX 77015

Invoice

Date	Invoice #
2/27/2024	2024-006-01

Bill To
CITY OF PINEY POINT-HDR 4828 LOOP CENTRAL DRIVE SUITE 800 HOUSTON, TX 77081

Ship To
CITY OF PINEY POINT-HDR 4828 LOOP CENTRAL DRIVE SUITE 800 HOUSTON, TX 77081

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
2024-006	Due on receipt	YSV	2/6/2024			2024-006 S. COUNTRY SQU...

Quantity	Item Code	Description	U/M	Price Each	Amount
60	678	24" HDPE STORM SEWER INCLUDING BEDDING AND BACKFILL	LF	150.00	9,000.00
60	677	REMOVE EXISTING STORM SEWER, ALL SIZES, ALL DEPTHS	LF	30.00	1,800.00
2	679	CONCRETE COLLAR, INCLUDING CONCRETE, REINFORCING, FORMWORK,	EA.	2,500.00	5,000.00
60	680	ROOT PRUNING TRENCH	LF	50.00	3,000.00
220	681	REGRADE EXISTING DITCH, INCLUDING BOTH CUT AND FILL AS NECESSARY TO ACHIEVE PROPOSED ELEVATIONS AS INCLUDED IN THE EXHIBIT	LF	15.00	3,300.00
1	682	HYDROMULCH DISTURBED AREAS	LS	1,800.00	1,800.00
110	683	CULVERT CLEANING	LF	25.00	2,750.00
590	684	CLEANING AND TV 30 INCH	LF	12.00	7,080.00

				Total	\$33,730.00
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March 19, 2024

Ms. Michelle Yi
City of Piney Point Village
7676 Woodway, Suite 300
Houston, Texas 77063

Re: Request for Payment
West Dana Lane Asphalt Stabilize and Lift (582-581 & 566-565 West Dana Lane)
City of Piney Point Village
HDR Job No. 10391487

Dear Ms. Yi:

Please find the attached invoice for payment for the above referenced project from URETEK USA, Inc. This invoice is for the asphalt pavement stabilize and lift at approximately 582-581 West Dana Lane and 566-565 West Dana Lane. We have reviewed the invoice numbered 30892 and recommend payment in the amount of \$37,671.78.

Sincerely,

HDR Engineering, Inc.

Cole Kocmick, E.I.T., CFM
Project Coordinator

Enclosures

cc: Robert Vera – URETEK USA, Inc.
Jeinny E. Alvarado – URETEK USA, Inc.





URETEK USA, INC.

PO Box 1929
Tomball, TX 77377
888-287-3835
<https://uretekusa.com/>

INVOICE

BILL TO
The City of Piney Point Village
7676 Woodway Dr. Suite 300
Houston, TX 77063

SHIP TO
The City of Piney Point Village
7676 Woodway Dr. Suite 300
Houston, TX 77063

INVOICE 30892
DATE 03/08/2024
TERMS Net 30
DUE DATE 04/07/2024

SALES REP
97 - Robert Vera

PROJECT #
24TX97003

ITEM NO	DESCRIPTION	QUANTITY	RATE	EXTENDED COST
1200	URETEK 486Star Polymer Injection (LBS)	4,872.582	6.50	31,671.78
MOB	Mobilization (Lump Sum)	1	6,000.00	6,000.00

Dana Lane - Stabilize and lift.
Period: 03/04/24-03/06/24

SUBTOTAL	37,671.78
TAX	0.00
TOTAL	37,671.78
BALANCE DUE	\$37,671.78

Banking Information
Payment Method: ABA Routing#: 075905787
Bank Name: First Business Bank
Account Number: 1610-599-51
Federal Tax ID:42-1329866

UPDATE ON SCHOOL ZONES

TO: Mayor and City Council

FROM: R. Pennington, City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Report on the Review of School Zones

Summary:

The city is currently conducting a review of all school zones to evaluate their safety measures. This involves a thorough examination of the existing signage and an improvement of flashing beacons. The aim is to increase driver awareness and ensure proper safety enforcement, leading to reduced speed limits and enhanced safety for children and pedestrians near schools. This includes the installation of specially marked signs, improved pavement markings, and other traffic calming devices to alert drivers. In Texas, school zone speed limits are typically enforced before and after the school day, with increased fines for speeding. These laws are designed to protect children who are more vulnerable to accidents.

Status:

The staff has contacted all public and private schools to seek their feedback and cooperation in assessing each school zone, including making improvements to the flashing beacons. The city attorney is currently drafting an ordinance concerning the school zones, while the engineering department is reviewing the signage and school zone areas to see how safety features can be installed, and proper signage can be put in place. A few partners have already expressed their willingness to participate in the program.

TO: City Council

FROM: Joe Moore, City Engineer

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on a request to publicly advertise and bid the 2023 Paving Improvements Project.

Agenda Item: 8

Summary

HDR has completed the design for the 2023 Paving Improvements Project and is currently coordinating with the MVWA to review the plans and provide any comments. The design is complete, pending any further comments from the MVWA. HDR anticipates being ready to publicly advertise the project prior to the April Council meeting and is requesting Council authorization to publicly advertise and bid the project for construction.

Attachments:

TO: City Council

FROM: Joe Moore, City Engineer

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on the Engineer's Report.

Agenda Item: 9

Summary

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 96-inch CMP Replacement Project, Williamsburg, Green Oaks, Wendover, other various maintenance projects, and future projects.

Attachments:

Engineer Report.



Engineer's Status Report
City of Piney Point Village
HDR Engineering, Inc.

City Council Meeting Date: March 25, 2024
Submit to City: March 21, 2024

CURRENT PROJECTS:

1. 96-inch CMP Replacement Project

The Contractor hydromulched the project area on 3/18/2024 completing the last remaining item on the punchlist. HDR requested that the Contractor submit their project closeout paperwork which includes warranties, one-year maintenance bond, release of claims and liens, etc. Upon receipt and verification of completion by HDR, those items will be submitted to the City for project closeout. HDR will continue to remind the Contractor to submit this paperwork. Approximately \$246,000 is still owed the Contractor include payment for items installed and retainage. The Contractor has not submitted a correct invoice for payment of items installed and the release of retainage will not be completed until all project closeout paperwork is received.

2. Williamsburg/Wendover Drainage Improvements

A Notice to Proceed for construction will be issued for March 25, 2024. The Contractor anticipates working on Williamsburg from that date until the beginning of May, and then moving to 11411 Wendover completing the entire project by the beginning of June. A pre-construction meeting between the City, HDR, and the Contractor as well as a pre-construction meeting with HDR, the Contractor, and Williamsburg residents have been held. HDR will provide updates on construction progress as the project moves forward.

City Council previously requested that HDR review the condition of concrete panels on South and North Country Squire. This is in response to complaints received from 11125 North Country Squire regarding standing water in the street. HDR will be identifying panels recommended for replacement and will provide those recommendations along with our a proposed cost from the Contractor to City Council for consideration and possible action for inclusion in the Williamsburg project by change order.

3. South Country Squire

HDR has attempted to Contact the homeowner at 11010 South Country Squire multiple times to notify them about the impending storm sewer point repair to occur underneath their west driveway and determine if they want the City to replace the driveway with plain grey concrete. To-date of this report, no response has been provided by the homeowner. Additionally, City Council previously requested that HDR obtain a proposal for a surveyor to determine the limits of the South Country Squire right-of-way in relation to the existing cypress trees. We are awaiting the proposal and will provide an update to the City as soon as it is received.



4. Memorial Drive Clean & TV

HDR previously informed the City Council that there may be a root blockage located in the storm sewer on the west side of Memorial between Greenbay and South Country Squire but noted that there was some confusion in the material provided from the TV contractor with regards to the location of the blockage. HDR coordinated with the TV contractor and after additional clarification determined that there is not additional root blockage in this segment of storm sewer. No additional work is necessary at this time.

5. 2023 Paving Improvement Project

HDR and the City held a resident design informational meeting earlier this month. The questions and input provided by the residents did not warrant a design change. HDR is currently coordinating with the MVWA on review of the plans, specifically the storm sewer improvements in the cul-de-sac of Green Vale Drive. The project design is almost complete pending any further direction with the MVWA. A separate agenda item has been included in requesting Council authorization to advertise and bid the 2023 Paving Improvements Project.

The anticipated project schedule is as follows:

- Request Council approval to Advertise for bidding: March 25th, 2024
- Bid Opening & Award: April/May2024
- Construction Begin: May/June 2024
- Construction Completion: August 2024

6. COH Windermere Outfall Repair Project

NO UPDATE. The previously report included the following: The City of Houston also submit a 100% set of the plans and contract document for HDR to review. HDR returned comments on the 100% set of plans on January 3, 2024 and has not received any response to our comments. A revised ILA was submitted by the COH to Piney Point Village for review and execution. There are several items to be discussed on this ILA.

7. Dana Lane

Uretex completed the proposed subgrade compaction and pavement lifting near 566 and 582 W. Dana Lane. The pavement grades were improved significantly. After review of the project, HDR has recommended payment of the invoice submit by Uretex. This request for payment has been submitted to the City by HDR.

8. School Zones Improvements

HDR was asked to review the current signage at the City's four school zones for conformance to current TxMUTCD standards and provide recommendations for proposed improvements at each school zone. HDR is currently working on this task and will provide an update at the next Engineer's Meeting for review and discussion.

9. St. Francis Update

An as-built was submitted to the City for the St. Francis project and was returned to the City with no objections on March 21, 2024. HDR is currently addressing concerns expressed by two South Cheska residents regarding the drainage and elevation of the St. Francis property as well as grading of the property "gained" by the shifting of the common fence.



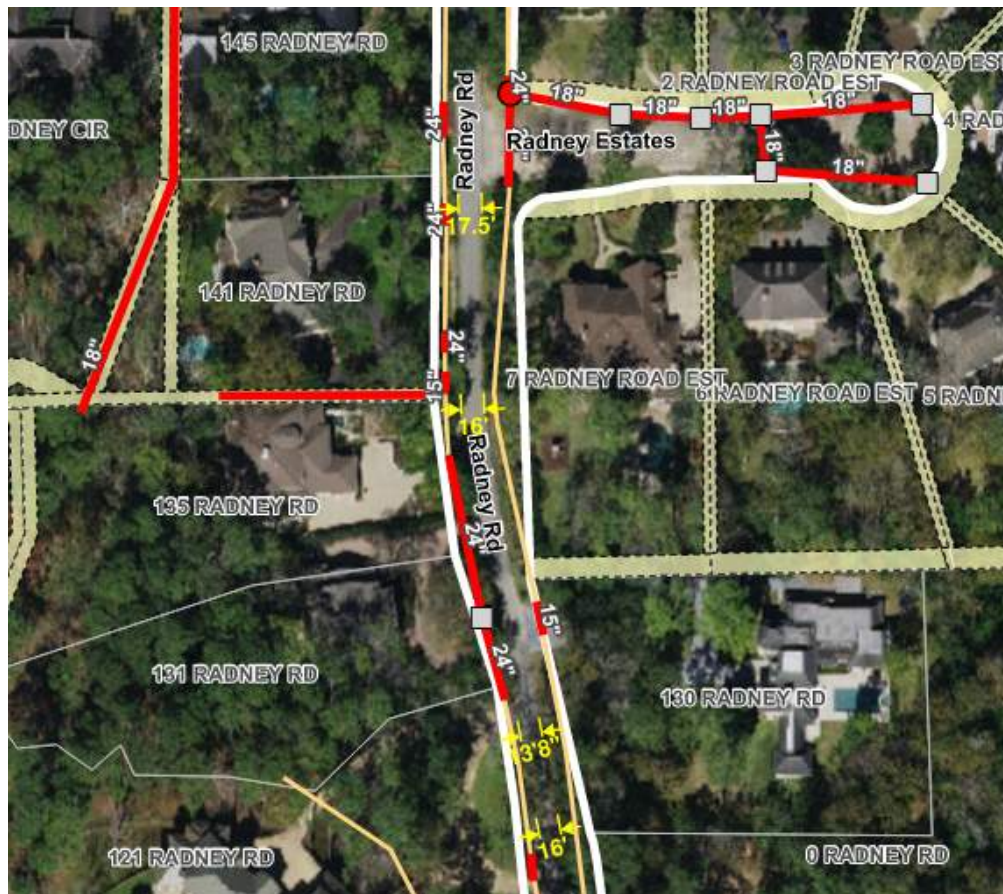
10. 9A Woods Edge

HDR has reviewed the as-built drawing for 9A Woods Edge on two occasions (1/19/2023 and 5/3/2023) each time providing several comments back to the developer's engineer/surveyor. The last as-built submittal included eight comments. The City has held several conversations and meetings with the developer of the new home at 9A Woods Edge. During these meetings the developer has indicated that they do not intend of making any field revisions to address the comments. HDR and the City have informed the developer that these comments must be addressed in order to receive a permanent Certificate of Occupancy. One comment is regarding apparent fill in the floodplain of Buffalo Bayou. Based on the elevations provided in the as-built drawing, it appears there are a significant number of final elevations that exceed the proposed elevations, some in excess of 3-feet. A copy of the as-built review with the addition of elevations show on the permitted drainage plan will be distributed at the meeting. In additional to as-built review comment response letters, HDR provided a letter to the owner dated 1/9/2024 on this subject matter (see attached).

HDR strongly recommends that no permanent Certificate of Occupancy be issued and this violation of City, Harris County Flood Control District, and FEMA regulation be resolved as soon as possible.

11. Radney Road

The City has received complaints on the narrow width of Radney Road south of Radney Circle. HDR measured the street width in these areas. The following exhibit illustrates the measurements taken:









FUTURE PROJECTS FOR CONSIDERATION:

12. Chuckanut Lane Drainage Improvements

Councilman Dodds and HDR met with residents on Chuckanut to discuss the opportunity for a resident cost share storm sewer project. Generally there is some interest a project. HDR and Councilman Dodds will be providing a letter to obtain official interest in the project. An update will be provided to City Council based on the responses received from residents on willingness to participate in a cost share project.

13. Memorial Drive (Greenbay to San Felipe) Roadway Reconstruction

14. Soldiers Creek Sidewalk (Holidan Way to White Pillars)

15. Shadow Way Drainage Improvements

16. List of Potential Storm Sewer Cost Share Projects

- Innisfree
- Jamestown
- Piney Point Circle (if made public)
- Wendover



January 9, 2024

Yoni Sade
9A Woods Edge Lane
Piney Point Village, Texas 77024

Re: On-Going Services
As-Built Review of 9A Woods Edge Lane
Piney Point Village, Texas
HDR Job No. 10361768

Dear Mr. Sade,

Through discussions with the City Building Official, it is our understating that the development at the above reference property has been completed and is currently occupied with a Temporary Certificate of Occupancy. While Temporary Certificates of Occupancy are normally issued to provide sufficient time for issues with plan reviews and inspections to be resolved, it appears that the development at this property has experienced delays in addressing permitting issues, and the Temporary Certificate of Occupancy for this property has expired.

One of the outstanding items in order for the property to receive a Final Certificate of Occupancy is the final As-Built Survey. The As-Built Survey revision last received by the City on 4/25/2023 and returned with comments on 5/3/2023 shows many finished grade and retaining wall elevations that are higher than the existing and proposed finished grade elevations provided on the last approved drainage plan with letter of no objections from the City dated 6/25/2022. Based on these finished grade elevations provided on the As-Built Survey, it appears a net fill has occurred within the 100-year floodplain from pre-development of the property to post-development. This is not compliant with the City Piney Point Village, Harris County Flood Control District, and FEMA regulations and can have adverse impacts to the floodplain and other properties within the floodplain.

It has also been stated that the higher finished grade elevations in question are merely a result of reestablishing existing grades that eroded in August 2017 during floodwaters on Buffalo Bayou during and after Hurricane/Tropical Storm Harvey. However, the existing grades documented in the drainage plan and used for the cut/fill floodplain mitigation calculations were based on a property survey sealed and dated 1/3/2014, prior to any possible erosion on the property that could have occurred as a result of Hurricane/Tropical Storm Harvey. Therefore, the grade elevations included on the As-Built Survey must match the proposed finished grade elevations as included on the last approved drainage plan with letter of no objections from the City dated 6/25/2022.



It is imperative that this issue is resolved in a timely manner to ensure there are no adverse impacts caused by the failure to adhere to the FEMA Regulations, City's drainage criteria, and the City's Code of Ordinances. Once this is addressed, a new As-Built Survey should be provided to the City for review.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink that reads "Aaron Croley".

Aaron Croley, P.E., CFM
Project Engineer

Enclosures

cc: Annette Arriaga – City of Piney Point Village



TO: Mayor and City Council

FROM: R. Pennington; City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on approval of the minutes for the Regular Session Council Meeting held on February 26, 2024.

Agenda Item: M1

Informational Summary

The following is the draft of minutes from the regular council meeting held on Monday, February 26, 2024.

Recommendation

Staff recommends approving minutes from the council meeting on February 26, 2024.

MINUTES OF A CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, FEBRUARY 26, 2024, 6:00 P.M. AT ECCLESIA CHURCH, 325 PINEY POINT ROAD, PINEY POINT VILLAGE, TEXAS.

Councilmembers Present: Mayor Mark Kobelan, Michael Herminghaus, Dale Dodds, Joel Bender, Aliza Dutt, and Jonathan Curth.

City Representatives Present: Bobby Pennington, City Administrator; David Olson, City Attorney; Solace Southwick, Police Commissioner; James Huguenard, Police Commissioner; Ray Schultz, Police Chief; Zeb Nash, Fire Commissioner; Howard Miller, Interim Fire Chief; Joe Moore, City Engineer.

I. Call To Order

- At 6:00 p.m., Mayor Kobelan declared a quorum and called the meeting to order.
- Council led the Pledge of Allegiance to the United States of America Flag.

II. Citizens Wishing to Address Council

- Solace Southwick is calling for a truce or understanding among election candidates regarding the placement and limitation of political yard signs.

III. NEW BUSINESS

1. Consideration and possible action on the Memorial Villages Police Department Monthly Report: a.) Update on activities, b) Review and presentation of the 2023 Racial Profiling Data Report, c) Update Regarding E-Bike Regulation, d) Consideration and possible action on employee insurance coverage for April 1, 2024, through March 31, 2025, including health, vision, and dental in partnership with the Memorial Villages Police Department and the City of Bunker Hill Village, Texas.

- In the month of January, the MVPD responded to and handled a total of 1,014 calls and incidents for Piney Point Village alone. Additionally, 626 house watch checks were conducted, and 117 citations were issued, with 243 as warnings during this period.
- The MVPD has completed and presented its annual report on racial profiling. In 2023, the department conducted 7,734 traffic stops across all cities. During these stops, the driver's race was unknown in 99.5% of cases. The data shows no evidence of a pattern of race-based traffic stops, arrests, searches, or citations issued within the department.
- The department is currently working forward on policy recommendations for e-bike regulations.
- Regarding employee health insurance coverage, Alliant was able to negotiate with BCBS and lower the original renewal offer received from 19.3% (\$121,262) to 11.6% (\$73,012). However, this reduction is subject to MVPD renewing the dental coverage with BCBS for the 2024-2025 plan year.
- Councilmember Bender moved to approve employee insurance coverage for April 1, 2024, through March 31, 2025, including health, vision, and dental, in partnership with the Memorial Villages Police Department and the City of Bunker Hill Village, Texas. The motion was seconded by Herminghaus.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

2. Consideration and possible action on the Village Fire Department Monthly Report: a) Update on activities, b) Statement of year-end financials (unaudited).

- In January, VFD responded to 250 incidents across all the villages in the service area, with an average response time of 4 minutes and 19 seconds.
- VFD representatives distributed the report material in the meeting. The electronic version of the agenda packet included an unaudited report on the VFD financials. After the audit is completed, a final report will be presented with comments taken into consideration.
- No further action was taken.

3. Consideration and possible action on a revised resolution to establish a joint election with Spring Branch

Independent School District for the General Municipal Election on May 4, 2024, designating a change in early voting venue.

- The staff recommended a revised Resolution of Order for the General Municipal Election on May 4, 2024, due to the conditions at 7676 Woodway.
- The early voting polling place will be located at 325 Piney Point Road. Voting will take place from April 22 to April 26, 2024, between 8:00 a.m. and 4:00 p.m. In addition, early voting is scheduled for April 29 and April 30, 2024, from 7:00 a.m. to 7:00 p.m.
- Councilmember Herminghaus moved to approve a revised Resolution of Order, calling to establish a joint election with Spring Branch Independent School District for the General Municipal Election on May 4, 2024, as Resolution 2024.02. The motion was seconded by Bender.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

4. Consideration and possible action to request proposals for landscape installation of Greenbay landscape design near Hedwig Road.

- The city is seeking proposals from qualified vendors to complete the Landscape Project on Greenbay Street and is requesting sealed bids. This process will reach out to vendors for proposals and give public notice in the Memorial Examiner.
- The council requested that the exhibit design be available on the city website.
- Councilmember Bender moved to approve the request for proposals on landscape installation of Greenbay landscape design near Hedwig Road. The motion was seconded by Dodds.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

5. Consideration and possible action on a three-year extended agreement with EZ-Task that includes a redesign of the website.

- Councilmember Bender moved to approve a three-year extended agreement with EZ-Task that includes a redesign of the website. The motion was seconded by Dodds.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

6. Consideration and possible action on the purchase and planned placement of school zone flashing beacons.

- The Council requested that staff review all school zones, assess signage, and explore school participation options for public and private schools.
- The item has been postponed for further discussion.

7. Consideration and possible action on the monthly report presented by the Mayor.

- No action taken.

8. Consideration and possible action on the City Administrator's Monthly Report, including but not limited to a) Financial Related Items, (Financial Report – January 2024, Property Tax Report, Disbursements); b) Signage for Greenbay Crosswalk; c) Update on Current Specific Use Permit Projects.

- The Council has requested staff follow up on correcting dates in the Tax-Accessor's Property Tax Report. Additionally, they have requested to view the year-end financials, which will show The Kinkaid School contribution accrual in FY2023.
- The Council discussed and provided staff direction for improved signage at the Greenbay crosswalk.
- The Council discussed delays with SFEC SUP, and specific issues related to drainage and lighting.
- Councilmember Bender moved to approve disbursements as presented. The motion was seconded by Dodds.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

9. Consideration and possible action on the Engineer's Report.

- During the discussion, Monzer Hourani addressed the issue of drainage and landscaping along South Piney Point Road.
- No action was taken.

10. Consideration and possible action on approval of the Regular Session Meeting Minutes held on January 22, 2024.

- Councilmember Bender moved to approve the meeting minutes from January 22, 2024, as presented. The motion was seconded by Herminghaus.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.

11. Discuss and consider possible action on any future agenda items, meeting dates, and similar matters.

- There are three meetings scheduled in March: a beautification meeting on March 11th, an engineering meeting on March 13th, and a regular council meeting on March 25th.
- March 29 is a City Holiday in observation of Good Friday.

IV. EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE

16. The City Council executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.071, Consultation with City Attorney and Section 551.072, Real Estate Property. Section 551.074.

- The council convened into executive session at 8:31 p.m.
- The council reconvened into the regular public meeting at 8:51 p.m.

17. Consideration and possible action on items discussed in the Executive Session.

- Councilmember Bender moved to approve the termination contract at 7676 Woodway. The motion was seconded by Herminghaus.
 - AYES: Herminghaus, Dodds, Bender, Dutt, and Curth.
 - NAYS: None.
- The motion carried.
- No other formal action was taken from the Executive Session.

V. ADJOURNMENT

18. Adjourn.

- Councilmember Bender made a motion for adjournment, seconded by Councilmember Herminghaus.
- Mayor Kobelan adjourned the meeting at 8:51 p.m.

PASSED and APPROVED, this 25th day of March 2024.

Mark Kobelan, Mayor

ATTEST:

Robert Pennington, City Secretary

TO: Mayor and City Council

FROM: R. Pennington; City Administrator

MEETING DATE: March 25, 2024

SUBJECT: Consideration and possible action on approval of the minutes for the Special Session Council Meeting held on March 7, 2024.

Agenda Item: M2

Informational Summary

The following is the draft of minutes from the special council meeting held on Thursday, March 7, 2024.

Recommendation

Staff recommends approving minutes from the council meeting on March 7, 2024.

**MINUTES OF A CITY OF PINEY POINT VILLAGE SPECIAL COUNCIL MEETING THURSDAY, MARCH 7, 2024,
5:00 P.M. AT ECCLESIA CHURCH, 325 PINEY POINT ROAD, PINEY POINT VILLAGE, TEXAS.**

Councilmembers Present: Mayor Mark Kobelan, Michael Herminghaus (5:23 PM), Dale Dodds, Joel Bender, Aliza Dutt, and Jonathan Curth (6:00 PM).

City Representatives Present: Bobby Pennington, City Administrator; David Olson, City Attorney; Zeb Nash, Fire Commissioner; Howard Miller, Interim Fire Chief; Joe Moore, City Engineer; Henry Kollenberg, Fire Commissioner (Nomination); Margaret Rohde, Candidate Councilmember.

I. CALL TO ORDER

- At 5:23 PM, Herminghaus arrived, providing for the two-thirds majority of members on a special called meeting. Mayor Kobelan declared a quorum and called the meeting to order.

II. PLEDGE OF ALLEGIANCE

- Council led the Pledge of Allegiance to the United States of America Flag.

III. CITIZENS WISHING TO ADDRESS COUNCIL

- No comments were made during the first call. However, Kelly Raley requested to speak and was offered time at 6:00 PM. She voiced her concern about the placement of political yard signs in the public rights-of-way.

IV. NEW BUSINESS

➔ **The order of discussion for items 1 and 2 of New Business changed, as reflected below.**

2. Consideration and possible action on the appointments of the Commissioner and the Alternate Commissioner representing Piney Point Village on the Village Fire Department Board of Commissioners.

- The Council thanked Zeb Nash for his 14 years of service on the Fire Commission.
- Councilmember Bender motioned to appoint Henry Kollenberg as the Fire Commissioner for the Village Fire Department commencing March 21. The motion was seconded by Councilmember Herminghaus.
 - AYES: Herminghaus, Dodds, Bender, and Dutt.
 - NAYS: None.
- The motion carried.

1. Consideration and possible action on the proposed lease for City Hall, Court, and Office Facilities at 7660 Woodway.

- The item was further discussed in the Executive Session.

VI. EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE

➔ **The order of discussion for items 5 and 6 of the Executive Session was advanced, as reflected below.**

5. The City Council executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.071, Consultation with City Attorney and Section 551.072, Real Estate Property.

- The council convened into executive session at 5:26 p.m. under Section 551.072, Real Estate Property.
- The council reconvened into the regular public meeting at 5:33 p.m.

6. Consideration and possible action on items discussed in Executive Session.

- Councilmember Bender motioned to authorize the mayor to sign the lease offer for City Hall,

Court, and Office Facilities at 7660 Woodway, subject to final. The motion was seconded by Councilmember Herminghaus.

- The City Attorney clarified that if there are any final changes to the version presented, it will be approved by the Council at a later meeting. It was agreed that immediate authorization was necessary to speed up the timing of the transaction.
- AYES: Herminghaus, Dodds, Bender, and Dutt.
- NAYS: None.
- The motion carried.

➔ **At 5:34, the council meeting was adjourned from further formal council-related actions. The meeting was further paused to make way for the 6:00 PM scheduled Town Hall meeting on drainage and paving programmed on the agenda.**

V. TOWN HALL MEETING

3. **Presentation, consideration, and possible action on the 2023 Paving Improvements Project for the City of Piney Point Village, including Green Oaks Drive, Innisfree Lane, Tokeneke Trail, and Williamsburg Drive.**

- Councilmember Curth joins the meeting at 6:00 p.m.
- During the presentation by The City Engineer, a few residents raised concerns and asked questions related to the paving issues in their locality. The City Engineer, Council, and staff present provided satisfactory answers to all queries.

4. **Presentation, consideration, and possible action on the Greenvale Drainage Repair Project.**

- During the City Engineer's presentation, a few residents asked questions related to the drainage improvements on Greenvale. The City Engineer, Council, and staff present provided satisfactory answers to all queries.

VII. ADJOURNMENT

Councilmember Bender moved for a final adjournment, seconded by Councilmember Herminghaus. Mayor Kobelan adjourned the meeting at 7:04 p.m.

PASSED and APPROVED, this 25th day of March 2024.

Mark Kobelan, Mayor

ATTEST:

Robert Pennington, City Secretary