



# City of Piney Point Village

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

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

## **THE CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING MONDAY, MAY 20, 2019**

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR MEETING ON MONDAY, MAY 20, 2019 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

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

### **PLEDGE OF ALLEGIANCE**

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

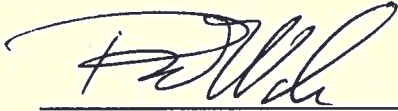
1. Discuss and take possible action on the MVPD monthly report
2. Discuss and take possible action on the VFD monthly report
3. Discuss and take possible action on Annual Audit presentation
4. Discuss and take possible action on St. Francis SUP
5. Discuss and take possible action on accepting Piney Point Circle as a public street
6. Discuss and take possible action on renewal of mowing contract with Westco
7. Discuss and take possible action on payment to DRC for Hurricane Harvey debris removal
8. Discuss and take possible action on installation of stop signs or other traffic control device at the intersection of Beinhorn Road and North Piney Point Road

9. Discuss and take possible action on the Kinkaid School's landscaping plan for the six-foot fence to be installed on the west side of the main entrance
10. Discuss and take possible action on beautification project at the intersection of Memorial Drive and North Piney Point Road
11. Discuss and take possible action on the construction of a temporary fence at 18 Windermere
12. Discuss and take possible action on the Mayor's monthly report, including but not limited to:
  - Arrowwood Circle – one-way loop
  - Mike Peloquin recognition
  - Distinguished Public Service Award
13. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:
  - April 2019 Financials
  - Budget meeting dates
14. Discuss and take possible action on the City Engineer's monthly report
15. Discuss and take possible action on proposal to survey #2 White Pillars
16. Discuss and take possible action on the minutes of the April 22, 2019 Council Meeting and the May 8, 2019 Special Meeting
17. Discuss and take possible action on any future agenda items, meeting dates, etc.
18. **EXECUTIVE SESSION:** The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property and pursuant to Section 551.074 of the Texas Government Code
19. Action outside of Executive Session to include the appointment of special council in litigation with Huff and Mitchell
20. Adjourn

#### **CERTIFICATION**

I certify that a copy of the May 20, 2019 agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in Compliance with Chapter 551, of the Texas Government Code on May 17, 2019.





---

Roger Nelson  
City Administrator

In compliance with the Americans with Disabilities Act, the City of Piney Point Village will provide for reasonable accommodations for persons attending City Council meetings. This facility is wheelchair accessible and accessible parking spaces are available. To better serve you, your requests should be received 48 hours prior to the meeting. Please contact Karen Farris, City Secretary, at 713-782-0271. The City Council reserves the right to adjourn into a Closed Executive Session at any time under the Texas Government Code, Section 551.071, to consult with an attorney.

CLASSIC CREST



## MEMORIAL VILLAGES POLICE DEPARTMENT NOTICE OF REGULAR MEETING

Notice is hereby given of a Regular Meeting of the Board of Commissioners of the Memorial Villages Police Department, a combined police department of the Cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village, Texas, to be held at 6:00 PM, on, May 13, 2019 in the

Memorial Villages Police Department  
11981 Memorial Drive  
Houston, Texas 77024

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

### AGENDA

- a. Citizen Comments – At this time, any person may speak to the Police Commission. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, the Police Commission may only respond by giving a statement of specific factual information or by reciting existing policy. The Police Commission may not deliberate or vote on the matter, but it may be recessed for a future meeting.
- b. Approval of Minutes Update, discussion and possible action.
  1. April 8<sup>th</sup> meeting, as recorded.
  2. April 9<sup>th</sup> Special Meeting Draft Revised Minutes – Informational purposes only.
- c. Financial Report - Update, discussion and possible action.
  1. FY 2019 Budget Review and Discussion.
  2. Motion for the Emergency Purchase of Radio Circuit Board.
  3. FY20 Proposed Budget Presentation.
- d. Committee Reports - Update, discussion and possible action.
  1. Finance Committee
    - a. Recommendation on the Creation of Building Improvement Fund.
  2. I.T. Committee
    - a. Virtual Gate Project – Continued Results of Flock Testing.
    - b. Paladin Drone Presentation.
- e. New Business – Update, discussion and possible action.
  1. Consideration of City of Piney Point Village Resolution 19.04.22 regarding the use of Cameras and Technology to Improve Public Safety in MVPD villages.
- f. Chief's updates – Overview of monthly reports.
  1. Calls/Incidents/House Watch Checks
  2. Officer Time Committed Service
  3. Total Incidents
  4. Burglary Maps
  5. Recruiting/Hiring Metrics
  6. VFD Assist Response Times



- g. Updated Policies – Update, discussion and possible action.
1. Special Order 19-003 Response Times.
  2. Special Order 19-004 Collection Money Bond Receipts.
- h. Executive Session - It is anticipated that all, or a portion of the discussion of the following items will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on this item until the Commission reconvenes in open session.
1. Discussion and possible action regarding Police Chief's Compensation under the personnel exception Texas Governmental Code §551.074.
  2. Discussion and possible action regarding Procedures Related to Accounting Disclosures under the legal advice exception Texas Governmental Code §551.071.
  3. Discussion and possible action related to the modification of the Inter-local Agreement concerning the amount authorized for intra-fund budgetary transfers by the Commission, under the legal advice exception Texas Governmental Code §551.071.
- i. Suggestions for future agenda items - Discussion of the agenda for the next Commission meeting and the meeting schedule.

#### Adjournment

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

---

Raymond Schultz, Chief of Police  
Memorial Villages Police Department

POSTED: 5 / 2019 @ 11981 Memorial Drive at 0:00 a.m.  
(date) (time)

City of Bunker Hill Village

Jay Smyre, Chairman  
Keith Brown, Commissioner  
William Murphy, Alt. Commissioner

City of Hunters Creek Village

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

City of Piney Point Village

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

Chief of Police Raymond Schultz

Legal Counsel John Hightower

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



## **MEMORIAL VILLAGES POLICE DEPARTMENT**

### **Minutes of the Police Commission Meeting**

**April 8, 2019, 6:00 p.m.**

A quorum was established, and Commissioner Smyre called the April 8, 2019 meeting to order at 6:00 p.m. at the Memorial Villages Police Department, 11981 Memorial Drive, Houston TX 77024.

In attendance were:

**From the Commission:**

City of Piney Point

Commissioner Huguenard

Commissioner Southwick

Alt. Commissioner Ebeling

City of Hunters Creek

Commissioner Hamilton

Commissioner Reichel

City of Bunker Hill

Commissioner Smyre

Commissioner Brown

**Absent:**

Alt. Commissioner Johnson

Alt. Commissioner Murphy

**From Memorial Village PD**

Chief of Police, Raymond Schultz

Finance Manager, Victoria Bowman

Office Manager, Maureen Loud

**Guests**

Flock - Bailey Quintrell & Daniel Lewis

**Legal Counsel**

John Hightower

## **MINUTES**

At 6:00 p.m. Commissioner Smyre called the meeting to order and stated that a quorum of the Commission was present and asked if there are any citizen comments.

**a. Citizen Comments**

None

Commissioner Smyre stated that we would move to item 3, I.T. Committee and the Flock presentation as they are here tonight.

**b. Approval of Minutes**

Motion was made by Commissioner Brown and seconded by Commissioner Hamilton to approve the March 18th Minutes as recorded. The commission voted unanimously to approve the Minutes as presented.

**c. Financial Report**

Mrs. Bowman presented Financial Report stating that the Department has completed the first quarter of the fiscal year. The department has received 33% of its appropriation and have expended 21%. Last year at this time we were at 20% and had 4 vacancies, this year we currently have 2 vacancies. There are no unusual expenditures that occurred, however, there was an emergency repair order needed due to the malfunction of the radio system circuit board that the Chief will discuss in his update. The estimated cost for that repair was \$5,900 we have not been invoiced as of yet, but the projection is reflected in the Contingency line item.

Mrs. Bowman is anticipating that we will exceed the Workers Compensation and Personal Property Insurance Liability line items based on our current rates. The onsite audit is scheduled to begin on Monday and all items required have been loaded into the Audit box. The OPEB report is expected to be delivered this month, are there any questions? Commissioner Hamilton asked what is next on the budget process? Chief Schultz stated that they have to set up a meeting with the Finance Committee. Victoria has started to run some preliminary numbers and he has done some review on this and roughly did some numbers on M&O at 4.8% which is lower than he thought it would be and Karen Glynn has recommended he take a closer look at this. Total preliminary numbers are at 6.6% but a lot of that increase is based on capital as this year we spent existing capital to supplement our vehicles, so that would have to come back in. The numbers are looking good thus far for having a good working FY20 budget.

Mrs. Bowman commented that we did get an email today from FEMA and we are in the final stages of project review. She would like to note the FY20 budget doesn't include any funding for retiree's health insurance. Chief Schultz stated that this is a discussion that needs to be had.

Commissioner Smyre stated that based on their timetable that Jim did 2 months or so ago. We would have a presentation on the budget next meeting and then the following 2 weeks will be the city counsel meetings. Is there a feeling that we will be able to meet this timeframe? Commissioner Huguenard commented that he thought this was modified in the last meeting. As there was a handout that was given relative to the budget approval process, which gave them another month, Chief Schultz commented that we are on time and Commissioner Hamilton confirmed that they will be able to meet before the next commission meeting and have something available.

#### **d. Committee Reports**

**Finance Committee** – Commissioner Huguenard stated there was nothing to add on this subject.

**Personnel Committee** – Commissioner Brown stated that there was nothing to add from what we talked about at last month's meeting.

#### **I.T. Committee**

##### **a. Virtual Gate Project – Flock Test & Evaluation of Single Camera**

Chief Schultz opened the presentation by stating that we are fortunate, as we've been working on the Virtual Gate project for the last couple of years we've reached out to and have had Schrader Engineering working with us for quite a while. We have been looking at and investigating solutions in coming up with and using an ALPR technology for the villages. One of the



companies we were introduced to as part of the pre-work that was assigned to the Tri-Cities Public Safety Committee as they were working on this project was Flock Technology. They came and did a presentation to the City Managers when the project was still with them and they liked what they saw, and Flock agreed to come back and install a unit in the villages. I'm pleased to announce that the unit is installed, and it is live and working today. We have worked with Austin and have access to TCIC and are getting downloads every 4 hours, we were able to finalize all this today and so the representatives from Flock would like to talk about their system and pricing. This is a pay-as-go system that you aren't making a large investment in the infrastructure and hardware that may be outdated 6 months after you buy it. It is a single source solution, there are no additional contracts for communications, it is all tied into a single unit. They will show you the live system which is operational today.

Bailey Quintrell announced he and Daniel Lewis are here tonight from Flock. Flock Safety is out of Atlanta, Georgia. One of the founders experienced an increase in property crime in their neighborhood and the Atlanta Police suggested the best thing to do would be to install Tag Readers to help them solve crimes. We looked at Tag Readers and were surprised at the price. Not just of the cameras but of the infrastructure required to support them. They needed power, internet, poles and trenching has to be done, and being a couple of engineers, we thought we could build something to accomplish the same effect with a lot less cost, mostly by focusing on the infrastructure part. We built a solar powered, cellular wireless camera that reads license plates and gets a lot of other information from the pictures (Daniel handed around a camera for the Commission to see). The goal is to provide the evidence that police need to reduce crime, we can do that with this camera.

A couple of unique things about our approach, the cameras are free, it is a cloud-based service so there is no infrastructure required at the Police Department. The images are stored, we use Amazon web services for our cloud infrastructure, so there are no servers being stored here, all you need is internet and a computer to access. The way the system works, if there is a break-in and a neighbor's Doorbell Camera sees a suspicious vehicle in the driveway in the street at the time of the break-in. Now we might have a vehicle description, the time and a camera in a neighborhood in the city so we have evidence for the police to go on and we try to find evidence for the police to use that may be able to help them solve the crime. He showed how you could do a search of the system using the date and the time of the crime. During that period of time it showed there were 414 vehicles, if the Doorbell Camera showed there was a truck, we can also filter the system to only pull up trucks, this resulted in 92 vehicles. The camera showed it was a white truck. You can also filter by color which resulted in 49 vehicles. This allows the investigator to very quickly go from 414 vehicles at the beginning of the search to 49 by using what matches the descriptions and running the tags to have actual evidence. This is the first scenario; another example might be; where we have a license plate that for some reason is suspicious. We may only have a few characters, we can search a partial number and it will bring up the results. We can get images of vehicles that don't have license plates or have paper plates. Traditional LPR or license plate readers only get an image if the car has a real reflective license plate. Their cameras are motion triggered, because we know that there are a lot of cars that are doing bad things, that have no license plate or paper plate, this is one of the unique differences.

Every vehicle that goes by, it saves several images when the car passes the camera, if there is something particularly interesting to the Detective they can zoom in to see more detail and save the image to evidence management. Commissioner Ebeling asked if it would be able to read that

number no matter where it showed up in the license plate? Bailey responded, Yes, it is able to search "partial anywhere" within the license plate, we also do, "fuzzy search" if we look for a G it also searches for a 6, or i looks for 1 and l, so we are trying to be as inclusive as we can while still filtering out what we can. The license plate we searched was identified as being a Georgia plate so that isn't based off of DMV records, it is actually based on the image from the plate and through machine vision we are comparing that to what we know a Georgia plate looks like and calling it a Georgia plate, this also comes into play with High-Tech alerts which we will talk about next.

He explained that this showed daytime image which has full color. Chief Schultz interjected that the results also showed that this was the first time that that particular plate has been captured in the village. Therefore, if that vehicle comes in the villages regularly it will track on whether it is the first day or the tenth day in the villages. Bailey commented it is all about making it quicker to identify who might be suspicious. Night time footage will show just the plate, infrared emitters on the camera allow it to pick up just the reflection off of the plate, he confirmed that at night they have had readings of a paper plate but it would have to have really good tag lights and probably a suspicious vehicle with a paper plate is probably not going to have real good tag lights at nighttime. It doesn't have enough information at nighttime to pick up color or model.

They showed live footage of the camera at South Piney Point, it shows the "first day" in the neighborhood that Chief mentioned. You can filter by bicycle and pull up that information and bring up their image. When an event happens, we have a license plate we are trying to figure out where it has been and when, the other part of the system is real time notifications. They get a list from the state TCIC of all the "hot tags" in the country. That way every tag is getting compared against that list for stolen cars, stolen tags, arrest warrants and several other things. We would then provide an alert when that car passes by a camera so that police can chose to respond.

The cameras are name based on the direction of where it is so when you get an alert you will know what direction it came from. As an example, not in this area, but camera 1 was located at Riverside Parkway Southbound at I20, so they know where it was coming from. The area where this footage was taken is a high crime part of the county near Atlanta and the cameras are oriented to box cameras in. So, if someone goes by the camera and they don't go by the other one, you then know that the suspect is still in the general area. That way the police can grid it off and find the suspect/car. When an alert comes through, this tool (webpage) can be in the officer's vehicle, in dispatch. It is pretty flexible so whoever needs to get notification can. As the alert comes through, there is a pop-up and it makes a sound that until acknowledged and the green box shows the most recent. If you click on the image it will bring up the whole image of the car, so the officer knows what to be looking for. If you hit Master Camera it will bring up Google Maps to where the camera is, so they can quickly figure out where to go.

He mentioned detecting states, and it is more useful for "high tag" notifications because you can have a plate in Texas and in Louisiana that has the same characters. So, if you search the entire "hot list" you get a lot of state mismatches. Where ABC123 Louisiana might be a wanted car but the Texas car is not. Since they can detect the state we can avoid that and just pass over the alerts from other states that match up. The good information still makes it through without all the noise the officers have to sort through. You can also choose to add Custom Hot Lists, this might be restraining orders that we want to be sure to know if that person enters the town. There may be other situations that Chief may want to add where this could come in handy. Chief Schultz stated that if a vehicle has been identified as being an active burglar, within our villages,

Hedwig or the City of Houston we can enter and create our own list, it wouldn't have to be a stolen vehicle. It would allow us to get notice right away, that if a car we are looking for enters the villages we would know.

Chief commented that a lot of locations are using it as well, when a person thinks they are being followed, the residents in a particular community know that the drive through this one area, call the police department and if the vehicle goes through we can drop their license plate into the list. They would be able to run that plate to see if it is truly somebody who is following them and getting ready to commit a crime. Places in Florida have set up zones like this for their residents and it has been very successful also in helping business owners. It has been used in stalking cases to prove whether someone has been following them and can be used in prosecution cases, such as an ex-spouse following them and a vehicle of the suspects vehicle following behind, and violation of a restraining order.

It is currently mounted on our radar trailer and is a mobile setup parked on the side of the road. It was put out there at 3p.m. this afternoon. The video showed it was picking up vehicles travelling in the opposite direction. On the left-hand side it shows more detail, it shows all the objects you can see in the picture. You can track it by image to image to put it all together. It tracks the vehicles day by day. Another feature that their customers use, is where residents can enter their plates and it will show up as "resident", to make the filtering easier, this is an optional feature.

They are a service model and not a purchase of cameras and we are an end-to-end provider. We install the camera's, we maintain them and as our software continues to improve our customers get those improvements without additional costs. That way our approach is as a service and not as a purchase. The camera has a cellular card built in, the storage of the provision cloud is included, we try to make it simple. There are some areas where we have cameras that are public and private, the department put in cameras in high crime areas that needed attention. And a lot of neighborhoods have purchased their own cameras, they make different models of cameras for different amounts of traffic. The alerts are based on privileged law enforcement information, so they cannot provide information to neighborhoods. So, they are happy for police to be getting alerts from the cameras they have installed in their neighborhoods. Commissioner Reichel asked for clarification; if a UPS truck enters a neighborhood and delivers a package that then gets stolen from the house, would you be able to see the car that follows behind it that picks up the package too? Yes, that is right.

The cost is \$2,000 per year per camera, this is all inclusive, installation, cellular data and footage. Commissioner Southwick asked about the privileged information belonging to the police department and asked; if Flock is served with a subpoena, such as a civil suit (divorce) and wants to know where their husband is going. How do you respond to that, can you protect the data that you have? Bailey explained that their contract is with their customer, whether it is a neighborhood or police department. Whoever their customer is, that customer owns the data, if we are subpoenaed we would have a hard time resisting it. The privileged portion is, who the plate belongs to, that information would be unavailable.

Commissioner Smyre asked, typically in the neighborhood where are these cameras installed in the neighborhood? Bailey responded that typically as an example, a cul-de-sac there would be a camera for "in" and a camera for "out" at the front of the street. Usually in large neighborhoods



they cover entrances first but may also have them in other areas. Commissioner asked, but are they installed on a street light, a tree? Bailey showed examples of where they have some of their cameras installed, he showed the poles that they will install that have the solar panel and the camera mounted. They also can install them on existing poles, light poles and such, the camera is tapped into power on those poles.

Jersey Village have 49 cameras and have had some successes, when they were in the installation phase they had a stolen car at the high school that we recovered. Later that morning they had another hit of that car on a tow truck leaving Jersey Village. Chief commented that when they were here last time, they installed one for the City Managers on a stop sign in the front of the police department here and were reading plates on Memorial, they can be installed anywhere. Bailey asked if there were any questions, Mrs. Loud asked how many tampering type issues have they had with the cameras they have installed? The response was, not much, less than what he thought they may have had. The way they handle this is, they include maintenance and warranty, so the first camera that may be damaged or stolen they will replace. If they were to have the same issue in the same place, they may move the camera or change the installation to make it harder for someone to access. They have had less than 5 issues across the country and they are located in 30 states.

Commissioner Hamilton asked Chief Schultz what is our vision on how this is going to work out? Chief Schultz responded, that in a perfect world the villages would pay for some of the main thoroughfares (everyone would benefit by that) and then it could be supplemented with individual neighborhoods that want to make an investment to protect their street, cul-de-sac and come up with a common platform that everything works together. This is a direction that we were given originally, it would create a virtual gate. The city could decide how many cameras they want to purchase, Chief Schultz stated that as we develop the budget, x number of cameras for a long-term proof of concept and then if the individual villages want to supplement with more, you can compartmentalize it. Which is better than the original Schrader proposal that was 3 million dollars and had no compartmentalization like this. Chief stated that we have taken a baby step today with the courtesy of Flock. Tomorrow he will have the I.T. Committee come back to dive into it a bit more. It has been published as a meeting, so anyone is welcome to come. It will be up to the I.T. Committee to decide which direction to go in.

Commissioner Smyre asked if there have been any issues with privacy? Bailey responded, they keep footage for a rolling 30 days and this helps protect privacy because 30 days is long enough to solve crime when it happens but not long enough that it feels like an invasion of privacy. Customers own the data, so they control what happens with it, whether that customer is a police department or a neighborhood they can decide whether or not to share the data. There are some Tag Reader companies that make a lot of money selling data, we do not do that, that is not us.

Commissioner Southwick asked what happens after the 30 days, it is in the Cloud, is it deleted and cannot be retrieved? Bailey responded, that is correct. Chief Schultz added, it would be up to us, if we are viewing video that has an evidentiary value in the police department. We would click on it and save it and move it over as evidence. Commissioner Southwick stated that this also answers her early question about subpoenas as, you would probably not get a subpoena within 30 days of that happening. Chief Schultz mentioned that there are some unique Texas Laws as to ALPR data and what is assessible and what is not.

Commissioner Ebeling asked if this were to happen, could the neighborhoods that get it ask to be tied in with the police department and would this be something we would want or allow? Chief Schultz responded, if this were to happen he would want to make it a city ordinance, if you install the cameras, you have to tie them to us, it would make it much more effective. Chief Schultz reminded the I.T. Committee that the meeting was posted for 10:00a.m. tomorrow. The Commission thanked Flock for their presentation.

Commissioner Smyre announced that we would go back to the agenda item b. approval of minutes. Once items b and c were discussed we then continued with item d3b I.T. Committee.

Chief Schultz mentioned that he did take the AT&T First Net information to the Memorial Chief's Association to see if they were interested in all of us going on the same system, so we could all see each other's assets. They all agreed it would be a good idea and have asked him to coordinate with AT&T to meet with all of them. It would be us, Hedwig, Spring Valley and Spring Branch ISD as they are also interested in this. What was perfect timing was an event that came in on Skeen Way a couple of weeks ago. The 911 call came to us, people found someone in their house when they woke up in the morning. Our dispatcher took the 911 call, but he had heard on the radio and knew that Hedwig's 2 units that were working were tied up on an accident on the east end of Hedwig. He saw one of our officers was at the corner and sent our unit out and they got there first and found the guy inside the house. If we could all see each other's assets all of the time it would make more sense. Chief stated that he has put some money in the FY20 budget to make this happen but if everyone would be on the same system and we could all maintain our own RMS system it would be just as part of the vehicle tracking that we could see each other's assets in our Dispatch Centers, hopefully Village Fire will do the same thing. If the villages would put their Public Works equipment in it would also show where their equipment/vehicles are.

It is open architecture that allows anybody who wants to make the investment to become part of the program. All they need to do is plug the system into the jack underneath the dashboard of the car and it uses GPS tracking on all the cars to track the location of the vehicle. Commissioner Hamilton asked if we were to do this, what happens to the old system? Chief explained the old system is a shareware that is a free system that would just go away.

Paladin Drones – Chief explained that last month he said this was not going to happen, but the Venture Capitalist that are supporting it decided to make the investment in the equipment and it is happening. This is very exciting because if this could happen someday, it could be married up with the ALPR System and there would be no question that this would be the safest community in the country. This is a company out of Colorado, two young men would like to come next month to talk to us. Using drone technology that originally was being developed for fire departments, a 911 call comes in and the drone automatically takes off (it is self-deployed) and goes overhead to let you know exactly what is going on. If you get a call for fire, it gets there before any first responder gets there and shows you what is going on, if there is any smoke activity you see exactly what is going on. Basically, it is aerial support for any police, fire department in the country for pennies on the dollar. Having experience with a helicopter unit in the past, to fly them it cost \$285/hr, fix wings is about a \$110/hr, it is very expensive when you have to do repairs.

Paladin Drones is an autonomous drone that when a call comes in to 911, the dispatcher makes a decision and hits a button based on the GPS location of the 911 call originates, the drone takes off and gets there in a matter of seconds. It streams a live video to dispatch or officer's and anybody with a smart device that has access to it. So, City Managers and myself went live last week, and are getting notification and seeing live events that we are sending our officers to and sees it before they get to the incident. Chief showed some footage of an accident that happened at Memorial and San Felipe which was a 2-car accident, while watching the event you can do a screenshot of it and send it to one of the City Managers, Mayor or City Counsel, or to news media, it is live. This happened within an hour of them beginning their trial project.

The drone is up and working during the daytime, Monday, Tuesday, Wednesday and Thursday and Friday nights just trying to capture data and working the bugs out of the system. Two engineering students are putting this together and writing a software program as it flies, and we are giving them feedback and they are making changes to their program, this is pretty unique. They have funding to stay here for 90 days, it is sitting in Hunters Creek. It is not operational 24/7 and is only "event driven".

**e. Chief's updates**

Chief Schultz presented his monthly report, this was a busy month. There was a total of 8,754 calls, 6,758 house watches, traffic stops 970 and 1,040 citations that addressed 1,775 violations. Piney Point had the most traffic enforcement, we are continuing to have complaints on driving which is the number one call and unleashed animals is number two. Response times, there were 20 priority events and the average response was 3:46. The number one call for service is False Alarms.

We performed a bunch of testing of applicants this month, we had the 4 applicants do the PT Test. They all passed this test, of these, one failed initial background and two others were identified with potential problems leaving one that still looks positive. We have interviewed 2 dispatchers and are bringing one back on Wednesday for a second interview.

We had our Departmentwide briefing meeting on the 14<sup>th</sup> this was very successful, Piney Point kindly supplied dinner for everyone, this was greatly appreciated! We had an event where there was an aggravated assault that happened on Windemere. During the fight and eighteen-year-old got knocked to the ground and fell on some glass that lacerated his liver. He required a transfer to downtown hospital for emergency surgery and the DA is investigating this case.

We had the problem in dispatch that Victoria talked about earlier. The cost of repair is \$5,900 and he let Jay know about it as it was something we had to fix. A piece of equipment that is 14 years-old needed to be rebuilt and so we have a spare now that have other boards in that same piece of equipment that will be charged to the Contingency Fund Account. Commissioner Hamilton asked if we need to formalize this now since it is over the \$5,000. Chief Schultz asked John Hightower for clarification, since this expenditure was over \$5,000. Legal Counsel stated that if it isn't on the agenda we cannot act on it. Commissioner Hamilton asked how we deal with this type of emergency that needs to get dealt with right way? Chief Schultz commented that under the Financial Report it has budget review and discussion. Legal Counsel reminded the Commission that they have never adopted any specific delegation of authority under those kinds of items and that the custom has been that higher dollar items that have been approved but can



probably go ahead and do the five thousand dollars. If you can point something into the budget then I think you are okay, ideally, we will follow this out at some point in time. He is just reminding us of what our practice has been but there is no written resolution authorizing the Chief to take action. Commissioner Smyre stated that this why he contacted him, and he took the responsibility for approving it because it was an emergency situation. Legal Counsel stated that we approve it and put it on the next agenda. The Commission agreed that they had no choice as the item had to be done. Commissioner Smyre asked, can't the Chief make a decision if it is under \$5,000 and below, this has been his belief? Legal Counsel stated this has been a custom and nothing put in writing that he is aware of. The Commission agreed to formalize something on this as the Mayors have the ability to do this. Commissioner Smyre asked Jim and Brooke to take a stab at putting a policy together and they agreed.

Chief continued with the monthly report, VLINC we added 26 new registrations, there are copies of the Time Committed Report, Crime Maps, Recruiting/Hiring Metrics and total Village Fire Assists based on priority events. There were 10 priority events of which 1 was fire and 9 EMS. Radio is one of the things we continue to work through, if a call goes straight to fire the only way we know about it is if we hear it on the radio. We still need to work out a solution where we have positive notification on all fire events.

**f. Follow Up Items from previous meeting**

**1. Possible Creation of Building Improvement Fund.**

Commission Huguenard asked if they could reassess this and make a recommendation for this as part of their budgetary process at the next meeting? Commissioner Smyre agreed and stated that if we do this what he sees happening is, it may become part of our 2020 presentation to the cities As we've done at the fire department in the past where you go through your budget and discuss the audit that was complete and what the surplus is and here's our recommendation. Sometimes it is all done together and makes more sense.

**g. Executive Session**

**a. Discussion and possible action regarding DeFrancesco v. MVPD Case No. 2015-43853**

After Commissioner Smyre announced that the Commission would move into closed executive session at 7:22p.m., the Commission convened in executive session under section 551.071 of the Texas Open Meetings act to consult with its attorney regarding pending litigation and other confidential legal matters. At 7:33p.m. the Commission closed the executive session and reconvened in public session.

No action was taken during the executive session.

**h. Suggestions for future agenda items**

- a. Motion required on the Emergency Purchase of Radio Circuit Board.**
- b. Recommendation on the Creation of Building Improve Fund.**

A Motion was made at 7:33p.m. by Commissioner Reichek and seconded by Commissioner Southwick to adjourn the meeting. The Commission voted unanimously to approve the motion.

Approved and accepted on \_\_\_\_\_ 2019

By: \_\_\_\_\_  
Jay Smyre, Chairman  
Board of Commissioners  
Memorial Villages Police Department

DRAFT



## MEMORIAL VILLAGES POLICE DEPARTMENT

### Revised Draft Minutes of the Special Meeting

**April 9, 2019, 10:00 a.m.**

Commissioner Smyre called the April 9, 2019 meeting to order at 10:00 a.m. at the Memorial Villages Police Department, 11981 Memorial Drive, Houston TX 77024.

In attendance were:

**From the Commission:**

City of Piney Point

Commissioner Huguenard

Commissioner Southwick

Alt. Commissioner Ebeling

City of Hunters Creek

City of Bunker Hill

Commissioner Smyre

**Legal Counsel**

**Absent:**

Commissioner Hamilton

Commissioner Reichel

Commissioner Brown

Alt. Commissioner Johnson

Alt. Commissioner Murphy

John Hightower

Finance Manager, Victoria Bowman

**From Memorial Village PD**

Chief of Police, Raymond Schultz

Office Manager, Maureen Loud

**Guests**

Flock - Bailey Quintrell & Daniel Lewis

## MINUTES

At 10:00 a.m. Commissioner Smyre called the meeting to order and stated that a quorum of the Commission was present. (However, after the meeting was adjourned and a draft of the minutes had been distributed it was determined that the members in attendance did not constitute a quorum.)

- a. **Citizen Comments** - Commissioner Smyre asked if there were any citizen comments.

None

- b. **Virtual Gate Project** - Flock Test Demonstration and Evaluate System

Bailey Quintrell opened up the meeting and video footage was viewed by the Commission. One of our police vehicles was seen. Chief Schultz mentioned that another advantage of this system would be; if someone was to make a complaint about our officers not patrolling a particular area, we can put one of our license plates in the search to show that they have been by and what time it was.

This could be determined just from the license plate and infrared emitters in the camera. Even if you had no license plate light you could still get a picture of the tag. We are not dependent on the license plate light. The cameras may not show front plates at night with the distance and lack



sometime of the license plate light. Their focus is on one camera for our direction of travel. When we get front license plates, that is a bonus.

You really should have a camera on each side of the road for each direction. When you get a night time alert, you can learn quite a bit based upon the tail lights as to what make of vehicle it is. It isn't as good as daytime but is still more than just the plate. You have the simulated video which is handy, if you have to appear in court and can show the car driving by it helps to make it more real.

Chief mentioned that he noticed this morning and sent an email to Bailey, there was real heavy dew which looked like it was on the lens of the camera causing it to be a little blurry, this was at dawn. Bailey had them look at it and determined that when the camera adjusts settings through nighttime to daytime, the settings it picked weren't the best. They will tweak that to make it better. Chief mentioned that around 8a.m. it changed dramatically, Bailey explained that would be the self-adjustment that it does.

Bailey asked if we would like to look at a map to determine what our strategy might be for a project. Chief Schultz stated that since all the villages were here representing that would be a good idea. We currently have this one camera to run the test project and asked what would be some good options, how have other customers built out their systems, what would be your ideas as far as inbound and outbound? Also, what would a solution like Voss be, where there are multiple lanes?

Bailey commented that all of their customers strategy is to start with entrance because with entrance you will have tags coming in and if a crime occurs you have a place to start. You also get the advantage of High Tag Alerts and then the next step is the exit. The exit is more useful for investigation but not that useful for alerts. When someone comes into the neighborhood and commits a crime they usually leave closer to the time the crime is committed. They may come in and be there a while but as soon as they break-in, they get out as quickly as possible. The time stamp on the exit is what is useful for investigations.

He would suggest looking at entrances first and then interior and exits. The neighborhood we have in Atlanta have a good mix of private and public cameras. It is a similar strategy where part of the complex is in neighborhoods where they have bought their own camera and the city have bracketed areas to cover the main roads, that could work very well here too. Voss with the double lane, we can cover 2 lanes with one camera, but it is a bit of a compromise due to shadowing. You could put a camera on the median and one on the shoulder that would work well and would be a preference.

Chief Schultz mentioned that Karen had a question; when you do the private/public partnership, does the private citizen or neighborhood group historically deal directly with you or go through the Governmental entity? Bailey responded that typically, they go through them, but they are open to however, they want to do that. Usually it is more straightforward if the private entity, apartment complex or whatever deals directly with them. The purchase order with that entity has a provision for sharing with local law enforcement if that customer wants to. That enables them to connect their system to the police department.

Commissioner Smyre asked if anyone in that particular neighborhood in that example have access to the data. Bailey responded it is up to the neighborhood, a lot of their neighborhoods a historical search access, we have customers in areas where the police are less engaged and so the neighborhoods have to access to be able to find evidence if something happens to hand to a Detective. Bailey believes that in our case, having neighborhood access is a little less value because we have a highly engaged police department, but that is typically how it is set up.

He showed an example of a 2-lane road with camera in left lane, you can see it is a bit of a compromise because if you think about the path of a license plate across the field of view, rather than going across the long diagonal, it is going across the shorter distance so there is a little less opportunity because of camera physics. In Jersey Village there are areas where there are 2 lanes and their Chief was very concerned about capturing everything and there we set up a camera for every lane, but if it isn't such a high priority area then we would just have 1 camera.

Commissioner Smyre asked if Jersey Village had any HOA's doing this with them, the response was yes, they were actually a customer before the city was, but the police department have pretty well covered most of the city. He doesn't believe they have as many organized HOA type groups as we do in the villages, that is his impression.

Bailey asked if it would make sense to look at the Memorial Villages map and Commissioner Southwick responded that she would be interested in seeing that to figure out how many cameras we would be talking about. Commissioner Huguenard handed out a drawn diagram (attached) of the major in and out locations. This showed both sides of Memorial and Voss entering off of Piney Point to the South and from Gessner to the West, then San Felipe to the East. These are the major places of ingress and egress. Chief Schultz interjected that in order to cover the villages 100% there are 25 locations.

Bailey pulled up the map and stated that we are not concerned with Hedwig, Spring Valley, Hillshire Village. Chief Schultz stated that there are cut through entries so as an example, you could in off of Riedel. You could come in off of Gaylord down Riedel to Taylor Crest to get in the villages, so some is Houston. We went through and counted 25 ways to get in and out. As you will recall, there are some areas that are out of our jurisdiction that would get free coverage, he showed the small area in Hedwig as an example. Gessner and Memorial would be another, if we were to partner with the City of Houston, there could be a camera on Gessner and Memorial/Plantation and we could eliminate 2 camera positions and provide a lot more coverage. But City of Houston also gets the benefit out of it, and City of Houston has agreed to allow us to access their right of way if we would share our information with them on hits from their Hot List. Which is one of the things we are interested in as they have a better database of active criminals.

There are 25 locations, but we would need more than 25 cameras because of multi lanes in different areas and in some areas, we would have 2 cameras for in/out bound. Some would make sense to have this but not all. Chief Schultz commented that the City of Houston is working on a long-range plan. They are looking at an ALPR system just north of Spring Valley and they are looking at tying in another ALPR district down south in the West Chase financial district due to the high number of crimes they have. They would like to partner with us.

Bailey explained that when we are talking about camera locations, it is great to have major roads but sometimes rather than putting a camera on a major entrance, there are four branch roads and we would put a camera at each of the branch roads that way and alert is more useful because you know where they went. In one scenario this brought the cost down quite a bit to get even more value by applying the cameras more densely. Chief Schultz stated that this would be our vision, at Voss we would have a camera at the south end of Voss by Woodway and then going north up to Memorial, have a camera splitting off in both directions. This will allow us to compartmentalize Piney Point because we know when we look at our crime map. We do overlays of where our burglaries occur there is a little area at Greenbay and Memorial and one just north of Chapelwood. So, we know the bad guys are coming in that way.

Commissioner Huguenard suggested that we could focus on department owned camera locations and a bifurcated system which could be supplemented by neighborhood associations having their own systems that we monitor. Department looking toward covering the major areas, high traffic flow areas. Chief Schultz stated that by having just a few cameras we protect very large areas of resident's properties. If you want 100% coverage, there are 25 locations, with no compartmentalization. Commissioner Southwick interjected that 25 locations suggests 50 cameras at the least, probably more. Chief Schultz commented that it would be about 70.

Chief Schultz suggested that if a neighborhood makes a decision to make an investment and puts a camera in an area where there is one physically placed, we would have the ability to move our camera, so you are not tied down to one area. Bailey commented that they have some departments that move their cameras quite a bit and they sometime chose to move them themselves. We can move them occasionally moving a camera one-time is not a problem.

Bailey said they had an apartment complex that they have been working with for a long time with a police department and they saw a 30% drop in calls for service from the year before to the year after the cameras were installed. This is to demonstrate the deterrent factor and potential benefit of this service.

Chief Schultz asked, with multiple cameras in place is there any throttling down of data transfer via the cellular carrier? Bailey responded; No, if you look at the number of people in the villages that happen to have cameras and their average use and compare it to ours, it is very different, we are not a blip for TMobile or AT&T. Chief asked how big is a typical file being transferred? The response was; 70kb, and occasionally we will see a cell tower go down for maintenance and the camera will store locally until it is back up and they can then access or retrieve footage. It will show the event time versus the time they were working through. With a local device, if there is any outage we will be able to pull it up, it takes about 2-3 weeks and is about 32 gigs of the actual camera itself. As soon as service is resumed they will be uploaded.

As far as the data part goes, we compress the images as a movie file which drops the size quite a bit. They do community provided partnership program and will always offer to perform a neighborhood meeting and provide food, chairs and a person to do an information session, whatever we would like, they are more than happy to it. If we need marketing materials or a Memorial Villages neighbor cam website, they have a marketing team that can provide this. They want to provide the tools necessary to make this successful.



If there is a camera issue, it is on them to take care of because this is a service and part of the contract. The only exception would be if a camera gets vandalized, the first time we would take care of but the second time we would move it but we don't expect this to be a problem here.

Chief Schultz commented that some of the vendors talked about allowing residents once they are verified through the host agency to "opt out", is this something that Flock does. As an example, a resident registers their plate, but they don't want to be tracked and keep it, it would be immediately erased from the system. Bailey explained that for private neighborhoods that is an option that they provide, so the neighborhood board could decide if they want to offer that to their community. If they have some privacy concerns from residents, if you want your license plate to be automatically dropped, enter your license plate and it can be dropped. The flip side of this is that if that resident's car is stolen it would not be tracked.

Chief mentioned there are a number of streets that are privately owned, so for lawyers would this become an issue, could we mix and match on a private/public partnership with privately owned streets. It was agreed that if there is public consent then there shouldn't be a problem.

Bailey asked what the process would be for the Police Commission to make a decision on this as far as if they want to support this system and endorse it? Chief Schultz replied that the process is, originally there was a Public Safety Committee and they have moved that responsibility to the Police Commission. So, the Police Commission would first make a decision and then go back to the individual city councils who would have to decide whether or not they want to do this.

Chief Schultz commented that for the test project, we would like to see it kept at this location and utilize it in all three of the villages with a little different type of conditions. He'd like to see it on Memorial and Frostwood by the bridge and then on Lindenwood and Memorial which is a key gateway into Hunters Creek. Commissioner Southwick asked how long do we have the use of it? Bailey responded, how long do we need to have it to see what we need to see, typically they do their tests for 2 weeks to a month timeframe. Chief Schultz would like to leave it where it is for a several days to get some good data and then to be able to have some examples and then try a couple of different locations in all three villages. In talking with Steve and Karen this morning they are both very interested and will be asking you for some feedback as Bunker Hill Village does have money for this type of application in their budget. They may be willing to do more long-term test and evaluation period with multiple locations and to look at creating that partnership with the City of Houston.

A Motion was made at 10:42a.m. by Commissioner Southwick and seconded by Commissioner Huguenard to adjourn the meeting. The Commission members present voted unanimously to approve the motion.

No votes or other actions were taken by the Commission members present, other than the vote to adjourn the meeting.

Approved and accepted on \_\_\_\_\_ 2019

By: \_\_\_\_\_  
Jay Smyre, Chairman  
Board of Commissioners  
Memorial Villages Police Department

DRAFT



**Memorial Villages Police Department**  
**11981 Memorial Drive**  
**Houston, Texas 77024**

***Raymond Schultz***  
***Chief of Police***

---

May 8, 2019

Submitted for your review is the FY19 Budget Performance Report and accompanying documents as of April 30, 2019. The Department has received 41.67% of its appropriation and has expended 28%. At this same point last year, the Department expended 27%.

### **Maintenance & Operations**

There are no major changes to report. Based on year to date expenditures the Department is projected to expend 96% of the adopted M&O appropriation by fiscal yearend.

### **Vehicle Replacement**

The projection report has been corrected to include the \$8,000 adopted appropriation for the purchase of additional AED units (to ensure placement in each vehicle). Those purchases have been made and are reflected on a separate line item in the vehicle replacement section of the report.

### **Update/Challenges:**

The onsite audit was conducted April 15- April 18<sup>th</sup>. The auditors are expected to submit a draft for review within the next week.



Memorial Villages Police Department  
General Fund

For the four months ended April 19

41.67% 30.77%

DESCRIPTION		ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>								
100	Regular Wages	3,377,767	923,334	2,454,433	27.34%	3,355,225	22,542	99.3%
110	Overtime	115,000	29,463	85,537	25.62%	97,868	17,132	85.1%
115	Court/Bailiff OT	21,600	762	20,838	3.53%	10,000	11,600	46.3%
120	Retirement	394,127	116,256	277,871	29%	381,795	12,332	96.9%
130	Health Insurance	601,775	159,858	441,917	26.56%	533,160	68,615	88.6%
140	Workers Compensation	60,000	21,832	38,168	36.39%	65,495	(5,495)	109.2%
150	Life/LTD	19,433	5,900	13,533	30.36%	18,468	965	95.0%
160	Medicare	50,712	14,213	36,499	28.03%	50,561	151	99.7%
	<b>Personnel Services</b>	<b>4,640,414</b>	<b>1,271,617</b>	<b>3,368,797</b>	<b>27.4%</b>	<b>4,512,573</b>	<b>127,841</b>	<b>97.2%</b>
200	Auto	25,200	7,676	17,524	30.5%	18,423	6,777	73.1%
210	General Liability	720	157	563	21.9%	378	342	52.5%
220	Public Official Bond	960	283	677	29.5%	679	281	70.8%
230	Professional Liability	25,200	6,228	18,972	24.7%	14,948	10,252	59.3%
240	Real & Personal Property	13,200	4,797	8,403	36.3%	11,514	1,686	87.2%
	<b>Total Other Insurance</b>	<b>65,280</b>	<b>19,142</b>	<b>46,138</b>	<b>29.3%</b>	<b>45,942</b>	<b>19,338</b>	<b>70.4%</b>
300	Gas & Oil	69,250	20,475	48,775	29.6%	65,000	4,250	93.9%
310	Maintenance	25,000	10,213	14,787	40.9%	25,000	0	100.0%
320	Tires	7,000	1,813	5,187	25.9%	3,500	3,500	50.0%
330	Damage Repair	10,000	0	10,000	0.0%	5,500	4,500	55.0%
	<b>Maintenance &amp; Misc.</b>	<b>111,250</b>	<b>32,501</b>	<b>78,749</b>	<b>29.2%</b>	<b>93,500</b>	<b>7,750</b>	<b>84.0%</b>
400	General Maintenance	18,000	5,360	12,640	29.8%	12,865	5,135	71.5%
410	Janitorial Services	19,000	6,000	13,000	31.6%	14,400	4,600	75.8%
420	Jail	1,000	236	764	23.6%	566	434	56.6%
430	Building Furnishings	10,000	4,941	5,059	49.4%	10,000	-	100.0%
	<b>Total Building</b>	<b>48,000</b>	<b>16,537</b>	<b>31,463</b>	<b>34.5%</b>	<b>37,831</b>	<b>10,169</b>	<b>78.8%</b>
500	Computers	9,800	3,512	6,288	35.8%	9,800	0	100.0%
510	Postage/Postage Machine	1,300	0	1,300	0.0%	0	1,300	0.0%
520	Stationery/Expendables	18,000	4,236	13,764	23.5%	10,166	7,834	56.5%
530	Bank Finance Charges	700	115	585	16.5%	277	423	39.6%
540	Payroll	16,000	5,230	10,770	32.7%	16,000	0	100.0%
	<b>Total Office</b>	<b>45,800</b>	<b>13,093</b>	<b>32,707</b>	<b>28.6%</b>	<b>36,243</b>	<b>9,557</b>	<b>79.1%</b>
600	Telephone	34,090	11,235	22,855	33.0%	33,705	385	98.9%
610	Electric	23,000	5,031	17,969	21.9%	12,075	10,925	52.5%
620	Water/Sewer	5,000	1,218	3,782	24.4%	4,873	127	97.5%
630	Natural Gas	600	210	390	35.1%	600	0	100.0%
	<b>Total Utilities</b>	<b>62,690</b>	<b>17,695</b>	<b>44,995</b>	<b>28.2%</b>	<b>51,253</b>	<b>11,437</b>	<b>81.8%</b>
700	Equipment Maint Contracts	17,640	4,903	12,737	27.8%	17,640	0	100.0%
710	SETCIC fees	3,600	38	3,562	1.1%	3,600	0	100.0%
720	Legal/Professional	48,071	15,210	32,861	31.6%	48,071	0	100.0%
730	IT Services	101,200	32,428	68,772	32.0%	97,930	3,270	96.8%
740	Software Maintenance Contracts	58,545	42,916	15,629	73.3%	58,000	545	99.1%
	<b>Total Contract Services</b>	<b>229,056</b>	<b>95,494</b>	<b>133,562</b>	<b>41.7%</b>	<b>225,241</b>	<b>3,815</b>	<b>98.3%</b>
800	Accreditation	1,200	0	1,200	0.0%	1,200	0	100.0%
810	Uniforms	30,000	8,128	21,872	27.1%	19,508	10,492	65.0%
820	Radio parts and labor	30,536	28,044	2,492	91.8%	30,536	0	100.0%
830	Firearms Training & Ammo	5,500	1,912	3,588	34.8%	5,000	500	90.9%
835	Tasers	11,000	9,656	1,344	87.8%	9,656	1,344	87.8%
840	Training & Prof Dues	44,000	14,832	29,168	33.7%	44,000	0	100.0%
850	Travel	7,000	1,041	5,959	14.9%	6,500	500	92.9%
860	Recruiting Costs	5,000	626	4,374	12.5%	1,502	3,498	30.0%
870	Criminal Investigations	3,500	447	3,053	12.8%	3,500	0	100.0%
880	Contingency	15,000	0	15,000	0.0%	5,924	9,076	39.5%
890	Small Equipment	2,500	1,376	1,124	55.0%	2,500	0	100.0%
	<b>Total Office</b>	<b>155,236</b>	<b>66,062</b>	<b>89,174</b>	<b>42.6%</b>	<b>129,826</b>	<b>25,410</b>	<b>83.6%</b>
	<b>TOTAL GENERAL</b>	<b>5,357,726</b>	<b>1,532,143</b>	<b>3,825,583</b>	<b>28.6%</b>	<b>5,132,409</b>	<b>215,317</b>	<b>95.8%</b>

**Memorial Villages Police Department**
**Vehicle Replacement**
**For the four months ended April 19**
**41.67%**

Prior Year Cash Carryover	85,709.54						
FY19 Assessment collected to date	36,665.49						
FY19 Interest earned to date	148.39						
FY19 Expenditures	(18,040.23)						
FY19 A/P	-						
Cash Balance @ 04/30/19	104,483.19						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>							
1000 Vehicle Replacement	80,000	9,523	70,477	11.90%	79,483	517	99.4%
AED'S	8,000	8,517	(517)	106.46%	8,517	(517)	106.5%
<b>Total Vehicle Replacement</b>	<b>88,000</b>	<b>18,040</b>	<b>69,960</b>	<b>20.5%</b>	<b>88,000</b>	<b>0</b>	<b>100.0%</b>

**Memorial Villages Police Department**
**Special Capital Assets**
**For the four months ended April 19**
**41.67%**

Prior Year Cash Carryover	84,355.98						
FY19 Assessment collected to date	-						
FY19 Interest earned to date	116.57						
FY19 Expenditures	(50.15)						
FY17 A/P	(8,497.00)						
Cash Balance @ 04/30/19	75,925.40						

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>Expenditures</b>							
2880 Capital Projects	0	50	(50)	0.0%	120	(120)	0.0%
<b>Total Capital Items</b>	<b>0</b>	<b>50</b>	<b>(50)</b>	<b>0.0%</b>	<b>120</b>	<b>(120)</b>	<b>0.0%</b>
<b>Total Capital Outlay</b>	<b>88,000</b>	<b>18,090</b>	<b>69,910</b>	<b>21%</b>	<b>88,120</b>	<b>(120)</b>	<b>100%</b>

**Memorial Villages Police Department**

DESCRIPTION	ADOPTED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/19	Projected Saving / (Deficits)	% Forecasted
<b>GENERAL FUND</b>	<b>5,357,726</b>	<b>1,532,143</b>	<b>3,825,583</b>	<b>29%</b>	<b>5,132,409</b>	<b>215,317</b>	<b>96%</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>88,000</b>	<b>18,040</b>	<b>69,960</b>	<b>21%</b>	<b>88,000</b>	<b>0</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>5,445,726</b>	<b>1,550,183</b>	<b>3,895,543</b>	<b>28%</b>	<b>5,220,409</b>	<b>215,317</b>	<b>96%</b>

**MEMORIAL VILLAGES POLICE DEPARTMENT  
PROJECTED CASH BALANCE  
30-Apr-19**

**7-May-19**

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

Cash collected for FY19 @ 04/30/19	\$	2,271,441
Estimated Expenditures (Apr 19)	\$	1,550,183
Estimated cash on hand @ 04/30/19 for FY19 activities	\$	721,258

**Cash Balances@ 04/30/19:**

Health Benefits	\$	2,195
General	\$	1,130,973
Vehicle Replacement	\$	104,483
Dare Fund	\$	19,750
Special Capital Assets	\$	75,925
Actual cash balance @ 04/30/19 all accounts	\$	<b>1,333,327</b>

All Funds (Modified Accrual Basis Projections)	2019 YTD Budget	2019 YTD Actual	2019 YTD Difference (Budget vs. Actual)	2019 Total Adopted Budget
GENERAL FUND REVENUES	2,232,365	2,234,510	2,145	5,357,726
GENERAL FUND EXPENDITURES		1,532,143		
NET REVENUES OVER EXPENDITURES		702,368		
VEHICLE REPLACEMENT REVENUES	36,665	36,814	148	88,000
VEHICLE REPLACEMENT EXPENDITURES		18,040		
NET REVENUES OVER EXPENDITURES		18,774		
SPECIAL CAPITAL ASSETS REVENUES	0	117	117	0
CAPITAL EXPENDITURES		50		
NET REVENUES OVER EXPENDITURES		66		
COMBINED REVENUES	2,269,031	2,271,441	2,293	5,445,726
COMBINED EXPENDITURES		1,550,233		
COMBINED NET REVENUES / EXPENDITURES		721,208		
Formal reserves:				
	DARE			\$19,750
	VEHICLE REPLACEMENT			\$104,483
	SPECIAL CAPITAL ASSETS			\$75,925
	WORKING CAPITAL			\$60,000
	STATE TRAINING FUNDS			\$3,026
				<b>\$263,185</b>





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

Raymond Schultz  
Chief of Police

May 13, 2019

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

During the month of April MVPD responded/handled a total of 5,923 calls/incidents. 4,037 House watch checks were conducted. 891 traffic stops were initiated with 994 citations being issued for 1690 violations. (Note: 23 Assists in Hedwig, 226 in Houston, 2 in Spring Valley and 1 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2310/10191	1708/8040	3	362	3@2:30
Piney Point:	1491/7354	1009/5303	5	364	7@3:00
Hunters Creek:	1860/10533	1320/8225	14	268	5@4:27
					15@3:19

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	182	Ord. Violations:	23	Speeding:	366
Accidents:	22	Info Reports:	55	Exp. Registration:	240
Assist Fire:	36	Suspicious Situations:	108	No Ins:	145
Assist EMS:	32	Welfare Checks:	11	No License	129
				Red Light:	47

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

Crimes Against of Persons (1)  
Aggravated Robbery (Individual) 1

Crimes Against Property (10)  
Burglary of a Habitation 2  
Theft – Misdemeanor 2

Forgery/Fraud 5  
Unauthorized Use of Vehicle 1

Petty/Quality of Life Crimes/Events (91)  
Poss. of a Controlled Sub/Para. 7  
Warrants 40  
Information Reports 1  
Misc. Reports 33

Public Intoxication 3  
Criminal Mischief 1  
DWI 2  
Criminal Trespass 4

Arrest Summary: Individuals Arrested (57)  
Warrants 42  
Class 3 Arrests 13

DWI 2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,271,617	4,640,414	27.4%
• Operating Expense:	260,526	717,312	36.3%
• Total M&O Expenditures:	1,532,143	5,357,726	28.6 %
• Capital Expenses:	18,090	88,000	21%
• Net Expenses:	1,550,183	5,445,726	28%

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

- The Finance/Budget Committee met 4/22/19 and 5/9/19 and worked on the FY 20 proposed budget.

#### Personnel Changes/Issues/Updates

- A Police Applicant has completed all hiring requirements to include oral interviews with the executive staff. Commander Sission went to Baton Rouge and completed an extensive background. The applicant was presented a conditional offer of employment however, withdrew from the process on 5/7/19.
- Our last dispatch candidate accepted employment with the City of Houston and withdrew from the MVPD process.

#### Major/Significant Events

- 4/13/19. A male resident had just made a withdraw from his bank located at I-10 and Echo. The victim was followed to his home on Ripple Creek, where the suspect knocked him to the ground shortly after he exited his car. The suspect then grabbed money from the victim and fled the area. Detectives located video of the incident and are investigating the crime. The victim was not injured.
- 4/30/19. Upon conducting a welfare check officers learned that a resident who is suffering from several health issues was awoken during the night and observed an acquaintance inside of his home. The resident spoke with the female and after awhile she left. Upon returning to his room he found that his wallet and other items were missing. Detectives are familiar with both the victim and the acquaintance and are investigating.
- 4/22/19. Officers stopped a vehicle after receiving an ALPR hit on the stolen car. The stolen car was recovered and returned to the victim. The victim declined prosecution, however the suspect was arrested on other charges.

#### Status Update on any Major Projects

- A loaner ALPR system was installed on to the MVPD Speed Trailer and placed in the Villages during the month. The first rotation was at 2200 S. Piney point for 10 days, followed by 10 days at Plantation and Memorial in Bunker Hill. The ALPR is currently set up at E. Creekside and Memorial in Hunters Creek. During the testing period thus far, we have received 2 hits on stolen vehicles (both were recovered). One of the vehicles is also suspected of being involved in 2 robberies in Houston. There has been one sex offender notification and one Order of Protection hit.
- The MVPD installed a tablet with Village Fire CAD in our dispatch center on April 17th. MVPD dispatchers now can see all VFD incidents that are being dispatched and send the appropriate MVPD resources to assist.

V-LINC new registrations in April: +21

BH – 1065/1250 (+8)

PP – 791/1156 (+6)

HC – 1022/1514 (+5)

Out of Area – 375 (+2)

## 2018 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	7:23:47	4:14:46	7:59:41	9:22:04									1	16
BIEHUNKO, JOHN	16:18:53	16:40:22	11:09:22	20:13:47									5	18
BOGGUS, LARRY	22:18:03	13:30:05	12:08:01	31:25:35									5	23
BRACHT, DANIEL	10:42:46	12:27:12	20:18:04	14:14:16									2	19
BURLESON, Jason	23:23:57	25:48:19	25:31:22	14:30:20									1	49
CANALES, RALPH EDWARD	14:08:38	12:22:02	7:14:25	20:10:09									3	18
CERNY, BLAIR C.	28:01:20	21:19:05	19:04:49	21:38:11									3	35
HARWOOD, NICHOLAS	21:17:49	26:19:29	22:46:50	25:39:17									9	31
HODGES, JEFFERY	28:58:07	29:30:52	23:20:38	21:40:12									6	15
JARVIS, RICHARD	20:17:57	22:15:48	27:55:03	24:04:41									7	24
JOLIVET, CHARLES	26:59:53	16:20:46	22:44:22	23:55:55									5	55
JONES, ERIC	1:35:06	2:00:27	1:27:02	0:17:00									0	0
KELSO JR, RONALD K	5:21:34	4:44:32	4:36:24	7:49:05									0	0
LERMA, FRANK	9:14:25	8:54:37	3:47:10	15:51:13									1	0
MCELVANY, ROBERT	11:24:25	13:18:13	21:05:00	16:07:00									3	31
MILLER, OSCAR	22:49:44	7:38:04	0:19:03	7:42:13									0	0
NASH, CHRISTOPHER	29:57:20	12:11:01	21:41:51	18:00:51									5	13
NOWLIN, DONALD L	22:44:26	27:45:53	32:20:14	33:50:45									12	180
OWENS, LANE	0:00:00	0:00:00	0:00:00	0:02:28									0	0
PAVLOCK, JAMES ADAM	18:07:09	30:09:12	25:27:52	22:07:20									7	67
RODRIGUEZ, CHRISTOPHER	10:04:37	6:53:45	5:05:15	9:02:09									0	0
SCHANMEIR, CHRISTIAN	21:33:06	25:10:53	32:27:52	16:06:17									2	44
SCHULTZ, RAYMOND	2:04:12	5:24:16	0:32:11	1:33:03									0	0
SILLIMAN, ERIC	16:12:54	22:00:20	17:16:51	17:51:39									2	27
SISSION, KYLE J	1:45:19	4:53:13	4:55:14	0:03:55									0	0
SPRINKLE, MICHAEL	8:34:13	4:42:12	8:50:07	6:47:47									1	8
TAYLOR, CRAIG	15:25:27	27:58:47	15:43:20	24:42:37									4	48
TORRES, PATRICK	7:27:32	21:00:59	23:40:21	27:11:25									2	65
TUGGLE, JAMES	25:30:16	21:21:00	24:42:05	26:58:59									4	97
WALDEZ, JUAN	25:09:18	22:07:57	22:22:01	28:55:46									4	25
WHITE, TERRY	35:00:07	27:05:02	31:19:21	34:45:37									8	86

98 102 994

Dispatch Committed Time													Totals
911 Phone Calls	426	453	408	437									
3700 Phone Calls	2537	2499	2791	2676									
DP General Phone Calls*	72:12:00	62:36:15	76:43:49	73:26:38									

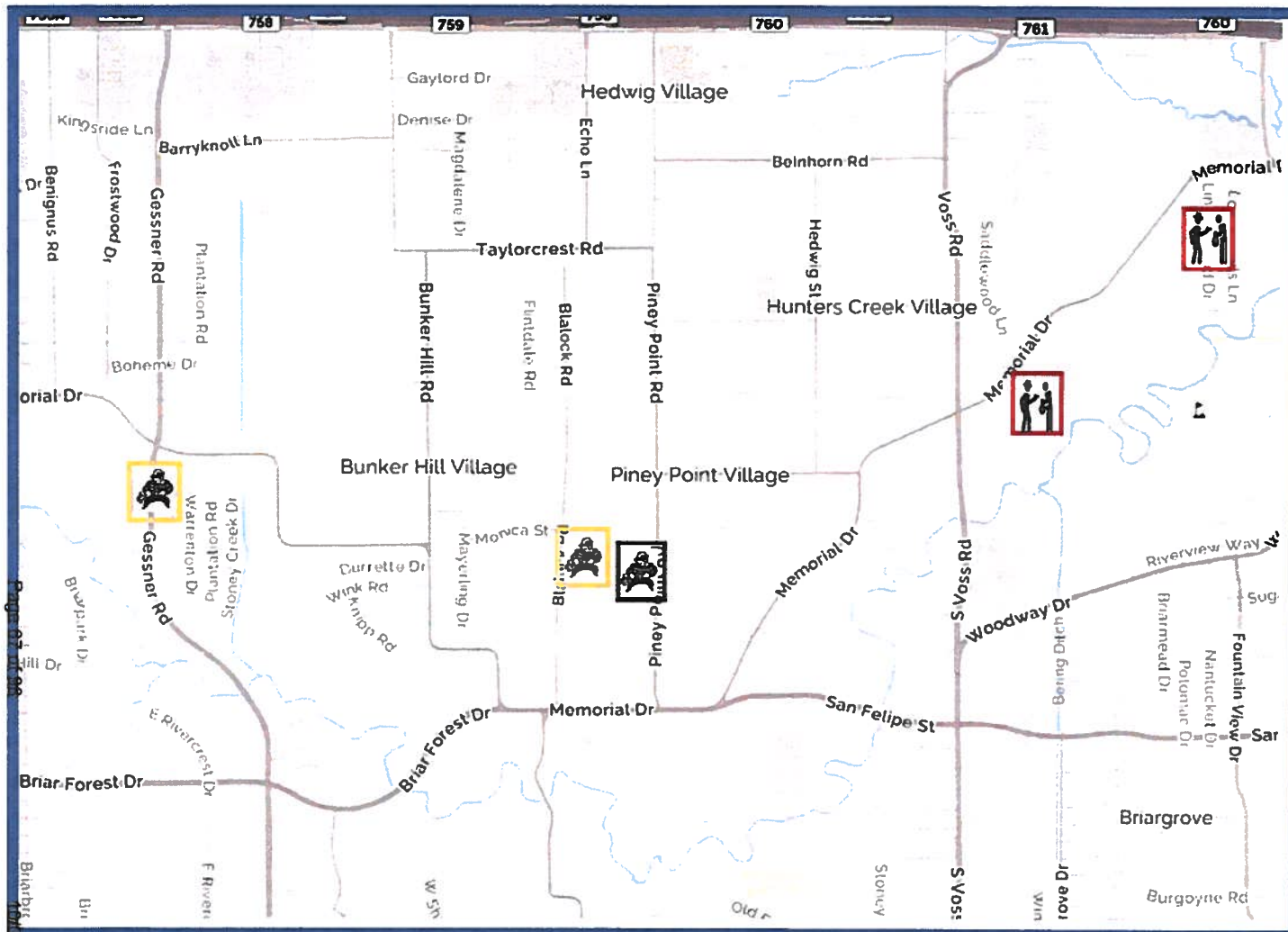
\* This is the minimal time as all internal calls route through the 3700 number.



## 2019 Total Incidents

2019	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	11	84	96	49	8523	6647	2719	2224	2163	1625	3428	2795
February	1	12	86	99	54	5833	4135	2105	1587	1553	1100	1961	1445
March	3	11	89	103	47	8754	6758	3057	2521	2147	1569	3284	2665
April	1	10	91	102	57	5923	4037	2310	1708	1491	1009	1860	1320
May													
June													
July													
August													
September													
October													
November													
December													
Total	6	44	350	400	207	29033	21577	10191	8040	7354	5303	10533	8225

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



## 2019 Burglary Map

Address	Alarm	POE
2 Brompton Ct	NS	Rear Window
231 Gessner	NS	Open House
15 Cheska Ln*	NS	Open Door

## 2019 Robberies

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



Daytime Burglary



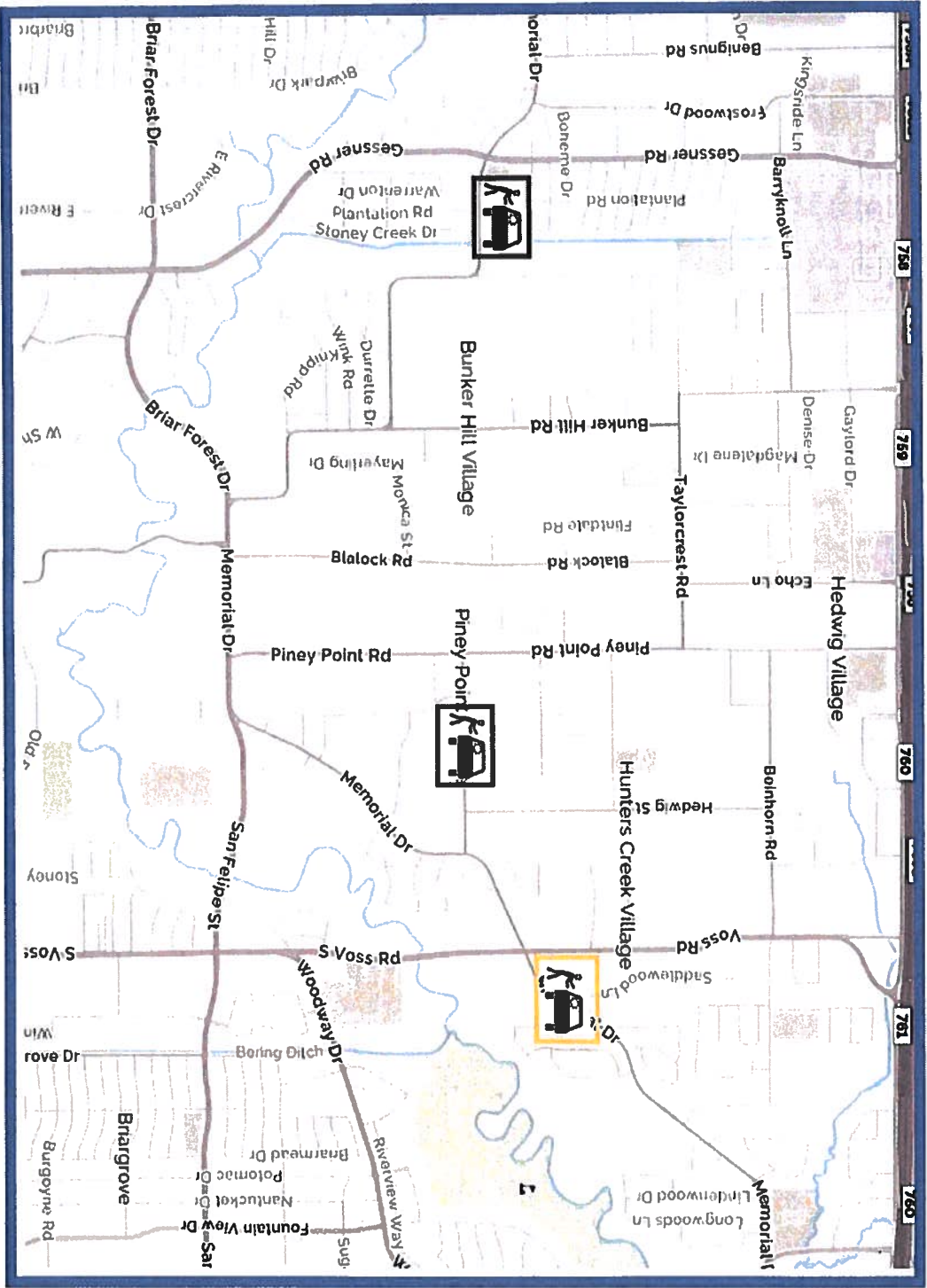
Nighttime Burglary



Robbery

\* = Solved

5/01/19



## 2019 Auto Burglary Map

Address	POE
11140 Greenbay	Rear Door Glass
Memorial at Saddlewood	UNL Door
12134 Tara	UNL Door

Daytime Burglary

Nighttime Burglary

2 3 4

5/01/19



**AMENDED AGENDA  
VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
WEDNESDAY, MAY 22, 2019, 6:00 P.M.  
HEDWIG CITY HALL**

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **WEDNESDAY, May 22, 2019 6:00 P.M.**, at Hedwig City Hall, 955 Piney Point. Houston, Texas 77024

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT AGENDA** – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
  - 3A. Approval of Minutes – April 24,2019
  - 3B. Approval of bills paid – April 2019
4. **REPORTS**
  - 4A. Treasurer's Financial Reports – April
  - 4B. Fire Chief's Report -Events of April 2019; Monthly Performance; Record of Calls, and Response Times
  - 4C. Building restoration subcommittee report and possible action
    - a. Amos Byrington / Michael Medwedeff AG/CM
    - b. Scott Brady Jointer Architects
  - 4D. Dispatch subcommittee report and possible action
  - 4E. Interlocal agreement subcommittee report and possible action
5. **CONSIDERATION OF CONTRACTS/AGREEMENTS** – The Board will discuss and consider possible action on the following:

None
6. **CONSIDERATION OF RESOLUTIONS** – The Board will discuss and consider possible action on the following:

None
7. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
  - 7A. Discussion on 2020 budget workshop May 7,2019

**VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
May 22, 2019  
PAGE 2**

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

**None**

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

- 9A. Executive Session- Closed session in accordance with the Government Code Sec. 551.071. Consultation with Attorney; Closed Meeting.

**A. GOVERNMENTAL BODY MAY NOT CONDUCT A PRIVATE CONSULTATION WITH ITS ATTORNEY EXCEPT:**

- 1) When the Governmental body seeks the advice of its Attorney about:
  - (A) Pending or contemplated litigation; or
  - (B) A settlement offer/s
- 2) On a matter in which the duty of the Attorney to the Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter

- 9B. Bunker Hill

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

11. **FUTURE TOPICS**

Budget workshop June 11<sup>th</sup> or 12<sup>th</sup>

12. **NEXT MEETING DATE**

**June 26, 2019**

14. **ADJOURNMENT**

I certify that the agenda for the 22<sup>nd</sup> of May 2019, Regular Monthly Meeting was posted at the fire department this the 15th day of May 2019, at 4:00 p.m.

\_\_\_\_\_  
Marlo Longoria, Administrative

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 <a href="mailto:longoria@villagefire.org">longoria@villagefire.org</a> for further information.
---

**Village Fire Department  
Station Renovation  
AG|CM Project #19-010P  
Design Charrette Meeting #1  
Minutes for May 08, 2019**



## **I. introductions/Overview/Schedule**

- Budget
  - Original budget estimated at \$2,000,000
  - Budget then revised to \$3,500,000 (Current) to see certain elements incorporated into the design.
    - **This budget is inclusive** of design management and program management costs.
  - City of Hedwig Village gave verbal backing on making this program budget in favor of the fire department needs and whatever overages would be addressed by the city in reasonable fashion.
  - A previous re-roofing project came in around \$40,000 under budget. It was the city's intention to roll those funds over into the project funding.
  - Currently shown conceptual design of the additional area to be built out is an estimated 1,650SF.
  - Renovation is being budgeted on a 15-20 year service life.
- Schedule
  - Currently scheduled to bid in November 2019, which historically is beneficial to the owner with regards to receiving optimal pricing from contractors and subcontractors per Jay Carlton.
  - Building construction phase is set at 10 months.
- Operation
  - The building must remain fully functional during the construction phase.
- **Reference Part III Question 1 on who is permitting Authority.**
- Communications
  - Jay Carlton stated all correspondence should be channeled through AGCM, Inc. to then be disseminated to proper channels.

## **II. Design Topics/Site Issues**

- Site Logistics:
  - Jay Carlton met with Jennifer Blane and Travis Stanford with Spring Branch ISD, and toured them around the property. Jay discusses potential needs with them such as lay-down space, temporary parking, etc. all of these functions may possibly be located on the north side of the building, where the existing District's parking lot is located.
- Site Issues:
  - There are six (6) Memorial Trees along the east side of the building where the possible expansion would take place. These will have to be removed. New trees could possibly be planted in a new location on the site.
    - **Reference Part III Question 2 on if trees are intended to be relocated.**
  - The existence of utility easements, such as underground sanitary sewer or drainage easements along the east side of the building will be further investigated to verify that the building can be expanded at this location.
    - Jay Carlton stated that Steve Byington and/or Mike Montgomery with the City's ROW and Utility department would be good contacts for information.
  - Firefighters and staff will need temporary sleeping quarters during this construction phase.
  - Incorporation of a covered grill area needs to be included within the design based upon how often firefighters cook outside.
  - Hedwig Village will allow certain amount of employees (majority administrative) to relocate to city hall in vacant spaces to avoid logistical issues during construction phase.



- Dispatch could be moved to where the fire marshal is currently located. The fire marshal would have to be relocated, and adequate space needs to be provided to lay out large sets of drawings. Space also needs to be provided for manuals, code books, etc. Also, an Evidence Room that is secure must be provided.
- Staffing:
  - 3 Shifts (A, B, C Shift) that contain 13 personnel per shift on a regular basis including Captains and the Fire Chief. However; the need for future growth with staffing needs to be considered in the design.

### III. Questions

- Who will be the permit issuing authority?
  - Hedwig Village (Building Permit)
  - Harris Co. Flood Control (County Flood Plain Permitting)
- Can the memorial trees be relocated within the ISD property?
  - Answer was yes, but project funding does not cover for the relocation of said trees and only removal.

### IV. Design Takeaways/Comments/Open Discussion

- There was discussion about expanding the apparatus bay toward Corbindale Rd. and converting a portion of the remaining Apparatus Bay into other functions was discussed, but Budget is a concern.
  - Jay stated that this could be bid as an Alternate.
- It was noted that there is space above the gym at the back of the building for possible expansion or use.
- All of the bays at the back building are used on a regular basis and cannot be used as part of the renovation/expansion.
- It was noted that the doors to offices and other areas where people may meet will have full vision panel doors.
- The dorm area will need some revision regarding the use of pocket doors for the individual dorm rooms. Pocket doors will not meet the 20-Minute rating required for this area.
- Chief Foster mentioned that the gear could be stored where Dispatch is currently located.
- Diesel exhaust is a concern in the Apparatus Bay.
- Engine one will become the reserve engine next year, and it's too tall to be housed in the bay located in the back building due to obstruction by the existing mezzanine.
- The entire front of the building will be pressure washed.
- It was noted that the existing 80 KW back up generator overheated during Ike/Harvey. Possibly relocate the generator to the outside, or if it remains in its current location increased exhaust/ventilation needs to be provided as the prevailing winds blow exhaust back into the generator room causing overheating.
- It was noted that a restroom needs to be located closer to the dorm rooms or near the Apparatus Bay.
- It was noted that shutter doors be installed at windows in lieu of the staff having to insert plywood panels for each opening.
- More storage was requested.
- A quiet area for fire fighters to debrief after an event was mentioned.
- Look into shutter doors in front of bay windows to keep wind driven projectile/missiles from impacting windows.

### V. Old Business

## VI. New Business

- Asst. Chief stated that functionality is a **TOP PRIORITY**.
- Chief Foster to make priority list in writing ASAP.
- Commissioners meetings are held the 4<sup>th</sup> Wednesday of the month.

## VII. Schedule

The preceding meeting minutes are our understanding of the information and matters discussed at the above referenced meeting as they apply to AG|CM Project #19-010P. Notification must be received within three (3) business days after receipt of this document should there exist discrepancies in the intent or information provided below.

**Submitted By: Michael Medwedeff, CMIT**

Project Manager at AG|CM, Inc.

**File:** Design Phase Meeting Minutes

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: May 20, 2019

SUBJECT: Acceptance of FY 2018 Audit Report

Agenda Item: 3

The Annual Audit has been completed by BrooksWatson & Co., the City's independent auditors. Louis Breedlove will be present at the meeting to make a presentation and answer any questions Council may have regarding the Audit.

The Audit document in the packet is a draft as the Audit Committee met Thursday night and there were some changes to the document following the review. When I receive a final copy of the document, I will forward it to Council.



***ANNUAL FINANCIAL REPORT***

**of the**

**City of Piney Point Village, Texas**

**For the Year Ended  
December 31, 2018**

(This page intentionally left blank.)

# City of Piney Point Village, Texas

## TABLE OF CONTENTS

December 31, 2018

### **FINANCIAL SECTION**

Independent Auditor's Report	1
Management's Discussion and Analysis	5

### **Basic Financial Statements**

#### **Government-Wide Financial Statements**

Statement of Net Position	19
Statement of Activities	20

#### **Fund Financial Statements**

Balance Sheet – Governmental Funds	22
Reconciliation of the Balance Sheet to the Statement of Net Position- Governmental Funds	25
Statement of Revenues, Expenditures, and Changes in Fund Balance- Governmental Funds	26
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	29

Notes to the Financial Statements	31
-----------------------------------	----

### **REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures, and Changes in Fund Balances- Budget and Actual - General Fund	65
Schedule of Changes in Net Pension Liability and Related Ratios	66
Schedule of Employer Contributions to Pension Plan	67
Schedule of OPEB Liability and Related Ratios	68



(This page intentionally left blank.)

**BW&C**  
**BROOKSWATSON & CO.**  
CERTIFIED PUBLIC ACCOUNTANTS

***INDEPENDENT AUDITOR'S REPORT***

To the Honorable Mayor and  
Members of the City Council  
City of Piney Point Village, Texas:

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Piney Point Village, Texas (the "City"), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note V.F. to the financial statements, due to the implementation of GASB No. 75, the City restated its beginning net position within governmental activities to properly reflect the total OPEB liability and related deferred outflows and inflows of resources, as prescribed by this accounting standard. In addition, the general fund beginning fund balance was restated due to an accounting error occurring in the prior year. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the general fund budgetary comparison information, the schedule of changes in net pension liability and related ratios, the schedule of employer contributions to pension plan, and schedule of changes in the other postemployment benefits liability and related ratios, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Piney Point Village's basic financial statements.

The individual nonmajor funds are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Brooks Watson & Co.*

BrooksWatson & Co., PLLC  
Certified Public Accountants  
Houston, Texas  
May 17, 2019



(This page intentionally left blank.)

***MANAGEMENT'S DISCUSSION  
AND ANALYSIS***

(This page intentionally left blank.)

# City of Piney Point Village, Texas

## MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

December 31, 2018

As management of the City of Piney Point Village, Texas (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2018.

### **Financial Highlights**

- The City's total combined net position is \$31,059,752 at December 31, 2018. Of this, \$7,984,032 (unrestricted net position) may be used to meet the City's ongoing obligations to its citizens and creditors.
- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$6,306,497, a decrease of \$1,123,162.
- As of the end of the year, the unassigned fund balance of the general fund was \$5,993,326 or 106% of total general fund expenditures.
- The City had an overall increase in net position of \$1,275,319, which is primarily due to revenues exceeding expenditures.

### **Overview of the Financial Statements**

The discussion and analysis provided here are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

### **Government-Wide Statements**

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, liabilities, and deferred inflows/outflows with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. Other non-financial factors, such as the City's property tax base and the condition of the City's infrastructure, need to be considered in order to assess the overall health of the City.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses



**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**December 31, 2018**

are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, and community development.

### **FUND FINANCIAL STATEMENTS**

Funds may be considered as operating companies of the parent corporation, which is the City of Piney Point Village. They are usually segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal reporting requirements. The only category of City funds is governmental.

#### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City of Piney Point Village, Texas maintains five individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances. Funds consist of major funds general fund, debt service fund and capital projects fund as well as nonmajor funds METRO projects fund and special revenue fund.

The City adopts an annual appropriated budget for its general fund and debt service fund. A budgetary comparison schedule has been provided to demonstrate compliance with the general fund budget.

**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, *Continued***  
**December 31, 2018**

**Notes to Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

**Other Information**

In addition to the basic financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI that GASB Statement No. 34 requires includes a budgetary comparison schedule for the general fund and schedule of funding progress for Texas Municipal Retirement System. The RSI can be found after the basic financial statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted previously, net position may serve over time as a useful indicator of the City's financial position. For the City, assets exceeded liabilities by \$31,059,752 as of December 31, 2018, in the primary government.

The largest portion of the City's net position, \$22,747,629, reflects its investments in capital assets (e.g., land, infrastructure, and streets), less any debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the assets themselves cannot be used to liquidate these liabilities.

**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**December 31, 2018**

**Statement of Net Position:**

The following table reflects the condensed Statement of Net Position:

	<b>Governmental Activities</b>	
	<b>2018</b>	<b>2017</b>
Current and		
other assets	\$ 14,083,540	\$ 15,513,444
Long-term assets	33,157,737	32,085,320
<b>Total Assets</b>	<b>47,241,277</b>	<b>47,598,764</b>
<b>Deferred Outflows</b>		
<b>of Resources</b>	<b>49,728</b>	<b>70,655</b>
Other liabilities	2,110,348	2,566,609
Long-term liabilities	7,224,544	8,610,367
<b>Total Liabilities</b>	<b>9,334,892</b>	<b>11,176,976</b>
<b>Deferred Inflows</b>		
<b>of Resources</b>	<b>6,896,361</b>	<b>6,708,010</b>
Net Position:		
Net investment in		
capital assets	22,747,629	22,409,680
Restricted	328,091	319,021
Unrestricted	7,984,032	7,055,732
<b>Total Net Position</b>	<b>\$ 31,059,752</b>	<b>\$ 29,784,433</b>

**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**December 31, 2018**

**Statement of Activities:**

The following table provides a summary of the City's changes in net position:

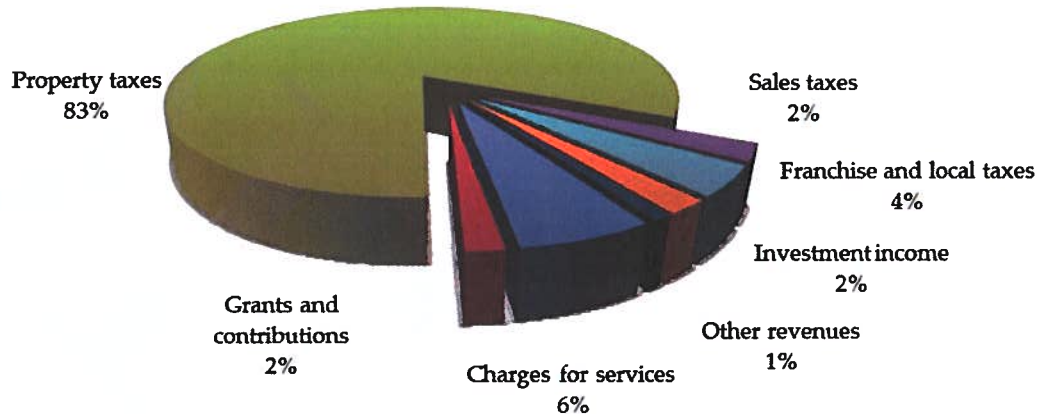
	<b>Governmental Activities</b>	
	<b>2018</b>	<b>2017</b>
<b>Revenues</b>		
Program revenues:		
Charges for services	\$ 491,912	\$ 472,742
Grants and contributions	136,002	136,000
General revenues:		
Property taxes	6,685,810	6,346,370
Sales taxes	202,613	199,556
Franchise and local taxes	343,929	404,989
Investment income	168,475	97,969
Other revenues	73,363	145,456
<b>Total Revenues</b>	<b>8,102,104</b>	<b>7,803,082</b>
<b>Expenses</b>		
General government	1,182,116	1,317,628
Public safety	3,500,290	3,492,167
Municipal court	42,213	39,947
Public works	1,918,747	1,270,194
Interest and fiscal charges	183,419	241,982
<b>Total Expenses</b>	<b>6,826,785</b>	<b>6,361,918</b>
<b>Change in Net Position</b>	<b>1,275,319</b>	<b>1,441,164</b>
Beginning Net Position	29,784,433	28,343,269
<b>Ending Net Position</b>	<b>\$ 31,059,752</b>	<b>\$ 29,784,433</b>



**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, *Continued***  
**December 31, 2018**

Graphic presentations of selected data from the summary tables are displayed below to assist in the analysis of the City's activities.

**Governmental Activities - Revenues**

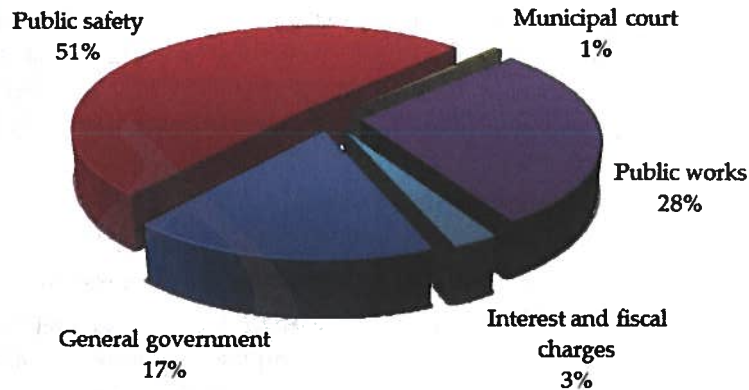


For the year ended December 31, 2018, revenues from governmental activities totaled \$8,102,104. Property tax is the City's largest revenue source at \$6,685,810, an increase of \$339,440 or 5% due to an increase in assessed property value. Charges for services increased \$19,170 or 4%, which is primarily a result of an increase in drainage review and permit fees. In addition, investment income increased \$70,506 or 72% primarily due to the interest earned on the funds received from debt issued in the prior year. Other revenues decreased by \$72,093 or 50% primarily due to nonrecurring donations and contributions from third party entities in the prior year. All other revenues remained relatively stable when compared to the previous year.

**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**December 31, 2018**

This graph shows the governmental function expenses of the City:

**Governmental Activities - Expenses**



For the year ended December 31, 2018, expenses for governmental activities totaled \$6,826,785. This represents an increase of \$464,867 or 7% from the prior year. The City's largest functional expense is public safety of \$3,500,290. General government expenses decreased \$135,512 or 10% due to decreased engineering services and IT hardware and software support during the year. Public works expenses increased by \$648,553 or 51% primarily as a result of Windermere Lane drainage maintenance and improvements in the current year. Interest and fiscal charges decreased \$58,563 or 24% due to the recognition of bond issuance costs in the prior year. All other expenses remained relatively stable when compared to the previous year.

**FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds - The focus of the City's governmental funds is to provide information of near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the City's net resources available for spending at the end of the year.

As of the end of the year the general fund reflected a total unassigned fund balance of \$5,993,326. The general fund decreased by \$1,028,859 primarily due to transfers to the capital projects fund.

The debt service fund reflected a total balance of \$139,317, a decrease of \$18,413. The change was due to there being sufficient funds available to service the debt without having to budget for an additional increase in property tax revenues in the current year.

**City of Piney Point Village, Texas**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, *Continued***  
**December 31, 2018**

The capital projects fund reflected a fund balance of \$0, a decrease of \$88,453. The change is due to the City tracking the funds necessary for capital projects throughout the year. As funds were needed the City transferred funds from the general fund to the capital projects fund during the current year.

There was a decrease in governmental fund balance of \$1,123,162 from the prior year. The change is primarily attributable to capital outlay expenses exceeding revenues. The total of all governmental funds reflected a total fund balance of \$6,306,497. Of this, \$105,182 is restricted for municipal court, \$68,672 is restricted for capital improvements, and \$139,317 is restricted for debt service.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

There was a total negative budget variance of \$2,090,571 in the general fund. This is a combination of negative revenue and expenditure variances of \$55,530 and \$16,121, respectively. In addition, there were unbudgeted transfers out of \$2,018,920. All revenue sources other than sales taxes received less revenue than anticipated. Expenditures exceeded appropriations for municipal court by \$8,913, public works by \$312,252, and transfers out by \$2,018,920.

**CAPITAL ASSETS**

As of the end of the year, the City's governmental activities funds had invested \$33,152,789 in a variety of capital assets and infrastructure, net of accumulated depreciation. Depreciation is included with the governmental capital assets as required by GASB Statement No. 34.

Major capital asset events during the current year include the additions of construction in progress over road and drainage construction totaling \$4,486,134. More detailed information about the City's capital assets is presented in note IV. C to the financial statements.

**LONG-TERM DEBT**

At the end of the current year, the City had total bonds outstanding of \$8,045,000. During the year, the City experienced a net decrease in the long-term debt of \$1,297,187. More detailed information about the City's long-term liabilities is presented in note IV. D. to the financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

While the City is an entirely residential community, it has continued to maintain new growth as an attractive destination for Houston-based families. The City's appraised values continue to grow and this has allowed the City to retain its 2018 tax rate for 2019.

The City adopted a budget similar to last year's budget for 2019, retaining the same tax rate with no increases. Since the City's largest revenue source is property taxes, it is important to note that the City's collection rate is near 100%. The City's 2019 budget will continue to provide necessary services. Long-

**City of Piney Point Village, Texas**  
***MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued***  
**December 31, 2018**

term funds, including new debt funds that will be used to continue improving drainage and maintaining streets while holding tax rates level.

**CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning this report or requests for additional financial information should be directed to the City Administrator, City of Piney Point Village, 7676 Woodway, Suite 300, Houston, Texas 77063.



(This page intentionally left blank.)

## ***FINANCIAL STATEMENTS***

(This page intentionally left blank.)

**City of Piney Point Village, Texas**  
**STATEMENT OF NET POSITION**  
December 31, 2018

	<b>Primary Government Governmental Activities</b>
<b><u>Assets</u></b>	
Current assets:	
Cash and cash equivalents	\$ 10,075,736
Receivables, net	4,007,804
	<b>Total Current Assets</b>
	<u>14,083,540</u>
Net pension asset	4,948
Capital assets:	
Non-depreciable	3,580,045
Net depreciable capital assets	29,572,744
	<b>Total Noncurrent Assets</b>
	<u>33,157,737</u>
	<b>Total Assets</b>
	<u>47,241,277</u>
<b><u>Deferred Outflows of Resources</u></b>	
Deferred charge on refunding	11,699
Pension contributions	36,410
OPEB contributions	152
OPEB actuarial (gain) loss	1,467
	<b>Total Deferred Outflows of Resources</b>
	<u>49,728</u>
<b><u>Liabilities</u></b>	
Current liabilities:	
Accounts payable and accrued liabilities	628,159
Customer deposits	87,485
Accrued interest payable	90,831
Long-term debt due within one year	1,303,873
	<b>Total Current Liabilities</b>
	<u>2,110,348</u>
Noncurrent liabilities:	
Long-term debt due in more than one year	7,199,602
OPEB liability	24,942
	<b>Total Noncurrent Liabilities</b>
	<u>7,224,544</u>
	<b>Total Liabilities</b>
	<u>9,334,892</u>
<b><u>Deferred Inflows of Resources</u></b>	
Pension actuarial (gain) loss	12,284
Pension investment earnings	14,154
Unavailable revenue - property taxes	6,869,923
	<b>Total Deferred Inflows of Resources</b>
	<u>6,896,361</u>
<b><u>Net Position</u></b>	
Net investment in capital assets	22,747,629
Restricted	328,091
Unrestricted	7,984,032
	<b>Total Net Position</b>
	<u><u>\$ 31,059,752</u></u>

See Notes to Financial Statements.

# City of Piney Point Village, Texas

## STATEMENT OF ACTIVITIES For the Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues	
		Charges for Services	Operating Grants and Contributions
<b>Primary Government</b>			
<b>Governmental Activities</b>			
General government	\$ 1,182,116	\$ -	\$ -
Public safety	3,500,290	-	-
Municipal court	42,213	152,858	-
Public works	1,918,747	339,054	136,002
Interest and fiscal charges	183,419	-	-
<b>Total Governmental Activities</b>	<b>6,826,785</b>	<b>491,912</b>	<b>136,002</b>

### General Revenues:

Taxes

Property taxes

Sales taxes

Franchise and local taxes

Investment income

Other revenues

**Total General Revenues**

**Change in Net Position**

Beginning Net Position

**Ending Net Position**

See Notes to Financial Statements.



**Net (Expense)  
Revenue and  
Changes in  
Net Position**

**Primary  
Government  
Governmental  
Activities**

\$	(1,182,116)
	(3,500,290)
	110,645
	(1,443,691)
	(183,419)
	<u>(6,198,871)</u>

	6,685,810
	202,613
	343,929
	168,475
	73,363
	<u>7,474,190</u>
	1,275,319
	29,784,433
\$	<u><u>31,059,752</u></u>

# City of Piney Point Village, Texas

## BALANCE SHEET GOVERNMENTAL FUNDS December 31, 2018

	General	Debt Service	Capital Projects	Nonmajor METRO Projects
<b><u>Assets</u></b>				
Cash and cash equivalents	\$ 7,758,245	\$ 556,980	\$ 467,246	\$ 68,672
Cash with fiscal agent	877,488	241,923	-	-
Receivables, net	3,172,622	835,182	-	-
<b>Total Assets</b>	<b>\$ 11,808,355</b>	<b>\$ 1,634,085</b>	<b>\$ 467,246</b>	<b>\$ 68,672</b>
<b><u>Liabilities</u></b>				
Accounts payable and accrued liabilities	\$ 160,913	\$ -	\$ 467,246	\$ -
Customer deposits	87,485	-	-	-
<b>Total Liabilities</b>	<b>248,398</b>	<b>-</b>	<b>467,246</b>	<b>-</b>
<b><u>Deferred Inflows of Resources</u></b>				
Unavailable revenue - property taxes	5,566,631	1,494,768	-	-
<b><u>Fund Balances</u></b>				
Restricted:				
Municipal court	-	-	-	-
Debt service	-	139,317	-	-
Capital improvements	-	-	-	68,672
Unassigned:	5,993,326	-	-	-
<b>Total Fund Balances</b>	<b>5,993,326</b>	<b>139,317</b>	<b>-</b>	<b>68,672</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 11,808,355</b>	<b>\$ 1,634,085</b>	<b>\$ 467,246</b>	<b>\$ 68,672</b>

See Notes to Financial Statements.

<u>Nonmajor Special Revenue</u>	<u>Total Governmental Funds</u>
\$ 105,182	\$ 8,956,325
-	1,119,411
-	4,007,804
<u>\$ 105,182</u>	<u>\$ 14,083,540</u>

\$ -	\$ 628,159
-	87,485
-	<u>715,644</u>

-	<u>7,061,399</u>
---	------------------

105,182	105,182
-	139,317
-	68,672
-	5,993,326
<u>105,182</u>	<u>6,306,497</u>
<u>\$ 105,182</u>	<u>\$ 14,083,540</u>

(This page intentionally left blank.)

# City of Piney Point Village, Texas

## RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION GOVERNMENTAL FUNDS

December 31, 2018

Fund Balances - Total Governmental Funds \$ 6,306,497

### Adjustments for the Statement of Net Position:

Capital assets used in governmental activities are not current financial resources and, therefore, not reported in the governmental funds.

Capital assets - non-depreciable	3,580,045
Capital assets - net depreciable	29,572,744

Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the governmental funds.

Property tax receivables	191,476
Net pension asset	4,948

Deferred outflows of resources, represent a consumption of net position that applies to a future period(s) and is not recognized as an outflow of resources (expense/ expenditure) until then.

Deferred charge on refunding	11,699
Pension contributions	36,410
OPEB contributions	152
Pension investment earnings	(14,154)
Pension (gains) losses	(12,284)
OPEB (gains) losses	1,467

Some liabilities, including bonds payable and deferred charges, are not reported as liabilities in the governmental funds.

Accrued interest	(90,831)
Bond premium	(437,505)
Non-current liabilities due in one year	(1,303,873)
Non-current liabilities due in more than one year	(6,762,097)
OPEB liability	(24,942)

Net Position of Governmental Activities	<u>\$ 31,059,752</u>
---	----------------------

See Notes to Financial Statements.



# City of Piney Point Village, Texas

## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS

For the Year Ended December 31, 2018

	General	Debt Service	Capital Projects	Nonmajor METRO Projects
<b><u>Revenues</u></b>				
Property tax	\$ 5,268,760	\$ 1,397,205	\$ -	\$ -
Sales tax	202,613	-	-	-
Franchise and local taxes	343,929	-	-	-
License and permits	339,054	-	-	-
Intergovernmental	136,002	-	-	-
Fines and forfeitures	140,304	-	-	-
Investment income	156,358	5,081	7,027	-
Other revenue	69,043	-	4,320	-
<b>Total Revenues</b>	<b>6,656,063</b>	<b>1,402,286</b>	<b>11,347</b>	<b>-</b>
<b><u>Expenditures</u></b>				
Current:				
General government	1,175,338	-	-	-
Public safety	3,500,290	-	-	-
Municipal court	42,213	-	-	-
Public works	832,352	-	-	-
Capital outlay	115,809	-	2,038,055	-
Debt Service:				
Principal	-	1,230,000	-	-
Interest and fiscal charges	-	271,364	-	-
<b>Total Expenditures</b>	<b>5,666,002</b>	<b>1,501,364</b>	<b>2,038,055</b>	<b>-</b>
<b>Excess of Revenues Over (Under)</b>				
Expenditures	990,061	(99,078)	(2,026,708)	-
<b><u>Other Financing Sources (Uses)</u></b>				
Transfers in	-	80,665	1,938,255	-
Transfers (out)	(2,018,920)	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>(2,018,920)</b>	<b>80,665</b>	<b>1,938,255</b>	<b>-</b>
<b>Net Change in Fund Balances</b>	<b>(1,028,859)</b>	<b>(18,413)</b>	<b>(88,453)</b>	<b>-</b>
Beginning fund balances	7,022,185	157,730	88,453	68,672
<b>Ending Fund Balances</b>	<b>\$ 5,993,326</b>	<b>\$ 139,317</b>	<b>\$ -</b>	<b>\$ 68,672</b>

See Notes to Financial Statements.

<u>Nonmajor Special Revenue</u>	<u>Total Governmental Funds</u>
\$ -	\$ 6,665,965
-	202,613
-	343,929
-	339,054
-	136,002
12,554	152,858
9	168,475
-	73,363
<u>12,563</u>	<u>8,082,259</u>
-	1,175,338
-	3,500,290
-	42,213
-	832,352
-	2,153,864
-	1,230,000
-	271,364
<u>-</u>	<u>9,205,421</u>
12,563	(1,123,162)
-	2,018,920
-	(2,018,920)
<u>-</u>	<u>-</u>
12,563	(1,123,162)
92,619	7,429,659
<u>\$ 105,182</u>	<u>\$ 6,306,497</u>

(This page intentionally left blank.)

**City of Piney Point Village, Texas**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended December 31, 2018**

Amounts reported for governmental activities in the statement of activities are different because:

Net changes in fund balances - total governmental funds	\$ (1,123,162)
---	----------------

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	1,922,188
Depreciation expense	(854,719)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	19,845
--	--------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	(11,523)
Accrued interest	24,659

The issuance of long-term debt (e.g., bonds, leases, certificates of obligation) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when they are first issued; whereas, these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Amortization of deferred charges on refunding	(3,901)
Amortization of premium	67,187
Principal payments	1,230,000
Pension expense	7,673
OPEB expense	(2,928)

<b>Change in Net Position of Governmental Activities</b>	<b>\$ 1,275,319</b>
--	---------------------

See Notes to Financial Statements.

(This page intentionally left blank.)



# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2018

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, the *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

#### B. Reporting Entity

The City of Piney Point Village, Texas (the "City") was organized in 1954 to provide municipal services such as police; fire; code enforcement; public works; street repair and maintenance; and general administrative services.

The City is an independent political subdivision of the State of Texas governed by an elected five member council and a mayor and is considered a primary government. As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the City's financial reporting entity. No other entities have been included in the City's reporting entity. Additionally, as the City is considered a primary government for financial reporting purposes, its activities are not considered a part of any other governmental or other type of reporting entity.

Considerations regarding the potential for inclusion of other entities, organizations or functions in the City's financial reporting entity are based on criteria prescribed by generally accepted accounting principles. These same criteria are evaluated in considering whether the City is a part of any other governmental or other type of reporting entity. The overriding elements associated with prescribed criteria considered in determining that the City's financial reporting entity status is that of a primary government are that it has a separately elected governing body; it is legally separate; and is fiscally independent of other state and local governments. Additionally prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable, and considerations pertaining to organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**Joint Venture**

Joint Ventures are legal entities or other organizations that result from a contractual arrangement that are owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control. The participants retain either an ongoing financial interest or an ongoing financial responsibility. The City's two joint ventures are described as follows:

Village Fire Department

Village Fire Department ("VFD") was created in 1978 as part of an agreement between multiple contracting cities joined into an interlocal cooperation agreement to establish a common municipal fire department, chartered as the Village Fire Department. The City has no significant influence over VFD's administration or operation.

Memorial Villages Police Department

The Memorial Villages Police Department ("MVPD") was created in 1977 as part of an agreement between multiple contracting cities joined into an interlocal cooperation agreement to furnish all police services and law enforcement activities to the participating cities. The City has no significant influence over MVPD's administration or operation.

**C. Basis of Presentation Government-Wide and Fund Financial Statements**

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds. Separate financial statements are provided for governmental funds.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

The fund financial statements provide information about the government's funds. Separate statements for each fund category, governmental are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

The government reports the following governmental funds:

**Governmental Funds**

Governmental funds are those funds through which most governmental functions are typically financed.

**General Fund**

The general fund is used to account for all financial transactions not properly includable in other funds. The principal sources of revenues include local property taxes, sales and franchise taxes, licenses and permits, fines and forfeitures, and charges for services. Expenditures include general government, municipal court, public safety, public works, and code enforcement. The general service fund is considered a major fund for reporting purposes.

**Debt Service Fund**

The debt service fund is used to account for the payment of interest and principal on all general obligation bonds and other long-term debt of governmental funds. The primary source of revenue for debt service is local property taxes. The debt service fund is considered a major fund for reporting purposes.

**Capital Projects Funds**

The capital project funds are used to account for the expenditures of resources accumulated from general obligation bonds, tax notes, related interest earnings, and other sources for capital improvement projects.

The METRO project fund is used for the resources granted to the City from the Metropolitan Transit Authority (METRO). These funds are spent only on projects approved by METRO. If the funds are not spent, then they must be returned to METRO with accrued interest. The capital projects fund is a City fund reserved for the use of capital projects within the City. These projects are approved by City Council. The METRO project fund and the capital projects fund are considered major funds for reporting purposes.

**Special Revenue Fund**

The special revenue fund is used to account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted, committed, or assigned for specified activities. The special revenue fund is a nonmajor fund for reporting purposes.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

During the course of operations the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

### D. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the government.

**E. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance**

**1. Deposits and Investments**

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments with original maturities of three months or less from the date of acquisition. For the purpose of the statement of cash flows, the proprietary fund types consider temporary investments with maturity of three months or less when purchased to be cash equivalents.

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and External Investment Pools*, the City reports all investments at fair value, except for "money market investments" and "2a7-like pools." Money market investments, which are short-term highly liquid debt instruments that may include U.S. Treasury and agency obligations, are reported at amortized costs. Investment positions in external investment pools that are operated in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940, such as TexPool, are reported using the pools' share price.

The City has adopted a written investment policy regarding the investment of its funds as defined in the Public Funds Investment Act, Chapter 2256, of the Texas Governmental Code. In summary, the City is authorized to invest in the following:

- Direct obligations of the U.S. Government
- Fully collateralized certificates of deposit and money market accounts
- Statewide investment pools

**2. Fair Value Measurement**

The City has applied Governmental Accounting Standards Board ("GASB") Statement No. 72, *Fair Value Measurement and Application*. GASB Statement No. 72 provides guidance for determining a fair value measurement for reporting purposes and applying fair value to certain investments and disclosures related to all fair value measurements.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

### 3. Receivables and Interfund Transactions

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the year are referred to as either "interfund receivables/payables" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds" in the fund financial statements. If the transactions are between the primary government and its component unit, these receivables and payables are classified as "due to/from component unit/primary government."

Advances between funds are offset by a fund balance reserve account in the applicable governmental fund to indicate they are not available for appropriation and are not expendable available financial resources.

All trade receivables are shown net of any allowance for uncollectible amounts.

### 4. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. Penalties are calculated after February 1 up to the date collected by the government at the rate of 6% for the first month and increased 1% per month up to a total of 12%. Interest is calculated after February 1 at the rate of 1% per month up to the date collected by the government. Under state law, property taxes levied on real property constitute a lien on the real property which cannot be forgiven without specific approval of the State Legislature. The lien expires at the end of twenty years. Taxes levied on personal property can be deemed uncollectible by the City.

### 5. Inventories and Prepaid Items

The costs of governmental fund type inventories are recorded as expenditures when the related liability is incurred (i.e., the purchase method). Certain payments to vendors reflect costs applicable to the future accounting period (prepaid expenditures) are recognized as expenditures when utilized.

### 6. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the government, as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at



**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

- The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful years.

<b>Asset Description</b>	<b>Estimated Useful Life</b>
Furniture and equipment	5 to 10 years
Infrastructure	20 to 65 years

**7. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/ expenditure) until then. An example is a deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has only one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from one source: property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available.

**8. Net Position Flow Assumption**

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

# **City of Piney Point Village, Texas**

## **NOTES TO FINANCIAL STATEMENTS, *Continued***

**For the Year Ended December 31, 2018**

### **9. Fund Balance Flow Assumptions**

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

### **10. Fund Balance Policies**

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The governing council is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The governing body (council) has by resolution authorized the finance director to assign fund balance. The council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

### **11. Pensions**

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**12. Other Postemployment Benefits ("OPEB")**

The City has implemented GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. This statement applies to the individual employers (TMRS cities) in the TMRS Supplemental Death Benefits (SDB) plan, with retiree coverage. The TMRS SDBF covers both active and retiree benefits with no segregation of assets, and therefore doesn't meet the definition of a trust under GASB No. 75 (i.e., no assets are accumulated for OPEB) as such the SDBF is considered to be an unfunded OPEB plan. For purposes of reporting under GASB 75, the retiree portion of the SDBF is not considered a cost sharing plan and is instead considered a single employer, defined benefit OPEB plan. The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary, calculated based on the employee's actual earnings on which TMRS deposits are made, for the 12-month period preceding the month of death. The death benefit amount for retirees is \$7,500. GASB No. 75 requires the liability of employers and nonemployer contributing entities to employees for defined benefit OPEB (net OPEB liability) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service (total OPEB liability), less the amount of the OPEB plan's fiduciary net position.

**13. Compensated Absences**

It is the City's policy to permit regular full-time employees to accumulate earned but unused vacation up to a maximum of 20 days. Vacation amounts accumulated may be paid to employees upon termination of employment or at retirement. New employees are ineligible for vacation benefits during the first six months of employment and vacation amounts will not be paid upon separation during this period. The estimated amount of compensation for services provided that is expected to be liquidated with expendable, available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it when it becomes due. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable, available financial resources are maintained separately and represent a reconciling item between the fund and government-wide presentations.

**14. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

bonds using the effective interest method, if material. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

The property tax rate is allocated each year between the general and debt service funds. The full amount estimated to be required for debt service on general obligation debt is provided by the tax along with the interest earned in the debt service fund.

Assets acquired under the terms of capital leases are recorded as liabilities and capitalized in the government-wide financial statements at the present value of net minimum lease payments at inception of the lease. In the year of acquisition, capital lease transactions are recorded as other financing sources and as capital outlay expenditures in the general fund. Lease payments representing both principal and interest are recorded as expenditures in the general fund upon payment with an appropriate reduction of principal recorded in the government-wide financial statements.

### 15. Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

### A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position.

The governmental fund balance sheet includes reconciliation between *fund balance-total governmental funds* and *net position-governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that long-term liabilities, including bonds, are not due and payable in the current period and, therefore, are not reported in the funds.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

**B. Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities.**

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between net changes in fund balances – total governmental funds and changes in net position of governmental states that, “the issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.”

### III. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Annual budgets are adopted on a basis consistent with generally accepted accounting principles except for the capital projects funds, which appropriated on a project-length basis.

The legal level of control as defined by the City Charter is the function level. No funds can be transferred or added to a budgeted item without Council approval. Appropriations lapse at the end of the year. No supplemental budget appropriations were made during the year. For the year ended December 31, 2018, expenditures exceeded appropriations at the legal level of control for municipal court by \$8,913, public works by \$312,252, and transfers out by \$2,018,920.

### IV. DETAILED NOTES ON ALL FUNDS

#### A. Deposits and Investments

As of December 31, 2018, the primary government had the following investments:

Investment Type	Carrying Value	Weighted Average Maturity (Years)
External investment pools	\$ 7,642,552	0.06
Total carrying value	<u>\$ 7,642,552</u>	
Portfolio weighted average maturity		0.06

*Interest rate risk* – In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting the weighted average of maturity not to exceed five years; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations; monitoring credit ratings of portfolio position to assure compliance with

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

rating requirements imposed by the Public Funds Investment Act; and invest operating funds primarily in short-term securities or similar government investment pools.

*Credit risk* – The City's investment policy limits investments to obligations of the United States, State of Texas, or their agencies and instrumentalities with an investment quality rating of not less than "A" or its equivalent, by a nationally recognized investment rating firm. Other obligations must be unconditionally guaranteed (either express or implied) by the full faith and credit of the United States Government or the issuing U.S. agency and investment pools with an investment quality not less than AAA or AAA-m, or equivalent, by at least one nationally recognized rating service. As of December 31, 2018, the City's investment in TexSTAR was rated AAAM by Standard & Poor's.

*Custodial credit risk – deposits:* In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require that all deposits in financial institutions be insured or fully collateralized by U.S. government obligations or its agencies and instrumentalities or direct obligations of Texas or its agencies and instrumentalities that have a market value of not less than the principal amount of the deposits. As of December 31, 2018, the market values of pledged securities and FDIC exceeded bank balances.

*Custodial credit risk – investments:* For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City's investment policy requires that it will seek to safekeeping securities at financial institutions, avoiding physical possession. Further, all trades, where applicable, are executed by delivery versus payment to ensure that securities are deposited in the City's safekeeping account prior to the release of funds.

### **TexPool**

TexPool was established as a trust company with the Treasurer of the State of Texas as trustee, segregated from all other trustees, investments, and activities of the trust company. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The advisory board members review the investment policy and management fee structure. Finally, Standard & Poor's rate TexPool "AAAM". As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's, as well as the office of the Comptroller of Public Accounts for review.



# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

TexPool operates in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. TexPool uses amortized cost rather than market value to report net position to compute share prices. Accordingly, the fair value of the position in TexPool is the same as the value of TexPool shares. There were no limitations or restrictions on withdrawals.

### Texas CLASS

Texas CLASS (Texas Cooperative Liquid Assets Securities System Trust) was established in 1996, and was created as an investment pool for its Participants pursuant to Section 2256.016 of the Public Funds Investment Act, Texas Government Code. According to State Code, entities may pool any of their funds, or funds under their control, in order to preserve principal, to maintain the liquidity of the funds, and to maximize yield. The Texas CLASS Trust Agreement is an agreement of indefinite term regarding the investment, reinvestment and withdrawal of local government funds. The parties to the Trust Agreement are Texas local government entities that choose to participate in the Trust (the "Participants"), Public Trust Advisors LLC (PTA) as Program Administrator, and Wells Fargo Bank Texas, N.A. as Custodian. Texas CLASS invests only in securities allowed by the Texas Public Funds Investment Act. The pool is governed by a board of trustees, elected annually by its participants. Texas CLASS is rated 'AAAm' by Standard and Poor's Ratings Services. The City's fair value position is stated at the value of the position upon withdrawal. There were no limitations or restrictions on withdrawals.

### **B. Receivables**

The following comprise receivable balances of the primary government at year end:

	<u>General</u>	<u>Debt Service</u>	<u>Total</u>
Property taxes	\$ 3,062,905	\$ 835,182	\$ 3,898,087
Sales tax	16,821	-	16,821
Franchise & local taxes	81,729	-	81,729
Other	11,167	-	11,167
	<u>\$ 3,172,622</u>	<u>\$ 835,182</u>	<u>\$ 4,007,804</u>

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**C. Capital Assets**

A summary of changes in governmental activities capital assets for the year end was as follows:

	<b>Beginning Balances</b>	<b>Increases</b>	<b>Decreases/ Reclassifications</b>	<b>Ending Balances</b>
Capital assets, not being depreciated:				
Construction in progress	\$ 4,706,069	\$ 1,922,188	\$ (3,048,212)	\$ 3,580,045
Total capital assets not being depreciated	<u>4,706,069</u>	<u>1,922,188</u>	<u>(3,048,212)</u>	<u>3,580,045</u>
Capital assets, being depreciated:				
Infrastructure	32,756,384	-	3,048,212	35,804,596
Equipment	78,924	-	-	78,924
Total capital assets being depreciated	<u>32,835,308</u>	<u>-</u>	<u>3,048,212</u>	<u>35,883,520</u>
Less accumulated depreciation				
Infrastructure	5,377,133	854,719	-	6,231,852
Equipment	78,924	-	-	78,924
Total accumulated depreciation	<u>5,456,057</u>	<u>854,719</u>	<u>-</u>	<u>6,310,776</u>
Net capital assets being depreciated	27,379,251	(854,719)	3,048,212	29,572,744
<b>Total Capital Assets</b>	<u><u>\$ 32,085,320</u></u>	<u><u>\$ 1,067,469</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 33,152,789</u></u>

Depreciation was charged to governmental functions as follows:

Public works	\$ 854,719
<b>Total Governmental Activities Depreciation Expense</b>	<u><u>\$ 854,719</u></u>

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**D. Long-term Debt**

The following is a summary of changes in the City's total governmental long-term liabilities for the year ended. In general, the City uses the debt service fund to liquidate governmental long-term liabilities.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due within One Year</u>
<b>Governmental Activities:</b>					
Bonds, notes and other payables:					
General Obligation Bonds	\$ 9,275,000	\$ -	\$ (1,230,000)	\$ 8,045,000	\$ 1,285,000
Premium	504,692	-	(67,187)	437,505	-
Other liabilities:					
Compensated Absences	9,447	23,867	(12,344)	20,970	18,873
<b>Total Governmental Activities</b>	<u>\$ 9,789,139</u>	<u>\$ 23,867</u>	<u>\$ (1,309,531)</u>	<u>\$ 8,503,475</u>	<u>\$ 1,303,873</u>
<b>Long-term liabilities due in more than one year</b>				<u>\$ 7,199,602</u>	

Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly, are not reported as fund liabilities in the governmental funds. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due.

Long-term debt at year end was comprised of the following debt issues:

**General Obligation Bonds:**

\$5,450,000 General Obligation Refunding Bond, Series 2011, due in installments through 2020, interest at 2-3%	\$ 1,790,000
\$3,910,000 General Obligation Bond, Series 2015, due in installments through 2025, interest at 2-2.5%	2,820,000
\$3,735,000 General Obligation Bond, Series 2017, due in installments through 2027, interest 2-4%	3,435,000
<b>Total General Obligation bonds</b>	<u>\$ 8,045,000</u>
Premiums	\$ 437,505
<b>Total Deferred Amounts</b>	<u>\$ 437,505</u>
<b>Compensated Absences</b>	20,970
<b>Total Debt</b>	<u>\$ 8,503,475</u>

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

The annual requirements to amortize debt issues outstanding at year ending were as follows:

Year ending December 31,	General Obligation Bonds	
	Principal	Interest
2019	\$ 1,285,000	\$ 217,950
2020	1,320,000	179,375
2021	1,365,000	139,525
2022	765,000	107,950
2023	790,000	84,950
2024	820,000	61,050
2025	840,000	37,325
2026	425,000	19,425
2027	435,000	6,525
<b>Total</b>	<b>\$ 8,045,000</b>	<b>\$ 854,075</b>

General obligation bonds are direct obligations of the City for which its full faith and credit are pledged. Repayment of general obligation bonds are from taxes levied on all taxable property located within the City. The City is not obligated in any manner for special assessment debt.

**E. Deferred Charges on Refunding**

Deferred charges resulting from the issuance of the series 2011 general obligation refunding bonds have been recorded as deferred outflows of resources and are being amortized to interest expense over the shorter of either the remaining term of the refunded debt or the refunding bonds. Current year balances for governmental activities totaled \$11,699. Current year amortization expense for governmental activities totaled \$3,901.

**F. Customer Deposits**

The City had customer deposits of \$87,485 in the general fund as of yearend. The City requires a \$25,000 refundable gas meter deposit for all new home building permits. This amount will be refunded upon completion of the project and by meeting certain criteria set by the City.

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**G. Interfund balances**

The composition of transfers for the year ended December 31, 2018 is as follows:

<u>Transfer In</u>	<u>Transfer From</u>	<u>Amounts</u>
Debt Service	General Fund	\$ 80,665
Capital Projects	General Fund	1,938,255
		<u>\$ 2,018,920</u>

Transfers were used to reclassify capital assets and to transfer funds from the debt service fund to the general fund for property tax allocation.

**H. Fund Equity**

The City records fund balance restrictions on the fund level to indicate that a portion of the fund balance is legally restricted for a specific future use or to indicate that a portion of the fund balance is not available for expenditures.

The following is a list of fund balances restricted/committed by the City:

	<u>Restricted Net Position</u>	<u>Restricted Fund Balance</u>
Municipal court	* \$ 105,182	\$ 105,182
Debt service	139,317	139,317
Capital improvements	68,672	68,672
Pensions	14,920	-
<b>Total</b>	<u>\$ 328,091</u>	<u>\$ 313,171</u>

\*Restricted by enabling legislation.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

### I. Leases

The City's operating lease obligation is for the rental of office space to house City Hall. Basic rent shall be payable monthly in advance commencing on the commencement date of August 1, 2007 and continuing throughout the term and shall be accompanied by all applicable state and local sales or use taxes. The first monthly installment of basic rent shall be payable contemporaneously with the execution of the lease; thereafter, basic rent shall be payable on the first day of each month beginning on the first day of the second full calendar month of the term. The monthly basic rent for any partial month at the beginning of the term shall equal the product of 1/365 of the annual basic rent in effect during the partial month and the number of days in the partial month from and after the commencement date. The contract expired August 1, 2017. The contract has been renewed to November 30, 2024. The City paid \$75,165 in rental expense during the year. The City's lease obligations are as follows:

Period ending:	Operating Leases
December 31, 2019	\$ 115,253
December 31, 2020	117,759
December 31, 2021	120,264
December 31, 2022	122,769
December 31, 2023	125,275
December 31, 2024	117,132
<b>Total Minimum Lease Payments</b>	<b>\$ 718,452</b>

### V. OTHER INFORMATION

#### A. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; and natural disasters for which the City participates along with over 2,800 other entities in the Texas Municipal League Intergovernmental Risk Pools. The Pool purchases commercial insurance at group rates for participants in the Pool. The City has no additional risk or responsibility to the Pool outside of the payment of insurance premiums. The City has not significantly reduced insurance coverage or had settlements which exceeded coverage amounts for the past three years.



**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**B. Contingent Liabilities**

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts of expenditures which may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors.

**C. Arbitrage**

The Tax Reform Act of 1986 instituted certain arbitrage consisting of complex regulations with respect to issuance of tax-exempt bonds after August 31, 1986. Arbitrage regulations deal with the investment of tax-exempt bond proceeds at an interest yield greater than the interest yield paid to bondholders. Generally, all interest paid to bondholders can be retroactively rendered taxable if applicable rebates are not reported and paid to the Internal Revenue Service at least every five years for applicable bond issues. Accordingly, there is the risk that if such calculations are not performed correctly, a substantial liability to the City could result. The City does anticipate that it will have an arbitrage liability and performs annual calculations to estimate this potential liability. The City will also engage an arbitrage consultant to perform the calculations in accordance with Internal Revenue Service's rules and regulations if indicated.

# **City of Piney Point Village, Texas**

## **NOTES TO FINANCIAL STATEMENTS, Continued**

**For the Year Ended December 31, 2018**

### **D. Pension Plans**

#### **Texas Municipal Retirement System**

##### **1. Plan Description**

The City of Piney Point Village, Texas participates as one of 883 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401 (a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at [www.tmr.com](http://www.tmr.com).

All eligible employees of the city are required to participate in TMRS.

##### **2. Benefits Provided**

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the city, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the city-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payments options. Members may also choose to receive a portion of their benefit as a Partial Lump Sum Distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

	<u>Plan Year 2017</u>	<u>Plan Year 2016</u>
Employee deposit rate	5%	5%
Matching ratio (city to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age / years of service)	60/5, 0/25	60/5, 0/25
Updated service credit	0% Repeating Transfers	0% Repeating Transfers
Annuity increase (to retirees)	0% of CPI	0% of CPI

**Employees covered by benefit terms**

At the December 31, 2017 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	5
Inactive employees entitled to but not yet receiving benefits	6
Active employees	7
<b>Total</b>	<b><u>18</u></b>

**3. Contributions**

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the City matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City of Piney Point Village, Texas were required to contribute 5% of their annual gross earnings during the fiscal year. The contribution rates for the City of Piney Point Village, Texas was 7.34% in calendar years 2018. The City's contributions to TMRS for the year ended December 31, 2018, were \$36,328, and were equal to the required contributions.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

### 4. Net Pension Liability (Asset)

The City's Net Pension Liability (Asset) was measured as of December 31, 2017, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability (Asset) was determined by an actuarial valuation as of that date.

#### **Actuarial assumptions**

The Total Pension Liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	3.0% per year
Investment Rate of Return	6.75% net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109% and female rates multiplied by 103%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with males rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and Annuity Purchase Rate (APRs) are based on the Mortality Experience Investigation Study covering 2009 through 2011 dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, the System adopted the Entry Age Normal actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, Continued

For the Year Ended December 31, 2018

return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of real rates of return for each major asset class in fiscal year 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return (Arithmetic)</u>
Domestic Equity	17.5%	4.55%
International Equity	17.5%	6.35%
Core Fixed Income	10.0%	1.00%
Non-Core Fixed Income	20.0%	3.90%
Real Return	10.0%	3.80%
Real Estate	10.0%	4.50%
Absolute Return	10.0%	3.75%
Private Equity	<u>5.0%</u>	7.50%
<b>Total</b>	<b>100.0%</b>	

### Discount Rate

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

### Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

<u>1% Decrease 5.75%</u>	<u>Current Single Rate Assumption 6.75%</u>	<u>1% Increase 7.75%</u>
<u>\$ 65,840</u>	<u>\$ (4,948)</u>	<u>\$ (64,032)</u>

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**Changes in the Net Pension (Asset) Liability**

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension (Asset) Liability (a) – (b)
<b>Balance at 12/31/16</b>	\$ 495,718	\$ 456,863	\$ 38,855
Changes for the year:			
Service cost	53,851	-	53,851
Interest	34,623	-	34,623
Difference between expected and actual experience	(8,987)	-	(8,987)
Changes of assumptions	-	-	-
Contributions – employer	-	36,304	(36,304)
Contributions – employee	-	23,977	(23,977)
Net investment income	-	63,354	(63,354)
Benefit payments, including refunds of emp. contributions	(19,429)	(19,429)	-
Administrative expense	-	(328)	328
Other changes	-	(17)	17
Net changes	60,058	103,861	(43,803)
<b>Balance at 12/31/17</b>	<b>\$ 555,776</b>	<b>\$ 560,724</b>	<b>\$ (4,948)</b>

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the internet at [www.tmr.com](http://www.tmr.com).

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**5. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended December 31, 2018, the City recognized pension expense of \$28,743.

At December 31, 2018, the City reported deferred outflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred (Inflows) of Resources</b>
Difference between projected and investment earnings	\$ -	\$ (14,154)
Differences between expected and actual economic experience	-	(12,284)
Contributions subsequent to the measurement date	36,410	-
<b>Total</b>	<b>\$ 36,410</b>	<b>\$ (26,438)</b>

The City reported \$36,410 as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability for the year ending December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year ended December 31:</b>	
2018	\$ (9,070)
2019	(3,898)
2020	(6,966)
2021	(6,504)
2021	-
Thereafter	-
<b>Total</b>	<b>\$ (26,438)</b>



# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, Continued

For the Year Ended December 31, 2018

### 6. Other Postemployment Benefits

The City also participates in the cost sharing multiple-employer defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during employees' entire careers.

#### Employees covered by benefit terms

At the December 31, 2017 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	4
Inactive employees entitled to but not yet receiving benefits	1
Active employees	7
Total	12

The City's contributions to the TMRS SDBF for the years ended 2018, 2017, and 2016 were \$116, \$121 and \$385 respectively, which equaled the required contributions each year.

Plan/ Calendar Year	Annual Required Contribution (Rate)	Actual Contribution Made (Rate)	Percentage of ARC Contributed
2016	0.10%	0.10%	100.0%
2017	0.10%	0.10%	100.0%
2018	0.03%	0.03%	100.0%

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**Total OPEB Liability**

The City's Postemployment Benefits Other Than Pensions Liability (OPEB) was measured as of December 31, 2017, and the Total OPEB Liability was determined by an actuarial valuation as of that date.

**Actuarial assumptions:**

The Total OPEB Liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	3.5% to 10.5%, including inflation per year
Discount rate	3.31%
Retirees' share of benefit-related costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109% and female rates multiplied by 103%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with males rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

**Discount Rate:**

The discount rate used to measure the Total OPEB Liability was 3.31%. The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017.

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, Continued

For the Year Ended December 31, 2018

### Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the City, calculated using the discount rate of 3.31%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.31%) or 1-percentage-point higher (4.31%) than the current rate:

1% Decrease (2.31%)	Current Single Rate Assumption 3.31%	1% Increase (4.31%)
\$ 29,891	\$ 24,942	\$ 21,011

### Changes in the Total OPEB Liability:

	Total OPEB Liability
Balance at 12/31/16	\$ 20,875
Changes for the year:	
Service Cost	1,774
Interest	814
Changes of assumptions	1,959
Benefit payments	(480)
Net changes	4,067
Balance at 12/31/17	\$ 24,942

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended September 30, 2018, the City recognized OPEB expense of \$3,080.

At September 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to the OPEB liability from the following sources:

	<u>Deferred Outflows of Resources</u>
Difference between expected and actual experience	\$ 1,467
Contributions subsequent to measurement date	152
<b>Total</b>	<u><u>\$ 1,619</u></u>

The City reported \$152 as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability for the year ending September 30, 2019.

Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year ended December 31:</b>	
2018	\$ 492
2019	492
2020	483
2021	-
2022	-
Thereafter	-
	<u><u>\$ 1,467</u></u>

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, *Continued*

For the Year Ended December 31, 2018

### E. Related Organizations and Joint Ventures

The City has entered into an interlocal agreement with the cities of Hunters Creek Village, Hedwig Village, Hilshire Village, Bunker Hill Village, and Spring Valley Village to create the Village Fire Department (VFD). The agreement automatically renews for a period of five years unless terminated by at least one of the contracting cities. Under the terms of the agreement, the City is liable for 21 percent of VFD's budget. For the year ended December 31, 2018, the City paid \$1,219,322 to the VFD.

Consolidated financial information of the VFD extracted from the audited financial statements for the year ended December 31, 2017, on which VFD's auditors expressed an unmodified opinion, are as follows:

	<u>Net Position</u>
Total assets	\$ 2,228,750
Total deferred outflows of resources	1,442,405
Total liabilities	1,678,450
Total Deferred inflows - pension	285,167
<b>Total Net Position</b>	<b>\$ 1,707,538</b>
	<u>Change in</u>
	<u>Net Position</u>
Total revenues	\$ 5,670,828
Total expenses	5,612,442
<b>Change in Net Position</b>	<b>58,386</b>
Beginning net position	1,649,152
<b>Ending Net Position</b>	<b>\$ 1,707,538</b>

# City of Piney Point Village, Texas

## NOTES TO FINANCIAL STATEMENTS, Continued

For the Year Ended December 31, 2018

The City has also entered into an interlocal agreement with the cities of Bunker Hill Village and Hunters Creek Village to create the Memorial Village Police Department (MVPD). Under the terms of the agreement, the City is liable for 33 1/3 percent of MVPD's budget. Separate financial statements may be obtained directly from MVPD. For the year ended December 31, 2018 the City paid \$1,622,124 to the MVPD.

Consolidated financial information of the MVPD extracted from the MVPD's audited financial statements for the year ended December 31, 2017, on which the MVPD's auditors expressed an unmodified opinion, are as follows:

	<u>Net Position</u>
Total assets	\$ 1,710,353
Total deferred outflows of resources	1,488,871
Total liabilities	3,944,146
Total deferred inflows - pensions	27,477
<b>Total Net Position</b>	<b>\$ (772,399)</b>

	<u>Change in Net Position</u>
Total revenues	\$ 5,038,967
Total expenditures/expenses	5,223,073
<b>Change in Net Position</b>	<b>(184,106)</b>
Beginning net position	(588,293)
<b>Ending Net Position</b>	<b>\$ (772,399)</b>

**City of Piney Point Village, Texas**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**For the Year Ended December 31, 2018**

**F. Restatement**

Due to the implementation of GASB No. 75, the City restated its beginning net position within governmental activities to properly reflect the total OPEB liability and related deferred outflows and inflows of resources, as prescribed by this accounting standard. This adjustment was recorded at the government-wide level for governmental activities. In addition, the general fund beginning fund balance was restated due to an accounting error relating to accrued expenses. The restatement of beginning fund balance and net position is as follows:

	<u>Governmental Activities</u>	<u>General Fund</u>
Prior year ending net position/fund balance, as reported	\$ 29,788,166	\$ 7,005,523
Change in accrued expenses	16,662	16,662
Impact of implementation of GASB 75	(20,395)	-
Restated beginning net position/fund balance	<u>\$ 29,784,433</u>	<u>\$ 7,022,185</u>

**G. Subsequent Events**

There are no material subsequent events through May 17, 2019, the date the financial statements were issued.



***REQUIRED SUPPLEMENTARY INFORMATION***

(This page intentionally left blank.)

**City of Piney Point Village, Texas**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

**For the Year Ended December 31, 2018**

	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b><u>Revenues</u></b>			
Property tax	\$ 5,277,093	\$ 5,268,760	\$ (8,333)
Sales tax	200,000	202,613	2,613
Franchise and local taxes	387,000	343,929	(43,071)
License and permits	385,500	339,054	(46,446)
Intergovernmental	136,000	136,002	2
Fines and forfeitures	151,500	140,304	(11,196)
Investment income	35,000	156,358	121,358
Other revenue	139,500	69,043	(70,457)
<b>Total Revenues</b>	<b>6,711,593</b>	<b>6,656,063</b>	<b>(55,530)</b>
<b><u>Expenditures</u></b>			
Current:			
General government	1,240,761	1,175,338	65,423
Public safety	3,505,720	3,500,290	5,430
Municipal court	33,300	42,213	(8,913) *
Public works	520,100	832,352	(312,252) *
Capital outlay	350,000	115,809	234,191
<b>Total Expenditures</b>	<b>5,649,881</b>	<b>5,666,002</b>	<b>(16,121)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>1,061,712</b>	<b>990,061</b>	<b>(71,651)</b>
<b><u>Other Financing Sources (Uses)</u></b>			
Transfers (out)	-	(2,018,920)	(2,018,920) *
<b>Total Other Financing (Uses)</b>	<b>-</b>	<b>(2,018,920)</b>	<b>(2,018,920)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 1,061,712</b>	<b>(1,028,859)</b>	<b>\$ (2,090,571)</b>
Beginning fund balance			
		7,022,185	
<b>Ending Fund Balance</b>		<b>\$ 5,993,326</b>	

**Notes to Required Supplementary Information**

1. Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

\* Expenditures exceeded appropriations at legal level of control.

# City of Piney Point Village, Texas

## SCHEDULE OF CHANGES IN NET PENSION LIABILITY (ASSET) AND RELATED RATIOS

Years Ended:

	12/31/2018	12/31/2017	12/31/2016	12/31/2015 <sup>1</sup>
<b>Total pension liability</b>				
Service cost	\$ 53,851	\$ 44,402	\$ 44,331	\$ 38,858
Interest	34,623	32,502	29,095	25,044
Differences between expected and actual experience	(8,987)	(21,689)	8,742	20,456
Changes of assumptions	-	-	13,192	-
Benefit payments, including refunds of participant contributions	(19,429)	(37,623)	(21,424)	(37,007)
<b>Net change in total pension liability</b>	<b>60,058</b>	<b>17,592</b>	<b>73,936</b>	<b>47,351</b>
<b>Total pension liability - beginning</b>	<b>495,718</b>	<b>478,126</b>	<b>404,190</b>	<b>356,839</b>
<b>Total pension liability - ending (a)</b>	<b>555,776</b>	<b>495,718</b>	<b>478,126</b>	<b>404,190</b>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$ 36,304	\$ 25,738	\$ 24,090	\$ 17,566
Contributions - members	23,977	19,238	20,041	19,183
Net investment income	63,354	28,490	588	21,588
Benefit payments, including refunds of participant contributions	(19,429)	(37,623)	(21,424)	(37,007)
Administrative expenses	(328)	(322)	(358)	(225)
Other	(17)	(17)	(18)	(19)
<b>Net change in plan fiduciary net position</b>	<b>103,861</b>	<b>35,504</b>	<b>22,919</b>	<b>21,086</b>
<b>Plan fiduciary net position - beginning</b>	<b>456,863</b>	<b>421,359</b>	<b>398,440</b>	<b>377,354</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 560,724</b>	<b>\$ 456,863</b>	<b>\$ 421,359</b>	<b>\$ 398,440</b>
<b>Fund's net pension liability (asset) - ending (a) - (b)</b>	<b>\$ (4,948)</b>	<b>\$ 38,855</b>	<b>\$ 56,767</b>	<b>\$ 5,750</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>100.89%</b>	<b>92.16%</b>	<b>88.13%</b>	<b>98.58%</b>
<b>Covered payroll</b>	<b>\$ 479,531</b>	<b>\$ 384,769</b>	<b>\$ 400,824</b>	<b>\$ 383,660</b>
<b>Fund's net position as a percentage of covered payroll</b>	<b>-1.03%</b>	<b>10.10%</b>	<b>14.16%</b>	<b>1.50%</b>

### Notes to schedule:

1) This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

**City of Piney Point Village, Texas**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS TO PENSION PLAN**  
**Years Ended:**

	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u> <sup>1</sup>
Actuarially determined employer contributions \$	36,328	\$ 36,300	\$ 25,738	\$ 24,090
Contributions in relation to the actuarially determined contribution	\$ 36,328	\$ 36,300	\$ 25,738	\$ 24,090
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Annual covered payroll	\$ 509,947	\$ 479,531	\$ 384,770	\$ 400,823
Employer contributions as a percentage of covered payroll	7.12%	7.57%	6.69%	6.01%

1) This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.

**NOTES TO SCHEDULE OF EMPLOYER CONTRIBUTIONS TO PENSION PLAN**

**Valuation Date:**

Notes

Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	26 years
Asset Valuation Method	10 Year smoothed market; 15% soft corridor
Inflation	2.5%
Salary Increases	3.50% to 10.50% including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010 - 2014
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB

**Other Information:**

Notes

There were no benefit changes during the year.

**City of Piney Point Village, Texas**  
**SCHEDULE OF CHANGES IN POSTEMPLOYMENT BENEFITS OTHER THAN**  
**PENSIONS (OPEB) LIABILITY AND RELATED RATIOS**  
**TEXAS MUNICIPAL RETIREMENT SYSTEM**  
**SUPPLEMENTAL DEATH BENEFITS PLAN**  
**Years Ended:**

	<u>12/31/2017</u> <sup>1</sup>
Total OPEB liability	
Service cost	\$ 1,774
Interest	814
Differences between expected and actual experience	-
Changes of assumptions	1,959
Benefit payments, including refunds of participant contributions	(480)
<b>Net change in total OPEB liability</b>	<u>4,067</u>
<b>Total OPEB liability - beginning</b>	<u>\$ 20,875</u>
<b>Total OPEB liability - ending</b>	<u><u>\$ 24,942</u></u> <sup>2</sup>
 <b>Covered payroll</b>	 \$ 479,531
<b>City's total OPEB liability as a percentage of covered payroll</b>	<b>-97.82%</b>

**Notes to schedule:**

<sup>1</sup> This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, only available information is shown.


<sup>2</sup> No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB statement No. 75 to pay related benefits.

(This page intentionally left blank.)





TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: May 20, 2019

SUBJECT: Proposed St. Francis Episcopal School Remodel SUP

Agenda Item: 4

This agenda item calls for the City Council to consider a presentation from the St. Francis Episcopal School regarding two interior remodeling projects.

The first area is a 4,560 square foot portion of the interior of the school. The proposed work would reconfigure the 4,560 area from four classrooms to five classrooms. The square footage of the area will remain the same as it is today.


The second area is the library, which encompasses 7,035 square feet of the interior of the school. The proposed work will involve reallocating bookshelves and enlarging two existing meeting spaces into teaching spaces. The square footage of the area will remain the same as it is today.

With Council approval, the proposed SUP will be sent to the Planning Commission for consideration.

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: May 20, 2019

SUBJECT: Piney Point Circle

Agenda Item: 5

The Council discussed the acceptance of Piney Point Circle as a public street during the April 22 Council Meeting as well as the May 8 Special Council Meeting.

If it is Council's desire to accept Piney Point Circle as a public street, the next step is to authorize the City Attorney to begin the legal process necessary to accepting the rights-of-way.

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator



MEETING DATE: May 20, 2019

SUBJECT: Renewal of mowing contract with Westco

Agenda Item: 6

This agenda item calls for the City Council to consider renewing the City's contract with Westco for mowing services. Westco has been our mowing contractor since June of 2018. They are requesting an increase for their services in the amount of \$475 a month. The proposed increase is a combination of increased salaries, which account for \$266, and an increase in costs for mowing along San Felipe and Memorial Drive in the amount of \$209 per month. Our contract for mowing services for San Felipe and Memorial Drive was calculated for a 10-month period. The \$209 increase is for 12 months of mowing services.



May 9, 2019

Roger Nelson  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas

RE: Landscape maintenance contract renewal effective June 1, 2019.

Dear Mr. Nelson,

Please accept this letter as a request to continue our contract with the City for services referenced above. Given the rising cost of labor driven by high demand for maintenance workers, we are requesting a modest increase in the amount of \$266.00 per month.

We were several months into the service agreement when we added Memorial Drive and the parks. The monthly payment for this work was \$209.00 lower, as it was based on 10 months of visits, not twelve. Now, all the work will run concurrently on a 12 month billing cycle and the new monthly payment will be \$7573.00.

If you have any questions, please let me know. Also, if a new purchase order is needed for our billing, please send it to me.

Thank you,

Robert Finley

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator

MEETING DATE: May 20, 2019

SUBJECT: Payment to DRC for Hurricane Harvey debris removal

Agenda Item: 7

This agenda item calls for the City Council to consider paying DRC for Hurricane Harvey debris removal. The City has now received \$69,619.90 from Texas Department of Emergency Management (TDEM) for debris removal, landfill charges and debris removal monitoring. The amount due to DRC is \$30,100.39. Debris removal totaled \$20,943.32 and landfill tipping fees account for \$9,157.07.

The debris monitor was paid in November of 2017.



P.O. Box 17017  
Galveston, TX 77558

504-482-2848  
Fax: 504-482-2852

## INVOICE

To: City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, TX 77603

INVOICE NO: 17-046-1  
INVOICE DATE: 1/31/2018  
Hurricane Harvey  
Disaster Number DR-4332

Piney Point Village - Work Performed - September 21 through October 20, 2017

Line Item Number	Line Item Description	Qty	Unit Price	Total
2A	C&D Removal from ROW to FDS 0-15 miles	1,631.10	\$ 12.84	\$ 20,943.32

Sub Total \$ 20,943.32  
Pay this Amount \$ 20,943.32

**Direct All Inquires To:**

Lisa Garcia  
504-482-2848

Kristy Fuentes  
504-482-2848

**Please Transmit Via Wire To:**

Iberia Bank  
200 W. Congress St  
Lafayette, LA 70501

ABA# 265270413  
Account # 20001034804



DRC Emergency Services, LLC

P.O. Box 131486  
Houston, TX 77219

# Invoice

Date	Invoice #
10/23/2017	17-046-3

Bill To
Piney Point Village, TX

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
			10/23/2017			17-046 Piney Point Village, TX	
Quantity	Item Code	Description			U/M	Price Each	Amount
	Landfill	Landfill fees				9,157.07	9,157.07



FROM:  
WASTE MANAGEMENT OF TEXAS, INC.  
FAIRBANKS LANDFILL  
1901 Afton  
Houston, TX 77055

CORRECTED INVOICE

Account Number  
402-896  
Invoice Number  
0131413-1102-0  
Date  
11/1/2017

TO:  
DRC EMERGENCY SERVICES LLC/PINEY POINT

PO BOX 82319  
ATTN: ACCOUNTS PAYABLE  
MOBILE, AL 36689-2319

INVOICE TOTAL: \$9,157.07

BILLING INQUIRIES: 713/354-5200  
SERVICE INQUIRIES: 713/354-5226

Ticket Date	Ticket ID	Cust Code	Truck Number	FEMA Ticket	Yards	Rate	Rate Unit	Rate Qty	Material Revenue	Tax Revenue	Surcharge Revenue	Total
10/20/2017	78858	0000896	3158F53	60C2EAB	14.8	\$5.35	CYD	14.8	\$79.18	\$2.81	\$0.00	\$81.99
10/20/2017	78859	0000896	3158F53	555D340	14.8	\$5.35	CYD	14.8	\$79.18	\$2.81	\$0.00	\$81.99
10/20/2017	78860	0000896	3158F53	555D340	14.8	\$5.35	CYD	14.8	\$79.18	\$2.81	\$0.00	\$81.99
10/20/2017	78921	0000896	3158F53	59dfaa4	14	\$5.35	CYD	14	\$74.90	\$2.66	\$0.00	\$77.56
10/23/2017	79200	0000896	D7830F2	0A2F898	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79201	0000896	D7830F2	0AFF198	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79205	0000896	D7830F2	0FA83CF	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79206	0000896	310CC88	1AFC929	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79208	0000896	1124D8A	1EBF785	19.6	\$5.35	CYD	19.6	\$104.86	\$3.72	\$0.00	\$108.58
10/23/2017	79211	0000896	D7830F2	3AA93EA	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79213	0000896	310CC88	3CCAE11	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79214	0000896	D7830F2	4B299F6	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79215	0000896	D7830F2	4B12556	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79218	0000896	310CC88	4E937AD	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79220	0000896	310CC88	4E2259D	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79221	0000896	D7830F2	5A772E0	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79222	0000896	310CC88	5C48869	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79223	0000896	310CC88	5D1F48F	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79224	0000896	310CC88	5D3841A	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79225	0000896	D7830F2	5D0977B	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79227	0000896	D7830F2	5FDE0F4	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79229	0000896	E8DA420	07E2B69	36.1	\$5.35	CYD	36.1	\$193.14	\$6.86	\$0.00	\$199.99
10/23/2017	79231	0000896	D7830F2	9FB6833	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79233	0000896	310CC88	15A31A5	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79235	0000896	D7830F2	029A3B4	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79237	0000896	310CC88	34A9031	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79238	0000896	310CC88	047C70F	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79240	0000896	D7830F2	49B8FD9	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79241	0000896	310CC88	51EAF7C	13.3	\$5.35	CYD	13.3	\$71.16	\$2.53	\$0.00	\$73.68
10/23/2017	79343	0000896	1A44AF8	69C98F7	33.3	\$5.35	CYD	33.3	\$178.16	\$6.33	\$0.00	\$184.48
10/23/2017	79346	0000896	D7830F2	73D40ED	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79347	0000896	E6006DC	76EAA89	25.5	\$5.35	CYD	25.5	\$136.43	\$4.85	\$0.00	\$141.27
10/23/2017	79349	0000896	310CC88	81ABEC4	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79350	0000896	310CC88	209A95D	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79351	0000896	310CC88	357C774	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79352	0000896	D7830F2	405C774	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79353	0000896	23427A8	675E3A6	30.6	\$5.35	CYD	30.6	\$163.71	\$5.81	\$0.00	\$169.52

Waste Management of Texas, Inc.  
FAIRBANKS LANDFILL  
PO Box 660345, Dallas, TX 75266



FROM:  
WASTE MANAGEMENT OF TEXAS, INC.  
FAIRBANKS LANDFILL  
1901 Afton  
Houston, TX 77055

CORRECTED INVOICE

Account Number  
402-896  
Invoice Number  
0131413-1102-0  
Date  
11/1/2017

TO:  
DRC EMERGENCY SERVICES LLC/PINEY POINT  
PO BOX 82319  
ATTN: ACCOUNTS PAYABLE  
MOBILE, AL 36689-2319

INVOICE TOTAL: \$9,157.07

BILLING INQUIRIES: 713/354-5200  
SERVICE INQUIRIES: 713/354-5226

Ticket Date	Ticket ID	Cust Code	Truck Number	FEMA Ticket	Yards	Rate	Rate Unit	Rate Qty	Material Revenue	Tax Revenue	Surcharge Revenue	Total
10/23/2017	79354	0000896	310CC88	6968583	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79355	0000896	310CC88	705AF8F	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79357	0000896	E861546	725CB66	26.6	\$5.35	CYD	26.6	\$142.31	\$5.05	\$0.00	\$147.36
10/23/2017	79359	0000896	D7830F2	739C8C	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79361	0000896	D7830F2	0809A92	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79363	0000896	310CC88	931A2EF	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79364	0000896	310CC88	957A276	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79365	0000896	310CC88	989AF2A	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79366	0000896	D7830F2	2788B03	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79368	0000896	189E1D3	3950FAC	31.4	\$5.35	CYD	31.4	\$167.99	\$5.97	\$0.00	\$173.96
10/23/2017	79369	0000896	D7830F2	5573D93	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79371	0000896	310CC88	11492B7	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79372	0000896	310CC88	12501D6	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79374	0000896	D7830F2	533145E	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79375	0000896	310CC88	0534369	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79376	0000896	DC943CB	3178602	45.6	\$5.35	CYD	45.6	\$243.96	\$8.66	\$0.00	\$252.62
10/23/2017	79378	0000896	D7830F2	6889658	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79383	0000896	D7830F2	8900127	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79384	0000896	310CC88	9334955	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79385	0000896	310CC88	A1EE934	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79386	0000896	310CC88	A7C7147	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79387	0000896	D7830F2	A301D71	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79389	0000896	D7830F2	AD4F3FC	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79390	0000896	D7830F2	B1218BE	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79392	0000896	310CC88	B461098	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79393	0000896	D7830F2	B149237	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79399	0000896	D7830F2	B245652	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79400	0000896	310CC88	BD244E7	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79404	0000896	D7830F2	C0589BC	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79405	0000896	D7830F2	CB06BFE	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79406	0000896	310CC88	CD43DBA	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79407	0000896	D7830F2	C734660	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79409	0000896	D7830F2	D6DF1F8	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79410	0000896	D7830F2	D22A347	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79411	0000896	23427A8	D364A54	34.2	\$5.35	CYD	34.2	\$182.97	\$6.50	\$0.00	\$189.47
10/23/2017	79412	0000896	310CC88	D88126D	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22
10/23/2017	79414	0000896	310CC88	E98E517	14.3	\$5.35	CYD	14.3	\$76.51	\$2.72	\$0.00	\$79.22

Waste Management of Texas, Inc.  
FAIRBANKS LANDFILL  
PO Box 660345, Dallas, TX 75266



FROM:  
WASTE MANAGEMENT OF TEXAS, INC.  
FAIRBANKS LANDFILL  
1901 Afton  
Houston, TX 77055

**CORRECTED INVOICE**

Account Number  
**402-896**  
Invoice Number  
**0131413-1102-0**  
Date  
**11/1/2017**

TO:  
**DRC EMERGENCY SERVICES LLC/PINEY POINT**  
PO BOX 82319  
ATTN: ACCOUNTS PAYABLE  
MOBILE, AL 36689-2319

**INVOICE TOTAL: \$9,157.07**

BILLING INQUIRIES: 713/354-5200  
SERVICE INQUIRIES: 713/354-5226

Ticket Date	Ticket ID	Cust Code	Truck Number	FEMA Ticket	Yards	Rate	Rate Unit	Rate Qty	Material Revenue	Tax Revenue	Surcharge Revenue	Total
10/23/2017	79417	0000896	07830F2	E247E9A	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79418	0000896	07830F2	E80C6CB	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79419	0000896	07830F2	ECD4852	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
10/23/2017	79420	0000896	310CCB8	EE06F67	13.5	\$5.35	CYD	13.5	\$72.23	\$2.57	\$0.00	\$74.79
10/23/2017	79421	0000896	07830F2	F64A460	21.6	\$5.35	CYD	21.6	\$115.56	\$4.10	\$0.00	\$119.66
10/23/2017	79422	0000896	189E1D3	F95AAED	31.4	\$5.35	CYD	31.4	\$167.99	\$5.97	\$0.00	\$173.96
10/23/2017	79424	0000896	1A44AFB	F847288	31.5	\$5.35	CYD	31.5	\$168.53	\$5.99	\$0.00	\$174.51
10/23/2017	79425	0000896	07830F2	F8EA428	22.8	\$5.35	CYD	22.8	\$121.98	\$4.33	\$0.00	\$126.31
					1652.9				\$8,843.02	\$314.05	\$0.00	\$9,157.07
											<b>Total:</b>	<b>\$9,157.07</b>

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: May 20, 2019

SUBJECT: Traffic Control at Beinhorn Road and North Piney Point Road


**Agenda Item: 8**

This agenda item calls for the City Council to consider the installation of a stop sign or other traffic control device for a pedestrian crossing at the intersection of Beinhorn Road and North Piney Point Road. The three-way intersection currently has a stop sign on Beinhorn Road.

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: May 20, 2019

SUBJECT: Kinkaid School Fence Project


Agenda Item: 9

This agenda item calls for the City Council to discuss with Kinkaid representatives their landscaping plan for their fence project. The SUP allows for the installation of the fence, but Kinkaid did not take into account the five existing trees that would be removed as a part of the fence project. Kinkaid will be providing the City with their landscaping plan for the Council's consideration.

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: May 20, 2019

SUBJECT: Beautification Project at North Piney Point Road and Memorial Drive

Agenda Item: 10

This agenda item calls for the City Council to consider the proposed beautification project at the intersection of North Piney Point Road and Memorial Drive. A copy of Brite Landscapes' proposal for the two esplanades as well as the irrigation plans are included in the packet. The layout for the two esplanades did not fit in the packet and will be available for review Monday night. The cost for the project is:

Esplanade #1 (east side)	\$16,284.87
Esplanade #2 (west side)	\$32,020.78
Irrigation	\$ 8,247.00
Total	\$56,552.65

The 2019 budget includes \$75,000 for landscaping improvements.



# Bright Landscape Designs, Inc.

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

## Estimate

DATE	ESTIMATE #
5/14/2019	10611

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

### PROJECT

May 2019 - Esplanade #2 -

DESCRIPTION	SIZE	QTY	COST	TOTAL
ESPLANADE #2 - (LARGER ONE) - WEST OF PINEY POINT AND RADNEY - AS PER SKETCH				
New Gold Lantana OR 85 - 1g Little Lucky Lantana @ \$757.35	1 gal	85.00	8.91	757.35
Gulf Coast Muhly Grass	3 gal	29.00	24.22793	702.61
Asian Jasmine	1 gal	330.00	3.168	1,045.44
Fern - Foxtail	3 gal	45.00	27.468	1,236.06
Turks Cap OR 55-3g Black and Blue Salvia @ \$1510.74	3 gal	55.00	27.468	1,510.74
Yaupon - Dwarf	3 gal	44.00	20.41205	898.13
Society Garlic - Variegated	1 gal	54.00	9.64796	520.99
Giant Liriope	3 gal	45.00	20.412	918.54
Loropetalum (12"-14")	3 gal	26.00	21.87	568.62
Bull Rock - 2"-4"	cy	5.00	88.50	442.50
Moss Rock Boulder	lb	2,600.00	0.30	780.00
Steel Edging - 16' - Brown	16' piece	19.00	58.87526	1,118.63
Landscape Fabric/300 sq ft roll	300 sq ft roll	1.66	90.00	149.40
Landscape Fabric Staples	box/500	0.50	82.50	41.25
Premium Mix Compost	cy	30.00	42.00	1,260.00
Pine Deco Mulch	cy	15.00	40.50	607.50
Yard Mix	cy	14.00	39.60	554.40
Palmetto Sod - Pallet	pallet	9.00	315.00	2,835.00
TOTAL PLANTS & MATERIALS				15,947.16
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				17,758.92
Subtotal				33,706.08
REPEAT CUSTOMER DISCOUNT			-5.00%	-1,685.30





# Bright Landscape Designs, Inc.

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

# Estimate

DATE	ESTIMATE #
5/14/2019	10611

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

PROJECT

May 2019 - Esplanade #2 -

DESCRIPTION	SIZE	QTY	COST	TOTAL
Subtotal				32,020.78
NOTE: SOD IS NOT COVERED BY GUARANTEE				
NOTE: SEASONAL COLOR IS NOT COVERED BY GUARANTEE				
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS				
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				



# Bright Landscape Designs, Inc.

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

## Estimate

DATE	ESTIMATE #
5/14/2019	10611

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

PROJECT

May 2019 - Esplanade #2 -

DESCRIPTION	SIZE	QTY	COST	TOTAL
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.  WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER				

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**

**\$32,020.78**

**Sales Taxes (8.25%)**

**\$0.00**

**TOTAL**

**\$32,020.78**

**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 #
5/13/2019	10610

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

**PROJECT**

May 2019 - Esplanade #1

DESCRIPTION	SIZE	QTY	COST	TOTAL
ESPLANADE #1 - (SMALLER ONE) - EAST OF PINEY POINT AND RADNEY - AS PER SKETCH				
Asian Jasmine	1 gal	140.0	3.168	443.52
Turks cap OR 17-3g Black and Blue Salvia @ \$466.99	3 gal	17.0	27.46824	466.96
Yaupon - Dwarf	3 gal	24.0	20.41208	489.89
Fern - Foxtail	3 gal	48.0	27.46792	1,318.46
New Gold Lantana OR 65-1g Little Lucky Lantana @ \$643.50	1 gal	65.0	8.91	579.15
Crape Myrtle (8'-10')	30 gal	2.0	234.90	469.80
Redbud - Forest Pansy (7'-8')	30 gal	1.0	340.20	340.20
Loropetalum (12"-14")	3 gal	28.0	21.87	612.36
Gulf Coast Muhly Grass	3 gal	26.0	24.22808	629.93
Steel Edging - 16'	16' piece	14.0	58.875	824.25
Landscape Fabric/300 sq ft roll	300 sq ft roll	1.0	90.00	90.00
Landscape Fabric Staples	box/500	0.5	82.50	41.25
Bull Rock - 2"-4"	cy	3.0	88.50	265.50
Moss Rock Boulder (1 @ 350#, 2 @ 450#, 1 @ 500#)	lb	1,750.0	0.30	525.00
Metal Tree Stake with strap 6'	each	6.0	12.15	72.90
Premium Mix Compost	cy	13.0	42.00	546.00
Pine Deco Mulch	cy	6.5	40.50	263.25
Society Garlic -Variegated	1 gal	60.0	9.648	578.88
TOTAL PLANTS & MATERIALS				8,557.30
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.				8,584.67
Subtotal				17,141.97
REPEAT CUSTOMER DISCOUNT			-5.00%	-857.10

**Phone #**

2814963576

**E-mail**

carol@brightlandscapedesigns.com

Bright Landscape Designs, Inc

9302 Reid Lake Drive

Houston, TX 77064

# Estimate

DATE	ESTIMATE #
5/13/2019	10610

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

PROJECT
May 2019 - Esplanade #1

DESCRIPTION	SIZE	QTY	COST	TOTAL
Subtotal				16,284.87
NOTE: SOD IS NOT COVERED BY GUARANTEE				
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS				
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				
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.				

Phone #
2814963576

E-mail
carol@brightlandscapedesigns.com

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Estimate

DATE	ESTIMATE #
5/13/2019	10610

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

PROJECT

May 2019 - Esplanade #1

DESCRIPTION	SIZE	QTY	COST	TOTAL
WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER				

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**

**\$16,284.87**

**Sales Taxes (8.25%)**

**\$0.00**

**TOTAL**

**\$16,284.87**

Phone #  
INITIALS  
2814963576

E-mail  
carol@brightlandscapedesigns.com

**BLUE WATER IRRIGATION SYSTEMS**  
**1636 CRESTDALE**  
**HOUSTON, TX. 77080**  
**713-661-0312**

**Date:**

5/17/2019

**Proposal for:**

Memorial Drive at Piney Point Esplanades

We submit for your consideration our proposal and agreement for landscape sprinklers in the two esplanades within Memorial Drive and either side of the Piney Point/Radney intersection:

Description	Quantity	
Hunter Pro series 4" pop-up spray head for lawn	56	
Hunter Pro 12" pop-up spray head in beds	40	
Hunter PGV 1" solenoid control valve	5	
Control cable 18/10	400 ft.	
Mainline for valves- 1 1/2"	260 ft.	
Mainline for valves- 2"	80 ft.	
Bubbler for trees	5	
1/2" Cl.Pipe and fittings	533 ft.	
3/4" Pipe and fittings	533 ft.	
1" Pipe and fittings	533 ft.	
<b>Total price, including tax</b>		<b>\$ 7,514</b>
<b>Optional Items</b>		
Flexible joints for head protection	96	\$ 241
Concrete collar to protect lawn heads	84	\$ 492
As-built drawing of pipe routing	included	
<b>Total of options:</b>		<b>\$ 733</b>
<b>Total system w/ options:</b>		<b>\$ 8,247</b>

For the sum shown above, we will provide all labor, equipment and materials necessary to complete the work represented above. Terms of payment are: 20% deposit: 80% due upon completion. Prices are valid for 90 days. When you are ready to proceed with this work, sign in the space below indicating you accept this proposal and have read the warranty information; then, send in this form with any applicable deposit to us.

\_\_\_\_\_  
Approved and accepted

\_\_\_\_\_  
Date

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: May 20, 2019

SUBJECT: Windermere Fencing

Agenda Item: 11

This agenda item calls for the City Council to consider hiring a fence contractor to install an eight-foot stockade fence at 18 Windermere. The City of Houston's contractor, Fuse Industries, has installed a temporary fence along the easement on the south side of 18 Windermere. When the project resumes, the contractor will remove the existing stockade fence on the south side of the easement.

The homeowners at 18 Windermere spoke with Council during the April 22<sup>nd</sup> meeting.

I have contacted three fence companies and, as of 11:30 Friday I have no quotes in hand. Two of the three contractors have assured me that they will have a quote to me Monday.

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: Members of the City Council

FROM: Mark Kobelan, Mayor

MEETING DATE: May 20, 2019

SUBJECT: Mayor's Report

Agenda Item: 12

- Arrowwood – one-way loop
- Mike Peloquin
- Distinguished Public Service Award



MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator 

MEETING DATE: May 20, 2019

SUBJECT: City Administrator's Report

Agenda Item: 13

- April 2019 Financials
- Budget Meeting Dates

## BALANCE SHEET

AS OF: APRIL 30TH, 2019

## 10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
10-1100	Claim on Cash	2,866,034.67
10-1101	Cash- GF Texpool	260,950.08
10-1105	Cash with Amegy	0.00
10-1108	Cash with Agent	1,519,718.30
10-1120	Cash-Texas Class	8,627,593.13
10-1200	Accounts Receivable	0.00
10-1201	Sales Tax Receivable	17,215.07
10-1202	FEMA Reimbursement Receivable	0.00
10-1203	Property Tax receivable-PY	144,419.10
10-1204	Property Tax Receivable-CY	1,993,799.52
10-1205	Other Receivables	45,262.52
10-1209	A/R Willet	2,813.36
10-1301	Accrued Interest	0.00
10-1400	Prepaid Expenses	0.00
10-1507	Due from Debt Service Fund	0.00
10-1508	Due from Capital Projects Fund	0.00
10-1509	Due from Non-Major Fund	0.00
10-1510	Due from Metro Fund	0.00
10-1550	Due from Other Governments	0.00
10-1802	Street and Drainage System	0.00
		<u>15,477,805.75</u>
TOTAL ASSETS		15,477,805.75
=====		
<b>LIABILITIES</b>		
=====		
10-2001	Accounts Payable	3,693.25
10-2002	Other Accrued Liabilities	0.00
10-2005	Misc Payables	0.00
10-2051	Payroll Tax Payable	0.00
10-2052	Employee Insurance Payable	( 1,160.82)
10-2062	TMRS Payable	344.40
10-2101	Property Tax Overpayments	0.00
10-2102	MC-Child Safety Fees Due	( 28.50)
10-2103	MC-Bonds Due	0.00
10-2104	Due To - MC Technology	0.36
10-2105	Due To-MC Security	0.00
10-2106	Due To-State Comptroller	134,759.17
10-2107	Due To OMNI Base	2,826.07
10-2108	RESTITUTION	( 270.00)
10-2110	Bond Payable - FAST	4,259.55
10-2111	Other Accrued Liabilities	0.00
10-2130	Deferred Revenue-Property Tax	144,419.10
10-2131	Other Deferred Revenue	22,697.46
10-2302	Due to State-CJ Fee	265.20
10-2303	Due To-Debt Service Fund	0.00
10-2402	Permit Deposits	0.00
10-2403	Drainage Deposit Payable	0.00
10-2404	Gas Meter Deposit	93,485.00

10 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
10-2405	P&Z Deposit	0.00
10-2500	Accrued Wages	9,953.15
10-2501	Gordon Estate Bond	0.00
10-2601	Construction Retainage Payable	0.00
10-2701	Deferred Taxes	0.00
10-2702	Deferred Revenue-Alarm Fees	22,500.00
10-2703	Deferred Franchise Taxes	0.00
10-2704	Unearned Revenue-CY Prop Taxes	5,252,478.98
10-2801	General LT Debt-N/P	0.00
10-2802	GO Bonds Payable	0.00
	TOTAL LIABILITIES	<u>5,690,222.37</u>
EQUITY		
=====		
10-3000	Fund Balance	726,631.20
10-3003	Fund Balance	6,980,925.83
10-3900	Earnings	0.00
	TOTAL BEGINNING EQUITY	<u>7,707,557.03</u>
	TOTAL REVENUE	4,409,968.57
	TOTAL EXPENSES	<u>2,329,942.22</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	<u>2,080,026.35</u>
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>9,787,583.38</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	15,477,805.75
		=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -GENERAL FUND  
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,235,455.00	78,858.39	3,725,056.28	71.15	1,510,398.72
PERMITS & INSPECTIONS	367,900.00	50,371.30	154,947.15	42.12	212,952.85
COURT	142,000.00	13,076.33	53,762.45	37.86	88,237.55
INVESTMENT INCOME	150,000.00	18,740.53	72,759.08	48.51	77,240.92
AGENCIES & ALARMS	33,000.00	73,937.67	80,887.67	245.11 (	47,887.67)
FRANCHISE REVENUE	398,000.00	84,882.47	165,215.59	41.51	232,784.41
DONATIONS & IN LIEU	235,500.00	0.00	157,340.35	66.81	78,159.65
TOTAL REVENUES	6,561,855.00	319,866.69	4,409,968.57	67.21	2,151,886.43
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SERVICE</u>					
COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
POLICE	1,815,242.00	151,271.20	756,343.60	41.67	1,058,898.40
MISCELLANEOUS	0.00	0.00	25,307.00	0.00 (	25,307.00)
SANITATION COLLECTION	570,000.00	0.00	146,113.32	25.63	423,886.68
LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
STREET LIGHTING	12,000.00	2,212.68	5,700.90	47.51	6,299.10
FIRE	2,035,143.00	169,595.22	765,299.48	37.60	1,269,843.52
TOTAL PUBLIC SERVICE	4,443,885.00	323,079.10	1,698,764.30	38.23	2,745,120.70
<u>CONTRACT SERVICES</u>					
CONTRACT SERVICES	356,000.00	2,193.77	93,593.46	26.29	262,406.54
TOTAL CONTRACT SERVICES	356,000.00	2,193.77	93,593.46	26.29	262,406.54
<u>BUILDING</u>					
CONTRACT SERVICES	3,857.00	0.00	0.00	0.00	3,857.00
BUILDING SERVICES	149,500.00	0.00	51,035.14	34.14	98,464.86
ADMIN EXPENSE	4,193.00	33.92	621.41	14.82	3,571.59
OFFICE EXPENSE	3,157.00	0.00	59.16	1.87	3,097.84
WAGES & BENEFITS	128,307.00	0.00	0.00	0.00	128,307.00
INSURANCE	17,177.00	751.23	6,533.46	38.04	10,643.54
TOTAL BUILDING	306,191.00	785.15	58,249.17	19.02	247,941.83
<u>GENERAL GOVERNMENT</u>					
CONTRACT SERVICES	12,000.00	0.00	0.00	0.00	12,000.00
ADMIN EXPENSE	45,883.00	1,428.15	8,288.33	18.06	37,594.67
OFFICE EXPENSE	149,100.00	13,209.26	53,424.99	35.83	95,675.01
WAGES & BENEFITS	279,951.00	58,645.78	185,175.91	66.15	94,775.09
INSURANCE	29,116.00	2,080.70	17,962.99	61.69	11,153.01
TOTAL GENERAL GOVERNMENT	516,050.00	75,363.89	264,852.22	51.32	251,197.78

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -GENERAL FUND  
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
ADMIN EXPENSE	5,536.00	0.00	695.00	12.55	4,841.00
OFFICE EXPENSE	4,564.00	0.00	1,036.07	22.70	3,527.93
WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
INSURANCE	22,903.00	792.24	9,534.71	41.63	13,368.29
COURT OPERATIONS	37,200.00	2,417.83	32,280.14	86.77	4,919.86
TOTAL MUNICIPAL COURT	174,714.00	3,210.07	43,545.92	24.92	131,168.08
 <u>PUBLIC WORKS MAINTENANCE</u>					
CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
ADMIN EXPENSE	2,343.00	199.67	353.67	15.09	1,989.33
OFFICE EXPENSE	2,207.00	0.00	0.00	0.00	2,207.00
WAGES & BENEFITS	88,859.00	0.00	0.00	0.00	88,859.00
INSURANCE	18,612.00	575.60	8,398.74	45.13	10,213.26
PUBLIC WORKS OPERATIONS	313,500.00	21.62	75,795.92	24.18	237,704.08
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	796.89	84,548.33	19.69	344,847.67
 <u>GOF CAPITAL OUTLAYS</u>					
OTHER EXPENSES	1,497,014.00	1,950.00	86,388.82	5.77	1,410,625.18
TOTAL GOF CAPITAL OUTLAYS	<u>1,497,014.00</u>	<u>1,950.00</u>	<u>86,388.82</u>	<u>5.77</u>	<u>1,410,625.18</u>
 TOTAL EXPENDITURES	 0.00	 0.00	 0.00	 0.00	 0.00
	=====	=====	=====	=====	=====
 REVENUES OVER/(UNDER) EXPENDITURES	 ( 1,161,395.00)	 ( 87,512.18)	 2,080,026.35		 ( 3,241,421.35)

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

## 10 -GENERAL FUND

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
10-4101 Property Tax Revenue	5,035,455.00	65,948.82	3,656,804.77	72.62	1,378,650.23
10-4150 Sales Tax	200,000.00	12,909.57	68,251.51	34.13	131,748.49
TOTAL TAXES	5,235,455.00	78,858.39	3,725,056.28	71.15	1,510,398.72
<u>PERMITS &amp; INSPECTIONS</u>					
10-4203 Plat Reviews	3,400.00	0.00	150.00	4.41	3,250.00
10-4204 Code Enforcement Citations	1,000.00	0.00	0.00	0.00	1,000.00
10-4205 Contractor Registration	12,000.00	1,440.00	6,360.00	53.00	5,640.00
10-4206 Drainage Reviews	50,000.00	4,650.00	14,450.00	28.90	35,550.00
10-4207 Permits	300,000.00	44,031.30	133,487.15	44.50	166,512.85
10-4208 Board of Adjustment Fees	1,500.00	250.00	500.00	33.33	1,000.00
TOTAL PERMITS & INSPECTIONS	367,900.00	50,371.30	154,947.15	42.12	212,952.85
<u>COURT</u>					
10-4300 Court Fines	142,000.00	13,076.33	53,762.45	37.86	88,237.55
TOTAL COURT	142,000.00	13,076.33	53,762.45	37.86	88,237.55
<u>INVESTMENT INCOME</u>					
10-4400 Interest Income	150,000.00	18,740.53	72,759.08	48.51	77,240.92
TOTAL INVESTMENT INCOME	150,000.00	18,740.53	72,759.08	48.51	77,240.92
<u>AGENCIES &amp; ALARMS</u>					
10-4501 Agencies	0.00	73,487.67	73,487.67	0.00 (	73,487.67)
10-4507 Sec-False Alarm	0.00	0.00	0.00	0.00	0.00
10-4508 SEC-Registration	33,000.00	450.00	7,400.00	22.42	25,600.00
10-4520 FEMA - State Reimbursement	0.00	0.00	0.00	0.00	0.00
TOTAL AGENCIES & ALARMS	33,000.00	73,937.67	80,887.67	245.11 (	47,887.67)
<u>FRANCHISE REVENUE</u>					
10-4602 Cable	72,000.00	55,452.34	56,205.92	78.06	15,794.08
10-4605 Power/Electric	272,000.00	22,697.71	94,344.26	34.69	177,655.74
10-4606 Franchise Fees-Gas	19,000.00	0.00	0.00	0.00	19,000.00
10-4607 Telephone	35,000.00	6,732.42	14,665.41	41.90	20,334.59
10-4608 Wireless Communication	0.00	0.00	0.00	0.00	0.00
TOTAL FRANCHISE REVENUE	398,000.00	84,882.47	165,215.59	41.51	232,784.41
<u>DONATIONS &amp; IN LIEU</u>					
10-4702 Kinkaid School	34,000.00	0.00	0.00	0.00	34,000.00
10-4703 Metro Congested Mitigation	136,000.00	0.00	2.46	0.00	135,997.54
10-4704 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
10-4705 Ambulance	65,000.00	0.00	0.00	0.00	65,000.00
10-4706 Donation to Historical Preserv	0.00	0.00	0.00	0.00	0.00
10-4800 Miscellaneous Income	500.00	0.00	157,337.89	1,467.58 (	156,837.89)
10-4850 Transfer In	0.00	0.00	0.00	0.00	0.00
10-4900 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
10-4907 Unearned Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	235,500.00	0.00	157,340.35	66.81	78,159.65

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -GENERAL FUND

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL REVENUES	6,561,855.00	319,866.69	4,409,968.57	67.21	2,151,886.43

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE</u>					
=====					
<u>COMMUNITY</u>					
10-510-5001 Community Celebrations	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL COMMUNITY	10,000.00	0.00	0.00	0.00	10,000.00
<u>POLICE</u>					
10-510-5010 MEMORIAL VILLAGE POLICE DEPT	1,815,242.00	148,826.70	744,121.77	40.99	1,071,120.23
10-510-5011 MVPD - AUTO REPLACEMENT	0.00	2,444.50	12,221.83	0.00	( 12,221.83)
TOTAL POLICE	1,815,242.00	151,271.20	756,343.60	41.67	1,058,898.40
<u>MISCELLANEOUS</u>					
10-510-5020 Miscellaneous	0.00	0.00	25,307.00	0.00	( 25,307.00)
TOTAL MISCELLANEOUS	0.00	0.00	25,307.00	0.00	( 25,307.00)
<u>SANITATION COLLECTION</u>					
10-510-5030 SANITATION COLLECTION	570,000.00	0.00	143,248.35	25.13	426,751.65
10-510-5031 SANITATION FUEL CHARGE	0.00	0.00	2,864.97	0.00	( 2,864.97)
TOTAL SANITATION COLLECTION	570,000.00	0.00	146,113.32	25.63	423,886.68
<u>LIBRARY</u>					
10-510-5040 Spring Branch Library	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL LIBRARY	1,500.00	0.00	0.00	0.00	1,500.00
<u>STREET LIGHTING</u>					
10-510-5050 Street Lighting	12,000.00	2,212.68	5,700.90	47.51	6,299.10
TOTAL STREET LIGHTING	12,000.00	2,212.68	5,700.90	47.51	6,299.10
<u>FIRE</u>					
10-510-5060 Villages Fire Department	2,035,143.00	169,595.22	765,299.48	37.60	1,269,843.52
TOTAL FIRE	2,035,143.00	169,595.22	765,299.48	37.60	1,269,843.52
<hr/>					
TOTAL PUBLIC SERVICE	4,443,885.00	323,079.10	1,698,764.30	38.23	2,745,120.70
<u>CONTRACT SERVICES</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-520-5102 Accounting/Audit	32,000.00	0.00	10,719.91	33.50	21,280.09
10-520-5103 Engineering	150,000.00	0.00	37,870.60	25.25	112,129.40
10-520-5104 Legal	90,000.00	205.32	17,920.52	19.91	72,079.48
10-520-5105 Tax Appraisal-HCAD	60,000.00	0.00	18,973.00	31.62	41,027.00
10-520-5107 Animal Control	2,000.00	0.00	475.98	23.80	1,524.02
10-520-5108 IT Hardware/Software & Support	0.00	1,988.45	7,618.45	0.00	( 7,618.45)
10-520-5110 Mosquito Control	22,000.00	0.00	15.00	0.07	21,985.00
TOTAL CONTRACT SERVICES	356,000.00	2,193.77	93,593.46	26.29	262,406.54



CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

0 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CONTRACT SERVICES	356,000.00	2,193.77	93,593.46	26.29	262,406.54
BUILDING =====					
CONTRACT SERVICES					
10-530-5108 Information Technology	3,857.00	0.00	0.00	0.00	3,857.00
TOTAL CONTRACT SERVICES	3,857.00	0.00	0.00	0.00	3,857.00
BUILDING SERVICES					
10-530-5152 Drainage Reviews	45,000.00	0.00	13,665.14	30.37	31,334.86
10-530-5153 Electrical Inspections	12,000.00	0.00	3,195.00	26.63	8,805.00
10-530-5154 Plat Reviews	500.00	0.00	0.00	0.00	500.00
10-530-5155 Plan Reviews	10,000.00	0.00	12,000.00	120.00 (	2,000.00)
10-530-5156 Plumbing Inspections	18,000.00	0.00	3,510.00	19.50	14,490.00
10-530-5157 Structural Inspections	15,000.00	0.00	5,535.00	36.90	9,465.00
10-530-5158 Urban Forester	42,000.00	0.00	11,960.00	28.48	30,040.00
10-530-5160 Mechanical Inspections	7,000.00	0.00	1,170.00	16.71	5,830.00
TOTAL BUILDING SERVICES	149,500.00	0.00	51,035.14	34.14	98,464.86
ADMIN EXPENSE					
10-530-5204 Dues & Subscriptions	250.00	0.00	0.00	0.00	250.00
10-530-5206 Legal Notices	500.00	0.00	0.00	0.00	500.00
10-530-5207 Misc Supplies	1,800.00	33.92	621.41	34.52	1,178.59
10-530-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	4,193.00	33.92	621.41	14.82	3,571.59
OFFICE EXPENSE					
10-530-5210 Postage	150.00	0.00	0.00	0.00	150.00
10-530-5211 Meeting Supplies	150.00	0.00	0.00	0.00	150.00
10-530-5213 Office Supplies	500.00	0.00	59.16	11.83	440.84
10-530-5214 Telecommunications	1,857.00	0.00	0.00	0.00	1,857.00
10-530-5215 Travel & Training	500.00	0.00	0.00	0.00	500.00
TOTAL OFFICE EXPENSE	3,157.00	0.00	59.16	1.87	3,097.84
WAGES & BENEFITS					
10-530-5301 Gross Wages	109,214.00	0.00	0.00	0.00	109,214.00
10-530-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-530-5313 Fringe Benefits	18,450.00	0.00	0.00	0.00	18,450.00
TOTAL WAGES & BENEFITS	128,307.00	0.00	0.00	0.00	128,307.00
INSURANCE					
10-530-5353 Employee Insurance	17,177.00	751.23	6,533.46	38.04	10,643.54
TOTAL INSURANCE	17,177.00	751.23	6,533.46	38.04	10,643.54
TOTAL BUILDING	306,191.00	785.15	58,249.17	19.02	247,941.83

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

0 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL GOVERNMENT</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-540-5108 Information Technology	12,000.00	0.00	0.00	0.00	12,000.00
TOTAL CONTRACT SERVICES	12,000.00	0.00	0.00	0.00	12,000.00
<u>ADMIN EXPENSE</u>					
10-540-5201 Administrative	0.00	0.00	0.00	0.00	0.00
10-540-5202 Auto Allowance/Mileage	13,583.00	1,100.00	2,900.00	21.35	10,683.00
10-540-5203 Bank Fees	1,800.00	178.15	420.56	23.36	1,379.44
10-540-5204 Dues & Subscriptions	3,500.00	0.00	259.00	7.40	3,241.00
10-540-5205 Elections	5,000.00	0.00	0.00	0.00	5,000.00
10-540-5206 Legal Notices	2,000.00	0.00	0.00	0.00	2,000.00
10-540-5207 Miscellaneous	0.00	150.00	150.00	0.00	( 150.00)
10-540-5208 Citizen Communication	10,000.00	0.00	2,500.00	25.00	7,500.00
10-540-5209 Office Equipment & Maintenance	10,000.00	0.00	2,058.77	20.59	7,941.23
TOTAL ADMIN EXPENSE	45,883.00	1,428.15	8,288.33	18.06	37,594.67
<u>OFFICE EXPENSE</u>					
10-540-5210 Postage	1,600.00	0.00	575.45	35.97	1,024.55
10-540-5211 Meeting Supplies	4,000.00	563.39	3,052.88	76.32	947.12
10-540-5212 Rent/Leasehold/Furniture	125,000.00	9,704.42	40,009.51	32.01	84,990.49
10-540-5213 Office Supplies	8,500.00	1,068.75	3,947.65	46.44	4,552.35
10-540-5214 Telecommunications	6,000.00	1,872.70	5,839.50	97.33	160.50
10-540-5215 Travel & Training	1,000.00	0.00	0.00	0.00	1,000.00
10-540-5216 Statutory Legal Notices	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL OFFICE EXPENSE	149,100.00	13,209.26	53,424.99	35.83	95,675.01
<u>PAGES &amp; BENEFITS</u>					
10-540-5301 Gross Wages	230,426.00	47,437.05	140,390.05	60.93	90,035.95
10-540-5302 Overtime/Severance	0.00	3,074.89	7,764.52	0.00	( 7,764.52)
10-540-5303 Temporary/Part-time Personnel	5,000.00	914.48	15,599.75	312.00	( 10,599.75)
10-540-5304 Salary Adjustment (Bonus)	0.00	0.00	0.00	0.00	0.00
10-540-5306 Payroll Tax Expense	0.00	3,888.47	11,361.48	0.00	( 11,361.48)
10-540-5310 TMRS(retirement)	0.00	3,063.61	9,126.77	0.00	( 9,126.77)
10-540-5311 Payroll Processing	857.00	267.28	933.34	108.91	( 76.34)
10-540-5312 TWC-Unemployment	0.00	0.00	0.00	0.00	0.00
10-540-5313 Fringe Benefits	43,668.00	0.00	0.00	0.00	43,668.00
TOTAL WAGES & BENEFITS	279,951.00	58,645.78	185,175.91	66.15	94,775.09
<u>INSURANCE</u>					
10-540-5353 Employee Insurance	24,816.00	2,080.70	15,264.55	61.51	9,551.45
10-540-5354 General Liability	3,800.00	0.00	615.44	16.20	3,184.56
10-540-5355 Bonds for City Staff	500.00	0.00	0.00	0.00	500.00
10-540-5356 Workman's Compensation	0.00	0.00	2,083.00	0.00	( 2,083.00)
10-540-5357 Drainage Study	0.00	0.00	0.00	0.00	0.00
TOTAL INSURANCE	29,116.00	2,080.70	17,962.99	61.69	11,153.01
TOTAL GENERAL GOVERNMENT	516,050.00	75,363.89	264,852.22	51.32	251,197.78

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

.0 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-550-5108 Information Technology	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
<u>ADMIN EXPENSE</u>					
10-550-5204 Dues & Subscriptions	250.00	0.00	0.00	0.00	250.00
10-550-5207 Misc Supplies	2,000.00	0.00	695.00	34.75	1,305.00
10-550-5209 Office Equipment & Maintenance	3,286.00	0.00	0.00	0.00	3,286.00
TOTAL ADMIN EXPENSE	5,536.00	0.00	695.00	12.55	4,841.00
<u>OFFICE EXPENSE</u>					
10-550-5210 Postage	100.00	0.00	0.00	0.00	100.00
10-550-5211 Meeting Supplies	0.00	0.00	0.00	0.00	0.00
10-550-5213 Office Supplies	500.00	0.00	911.07	182.21 (	411.07)
10-550-5214 Telecommunications	3,714.00	0.00	0.00	0.00	3,714.00
10-550-5215 Travel & Training	250.00	0.00	125.00	50.00	125.00
TOTAL OFFICE EXPENSE	4,564.00	0.00	1,036.07	22.70	3,527.93
<u>WAGES &amp; BENEFITS</u>					
10-550-5301 Gross Wages	92,014.00	0.00	0.00	0.00	92,014.00
10-550-5311 Payroll Processing	857.00	0.00	0.00	0.00	857.00
10-550-5313 Fringe Benefits	11,640.00	0.00	0.00	0.00	11,640.00
TOTAL WAGES & BENEFITS	104,511.00	0.00	0.00	0.00	104,511.00
<u>INSURANCE</u>					
10-550-5353 Employee Insurance	22,903.00	792.24	9,534.71	41.63	13,368.29
TOTAL INSURANCE	22,903.00	792.24	9,534.71	41.63	13,368.29
<u>COURT OPERATIONS</u>					
10-550-5402 MC Facilities	0.00	0.00	0.00	0.00	0.00
10-550-5403 Credit Card Charges	5,000.00	492.83	1,477.68	29.55	3,522.32
10-550-5404 Judge/Prosecutor/Interpreter	22,000.00	1,925.00	6,275.00	28.52	15,725.00
10-550-5405 Jury Pay	0.00	0.00	0.00	0.00	0.00
10-550-5406 State Comptroller/OMNI/Linebar	10,000.00	0.00	24,174.12	241.74 (	14,174.12)
10-550-5407 SETCIC	0.00	0.00	0.00	0.00	0.00
10-550-5408 Supplies/Miscellaneous	0.00	0.00	0.00	0.00	0.00
10-550-5409 Collection Agency	0.00	0.00	0.00	0.00	0.00
10-550-5410 OmniBase Services of Texas	200.00	0.00	353.34	176.67 (	153.34)
TOTAL COURT OPERATIONS	37,200.00	2,417.83	32,280.14	86.77	4,919.86
TOTAL MUNICIPAL COURT	174,714.00	3,210.07	43,545.92	24.92	131,168.08

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

.0 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC WORKS MAINTENANCE</u>					
=====					
<u>CONTRACT SERVICES</u>					
10-560-5108 Information Technology	3,875.00	0.00	0.00	0.00	3,875.00
TOTAL CONTRACT SERVICES	3,875.00	0.00	0.00	0.00	3,875.00
<u>ADMIN EXPENSE</u>					
10-560-5207 Misc Supplies	700.00	199.67	353.67	50.52	346.33
10-560-5209 Office Equipment & Maintenance	1,643.00	0.00	0.00	0.00	1,643.00
TOTAL ADMIN EXPENSE	2,343.00	199.67	353.67	15.09	1,989.33
<u>OFFICE EXPENSE</u>					
10-560-5213 Office Supplies	100.00	0.00	0.00	0.00	100.00
10-560-5214 Telecommunications	1,857.00	0.00	0.00	0.00	1,857.00
10-560-5215 Travel & Training	250.00	0.00	0.00	0.00	250.00
TOTAL OFFICE EXPENSE	2,207.00	0.00	0.00	0.00	2,207.00
<u>WAGES &amp; BENEFITS</u>					
10-560-5301 Gross Wages	75,019.00	0.00	0.00	0.00	75,019.00
10-560-5311 Payroll Processing	643.00	0.00	0.00	0.00	643.00
10-560-5313 Fringe Benefits	13,197.00	0.00	0.00	0.00	13,197.00
TOTAL WAGES & BENEFITS	88,859.00	0.00	0.00	0.00	88,859.00
<u>INSURANCE</u>					
10-560-5353 Employee Insurance	18,612.00	575.60	8,398.74	45.13	10,213.26
TOTAL INSURANCE	18,612.00	575.60	8,398.74	45.13	10,213.26
<u>PUBLIC WORKS OPERATIONS</u>					
10-560-5500 Public Works Maintenance	0.00	0.00	6,054.13	0.00 (	6,054.13)
10-560-5501 TCEQ & Harris CO Permits	1,000.00	0.00	1,656.25	165.63 (	656.25)
10-560-5504 Landscaping Maintenance	15,000.00 (	28,392.00)	2,805.02	18.70	12,194.98
10-560-5505 Gator Fuel	2,000.00	0.00	101.59	5.08	1,898.41
10-560-5506 Right of Way Mowing	80,000.00	28,392.00	28,392.00	35.49	51,608.00
10-560-5507 Road & Sign Repair	50,000.00	0.00	34,395.11	68.79	15,604.89
10-560-5508 ROW Water/Planting	4,500.00	0.00	328.69	7.30	4,171.31
10-560-5509 Tree Care/Removal	10,000.00	0.00	0.00	0.00	10,000.00
10-560-5510 Road/Drainage Maintenance	75,000.00	0.00	0.00	0.00	75,000.00
10-560-5515 Landscape Improvements	75,000.00	0.00	2,041.51	2.72	72,958.49
10-560-5516 Gator Maintenance	1,000.00	21.62	21.62	2.16	978.38
TOTAL PUBLIC WORKS OPERATIONS	313,500.00	21.62	75,795.92	24.18	237,704.08
<hr/>					
TOTAL PUBLIC WORKS MAINTENANCE	429,396.00	796.89	84,548.33	19.69	344,847.67

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GOF CAPITAL OUTLAYS</u>					
=====					
<u>OTHER EXPENSES</u>					
10-570-5601 Capital Improvements	0.00	0.00	0.00	0.00	0.00
10-570-5602 Drainage Ditch Maintenance	0.00	0.00	0.00	0.00	0.00
10-570-5606 Road/Drainage Projects	0.00	1,950.00	44,914.85	0.00 (	44,914.85)
10-570-5607 2014 Paving Project	0.00	0.00	0.00	0.00	0.00
10-570-5608 MDE Drainage	0.00	0.00	0.00	0.00	0.00
10-570-5609 Windermere Drainage	406,689.00	0.00	0.00	0.00	406,689.00
10-570-5610 Fire Station Remodel	0.00	0.00	0.00	0.00	0.00
10-570-5616 S. Piney Pt/Blalock Rd	0.00	0.00	0.00	0.00	0.00
10-570-5640 Surrey Oaks	1,090,325.00	0.00	35,626.22	3.27	1,054,698.78
10-570-5660 Smithdale Estates Bypass	0.00	0.00	0.00	0.00	0.00
10-570-5665 Woods Edge Erosion Project	0.00	0.00	0.00	0.00	0.00
10-570-5700 2015 Maintenance Project	0.00	0.00	0.00	0.00	0.00
10-570-5705 Tynewood Ditch Washout Project	0.00	0.00	0.00	0.00	0.00
10-570-5800 Lanecrest Improvements Project	0.00	0.00	0.00	0.00	0.00
10-570-5805 Beinhorn Paving Project	0.00	0.00	5,847.75	0.00 (	5,847.75)
TOTAL OTHER EXPENSES	1,497,014.00	1,950.00	86,388.82	5.77	1,410,625.18
<hr/>					
TOTAL GOF CAPITAL OUTLAYS	1,497,014.00	1,950.00	86,388.82	5.77	1,410,625.18
<hr/>					
TOTAL EXPENDITURES	7,723,250.00	407,378.87	2,329,942.22	30.17	5,393,307.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 1,161,395.00)	( 87,512.18)	2,080,026.35		( 3,241,421.35)

## BALANCE SHEET

AS OF: APRIL 30TH, 2019

20 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
20-1100	Claim on Cash	( 477,018.96)	
20-1105	Cash - Amegy Bank	0.00	
20-1108	Cash with Agent	405,186.03	
20-1109	Texpool-DS	446,951.99	
20-1110	Texas Class-DS	120,678.00	
20-1200	Property Tax Receivable-PY	27,211.66	
20-1201	Property Tax Receivable-CY	532,135.28	
20-1300	Due to/From General Fund	0.00	
20-1301	Accrued Interest Receivable	0.00	
		<u>1,055,144.00</u>	
			1,055,144.00
			=====
<b>LIABILITIES</b>			
=====			
20-2001	Accounts Payable	0.00	
20-2002	Other Accrued Liabilities	0.00	
20-2130	Deferred Revenue-Property Tax	27,211.66	
20-2200	Deferred Property Tax Rec	0.00	
20-2300	Other Accrued Liabilities	0.00	
20-2701	Unearned Revenue-Property Tax	<u>1,401,860.79</u>	
	TOTAL LIABILITIES	<u>1,429,072.45</u>	
<b>EQUITY</b>			
=====			
20-3000	Fund Balance	( 1,383,078.29)	
	TOTAL BEGINNING EQUITY	( 1,383,078.29)	
	TOTAL REVENUE	1,010,649.84	
	TOTAL EXPENSES	<u>1,500.00</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	1,009,149.84	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	( <u>373,928.45</u> )	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		1,055,144.00
			=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

20 -DEBT SERVICE  
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	1,502,950.00	18,182.10	1,005,290.40	66.89	497,659.60
INVESTMENT INCOME	<u>3,900.00</u>	<u>1,144.57</u>	<u>5,359.44</u>	<u>137.42</u>	<u>( 1,459.44)</u>
TOTAL REVENUES	<u>1,506,850.00</u>	<u>19,326.67</u>	<u>1,010,649.84</u>	<u>67.07</u>	<u>496,200.16</u>
<u>EXPENDITURE SUMMARY</u>					
<u>NON-DEPARTMENTAL</u>					
ADMIN EXPENSE	2,250.00	0.00	1,500.00	66.67	750.00
OTHER EXPENSES	1,502,950.00	0.00	0.00	0.00	1,502,950.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>1,505,200.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.10</u>	<u>1,503,700.00</u>
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/ (UNDER) EXPENDITURES	1,650.00	19,326.67	1,009,149.84	( 1,007,499.84)	

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

20 -DEBT SERVICE

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>TAXES</u>					
20-4101 Property Tax Revenue	1,502,950.00	18,182.10	1,005,290.40	66.89	497,659.60
TOTAL TAXES	1,502,950.00	18,182.10	1,005,290.40	66.89	497,659.60
 <u>INVESTMENT INCOME</u>					
20-4400 Bank Interest	3,900.00	1,144.57	5,359.44	137.42 (	1,459.44)
20-4410 Bond Premium	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	3,900.00	1,144.57	5,359.44	137.42 (	1,459.44)
<hr/>					
TOTAL REVENUES	1,506,850.00	19,326.67	1,010,649.84	67.07	496,200.16
	=====	=====	=====	=====	=====



CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

20 -DEBT SERVICE

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
NON-DEPARTMENTAL =====					
ADMIN EXPENSE					
20-500-5204 Paying Agent Fees	2,250.00	0.00	1,500.00	66.67	750.00
TOTAL ADMIN EXPENSE	2,250.00	0.00	1,500.00	66.67	750.00
OTHER EXPENSES					
20-500-5820 Interest Expense-Bonds	217,950.00	0.00	0.00	0.00	217,950.00
20-500-5821 Bond Principal Payments	1,285,000.00	0.00	0.00	0.00	1,285,000.00
20-500-5822 Amortization of Bonds	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	1,502,950.00	0.00	0.00	0.00	1,502,950.00
TRANSFERS					
20-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	1,505,200.00	0.00	1,500.00	0.10	1,503,700.00
<hr/>					
TOTAL EXPENDITURES	1,505,200.00	0.00	1,500.00	0.10	1,503,700.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	1,650.00	19,326.67	1,009,149.84		( 1,007,499.84)

## BALANCE SHEET

AS OF: APRIL 30TH, 2019

## 30 -SPECIAL REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
30-1100	Claim on Cash	88,738.23	
30-1102	Donation	0.02	
30-1103	MC Security	0.36	
30-1104	MC Technology	0.05	
30-1106	Child Safety	21,480.12	
30-1200	Due To/From General Fund	0.00	
30-1301	Accrued Interest Receivable	0.00	
			<u>110,218.78</u>
TOTAL ASSETS			110,218.78
			=====
<b>LIABILITIES</b>			
=====			
30-2001	Accounts Payable	0.00	
30-2100	Grants Payable	0.00	
30-2200	Due To General Fund	0.00	
	TOTAL LIABILITIES		<u>0.00</u>
<b>EQUITY</b>			
=====			
30-3000	Fund Balance	34,566.58	
30-3001	Fund Balance-Child Safety	55,694.92	
30-3002	Fund Balance-MC Security	11,838.88	
30-3003	Fund Balance-MC Technology	3,081.69	
30-3010	Unrestricted Retained Earnings	0.00	
30-3300	Fund Balance-MC Security	0.00	
30-3400	Fund Balance- MC Technology	0.00	
30-3904	Earnings-MC Technology	0.00	
	TOTAL BEGINNING EQUITY	105,182.07	
TOTAL REVENUE		5,036.71	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		5,036.71	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>110,218.78</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			110,218.78
			=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

30 -SPECIAL REVENUE FUND  
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
--	-------------------	-------------------	------------------------	----------------	-------------------

REVENUE SUMMARY

COURT	13,300.00	1,280.43	5,033.26	37.84	8,266.74
INVESTMENT INCOME	5.00	0.94	3.45	69.00	1.55
DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,305.00</b>	<b>1,281.37</b>	<b>5,036.71</b>	<b>37.86</b>	<b>8,268.29</b>
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

<u>NON-DEPARTMENTAL</u>					
MISCELLANEOUS	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
TOTAL NON-DEPARTMENTAL	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
<u>QUALIFIED EXPENSES</u>					
COURT	( 7,823.00)	0.00	0.00	0.00	( 7,823.00)
TOTAL QUALIFIED EXPENSES	( 7,823.00)	0.00	0.00	0.00	( 7,823.00)
<u>ADMINISTRATION</u>					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	=====	=====	=====	=====	=====
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>31,128.00</b>	<b>1,281.37</b>	<b>5,036.71</b>		<b>26,091.29</b>

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

## 30 -SPECIAL REVENUE FUND

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT</u>					
30-4305 MC Security Revenue	4,000.00	358.54	1,482.06	37.05	2,517.94
30-4310 MC Technology Revenue	5,300.00	478.04	1,976.09	37.28	3,323.91
30-4315 Child Safety Revenues	4,000.00	443.85	1,575.11	39.38	2,424.89
TOTAL COURT	13,300.00	1,280.43	5,033.26	37.84	8,266.74
<u>INVESTMENT INCOME</u>					
30-4405 MC Security-Interest	0.00	0.00	0.00	0.00	0.00
30-4410 MC Technology-Interest	0.00	0.00	0.00	0.00	0.00
30-4415 Child Safety-Interest	5.00	0.94	3.45	69.00	1.55
30-4420 Donations-Interest	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	5.00	0.94	3.45	69.00	1.55
<u>DONATIONS &amp; IN LIEU</u>					
30-4720 Donations	0.00	0.00	0.00	0.00	0.00
30-4800 Other Income	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	13,305.00	1,281.37	5,036.71	37.86	8,268.29
	=====	=====	=====	=====	=====

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

## 30 -SPECIAL REVENUE FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-DEPARTMENTAL</b>					
<b>MISCELLANEOUS</b>					
30-500-5029 Gen Govt Qualified Expenses	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
TOTAL MISCELLANEOUS	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
TOTAL NON-DEPARTMENTAL	( 10,000.00)	0.00	0.00	0.00	( 10,000.00)
<b>QUALIFIED EXPENSES</b>					
<b>COURT</b>					
30-510-5121 Child Safety	0.00	0.00	0.00	0.00	0.00
30-510-5122 MC Security	( 123.00)	0.00	0.00	0.00	( 123.00)
30-510-5123 MC Technology	( 7,700.00)	0.00	0.00	0.00	( 7,700.00)
30-510-5129 Donation	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	( 7,823.00)	0.00	0.00	0.00	( 7,823.00)
TOTAL QUALIFIED EXPENSES	( 7,823.00)	0.00	0.00	0.00	( 7,823.00)
<b>ADMINISTRATION</b>					
<b>ADMIN EXPENSE</b>					
30-520-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>OTHER EXPENSES</b>					
30-520-5702 Other Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>TRANSFERS</b>					
30-520-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	( 17,823.00)	0.00	0.00	0.00	( 17,823.00)
REVENUES OVER/(UNDER) EXPENDITURES	31,128.00	1,281.37	5,036.71		26,091.29

## BALANCE SHEET

AS OF: APRIL 30TH, 2019

## 40 -CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
40-1100	Claim on Cash	( 1,522,333.84)
40-1101	Texpool	0.00
40-1105	Cash - Amegy Checking	0.00
40-1120	Texas Class	7,461.04
40-1200	Accounts Receivable	0.00
40-1220	A/R - General Fund	0.00
40-1250	Due To Metro	0.00
40-1300	Accrued Interest Receivable	0.00
		<u>( 1,514,872.80)</u>
TOTAL ASSETS		( 1,514,872.80)
=====		
<b>LIABILITIES</b>		
=====		
40-2001	Accounts Payable	0.00
40-2002	Other Accrued Liabilities	0.00
40-2200	Deferred Revenue	0.00
40-2300	Construction Retainage Payable	194,200.81
40-2400	Accrued Liabilities	0.00
	TOTAL LIABILITIES	<u>194,200.81</u>
<b>EQUITY</b>		
=====		
40-3000	Fund Balance	( 1,679,214.89)
	TOTAL BEGINNING EQUITY	( 1,679,214.89)
TOTAL REVENUE		63.83
TOTAL EXPENSES		<u>29,922.55</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		( 29,858.72)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>( 1,709,073.61)</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		( 1,514,872.80)
=====		

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

40 -CAPITAL PROJECTS FUND  
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INVESTMENT INCOME	0.00	15.86	63.83	0.00 (	63.83)
DONATIONS & IN LIEU	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0.00	15.86	63.83	0.00 (	63.83)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL					
ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0.00	0.00	29,922.55	0.00 (	29,922.55)
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	<u>0.00</u>	<u>0.00</u>	<u>29,922.55</u>	<u>0.00</u> (	<u>29,922.55</u> )
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	15.86	( 29,858.72)		29,858.72

CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

10 -CAPITAL PROJECTS FUND

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
INVESTMENT INCOME					
40-4400 Interest Income	0.00	15.86	63.83	0.00 (	63.83)
TOTAL INVESTMENT INCOME	0.00	15.86	63.83	0.00 (	63.83)
<hr/>					
DONATIONS & IN LIEU					
40-4800 Other Income	0.00	0.00	0.00	0.00	0.00
40-4910 Debt Proceeds	0.00	0.00	0.00	0.00	0.00
40-4911 Bond Premium	0.00	0.00	0.00	0.00	0.00
40-4912 Issuance Cost	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS & IN LIEU	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	15.86	63.83	0.00 (	63.83)
	=====	=====	=====	=====	=====



CITY OF PINEY POINT VILLAGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2019

## 40 -CAPITAL PROJECTS FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
NON-DEPARTMENTAL					
=====					
ADMIN EXPENSE					
40-500-5203 Bank Fees	0.00	0.00	0.00	0.00	0.00
TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES					
40-500-5601 Capital Outlay	0.00	0.00	0.00	0.00	0.00
40-500-5616 S. Piney Pt/Blalock Rd	0.00	0.00	22,422.55	0.00 (	22,422.55)
40-500-5617 Smithdale/Claymore	0.00	0.00	0.00	0.00	0.00
40-500-5640 Batch 1 Projects	0.00	0.00	0.00	0.00	0.00
40-500-5641 Batch 1 - Preliminary	0.00	0.00	0.00	0.00	0.00
40-500-5655 Blalock/S. Piney Point	0.00	0.00	0.00	0.00	0.00
40-500-5660 Smithdale Estates Bypass	0.00	0.00	0.00	0.00	0.00
40-500-5670 N. Piney Point Road Project	0.00	0.00	0.00	0.00	0.00
40-500-5675 Lanecrest Drainage Improvement	0.00	0.00	0.00	0.00	0.00
40-500-5702 Miscellaneous Expense	0.00	0.00	7,500.00	0.00 (	7,500.00)
TOTAL OTHER EXPENSES	0.00	0.00	29,922.55	0.00 (	29,922.55)
TRANSFERS					
40-500-5901 Transfers In	0.00	0.00	0.00	0.00	0.00
40-500-5902 Transfers Out	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	0.00	0.00	29,922.55	0.00 (	29,922.55)
<hr/>					
TOTAL EXPENDITURES	0.00	0.00	29,922.55	0.00 (	29,922.55)
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	15.86 (	29,858.72)		29,858.72

## 99 -POOLED CASH FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
99-1101	Cash	1,025,500.03	
99-1510	DUE FROM GENERAL FUND	0.00	
99-1520	DUE FROM DEBT SERVICE	0.00	
99-1530	DUE FROM SPECIAL REVENUE	0.00	
99-1540	DUE FROM CAPITAL PROJECTS	0.00	
99-1550	DUE FROM METRO FUND	0.00	
99-1599	Due From Other Funds	<u>3,693.25</u>	
			<u>1,029,193.28</u>
TOTAL ASSETS			<u>1,029,193.28</u>
			=====
<b>LIABILITIES</b>			
=====			
99-2000	Accounts Payable	5,101.25	
99-2190	Due to Other Funds	<u>1,024,092.03</u>	
	TOTAL LIABILITIES		<u>1,029,193.28</u>
<b>EQUITY</b>			
=====			
99-3000	Fund Balance	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	0.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>0.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>1,029,193.28</u>
			=====

**Council Agenda Item Cover Memo**

**4/22/2019**

**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on the Engineer's Report**

**SUMMARY/BACKGROUND (WHY):** The City has requested that updates to current projects be summarized in an Engineer's Report. The Engineer's Report for this month includes updates to the Surrey Oaks Project, the City of Houston Windermere Project, White Pillars, various maintenance projects, and future projects.

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

---

**ESTIMATED COST:** NA **FUNDING SOURCE:** Bond, City, and Metro Funds

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

---

**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



## **Engineer's Status Report**

City of Piney Point Village

HDR Engineering, Inc.

City Council Meeting Date: May 20, 2019

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

HDR is currently designing the MVWA water line and sanitary sewer pipe bursting that was recently added into the project by contract amendment with HDR and ILA with the MVWA and the City. The pavement and storm sewer design is 90% complete and in the QC review stages of the project. Per Council's request, HDR has begun coordination with the residents on Surrey Oaks to schedule another neighborhood meeting to review the final design and provide an update to the project's anticipated bidding and construction phase schedules.

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

HDR is continuing the design phase for the Beinhorn project which also includes improvements on Grecian Way. A meeting has been scheduled with residents on Grecian Way for Tuesday, May 21<sup>st</sup> at 6:00 PM to discuss the proposed ditch and driveway culvert improvements and to determine the interest in resident participation to pay for the installation of storm sewer if so desired by the resident.

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

HDR has begun the 30% design phase for the Wilding Lane improvements. Trees will be a big factor that impact the storm sewer design. HDR will coordinate heavily with Craig Koehl, the urban forester, during the PER level design limit impact to trees.

### **4. City of Houston – Windermere Project**

According to the City of Houston, the City has not made much progress with negotiations with the resident at #17 Windermere. The City's Legal Department is working through their options for continuing the project. The resident has been communicating directly with the City of Houston on these issues. Until the issues are resolved, the project is on hold.

### **5. #2 White Pillars/Jeffers Ct./Pineneedle**

Dr. Light at #2 White Pillars has provided a basic easement document to revise the existing 2.5-foot easement to a larger easement facilitating the construction and maintenance of the proposed 24-inch storm sewer pipe to be installed on the east side of his property. He has also stated that he will be willing to pay for the costs to replace his concrete driveway reducing the total Opinion of Probable Construction Costs from \$116,360.00 to \$83,600.00.

HDR performed a field visit and recommends a 20-foot permanent easement be obtained for the installation and maintenance of the 24-inch drainage easement. HDR obtained a



proposal from MBCO Engineering & Surveying to perform a topographic survey of the proposed easement as well as establish the easement limits by metes and bounds. This proposal is included in a separate bid item for discussion and possible action.

#### **6. Illuminated Crosswalk Signage**

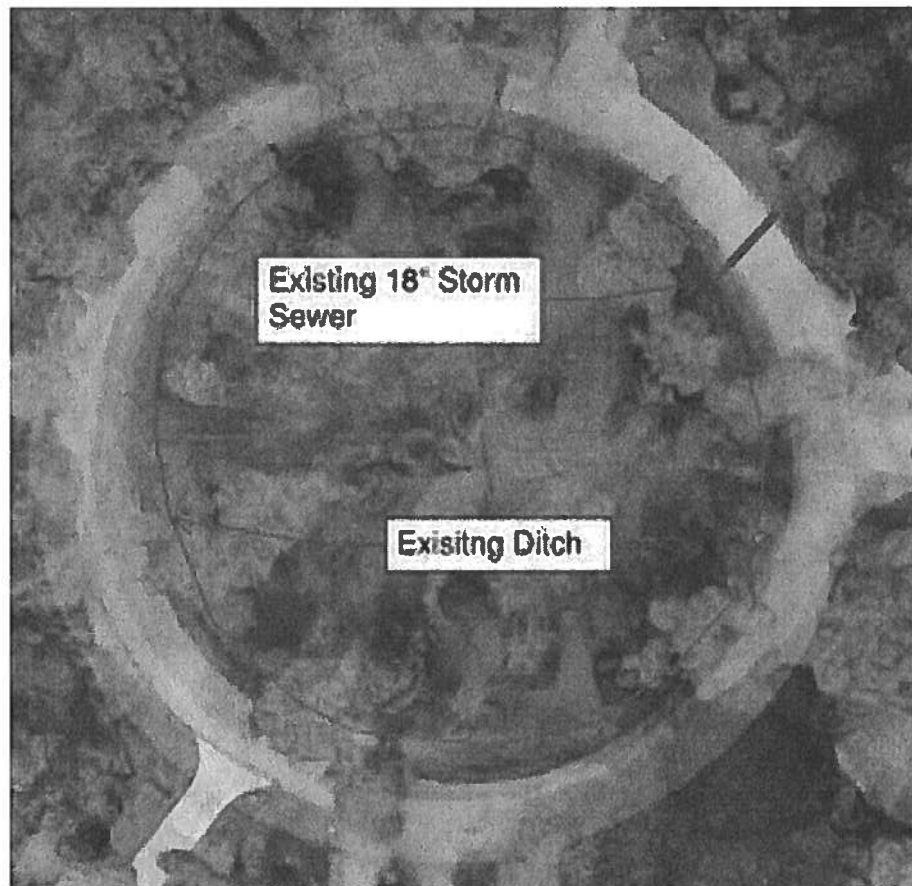
Council and HDR have previously discussed an inquiry from the City of Bunker Hill Village for additional crosswalk warnings or a raised crosswalk at the intersection of the Quail Hollow trail at Blalock Road. Per our previous discussions, HDR obtained a ballpark cost of \$13,000-\$15,000 for the installation of two crosswalk signs with LED rapid flashing beacon light systems including poles, foundation, signs, push buttons, solar panels, and lights. HDR contacted the Steve Smith with the City of Bunker Hill Village about the potential of cost sharing and he indicated that Bunker Hill would be interested in cost sharing.

The City of Hedwig Village has previously inquired about the installation of a stop sign at Beinhorn Road for increased pedestrian safety at this intersection. HDR has contacted the City of Hedwig Village for thoughts on the illuminated crosswalk signage and potential of cost sharing but at the time of preparing this Engineer's Report, the City has not returned phone calls about this issue.

#### **7. Arrowwood Circle Improvements**

HDR recently met with the Mayor at the Arrowwood Circle Park (green space in the center of Arrowwood Circle) to discuss the possibility of creating parking spaces to serve a future park. Arrowwood Circle consist of an 18-foot wide asphalt pavement street with roadside ditch on the inside of the circle and closed storm sewer on the outside of the circle (largely private yard drainage).

## ARROWWOOD CIRCLE – EXISTING CONDITIONS



Several options were considered for the addition of 7-10 parking spaces; Option 1) parallel parking around the circle, Option 2) spaces on the outside of the circle, Option 3) spaces on the inside of the circle.

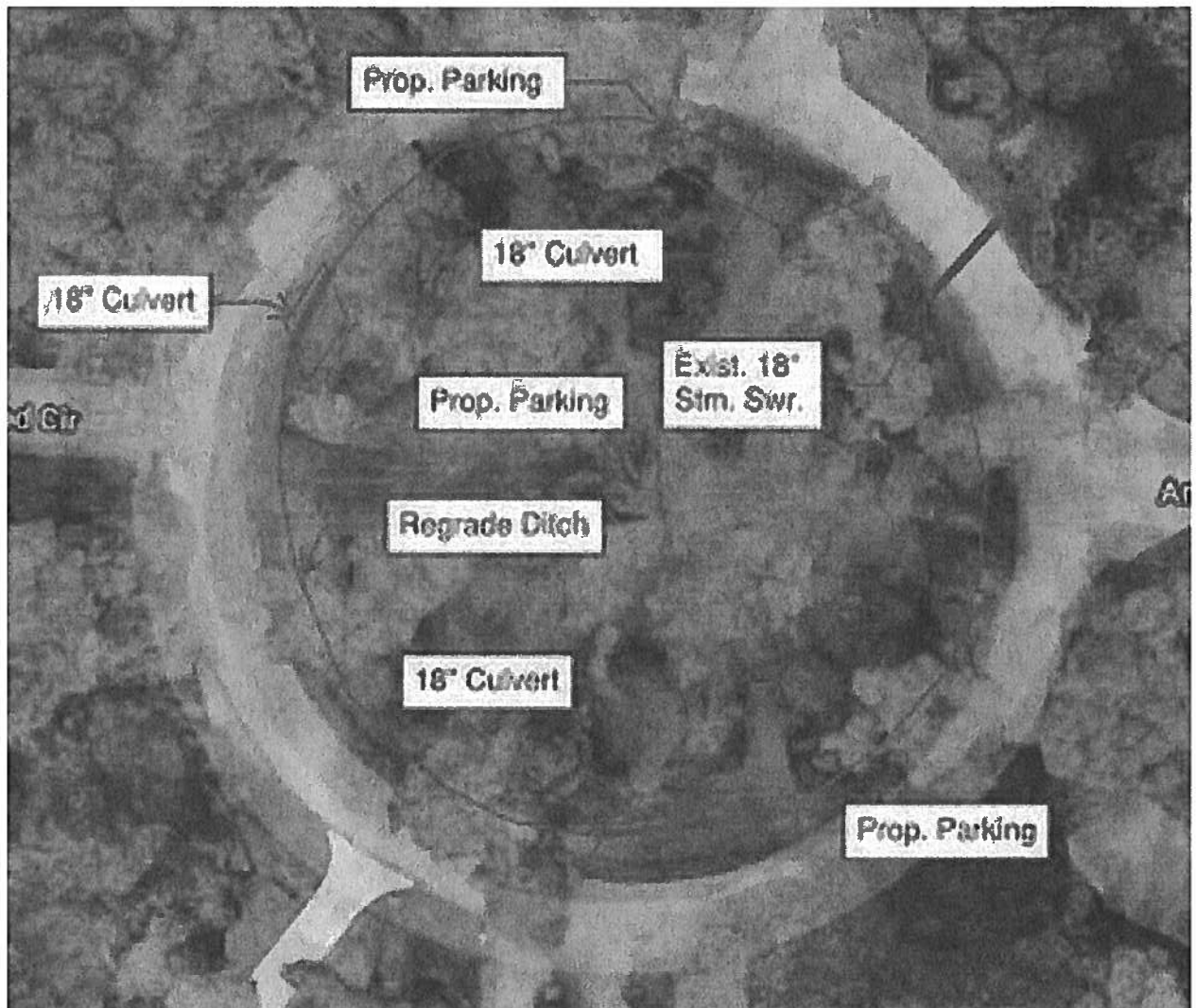
Option 1) Parallel Parking around the circle: The minimum recommended parallel parking space size is an 8-foot by 20-foot space. If parallel parking spaces were added, the street would need to be widened by approximately 2-3 feet to accommodate a full lane of traffic and the parallel parking spaces. Many of the yards adjacent to the outside of the circle are landscaped and well maintained. If the extra width was added to the outside of the circle, the resident's yards would be impacted. To increase the pavement width to the inside of the circle, the roadside ditch would either need to be relocated further inside, or a culvert would need to be installed to replace the ditch. Relocating the ditch further inside of the circle will require the removal of multiple trees. Installing culverts to cover the ditch for the additional street width would require a minimum of 140-200 feet of pipe to accommodate 7-10 parking spaces.



Option 2) Parking spaces installed on the outside of the circle: As discussed in the first option, many of the yards adjacent to the outside of the circle are landscaped and well maintained yards. The yards also have irrigation systems, decorate driveways, and a large number of trees. The installation of parking spaces in these yards would likely not be agreeable to the residents and also appears to be very costly.

Option 3) Parking spaces installed on the inside of the circle: It appears that parking spaces could be added at a 45° angle off of the street at three locations without requiring the removal of trees. The minimum dimensions of a 45° angle parking space are 9-feet by 19.8-feet. These spaces would still require the installation of culvert in the ditch to accommodate the parking pavement, but approximately 90-120 feet of pipe would be required for 7-10 spaces which is less than the pipe required for Option 1.

### ARROWWOOD CIRCLE – OPTION 3





It was both the Mayor's and HDR's opinion that Option 3 would be the most cost effective option, limit impact to trees and existing yards, and provide the easiest method for parking (45° angle versus parallel parking). An Opinion of Probable Construction Cost was prepared for Option 3.

The Mayor also noted that if an asphalt contractor would be on site to pave parking spaces that it may be an appropriate time to reconstruct the existing asphalt pavement on Arrowwood Circle. The existing pavement has extensive lateral cracking and was rated as a 2C in the 2018 Update to the Street Condition Assessment. Arrowwood Circle is among the 8 worst rated streets in the City. HDR included quantities in the attached Opinion of Probable Construction Cost to reclaim the existing asphalt and repave the circle as well as Arrowwood East (from the circle to S. Piney Point Road), rated a 2B.

## **8. Maintenance Projects**

Council has previously approved quotes or proposals for multiple maintenance projects throughout the City. The following is a status report for each project:

- **Concrete Point Repairs**
  - **Memorial Point**
    - Recommend full panel replacement to repair pot hole (see attached picture)
    - Opinion of Probable Construction Cost (OPCC) - \$23,400.00 (see attached)
  - **North Country Squire**
    - Recommend the replacement of multiple panels to repair heavy cracking and pot holes
    - Opinion of Probable Construction Cost (OPCC) - \$78,000.00 (see attached)
  - **Memorial Drive – between Greenbay and Lacewood**
    - Recommend full depth asphalt point repairs in multiple places exhibiting alligator cracking and rutting
    - Opinion of Probable Construction Cost (OPCC) - \$45,524.00 (see attached)

## **9. Future Projects**

At Council's request, HDR has identified multiple projects for the City to consider performing. HDR has also completed the Master Drainage Study Update and has held a workshop with the City to discuss the Study. The Study Update identifies solutions to drainage issues throughout the City. As a result of the workshop, the City requested engineering proposals for drainage improvements along Beinhorn Road and Wilding Lane. Homes on both streets have previously reported flooding and water frequently overwhelms





the roadside ditches filling yards and overtopping the streets. Multiple cul-de-sac streets stemming off of the larger drainage projects the City has completed are good candidates for future drainage improvements projects as further outlined in the Master Drainage Study Update.

An additional drainage project is the replacement of the 96-inch CMP along S. Piney Point Road:

- Opinion of Probable Project Costs (OPPC)
  - 96-inch (replace in kind) – \$986,200.00
  - 9'x9' RCB (equivalent size concrete material) - \$1,921,353.00
  - Dual 8'x7' RCB (ultimate outfall size) - \$2,227,785.00

A list of potential streets for paving improvements includes the following:

- Memorial Drive from San Felipe to Greenbay (Asphalt)
  - Beginning to show signs of failure
  - Completed point repairs in 2015 and November 2017
  - Several other locations will need point repairs in future
  - Last repaved in 2005
  - Typical lifespan of asphalt road with that level of traffic is 12-15 years.
  - Opinion of Probable Construction Costs (OPCC) –
    - Asphalt Reclamation - \$746,740.00
    - Concrete Pavement - \$1,623,460.00
- Arrowwood Circle (Asphalt)
- S. Piney Point Road (Asphalt)
- Crack Sealing on Various Streets

## 9. **Current Anticipated Piney Point Project Schedules:**

*The following is a summary of anticipated project schedules for projects in various phases throughout the City. Please be aware that the schedules are approximate and subject to the weather, utility company reviews, City and County reviews, and other unforeseen circumstances that may develop as each project progresses. HDR will submit an updated schedule with each engineer's report.*

- **Surrey Oaks Paving & Drainage Improvements**
  - Anticipated Schedule –
    - 30% Design Completion – 12/24/2018
    - Presentation of 30% Design – January Council Meeting – 1/28/2018
    - Authorization for Final Design - February Council Meeting – 2/26/2018
    - Final Design Completion – 6/17/2019
    - Authorization for Bidding – 6/24/2019
    - Advertise for Bidding - July
    - Bid Opening – mid-August
    - Award Contract – August Council Meeting – 8/26/2019
    - Construction Notice to Proceed – late-September
    - Construction Completion Date – May 2020



- **Beinhorn Drainage & Sidewalk Improvements Project**
  - Anticipated Schedule –
    - Proposal Approved – 2/25/2019
    - Design Completion – 6/24/2019
    - Authorization for Bidding – July Council Meeting
    - Advertise for Bidding – August
    - Bid Opening – mid-September
    - Award Contract – September Council meeting 9/23/2019
    - Construction Notice to Proceed – late-October
    - Construction Completion Date – late April 2020
- **Wilding Lane Drainage & Paving Improvements Project**
  - Anticipated Schedule –
    - Proposal Approved – 4/22/2019
    - PER Completion – late August
    - PER Presentation to Council – 8/24/2019
    - Resident Meeting – Early September
    - Final Design Authorization – September Council Meeting
    - Final Design Completion – January 2020
    - Authorization for Bidding – February 2020
    - Advertise for Bidding – February 2020
    - Bid Opening – March 2020
    - Award Contract – April 2020
    - Construction Notice to Proceed – May 2020
    - Construction Completion Date – February 2021

**Arrowwood Circle Paving and Park Improvements**  
**Opinion of Probable Construction Costs**  
City of Piney Point Village  
HDR Job No. 19-004

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Arrowwood Cir. Drainage Items</b>					
1	Regrade existing ditch, complete in place, the sum of:	L.F.	470	\$7.50	\$3,525.00
2	18" RCP all depths (open cut), including bedding and backfill, complete in place, the sum of:	L.F.	120	\$90.00	\$10,800.00
SUBTOTAL DRAINAGE:					\$14,325.00
<b>Arrowwood Cir. Paving Items</b>					
3	2" Type D HMAC overlay, including tack coat	SY	3,200	\$22.00	\$70,400.00
4	Recycled Cement Stabilized Base Course, 8" minimum depth, including the removal of any excess material and Microcracking of stabilized base, complete in place, the sum of:	S.Y.	3,500	\$8.00	\$28,000.00
5	Cement for Base Course (7%), complete in place, the sum of:	TON	132	\$180.00	\$23,814.00
6	Prime Coat	GAL	1,225	\$4.00	\$4,900.00
7	4" wide solid white Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	340	\$1.50	\$510.00
8	Traffic Control & Regulations	LS	1	\$3,000.00	\$3,000.00
SUBTOTAL PAVING:					\$130,624.00
<b>Arrowwood Cir. Parking Paving Items</b>					
9	2" Type D HMAC overlay, including tack coat	SY	270	\$22.00	\$5,940.00
10	8" Type A HMAC Black Base Course	SY	295	\$55.00	\$16,225.00
11	Cement Stabilized Sand, complete in place, the sum of:	C.Y.	40	\$35.00	\$1,400.00
12	Prime Coat	GAL	103	\$4.00	\$413.00
SUBTOTAL PARKING:					\$23,978.00
SUBTOTAL:					\$168,927.00
30% CONTINGENCY:					\$50,680.00
OPINION OF PROBABLE CONSTRUCTION COST:					\$219,607.00

*These estimates are presented for planning purposes only and are subject to change as the project progresses*

A black and white photograph of a paved road, identified as Memorial Drive. A prominent, jagged crack runs vertically down the center of the road. To the left of the crack, there is a dashed line and a series of rectangular markings, possibly for a crosswalk or lane delineation. The road surface appears to be asphalt or concrete with some texture. In the background, there are some dark, indistinct shapes that could be trees or buildings. The overall image has a grainy, high-contrast quality.

**MEMORIAL DRIVE**







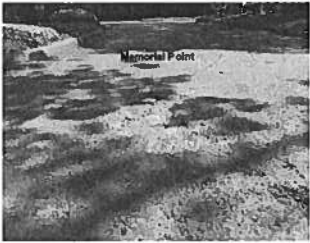
MEMORIAL DRIVE

**Memorial Drive**  
**Opinion of Probable Construction Costs**  
City of Piney Point Village

**Asphalt Point Repairs**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	2" Type D HMAC overlay, including tack coat	SY	250	\$40.00	\$10,000.00
2	8" Type A HMAC Black Base Course	SY	265	\$60.00	\$15,900.00
3	Remove and dispose of existing pavement and base material	SY	265	\$20.00	\$5,300.00
4	Prime Coat	GAL	95	\$7.00	\$665.00
5	4" wide solid yellow Type I reflective pavement markers (thermoplastic)	LF	440	\$8.00	\$3,520.00
6	4" wide solid yellow Type I reflective pavement markers (thermoplastic)	LF	125	\$8.00	\$1,000.00
7	Traffic Control & Regulations	LS	1	\$5,000.00	\$5,000.00
SUBTOTAL:					\$41,385.00
10% CONTINGENCY:					\$4,139.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST:					\$45,524.00

*These estimates are presented for planning purposes only and are subject to change as the project progresses*





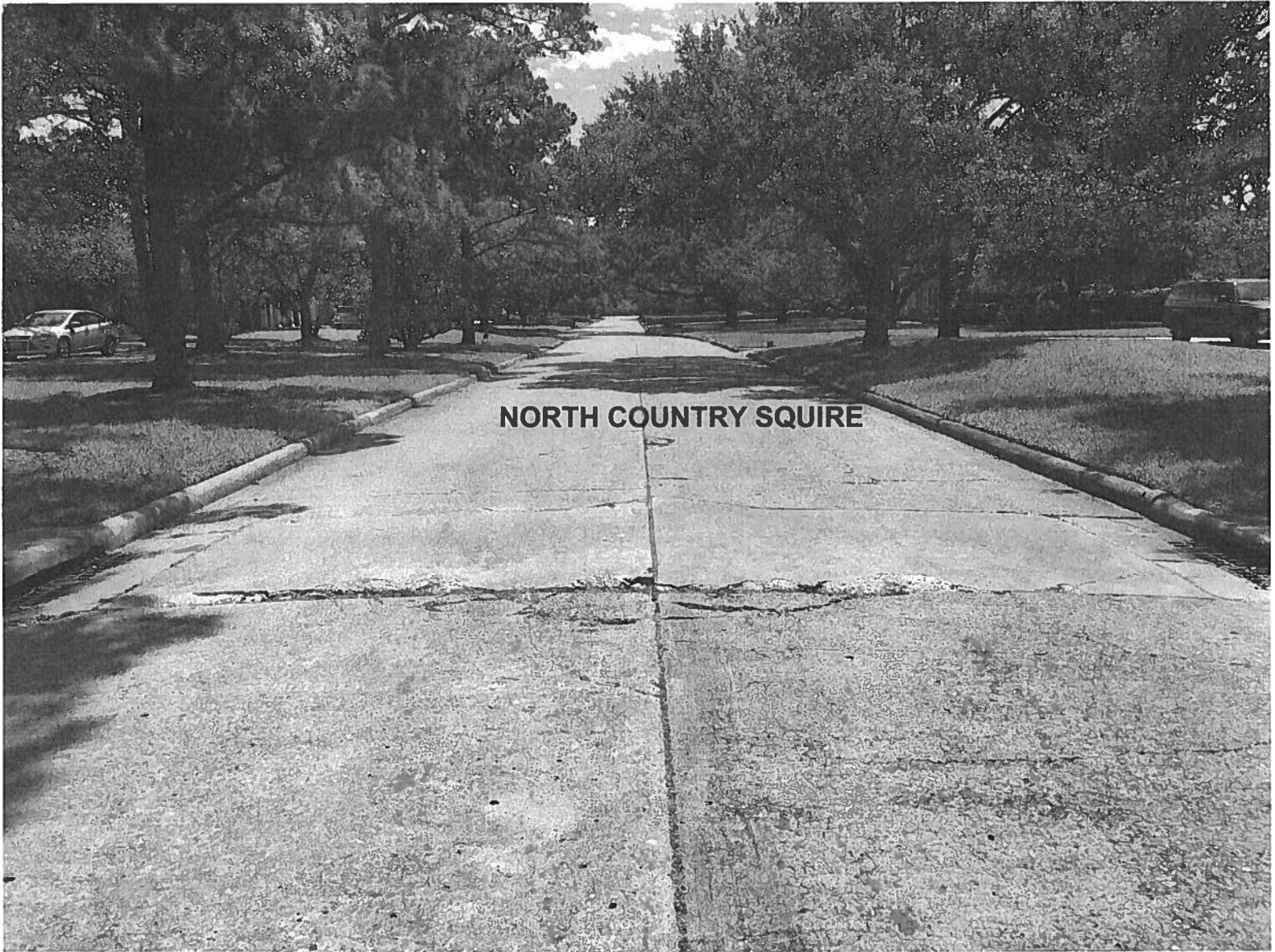
**Memorial Point Lane  
Opinion of Probable Construction Cost  
City of Piney Point Village**

**Concrete Point Repair**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Traffic Control, complete in place, the sum of:	LS	1	\$1,500.00	\$1,500.00
2	Remove, dispose, and replace 6" concrete curb, complete in place, the sum of:	LF	70	\$10.00	\$700.00
3	Zero curb cut back, complete in place, the sum of:	LF	25	\$12.00	\$300.00
4	Concrete point repair including removal, disposal, reinforcing joints, dowels, paving under cut, and replacement of 10" thick concrete and 12" thick cement stabilized sand subgrade, complete in place, the sum of:	SY	165	\$100.00	\$16,500.00
CONSTRUCTION COST					<b>\$19,000.00</b>
10% CONTINGENCY					<b>\$1,900.00</b>
TOTAL CONSTRUCTION COST					<b>\$20,900.00</b>

*These estimates are presented for planning purposes only and are subject to change as the project progresses*







**N. Country Squire**  
**Opinion of Probable Construction Cost**  
**City of Piney Point Village**

**Concrete Point Repairs**

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Traffic Control, complete in place, the sum of:	LS	1	\$1,500.00	\$1,500.00
2	Remove, dispose, and replace 6" concrete curb, complete in place, the sum of:	LF	350	\$10.00	\$3,500.00
3	Concrete point repair including removal, disposal, reinforcing joints, dowels, paving under cut, and replacement of 7" thick concrete and 12" thick cement stabilized sand subgrade, complete in place, the sum of:	SY	600	\$100.00	\$60,000.00
CONSTRUCTION COST					<b>\$65,000.00</b>
10% CONTINGENCY					<b>\$6,500.00</b>
TOTAL CONSTRUCTION COST					<b>\$71,500.00</b>

*These estimates are presented for planning purposes only and are subject to change as the project progresses*

**Council Agenda Item Cover Memo**

**5/20/2019**

**Date of Meeting**

**To: Mayor and City Council**

**Agenda Item:**

**Discuss and take possible action on a Proposal for Survey Services for the topographic and metes and bounds survey for the proposed drainage improvements at #2 White Pillars**

**SUMMARY/BACKGROUND (WHY):** Council previously request that HDR obtain a Proposal for Survey Services to obtain a topographic and metes and bounds survey for the proposed drainage easement and drainage improvements at #2 White Pillars. Attached is a Proposal from MBCO Surveying to establish a 20-foot drainage easement and obtain topographic survey for a total of \$2,340.00.

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

---

---

**ESTIMATED COST:** \$2,340.00

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

**CURRENT BUDGETED ITEM:** YES ☐ NO ☐

**EMERGENCY REQUEST:** YES ☐ NO ☒

---

---

**PREPARED BY:** Joe Moore

**ATTACHMENTS:** Yes



WBE | DBE  
SBE | HUB  
CERTIFIED

## **PROPOSAL FOR LAND SURVEYING SERVICES**

May 15, 2019

HDR, Inc.  
4828 Loop Central Drive, Suite 800  
Houston, TX 77081

Attn: Joseph Moore, P.E., CFM  
City Engineer

Ref: Request for Proposal for topographical survey and metes and bounds description  
with exhibit for 20 foot drainage easement in #2 White Pillars

Dear Mr. Moore:

MBCO Engineering, LLC. (MBCO) is pleased to submit this proposal for professional surveying services for the scope provided by HDR, Inc. on May 14, 2019 which will consist of topography and metes and bounds description with exhibit.

**Topography (\$1,600.00)**

**Metes and Bounds Description with Exhibit (\$740.00)**

**GRAND TOTAL: (\$2,340.00)**

### **Topography (\$1,600.00)**

- MBCO will establish horizontal and vertical control based on Piney Point Village Benchmark System.
- MBCO will locate existing property monumentation.
- MBCO will perform Topographic survey of the property that meets Category 6, Condition II of the Manual of Practice for Land Surveying in the State of Texas.
- MBCO will perform the topography consisting of 20-foot cross-sections and all right of way features including sanitary and storm sewer flow line elevations (size and type of pipes will be collected), cleanouts, trees, pavement, inlet top of grates, fences, walls, gates, etc.
- MBCO will perform measure downs on all water valves to the top of nut.
- MBCO will utilize 811, and research private and public utilities, pipeline companies, and Memorial Village Water Authority for utility records and field marking of existing utilities in the project area.

### **DELIVERABLES:**

- Field book notes and sketches.
- A Point File in the standard ASCII (P, N, E, Z, D) format.



WBE | DBE  
SBE | HUB  
CERTIFIED

### **Metes and Bounds Description with Exhibit (\$740.00)**

- MBCO will perform a metes and bounds description with exhibit (survey plat) for the proposed 20-foot drainage easement that metes the Category 1B, Condition II survey of the Manual of Practice for Land Surveying in the State of Texas.

### **Deliverables**

- MBCO will provide a signed and sealed metes and bounds description to accompany a signed and sealed 11x17 exhibit of for the 20-foot drainage easement.

### **SCHEDULE**

- MBCO will perform the above described said tasks within 5 working business days that will begin the immediate working business day after the Notice to Proceed is given.

### **Payment**

The above services are a lump sum and will be billed monthly on a percentage complete basis.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "David Brister". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Powell Brister, RPLS





WBE | DBE  
SBE | HUB  
CERTIFIED

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

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

DATE:

NAME:

TITLE:

ADDRESS:

MBCO ENGINEERING, LLC.  
"SURVEYOR"

BY:

DATE:

NAME:

TITLE:

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



# EXHIBIT D Fee Schedule

MBCO ENGINEERING, LLC  
White Pillars Lane Topography and Metes and Bounds Description w/ Exhibit

TASK DESCRIPTION	SURVEY PROJECT MANAGER	RPLS	SURVEY TECHNICIAN	SURVEY TECHNICIAN - GPS, SIT	2-MAN SURVEY CREW	3-Man SURVEY CREW	ABTRACTOR SET FEE	ADMIN/ CLERICAL	TOTAL HRS.	TOTAL LABOR HRS. & COSTS
<b>Boundary and Control</b>										
Setting Control and Level Loop				0.5		3			3.5	\$ 525.00
Boundary Recovery				0.5		1			1.5	\$ 205.00
Topography		1		1		4				\$ 870.00
										\$ -
										\$ -
HOURS SUB-TOTALS	0	1	0	2	0	8	0	0	11	5
CONTRACT RATE PER HOUR	\$ 150.00	\$ 140.00	\$ 100.00	\$ 90.00	\$ 145.00	\$ 160.00	\$ 60	\$ 55.00		
TOTAL LABOR COSTS	\$0.00	\$140.00	\$0.00	\$180.00	\$0.00	\$1,280.00	\$0.00	\$0.00		\$ 1,600.00
% DISTRIBUTION OF STAFF HOURS	0.0%	20.0%	0.0%	40.0%	0.0%	160.0%	0.0%	0.0%		
<b>SUBTOTAL Task</b>	<b>\$0.00</b>	<b>\$140.00</b>	<b>\$0.00</b>	<b>\$180.00</b>	<b>\$0.00</b>	<b>\$1,280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$ 1,600.00</b>
<b>Metes and Bounds Description</b>										\$ -
Metes and Bounds w/ Exhibit		1	6						0	\$ -
									7	\$ 740.00
									0	\$ -
									0	\$ -
									0	\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
HOURS SUB-TOTALS	0	1	6	0	0	0	0	0	7	7
CONTRACT RATE PER HOUR	\$ 150.00	\$ 140.00	\$ 100.00	\$ 90.00	\$ 145.00	\$ 160.00	\$ 60.00	\$ 55.00		
TOTAL LABOR COSTS	\$0.00	\$140.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$740.00
% DISTRIBUTION OF STAFF HOURS	0.0%	14.3%	85.7%	0.0%	0.0%	0.0%	0.0%	0.0%		
<b>SUBTOTAL Task</b>	<b>\$0.00</b>	<b>\$140.00</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$740.00</b>
<b>Task Description</b>	<b>Number of Days</b>	<b>Rate</b>	<b>Number of People/Or Rooms</b>	<b>Per Item Rate</b>	<b>Number of Items</b>		<b>Number of Items</b>			<b>Total Cost</b>
										\$ -
										\$ -
<b>Total</b>										<b>\$ -</b>
<b>Project Totals</b>										<b>\$ 2,340.00</b>

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, APRIL 22, 2019**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, APRIL 22, 2019 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300 HOUSTON, TEXAS, 77063 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**COUNCIL MEMBERS PRESENT:** Mayor Mark Kobelan, Mayor Pro Tem John Ebeling, Joel Bender, Dale Dodds, Henry Kollenberg, Brian Thompson

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

**DECLARATION OF QUORUM AND CALL TO ORDER**  
Mayor Kobelan called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**CITIZENS WISHING TO ADDRESS COUNCIL:** Public Comments were addressed after Agenda Item #2.

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

Chief Schultz presented the monthly report for March. He reported the police department has expended 21% of the budget whereas end of the year projections were at 25%. Chief explained the department is currently short staffed by 2 employees, 1 sworn police officer and 1 dispatcher. The police department responded to 2,147 calls, 1,569 House Watches, 7 accidents, and issued 439 citations in Piney Point. Top calls for service continue to be False Alarms followed by suspicious situations.

The police department continues to evaluate and test technology projects.

- One of the projects is the use of an ALPR System. It's a different concept. There is no purchasing, everything is on a lease program. Everything is housed in the cloud, there is no structural installation. There is currently one in place on Piney Point and it will remain at that location for 10 days and then it will be moved to Bunker Hill for 10 days and then to Hunters Creek for 10 days.
- Another project the police department has been evaluating and testing are drones. Drones can be dispatched to 911 calls that meet certain criteria. When a 911 call is received; and based on the criteria of the 911 call, the drone is deployed, it goes to the location, and provides an overview to the officer as they are responding. Drones can respond to alarms, fires, identify hot spots, and provides an extra level of protection for the police officers.

Both test projects are no cost. They are funded by outside sources. Chief will provide additional information and possible presentation next month on how this technology is being developed.

Mayor Kobelan announced Council would proceed to Agenda Item #2 since it is related to discussion of Agenda Item #1; and then return to Citizens wishing to address Council.

**2. Discuss and take possible action on Resolution 19.04.22 conveying the work of the TriCities Public Safety Committee to the Memorial Villages Police Commission**

Council Member Ebeling made a motion to approve Resolution 19.04.22 acknowledging the efforts and recommendations of the Tri-Cities Public Safety Committee that the project be conveyed to the Memorial Villages Police Commission for the Memorial Villages Police Department for further study, evaluation and possible implementation. Council Member Thompson seconded the motion and it passed unanimously.

**CITIZENS WISHING TO ADDRESS COUNCIL:**

Kelly Raley, 1 Stayton Circle, wanted to bring fence issues to Council's attention:

- New fence construction affecting her neighbor on Claymore and Hedwig
- Ms. Raley stated, a resident of Piney Point cannot have a privacy fence if their backyard is along a city street or sidewalk. It must be an open fence. Ms. Raley wants to be on record that she believes there were more than 8 people that wanted the fence regulations changed.

**3. Discuss and take possible action on the VFD monthly report**

Commissioner Nash reported to Council regarding the VFD monthly report.

- Annual Family Day: Great turnout by members of the Fire Department. Not many attended from supporting cities. Next year there will be more advertising.
- Will be setting Budget Workshops for 2020
- Architect has been selected for the remodeling of the Fire Station
- Do not anticipate additional budgetary items
- Bunker Hill process has not started but anticipate starting late May
- The Commission will monitor the Houston Fire Department situation regarding possible layoffs, the 29% increase, and the impact the compensation will have on the Metro area and the availability of EMS resources

**4. Discussion regarding the acceptance of Piney Point Circle as a Public Street**

Council discussed the potential of accepting Piney Point Circle as a public street. There was no action taken. Discussion will continue at the next Council meeting. City Attorney will review options and present recommendations at the next Council meeting.

**5. Discussion with Kinkaid representatives regarding a proposed second turn lane**

Kinkaid is proposing turning 3 lanes into 4 lanes. Council discussed Kinkaid's proposed second turn lane on San Felipe. Kinkaid explained they performed traffic

counts at 5 locations at high traffic times and they looked at 4 different configurations for the analysis. Council Member Kollenberg requested a copy of the presentation and a copy of the previous study. No action was taken. Council discussed bringing item back for a future agenda.

**6. Discuss and take possible action on the Mayor's monthly report, including but not limited to:**

- Hacienda Lane and Beinhorn Project

Council discussed improvements regarding shallow ditches, drainage, culverts and repairing the street for Hacienda Lane and the Beinhorn Project.

**7. Discuss and take possible action on the City Administrator's monthly report.**

- March 2019 Financials

The City Administrator updated Council on the Financials. Harris County Appraisal District has updated their records. The City is doing well.

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

The City Engineer updated Council on the status of the following projects:

- Surrey Oaks Paving & Drainage Improvements: HDR is working on the final design
- Beinhorn Drainage and Sidewalk Improvements Project: HDR is in the design phase which includes improvements on Grecian Way. HDR will proceed with design of culvert resetting and ditch regrading on Grecian Way instead of storm sewer installation.
- City of Houston – Windermere Project: The Contractor has started accessing the easement and removed trees and established a temporary road and fencing. There are issues and concerns for the resident of #17 Windermere. The resident has been communicating directly with the City of Houston. Until the issues are resolved, the project is on hold. Resident of #18 Windermere Lane was present to express their concern regarding the Windermere Project.
- #2 White Pillars/Jeffers Ct./Pineneedle: The resident at #2 White Pillars has expressed concern with an 18-inch storm sewer pipe along the east side of his property outfalling into Soldiers Creek. The resident reported that water bubbles up and eventually floods garage. Council approved a quote to clean and televise the storm sewer. There was conversations regarding the costs of improvements with and without the driveway replacement.
- Memorial Drive Traffic Lights: There were concerns with the Memorial/Briar Forest traffic light operation. After inspection there appeared to be no issues with signal operations. HDR noted that there appears to be a lack of coordination between the traffic signals on Memorial through the City. It is recommended that the corridor be studied to update traffic counts and adjust timings in both directions.
- Maintenance Projects: Crack Sealing is recommended to prevent water from soaking into the base.
- Raised Crosswalk at Blalock and Quail Hollow: Council discussed crosswalks and requested an estimate.

**9. Discuss and take possible action on removal and replacement of driveway culverts on the south side of Williamsburg**

Council Member Ebeling made a motion to approve the proposal from DonMar Grading to remove and replace the driveway culverts on the south side of Williamsburg for the amount of \$29,500. Council Member Thompson seconded the motion and it passed unanimously.

**10. Discuss and take possible action on Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project**

Council requested HDR provide a proposal for Professional Engineering Services to provide preliminary engineering, final engineering design, bid, and construction management, and construction observation. Council Member Ebeling made a motion to approve Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project. Council Member Thompson seconded the motion and it passed unanimously.

**11. Discuss and take possible action on the minutes of the March 25, 2019 Council meeting.**

Council Member Bender made a motion to approve the minutes of the March 25, 2019 Council Meeting. Council Member Ebeling seconded the motion and it passed unanimously.

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

Special Meeting on 05/08/2019

**13. Adjourn**

Council Member Ebeling made a motion to adjourn. Council Member Bender seconded the motion and it passed unanimously. The meeting adjourned at 8:52 p.m.

**PASSED AND APPROVED this 20th day of May, 2019**

---

**Mark Kobelan**  
**Mayor**

---

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

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
SPECIAL COUNCIL MEETING  
WEDNESDAY, MAY 8, 2019**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A SPECIAL MEETING ON WEDNESDAY, MAY 8, 2019 AT 5:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300 HOUSTON, TEXAS, 77063 TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**COUNCIL MEMBERS PRESENT:** Mayor Mark Kobelan, Mayor Pro Tem John Ebeling, Joel Bender, Dale Dodds, Brian Thompson

**ABSENT:** Henry Kollenberg

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

**DECLARATION OF QUORUM AND CALL TO ORDER**

Mayor Kobelan called the meeting to order at 5:31 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Kobelan congratulated Michael Herminghaus on his election to Alderman Position No. 1

Mayor Kobelan thanked John Ebeling for serving the City and its residents for 26 years as Alderman in Position No. 1

**1. Canvass the 2019 General Council Election. Discuss and take possible action on Resolution 19.05.08 declaring candidates as stated**

Mayor Kobelan canvassed the 2019 election results:

Position No. 1:	Michael Herminghaus received 206 votes. John Ebeling received 148 votes. Michael Herminghaus was elected to Position No. 1
Position No. 2:	J. Dale Dodds received 237 votes and was unopposed
Position No. 5:	Brian Thompson received 252 votes and was unopposed

Council Member Ebeling made a motion to approve Resolution 19.05.08 declaring the candidates as stated. Council Member Bender seconded the motion and it passed unanimously.

**2. Swearing in of Council Members**

Mayor Kobelan swore in Council Members Herminghaus, Dodds, and Thompson.

**3. Discuss and take possible action on election of Mayor Pro Tempore**



Council Member Thompson made a motion to elect Council Member Bender to serve as Mayor Pro Tempore. Council Member Dodds seconded the motion and it passed unanimously.

**4. Discussion and take possible action on MVWA Interlocal Agreement**

Joe Moore reviewed the MVWA Interlocal Agreement with Council. The City's drainage improvements and the MVWA water and sanitary sewer facility improvements to Surrey Oaks Lane will be a joint project and constructed on the same road right-of-way easement and by the same general contractor. MVWA agrees to pay their portion of the engineering services, bid preparation, construction management, construction observation, and it also includes an amount not to exceed \$170,000. Council Member Bender made a motion to approve the Interlocal Agreement between Memorial Villages Water Authority and the City of Piney Point Village. Council Member Herminghaus seconded the motion and it passed unanimously.

Joe Moore explained to Council the Amendment to the Fee Proposal for Professional Engineering Services for Water and Sanitary Sewer Improvements to the Surrey Oaks Paving and Drainage Improvement Project is an amendment to the engineering contract. The amendment addresses performing the additional design of the water line, pipe bursting and additional cost of the bid phase service, construction management, and construction observation phase services for:

- installing a new 6-inch PVC water line along the south side of Surrey Oaks beginning at North Piney Point Road to 11321 Surrey Oaks
- rehabilitate the existing sanitary sewer pipe by pipe bursting at Flint Point to Surrey Oaks

Council Member Bender made a motion to approve the Amendment to the Fee Proposal for the Surrey Oaks Paving and Drainage Improvements Project. Council Member Dodds seconded the motion and it passed unanimously.

**5. Discuss and take possible action on CenterPoint Rate Case**

CenterPoint is raising rates. Gulf Coast Coalition of Cities is seeking a rate reduction. Council Member Dodds approved Resolution 19.05.08.B Suspending the May 10, 2019 effective date of CenterPoint Energy Houston Electric, LLC'S requested rate change. Council Member Bender seconded the motion and it passed unanimously.

**6. Discuss private streets**

Council's concern with regards to taking over a private street is that of setting a precedent. There are currently 19 private streets in Piney Point Village. The private streets will need to meet certain standards and each resident must have a clear understanding of their own requirements. The taking over of a private street by the City will be a long and complicated process.

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

Council had an interest for the following for future agenda items:

- Budget
- City Council availability dates

- Bunker Hill election and Fire Department
- Police Commission and Virtual Gate
- John Ebeling to remain as an Alternate Police Commissioner
- Strategic Planning
- Audit Draft

**8. Adjourn**

Council Member Bender made a motion to adjourn. Council Member Thompson seconded the motion and it passed unanimously. The meeting adjourned at 6:27 p.m.

**PASSED AND APPROVED this 20th day of May, 2019**

---

**Mark Kobelan**  
**Mayor**

---

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