

**CITY OF PINEY POINT VILLAGE
CITY COUNCIL**

Aliza Dutt, Mayor
Michael Herminghaus, Council Position 1
Henry Kollenberg, Council Position 2
Joel Bender, Council Position 3
Margaret Rohde, Council Position 4
Jonathan C. Curth, Council Position 5



**CITY HALL
7660 WOODWAY DRIVE SUITE 460
HOUSTON, TEXAS 77063**

Robert Pennington, City Administrator
David Olson, City Attorney

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

**THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING AND WORKSHOP
MONDAY, JUNE 23, 2025
6:00 PM**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR COUNCIL MEETING AND WORKSHOP ON MONDAY, JUNE 23, 2025, AT 6:00 P.M. LOCATED AT 7660 WOODWAY DR. SUITE 460, HOUSTON, TEXAS 77063, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

I. DECLARATION OF QUORUM AND CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

IV. NEW BUSINESS

1. Administer the remaining oath of office for City Council Alderman Position 5.
2. Consideration and possible action on approval of the Council Meeting Minutes held on May 27, 2025.
3. Consideration and possible action regarding the Memorial Villages Police Department.
 - a) Update on activities.
4. Consideration and possible action regarding the Village Fire Department.
 - a) Update on activities.
 - b) VFD FY26 Budget.
 - c) Proposed Amendments to the Village Fire Department By-laws.
 - d) VFD Commission Packet.
5. Consideration and possible action on City Engineering.
 - a) Meadowick Drive Bayou Drainage -Tree Roots.
 - b) City-Wide Point Repairs Project.
 - c) Blalock Storm Sewer Point Repairs.
 - d) Chapelwood Court Drainage Improvements.

- e) Shadow Way Drainage Improvements Project.
 - f) PPV Windermere 24 Inch Outfall Repair Project.
 - g) Engineers Report.
6. Consideration and possible action regarding the Mayor's Monthly Report.
7. Consideration and possible action regarding the City Administrator's Monthly Report, including but not limited to:
- a) Financial Related Items:
 - i. Financial Report – May 2025.
 - ii. Property Tax Report.
 - iii. Kinkaid Contribution.
 - iv. Budget Calendar
 - v. Disbursements (greater than \$10,000).
 - b) Updates regarding SUP, including status information or discussion of Ecclesia and Kinkaid.
 - c) Discussion and action on the emergency response plan outlined in the revised Village Fire Department's Mayor's Emergency Management Guide and in the Piney Point Village Emergency Management Manual.
 - d) Discussion and action on the initial budget development for the upcoming Piney Point Village fiscal year 2026 budget.
8. Consideration and possible action on a resolution (RES. 2025.06) to approve a contract renewal with DRC Emergency Services for disaster debris clearance removal.
9. Consideration and possible action on a proposal with SAFEbuilt Texas LLC for inspection and development review services.
10. Discuss and consider possible action on future agenda items, meeting dates, and similar matters.
- a) Holiday – July 4.
 - b) Beautification Meeting – July 14.
 - c) Engineering Meeting – July 9.
 - d) Regular Council Meeting – July 28.
- 11. EXECUTIVE SESSION**
11. The City Council will now hold a closed executive meeting pursuant to the provisions of Chapter 551, Texas Government Code, in accordance with the authority contained in:
- a) **Section 551.071, Legal Consultation** - The City Council shall convene in a closed session as authorized under Section 551.071 of the Texas Government Code, to obtain confidential legal counsel from the City Attorney concerning matters that fall within the attorney-client privilege.
12. Consideration and possible action on items discussed in the Executive Session.
- 12. WORKSHOP**
- A. Discussion of the Kinkaid School Partnership on the San Felipe Esplanade and Intersection Improvements, and Its Integration into the Beautification Committee's Strategic Development Plan.
 - B. Discuss the emergency response plan outlined in the revised Village Fire Department's Mayor's Emergency Management Guide and in the Piney Point Village Emergency Management Manual.

- C. Discuss the initial budget development for the upcoming Piney Point Village fiscal year 2026 budget.

VII. ADJOURNMENT

CERTIFICATION

I confirm that a copy of the agenda for the Piney Point Village City Council meeting on June 23, 2025, was posted in a publicly accessible location on June 20, 2025, in accordance with Chapter 551 of the Texas Government Code.



Robert Pennington
City Administrator / City Secretary



In compliance with the Americans with Disabilities Act, the City of Piney Point Village will provide reasonable accommodations for persons attending City Council meetings. This facility is wheelchair-accessible, and accessible parking spaces are available. To better serve you, your requests should be received 48 hours before the meeting. Please contact the city administration at 713-230-8703. The City Council reserves the right to adjourn into a Closed Executive Session at any time under the Texas Government Code, Section 551.071 to consult with an attorney.

TO: Mayor and Members of the City Council

FROM: R. Pennington, City Administrator

MEETING DATE: June 23, 2025

SUBJECT: Administer the remaining oath of office for City Council Alderman Position 5.

Agenda Item: 1

Newly elected or re-elected council members are required to take an oath or affirmation of office before assuming their duties. This oath is a solemn promise to faithfully perform the responsibilities of their position and uphold the laws and governing documents of their jurisdiction. The oath of office is a crucial legal and symbolic step for newly elected council members to affirm their qualifications, responsibilities, and commitment to serving their community before officially taking office.

Administer Oaths of Office

- Michael Herminghaus – Alderman Position 1 (Completed)
- Henry Kollenberg – Alderman Position 2 (Completed)
- Jonathan Curth – Alderman Position 5

Additional Information:

The Statement of Officer (Form 2201).

Oath of Office (Form 2204).

Form 2201 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov

Revised 05/2020

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: _____

Signature of Officer

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.

The Office of the Secretary of State does NOT file Statements or Oaths from the following persons: Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of _____ of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of TEXAS
County of HARRIS

Sworn to and subscribed before me on this 27th day of MAY, 2025.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: June 23, 2025

SUBJECT: Consideration and possible action on approval of the Council Meeting Minutes.

Agenda Item: 2

Informational Summary

The minutes from the regular council meeting held on May 27, 2025, is now available for review. The practice of approving minutes at the following meeting allows for corrections while events are recent, formalizes them as the official record in a timely manner, supports legal compliance and accountability, and aligns with principles of effective meeting management and governance.

Recommendation

The staff recommends approval of the minutes from the council meeting held on May 27, 2025.

MINUTES OF A CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING ON TUESDAY, MAY 27, 2025, AT 6:00 P.M. AT 7660 WOODWAY DR. SUITE 460, HOUSTON, TEXAS.

Councilmembers Present: Aliza Dutt, Michael Herminghaus, Dale Dodds (outgoing), Henry Kollenberg (incoming), and Margaret Rohde.

Councilmembers Absent: Joel Bender and Jonathan Curth.

City Representatives Present: Bobby Pennington, City Administrator; John Klevenhagen, Municipal Judge; Phil Boedeker, Acting City Attorney; Jim Huguenard, Police Commissioner; Solace Southwick, Police Commissioner; Ray Schultz, Police Chief; Dan Ramey, Fire Commissioner; Brian Croft, Fire Marshal; Gracie Moylan and John Peterson, City Engineering; and Michelle Yi, Finance Director.

Call To Order

At 6:00 p.m., Mayor Aliza Dutt declared a quorum and called the meeting to order.

Pledge of Allegiance

The Council led the Pledge of Allegiance to the United States flag.

Citizens Wishing to Address Council

- None.

Agenda Items

1. Presentation of Certificates of Election for City Council Alderman Positions 1, 2, and 5.

- Presentation of Certificates of Election for City Council Aldermen Michael Herminghaus, Henry Kollenberg, and Jonathan Curth was presented.
- Councilmember Dodds approved Certificates of Election as presented. Rohde seconded the motion and carried with the following results:
AYES: Herminghaus, Dodds, Rohde.
NAYS: None.

2. Administer the oath of office for City Council Alderman Positions 1, 2, and 5.

- John Klevenhagen, the Municipal Judge for Piney Point Village, administered the oath of office for City Council Alderman positions 1 and 2, held by Michael Herminghaus and Henry Kollenberg. Jonathan C. Curth, who occupies position 5, was absent and will be sworn in at a later date.
- Dale Dodds expressed his appreciation to the Council prior to vacating his seat, which was duly transitioned to Henry Kollenberg.

3. Consideration and possible action regarding Resolution No. 2025.05, the selection of Mayor Pro Tempore.

- Councilmember Herminghaus proposed approving Resolution No. 2025.05, the selection of Mayor Pro Tempore as Joel Bender. Rohde seconded the motion and carried with the following results:
AYES: Herminghaus, Kollenberg, Rohde.
NAYS: None.

4. Consideration and possible action on approval of the Council Meeting Minutes held on April 28, 2025.

- Councilmember Herminghaus proposed approving the minutes of the Council Meeting on April 28, 2025. Rohde seconded the motion and carried with the following results:

AYES: Herminghaus, Kollenberg, Rohde.

NAYS: None.

5. Presentation by BrooksWatson & Co. of Fiscal Year 2024 Financial Audit and consider acceptance as presented.

- The city received an unmodified/clean opinion.
- Councilmember Rohde accepted the Fiscal Year 2024 Financial Audit as presented by BrooksWatson & Co. Herminghaus seconded the motion, and the action carried with the following results:

AYES: Herminghaus, Kollenberg, Rohde.

NAYS: None.

➔ **The council agreed to change the order of discussion items to prioritize Item #13, followed by Items #7 and #8, then Item #6, before returning to the remaining order of items.**

13. Introduction and discussion of a proposed request for a SUP for an additional 90 niches to expand the columbarium inside the St. Francis Church.

- Louise Richman, representing St. Francis Church, presented details about a proposed request for a specific use permit to expand the existing columbarium. She addressed questions concerning the columbarium's perpetuity and capacity. In response, the Council asked the Church to reach out to neighbors and discuss any concerns they might have regarding the planned expansion.

7. Consideration and possible action regarding the Village Fire Department: a) Update on activities; b) VFD Budget Amendment 2024-02 and 2025-03; c) VFD FY26 Budget Draft; d) VFD Commission Packet.

- Croft summarized the report, noting that Piney Point has had 114 incidents reported so far this year, with 30 in April. The average response time in the area is 4 minutes and 30 seconds. Key incidents include 17 fire alarms at churches or schools.
- Ramey updated the council on commission activities. The department audit is ongoing as documentation is being gathered. The department has learned that equipment insurance will not be renewed, so they are seeking bids from a new carrier, expecting a 15% change in coverage. Budget amendments are planned, including using surplus funds for tower improvements and reallocating internal funds, without increasing the overall budget. More amendments are anticipated as the audit progresses. A bylaw change will be proposed with a 10-day notification to clarify vague language. The final budget proposal will be presented at the next meeting.
- Councilmember Kollenberg moved to approve VFD budget amendments 2024-02 and 2025-03 as presented. Rohde seconded the motion, and the action carried with the following results:

AYES: Herminghaus, Kollenberg, Rohde.

NAYS: None.

8. Consideration and possible action on City Engineering: a) Windermere 24 Inch Outfall Repair Project; b) Calico Lane Drainage Improvements; c) May Engineers Report.

- HDR provided an update on the projected costs and basic construction summary for the Windermere 24-inch Outfall Repair Project. The council instructed HDR to formulate a comprehensive project plan with the objective of advancing the project.
- HDR delivered the Street Condition Assessment with prioritized recommendations. The city should consider interlocal agreements with homeowners' associations for repairing and re-grading private streets.
- HDR provided estimates for point repairs under \$50,000 alongside the Street Condition Assessment. The council requests further review of South Piney Point Road and options for improving Radney Road. The mayor also discussed potential partnerships with Harris County and Metro for major thoroughfares.
- Councilmember Rohde proposed an 18" reinforced concrete pipe along with a
- Type A inlet for Calico Lane drainage improvements. Herminghaus seconded the motion and carried with the following results:
AYES: Herminghaus, Kollenberg, Rohde.
NAYS: None.
- HDR updated the council on the traffic signal upgrades at three intersections on Memorial Drive, in partnership with Harris County. The total project cost is \$1,973,854, with the city contributing \$473,854, which is \$173,854 more than initially expected. The council supports moving forward with the project.
- HDR responded to additional inquiries and shared details about the projects outlined in the monthly report.

6. Consideration and possible action regarding the Memorial Villages Police Department: a) Update on activities; b) MVPD FY26 Budget.

- Chief Schultz delivered the activity report, highlighting that the audit is anticipated to be finalized and presented next month. It's expected to yield savings of \$300,000 due to current personnel vacancies. Both Bunker Hill and Hunters Creek have given their approval for the MVPD FY26 Budget. In April 2025, MVPD logged a total of 5,643 calls and incidents, which included 3,338 House Watch checks and 1,086 traffic stops, resulting in 1,110 citations for 1,808 violations. The average response time stood at 3 minutes and 38 seconds.
- The proposed MVPD budget for 2026 outlines total expenditures of \$8,680,494. The cost allocated per city amounts to \$2,860,165, reflecting a 5.81% increase from 2025. The department requested approval for the budget as presented.
- Councilmember Herminghaus moved to approve the MVPD FY26 Budget as presented. Rohde seconded the motion, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Rohde.
NAYS: None.

9. Consideration and possible action on an agreement to assess and collect ad valorem taxes with the Spring Branch Independent School District.

- Councilmember Rohde moved to approve the agreement to assess and collect ad valorem taxes with the Spring Branch Independent School District as presented. Herminghaus seconded the motion, and the action carried with the following results:

AYES: Herminghaus, Kollenberg, Rohde.

NAYS: None.

10. Consideration and possible action regarding the Mayor's Monthly Report.

- None.

11. Consideration and possible action regarding the City Administrator's Monthly Report, including a) Financial Related Items; b) Updates regarding SUP, including status information or discussion of Ecclesia and Kinkaid; c) Update Regarding Legislative Bills and Actions.

- The City Administrator's monthly report outlines the city's financial performance and key initiatives. General Fund revenues reached 87.1% of budget, while expenditures accounted for 30.5%. Capital spending remains well below the \$3 million budget, and property tax collections are nearly 98% of the adjusted levy. Notable expenses include Municipal Court services and a vehicle purchase for Public Works. The 2025 taxable value is projected to be between \$3.13 billion and \$3.46 billion. Updates on Ecclesia Kinkaid's SUP status and legislative bill actions are noted. The report recommends approving disbursements exceeding \$10,000.

- Councilmember Rohde moved to approve Pay Estimate No. 5 from AAA Asphalt Paving Inc. for \$56,814.41 related to the 2023 Paving Improvements Project. Herminghaus seconded the motion, and the action carried with the following results:

AYES: Herminghaus, Kollenberg, Rohde.

NAYS: None.

- The council instructed the staff to confirm and report on previous Kinkaid payments, focusing on their timing and accrual, which usually take place toward the end of each fiscal year. Additionally, they requested that we contact MDE to secure their facility for our September meeting, where we will adopt the FY26 budget.
- During the council meeting, members discussed the particulars of the Ecclesia Special Use Permit (SUP) and evaluated the current fencing and frisbee golf facilities on the grounds. In their final comments, they recommended conducting a legal review to determine whether the frisbee golf setup meets the required standards and whether the city should take steps towards its removal, considering how long it has been in place. Additionally, staff will follow up with a report to examine the positioning of the existing playground fence in relation to the original plans, ensuring it primarily aligns with SUP expectations.

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

- Beautification Meeting – June 9, Engineering Meeting – June 11, and Regular Council Meeting – June 23.
- The Council proposed a workshop focused on emergency preparedness, particularly with the approaching hurricane season in mind. In addition, the Beautification Committee is gearing up to present a recommendation for a citywide beautification initiative, which will likely be addressed in a workshop-style meeting with the council.

Executive Session

14. The City Council will now hold a closed executive meeting pursuant to the provisions of Chapter 551, Texas Government Code, in accordance with the authority contained in: Section 551.071, Legal Consultation - The City Council shall convene in a closed session as authorized under Section 551.071 of the Texas Government Code, to obtain confidential legal counsel from the City Attorney concerning matters that fall within the attorney-client privilege.

- The council did not hold or request a closed executive session.

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

- The council did not conduct a closed executive session; therefore, there are no actions or considerations to report.

Adjournment

- Councilmember Rohde made a motion for adjournment, seconded by Councilmember Herminghaus.
- Mayor Dutt adjourned the meeting at 8:24 p.m.

PASSED AND APPROVED on this 23rd day of June 2025.

Aliza Dutt
Mayor

Robert Pennington
City Administrator / City Secretary

TO: City Council

VIA: R. Schultz, Police Chief

MEETING DATE: June 23, 2025

SUBJECT: Discuss and take possible action regarding the Memorial Villages Police Department.

Agenda Item: 3

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

a) Update on activities.

Activity Review:

In May 2025, MVPD recorded 1,578 calls and incidents, including 948 House Watch checks and 718 traffic stops, resulting in 758 citations for 1,197 violations. There were 70 police reports, with one classified as an assault, six classified as property crimes (2 vehicle burglaries). Personnel expenses totaled \$2.46 million, and operating expenses were \$ 480K, leading to M&O expenditures of \$2.94 million.

Recommendation:

Based on the reporting provided, no action is necessary.



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

Raymond Schultz
Chief of Police

June 9, 2025

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: May 2025 Monthly Report

During the month of May, MVPD responded/handled a total of 5,615 calls/incidents. 3,745 House Watch checks were conducted. 718 traffic stops were initiated with 758 citations being issued for 1,197 violations. (Note: 35 Assists in Hedwig, 153 in Houston, 0 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1876/8010	1177/5346	5	217/153/370	x@x:xx
Piney Point:	1578/7481	948/4884	4	200/192/392	x@x:xx
Hunters Creek:	2397/9906	1612/6626	10	224/211/435	x@x:xx
				Cites/Warn/Total	xx@x:xx

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	114	Ord. Violations:	34	Speeding:	153
Animal Calls:	26	Information:	17	Exp. Registration	303
ALPR Hits:	20	Suspicious Situation	110	Ins	131
Assist Fire:	40	Loud Party	14	No License	99
Assist EMS:	39	Welfare Checks:	20	Stop Sign	35
Accidents:	19			Fake Plate	37

*This month the department generated a total of 70 police reports.
BH-22, PP-21, HC-27, HOU-0, HED-0, SV-0*

Crimes Against of Persons (1)

Assault - DV (1)

Crimes Against Property (6)

Burglary of a Vehicle 2 ID Theft/Fraud 4

Petty/Quality of Life Crimes/Events (63)

ALPR Hits (valid)	1	Towed vehicles	6
Accidents	19	DWI	3
Warrants	16	Possession of Narcotics	3
Trespassing	1	Misc	14

Arrest Summary: Individuals Arrested (23)

Warrants	16	DWI	3
Class 3 Arrests	3	Felony	1

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	2,463,439	6,744,765	36.5%
• Operating Expense:	480,070	1,292,201	37.1%
• Total M&O Expenditures:	2,943,509	8,036,966	36.6%
• Capital Expenses:	185,561	170,000	109.2%
• Net Expenses:	3,129,070	8,206,966	38.0%

Follow-up on Previous Month Items/Requests from Commission

The 2026 budget was approved by all 3 cities.

Personnel Changes/Issues/Updates

A conditional offer of employment was made to Officer David Deady. Officer Deady will begin with the MVPD July 5, 2025.

A dispatcher applicant was interviewed by Ms. Sachs and Chief Schultz. She has been moved to the background phase of the hiring process.

Major/Significant Events

On 5/3/25. 201 Kinkaid School Road. Officers were advised of burglary of a vehicle at the school. MVPD detectives were able to use the ALPR camera system to ID a suspect. The suspect in this case had been using an electronic license plate obscurer device. Detectives searched hours of ALPR captures until they located an image of the suspect vehicle without having the license plate being obscured. When confronted by detectives, the suspect confessed to committing the crime. The suspect was arrested.

On 5/9/25. 300 Block of Voss Road. Officers were alerted to an ALPR hit on a vehicle that had just been involved in a car burglary in the City of Houston. Officers responded to the area and began looking for the suspect's vehicle. Officers began checking area side streets where they found the vehicle parked and watching a landscaping truck and their equipment. When the suspects saw the officers, they began to drive away. As officers began following the suspect vehicle, they ran a red light at which time officers stopped the vehicle. Upon learning that all 3 occupants had outstanding arrest warrants, officers took the 3 males (ages 22, 22 and 29) into custody. A subsequent search of the vehicle located and recovered property that had been stolen in the earlier Houston vehicle burglary. All 3 suspects were booked into the Harris County Jail, and the stolen property was recovered and returned to the victim.

Status Update on Major Projects

The CAD/RMS/ARS upgrade continues with final system report testing and system adjustments. Note: The system is capturing response times but will not generate an aggregate report at this time.

The new AED's authorized by the 2025 budget amendment have been ordered utilizing Harris County buy-board pricing.

Community Projects

On May 9, 2025, Officers assisted with the Hunters Creek Elementary School Bike to School Day event.

(Community Projects - continued)

The department held our Second Annual Police Officer Memorial and remembrance service at the station on May 12, 2025.

On May 17, 2025, Officers from MVPD, Spring Valley, Hedwig and Spring Brach ISDPD managed the Memorial High School Senior Car Parade. Officer Boggus and Noah Boggus prepared a music video of the event that was posted on the MVPD Facebook page. A second parade for Hunters Creek Elementary School was held on 5/27/25 and a video was created for that event as well.

MVPD officers assisted with 2 DARE graduations at village schools and a community forum on Autism held at Westview High School.

On May 29, 2025, The Annual “Strut Down Strey” student parade was held by the Bunker Hill Elementary School PTA. MVPD Officers managed traffic for the event. Officers Boggus also attend “Shadow a Hero Day” at BHE.

V-LINC new registrations in May +16

BH – 1751(+6)

PP – 1237 (+1)

HC – 1743 (+5)

Out of Area – 646(+4)

2025 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI		21:43:09	35:27:56	25:06:58	23:23:08	42:22:02								4	71
BAKER, BRIAN C	*	0:00:00	0:00:00	0:00:00	0:06:14	0:02:57									
BALDWIN, BRIAN	*	13:28:18	8:14:01	2:57:41	1:55:45	13:44:30									1
BIEHUNKO, JOHN		15:40:14	20:12:21	19:06:35	19:51:57	19:44:41								3	36
BOGGUS, LARRY	*	1:35:53	6:18:55	0:48:52	1:23:13	6:30:40									
BURLESON, Jason		14:32:02	19:35:41	21:07:05	14:17:04	17:42:55								6	23
BYRD, Rachied		24:40:42	15:36:41	20:04:53	23:40:39	21:03:18								3	33
CANALES, RALPH EDWARD		22:07:13	10:22:31	20:43:33	14:59:47	23:02:31								1	19
CERNY, BLAIR C.	*	14:55:06	15:00:00	1:21:43	3:11:06	3:16:01									
GONZALEZ, Jose		24:24:08	28:28:50	29:28:35	18:58:29	14:37:04									31
HARWOOD, NICHOLAS		16:57:08	10:48:24	22:33:30	14:42:32	16:35:17								12	36
JARVIS, RICHARD		21:10:56	21:08:48	15:51:34	29:12:50	20:02:53								7	56
JOHNSON, JOHN		23:42:56	19:58:30	27:57:20	19:07:51	20:55:03								1	41
JONES, ERIC	*	0:06:21	0:00:00	0:00:00	0:00:00	0:00:00									
KING, JEREMY		5:57:30	13:03:05	18:08:53	14:53:14	16:02:45								3	50
KUKOWSKI, Andy		27:54:59	30:25:51	29:13:07	19:52:30	12:32:10								2	60
MCELVANY, ROBERT		12:22:39	9:57:54	12:10:12	11:00:01	8:14:49								1	26
MILLARD, Shaneca		20:53:11	32:48:34	25:29:07	15:28:00	8:34:05									24
ORTEGA, Yesenia		22:55:16	17:40:40	21:12:41	14:05:43	18:04:24								3	26
OWENS, LANE	*	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00									
PALMINO, Michelle				10:38:00	24:25:22	24:24:15								8	61
PAVLOCK, JAMES ADAM		7:43:45	7:56:16	12:53:27	23:05:58	2:06:59								3	8
RODRIGUEZ, CHRISTOPHER	*	10:19:28	14:35:05	3:16:51	2:01:05	2:13:44									
RODRIGUEZ, JOSE		27:31:06	11:49:13	24:54:38	22:35:05	20:59:26								4	40
RODRIGUEZ, REGGIE		14:07:24	21:31:06	2:58:20	15:25:29	12:51:06								2	26
SCHULTZ, RAYMOND	*	0:00:00	3:10:17	0:00:00	0:11:38	0:00:00									
SILLIMAN, ERIC		8:34:26	16:17:47	19:46:53	10:07:19	25:33:47								5	37
SPRINKLE, MICHAEL		12:49:34	10:54:59	16:40:21	13:21:10	13:13:25								2	17
TAYLOR, CRAIG		9:23:28	0:00:00	0:00:00	0:00:00	0:00:00									
VALDEZ, JUAN		17:17:57	20:02:32	15:37:24	22:33:47	14:26:46									18
WHITE, TERRY		23:11:18	23:24:40	47:08:37	29:09:20	8:46:53									18
* = Admin													Total	70	758

Dispatch Committed Time															
911 Phone Calls		200	206	408	272	350									
3700 Phone Calls		2279	2418	2451	2622	2300									
DP General Phone Calls*		77:37:45	58:37:23	54:42:51	58:01:59	56:06:04									
Radio Transmissions		8293	9138	10095	11342	10315									

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

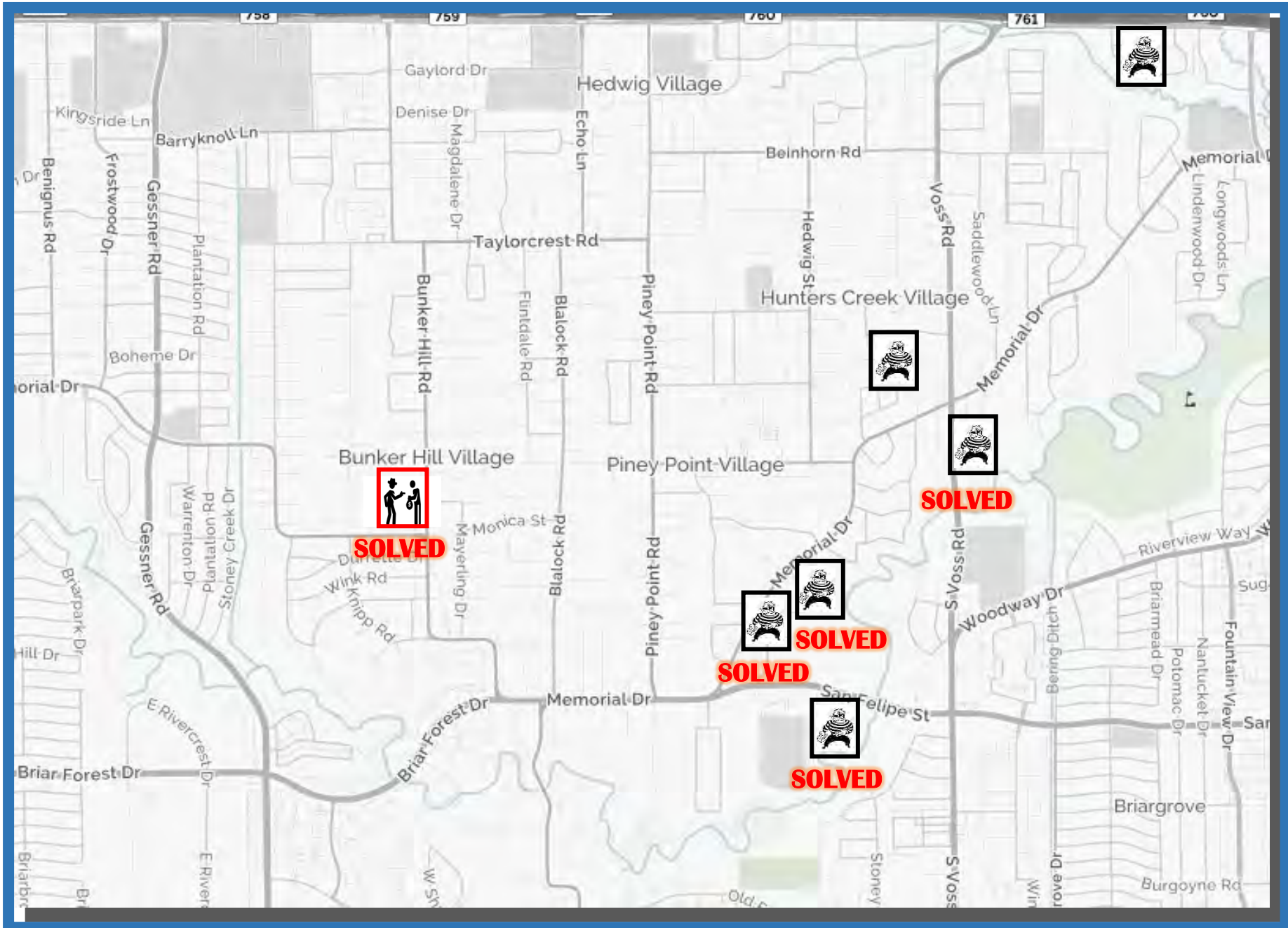
2025 Total Incidents

2025	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests
January	1	12	41	54	7
February	2	7	56	65	16
March	0	10	77	87	31
April	0	7	57	64	26
May	1	6	63	70	23
June					
July					
August					
September					
October					
November					
December					
Total	4	42	294	340	103

Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
4656	3203	1256	883	1525	1122	1697	1198
4200	2510	1276	813	1058	627	1628	1068
6064	4055	1945	1442	1659	1093	2269	1539
5643	3338	1657	1031	1661	1094	1915	1209
5615	3745	1876	1177	1578	948	2397	1612
26178	16851	8010	5346	7481	4884	9906	6626

2024 Totals	13	117	731	863	196
Difference					
% Change					

74417	55558	24548	19569	19598	14461	27723	21515





2025 Burglary Map


Address	Alarm	POE
11014 Wickwood	N	Rear Window
11119 Meadowick	N	Rear Window
22 Farnham Park	Y	Crtyd Window
628 Voss Road	N	Rear Door
8525 Katy FWY	Y	Side Window
10906 Timberglen	Y	Rear Door


2025 Robberies


Address	MO
300 Gentilly Pl	Jugging

 Daytime Burglary

 Nighttime Burglary

 Robbery





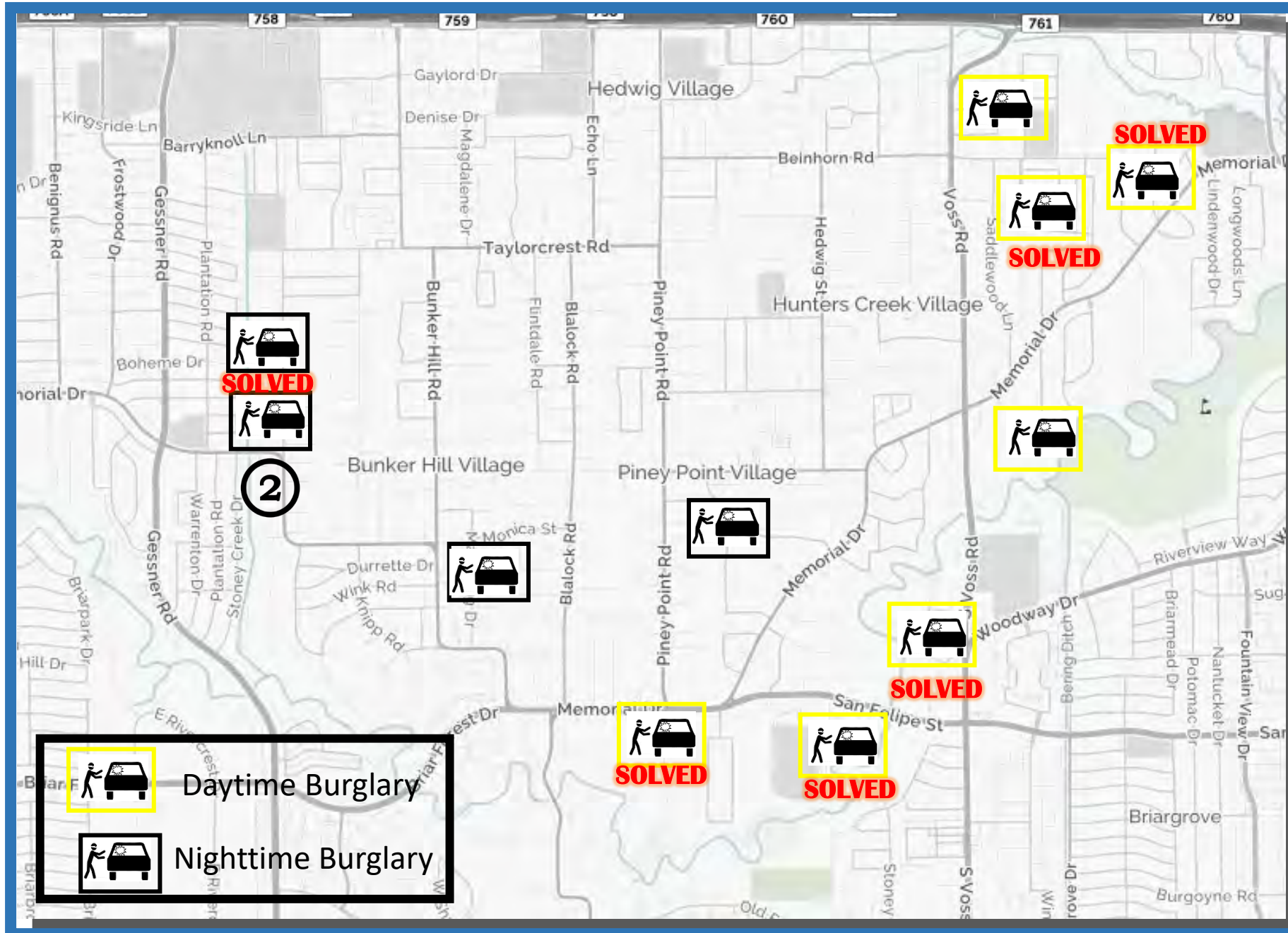
2025 Auto Burglary Map

Address	POE
533 Dana Lane	UNL
347 Hunters Trail	UNL
110 Radney	UNL
1000 Riverbend	UNL
500 Strey (2)	UNL
724 E. Creekside	UNL
10726 Old Coach Ln	WIN
305 Maylerling	UNL
11723 Wood Ln	UNL
201 KinKaid School Rd	WIN
11215 Tyne Ct.	UNL

Contractor

Lock/Win Punch

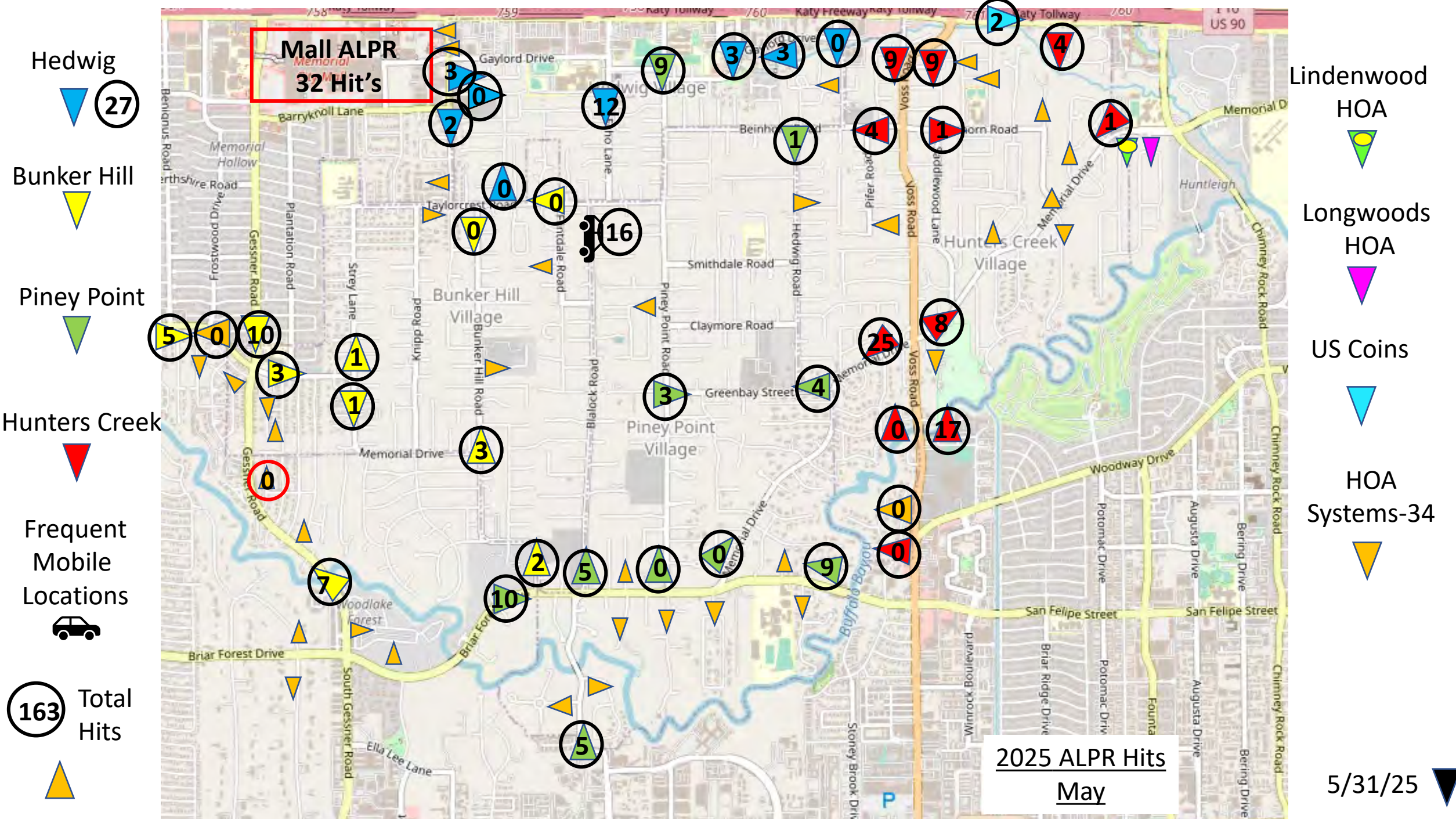
* Jugging

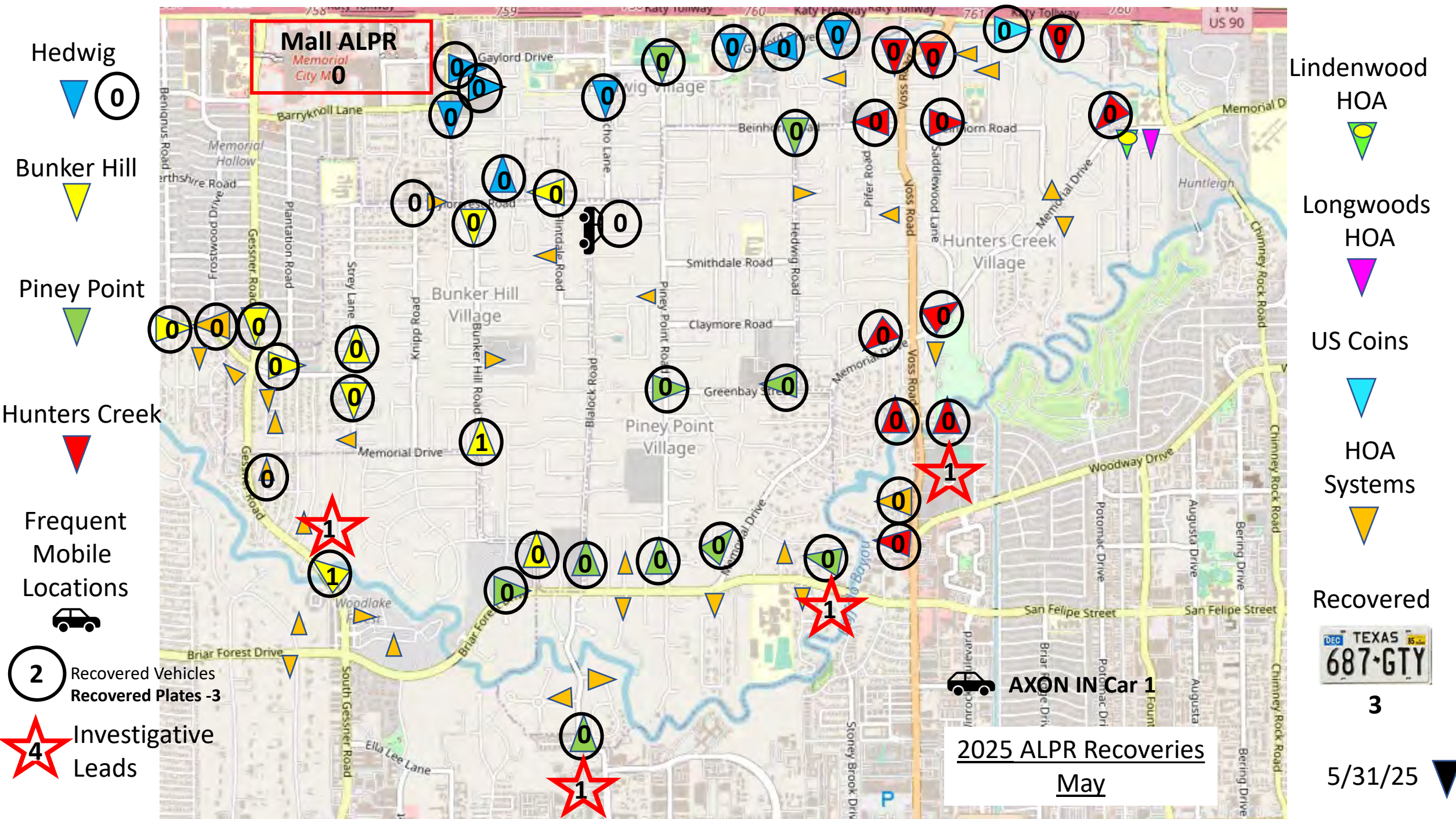


Blue Entry = Actual
Location Unknown

SOLVED

5/31/25







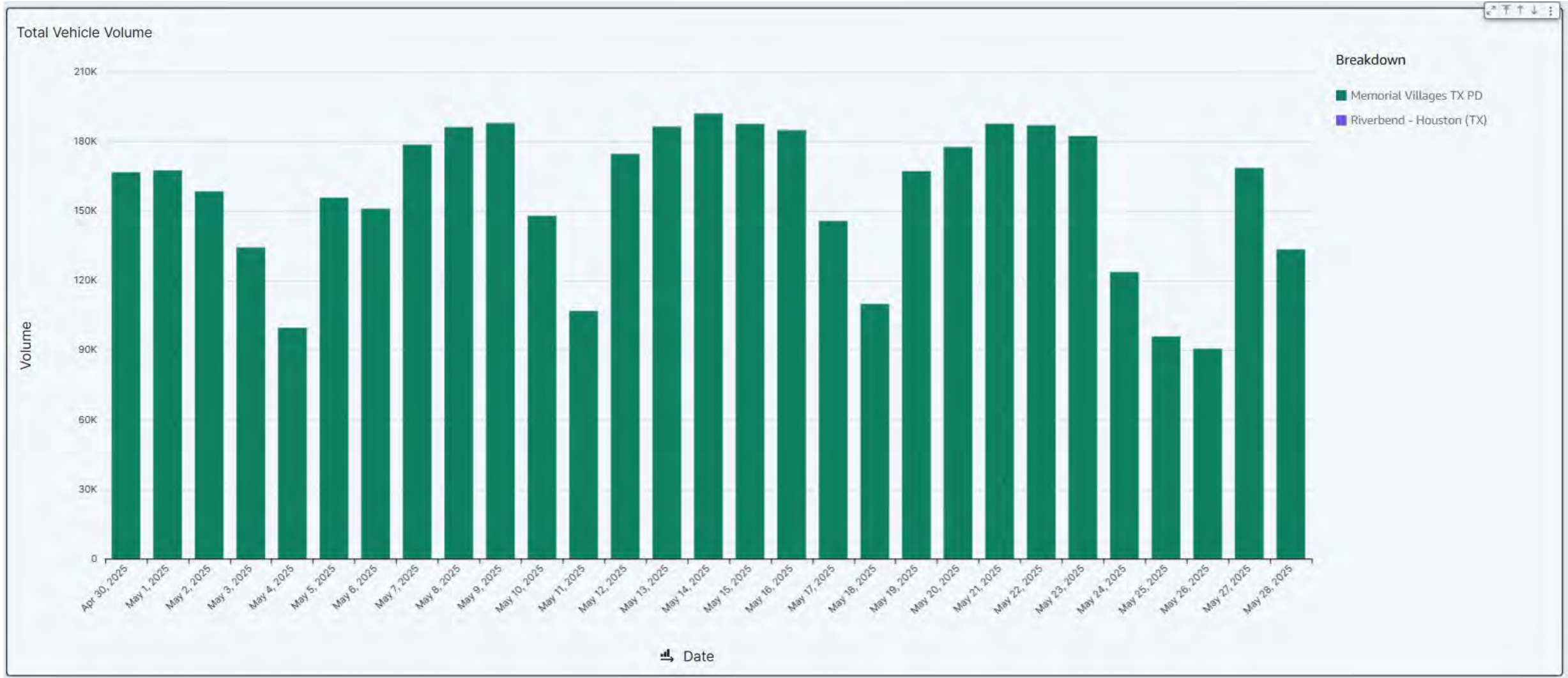
May 2025 ALPR REPORT

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

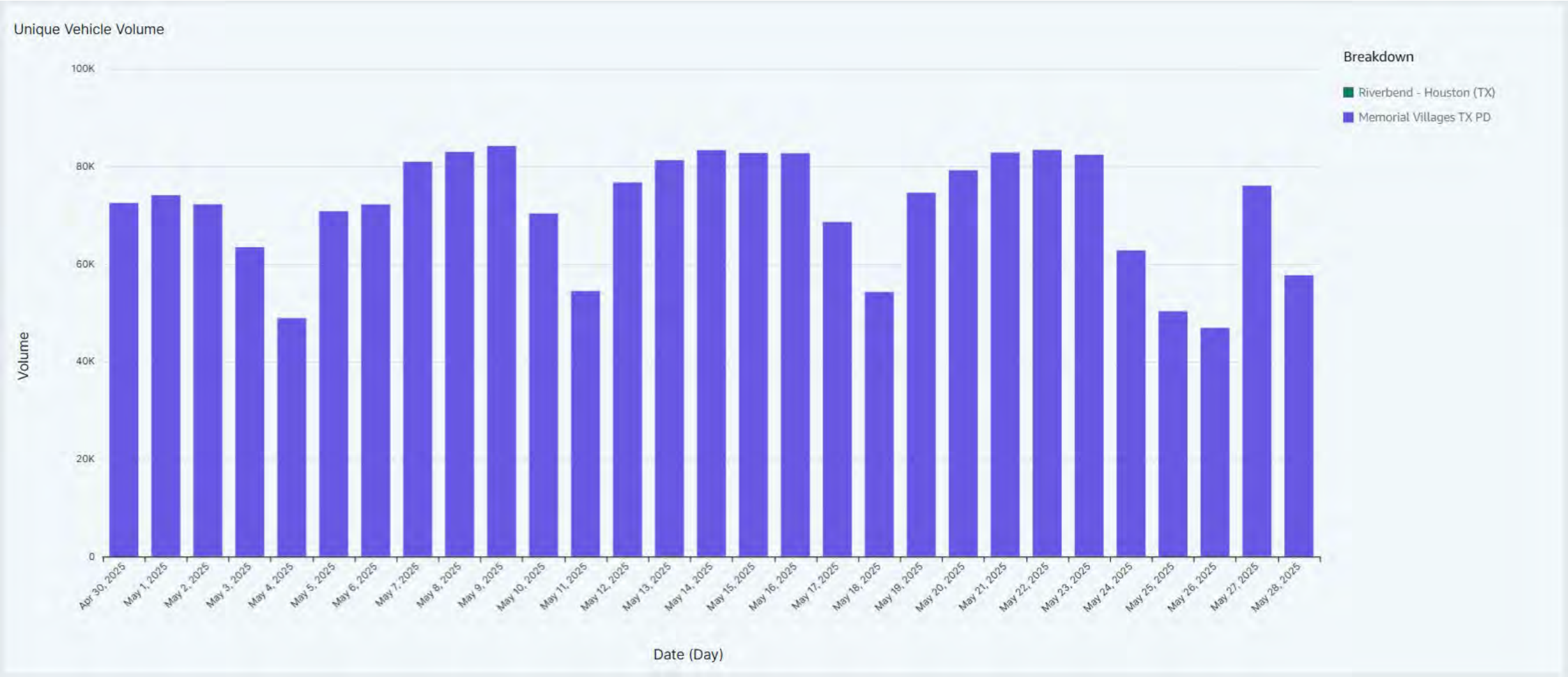


2025 ALPR Data Report

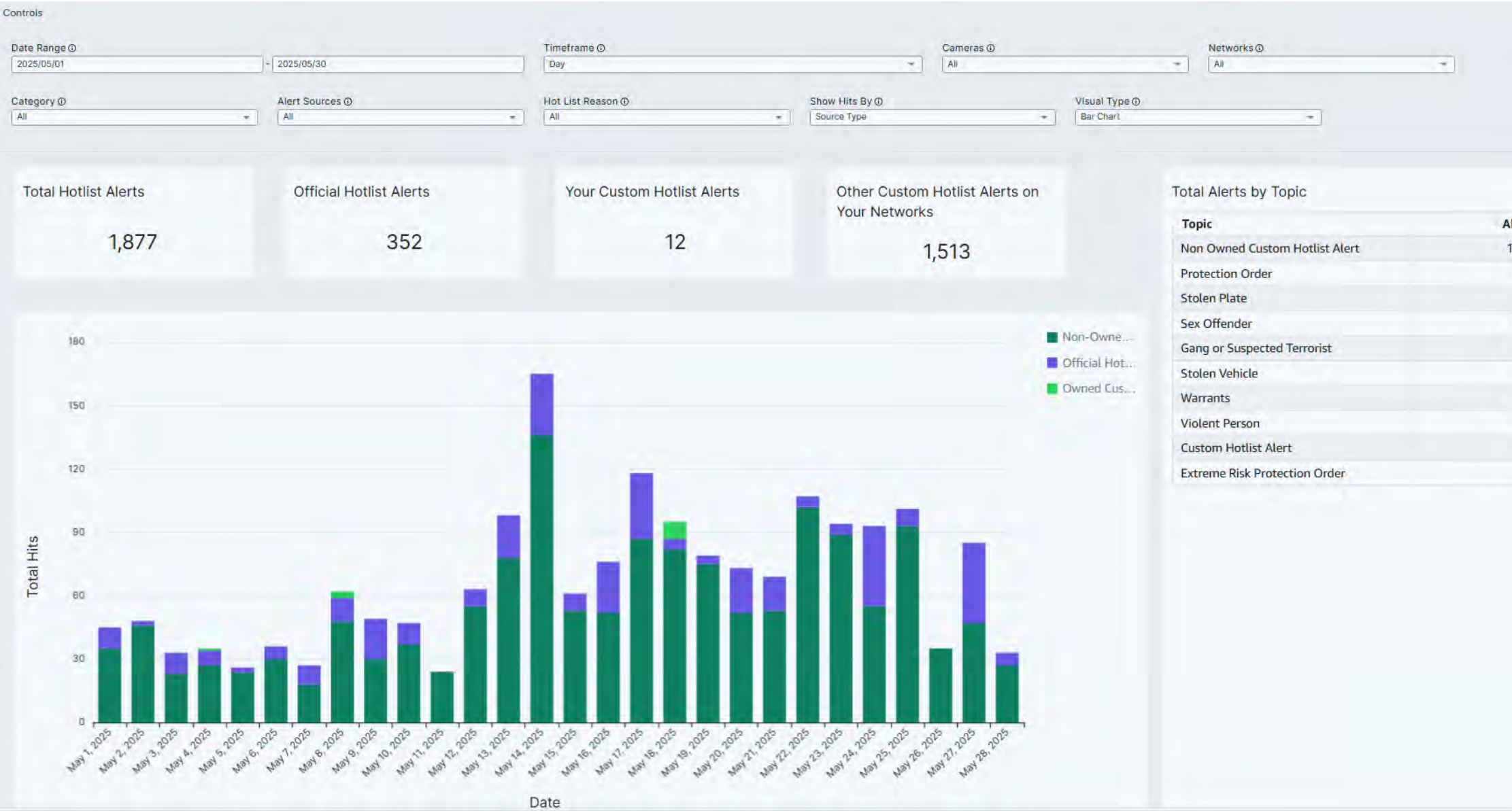
Total Reads 4,539,829



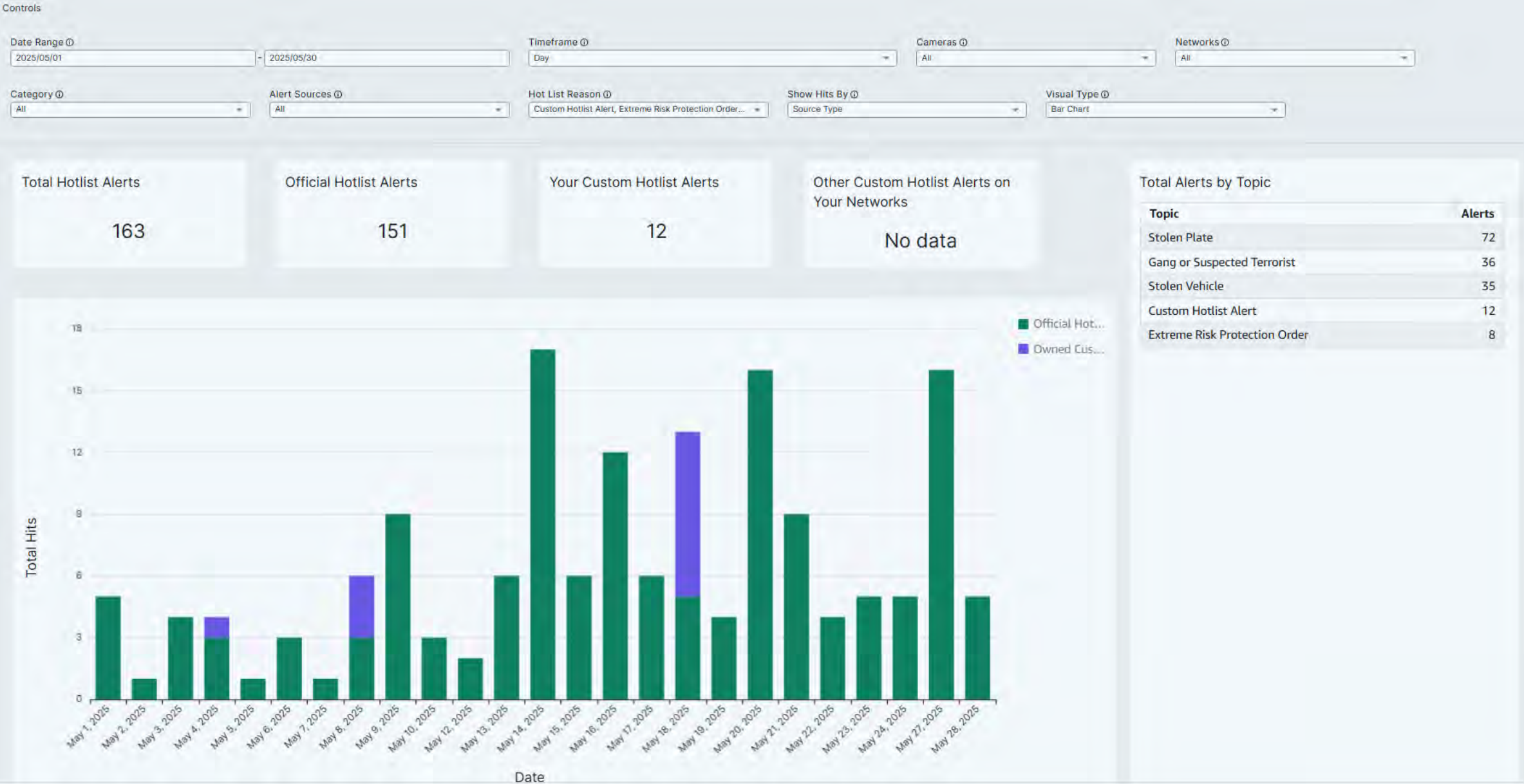
Unique Reads – 2,073,475



All Categories – All Hotlists



Top 6 Categories



Sex Offenders

Controls

Date Range ⓘ
2025/05/01 - 2025/05/30

Timeframe ⓘ
Day

Cameras ⓘ
All

Networks ⓘ
All

Category ⓘ
All

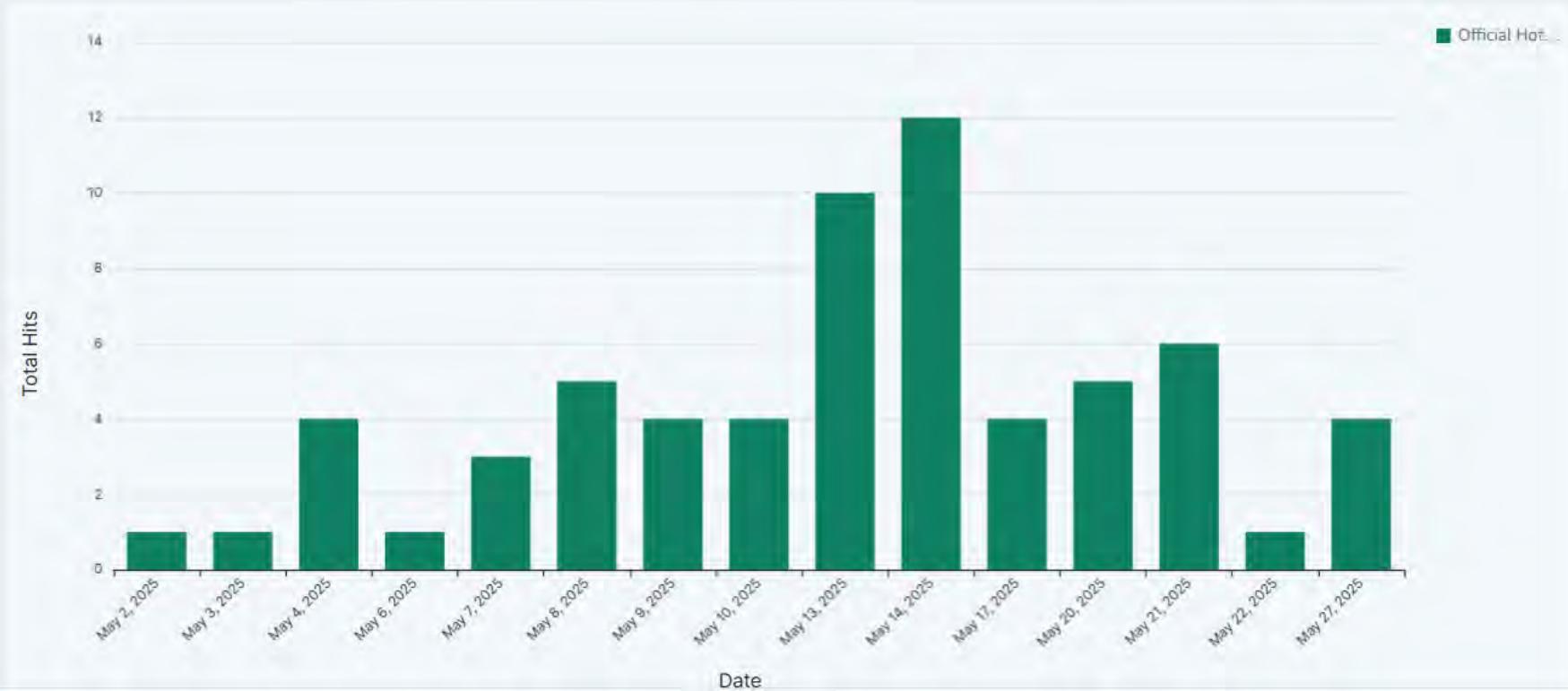
Alert Sources ⓘ
All

Hot List Reason ⓘ
Sex Offender

Show Hits By ⓘ
Source Type

Visual Type ⓘ
Bar Chart

Total Hotlist Alerts	Official Hotlist Alerts	Your Custom Hotlist Alerts	Other Custom Hotlist Alerts on Your Networks	Total Alerts by Topic				
65	65	No data	No data	<table><tr><th>Topic</th><th>Alerts</th></tr><tr><td>Sex Offender</td><td>65</td></tr></table>	Topic	Alerts	Sex Offender	65
Topic	Alerts							
Sex Offender	65							



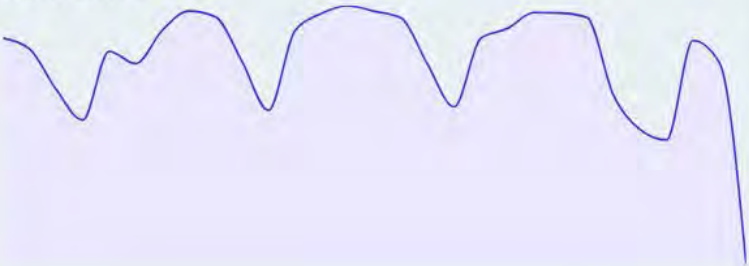
Summary Report

Insights Dashboard

Vehicle Reads

[View Details](#)

4389689

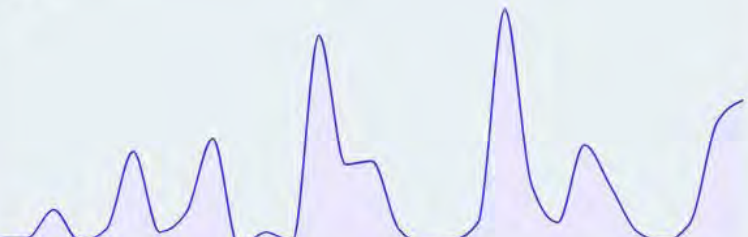


Searches

Number of searches performed by users from your organizations

[View Details](#)

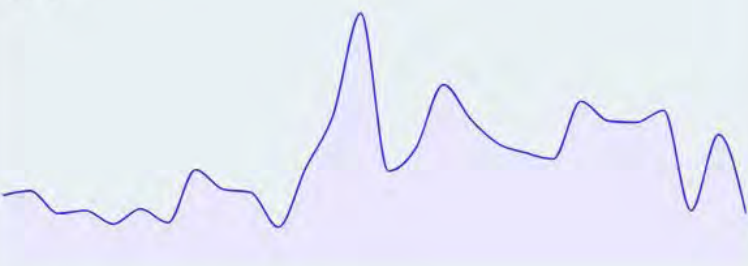
502



Hot List Hits

[View Details](#)

1877



Device Sharing

Shared with
Lewisville TX PD,
Alexander AR PD,
and 744 others

Access Levels
Search
Hotlist Tool Access

Device Status

38 / 38 
Devices Online

[< Previous Device](#)

Device Name
#27 Unit 181 Blalock S/B at Taylorcrest

Battery
—

Latency
14.00 s

[Next Device >](#)

#1 Gessner S/B at Frostwood

#2 Memorial E/B at Gessner

#3 NO ALPR - Future Location

#4 Memorial N/B at Briar Forrest

#5 Bunker Hill S/B at Taylorcrest

#6 Taylorcrest W/B at Flintdale

#7 Memorial E/B at Briar Forrest

#8 2200 S. Piney Point N/B

#9 N. Piney Point N/B at Memorial

#10 Memorial E/B at San Felipe

#11 Greenbay E/B Piney Point

#12 Piney Point S/B at Gaylord

#13 Gessner N/B at Bayou

#14 Beinhorn W/B at Pipher

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

#16 Memorial W/B at Creekside

#17 Memorial W/B at Voss

#18 Memorial E/B at Voss

#19 S/B Voss at Old Voss Ln 1

#20 S/B Voss at Old Voss Ln 2

#21 N/B Voss at Magnolia Bend Ln 1

#22 N/B Voss at Magnolia Bend Ln 2

#23 W/B San Felipe at Buffalo Bayou

#24 N/B Blalock at Memorial

#25 N/B Bunker Hill at Memorial

#26 S/B Hedwig at Beinhorn

#27 Mobile Unit #181

#28 Mobile Speed Trailer/Station

#29 Riverbend Main Entrance

#30 Beinhorn E/B at Voss

#31 Memorial E/B at Tealwood (new)

#32 Greenbay W/B at Memorial

#33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road

Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA

Calico NA

Windemere NA

Mott Lane

Kensington NA

Stillforest NA

Farnham Park

Riverbend NA

Pinewood NA

Hampton Court

Bridlewood West NA

N Kuhlman NA

Longwoods NA

Memorial City Mall – 22

Flintwood Drive



Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems

Controls

Cameras ⓘ

All

Networks ⓘ

All

Show Reads By ⓘ

Camera Name

Count Method ⓘ

Total Vehicle Reads

Visual Type ⓘ

Bar Chart

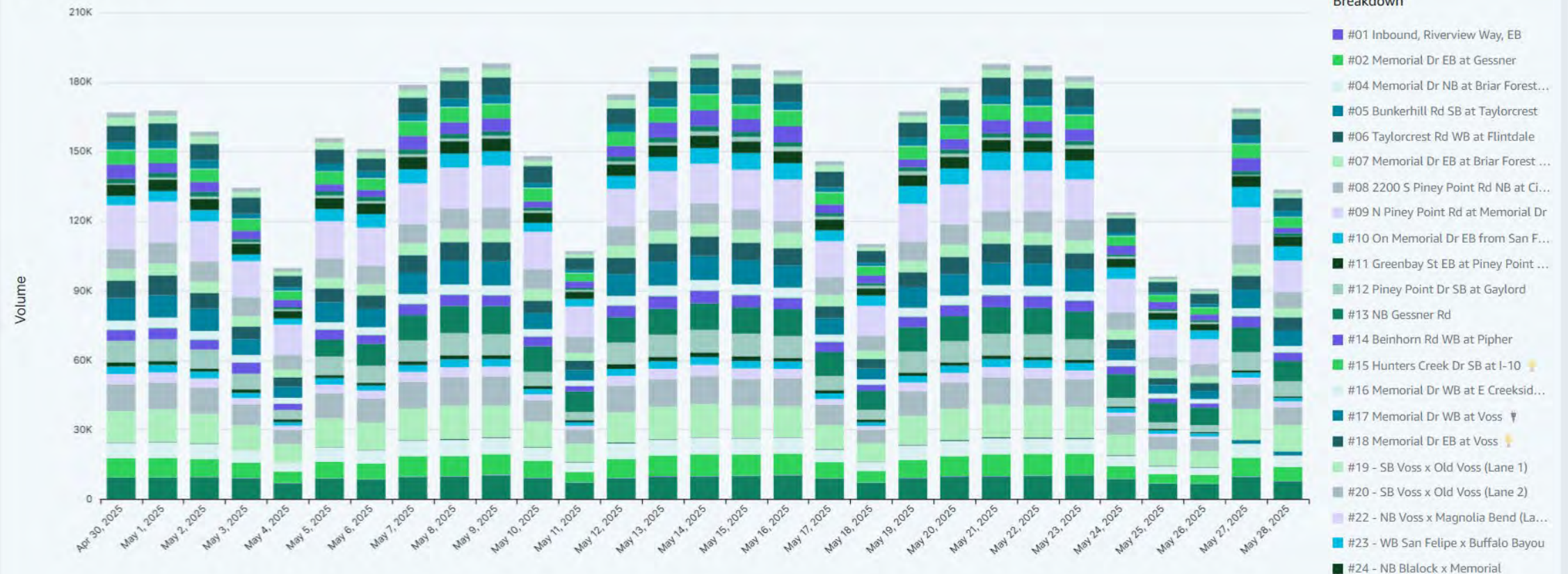
Total Vehicle Volume

4,539,829

Total Unique Vehicle Volume

2,073,475

Total Vehicle Volume



Total 'Volume' by 'groupbysummary'

groupbysummary	Sum of Volume
#22 - NB Voss x Magnolia Bend (Lane 2)	464645
#07 Memorial Dr EB at Briar Forest	344715
#08 2200 S Piney Point Rd NB at City Limit	290881
#01 Gessner SB at Frostwood Elementary	259733
#13 NB Gessner Rd	247991
#17 Memorial Dr WB at Voss	233420
#20 - SB Voss x Old Voss (Lane 2)	231400
#12 Piney Point Dr SB at Gaylord	218649
#02 Memorial Dr EB at Gessner	216228
#31 EB Memorial Dr near Tealwood	194250
#18 Memorial Dr EB at Voss	184529
#04 Memorial Dr NB at Briar Forest	169238
#23 - WB San Felipe x Buffalo Bayou	162845
#28 MVRD Station S/B Memorial Drive	156033
#19 - SB Voss x Old Voss (Lane 1)	139218
#24 - NB Blalock x Memorial	132408
#27 Unit 181 Blalock S/B at Taylorcrest	126923
#14 Beinhorn Rd WB at Pipher	121289
#16 Memorial Dr WB at E Creekside Dr	100161
#09 N Piney Point Rd at Memorial Dr	98054
#30 EB Beinhorn Rd @ Voss Rd	82511
#32 WB Greenbay @ Memorial Dr	79323
#10 On Memorial Dr EB from San Felipe Strey NB at Memorial	75990
Strey NB at Memorial	58205
#26 - SB Hedwig x Beinhorn	48991
#11 Greenbay St EB at Piney Point Rd	39550
#25 - NB Bunker Hill x Memorial	31710
#06 Taylorcrest Rd WB at Flintdale	8226
#29 - Riverbend Main Entrance	7426
#15 Hunters Creek Dr SB at I-10	6488
#01 Inbound, Riverview Way, EB	5523
#05 Bunkerhill Rd SB at Taylorcrest	3276
Grand Total	4539829

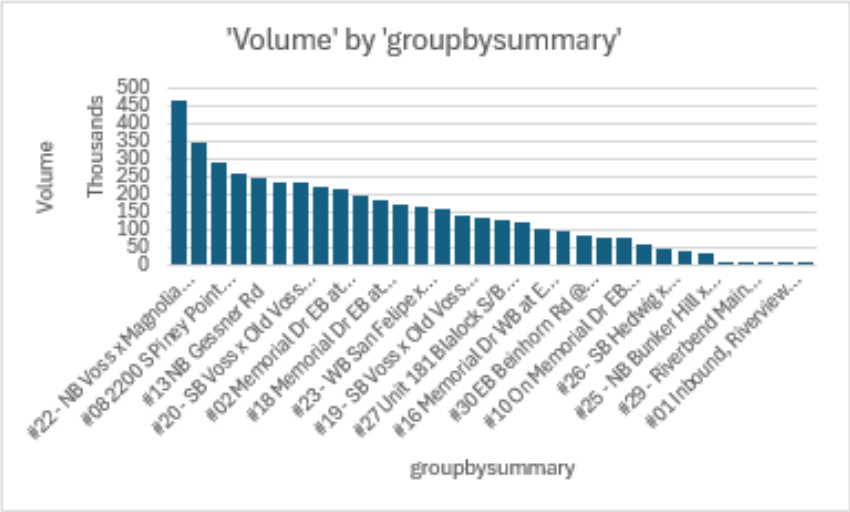


Plate Reads
By Location

Date Range ⓘ

2025/05/01

2025/05/30

Timeframe ⓘ

Day

Cameras ⓘ

All

Networks ⓘ

All

Your CSV is ready

Category ⓘ

All

Alert Sources ⓘ

All

Hot List Reason ⓘ

Extreme Risk Protection Order, Gang or Sus...

Show Hits By ⓘ

Camera Name

Visual Type ⓘ

Bar Chart

Total Hotlist Alerts

163

Official Hotlist Alerts

151

Your Custom Hotlist Alerts

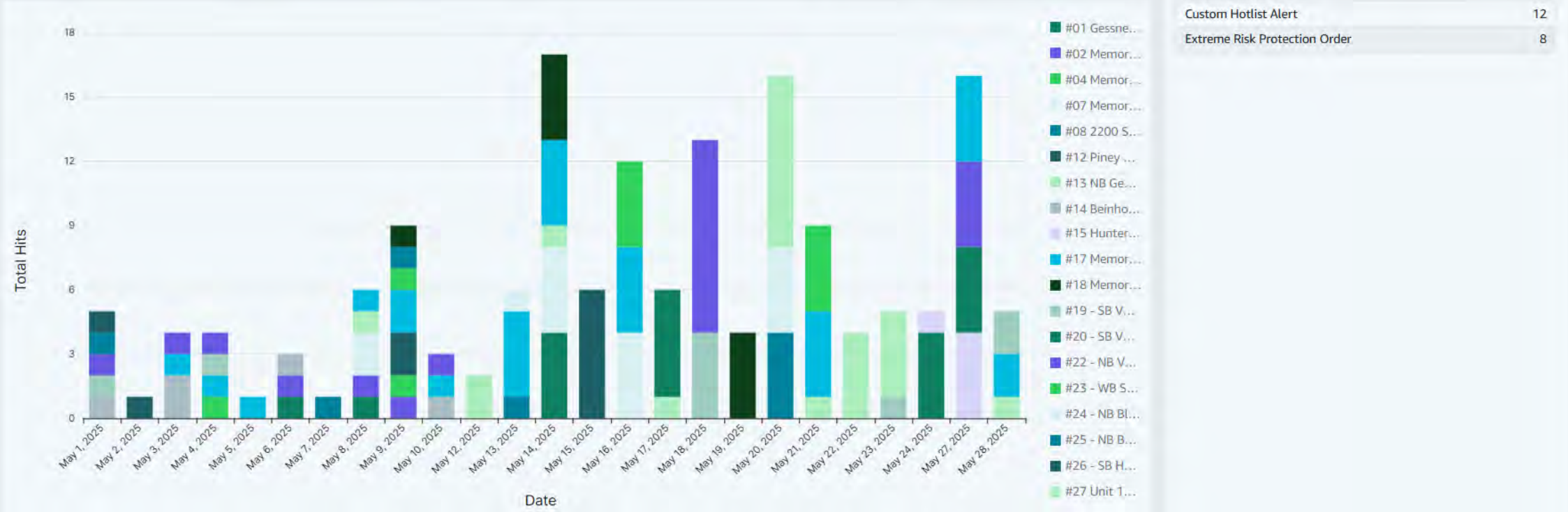
12

Other Custom Hotlist Alerts on Your Networks

No data

Total Alerts by Topic

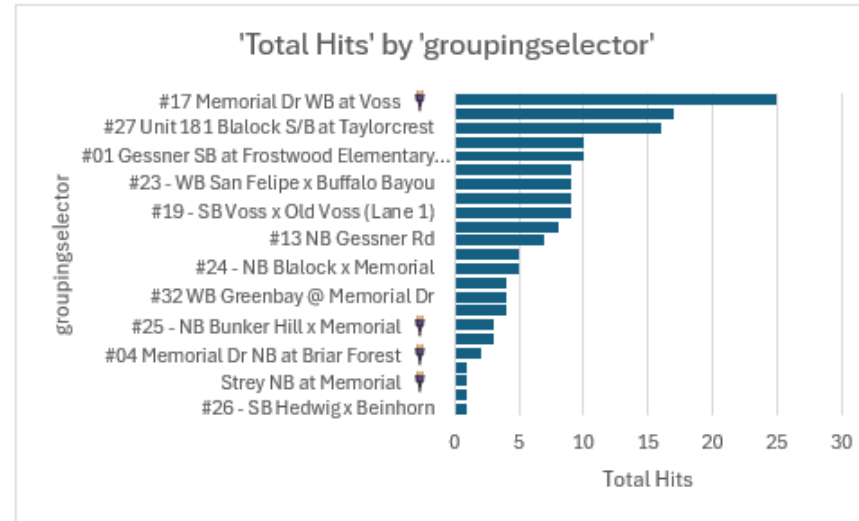
Topic	Alerts
Stolen Plate	72
Gang or Suspected Terrorist	36
Stolen Vehicle	35
Custom Hotlist Alert	12
Extreme Risk Protection Order	8



Hits By Camera

Total 'Total Hits' by 'groupingselector'

groupingselector	Sum of Total Hits
#17 Memorial Dr WB at Voss	25
#22 - NB Voss x Magnolia Bend (Lane 2)	17
#27 Unit 181 Blalock S/B at Taylorcrest	16
#07 Memorial Dr EB at Briar Forest	10
#01 Gessner SB at Frostwood Elementary	10
#20 - SB Voss x Old Voss (Lane 2)	9
#23 - WB San Felipe x Buffalo Bayou	9
#12 Piney Point Dr SB at Gaylord	9
#19 - SB Voss x Old Voss (Lane 1)	9
#18 Memorial Dr EB at Voss	8
#13 NB Gessner Rd	7
#08 2200 S Piney Point Rd NB at City Limit	5
#24 - NB Blalock x Memorial	5
#15 Hunters Creek Dr SB at I-10	4
#32 WB Greenbay @ Memorial Dr	4
#14 Beinhorn Rd WB at Pipher	4
#25 - NB Bunker Hill x Memorial	3
#02 Memorial Dr EB at Gessner	3
#04 Memorial Dr NB at Briar Forest	2
#28 MVPD Station S/B Memorial Drive	1
Strey NB at Memorial	1
#30 EB Beinhorn Rd @ Voss Rd	1
#26 - SB Hedwig x Beinhorn	1
Grand Total	163



Total Reads – 4,539,829

Unique Reads – 2,073,475

Hits- 352

6 Top Hits – 163

Hotlist - 20

- Stolen Vehicle - 2
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

Program Summary			
	2025 Value	\$ 150,000.00	Recovered 9
	2024 Value	\$ 746,000.00	Recovered 30
	2023 Value	\$ 646,500.00	Recovered 30
	2022 Value	\$ 1,733,000.00	Recovered 74
S	2021 Value	\$ 1,683,601.00	Recovered 75
	2020 Value	\$ 1,147,500.00	Recovered 61
	2019 Value	\$ 438,000.00	Recovered 22
	Program Total	\$ 6,394,601.00	301

Plate Recoveries			
Plate Recove	Date	Links	
145DV23	1/8/2025	Owner	Plate Recon
VTZ8521	1/11/2025	Iss in error	Date
CWD6304	1/13/2025	Owner	Links
3C5978J	1/20/2025	Owner	
1C3218L	1/21/2025	Cited	
3C5978J	1/30/2025	Cited	
1C3218L	2/5/2025	Cited	
SGP0123	2/8/2025	Owner	
2C0804K	2/13/2025	Cited	
WDH2477	2/13/2025	Owner	
GDB2168	2/19/2025	Owner	
SB80616	2/20/2025	Cited	
4C9606H	3/3/2025	Cited	
S056V12	3/18/2025	Cited	
VKD0271	3/30/2025	Owner	
NCL7284	4/17/2025	Owner	
TLC4667	4/18/2025	Owner	
7667A35	5/1/2025	Owner	
7712V35	5/9/2025	Owner	
VJY3400	5/13/2025	Owner	

Firearm in vehicle	Vehicle found to be Stolen	
Temp Tag	Hotlist	Protective Order

Located but Fled			Date	Plate	Camera	Date	Plate	Camera
26-Jan	PXF1974	19						
19-Apr	7667N34	Coins						

<u>Runaways/Missing</u>		<u>Community Safety Hotlist</u>
1/15/2025	TKS4987	8
3/12/2025	TKV9019	7

4 of 9 involved in other crimes = 38%

HOT List Hits Other Agencies			
3/8/2025	SNS9702	JVPD	Burg Susp

[illegible]

TO: Mayor and City Council

VIA: Village Fire Department Commission

MEETING DATE: June 23, 2025

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

Agenda Item: 4

Summary:

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

- a) Update of the department's activities (pages 1-2).
- b) VFD FY26 Budget (pages 3-11).
- c) Proposed Amendments to the Village Fire Department By-laws (pages 12-15).
- d) VFD Financial Documents, Meeting Agendas, and Minutes (pages 16-74).

Activity Report: The document provides a detailed summary of emergency incidents and response times for May 2025.

- May 2025 Summary - All Cities:
 - Total incidents: 869 YTD, with 190 in May.
 - Average response time: 4:18 minutes in January, improving to 4:16 minutes in May.
 - Notable incidents include 26 chest pain cases and 60 fall victims.
 - Carbon monoxide alarms accounted for 14 incidents, while cardiac arrests totaled 6.
 - 85 motor vehicle collisions reported, with 1 involving entrapment.
- May 2025 Summary - Piney Point
 - Total incidents: 139 YTD, with 25 in May.
 - Average response time: 4:56 minutes in January, increasing to 5:21 minutes in May.
 - Fire alarms in residences totaled 29 incidents, while church/school alarms reached 19.
 - 9 fall victim cases were reported, and 5 chest pain incidents occurred.
 - 3 incidents of difficulty breathing and 1 cardiac arrest were recorded.

VFD Budget:

This document outlines the Village Fire Department's proposed FY 2026 budget, focusing on key goals such as maintaining high-quality equipment, offering competitive employee compensation, utilizing enhanced operational tools, and providing ongoing training. The budget reflects a 20% increase in capital expenditures compared to FY 2025, primarily for EMS equipment, protective gear, and technology upgrades, though no major facility projects are planned. Personnel costs are set to rise by 7%, including a 3% base salary increase and a higher contribution to employee retirement plans. Operating costs are expected to increase by 13.1%, primarily due to equipment maintenance, uniform replacements, and administrative improvements resulting from software and ERP upgrades. The capital replacement budget

includes a ladder truck purchase but sees a \$200,000 reduction from the prior year, aided by EMS revenue contributions.

Proposed Amendments to the Village Fire Department By-laws:

This document outlines proposed changes to the Village Fire Department By-laws and the roles of the Board of Commissioners. To amend the By-laws, a two-thirds majority vote is needed, and proposed changes must be submitted at least ten days in advance. The last amendment to the Bylaws was made on March 26, 2014. The proposed changes include the following:

1. The rotation of Chairs will be on May 1, instead of the end of April.
2. Article 4, Duties of Officers, is amended to include only the following language: "The Chair of the Board shall preside at all meetings of the Board of Directors."
3. Section 5: A written copy of proposed amendment changes shall be emailed to all Commissioners and Alternate Commissioners at their city email addresses at least ten days prior to the meeting, instead of being mailed.

Possible Action:

- 1) The Board reviewed the approval of the VFD FY26 Budget and is seeking the council's approval.
- 2) The Board reviewed the approval of the Proposed Amendments to the Village Fire Department By-laws and is seeking the council's approval.



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

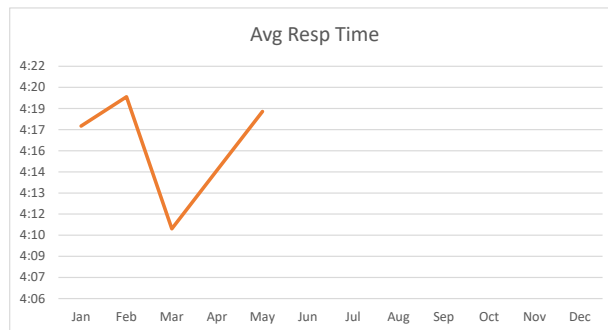
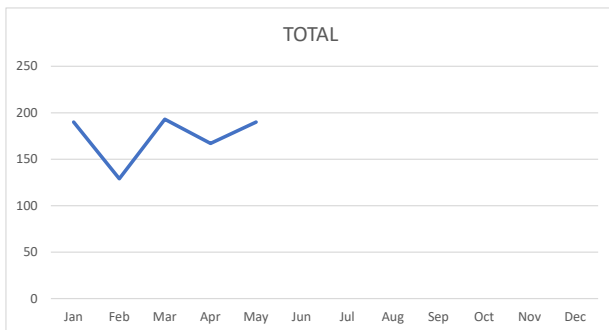
May 2025 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	190	129	193	167	190								869
Abdominal Pain	1	2	4	2	0								9
Allergic Reaction	0	1	1	0	0								2
Animal Bite	0	0	0	0	1								1
Back Pain	0	0	1	0	0								1
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1								1
Carbon Monoxide Detector No Symptoms	5	2	2	3	2								14
Cardiac/Respiratory Arrest	1	2	1	2	0								6
Check a Noxious Odor	1	2	1	0	2								6
Check for Fire	0	2	0	3	4								9
Check for the Smell of Natural Gas	5	1	9	4	1								20
Check for the Smell of Smoke	1	0	1	2	1								5
Chest Pain	5	1	7	2	11								26
Child Locked in a Vehicle Engine not running	0	0	0	0	2								2
Choking	0	0	0	2	1								3
Diabetic Emergency	0	1	0	0	1								2
Difficulty Breathing	11	4	9	5	4								33
Dumpster Fire Not near Structure	0	0	0	0	1								1
Elevator Rescue	0	0	0	1	0								1
Fall Victim	12	10	15	12	11								60
Fire Alarm Business	23	4	5	4	8								44
Fire Alarm Church or School	4	3	9	11	4								31
Fire Alarm Residence	31	23	18	25	28								125
Gas Leak	4	3	1	2	1								11
Grass Fire	0	0	0	0	2								2
Heart Problems	8	4	7	8	8								35
Hemorrhage/Laceration	1	3	4	4	2								14
House Fire	1	1	0	2	0								4
Injured Party	4	2	5	2	4								17
Medical Alarm	3	1	2	3	2								11
Motor Vehicle Collision	22	14	23	11	15								85
Motor Vehicle Collision with Entrapment	1	0	0	0	0								1
Motor Vehicle vs Motorcycle	0	1	0	1	1								3
Motor Vehicle vs Pedestrian	0	0	0	2	2								4
Object Down in Roadway	0	0	3	5	0								8
Oven/Appliance Fire	0	0	1	0	1								2
Overdose/Poisoning	0	3	2	0	1								6
Possible D.O.S.	1	0	0	0	0								1
Powerlines Down Arcing/Burning	1	0	4	1	2								8
Psychiatric Emergency	2	2	4	3	6								17
Seizures	0	0	4	2	0								6
Service Call Non-emergency	11	8	10	7	14								50
Shooting/Stabbing	0	0	0	1	0								1
Sick Call	9	12	16	17	19								73
Smoke in Residence	2	0	0	0	0								2
Stroke	3	2	3	4	3								15
Transformer Fire	0	1	0	3	1								5
Trash Fire	0	0	1	0	0								1
Traumatic Injury	0	1	0	2	1								4
Unconscious Party/Syncope	10	8	12	8	15								53
Unknown Medical Emergency	6	3	5	1	6								21
Vehicle Fire	1	2	3	0	1								7

Month	# of Incidents	Avg Resp Time
Jan	144	4:18
Feb	105	4:20
Mar	161	4:11
Apr	135	4:15
May	156	4:19
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
701		4:16

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

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



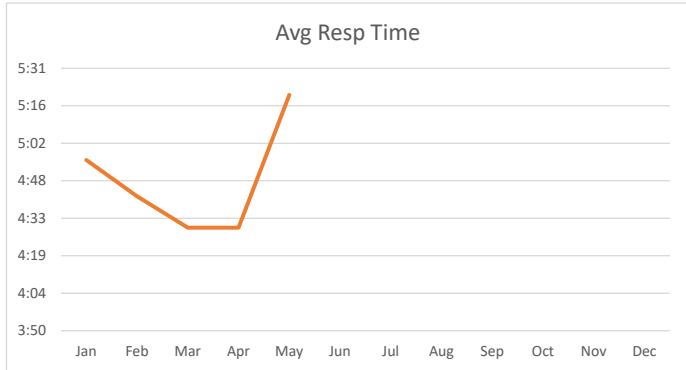
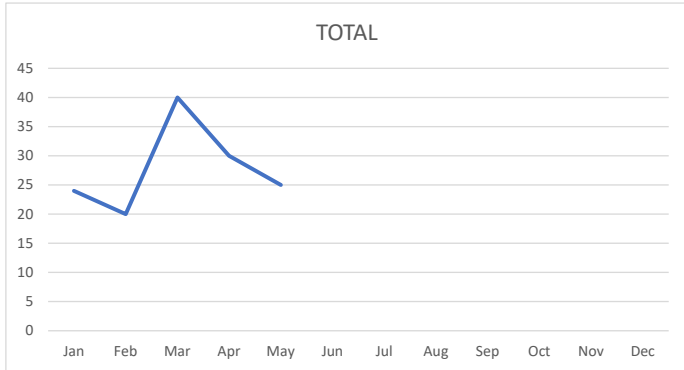


Village Fire Department
901 Corbindale Rd
Houston, TX, 77024
Phone# (713) 468-7941 Fax# (713) 468-5039

May 2025 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	24	20	40	30	25								139
Abdominal Pain	0	0	1	0	0								1
Carbon Monoxide Detector No Symptoms	2	0	0	0	1								3
Cardiac/Respiratory Arrest	0	1	0	0	0								1
Check a Noxious Odor	1	0	0	0	1								2
Check for the Smell of Natural Gas	1	0	2	0	0								3
Check for the Smell of Smoke	0	0	0	0	1								1
Chest Pain	1	0	1	0	3								5
Choking	0	0	0	1	0								1
Difficulty Breathing	0	0	1	1	1								3
Fall Victim	2	3	3	1	0								9
Fire Alarm Business	0	0	1	1	0								2
Fire Alarm Church or School	1	2	7	7	2								19
Fire Alarm Residence	5	5	8	6	5								29
Gas Leak	1	0	0	0	0								1
Heart Problems	1	0	1	0	1								3
Hemorrhage/Laceration	0	0	0	1	0								1
House Fire	0	0	0	1	0								1
Medical Alarm	1	0	1	2	0								4
Motor Vehicle Collision	1	1	2	3	1								8
Object Down in Roadway	0	0	2	2	0								4
Overdose/Poisoning	0	1	0	0	0								1
Powerlines Down Arcing/Burning	0	0	1	0	0								1
Psychiatric Emergency	0	0	1	0	2								3
Service Call Non-emergency	3	3	2	0	5								13
Sick Call	2	1	5	1	2								11
Smoke in Residence	1	0	0	0	0								1
Stroke	0	1	1	0	0								2
Transformer Fire	0	0	0	1	0								1
Traumatic Injury	0	1	0	1	0								2
Unconscious Party/Syncope	1	1	0	1	0								3

Month	# of Incidents	Avg Resp Time
Jan	16	4:56
Feb	14	4:42
Mar	26	4:30
Apr	23	4:30
May	15	5:21
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	94	4:47



VFD BUDGET SUMMARY

This VFD document presents the Village Fire Department's proposed budget for FY 2026. It emphasizes key goals, outlines budget increases, and details significant expenditures.

Budget Goals

- Ensure the department has quality equipment and tools.
- Maintain competitive pay and benefits for employees.
- Improve tools for accuracy, efficiency, and security.
- Invest in employee training and skill development.
- Maintain EMS and fire equipment to ensure optimal service.

Budget Highlights

- **General Fund – Capital**
 - There is a 20% increase compared to the 2025 budget.
 - The 2025 budget had a 24% decrease from the 2024 budget.
 - No major facility projects are planned.
 - Plans include the replacement of EMS equipment and protective gear.
 - Routine replacement of radios and apparatus computers is also planned.
- **General Fund – Personnel**
 - Total personnel costs reflect a 7% increase from the 2025 budget.
 - A 3% base salary increase is proposed.
 - Contributions to the 457(b) plan will increase from 2% to 4% of base pay.
- **General Fund – Operating**
 - Operating costs are expected to increase by 13.1% from the 2025 budget.
 - This includes uniform replacement and maintenance of equipment.
 - Increased costs for maintenance contracts are anticipated.
 - Higher accounting service costs are projected.
 - Improvements in finance and administration efficiency through software and ERP upgrades are planned.
- **2026 Proposed Budget for Capital Replacement**
 - The 2026 assessment will be reduced due to contributions from EMS revenue.
 - The budget has been reduced by \$200,000 compared to the 2025 budget.
 - A replacement for the ladder truck is planned.

Village Fire Department FY 2026 Budget

901 Corbindale Road
Houston, TX 77024

www.villagefire.org





2026 Budget Goals



To ensure the department has quality equipment and tools.



Maintain competitive pay and benefits packages for employees



Provide better tools for accuracy, efficiency, & security throughout the department



Invest in training to develop skills and experience of all employees



Maintain EMS & Fire equipment/vehicles to provide the best service



2026 Proposed Budget

Detail Category	2024 Actual (Unaudited)	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase
GENERAL FUND	8,854,973	9,837,072	10,587,801	750,729	8%
CRF CONTRIBUTION (CITIES)	400,000	200,000	0	(200,000)	-100%
EMS REVENUE CONTRIBUTION (CRF)		250,000	375,000	125,000	50%
TOTAL BUDGET	9,254,973	10,287,072	10,962,801	675,729	7%
TOTAL ASSESSED TO CITIES	9,254,973	10,037,072	10,587,801	550,729	5%

2026 Proposed Budget Highlights General Fund – Capital

- 20% increase from the 2025 budget
- 2025 budget was a 24% decrease from 2024
 - No major facility projects anticipated
 - Purchase replacement of EMS equipment needed
 - Routine replacement of protective gear (boots, helmets, gloves, hoods)
 - Routine replacement of radios
 - Routine replacement of apparatus computers





2026 Proposed Budget Highlights General Fund – Personnel

- Total 7% increase from 2025 Budget
 - Base Salary 3% increase
 - 457(b) contribution increase from 2% to 4% of base pay

2026 Proposed Budget Highlights General Fund – Operating

- 13.1% increase from 2025 Budget
 - Uniform replacement
 - Maintenance of equipment and station
 - Maintenance contract increases
 - Accounting services increased cost
 - Improvements to software/ERP for increased efficiency and accountability in Finance/Administration





2026 Proposed Budget Capital Replacement

- 2026 assessment reduction is due to the allocation of the 2026 EMS revenue contribution to the Fire Department. The 2026 budget is reduced by 200,000 from the 2025 budget.
- Ladder Truck Vehicle replacement



2026 Proposed Budget Total Cost to Cities

		2026 Assessments			
		Total City Assessment	Jan Payment	Feb-Nov	Dec Payment
Bunker Hill	19%	\$2,011,682.11	\$251,460.26	\$167,640.18	\$83,820.09
Hedwig Village	18.50%	\$1,958,743.11	\$244,842.89	\$163,228.59	\$81,614.30
Hilshire Village	3%	\$317,634.02	\$39,704.25	\$26,469.50	\$13,234.75
Hunters Creek Village	22.25%	\$2,355,785.63	\$294,473.20	\$196,315.47	\$98,157.73
Piney Point Village	21%	\$2,223,438.12	\$277,929.77	\$185,286.51	\$92,643.26
Spring Valley Village	16.25%	\$1,720,517.59	\$215,064.70	\$143,376.47	\$71,688.23
	100%	\$10,587,801	\$1,323,475.07	\$882,316.72	\$441,158.36



Memorial City Plaza II
820 Gessner, Suite 1570
Houston, TX 77024-4494

June 12, 2025

City of Piney Point Village
Dan Ramey & Henry Kollenberg
7660 Woodway, Suite 460
Houston, TX 77063

City of Hilshire Village
Mike Garofalo & Robert Buesinger
8301 Westview Dr
Houston, TX 77055

City of Spring Valley Village
John Lisenby & Steve Bass
1025 Campbell Road
Houston, Texas 77055

City of Hedwig Village
Matt Woodruff & Patrick Breckon
955 Piney Point Rd
Hedwig Village, TX 77024

City of Hunters Creek Village
Rob Adams & John DeWitt
1 Hunters Creek Pl
Houston, TX 77024

City of Bunker Hill Village
Keith Brown & Clara Towsley
11977 Memorial Drive
Houston, TX 77024

Re: Proposed Amendments to the Village Fire Department By-laws.

To Whom it May Concern:

Enclosed please find the proposed amendments to the By-laws for the Village Fire Department Board of Commissioners. Per Section Five of the By-laws "[a] written copy of proposed amendment changes shall be mailed to all commissioners and Alternate Commissioners at their Cities address at least ten days prior to the meeting." These amendments will be considered at the June 25th fire commission meeting. A courtesy copy will be sent to each of you by email as well.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Brandon D. Morris", is written over a horizontal line.

Brandon D. Morris
RANDLE LAW OFFICE, LTD., L.L.P.

T 281-657-2000
F 281-407-8925
www.randlelawoffice.com

BY-LAWS FOR THE BOARD OF COMMISSIONERS VILLAGE FIRE DEPARTMENT,
AS AMENDED ON 03/26/2014 06/25/2025

SECTION ONE

Officers

Article 1 – Officers: The officers of this Board of Commissioners shall be Chair, Vice Chair, Treasurer and Secretary. These Officers will perform the duties prescribed by the Village Fire Department Interlocal Cooperation Agreement (the “Interlocal Agreement”), these By-Laws, Board Rules of Procedure, and such other duties prescribed by the Board of Commissioners.

Article 2 – Rotation of Officers: The positions of Chair, Vice Chair, Treasurer and Secretary will be rotated among the Commissioners of the contracting cities ~~at the end of the April board meeting~~ on May 1st of each calendar year. The Vice Chair will move to Chair and the Treasurer will be next in rotation to be the Vice Chair. The position of Secretary will be next in rotation to be the Treasurer. The sequence of rotation for officers will be City of Spring Valley Village, City of Hunters Creek Village, City of Hilshire Village, City of Hedwig Village, City of Bunker Hill Village and City of Piney Point Village.

Article 3 – Vacancies: The Vice Chair will call and preside at meetings in the absence of the Chair. In the absence of the Chair and Vice Chair, the Treasurer will preside over the meetings.

Article 4 – Duties of Officers: The Chair of the Board shall preside at all meetings of the Board of Directors, ~~and appoint all committees.~~

The Vice Chair of the Board shall preside at all meetings in the absence of the Chair and will perform the Chair’s duties in case of the Chair’s inability to serve as Chair.

The Treasurer shall preside at any meeting of the Board where the Chair and Vice Chair are not present. The Treasurer will report on the financial status of the department at the monthly meeting of the Board.

The Secretary shall review and sign all meeting minutes after approval by the Board and reasonably assure that all board records, personnel records and accounting papers are maintained at the VFD facility or offsite storage facility of the department.

SECTION TWO

Board of Commissioners

Article 1 – Duties: The duties of the Board are as prescribed in the Village Fire Department Interlocal Agreement.

Article 2 – Voting: A majority of the members of the Board shall constitute a quorum for the transaction of regular business. Annual budget approval requires a majority of the pro-rata vote as described in the Interlocal Agreement.

Article 3 – Meetings: Regular Meetings shall be held on the fourth Wednesday of a month unless cancelled or changed by approval of the Board. Special meetings may be called by the Chair or a majority of the members of the Board. Notice of all meetings will be posted in the manner required by state law and distributed to the members.

Article 4 – Compensation Review Committee: A Compensation Committee is established consisting of the following members: Commissioner Chair, Vice Chair and the Fire Chief,

Each year, prior to the preparation of the budget, the Compensation Committee will review compensation practices of the Houston Fire Department and at least three (3) other Metro Area Fire Departments. The committee will recommend to the board any changes in the salary schedules in sufficient time for the changes to be included in the following year's budget.

Article 5 – Budget Preparation and Workshop: The Fire Chief shall prepare a proposed Budget for presentation and review by the Board in Budget Workshops. Budget Workshops shall be called by the Chair, or a majority of the members of the Board in a sufficient number to allow participation and input from all Commissioners and Alternate Commissioners before the final Budget is formally voted on in a Regular Meeting. Working with the Fire Chief and his staff, the Chair shall cause to be prepared an agenda to be posted in the manner required by state law, and to distribute beforehand information and documentation concerning the Fire Chief's proposed Budget for the Commissioner's consideration in the workshops.

Article 6 – Vacancies: Alternate Commissioners shall serve in the event of the absence of a City's Commissioner, but shall not preside as Chair.

SECTION THREE

Finances

Article 1 – Annual Budget: The fiscal year of the corporation shall be from January 1st through December 31st of each year. The budget will be approved no later than the 30th day of June for submission to the Contracting City Councils for final approval. As appropriate the Board may also hold meetings for the benefit of the Contracting City Mayors and Councils regarding the proposed budget before final approval and submission to the Cities.

SECTION FOUR

Procedural Guidelines

Article 1 – Open Records Compliance: The Department will follow the rules and guidelines of state laws regarding open meetings and open records.

Article 2 – Roberts Rules of Order: The rules contained in Robert’s Rules of Order Revised shall govern the conduct of all meetings of Commissioners if they are not inconsistent with the By-Laws, Village Fire Department Interlocal Cooperation Agreement, or the laws of the State of Texas.

SECTION FIVE

Amendments of the By-Laws

These By-Laws may be amended at any meeting of the Board of Commissioners provided that the proposed amendment is not inconsistent with the Interlocal Agreement or Laws of the State of Texas. A written copy of proposed amendment changes shall be emailed ~~mailed~~ to all Commissioners and Alternate Commissioners at their ~~Cities~~ City email address at least ten days prior to the meeting. Amendments to these By-Laws shall require a two-thirds majority of the Commissioners present and all six Contracting Cities must be represented. Notwithstanding, if a City absences itself from a meeting to prevent the By-Laws from being voted on and amended, then the Chair shall call and notice another meeting and the Amendment shall be approved by a majority of the quorum vote present. If approved, the Amendment shall replace all prior by-laws and amendments.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT on this ____ day of ____, 2025.

Chair _____

Date _____

VFD Commission Packet

The May 21, 2025 Village Fire Department Board meeting agenda covers financial reports, budget amendments, insurance issues, equipment needs, and by-law updates, along with FY 2026 budget planning. Key topics include a temporary aerial apparatus, forensic audit findings, intern stipends, and an executive session on legal matters.

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, May 21, 2025, 6:00 P.M

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, May 21, 2025, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
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 requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
 - A. Approval of Minutes – Regular Monthly Board Meeting Minutes April 23, 2025
 - B. Approval of Bills Paid – April 2025
4. **REPORTS**
 - A. Treasurer's Financial Reports and possible action – April 2025
 - B. Administrator's Report and possible action – April 2025
 - C. Investment Report – April 2025
 - D. Fire Chief's Report and possible action – April 2025
5. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
 - A. Temporary Aerial Apparatus
 - B. VFIS Insurance
 - C. Board Member Orientation
6. **DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:
 - A. Budget Amendments
 1. 2024-02
 2. 2025-03
7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS** – The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.
8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** – The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

I certify that the agenda for the 21st of May 2025 Regular Monthly Board Meeting was posted at the fire department this the 16th day of May 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

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 for further information.

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAYMENT OF STIPEND FOR INTERN** - The Board of Commissioners will discuss and take any action necessary related to payment of a stipend for internship completion.
10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS** - The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.
11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING FY 2026 BUDGET DISCUSSION #4** – The Board of Commissioners will conduct Budget Discussion #4 to include discussion and possible action.
12. **EXECUTIVE SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to seek legal advice related to the following matters:
 - A. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
 1. Fire Chief
 2. Administrative Specialist
 3. Fire Marshal
 4. Captain
 5. Fire Medic 2
 - B. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation
13. **ACTION – CLOSED SESSION** – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session
14. **FUTURE TOPICS**
15. **NEXT MEETING DATE**
June 25, 2025
16. **ADJOURNMENT**

I certify that the agenda for the 21st of May 2025 Regular Monthly Board Meeting was posted at the fire department this the 16th day of May 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

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 for further information.

Minutes
**VILLAGE FIRE
DEPARTMENT REGULAR
MONTHLY BOARD
MEETING**

Wednesday, March 26, 2025, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, April 23, 2025, at 901 Corbindale, Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Keith Brown. The secretary was present.

Present & Voting Were:

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

Commissioner Keith Brown, Chair
Commissioner Matt Woodruff
Mayor Robert (Bob) Buesinger
Commissioner Rob Adams, Secretary
Commissioner Henry Kollenberg, Vice Chair
Commissioner John Lisenby, Treasurer

Present Were:

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

Alternate Clara Towsley
Alternate Patrick Breckon
Commissioner Mike Garofalo
Alternate John DeWitt
Alternate Dan Ramey

Village Fire Department
Administrative Staff

Fire Chief, Howard Miller
Amy Buckert, Administrator/Finance Director
Katherine Stuart, Administrative Specialist

Randle Law Firm

Attorney Brandon Morris

Not Present Were:

City of Spring Valley Village

Alternate Steve Bass

2. COMMENTS FROM THE PUBLIC – Comments are limited to 3 minutes each.

Mayor Tom Jinks spoke about item 6A on the agenda, which would bring the Department's TMRS retirement plan in line with what is offered Hedwig Village's other City employees. He stated that his City was unable to afford the improvements to the Department's retirement plan, and as such, he wanted the record to reflect that he was against the item.

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 requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- A. Approval of Minutes – Regular Monthly Board Meeting Minutes March 26, 2025
- B. Approval of Bills Paid – March 2025

Motion: Lisenby

Second: Kollenberg

Unanimously approved

4. **REPORTS**

- A. Treasurer's Financial Reports and possible action – March 2025 (attached)
- B. Administrator's Report and possible action – March 2025 (attached)
- C. Investment Report – March 2025 (attached)
- D. Fire Chief's Report and possible action – March 2025

The department is fully staffed. Captain Ekblaw is out until August. There was one major incident, a house fire in Hunters Creek. There were 193 calls for service averaging a four minute, eleven second response time. Chief is working on the All Hazards Mitigation Plan, working on an incident/accident training program, and thanked Commissioner Brown for his year as the Chair of the Board.

Motion: No Action Taken

Second:

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

- A. Temporary Aerial Apparatus

Chief told the Commission that five of the Cities had approved the Budget Amendment, and that Piney Point had it on their agenda for the Monday following the Commission meeting. He advised the Commission that there are two trucks available for lease at the moment.

Motion: No Action Taken

Second:

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

- A. TMRS Retirement

Anthony Mills of TMRS drove in from Austin to present to the Commission and explain nuances of the retirement plan options to the Board. The Chief gave his presentation which outlined reasons the plan improvements were needed (attached). He explained how the enhanced benefits would assist with recruitment and retention.

Member Kollenberg moved to approve the 100% option. He stated that in response to Mayor Jinks, Hedwig has 100% COLA for its employees, which makes its contribution 12.1%, which is pretty close to the 13% for option six. And also gives them a \$1.2 million unfunded liability for their employees as opposed to their share of option six, which would be just under \$700,000. He asked the Chair for discussion; however, with no second for the motion, they were unable to have a discussion.

The floor was not turned over to Mr. Mills.

There was a motion made to approve Option 1 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 2 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 3 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 4 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 5 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 6 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

Motion: No Action Taken

Second:

8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

The Administrator/Finance Director gave an update to the Board, including that Mr. Belt had drafted a letter to the partners on behalf of the Department, and the Department was reviewing the letter for return back to Mr. Belt. She advised the Commission that Mr. Belt would want a meeting with the Audit Committee once that letter was final.

Motion: No Action Taken

Second:

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING COMBINING GENERAL FUND SAVINGS AND CHECKING INTO ONE ACCOUNT** - The Board of Commissioners will discuss and take any action necessary related to closing the savings account and combining the General Fund checking and savings accounts.

The Administrator explained that there is no benefit to the Department to have a separate savings and checking account at Stellar Bank as appeared to be the case at Wells Fargo. She sought permission to consolidate the two accounts to simplify money management.

She also mentioned that she wants to get more intentional with cash management and treasury management so that the Department can make more money on the current interest rates. She stated that she would be drafting an Investment Policy during her time in Little Rock so that the Department can more actively manage cash. The policy will be PFIA compliant and all monies will be collateralized in accordance with PFIA.

Commissioner Woodruff moved combine the general fund checking and savings account and authorize the secretary to sign such corporate certificates as may be required on the bank's forms to effectuate the intended report.

Motion: Woodruff

Second: Lisenby

Unanimously approved

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AUDIT FIRM REQUEST FOR QUALIFICATIONS** - The Board of Commissioners will discuss and take any action necessary related to seeking qualifications from audit firms for annual audit work.

The Board directed the Administrator/Finance Director to draft up an RFQ for Audit Services for their review.

11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS**
- The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.

Member Woodruff asked the Commission to consider striking the authority of the Chair to appoint Committees as is outlined in the interlocal. The decisions would be handled on a Committee-by-Committee basis.

Motion: Woodruff

Second: Kollenberg

Unanimously approved

12. **DISCUSSION OF AND POSSIBLE ACTION REGARDING APPOINTMENT OF ALL COMMITTEES** - The Board of Commissioners will discuss and take any action necessary related to appointing Committee members.

There are three Committees on the Commission: the Search Committee, the Audit Committee, and the Budget Committee. The following are the compositions of each:

Audit Committee:

- Ramey
- Buesinger

Motion: Woodruff

Second: Kollenberg

Unanimously approved

Budget Committee:

- Towsley
- Lisenby
- Ramey

Motion: Woodruff

Second: Garofalo

Unanimously approved

Search Committee:

- Woodruff
- Pappas
- Buesinger

Motion: Kollenberg
Second: Garofalo
Unanimously approved

Member Woodruff asked the Commission to consider striking the authority of the Chair to appoint Committees. The decisions would be handled based on each Committee.

13. DISCUSSION OF AND POSSIBLE ACTION REGARDING FY 2026 BUDGET DISCUSSION #3 –

The Board of Commissioners will conduct Budget Discussion #3 to include discussion and possible action.

Member Kollenberg asked the Commission to consider a 5% COLA and a 4% contribution to the 457(b) plan. Commissioner Woodruff said he would be in support of a 3%. Mr. Kollenberg stated that the police department is talking about 4%. He stated the Fire Department should be talking about 4% or 5%, especially since there was no movement on the TMRS options. He stated it would be a good idea to increase the 457(b) contribution.

The department is approximately \$750,000 under budget for the 24 budget, so in essence the Department is returning \$750,000 back to the Cities. \$750,000 is roughly 7% of the budget.; he stated he wants 7% to go toward salary improvements. There was some discussion about building in a cushion of three days (\$150,000) for disaster mitigation in the event that it is needed.

There was some discussion about the sustainability of the budget, being as how a 3% raise was increasing the Department's budget approximately 6%. It was clarified that each City pays a portion of that 6% increase, not the entire 6% increase, based on the Interlocal Agreement.

There was discussion about the cost of Capital items in the budget artificially inflating the budget and making the increases appear larger than they really are. Someone mentioned that this is an issue with the Interlocal and how Capital is defined, and not necessarily a statement on how the Fire Department does their budgeting. The Commission then discussed amending the Interlocal to allow for better classification of these items within the budget.

There was a proposal to take some of the capital items (Tower repairs, fuel station upgrades, and the generator), remove them from the budget, and do a budget amendment at the same time that we fix the interlocal to address all those capital items, and take the capital items from the refund to the Cities.

Motion: Woodruff
Second: Kollenberg
Unanimously approved

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

- A. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Fire Chief
- B. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Administrator/Finance Director
- C. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation

The Board convened in Executive Session at 7:50 pm.

The Board resumed open session at 8:09 pm. No action was taken.

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

Motion: No Action Taken

Second:

16. **FUTURE TOPICS**

- A. Ratify appointments of existing committees
- B. Amend Interlocal Agreement
- C. Approve Budget Amendment 2025-03
- D. Adoption of 2026 Budget

17. **ROTATION OF OFFICERS**

2025/2026 Rotation

- Commissioner PPV Henry Kollenberg – Chair
- Alternate Dan Ramey
- Commissioner SVV John Lisenby – Vice Chair
- Alternate Council Member Steve Bass
- Commissioner HCV Rob Adams – Treasurer
- Alternate John DeWitt
- Commissioner Hil V Mike Garofalo - Secretary
- Alternate Mayor Robert “Bob” Buesinger
- Commissioner HV Matt Woodruff
- Alternate Council Member Patrick Breckon
- Commissioner BHV Keith Brown
- Alternate Council Member Clara Towsley

18. **NEXT MEETING DATE**

May 28, 2025

The Board elected to move the May meeting up one week to May 21, 2025.

Motion: Kollenberg

Second: Garofalo

Unanimously approved

19. **ADJOURNMENT**

The meeting was adjourned at 8:12 pm.

Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	\$	(Under)	Actuals	Budget	Budget	Budget	\$	(Under)
				%						%

Receipts

14000 City Assessments General Fund										
14010 Bunker Hill Village	\$ 156,369	\$ 156,369	\$ -	0%	\$ 703,659	\$ 547,291	\$ 156,369	\$ 1,876,425	(\$1,172,766)	37%
14020 Hedwig Village	152,254	152,254	0	0%	685,142	532,888	152,254	1,827,045	(1,141,903)	38%
14030 Hilshire Village	24,690	24,690	0	0%	111,104	86,414	24,690	296,278	(185,174)	38%
14040 Hunter's Creek Village	183,116	183,116	(0)	0%	824,022	640,906	183,116	2,197,392	(1,373,370)	37%
14050 Piney Point Village	172,829	172,829	0	0%	777,729	604,900	172,829	2,073,943	(1,296,215)	38%
14060 Spring Valley Village	133,736	133,736	0	0%	544,254	468,077	76,177	1,604,837	(1,060,583)	34%
Total 14000 City Assessments General Fund	\$ 822,993	\$ 822,993	\$ (0)	0%	\$3,645,910	\$2,880,477	\$765,434	\$9,875,920	(\$6,230,010)	37%
24000 Capital Replacement	\$ -	\$ 16,667	(\$16,667)	0%	\$ -	\$ 58,333	(\$58,333)	\$ 200,000	(\$200,000)	0%
32010 Ambulance Fund Income (ABF)	46,177	20,833	25,344	222%	388,569	62,500	326,069	250,000	138,569	155%
14200 Fuel Cost Reimbursements	4,285	0	4,285	0	8,051	0	8,051	0	8,051	0
14211 Hedwig - Fuel Cost Reimbursement	0	0	0	0	2,825	0	2,825	0	2,825	0
14271 Piney Point - Fuel Cost Reimbursement	0	0	0	0	87	0	87	0	87	0
14275 Fuel Admin Fee	40	0	40	0	146	0	146	0	146	0
14290 Workers Comp Reimbursement	174	0	174	0	12,364	0	12,364	0	12,364	0
14400 Medical Standby Event Income	0	0	0	0	7,475	0	7,475	0	7,475	0
14500 CPR Income	176	0	176	0	1,901	0	1,901	0	1,901	0
14600 COBRA Income	1,784	0	1,784	0	5,351	0	5,351	0	5,351	0
14910 Interest Income	14,301	0	14,301	0	27,855	0	27,855	0	27,855	0
14930 Miscellaneous Income	27,719	0	27,719	0	28,297	0	28,297	0	28,297	0
24910 Interest Income (CRF)	503	0	503	0	14,985	0	14,985	0	14,985	0
54910 Interest/Dividend Income (FF)	7	0	7	0	741	0	741	0	741	0
Total Receipts	\$ 918,159	\$ 860,494	\$57,665	107%	\$ 4,144,558	\$ 3,001,310	\$ 1,143,248	\$ 10,325,920	(\$6,181,362)	40%

Operational Expenditures

Total 15000 Capital Expenditures	\$ 13,304	\$ 12,217	\$ 1,087	109%	\$ 14,728	\$ 36,650	(\$21,922)	\$ 146,600	(\$131,872)	10%
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Personnel Expenditures

16010 Salaries	\$ 464,080	\$ 482,417	(\$18,337)	96%	\$ 1,740,468	\$ 1,447,250	\$ 293,218	\$ 5,789,000	(\$4,048,532)	30%
16011 Salaries - Overtime Regular	10,627	25,000	(14,373)	43%	55,072	75,000	(19,928)	300,000	(244,928)	18%
16012 Overtime - Medical Standby Events	0	841	(841)	0%	2,716	2,522	194	10,090	(7,374)	27%
16013 Overtime - Training	0	4,080	(4,080)	0%	0	12,240	(12,240)	48,960	(48,960)	0%
16014 Overtime - CPR	1,076	841	235	128%	3,826	2,522	1,304	10,090	(6,264)	38%
16015 Longevity Pay	1,940	2,217	(277)	88%	7,724	6,650	1,074	26,600	(18,876)	29%

Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	\$	%	Actuals	Budget	Budget	Budget	\$	%
16016 Higher Class Pay	147	1,811	(1,664)	8%	10,493	5,434	5,060	21,735	(11,242)	48%
16018 Professional Certification Pay	5,643	5,803	(160)	97%	20,651	17,410	3,241	69,640	(48,989)	30%
16020 457 Plan Contribution	0	9,648	(9,648)	0%	0	28,945	(28,945)	115,780	(115,780)	0%
16030 FICA Tax	33,296	40,748	(7,453)	82%	126,436	122,245	4,191	488,980	(362,544)	26%
16040 Basic Life, ADD, LTD Insurance	1,739	2,100	(361)	83%	6,788	6,300	488	25,200	(18,412)	27%
16050 Employee Retirement - TMRS	29,974	35,688	(5,714)	84%	119,372	107,065	12,307	428,260	(308,888)	28%
16060 Health Insurance	79,442	87,883	(8,441)	90%	318,476	263,650	54,826	1,054,600	(736,124)	30%
16070 Worker's Compensation Insurance	0	7,800	(7,800)	0%	9,912	23,400	(13,488)	93,600	(83,688)	11%
16100 Meal Allowance	3,833	3,833	(0)	100%	12,778	11,500	1,278	46,000	(33,222)	28%
Total 16000 Personnel Expenditures	\$ 631,796	\$ 710,711	(\$78,915)	89%	\$ 2,434,713	\$ 2,132,134	\$ 302,579	\$ 8,528,535	(\$6,093,822)	29%

Maintenance, Office Expenditures

17010 Ambulance Medical Supplies	3,520	5,000	(1,480)	70%	18,320	15,000	3,320	60,000	(41,680)	31%
17020 Dues & Subscriptions	100	413	(313)	24%	288	1,238	(950)	4,950	(4,662)	6%
17030 Building Maintenance	720	2,500	(1,780)	29%	2,177	7,500	(5,323)	30,000	(27,823)	7%
17035 Station Supplies	1,441	1,500	(59)	96%	6,973	4,500	2,473	18,000	(11,027)	39%
17040 IP Address VPN (PS Lightwave)	1,015	735	280	138%	4,061	2,205	1,856	8,820	(4,759)	46%
17041 Internet & TV (Comcast & Starlink)	1,028	1,650	(622)	62%	5,751	4,950	801	19,800	(14,049)	29%
17042 Mobile Device Services	557	508	48	109%	1,768	1,525	243	6,100	(4,332)	29%
17043 City of Houston Radio System	0	1,640	(1,640)	0%	338	4,920	(4,583)	19,680	(19,343)	2%
17044 Communications - Motorola 47 & NICE	0	3,798	(3,798)	0%	42,109	11,395	30,714	45,580	(3,471)	92%
17048 EMS Equipment Maintence - ProCare/Stryker	20,545	1,873	18,672	1097%	20,545	5,618	14,927	22,470	(1,925)	91%
17070 Public Education, Relations, Promotions (Prevention)	0	417	(417)	0%	38	1,250	(1,212)	5,000	(4,962)	1%
17080 Gas & Oil Inventory	0	0	0	0	26,001	0	26,001	0	26,001	0
17085 Gas & Oil Purchase	60	4,583	(4,523)	1%	505	13,750	(13,245)	55,000	(54,495)	1%
17090 Property & Casualty Insurance	(4,991)	8,333	(13,324)	-60%	43,245	25,000	18,245	100,000	(56,755)	43%
17099 Maintenance of Equipment	378	0	378	0	481	0	481	0	481	0
17100 Vehicle Maintenance	0	15,417	(15,417)	0%	784	46,250	(45,466)	185,000	(184,216)	0%
17101 Maint.-Chief's Truck	0	0	0	0	7,902	0	7,902	0	7,902	0
17102 Maint.-Fire Marshal's Car	0	0	0	0	111	0	111	0	111	0
17105 Maint.-Pumper (E1)	0	0	0	0	61,436	0	61,436	0	61,436	0
17107 Maint.-Ladder (L1)	0	0	0	0	49	0	49	0	49	0
17108 Maint.-Ambulance (Medic 1)	386	0	386	0	386	0	386	0	386	0
17109 Maint.-Ambulance (Medic 2)	0	0	0	0	1,375	0	1,375	0	1,375	0
17110 Maint.-Other	321	0	321	0	427	0	427	0	427	0
17111 Maint.-Contracts	0	0	0	0	4,291	0	4,291	0	4,291	0

Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	\$	%		Budget	Budget		\$	%
17112 Maint.-Pumper (E2) 2000	0	0	0	0	34	0	34	0	34	0
17123 Equipment & Supplies Maintenance	0	3,033	(3,033)	0%	2,839	9,100	(6,261)	36,400	(33,561)	8%
17133 Maintenance SCBA	3,979	1,250	2,729	318%	6,730	3,750	2,980	15,000	(8,270)	45%
17135 Maintenance Fuel System	0	417	(417)	0%	665	1,250	(585)	5,000	(4,335)	13%
17136 Vehicle Licenses & Permits	31	417	(385)	7%	41	1,250	(1,209)	5,000	(4,959)	1%
17129 Other Office Expenses	35	0	35	0	35	0	35	0	35	0
17140 Utilities	5,356	5,583	(228)	96%	13,367	16,750	(3,383)	67,000	(53,633)	20%
17160 Fire Certification Fees	586	608	(22)	96%	1,196	1,825	(629)	7,300	(6,104)	16%
17170 Fire Training Programs	4,765	2,667	2,098	179%	17,171	8,000	9,171	32,000	(14,829)	54%
17171 EMS Training	300	1,500	(1,200)	20%	2,650	4,500	(1,850)	18,000	(15,350)	15%
17177 Fire Marshal Training	0	667	(667)	0%	1,348	2,000	(652)	8,000	(6,652)	17%
17178 Out of Town Expenses	0	0	0	0	69	0	69	0	69	0
17181 Travel Meals & Mileage	0	0	0	0	73	0	73	0	73	0
17183 Dispatch Training & Certification Fees	0	750	(750)	0%	(849)	2,250	(3,099)	9,000	(9,849)	-9%
17185 Admin. Training & Certification Fees	0	417	(417)	0%	20	1,250	(1,230)	5,000	(4,980)	0%
17190 Uniforms	3,020	4,600	(1,580)	66%	12,224	13,800	(1,576)	55,200	(42,976)	22%
17203 Shipping	0	50	(50)	0%	31	150	(119)	600	(569)	5%
17205 Office Supplies	694	958	(264)	72%	991	2,875	(1,884)	11,500	(10,509)	9%
17207 Bank Service Charges	474	167	308	285%	513	500	13	2,000	(1,487)	26%
17211 Adobe	306	67	240	459%	446	200	246	800	(354)	56%
17213 Postage Meter Rental	0	150	(150)	0%	231	450	(219)	1,800	(1,569)	13%
17217 VFD Branded Stationary	0	42	(42)	0%	545	125	420	500	45	109%
17219 Office Phones (8x8)	0	500	(500)	0%	1,352	1,500	(149)	6,000	(4,649)	23%
17221 HRIS (UKG Workforce Ready/Americhex)	880	1,605	(726)	55%	3,845	4,815	(970)	19,260	(15,415)	20%
17223 Accounting (QuickBooks)	251	258	(7)	97%	1,002	773	230	3,090	(2,088)	32%
17225 Office Software	27	1,000	(973)	3%	10,163	3,000	7,163	12,000	(1,837)	85%
17240 Electronic Protocol Cards - Pro QA	0	0	0	0	53	0	53	0	53	0
17250 Translation Service - Language Line	8	17	(8)	49%	11	50	(40)	200	(189)	5%
17300 Professional Services	275	0	275	0	4,050	0	4,050	0	4,050	0
17302 Legal Services	2,901	3,000	(99)	97%	8,099	9,000	(902)	36,000	(27,902)	22%
17304 Accounting Services	5,350	1,333	4,017	401%	25,881	4,000	21,881	16,000	9,881	162%
17306 IT Services	0	2,658	(2,658)	0%	6,121	7,973	(1,851)	31,890	(25,769)	19%
17308 Health Insurance Consulting Services	0	1,102	(1,102)	0%	10,400	3,306	7,094	13,225	(2,825)	79%
17309 Medical Director Services	1,596	2,083	(487)	77%	6,385	6,250	135	25,000	(18,615)	26%
17313 Other Professional and/or Miscellaneous Services	158	2,250	(2,092)	7%	835	6,750	(5,915)	27,000	(26,165)	3%
17401 VFD Fire Commission & Meeting Expenses	309	632	(323)	49%	1,049	1,895	(846)	7,580	(6,531)	14%
17403 VFD Employee Appreciation & Events	382	833	(451)	46%	559	2,500	(1,941)	10,000	(9,441)	6%
17405 CPR Supplies, Cards, & Equipment	12	250	(238)	5%	48	750	(702)	3,000	(2,952)	2%

**Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD**

Accounts	Apr 25	Apr 25	Over (Under) Budget	Over (Under) Budget %	Apr 25 YTD	Apr 25 YTD Budget	Over (Under)	Fiscal Year	Over (Under) Budget	Over (Under) Budget %
	Actuals	Budget	\$	%	Actuals	Budget	Budget	Budget	\$	%
Tipalti Transaction Fee	10,004	0	10,004	0	10,004	0	10,004	0	10,004	0
Other Maintenance, Office Expenditures	0	10,836	(10,836)	0	0	32,510	(32,510)	130,040	(130,040)	0
Total Maintenance, Office Expenses	\$66,779	\$100,065	(\$33,285)	67%	\$399,589	\$300,196	\$99,392	\$1,200,785	(\$801,197)	33%
Total Operational Expenditures	\$711,879	\$822,993	(\$111,113)	-14%	\$2,849,029	\$2,468,980	\$380,049	\$9,875,920	(\$7,026,891)	29%
Other Income										
15100 Insurance Payout from Ladder Truck	0	0	0	0	2,001,500	0	2,001,500	0	2,001,500	0
Excess of Receipts (Expenditures)	\$206,279	\$37,501	\$168,778	550%	\$3,297,028	\$532,330	\$2,764,699	\$450,000	\$2,847,028	733%

Village Fire Department
Statement of Assets, Liabilities and Fund Balance
Accrual Basis
30-Apr-25

	GENERAL FUND	CAPITAL REPLACEMENT FUND	FACILITY FUND	AMBULANCE BILLING FUND	COMBINED TOTAL
ASSETS					
Cash					
General Fund (2634)	\$ 481,190	\$ -	\$ -	\$ -	\$ 481,190
Savings (8337)	1,014,702	-	-	-	1,014,702
Texas Class - General Fund	385,656	-	-	-	385,656
Capital Replacement (2709)	-	240,723	-	-	240,723
Texas Class - Capital Replacement	-	2,559,032	-	-	2,559,032
Ambulance (Stellar - 2840)	-	-	-	161,805	161,805
Ambulance (WF - 4347)	-	-	-	4,110	4,110
Texas Class - Ambulance	-	-	-	372	372
Facility (9988)	-	-	3,178	-	3,178
Texas Class - Facility Fund	-	-	98,097	-	98,097
Total Cash & Certificates	1,881,548	2,799,755	101,275	166,287	4,948,865
Accounts Receivable	4,773	-	-	-	4,773
Gasoline & Oil Inventory	8,966	-	-	-	8,966
Prepaid Insurance	36,488	-	-	-	36,488
Interfund Receivables/Payables	(49,039)	49,039	-	-	0
Total Assets	\$ 1,882,736	\$ 2,848,794	\$ 101,275	\$ 166,287	\$ 4,999,092
LIABILITIES AND FUND BALANCE					
Liabilities					
Current Liabilities					
Accounts Payable including Credit Cards	\$ 80,046	\$ -	\$ -	\$ -	\$ 80,046
Due to Spring Valley	57,560	-	-	-	57,560
FICA Payable	34,570	-	-	-	34,570
Federal Income Tax Withholding Payable	23,383	-	-	-	23,383
Supplemental Life Insurance Withheld	310	-	-	-	310
Retirement Contribution Payable	27,463	-	-	-	27,463
Payable to Capital Replacement Fund	-	-	-	388,204	388,204
Ambulance Funds Payable	-	-	-	(221,917)	(221,917)
Due to Texas State Unclaimed Property	1,821	-	-	-	1,821
Total Current Liabilities	225,153	-	-	166,287	391,439
Fund Balance	1,657,583	2,848,794	101,275	-	4,607,654
Total Liabilities & Fund Balance	\$ 1,882,736	\$ 2,848,794	\$ 101,275	\$ 166,287	\$ 4,999,092

Village Fire Department Statement of Cash Flows April 2025

	<u>Total</u>
Excess Receipts over (Expenditures)	\$206,279
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	7,323
11080 Payroll Clearing	10,655
11320 Prepaid Insurance	694
11500 Due From Marlo Longoria (Misc. Income)	(27,719)
11710 Due to/from Capital Replacement Fund	16,667
Accounts Payable (A/P)	12,310
12025 12025 BUCKERT, AMY (6002) - 2	(702)
12030 MARSHAL, FIRE (5283) - 2	(2,647)
12035 12035 MILLER, TIMOTHY (2075) - 2	(2,710)
12040 MILLER, HOWARD (3921) - 2	(543)
12045 12045 DEPAUL, FRANK (4657) - 2	(347)
12050 STUART, KATHERINE (3345) - 2	48
12060 WITT, STEVE (9719) - 2	2,494
12110 FICA Payable	(755)
12120 Fed Income Tax W/H Payable	(1,639)
12200 Supp. Life Ins. W/H	7
12310 Retirement Contrib. Payable	(1,017)
32020 Ambulance Funds Payable (ABF)	362
Total Adjustments to reconcile Excess Receipts to Net Cash provided by operations:	\$12,480
Net cash increase for period	218,759
Cash at beginning of period	4,730,106
Cash at end of period	\$ 4,948,865

Village Fire Department
Statement of Changes in Fund Balance
Accrual Basis
1-Apr-25

	GENERAL FUND	CAPITAL REPLACEMENT FUND	FACILITY FUND	COMBINED TOTAL
Fund Balance - March 31, 2025	\$ 1,659,683	\$ 3,183,567	\$ 13,362	\$ 4,856,613
Excess of Receipts (Expenditures) for the 1 month Ended April 30, 2025	(2,100)	(334,773)	87,913	(248,960)
Fund Balance - April 30, 2025	\$ 1,657,583	\$ 2,848,794	\$ 101,275	\$ 4,607,654

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Payee</u>
4/8/2025	Childsupp Texas Sdu	(\$2,710.00)	
4/8/2025	Payroll Tmrs Ccd	(\$64,724.42)	
4/9/2025	Engie	(\$2,137.03)	
4/9/2025	Check 13739	(\$1,650.00)	
4/9/2025	Legalshield	(\$146.50)	
4/9/2025	AT&T	(\$499.61)	
4/9/2025	Starlink	(\$140.00)	
4/10/2025	Payments Tracking Id	(\$8,328.18)	
4/10/2025	Check 13728	(\$481.41)	
4/10/2025	Payments Tracking Id	(\$487.48)	
4/11/2025	Payroll	(\$57.00)	
4/11/2025	Utility Dd Memorial	(\$141.40)	
4/11/2025	Wire Kotapay Ref:259	(\$158,633.17)	
4/11/2025	Edi Pymnts Tipalti	(\$9,994.00)	
4/14/2025	Payments Tracking Id	(\$1,225.00)	
4/14/2025	Billings	(\$879.50)	
4/15/2025	Check 13738	(\$53.04)	
4/15/2025	Check 13737	(\$198.58)	
4/15/2025	Payments Nationwide	(\$1,570.00)	
4/15/2025	Edi Pymnts Tipalti	(\$4.47)	
4/15/2025	Payments Nationwide	(\$7,329.00)	
4/17/2025	Aflac	(\$938.07)	
4/18/2025	Check 13713	(\$20.00)	
4/18/2025	Internal Revenue Service	(\$52,749.09)	
4/22/2025	Check 13745	(\$278.10)	
4/22/2025	Check 13743	(\$8.19)	
4/22/2025	Check 13740	(\$213.57)	
4/23/2025	Childsupp Texas Sdu	(\$2,710.00)	
4/23/2025	Henry Schein	(\$417.36)	
4/23/2025	Edi Pymnts Tipalti	(\$885.69)	
4/24/2025	Comcast	(\$597.95)	
4/25/2025	Payments Tracking Id	(\$35.00)	
4/25/2025	Check 13742	(\$4,200.00)	
4/25/2025	Wire Kotapay Ref:587	(\$171,665.82)	
4/28/2025	Aflac	(\$938.07)	
4/28/2025	Payroll	(\$3,833.31)	
4/28/2025	Payments Tracking Id	(\$1,225.00)	
4/28/2025	Check 13744	(\$98.15)	
4/29/2025	Payments Nationwide	(\$6,929.00)	
4/29/2025	Payments Tracking Id	(\$1,250.00)	
4/29/2025	Edi Pymnts Tipalti	(\$4,523.59)	
4/29/2025	Payments Nationwide	(\$1,667.00)	
4/29/2025	Ent Ach Dr	(\$188.37)	

4/30/2025 1st Bankcard Ctrccd	(\$12,137.34)
4/30/2025 Check 13741	(\$1,810.00)

ADDED OR MATCHED

Added to: Expense: 12190 Special Employee W/H Payable 04/08/2025 \$2,710.00
Added to: Expense: 12310 Retirement Contrib. Payable 04/08/2025 \$64,724.42
Matched to: Expense: 17140 Utilities 04/08/2025 \$2,137.03
Matched to: Check: 17304 Professional Services:Accounting Services 13739 03/27/2025 \$1,650.00
Added to: Expense: 12170 Prepaid Legal Services 04/09/2025 \$146.50
Matched to: Expense: 17042 Mobile Device Services 04/08/2025 \$499.61
Added to: Expense: 17041 Internet & TV (Comcast & Starlink) 04/09/2025 \$140.00
Added to: Expense: 15050 Capital Expenditures:Office Computers 04/10/2025 \$8,328.18
Matched to: Check: 17109 Maintenance of Equipment:Maint.-Ambulance (Medic 2) 13728 03/12/2025 \$481.41
Added to: Expense: 15050 Capital Expenditures:Office Computers 04/10/2025 \$487.48
Added to: Expense: 17042 Mobile Device Services 04/11/2025 \$57.00
Matched to: Expense: 17140 Utilities 04/10/2025 \$141.40
Added to: Expense: 11080 Payroll Clearing 04/11/2025 \$158,633.17
Added to: Expense: Tipalti Clearing Account 04/11/2025 \$9,994.00
Added to: Expense: Split expense 04/14/2025 \$1,225.00
Added to: Expense: 17221 Office Expenses:HRIS (UKG Workforce Ready/Americhex) 04/14/2025 \$879.50
Matched to: Check: 17240 Electronic Protocol Cards - Pro QA 13738 03/27/2025 \$53.04
Matched to: Check: Split expense 13737 03/27/2025 \$198.58
Added to: Expense: 12140 Deferred Compensation 04/15/2025 \$1,570.00
Added to: Expense: Tipalti Clearing Account 04/15/2025 \$4.47
Added to: Expense: 12140 Deferred Compensation 04/15/2025 \$7,329.00
Added to: Expense: 12130 Employee Medical Plan 125 04/17/2025 \$938.07
Matched to: Check: 17185 Admin. Training & Certification Fees 13713 02/27/2025 \$20.00
Added to: Expense: Split expense 04/18/2025 \$52,749.09
Matched to: Check: Split expense 13745 04/10/2025 \$278.10
Matched to: Check: 17250 Translation Service - Language Line 13743 04/10/2025 \$8.19
Matched to: Check: 17190 Uniforms 13740 04/10/2025 \$213.57
Added to: Expense: 12190 Special Employee W/H Payable 04/23/2025 \$2,710.00
Added to: Expense: 17010 Ambulance Medical Supplies 04/23/2025 \$417.36
Added to: Bill Payment: Accounts Payable (A/P) 04/23/2025 \$885.69
Matched to: Expense: 17041 Internet & TV (Comcast & Starlink) 04/21/2025 \$597.95
Added to: Expense: 17129 Other Office Expenses 04/25/2025 \$35.00
Matched to: Check: Split expense 13742 04/10/2025 \$4,200.00
Added to: Expense: 11080 Payroll Clearing 04/25/2025 \$171,665.82
Added to: Expense: 12130 Employee Medical Plan 125 04/28/2025 \$938.07
Added to: Expense: 16100 Personnel Expenditures:Meal Allowance 04/28/2025 \$3,833.31
Added to: Expense: Split expense 04/28/2025 \$1,225.00
Matched to: Check: 17035 Station Supplies 13744 04/10/2025 \$98.15
Added to: Expense: 12140 Deferred Compensation 04/29/2025 \$6,929.00
Added to: Expense: 17309 Professional Services:Medical Director Services 04/29/2025 \$1,250.00
Added to: Expense: Tipalti Clearing Account 04/29/2025 \$4,523.59
Added to: Expense: 12140 Deferred Compensation 04/29/2025 \$1,667.00
Matched to: Expense: 17140 Utilities 04/29/2025 \$188.37

Added to: Expense: 11090 Cash Transfers 04/30/2025 \$12,137.34

Matched to: Check: 17304 Professional Services:Accounting Services 13741 04/10/2025 \$1,810.00

Village Fire Department



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

Protecting and Serving the Cities of:

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

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Howard Miller, Fire Chief
Date: May 21, 2025
Re: **March Administrator's Report**

Please find below an overview of the financial statements and reports for April 2025.

Summary of VFD Financial Performance as of end of April (33.3% of the budget year):

-

February Revenue:

- Total General Fund revenue year-to-date is tracking at 37%.

February Expenses:

- Personnel Expenses: 29% of budget
- Operational Expenses: 29% of budget
- Fire Training will level out as the year progresses, pre-paid for large May training
- Accounting Services continue to be over budget due to the fraud investigation, price increases, and the software conversion, did not receive financials in time to include in our Budget Amendment, will need future BA
- Higher Class pay tracking high due to officer out on injury
- Internet tracking a little high due
- Both Motorola and Stryker have been paid for the year, so although tracking high, no more expenses should be recorded this year

Key Highlights:

- Tipalti rollout of AP module is mostly complete
- Bills are being paid through Tipalti
- Work is largely complete on the PO process
- Work on credit cards has begun
- Wells Fargo money has been transferred to Stellar, next is closure of account

Policies Update

The following policies have been drafted and are being presented this evening for consideration by the Commission:

- No policies at this time, there is a Board Orientation presentation tonight to assist the new members

Next Steps:

- Continue Tipalti training
- Circulate Tipalti training videos
- RFPs for Workers Comp, Audit, Fuel
- Investment Policy

April 2025 Investment Report

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned
General Fund	N/A	On Demand	2.58%	\$519,157.21	\$960.48
Capital Fund	N/A	On Demand	2.58%	\$240,723.06	\$503.47
Facility Fund	N/A	On Demand	2.58%	\$3,178.18	\$6.65
Ambulance Fund (WF)	N/A	On Demand	0.68%	\$5,930.37	\$3.33
Ambulance Fund (St)	N/A	On Demand	2.58%	\$161,805.08	\$292.16
VMIG	N/A	On Demand	0%	\$120,913.84	\$0.00
Savings	N/A	On Demand	2.58%	\$1,014,702.15	\$2,624.31
TexasClass	N/A	On Demand	4.44%	\$3,043,890.34	\$11,077.03
Totals:				\$5,110,300.23	\$15,467.43

This report complies with the requirements of the Public Funds Investment Act and covers all the funds of the Village Fire Department that are subject to that law.


 Amy Buckert, Administrator/Finance Director

NATIONAL UNION FIRE INSURANCE COMPANY PA
1271 AVE OF THE AMERICAS FL 37
NEW YORK NY 10020-1304

NOTICE OF NONRENEWAL OF INSURANCE

RECEIVED MAY 13 2025

Named Insured & Mailing Address:

Producer: VFIS

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

VFIS
183 LEADER HEIGHTS ROAD
P.O. BOX 2726
YORK PA 17405

Policy No.: VFNU-TR-0030950-02
Type of Policy: PACKAGE
Date of Expiration: 09/30/2025; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

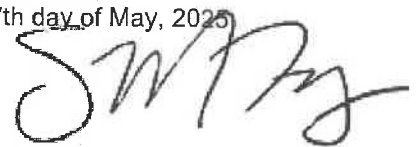
The reason for nonrenewal is due to adverse loss experience including severity of losses. This results in a 6-year account loss ratio of 605% with \$2,073,473 incurred losses including 1 Management Liability and 2 Portable Equipment losses.

Named Insured

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

Date Mailed:

7th day of May, 2025



AUTHORIZED REPRESENTATIVE

NATIONAL UNION FIRE INSURANCE COMPANY PA
1271 AVE OF THE AMERICAS FL 37
NEW YORK NY 10020-1304

NOTICE OF NONRENEWAL OF INSURANCE

RECEIVED MAY 13 2025

Named Insured & Mailing Address:

Producer: VFIS

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

VFIS
183 LEADER HEIGHTS ROAD
P.O. BOX 2726
YORK PA 17405

Policy No.: VFNU-CM-0001252-05
Type of Policy: AUTO
Date of Expiration: 09/30/2025; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

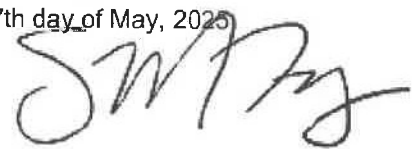
The reason for nonrenewal is due to adverse loss experience including severity of losses. This results in a 6-year account loss ratio of 605% with \$2,073,473 incurred losses including 11 Auto losses.

This policy provides auto liability coverage. You should contact your agent concerning your possible eligibility for replacement coverage through another insurer or the Texas Automobile Insurance Plan.

Named Insured

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

Date Mailed:
7th day of May, 2025



AUTHORIZED REPRESENTATIVE

Village Fire Department Commission Orientation

Outline of Duties, Responsibilities and Roles
of Fire Commissioners
and Fire Department Staff

Guidelines and Duties for Appointed Officials

- Fire Commissioners can better serve constituents and Cities by understanding their duties, bring aware of responsibilities and are informed of the best practices
- Fire Commissioners provide leadership, arbitrate conflicting interests, and make sound decisions by carefully studying problems and reviewing alternatives to determine the best course of action
- The Commission
 - Adopts bylaws and rules of procedure
 - Establishes policy
 - Adopts the annual budget
 - Provides direction to the Fire Chief
 - Provides updates to their City Council/serves as a liaison to the Fire Department

Policy Making

- Policy is established by a majority vote of the Commission
- A decision of the majority binds the Commission to a course of action, regardless of individual members' preferences
- Policy making is “what to do” and administration is “how to do it”

Positions and Duties

- **Chair**
 - Call meeting
 - Presides over meetings
 - Signs checks
 - Sounding board for Chief
- **Vice Chair**
 - Call meeting in absence of Chair
 - Presides over meetings in absence of Chair
 - Signs checks
- **Treasurer**
 - Provides updates on finances to Commission
 - Approval of bills
 - Signs checks
- **Secretary**
 - Approval of bills
 - Signs checks

Communications from Fire Commission

- The Administrator posts Fire Commission agendas, agenda packets, and minutes on the Department's website, www.villagefire.org, as well as a hard copy for review at the Fire Department, 901 Corbindale, Houston, TX 77024
- Commissioners receive all agenda related material from the Administrator via email
- Regular Fire Commission meetings are held the fourth Wednesday of each month

Fire Commission/Department Attorney Relationship

- Department Attorney appointed by and serves at the discretion of the Village Fire Commission
- General Responsibilities Include:
 - Provide legal assistance necessary
 - Represent the Department's interests in litigation, hearings, negotiations and similar proceedings
 - Prepare contracts, interlocal amendments, resolutions, and other legal documents
- Attorney does not represent individual members of the Commission or Staff, but the Department as a whole

Staff Responsibilities

- Prepare and review agendas and minutes in accordance with open meetings procedure and State law
- Notify members of meetings
- Maintain records for Department
- Staff must at all times consider the policy and fiscal impacts of proposals and provide members with early and timely information about all proposals

Analytical Problem-Solving Approach

- As resources dwindle, systems become more complex, and Cities and Departments must adapt
- To determine priorities, here are some questions we can ask:
 - What is the problem we are trying to solve, and is that a symptom or is there a deeper problem?
 - What general approaches could be used to solve the problem? (avoid single-solution answers)
 - What personnel, financial and other resources are needed to make the solution work? Where will these come from?
 - Have all involved in implementation had input?
 - Is it feasible and manageable? (is it legal and is there budget for the solution?)
- These questions help avoid wasted time and effort and lead to approved recommendations

Questions?

VILLAGE FIRE DEPARTMENT



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

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

Budget Amendment 2024-02 & 2025-03

To:	Gerardo Barrera	City of Bunker Hill Village
	Wendy Baimbridge	City of Hedwig Village
	Cassie Stephens	City of Hilshire Village
	Tom Fullen	City of Hunters Creek Village
	Bobby Pennington	City of Piney Point Village
	John McDonald	City of Spring Valley Village
Cc:	Board of Commissioners & Alternates	Village Fire Department
From:	Amy Buckert	Village Fire Department
Date:	May 21, 2025	
Re:	Budget Amendment 2024-02 & Budget Amendment 2025-03	

During the regular monthly Village Fire Department Board Meeting on May 21, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund tower improvements, purchase of a generator and purchase of a fuel system. The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$236,000 to facilitate the purchases and improvements. This budget amendment will not result in an additional assessment to the member Cities in 2025.

The improvements and purchases are as follows:

- Tower improvements - \$80,000
- Generator purchase - \$100,000
- Fuel system purchase - \$56,000
- Total - \$236,000

The total budget amendment of \$236,000.00 will be funded by the 2024 Village Fire Department budget surplus in an amount not to exceed \$236,000.

The Village Fire Department Board of Commissioners further unanimously approved intra-budgetary transfers for Budget years 2024 and 2025. While these intra-budgetary transfers will not result in an additional assessment to the member Cities, they do require the approval of the member cities per Sec. 5.01 of the Interlocal Agreement.

The intra-budgetary transfers are as follows:

- 2024 Village Fire Department Budget:
 - Transfer \$40,000 from line item 16060 Health Insurance to line item 17112 Maintenance Pumper (E2)
- 2025 Village Fire Department Budget:
 - Transfer \$10,000 from line item 17131 Bunker Gear Maintenance to line item 15030 Protective Gear; and
 - Transfer \$10,000 from line item 16060 Health Insurance to line item 17225 Office Software

Please put these budget amendments on your earliest agenda for consideration and advise us of your council's action in writing.

BY-LAWS FOR THE BOARD OF COMMISSIONERS
VILLAGE FIRE DEPARTMENT, AS AMENDED ON 03/26/2014

SECTION ONE

Officers

Article 1 – Officers: The officers of this Board of Commissioners shall be Chair, Vice Chair, Treasurer and Secretary. These Officers will perform the duties prescribed by the Village Fire Department Interlocal Cooperation Agreement (the “Interlocal Agreement”), these By-Laws, Board Rules of Procedure, and such other duties prescribed by the Board of Commissioners.

Article 2 – Rotation of Officers: The positions of Chair, Vice Chair, Treasurer and Secretary will be rotated among the Commissioners of the contracting cities ~~at the end of the April board meeting~~ of each calendar year. The Vice Chair will move to Chair and the Treasurer will be next in rotation to be the Vice Chair. The position of Secretary will be the next in rotation to be the Treasurer. The sequence of rotation for officers will be City of Spring Valley Village, City of Hunters Creek Village, City of Hilshire Village, City of Hedwig Village, City of Bunker Hill Village and City of Piney Point Village.

Article 3 – Vacancies: The Vice Chair will call and preside at meetings in the absence of the Chair. In the absence of the Chair and Vice Chair, the Treasurer will preside over the meetings.

Article 4 – Duties of Officers: The Chair of the Board shall preside at all meetings of the Board of Directors. ~~and appoint all committees.~~

The Vice Chair of the Board shall preside at all meetings in the absence of the Chair and will perform the Chair’s duties in case of the Chair’s inability to serve as Chair.

The Treasurer shall preside at any meeting of the Board where the Chair and Vice Chair are not present. The Treasurer will report on the financial status of the department at the monthly meeting of the Board.

The Secretary shall review and sign all meeting minutes after approval by the Board and reasonably assure that all board records, personnel records and accounting papers are maintained at the VFD facility or offsite storage facility of the department.

SECTION TWO

Board of Commissioners

Article 1 – Duties: The duties of the Board are as prescribed in the Village Fire Department Interlocal Agreement.

Article 2 – Voting: A majority of the members of the Board shall constitute a quorum for the transaction of regular business. Annual budget approval requires a majority of the pro-rata vote as described in the Interlocal Agreement.

Article 3 – Meetings: Regular Meetings shall be held on the fourth Wednesday of a month unless cancelled or changed by approval of the Board. Special meetings may be called by the Chair or a majority of the members of the Board. Notice of all meetings will be posted in the manner required by state law and distributed to the members.

Article 4 – Compensation Review Committee: A Compensation Committee is established consisting of the following members: Commissioner Chair, Vice Chair and the Fire Chief.

Each year, prior to the preparation of the budget, the Compensation Committee will review compensation practices of the Houston Fire Department and at least three (3) other Metro Area Fire Departments. The committee will recommend to the board any changes in the salary schedules in sufficient time for the changes to be included in the following year's budget.

Article 5 – Budget Preparation and Workshop: The Fire Chief shall prepare a proposed Budget for presentation and review by the Board in Budget Workshops. Budget Workshops shall be called by the Chair, or a majority of the members of the Board in a sufficient number to allow participation and input from all Commissioners and Alternate Commissioners before the final Budget is formally voted on in a Regular Meeting. Working with the Fire Chief and his staff, the Chair shall cause to be prepared an agenda to be posted in the manner required by state law, and to distribute beforehand information and documentation concerning the Fire Chief's proposed Budget for the Commissioner's consideration in the workshops.

Article 6 – Vacancies: Alternate Commissioners shall serve in the event of the absence of a City's Commissioner, but shall not preside as Chair.

SECTION THREE

Finances

Article 1 – Annual Budget: The fiscal year of the corporation shall be from January 1st through December 31st of each year. The budget will be approved no later than the 30th day of June for submission to the Contracting City Councils for final approval. As appropriate the Board may also hold meetings for the benefit of the Contracting City Mayors and Councils regarding the proposed budget before final approval and submission to the Cities.

SECTION FOUR

Procedural Guidelines

Article 1 – Open Records Compliance: The Department will follow the rules and guidelines of state laws regarding open meetings and open records.

Article 2 - Roberts Rules of Order: The rules contained in Robert's Rules of Order Revised shall govern the conduct of all meetings of Commissioners if they are not inconsistent with the By-Laws, Village Fire Department Interlocal Cooperation Agreement, or the laws of the State of Texas.

SECTION FIVE

Amendments of the By-Laws

These By-Laws may be amended at any meeting of the Board of Commissioners provided that the proposed amendment is not inconsistent with the Interlocal Agreement or Laws of the State of Texas. ~~A written copy of proposed amendment changes shall be mailed to all Commissioners and Alternate Commissioners at their Cities address at least ten days prior to the meeting. Amendments to these By-Laws shall require a two-thirds majority of the Commissioners present and all six Contracting Cities must be represented. Notwithstanding, if a City absences itself from a meeting to prevent the By-Laws from being voted on and amended, then the Chair shall call and notice another meeting and the Amendment shall be approved by a majority of the quorum vote present. If approved, the Amendment shall replace all prior by-laws and amendments.~~

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE
DEPARTMENT on this 26th day of March, 2014.

Chair _____
Zebulun Nash, Chair

Date March 26, 2014

		GENERAL FUND											
Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
CAPITAL													
Capital													
	15015	Physical Plant/Facility	190,315	10,000	10,000	8,380	10,000	0	(10,000)	-100%	0		
	15020	Misc. Tools & Equipment - FIRE	66,898	32,375	38,375	30,339	86,000	10,000	(76,000)	-88%	10,000		
	15025	Misc. Tools & Equipment - EMS		26,356	26,356	27,308	12,800	60,210	47,410	370%	60,210		
	15030	Protective Gear	126,727	41,680	41,680	33,492	22,400	45,000	22,600	101%	45,000		
		Boat				0	0	0	0	0%	0		
	15065	Gym Equipment		0	0	0	0	0	0	0%	0		
	15050	Office Computers	6,882	3,924	3,924	12,791	10,000	4,000	(6,000)	-60%	4,000		
	15035	Apparatus Computers	22,117	13,734	13,734	0	0	12,000	12,000	0%	12,000		
	15055	Radios	70,649	64,964	64,964	61,646	5,400	45,000	39,600	733%	45,000		
		TOTAL CAPITAL	483,588	193,033	199,033	173,955	146,600	176,210	29,610	20%	176,210	29,610	20%
PERSONNEL													
Payroll													
	16010	Base Pay	5,054,985	5,542,285	5,478,605	5,372,531	5,789,000	5,892,100	103,100	2%	6,062,300	273,300	5%
	16020	457 Plan Compensation	98,401	110,846	110,846	94,251	115,780	117,842	2,062	2%	242,492	126,712	109%
	16015	Longevity		22,000	22,000	23,734	26,600	25,100	(1,500)	-6%	25,100	(1,500)	-6%
	16016	Higher Class		18,540	37,360	29,917	21,735	28,111	6,376	29%	28,111	6,376	29%
	16011	Overtime	483,164	261,406	309,086	330,292	330,292	409,341	79,049	24%	421,621	91,329	28%
	16018	Professional Certification	57,269	57,000	66,000	63,758	69,640	21,402	(48,238)	-69%	21,402	(48,238)	-69%
	16030	FICA	425,470	454,513	455,213	407,359	488,980	519,512	30,532	6%	544,082	55,102	11%
		TOTAL PAYROLL	6,119,290	6,466,589	6,479,110	6,321,842	6,842,027	7,013,407	171,380	3%	7,345,107	503,081	7%
Benefits													
	16050	Retirement - TMRS	371,849	402,809	403,509	332,356	428,260	403,920	(24,340)	-6%	423,024	(5,236)	-1%
	16060	Health Insurance	1,034,529	1,246,876	1,126,233	891,593	1,054,600	1,163,050	108,450	10%	1,163,050	108,450	10%
	16040	Basic Life, ADD, & LTD Insurance	29,649	34,449	34,449	28,792	25,200	25,000	(200)	-1%	25,540	340	1%
	16070	Worker's Comp. Insurance	65,372	71,651	71,651	74,963	93,600	107,562	13,962	15%	107,562	13,962	15%
	16100	Meal Allowance	40,000	46,000	46,000	46,500	46,000	46,000	0	0%	46,000	0	0%
		TOTAL BENEFITS	1,541,399	1,801,786	1,681,842	1,374,204	1,647,660	1,745,532	97,872	6%	1,765,176	117,516	7%
		TOTAL PERSONNEL	7,660,690	8,268,375	8,160,952	7,696,046	8,489,687	8,758,939	269,252	3%	9,110,283	620,596	7%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
OPERATING													
Red Trucks & Saving Lives													
	17010	Ambulance Medical Supplies	47,303	70,000	70,000	69,358	60,000	70,000	10,000	17%	70,000		
	17040	IP Address VPN - PS Lightwave		8,820	8,820	6,611	8,820	13,000	4,180	47%	13,000		
	17041	Internet, Phones, & TV - Comcast		19,800	23,300	22,155	19,800	10,000	(9,800)	-49%	10,000		
	17042	Mobile Device Services		4,067	8,567	9,092	6,100	6,600	500	8%	6,600		
	17043	City of Houston Radio System		19,680	19,680	15,165	19,680	19,680	0	0%	19,680		
	17044	Communications - Motorola 47 & NICE		43,000	41,900	40,819	45,580	45,000	(580)	-1%	45,000		
	17045	Incident Records & CAD - Propheonix		24,000	15,300	25,297	28,810	28,810	0	0%	28,810		
	17047	EMS Protocol App - Handtevy		2,300	6,300	5,234	4,620	6,300	1,680	36%	6,300		
	17046	Training Software & Vehicle Checks - Vector Solutions		7,000	8,100	8,078	8,600	8,600	0	0%	8,600		
	17048	EMS Equipment Maintenance - ProCare/Stryker		21,000	21,000	21,286	22,470	23,594	1,124	5%	23,594		
	17190	Uniforms	6,638	20,000	20,000	11,208	55,200	40,000	(15,200)	-28%	40,000		
	17085	Fuel	47,491	48,000	48,000	40,682	55,000	55,000	0	0%	55,000		
	17136	Vehicle Licenses & Permits		5,000		94	5,000	5,000	0	0%	5,000		
	17020	Dues & Subscriptions	4,895	2,439	2,439	3,868	4,950	4,850	(100)	-2%	4,850		
		TOTAL RED TRUCKS & SAVING LIVES	106,329	295,106	293,406	278,947	344,630	336,434	(8,197)	-2%	336,434	(8,197)	-2%
Dispatch													
	17230	Dispatch Alerting System - US Designs (Saman	17,637	7,921	11,000	12,528	11,000	12,500	1,500	14%	12,500		
	17240	Electronic Protocol Cards - Pro QA		2,500	2,500	309	0	350	350	0%	350		
	17250	Translation Service - Language Line		200	200	20	200	100	(100)	-50%	100		
		TOTAL DISPATCH	17,637	10,621	13,700	12,857	11,200	12,950	1,750	16%	12,950	1,750	16%
Fire Prevention - Fire Marshal's Office													
		Public Education & Relations & Promotional	5,210	5,000	0	0	5,000	5,000	0	0%	5,000		
	17071	Inspections		200	0	0	0	0	0	0%	0		
	17072	Fire Investigations		950	576	577	500	0	(500)	-100%	0		
	15060	Law Enforcement Equipment		2,850	3,150	3,070	100	0	(100)	-100%	0		
		TOTAL FIRE PREVENTION - FIRE MARSHAL'S O	5,210	9,000	3,726	3,647	5,600	5,000	(600)	-11%	5,000	(600)	-11%
Fire Station													
	17030	Building Maintenance	41,279	26,892	26,892	20,044	30,000	52,300	22,300	74%	52,300		
	17035	Station Supplies		18,600	18,600	18,828	18,000	18,000	0	0%	18,000		
	17140	Public Utilities	62,179	54,240	52,420	52,044	67,000	55,000	(12,000)	-18%	55,000		
	17086	Rent	10	10	10	10	10	10	0	0%	10		
	17090	Property & Casualty Insurance	85,418	72,306	90,798	84,955	100,000	130,000	30,000	30%	130,000		
		TOTAL FIRE STATION	188,885	172,048	188,719	175,882	215,010	255,310	40,300	19%	255,310	40,300	19%
Office													
	17205	Office Supplies		10,933	42,164	33,068	14,400	32,900	18,500	128%	32,900		
	17225	Office Software	0	34,732	7,000	6,961	41,150	63,300	22,150	54%	63,300		
	17207	Bank Service Charges		7,000	0	0	2,000	2,000	0	0%	2,000		
		TOTAL OFFICE	51,158	52,664	49,164	40,029	57,550	98,200	40,650	71%	98,200	40,650	71%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
Professional Services													
	17304	Accounting Services		0	66,000	53,700	16,000	20,000	4,000	25%	20,000		
	17302	Legal Services		36,000	46,000	30,362	36,000	36,000	0	0%	36,000		
	17306	IT Services		28,000	28,000	31,085	31,890	44,000	12,110	38%	44,000		
	17308	Health Insurance Consulting Services		11,500	11,500	10,186	13,225	13,622	397	3%	13,622		
	17309	Medical Director Services		20,000	20,000	17,077	25,000	25,000	0	0%	25,000		
	17311	Legal Notices & Advertising		3,000	3,573	3,573	10,000	10,000	0	0%	10,000		
	17312	Salary/Benefit Survey Services*	0	0	0	0	5,000	0	(5,000)	-100%	0		
	17313	Other Professional Services (Audit)		16,000	16,000	18,986	27,000	24,000	(3,000)	-11%	24,000		
		TOTAL PROFESSIONAL SERVICES	163,601	114,500	191,073	164,969	164,115	172,622	8,507	5%	172,622	8,507	5%
Training													
	17170	Fire Training	41,723	37,740	88,740	40,638	32,000	29,830	(2,170)	-7%	29,830		
	17160	Fire Certification Fees	2,817	7,320	7,320	8,856	7,300	6,539	(761)	-10%	6,539		
	17171	EMS Training		18,000	18,000	0	18,000	18,000	0	0%	18,000		
	17173	EMS Certification Fees		6,000	6,000	0	6,000	6,000	0	0%	6,000		
	17175	Emergency Management Training - (TDEM)		7,000	7,000	0	6,000	6,000	0	0%	6,000		
	17177	Fire Marshal Training		8,000	8,000	0	8,000	8,600	600	8%	8,600		
	17179	Fire Marshal Certification Fees		0	0	0	0	0	0	0%	0		
	17183	Dispatch Training & Certification Fees		0	2,000	0	9,000	9,000	0	0%	9,000		
	17185	Admin Training & Certification Fees		5,000	5,000	0	5,000	9,500	4,500	90%	9,500		
	17187	General Supplies for Training		5,000	5,000	0	0	0	0	0%	0		
		TOTAL TRAINING	44,540	94,060	147,060	49,494	91,300	93,469	2,169	2%	93,469	2,169	2%
Maintenance													
	17100	Vehicle Maintenance	271,853	165,000	222,626	190,166	185,000	250,000	65,000	35%	250,000		
	17123	Equipment & Supplies Maintenance		36,400	36,400	18,584	36,400	40,000	3,600	10%	40,000		
	17131	Bunker Gear Maintenance		26,000	26,000	14,365	28,600	28,600	0	0%	28,600		
	17133	SCBA Maintenance		15,000	15,000	6,719	15,000	15,000	0	0%	15,000		
	17127	Knox Contracts		1,200	1,200	4,625	800	800	0	0%	800		
	17135	Fuel System	0	900	900	6,378	5,000	5,000	0	0%	5,000		
		TOTAL MAINTENANCE	271,853	244,500	302,126	240,836	270,800	339,400	68,600	25%	339,400	68,600	25%
Events & Other													
	17401	VFD Fire Commission & Meeting Expenses	6,790	7,580	7,580	3,010	7,580	7,500	(80)	-1%	7,500		
	17403	VFD Employee Appreciation & Events	21,084	25,000	25,000	8,594	10,000	10,000	0	0%	10,000		
		Fundraiser Events			0	0		0	0	0%	0		
	17405	CPR Supplies, Cards, & Equipment	39,685	7,000	7,000	6,800	3,000	7,100	4,100	137%	7,100		
	17407	Emergency Contingency		20,000	14,000	0	20,000	20,000	0	0%	20,000		
		TOTAL EVENTS & OTHER	67,559	59,580	53,580	18,404	40,580	44,600	4,020	10%	44,600	4,020	10%
		TOTAL OPERATIONS	916,771	1,052,079	1,242,553	984,971	1,200,785	1,357,984	157,199	13.1%	1,357,984	157,199	13.1%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
OTHER FUNDS													
Budget Category		Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Proposed	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase		\$ Increase Opt 1/ 2025-2026	% Increase
		TOTAL VEHICLE REPLACEMENT	200,000	400,000	400,000	400,000	200,000	0	(200,000)	-100%	0		
		Surplus Contribution				238,054	0	0	0		0		
		Interest			0	17,470	18,000	144,000	126,000	700%	144,000		
		EMS Revenue Contribution			400,000	400,000	250,000	350,000	100,000	40%	350,000		
		TOTAL OTHER FUNDS	200,000	400,000	400,000	655,524	218,000	494,000	276,000	127%	494,000	276,000	127%
Detail Category			2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Proposed	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
		GENERAL FUND	9,061,049	9,513,487	9,602,539	8,854,973	9,837,072	10,293,133	456,061	5%	10,644,477	807,406	8%
		CRF CONTRIBUTION (CITIES)	200,000	400,000	400,000	400,000	200,000	0	(200,000)	-100%	0	(200,000)	-100%
		EMS REVENUE CONTRIBUTION (CRF)		0			250,000	375,000	125,000	50%	375,000	125,000	50%
		TOTAL BUDGET	9,261,049	9,913,487	10,002,539	9,254,973	10,287,072	10,668,133	381,061	4%	11,019,477	732,406	7%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
		TOTAL ASSESSED TO CITIES	9,261,049	9,913,487	10,002,539	9,254,973	10,037,072	10,293,133	256,061	3%	10,644,477	607,406	6%

Proposed Village Fire Department FY 2026 Budget Worksheet

	Base 3% Increase to Base Pay	FY 2026 Notes
Capital Expenditures		
Physical Plant/Facility	0.00	(80,000) Tower repairs - removed from budget, paid via BA 2024-02 (100,000) Generator (replacement of 20 yr old gen) - removed from budget, paid via BA 2024-02 (56,000) Fuel System Upgrade (physical components & software upgrades)- removed from budget, paid via BA 2024-02
Misc. Tools & Equipment - FIRE	10,000.00	fire blankets for ev vehicles(\$8,000) <i>(up previous yr for extrication equip)</i>
Misc. Tools & Equipment - EMS	60,210.00	Pro Cot 36,222 (should be replaced every 7-10 yrs, ours is 18 yrs old), Lucas Device 24,588
Protective Gear	45,000.00	11 pair of boots expire in 2026 (5,500.00) 4 full sets of bunker gear will need to be purchased (4,739.00 pants and coat) 18,956.00 @ 2025 prices need to add min. 7% for price increase (20,282.92) 10 helmets (5,000.00) Plus 10 additional sets of boots in various sizes for replacement 5,000.00) 35,782.92 Must have for gear 9217.08 gives us gear replacement for failed gear
Boat	0.00	
Gym Equipment	0.00	
Office Computers (Station Information Tech Infrastructure)	4,000.00	2@\$2000 - UPS Replacements
Apparatus Computers (Apparatus Internet Connections)	12,000.00	Upgrade modems to 5G 3 x 4000 (M1, M2, E1) \$12,000
Radios	45,000.00	Mobile units for E1, M1, M2 (End of life for current units) 3@\$15,000
Capital Expenditures TOTAL	176,210.00	

	Base 3% Increase to Base Pay	FY 2026 Notes
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Personnel Expenditures

Payroll

Base Pay	6,062,300.00	53 full-time employees, 2 part-time employees, and keep Chief Miller on for 5 months. Adopted budget is 3% increase in pay, <i>possible promotions from FM1 to FM2. Note: includes "FM3" stipend pay for 3 employees.</i>
457 Plan Compensation	242,492.00	4% of base pay
Longevity	25,100.00	2024 total was \$23,542 (from QB report) . 2 long-time employees left/leaving. See 2026 personnel calc spreadsheet - ks.
Higher Class	28,110.60	2024 total was \$24,096 for 6,013.5 hours (from QB report) . 2024 \$4,117.35 for 1,266 hours for Q1, divided by # pay periods x rest of year...(4117.35/3*15)=\$20,586.75 for 6,330 hours .

Overtime

Overtime - REGULAR	421,620.78	72hr disaster (4 dispatchers + 1 extra shift), 1 FM2 out 6-12 months, dispatch OT assuming PTs cover 50-75% of available hours needed (~1000), also considered historical shift off time sick & "excused"
Overtime - CPR		(\$68*6hours*12classes*2employees) 6 total ET hours per class, 1 class per month, x \$68 per hour OT hourly pay rate, 2 employees (10,090 Included in one OT line)
Overtime - MEDICAL STANDBY EVENT		for special events: Lacrosse, Kinkaid, St. Cecilia. Financial consultant says we should show income (received for providing service at events) and expenses (located on budget), so need to show expense here. Estimate same as CPR (10,090 Included in one OT line)
Overtime - TRAINING		(45 employees x OT (\$68) rate(s) x 2 EMS trainings 5hrs ea) + (45 employees x OT (\$68) rate(s) x 1 live burn Fire training 5hrs ea (could be up to 6hrs) (48,960 Included in one OT line)
Professional Certification	21,402.00	9 people from Advanced FF to Master FF (difference per person of \$669 x 9 people = \$6,021) 5 people from Intermediate FF to Advanced FF (difference per person of \$450 x 5 = \$2,250) 3 people from Basic FF to Intermediate FF (difference per person of \$810 x 3 = \$2,430) A total of \$10,701 of a budget increase IF all 17 people get all the needed training in the next 24 months. See 2026 personnel calc spreadsheet - ks.,
FICA	544,082.03	rounded to 8% [7.65% tax on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification]

Total Payroll 7,345,107.41

Benefits

Retirement - TMRS	423,023.78	Base is calculated on 2025 rate letter 6.22%, 2026 rate will be determined June 2025.
Health Insurance	1,163,050.00	*15% increase from 2025 actual rate and enrollments (& projected elections) for FT employees. <i>From 2025 budget notes: Base does not include health/life scan 34,450 (34,450=650.00 *53)</i>
Basic Life, ADD, & LTD Insurance	25,540.00	*15% rate increase from 2025 actual rates & using 2026 projected annual salary (for LTD) w/o overall increase to base salary. See 2026 personnel calc spreadsheet - ks.
Worker's Comp. Insurance	107,562.00	increase per 2/2025 email/renewal
Meal Allowance * moved to operations	46,000.00	

		Base 3% Increase to Base Pay	FY 2026 Notes
	Total Benefits	1,765,175.78	
Personnel Expenditures TOTAL		9,110,283.19	

	Base 3% Increase to Base Pay	FY 2026 Notes
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Operating Expenditures

Red Trucks & Saving Lives

Ambulance Medical Supplies	70,000.00	Based off 2024 actuals (\$69K)
IP Address VPN - PS Lightwave	13,000.00	PS Lightwave bills approx \$1,000/mo
Internet, Phones, & TV - Comcast (Starlink)	10,000.00	Starlink \$140/mo, Comcast \$600/mo
Mobile Device Services	6,600.00	Added hotspot
City of Houston Radio System	19,680.00	(492*40 radios) annual cost due October
Communications - Motorola 47 & NICE	45,000.00	(43,000*1.06) = 6% increase from 2024 budgeted (6% based on actual increase from 2023 to 2024)
Incident Records & CAD - Propheonix	28,810.00	2025: estimate 7% increase from 2024 estimated actual...25K
EMS Protocol App - Handtevy	6,300.00	increased # of licenses, will affect annual cost - 4398.98 with a 5% increase (Mike G. 954-579-2963) Increase # of personnel
Training Software & Vehicle Checks - Vector Solutions	8,600.00	for annual agreement for training management software & vehicle checks
EMS Equipment Maintence - ProCare/Stryker	23,593.50	(21,000*1.07) increase 3% per quote, (Kendall recommends budgeting 5-7% increase per conversations with contact/rep)
Uniforms	40,000.00	
Fuel	55,000.00	Base is fuel cost only. 55,000 for fuel for VFD
Vehicle Licenses & Permits	5,000.00	stay same as 2024
Dues & Subscriptions	4,950.00	(1,800) NFPA Standards annual subscription for Fire Marshal (138*3) IAAI association annual dues for Fire Marshal, Cody Seymour, Tommy Depaul (Fire Investigators) (50) TFMA association annual dues for Fire Marshal (175) NFPA Journal annual subscription for station (500) TX Fire Chief Association (150*2) EMAT for Lutz & Miller (160*2) Gov Finance Association (550) TX EMS Alliance \$400base + (150*3units) (250 Fire Chief & 150*3 Deputy Chief) Harris County Fire Chief Association (35) Employee Retirment Systems

Total Red Trucks & Saving Lives 336,533.50

		Base 3% Increase to Base Pay	FY 2026 Notes
Dispatch			
Dispatch Alerting System - US Designs (Samantha)		12,500.00	
Electronic Protocol Cards - Pro QA		350.00	
Translation Service - Language Line		100.00	
Total Dispatch		12,950.00	
Fire Prevention - Fire Marshal's Office			
Public Education & Relations & Promotional		5,000.00	(5,000) hats, coloring books, crayons, pencils, badges, stickers, etc. for kids - Positive Promotions, department promotional items
Fire Investigations		0.00	(500) renew investigation equipment & supplies
Law Enforcement Equipment		0.00	(100) amunition required for annual qualification
Total Fire Prevention		5,000.00	
Fire Station			
Building Maintenance		52,300.00	Kilgore: Hvac contract \$6,000.00 2024 expenses for HVAC services \$13,000.00 = year total \$19,000.00 Loftin equipment: service contract \$8,300 2024 expenses for generators \$5000 = year total \$13,300 Ice Machine: cleaning & filter replacement \$1500 a year. Pest control: \$1500.00 a year Plumbing: \$3000.00 Electrical: \$3000.00 Replacement of station appliances fund: \$5500.00 Carpet Cleaning: \$2300 (removed) Misc repairs: \$5500.00
Station Supplies		18,000.00	
Public Utilities		55,000.00	actuals for 2024 = \$52K
Rent		10.00	annual rent for building/property - Spring Branch School
Property & Casualty Insurance		130,000.00	increase 18% from 2024 actual (84665). add premium for last quarter and include this in the 2024 budget as well as the increase to prem.For the increased agreed values & added cost for tank 4k to annual (Frank) 15%
Total Fire Station		255,310.00	

	Base 3% Increase to Base Pay	FY 2026 Notes
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Office

Office Supplies		
Office Supplies	32,900.00	paper, staples, toner, ink, pens, pencils, folders, binders, printers, Konica M. Copier 2023 \$950 and shred it \$2500. We have not completed a shred day since prior to construction. <i>Tracks past years' actuals</i>
VFD Branded Stationary		<i>no change (500 included in cell above)</i>
Postage Meter Rental - Pitney Bowes		<i>no change (1800 included in cell above)</i>
Shipping		(600 included in cell above)
Office Software		
Phones - 8x8		15,000 included in Office Software Line Item
HRIS - UKG Workforce Ready		<i>increase 2025 budgeted amount by 7% 19,260 included in Office Software Line Item</i>
Accounting - QuickBooks		<i>increase 2025 budgeted amount by 3% 3,090 included in Office Software Line Item</i>
Office Software & Email - Microsoft 365	63,300.00	(\$17*55 users*12months) upgrade basic (web only) users to standard (full suite) license for email to work properly ... 55 employees (53 if no vacancies + hire 2 part-time dispatchers) & Power BI (12*2*12)2 licenses; plus items above (8x8, UKG, QB, Adobe, Tipalti (\$10K))
Adobe		800 included in Office Software Line Item
Bank Service Charges	2,000.00	
Total Office		98,200.00

Professional Services

Accounting Services	20,000.00	(1360*12) 8 hrs per month (\$170/hr) for ORW accounting supervision + 3300 for additional (YE items), switch to Falco at \$120/hr
Legal Services	36,000.00	no change
IT Services	44,000.00	<i>Changing services from current to new support company (increase of approx. \$56,000 yearly)</i> New IT support- \$100,000 (removed \$56K from budget to stay w Accutek)
Health Insurance Consulting Services	13,621.75	2024 with a 15% increase estimate
Medical Director Services	25,000.00	includes \$5,000 insurance fee
Salary/Benefit Survey Services*	0.00	2025 Salary Survey
Legal Notices & Advertising	10,000.00	(4*2500) newspaper posting for bids - prop/casual insurance, workers comp, possibly fuel (same as 2024)
Other Professional Services (Audit)	24,000.00	FY25 Audit is \$23,875
Total Professional Services		172,621.75

		Base 3% Increase to Base Pay	FY 2026 Notes
Training			
Training			
Fire Training	29,830.00	Swiftwater Rescue - $\$850 \times 6 = \$5,100$ (approx. 144 ET hours) Rescue Boat Operator - $\$450 \times 6 = \$2,700$ (approx. 72 ET hours) Accommodations for Rescue Boat Operator - $\$1,110$ (3 people x2 events) = $\$2,220$ Blue Card Course – $1 \times \$385 = \385 (online) (\$770 reduction) Fire Field (Annual Live Burns - $\$950 \times 3 = \$2,850$ (approx. 270 ET hours) (\$150 total increase) Vehicle Extrication - $\$200 \times 3 = \600 (vehicle deliver & pickup fees) TCFP Course - $\$325 \times 25 = \$8,125$ (online) (\$1,625 reduction) TFCA Academy - $\$1,250 \times 2 = \$2,500$ (approx. 96 ET hours) Accommodations for TFCA Academy - $\$1,100$ + mileage Training Supplies - $\$2,500 \times 1 = \$2,500$ (\$2,500 increase) Rope Rescue Class - $\$1,750 \times 1 = \$1,750$ (\$1750 reduction) Total: $\$29,830$	
Fire Certification Fees	6,539.00	$\$88.00 \times 30 = 2640.00$ per new initial certification $56.49 \times 30 = 1710$ exam fee for certs Annual TCFP Cert Renewal ($\$60$ per person) $\times 50 = 3000$	
EMS Training	18,000.00	no change	
EMS Certification Fees	6,000.00	PALS-4950 (150*33) ACLS-4125 (125.00*33) ($\$20 \times 45$ employees) Handtevy Certification BLS - instructor -(3.00*45)=135.00 CPR/AED TDHS State Provider Certification	
Emergency Management Training - (TDEM)	6,000.00	2 conferences each $\$1500 \times 2 \text{conf} \times 2 \text{emp}$	
Fire Marshal Training	8,600.00	Renew investigation equipment and supplies- $\$500$ Ammunition (required annual qualification)- $\$100$ Training- $\$8000$ Conferences (Fire marshal and other investigators)- $\$6500$ Arson Investigation and Fire Marshal TCOLE classes for CE- $\$500$ Investigation CE- $\$1000$ Total request for the Fire Marshal office- $\$8600$	
Fire Marshal Certification Fees	0.00		
Dispatch Training & Certification Fees	9,000.00	500*2 TCOLE certification, (need price) TCOLE CE for 2 dispatchers and (\$8,000) need for training (EMD, 911, CAD, TCOLE CE's, etc.) for 4 FT dispatchers.	

		Base 3% Increase to Base Pay	FY 2026 Notes
	Admin Training & Certification Fees	9,500.00	TMRS training/workshops, PFIA training & cert, Notary \$100 every 2 or 4years, HRIS conference/training & travel; cost of PD/travel for Amy CGFO Cert; \$500 SHRM Membership for Katherine (local and national)
	General Supplies for Training	0.00	
Total Training		93,469.00	

		Base 3% Increase to Base Pay	FY 2026 Notes
Maintenance			
Vehicle Maintenance	250,000.00	based on 2024 actuals and past spending history	
Equipment & Supplies Maintenance	40,000.00	replacement of axes, ladders, etc.	
Bunker Gear Maintenance	28,600.00	Hoods, gloves, safety vests, helmet fronts, EZ-Flip shield replacements and helmet parts	
SCBA Maintenance	15,000.00	(15,000) FIT testing, maintenance, & repairs	
Knox Contracts	800.00	721.00 annual subscription - Knox paid in Nov. (based on number of units, 1 on every truck - tier pricing)	
Fuel System	5,000.00	5,000 for maint. and Burns replacing (hardware)	
Total Maintenance		339,400.00	
Events & Other			
VFD Fire Commission & Meeting Expenses	7,500.00	no increase	
VFD Employee Appreciation & Events	10,000.00	(\$10,000) - Family Day - 2026	
CPR Supplies, Cards, & Equipment	7,100.00	biannually reoccurring annual cost, 108 Signup genius - CPR classes	
Contingency	20,000.00		
Total Events & Other		44,600.00	
Operating Expenditures TOTAL		1,358,084.25	

SUMMARY

Capital Expenditures TOTAL	176,210.00
Personnel Expenditures TOTAL	9,110,283.19
Operating Expenditures TOTAL	1,358,084.25
SUBTOTAL (capital, personnel, & operating)	10,644,577.44

Capital Replacement Assessment	0.00
TOTAL BUDGET TO BE ASSESSED	10,644,577.44

Capital Replacement Fund Schedule

Vehicles		Life (years)	2025	2026	2027	2028	2029
2026 Aerial	15			2,121,000			
2020 Pumper 1	20						
2008 Pumper 2	20				1,600,000		
2014 Deputy Chief's Vehicle	10		150,000				
2019 Fire Chief's Vehicle	10						90,000
2020 Utility Vehicle	10						
2023 Medic 1	10						
2023 Medic 2	10						
2014 Medic 3	10					300,000	
2017 Fire Marshal's Vehicle	10				90,000		
Total to be spent for Vehicles			150,000	2,121,000	1,690,000	300,000	90,000

SCBA Equipment		2025	2026	2027	2028	2029
SCBA Equipment	10	225,000				
Total to be spent for SCBA Equipment		225,000	0	0	0	0

Balance		2025	2026	2027	2028	2029
Beginning Cash -AP		1,237,493	3,130,493	1,528,493	417,493	646,493
Planned Budgeted Annual Contribution		0	0	0	0	0
Additional Contributions		0	0	0	0	0
EMS Revenue		250,000	375,000	350,000	350,000	350,000
Interest Income		18,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in		2,000,000	0	85,000	35,000	5,000
Disbursements		-375,000	-2,121,000	-1,690,000	-300,000	-90,000
Ending Cash		3,130,493	1,528,493	417,493	646,493	1,055,493

Capital Replacement Fund Schedule

Vehicles		2030	2031	2032	2033	2034	2035
2026 Aerial							
2020 Pumper 1							2,000,000
2008 Pumper 2							
2014 Deputy Chief's Vehicle							150,000
2019 Fire Chief's Vehicle							
2020 Utility Vehicle							
2023 Medic 1					350,000		
2023 Medic 2					350,000		
2014 Medic 3							
2017 Fire Marshal's Vehicle							
Total to be spent for Vehicles		0	0	0	700,000	0	2,150,000

SCBA Equipment		2030	2031	2032	2033	2034	2035
SCBA Equipment							226,000
Total to be spent for SCBA Equipment		0	0	0	0	0	226,000

Balance		2030	2031	2032	2033	2034	2035
Beginning Cash -AP		1,055,493	1,549,493	2,043,493	2,537,493	2,331,493	2,825,493
Planned Budgeted Annual Contribution		0	0	0	0	0	0
Additional Contributions		0	0	0	0	0	0
EMS Revenue		350,000	350,000	350,000	350,000	350,000	350,000
Interest Income		144,000	144,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in		0	0	0	0	0	0
Disbursements		0	0	0	-700,000	0	-2,150,000
Ending Cash		1,549,493	2,043,493	2,537,493	2,331,493	2,825,493	1,169,493

Capital Replacement Fund Schedule

Vehicles		2036	2037	2038	2039	
2026 Aerial						
2020 Pumper 1						
2008 Pumper 2						
2014 Deputy Chief's Vehicle						
2019 Fire Chief's Vehicle						90,000
2020 Utility Vehicle						
2023 Medic 1						
2023 Medic 2						
2014 Medic 3						400,000
2017 Fire Marshal's Vehicle						90,000
Total to be spent for Vehicles		0	90,000	400,000	90,000	

SCBA Equipment		2036	2037	2038	2039
SCBA Equipment					
Total to be spent for SCBA Equipment		0	0	0	0

Balance		2036	2037	2038	2039
Beginning Cash -AP		1,169,493	1,663,494	2,067,494	2,161,494
Planned Budgeted Annual Contribution		0	0	0	0
Additional Contributions		0	0	0	0
EMS Revenue		350,000	350,000	350,000	350,000
Interest Income		144,000	144,000	144,000	144,000
Revenue from sale or trade-in		1	0	0	0
Disbursements		0	-90,000	-400,000	-90,000
Ending Cash		1,663,494	2,067,494	2,161,494	2,565,494

Capital Replacement Fund Schedule

Vehicles		2040	2041	2042	2043	2044	2045
2026 Aerial			4,400,000				
2020 Pumper 1							
2008 Pumper 2				2,000,000			
2014 Deputy Chief's Vehicle							150,000
2019 Fire Chief's Vehicle							
2020 Utility Vehicle							
2023 Medic 1					450,000		
2023 Medic 2					450,000		
2014 Medic 3							
2017 Fire Marshal's Vehicle							
Total to be spent for Vehicles		0	4,400,000	2,000,000	900,000	0	150,000

SCBA Equipment		2040	2041	2042	2043	2044	2045
SCBA Equipment							226,000
Total to be spent for SCBA Equipment		0	0	0	0	0	226,000

Balance		2040	2041	2042	2043	2044	2045
Beginning Cash -AP		2,565,494	3,059,494	-846,506	-2,352,506	-2,758,506	-2,264,506
Planned Budgeted Annual Contribution		0	0	0	0	0	0
Additional Contributions		0	0	0	0	0	0
EMS Revenue		350,000	350,000	350,000	350,000	350,000	350,000
Interest Income		144,000	144,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in		0	0	0	0	0	0
Disbursements		0	-4,400,000	-2,000,000	-900,000	0	-150,000
Ending Cash		3,059,494	-846,506	-2,352,506	-2,758,506	-2,264,506	-1,920,506

Capital Replacement Fund Schedule

Vehicles		2046	2047	2048
2026 Aerial				
2020 Pumper 1				
2008 Pumper 2				
2014 Deputy Chief's Vehicle				
2019 Fire Chief's Vehicle				
2020 Utility Vehicle				
2023 Medic 1				
2023 Medic 2				
2014 Medic 3				
2017 Fire Marshal's Vehicle			90,000	
Total to be spent for Vehicles		0	90,000	0

SCBA Equipment		2046	2047	2048
SCBA Equipment				
Total to be spent for SCBA Equipment		0	0	0

Balance		2046	2047	2048
Beginning Cash -AP		-1,920,506	-1,426,506	-1,022,506
Planned Budgeted Annual Contribution		0	0	0
Additional Contributions		0	0	0
EMS Revenue		350,000	350,000	350,000
Interest Income		144,000	144,000	144,000
Revenue from sale or trade-in		0	0	0
Disbursements		0	-90,000	0
Ending Cash		-1,426,506	-1,022,506	-528,506

2025 BASE PAY SCALE (3.5% Increase Effective January 1, 2025)

Grade → Rank →	1 Dispatcher 2080 annual hours, non-exempt, no HC			2 Firefighter 2736 annual hours, non-exempt				3 Firemedic 1 2736 annual hours, non-exempt				4 Operator 2736 annual hours, non-exempt			
Step ↓	Annual	Pay Period	Hourly	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC
1	59,910.28	2,496.26	28.803	66,751.63	2,781.32	24.398		73,906.97	3,079.46	27.013					
2	65,270.26	2,719.59	31.380	70,262.81	2,927.62	25.681	2.898	77,375.07	3,223.96	28.280	0.299	78,192.93	3,258.04	28.579	6.500
3	67,884.50	2,828.52	32.637	73,773.78	3,073.91	26.964	2.883	80,839.06	3,368.29	29.546	0.300	81,660.74	3,402.53	29.847	6.498
4	71,275.92	2,969.83	34.267	77,280.92	3,220.04	28.246	2.868	84,302.73	3,512.61	30.812	0.302	85,128.50	3,547.02	31.114	6.523
5				80,631.30	3,359.64	29.471	2.910	87,770.52	3,657.11	32.080	0.300	88,592.14	3,691.34	32.380	6.497
6				84,301.48	3,512.56	30.812	2.834	91,234.13	3,801.42	33.346	0.300	92,055.84	3,835.66	33.646	6.483
7				87,813.67	3,658.90	32.096	2.817	94,697.71	3,945.74	34.612	0.300	95,519.78	3,979.99	34.912	6.498
8				91,324.52	3,805.19	33.379	2.801	98,165.89	4,090.25	35.879	0.300	98,987.57	4,124.48	36.180	6.497
9				94,835.77	3,951.49	34.662	2.783	101,629.54	4,234.56	37.145	0.300	102,451.22	4,268.80	37.446	6.498

Grade → Rank →	5 Firemedic 2 2736 annual hours, non-exempt				6 Captain 2736 annual hours, non-exempt				7 Fire Marshal 2080 annual hours, non-exempt, no HC			8 Deputy Chief 2736 annual hours, exempt, no HC		
Step ↓	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	Annual	Pay Period	Hourly
1	84,742.92	3,530.96	30.973											
2	88,207.01	3,675.29	32.239	2.839	95,975.82	3,998.99	35.079	5.471	100,915.14	4,204.80	48.517	110,943.80	4,622.66	40.550
3	91,670.65	3,819.61	33.505	2.839	99,439.47	4,143.31	36.345	5.472	105,147.99	4,381.17	50.552	114,411.22	4,767.13	41.817
4	95,134.28	3,963.93	34.771	2.866	102,974.80	4,290.62	37.637	5.446	107,846.00	4,493.58	51.849	117,875.22	4,911.47	43.083
5	98,602.03	4,108.42	36.039	2.838	106,367.14	4,431.96	38.877	5.472	111,308.39	4,637.85	53.514	121,338.87	5,055.79	44.349
6	102,066.09	4,252.75	37.305	2.824	109,792.11	4,574.67	40.129	5.466	114,777.06	4,782.38	55.181	124,745.82	5,197.74	45.594
7	105,529.67	4,397.07	38.571	2.839	113,298.54	4,720.77	41.410	5.472	118,239.45	4,926.64	56.846	128,270.63	5,344.61	46.883
8	108,997.55	4,541.56	39.838	2.838	116,762.55	4,865.11	42.676	5.472	121,701.83	5,070.91	58.510	131,734.29	5,488.93	48.148
9					120,230.30	5,009.60	43.944	5.471	125,169.89	5,215.41	60.178	135,197.94	5,633.25	49.414

Certification Pay		
	Annual	Pay Period
Intermediate	810.00	33.75
Advanced	1,260.00	52.50
Master	1,929.00	80.38

Note: Firemedic 3 = Firemedic 2 with additional stipend:

	Annual	Pay Period
Firemedic 3	1,500.00	62.50

TO: City Council

VIA: City Engineer

MEETING DATE: June 23, 2025

SUBJECT: Consideration and possible action on City Engineering.

Agenda Item: 5

Summary:

Overall, city engineers provide critical technical expertise to guide infrastructure decisions and ensure municipalities can meet the current and future needs of residents. They play a key role in maintaining and improving the quality of life in cities. HDR, Inc. is providing specialized expertise for specific city projects. Ultimately, contracting with engineering firms allows cities to access necessary expertise and services while potentially reducing costs and increasing flexibility in their operations. The following are current items related to engineering activities and reporting:

- a) Meadowick Drive Bayou Drainage -Tree Roots.
- b) City-Wide Point Repairs Project.
- c) Blalock Storm Sewer Point Repairs.
- d) Chapelwood Court Drainage Improvements.
- e) Shadow Way Drainage Improvements Project.
- f) PPV Windermere 24 Inch Outfall Repair Project.
- g) Engineers Report.

Meadowick Drive Bayou Drainage – Tree Roots:

HDR has received feedback from residents concerning two tree root balls located behind 1122 Meadowick Drive. This issue was reported to the Harris County Flood Control District (HCFCD), and on May 8, 2025, HDR learned that the HCFCD forester decided not to remove the tree root balls, as they are deemed beneficial for erosion control. In response, HDR sought an independent evaluation from Lone Star Tree Removal. Their assessment confirmed the HCFCD forester's view, indicating that the tree root balls do not obstruct water flow and act as a natural retaining wall. They also expressed concerns that removing the tree root balls could result in land loss for the residents. HDR is now seeking guidance on how to proceed with one of the following options:

- **Option 1:** Leave the tree root balls as they are, since they do not hinder flow and provide natural erosion protection.
- **Option 2:** Retain the tree root balls while clearing the surrounding brush and excess roots. Quote: \$3,000.00.
- **Option 3:** Completely remove the tree root balls. Quote: \$7,600.00.

City-Wide Point Repairs Project:

Point repairs refer to targeted, localized fixes that address specific damaged sections of a street without the need to repave the entire roadway. Quotes for the City-Wide Point Repairs will be under discussion as HDR is in the process of obtaining three quotes for repairs at various locations, including Memorial/Lacewood Lane, Tynewood Drive, and more. Capital project funding is available and allocated to support this program. HDR will provide all the necessary details during the meeting.

Blalock Storm Sewer Point Repairs:

The City Council will discuss and consider possible action on the Blalock Storm Sewer Point Repairs project near Green Oaks Road. HDR has provided a construction cost estimate totaling \$35,040.00, which includes traffic control, tree protection, concrete sidewalk replacement, storm sewer removal, and installation of reinforced concrete pipe.

Chapelwood Court Drainage Improvements:

HDR has finalized the design and plans to submit it to the city for review. HDR is seeking approval to proceed with the bidding phase. This project aims to enhance storm drainage flow on Chapelwood, where the elevation drop is somewhat limited.

Shadow Way Drainage Improvements Project:

HDR is seeking directions on the next steps for the previously discussed Shadow Way Drainage Improvements Project. Two options are being considered, with a cost difference of \$748,300 between them:

- **Option 1** places the proposed storm sewer within the right-of-way, requiring removal of the identified trees, at an estimated cost of \$1,687,700.00.
- **Option 2** installs the storm sewer beneath one-half of the roadway, significantly reducing tree removals, with a total cost of \$2,436,000.00.

PPV Windermere 24 Inch Outfall Repair Project:

HDR has submitted a proposal to provide professional engineering services for the Windermere Outfall Repair Project in Piney Point Village. The project addresses a failed 24-inch drainage system causing erosion into Buffalo Bayou, threatening nearby properties. HDR's scope includes design, bidding, and construction management, with coordination required from local authorities and property owners. The project involves storm sewer alignment, bank stabilization, and tree removal, with a construction estimate of \$ 1.2 million. The total project cost, including engineering services, is \$1,384,000.

Engineer's Status Report Summary:

The report outlines progress, costs, and the next steps for several key infrastructure projects across Piney Point Village:

- Calico Lane Drainage Improvements: A \$14,123 quote was approved for drainage upgrades. Work began June 20, 2025.
- 5 Oaklawn Ditch Improvements: Approved at \$4,100, initial grading was completed June 6. Additional adjustments are planned after the next significant rainfall.
- 2023 Paving Improvements: All work and documentation have been finalized. This project is now officially closed.
- Kinkaid School Additional Turn Lane: The plan set for a new left-turn lane has been received. A traffic study is expected in the week of June 23, 2025, to finalize review.
- Chuckanut Drainage and Paving Improvements: The contract has been awarded. Construction is scheduled to begin on July 21, 2025.
- Harris County Traffic Signals Project - Memorial Drive: The Project includes full replacement of signals along Memorial Drive. HDR is monitoring design progress toward 100% completion.
- Soldiers Creek Sub-Watershed Feasibility Study: A draft technical memorandum has been submitted to HCFCD. The City is awaiting their formal feedback.
- Memorial Asphalt Reclamation Project: Construction is scheduled for August 2025. The scope includes asphalt rehabilitation and base repairs from San Felipe to Chimney Rock.

Council Agenda Item Cover Memo

7/23/2025

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the additional work at 1122 Meadowick Drive.

SUMMARY/BACKGROUND (WHY): HDR received communication from residents regarding two rootballs located behind 1122 Meadowick Drive. The issue was reported to the Harris County Flood Control District (HCFCD), and on May 8, 2025, HDR was informed that the HCFCD forester would not be removing the rootballs, as they are considered beneficial for erosion control. HDR then requested an independent evaluation from Lone Star Tree Removal. Their assessment aligned with the HCFCD forester's position, noting that the rootballs are not impeding flow and are instead serving as a natural retaining wall. Additionally, they expressed concern that removal could lead to eventual land loss for the residents. HDR is requesting direction on whether to move forward with one of the following options.

- **Option 1:** Leave the rootballs in place, as they do not impede flow and provide natural erosion control.
- **Option 2:** Retain the rootballs but clean up the surrounding brush and extended roots.
Quote: \$3,000.00
- **Option 3:** Remove the rootballs entirely. *Quote: \$7,600.00*

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

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

PREPARED BY: John Peterson/Gracie Moylan

ATTACHMENTS: Yes

Signature: _____

Proposal and Acceptance

Office(281)351-5006 Fax (281)351-6506

E-mail:olveratrees@att.net

www.olveralonestartrees.com

P.O. BOX 138 TOMBALL TX 77375

Name / Address		Estimate valid for 90 days only.		
City of Piney Point Village 7660 Woodway, Suite 460 Houston, Texas 77063				
		Job Location	Date	Estimate #
		11120 Meadowick	6/18/2025	2011
We hereby submit specifications and estimates for:				
Item	Description	Subtotal		
Debris	Completely remove and clean up 2 large uprooted stumps from ditch	7,600.00T		
Description	No tractor access, all must be carried out by hand	0.00T		
		Total: \$7,600.00		
		Sales Tax (8.25%)	\$627.00	
We Propose hereby to furnish - complete in accordance with above specifications, for the sum of:			Total	\$8,227.00
Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified . Payment will made as depending on terms established. Any alterations from the above specifications involving extra work will became an extra charge above the estimate. Contactor shall not be liable for any delay to circumstances beyond its control. Date of Acceptance: / / Signature:_____				

Council Agenda Item Cover Memo

7/23/2025

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on quotes for City Wide Point Repairs Project

SUMMARY/BACKGROUND (WHY): HDR is in the process of obtaining three (3) quotes for the City-Wide project and will present the quotes at the upcoming Council meeting. The work includes point repairs on Memorial/Lacewood Ln, Tynewood Dr, S Country Squire St, Stayton Circle, Clay Point Ct, Robbins Dr, Radney Rd, Wendover Ln, and Hedwig Rd. HDR will bring the attachments on June 23, 2025.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

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

PREPARED BY: John Peterson/Gracie Moylan

ATTACHMENTS: Yes (To be brought to Council)

Council Agenda Item Cover Memo

7/23/2025
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on Blalock Storm Sewer Point Repairs.

SUMMARY/BACKGROUND (WHY):

On June 16, 2025, HDR was made aware of a sinkhole at Blalock Road and Green Oaks Drive due to a failure in the storm sewer. HDR conducted a site visit and determined that another point repair, similar to the one that occurred earlier this year, would need to occur. This point repair consists of the removal and replacement of 40 LF of 36" reinforced concrete pipe and the removal and replacement of 10 SY of concrete sidewalk. The Opinion of Probable Construction Costs is \$35,040.00. HDR is requesting direction on how to proceed.

STAFF RECOMMENDATION: _____

ESTIMATED COST: \$34,020.00 **FUNDING SOURCE:** _____

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

PREPARED BY: John Peterson/Grace Moylan

ATTACHMENTS: Yes

OPINION OF PROBABLE CONSTRUCTION COST					
Blalock Road Drainage Improvements					
CITY OF PINEY POINT VILLAGE					
June 2025					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
A) GENERAL ITEMS					
1	Traffic Control, including Flagmen, Signs, Barrels, Barricades, Arrow Boards, Maintaining All Weather Access to Traffic, Temporary Transitions from Proposed Pavement to Existing Pavement, Relocating Existing Mailboxes and Traffic Signs, and Temporary Mailboxes, complete in place, the sum of:	L.S.	1	\$ 10,000.00	\$ 10,000.00
2	Tree Protection, complete in place, the sum of:	L.S.	1	\$ 1,000.00	\$ 1,000.00
SUB-TOTAL GENERAL ITEMS					\$ 11,000.00
B) PAVING ITEMS					
3	4-1/2" thick concrete sidewalk, including sawcutting, subgrade, bank sand bedding, reinforcement and joints, complete in place the sum of:	S.Y.	10	\$ 100.00	\$ 1,000.00
SUB-TOTAL PAVING ITEMS					\$ 1,000.00
C) DRAINAGE ITEMS					
5	Remove and dispose of existing storm sewer, all depths, all sizes, all material types, including excavation and backfill and site restoration, complete in place the sum of:	L.F.	40	\$ 30.00	\$ 1,200.00
6	36" Diameter Reinforced Concrete Pipe, ASTM C76, Class III storm sewer, rubber gasket joints, all depths, cement stabilized sand bedding and backfill, complete in place the sum of:	L.F.	40	\$ 325.00	\$ 13,000.00
7	Proposed reinforced concrete collar, complete in place the sum of:	EA.	4	\$ 750.00	\$ 3,000.00
SUB-TOTAL DRAINAGE ITEMS					\$ 17,200.00
SUB-TOTAL GENERAL ITEMS					\$ 11,000.00
SUB-TOTAL PAVING ITEMS					\$ 1,000.00
SUB-TOTAL DRAINAGE ITEMS					\$ 17,200.00
20% CONTINGENCY COST:					\$ 5,840.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST					\$ 35,040.00
Any opinion of construction costs prepared by HDR is supplied for the general guidance of the Client only. Since HDR has no control over competitive bidding or market conditions, HDR cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.					

Council Agenda Item Cover Memo

7/23/2025
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and possible approval to move forward with the bid phase for Chapelwood Court Drainage Improvements

SUMMARY/BACKGROUND (WHY): HDR has completed the design and will submit to the City for review on June 23, 2025. HDR is requesting approval to move forward with the bid phase.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

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

PREPARED BY: John Peterson/Gracie Moylan

ATTACHMENTS:

Council Agenda Item Cover Memo

7/23/2025

Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on Shadow Way Drainage Improvements Project

SUMMARY/BACKGROUND (WHY): HDR is requesting directions regarding next steps for the previously discussed Shadow Way Drainage Improvements Project. The first option would be to place the proposed storm sewer in the right-of-way, and remove the aforementioned trees, for a total cost of \$1,687,700.00. The second option would be to place the proposed storm sewer under one half of the roadway, greatly decrease the number of tree removals, for a total cost of \$2,436,000.00. The difference in cost is \$748,300.00.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

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

PREPARED BY: John Peterson/Gracie Moylan

ATTACHMENTS: Yes

Comparison of C.N Koehl's and Yellowstone Landscaping Recommendations

Parcel	Diameter	C.N. Koehl's Recommendation	Yellowstone Landscaping's Recommendation
<i>11402 Shadow Way Street</i>	22	Remove	Remove
	25	Remove	Remove
	7	Remove	
	18	Remove	
	20	Remove	Remove
<i>11410 Shadow Way Street</i>	20	Remove	Remove
	21	Remove	Remove
	15	Remove	Remove
	13	Remove	Remove
	22	Remove	Remove
	20		Remove
	14		
<i>11418 Shadow Way Street</i>	18	Remove	Remove
	23		Remove
	18	Remove	Remove
	11		Remove
	12		Remove
	19	Remove	Remove
	24	Remove	Remove
<i>Median</i>	17	Remove if in median, keep otherwise	
<i>11502 Shadow Way Street</i>	15		Remove
	17		Remove
<i>11411 Shadow Way Street</i>	22	Remove	Remove
	14		Remove
	22	Remove	Remove

Option 1

City of Piney Point Village				
Opinion of Probable Construction Costs for Shadow Way Street Drainage Improvements				
Item	Unit	Quantity	Unit Cost	Cost
General Items				
Traffic Control	LS	1	\$30,000.00	\$30,000.00
Storm Water Pollution Prevention Plan	LS	1	\$15,000.00	\$15,000.00
General Items Total				\$45,000.00
Storm Items				
Remove existing storm sewer, complete in place, the sum of:	LF	2020	\$35.00	\$70,700.00
24" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	650	\$185.00	\$120,250.00
30" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	120	\$250.00	\$30,000.00
36" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	1260	\$300.00	\$378,000.00
Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA	60	\$5,000.00	\$300,000.00
5' Diameter Precast Storm Sewer Manhole, complete in place, the sum of:	EA	25	\$6,500.00	\$162,500.00
Storm Items Total				\$1,061,450.00
Paving Items				
Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	910	\$125.00	\$113,750.00
Concrete paving point repair, complete in place, the sum of:	SY	400	\$195.00	\$78,000.00
Paving Items Total				\$191,750.00
Total Cost				\$1,298,200.00
30% Contingency				\$389,460.00
Total Opinion of Probable Construction Costs				\$1,687,700.00

Option 2

City of Piney Point Village				
Opinion of Probable Construction Costs for Shadow Way Street Paving & Drainage Improvements				
Item	Unit	Quantity	Unit Cost	Cost
General Items				
Traffic Control	LS	1	\$30,000.00	\$30,000.00
Storm Water Pollution Prevention Plan	LS	1	\$15,000.00	\$15,000.00
General Items Total				\$45,000.00
Storm Items				
Abandon and Grout-Fill of Existing Storm Sewer, including plugs, complete in place, the sum of:	LF	2020	\$200.00	\$404,000.00
24" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	650	\$185.00	\$120,250.00
30" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	120	\$250.00	\$30,000.00
36" RCP storm sewer all depths (open cut), including bedding and backfill, complete in place, the sum of:	LF	1260	\$300.00	\$378,000.00
Proposed Type A Inlet, including bedding and backfill, complete in place, the sum of:	EA	60	\$5,000.00	\$300,000.00
5' Diameter Precast Storm Sewer Manhole, complete in place, the sum of:	EA	25	\$6,500.00	\$162,500.00
Storm Items Total				\$1,394,750.00
Paving Items				
Remove and dispose of existing concrete pavement and base material, complete in place, the sum of:	SY	2460	\$14.00	\$34,440.00
7.5" reinforced concrete pavement, complete in place, the sum of:	SY	2460	\$100.00	\$246,000.00
6" lime stabilized subgrade (7%), complete in place, the sum of:	SY	2900	\$13.00	\$37,700.00
Lime for treating pavement subgrade, complete in place, the sum of:	TON	7	\$315.00	\$2,205.00
Remove and replace 6" thick reinforced concrete driveway, including proof rolling, level up sand, and full depth saw cut, complete in place, the sum of:	SY	910	\$125.00	\$113,750.00
Paving Items Total				\$434,095.00
Total Cost				\$1,873,845.00
30% Contingency				\$562,153.50
Total Opinion of Probable Construction Costs				\$2,436,000.00

Council Agenda Item Cover Memo

7/23/2025
Date of Meeting

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the Windermere Outfall Repair Project Proposal.

SUMMARY/BACKGROUND (WHY): HDR has included a proposal for professional engineering services for the design, bid, construction management, and half-time construction phase services for the Windermere Outfall Repair Project.

STAFF RECOMMENDATION:

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

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

PREPARED BY: John Peterson/Gracie Moylan

ATTACHMENTS: Yes



June 19, 2025

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

Re: Proposal for Professional Engineering Services
Design, Bid, and Construction Phase Services for
the Windermere 24-Inch Outfall Repair Project
City of Piney Point Village

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for the design, bid, construction management, and half-time construction phase services for the above referenced project. This proposal consists of a General Overview, Project Understanding, Scope of Services, Fee Schedule, Schedule, Terms & Conditions, and Invoicing Sections.

GENERAL OVERVIEW

The Windermere Subdivision has a 24-inch drainage system located in an existing drainage easement between Numbers 14 & 15 Windermere Lane that outfalls into Buffalo Bayou. The existing 24-inch outfall has failed and started eroding the bank on Buffalo Bayou. The erosion is encroaching on private property.

HDR has coordinated with the residents at 14 and 15 Windermere Lane and has identified access to the project site through the driveway at 14 Windermere Lane. The homeowners have granted access to the project site.

PROJECT UNDERSTANDING:

HDR will prepare plans and contract documents to repair the existing outfall. These plans will include tree removal, cut and fill cross sections and calculations, proposed storm sewer alignment and manhole installations, new driveway with brick pavers, wall and fence replacement, irrigation repair, landscaping replacement, bank stabilization with placement of specific-sized piers for the project, and bank armament. Coordination efforts with the Harris County Flood Control District (HCFCD) will be required to receive a letter of no objection. It is assumed that this project will be performed under a U.S. Army Corps of Engineers Nation-Wide Permit (NWP).

The engineer's opinion of probable construction cost for the above-described project is \$1,200,000.00. Any opinion of construction costs prepared by HDR is supplied for the general guidance of the Client only. Since HDR has no control over competitive bidding or market

conditions, HDR cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

SCOPE OF SERVICES:

I. DESIGN PHASE SERVICES

A. Basic Design Phase Services

- Review available historical information (record drawings, reports/studies, GIS data, etc.)
- Research and gather information on private utilities (i.e. gas, electrical, telephone, pipelines, etc.) along the project alignment.
- Perform site walk of project alignments to verify survey data.
- Update plan and profile sheets to reflect visual observations noted during site visit.
- Prepare cut and fill calculations and proposed cross sections.
- Incorporate geotechnical testing of existing material previously performed by the City of Houston near the existing 24-inch outfall.
- Work with Geopier to incorporate their bank stabilization design based on previously completed geotechnical results from the City of Houston Project.
- Include project specific notes on the installation of the Geopier system for bank stabilization.
- Prepare plan cover sheet, general notes, survey control, project layout, 100% plan/profile drawings, and detail sheets.
- Prepare contract documents and specifications.
- Coordinate with the HCFCD during the design process and provide draft documents for review and comment. Incorporate appropriate comments with the final bid documents.
- Obtain a letter of no objections from HCFCD for the proposed improvements.
- Coordination effort with the residents on proposed improvements and the effect it will have on their property during construction.

- Submit 100% plans to private utility companies for review and incorporate utility company markups in the final bid documents.
- Assist the City in obtaining and/or securing approvals required from public and private utilities affected by this project. This assistance will involve the usual and expected coordination for the approval process. When the process involves work beyond the expected, such as; special submittals, additional designs, appearances at special meetings, coordination of utility/pipeline excavation efforts, permitting applications, etc., such work falls under the Additional Services portion of this proposal. All permit fees will be the responsibility of the City of Piney Point Village.
- Prepare an engineer's opinion of probable construction costs to reflect the 100% design.
- Provide a set of 100% plans and specifications to the City for their review and comment.
- Prepare contract documents including plans, specifications, and bidding documents addressing City comments from the 100% review.
- Provide a set of Contract Documents to the City.
- A presentation of the design plans or public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City

B. Special Services

1. Urban Forestry Services

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

2. Storm Water Pollution Protection Plan

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

3. Regulatory Section 10/404 Permitting – Non-notifying Nationwide Permit (NWP) 13 (Bank Stabilization) and 58 (Utility Line Activities for Water and Other Substances) Recommendation Technical Memo

The proposed 24-inch outfall repair is within the jurisdictional non-tidal Section 404 stream of Buffalo Bayou. HDR has reviewed the U.S. Army Corps of Engineers (USACE) Galveston District regional and general conditions for NWPs and identified potential project Waters of the United States (WOTUS) impacts. A

site visit will be conducted to verify that aquatic resources are absent within the project footprint and photograph the site. Additional evaluations and documentation on potential impacts to archeological resources, endangered species, and their habitat will be collected by performing a desktop analysis of the Project Area. Upon completion of this evaluation, HDR's environmental team shall prepare and provide to the City a technical memorandum discussing proposed project activities, NWP 13 and 58 applicability requirements, potential impacts to WOTUS, cultural resources, protected species, and potential authorization by NWPs 13 and 58 for Bank Stabilization and Utility Line Activities for Water and Other Substances. These documents can be utilized to document compliance of the repair.

The following assumptions apply to the activities performed under this task:

- Technical memorandum shall focus on project activities within the jurisdictional boundaries of Buffalo Bayou.
- Protected species, species-specific presence/absence surveys, and cultural resources surveys are not a part of this scope of work. Should they be required, the effort can be covered under a subsequent scope and fee.
- Standard cultural desktop review will occur (i.e., review of ATLAS database, etc.) as a part of HDR's resource evaluation.
- Separate technical memorandums specific to cultural resources, protected species, or other resources are excluded from this scope of work.
- The technical memorandum to be provided to the City will include a summary discussion of WOTUS; potential presence of cultural resources, protected species, and/or their habitat; proposed project design; NWP 13 and 58 qualifications and limitations; and NWP recommendations.
- Recommendations discussed in the technical memorandum will be based on current understanding of project design, activities within jurisdictional waters, and potential presence of other resources (i.e., cultural and protected species). Should project design/activities change, the applicability of current recommendations may need to be re-evaluated as an additional service.
- HDR will respond to one round of comments on all deliverables.
- An Approved Jurisdictional Determination form development and subsequent request is not included in this scope of work.
- HDR does not anticipate the need for in-person meetings with agencies (i.e., USACE pre-application meetings) for this effort.
- HDR does not anticipate that tribal coordination will be required and no historic-age structures are located within the project area.

- HDR does not anticipate the need for pre-construction notification (PCN) submittal to the USACE for NWP 13 or 58 verification or authorization under an Individual Permit (IP) for this project and therefore a permit application is not included in this scope of work. Should resource evaluations or changes in project activities determine that notification to the USACE may be required or that the authorization under an existing NWP will not be applicable, HDR environmental staff will discuss with the City their findings prior to technical memorandum submittal.
- No out of scope or out of kind work shall be performed without agreement between the City and HDR.

HDR will provide the following documentation under this task:

- An electronic DRAFT copy of the technical memorandum will be provided to the City for review six (6) weeks following NTP.
- HDR will respond to one round of review by the City and provide a FINAL electronic copy of the technical memorandum for their records within two (2) weeks following receipt of comments from the City.

4. Reimbursable Expenses

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

II. BID PHASE SERVICES

A. Basic Services

The City of Piney Point Village will enter into this phase after the acceptance of the Final Design Phase documents. HDR's scope of services for this phase include to:

- Assist the City in obtaining bids for the project. The City will advertise the project and will absorb all related advertising costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.
- Post project plans and specifications on Civcast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents and prepare addendums as necessary. The City will absorb costs associated with posting on Civcast.

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

III. CONSTRUCTION PHASE SERVICES

A. Basic Services – Construction Management

- Act as the City's Project Representative during the construction phase.
- Review and respond accordingly to submittals as required by the contract specifications.
- Respond to RFI's and prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completion of work and make payment recommendations to the City.
- Visit the site periodically to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents. Half-time site representation (construction observation) is not included as part of the Basic Services for Construction Management. Half-time representation is included in the Construction Phase - Special Services.
- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
- Conduct a final review of the Project and make a recommendation for Final Payment on the Project.
- Engineer shall provide the City one electronic copy of record plans based on the drawings provided to the Engineer by the Contractor(s).
- A public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City.

- HDR anticipates that construction will take approximately Seventy-five (75) calendar days to complete and has therefore based the lump sum fee on a level of effort to complete the above tasks for this duration.

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

1. Material Testing

- Construction materials testing is included in this proposal as a budgetary item only.

2. Half-Time Site Representation Services

- Provide one construction observer (on-site representative) to observe the daily progress of construction activities and to assist in the interpretation of plans and specifications. The estimated construction duration for the project will be seventy five (75) calendar days. The on-site representative will be on site an average of 20 hours a week for the project.
- Provide support to the on-site representative through supervisory and administrative services.
- Provide engineering and technical office personnel support throughout construction. This is to attend project progress meetings, provide on-site support to address Contractor's questions, resident's concerns and conflict issues.
- In the event of rain days where construction may be hindered or stopped, the representative will be on-site long enough to verify that inclement weather has occurred and the associated impact on the Contractor and construction.
- The on-site representative shall maintain daily reports.
- The on-site representative will coordinate with the Contractor's representative to estimate quantities installed on the project. The on-site representative will review the Contractor's quantity measurements prior to HDR's project manager processing the Contractor's periodic monthly payment request.
- The on-site representative will aid in the coordination of activities of the testing laboratory.
- The on-site representative will coordinate with the City and the Contractor for construction scheduling, resident notification, and complaints.
- The on-site representative will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up reviews.

- The on-site representative will assemble and maintain notes, comments, sketches, and supporting data related to the project in order to assist in the preparation of record drawings.
- HDR will process daily reports and other administrative office duties.
- HDR will track and document costs associated with the work.
- The on-site representative will be provided in an effort to aid in the process of observing the performance of work of the Contractor(s). Through more extensive on-site observations of the work in progress, HDR shall endeavor to provide further confidence for the City against defects and deficiencies in the work of the contractor(s); but the furnishing of such on-site representative will not make HDR responsible for construction means, methods, techniques, sequences or procedures or safety precautions or programs, or for Contractor(s) failure to perform their work in accordance with the Contract Documents.

ADDITIONAL SERVICES

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

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

HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR's expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

FEE SCHEDULE

HDR will submit monthly invoices with status reports for all engineering work completed to invoice date. The fees presented in this section reflect a combined effort to perform all proposed work at one time as a single project. If the project is reduced or split into multiple

smaller projects, the proposed fees will need to be adjusted by a contract amendment to reflect the cost of performing engineering services on the new project(s). The invoices will be based on the following schedule:

<u>Windermere 24" Outfall Repair Project</u>	<u>Total Fees</u>
Design Phase (Lump Sum)	\$ 54,900.00
Bid Phase (Lump Sum)	\$ 8,300.00
Construction Management (Lump Sum)	\$ 30,700.00
Urban Forestry Services (Cost + 10%)	\$ 6,050.00
Storm Water Pollution Protection Plan (Lump Sum)	\$ 7,500.00
Regulatory Section 10/404 Permitting (Lump Sum)	\$ 8,550.00
Half-Time Site Observation (Not to Exceed) -Time & Materials	\$ 60,000.00
Construction Material Testing (Budgetary) * -Time & Materials	<u>\$ 8,000.00</u>
<u>Windermere 24" Outfall Repair Project</u>	<u>\$ 184,000.00</u>

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

The engineer's opinion of total project cost is as follows:

Construction Cost	\$ 1,200,000.00
Basic Design	\$ 54,900.00
Bid Phase	\$ 8,300.00
Construction Management	\$ 30,700.00
Urban Forestry Services	\$ 6,050.00
SWPPP	\$ 7,500.00
Regulatory Section 10/404 Permitting	\$ 8,550.00
Half-Time Site Observation	\$ 60,000.00
Construction Material Testing	<u>\$ 8,000.00</u>
Total Project Cost	\$ 1,384,000

SCHEDULE

It is estimated that the schedule to accomplish the design phase is four (4) months from the date of authorization to proceed, the bid phase will be one (1) month, execution of the contract documents will be one (1) month, and construction will take approximately seventy five (75) days.

TERMS & CONDITIONS

This project will be performed under the current on-going services contract with the City of Piney Point Village executed on September 25, 2006, and its terms and conditions will apply.

INVOICES

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

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

Sincerely

HDR ENGINEERING, INC.

Acceptance: City of Piney Point Village, Texas



David Weston

Vice President/Area Manager

By: _____

Date: _____

TO: City Council

FROM: Aliza Dutt, Mayor

MEETING DATE: June 23, 2025

SUBJECT: Consideration and possible action regarding the Mayor's Monthly Report.

Agenda Item: 6

Summary:

This agenda item includes reports from the mayor.

TO: City Council

FROM: R. Pennington; City Administrator

MEETING DATE: June 23, 2025

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

Agenda Item: 7

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

A. Financial Related Items:

- i. Financial Report: The May 2025 financial report for the City of Piney Point Village presents a strong fiscal position, with year-to-date revenues totaling \$8.52 million, or 91.3% of the approved budget, reflecting a 9.8% increase over the previous year. Property taxes remain the City's primary revenue source, accounting for 83.1% of General Fund revenues. Sales taxes, court revenues, and permits also showed modest to strong performance. Operating expenditure totaled \$4.08 million. Capital expenditures through May totaled \$669,383. While current revenues exceed expenditures by \$4.44 million, the year-end fund balance is expected to decrease due to upcoming capital projects. The Debt Service Fund also remains strong, with revenues at 99% of the budget and a modest surplus of \$28,834. Overall, the City's financial performance indicates healthy revenue collection and controlled spending, maintaining a solid fiscal outlook heading into the second half of the year.
- ii. Property Tax Report: Attached is the latest report from our tax assessor-collector regarding tax collection. The City's taxable value stands at \$3.14 billion. As of May 31, 2025, 99.41% of the adjusted tax levy of \$8.17 million has been collected, totaling \$7.96 million in year-to-date collections. The remaining receivable balance is \$287,739, including \$170,140 from delinquent tax years. Monthly collections totaled \$123,484.
- iii. Kinkaid Contribution: Kinkaid School has contributed \$490,000 to the city since 2018. Details on payment and timing are provided.
- iv. Budget Calendar: On July 25, 2025, the Chief Appraiser must deliver the certified appraisal roll or a certified estimate of taxable value to the assessor. On September 24, 2025, there will be a hearing on the budget, followed by the adoption of the budget. The city council must take a separate vote to ratify and adopt any budget that increases total property tax revenue. Also, on September 24, 2025, a tax rate hearing will be held, and the tax rate will be adopted. The municipality must finalize and adopt the tax rate no later than September 30, 2025.
- v. Disbursements (greater than \$10,000).

- (1) TCO - Renaudin Builders LLC. – \$25,000: Pay Temporary Certificate of Occupancy (TCO) Refund. Renaudin Builders LLC is requesting a refund of \$25,000 for a TCO deposit related to the new single-family home located at 533 W Dana Lane (Permit #P20203). The original check was processed on April 1, 2025. The TCO was granted for early occupancy, and all construction requirements were fulfilled, including final built topography approval on May 22. The refund request was submitted on June 17, 2025. Annette Arriaga, the Director of Development Services, has recommended that the reimbursement be approved.
- (2) BrooksWatson & Co. PLLC - \$12,592.13: Invoice for professional audit services to the City of Piney Point Village for FYE 12/31/2024. Invoice Date: 6/2/25; Invoice Number: 2024-2.

- B. Updates regarding SUP, including status information or discussion of Ecclesia and Kinkaid.
- C. Discussion and action on the emergency response plan outlined in the revised Village Fire Department's Mayor's Emergency Management Guide and in the Piney Point Village Emergency Management Manual. *(This item is included as part of the workshop and is included here for further action.)*
- D. Discussion and action on the initial budget development for the upcoming Piney Point Village fiscal year 2026 budget. *(This item is included as part of the workshop and is included here for further action.)*

Recommendation:

1. Approve disbursements greater than \$10,000.00



CITY OF PINEY POINT VILLAGE, TEXAS
FINANCIAL REPORT
(UNAUDITED)
AS OF MAY 31, 2025

The Finance Director and City Administrator confirm that the Financial Statement for the month presented has been reviewed. To the best of our knowledge and belief, this statement accurately reflects the city's current financial position.

Finance Director Signature: _____ Date: __06/18/2025__

City Administrator Signature: _____ Date: __06/19/2025__

For more information, contact:
The City of Piney Point Village
7660 Woodway Dr., Suite 460
Houston, TX 77063
713-230-8703
www.cityofpineypoint.com



CITY OF PINEY POINT VILLAGE FINANCIAL REPORT

MAY 2025 FINANCIALS (PRELIMINARY)

This report provides an overview of the city's financial operations up to May 2025, which is the fifth month of the fiscal year. The beginning balances have been audited. The budget figures reflect the amended amounts that were adjusted from the original adopted budget for the fiscal year, as approved by the council.

General Fund

	Prior YTD	Amended	Month	YTD
Total Revenues	\$7,762,859	\$9,337,577	\$388,630	\$8,521,209
Total Expenditures	\$3,802,281	\$11,086,209	\$736,618	\$4,081,515
Over/(Under)	\$3,960,577	(\$1,748,632)	(\$347,988)	\$4,439,694

	Prior YTD	Amended	Month	YTD
Operating Revenues	\$7,705,361	\$9,299,629	\$316,150	\$8,297,080
Operating Expenditures	\$3,526,396	\$8,076,719	\$662,478	\$3,412,132
Over/(Under)	\$4,178,964	\$1,222,910	(\$346,327)	\$4,884,948

1. Total revenues amount to \$8,521,209, representing 91.3% of the approved budget and exceeding last year-to-date figures by 9.8%. This increase is primarily attributable to the timing of property tax collection, permit revenue, CIP Cost Share, and Kinkaid contribution.
 - a. Property tax received to date for the M&O or the general fund portion totals \$7,078,657, or 99.5% of the budget. The current YTD amount collected represents 83.1% of the total general fund revenue. Property tax is \$257,760 higher than last year's YTD collection. The city expects to collect an additional \$34,000 for maintenance and operational expenses. The adopted rate is \$0.255140, with \$0.227262 designated as M&O and the remaining \$0.027878 as the I&S requirement to finance the annual bond debt. Property tax payments are due by January 31, 2025. Payments are considered delinquent after February 1, 2025. The City currently contracts with Spring Branch ISD as the tax assessor-collector. The budget incorporates a 99% collection rate on total taxable value. Please

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

- b. Sales tax collected for May totals \$222,312, which is 48.3% of the projected annual total of \$460,725. May marks the fifth month of collection, reflecting an increase of \$1,594, or 0.7%, compared to the May 2024 collection, which totals \$220,718. The budget projection for sales collections accounts for 4.93% of the total general fund revenue.
- c. Franchise tax collections are currently limited due to the timing of revenue received. Currently, the only recorded collections are \$113,510 from the Electric Franchise (CenterPoint) and \$14,140 from the Cable Franchise. The city anticipates that total franchise tax revenue will exceed \$400,000.
- d. Court revenue is \$77,159, which is 59.8% of our budget and \$19,731 higher than last year. Court fines account for \$70,597, while the remaining \$6,562 is primarily restricted for special purposes such as court security or technology improvements. The city collected \$133,741 in court revenue for 2024, and current trends suggest even higher collections for 2025.
- e. Licenses and permits total \$479,274, which is 92.1% of the budget and 119.2% higher than last year-to-date. Permits and inspection fees constitute 92.1% of the revenue in this category. The current collection fee for drainage reviews is \$30,400. The city has received permits for Phases 2.5 and 3 of the Kinkaid School projects. It is expected that additional permit fees will be collected from subcontractors associated with this project. Since this project was not included in the budget calculations, it is anticipated to generate an unexpected surplus for the fund balance.
- f. Alarm registrations total \$19,250, which is 81.9% of the annual budget projection. This amount is \$2,300 lower than last year's year-to-date. Annual alarm registrations are essential for maintaining up-to-date emergency information for individuals' properties.
- g. The interest revenue amounts to \$185,277, which constitutes 46.3% of the budget and reflects a decrease of \$35,173 compared to the previous year. This decline was expected and is attributed to reduced interest revenue rates. It is anticipated that the revenue will meet or exceed the original budget projections.
- h. Other Non-Operating Revenue totaled \$224,129, representing 590.6% of the budget and an increase of 289.8% compared to the same period last year. This amount includes \$178,310 received from residents as cost-share contributions for the Chuckanut Drainage Project. Additional revenues in this category include \$27,013 in ambulance revenue from the Fire Department and \$7,842 in miscellaneous revenue, which includes \$4,688.93 from a state opioid settlement and other minor receipts. Also included is \$10,965 in credit card processing fees recovered, classified under this category.

2. The city allocated \$8,076,719 as operating with an additional \$3,009,490 as capital programming proving a total budget of \$11,086,209. Total current expenditures are \$4,081,515, 36.8% of the budget and 7.3% more than last YTD. Operating expenditure is \$3,412,132, accounting for 42.2% of the budget and showing a similar trend to last year to date.
3. Divisions and categories that are currently trending higher in expenditures are as follows:
 - a. Police Services at \$1,379,494 or 51.4% due to the practice of providing two months of service payments at the beginning of the year as agreed for adequate MVPD operational cash flow.
 - b. Fire Services at \$969,807 or 45.8% representing 1.5 months of service payments at the beginning of the year for adequate VFD operational cash flow.
 - c. The Municipal Court is \$18,453, or 52%, due to the resignation of the previous court clerk, necessitating additional contract services. The increase included costs for an outside consultant, prosecutor services, and translation services. The recent budget amendment will offset this increase. The external consultancy services have successfully trained our staff. The contract clerk services will be phased out due to the retained knowledge, but will remain available on an on-call basis starting June 2025.
4. Capital expenditures at \$669,383 through May.
5. The original budget allocated \$1,650,390 from reserved cash to fund a portion of the \$3,009,490 designated for capital programs. In the amended budget, this allocation was increased to \$1,748,632. As reported in the 2024 audit, the General Fund's reserved cash increased by \$587,470, from an ending balance of \$5,650,147 on December 31, 2023, to \$6,237,617 on December 31, 2024. Revenues currently exceed expenditures by \$4,438,694, largely due to the timing of capital project spending. When combined with the beginning fund balance, available resources for the month total more than \$10.6 million. However, with major capital projects planned for 2025—including General Paving Improvements, Chuckanut Drainage & Paving, and Windermere Outfall (V2), the projected year-end fund balance is expected to be approximately \$7 million.

Debt Service Fund

	Prior YTD	Budget	Month	YTD
Total Revenues	\$876,351	\$902,719	\$17,634	\$893,259
Total Expenditures	\$857,450	\$881,325	\$0	\$864,425
Over/(Under)	\$18,901	\$21,394	\$17,634	\$28,834

6. Revenues are \$893,259, 99% of the budget, with \$875,207 from property tax collections. The adopted rate designated for interest and sinking is \$0.027878 as the requirement to finance the

annual bond debt. The budget incorporates a 99% collection rate based on trends from past collection years.

7. Expenditures are \$864,425, 98.1% of the budget, as debt service principal payments are semiannual.
 - a. Two Principal payments were disbursed, \$430,000 for GO Series 2015 and \$410,000 for GO Series 2017.
 - b. In addition, payments of interest due include \$5,375 for GO Series 2015 and \$19,050 for GO Series 2017. The city is obligated to pay the remaining \$12,900 in interest by August. Current debt obligations are scheduled through 2027.

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



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2025

GENERAL FUND SUMMARY

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	6,820,898	7,112,732	109,998	7,078,657	99.5%	34,075
SALES TAXES	220,718	460,725	44,009	222,312	48.3%	238,413
FRANCHISE TAXES	145,715	409,872	36,842	127,650	31.1%	282,222
COURT REVENUE	57,428	129,000	15,835	77,159	59.8%	51,841
PERMITS & INSPECTIONS	218,601	520,300	72,372	479,274	92.1%	41,026
ALARM REGISTRATIONS	21,550	23,500	150	19,250	81.9%	4,250
GOVERNMENTAL CONT. (METRO)	0	136,000	0	0	0.0%	136,000
PILOT FEES (KINKAID)	0	107,500	0	107,500	100.0%	0
INTEREST	220,450	400,000	36,944	185,277	46.3%	214,723
TOTAL OPERATING	7,705,361	9,299,629	316,150	8,297,080	89.2%	1,002,549
OTHER NON-OPERATING PROCEEDS	57,498	37,948	72,479	224,129	590.6%	(186,181)
TOTAL NON-OPERATING	57,498	37,948	72,479	224,129	590.6%	(186,181)
TOTAL REVENUES	\$7,762,859	\$9,337,577	\$388,630	\$8,521,209	91.3%	\$816,368
	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
EXPENDITURES						
<u>PUBLIC SERVICE DIVISION</u>						
POLICE SERVICES	1,359,417	2,681,790	220,471	1,379,494	51.4%	1,302,296
FIRE SERVICES	954,173	2,115,943	176,329	969,807	45.8%	1,146,136
SANITATION COLLECTION	241,426	621,596	50,849	203,397	32.7%	418,199
OTHER PUBLIC SERVICES	5,654	36,900	4,948	9,246	25.1%	27,654
PUBLIC SERVICE DIVISION	2,560,669	5,456,229	452,597	2,561,944	47.0%	2,894,285
<u>OPERATIONS</u>						
CONTRACT SERVICES	201,220	476,500	33,924	142,350	29.9%	334,150
BUILDING SERVICES	122,175	302,200	34,548	109,502	36.2%	192,698
GENERAL GOVERNMENT	515,531	1,417,850	122,871	458,109	32.3%	959,741
MUNICIPAL COURT	7,129	35,510	2,921	18,453	52.0%	17,057
PUBLIC WORKS	119,671	388,430	15,616	121,774	31.4%	266,656
OPERATION DIVISIONS	965,727	2,620,490	209,881	850,187	32.4%	1,770,303
TOTAL PUBLIC & OPERATING	\$3,526,396	\$8,076,719	\$662,478	\$3,412,132	42.2%	\$4,664,587
<u>NON-OPERATING</u>						
CAPITAL PROGRAMS	275,885	3,009,490	74,140	669,383	22.2%	2,340,107
TOTAL NON-OPERATING	275,885	3,009,490	74,140	669,383	22.2%	2,340,107
TOTAL EXPENDITURES	\$3,802,281	\$11,086,209	\$736,618	\$4,081,515	36.8%	\$7,004,694
REVENUE OVER/(UNDER) EXPENDITURES	3,960,577	(1,748,632)	(347,988)	4,439,694		



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2025

GENERAL FUND REVENUES

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>Tax Collection</u>							
10-4101	Property Tax (M&O)	6,820,898	7,112,732	109,998	7,078,657	99.5%	34,075
	Unearned/Adjusted	0	0	0			0
	Total Property Tax :	6,820,898	7,112,732	109,998	7,078,657	99.5%	34,075
10-4150	Sales Tax	220,718	460,725	44,009	222,312	48.3%	238,413
	Total Tax Collection:	7,041,616	7,573,457	154,007	7,300,970	96.4%	272,487
<u>Permits & Inspections</u>							
10-4203	Plat Reviews	0	1,000	0	0	0.0%	1,000
10-4205	Contractor Registration	3,630	8,800	1,230	5,610	63.8%	3,190
10-4206	Drainage Reviews	24,450	50,000	6,300	30,400	60.8%	19,600
10-4207	Permits & Inspection Fees	190,021	460,000	64,842	443,014	96.3%	16,986
10-4208	Board of Adjustment Fees	500	500	0	250	50.0%	250
	Total Permits & Inspections:	218,601	520,300	72,372	479,274	92.1%	41,026
<u>Municipal Court</u>							
10-4300	Court Fines	53,132	120,000	14,405	70,597	58.8%	49,403
10-4301	Building Security Fund	1,504	3,000	500	2,297	76.6%	703
10-4302	Truancy Prevention	1,534	3,000	511	2,344	78.1%	656
10-4303	Local Municipal Tech Fund	1,228	2,950	409	1,875	63.6%	1,075
10-4304	Local Municipal Jury Fund	31	50	10	47	93.7%	3
	Total Municipal Court:	57,428	129,000	15,835	77,159	59.8%	51,841
<u>Investment Income</u>							
10-4400	Interest Revenue	220,450	400,000	36,944	185,277	46.3%	214,723
	Total Investment Income:	220,450	400,000	36,944	185,277	46.3%	214,723
<u>Agencies & Alarms</u>							
10-4508	SEC-Registration	21,550	23,500	150	19,250	81.9%	4,250
	Total Agencies & Alarms:	21,550	23,500	150	19,250	81.9%	4,250
<u>Franchise Revenue</u>							
10-4602	Cable Franchise	20,896	85,153	14,140	14,140	16.6%	71,013
10-4605	Power/Electric Franchise	113,510	272,419	22,702	113,510	41.7%	158,909
10-4606	Gas Franchise	0	25,000	0	0	0.0%	25,000
10-4607	Telephone Franchise	766	3,300	0	0	0.0%	3,300
10-4608	Wireless Franchise	10,543	24,000	0	0	0.0%	24,000
	Total Franchise Revenue:	145,715	409,872	36,842	127,650	31.1%	282,222
<u>Donations & In Lieu</u>							
10-4702	Kinkaid School Contribution	0	107,500	0	107,500	100.0%	0
10-4703	Metro Congested Mitigation	0	136,000	0	0	0.0%	136,000
10-4704	Intergovernmental Revenues	0	0	0	0		0
10-4705	Ambulance	31,744	0	0	27,013		(27,013)
10-4800	Misc Income	7,888	9,000	45	7,842	87.1%	1,158
10-4803	CIP Cost Share	8,948	8,948	71,020	178,310		(169,362)
10-4804	Credit Card Fees	8,919	20,000	1,414	10,965		9,035
	Total Donations & In Lieu:	57,498	281,448	72,479	331,629	117.8%	(50,181)
	Total Revenue Received	7,762,859	9,337,577	388,630	8,521,209	91.3%	816,368
	TOTAL REVENUES:	\$7,762,859	\$9,337,577	388,630	8,521,209	91.3%	\$816,368



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2025

GENERAL FUND EXPENDITURES

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>PUBLIC SERVICE DIVISION</u>							
<u>Community Events</u>							
10-510-5001	Community Celebrations	(74)	6,000	3,545	3,545	0	5,000
10-510-5002	Public Relations		15,000	0	0	0.0%	15,000
	Community Events:	(74)	21,000	3,545	3,545	16.9%	15,000
<u>Police Services</u>							
10-510-5010	MVPD Operations	1,262,850	2,625,123	220,471	1,322,828	50.4%	1,302,295
10-510-5011	MVPD Auto Replacement	46,667	48,000	0	48,000	100.0%	0
10-510-5012	MVPD Capital Expenditure	49,900	8,667	0	8,667	n/a	0
	Police Services:	1,359,417	2,681,790	220,471	1,379,494	51.4%	1,302,296
<u>Miscellaneous</u>							
10-510-5020	Miscellaneous		0	0	0	n/a	0
	Total Miscellaneous:	0	0	0	0	n/a	0
<u>Sanitation Collection</u>							
10-510-5030	Sanitation Collection	237,639	604,553	49,852	199,408	33.0%	405,145
10-510-5031	Sanitation Fuel Charge	3,787	17,043	997	3,988	23.4%	13,055
	Sanitation Collection:	241,426	621,596	50,849	203,397	32.7%	418,199
<u>Library Services</u>							
10-510-5040	Spring Branch Library		1,500			0.0%	1,500
	Library Services:	0	1,500	0	0	0.0%	1,500
<u>Street Lighting Services</u>							
10-510-5050	Street Lighting	5,728	14,400	1,403	5,701	39.6%	8,699
	Street Lighting Services:	5,728	14,400	1,403	5,701	39.6%	8,699
<u>Fire Services</u>							
10-510-5060	Villages Fire Department	954,173	2,115,943	176,329	969,807	45.8%	1,146,136
	Fire Services:	954,173	2,115,943	176,329	969,807	45.8%	1,146,136
	TOTAL PUBLIC SERVICE:	\$2,560,669	\$5,456,229	\$452,597	\$2,561,944	47.0%	\$2,891,829

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CONTRACT SERVICE DIVISION</u>							
10-520-5101	Grant Administration	0	0			n/a	0
10-520-5102	Accounting/Audit	6,610	25,000	0	8,000	32.0%	17,000
10-520-5103	Engineering	104,031	220,000	27,115	90,952	41.3%	129,048
10-520-5104	Legal	37,937	100,000	5,893	20,779	20.8%	79,222
10-520-5105	Tax Appraisal-HCAD	40,833	64,000	0	17,892	28.0%	46,108
10-520-5107	Animal Control	3,420	2,300	58	1,754	76.2%	547
10-520-5108	IT Hardware/Software & Support	0	41,200	244	2,359	5.7%	38,841
10-520-5110	Mosquito Control	8,390	24,000	615	615	2.6%	23,385
TOTAL CONTRACT SERVICE DIVISION:		\$201,220	\$476,500	\$33,924	\$142,350	29.9%	\$334,150
<u>BUILDING SERVICE DIVISION</u>							
<u>Building & Inspection Services</u>							
10-530-5108	Information Technology	0					
10-530-5152	Drainage Reviews	47,565	103,000	12,276	28,783	27.9%	74,217
10-530-5153	Electrical Inspections	7,110	15,000	3,285	12,915	86.1%	2,085
10-530-5154	Plat Reviews	0	500	0	0	0.0%	500
10-530-5155	Plan Reviews	16,000	50,000	4,000	16,000	32.0%	34,000
10-530-5156	Plumbing Inspections	10,935	18,000	2,610	10,485	58.3%	7,515
10-530-5157	Structural Inspections	13,950	30,000	3,915	13,950	46.5%	16,050
10-530-5158	Urban Forester	15,600	45,000	3,720	13,880	30.8%	31,120
10-530-5160	Mechanical Inspections	3,645	8,500	765	2,475	29.1%	6,025
Building and Inspection Services:		114,805	270,000	30,571	98,488	36.5%	171,512
<u>Supplies and Office Expenditures</u>							
10-530-5204	Dues & Subscriptions	0	500	0	0	n/a	500
10-530-5207	Misc Supplies	350	1,000	0	30	n/a	970
10-530-5209	Office Equipment & Maintenance		500	0	0	n/a	500
10-530-5210	Postage		900	0	0	n/a	900
10-530-5215	Travel & Training		300	0	0	n/a	300
Supplies and Office Expenditures:		350	3,200	0	30	n/a	3,170
<u>Insurance</u>							
10-530-5403	Credit Card Charges	7,020	29,000	3,977	10,984	37.9%	18,016
Insurance:		7,020	29,000	3,977	10,984	37.9%	18,016
TOTAL BUILDING SERVICE DIVISION:		\$122,175	\$302,200	\$34,548	\$109,502	36.2%	\$192,698

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
GENERAL GOVERNMENT DIVISION							
<u>Administrative Expenditures</u>							
10-540-5108	Information Technology	18,940	47,000	6,911	20,016	42.6%	26,984
10-540-5201	Administrative/Professional Fe	3,905	16,505	0	10,138	61.4%	6,368
10-540-5202	Auto Allowance/Mileage	3,508	7,200	612	2,827	39.3%	4,373
10-540-5203	Bank Fees	353	2,200	(190)	189	8.6%	2,011
10-540-5204	Dues/Seminars/Subscriptions	576	3,600	472	1,984	55.1%	1,616
10-540-5205	Elections	489	750	78	78	10.5%	672
10-540-5206	Legal Notices	4,732	8,000	0	715	8.9%	7,285
10-540-5207	Miscellaneous	633	5,000	0	129	2.6%	4,871
10-540-5208	Citizen Communication	4,486	8,000	0	3,808	47.6%	4,192
10-540-5209	Office Equipment & Maintenance	1,479	10,000	721	2,607	26.1%	7,393
10-540-5210	Postage	232	2,000	0	0	0.0%	2,000
10-540-5211	Meeting Supplies	4,085	7,500	2,210	4,164	55.5%	3,336
10-540-5212	Rent/Leasehold/Furniture	95,407	155,142	17,365	39,860	25.7%	115,282
10-540-5213	Supplies/Storage	16,383	30,000	1,174	8,956	29.9%	21,044
10-540-5214	Telecommunications	5,350	16,000	659	4,595	28.7%	11,405
10-540-5215	Travel & Training	0	2,500	408	408	16.3%	2,092
10-540-5216	Statutory Legal Notices	0	1,500	0	0	0.0%	1,500
Administrative Expenditures:		160,558	322,897	30,421	100,474	31.1%	222,423
<u>Wages & Benefits</u>							
10-540-5301	Gross Wages	231,827	741,125	52,709	257,794	34.8%	483,331
10-540-5302	Overtime/Severance	1,545	10,000	64	357	3.6%	9,643
10-540-5303	Temporary Personnel	0	0	0	0		0
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	18,922	54,203	4,044	19,165	35.4%	35,038
10-540-5310	TMRS (City Responsibility)	57,640	156,114	12,084	39,674	25.4%	116,440
10-540-5311	Payroll Process Exp-Paychex	1,574	4,000	284	1,536	38.4%	2,464
Wages & Benefits:		311,508	965,442	69,185	318,525	33.0%	646,917
<u>Insurance</u>							
10-540-5353	Employee Insurance	43,441	113,811	23,266	39,109	34.4%	74,702
10-540-5354	General Liability		10,000	0	0	0.0%	10,000
10-540-5356	Workman's Compensation	24	4,500	0	0	0.0%	4,500
Insurance:		43,465	128,311	23,266	39,109	30.5%	89,202
<u>Other</u>							
10-540-5403	Credit Card Charges (Adm)	0	1,200	0	0	n/a	1,200
10-540-5710	Intergovernmental Expenditure		0				
Intergovernmental:		0	1,200	0	0	n/a	1,200
TOTAL GENERAL GOVERNMENT DIVISION:		\$515,531	\$1,417,850	\$122,871	\$458,109	32.3%	\$959,741

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>MUNICIPAL COURT DIVISION</u>							
<u>Supplies & Office Expenditures</u>							
10-550-5207	Misc Supplies		250	0	0	n/a	250
10-550-5211	Meeting Supplies		2,000	0	0	n/a	2,000
10-550-5215	Travel & Training	500	1,750	0	(150)	n/a	1,900
	Supplies and Office Expenditures:	500	4,000	0	(150)	n/a	4,150
<u>Insurance</u>							
10-550-5353	Employee Insurance		0			n/a	0
	Insurance:	0	0	0	0	n/a	0
<u>Court Operations</u>							
10-550-5403	Credit Card Charges	2,829	6,510	721	3,078	47.3%	3,432
10-550-5404	Judge/Prosecutor/Interpreter	3,800	25,000	2,200	15,525	62.1%	9,475
	Court Operations:	6,629	31,510	2,921	18,603	59.0%	12,907
	TOTAL MUNICIPAL COURT DIVISION:	\$7,129	\$35,510	\$2,921	\$18,453	52.0%	\$17,057
<u>PUBLIC WORKS MAINTENANCE DIVISION</u>							
<u>Supplies & Office Expenditures</u>							
10-560-5108	Information Technology	765	2,500	0	0		2,500
10-560-5207	Misc Supplies	23	500	151	151	n/a	349
10-560-5213	Office Supplies		0			n/a	0
10-560-5215	Travel & Training		1,000	0	0	n/a	1,000
	Supplies and Office Expenditures:	\$ 788	\$ 4,000	\$ 151	\$ 151	3.8%	3,849
<u>Insurance</u>							
10-560-5353	Employee Insurance		0			n/a	0
	Insurance:	0	0	0	0	n/a	0
<u>Maintenance & Repair</u>							
10-560-5501	Public Works Maintenance	0	0			n/a	0
10-560-5501	TCEQ & Harris CO Permits	1,766	1,850	0	509	27.5%	1,341
10-560-5504	Landscaping Maintenance	24,763	134,280	11,620	45,902	34.2%	88,378
10-560-5505	Gator Fuel & Maintenance	563	1,000	402	972	97.2%	28
10-560-5506	Right of Way Mowing	22,380	0	0	15,850	#DIV/0!	(15,850)
10-560-5507	Traffic Control	12,605	20,000	0	4,504	22.5%	15,496
10-560-5508	Water Utilities	1,938	2,800	540	2,493	89.0%	307
10-560-5509	Tree Care/Removal	26,330	40,000	2,720	10,425	26.1%	29,575
10-560-5510	Road/Drainage Maintenance	3,301	1,500	172	172	11.5%	1,328
10-560-5515	Community Beautification	19,334	100,000	0	769	0.8%	99,231
10-560-5516	Equipment Maintenance	131	3,000	11	43	1.4%	2,957
10-560-5517	Street Maintenance	5,771	10,000	0	7,550	75.5%	2,450
	Maintenance and Repair:	118,883	314,430	15,465	89,190	28.4%	225,240
<u>Capital Equipment</u>							
10-560-5600	Capital Equipment		70,000	0	32,433		37,567
	Capital Equipment:	0	70,000	0	32,433	46.3%	37,567
	TOTAL PUBLIC WORKS DIVISION:	\$119,671	\$388,430	\$15,616	\$121,774	31.4%	\$266,656

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY PROGRAMS</u>							
<u>General Capital / Maintenance Programs</u>							
10-570-5602	Drainage Ditch Maintenance		0				0
10-570-5606	Road/Drainage Projects		0		n/a		0
10-570-5701	2019 Maintenance Projects		0		n/a		0
10-570-5702	2020 Paving Improvements		0		n/a		0
10-570-5703	2021 Paving Improvements		0		n/a		0
10-570-5806	Drainage and Sidewalks		0		n/a		0
		0	0	0	0	n/a	0
<u>Major Capital / Maintenance Programs</u>							
	Surrey Oaks		0			n/a	0
10-570-5808	Wilding Lane	0	0			n/a	0
10-580-5809	96" Stormwater Replacement	4,334	0			n/a	0
10-580-5810	Tokeneke - Country Squire		0				
10-580-5811	Capital Programming	264,657	3,009,490	74,140	669,383	22.2%	
10-580-5821	Williamsburg		0				
10-580-5822	Bothwell Way		0				
10-580-5823	Windermere Outfall Project		0				
10-580-5824	Smithdale Landscape/Sidewalk		0				
10-580-5825	Community Beautification	6,894	0				
10-580-5826	Harris Co. Signal Participation		0				
	Capital Programming		0				
		275,885	3,009,490	74,140	669,383	n/a	0
TOTAL CAPITAL OUTLAY PROGRAMS:		\$275,885	\$3,009,490	\$74,140	\$669,383	22.2%	\$0
TOTAL EXPENDITURES:		\$3,802,281	\$11,086,209	\$736,618	\$4,081,515	36.8%	\$4,662,132



Piney Point Village TEXAS

Statement of Revenue & Expenditures For Month Ended: May 31, 2025

DEBT SERVICE FUND

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
REVENUES						
PROPERTY TAXES	862,243	877,325	13,481	875,207	99.8%	2,118
Unearned/Adjusted	0	0		0		0
Total Property Tax :	862,243	877,325	13,481	875,207	99.8%	2,118
INTEREST	14,108	25,394	4,154	18,052		7,342
TOTAL OPERATING	876,351	902,719	17,634	893,259	99.0%	9,460
TOTAL REVENUES	\$876,351	\$902,719	\$17,634	\$893,259	99.0%	\$9,460
EXPENDITURES						
TAX BOND PRINCIPAL	820,000	840,000	0	840,000	100.0%	0
TAX BOND INTEREST	36,625	37,325	0	24,425	65.4%	12,900
FISCAL AGENT FEES	825	4,000	0	0	0.0%	4,000
OPERATING EXPENDITURES	857,450	881,325	0	864,425	98.1%	16,900
TOTAL EXPENDITURES	\$857,450	\$881,325	\$0	\$864,425	98.1%	\$16,900
REVENUE OVER/(UNDER) EXPENDITURES	18,901	21,394	17,634	28,834		

VENDOR SET: 01 City of Piney Point Villa
BANK: * ALL BANKS
DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	5/06/2025			033229		
C-CHECK	VOID CHECK	V	5/30/2025			033236		
C-CHECK	VOID CHECK	V	5/30/2025			033240		
C-CHECK	VOID CHECK	V	5/30/2025			033247		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	4	0.00	0.00	0.00
BANK: * TOTALS:	4	0.00	0.00	0.00

VENDOR SET: 01 City of Piney Point Villa

BANK: AB Amegy Bank

DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1020	AFLAC	D	5/06/2025			000756		197.20
1180	MVPD-Health Benefits Fund	D	5/06/2025			000757		24,300.52
1255	Memorial Villages Police Depar	D	5/06/2025			000758		220,471.28
1260	Memorial Villages Water Author	D	5/06/2025			000759		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000760		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000761		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000762		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000763		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000764		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000765		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000766		204.50
1260	Memorial Villages Water Author	D	5/06/2025			000767		23.00
1260	Memorial Villages Water Author	D	5/06/2025			000768		104.40
1395	TMRS	D	5/06/2025			000769		14,292.83
1420	Village Fire Department	D	5/06/2025			000770		176,328.60
3145	7660 WOODWAY PARTNERS, LP	D	5/06/2025			000771		16,878.69
1175	HDR Engineering Inc	D	5/30/2025			000784		58,862.65
2880	Engie Resources, LLC	D	5/30/2025			000785		28.11
2880	Engie Resources, LLC	D	5/30/2025			000786		26.70
2880	Engie Resources, LLC	D	5/30/2025			000787		64.47
2880	Engie Resources, LLC	D	5/30/2025			000788		110.62
2880	Engie Resources, LLC	D	5/30/2025			000789		110.14

VENDOR SET: 01 City of Piney Point Villa

BANK: AB Amegy Bank

DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2880	Engie Resources, LLC	D	5/30/2025			000790		15.47
2880	Engie Resources, LLC	D	5/30/2025			000791		376.24
2880	Engie Resources, LLC	D	5/30/2025			000792		375.36
2880	Engie Resources, LLC	D	5/30/2025			000793		6.49
2880	Engie Resources, LLC	D	5/30/2025			000794		43.52
2880	Engie Resources, LLC	D	5/30/2025			000795		9.23
2880	Engie Resources, LLC	D	5/30/2025			000796		67.01
2880	Engie Resources, LLC	D	5/30/2025			000797		76.94
2880	Engie Resources, LLC	D	5/30/2025			000798		23.87
2880	Engie Resources, LLC	D	5/30/2025			000799		5.67
2880	Engie Resources, LLC	D	5/30/2025			000800		23.74
2880	Engie Resources, LLC	D	5/30/2025			000801		6.04
2880	Engie Resources, LLC	D	5/30/2025			000802		4.99
2880	Engie Resources, LLC	D	5/30/2025			000803		7.54
2880	Engie Resources, LLC	D	5/30/2025			000804		21.09
1	DARRELL R. DELAHOUSAYE	R	5/05/2025			033202		25,000.00
1540	AAA Asphalt Paving, Inc.	R	5/05/2025			033203		62,427.83
2150	Thompson Custom Homes	R	5/05/2025			033204		27,000.00
2580	On Par Civil Services, LLC	R	5/05/2025			033205		15,205.67
2755	Amazon Capital Services	R	5/06/2025			033206		1,099.19
2355	Robert W. Baldwin	R	5/06/2025			033207		2,835.00
1	BENTLEY CUSTOM HOMES	R	5/06/2025			033208		2,000.00

VENDOR SET: 01 City of Piney Point Villa

BANK: AB Amegy Bank

DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1205	Jason Bienek	R	5/06/2025			033209		10,795.00
2225	Blue Iron Technologies	R	5/06/2025			033210		2,569.44
2280	BrooksWatson & Co., PLLC	R	5/06/2025			033211		8,000.00
2645	Comcast	R	5/06/2025			033212		212.96
3220	ELAINE BROWN	R	5/06/2025			033213		1,612.50
2275	GFL Environmental	R	5/06/2025			033214		50,849.13
1154	Christopher Gore	R	5/06/2025			033215		1,100.00
1680	GOVERNMENT FINANCE OFFICERS AS	R	5/06/2025			033216		160.00
1570	Gulf Coast Coalition of Cities	R	5/06/2025			033217		482.86
2190	Highway 1 LLC	R	5/06/2025			033218		337.50
3160	HOUSTON AWARDS	R	5/06/2025			033219		85.00
1200	Houston Chronicle	R	5/06/2025			033220		714.70
1171	Houston-Galveston Area Council	R	5/06/2025			033221		400.00
3240	IRON MOUNTAIN	R	5/06/2025			033222		875.00
1210	John J. Klevenhagen, III	R	5/06/2025			033223		1,100.00
1220	Lincoln Printing	R	5/06/2025			033224		570.00
3235	MANUEL E. BARRIOS	R	5/06/2025			033225		500.00
2630	Shamrock Communications	R	5/06/2025			033226		1,013.20
3260	SHANE'S FENCE COMPANY	R	5/06/2025			033227		2,250.00
1455	Southwest Signal Supply, Inc.	R	5/06/2025			033228		3,754.70
3255	TFRS INC.	R	5/06/2025			033230		2,000.00
2300	Westco Grounds Maintenance Co.	R	5/06/2025			033231		11,190.00

VENDOR SET: 01 City of Piney Point Villa

BANK: AB Amegy Bank

DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1430	Xerox Corporation	R	5/06/2025			033232		669.75
2025	AmegyBank Visa	R	5/14/2025			033233		1,563.94
2025	AmegyBank Visa	R	5/30/2025			033235		6,954.53
2355	Robert W. Baldwin	R	5/30/2025			033237		3,690.00
1205	Jason Bienek	R	5/30/2025			033238		10,885.00
2225	Blue Iron Technologies	R	5/30/2025			033239		6,512.42
3265	C.N.KOEHL URBAN FORESTRY INC.	R	5/30/2025			033241		1,236.40
2645	Comcast	R	5/30/2025			033242		228.04
1450	Cypress Creek Mosquito Control	R	5/30/2025			033243		615.00
2275	GFL Environmental	R	5/30/2025			033244		50,849.13
1154	Christopher Gore	R	5/30/2025			033245		550.00
1190	Home Depot. Inc	R	5/30/2025			033246		4,523.85
3240	IRON MOUNTAIN	R	5/30/2025			033248		90.00
1210	John J. Klevenhagen, III	R	5/30/2025			033249		1,400.00
1220	Lincoln Printing	R	5/30/2025			033250		60.00
3235	MANUEL E. BARRIOS	R	5/30/2025			033251		250.00
1085	Cary Moran	R	5/30/2025			033252		3,720.00
1300	Olson & Olson, LLP	R	5/30/2025			033253		5,893.00
2845	Robert Pennington	R	5/30/2025			033254		177.57
3020	TREE SERVICE AND DESIGN	R	5/30/2025			033255		3,100.00
1413	Verizon Wireless	R	5/30/2025			033256		431.32
1420	Village Fire Department	R	5/30/2025			033257		402.21

VENDOR SET: 01 City of Piney Point Villa

BANK: AB Amegy Bank

DATE RANGE: 5/01/2025 THRU 5/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2300	Westco Grounds Maintenance Co.	R	5/30/2025			033258		11,190.00
2155	XEROX CORPORATION	R	5/30/2025			033259		604.45

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	53	351,736.29	0.00	351,736.29
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	37	513,227.91	0.00	513,227.91
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AB TOTALS:	90	864,964.20	0.00	864,964.20
BANK: AB TOTALS:	90	864,964.20	0.00	864,964.20
REPORT TOTALS:	90	864,964.20	0.00	864,964.20

SELECTION CRITERIA

VENDOR SET: 01-City of Piney Point
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 5/01/2025 THRU 5/31/2025
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: NO
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

City of Piney Point Village
Monthly Tax Office Report
May 31, 2025

Prepared by: J Matelske, Tax Assessor/Collector

A. Current Taxable Value \$ 3,136,669,454

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

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Original Levy 0.25514	\$ 7,743,622.72	\$ -	\$ 7,743,622.72
Carryover Balance	-	170,140.21	170,140.21
Adjustments	259,275.93	(1,056.44)	258,219.49
Adjusted Levy	8,002,898.65	169,083.77	8,171,982.42
Less Collections Y-T-D	7,817,822.30	66,421.46	7,884,243.76
Receivable Balance	<u>\$ 185,076.35</u>	<u>\$ 102,662.31</u>	<u>\$ 287,738.66</u>

C. COLLECTION RECAP:

Current Month:	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Base Tax	\$ 117,033.57	\$ (265.34)	\$ 116,768.23
Penalty & Interest	6,710.74	-	6,710.74
Attorney Fees	5.45	-	5.45
Other Fees	-	-	-
Total Collections	<u>\$ 123,749.76</u>	<u>\$ (265.34)</u>	<u>\$ 123,484.42</u>

Year-To-Date:	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Base Tax:	\$ 7,817,822.30	\$ 66,421.46	\$ 7,884,243.76
Penalty & Interest	35,008.52	34,293.65	69,302.17
Attorney Fees	56.26	1,565.29	1,621.55
Other Fees	332.60	-	332.60
Total Collections	<u>\$ 7,853,219.68</u>	<u>\$ 102,280.40</u>	<u>\$ 7,955,500.08</u>

Percent of Adjusted Levy	<u>98.13%</u>	<u>99.41%</u>
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City of Piney Point Village
Tax A/R Summary by Year
May 31, 2025

YEAR	BEGINNING BALANCE AS OF 12/31/2024	ADJUSTMENTS	COLLECTIONS	ENDING BALANCE AS OF 5/31/2025
2023	\$ 36,127.12	\$ 711.77	\$ 8,031.43	\$ 28,807.46
22	26,920.69	(204.02)	3,860.86	\$ 22,855.81
21	25,303.50	(1,482.02)	2,824.42	20,997.06
20	16,377.43	-	4,230.71	12,146.72
19	16,337.88	-	4,469.39	11,868.49
18	10,155.62	-	4,473.16	5,682.46
17	4,614.68	-	4,473.16	141.52
16	4,544.66	-	4,473.16	71.50
15	4,153.00	-	4,061.71	91.29
14	3,769.77	(82.17)	3,687.60	-
13	3,385.74	-	3,385.74	-
12	2,670.93	-	2,670.93	-
11	3,102.36	-	3,102.36	-
10	2,929.15	-	2,929.15	-
09	2,658.75	-	2,658.75	-
08	2,412.94	-	2,412.94	-
07	2,385.09	-	2,385.09	-
06	2,290.90	-	2,290.90	-
	<u>\$ 170,140.21</u>	<u>\$ (1,056.44)</u>	<u>\$ 66,421.46</u>	<u>\$ 102,662.31</u>

TO: City Council

FROM: R. Pennington, City Administrator

DATE: May 4, 2025

SUBJECT: Kinkaid Contributions (Revised 2)

Summary of Kinkaid Contributions and Agreement History

Following a review of Kinkaid School's financial contributions, it has been confirmed that the school has met its obligations under the existing agreements and remitted an additional \$500.

The initial contribution from Kinkaid in recent years was received in December 2021. This contribution, totaling \$49,000, was the result of an informal agreement reached in December 2021 and was intended to cover the fiscal years 2018 through 2021.

	Related Fiscal Years	Deposit Date	Deposit Amount
Initial Contribution	FY2018-FY2021	12/08/2021	\$49,000.00

In October 2022, the City and Kinkaid formalized a mitigation agreement. Under this agreement, Kinkaid committed to making contributions in lieu of property tax for certain elective and discretionary contributions that were not made for the period 2018–2021. The agreement stipulated two contributions of \$65,500. These contributions were made in October 2022 and January 2023. Additionally, it was agreed that \$95,000 would be contributed annually, no later than the end of January of each calendar year. The first \$95,000 annual contribution for FY2023 was received in October 2022, ahead of the January 2023 due date. Both back contributions were received on schedule. It is essential to note that the agreement, as written, did not require a contribution for FY2022. Therefore, annual contributions begin with “Annual Contribution (1)” for FY2023 and continue onward.

	Fiscal Year	Deposit/Posting	Deposit Amount
Back-Payment (1)	For FY2018-21	10/19/2022	\$65,500.00
Annual Contribution (1)	For FY2023	10/19/2022	\$95,000.00
Back-Payment (2)	For FY2018-21	1/23/2023	\$65,500.00

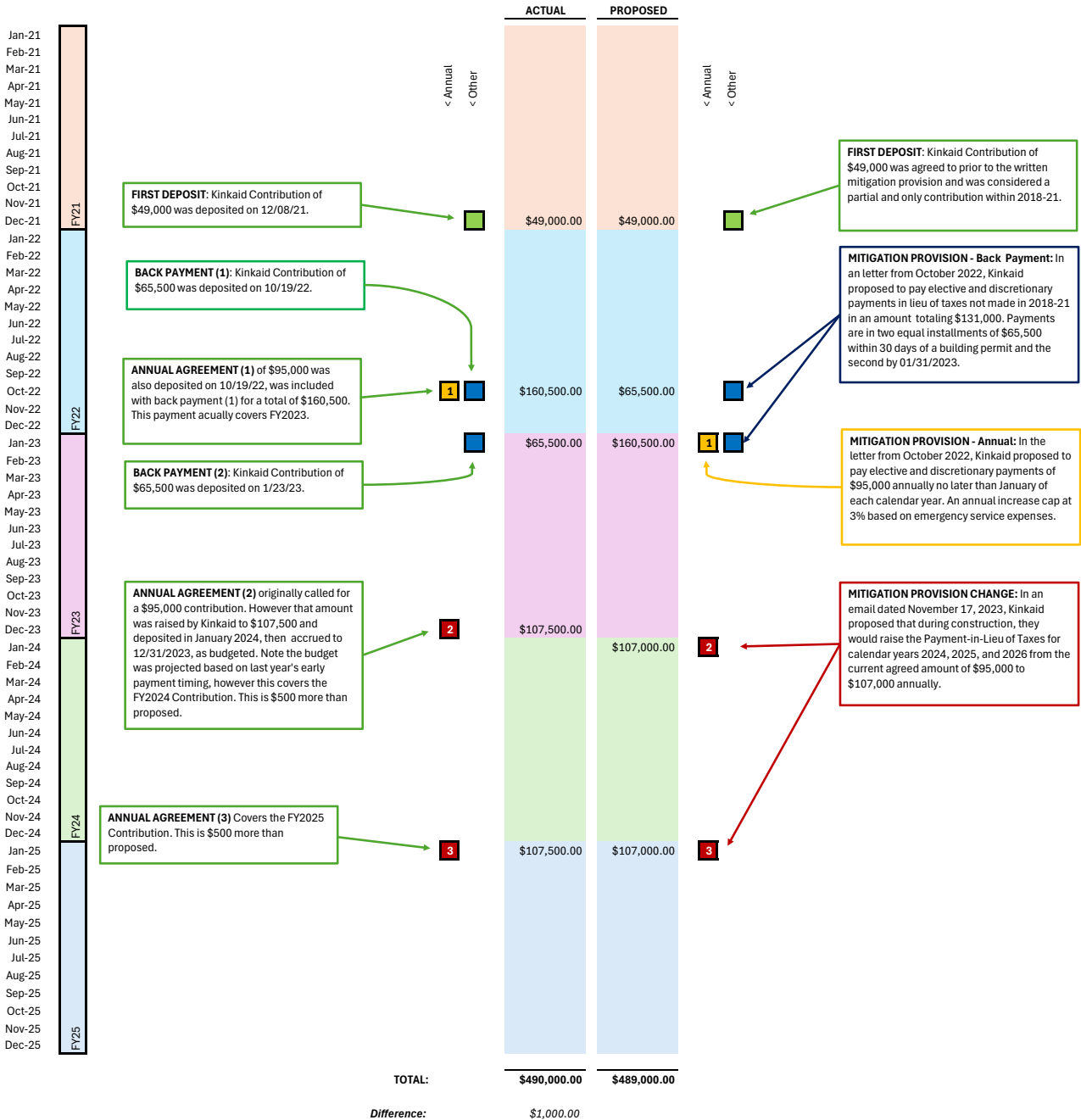
In November 2023, Kinkaid agreed to increase the annual contribution from \$95,000 to \$107,000 for the years 2024, 2025, and 2026. However, Kinkaid mentioned that they would review the contribution amount after 2026 to decide whether to continue paying more than the agreed-upon \$95,000 annually. The contribution, labeled “For 2024,” was received and deposited in December 2023, amounting to \$107,500,

which exceeded the initially promised amount by \$500. Records indicate that Kinkaid contributed \$107,500 as the Annual Contribution (3) for FY2025, also exceeding the promise by another \$500.

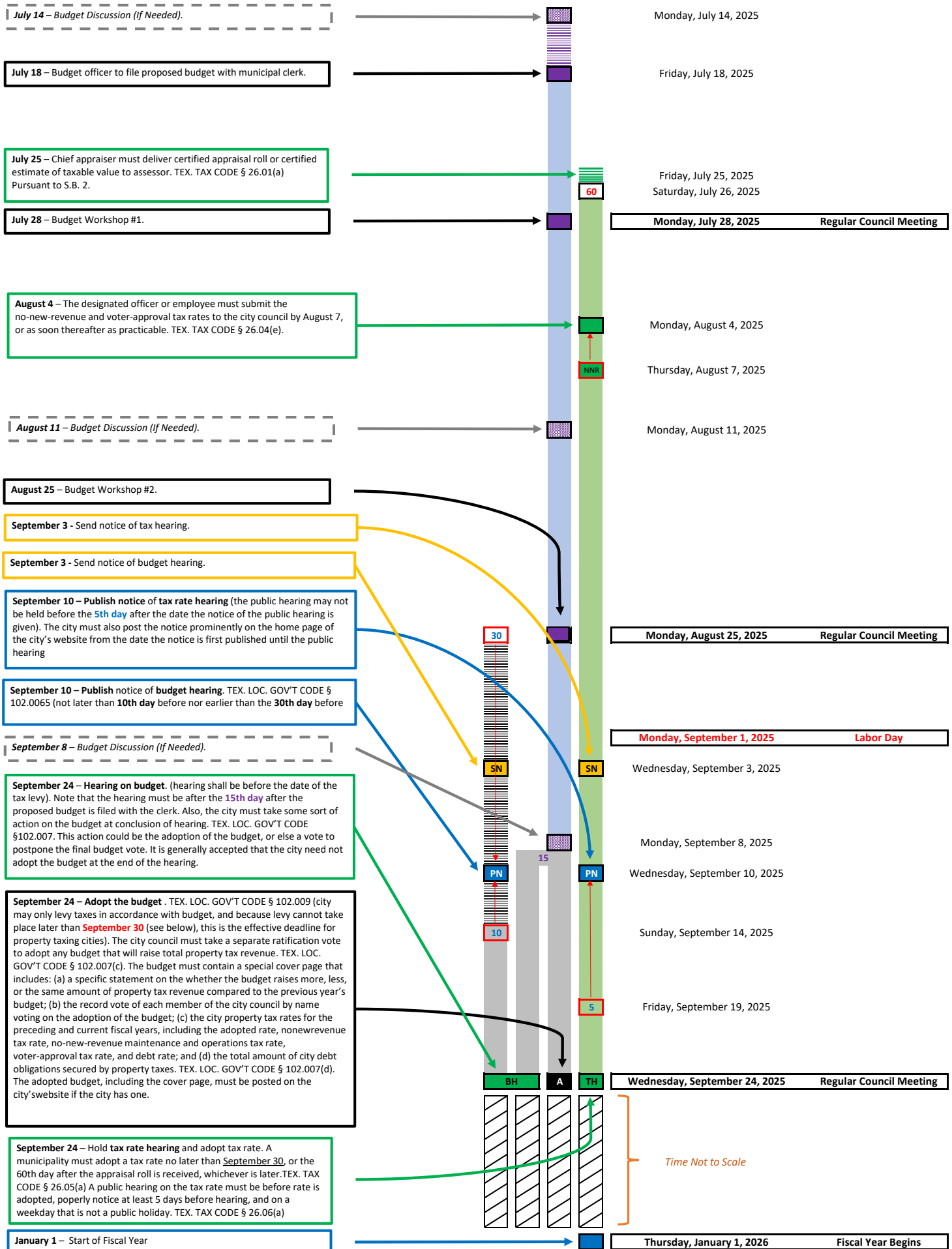
	Fiscal Year	Deposit/Posting	Deposit Amount
Annual Contribution (2)	For FY2024	12/31/2023	\$107,500.00
Annual Contribution (3)	For FY2025	1/23/2025	\$107,500.00

See the attached timeline of actual and expected Kinkaid contributions.

A Timeline of Actual and Expected Kinkaid Contribution




BUDGET CALENDAR TIMELINE - FISCAL YEAR 2026



Check Refund Request

(Temporary Certificate of Occupancy)

Date Request: 06/17/2025	Check Request Amount: \$25,000.00	Trans Code: Incode
Original Check Received Date: 04/01/2025	Original Check Processed Date: 04/01/2025	Property Address: 533 W Dana Lane (New Single-Family Home)
Permit #: Incode; P# 20203	Applicant Name: Morgan Peddycoart	Contact Phone Number: [REDACTED]
Builder Contact Name and Address: Renaudin Builders LLC Tyler Renaudin 1616 S Voss Rd Suite 700 Houston, Texas 77057 [REDACTED]	Original Resident Address:	*Notes: The builder paid the temp deposit by check. The builder applied for the Temporary Certificate of Occupancy. The Temporary Certificate of Occupancy expired on June 2nd, 2025 . The final As Built Topo was approved by HDR Engineering on May 22, 2025 . The builder has completed all the construction requirements of the city. Refund to be issued back to the builder.
Builder Phone & E-Mail; [REDACTED] morgan@renaudinbuilders.com tyler@renaudinbuilders.com	Resident Name Carrie Ford Compton	
Original Receipt Transaction Receipt: #00030125 Trans: # 110.0000 Term: 998 Ref#: Check Date: 04/01/2025 Time: 03:45 p.m.		Make Check Payable: Renaudin Builders LLC Tyler Renaudin 1616 S Voss Rd Suite 700 Houston, Texas 77057 [REDACTED]
	Check Date:	Account Number:
	Check Number:	Approved By:
Requested by : Annette Arriaga	Recommend approval. 	Check Refund Amount \$25,000.00 Temp Certificate of Occupancy Deposit



City of Piney Point Village

7660 WOODWAY DR., SUITE 460
HOUSTON, TX 77063

TELEPHONE (713) 782-0271
FAX (713) 782-0821

CITY OF PINEY POINT VILLAGE

Certificate of Occupancy



THIS FORM WAS PRINTED ON 6/17/2025

533 W DANA LANE

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

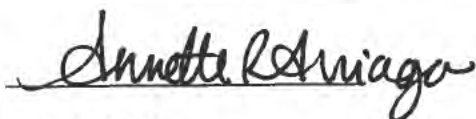
PROJECT #: 20203

**OCCUPATION TYPE: NEW SINGLE-FAMILY
HOME**

PROPERTY OWNER: CARRIE FORD COMPTON

BUILDER/CONTRACTOR NAME: RENAUDIN BUILDERS LLC

PROJECT COMPLETION DATE: MAY 22, 2025



(APPROVED BY)

Development Services Director

Annette Arriaga

06-17-2025

(DATE)



May 22, 2025

Albert A. Syzdek Jr.
Probstfeld & Associates
515 Park Grove Drive, Suite 102
Katy, Texas 77450

Re: On-Going Services
As-Built Review of 533 W Dana Lane – Second Submittal, **EXPEDITED**
Piney Point Village, Texas
HDR Job No. 10420850

Dear Mr. Syzdek,

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 5/15/2025. Based on the submitted elevations, as well as your review and statement that the plan conforms to the approved drainage plan, the City interposes no objection to the as-built drainage plan. Please note, this does not necessarily mean that the entire plans, including all supporting data and elevations, have been completely checked and verified. However, the plan is signed, dated, and sealed by both a Professional Land Surveyor and a Professional Engineer, both of which are registered to practice in the State of Texas, which therefore conveys their professional responsibility and accountability.

Please contact Ms. Annette Arriaga with the City of Piney Point Village at 713-782-0271 to obtain your approved As-Built plan.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Aaron Croley', is written over a light blue circular stamp.

Aaron Croley, P.E., CFM
Project Engineer

Cc: Annette Arriaga – City of Piney Point Village



City of Piney Point Village

7660 WOODWAY DR., SUITE 460
HOUSTON, TX 77063

TELEPHONE (713) 782-0271
FAX (713) 782-0821

Tuesday, April 15th, 2025

Renaudin Builders
1616 South Voss Road, Suite 700
Houston, Texas 77024
(832) 392-7674 and (713) 208-7676

RE: Temporary Certificate of Occupancy

Ref: **533 W Dana Lane**, Houston, Texas 77024. (City of Piney Point Village)

The City of Piney Point Village is issuing a Temporary Certificate of Occupancy, authorizing your occupancy of **533 W Dana** before the completion of the final City checklist. Permit Number #20203.

Your signature below indicates that you have agreed to complete all City requirements within the next (45) days. Specifically, you agree that the \$25,000 fiscal security posted to the city will serve as a security to the city that the following items will be completed no later than the end of the day, **Monday, June 2nd, 2025**.

- Drainage Final
- Driveway Final
- Fence Final
- Final As Built Topo
- Generator Final
- Irrigation Final
- Memorial Village Water Authority Cleanout Approval
- Pool Final
- Tree Final


Failure to comply with or complete any item on the City's checklist for occupancy by the agreed upon such time, will result in the city revoking the Temporary Certificate of Occupancy and levying a fine of \$2,000 per day, to be taken from the posted security.

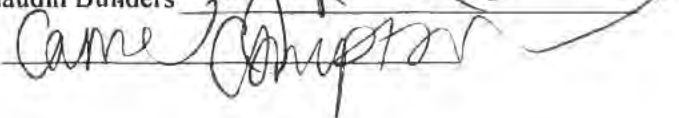
By signing below, you are acknowledging that you have requested and been given a Temporary Certificate of Occupancy and failure to perform as agreed will result in the revocation of the Temporary Certificate of Occupancy.

Sincerely,


Robert Pennington

City Administrator/City of Piney Point Village

Agreed: (Builder) Tyler Renaudin w/ Renaudin Builders 

Agreed: (Resident) Carrie Ford Compton 



BrooksWatson & Co., PLLC
14950 HEATHROW FOREST PARKWAY,
SUITE 530
HOUSTON, TX 77032
281.907.8788

INVOICE

Invoice Date: 6/2/25
Number: 2024-2
Amount: \$12,592.13
Terms: Due on receipt
Job Id: 000056

City of Piney Point Village
7676 Woodway Drive #300
Houston, Texas 77063

Invoice Details

Description		Amount
Professional Audit Services	FYE 12/31/2024 - Final Invoice	\$12,422.00
Confirmation.com Pass-Through Fee		\$170.13
TOTAL AMOUNT DUE		\$12,592.13

TO: Mayor and City Council

FROM: R. Pennington, City Administrator

MEETING DATE: June 23, 2025

SUBJECT: Consideration and possible action on a resolution (RES. 2025.06) to approve a contract renewal with DRC Emergency Services for disaster debris clearance removal.

Agenda Item: 8

Summary:

A resolution is being considered to renew the contract with DRC Emergency Services for debris removal in the event of a disaster.

DRC will offer emergency services as Task Orders, with each order specifying the scope of services, compensation rate/amount, estimated completion date, and other relevant details. All unit prices and/or price schedules automatically adjust annually based on the U.S. Department of Labor's published Consumer Price Index for all Urban Consumers, using the "transportation" category.

DRC has extensive experience in disaster recovery services for local governments. They report to have collected 178 million cubic yards of debris and built a network of over 5,000 partners. The organization proudly claims its ability to promptly address any circumstance that may arise.

Attached is the master agreement.

Mission/Vision:

This item aligns with Strategy 5, which aims for a rapid response to debris removal during major disaster events

Recommendation:

The staff recommends a resolution to renew the contract with DRC Emergency Services for debris removal in the event of a disaster, as presented.

Attachments:

- *Proposed Resolution*
- *Addendum*
- *Master Agreement*
- *Exhibit A*

RESOLUTION NO. 2025.06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE,
TEXAS, APPROVING AN ADDENDUM TO THE CONTRACT WITH DRC EMERGENCY
SERVICES FOR DISASTER DEBRIS CLEARANCE AND REMOVAL SERVICES.**

WHEREAS, the City Council of Piney Point Village recognizes the importance of maintaining a disaster debris clearance and removal contract in preparation for hurricane season and other emergencies; and

WHEREAS, DRC Emergency Services, LLC, a Galveston-based company, currently provides disaster debris clearance and removal services to the City under a Services Agreement dated September 19, 2017, as extended (the "Contract"); and

WHEREAS, the City and DRC have negotiated an Addendum to the Contract for the purpose of modifying the pay rates for services performed under the Contract, as set forth in the attached Exhibit "A"; and

WHEREAS, except as specifically amended by the Addendum, all other terms, conditions, rights, and obligations of the parties under the Contract shall remain unchanged and in full force and effect;

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

The City Council hereby approves the Addendum to the Contract with DRC Emergency Services, LLC, for disaster debris clearance and removal services, including the revised rate schedule attached as Exhibit "A," and authorizes the Mayor, or the Mayor's designee, to execute the Addendum and any related documents on behalf of the City.

PASSED AND APPROVED on this 23rd day of June, 2025

City of Piney Point Village, Texas

Aliza Dutt, Mayor

ATTEST

Robert Pennington, City Secretary

ADDENDUM

THIS ADDENDUM supplements and amends that certain SERVICES AGREEMENT dated September 19, 2017, as extended, (the “Contract”) by and between the City of Piney Point Village, Texas (“City”) and DRC Emergency Services, LLC (“DRC”) for the purpose of modifying the pay rates for work and services performed by DRC.

Except as otherwise specified in this Addendum, all other terms, conditions, rights and obligations of the parties under the Contract, as previously extended and/or modified, remain unchanged and remain in full force and effect.

The City and DRC mutually agree that the rates to be charged by DRC and payable by the City for various categories of work and services are set on the attached Exhibit “A.”

Thus done and agreed on this ____ day of June 2025.

CITY OF PINEY POINT VILLAGE, TX DRC EMERGENCY SERVICES, LLC

(Print Name and Title)

(Print Name and Title)

MASTER
AGREEMENT FOR SERVICES
BETWEEN
CITY OF PINEY POINT VILLAGE, TEXAS
AND
DRC EMERGENCY SERVICES, LLC

Contract Number: _____

Services Agreement

This AGREEMENT is between the City of Piney Point Village, Texas, (hereinafter referred to as GOVERNMENT) and DRC Emergency Services, LLC, (hereinafter referred to as CONTRACTOR). The GOVERNMENT requires certain services, and CONTRACTOR is prepared to provide such services as are agreed to in this document.

The parties agree as follows:

ARTICLE 1 - EFFECTIVE DATE/TERM

The effective date of this AGREEMENT shall be _____.

It is agreed and understood between the parties hereto that this is a prepositioned contract which shall remain in effect for a one (1) year period, unless otherwise terminated as provided herein. This agreement may be extended for two additional one (1) year periods, if agreed by the parties at least thirty (30) days prior to the expiration of the applicable period.

ARTICLE 2 - SERVICES TO BE PERFORMED:

CONTRACTOR shall perform the services as stated in the Request for Proposal and the CONTRACTOR'S Response attached to this document, AND as may be specifically authorized by the GOVERNMENT. Such authorizations will be referred to as Task Orders. Each Task Order will set forth a specific scope of services, rate/amount of compensation, estimated completion date, and other pertinent details of the task being authorized.

ARTICLE 3 - COMPENSATION

GOVERNMENT shall pay CONTRACTOR in accordance with the Fee Schedule, which is attached hereto and incorporated by reference as part of this AGREEMENT. If needed, compensation may be negotiated as a not-to-exceed amount for any Task Order containing a task covered by the scope of work of this AGREEMENT, but to which the Fee Schedule cannot readily be applied.

CONTRACTOR may submit weekly or semi-monthly invoices for services rendered. Invoices must reference the Task Order number. CONTRACTOR shall submit invoices on a regular basis and in no instance, for more than a thirty (30) day period. CONTRACTOR shall be paid within ten (10) days of submitting a complete invoice. If there are any items in dispute, CONTRACTOR will be paid for those items not in dispute, and disputed items will be resolved within 45 days, and paid within 10 days of resolution. Disputed items must be submitted to CONTRACTOR within ten (10) days of the receipt of the invoices.

Payment of CONTRACTOR by GOVERNMENT is not contingent upon the GOVERNMENT being reimbursed by any Federal or State agency. Payment to CONTRACTOR will be made for any work directed by the GOVERNMENT.

Payment will be made to DRC Emergency Services, LLC, 740 Museum Drive, Mobile, AL 36608. In order for both parties to this AGREEMENT to close their books and records, CONTRACTOR will clearly state "Final Invoice" on CONTRACTOR'S final/last billing to the GOVERNMENT.

ARTICLE 4- INSURANCE

CONTRACTOR shall maintain the following insurance limits:

Worker's Compensation – Statutory Limits (\$100,000) of the State of Alabama;

General Liability – One Million Dollars (\$1,000,000) any single occurrence;

Contractor's Vehicle Insurance – (\$500,000)

Pollution Liability Insurance – (\$1,000,000)

CONTRACTOR shall provide GOVERNMENT a Certificate of Insurance evidencing such coverage.

ARTICLE 5 – SURVIVAL

Upon completion of all services, obligations and duties provided for in this AGREEMENT, or in the event of termination of this AGREEMENT for any reason, the terms and conditions of this AGREEMENT shall survive.

ARTICLE 6 – INDEMNIFICATION

To the extent permitted by law, GOVERNMENT agrees to protect, defend, indemnify, and hold harmless CONTRACTOR, its employees and representatives from any and all claims and liabilities for which CONTRACTOR, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the GOVERNMENT, its employees, or agents, arising out of or connected with this AGREEMENT. The GOVERNMENT shall not be required to indemnify CONTRACTOR or its agents, employees, or representatives, when an occurrence results from the wrongful acts or omissions of CONTRACTOR, or its agents, employees or representatives.

ARTICLE 7 – SUBCONTRACTING

It is understood that CONTRACTOR may use its own forces and those of subcontractors and consultants as required to perform the work. When subcontracting, CONTRACTOR will attempt to locate qualified local companies and individuals, in accordance with the Robert T. Stafford Act and local ordinances.

ARTICLE 8 – FEDERAL AND STATE TAXES

The GOVERNMENT is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the GOVERNMENT will provide an exemption certificate to CONTRACTOR.

ARTICLE 9 – GOVERNMENT'S RESPONSIBILITIES

GOVERNMENT shall be responsible for providing access to all project sites, and providing information required by CONTRACTOR that is available in the files of the GOVERNMENT to assist CONTRACTOR in completing any assigned tasks. GOVERNMENT is responsible for assisting in obtaining any permits for CONTRACTOR to complete any Task Order assigned.

ARTICLE 10 – TERMINATION OF AGREEMENT

This AGREEMENT may be cancelled by either party with cause upon seven (7) days written notice after the defaulting party has failed to cure, or begin curing, the defective performance and without cause (i.e., for convenience) upon thirty (30) days written notice.

ARTICLE 11 – UNCONTROLLABLE FORCES (FORCE MAJURE)

Neither the GOVERNMENT nor CONTRACTOR shall be considered to be in default of this AGREEMENT if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. This term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this AGREEMENT, and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, economic dislocations, and governmental actions. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other party describing the circumstances and Uncontrollable Forces preventing continued performance of the obligations of this AGREEMENT.

ARTICLE 12 – NON-DISCRIMINATION

CONTRACTOR treats all of its employees equally without regard to race, color, religion, gender, age or national origin.

ARTICLE 13 – SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of the AGREEMENT, or the occurrence of any event rendering any portion or provision of this AGREEMENT void, shall in no way affect the validity or enforceability of any other portion or provision of the AGREEMENT. Any void provision shall be deemed severed from the AGREEMENT and the balance of the AGREEMENT shall be construed and enforced as if the AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to reform the AGREEMENT to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent the entire AGREEMENT from being void should a provision which is of the essence of the AGREEMENT be determined to be void.

ARTICLE 14 – ENTIRETY OF AGREEMENT

The GOVERNMENT and CONTRACTOR agree that this AGREEMENT sets forth the entire AGREEMENT between the parties, and that there are no promises or understandings other than those state herein. This AGREEMENT supersedes all prior contracts, representations, negotiations, letters or other communications between the GOVERNMENT and CONTRACTOR pertaining to the services, whether written or oral. None of the provisions, terms and conditions contained in this AGREEMENT may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

ARTICLE 15 – MODIFICATION

The AGREEMENT may be modified in writing by Amendment executed by both GOVERNMENT and CONTRACTOR.

ARTICLE 16 – SUCCESSORS AND ASSIGNS

GOVERNMENT and CONTRACTOR bind themselves and their partners, successors, assigns and legal representatives to this AGREEMENT. CONTRACTOR shall not assign this AGREEMENT without the express written approval of the GOVERNMENT.

ARTICLE 17 – NOTICE

Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

As To GOVERNMENT

City of Piney Point
7676 Woodway #300
Houston, TX. 77063
(Attn: City Administrator)

As To CONTRACTOR

DRC EMERGENCY SERVICES, LLC
740 Museum Dr.
Mobile, AL 36608
(Attn: Robert J. Isakson)

ARTICLE 18 – ESCALATION CLAUSE

All unit prices and/or price schedules shall be deemed automatically adjusted annually based on the U.S. Department of Labor published Consumer Price Index for all Urban Consumers, utilizing the "transportation" category.

ARTICLE 19 – TASK ORDER/PERFORMANCE

Task Orders shall be executed bilaterally and the scope of work and format of Task Order shall be mutually agreed to by CONTRACTOR and GOVERNMENT.

ARTICLE 20 – DISPUTE RESOLUTION

Disputes between the GOVERNMENT and the CONTRACTOR shall first be mediated.

The parties hereto agree that this transaction involves interstate commerce, and that any controversy, claim, complaint or dispute that may arise between the parties, their affiliates, subsidiaries, agents, servants or employees, is to be settled exclusively by binding arbitration except where otherwise specifically provided herein. The provisions of this paragraph shall be strictly adhered to during the term of this agreement and after termination. The parties hereto agree that all disputes, claims or controversies of any kind or nature arising between the parties or arising from or relating to this contract or the relationships which result from this contract, including, but not limited to, all controversies relating to the existence, construction, performance, enforcement or breach of the contract, claims against a party's bond, or tort claims shall first be addressed by binding arbitration. It is the intent of the parties that these provisions shall apply to all controversies to the fullest extent. Any party desiring to initiate arbitration shall

do so by making written demand therefore on the other party at the address set forth in this Contract. Said demand shall contain a statement setting forth the nature of the dispute, the remedy sought and shall designate the name of an arbitrator. The responding party shall file a response within fifteen (15) days setting forth any counterclaim and naming an arbitrator. The two (2) designated arbitrators shall choose a third neutral arbitrator. The party appointed arbitrators may be non-neutral and are not required to make disclosures involving impartiality or independence. In the event the two arbitrators cannot agree upon a third arbitrator, the parties shall apply to the American Arbitration Association for appointment for the third arbitrator. In all other respects, the parties and arbitrators shall be guided by the rules and procedures of the Commercial Rules of the American Arbitration Association. The arbitration shall take place in Harris County, Texas and the parties consent to the jurisdiction and venue of Harris County, Texas (State or Federal) courts to enter an order compelling arbitration. Furthermore, in all events no party shall be liable for indirect, special, consequential, damages or loss of anticipated profits. The laws of Texas shall apply. Both parties have the right to seek any other legal recourse or commence any other legal action that may be available at law.

ARTICLE 21 - BOND

Upon issuance of a Notice to Proceed or Task Order, CONTRACTOR will provide a performance bond in favor of the GOVERNMENT, in the amount of the value of the work as reasonably estimated and determined by the parties, with a good and solvent surety company which is licensed and doing business in the State of where the work is to be performed.

CONTRACTOR shall provide a safe working environment including, but not limited to, properly constructed monitoring towers.

In Witness whereof, GOVERNMENT, and DRC Emergency Services, LLC have executed this AGREEMENT all as of the day and year.

GOVERNMENT

By: F. Lee Butler

Its: Mayor

Signature: F. Lee Butler

Witness: City Secretary

Name: Armanda Davenport

DRC Emergency Services, LLC

By: Mark Stafford

Its: Chief Operating Officer

Signature: Mark Stafford

Witness: John Callaway

Name: John Callaway



H-GAC Standard Pricing Worksheet

Date: 06/25/2012

End User: [Enter Client Name]

SCHEDULE 1 - UNIT RATE PRICE SCHEDULE			
	To be Completed By Vendor ▼	To be Completed By End User ▼	
1. ROW Vegetative Debris Removal (Collect & Haul) Work consists of collection and transportation of eligible vegetative debris on the ROW to an approved TDSRS or other designated disposal facility.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 6.88	142,500	\$ 980,400.00
2. ROW C&D Debris Removal (Collect & Haul) Work consists of collection and transportation of eligible C&D debris on the ROW to an approved TDSRS or other designated disposal facility.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 7.42	47,500	\$ 352,450.00
3. Demolition, Removal and Transport of Eligible Structures Work consists of all labor, equipment, fuel, and associated costs necessary to demolish structures on private property.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 24.62	100	\$ 2,462.00
4. TDSR Management and Operations Work consists of the management and operation of TDSRS' for acceptance, management, segregation, and staging of disaster related debris.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 0.60	190,000	\$ 114,000.00
5. Reduction of Storm Generated Debris Through Grinding Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through grinding.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 1.76	95,000	\$ 167,200.00
6. Reduction of Storm Generated Debris Through Air Curtain Incineration Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through air curtain incineration.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 0.92	47,500	\$ 43,700.00
7. Reduction of Storm Generated Debris Through Controlled Open Burning Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster generated debris through controlled open burning.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 0.68	47,500	\$ 32,300.00
8. Haul-out of Reduced Debris to Final Disposal Site Work consists of loading and transporting reduced debris at an approved TDSRS to a final disposal facility.	\$ Per Cubic Yard	Estimated CY	Total
	\$ 4.00	27,550	\$ 110,200.00

H-GAC Standard Pricing Worksheet

Date: 08/25/2012

End User: [Enter Client Name]

Notes:
[Enter notes as applicable or Erase]

Contractor | EU Client

Page 2 of 4

H-GAC Standard Pricing Worksheet

Date: 08/25/2012

End User: [Enter Client Name]

SCHEDULE 1 - UNIT RATE PRICE SCHEDULE (Continued)				
		To be Completed By Vendor ▼	To be Completed By End User ▼	
9. Removal of Eligible Hazardous Leaning Trees and Hanging Limbs				
Work consists of removing eligible hazardous leaning or hanging limbs and placing them on the ROW for haul-off.		\$ Per Tree	Estimated Trees	Total
	6 inch to 12 inch diameter	\$20.00	9	\$180.00
	13 inch to 24 inch diameter	\$100.00	17	\$1,700.00
	25 inch to 36 inch diameter	\$200.00	8	\$1,600.00
	37 inch to 48 inch diameter	\$250.00	1	\$250.00
	49 inch and larger diameter	\$450.00	0	\$0.00
	Hanger Removal (per Tree)	\$62.00	1,414	\$87,668.00
10. Removal of Eligible Hazardous Stumps				
Work consists of removing eligible hazardous stumps and transporting them to an approved TDSRS or other designated disposal facility.		\$ Per Stump	Estimated Stumps	Total
	24 inch to 36 inch diameter	\$200.00	4	\$800.00
	37 inch to 48 inch diameter	\$400.00	0	\$0.00
	49 inch and larger diameter	\$500.00	0	\$0.00
11. Abandoned Eligible Vehicle Removal				
Work consists of the removal of eligible abandoned vehicles in areas identified and approved by the applicant and subsequently transported to an approved staging area.		\$ Per Unit	Estimated Units	Total
		\$50.00	50	\$2,500.00
12. Abandoned Eligible Vessel Removal				
Work consists of the removal of abandoned vessels in areas identified and approved by the applicant and subsequently transported to an approved staging area.		\$ Per Unit	Estimated Units	Total
		\$200.00	50	\$10,000.00
13. Eligible Animal Carcass Removal and Disposal				
Work consists of the removal of eligible animal carcasses in areas identified and approved by the applicant and subsequently transported to an approved staging area.		\$ Per Unit	Estimated Units	Total
		\$5.00	100	\$500.00
14. ROW White Goods Debris Removal (Collect & Haul)				
Work consists of all labor, equipment, fuel, and associated costs necessary for removal, transportation, and disposal of eligible White Goods.		\$ Per Cubic Yard	Estimated CY	Total
		\$25.00	100	\$2,500.00
15. Freon Removal (Collect & Haul)				
Work consists of all labor, equipment, fuel, and associated costs necessary for recovery and disposal of Freon		\$ Per Cubic Yard	Estimated CY	Total

Contractor | EU Client

Page 3 of 4

EXHIBIT A

Emergency Services for Debris Clearing, Removal, Disposal, and Operation of Temporary Debris Staging and Reduction Sites for Harris County / Piney Point Village.

				DRC Emergency Services, LLC		Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)
Item No.	Description	UOM	Est. Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	<u>Emergency Road Clearance (Equipment and Labor Rates)</u>								
#1-1	Air Curtain Pit Burner w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-2	Air Curtain refractory Incinerator w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-3	Bobcat loader w/ operator	HR	1	\$95.00	\$95.00	\$98.16	\$98.16	\$99.94	\$99.94
#1-4	Bucket Truck w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-5	Chipper/mulcher (8' throat) w/ operator	HR	1	\$45.00	\$45.00	\$46.50	\$46.50	\$47.34	\$47.34
#1-6	Chipper/mulcher (12' throat)	HR	1	\$55.00	\$55.00	\$56.83	\$56.83	\$57.86	\$57.86
#1-7	Crane - 30 Ton	HR	1	\$175.00	\$175.00	\$180.82	\$180.82	\$184.09	\$184.09
#1-8	Crane - 50 Ton	HR	1	\$225.00	\$225.00	\$232.48	\$232.48	\$236.69	\$236.69
#1-9	Crane - 100 Ton	HR	1	\$250.00	\$250.00	\$258.31	\$258.31	\$262.99	\$262.99
#1-10	Crash truck w/ Impact Attenuator w/ operator	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-11	Dozer, tracked, D5 or similar w/ operator	HR	1	\$125.00	\$125.00	\$129.15	\$129.15	\$131.49	\$131.49
#1-12	Dozer, tracked, D6 or similar w/ operator	HR	1	\$135.00	\$135.00	\$139.49	\$139.49	\$142.01	\$142.01
#1-13	Dozer, tracked, D7 or similar w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-14	Dozer, tracked, D8 or similar w/ operator	HR	1	\$175.00	\$175.00	\$180.82	\$180.82	\$184.09	\$184.09
#1-15	Dump Truck 18-20 CY w/ operator	HR	1	\$50.00	\$50.00	\$51.66	\$51.66	\$53.38	\$53.38
#1-16	Dump Truck 21-30 CY w/ operator	HR	1	\$55.00	\$55.00	\$56.83	\$56.83	\$57.86	\$57.86
#1-17	Generator and lighting w/ operator	HR	1	\$15.00	\$15.00	\$15.50	\$15.50	\$15.78	\$15.78
#1-18	Grader w/ 12' blade w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-19	Hydraulic Excavator, 1.5 CY w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-20	Hydraulic Excavator, 2.5 CY w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-21	Knuckleboom Loader w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-22	Lowboy trailer w/ tractor w/ operator	HR	1	\$125.00	\$125.00	\$129.15	\$129.15	\$131.49	\$131.49
#1-23	Log Skidder w/ operator	HR	1	\$125.00	\$125.00	\$129.15	\$129.15	\$131.49	\$131.49
#1-24	Mobile crane (adequate for hanging limbs/leaning trees) w/ operator	HR	1	\$150.00	\$150.00	\$154.98	\$154.98	\$157.79	\$157.79
#1-25	Pickup truck, .5 ton w/ operator	HR	1	\$50.00	\$50.00	\$51.66	\$51.66	\$52.60	\$52.60
#1-26	Soil Compactor, 81 + HP w/ operator	HR	1	\$25.00	\$25.00	\$25.83	\$25.83	\$26.69	\$26.69
#1-27	Soil Compactor, 80HP w/ operator	HR	1	\$30.00	\$30.00	\$31.00	\$31.00	\$31.56	\$31.56
#1-28	Soil Compactor, Towed Unit w/ operator	HR	1	\$35.00	\$35.00	\$36.16	\$36.16	\$36.81	\$36.81
#1-29	Stump Grinder 30" diameter or less w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-30	Stump Grinder 30" diameter or greater w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-31	Traffic Control, Temporary Single Lane Closure w/ operator	HR	1	\$50.00	\$50.00	\$51.66	\$51.66	\$52.60	\$52.60
#1-32	Traffic Control, Temporary Road Closure w/ operator	HR	1	\$50.00	\$50.00	\$51.66	\$51.66	\$52.60	\$52.60
#1-33	Truck Flatbed w/ operator	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-34	Tub Grinder, 800 to 1000HP w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-35	Waste Collection Rear Loader Truck w/ operator	HR	1	\$125.00	\$125.00	\$129.15	\$129.15	\$131.49	\$131.49
#1-36	Water Truck w/ operator	HR	1	\$125.00	\$125.00	\$129.15	\$129.15	\$131.49	\$131.49
#1-37	Wheel Loader, 2.5 CY, 950 or similar w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13
#1-38	Wheel Loader, 3.5-4.0 CY, 966 or similar w/ operator	HR	1	\$205.00	\$205.00	\$211.81	\$211.81	\$215.64	\$215.64
#1-39	Wheel Loader, 4.5 CY, 980 or similar w/ operator	HR	1	\$225.00	\$225.00	\$232.48	\$232.48	\$236.69	\$236.69
#1-40	Wheel Loader-Backhoe, 1.0-1.5 CY w/ operator	HR	1	\$195.00	\$195.00	\$201.48	\$201.48	\$205.13	\$205.13

				DRC Emergency Services, LLC		Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)
Item No.	Description	UOM	Est. Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
#1-41	Operations Manager	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-42	Superintendent with truck, phone & radio	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-43	Foreman with truck, phone & radio	HR	1	\$65.00	\$65.00	\$67.17	\$67.17	\$68.38	\$68.38
#1-44	Safety/Quality Control Inspector w/ vehicle, phone & radio	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-45	Inspector with vehicle, phone & radio	HR	1	\$65.00	\$65.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-46	Climber with Gear	HR	1	\$85.00	\$85.00	\$67.16	\$67.16	\$68.38	\$68.38
#1-47	Saw Hand with Chainsaw	HR	1	\$55.00	\$55.00	\$56.83	\$56.83	\$57.86	\$57.86
#1-48	Laborers & Flagmen	HR	1	\$55.00	\$55.00	\$56.83	\$56.83	\$57.86	\$57.86
#1-49	Timekeeper	HR	1	\$25.00	\$25.00	\$25.83	\$25.83	\$26.30	\$26.30
#1-50	HazMat Professional	HR	1	\$85.00	\$85.00	\$87.82	\$87.82	\$89.41	\$89.41
#1-51	Household HazMat Inspection and Removal Crew	HR	1	\$325.00	\$325.00	\$335.80	\$335.80	\$341.88	\$341.88
Subtotal					\$6,115.00		\$6,297.53		\$6,412.80
Debris Removal, Disposal, and Operations									
#2-1	ROW vegetative debris removal	CY	2,000,000	\$8.24	\$16,480,000.00	\$8.51	\$17,020,000.00	\$8.66	\$17,328,062.00
#2-2	ROW C&D Debris Removal	CY	2,000,000	\$8.72	\$17,440,000.00	\$9.01	\$18,020,000.00	\$9.17	\$18,346,162.00
#2-3	DMS Management and Reduction debris (grinding)	CY	1,500,000	\$4.68	\$7,020,000.00	\$4.84	\$7,260,000.00	\$4.93	\$7,391,406.00
#2-4	DMS Management and Reduction debris (incineration)	CY	500,000	\$2.24	\$1,120,000.00	\$2.31	\$1,155,000.00	\$2.35	\$1,175,905.50
#2-5	DMS Management and Reduction of debris (compaction)	CY	2,000,000	\$1.82	\$3,640,000.00	\$1.88	\$3,760,000.00	\$1.91	\$3,828,056.00
#2-6	Load, transport and disposal of Reduced Debris to Final Disposal Site	CY	1,500,000	\$3.72	\$5,580,000.00	\$3.84	\$5,760,000.00	\$3.91	\$5,864,256.00
#2-7	Load, transport, and disposal of Unreduced Debris to Final Disposal Site	CY	500,000	\$3.68	\$1,840,000.00	\$3.80	\$1,900,000.00	\$3.87	\$1,934,390.00
#2-8	Removal, transportation, and disposal of structures from private property	CY	250,000	\$8.86	\$2,215,000.00	\$9.15	\$2,287,500.00	\$9.32	\$2,328,903.75
#2-9	Debris removal from private property	CY	25,000	\$8.86	\$221,500.00	\$9.15	\$228,750.00	\$9.32	\$232,890.38
#2-10	Hazardous Leaning Tree Removal (6 to 11.99 inches in diameter)	Per Tree	250	\$45.00	\$11,250.00	\$46.50	\$11,625.00	\$47.34	\$11,835.41
#2-11	Hazardous Leaning Tree Removal (12 to 23.99 inches in diameter)	Per Tree	400	\$150.00	\$60,000.00	\$154.98	\$61,992.00	\$157.79	\$63,114.06
#2-12	Hazardous Leaning Tree Removal (24 to 35.99 inches in diameter)	Per Tree	300	\$275.00	\$82,500.00	\$284.14	\$85,242.00	\$289.28	\$86,784.88
#2-13	Hazardous Leaning Tree Removal (36 to 47.99 inches in diameter)	Per Tree	100	\$395.00	\$39,500.00	\$408.13	\$40,813.00	\$415.52	\$41,551.72
#2-14	Hazardous Leaning Tree Removal (48 inches and greater in diameter)	Per Tree	100	\$450.00	\$45,000.00	\$464.95	\$46,495.00	\$473.37	\$47,336.56
#2-15	Removal of Hazardous Hanging Limbs (Greater than 2 inches in diameter)	Per Tree	1,000	\$78.50	\$78,500.00	\$81.11	\$81,110.00	\$82.58	\$82,578.09
#2-16	Hazardous Stump Removal (greater than 24 to 35.99 inches in diameter)	Per Stump	75	\$200.00	\$15,000.00	\$206.65	\$15,498.75	\$210.39	\$15,779.28
#2-17	Hazardous Stump Removal (36 to 47.99 inches in diameter)	Per Stump	50	\$300.00	\$15,000.00	\$309.98	\$15,498.85	\$315.59	\$15,779.38
#2-18	Hazardous Stump Removal (48 inches and greater in diameter)	Per Stump	25	\$400.00	\$10,000.00	\$413.29	\$10,332.25	\$420.77	\$10,519.26
#2-19	Daily standby truck	Daily Rate	10	\$650.00	\$6,500.00	\$671.60	\$6,716.00	\$683.76	\$6,837.56
#2-20	Abandoned Vehicle Removal	Per Unit	100	\$350.00	\$35,000.00	\$361.63	\$36,163.00	\$368.18	\$36,817.55
#2-21	Animal Carcass Removal, Transportation, and Disposal	Per Animal	75	\$2.95	\$221.25	\$3.05	\$228.75	\$3.11	\$232.89
#2-22	ROW White Goods Debris Removal	Per Unit	200	\$50.00	\$10,000.00	\$51.66	\$10,332.00	\$52.60	\$10,519.01
#2-23	ROW Electronics Removal	Per Unit	200	\$25.00	\$5,000.00	\$25.83	\$5,166.00	\$26.30	\$5,259.50

				DRC Emergency Services, LLC		Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2024 (CPI-W @ 3.32%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)	Escalated Total Ext \$ 2025 (CPI-W @ 1.81%/yr)
Item No.	Description	UOM	Est. Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
#2-24	ROW Tire Removal	Per Tire	200	\$20.00	\$4,000.00	\$20.66	\$4,132.00	\$21.03	\$4,206.79
#2-25	Soil, Mud, and Sand Removal	CY	1,000	\$12.24	\$12,240.00	\$12.65	\$12,650.00	\$12.88	\$12,878.97
#2-26	Refrigerant Removal and Disposal	Per Unit	200	\$30.00	\$6,000.00	\$31.00	\$6,200.00	\$31.56	\$6,312.22
#2-27	Asbestos Removal and Disposal	Per Pound	5,000	\$4.86	\$24,300.00	\$5.02	\$25,100.00	\$5.11	\$25,554.31
#2-28	Soil Sampling and Analysis	Per Boring	50	\$350.00	\$17,500.00	\$361.63	\$18,081.50	\$368.18	\$18,408.78
#2-29	Pick Up and Disposal of Roll-Off	Per Unit	12	\$450.00	\$5,400.00	\$464.95	\$5,579.40	\$473.37	\$5,680.39
#2-30	Delivery of Roll-Off	Per Unit	12	\$195.00	\$2,340.00	\$201.48	\$2,417.76	\$205.13	\$3,076.90
#2-31	Annual DMS Agreements	EA	15	\$1.00	\$15.00	\$1.00	\$15.00	\$1.00	\$15.00
Subtotal					\$56,041,766.25		\$57,892,638.26		\$58,941,110.14
GRAND TOTAL					\$56,047,881.25		\$57,898,935.79		\$58,947,522.94

TO: Mayor and Members of the City Council

FROM: R. Pennington, City Administrator

DATE: June 23, 2025

SUBJECT: Consideration and possible action on a proposal with SAFEbuilt Texas LLC for inspection and development review services.

Agenda Item: 9

Summary:

SAFEbuilt Texas LLC provides vital inspection solutions that could enhance the building department operations in Piney Point Village, complementing our existing inspectors. The city is dedicated to maintaining strict regulations for the permitting process and recognizes the need for additional resources during peak times. SAFEbuilt has partnered with over 130 municipalities in Texas, offering customized building department solutions with ICC-certified professionals for plan reviews and inspections. They provide predictable pricing with annual CPI adjustments. Recently, staff met with SAFEbuilt representatives to explore their support for our Building Department. They also serve neighboring cities like Bunker Hill and Spring Valley and offer flexible pricing options, including per-trip rates and lump-sum contracts. SAFEbuilt emphasizes quality and experience, committing to a 24-hour turnaround for generator reviews while integrating with our existing systems. They will also provide a pre-meeting checklist and inspector resumes for review.

Mission/Vision:

This item aligns with Strategy 4-B, which aims to enhance customer service by utilizing various best practices and techniques to improve efficiency.

Proposed Agreement:

This Professional Services Agreement between the City of Piney Point Village and SAFEbuilt Texas for a renewable 12-month term. It includes mutual indemnification, capped liability, 90-day termination without cause, monthly invoicing, confidentiality, and dispute resolution via mediation. SAFEbuilt must maintain specified insurance coverage.

Recommendation:

It is recommended that the city engage SAFEbuilt to provide flexible, cost-effective building inspection services that can supplement current staff and ensure high-quality oversight on residential and commercial projects.

Attached Documents:

Proposal for Services

Proposal for Services

Building Department Solutions

Making a Difference Where You Need Us!



SAFEbuilt®

June 10, 2025

Prepared for:
Piney Point Village, Texas

Brad Bond

Business Development
Representative
346.579.3464
bbond@SAFEbuilt.com

Tracy Rodriguez

Director, Texas Operations
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SAFEbuilt Texas, LLC.

832 Sandy Lane, Fort Worth, TX 76120 | 1420 Wilson Street, Houston, TX 77019

www.SAFEbuilt.com



June 10, 2025

RE: Piney Point Village, Texas

SAFEbuilt Texas (SAFEbuilt), is pleased to present this response proposal for our Building Department Solution Services in Piney Point Village. SAFEbuilt offers efficient and effective solutions, using proven methods to deliver high customer satisfaction at a reasonable cost.

Accurate and timely building department support services are critical to helping support municipal development. Since our founding in 1992, SAFEbuilt has delivered efficient, effective, and reliable building department solutions to communities throughout the United States, including more than 130 municipalities across the great state of Texas. Our long-term experience with municipalities and developers throughout Texas provides SAFEbuilt with a thorough working knowledge of the requirements and expectations required in Piney Point Village. Our previous work provides us with the technical expertise needed to perform these services in a timely, well-qualified, and resourceful manner.

What makes SAFEbuilt unique from many other third-party community development solutions providers is our organizational commitment to ensure your goals and expectations are met. We accomplish this through ongoing communication between you, your Account Manager, and your Regional Director of Operations. They will establish and maintain frequent check-ins to confirm that the service level agreements are realized and discuss any challenges. SAFEbuilt believes these check-ins are critical to the early identification of performance risks and contribute to the contract's success. These meetings will provide both parties with the opportunity to manage the resources tactfully, as well as develop the best service provider to client relationship. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.

Our team consists of building service professionals, including permit techs, plan examiners, building inspectors and code enforcers. We prioritize the education of our team, ensuring they know the most updated codes along with completing and exceeding the required ICC-training hours with our internal SAFEbuilt Academy. Your city will be staffed with ICC-certified professionals who hold multiple licenses, including a State of Texas Plumbing Inspectors License.

SAFEbuilt wants to be your community development partner. We have the experience and capacity to customize services to meet your current and future needs. We ensure your program will be implemented seamlessly, delivering the solutions your community needs in a manner that elected officials, municipal staff, stakeholders, and citizens desire and deserve.

We enthusiastically present this response for your review and thank you in advance for your careful evaluation. I am the main point of contact for any questions or clarifications and can be reached at 346.579.3464 or at bbond@safebuilt.com.

Best Regards,

Brad Bond

Brad Bond, Business Development Representative
SAFEbuilt Texas, LLC.



City of
PINEY POINT VILLAGE
Texas

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Background

Our Philosophy

SAFEbuilt knows that every public agency has a unique culture and specific requirements or preferences for their building department services. We pride ourselves on providing customized solutions for each client. The quality and training of our staff, our robust business systems, and our core commitment to our clients ensure that you receive the highest levels of service and responsiveness in the industry.

Our Purpose

SAFEbuilt was founded in 1992 for the sole purpose of providing building department services to local government. We only work with public agencies to avoid any potential for conflict of interest. Today we are one of the leading providers of building department services in the country.

The primary focus of any building department is to ensure life safety for the residents and businesses within a community. That effort requires uniquely skilled individuals with technical knowledge and a desire for the continuous training needed to keep up with the ever-changing construction industry. We have outstanding employees, provide exceptional service to our clients, and participate in the communities we serve.

SAFEbuilt's success is built on two important factors – our organizational processes and our employees. With years of focus on the provision of building department services, we have refined our systems to be an efficient and effective solution. We achieve our inspection and plan review goals with less overhead than most other building departments. Additionally, we are constantly looking for ways that we can improve.

Our employees are also the best in the industry and a key reason for our success. In addition to the necessary technical skills, our hiring and training processes ensure that our team members have the skills needed to work well with other municipal departments, outside agencies, and applicants to make the process as efficient and customer-friendly as possible. It has taken years to develop and refine our hiring practices to staff jurisdictions with individuals who possess a unique balance of technical experience and customer service skills.

We carry the full complement of business insurance, including property, liability, auto, and workman's compensation, with our client partners named as additional insured. SAFEbuilt's staff consists of full-time team members with direct construction trade experience and all necessary state licenses and International Code Council (ICC) certifications.

Qualifications & Staffing

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 36 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan review for several communities in Northern Colorado, our areas of service have expanded over the years to include:



Full Service and Supplemental Building Department Operations



Residential, Commercial, and Industrial Plan Review



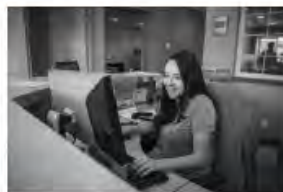
Building, Mechanical, Electrical, and Plumbing Inspection



Fire Plan and Life Safety Review and Inspection



Code Enforcement



Permit Technician



Certified Building Official



Community Development Automation Software



Expedited Plan Review, Inspections, and Engineering for Special Projects



Housing Authority Inspections



Planning and Zoning Services



Disaster Recovery

Over the decades, our capacity has grown to over 1,700 full-time employees, providing flexibility and economy of scale to over 1,900 communities like yours.

Qualifications of Our Team

SAFEbuilt has a rigorous hiring process to find experienced and technically capable people who also fit the company's core values:

- **Integrity.** We choose to do the right thing every time.
- **Improvement.** We strive to continuously improve and understand how we can do better tomorrow.

- **Respect.** We are respectful in the way we interact with everyone.
- **Teamwork.** We have an environment where everyone can contribute ideas. We encourage and reward creativity and initiative.

We always provide unequalled service levels to our customers, both external and internal. SAFEbuilt team members have direct construction trade experience and carry the necessary state licenses and International Code Council (ICC) certifications. In addition to trade experience and ICC certification, our team will have a diversified background in providing municipal building department services. We support our staff with paid ongoing training, and we encourage and financially reward our team for obtaining additional ICC certifications. Superior customer service and communication skills are common traits shared by our building officials, plans examiners, inspectors, and permit technicians. In short, we hire, train, and retain the most qualified individuals in the industry.

Employee Recruiting and Retention

SAFEbuilt can attract and retain the best people due to the corporate culture we have established. We are proud to support our team members with the following: a comprehensive benefits package that includes Medical, Dental, Vision, Life, and Disability insurance coverage, an industry-competitive wage, profit sharing, paid time off, a flexible work environment, company paid training, and recognition for outstanding achievements. We also provide all the tools and resources necessary for our team to provide building department services safely, effectively, and efficiently.

SAFEbuilt Texas Leadership Team



Mr. Craig Rush, PMP began working for SAFEbuilt in January 2021. He has held several increasingly responsible management and leadership positions during his 35-year career in the design and construction field. Mr. Rush is a Project Management Professional (PMP), certified by the Project Management Institute (PMI).

As the Account Manager, Mr. Rush, will reach out to the City to discuss the best method and frequency for check-in meetings. These meetings will provide both parties the opportunity to manage the resources tactfully and develop the best contractor-client relationship possible. Mr. Rush will act as an intermediary between SAFEbuilt and the City to meet the City's needs for information, support, and assistance. In turn, he helps SAFEbuilt to better understand the City's needs, expectations, and difficulties.

Ms. Tracy Rodriguez leads our operations in the state of Texas. She has earned and maintains twelve ICC certifications. She has over 30 years of experience in construction, purchasing, and inspection services.



As our State Operations Director for building services in Texas, Ms. Rodriguez will be responsible for ensuring increasing client and employee satisfaction levels while improving the workforce's efficiency, service, and technology throughout the contract. She often backs up the Building Officials, Plans Examiners, and Combination Inspectors who report to her. Her experience includes quality control for all commercial and residential construction phases and projects for both public and private-sector clients.


Electronic Plan Review

Simple. Efficient. Reliable

Plan Reviews Simplified

We provide the software, processes, and procedures for you to switch from paper to electronic plan review. The result is a more streamlined, efficient, and transparent process – offering you and project owners real-time visibility into the plans review process.

- ➔ National network of ICC/State Certified Plan Reviewers
- ➔ Cross-Disciplined & Specialty Trades
- ➔ Concurrent Reviews
- ➔ Online Submission and Real-time Status Checks
- ➔ Reduced Paper, Storage, and Courier Costs




Your Benefits

- ✓ Increased Customer Service
- ✓ Reduced Costs
- ✓ Stabilized Budgets


Our Services

- Commercial & Residential
- Education Facilities
- Electronic Plan Review
- Fire
- Mechanical, Electrical, & Plumbing (MEP)
- Post-Disaster
- Site/Civil
- Seismic
- Structural


Why Choose SAFEbuilt?




Simple Implementation
We guide you through the transition process; providing the software, processes, and resources needed.



National Network of Staff
Access to a national network of SAFEbuilt certified staff ensures you have the team needed for any job.



Increase Transparency
Real-time access to dashboards on plan submittals, permit activity, staff assignments, and allocations.



Faster Turnaround
Access to a national network allows for quicker plan reviews with concurrent reviews by multi-disciplined staff.


Building Inspections

Complete. Compliant. Thorough.

Transforming Inspections

We go beyond a checklist of building compliance and approved plans; we provide our clients with a team of certified expert inspectors, automated routing technology, and a proven, methodical inspections playbook that guides our inspectors, builders, and owners through the process.

- ➔ ICC/State Certified Inspectors
- ➔ Licensed Engineers
- ➔ Cross-Disciplined & Specialty Trades
- ➔ Same Day, Next Day, After-Hours, & Weekends
- ➔ Re-Inspections and disaster inspections




Your Benefits

- ✓ Strengthened Development
- ✓ Reduced Costs
- ✓ Stabilized Budgets


- Accessibility
- Construction Engineering
- Commercial & Residential
- Fire
- HUD
- Mechanical, Electrical, & Plumbing (MEP)

- New Construction
- Post-Disaster
- Roof
- Structural
- Site/Civil


Why Choose SAFEbuilt?




Inspections Guarantee
We guarantee inspections that are thorough and compliant with local codes and approved project plans.



Staffing Resources
Inspections staff tailored to your development needs including cross-trained and specialty inspectors.



Ensure Building Safety
Building safe and compliant structures is a top priority. We utilize proprietary Quality Assurance tools and checklists, as well as stay on top of industry trends.



Responsive Customer Service
Our inspectors are responsive to your community development needs. From real-time client scheduling and notifications to monthly performance metrics.

Building Plan Review

Comprehensive. Accurate. Guaranteed.

Better Reviews

We combine quality reviews with quality service to improve the plan review process. SAFEbuilt provides you with a personalized approach to building services with transparent communication, education, expectations, and plans consultation to streamline your approval process.

- ICC/State Certified Plan Reviewers
- Licensed Engineers
- Cross-Disciplined & Specialty Trades
- Access to a National Network of Plan Reviewers
- 5-Day Residential and 10-Day Commercial, Plus Same-Day and Expedited Turnarounds



Your Benefits

- ✓ Stabilized Budgets
- ✓ Reduced Costs
- ✓ Streamlined Processes
- ✓ Strengthened Building Standards

Our Services

- Commercial & Residential
- Educational Facilities
- Electronic Plan Review
- Fire
- Mechanical, Electrical, & Plumbing (MEP)
- Post-Disaster
- Site/Civil
- Seismic
- Structural

Why Choose SAFEbuilt?



Guaranteed Turnarounds

Get guaranteed plan review turnarounds that are coordinated with your permit application process.



Flexibility of Resources

Contracts designed for your needs – full-time, supplemental, and on-call staff – ensure you have the resources needed.



Eliminate Backlogs

We implement process improvements to shorten turnarounds, coupled with right-sized staffing to keep up with the workload.



Improved Customer Service

Clear, responsive communication combined with building software tools so you and your clients know the status of projects at all times.


Building Department Management

Streamlined. Effective. Transparent.

Full-Service Solution

Our Building Department Management Team are subject matter experts, building officials, plan reviewers, inspectors, business managers, problem solvers, and customer relationship managers. We understand building department operations and develop operational and staffing solutions that best fit your community.

- ICC/State Certified Building Staff
- Licensed Engineers
- Cross-Disciplined & Specialty Trades
- Service-Level Guarantees



Your Benefits

- ✓ Stabilized Operations
- ✓ Improved Processes
- ✓ Reduced Costs

Our Services

- Building Officials
- Electronic Plan Review
- Inspection Services
- Plan Review
- Permit Technicians

Why Choose SAFEbuilt?



Streamlined Processes
We conduct a thorough audit of all department operations to align people with processes to streamline operations.



Transparent Communication
Online Building Services software provides real-time project updates for both plan review and inspections.



Performance Goals
We identify and set realistic goals and metrics to ensure continued operational baselines and improvements.



Credentialed Staffing
Offering certified and experienced building officials, inspectors, permit technicians, plan reviewers.

Timelines & Turnarounds

We recognize the importance of staying on schedule and keeping up with the volume of permits. SAFEbuilt is ready to help you quickly turn around plan reviews and inspections and remain current with permits.

Turnarond Timeframes for Plan Review

Type of Project	Initial Review	Recheck
Single Family Dwelling	5 business days or less	3 business days or less
Tenant Improvements	5 business days or less	3 business days or less
Apartments	10 business days or less	5 business days or less
Commercial/Industrial	10 business days or less	5 business days or less
Fire Code Review	10 business days or less	5 business days or less
Large Commercial >\$15M	15 business days or less	5 business days or less

Turnaround Timeframes for Inspections

We sit down with our clients to establish a customized inspection notification process. SAFEbuilt offers next-day inspections for any request received by 4:00 P.M. on the previous business day. We offer weekend and after-hours inspections on a scheduled basis and emergency inspections for an additional fee.

SAFEbuilt uses a routing program that utilizes computer mapping and GPS to route inspections efficiently. Homeowners who pull a permit may call to schedule an appointment window of two hours to minimize the time they need to be home.



Value-Added Services

SAFEbuilt and our family of companies can provide a full host of services for your community beyond Plan Review and Inspection Services. We would be honored to discuss our additional services below in greater detail at any time.

Building Department Services

- ✓ Building Officials
- ✓ Permit Technicians
- ✓ Permit Tracking Software

Construction Services

- ✓ Bidding Services
- ✓ Capital Projects
- ✓ Certification
- ✓ Constructability
- ✓ Construction Administration
- ✓ Construction Management
- ✓ Development Inspections
- ✓ Inspections / Observations
- ✓ Owner's Representative
- ✓ Value Engineering

Planning Services

- ✓ Comprehensive Planning
- ✓ Disaster / Hazard Planning
- ✓ Downtown Planning
- ✓ Environmental Services
- ✓ Fire Services
- ✓ General and Specific Plans
- ✓ Land Development Codes
- ✓ Landscape Architecture
- ✓ Planning Departmental Support
- ✓ Platting
- ✓ Redevelopment Planning
- ✓ Rezoning
- ✓ Surveying and Mapping
- ✓ Town Center Planning
- ✓ Transportation Planning, Design and Programming
- ✓ Urban Planning & Design
- ✓ Water Policy and Planning
- ✓ Zoning / Land Use Regulations

Code Enforcement Services

- ✓ Land Use Inspections
- ✓ Property Maintenance Inspections
- ✓ Rental Housing Inspections
- ✓ Special Magistrate Services

Engineering Services

- ✓ Civil Engineering / Roadway & Highway Design
- ✓ Coastal Engineering
- ✓ Electrical Engineering
- ✓ Land Development
- ✓ Municipal Engineering
- ✓ Traffic Engineering
- ✓ Water / Wastewater Treatment

Landscape Architecture Services

- ✓ Offsite Improvements of LLMD & CFD
- ✓ Onsite Improvements
- ✓ Public Parks and Community Centers
- ✓ Update & Development of Specific Plans & General Plans

CEI (Construction Engineering Inspection) Services

- ✓ Construction Administration
- ✓ Construction Claims Analysis
- ✓ Constructability Reviews
- ✓ Drainage Inspections
- ✓ Intelligent Transportation System Inspections
- ✓ Quality Assurance
- ✓ Quality Control Review
- ✓ Roadway Inspections
- ✓ Utility Inspections
- ✓ Value Engineering

Transportation & Mobility Services

- ✓ Congestion Management Process
- ✓ Feasibility & Alternatives Analysis
- ✓ Mobility Corridor Planning
- ✓ Multimodal Studies & Analysis
- ✓ Traffic Engineering
- ✓ Traffic Impact Studies
- ✓ Traffic Modeling & Simulation
- ✓ Transportation Planning

Surveying & Mapping

- ✓ Annexation Maps
- ✓ Boundary Surveys
- ✓ Condominium Document Preparation
- ✓ Global Positioning System (GPS) Surveys
- ✓ Platting Services
- ✓ Record (as-built) Surveys
- ✓ Right-of-Way Mapping
- ✓ Route Surveys for Engineering Design
- ✓ Sketch & Legal Descriptions
- ✓ Topographic Surveys
- ✓ Utility and Infrastructure Layout

Parks Operations &

Maintenance Onsite Services

- ✓ Disaster Response / Emergency Management
- ✓ Facilities Management
- ✓ Irrigation Design, Installation & Maintenance
- ✓ Parks & Maintenance Management
- ✓ Planning & Design Services

Fire Prevention Services

- ✓ Annual Inspections of Schools and Commercial Properties
- ✓ Fire Alarm Plans & System Inspections
- ✓ Fire Education Programs
- ✓ Fire Investigation
- ✓ Fire Main & Pump Inspections
- ✓ Fire Site Plans
- ✓ Fire Sprinkler Plans
- ✓ Life Safety & Plan Review
- ✓ Property Loss Mitigation / Consultation and Inspection
- ✓ Sprinkler & Fire Extinguishing System Inspections
- ✓ Storage Tank Inspections

SCOPE AND FEE SCHEDULE FOR PINEY POINT VILLAGE, TX SERVICES

1. FEE SCHEDULE

- 1.1. Beginning 24 months after the execution of this Agreement, and annually thereafter, the flat rates and lump sum rates listed shall be increased by 4.5% or based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4.5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- 1.2. Consultant fees for Services provided pursuant to this Agreement are on an as-requested basis by the Municipality and will be as follows:

2. CODE REFERENCE

- 2.1. Plan Review and Inspection of commercial and residential construction to verify compliance with the Municipality's locally adopted codes and amendments to those locally adopted codes and the International Code Council (ICC) series of I-Codes including the International Building Code, International Residential Code and all other ICC series of I-Codes adopted by the Municipality, and the current edition of the National Electrical Code (or later versions as adopted by the Municipality), as published by the National Fire Protection Association.

3. PLAN REVIEW – RESIDENTIAL / FIRE / COMMERCIAL

- 3.1. Plan Review for residential projects shall be performed within five (5) days of notification by the Municipality, while fire and commercial projects shall be performed within ten (10) days of notification by the Municipality. All reasonable effort shall be made by the Consultant to perform plan reviews when, at the request of the Municipality, there is a need for immediate services.
- 3.2. Plan Review services are invoiced 100% of the listed fee at the time of plan review completion.

4. INSPECTIONS – RESIDENTIAL / COMMERCIAL / FIRE / HEALTH

- 4.1. Inspections requested by Municipality before 4pm shall be performed the next business day by Consultant. All reasonable effort shall be made by Consultant to perform inspections when, at the request of Municipality, there is a need for immediate services. Such inspections shall be performed at no additional cost to Municipality.
- 4.2. Inspection Services when less than \$50,000 will be invoiced 100% at the completion of the first inspection performed for that service. Inspection Services beyond \$50,000 will be invoiced on a percentage basis evenly spread across the duration of the construction schedule.

SCOPE AND FEE SCHEDULE FOR PINEY POINT VILLAGE, TX SERVICES

5. HOURLY RATES – PERSONNEL SPECIFIC SERVICES

- 5.1. Consultant will provide Municipality with qualified Building Department Service or Civil Engineer Professional(s) to perform duties as requested.
- 5.2. Assist the Building Department in implementing procedures to make the building department more effective, advise and assist with engineering reviews, zoning ordinance review and edits, project management, code adoption or other services as requested. Consultant staff shall make a diligent effort to recommend and implement agreed upon improvements.
- 5.3. Municipality from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field. Even when Consultant is performing Building Official responsibilities for the Municipality, the final interpretive authority rests with the Municipality.
- 5.4. Consultant's Code Enforcement services typically includes investigations into a reported issue, attendance at council meetings for specific discussion, attendance at meetings to discuss known issue coming before municipality, attendance for representation of issue going before the municipal court, and assistance in code writing for issue prevention or enforcement process. Even when Consultant is performing duties as the Code Enforcement Officer for the Municipality, the final interpretive authority rests with the Municipality. For this service all time worked, whether in the field performing inspections, in the office completing paperwork, or any other time spent related to the Code Enforcement service, will be billed on an hourly basis per fee schedule below.
- 5.5. When Consultant's Code Enforcement service is specific to inspections of a Sub-Standard Building, the Consultant may include a Building Official as part of the Code Enforcement Service team. Estimated hours of involvement for this second team member can be discussed with the Municipality prior to the start of the requested substandard building inspection. The service performed by the Building Official in support of a substandard building inspection will be billed on an hourly basis per the fee schedule below.
- 5.6. Floodplain Review Services includes assisting with the Municipality floodplain oversight program. Typically, this service includes review of elevation certificate, assist with floodplain documentation required prior to Certificate of Occupancy, and assess Municipality current floodplain review practices and ordinance. For this service all time worked is on an hourly basis per fee schedule below.
- 5.7. Fire Marshal and Sanitarian (Health) Services beyond those specific tasks defined in table above are performed at an hourly rate with a 1-hour minimum charge.
- 5.8. Hourly Rate services will be invoiced at the end of each month based on the hours worked that month. Hourly Rates do not include mileage to perform these services. These services detailed shall be performed at an hourly rate and provided only on an as-requested basis by the Municipality for a fee as detailed below.

SCOPE AND FEE SCHEDULE FOR PINEY POINT VILLAGE, TX SERVICES

Supplemental Inspections (Fees are for inspections only)	
Residential & Commercial Inspections	\$45 per inspection

Residential Plan Review - Projects (based on flat fees)	
Single-Family Home (New, Addition, or Model)	\$ 200 per plan review
Miscellaneous (Remodel, duplicate of Model previously reviewed or other residential plan review)	\$ 150 per plan review
Zoning Review (as requested by Municipality)	\$ 75 per plan review

Commercial & Multi-Family Plan Review - Projects (based on project valuation)	
\$1 to \$100,000 project valuation	\$225
\$100,001 to \$500,000	\$225 for 1 st \$ 100,000 plus \$2.29 each add'l \$1,000
\$500,001 to \$1,000,000	\$1,141 for 1 st \$ 500,000 plus \$1.75 each add'l \$1,000
\$1,000,001 to \$5,000,000	\$2,016 for 1 st \$1,000,000 plus \$1.20 each add'l \$1,000
\$5,000,001 and up	\$6,816 for 1 st \$5,000,000 plus \$1.10 each add'l \$1,000
Zoning Review (as requested by municipality)	\$150 per hour

Code Enforcement Services	
1 Day per week (4-6 hours on site/with additional hrs used as admin)	\$ 3,640 per month
Building Official (In support of substandard building inspection)	\$ 125 per hour
Additional Days (4-6 hours on site/with additional hours used as admin)	\$ 840 per day
Code Enforcement Hourly Rate (in lieu of daily rate)	\$ 105 per hour/4-hr min.

SCOPE AND FEE SCHEDULE FOR PINEY POINT VILLAGE, TX SERVICES

Fire Code Plan Review - Projects (based on valuation of fire system)	
\$1 to \$6,250	\$190
\$6,251 to \$250,000	\$ 230
\$250,001 to \$500,000	\$ 310
\$500,001 to \$1,000,000	\$ 440
\$1,000,001 to \$3,000,000	\$ 620
\$3,000,001 and up	\$1,940 + \$0.10 each add'l \$1,000
Fire Code Project Inspections (based on valuation of system)	
\$1 to \$6,250	\$ 285
\$6,251 to \$250,000	\$ 345
\$250,001 to \$500,000	\$ 465
\$500,001 to \$1,000,000	\$ 660
\$1,000,001 to \$3,000,000	\$ 930
\$3,000,001 and up	\$2,910 + \$0.15 each add'l \$1,000
Fire Code Additional Service Inspections (based on flat fees)	
Annual - Day Care, Foster Home, Commercial, Multi-Family	\$ 125
Annual - Nursing Home, Assisted Living, School	\$ 250
Certificate of Occupancy	\$ 125 per hour (1-hour minimum)
Re-Inspection	\$ 150
Underground Inspection	\$ 400

Miscellaneous Plan Reviews - Projects (based on flat fees)	
Health Services / Life Safety Plan Review	\$ 125 per plan review
Underground Fire Code Plan Review	\$ 275 per plan review
Plan Reviews after 3 rounds of plan review comments	\$ 125 per hour

Health Code Service Inspections (based on flat fees)	
Category A – TCS foods or non-TCS foods are processed and prepared or commercial kitchen with extensive preparation and processing	\$ 250
Category B – Pre-packaged TCS foods are sold and/or limited to non-TCS foods including sliced citrus beverage garnishments, crushed ice mixed with a sugar water-based syrup are sold. Limited preparation and processing	\$ 187.50
Category C – Non-TCS foods such as farmers market (whole produce), convenience store with no preparation, snow cone or pop-a-top bar with set-ups. Limited to no food preparation or processing.	\$ 125
Annual Food Establishment Certificate	\$ 125 per certificate
Annual Public Pool Inspection	\$ 195 per pool
Mobile Food Truck Inspection	\$ 125 per truck
Temporary Events	\$ 95
Complaint Investigation (per complaint / per hour)	\$ 125 per hour (1-hour minimum)

SCOPE AND FEE SCHEDULE FOR PINEY POINT VILLAGE, TX SERVICES

Building Department Professional Services (based on hourly rates)	
Permit Tech Services	\$ 75 per hour
Code Enforcement Officer	\$ 105 per hour
Building Official / City Planner / Floodplain Review Services	\$ 125 per hour
Fire Marshal / Sanitarian (Health) / Sub-Standard Building Services	\$ 125 per hour
Senior City Planner	\$ 150 per hour
Civil Engineering Professional Services (based on hourly rates)	
Clerical / Administrative	\$ 85 per hour
CADD Specialist	\$ 110 per hour
Survey Crew	\$ 170 per hour
Survey Technician	\$ 120 per hour
Surveyor, RPLS	\$ 210 per hour
Junior Level Civil Engineer (EIT)	\$ 140 per hour
Mid-Level Civil Engineer (PE)	\$ 173 per hour
Floodplain Review Services (CFM)	\$ 175 per hour
Senior Level Civil Engineer (PE)	\$ 245 per hour
Project Manager	\$ 235 per hour
Principal	\$ 290 per hour

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF PINEY POINT VILLAGE, TEXAS
AND SAFEbuilt TEXAS, LLC**

This Professional Services Agreement ("Agreement") is made and entered into by and between City of Piney Point Village, Texas ("Municipality") and SAFEbuilt Texas, LLC, a wholly owned subsidiary of SAFEbuilt, LLC ("Consultant"). Municipality and Consultant shall be jointly referred to as "Parties".

RECITALS

WHEREAS, Municipality is seeking a consultant to perform the services listed in Exhibit A – List of Services and Fee Schedule, ("Services"); and

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will perform Services in accordance with construction codes, amendments and ordinances adopted by the elected body of Municipality, state laws and regulations that are applicable to the Services provided under this Agreement. The qualified professionals employed by Consultant will maintain current certifications, certificates, licenses as required for Services that they provide to Municipality. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

Unless otherwise provided in Exhibit B, Consultant shall provide the Services using hardware and Consultant's standard software package. In the event that Municipality requires that Consultant utilize hardware or software specified by or provided by Municipality, Municipality shall provide the information specified in Exhibit B. Consultant shall use reasonable commercial efforts to comply with the requirements of Exhibit B and Municipality, at its sole expense, shall provide such technical support, equipment or other facilities as Consultant may reasonably request to permit Consultant to comply with the requirements of Exhibit B.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services between Municipality and Consultant shall be made in writing that shall specifically designate changes in Service levels and compensation for Services. Both Parties shall determine a mutually agreed upon solution to alter services levels and a transitional timeframe that is mutually beneficial to both Parties. No changes shall be binding absent a written Agreement or Amendment executed by both Parties.

3. FEE STRUCTURE

In consideration of Consultant providing services, Municipality shall pay Consultant for Services performed in accordance with Exhibit A – List of Services and Fee Schedule.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice Municipality, on a monthly basis and provide all necessary supporting documentation. All payments are due to Consultant within 30 days of Consultant's invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full. Municipality may request, and Consultant shall provide, additional information before approving the invoice. When additional information is requested Municipality will identify specific disputed item(s) and give specific reasons for any request. Undisputed portions of any invoice shall be due within 30 days of Consultants invoice date, if additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This Agreement shall be effective on the latest date on which this Agreement is fully executed by both Parties. The initial term of this Agreement shall be twelve (12) months. Agreement shall automatically renew for subsequent twelve (12) month terms until such time as either Party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Either Party may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

Municipality shall timely provide all data information, plans, specifications and other documentation reasonably required by Consultant to perform Services (Materials). Municipality has the right to grant and hereby grants Consultant a fully paid up, non-exclusive, non-transferable license to use the Materials in accordance with the terms of this Agreement.

9. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Municipality that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement.

10. INDEPENDENT CONTRACTOR

Consultant is an independent contractor, and, except as provided otherwise in this section, neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Municipality. Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for Municipality under this Agreement. Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with Consultant.

Consultant and Municipality agree that Consultant will provide similar service to other clients while under contract with Municipality and Municipality acknowledges that Consultant employees may provide similar services to multiple clients. Consultant shall at its sole discretion assign and reassign qualified employees, as determined by Consultant, to perform services for Municipality. Municipality may request that a specific employee be assigned to or reassigned from work under this Agreement and Consultant shall consider that request when determining staffing. Consultant shall determine all conditions of employment for its employees, including hours, wages, working conditions, promotion, discipline, hiring and discharge. Consultant exclusively controls the manner, means and methods by which services are provided to Municipality, including attendance at meetings, and Consultant's employees are not subject to the direction and control of Municipality. Except where required by Municipality to use Municipality information technology equipment or when requested to perform the services from office space provided by the Municipality, Consultant employees shall perform the services using Consultant information technology equipment and from such locations as Consultant shall specify. No Consultant employee shall be assigned a

Municipal email address as their exclusive email address and any business cards or other IDs shall state that the person is an employee of Consultant or providing Services pursuant to a contractual agreement between Municipality and Consultant.

It is the intention of the Parties that, to the greatest extent permitted by applicable law, Consultant shall be entitled to protection under the doctrines of governmental immunity and governmental contractor immunity, including limitations of liability, to the same extent as Municipality would be in the event that the services provided by Consultant were being provided by Municipality. Nothing in this Agreement shall be deemed a waiver of such protections.

11. ASSIGNMENT AND SUBCONTRACT

Neither party shall assign all or part of its rights or obligations under this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Notwithstanding the preceding, Consultant may assign this Agreement in connection with the sale of all or substantially all of its assets or ownership interest, effective upon notice to Municipality, and may assign this Agreement to its parent, subsidiaries or sister companies (Affiliates) without notice to Municipality. Consultant may subcontract any or all of the services to its Affiliates without notice to Municipality. Consultant may subcontract any or all of the services to other third parties provided that Consultant gives Municipality prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any Affiliate's or subcontractor's performance or failure to perform. Affiliates and subcontractors will be subject to the same performance criteria expected of Consultant. Performance clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

12. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of Municipality, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of Consultant or any officer, employee, representative, or agent of Consultant. Consultant shall have no obligations under this Section to the extent that any Claim arises as a result of Consultants compliance with Municipal law, ordinances, rules, regulations, resolution, executive orders or other instructions received from Municipality.

To the fullest extent permitted by law and without waiver of governmental immunity, Municipality shall defend, indemnify, and hold harmless Consultant, its officers, employees, representatives, and agents, from and against any and all Claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such Claims are caused by (a) the negligence of, or material breach of any obligation under this Agreement by, Municipality or any officer, employee, representative, or agent of Municipality or (b) Consultant's compliance with Municipal law, ordinances, rules, regulations, resolutions, executive orders or other instructions received from Municipality. If either Party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both Parties shall cooperate fully in investigating the incident.

13. LIMITS OF LIABILITY

EXCEPT ONLY AS MAY BE EXPRESSLY SET FORTH HEREIN, CONSULTANT EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ERROR-FREE OPERATION, PERFORMANCE, ACCURACY, OR NON-INFRINGEMENT. IN NO EVENT SHALL CONSULTANT OR MUNICIPALITY BE LIABLE TO ONE ANOTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, EXEMPLARY, OR SPECIAL DAMAGES INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOST REVENUES, LOST DATA OR OTHER INFORMATION, OR LOST BUSINESS OPPORTUNITY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, INDEMNITY, NEGLIGENCE, WARRANTY, STRICT LIABILITY, OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF

ANY REMAINING REMEDY OTHER THAN WITH RESPECT TO PAYMENT OF OBLIGATIONS FOR SERVICES. EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL THE LIABILITY OF MUNICIPALITY OR CONSULTANT UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONSULTANTS INSURANCE REQUIRED PURSUANT TO SECTION 14, BELOW (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF MUNICIPALITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

14. INSURANCE

- A. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below throughout the term of this Agreement. Such coverages shall be procured and maintained with forms and insurers acceptable to Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- B. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee. Worker's compensation coverage in "monopolistic" states is administered by the individual state and coverage is not provided by private insurers. Individual states operate a state administered fund of workers compensation insurance which set coverage limits and rates. Monopolistic states: Ohio, North Dakota, Washington, Wyoming.
- C. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, and products. The policy shall contain a severability of interest provision and shall be endorsed to include Municipality and Municipality's officers, employees, and consultants as additional insureds.
- D. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.
- E. Automobile Liability: If performance of this Agreement requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- F. Municipality shall be named as an additional insured on Consultant's insurance coverage.
- G. Prior to commencement of Services, Consultant shall submit certificates of insurance acceptable to Municipality.

15. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of Parties hereto and no third-party rights are intended or implied.

16. OWNERSHIP OF DOCUMENTS

Except as expressly provided in this Agreement, Municipality shall retain ownership of all Materials and Consultant shall retain ownership of all pre-existing Consultant intellectual property, including improvements thereto all work product and deliverables created by Consultant pursuant to this Agreement. The Materials, work product and deliverables shall be used by Consultant solely as provided in this Agreement and for no other purposes without the express prior written consent of Municipality. Subject to the preceding, as between Municipality and Consultant, all deliverables from the performance of the Services (Deliverables) shall become the exclusive property of Municipality when Consultant has been compensated for the same as set forth herein, and Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding any provision of this Agreement to the contrary, Consultant shall have no liability, including under Section 13, with respect to (i)

the use by Municipality of unfinished or draft Deliverables or (ii) the use of Deliverables for any project other than that for which they were prepared or (iii) the use of Deliverables after a change in applicable codes or law. Notwithstanding the preceding, Consultant may use the Materials, work product, deliverables, applications, records, documents and other materials provided to perform the Services or resulting from the Services, for purposes of (i) training, (ii) benchmarking of Municipality's and other client's performance relative to that of other groups of customers served by Consultant; and (ii) improvement, development marketing and sales of existing and future Consultant services, tools and products. For the avoidance of doubt, Municipality Data will be provided to third parties, other than hosting providers, development consultants and other third parties providing services for Consultant, only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Municipality will be exported into a CSV file and become property of Municipality. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

17. CONSULTANT ACCESS TO RECORDS

Parties acknowledge that Consultant requires access to Records in order for Consultant to perform its obligations under this Agreement. Accordingly, Municipality will either provide to Consultant on a daily basis such data from the Records as Consultant may reasonably request (in an agreed electronic format) or grant Consultant access to its Records and Record management systems so that Consultant may download such data. Data provided to or downloaded by Consultant pursuant to this Section shall be used by Consultant solely in accordance with the terms of this Agreement.

18. CONFIDENTIALITY

Consultant shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

19. CONSULTANT PERSONNEL

Consultant shall employ a sufficient number of experienced and knowledgeable employees to perform Services in a timely, polite, courteous and prompt manner. Consultant shall determine appropriate staffing levels and shall promptly inform Municipality of any reasonably anticipated or known employment-related actions which may affect the performance of Services. Additional staffing resources shall be made available to Municipality when assigned employee(s) is unavailable.

20. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws. Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Municipality at any time during the term of this Agreement.

21. E-VERIFY/VERIFICATION OF EMPLOYMENT STATUS

Pursuant to FS 448.095, Consultant certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Consultant during the term of the Agreement. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. If Consultant enters into a contract with a subcontractor to perform work or provide services pursuant to the Agreement, Consultant shall likewise require the subcontractor to comply with the

requirements of FS 448.095, and the subcontractor shall provide to Consultant an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. Consultant will maintain a copy of such affidavit for the duration of its contract with owner. Consultant is prohibited from using the E-Verify program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

22. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that Municipality hires any such employee during the specified period, Municipality shall pay to Consultant a placement fee equal to 100% of the employee's annual salary including bonus and training certification.

23. NOTICES

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, or sent, pre-paid, first-class United States Mail, or delivered by electronic mail to the following addresses:

If to Municipality:

Bobby Pennington, City Administrator
City of Piney Point Village, Texas
7676 Woodway Drive, Suite 300
Houston, TX 77063
Email: cityadmin@pineypt.org

If to Consultant:

Joe DeRosa, CRO
SAFEbuilt, LLC
444 North Cleveland, Suite 444
Loveland, CO 80537
Email: jderosa@safebuilt.com

24. FORCE MAJEURE

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

25. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. The cost thereof shall be borne equally by each Party.

26. ATTORNEY'S FEES

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

27. AUTHORITY TO EXECUTE

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

28. CONFLICT OF INTEREST

Consultant shall refrain from providing services to other persons, firms, or entities that would create a conflict of interest for Consultant with regard to providing the Services pursuant to this Agreement. Consultant shall not offer or provide anything of benefit to any Municipal official or employee that would place the official or employee in a position of violating the public trust as provided under Municipality's charter and code of ordinances, state or federal statute, case law or ethical principles.

29. GOVERNMENT CODE/PROHIBITION OF BOYCOTT ISRAEL

Consultant verifies that it does not Boycott Israel and agrees that during the term of this Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001/2270.001, as amended. By signing below, the Consultant certifies that it does not boycott Israel and will not boycott Israel during the term of this contract.

30. GOVERNMENT CODE/PROHIBITION OF BOYCOTT FIREARMS AND AMMUNITION INDUSTRIES

Senate Bill 19, Effective September 1, 2021, amended Subtitle F, Title 10 of the Texas Government Code to add Chapter 2274 which prohibits a political subdivision of the State of Texas from entering into a contract with a company that discriminates against the firearms and ammunition industries. By signing below, Consultant certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association as defined by Chapter 2274 of the Texas Government Code, and will not so discriminate during the term of the contract.

31. GOVERNMENT CODE/PROHIBITION OF BOYCOTT ENERGY COMPANIES

Senate Bill 13, effective September 1, 2022, amended Subtitle F, Title 10 of the Texas Government Code to add Section 2274.002 which prohibits a political subdivision of the State of Texas from entering into a contract with a company that discriminates against energy companies. By signing below, the Consultant certifies that it does not boycott energy companies and will not boycott energy companies during the term of this contract.

32. GOVERNING LAW AND VENUE

The negotiation and interpretation of this Agreement shall be construed under and governed by the laws of the State of Texas, without regards to its choice of laws provisions. Exclusive venue for any action under this Agreement, other than an action solely for equitable relief, shall be in the state and federal courts serving Municipality and each party waives any and all jurisdictional and other objections to such exclusive venue.

33. COUNTERPARTS

This Agreement and any amendments or task orders may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

34. ELECTRONIC REPRESENTATIONS AND RECORDS

Parties hereby agree to regard electronic representations of original signatures as legally sufficient for executing this Agreement and scanned signatures emailed by PDF or otherwise shall be as valid as the original. Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

35. WAIVER

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

36. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous agreements, communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

SAFEbuilt Texas, LLC

City of Piney Point Village, Texas

By: _____

By: _____

Name: Matthew K. Causley

Name: _____

Title: Chief Operating Officer

Title: _____

Date: June 12, 2025

Date: _____

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EXHIBIT A – LIST OF SERVICES

1. FEE SCHEDULE

- 1.1. Beginning 24 months after the execution of this Agreement, and annually thereafter, the flat rates and lump sum rates listed shall be increased by 4.5% or based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4.5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- 1.2. Consultant fees for Services provided pursuant to this Agreement are on an ***as-requested basis by the Municipality*** and will be as follows:

2. CODE REFERENCE

- 2.1. Plan Review and Inspection of commercial and residential construction to verify compliance with the Municipality’s locally adopted codes and amendments to those locally adopted codes and the International Code Council (ICC) series of I-Codes including the International Building Code, International Residential Code and all other ICC series of I-Codes adopted by the Municipality, and the current edition of the National Electrical Code (or later versions as adopted by the Municipality), as published by the National Fire Protection Association.

3. PLAN REVIEW – RESIDENTIAL / FIRE / COMMERCIAL

- 3.1. Plan Review for residential projects shall be performed within five (5) days of notification by the Municipality, while fire and commercial projects shall be performed within ten (10) days of notification by the Municipality. All reasonable effort shall be made by the Consultant to perform plan reviews when, at the request of the Municipality, there is a need for immediate services.
- 3.2. Plan Review services are invoiced 100% of the listed fee at the time of plan review completion.

4. INSPECTIONS – RESIDENTIAL / COMMERCIAL / FIRE / HEALTH

- 4.1. Inspections requested by Municipality before 4pm shall be performed the next business day by Consultant. All reasonable effort shall be made by Consultant to perform inspections when, at the request of Municipality, there is a need for immediate services. Such inspections shall be performed at no additional cost to Municipality.
- 4.2. Inspection Services when less than \$50,000 will be invoiced 100% at the completion of the first inspection performed for that service. Inspection Services beyond \$50,000 will be invoiced on a percentage basis evenly spread across the duration of the construction schedule.

5. HOURLY RATES – PERSONNEL SPECIFIC SERVICES

- 5.1. Consultant will provide Municipality with qualified Building Department Service or Civil Engineer Professional(s) to perform duties as requested.
- 5.2. Assist the Building Department in implementing procedures to make the building department more effective, advise and assist with engineering reviews, zoning ordinance review and edits, project management, code adoption or other services as requested. Consultant staff shall make a diligent effort to recommend and implement agreed upon improvements.
- 5.3. Municipality from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field. Even when Consultant is performing Building Official responsibilities for the Municipality, the final interpretive authority rests with the Municipality.

- 5.4. Consultant's Code Enforcement services typically includes investigations into a reported issue, attendance at council meetings for specific discussion, attendance at meetings to discuss known issue coming before municipality, attendance for representation of issue going before the municipal court, and assistance in code writing for issue prevention or enforcement process. Even when Consultant is performing duties as the Code Enforcement Officer for the Municipality, the final interpretive authority rests with the Municipality. For this service all time worked, whether in the field performing inspections, in the office completing paperwork, or any other time spent related to the Code Enforcement service, will be billed on an hourly basis per fee schedule below.
- 5.5. When Consultant's Code Enforcement service is specific to inspections of a Sub-Standard Building, the Consultant may include a Building Official as part of the Code Enforcement Service team. Estimated hours of involvement for this second team member can be discussed with the Municipality prior to the start of the requested substandard building inspection. The service performed by the Building Official in support of a substandard building inspection will be billed on an hourly basis per the fee schedule below.
- 5.6. Floodplain Review Services includes assisting with the Municipality floodplain oversight program. Typically, this service includes review of elevation certificate, assist with floodplain documentation required prior to Certificate of Occupancy, and assess Municipality current floodplain review practices and ordinance. For this service all time worked is on an hourly basis per fee schedule below.
- 5.7. Fire Marshal and Sanitarian (Health) Services beyond those specific tasks defined in table above are performed at an hourly rate with a 1-hour minimum charge.
- 5.8. Hourly Rate services will be invoiced at the end of each month based on the hours worked that month. Hourly Rates do not include mileage to perform these services. These services detailed shall be performed at an hourly rate and provided only on an ***as-requested basis by the Municipality*** for a fee as detailed below.

Supplemental Inspections (Fees are for inspections only)	
Residential & Commercial Inspections	\$45 per inspection

Residential Plan Review - Projects (based on flat fees)	
Single-Family Home (New, Addition, or Model)	\$ 200 per plan review
Miscellaneous (Remodel, duplicate of Model previously reviewed or other residential plan review)	\$ 150 per plan review
Zoning Review (as requested by Municipality)	\$ 75 per plan review

Commercial & Multi-Family Plan Review - Projects (based on project valuation)	
\$1 to \$100,000 project valuation	\$225
\$100,001 to \$500,000	\$225 for 1 st \$ 100,000 plus \$2.29 each add'l \$1,000
\$500,001 to \$1,000,000	\$1,141 for 1 st \$ 500,000 plus \$1.75 each add'l \$1,000
\$1,000,001 to \$5,000,000	\$2,016 for 1 st \$1,000,000 plus \$1.20 each add'l \$1,000
\$5,000,001 and up	\$6,816 for 1 st \$5,000,000 plus \$1.10 each add'l \$1,000
Zoning Review (as requested by municipality)	\$150 per hour

Code Enforcement Services	
1 Day per week (4-6 hours on site/with additional hrs used as admin)	\$ 3,640 per month
Building Official (In support of substandard building inspection)	\$ 125 per hour
Additional Days (4-6 hours on site/with additional hours used as admin)	\$ 840 per day
Code Enforcement Hourly Rate (in lieu of daily rate)	\$ 105 per hour/4-hr min.

Fire Code Plan Review - Projects (based on valuation of fire system)	
\$1 to \$6,250	\$190
\$6,251 to \$250,000	\$ 230
\$250,001 to \$500,000	\$ 310
\$500,001 to \$1,000,000	\$ 440
\$1,000,001 to \$3,000,000	\$ 620
\$3,000,001 and up	\$1,940 + \$0.10 each add'l \$1,000
Fire Code Project Inspections (based on valuation of system)	
\$1 to \$6,250	\$ 285
\$6,251 to \$250,000	\$ 345
\$250,001 to \$500,000	\$ 465
\$500,001 to \$1,000,000	\$ 660
\$1,000,001 to \$3,000,000	\$ 930
\$3,000,001 and up	\$2,910 + \$0.15 each add'l \$1,000
Fire Code Additional Service Inspections (based on flat fees)	
Annual - Day Care, Foster Home, Commercial, Multi-Family	\$ 125
Annual - Nursing Home, Assisted Living, School	\$ 250
Certificate of Occupancy	\$ 125 per hour (1-hour minimum)
Re-Inspection	\$ 150
Underground Inspection	\$ 400

Miscellaneous Plan Reviews - Projects (based on flat fees)	
Health Services / Life Safety Plan Review	\$ 125 per plan review
Underground Fire Code Plan Review	\$ 275 per plan review
Plan Reviews after 3 rounds of plan review comments	\$ 125 per hour

Health Code Service Inspections (based on flat fees)	
Category A – TCS foods or non-TCS foods are processed and prepared or commercial kitchen with extensive preparation and processing	\$ 250
Category B – Pre-packaged TCS foods are sold and/or limited to non-TCS foods including sliced citrus beverage garnishments, crushed ice mixed with a sugar water-based syrup are sold. Limited preparation and processing	\$ 187.50
Category C – Non-TCS foods such as farmers market (whole produce), convenience store with no preparation, snow cone or pop-a-top bar with set-ups. Limited to no food preparation or processing.	\$ 125
Annual Food Establishment Certificate	\$ 125 per certificate
Annual Public Pool Inspection	\$ 195 per pool
Mobile Food Truck Inspection	\$ 125 per truck
Temporary Events	\$ 95
Complaint Investigation (per complaint / per hour)	\$ 125 per hour (1-hour minimum)

Building Department Professional Services (based on hourly rates)	
Permit Tech Services	\$ 75 per hour
Code Enforcement Officer	\$ 105 per hour
Building Official / City Planner / Floodplain Review Services	\$ 125 per hour
Fire Marshal / Sanitarian (Health) / Sub-Standard Building Services	\$ 125 per hour
Senior City Planner	\$ 150 per hour
Civil Engineering Professional Services (based on hourly rates)	
Clerical / Administrative	\$ 85 per hour
CADD Specialist	\$ 110 per hour
Survey Crew	\$ 170 per hour
Survey Technician	\$ 120 per hour
Surveyor, RPLS	\$ 210 per hour
Junior Level Civil Engineer (EIT)	\$ 140 per hour
Mid-Level Civil Engineer (PE)	\$ 173 per hour
Floodplain Review Services (CFM)	\$ 175 per hour
Senior Level Civil Engineer (PE)	\$ 245 per hour
Project Manager	\$ 235 per hour
Principal	\$ 290 per hour

EXHIBIT B – MUNICIPAL SPECIFIED OR SAFE BUILT PROVIDED SOFTWARE

1. Consultant shall provide Services pursuant to this Agreement using hardware and Consultant's standard software package, unless otherwise provided below. Use of Consultant's software shall be subject to the applicable terms of service, privacy and other policies published by Consultant with respect to that software, as those policies may be amended from time to time. In the event that Municipality requires that Consultant utilize hardware and/or software specified by and provided by Municipality, Consultant shall use reasonable commercial efforts to comply with Municipal requirements.
2. Municipality, at its sole expense, shall provide such technical support, equipment or other facilities as Consultant may reasonably request to permit Consultant to comply with Municipal requirements. Municipality will provide the following information to Consultant.
 - ✓ Municipal technology point of contact information including name, title, email and phone number
 - ✓ List of technology services, devices and software that the Municipality will provide may include:
 - Client network access
 - Internet access
 - Proprietary or commercial software and access
 - Computer workstations/laptops
 - Mobile devices
 - Printers/printing services
 - Data access
 - List of reports and outputs

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TO: City Council

VIA: Beautification Committee

DATE: June 23, 2025

SUBJECT: Discussion of the Kinkaid School Partnership on the San Felipe Esplanade and Intersection Improvements, and Its Integration into the Beautification Committee's Strategic Development Plan.

Workshop Item: A

Discussion regarding the Kinkaid School Partnership and the San Felipe Esplanade Project, including the City's coordination with Kinkaid on their upcoming traffic study. Results of the study will help guide the city and its engineers (HDR) in evaluating options for left-turn access into the Kinkaid campus from San Felipe.

This conversation will also be framed within the broader scope of the Beautification Committee's Strategic Development Plan. The Committee, tasked with enhancing Piney Point Village's image and community spaces, is developing a five-year strategic plan to guide Council decisions on public-facing projects. Their mission is to create visually appealing and safe environments that foster community pride and engagement.

Mission/Vision:

This item aligns with Strategy 2 for adaptive traffic signal systems and Strategy 3-B, which aims to develop a comprehensive landscape plan for public spaces.

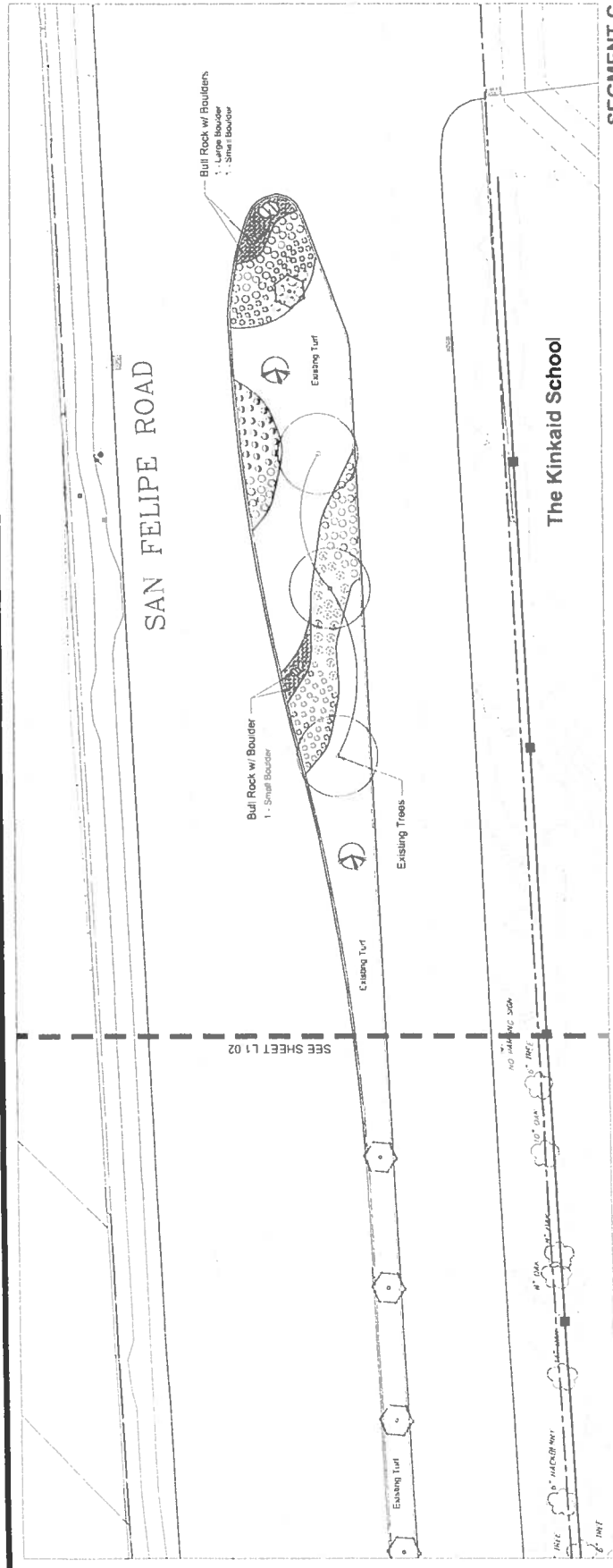
SAN FELIPE – KINKAID LANDSCAPE DESIGN



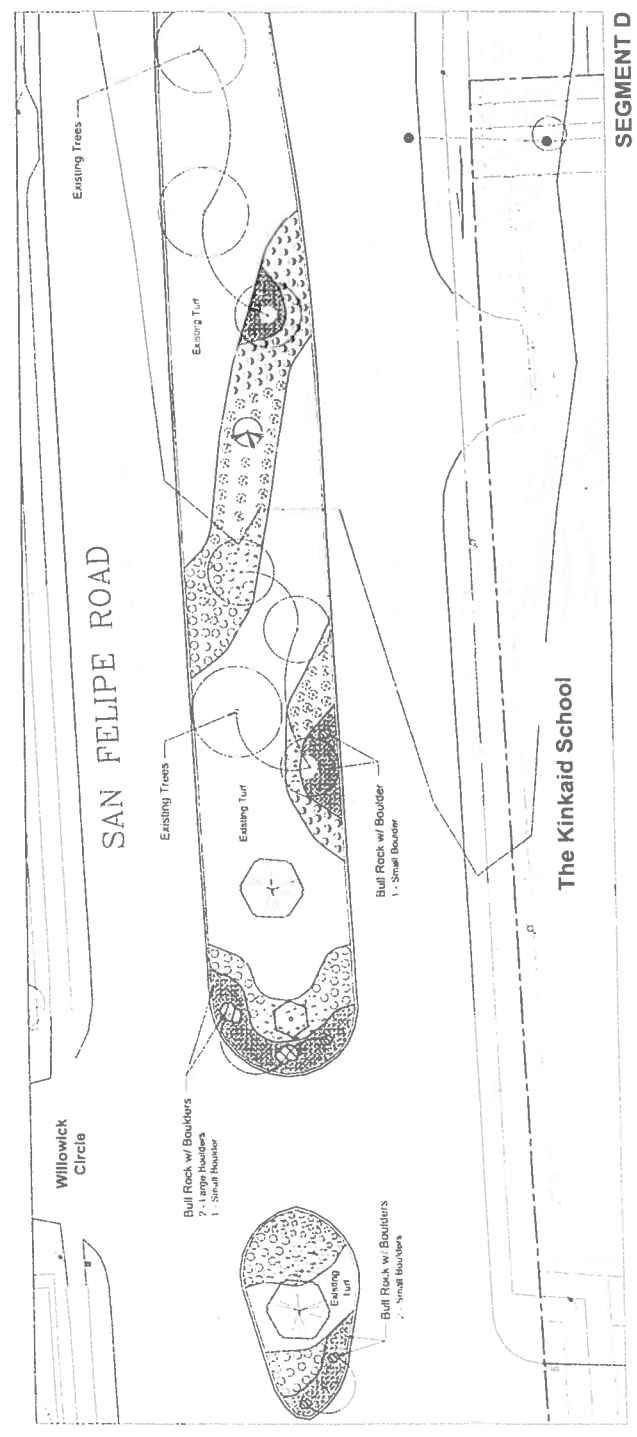
HANOVER
ARCHITECTS
1780 S POST OAK LANE
HOUSTON, TX 77058
713.707.2100 www.hanoverco.com

THE
KINKAID
SCHOOL
201 Kinkaid School Drive

FOR REVIEW ONLY
1.0000000000000000
1.0000000000000000



SEGMENT C



SEGMENT D

MATERIALS LEGEND		
QTY	SYMBOL / NAME	SIZE
3	Quercus sp. Oak specimen 1500	27" Dia. 8' 10" Ht.
6	Plant beds Landscape Pine	4' Dia. 7' 9" Ht.
10	Ligustrum indica Clematis (Vary to match adjacent landscape)	8' 10" Ht. 6' 10" Ht.
52	Ligustrum indica Clematis Fringe Flower	25' 30" Ht. 5' Dia.
84	Ligustrum indica Dwarf Hamamelis Fringe Flower	30' 30" Ht. 5' Dia.
272	Ligustrum indica Dwarf Hamamelis	17' 14" Ht. 3' Dia.
156	Ligustrum indica Dwarf Hamamelis	18' 20" Ht. 3' Dia.
152	Ligustrum indica Dwarf Hamamelis	17' 14" Ht. 3' Dia.
865	Ligustrum indica Dwarf Hamamelis	17' 14" Ht. 3' Dia.
6	Ligustrum indica Dwarf Hamamelis	17' 14" Ht. 3' Dia.
10	Ligustrum indica Dwarf Hamamelis	17' 14" Ht. 3' Dia.

San Felipe
Islands
(East)



SHEET
NUMBER: L1.03



THE
KINKAID
SCHOOL

201 KIRKLAND'S SCHOOL LITERACY

1. $\frac{1}{2} \log \frac{1}{2}$

SEGMENT D

See Sheet L1.03

SEGMENT C

See Sheet 11 of 13

SEGMENT B

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COMMENTARY

INTRODUCTION

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SITE PLAN

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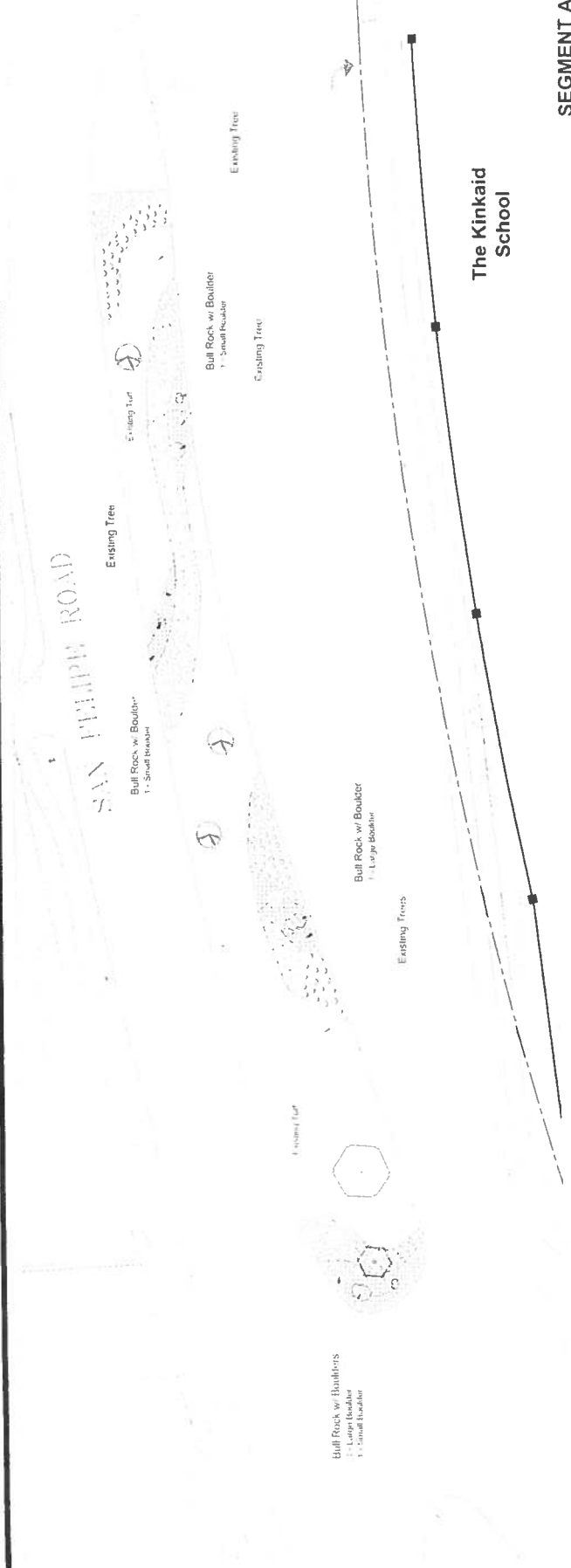
SHEET
NUMBER: L1.01



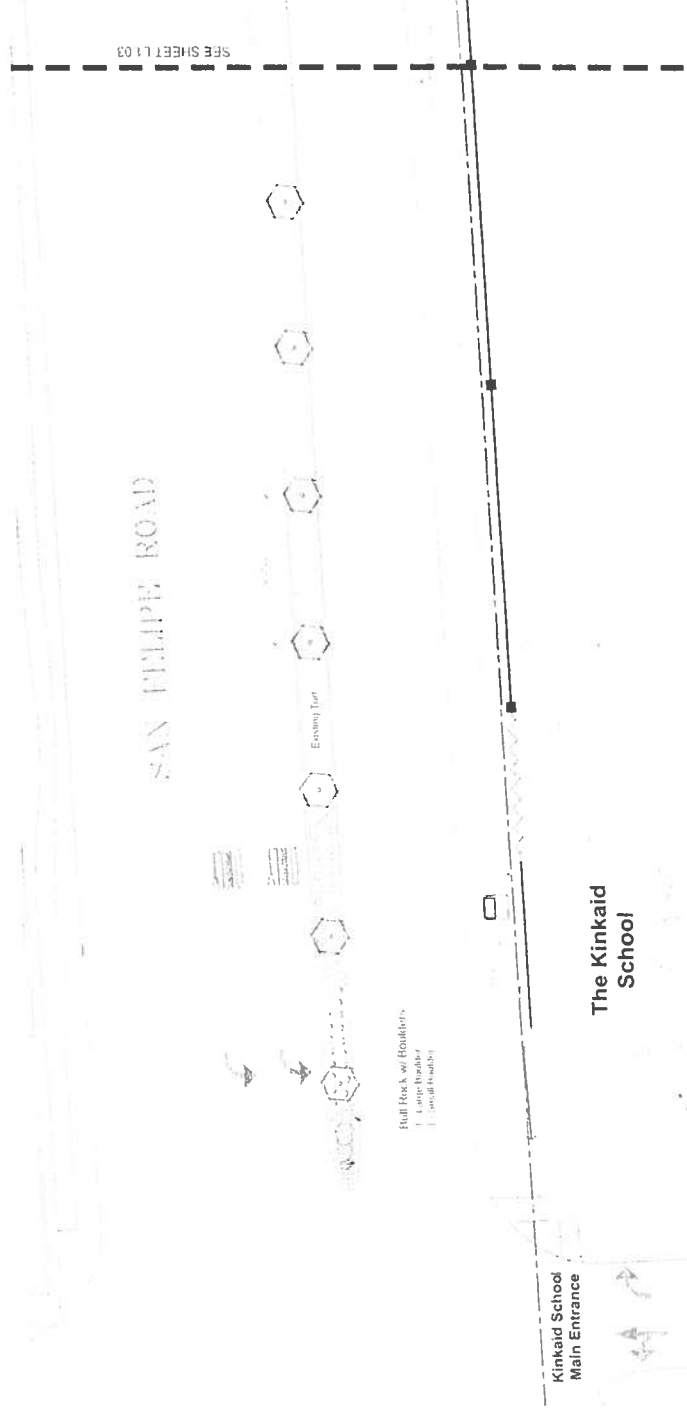
HANOVER
LANDSCAPE
ARCHITECTURE
701 Kinkaid School Drive
San Felipe, CA 92069
Phone: 619.444.1111
Fax: 619.444.1112

THE
KINKAID
SCHOOL

701 Kinkaid School Drive



SEGMENT A



SEGMENT B

MATERIALS LEGEND		
QTY	SYMBOL NAME	SIZE
3	Quercus sp. Oak Spreads 180	8" Gal. 2' x 10' 0"
6	Pinus taeda Pine Trees	8" Gal. 2' x 10' 0"
10	Lagerstroemia indica Crape Myrtle Crape Myrtle 180 x 180 x 180	8" Gal. 2' x 10' 0"
12	Longitarsus chinensis Longitarsus chinensis	8" Gal. 2' x 10' 0"
14	Penstemon alpestris Penstemon alpestris	8" Gal. 2' x 10' 0"
16	Illex vomitoria Illex vomitoria	8" Gal. 2' x 10' 0"
18	Dianella Dianella	8" Gal. 2' x 10' 0"
20	Asparagus densiflorus Asparagus densiflorus	8" Gal. 2' x 10' 0"
22	Bull Rock Bull Rock	8" Gal. 2' x 10' 0"
24	Large Boulder Large Boulder	8" Gal. 2' x 10' 0"
26	Small Boulder Small Boulder	8" Gal. 2' x 10' 0"

San Felipe
Islands
(West)

SHEET
NUMBER

L1.02

Traffic Operations Study

The Kinkaid School Improvements
Houston, TX

Walter P. Moore and Associates, Inc.
TBPE Firm Registration No. 1856



Elizabeth A. Bryan
04/04/2018

Prepared for
The Kinkaid School

Prepared by
WALTER P MOORE

Walter P. Moore and Associates, Inc.
1301 McKinney, Suite 1100
Houston, Texas 77010

April 2018

CONTENTS

INTRODUCTION	1
BACKGROUND	1
PLANNED DEVELOPMENT	1
Site Development	1
TRAFFIC ANALYSIS	2
RESULTS	5
Phase 1 (start Summer 2017).....	5
Phase 2 (expected completion in Summer 2018)	5
Phase 3 (future)	6
CONCLUSIONS AND RECOMMENDATIONS.....	6

TAB ONE: Existing Traffic Volumes

TAB TWO: Capacity Analysis

LIST OF FIGURES

FIGURE 1: Proposed Kinkaid Site Plan

FIGURE 2: Existing Conditions

FIGURE 3: Phase 1 Improvements (Straighten and Widen Internal Driveway)

FIGURE 4: Proposed Intersection Improvements

(Widen Driveway with Eastbound Right Turn Lane)

FIGURE 5: Proposed Intersection Improvements

(Widen Driveway with Eastbound Right Turn Lane and Dual Westbound Left Turn)

LIST OF TABLES

TABLE 1: AM Peak Hour Turning Movement Volumes – San Felipe at Kinkaid Drive

TABLE 2: Level of Service Criteria for Signalized Intersections

TABLE 3: San Felipe at Kinkaid Level of Service Comparison

INTRODUCTION

Walter P Moore was hired by The Kinkaid School to study mobility on and along San Felipe near their campus. As a result of that study, several improvement options were recommended, including several within the Harris County right-of-way (ROW). It is our understanding that Harris County requires a Traffic Operations Study for any improvements within the County ROW. This report summarizes the study efforts that have been completed and the operational improvements expected from the proposed future physical improvements.

BACKGROUND

The Kinkaid School is located in West Houston on the south side of San Felipe. There are currently two entrances to the school both along San Felipe. The main entrance at Kinkaid Drive is signalized and the secondary entrance is to the east. The eastern entrance is typically only open for carpool times and special events.

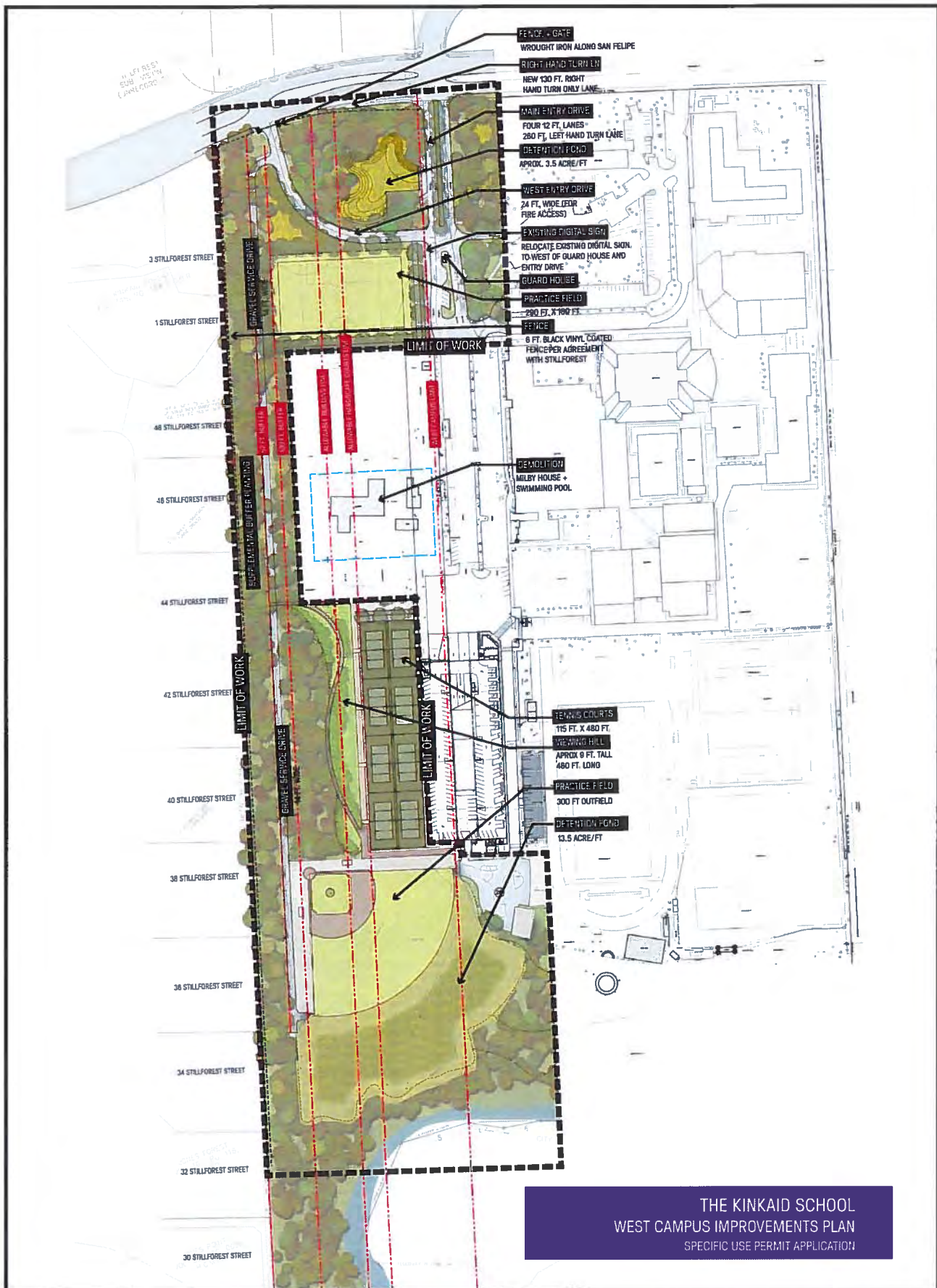
In 2013 and 2014, traffic count data was collected along San Felipe at critical intersections near The Kinkaid School. This data was collected during the morning, afternoon, and evening peak hours on days when school was in session and on days when school was not in session.

Traffic capacity analysis was conducted at the surrounding intersections using the November 2013 data to determine the intersection peak hour level of service and average delay per vehicle. It was determined that the school traffic volumes primarily impact operations at the San Felipe/Kinkaid Drive intersection during the AM peak hour. Therefore, this study focuses on the San Felipe at Kinkaid Drive intersection during the AM peak hour only.

PLANNED DEVELOPMENT

SITE DEVELOPMENT

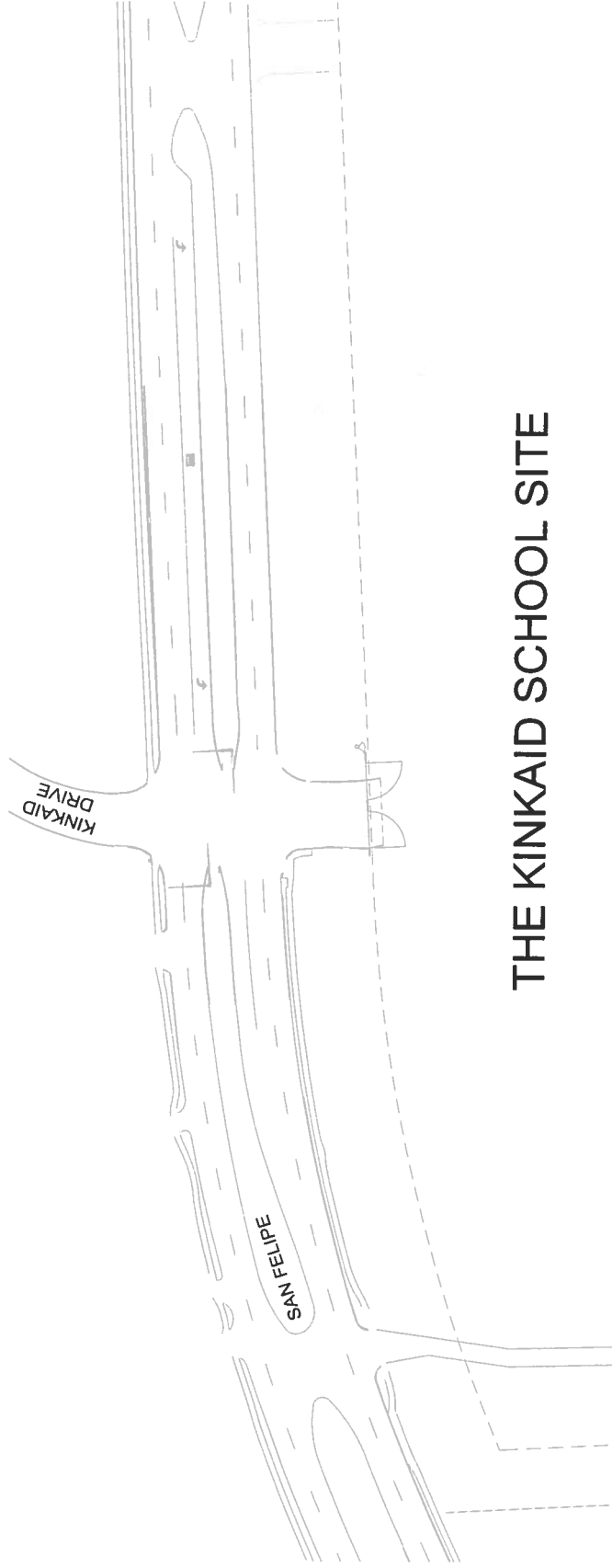
The Kinkaid School is planning to expand their campus to the west, on recently acquired property. As part of the master planning process for the West Campus, the master planning team identified several items for the planned expansion, including a new west driveway, tennis courts, athletic fields, a detention pond, and additional landscaping. The West Campus Improvements Plan as presented to the City of Piney Point for a Specific Use Permit is shown in **Figure 1**. As part of the improvement plan, Kinkaid wanted to review overall traffic operations entering and exiting the school. The existing site conditions can be seen in **Figure 2**.



WALTER P MOORE

WALTER P. MOORE AND ASSOCIATES, INC.
1301 MCKINNEY, SUITE 1100
HOUSTON, TEXAS 77010

PHONE 713.830.7300 FAX 713.830.7396



THE KINKAID SCHOOL SITE

FIGURE 2

EXISTING CONDITIONS



N.T.S.

WALTER P MOORE

WALTER P. MOORE AND ASSOCIATES, INC.
1301 MCKINNEY, SUITE 1100
HOUSTON, TEXAS 77010

PHONE 713.630.7300 FAX 713.630.7366

TRAFFIC ANALYSIS

The data used for this analysis is from Thursday, November 21, 2013, when The Kinkaid School was in session. All movements that are not related to school movements were grown at 1.5% per year to 2017. A growth rate equivalent to the enrollment growth at the school was applied to all school movements. **Table 1** provides a summary of the 2013 traffic count, the growth and proposed AM peak hour volumes at the San Felipe at Kinkaid Drive intersection used in the study.

Table 1: AM Peak Hour Turning Movement Volumes – San Felipe at Kinkaid Drive

Analysis Period	Turning Movement Volumes											
	Eastbound			Westbound			Northbound			Southbound		
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
AM Peak Hour												
Existing (2013)	2	1098	259	370	599	67	48	74	86	30	236	2
Background Growth	0	67	n/a	n/a	37	4	n/a	n/a	n/a	2	n/a	0
School Growth	n/a	n/a	4	6	n/a	n/a	1	1	1	n/a	4	n/a
Proposed (2017)	2	1165	263	376	636	71	87	75	87	32	240	2

After developing the projected turning movement volumes for the AM peak hour, capacity analyses were performed for existing conditions and proposed conditions. Intersection operations were analyzed using *Synchro 9.0*, software developed to automate procedures found in the *Highway Capacity Manual*.

Results of the capacity analyses are reported in standard level of service (LOS) format, with the most favorable conditions being designated as LOS A and the poorest conditions indicated by LOS F. Intersection level of service is based on the amount of delay that each vehicle encounters at a given intersection. The level of service criteria for signalized intersections, along with a brief description of the conditions experienced for each level of service grade, can be seen in **Table 2**.

Table 2: Level of Service Criteria for Signalized Intersections

Level of Service	Stopped Delay (seconds/vehicle)	Description
A	≤ 10	At a single intersection most vehicles do not stop at all. When linked with other signals, vehicles progress through intersections without stopping.
B	> 10 and ≤ 20	At a single intersection some vehicles stop before getting a green signal. When linked with other signals, some cars may have to stop but most progress through the intersection without stopping.
C	> 20 and ≤ 35	At a single intersection, a significant number of vehicles must stop and wait for a green signal. Some vehicles may have to wait through one full signal cycle before being able to move through the intersection.
D	> 35 and ≤ 55	At this level, congestion is noticeable. Many vehicles have to stop while waiting for a green signal. A noticeable number of vehicles have to wait through one full cycle before being able to continue through the intersection.
E	> 55 and ≤ 80	At this level, almost all vehicles have to wait through one or more full signal cycles before moving through the intersection. When linked with other signals, progression is slow.
F	> 80	At this level, the number of vehicles entering the intersection exceeds its capacity. Vehicles have to wait through multiple full signal cycles before moving through the intersection.

Transportation agencies generally consider operations at or above LOS C to be acceptable.

Results of the existing conditions analyses, without improvements were reviewed to determine the impact of the proposed redevelopment on the surrounding roadways. Several movements were identified as needing improvements. For this reason, several roadway and intersection improvements were investigated, including the following:

- Realignment of internal roadways
- Addition of an eastbound right turn bay on San Felipe at Kinkaid Drive
- Addition of a proposed west driveway
- Addition of a second westbound left turn bay on San Felipe at Kinkaid Drive

The proposed improvements are planned to occur in several phases. Phase 1 (completed summer 2017) had improvements made internal to the site, and included widening and straightening the Main Driveway on campus. These can be seen in **Figure 3**.

Phase 2 (anticipated Spring/Summer 2018) would be adding the West Driveway, widening the Main Driveway, and adding an eastbound right turn lane into campus at the Main Driveway. These improvements would include relocating the power pole in the southwest corner of the intersection, pedestrian ramp improvements, and relocating pedestrian poles. These improvements can be seen in **Figure 4**. The West Driveway would be design to be right in and signed to prohibit left turns out. During special events, Kinkaid may hire a traffic control officer to permit left turns out, but this would not occur during peak hours and would only be for special events. The addition of the West Driveway may occur before the right turn bay due to the timing of the relocation of the CenterPoint power pole. For the analysis, it was assumed that the west driveway would attract 50% of the eastbound right turns that currently use the San Felipe/Kinkaid Drive intersection.

The final phase (Phase 3) would be adding an additional westbound left turn lane into the campus at the Main Driveway. This improvement would include a complete signal upgrade, and can be seen in **Figure 5** and is anticipated to be completed summer 2018.

Each of these improvement scenarios was analyzed to see the operational results of the improvements by phase. A summary of the level of service at the San Felipe at Kinkaid Drive intersection under each improvement scenario can be seen in **Table 3**.

Table 3: San Felipe at Kinkaid Level of Service Comparison

Analysis Period	Level of Service (delay in seconds per vehicle) by Approach and Movement												Intersection
	Eastbound			Westbound			Northbound			Southbound			
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
Morning Peak Hour													
Existing School Day	E	D	D	F	A	A	F	F	A	F	F	F	D
	62.0	49.0	49.0	83.3	7.3	7.3	107.6	107.6	4.8	85.6	85.6	85.6	48.4
Proposed (West Driveway 50%)	E	D	D	F	A	A	F	F	A	F	F	F	D
	62.0	38.9	38.9	83.3	7.3	7.3	107.6	107.6	4.8	85.6	85.6	85.6	43.8
Proposed Optimized (RT and West Driveway 50%)	E	D	A	E	A	A	E	A	A	E	E	E	D
	62.0	39.6	6.8	68.5	8.0	8.0	77.9	4.5	4.5	73.1	73.1	73.1	38.2
Proposed Optimized (RT, West Driveway 50% and LT)	E	C	A	E	A	A	E	A	A	E	E	E	C
	60.0	27.8	5.5	56.9	9.1	9.1	59.4	4.0	4.0	61.3	61.3	61.3	30.1

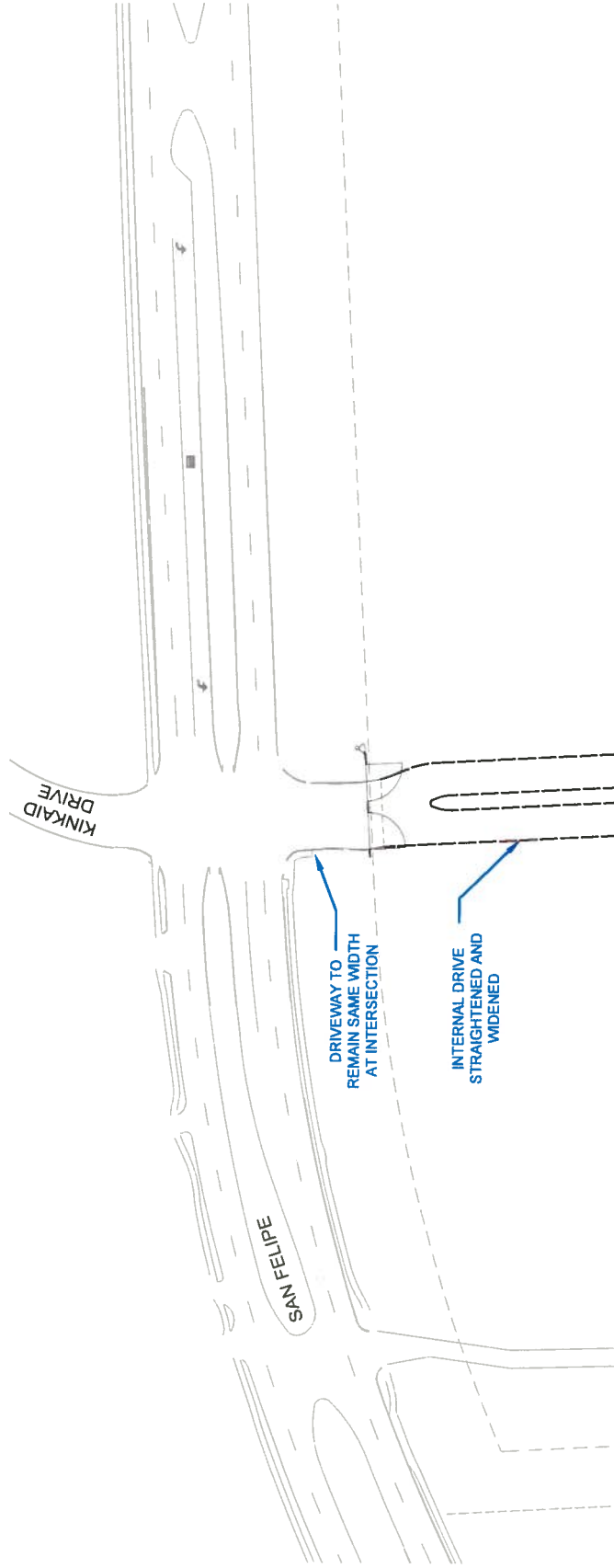
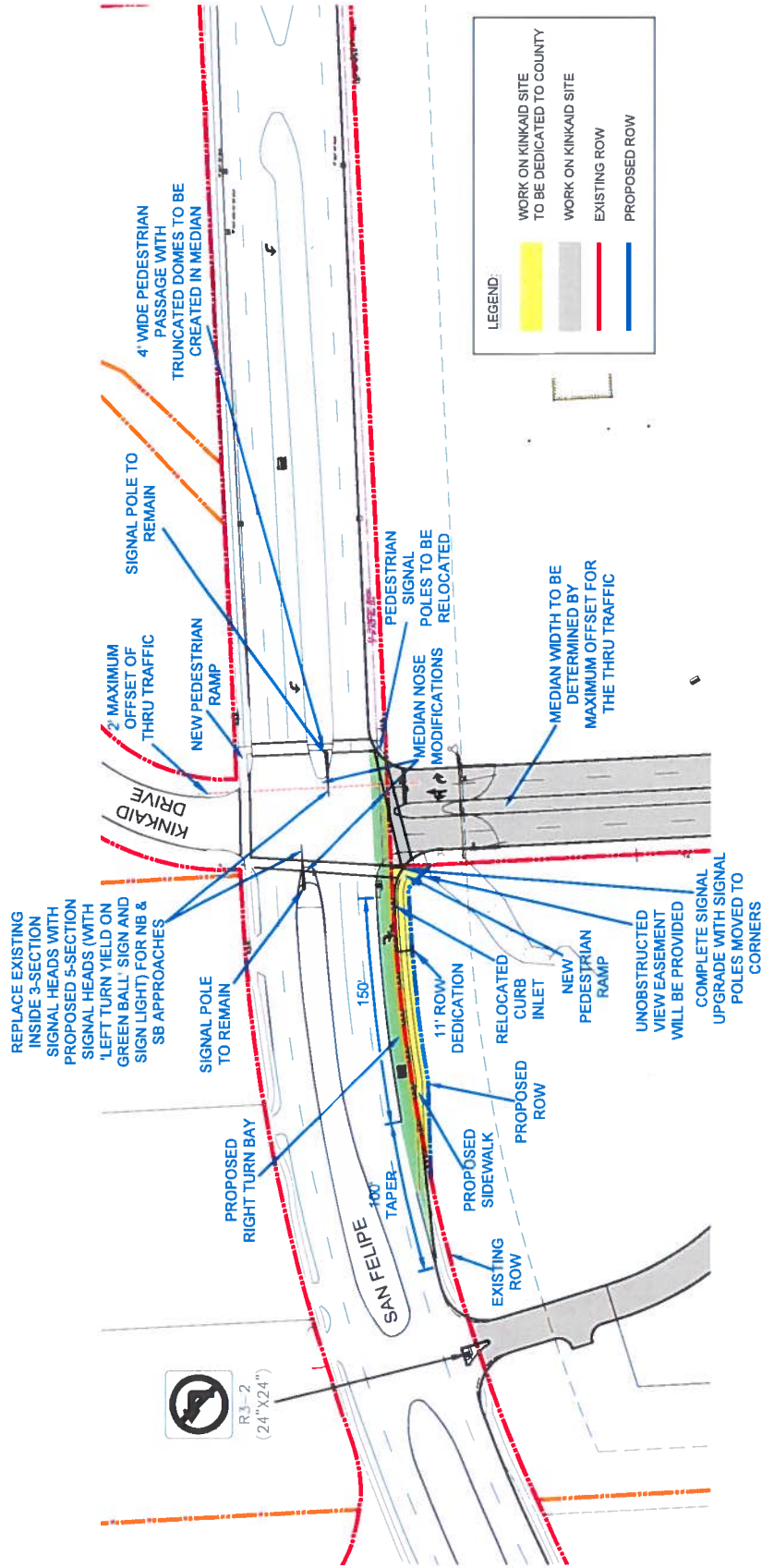


FIGURE 3

PHASE 1 IMPROVEMENTS
(STRAIGHTEN AND WIDEN INTERNAL DRIVE)



WALTER P MOORE
WALTER P. MOORE AND ASSOCIATES, INC.
1301 MCKINNEY, SUITE 1100
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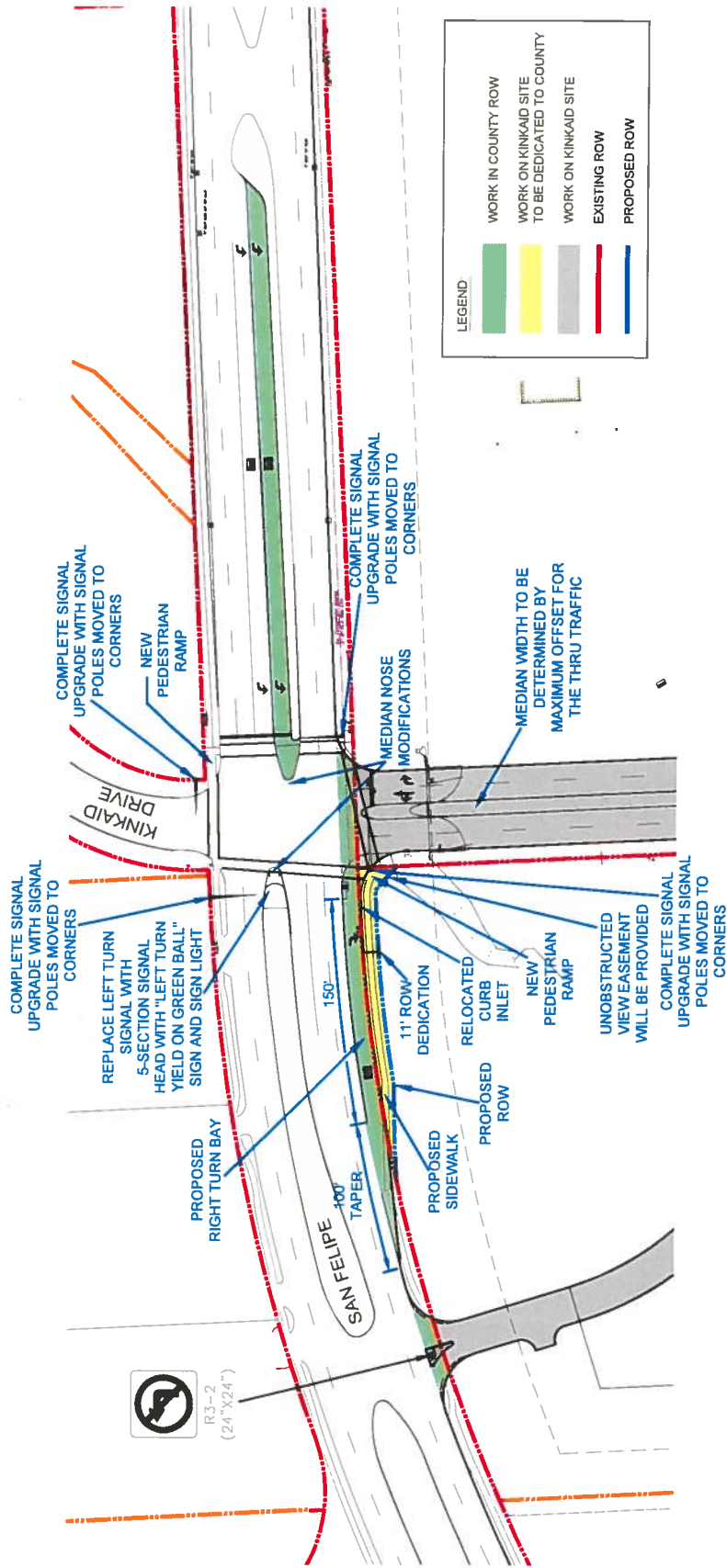


PROPOSED INTERSECTION IMPROVEMENTS
(WIDEN DRIVEWAY WITH EASTBOUND RIGHT TURN LANE)



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FIGURE 4



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PROPOSED INTERSECTION IMPROVEMENTS
 (WIDEN DRIVEWAY WITH EASTBOUND RIGHT TURN LANE
 AND DUAL WESTBOUND LEFT TURN LANES)

FIGURE 5

RESULTS

PHASE 1 (START SUMMER 2017)

The current improvements are occurring completely within the campus' property and are not anticipated to have an impact on the LOS at the San Felipe at Kinkaid Drive intersection. The improvements include the widening and straightening of the Main Driveway within the campus and improvement of internal intersections to improve safety and maneuverability of buses. Improvements can be seen in Figure 3.

PHASE 2 (EXPECTED COMPLETION IN SUMMER 2018)

The proposed West Driveway will replace a private driveway that served the parcel before it was donated to The Kinkaid School. Similar to the East Driveway, the West Driveway will be gated and will remain closed nights and weekends, as well as during the middle of the school day. Left turns from westbound San Felipe would be restricted at all times. The driveway will attract 50-75% of the eastbound traffic accessing the campus at the San Felipe at Kinkaid intersection. This would improve the intersection of San Felipe at Kinkaid Drive from a LOS D (48.4 sec per vehicle) to LOS D (43.3 sec per vehicle) if 50% utilize the new driveway or LOS D (42.7 sec per vehicle) if 75% utilize the new driveway.

The eastbound right turn bay at the intersection of San Felipe at Kinkaid Drive will minimize the impact of right turning vehicles on the through traffic and improve the intersection to LOS D (39.3 sec per vehicle).

Widening the main driveway is not anticipated to have an impact on the intersection LOS. It will allow for the drive to be straightened and inclusion of a landscaped median. The landscaped median will provide additional room to locate a security booth internal to the campus. There will be a maximum offset of 2' for the northbound through movement, as seen in Figure 4.

When looking at the proposed improvements together, the eastbound right turn bay and west driveway will also help to improve the queuing along San Felipe. The 95th percentile eastbound queue will reduce from 789' to 584' and the 95th percentile westbound left queue will reduce from 536' to 486'.

The new West Driveway and eastbound right turn bay together is anticipated to improve the intersection to LOS D (38.2 sec per vehicle) if the intersection timing plans are optimized to better reflect the new intersection layout.

PHASE 3 (EXPECTED COMPLETION IN SUMMER 2018)

While they have not yet committed to making the improvement, the Kinkaid School is also exploring the possibility of installing dual westbound left turns at the San Felipe at Kinkaid Drive intersection. The analysis shows that this (in combination with the west driveway and eastbound right turn bay) would improve the intersection to LOS C (30.1 sec per vehicle). Kinkaid understands that they would be responsible for all design and improvement costs (including signal modifications) if they decide to make modifications at the intersection. The proposed dual left turn would further reduce the 95th percentile westbound left queue from 486' to 211'. The 95th percentile eastbound queue would also further improve from 584' to 535'. Figure 5 shows these improvements.

CONCLUSIONS AND RECOMMENDATIONS

Based on this Traffic Operations Study, we are requesting preliminary approval for all three planned phases of improvements, so that The Kinkaid School can move forward with design documents. These improvements include the addition of an eastbound right turn bay on San Felipe at Kinkaid Drive, addition of a proposed west driveway, and the addition of a second westbound left turn bay on San Felipe at Kinkaid Drive.

REFERENCES

Trip Generation Manual, 9th Edition. Institute of Transportation Engineers, Washington, D.C., 2012.

Infrastructure Design Manual. City of Houston Department of Public Works and Engineering,
Houston, Texas, July 2017

TAB ONE

Existing Traffic Volumes

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Voss
Count Date: Thursday, November 21, 2013

School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	25	98	4	1	0	4	20	34	0	0	16	158	25	1	0	47	86	27	2	0	548
6:45	26	162	9	0	0	13	54	41	1	1	33	198	37	0	1	34	93	31	0	0	732
7:00	40	162	13	0	0	18	95	52	0	1	40	223	53	0	0	44	112	41	0	2	893
7:15	60	196	22	0	0	28	178	61	0	0	73	280	54	0	0	60	150	81	0	1	1243
7:30	67	226	26	0	1	43	203	97	0	2	78	301	65	0	0	53	172	69	0	0	1400
7:45	48	254	22	0	0	30	177	87	1	2	79	290	47	0	0	71	186	97	0	1	1389
8:00	51	268	21	0	1	22	115	71	2	1	63	245	56	1	1	73	210	74	0	0	1272
8:15	51	298	24	0	2	29	104	62	1	0	64	267	60	1	0	73	187	50	0	1	1271
8:30	50	279	23	1	2	31	91	76	0	2	54	258	53	0	0	65	200	57	0	2	1238
8:45	47	241	26	0	2	30	96	65	0	1	59	259	51	0	1	64	212	56	0	0	1206
9:00	56	225	27	0	0	36	90	69	0	0	42	223	62	2	0	66	210	68	0	0	1176
9:15	44	179	29	1	2	37	99	52	1	0	40	188	38	0	1	72	169	44	0	1	993

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	52	126	35	0	2	52	125	70	0	1	57	211	49	0	3	71	205	57	0	1	1110
14:15	42	124	45	1	0	56	159	78	2	2	49	204	58	0	1	47	204	67	0	0	1136
14:30	63	139	45	0	1	45	179	76	1	1	49	169	43	0	2	56	192	80	2	0	1139
14:45	62	141	42	1	1	47	147	55	1	4	51	130	47	1	1	62	185	82	1	0	1055
15:00	49	124	40	0	1	63	174	83	0	0	47	135	29	1	0	53	189	65	0	0	1052
15:15	59	145	45	0	1	77	181	74	0	1	49	198	26	0	1	73	188	60	0	1	1175
15:30	36	154	53	0	1	71	187	81	0	2	54	249	37	0	1	63	264	72	0	1	1321
15:45	34	152	38	0	3	55	166	96	0	0	44	231	40	0	0	63	237	82	0	1	1238
16:00	36	160	45	0	1	61	182	99	0	1	43	251	39	0	0	57	263	73	0	1	1309
16:15	32	168	36	0	0	67	240	103	0	6	50	235	44	1	1	56	254	65	2	1	1353
16:30	35	154	55	0	1	69	239	90	0	0	40	239	45	0	0	61	275	68	0	1	1370
16:45	39	171	47	0	3	77	276	86	0	4	44	244	33	0	0	56	279	46	0	3	1398
17:00	28	161	60	2	0	69	270	82	1	2	48	226	48	2	0	48	301	66	1	1	1413
17:15	33	164	59	0	0	81	273	118	0	3	47	259	49	0	1	61	278	71	2	0	1495
17:30	39	152	42	0	0	87	262	117	0	0	46	235	41	2	1	63	292	56	1	0	1435
17:45	39	178	38	0	0	87	272	94	1	1	49	185	42	1	0	64	270	61	1	2	1382

A.M. Peak Hour
7:30 - 8:30

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:45 - 17:45

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:30	67	226	26	0	1	43	203	97	0	2	78	301	65	0	0	53	172	69	0	0	1400
7:45	48	254	22	0	0	30	177	87	1	2	79	290	47	0	0	71	186	97	0	1	1389
8:00	51	268	21	0	1	22	115	71	2	1	63	245	56	1	1	73	210	74	0	0	1272
8:15	51	298	24	0	2	29	104	62	1	0	64	267	60	1	0	73	187	50	0	1	1271
TOTAL	217	1046	93	0	4	124	599	317	4	5	284	1103	228	2	1	270	755	290	0	2	5332

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	49	124	40	0	1	63	174	83	0	0	47	135	29	1	0	53	189	65	0	0	1052
15:15	59	145	45	0	1	77	181	74	0	1	49	198	26	0	1	73	188	60	0	1	1175
15:30	36	154	53	0	1	71	187	81	0	2	54	249	37	0	1	63	264	72	0	1	1321
15:45	34	152	38	0	3	55	166	96	0	0	44	231	40	0	0	63	237	82	0	1	1238
TOTAL	178	575	176	0	6	266	708	334	0	3	194	813	132	1	2	252	878	279	0	3	4786

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:45	39	171	47	0	3	77	276	86	0	4	44	244	33	0	0	56	279	46	0	3	1398
17:00	28	161	60	2	0	69	270	82	1	2	48	226	48	2	0	48	301	66	1	1	1413
17:15	33	164	59	0	0	81	273	118	0	3	47	259	49	0	1	61	278	71	2	0	1495
17:30	39	152	42	0	0	87	262	117	0	0	46	235	41	2	1	63	292	56	1	0	1435
TOTAL	139	648	208	2	3	314	1081	403	1	9	185	964	171	4	2	228	1150	239	4	4	5741

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Farnham Park Dr
Count Date: Thursday, November 21, 2013

School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	0	140	0	0	0	0	30	0	0	0	0	0	1	0	0	0	0	0	0	0	171
6:45	0	203	0	0	0	0	71	0	0	0	0	0	0	0	0	1	0	0	0	0	275
7:00	0	255	1	0	1	3	134	0	0	0	1	0	2	0	0	1	0	0	0	1	397
7:15	0	311	0	2	0	7	247	0	0	1	3	0	6	0	0	1	0	0	0	0	577
7:30	0	378	2	4	0	2	273	1	0	0	3	0	1	0	0	1	0	0	0	0	665
7:45	0	369	2	0	0	3	251	1	1	4	1	0	3	0	0	1	0	0	0	0	632
8:00	0	396	3	1	0	7	180	1	0	0	1	0	0	0	0	0	0	0	0	0	589
8:15	1	387	2	1	0	3	153	2	0	0	3	0	3	0	0	1	0	0	0	0	556
8:30	0	292	2	0	2	7	113	1	0	1	1	0	4	0	1	0	0	1	0	0	421
8:45	0	342	1	0	0	2	121	1	1	0	0	0	1	0	0	1	0	2	0	0	472
9:00	0	299	2	0	0	3	107	3	0	0	0	0	2	0	1	1	0	0	0	0	417
9:15	0	249	3	0	0	1	125	2	1	0	2	0	2	0	0	2	0	2	0	0	389

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	1	208	4	0	0	5	208	1	0	0	2	0	3	0	0	0	0	2	0	1	434
14:15	3	167	0	0	0	5	233	7	1	0	1	0	4	0	0	2	0	3	0	1	426
14:30	1	241	2	0	0	2	267	1	1	0	1	0	2	0	0	0	0	2	0	0	520
14:45	1	209	2	0	0	5	278	0	0	0	3	0	4	0	0	2	0	4	0	0	508
15:00	0	189	2	0	0	4	237	2	0	0	5	0	4	0	0	2	0	3	0	0	448
15:15	2	259	4	1	0	3	290	3	0	0	2	0	1	0	0	4	0	2	0	0	571
15:30	0	227	3	1	1	4	358	2	1	0	6	0	8	0	0	0	0	0	0	0	610
15:45	1	232	5	1	0	3	309	1	3	0	6	0	7	0	0	2	0	0	0	0	570
16:00	0	215	1	2	0	1	333	1	1	0	4	0	2	0	0	0	0	1	0	0	561
16:15	0	197	2	0	0	0	399	0	0	0	1	0	2	0	0	1	0	0	0	0	602
16:30	0	207	1	1	0	3	406	4	0	0	1	0	0	0	0	1	0	1	0	0	625
16:45	0	194	0	0	0	4	399	4	0	0	0	0	6	0	0	4	0	1	0	0	612
17:00	0	207	1	3	0	4	449	2	0	0	0	0	2	0	0	0	0	0	0	0	668
17:15	1	212	0	0	0	3	429	4	0	0	1	0	4	0	0	1	0	0	0	0	655
17:30	0	229	0	1	0	4	340	1	0	0	1	0	1	0	0	1	0	0	0	1	578
17:45	0	222	0	0	0	1	418	0	2	0	0	0	3	0	0	2	0	0	0	0	648

A.M. Peak Hour
7:15 - 8:15

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:30 - 17:30

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:15	0	311	0	2	0	7	247	0	0	1	3	0	6	0	0	1	0	0	0	0	577
7:30	0	378	2	4	0	2	273	1	0	0	3	0	1	0	0	1	0	0	0	0	665
7:45	0	369	2	0	0	3	251	1	1	4	1	0	3	0	0	1	0	0	0	0	632
8:00	0	396	3	1	0	7	180	1	0	0	1	0	0	0	0	0	0	0	0	0	589
TOTAL	0	1454	7	7	0	19	951	3	1	5	8	0	10	0	0	3	0	0	0	0	2463

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	0	189	2	0	0	4	237	2	0	0	5	0	4	0	0	2	0	3	0	0	448
15:15	2	259	4	1	0	3	290	3	0	0	2	0	1	0	0	4	0	2	0	0	571
15:30	0	227	3	1	1	4	358	2	1	0	6	0	8	0	0	0	0	0	0	0	610
15:45	1	232	5	1	0	3	309	1	3	0	6	0	7	0	0	2	0	0	0	0	570
TOTAL	3	907	14	3	1	14	1194	8	3	0	19	0	20	0	0	8	0	5	0	0	2190

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:30	0	207	1	1	0	3	406	4	0	0	1	0	0	0	0	1	0	1	0	0	625
16:45	0	194	0	0	0	4	399	4	0	0	0	0	6	0	0	4	0	1	0	0	612
17:00	0	207	1	3	0	4	449	2	0	0	0	0	2	0	0	0	0	0	0	0	668
17:15	1	212	0	0	0	3	429	4	0	0	1	0	4	0	0	1	0	0	0	0	655
TOTAL	1	820	2	4	0	14	1683	14	0	0	2	0	12	0	0	6	0	2	0	0	2560

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Memorial
Count Date: Thursday, November 21, 2013

School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	31	150	0		0	0	26	3	0	0	0	1	2		0	1	3	16		0	233
6:45	52	200	2		0	0	51	1	0	0	0	1	2		0	1	2	20		0	332
7:00	86	286	1		0	0	75	8	0	0	4	2	1		0	4	3	19		1	489
7:15	101	307	1		0	2	128	7	1	0	1	2	3		0	1	2	24		0	580
7:30	100	332	3		0	1	176	6	0	0	3	3	5		0	4	1	52		0	686
7:45	72	330	0		0	2	185	7	1	0	0	1	1		0	5	1	42		0	647
8:00	70	404	4		0	1	134	9	0	0	2	2	1		0	5	4	42		0	678
8:15	82	322	2		0	1	122	6	0	2	2	1	4		0	0	2	42		3	586
8:30	66	309	5		0	0	107	5	0	0	0	1	1		0	3	1	47		0	545
8:45	71	366	3		0	2	108	5	0	1	5	1	1		0	1	3	45		1	611
9:00	48	275	2		0	2	88	4	0	0	4	0	0		0	6	0	28		0	457
9:15	43	227	1		0	0	110	5	0	0	2	2	1		0	5	1	30		1	427

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	28	157	4		0	5	190	7	0	0	5	4	2		0	8	0	46		2	456
14:15	30	146	4		0	2	197	7	0	0	1	4	1		0	3	1	57		0	453
14:30	29	195	2		0	5	217	10	1	0	2	3	2		0	3	0	59		0	528
14:45	36	133	4		0	3	197	14	1	0	4	7	4		0	6	0	49		0	458
15:00	28	153	3		0	4	242	7	0	0	0	2	0		0	2	0	53		0	494
15:15	51	199	1		0	2	224	17	0	1	2	2	2		0	6	1	56		0	563
15:30	48	174	6		0	0	296	20	0	1	1	2	5		0	5	0	68		0	625
15:45	34	180	2		0	5	285	16	1	0	3	1	1		0	1	0	71		0	600
16:00	37	154	4		0	3	276	22	0	0	8	1	3		0	3	0	84		0	595
16:15	39	188	1		0	5	362	21	0	0	2	5	2		0	3	0	60		0	688
16:30	53	171	2		0	2	331	14	1	0	1	1	4		0	3	0	73		0	656
16:45	49	173	4		0	3	337	12	2	0	4	0	2		0	2	2	82		0	672
17:00	80	188	0		0	4	371	16	0	0	1	3	2		0	2	1	91		0	759
17:15	72	174	3		0	3	361	20	0	0	1	1	7		0	1	1	110		0	754
17:30	89	224	1		0	5	335	11	0	0	3	1	4		0	5	1	99		0	778
17:45	78	227	3		0	1	337	8	0	0	2	1	3		0	2	0	107		0	769

A.M. Peak Hour
7:30 - 8:30

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
17:00 - 18:00

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:30	100	332	3	0	0	1	176	6	0	0	3	3	5	0	0	4	1	52	0	0	686
7:45	72	330	0	0	0	2	185	7	1	0	0	1	1	0	0	5	1	42	0	0	647
8:00	70	404	4	0	0	1	134	9	0	0	2	2	1	0	0	5	4	42	0	0	678
8:15	82	322	2	0	0	1	122	6	0	2	2	1	4	0	0	0	2	42	0	3	586
TOTAL	324	1388	9	0	0	5	617	28	1	2	7	7	11	0	0	14	8	178	0	3	2597

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	28	153	3	0	0	4	242	7	0	0	0	2	0	0	0	2	0	53	0	0	494
15:15	51	199	1	0	0	2	224	17	0	1	2	2	2	0	0	6	1	56	0	0	563
15:30	48	174	6	0	0	0	296	20	0	1	1	2	5	0	0	5	0	68	0	0	625
15:45	34	180	2	0	0	5	285	16	1	0	3	1	1	0	0	1	0	71	0	0	600
TOTAL	161	706	12	0	0	11	1047	60	1	2	6	7	8	0	0	14	1	248	0	0	2282

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
17:00	80	188	0	0	0	4	371	16	0	0	1	3	2	0	0	2	1	91	0	0	759
17:15	72	174	3	0	0	3	361	20	0	0	1	1	7	0	0	1	1	110	0	0	754
17:30	89	224	1	0	0	5	335	11	0	0	3	1	4	0	0	5	1	99	0	0	778
17:45	78	227	3	0	0	1	337	8	0	0	2	1	3	0	0	2	0	107	0	0	769
TOTAL	319	813	7	0	0	13	1404	55	0	0	7	6	16	0	0	10	3	407	0	0	3080

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Kinkaid
Count Date: Thursday, November 21, 2013

School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	0	147	2	0	0	3	29	0	0	0	0	0	1	0	0	0	1	2	0	0	185
6:45	0	193	11	0	0	16	49	3	0	0	0	3	2	0	0	8	6	2	0	2	293
7:00	0	240	37	0	0	51	85	3	0	0	7	5	10	0	1	4	34	0	0	1	476
7:15	0	189	63	1	0	127	115	15	0	0	10	14	16	0	0	4	75	1	0	0	630
7:30	1	256	102	0	0	95	176	20	0	0	17	26	33	0	1	8	72	1	0	1	807
7:45	0	267	69	0	0	107	172	22	0	1	14	24	22	0	0	11	70	0	0	0	778
8:00	0	386	25	0	0	41	136	10	0	0	7	10	15	0	0	7	19	0	0	0	656
8:15	1	324	18	0	0	24	116	12	0	0	3	3	11	0	0	7	12	2	0	0	533
8:30	2	302	8	0	0	6	111	4	0	0	3	1	6	0	0	5	9	0	0	0	457
8:45	0	312	9	0	0	6	104	3	0	0	3	1	6	0	0	9	8	0	0	0	461
9:00	0	274	8	0	0	11	91	3	0	0	0	1	7	0	0	11	4	1	0	0	411
9:15	2	226	1	0	0	8	111	6	0	0	2	3	9	0	0	7	5	1	0	0	381

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	1	166	3	0	0	16	197	5	2	0	6	2	11	0	0	7	7	2	0	2	425
14:15	1	134	10	0	0	29	205	9	0	0	3	1	10	0	0	5	4	1	0	0	412
14:30	1	189	17	0	0	48	209	4	1	0	11	13	34	0	0	10	10	1	0	0	548
14:45	0	131	9	0	0	38	237	11	0	3	15	22	47	0	0	6	11	0	0	0	527
15:00	1	142	18	0	0	19	216	19	0	0	8	16	23	0	0	3	12	0	0	0	477
15:15	1	171	25	0	0	67	224	23	0	1	16	20	23	0	0	8	17	0	0	0	595
15:30	0	163	23	0	0	43	296	28	0	1	23	18	22	0	0	8	14	0	0	0	638
15:45	1	170	17	0	0	43	281	19	1	1	20	25	21	0	0	8	14	1	0	0	621
16:00	1	143	16	1	0	31	279	28	0	0	22	20	21	0	0	7	15	0	0	0	584
16:15	2	175	14	0	0	26	360	20	0	0	11	15	18	0	0	5	5	4	0	0	655
16:30	2	179	5	2	0	20	369	24	0	0	11	12	22	0	0	1	6	0	0	0	653
16:45	1	160	10	1	0	22	335	19	0	0	9	4	20	0	0	4	5	2	0	0	592
17:00	2	178	11	2	0	25	385	34	0	0	17	18	47	0	0	8	7	0	0	0	734
17:15	0	164	13	1	0	31	358	20	1	0	17	14	37	0	0	6	14	1	0	0	677
17:30	1	214	21	0	0	14	331	27	0	0	17	22	22	0	0	1	17	2	0	1	689
17:45	2	195	22	1	0	45	313	30	0	0	11	8	14	0	0	5	20	0	0	0	666

A.M. Peak Hour
7:15 - 8:15

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
17:00 - 18:00

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:15	0	189	63	1	0	127	115	15	0	0	10	14	16	0	0	4	75	1	0	0	630
7:30	1	256	102	0	0	95	176	20	0	0	17	26	33	0	1	8	72	1	0	1	807
7:45	0	267	69	0	0	107	172	22	0	1	14	24	22	0	0	11	70	0	0	0	778
8:00	0	386	25	0	0	41	136	10	0	0	7	10	15	0	0	7	19	0	0	0	656
TOTAL	1	1098	259	1	0	370	599	67	0	1	48	74	86	0	1	30	236	2	0	1	2871

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	1	142	18	0	0	19	216	19	0	0	8	16	23	0	0	3	12	0	0	0	477
15:15	1	171	25	0	0	67	224	23	0	1	16	20	23	0	0	8	17	0	0	0	595
15:30	0	163	23	0	0	43	296	28	0	1	23	18	22	0	0	8	14	0	0	0	638
15:45	1	170	17	0	0	43	281	19	1	1	20	25	21	0	0	8	14	1	0	0	621
TOTAL	3	646	83	0	0	172	1017	89	1	3	67	79	89	0	0	27	57	1	0	0	2331

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
17:00	2	178	11	2	0	25	385	34	0	0	17	18	47	0	0	8	7	0	0	0	734
17:15	0	164	13	1	0	31	358	20	1	0	17	14	37	0	0	6	14	1	0	0	677
17:30	1	214	21	0	0	14	331	27	0	0	17	22	22	0	0	1	17	2	0	1	689
17:45	2	195	22	1	0	45	313	30	0	0	11	8	14	0	0	5	20	0	0	0	666
TOTAL	5	751	67	4	0	115	1387	111	1	0	62	62	120	0	0	20	58	3	0	1	2766

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Voss
Count Date: Monday, March 24, 2014

Non-School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	19	96	2	0	0	12	31	29	0	0	16	133	26	1	0	42	88	23	0	0	518
6:45	19	123	8	0	0	9	41	40	0	1	32	174	38	1	2	44	105	29	0	0	663
7:00	30	163	6	0	0	31	69	51	0	0	26	178	43	2	0	52	118	23	0	2	792
7:15	54	201	11	1	0	30	86	70	0	1	40	281	72	0	1	49	142	43	1	0	1081
7:30	41	182	19	1	0	35	135	77	0	1	53	310	52	0	0	64	145	46	0	0	1160
7:45	37	198	16	0	3	32	96	70	0	2	44	216	25	0	0	73	182	53	1	0	1043
8:00	45	267	18	0	0	26	115	78	1	0	42	127	23	0	0	69	170	64	0	0	1045
8:15	40	244	19	1	0	32	102	64	0	0	67	312	30	0	0	78	183	43	0	0	1215
8:30	44	235	20	2	1	34	94	57	0	1	67	327	49	2	0	67	198	56	1	1	1253
8:45	47	223	28	1	0	32	100	61	0	1	64	240	55	0	0	64	188	51	0	0	1154
9:00	32	202	31	1	0	29	80	59	0	0	43	183	42	0	1	75	182	40	0	0	999
9:15	42	159	29	0	0	33	81	47	0	1	37	164	51	4	0	68	149	43	0	1	907

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	54	103	37	0	3	57	125	71	0	1	38	241	48	0	1	58	202	43	0	2	1077
14:15	48	90	28	0	4	65	103	74	0	2	40	218	51	5	0	67	205	54	1	1	1049
14:30	43	124	44	1	0	39	118	77	0	0	47	174	53	0	0	72	197	54	0	1	1043
14:45	59	128	39	1	0	55	146	67	0	1	40	249	49	3	0	49	163	55	1	0	1104
15:00	65	99	33	0	0	85	123	76	0	2	40	229	46	0	1	54	201	52	0	0	1103
15:15	46	128	56	0	1	78	129	76	0	2	38	188	45	2	0	56	219	67	1	1	1129
15:30	38	130	47	0	1	70	162	79	1	1	40	206	44	1	0	59	238	63	0	0	1178
15:45	41	143	33	1	0	60	156	66	1	2	33	251	46	0	0	59	244	69	0	0	1203
16:00	47	128	47	1	2	60	178	105	0	0	40	197	50	0	0	60	241	63	2	2	1219
16:15	46	105	47	0	0	71	220	108	2	2	44	233	49	0	0	60	243	58	0	2	1286
16:30	42	128	40	0	1	64	237	104	0	5	43	231	51	0	0	57	261	67	0	3	1325
16:45	36	149	43	1	1	72	277	83	0	3	37	248	46	1	6	62	292	53	1	0	1401
17:00	44	148	52	1	1	75	245	102	3	1	37	264	50	3	1	57	259	62	1	3	1403
17:15	53	146	49	0	0	87	270	80	0	1	32	240	44	2	0	61	274	66	0	0	1404
17:30	35	157	42	0	0	77	222	91	0	2	36	221	36	2	0	60	260	54	0	1	1293
17:45	31	145	55	2	0	86	228	88	0	1	35	204	45	0	0	62	265	49	0	0	1295

A.M. Peak Hour
8:00 - 9:00

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:30 - 17:30

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
8:00	45	267	18	0	0	26	115	78	1	0	42	127	23	0	0	69	170	64	0	0	1045
8:15	40	244	19	1	0	32	102	64	0	0	67	312	30	0	0	78	183	43	0	0	1215
8:30	44	235	20	2	1	34	94	57	0	1	67	327	49	2	0	67	198	56	1	1	1253
8:45	47	223	28	1	0	32	100	61	0	1	64	240	55	0	0	64	188	51	0	0	1154
TOTAL	176	969	85	4	1	124	411	260	1	2	240	1006	157	2	0	278	739	214	1	1	4667

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	65	99	33	0	0	85	123	76	0	2	40	229	46	0	1	54	201	52	0	0	1103
15:15	46	128	56	0	1	78	129	76	0	2	38	188	45	2	0	56	219	67	1	1	1129
15:30	38	130	47	0	1	70	162	79	1	1	40	206	44	1	0	59	238	63	0	0	1178
15:45	41	143	33	1	0	60	156	66	1	2	33	251	46	0	0	59	244	69	0	0	1203
TOTAL	190	500	169	1	2	293	570	297	2	7	151	874	181	3	1	228	902	251	1	1	4613

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Voss					Southbound Voss					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:30	42	128	40	0	1	64	237	104	0	5	43	231	51	0	0	57	261	67	0	3	1325
16:45	36	149	43	1	1	72	277	83	0	3	37	248	46	1	6	62	292	53	1	0	1401
17:00	44	148	52	1	1	75	245	102	3	1	37	264	50	3	1	57	259	62	1	3	1403
17:15	53	146	49	0	0	87	270	80	0	1	32	240	44	2	0	61	274	66	0	0	1404
TOTAL	175	571	184	2	3	298	1029	369	3	10	149	983	191	6	7	237	1086	248	2	6	5533

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Farnham Park Dr
Count Date: Monday, March 24, 2014

Non-School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	0	126	0	0	0	0	37	0	0	0	0	0	0	0	0	0	0	0	0	0	163
6:45	0	166	0	0	0	1	46	0	0	0	0	0	0	0	0	0	0	1	0	0	214
7:00	0	228	0	0	0	3	79	0	0	0	1	0	1	0	0	1	0	0	0	0	313
7:15	0	276	0	0	0	3	104	0	0	0	1	0	2	0	0	1	0	0	0	0	387
7:30	2	264	2	0	0	1	186	2	0	0	1	0	3	0	0	3	0	3	0	0	467
7:45	0	262	1	0	0	2	134	1	0	0	1	0	6	0	0	0	0	0	0	0	407
8:00	0	346	2	0	0	3	128	4	0	0	1	0	3	0	0	0	0	2	0	0	489
8:15	1	301	0	0	0	5	130	1	0	0	0	0	1	0	0	0	0	0	0	0	439
8:30	0	311	5	0	0	4	122	2	0	0	1	0	5	0	0	0	0	0	0	1	450
8:45	0	323	0	0	0	3	109	2	0	0	2	0	1	0	0	2	0	0	0	0	442
9:00	0	261	4	0	0	3	99	1	0	0	3	0	4	0	0	1	0	0	0	0	376
9:15	0	197	4	0	0	1	100	2	0	0	1	0	3	0	0	2	0	0	0	0	310

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	0	144	4	0	0	3	172	0	0	0	2	0	1	0	0	4	0	1	0	0	331
14:15	0	145	2	0	2	4	166	3	0	0	1	0	2	1	0	0	0	0	0	0	324
14:30	0	178	0	0	0	2	191	0	0	0	3	0	5	0	0	2	0	0	0	1	381
14:45	0	153	2	0	0	3	194	0	1	0	1	0	1	0	0	0	0	2	0	0	357
15:00	0	144	1	0	0	3	206	1	2	2	2	1	2	0	2	1	0	0	1	0	384
15:15	1	200	1	0	0	3	194	2	0	0	3	0	5	0	0	0	0	1	0	0	410
15:30	0	164	1	0	0	1	261	0	0	0	1	0	1	0	0	1	0	0	0	0	430
15:45	0	206	2	0	0	5	243	3	0	0	1	0	4	0	0	0	0	1	0	0	465
16:00	1	138	1	0	0	3	295	0	0	0	1	0	5	0	0	0	0	1	0	0	445
16:15	0	159	2	1	0	3	331	1	0	0	4	0	6	0	0	0	0	2	0	0	509
16:30	1	179	0	1	0	1	372	3	0	0	2	0	0	0	0	0	0	2	0	0	561
16:45	1	168	1	0	0	4	403	1	0	3	2	0	1	0	0	0	0	2	0	2	583
17:00	0	174	2	1	0	2	442	2	0	0	2	0	2	0	0	3	0	1	0	0	631
17:15	1	202	2	0	2	2	429	2	0	0	0	0	3	0	0	1	0	3	0	2	645
17:30	0	184	2	0	0	3	381	0	0	0	1	0	2	0	0	0	0	0	0	0	573
17:45	0	192	0	0	0	1	368	1	1	0	3	0	3	0	0	0	0	1	0	0	570

A.M. Peak Hour
8:00 - 9:00

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:45 - 17:45

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
8:00	0	346	2	0	0	3	128	4	0	0	1	0	3	0	0	0	0	2	0	0	489
8:15	1	301	0	0	0	5	130	1	0	0	0	0	1	0	0	0	0	0	0	0	439
8:30	0	311	5	0	0	4	122	2	0	0	1	0	5	0	0	0	0	0	0	1	450
8:45	0	323	0	0	0	3	109	2	0	0	2	0	1	0	0	2	0	0	0	0	442
TOTAL	1	1281	7	0	0	15	489	9	0	0	4	0	10	0	0	2	0	2	0	1	1820

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	0	144	1	0	0	3	206	1	2	2	2	1	2	0	2	1	0	0	1	0	364
15:15	1	200	1	0	0	3	194	2	0	0	3	0	5	0	0	0	0	1	0	0	410
15:30	0	164	1	0	0	1	261	0	0	0	1	0	1	0	0	1	0	0	0	0	430
15:45	0	206	2	0	0	5	243	3	0	0	1	0	4	0	0	0	0	1	0	0	465
TOTAL	1	714	5	0	0	12	904	6	2	2	7	1	12	0	2	2	0	2	1	0	1669

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Farnham Park					Southbound Woods Edge Ln					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:45	1	168	1	0	0	4	403	1	0	3	2	0	1	0	0	0	0	2	0	2	583
17:00	0	174	2	1	0	2	442	2	0	0	2	0	2	0	0	3	0	1	0	0	631
17:15	1	202	2	0	2	2	429	2	0	0	0	0	3	0	0	1	0	3	0	2	645
17:30	0	184	2	0	0	3	381	0	0	0	1	0	2	0	0	0	0	0	0	0	573
TOTAL	2	728	7	1	2	11	1655	5	0	3	5	0	8	0	0	4	0	6	0	4	2432

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Memorial
Count Date: Monday, March 24, 2014

Non-School Day

A.M. PEAK PERIOD																						
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total	
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds		
6:30	47	126	2	0	0	0	33	6	0	0	0	1	1	1	0	0	0	0	19	0	0	235
6:45	31	182	0	0	0	1	40	2	0	0	1	1	0	3	0	0	0	0	7	0	0	267
7:00	74	219	1	0	0	2	58	7	0	0	1	2	1	0	0	2	0	25	0	0	392	
7:15	103	285	1	0	0	1	100	12	0	0	3	1	0	0	0	3	1	23	0	0	533	
7:30	101	261	2	1	0	0	152	11	0	0	3	1	0	0	0	3	0	45	0	0	580	
7:45	74	296	1	0	0	0	124	12	0	0	1	4	2	0	0	4	0	48	0	0	566	
8:00	60	336	2	1	0	2	110	10	0	0	2	3	2	0	0	3	0	48	0	0	579	
8:15	79	315	2	0	0	1	97	19	0	0	3	0	1	0	0	2	0	39	0	1	558	
8:30	68	283	2	0	0	1	109	7	0	2	1	2	3	0	0	5	2	52	0	0	535	
8:45	64	365	3	0	0	1	107	6	0	0	4	1	0	0	0	2	1	30	0	0	584	
9:00	48	243	3	0	0	0	86	20	0	0	1	1	3	0	0	4	1	38	0	0	448	
9:15	34	192	2	0	0	1	84	10	0	0	1	1	1	0	0	5	2	33	0	0	366	

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	25	138	2	0	0	3	148	15	0	0	3	1	2	0	0	6	2	48	0	0	393
14:15	34	147	3	0	0	3	152	15	0	0	2	1	3	0	0	2	1	47	0	0	410
14:30	35	163	4	0	0	2	177	18	0	0	2	2	3	0	0	1	1	35	0	0	443
14:45	36	147	2	0	0	0	176	23	0	0	1	1	3	0	0	4	1	40	0	0	434
15:00	31	121	2	0	0	1	197	13	0	0	4	4	1	0	0	1	0	59	0	0	434
15:15	54	171	5	0	0	1	173	28	0	0	0	0	2	0	0	6	1	57	0	0	498
15:30	41	151	2	0	0	0	268	22	0	1	3	2	5	0	0	4	1	64	0	0	563
15:45	48	168	3	0	0	3	212	23	0	0	2	0	0	0	0	8	2	73	0	0	542
16:00	44	127	1	0	0	2	293	37	0	1	2	2	2	0	0	4	0	63	0	0	577
16:15	44	140	1	0	0	6	315	42	0	0	2	2	2	0	0	1	2	68	0	0	625
16:30	51	167	2	0	0	3	344	35	0	0	0	0	3	0	0	4	1	82	0	0	692
16:45	63	163	4	0	0	1	355	46	0	0	1	1	2	0	0	1	0	103	0	1	740
17:00	76	161	5	0	0	1	412	22	0	0	3	1	1	0	0	1	1	99	0	1	783
17:15	95	181	0	0	0	0	383	8	0	0	1	0	2	0	0	6	1	133	0	0	810
17:30	64	176	2	0	0	2	325	15	0	0	1	0	4	0	0	2	0	107	0	1	698
17:45	59	179	5	0	0	0	370	28	0	0	0	0	4	0	0	1	0	116	0	0	762

A.M. Peak Hour
7:30 - 8:30

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
17:00 - 18:00

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:30	101	261	2	1	0	0	152	11	0	0	3	1	0	0	0	3	0	45	0	0	580
7:45	74	296	1	0	0	0	124	12	0	0	1	4	2	0	0	4	0	48	0	0	566
8:00	60	336	2	1	0	2	110	10	0	0	2	3	2	0	0	3	0	48	0	0	579
8:15	79	315	2	0	0	1	97	19	0	0	3	0	1	0	0	2	0	39	0	1	558
TOTAL	314	1208	7	2	0	3	483	52	0	0	9	8	5	0	0	12	0	180	0	1	2283

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	31	121	2	0	0	1	197	13	0	0	4	4	1	0	0	1	0	59	0	0	434
15:15	54	171	5	0	0	1	173	28	0	0	0	0	2	0	0	6	1	57	0	0	498
15:30	41	151	2	0	0	0	268	22	0	1	3	2	5	0	0	4	1	64	0	0	563
15:45	48	168	3	0	0	3	212	23	0	0	2	0	0	0	0	8	2	73	0	0	542
TOTAL	174	611	12	0	0	5	850	86	0	1	9	6	8	0	0	19	4	253	0	0	2037

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Stillwater					Southbound Memorial					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
17:00	76	161	5	0	0	1	412	22	0	0	3	1	1	0	0	1	1	99	0	1	783
17:15	95	181	0	0	0	0	383	8	0	0	1	0	2	0	0	6	1	133	0	0	810
17:30	64	176	2	0	0	2	325	15	0	0	1	0	4	0	0	2	0	107	0	1	698
17:45	59	179	5	0	0	0	370	28	0	0	0	0	4	0	0	1	0	116	0	0	762
TOTAL	294	697	12	0	0	3	1490	73	0	0	5	1	11	0	0	10	2	455	0	2	3053

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Kinkaid
Count Date: Monday, March 24, 2014

Non-School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	0	138	2	0	0	1	36	0	0	0	0	0	0	0	0	0	0	0	0	1	177
6:45	0	163	7	0	0	3	42	1	0	0	0	0	1	0	0	2	2	2	0	0	223
7:00	0	208	6	0	0	6	72	3	0	0	0	0	0	0	0	3	4	1	0	0	303
7:15	0	289	3	0	0	3	105	5	0	0	0	0	0	0	0	5	10	1	0	0	421
7:30	0	239	16	0	0	9	170	11	0	0	0	2	1	0	0	5	10	1	0	0	464
7:45	0	278	27	0	0	11	113	6	0	0	1	3	3	0	0	10	12	0	0	0	464
8:00	0	308	17	0	0	17	116	0	0	0	1	0	3	0	0	12	16	1	0	0	491
8:15	1	317	13	0	0	17	112	9	0	0	0	1	2	0	0	8	11	0	0	0	491
8:30	1	279	2	0	0	4	114	1	0	0	0	0	1	0	0	7	5	1	0	0	415
8:45	0	333	6	0	0	4	110	3	0	0	1	0	2	0	0	18	0	1	0	0	478
9:00	0	238	2	0	0	3	85	7	0	0	0	1	1	0	0	3	1	0	0	0	341
9:15	0	199	3	0	0	4	93	5	0	0	0	0	0	0	0	6	1	3	0	0	314

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	0	145	3	0	0	1	166	10	0	0	5	4	1	0	0	3	2	1	0	0	341
14:15	0	146	3	0	0	4	156	7	0	0	5	3	2	0	0	6	2	2	0	0	336
14:30	1	161	4	1	0	2	181	9	0	0	4	2	5	0	0	2	1	1	0	1	374
14:45	0	138	5	0	0	2	180	6	0	0	6	2	6	0	0	8	1	0	0	0	354
15:00	0	126	3	2	0	5	194	8	0	0	6	7	12	0	0	5	1	1	0	0	370
15:15	1	159	4	0	0	4	186	9	0	0	18	9	25	0	0	8	4	0	0	0	427
15:30	0	159	9	1	0	9	247	13	0	0	13	13	14	0	0	10	5	2	0	1	495
15:45	0	171	1	0	0	10	218	12	0	0	16	11	16	0	0	6	3	0	0	0	464
16:00	1	121	1	0	0	6	280	13	1	0	12	10	12	0	0	6	0	1	0	0	464
16:15	1	152	2	0	0	2	339	11	1	1	11	13	12	0	0	6	0	0	0	0	550
16:30	0	154	0	1	0	2	373	11	1	0	7	5	6	0	0	9	1	0	0	0	570
16:45	1	167	4	1	0	3	399	16	0	0	4	2	6	0	0	5	0	0	0	2	608
17:00	1	151	5	0	0	3	414	34	0	0	6	4	8	0	0	12	2	0	0	1	640
17:15	1	177	3	0	0	2	378	19	1	0	3	3	3	0	0	8	1	1	0	1	600
17:30	0	185	4	1	0	5	349	25	0	1	0	1	8	0	1	5	1	4	0	0	588
17:45	2	165	9	0	0	6	370	26	2	0	2	4	5	0	0	6	7	0	0	0	604

A.M. Peak Hour
7:30 - 8:30

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:45 - 17:45

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
7:30	0	239	16	0	0	9	170	11	0	0	0	2	1	0	0	5	10	1	0	0	464
7:45	0	278	27	0	0	11	113	6	0	0	1	3	3	0	0	10	12	0	0	0	464
8:00	0	308	17	0	0	17	116	0	0	0	1	0	3	0	0	12	16	1	0	0	491
8:15	1	317	13	0	0	17	112	9	0	0	0	1	2	0	0	8	11	0	0	0	491
TOTAL	1	1142	73	0	0	54	511	26	0	0	2	6	9	0	0	35	49	2	0	0	1910

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	0	126	3	2	0	5	194	8	0	0	6	7	12	0	0	5	1	1	0	0	370
15:15	1	159	4	0	0	4	186	9	0	0	18	9	25	0	0	8	4	0	0	0	427
15:30	0	159	9	1	0	9	247	13	0	0	13	13	14	0	0	10	5	2	0	1	495
15:45	0	171	1	0	0	10	218	12	0	0	16	11	16	0	0	6	3	0	0	0	464
TOTAL	1	615	17	3	0	28	845	42	0	0	53	40	67	0	0	29	13	3	0	1	1756

P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Kinkaid					Southbound Kinkaid					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:45	1	167	4	1	0	3	399	16	0	0	4	2	6	0	0	5	0	0	0	2	608
17:00	1	151	5	0	0	3	414	34	0	0	6	4	8	0	0	12	2	0	0	1	640
17:15	1	177	3	0	0	2	378	19	1	0	3	3	3	0	0	8	1	1	0	1	600
17:30	0	185	4	1	0	5	349	25	0	1	0	1	8	0	1	5	1	4	0	0	588
TOTAL	3	680	18	2	0	13	1540	94	1	1	13	10	25	0	1	30	4	5	0	4	2436

Kinkaid Traffic Study
Walter P Moore Project M03-16070-01
Turning Movement Counts

Count Location: San Felipe at Willowick
Count Date: Monday, March 24, 2014

Non-School Day

A.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Willowick					Southbound Willowick					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
6:30	0	122	0	0	0	1	36	0	0	0	0	0	0	0	0	0	0	0	0	1	159
6:45	0	167	0	0	0	0	55	0	0	0	0	0	0	0	0	0	0	0	0	0	222
7:00	0	225	0	0	0	0	74	0	0	0	0	0	0	0	1	1	0	0	0	0	300
7:15	0	285	0	0	0	0	110	0	0	0	0	0	0	0	0	0	0	0	0	0	395
7:30	0	268	0	0	0	0	189	0	1	0	0	0	0	0	0	0	0	0	0	0	458
7:45	0	265	0	0	0	0	134	0	0	0	0	0	0	0	0	0	0	0	0	0	399
8:00	0	358	0	0	0	0	134	1	1	0	0	0	0	0	0	0	0	0	0	1	494
8:15	0	309	0	0	0	0	138	0	0	0	0	0	0	0	0	0	0	1	0	0	448
8:30	0	316	0	0	0	0	122	0	0	0	0	0	0	0	0	0	0	0	0	1	438
8:45	2	320	0	0	0	0	110	0	0	0	0	0	0	0	0	0	0	0	0	0	432
9:00	1	260	0	0	0	0	93	0	0	0	0	0	0	0	0	0	0	0	0	0	354
9:15	0	201	0	0	0	0	104	2	0	0	0	0	0	0	0	0	0	0	0	0	307

P.M. PEAK PERIOD																					
Time	Eastbound San Felipe					Westbound San Felipe					Northbound Willowick					Southbound Willowick					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
14:00	0	145	0	0	0	0	166	0	0	0	0	0	0	0	0	0	0	1	0	1	312
14:15	0	148	0	0	0	0	162	0	0	0	0	0	0	0	0	0	0	0	0	0	310
14:30	1	180	0	0	0	0	199	0	0	0	0	0	0	0	0	0	0	1	0	1	381
14:45	0	152	0	0	0	0	189	0	2	0	0	0	0	0	0	0	0	0	0	0	343
15:00	0	141	0	0	0	0	198	0	0	0	0	0	0	0	0	0	0	0	0	0	339
15:15	1	200	0	0	0	0	226	0	0	0	0	0	0	0	0	1	0	1	0	0	429
15:30	0	163	0	1	0	0	250	0	1	0	0	0	0	0	0	1	0	0	0	1	416
15:45	1	208	0	1	0	0	243	1	0	0	0	0	0	0	0	0	0	0	0	0	454
16:00	1	139	0	0	0	0	311	1	1	0	0	0	0	0	0	0	0	2	0	0	455
16:15	0	159	0	0	0	0	341	0	0	0	0	0	0	0	1	0	0	1	0	0	501
16:30	0	179	0	0	0	0	377	0	0	0	0	0	0	0	0	0	0	0	0	0	556
16:45	0	169	0	0	0	1	401	0	1	0	0	0	0	0	2	0	0	2	0	4	574
17:00	0	173	0	0	0	2	447	0	0	0	0	0	0	0	0	0	0	0	0	3	622
17:15	0	198	0	0	0	0	417	0	1	0	0	0	0	0	0	0	0	0	0	1	616
17:30	0	187	0	0	0	0	391	0	0	0	0	0	0	0	0	1	0	0	0	0	579
17:45	0	192	0	0	0	0	368	0	0	0	0	0	0	0	0	0	0	0	0	0	560

A.M. Peak Hour
8:00 - 9:00

School Peak Hour
15:00 - 16:00

P.M. Peak Hour
16:45 - 17:45

A.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Willowick					Southbound Willowick					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
8:00	0	358	0	0	0	0	134	1	1	0	0	0	0	0	0	0	0	0	0	1	494
8:15	0	309	0	0	0	0	138	0	0	0	0	0	0	0	0	0	0	1	0	0	448
8:30	0	316	0	0	0	0	122	0	0	0	0	0	0	0	0	0	0	0	0	1	438
8:45	2	320	0	0	0	0	110	0	0	0	0	0	0	0	0	0	0	0	0	0	432
TOTAL	2	1303	0	0	0	0	504	1	1	0	0	0	0	0	0	0	0	1	0	2	1812

School Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Willowick					Southbound Willowick					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
15:00	0	141	0	0	0	0	198	0	0	0	0	0	0	0	0	0	0	0	0	0	339
15:15	1	200	0	0	0	0	226	0	0	0	0	0	0	0	0	1	0	1	0	0	429
15:30	0	163	0	1	0	0	250	0	1	0	0	0	0	0	0	1	0	0	0	1	416
15:45	1	208	0	1	0	0	243	1	0	0	0	0	0	0	0	0	0	0	0	0	454
TOTAL	2	712	0	2	0	0	917	1	1	0	0	0	0	0	0	2	0	1	0	1	1638




















P.M. Peak Hour	Eastbound San Felipe					Westbound San Felipe					Northbound Willowick					Southbound Willowick					Vehicle Total
	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	Left	Thru	Right	U	Peds	
16:45	0	169	0	0	0	1	401	0	1	0	0	0	0	0	2	0	0	2	0	4	574
17:00	0	173	0	0	0	2	447	0	0	0	0	0	0	0	0	0	0	0	0	3	622
17:15	0	198	0	0	0	0	417	0	1	0	0	0	0	0	0	0	0	0	0	1	616
17:30	0	187	0	0	0	0	391	0	0	0	0	0	0	0	0	1	0	0	0	0	579
TOTAL	0	727	0	0	0	3	1658	0	2	0	0	0	0	0	2	1	0	2	0	8	2391

TAB TWO

Capacity Analysis


Kinkaid
2013 Existing - School Day

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	1	1098	259	370	599	67	48	74	86	30	236	2
Future Volume (vph)	1	1098	259	370	599	67	48	74	86	30	236	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	150		0	150		0	0		0	0		0
Storage Lanes	1		0	1		0	0		1	0		0
Taper Length (ft)	100			25			25			25		
Lane Util. Factor	1.00	0.95	0.95	1.00	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.971			0.985				0.850		0.999	
Flt Protected	0.950			0.950				0.981			0.994	
Satd. Flow (prot)	1770	3437	0	1770	3486	0	0	1827	1583	0	1850	0
Flt Permitted	0.950			0.950				0.429			0.946	
Satd. Flow (perm)	1770	3437	0	1770	3486	0	0	799	1583	0	1760	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		28			19				123			
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		906			1009			178			270	
Travel Time (s)		20.6			22.9			4.0			6.1	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	1	1193	282	402	651	73	52	80	93	33	257	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	1	1475	0	402	724	0	0	132	93	0	292	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Number of Detectors	1	2		1	2		1	2	1	1	2	
Detector Template	Left	Thru		Left	Thru		Left	Thru	Right	Left	Thru	
Leading Detector (ft)	20	100		20	100		20	100	20	20	100	
Trailing Detector (ft)	0	0		0	0		0	0	0	0	0	
Detector 1 Position(ft)	0	0		0	0		0	0	0	0	0	
Detector 1 Size(ft)	20	6		20	6		20	6	20	20	6	
Detector 1 Type	CI+Ex	CI+Ex		CI+Ex	CI+Ex		CI+Ex	CI+Ex	CI+Ex	CI+Ex	CI+Ex	
Detector 1 Channel												
Detector 1 Extend (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Queue (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Delay (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 2 Position(ft)		94			94			94			94	
Detector 2 Size(ft)		6			6			6			6	
Detector 2 Type		CI+Ex			CI+Ex			CI+Ex			CI+Ex	
Detector 2 Channel												
Detector 2 Extend (s)		0.0			0.0			0.0			0.0	
Turn Type	Prot	NA		Prot	NA		Perm	NA	Perm	Perm	NA	
Protected Phases	5	2		1	6			8			4	
Permitted Phases							8		8	4		

Kinkaid
2013 Existing - School Day

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Detector Phase	5	2		1	6		8	8	8	4	4	
Switch Phase												
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	9.9	21.9		9.9	21.9		21.9	21.9	21.9	21.9	21.9	
Total Split (s)	10.0	63.0		37.0	90.0		30.0	30.0	30.0	30.0	30.0	
Total Split (%)	7.7%	48.5%		28.5%	69.2%		23.1%	23.1%	23.1%	23.1%	23.1%	
Maximum Green (s)	4.1	57.1		31.1	84.1		24.1	24.1	24.1	24.1	24.1	
Yellow Time (s)	3.6	3.6		3.6	3.6		3.6	3.6	3.6	3.6	3.6	
All-Red Time (s)	2.3	2.3		2.3	2.3		2.3	2.3	2.3	2.3	2.3	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.9	5.9		5.9	5.9		5.9	5.9	5.9	5.9	5.9	
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	Max		None	Max		None	None	None	None	None	
Walk Time (s)		5.0			5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)		11.0			11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)		0			0		0	0	0	0	0	
Act Effct Green (s)	4.1	57.1		30.5	91.6		23.2	23.2	23.2	23.2	23.2	
Actuated g/C Ratio	0.03	0.44		0.24	0.71		0.18	0.18	0.18	0.18	0.18	
v/c Ratio	0.02	0.96		0.96	0.29		0.92	0.24	0.92	0.24	0.92	
Control Delay	62.0	49.0		83.3	7.3		107.6	4.8	107.6	4.8	85.6	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Delay	62.0	49.0		83.3	7.3		107.6	4.8	107.6	4.8	85.6	
LOS	E	D		F	A		F	A	F	A	F	
Approach Delay		49.0			34.4		65.1		65.1		85.6	
Approach LOS		D			C		E		E		F	
Queue Length 50th (ft)	1	618		336	96		110	0	110	0	243	
Queue Length 95th (ft)	8	#789		#536	162		#235	25	#235	25	#408	
Internal Link Dist (ft)		826			929		98		98		190	
Turn Bay Length (ft)	150			150								
Base Capacity (vph)	56	1542		428	2487		150	396	150	396	330	
Starvation Cap Reductn	0	0		0	0		0	0	0	0	0	
Spillback Cap Reductn	0	0		0	0		0	0	0	0	0	
Storage Cap Reductn	0	0		0	0		0	0	0	0	0	
Reduced v/c Ratio	0.02	0.96		0.94	0.29		0.88	0.23	0.88	0.23	0.88	

Intersection Summary

Area Type: Other

Cycle Length: 130

Actuated Cycle Length: 128.6

Natural Cycle: 110

Control Type: Actuated-Uncoordinated

Maximum v/c Ratio: 0.96

Intersection Signal Delay: 48.4

Intersection LOS: D

Intersection Capacity Utilization 94.7%

ICU Level of Service F

Analysis Period (min) 15

95th percentile volume exceeds capacity, queue may be longer.









Queue shown is maximum after two cycles.

Splits and Phases: 9: Kinkaid & San Felipe




Kinkaid
2017 - School Day West Driveway 50%

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Future Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	150		0	150		0	0		0	0		0
Storage Lanes	1		0	1		0	0		1	0		0
Taper Length (ft)	100			25			25			25		
Lane Util. Factor	1.00	0.95	0.95	1.00	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.985			0.985				0.850		0.999	
Flt Protected	0.950			0.950				0.981			0.994	
Satd. Flow (prot)	1770	3486	0	1770	3486	0	0	1827	1583	0	1850	0
Flt Permitted	0.950			0.950				0.428			0.928	
Satd. Flow (perm)	1770	3486	0	1770	3486	0	0	797	1583	0	1727	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		12			19				123			
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		398			1009			178			270	
Travel Time (s)		9.0			22.9			4.0			6.1	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	2	1266	143	409	691	77	53	82	95	35	261	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	2	1409	0	409	768	0	0	135	95	0	298	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Number of Detectors	1	2		1	2		1	2	1	1	2	
Detector Template	Left	Thru		Left	Thru		Left	Thru	Right	Left	Thru	
Leading Detector (ft)	20	100		20	100		20	100	20	20	100	
Trailing Detector (ft)	0	0		0	0		0	0	0	0	0	
Detector 1 Position(ft)	0	0		0	0		0	0	0	0	0	
Detector 1 Size(ft)	20	6		20	6		20	6	20	20	6	
Detector 1 Type	Cl+Ex	Cl+Ex		Cl+Ex	Cl+Ex		Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	
Detector 1 Channel												
Detector 1 Extend (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Queue (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Delay (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 2 Position(ft)		94			94			94			94	
Detector 2 Size(ft)		6			6			6			6	
Detector 2 Type		Cl+Ex			Cl+Ex			Cl+Ex			Cl+Ex	
Detector 2 Channel												
Detector 2 Extend (s)		0.0			0.0			0.0			0.0	
Turn Type	Prot	NA		Prot	NA		Perm	NA	Perm	Perm	NA	
Protected Phases	5	2		1	6			8			4	
Permitted Phases							8		8	4		

Kinkaid
2017 - School Day West Driveway 50%

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Detector Phase	5	2		1	6		8	8	8	4	4	
Switch Phase												
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	9.9	21.9		9.9	21.9		21.9	21.9	21.9	21.9	21.9	
Total Split (s)	9.9	62.0		38.0	90.1		30.0	30.0	30.0	30.0	30.0	
Total Split (%)	7.6%	47.7%		29.2%	69.3%		23.1%	23.1%	23.1%	23.1%	23.1%	
Maximum Green (s)	4.0	56.1		32.1	84.2		24.1	24.1	24.1	24.1	24.1	
Yellow Time (s)	3.6	3.6		3.6	3.6		3.6	3.6	3.6	3.6	3.6	
All-Red Time (s)	2.3	2.3		2.3	2.3		2.3	2.3	2.3	2.3	2.3	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.9	5.9		5.9	5.9		5.9	5.9	5.9	5.9	5.9	
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	Max		None	Max		None	None	None	None	None	
Walk Time (s)		5.0			5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)		11.0			11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)		0			0		0	0	0	0	0	
Act Effect Green (s)	4.0	56.1		31.3	91.4		23.5	23.5	23.5	23.5	23.5	
Actuated g/C Ratio	0.03	0.44		0.24	0.71		0.18	0.18	0.18	0.18	0.18	
v/c Ratio	0.04	0.92		0.95	0.31		0.93	0.24	0.93	0.24	0.95	
Control Delay	62.5	45.2		80.8	7.5		111.0	5.0	111.0	5.0	90.8	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Delay	62.5	45.2		80.8	7.5		111.0	5.0	111.0	5.0	90.8	
LOS	E	D		F	A		F	A	F	A	F	
Approach Delay		45.2			33.0			67.3			90.8	
Approach LOS		D			C			E			F	
Queue Length 50th (ft)	2	582		340	104		113	0	113	0	250	
Queue Length 95th (ft)	11	#739		#538	174		#242	27	#242	27	#424	
Internal Link Dist (ft)		318			929			98			190	
Turn Bay Length (ft)	150			150								
Base Capacity (vph)	55	1529		442	2481		149	396	149	396	324	
Starvation Cap Reductn	0	0		0	0		0	0	0	0	0	
Spillback Cap Reductn	0	0		0	0		0	0	0	0	0	
Storage Cap Reductn	0	0		0	0		0	0	0	0	0	
Reduced v/c Ratio	0.04	0.92		0.93	0.31		0.91	0.24	0.91	0.24	0.92	

Intersection Summary

Area Type: Other

Cycle Length: 130

Actuated Cycle Length: 128.6

Natural Cycle: 100

Control Type: Actuated-Uncoordinated

Maximum v/c Ratio: 0.95

Intersection Signal Delay: 46.6

Intersection LOS: D

Intersection Capacity Utilization 93.2%

ICU Level of Service F

Analysis Period (min) 15

95th percentile volume exceeds capacity, queue may be longer.





















Queue shown is maximum after two cycles.

Splits and Phases: 9: Kinkaid & San Felipe















Kinkaid
2017 - School Day West Driveway 50% RTB

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Future Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	150		0	150		0	0		0	0		0
Storage Lanes	1		1	1		0	0		1	0		0
Taper Length (ft)	100			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.850		0.985				0.850		0.999	
Flt Protected	0.950			0.950				0.981			0.994	
Satd. Flow (prot)	1770	3539	1583	1770	3486	0	0	1827	1583	0	1850	0
Flt Permitted	0.950			0.950				0.458			0.943	
Satd. Flow (perm)	1770	3539	1583	1770	3486	0	0	853	1583	0	1755	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			123		18				123			
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		398			1009			178			270	
Travel Time (s)		9.0			22.9			4.0			6.1	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	2	1266	143	409	691	77	53	82	95	35	261	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	2	1266	143	409	768	0	0	135	95	0	298	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Number of Detectors	1	2	1	1	2		1	2	1	1	2	
Detector Template	Left	Thru	Right	Left	Thru		Left	Thru	Right	Left	Thru	
Leading Detector (ft)	20	100	20	20	100		20	100	20	20	100	
Trailing Detector (ft)	0	0	0	0	0		0	0	0	0	0	
Detector 1 Position(ft)	0	0	0	0	0		0	0	0	0	0	
Detector 1 Size(ft)	20	6	20	20	6		20	6	20	20	6	
Detector 1 Type	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex		Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	
Detector 1 Channel												
Detector 1 Extend (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Queue (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Delay (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 2 Position(ft)		94			94			94			94	
Detector 2 Size(ft)		6			6			6			6	
Detector 2 Type		Cl+Ex			Cl+Ex			Cl+Ex			Cl+Ex	
Detector 2 Channel												
Detector 2 Extend (s)		0.0			0.0			0.0			0.0	
Turn Type	Prot	NA	Perm	Prot	NA		Perm	NA	Perm	Perm	NA	
Protected Phases	5	2		1	6			8			4	
Permitted Phases			2				8		8	4		

Kinkaid
2017 - School Day West Driveway 50% RTB

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Detector Phase	5	2	2	1	6		8	8	8	4	4	
Switch Phase												
Minimum Initial (s)	4.0	4.0	4.0	4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	9.9	21.9	21.9	9.9	21.9		21.9	21.9	21.9	21.9	21.9	
Total Split (s)	10.0	59.0	59.0	39.0	88.0		32.0	32.0	32.0	32.0	32.0	
Total Split (%)	7.7%	45.4%	45.4%	30.0%	67.7%		24.6%	24.6%	24.6%	24.6%	24.6%	
Maximum Green (s)	4.1	53.1	53.1	33.1	82.1		26.1	26.1	26.1	26.1	26.1	
Yellow Time (s)	3.6	3.6	3.6	3.6	3.6		3.6	3.6	3.6	3.6	3.6	
All-Red Time (s)	2.3	2.3	2.3	2.3	2.3		2.3	2.3	2.3	2.3	2.3	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0			0.0	
Total Lost Time (s)	5.9	5.9	5.9	5.9	5.9		5.9	5.9			5.9	
Lead/Lag	Lead	Lag	Lag	Lead	Lag							
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes							
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	Max	Max	None	Max		None	None	None	None	None	
Walk Time (s)		5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)		11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)		0	0		0		0	0	0	0	0	
Act Effct Green (s)	4.1	53.2	53.2	31.5	88.7			24.2	24.2		24.2	
Actuated g/C Ratio	0.03	0.42	0.42	0.25	0.70			0.19	0.19		0.19	
v/c Ratio	0.04	0.85	0.19	0.93	0.31			0.83	0.24		0.89	
Control Delay	62.5	40.6	6.5	75.6	8.0			87.1	4.8		78.4	
Queue Delay	0.0	0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Delay	62.5	40.6	6.5	75.6	8.0			87.1	4.8		78.4	
LOS	E	D	A	E	A			F	A		E	
Approach Delay		37.2			31.5			53.1			78.4	
Approach LOS		D			C			D			E	
Queue Length 50th (ft)	2	511	10	336	111			109	0		244	
Queue Length 95th (ft)	11	612	52	#526	183			#221	26		#395	
Internal Link Dist (ft)		318			929			98			190	
Turn Bay Length (ft)	150			150								
Base Capacity (vph)	57	1487	736	463	2446			176	424		362	
Starvation Cap Reductn	0	0	0	0	0			0	0		0	
Spillback Cap Reductn	0	0	0	0	0			0	0		0	
Storage Cap Reductn	0	0	0	0	0			0	0		0	
Reduced v/c Ratio	0.04	0.85	0.19	0.88	0.31			0.77	0.22		0.82	

Intersection Summary

Area Type: Other

Cycle Length: 130

Actuated Cycle Length: 126.7

Natural Cycle: 90

Control Type: Actuated-Uncoordinated

Maximum v/c Ratio: 0.93

Intersection Signal Delay: 40.2

Intersection LOS: D

Intersection Capacity Utilization 89.0%

ICU Level of Service E

Analysis Period (min) 15

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

Kinkaid
2017 - School Day West Driveway 50% RTB





















9: Kinkaid & San Felipe
Morning Peak

Splits and Phases: 9: Kinkaid & San Felipe




Kinkaid
2017 - School Day West Driveway 50% RTB DLTB

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Future Volume (vph)	2	1165	132	376	636	71	49	75	87	32	240	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	150		0	150		0	0		0	0		0
Storage Lanes	1		1	2		0	0		1	0		0
Taper Length (ft)	100			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	0.97	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.850		0.985				0.850		0.999	
Flt Protected	0.950			0.950				0.981			0.994	
Satd. Flow (prot)	1770	3539	1583	3433	3486	0	0	1827	1583	0	1850	0
Flt Permitted	0.950			0.950				0.510			0.945	
Satd. Flow (perm)	1770	3539	1583	3433	3486	0	0	950	1583	0	1759	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			123		16				123			
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		398			1009			178			270	
Travel Time (s)		9.0			22.9			4.0			6.1	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	2	1266	143	409	691	77	53	82	95	35	261	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	2	1266	143	409	768	0	0	135	95	0	298	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		24			24			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Number of Detectors	1	2	1	1	2		1	2	1	1	2	
Detector Template	Left	Thru	Right	Left	Thru		Left	Thru	Right	Left	Thru	
Leading Detector (ft)	20	100	20	20	100		20	100	20	20	100	
Trailing Detector (ft)	0	0	0	0	0		0	0	0	0	0	
Detector 1 Position(ft)	0	0	0	0	0		0	0	0	0	0	
Detector 1 Size(ft)	20	6	20	20	6		20	6	20	20	6	
Detector 1 Type	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex		Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	Cl+Ex	
Detector 1 Channel												
Detector 1 Extend (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Queue (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 1 Delay (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Detector 2 Position(ft)		94			94			94			94	
Detector 2 Size(ft)		6			6			6			6	
Detector 2 Type		Cl+Ex			Cl+Ex			Cl+Ex			Cl+Ex	
Detector 2 Channel												
Detector 2 Extend (s)		0.0			0.0			0.0			0.0	
Turn Type	Prot	NA	Perm	Prot	NA		Perm	NA	Perm	Perm	NA	
Protected Phases	5	2		1	6			8			4	
Permitted Phases			2				8		8	4		

Kinkaid
2017 - School Day West Driveway 50% RTB DLTB

9: Kinkaid & San Felipe
Morning Peak

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Detector Phase	5	2	2	1	6		8	8	8	4	4	
Switch Phase												
Minimum Initial (s)	4.0	4.0	4.0	4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	9.9	21.9	21.9	9.9	21.9		21.9	21.9	21.9	21.9	21.9	
Total Split (s)	10.0	65.0	65.0	27.0	82.0		38.0	38.0	38.0	38.0	38.0	
Total Split (%)	7.7%	50.0%	50.0%	20.8%	63.1%		29.2%	29.2%	29.2%	29.2%	29.2%	
Maximum Green (s)	4.1	59.1	59.1	21.1	76.1		32.1	32.1	32.1	32.1	32.1	
Yellow Time (s)	3.6	3.6	3.6	3.6	3.6		3.6	3.6	3.6	3.6	3.6	
All-Red Time (s)	2.3	2.3	2.3	2.3	2.3		2.3	2.3	2.3	2.3	2.3	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0			0.0	
Total Lost Time (s)	5.9	5.9	5.9	5.9	5.9		5.9	5.9			5.9	
Lead/Lag	Lead	Lag	Lag	Lead	Lag							
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes							
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	Max	Max	None	Max		None	None	None	None	None	
Walk Time (s)		5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)		11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)		0	0		0		0	0	0	0	0	
Act Effect Green (s)	4.1	59.4	59.4	18.4	81.9		24.9	24.9			24.9	
Actuated g/C Ratio	0.03	0.49	0.49	0.15	0.68		0.21	0.21			0.21	
v/c Ratio	0.03	0.73	0.17	0.78	0.32		0.69	0.22			0.82	
Control Delay	61.5	28.5	5.3	60.8	9.2		63.3	4.3			64.6	
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0			0.0	
Total Delay	61.5	28.5	5.3	60.8	9.2		63.3	4.3			64.6	
LOS	E	C	A	E	A		E	A			E	
Approach Delay		26.2			27.1		38.9				64.6	
Approach LOS		C			C		D				E	
Queue Length 50th (ft)	2	412	8	160	111		99	0			225	
Queue Length 95th (ft)	11	560	48	228	210		174	25			333	
Internal Link Dist (ft)		318			929		98				190	
Turn Bay Length (ft)	150			150								
Base Capacity (vph)	60	1744	842	604	2374		254	513			470	
Starvation Cap Reductn	0	0	0	0	0		0	0			0	
Spillback Cap Reductn	0	0	0	0	0		0	0			0	
Storage Cap Reductn	0	0	0	0	0		0	0			0	
Reduced v/c Ratio	0.03	0.73	0.17	0.68	0.32		0.53	0.19			0.63	

Intersection Summary

Area Type: Other

Cycle Length: 130

Actuated Cycle Length: 120.5

Natural Cycle: 80

Control Type: Actuated-Uncoordinated

Maximum v/c Ratio: 0.82

Intersection Signal Delay: 31.2

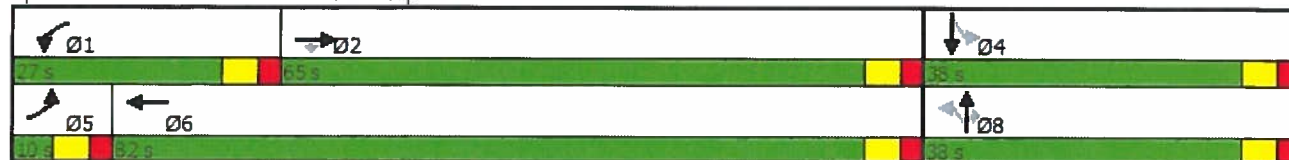
Intersection LOS: C

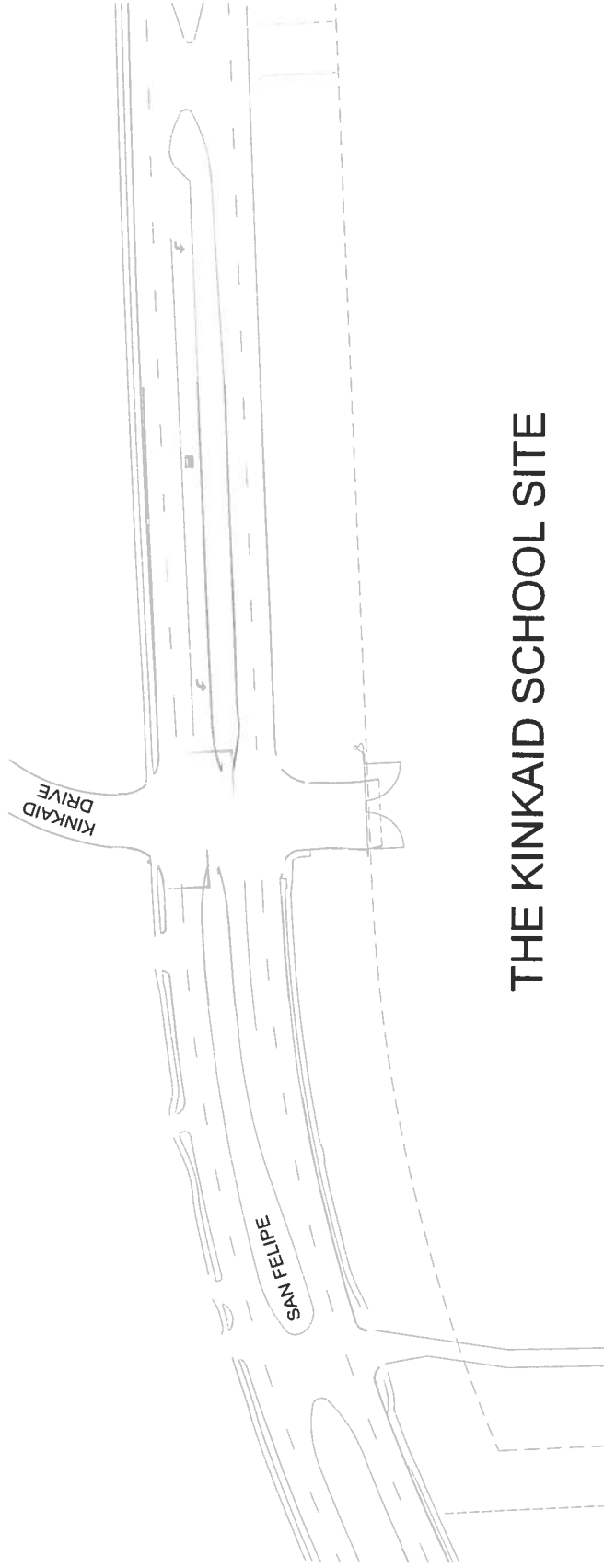
Intersection Capacity Utilization 78.9%

ICU Level of Service D

Analysis Period (min) 15

Splits and Phases: 9: Kinkaid & San Felipe





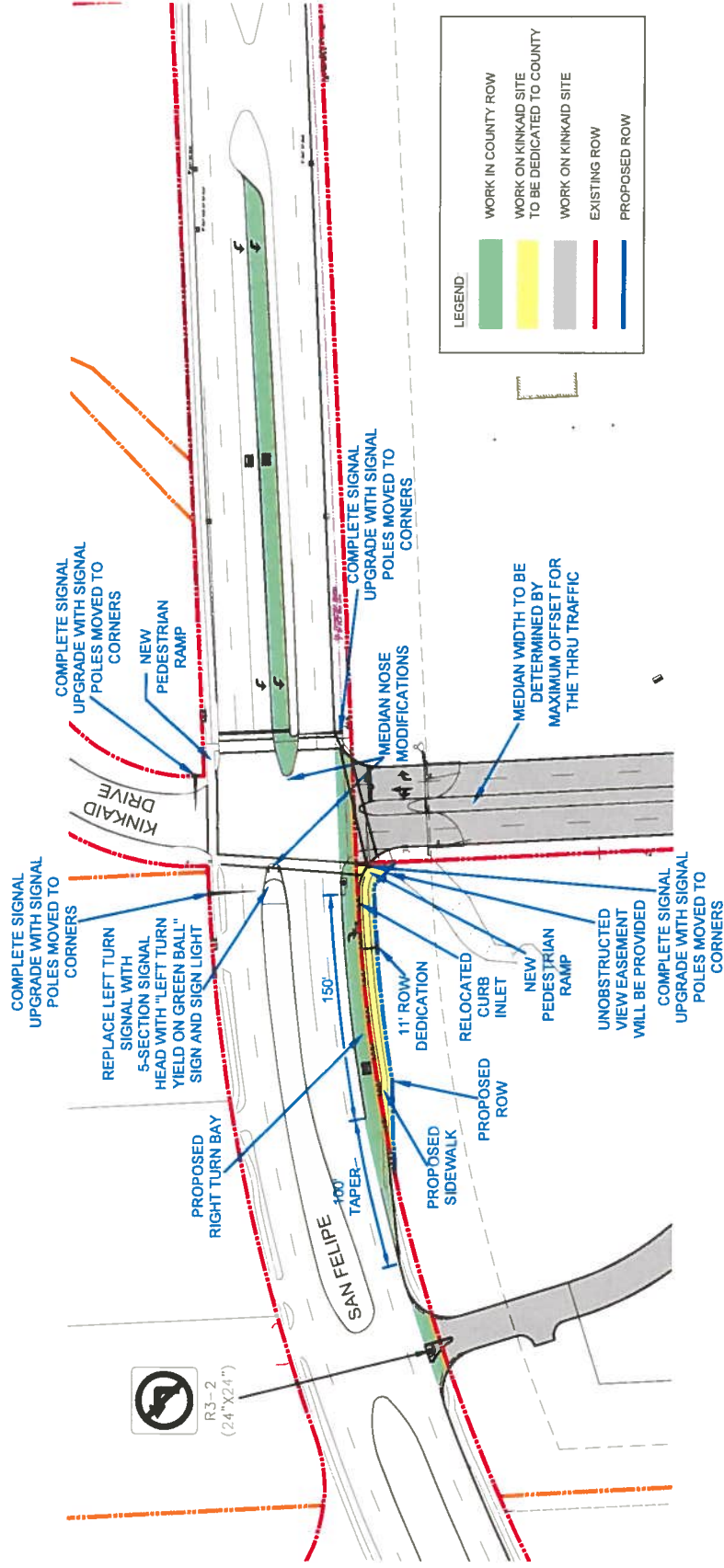
THE KINKAID SCHOOL SITE

FIGURE 2



EXISTING CONDITIONS

WALTER P MOORE
WALTER P. MOORE AND ASSOCIATES, INC.
1301 JACOBSON DRIVE, SUITE 1000
HOUSTON, TEXAS 77010
PHONE 713.630.7300 FAX 713.630.7366



PROPOSED INTERSECTION IMPROVEMENTS
 (WIDEN DRIVEWAY WITH EASTBOUND RIGHT TURN LANE
 AND DUAL WESTBOUND LEFT TURN LANES)

FIGURE 5

BEAUTIFICATION STRATEGIC PLAN

BEAUTIFICATION COMMITTEE 2025 STRATEGIC PLAN

EXECUTIVE SUMMARY

- The Beautification Committee has been tasked with the planning and development of improvements to our City, thereby enhancing our City's image and community spaces.
- The Committee's mission is more than just an effort to beautify the City of Piney Point Village. It is a commitment to ensuring our City projects a strong, intentional image through its visual appeal, of our connections to each other and to our natural environment –a feeling of safety, pride and community.
- In late 2024 the Beautification Committee was tasked with refining our City's landscape design and image through the means of a Strategic Plan to be used by City administrators and Council to affect overall development decisions.



- The Committee has held workshops over the last 6 months, culminating in a Strategic Plan and a 5-Year Project Plan, which will be presented during Council's 2025 Budget Workshop.
- The initial project recommended under the Strategic Plan is to improve multiple areas of South Piney Point Road. Pre-development activities, including tree, foliage, ditch and debris clearing, site surveying for both infrastructure and landscaping projects, and budget allocations, should be conducted over the next few months. Formal landscape design services, including the codification of the City's design standards, should be retained.



TO: City Council

VIA: Village Fire Department and City of Piney Point Staff

DATE: June 23, 2025

SUBJECT: Discuss the emergency response plan outlined in the revised Village Fire Department's Mayor's Emergency Management Guide and in the Piney Point Village Emergency Management Manual.

Workshop Item: B

In the event of a disaster, the city activates its Emergency Operations Center (EOC), situated at the Village Fire Department. This center acts as the main hub for coordinating all response efforts. Key officials, including the Emergency Manager, city leaders, and representatives from various departments, come together here to effectively manage the situation. They follow established protocols to ensure a smooth response, enhancing communication among first responders and support services. This collaborative effort aims to assess the circumstances, deploy resources, and implement necessary measures to protect the community's welfare. When the city needs to maintain emergency operations beyond the limitations of the VFD plan, it will follow the standard operating procedures outlined in the Piney Point Village Emergency Management Manual.

- Village Fire Department's Mayor's Emergency Management Guide: This document serves as a Mayor's Emergency Management Guide for the Village Fire Department's participating cities, outlining the primary procedures for all participants.
- Piney Point Village Emergency Management Manual: This document serves as a supplement to the VFD plan, outlining procedures for preparedness, response, and recovery in the event of an emergency or disaster.

Mission/Vision:

This item aligns with Strategy 5, which aims to provide an emergency operations plan for responding to emergencies beyond police and fire response.

Attachments:

Village Fire Department's Mayor's Emergency Management Guide.
Piney Point Village Emergency Management Manual.



Mayor's Emergency Management Guide

July 2024

Cities of:

**Bunker Hill Village
Hedwig Village
Hilshire Village
Hunters Creek Village
Piney Point Village
Spring Valley Village**

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Emergency Operation Center Contact Information

Name	Title	Work	Cell	Email	Other
Bunker Hill Village	City Hall	713-467-9762			
Robert Lord	Mayor	713-403-4200	408-368-9070	rlord@bunkerhilltx.gov	rlord@fbfk.law
Gerardo Barrera	City Administrator	713-467-9762	832-721-3150	gbarrera@bunkerhilltx.gov	
Elvin Hernandez	Director of Public Works	713-467-9762	210-740-1089	ehernandez@bunkerhilltx.gov	
Hedwig Village	City Hall	713-465-6009			
Tom Jinks	Mayor	713-882-6934	713-882-6934	jinks@hedwigtx.gov	tomjinks@starmotorcars.com
Wendy Baimbridge	City Administrator	713-600-7373	281-831-1001	wbaimbridge@hedwigtx.gov	281-546-4672
Hedwig Village Police	Dispatch	713-461-4797			
David A. Gott	Chief of Police	713-461-4797	713-252-8005	dgott@hedwigtx.gov	713-304-2950
Paul Warner	Captain	713-461-4797	832-309-9181	pwarner@hedwigtx.gov	
Hilshire Village	City Hall	713-973-1779			
Robert F. Buesinger	Mayor	713-585-2838	713-628-4583	mayor@hilshirevillagetexas.com	rfbues@gmail.com
Cassie Stephens	City Administrator	713-973-1779	832-272-5081	cassie.stephens@hilshirevillagetexas.com	
Hunters Creek Village	City Hall	713-465-2150			
Jim Pappas	Mayor	713-465-2150	713-703-4409	jspiro@flash.net	
Tom Fullen	City Administrator	713-465-2150	713-409-7251	tfullen@cityofhunterscreek.com	
Memorial Village Police	Dispatch	713-365-3700			
Raymond Schultz	Chief of Police	713-365-3700	505-270-9944	rschultz@mvpdtx.org	rayschultz60@gmail.com
Brian Baker	Police Commander	713-365-3707	832-567-4582	bbaker@mvpdtx.org	
Eric Jones	Police Commander	713-365-3700	713-283-2474	ejones@mvpdtx.org	
Memorial Village Water	Office	713-465-8318			
Trey Cantu	General Manager	713-465-8318	956-451-2480	trey@mvwa.org	
Piney Point Village	City Hall	713-782-0271			
Aliza Dutt	Mayor	713-782-0271	713-542-2475	Aliza@pineypt.org	
Bobby Pennington	City Administrator	713-230-8703	713-202-0515	cityadmin@pineypt.org	
Spring Valley Village	City Hall	713-465-8308			
Marcus Vajdos	Mayor	713-465-8308	281-799-9426	marcusvajdos@gmail.com	
John McDonald	City Administrator	713-465-8308	210-364-5560	jmcDonald@springvalleytx.com	
Kristina Watson	Public Works Director	713-465-8308	713-454-4951	kwatson@springvalleytx.com	
Spring Valley Police	Dispatch	713-465-8323		dispatch@springvalleytx.com	
Mark Schulze	Chief of Police	713-465-8323	832-574-2923	mschulze@springvalleytx.com	
Justin Lane	Assistant Police Chief	713-465-8323	713-538-3324	jlane@springvalleytx.com	
Village Fire Department	Dispatch	713-468-7941		dispatchers@villagefire.org	
Howard Miller	Fire Chief/EMC	713-468-3590	832-309-9151	miller@villagefire.org	
James Lutz	Firemedic/Assistant EMC	713-468-7941	281-415-2011	lutz@villagefire.org	

Information is for use by Mayors & Emergency Operation Personnel only.

MAYOR CHECKLIST

Initial Incident/Disaster Operations

In the event the City is or will be confronted by a natural or manmade incident or disaster:

- ☐ Respond to the Emergency Operations Center (EOC) Activation Text when received.

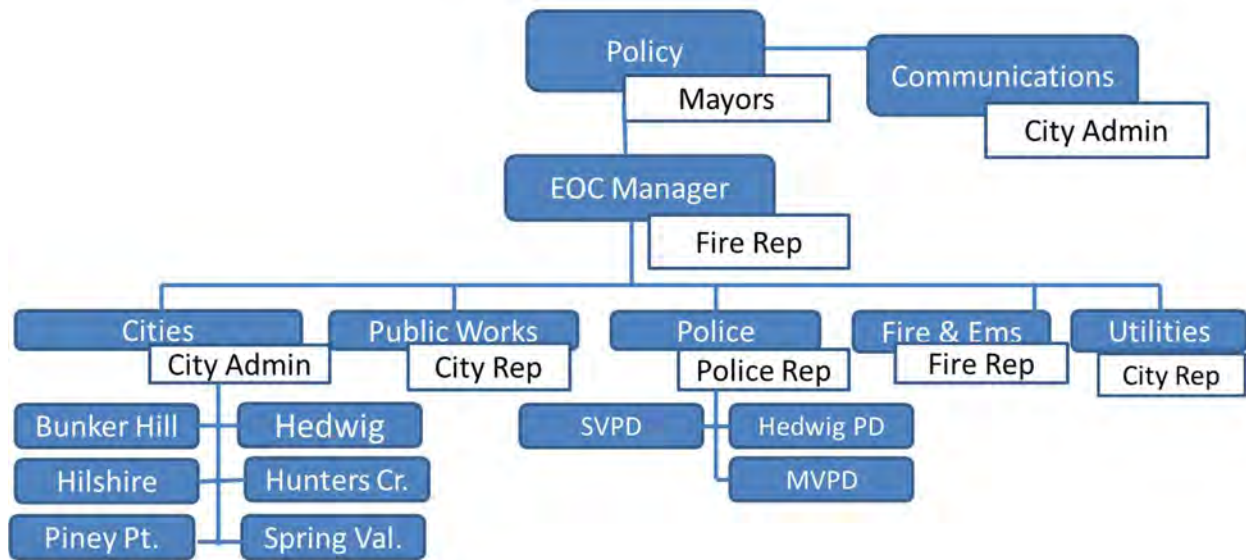
OR

- ☐ If you believe there is a significant incident or disaster and no EOC activation text has been received, contact the Fire Chief, to activate the EOC. Cell: 832-309-9151 Fire Station: 713-468-7941

Other Items to Consider During Long Term Incident/Disaster Operations

- ☐ The mayor should consider signing a statement declaring a local disaster and submit with a cover letter.
- ☐ Prepare to call an Emergency City Council session if necessary.
- ☐ Work with Legal Officer in preparing required legal documents.
- ☐ Work with the Emergency Operations Center (EOC) to prepare media releases and or conduct media interviews.
- ☐ Provide visible representation of the City to the public, other elected officials, and state and federal assistance officials, and spokesperson for the City.
- ☐ Meet with City Council and City Staff, State and Federal officials to identify and develop resolutions or ordinances to enhance a rapid recovery.
- ☐ Establish communications with members of the City Councils of neighboring jurisdictions.
- ☐ When possible, make notes of all the things that went well, areas that need improvement, and proposed revisions to the Emergency Plan. Notes written at the time of the emergency help to accurately document the history of the event.

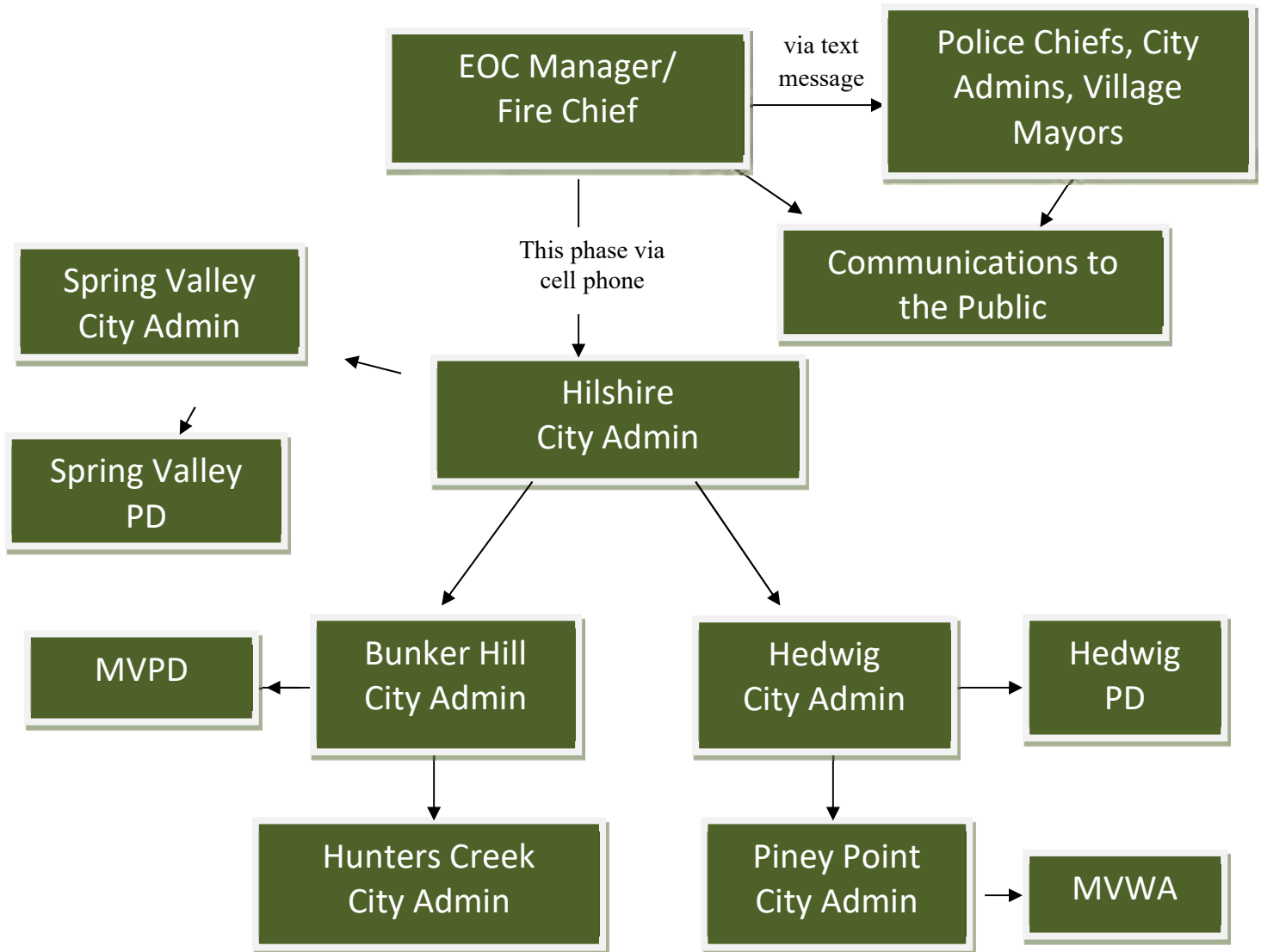
Village EOC Staffing



Plan for 12 hour shifts

Additional groups may be added based upon need.

Memorial Villages Emergency Operations Center *Notification Process*



Each City Admin calls entity(ies) as shown, their own staff and touch base with their Mayor. Short call ... message is "check your text!"

Expectation -- 2 hour report to EOC if needed.

Village's Resource List

Village Fire Department

Qty	Item & Description
2	Type 1 Fire Engine (pumper)
1	Type 1 Ladder Truck, 75 foot, with extrication equipment
3	Type 1 Ambulances, Advanced Life Support
1	Command Vehicle (Tahoe) with Incident Command Center
1	Utility Pickup Truck - Crew Cab
1	Command Vehicle (Tahoe)
1	Rescue Boat

City of Bunker Hill Village

Qty	Item & Description
1	Backhoe with Tree Articulating Bucket
1	Dump Truck
1	18" Chain Saw
2	15" Chain Saw
1	12' Pole Chain Saw
1	Chop Saw
1	1 ½" Water Pump
3	Portable power generator- 1000 Watts
1	Ice Machine – <i>(new ice machine will be available with new PW building)</i>
2	6' x 16' Utility Trailers
1	GMC Tilt Cab – high pressure jet truck & water truck
1	Self-contained short distance televising unit
2	Self-contained Breathing Apparatus
Numerous	Barrels, barricades, signage
1	2014 GMC Crew Cab Pickup
1	Ford Ranger – <i>(being replaced with new 2023 F-150 currently on order)</i>
1	Hybrid SUV – Ford Explorer
1	Weather Station/Monitor - Blue Tooth
1	Bobcat ATV 4x4
1	Mini Excavator XCMG
1	2020 Ford F-150 Crew Cab 4x2 pickup
1	28' Fiberglass extension ladder (300 lbs)
1	20' Aluminum extension ladder (225 lbs)
<Misc>	shovels, ax, pick mattock, hydrant keys

City of Hedwig Village

City of Hilshire Village

City of Hunters Creek Village

Qty	Item & Description
1	15" Chainsaw
1	12" Chainsaw
1	12" Chop Saw
1	1 ½" Water Pump

1	5 Gal. Shop Vac.
1	Portable Generator 6kw
1	6' x 10' Trailer
	Numerous Barrels, Barricades, Cones and Signage
2	Ford Extended Cab Pickup
1	Ford Pickup
1	4x4 Kawasaki Mule w/ Tilt Bed
1	500 gal. Water Tank w/ 1 ½" Water Pump

City of Piney Point Village

Qty	Item & Description
1	2015 Gator TS 4X2 with Trailer
2	16" & 18" Chain Saws
2	Heavy Duty Echo Weed Eaters
2	Heavy Duty Echo Power Blower
1	Echo Trimmer
1	18" Pruning Saw
1	15" Pruning Saw
6	Shovels round & flat
2	Rakes
1	Sharp Shooter (Shovel)
	Various other hand tools
1	Deep Well Wheel Barrel
10	18" & 24" Traffic Cones
1	Large Orange Traffic Barrel
2	Stand Alone Traffic Barricades

City of Spring Valley Village

Qty	Item & Description
2	18" Chain Saws
2	24" Chain Saws
1	12" Chop Saw
1	5 Gallon Shop Vac.
2	1800 Watt Generators (Gas)
2	3000 Watt Generators (Gas)
1	12' x 6' Utility Trailer
1	16' x 6' Utility Trailer
2	Backhoes
1	185 Air Compressor
1	1990 Peterbuilt Dump Truck
5	2500 Crew Pickup Trucks
1	Sewer Jetting Machine/1000 gal. Tank

Memorial Villages Police Department

Memorial Village Water Authority

Qty	Item & Description
1	Backhoe
1	3" portable water pump
1	Sewer Jet Truck
1	14" Utility Trailer

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EMERGENCY OPERATIONS

Many emergencies follow a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. General actions to be taken at each level are outlined in the annexes to the Basic Plan, with more specific actions detailed in departmental standard procedures. The following readiness levels are used as a means of increasing the jurisdiction's readiness status.

LEVEL 4:

NORMAL CONDITIONS

Routine emergency incidents may occur. One or more departments or agencies respond to handle the incident and an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements. The normal operations of government are not affected.

Typical Events: Daily emergency responses, high profile visitor(s), weather monitoring.

Typical Notification: Emergency management coordinator, fire department/EMS, law enforcement, public works.

LEVEL 3:

INCREASED READINESS – WATCH CONDITIONS

Increased Readiness refers to a situation that presents a potential risk, but poses no immediate threat to life or property. Increased readiness actions may be appropriate when situations similar to the following occur:

Typical Events: Tropical weather system developing in area, escalating or immediate risk to impact area.

Typical Notification: Emergency management coordinator, fire departments/ EMS, law enforcement, public works and public information office

LEVEL 2:

HIGH READINESS – WARNING CONDITIONS

High Readiness refers to a situation with a significant potential and probability of causing loss of life or property. This condition will normally require some degree of warning to the public. Readiness actions may include continuous storm monitoring, identifying worst-case scenarios and potentials, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing citizens with public information.

Typical Events: Tornado warning/sighting; flash flood warning.

Typical Notification: Mayor/ city administrator/ county judge, emergency management coordinator, fire departments/EMS, law enforcement, public works and public information office.

LEVEL 1:

MAXIMUM READINESS – EMERGENCY CONDITIONS

Maximum Readiness refers to hazardous conditions that are actually/currently occurring to varying degrees. This condition denotes a greater sense of danger and urgency than associated with a “Watch” event. Actions could be generated by a severe weather warning issued by the National Weather Service combined with various factors making the event gravely critical.

Typical Events: Evacuation and sheltering for specific parts of the impact area; community-wide threats such as a large hazardous materials spill and wide scale flooding.

Typical Notification: Mayor/ city administrator, emergency management coordinator, fire departments/EMS, law enforcement, public works and public information office and other leadership will be notified and may be asked to be present at the Emergency Operation’s Center (EOC).

EMERGENCY OPERATIONS CENTER PROCEDURES

This section describes the procedures for activating the Villages EOC.

Upon activation at any level, the EOC serves as the centralized location (physically and virtually) to monitor and report the impact of emergencies while providing communication between the EOC, Harris County and surrounding jurisdictions. The EOC is the focal point for coordination, support of emergency response and recovery activities for the Cities within the Village Fire Department jurisdiction. The procedures in this section apply to all personnel participating in emergency preparedness, response and recovery activities.

During activation, the functions performed include, but are not limited to the following:

- Coordination of emergency preparedness, response and recovery activities.
- Coordination with surrounding jurisdictions, agencies, organizations and officials.
- Management of available resources: acquisition of additional resources.
- Receipt and dissemination of information, warning and instructions to the community.

A. Location

The Village EOC is located in the training room of the Village Fire Station, 901 Corbindale Rd, Houston Texas 77024.

Secondary EOC locations:

City of Hedwig Village City Hall,
955 Piney Point Rd,
Houston TX 77024

City of Hunters Creek Village City Hall
1 Hunters Creek Place
Houston TX 77024

B. Activation

EOC ACTIVATION LEVELS

<u>Level</u>	<u>Description</u>	<u>Minimum Staffing Requirements</u>
3	*Small incident or event *One Site *Potential threat of: Flood Severe Storm Escalating Incident	Emergency Management Staff
2	*Moderate event *More than 3 incidents (locations) *Limited Evacuations *Resource Support Required	Emergency Management Staff City Admin. (Cities involved) Law Enforcement Public Works Reps (Cities) Fire Chief
1	*Major Event *More than 4 incidents (locations) *Regional Disaster (hurricane)	Emergency Management Staff City Admin (All) Law Enforcement Public Works Reps (all)

Personnel responding to the EOC must have appropriate identification prior to being allowed access to the EOC. Security will be maintained to protect the EOC and reduce distractions.

The Village Fire Chief or his/her designee shall serve as the EOC Manager. The EOC team is activated by the EOC Manager through text messages, cell phone and email. Groups (city administrator, public works) can be notified through the group phone tree. The notification message will require a positive notification response.

Required Notifications When EOC is Activated:

- a. Mayors
- b. Emergency Management Coordinator
- c. Village's City Administrators
- d. Village's Police Chiefs
- e. Memorial Village's Water Authority (MVWA)

C. Opening the EOC

EOC Manager Priorities:

- Establish communications with dispatch centers
- Conduct initial assessments of situation
- Develop and initial EOC Incident Action Plan

D. EOC Logistics

Security

During an EOC activation, access will be restricted to EOC staff and others conducting official business. Authorized media representatives are not allowed access to the EOC unless accompanied and authorized by a member of the EOC team. All other individuals requesting access to the EOC will need approval from the EOC manager.

Supplies

Most EOC equipment and resources are located in the Fire Station. Other items/supplies will be obtained through the EOC Manager.

Personnel Check in

New arrivals are directed to their assigned position or to the EOC manager. The EOC will maintain an up to date organization chart.

Communication

For communication purposes in the EOC, there are:

- a. Wi-Fi
- b. Radio communications in the EOC
- c. Fax machines, printers, copier, laptops and telephones
- d. Cell phones
- e. Ham Radio

Sustenance and Sanitation

- All EOC personnel should be encouraged to take a break outside of the EOC at least bi-hourly.
- A coffee maker is located in the EOC with an additional machine in the break area.
- The EOC Manager will arrange to provide meals as necessary.

Parking

- The Spring Branch ISD Administration Parking Lot, located on the north side of the fire station, unless otherwise directed.

Medical/Mental Health

Medical aid items are in the fire station. EOC personnel should be aware of, and sensitive to; the physical and emotional needs of EOC occupants when placed under stressful situations that are not within their normal daily job functions. Assistance will be provided as needed.

E. Incident Documentation

It is critical that the incident be properly documented from the beginning of the incident, throughout the response and recovery efforts, and continued until the EOC is demobilized.

Thorough documentation will:

- Ensure information is transferred accurately during all shift changes
- Provide information for an After Action Report (AAR) which will be compiled once the incident has been resolved
- Assist in reimbursement measures taken after the incident has been resolved

Documentation can include:

1. EOC Activity Logs (ICS form 214)

Provided for each EOC team member to record:

- Time and information for telephone calls made and received
- Time and information for actions requested and taken
- Other general notes and information.

2. General Message Forms

Provided for telephone messages received by EOC call takers to be distributed to various ESF's in the EOC.

3. Maps

Developed by Planning and Intelligence or acquired from other sources.

4. Media releases

Developed by the EOC PIO or received from other sources.

F. EOC Incident Action Plan (IAP)

An EOC IAP is a written strategy for responding to needs of the incident. It is developed by the EOC Manager and Emergency Support Function (ESF) Leads.

- The EOC Manager and ESF Leads meet immediately to develop the IAP.
- The Situation Center is responsible for preparing and distributing the IAP.
- The ESF 7, Resource Support Lead will anticipate, receive requests, locate, order and track the amount and type of resources needed to accomplish the mission(s). Copies of the IAP are distributed to the Incident Command Posts, the EOC Team and the EOC Executive Policy Group. The IAP is implemented by the EOC Manager and supported with resources from other ESF sections. Forms for completing the IAP are located in the EOC forms book.

G. Evacuating the primary EOC; establishing an alternate EOC

Evacuating an activated EOC occurs when there is concern for the safety of the EOC team.

1. Safety of personnel is always the first priority in any incident.
2. Arrange appropriate and secure transportation.
3. If possible, also remove:
 - a. Laptops and charging cords
 - b. Radios and extra batteries
 - c. Cellular phones
 - d. EOC kits (miscellaneous administrative supplies)
 - e. Binders and/or USB drives with EOC activation information
 - f. EOC phone numbers and contact information
 - g. Documents already compiled by Planning and Intelligence

Alternative EOC locations have been identified at:

City of Hedwig Village City Hall
955 Piney Point Rd
Houston TX 77024

City of Hunters Creek Village
1 Hunters Creek Village
Houston TX 77024

When a request is made for an alternate EOC location, the EOC Manager shall select the appropriate location.

H. Demobilizing the EOC

The EOC Manager, advised by the EOC Executive Policy Group, will determine when to deactivate the EOC and transition to normal business activities. The process of demobilizing includes:

- The EOC Manager, advised by the EOC Executive Policy Group, will determine when to deactivate the EOC and transition to normal business activities or to a lower level of EOC management.
- Demobilization of all resources requested through the EOC
- Documenting the incident in preparation for requests for state/federal disaster recovery funds
- Documenting the incident in preparation for the After Action Report
- Demobilizing all EOC personnel

Process to Request Additional Resources From Outside the Villages

In the event a jurisdiction exceeds or expects to exceed its response capabilities during a major emergency or disaster, the following steps should be taken to obtain further assistance:

- ☐ The mayor should sign a statement declaring a local disaster and submit with a cover letter.
- ☐ The jurisdiction should prepare a cover letter to the Governor requesting disaster assistance from the state.
- ☐ The jurisdiction should begin to prepare the Disaster Summary Outline (DSO).
- ☐ As soon as possible, all jurisdictional departments should begin gathering initial damage estimates. These figures need not be exact, but are necessary to complete the DSO as a basis for obtaining a Presidential Disaster Declaration.
- ☐ The letter requesting state disaster assistance, the local proclamation of disaster, and the Disaster Summary Outline should be faxed to TDEM at 512-424-2444 within ten days from the date of the disaster.
- ☐ The state of Texas, if necessary, will contact the federal government for additional aid.
- ☐ The federal government will determine what type of declaration, if any, will be issued for the incident, based on losses documented in the DSO.
- ☐ If a Presidential Disaster Declaration is issued, FEMA and TDEM will establish a local disaster field office (DFO). Once the DFO has been established, FEMA and State personnel will request initial meetings with representatives of the most seriously affected departments and will require transportation and guidance to inspect damaged areas of the city.
- ☐ When a Presidential Disaster Declaration is issued, note which categories of Public Assistance (A-G) have been declared and if Individual and Household Program (IHP) Assistance has been included in the declaration.
- ☐ If the local jurisdiction is authorized for Individual and Household Program Assistance (IHP), FEMA and the state will establish disaster relief centers (DRCs) where citizens affected by the disaster may go to obtain further federal assistance after tele-registration through the 1-800-621- FEMA (3362), or TTY 1-800-462-7585 for the speech or hearing impaired.

DISASTER RESPONSE AND MITIGATION PROCEDURES

DISASTERS VS. EMERGENCIES

An **EMERGENCY** is the occurrence or imminent threat of a condition, incident, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster.

A **DISASTER** is the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, other public calamity requiring emergency action, or energy emergency.

THE NATIONAL RESPONSE FRAMEWORK

The National Response Framework (NRF) guides how the nation conducts a national response—not just a federal response—to all-hazards incidents. The document is focused primarily on response, not on prevention, protection, or long-term recovery. The NRF integrates three key concepts:

- **IDENTIFIES RESPONSE DOCTRINE:** The National Incident Management System (NIMS) is an organizational system of positions, interactions, language, and processes and is well understood by the emergency management community at the local, state, and federal levels. It describes how first responders from different jurisdictions and disciplines can work together. It is flexible, scalable, and adaptable to the size and nature of the incident to organize at the right level—local, then state, then federal.
- **FOCUSES ON PREPAREDNESS:** Better than any predecessor document, the NRF defines and aligns the roles of individual citizens; the private sector; nongovernmental organizations; local elected or appointed officials (the county judge, the mayor or city Administrator with his or her local emergency manager and department and agency heads); the governor, with his or her state homeland security manager, state emergency manager and department and agency heads; and the federal government, starting with the president. It explains the roles of the Homeland Security Council, National Security Council, the Secretary of Homeland Security, the Attorney General, the Secretary of Defense, the Secretary of State, the Director of National Intelligence and all other departments and agencies. It describes these roles in a response framework that is always in effect, able to be partially or fully implemented as the incident requires, and without need for a formal trigger or permission to become involved.
- **GUIDES THE CONDUCT OF ALL- HAZARDS RESPONSE:** The NRF is not about bureaucracy or rigidity; it is about moving forward in organized partnerships with defined roles and responsibilities to contribute to an effective national response to incidents of all types.



EMERGENCY MANAGEMENT CYCLE

Emergency management consists of systems, resources, and activities designed to assist a community in preventing, preparing for, responding to, recovering from and mitigating the effects of all hazards.

MITIGATION

Mitigation efforts include those that serve to reduce the occurrence of incidents or their impact. Natural disasters, for example, cannot be prevented. However, mitigation programs can reduce their severity, and well-organized and coordinated state and local homeland security and emergency management programs can help preserve life and protect property.

PREPAREDNESS

These activities are necessary to the extent that mitigation measures have not, or cannot, prevent disasters. In this phase, governments, organizations, and individuals develop plans to save lives and minimize disaster damage. Preparedness measures also enhance disaster response operations.

RESPONSE

Response activities follow an emergency or disaster. Generally, they are designed to provide emergency assistance to individuals. They also serve to reduce the probability of secondary damage and to speed recovery operations.

RECOVERY

Activities following or in conjunction with response that restore vital life-support systems to minimum operating standards and long-term activities that help return life to normal for individuals, businesses and infrastructure.

EMERGENCY SUPPORT FUNCTIONS (ESF)

The ESFs provide a structure for coordinating interagency support for a response to an incident. They are mechanisms for grouping functions most frequently used to provide support, both for declared disasters and emergencies under the Stafford Act.

THE FOCUS AREAS OF ESFs INCLUDE THE FOLLOWING:

- ESF 1:** Transportation (Houston Metro)
- ESF 2:** Communications (City of Jurisdiction)
- ESF 3:** Public Works and Engineering (City of Jurisdiction)
- ESF 4:** Firefighting (Village Fire Department)
- ESF 5:** Emergency Management (Village Fire Department)
- ESF 6:** Mass Care, Emergency Assistance, (Village Fire Department)
- ESF 7:** Logistics Management & Resource Support (City of Jurisdiction)
- ESF 8:** Public Health and Medical Services (Village Fire Department)
- ESF 9:** Search & Rescue (Village Fire Department)
- ESF 10:** Oil and Hazardous Materials Response (Village Fire Department)
- ESF 11:** Agriculture and Natural Resources (City of Jurisdiction)
- ESF 12:** Energy (CenterPoint)
- ESF 13:** Public Safety and Security (Jurisdictional Police Department)
- ESF 14:** Long-Term Community Recovery (City of Jurisdiction)
- ESF 15:** External Affairs (City of Jurisdiction)

EMERGENCY MANAGEMENT PLANNING

In planning for disasters and emergencies in Texas, emergency management professionals use a variation of the ESF concept through the development of functional annexes. The ESFs are woven into these annexes in an all-hazards approach that allows personnel and resources to be grouped according to specific functions and utilized within a variety of emergencies and disasters.

LOCAL PLANS

In accordance with Chapter 418 of the *Texas Government Code* and Title 37, Part 1, Chapter 7 of the *Texas Administrative Code*, Texas jurisdictions develop emergency operations plans that consist of a basic plan and functional annexes and appendices. The Basic Plan outlines a jurisdiction's approach to emergency operations, and provides general guidance for emergency management activities, including methods of mitigation, preparedness, response, and recovery. The plan describes the emergency response organization and assigns responsibilities for various emergency tasks. In accordance with Chapter 418, Section 173 of the *Texas Government Code*, "A state, local, or interjurisdictional emergency management plan may provide that failure to comply with the plan or with a rule, order, or ordinance adopted under the plan is an offense."

The Basic Plan is intended to provide a framework for the specific functional annexes that describe in more detail who does what, when, and how. These annexes include Communications, Shelter and Mass Care, Radiological Protection, Firefighting, Law Enforcement, Health and Medical, Public Information, Hazardous Materials Response, Donations Management, and Terrorist Incident Response, to name a few. The Basic Plan and its annexes provide broad policy and procedural guidance for response agencies to use in preparing detailed plans and procedures. An important feature of this plan is that it addresses the provision of vital services for all types of emergencies.

In addition to maintaining compliance with state statutes, Texas jurisdictions develop and retain up-to-date Emergency Operations Plans in order to comply with certain grant funding requirements. TDEM maintains a preparedness profile for each participating jurisdiction that includes information pertaining to the jurisdiction's planning and training achievements. Preparedness-level categories include basic, intermediate, and advanced and are attained by developing and submitting the required plans and annexes, completing specific training, and submitting other supporting documentation for each level. (See Table 1 under Planning Documents on next page.)

PLANNING STANDARDS, DOCUMENTS AND GUIDELINES

TDEM provides templates, planning notes and a Planning Standards Checklist for each plan and annex. The documents are available on the Division's website at: www.txdps.state.tx.us/dem. Click on "Preparedness" under the "Division Info" tab.

Prior to developing or revising local plans and annexes, officials and executives are encouraged to reference the "TDEM-10: Local Emergency Management Planning Guide." Additionally, the Local and Regional Plans unit is available to answer questions and provide assistance. The Local and Regional Plans unit may be reached at 512- 424-2450. The e-mail address for the Plans Unit is: TDEM.PLANS@dps.texas.gov.

REVISION AND UPDATE REQUIREMENTS

Plans and annexes must be updated every five years, and they must be revised in the interim if significant changes in the operational plans are implemented by the jurisdiction. Additionally, periodic planning mandates may create a need to revise the Basic Plan or its annexes.

PREPAREDNESS LEVELS

Table 1 refers to the planning documents required to achieve each level of preparedness. A complete description of preparedness-level requirements is included in “TDEM-100: Preparedness Standards for Texas Emergency Management.”

TABLE 1. REQUISITE PLANNING DOCUMENTS

BASIC PREPAREDNESS LEVEL:

Annex	Title	Annex	Title
BP	Basic Plan	M	Resource Management
A	Warning	N	Direction and Control
B	Communications	O	Human Services
C	Shelter and Mass Care	Q	Hazardous Materials and Oil Spill Response
E	Evacuation	V	Terrorist Incident Response
I	Public Information		

INTERMEDIATE PREPAREDNESS LEVEL - BASIC LEVEL REQUIREMENTS, PLUS:

Annex	Title	Annex	Title
D	Radiological Emergency Management	K	Public Works and Engineering
F	Firefighting	L	Utilities
G	Law Enforcement	R	Search and Rescue
H	Public Health and Medical Services	S	Transportation
J	Recovery		

ADVANCED PREPAREDNESS LEVEL - BASIC AND INTERMEDIATE LEVEL REQUIREMENTS, PLUS:

Annex	Title	Annex	Title
P	Hazard Mitigation	U	Legal
T	Donations Management		

ORGANIZATIONAL CONTINUITY

Like many other states, Texas employs an emergency management structure that moves from the ground level upward to the state level, as required by the extent of the disaster. These entities stay in close contact with one another before, during and after a hazardous event.

LOCAL AUTHORITY

In Texas, in accordance with Chapter 418 of the *Texas Government Code* and Title 37, Part 1, Chapter 7 of the *Texas Administrative Code*, mayors and county judges serve as emergency management directors, bearing the responsibility for maintaining an emergency management program within their respective jurisdictions. In most jurisdictions, these officials appoint an emergency management coordinator to administer the program. The mayor and county judge are authorized by the Texas Disaster Act to declare a local disaster when conditions exist or when there is an immediate threat.

The mayor or county judge may declare a local disaster without the consent of the city council or county commissioners, respectively. However, the declaration may last no longer than seven days unless continued by the city council or county commissioners. During emergencies, local governments are expected to use their own resources first in a local response. If local resources are insufficient, state assistance may be requested.

DISTRICT COORDINATORS

TDEM district coordinators are the division's field response personnel stationed throughout the state. They have a dual role as they carry out emergency preparedness activities and also coordinate emergency response operations. In their preparedness role, they assist local officials in carrying out emergency planning, training, and exercises, and developing emergency teams and facilities. They also teach a wide variety of emergency management training courses. In their response role, they deploy to incident sites to assess damage, identify urgent needs, advise local officials regarding state assistance, and coordinate deployment of state emergency resources to assist local emergency responders.

DISASTER DISTRICT COMMITTEES (DDC)

As prescribed by Chapter 418 of the *Texas Government Code*, a disaster district committee consists of representatives of the state agencies, boards, commissions, and organized volunteer groups with membership on the Emergency Management Council. The Highway Patrol commanding officer of each district serves as chair of the Disaster District Committee and reports to the assistant director of the Texas Department of Public Safety (DPS) on matters relating to disasters and emergencies. The Disaster District Committee chair is assisted by the Council representatives assigned to that district, who provide guidance, counsel, and administrative support as required. The Disaster District Committee chair serves as the authoritative liaison between the district's local officials and the Jack Colley State Operations Center (SOC) during large-scale disasters or emergencies.

STATE COORDINATORS

Within TDEM headquarters, state coordinators oversee the functions of Operations; Preparedness; Mitigation, Recovery and Fund Management; Management and Budget; Critical Information Systems, Emergency Medical Services, Life Safety and the State Operations Center Management Team. TDEM also has state coordinators assigned to the DPS regions, which encompass the Disaster Districts and the Capitol Area. These state coordinators oversee the team of district coordinators to provide support to local jurisdictions and officials as they prepare for and respond to disasters.

TEXAS EMERGENCY MANAGEMENT COUNCIL

The Texas Emergency Management Council, which is composed of state agencies, the American Red Cross (ARC), and the Salvation Army (SA), is established by state law to advise and assist the Governor in all matters relating to disaster mitigation, emergency preparedness, disaster response, and recovery.

During major emergencies, Council representatives convene at the Jack Colley State Operations Center (SOC) to provide advice on and assistance with response operations, and to coordinate the activation and deployment of state resources to respond to the emergency. Generally, state resources are deployed to assist local governments that have requested assistance because their own resources are expended during response. The Council is a group of agencies that have legal responsibility, expertise, or resources needed for a specific emergency response function. The following agencies have been appointed by the Governor to the Emergency Management Council.

JACK COLLEY STATE OPERATIONS CENTER

The Jack Colley State Operations Center (SOC) is operated by TDEM on a 24/7 basis and serves as the state warning point. It uses an extensive suite of communications to receive and disseminate warnings of threats to regional warning points and to state and local officials; monitors emergency situations throughout the state and provides information on these events to federal, state, and local officials; and coordinates state assistance to local governments that are responding to emergencies.

The SOC coordinates 3,000 to 4,000 incidents per year. As noted above, the state Emergency Management Council is convened at the SOC to carry out state response activities for major emergencies and disasters. The SOC serves as a coordination and communications hub, allowing personnel to gather, evaluate, and distribute critical information, and to respond in the event of a natural or human-made emergency or disaster. In June 2010 the Texas Public Safety Commission voted unanimously to name the State Operations Center in honor of Jack Colley, who served as DPS Assistant Director and Chief of the Texas Division of Emergency Management from July 2002 until his untimely death in May 2010.

DISASTER DECLARATIONS

REASONS FOR DECLARING

A local disaster may be declared for any of the following reasons:

- To exercise extraordinary powers;
- To formally implement provisions of emergency plans;
- To provide additional liability protection to government agencies and special or volunteer emergency workers;
- To formally request general assistance from the state and federal governments; and
- To activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans.

EFFECTS OF DECLARING

- Economic stabilization measures such as price, wage, and rent controls;
- Curfews;
- Commandeering of facilities, equipment, materials, etc;
- Controlling access to specific geographical areas;
- Issuing time warrants for the payment of the cost of any equipment, construction, or improvements; and
- Suspension of selected codes and ordinances.

DECLARATION PROCESS

When the decision has been made to declare a local disaster, the following steps should be followed:

- Complete and submit the Disaster Declaration form (see next page);
- If state or federal assistance is being requested, notify the Texas Chief of Emergency Management at 512-424- 2208; and
- Notify the disaster district committee chair.

SAMPLE DISASTER DECLARATION

DECLARATION OF DISASTER:

WHEREAS, the CITY OF] on the [DAY] of [MONTH], [YEAR], has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[BRIEFLY DESCRIBE THE DISASTER SITUATION] and

WHEREAS, the MAYOR of [JURISDICTION] has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE [COUNTY JUDGE/MAYOR] OF [JURISDICTION]:

That a local state of disaster is hereby declared for [JURISDICTION] pursuant to §418.108(a) of the *Texas Government Code*.

Pursuant to §418.018(b) of the *Texas Government Code*, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the CITY COUNCIL of [JURISDICTION].

Pursuant to §418.018(c) of the *Texas Government Code*, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the [CITY SECRETARY/COUNTY CLERK].

Pursuant to §418.018(d) of the *Texas Government Code*, this declaration of a local state of disaster activates the CITY emergency management plan.

That this proclamation shall take effect immediately from and after its issuance. ORDERED this [DAY] of

[MONTH], [YEAR].

MAYOR

SAMPLE REQUEST:

EMERGENCY DECLARATIONS TO THE GOVERNOR

The Honorable Greg Abbott, Governor of Texas
c/o Chief Texas Division of Emergency Management
P. O. Box 4087
Austin, Texas 78773-0001

Date: _____

Dear Governor Abbott:

The [CITY] of [JURISDICTION], Texas is facing significant threats to life, health and property due to: [PROVIDE A DESCRIPTION OF THE THREAT AND THE AREA OR AREAS AFFECTED]. (Threats may include: riot or unlawful assembly of three or more persons acting together by use of force or violence; the existence of a clear and present danger of the use of violence; or a natural or man-made disaster. (For these threats, a disaster declaration may be more appropriate.))

The potential impact of this threat is: [PROVIDE AN ESTIMATE OF THE IMPACT ON PUBLIC HEALTH, SAFETY, AND PROPERTY IF THE THREAT IS NOT DEALT WITH].

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the local jurisdiction to control. Pursuant to §433.001 of the *Texas Government Code*, I am requesting that you declare a state of emergency for the state of Texas and issue appropriate directives to deal with the emergency; including: [INDICATE WHAT MEASURES THAT YOU WANT THE GOVERNOR TO TAKE].

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

Signature _____

STATE AND FEDERAL DISASTER ASSISTANCE

TYPES OF ASSISTANCE

In the event of a disaster, assistance is available from both the state and federal governments. Assistance from the state of Texas is limited to in-kind assistance from individual agencies. The federal government may provide both in-kind and financial assistance. The federal government offers two general types of assistance: **Individual and Household Assistance** and **Public Assistance**.

Individual and Household Assistance* This includes medical care and evacuation, emergency shelters, feeding and clothing, temporary housing, mortgage and rent assistance, job placement and unemployment assistance, property cleanup and repair and trauma counseling.

Public Assistance*

The objective of the Public Assistance Program is to provide assistance to states, local governments, and selected nonprofit organizations for the alleviation of suffering and hardship resulting from major disasters or emergencies declared by the president. It includes funding for:

- Category A: Debris removal
- Category B: Emergency Protective Services
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Public Buildings and Equipment
- Category F: Public Facilities
- Category G: Parks, Recreational, and Other

State and federal assistance is not intended to fully compensate a community for losses but to supplement available resources and prevent conditions from which the community could not reasonably recover.

Hazard Mitigation Grant Program

In the event of a full federal disaster declaration, as opposed to an emergency declaration, the Hazard Mitigation Grant program (HMGP) becomes authorized.

HMGP is a reimbursable 25/75 local/federal match program to fund projects that reduce or eliminate the requirement to respond. Common mitigation projects are flood-prone home buyouts, stream channelization projects, individual and community tornado safe rooms, warning systems, and emergency generators. The State will publish application deadlines in a statewide mail out and in the Texas Register. In order to receive mitigation grants, a community usually must be a participating member of the National Flood Insurance Program and have a State and Federally approved Local Mitigation Plan.

ELIGIBILITY FOR FEDERAL ASSISTANCE

The following are general requirements for eligibility for state and federal disaster assistance:

- Assistance is provided only to counties declared by the President to be disaster areas.
- Only uninsured losses are eligible.
- The community must have exhausted all available resources.
- The affected community must declare a state of local disaster.

PROCEDURES FOR REQUESTING ASSISTANCE

The following are general procedures for the mayor in requesting state or federal disaster assistance in the event of a largescale, widespread event.

- Formally declare a State of Local Disaster as described earlier in this document. It is vital that this be done as early in the course of the emergency as possible.
- Complete the petition to the Governor and deliver as described earlier in this chapter.
- Request the emergency management coordinator to complete a preliminary assessment of eligible damages to be attached to the petition to the governor. Public statements concerning estimates of community damages should be avoided pending the completion of this assessment.

Damage Assessment

The following are the several steps in completing and submitting assessments of community damages:

- The local Office of Emergency Management, working in conjunction with other agencies, will conduct a preliminary damage assessment (PDA) as soon as conditions permit. A copy of this assessment will be attached to the request for state and federal assistance and forwarded to TDEM.
- The request for federal assistance will be forwarded by TDEM to the Region 6 office of the Federal Emergency Management Agency (FEMA) in Denton, Texas.
- The FEMA regional office will make an initial determination of whether the request for assistance appears to meet the qualifying criteria. If the initial criteria are met, FEMA and state representatives will meet with the local emergency management staff to conduct a more comprehensive damage assessment which is forwarded to FEMA headquarters in Washington, D.C.
- The FEMA director will then recommend to the president what type of declaration, if any, to make. The President may declare an “emergency” which authorizes limited federal assistance or a “major disaster” which authorizes broad federal assistance and relief funds.



CITY OF PINEY POINT VILLAGE

EMERGENCY MANAGEMENT MANUAL

Preparedness, Response, and Recovery

Version 1.0 – June 2025

Prepared by the City of Piney Point Village

Contact: (713) 782-0271 • cityhall@pineypt.org • www.cityofpineypoint.com

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Standard Operating Procedure

In the event that Piney Point Village encounters or is expected to encounter a natural or manmade disaster, the city officials and staff will follow this comprehensive response plan. This plan outlines specific procedures and actions to ensure the safety and well-being of all residents, facilitate effective communication, and coordinate response efforts among local authorities.

The following is a checklist-structured guideline.

Initial Incident/Disaster Operations

- **EOC Activation:** Designated officials and staff are required to respond to the Emergency Operations Center (EOC) in the event of a significant incident or disaster. If no EOC activation message has been received, please contact the Fire Chief to activate the EOC. You can reach them at Cell: 832-309-9151 or Fire Station: 713-468-7941.
 - EOC Location: Village Fire Department, 901 Corbindale Road, Houston, Texas.
 - If the EOC location is not available, the Mayor will provide an alternate location in collaboration with staff and local authorities.
- 1. **Identify the Threat or Emergency:** A disaster (natural or man-made) must pose a significant threat to public safety, health, or welfare. Examples include hurricanes, floods, power failures, and hazardous spills. Determine if and when the threat or emergency is a local disaster. See flowchart for further detail. In Texas, the process for a city to declare a local disaster is defined under the Texas Disaster Act of 1975 (Texas Government Code Chapter 418).
- 2. **Emergency Meeting:** Prepare to call an Emergency City Council session if necessary. Collaborate with the City Attorney to prepare the required legal documents. Meet with City Council and City Staff, State and Federal officials to identify and develop resolutions or ordinances.
- 3. **Issuance of Local Disaster Declaration:** The Mayor, as the head of local government, will issue a local disaster declaration. If the Mayor is unavailable, the City Council or a designated official may take this action. The declaration must be in writing and should clearly specify the type of disaster, the affected area, and the duration—initially valid for up to seven days unless extended by the City Council. It must also outline any specific emergency measures to be implemented, such as evacuations or curfews.
- **Communication:** Establish communication with members of the City Councils of neighboring jurisdictions and necessary contractors. Additionally, notify the Harris County Office of Homeland Security and Emergency Management. Ensure that a copy of the declaration is forwarded to the Texas Division of Emergency Management.

- **Resident Communication:** In preparation for a major storm or emergency, the City and its neighboring jurisdictions have compiled a resident checklist to assist with emergency preparation. This list is a guide and recommendation by the City.
- Register for V-LINC Alerts via the Memorial Village Police Department website.
- Trim trees and clear gutters to prevent wind damage and stormwater overflow.
- Secure all outside furniture and accessories.
- Prepare a 72-hour emergency kit with:
 - Flashlights and extra batteries
 - Water (1 gallon per person per day)
 - Non-perishable food
 - Medications and medical items
 - Pet food and supplies
 - Extra cash
 - Phone chargers and portable power banks
 - Keep vehicles' fuel tanks full
 - Shut off your utilities and keep necessary tools accessible.

Evacuation & Shelter-in-Place Guidance

- Monitor ReadyHarris.org for updates on evacuation routes and sheltering instructions.
- Use MVPDs non-emergency number (713-365-3700) to request wellness checks.
- Identify a safe interior room in your home if sheltering in place.

Post-Storm Safety

- Always avoid floodwaters and downed power lines.
- If you smell gas or see electrical hazards, report immediately to the MVPD by dialing 911 or CenterPoint Energy at 713-207-2222.
- Please follow the official city guidelines for the disposal of storm debris. Detailed instructions will be provided as soon as it is safe to proceed.
- **Activate Emergency Powers:** Determine if and what emergency powers are enacted. Once a state of emergency is declared, the city possesses the authority to implement a series of critical actions to ensure public safety and an effective response. These actions include:
 - **Suspending Local Regulations:** This may involve the temporary suspension of specific local regulations, such as permitting processes, which can facilitate quicker decision-making and resource allocation during the emergency.
 - **Activating Emergency Procurement Procedures:** The city may expedite procurement processes to acquire essential goods and services rapidly. This enables the city to secure necessary resources, equipment, and assistance without the usual bureaucratic delays.

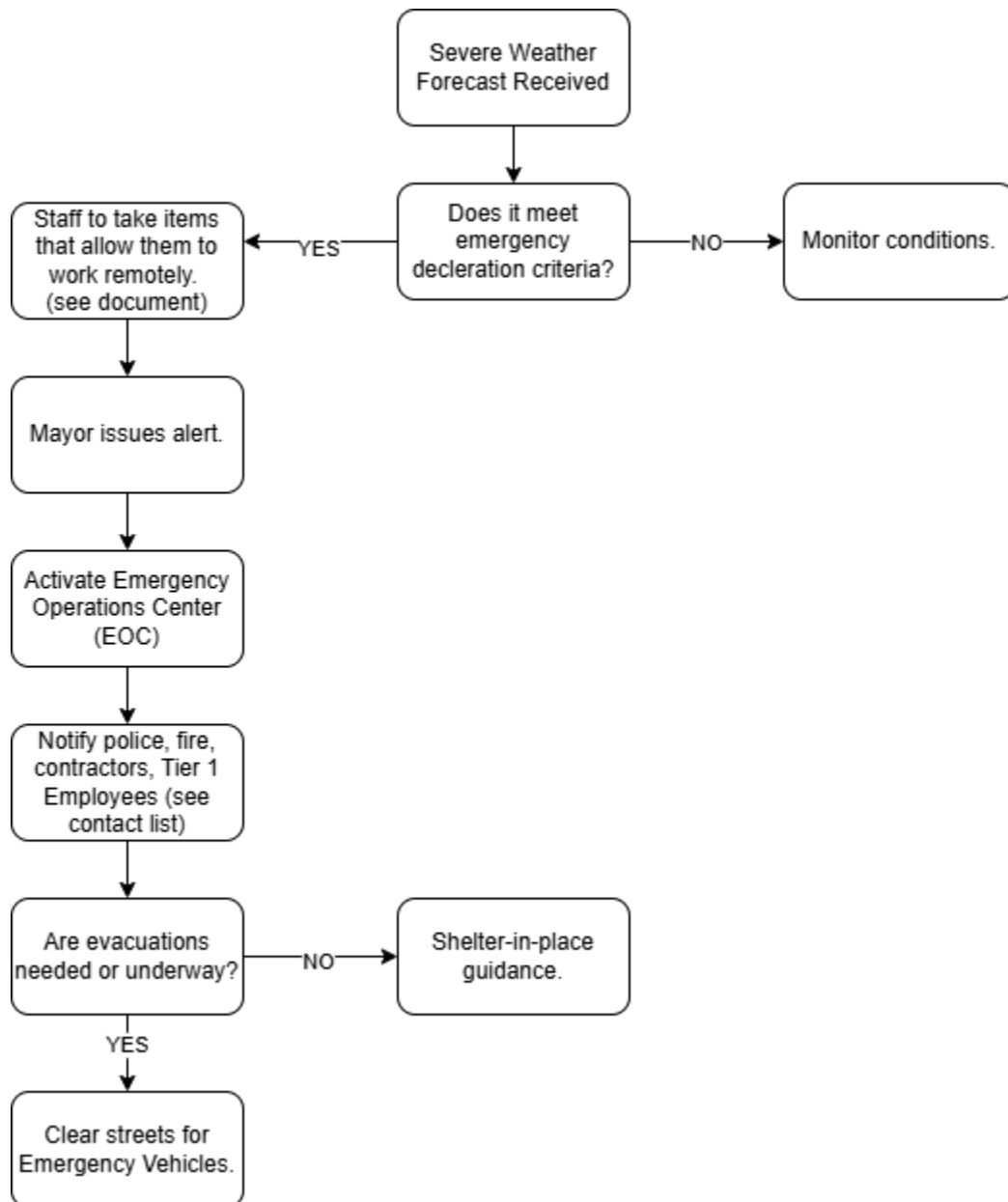
- Requesting Mutual Aid: The city can solicit mutual aid from neighboring jurisdictions or state and federal agencies. This collaborative effort aims to bolster the city's response capabilities by accessing additional personnel, equipment, and specialized resources.
 - Enforcing Emergency Ordinances or Orders: The city has the power to impose emergency ordinances or orders to protect public health and safety, which may include curfews, restrictions on gatherings, or other measures deemed necessary in response to the situation.
 - Request State Assistance (if needed): If the city lacks sufficient resources, it can request state assistance through TDEM. If the situation escalates, the county judge or governor may issue broader disaster declarations.
 - Public Notification: The city must publicly announce the declaration through available channels, including the city website, the local emergency alert systems (e.g., V-LINC), and press releases. Work with the Emergency Operations Center (EOC) to prepare media releases and or conduct media interviews.
- **Documentation**: During an emergency, the city should maintain comprehensive documentation to support coordination, decision-making, and potential reimbursement. This includes Situation Reports, which are daily or shift-based logs that track weather updates, personnel, damage assessments, and key operational decisions.
- Along with EOC activation records, shift schedules, and communications logs are essential for structured response tracking.
 - The city should also collect photographic and video evidence, including time-stamped images of damage and before-and-after comparisons of public infrastructure, which are critical for FEMA support.
 - Resource usage logs must capture personnel hours, equipment operation, fuel usage, and contractor activities, such as debris removal or emergency repairs.
 - As soon as possible, all jurisdictional departments should begin gathering initial damage estimates. These figures do not need to be exact but are necessary for obtaining a Presidential Disaster Declaration.
- **Public Works Mobilization**: During emergency activation, Public Works and its related contractors play a critical role in ensuring infrastructure safety, maintaining road access, and providing utility support. To ensure that Public Works is fully integrated into the city's response, key mobilization actions include:
- **Pre-Storm Staging**: The Public Works Department emergency management container is located at 1 Hunter's Creek Place, Houston, Texas.
 - **Inspect and secure generators and fuel reserves** prior to the event.
 - **Rapid Deployment Teams**: Assign crews to priority areas for debris clearance, road blockage removal, and temporary repairs during and immediately after the event.
 - **Logistics Support**: Provide fuel, barricades, and access support to other city departments, emergency responders, and contractors.

- **Damage Assessment:** Conduct initial infrastructure evaluations, 72 hours after disaster declaration, and support the documentation of public property impacts with photos and logs.
- **Coordination and Communication:** Maintain radio or cellular contact with the EOC and provide real-time updates on field operations.
- **Prepare options for shelter and meals** if extended operations require overnight staffing or cut-off access.
- **Equip crews with boots, gloves, respirators, and water-resistant gear** to protect against contaminants, mold, and debris hazards.

□ **Emergency/EOC Closure Procedures:** As the emergency winds down, the Emergency Operations Center (EOC) should start the process of operational demobilization by deactivating functions that are no longer essential. All ongoing efforts—such as debris management, public communications, and recovery coordination—should be handed over to the relevant city departments or recovery teams to maintain continuity.

- **Documentation:** In terms of documentation, all situation reports, shift logs, briefing notes, and major decision records should be compiled into a central repository. Communication records such as radio logs, text alerts, and email correspondence should also be preserved as part of the incident documentation.
- **Post-Incident Debriefing:** Staff debrief will be held within 48 hours after the closure of the EOC. This after-action meeting helps inform future updates to the Emergency Plan.
- **Financial Records:** To facilitate reimbursement, it is essential to gather and organize financial documentation. This process should include logging personnel hours, tracking resource usage, and compiling invoices from contractors. All records must comply with FEMA or state audit standards to ensure eligibility for recovery funding. With these elements in place, the city can formally shift from the response phase to recovery, utilizing the collected data to support long-term recovery planning and funding applications.

Flowchart for Natural Emergencies



Emergency Contact List

In the event of a major storm or emergency, Piney Point Village residents can rely on a network of essential contacts for support and information. Keeping these contacts accessible can help ensure timely assistance and up-to-date information when it matters most.

Secondary phone numbers are designated for internal use only.

City Staff:

Name	Primary #	Secondary #	Email
Bobby Pennington - Tier 1	713-230-8703	713-202-0515	cityadmin@pineypt.org
Frederick Johnson - Tier 1	713-203-6978	██████████	fjohnson@pineypt.org
Luis Campos - Tier 1	713-539-2141	██████████	lcampos@pineypt.org
Annette Arriaga - Tier 2	713-782-1757	██████████	bldgofficial@pineypt.org
Gerson Quevedo - Tier 2	832-849-8446	██████████	gquevedo@pineypt.org
Michelle Yi - Tier 3	713-230-8702	██████████	myi@pineypt.org
Celina Rodriguez - Tier 3	713-782-0275	██████████	courtclerk@pineypt.org
Kimberley Gomez - Tier 4	832-952-1139	N/A	assistant@pineypt.org
Leslie Wilcox - Tier 4	713-782-0271	██████████	cityhall@pineypt.org

These tiers have been assigned by the City Administrator and correlate to City's emergency response plan.

City Council:

Name:	Primary #	Secondary #	Email
Mayor Aliza Dutt	713-782-0271	██████████	██████████
Michael Herminghaus	713-780-4778	██████████	██████████████████
Henry Kollenberg	713-782-0271	██████████	██████████████████
Joel Bender	713-974-3560	██████████	██████████████████████████████
Margaret Rohde	713-782-0271	██████████	██████████████████████████
Jonathan Curth	713-853-9467	██████████	██████████████████

Name:	Contact Information:	Role in Emergency:
CenterPoint Energy (Electricity)	Customer Service: 713-207-2222 Outage Hotline: 800-332-7143 Outage Map: www.centerpointenergy.com	Report outages, get outage status, and emergency utility coordination
Village Fire Department	713-468-7941 Emergency: 911 villagefire.org	Fire, rescue, emergency medical services (non-emergency dispatch)
Memorial Villages Police Department (MVPD)	713-365-3700 (Non-Emergency) Emergency: 911 mvpdtx.org	Police dispatch, welfare checks, storm-related assistance
City of Piney Point Village	713-782-0271 pineyptx.gov	General inquiries, EOC activation, emergency updates
Texas Division of Emergency Management (TDEM)	512-424-2208 tdem.texas.gov	State coordination for storm preparation and disaster recovery
Harris County Office of Homeland Security & Emergency Management	713-881-3100 ReadyHarris.org	Regional alerts, evacuation info, flood watch/warning updates
FEMA Disaster Assistance	800-621-FEMA (3362) disasterassistance.gov	Federal aid post-disaster (home damage, relocation)
GFL Environmental (Waste Management)	281-368-8397 www.gflenv.com/support/	Waste management, trash and debris removal

Emergency Equipment Inventory

- The following list represents the current emergency equipment inventory of the City of Piney Point Village's Public Works Department.

Quantity:	Item:
2	Public Works Vehicles
1	All-Purpose Tow Trailer
7	Emergency Management Safety Vests
1	250 Gallon Water Tank
2	Power Washers
2	16" & 18" Chainsaws
2	Heavy Duty Echo Weed Eaters
2	Heavy Duty Echo Power Blower
1	Echo Trimmer
1	18" Pruning Saw
1	15" Pruning Saw
7	Shovels, Round & Flat
1	Deep Well Wheel Barrel
10	18" & 24" Traffic Cones
1	Large Orange Traffic Barrel
2	Stand Alone Traffic Barrel
6	Gas Powered Generators
	Various other hand tools

Projected Additional Emergency Equipment

- To enhance future readiness, the department will acquire additional equipment through purchase or rental.

Quantity:	Item:
1	Tree Stump Grinder
1	37-44 ft. Telescopic Boom Lift
1	5 yd. Dump Truck
1	Forestry Bucket Truck
1	Flatbed Truck
1	Vehicle for Treading High Water
1	Multi-Purpose Winch
	Heavy-Duty Chains and Locks
	Towing Chains and Straps
	Hand-Axes
	Radios for disaster coordination
	Additional personnel equipment

City Staff Emergency Items List:

- In the event of an emergency, city staff will be required to obtain the following list of items to necessitate remote work if necessary.
 - Laptop and Charger
 - Company credit cards (both Standard and Home Depot)
 - Emergency Management Manual along with Emergency Contact List
 - PPV Neon Vests
 - Storage Keys

SAMPLE DISASTER DECLARATION

DECLARATION OF DISASTER:

WHEREAS, the CITY OF] on the [DAY] of [MONTH], [YEAR], has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[BRIEFLY DESCRIBE THE DISASTER SITUATION] and

WHEREAS, the MAYOR of [JURISDICTION] has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE [COUNTY JUDGE/MAYOR] OF [JURISDICTION]:

That a local state of disaster is hereby declared for [JURISDICTION] pursuant to §418.108(a) of the Texas Government Code.

Pursuant to §418.018(b) of the Texas Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the CITY COUNCIL of [JURISDICTION].

Pursuant to §418.018(c) of the Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the [CITY SECRETARY/COUNTY CLERK].

Pursuant to §418.018(d) of the Texas Government Code, this declaration of a local state of disaster activates the CITY emergency management plan.

That this proclamation shall take effect immediately from and after its issuance.

ORDERED this [DAY] of [MONTH], [YEAR].

MAYOR

SAMPLE REQUEST:

EMERGENCY DECLARATIONS TO THE GOVERNOR

The Honorable Greg Abbott, Governor of Texas
c/o Chief Texas Division of Emergency Management
P. O. Box 4087
Austin, Texas 78773-0001

Dear Governor Abbott:

The [CITY] of [JURISDICTION], Texas is facing significant threats to life, health and property due to: [PROVIDE A DESCRIPTION OF THE THREAT AND THE AREA OR AREAS AFFECTED]. (Threats may include: riot or unlawful assembly of three or more persons acting together by use of force or violence; the existence of a clear and present danger of the use of violence; or a natural or man-made disaster. (For these threats, a disaster declaration may be more appropriate.))

The potential impact of this threat is: [PROVIDE AN ESTIMATE OF THE IMPACT ON PUBLIC HEALTH, SAFETY, AND PROPERTY IF THE THREAT IS NOT DEALT WITH].

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the local jurisdiction to control. Pursuant to §433.001 of the Texas Government Code, I am requesting that you declare a state of emergency for the state of Texas and issue appropriate directives to deal with the emergency; including: [INDICATE WHAT MEASURES THAT YOU WANT THE GOVERNOR TO TAKE].

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage to property is contained.

A timely response to this request would be appreciated.

Signature

TO: Members of the City Council

FROM: R. Pennington, City Administrator
M. Yi, Finance Director

DATE: June 23, 2025

SUBJECT: Discuss the initial budget development for the upcoming Piney Point Village fiscal year 2026 budget.

Workshop Item: C

The City of Piney Point Village is preparing to adopt its Fiscal Year 2026 Budget in September 2025, in accordance with statutory deadlines. As part of the budget development process, staff will facilitate formal budget workshops scheduled for July 2025. These workshops will enable the City Council to review and provide feedback on the proposed operating and capital budgets prior to the formal adoption process.

This agenda aims to initiate an early-stage discussion and gather direction from the City Council on key goals, priorities, and financial objectives to be reflected in the FY 2026 Proposed Budget. This includes, but is not limited to:

- Desired service level changes or enhancements
- Capital project priorities and major infrastructure investments
- Personnel or staffing considerations
- Policy and strategic initiatives requiring financial support
- Revenue assumptions and expenditure constraints
- Reserve balance targets and long-term financial planning goals

Staff will incorporate Council feedback from this meeting into the preliminary budget draft and prepare additional data and projections to support the July workshops. Early dialogue is key to making sure the proposed budget lines up with the Council's policy vision, community expectations, and the City's long-standing commitment to financial responsibility.

No formal action is required at this time; however, the staff welcomes input and guidance to shape the budget framework for FY 2026.