

**CITY OF PINEY POINT VILLAGE  
CITY COUNCIL**

Aliza Dutt, Mayor  
Michael Herminghaus, Council Position 1  
Dale Dodds, Council Position 2  
Joel Bender, Council Position 3, Mayor Pro Tem  
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

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**THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING AND WORKSHOP  
MONDAY, OCTOBER 28, 2024  
6:00 PM**

**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A REGULAR COUNCIL MEETING AND WORKSHOP ON MONDAY, OCTOBER 28, 2024, AT 6:00 P.M. LOCATED AT 7660 WOODWAY DR. SUITE 593, HOUSTON, TEXAS 77063, TO DISCUSS THE AGENDA ITEMS LISTED BELOW. (Note that the meeting will be conducted in Suite 593, on the 5<sup>th</sup> floor, due to construction)**

**I. DECLARATION OF QUORUM AND CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

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

**IV. NEW BUSINESS**

- 1.** Consideration and possible action on approval of the Council Meeting Minutes held on September 23, 2024, and October 7, 2024.
- 2.** Consideration and possible action on the Memorial Villages Police Department.
  - a) Update on activities.
- 3.** Consideration and possible action on the Village Fire Department.
  - a) Update on activities.
  - b) VFD Financials.
  - c) VFD Agendas & Minutes.
  - d) Budget Amendment 2024-1
- 4.** Consideration and possible action on City Engineering.
  - a) Engineering Report.
  - b) Approval of the PPV 2025 Windermere Outfall Project.

- c) Approval for Piney Point Road Pavement Lifting Project.
  - d) Approval for CCTV of Chapelwood Storm Sewer Project.
  - e) Approval for Chapelwood Storm Sewer Connection Project.
  - f) Blalock Road drainage.
  - g) Radar speed limit signage.
5. Consideration and possible action regarding the Mayor's Monthly Report.
6. Consideration and possible action regarding the City Administrator's Monthly Report, including but not limited to:
- a) Financial Related Items
    - i. Financial Report – September 2024.
    - ii. Property Tax Report.
    - iii. Quarterly Investment Report
    - iv. Disbursements (greater than \$10,000).
  - b) Arbor Day Event.
  - c) Update on Current Specific Use Permits and Permit Activity.
7. Consideration and Possible Action to approve an agreement with Cypress Creek Mosquito for mosquito spray services.
8. Consideration and possible action on the Interlocal Agreement with Houston-Galveston Area Council (H-GAC) for the purchase of certain products and services.
9. Consideration and possible action on the Harris Central Appraisal District (HCAD) Board of Directors Nomination.
10. Discuss and consider possible action on any future agenda items, meeting dates, and similar matters.
- a) Beautification Meeting – November 11.
  - b) Engineering Meeting – November 13.
  - c) Regular Council Meeting – November 18.

**V. WORKSHOP**

- A. Generator Ordinance.
- B. Building Orientation.
- C. Outdoor Lighting.
- D. Permitted Signs.
- E. School Zone Ordinance.
- F. Prohibited Parking.
- G. Construction & Related Building Activities.

**VI. EXECUTIVE SESSION**

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

**VII. ADJOURNMENT**

**CERTIFICATION**

I certify that a copy of the October 28, 2024, agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the public on October 25, 2024, in compliance with Chapter 551 of the Texas Government Code.



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Robert Pennington  
City Administrator / City Secretary



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

TO: City Council

FROM: R. Pennington, City Administrator

MEETING DATE: October 28, 2024

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

**Agenda Item: 1**

**Informational Summary**

The minutes from the regular council meeting held on September 23, 2024, and the special meeting held on October 7, 2024, are 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**

Staff recommends approving minutes from the council meeting on September 23, 2024, and October 7, 2024.



**MINUTES OF A CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING ON MONDAY, SEPTEMBER 23, 2024, AT 6:00 P.M. LOCATED AT 325 PINEY POINT RD., PINEY POINT VILLAGE, TEXAS.**

**Councilmembers Present:** Dale Dodds, Joel Bender, Michael Herminghaus, and Jonathan Curth.

**Councilmembers Absent:** Aliza Dutt, and Margaret Rohde.

**City Representatives Present:** Bobby Pennington, City Administrator; David Olson, City Attorney; Jim Huguenard, Police Commissioner; Solace Southwick, Police Commissioner; Brian Baker, Police Patrol Commander; Henry Kollenberg, Fire Commissioner; Howard Miller, Fire Chief; John Peterson, City Engineering; Gracie Moylan, City Engineering. Michelle Yi, Finance Director.

**Call To Order**

At 6:00 p.m., Mayor Pro-Tem Bender declared a quorum and called the meeting to order.

**Pledge of Allegiance**

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

**Citizens Wishing to Address Council**

- Frank Daily, John Young, and Elena Young (Gingham) requested that the council review the fence ordinance. The neighboring property owner has built an eight-foot wooden fence, and there's a request for the City Council to intervene, revoke the permit, and ask for the fence's removal.
- There were no further requests addressed to the Council.

➔ **To optimize time management for the presenters, several agenda items were reorganized.**

**Agenda Items**

**7. Consideration and possible action on the Memorial Villages Police Department.**

- In August, the MVPD responded to and handled 1,701 calls and incidents for Piney Point Village alone. Additionally, 1269 house watch checks were conducted, and 531 citations, with 257 as warnings, were issued during this period.

**8. Consideration and possible action on the Village Fire Department.**

- For the month, the VFD responded to 139 "all-cities" calls, with 23 in Piney Point. Response time at 4:43.
- VFD is to submit a budget amendment next month. The amendment is projected to have no impact on total budgeted expenditures.
- It was noted that the new VFD administrator will start October 7.

**9. Consideration and possible action on City Engineering, Including (a) Engineering Report, (b) Letter of Recommendation for the 2023 Paving Improvements Project, and approval of construction award.**

- Councilmember Bender moved to approve the award of the 2023 Paving Improvements Project to AAA Asphalt at \$777,514.50 with engineering to negotiate the understanding as to the revised unit price. Dodds seconded the motion.

AYES: Herminghaus, Dodds, Bender, and Curth.

NAYS: None.

- The motion carried.

- Further discussion included the current engineering status report from Gracie Moylan, which included details on the Windermere outfall improvements via a proposed construction easement between lots 14 and 15. The council reached a consensus to proceed with surveying under the mayor's authority and to begin discussions with the Harris County Flood Control regarding the outfall.

**A. Public Hearing on an ordinance adopting the Proposed 2025 Budget.**

- Mayor Pro-Tem Bender opened the public hearing at 6:49 PM to allow the public to provide comments, testimony, or opinions on a proposed plan for an ordinance adopting the Proposed 2025 Budget.
- No one requested to address the council after the call.
- Mayor Pro-Tem Bender closed the hearing at 6:49 PM.

**B. Public Hearing on an ordinance adopting the 2024 Proposed Property Tax Rate.**

- Mayor Pro-Tem Bender opened the public hearing at 6:51 PM to allow the public to provide comments, testimony, or opinions on a proposed plan for an ordinance adopting the 2024 Proposed Property Tax Rate.
- No one requested to address the council after the call.
- Mayor Pro-Tem Bender closed the hearing at 6:51 PM.

**1. Consideration and possible action on approval of the Council Meeting Minutes held on August 26, 2024.**

- A revised version of the minutes was provided, detailing proceedings on the Park Ordinance.
- Councilmember Herminghaus moved to approve the revised version of the Minutes held on August 26, 2024. Dodds seconded the motion.  
AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
- The motion carried.

**2. Consideration and possible action of an ordinance (ORD 2024.09) as acceptance of the Harris Central Appraisal District 2024 Certified Appraisal Roll for Piney Point Village.**

- Councilmember Herminghaus moved to accept the Certified Appraisal Roll from the Harris Central Appraisal District as presented. Dodds seconded the motion.  
AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
- The motion carried.

**3. Consideration and possible action on an ordinance (ORD 2024.09-A) adopting the 2025 Budget for the City of Piney Point Village.**

- The budget total expenditures are \$10,987,968, up from the filed budget of \$9,281,870. The resulting changes to the filed version include adjusting for a certified property tax levy for M&O revenue, an increase for Public Relations, and CIP funding to support planned programs, which is detailed within the document presented.
- Councilmember Herminghaus moved to adopt the 2025 Budget for the City of Piney Point Village as presented. Dodds seconded the motion.
- Record vote to adopt was called as follows:  
AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
- The motion carried.

4. **Consideration and possible action setting the Debt Service Tax Rate of \$0.027878 per \$100 of assessed valuation of all taxable property within the city's corporate limits for Tax Year 2024.**
  - Councilmember Herminghaus moved to set the Debt Service Tax Rate of \$0.027878 per \$100 of assessed valuation of all taxable property within the city's corporate limits as presented. Dodds seconded the motion.

AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
  - The motion carried.
5. **Consideration and possible action on setting the Maintenance and Operations Tax Rate of \$0.227262 per \$100 of assessed valuation of all taxable property within the city's corporate limits for the tax year 2024.**
  - Councilmember Herminghaus moved to set the Maintenance and Operations Tax Rate of \$0.227262 per \$100 of assessed valuation of all taxable property within the city's corporate limits as presented. Dodds seconded the motion.
  - Record vote to adopt was called as follows:

AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
  - The motion carried.
6. **Consideration and possible action on the maintenance and operations component of the tax rate, action on the debt service component of the tax rate, and action on an ordinance (ORD 2024.09-B) concerning the combined 2024 Tax Rate.**
  - Councilmember Herminghaus moved to approve the maintenance and operations component of the tax rate, action on the debt service component of the tax rate and adopt the ordinance on the combined 2024 Tax Rate as presented. Dodds seconded the motion.
  - Record vote to adopt was called as follows:

AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.
  - The motion carried.
10. **Consideration and possible action regarding the Mayor's Monthly Report.**
  - No report was provided.
11. **Consideration and possible action regarding the City Administrator's Monthly Report, including (a) Financial Related Item, (b) Annual Recycle Event, (c) Arbor Day Event, and (d) Update on Current Specific Use Permits and Permit Activity.**
  - The financials were presented for August.
  - The Memorial Villages annual recycling event will be held on Saturday, October 26, 2024, from 8:00 a.m. to 12:00 noon. The event location is 955 Piney Point Rd.
  - The annual Piney Point Arbor Day event is scheduled for Saturday, November 2, 2024. The event location is Ecclesia.
  - Councilmember Herminghaus motioned to approve disbursements of \$14,536 to Tree Service Design and \$18,821.08 to On Par Civil Services for Williamsburg Drainage Application #3 as presented. Dodds seconded the motion.

AYES: Herminghaus, Dodds, Bender, and Curth.  
NAYS: None.

- The motion carried.

**12. Consideration and possible action to approve an agreement with Tree Service and Design for tree pruning, removal, stump grinding, emergency response, and other public works services.**

- Councilmember Dodds proposed approving an agreement with Tree Service and Design for services, with the amended condition of prioritizing Piney Point Village over other clients during a declared emergency. Herminghaus seconded the motion.

AYES: Herminghaus, Dodds, Bender, and Curth.

NAYS: None.

- The motion carried.

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

- The item was tabled.

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

- Beautification Meeting for October 14, Engineering Meeting for October 9, and Regular Council Meeting for October 28.
- The council discussed potential dates for a special meeting to address unresolved workshop matters.

**Workshop**

**(C-G)** During the meeting, the council discussed workshop items C, D, E, F, and G, which covered topics such as the School Zone Ordinance, Prohibited Parking in School Area, Construction & Related Activities, Permitted Signs, and Progressing Workshop Items. The council collectively recognized that the proposed changes are extensive. Members expressed a desire to simplify the proposed changes to the ordinances and to take the time to properly review them. The council recommended allocating additional time for a dedicated workshop.

**Executive Session**

**15. Closed executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.071- Consultation with City Attorney.**

- The council convened a closed executive meeting at 7:32 p.m. under Section 551.071- Consultation with City Attorney.
- The council reconvened into an open session at 7:37 p.m.

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

- No action was taken from the executive session.

**Adjournment**

- Councilmember Dodds made a motion for adjournment, seconded by Councilmember Herminghaus.
- Mayor Pro-Tem Bender adjourned the meeting at 7:38 p.m.

**PASSED AND APPROVED this 28th day of October 2024.**

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**Aliza Dutt**  
**Mayor**

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**Robert Pennington**  
**City Administrator / City Secretary**

**MINUTES OF A CITY OF PINEY POINT VILLAGE SPECIAL COUNCIL MEETING AND WORKSHOP ON MONDAY, OCTOBER 7, 2024, AT 6:00 P.M. LOCATED AT 7660 WOODWAY DRIVE, SUITE 593, HOUSTON, TEXAS 77063.**

**Councilmembers Present:** Aliza Dutt, Margaret Rohde, Dale Dodds, Joel Bender, Michael Herminghaus and Jonathan Curth.

**City Representatives Present:** Bobby Pennington, City Administrator; Tommy Ramsey, Acting City Attorney; Howard Miller, Fire Chief; Brian Croft, Fire Marshal.

**Call To Order**

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

**Pledge of Allegiance**

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

**Citizens Wishing to Address Council**

- Charles Houssiere (Arrowwood) requested assistance with the removal of dangerous trees on adjacent private property.
- The Freemans (Piney Point Rd.) requested the next steps from the city attorney on access to the neighboring property on asserted unpermitted work.
- There were no other requests.

**Workshop**

**A. Park Ordinance.**

- The council reviewed the proposed additions and revisions as redline changes from the original, including hours, camping, protection of city property, and penalties. Planning and Zoning was reviewed and recommended for City Council approval. The Ordinance does not require a public hearing.
- The council discussed penalty enforcement and its use as a camping deterrent.

**B. Generator Ordinance.**

- The council acknowledged the need to streamline the process while maintaining appropriate regulations on the placement and operating usage of the equipment. Planning and Zoning has conducted an initial review and considered a proposal for the generator pad to be excluded from the lot calculations.
- The council discussed lot calculations, location, minimum distances from other structures, screening and enclosures, sound attenuation, and carbon monoxide detection requirements.
- The council requested staff analyze the last dozen applications to BOA to determine the exemption approval rate on generator requests. In addition, the council is requesting information on general screening; it was later determined that air units must be screened from the street. The administration is to simplify the generator permit packet into a few manageable steps.
- Planning and Zoning will schedule a public hearing before returning to Council.

**C. Building Orientation.**

- The City is to consider adopting a "building orientation" ordinance to address issues with the positioning of the "front" of single-family residential buildings. The Planning and Zoning Commission has initially reviewed with no changes to the draft ordinance as presented.

- Planning and Zoning will schedule a public hearing before returning to Council.

**D. Outdoor Lighting.**

- This is in response to complaints of over-illumination and directional light pollution from outdoor lighting.
- The modification will allow for the quantification of light as a measurement for enforcement. The council would like legal to review before consideration.

**E. Permitted Signs.**

- An amendment is being proposed to address signage placement on temporary construction fences, as the standard yard sign would be obstructed from view. This is to work with the proposed temporary construction fence requirement.

**F. School Zone Ordinance.**

- Include additional language that defines the streets within the four proposed school zones and state the locations of school crossings within the proposed school zones.

**G. Prohibited Parking.**

- MVPD requests no parking on the north side of Smithdale Road from Hedwig Road intersection to Oak Lane for smoother and safer carpooling. The objective is to amend the current ordinance to provide more clarity for better enforcement.

**H. Construction & Related Building Activities.**

- The council discussed building and construction ordinances need updating in several areas, including construction work hours, parking regulations, and job site requirements.
- Consensus determined no modifications to Sec. 10-1, extended hours' time limitations on building activities.
- Many modifications are items required in the building packet but need to be added to the ordinance for enforcement, similar to the other village ordinances. Construction parking is the main issue that the council would like to address. The council would like legal to review before consideration.

**Agenda**

**1. Consideration and possible action regarding workshop items listed (A-H), including School Zone Ordinance, Prohibited Parking in School Area, Construction & Related Activities, Permitted Signs, Outdoor Lighting, Park Ordinance, Generator Ordinance, and/or Building Orientation.**

- Councilmember Herminghaus moved to approve the Park Ordinance as presented under Workshop A. Bender seconded the motion.  
     AYES: Herminghaus, Dodds, Bender, Rohde and Curth.  
     NAYS: None.
- The motion carried.

**Executive Session**

**2. Executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.071- Consultation with City Attorney; Section 551.072- Deliberating the lease of real property.**

- City Council convened into a closed executive meeting at 8:01 p.m., pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.072 to deliberate the lease of real property.
- The City Council reconvened from the closed executive meeting at 8:12 p.m.

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

- There was no formal action taken from the executive session.

**Adjournment**

- Councilmember Bender made a motion for adjournment, seconded by Councilmember Dodds.
- Mayor Dutt adjourned the meeting at 8:12 p.m.

**PASSED AND APPROVED this 28th day of October 2024.**

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**Aliza Dutt**  
**Mayor**

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**Robert Pennington**  
**City Administrator / City Secretary**



**TO:** City Council

**VIA:** R. Schultz, Police Chief

**MEETING DATE:** October 28, 2024

**SUBJECT:** Discuss and take possible action on Memorial Villages Police Department.

**Agenda Item: 2**

This agenda item concerns the MVPD department's monthly report, which includes call volume, traffic stops, citations, and other public safety incidents. The attached report contains all the details.

**Attachments:**

- *MVPD Monthly Report.*



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

Raymond Schultz  
Chief of Police

October 14, 2024

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

During the month of September, MVPD responded/handled a total of 6,049 calls/incidents. 4,441 House Watch checks were conducted. 850 traffic stops were initiated with 852 citations being issued for 1427 violations. (Note: 33 Assists in Hedwig, 192 in Houston, 3 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2175/19129	1748/15418	2	302/170/472	6@4:31
Piney Point:	1393/14581	981/10812	6	295/194/489	4@3:39
Hunters Creek:	2266/21490	1711/16791	7	278/188/466	5@4:25
				Cites/Warn/Total	15@4:17

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	109	Ord. Violations:	26	Speeding:	222
Animal Calls:	17	Information:	22	Exp. Registration	315
ALPR Hits:	38	Suspicious Situations	88	Ins	178
Assist Fire:	52	Loud Party	8	No License	149
Assist EMS:	35	Welfare Checks:	16	Red Light	48
Accidents:	15			Fake Plate	46

*This month the department generated a total of 85 police reports.  
BH-22, PP-32, HC-31, HOU-0, HED-0, SV-0*

Crimes Against of Persons (2)

Assault (DV) 2

Crimes Against Property (4)

Identity Theft/Fraud 2  
Burglary of a Building 1  
Theft 1

Petty/Quality of Life Crimes/Events (79)

ALPR Hits (valid)	2	Criminal Mischief	2
Accidents	15	PCS (Drugs)	2
Warrants	16	Misc	41
DWI	1		

Arrest Summary: Individuals Arrested (22)

Warrants	16	Felony	1
Class 3 Arrests	4	DWI	1

Budget YTD:	Expense	Budget	%
• Personnel Expense:	4,543,686	6,466,610	70.3%
• Operating Expense:	964,388	1,110,490	86.84%
• Total M&O Expenditures:	5,508,074	7,577,100	72.7%
• Capital Expenses:	401,877	289,700	138.7%
• Net Expenses:	5,909,952	7,866,800	68.0%

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

- N/A

#### Personnel Changes/Issues/Updates

- Ms. Jennifer Sachs assumed her new role as the Communications Manager on September 15, 2024.
- Ms. Valerie Wallace has started her transition towards retirement and is now performing the NIBRS Reporting and Records Management for the Department. She will return after the first of the year in a part-time position as our records custodian.

#### Major/Significant Events

- On September 3, 2024, there was a situation involving threats made towards students on the playground of BHE. MVPD was not immediately notified of the situation. MVPD staff began immediate work with the SBISDPD on rectifying the situation and ensuring the failure to notify the MVPD is corrected. MVPD personnel established communications with the families of all parties involved in the incident and are offering assistance. The criminal investigation is being performed by the SBISD police department.
- On September 18, 2024, MVPD officers were alerted to numerous vehicles driving through the area with the same fraudulent paper license plate. Officers stopped 3 of the vehicles and were able to track the fake plates to a Westheimer Car Title Company. Information was collected and provided to detectives for their follow up investigation.
- On September 22, 2024, officers were notified of a burglary/theft of multiple firearms from a home under renovation. MVPD detectives were able to use the ALPR system to identify a suspect vehicle. Through investigation detectives located the suspect who admitted to committing the crime. Some of the stolen property was recovered from the suspect.

#### Status Update on Major Projects

- MVPD officers are field testing an ALPR product that overlays on the in-car video systems. On 9/17/24 officers received a hit on a parked vehicle that was found to be stolen out of Houston. The car was recovered and HPD notified.

#### Community Projects

- On September 13, 2024, the MVPD hosted our Annual Music Bingo evening at Chapelwood Church. Over 50 people attended ensuring a successful event.
- MVPD Officers attended several First Responder Church Services/Masses across the area in remembrance of 9/11.
- MVPD Staff attended Hero's Day and Hunters Creek Elementary School.
- MVPD Command Staff attended a Community Forum at BHE Elementary School at the request of school officials to discuss the incident of September 3<sup>rd</sup> with parents and staff.

#### V-LINC new registrations in September +19

BH – 1721(+5)

PP – 1196 (+4)

HC – 1699 (+3)

Out of Area – 632 (+7)

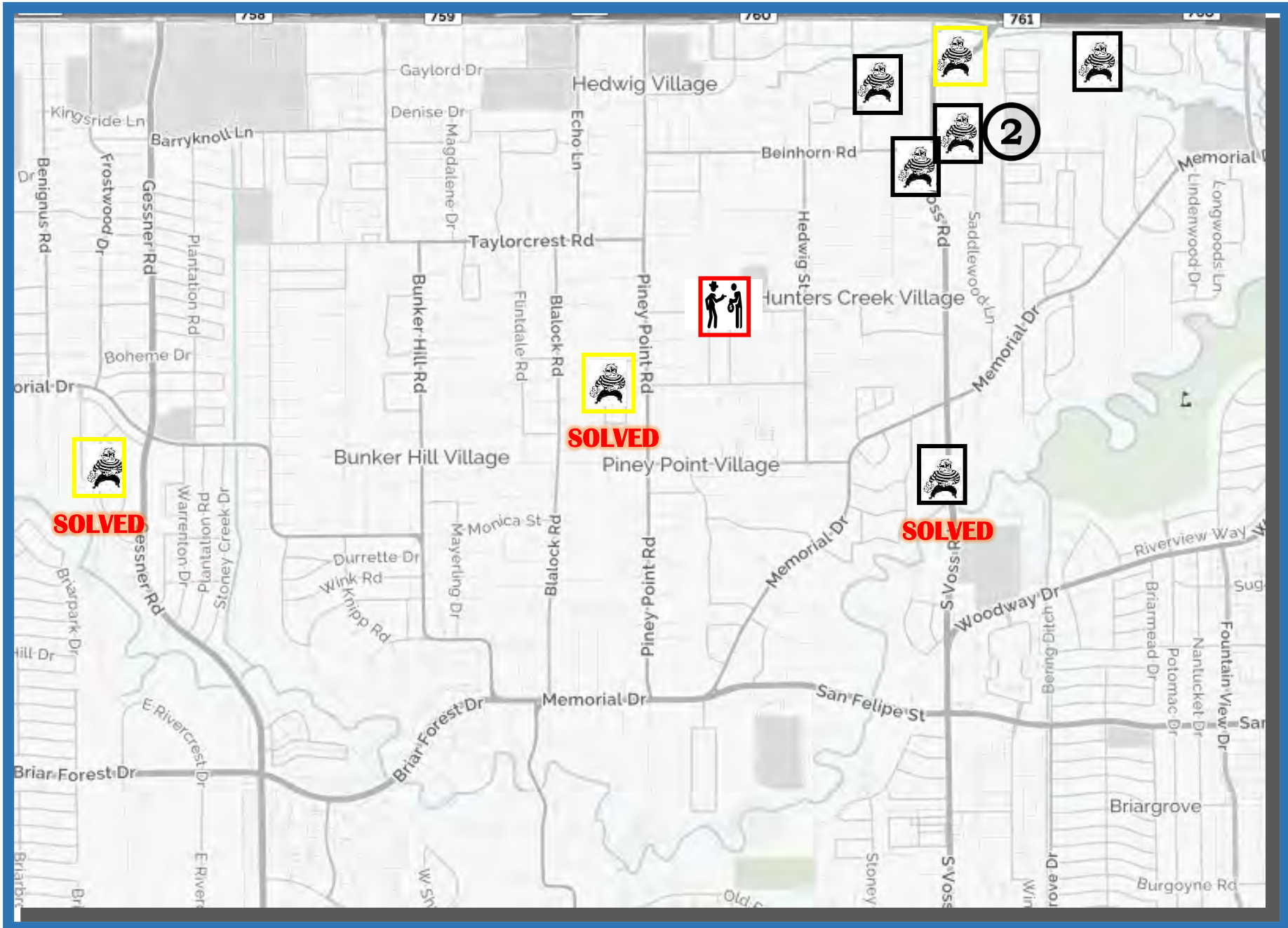
## 2024 Officer Committed Time to Service Report

Employee Name		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMANI, ALI		42:52:14	21:30:58	37:06:28	39:40:38	29:11:47	21:19:14	66:29:03	20:33:36	14:52:25				4	19
BAKER, BRIAN C	*	1:42:24	0:00:00	0:35:27	0:00:00	5:28:23	0:00:00	1:31:44	0:18:53	2:14:15					
BALDWIN, BRIAN	*	18:24:30	18:59:44	28:33:24	12:32:18	25:18:28	17:32:21	9:47:27	5:59:44	13:00:11					
BIEHUNKO, JOHN		29:52:43	23:36:19	16:45:56	2:46:50	31:48:33	14:03:45	22:40:53	32:39:39	22:13:07				3	27
BOGGUS, LARRY	*	17:35:09	2:23:10	2:22:51	2:00:05	8:46:03	2:13:55	6:45:02	4:07:01	2:56:49				1	
BURLESON, Jason		15:26:34	17:28:59	23:36:15	18:09:57	23:03:35	21:06:52	31:46:03	17:19:26	17:48:15				3	33
BYRD, Rachied		16:41:02	19:39:50	28:19:05	18:59:35	34:27:36	21:25:30	29:07:09	19:07:26	24:18:29				5	26
CANALES, RALPH EDWARD		11:43:19	21:55:59	12:07:49	24:49:15	27:18:18	14:37:47	51:22:08	17:19:26	17:21:00				1	24
CERNY, BLAIR C.	*	8:13:37	4:59:13	6:27:38	1:32:05	11:11:53	0:32:05	1:05:41	4:40:26	7:43:57					
ECKERFIELD, Dillion		28:07:09	19:02:55	24:52:06	21:17:02	32:47:20	29:22:43	25:33:09	22:38:53	8:52:46				4	38
GONZALEZ, Jose		25:11:16	38:38:30	42:44:53	28:18:25	33:35:21	32:48:15	17:49:19	25:54:02	17:42:15				1	30
HARWOOD, NICHOLAS		23:18:34	3:07:14	17:43:56	28:44:11	23:39:26	21:24:06	16:03:19	19:26:16	19:52:56				4	8
JARVIS, RICHARD		38:50:40	18:16:56	20:10:21	23:20:37	20:00:23	15:05:02	18:13:30	18:02:31	12:57:12				5	31
JOHNSON, JOHN		23:33:58	25:28:12	17:06:23	26:43:12	18:18:53	25:55:58	25:24:29	14:53:01	22:28:03				3	28
JONES, ERIC	*	0:38:31	0:20:04	0:00:00	0:44:28	3:35:26	0:00:00	0:00:00	0:00:00	0:31:50				1	
KING, JEREMY		25:19:16	3:26:38	8:51:33	15:09:40	14:54:54	9:42:39	16:42:36	14:01:26	8:28:26					19
KUKOWSKI, Andy		17:46:52	28:55:17	26:00:53	27:31:26	36:18:46	36:09:41	10:34:58	6:41:06	22:43:49				6	53
MCELVANY, ROBERT		9:50:58	13:31:08	15:27:23	12:42:36	24:15:26	10:58:33	25:01:41	22:19:06	13:05:30					26
MILLARD, S									21:51:37	38:12:20				12	50
ORTEGA, Yesenia		17:06:45	16:36:54	25:13:15	22:16:07	28:41:06	4:19:29	33:36:24	20:41:24	14:54:00				2	25
OWENS, LANE	*	0:00:00	0:00:00	0:00:00	0:00:04	0:43:27	0:00:00	0:00:00	0:02:49	0:00:00					
PAVLOCK, JAMES ADAM		18:45:35	13:47:20	4:25:06	7:20:01	13:50:46	4:19:29	7:03:46	22:51:21	22:59:01				8	117
RODRIGUEZ, CHRISTOPHER	*	10:18:14	7:50:54	8:54:16	4:38:53	5:10:26	0:00:00	13:27:54	0:00:00	11:40:38					
RODRIGUEZ, JOSE		19:14:42	9:18:19	35:52:06	24:27:30	18:17:11	39:53:26	52:18:10	26:25:10	25:31:15				4	60
RODRIGUEZ, REGGIE		21:17:14	16:39:22	21:01:10	25:15:09	19:00:03	20:16:46	20:20:36	16:14:10	15:49:29				2	31
SALAZAR, Efrain		5:05:08	9:09:05	19:39:29	9:20:02	18:09:37	6:09:20	19:55:03							
SCHULTZ, RAYMOND	*	0:47:13	0:35:00	0:10:09	1:27:19	8:32:27	0:10:32	1:06:28	1:40:25	2:30:14					
SILLIMAN, ERIC		22:54:37	17:51:55	13:37:07	34:21:51	19:46:38	17:36:23	22:30:09	27:38:55	18:23:23				5	91
SPRINKLE, MICHAEL		10:04:21	9:13:16	15:52:47	9:22:48	12:47:28	12:51:53	5:28:49	11:54:06	15:38:47				1	25
TAYLOR, CRAIG		11:35:43	19:13:52	14:00:25	24:44:23	23:44:56	23:56:03	18:44:46	19:59:08	20:00:37				5	26
VALDEZ, JUAN		20:53:02	25:56:16	30:29:02	18:24:20	17:19:05	11:47:16	20:10:18	39:55:33	24:43:14				1	31
VASQUEZ, MONICA	*	6:06:52	4:05:50	4:45:31	0:31:31	14:59:43	3:03:36	6:41:18	2:16:58	1:39:47					
WHITE, TERRY		16:04:09	18:55:51	33:33:09	25:22:46	23:51:43	18:24:40	25:57:42	17:04:00	34:40:39				4	34
* = Admin													Total	85	852

Dispatch Committed Time															
911 Phone Calls		237	243	276	305	488	344	385	346	236					
3700 Phone Calls		2489	2291	2385	2429	2297*	2048	3396	1982	2008					
DP General Phone Calls*		78:37:52	57:41:47	60:05:17	52:21:09	41:50:20*	53:21:16	88:20:36	46:35:90	48:18:54					
Radio Transmissions		9871	9754	10382	10946	9991*	9189	10004	9778	9886					

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

\* 4 days of data missing due to equip failure.





2024 Burglary Map


Address	Alarm	POE
467 Jan Kelly	No	Open Garage
250 Tamerlaine	No	Rear Door Kick
8 Voss Park	No	R Door
900 Brogden	No	Shed
10802 Beinhorn	No	Open Door
736 Voss	No	Door Kick
736 Voss	No	Door Pry
8525 Katy	Yes	Smash&Grab
323 Hunters Trail	No	Rear Window

2024 Robberies

Address	MO
1 Smithdale Estates	Implied

 Daytime Burglary

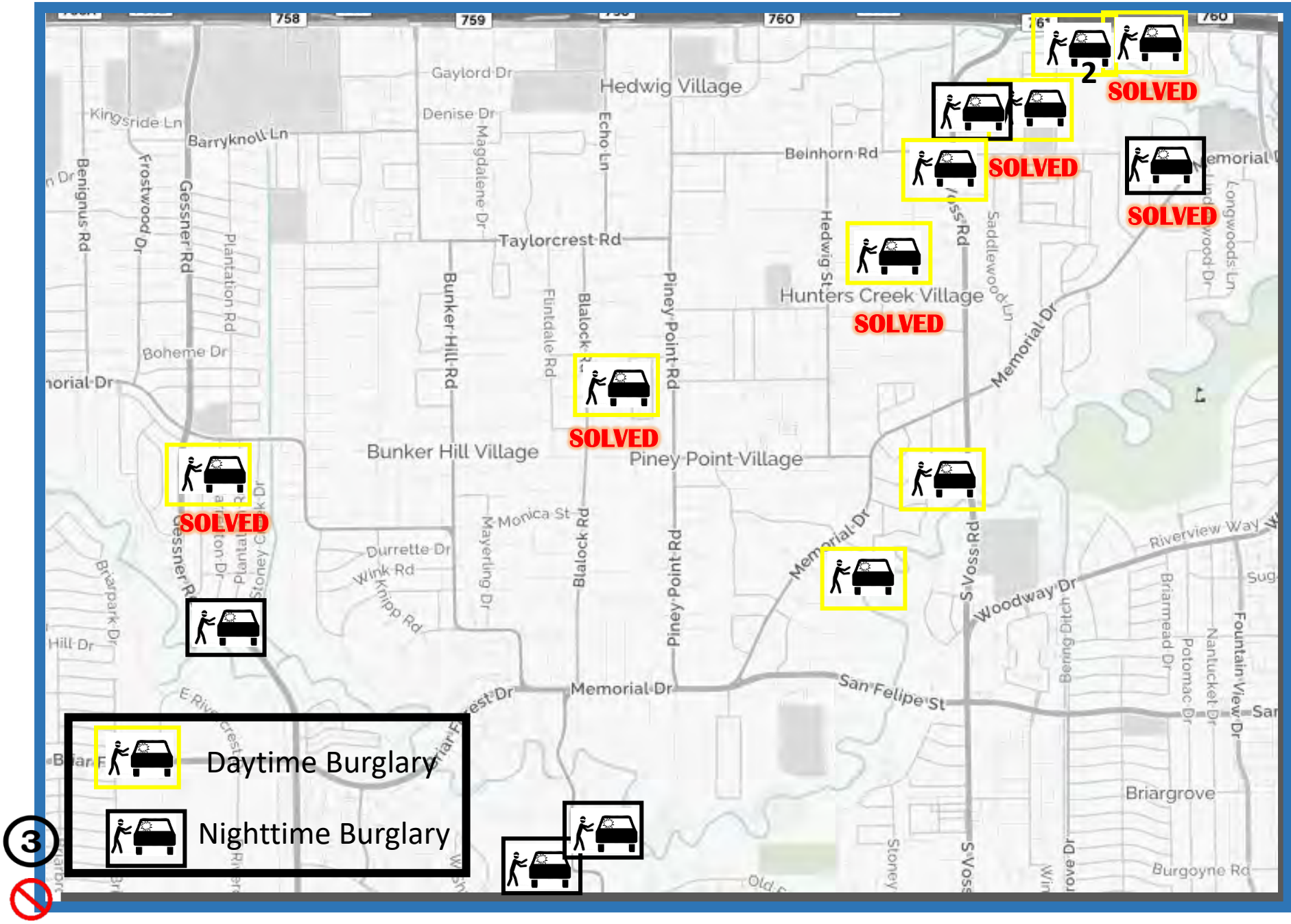
 Nighttime Burglary

 Robbery



# 2024 Auto Burglary Map

Address	POE
8333 Katy Fwy	Win
8525 Katy Fwy	UNL*
10614 Gawain	Win
10611 Twelve Oaks	UNL
11615 Starwood	UNL
10710 Marsha	Win
11321 Green Vale	UNL
2102 S. Piney Point	UNL
750 W. Creekside	UNL
29 Windemere	UNL
7 Hunters Ridge	UNL
218 Tamerlaine	UNL
8400 Hunters Creek Drive	UNL
114 Willowend	Win
10700 Marsha	UNK



Lock/Win Punch



Blue Entry = Actual  
Location Unknown  
Underlined Contractor

**SOLVED**

9/30/24

## 2024 Total Incidents

2024	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	1	15	56	72	16	4171	2668	1543	1139	1014	626	1391	902
February	0	14	54	68	20	4168	2666	1332	959	1012	631	1592	1076
March	1	13	60	74	23	6259	4710	2168	1794	1440	1027	2418	1886
April	1	13	79	93	18	5090	3410	1664	1201	1168	746	1997	1462
May	4	12	65	81	18	6629	4830	1970	1483	1711	1259	2712	2086
June	0	4	80	84	20	7668	6287	2486	2119	2028	1650	2956	2517
July	0	10	43	53	10	10,509	8911	3503	3100	3114	2623	3725	3188
August	1	5	54	60	13	6,685	5109	2288	1875	1701	1269	2433	1963
September	2	4	79	85	22	6,049	4441	2175	1748	1393	981	2266	1711
October													
November													
December													
Total	10	90	570	670	160	57228	43032	19129	15418	14581	10812	21490	16791

2023 Totals	17	165	707	890	182
Difference					
% Change					

70947	54496		23709	19196	18915	14104	26305	20685





# MVPD – VFD Monthly Response Times Report

September 2024

## 911/Emergency Designated Calls - EMS and Fire

Total	15@4:17
Bunker Hill	6@4:31
Piney Point	4@3:39
Hunters Creek	5@4:25

## EMS Only

Total	12@4:13
Bunker Hill	5@4:42
Piney Point	3@3:28
Hunters Creek	4@4:14

## Fire Only

Total	3@4:34
Bunker Hill	1@3:55
Piney Point	1@4:49
Hunters Creek	1@5:00

## Radio Calls – Fire Assist

Total	27@4:08
Bunker Hill	5@3:50
Piney Point	12@4:01
Hunters Creek	10@4:22

## Radio Calls – EMS Assist

Total	2@3:32
Bunker Hill	1@2:37
Piney Point	0@0:00
Hunters Creek	1@3:38



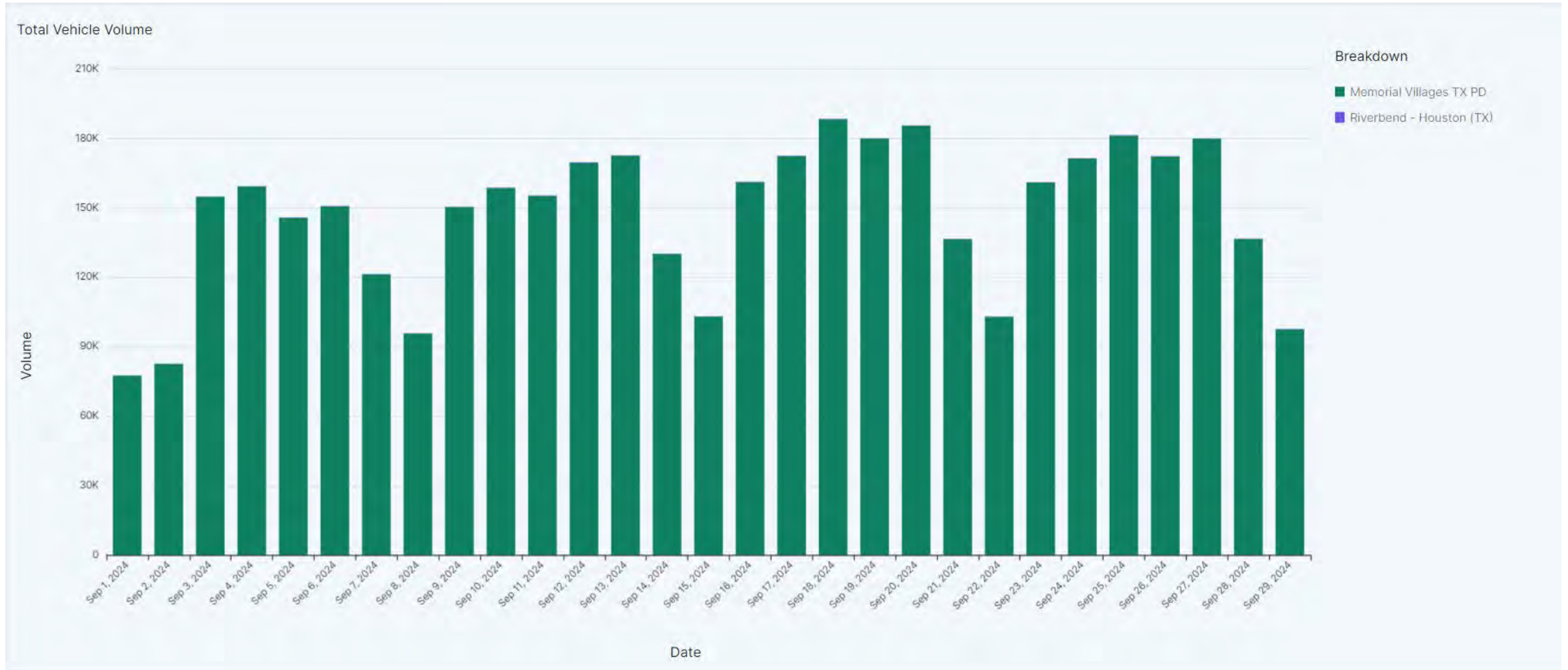
# September 2024 ALPR REPORT



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

# 2024 ALPR Data Report

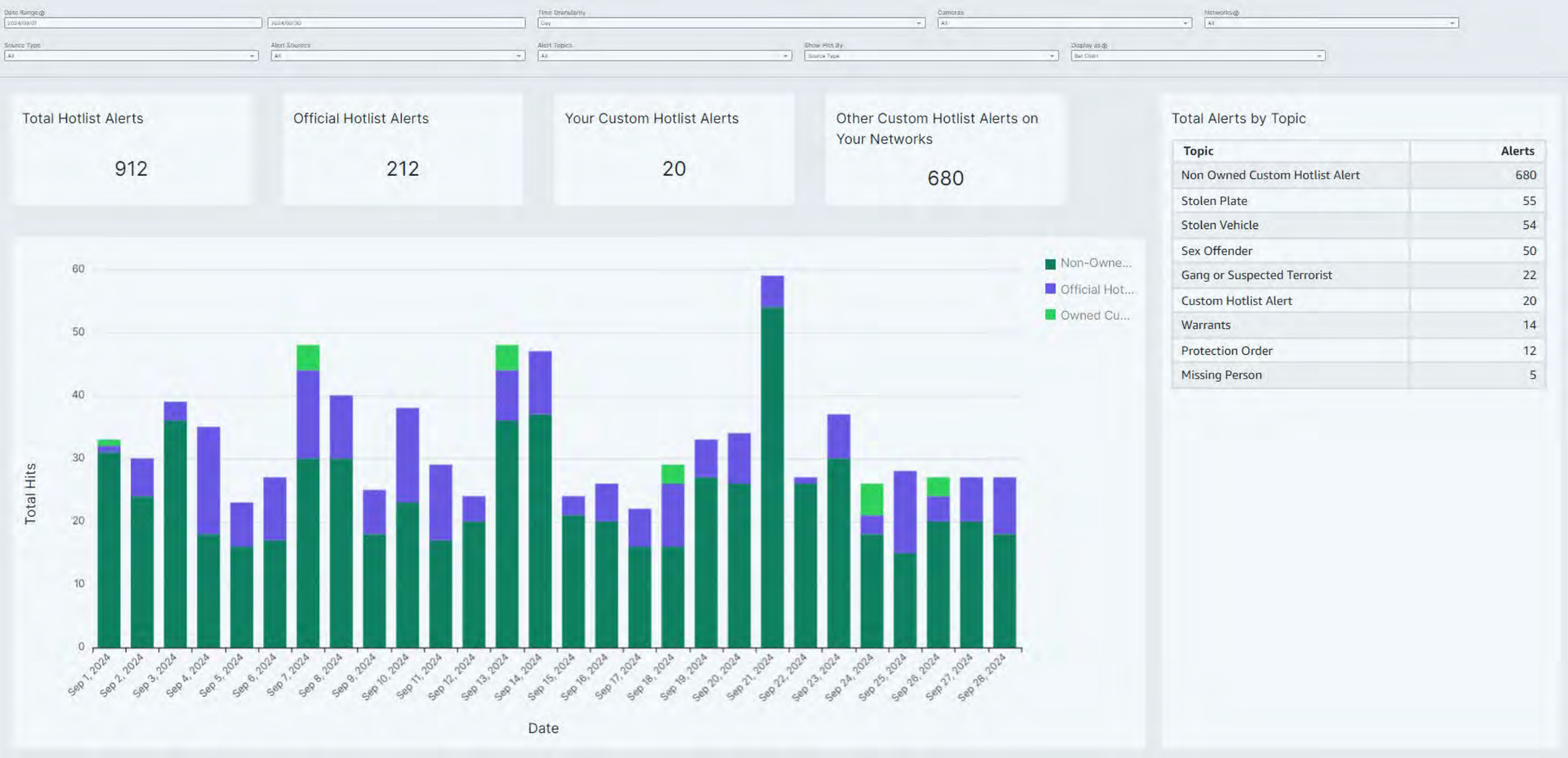
Total Reads 4,255,197



# Unique Reads – 2,019,023

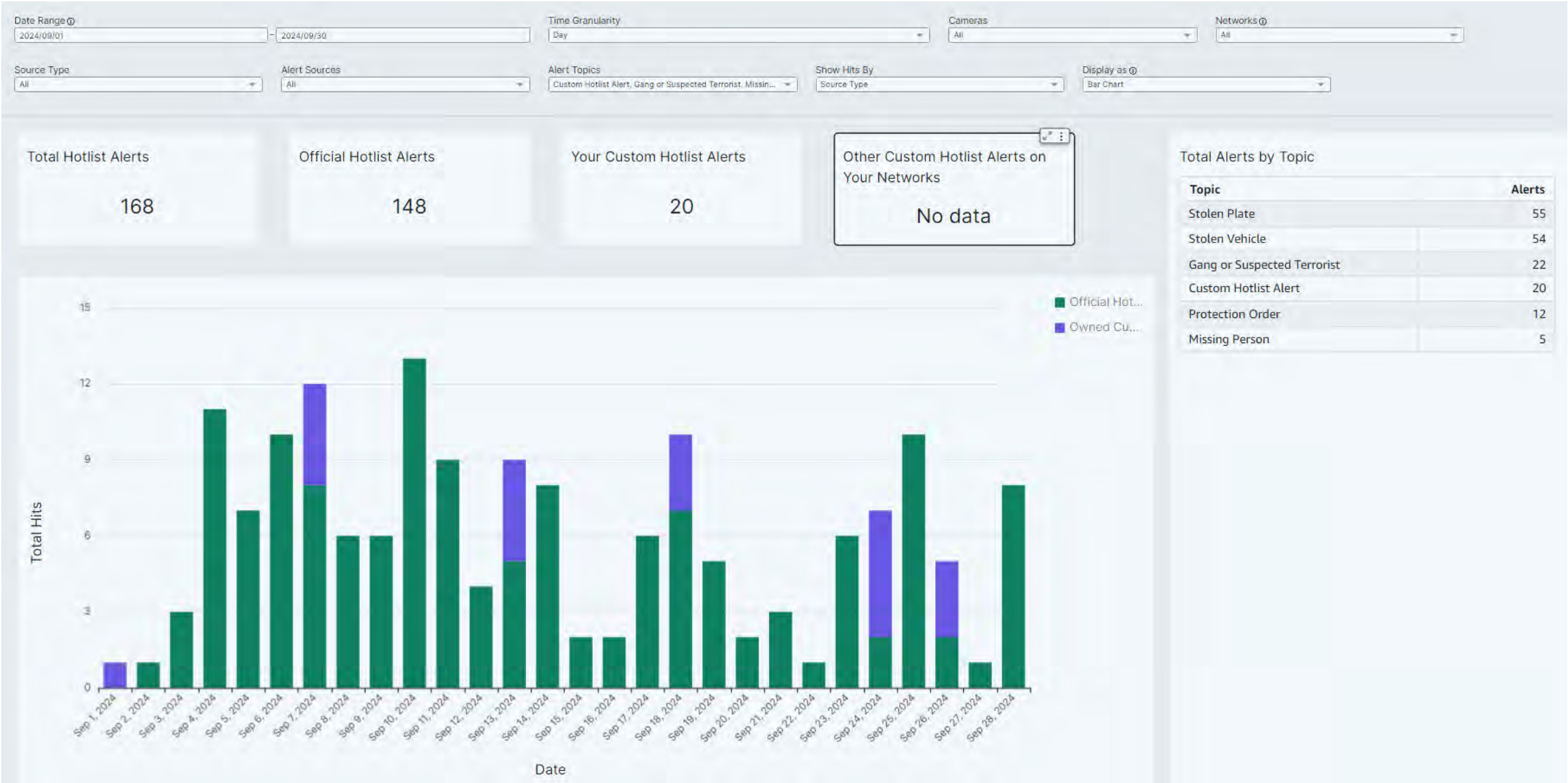


All Categories – All Hotlists

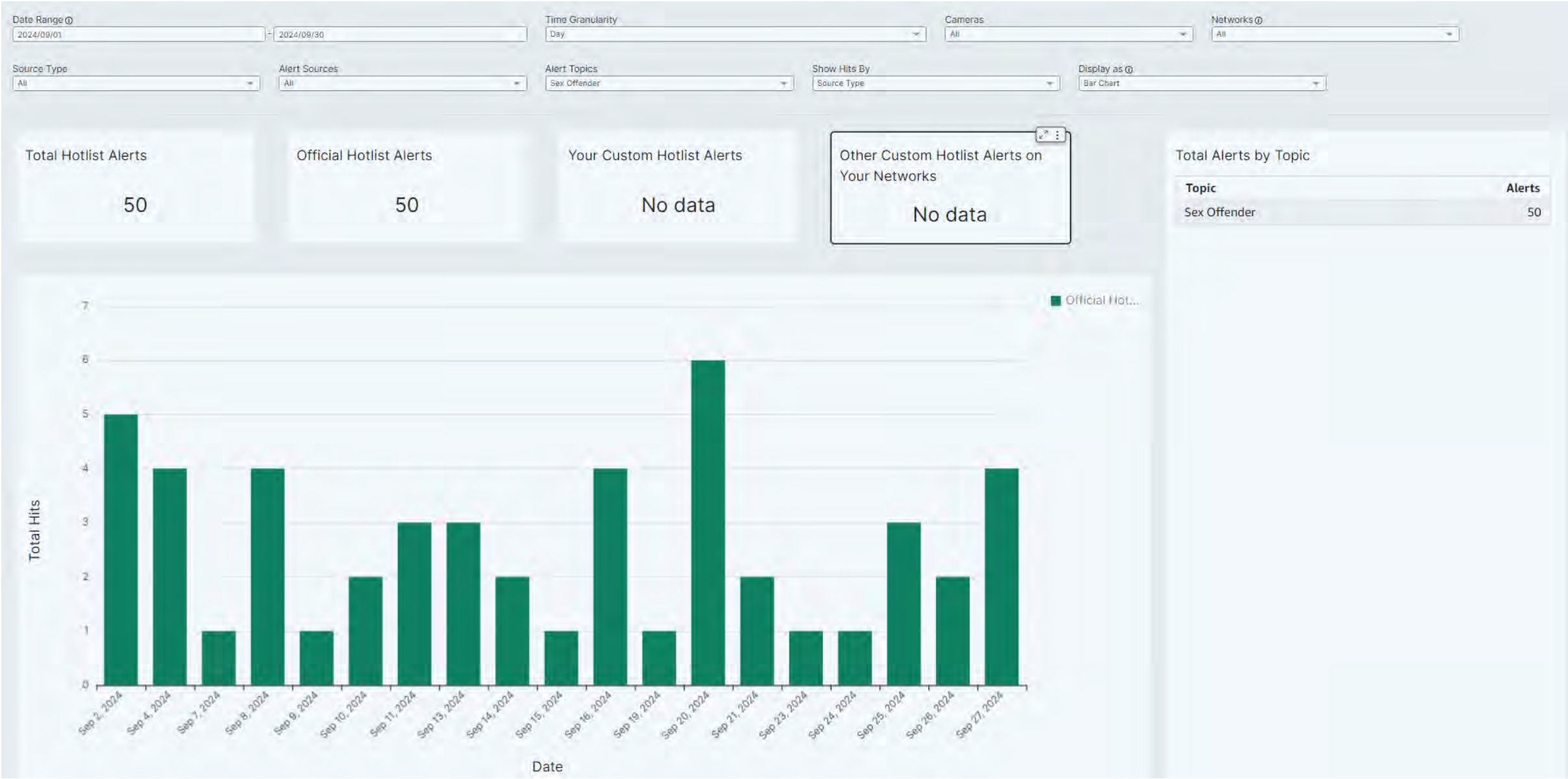




Top 6 Categories



# Sex Offenders



# Summary Report

## Insights Dashboard





#1 Gessner S/B at Frostwood

#2 Memorial E/B at Gessner

**#3 NO ALPR - Future Location**

#4 Memorial N/B at Briar Forrest

#5 Bunker Hill S/B at Taylorcrest

#6 Taylorcrest W/B at Flintdale

#7 Memorial E/B at Briar Forrest

#8 2200 S. Piney Point N/B

#9 N. Piney Point N/B at Memorial

#10 Memorial E/B at San Felipe

#11 Greenbay E/B Piney Point

#12 Piney Point S/B at Gaylord

#13 Gessner N/B at Bayou

#14 Beinhorn W/B at Pipher

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

#16 Memorial W/B at Creekside

#17 Memorial W/B at Voss

#18 Memorial E/B at Voss

#19 S/B Voss at Old Voss Ln 1

#20 S/B Voss at Old Voss Ln 2

#21 N/B Voss at Magnolia Bend Ln 1

#22 N/B Voss at Magnolia Bend Ln 2

#23 W/B San Felipe at Buffalo Bayou

#24 N/B Blalock at Memorial

#25 N/B Bunker Hill at Memorial

#26 S/B Hedwig at Beinhorn

#27 Mobile Unit #181

#28 Mobile Speed Trailer/Station

#29 Riverbend Main Entrance

#30 Beinhorn E/B at Voss

#31 Memorial E/B at Tealwood (new)

#32 Greenbay W/B at Memorial

#33 Strey N/B at Memorial

Private Systems monitored by MVPD

US COINS - I-10 Frontage Road

Memorial Manor NA Lindenwood/Memorial

Greyton Lane NA

Calico NA

Windemere NA

Mott Lane

Kensington NA

Stillforest NA

Farnham Park

Riverbend NA

Pinewood NA

Hampton Court

Bridlewood West NA

N Kuhlman NA

Longwoods NA

Memorial City Mall - 22



Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems

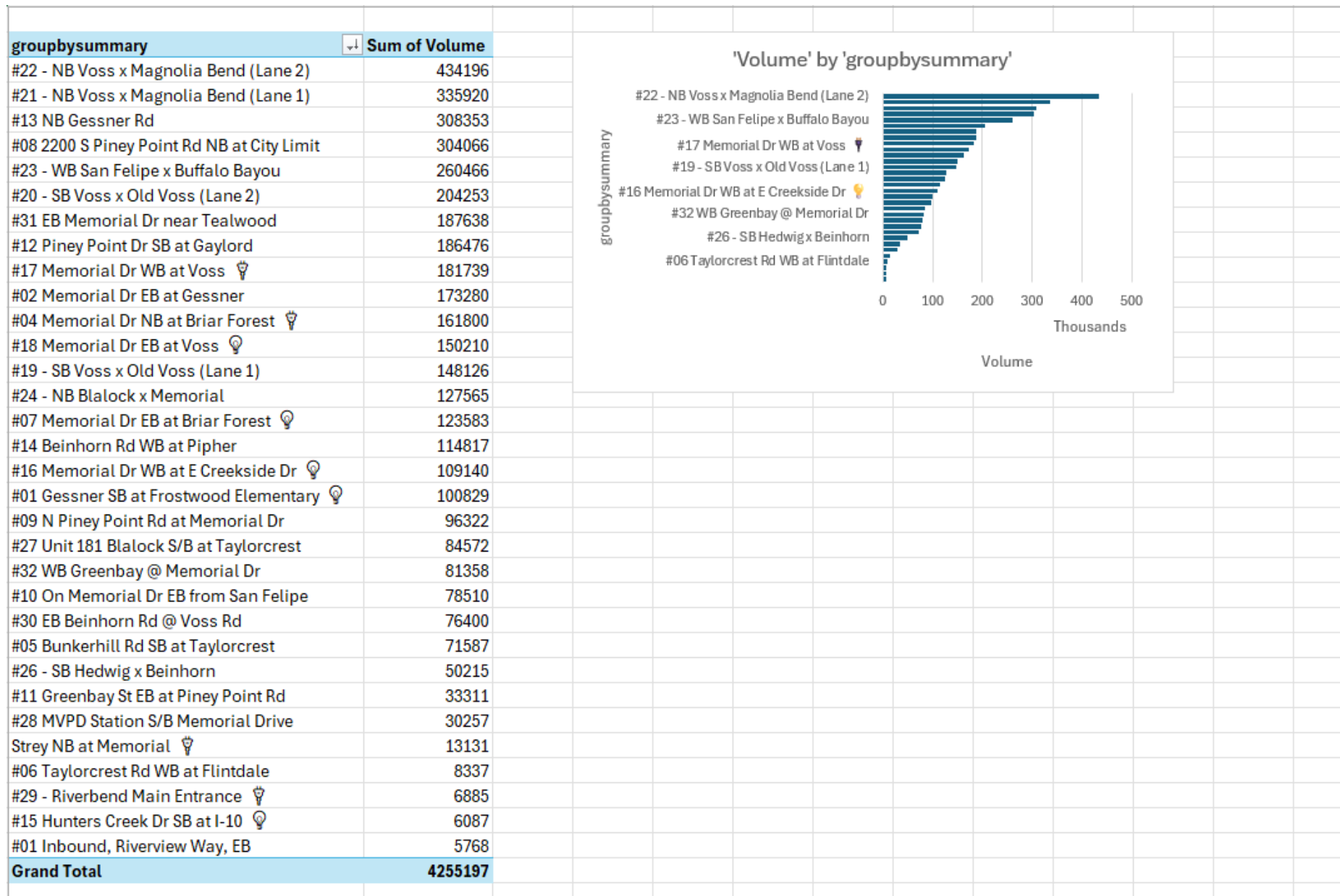
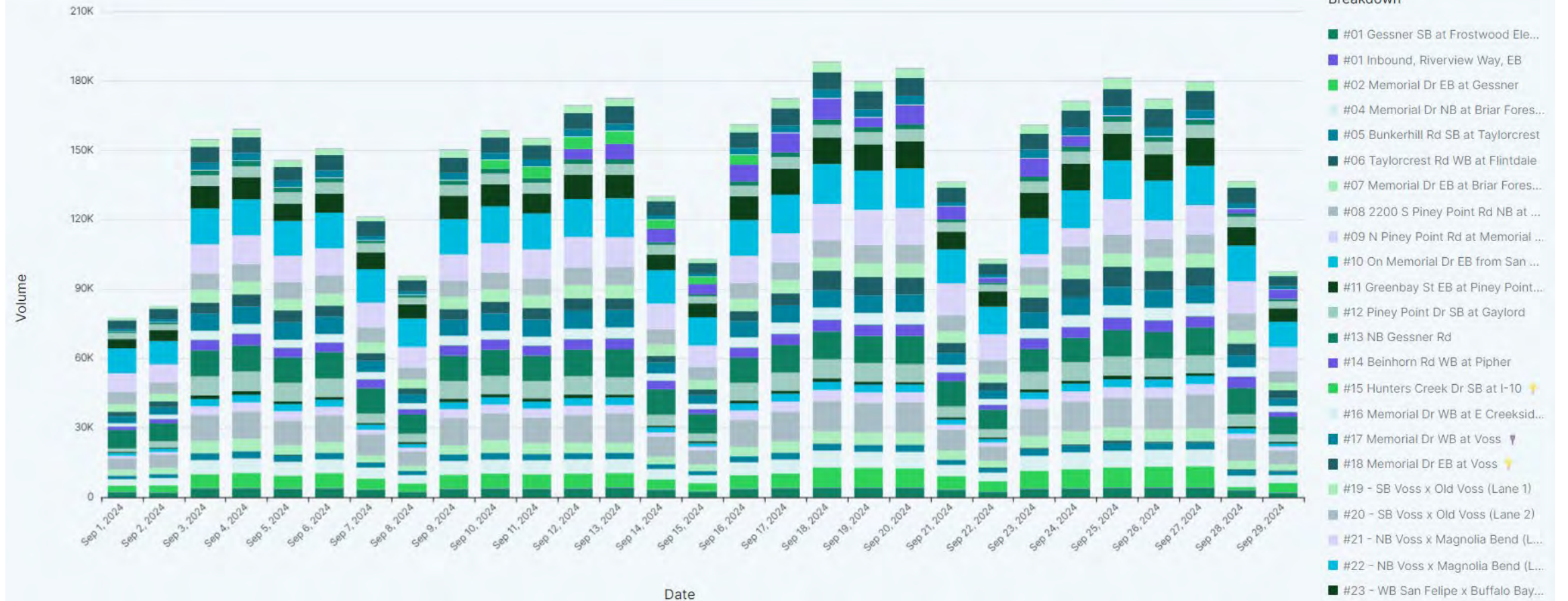


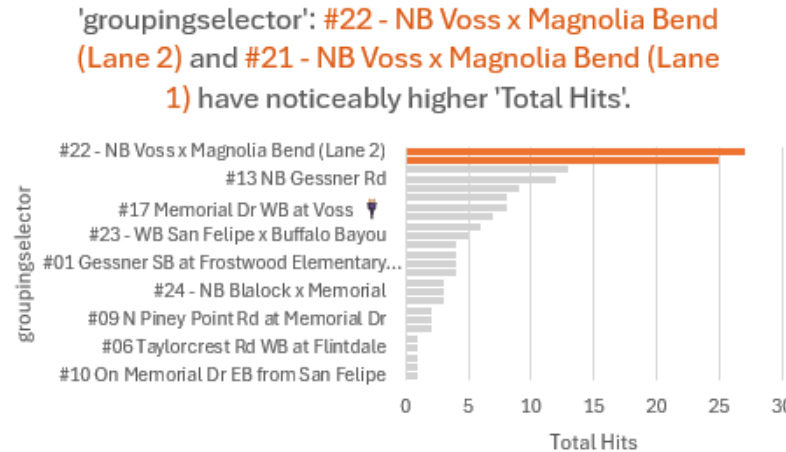
Plate Reads  
By Location

# Total Vehicle Volume



# Hits By Camera

groupingselector	Sum of Total Hits
#22 - NB Voss x Magnolia Bend (Lane 2)	27
#21 - NB Voss x Magnolia Bend (Lane 1)	25
#16 Memorial Dr WB at E Creekside Dr	13
#13 NB Gessner Rd	12
#08 2200 S Piney Point Rd NB at City Limit	9
#07 Memorial Dr EB at Briar Forest	8
#17 Memorial Dr WB at Voss	8
#20 - SB Voss x Old Voss (Lane 2)	7
#19 - SB Voss x Old Voss (Lane 1)	6
#23 - WB San Felipe x Buffalo Bayou	5
#32 WB Greenbay @ Memorial Dr	4
#30 EB Beinhorn Rd @ Voss Rd	4
#01 Gessner SB at Frostwood Elementary	4
#12 Piney Point Dr SB at Gaylord	4
#31 EB Memorial Dr near Tealwood	3
#24 - NB Blalock x Memorial	3
#14 Beinhorn Rd WB at Pipher	3
#05 Bunkerhill Rd SB at Taylorcrest	2
#09 N Piney Point Rd at Memorial Dr	2
#18 Memorial Dr EB at Voss	2
#02 Memorial Dr EB at Gessner	1
#06 Taylorcrest Rd WB at Flintdale	1
#27 Unit 181 Blalock S/B at Taylorcrest	1
#04 Memorial Dr NB at Briar Forest	1
#10 On Memorial Dr EB from San Felipe	1
<b>Grand Total</b>	<b>156</b>



Total Reads – 4,255,197

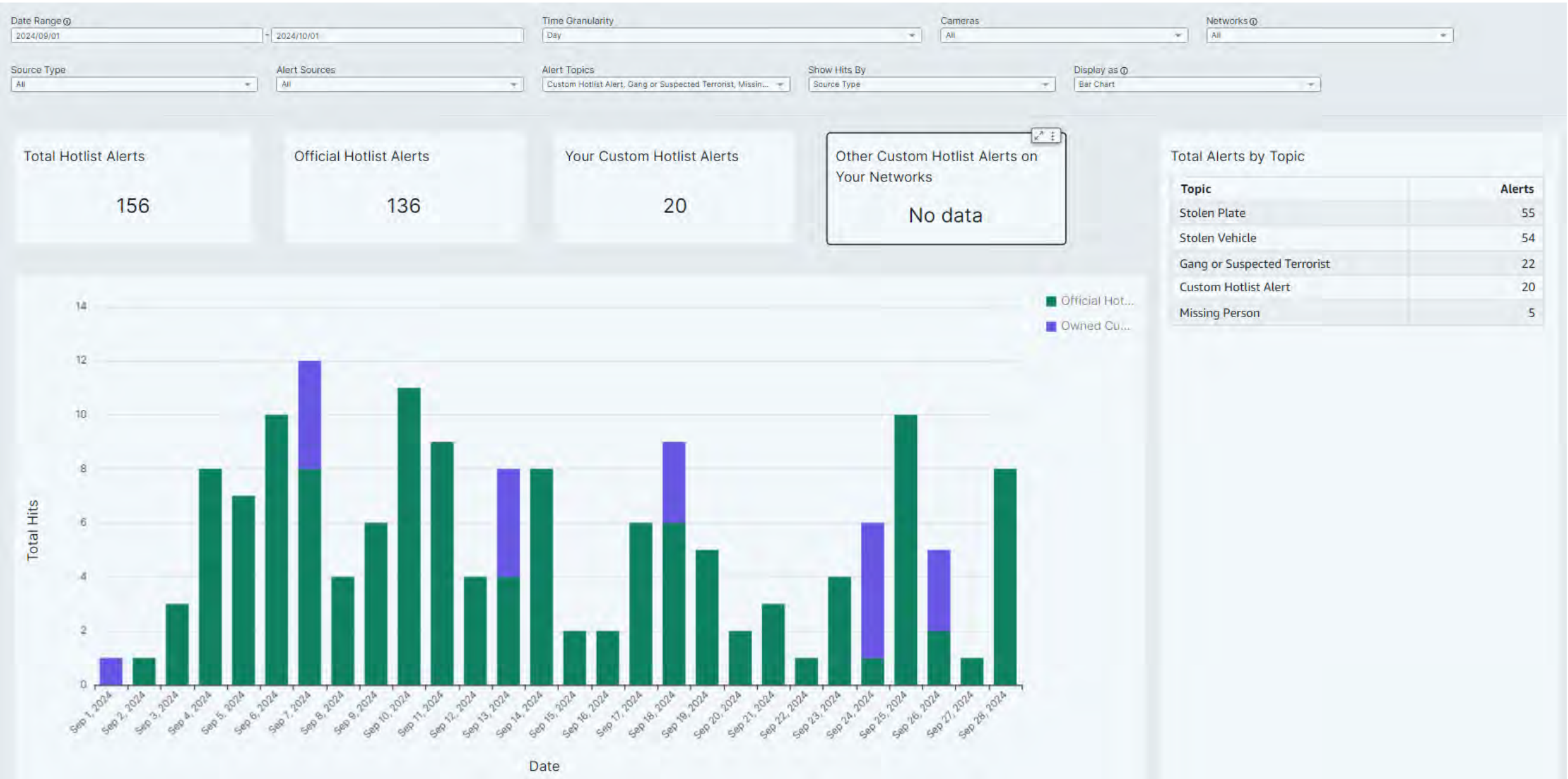
Unique Reads –2,019,023

Hits- 156

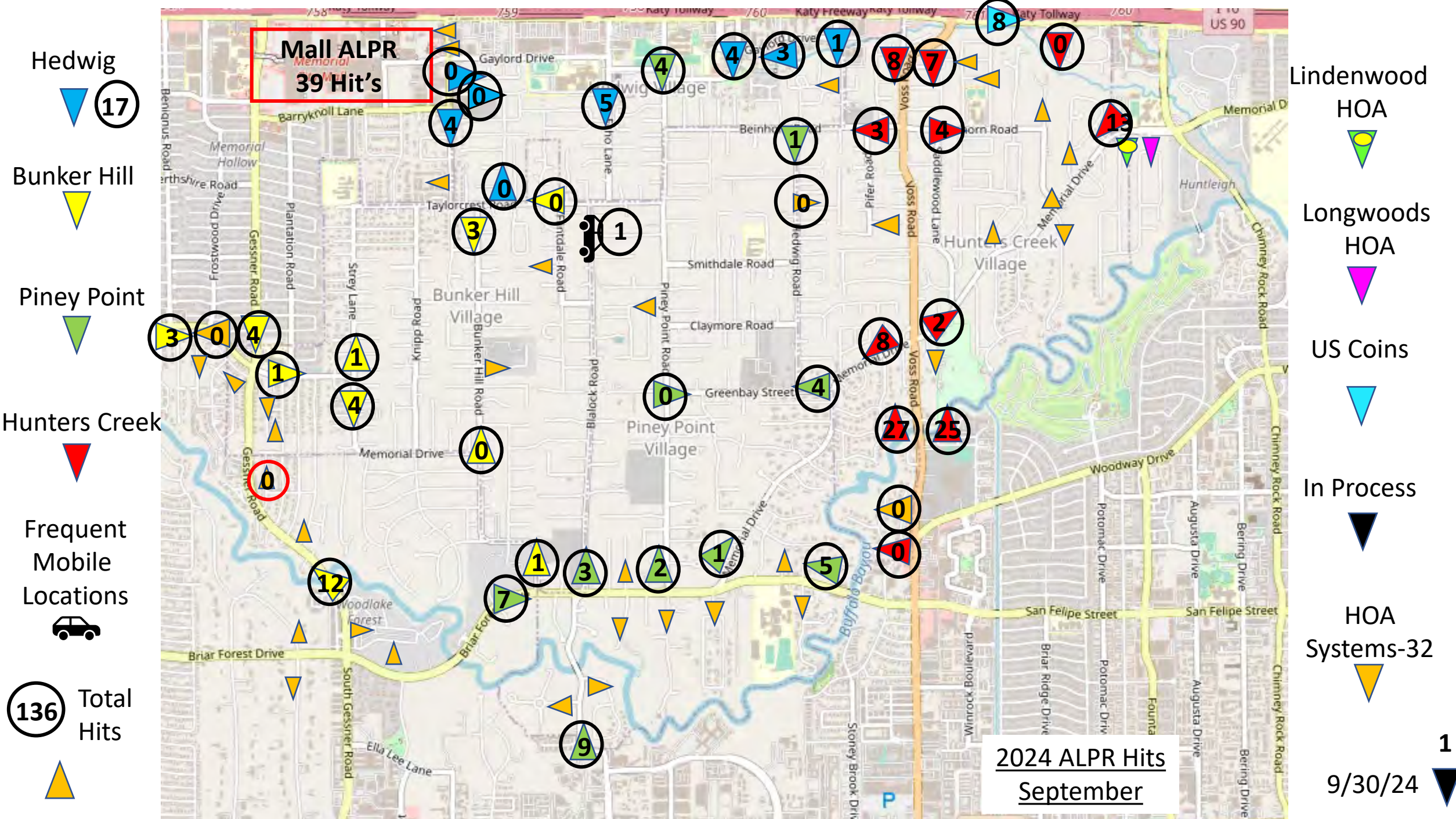
7 Top Hits - 136

- Hotlist - 20
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

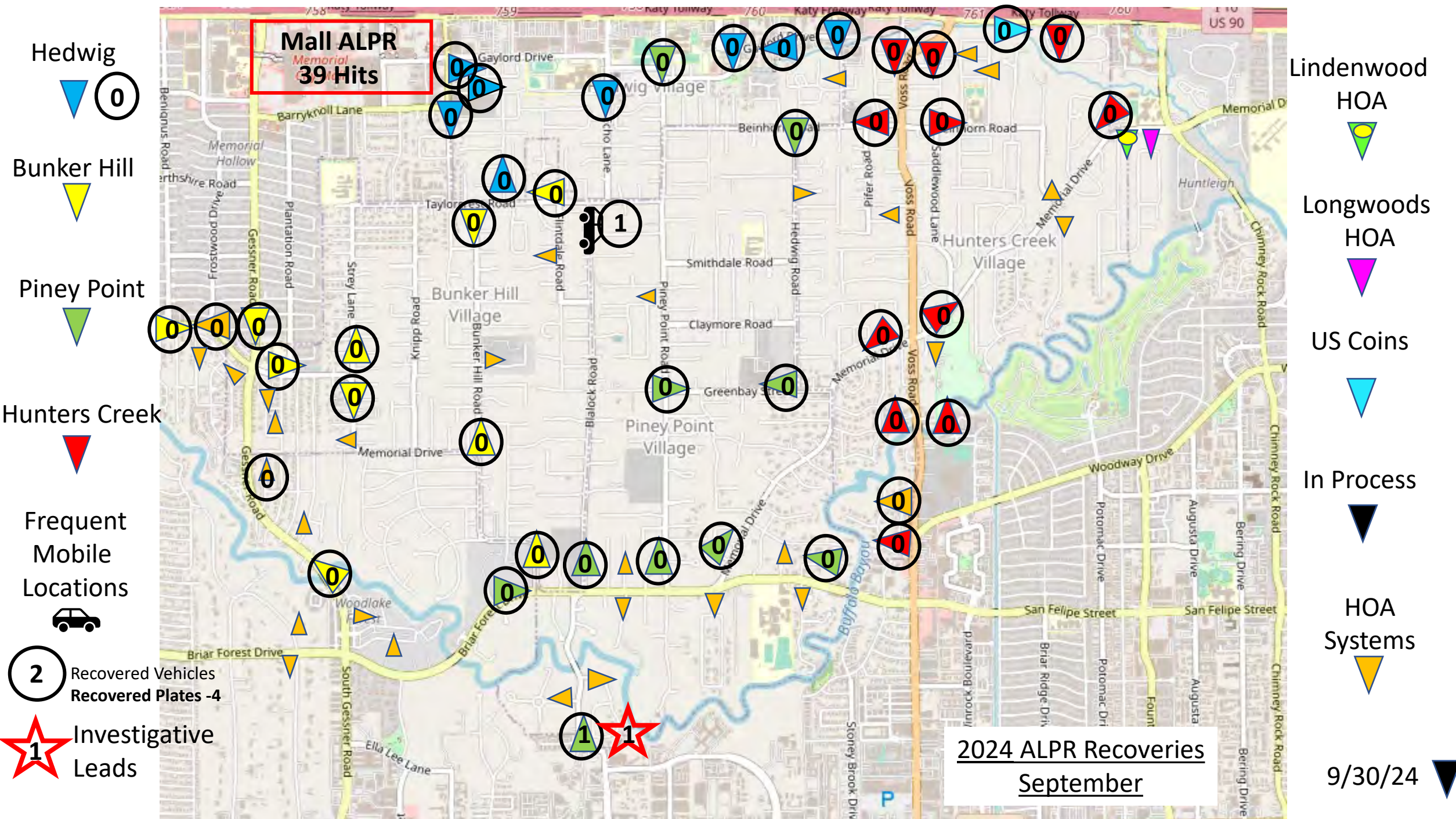












Program Summary				
	2024 Value	\$ 576,000.00	Recovered	23
	2023 Value	\$ 646,500.00	Recovered	30
	2022 Value	\$ 1,733,000.00	Recovered	74
5	2021 Value	\$ 1,683,601.00	Recovered	75
	2020 Value	\$ 1,147,500.00	Recovered	61
	2019 Value	\$ 438,000.00	Recovered	22
	<b>Program Total</b>	<b>\$ 6,224,601.00</b>		<b>285</b>

\* ALPR used to prove false report

Located but Filed			Date	Plate	Camera	Date	Plate	Camera
3-Jan	SFG3451	7						
9-Jan	SGN1517	13						
28-Mar	W197102	22						
19-Jul	TPN1230	20						
28-Sep	1C7935E	8						
30-Sep	VPY1400	2						

**10 of 14 involved in other crimes = ( 69%**

HOT List Hits Other Agencies			
8/5/2024	LWG4414	jersey	6
9/13/2024	NVP4093	HPD	21

[illegible]



TO: Mayor and City Council

FROM: R. Pennington, City Administrator

VIA: Village Fire Department Commission

MEETING DATE: October 28, 2024

SUBJECT: Consideration and possible action on Village Fire Department, including VFD Budget Amendment 2024-01.

**Agenda Item: 3**

**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 on activities.
- b) VFD Financials & Policies.
- c) VFD Agendas & Minutes.
- d) Budget Amendment 2024-1.

**Additional Details:**

At the Special VFD Commission Board meeting held on September 25, 2024, the Village Fire Department Board of Commissioners unanimously approved Budget Amendment 2024-01. This amendment involves intra-budgetary transfers amounting to \$240,242.73, which are set to be presented for council approval.

The Village Fire Department's Fiscal Year 2024 Budget Amendment 2024-01 is being recommended for approval by the PPV staff. This amendment includes modifications to the VFD budget, but it's important to note that the total PPV participation assessment remains unaltered. As a result, no additional changes to the City of Piney Point Village's 2024 Budget are necessary to accommodate this amendment.

**Recommendation**

The staff has no objections to a motion for approval of the Village Fire Department Budget Amendment 2024-01, as presented.

**Attachments:**

*VFD Report documents.*

*VFD Financials & Policies.*

*VFD Agendas & Minutes. VFD Budget Amendment.*

**VILLAGE FIRE DEPARTMENT**  
**REGULAR MONTHLY BOARD MEETING AGENDA**  
**Wednesday, October 23, 2024, 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, October 23, 2024, 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 September 25, 2024
  - B. Approval of Bills Paid – September 2024
4. **REPORTS**
  - A. Treasurer’s Financial Reports and possible action – September 2024
  - B. Administrator’s Report and possible action – September 2024
  - C. Fire Chief’s Report and possible action –September 2024
5. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
  - A. Roof update
6. **DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:
  - A. Budget Amendment
  - B. Proposed Policies
  - C. Minutes/Records
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. **FUTURE TOPICS**
9. **NEXT MEETING DATE**  
**November 20, 2024**
10. **ADJOURNMENT**

I certify that the agenda for the 23<sup>rd</sup> of October 2024 Regular Monthly Board Meeting was posted at the fire department this the 18<sup>th</sup> day of October 2024, at 4:00 P.M. - Katherine Stuart, Administrative Specialist

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, September 25, 2024, 6:00 P.M.**

A regular monthly Village Fire Commission Board Meeting was held on September 25, 2024, at 901 Corbindale Road, Hedwig Village, Texas 77024, beginning at 6:00 p.m. and was presided over by the Chair, Keith Brown.

**1. CALL TO ORDER**

Present & voting:

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

Commissioner Keith Brown, Chair  
Commissioner Henry Kollenberg, Vice Chair  
Commissioner Allen Carpenter, Treasurer  
Commissioner Rob Adams, Secretary  
Commissioner Mike Garofalo, Member  
Commissioner Matt Woodruff, Member

Present:

City of Bunker Hill Village  
City of Piney Point Village  
City of Hilshire Village  
City of Hedwig Village  
Village Fire Department  
Village Fire Department  
Randle Law Firm

Alternate Clara Towsley  
Alternate Aliza Dutt  
Alternate Robert (Bob) Buesinger  
Alternate Patrick Breckon  
Howard Miller, Fire Chief  
Katherine Stuart, Administrative Specialist  
Brandon Morris, Attorney

Not present:

City of Spring Valley Village  
City of Hunters Creek Village

Alternate John Lisenby  
Alternate Fidel Sapien

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

None.

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

**A. Property & Casualty Insurance 2024-2025 – Frank Comiskey/VFIS**

Frank Comiskey with Comiskey Agency introduced himself and Stephanie Dew, President/Owner of VFIS. Mr. Comiskey stated that the property & casualty insurance contract is set to renew September 30, 2024, and that he is the only bidder. Frank stated that the annual premium total will go from \$88,000 to \$98,000 (about a 12% increase) for the renewal. Frank Comiskey/VFIS provided additional optional quotes to amend automobile, property, and/or portable equipment deductibles for a return premium and explained that amending deductibles with one or more of the options would provide some savings in premiums. Stephanie Dew explained that our coverage was broad and stated that our loss ratio looks good. She also explained that our station is in a catastrophic area, inflation is a factor, and we're in a "hard market", which are all factors that influence the increase in cost. Commissioner Woodruff suggested we keep the auto deductible as is after reviewing our losses from the past year, and Commissioner Kollenberg agreed. Commissioner Kollenberg suggested we keep all deductibles the same except for the portable equipment, and Commissioner Woodruff agreed.

Commissioner Kollenberg made a motion to approve the property & casualty proposal with the exception to change deductible for portable equipment to \$1,000; seconded by Commissioner Carpenter. All members voted yes.

**MOTION CARRIED UNANIMOUSLY**

4. **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 August 24, 2024  
B. Approval of Bills Paid – August 2024

Commissioner Kollenberg made a motion to approve the consent agenda; seconded by Commissioner Carpenter. All members voted yes.

**MOTION CARRIED UNANIMOUSLY**

5. **REPORTS**

A. Treasurer's Financial Report – August 2024

Katherine Stuart stated that August financials are provided in the board package. Highlight of items exceeding budget at this time are:

- mobile devices, Propheonix (CAD system), Vector Solutions (training software), and Handevy (EMS protocol app) – annual contracts more than budgeted and will be addressed in budget amendment
- law enforcement equipment – overage will be addressed in budget amendment
- property & casualty – increase higher than budgeted and will be addressed in budget amendment
- accounting services and legal services – straightened out concern from last meeting with accountant (ORW) by properly categorizing expenses. Prior to analysis, audits had been coded to legal services instead of accounting services. 2024 approved budget is 0 for accounting services, so will need to address in budget amendment.

Commissioner Brown recognized Administrative Specialist, Katherine Stuart, for doing an outstanding job over the past six weeks. He stated that she has been tasked with the work of two people and handled it beyond capably. All members applauded.

**NO ACTION**

B. Fire Chief's Report – August 2024

Chief Miller reported:

- Staffing
  - o Firemedic: The testing process is complete, and we have a list of candidates. We currently will be filling one of those positions.
  - o Firemedic Jason Salazar will be having surgery for a torn meniscus.
  - o Firemedic Becky Nuno Family Medical Leave until mid-October.
  - o Marlenny is out on Family Medical Leave and will return to work mid-October.
  - o Administrator/Finance Director: Amy Buckert will be starting October 7, 2024.
  - o Deputy Chief Will Wyatt, after 39 years in the fire service, will be retiring. His last day on shift was September 16, 2024. He will be riding his time down until January 1, 2025. His position will be filled with a higher class (Captain DePaul) until a new Deputy Chief is appointed January 1, 2025.
- Apparatus & Equipment
  - o L-1 is in the shop. A new pump transfer case has been manufactured and shipped to the repair shop. When it arrives at the shop it will take about a week to install and test.
- Major incidents
  - o 9/8/2024 House Fire: Kemwood Drive in Hunters Creek. The fire was started in a planter on the back porch and ignited the patio furniture. The cause of the fire was planting material and fertilizer causing a chemical reaction over time.
  - o 9/11/2024 Car vs. Motorcycle: Memorial and South Piney Point Road in Piney Point. The cyclist was Life Flighted to Hermann in the Medical Center but died from her injuries.
- August 2024 Incidents
  - o Fire Incidents: 77
  - o EMS type Incidents: 78
  - o Service Calls Non-Emergency: 12
  - o HFD Calls: 0
  - o Total incidents: 167
  - o Average Response Time: 4 Minutes 24 Seconds
- Projects & Events
  - o Main Roof Redo: 9/17/2024 was the preconstruction meeting. Work started; will be completed in three weeks from the start date.

- FEMA Reimbursements:
  - Derecho Cost \$14,421.57. Federal Cost Share 75% is \$10,816.18
  - Beryl Cost \$28,695.00. Federal Cost Share 75% is \$21,695.25
  - Total Project Cost: \$43,116.57
  - Total Federal Cost Share: \$32,511.43

**NO ACTION**

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

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

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

Chief Miller stated that materials have been delivered and work has started. Photos will be included in Chief Miller's Friday Report. Expected to be completed in three weeks. The consultant will be inspecting at each stage of the project.

**NO ACTION**

Commissioner Brown stated that number 9 would be moved to after Executive Session.

9. **DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:  
**A. Budget Amendment 2024-01**

Katherine Stuart explained the budget amendment document provided in the board package. The amendment would be a net zero change to the budget with no additional assessments incurred to the cities. She read through the detailed excel format document provided in the board package for each line item. Two line items not included but were found earlier in the week that need to be adjusted/added are:

- dispatch alerting system – annual contract quote to pay in November is higher than budgeted – will need to increase from \$7,900 to \$11,000 (can be transferred from health insurance line item)
- dispatch training & certification fees – already spend \$1,275 for necessary training for 3 employees (\$425 each) – will need to increase from \$0 to \$2,000 (can be transferred from health insurance line item)

Commissioner Woodruff made a motion to approve the proposed budget amendment as presented, including the additional two line item adjustments (dispatch alerting system and dispatch training), subject to the approval of the cities; Commissioner Carpenter seconded the motion. All members voted yes.

**MOTION CARRIED UNANIMOUSLY**

10. **EXECUTIVE SESSION** - Executive session pursuant to Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following:  
**A. Pending or contemplated litigation pursuant to Sec. 551.071**  
**B. Personnel Matters pursuant to Sec. 551.074 to deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of the following positions:**  
1. Assistant Fire Chief

11. **ACTION – CLOSED SESSION** – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session.  
**None.**

12. **DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:  
**A. Engagement letter with Schwartz Associates for forensic audit services.**

Commissioner Kollenberg made a motion to retain the Randle Law Firm to, on behalf of Village Fire Department, engage the services of Mark Schwartz Associates to perform a forensic audit to investigate possible

misappropriation of funds in Village Fire Department, at a cost of up to but not to exceed \$20,000; Commissioner Woodruff seconded the motion. All members voted yes.

**MOTION CARRIED UNANIMOUSLY**

**13. FUTURE TOPICS**

Commissioner Kollenberg stated that the commission needs to discuss budget items in future meetings.

**14. NEXT MEETING DATES**

**October 23, 2024**

Commissioner Woodruff made a motion to move the November 27<sup>th</sup> meeting to **November 20, 2024**, and the December 25<sup>th</sup> meeting to **December 18, 2024**, subject to any further motions to not have the December meeting if we do not have any business; commissioner Adams seconded the motion. All voted yes.

**MOTION CARRIED UNANIMOUSLY**

**15. ADJOURNMENT**

Commissioner Brown adjourned the meeting.

DRAFT

# 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: October 17, 2024  
Re: September **Administrator's Report**

Please find below an overview of the financial statements and reports for last month.

Summary of VFD Financial Performance as of end of September (75% of the budget year):  
*(Budget amendments are still processing through the Cities; financials do not reflect those.)*

#### Revenue:

- Total General Fund revenue year to date is tracking right at 75.6%

#### Expenses:

- Personnel Expenses: 67.5% of budget
- Operational Expenses: 66% of budget

We will continue to closely monitor these financial trends and develop strategies to address any identified challenges.

#### Key Highlights:

- \$14,422 in expenses approved by FEMA for de Recho event (May 2024)
- Requested revision to monthly reports to show percentage spent Budget YTD
- Budget document to be revised to add line-item account numbers for ease of matching up financials/accounting with budget
- Launching QuickBooks will solve for many issues the Department is currently facing, such as:
  - Dual entry of payments, invoices in two systems
  - Control of chart of accounts
  - Ease of reporting, both with budget and with financial reporting
  - Document management regarding back up of financial transactions (attach invoice, PO, etc.)
  - Invoicing capabilities

#### Policies Update

The following policies have been drafted per Ms. Bogard's report and are being presented this evening for consideration by the Commission:

- Village Fire Department Credit Card Policy
- Credit Card User Agreement
- Emergency Purchase Policy

#### Next Steps:

- Vendor Spend Report – ensuring compliance with Purchasing law
- Purchasing Policy and Quick Reference Guide
- Revisions to paying bills – checks provide more oversight, greater transparency than credit cards or ACH payments
- SOPs for most processes need to be drafted/updated

***Oliver, Rainey, & Wojtek, LLP***  
***2909 Sherwood Way Ste. 300***  
***San Angelo, TX 76901***  
***512-756-4904***

Independent Accountants' Compilation Report

To Management  
Village Fire Department  
Houston, TX

Management is responsible for the accompanying financial statements of Village Fire Department General Fund, Capital Replacement Fund, Facility Fund, and Ambulance Billing Fund, which comprise the statements of assets, liabilities, and fund balance - cash basis as of September 30, 2024, the related statements of receipts and expenditures - from cash transactions for the one month and nine months then ended, the changes in fund balance from cash transactions for the nine months then ended, and the statements of changes in cash balances - from cash transactions for the one month and nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Oliver, Rainey, & Wojtek, LLP

San Angelo, TX  
October 08, 2024



**Village Fire Department**  
**Statement Of Assets, Liabilities, and Fund Balance**  
**Cash Basis**  
**September 30, 2024**

	General Fund	Capital Replacement Fund	Facility Fund	Ambulance Billing Fund	Combined Total
<b>Assets</b>					
Cash					
Stellar Bank General Fund	\$ 575,130.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 575,130.75
Stellar Bank Savings	498,624.32	0.00	0.00	0.00	498,624.32
Texas Class - General Fund (0003)	375,378.09	0.00	0.00	0.00	375,378.09
Stellar Bank-Capital Replacement	0.00	714.71	0.00	0.00	714.71
Texas Class - Capital Replacement (0001)	0.00	530,128.53	0.00	0.00	530,128.53
Stellar Bank-Ambulance Billing	0.00	0.00	0.00	219,854.99	219,854.99
WFB - Ambulance Billing Account	0.00	0.00	0.00	4,773.26	4,773.26
Texas Class - Ambulance (0004)	0.00	0.00	0.00	364.89	364.89
Stellar Bank-Facility Fund	0.00	0.00	3,131.56	0.00	3,131.56
Texas Class - Facility Fund (0002)	0.00	0.00	96,192.89	0.00	96,192.89
Total Cash & Certificates	1,449,133.16	530,843.24	99,324.45	224,993.14	2,304,293.99
Gasoline & Oil Inventory	8,691.84	0.00	0.00	0.00	8,691.84
Prepaid Insurance	40,858.85	0.00	0.00	0.00	40,858.85
Interfund Receivables/Payables	21,430.92	(21,387.28)	0.00	(43.64)	0.00
Total Assets	\$ 1,520,114.77	\$ 509,455.96	\$ 99,324.45	\$ 224,949.50	\$ 2,353,844.68
<b>Liabilities and Fund Balance</b>					
Liabilities					
FICA Payable	\$ 33,897.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,897.04
Fed Income Tax W/H Payable	24,360.46	0.00	0.00	0.00	24,360.46
Retirement Contrib. Payable	62,258.74	0.00	0.00	0.00	62,258.74
Ambulance Funds Payable	0.00	0.00	0.00	224,949.50	224,949.50
Retainage Payable	0.00	0.00	234,038.94	0.00	234,038.94
Assessments Paid in Advance	396,395.33	16,666.67	0.00	0.00	413,062.00
Total Liabilities	516,911.57	16,666.67	234,038.94	224,949.50	992,566.68
Fund Balance	1,003,203.20	492,789.29	(134,714.49)	0.00	1,361,278.00
Total Liabilities & Fund Balance	\$ 1,520,114.77	\$ 509,455.96	\$ 99,324.45	\$ 224,949.50	\$ 2,353,844.68

See Accountants' Compilation Report

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

	<u>Actual For</u> <u>1 Month Ended</u> <u>September 30,</u> <u>2024</u>	<u>Actual For</u> <u>9 Months Ended</u> <u>September 30,</u> <u>2024</u>	<u>Budget For</u> <u>9 Months Ended</u> <u>September 30,</u> <u>2024</u>	<u>Variance</u> <u>Over/(Under)</u> <u>Budget</u>	<u>Total</u> <u>Annual</u> <u>Budget</u>
<b>Receipts</b>					
City Assessments (Note 1)	\$ 792,790.66	\$ 7,135,115.94	\$ 7,135,115.94	\$ 0.00	\$ 9,513,487.85
Miscellaneous Income	105.36	21,308.33	0.00	21,308.33	0.00
Interest/Dividend Income	4,357.95	36,688.05	0.00	36,688.05	0.00
<b>Total Receipts</b>	<u>797,253.97</u>	<u>7,193,112.32</u>	<u>7,135,115.94</u>	<u>57,996.38</u>	<u>9,513,487.85</u>
<b>Capital Expend. (Note 3)</b>	<u>(233.97)</u>	<u>149,722.56</u>	<u>144,775.01</u>	<u>4,947.55</u>	<u>193,033.25</u>
<b>Personnel Expenditures</b>					
Salaries	438,091.10	3,935,319.35	4,156,713.76	(221,394.41)	5,542,285.00
Overtime Regular	24,563.48	227,770.68	154,500.02	73,270.66	206,000.00
Overtime-Medical Standby	461.88	2,441.31	0.00	2,441.31	0.00
Overtime-Training	0.00	0.00	33,990.02	(33,990.02)	45,320.00
Overtime-CPR	461.88	6,526.39	7,564.32	(1,037.93)	10,085.76
Longevity	1,988.00	17,694.00	16,500.01	1,193.99	22,000.00
Higher Class	1,174.93	15,920.87	13,905.00	2,015.87	18,540.00
Prof. Certification Pay	5,125.42	47,963.29	42,750.00	5,213.29	57,000.00
457 Plan Contribution	0.00	0.00	83,134.28	(83,134.28)	110,845.70
FICA Tax	31,871.51	292,931.18	340,884.74	(47,953.56)	454,512.98
Basic Life, ADD & LTD Ins.	1,646.53	23,747.82	25,836.72	(2,088.90)	34,448.94
Retirement - TMRS	29,638.14	269,815.04	302,106.86	(32,291.82)	402,809.12
Health Insurance	77,430.94	652,632.57	935,157.07	(282,524.50)	1,246,876.09
Workmens' Comp Insurance	9,912.62	55,139.46	53,738.63	1,400.83	71,651.48
Meal Allowances	3,833.31	34,999.77	34,497.22	502.55	46,000.05
<b>Total Personnel Expenditures</b>	<u>626,199.74</u>	<u>5,582,901.73</u>	<u>6,201,278.65</u>	<u>(618,376.92)</u>	<u>8,268,375.12</u>
<b>Operational Expenditures</b>					
Ambulance Medical Supplies	2,814.33	33,910.78	52,502.09	(18,591.31)	69,999.99
Dues/Subscriptions/Manuals	375.00	2,573.10	1,829.25	743.85	2,439.00
Building Maintenance	3,815.76	18,591.28	20,169.19	(1,577.91)	26,892.22
Station Supplies	1,488.29	11,839.56	13,950.00	(2,110.44)	18,600.00
IP Address VPN-PS Lightwave	1,490.27	5,246.02	6,615.00	(1,368.98)	8,820.00
Internet, Phones & TV-Comcast	1,510.79	15,543.91	14,850.00	693.91	19,800.00
Mobile Device Serv.-T Mobile	570.25	6,504.31	3,050.10	3,454.21	4,066.80
City of Houston Radio System	0.00	0.00	14,760.00	(14,760.00)	19,680.00
Comm.-Motorola 47 & Nice	0.00	40,819.43	32,250.01	8,569.42	43,000.00
Inc. Rec&CAD-Propheonix	0.00	25,297.22	18,000.00	7,297.22	24,000.00
Trn.Soft.&Veh.Checks-Vector	0.00	8,078.07	5,250.01	2,828.06	7,000.00
EMS Protocol App - Handevy	0.00	5,234.25	1,725.02	3,509.23	2,300.00
EMS Eq Maint-ProCare/Stryker	0.00	20,544.63	15,750.00	4,794.63	21,000.00
Public Education & Relations	0.00	0.00	3,750.02	(3,750.02)	5,000.00
Inspections	0.00	0.00	150.02	(150.02)	200.00
Fire Investigations	0.00	576.72	712.52	(135.80)	950.00
Law Enforcement Equipment	0.00	3,070.00	2,137.50	932.50	2,850.00
Dispatch Alerting System	756.00	756.00	5,940.81	(5,184.81)	7,921.05
Elect. Protocol Cards-Pro QA	0.00	53.04	1,875.01	(1,821.97)	2,500.00
Translation Ser.-Language Line	0.00	13.92	150.02	(136.10)	200.00
VFD Fire Comm & Meet. Exp.	203.44	2,240.96	5,685.02	(3,444.06)	7,580.00
VFD Events	2,172.71	3,222.92	18,750.01	(15,527.09)	25,000.00
CPR Supplies, Cards, & Equip.	11.99	6,788.12	5,250.01	1,538.11	7,000.00

See Accountants' Compilation Report  
3 & 4

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

	<b>Actual For 1 Month Ended September 30, 2024</b>	<b>Actual For 9 Months Ended September 30, 2024</b>	<b>Budget For 9 Months Ended September 30, 2024</b>	<b>Variance Over/(Under) Budget</b>	<b>Total Annual Budget</b>
Emergency Contingency	0.00	0.00	15,000.02	(15,000.02)	20,000.00
Gas & Oil (Note 4)	10,042.39	41,324.75	36,000.00	5,324.75	48,000.00
Property & Casualty Insurance	6,752.33	60,767.99	54,229.76	6,538.23	72,306.32
Maint. of Equip. (Note 5)	7,717.39	168,263.62	187,125.05	(18,861.43)	249,500.00
Office Expenses	2,256.41	24,168.45	34,248.18	(10,079.73)	45,664.14
Rent	0.00	10.00	7.51	2.49	10.00
Public Utilities	4,194.13	32,758.15	40,680.00	(7,921.85)	54,240.00
Fire Certification Fees	0.00	4,602.87	5,490.00	(887.13)	7,320.00
Software&Email-Microsoft 365	1,148.63	5,691.40	5,250.01	441.39	7,000.00
Legal Services	3,780.00	24,273.50	27,000.00	(2,726.50)	36,000.00
Accounting Services	1,058.00	37,191.00	0.00	37,191.00	0.00
IT Services	4,400.00	17,660.00	21,000.01	(3,340.01)	28,000.00
Health Ins. Consulting Serv.	0.00	10,186.48	8,625.01	1,561.47	11,500.00
Medical Director Services	1,596.14	12,288.42	15,000.02	(2,711.60)	20,000.00
Legal Notices & Advert.	1,231.12	3,572.60	2,250.00	1,322.60	3,000.00
Other Professional Services	372.90	10,935.15	12,000.01	(1,064.86)	16,000.00
Training Programs	534.27	22,421.92	65,055.07	(42,633.15)	86,740.00
Uniforms	0.00	8,319.60	15,000.02	(6,680.42)	19,999.96
<b>Total Operational Expenditures</b>	<u>60,292.54</u>	<u>695,340.14</u>	<u>789,062.28</u>	<u>(93,722.14)</u>	<u>1,052,079.48</u>
<b>Transfers</b>					
<b>Total Expenditures</b>	<u>686,258.31</u>	<u>6,427,964.43</u>	<u>7,135,115.94</u>	<u>(707,151.51)</u>	<u>9,513,487.85</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 110,995.66</u>	<u>\$ 765,147.89</u>	<u>\$ 0.00</u>	<u>\$ 765,147.89</u>	<u>\$ 0.00</u>

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

	Actual For 1 Month Ended <u>September 30,</u> <u>2024</u>	Actual For 9 Months Ended <u>September 30,</u> <u>2024</u>	Budget For 9 Months Ended <u>September 30, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
<b>Receipts</b>					
City Assesments (Note 2)	\$ 33,333.34	\$ 300,000.05	\$ 300,000.05	\$ 0.00	\$ 400,000.00
Sale of Assets	0.00	57,000.00	0.00	57,000.00	0.00
Interest/Dividend Income	2,295.61	10,908.96	0.00	10,908.96	0.00
Total Receipts	<u>35,628.95</u>	<u>367,909.01</u>	<u>300,000.05</u>	<u>67,908.96</u>	<u>400,000.00</u>
<b>Capital Expenditures</b>					
Escrow	0.00	4,088.79	300,000.05	(295,911.26)	400,000.00
Total Capital Expenditures	<u>0.00</u>	<u>4,088.79</u>	<u>300,000.05</u>	<u>(295,911.26)</u>	<u>400,000.00</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 35,628.95</u>	<u>\$ 363,820.22</u>	<u>\$ 0.00</u>	<u>\$ 363,820.22</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

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

	<b>Actual For 1 Month Ended <u>September 30,</u> <u>2024</u></b>	<b>Actual For 9 Months Ended <u>September 30,</u> <u>2024</u></b>	<b>Budget For 9 Months Ended <u>September 30,</u> <u>2024</u></b>	<b>Variance Over/(Under) <u>Budget</u></b>	<b>Total Annual <u>Budget</u></b>
<b>Receipts</b>					
Interest/Dividend Income	\$ 423.09	\$ 6,453.07	\$ 0.00	\$ 6,453.07	\$ 0.00
Total Receipts	<u>423.09</u>	<u>6,453.07</u>	<u>0.00</u>	<u>6,453.07</u>	<u>0.00</u>
<b>Operational Expenditures</b>					
Professional Services	<u>0.00</u>	<u>177,038.42</u>	<u>0.00</u>	<u>177,038.42</u>	<u>0.00</u>
Total Operational Expenditures	<u>0.00</u>	<u>177,038.42</u>	<u>0.00</u>	<u>177,038.42</u>	<u>0.00</u>
<b>Excess of Receipts (Expenditures)</b>	<u>\$ 423.09</u>	<u>\$ (170,585.35)</u>	<u>\$ 0.00</u>	<u>\$ (170,585.35)</u>	<u>\$ 0.00</u>

See Accountants' Compilation Report

**Village Fire Department**  
**Statement of Changes in Fund Balance**  
**From Cash Transactions**  
**For the Nine Months Ended September 30, 2024**

	General Fund	Capital Replacement Fund	Facility Fund	Ambulance Billing Fund	Combined Total
Fund Balance - January 01, 2024	\$ 238,055.31	\$ 128,969.07	\$ 35,870.86	\$ 0.00	\$ 402,895.24
Excess of Receipts (Expenditures) for the Nine Months Ended September 30, 2024	<u>765,147.89</u>	<u>363,820.22</u>	<u>(170,585.35)</u>	<u>0.00</u>	<u>958,382.76</u>
Fund Balance - September 30, 2024	<u>\$ 1,003,203.20</u>	<u>\$ 492,789.29</u>	<u>\$ (134,714.49)</u>	<u>\$ 0.00</u>	<u>\$ 1,361,278.00</u>

See Accountants' Compilation Report

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

	<b>1 Month Ended September 30, 2024</b>	<b>9 Months Ended September 30, 2024</b>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	\$ 110,995.66	\$ 765,147.89
<b>Other Sources of Cash</b>		
Decrease in Accounts Receivable	0.00	25,656.93
Decrease in Due To/From	33,325.12	(21,430.92)
Prepaid Insurance Amortization	17,011.09	283,756.39
Assessments Paid in Advance	0.00	710,322.42
Retirement Contribution Accruals	62,258.74	566,781.51
Payroll Withholding		
FICA Withholding	64,965.34	587,084.68
Fed Income Tax Withholding	44,731.12	409,984.23
Employee Med Plan 125 W/H	14,952.56	126,285.08
Deferred Comp Withholding	19,468.00	165,299.00
Firefighters Dues W/H	2,100.00	18,925.00
Prepaid Legal Svcs W/H	146.50	1,318.50
Special Employee Withholding	5,420.00	48,780.00
Supp. Life Ins. W/H	1,429.03	12,898.27
Total Other Sources of Cash	265,807.50	2,935,661.09
<b>Uses of Cash</b>		
Prepaid Insurance Payments	(47,655.25)	(245,181.06)
Advance Payments Amortization	(156,963.56)	(313,927.09)
Decrease in Accounts Payable	0.00	(224,479.75)
Retirement Plan Contribution Payments	(60,324.29)	(504,522.77)
Payroll Withholding Payments		
FICA Deposits	(64,201.14)	(553,187.64)
Fed Income Tax Deposits	(44,180.12)	(385,623.77)
Employee Med Plan 125 Paymnts	(14,952.56)	(126,285.08)
Deferred Comp Payments	(19,468.00)	(165,299.00)
Firefighters Dues Payments	(2,100.00)	(18,925.00)
Prepaid Legal Svcs Payments	(146.50)	(1,318.50)
Spec Employee W/H Payments	(5,420.00)	(48,780.00)
Supp Life Ins W/H Payments	(1,429.03)	(12,898.27)
Total Uses of Cash	(416,840.45)	(2,600,427.93)
<b>Increase (Decrease) in Cash</b>	(40,037.29)	1,100,381.05
<b>Cash - Beginning of Period</b>	1,489,170.45	348,752.11
<b>Cash - End of Period</b>	\$ 1,449,133.16	\$ 1,449,133.16

See Accountants' Compilation Report

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

	<b>1 Month Ended <u>September 30, 2024</u></b>	<b>9 Months Ended <u>September 30, 2024</u></b>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	\$ 35,628.95	\$ 363,820.22
 <b>Other Sources of Cash</b>		
Assessments Paid in Advance	0.00	16,666.67
Total Other Sources of Cash	0.00	16,666.67
 <b>Uses of Cash</b>		
Decrease in Due To/From	(33,333.34)	21,387.28
Total Uses of Cash	(33,333.34)	21,387.28
 <b>Increase (Decrease) in Cash</b>	2,295.61	401,874.17
 <b>Cash - Beginning of Period</b>	528,547.63	128,969.07
 <b>Cash - End of Period</b>	<u>\$ 530,843.24</u>	<u>\$ 530,843.24</u>

See Accountants' Compilation Report



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

	<b>1 Month Ended <u>September 30, 2024</u></b>	<b>9 Months Ended <u>September 30, 2024</u></b>
<b>Sources (Uses) of Cash from Operations</b>		
Excess of Receipts (Expenditures)	\$ 423.09	\$ (170,585.35)
<b>Other Sources of Cash</b>		
Total Other Sources of Cash	<u>0.00</u>	<u>0.00</u>
<b>Uses of Cash</b>		
Decrease in Retainage Payable	0.00	0.20
Advance Payments Amortization	<u>0.00</u>	<u>0.00</u>
Total Uses of Cash	<u>0.00</u>	<u>0.20</u>
<b>Increase (Decrease) in Cash</b>	423.09	(170,585.15)
<b>Cash - Beginning of Period</b>	<u>98,901.36</u>	<u>269,909.60</u>
<b>Cash - End of Period</b>	<u><u>\$ 99,324.45</u></u>	<u><u>\$ 99,324.45</u></u>

See Accountants' Compilation Report

**Village Fire Department**  
**Selected Information - Substantially all Disclosures Required by**  
**Generally Accepted Accounting Principles Are Not Included**  
**September 30, 2024**

	Actual For 1 Month Ended <u>September 30,</u> <u>2024</u>	Actual For 9 Months Ended <u>September 30,</u> <u>2024</u>	Budget For 9 Months Ended <u>September 30, 2024</u>	Variance Over/(Under) <u>Budget</u>	Total Annual <u>Budget</u>
<b>Note 1: City Assessments - City Assessments as of September 30, 2024 Consist of the Following:</b>					
Bunker Hill Village	\$ 150,630.23	\$ 1,355,672.07	\$ 1,355,672.07	\$ 0.00	\$ 1,807,562.68
Hedwig Village	146,666.27	1,319,996.43	1,319,996.43	0.00	1,759,995.25
Hilshire Village	23,783.72	214,053.48	214,053.48	0.00	285,404.64
Hunter's Creek Village	176,395.92	1,587,563.28	1,587,563.28	0.00	2,116,751.05
Piney Point Village	166,486.04	1,498,374.36	1,498,374.36	0.00	1,997,832.45
Spring Valley Village	128,828.48	1,159,456.32	1,159,456.32	0.00	1,545,941.78
Total City Assessments	<u>\$ 792,790.66</u>	<u>\$ 7,135,115.94</u>	<u>\$ 7,135,115.94</u>	<u>\$ 0.00</u>	<u>\$ 9,513,487.85</u>

**Note 2: Capital Replacement Fund City Assessments - City Assessments as of September 30, 2024 Consist of the Following:**

Bunker Hill Village	\$ 6,333.33	\$ 56,999.96	\$ 56,999.96	\$ 0.00	\$ 76,000.00
Hedwig Village	6,166.67	55,500.03	55,500.03	0.00	74,000.00
Hilshire Village	1,000.00	9,000.00	9,000.00	0.00	12,000.00
Hunter's Creek Village	7,416.67	66,750.03	66,750.03	0.00	89,000.00
Piney Point Village	7,000.00	63,000.00	63,000.00	0.00	84,000.00
Spring Valley Village	5,416.67	48,750.03	48,750.03	0.00	65,000.00
Total City Assessments	<u>\$ 33,333.34</u>	<u>\$ 300,000.05</u>	<u>\$ 300,000.05</u>	<u>\$ 0.00</u>	<u>\$ 400,000.00</u>

**Note 3: Capital Expenditures - Capital Expenditures from the General Fund as of September 30, 2024 Consist of the Following:**

Contingency-Physical Plant	\$ 0.00	\$ 1,180.00	\$ 7,500.01	\$ (6,320.01)	\$ 10,000.00
Misc. Tools, & Equip.-Fire	(233.97)	28,835.00	24,281.27	4,553.73	32,375.00
Misc. Tools & Equip.-EMS	0.00	27,307.98	19,767.20	7,540.78	26,356.25
Protective Gear	0.00	28,943.00	31,260.01	(2,317.01)	41,680.00
Apparatus Computers	0.00	0.00	10,300.50	(10,300.50)	13,734.00
Offie Computers	0.00	1,810.90	2,943.00	(1,132.10)	3,924.00
Radio Purchases	0.00	61,645.68	48,723.02	12,922.66	64,964.00
Total Capital Expenditures	<u>\$ (233.97)</u>	<u>\$ 149,722.56</u>	<u>\$ 144,775.01</u>	<u>\$ 4,947.55</u>	<u>\$ 193,033.25</u>

**Village Fire Department**  
**Selected Information - Substantially all Disclosures Required by**  
**Generally Accepted Accounting Principles Are Not Included**  
**September 30, 2024**

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

	Actual For 1 Month Ended September 30, 2024	Actual For 9 Months Ended September 30, 2024	Budget For 9 Months Ended September 30, 2024	Variance Over/(Under) Budget	Total Annual Budget
Purchases	\$ 14,755.75	\$ 133,429.57	\$ 36,000.00	\$ 97,429.57	\$ 48,000.00
Gasoline Cost Reimbursements:					
Hedwig Village	(4,442.33)	(30,086.02)	0.00	(30,086.02)	0.00
Spring Valley	0.00	(54,926.46)	0.00	(54,926.46)	0.00
Bunker Hill	(271.03)	(3,767.34)	0.00	(3,767.34)	0.00
Village Police Department	0.00	(2,020.37)	0.00	(2,020.37)	0.00
Hunter's Creek	0.00	(481.61)	0.00	(481.61)	0.00
Piney Point	0.00	(823.02)	0.00	(823.02)	0.00
Total Cost Reimbursements:	(4,713.36)	(92,104.82)	0.00	(92,104.82)	0.00
Net Gas & Oil Expense	\$ 10,042.39	\$ 41,324.75	\$ 36,000.00	\$ 5,324.75	\$ 48,000.00

	1 Month Ended September 30, 2024	9 Months Ended September 30, 2024
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**Note 5: Maintenance of Equipment -** Maintenance of Equipment as of September 30, 2024 Consist of the Following:

Maint. of Equipment-Maint. of Equipment	\$ 603.19	\$ 5,742.76
Maint. of Equipment-Maint.-Chief's Truck	732.80	1,050.92
Maint. of Equipment-Maint. Fire Marshall's Car	233.97	1,822.18
Maint. of Equipment-Maint. of Utility Truck	0.00	3,545.20
Maint. of Equipment-Maint.-Pumper (E1)	0.00	16,267.37
Maint. of Equipment-Maint.-Ladder (L1)	163.59	63,828.25
Maint. of Equipment-Maint. Ambulance (Medic 1)	0.00	551.37
Maint. of Equipment-Maint.-Ambulance (Medic 2)	0.00	1,495.69
Maint. of Equipment-Other	(41.32)	(542.63)
Maint. of Equipment-Maint. Contracts	0.00	9,960.64
Maint. of Equipment-Maint.-Pumper (E2) 2000	235.27	11,917.16
Maint. of Equipment-Maint.-Ambulance (Medic 3)	0.00	2,210.40
Maint. of Equipment-Deputy Chief's Car	0.00	2,245.18
Equipment & Supplies Maintenance	(104.87)	18,129.29
Knox Contracts	0.00	3,903.70
Bunker Gear Maint.	0.00	14,365.23
SCBA Maintenance	520.94	5,553.34
Fuel System	5,373.82	6,148.82
Vehicle Licenses & Permits	0.00	68.75
Total Maint. of Equipment	\$ 7,717.39	\$ 168,263.62



## Village Fire Department (VFD) Credit Card Policy

SUBJECT: Credit Card Usage in the Performance of VFD Business

PURPOSE: This policy establishes the procedures for the use of credit cards issued on behalf of the VFD while performing VFD business.

POLICY: The Village Fire Department recognizes that Officials and employees are required to make expenditures of funds while performing their functions in the fire department. The use of credit cards enables the VFD to be more effective, more efficient, and more accountable to the public than some of the older, more traditional financial methods. It provides detailed purchase histories and other important record-keeping and time saving information. credit card is provided to VFD employees based on their need to purchase business-related goods and services and is provided to employees solely for the Department's convenience. The card is not an entitlement nor reflective of title or position and may be revoked at any time. Personal charges shall not be made on the card. Cardholders must comply with internal control procedures to protect the Department's assets. These procedures include keeping receipts, reviewing monthly statements, and following proper security measures. All related purchasing policies and procedures must be followed when using the credit card.

PROCEDURES: Credit Cards will be issued to all divisions. The Deputy Chief to whom the card is issued is responsible for the card and its proper use. The VFD Fire Chief will have final authority for approval on credit card issuance. Administration will be responsible for verifying reconciliation of all credit card usage and charges pursuant to this policy. The credit card will not be used in lieu of the normal purchasing procedures of the VFD. Credit cards may be used for secured site online purchasing when conventional methods are not available, or time is a factor. The card is for procurement purposes only and the balance must be paid monthly to avoid interest charges.

Credit Card Purchases – The credit card program does not circumvent the VFD's purchasing policies and procedures. Instead, it is designed to streamline smaller purchases that are made directly with vendors. The procurement card is NOT to be used for the following commodities and services:

- Alcoholic beverages
- Capital equipment
- **Cash advances/travelers' checks**
- Personal items
- Split purchases which are multiple purchases of less than \$3,000 from a single vendor for similar purchases adding up to more than \$3,000
- Items available through established annual contracts
- Fuel, fluids and repair for personal vehicles

Qualified card purchases include, but are not limited to, the following:

- Advertising
- Freight and shipping charges (FedEx, UPS, etc.)
- Subscriptions (not IT related), books
- Seminars, training, memberships, registration, travel (All travel related expenses must comply with the VFD Travel Policy)
- Catering and delivery services
- Goods and Services not exceeding \$3,000; and
- Payment for city utilities (i.e., electricity, natural gas, cable, internet).

The following is a table of the established spending limit levels established by this policy:

Level	Monthly Card Limit	Single Transaction Limit
Fire Chief/Administration	\$10,000	\$3,000
Deputy Chief/Fire Marshal	\$5,000	\$2,000
Card Holder (default)	\$2,000	\$500

This method of payment for utilities shall be coordinated with and set up by Administration. Each employee's card has been assigned an individual credit limit based on the established spending limits table shown below. If that limit is not sufficient to accommodate monthly requirements, the employee may request an increase from Administration. Written authorization by the Chief is required before any changes to the credit limit, including temporary increases to the credit limit.

Reconciliation - Credit card activity must be reconciled as established below:

The cardholder will submit receipts and/or documentation describing and appropriately coding each transaction. Receipts/documentation should be filed and the card returned to the responsible Deputy Chief not later than three (3) days after use. In the event of a lost or missing receipt, the responsible party must complete a statement explaining the absence of the documentation and confirming that the expenses were legitimately incurred in the conduct of VFD business.

Personal use of credit cards is strictly prohibited and is subject to disciplinary actions. Other prohibited uses include cash advances and alcoholic beverage charges.

A cardholder who makes an unauthorized purchase or carelessly uses the VFD card may be personally liable for the total amount of the unauthorized purchase and is subject to disciplinary action and criminal charges.

In the event a card is lost or stolen the responsible employee must immediately notify Administration.

Cancellation of Cards - The Administrator/Finance Director may cancel or order the surrender of any card which appears to be misused or abused, and for terminated or retiring employees. The Fire Chief will take the appropriate disciplinary action as provided in the **VFD's Employee Guidelines**.

#### Review and Amendments

This SOP shall be reviewed annually with the Village Fire Commission and updated as necessary to reflect changes in regulations or departmental needs.

Approved By: Amy Buckert  
Title: Administrator/Finance Director  
Date: November 1, 2024  
Revised: N/A



## Village Fire Department (VFD) Credit Card

### Acknowledgement of Card Receipt and Cardholder User Agreement

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Card Number: \_\_\_\_\_

**Transaction Limits:**

Monthly: \_\_\_\_\_ Per Transaction: \_\_\_\_\_

You are being entrusted with a VFD credit card issued by Stellar Bank. The credit card is being provided to you to facilitate the purchase of goods, materials and services for the VFD. It is not an entitlement, nor is it a reflection of your title or position. The card may be canceled or revoked at any time with or without your knowledge or consent. Your signature below indicates that you have read the accompanying Credit Card Policy and will comply with the policy and the terms of this user agreement.

1. I understand that I will be making a financial commitment on behalf of the VFD and will strive to obtain the best value for the Department when making all purchases.
2. I understand that the card is being issued in my name. I will ensure that my card is kept secure, and that my card number will be kept confidential. I will not allow any other person to use my card, OR card number.
3. I have read the VFD Credit Card Policy as well as this cardholder agreement, understand them, and I will comply with both. I understand the failure to do so may be considered misappropriation of public funds and may subject me to revocation of card privileges and disciplinary actions, up to and including termination of employment and/or criminal charges.
4. I will reconcile each transaction per the Credit Card Policy and submit transaction receipts to the Administrator/Finance Director.
5. I will use the card only for legitimate business purchases for which I have been authorized to make. I understand that under no circumstances will I use the credit card to make personal purchases, gift card purchases, or personal withdrawals either for myself or anyone else.
6. I understand that should I violate the terms of this agreement, whether knowingly or by error, and use the credit card for personal use or gain, I will reimburse the Department within 14 days.
7. I understand that I am required to obtain a hard copy receipt from the vendor each time the card is used. When ordering by phone, fax, via the internet, or any other such means that may preclude receiving a receipt in person, I will request that the vendor provide me with a receipt.
8. I understand that I am responsible for immediately notifying the Administrator/Finance Director, my supervisor and the Fire Chief if I believe the card may be lost or stolen. I will complete the lost or stolen card form and submit it to the program administrator within one business day of having reported the card lost.
9. If I use my credit card for travel, I understand the credit card will NOT be utilized for meals. A per diem will be requested through the accounting department per the Department Purchasing and Travel Policies.
10. Upon my resignation/termination, or the request of my supervisor, the Administrator/Finance Director, or the Fire Chief, I will return the card to the Administrator/Finance Director.
11. I understand that I am responsible for all charges on the credit card. As such, I understand that it is my responsibility to reconcile the statement and resolve any discrepancies by either contacting the supplier or Stellar.
12. I am aware of my credit card limit and will always abide by those limits.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_



## EMERGENCY PURCHASE

**SUBJECT:** Emergency Purchases within the operations of Village Fire Department

**PURPOSE:** This policy establishes the procedures for the procurement of goods and services during an emergency event.

**Policy** An emergency purchase is a procurement that is made necessary by a sudden, unexpected occurrence that poses a clear and imminent danger to public safety or requires immediate action to preserve, prevent or mitigate the loss or impairment of life, health, property, or essential public services.

### **PROCEDURE:**

#### **Emergency Purchases during normal business hours.**

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for approved holidays.

The requesting division/purchaser shall contact the Fire Chief or his designee via telephone or email to advise that an emergency purchase order is needed. This request should include a general description of the items needed and an estimate of the cost.

The Administrator/Finance Director or his/her designee shall enter and approve a purchase order in the system for the goods or services being purchased with an estimate of the cost. The description should include notes in the reason for the emergency purchase order.

#### **Emergency Purchases Outside Normal Business Hours**

If an emergency occurs which requires the purchase of goods or services outside normal business hours and unable to reach the Chief, the supervisor on duty may initiate purchases necessary to mitigate the emergency without an approved purchase order.

A purchase order for the goods or services being purchased shall be entered and approved by the requesting department the next business morning for issuance of an approved purchase order. The words "emergency purchase" shall be included in the description field.

**Approved By:** Amy Buckert  
**Title:** Administrator/Finance Director  
**Date:** November 1, 2024  
**Revised:** N/A

# 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 2024-01

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:	Katherine Stuart	Village Fire Department
Date:	September 26, 2024	
Re:	Budget Amendment 2024-01 Budget	

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During the regular monthly Village Fire Department Board Meeting on September 25, 2024, the Village Fire Department Board of Commissioners unanimously approved the intra-budgetary transfers listed below and request Budget Amendment 2024-01 be considered at your next council meeting. The proposed amendment will NOT result in additional assessments.

Please put this budget amendment on our agenda for consideration and advise us on your council's action in writing.

Thank you,

Katheirne Stuart

Attached: Proposed Budget Amendment 2024-01



Village Fire Department  
Budget Amendment 2024-01

Proposed Budget Amendment 2024-01

Listed below are the specific line items proposed to be amended. The proposed amendment will NOT result in additional assessments.

Line Items for BA 2024-01	2024 Line Item Amounts- Approved	BA 2024-01	2024 Line Item Amounts- Amended
Misc. Tools & Equipment - FIRE	32,375.00	6,000.00	38,375.00
Base Pay/Salaries	5,542,285.00	(63,680.00)	5,478,605.00
Higher Class	18,540.00	19,000.00	37,540.00
Overtime - REGULAR	206,000.00	90,000.00	296,000.00
Overtime - TRAINING	45,320.00	(45,320.00)	0.00
Professional Certification	57,000.00	9,000.00	66,000.00
FICA	454,512.98	700.00	455,212.98
Retirement - TMRS	402,809.12	700.00	403,509.12
Health Insurance	1,246,876.09	(120,642.73)	1,126,233.36
Internet, Phones, & TV - Comcast	19,800.00	3,500.00	23,300.00
Mobile Device Services	4,066.80	4,500.00	8,566.80
Communications - Motorola 47 & NICE	43,000.00	(1,100.00)	41,900.00
Incident Records & CAD - Propheonix	24,000.00	1,300.00	25,300.00
EMS Protocol App - Handtevy	2,300.00	4,000.00	6,300.00
Training Software & Vehicle Checks - Vector Solutions	7,000.00	1,100.00	8,100.00
Dispatch Alerting System - US Designs	7,921.05	3,078.95	11,000.00
Law Enforcement Equipment	2,850.00	300.00	3,150.00
Property & Casualty Insurance	72,306.32	18,491.18	90,797.50
Office Supplies	8,000.00	(3,500.00)	4,500.00
Accounting Services	0.00	66,000.00	66,000.00
Legal Services	36,000.00	10,000.00	46,000.00
Legal Notices & Advertising	3,000.00	572.60	3,572.60
Dispatch Training & Certification Fees	0.00	2,000.00	2,000.00
Emergency Contingency	20,000.00	(6,000.00)	14,000.00
<b>TOTAL</b>		<b>0.00</b>	

The proposed amendment will NOT result in additional assessments.

## Village Fire Department FY 2024 Approved Budget Detail w/ Budget Amendment 2024-01

	FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	Note
<b>Capital Expenditures</b>				
Physical Plant/Facility	10,000.00		10,000.00	Transferred 6,000 from Emergency Contingency [for chainsaws]
Misc. Tools & Equipment - FIRE	32,375.00	6,000.00	38,375.00	
Misc. Tools & Equipment - EMS	26,356.25		26,356.25	
Protective Gear	41,680.00		41,680.00	
Gym Equipment	0.00		0.00	
Office Computers	3,924.00		3,924.00	
Apparatus Computers	13,734.00		13,734.00	
Radios	64,964.00		64,964.00	
<b>Capital Expenditures TOTAL</b>	<b>193,033.25</b>	<b>6,000.00</b>	<b>199,033.25</b>	

	FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	Note
<b>Personnel Expenditures</b>				
<b>Payroll</b>				
Base Pay/Salaries	5,542,285.00	(63,680.00)	5,478,605.00	Transferred to 19,000 to Higher Class
457 Plan Compensation	110,845.70		110,845.70	Transferred 44,680 to Overtime-REGULAR
Longevity	22,000.00		22,000.00	
Higher Class	18,540.00	19,000.00	37,540.00	Transferred 19,000 from Base Pay/Salaries
Overtime - REGULAR	206,000.00	90,000.00	296,000.00	Transferred 44,680 from Base Pay/Salaries
Overtime - CPR	10,085.76		10,085.76	Transferred 45,320 from Overtime-TRAINING
Overtime - EVENTS	0.00		0.00	
Overtime - TRAINING	45,320.00	(45,320.00)	0.00	Transferred 45,320 to Overtime-REGULAR
Professional Certification	57,000.00	9,000.00	66,000.00	Transferred 9,000 from Health Insurance
FICA	454,512.98	700.00	455,212.98	Transferred 700 from Health Insurance
<b>Total Payroll</b>	<b>6,466,589.44</b>	<b>9,700.00</b>	<b>6,476,289.44</b>	
<b>Benefits</b>				
Retirement - TMRS	402,809.12	700.00	403,509.12	Transferred 700 from Health Insurance
				Transferred 9,000 to Professional Certification
				Transferred 700 to FICA
				Transferred 700 to TMRS
				Transferred 4,500 to Mobile Device Services
				Transferred 1,300 to Incident Records & CAD-Propheonix
				Transferred 4,000 to EMS Protocol App-Handtevy
				Transferred 3,078.95 to Dispatch Alerting System
				Transferred 300 to Law Enforcement Equipment
				Transferred 18,491.18 to Property & Casualty
				Transferred 66,000 to Accounting Services
				Transferred 10,000 to Legal Services
				Transferred 572.60 to Legal Notices/Advertising
Health Insurance	1,246,876.09	(120,642.73)	1,126,233.36	Transferred 2,000 to Dispatch Training
Basic Life, ADD, & LTD Insurance	34,448.94		34,448.94	
Worker's Comp. Insurance	71,651.48		71,651.48	
Meal Allowance	46,000.00		46,000.00	
<b>Total Benefits</b>	<b>1,801,785.63</b>	<b>(119,942.73)</b>	<b>1,681,842.90</b>	
<b>Personnel Expenditures TOTAL</b>	<b>8,268,375.07</b>	<b>(110,242.73)</b>	<b>8,158,132.34</b>	

	FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	Note
<b>Operating Expenditures</b>				
<b>Red Trucks &amp; Saving Lives</b>				
Ambulance Medical Supplies	70,000.00		70,000.00	
IP Address VPN - PS Lightwave	8,820.00		8,820.00	
Internet, Phones, & TV - Comcast	19,800.00	3,500.00	23,300.00	Transferred 3,500 from Office Supplies
Mobile Device Services	4,066.80	4,500.00	8,566.80	Transferred 4,500 from Health Insurance
City of Houston Radio System	19,680.00		19,680.00	
Communications - Motorola 47 & NICE	43,000.00	(1,100.00)	41,900.00	Transferred 1,100 to Training Software
Incident Records & CAD - Propheonix	24,000.00	1,300.00	25,300.00	Transferred 1,300 from Health Insurance
EMS Protocol App - Handtevy	2,300.00	4,000.00	6,300.00	Transferred 4,000 from Health Insurance
Training Software & Vehicle Checks - Vector Solutions	7,000.00	1,100.00	8,100.00	Transferred 1,100 from City of Houston Radio System
EMS Equipment Maintenance - ProCare/Stryker	21,000.00		21,000.00	
Uniforms	20,000.00		20,000.00	
Fuel	48,000.00		48,000.00	
Vehicle Licenses & Permits	5,000.00		5,000.00	
Dues & Subscriptions	2,439.00		2,439.00	
<b>Total Red Trucks &amp; Saving Lives</b>	<b>295,105.80</b>	<b>13,300.00</b>	<b>308,405.80</b>	
<b>Dispatch</b>				
Dispatch Alerting System - US Designs	7,921.05	3,078.95	11,000.00	Transferred 3,078.95 from Health Insurance
Electronic Protocol Cards - Pro QA	2,500.00		2,500.00	
Translation Service - Language Line	200.00		200.00	
<b>Total Dispatch</b>	<b>10,621.05</b>	<b>3,078.95</b>	<b>13,700.00</b>	
<b>Fire Prevention - Fire Marshal's Office</b>				
Public Education & Relations	5,000.00		5,000.00	
Inspections	200.00		200.00	
Fire Investigations	950.00		950.00	
Law Enforcement Equipment	2,850.00	300.00	3,150.00	Transferred 300 from Health Insurance
<b>Total Fire Prevention</b>	<b>9,000.00</b>	<b>300.00</b>	<b>9,300.00</b>	
<b>Fire Station</b>				
Building Maintenance	26,892.22		26,892.22	
Station Supplies	18,600.00		18,600.00	
Public Utilities	54,240.00		54,240.00	
Rent	10.00		10.00	
Property & Casualty Insurance	72,306.32	18,491.18	90,797.50	Transferred 18,491.18 from Health Insurance
<b>Total Fire Station</b>	<b>172,048.54</b>	<b>18,491.18</b>	<b>190,539.72</b>	

		FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	Note
<b>Office</b>					
Office Supplies	8,000.00	(3,500.00)		4,500.00	Transferred 3,500 to Internet, Phones, TV-Comcast
VFD Branded Stationary	500.00			500.00	
Postage Meter Rental - Pitney Bowes	1,800.00			1,800.00	
Shipping	632.50			632.50	
Phones - 8x8	6,000.00			6,000.00	
HRIS - Paycom, UKG, or other	18,000.00			18,000.00	
Accounting - QuickBooks	3,000.00			3,000.00	
Office Software & Email - Microsoft 365	7,000.00			7,000.00	
Adobe	731.64			731.64	
Bank Service Charges	7,000.00			7,000.00	
<b>Total Office</b>	<b>52,664.14</b>	<b>(3,500.00)</b>		<b>49,164.14</b>	
<b>Professional Services</b>					
Accounting Services	0.00	66,000.00		66,000.00	Transferred 66,000 from Health Insurance
Legal Services	36,000.00	10,000.00		46,000.00	Transferred 10,000 from Health Insurance
IT Services	28,000.00			28,000.00	
Health Insurance Consulting Services	11,500.00			11,500.00	
Medical Director Services	20,000.00			20,000.00	
Legal Notices & Advertising	3,000.00	572.60		3,572.60	Transferred 572.60 from Health Insurance
Other Professional Services	16,000.00			16,000.00	
<b>Total Professional Services</b>	<b>114,500.00</b>	<b>76,572.60</b>		<b>191,072.60</b>	
<b>Training</b>					
Fire Training	37,740.00			37,740.00	
Fire Certification Fees	7,320.00			7,320.00	
EMS Training	18,000.00			18,000.00	
EMS Certification Fees	6,000.00			6,000.00	
Emergency Management Training - (TDEM)	7,000.00			7,000.00	
Fire Marshal Training	8,000.00			8,000.00	
Fire Marshal Certification Fees	0.00			0.00	
Dispatch Training & Certification Fees	0.00	2,000.00		2,000.00	Transferred 2,000 from Health Insurance
Admin Training & Certification Fees	5,000.00			5,000.00	
General Supplies for Training	5,000.00			5,000.00	
Other Training	0.00			0.00	
<b>Total Training</b>	<b>94,060.00</b>	<b>2,000.00</b>		<b>96,060.00</b>	

	FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	Note
<b>Maintenance</b>				
Vehicle Maintenance	165,000.00		165,000.00	
Equipment & Supplies Maintenance	36,400.00		36,400.00	
Bunker Gear Maintenance	26,000.00		26,000.00	
SCBA Maintenance	15,000.00		15,000.00	
Knox Contracts	1,200.00		1,200.00	
Fuel System	900.00		900.00	
<b>Total Maintenance</b>	<b>244,500.00</b>	<b>0.00</b>	<b>244,500.00</b>	
<b>Events &amp; Other</b>				
VFD Fire Commission & Meeting Expenses	7,580.00		7,580.00	
VFD Events	25,000.00		25,000.00	
Fundraiser Events	0.00		0.00	
CPR Supplies, Cards, & Equipment	7,000.00		7,000.00	
Emergency Contingency	20,000.00	(6,000.00)	14,000.00	Transferred 6,000 to Misc Tools/Equip.-FIRE
<b>Total Events &amp; Other</b>	<b>59,580.00</b>	<b>(6,000.00)</b>	<b>53,580.00</b>	
<b>Operating Expenditures TOTAL</b>	<b>1,052,079.53</b>	<b>104,242.73</b>	<b>1,156,322.26</b>	
	FY 2024 Approved	FY 2024 BA 2024-01	FY 2024 Amended Budget	
<b>TOTAL (capital, personnel, &amp; operating)</b>	<b>9,513,487.85</b>	<b>0.00</b>	<b>9,513,487.85</b>	
Capital Replacement Budget	400,000.00	0.00	400,000.00	
<b>Total Budget</b>	<b>9,913,487.85</b>	<b>0.00</b>	<b>9,913,487.85</b>	



TO: City Council

FROM: City Engineer

MEETING DATE: October 28, 2024

SUBJECT: Consideration and possible action on the City Engineering

**Agenda Item: 4**

**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. are 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:

Paving Improvement Project: AAA Asphalt submitted a bid of \$777,514.50 for the Paving Improvement Project. However, an error was discovered in the quantities for cement stabilized sand, cement, and prime coat. The Contractor agreed to honor the unit prices from the original bid while correcting the quantities. This adjustment resulted in a significant reduction in the overall project cost. The revised bid maintains the original unit prices while adjusting for the corrected quantities, ensuring a fair and transparent process for both the city and the contractor. The revised total cost is confirmed at \$609,108. The original contract award date was September 23rd (regular City Council meeting)

- Construction Timeline:
  - Start: Late October 2024.
  - Completion: March 2025.

Windermere Outfall Repair Project: HDR with Councilman Dodds held a meeting with residents at 14 and 15 Windermere Lane regarding the Windermere Outfall Repair Project. Following this, HDR obtained written consent from both property owners to conduct surveys on their lands. The firm then coordinated with Landtech Surveying, receiving a quote of \$18,600.00 for surveying from Windermere to the edge of Buffalo Bayou. Once the survey is completed, HDR plans to

proceed with coordinating costs and scope of work with Geopier Solutions for the project's next phase.

**Recommendations:**

- (1) Approval of the survey for the Windermere Outfall Project with Landtech Surveying.
- (2) Approval for Piney Point Road Pavement Lifting Project with Uretex.
- (3) Approval for CCTV of Chapelwood Storm Sewer Project.
- (4) Approval for Chapelwood Storm Sewer Connection Project.
- (5) Blalock Road drainage. (Observation (No Action), Point Repair, Full Replacement)
- (6) Radar speed limit signage.

**Attachments:**

*Engineer Report.*



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

City Council Meeting Date: October 28, 2024

Submit to City: October 24, 2024

**ACTION ITEMS:**

1. Approval of Survey for Windermere Outfall Project (Landtech Surveying)
2. Approval for Pavement Lifting on North Piney Point Road (Uretex)
3. Approval for CCTV of Chapelwood Storm Sewer
4. Approval for Chapelwood Storm Sewer Connection Project
5. Direction of Blalock Road Action (Observation (No Action), Point Repair, Full Replacement)
6. Radar Sign Decision

**CURRENT PROJECTS:**

**7. 2023 Paving Improvement Project**

- Bid Opening Results: AAA Asphalt for \$777,514.50
  - i. There was an error in quantities for cement stabilized sand, cement, and prime coat. The Contractor agreed to honor unit prices from original bid and corrected the quantities. This resulted in a 27.6% reduction in price bringing the total cost to \$609,108.00.
- Contract Award: September 23<sup>rd</sup> regular City Council meeting
- Begin Construction: late-October 2024
- Construction completion: March 2025
- City has executed the contract and HDR is coordinating the pre-construction meeting.

**8. COH Windermere Outfall Repair Project**

- HDR and Councilman Dodds conducted a meeting with the residents at 14 and 15 Windermere Lane.
- HDR has received written confirmation from both residents to conduct survey on both properties. HDR has coordinated with Landtech Surveying and received a quote of \$18,600.00 to survey from Windermere to the edge of the water of Buffalo Bayou.
- After receiving survey, HDR will proceed forward with coordinating costs and scope of work with Geopier solutions.

**9. School Zones Improvements**

A Notice to Proceed has been provided to CTC Traffic, Inc. who is currently coordinating all of the required flashing signals, signage, poles, hardware, etc. CTC Traffic, Inc has updated HDR that they will begin installation on November 11. HDR will meet contractors on-site on November 7 to mark final sign locations.

**10. 7 Smithdale Estates**

HDR has conducted a site visit and has processed the pay estimate to send to the City.

### 11. Chuckanut Lane Drainage Improvements

HDR received the signed engineering contract in July and has begun the design, with anticipated completion of November 2024.

Resident Townhall Meetings: November/December 2024

Advertise and Bid: January 2025

Begin Construction: March 2025

### 12. North Country Squire Concrete Point Repairs

HDR conducted a final site visit and provided OnPar with a punch list. As of October 8th 2024, all punch list items have been completed and HDR has processed and sent the Pay Estimate to the City.

### 13. Harris County Traffic Signals Project

This project includes the replacement of the traffic signals at Memorial & Blalock, Memorial & Piney Point, and Memorial & San Felipe. The City confirmed the logo for the signage and has communicated with the County. HDR met with the County on September 25<sup>th</sup> for survey verification, and is monitoring progress with Harris County.

### 14. Soldiers Creek Subwatershed Feasibility Study Project

HCFCFCD has contacted Hedwig Village, Piney Point Village, and Hunter's Creek Village about a feasibility study to understand drainage and erosion on Soldiers Creek and to identify realistic solutions and concepts for design and construction. They have also requested information the City has on the watershed to assist in their feasibility study. HDR has provided several studies and as-built plans to the HCFCFCD to be incorporated into the feasibility study. The Hedwig Village Mayor has also reached out to the other Villages Mayors to set up meetings so all three Villages can be engaged and provide input in the study. Haff and Associates is doing the study and will engage HDR when necessary.

### 15. MS4

The new MS4 came out providing directions to establish a new 5-year plan. HDR was approved by Council to move forward with this preparation. The new plan is to be due on February 11<sup>th</sup>, 2025.

### 16. South Piney Point Road Improvements

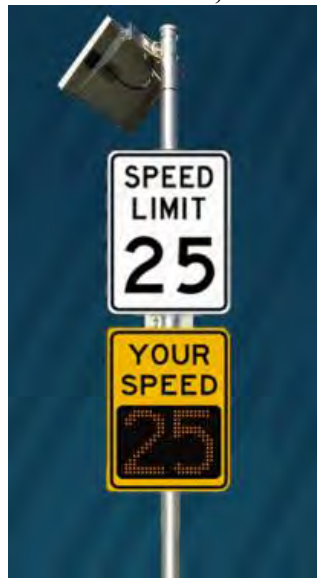
- Per direction from the City, HDR has begun coordinating with Contractors on additional signage and re-doing striping along South Piney Point Road to improve safety.
- Sign Options
  - **Radarsign** - \$3,850.00



- **TreeTop Products** = \$3,500.00



- **Trafficalm - \$4,750.00**



- HDR is currently coordinating with contractors on quotes for the restriping of South Piney Point Road.

### **Blalock**

- HDR met with MVWA on September 30th to discuss the collapse of its sanitary sewer near the intersection of Blalock and Memorial. Per MVWA's investigation, it appears that there is some sanitary seepage into the City's Storm Sewer. The City gave MVWA permission to CCTV the storm sewer in order to identify that location. HDR is currently reviewing those tapes.
- After the site visit, HDR identified two sinkhole locations along Memorial. HDR has investigated potential repair solutions:
  - i. Observation
  - ii. Point Repair - \$57,881.11
    - Includes removal and replacement of existing inlet, 40 LF of storm sewer, and sidewalk.
  - iii. Replacement and Upsizing of Storm Sewer on Blalock from Memorial to Taylorcrest : \$15,574,061.64.



- Includes installation of 42" RCP, 48" RCP, and 6' x 4' Precast Reinforced Box Culverts. Additionally, will include driveway replacements, sidewalk, and intersection replacements.

## **Attachments**

Page 5-6: Blalock OPCC 1 and 2

Page 7: LandTech Proposal for Winderemere

Page 8-14: Chapelwood Exhibit and OPCC

Page 15-19: Chapelwood CCTV Quotes

Page 20-24: Uretek Proposal for North Piney Point Road

Page 25: Signage Quotes for South Piney Point Road

OPINION OF PROBABLE CONSTRUCTION COST					
Blalock Road Drainage Improvements					
CITY OF PINEY POINT VILLAGE					
OCTOBER 2024					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL AMOUNT
<b>A) GENERAL ITEMS</b>					
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	\$ 40,000.00	\$ 40,000.00
2	Temporary Sediment Control including Inlet protection barriers, Stage I and II inlets and existing inlets, including filter fabric fence, gravel bags, repair and replacement, maintenance and removal of sediments and TDPES requirements, complete in place, the sum of:	L.S.	1	\$ 20,000.00	\$ 20,000.00
3	Tree Protection, complete in place, the sum of:	L.S.	1	\$ 25,000.00	\$ 25,000.00
<b>SUB-TOTAL GENERAL ITEMS</b>					<b>\$ 85,000.00</b>
<b>B) PAVING ITEMS</b>					
3	4-1/2" thick concrete sidewalk, including sawcutting, subgrade, bank sand bedding, reinforcement and joints, complete in place the sum of:	S.Y.	4,461	\$ 10.00	\$ 44,611.11
4	2" HMAc Type D overlay, complete in place the sum of:	S.Y.	900	\$ 65.00	\$ 44,611.11
5	8" lime stabilized subgrade, complete in place, the sum of:	S.Y.	900	\$ 15.00	\$ 13,500.00
6	Lime for lime stabilized subgrade (8% by dry weight), complete in place, the sum of:	TON	18	\$ 215.00	\$ 21,200.00
7	Prime Coat, complete in place, the sum of:	GAL	315	\$ 4.50	\$ 1,417.50
<b>SUB-TOTAL PAVING ITEMS</b>					<b>\$ 125,339.72</b>
<b>C) DRAINAGE ITEMS</b>					
8	Remove and dispose of existing storm sewer and culverts, all depths, all sizes, all material types, including excavation and backfill and site restoration, complete in place the sum of:	L.F.	10,150	\$ 30.00	\$ 304,500.00
9	12-inch PVC (AWWA C-900, DR 18) Class 150, Water Line by Trenchless Construction, all depths, including Service Connection Pits, fittings and restraints, complete in place the sum of:	L.F.	810	\$ 50.00	\$ 40,500.00
10	6'x 4' Precast Reinforced Concrete Box Culvert, all depths, cement stabilized sand bedding and backfill, complete in place the sum of:	L.F.	4,390	\$ 850.00	\$ 3,731,500.00
11	42" 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.	690	\$ 375.00	\$ 258,750.00
12	48" 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.	2,990	\$ 425.00	\$ 1,270,750.00
13	Type 'A' Storm Sewer Inlet, all depths, including ring and cover, cement stabilized sand bedding and backfill, complete in place the sum of:	EA.	52	\$ 6,500.00	\$ 5,606,000.00
14	Storm Sewer Manhole	EA.	19	\$ 6,000.00	\$ 114,000.00
<b>SUB-TOTAL PAVING ITEMS</b>					<b>\$ 11,326,000.00</b>
<b>SUB-TOTAL GENERAL ITEMS</b>					<b>\$ 85,000.00</b>
<b>SUB-TOTAL PAVING ITEMS</b>					<b>\$ 125,339.72</b>
<b>SUB-TOTAL DRAINAGE ITEMS</b>					<b>\$ 11,326,000.00</b>
<b>30% CONTINGENCY COST:</b>					<b>\$ 3,460,901.92</b>
<b>5% ADDITIONAL FOR MARKET VOLATILITY</b>					<b>\$ 576,820.00</b>
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COST</b>					<b>\$ 15,574,061.64</b>
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.					



OPINION OF PROBABLE CONSTRUCTION COST					
Blalock Road Drainage Improvements					
CITY OF PINEY POINT VILLAGE					
OCTOBER 2024					
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	Temporary Sediment Control including Inlet protection barriers, Stage I and II inlets and existing inlets, including filter fabric fence, gravel bags, repair and replacement, maintenance and removal of sediments and TDPES requirements, complete in place, the sum of:	L.S.	1	\$ 10,000.00	\$ 10,000.00
3	Tree Protection, complete in place, the sum of:	L.S.	1	\$ 2,500.00	\$ 2,500.00
SUB-TOTAL GENERAL ITEMS					\$ 22,500.00
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.	28	\$ 10.00	\$ 277.78
SUB-TOTAL PAVING ITEMS					\$ 277.78
C) DRAINAGE ITEMS					
11	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	\$ 15.00	\$ 600.00
12	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
13	Type 'A' Storm Sewer Inlet, all depths, including ring and cover, cement stabilized sand bedding and backfill, complete in place the sum of:	EA.	1	\$ 6,500.00	\$ 6,500.00
SUB-TOTAL PAVING ITEMS					\$ 20,100.00
SUB-TOTAL GENERAL ITEMS					\$ 22,500.00
SUB-TOTAL PAVING ITEMS					\$ 277.78
SUB-TOTAL DRAINAGE ITEMS					\$ 20,100.00
30% CONTINGENCY COST:					\$ 12,863.33
5% ADDITIONAL FOR MARKET VOLATILITY					\$ 2,140.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST					\$ 57,881.11
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.					

October 10, 2024

Ms. Gracie Moylan  
Civil EIT  
HDR, Inc.  
11700 Katy Freeway, Suite 250  
Houston, Texas 77079

Re: City of Piney Point Village- Windermere

Dear Ms. Moylan:

It is my pleasure to submit the following proposal for providing professional surveying services for the above referenced project. The scope of work and associated fee are as follows:

Topographic survey of 30-foot strip on both sides of the 10-foot drainage easements between Lots 14 and 15 from Windemere to the edge of the water of Buffalo Bayou. Elevation will reference to the City of Piney Point Village Benchmark.

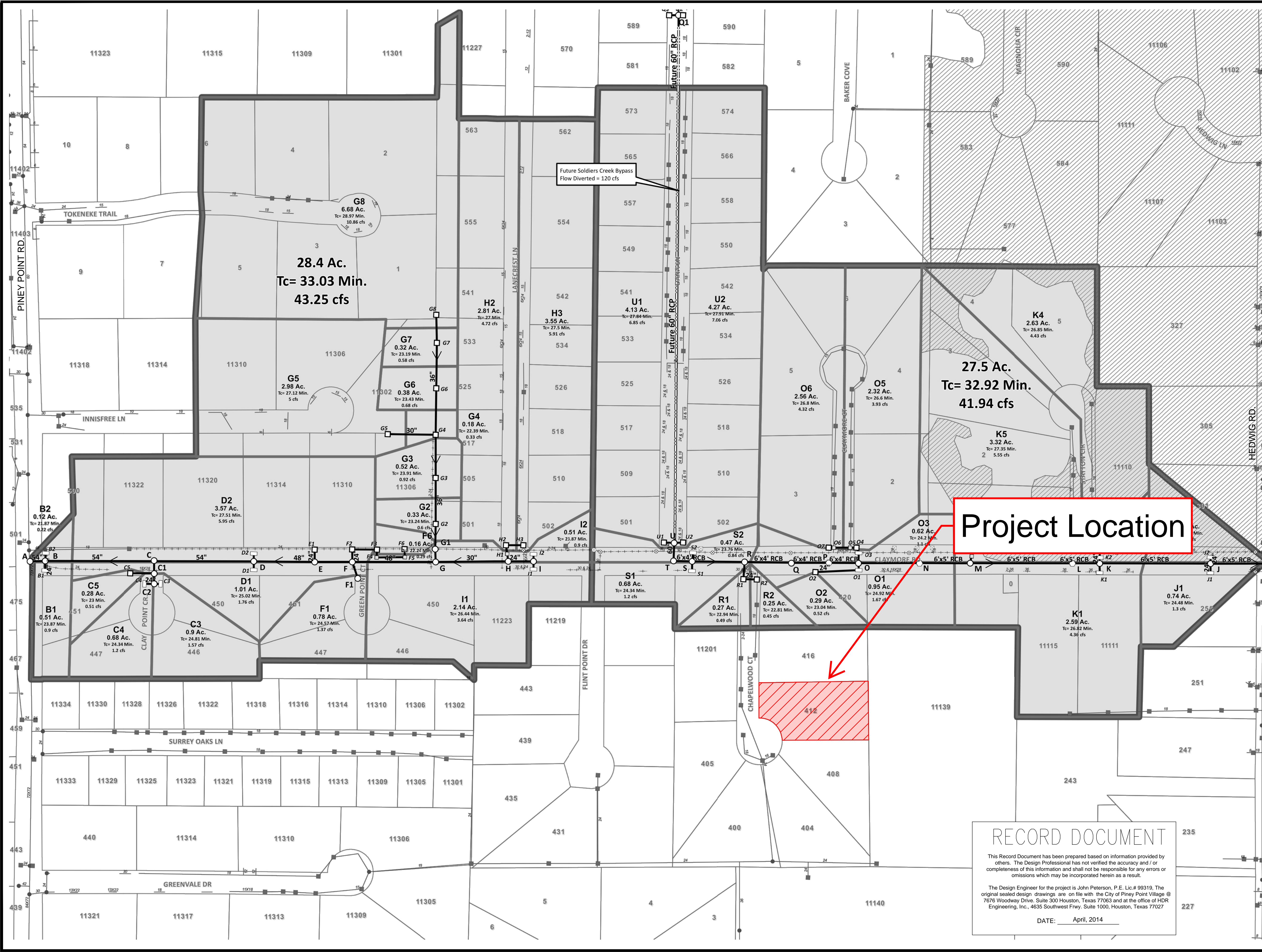
Lump Sum Fee of \$18,600.00

Thank you for the opportunity to submit this proposal.



Paul Kwan, RPLS  
President





**Notes:**

1. See Sheet G9 for Drainage Calculations.
2. Flows indicated on this drawing are based on City of Houston 5 year storm frequency curves.

**Legend**

**Prop. Storm Inlets**

- Prop. Area Inlet
- Prop. Curb Inlet

**Proposed Storm Manholes**

- Prop. Manhole
- Prop. Conflict Manhole
- Prop. Junction Box

← Prop. Storm Pipe

==== Future By-Pass Pipe

**Existing Inlets**

- Existing Inlet
- ⊗ Exist. Inlet To Be Removed

**Existing Manholes**

- Existing Manhole
- ⊗ Exist. Manhole To Be Removed

— Existing Storm Sewer

++++ Exist. Storm Sewer To Be Removed

▭ Claymore Drainage Sub Areas

▭ Claymore Drainage Basins

▭ Parcels

**Flood Zones**

- ▨ 500 Yr. Flood Zone
- ▩ 100 Yr. Flood Zone

PRIVATE UTILITY LINES SHOWN  
AT LEAST 48 HOURS BEFORE EXCAVATING IN STREET R.O.W. OR EASEMENTS CALL THE LONE STAR NOTIFICATION 713-223-4567.

CenterPoint Energy / Electric Facilities  
(Approved Only for Crossing Underground Ductlines, Unless Otherwise Noted.)  
Valid at Time of Review Only.

AT&T TEXAS/SWBT UTILITY LINES SHOWN

Approved for AT&T Texas/SWBT Underground Conduit Facilities Only.  
Signature Valid for One Year.

CenterPoint Energy / Gas Facilities

MK.	DESCRIPTION	DATE	DWN.	CHK.

**HDR | CLAUNCH & MILLER**  
Engineering Consultants  
4635 Southwest Freeway, Suite 1000 • Houston, Texas 77027  
(713) 622-9264 • Fax (713) 622-9265 • www.claunchmiller.com  
HDR Engineering Inc. Texas Reg. No. F-754

**City of Piney Point Village, Texas**

Claymore and Smithdale  
Roadway Improvements

**Drainage Area Map**  
Claymor Road

Job No.: 10-042	Scale: HORZ : VERT : ONE INCH	SHEET <b>G8</b> OF 84
Date: August, 2011	IF ABOVE MARK DOES NOT MEASURE ONE INCH, THEN THIS DWG. NOT TO SCALE	
Dwn By: A. Shaw		
Chkd By: J. Peterson		

DATE: April, 2014

Project Location

**RECORD DOCUMENT**

This Record Document has been prepared based on information provided by others. The Design Professional has not verified the accuracy and / or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result.

The Design Engineer for the project is John Peterson, P.E. Lic.# 99319. The original sealed design drawings are on file with the City of Piney Point Village @ 7678 Woodway Drive, Suite 300 Houston, Texas 77063 and at the office of HDR Engineering, Inc., 4635 Southwest Frwy, Suite 1000, Houston, Texas 77027



The Design Engineer for the project is John Peterson, P.E. Lic.# 99319, The original sealed design drawings are on file with the City of Piney Point Village @ 76 Woodway Drive, Suite 300 Houston, Texas 77063 and at the office of HDR Engineering, Inc., 4635 Southwest Frwy, Suite 1000, Houston, Texas 77027

### Legend

- PRIVATE UTILITY LINES SHOWN  
AT LEAST 48 HOURS BEFORE EXCAVATING IN STREET R.O.W. OR  
BASEMENTS CALL THE LONE STAR NOTIFICATION 713-223-4567.

K.	DESCRIPTION	DATE	DWN.	CHK.
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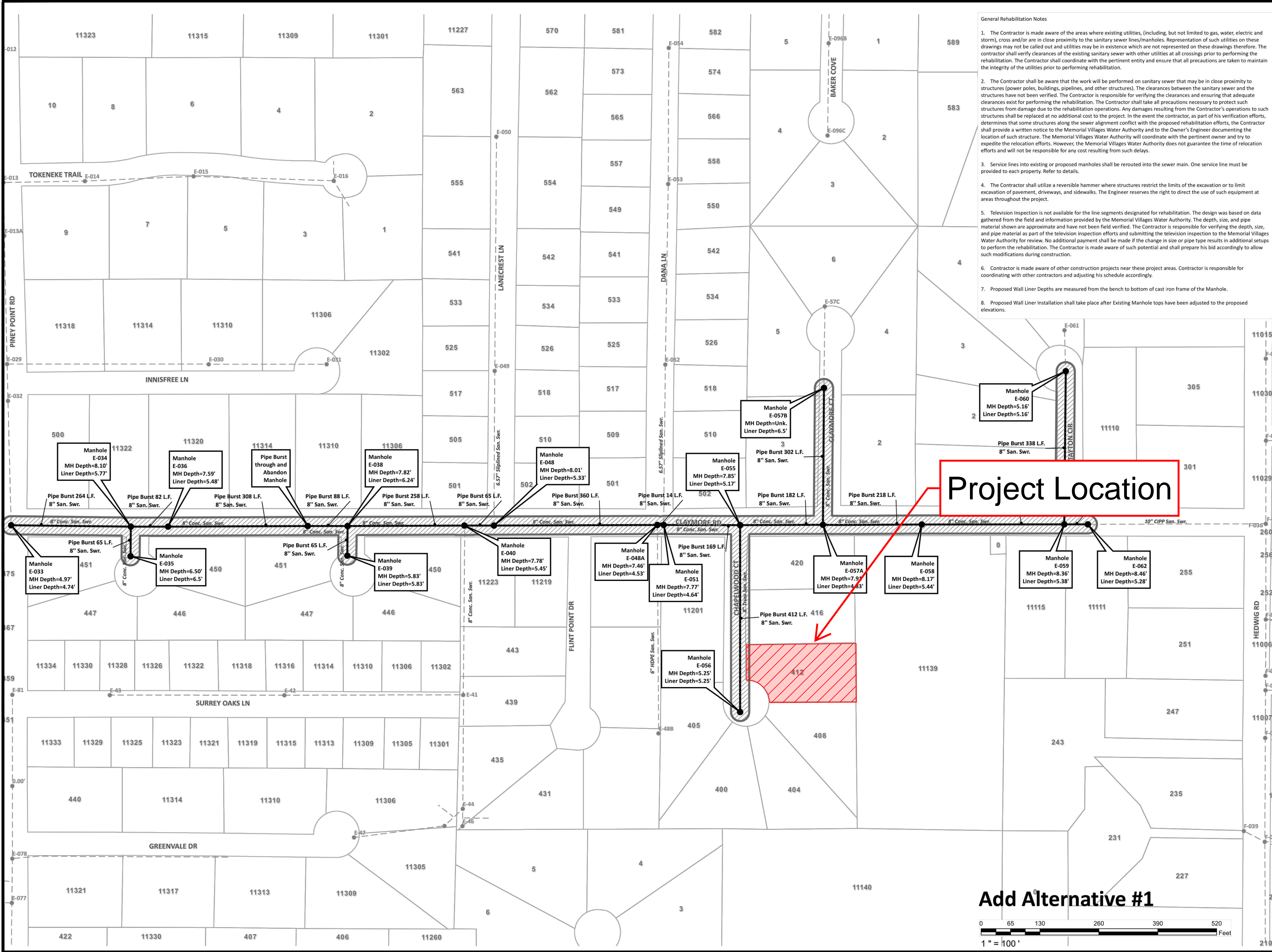


Utility Layout Map  
Area Map

No.: 10-042	Scale:	SHEET
Date: August, 2011	HORIZ : VERT :	G10
Drawn by: A. Shaw	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ONE INCH</div>	
Designed by: J. Peterson	IF ABOVE MARK DOES NOT MEASURE ONE INCH, THEN THIS DWG. NOT TO SCALE	OF 84

HEET  
G10  
F 84





- General Rehabilitation Notes
1. The Contractor is made aware of the areas where existing utilities, (including, but not limited to gas, water, electric and storm), cross and/or are in close proximity to the sanitary sewer lines/manholes. Representation of such utilities on these drawings may not be called out and utilities may be in existence which are not represented on these drawings therefore. The contractor shall verify clearances of the existing sanitary sewer with other utilities at all crossings prior to performing the rehabilitation. The Contractor shall coordinate with the pertinent entity and ensure that all precautions are taken to maintain the integrity of the utilities prior to performing rehabilitation.
  2. The Contractor shall be aware that the work will be performed on sanitary sewer that may be in close proximity to structures (power poles, buildings, pipelines, and other structures). The clearances between the sanitary sewer and the structures have not been verified. The Contractor is responsible for verifying the clearances and ensuring that adequate clearances exist for performing the rehabilitation. The Contractor shall take all precautions necessary to protect such structures from damage due to the rehabilitation operations. Any damages resulting from the Contractor's operations to such structures shall be replaced at no additional cost to the project. In the event the contractor, as part of his verification efforts, determines that some structures along the sewer alignment conflict with the proposed rehabilitation efforts, the Contractor shall provide a written notice to the Memorial Villages Water Authority and to the Owner's Engineer documenting the location of such structure. The Memorial Villages Water Authority will coordinate with the pertinent owner and try to expedite the relocation efforts. However, the Memorial Villages Water Authority does not guarantee the time of relocation efforts and will not be responsible for any cost resulting from such delays.
  3. Service lines into existing or proposed manholes shall be rerouted into the sewer main. One service line must be provided to each property. Refer to details.
  4. The Contractor shall utilize a reversible hammer where structures restrict the limits of the excavation or to limit excavation of pavement, driveways, and sidewalks. The Engineer reserves the right to direct the use of such equipment at areas throughout the project.
  5. Television Inspection is not available for the line segments designated for rehabilitation. The design was based on data gathered from the field and information provided by the Memorial Villages Water Authority. The depth, size, and pipe material shown are approximate and have not been field verified. The Contractor is responsible for verifying the depth, size, and pipe material as part of the television inspection efforts and submitting the television inspection to the Memorial Villages Water Authority for review. No additional payment shall be made if the change in size or pipe type results in additional setups to perform the rehabilitation. The Contractor is made aware of such potential and shall prepare his bid accordingly to allow such modifications during construction.
  6. Contractor is made aware of other construction projects near these project areas. Contractor is responsible for coordinating with other contractors and adjusting his schedule accordingly.
  7. Proposed Wall Liner Depths are measured from the bench to bottom of cast iron frame of the Manhole.
  8. Proposed Wall Liner Installation shall take place after Existing Manhole tops have been adjusted to the proposed elevations.

## RECORD DOCUMENT

This Record Document has been prepared based on information provided by others. The Design Professional has not verified the accuracy and / or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result.

The Design Engineer for the project is John Peterson, P.E. Lic.# 99319, The original sealed design drawings are on file with the City of Piney Point Village @ 7676 Woodway Drive, Suite 300 Houston, Texas 77063 and at the office of HDR Engineering, Inc., 4635 Southwest Fwy, Suite 1000, Houston, Texas 77027

DATE: April, 2014

### Legend

- Manholes to have Liners Installed
- Exist. San. Swr. Manhole
- ▨ Proposed Pipe Bursting Area
- San Swr to be Pipe Burst
- Exist. San Swr Force Main
- - - Exist. San. Swr. Main

PRIVATE UTILITY LINES SHOWN  
AT LEAST 48 HOURS BEFORE EXCAVATING IN STREET R.O.W. OR EASEMENTS CALL THE LONE STAR NOTIFICATION 713-223-4567.

CenterPoint Energy / Electric Facilities  
(Approved Only for Crossing Underground Ductlines, Unless Otherwise Noted.)  
Valid at Time of Review Only.

AT&T TEXAS/SWB/T UTILITY LINES SHOWN

Approved for AT&T Texas/SWB/T Underground Conduit Facilities Only.  
Signature Valid for One Year.

CenterPoint Energy / Gas Facilities

DATE	OWN.	CHK.



**HDR | CLAUNCH & MILLER**  
Engineering Consultants  
4633 Southwest Freeway, Suite 1000 • Houston, Texas 77027  
(713) 622-9264 • Fax (713) 622-9265 • www.claunchmiller.com  
HDR Engineering Inc. Texas Reg. No. F-754

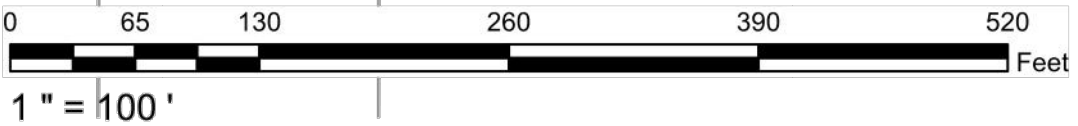
City of Piney Point Village, Texas

Claymore and Smithdale  
Roadway Improvements

Sanitary Sewer Rehabilitation Map  
Claymore Road

Job No.: 10-042	Scale: HORZ : VERT : ONE INCH	SHEET
Date: August, 2011	IF ABOVE MARK DOES NOT MEASURE ONE INCH, THEN THIS DWG. NOT TO SCALE	G12
Dwn By: A. Shaw		OF 84
Chkd By: J. Peterson		ENG-12

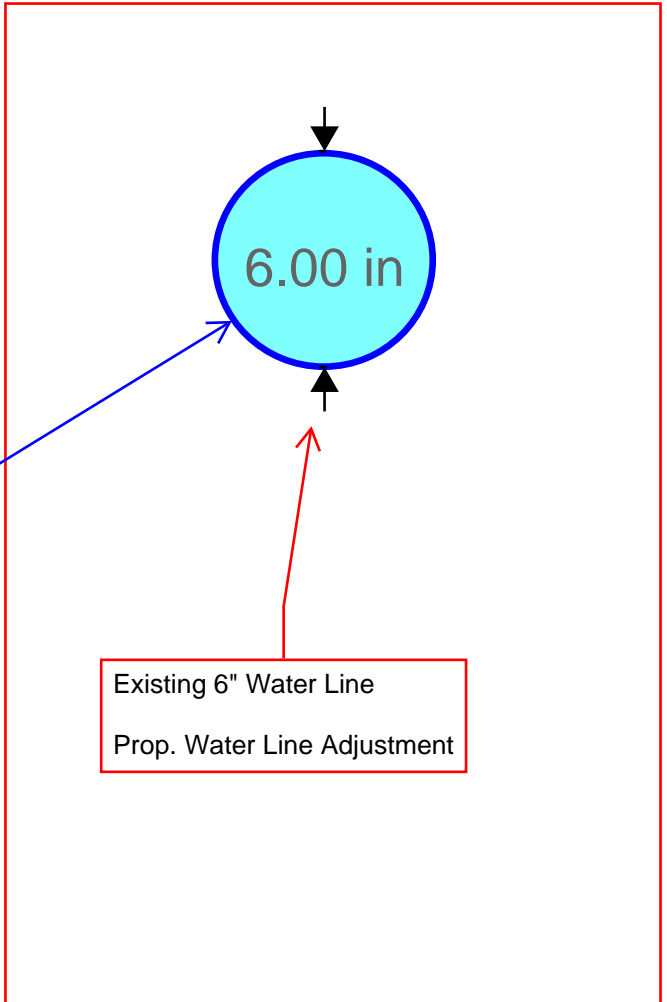
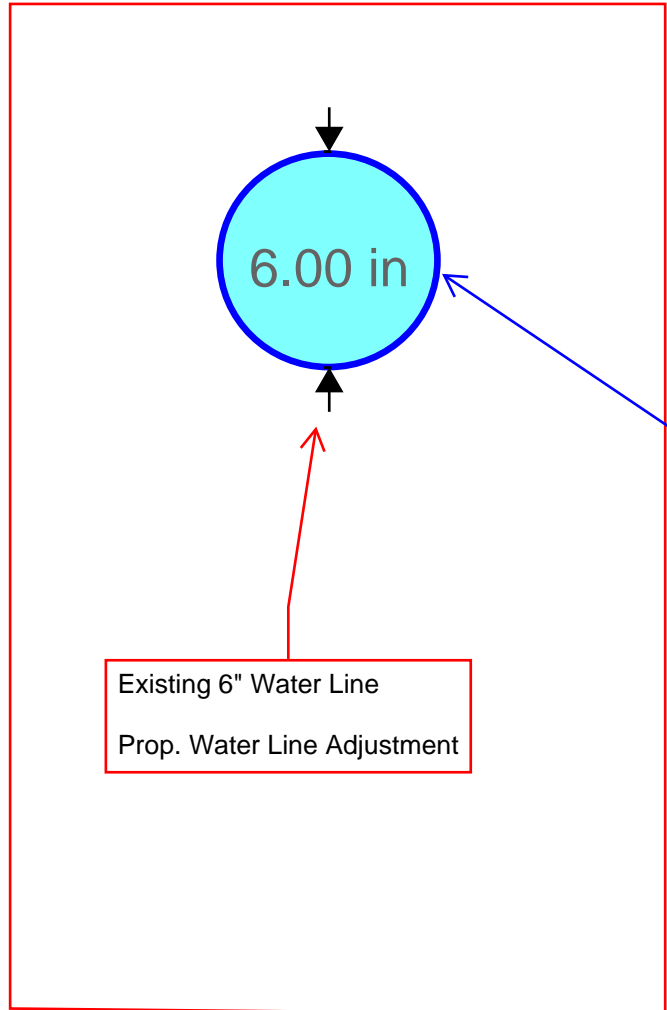
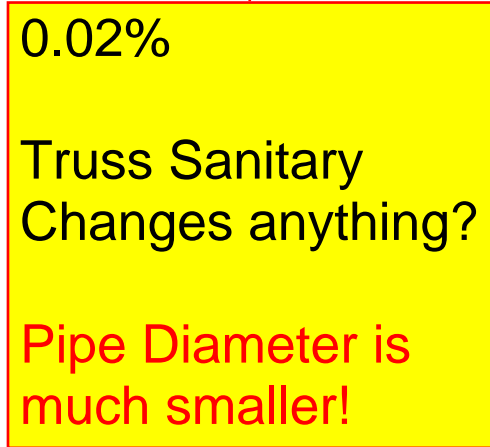
Add Alternative #1











SCALE  
ENG - 14  
1.5 IN : 8 IN



## Chapelwood Ct - Drainage Improvements

Opinion of Probable Construction Costs

City of Piney Point Village

HDR JOB No. 10391487

### 412 Chapelwood Ct

Item	Item Description	Unit	Quantity	Unit price	Cost
1	Traffic Control, complete in place, the sum of:	L.S.	1	\$ 1,000.00	\$ 1,000.00
2	SWP3 Plan, complete in place, the sum of:	L.S.	1	\$ 500.00	\$ 500.00
3	Point Repair 7" thick reinforced concrete pavement, including reinforcement, joints and grading, complete in place, the sum of:	S.Y.	65	\$ 190.00	\$ 12,350.00
4	18" 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	\$ 220.00	\$ 8,800.00
5	Connect proposed storm sewer to existing inlet with concrete collar, complete in place, the sum of:	EA.	1	\$ 1,500.00	\$ 1,500.00
6	Trench safety for all storm sewer greater than 5' deep, including installation, operation and removal, complete in place, the sum of:	L.F.	40	\$ 2.00	\$ 80.00
7	Type A -Inlet,including bedding and backfill, complete in place,the sum of:	EA.	1	\$ 4,000.00	\$ 4,000.00
8	8" inch PVC (C-900) Water Line Adjustment to include 30 LF of water line, bends, fittings and 2-8" wet connections, complete and in place for:	EA.	2	\$ 7,500.00	\$ 15,000.00
9	Remove and Replace Decorative Landscaping, including Flowers, Plants, Bushes, Rocks and Associated Materials within Landscaping Area, complete in place, the sum of:	L.S.	1	\$ 500.00	\$ 500.00
10	Install Tree Protection Fence (up to 5,000LF), complete in place, the sum of:	L.F.	20	\$ 5.00	\$ 100.00
<b>412 Chapelwood Ct Total Cost:</b>					<b>\$ 43,830.00</b>

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







**Chapelwood Ct - C&TV**  
**Contractor Quote Summary**

City of Piney Point Village

October, 2024

HDR Job #: 10391487

<b>Contractor</b>	<b>Proposed Quote Total</b>
AIMS Companies	\$3,900.00
Chief Solutions INC	\$4,160.00
On Par Civil Services, LLC	\$6,037.50
AAA Flexible Pipe Cleaning Co.	\$10,790.00

Oct 4, 2024

Pablo Ortuno HDR  
Pablo.Ortuno@hdrinc.com  
786-213-1370

Thank you for considering AIMS Companies for providing CCTV inspection and cleaning services for

### Chapelwood Ct, City of Piney Point Village

Along with CCTV Inspection and Cleaning services AIMS Companies also specializes in Hydrovac Excavation, Well Cleaning, Manhole Inspection, Manhole Rehab, Vacuum Testing, Hydro-blasting and Dry Vac services.

AIMS COMPANIES					
BID ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL UNIT PRICE
1	CCTV INSPECTION AND CLEANING OF 18" & 24" STROM SEWER	LF	260	\$ 15.00	\$ 3,900.00
TOTAL ESTIMATED PRICE					\$ 3,900.00
1	MANHOLE AND STRUCTURE ACCESS BY OTHERS				
2	MECHANICAL CLEANING WILL BE IN ADDTION TO CLEAN AND TV PRICING				
3	WATER METER AND WATER SOURCE TO BE SUPPLIED BY OTHERS AT NO COST TO AIMS				
4	DELAYS BEYOND OUR CONTROL, STAND BY, OR OTHER WORK INCLUDING EXTRA CLEANING ON POST TV OVER 1 PASS WITH THE NOZZLE - \$350 PER HOUR				
5	AIMS WILL NOT BE RESPONSIBLE FOR REMOVAL OR REPLACEMENT OF BOLTS-WELD IN GRATES, MANHOLES, OR ANY OTHER STRUCTURE				
6	TRAFFIC CONTROL BEYOND CONES TO BE PROVIDED BY OTHERS, INCLUDING PERMITS AT NO COST TO AIMS				
7	PRICING VALID FOR 60 DAYS, PAYMENT TERMS ARE NET 30, TAXES MAY BE APPLICABLE				
8	ALL PERMITS AND PERMISSIONS FROM PROPERTY OWNERS, UTILITIES, AND GOVERNMENT AGENTS PROVIDED BY OTHERS PRIOR TO STARTING WORK				

Regards,

*Gerald Hoffpauir*

Gerald Hoffpauir

Regional Estimator  
  
Cell: 713-875-5472



**Date:** 10/07/2024  
**Customer:** Pablo Ortuno  
**Attn:**  
**Phone No.:** 786-213-1370  
**Email:** Pablo.ortuno@hdrinc.com  
**Project:** CCTV – Chapelwood Ct, Piney Point  
**Plans:**  
**Specifications:**  
**Geo Tech's:**  
**Addenda:**  
**Estimate #:** 2024-201

#### **Scope of Work**

##### **Storm Cleaning and TV: \$6,037.50**

- Video Line
- Clean as necessary
- Video for clean pictures

##### **Pricing valid for 30 days**

1. \*Retention is to be released for our scope of work with-in 60 after our scope is substantially complete
2. \*Pricing based on mutually agreeable contract
3. **Break down of pricing is for accounting only, not for separation of work. This proposal is for the complete package above. If separate awards are required please discuss with us.**

**Thank you for letting On Par service - job requirements**

Thank you,  
Rogelio Munoz  
Managing Partner  
Direct 832-642-5469  
[bidonpar@gmail.com](mailto:bidonpar@gmail.com)

October 03, 2024

**HDR, Inc.**

4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
Direct: 786-213-1370  
Email: pablo.ortuno@hdrinc.com

Attention: Pablo Ortuno

Reference: Storm sewer cleaning at 416 Chapelwood Ct. Houston, TX 77005.

AAA Flexible Pipe Cleaning Co., Inc. proposes to clean the storm sewer lines, that are readily accessible, from 416 Chapelwood Ct. up to the city main on Claymore Rd. Cleaning consists of removing all loose dirt and debris. All material removed will be manifested and disposed of at a state approved facility. HDR is to provide access to all storm sewer lines. Work to be scheduled during regular work hours.

The following "lump sum" pricing will apply:

CCTV		\$ 7,430.00
City of Houston Franchise Fee (4.0%)	If Applicable	\$ 297.20
Tax (8.25%)	If Applicable	\$ 612.98

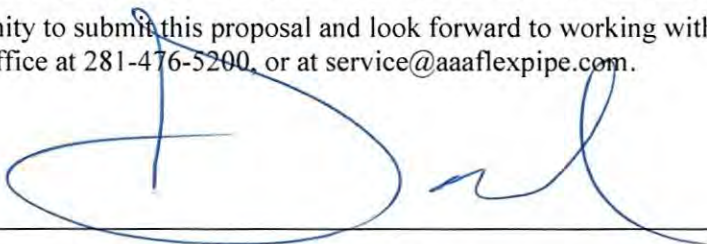
Please Note: Rates could increase due to additional gallons or equipment to complete this job.  
If Applicable: City of Houston Franchise Fee 4.0%

**Customers will be charged sales tax unless a valid Texas sales tax exemption certificate is provided.**

We appreciate the opportunity to submit this proposal and look forward to working with you. If you have any questions, you can contact us at our office at 281-476-5200, or at [service@aaaflexpipe.com](mailto:service@aaaflexpipe.com).

Sincerely,

Guadalupe Candanosa  
Senior Vice President



Accepted By: \_\_\_\_\_ **HDR, Inc.**

By: \_\_\_\_\_  
Signature Printed Name Title

October 03, 2024

**HDR, Inc.**

4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
Direct: 786-213-1370  
Email: pablo.ortuno@hdrinc.com

Attention: Pablo Ortuno

Reference: Storm sewer video inspecting at 416 Chapelwood Ct. Houston, TX 77024.

AAA Flexible Pipe Cleaning Co., Inc. proposes to video inspect the storm sewer lines, that are readily accessible, from 416 Chapelwood Ct. up to the city main on Claymore Rd. A flash drive of the video inspection report and all its findings will be provided. HDR is to provide access to the storm lines. Work to be scheduled during regular work hours.

The following "lump sum" pricing will apply:

Storm Sewer CCTV		\$ 3,360.00
Tax (8.25%)	If Applicable	\$ 277.20

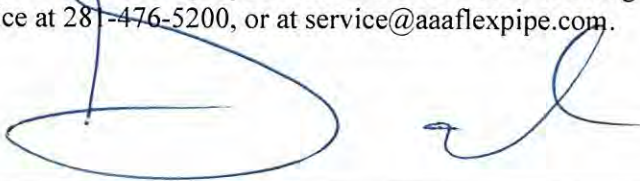
Please Note: Rates could increase due to additional gallons or equipment to complete this job.  
If Applicable: City of Houston Franchise Fee 4.0%

**Customers will be charged sales tax unless a valid Texas sales tax exemption certificate is provided.**

We appreciate the opportunity to submit this proposal and look forward to working with you. If you have any questions, you can contact us at our office at 281-476-5200, or at [service@aaaflexpipe.com](mailto:service@aaaflexpipe.com).

Sincerely,

Guadalupe Candanosa  
Senior Vice President



Accepted By: HDR, Inc.

By: \_\_\_\_\_  
Signature Printed Name Title

Purchase Order No: \_\_\_\_\_ Job No. \_\_\_\_\_ Date \_\_\_\_\_



# PROPOSAL FOR SERVICES

**Prepared for:**

Gracie Moylan

HDR Engineering, Inc - Houston, TX

N. Piney Point Rd - Lift and Stabilization

**Prepared by:**

Robert Vera

Project Manager

**URETEK USA, Inc.**

(346) 225-4284

[rvera@uretekusa.com](mailto:rvera@uretekusa.com)

[www.uretekusa.com](http://www.uretekusa.com)

**Proposal date:**

October 3, 2024

Gracie,

URETEK USA, Inc. is pleased to present this proposal for our safe, non-intrusive, and long-lasting polymer repair solutions. URETEK pioneered and refined the polymer ground injection technology in use today. We have 30 years in the business and over 100,000 (and counting) successful projects to date.

## **Scope of Work:**

HDR Engineering asked URETEK USA to review site located 11318 Innisfree St adjacent to N. Piney Point Rd. There are several areas of concrete pavement settlement, some minor cracking, mismatched longitudinal joints (0.5in-2in) and dips throughout N. Piney Point Rd between Innisfree St and Smithdale Rd. URETEK USA will inject at -4' levels beneath the pavement to stabilize the soils and lift the roadway back to grade. URETEK will profile the area to ensure proper drainage. This will allow the water to flow towards the drains as designed. We are expecting to complete this project in 5-10 working days pending weather conditions. While URETEK can work during the day on HDR's schedule, it would require a partial lane closure via traffic control which will be included in quote.

The work area is approximately 296' x 12' with a maximum of 2in lift needed. This work shall consist of soil densification to strengthen base and sub-base soils under flexible asphalt, concrete, or composite pavement, by furnishing and injecting expansive polyurethane material into the foundation soils beneath the pavement through holes or injection tubes inserted into drilled holes at locations and depths, as shown on the plans or as directed by the Engineer, while monitoring for movement at the surface. If necessary, injection of material shall continue as needed to lift the pavement to grade.

URETEK USA hereby proposes to furnish all equipment, labor, materials and supervision, unless noted otherwise, to complete the scope of work described above. Changes to the Scope of Work such as an extension of the repair area and/or unforeseen conditions will be performed via Change Order.

URETEK USA will notify you immediately upon discovery of any unforeseen conditions as URETEK USA will not proceed with any additional work without your prior written approval.

## **Construction Details:**

URETEK will perform the following operations:

- Pavement Profile will be taken every 10 ft. in a longitudinal direction on edges and center of work area. Profile spots will be taken before and after injections and documented for review. During the procedure for void fill and/or pavement lifting, injections will be monitored by laser level, dial indicator, and/or string line.
- Production units will have mounted proportion pumps capable of maintaining proper polyurethane component material temperature, material pressure and proper mixing of component materials.
- Certified and calibrated Flow Meters will read injected material amounts of components ("A" + "B").

## **Proposed Cost:**

URETEK 486 STAR (Lump Sum)

1 Lump Sum @ \$76,500.00/Lump Sum = \$76,500.00

Traffic Control (Day/Night): Per Day Cost

5 Day/Night (estimated timeframe for completion) @ \$1,750.00/Day/Night = \$8,750.00

**Total Estimate: \$85,250.00**

This pricing is valid for up to 30 days from the date of this proposal.

## **Changes to Scope of Work:**

All change orders must be approved in writing and signed on behalf of URETEK and the project site representative.

## **Items not Included in Quote:**

Bonding/Bond Participation, Saw Cutting, Sales Tax, Joint/Crack Sealing, Milling of Existing Asphalt Wedges (if required)

## **Payment Terms:**

If the agreement is by the pound, the client will only pay for product installed. Payment terms are net 30 unless the contract states differently.

## **BuyBoard National Purchasing Cooperative:**

URETEK is able to accept purchase orders directly based on BuyBoard Contract #730-24 (<https://www.buyboard.com>).

## **Warranty:**

URETEK will provide a two-year unconditional warranty against settlement of more than 1/2" in pavement structures that have been injected. In the unlikely event that movement of more than 1/2" occurs in the injected pavement structure, URETEK will return to inject the pavement structure to lift to proper grade at no charge to the owner. If traffic control is not included in this proposal, URETEK would require that any traffic control required to perform the warranty work be provided by the owner.

Any bonded project shall only provide a one-year warranty from the date of substantial completion. This shall not impact the URETEK two-year unconditional warranty described above.

## **This warranty shall be null if:**

- The client does not perform joint repair and/or crack sealing after URETEK completes their work on the pavement.

## **Concealed or Unknown Conditions:**

It is the responsibility of the owner to provide as-built drawing and site condition information to URETEK before our crew gets on-site to work on a project for the owner. Site condition information includes, but is not limited to soil borings reports, pavement structure drawings, water table information, and architectural drawings of structures in the work area. If it is known that there is underground infrastructure: pipes, culverts, duct banks, conduit, etc. in the proposed work area, the owner must identify them prior to work being started. URETEK will be placing tubes into the ground and injecting a low viscosity liquid. While in the liquid phase, the polymer will flow to the weakest area it encounters. If there are cracked or disjointed pipes, culverts, duct banks, conduits, etc., the structure may be infiltrated and filled with polymer. Unless noted by the owner, URETEK will proceed under the assumption that all underground infrastructure is sound. URETEK will not be held responsible for any harm, damage, or costs to repair or replace said structures that are in disrepair or have open joints.

## **Indemnification & Hold Harmless:**

To the fullest extent permitted by law, the Subcontractor shall indemnify and hold harmless the Contractor, the Contractor's other subcontractors, the Architect, the Owner and their agents, consultants and employees (the Indemnities) from all claims for bodily injury and property damage other than to the Work itself that may arise from the performance of the Subcontract Work, including reasonable attorneys' fees, costs and expenses, that arise from the performance of the Work, but only to the extent caused by the negligent acts or omissions of the Subcontractor, the Subcontractor's Sub Subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. This indemnity includes if the Subcontractor or any of its agents, employees, suppliers, or lower-tier Subcontractors utilize any machinery, equipment, tools, scaffolding, hoists, lifts, or similar items owned, leased, or under the control of the Contractor. The Subcontractor shall be entitled to reimbursement of any defense cost paid above Subcontractor's percentage of liability for the underlying claim to the extent attributable to the negligent acts or omissions of the Indemnities.

## **Schedule:**

Schedule will be discussed between URETEK and client after all paperwork has been approved by both sides. Operations can accommodate day or night/weekday and/or weekend work depending on the client's schedule. Traffic can be returned to the project area 15 minutes after our last injection.

**Merit Shop Contractor:**

URETEK USA, Inc. is a merit shop contractor and all services provided by this proposal will be on a merit shop basis. All reference to labor agreement of any kind, or alluded to, in a contract in principle or a sub-contract, are set aside and not part of this proposal.

Speed Check Signs

Manufacturer/Seller	Model	Description	Product Specifications	Estimated Unit Cost	Source
Radarsign	TC-600 Full Matrix Radar Speed Sign	*Solar/AC *13" LED numbers readable up to 600 ft away *Ideal for traffic speeds 5-70 mph *Optional flashing beacon add-on *11" (portable), 15", and 18" models available	<a href="#">TC-600 Radar Speed Sign Spec Sheet MK0023 v24.01 (radarsign.com)</a>	\$3,850.00	Quote from Radarsign
TreeTop Products (Speed Bumps & Humps)	12" Driver Speed Aware Radar Sign (20 W)	*Solar/AC *12" LED numbers readable up to 600 ft away *60 W solar panel upgrade option *9" model available *Two colors available (white and yellow green)	<a href="#">Untitled (speedbumpsandhumps.com)</a>	\$3,800.00	<a href="#">Speed Aware Radar Speed Signs - - Speed Bumps &amp; Humps by TreeTop Products (speedbumpsandhumps.com)</a>
Trafficalm	iQ1200 Full Matrix Radar Speed Sign	*Solar/AC kit sold seperately *12" LED numbers readable up to 600 ft away *Multiple colors available *9", 15", and 18" models available	<a href="#">TrafficCalm iQ1200 Radar Speed Sign</a>	\$4,750.00	Quote from Trafficalm

TO: City Council

FROM: Aliza Dutt, Mayor

MEETING DATE: October 28, 2024

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

**Agenda Item: 5**

**Summary:**

This agenda item pertains to the mayor's reports, which provide updates on city operations to the council and community.



TO: City Council

FROM: R. Pennington; City Administrator

MEETING DATE: October 28, 2024

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

**Agenda Item: 6**

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

**A. Financial Related Items:**

- i. Financial Report: This report provides an overview of financial activity as of September 2024. Total revenues amount to \$8,545,536, which is 92.5% of the budget and 0.8% lower than last year. Presently, the total operating expenditure is \$5,899,311, representing 76.7% of the budget. Total expenditure is \$6,475,070 at 63.7%. The current revenue over expenditure is \$2,070,466.
- ii. Property Tax Report: Attached is the latest report from our tax assessor-collector regarding tax collection.
- iii. Quarterly Financial Report: Period ended September 2024. The Report documents the beginning market value was \$9,918,381.00 as of July 1, 2024, and the ending market value was \$8,306,252.54 on September 30, 2024. Also included is documentation showing the book value additions of \$2,727,747.50 and book value withdrawals of \$4,457,798.77. Total Interest revenue is \$117,922.81 for the third quarter.
- iv. Disbursements (greater than \$10,000).
  - (1) A1 Construction – T-Intersection Project at \$10,865.57.
  - (2) On-Par Civil Service – 11125 North Country Squire Paving Improvement at \$58,570.00
  - (3) Westco Grounds Maintenance – Greenbay Beautification landscape and Irrigation project at \$112,901.36.
  - (4) Levant Luxury Homes – TCO refund at \$25,000.00

A. **Arbor Day Event**: The annual Piney Point Arbor Day event is scheduled to take place on Saturday, November 2, 2024. The event location is Ecclesia.

B. **Update on Current Specific Use Permits and Permit Activity.**

**Recommendation:**

1. Approve Disbursements greater than \$10,000.00.
2. Approve the Quarterly Investment Report for the quarter ending September 2024.

## **FINANCIAL RELATED ITEMS**



## CITY OF PINEY POINT VILLAGE FINANCIAL REPORT

### SEPTEMBER 2024 FINANCIALS (PRELIMINARY)

The following report presents a comprehensive overview of the municipality's financial operations up to September 2024, marking the ninth month of the fiscal year 2024. An independent auditor completed the annual audit for the end of fiscal year 2023, providing the initial balances. The figures in the budget reflect the original plan adopted for the fiscal year, as no adjustments to the budget have been warranted or implemented.

#### General Fund

	Prior YTD	Budget	Month	YTD
<b>Total Revenues</b>	\$8,617,548	\$9,240,418	\$142,262	\$8,545,536
<b>Total Expenditures</b>	\$7,311,417	\$10,158,382	\$631,005	\$6,475,070
<b>Over/(Under)</b>	\$1,306,131	(\$917,964)	(\$488,743)	\$2,070,466

	Prior YTD	Budget	Month	YTD
<b>Operating Revenues</b>	\$8,506,235	\$9,191,418	\$140,903	\$8,456,943
<b>Operating Expenditures</b>	\$5,325,350	\$7,695,482	\$609,560	\$5,899,311
<b>Over/(Under)</b>	\$3,180,885	\$1,495,936	(\$468,657)	\$2,557,632

1. Year-to-date, total revenues amount to \$8,545,536, which is 92.5% of the budget, and 0.8% lower than last year. This decrease is primarily attributed to the timing of property tax collection and activity in permitting fees.
  - a. Property tax received for the M&O or the general fund totals \$6,946,863, which is 100.2% of the budget. The amount collected year-to-date represents 81.3% of the total general fund revenue. The current Property Tax collected over last year-to-date amount is \$309,482, which is 4.7% higher. The calculated adopted tax rate is \$0.255140, with \$0.226507 designated as M&O providing the remaining \$0.028633 as the I&S requirement to finance the annual bond debt. Payments of property taxes are due by January 31, 2024, and are delinquent as of February 1, 2024. The City currently contracts with Spring Branch ISD as the tax assessor-collector. Please review the monthly tax office report for additional details and adjustments to current taxable values.

- b. As of September, we collected \$376,742 in sales tax, which is 77.6% of our annual projection of \$485,725. The year-to-date amount collected is \$17,424 less than the amount collected through September 2023, which was \$394,166, showing a decrease of 4.4%. It's important to note that the budget projection for sales tax can vary significantly. However, the collection only represents 5.26%, a fraction of all general fund revenue. The conservative projected year-end is \$460,725.
  - c. Franchise fee collections through September totaled \$257,446, including \$41,819 for the cable franchise, \$204,318 for the electric franchise, and \$11,309 for telephone and wireless franchise fees.
  - d. Court revenue is \$94,071, which accounts for 69.7% of the budget and is \$14,924 lower than last year. Court fines total \$86,857, and the remaining \$7,214 is mainly reserved for special purposes, such as court security or technology. In 2023, the city collected \$135,000 in court revenue. Based on current trends, the anticipated total court collection for 2024 is approximately \$120,000.
  - e. License and permits total \$382,230, projected to be less than the target at 61.4%. Permits and inspection fees account for 85.4% of the category revenue. Drainage reviews are currently at \$48,100. The administration expected a bubble of SUP permit activity; the only unknown was the timing of the permit approval and revenue posting for these colossal projects. The conservative projected year-end amount is anticipated to reach \$510,000.
  - f. The current total for alarm registrations is \$22,750, representing 90.8% of the annual budget projection and reflecting a \$2,750 decrease compared to the same period last year. The practice of annual alarm registration significantly contributes to keeping emergency information current for individual properties. Despite the decrease in activity, it is notable that this revenue stream is minimal.
  - g. Interest revenue is \$376,891, 100.8% of the budget, and represents a significant increase of \$69,258 compared to the same period last year. Interest income remains elevated due to the high interest rates. The Federal Open Market Committee (FOMC) cut the Fed Funds Target Rate by 50 basis points during its September meeting and projected another reduction in the year 2024. This is the first rate cut since the beginning of the pandemic. The City's interest revenue will likely be impacted by the Fed's actions.
2. The city has designated \$7,695,485 for operating expenses, with an additional \$2,462,900 allocated for capital programming. Presently, the total current expenditure is \$5,899,311, representing 76.7% of the budget, 10.8% higher than the corresponding period last year. Operating expenditures alone amount to \$5,899,311, constituting 76.7% of the budget and reflecting a programmed increase of 10.8% compared to the same period last year. Anticipated savings are primarily expected in capital programs.

3. Divisions and categories that are currently trending higher in expenditures are as follows:
  - a. Police Services at \$2,201,317 or 83.9% 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 and starting to level out.
  - b. Fire Services at \$1,648,117 or 79.2%. representing 1.5 months of service payments at the beginning of the year for adequate VFD operational cash flow, leveling out in the late calendar year.
  - c. Building Services at \$227,206 or 75.2% is slightly higher than the budget target by only 0.2%.
4. Divisions and categories that are noteworthy:
  - a. Administrative services is currently below budget expectations at 68.5%. However, unexpected costs related to storage have been noted. The department is experiencing salary savings, though we are now fully staffed.
  - b. Public Works is currently below budget expectations at 71.5%. However, landscaping maintenance is higher than projected due to the storm recovery.
5. Capital expenditures at \$575,759 or 23.4% due to the timing of this report. The following capital projects are scheduled for the current year.
  - a. 96" Stormwater Replacement CIP – This project was completed in April 2024.
  - b. Other projects include Williamsburg, School Zone Signage, Community Beautification, and Paving.
  - c. Over \$112,000 is due and scheduled for approval for the beautification project completed on Greenbay and is to be reflected in the next report.
6. The budget adopted the use of \$917,964 in reserved cash and supports a portion of the \$2,462,900 in capital programs. In 2023, the audited revenue over expenditures by revenue over expenditures was \$1,006,646, increasing fund balance to the fund balance to nearly \$5.6 million. The current revenue over expenditure is \$2,070,466.

#### **Debt Service Fund**

	<b>Prior YTD</b>	<b>Budget</b>	<b>Month</b>	<b>YTD</b>
<b>Total Revenues</b>	\$965,716	\$896,050	\$1,077	\$896,759
<b>Total Expenditures</b>	\$876,450	\$885,050	\$0	\$884,200
<b>Over/(Under)</b>	\$89,266	\$11,000	\$1,077	\$12,559

7. Revenues are \$896,759, 100.1% of the budget, with \$878,016 from property tax collections. The adopted rate designated for interest and sinking is \$0.028633 as the requirement to finance the annual bond debt. The budget incorporates a 99% collection rate based on trends from past collection years.
8. Expenditures are \$884,200, 99.9% of the budget, as debt service principal payment payments are semiannual.

- a. Two Principal payments were disbursed, \$420,000 for GO Series 2015 and \$400,000 for GO Series 2017.
  - b. In addition, interest payments due include \$18,950 for GO Series 2015 and \$46,100 for GO Series 2017, as well as \$3,150 for Paying Agent Fees. Current debt obligations are scheduled through 2027.
9. Although revenues are over expenditures by \$12,559, debt service restricts a portion of cash to support fund balance. The budget projects an end-the-year reserve estimated at \$205K with a for the debt service fund.

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



# Piney Point Village TEXAS

## Statement of Revenue & Expenditures For Month Ended: September 30, 2024

### GENERAL FUND SUMMARY

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>REVENUES</b>						
PROPERTY TAXES	6,637,381	6,930,156	0	6,946,863	100.2%	(16,707)
SALES TAXES	394,166	485,725	40,721	376,742	77.6%	108,983
FRANCHISE TAXES	292,125	387,887	22,702	257,446	66.4%	130,441
COURT REVENUE	108,995	135,000	8,014	94,071	69.7%	40,929
PERMITS & INSPECTIONS	674,986	622,150	35,109	382,230	61.4%	239,920
ALARM REGISTRATIONS	25,450	25,000	350	22,700	90.8%	2,300
GOVERNMENTAL CONT. (METRO)	0	136,500	0	0	0.0%	136,500
PILOT FEES (KINKAID)	65,500	95,000	0	0	0.0%	95,000
INTEREST	307,633	374,000	34,007	376,891	100.8%	(2,891)
<b>TOTAL OPERATING</b>	<b>8,506,235</b>	<b>9,191,418</b>	<b>140,903</b>	<b>8,456,943</b>	<b>92.0%</b>	<b>734,475</b>
OTHER NON-OPERATING PROCEEDS	111,313	49,000	1,359	88,593	180.8%	(39,093)
<b>TOTAL NON-OPERATING</b>	<b>111,313</b>	<b>49,000</b>	<b>1,359</b>	<b>88,593</b>	<b>180.8%</b>	<b>(39,093)</b>
<b>TOTAL REVENUES</b>	<b>\$8,617,548</b>	<b>\$9,240,418</b>	<b>\$142,262</b>	<b>\$8,545,536</b>	<b>92.5%</b>	<b>\$695,382</b>
	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>						
<b>PUBLIC SERVICE DIVISION</b>						
POLICE SERVICES	1,971,728	2,622,267	210,475	2,201,317	83.9%	420,950
FIRE SERVICES	1,521,228	2,081,832	173,486	1,648,117	79.2%	433,715
SANITATION COLLECTION	366,482	595,563	48,285	386,281	64.9%	209,282
OTHER PUBLIC SERVICES	12,143	36,900	1,465	13,535	36.7%	23,365
<b>PUBLIC SERVICE DIVISION</b>	<b>3,871,581</b>	<b>5,336,562</b>	<b>433,711</b>	<b>4,249,250</b>	<b>79.6%</b>	<b>1,087,312</b>
<b>OPERATIONS</b>						
CONTRACT SERVICES	286,909	475,500	30,505	336,529	70.8%	138,971
BUILDING SERVICES	246,426	302,200	19,016	227,206	75.2%	74,994
GENERAL GOVERNMENT	735,875	1,228,060	82,296	841,455	68.5%	386,605
MUNICIPAL COURT	24,539	35,510	443	17,618	49.6%	17,892
PUBLIC WORKS	160,020	317,650	43,588	227,253	71.5%	90,397
<b>OPERATION DIVISIONS</b>	<b>1,453,769</b>	<b>2,358,920</b>	<b>175,848</b>	<b>1,650,061</b>	<b>69.9%</b>	<b>708,859</b>
<b>TOTAL PUBLIC &amp; OPERATING</b>	<b>\$5,325,350</b>	<b>\$7,695,482</b>	<b>\$609,560</b>	<b>\$5,899,311</b>	<b>76.7%</b>	<b>\$1,796,171</b>
<b>NON-OPERATING</b>						
CAPITAL PROGRAMS	1,986,067	2,462,900	21,445	575,759	23.4%	1,887,141
<b>TOTAL NON-OPERATING</b>	<b>1,986,067</b>	<b>2,462,900</b>	<b>21,445</b>	<b>575,759</b>	<b>23.4%</b>	<b>1,887,141</b>
<b>TOTAL EXPENDITURES</b>	<b>\$7,311,417</b>	<b>\$10,158,382</b>	<b>\$631,005</b>	<b>\$6,475,070</b>	<b>63.7%</b>	<b>\$3,683,312</b>
REVENUE OVER/(UNDER) EXPENDITURES	1,306,131	(917,964)	(488,743)	2,070,466		



# Piney Point Village TEXAS

## Statement of Revenue & Expenditures For Month Ended: September 30, 2024

### GENERAL FUND REVENUES

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<u>Tax Collection</u>							
10-4101	Property Tax (M&O)	6,637,381	6,930,156	0	6,946,863	100.2%	(16,707)
	Unearned/Adjusted	0	0	0			0
	Total Property Tax :	6,637,381	6,930,156	0	6,946,863	100.2%	(16,707)
10-4150	Sales Tax	394,166	485,725	40,721	376,742	77.6%	108,983
	<b>Total Tax Collection:</b>	<b>7,031,546</b>	<b>7,415,881</b>	<b>40,721</b>	<b>7,323,605</b>	<b>98.8%</b>	<b>92,276</b>
<u>Permits &amp; Inspections</u>							
10-4203	Plat Reviews	7,000	9,750	0	1,750	17.9%	8,000
10-4205	Contractor Registration	7,110	10,650	300	5,040	47.3%	5,610
10-4206	Drainage Reviews	44,250	50,000	0	48,100	96.2%	1,900
10-4207	Permits & Inspection Fees	615,876	550,000	34,809	326,340	59.3%	223,660
10-4208	Board of Adjustment Fees	750	1,750	0	1,000	57.1%	750
	<b>Total Permits &amp; Inspections:</b>	<b>674,986</b>	<b>622,150</b>	<b>35,109</b>	<b>382,230</b>	<b>61.4%</b>	<b>239,920</b>
<u>Municipal Court</u>							
10-4300	Court Fines	99,783	126,000	7,312	86,857	68.9%	39,143
10-4301	Building Security Fund	3,224	3,000	246	2,525	84.2%	475
10-4302	Truancy Prevention	3,290	3,000	251	2,576	85.9%	424
10-4303	Local Municipal Tech Fund	2,632	2,950	201	2,061	69.9%	889
10-4304	Local Municipal Jury Fund	66	50	5	51	103.0%	(1)
	<b>Total Municipal Court:</b>	<b>108,995</b>	<b>135,000</b>	<b>8,014</b>	<b>94,071</b>	<b>69.7%</b>	<b>40,929</b>
<u>Investment Income</u>							
10-4400	Interest Revenue	307,633	374,000	34,007	376,891	100.8%	(2,891)
	<b>Total Investment Income:</b>	<b>307,633</b>	<b>374,000</b>	<b>34,007</b>	<b>376,891</b>	<b>100.8%</b>	<b>(2,891)</b>
<u>Agencies &amp; Alarms</u>							
10-4508	SEC-Registration	25,450	25,000	350	22,700	90.8%	2,300
	<b>Total Agencies &amp; Alarms:</b>	<b>25,450</b>	<b>25,000</b>	<b>350</b>	<b>22,700</b>	<b>90.8%</b>	<b>2,300</b>
<u>Franchise Revenue</u>							
10-4602	Cable Franchise	64,317	85,153	0	41,819	49.1%	43,334
10-4605	Power/Electric Franchise	204,315	272,419	22,702	204,318	75.0%	68,101
10-4606	Gas Franchise	0	25,000	0	0	0.0%	25,000
10-4607	Telephone Franchise	2,611	3,515	0	766	0.0%	2,749
10-4608	Wireless Franchise	20,881	1,800	0	10,543	585.7%	(8,743)
	<b>Total Franchise Revenue:</b>	<b>292,125</b>	<b>387,887</b>	<b>22,702</b>	<b>257,446</b>	<b>66.4%</b>	<b>130,441</b>
<u>Donations &amp; In Lieu</u>							
10-4702	Kinkaid School Contribution	65,500	95,000	0	0	0.0%	95,000
10-4703	Metro Congested Mitigation		136,000	0	0	0.0%	136,000
10-4704	Intergovernmental Revenues		500	0	0	0.0%	500
10-4705	Ambulance	32,208	48,000	0	31,744	66.1%	16,256
10-4800	Misc Income	55,105	1,000	0	32,888	3288.8%	(31,888)
10-4803	CIP Cost Share	24,000	0	0	8,948		(8,948)
10-4804	Credit Card Fees		0	1,359	15,014		(15,014)
	<b>Total Donations &amp; In Lieu:</b>	<b>176,813</b>	<b>280,500</b>	<b>1,359</b>	<b>88,593</b>	<b>31.6%</b>	<b>191,907</b>
	<b>Total Revenue Received</b>	<b>8,617,548</b>	<b>9,240,418</b>	<b>142,262</b>	<b>8,545,536</b>	<b>92.5%</b>	<b>694,882</b>
	FY21: Unearned Adjusted	0	0	0	0		0
	<b>TOTAL REVENUES:</b>	<b>\$8,617,548</b>	<b>\$9,240,418</b>	<b>142,262</b>	<b>8,545,536</b>	<b>92.5%</b>	<b>\$694,882</b>





# Piney Point Village TEXAS

Statement of Revenue & Expenditures  
For Month Ended: September 30, 2021

## GENERAL FUND EXPENDITURES

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b><u>PUBLIC SERVICE DIVISION</u></b>							
<u>Community Events</u>							
10-510-5001	Community Celebrations	975	6,000	0	(74)	0	5,000
10-510-5002	Public Relations		15,000	0	2,099	14.0%	12,901
	<b>Community Events:</b>	<b>975</b>	<b>21,000</b>	<b>0</b>	<b>2,026</b>	<b>9.6%</b>	<b>12,901</b>
<u>Police Services</u>							
10-510-5010	MVPD Operations	1,823,804	2,525,700	210,475	2,104,750	83.3%	420,950
10-510-5011	MVPD Auto Replacement	53,333	46,667	0	46,667	100.0%	0
10-510-5012	MVPD Capital Expenditure	94,591	49,900	0	49,900	n/a	0
	<b>Police Services:</b>	<b>1,971,728</b>	<b>2,622,267</b>	<b>210,475</b>	<b>2,201,317</b>	<b>83.9%</b>	<b>420,950</b>
<u>Miscellaneous</u>							
10-510-5020	Miscellaneous		0	0	0	n/a	0
	<b>Total Miscellaneous:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<u>Sanitation Collection</u>							
10-510-5030	Sanitation Collection	361,092	578,520	47,338	379,654	65.6%	198,866
10-510-5031	Sanitation Fuel Charge	5,389	17,043	947	6,627	38.9%	10,416
	<b>Sanitation Collection:</b>	<b>366,482</b>	<b>595,563</b>	<b>48,285</b>	<b>386,281</b>	<b>64.9%</b>	<b>209,282</b>
<u>Library Services</u>							
10-510-5040	Spring Branch Library		1,500			0.0%	1,500
	<b>Library Services:</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>1,500</b>
<u>Street Lighting Services</u>							
10-510-5050	Street Lighting	11,168	14,400	1,465	11,509	79.9%	2,891
	<b>Street Lighting Services:</b>	<b>11,168</b>	<b>14,400</b>	<b>1,465</b>	<b>11,509</b>	<b>79.9%</b>	<b>2,891</b>
<u>Fire Services</u>							
10-510-5060	Villages Fire Department	1,521,228	2,081,832	173,486	1,648,117	79.2%	433,715
	<b>Fire Services:</b>	<b>1,521,228</b>	<b>2,081,832</b>	<b>173,486</b>	<b>1,648,117</b>	<b>79.2%</b>	<b>433,715</b>
	<b>TOTAL PUBLIC SERVICE:</b>	<b>\$3,871,581</b>	<b>\$5,336,562</b>	<b>\$433,711</b>	<b>\$4,249,250</b>	<b>79.6%</b>	<b>\$1,081,238</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b><u>CONTRACT SERVICE DIVISION</u></b>							
10-520-5101	Grant Administration	0	0			n/a	0
10-520-5102	Accounting/Audit	19,399	25,000	0	24,989	100.0%	11
10-520-5103	Engineering	125,667	220,000	0	163,833	74.5%	56,167
10-520-5104	Legal	58,995	100,000	9,852	51,143	51.1%	48,857
10-520-5105	Tax Appraisal-HCAD	47,732	63,000	17,962	58,795	93.3%	4,205
10-520-5107	Animal Control	520	2,300	296	3,716	161.6%	(1,416)
10-520-5108	IT Hardware/Software & Support	19,631	41,200	0	16,692	40.5%	24,508
10-520-5110	Mosquito Control	14,965	24,000	2,395	17,360	72.3%	6,640
<b>TOTAL CONTRACT SERVICE DIVISION:</b>		<b>\$286,909</b>	<b>\$475,500</b>	<b>\$30,505</b>	<b>\$336,529</b>	<b>70.8%</b>	<b>\$138,971</b>
<b><u>BUILDING SERVICE DIVISION</u></b>							
<u>Building &amp; Inspection Services</u>							
10-530-5108	Information Technology	0					
10-530-5152	Drainage Reviews	92,251	103,000	0	84,905	82.4%	18,095
10-530-5153	Electrical Inspections	17,325	15,000	1,935	15,615	104.1%	(615)
10-530-5154	Plat Reviews	0	500	0	0	0.0%	500
10-530-5155	Plan Reviews	32,000	50,000	4,000	32,000	64.0%	18,000
10-530-5156	Plumbing Inspections	17,595	18,000	2,115	18,720	104.0%	(720)
10-530-5157	Structural Inspections	23,670	30,000	3,690	26,145	87.2%	3,855
10-530-5158	Urban Forester	33,200	45,000	3,080	30,400	67.6%	14,600
10-530-5160	Mechanical Inspections	7,875	8,500	540	5,085	59.8%	3,415
<b>Building and Inspection Services:</b>		<b>223,916</b>	<b>270,000</b>	<b>15,360</b>	<b>212,870</b>	<b>78.8%</b>	<b>57,130</b>
<u>Supplies and Office Expenditures</u>							
10-530-5204	Dues & Subscriptions	0	500	0	0	0.0%	500
10-530-5206	Legal Notices			2,255	2,255	n/a	
10-530-5207	Misc Supplies	300	1,000	0	735	73.5%	265
10-530-5209	Office Equipment & Maintenance		500	0	0	0.0%	500
10-530-5211	Meeting Supplies	81	900	0	0	0.0%	900
10-530-5213	Office Supplies	300					
10-530-5215	Travel & Training		300	0	0	0.0%	300
<b>Supplies and Office Expenditures:</b>		<b>681</b>	<b>3,200</b>	<b>2,255</b>	<b>2,990</b>	<b>93.4%</b>	<b>2,465</b>
<u>Insurance</u>							
10-530-5403	Credit Card Charges	21,828	29,000	1,401	11,346	39.1%	17,654
<b>Insurance:</b>		<b>21,828</b>	<b>29,000</b>	<b>1,401</b>	<b>11,346</b>	<b>39.1%</b>	<b>17,654</b>
<b>TOTAL BUILDING SERVICE DIVISION:</b>		<b>\$246,426</b>	<b>\$302,200</b>	<b>\$19,016</b>	<b>\$227,206</b>	<b>75.2%</b>	<b>\$77,249</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>GENERAL GOVERNMENT DIVISION</b>							
<u>Administrative Expenditures</u>							
10-540-5108	Information Technology	15,356	22,000	9,379	37,321	169.6%	(15,321)
10-540-5201	Administrative/Professional Fe		0	0	3,905	n/a	(3,905)
10-540-5202	Auto Allowance/Mileage	7,511	7,200	687	6,485	90.1%	715
10-540-5203	Bank Fees	1,994	3,000	120	660	22.0%	2,340
10-540-5204	Dues/Seminars/Subscriptions	3,399	3,600	196	3,193	88.7%	407
10-540-5205	Elections	619	3,000	0	489	16.3%	2,511
10-540-5206	Legal Notices	3,959	3,500	0	4,732	135.2%	(1,232)
10-540-5207	Miscellaneous	1,617	5,000	0	633	12.7%	4,367
10-540-5208	Citizen Communication	3,888	5,000	0	4,691	93.8%	309
10-540-5209	Office Equipment & Maintenance	4,466	10,000	565	3,746	37.5%	6,254
10-540-5210	Postage	368	2,000	0	232	11.6%	1,768
10-540-5211	Meeting Supplies	2,193	7,500	453	6,199	82.7%	1,301
10-540-5212	Rent/Leasehold/Furniture	103,918	146,000	6,485	111,146	76.1%	34,854
10-540-5213	Supplies/Storage	8,523	10,000	3,234	27,484	274.8%	(17,484)
10-540-5214	Telecommunications	6,396	16,000	393	9,453	59.1%	6,547
10-540-5215	Travel & Training	0	3,000	0	0	0.0%	3,000
10-540-5216	Statutory Legal Notices	180	1,500	0	0	0.0%	1,500
<b>Administrative Expenditures:</b>		<b>164,386</b>	<b>248,300</b>	<b>21,510</b>	<b>220,371</b>	<b>88.8%</b>	<b>27,929</b>
<u>Wages &amp; Benefits</u>							
10-540-5301	Gross Wages	424,944	662,745	43,727	431,134	65.1%	231,611
10-540-5302	Overtime/Severance	1,976	20,809	0	2,074	10.0%	18,735
10-540-5303	Temporary Personnel	5,595	0	0	0	n/a	0
10-540-5306	FICA/Med/FUTA Payroll Tax Exp	33,503	50,035	3,315	33,705	67.4%	16,330
10-540-5310	TMRS (City Responsibility)	43,690	138,135	9,674	91,628	66.3%	46,507
10-540-5311	Payroll Process Exp-Paychex	2,417	4,000	253	2,813	70.3%	1,187
<b>Wages &amp; Benefits:</b>		<b>512,125</b>	<b>875,724</b>	<b>56,969</b>	<b>561,354</b>	<b>64.1%</b>	<b>314,370</b>
<u>Insurance</u>							
10-540-5353	Employee Insurance	58,197	88,836	3,816	58,705	66.1%	30,131
10-540-5354	General Liability		10,000	0	1,000	10.0%	9,000
10-540-5356	Workman's Compensation	(33)	4,000	0	24	0.6%	3,976
<b>Insurance:</b>		<b>58,164</b>	<b>102,836</b>	<b>3,816</b>	<b>59,729</b>	<b>58.1%</b>	<b>43,107</b>
<u>Other</u>							
10-540-5403	Credit Card Charges (Adm)	1,199	1,200	0	0	0.0%	1,200
10-540-5710	Intergovernmental Expenditure		0			n/a	
<b>Intergovernmental:</b>		<b>1,199</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>1,200</b>
<b>TOTAL GENERAL GOVERNMENT DIVISION:</b>		<b>\$735,875</b>	<b>\$1,228,060</b>	<b>\$82,296</b>	<b>\$841,455</b>	<b>68.5%</b>	<b>\$386,605</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b><u>MUNICIPAL COURT DIVISION</u></b>							
<u>Supplies &amp; Office Expenditures</u>							
10-550-5207	Misc Supplies	232	250	0	0	n/a	250
10-550-5211	Meeting Supplies		2,000	0	0	n/a	2,000
10-550-5213	Office Supplies			0	1,029	n/a	
10-550-5215	Travel & Training	150	1,750	0	500	n/a	1,250
	<b>Supplies and Office Expenditures:</b>	<b>382</b>	<b>4,000</b>	<b>0</b>	<b>1,529</b>	<b>n/a</b>	<b>3,500</b>
<u>Insurance</u>							
10-550-5353	Employee Insurance		0			n/a	0
	<b>Insurance:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<u>Court Operations</u>							
10-550-5403	Credit Card Charges	2,982	6,510	443	4,040	62.1%	2,470
10-550-5404	Judge/Prosecutor/Interpreter	21,175	25,000	0	12,050	48.2%	12,950
	<b>Court Operations:</b>	<b>24,157</b>	<b>31,510</b>	<b>443</b>	<b>16,090</b>	<b>51.1%</b>	<b>15,420</b>
	<b>TOTAL MUNICIPAL COURT DIVISION:</b>	<b>\$24,539</b>	<b>\$35,510</b>	<b>\$443</b>	<b>\$17,618</b>	<b>49.6%</b>	<b>\$18,920</b>
<b><u>PUBLIC WORKS MAINTENANCE DIVISION</u></b>							
<u>Supplies &amp; Office Expenditures</u>							
10-560-5108	Information Technology		0	2,279	3,044		(3,044)
10-560-5207	Misc Supplies	1,334	500	64	88	17.6%	412
10-560-5213	Office Supplies		0			n/a	0
10-560-5215	Travel & Training		1,000	0	0	n/a	1,000
	<b>Supplies and Office Expenditures:</b>	<b>1,334</b>	<b>1,500</b>	<b>2,343</b>	<b>3,132</b>	<b>208.8%</b>	<b>(1,632)</b>
<u>Insurance</u>							
10-560-5353	Employee Insurance		0			n/a	0
	<b>Insurance:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<u>Maintenance &amp; Repair</u>							
10-560-5501	TCEQ & Harris CO Permits	100	0	0	1,766	n/a	(1,766)
10-560-5504	Landscaping Maintenance	36,903	1,850	11,190	71,157	3846.3%	(69,307)
10-560-5505	Fuel & Oil	395	165,000	201	1,469	0.9%	163,531
10-560-5506	Right of Way Mowing	62,265	1,000	0	22,380	2238.0%	(21,380)
10-560-5507	Traffic Control	5,529	15,000	10,010	25,946	173.0%	(10,946)
10-560-5508	Water Utilities	6,566	2,800	604	5,158	184.2%	(2,358)
10-560-5509	Tree Care/Removal	11,890	16,000	8,000	51,570	322.3%	(35,570)
10-560-5510	Road/Drainage Maintenance	1,719	1,500	0	3,301	220.1%	(1,801)
10-560-5515	Community Beautification	17,445	100,000	11,239	32,581	32.6%	67,419
10-560-5516	Equipment Maintenance	1,332	3,000	0	1,174	39.1%	1,826
10-560-5517	Street Maintenance	1,793	10,000	0	7,619	76.2%	2,381
	<b>Maintenance and Repair:</b>	<b>145,936</b>	<b>316,150</b>	<b>41,245</b>	<b>224,121</b>	<b>70.9%</b>	<b>92,029</b>
<u>OTHER EXPENSES</u>							
10-560-5600	CAPITAL EQUIPMENT	12,750				n/a	
	<b>Other Expenses:</b>	<b>12,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
	<b>TOTAL PUBLIC WORKS DIVISION:</b>	<b>\$160,020</b>	<b>\$317,650</b>	<b>\$43,588</b>	<b>\$227,253</b>	<b>71.5%</b>	<b>\$90,397</b>

		PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b><u>CAPITAL OUTLAY PROGRAMS</u></b>							
<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	27,151	0		n/a		0
10-570-5703	2021 Paving Improvements		0		n/a		0
10-570-5806	Drainage and Sidewalks		0		n/a		0
		<b>27,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<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	1,464,301	0	0	195,501	n/a	(195,501)
10-580-5810	Tokeneke - Country Squire	305,558	0	0	0	n/a	
10-580-5811	Capital Programming	46,821	2,462,900	21,445	373,364	15.2%	
10-580-5821	Williamsburg	40,804	0			n/a	
10-580-5822	Bothwell Way					n/a	
10-580-5823	Windermere Outfall Project					n/a	
10-580-5824	Smithdale Landscape/Sidewalk					n/a	
10-580-5825	Community Beautification	101,431	0	0	6,894	n/a	
10-580-5826	Harris Co. Signal Participation		0			n/a	
	Capital Programming		0			n/a	
		<b>1,958,916</b>	<b>2,462,900</b>	<b>21,445</b>	<b>575,759</b>	<b>23.4%</b>	<b>(195,501)</b>
<b>TOTAL CAPITAL OUTLAY PROGRAMS:</b>		<b>\$1,986,067</b>	<b>\$2,462,900</b>	<b>\$21,445</b>	<b>\$575,759</b>	<b>23.4%</b>	<b>(\$195,501)</b>
<b>TOTAL EXPENDITURES:</b>		<b>\$7,311,417</b>	<b>\$10,158,382</b>	<b>\$631,005</b>	<b>\$6,475,070</b>	<b>63.7%</b>	<b>\$1,597,880</b>



# Piney Point Village TEXAS

## Statement of Revenue & Expenditures For Month Ended: September 30, 2024

### DEBT SERVICE FUND

	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>REVENUES</b>						
PROPERTY TAXES	922,190.92	881,050	0	878,016	99.7%	3,034
<i>Total Property Tax :</i>	922,191	881,050	0	878,016	99.7%	3,034
INTEREST	43,525	15,000	1,077	18,743	125.0%	(3,743)
<b>TOTAL OPERATING</b>	<b>965,716</b>	<b>896,050</b>	<b>1,077</b>	<b>896,759</b>	<b>100.1%</b>	<b>(709)</b>
<b>TOTAL REVENUES</b>	<b>\$965,716</b>	<b>\$896,050</b>	<b>\$1,077</b>	<b>\$896,759</b>	<b>100.1%</b>	<b>(\$709)</b>
	PRIOR YTD	CURRENT BUDGET	MONTHLY ACTUAL	YTD ACTUAL	% BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>						
TAX BOND PRINCIPAL	790,000	820,000	0	820,000	100.0%	0
TAX BOND INTEREST	84,950	61,050	0	61,050	100.0%	0
FISCAL AGENT FEES	1,500	4,000	0	3,150	78.8%	850
<b>OPERATING EXPENDITURES</b>	<b>876,450</b>	<b>885,050</b>	<b>0</b>	<b>884,200</b>	<b>99.9%</b>	<b>850</b>
<b>TOTAL EXPENDITURES</b>	<b>\$876,450</b>	<b>\$885,050</b>	<b>\$0</b>	<b>\$884,200</b>	<b>99.9%</b>	<b>\$850</b>
REVENUE OVER/(UNDER) EXPENDITURES	89,266	11,000	1,077	12,559		

**City of Piney Point Village  
Monthly Tax Office Report  
September 30, 2024**

Prepared by: C A Porter, Tax Assessor/Collector

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A. Current Taxable Value     \$    3,068,722,325

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

	Current 2023 Tax Year	Delinquent Prior Tax Years	Total
Original Levy 0.25514	\$ 7,602,266.60	\$ -	\$ 7,602,266.60
Carryover Balance	-	142,575.84	142,575.84
Adjustments	227,271.65	(19,739.88)	207,531.77
Adjusted Levy	7,829,538.25	122,835.96	7,952,374.21
Less Collections Y-T-D	7,782,288.71	(11,177.13)	7,771,111.58
Receivable Balance	<u>\$ 47,249.54</u>	<u>\$ 134,013.09</u>	<u>\$ 181,262.63</u>

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C. COLLECTION RECAP:

Current Month:	Current 2023 Tax Year	Delinquent Prior Tax Years	Total
Base Tax	\$ (6,938.31)	\$ 224.43	\$ (6,713.88)
Penalty & Interest	926.44	-	926.44
Attorney Fees	1,110.81	-	1,110.81
Other Fees	-	-	-
Total Collections	<u>\$ (4,901.06)</u>	<u>\$ 224.43</u>	<u>\$ (4,676.63)</u>

Year-To-Date:	Current 2023 Tax Year	Delinquent Prior Tax Years	Total
Base Tax:	\$ 7,782,288.71	\$ (11,177.13)	\$ 7,771,111.58
Penalty & Interest	45,159.91	2,736.52	47,896.43
Attorney Fees	10,426.69	1,504.18	11,930.87
Other Fees	63.94	19.65	83.59
Total Collections	<u>\$ 7,837,939.25</u>	<u>\$ (6,916.78)</u>	<u>\$ 7,831,022.47</u>

Percent of Adjusted Levy	<u>100.11%</u>	<u>100.02%</u>
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**City of Piney Point Village**  
**Tax A/R Summary by Year**  
**September 30, 2024**

YEAR	BEGINNING BALANCE AS OF 12/31/2023	ADJUSTMENTS	COLLECTIONS	ENDING BALANCE AS OF 09/30/2024
2022	\$ 34,483.77	\$ (17,898.44)	\$ (10,335.36)	\$ 26,920.69
21	25,589.37	(1,533.91)	(1,248.04)	25,303.50
20	16,377.43	-	-	16,377.43
19	16,339.74	(223.50)	(221.64)	16,337.88
18	10,157.48	(234.72)	(232.86)	10,155.62
17	4,616.54	-	1.86	4,614.68
16	4,546.52	-	1.86	4,544.66
15	4,154.86	-	1.86	4,153.00
14	3,771.63	-	1.86	3,769.77
13	3,443.45	(55.85)	1.86	3,385.74
12	2,672.50	-	1.57	2,670.93
11	3,180.89	-	78.53	3,102.36
10	3,007.68	-	78.53	2,929.15
09	2,737.28	-	78.53	2,658.75
08	2,491.47	-	78.53	2,412.94
07	2,455.76	-	70.67	2,385.09
06	2,365.71	-	74.81	2,290.90
05	75.13	-	75.13	-
04	63.95	-	63.95	-
03	44.68	-	44.68	-
02	-	44.68	44.68	-
01	-	44.68	44.68	-
00	-	44.68	44.68	-
1999	-	40.08	40.08	-
98	-	32.42	32.42	-
	<u>\$ 142,575.84</u>	<u>\$ (19,739.88)</u>	<u>\$ (11,177.13)</u>	<u>\$ 134,013.09</u>





# City of Piney Point Village

7660 WOODWAY DR., SUITE 460  
HOUSTON, TX 77063

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

## QUARTERLY INVESTMENT REPORT

THE PERIOD ENDED SEPTEMBER 30, 2024

October 28, 2024

Following the Public Funds Investment Act, Chapter 2256.023 of the Government Code, the Investment Officer shall prepare and submit to the City Council a quarterly report of investment transactions of all funds for the preceding period.

The City invests cash that is not immediately needed for operations in Certificates of Deposit, TexPool, Texas Class, and Securities issued by Agencies of the Federal Government as allowed by the Public Funds Investment Act and the City's Investment Policy.

### Portfolio Recap:

- ✓ The TexPool earned an average yield of 5.16%.
- ✓ The Texas Class earned an average yield of 5.29%.
- ✓ Throughout the quarter, the City's investments earned interest of \$117,922.81.

During the third quarter of FY 2024, the Federal Open Market Committee (FOMC) cut rates by 50 basis points in mid-September to a range of 4.75-5%, the first rate reduction since March 2020. Now that there have been signs that inflation is moderating, the Fed appears to be shifting its focus toward the labor markets. YoY CPI has declined for the fifth consecutive month, totaling 2.5% in August, while unemployment has climbed above 4%. Staff will continue to monitor all accounts.

Enclosed are investment transaction details for the Quarter that ended September 30, 2024. This information shows that the beginning market value was \$9,918,381.00 as of July 1, 2024, and the ending market value was \$8,306,252.54 on September 30, 2024. Also included is documentation showing the book value additions of \$2,727,747.50 and book value withdrawals of \$4,457,798.77 for the third quarter.

Compliance: The City requires its depository banks to provide collateral for all deposits over Federal Deposit Insurance. As of June 30, 2024, the market value of collateral pledged to the City by Amegy Bank is through Zions Bank Corporation National Association.

Market Value: The City currently holds no investments in which the book value differs from the market value. For all holdings, the book value is equal to the market value.

This report follows the investment strategy of Piney Point Village Investment Policy and with the Texas Public Funds Investment Act, V.T.C.A., Government Code Ch. 2256, as amended.

Investment Officer:

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Joel Bender

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Michael Herminghaus

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Robert Pennington

# CITY OF PINEY POINT VILLAGE

## QUARTERLY INVESTMENT REPORT

### SEPTEMBER 2024 QUARTER END

#### SUMMARY

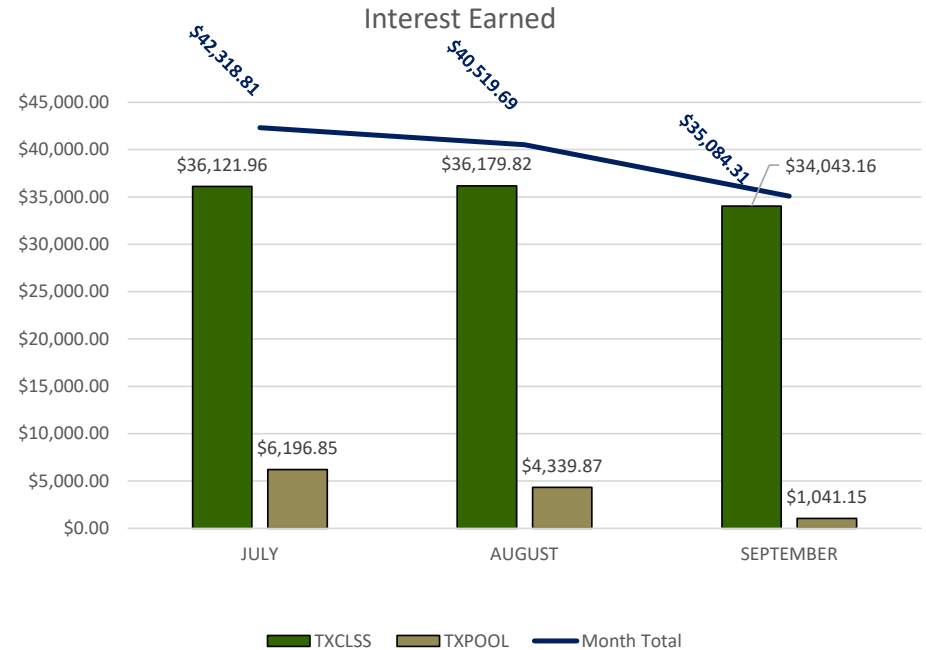
ALL FUNDS	JULY	AUGUST	SEPTEMBER	TOTAL
Beginning Balance	\$9,918,381.00	\$9,521,689.81	\$8,753,790.71	\$9,918,381.00
Deposits	\$666,686.35	\$981,349.36	\$1,079,711.79	\$2,727,747.50
Interest	\$42,318.81	\$40,519.69	\$35,084.31	\$117,922.81
Withdrawals	\$1,105,696.35	\$1,789,768.15	\$1,562,334.27	\$4,457,798.77
<b>ENDING BALANCE</b>	<b>\$9,521,689.81</b>	<b>\$8,753,790.71</b>	<b>\$8,306,252.54</b>	<b>\$8,306,252.54</b>

Average Monthly Rate	JULY	AUGUST	SEPTEMBER	TOTAL
Amegy Interest Revenue	0.00%	0.00%	0.00%	\$0.00
Texas Class Interest Revenue	5.45%	5.43%	5.29%	\$106,344.94
Texpool Interest Revenue	5.32%	5.30%	5.16%	\$11,577.87

Net Asset Value (NAV)	JULY	AUGUST	SEPTEMBER
Texas Class NAV (Month End)	1.00000	1.00000	1.00000
Texpool NAV	1.00001	1.00019	1.00029

Value	JULY	AUGUST	SEPTEMBER
Texas Class Market	\$26,404,968,873	\$24,276,646,607	\$24,698,903,945
Texas Class Amortized	\$26,405,304,446	\$24,272,404,250	\$24,688,019,465
Texpool Market	\$32,328,439,576	\$30,300,993,126	\$30,884,372,404
Texpool Book	\$32,328,036,121	\$30,295,015,407	\$30,875,405,325

Texas Class Rating	Standard & Poor's	AAAm
Texpool Rating	Standard & Poor's	AAAm



At the end of the quarter, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 4.93%, 4.73%, 4.38% and 3.98%, respectively;

**CITY OF PINEY POINT VILLAGE  
QUARTERLY INVESTMENT REPORT  
SEPTEMBER 2024 QUARTER END**

**AMEGY ACCOUNTS**

GENERAL OPERATING	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 10 - General				
Beginning Balance	\$245,520.35	\$251,290.20	\$132,736.93	\$245,520.35
Deposits	\$611,466.20	\$921,214.88	\$1,039,565.47	\$2,572,246.55
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawals	\$605,696.35	\$1,039,768.15	\$585,584.27	\$2,231,048.77
<b>ENDING BALANCE</b>	<b>\$251,290.20</b>	<b>\$132,736.93</b>	<b>\$586,718.13</b>	<b>\$586,718.13</b>

NON-MAJOR	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 30 - Child Safety				
Beginning Balance	\$40,600.65	\$40,884.17	\$41,157.96	\$40,600.65
Deposits	\$283.52	\$273.79	\$298.48	\$855.79
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00
<b>ENDING BALANCE</b>	<b>\$40,884.17</b>	<b>\$41,157.96</b>	<b>\$41,456.44</b>	<b>\$41,456.44</b>

**TEXAS CLASS ACCOUNTS**

GENERAL FUND	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 10				
Beginning Balance	\$7,633,145.02	\$7,668,442.22	\$7,703,795.98	\$7,633,145.02
Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$35,297.20	\$35,353.76	\$33,260.84	\$103,911.80
Withdrawals	\$0.00	\$0.00	\$400,000.00	\$400,000.00
<b>ENDING BALANCE</b>	<b>\$7,668,442.22</b>	<b>\$7,703,795.98</b>	<b>\$7,337,056.82</b>	<b>\$7,337,056.82</b>

DEBT SERVICE	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 20				
Beginning Balance	\$178,352.23	\$179,176.99	\$180,003.05	\$178,352.23
Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$824.76	\$826.06	\$782.32	\$2,433.14
Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00
<b>ENDING BALANCE</b>	<b>\$179,176.99</b>	<b>\$180,003.05</b>	<b>\$180,785.37</b>	<b>\$180,785.37</b>

**TEXPOOL ACCOUNTS**

GENERAL OPERATING	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 10 /1100				
Beginning Balance	\$1,741,290.54	\$1,295,932.93	\$603,087.79	\$1,741,290.54
Deposits	\$48,822.14	\$53,212.97	\$38,390.43	\$140,425.54
Interest	\$5,820.25	\$3,941.89	\$746.40	\$10,508.54
Withdrawals	\$500,000.00	\$750,000.00	\$550,000.00	\$1,800,000.00
<b>ENDING BALANCE</b>	<b>\$1,295,932.93</b>	<b>\$603,087.79</b>	<b>\$92,224.62</b>	<b>\$92,224.62</b>

DEBT SERVICE	JULY	AUGUST	SEPTEMBER	TOTAL
Fund 20 /1105				
Beginning Balance	\$79,472.21	\$85,963.30	\$93,009.00	\$79,472.21
Deposits	\$6,114.49	\$6,647.72	\$1,457.41	\$14,219.62
Interest	\$376.60	\$397.98	\$294.75	\$1,069.33
Withdrawals	\$0.00	\$0.00	\$26,750.00	\$26,750.00
<b>ENDING BALANCE</b>	<b>\$85,963.30</b>	<b>\$93,009.00</b>	<b>\$68,011.16</b>	<b>\$68,011.16</b>



September 24, 2024

Mr. Bobby Pennington  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas 77063

Re: Request for Payment: T-Intersection Project  
City of Piney Point Village  
HDR Job No. 10391487

Dear Mr. Pennington:

Please find the attached invoices for payment for the above referenced project from A1 Construction. This is for the removal and disposal of existing T-intersection traffic signs and installation of proposed signs and bollards. The City Council approved a quote for the original scope of work for \$10,865.57. We have reviewed the invoice numbered 24D0702 and recommend payment in the amount of \$10,865.57.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink that reads 'John Peterson'.

John Peterson, P.E., CFM  
City Engineer

Enclosures



# A-1 CONSTRUCTION SERVICES

6108 Brittmoore Road ♦ Houston, Texas ♦ 77041  
Phone 713-975-1819 ♦ Fax 713-975-9158 ♦ [www.a1sp.com](http://www.a1sp.com)



## INVOICE 24D0702

9/17/2024

HDR, Inc.  
4828 Loop Central Drive, Ste 700  
Houston, TX 77081

**Contact:** Thomas Castillo

**Email:** [gracie.moylan@hdrinc.com](mailto:gracie.moylan@hdrinc.com)

**Phone:** (713) 576-3620

**Property Name:** Piney Point Village T-intersection Project

**Property Address:** Piney Point Village, TX, USA

**Project / Job #:** 24D0702

### SCOPE OF WORK:

- (5) Traffic control per TxMUTCD requirements, complete in place.
- (4) Remove and dispose of existing OM4-1 sign, pole, concrete, and all appurtenances, complete in place.
- (5) Install proposed 48" x 24" W1-7 sign, including hunter green powder coating (RAL #6009) on pole and sign backing, concrete, and all appurtenances, complete in place.
- (6) 8" Install proposed concrete filled, steel bollards, including hunter green powder coating (RAL #6009) per detail, including all appurtenances, complete in place.

**Contract Amount:** \$10,865.57

**Tax:** \$ 0

**Total Invoice Amount:** \$10,865.57

Thank you for the opportunity of working with you on this project. We sincerely appreciate your business.

#### Payment Terms: Net 10\*

\*Preferred payment method is ACH or check with no fee  
Credit Card purchases will include a 3.5% fee  
To pay by ACH/Credit Card please click here:

[Payment Link](#)

All unpaid invoices will result in both customer and property owner receiving lien notices and will subject the property to a mechanic's and materialman's lien and/or a constitutional lien.



August 6, 2024

Mr. Matt Davidson  
A-1 Construction Services  
6108 Brittmoore Rd.  
Houston, Texas 77041

Re: Notice to Proceed  
T-intersections  
City of Piney Point Village

Dear Mr. Davidson:

This letter will serve as the Notice to Proceed for the proposed services stated and described in the attached proposal dated July 12, 2024 (Piney Point Village T-intersection Project) for a total fee not to exceed the amount of \$10,865.57. No additional quantities will receive payment without approval from HDR. Please provide HDR with proposed schedule of work as soon as possible.

If you have any questions, please feel free to contact me at our office (713)-622-9264.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'JEM', is placed over a faint, light blue rectangular background.

Joseph Moore, P.E., CFM  
City Engineer

Attachment

cc: Mr. Bobby Pennington – City of Piney Point Village



# A-1 CONSTRUCTION SERVICES

Concrete • Asphalt Paving & Repair • Demolition • Earthwork • Site Work  
Striping • Signage • Shot Blasting • Parking Accessories • Fencing & Iron Work  
For a full list of Services, please visit our website at [www.A1SP.com](http://www.A1SP.com)

---

## PROPOSAL

July 12, 2024

HDR, Inc.  
4828 Loop Central Drive, Suite 700  
Houston, TX 77081

Thomas Castillo

Property Name: Piney Point Village T-intersection Project  
Property Address: Piney Point Village, TX, USA  
**Project / Job #:** 24D0702

## SERVICE PROPOSAL

- (5) Traffic control per TxMUTCD requirements, complete in place.
- (4) Remove and dispose of existing OM4-1 sign, pole, concrete, and all appurtenances, complete in place.
- (5) Install proposed 48" x 24" W1-7 sign, including hunter green powder coating (RAL #6009) on pole and sign backing, concrete, and all appurtenances, complete in place.
- (6) Install proposed concrete filled, steel bollards, including hunter green powder coating (RAL #6009) per detail, including all appurtenances, complete in place.

**Contract Amount: \$10,865.57**

(+ 8.25% sales tax or exemption certificate+3<sup>rd</sup> party invoicing and credit card fees. Call for details)

***Matt Davidson***

*Project Sales / Estimating  
A-1 Construction Services*

*979-665-6106*

[mdavidson@a1sp.com](mailto:mdavidson@a1sp.com)

Thank you for the opportunity to work with you on this project. Please note that this proposal must be signed, dated and returned before work can proceed on this project.



October 8, 2024

Mr. Bobby Pennington  
City of Piney Point Village  
7676 Woodway, Suite 300  
Houston, Texas 77063

Re: Request for Payment: 11125 North Country Squire Paving Improvement  
City of Piney Point Village  
HDR Job No. 10391487

Dear Mr. Pennington:

Please find the attached invoices for payment for the above referenced project from On Par Civil Services. This is for the paving improvements in front of 11125 North Country Squire and, additionally, the driveway improvement of 11130 North Country Squire. The City Council approved the initial project quote for \$55,150.00. Following an on-site review, and additional \$3,420.00 was assessed and subsequently approved. We have reviewed the invoice numbered 1118 and recommend payment in the amount of \$58,570.00.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink that reads 'John Peterson'.

John Peterson, P.E., CFM  
City Engineer

Enclosures



On Par Civil Services, LLC.

1220 Blalock Rd Ste 300  
TX 77055 US  
+1 8326425469  
Bidonpar@gmail.com

INVOICE

BILL TO  
City of Piney Point Village (DO NOT POST)

INVOICE 1118  
DATE 09/24/2024  
TERMS Net 30  
DUE DATE 10/24/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	7" Paving in front of 11125 N. Country Squire	275	190.00	52,250.00
Services	6" Curb in front of 11125 N. Country Squire	145	20.00	2,900.00
Services	Driveway for 11130 N. Country Squire	18	190.00	3,420.00

11125 & 11130 N. Country Squire

BALANCE DUE

\$58,570.00



August 21<sup>st</sup>, 2024

Eddie G. Breedlove  
On Par Civil Services, LLC  
1220 Blalock Rd., Suite 300  
Houston, Texas 77055

Re: Notice to Proceed  
11125 North Country Squire Paving Improvement  
City of Piney Point Village

Dear Mr. Breedlove:

This letter will serve as the Notice to Proceed for the proposed services stated and described in the attached proposal dated July 29, 2024 (11125 North Country Squire Paving Improvement), with the addition of a driveway repair that covers 18 SY at the same unit price, for a total fee not to exceed the amount of \$58,570.00. No additional payments will be given without approval from HDR. Please provide HDR with proposed schedule of work as soon as possible.

If you have any questions, please feel free to contact me at our office (713)-622-9264.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in blue ink that reads 'John Peterson'.

John Peterson, P.E., CFM  
City Engineer

Attachment

11125 North Country Squire  
Opinion of Probable Construction Cost  
City of Piney Point Village

CONTRACTOR:

11125 North Country Squire

Item	Item Description	Unit	Quantity	Unit Price	Cost
1	Proposed full depth concrete point repair including full depth saw cut, removal and disposal of existing concrete and subgrade, proposed 12-inch cement stabilized subgrade, 7-inch thick concrete pavement, rebar, expansion joints with undercut, complete in place, the sum of:	S.Y.	275	190.00	52,250.00
2	Proposed 6-inch concrete curb, including removal and disposal of the existing concrete curb, complete in place, the sum of:	L.F.	145	20.00	2,900.00
TOTAL QUOTE:					55,150.00

On Par Civil Services, LLC  
1220 Blalock Rd, Suite 300  
Hwy. 17 77055

Edward Bae  
Proj. Manager / Estimator  
7/29/2024

From: **Ortuno, Pablo** Pablo.Ortuno@hdrinc.com  
Subject: **North Country Sq - Point Repair**  
Date: **Aug 16, 2024 at 2:36:22 PM**  
To: **Bidonpar** bidonpar@gmail.com  
Cc: **Moore, Joseph** Joseph.Moore@hdrinc.com, **Peterson, John**  
john.peterson@hdrinc.com

Rogelio,

Per our conversation, you requested a unit price of \$190/SY for the replacement of the driveway apron at 11130 North Country Squire. The driveway is 18 SY so the cost of the driveway removal and replacement is \$3,420. Please confirm your agreement with this additional cost to the project.

If you agree, we will present the cost to the City for review and approval. Please do not proceed forward until you have received approval for the additional amount.

Thank you,

**Pablo Ortuno**  
*Municipal/Civil Coordinator*

HDR  
4828 Loop Central Drive, Suite 700  
Houston, TX 77081  
D 786-213-1370  
[Pablo.ortuno@hdrinc.com](mailto:Pablo.ortuno@hdrinc.com)  
[hdrinc.com/follow-us](https://hdrinc.com/follow-us)



Invoice #83724

**Remit Payments to Lockbox:**  
**Westco Grounds Maintenance, LLC**  
**PO Box 790379**  
**St. Louis, MO 63179-0379**  
**Above address is for payments only**

**Date** 7/30/2024  
**Terms** Net 30  
**PO #**

**Bill To**

Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, TX 77063

**Property Address**

Greenbay Street Beautification  
Greenbay St  
Houston, TX 77024

**Description**

**Amount**

<b>#15936 - Landscape and Irrigation Install</b>	<b>\$107,256.29</b>
	\$64,709.59
	\$3,216.70
	\$3,135.00
	\$3,562.50
	\$3,325.00
	\$6,745.00
	\$22,562.50
Subtotal	\$107,256.29
Sales Tax	\$0.00
<b>Total</b>	<b>\$107,256.29</b>



**Westco**  
Grounds Maintenance, LLC

**Invoice #83725**

**Remit Payments to Lockbox:**  
**Westco Grounds Maintenance, LLC**  
**PO Box 790379**  
**St. Louis, MO 63179-0379**  
**Above address is for payments only**

**Date** 7/30/2024  
**Terms** Net 30  
**PO #**

**Bill To**

Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, TX 77063


**Property Address**

Greenbay Street Beautification  
Greenbay St  
Houston, TX 77024

Qty	Description	Unit Price	Amount
<b>#15936 - Landscape and Irrigation Install</b>			
1.00	Retainage	\$5,645.07	\$5,645.07
Subtotal			\$5,645.07
Sales Tax			\$0.00
<b>Total</b>			<b>\$5,645.07</b>

# Check Refund Request

## (Temporary Certificate of Occupancy)

<b>Date Request:</b> 10/22/2024	<b>Check Request Amount:</b> \$25,000.00	<b>Trans Code:</b> Incode
<b>Original Payment Received on Date:</b> 05/14/2024	<b>Original Check Processed Date:</b> 05/14/2024	<b>Property Address:</b> (New Single Family)
<b>Permit #:</b> Incode; P# 19476	<b>Applicant Name:</b> Owner of property: Ghandi Saad ( [REDACTED] )	<b>Contact Phone Number:</b> Jonathan Shakib [REDACTED]
<b>Builder Contact Name and Address:</b>  Levant Luxury Homes 13501 Katy Freeway, Suite 3180 Houston, Texas 77079  Jonathan Shakib [REDACTED]	<b>Original Resident Address:</b>  Unknown	<b>*Notes:</b> The contractor paid the deposit for the temporary certificate of occupancy. The temporary extension deadline was on; <b>Monday, July 15<sup>th</sup>, 2024</b> HDR Engineering approved the final as built topo on [REDACTED] I recommend approval. The contractor met all obligations of the city.
<b>Builder Phone/ E-Mail;</b> Jonathan Shakib [REDACTED]	<b>Resident Name:</b> Owner of property: Ghandi Saad [REDACTED]	<b>Original Permit Number:</b> P#19476
<b>Original Receipt Transaction</b> <b>Receipt:</b> #00027560 <b>Trans:</b> # 110.0000 <b>Term:</b> 998 <b>Ref:</b> Check <b>Date:</b> 05/14/2024 <b>Time:</b> 03:51 p.m. 	<b>Notes:</b>  See the attached copy of the supporting documents.	<b>Make Check Payable:</b> Levant Luxury Homes 13501 Katy Freeway Suite 3180 Houston, Texas 77079  <b>\$25,000.00 Check Request</b>





# City of Piney Point Village

7676 WOODWAY DR SUITE 300  
HOUSTON, TX 77063-1523

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

Wednesday, May 29<sup>th</sup>, 2024

Levant Luxury Homes  
13501 Katy Freeway, Suite 3180  
Houston, Texas 77079  
[REDACTED]

RE: Temporary Certificate of Occupancy

Ref: 11264 Memorial Drive, 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 11264 Memorial Drive before the completion of the final City checklist.

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, July 15<sup>th</sup>, 2024.**

- Deck Final
- Drainage Final
- Fence Final
- Final As Built Topo Survey
- Tree Final
- MVWA Clean Out Inspection
- Pool Final
- Retaining Wall 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: (Owner) Ghandi Saad:

Agreed: (Owner) Nasseim Saad:

Agreed: (Builder) Jonathan Shakib:





# City of Piney Point Village

7660 WOODWAY DR., SUITE 460  
HOUSTON, TX 77063  
FAX (713) 782-0821

TELEPHONE (713) 782-0271

## CITY OF PINEY POINT VILLAGE

### Certificate of Occupancy



THIS FORM WAS PRINTED ON 9/24/2024

## 11264 MEMORIAL DRIVE

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.

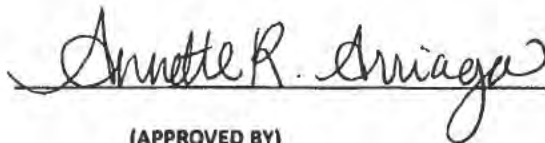
**PROJECT #:** 19476

**OCCUPATION TYPE:** NEW SINGLE  
FAMILY

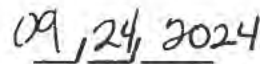
**PROPERTY OWNER:** RSG DEVELOPMENT LLC

**BUILDER/CONTRACTOR NAME:** LEVANT LUXURY HOMES

**PROJECT COMPLETION DATE:** September 18, 2024



(APPROVED BY)



(DATE)

Annette R. Arriaga

Director of Planning, Development & Permits

City Building Official



September 18, 2024

Mr. Salim Obeid  
RSG Engineering  
13501 Katy Fwy, Suite 3180  
Houston, Texas 77079

Re: On-Going Services  
As-Built Review of 11264 Memorial Drive – Third Submittal  
Piney Point Village, Texas  
HDR Job No. 10391488

Dear Mr. Obeid:

We are in receipt of the As-Built Drainage Plan for the above referenced address, dated 9/10/2024. 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 black ink, appearing to read 'Aaron Croley'.

Aaron Croley, P.E., CFM  
Project Engineer

Enclosures

cc: Annette Arriaga – City of Piney Point Village



**Levant Luxury Homes**  
13501 Katy Fwy. Suite 3180 Houston, TX 77079

September 30, 2024

**Annette R. Arriaga**  
Director of Planning, Development, & Permits  
City Building Official  
City of Piney Point  
7660 Woodway Dr, Suite 593  
Houston, TX 77063

Dear Ms. Arriaga,

I hope this letter finds you well. I am writing to provide a detailed explanation regarding the delay in meeting the July 15, 2024, deadline for the Temporary Certificate of Occupancy (TCO) at 11264 Memorial Dr. Our team worked diligently to ensure that all required inspections were completed within the allowable time frame, and I want to emphasize that **all major inspections were successfully passed before the deadline**. The only remaining tasks were the tree inspection and final as-built survey, both of which were delayed due to unforeseen circumstances beyond our control.

By July 5, 2024, we had completed and passed the Deck Final, Pool Final, Drainage Final, Fence Final, MVWA Clean-Out Final, and Retaining Wall Final. Our next step was to request and complete the final tree inspection, which was scheduled for Monday, July 8, 2024. Unfortunately, on the very morning of July 8, Hurricane Beryl struck the Houston area, leading to widespread damage and city-wide closures, including the City of Piney Point. As a result, the City's offices were closed, and all scheduled inspections, including our tree inspection, were delayed. The City remained closed until July 17, 2024, preventing us from proceeding with the required inspection or submitting the final as-built survey.

Once the City reopened, our team immediately worked to reschedule the tree inspection and complete the as-built survey submission. However, the extended closure and the disruption caused by the hurricane created an unavoidable delay in obtaining final approvals. The back-and-forth process that followed to finalize the as-built survey was lengthier than expected, as adjustments and revisions were required during this stage.

It is important to note that all other inspections had been completed on time, and our team had been prepared to meet the July 15 deadline, but the unexpected hurricane and subsequent delays in City operations made it impossible for us to do so.

In light of these circumstances, we respectfully request consideration for the refund of the \$25,000 downpayment for the Temporary Certificate of Occupancy. The delays were caused by factors entirely outside of our control, and we believe we made every effort to complete the project within the allocated timeframe despite these challenges.

We appreciate your understanding and cooperation in this matter and value our ongoing relationship with the City of Piney Point. Please do not hesitate to reach out if you require any further information or documentation.

Thank you for your time and consideration.

Sincerely,  
**Jonathan Shakib**  
Project Director  
Levant Luxury Homes

Levant Luxury Homes, LLC | [REDACTED]  
13501 Katy Freeway, #3180 | Houston, Texas 77079

TO: The Honorable Mayor and Members of the City Council

FROM: R. Pennington, City Administrator

MEETING DATE: October 28, 2024

SUBJECT: Mosquito Control Contract with Cypress Creek Mosquito Control, Inc.

**Agenda Item: 7**

This agenda item requests City Council consideration and approval of a Mosquito Control Agreement between the City of Piney Point (the "Association") and Cypress Creek Mosquito Control, Inc. (the "Contractor") for mosquito control services within the City. Key Terms of the Agreement are listed below:

Duration:

- Three-year term from January 1, 2025, to December 31, 2028.

Service Schedule:

- Weekly applications from March 15 to November 15, weather permitting
- Additional applications available upon request at the agreed-upon rate

Pricing:

- \$600.00 per application visit (plus applicable taxes)
- Fuel adjustment clause if fuel prices exceed \$3.50 per gallon on average in the Greater Houston Area

Contractor Responsibilities:

- Provide necessary equipment and trained personnel
- Maintain required insurance coverage
- Comply with all applicable regulations
- Perform applications in accordance with chemical labeling

Approval of this agreement will ensure continued mosquito control services for the City of Piney Point community through 2028, with provisions for adjusting service frequency and pricing as needed.



## Mosquito Control Agreement

City of PIney POint

1. The parties to this Mosquito Control Agreement are **City of PIney POint** (hereinafter, the "Association") and Cypress Creek Mosquito Control, Inc. (hereinafter, the "Contractor"), a Texas Corporation, with principal offices in Houston, Harris County, Texas.
2. In consideration for the payments to be made by Association to Contractor, as recited herein below, Contractor shall be responsible for providing mosquito control application for City of PIney POint community in Greater Harris County, Texas. Association shall attach hereto as Exhibit "A" a map, plat or chart, showing the layout of the said subdivision.
3. **The terms of this agreement shall be for three (3) years starting 01-01-2025 and ending on 12-31-2028.**
4. Contractor shall perform application at least once every week commencing the week of March 15<sup>th</sup> and ending the week of November 15<sup>th</sup>, weather conditions permitting, and in case of bad weather, as soon thereafter as is practicable the (Application Visits"). However, in the event the Association determines that additional applications are not caused by faulty work or breach of warranty by Contractor, **Association may request Contractor to make additional applications at the agreed upon rate per Application Visits.**
5. The Association shall pay a consideration of **\$600.00** (plus tax, if applicable) per application visit to Contractor for each actual visit made by Contractor to the subdivision for complete application. The Contractor shall submit invoices on the first of each month. Invoice terms shall be net fifteen (15) days. Price is based on map in Cypress Creek Mosquito Control's file.
6. Should the price of fuel increase to more than \$3.50 per gallon on average in the greater Houston Area (reported by the U.S. Energy Information Administration), Contractor has the right to add a fuel adjustment to the price of each Application Visit (the "Fuel Adjustment"). The Fuel Adjustment shall be determined by increasing the price of each Application Visit by the percentage of the fuel cost increase (Application Visit Price x (100%+ the percentage of the fuel cost increase) multiplied by the Contractor's percentage of overhead costs attributed to fuel (8%)."
7. Contractor hereby warrants that the application Visits shall be performed shall in accordance with the chemical labeling.
8. Contractor is to provide:
  - (a) All necessary equipment.
  - (b) Equipped, trained and competent personnel adequate for the performance of Contractor's duties hereunder.
  - (c) Public liability and property damage insurance with limits of \$300,000 for damage resulting to one person, \$300,000 for damages resulting from one casualty, and \$50,000 property damage insurance for damages Resulting from one occurrence.
  - (d) Responsibility for all existing local, state, and federal regulations relating to work performed under this contract.
  - (e) Workman's Compensation - Statutory
9. Contractor shall indemnify and hold harmless the Association against any and all liability which may be incurred by Association arising from work performed under this contract, or from work which was to have been performed by Contractor under this contract, but which Contractor omitted to perform.
10. Association hereby expressly disclaims any liability whatsoever or responsibility of any kind with respect to the choice of judgment exercised by Contractor in his determination of what chemicals or other materials should be used by Contractor in performance of the work provided for by this contract.
11. Association designates the agent named herein below in this paragraph as its agent for the performance of Association obligations under this contract. All correspondence between the parties shall be sent to the names and addresses shown herein below. Any notice required under provisions within this contract shall be deemed to have been sent if mailed to the appropriate address shown herein below.

For Association:

**City of PIney POint**

**IF TCEQ log was kept for 2024 we will continue for the remainder of this agreement unless informed otherwise.**

For Contractor:

CYPRESS CREEK MOSQUITO CONTROL,  
INC. PO Box 691227  
Houston, TX 77269

12. The parties hereby warrant to each other that the person or persons signing below is or are principal(s), officer(s), or otherwise duly authorized agent(s) to enter into this agreement for the party for whom such person or persons is or are signing.
13. This contract may be canceled by either party, provided a written notice of such cancellation is given to the other party thirty (30) days prior to the effect of the cancellation date.

IN WITNESS, WHEREOF, this Mosquito Control Agreement has been executed in duplicate original, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR

CYPRESS CREEK MOSQUITO CONTROL, INC.  
PH: 281-469-2679 FAX: 281-469-4720

\_\_\_\_\_  
ASSOCIATION

Licensed and regulated by:  
Texas Department of Agriculture  
PO Box 12847, Austin, TX 78711  
Phone (866) 918-4481 Fax (888)

TO: The Honorable Mayor and Members of the City Council

FROM: Bobby Pennington, City Administrator  
Michelle Yi, Finance Director  
Frederick Johnson, Public Works Manager

MEETING DATE: October 28, 2024

SUBJECT: Consideration and possible action on the Interlocal Agreement with Houston-Galveston Area Council (H-GAC) for the purchase of certain products and services.

**Agenda Item: 8**

This Interlocal Contract is entered into under the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, between the Houston-Galveston Area Council and the City for the purchase of specific products and services through the H-GAC Cooperative Purchasing Program.

It is recommended that the Council authorize the City Administrator to sign a new Interlocal Agreement with H-GAC, which is attached.

NOTE: The need for the interlocal contract is for the purchase of a budgeted public works vehicle. The city has a sample quote for a 2024 F-250 4x4 SD Crew Cab. The vehicle would include a safety strobe light, graphics (Logo w/ lettering - Driver/Passenger/Tailgate), as well as delivery cost. This quote totals \$57,357. If an Interlocal Agreement is approved, the staff will recommend an order to be placed closer to the year-end for delivery after January 1.

**Attachments:**

- *2025 Interlocal Contract for Cooperative Purchase*
- *Sample Quote for a new truck*



THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **City of Piney Point Village**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **7660 Woodway Dr. #460 Houston, TX 77063**.

**WITNESSETH**

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **10/28/2024** (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

**ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

**ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

**ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

**ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **01/01/2025** and ends **12/31/2025**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

**ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

## **ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

## **ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

## **ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

## **ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

## **ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

## **ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

## **THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:**

### **City of Piney Point Village**

Name of End User (local government, agency, or non-profit corporation)

### **7660 Woodway Dr. #460**

Mailing Address

### **Houston, TX 77063**

City, State ZIP Code

Signature of chief elected or appointed official | **Date**

### **Robert Pennington, City Administrator**

Typed Name & Title of Signatory

### **Houston-Galveston Area Council**

3555 Timmons Lane, Suite 120, Houston, TX  
77027

By:

Executive Director

Date:



### END USER DATA

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com) or by faxing it to 713-993-2424. The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**  
**P.O. Box 22777, Houston, TX 77227-2777**

Name of End User Agency: **City of Piney Point Village** County Name: **Harris**

Mailing Address: **7660 Woodway Dr. #460 Houston, TX 77063**

Main Telephone Number: **713-230-8702** FAX Number: **713-782-0281**

Physical Address: **7660 Woodway Dr. #460 Houston, TX >77063**

Web Site Address: **<https://www.cityofpineypoint.com/>**

---

**Official Contact: Robert Pennington**

Mailing Address: **7660 Woodway Dr. #460  
Houston, TX 77063**

Title: **City Administrator**

Ph No.: **713-230-8703**

FX No.:

E-Mail Address: **[cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)**

**Authorized Official: Aliza Dutt**

Mailing Address: **7660 Woodway Dr. #460  
Houston, TX 77063**

Title: **Mayor**

Ph No.: **713-782-0271**

FX No.:

E-Mail Address: **[cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)**

**Authorized Official: Michelle Yi**

Mailing Address: **7660 Woodway Dr. #460  
Houston, TX 77063**

Title: **Finance Director**

Ph No.: **713-230-8702**

FX No.:

E-Mail Address: **[myi@pineypt.org](mailto:myi@pineypt.org)**

**Authorized Official: Frederick Johnson**

Mailing Address: **7660 Woodway Dr. #460  
Houston, TX 77063**

Title: **Public Works Manager**

Ph No.: **713-230-8704**

FX No.:

E-Mail Address: **[fjohnson@pineypt.org](mailto:fjohnson@pineypt.org)**

## **COMPLETING AND EXECUTING THE ILC PROCESS**

### **Step 1 (complete)**

Thank you for completing this step. A PDF copy of the ILC document will be delivered to the email address entered.

### **Step 2**

Secure a signature by the individual identified as the Authorized Official to contractually bind your entity.

### **Step 3**

Scan and email a copy of the contract to H-GAC at [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com), or fax it to 713-993-2424.

The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**

PO Box 22777

Houston, TX 77227-2777

If you require an original signed contract, please print, sign, and mail two (2) sets of the ILC documents.

### **Step 4**

H-GAC will execute the contract and return a copy to you electronically.



**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract  
No.:

VE 05-24

Date  
Prepared:

10/24/2024

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract. As needed, delivery updates will be provided as soon as possible.

Buying Agency:	City of Piney Point Village	Contractor:	Bill Knight Ford
Contact Person:	Frederick R. Johnson	Prepared By:	Steven Wiley
Phone:	713-203-6978	Phone:	918-526-2394
Fax:		Fax:	918-526-2395
Email:	<a href="mailto:fjohnson@pineypt.org">fjohnson@pineypt.org</a>	Email:	<a href="mailto:swiley@billknightauto.com">swiley@billknightauto.com</a>

Product Description	2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B) - PL420
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	\$49,345.57
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**B. Published Options - Itemize below - Attach additional sheet(s) if necessary.**

(Note: Published Options are "manufacturer standard options" which were submitted and priced in Contractor's proposal.)

Description	Cost	Description	Cost
Electronic Locking w/3.73 Axle Ratio	\$412.80		
Tires: LT245/75R17E BSW A/T (4)	\$158.40		
XL Chrome Package	\$216.00		
FX4 Off Road Package	\$475.20		
120V/400W Outlet	\$168.00		
250 Amp Alternator (Gas)	\$81.60		
Platform Running Boards	\$427.20		
Remote Start	\$240.00		
Upfitter Switches	\$158.40		
		Subtotal From Additional Sheet(s):	
		Subtotal B:	\$2,337.60

**C. Customization Category Totals - Itemize below / Attach additional sheet(s) if necessary.**

(Note: Customization options are "manufacturer non-standard options" which were submitted and priced in Contractor's proposal.)

Description	Cost	Description	Cost
Delivery to Houston, TX	\$754.50		
Upfit (Silo Hill -Strobe Light Package)	\$3,870.00	Subtotal From Additional Sheet(s):	
Graphics (Logo w/ lettering - Drivers/Passenger/Tailgate)	\$449.00	Subtotal C:	\$5,073.50

Check: Total cost of Customization Categories (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	10%
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**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered:	1	X Subtotal of A + B + C:	\$56,756.67	=	Subtotal D:	\$56,756.67
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E. H-GAC Order Processing Charge (Amount Per Current Policy)	Subtotal E:	\$600.00
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**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

Description	Cost	Description	Cost
		Subtotal F:	\$0.00

Delivery Date:	11/21/2024	G. Total Purchase Price (D+E+F):	\$57,356.67
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**Prepared for: Frederick Johnson, Public Works/Code Enforcement Manager, City of Piney Point**  
7660 Woodway Dr. , Suite 460  
Houston, TX 77063  
Office: 713-203-6978  
Email: fjohnson@pineypt.org

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**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420

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### **Client Proposal**

Prepared by:  
Steven Wiley  
Office: 361.218.3358  
Email: swiley@billknightauto.com  
Quote ID: PP  
Date: 10/24/2024





**Prepared for: Frederick Johnson**

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133



**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

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**Frederick Johnson, Public Works/Code  
Enforcement Manager, City of Piney Point**

7660 Woodway Dr. , Suite 460

Houston, TX 77063

Office: 713-203-6978

Email: fjohnson@pineypt.org

Re: Quote ID PP 10/24/2024

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Dear Frederick,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Respectfully

**Steven Wiley**

Commercial Account Manager

361.218.3358

swiley@billknightauto.com



2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Table of Contents

Description	Page
Cover Page	1
Cover Letter	2
Table of Contents	3
Selected Equip & Specs	4
As Configured Vehicle	18
Warranty	21
Vehicle Dimension and Performance	22
Pricing Summary - Single Vehicle	23
Window Sticker	24

**Prepared for: Frederick Johnson**

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133



**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs**

**Dimensions**

- Conventional Capacity: 14,100 lbs.
- Fifth-wheel towing capacity: 13,900 lbs.
- Front brake diameter: 14.3"
- Cargo box length: 81.9"
- Cargo box volume: 65.4 cu.ft.
- Cargo box max width: 66.9"
- Cargo box length feet: 6.8
- Vehicle body width: 80.0"
- Wheelbase: 160.0"
- Front track: 68.3"
- Cab to axle: 39.9"
- Frame yield strength (psi): 50000.0
- Front bumper to back of cab: 151.8"
- Max interior rear cargo volume: 52.1 cu.ft.
- Headroom first-row: 40.8"
- Leg room first-row: 43.9"
- Shoulder room first-row: 66.7"
- Hip room first-row: 62.5"
- GCWR: 21,000 lbs.
- Gooseneck towing capacity: 14,100 lbs.
- Rear brake diameter: 14.3"
- Cargo box min width: 50.5"
- Pickup box depth: 21.1"
- Cargo box tailgate width: 60.5"
- Vehicle body length: 250.0"
- Vehicle body height: 81.5"
- Vehicle turning radius: 26.5'
- Rear track: 67.2"
- Frame section modulus: 10.7 cu.in.
- Front bumper to front axle: 38.2"
- Interior rear cargo volume with seats folded: 52.1 cu.ft.
- Total passenger volume: 131.8 cu.ft.
- Headroom second-row: 40.4"
- Leg room second-row: 43.6"
- Shoulder room second-row: 65.9"
- Hip room second-row: 64.7"

**Powertrain**

- Spark ignition system
- Engine cylinders: V-8
- Horsepower: 405 HP@5000 RPM
- Radiator
- Part-time 4WD
- Recommended fuel: regular unleaded
- Electronic transfer case shift
- Auto locking hub control
- 6.8L V-8 variable valve control, engine with 405HP
- Injection Type: sequential MPI
- Torque: 445 lb.-ft.@4000 RPM
- TorqShift 10-speed automatic
- Four-wheel drive
- All-speed ABS and driveline traction control
- \* **Driver selectable rear locking differential**

**Fuel Economy and Emissions**

- Gasoline secondary fuel type
- E85 additional fuel types
- Federal emissions

**Suspension and Handling**

- \* **Off-road ride suspension**
- \* **Premium grade rear shock absorbers**
- \* **Premium grade front shock absorbers**

**Driveability**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

## Prepared for: Frederick Johnson

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133



## 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

### Selected Equip & Specs (cont'd)

- 4-wheel disc brakes
- 4-wheel antilock (ABS) brakes
- Brake assist system
- Hill Start Assist
- Front anti-roll bar
- Rigid axle rear suspension
- Hydraulic power-assist steering system
- 2-wheel steering system
- Front and rear ventilated disc brakes
- Four channel ABS brakes
- \* **Hill Descent Control**
- Mono-beam rigid axle front suspension
- Front coil springs
- Leaf spring rear suspension
- Re-circulating ball steering

### Body Exterior

- Trailer wiring harness
- 4 doors
- Pickup bed-rail protectors
- Monotone paint
- Black side window trim
- Black windshield trim
- 2 front tow hooks
- Rear bumper step
- Black grille
- Manual extendable trailer mirrors
- Black door mirrors
- Conventional right rear passenger door
- \* **LT245/75RS17 AT BSW front and rear tires**
- \* **Running boards**
- Standard style pickup box
- Clearcoat paint
- \* **Exterior decal**
- Black door handles
- \* **Chrome front bumper**
- \* **Chrome rear bumper**
- \* **Body-coloured front bumper rub strip**
- Convex spotter in driver and passenger side door mirrors
- Turn signal indicator in door mirrors
- Conventional left rear passenger door
- Tailgate
- 17 x 7.5-inch front and rear argent steel wheels

### Convenience

- Power door locks with 2 stage unlocking
- All-in-one remote fob and ignition key
- Cruise control with steering wheel mounted controls
- Day/Night rearview mirror
- Integrated side steps
- Front beverage holders
- 8 beverage holders
- Illuminated glove box
- Dashboard storage
- Trip computer
- Over the air updates
- Keyfob activated door locks
- Power tailgate/rear door lock
- \* **FordPass Connect smart device and keyfob vehicle start control**
- Power first-row windows
- Fixed rear windshield
- Illuminated locking glove box
- Rear beverage holders
- Instrument panel covered bin
- Retained accessory power
- \* **Upfitter switches**
- PRND in IP

### Comfort

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

## Prepared for: Frederick Johnson

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133



## 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

### Selected Equip & Specs (cont'd)

- Manual climate control
- Rear under seat climate control ducts
- Full headliner coverage
- Full floor coverage
- Carpet rear seatback upholstery
- Manual tilting steering wheel
- Cabin air filter
- Cloth headliner material
- Full vinyl floor covering
- Vinyl rear seat upholstery
- Urethane steering wheel
- Manual telescopic steering wheel

### Seats and Trim

- Seating capacity: 6
- Driver seat with 4-way directional controls
- Height adjustable front seat head restraints
- Split-bench front seat
- Front seat armrest storage
- Manual driver seat fore/aft control
- Manual passenger seat fore/aft control
- Height adjustable rear seat head restraints
- Manual driver seat lumbar
- 40-20-40 split-bench front seat
- Front passenger seat with 4-way directional controls
- Manual front seat head restraint control
- Front seat center armrest
- Manual reclining driver seat
- Manual reclining passenger seat
- Fixed rear seats
- Split-bench rear seat
- Vinyl front seat upholstery

### Entertainment Features

- 2 total number of 1st row displays
- Primary touchscreen display
- \* **AM/FM**
- AM radio
- Seek scan
- Standard grade speakers
- Steering wheel mounted audio controls
- Speed sensitive volume
- Fixed audio antenna
- 8 inch primary display
- AM/FM stereo radio
- In-vehicle audio
- FM radio
- SYNC 4 external memory control
- Speakers number: 4
- SYNC 4 voice activated audio controls
- Bluetooth wireless audio streaming

### Lighting, Visibility and Instrumentation

- Digital/analog instrumentation display
- Trip odometer
- Compass
- Driver information center
- Oil pressure gauge
- Transmission fluid temperature gauge
- Gauge cluster display size (inches): 4.20
- Reflector headlights
- Autolamp auto on/off headlight control
- Delay-off headlights
- Variable intermittent front windshield wipers
- Configurable instrumentation gauges
- In-radio display clock
- Exterior temperature display
- Tachometer
- Engine/electric motor temperature gauge
- Engine hour meter
- Light tinted windows
- Halogen headlights
- Multiple enclosed headlights
- DRL preference setting
- Illuminated entry

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2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Selected Equip & Specs (cont'd)

- Front reading lights
- Variable instrument panel light
- High mounted center stop light
- \* **Front fog lights**
- Pickup box cargo light
- Rear reading lights
- Daytime running lights
- Remote activated perimeter approach lighting
- Fade interior courtesy lights

Technology and Telematics

- SYNC 4 911 Assist emergency SOS system via mobile device
- Smart device wireless mirroring
- 2 USB ports
- SYNC 4 handsfree wireless device connectivity
- FordPass Connect 5G mobile hotspot internet access

Safety and Security

- Driver front impact airbag
- Safety Canopy System curtain first and second-row overhead airbags
- Seat mounted side impact front passenger airbag
- Rear seat center 3-point seatbelt
- SecuriLock immobilizer
- Rear mounted camera
- Manual rear child safety door locks
- Seat mounted side impact driver airbag
- Passenger front impact airbag
- 6 airbags
- Front height adjustable seatbelts
- Remote panic alarm
- AdvanceTrac w/Roll Stability Control electronic stability control system with anti-rollover

Dimensions

General Weights

Curb weight .....	6,396 lbs.	Rear curb weight .....	2,609 lbs.
GVWR .....	10,000 lbs.	Payload .....	3,565 lbs.

Trailer Weights

Fifth-wheel towing capacity .....	13,900 lbs.	Gooseneck towing capacity .....	14,100 lbs.
Conventional capacity .....	14,100 lbs.	GCWR .....	21,000 lbs.

Front Weights

Front curb weight .....	3,787 lbs.	GAWR front .....	4,800 lbs.
Axle capacity front .....	6,000 lbs.	Spring rating front .....	4,800 lbs.
Tire/wheel capacity front .....	6,390 lbs.		

Rear Weights

GAWR rear .....	6,340 lbs.	Axle capacity rear .....	6,200 lbs.
Spring rating rear .....	6,340 lbs.	Tire/wheel capacity rear .....	6,390 lbs.

Off Road

Min ground clearance .....	8.5"	Loading floor height .....	37.2 "
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.





2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Selected Equip & Specs (cont'd)

Approach angle	16.9	Departure angle	21.1
<i>Exterior Measurements</i>			
Vehicle body length	250.0"	Vehicle body width	80.0"
Vehicle body height	81.5"	Wheelbase	160.0"
Front brake diameter	14.3"	Cargo box length	81.9"
Rear brake diameter	14.3"	Cargo box min width	50.5"
Cargo box volume	65.4 cu.ft.	Pickup box depth	21.1"
Cargo box max width	66.9"	Cargo box tailgate width	60.5"
Cargo box length feet	6.8	Front track	68.3"
Rear track	67.2"	Vehicle turning radius	26.5'
Cab to axle	39.9"	Frame section modulus	10.7 cu.in.
Frame yield strength (psi)	50000.0	Front bumper to front axle	38.2"
Front bumper to back of cab	151.8"		
<i>Interior Measurements</i>			
Max interior rear cargo volume	52.1 cu.ft.	Interior rear cargo volume with seats folded	52.1 cu.ft.
<i>Interior Volume</i>			
Total passenger volume	131.8 cu.ft.		
<i>Headroom</i>			
Headroom first-row	40.8"	Headroom second-row	40.4"
<i>Legroom</i>			
Leg room first-row	43.9"	Leg room second-row	43.6"
<i>Shoulder Room</i>			
Shoulder room first-row	66.7"	Shoulder room second-row	65.9"
<i>Hip Room</i>			
Hip room first-row	62.5"	Hip room second-row	64.7"

Powertrain

<i>Engine</i>			
Engine 6.8L V-8 variable valve control, engine with 405HP		Valves per cylinder	2
Engine cylinders	V-8	Injection type	sequential MPI
Engine location	Front mounted engine	Ignition	Spark ignition system
Engine mounting direction	Longitudinal mounted engine	Engine block material	Iron engine block
Cylinder head material	Aluminum cylinder head		
<i>Engine Specs</i>			
Displacement	6.8L	cc	415 cu.in.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Frederick Johnson**

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

Bore ..... 4.22"  
Compression ratio ..... 10.8

Stroke ..... 3.68"  
SAEJ1349 ..... AUG2004 compliant

**Engine Power**

Horsepower ..... 405 HP@5000 RPM

Torque ..... 445 lb.-ft. @4000 RPM

**Alternator**

\* Alternator amps ..... 250A

\* Alternator type ..... Heavy-duty alternator

**Battery**

Battery amps ..... 78Ah  
Battery rating ..... 750CCA

Battery type ..... HD lead acid battery  
Battery run down protection ..... Battery run down protection

**Engine Extras**

Radiator ..... Radiator

**Transmission**

Transmission ..... TorqShift 10-speed automatic

Transmission electronic control ..... Transmission electronic control

Overdrive transmission ..... Overdrive transmission

Lock-up transmission ..... Lock-up transmission

First gear ratio ..... 4.696

Second gear ratio ..... 2.985

Third gear ratio ..... 2.146

Fourth gear ratio ..... 1.769

Fifth gear ratio ..... 1.52

Sixth gear ratio ..... 1.275

Reverse gear ratio ..... 4.866

Seventh gear ratio ..... 1

Eighth gear ratio ..... 0.854

Ninth gear ratio ..... 0.689

Tenth gear ratio ..... 0.636

Stall ratio ..... 1.97

Selectable mode transmission ..... Selectable mode transmission

Sequential shift control ..... SelectShift Sequential shift control

Transmission oil cooler ..... Transmission oil cooler

**Drive Type**

4WD type ..... Part-time 4WD

Drive type ..... Four-wheel drive

**Drivetrain**

Axle ratio ..... 3.73

**Exhaust**

Tailpipe ..... Stainless steel single exhaust

**Fuel**

Fuel type ..... regular unleaded

**Fuel Tank**

Fuel tank capacity ..... 34.00 gal.

**Drive Feature**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

Traction control	All-speed ABS and driveline traction control	Locking hub control	Auto locking hub control
Transfer case	Electronic transfer case shift	<b>* Rear locking differential Driver selectable rear locking differential</b>	

**Fuel Economy and Emissions**

*Fuel Economy*

Secondary fuel type	Gasoline secondary fuel type
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*Emissions*

Emissions	Federal emissions
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*Fuel Economy (Alternate 1)*

Additional fuel types	E85 additional fuel types
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**Suspension and Handling**

*Suspension*

<b>* Suspension</b>	<b>Off-road ride suspension</b>	<b>* Front shock absorbers</b>	<b>Premium grade front shock absorbers</b>
<b>* Rear shock absorbers</b>	<b>Premium grade rear shock absorbers</b>		

**Driveability**

*Brakes*

Brake type	4-wheel disc brakes	Ventilated brakes	Front and rear ventilated disc brakes
ABS brakes	Four channel ABS brakes	ABS brakes	4-wheel antilock (ABS) brakes

*Brake Assistance*

Hill start assist	Hill Start Assist	<b>* Hill control</b>	<b>Hill Descent Control</b>
Brake assist system	Brake assist system		

*Front Suspension*

Front anti-roll	Front anti-roll bar	Suspension ride type front	Mono-beam rigid axle front suspension
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*Front Spring*

Regular front springs	Regular front springs	Springs front	Front coil springs
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*Rear Spring*

Springs rear	Rear leaf springs	Rear springs	Heavy-duty rear springs
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*Rear Suspension*

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

Suspension type rear .....	Leaf spring rear suspension	Suspension ride type rear .....	Rigid axle rear suspension
<i>Steering</i>			
Steering .....	Hydraulic power-assist steering system	Steering type .....	Re-circulating ball steering
Steering type number of wheels ..	2-wheel steering system		

**Exterior**

*Front Wheels*

Front wheels diameter .....	17"	Front wheels width .....	7.5"
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*Rear Wheels*

Rear wheels diameter .....	17"	Rear wheels width .....	7.5"
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*Front And Rear Wheels*

Appearance .....	argent	Material .....	steel
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*Front Tires*

Aspect .....	75	Diameter .....	17"
Sidewalls .....	BSW	Speed .....	S
* <b>Tread</b> .....	<b>AT</b>	Type .....	LT
Width .....	245mm	Front wheel - RPM .....	649

*Rear Tires*

Aspect .....	75	Diameter .....	17"
Sidewalls .....	BSW	Speed .....	S
* <b>Tread</b> .....	<b>AT</b>	Type .....	LT
Width .....	245mm	Rear wheel - RPM .....	649

**Body Exterior**

*Trailer*

Towing capability .....	Trailer towing capability	Towing class .....	Class V tow rating
Towing hitch .....	Trailer hitch	Towing wiring harness .....	Trailer wiring harness
Towing brake controller .....	Trailer brake controller	Towing trailer sway .....	Trailer sway control

*Exterior Features*

Box style .....	Standard style pickup box	Number of doors .....	4 doors
* <b>Running boards</b> .....	<b>Running boards</b>	* <b>Skid plate</b> .....	<b>2 underbody skid plates</b>

*Body*

Body panels ..	Aluminum body panels with side impact beams
----------------	---

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**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

*Mirrors*

Convex spotter..... Convex spotter in driver and passenger side door mirrors  
Turn signal in door mirrorsTurn signal indicator in door mirrors

*Spare Tire*

Spare tire.. Full-size spare tire with steel wheel  
Spare tire location..... Crank-down spare tire

*Tires*

Front tires LT load rating ..... E  
Rear tires LT load rating ..... E

*Wheels*

\* **Wheel covers..... Chrome hub wheel covers**

**Convenience**

*Door Locks*

Door locks..... Power door locks with 2 stage unlocking  
Keyfob door locks.. Keyfob activated door locks  
All-in-one keyAll-in-one remote fob and ignition key  
Tailgate control.... Power tailgate/rear door lock

*Cruise Control*

Cruise control..... Cruise control with steering wheel mounted controls

*Key Fob Controls*

\* **Fob remote vehicle controls..... FordPass Connect smart device and keyfob vehicle start control**

*Rear View Mirror*

Day/Night rearview mirror..... Day/Night rearview mirror

*Exterior Mirrors*

Door mirrors..... Power door mirrors  
Folding door mirrors Manual folding door mirrors  
Heated door mirrors..... Heated driver and passenger side door mirrors

*Front Side Windows*

First-row windows..... Power first-row windows

*Overhead Console*

Overhead console..... Full overhead console  
Overhead console storage..... Overhead console storage

*Passenger Visor*

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2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Selected Equip & Specs (cont'd)

Visor passenger mirror	Passenger visor mirror
<b>Power Outlets</b>	
12V power outlets	2 12V power outlets
	<b>* 120V AC power outlets 1 120V AC power outlet</b>
<b>Pickup Box</b>	
Boxside steps	Integrated side steps
<b>Rear Windshield</b>	
Rear windshield	Fixed rear windshield
<b>Storage</b>	
Number of beverage holders	8 beverage holders
Beverage holders rear	Rear beverage holders
Illuminated glove box	Illuminated glove box
	Beverage holders Front beverage holders
	Glove box Illuminated locking glove box
	Instrument panel storage Instrument panel covered bin
Dashboard storage	Dashboard storage
<b>Windows Feature</b>	
One-touch up window	Driver and passenger one-touch up windows
	One-touch down window Driver and passenger one-touch down windows
<b>Windows Rear Side</b>	
Second-row windows	Power second-row windows
<b>Miscellaneous</b>	
Trip computer	Trip computer
<b>* Upfitter switches</b>	<b>Upfitter switches</b>
Over the air updates	Over the air updates
	PRND in IP PRND in IP
	Accessory power Retained accessory power
<b>Comfort</b>	
<b>Climate Control</b>	
Climate control	Manual climate control
Rear under seat ducts	Rear under seat climate control ducts
	Cabin air filter Cabin air filter
<b>Headliner</b>	
Headliner material	Cloth headliner material
	Headliner coverage Full headliner coverage
<b>Floor Trim</b>	
Floor covering	Full vinyl floor covering
	Floor coverage Full floor coverage
<b>Second-Row Seat Trim</b>	

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**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

Rear seat upholstery... Vinyl rear seat upholstery  
Rear seatback upholstery... Carpet rear seatback upholstery

*Steering Wheel*

Steering wheel material Urethane steering wheel  
Steering wheel telescopic... Manual telescopic steering wheel  
Steering wheel tilt... Manual tilting steering wheel

**Seats and Trim**

*Seat Capacity*

Seating capacity ..... 6

*Front Seats*

Front seat type ..... Split-bench front seat  
Driver seat fore/aft control ..... Manual driver seat fore/aft control  
Split front seats 40-20-40 split-bench front seat  
Passenger seat fore/aft control Manual passenger seat fore/aft control  
Front head restraint control ..... Manual front seat head restraint control  
Armrests front storage ..... Front seat armrest storage  
Driver seat direction ..... Driver seat with 4-way directional controls  
Passenger seat direction... Front passenger seat with 4-way directional controls  
Reclining passenger seat ..... Manual reclining passenger seat  
Front head restraints ..... Height adjustable front seat head restraints  
Armrests front center... Front seat center armrest  
Reclining driver seat Manual reclining driver seat

*Rear Seats*

Bench seats ..... Split-bench rear seat  
Folding second-row seats ..... 60-40 folding rear seats  
Rear seat folding position ..... Fold-up rear seat cushion  
Rear head restraint control ..... Manual rear seat head restraint control  
Rear seats fixed or removable... Fixed rear seats  
Rear seat direction ..... Front facing rear seat  
Rear head restraints Height adjustable rear seat head restraints  
Number of rear head restraints... 3 rear seat head restraints

*Lumbar Seats*

Driver lumbar ..... Manual driver seat lumbar

*Front Seat Trim*

Front seat upholstery Vinyl front seat upholstery  
Front seatback upholstery... Vinyl front seatback upholstery

*Interior Accents*

Interior accents ..... Chrome interior accents

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Selected Equip & Specs (cont'd)

*Gearshifter Material*

Gearshifter material ..... Urethane gear shifter material

Entertainment Features

*Displays*

Primary touchscreen display Primary touchscreen display  
Primary display size ..... 8 inch primary display  
Number of first-row displays 2 total number of 1st row displays

*Radio Features*

External memory ..... SYNC 4 external memory control  
Seek scan ..... Seek scan

*Speakers*

Speakers ..... Standard grade speakers  
Speakers number ..... 4

*Audio Features*

Steering mounted audio control ..... Steering wheel mounted audio controls  
Voice activated audio ..... SYNC 4 voice activated audio controls  
Speed sensitive volume Speed sensitive volume  
Wireless streaming ..... Bluetooth wireless audio streaming

Lighting, Visibility and Instrumentation

*Instrumentation*

Trip odometer ..... Trip odometer  
Instrumentation display ..... Digital/analog instrumentation display  
Configurable instrumentation gauges Configurable instrumentation gauges

*Instrumentation Displays*

Temperature display ..... Exterior temperature display  
Clock ..... In-radio display clock  
Driver information center ..... Driver information center  
Compass ..... Compass

*Instrumentation Gauges*

Tachometer ..... Tachometer  
Transmission temperature gauge ..... Transmission fluid temperature gauge  
Oil pressure gauge ..... Oil pressure gauge  
Engine/electric motor temperature gauge ..... Engine/electric motor temperature gauge  
Gauge cluster display size (inches) ..... 4.20  
Engine hour meter ..... Engine hour meter

*Instrumentation Warnings*



**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**Selected Equip & Specs (cont'd)**

Engine temperature warning	Engine temperature warning	Oil pressure warning	Oil pressure warning
Low fuel warning	Low fuel warning	Low brake fluid warning	Low brake fluid warning
Battery charge warning	Battery charge warning	Headlights on reminder	Headlights on reminder
Key in vehicle warning	Key in vehicle warning	Door ajar warning	Door ajar warning
Service interval warning	Service interval indicator	Low tire pressure warning	Tire specific low air pressure warning

*Glass*

Tinted windows	Light tinted windows
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*Headlights*

Headlights	Halogen headlights	Headlight type	Reflector headlights
Auto headlights	Autolamp auto on/off headlight control	Multiple headlights	Multiple enclosed headlights
Delay off headlights	Delay-off headlights	DRL preference setting	DRL preference setting

*Front Windshield*

Wipers	Variable intermittent front windshield wipers
--------	---

*Interior Lighting*

Illuminated entry	Illuminated entry	Variable panel light	Variable instrument panel light
Front reading lights	Front reading lights	Rear reading lights	Rear reading lights

*Lights*

Running lights	Daytime running lights	Interior courtesy lights	Fade interior courtesy lights
* Fog lights	Front fog lights	High mount stop light	High mounted center stop light
Pickup box cargo light	Pickup box cargo light	Perimeter approach lighting	Remote activated perimeter approach lighting

**Technology and Telematics**

*Connectivity*

Handsfree	SYNC 4 handsfree wireless device connectivity	Smart device integration	Smart device wireless mirroring
Emergency SOS	SYNC 4 911 Assist emergency SOS system via mobile device		

*Internet Access*

Internet access	FordPass Connect 5G mobile hotspot internet access
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2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Selected Equip & Specs (cont'd)

USB Ports

USB ports ..... 2 USB ports

Safety and Security

Airbags

Front impact airbag driver ..... Driver front impact airbag	Number of airbags ..... 6 airbags
Front impact airbag passenger ..... Passenger front impact airbag	Front side impact airbag driver Seat mounted side impact driver airbag
Front side impact airbag passenger. Seat mounted side impact front passenger airbag	Overhead airbags ..... Safety Canopy System curtain first and second-row overhead airbags

Seatbelts

3-point seatbelt ..... Rear seat center 3-point seatbelt	Height adjustable seatbelts ..... Front height adjustable seatbelts
--	---

Security System

Immobilizer ..... SecuriLock immobilizer	Remote panic alarm ..... Remote panic alarm
--	---

Cameras

Rear camera ..... Rear mounted camera

Traction Control

Electronic stability control ..... AdvanceTrac w/Roll Stability Control electronic stability control system with anti-rollover

Occupant Safety

Child door locks ..... Manual rear child safety door locks

**Prepared for: Frederick Johnson**  
Public Works/Code Enforcement Manager, City of Piney Point  
Prepared by: Steven Wiley  
10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**As Configured Vehicle**

Description	MSRP
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**Base Vehicle**

Base Vehicle Price (W2B)	\$51,560.00
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**Packages**

Order Code 600A	N/C
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- Includes:*
- Engine: 6.8L 2V DEVCT NA PFI V8 Gas  
Flex fuel.
  - Transmission: TorqShift-G 10-Speed Automatic  
Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.
  - GVWR: 10,000 lb Payload Package
  - Wheels: 17" Argent Painted Steel  
Includes painted hub covers/center ornaments.
  - HD Vinyl 40/20/40 Split Bench Seat  
Includes center armrest, cupholder, storage and driver's side manual lumbar.
  - Radio: AM/FM Stereo w/MP3 Player  
Includes 4 speakers.
  - SYNC 4  
Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.

**Powertrain**

Engine: 6.8L 2V DEVCT NA PFI V8 Gas <i>Flex fuel.</i>	Included
Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included
Electronic-Locking w/3.73 Axle Ratio	\$430.00
GVWR: 10,000 lb Payload Package	Included

**Wheels & Tires**

Tires: LT245/75R17E BSW A/T <i>Spare may not be the same as road tire.</i>	\$165.00
Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included

**Seats & Seat Trim**

HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
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**Other Options**

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**Prepared for: Frederick Johnson**

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024

Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**As Configured Vehicle (cont'd)**

Description	MSRP
160" Wheelbase	STD
Monotone Paint Application	STD
Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i>	Included
<i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	
<b>XL Chrome Package</b> <i>Includes 4 additional pickup box tie-downs.</i>	\$225.00
<i>Includes:</i> - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Halogen Fog Lamps	
<b>FX4 Off-Road Package</b> <i>Includes:</i> - Hill Descent Control - Off-Road Specifically Tuned Shock Absorbers <i>Includes front/rear.</i> - Transfer Case & Fuel Tank Skid Plates - Unique FX4 Off-Road Box Decal	\$495.00
250 Amp Alternator (Gas)	\$85.00
Platform Running Boards	\$445.00
120V/400W Outlet <i>Includes 1 in-dash mounted outlet.</i>	\$175.00
Remote Start System	\$250.00
Upfitter Switches (6) <i>Located in overhead console.</i>	\$165.00

**Fleet Options**

Fleet Customer Powertrain Limited Warranty	N/C
Requires valid FIN code.	

Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.



**Prepared for: Frederick Johnson**  
Public Works/Code Enforcement Manager, City of Piney Point  
Prepared by: Steven Wiley  
10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

**As Configured Vehicle (cont'd)**

Description	MSRP
<b>Emissions</b>	
50-State Emissions System	STD
<b>Exterior Color</b>	
Oxford White	N/C
<b>Interior Color</b>	
Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
<b>Upfit Options</b>	
City Logo with Text (Drivers/Passenger) & Tailgate lettering	\$449.00
Strobe Light Package (See Attached Quote)	\$3,870.00
SUBTOTAL	\$58,314.00
Destination Charge	\$1,995.00
TOTAL	\$60,309.00

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Public Works/Code Enforcement Manager, City of Piney Point  
Prepared by: Steven Wiley  
10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

**2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 420 | Quote ID: PP

Warranty

Standard Warranty

*Basic Warranty*

Basic warranty ..... 36 months/36,000 miles

*Powertrain Warranty*

Powertrain warranty ..... 60 months/60,000 miles

*Corrosion Perforation*

Corrosion perforation warranty ..... 60 months/unlimited

*Roadside Assistance Warranty*

Roadside warranty ..... 60 months/60,000 miles

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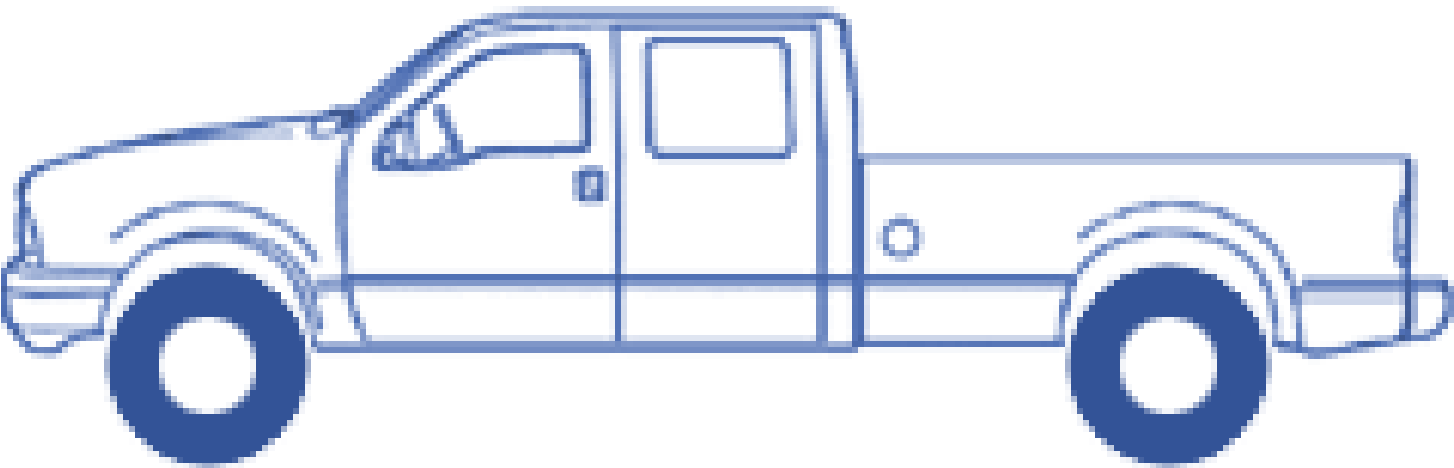


2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Vehicle Dimension and Performance Summary

Performance predictions in this report represent an estimate of vehicle performance based on standard operating conditions. Variations in customer equipment, load configuration, ambient conditions, and/or operator driving techniques can cause significant variations in vehicle performance. These values are not representative of results that may be shown in actual dynamometer tests. This report should therefore be used as a guide for comparative vehicle performance.



Light Duty

GVWR ..... 10,000 lbs

GVW ..... Totals

1 Payload - (Added Equipment ) ..... 0 lbs  
Occupants Weight ..... 900 lbs  
Curb Weight (as configured) ..... 6,396 lbs  
**TOTAL ..... 7,296 lbs**

Payload ..... 3,565 lbs  
Useable Payload ..... 2,665 lbs

Maximum payload capabilities are for properly equipped vehicles with required equipment and vary based on vehicle configuration, accessories, and option content.

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Prepared for: **Frederick Johnson**  
Public Works/Code Enforcement Manager, City of Piney Point  
Prepared by: Steven Wiley  
10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$51,560.00
Options		\$2,435.00
Colors		\$0.00
Upfitting		\$4,319.00
Fleet Discount		\$0.00
Fuel Charge		\$0.00
Destination Charge		\$1,995.00
<b>Subtotal</b>		\$60,309.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Delivery	Delivery to Houston, TX	\$754.50
HGAC	H-GAC Order Processing Fee (per PO)	\$600.00
HGAC2	HGAC Published Option Discount (4%)	-\$97.40
HGACA	HGAC/Buy Contract VE05-24 Base Discount (7.86%)	-\$4,209.43
<b>Total</b>		\$57,356.67

Customer Signature

Acceptance Date

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## Prepared for: Frederick Johnson

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

### 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

#### Major Equipment

(Based on selected options, shown at right)

TorqShift 10-speed automatic

\* Running boards

\* Class V tow rating

\* Front tires LT load rating: E

\* Lock-up transmission

\* Alternator Amps: 250A

\* All-speed ABS and driveline traction control

\* Battery rating: 750CCA

\* Battery run down protection

\* Fuel tank capacity: 34.00 gal.

\* Bluetooth wireless audio streaming

\* AM/FM stereo radio

\* Seek scan

\* Vehicle body length: 250.0"

\* Cab to axle: 39.9"

\* Tire/wheel capacity rear: 6,390 lbs.

\* Spring rating front: 4,800 lbs.

\* Trip computer

\* Heated driver and passenger side door mirrors

\* DRL preference setting

Exterior: Oxford White

Interior: Medium Dark Slate w/HD Vinyl  
40/20/40 Split Bench Seat

\* 17 x 7.5-inch front and rear argent steel  
wheels

\* LT245/75RS17 AT BSW front and rear tires

\* Overdrive transmission

\* Transmission electronic control

\* Stainless steel single exhaust

\* Driver selectable rear locking differential

\* HD lead acid battery

\* Injection Type: sequential MPI

\* Steering wheel mounted audio controls

\* 8 inch primary display

\* AM/FM

\* SYNC 4 external memory control

\* Wheelbase: 160.0"

\* Axle capacity rear: 6,200 lbs.

\* Axle capacity front: 6,000 lbs.

\* Off-road ride suspension

\* Power door mirrors

\* Manual folding door mirrors

\* Daytime running lights

#### As Configured Vehicle

MSRP

STANDARD VEHICLE PRICE ..... \$51,560.00

Order Code 600A ..... N/C

Engine: 6.8L 2V DEVCT NA PFI V8 Gas ..... Included

Transmission: TorqShift-G 10-Speed Automatic ..... Included

GVWR: 10,000 lb Payload Package ..... Included

Wheels: 17" Argent Painted Steel ..... Included

HD Vinyl 40/20/40 Split Bench Seat ..... Included

160" Wheelbase ..... STD

Monotone Paint Application ..... STD

Radio: AM/FM Stereo w/MP3 Player ..... Included

Fleet Customer Powertrain Limited Warranty ..... N/C

50-State Emissions System ..... STD

SYNC 4 ..... Included

Oxford White ..... N/C

Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat N/C

FX4 Off-Road Package ..... \$495.00

Electronic-Locking w/3.73 Axle Ratio ..... \$430.00

Tires: LT245/75Rx17E BSW A/T ..... \$165.00

Hill Descent Control ..... Included

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## Prepared for: Frederick Johnson

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

### 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

#### Major Equipment

* Light tinted windows	* Variable intermittent front windshield wipers
* Manual climate control	* Rear under seat climate control ducts
* Driver front impact airbag	* Seat mounted side impact driver airbag
* Passenger front impact airbag	* Seat mounted side impact front passenger airbag
* 6 airbags	* AdvanceTrac w/Roll Stability Control electronic stability control system with anti-rollover
* Manual rear child safety door locks	* SecuriLock immobilizer
* Fixed rear seats	* 60-40 folding rear seats
* Front facing rear seat	* Fold-up rear seat cushion
* Height adjustable rear seat head restraints	* Manual rear seat head restraint control
* 3 rear seat head restraints	* Split-bench rear seat
* 40-20-40 split-bench front seat	* Driver seat with 4-way directional controls
* Front passenger seat with 4-way directional controls	* Height adjustable front seat head restraints
* Manual front seat head restraint control	* Split-bench front seat
* Front seat center armrest	* Front seat armrest storage
* Manual reclining driver seat	* Manual driver seat fore/aft control
* Manual reclining passenger seat	* Manual passenger seat fore/aft control
* Vinyl front seat upholstery	* Vinyl front seatback upholstery
* Manual driver seat lumbar	* 4-wheel disc brakes
* 4-wheel antilock (ABS) brakes	* Brake assist system
* Hill Descent Control	* Hill Start Assist

#### As Configured Vehicle

MSRP

Off-Road Specifically Tuned Shock Absorbers	Included
Transfer Case & Fuel Tank Skid Plates	Included
Unique FX4 Off-Road Box Decal	Included
Platform Running Boards	\$445.00
120V/400W Outlet	\$175.00
Upfitter Switches (6)	\$165.00
250 Amp Alternator (Gas)	\$85.00
Remote Start System	\$250.00
XL Chrome Package	\$225.00
Bright Chrome Hub Covers & Center Ornaments	Included
Chrome Front Bumper	Included
Chrome Rear Step Bumper	Included
Halogen Fog Lamps	Included
SUBTOTAL	\$53,995.00
Destination Charge	\$1,995.00
<b>TOTAL</b>	<b>\$55,990.00</b>

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Prepared for: **Frederick Johnson**

Public Works/Code Enforcement Manager, City of Piney Point

Prepared by: Steven Wiley

10/24/2024



Bill Knight Ford Fleet Center | 9625 S. Memorial Drive Tulsa Oklahoma | 74133

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 420 | Quote ID: PP

Fuel Economy

City  
N/A



Hwy  
N/A

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TO: Mayor and City Council

FROM: R. Pennington, City Administrator

DATE: October 28, 2024

SUBJECT: Consideration and possible action on the Harris Central Appraisal District (HCAD) Board of Directors Nomination

**Item: 9**

**Summary:**

The Harris Central Appraisal District (HCAD) Board of Directors has recently undergone significant changes in its composition and selection process. The HCAD Board of Directors now consists of nine members and six appointed members. Three elected members (new as of 2024) The six appointed members are selected as follows:

- Harris County appoints one representative
- City of Houston appoints one representative
- Houston Independent School District appoints one representative
- Other cities in Harris County elect one representative
- School districts other than Houston ISD elect one representative
- Conservation and reclamation districts elect one representative

In 2024, for the first time, three board members were elected by Harris County voters:

- Place 1: Kathy Blueford-Daniels (elected on May 4, 2024).
- Place 2: Kyle Scott (elected in a runoff on June 15, 2024).
- Place 3: Ericka McCutcheon (elected in a runoff on June 15, 2024).

Election Process: The election for the new board positions was created by a 2023 Texas property tax relief bill, which applies to appraisal district boards in counties with populations of at least 75,000. The election process saw low voter turnout, with only about 2% of Harris County's registered voters participating.

Board Member Powers: The elected members have slightly more power than the appointed members. Two of the three elected members can veto any appointment to the Appraisal Review Board, which reviews appeals of property valuations<sup>3</sup>.

The HCAD Board of Directors has several important functions:

- Setting the agency's budget.
- Hiring and firing the chief appraiser.
- Overseeing the development of an appraisal roll for use by taxing units.

Positions are officially nonpartisan. The newly elected board members have expressed intentions to focus on increasing transparency, improving public education about the property tax system, and reviewing the guidelines for the Appraisal Review Board.

**Attachment:**

*Nomination Form.*

**Recommendation:**

The following is from Mike Sullivan:

*Elected officials and jurisdictions have reached out to me and asked that I reconsider my plans not to seek re-election to the HCAD board of directors. With three new public directors and the entire board up for re-election, it is imperative that experienced directors be in place to represent your interests and carry out the implementation of SB 2.*

*Effective today, I am mounting a campaign to be re-elected to the HCAD board of directors. Doing so will ensure that you have a committed, dedicated, and experienced director to represent you. With my 11 years of service on the HCAD board, the last 7 years representing you, I am the best and most qualified candidate to be elected.*

*HCAD will soon send ballots out to your jurisdiction. I am on the ballot and respectfully request that 100% your apportionment be cast for me.*

*If you have any questions or wish to discuss, please reach out to me. My personal email is [mike@MikeSullivan.me](mailto:mike@MikeSullivan.me) and my cell is 713-898-6969.*



**Harris Central Appraisal District  
OFFICE OF CHIEF APPRAISER**

---

TO: TO THE GOVERNING BODY AND/OR THE PRESIDING OFFICER OF

**City of Piney Point Village**

SERVED BY THE HARRIS CENTRAL APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: VOTING BALLOT FOR THE ELECTION TO APPOINT FIVE (5)  
DIRECTORS TO THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD  
OF DIRECTORS

DATE: October 17, 2024

As you know, the taxing units are following a new procedure to select appraisal district directors this year as directed by SB 2 (Texas Property Tax Code Sections See 6.0301 and 6.03). All taxing units have completed the process that the law specifies for selecting a nominee. We are now entering the phase whereby the taxing units that are qualified to vote under Section 6.03(d) will select the directors from among the nominated candidates for the five (5) open seats on the appraisal district's board of directors. This letter begins this final step in the process of appointing five directors.

**Before October 30**, the chief appraiser is required to prepare a voting ballot listing alphabetically by surname all candidates submitted by all taxing units, including the nominee of the conservation and reclamation districts, that were timely submitted. The chief appraiser is then required to send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote. The names of all candidates officially nominated are reflected on the enclosed "Certification of Ballot" form.

Pursuant to voting entitlement calculations made pursuant to Texas Property Tax Code Section 6.03(d), **City of Piney Point Village** has **5** votes.

To assist in the election procedure, please find enclosed a Certification of Ballot and a suggested form of resolution for casting vote(s) for the candidate(s). The governing body of each taxing unit

is entitled to cast its votes for a candidate(s) of its choice from the names appearing on the appropriate Certification of Ballot.

A taxing unit's votes may be cast for one candidate or may be distributed among any of the candidates listed on the Certification of Ballot. See Property Tax Code Section 6.03 (c). **Please be certain to write down the number of votes you wish to cast for the candidate(s) for whom you are casting your votes.**

Each governing body that casts its votes for one or more of the candidates must formally adopt a resolution naming the person or persons for whom it votes, the number of votes cast for each person, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.***

The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2024.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

**Resolutions and the Certification of Ballot may be submitted via e-mail to [cguerra@hcad.org](mailto:cguerra@hcad.org). However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.**

The five candidates receiving the most votes will be appointed to the board of directors for a term beginning January 1, 2025. S.B. 2 requires that in this first election the taxing units elect three members to three-year terms and two members to a one-year term. The attached voting resolution states that the three candidates receiving the highest votes will serve three-year terms and the two candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

It is important to note that a very specific voting time limit applies to some governing bodies of taxing units because they are each entitled to cast at least 5% (237) of the total votes (4,745).

Specifically, Section 6.03(k-1) states, "[T]he governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted."

In counting votes cast in the final election involving all voting taxing units entitled to vote, the Tax Code requires the chief appraiser to separate the ballots returned by the Conservation and Reclamation Districts. Pursuant to Section 6.03(k), the candidate who receives the most votes of the Conservation and Reclamation Districts is considered to have received all the votes cast by the Conservation and Reclamation Districts. The other candidates receiving votes from the Conservation and Reclamation Districts who did not receive the most votes cast are considered to have received no votes from the Conservation and Reclamation Districts.

The chief appraiser will count the votes as specified under the provisions contained within the Texas Property Tax Code. The chief appraiser will then declare the results and notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2024.

A tie vote will be resolved by a method of chance chosen by the chief appraiser.

If you have questions about the board selection process, please call me at 713-957-5299.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Altinger".

Roland Altinger, RPA  
Chief Appraiser

Attachments

cc: HCAD Board Members  
Tax Assessors  
Attorneys



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

A RESOLUTION OF THE GOVERNING BODY OF

**City of Piney Point Village**

CASTING ITS VOTE TO APPOINT DIRECTORS  
TO THE HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS

WHEREAS, the chief appraiser of the Harris Central Appraisal District has delivered to the presiding officer of this governing body the names of those persons duly nominated to be named a candidate to be appointed to serve on the board of directors of the Harris Central Appraisal District; and

WHEREAS, **City of Piney Point Village** deems it appropriate and in the public interest to cast its vote for the candidate(s) of its choice to be appointed to serve on the board of directors of the Harris Central Appraisal District's Board of Directors; now, therefore

BE IT RESOLVED BY HARRIS COUNTY:

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

Section 2. That **City of Piney Point Village** does hereby cast its vote, by casting **5** votes for the person(s) indicated on the enclosed Certificate of Ballot to be appointed to serve on the board of directors of the Harris Central Appraisal District, for a term beginning January 1, 2025.

Section 3. That the three candidates receiving the highest vote totals will serve three-year terms and the candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

Section 4. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District no later than 5:00 p.m. on December 16, 2024, unless otherwise required to be delivered earlier pursuant to the provisions contained in Section 6.03 (k-1).

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Presiding Officer

ATTEST

\_\_\_\_\_  
Witness

**Certification of Ballot - City of Piney Point Village**

**CASTING ITS VOTE TO APPOINT DIRECTORS  
TO THE HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS**

I, \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the governing body of **City of Piney Point Village** did by resolution cast its 5 votes as indicated below on this Certification of Ballot for the person(s) listed below to be appointed to the Harris Central Appraisal District's Board of Directors. There will be **five directors** appointed to the board through this voting process involving all taxing units eligible to vote.

**You may cast your votes for one or more candidates or distribute them amongst the candidates listed below for any number of directorships. (Section 6.03 (c)).**

**You are not required to cast any or all of your votes for the candidate that you nominated.**

***(PLEASE PLACE an "X" NEXT TO THE CANDIDATE(S) OF YOUR CHOICE AND LIST THE NUMBER OF VOTES YOU ARE CASTING FOR THE CANDIDATE(S))***

NAME	MARK WITH "X"	NUMBER OF VOTES <u>5</u>
Cassandra Auzenne Bandy	_____	_____
Jonathan Cowen	_____	_____
Martina Lemond Dixon	_____	_____
Bill Frazer	_____	_____
Melissa Noriega	_____	_____
Jim Robinson	_____	_____
Paul Shanklin	_____	_____
Mike Sullivan	_____	_____

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Witness

TO: Mayor and City Council

FROM: R. Pennington, City Administrator  
M. Rohde, Councilmember  
D. Olson, City Attorney

MEETING DATE: October 28, 2024

SUBJECT: WORKSHOP Items.

**Workshop Items: A, B, C, D, E, F, G**

**Summary:**

The council has officially requested to review several items, including the Generator Ordinance, School Zone Ordinance, Prohibited Parking in School Areas, Construction and Related Activities, and Permitted Signs, Outdoor Lighting, and Building Orientation.

- A. **Generator Ordinance:** The council has officially requested a review of our generator permit process in response to complaints about its complexity and timing. The current permit packet is included. The staff acknowledges the need to streamline the process while maintaining appropriate regulations on the placement and operating usage of the equipment.
- B. **Building Orientation:** Currently, P&Z regulations do not control which direction a house faces on a lot. Minimum front, side, and rear yard setbacks can impact where a house can be placed on a lot, which may, in turn, affect its orientation, but there are cases where a new construction has changed the direction from the original addressed street.
- C. **Outdoor Lighting:** This is in response to complaints of over-illumination and directional light pollution.
- D. **Permitted Signs:** The City's zoning ordinances regulate single-family residential buildings to ensure they conform with surrounding lots and structures, including signage. An amendment is being proposed to address signage placement on temporary construction fences, as the standard yard sign would be obstructed from view. This is to work with the proposed temporary construction fence requirement.
- E. **School Zone Ordinance:** The city is upgrading school zone signaling at several schools. An engineering study was completed to determine the proper locations and signage for reduced-speed zones and crosswalks. All locations need to be verified once the signage is installed.
- F. **Prohibited Parking:** MVPD has requested no parking along the north side of Smithdale Road from the intersection at Hedwig Road to Oak Lane to ensure a safe and efficient morning and afternoon carpool. The specific "No Parking" times will be confirmed with MVPD and MDE before public hearings.
- G. **Construction & Related Building Activities:** The City's ordinances pertaining to various building and construction activities require comprehensive updates in several key areas.

These include refining regulations related to construction vehicle parking, both on streets and on-site. The city's existing requirement for a 5-vehicle parking pad on construction sites needs to be formally codified. Furthermore, additional job site requirements, such as construction site fencing, document boxes, dumpsters, and debris management, should be officially incorporated into the ordinances to facilitate proper enforcement. The proposed language for these updates has been carefully drafted, drawing inspiration from ordinances of surrounding Villages and the City's own "New Construction Builders Packet for 2022," ensuring alignment with local standards and practices.

**Attachment:**

*Revised Workshop Packet.*

## **Proposed Ordinance on Standby Electric Generators** ***Updated Draft on 10/8/24 after City Council Workshop***

**New language** (and deleted language) from draft dated 9/30/24

### **Purpose:**

--The City's current generator ordinance was created when the technology was emerging for residential use and cost for these standby electric generators was prohibitive for many home owners. The initial ordinance was short, lacking definitions and proper language as to placement.

--After experiencing two major weather events this year, where power was out in much of the City for over 7 days, there is an increased interest in revising this ordinance to bring it up to current manufacturer's standards, as well as providing additional safe locations for residents to place such generators, should they choose to want to add this technology to their homes.

--Be aware that there were 3 separate incidents after Hurricane Beryl where MVFD was dispatched to area homes with apparent carbon monoxide levels due to standby generators (not portable ones). It was determined that exhaust from the generators somehow entered these homes, given the wind conditions, even though the location of the generator had the necessary clearances. The City should take additional steps to ensure that homeowners are aware (note that the City requires new residences to have a CO detection system), to add an additional layer of safety.

--The new standards included in this draft have been discussed with the MVFD and Fire Marshall, including whether additional emergency access is needed between the generator and the home structure. They will support the manufacturers' recommendations on clearance (min. 18 inches) along with proper placement away from any openings.

### **Planning & Zoning Commission Discussions (9/26/24):**

- P&Z Commissioners recommend that the Front/Side/Back yard setbacks for locating the generator structure remain the same, to keep generators from being located too close to neighboring property
- P&Z Commissioners recommend keeping the 5 foot minimum clearance from the main structure, with a closer (up to 24 inches) allowance for existing small lots and non-conforming lots, with greater scrutiny and requirements by City inspectors.
- P&Z recommends eliminating the building calculations for generators, as it is too time-consuming for residents.

### **Staff Recommendations (10/7/24):**

- City Staff concurs with the P&Z recommendation to eliminate the building area calculation for generator permits. This is a very time-consuming activity for residents, is often inaccurate, and difficult to verify by staff. Further, it is reported that the average size generator pad is less than 50sqft, which on a 20,000sqft lot is 0.25% of the lot coverage, and 0.125% of a 40,000sqft lot, equating to a very minimum portion of the total building area. It is recommended that a 50sqft exemption from the building area calculation be given to existing homes and those currently under construction. The exemption would not be available for future new construction, as generators can be better planned for under the new construction process.
- Staff recommends to streamline the ordinance language by deleting language that already appears in manufacturer's specifications, as it will be incorporated by reference.

- Staff recommends that the minimum distance of the ordinance be those distances required by under the manufacturer's specifications for the individual model generator to be installed, which in many cases is 18 inches from the house structure. Manufacturers have stringent installation requirements that are based on national standards and industry-wide regulations. The City should reinforce the operation of these standards.
- Staff advises that a acknowledgement be included in the Homeowner's Affidavit (part of the required documents for the generator permit application) requiring the homeowner to acknowledge that the City recommends the installation and proper maintenance of either a carbon monoxide detection system or stand-alone CO detectors at the residence. Staff recommends
- City Staff concurs with the P&Z request to eliminate the building area calculation for generator permits. This is a very time-consuming activity for residents, is often inaccurate, and difficult to verify by staff. Further, it is reported that the average size generator pad is less than 50sqft, which on a 20,000sqft lot is 0.25% of the lot coverage, and 0.125% of a 40,000sqft lot, equating to a very minimum portion of the total building area. It is recommended that a 50sqft exemption from the building area calculation be given to existing homes and those currently under construction. The exemption would not be available for future new construction, as generators can be better planned for under the new construction process.

#### **Outstanding Questions from Council Workshop (10/7/24):**

- Generator screening –is it necessary, as other mechanical systems are not required to be screened? If this requirement should continue, what design standards will be used?

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### **PROPOSED NEW ORDINANCE & CHANGES TO EXISTING ORDINANCES CONTAINING GENERATOR PROVISIONS**

#### **Sec. 74.244. Regulations**

- (a) *Accessory buildings and structures.* Except as provided immediately below, or specifically permitted otherwise in this chapter, no accessory building shall be erected in any yard as required by subsection (c).
- (1) *Rear yard.* A structure or accessory building not attached or made a part of the main building may be placed not less than ten feet from the rear property line, provided that all of such structure or accessory building is with the rear third of the lot.
- (2) *Side yard.* An accessory structure or accessory building not attached to or made a part of the main building, may be placed not less than ten feet from a side property line, provided that all such accessory structure or accessory building is within the rear third of the lot. Notwithstanding the foregoing, air conditioning and heating equipment, and/or mosquito equipment may be placed within the side yard so long as it is:
- Located no less than ten feet from the side property line;
  - Located within six feet of the main structure; and
  - Screened so it cannot be viewed from the street.
- (3) *Equipment/residential structures.* Air conditioning/heating equipment, swimming pool equipment and mosquito equipment are not allowed on any roof or front yard of any residential structure.
- ~~(4) Generator. The generator may only be located:~~
- ~~On the ground;~~



~~b. — No less than ten feet from the property line; and~~

~~c. — At least five feet from the building.~~

~~No generator shall be located in front of the main structure. The generator must be screened from the public view by shrubbery and be fueled only by natural gas. Sound shielding and screening is subject to city approval design.~~

- (g) *Building area.* The building area, exclusive of driveways and uncovered walkways, shall not exceed 30 percent of the lot area, exclusive of roadway easements; and the building area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces), shall not exceed 50 percent of the lot area. Notwithstanding, up to 50 square feet of area for a duly-permitted generator pad on lots with dwelling structures then existing or permitted for construction as of December 1, 2024 shall be excluded from the calculation of building area.

#### **Sec. 74-247. Standby Electric Generators**

(a) Definitions.

(1) Standby Electric Generator: (Also referred to as “generator”) is a device that converts mechanical energy to electrical energy, is fully enclosed in an integral manufacturer-supplied sound attenuating enclosure, is connected to the main electrical panel of a residence by a manual or automatic transfer switch, and is rated for a generating capacity of not less than seven (7) kilowatts.

(2) Generator Structure: includes the foundation pad, the generator device, any manufactured-supplied sound attenuating enclosure, and any raised pedestal, if required for proper installation.

- (b) Generally. Standby electric generators may be installed and maintained for the purpose of providing electric power during time periods when normal electric service is unavailable. Generators must be permitted by the city and must be fueled by natural gas.

(c) Location.

(1) Generators are required to meet the following building setback requirements:

a. Front Yard: No generator shall be located in a front yard or in front of the front building line of any residence.

b. Rear Yard: A generator may be placed in the rear yard, as long as the entire generator structure is not less than ten (10) feet from the rear property line.

c. Side Yard: A generator may be placed in the side yard, as long as the entire generator structure is no less than ten (10) feet from the side property line.

(2) No portion of the generator structure may be located in or across any right-of-way or ground easement, and no portion of the generator structure may be placed over ground-level drainage structures.

(3) The generator structure shall be located so it is not directly underneath any structure, roof, overhang, or projection from the wall.

(4) The generator shall not be placed in a location with airflow restrictions, including structural corners and heavy vegetation.

- (5) The base of the generator equipment must not lie in the floodplain. Any generator foundation or pedestal needing to be higher than fourteen (14) inches above the ground to comply with flood plain requirements is subject to approval from the city building official.

(d) Minimum distances from other structures.

- (1) Buildings. If the generator is to be located adjacent to a building, the minimum distance between the generator structure and the building shall be the greater of:
- a. The length required by manufacturers' specifications for the generator model to be installed., or
  - b. The length required by manufacturer's specifications for the building's exterior composition, or
  - c. Five (5) feet.
- ~~(2) Exception for Placement Adjacent To An Existing Building. If the generator is to be located adjacent to a building, then existing as of December 1, 2024, the distance requirement to meet Section 74-247(d)(1)(c) may be reduced if:~~
- ~~a. Notwithstanding the distance between the generator structure and the building being less than five (5) feet, the generator structure is placed at the maximum distance possible from the building so no part of the generator structure encroaches the adjacent building line, and~~
  - ~~b. The minimum distance between the generator and the building is not less than twenty four (24) inches, and~~
  - ~~c. The minimum distances required under the remainder of Section 74-247(d)(1) are met.~~
- (3) Building Openings. The minimum distance between the generator structure and any door, operable window, garage door, basement window, attic vent, air intake or exhaust pipes, dryer vent, wall cracks, or other openings in the building wall, ceiling or roof shall be the greater of five (5) feet or that conform to the length required by manufacturers' specifications for the generator model to be installed.
- (4) Vegetation. The minimum distance between the generator structure and vegetation, including trees, shrubs and bushes, shall be the greater of three (3) feet or that conform to the length required by manufacturers' specifications for the specific generator model to be installed.
- (5) The generator must meet all additional horizontal and vertical distance requirements as specified by the manufacturer for the generator model to be installed.

(e) Screening and Enclosures.

- (1) All generators must be screened so it cannot be visible
- a. from the ground by adjacent side or rear lots, and
  - b. from the street.
- ~~(2) Any structure intended to enclose or screen a generator, other than a structure designed solely for sound attenuation, shall be considered an accessory structure and must comply with all requirements of this division applicable to accessory structures.~~
- (3) The design and materials used for generator screenings and enclosures is subject to approval by the city building official.

(f) Installation, Inspection and Operation.

- (1) All generators must be installed and operated in compliance with the applicable manufacturer's specifications and recommendations.
- (2) Permit inspections by the City or its designee shall include a minimum of two onsite inspections:
  - a. Pre-site An inspection to ensure compliance with proper location and minimum distances of the generator structure;
  - b. A Final inspection to include workable operation of the generator.
- (3) A load analysis, generator specifications, and one-line electrical diagram copy of the City-approved permit packet must be posted with the permit on the project site.
- (4) Permit inspection requirements for generators shall be based on the manufacturer's installation manual, the City's building codes and standards as adopted by Ordinance, and the latest adopted National Fire Protection Association ("NFPA") standards, whichever standard is the most restrictive.
- (5) No generator shall be operated except when necessary to provide electric power during time periods when normal electric service is unavailable, when operating under exercise mode, or when necessary for maintenance or repair.
- (6) A generator's exercise mode shall not be timed for performance during non-daylight hours.

(g) *Sound attenuation.* All generators shall be installed, maintained, and operated in such manner as to reduce, to the greatest extent reasonably possible, the volume of sound produced by their operation. The maximum sound level at any time shall be 75 DBA measured at 23 feet from the generator under normal load.

~~(h) Additional requirements. Any generator located less than five (5) feet from a building that is designed or used as a residential dwelling must meet the following requirements:~~

- ~~(1) Obtain a passing inspection by the Fire Marshall as to meeting minimum clearance requirements between the generator and other structures; and~~
- ~~(2) Install and properly maintain a carbon monoxide detecting system inside the adjacent building, under rules established by the City building official.~~

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 74, ARTICLE IV. SECTION 74-244 -REGULATIONS, OF THE CODE OF ORDINANCES, REGARDING GENERATORS AND BUILDING AREA CALCULATIONS, AND CREATING A NEW SECTION 74-247 – STANDBY ELECTRIC GENERATORS, REGARDING THE PERMITTING, LOCATION, INSTALLATION AND OPERATION OF RESIDENTIAL STANDBY ELECTRIC GENERATORS.**

\* \* \* \* \*

**WHEREAS**, the zoning regulations and district established in Chapter 74 of the Code of Ordinance have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations and such district have been designed to lessen congestion on the streets; to secure safety from fire, panic and other dangers; to facilitate adequate provisions of transportation, particularly in times of natural disaster when timely evacuation is critical for the protection of lives; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate adequate provisions of water, sewage, schools, parks and other public requirements; and

**WHEREAS**, these regulations have been made with reasonable consideration of the character of the city and its suitability for a particular use, and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city.

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas and the Planning and Zoning Commission of the City of Piney Point Village, Texas have each held a public hearing to consider possible amendments to the Piney Point Village Code of Ordinances; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the Planning and Zoning Commission of Piney Point Village, Texas submitted its written recommendation to the City Council of the City of Piney Point Village, Texas, concerning proposed amendments to Chapter 74, Article IV., Section 74-244 - Regulations, and a new Section 74-247 -Standby Electric Generators, relating to residential generators; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas has considered the recommendation of the Planning and Zoning Commission, concerning the proposed amendments to Chapter 74, Article IV., Section 74-244 - Regulations, and a new Section 74-247 -Standby Electric Generators relating to residential generators; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has concluded that amendments should be made to Chapter 74, Article IV., Section 74-244 - Regulations, and a

new Section 74-247 -Standby Electric Generators relating to residential generators should be added to the Piney Point Village Code of Ordinances.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** Chapter 74, Article IV., Section 74-244 -Regulations, of the Code of Ordinances of the City of Piney Point Village, Texas is hereby amended to read as set forth in Appendix A, attached hereto.

**Section 3.** Chapter 74, Article IV., Section 74-247 -Standby Home Generators, is hereby added to the Code of Ordinances of the City of Piney Point Village, Texas, to read as set forth in Appendix A, attached hereto.

**Section 4.** All other portions of the Piney Point Village Code of Ordinances not specifically amended hereby remain in full force and effect.

**Section 5.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 6.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 7.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

---

Aliza Dutt  
Mayor

Attest:

---

Robert Pennington  
City Administrator / City Secretary



## ATTACHMENT A

### Chapter 74

### Article IV.

### Section 74-244 –Regulations

Sec. 74-244. Regulations.

- (a) *Accessory buildings and structures.* Except as provided immediately below, or specifically permitted otherwise in this chapter, no accessory building shall be erected in any yard as required by subsection (c).
- (1) *Rear yard.* A structure or accessory building not attached or made a part of the main building may be placed not less than ten feet from the rear property line, provided that all of such structure or accessory building is with the rear third of the lot.
- (2) *Side yard.* An accessory structure or accessory building not attached to or made a part of the main building, may be placed not less than ten feet from a side property line, provided that all such accessory structure or accessory building is within the rear third of the lot. Notwithstanding the foregoing, air conditioning and heating equipment, and/or mosquito equipment may be placed within the side yard so long as it is:
- Located no less than ten feet from the side property line;
  - Located within six feet of the main structure; and
  - Screened so it cannot be viewed from the street.
- (3) *Equipment/residential structures.* Air conditioning/heating equipment, swimming pool equipment and mosquito equipment are not allowed on any roof or front yard of any residential structure.
- ~~(4) *Generator.* The generator may only be located:~~
- ~~On the ground;~~
  - ~~No less than ten feet from the property line; and~~
  - ~~At least five feet from the building.~~
- ~~No generator shall be located in front of the main structure. The generator must be screened from the public view by shrubbery and be fueled only by natural gas. Sound shielding and screening is subject to city approval design.~~
- (g) *Building area.* The building area, exclusive of driveways and uncovered walkways, shall not exceed 30 percent of the lot area, exclusive of roadway easements; and the building area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces), shall not exceed 50 percent of the lot area. Notwithstanding, up to 50 square feet of area for a duly-permitted generator pad on lots with dwelling structures then existing or permitted for construction as of December 1, 2024 shall be excluded from the calculation of building area.

## Chapter 74

### Article IV.

## Section 74-247 –Standby Electric Generators

### Sec. 74-247. Standby Electric Generators

#### (a) Definitions.

- (1) Standby Electric Generator: (Also referred to as “generator”) is a device that converts mechanical energy to electrical energy, is fully enclosed in an integral manufacturer-supplied sound attenuating enclosure, is connected to the main electrical panel of a residence by a manual or automatic transfer switch, and is rated for a generating capacity of not less than seven (7) kilowatts.
- (2) Generator Structure: includes the foundation pad, the generator device, any manufactured-supplied sound attenuating enclosure, and any raised pedestal, if required for proper installation.

(b) Generally. Standby electric generators may be installed and maintained for the purpose of providing electric power during time periods when normal electric service is unavailable. Generators must be permitted by the city and must be fueled by natural gas.

#### (c) Location.

- (1) Generators are required to meet the following building setback requirements:
  - a. Front Yard: No generator shall be located in a front yard or in front of the front building line of any residence.
  - b. Rear Yard: A generator may be placed in the rear yard, as long as the entire generator structure is not less than ten (10) feet from the rear property line.
  - c. Side Yard: A generator may be placed in the side yard, as long as the entire generator structure is no less than ten (10) feet from the side property line.
- (2) No portion of the generator structure may be located in or across any right-of-way or ground easement, and no portion of the generator structure may be placed over ground-level drainage structures.
- (3) The base of the generator equipment must not lie in the floodplain. Any generator foundation or pedestal needing to be higher than fourteen (14) inches above the ground to comply with flood plain requirements is subject to approval from the city building official.

#### (d) Minimum distances from other structures.

- (1) Buildings. If the generator is to be located adjacent to a building, the minimum distance between the generator structure and the building shall be the length required by manufacturers’ specifications for
- (2) Building Openings. The minimum distance between the generator structure and any door, operable window, garage door, basement window, attic vent, air intake or exhaust pipes, dryer vent, wall cracks, or other openings in the building wall, ceiling or roof shall conform to the length required by manufacturers’ specifications for the generator model to be installed.
- (3) Vegetation. The minimum distance between the generator structure and vegetation, including trees, shrubs and bushes, shall conform to the length required by manufacturers’ specifications for the specific generator model to be installed.

- (4) The generator must meet all additional horizontal and vertical distance requirements as specified by the manufacturer for the generator model to be installed.

(e) Screening and Enclosures.

- (1) All generators must be screened so it cannot be visible  
a. from the ground by adjacent side or rear lots, and  
b. from the street.
- (2) The design and materials used for generator screenings and enclosures is subject to approval by the city building official.

(f) Installation, Inspection and Operation.

- (1) All generators must be installed and operated in compliance with the applicable manufacturer's specifications and recommendations.
- (2) Permit inspections by the City or its designee shall include a minimum of two onsite inspections:  
a. An inspection to ensure compliance with proper location and minimum distances of the generator structure;  
b. Final inspection to include workable operation of the generator.
- (3) A copy of the City-approved permit packet must be posted with the permit on the project site.
- (4) Permit inspection requirements for generators shall be based on the manufacturer's installation manual, the City's building codes and standards as adopted by Ordinance, and the latest adopted National Fire Protection Association ("NFPA") standards, whichever standard is the most restrictive.
- (5) No generator shall be operated except when necessary to provide electric power during time periods when normal electric service is unavailable, when operating under exercise mode, or when necessary for maintenance or repair.
- (6) A generator's exercise mode shall not be timed for performance during non-daylight hours.

(g) Sound attenuation. All generators shall be installed, maintained, and operated in such manner as to reduce, to the greatest extent reasonably possible, the volume of sound produced by their operation. The maximum sound level at any time shall be 75 DBA measured at 23 feet from the generator under normal load.

## Proposed Ordinance on Building Orientation

### Purpose:

--The City regulates single family residential buildings under its zoning ordinances for general conformity of surrounding lots and structures. While front, side and rear yards are well established under current ordinances, there is no ordinance that speaks to the orientation, or positioning of the “front” of such buildings.

--This issue was raised in early Spring 2024 regarding a corner lot on W. Dana Ln where the builder wanted to orient the “front” of the house facing the side yard adjacent to Smithdale Rd. The building’s main entrance and architectural detail was mostly in the side yard, leaving the front yard view on W. Dana Lane with just garages and a small side entrance. The City didn’t have an ordinance to address this issue at the time, and the Building Official had to negotiate with the builder to make several concessions to the building’s elevation facing W. Dana Ln., including a front entrance and additional architectural detail.

--The City of Bunker Hill Village has such a “building orientation” ordinance, which our City could adopt and add to its zoning ordinances under Section 74-245 -Supplementary District Regulations.

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### PROPOSED NEW ORDINANCE ON BUILDING ORIENTATION

#### Section 74-245 –Supplementary District Regulations

(m) Building orientation. Each main building on a lot that is adjacent to more than one street (i.e., corner lot) shall be designed and constructed so that the building front, or apparent building front, is oriented toward the street adjacent to the front yard of the lot upon which such main building is located. The building front, or apparent building front, is that building side where the greatest amount of architectural detail is emphasized and the primary entrance is located.

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### Current City of Bunker Hill Ordinance:

#### **§ 7.15. Building orientation.**

Each main building shall be designed and constructed so that the building front, or apparent building front, is oriented toward the street adjacent to the front yard of the lot upon which such main building is located.

The building front, or apparent building front, is that building side where the greatest amount of architectural detail is emphasized and the primary entrance is located.

(Ord. No. 05-322, § 1, 2-15-05)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 74, ARTICLE IV. OF THE CODE OF ORDINANCES BY CREATING A NEW SUBSECTION UNDER SECTION 74-245 –SUPPLEMENTARY DISTRICT REGULATIONS REGARDING THE ORIENTATION OF A BUILDING.**

\* \* \* \* \*

**WHEREAS**, the zoning regulations and districts established in Chapter 74 of the Code of Ordinances for the City of Piney Point Village, Texas have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations and such district have been designed to lessen congestion on the streets; to secure safety from fire, panic and other dangers; to facilitate adequate provisions of transportation, particularly in times of natural disaster when timely evacuation is critical for the protection of lives; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate adequate provisions of water, sewage, schools, parks and other public requirements; and

**WHEREAS**, these regulations have been made with reasonable consideration of the character of the city and its suitability for a particular use, and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas and the Planning and Zoning Commission of the City of Piney Point Village, Texas have each held a public hearing to consider possible amendments to the Piney Point Village Code of Ordinances; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the Planning and Zoning Commission of Piney Point Village, Texas submitted its written recommendation to the City Council of the City of Piney Point Village, Texas concerning proposed amendments to Chapter 74, Article IV., Section 74-245 -Supplemental District Regulations relating to the orientation of a building; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas has considered the recommendation of the Planning and Zoning Commission, concerning the proposed amendments to Chapter 74, Article IV., Section 74-245 -Supplemental District Regulations of the Piney Point Village Zoning Code relating to the orientation of a building; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has concluded that amendments should be made to Chapter 74, Article IV., Section 74-245 -Supplemental District Regulations, of the Piney Point Village Code of Ordinances relating to relating to the orientation of a building.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** Chapter 74, Article IV., Section 74-245 -Supplemental District Regulations of the Code of Ordinances of the City of Piney Point Village, Texas is hereby amended by adding **Subsection (m) *Building Orientation*** to read as set out in Appendix A, attached hereto. All other portions of the Piney Point Village Code of Ordinances not specifically amended hereby remain in full force and effect.

**Section 3.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 4.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 5.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

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Aliza Dutt  
Mayor

Attest:

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Robert Pennington  
City Administrator / City Secretary



## ATTACHMENT A

### Chapter 74

#### Article IV.

#### Section 74-245(m) –Supplementary District Regulations

(m) *Building orientation.* Each main building on a lot that is adjacent to more than one street (i.e., corner lot) shall be designed and constructed so that the building front, or apparent building front, is oriented toward the street adjacent to the front yard of the lot upon which such main building is located. The building front, or apparent building front, is that building side where the greatest amount of architectural detail is emphasized and the primary entrance is located.

# Proposed Amended Ordinance on Outdoor Lighting

## Purpose:

--The City regulates the use of outdoor lighting under Chapter 74 of its Code of Ordinances. The purpose of amending this ordinance is to provide additional clarity so it may be better enforced. Further, additional provisions are needed to (1) codify what is already being required by the city building official for new residential construction or major renovations, and (2) provide standards for the placement of certain lights that are the source of most issues within the city.

--Most of the changes to this ordinance come from specific provisions of the cities of Hedwig Village and Spring Valley, as well as model ordinances published by the Dark Skies Initiative and Harvard University.

--The City is significantly limited in enforcing outdoor lighting by Texas Govt Code Chapter 3000, wherein cities are not allowed to prohibit the use of any building-related products or materials that are otherwise approved under a national model code or regulates standards for such products and materials that are more stringent than the code. There is an exception to Chapter 3000 for outdoor lighting, but only if the municipality intends to be certified as a "Dark Sky Community" by the International Dark Sky Association and adopts ordinances that conform to the Dark Skies model regulations.

--At this time, the City may just want to provide better enforcement language for the ordinances it already has regarding outdoor lighting. Currently, the City may already regulate glare from outdoor lights onto neighboring properties. However, by defining necessary terms and adding more specificity to what is prohibited and what is exempted from the ordinance, the City will achieve a means by which to properly enforce the ordinance.

--Knowing that overall light pollution has negative effects on human health and area wildlife, the City should continue to explore opportunities to achieve community consensus on whether to pursue joining the growing number of Texas jurisdictions and cities across the U.S. that are a part of the Dark Skies collective.

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## PROPOSED NEW ORDINANCE & CHANGES TO EXISTING ORDINANCES ON OUTDOOR LIGHTING

### Sec. 74-1. Definitions.

Footcandle shall mean the empirical unit of measurement expressing the quality of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one square foot from a distance of one foot.

Glare shall mean emitted light of such intensity or brightness, directly or indirectly, upon any lot, tract or parcel of land other than that upon which the lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.

Lamp means an individual source of light other than a celestial object or fire. The term "lamp" includes, but is not limited to, bulbs, tubes, and modules. For purposes of this chapter, multiple light-emitting diodes (LEDs) or organic LEDs (OLEDs) within a self-contained bulb, tube or module are considered a single lamp.

Lighting shall mean any electric, manmade or artificial lighting equipment.

Light trespass shall mean light that falls beyond the property on which it is situated and is intended to illuminate. For purposes of this chapter, it is presumed that lighting is not intended to illuminate beyond the property line of the property on which the lighting is located, and that light emitted from a luminaire is presumed to fall beyond the property line if the lamp is visible, either directly or indirectly by reflection or otherwise, from beyond the property line.

Luminaire means the complete lighting unit or fixture, consisting of one or more lamps.

Outdoor lighting shall mean any lighting installed within the property line located or mounted outdoors, or any light source, that directly or indirectly casts or projects glare outdoors, whether attached to poles, building structures, the earth, or any other location.

Person or owner shall mean any person, firm, association, or organization that owns or has possession or control of real property within the City of Piney Point Village, Texas.

Yard light means any artificially energized light source used to illuminate all or part of a yard or the extension of a building or structure for aesthetic, security, recreational or other purposes.

#### **Sec. 74-244. Regulations.**

- (b) *Height regulations.* Except as provided immediately below, or specifically permitted otherwise in this chapter.
- (4) Yard-Outdoor lights. ~~Yard-Outdoor~~ lights attached to vegetation are permitted without height limitation within any required yard; however, no light, if installed on any pole or other structure, shall exceed 25 feet in height. Gas or electric lights not exceeding eight feet in height are permitted in a required front yard.

#### **Sec. 74-245. Supplementary district regulations.**

- (d) *Outdoor lighting.*
  - (1) Permit required. A person must apply for and obtain a permit from the city, and pay any applicable fee, prior to the installation of any outdoor lighting associated with new residential construction or construction on existing property that exceeds fifty (50) percent of the value on the improvements of the lot. The city building official shall provide additional regulations for permittees to ensure compliance with applicable standards and codes.
  - (2) Control of glare.
    - a. Any luminaire with a lamp or lamps rated at a total of more than 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of more than 900 lumens, shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.
    - b. Any luminaire with a lamp or lamps rated at a total of 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of more than 900 lumens, shall be mounted at a height equal to or less than the value of  $3 + (D/3)$ , where D is the distance in feet to the nearest property boundary. The maximum height of the luminaire may not exceed 25 feet; notwithstanding, outdoor lights attached to vegetation are permitted without height limitation if such luminaires do not cause light trespass or project a glare outside the property boundaries.
  - (3) Prohibitions.
    - a. It shall be unlawful for any person to cause or permit to be energized on property under his possession or control, or to maintain, any outdoor lighting that projects or is capable of projecting a glare or brightness, directly or indirectly, upon any lot, tract, or parcel of land, including streets, other than that property upon which the outdoor lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.
    - b. It shall be unlawful for any person to cause light trespass or permit light trespass to be caused by lighting on property under his possession or control.
    - c. Every All outdoor lighting shall be installed, oriented, regulated, operated, and maintained by the owner or person in control thereof in such a manner that the beam of any such light shall be east-aimed within the property boundaries, so that it-such outdoor lighting will not create glare upon any lot, tract, or parcel of land, including streets, other than that property upon which it is situated, and so that it-such outdoor lighting will not cause or permit any illumination from the lighting in excess of  $1\frac{1}{2}$  lumens per square foot in, on or over the ground at any point one-half (0.5) footcandles measured in the vertical plane at five feet or higher above ground at any point beyond the boundary of the lot, parcel or tract of land upon which the light emanates. Any light-luminaire in violation of this article shall be entirely removed or permanently altered in such fashion so to prevent the possibility of future violation.
    - d. It shall be unlawful for any person to cause or permit to be energized any light which is attached to a pole, standard or other facility or structure located upon or within a public roadway right-of-way or public street easement; provided, however, nothing contained in this subsection shall prevent the city from erecting street lighting or other lighting deemed necessary or appropriate for vehicular and pedestrian safety.
  - (4) Enforcement.

- a. Upon receipt of a complaint from any citizen, or upon the initiative of any City employee, a compliance inspection shall be conducted by the city administrator, city building official or other representatives designated by the city council.
- b. Compliance inspections shall be made during nighttime hours and violations will be determined by:
  - i. Visual inspection from the property line of any lights that are directly visible from the property line or indirectly visible due to reflection; or
  - ii. Readings from a sensitive light meter measured at the property line at five feet or higher above ground.

(5) Exceptions.

- a. The provisions of this article shall not apply to outdoor lighting operated by or under the direction of the city (for example, street lighting), or emergency lighting used by or at the direction of police, firefighting, or medical personnel.
- b. Seasonal decorations using typical unshielded low-wattage incandescent lamps shall be permitted from November 10 through January 30; notwithstanding, if such seasonal decorative lighting emits glare as defined herein, such lights shall be turned off no later than 11:00 p.m. each night, and remain off until at least sunrise of the following day.
- c. The lighting of United States and State of Texas flags are exempt from the provisions of this section. All other outdoor lighted decorative flags shall conform to the provisions of this section.
- d. Nonresidential recreational facilities, such as outdoor athletic fields, courts or tracks, shall abide by the specific outdoor lighting provisions for Institutional Uses contained in this chapter and must further abide by all outdoor lighting requirements of the facility's or institution's Special Use Permit.

**(26)** *Institutional uses.* The provisions of this paragraph shall apply only to tracts of land containing public or private religious or educational institutions. For the purposes hereof, the term "institutional uses" shall mean and include public or private religious or educational uses if they are the primary use of a tract of land. It shall be unlawful for any person to cause or permit to be energized, or to cause or permit to be maintained, on any tract of land containing an institutional use, any artificial light source that is located more than seven feet above natural grade if not attached to or within 12 inches of a building, or more than nine feet above natural grade if attached to or within 12 inches of a building, unless such light is hooded and cast in a manner to prevent glare on property other than the property upon which the light is situated. For the purposes of this paragraph, the term "hooded" shall mean a fixture containing or attached to an artificial light source that is designed and maintained so that any light beam therefrom is directed forward from its source only and no light or light beam therefrom can be cast in a direction perpendicular to the main beam of such light. The term "cast in a manner to prevent glare" shall mean hooded light that is pointed at an angle not exceeding 30° from any vertical direction and, if located more than nine feet above natural grade and not within 12 inches of any building, is directed inward toward the center of the property upon which it is located so that the light source is not visible from any adjacent property.

**(37)** It shall be unlawful for any person to cause or permit to be energized any light which is attached to a pole, standard or other facility or structure located upon or within a public roadway right-of-way or public street easement; provided, however, nothing contained in this subsection shall prevent the city from erecting street lighting or other lighting deemed necessary or appropriate for vehicular and pedestrian safety.

## **Current Ordinances Referencing Residential Outdoor Lighting –City of Piney Point Village**

### **Sec. 1-11. General penalty; continuing violations.**

- (a) Whenever in this Code or in any ordinance of the city an act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful and no specific penalty is provided, the violation of any such section of this Code or any such ordinance shall be punished by a fine not exceeding \$2,000.00 for violation of all such provisions that govern fire safety, zoning or public health and sanitation, including dumping of refuse, or not exceeding \$500.00 for all other violations. No penalty shall be greater or less than the penalty provided for the same or a similar offense under the laws

of the state. Each day any violation of this Code or of any ordinance shall continue shall constitute a separate offense. If any such violation is designated as a nuisance under this Code, such nuisance may be summarily abated pursuant to law.

- (b) In addition to the penalties provided in subsection (a) of this section, the city shall have the right of injunction or other administrative or legal or equitable remedies to enforce or to prevent the violation of any section of this Code or other city ordinance.

**Sec. 74-1. Definitions.**

*Glare* shall mean emitted light of such intensity or brightness, directly or indirectly, upon any lot, tract or parcel of land other than that upon which the lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.

*Yard light* means any artificially energized light source used to illuminate all or part of a yard or the extension of a building or structure for aesthetic, security, recreational or other purposes.

**Sec. 74-243. Permitted uses and structures.**

Buildings or premises shall be used only for the following purposes:

- (5) Accessory structures, buildings and uses.
  - a. To qualify as accessory structures or uses, tennis courts, including backstops and lighting therefor, must be set back at least ten feet from the nearest lot line; however, no tennis court shall be permitted in any front yard.

**Sec. 74-244. Regulations.**

- (b) *Height regulations.* Except as provided immediately below, or specifically permitted otherwise in this
- (4) *Yard lights.* Yard lights attached to vegetation are permitted without height limitation within any required yard; however, no light, if installed on any pole or other structure, shall exceed 25 feet in height. Gas or electric lights not exceeding eight feet in height are permitted in a required front yard.

**Sec. 74-245. Supplementary district regulations.**

- (d) *Outdoor lighting.*
  - (1) It shall be unlawful for any person to cause or permit to be energized on property under his possession or control, or to maintain, any light that projects or is capable of projecting a glare or brightness, directly or indirectly, upon any lot, tract or parcel of land other than that upon which the lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city. Every light shall be installed, regulated and maintained by the owner or person in control thereof in such a manner that the beam of any such light shall be cast so that it will not create glare upon any lot, tract or parcel of land other than that upon which it is situated and so that it will not cause or permit any illumination from lighting in excess of 1½ lumens per square foot in, on or over the ground at any point beyond the boundary of the lot, parcel or tract of land upon which the light emanates. Any light in violation of this article shall be entirely removed or permanently altered in such fashion so to prevent the possibility of future violation.
  - (2) *Institutional uses.* The provisions of this paragraph shall apply only to tracts of land containing public or private religious or educational institutions. For the purposes hereof, the term "institutional uses" shall mean and include public or private religious or educational uses if they are the primary use of a tract of land. It shall be unlawful for any person to cause or permit to be energized, or to cause or permit to be maintained, on any tract of land containing an institutional use, any artificial light source that is located more than seven feet above natural grade if not attached to or within 12 inches of a building, or more than nine feet above natural grade if attached to or within 12 inches of a building, unless such light is hooded and cast in a manner to prevent glare on property other than the property upon which the light is situated. For the purposes of this paragraph, the term "hooded" shall mean a fixture containing or attached to an artificial light source that is designed and maintained so that any light beam therefrom is directed forward from its source only and no light or light beam therefrom can be cast in a direction perpendicular to the main beam of such light. The term "cast in a manner to prevent glare" shall mean hooded light that is pointed at an angle not exceeding 30° from any vertical direction and, if located more than nine feet above natural grade and not within 12 inches of any building, is directed inward toward the center of the property upon which it is located so that the light source is not visible from any adjacent property.
  - (3) It shall be unlawful for any person to cause or permit to be energized any light which is attached to a pole, standard or other facility or structure located upon or within a public roadway right-of-way or public street easement; provided, however, nothing contained in this subsection shall prevent the city from erecting street lighting or other lighting deemed necessary or appropriate for vehicular and pedestrian safety.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 74, ARTICLE I. SECTION 74-1 –DEFINITIONS, AND CHAPTER 74, ARTICLE IV., SECTIONS 74-244(b) – HEIGHT REGULATIONS, AND 74-245(d)—OUTDOOR LIGHTING REGARDING OUTDOOR LIGHTING.**

\* \* \* \* \*

**WHEREAS**, the zoning regulations and districts established in Chapter 74 of the Code of Ordinances for the City of Piney Point Village, Texas have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations and such district have been designed to lessen congestion on the streets; to secure safety from fire, panic and other dangers; to facilitate adequate provisions of transportation, particularly in times of natural disaster when timely evacuation is critical for the protection of lives; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate adequate provisions of water, sewage, schools, parks and other public requirements; and

**WHEREAS**, these regulations have been made with reasonable consideration of the character of the city and its suitability for a particular use, and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas and the Planning and Zoning Commission of the City of Piney Point Village, Texas have each held a public hearing to consider possible amendments to the Piney Point Village Code of Ordinances; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the Planning and Zoning Commission of Piney Point Village, Texas submitted its written recommendation to the City Council of the City of Piney Point Village, Texas concerning proposed amendments to Chapter 74, Article IV., Section 74-1 –Definitions, and Chapter 74, Article IV., Sections 74-244(b) –Height Regulations, and 74-245(d) –Outdoor Lighting, of the Piney Point Village Code of Ordinances relating to relating to outdoor lighting; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas has considered the recommendation of the Planning and Zoning Commission, concerning the proposed amendments to Chapter 74, Article IV., Section 74-1 –Definitions, and Chapter 74, Article IV., Sections 74-244(b) –Height Regulations, and 74-245(d) –Outdoor Lighting, of the Piney Point Village Code of Ordinances relating to relating to outdoor lighting; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has concluded that amendments should be made to Chapter 74, Article IV., Section 74-1 –Definitions, and Chapter



74, Article IV., Sections 74-244(b) –Height Regulations, and 74-245(d) –Outdoor Lighting, of the Piney Point Village Code of Ordinances relating to relating to outdoor lighting.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** Chapter 74, Article IV., Section 74-1 –Definitions, and Chapter 74, Article IV., Sections 74-244(b) –Height Regulations, and 74-245(d) –Outdoor Lighting, of the Piney Point Village Code of Ordinances relating to relating to outdoor lighting of the Code of Ordinances of the City of Piney Point Village, Texas is hereby amended to read as set out in Appendix A, attached hereto. All other portions of the Piney Point Village Code of Ordinances not specifically amended hereby remain in full force and effect.

**Section 3.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 4.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 5.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

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Aliza Dutt  
Mayor

Attest:

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Robert Pennington  
City Administrator / City Secretary

## ATTACHMENT A

### Chapter 74

#### Article I.

#### Section 74-1 –Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The term "used for" shall include the meaning of the terms "designed for" or "intended for." The word "shall" is mandatory, not directive.

*Accessory building, church*, means any building not more than 35 feet in height that is auxiliary or incidental to or utilized in connection with the maintenance or operation of a church, and that is used for purposes otherwise within the definition of an accessory use, including, without limitation, buildings for religious instruction and/or administrative purposes, chapel buildings, recreational buildings and cafeteria buildings, but shall not include dormitories of any kind for any purpose; however, any such accessory building shall be located on the same tract as the main building or sanctuary.

*Accessory building, residential* means a detached subordinate building, that is not used for business, commercial or industrial purposes; which building is not rented; the use of the building is clearly an accessory use and such use is only incidental to that of the principal or main residential building and to the use of the land for residential purposes, provided that such accessory building is located on the same lot or tract as the principal or main residential building, and provided further that no portion of the structure comprising the accessory building may be connected to any portion of the structure comprising any part of the main or principal residential building other than a covered walkway not exceeding four feet in width. Provided further, any building or projection thereof located within five feet of the principal or main building or any projection thereof other than a covered walkway not exceeding four feet in width shall be deemed to constitute a portion of such principal or main building. An accessory building may not contain any kitchen facilities (which term shall include, without limitation, dishwashers and cooking facilities such as stoves, ovens, cooktops and barbeque pits) unless such kitchen facilities are open-air facilities. As used herein, "open air facilities" means that (a) any walls or other enclosures surrounding the facilities shall not cover or otherwise obstruct more than 270 degrees of a horizontal cross section surrounding the facility or facilities (as measured from a point directly in front of each kitchen facility), and (b) the remaining 90 degrees shall have an unobstructed floor to ceiling view and access to the outdoors.

*Accessory building, school*, means any building not more than 35 feet in height that is auxiliary or incidental to or used in connection with the maintenance and operation of a school and that is used for purposes otherwise within the definition of an accessory use, including without limitation school buildings, buildings for administrative purposes, recreational buildings, auditorium buildings, and cafeteria buildings, but shall not include dormitories of any kind for any purpose; however, any such building shall be located on the same tract as the main building of such school.

*Accessory use* means a subordinate use customarily incident to and located on the same lot occupied by the main building or use.

*Building* means any structure designed or built for the support, enclosure, shelter or protection of persons, animals, chattels or property of any kind.

*Building area* means the maximum portion of a lot over which structures may be constructed.

*Building, height of*, means the vertical distance from the average finished grade of the lot within the main building area to the highest point of the structure.

*Building line* means a line parallel or approximately parallel to the street line and beyond which buildings or structures may not be erected.

*Church* means a building and facilities used for the assembly of people for religious worship, instruction and recreation.

*Customary home occupation* means any occupation, not involving the conduct of a business, customarily carried on in a single-family dwelling as an incidental but not the principal use thereof by a member of the occupant's family residing on the premises, without the help of any assistant or employee; without structural alterations in the building or any of its rooms; without the installation of any machinery or equipment other than that customary to normal household operations; without the use of any sign, display or advertisement of the occupation or the telephone number of the same, person conducting the same, or of the occupant; and which occupation does not include the care of children not belonging to the family, a beauty school, parlor or shop, a doctor's or dentist's office for the treatment of patients, a barbershop, carpenter's shop, electrician's shop, shoeshop, plumber's shop, radio shop, tinner's shop, auto repairing, auto painting, furniture repairing, sign painting, or real estate office, but not limited to those so enumerated; and which occupation is not detrimental or injurious to adjoining properties; and which occupation does not involve the conduct of a school or office; and which occupation does not include the keeping, stabling, pasturing, boarding, or caring for any horse, cattle, dog, cat or other animal belonging to persons other than the occupants of the main building.

*Dwelling* means any building or portion thereof that is designed for or used for residential purposes.

*Dwelling, single-family*, means a permanent building designed for and occupied exclusively by one family, but not including any form of temporary or permanent mobile home, trailer or other vehicle, whether on wheels or not.

*80% fence* shall mean a fence constructed in such a manner that any portion of the fence that exceeds three feet in height contains at least 80 percent unobstructed, open views, comprised of uniformly spaced seven-foot see-through sections, separated by visually solid columns (maximum of two feet in width), and supports for such fence are of visually solid construction uniformly spaced, and such fence contains no wire or chain-link portions.

*Family* means one or more persons related by blood, adoption or marriage, living together as a single housekeeping unit, exclusive of household servants. A number of persons not exceeding two, living together as a single housekeeping unit though not related by blood, adoption or marriage, shall be deemed to constitute a family.

*Footcandle* shall mean the empirical unit of measurement expressing the quality of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one square foot from a distance of one foot.

*Garage or carport* means an accessory building or part of a main building used or designed for private storage only of motor-driven vehicles used by the occupants of the building to which it is accessory.

*Glare* shall mean emitted light of such intensity or brightness, directly or indirectly, upon any lot, tract or parcel of land other than that upon which the lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.

*Lot* means a parcel of land occupied or intended for occupancy by a use permitted in this chapter, including one main building together with its accessory buildings, the open spaces and parking spaces required by this chapter, and having its principal frontage upon a public street or upon a lawfully existing private street.

(1) *Lot, depth of*, means the mean horizontal distance between the front and rear lot lines.

(2) *Lot, width of*, means the mean horizontal distance between the side lot lines.

*Lamp* means an individual source of light other than a celestial object or fire. The term "lamp" includes, but is not limited to, bulbs, tubes, and modules. For purposes of this chapter, multiple light-emitting diodes (LEDs) or organic LEDs (OLEDs) within a self-contained bulb, tube or module are considered a single lamp.

*Lighting* shall mean any electric, manmade or artificial lighting equipment.

*Light trespass* shall mean light that falls beyond the property on which it is situated and is intended to illuminate. For purposes of this chapter, it is presumed that lighting is not intended to illuminate beyond the

property line of the property on which the lighting is located, and that light emitted from a luminaire is presumed to fall beyond the property line if the lamp is visible, either directly or indirectly by reflection or otherwise, from beyond the property line.

*Lot line* shall mean any exterior boundary line of a lot as shown on a subdivision plat, if approved by the applicable governmental authority having jurisdiction, or any exterior boundary line of an unplatted lot.

*Luminaire* means the complete lighting unit or fixture, consisting of one or more lamps.

*Nonconforming use, building or yard* means a use, building or yard existing legally on June 25, 1984, that by reason of design or use, does not conform with the regulations of the district in which it is situated.

*Recreational vehicle* shall mean and include any one or more of the following:

- (1) Any motor vehicle, as that term is defined in chapter 541, Texas Transportation Code, as amended, that is designed for or used as a camper, motor home, travel trailer, bus, or other similar purpose; or
- (2) Any trailer, as that term is defined in chapter 541, Texas Transportation Code, as amended, that is designed for or used as a tent trailer, utility trailer, house trailer, vacation trailer, animal trailer, boat trailer, horse trailer, vehicle trailer or other similar purpose; or
- (3) Any boat, jet ski or other item of similar purpose.

*Outdoor lighting* shall mean any lighting installed within the property line located or mounted outdoors, or any light source, that directly or indirectly casts or projects glare outdoors, whether attached to poles, building structures, the earth, or any other location.

*Person or owner* shall mean any person, firm, association, or organization that owns or has possession or control of real property within the City of Piney Point Village, Texas.

*School* shall mean an institution for the instruction of students in general education.

*Sign* means any structure, part thereof, or device or inscription located upon, attached to or painted or represented on any land, or on the outside of any building or structure, or on an awning, canopy, marquee or similar appendage, or permanently affixed to the glass of a window or door, so as to be seen from the outside of the building or structure, and that displays or includes any numeral, letter, word, model, banner, emblem, insignia, symbol, device, monogram, heraldry, trademark, light, or other representation used as or in the nature of an announcement, advertisement, attention arrester, direction, warning or designation of any person, place, commodity, product, service, business, profession, enterprise, industry, activity or any combination thereof. Where the word "sign" is used in this chapter without further modification, the word shall be understood to embrace all regulated signs and replicas.

*Stable* means an accessory building to a single-family use in which not more than one horse, mule, head of cattle or other domestic animal per acre or major fraction thereof of the premises where the stable is situated, is kept for the private use of the occupants of the main building on such premises and not for hire, remuneration or sale.

*Street* means a public or private thoroughfare that affords the principal means of access to abutting property.

*Street line* means the right-of-way line of a street.

*Structure* shall mean anything constructed or erected that requires location on the ground, or is attached to something having a location on the ground, including but not limited to signs, fences, walls, water fountains, ponds, air-conditioning/heating equipment, swimming pool motors and filters, gazebos, tennis/sports courts, driveways, walkways, poles, and buildings, whether of a temporary or permanent nature.

*Structural alterations* means any change in the supporting members of a structure, such as but not limited to bearing walls, rafters, joists, columns, beams, girders or poles; or any substantial change in the walls, roof or floors; or any change in the arrangement of rooms; or any addition or alteration to any structure.

*Yard* means an open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, other than as specifically permitted by this chapter.

- (1) *Yard, front*, means a yard extending across the front of a lot between the side lot lines and being the horizontal distance between the street line providing access to such lot and the main building other than the usual uncovered steps, sidewalks and driveways.
- (2) *Yard, rear*, means a yard extending across the rear of a lot between the side lot lines and being the horizontal distance between the rear lot line and the main building other than the usual uncovered balconies or uncovered patios. On all lots the rear yard shall be in the rear of the front yard.
- (3) *Yard, side*, means a yard between the main building and the adjacent side line of the lot and extending from the required front yard to the required rear yard, and being the horizontal distance between an adjacent side lot line and the side of the main building.
- (4) *Yard, required*, means the minimum yard area of the lot necessary to comply with the terms of this chapter.

~~*Yard light* means any artificially energized light source used to illuminate all or part of a yard or the extension of a building or structure for aesthetic, security, recreational or other purposes.~~

## Chapter 74

### Article IV.

#### Section 74-244 –Regulations

##### Subsection 74-244(b) –Height Regulations

- (b) *Height regulations.* Except as provided immediately below, or specifically permitted otherwise in this chapter.
  - (1) *Building or structure.* No building or structure, or any part thereof, shall exceed 35 feet in height above the natural grade of the existing lot (i.e., the grade at center of proposed building footprint after the lot has been cleared and before any other construction has begun); provided however, if the city requires that the base elevation of the first floor of any building or structure be raised above the natural grade in order to be in compliance with the city's flood prevention ordinance or other applicable city Code provision, then the height restriction provided for in this paragraph shall be measured from the base of the first floor. Chimneys and antennas shall be allowed not more than ten feet above the building.
  - (2) *Accessory building or structure in required yard.* No part of any accessory building or structure that is erected in any yard as required by subsection (c) shall:
    - a. Exceed 20 feet in height above the adjacent natural grade, except for chimneys (the width of which shall not exceed six feet and the horizontal cross section of which shall not exceed 16 square feet), ordinary plumbing stacks, or antennas, which are not to exceed ten feet above the building;
    - b. Contain more than one story; or
    - c. Contain any part (other than chimneys, ordinary plumbing stacks, or antennas) which is higher than an imaginary line rising from a point beginning at ten feet high, ten feet from the property line and rising seven feet for each additional 12 feet from the property line.
  - (3) *Accessory building, church and school.* No accessory building or structure, or any part thereof, shall exceed 35 feet in height.
  - (4) ~~*Yard-Outdoor lights.*~~ *Yard-Outdoor* lights attached to vegetation are permitted without height limitation within any required yard; however, no light, if installed on any pole or other structure, shall exceed 25 feet in height. Gas or electric lights not exceeding eight feet in height are permitted in a required front yard.
  - (5) *Fences.* As permitted in this section.

## Chapter 74

### Article IV.

## Section 74-245 –Supplementary District Regulations

### Subsection 74-245(d) –Outdoor Lighting

(d) *Outdoor lighting.*

(1) Permit required. A person must apply for and obtain a permit from the city, and pay any applicable fee, prior to the installation of any outdoor lighting associated with new residential construction or construction on existing property that exceeds fifty (50) percent of the value on the improvements of the lot. The city building official shall provide additional regulations for permittees to ensure compliance with applicable standards and codes.

(2) Control of glare.

- a. Any luminaire with a lamp or lamps rated at a total of more than 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of more than 900 lumens, shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.
- b. Any luminaire with a lamp or lamps rated at a total of 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of more than 900 lumens, shall be mounted at a height equal to or less than the value of  $3 + (D/3)$ , where D is the distance in feet to the nearest property boundary. The maximum height of the luminaire may not exceed 25 feet; notwithstanding, outdoor lights attached to vegetation are permitted without height limitation if such luminaires do not cause light trespass or project a glare outside the property boundaries.

(3) Prohibitions.

- a. It shall be unlawful for any person to cause or permit to be energized on property under his possession or control, or to maintain, any outdoor lighting that projects or is capable of projecting a glare or brightness, directly or indirectly, upon any lot, tract, or parcel of land, including streets, other than that property upon which the outdoor lighting is situated, that annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.
- b. It shall be unlawful for any person to cause light trespass or permit light trespass to be caused by lighting on property under his possession or control.
- c. Every All outdoor lighting shall be installed, oriented, regulated, operated, and maintained by the owner or person in control thereof in such a manner that the beam of any such light shall be east-aimed within the property boundaries, so that it-such outdoor lighting will not create glare upon any lot, tract, or parcel of land, including streets, other than that property upon which it is situated, and so that it-such outdoor lighting will not cause or permit any illumination from the lighting in excess of 1 1/2 lumens per square foot in, on or over the ground at any point one-half (0.5) footcandles measured in the vertical plane at five feet or higher above ground at any point beyond the boundary of the lot, parcel or tract of land upon which the light emanates. Any light-luminaire in violation of this article shall be entirely removed or permanently altered in such fashion so to prevent the possibility of future violation.
- d. It shall be unlawful for any person to cause or permit to be energized any light which is attached to a pole, standard or other facility or structure located upon or within a public roadway right-of-way or public street easement; provided, however, nothing contained in this subsection shall prevent the city from erecting street lighting or other lighting deemed necessary or appropriate for vehicular and pedestrian safety.

(4) Enforcement.

- a. Upon receipt of a complaint from any citizen, or upon the initiative of any City employee, a compliance inspection shall be conducted by the city administrator, city building official or other representatives designated by the city council.
- b. Compliance inspections shall be made during nighttime hours and violations will be determined by:



- i. Visual inspection from the property line of any lights that are directly visible from the property line or indirectly visible due to reflection; or
- ii. Readings from a sensitive light meter measured at the property line at five feet or higher above ground.

(5) Exceptions.

- a. The provisions of this article shall not apply to outdoor lighting operated by or under the direction of the city (for example, street lighting), or emergency lighting used by or at the direction of police, firefighting, or medical personnel.
- b. Seasonal decorations using typical unshielded low-wattage incandescent lamps shall be permitted from November 10 through January 30; notwithstanding, if such seasonal decorative lighting emits glare as defined herein, such lights shall be turned off no later than 11:00 p.m. each night, and remain off until at least sunrise of the following day.
- c. The lighting of United States and State of Texas flags are exempt from the provisions of this section. All other outdoor lighted decorative flags shall conform to the provisions of this section.
- d. Nonresidential recreational facilities, such as outdoor athletic fields, courts or tracks, shall abide by the specific outdoor lighting provisions for Institutional Uses contained in this chapter and must further abide by all outdoor lighting requirements of the facility's or institution's Special Use Permit.

~~(26)~~ *Institutional uses.* The provisions of this paragraph shall apply only to tracts of land containing public or private religious or educational institutions. For the purposes hereof, the term "institutional uses" shall mean and include public or private religious or educational uses if they are the primary use of a tract of land. It shall be unlawful for any person to cause or permit to be energized, or to cause or permit to be maintained, on any tract of land containing an institutional use, any artificial light source that is located more than seven feet above natural grade if not attached to or within 12 inches of a building, or more than nine feet above natural grade if attached to or within 12 inches of a building, unless such light is hooded and cast in a manner to prevent glare on property other than the property upon which the light is situated. For the purposes of this paragraph, the term "hooded" shall mean a fixture containing or attached to an artificial light source that is designed and maintained so that any light beam therefrom is directed forward from its source only and no light or light beam therefrom can be cast in a direction perpendicular to the main beam of such light. The term "cast in a manner to prevent glare" shall mean hooded light that is pointed at an angle not exceeding 30° from any vertical direction and, if located more than nine feet above natural grade and not within 12 inches of any building, is directed inward toward the center of the property upon which it is located so that the light source is not visible from any adjacent property.

~~(27)~~ It shall be unlawful for any person to cause or permit to be energized any light which is attached to a pole, standard or other facility or structure located upon or within a public roadway right-of-way or public street easement; provided, however, nothing contained in this subsection shall prevent the city from erecting street lighting or other lighting deemed necessary or appropriate for vehicular and pedestrian safety.

## Proposed Amended Ordinance on Permitted Signs

### Purpose:

--The City regulates single family residential buildings under its zoning ordinances for general conformity of surrounding lots and structures, including signage. This purpose of this ordinance is to amend language regarding signage that would need to be placed on a temporary construction fence, as the permissible standard yard sign would be obstructed from view.

--This is a "clean-up" ordinance In order to account for the new temporary construction fence requirement.

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### PROPOSED ORDINANCE ON PERMITTED SIGNS

#### Sec. 74-281. Permitted signs.

- (a) *Institutional signs.* Signs on land used for church, school or other permitted institutional uses shall be permitted only as provided below:
  - (1) Within a required front yard:
    - a. Not more than one ground sign having a total sign face area not exceeding 60 square feet, and not exceeding five feet in height above the adjacent grade; and
    - b. Not more than two ground signs having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
  - (2) Within a side or a rear yard adjacent to a street having a driveway connection, not more than one ground sign having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
- (b) *Subdivision signs.* Not more than one ground sign identifying a subdivision if the sign does not exceed 16 square feet in sign face area, is of subdued design and color, is not over three feet in height above the average level of the ground in the general vicinity, contains only the name of the subdivision in which it is located, does not impede traffic visibility or constitute a traffic hazard, is maintained in good condition by the residents of the subdivision to which it applies, is located within the subdivision to which it applies, and otherwise complies with all regulations established herein, is permitted.
- (c) *Lot signs.*
  - (1) Not more than one portable, double-face "For Sale" sign may be erected and maintained on a lot or tract of land, which sign may contain, in addition to the words "For Sale" or "For Lease," only a telephone number and, if the property owner is represented by a real estate agent or broker, the word "Agent" or "Broker" and the agent's or broker's license number. If the owner is also a real estate agent or broker, the words "Owner-Broker" or "Owner-Agent" may also be included. In addition, the sign structure for a "For Sale" sign shall have a steel, metal or wrought iron support, painted either dark green or black, and the sign face shall be white with dark green lettering. The sign face of a "For Sale" sign shall not exceed two square feet, and the sign, including any part of the sign structure, shall not exceed three feet in height. Lettering or numerals on any such sign shall not exceed two inches in height. No "For Sale" sign authorized by this subsection shall be located upon or within 20 feet of any public or private street or public or private roadway right-of-way. Notwithstanding, not more than one "For Sale" sign permissible under this section may be affixed to a properly permitted temporary construction fence, regardless of distance from a public or private street.
  - (2) In lieu of a portable "For Sale" sign as hereinabove described, a lot owner may place not more than one window sign not exceeding four square feet in sign area; however, no window sign erected in lieu of a portable "For Sale" sign shall contain any message not otherwise allowed for a portable "For Sale" sign, nor contain letters or numerals which exceed four inches in height.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 74,  
ARTICLE V. SECTION 74-281 –PERMITTED SIGNS OF THE CODE OF ORDINANCES REGARDING  
SIGNS ON PERMITTED TEMPORARY CONSTRUCTION FENCES.**

\* \* \* \* \*

**WHEREAS**, the zoning regulations and districts established in Chapter 74 of the Code of Ordinances for the City of Piney Point Village, Texas have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations and such district have been designed to lessen congestion on the streets; to secure safety from fire, panic and other dangers; to facilitate adequate provisions of transportation, particularly in times of natural disaster when timely evacuation is critical for the protection of lives; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate adequate provisions of water, sewage, schools, parks and other public requirements; and

**WHEREAS**, these regulations have been made with reasonable consideration of the character of the city and its suitability for a particular use, and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas and the Planning and Zoning Commission of the City of Piney Point Village, Texas have each held a public hearing to consider possible amendments to the Piney Point Village Code of Ordinances; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the Planning and Zoning Commission of Piney Point Village, Texas submitted its written recommendation to the City Council of the City of Piney Point Village, Texas concerning proposed amendments to Chapter 74, Article V., Section 74-281 –Permitted Signs; and

**WHEREAS**, pursuant to Section 74-98 of the Piney Point Village Code of Ordinances, the City Council of the City of Piney Point Village, Texas has considered the recommendation of the Planning and Zoning Commission, concerning the proposed amendments to Chapter 74, Article V., Section 74-281 –Permitted Signs; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has concluded that amendments should be made to Chapter 74, Article V., Section 74-281 –Permitted Signs, of the Piney Point Village Code of Ordinances relating to relating to the placement of signs on permitted temporary construction fences.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** Chapter 74, Article V., Section 74-281 –Permitted Signs of the Code of Ordinances of the City of Piney Point Village, Texas is hereby amended to read as set out in Appendix A, attached hereto. All other portions of the Piney Point Village Code of Ordinances not specifically amended hereby remain in full force and effect.

**Section 3.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 4.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 5.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Aliza Dutt  
Mayor

Attest:

\_\_\_\_\_  
Robert Pennington  
City Administrator / City Secretary

**ORDINANCE NO. \_\_\_\_\_**

# ATTACHMENT A

## Chapter 74

### Article V.

#### Section 74-281 –Permitted Signs

##### Sec. 74-281. Permitted signs.

- (a) *Institutional signs.* Signs on land used for church, school or other permitted institutional uses shall be permitted only as provided below:
- (1) Within a required front yard:
    - a. Not more than one ground sign having a total sign face area not exceeding 60 square feet, and not exceeding five feet in height above the adjacent grade; and
    - b. Not more than two ground signs having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
  - (2) Within a side or a rear yard adjacent to a street having a driveway connection, not more than one ground sign having a total sign face area not exceeding 16 square feet, and not exceeding five feet in height above the adjacent grade.
- (b) *Subdivision signs.* Not more than one ground sign identifying a subdivision if the sign does not exceed 16 square feet in sign face area, is of subdued design and color, is not over three feet in height above the average level of the ground in the general vicinity, contains only the name of the subdivision in which it is located, does not impede traffic visibility or constitute a traffic hazard, is maintained in good condition by the residents of the subdivision to which it applies, is located within the subdivision to which it applies, and otherwise complies with all regulations established herein, is permitted.
- (c) *Lot signs.*
- (1) Not more than one portable, double-face "For Sale" sign may be erected and maintained on a lot or tract of land, which sign may contain, in addition to the words "For Sale" or "For Lease," only a telephone number and, if the property owner is represented by a real estate agent or broker, the word "Agent" or "Broker" and the agent's or broker's license number. If the owner is also a real estate agent or broker, the words "Owner-Broker" or "Owner-Agent" may also be included. In addition, the sign structure for a "For Sale" sign shall have a steel, metal or wrought iron support, painted either dark green or black, and the sign face shall be white with dark green lettering. The sign face of a "For Sale" sign shall not exceed two square feet, and the sign, including any part of the sign structure, shall not exceed three feet in height. Lettering or numerals on any such sign shall not exceed two inches in height. No "For Sale" sign authorized by this subsection shall be located upon or within 20 feet of any public or private street or public or private roadway right-of-way. Notwithstanding, not more than one "For Sale" sign permissible under this section may be affixed to a properly permitted temporary construction fence, regardless of distance from a public or private street.
  - (2) In lieu of a portable "For Sale" sign as hereinabove described, a lot owner may place not more than one window sign not exceeding four square feet in sign area; however, no window sign erected in lieu of a portable "For Sale" sign shall contain any message not otherwise allowed for a portable "For Sale" sign, nor contain letters or numerals which exceed four inches in height.

## Proposed Ordinance on School Zones & School Crosswalks

### Purpose:

--The City is currently in the process of upgrading the school zone signaling at Memorial Drive Elementary School, Chapelwood School, St. Francis Episcopal School, and The Kinkaid School. A recent engineering study was completed to determine the proper locations and signage of these reduced-speed zones and related crosswalks.

--All locations need to be verified once the zone and crosswalk signage is installed.

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### PROPOSED NEW ORDINANCE ON SCHOOL ZONES & SCHOOL CROSSWALKS

#### Sec. 58-2. Street regulations.

- (a) *Public street.* The specific street regulations of the city, including but not limited to, speed limits, stop intersections, yield intersections, and parking regulations that are not printed in this code, but are adopted by reference, are on file in the city secretary's office.
- (b) *Private streets.*
  - (1) Applicable regulations provided for in subtitle C, "Rules of Road" of title VII of the Texas Transportation Code for public streets within the city are extended to private streets (referenced as "highways" in the Transportation Code) within the city.
  - (2) Motor vehicles are prohibited from parking on private streets in such a manner as to block access to a personal driveway.
  - (3) Motor vehicles are prohibited from parking on private streets in such a manner as to preclude the access of any emergency vehicle or other city vehicle on such private street.
- (c) School zones. The following streets, or portions thereof, are hereby designated as school zones and no person shall drive or operate a vehicle at a speed in excess of twenty (20) miles per hour when school zone flashing beacons are in place and flashing warning lights
  - (1) Along San Felipe Street, from a point approximately 100 feet east of its intersection with Stillforest Drive, east to a point approximately at the intersection of Farnham Park Drive.
  - (2) Along Kinkaid School Drive, from a point approximately 500 feet south of its intersection with Wickwood Drive, south to a point approximately at the intersection of San Felipe Street.
  - (3) Along North Piney Point Road, from a point approximately at its intersection of the Ecclesia Church driveway, north to a point approximately 200 feet north of the St. Francis Episcopal Church property line.
  - (4) Along Greenbay Street, from a point approximately 200 feet west of the Chapelwood United Methodist Church property line, east to a point approximately 200 feet east of the United Methodist Church property line.
  - (5) Along Smithdale Road, from a point approximately at its intersection with Smithdale Estates Drive, east to a point approximately 400 feet east of Oak Lane.
- (d) School crossings. The following locations are hereby designated as school crossings and no person shall drive or operate a vehicle into or through any school crossing at a time when there is a person or persons



crossing or standing therein; provided that the school crossing has been indicated by signs and the boundaries of the crossings are marked by painted lines:

(1) At the signalized intersection of Kinkaid School Drive and San Felipe Street.

(2) On Smithdale Road adjacent to Memorial Drive Elementary School.

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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 58, ARTICLE I. SECTION 58-2 -STREET REGULATIONS OF THE CODE OF ORDINANCES REGARDING THE ESTABLISHMENT OF SCHOOL ZONES AND SCHOOL CROSSWALKS.**

\* \* \* \* \*

**WHEREAS**, the regulations established in the Code of Ordinances have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations have been designed to ensure safety and effective traffic flow on streets, sidewalks and other public places; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has determined that amendments should be made to Section 58-2 of the Piney Point Village Code of Ordinances regarding the establishment of school zones and school crosswalks.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** **Chapter 58, Article I., Section 58-2. -Street Regulations** of the Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended to read as set out in Appendix A, attached hereto.

**Section 3.** All other portions of the Piney Point Village Planning and Zoning Code not specifically amended hereby remain in full force and effect.

**Section 4.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 5.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 6.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Aliza Dutt  
Mayor

Attest:

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Robert Pennington  
City Administrator / City Secretary

## ATTACHMENT A

### Chapter 58

#### Article I.

#### Section 58-2. -Street Regulations

##### Sec. 58-2. Street regulations.

- (a) *Public street.* The specific street regulations of the city, including but not limited to, speed limits, stop intersections, yield intersections, and parking regulations that are not printed in this code, but are adopted by reference, are on file in the city secretary's office.
- (b) *Private streets.*
  - (1) Applicable regulations provided for in subtitle C, "Rules of Road" of title VII of the Texas Transportation Code for public streets within the city are extended to private streets (referenced as "highways" in the Transportation Code) within the city.
  - (2) Motor vehicles are prohibited from parking on private streets in such a manner as to block access to a personal driveway.
  - (3) Motor vehicles are prohibited from parking on private streets in such a manner as to preclude the access of any emergency vehicle or other city vehicle on such private street.
- (c) *School zones.* The following streets, or portions thereof, are hereby designated as school zones and no person shall drive or operate a vehicle at a speed in excess of twenty (20) miles per hour when school zone flashing beacons are in place and flashing warning lights
  - (1) Along San Felipe Street, from a point approximately 100 feet east of its intersection with Stillforest Drive, east to a point approximately at the intersection of Farnham Park Drive.
  - (2) Along Kinkaid School Drive, from a point approximately 500 feet south of its intersection with Wickwood Drive, south to a point approximately at the intersection of San Felipe Street.
  - (3) Along North Piney Point Road, from a point approximately at its intersection of the Ecclesia Church driveway, north to a point approximately 200 feet north of the St. Francis Episcopal Church property line.
  - (4) Along Greenbay Street, from a point approximately 200 feet west of the Chapelwood United Methodist Church property line, east to a point approximately 200 feet east of the United Methodist Church property line.
  - (5) Along Smithdale Road, from a point approximately at its intersection with Smithdale Estates Drive, east to a point approximately 400 feet east of Oak Lane.
- (d) *School crossings.* The following locations are hereby designated as school crossings and no person shall drive or operate a vehicle into or through any school crossing at a time when there is a person or persons crossing or standing therein; provided that the school crossing has been indicated by signs and the boundaries of the crossings are marked by painted lines:

- (1) At the signalized intersection of Kinkaid School Drive and San Felipe Street.
- (2) On Smithdale Road adjacent to Memorial Drive Elementary School.

## Proposed Ordinance Amendments on Prohibited Parking

### Purpose:

--The MVPD Chief of Police has requested that there be no parking along the north side of Smithdale Road from the intersection at Hedwig Road to Oak Lane, so that morning and afternoon carpool can run more efficiently and safely.

--The actual times of the "No Parking" Zone will need to be confirmed with both the Chief and the MDE School Principal prior to the public hearings.

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## Chapter 46 –Streets, Sidewalks & Other Public Places

### Sec. 46-33. Prohibited Parking.

- (a) It shall be unlawful for any person, having registered in his name or owning or operating or having charge of any vehicle, to allow or permit the same to be parked or stopped upon Magnolia Circle between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, except on school holidays and when school is not in session, when signs are in place giving notice of such prohibition ("No Parking Zones").
- (b) It shall be unlawful for any person, having registered in his name or owning or operating or having charge of any vehicle, to allow or permit the same to be parked or stopped upon the north side of Smithdale Road from the East driveway of Memorial Drive Elementary School to the intersection at Hedwig Road during the hours of 7:00 a.m. through 8:30 a.m., and 2:00 p.m. through 3:30 p.m., Monday through Friday, except on school holidays and when school is not in session, when signs are in place giving notice of such prohibition ("No Parking Zones").
- ~~(b)~~ It is presumed that the registered owner of the motor vehicle is the person who parked or stopped the vehicle at the time and place of the offense charged; and the state department of motor vehicles' computer-generated record of the registered vehicle owner is prima facie evidence of the contents of the record.



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 46, ARTICLE II. SECTION 46-33 –PROHIBITED PARKING OF THE CODE OF ORDINANCES REGARDING PROHIBITED PARKING IN THE AREA OF MEMORIAL DRIVE ELEMENTARY SCHOOL.**

\* \* \* \* \*

**WHEREAS**, the regulations established in the Code of Ordinances have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations have been designed to ensure safety and effective traffic flow on streets, sidewalks and other public places; and

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has determined that amendments should be made to Section 46-33 of the Piney Point Village Code of Ordinances regarding prohibited parking in the area of Memorial Drive Elementary School.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2.** **Chapter 46, Article II., Section 46-33 -Prohibited Parking** of the Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended to read as set out in Appendix A, attached hereto.

**Section 3.** All other portions of the Piney Point Village Planning and Zoning Code not specifically amended hereby remain in full force and effect.

**Section 4.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 5.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 6.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required

by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Aliza Dutt  
Mayor

Attest:

---

Robert Pennington  
City Administrator / City Secretary

## ATTACHMENT A

### Chapter 46

#### Article II.

#### Section 46-33 -Prohibited Parking

##### Sec. 46-33. Prohibited Parking.

- (a) It shall be unlawful for any person, having registered in his name or owning or operating or having charge of any vehicle, to allow or permit the same to be parked or stopped upon Magnolia Circle between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, except on school holidays and when school is not in session, when signs are in place giving notice of such prohibition ("No Parking Zones").
- (b) It shall be unlawful for any person, having registered in his name or owning or operating or having charge of any vehicle, to allow or permit the same to be parked or stopped upon the north side of Smithdale Road from the East driveway of Memorial Drive Elementary School to the intersection at Hedwig Road during the hours of 7:00 a.m. through 8:30 a.m., and 2:00 p.m. through 3:30 p.m., Monday through Friday, except on school holidays and when school is not in session, when signs are in place giving notice of such prohibition ("No Parking Zones").
- ~~(b)~~ It is presumed that the registered owner of the motor vehicle is the person who parked or stopped the vehicle at the time and place of the offense charged; and the state department of motor vehicles' computer-generated record of the registered vehicle owner is prima facie evidence of the contents of the record.

# Proposed Ordinance Amendments on Construction & Related Building Activities

## Purpose:

--The City's ordinances related to many building and construction activities is in need of updating, especially in the following areas:

- Construction work hours, as it relates to authorization for working during emergency situations
- Limited extended hours for indoor finishing work with specific authorization from the city
- Limiting parking of construction-related vehicles on the street –due to increased traffic and frequency of blocking access
- Parking of construction-related vehicles on the construction site –the city is already requiring a 5-vehicle parking pad, but it needs to be codified
- Additional requirements of the job site, including construction site fencing, document boxes, dumpsters, debris, etc. need to be codified in order to leverage proper enforcement.

--The proposed language was drafted from ordinances of surrounding Villages, as well as from COPPV's "New Construction Builders Packet for 2022".

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## Chapter 10 –Buildings and Building Regulations

### Sec. 10-1. Time limitations on building activities.

- (a) It shall be unlawful for any person to cause, permit or perform any construction, renovation, alteration, repair or demolition of any building or structure, or any excavation related thereto ("building activities"), within the city, except between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays, and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays. All building activities are strictly prohibited on Sundays, ~~and Holidays~~ and Holidays shall include Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day, or on observed holidays on which the city's offices are closed.
- (b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation which is conducted by a governmental entity, or for which a city permit is not required.
- (c) The provisions of subsection (a) shall not apply where the city administrator has authorized emergency work necessary to prevent a risk of injury to persons or immediate damage to property, or to provide for the immediate cleanup and repairs of property after a declared natural disaster.
- ~~(d)~~ The city building official is hereby authorized and directed to issue stop work orders as are necessary to assure compliance with the provisions of this section.
- ~~(e)~~ Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as prescribed in section 1-11.

### Sec. 10-2. Parking of vehicles, trailers and mobile equipment at construction site.

- (a) ~~{a}~~ Along the street. It shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment used in the construction, alteration, remodeling or destruction of a building or structure, or used to transport persons relating to any such construction, alteration, remodeling or destruction of a building or structure, on any public or private street in the city, except in the following circumstances:

(1) The vehicle, trailer or mobile equipment may only be parked along one side of that portion of any such street that lies immediately adjacent to and fronting upon the site where such ~~construction, alteration, remodeling or destruction activity~~ activity is occurring.

(2) The vehicle, trailer or mobile equipment may only park. ~~It shall be unlawful to park any such vehicle, trailer or mobile equipment on that portion of a street adjacent to and fronting such construction, alteration, remodeling or destruction site~~ if the width of the paved portion of the street at such location is ~~less~~ greater than 15 feet and the vehicle, trailer or mobile equipment is parked in such a manner as to leave clearance for other vehicles to safely pass.

(3) The parked vehicle, trailer or mobile equipment is not blocking or impairing access over or across any sidewalk.

(4) Notwithstanding, it shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment used in a manner described in this section on the following streets within the city: Memorial Drive, San Felipe Street, South Piney Point Road, Blalock Road, Taylorcrest Road, Piney Point Road, Beinhorn Road, Hedwig Road, Smithdale Road, Claymore Road, and Greenbay Drive.

~~(b) It shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment, used in the construction, alteration, remodeling or destruction of a building or structure, or used to transport persons relating to any such construction, alteration, remodeling or destruction of a building or structure, in a manner that blocks or impairs access over or across any sidewalk.~~

(b) *On the construction site.* All vehicles, trailers or mobile equipment associated with construction-related activities shall be parked on the construction site, to the extent possible. Vehicles shall occupy space on the on-site parking pad, as required under this Chapter. Overflow parking is allowed on a public or private street, if such parking meets the requirements of this Section and is not otherwise prohibited by law or ordinance.

## **Sec. 10-9. Construction site regulations.**

Any person who engages in construction activity, or who is in control of a construction site, within the city shall comply with the following requirements:

(a) *Permit boxes.* All construction permits and any other documents required to be posted at the construction site shall be laminated and displayed in a secure, weatherproofed "DOCBOX" or equivalent form of container. The container shall be placed in a location that is easily visible, identifiable and accessible at all times.

(b) *Mail Box.* The site shall include a mail box with the property address listed on the mail box.

(c) *Waste containers.* The site shall be equipped with a commercial solid waste container of adequate size to collect and store any solid waste generated by the construction activity. The container shall be placed in a location that is easily accessible and screened so it is not visible at ground level by adjacent side or rear lots, or from the street. The container must be placed, removed, serviced, and emptied only during authorized work hours as provided in this Chapter.

(d) *Policing of site.* All construction related material scraps, trash, rubble, debris, food packages, or any other form of waste located on the construction site or on nearby public or private property must be picked up immediately and placed in a waste container or removed from the site.

(e) *Storage of materials and tools.* All building materials, equipment, and tools that are not in actual use shall be stacked or otherwise secured in an orderly manner to minimize the possibility of trespass onto the property or theft. The contractor in charge of the site shall secure building materials, equipment, and tools prior to predicted high wind or storm events.

- (f) Policing of adjacent rights-of-way. All sidewalks and streets and other public rights-of-way adjoining the construction site shall be kept free of dirt and other construction generated debris and shall be swept on a daily basis if necessary.
- (g) Disposal of garbage. Garbage, food waste, and similar rapidly biodegradable materials shall be contained in closed, covered containers and the containers shall be emptied no less than twice weekly.
- (h) Construction hazards. All excavations and holes shall be filled or covered as soon as possible. Any construction site hazards shall be marked and barricaded. Newly poured concrete or similar materials shall be properly secured.
- (i) Portable toilets. At least one clean and properly serviced portable toilet shall be provided at each construction site. The portable toilet shall be placed on the site no closer than 35 feet from the front property line or 25 feet from any side or rear property line unless otherwise approved by the building official and shall be screened from public view by a wood enclosure at least as tall as the portable toilet. The door to the portable toilet shall face away from street and neighboring property views. The portable toilet shall be serviced regularly to prevent health hazards and offensive odors.
- (j) Noise. Radios and other sound amplifying equipment shall not be operated on a construction site.
- (k) Temporary drainage. During the construction process the contractor shall maintain proper drainage to assure that no water flows onto adjacent properties.
- (l) Erosion control. The contractor in charge of the site and the owner of the site shall take whatever measures are necessary to prevent soil or other materials from washing off the site. Stormwater runoff shall be controlled so that silt, earth, topsoil, and other materials are not washed onto city streets or into storm drains, drainage easements, ditches or other drainage facilities.
- (m) Construction site fencing. Sites conducting new home construction or construction-related activities constituting more than fifty (50) percent of the value of the property must provide and maintain construction site fencing.
  - (1) The construction site fencing must fully enclose the entire site to screen construction from public view; provided, however, that the fencing shall not enclose the public sidewalk or impair vision for traffic from adjoining streets and driveways.
  - (2) The height of the construction fence shall be six feet, and the fence material shall be a chain link metal fence overlaid on the exterior with an opaque vinyl screen in a color approved by the building official, or other equivalent fencing and screening material as approved by the building official. Any damage to the frame, fence or screen shall be promptly repaired.
  - (3) The timeframe for erecting and removing the construction site fence shall be established by the city building official.
  - (4) No fencing shall be required where the construction activity is on the site of an occupied single-family residence.
- (n) Access. An all-weather means of access for the site shall be provided at all times. When a new or replacement driveway is included in the approved plans and is not installed prior to or contemporaneous with other construction work, a temporary means of access for the site must be submitted to and approved by the building official. Temporary means of access must be established in a manner that: (i) does not damage City right-of-way, such as curbs, gutters and sidewalks; and (ii) does not interfere with stormwater drainage.
- (o) Parking Pad. A dedicated space for a minimum of five (5) vehicles to park on the construction site shall be provided at all times. The parking pad must include space for vehicles to readily enter and exit the construction site. If the construction site is adjacent to a street where street parking for construction-related vehicles, trailers or mobile equipment is prohibited, the size and location of the dedicated parking pad must adequately account for additional parking needs.
- (p) Deliveries. Construction materials may be placed in the public right-of-way only during unloading activities during permitted work hours and must be relocated to the construction site within two hours.



## Chapter 26 –Environment

### Sec. 26-3. Restrictions for certain noise producing activities.

- (a) *Nuisance level noises prohibited generally.* In view of the residential character of the city, any noise that is unreasonably loud, annoying, or disturbing to persons of ordinary sensibilities, at the time and place the noise is being generated, is defined to be a nuisance and is prohibited.
- (b) *The production of nuisance level noises defined as an offense.* Any person who produces or permits the production of nuisance level noise in the city shall be guilty of an offense.
- (c) *Exceptions.* It is recognized that certain noise producing activities are normal and not out of place in a residential area if the activities producing those noises are conducted in a reasonable manner and at a reasonable time. Accordingly, noises emanating from the following activities are not nuisance level noises within the meaning of this ordinance, if the activities are conducted at a reasonable time and in a reasonable manner:
- (1) Construction, grading, repair, remodeling or maintenance activities during hours when such activities are permitted in accordance with this Code;
  - (2) The operation of safety signals, warning devices, emergency pressure relief valves, water wells, and sewer lift stations;
  - (3) Occasional private outdoor gatherings and public events, provided that the volume of any music or mechanical sound amplification equipment is controlled so as to avoid unduly disturbing the occupants of neighboring residential properties;
  - (4) The operation of standard air conditioning, refrigeration systems, swimming pool equipment, or similar mechanical systems customarily found in single-family residential structures, provided that the equipment is kept in reasonable repair and operated in accordance with the manufacturer's recommendations;
  - (5) Repair and maintenance activities of any public entity or utility, provided that reasonable steps are taken to mitigate the effects of excessive noise;
  - (6) The operation of standby electric generators during time periods where normal electric service is unavailable, in compliance with the requirements of section 26-2.
- (d) *Restrictions.* In order to preserve the residential character of the city and to provide hours during which the city's residents can rest free from unnecessary and offensive noise levels, the following activities may be performed only during the allowable hours provided below:
- (1) The use of lawn mowers, edging machines, leaf blowers, chain saws, or any other gasoline, diesel, or electric powered lawn care or landscaping equipment;
  - (2) The use of power washers, air compressors, or any other gasoline, diesel, or electric powered equipment for home maintenance purposes.
- (e) *Allowable hours.* The work hours during which the activities listed in (a) above are allowed are:
- (1) Between 7:00 a.m. and 7:00 p.m. on weekdays;
  - (2) Between 8:00 a.m. and 6:00 p.m. on Saturdays;
  - (3) No work is permitted on Sundays or on holidays on which the city's offices are closed.
- (f) *Exceptions.* The following exceptions apply:
- (1) The restrictions on allowable hours do not apply when the activities are performed by the owner or occupant of the residence where the activities are being performed;
  - (2) The restrictions on allowable hours do not apply in the case of an emergency where the city administrator has authorized work ~~use of powered equipment is~~ necessary to prevent a risk of injury to persons, ~~or~~ immediate damage to property, or to provide for the immediate cleanup and repairs of property after a declared natural disaster;

- (33) The restrictions on allowable hours do not apply to construction activities governed by chapter 10 of this Code.

## Chapter 56 –Right-of-Way Management

### Sec. 56-3. Construction standards.

- (a) *Advance notice required.* The city administrator shall be notified 24 hours in advance that construction is ready to proceed by either the right-of-way user, their contractor or representative, including the name, address, and phone numbers of the contractor performing the actual construction, and the name and telephone number of the individual who will be available at all times during construction. Failure to provide the above information will result in the suspension of the permit until the required information is received.
- (b) *Conformance to other laws.* All construction shall be in conformance with all city codes and applicable local, state, and federal laws.
- (c) *Erosion control.* Erosion control measures (*i.e.*, silt fence) and advance warning signs, markers, cones, and barricades must be in place before work begins. Permit holder may be required to show proof of EPA approved plans relating to storm water and erosion when applicable or a letter stating such plans are not required. User shall comply with city, state, and federal guidelines regulating storm water management erosion control. Requirements shall include, but not be limited to, silt fencing around any excavation that will be left overnight, silt fencing in erosion areas until reasonable vegetation is established, barricade fencing around open holes, and high erosion areas will require wire backed silt fencing, or straw bales, as appropriate.
- (d) *Lane closures.* Lane closures on collectors and thoroughfares, as identified by the city's thoroughfare plan, is limited to after 8:30 a.m. and before 4:00 p.m. unless the city administrator grants prior approval. Arrow boards will be required on lane closures, with all barricades, advanced warning signs and 36-inch reflector cones placed according to the specifications of the city administrator.
- (e) *Workmanship.* Users are responsible for the workmanship and any damages caused by a contractor or subcontractor. A responsible representative of the permit holder will be available to city administrator at all times during construction.
- (f) *Notice of damage.* All users shall notify the city administrator immediately of any damage to other utilities, either city or privately owned.
- (g) *Prior approval required for street or sidewalk cut.* Except in the event of an emergency, prior approval must be obtained from the city administrator when a street or sidewalk cut is required and all requirements of the city shall be followed. Repair of all street and sidewalk removals shall be made promptly to avoid safety hazards to vehicle and pedestrian traffic.
- (h) *Interference prohibited.* Newly installed structures shall not interfere with facilities or structures of other users, in particular gravity dependent facilities.
- (i) *Depth.* Structures shall be installed at a minimum of two feet depth, unless approved by the city administrator or as otherwise provided by this Chapter.
- (j) *Working hours.* Except in the event of an emergency where work is authorized by the city administrator, working hours in the rights-of-way are 7:00 a.m. to 7:00 p.m., Monday through Friday and from 8:00 a.m. to 6:00 p.m. Saturday. Except in the event of an emergency where work is authorized by the city administrator, any work performed on Sunday is prohibited. Directional boring is permitted only Monday through Friday.

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## Current Village Ordinances on Construction Site Fencing

### **Current Ordinance --Hedwig Village**

(Sec. 14-220. Construction site fencing.)

Each permittee for which a building permit has been issued, must provide construction fencing in accordance with this section during all times when the building permit is in effect and for so long thereafter as the site is affected by construction activity. The construction fencing must fully enclose the entire site to screen construction activity from public view. It may enclose the sidewalk area, but only to the extent reasonably necessary to reduce the risk of hazards to sidewalk users. The height of the construction fence shall be between six feet and eight feet, and the fence material shall be a chain link metal fence overlaid on the exterior with an opaque vinyl screen in a color approved by the building official, or other equivalent fencing and screening material as approved by the building official. No separate fence permit is required for such a temporary fence erected in connection with construction activity for which a building permit is in effect.

### **Current Ordinance --Hunters Creek**

(Sec. 4-6. Construction fencing.)

Each permittee for any pre-development activity or major development must provide and maintain construction fencing in accordance with this section during all times when the permit is in effect and for so long thereafter as the site is affected by construction activity. The construction fencing must fully enclose the entire site to screen construction activity from public view. It may enclose the sidewalk area, but only to the extent reasonably necessary to reduce the risk of hazards to sidewalk users. The construction fencing must be at least five and one-half (5.5) feet high and must be the color green. No separate fence permit is required for such a temporary fence erected in connection with pre-development activity or a major development for which a main building permit is in effect.

### **Current Ordinance --Spring Valley**

(§ 3.2501 Construction Fencing Required)

Each person conducting permitted construction activity which constitutes more than fifty (50) percent of the value of the property must provide and maintain construction fencing in accordance with this section during all times when the permit is in effect and for so long thereafter as the site is affected by construction activity. The construction fencing must fully enclose the entire site to screen construction activity from public view; provided, however, that the fencing shall not impair vision for traffic from adjoining streets and driveways. It shall not enclose the sidewalk area. The construction fencing must be chain link and at least five and one-half (5.5) feet high and must be covered in a material to screen the construction activities from public view. No separate fence permit is required for such a temporary fence.

## **Current Village Ordinances on Construction Related Activities**

*Note: Most municipalities have similar versions to this one...*

### **Current Ordinance --Hunters Creek**

#### **Sec. 10-9. Construction site regulations.**

Any person who engages in construction activity, or who is in control of a construction site, within the city shall comply with the following requirements:

- (a) *Permit boxes.* All construction permits and any other documents required to be posted at the construction site shall be displayed in a secure, weatherproofed "DOCBOX" or equivalent form of container. The container shall be placed in a location that is easily identifiable and accessible at all times.
- (b) *Waste containers.* The site shall be equipped with a commercial solid waste container of adequate size to collect and store any solid waste generated by the construction activity. The container shall be placed in a location that is easily accessible and screened so it is not visible at ground level by adjacent

- side or rear lots, or from the street. The container must be placed, removed, serviced, and emptied only during authorized work hours as provided in this Chapter.
- (c) *Policing of site.* All construction related material scraps, trash, rubble, debris, food packages, or any other form of waste located on the construction site or on nearby public or private property must be picked up immediately and placed in a waste container or removed from the site.
  - (d) *Storage of materials and tools.* All building materials, equipment, and tools that are not in actual use shall be stacked or otherwise secured in an orderly manner to minimize the possibility of trespass onto the property or theft. The contractor in charge of the site shall secure building materials, equipment, and tools prior to predicted high wind or storm events.
  - (e) *Policing of adjacent rights-of-way.* All sidewalks and streets and other public rights-of-way adjoining the construction site shall be kept free of dirt and other construction generated debris and shall be swept on a daily basis if necessary.
  - (f) *Disposal of garbage.* Garbage, food waste, and similar rapidly biodegradable materials shall be contained in closed, covered containers and the containers shall be emptied no less than twice weekly.
  - (g) *Construction hazards.* All excavations and holes shall be filled or covered as soon as possible. Any construction site hazards shall be marked and barricaded. Newly poured concrete or similar materials shall be properly secured.
  - (h) *Portable toilets.* At least one clean and properly serviced portable toilet shall be provided at each construction site. The portable toilet shall be placed on the site no closer than 35 feet from the front property line or 25 feet from any side or rear property line unless otherwise approved by the building official and shall be screened from public view by a wood enclosure at least as tall as the portable toilet. The door to the portable toilet shall face away from street and neighboring property views. The portable toilet shall be serviced regularly to prevent health hazards and offensive odors.
  - (i) *Noise.* Radios and other sound amplifying equipment shall not be operated on a construction site.
  - (j) *Deliveries.* Construction materials may be placed in the public right-of-way only during unloading activities during work hours as provided in subsection (o) and must be relocated to the construction site within two hours.
  - (k) *Access.* An all-weather means of access for the site shall be provided at all times. When a new or replacement driveway is included in the approved plans and is not installed prior to or contemporaneous with other construction work, a temporary means of access for the site must be submitted to the building official and approved. Temporary means of access must be established in a manner that: (i) does not damage City right-of-way, such as curbs, gutters and sidewalks; and (ii) does not interfere with stormwater drainage.
  - (l) *Erosion control.* The contractor in charge of the site and the owner of the site shall take whatever measures are necessary to prevent soil or other materials from washing off the site. Stormwater runoff shall be controlled so that silt, earth, topsoil, and other materials are not washed onto city streets or into storm drains, drainage easements, ditches or other drainage facilities.
  - (m) *Security.* The construction site shall be secured by fencing the perimeter of all areas where construction activity is to occur. The fencing must be maintained in place until all exterior construction activity, other than landscaping, is complete, the structure has been secured against entry, and all on-site materials have been installed or secured within the structure. The fence must be at least six feet in height and constructed of chain-link, wood, or other sturdy materials. No fencing shall be required where the construction activity is on the site of an occupied single-family residence.

## **Additional Village Ordinances on Construction Related Activities**

## **Current Ordinance –Bunker Hill**

### **Sec. 4-11. Work site conditions; clean-up.**

- (a) *Permittee's duties.* Each permittee shall perform all the following duties while the permit is in effect and for so long thereafter as the work area is affected by construction activity:
- (1) Immediately pickup and properly dispose of all material scraps, trash, rubble and debris that may be present at the work site or which may have been blown or transported from the site to nearby public or private property (if access is allowed to such private property for pickup activity);
  - (2) Maintain on the work site a "dumpster", a penned enclosure or other receptacle sufficient to contain all scraps, trash and debris generated by the construction activity;
  - (3) Immediately stack, restack or otherwise secure all building materials, equipment and tools that may be present on or near the work site and not in actual use;
  - (4) Immediately cover all excavations and holes, mark and barricade any hazards and secure pouring of concrete or similar activities authorized by the permit; all windows, doors and other openings; and
  - (5) Immediately remove all mud, clay and debris that may have been deposited on any roadway or sidewalk in connection with, or as a result of, the work.
- (b) *Defense.* It is an affirmative defense to prosecution under this section that any failure to comply continues no longer than is reasonably necessary for the performance of the work.

### **Sec. 4-12. Construction related parking.**

For any address for which an active building or maintenance permit has been issued, all vehicles shall be required to be parked on the lot for which the permit has been issued. For private streets, parking may not be in the access easement.

Vehicles parked temporarily for a period of thirty (30) minutes or less are not required to meet this requirement. Blocking of a street so that less than fifteen (15) feet of width for access is not allowed under any circumstance.

## **Current Ordinance –Hedwig Village**

### **Sec. 14-211. Trash, litter, and construction debris.**

- (a) It shall be unlawful for any person to place, deposit, or throw, or permit or cause to be placed, deposited, or thrown, any trash, litter, or construction debris upon any premises or in or on any adjacent street, sidewalk, alley, storm sewer, drainage channel or ditch, or storm gutter, during or incident to the construction, alteration, remodeling, or destruction of a building or structure; provided, however, the owner, occupant or contractor may maintain and use a dumpster or other receptacle on the premises for collection of trash, litter, and construction debris if done in a manner that prevents such trash, litter, and construction debris from being carried or deposited by the elements upon the remainder of the premises or upon any adjacent property or roadside ditch, culvert, storm sewer or gutter, street or sidewalk.
- (b) It shall be unlawful for any person doing construction, alteration, remodeling, or destruction of or to any building or structure within the city to fail to keep and maintain the premises and streets, sidewalks, alleys, storm sewers, drainage channels and ditches or storm gutters adjacent to the construction site free of all trash, litter, and construction debris.

### **Sec. 14-212. Removal of soils and rocks from streets and sidewalks.**

It shall be unlawful for an owner of property, or any agent, employee, or contractor of such owner, to fail to remove from a public street or sidewalk soil, sand, or other similar earthen matter, or any rock, cement, or other similar solid or semisolid matter, which has been deposited upon such street during or incident to any

construction, alteration, remodeling, or destruction of a building or structure on such owner's property. It shall be a defense to prosecution under this section that any such soil, sand, or other similar earthen matter or any rock, cement, or other similar solid or semisolid matter was removed and cleaned from such public street or sidewalk within four hours of the occurrence which caused the depositing of such matter.

#### **Sec. 14-213. Repair of damaged city property.**

It shall be unlawful for any person to damage a city street or sidewalk, or any city storm sewer or other drainageway, during or incident to the construction, alteration, remodeling, or destruction of any building or structure within the city. It shall be a defense to prosecution under this section that the person damaging such city property shall have provided for the repair or replacement thereof in kind or by payment to the city of the estimated cost therefor.

#### **Sec. 14-215. Portable toilets.**

It shall be unlawful for any person to place, use or maintain, or permit or cause to be placed, used or maintained, any portable toilet which is located nearer than 35 feet from any front property line or nearer than 25 feet from any side or rear property line. If a portable toilet is not able to have a 35-foot front setback, a ten-foot minimum setback is required and location must be approved by the building official. Such portable toilet shall be screened from view, in a manner approved by the building official, on at least three sides and the door of any portable toilet shall face in the opposite direction of the front property line.

#### **Sec. 14-216. Off-street parking.**

It shall be unlawful for any person to park or permit or cause to be parked, any vehicle, trailer, or mobile equipment, used in the construction, alteration, remodeling, or destruction of a residential building or structure, or used to transport labor or superintendence relating to any such construction, alteration, remodeling, or destruction of a residential building or structure, on any public or private street in the city except along one side of that portion of any such street which lies immediately adjacent to and fronting upon the site where such construction activity is occurring. Provided, however, it shall be unlawful to park any such vehicle, trailer, or mobile equipment on that portion of a street adjacent to the construction site if the width of the paved portion of any such street where such vehicle, trailer, or mobile equipment is parked is less than 15 feet. Signs must be posted on the property to inform any worker of the approved parking area, in a location as approved by the building official.

#### **Sec. 14-219. Storm water discharges associated with construction activity.**

- (a) This section shall apply to all facilities located within the city that have storm water discharges associated with construction activity.
- (b) A person who is the operator of a facility that has storm water discharges associated with construction activity commits an offense if the person discharges, or causes to be discharged, storm water associated with construction activity without first having obtained an NPDES or TPDES permit to do so.
- (c) The operator of a facility required to have an NPDES or TPDES permit to discharge storm water associated with construction activity shall submit a certification that he has submitted an NOI to the EPA or TCEQ, a copy of that NOI, and a copy of a site plan detailing the location of erosion control measures to the city manager or building official prior to obtaining a construction permit for that activity.
- (d) A person commits an offense if the person operates a facility that is discharging storm water associated with construction activity without having submitted a copy of the NOI to do so to the city.
- (e) If required to submit an NOI to EPA pursuant to an NPDES or TPDES permit to discharge storm water associated with construction activity, an operator shall submit a certification that he has submitted an NOI to the EPA or TCEQ and a copy of that NOI to the city manager or building official at the same time the operator submits the NOI to the EPA or TCEQ as applicable. If final stabilization as required by EPA has not been achieved at the time the operator submits the NOI, the operator shall also submit a copy of the NOI for the operator who is assuming responsibility for the site.
- (f) A person subject to the requirements of subsection (e) of this section commits an offense if the person fails to submit a copy of the NOI to the city.



- (g) A facility that has storm water discharges associated with construction activity shall be operated in strict compliance with the requirements of its NPDES or TPDES permit to discharge storm water associated with construction activity.
- (h) The storm water pollution prevention plan implemented to satisfy the requirements of an NPDES or TPDES permit to discharge storm water associated with construction activity shall comply with the storm water handbook for construction activities.
- (i) A person commits an offense if the person operates a facility that has storm water discharges associated with construction activity in violation of the facility's NPDES or TPDES permit to discharge storm water associated with construction activity.
- (j) The city manager or building official may require the operator of a facility that has storm water discharges associated with construction activity to modify the facility's storm water pollution prevention plan if, in the best professional judgment of the city manager or building official, the storm water pollution prevention plan does not comply with the requirements of the facility's NPDES or TPDES permit to discharge storm water associated with construction activity.
- (k) Notification of the deficiencies in a facility's storm water pollution prevention plan shall be made in writing, and the facility operator will be given a reasonable time, not to exceed 30 days, to make the necessary changes in the storm water pollution prevention plan.

#### **Sec. 14-220. Construction site fencing.**

Each permittee for which a building permit has been issued, must provide construction fencing in accordance with this section during all times when the building permit is in effect and for so long thereafter as the site is affected by construction activity. The construction fencing must fully enclose the entire site to screen construction activity from public view. It may enclose the sidewalk area, but only to the extent reasonably necessary to reduce the risk of hazards to sidewalk users. The height of the construction fence shall be between six feet and eight feet, and the fence material shall be a chain link metal fence overlaid on the exterior with an opaque vinyl screen in a color approved by the building official, or other equivalent fencing and screening material as approved by the building official. No separate fence permit is required for such a temporary fence erected in connection with construction activity for which a building permit is in effect.

#### **Sec. 14-221. Erosion and sediment control.**

- (a) Any construction activity, regardless of size, shall be performed in such a way as to minimize the export of loose soil, sediment or other on-site material from the development site by way of runoff or wind erosion.
- (b) No person shall be granted a construction permit or construction plan approval, as applicable, for construction activity causing more than 10,000 square feet of soil to be disturbed or otherwise vulnerable to water or wind erosion, without the inclusion of an erosion and sediment control plan in the construction plans. The building official or his or her designee may make a determination as to whether soil will be considered vulnerable to erosion.
- (c) If required, an erosion and sediment control plan shall include, at a minimum, the following:
  - (1) A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure and buildings; and final grading and landscaping;
  - (2) Proposed features to contain loose soil, sediment and other on-site material within the site, such as silt fencing;
  - (3) Proposed features within the site to protect underground drainage systems (storm sewer pipe) from intrusion by soil, sediment or other on-site material; and
  - (4) Areas proposed for seeding and/or sodding to establish vegetative cover over loose soil, including a schedule related to activities causing soil disturbance.
- (d) During construction, erosion and sediment control measures shall be inspected regularly by the permit applicant or his or her designee to ensure that they are performing as intended. Such measures deemed to be faulty or inadequate shall be immediately revised so that the measures serve their intended purpose.

- (e) The building official or his or her designee may revoke a building permit if:
  - (1) He or she observes erosion, sediment or on-site materials which are not controlled by adequate measures (even if those measures were approved/permitted);
  - (2) He or she makes reasonable efforts to notify the permit applicant and allow the applicant an opportunity to respond to the proposed revocation; and
  - (3) The applicant fails to respond to the proposed revocation within 48 hours of notification.
- (f) If seeding or other vegetative erosion control is used, it shall become established within 14 days of placement; otherwise, reseeding or non-vegetative measures shall be implemented.
- (g) All vegetative erosion controls shall be established and functioning properly before temporary non-vegetative controls (silt fencing, sediment traps, etc.) are removed.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF PINEY POINT VILLAGE, TEXAS, AMENDING CHAPTER 10, ARTICLE I., SECTIONS 10-1 AND 10-2 AND ADDING SECTION 10-9 OF THE CODE OF ORDINANCES REGARDING EMERGENCY CONSTRUCTION WORK HOURS, CONSTRUCTION-RELATED PARKING, AND CONSTRUCTION SITE REGULATIONS; AMENDING CHAPTER 26, ARTICLE I., SECTION 26-3 OF THE CODE OF ORDINANCES REGARDING RESTRICTIONS FOR CERTAIN NOISE-PRODUCING ACTIVITIES; AND AMENDING CHAPTER 56, ARTICLE I., SECTION 56-3 OF THE CODE OF ORDINANCES REGARDING CONSTRUCTION ACTIVITIES IN THE CITY RIGHT-OF-WAY.

\* \* \* \* \*

**WHEREAS**, the regulations established in the Code of Ordinances have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety and general welfare of the city and its inhabitants; and

**WHEREAS**, such regulations have been designed to ensure permitted construction activities conform to high industry standards while promoting balance and consideration for the safety and quiet enjoyment of surrounding property owners.

**WHEREAS**, the City Council of the City of Piney Point Village, Texas, has determined that amendments should be made to Chapter 10, Article I., Sections 10-1, 10-2, and 10-9; Chapter 26, Section 26-3; and Chapter 56 Section 56-3, relating to construction and related building activities.

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

**Section 1.** The recitals set forth above are found to be true and correct and are adopted as the findings of fact of the City.

**Section 2. Chapter 10, Article I., Sections 10-1 -Time Limitations on Building Activities, and 10-2 -Parking of Vehicles, Trailers and Mobile Equipment at Construction Site** of the Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended to read as set out in Appendix A, attached hereto.

**Section 3. Chapter 10, Article I.** of the Piney Point Village Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended by adding **Section 10-9 -Construction Site Regulations** to read as set out in Appendix A, attached hereto.

**Section 4. Chapter 26, Article I., Section 26-3 -Restrictions For Certain Noise Producing Activities** of the Piney Point Village Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended to read as set out in Appendix A, attached hereto.

**Section 5. Chapter 56, Article I., Section 56-3 -Construction Standards** of the Piney Point Village Code of Ordinances of the City of Piney Point Village, Texas is hereby amended to read as set out in Appendix A, attached hereto.

**Section 6.** All other portions of the Piney Point Village Planning and Zoning Code not specifically amended hereby remain in full force and effect.

**Section 7.** All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

**Section 8.** If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

**Section 9.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Aliza Dutt  
Mayor

Attest:

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Robert Pennington  
City Administrator / City Secretary

## ATTACHMENT A

### Chapter 10

#### Article I.

#### Section 10-1 -Time Limitations on Building Activities

##### Sec. 10-1. Time limitations on building activities.

- (a) It shall be unlawful for any person to cause, permit or perform any construction, renovation, alteration, repair or demolition of any building or structure, or any excavation related thereto ("building activities"), within the city, except between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays, and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays. All building activities are strictly prohibited on Sundays, ~~and Holidays. the h~~Holidays ~~shall include~~of Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day-, or on observed holidays on which the city's offices are closed.
- (b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation which is conducted by a governmental entity, or for which a city permit is not required.
- (c) The provisions of subsection (a) shall not apply where the city administrator has authorized emergency work necessary to prevent a risk of injury to persons or immediate damage to property, or to provide for the immediate cleanup and repairs of property after a declared natural disaster.
- (de) The city building official is hereby authorized and directed to issue stop work orders as are necessary to assure compliance with the provisions of this section.
- (ed) Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as prescribed in section 1-11.

### Chapter 10

#### Article I.

#### Section 10-2 -Parking of Vehicles, Trailers and Mobile Equipment at Construction Site

##### Sec. 10-2. Parking of vehicles, trailers and mobile equipment at construction site.

- (a) Along the street. It shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment used in the construction, alteration, remodeling or destruction of a building or structure, or used to transport persons relating to any such construction, alteration, remodeling or destruction of a building or structure, on any public or private street in the city, ~~except~~ in the following circumstances:
  - (1) The vehicle, trailer or mobile equipment may only be parked along one side of that portion of any such street that lies immediately adjacent to and fronting upon the site where such ~~construction, alteration, remodeling or destruction activity~~ activity is occurring.
  - (2) The vehicle, trailer or mobile equipment may only park. ~~It shall be unlawful to park any such vehicle, trailer or mobile equipment on that portion of a street adjacent to and fronting such construction, alteration, remodeling or destruction site~~ if the width of the paved portion of the street at such location is ~~less-greater~~ greater than 15 feet and the vehicle, trailer or mobile equipment is parked in such a manner as to leave clearance for other vehicles to safely pass.

(3) The parked vehicle, trailer or mobile equipment is not blocking or impairing access over or across any sidewalk.

(4) Notwithstanding, it shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment used in a manner described in this section on the following streets within the city: Memorial Drive, San Felipe Street, South Piney Point Road, Blalock Road, Taylorcrest Road, Piney Point Road, Beinhorn Road, Hedwig Road, Smithdale Road, and Greenbay Drive.

~~(b) It shall be unlawful for any person to park or permit or cause to be parked any vehicle, trailer or mobile equipment, used in the construction, alteration, remodeling or destruction of a building or structure, or used to transport persons relating to any such construction, alteration, remodeling or destruction of a building or structure, in a manner that blocks or impairs access over or across any sidewalk.~~

(b) *On the construction site.* All vehicles, trailers or mobile equipment associated with construction-related activities shall be parked on the construction site, to the extent possible. Vehicles shall occupy space on the on-site parking pad, as required under this Chapter. Overflow parking is allowed on a public or private street, if such parking meets the requirements of this Section and is not otherwise prohibited by law or ordinance.

## **Chapter 10**

### **Article I.**

#### **Section 10-9 -Construction Site Regulations**

##### **Sec. 10-9. Construction site regulations.**

Any person who engages in construction activity, or who is in control of a construction site, within the city shall comply with the following requirements:

(a) *Permit boxes.* All construction permits and any other documents required to be posted at the construction site shall be laminated and displayed in a secure, weatherproofed "DOCBOX" or equivalent form of container. The container shall be placed in a location that is easily visible, identifiable and accessible at all times.

(b) *Mail Box.* The site shall include a mail box with the property address listed on the mail box.

(c) *Waste containers.* The site shall be equipped with a commercial solid waste container of adequate size to collect and store any solid waste generated by the construction activity. The container shall be placed in a location that is easily accessible and screened so it is not visible at ground level by adjacent side or rear lots, or from the street. The container must be placed, removed, serviced, and emptied only during authorized work hours as provided in this Chapter.

(d) *Policing of site.* All construction related material scraps, trash, rubble, debris, food packages, or any other form of waste located on the construction site or on nearby public or private property must be picked up immediately and placed in a waste container or removed from the site.

(e) *Storage of materials and tools.* All building materials, equipment, and tools that are not in actual use shall be stacked or otherwise secured in an orderly manner to minimize the possibility of trespass onto the property or theft. The contractor in charge of the site shall secure building materials, equipment, and tools prior to predicted high wind or storm events.

(f) *Policing of adjacent rights-of-way.* All sidewalks and streets and other public rights-of-way adjoining the construction site shall be kept free of dirt and other construction generated debris and shall be swept on a daily basis if necessary.

(g) *Disposal of garbage.* Garbage, food waste, and similar rapidly biodegradable materials shall be contained in closed, covered containers and the containers shall be emptied no less than twice weekly.

- (h) Construction hazards. All excavations and holes shall be filled or covered as soon as possible. Any construction site hazards shall be marked and barricaded. Newly poured concrete or similar materials shall be properly secured.
- (i) Portable toilets. At least one clean and properly serviced portable toilet shall be provided at each construction site. The portable toilet shall be placed on the site no closer than 35 feet from the front property line or 25 feet from any side or rear property line unless otherwise approved by the building official and shall be screened from public view by a wood enclosure at least as tall as the portable toilet. The door to the portable toilet shall face away from street and neighboring property views. The portable toilet shall be serviced regularly to prevent health hazards and offensive odors.
- (j) Noise. Radios and other sound amplifying equipment shall not be operated on a construction site.
- (k) Temporary drainage. During the construction process the contractor shall maintain proper drainage to assure that no water flows onto adjacent properties.
- (l) Erosion control. The contractor in charge of the site and the owner of the site shall take whatever measures are necessary to prevent soil or other materials from washing off the site. Stormwater runoff shall be controlled so that silt, earth, topsoil, and other materials are not washed onto city streets or into storm drains, drainage easements, ditches or other drainage facilities.
- (m) Construction site fencing. Sites conducting new home construction or construction-related activities constituting more than fifty (50) percent of the value of the property must provide and maintain construction site fencing.

  - (1) The construction site fencing must fully enclose the entire site to screen construction from public view; provided, however, that the fencing shall not enclose the public sidewalk or impair vision for traffic from adjoining streets and driveways.
  - (2) The height of the construction fence shall be six feet, and the fence material shall be a chain link metal fence overlaid on the exterior with an opaque vinyl screen in a color approved by the building official, or other equivalent fencing and screening material as approved by the building official. Any damage to the frame, fence or screen shall be promptly repaired.
  - (3) The timeframe for erecting and removing the construction site fence shall be established by the city building official.
  - (4) No fencing shall be required where the construction activity is on the site of an occupied single-family residence.
- (n) Access. An all-weather means of access for the site shall be provided at all times. When a new or replacement driveway is included in the approved plans and is not installed prior to or contemporaneous with other construction work, a temporary means of access for the site must be submitted to and approved by the building official. Temporary means of access must be established in a manner that: (i) does not damage City right-of-way, such as curbs, gutters and sidewalks; and (ii) does not interfere with stormwater drainage.
- (o) Parking Pad. A dedicated space for a minimum of five (5) vehicles to park on the construction site shall be provided at all times. The parking pad must include space for vehicles to readily enter and exit the construction site. If the construction site is adjacent to a street where street parking for construction-related vehicles, trailers or mobile equipment is prohibited, the size and location of the dedicated parking pad must adequately account for additional parking needs.
- (k) Deliveries. Construction materials may be placed in the public right-of-way only during unloading activities during permitted work hours and must be relocated to the construction site within two hours.

## Chapter 26

### Article I.

#### Section 26-3 –Restrictions for certain noise producing activities.



**Sec. 26-3. Restrictions for certain noise producing activities.**

- (a) *Nuisance level noises prohibited generally.* In view of the residential character of the city, any noise that is unreasonably loud, annoying, or disturbing to persons of ordinary sensibilities, at the time and place the noise is being generated, is defined to be a nuisance and is prohibited.
- (b) *The production of nuisance level noises defined as an offense.* Any person who produces or permits the production of nuisance level noise in the city shall be guilty of an offense.
- (c) *Exceptions.* It is recognized that certain noise producing activities are normal and not out of place in a residential area if the activities producing those noises are conducted in a reasonable manner and at a reasonable time. Accordingly, noises emanating from the following activities are not nuisance level noises within the meaning of this ordinance, if the activities are conducted at a reasonable time and in a reasonable manner:
  - (1) Construction, grading, repair, remodeling or maintenance activities during hours when such activities are permitted in accordance with this Code;
  - (2) The operation of safety signals, warning devices, emergency pressure relief valves, water wells, and sewer lift stations;
  - (3) Occasional private outdoor gatherings and public events, provided that the volume of any music or mechanical sound amplification equipment is controlled so as to avoid unduly disturbing the occupants of neighboring residential properties;
  - (4) The operation of standard air conditioning, refrigeration systems, swimming pool equipment, or similar mechanical systems customarily found in single-family residential structures, provided that the equipment is kept in reasonable repair and operated in accordance with the manufacturer's recommendations;
  - (5) Repair and maintenance activities of any public entity or utility, provided that reasonable steps are taken to mitigate the effects of excessive noise;
  - (6) The operation of standby electric generators during time periods where normal electric service is unavailable, in compliance with the requirements of section 26-2.
- (d) *Restrictions.* In order to preserve the residential character of the city and to provide hours during which the city's residents can rest free from unnecessary and offensive noise levels, the following activities may be performed only during the allowable hours provided below:
  - (1) The use of lawn mowers, edging machines, leaf blowers, chain saws, or any other gasoline, diesel, or electric powered lawn care or landscaping equipment;
  - (2) The use of power washers, air compressors, or any other gasoline, diesel, or electric powered equipment for home maintenance purposes.
- (e) *Allowable hours.* The work hours during which the activities listed in (a) above are allowed are:
  - (1) Between 7:00 a.m. and 7:00 p.m. on weekdays;
  - (2) Between 8:00 a.m. and 6:00 p.m. on Saturdays;
  - (3) No work is permitted on Sundays or on holidays on which the city's offices are closed.
- (f) *Exceptions.* The following exceptions apply:
  - (1) The restrictions on allowable hours do not apply when the activities are performed by the owner of occupant of the residence where the activities are being performed;
  - (2) The restrictions on allowable hours do not apply in the case of an emergency where the city administrator has authorized work ~~use of powered equipment is~~ necessary to prevent a risk of injury to persons, ~~or~~ immediate damage to property, or to provide for the immediate cleanup and repairs of property after a declared natural disaster;

- (3) The restrictions on allowable hours do not apply to construction activities governed by chapter 10 of this Code.

## Chapter 56

### Article I.

#### Section 56-3 –Construction standards.

##### Sec. 56-3. Construction standards.

- (a) *Advance notice required.* The city administrator shall be notified 24 hours in advance that construction is ready to proceed by either the right-of-way user, their contractor or representative, including the name, address, and phone numbers of the contractor performing the actual construction, and the name and telephone number of the individual who will be available at all times during construction. Failure to provide the above information will result in the suspension of the permit until the required information is received.
- (b) *Conformance to other laws.* All construction shall be in conformance with all city codes and applicable local, state, and federal laws.
- (c) *Erosion control.* Erosion control measures (*i.e.*, silt fence) and advance warning signs, markers, cones, and barricades must be in place before work begins. Permit holder may be required to show proof of EPA approved plans relating to storm water and erosion when applicable or a letter stating such plans are not required. User shall comply with city, state, and federal guidelines regulating storm water management erosion control. Requirements shall include, but not be limited to, silt fencing around any excavation that will be left overnight, silt fencing in erosion areas until reasonable vegetation is established, barricade fencing around open holes, and high erosion areas will require wire backed silt fencing, or straw bales, as appropriate.
- (d) *Lane closures.* Lane closures on collectors and thoroughfares, as identified by the city's thoroughfare plan, is limited to after 8:30 a.m. and before 4:00 p.m. unless the city administrator grants prior approval. Arrow boards will be required on lane closures, with all barricades, advanced warning signs and 36-inch reflector cones placed according to the specifications of the city administrator.
- (e) *Workmanship.* Users are responsible for the workmanship and any damages caused by a contractor or subcontractor. A responsible representative of the permit holder will be available to city administrator at all times during construction.
- (f) *Notice of damage.* All users shall notify the city administrator immediately of any damage to other utilities, either city or privately owned.
- (g) *Prior approval required for street or sidewalk cut.* Except in the event of an emergency, prior approval must be obtained from the city administrator when a street or sidewalk cut is required and all requirements of the city shall be followed. Repair of all street and sidewalk removals shall be made promptly to avoid safety hazards to vehicle and pedestrian traffic.
- (h) *Interference prohibited.* Newly installed structures shall not interfere with facilities or structures of other users, in particular gravity dependent facilities.
- (i) *Depth.* Structures shall be installed at a minimum of two feet depth, unless approved by the city administrator or as otherwise provided by this Chapter.
- (j) *Working hours.* Except in the event of an emergency where work is authorized by the city administrator, working hours in the rights-of-way are 7:00 a.m. to 7:00 p.m., Monday through Friday and from 8:00 a.m. to 6:00 p.m. Saturday. Except in the event of an emergency where work is authorized by the city administrator, any work performed on Sunday is prohibited. Directional boring is permitted only Monday through Friday.