

# City of Hunters Creek Village

#1 HUNTERS CREEK PLACE  
HUNTERS CREEK VILLAGE, TEXAS 77024  
(713) 465-2150



## MAYOR

*Bonnie McMillan*

## CITY COUNCIL

*David Wegner*

*Fidel Sapien*

*Ronnie Weinstein*

*Michael Schoenberger*

*Jim Pappas*

## INTERIM CITY SECRETARY

*Ann Smith*

## CITY COUNCIL AGENDA

Notice is hereby given of regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, August 26, 2014 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

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- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance
- C. Administer Oaths of Office:
  - a. Ann Smith, Interim City Secretary/Finance Director
  - b. Shanoop Kothari, City Treasurer
- D. REPORTS
  1. City Treasurer – monthly financial and budget reports for July, 2014.
  2. Police Commissioner Monthly Report
    - a. Discussion regarding traffic enforcement on private streets.
  3. Fire Commissioner Monthly Report.
  4. Building Official Report - Monthly Building Permit Report
  5. City Engineer and Public Works Report.
    - a. Voss Road at Soldiers Creek retaining wall project
    - b. Willowend Culvert Crossing reconstruction
    - c. Hedwig Road roadway improvements by Piney Point Village
    - d. Soldiers Creek erosion study and report
    - e. Ditch/drainage improvements for Lindenwood and Shasta
    - f. Mudjacking
  6. Mayor and Council Reports and Comments:
    - a. I-10 noise mitigation update
    - b. Police Commission Meeting in August at Hunters Creek City Hall

- c. HCAD certified tax roll process.
- d. Comments or suggestions for items to include on future agendas.

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

F. CONSENT AGENDA. *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*

- 1. Approval of the Minutes of the Regular Meeting on July 22, 2014, and the Special Meeting on August 6, 2014.
- 2. Approval of the Cash Disbursement Journal for July, 2014.

G. REGULAR AGENDA.

- 1. Discussion and possible action on the 2015 Proposed Operating Budget and set date for final approval.
- 2. Discussion and set date for the adoption of the 2014 Ad Valorem Tax Rate.
- 3. Discussion and possible action to adopt a Resolution soliciting support from the Texas Municipal League for legislative Action to change the deadline for posting Proposed Tax Rate Notices, as require by the Texas Local Government Code, Section 140.010.
- 4. Discussion and possible action to adopt an ordinance of the City of Hunters Creek Village, Texas, amending the license granted to Extenet Systems, Inc., to place, operate, and utilize its facilities within the public rights-of-way of the City to permit the placement of new utility poles at specific locations in the public rights-of-way of Thamer Circle and Timberwilde Lane; making certain findings; and providing other matters relating to the subject.
- 5. Discussion and possible action regarding police and various other reports posted on the City website.
- 6. Discussion and possible action on renewal of the Solid Waste Contract with Royal Recycle and Disposal.
- 7. Discussion and possible action authorizing the Mayor to lock-in early discount rate with the Electric Provider.
- 8. Discussion and approval of appointment of Jim Hruzek to Police Commissioner.
- 9. Discussion and possible action to consider a Night Municipal Court and court dates through 2014.



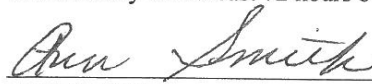
10. Discussion and possible action on the 2015 Proposed Police Department Budget.
11. Discussion and possible action on the 2015 Proposed Fire Department Budget.
12. Discussion and possible action for approval to hire temporary clerical worker.

- H. EXECUTIVE SESSION. The City Council may convene a public meeting and then recess into executive (closed) session, to discuss any of the items listed on this agenda, if necessary, and if authorized under Chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) certain consultations with the City's attorney under §551.071; (2) certain matters involving purchase, exchange, lease, or value of real property under §551.072; and (3) certain personnel matters, §551.074.
- a. Regarding matters involving purchase, exchange, lease, or value of real property located within the incorporated limits of Hunter's Creek Village.
  - b. Discussion on the City Secretary position search and applicants.
- I. RECONVENE into Open Session and consider action, if any, on items discussed in Executive Session.
- J. ADOURNMENT.

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CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: August 21, 2014 at 1:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

  
ANN SMITH  
INTERIM CITY SECRETARY



The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 713.465.2150, by fax at 713.465.8357, or by email at [dloesch@cityofhunterscreek.org](mailto:dloesch@cityofhunterscreek.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at [www.cityofhunterscreek.com](http://www.cityofhunterscreek.com).

**In the name and by the authority of**

# **The State of Texas**

## **OATH OF OFFICE**

I, ANN SMITH, do solemnly swear that I will faithfully execute the duties of the office of INTERIM CITY SECRETARY, of the City of Hunters Creek Village, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Affiant

SWORN TO and subscribed before me by affiant on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Administering Oath

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

PLEASE TYPE OR PRINT LEGIBLY  
PROVIDE ALL REQUESTED INFORMATION

## STATEMENT OF APPOINTED OFFICER

*(Pursuant to Tex. Const. art. XVI, §1(d), amended 1989)*

I, ANN SMITH, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward to secure my appointment or confirmation thereof, so help me God.

\_\_\_\_\_  
Affiant's Signature

INTERIM CITY SECRETARY  
Position to Which Appointed

City of Hunters Creek Village  
City and/or County

**SWORN TO and subscribed** before me by affiant on this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Authorized to Administer Oaths/Affidavits

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

(Seal)

**In the name and by the authority of**

# The State of Texas

## OATH OF OFFICE

I, SHANOOP KOTHARI, do solemnly swear that I will faithfully execute the duties of the office of CITY TREASURER, of the City of Hunters Creek Village, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Affiant

SWORN TO and subscribed before me by affiant on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Administering Oath

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

PLEASE TYPE OR PRINT LEGIBLY  
PROVIDE ALL REQUESTED INFORMATION

## STATEMENT OF APPOINTED OFFICER

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\_\_\_\_\_  
Affiant's Signature

CITY TREASURER  
Position to Which Appointed

City of Hunters Creek Village  
City and/or County

**SWORN TO and subscribed** before me by affiant on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Authorized to Administer Oaths/Affidavits

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

(Seal)

CITY OF HUNTERS CREEK VILLAGE  
FINANCIAL AND RECONCILIATION REPORT  
July 31, 2014

Account Description	Beginning Bank Balance 7/1/2014	Interest Earned	Deposits	Withdrawal	Ending Bank Balance 7/31/2014	Cash in Transit	Outstanding Checks	Ending Book Balance 7/31/2014	% of Total Funds	Interest Rate	Maturity	1-month Collateral
<b>Wells Fargo</b>												
Disbursement (1010)	\$492,462.30	\$35.93	\$380,719.16	\$401,042.48	\$472,194.91	\$0.00	\$326,994.25	\$145,200.66	7.52%	0.20	Immediate	
Public Funds (1015)	\$6,078,962.37	\$1,028.22	\$145,659.85	\$418,407.79	\$5,807,242.65	\$0.00	(\$6.25)	\$5,807,248.90	92.48%	0.20	Immediate	
Total Wells Fargo Accounts	\$6,571,444.67	\$1,064.15	\$526,379.01	\$819,450.27	\$6,279,437.56	\$0.00	\$326,988.00	\$5,952,448.56	100.00%	0.20		\$7,182,441.66

Bonnie McMillan  
Mayor and Investment Officer  
Dated:

Shanoop Kothari  
City Treasurer  
Dated:

Prepared by: Tom Fullen  
*Tom Fullen*  
Date: July 7, 2014

**City of Hunters Creek Village**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2014-7 Ending July 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>GENERAL GOVERNMENT</b>					
<b>DEFAULT</b>					
<b>Revenues</b>					
01-00-4000 PREVIOUS AD VALOREM TAXES	1,250.00	246.43	15,000.00	20,831.88	(38.88%)
01-00-4005 CURRENT AD VALOREM TAXES	0.00	11,857.07	3,715,009.00	3,712,848.42	0.06%
01-00-4010 FRANCHISE TAXES	0.00	20,392.65	460,000.00	186,586.51	59.44%
01-00-4015 SALES TAXES	25,833.33	29,256.96	310,000.00	142,725.34	53.96%
01-00-4025 TRAFFIC FINES/BONDS	18,750.00	6,878.27	225,000.00	74,273.85	66.99%
01-00-4027 COURT TECHNOLOGY FUND	291.67	68.93	3,500.00	997.72	71.49%
01-00-4028 COURT SECURITY FUND	250.00	51.70	3,000.00	748.33	75.06%
01-00-4030 INTEREST INCOME	1,166.67	1,064.15	14,000.00	8,607.96	38.51%
01-00-4035 BUILDING PERMITS	31,250.00	31,262.53	375,000.00	275,652.37	26.49%
01-00-4040 PENALTIES/INTEREST	1,250.00	1,178.49	15,000.00	19,606.86	(30.71%)
01-00-4045 SUBD ST. LIGHTS	4,222.22	36,511.26	38,000.00	36,511.26	3.92%
01-00-4055 OTHER INCOME	1,666.67	810.00	20,000.00	37,493.57	(87.47%)
01-00-4056 EMS	0.00	17,555.11	64,000.00	42,486.05	33.62%
01-00-4057 CHILD SAFETY FEES	500.00	442.35	6,000.00	3,090.57	48.49%
01-00-4060 MIXED DRINK TAX	0.00	4,076.96	8,000.00	7,365.49	7.93%
01-00-4070 METRO RECEIPTS	0.00	0.00	150,000.00	0.00	100.00%
01-00-4073 SOLDIERS CRK EROSION STUDY PPV	0.00	0.00	25,000.00	0.00	100.00%
<b>Total Revenues</b>	<b>86,430.56</b>	<b>161,652.86</b>	<b>5,446,509.00</b>	<b>4,569,826.18</b>	<b>16.10%</b>
<b>Total DEFAULT</b>	<b>86,430.56</b>	<b>161,652.86</b>	<b>5,446,509.00</b>	<b>4,569,826.18</b>	<b>16.10%</b>
<b>ADMINISTRATION</b>					
<b>Expenditures</b>					
01-01-7000 SALARIES & WAGES	38,435.00	43,182.34	406,220.00	245,463.06	39.57%
01-01-7025 TMRS	3,893.50	4,374.36	46,722.00	24,865.44	46.78%
01-01-7030 PAYROLL TAXES	2,947.75	3,303.44	35,373.00	18,972.72	46.36%
01-01-7040 OFFICE EQUIPMENT	583.33	79.99	7,000.00	2,798.55	60.02%
01-01-7045 NOTICES & MAILING	16,250.00	65.72	30,000.00	6,426.90	78.58%
01-01-7055 OFFICE SUPPLIES & PRINTING	583.33	318.50	7,000.00	3,462.11	50.54%
01-01-7056 BANK FEES	41.67	0.00	500.00	0.00	100.00%
01-01-7060 TELEPHONE	1,833.33	679.58	22,000.00	8,404.89	61.80%
01-01-7061 TRAVEL & TRAINING	333.33	0.00	4,000.00	2.50	99.94%
01-01-7065 MACHINE RENTAL MAINTENANCE	500.00	786.64	6,000.00	3,957.42	34.04%
01-01-7090 MEMBERSHIPS & SUBSCRIPTIONS	208.33	0.00	2,500.00	1,308.50	47.66%
01-01-7105 INSURANCE BENEFITS	5,916.67	5,373.19	71,000.00	37,612.33	47.02%
01-01-7108 GEN LIABILITY/PROP/WC INS	0.00	0.00	18,000.00	0.00	100.00%
01-01-7109 SURETY BONDS	41.67	0.00	500.00	78.00	84.40%
01-01-7110 ELECTIONS	0.00	0.00	5,000.00	56.50	98.87%
01-01-7111 RECORDS MANAGEMENT	208.33	0.00	2,500.00	0.00	100.00%
01-01-7112 CODIFICATIONS	250.00	1,251.00	3,000.00	2,644.30	11.86%
01-01-7115 PUBLIC RELATIONS	1,916.67	189.40	23,000.00	8,836.74	61.58%
<b>Total Expenditures</b>	<b>(73,942.91)</b>	<b>(59,604.16)</b>	<b>(690,315.00)</b>	<b>(364,889.96)</b>	<b>47.14%</b>
<b>Total ADMINISTRATION</b>	<b>(73,942.91)</b>	<b>(59,604.16)</b>	<b>(690,315.00)</b>	<b>(364,889.96)</b>	<b>47.14%</b>



**City of Hunters Creek Village**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2014-7 Ending July 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>PROF SERVICES</b>					
<b>Expenditures</b>					
01-02-6502 CITY ENGINEER	4,166.67	0.00	50,000.00	39,941.45	20.12%
01-02-6504 TCEQ PHIII STORMWATER PERMIT	250.00	0.00	3,000.00	570.00	81.00%
01-02-7042 CONSULTING SERVICES	2,083.33	787.11	25,000.00	3,187.05	87.25%
01-02-7085 TAX COLLECTOR/ASSESSOR	0.00	0.00	40,000.00	22,474.00	43.82%
01-02-7120 AUDITOR	0.00	0.00	14,000.00	12,041.00	13.99%
01-02-7300 LITIGATION	2,083.33	0.00	25,000.00	1,522.50	93.91%
01-02-7310 CITY ATTORNEY	4,166.67	6,040.00	50,000.00	27,312.50	45.38%
<b>Total Expenditures</b>	<b>(12,750.00)</b>	<b>(6,827.11)</b>	<b>(207,000.00)</b>	<b>(107,048.50)</b>	<b>48.29%</b>
<b>Total PROF SERVICES</b>	<b>(12,750.00)</b>	<b>(6,827.11)</b>	<b>(207,000.00)</b>	<b>(107,048.50)</b>	<b>48.29%</b>
<b>PUBLIC SAFETY</b>					
<b>Expenditures</b>					
01-03-5000 VILLAGE FIRE DEPARTMENT	89,419.58	89,419.60	1,073,035.00	760,066.58	29.17%
01-03-5005 MEMORIAL VILLAGES POLICE DEPT.	124,603.75	124,604.00	1,535,245.00	1,036,832.00	32.46%
01-03-5006 VPD-STEP PROGRAM	1,666.67	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>(215,690.00)</b>	<b>(214,023.60)</b>	<b>(2,608,280.00)</b>	<b>(1,796,898.58)</b>	<b>31.11%</b>
<b>Total PUBLIC SAFETY</b>	<b>(215,690.00)</b>	<b>(214,023.60)</b>	<b>(2,608,280.00)</b>	<b>(1,796,898.58)</b>	<b>31.11%</b>
<b>PUBLIC WORKS</b>					
<b>Expenditures</b>					
01-04-5015 GARBAGE SERVICE	47,916.67	50,470.68	575,000.00	347,350.82	39.59%
01-04-5020 STREET LIGHTS-CITY	4,166.67	4,640.43	50,000.00	32,626.42	34.75%
01-04-5500 STREET & DRAINAGE MAINTENANCE	6,250.00	3,002.16	75,000.00	21,102.25	71.86%
01-04-5501 WICKLINE RAVINE RESTRICTOR INSPEC	0.00	0.00	2,500.00	0.00	100.00%
01-04-5510 RENTAL/PURCHASE EQUIPMENT	1,250.00	92.98	15,000.00	2,052.98	86.31%
01-04-5520 TRUCK MAINTENANCE	1,000.00	1,150.21	12,000.00	5,590.82	53.41%
01-04-5530 TRAFFIC LIGHT MAINTENANCE	1,250.00	1,646.00	15,000.00	6,912.00	53.92%
01-04-5540 MOWING CONTRACT	2,500.00	2,726.41	30,000.00	11,818.57	60.60%
01-04-5550 TRAFFIC SIGNS	125.00	1,879.46	1,500.00	2,536.46	(69.10%)
01-04-5560 LANDSCAPING	2,500.00	636.10	30,000.00	4,144.93	86.18%
01-04-6205 UNIFORMS-PW	291.67	247.64	3,500.00	1,896.83	45.80%
01-04-6501 PW-BUILDING INSPECTIONS	666.67	6,345.00	63,000.00	38,250.00	39.29%
01-04-6540 URBAN FORESTER	1,250.00	875.00	15,000.00	8,610.00	42.60%
01-04-7050 BUILDING MAINTENANCE	2,916.67	726.00	35,000.00	6,002.56	82.85%
01-04-7051 JANITORIAL SERVICE BLDG MAINTENAN	750.00	0.00	9,000.00	0.00	100.00%
01-04-7057 OFFICE SUPP/PRINTING - PW	166.67	450.28	2,000.00	771.29	61.44%
01-04-7062 TRAVEL/TRAINING - PW	125.00	577.78	1,500.00	1,518.48	(1.23%)
01-04-7070 MOSQUITO FOGGING CONTRACT	1,333.33	900.00	12,000.00	3,825.00	68.13%
01-04-7091 MEMBERSHIPS/SUBSC - PW	83.33	0.00	1,000.00	251.00	74.90%
01-04-8063 STORM DISASTER FUND	25,000.00	0.00	300,000.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(99,541.68)</b>	<b>(76,366.13)</b>	<b>(1,248,000.00)</b>	<b>(495,260.41)</b>	<b>60.32%</b>
<b>Total PUBLIC WORKS</b>	<b>(99,541.68)</b>	<b>(76,366.13)</b>	<b>(1,248,000.00)</b>	<b>(495,260.41)</b>	<b>60.32%</b>



**City of Hunters Creek Village**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2014-7 Ending July 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>MUNICIPAL COURT</b>					
<b>Expenditures</b>					
01-05-8000 JUDGES & PROSECUTORS	2,583.33	1,289.50	31,000.00	14,755.95	52.40%
01-05-8020 JURY DUTY FEES	25.00	0.00	300.00	0.00	100.00%
01-05-8025 WARRANTS ISSUED	41.67	0.00	500.00	18.00	96.40%
01-05-8030 COURT SUPPLIES & PRINTING	208.33	0.00	2,500.00	69.68	97.21%
01-05-8031 COURT TECHNOLOGY	416.67	0.00	5,000.00	1,312.20	73.76%
01-05-8032 COURT SECURITY	416.67	606.25	5,000.00	1,235.95	75.28%
01-05-8033 CHILD SAFETY FEE (DARE)	416.67	0.00	5,000.00	0.00	100.00%
01-05-8034 COURT MEMBERSHIPS & SUBSCRIPTIO	41.67	0.00	500.00	150.00	70.00%
01-05-8035 COURT-TRAVEL & TRAINING	41.67	0.00	500.00	0.00	100.00%
01-05-8044 CREDIT CARD FEES	233.33	464.34	2,800.00	2,705.12	3.39%
01-05-8045 COURT TAX PD TO STATE	0.00	5,732.63	60,000.00	15,572.56	74.05%
<b>Total Expenditures</b>	<b>(4,425.01)</b>	<b>(8,092.72)</b>	<b>(113,100.00)</b>	<b>(35,819.46)</b>	<b>68.33%</b>
<b>Total MUNICIPAL COURT</b>	<b>(4,425.01)</b>	<b>(8,092.72)</b>	<b>(113,100.00)</b>	<b>(35,819.46)</b>	<b>68.33%</b>
<b>CAPITAL OUTLAY</b>					
<b>Expenditures</b>					
01-06-7041 COMPUTER EQUIP. & SOFTWARE	1,416.67	981.00	17,000.00	7,155.00	57.91%
01-06-7043 UPGRADE PERMITTING SOFTWARE	1,666.67	0.00	20,000.00	0.00	100.00%
01-06-7044 GAUGE & MONITORING FLOOD STAGE	416.67	0.00	10,000.00	9,868.31	1.32%
01-06-8064 CAPITAL RESERVE	16,666.67	0.00	200,000.00	0.00	100.00%
01-06-8065 FURNITURE & EQUIPMENT	250.00	0.00	3,000.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(20,416.68)</b>	<b>(981.00)</b>	<b>(250,000.00)</b>	<b>(17,023.31)</b>	<b>93.19%</b>
<b>Total CAPITAL OUTLAY</b>	<b>(20,416.68)</b>	<b>(981.00)</b>	<b>(250,000.00)</b>	<b>(17,023.31)</b>	<b>93.19%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>(340,335.72)</b>	<b>(204,241.86)</b>	<b>329,814.00</b>	<b>1,752,885.96</b>	<b>(431.48%)</b>

**City of Hunters Creek Village**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2014-7 Ending July 31, 2014

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>CAPITAL IMPROVEMENTS</b>					
<b>ADMINISTRATION</b>					
<b>Expenditures</b>					
02-01-9032 DITCH REGRADING	10,833.33	23,631.80	430,000.00	23,631.80	94.50%
02-01-9034 VOSS RD RETAINING WALL AT SMITHDA	41,666.67	6,250.00	609,741.00	17,600.00	97.11%
02-01-9035 MUDJACKING/SIDEWALK REPAIRS	2,916.67	0.00	35,000.00	1,500.00	95.71%
02-01-9036 SOLDIERS CREEK EROSION CONTROL S	4,166.67	0.00	50,000.00	50,000.00	0.00%
02-01-9037 VOSS ROAD RESTRIPIING	0.00	0.00	43,000.00	0.00	100.00%
02-01-9038 PAVEMENT REPAIRS - MAINTENANCE	4,166.67	0.00	50,000.00	0.00	100.00%
02-01-9039 WILLOWEND CULVERT CROSSING REPA	7,500.00	22,565.35	180,000.00	22,565.35	87.46%
02-01-9040 TRAFFIC SIGNAL CONTROLLER	4,166.67	0.00	50,000.00	0.00	100.00%
02-01-9041 I-10 NOISE ABATEMENT	6,666.67	0.00	80,000.00	0.00	100.00%
<b>Total Expenditures</b>	<b>(82,083.35)</b>	<b>(52,447.15)</b>	<b>(1,527,741.00)</b>	<b>(115,297.15)</b>	<b>92.45%</b>
<b>Total ADMINISTRATION</b>	<b>(82,083.35)</b>	<b>(52,447.15)</b>	<b>(1,527,741.00)</b>	<b>(115,297.15)</b>	<b>92.45%</b>
<b>Total CAPITAL IMPROVEMENTS</b>	<b>(82,083.35)</b>	<b>(52,447.15)</b>	<b>(1,527,741.00)</b>	<b>(115,297.15)</b>	<b>92.45%</b>

City Of Hunters Creek  
 Monthly Tax Office Report  
 July 31, 2014

Prepared by: Laurie Payton, Tax Assessor/Collector

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A. Current Taxable Value      2,032,649,577

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

	Current 2013 Tax Year	Delinquent 2012 & Prior Tax Years	Total
Original Levy 0.184082	\$ 3,411,000.57	\$ -	\$ 3,411,000.57
Carryover Balance	-	47,610.82	47,610.82
Adjustments	330,771.37	(1,220.54)	329,550.83
Adjusted Levy	3,741,771.94	46,390.28	3,788,162.22
Less Collections Y-T-D	3,717,841.78	19,671.86	3,737,513.64
Receivable Balance	\$ 23,930.16	\$ 26,718.42	\$ 50,648.58

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C. COLLECTION RECAP:

	Current 2013 Tax Year	Delinquent 2012 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 14,651.42	\$ 246.43	\$ 14,897.85
Penalty & Interest	874.03	135.76	1,009.79
Attorney Fees	-	119.31	119.31
Other Fees	-	-	-
Total Collections	\$ 15,525.45	\$ 501.50	\$ 16,026.95
Year-To-Date:			
Base Tax:	\$ 3,717,841.78	\$ 19,671.86	\$ 3,737,513.64
Penalty & Interest	11,735.27	7,723.18	19,458.45
Attorney Fees	1,152.32	5,671.27	6,823.59
Other Fees	-	-	-
Total Collections	\$ 3,730,729.37	\$ 33,066.31	\$ 3,763,795.68
Percent of Adjusted Levy	99.70%		99.36%

**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
12	COBB FENDLEY, 13430 NORTHWEST FREEWAY, SUITE 1100, HOUSTON, TX, 77040										
243163	03/31/14 VOSS RD RETAINING WALL AT SMITHDALE	07/15/14	\$6,250.00			\$6,250.00		02-01-9034	VOSS RD RETAINING	\$609,741.00	\$592,141.00
243494	04/30/14 WICKLINE RAVINE CROSSING	07/15/14	\$16,955.00			\$16,955.00		02-01-9039	WICKLINE RAVINE CRO	\$180,000.00	\$163,045.00
<b>23</b>	<b>GORMAN UNIFORM SERVICE, 9021 KATY FREEWAY, HOUSTON, TX, 77024</b>					<b>\$23,205.00</b>					
2175968	07/01/14 UNIFORM MAINTENANCE	07/15/14	\$61.91			\$61.91		01-04-6205	UNIFORMS-PW	\$3,500.00	\$1,726.99
2177249	07/08/14 UNIFORM MAINTENANCE	07/15/14	\$61.91			\$61.91		01-04-6205	UNIFORMS-PW	\$3,500.00	\$1,726.99
<b>34</b>	<b>HOME SECURITY SYSTEMS INC, PO BOX 79530, HOUSTON, TX, 77279-9530</b>					<b>\$123.82</b>					
199626	06/30/14 ADDED (2) HORN STROBES TO FIRE ALARM	07/15/14	\$606.25			\$606.25		01-05-8032	COURT SECURITY	\$5,000.00	\$3,764.05
<b>48</b>	<b>HURRICANE EQUIPMENT &amp; SERVICE INC, PO BOX 157, JACKSONVILLE, TX, 75766</b>					<b>\$606.25</b>					
HUR-2014-562	07/01/14 84 INSPECTIONS / JUN 2014	07/15/14	\$3,780.00			\$3,780.00		01-04-6501	PW-BUILDING INSPECT	\$63,000.00	\$24,750.00
<b>56</b>	<b>MUNICIPAL CODE CORPORATION, PO BOX 2235, TALLAHASSEE, FL, 32316</b>					<b>\$3,780.00</b>					
00244048	07/07/14 CODIFICATION OF SUPPLEMENT # 10	07/15/14	\$1,251.00			\$1,251.00		01-01-7112	CODIFICATIONS	\$3,000.00	\$355.70
<b>66</b>	<b>OLSON &amp; OLSON LLP, WORTHAM TOWER, SUITE 600, 2727 ALLEN PARKWAY, HOUSTON, TX, 77019-2133</b>					<b>\$1,251.00</b>					
4025	06/30/14 LEGAL SERVICES RENDERED 6/30/2014	07/15/14	\$6,040.00			\$6,040.00		01-02-7310	CITY ATTORNEY	\$50,000.00	\$22,687.50
<b>73</b>	<b>PAYMENT REMITTANCE CENTER, PO BOX 54349, LOS ANGELES, CA, 90054-0349</b>					<b>\$6,040.00</b>					
070114	07/01/14 OFFICE EQUIPMENT	07/15/14	\$79.99			\$79.99		01-01-7040	OFFICE EQUIPMENT	\$7,000.00	\$4,201.45
070114	07/01/14 PUBLIC RELATIONS	07/15/14	\$120.35			\$120.35		01-01-7115	PUBLIC RELATIONS	\$23,000.00	\$14,232.31
070114	07/01/14 CONSULTING SERVICES	07/15/14	\$74.62			\$74.62		01-02-7042	CONSULTING SERVICE	\$25,000.00	\$22,375.45
070114	07/01/14 OFFICE SUPP/PRINTING - PW	07/15/14	\$68.61			\$68.61		01-04-7057	OFFICE SUPP/PRINTIN	\$2,000.00	\$1,228.71
<b>83</b>	<b>DEAN S SEIDEMAN, 810 HEATHER PARK COURT, SUGAR LAND, TX, 77479</b>					<b>\$343.57</b>					
070514	07/05/14 TRAVEL/TRAINING - PW	07/15/14	\$23.74			\$23.74		01-04-7062	TRAVEL/TRAINING - P	\$1,500.00	\$436.56
<b>86</b>	<b>SIGN AND SUPPLY LP, 5029 MILWEE STREET, HOUSTON, TX, 77092</b>					<b>\$23.74</b>					
16251	07/11/14 SIGNAGE FOR GUARDRAILS @ MEMORIAL /	07/15/14	\$1,387.00			\$1,387.00		01-04-5550	TRAFFIC SIGNS	\$1,500.00	(\$1,036.46)
<b>87</b>	<b>DANIEL SINGLETARY, 21447 W WALLIS DR UNIT A, PORTER, TX, 77365</b>					<b>\$1,387.00</b>					
127	07/01/14 WEBSITE HOSTING / JUL 2014	07/15/14	\$149.99			\$149.99		01-02-7042	CONSULTING SERVICE	\$25,000.00	\$22,375.45
<b>105</b>	<b>VILLAGE FIRE DEPARTMENT, 901 CORBINDALE, HOSSTON, TX, 77024</b>					<b>\$149.99</b>					

**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		070214	07/02/14	TRUCK MAINTENANCE	07/15/14	\$1,115.76	\$1,115.76	01-04-5520	TRUCK MAINTENANCE	\$12,000.00	\$6,409.18
107	VILLAGES MUTUAL INSURANCE COOPERATIVE, 901 CORBINDALE, HOUSTON, TX, 77024					\$1,115.76					
063014	06/30/14 OTHER PAYROLL DEDUCTIONS		07/15/14		07/15/14	\$20.10	\$20.10	01-00-2051	OTHER PAYROLL DED	\$0.00	(\$711.23)
063014	06/30/14 INSURANCE BENEFITS		07/15/14		07/15/14	\$5,373.19	\$5,373.19	01-01-7105	INSURANCE BENEFITS	\$71,000.00	\$33,387.67
123	UNITED SYSTEMS TECHNOLOGY INC, PO BOX 204814, DALLAS, TX, 75320-4814					\$5,393.29					
79591	07/11/14 COMPUTER EQUIP. & SOFTWARE		07/15/14		07/15/14	\$225.00	\$225.00	01-06-7041	COMPUTER EQUIP. & S	\$17,000.00	\$10,601.00
126	PAYMENT REMITTANCE CENTER, PO BOX 54349, LOS ANGELES, CA, 90054-0349					\$225.00					
070114	07/01/14 STREET & DRAINAGE MAINTENANCE		07/15/14		07/15/14	\$228.66	\$228.66	01-04-5500	STREET & DRAINAGE	\$75,000.00	\$56,609.79
070114	07/01/14 RENTAL/PURCHASE EQUIPMENT		07/15/14		07/15/14	\$92.98	\$92.98	01-04-5510	RENTAL/PURCHASE E	\$15,000.00	\$12,947.02
070114CM	07/01/14 TRUCK MAINTENANCE		07/15/14		07/15/14	(\$14.50)	(\$14.50)	01-04-5520	TRUCK MAINTENANCE	\$12,000.00	\$6,409.18
070114	07/01/14 TRAFFIC SIGNS		07/15/14		07/15/14	\$492.46	\$492.46	01-04-5550	TRAFFIC SIGNS	\$1,500.00	(\$1,036.46)
070114	07/01/14 LANDSCAPING		07/15/14		07/15/14	\$47.71	\$47.71	01-04-5560	LANDSCAPING	\$30,000.00	\$26,443.46
070114	07/01/14 OFFICE SUPP/PRINTING - PW		07/15/14		07/15/14	\$5.58	\$5.58	01-04-7057	OFFICE SUPP/PRINTIN	\$2,000.00	\$1,228.71
127	PAYMENT REMITTANCE CENTER, PO BOX 54349, LOS ANGELES, CA, 90054-0349					\$852.89					
070114	07/01/14 STREET & DRAINAGE MAINTENANCE		07/15/14		07/15/14	\$61.46	\$61.46	01-04-5500	STREET & DRAINAGE	\$75,000.00	\$56,609.79
070114	07/01/14 TRUCK MAINTENANCE		07/15/14		07/15/14	\$48.95	\$48.95	01-04-5520	TRUCK MAINTENANCE	\$12,000.00	\$6,409.18
070114	07/01/14 OFFICE SUPP/PRINTING - PW		07/15/14		07/15/14	\$376.09	\$376.09	01-04-7057	OFFICE SUPP/PRINTIN	\$2,000.00	\$1,228.71
238	BIO LANDSCAPE & MAINTENANCE INC, 10892 SHADOW WOOD DRIVE, HOUSTON, TX, 77043					\$486.50					
INV-0000063506	06/30/14 MOWING SERVICES ON BINGLE/VOSS RD E		07/15/14		07/15/14	\$2,726.41	\$2,726.41	01-04-5540	MOWING CONTRACT	\$30,000.00	\$18,181.43
305	KONICA MINOLTA BUSINESS SOLUTIONS, USA INC, DEPT AT 952823, ATLANTA, GA, 31192-2823					\$2,726.41					
229479739	06/22/14 MACHINE RENTAL MAINTENANCE		07/15/14		07/15/14	\$56.56	\$56.56	01-01-7065	MACHINE RENTAL MAI	\$6,000.00	\$2,590.07
229486118	06/23/14 MACHINE RENTAL MAINTENANCE		07/15/14		07/15/14	\$182.59	\$182.59	01-01-7065	MACHINE RENTAL MAI	\$6,000.00	\$2,590.07
336	RANDLE LAW OFFICE LTD LLP, MEMORIAL CITY PLAZA II, 820 GESSNER SUITE 1570, HOUSTON, TX, 77024-4494					\$239.15					
5835	07/07/14 JUDGES & PROSECUTORS		07/15/14		07/15/14	\$314.50	\$314.50	01-05-8000	JUDGES & PROSECUT	\$31,000.00	\$17,219.05
362	VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108					\$314.50					
9727864546	07/27/14 TELEPHONE		07/15/14		07/15/14	\$679.58	\$679.58	01-01-7060	TELEPHONE	\$22,000.00	\$13,595.11
432	BUREAU VERITAS NORTH AMERICA INC, LOCKBOX FILE 841566, PO BOX 841566, DALLAS, TX, 75284-1566					\$679.58					

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**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		1236704	06/30/14	PW-BUILDING INSPECTIONS	07/15/14	\$2,565.00	\$2,565.00	01-04-6501	PW-BUILDING INSPECT	\$63,000.00	\$24,750.00
509	FRED PRYOR SEMINARS, PO BOX 219468, KANSAS CITY, MO, 64121-9468						\$2,565.00				
15781321	07/08/14 TRAVEL/TRAINING - PW				07/15/14	\$99.00	\$99.00	01-04-7062	TRAVEL/TRAINING - P	\$1,500.00	\$436.56
							\$99.00				
<b>Total Bills To Pay:</b>											
											\$51,607.45

City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
[Redacted]		32	07/25/14	HENDRICKS TREE SERVICES, 3602 SARATOGA DRIVE, HOUSTON, TX, 77088	07/25/14	\$875.00	\$875.00	01-04-6540	URBAN FORESTER	\$15,000.00	\$6,390.00
						\$875.00					

**Total Bills To Pay:**

\$875.00

\$875.00







**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	65	07/01/14	OFFICE DEPOT CREDIT PLAN, PO BOX 689020, DES MOINES, IA, 50368-9020	07/30/14	\$318.50	\$318.50	01-01-7055	OFFICE SUPPLIES & P	\$7,000.00	\$3,537.89
	718470123001	07/01/14	OFFICE SUPPLIES & PRINTING	07/30/14	\$318.50	\$318.50				
	69	07/08/14	WATER FOR MEETINGS ETC	07/30/14	\$69.05	\$69.05	01-01-7115	PUBLIC RELATIONS	\$23,000.00	\$14,163.26
	04G0120815246	07/08/14	WATER FOR MEETINGS ETC	07/30/14	\$69.05	\$69.05				
	80	07/01/14	ROYAL DISPOSAL & RECYCLE, PO BOX 690867, HOUSTON, TX, 77269-0867	07/30/14	\$44,526.74	\$44,526.74	01-04-5015	GARBAGE SERVICE	\$575,000.00	\$227,649.18
	31875	07/01/14	JUL 2014 RESIDENTIAL WASTE / RECYCLE	07/30/14	\$44,526.74	\$44,526.74				
	31875	07/01/14	DISPOSAL FEES/ LANDFILL	07/30/14	\$5,943.94	\$5,943.94	01-04-5015	GARBAGE SERVICE	\$575,000.00	\$227,649.18
	86	07/21/14	SIGN AND SUPPLY LP, 5029 MILWEE STREET, HOUSTON, TX, 77092	07/30/14	\$53.50	\$50,470.68	01-04-5500	STREET & DRAINAGE	\$75,000.00	\$53,897.75
	16392	07/21/14	(1) INWOOD OAKS DRIVE N/O	07/30/14	\$53.50	\$53.50				
	88	07/11/14	SOUTHWEST SIGNAL SUPPLY INC, PO BOX 125, SOUTH HOUSTON, TX, 77587	07/30/14	\$152.50	\$152.50	01-04-5530	TRAFFIC LIGHT MAINT	\$15,000.00	\$8,847.75
	8579	07/11/14	TRAFFIC LIGHT MAINTENANCE	07/30/14	\$152.50	\$152.50				
	8580	07/11/14	TRAFFIC LIGHT MAINTENANCE	07/30/14	\$409.75	\$409.75	01-04-5530	TRAFFIC LIGHT MAINT	\$15,000.00	\$8,847.75
	8591	07/24/14	TRAFFIC LIGHT MAINTENANCE	07/30/14	\$324.00	\$324.00	01-04-5530	TRAFFIC LIGHT MAINT	\$15,000.00	\$8,847.75
	91	07/15/14	STATE COMPTROLLER, COMPTROLLER OF PUBLIC ACCOUNTS, PO BOX 149361, AUSTIN, TX, 78714-9361	07/30/14	\$5,732.63	\$886.25	01-05-8045	COURT TAX PD TO STA	\$60,000.00	\$44,427.44
	071514	07/15/14	2ND QUARTER 2014 / COURT	07/30/14	\$5,732.63	\$5,732.63				
	103	07/30/14	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS, PO BOX 149153, AUSTIN, TX, 78714-9153	07/30/14	\$7,397.14	\$5,732.63	01-00-2030	TMRS WITHHELD	\$0.00	\$279.26
	073014	07/30/14	TMRS WITHHELD	07/30/14	\$7,397.14	\$7,397.14				
	105	07/21/14	VILLAGE FIRE DEPARTMENT, 901 CORBINDALE, HOSSTON, TX, 77024	07/30/14	\$89,419.60	\$7,397.14	01-03-5000	VILLAGE FIRE DEPART	\$1,073,035.00	\$312,968.42
	072114	07/21/14	VILLAGE FIRE DEPARTMENT	07/30/14	\$89,419.60	\$89,419.60				
	150	07/15/14	GARY B MADDOX, 9525 KATY FREEWAY, SUITE 215, HOUSTON, TX, 77024	07/30/14	\$500.00	\$89,419.60	01-05-8000	JUDGES & PROSECUT	\$31,000.00	\$16,244.05
	071514	07/15/14	JUDGES & PROSECUTORS	07/30/14	\$500.00	\$500.00				
	255	07/15/14	ZERO WASTE USA, 12316 WORLD TRADE DRIVE #102, SAN DIEGO, CA, 92128	07/30/14	\$541.70	\$500.00	01-04-5500	STREET & DRAINAGE	\$75,000.00	\$53,897.75
	56691	07/15/14	STREET & DRAINAGE MAINTENANCE	07/30/14	\$541.70	\$541.70				
	301	07/27/14	W DAVE BROWNE CONSULTING INC - REIMB, 5304 EVERGREEN, BELLAIRE, TX, 77401	07/30/14	\$756.00	\$541.70	01-06-7041	COMPUTER EQUIP. & S	\$17,000.00	\$9,845.00
	1246A	07/27/14	COMPUTER EQUIP. & SOFTWARE	07/30/14	\$756.00	\$756.00				

**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date									
<b>305</b>		<b>KONICA MINOLTA BUSINESS SOLUTIONS, USA INC, DEPT AT 952823, ATLANTA, GA, 31192-2823</b>				<b>\$756.00</b>				
229897392	07/22/14	MACHINE RENTAL MAINTENANCE		07/30/14	\$68.40	\$68.40	01-01-7065	MACHINE RENTAL MAI	\$6,000.00	\$2,042.58
229902973	07/23/14	MACHINE RENTAL MAINTENANCE		07/30/14	\$182.59	\$182.59	01-01-7065	MACHINE RENTAL MAI	\$6,000.00	\$2,042.58
<b>430</b>		<b>CONSTELLATION NEWENERGY INC, 14217 COLLECTION CENTER DRIVE, CHICAGO, IL, 60693-0142</b>				<b>\$250.99</b>				
071114	07/11/14	STREET LIGHTS-CITY		07/30/14	\$4,430.61	\$4,430.61	01-04-5020	STREET LIGHTS-CITY	\$50,000.00	\$17,373.58
071114	07/11/14	STREET LIGHTS-CITY		07/30/14	\$191.90	\$191.90	01-04-5020	STREET LIGHTS-CITY	\$50,000.00	\$17,373.58
071114	07/11/14	STREET LIGHTS-CITY		07/30/14	\$17.92	\$17.92	01-04-5020	STREET LIGHTS-CITY	\$50,000.00	\$17,373.58
071114	07/11/14	BUILDING MAINTENANCE		07/30/14	\$656.42	\$656.42	01-04-7050	BUILDING MAINTENAN	\$35,000.00	\$28,997.44
<b>434</b>		<b>SHERRY L APPLEWHITE, 1111 HERMANN DRIVE, APT # 9E, HOUSTON, TX, 77004</b>				<b>\$5,296.85</b>				
071814	07/18/14	JUDGES & PROSECUTORS		08/17/14	\$475.00	\$475.00	01-05-8000	JUDGES & PROSECUT	\$31,000.00	\$16,244.05
<b>Total Bills To Pay:</b>									<b>\$475.00</b>	
									<b>\$320,737.39</b>	

**City of Hunters Creek Village  
Council Approval Report  
(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
88	8578	SOUTHWEST SIGNAL SUPPLY INC, PO BOX 125, SOUTH HOUSTON, TX, 77587	07/11/14	TRAFFIC LIGHT MAINTENANCE	07/30/14	\$759.75	\$759.75	01-04-5530	TRAFFIC LIGHT MAINT	\$15,000.00	\$8,088.00	
							<b>\$759.75</b>					
							<b>\$759.75</b>					

**Total Bills To Pay:**

CITY HUNTERS CREEK VILLAGE MUNICIPAL COURT  
SUMMARY ACTIVITY REPORT

Month	Year 2012		Year 2013		Year 2014	
	Cases Filed	Revenues*	Cases Filed	Revenues*	Cases Filed	Revenues*
JANUARY	311	\$15,577	318	\$17,860	95	\$13,449
FEBRUARY	313	\$15,042	192	\$19,440	38	\$10,762
MARCH	210	\$19,014	184	\$11,276	63	\$8,331
APRIL	256	\$14,674	202	\$17,679	80	\$6,002
MAY	158	\$11,795	237	\$14,353	56	\$4,772
JUNE	328	\$13,538	209	\$17,698	40	\$7,517
JULY	194	\$21,273	220	\$12,407	36	\$3,202
AUGUST	231	\$19,062	297	\$17,303		
SEPTEMBER	207	\$10,781	220	\$17,575		
OCTOBER	272	\$16,108	287	\$16,500		
NOVEMBER	200	\$11,847	275	\$10,993		
DECEMBER	339	\$14,073	73	\$11,337		
<b>TOTAL</b>	<b>3,019</b>	<b>\$182,784</b>	<b>2714</b>	<b>\$184,421</b>	<b>408</b>	<b>\$54,035</b>

Monthly Avg

252      \$15,232      226      \$15,368      58      \$9,006

\* Revenues do not reflect cash bonds posted, applied to fines, or forfeited



City of Hunters Creek Village  
Permit Activity Report (Issued) - 2012

Month	Building		Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	15	\$15,723	1	\$2,220	28	\$4,620	54	\$22,563
February	33	\$22,674	1	\$1,855	31	\$5,180	78	\$30,709
March	39	\$34,052	4	\$1,925	36	\$6,155	87	\$42,132
April	21	\$16,157	1	\$2,575	42	\$8,050	80	\$26,782
May	32	\$41,442	3	\$3,095	43	\$7,020	97	\$51,567
June	27	\$24,353	3	\$2,925	49	\$8,720	91	\$35,998
July	31	\$17,883	1	\$4,430	51	\$8,540	106	\$30,853
August	29	\$27,432	2	\$3,125	41	\$7,280	93	\$37,837
September	24	\$15,391	1	\$3,190	40	\$7,130	80	\$25,711
October	33	\$23,241	2	\$2,005	48	\$9,350	96	\$34,596
November	13	\$8,546	1	\$2,650	25	\$3,715	53	\$15,911
December	18	\$13,237	1	\$1,565	25	\$4,500	54	\$19,302
<b>Total</b>	<b>315</b>	<b>\$261,130</b>	<b>21</b>	<b>\$31,550</b>	<b>459</b>	<b>\$81,260</b>	<b>969</b>	<b>\$373,950</b>

City of Hunters Creek Village  
Permit Activity Report (Issued) - 2013

Month	Building		Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	25	\$35,943	5	\$1,445	27	\$5,125	64	\$42,513
February	29	\$24,666	2	\$1,185	24	\$4,515	62	\$30,366
March	29	\$16,410	1	\$3,095	37	\$6,180	85	\$25,685
April	31	\$24,054	2	\$2,315	46	\$7,245	96	\$33,614
May	30	\$9,792	0	\$2,615	45	\$5,920	88	\$18,327
June	35	\$12,745	1	\$6,784	32	\$6,378	83	\$25,907
July	25	\$6,230	1	\$2,820	40	\$13,410	82	\$22,461
August	16	\$3,570	2	\$3,951	36	\$21,856	70	\$29,377
September	41	\$59,221	4	\$3,210	29	\$5,073	90	\$67,504
October	32	\$47,833	4	\$3,400	41	\$7,435	94	\$58,668
November	24	\$16,479	0	\$2,395	29	\$4,225	70	\$23,099
December	21	\$5,876	0	\$825	38	\$6,145	64	\$12,846
<b>Total</b>	<b>338</b>	<b>\$262,819</b>	<b>22</b>	<b>\$34,040</b>	<b>424</b>	<b>\$93,507</b>	<b>948</b>	<b>\$390,366</b>

City of Hunters Creek Village  
Permit Activity Report (Issued) - 2014

Month	Building		Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	31	\$48,180	4	\$2,460	31	\$5,945	78	\$56,585
February	33	\$32,168	4	\$2,145	30	\$5,440	77	\$39,753
March	31	\$17,361	1	\$2,690	38	\$7,055	95	\$28,106
April	33	\$27,067	1	\$2,890	41	\$6,635	93	\$36,592
May	35	\$22,496	2	\$1,995	35	\$6,328	85	\$30,819
June	41	\$44,020	4	\$3,135	54	\$9,655	114	\$56,810
July	17	\$12,562	1	\$2,320	51	\$9,025	83	\$23,907
August								
September								
October								
November								
December								
<b>Total</b>	<b>221</b>	<b>\$203,853</b>	<b>17</b>	<b>\$18,635</b>	<b>280</b>	<b>\$50,083</b>	<b>625</b>	<b>\$272,572</b>

City Of Hunters Creek  
 Monthly Tax Office Report  
 July 31, 2014

Prepared by: Laurie Payton, Tax Assessor/Collector

A. Current Taxable Value      2,032,649,577

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

	Current 2013 Tax Year	Delinquent 2012 & Prior Tax Years	Total
Original Levy 0.184082	\$ 3,411,000.57	\$ -	\$ 3,411,000.57
Carryover Balance	-	47,610.82	47,610.82
Adjustments	330,771.37	(1,220.54)	329,550.83
Adjusted Levy	3,741,771.94	46,390.28	3,788,162.22
Less Collections Y-T-D	3,717,841.78	19,671.86	3,737,513.64
Receivable Balance	\$ 23,930.16	\$ 26,718.42	\$ 50,648.58

C. COLLECTION RECAP:

	Current 2013 Tax Year	Delinquent 2012 & Prior Tax Years	Total
<b>Current Month:</b>			
Base Tax	\$ 14,651.42	\$ 246.43	\$ 14,897.85
Penalty & Interest	874.03	135.76	1,009.79
Attorney Fees	-	119.31	119.31
Other Fees	-	-	-
Total Collections	\$ 15,525.45	\$ 501.50	\$ 16,026.95
<b>Year-To-Date:</b>			
Base Tax:	\$ 3,717,841.78	\$ 19,671.86	\$ 3,737,513.64
Penalty & Interest	11,735.27	7,723.18	19,458.45
Attorney Fees	1,152.32	5,671.27	6,823.59
Other Fees	-	-	-
Total Collections	\$ 3,730,729.37	\$ 33,066.31	\$ 3,763,795.68
Percent of Adjusted Levy	99.70%		99.36%

# Memorial Villages Police Department Summary

## FY2015 Budget Proposal

RECEIVED

JUL 21 2014

BY CITY SECRETARY

### FY15 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY15 Budget Proposal and is submitting that for approval by member cities. The MVPD Chief is requesting an overall budget of \$4,691,740 which is a 1% or \$45,128 increase over the FY14 Amended Budget.

A comparative view and breakdown of the proposed budget is as follow:

Category	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
<b>M&amp;O EXPENDITURES</b>	<b>4,398,611</b>	<b>4,535,740</b>	<b>137,128</b>	<b>3%</b>
<b>FLEET REPLACEMENT</b>	<b>135,000</b>	<b>135,000</b>	<b>0</b>	<b>0%</b>
<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>113,000</b>	<b>21,000</b>	<b>(92,000)</b>	<b>-81%</b>
<b>COMBINED EXPENDITURES</b>	<b>4,646,611</b>	<b>4,691,740</b>	<b>45,128</b>	<b>1%</b>

The total cost to each city would equate to \$1,563,913.

- M&O       **\$1,511,913**
- Fleet       **\$45,000**
- Capital     **\$7,000**

Under the current payment structure the monthly assessment to each city would be as follows:

- Maintenance & Operations       **\$125,992**
- Fleet                                 **\$3,750**
- Capital                                **\$583**

We would like to propose a change to the assessment schedule due to the reduced amount of the capital request as well as to facilitate a scheduled approach to vehicle replacement purchases. We are proposing the following schedule for each City:

- Maintenance & Operations       **\$125,992 paid monthly**
- Fleet                                 **\$15,000 paid January 2015, April 2015, August 2015**
- Capital                                **\$7,000 paid January 2015**



**FY15 Budget Highlights**

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
100	<b>TOTAL PERSONNEL/BENEFITS</b>	<b>3,610,546</b>	<b>3,854,509</b>	<b>3,939,460</b>	<b>84,951</b>	<b>2%</b>

**100 PERSONNEL/BENEFITS:**

MVPD has budgeted 44 fulltime employees (FTEs). There are 32 sworn officers, 10 communications personnel, 1 administrative assistant and 1 finance manager. There were 40 FTEs at the midpoint of FY13.

The percentage change in personnel benefits over the FY14 Amended budget is 2.2%. This increase is due primarily to a projected 20% increase in health insurance costs. We will not know the true cost for health care coverage until November 2014. This is also an increase for the full year of participation of four additional positions on the 911 communications staff in the last year. The previously amended budget included two of those for the entire year and two others for ½ year. Some of the increases in that line item is offset by a reduction in overtime. Note: the FY15 proposed budget did not include monies for COLA or Merit increases. There have been several retirements and more are projected through the end of 2015. Some of those will not be refilled at current rank structure.

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
200	<b>TOTAL OTHER INSURANCE</b>	<b>35,761</b>	<b>46,921</b>	<b>41,280</b>	<b>(5,641)</b>	<b>-12%</b>

**200 TOTAL OTHER INSURANCE**

The insurance category represents our auto, general, professional, and real property insurance coverage through the Texas Municipal League. However, it is important to note that these are preliminary figures based on estimates that we received in April. We will not know the true cost of coverage until November 2014. The reduction is due to contracting with TML for all coverages.

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
400	<b>TOTAL BUILDING</b>	<b>31,532</b>	<b>31,800</b>	<b>40,500</b>	<b>8,700</b>	<b>27%</b>

**400 TOTAL BUILDING**

The slight increase in the building maintenance category is requested to cover an increase in the janitorial services contract, an increase to cover general upkeep of the building, and the reclassification of building furnishings/upkeep from the capital category.

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
500	<b>TOTAL OFFICE</b>	<b>37,307</b>	<b>33,778</b>	<b>39,300</b>	<b>5,522</b>	<b>16%</b>

**500 TOTAL OFFICE**

The requested increase to the office category will be utilized to address the need to replace outdated office computers. It will also be used to cover the costs of adding benefit accrual services to our ADP payroll agreement.

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
600	<b>TOTAL UTILITES</b>	<b>40,830</b>	<b>50,300</b>	<b>42,300</b>	<b>(8,000)</b>	<b>-16%</b>

**600 TOTAL UTILITIES**

The reduction of funding in this category represents a budget that is line with our current projection and anticipated costs for telephone and utility service if FY15.

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
700	<b>TOTAL CONTRACT/SERVICES</b>	<b>224,559</b>	<b>112,000</b>	<b>168,400</b>	<b>56,400</b>	<b>50%</b>

**700 TOTAL CONTRACT/SERVICES**

For FY15, staff has separated in the budget costs that are associated with regular maintenance contracts of physical plant needs, such as generator, elevator, ground maintenance, and other operational maintenance contracts. The majority of the additional cost to this category (\$40,800) is to support the annual software maintenance contracts with CAPERS (\$28,400) and CodeRed (\$10,000).

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
800	<b>TRAINING &amp; OPERATIONS</b>	<b>100,985</b>	<b>134,303</b>	<b>129,500</b>	<b>(4,803)</b>	<b>-4%</b>

**800 TRAINING AND OPERATIONS**

Although there is a slight decrease in this category, we will utilize \$30,000 of this funding to support our accreditation process, which will be discussed in the executive summary.



	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
1000	FLEET REPLACEMENT	142,139	135,000	135,000	0	0%

**1000 CAPITAL – FLEET REPLACEMENT**

The results of the proposed fleet plan reveal the need for 3 additional patrol units for FY15. Three units will be purchased in FY14 which will increase the fleet numbers to a level where we can now assign 2 officers per unit. This is one of the major aspects of reduced costs in a fleet plan; the ability to park a police unit for an average of 12 hours daily. There is considerable savings in service and maintenance costs that are reduced because of this ability. This change will also increase accountability for officers in the care of the units. The fleet acquisition plan projects, 2 units will be needed in FY16 and 3 units in FY17 and FY18.

**NOTE: All vehicle purchased must be approved by the Police Commission prior to ordering.**

	Category	2013 Actual prior to audit adj.	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's	Variance	% Change
2000	CAPITAL ITEMS	38,813	113,000	21,000	(92,000)	-81%

**2000 CAPITAL OUTLAY**

FY15 proposals include \$5,000 to replace our traffic speed monitor, \$10,000 to replace vehicle computers, and \$6,000 to add two new radar units. The reduction noted above is due to the elimination of funding to support the Capers installation.

## Memorial Villages Police Department 2015 Budget Proposal

### M&O EXPENDITURES

Acct. No	Category	2013 Adopted	2013 Amended	2013 Preliminary Actual	2014 Adopted Budget 40 FTE'S	2014 Amended Budget 44 FTE'S	2015 Proposed Budget 44 FTE'S
<b>100</b>							
100	Salaries	2,681,999	2,789,325	2,761,230	2,817,554	2,990,723	3,035,723
110	Overtime	83,000	66,070	86,161	80,000	70,000	30,000
860	Recruiting Costs *		99,102	80,976			
120	Retirement	307,061	263,593	267,130	288,017	304,236	310,251
130	Health Insurance	314,529	299,111	312,730	343,977	369,313	443,176
140	Workers Compensation - TML	46,700	51,953	47,041	44,777	51,718	51,718
150	Life/LTD	20,614	18,619	18,507	22,675	24,139	24,139
160	Medicare	39,911	37,209	33,082	42,015	44,380	44,453
	<b>TOTAL PERSONNEL/BENEFITS</b>	<b>3,493,814</b>	<b>3,624,982</b>	<b>3,606,857</b>	<b>3,639,015</b>	<b>3,854,509</b>	<b>3,939,460</b>
<b>200</b>							
	<b>TML INTERGOVERNMENTAL RISK POOL</b>						
200	Auto	16,000	6,353	7,980	16,000	16,000	13,580
210	General Liability	1,600	416	416	1,600	1,600	500
220	Public Official Bond	1,221	2,442	1,221	1,221	1,221	1,200
230	Professional Liability	20,100	18,492	18,492	20,100	20,100	20,000
240	Real & Personal Property	8,000	8,244	7,652	8,000	8,000	6,000
	<b>TOTAL OTHER INSURANCE</b>	<b>46,921</b>	<b>35,947</b>	<b>35,761</b>	<b>46,921</b>	<b>46,921</b>	<b>41,280</b>
<b>300</b>							
300	Gas and Oil	119,425	85,934	91,801	100,000	100,000	100,000
310	Fleet maintenance/Tires	20,500	42,031	34,522	35,000	35,000	20,000
320	Tires						15,000
	<b>TOTAL FLEET MAINTENANCE</b>	<b>139,925</b>	<b>127,965</b>	<b>126,323</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>400</b>							
400	General/Building Maintenance	12,000	11,761	15,355	12,000	12,000	16,000
410	Janitorial Services	16,000	15,790	15,842	16,000	16,000	18,000
420	Jail	1,800	392	348	1,800	1,800	1,500
430	Building Furnishings						5,000
	Miscellaneous - Will be eliminated in 2015	2,000	45	7	2,000	2,000	
	<b>TOTAL BUILDING</b>	<b>31,800</b>	<b>27,988</b>	<b>31,552</b>	<b>31,800</b>	<b>31,800</b>	<b>40,500</b>
<b>500</b>							
500	Computers	2,500	6,347	8,039	5,000	5,000	8,000
510	Postage/postage machine	1,950	1,155	580	1,300	1,300	1,300
520	Office Supplies - Formerly Stationary/Expendables	16,000	13,424	18,730	15,000	15,000	15,000
530	Bank/Finance Service Chgs		5,268	3,285	5,000	5,000	5,000
540	ADP Payroll	7,400	7,418	9,753	7,400	7,478	10,000
	Automated payroll service - will be eliminated in 2015				25,000		
	<b>TOTAL OFFICE</b>	<b>27,850</b>	<b>33,612</b>	<b>40,387</b>	<b>58,700</b>	<b>33,778</b>	<b>39,300</b>



## Memorial Villages Police Department 2015 Budget Proposal

### M&O EXPENDITURES (cont.)

Acct. No	Category	2013 Adopted	2013 Amended	2013 Preliminary Actual	2014 Adopted Budget 40 FTE's	2014 Amended Budget 44 FTE's	2015 Proposed Budget 44 FTE's
<b>600</b>							
600	Telephone						
610	Electric	24,000	16,994	15,328	24,000	24,000	17,000
620	Water/Sewer	20,300	18,851	20,429	20,000	20,000	19,000
630	Natural Gas	2,200	5,422	4,554	5,500	5,500	5,500
	<b>TOTAL UTILITIES</b>	<b>47,500</b>	<b>41,844</b>	<b>40,829</b>	<b>50,300</b>	<b>50,300</b>	<b>42,300</b>
<b>700</b>							
700	Equipment Maint. Contracts						
710	SET/C fees	17,000	8,268	7,424	17,000	17,000	14,000
720	Legal/Professional	3,000	3,000	3,529	3,000	3,000	3,600
730	IT Services	30,000	209,612	171,118	66,000	66,000	65,000
740	Software Maintenance Contracts	14,000	42,818	39,688	26,000	26,000	45,000
	<b>TOTAL CONTRACTS/SERVICES</b>	<b>64,000</b>	<b>263,698</b>	<b>221,759</b>	<b>112,000</b>	<b>112,000</b>	<b>168,400</b>
<b>800</b>							
800	Accreditation						
810	Uniforms						
820	Radio parts and labor	25,000	26,490	25,689	16,000	16,000	30,000
830	Firearms Trng and Ammo	15,000	20,930	4,215	15,000	15,000	26,000
840	Training & Prof. Dues	4,000	280	1,308	4,000	4,000	15,000
850	Travel	12,000	7,972	13,788	50,000	4,000	4,000
860	Recruiting Costs *		4,474	9,468	6,000	6,000	30,000
870	Criminal Investigations (CID)						
880	Contingency - Miscellaneous	4,000	6,045	6,692	5,000	5,000	5,000
890	Small Equipment	10,000		40,000	10,000	10,000	2,500
	<b>TOTAL OPERATIONS</b>	<b>70,000</b>	<b>66,191</b>	<b>101,160</b>	<b>106,000</b>	<b>20,500</b>	<b>1,000</b>
	<b>TOTAL M&amp;O EXPENDITURES</b>	<b>3,921,610</b>	<b>4,222,227</b>	<b>4,204,628</b>	<b>4,179,736</b>	<b>4,390,808</b>	<b>4,535,740</b>

## Memorial Villages Police Department 2015 Budget Proposal

### CAPITAL OUTLAY EXPENDITURES (Including Auto Replacement)

Acct. No	Category	2013 Adopted	2013 Amended	2013 Preliminary Actual	2014 Adopted Budget 40 FTE'S	2014 Amended Budget 44 FTE'S	2015 Proposed Budget 44 FTE'S
<b>1000</b>							
1000	Auto Replacement	49,400	49,400	142,139	150,000	135,000	135,000
	<b>TOTAL CAPITAL - VEHICLES</b>	<b>49,400</b>	<b>49,400</b>	<b>142,139</b>	<b>150,000</b>	<b>135,000</b>	<b>135,000</b>
<b>2000</b>							
2000	Tasers	55,431	-55,431	28,937	1,000		
	Report Management System - Will be eliminated in 2015				130,000	88,000	
2100	Traffic Monitor	4,500	4,500				
2200	Vehicle Computers	2,500	2,500		20,000	20,000	5,000
2300	FLIR	5,000	5,000				10,000
2400	Patrol Video			2,500			
2500	Radar	4,500	4,500	4,440			6,000
	Hand held Radios						
	Building Furnishings - Will be eliminated in 2015	6,000	6,000	5,010	5,000	5,000	
2600	Physical Plan Updates*	6,000					
	Phone/Radio Recording Sys.	83,931	83,931	40,887	156,000	113,000	21,000
	<b>TOTAL CAPITAL ITEMS</b>	<b>83,931</b>	<b>83,931</b>	<b>40,887</b>	<b>156,000</b>	<b>113,000</b>	<b>21,000</b>
	<b>TOTAL CAPITAL OUTLAY EXPENDITURES</b>	<b>133,331</b>	<b>133,331</b>	<b>183,026</b>	<b>306,000</b>	<b>248,000</b>	<b>156,000</b>

Category	2013 Adopted	2013 Amended	2013 Preliminary Actual	2014 Adopted Budget 40 FTE'S	2014 Amended Budget 44 FTE'S	2015 Proposed Budget 44 FTE'S
<b>M&amp;O EXPENDITURES</b>	<b>3,921,610</b>	<b>4,222,227</b>	<b>4,204,628</b>	<b>4,179,736</b>	<b>4,390,808</b>	<b>4,535,740</b>
<b>CAPITAL OUTLAY EXPENDITURES</b>	<b>133,331</b>	<b>133,331</b>	<b>183,026</b>	<b>306,000</b>	<b>248,000</b>	<b>156,000</b>
<b>COMBINED EXPENDITURES</b>	<b>4,054,941</b>	<b>4,355,558</b>	<b>4,387,654</b>	<b>4,485,736</b>	<b>4,638,808</b>	<b>4,691,740</b>

Current Budget	4,485,736.00
Amended	4,638,808.00
Difference	153,072.00
(23,125.00) 2011 Surplus	
(17,750.00) 2012 Surplus	
5,000.00 2013 unaudited deficit	
<b>117,197.00</b> Amendment needed	



## Chief's Executive Summary

The Memorial Villages Police Department is a full service municipal police agency serving the cities of Bunker Hill Village, Piney Point Village, and Hunters Creek Village. The mission of our department is through community partnerships to provide an environment of peacefulness and safety for all residents and guests, with a strong emphasis on service. We describe ourselves as:

- Professional and accountable
- Committed to serving with a vision and plan
- Directly meeting challenges through the practice of Community Oriented Policing
- Practicing teamwork internally and externally
- Providing excellent customer service
- Serving with heart, mind, courage, and respect for all
- Being effective and efficient with taxpayers monies

## Financial Impacts

There were significant fiscal challenges in FY13 that resulted in the approval of a FY13 Budget Amendment in the amount of \$300,000, (\$100,000 per city). After approval of the amendment and adoption of the FY14 Budget, a violent criminal incident occurred on August 29, 2013 in Hunters Creek that resulted in the serious injury of two residents and the exposure to their family and neighbors to violence that no resident should have to endure.

After assessing the department's response to this incident, it was determined there was weakness in 911 Dispatch operations. Dispatch has been manned by a single duty dispatcher for several years. During the Hunter's Creek incident, a review of the 911 recordings indicated that the volume of calls generated by an emergency situation, such as this, warrants the addition of another dispatcher in order to effectively handle the urgency of the situation. The Cities and residents we serve expect the highest quality of service at all times and under any and all circumstances.

On September 16, 2013, the MVPD Police Commission was presented with a plan to provide 2-person staffing 24x7 for 911 Dispatch operations. The plan called for the immediate addition of new dispatchers. The plan also stipulated that after the installation of a new CAD/RMS System, slated for the end of the 1<sup>st</sup> Quarter-2014, another assessment would be made to determine the need for permanently staffing 911 Dispatch operations with 2-dispatchers 24x7.

In November 2013, shift changes were made due to irregularities discovered in the "overlapping" of patrol shift duties and the way "second or extra" jobs were being administered. Patrol continued working 12 hour shifts but a change was made to change break times from unpaid and "off the clock" to paid and "on the clock". This resulted in the increase from 80 hours paid accumulated hours in two weeks to 84 hours, per officer. An 84 hour shift produced an additional 40 man-hours every two weeks per each 10 officers. This change was made for several reasons: 1) to enhance the ability to establish clear lines from being on-duty and off duty and 2) to improve the visibility of officers on the streets in our communities.

There was a fiscal cost to the shift change that carried over into FY14. The total base compensation for a patrol officer increased from 2080 to 2184 (.049%). NOTE: In the proposed amendment to the FY14 Budget, the 2% merit increase was rescinded because of the shift change fiscal impact. In December 2013, the department transitioned from a bi-monthly payroll system to a bi-weekly. We also established a true overtime hourly rate and adjusted for previous errors in salary calculations. We now have an accurate way of payroll accounting and are not paying employees for services before they are performed. This change eliminated a prior year audit finding.

### **Operations**

In continuing with our department mission, our goal will always be to be the premier agency in the delivery of police services in the State of Texas. Without question, our jurisdiction consisting of three amazing communities has all the necessary ingredients to have the very best police services anywhere. We have an excellent group of team members here at Memorial Villages Police Department. No agency has better overall encouragement and support that we experience from the citizens we protect. We have resources or access to resources that are second to none and our community is among the safest in the nation. Our staff has worked diligently over the past year to improve our ability to communicate, connect, and cooperate with those we serve. The department continues to improve our effectiveness and efficiency and we are focusing like a laser beam on what the future holds in order to better position ourselves for change needed to maintain our pursuit of excellence.

With the encouragement, guidance, and leadership of the MVPD Police Commission, along with the support of the Mayors and Councilmen of the three cities, this past year the department has put into place the necessary building blocks and foundation to successfully seek to reach performance goals. The FY13 and FY14 Budgets met the challenges in pursuit of our goals, head on. We experienced major upgrades in technology with the addition of CAPERS Computer Aided Dispatch/ Records Management System. These two new systems will help position us to increase our efficiency and effectiveness in the future. Our 911-Communications Operations have been greatly enhanced through addressing staffing shortages and adding the CAD/RMS. Included in the CAD system is electronic mapping that has helped our patrol division be more comprehensive in providing protection services in response to calls for service. We have added an internet-based communication service to help in our ability to get important and, at times, emergency information to our residents in a much shorter time frame. The Police Commission approved the addition of CodeRed, a messaging system that aids in the effort to keep the communities notified of emergency and non-emergency information. We can now alert our residents to imminent threats immediately through text messaging and phone messages.

### **Organizational changes**

After careful observation and study, the staff completed evaluations of positions inside the organization and changes were made to the management structure in assignment of responsibilities. The command staff now has a clear understanding of their individual and collective responsibilities. The work flow of the entire organization has been restructured in a manner where there are clearer lines of delineation regarding job duties. Several job descriptions were rewritten and/or otherwise changed to fit the actual duties of the position.



The analysis of the department functions also resulted in a change to the system of providing bailiffs to the three municipal courts. Cities no longer are being billed for bailiff services and the department appointed a Court Liaison to serve as bailiff and work to improve communication and cooperation with all court interactions. Patrol also eliminated the practice of providing extra traffic enforcement by billing a city for overtime for additional officer presence. Instead, shifts have been adjusted to ensure there is more patrol time in the areas where traffic is a greater concern; i.e. through streets.

#### **Accreditation**

The department contracted with the State of Texas Best Practices organization to begin department accreditation. One of the major steps is to completely review and update all MVPD General Orders and Policies and Procedures. This is a major undertaking that could be a year-long project. The result will be a department recognized throughout the state as a professional department. Our citizens deserve the best.

#### **Fleet Management**

We have worked to establish policies that will record more efficiently and accurately the costs associated with operating a fleet of vehicles. We are better positioned to predict what costs will be in the next 3-5 years and beyond by keeping records that reflect our expenses and driving habits. This also greatly enhances personal employee accountability.

Steps were put into place to keep better and more accurate records of fleet maintenance. Paper records were established in September 2013 and the new RMS provided computer programming that would electronically track all fleet expenses. Not only will this help control fleet costs, but it will produce important data in analyzing future fleet acquisition needs.

The Police Commission and chief of police have been working on the completion of an adopted fleet plan. The attached plan is an outline of a proposal for how a fleet plan will look.

#### **Conclusion**

The foundation of the organization has been improved. Communication internally and externally is enhanced and cooperation with neighboring agencies strengthened. Internal financial operations and record keeping have improved and will continue to improve in the months to come. The department has increased its visibility in the community and it is not going unnoticed. We are working toward a much more comprehensive customer service approach and the changes are beginning to produce positive results.

With most of the major components in place, we now can settle into more predictable budgets. The department practiced flat budgeting for several years with only minor increases and fell behind in areas like technology and fleet management. The department continues to be one of the best compensated departments in the greater Houston area. Personnel/Benefits have and will always be the majority of the entire annual budget; (84% of FY15 proposed). With health insurance costs continuing to be

unpredictable and the Texas Municipal Retirement System experiencing fluctuations, it is important in budget management to keep personnel costs stable and still remain competitive in order to attract and retain a highly professional workforce.

A major goal that began in FY13 and will continue the FY14 and FY15 is reshaping financial accountability. The past two years has revealed weaknesses in financial controls. Many have already been addressed and corrected. The audit of FY13 revealed there is still some work to be done to address financial accountability, especially in payrolls, personal benenefits accruals, and paying bills. The department filled a financial accountant position with a professional with the necessary experience and training the position requires. This position had been filled by a contract employee most recently, and by unqualified staff in previous years. The Police Commission has provided guidance and has directed the chief of police to make changes that will provide controls over the purchasing orders and bill paying components. There will be more links in the approval chain for paying bills and overseeing payrolls. Purchasing limits will be established and written into policy.

The finance/budget director will be reviewing all methods of accounting for changes that could simplify procedures and possibly reduce overhead costs for accounting contracts, such as in payroll. The Police Commission has established as a major goal to further address needed improvements in financial accounting. Another goal is to review the current benefits program for paid time off for possible adjustments. The police chief will continue to look for changes in the organizational structure in potentially reducing the number of supervisory positions and moving those to more visible and effective positions on the street. Staffing changes will possibly result in a reduction of payroll costs for 2015. There are several projected retirements that will be filled with entry level compensation packages. All of these projects could have an significant impact on the 2015 budget.



## MVPD VEHICLE INVENTORY 2014

UNIT #	YEAR	MAKE	MILEAGE	Projected Mileage Per Fiscal Year										
				2014	2015	2016	2017	2018	2019	2020	2021	2022		
153	2008	FORD	73,500	73,500	83,500	Spare	X	10,000	30,000	50,000	70,000	70,000	90,000	
158	2010	FORD	100,500	X	10,000	30,000	50,000	70,000	90,000	90,000	Spare	Spare	X	
160	2010	CHEV	88,000	108,000	Spare	X	10,000	30,000	50,000	50,000	70,000	70,000	90,000	
161	2010	CHEV	123,000	X	15,000	35,000	55,000	95,000	95,000	95,000	Spare	Spare	X	
162	2010	CHEV	110,000	Spare	X	20,000	40,000	60,000	80,000	80,000	100,000	100,000	Spare	
163	2011	CHEV	116,000	130,000	Spare	X	15,000	35,000	55,000	55,000	75,000	75,000	95,000	
165	2012	CHEV	62,000	82,000	102,000	Spare	X	100,000	15,000	35,000	55,000	55,000	75,000	
166	2013	FORD	20,000	40,000	60,000	80,000	100,000	100,000	15,000	35,000	35,000	55,000	75,000	
167	2014	FORD	17,000	37,000	57,000	77,000	97,000	97,000	117,000	117,000	15,000	15,000	35,000	
168	2014	FORD	7,900	28,000	48,000	68,000	88,000	88,000	108,000	108,000	X	X	15,000	
169	2014	FORD	0	30,000	50,000	70,000	90,000	90,000	110,000	110,000	X	X	20,000	
170	2014	FORD	0	25,000	45,000	65,000	85,000	85,000	105,000	105,000	X	X	15,000	
171	2014	FORD	0	30,000	50,000	70,000	90,000	90,000	110,000	110,000	Spare	Spare	X	
172	2015	FORD	0	15,000	35,000	55,000	75,000	75,000	95,000	95,000	X	X	4,000	
78	2007	FORD	80,000	Spare	X	10,000	20,000	20,000	40,000	40,000	50,000	50,000	60,000	
79	2008	FORD	65,000	X	85,000	105,000	120,000	120,000	150,000	150,000	20,000	20,000	30,000	
80	2012	FORD	115,000	X	85,000	105,000	120,000	120,000	150,000	150,000	20,000	20,000	30,000	
82	2012	FORD	20,000	35,000	50,000	65,000	80,000	80,000	105,000	105,000	X	X	4,000	
83	2012	CHEV	42,000	57,000	73,000	88,000	103,000	118,000	133,000	148,000	163,000	178,000	193,000	
81	2009	FORD	Donated	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change	
155	2009	DODG	76,000	86,000	96,000	106,000	116,000	126,000	136,000	146,000	156,000	166,000	176,000	
DARE	2013	TOYO	Donated											
76	2002	FORD	Spare	X	X	X	X	X	X	X	X	X	X	

NOTE: X = Sale year and new acquisition year.

NOTE: X = Surplus will not replace

Plan calls for the acquisition of 3 units per fiscal year. Current budget costs (\$45,000 per, \$135,000 total).



## Fleet Management Plan (proposed)

Police fleet planning was thrown for a loop in 2008 when Ford announced it would no longer build Crown Victoria police cars. Instead Ford now offers a car and an SUV version built on the same frame. The car is the Taurus and the SUV is the Explorer. Both are pursuit rated.

Chevrolet, seeing the huge opening Ford created by the model change, jumped into the competition with a Caprice cruiser version and an SUV Tahoe. The Tahoe quickly replaced the Crown Vic and the most popular police unit. Its price and size were strong considerations.

Chrysler counters with a Dodge Charger cruiser and also offers a Durango SUV that has not been pursuit rated to this point but is advertised as a "special duty" model.

All three manufacturers are getting very competitive. Each depends on government concessions in order to price their vehicles at the prices we are offered.

At MVPD, we have experimented with the early Charger version with negative results. However, the Charger has seen some major changes and upgrades since the first police models. We also have purchased Tahoes and most recently the Ford Explorer. We are conducting evaluations on each model to determine what is best for the future needs here.

Police car driving in our jurisdiction is different than most municipal jurisdictions. A huge majority of streets in the Villages are dead ends and cul de sacs. The primary difference this causes is an increased number of left turns, much like NASCAR but much slower. The frequent left turns cause unusual wear to the right front tire. In addition, we seldom drive our units above 45 miles per hour. In the summer, there is unusual engine heat build-up that caused Tahoes' motor supports to melt.



Our plan moving forward is to continue to “experiment” to determine “what is the best use police vehicle” for the Villages. It doesn’t necessarily mean it will be the same as other cities. We began keeping mileage and maintenance records in September 2013 and it will take a year of records to be able to be more accurately predictive in maintenance costs going forward. We also will need some time to completely evaluate the police models to determine our best fit. For now, it seems that an eclectic approach is best.

All this makes fleet planning a little more of a fluid and “moving target” endeavor. Where once it was fairly easy and very accurate to base a fleet plan on Crown Vics, now there are many variables that make being accurate a lot more challenging.

Some of the new consideration includes:

1. Engine and transmission life. Most police units today currently include a 100,000 mile drive train warranty. Engines on a police unit should be more judged on durability by the number of hours as opposed to the number of miles. Police cars spend lots of time parked and idling with all the equipment on. Also, most cars are driven regularly on highways while MVPD police cars seldom do.
2. New models: All police cruisers now are new models and have no history to determine any abnormal maintenance issues or what the residual value will be at the end of practical use. For that matter, it is a challenge to determine where the “end of practical use” really is. There is nothing to base it on except annual studies conducted by the Michigan State Police, long the standard bearer in police car testing. With Crown Vic, MSP testing revealed that the optimal time to transition a police cruiser out of service and replace it is 75,000. However, most of the data used was prior to 100,000 mile drive train warranties. It makes sense that the 75,000 mile plateau will be greater, but how much?
3. The full effect of a managed fleet maintenance plan that addresses preventive maintenance as opposed to fix it after it breaks. Typical maintenance includes things like oil changes, tire rotation, repair, and

replacement, brake replaced, and other miscellaneous replacements such as wipers. But there can be a big difference between car models of how long brakes will last and how tires will hold up. Accountability will provide better management, too. Having two officers assigned to one unit has lots of benefits and most of them are under the "cost saving" heading.

#### Replacement Plan:

Considering the aforementioned challenges with fleet planning, this also makes the orderly and smart replacement process of a police fleet a little more difficult. A chart has been provided to help see the flow better. For planning purposes, we project that with a 2-man cruiser assignment, annual mileage will be approximately 20,000. That is below my previous experience, but again, the Villages are unique. Throughout the plan, after acquisition, the unit is projected out for a department life of 7 years, with the last being used as a spare. The unit will then be sold and another acquired to replace it.

We currently have identified two vehicles we can surplus immediately. Following the chart projections, a blue X represents the year the unit is sold and a replace unit is acquired. The plan calls for each unit to be used full-time for 6 years, a spare for 1 year, and then replaced.

At today's projections, a 2010 Tahoe with 120000 miles should sell for approximately \$11,000. At 2011 Tahoe with similar mileage sells for \$12-14k.

The plan also includes the projected use of unmarked units. These units should accumulate more miles and extend beyond the 7 year plan. We are unsure of how long beyond, but for the chart, we project a minimum of 8 service years, 1 spare year, and then replacement.

The plan does not include the US Coin donation car or the DARE donation car. We cannot depend on these to continue indefinitely.

Following the charted projection plan for Fleet replacement, this includes an inventory of:

12 patrol units

2 Spare patrol units

5 unmarked units

1 spare unmarked unit

1 SWAT/Utility Van

21 total vehicles



# Village Fire Department

*Protecting and Serving the Cities of:*

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



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

June 26, 2014

The Honorable Jay Williams  
Mayor, City of Bunker Hill Village

The Honorable Sue V. Speck  
Mayor, City of Hedwig Village

The Honorable Shannon Whiting  
Mayor, City of Hilshire Village

The Honorable Bonnie McMillan  
Mayor, City of Hunters Creek Village

The Honorable Lee Butler  
Mayor, City of Piney Point Village

The Honorable Tom Ramsey  
Mayor, City of Spring Valley Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's Proposed 2015 Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a 4-2 vote of Commissioners representing a favorable vote of the fiscal voting strength of the entire Board, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

The proposed 2015 budget consists of four funds. The General Budget is Fund-01, the Capital Replacement Fund is Fund-02, the Reserves for Unfunded Liabilities, and Compensated Absence Fund is Fund-03, and Grant Budget is Fund-04. The Grant Budget Fund-04 is not a cost factor of the budget itself. The board is recommending that \$160,000 be placed into the Capital Replacement Fund in 2015. No funds are budgeted for Fund-03, Compensated Absence Fund for 2015. In 2014 contributions were made to Fund 3 but not to Fund 2. This budget also includes a 2% of base salary contribution into the employees 457 Plan.

The total General Fund Budget proposed has an increase of 3.02% from the 2014 Budget.

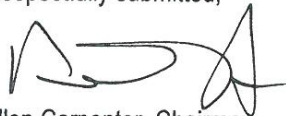


Among other information, this year's budget package includes:

- Proposed 2015 budget and assessments per city
- General Fund Detail
- Capital Replacement Fund Detail for projected capital outlays, both Vehicle and Future Capital Expenditures
- Major Equipment Project
- VFD Organizational Structure
- VFD Commissioners and Alternates 2014/2015

Your Commissioners and VFD personnel are prepared to answer your questions regarding this proposed budget.

Respectfully submitted,



Allen Carpenter, Chairman  
Village Fire Department Board of Commissioners

Attachment

cc: Village Fire Department Commissioners and Alternates  
Council Members  
City Administrators/Secretaries



# Proposed 2015 Budget

Prepared for: **City of Bunker Hill Village  
City of Hedwig Village  
City of Hilshire Village  
City of Hunters Creek Village  
City of Piney Point Village  
City of Spring Valley Village**

Prepared by: **Village Fire Department  
June 26, 2014**

**VILLAGE FIRE DEPARTMENT  
PROPOSED 2015 BUDGET**

**CAPITAL EXPENDITURES**

Contingency-Physical Plant	35,000	
Tools & Equipment/Hose	25,000	
Radio Purchases (UASI Grant)	0	
Communication/Computer Equipment	3,000	
		<u>63,000</u>

**CAPITAL REPLACEMENT FUND**

Escrow	160,000	
		<u>160,000</u>

**COMPENSATION ABSENCE RESERVE FUND**

Escrow	0	
		<u>0</u>

**PERSONNEL EXPENDITURES**

Salaries	3,129,319	
Salaries - Overtime	70,000	
Professional Certification	42,000	
FICA	247,961	
Life/Disability Insurance	25,000	
Retirement	231,362	
Hospitalization Insurance	558,500	
Meal allowance	31,320	
Worker's Compensation	39,000	
		<u>4,374,462</u>

**OPERATIONAL EXPENDITURES**

Ambulance Medical Supplies	40,000	
Building Supplies & Maintenance	45,000	
Chemicals	1,500	
Emergency Contingency	20,000	
Dues/Subscriptions	7,500	
Fire Prevention/Public Relations	12,000	
Gas & Oil	45,000	
Insurance - Casualty	40,000	
Miscellaneous	3,200	
Office Expenses/Postage/Printing/Stationary	26,600	
Professional Services	69,000	
Public Utilities	50,000	
Rent	10	
State Certification Fees	5,100	
Training Programs	25,000	
Uniforms	15,000	
Maintenance of Equipment	95,000	
		<u>499,910</u>

**TOTAL BUDGET**

\$5,097,372

**VILLAGE FIRE DEPARTMENT  
2015 BUDGET ASSESSMENTS  
PER CITY**

<u>CITY</u>	<u>%</u>	<u>JANUARY 1-1/2 MONTHS</u>	<u>MONTHLY, FEBRUARY THROUGH NOVEMBER</u>	<u>DECEMBER</u>	<u>ANNUAL ASSESSMENT</u>
<b>BUNKER HILL VILLAGE</b>	19.00%	121,062.58	80,708.39	40,354.20	968,500.68
<b>HEDWIG VILLAGE</b>	18.50%	117,876.70	78,584.49	39,292.22	943,013.82
<b>HILSHIRE VILLAGE</b>	3.00%	19,115.15	12,743.43	6,371.71	152,921.16
<b>HUNTERS CREEK VILLAGE</b>	22.25%	141,770.67	94,513.77	47,256.90	1,134,165.27
<b>PINEY POINT VILLAGE</b>	21.00%	133,806.02	89,204.01	44,602.00	1,070,448.12
<b>SPRING VALLEY VILLAGE</b>	16.25%	<u>103,540.38</u>	<u>69,026.91</u>	<u>34,513.47</u>	<u>828,322.95</u>
		\$ 637,171.50	\$ 424,781.00	\$ 212,390.50	<u>\$ 5,097,372.00</u>



**VILLAGE FIRE DEPARTMENT GENERAL BUDGET  
2015 PROPOSAL BUDGET WORKSHEETS  
FUND 1**

June 25, 2014

Line Item	2013 AUDITED EXPENDITURES	2013 BUDGET	2014 BUDGET	2015 PROPOSED BUDGET	DELTA	PERCENT INCREASE/DECREASE
<b>1 CAPITAL EXPENDITURES:</b>						
2 CONTINGENCY - PHYSICAL PLANT	0.00	20,000.00	35,000.00	35,000.00	0.00	0.00%
3 MISC. TOOLS & EQUIP./HOSE:	47,439.33	25,000.00	25,000.00	25,000.00	0.00	0.00%
4 RADIO PURCHASES (UASI GRANT)	0.00	0.00	0.00	0.00	0.00	0.00%
5 COMMUNICATION/COMPUTER EQUIPMENT	2,743.98	3,000.00	3,000.00	3,000.00	0.00	0.00%
<b>6 CAPITAL EXPENDITURE TOTAL</b>	<b>50,183.31</b>	<b>48,000.00</b>	<b>63,000.00</b>	<b>63,000.00</b>	<b>0.00</b>	<b>0.00%</b>
	2013 AUDITED EXPENDITURES	2013 AMENDED BUDGET	2014 BUDGET	2015 PROPOSED BUDGET	DELTA	PERCENT INCREASE/DECREASE
<b>7 PERSONNEL EXPENDITURES:</b>						
<b>8 SALARIES:</b>						
9 Base Salary	2,783,169.32	2,958,700.00	2,959,400.00	3,067,319.00	107,919.00	3.65%
10 Parttime	650.16	20,000.00	10,000.00	10,000.00	0.00	0.00%
11 Longevity	25,568.00	29,010.00	27,400.00	27,000.00	(400.00)	-1.46%
12 Higher Class	29,185.38	30,000.00	25,000.00	25,000.00	0.00	0.00%
13 TOTALS	2,838,572.86	3,037,710.00	3,021,800.00	3,129,319.00	107,519.00	3.56%
14 SALARIES - OVERTIME	60,572.42	60,000.00	70,000.00	70,000.00	0.00	0.00%
15 Prof. Certification: Certification Pay	41,682.04	42,304.00	44,400.00	42,000.00	(2,400.00)	-5.41%
16 FICA TAX - 7.65%	217,690.96	240,250.00	243,800.00	247,961.00	4,161.00	1.71%
17 LIFE/LTD INSURANCE	20,114.74	22,000.00	22,000.00	25,000.00	3,000.00	13.64%
18 RETIREMENT: Contribution - 7.16% (Estimate)	242,022.44	249,000.00	253,700.00	231,362.00	(22,338.00)	-8.80%
19 HOSPITALIZATION INSURANCE (15% Estimate) (Final % TBD in October)	441,322.74	460,400.00	501,500.00	558,500.00	57,000.00	11.37%
20 MEAL ALLOWANCE	31,320.00	31,320.00	31,320.00	31,320.00	0.00	0.00%
21 WORKMEN'S COMP. INSURANCE	35,317.00	39,000.00	39,000.00	39,000.00	0.00	0.00%
<b>22 PERSONNEL EXPENDITURES TOTAL</b>	<b>3,928,615.20</b>	<b>4,181,984.00</b>	<b>4,227,520.00</b>	<b>4,374,462.00</b>	<b>146,942.00</b>	<b>3.48%</b>

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**VILLAGE FIRE DEPARTMENT GENERAL BUDGET  
2015 PROPOSAL BUDGET WORKSHEETS  
FUND 1**

Line Item	2013 AUDITED EXPENDITURES	2013 AMENDED BUDGET	2014 BUDGET	2015 PROPOSED BUDGET	DELTA	PERCENT INCREASE/DECREASE
<b>23 OPERATIONAL EXPENDITURES:</b>						
24 AMBULANCE MEDICAL SUPPLIES	43,530.00	45,000.00	40,000.00	40,000.00	0.00	0.00%
25 BUILDING SUPPLIES & MAINTENANCE	47,849.23	45,000.00	45,000.00	45,000.00	0.00	0.00%
26 CHEMICALS	1,133.80	1,000.00	2,000.00	1,500.00	(500.00)	-50.00%
27 EMERGENCY CONTINGENCY	27,082.23	54,349.00	20,000.00	20,000.00	0.00	0.00%
28 DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,630.04	3,000.00	7,500.00	7,500.00	0.00	0.00%
29 FIRE PREVENTION	1,953.23	2,000.00	2,000.00	2,000.00	0.00	0.00%
30 PUBLIC RELATIONS	6,186.86	7,000.00	10,000.00	10,000.00	0.00	0.00%
31 GAS & OIL	34,601.45	35,000.00	45,000.00	45,000.00	0.00	0.00%
32 INSURANCE - CASUALTY	34,898.00	37,000.00	40,000.00	40,000.00	0.00	0.00%
33 TOTALS	203,864.84	229,349.00	211,500.00	211,000.00	(500.00)	-0.22%
<b>34 MISCELLANEOUS:</b>						
35 Legal Notices/Advertising	2,454.50	1,000.00	1,000.00	1,000.00	0.00	0.00%
36 Safety Deposit Box	40.00	45.00	0.00	0.00	0.00	0.00%
37 License/Permits	135.00	500.00	2,000.00	2,000.00	0.00	0.00%
38 Other Expenses	0.00	200.00	200.00	200.00	0.00	0.00%
39 MISCELLANEOUS TOTAL	2,629.50	1,745.00	3,200.00	3,200.00	0.00	0.00%
<b>40 OFFICE EXPENSE:</b>						
Office Supplies, Furniture, Equip, Postage Printing, Misc.	35,995.67	26,600.00	26,600.00	26,600.00	0.00	0.00%
<b>41 PROFESSIONAL SERVICES:</b>						
42 Reverse Entries For A.P.	0.00	0.00	0.00	0.00	0.00	0.00%
43 Misc. Bank Fees	0.00	100.00	0.00	0.00	0.00	0.00%
44 CPA	18,340.48	17,000.00	19,700.00	21,000.00	1,300.00	6.60%
45 Legal	4,489.00	13,000.00	10,000.00	7,000.00	(3,000.00)	-30.00%
46 Medical	4,369.76	5,000.00	5,000.00	5,000.00	0.00	0.00%
47 Medical Director - Dr. Malone	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00%
48 Professional Services Other	20,043.21	14,000.00	21,000.00	21,000.00	0.00	0.00%
49 PROFESSIONAL SERVICES TOTAL	62,242.45	64,100.00	70,700.00	69,000.00	(1,700.00)	-2.40%
50 PUBLIC UTILITIES	42,367.70	50,000.00	50,000.00	50,000.00	0.00	0.00%
51 RENT	10.00	10.00	10.00	10.00	0.00	0.00%
52 STATE CERTIFICATION FEES	6,735.42	5,100.00	5,100.00	5,100.00	0.00	0.00%
53 TRAINING	26,370.17	25,000.00	25,000.00	25,000.00	0.00	0.00%
54 UNIFORMS	12,658.79	15,000.00	15,000.00	15,000.00	0.00	0.00%
<b>55 MAINTENANCE EXPENDITURES:</b>						
56 MAINTENANCE OF VEHICLES	92,088.30	55,000.00	57,700.00	57,700.00	0.00	0.00%
57 MAINTENANCE OF EQUIP. & SUPPLIES	28,478.93	30,000.00	30,000.00	30,000.00	0.00	0.00%
58 MAINTENANCE CONTRACTS	3,195.69	7,300.00	7,300.00	7,300.00	0.00	0.00%
59 MAINTENANCE EXPENDITURES TOTAL	123,762.92	92,300.00	95,000.00	95,000.00	0.00	0.00%
<b>60 OPERATIONAL EXPENDITURE TOTAL</b>	<b>516,637.46</b>	<b>509,204.00</b>	<b>502,110.00</b>	<b>499,910.00</b>	<b>(2,200.00)</b>	<b>-0.44%</b>
<b>61 GRAND TOTAL</b>	<b>\$4,495,435.97</b>	<b>\$4,739,188.00</b>	<b>\$4,792,630.00</b>	<b>4,937,372.00</b>	<b>\$144,742.00</b>	<b>3.02%</b>
62 CAPITAL REPLACEMENT FUND		160,000.00	0.00	160,000.00	160,000.00	
		160,000.00	0.00	0		
63 COMPENSATION ABSENCE RESERVE FUND		0.00	30,000.00	0.00	(30,000.00)	
64 Total including Capital Replacement Fund and Compensation Absence Reserve Fund		5,059,188.00	4,822,630.00	5,097,372.00	274,742.00	5.70%

	2013 BUDGET	2014 BUDGET	2015 PROPOSED BUDGET	DELTA	PERCENT INCREASE/ DECREASE
<b>65 Capital Budget (Fund 2) 2015</b>					
66 VEHICLE REPLACEMENT	149,350.00	45,000.00	160,000.00	115,000.00	
67 MAJOR EQUIPMENT	10,418.00	227,910.00	0	(227,910.00)	
68 CAPITAL BUDGET TOTAL	<b>159,768.00</b>	<b>272,910.00</b>	<b>160,000.00</b>	<b>(112,910.00)</b>	<b>-41.37%</b>
<b>69 CAPITAL BUDGET DETAIL</b>	<b>521,868</b>	522,100			
70 Fund Balance	522,100	513,560			
71 Vehicle Expenditures	149,350	150,000			
72 Major Equipment Expenditures	10,418	18,540			
73 Additional Unbudgeted Contributions/Deposits	0	160,000	0.00		
74 BUDGETED CONTRIBUTIONS/DEPOSITS	<b>160,000</b>	160,000	0.00		
<b>75 Compensated Absence (Fund 3)</b>	39,978.26	13,510.27			
76 Compensated Absence Fund Balance	13,510.27	43,510.27			
77 Expenditures	26,469.37	0.00			
78 Interest Income	1.38	0.00			
79 Contributions/Deposits	0.00	30,000.00	0.00		
<b>80 Grant Budget (Fund 4)</b>	222,410.87	0.00	0.00		
81 Grant Fund Balance	0.00	0.00	0.00		
82 Expenditures	222,410.87	0.00	0.00		
83 UASI Contributions/Deposits	0.00	0.00	0.00		

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VILLAGE FIRE DEPARTMENT GENERAL BUDGET  
2015 PROPOSAL BUDGET WORKSHEETS

NOTES:

Line Item

2-6	Remained the same as 2014	
9	Base salary increased - 2% 457 Employee Contribution, normal step increases	0.00
10	Part time remained the same as 2014	107,919.00
11	Longevity decreased - employees with more longevity retired/resigned - replaced with employees with no/lesser longevity	0.00
12	Higher Class remained the same as 2014	(400.00)
		0.00
14	Overtime - remained the same as 2014	
15	Certification Pay decreased - retirements/terminations	0.00
16	FICA Tax increased - 457 Employee Contribution, normal step increases	(2,400.00)
17	Life/LTD Insurance increased	4,161.00
18	Retirement Contribution 7.16% - based on personnel expenditures except for part time - projection of \$60,144 for 457 contribution included	3,000.00
		(22,338.00)
19	Hospitalization Insurance increase - 15% increase estimated	
20	Meal Allowance remained as 2014	57,000.00
21	Worker's Comp. Insurance remained as 2014 - still under 5 year contracted amount which will end 02/10/2016 Will have to bid in 2015	0.00
		0.00
22	<b>PERSONNEL EXPENDITURES TOTAL - INCREASE</b>	<b>146,942.00</b>
23	<b>OPERATIONAL EXPENDITURES</b>	
24	Ambulance/Medical Supplies remained as the same as 2014	0.00
25	Building Supplies & Maintenance remained as 2014	0.00
26	Chemicals increased based on 2013 expenditure total	
27	Emergency Contingency remained as 2014	(500.00)
28	Dues/Subscriptions/Radios/Manuals remained the same as 2014	0.00
29	Fire Prevention - remained as 2014	0.00
30	Public Relations - remained the same as 2014	0.00
31	Gas & Oil - remained the same as 2014	0.00
32	Insurance - Casualty - remained the same as 2014	0.00
35	Legal Notices/Advertising - remained as 2014	0.00
36	Safety Deposit Box - remained the same as 2014	0.00
37	License/Permits - remained the same as 2014	0.00
38	Other Miscellaneous Expenses - remained as 2014	0.00
41	Office Expense - remained as 2014	0.00
49	Professional Services decreased	0.00
50	Public Utilities - remained the same as 2014	(1,700.00)
		0.00
51	Rent - remained the same as 2014	0.00
52	State Certification Fees - remained the same as 2014	0.00
53	Training - remained the same as as 201	0.00
54	Uniforms - remained the same as 2014	0.00
59	Maintenance Expenditures - remained the same as 2014	0.00
60	<b>OPERATIONAL EXPENDITURE TOTAL</b>	<b>(2,200.00)</b>
61	<b>2015 GENERAL BUDGET INCREASE OVER 2014</b>	<b>144,742.00</b>
62	Capital Replacement Fund	160,000.00
63	Compensation Absence Reserve Fund - decreased 30,000	(30,000.00)
64	<b>Total delta including Capital Replacement Fund and Compensation Absence Reserve Fund</b>	<b>\$274,742.00</b>



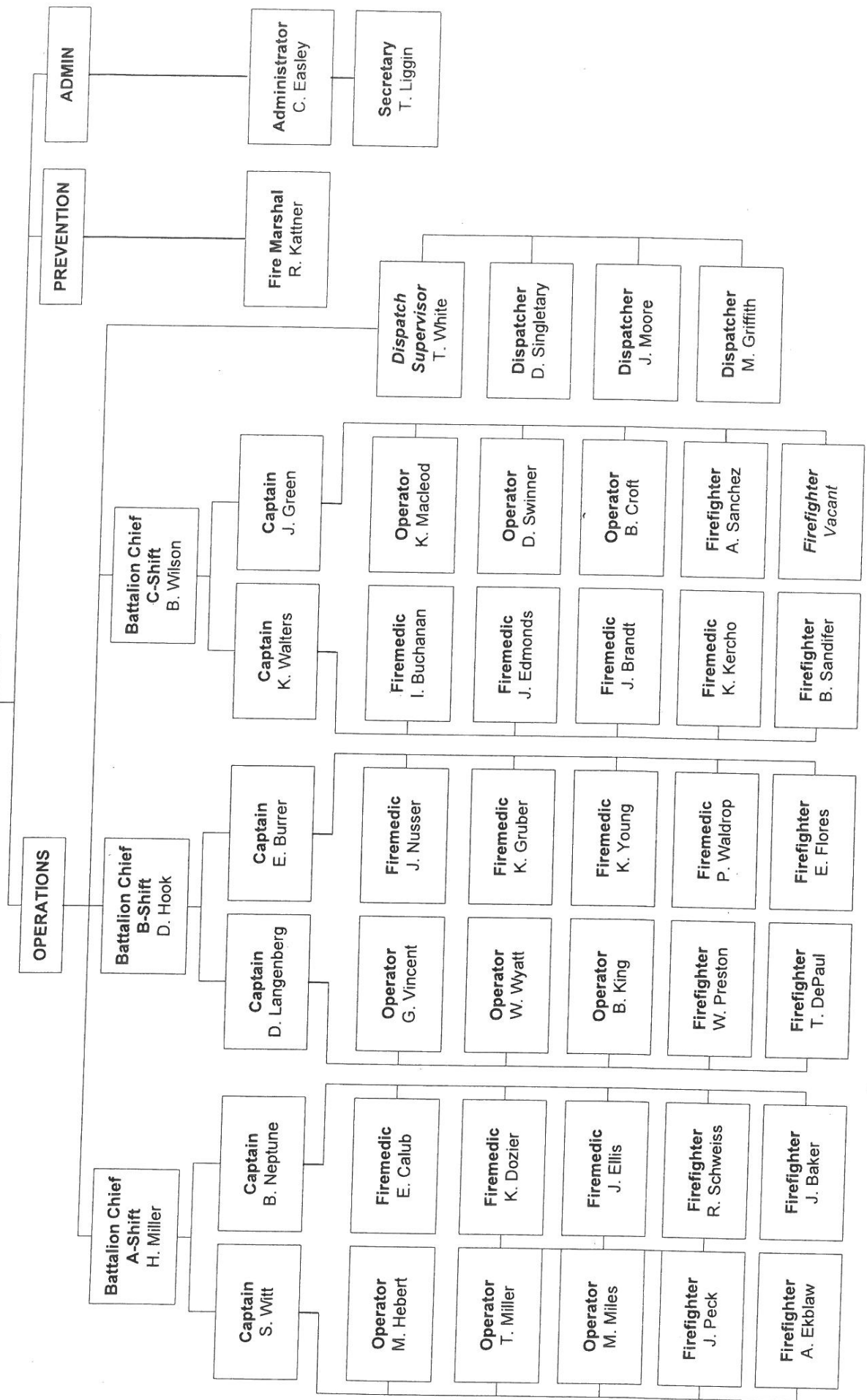
Capital Replacement Fund For  
Projected Capital Projects  
June 10, 2014

Equipment	Life	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Ladder	15											
Pumper	20											
Reserve Pumper	20											
Battalion Chief's Vehicle	9											
Fire Chief's Vehicle	10		33,000.00	30,000.00			45,000.00					
Utility Vehicle	10											35,000.00
Medic 1	9											
Medic 2	9											
Inspector's Vehicle	8				14,985.56	16,046.99						
Medic 3	9	33,000.00										
Major Equipment	9				10,417.69	18,540.00	227,910.00					
<b>Total Cash Outlay</b>		33,000.00	33,000.00	29,962.00	159,767.69	178,540.00	272,910.00	0.00	0.00	935,000.00	30,000.00	35,000.00
Beginning Cash		50,116.51	206,020.60	303,673.02	521,868.29	674,056.97	993,888.54	811,098.99	971,098.99	1,131,098.99	356,098.99	588,098.99
Planned Budgeted Yearly Contrib.		175,000.00	107,000.00	0.00	160,000.00	160,000.00	0.00	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00
Funds From Sale of Vehicles		3,600.00	8,100.00	18,325.00	0.00	14,600.00	16,145.00	0.00	0.00	0.00	102,000.00	1,500.00
Disbursements		25,432.00	18,167.00	29,962.00	154,703.12	16,539.94	199,543.85	0.00	0.00	935,000.00	30,000.00	35,000.00
Add: Unbudgeted Contributions				228,938.00	145,501.12	160,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest on CD's (see note 1)		2,736.09	719.42	894.27	1,390.68	1,771.51	609.30					
<b>Ending Cash</b>		\$206,020.60	\$303,673.02	\$521,868.29	\$674,056.97	\$993,888.54	\$811,098.99	\$971,098.99	\$1,131,098.99	\$356,098.99	\$588,098.99	\$774,598.99

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# Fire Department Organizational Chart 2014





VILLAGE FIRE DEPARTMENT  
2014/2015 BOARD OF COMMISSIONERS

COMMISSIONERS

**Spring Valley** Council Member Allen Carpenter, Chair  
8611 Merlin Drive  
Houston, Texas 77055  
Office: (713) 214-1196  
Home: (713) 461-4897  
[acarpenter@springvalleytx.com](mailto:acarpenter@springvalleytx.com)

**Hunters Creek** Council Member Jim Pappas, Vice Chair  
510 Wellesley Drive  
Houston, Texas 77024  
Cell: (713) 703-4409  
Home:  
[jspiro@flash.net](mailto:jspiro@flash.net)

**Hilshire** Mayor Shannon Whiting, Treasurer  
1319 Pine Chase Grove  
Houston, Texas 77055  
Cell: (713) 306-7547  
Office: (713) 973-1779  
Home: (713) 722-9947  
[mayor@hilshirevillagetexas.com](mailto:mayor@hilshirevillagetexas.com)

**Hedwig** Mayor Sue V. Speck, Secretary  
11751 Cawdor Way  
Houston, Texas 77024  
Cell: (713) 882-0916  
Office: (713) 465-6009  
[mayor@thecityofhedwigvillage.com](mailto:mayor@thecityofhedwigvillage.com)

**Bunker Hill** Mr. Jay F. Smyre, Member  
245 Warrenton  
Houston, Texas 77024  
Cell: (713) 906-1794  
Home: (713) 973-6262  
[jaysmyre@aol.com](mailto:jaysmyre@aol.com)

**Piney Point** Mr. Zebulun Nash, Chair  
11200 Wilding Lane  
Piney Point, Texas 77024-5308  
Cell: (281) 734-5791  
Fax:  
Home: (713) 984-2692  
[zebnash@sbcglobal.net](mailto:zebnash@sbcglobal.net)

ALTERNATES

**Spring Valley** Council Member Aaron Stai  
8834 Merlin Drive  
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**Hunters Creek** Mr. Tommy Fatjo  
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Work:  
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[tfatjo@fatjoinc.com](mailto:tfatjo@fatjoinc.com)

**Hilshire** Council Member Paul Maddock  
8 Hilshire Oaks Ct.  
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Office:  
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**Hedwig** Council Member William Johnson  
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**Bunker Hill** Council Member Jay K. Janecek  
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[jaykjaneczek@gmail.com](mailto:jaykjaneczek@gmail.com)

**Piney Point** Council Member Ron Goodwine  
11103 Wickwood  
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Home: (713) 782-2344  
[ron@ppvccouncil.org](mailto:ron@ppvccouncil.org)

**Attorney** Mr. J. Grady Randle  
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Houston, Texas 77024  
Office: (281) 657-2000  
[grady@jgradyrandlepc.com](mailto:grady@jgradyrandlepc.com)







May 30, 2014

City #01500

City Official  
Village Fire Department  
901 Corbindale  
Houston, TX 77024

**Subject: 2015 Municipal Contribution Rate**

Dear City Official:

Presented below are your city’s contribution requirements to the Texas Municipal Retirement System (TMRS) for Plan Year 2015 (Calendar Year 2015, PY2015) as determined by the December 31, 2013 actuarial valuation. The actuarially determined contribution rates for retirement benefits and Supplemental Death Benefits (SDB), if any, are based on your city’s plan provisions in effect as of April 1, 2014 and the actuarial assumptions and methods adopted by the TMRS Board. Effective January 1, 2015, your city’s monthly contribution rates will be as follows:

Normal Cost	2.91%
Prior Service	<u>4.12%</u>
Total Retirement Rate	7.03%
Supplemental Death Benefit	<u>0.13%</u>
Total Combined Contribution	7.16%

The actuarial liabilities and contribution rates determined as part of the December 31, 2013 actuarial valuation reflect a change in post-retirement mortality assumptions, actuarial cost method, and amortization policy. Please see the “Actuarial Changes” section for more detailed information. Full information on your rate, including an explanation of changes, and the pension disclosure data to assist your city with the reporting requirements of the Governmental Accounting Standards Board (GASB) are also contained in the attached report.

The Total Retirement Rate shown in the Full Rate column above represents the Annual Required Contribution (ARC) under GASB Statement No. 27 for PY2015.

If you have questions about your rate or if you wish to evaluate potential changes in your TMRS plan, contact TMRS at 800-924-8677.

Sincerely,

Eric W. Davis  
Deputy Executive Director

## Table of Contents

<b>Actuarial Changes</b>	A summary of actuarial changes adopted by the Board effective with the December 31, 2013 actuarial valuation.
<b>Executive Summary</b>	A comparison of the highlights of the December 31, 2013 and December 31, 2012 actuarial valuations for your city. Included are membership counts, asset information, actuarial information, and contribution rate requirements.
<b>Calculation of Contribution Requirements</b>	Details the calculation of the Full Retirement Rate (TMRS Plan Year - GASB ARC) and the Supplemental Death Rate, if applicable, for your city. Comparisons before and after the actuarial changes and to the 2012 actuarial valuation results are included.
<b>Development of Actuarial Value of Assets</b>	A detailed calculation of the Actuarial Value of Assets (AVA), or smoothed value, for the December 31, 2013 actuarial valuation for your city. A comparison to the December 31, 2012 AVA is included.
<b>Historical and Projected Accumulation of the BAF Balance</b>	This schedule provides your city with historical cash flows, interest credits and the year-end balance of its Benefit Accumulation Fund (BAF), as well as projected values for calendar/plan years 2014 and 2015.
<b>Reconciliation of Full Retirement Rate from Prior Actuarial Valuation Report</b>	A detailed reconciliation of changes in your city's Full Retirement Rate since the prior valuation. This includes the combined impact of the actuarial changes adopted by the Board.
<b>GASB Compliance Data</b>	A summary of information to assist you in completing the disclosures in your city's annual financial statements regarding your participation in TMRS. This information may also be useful in making other disclosures, such as the city's official statement provided in connection with a bond offering. Note that, beginning with the rate letter to be mailed in 2015, GASB information will be provided in a separate document.

## Actuarial Changes

Since 2007, the TMRS Board of Trustees has adopted a series of changes (actuarial and investment) to ensure that TMRS continues to be well funded and that members' benefits remain secure and sustainable over generations of workers. As part of this continued effort and in accordance with the current strategic goal "to maintain the actuarial soundness of the retirement program by examining actuarial assumptions and methodologies and making changes where appropriate," the TMRS Board of Trustees adopted the actuarial changes summarized below at its October 2013 Board meeting, based on the recommendations of the System's consulting actuary, Gabriel Roeder Smith & Company (GRS). These actuarial changes were adopted as a "package," to be first reflected in the December 31, 2013 actuarial valuation. The combined impact of the following changes is shown in the Reconciliation of Full Retirement Rate section of this letter.

### *Post-Retirement Mortality Assumptions*

In 2013, the Board instructed GRS to study the appropriateness of the mortality tables used in calculating the Annuity Purchase Rate (APR) factors for determining service and disability retirement benefits. The APR factors being used in 2013 were adopted in 1981 and had not been updated since that time. The recent mortality analysis showed that the mortality tables used in calculating the APRs no longer accurately reflected a member's life expectancy at retirement. The study also showed that use of the old mortality table in determining benefits had caused city contribution rates to rise and that rates would continue to increase due to the longer payout period over longer retiree lifespans. Consequently, GRS recommended that the APR factors be based on an updated mortality table on a fully generational basis. A generational mortality table is more accurate and includes automatic adjustments over time to reflect the expectation for continued mortality improvement (increasing life expectancies). It also eliminates the upward bias in city contribution rates that was inherent in the old APRs. In addition, rate stabilization may help cities sustain current benefit levels.

The revised APR factors, based on an updated generational mortality table, are effective for retirement dates on or after January 31, 2015 and will be implemented over the 13-year period beginning January 1, 2015 and ending December 31, 2027. The 13-year implementation period was chosen to provide a good balance between the impact on (1) the retirement annuities for members closest to retirement age and (2) city contribution rate increases.

While the mortality tables used in calculating the APR factors that determine retirement benefits had not been updated since 1981, those used for valuation purposes in determining actuarial liabilities and contribution rates were updated in both the 2007 and 2011 actuarial experience study to reflect continued mortality improvement. In order to align the mortality tables used in calculating benefits with those used for valuation purposes, GRS recommended that the valuation mortality assumptions also be based on the updated mortality tables on a fully generational basis beginning with the December 31, 2013 actuarial valuation.



### *Change to Entry Age Normal Actuarial Cost Method*

The Board also requested that GRS review the advantages of changing the actuarial cost method for funding purposes from the Projected Unit Credit (PUC) method to the Entry Age Normal (EAN) method. While volatility in contribution rates can never be completely eliminated, the EAN cost method produces contribution rates that are more predictable and that exhibit less volatility than those produced under the PUC cost method. Even though the EAN cost method will result in higher initial Actuarial Accrued Liabilities and lower funded ratios than under the previous PUC method, a primary goal of TMRS is to minimize contribution rate volatility. A change to the EAN cost method for funding purposes is another step toward accomplishing this objective. A secondary reason for changing to the EAN cost method is that, beginning in 2014, under Governmental Accounting Standards Board (GASB) Statement No. 67 and No. 68, EAN is the required actuarial cost method to be used for financial reporting purposes. By determining the individual employer funding requirements using the same actuarial cost method as that required for financial reporting, TMRS eliminates the potential confusion resulting from utilizing two different cost methods. In addition, under EAN, for most employers, assets will be accumulating to the same target actuarial liabilities for both funding and reporting purposes.

### *Amortization Policy*

In order to minimize the impact on contribution rates resulting from the changes in the retiree mortality assumptions and the actuarial cost method, GRS recommended that the individual employer amortization periods be adjusted to the extent necessary and allowable under current TMRS statutes and Board rules. In general, the TMRS Act allows for amortization periods up to 25 years. TMRS Rule 123.7 allows the Board to decrease amortization periods or to extend amortization periods to a maximum of 30 years for employers who experience a contribution rate increase in excess of 0.5% as a result of actuarial changes, including a change in actuarial cost method and/or actuarial assumptions.

As part of the actuarial changes adopted in 2007, the Board elected to close the amortization period for all employers and to ladder the amortization of future liabilities over the respective 25- or 30-year amortization period. Subsequently, in 2009, the Board adopted a stricter amortization policy for ad hoc benefit enhancements, which are separately amortized over a closed 15-year period on a level dollar basis. Because of the closed and laddered amortization approach effective since December 31, 2007, an individual employer's Unfunded Actuarial Accrued Liability (UAAL) as of December 31, 2013 consists of seven or more laddered UAAL bases, and these bases can be non-ad hoc and/or ad hoc.

To implement the 2013 actuarial changes, and to minimize the impact of the actuarial changes on contribution rates, the December 31, 2013 actuarial valuation reflects the following amortization policy:

1. For all employers, the current individual non-ad hoc bases (ladders) are aggregated, and the amortization period is determined as a single equivalent amortization period. The single amortization period is then adjusted as described in items 2 and 3 below, if applicable. All ad hoc bases (ladders) remain unchanged.
2. The single amortization period for the combined non-ad hoc UAAL base is decreased to the extent necessary for any city to keep the city contribution rate from decreasing.

3. The single amortization period for the combined non-ad hoc UAAL base is increased to the extent necessary for any city to keep the city contribution rate from increasing.
  - a. For cities where the combined impact of the actuarial changes results in an initial rate increase of less than or equal to 0.50% and the single amortization period determined under item 1 above is less than or equal to 25 years, the amortization period is increased to a maximum of 25 years.
  - b. For cities where the combined impact of the actuarial changes results in an initial rate increase of less than or equal to 0.50% and the single amortization period determined under item 1 above is greater than 25 years, the amortization period is not adjusted except as described in item 4 below.
  - c. For cities where the combined impact of the actuarial changes results in an initial rate increase of greater than 0.5%, the amortization period is increased to a maximum of 30 years.
4. After these steps have been completed, the single equivalent amortization period is rounded up to the next integer, not to exceed 25 or 30 years, as applicable.

If a city's amortization period (see page 7, item 8 under the December 31, 2013 EAN column) exceeds 25 years, the city may request, in writing, that TMRS recalculate the contribution rate using a 25-year closed amortization period. The prior service contribution rate for a city that reduces its amortization period to 25 years will be slightly higher, but will amortize the UAAL faster. Please note that a city can accomplish the same result, with more financial flexibility, by making annual voluntary additional contributions.

## Executive Summary

Valuation as of TMRS Plan Year (PY) Ending	12/31/2013	12/31/2012
<b>Membership as of the Valuation Date</b>		
• Number of		
- Active members	48	48
- Retirees and beneficiaries	19	17
- Inactive members	<u>19</u>	<u>21</u>
- Total	86	86
• Prior year's payroll provided by TMRS	\$ 3,032,859	\$ 3,014,229
• Valuation Payroll	\$ 3,266,520	\$ 3,212,235
<b>Benefit Accumulation Fund (BAF) Assets</b>		
• Market BAF Balance	\$ 15,789,841	\$ 14,663,119
• BAF crediting rate for PY	9.70%	9.95%
• Interest credited on beginning BAF balance	\$ 1,422,987	\$ 1,337,478
• Municipal contributions	238,383	261,032
• Member contributions during year	212,300	210,996
• Benefit and refund payments	746,949	588,911
Actuarial Value of Assets (AVA)	\$ 14,935,890	\$ 14,146,983
Return on AVA	7.67%	7.43%
AVA as a Percentage of BAF	94.59%	96.48%
<b>Actuarial Information</b>		
• Actuarial accrued liability (AAL)	\$ 16,295,422	\$ 14,798,068
• Actuarial value of assets (AVA)	14,935,890	14,146,983
• Unfunded actuarial accrued liability (UAAL)	1,359,532	651,085
• UAAL as % of pay	44.8%	21.6%
• GASB #27 Funded ratio	91.7%	95.6%
• Employer normal cost	2.91%	6.36%
• Prior Service Rate	4.12%	1.29%
<b>Contribution Rates for TMRS Plan Year (PY)</b>		
• Member	2015	2014
	7.00%	7.00%
• Full retirement rate (GASB ARC)	7.03%	7.65%
• Supplemental Death rate	0.13%	0.12%
<b>Total Employer Contribution Estimates for PY</b>		
• Projected payroll	2015	2014
	\$ 3,364,516	\$ 3,308,602
• Combined contribution rate	7.16%	7.77%
• Estimated employer contribution	\$ 240,899	\$ 257,078

Note: TMRS Plan Year coincides with Calendar Year

Results from prior year reflect the plan provisions used in the 12/31/2013 valuation report.



## Calculation of Contribution Requirements

	From Valuation Report as of		
	<u>December 31, 2013</u>		<u>December 31, 2012</u>
	<u>EAN (NEW)</u>	<u>PUC (OLD)</u>	
1. Prior year's payroll reported to TMRS	\$ 3,032,859	\$ 3,032,859	\$ 3,014,229
2. Valuation payroll	3,266,520	3,266,520	3,212,235
3. Employer normal cost rate	2.91%	6.19%	6.36%
4. Actuarial liabilities			
a. Active members	\$ 8,295,965	\$ 7,544,668	\$ 7,509,824
b. Inactive members	1,074,095	1,126,943	1,182,608
c. Annuitants	<u>6,925,362</u>	<u>6,756,540</u>	<u>6,105,636</u>
d. Total actuarial accrued liability	\$ 16,295,422	\$ 15,428,151	\$ 14,798,068
5. Actuarial value of assets	<u>14,935,890</u>	<u>14,935,890</u>	<u>14,146,983</u>
6. Unfunded actuarial accrued liability (UAAL) (4d - 5)	\$ 1,359,532	\$ 492,261	\$ 651,085
7. Funded ratio (5 / 4d)	91.7%	96.8%	95.6%
8. GASB 25 Equivalent Single Amortization Period*	13.0 years	23.7 years	24.5 years
9. Assumed payroll growth rate	3.00%	3.00%	3.00%
Contribution Rate for TMRS Plan Year:			
	2015		2014
10. Full retirement rate			
a. Normal cost	2.91%	6.19%	6.36%
b. Prior service	<u>4.12%</u>	<u>0.98%</u>	<u>1.29%</u>
c. Full retirement rate	7.03%	7.17%	7.65%
11. Supplemental Death rate	0.13%	0.13%	0.12%
12. Combined contribution rate (10c + 11)	7.16%	7.30%	7.77%

\* New Gains/Losses are laddered on 30-year period.



## Development of Actuarial Value of Assets

	Year Ending	
	12/31/2013	12/31/2012
1. Actuarial value of assets (AVA) as of January 1	\$ 14,146,983	\$ 13,277,120
2. a. Employer Contributions	\$ 238,383	\$ 261,032
b. Member Contributions	212,300	210,996
c. Benefit and Refund Payments	<u>746,949</u>	<u>588,911</u>
d. Net external cash flow	\$ (296,266)	\$ (116,883)
3. Expected assets as of December 31 (includes earnings equal to 7.0% of 1.)	\$ 14,841,006	\$ 14,089,635
4. Actual BAF balance as of December 31	\$ <u>15,789,841</u>	\$ <u>14,663,119</u>
5. Deferred earnings/(shortfall) (4. – 3.)	\$ 948,835	\$ 573,484
6. Deferred earnings/(shortfall) recognized (10% x 5.)	\$ 94,884	\$ 57,348
7. Preliminary actuarial value of assets as of December 31 (3. + 6.)	\$ 14,935,890	\$ 14,146,983
8. a. 85% of market value of assets (85% x 4.)	\$ 13,421,365	\$ 12,463,651
b. 115% of market value of assets (115% x 4.)	18,158,317	16,862,587
9. Actuarial value of assets (AVA) as of December 31 (7. perhaps partially limited by 8.)	\$ 14,935,890	\$ 14,146,983

**Note:**

To help mitigate the natural year-to-year fluctuations (positive and negative) in the investment markets, the TMRS actuary has recommended “asset smoothing.” Nearly all public sector retirement systems employ some form of smoothing. Smoothing does not impact long-term plan costs or funded positions but does impact timing of investment gain and loss recognition. The TMRS Board of Trustees has adopted a 10-year smoothing method with a 15% corridor to determine the System’s actuarial value of assets (AVA). This “smoothing method” is intended to help reduce the volatility of the contribution rates from one year to the next. The corridors detailed above on line 8 keep the AVA within a certain range of the market value of assets. The AVA is a component that must be disclosed by the city in its Schedule of Funding Progress (see GASB Compliance Data section).

Expected and actual BAF balances as of December 31 may be off a dollar due to rounding.

## Historical and Projected Accumulation of the BAF Balance

Year Ending December 31, (1)	Effective						Interest Credit (8)	BAF Balance <sup>b</sup> (9)
	Payroll for the Year (2)	Retirement Contribution Rate <sup>a</sup> (3)	Employer Contributions for the Year (4)	Member Contributions for the Year (5)	Benefit Payments (6)	External Cash Flow for the Year (7)		
		(4) / (2)				(4) + (5) + (6)		
2011	\$ 3,036,212	13.31%	\$ 404,120	\$ 212,535	\$ (660,985)	\$ (44,330)	\$ 311,942	\$ 13,442,524
2012	\$ 3,014,229	8.66%	\$ 261,032	\$ 210,996	\$ (588,911)	\$ (116,883)	\$ 1,337,478	\$ 14,663,119
2013	\$ 3,032,859	7.86%	\$ 238,383	\$ 212,300	\$ (746,949)	\$ (296,266)	\$ 1,422,987	\$ 15,789,841
2014	\$ 3,266,520	7.65%	\$ 249,889	\$ 228,656	\$ (824,232)	\$ (345,687)	\$ 1,105,289	\$ 16,549,443
2015	\$ 3,364,516	7.03%	\$ 236,525	\$ 235,516	\$ (871,222)	\$ (399,181)	\$ 1,158,461	\$ 17,308,723

a. Effective retirement contribution rate is the actual rate determined by dividing the employer contribution received by the payroll paid.

b. BAF Balance may be off a dollar due to rounding.

## Reconciliation of Full Retirement Rate from Prior Actuarial Valuation Report

Actuarial valuations are based on long-term assumptions, and actual results in a specific year can, and almost certainly will, differ as actual experience deviates from the assumptions. The following table provides a detailed breakdown of changes in the retirement portion of your city's contribution rate. This analysis reconciles the change in the retirement portion of your city's contribution rate from 2014 to 2015, but will not reflect any change in the cost of the Supplemental Death Benefit (SDB), if your city currently has this provision. (Any changes in the cost of the SDB are primarily due to the change in mortality assumptions and/or changes in the average age of your city's employee group and/or the number of covered retirees.) Following the table below is a brief description of the common sources for deviation from the expected.

Change in Full Retirement Rate	
Full Rate from 12/31/2012 Valuation (PY 2014 Rate)	7.65 %
Benefit changes	0.00 %
Return on Actuarial Value of Assets	(0.18)
Contribution lag	0.01
Payroll growth	0.01
Normal cost	(0.17)
Liability growth	(0.15)
Subtotal Experience Change	(0.48)
Actuarial Changes	(0.14)
Total change	(0.62) %
Full Rate from 12/31/2013 Valuation (PY 2015 Rate)	7.03 %

**Benefit Changes** - Shows the increase or decrease in the contribution rate associated with any modifications made to the member city's TMRS plan provisions. This will also include any changes to the amortization period adopted by ordinance.

**Return on Actuarial Value of Assets (AVA)** - Shows the change in the contribution rate associated with the return on the AVA being different than the assumed 7.0%. For the year ending December 31, 2013, the return on an AVA basis was 7.67%. The impact may show as 0.00% due to rounding.

**Contribution Lag** - Shows the total increase or decrease in the contribution rate associated with the phase in of contributions and/or any additional contributions above the full rate. The effect of the "Contribution Lag" is also included here and refers to the time delay between the actuarial valuation date and the date the contribution rate becomes effective. For TMRS member cities, the

“Contribution Lag” is one year (i.e., the Actuarial Valuation as of December 31, 2013 set the rate effective for Calendar Year 2015). **The impact of the “Contribution Lag” is expected to become immaterial once a city is contributing the Full Rate and the Full Rate stabilizes.**

**Payroll Growth** - Shows the increase or decrease in the contribution rate associated with higher or lower than expected growth in the member city’s overall payroll. The amortization payments are calculated assuming payroll grows at 3.0% per year. Overall payroll growth in excess of 3.0% will typically cause a decrease in the prior service rate.

**Normal Cost** - Shows the increase or decrease in the contribution rate associated with changes in the average normal cost rate for the individual city’s population. The normal cost rate for an employee is the contribution rate which, if applied to a member’s compensation throughout their period of anticipated covered service with the municipality, would be sufficient to meet all benefits payable on their behalf. The salary-weighted average of the individual rates is the total normal cost rate.

**Liability Growth** - Shows the increase or decrease in the contribution rate associated with larger or lower than expected growth in the member city’s overall plan liabilities. The most significant sources for variance will be individual salary increases compared to the assumption and turnover.

**Actuarial Changes** - Shows the change in the contribution rate associated with the combined impact of the change in (a) funding method from Projected Unit Credit to Entry Age Normal, (b) post-retirement mortality assumptions used in the liability calculation and in the development of the Annuity Purchase Rate factors, and (c) the amortization policy.



# GASB Compliance Data

For the Employer's Applicable Accounting/Fiscal Year

: Village Fire Department

(Please note that, beginning in 2015, GASB Compliance Data will be provided separately from the TMRS Contribution Rate Letter)

The attached pages contain data specific to your city (TMRS city or "employer"), to assist your city in complying with the reporting requirements of Governmental Accounting Standards Board (GASB) Statement No. 50, *Pension Disclosures (an amendment of GASB Statements No. 25 and No. 27)* and if applicable, Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*.

**The actual disclosures required by GASB Statements 50 and 45 must be based on the circumstances specific to each individual employer; as such, the disclosure(s) is(are) the responsibility of the city (employer) and its independent public accountant.**

Please note that any reference to Plan Year (PY) in the following pages refers to the TMRS Plan Year, which coincides with the Calendar Year and Valuation Year, January 1 – December 31.

Items not in italics are comments provided to assist you in completing your financial statement disclosures. Items *in italics* are sample language and charts that are part of the required disclosures.

## PENSION PLAN

GASB Statement No. 27 as amended by GASB Statement No. 50:

Note that participating municipalities should comply with the **GASB Statement No. 50** provisions for an **agent multiple-employer defined benefit pension plan**. The GASB statement provides an example of the note disclosures in **Illustration 6** (Notes to the Financial Statements for an Employer Contributing to an Agent Multiple-Employer Defined Benefit Pension Plan). In addition, the participating employer can refer to the footnotes in the *TMRS Comprehensive Annual Financial Report (CAFR)* to obtain a general description of the TMRS plan, how contributions are made, and how benefits are determined.

In making its disclosures, the employer may need to consider (not intended to be an all-inclusive list):

- Its accounting year (employer fiscal year may be different than TMRS' December 31 plan year and the valuation period)
- If additional voluntary contributions were made to TMRS during the employer's fiscal year (additional voluntary contributions were permitted effective January 1, 2008)
- The disclosure of a net pension asset or net pension obligation, as a result of paying more or less than the annual required contribution (ARC)

## Notes to Financial Statements

### Plan Description

The City provides pension benefits for all of its eligible employees [*any exceptions such as firefighters would be inserted here by the City*] through a non-traditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS; the report also provides detailed explanations of the contributions, benefits, and actuarial methods and assumptions used by the System. This report may be obtained from TMRS' website at [www.TMRS.com](http://www.TMRS.com).

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

	Plan Year 2013	Plan Year 2014
Employee deposit rate	7%	7%
Matching ratio (city to employee)	1.5 to 1	1.5 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age / years of service)	60/5, 0/20	60/5, 0/20
Updated Service Credit	0%,	0%,
Annuity Increase (to retirees)	0% of CPI	0% of CPI

### Contributions:

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) cost method (EAN was first used in the December 31, 2013 valuation; previously, the Projected Unit Credit actuarial cost method had been used). This rate consists of the normal cost contribution rate and the prior service cost contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate for an employee is the contribution rate which, if applied to a member's compensation throughout their period of anticipated covered service with the municipality, would be sufficient to meet all benefits payable on their behalf. The salary-weighted average of the individual rates is the total normal cost rate. The prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.



The City contributes to the TMRS Plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect (i.e., the December 31, 2013 valuation will determine the contribution rate beginning January 1, 2015).

The annual pension cost and net pension obligation/(asset) are as follows:

[city should provide chart similar to the “sample chart” shown below, if applicable]

**SAMPLE**  
**DO NOT USE “AS IS” FOR YOUR CITY**  
**USE VALUES APPLICABLE TO YOUR OWN CITY**

1. Annual Required Contribution (ARC)	\$ 12,000	\$ of ARC <sup>1</sup>
2. Interest on Net Pension Obligation	1,400	Interest <sup>2</sup> * (7)
3. Adjustment to the ARC	<u>(1,259)</u>	(7) / amortization factor
4. Annual Pension Cost (APC)	12,141	(1) + (2) + (3)
5. Contributions Made	<u>(10,000)</u>	Actual Contributions
6. Increase (decrease) in net pension	2,141	(4) + (5)
7. Net Pension Obligation/(Asset), beginning of year	<u>20,000</u>	
8. Net Pension Obligation/(Asset), end of year	\$ 22,141	(6) + (7)

1. The fiscal year \$ ARC is determined by the sum of the applicable \$ ARC for each month in the City’s fiscal year. The \$ ARC for each month is determined by multiplying the PY % ARC (Full Retirement Rate) by the applicable payroll for that month (for payroll, cities can use “gross earnings” as noted on line 1 of their TMRS-3 “Summary of Monthly Payroll Report”).

2. Should be the interest rate used in determining the ARC for the period. This is 7% for the 2008 and 2009 ARC; 7.5% for the 2010 and 2011 ARC; and 7% for the 2012 ARC and thereafter.

**Comment: Cities that contribute at the level of the ARC (which is at the Full Retirement Rate) each year do not need to go through the above exercise for determining the Annual Pension Cost.** For these cities, the Net Pension Obligation should be \$0 and the Annual Pension Cost will be equal to the actual contributions made for the fiscal year.

Beginning in 2008, member cities were allowed to make additional contributions. In addition, beginning in 2009, certain eligible member cities could elect to contribute a minimum amount equal to their ARC less a “Phase In” of the increase from the change to the Projected Unit Credit cost method in the 2007 valuation (i.e., contribute at the Phase-in Rate). Both of these instances will cause a city to have an actual contribution different from the actuarially determined Annual Required Contribution (ARC), and therefore, accrue a net pension obligation (asset) on its balance sheet. In subsequent years, this Net Pension Obligation (Asset) will be amortized using the same amortization factor used to determine the ARC for a given year. We have included the amortization factor used to determine the prior service rate applicable to the time period indicated in the “Three-Year Trend Information” chart shown on the following page. This is a step required to determine the

Adjustment to the ARC (line 3 in the sample chart above) and ultimately the Annual Pension Cost (line 4 in the sample chart above) as described in GASB Statement No. 27.

The above chart is an example of a schedule to include in your financial statements; we have provided information to the right of the schedule, describing the calculation. Please note, all of the values should be based on your city's fiscal year, not the TMRS plan year. The example above has a Full Rate (ARC) of 12% and made actual contributions equal to 10% (\$10,000 in contributions). There was an NPO of \$20,000 at the beginning of the period with an interest rate of 7.0% and an amortization factor of 15.887.

*Three-Year Trend Information*

<i>Fiscal Year Ending</i>	<i>Annual Pension Cost(APC)</i>	<i>Actual Contribution Made</i>	<i>Percentage of APC Contributed</i>	<i>Net Pension Obligation/ (Asset)</i>	<i>Amortization Factor*</i>	<i>Annual Required Contribution Rate*</i>
2011	\$	\$	%	\$	16.086	13.31%
2012	\$	\$	%	\$	16.619	8.66%
2013	\$	\$	%	\$	16.260	7.86%
2014	\$	\$	%	\$	15.887	7.65%
2015*	\$	\$	%	\$	10.103	7.03%

\* **Comment:** Neither of the last two columns should be shown in the actual exhibit in the City's disclosure. This is being provided to assist the City in completing the calculation from the prior page. Also, the City is only required to show three years of information; the 2015 row is shown only to provide the City with the applicable amortization factor for determining the Annual Pension Cost.



The required contribution rates for fiscal year 2014 were determined as part of the December 31, 2011 and 2012 actuarial valuations. Additional information as of the latest actuarial valuation, December 31, 2013, also follows:

<i>Valuation Date</i>	<i>12/31/2011</i>	<i>12/31/2012</i>	<i>12/31/2013</i>
<i>Actuarial Cost Method</i>	<i>Projected Unit Credit</i>	<i>Projected Unit Credit</i>	<i>Entry Age Normal</i>
<i>Amortization Method</i>	<i>Level Percent of Payroll</i>	<i>Level Percent of Payroll</i>	<i>Level Percent of Payroll</i>
<i>GASB 25 Equivalent Single Amortization Period</i>	<i>25.8 years; closed period</i>	<i>24.5 years; closed period</i>	<i>13.0 years; closed period</i>
<i>Amortization Period for new Gains/Losses</i>	<i>30 years</i>	<i>30 years</i>	<i>30 years</i>
<i>Asset Valuation Method</i>	<i>10-year Smoothed Market</i>	<i>10-year Smoothed Market</i>	<i>10-year Smoothed Market</i>
<i>Actuarial Assumptions:</i>			
<i>Investment Rate of Return *</i>	<i>7.0%</i>	<i>7.0%</i>	<i>7.0%</i>
<i>Projected Salary Increases *</i>	<i>Varies by age and service</i>	<i>Varies by age and service</i>	<i>Varies by age and service</i>
<i>* Includes Inflation at</i>	<i>3.00%</i>	<i>3.00%</i>	<i>3.00%</i>
<i>Cost-of-Living Adjustments</i>	<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>

**Comment:** Cities with a fiscal year ending December 31 (i.e., the calendar year), would indicate that the required contribution for fiscal year 2014 was determined as part of the December 31, 2012 actuarial valuation; as such, the 2011 valuation information shown above would not be included in the disclosure.

**Funded Status and Funding Progress** – In October 2013, the TMRS Board approved actuarial changes in (a) the funding method from Projected Unit Credit to Entry Age Normal, (b) the post-retirement mortality assumptions used in calculating liabilities and contribution rates and in the development of the Annuity Purchase Rate factors, and (c) the amortization policy. These actuarial changes were effective with the December 31, 2013 actuarial valuation. For a complete description of the new actuarial cost method and assumptions, please see the December 31, 2013 TMRS Comprehensive Annual Financial Report (CAFR).

The funded status as of December 31, 2013, the most recent actuarial valuation date, is presented as follows:

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio	Unfunded AAL (UAAL)	Covered Payroll	UAAL as a Percentage of Covered Payroll
	(1)	(2)	(3)	(4)	(5)	(6)
			(1)/(2)	(2)-(1)		(4)/(5)
12/31/2013	\$14,935,890	\$16,295,422	91.7%	\$1,359,532	\$3,032,859	44.8%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

### **Required Supplementary Information**

#### *Texas Municipal Retirement System*

#### *Schedule of Funding Progress:*

*(unaudited)*

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio	Unfunded AAL (UAAL)	Covered Payroll	UAAL as a Percentage of Covered Payroll
	(1)	(2)	(3)	(4)	(5)	(6)
			(1) / (2)	(2) - (1)		(4) / (5)
12/31/2011	\$13,277,120	\$13,973,979	95.0 %	\$696,859	\$3,036,212	23.0 %
12/31/2012	14,146,983	14,798,068	95.6	651,085	3,014,229	21.6
12/31/2013	14,935,890	16,295,422	91.7	1,359,532	3,032,859	44.8

<b>SUPPLEMENTAL DEATH BENEFITS FUND</b>
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GASB Statement No. 45:

In addition, GASB Statement No. 45 may be applicable if your city has elected to participate in the Supplemental Death Benefits Fund (SDBF) **for its retirees**. Participating municipalities should comply with the **GASB Statement No. 45** provisions for a **cost-sharing multiple-employer defined benefit healthcare plan**. The GASB statement provides information in paragraph 24 and also an example of the note disclosures in **Illustration 4** (Notes to the Financial Statements for an Employer Contributing to a Cost-Sharing Multiple-Employer Defined Benefit Healthcare Plan). In addition, the participating employer can refer to the footnotes in the TMRS CAFR to obtain a general description of the SDBF.

In making its disclosures, the employer may need to consider its accounting year if the employer’s fiscal year is different than TMRS’ December 31 plan year (PY) and the valuation period.

Notes to Financial Statements:

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

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

Your city offers supplemental death to:	Plan Year 2013	Plan Year 2014
Active employees (yes or no)	Yes	Yes
Retirees (yes or no)	Yes	Yes

**Comment:** This chart can be used to complete the footnote information above regarding your city’s plan provisions for SDBF.



**Contributions**

Note: Your city is only required to disclose participation in the Supplemental Death Benefits Fund for OPEB reporting purposes if you provide this coverage to your retirees.

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

*The City's contributions to the TMRS SDBF for the years ended 2014, 2013 and 2012 were \$ \_\_\_\_\_, \$ \_\_\_\_\_ and \$ \_\_\_\_\_, respectively, which equaled the required contributions each year.*

**Schedule of Contribution Rates:**

***(RETIREE-only portion of the rate)***

<b><i>Plan/ Calendar Year</i></b>	<b><i>Annual Required Contribution (Rate)</i></b>	<b><i>Actual Contribution Made (Rate)</i></b>	<b><i>Percentage of ARC Contributed</i></b>
<i>2011</i>	<i>0.01%</i>	<i>0.01%</i>	<i>100.0%</i>
<i>2012</i>	<i>0.01%</i>	<i>0.01%</i>	<i>100.0%</i>
<i>2013</i>	<i>0.01%</i>	<i>0.01%</i>	<i>100.0%</i>
<i>2014</i>	<i>0.01%</i>	<i>(city to provide)</i>	<i>(city to provide)</i>
<i>2015</i>	<i>0.02%</i>	<i>(city to provide)</i>	<i>(city to provide)</i>

**Comment:** Your city can disclose the ARC in dollars (as noted in the sentence above) or in a chart similar to that shown above. In addition, the City is only required to show three years of information; additional years have been provided for informational purposes only.

Remember, the disclosure should state the contributions for the City's respective fiscal year. As in the pension disclosure, the City can determine the \$ contributions made each month by multiplying its monthly payroll by the retiree-portion SDBF rate noted above (payroll can be obtained from line 1 of the TMRS-3 report). Cities should also note that TMRS only allowed a Phase-in Rate for the pension contributions; all contributions to the SDBF are paid at the stated % rate above, and as such, the % of ARC contributed will always be 100%.



**CITY OF HUNTERS CREEK VILLAGE  
ENGINEER'S REPORT  
August 19, 2014**

**A. Voss Road at Soldiers Creek Retaining Wall Project**

1. Due to health issues of the Contractor's superintendent, a new superintendent was put on our job. We were not comfortable with his experience in structural work, so we requested another person. That delayed us a couple of weeks, so at that point we decided to hold the contractor off of Voss until the week after school starts. Planned start will be after Labor Day. See attached schedule

**B. Willowend Culvert Crossing Reconstruction**

1. Contractor is constructing headwalls on the ends of the box culvert. Once this is complete the roadway will be poured and re-opened. Anticipated road opening is mid to late September.

**C. North Hedwig Road Construction – Piney Point Village**

1. According to PPV City Engineer, the project is on schedule and should be complete within 4 months.

**D. Soldiers Creek Erosion Study and Report**

1. Erosion Study is in review at HCFCD. Still awaiting feedback.

**E. Drainage Improvements for Lindenwood/Shasta**

1. Residents meeting will be held prior to council meeting.
2. Itemized probable cost estimate is attached with breakdown by street/block. Determination on whether to construct entire project or portion thereof can be discussed in Council.

# VOSS ROAD RETAINING WALL REPLACEMENT

## Project Schedule

ID	Task Name	Duration	Start	Finish	08/10	08/17	08/24	08/31	09/07	09/14	09/21	09/28	10/05	10/12	10/19	10/26	11/02	11/09	11/16	11/23	Dec 11/30	
1	Mobilization	4 days	Tue 09/02/14	Fri 09/05/14																		
2	Traffic Control	5 days	Mon 09/08/14	Fri 09/12/14																		
3	Demolition	5 days	Mon 09/15/14	Fri 09/19/14																		
4	Block Retaining Wall	5 days	Mon 09/15/14	Fri 09/19/14																		
5	CIP Retaining Wall	25 days	Mon 09/22/14	Fri 10/24/14																		
6	10" Concrete Pavement	5 days	Mon 10/27/14	Fri 10/31/14																		
7	10" Sidewalk	10 days	Mon 11/03/14	Fri 11/14/14																		
8	C402 Rail	5 days	Mon 11/17/14	Fri 11/21/14																		
9	Striping	5 days	Mon 11/24/14	Fri 11/28/14																		
10	Demobilization	5 days	Mon 11/24/14	Fri 11/28/14																		

Project: Voss Road  
Date: Tue 08/19/14

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

13

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

**TOTAL**

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 12,827.74	\$ 12,827.74
2	Traffic Control and Regulations	LS	1	\$ 25,655.47	\$ 25,655.47
3	SWPPP	LS	1	\$ 12,827.74	\$ 12,827.74
4	Remove and Dispose of Existing Driveways, All	SY	878	\$ 4.50	\$ 3,951.00
5	Remove and Dispose of Existing Headwalls	EA	58	\$ 50.00	\$ 2,900.00
6	Remove and Dispose of Existing Sidewalk	SF	152	\$ 3.00	\$ 456.00
7	Remove and Dispose of Existing 15" Storm Sewer Pipe	LF	60	\$ 3.00	\$ 180.00
8	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	248	\$ 3.50	\$ 868.00
9	Remove and Dispose of Existing 21" Storm Sewer Pipe	LF	6	\$ 4.00	\$ 24.00
10	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	483	\$ 4.50	\$ 2,173.50
11	Remove and Dispose of Existing 36" Storm Sewer Pipe	LF	156	\$ 5.00	\$ 780.00
12	Ditch Regrading	LF	5,266	\$ 10.00	\$ 52,660.00
13	15" RCP Storm Sewer	LF	60	\$ 35.00	\$ 2,100.00
14	18" RCP Storm Sewer	LF	248	\$ 40.00	\$ 9,920.00
15	24" RCP Storm Sewer	LF	508	\$ 50.00	\$ 25,400.00
16	36" RCP Storm Sewer	LF	156	\$ 120.00	\$ 18,720.00
17	6" Reinforced Concrete Driveways	SY	878	\$ 45.00	\$ 39,510.00
18	Concrete Headwalls	EA	58	\$ 400.00	\$ 23,200.00
19	Concrete Sidewalks	SF	152	\$ 5.00	\$ 760.00
20	2" Dense-Graded Hot-Mixed Asphalt	TON	7	\$ 90.00	\$ 630.00
21	10" Black Base including Tack Coat	TON	29	\$ 80.00	\$ 2,320.00
22	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	6	\$ 2,500.00	\$ 15,000.00
23	Sodding	SY	11,758	\$ 3.50	\$ 41,152.22
24	Temporary Drives	EA	30	\$ 300.00	\$ 9,000.00
25	Tree Protection Fencing	LF	300	\$ 2.00	\$ 600.00
26	Clearance Pruning	EA	5	\$ 100.00	\$ 500.00
27	Root Pruning Trench	LF	500	\$ 6.00	\$ 3,000.00
28	Root Stimulation	EA	5	\$ 150.00	\$ 750.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 307,865.67</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 46,179.85</b>
<b>GRAND TOTAL:</b>	<b>\$ 354,045.52</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

LINDENWOOD WEST BETWEEN PINELAND AND SHASTA, REFERENCE SHEET 1

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 1,987.10	\$ 1,806.45
2	Traffic Control and Regulations	LS	1	\$ 3,974.20	\$ 3,612.91
3	SWPPP	LS	1	\$ 1,987.10	\$ 1,806.45
4	Remove and Dispose of Existing Driveways, All	SY	102	\$ 4.95	\$ 504.90
5	Remove and Dispose of Existing Headwalls	EA	8	\$ 55.00	\$ 440.00
6	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	22	\$ 3.85	\$ 84.70
7	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	55	\$ 4.95	\$ 272.25
8	Ditch Regrading	LF	652	\$ 11.00	\$ 7,172.00
9	18" RCP Storm Sewer	LF	22	\$ 44.00	\$ 968.00
10	24" RCP Storm Sewer	LF	55	\$ 55.00	\$ 3,025.00
11	6" Reinforced Concrete Driveways	SY	102	\$ 49.50	\$ 5,049.00
12	Concrete Headwalls	EA	8	\$ 440.00	\$ 3,520.00
13	2" Dense-Graded Hot-Mixed Asphalt	TON	5	\$ 99.00	\$ 495.00
14	10" Black Base including Tack Coat	TON	25	\$ 88.00	\$ 2,200.00
15	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	2	\$ 2,750.00	\$ 5,500.00
16	Sodding	SY	1,449	\$ 3.85	\$ 5,578.22
17	Temporary Drives	EA	4	\$ 330.00	\$ 1,320.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 36,129.07</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 5,419.36</b>
<b>GRAND TOTAL:</b>	<b>\$ 48,774.25</b>



**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

**LINDENWOOD EAST BETWEEN PINELAND AND SHASTA, REFERENCE SHEET 1**

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 290.00	\$ 263.63
2	Traffic Control and Regulations	LS	1	\$ 579.99	\$ 527.27
3	SWPPP	LS	1	\$ 290.00	\$ 263.63
4	Remove and Dispose of Existing Sidewalk	SF	38	\$ 3.30	\$ 125.40
5	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	8	\$ 4.95	\$ 39.60
6	Ditch Regrading	LF	228	\$ 11.00	\$ 2,508.00
7	24" RCP Storm Sewer	LF	8	\$ 55.00	\$ 440.00
8	Concrete Sidewalks	SF	38	\$ 5.50	\$ 209.00
9	Sodding	SY	507	\$ 3.85	\$ 1,950.67

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 5,272.67</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 790.90</b>
<b>GRAND TOTAL:</b>	<b>\$ 7,118.10</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

LINDENWOOD WEST AFTER SHASTA, REFERENCE SHEETS 2 & 3

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 3,219.79	\$ 2,927.08
2	Traffic Control and Regulations	LS	1	\$ 6,439.57	\$ 5,854.16
3	SWPPP	LS	1	\$ 3,219.79	\$ 2,927.08
4	Remove and Dispose of Existing Driveways, All	SY	216	\$ 4.95	\$ 1,069.20
5	Remove and Dispose of Headwalls	EA	14	\$ 55.00	\$ 770.00
6	Remove and Dispose of Sidewalk	SF	57	\$ 3.30	\$ 188.10
7	Remove and Dispose of Existing 15" Storm Sewer Pipe	LF	46	\$ 3.30	\$ 151.80
8	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	56	\$ 3.85	\$ 215.60
9	Remove and Dispose of Existing 21" Storm Sewer Pipe	LF	6	\$ 4.40	\$ 26.40
10	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	165	\$ 4.95	\$ 816.75
11	Ditch Regrading	LF	994	\$ 11.00	\$ 10,934.00
12	15" RCP Storm Sewer	LF	46	\$ 38.50	\$ 1,771.00
13	18" RCP Storm Sewer	LF	56	\$ 44.00	\$ 2,464.00
14	24" RCP Storm Sewer	LF	171	\$ 55.00	\$ 9,405.00
15	6" Reinforced Concrete Driveways	SY	216	\$ 49.50	\$ 10,692.00
16	Concrete Headwalls	EA	14	\$ 440.00	\$ 6,160.00
17	Concrete Sidewalks	SF	57	\$ 5.50	\$ 313.50
18	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	1	\$ 2,750.00	\$ 2,750.00
19	Sodding	SY	2,209	\$ 3.85	\$ 8,504.22
20	Temporary Drives	EA	7	\$ 330.00	\$ 2,310.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 58,541.57</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 8,781.24</b>
<b>GRAND TOTAL:</b>	<b>\$ 79,031.12</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

LINDENWOOD EAST AFTER SHASTA, REFERENCE SHEETS 2 & 3

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 2,754.99	\$ 2,504.54
2	Traffic Control and Regulations	LS	1	\$ 5,509.98	\$ 5,009.07
3	SWPPP	LS	1	\$ 2,754.99	\$ 2,504.54
4	Remove and Dispose of Existing Driveways, All	SY	186	\$ 4.95	\$ 920.70
5	Remove and Dispose of Existing Headwalls	EA	12	\$ 55.00	\$ 660.00
6	Remove and Dispose of Existing Sidewalk	SF	32	\$ 3.30	\$ 105.60
7	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	39	\$ 3.85	\$ 150.15
8	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	95	\$ 4.95	\$ 470.25
9	Ditch Regrading	LF	1,080	\$ 11.00	\$ 11,880.00
10	18" RCP Storm Sewer	LF	39	\$ 44.00	\$ 1,716.00
11	24" RCP Storm Sewer	LF	95	\$ 55.00	\$ 5,225.00
12	6" Reinforced Concrete Driveways	SY	186	\$ 49.50	\$ 9,207.00
13	Concrete Headwalls	EA	12	\$ 440.00	\$ 5,280.00
14	Concrete Sidewalk	SF	32	\$ 5.50	\$ 176.00
15	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	1	\$ 2,750.00	\$ 2,750.00
16	Sodding	SY	2,400	\$ 3.85	\$ 9,240.00
17	Temporary Drives	EA	7	\$ 330.00	\$ 2,310.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 50,090.70</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 7,513.61</b>
<b>GRAND TOTAL:</b>	<b>\$ 67,622.45</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

SHASTA WEST BEFORE PINELAND, REFERENCE SHEET 4

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 1,461.25	\$ 1,328.41
2	Traffic Control and Regulations	LS	1	\$ 2,922.49	\$ 2,656.81
3	SWPPP	LS	1	\$ 1,461.25	\$ 1,328.41
4	Remove and Dispose of Existing Driveways, All	SY	105	\$ 4.95	\$ 519.75
5	Remove and Dispose of Existing Headwalls	EA	8	\$ 55.00	\$ 440.00
6	Remove and Dispose of Existing Sidewalk	SF	25	\$ 3.30	\$ 82.50
7	Remove and Dispose of Existing 15" Storm Sewer Pipe	LF	14	\$ 3.30	\$ 46.20
8	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	22	\$ 3.85	\$ 84.70
9	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	24	\$ 4.95	\$ 118.80
10	Remove and Dispose of Existing 36" Storm Sewer Pipe	LF	19	\$ 5.50	\$ 104.50
11	Ditch Regrading	LF	300	\$ 11.00	\$ 3,300.00
12	15" RCP Storm Sewer	LF	14	\$ 38.50	\$ 539.00
13	18" RCP Storm Sewer	LF	22	\$ 44.00	\$ 968.00
14	24" RCP Storm Sewer	LF	43	\$ 55.00	\$ 2,365.00
15	36" RCP Storm Sewer	LF	19	\$ 132.00	\$ 2,508.00
16	6" Reinforced Concrete Driveways	SY	105	\$ 49.50	\$ 5,197.50
17	Concrete Headwalls	EA	8	\$ 440.00	\$ 3,520.00
18	Concrete Sidewalk	SF	25	\$ 5.50	\$ 137.50
19	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	1	\$ 2,750.00	\$ 2,750.00
20	Sodding	SY	667	\$ 3.85	\$ 2,566.67
21	Temporary Drives	EA	4	\$ 330.00	\$ 1,320.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 26,568.12</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 3,985.22</b>
<b>GRAND TOTAL:</b>	<b>\$ 35,866.96</b>



**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

SHASTA WEST BETWEEN PINELAND AND LINDENWOOD, REFERENCE SHEETS 5 & 6

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 1,713.11	\$ 1,557.37
2	Traffic Control and Regulations	LS	1	\$ 3,426.22	\$ 3,114.75
3	SWPPP	LS	1	\$ 1,713.11	\$ 1,557.37
4	Remove and Dispose of Existing Driveways, All	SY	112	\$ 4.95	\$ 554.40
5	Remove and Dispose of Existing Headwalls	EA	6	\$ 55.00	\$ 330.00
6	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	40	\$ 3.85	\$ 154.00
7	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	58	\$ 3.85	\$ 223.30
8	Ditch Regrading	LF	806	\$ 11.00	\$ 8,866.00
9	18" RCP Storm Sewer	LF	40	\$ 44.00	\$ 1,760.00
10	24" RCP Storm Sewer	LF	58	\$ 55.00	\$ 3,190.00
11	6" Reinforced Concrete Driveways	SY	112	\$ 49.50	\$ 5,544.00
12	Concrete Headwalls	EA	6	\$ 440.00	\$ 2,640.00
13	Sodding	SY	1,791	\$ 3.85	\$ 6,895.78
14	Temporary Drives	EA	3	\$ 330.00	\$ 990.00

<b>CONSTRUCTION TOTAL:</b>	\$	<b>31,147.48</b>
<b>CONTINGENCY (15%):</b>	\$	<b>4,672.12</b>
<b>GRAND TOTAL:</b>	\$	<b>42,049.10</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

SHASTA EAST BETWEEN PINELAND AND LINDENWOOD, REFERENCE SHEETS 5 & 6

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 1,712.16	\$ 1,556.51
2	Traffic Control and Regulations	LS	1	\$ 3,424.33	\$ 3,113.02
3	SWPPP	LS	1	\$ 1,712.16	\$ 1,556.51
4	Remove and Dispose of Existing Driveways, All	SY	109	\$ 4.95	\$ 539.55
5	Remove and Dispose of Existing Headwalls	EA	8	\$ 55.00	\$ 440.00
6	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	39	\$ 3.85	\$ 150.15
7	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	36	\$ 3.85	\$ 138.60
8	Ditch Regrading	LF	674	\$ 11.00	\$ 7,414.00
9	18" RCP Storm Sewer	LF	39	\$ 44.00	\$ 1,716.00
10	24" RCP Storm Sewer	LF	36	\$ 55.00	\$ 1,980.00
11	6" Reinforced Concrete Driveways	SY	109	\$ 49.50	\$ 5,395.50
12	Concrete Headwalls	EA	8	\$ 440.00	\$ 3,520.00
13	Adjust Existing Inlets, Manholes and Valve Boxes to Grade	EA	1	\$ 2,750.00	\$ 2,750.00
14	Sodding	SY	1,498	\$ 3.85	\$ 5,766.44
15	Temporary Drives	EA	4	\$ 330.00	\$ 1,320.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 31,130.24</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 4,669.54</b>
<b>GRAND TOTAL:</b>	<b>\$ 42,025.83</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

PINELAND NORTH, REFERENCE SHEET 7

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 759.94	\$ 690.86
2	Traffic Control and Regulations	LS	1	\$ 1,519.88	\$ 1,381.71
3	SWPPP	LS	1	\$ 759.94	\$ 690.86
4	Remove and Dispose of Existing Driveways, All	SY	48	\$ 4.95	\$ 237.60
5	Remove and Dispose of Existing Headwalls	EA	2	\$ 55.00	\$ 110.00
6	Remove and Dispose of Existing 18" Storm Sewer Pipe	LF	30	\$ 3.85	\$ 115.50
8	Ditch Regrading	LF	432	\$ 11.00	\$ 4,752.00
9	18" RCP Storm Sewer	LF	30	\$ 44.00	\$ 1,320.00
11	6" Reinforced Concrete Driveways	SY	48	\$ 49.50	\$ 2,376.00
12	Concrete Headwalls	EA	2	\$ 440.00	\$ 880.00
14	Sodding	SY	960	\$ 3.85	\$ 3,696.00
15	Temporary Drives	EA	1	\$ 330.00	\$ 330.00

<b>CONSTRUCTION TOTAL:</b>	<b>\$ 13,817.10</b>
<b>CONTINGENCY (15%):</b>	<b>\$ 2,072.57</b>
<b>GRAND TOTAL:</b>	<b>\$ 18,653.09</b>

**City of Hunters Creek Village  
Roadside Drainage Improvements  
Preliminary Opinion of Construction Cost**

**TOTAL (OUTFALL ONLY), REFERENCE SHEET 21**

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 1,870.19	\$ 1,700.17
2	Traffic Control and Regulations	LS	1	\$ 5,500.00	\$ 5,500.00
3	SWPPP	LS	1	\$ 16,500.00	\$ 15,000.00
4	Remove and Dispose of Existing 24" Storm Sewer Pipe	LF	42	\$ 6.60	\$ 277.20
5	Remove and Dispose of Existing 36" Storm Sewer Pipe	LF	137	\$ 11.00	\$ 1,507.00
6	Type C Manhole	EA	1	\$ 3,850.00	\$ 3,850.00
7	Ditch Regrading	LF	100	\$ 11.00	\$ 1,100.00
8	24" RCP Storm Sewer	LF	42	\$ 110.00	\$ 4,620.00
9	36" RCP Storm Sewer	LF	137	\$ 132.00	\$ 18,084.00
10	2" Dense-Graded Hot-Mixed Asphalt	TON	2	\$ 99.00	\$ 198.00
11	10" Black Base including Tack Coat	TON	4	\$ 88.00	\$ 352.00
12	Sodding	SY	278	\$ 3.85	\$ 1,069.44
13	Tree Protection Fencing	LF	300	\$ 2.20	\$ 660.00
14	Clearance Pruning	EA	10	\$ 110.00	\$ 1,100.00
15	Root Pruning Trench	LF	200	\$ 6.60	\$ 1,320.00
16	Root Stimulation	EA	10	\$ 165.00	\$ 1,650.00

**CONSTRUCTION TOTAL:** \$ 57,987.82  
**CONTINGENCY (15%):** \$ 8,698.17

**GRAND TOTAL:** \$ 66,685.99



# 2014 Planning Calendar

## City of Hunters Creek Village

Date: 07/28/2014 10:07 AM

Date	Activity
April-May	Mailing of notices of appraised value by chief appraiser.
April 30	The chief appraiser prepares and certifies to the tax assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
May 15	Deadline for submitting appraisal records to ARB.
July 20* (Aug. 30)	Deadline for ARB to approve appraisal records.
July 25	Deadline for chief appraiser to certify rolls to taxing units.
◇	Certification of anticipated collection rate by collector.
◇	Calculation of effective and rollback tax rates.
◇	Publication of effective and rollback tax rates, statement and schedules; submission to governing body. <i>(Publication is not required by municipalities following SB1510 requirements. **)</i>
◇	72-hour notice for meeting <i>(Open Meetings Notice)</i> .
◇	Meeting of governing body to discuss tax rate; if proposed rate tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
◇	Notice of Public Hearing on Tax Increase is the first quarter-page notice in newspaper and on TV and website, if available, published at least seven days before public hearing. <i>(Not required by municipalities following SB1510 requirements. **)</i>
◇	<i>Municipalities following SB1510 requirements must publish their Notice of Property Tax Rates by September 1. **</i>
◇	72-hour notice for public hearing <i>(Open Meetings Notice)</i>
◇	Public hearing.
◇	72-hour notice for second public hearing <i>(Open Meetings Notice)</i>
◇	Second public hearing (may not be earlier than 3 days after first public hearing); schedule and announce meeting to adopt tax rate 3-14 days from this date.

◇	Notice of Tax Revenue Increase published before meeting*** to adopt tax rate is the second quarter-page notice in newspaper before meeting and published on TV and website (if available, at least seven days before meeting). <i>(Not required by municipalities following SB1510 requirements. **)</i>
◇	72-hour notice for meeting at which governing body will adopt tax rate <i>(Open Meetings Notice)</i>
◇	Meeting to adopt tax rate. Meeting is 3 to 14 days after second public hearing. Taxing unit must adopt tax rate by Sept. 30 or 60 days after receiving certified appraisal roll, whichever is later.

\*Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day

\*\*Advice of taxing unit legal counsel should be sought to determine how to fulfill the requirements of SB1510.

\*\*\*Advice of taxing unit legal counsel should be sought to determine which approach to take in notifying the public of the meeting at which the governing body will vote on the tax rate.

Harris County Appraisal District  
Recap Summary Comparison to Certified Estimates

065 City of Hunters Creek Village

Category	Taxable Value	Protested not Settled	Hearing Loss	Taxable Value Loss	Adjusted Taxable Value
Residential	2,187,270,123	253,594,951	2.28%	5,781,965	2,181,488,158
Multi-Family	0	-	0.00%	-	0
Commercial	24,778,276	4,146,316	1.50%	62,195	24,716,081
Vacant Land	33,669,174	8,377,268	2.00%	167,545	33,501,629
Industrial	0	-	0.00%	-	0
Utilities	2,110,750	1,214,360	0.00%	-	2,110,750
Com Personal	6,046,659	-	0.50%	-	6,046,659
Ind Personal	64,987	540	0.00%	-	64,987
Other	0	-	0.00%	-	0
<b>Total</b>	<b>2,253,939,969</b>	<b>267,333,435</b>	<b>2.25%</b>	<b>6,011,705</b>	<b>2,247,928,264</b>

2014 Certified Estimate      2,222,743,497

2013 Taxable Value      2,032,667,104

Percent over Certified Estimates      1.0113

Percent over 2013      1.1059

Data As of: August 4, 2014

SUMMARY PROJECTED FY 2014
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Ending Fund Balance		\$3,721,752
Revenues		\$5,145,113
Expenditures by Department		
Administration	\$663,537	
Professional Services	\$161,511	
Public Safety	\$2,608,280	
Public Works	\$872,085	
Court	\$69,902	
Capital Outlay	\$23,716	
Total Expenditures		\$4,399,031
Net Income		\$746,082
Fund Balance		\$3,721,752
Available for CIP		\$4,467,834
CIP Expenditures		\$1,338,741
Fund Balance Carryover to 2015		<u>\$3,129,093</u>

SUMMARY PROPOSED BUDGET FY 2015
---------------------------------

Ending Fund Balance		\$3,129,093
Revenues		\$5,657,905
Expenditures by Department		
Administration	\$717,600	
Professional Services	\$197,000	
Public Safety	\$2,698,078	
Public Works	\$1,306,000	
Court	\$77,000	
Capital Outlay	\$241,000	
Total Expenditures		\$5,236,678
Net Income		\$421,227
One-time capital outlay (st poles/IT)		\$0
Adjusted net income		\$421,227
Available for CIP		\$3,550,320
CIP Expenditures		\$1,925,000
Ending Fund Balance		<u>\$1,625,320</u>



**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
Beginning Fund Balance (Fund 01) as of 1/1/2014:			\$3,721,752		\$3,721,752	\$3,129,093	
<b>REVENUES</b>							
01-00-4000	PREVIOUS AD VALOREM TAXES	\$10,339	\$15,000	\$20,585	\$27,180	\$15,000	
01-00-4005	CURRENT AD VALOREM TAXES	\$3,644,831	\$3,715,009	\$3,700,991	\$3,715,009	\$4,189,105	
01-00-4010	FRANCHISE TAXES	\$440,030	\$460,000	\$166,194	\$332,340	\$360,000	
01-00-4015	SALES TAXES	\$333,590	\$310,000	\$113,468	\$285,451	\$285,000	
01-00-4025	TRAFFIC FINES/BONDS	\$229,937	\$225,000	\$66,731	\$133,462	\$130,000	
01-00-4027	COURT TECHNOLOGY FUND	\$3,810	\$3,500	\$800	\$1,600	\$1,600	
01-00-4028	COURT SECURITY FUND	\$2,858	\$3,000	\$600	\$1,200	\$1,200	
01-00-4030	INTEREST INCOME	\$13,106	\$14,000	\$7,544	\$15,088	\$15,000	
01-00-4035	BUILDING PERMITS	\$414,037	\$375,000	\$244,390	\$431,000	\$440,000	
01-00-4040	PENALTIES/INTEREST	\$18,734	\$15,000	\$18,428	\$18,428	\$15,000	
01-00-4045	SUBD ST. LIGHTS	\$38,019	\$38,000	\$0	\$36,511	\$36,500	
01-00-4055	OTHER INCOME	\$29,838	\$20,000	\$36,696	\$48,392	\$23,000	
01-00-4056	EMS	\$56,836	\$64,000	\$24,931	\$56,000	\$56,800	
01-00-4057	CHILD SAFETY FEES	\$5,110	\$6,000	\$2,648	\$5,296	\$5,200	
01-00-4058	DONATIONS	\$5,000	\$0	\$0	\$0	\$0	
01-00-4060	MIXED DRINK TAX	\$13,450	\$8,000	\$3,289	\$13,156	\$13,100	
01-00-4070	METRO RECEIPTS	\$150,000	\$150,000	\$0	\$0	\$71,400	
01-00-4072	REIMB DRAINAGE DISPUTE PPV	\$100,000	\$0	\$0	\$0	\$0	
01-00-4073	SOLDIERS CRK EROSION STUDY PPV	\$0	\$25,000	\$0	\$25,000	\$0	
<b>TOTAL REVENUES</b>		<b>\$5,509,525</b>	<b>\$5,446,509</b>	<b>\$4,407,296</b>	<b>\$5,145,113</b>	<b>\$5,657,905</b>	<b>3.74%</b>

**Notes:**

- 30 Account 4005 - Property Taxes based on current tax rate of 0.184082/\$00 of est value \$2,275,673,301
- 31 Accounts 4010 & 4015 - revenues down in franchise & sales tax
- 32 Account 4055 - ytd includes \$25k from settlement of claim for damages
- 33 Account 4070 - Metro receipts based on 25% of 1% sales tax collected. New formula begins in 2014
- 34 based on 2014 sales tax with first payment expected in 2015. No receipts expected in 2014

**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
<b>EXPENDITURES (Maintenance &amp; Operations)</b>							
<b>37 ADMINISTRATION</b>							
39 01-01-7000	SALARIES & WAGES	\$393,993	\$406,220	\$202,281	\$411,889	\$428,216	
40 01-01-7025	TMRS	\$40,779	\$46,722	\$20,491	\$41,725	\$62,819	
41 01-01-7030	PAYROLL TAXES	\$31,800	\$35,373	\$15,669	\$32,532	\$34,415	
42 01-01-7040	OFFICE EQUIPMENT	\$4,118	\$7,000	\$2,719	\$5,438	\$7,000	
42 01-01-7045	NOTICES & MAILING	\$9,573	\$30,000	\$6,361	\$27,732	\$15,000	
43 01-01-7055	OFFICE SUPPLIES & PRINTING	\$8,142	\$7,000	\$3,144	\$6,288	\$7,000	
44 01-01-7056	BANK FEES (credit card fees)	\$0	\$500	\$0	\$500	\$1,000	
45 01-01-7060	TELEPHONE	\$19,724	\$22,000	\$7,725	\$15,450	\$16,000	
46 01-01-7061	TRAVEL & TRAINING	\$4,132	\$4,000	\$3	\$4,000	\$4,000	
47 01-01-7065	MACHINE RENTAL MAINTENANCE	\$5,642	\$6,000	\$3,171	\$6,342	\$6,000	
48 01-01-7090	MEMBERSHIPS & SUBSCRIPTIONS	\$2,564	\$2,500	\$1,309	\$2,618	\$2,500	
49 01-01-7105	INSURANCE BENEFITS	\$59,725	\$71,000	\$32,239	\$64,478	\$81,650	
50 01-01-7108	GEN LIABILITY/PROP/WC INSURANCE	\$16,733	\$18,000	\$0	\$18,000	\$18,000	
51 01-01-7109	SURETY BONDS	\$212	\$500	\$78	\$200	\$500	
52 01-01-7110	ELECTIONS	\$0	\$5,000	\$57	\$60	\$5,000	
53 01-01-7111	RECORDS MANAGEMENT	\$2,000	\$2,500	\$0	\$500	\$2,500	
54 01-01-7112	CODIFICATIONS	\$621	\$3,000	\$1,393	\$2,785	\$3,000	
55 01-01-7115	PUBLIC RELATIONS	\$19,987	\$23,000	\$8,647	\$23,000	\$23,000	
<b>56</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$619,745</b>	<b>\$690,315</b>	<b>\$305,286</b>	<b>\$663,537</b>	<b>\$717,600</b>	<b>3.80%</b>
<b>58 PROFESSIONAL SERVICES</b>							
59 01-02-6502	CITY ENGINEER	\$64,964	\$50,000	\$39,941	\$50,000	\$50,000	
60 01-02-6504	TCEQ PHIII STORMWATER PERMIT	\$3,602	\$3,000	\$570	\$2,570	\$3,000	
61 01-02-7042	CONSULTING SERVICES	\$16,517	\$25,000	\$2,400	\$14,400	\$15,000	
62 01-02-7085	TAX COLLECTOR/ASSESSOR	\$37,835	\$40,000	\$22,474	\$38,000	\$40,000	
63 01-02-7120	AUDITOR	\$11,985	\$14,000	\$12,041	\$12,041	\$14,000	
64 01-02-7300	LITIGATION	\$17,030	\$25,000	\$1,523	\$2,000	\$25,000	
65 01-02-7310	CITY ATTORNEY	\$38,092	\$50,000	\$21,273	\$42,500	\$50,000	
<b>66</b>	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$190,025</b>	<b>\$207,000</b>	<b>\$100,221</b>	<b>\$161,511</b>	<b>\$197,000</b>	<b>-5.08%</b>
68							
69	Notes:						
70	Account 7105 - employee group insurance premiums 15% incr						
71	Account 7025 - TMRS pension costs based on full rate @ 14.67%						
71	Account 7120 - contract with auditor will expire after FY 2014 audit						

**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
<b>73</b>	<b>PUBLIC SAFETY</b>						
74	01-03-5000 VILLAGE FIRE DEPARTMENT	\$1,082,427	\$1,073,035	\$670,647	\$1,073,035	\$1,134,165	5.39%
75	01-03-5005 MEMORIAL VILLAGES POLICE DEPT.	\$1,433,950	\$1,535,245	\$912,228	\$1,535,245	\$1,563,913	1.83%
76	01-03-5006 VPD-STEP PROGRAM	\$27,055	\$0	\$0	\$0	\$0	0.00%
77	<b>TOTAL PUBLIC SAFETY</b>	<b>\$2,543,432</b>	<b>\$2,608,280</b>	<b>\$1,582,875</b>	<b>\$2,608,280</b>	<b>\$2,698,078</b>	<b>3.33%</b>
<b>79</b>	<b>PUBLIC WORKS</b>						
80	01-04-5015 GARBAGE SERVICE	\$593,820	\$575,000	\$296,880	\$575,000	\$625,000	
81	01-04-5020 STREET LIGHTS-CITY	\$50,610	\$50,000	\$27,986	\$47,980	\$50,000	
82	01-04-5500 STREET & DRAINAGE MAINTENANCE	\$68,624	\$75,000	\$18,100	\$40,000	\$75,000	
83	01-04-5501 WICKLINE RAVINE RESTRICTOR INSPECTIONS	\$0	\$2,500	\$0	\$2,500	\$2,500	
84	01-04-5510 RENTAL/PURCHASE EQUIPMENT	\$11,864	\$15,000	\$1,960	\$4,000	\$15,000	
85	01-04-5520 TRUCK MAINTENANCE	\$12,027	\$12,000	\$4,441	\$8,882	\$9,000	
86	01-04-5530 TRAFFIC LIGHT MAINTENANCE	\$7,383	\$15,000	\$5,266	\$10,532	\$15,000	
87	01-04-5540 MOWING CONTRACT	\$22,230	\$30,000	\$9,092	\$23,000	\$30,000	
88	01-04-5550 TRAFFIC SIGNS	\$84	\$1,500	\$657	\$1,314	\$1,500	
89	01-04-5560 LANDSCAPING	\$24,372	\$30,000	\$3,509	\$30,000	\$30,000	
90	01-04-6205 UNIFORMS-PW	\$3,455	\$3,500	\$1,649	\$3,300	\$3,500	
91	01-04-6501 PW-BUILDING INSPECTIONS	\$71,985	\$63,000	\$31,905	\$76,572	\$72,000	
92	01-04-6540 URBAN FORESTER	\$17,465	\$15,000	\$7,735	\$18,564	\$17,000	
93	01-04-7050 BUILDING MAINTENANCE	\$29,696	\$35,000	\$5,277	\$17,941	\$35,000	
94	01-04-7051 JANITORIAL SERVICE BLDG MAINTENANCE	\$0	\$9,000	\$0	\$0	\$9,000	
95	01-04-7057 OFFICE SUPP/PRINTING - PW	\$1,268	\$2,000	\$321	\$1,000	\$2,000	
96	01-04-7062 TRAVEL/TRAINING - PW	\$1,787	\$1,500	\$941	\$1,500	\$1,500	
97	01-04-7070 MOSQUITO FOGGING CONTRACT	\$9,900	\$12,000	\$2,925	\$9,000	\$12,000	
98	01-04-7091 MEMBERSHIPS/SUBC - PW	\$785	\$1,000	\$251	\$1,000	\$1,000	
99	01-04-8063 STORM DISASTER FUND	\$0	\$300,000	\$0	\$0	\$300,000	
100	<b>TOTAL PUBLIC WORKS</b>	<b>\$927,355</b>	<b>\$1,248,000</b>	<b>\$418,894</b>	<b>\$872,085</b>	<b>\$1,306,000</b>	<b>4.44%</b>

Notes:

103 Account 5015 - garbage service contract expires 10/31/2014

104 landfill disposal costs increasing

105 Account 5005 - based on proposed budget # not yet approved by city

**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
106							
107							
108	<b>MUNICIPAL COURT</b>						
109	01-05-8000 JUDGES & PROSECUTORS	\$31,746	\$31,000	\$13,466	\$26,932	\$30,000	
110	01-05-8020 JURY DUTY FEES	\$0	\$300	\$0	\$0	\$300	
111	01-05-8025 WARRANTS ISSUED	\$24	\$500	\$18	\$500	\$500	
112	01-05-8030 COURT SUPPLIES & PRINTING	\$3,141	\$2,500	\$70	\$2,500	\$2,500	
113	01-05-8031 COURT TECHNOLOGY	\$4,776	\$5,000	\$1,312	\$2,624	\$2,500	
114	01-05-8032 COURT SECURITY	\$21,695	\$5,000	\$630	\$1,260	\$1,200	
115	01-05-8033 CHILD SAFETY FEE (DARE)	\$5,110	\$5,000	\$0	\$0	\$0	
116	01-05-8034 COURT MEMBERSHIPS & SUBSCRIPTIONS	\$90	\$500	\$150	\$300	\$500	
117	01-05-8035 COURT-TRAVEL & TRAINING	\$0	\$500	\$0	\$200	\$500	
118	01-05-8044 CREDIT CARD FEES	\$4,754	\$2,800	\$2,241	\$4,482	\$4,000	
119	01-05-8045 COURT TAX PD TO STATE	\$65,319	\$60,000	\$9,840	\$31,104	\$35,000	
120	<b>TOTAL MUNICIPAL COURT</b>	<b>\$136,655</b>	<b>\$113,100</b>	<b>\$27,727</b>	<b>\$69,902</b>	<b>\$77,000</b>	<b>-46.88%</b>
121							
122	<b>CAPITAL OUTLAY</b>						
123	01-06-7041 COMPUTER EQUIP. & SOFTWARE	\$13,369	\$17,000	\$6,174	\$12,348	\$13,000	
124	01-06-7043 UPGRADE PERMITTING SOFTWARE	\$0	\$20,000	\$0	\$0	\$25,000	
125	01-06-7044 GAUGE & MONITORING FLOOD STAGE	\$0	\$10,000	\$9,868	\$9,868	\$0	
126	01-06-8062 VEHICLE & EQUIPMENT	\$24,686	\$0	\$0	\$0	\$0	
127	01-06-8064 CAPITAL RESERVE	\$0	\$200,000	\$0	\$0	\$200,000	
128	01-06-8065 FURNITURE & EQUIPMENT	\$2,244	\$3,000	\$0	\$1,500	\$3,000	
129	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$40,299</b>	<b>\$250,000</b>	<b>\$16,042</b>	<b>\$23,716</b>	<b>\$241,000</b>	<b>-3.73%</b>
130							
131	Notes:						
132	Account 7041 includes expenditures for licenses & support for software applications as currently used						
133							
134	TOTAL REVENUES		\$5,446,509		\$5,145,113	\$5,657,905	
135	TOTAL EXPENDITURES (M&O)		\$5,116,695		\$4,399,031	\$5,236,678	
136	NET INCOME BEFORE FUND BALANCE (lines 142+143)		\$329,814		\$746,082	\$421,227	
137	ENDING FUND BALANCE (line 144 +line 4)		\$4,051,566		\$4,467,834	\$3,550,320	
138							
139							
140	<b>CAPITAL OUTLAY - ADDITIONAL EXPENDITURES</b>						
141	Ornamental Steet Signs, Poles					\$0	
142	IT software & hardware upgrades/website update					\$0	



**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
143							
144	<b>CAPITAL IMPROVEMENTS (FUND 02)</b>						
145							
146							
147	FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS		\$4,051,566		\$4,467,834	\$3,550,320	
148							
150							
150	02-01-9029 RIPPLE CREEK PAVING IMPROVEMENTS	\$95,801	\$0	\$0	\$0	\$0	
156	02-01-9031 CITY HALL ADDITION	\$444,058	\$0	\$0	\$0	\$0	
152	02-01-9032 DITCH REGRADING	\$0	\$430,000	\$0	\$430,000	\$0	
153	02-01-9034 VOSS RD RETAINING WALL AT SMITHDALE	\$45,565	\$609,741	\$11,350	\$609,741	\$0	
154	02-01-9035 MUDJACKING/SIDEWALK REPAIRS	\$0	\$35,000	\$1,500	\$30,000	\$30,000	
155	02-01-9036 SOLDIERS CREEK EROSION CONTROL STUDY	\$0	\$50,000	\$50,000	\$50,000	\$0	
156	02-01-9037 VOSS ROAD RESTRIPIING	\$0	\$43,000	\$0	\$39,000	\$0	
157	02-01-9038 PAVEMENT REPAIRS - MAINTENANCE	\$23,870	\$50,000	\$0	\$0	\$50,000	
158	02-01-9039 WICKLINE RAVINE CROSSING at Willowend	\$0	\$180,000	\$0	\$180,000	\$0	
159	02-01-9040 TRAFFIC SIGNAL CONTROLLER	\$0	\$50,000	\$0	\$0	\$50,000	
160	02-01-9041 I-10 NOISE ABATEMENT	\$0	\$80,000	\$0	\$0	\$80,000	
161	** BOROS DRIVE - engr & construction	\$0	\$0	\$0	\$0	\$600,000	
162	** HICKORY HOLLOW PAVING IMPROVEMENTS - engr	\$0	\$0	\$0	\$0	\$93,000	
163	** HUNTERS CREEK DR PAVING IMPR - engr & constr	\$0	\$0	\$0	\$0	\$975,000	
164	** HUNTWICK REPAVING - engr only	\$0	\$0	\$0	\$0	\$47,000	
165		\$609,294	\$1,527,741	\$62,850	\$1,338,741	\$1,925,000	
166							
16	ENDING FUND BALANCE		\$2,523,825		\$3,129,093	\$1,625,320	
168							
169	90 day ending fund balance reqmt						
170	of M&O						
171			\$1,279,174		\$1,099,758	\$1,309,170	
172	** costs based on update from city engineer						
173							
174							
175							
176							
177							
178							
179							
180							
181							

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SUMMARY PROJECTED FY 2014
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Ending Fund Balance		\$3,721,752
Revenues		\$5,145,113
Expenditures by Department		
Administration	\$663,537	
Professional Services	\$161,511	
Public Safety	\$2,608,280	
Public Works	\$872,085	
Court	\$69,902	
Capital Outlay	\$23,716	
Total Expenditures		\$4,399,031
Net Income		\$746,082
Fund Balance		\$3,721,752
Available for CIP		\$4,467,834
CIP Expenditures		\$1,338,741
Fund Balance Carryover to 2015		<u>\$3,129,093</u>

SUMMARY PROPOSED BUDGET FY 2015
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Ending Fund Balance		\$3,129,093
Revenues		\$5,906,363
Expenditures by Department		
Administration	\$717,600	
Professional Services	\$197,000	
Public Safety	\$2,698,078	
Public Works	\$1,306,000	
Court	\$77,000	
Capital Outlay	\$241,000	
Total Expenditures		\$5,236,678
Net Income		\$669,685
One-time capital outlay (st poles/IT)		\$0
Adjusted net income		\$669,685
Available for CIP		\$3,798,778
CIP Expenditures		\$1,925,000
Ending Fund Balance		<u>\$1,873,778</u>

**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
7	Beginning Fund Balance (Fund 01) as of 1/1/2014:		\$3,721,752		\$3,721,752	\$3,129,093	
<b>REVENUES</b>							
10	01-00-4000 PREVIOUS AD VALOREM TAXES	\$10,339	\$15,000	\$20,585	\$27,180	\$15,000	
11	01-00-4005 CURRENT AD VALOREM TAXES	\$3,644,831	\$3,715,009	\$3,700,991	\$3,715,009	\$4,437,563	
12	01-00-4010 FRANCHISE TAXES	\$440,030	\$460,000	\$166,194	\$332,340	\$360,000	
13	01-00-4015 SALES TAXES	\$333,590	\$310,000	\$113,468	\$285,451	\$285,000	
14	01-00-4025 TRAFFIC FINES/BONDS	\$229,937	\$225,000	\$66,731	\$133,462	\$130,000	
15	01-00-4027 COURT TECHNOLOGY FUND	\$3,810	\$3,500	\$800	\$1,600	\$1,600	
16	01-00-4028 COURT SECURITY FUND	\$2,858	\$3,000	\$600	\$1,200	\$1,200	
17	01-00-4030 INTEREST INCOME	\$13,106	\$14,000	\$7,544	\$15,088	\$15,000	
18	01-00-4035 BUILDING PERMITS	\$414,037	\$375,000	\$244,390	\$431,000	\$440,000	
19	01-00-4040 PENALTIES/INTEREST	\$18,734	\$15,000	\$18,428	\$18,428	\$15,000	
20	01-00-4045 SUBD ST. LIGHTS	\$38,019	\$38,000	\$0	\$36,511	\$36,500	
21	01-00-4055 OTHER INCOME	\$29,838	\$20,000	\$36,696	\$48,392	\$23,000	
22	01-00-4056 EMS	\$56,836	\$64,000	\$24,931	\$56,000	\$56,800	
23	01-00-4057 CHILD SAFETY FEES	\$5,110	\$6,000	\$2,648	\$5,296	\$5,200	
24	01-00-4058 DONATIONS	\$5,000	\$0	\$0	\$0	\$0	
25	01-00-4060 MIXED DRINK TAX	\$13,450	\$8,000	\$3,289	\$13,156	\$13,100	
26	01-00-4070 METRO RECEIPTS	\$150,000	\$150,000	\$0	\$0	\$71,400	
27	01-00-4072 REIMB DRAINAGE DISPUTE PPV	\$100,000	\$0	\$0	\$0	\$0	
28	01-00-4073 SOLDIERS CRK EROSION STUDY PPV	\$0	\$25,000	\$0	\$25,000	\$0	
29	<b>TOTAL REVENUES</b>	<b>\$5,509,525</b>	<b>\$5,446,509</b>	<b>\$4,407,296</b>	<b>\$5,145,113</b>	<b>\$5,906,363</b>	<b>7.79%</b>

**Notes:**

- 30 Account 4005 - Property Taxes based on proposed tax rate of 0.195/\$00 of est value \$2,275,673,301
- 31 Accounts 4010 & 4015 - revenues down in franchise & sales tax
- 32 Account 4055 - ytd includes \$25k from settlement of claim for damages
- 33 Account 4070 - Metro receipts based on 25% of 1% sales tax collected. New formula begins in 2014
- 34 **based on 2014 sales tax with first payment expected in 2015. No receipts expected in 2014**

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**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
<b>EXPENDITURES (Maintenance &amp; Operations)</b>							
40	<b>ADMINISTRATION</b>						
39	01-01-7000 SALARIES & WAGES	\$393,993	\$406,220	\$202,281	\$411,889	\$428,216	
40	01-01-7025 TMRS	\$40,779	\$46,722	\$20,491	\$41,725	\$62,819	
41	01-01-7030 PAYROLL TAXES	\$31,800	\$35,373	\$15,669	\$32,532	\$34,415	
42	01-01-7040 OFFICE EQUIPMENT	\$4,118	\$7,000	\$2,719	\$5,438	\$7,000	
45	01-01-7045 NOTICES & MAILING	\$9,573	\$30,000	\$6,361	\$27,732	\$15,000	
46	01-01-7055 OFFICE SUPPLIES & PRINTING	\$8,142	\$7,000	\$3,144	\$6,288	\$7,000	
47	01-01-7056 BANK FEES (credit card fees)	\$0	\$500	\$0	\$500	\$1,000	
48	01-01-7060 TELEPHONE	\$19,724	\$22,000	\$7,725	\$15,450	\$16,000	
49	01-01-7061 TRAVEL & TRAINING	\$4,132	\$4,000	\$3	\$4,000	\$4,000	
50	01-01-7065 MACHINE RENTAL MAINTENANCE	\$5,642	\$6,000	\$3,171	\$6,342	\$6,000	
51	01-01-7090 MEMBERSHIPS & SUBSCRIPTIONS	\$2,564	\$2,500	\$1,309	\$2,618	\$2,500	
52	01-01-7105 INSURANCE BENEFITS	\$59,725	\$71,000	\$32,239	\$64,478	\$81,650	
53	01-01-7108 GEN LIABILITY/PROP/WC INSURANCE	\$16,733	\$18,000	\$0	\$18,000	\$18,000	
54	01-01-7109 SURETY BONDS	\$212	\$500	\$78	\$200	\$500	
55	01-01-7110 ELECTIONS	\$0	\$5,000	\$57	\$60	\$5,000	
56	01-01-7111 RECORDS MANAGEMENT	\$2,000	\$2,500	\$0	\$500	\$2,500	
57	01-01-7112 CODIFICATIONS	\$621	\$3,000	\$1,393	\$2,785	\$3,000	
58	01-01-7115 PUBLIC RELATIONS	\$19,987	\$23,000	\$8,647	\$23,000	\$23,000	
59	<b>TOTAL ADMINISTRATION</b>	<b>\$619,745</b>	<b>\$690,315</b>	<b>\$305,286</b>	<b>\$663,537</b>	<b>\$717,600</b>	<b>3.80%</b>
61	<b>PROFESSIONAL SERVICES</b>						
62	01-02-6502 CITY ENGINEER	\$64,964	\$50,000	\$39,941	\$50,000	\$50,000	
63	01-02-6504 TCEQ PHII STORMWATER PERMIT	\$3,602	\$3,000	\$570	\$2,570	\$3,000	
64	01-02-7042 CONSULTING SERVICES	\$16,517	\$25,000	\$2,400	\$14,400	\$15,000	
65	01-02-7085 TAX COLLECTOR/ASSESSOR	\$37,835	\$40,000	\$22,474	\$38,000	\$40,000	
66	01-02-7120 AUDITOR	\$11,985	\$14,000	\$12,041	\$12,041	\$14,000	
67	01-02-7300 LITIGATION	\$17,030	\$25,000	\$1,523	\$2,000	\$25,000	
68	01-02-7310 CITY ATTORNEY	\$38,092	\$50,000	\$21,273	\$42,500	\$50,000	
69	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$190,025</b>	<b>\$207,000</b>	<b>\$100,221</b>	<b>\$161,511</b>	<b>\$197,000</b>	<b>-5.08%</b>

Notes:

70 Account 7105 - employee group insurance premiums 15% incr

71 Account 7025 - TMRS pension costs based on full rate @ 14.67%

74 Account 7120 - contract with auditor will expire after FY 2014 audit

98



**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
<b>76 PUBLIC SAFETY</b>							
77 01-03-5000	VILLAGE FIRE DEPARTMENT	\$1,082,427	\$1,073,035	\$670,647	\$1,073,035	\$1,134,165	5.39%
78 01-03-5005	MEMORIAL VILLAGES POLICE DEPT.	\$1,433,950	\$1,535,245	\$912,228	\$1,535,245	\$1,563,913	1.83%
79 01-03-5006	VFD-STEP PROGRAM	\$27,055	\$0	\$0	\$0	\$0	0.00%
<b>80</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>\$2,543,432</b>	<b>\$2,608,280</b>	<b>\$1,582,875</b>	<b>\$2,608,280</b>	<b>\$2,698,078</b>	<b>3.33%</b>
<b>81</b>							
<b>82 PUBLIC WORKS</b>							
83 01-04-5015	GARBAGE SERVICE	\$593,820	\$575,000	\$296,880	\$575,000	\$625,000	
84 01-04-5020	STREET LIGHTS-CITY	\$50,610	\$50,000	\$27,986	\$47,980	\$50,000	
85 01-04-5500	STREET & DRAINAGE MAINTENANCE	\$68,624	\$75,000	\$18,100	\$40,000	\$75,000	
86 01-04-5501	WICKLINE RAVINE RESTRICTOR INSPECTIONS	\$0	\$2,500	\$0	\$2,500	\$2,500	
87 01-04-5510	RENTAL/PURCHASE EQUIPMENT	\$11,864	\$15,000	\$1,960	\$4,000	\$15,000	
88 01-04-5520	TRUCK MAINTENANCE	\$12,027	\$12,000	\$4,441	\$8,882	\$9,000	
89 01-04-5530	TRAFFIC LIGHT MAINTENANCE	\$7,383	\$15,000	\$5,266	\$10,532	\$15,000	
90 01-04-5540	MOWING CONTRACT	\$22,230	\$30,000	\$9,092	\$23,000	\$30,000	
91 01-04-5550	TRAFFIC SIGNS	\$84	\$1,500	\$657	\$1,314	\$1,500	
92 01-04-5560	LANDSCAPING	\$24,372	\$30,000	\$3,509	\$30,000	\$30,000	
93 01-04-6205	UNIFORMS-PW	\$3,455	\$3,500	\$1,649	\$3,300	\$3,500	
94 01-04-6501	PW-BUILDING INSPECTIONS	\$71,985	\$63,000	\$31,905	\$76,572	\$72,000	
95 01-04-6540	URBAN FORESTER	\$17,465	\$15,000	\$7,735	\$18,564	\$17,000	
96 01-04-7050	BUILDING MAINTENANCE	\$29,696	\$35,000	\$5,277	\$17,941	\$35,000	
97 01-04-7051	JANITORIAL SERVICE BLDG MAINTENANCE	\$0	\$9,000	\$0	\$0	\$9,000	
98 01-04-7057	OFFICE SUPP/PRINTING - PW	\$1,268	\$2,000	\$321	\$1,000	\$2,000	
99 01-04-7062	TRAVEL/TRAINING - PW	\$1,787	\$1,500	\$941	\$1,500	\$1,500	
100 01-04-7070	MOSQUITO FOGGING CONTRACT	\$9,900	\$12,000	\$2,925	\$9,000	\$12,000	
101 01-04-7091	MEMBERSHIPS/SUBSC - PW	\$785	\$1,000	\$251	\$1,000	\$1,000	
102 01-04-8063	STORM DISASTER FUND	\$0	\$300,000	\$0	\$0	\$300,000	
<b>103</b>	<b>TOTAL PUBLIC WORKS</b>	<b>\$927,355</b>	<b>\$1,248,000</b>	<b>\$418,894</b>	<b>\$872,085</b>	<b>\$1,306,000</b>	<b>4.44%</b>
104							
105							

102 Notes:

103 Account 5015 - garbage service contract expires 10/31/2014

104 landfill disposal costs increasing

105 Account 5005 - based on proposed budget # not yet approved by city

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**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
106							
107							
108	<b>MUNICIPAL COURT</b>						
109	01-05-8000 JUDGES & PROSECUTORS	\$31,746	\$31,000	\$13,466	\$26,932	\$30,000	
110	01-05-8020 JURY DUTY FEES	\$0	\$300	\$0	\$0	\$300	
111	01-05-8025 WARRANTS ISSUED	\$24	\$500	\$18	\$500	\$500	
112	01-05-8030 COURT SUPPLIES & PRINTING	\$3,141	\$2,500	\$70	\$2,500	\$2,500	
113	01-05-8031 COURT TECHNOLOGY	\$4,776	\$5,000	\$1,312	\$2,624	\$2,500	
114	01-05-8032 COURT SECURITY	\$21,695	\$5,000	\$630	\$1,260	\$1,200	
115	01-05-8033 CHILD SAFETY FEE (DARE)	\$5,110	\$5,000	\$0	\$0	\$0	
116	01-05-8034 COURT MEMBERSHIPS & SUBSCRIPTIONS	\$90	\$500	\$150	\$300	\$500	
117	01-05-8035 COURT-TRAVEL & TRAINING	\$0	\$500	\$0	\$200	\$500	
118	01-05-8044 CREDIT CARD FEES	\$4,754	\$2,800	\$2,241	\$4,482	\$4,000	
119	01-05-8045 COURT TAX PD TO STATE	\$65,319	\$60,000	\$9,840	\$31,104	\$35,000	
120	<b>TOTAL MUNICIPAL COURT</b>	<b>\$136,655</b>	<b>\$113,100</b>	<b>\$27,727</b>	<b>\$69,902</b>	<b>\$77,000</b>	<b>-46.88%</b>
121							
122	<b>CAPITAL OUTLAY</b>						
123	01-06-7041 COMPUTER EQUIP. & SOFTWARE	\$13,369	\$17,000	\$6,174	\$12,348	\$13,000	
124	01-06-7043 UPGRADE PERMITTING SOFTWARE	\$0	\$20,000	\$0	\$0	\$25,000	
125	01-06-7044 GAUGE & MONITORING FLOOD STAGE	\$0	\$10,000	\$9,868	\$9,868	\$0	
126	01-06-8062 VEHICLE & EQUIPMENT	\$24,686	\$0	\$0	\$0	\$0	
127	01-06-8064 CAPITAL RESERVE	\$0	\$200,000	\$0	\$0	\$200,000	
128	01-06-8065 FURNITURE & EQUIPMENT	\$2,244	\$3,000	\$0	\$1,500	\$3,000	
129	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$40,299</b>	<b>\$250,000</b>	<b>\$16,042</b>	<b>\$23,716</b>	<b>\$241,000</b>	<b>-3.73%</b>
130							
131	Notes:						
132	Account 7041 includes expenditures for licenses & support for software applications as currently used						
133							
134	TOTAL REVENUES		\$5,446,509		\$5,145,113	\$5,906,363	
135	TOTAL EXPENDITURES (M&O)		\$5,116,695		\$4,399,031	\$5,236,678	
136	NET INCOME BEFORE FUND BALANCE (lines 142+143)		\$329,814		\$746,082	\$669,685	
137	ENDING FUND BALANCE (line 144 +line 4)		\$4,051,566		\$4,467,834	\$3,798,778	
138							
139							
140	<b>CAPITAL OUTLAY - ADDITIONAL EXPENDITURES</b>						
141	Ornamental Steet Signs, Poles					\$0	
142	IT software & hardware upgrades/website update					\$0	

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**CITY OF HUNTERS CREEK VILLAGE  
2015 BUDGET PLANNING WORK SHEET**

Account	Description	Actual 2013	Current Budget 2014	YTD Actual 6/30/2014	Proj Actual FY 2014	Proposed Budget FY 2015	% (+/-)
143							
144	<b>CAPITAL IMPROVEMENTS (FUND 02)</b>						
148							
149							
150	FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS		\$4,051,566		\$4,467,834	\$3,798,778	
151							
152							
153	02-01-9029 RIPPLE CREEK PAVING IMPROVEMENTS	\$95,801	\$0	\$0	\$0	\$0	
154	02-01-9031 CITY HALL ADDITION	\$444,058	\$0	\$0	\$0	\$0	
155	02-01-9032 DITCH REGRADING	\$0	\$430,000	\$0	\$430,000	\$0	
156	02-01-9034 VOSS RD RETAINING WALL AT SMITHDALE	\$45,565	\$609,741	\$11,350	\$609,741	\$0	
157	02-01-9035 MUDJACKING/SIDEWALK REPAIRS	\$0	\$35,000	\$1,500	\$30,000	\$30,000	
158	02-01-9036 SOLDIERS CREEK EROSION CONTROL STUDY	\$0	\$50,000	\$50,000	\$50,000	\$0	
159	02-01-9037 VOSS ROAD RESTRIPIING	\$0	\$43,000	\$0	\$39,000	\$0	
160	02-01-9038 PAVEMENT REPAIRS - MAINTENANCE	\$23,870	\$50,000	\$0	\$0	\$50,000	
161	02-01-9039 WICKLINE RAVINE CROSSING at Willowend	\$0	\$180,000	\$0	\$180,000	\$0	
162	02-01-9040 TRAFFIC SIGNAL CONTROLLER	\$0	\$50,000	\$0	\$0	\$50,000	
163	02-01-9041 I-10 NOISE ABATEMENT	\$0	\$80,000	\$0	\$0	\$80,000	
164	** BOROS DRIVE - engr & construction	\$0	\$0	\$0	\$0	\$600,000	
165	** HICKORY HOLLOW PAVING IMPROVEMENTS - engr	\$0	\$0	\$0	\$0	\$93,000	
166	** HUNTERS CREEK DR PAVING IMPR - engr & con	\$0	\$0	\$0	\$0	\$975,000	
167	** HUNTWYCK REPAVING - engr only	\$0	\$0	\$0	\$0	\$47,000	
168		\$609,294	\$1,527,741	\$62,850	\$1,338,741	\$1,925,000	
169	ENDING FUND BALANCE		\$2,523,825		\$3,129,093	\$1,873,778	
170	90 day ending fund balance reqmt				\$1,099,758	\$1,309,170	
171	of M&O						
172	** costs based on update from city engineer						
173							
174							
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CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
JULY 22, 2014

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, July 22, 2014, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor	Bonnie McMillan
	Council Members:	David Wegner
		Fidel Sapien
		Ronnie Weinstein
		Michael Schoenberger
	City Administrator/ City Secretary:	Deborah Loesch
	City Attorney:	John Hightower

With a quorum of the Council Members present, Mayor McMillan called the session to order at 6:00 p.m. followed by the pledge of allegiance. It was noted that Councilmember Jim Pappas was not in attendance.

REPORTS

City Treasurer Report. Financial reports for the month of June 2014 were presented and reported that all bank accounts were fully reconciled without any adjustments. The 2<sup>nd</sup> quarter 2014 investment report was presented.

Police Commissioner. Police Commissioner Trey Strake and Police Chief J. D. Sanders were present to discuss the activities in the Police Department. They reported that all officers are now certified to use AED's (defibrillators in patrol vehicles as used by EMS) to assist until EMS is on scene. Announced that the August Commission meeting, August 11, 2014, would be held at Hunters Creek City Hall with a retirement ceremony at 5 pm for several police officers retiring. CAPERS update has been completed, now waiting for approval from the State to access TLETS for drivers license information. A new officer is on board as the community relations officer. He will be contacting homeowner associations, subdivisions to meet with citizens. They expect to receive in August a new hand held radar equipment that works like traffic cameras but instead of sending the driver/owner of the vehicle a citation for speeding, only issue warnings. Councilmember Sapien asked about providing police presence during city council meetings.

- a. Discussion regarding traffic enforcement on private streets. Chief Sanders reported that the department met with the 3 cities administrators/building



officials/code enforcement staff to discuss traffic enforcement on private streets. Also present at this meeting was attorney, David Olson. The Police Commission will work through this initially to bring back to Council a recommendation to adopt some language in an ordinance that gives the Police Department authority to enforce traffic laws on private streets. They also discussed working out in areas where appropriate some uniformity in regulations across the 3 cities to assist the officers in affectively enforcing laws.

Fire Commissioner. Councilmember Pappas was not in attendance therefore, no monthly report was given. However, action was taken on the following items dealing with the Fire Department:

- a. Discussion and possible action to approve the 2014 fiscal year amended budget for the Village Fire Department as presented by the Board of Commissioners.

A motion was made by Councilmember Wegner with a second by Councilmember Sapien to approve the amended 2014 budget for VFD as presented. The motion carried unanimously.

- b. Discussion and possible action to approve the 2015 fiscal year budget for the Village Fire Department as presented by the Board of Commissioners.

A motion was made by Councilmember Wegner with a second by Councilmember Weinstein to table the item until the August regular council meeting and requested that Fire Chief Dave Foster be present to address any questions on the proposed budget at that time. The motion carried unanimously.

Building Official. Tom Fullen, Building Official, new construction starts continuing with 17 new homes started in 2014 to date.

Proclamation: Mayor McMillan presented a proclamation to Cobb Fendley & Associates in appreciation and recognition for their participation in the Village Independence Festival parade on behalf of the City of Hunters Creek Village.

City Engineer. Charles Eastland, City Engineer reported on the following public work projects:

- a. Voss Road at Soldiers Creek retaining wall project. Jerdon, the contractor, is scheduled to mobilize on this project the first week of August. A pre-construction meeting was being planned with the resident neighboring the easement before proceeding. Councilmember Weinstein suggested that they check with the start of school for both Second Baptist and Hunters Creek Elementary and consider a later start time to help with the traffic congestion during the morning rush traffic.
- b. Willowend Culvert Crossing reconstruction. Construction continues with completion nearing on the pipe installation. The road should reopen within a month.
- c. Hedwig Road roadway improvements by Piney Point Village. Project is continuing on schedule and should be complete in 5 months.

- d. Soldiers Creek erosion study and report at Memorial Drive outfall. The study was submitted to Harris County Flood Control District and is being reviewed. They anticipate feedback in August.
- e. Drainage improvements for Lindenwood/Shasta. Engineering designs are now complete and plan to schedule a residents meeting before the August 26 council meeting at 5:00 p.m.
- f. Other projects: Voss Road pavement marking striping work was scheduled to start July 21<sup>st</sup>, however wet weather conditions have delayed the schedule and will get started as soon as we get into a dryer period.

Mayor and Council Reports and Comments

- a. I-10 noise mitigation update. Mayor McMillan reported that further discussions were being held with City of Houston Councilmember Oliver Pennington to obtain their participation in the cost of the project since the majority of the scope of work area is within the City of Houston. Also the 4 cities currently agreeing to participating has changed with the City of Hedwig Village rescinding their appropriation of their portion of the funding obligation. Without their participation, it changes the percentage of the other cities funding portions.
- b. Recommendation for Police Commissioner for January 2105. Mayor McMillan reported that she needs recommendations of citizens who would be willing to serve on the Police Commission starting in January 2015. At this time she still has not had any volunteers who are interested.
- c. Police Commission Meeting in August at Hunters Creek City Hall. The MVPD Police Commission meeting will be held on Monday August 11, 2014 beginning at 5:00 p.m. with a retirement ceremony for several retiring Police Officers and then at 6:00 p.m. the regular Commission meeting will start. The public is encouraged to attend the retirement ceremony for these officers.
- d. HCAD certified tax roll process. Council was advised that the Appraisal District expects to have the certified roll to the taxing entities by the end of August.
- e. Comments or suggestions for items to include on future agendas. Mayor McMillan advised Council that as of this date there were no applicants for the position of City Secretary. Mayor McMillan requested a special meeting be called on Monday, July 28 at 7:30 a.m. to consider authorizing contracting with a recruiting firm to assist with search for qualified applicants.

PUBLIC COMMENTS

Beth Wachira, 938 Boros Drive, requested Council's consideration of going forward with a reconstruction project to repave Boros Drive, commenting that the condition of the street continues to deteriorate.

CONSENT AGENDA. A motion was made by Councilmember Wegner with a second by Councilmember Weinstein to approve and adopt consent agenda items 1 through 6 as follows, voting unanimously:

1. Approval of the Minutes of the June 23, 2014 and June 24, 2014 meetings.
2. Approval of the Cash Disbursement Journal for June 2014.
3. Approval of the Interlocal Mutual Aid Agreement with Harris County for the Emergency Management Plan.
4. Approval of a Joint Resolution of the City of Hunters Creek Village and Harris County renewing the Harris County Emergency Management organization as designated in an interjurisdictional emergency management plan.
5. Acceptance of the resignation of Doug Abbott as City Treasurer and approval of Shanoop Kothari as City Treasurer.
6. Approval of Ordinance No. 834 adopting amendment #5 to fiscal year 2014 budget to appropriate an additional \$15,000 in funds for public notices and publications.

EXECUTIVE SESSION. The City Council convened into executive (closed) session at 6:50 p.m., to discuss as authorized under Chapter 551 of the Texas Government Code certain personnel matters, §551.074., specifically:

1. to discuss reorganization and consolidation of certain staff functions and elimination of the full-time court clerk's position.

The Closed Session adjourned at 7:07 p.m. and reconvened into Regular Session and consider action, if any, on items discussed in Executive Session.

REGULAR AGENDA

7. Discussion and possible action regarding proposal to reorganize and consolidate certain staff functions and consider elimination of the full-time court clerk's position.

A motion was made by Councilmember Schoenberger with a second by Councilmember Weinstein to eliminate the full-time court clerk position effective July 25, 2014 and provide 10 weeks of severance lump sum pay with agreement. The motion carried unanimously.

Councilmember Sapien requested that the record reflect that the elimination of this full time position was due to material decrease in court activity due to policing practices at MVPD.

8. Discussion and possible action to consider removing the maximum amount of \$500 allowed for payments by credit card transactions for non-municipal court payments.

There was discussion with no action being taken. It was agreed to continue further discussion and table any action until the special called meeting on Monday, July 28, 2014 at 7:30 a.m.

ADJOURN OPEN MEETING

A motion was made by Councilmember Schoenberger with a second by Councilmember Wegner to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Deborah L. Loesch, TRMC  
City Administrator/City Secretary

These minutes were approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.



CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF A SPECIAL CALLED  
CITY COUNCIL MEETING  
AUGUST 6, 2014

The City Council of the City of Hunters Creek Village, Texas held a special called meeting on Wednesday, August 6, 2014, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present: Mayor Bonnie McMillan  
Council Members: David Wegner  
Fidel Sapien  
Ronnie Weinstein  
Jim Pappas

Assistant City Secretary: Carmen Knezeak  
City Attorney: John Hightower

Absent: Council Member: Mike Schoenberger

With a quorum of the Council Members present, Mayor McMillan called the special session to order at 6:00 p.m.

EXECUTIVE SESSION

A Closed Meeting was convened at 6:02 p.m. in accordance with the authority contained in Section 551.074, personnel matters, to discuss the position of City Secretary. The Closed Meeting adjourned at 6:50 p.m.

RECONVENE INTO OPEN SESSION

B. REGULAR AGENDA

1. Discussion and possible action regarding the position of City Secretary.

Council member Sapien motioned to authorize the Mayor to hire an interim city secretary and provide training for the two assistant city secretaries. Motion was seconded by Council member Ronnie Weinstein. Vote was unanimous.

2. Discussion and possible action regarding convenience fees for non-municipal court charges.

Council discussed the rules and fees associated with VISA and Mastercard charges. Council member Weinstein motioned to implement the Discover and MasterCard Convenience Fee and to table action for VISA. Council member Sapien seconded. Motion carried.

3. Discussion and possible action regarding municipal court consultant and implementation of Asyst module.

Minutes of the City Council Meeting  
August 6, 2014  
Page 2

Council discussed the issues with the Municipal Court operation. Motion was made by Council member Wegner to table for further information. Council member Weinstein seconded. Motion to table carried.

ADJOURN OPEN MEETING

A motion was made by Councilmember Pappas with a second by Councilmember Sapien to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

/s/

Carmen Knezeak  
Assistant City Secretary

These minutes were approved on the \_\_\_\_ day of \_\_\_\_\_, 2014.

**AGENDA MEMO  
BUSINESS OF THE CITY COUNCIL  
CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	August 11, 2014	<b>AGENDA ITEM:</b>	
<b>DATE SUBMITTED:</b>	August 5 , 2014	<b>DEPARTMENT:</b>	Finance
<b>PREPARED BY:</b>	Rhonda Daugherty, Finance Director	<b>PRESENTER:</b>	Rhonda Daugherty, Finance Director
<b>SUBJECT:</b>	<b>Resolution soliciting support from TML</b>		
<b>ATTACHMENTS:</b>	<b>Resolution</b>		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

Local Government Code 140.010 was passed by the 83<sup>rd</sup> Texas Legislature, effective January 1, 2014. This code created a new property tax rate notice that essentially combined the existing property tax related notices into one. This notice is to be published prior to September 1, however, the certified appraisal roll is not likely to be received in time to prepare and publish this notice. Over the past seven years, the certified appraisal roll has been received between August 23 and September 12.

This resolution is requesting support from the Texas Municipal League for legislative action to revise the deadline for posting of the proposed property tax rate notice so that taxing jurisdictions in Harris County will be able to comply with Local Government Code 140.010. The cities of Webster and Deer Park are presenting this same resolution to their council's for approval.

**RECOMMENDATION**

Approve Resolution.

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, SOLICITING SUPPORT FOR LEGISLATIVE ACTION TO CHANGE THE DEADLINE FOR POSTING THE PROPOSED PROPERTY TAX RATE NOTICE AS REQUIRED BY TEXAS LOCAL GOVERNMENT COCE SECTION 140.010.

\* \* \* \* \*

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS:

**WHEREAS,** Section 140.010 of the Local Government Code was added during the *83th Texas Legislature* and became effective January 1, 2014; and

**WHEREAS,** Local Government Code Section 140.010 created a *Notice of Proposed Property Tax Rate* for each county and municipality to publish prior to adoption of its property tax rate; and

**WHEREAS,** the deadline to publish the *Notice of Proposed Tax Rate* is September 1, of each year; and

**WHEREAS,** over the last seven years, the City of Hunter's Creek Village and other tax entities within Harris County have received certified appraisal rolls between August 23 and September 12; and

**WHEREAS,** receiving the certified appraisal roll in late August or early September makes it impossible to comply with Local Government Code Section 140.010;



**NOW, THEREFORE**, be it resolved by the City Council of the City of Hunters Creek Village, Texas:

Section 1. That the facts and recitations set forth in the preamble of the resolution are hereby found and declared to be true and correct.

Section 2. The City of Hunter's Creek Village seeks introduction and passage of legislation to modify the deadline for publication of the *Notice of Proposed Tax Rate* from September 1 of each year to "before the later of September 1 or the 30<sup>th</sup> day after the date the certified appraisal roll is received by the taxing unit".

Section 3. That passage of this legislation would benefit all tax entities situated within Harris County, Texas.

PASSED, APPROVED, AND RESOLVED this 26th day of August, 2014.

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Bonnie McMillan  
Mayor

ATTEST:

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Ann Smith  
Interim City Secretary

ORDINANCE NO. 835

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, AMENDING THE LICENSE GRANTED TO EXTENET SYSTEMS, INC., TO PLACE, OPERATE, AND UTILIZE ITS FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY OF THE CITY, TO PERMIT THE PLACEMENT OF NEW UTILITY POLES AT SPECIFIC LOCATIONS IN THE PUBLIC RIGHTS-OF-WAY OF THAMER CIRCLE AND TIMBERWILDE LANE; MAKING CERTAIN FINDINGS; AND PROVIDING OTHER MATTERS RELATING TO THE SUBJECT.

\* \* \* \* \*

WHEREAS, telecommunications providers wishing to place, operate, and utilize facilities in the public rights-of-way of the City of Hunters Creek Village (the "City") for the purpose of providing telecommunications services are required to obtain a License from the City under the provisions of Chapter 34, Article IV of the Code of Ordinances of the City; and

WHEREAS, on October 16, 2007, the City Council adopted Ordinance No. 699, granting a license to ExteNet Systems, Inc., ("Extenet") to place, operate, and utilize certain telecommunication facilities on "existing utility poles or other structures owned by CenterPoint Energy" in the public rights-of-way of the City, for a period of ten years.

WHEREAS, on June 26, 2012, the City Council adopted Ordinance No. 800, amending Extenet's license to permit the installation telecommunication facilities on "existing utility poles or other structures owned by CenterPoint Energy" and on "short pylons located adjacent to utility poles" in the public rights-of-way of the City

WHEREAS, ExteNet Systems, Inc. ("ExteNet") has filed an application with the City to further amend its existing License to permit the placement of two ExteNet owned poles at two locations in the City, and the installation of telecommunications facilities on

those poles; and

**WHEREAS**, ExteNet has provided satisfactory proof to the City that it holds a valid Service Provider Certificate of Operating Authority (SPCOA) issued by the Texas Public Utilities Commission ("PUC") and authorizing it to provide facilities based telecommunications services in the State of Texas; and

**WHEREAS**, the City Council has determined that the ExteNet's proposed use of the City's rights-of-way for telecommunications purposes complies with the requirements of Chapter 34, Article IV; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE:

**Section 1.** The statements and findings set forth in the preamble of this Ordinance are found to be true and correct.

**Section 2.** The License granted to ExteNet by City of Hunters Creek Village Ordinance No. 699, and amended by Ordinance No. 800, is further amended to provide as follows.

**Section 3.** In addition to the License rights granted to ExteNet in City of Hunters Creek Village Ordinance No. 699, as amended by City of Hunters Creek Village Ordinance No. 800, ExteNet shall have the right to install and maintain utility poles, and associated telecommunications facilities to be located on those poles, at the locations on Thamer Circle and Timberwilde Lane as provided in Exhibit A, attached to this Ordinance. All other provisions of Ordinance No. 699, as amended by Ordinance No. 800, shall remain in full force and effect.

**Section 4.** In the event any clause, phrase, provision, sentence, or part of this Ordinance, or its application to any person or circumstance, shall be adjudged invalid or

held unconstitutional by a court of competent jurisdiction, it is the intention of the City Council that it shall not affect, impair, or invalidate this Ordinance as a whole or any part hereof other than the part declared to be invalid or unconstitutional; and the City Council declares that it would have passed each and every part of this Ordinance notwithstanding the omission of any part declared to be invalid or unconstitutional.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of August, 2014.

\_\_\_\_\_  
Bonnie McMillan  
Mayor

ATTEST:

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



**SECOND AMENDMENT TO THE  
RESIDENTIAL SOLID WASTE AND RECYCLING COLLECTION  
AND DISPOSAL SERVICES CONTRACT**

THIS SECOND AMENDMENT TO THE DISPOSAL SERVICES CONTRACT (the Amendment”) of RESIDENTIAL SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL SERVICES CONTRACT (the “Contract”) is effective as of November 1, 2014, and is entered into by and among the Persons executing this Amendment (the “Parties”).

WITNESSETH:

WHEREAS, the Contract was formed under the laws of the State of Texas pursuant to the execution of the Contract dated as November 1, 2007 (the “Contract”); and

WHEREAS, the Parties desire to make certain additions, modifications and amendments to the Agreement, “Contract”.

WHEREAS, the parties desire to make certain additions, modifications and amendments to the Agreement, “Contract”, by the addition of a “SECOND AMENDMENT”.

NOW, THEREFORE, in consideration of the agreements hereinafter set forth, the parties hereto agree that the Agreement is hereby amended as follows:

1. Pursuant to Paragraph XII TERMS OF THE CONTRACT (the “Original Contract”) stated, “The terms of the contract will be for a period of five (5) years beginning November 1, 2007 and ending October 31, 2012. The rate for ...
2. The Agreement was amended by a “FIRST AMENDMENT” to add a period extension of two (2) years thereto as follows: “The terms of the original contract will be for a period of five (5) years beginning November 1, 2007 and ending October 31, 2012. **Insert:** This contract term is hereby extended for a period of two (2) years beginning November 1, 2012 and ending on October 31, 2014,” by FIRST AMENDMENT.
3. Paragraph XIII COMPENSATION TO CONTRACTOR of (the”Contract”) is hereby amended. The original paragraph states: “The City agrees to pay and the Contractor agrees to accept the following compensation for the services to be provided under this Agreement: \$26.00 per month for each occupied residence within the City for biweekly collection and disposal...”. This paragraph XIII is hereby amended to state: **Insert:** \$29.41 per home per month (which price includes recycle) ...” by FIRST AMENDMENT.

4. Pursuant to Paragraph XII TERMS OF THE CONTRACT (the "Original Contract") stated, "The terms of the contract will be for a period of five (5) years beginning November 1, 2007 and ending October 31, 2012. For and in consideration of the Agreement, "Contract" referred to herein, the Parties hereby enter into this "SECOND AMENDMENT", effective November 1, 2014. "The terms of the original contract will be for a period of five (5) years beginning November 1, 2007 and ending October 31, 2012. **Insert:** This contract term is hereby extended for a period of two (2) years beginning November 1, 2012 and ending on October 31, 2014," by FIRST AMENDMENT. **Insert:** This contract term is hereby extended for a period of five (5) years beginning on November 1, 2014 and ending on October 31, 2019, by this SECOND AMENDMENT. **Delete:** the last two sentences of paragraph XII beginning: The rate for each subsequent twelve-month period during the contract term shall be adjusted... Any adjustment... during the following twelve-month period (which is the remainder of paragraph XII).

5. Paragraph XIII COMPENSATION TO CONTRACTOR of (the "Contract") is hereby amended. The original paragraph states: "The City agrees to pay and the Contractor agrees to accept the following compensation for the services to be provided under this Agreement: \$26.00 per month for each occupied residence within the City for biweekly collection and disposal...". This paragraph XIII is hereby amended to state: **Insert:** \$29.41 per home per month (which price includes recycle) ..." by FIRST AMENDMENT. This paragraph XIII is hereby amended to state: **Insert:** The base rate for each subsequent twelve-month period during the contract terms shall be adjusted up yearly by 3.21% (from the present monthly residential base rate of \$29.41) which is set out as follows:

a) The fees provided by the Contractor will establish pricing for the Second Amendment period from November 1, 2014 to October 31, 2019, years of the contract as follows:

First year price, November 1, 2014-October 31, 2015: \$ 32.45 per residence per month;

Second year price, November 1, 2015-October 2016: \$ 33.49 per residence per month;

Third year price, November 1, 2016-October 31, 2017: \$ 34.57 per residence per month;

Fourth year price, November 1, 2017-October 2018; \$ 35.67 per residence per month;

Fifth year price, November 1, 2018-October 2019; \$ 36.82 per residence per month.

b) The Refuse and Recycle collection charges provided shall include all disposal but excludes all fuel, environmental fees and taxes (which the city presently pays).

6. Except as modified hereby, the Agreement remains in full force and effect.

7. This Agreement may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Amendment had been duly executed as of this \_\_\_\_ day  
of \_\_\_\_\_, 2014.

City of Hunters Creek Village

Grace Disposal Systems, L.L.C. d/b/a

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative

RESOLUTION: \_\_\_\_\_

A resolution of the City Council of Village of Hunter Creek, Texas, authorizing the City Manager or Mayor of City Council of the Village of Hunters Creek, Texas to execute a contract, "SECOND AMENDMENT" for collection, recycling, and disposal of solid waste and recycling materials with Grace Disposal Systems, L.L.C. d/b/a Royal Disposal and Recycling and declaring an effective date.

BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF HUNTERS CREEK VILLAGE:

The City Manager, or Mayor of City Council, is authorized to execute the attached Second Amendment with Grace Disposal Systems, L.L.C. d/b/a Royal Disposal and Recycling on behalf of the City

This Resolution shall be in full force and effect from and after its passage in keeping with





# SC-TX-MVEXPAN1-ATT NODE 088

211 TIMBERWILDE LN, HOUSTON, TX 77024

**PROPRIETARY INFORMATION**  
THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

**net SYSTEMS**  
3030 Warrenville Rd, Suite 340  
Lisle, IL 60532  
www.netnet.com

**PROJECT INFORMATION:**  
SC-TX-MVEXPAN1-ATT  
SMALL CELL NETWORK  
NODE 088  
211 TIMBERWILDE LN  
HOUSTON, TX 77024

**CURRENT ISSUE DATE:**  
08/11/14

**ISSUED FOR:**  
ZONING

BY	DATE	DESCRIPTION	REV.
ACI	08/11/14	Zda	0

**PLANS PREPARED BY:**  
**ACI**  
1-800-826-4ACI  
5711 Research Drive  
Canton, MI 48108

ACI NUMBER: MEMVSS-088

**CONSULTANT:**

**SEAL OF APPROVAL:**

**SHEET TITLE:**  
TITLE SHEET  
AND  
PROJECT INFORMATION

**SHEET NUMBER:** T1  
**REVISION:** 0  
08/11/14

**LEGEND & SYMBOLS**

---	CENTERLINE	⊙	SPOT ELEVATION (DATUM)
---	PROPERTY/LEASE LINE	⊗	FLAG NOTE
---	PROPOSED CONDUIT	⊗	ITEM BALLOON (DETAIL SHEETS)
---	POWER CONDUIT	⊗	DETAIL REFERENCE
---	TELEPHONE CONDUIT	⊗	SECTION REFERENCE
---	AERIAL ELECTRICAL LINE		
---	COAXIAL CABLE/CONDUIT		
---	OVERHEAD CONDUCTORS		
---	CHAIN LINK FENCING		



**PROJECT DESCRIPTION**

THESE DRAWINGS DEPICT A PORTION OF A DISTRIBUTED ANTENNA SYSTEM (DAS) TELECOMMUNICATIONS NETWORK, TO BE CONSTRUCTED, OWNED AND OPERATED BY EXTENET SYSTEMS IN THE PUBLIC RIGHT OF WAY/PUBLIC UTILITY EASEMENT PURSUANT TO AUTHORITY GRANTED BY THE TEXAS PUBLIC UTILITIES COMMISSION.

THE MAIN COMPONENTS OF THIS INSTALLATION ARE:  
THE INSTALLATION OF ONE (1) 16"x24" OMNI ANTENNA, THREE (3) RADIOS, ONE (1) PWR CABINET, ASSOCIATED ELECTRICAL COMPONENTS, AND MOUNTING BRACKETS AS REQUIRED, LOCATED ON A NEW PLACED EXTENET METAL POLE.

**ABBREVIATIONS**

AL ALUMINUM	FLR FLOOR	PRELIM PRELIMINARY
ALY ALLOY	FOC FACE OF CURB	PWR POWER
ANT ANTENNA	FT FOOT	QTY QUANTITY
AGL ABOVE GROUND	FS FASISIDE	R RADIO
AGL ABOVE GROUND	FS FASISIDE	RC RAD CENTER
AGL ABOVE MEAN SEA LEVEL	FSR FACTOR	RCW RECORDER
APD APPROVED	GEN GENERATOR	RELOC RELOCATED
APPROX APPROXIMATE	GRD/GRD/GRDING	REQD REQUIRED
AR AS REQUIRED	D INSIDE DIAMETER	ROW RIGHT OF WAY
BAT BATTERY	MIL METAL	SP SHEET
BC BOLT CIRCLE	MAX MAXIMUM	SPLY SUPPLY
BLDG BUILDING	MFR MANUFACTURER	SS STAINLESS STL
BRKT BRACKET	MTD MOUNTED	STD STANDARD
CAB CABINET	MIC MOUNTING	STL STEEL
CL CENTERLINE	NETE NETE	STRL STRUCTURAL
CONC CONCRETE	MARK MAXIMUM	SQ SQUARE
CONC CONDUIT	MIN MINIMUM	SW SWITCH
DN DOWN	NO NEW	THD THREAD
EQ EQUIPMENT	NS NOT TO SCALE	TRK TRACK
EA EACH	NTS NOT TO SCALE	TND TINED
EL ELEVATION	OC ON CENTER	TRP TYPICAL
EMER EMERGENCY	OD OUTSIDE DIAMETER	UBC UNIFORM
ENCL ENCLOSURE	OP PROPOSED	UBC UNIFORM
EQ FOR EDGE OF PAVEMENT	PLWD PLYWOOD	W/ WITH
EQSP EQUIPMENT	PLZ PLACES	W/O WITHOUT
EQ SP EQUAL SPACE	PLZ PLACES	W/ WITH
HT HEIGHT	PTD PART OF	TRF TRANSFORMER
(T) FUTURE	PTD PART OF	TRF TRANSFORMER
	PTD PART OF	TRF TRANSFORMER

**DRIVING DIRECTIONS**

FROM 3800 N TERMINAL RD, HOUSTON, TX 77032  
DISTANCE: 27 MILES (33 MIN)

- HEAD WEST ON N TERMINAL RD 0.3 MI
- SLIGHT RIGHT ONTO JOHN F KENNEDY BLVD 2.3 MI
- SLIGHT RIGHT ONTO HARVEY TOLL BP TOLL ROAD 2.9 MI
- KEEP LEFT AT THE FORK. FOLLOW SIGNS FOR DOWNTOWN/TEXAS BELLEVILLE AND MERGE ONTO HARVEY TOLL RD 10.2 MI
- KEEP RIGHT AT THE FORK. FOLLOW SIGNS FOR I-810 W AND MERGE ONTO I-810 W 7.5 MI
- TAKE EXIT 18A TOWARD CHANNAY ROCK RD/21ST RD 0.6 MI
- MERGE ONTO CHANNAY ROCK RD 0.2 MI
- TURN LEFT ONTO MEMORIAL DR 0.6 MI
- TURN RIGHT ONTO MEMORIAL DR 0.6 MI
- TURN LEFT ONTO TIMBERWILDE LN 0.3 MI
- DESTINATION WILL BE ON THE RIGHT

**DRAWING INDEX**

T1	TITLE SHEET & PROJECT INFORMATION
T2	GENERAL NOTES AND SCHEDULES
A1	SITE PLAN
A2	UTILITY POLE ELEVATIONS / RISER DETAILS
D1	EQUIPMENT DETAILS POLE MOUNTED

**CODE COMPLIANCE**

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES:

- TEXAS BUILDING CODE IBC
- TEXAS ADMINISTRATIVE REGULATIONS
- ANSI/FIA 222-F (IF SAFETY CODE N/A)
- BUILDING OFFICIALS AND CODE ADMINISTRATORS (BCA)
- TEXAS ELECTRICAL CODE NEC
- TEXAS MECHANICAL CODE IMC
- TEXAS PLUMBING CODE IPC
- LOCAL BUILDING CODES
- CITY AND/OR COUNTY ORDINANCES
- MOST CURRENT LATEST TEXAS FIRE CODE (AND LATEST MUNICIPAL FIRE CODE)

**SIGNATURE BLOCK**

APPROVED BY:	INITIALS	DATE
MUNICIPAL AFFAIRS:		
RF MANAGER:		
CONSTRUCTION MANAGER:		
PROJECT MANAGER:		
APPLICANT AGENT:		
APPLICANT:		

**BUILDING / SITE DATA**

ATTACHMENTS TO NEW METAL POLE

LONGITUDE: -95.491560  
ELEVATION: N / A  
JURISDICTION: CITY OF HUNTERS CREEK VILLAGE  
A.P.N.: 073153000007  
ZONING: PUBLIC RIGHT OF WAY  
OCCUPANCY: U, UNMANNED

AREA OF CONST: -  
HANDICAP REQUIREMENTS: FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED.  
TITLE 24 REQUIREMENTS: FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. THIS PROJECT IS EXEMPT.

**PROJECT TEAM**

<b>PROPERTY OWNER:</b> NAME: PUBLIC RIGHT OF WAY ADDRESS: 403 THAMER CIR, HOUSTON, TX 77024	<b>PROJECT MANAGER:</b> EXTENET SYSTEMS INC. CONTACT: JAY NEVIN PHONE: (407) 483-8278	<b>MUNICIPAL AFFAIRS:</b> EXTENET SYSTEMS INC. CONTACT: LAWRENCE BEIER PHONE: (720) 939-2337
<b>APPLICANT:</b> EXTENET SYSTEMS INC. 3030 WARRENVILLE ROAD SUITE 340 LISLE, IL 60532 PHONE: (630) 565-3800 FAX: (630) 577-1332	<b>CONSTRUCTION MANAGER:</b> AERO COMMUNICATIONS, INC. CONTACT: JAY WHEENRATT PHONE: (817) 825-1348	<b>ARCHITECT:</b> AERO COMMUNICATIONS, INC. 5711 RESEARCH DRIVE CANTON, MI 48108 CONTACT: BENJAMIN REEVE PHONE: (248) 463-1072

GENERAL NOTES

- 1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SURVEY WORK AND VERTICAL CONTROL. BENCHMARKS WHICH ARE DESTROYED OR DISTURBED BY CONSTRUCTION...
2. ALL EXISTING UTILITY RECORDS SHALL BE RECHECKED WITH APPROPRIATE AGENCIES...
3. CONTRACTOR SHALL BE RESPONSIBLE FOR THE POST HOE AND LOCATING OF ALL EXISTING UTILITIES...
4. IF ANY EXISTING UTILITY OR LATERAL IS INDICATED ON THE APPROXIMATE PLANS...
5. CONTRACTOR SHALL REPLACE OR REPAIR ALL EXISTING UTILITY, CONDUIT, AND LINE STRIPPING DAMAGED DURING CONSTRUCTION...
6. THIS PROJECT WILL BE INSPECTED BY ENGINEERING AND FIELD ENGINEERING PERSONNEL...
7. MANHOLES OR COVERS SHALL BE LABELED EXTENT...
8. CONTRACTOR SHALL MAINTAIN AN EROSION CONTROL PROGRAM DURING THE PROJECT CONSTRUCTION...
9. THE CONTRACTOR SHALL HAVE APPROPRIATE MATERIALS AND EQUIPMENT ON HAND FOR EROSION CONTROL...
10. ALL A-Z AND CONCRETE PAVEMENT SHALL BE REPLACED AT THE DISCRETION OF THE CITY, COUNTY OR STATE ENGINEER...

SPECIAL NOTES

- 1. RECONSTRUCTION CAUSE. THE CONTRACTOR AGREES AND SHALL ASSUME FULL AND COMPLETE RESPONSIBILITY OF THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION...
2. PROTECT ALL RECORDS OF ANY CONSTRUCTION AND THROUGHOUT THE COURSE OF CONSTRUCTION WORK...
3. ALL WORK SHALL CONFORM TO THE LATEST DRAINAGE SPECIFICATIONS FOR STABLE MASS CONSTRUCTION...
4. THE EXISTENCE AND LOCATION OF UTILITIES AND OTHER AGENCY'S FACILITIES AS SHOWN HEREON ARE DEEMED BY A SURVEY OF AVAILABLE RECORDS...
5. THE CONTRACTOR SHALL NOTIFY THE CITY, COUNTY OR STATE ENGINEER INSPECTION DEPARTMENT...
6. THE CITY, COUNTY OR STATE SHALL SPECIFY THE EXTENSION PERIOD OF THE PERMIT FOR THIS CONSTRUCTION PROJECT...
7. THE MINIMUM COVER FOR ALL CONDUITS PLACED UNDERGROUND SHALL BE 36 INCHES TO THE FINISHED GRADE AT ALL TIMES...
8. THE CONTRACTOR SHALL DEMOLISH AND CURB AND GUTTERS AND EXIST ALL CONCRETE DRIVEWAYS AND MANHOLES AT THE DISCRETION OF THE CITY, COUNTY OR STATE ENGINEER...
9. ALL A-Z AND CONCRETE PAVEMENT SHALL BE REPLACED AT THE DISCRETION OF THE CITY, COUNTY OR STATE ENGINEER...
10. ALL SHRUBS, PLANTS OR TREES THAT ARE DAMAGED OR DISTURBED DURING THE COURSE OF THE WORK SHALL BE REPLANTED AND/OR REPLACED SO AS TO RESTORE THE WORK SITE TO ITS ORIGINAL CONDITION...
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PRELIMINARY PERMIT FILING PLANS WITH THE REQUIRED LIABILITY INSURANCE...
12. UTILITIES, STRUCTURES, CONDUITS AND OTHER TYPES OF SUBSTRUCTURE ARE EITHER SPECIFIED ON THIS PLAN OR WILL BE SPECIFIED BY THE CONSTRUCTION ENGINEER...
13. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES INCLUDING SUNKEN UTILITIES A WATER SERVICE TO INDIVIDUAL LOTS BOTH HORIZONTAL AND VERTICAL...
14. CONTRACTOR SHALL MAKE EXPLANATION, EXAMINATIONS AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT WORKING TO PLAN IF REQUIRED...
15. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE FROM EXISTING RECORDS AND CORROBORATED WHERE POSSIBLE WITH FIELD TIES...
16. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES INCLUDING SUNKEN UTILITIES A WATER SERVICE TO INDIVIDUAL LOTS BOTH HORIZONTAL AND VERTICAL...
17. CONTRACTOR SHALL MAKE EXPLANATION, EXAMINATIONS AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT WORKING TO PLAN IF REQUIRED...
18. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE FROM EXISTING RECORDS AND CORROBORATED WHERE POSSIBLE WITH FIELD TIES...
19. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES INCLUDING SUNKEN UTILITIES A WATER SERVICE TO INDIVIDUAL LOTS BOTH HORIZONTAL AND VERTICAL...
20. CONTRACTOR SHALL MAKE EXPLANATION, EXAMINATIONS AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT WORKING TO PLAN IF REQUIRED...

EROSION AND SEDIMENT CONTROL NOTES

- TEMPORARY EROSION/SEDIMENT CONTROL MEASURES TO COMPLETION OF FINAL IMPROVEMENTS SHALL BE PERFORMED BY THE CONTRACTOR OF QUALIFIED PERSON AS INDICATED BELOW...
1. ALL RECONSTRUCTION OF THE CITY, COUNTY AND STATE "STORM WATER STANDARDS" SHALL BE INCORPORATED INTO THE DESIGN AND CONSTRUCTION OF THE PROPOSED DRAINAGE/STORMWATER...
2. THE CONTRACTOR OR QUALIFIED PERSON SHALL BE RESPONSIBLE FOR OBTAINING OF Silt AND SOLID LOAD ADJUSTMENT STREET AND STORM DRAIN SYSTEM DUE TO CONSTRUCTION ACTIVITY...
3. THE CONTRACTOR OR QUALIFIED PERSON SHALL CHECK AND MAINTAIN ALL LINES AND UNLINED DITCHES AFTER EACH RAINFALL...
4. THE CONTRACTOR SHALL REMOVE Silt AND SOLIDS WITHIN EACH MAJOR RAINFALL...
5. EQUIPMENT AND WORKERS FOR EMERGENCY WORK SHALL BE MADE AVAILABLE AT ALL TIMES DURING THE RAINY SEASON...
6. THE CONTRACTOR SHALL RESTORE ALL EROSION/SEDIMENT CONTROL DEVICES TO WORKING ORDER TO THE SATISFACTION OF THE CITY ENGINEER OR RESIDENT INSPECTOR...
7. THE CONTRACTOR SHALL INSTALL ADDITIONAL EROSION/SEDIMENT CONTROL DEVICES AS MAY BE REQUIRED BY THE RESIDENT ENGINEER...
8. THE CONTRACTOR SHALL BE RESPONSIBLE AND SHALL TAKE NECESSARY PREPARATION TO PREVENT PUBLIC TRAFFIC FROM BEING IMPAIRED...
9. ALL EROSION/SEDIMENT CONTROL DEVICES PROVIDED FOR THE APPROVED DRAINAGE PLAN SHALL BE INCORPORATED HEREON...
10. THE CONTRACTOR SHALL MAINTAIN ALL EROSION/SEDIMENT CONTROL DEVICES AS MAY BE REQUIRED BY THE RESIDENT ENGINEER...
11. ALL EROSION/SEDIMENT CONTROL DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT...
12. THE CONTRACTOR SHALL ONLY OBTAIN, INCLUDING CLEANING AND OBTAINING FOR THE AREA FOR WHICH THE CONTRACTOR IS QUALIFIED PERSON...
13. THE CONTRACTOR SHALL ARRANGE FOR MEETING MEETINGS DURING OCTOBER 1ST TO APRIL 30TH FOR PROJECT TOWN ENGINEER, CONTRACTOR, QUALIFIED PERSON, EROSION CONTROL SUPERVISOR...
14. ALL EROSION/SEDIMENT CONTROL DEVICES SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT...
15. THE CONTRACTOR SHALL ONLY OBTAIN, INCLUDING CLEANING AND OBTAINING FOR THE AREA FOR WHICH THE CONTRACTOR IS QUALIFIED PERSON...
16. THE CONTRACTOR SHALL ARRANGE FOR MEETING MEETINGS DURING OCTOBER 1ST TO APRIL 30TH FOR PROJECT TOWN ENGINEER, CONTRACTOR, QUALIFIED PERSON, EROSION CONTROL SUPERVISOR...
17. ALL EROSION/SEDIMENT CONTROL DEVICES SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT...
18. THE CONTRACTOR SHALL ONLY OBTAIN, INCLUDING CLEANING AND OBTAINING FOR THE AREA FOR WHICH THE CONTRACTOR IS QUALIFIED PERSON...
19. THE CONTRACTOR SHALL ARRANGE FOR MEETING MEETINGS DURING OCTOBER 1ST TO APRIL 30TH FOR PROJECT TOWN ENGINEER, CONTRACTOR, QUALIFIED PERSON, EROSION CONTROL SUPERVISOR...
20. ALL EROSION/SEDIMENT CONTROL DEVICES SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT...

GENERAL NOTES

- ROW GRADING CONSTRUCTION NOTES
1. NO BOLT THREADS TO PROTRUDE MORE THAN 1/16" VERTICALLY OFF THE POLE.
2. ALL ALL NUTS LEFT IN POLE FROM REARRANGING OF DIMENSIONS.
3. ALL CLIMB STEPS NEXT TO CONDUIT SHALL HAVE EXTENDED STEPS.
4. CABLE NOT TO IMPERF 10" CLEAR SPACE OFF POLE FACE (120").
5. 90° SIGHT SWEEPS UNDER ANTENNA ARM. ALL CABLES MUST ONLY TRANSFER ON THE INSIDE OR BOTTOM OF ARMS (40").
6. USE CABLE CLAMPS TO SECURE CABLE TO ARMS. PLACE 1" CARRIER CABLE TIE TAGS ON BOTH SIDES OF ARMS.
7. USE 3/4" CONDUIT AT CABLE CONNECTION TO ANTENNA.
8. PLACE ONE (1) ARM WITH SOUTHERN SIGHT EXPOSURE AT MINIMUM 6" FROM TRANSFER ANTENNA, WHICH IS 5' AWAY FROM CENTER OF ARM.
9. USE 1/2" CABLE ON ANTENNAS UNLESS OTHERWISE SPECIFIED.
10. TIE INS AROUND CABLES AT CONNECTIONS WITH FORM SEALANT TO PREVENT WATER INFILTRATION.

ROW UTILITY POLE CONSTRUCTION NOTES
1. NO BOLT THREADS TO PROTRUDE MORE THAN 1/16" VERTICALLY OFF THE POLE.
2. ALL ALL NUTS LEFT IN POLE FROM REARRANGING OF DIMENSIONS.
3. ALL CLIMB STEPS NEXT TO CONDUIT SHALL HAVE EXTENDED STEPS.
4. CABLE NOT TO IMPERF 10" CLEAR SPACE OFF POLE FACE (120").
5. 90° SIGHT SWEEPS UNDER ANTENNA ARM. ALL CABLES MUST ONLY TRANSFER ON THE INSIDE OR BOTTOM OF ARMS (40").
6. USE CABLE CLAMPS TO SECURE CABLE TO ARMS. PLACE 1" CARRIER CABLE TIE TAGS ON BOTH SIDES OF ARMS.
7. USE 3/4" CONDUIT AT CABLE CONNECTION TO ANTENNA.
8. PLACE ONE (1) ARM WITH SOUTHERN SIGHT EXPOSURE AT MINIMUM 6" FROM TRANSFER ANTENNA, WHICH IS 5' AWAY FROM CENTER OF ARM.
9. USE 1/2" CABLE ON ANTENNAS UNLESS OTHERWISE SPECIFIED.
10. TIE INS AROUND CABLES AT CONNECTIONS WITH FORM SEALANT TO PREVENT WATER INFILTRATION.

GENERAL NOTES
1. FOR UNDERGROUND USE SCHEDULE 40.
2. FOR WIRE USE SCHEDULE 40.
3. CONDUIT 4" CARRIER CONDUIT TO 3" AT BASE OF POLE.
4. ALL CONDUIT WILL BE MAN DRILLED AND EQUIPPED WITH 1/2" FALL ROP.

STANDARD TRENCHING NOTES
1. MAINTAIN 40" MINIMUM COVER FOR ELECTRICAL CONDUIT.
2. MAINTAIN 30" MINIMUM COVER FOR COMMUNICATIONS CONDUIT.
3. SAND-SHIMMER MINIMUM 1" UNDER CONDUITS AND 6" COVERING ON TOP REQUIRED.
4. ALL ELECTRICAL SERVICE CONDUITS FROM POWER COMPANY WHETHER BACKFILLED.
5. FROM PILES, TRANSFORMERS, OR OTHER LOCATIONS, WILL BE SLURRY BACKFILLED.
6. IN STREET SLURRY TO GRADE AND WILL DRAIN 1:1/2" FOR AC CAP.
7. IN 10" SLURRY 18" FROM GRADE, AND FILL WITH SIX COMPACTION TIERED SOIL TOP BALANCE.
8. PLACE WARNING TAPE IN TRENCH 12" ABOVE ALL CONDUITS AND #18 WARNING TAPE ABOVE DRAINAGE HOLES.

- WIND LOADING INFORMATION
ANTENNA/WOOD AREA TOTAL: 247 SQ. FT.
TOP GRADE: 22'-11"
BOTTOM GRADE: 30'-11"
WATER/WINDMILL AREA TOTAL: 0.849/37.50 FT.
TOP GRADE: 5'-0"
BOTTOM GRADE: 4'-8"
PWR RFR AREA TOTAL: 1.28 SQ. FT.
TOP GRADE: 7'-11"
BOTTOM GRADE: 5'-8"
TOWER EQUIPMENT AREA TOTAL: --
TOP GRADE: --
BOTTOM GRADE: --
WOOD DECKS AREA TOTAL: 4.28 SQ. FT.
TOP GRADE: 11'-0"
BOTTOM GRADE: 8'-11"
EXT. RISER SIZE: INTERNAL
EXT. RISER LENGTH: --
EXT. RISER DIA GRADE: --
PWR RISER SIZE: INTERNAL
PWR RISER LENGTH: --

- ANTENNA & CABLE SCHEDULE
ANTENNA: KIMATH, ANTENNA (BASE / MODEL), GIGAL, CABLE LENGTH, GRIDS PER SITE, CABLE BOX
SECTOR: ALPHA, T82, ANTENNA (400-1015), 9/8, 4/12, 1/2"
SECTOR: BETA
SECTOR: GAMMA
REVISION TO FIELD VERIFY CABLE LENGTHS PRIOR TO BEGINNING, OR REVISION OF CABLES

ROW CONSTRUCTION GENERAL NOTES

- 1. FOR UNDERGROUND USE SCHEDULE 40.
2. FOR WIRE USE SCHEDULE 40.
3. CONDUIT 4" CARRIER CONDUIT TO 3" AT BASE OF POLE.
4. ALL CONDUIT WILL BE MAN DRILLED AND EQUIPPED WITH 1/2" FALL ROP.
5. MAINTAIN 40" MINIMUM COVER FOR ELECTRICAL CONDUIT.
6. MAINTAIN 30" MINIMUM COVER FOR COMMUNICATIONS CONDUIT.
7. SAND-SHIMMER MINIMUM 1" UNDER CONDUITS AND 6" COVERING ON TOP REQUIRED.
8. ALL ELECTRICAL SERVICE CONDUITS FROM POWER COMPANY WHETHER BACKFILLED.
9. FROM PILES, TRANSFORMERS, OR OTHER LOCATIONS, WILL BE SLURRY BACKFILLED.
10. IN STREET SLURRY TO GRADE AND WILL DRAIN 1:1/2" FOR AC CAP.
11. IN 10" SLURRY 18" FROM GRADE, AND FILL WITH SIX COMPACTION TIERED SOIL TOP BALANCE.
12. PLACE WARNING TAPE IN TRENCH 12" ABOVE ALL CONDUITS AND #18 WARNING TAPE ABOVE DRAINAGE HOLES.

LOADING AND ANTENNA CABLE SCHEDULES

- WIND LOADING INFORMATION
ANTENNA/WOOD AREA TOTAL: 247 SQ. FT.
TOP GRADE: 22'-11"
BOTTOM GRADE: 30'-11"
WATER/WINDMILL AREA TOTAL: 0.849/37.50 FT.
TOP GRADE: 5'-0"
BOTTOM GRADE: 4'-8"
PWR RFR AREA TOTAL: 1.28 SQ. FT.
TOP GRADE: 7'-11"
BOTTOM GRADE: 5'-8"
TOWER EQUIPMENT AREA TOTAL: --
TOP GRADE: --
BOTTOM GRADE: --
WOOD DECKS AREA TOTAL: 4.28 SQ. FT.
TOP GRADE: 11'-0"
BOTTOM GRADE: 8'-11"
EXT. RISER SIZE: INTERNAL
EXT. RISER LENGTH: --
EXT. RISER DIA GRADE: --
PWR RISER SIZE: INTERNAL
PWR RISER LENGTH: --

ANTENNA & CABLE SCHEDULE
ANTENNA: KIMATH, ANTENNA (BASE / MODEL), GIGAL, CABLE LENGTH, GRIDS PER SITE, CABLE BOX
SECTOR: ALPHA, T82, ANTENNA (400-1015), 9/8, 4/12, 1/2"
SECTOR: BETA
SECTOR: GAMMA
REVISION TO FIELD VERIFY CABLE LENGTHS PRIOR TO BEGINNING, OR REVISION OF CABLES

Project information for SC-TX-MVEXPANI-ATT SMALL CELL NETWORK NODE 088. Includes contact info for net SYSTEMS (3030 Worrenville Rd, Suite 340, Lisle, IL 60532) and project details like date (08/11/14) and scale (1/8").



3030 Warrenville Rd, Suite 340  
Lisle, IL 60532  
www.netnet.com

PROJECT INFORMATION:

SC-TX-MVEXPAN1-ATT  
SMALL CELL NETWORK  
NODE 088  
211 TIMBERWILDE LN  
HOUSTON, TX 77024

CURRENT ISSUE DATE:

08/11/14

ISSUED FOR:

ZONING

BY: DATE: DESCRIPTION: REV:

AD	DATE	DESCRIPTION	REV
AD	08/11/14	ZONING	0

PLANS PREPARED BY:



AD NUMBER: MEXV05-088

CONSULTANT:

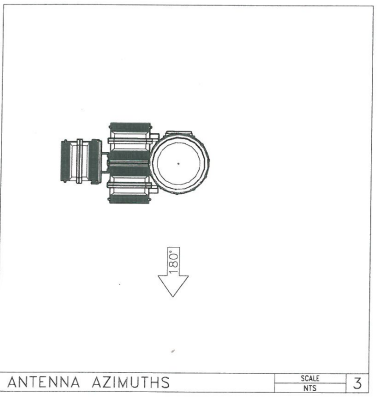
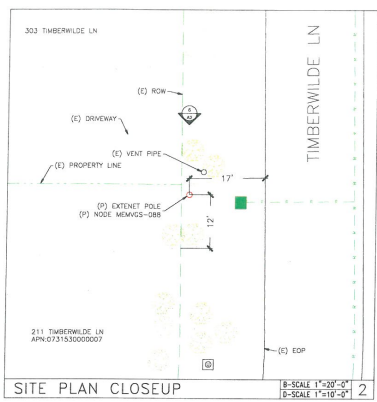
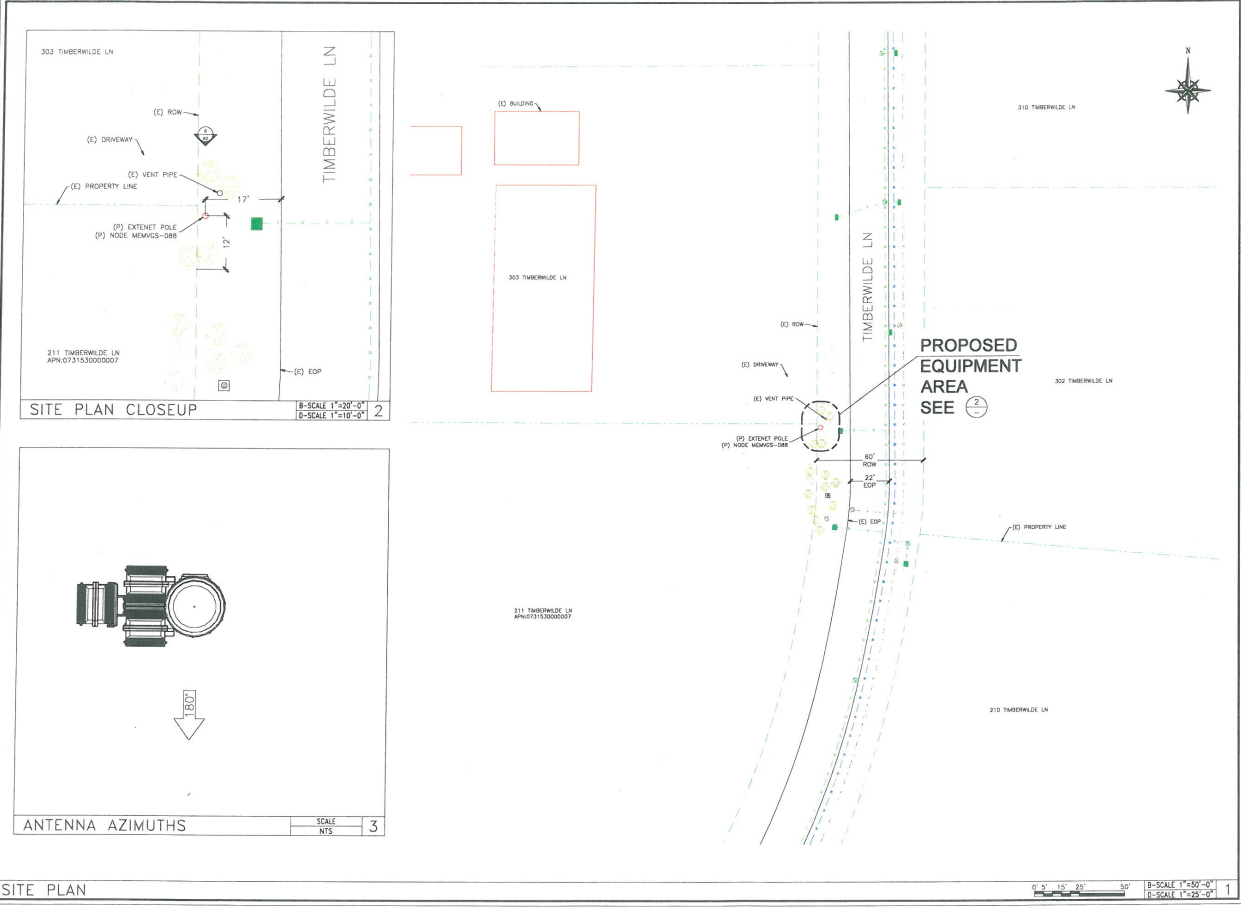
SEAL OF APPROVAL:

SHEET TITLE:

SITE PLAN

SHEET NUMBER: REVISION:

A1 0  
08/11/14



SITE PLAN

COMMUNICATIONS MAKE-READY

1. INSTALL 30' CUSTOM METAL POLE, FOUNDATION PER STRUCTURAL.
2. INSTALL (1) OMNI ANTENNA ON POLE TOP.
3. INSTALL (12) 1/2" COAX FROM RADIOS TO ANTENNA INTERNALLY.
4. INSTALL RADIOS, COUPLERS, & PWR EQUIPMENT AT 12.00 POSITION.
5. INSTALL METER SOCKET AT 3.00 POSITION.

POWER MAKE-READY

1. PROVIDE 120/240 3-WIRE SINGLE PHASE, 40 AMP SERVICE TO 2" PWR CONDUIT, METER SOCKET ON POLE FROM SECONDARY SOURCE.

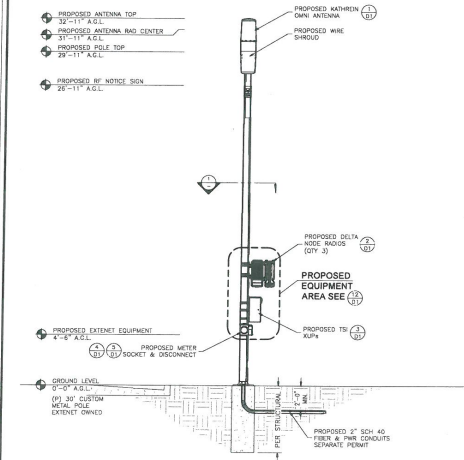
MAKE-READY NOTES

NOT USED

NOT USED



TIMBERWILDE LN FOC/EP



PROPOSED ELEVATION NORTH

B-SCALE 1/8"=1'-0"  
B-SCALE 1/4"=1'-0"

6 NOT USED

SCALE NTS 5

EQUIP. SPACE PLAN VIEW

1



3320 Wrensville Rd, Suite 340  
Lisle, IL 60532  
www.netnet.com

PROJECT INFORMATION:

SC-TX-MVEXPAN1-ATT  
SMALL CELL NETWORK  
NODE 088  
211 TIMBERWILDE LN  
HOUSTON, TX 77024

CURRENT ISSUE DATE:

08/11/14

ISSUED FOR:

ZONING

BY: DATE: DESCRIPTION: REV:

BY	DATE	DESCRIPTION	REV
AG	08/11/14	Zon	0

PLANS PREPARED BY:



AD NUMBER: MWVGS-088

CONSULTANT:

SEAL OF APPROVAL:

SHEET TITLE:

ELEVATIONS & RISER DETAILS

SHEET NUMBER: REVISION:

A2 0  
08/11/14



PROJECT INFORMATION:  
**SC-TX-MVEXPAN1-ATT**  
**SMALL CELL NETWORK**  
**NODE 088**  
511 TIMBERWILDE LN  
HOUSTON, TX 77024

CURRENT ISSUE DATE:  
**08/11/14**

ISSUED FOR:  
**ZONING**

BY:	DATE:	DESCRIPTION:	REV:
AD	08/11/14	Zon	0

PLANS PREPARED BY:

**ACI**  
1-800-825-4ACI  
1-900-825-4ACI  
5711 Research Drive  
Cortona, MI 48188

AD NUMBER: MEMG03-088

CONSULTANT:

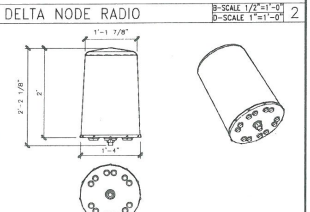
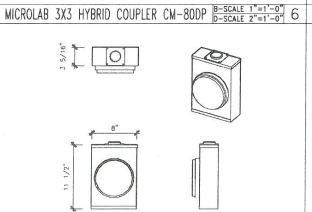
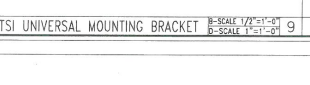
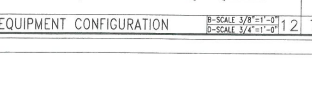
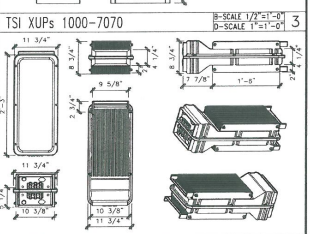
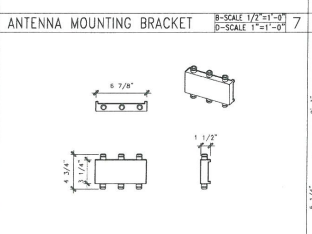
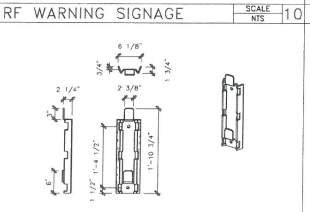
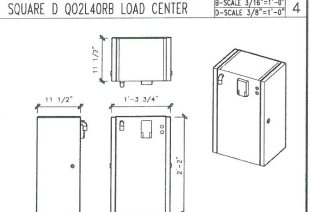
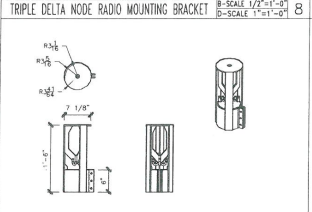
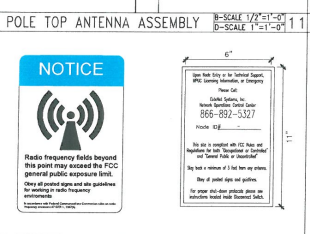
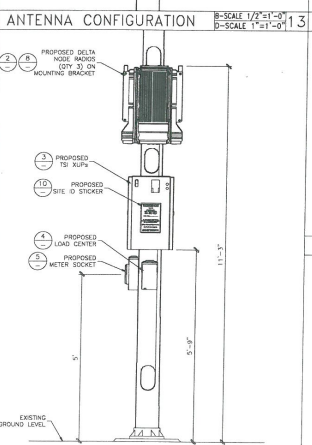
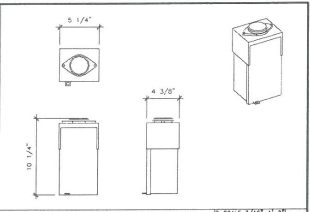
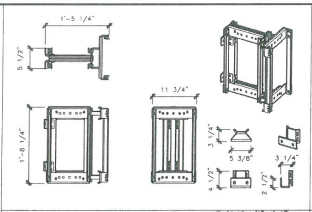
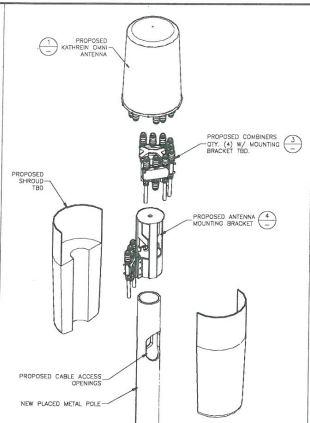
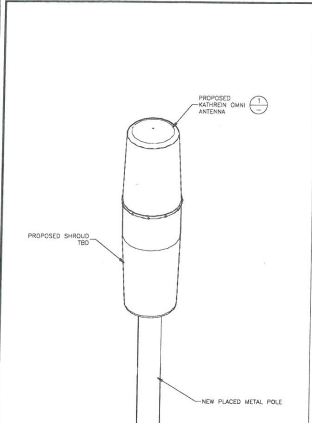
SEAL OF APPROVAL:

SHEET TITLE:

**EQUIPMENT DETAILS**

SHEET NUMBER: **D1** REVISION: **0**

08/11/14



**Proposed**

view from Timberwilde Ln looking South at site

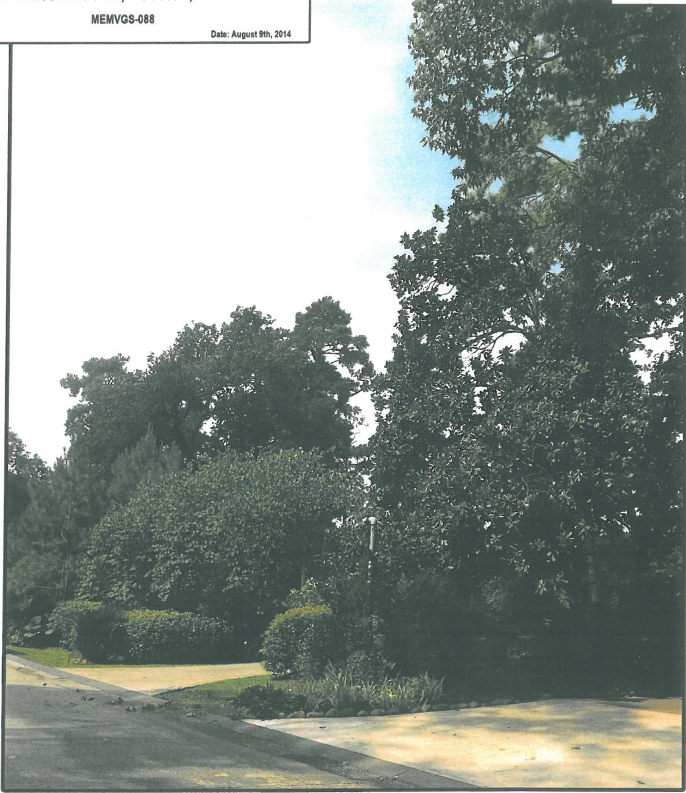
**net** SYSTEMS YOUR NETWORK EVERYWHERE.

211 Timberwilde Ln, Houston, TX 77024

MEMVGS-088

Date: August 9th, 2014

**Existing**





# SC-TX-MVEXPAN1-ATT

## NODE 083

403 THAMER CIR, HOUSTON, TX 77024

**PROPRIETARY INFORMATION**

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

**net** YOUR NETWORK EVERYWHERE

3030 Warrenville Rd, Suite 340  
Lisle, IL 60532  
www.extennet.com

**PROJECT INFORMATION:**

SC-TX-MVEXPAN1-ATT  
SMALL CELL NETWORK  
NODE 083  
403 THAMER CIR  
HOUSTON, TX 77024

**CURRENT ISSUE DATE:**

08/11/14

**ISSUED FOR:**

ZONING

**BY: DATE: DESCRIPTION: REV:**

BY	DATE	DESCRIPTION	REV
AD	08/11/14	ZON	0

**PLANS PREPARED BY:**

ACI NUMBER: MUMWOS-083

**CONSULTANT:**

**SEAL OF APPROVAL:**

**TITLE SHEET AND PROJECT INFORMATION**

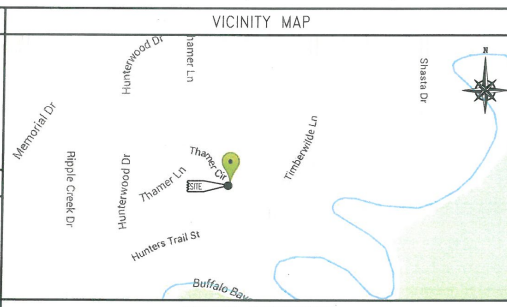
**SHEET NUMBER: REVISION:**

**T1 0**

08/11/14

**LEGEND & SYMBOLS**

---	CENTRALINE	⊕	SPOT ELEVATION (DATUM)
- - - -	PROPERTY/LEASE LINE	⊗	FLAG NOTE
---	PROPOSED CONDUIT	⊗	ITEM BALLOON (DETAIL SHEETS)
---	POWER CONDUIT	⊗	DETAIL REFERENCE
---	TELEPHONE CONDUIT	⊗	SECTION REFERENCE
---	AERIAL ELECTRICAL LINE		
---	COMMON CABLE/CONDUIT		
---	OVERHEAD CONDUITORS		
---	CHAIN LINK FENCING		



**PROJECT DESCRIPTION**

THESE DRAWINGS DEPICT A PORTION OF A DISTRIBUTED ANTENNA SYSTEM (DAS) TELECOMMUNICATIONS NETWORK, TO BE CONSTRUCTED, OWNED AND OPERATED BY EXTENNET SYSTEMS, IN THE PUBLIC RIGHT OF WAY/PUBLIC UTILITY EASEMENT PURSUANT TO AUTHORITY GRANTED BY THE TEXAS PUBLIC UTILITIES COMMISSION.

THE MAIN COMPONENTS OF THIS INSTALLATION ARE THE INSTALLATION OF ONE (1) 1670KHZ OMNI ANTENNA, THREE (3) RADIOS, ONE (1) PWR CABINET, ASSOCIATED ELECTRICAL COMPONENTS, AND MOUNTING BRACKETS AS REQUIRED, LOCATED ON A NEW PLACED EXTENNET METAL POLE.

**ABBREVIATIONS**

AL	ALUMINUM	FLR	FLOOR	PREM	PREMIARY
ALY	ALLOY	FOC	FACE OF CURB	PWR	POWER
ANT	ANTENNA	FT	FOOT	QTY	QUANTITY
ACL	ABOVE GROUND	FS	FASCSIDE	R	RADIUS
ANGL	ANGLE	FTSR	FACTORY	RND	RADIUS
AS	AS REQUIRED	GA	GALVANIZED	RC	RAD CENTER
APRX	APPROXIMATE	GEN	GENERATOR	RELOC	RELOCATED
APR	AS REQUIRED	GND	GROUND/GROUNDING	RELOC	RELOCATED
AR	AS REQUIRED	D	DIA	ROW	RIGHT OF WAY
BA	BATTERY	INS	INSIDE	SH	SHOULDER
BC	BOLT CIRCLE	MATL	MATERIAL	SH	SHOULDER
BLDG	BUILDING	MFR	MANUFACTURER	SS	STAINLESS STL
BRKT	BRACKET	MAX	MAXIMUM	SPLY	SUPPLY
CAB	CABINET	MTC	MOUNTING	STD	STANDARD
CL	CENTRALINE	MTR	METER	STL	STEEL
CONC	CONCRETE	MAX	MAXIMUM	SQR	SQUARE
CND	CONDUIT	MN	MINIMUM	STR	STRUCTURAL
DN	DOWN	N	NEW	THD	THREAD
EA	EACH	NS	NOT TO SCALE	THK	THICK
E3	EXISTING	NIS	NOT TO SCALE	TWND	TIMBER
EQ	ELEVATION	OC	OUTSIDE	TYP	TYPICAL
EMBED	EMBEDMENT	OD	OUTSIDE DIAMETER	UBC	UNDERMINED
EMER	EMERGENCY	PT	PROPOSED	W/	WITHOUT
ENCL	ENCLOSURE	PLND	PLUMBING	W/O	WITHOUT
EQPT	EQUIPMENT	PL	PLACES	WTR	WATER
EQPT	EQUIPMENT	PL	PLACES	XWTR	CROSSING
EQ SP	EQUAL SPACE	P/O	PART OF	TRNSFR	TRANSFORMER
EQPT	EQUIPMENT	PRDN	PROVIDED	XWTR	CROSSING
FUT	FUTURE				

**DRIVING DIRECTIONS**

FROM 2800 N TERMINAL RD, HOUSTON, TX 77032 TO: 403 THAMER CIR, HOUSTON, TX 77024 (DISTANCE: 27 MILES (43 KM))

- HEAD WEST ON N TERMINAL RD 0.5 MI
- LEFT RIGHT ONTO JOHN F. KENNEDY BLVD 2.8 MI
- LEFT RIGHT ONTO HUNTERWOOD DR 2.8 MI
- KEEP LEFT AT THE FORK. FOLLOW SIGNS FOR DOWNTOWN/TEXAS
- KEEP RIGHT AT THE FORK. FOLLOW SIGNS FOR I-610 W AND MERGE ONTO I-610 W 7.5 MI
- TAKE EXIT 11A TO MERGE ONTO I-10 W TOWARD SAN ANTONIO 1.4 MI
- TAKE RIGHT PULL OFF/SHOULDER TOWARD ROCK RIVERWAY RD 0.8 MI
- MERGE ONTO HUNTERWOOD DR TO POND/SHOULDER R/W 0.1 MI
- TURN LEFT ONTO THAMER CIR 0.2 MI
- TURN RIGHT ONTO MEMORIAL DR 0.8 MI
- TURN LEFT ONTO THAMER CIR 0.2 MI
- TAKE THE 1ST LEFT ONTO THAMER CIR 335 FT

**DRAWING INDEX**

T1	TITLE SHEET & PROJECT INFORMATION
T2	GENERAL NOTES AND SCHEDULES
A1	SITE PLAN
A2	UTILITY POLE ELEVATIONS / RISER DETAILS
D1	EQUIPMENT DETAILS POLE MOUNTED

**CODE COMPLIANCE**

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

- TEXAS BUILDING CODE IBC
- TEXAS ADMINISTRATIVE REGULATIONS
- ANSI / ENA-222-IF LIFE SAFETY CODE NFPA 10 LOCAL BUILDING CODES
- BUILDING OFFICIALS AND CODE ADMINISTRATORS (BOCA)
- TEXAS ELECTRICAL CODE NEC
- TEXAS MECHANICAL CODE IMC
- TEXAS PLUMBING CODE IPC
- CITY AND/OR COUNTY ORDINANCES
- CITY AND/OR COUNTY ORDINANCES
- AND LATEST MUNICIPAL FIRE CODE

**SIGNATURE BLOCK**

APPROVED BY:	INITIALS:	DATE:
MUNICIPAL AFFAIRS:		
RE MANAGER:		
CONSTRUCTION MANAGER:		
PROJECT MANAGER:		
APPLICANT AGENT:		
APPLICANT:		

**BUILDING / SITE DATA**

**LATITUDE:** 29.767064  
**LONGITUDE:** -95.493384  
**ELEVATION:** N / A  
**JURISDICTION:** CITY OF HUNTERS CREEK VILLAGE  
**A.P.N.:** 101110000004  
**ZONING:** PUBLIC RIGHT OF WAY  
**OCCUPANCY:** U, UNMANNED

**TYPE OF CONSTRUCTION:** ATTACHMENTS TO NEW METAL POLE  
**AREA OF CONC:** -  
**HANDICAP REQUIREMENTS:** FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED.  
**TITLE 24 REQUIREMENTS:** FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. THIS PROJECT IS EXEMPT.

**PROJECT TEAM**

<b>PROPERTY OWNER:</b> NAME: PUBLIC RIGHT OF WAY ADDRESS: 403 THAMER CIR, HOUSTON, TX 77024	<b>PROJECT MANAGER:</b> EXTENNET SYSTEMS INC. CONTACT: JIM NEWMAN PHONE: (407) 483-8278	<b>MUNICIPAL AFFAIRS:</b> EXTENNET SYSTEMS INC. CONTACT: LAWRENCE BEER PHONE: (720) 939-2337
<b>DESIGNER:</b> EXTENNET SYSTEMS, INC. 3030 WARRENVILLE ROAD SUITE 340 LISLE, IL 60532 PHONE: (630) 305-3800 FAX: (630) 377-1332	<b>CONSTRUCTION MANAGER:</b> ACRO COMMUNICATIONS, INC. CONTACT: JAY HANAWRATT PHONE: (817) 629-7348	<b>ARCHITECT:</b> ACRO COMMUNICATIONS, INC. 5711 RESEARCH DRIVE CANTON, MI 48188 CONTACT: BENJAMIN BEVIE PHONE: (748) 403-7072



**GENERAL NOTES**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SURVEY MONUMENTS AND/OR CONTROL POINTS. MONUMENTS WHICH ARE DESTROYED OR DISTURBED BY CONSTRUCTION, A LAND SURVEYOR MUST FIELD LOG, RECONSTRUCT AND PROVIDE AN INTERPOLATED OR CONTROLLING MONUMENT PRIOR TO ANY FURTHER WORK. CONTROLLING MONUMENTS SHALL BE REPLACED WITH APPROPRIATE MONUMENTS BY A LAND SURVEYOR. A CONVEYANCE RECORD ON RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED AS REQUIRED BY THE PROFESSIONAL LAND SURVEYOR ACT.
2. IMPROVEMENT NOTES: CALL UNDERGROUND SERVICES ALLEYS, TOLL FREE 1-800-344-8377, THREE DAYS BEFORE YOU DIG.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECT AND LOCATING OF ALL EXISTING UTILITIES THAT CROSS THE PROPOSED TRENCH LINE AND ARE NOT MINIMUM 4" MINIMUM VERTICAL CLEARANCE.
4. IF ANY EXISTING UNDERGROUND OR UNDERGROUND MONUMENTS ON THE APPROVE PLANS IS DAMAGED OR IMPROPERLY DISLOCATED OR DISRUPTED, IT SHALL BE REPAIRED AND/OR REPLACED IN KIND PER THE APPROVED PLANS.
5. CONTRACTOR SHALL PROTECT OR REPAIR ALL EXISTING SIGNALS, LIGHTS, AND LAND SURVEYING DAMAGED DURING CONSTRUCTION.
6. THIS PROJECT WILL BE INSPECTED BY ENGINEERING AND FIELD ENGINEERING DIVISION.
7. MANHOLES OR COVERS SHALL BE LABELED EXACTLY.
8. CONTRACTOR SHALL IMPLEMENT AN EROSION CONTROL PROGRAM DURING THE PROJECT CONSTRUCTION. ACCORDING TO THE PROGRAM SHALL MEET THE APPLICABLE REQUIREMENTS OF THE STATE WATER POLLUTION CONTROL BOARD.
9. THE CONTRACTOR SHALL HAVE EXISTING UTILITIES AND EQUIPMENT ON HAND FOR UNDERGROUND MONUMENTS, SIGNALS, LIGHTS AND SURVEY MONUMENTS WHEREBY FLOWING WATER CONDITIONS ARE NOT AFFECTED.

**GENERAL NOTES**

1. INFORMATION CLAUSE: THE CONTRACTOR AGREES AND SHALL ASSUME FULL AND COMPLETE RESPONSIBILITY OF THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTIES. THAT THESE RESPONSIBILITIES SHALL BE LIMITED TO NORMAL WORKING HOURS AND CONDITIONS. THE CONTRACTOR AGREES TO OBTAIN NECESSARY AND VALID UTILITIES, INFORMATION AND DESIGN INFORMATION FROM ALL UTILITIES, AND ALL LIABILITY, RISK OF ALLEGED IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT.
2. PRIOR TO THE BEGINNING OF ANY CONSTRUCTION AND THROUGHOUT THE COURSE OF CONSTRUCTION WORK, THE CONTRACTOR SHALL COMPLY WITH "LOCAL OCCUPATIONAL SAFETY AND HEALTH" ACT OF 1973 INCLUDING ALL PERMITS AND REQUIREMENTS THEREOF.
3. ALL WORK SHALL CONFORM TO THE LATEST STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND AS SET FORTH BY THE CITY, COUNTY OR STATE AS ISSUED BY CHANGING PLANS AND ADDENDUMS.
4. THE EXTENSION AND LOCATION OF UTILITIES AND OTHER ADJACENT FACILITIES AS SHOWN HEREON ARE BASED ON A RECORD OF SURVEY. OTHER FACILITIES NOT SHOWN ON THIS PLAN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL USE EXTREME CARE AND PROTECTIVE MEASURES TO AVOID DAMAGE TO THESE UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES OR ADJACENT FACILITIES WITHIN THE LIMITS OF WORK, WHETHER THEY ARE SHOWN ON THIS PLAN OR NOT.
5. THE CONTRACTOR SHALL NOTIFY THE CITY, COUNTY OR STATE INSPECTOR DEPARTMENT, AT LEAST THE DAY BEFORE, START OF ANY WORK REGARDING THEIR REQUIREMENT.
6. THE CITY, COUNTY OR STATE SHALL SPEEDY THE EXPIRATION PERIOD OF THE PERMIT FOR THIS CONSTRUCTION PROJECT.
7. THE MINIMUM COVER FOR ALL CONDUITS PLACED UNDERGROUND SHALL BE 36 INCHES TO THE FINISHED GRADE AT ALL TIMES.
8. THE CONTRACTOR SHALL TAKE ALL CARE AND PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MONUMENTS AS THE DIRECTION OF THE CITY, COUNTY OR STATE DIRECTOR.
9. ALL A/C AND/OR CONCRETE PLACEMENT SHALL BE REPLACED AT THE DIRECTION OF THE CITY, COUNTY OR STATE DIRECTOR.
10. ALL SHRUBS, PLANTS OR TREES THAT HAVE BEEN DAMAGED OR DISTURBED DURING THE COURSE OF THE WORK, SHALL BE REPLANTED AND/OR REPLACED SO AS TO RESTORE THE WORK SITE TO ITS ORIGINAL CONDITION.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTY, INCLUDING THE ADJACENT LOTS, FROM DAMAGE TO THE PROPERTY, INCLUDING THE CITY, COUNTY OR STATE DIRECTOR.
12. ALL UTILITIES, MONUMENTS AND OTHER TYPES OF SUBSTRUCTURE AND OTHER STRUCTURES ON THIS PLAN OR NOT SHOWN ON THIS PLAN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL USE EXTREME CARE AND PROTECTIVE MEASURES TO AVOID DAMAGE TO THESE UTILITIES, MONUMENTS OR OTHER TYPES OF SUBSTRUCTURE AND OTHER STRUCTURES.
13. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES IN INCLUDING SINKER LATERALS & WATER MAINS TO BE PROTECTED BY THE CITY, COUNTY OR STATE DIRECTOR.
14. CONTRACTOR SHALL TAKE EXISTING UTILITIES AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT PROTECTION TO BE MADE IF NECESSARY BEFORE OR DURING CONSTRUCTION.
15. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE FROM EXISTING RECORDS AND COORDINATES. WHERE POSSIBLE, NEW FIELD TIES, THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING EXISTING UTILITIES AND MONUMENTS. PRIOR TO CONSTRUCTION, IF EXISTING UTILITIES ARE DAMAGED OR DISTURBED, THE CONTRACTOR SHALL BE NOTIFIED TO MAKE ANY CONSTRUCTION CHANGES REQUIRED.

**GENERAL NOTES**

1. INFORMATION CLAUSE: THE CONTRACTOR AGREES AND SHALL ASSUME FULL AND COMPLETE RESPONSIBILITY OF THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTIES. THAT THESE RESPONSIBILITIES SHALL BE LIMITED TO NORMAL WORKING HOURS AND CONDITIONS. THE CONTRACTOR AGREES TO OBTAIN NECESSARY AND VALID UTILITIES, INFORMATION AND DESIGN INFORMATION FROM ALL UTILITIES, AND ALL LIABILITY, RISK OF ALLEGED IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT.
2. PRIOR TO THE BEGINNING OF ANY CONSTRUCTION AND THROUGHOUT THE COURSE OF CONSTRUCTION WORK, THE CONTRACTOR SHALL COMPLY WITH "LOCAL OCCUPATIONAL SAFETY AND HEALTH" ACT OF 1973 INCLUDING ALL PERMITS AND REQUIREMENTS THEREOF.
3. ALL WORK SHALL CONFORM TO THE LATEST STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND AS SET FORTH BY THE CITY, COUNTY OR STATE AS ISSUED BY CHANGING PLANS AND ADDENDUMS.
4. THE EXTENSION AND LOCATION OF UTILITIES AND OTHER ADJACENT FACILITIES AS SHOWN HEREON ARE BASED ON A RECORD OF SURVEY. OTHER FACILITIES NOT SHOWN ON THIS PLAN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL USE EXTREME CARE AND PROTECTIVE MEASURES TO AVOID DAMAGE TO THESE UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES OR ADJACENT FACILITIES WITHIN THE LIMITS OF WORK, WHETHER THEY ARE SHOWN ON THIS PLAN OR NOT.
5. THE CONTRACTOR SHALL NOTIFY THE CITY, COUNTY OR STATE INSPECTOR DEPARTMENT, AT LEAST THE DAY BEFORE, START OF ANY WORK REGARDING THEIR REQUIREMENT.
6. THE CITY, COUNTY OR STATE SHALL SPEEDY THE EXPIRATION PERIOD OF THE PERMIT FOR THIS CONSTRUCTION PROJECT.
7. THE MINIMUM COVER FOR ALL CONDUITS PLACED UNDERGROUND SHALL BE 36 INCHES TO THE FINISHED GRADE AT ALL TIMES.
8. THE CONTRACTOR SHALL TAKE ALL CARE AND PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MONUMENTS AS THE DIRECTION OF THE CITY, COUNTY OR STATE DIRECTOR.
9. ALL A/C AND/OR CONCRETE PLACEMENT SHALL BE REPLACED AT THE DIRECTION OF THE CITY, COUNTY OR STATE DIRECTOR.
10. ALL SHRUBS, PLANTS OR TREES THAT HAVE BEEN DAMAGED OR DISTURBED DURING THE COURSE OF THE WORK, SHALL BE REPLANTED AND/OR REPLACED SO AS TO RESTORE THE WORK SITE TO ITS ORIGINAL CONDITION.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTY, INCLUDING THE ADJACENT LOTS, FROM DAMAGE TO THE PROPERTY, INCLUDING THE CITY, COUNTY OR STATE DIRECTOR.
12. ALL UTILITIES, MONUMENTS AND OTHER TYPES OF SUBSTRUCTURE AND OTHER STRUCTURES ON THIS PLAN OR NOT SHOWN ON THIS PLAN SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL USE EXTREME CARE AND PROTECTIVE MEASURES TO AVOID DAMAGE TO THESE UTILITIES, MONUMENTS OR OTHER TYPES OF SUBSTRUCTURE AND OTHER STRUCTURES.
13. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES IN INCLUDING SINKER LATERALS & WATER MAINS TO BE PROTECTED BY THE CITY, COUNTY OR STATE DIRECTOR.
14. CONTRACTOR SHALL TAKE EXISTING UTILITIES AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT PROTECTION TO BE MADE IF NECESSARY BEFORE OR DURING CONSTRUCTION.
15. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE FROM EXISTING RECORDS AND COORDINATES. WHERE POSSIBLE, NEW FIELD TIES, THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING EXISTING UTILITIES AND MONUMENTS. PRIOR TO CONSTRUCTION, IF EXISTING UTILITIES ARE DAMAGED OR DISTURBED, THE CONTRACTOR SHALL BE NOTIFIED TO MAKE ANY CONSTRUCTION CHANGES REQUIRED.

**GENERAL NOTES**

**ROW CONSTRUCTION NOTES:**

1. 1/2" X 3/4" POWER REQUIRED FOR 3-WIRE SERVICE.
  2. GO TO REMEDIATION ALL DEBRIS, WALK, STAIRS, OR NON-USED VERTICALS OFF THE POLE.
  3. ALL CONDUITS SHALL BE IN ACCORDANCE WITH MANUFACTURER'S, COUNTY, STATE AND FEDERAL STANDARDS AND REGULATIONS.
  4. CALL LOCAL UTILITY PROVIDER TO DETERMINE AT 800-344-8377.
  5. ALL CONDUITS TO BE INSTALLED TO DRIVING CONDITION OR BETTER.
  6. ALL EQUIPMENT TO BE BONDING.
  7. ELECTRICAL CABINETS REQUIRE 3" CLEARANCE AT DOOR OPENING.
  8. GROUND TESTED AT 4 OHMS OR LESS.
  9. 3/4" X 3/4" ROD, CAP WELD BELOW GRADE.
  10. 2" DEBRIS AND STONE WIRE.
  11. WOOD MOUNTING, SPACED EVERY 3" AND AT EACH END.
  12. CONDUITS 3" FROM POLE.
- STANDARD CONDUIT NOTES:**
1. FOR UNDERGROUND USE, SCHEDULE 40.
  2. FOR WIRE USE, SCHEDULE 40.
  3. CONDUIT 4" GARDEN CONDUIT TO 3" AT BASE OF POLE.
  4. ALL CONDUIT WILL BE MAN DRILLED AND EQUIPPED WITH 3/8" FILL ROPE.
- STANDARD TRENCHING NOTES:**
1. MAINTAIN 40" MINIMUM COVER FOR ELECTRICAL CONDUIT.
  2. MAINTAIN 30" MINIMUM COVER FOR COMMUNICATIONS CONDUIT.
  3. SAND SHIMMING MINIMUM 1" UNDER CONDUIT, AND 6" COVERING ON TOP REQUIRED.
  4. ALL ELECTRICAL SERVICE CONDUITS FROM POWER COMPANY, WHETHER FROM POLES, TRANSFORMERS, OR OTHER LOCATIONS, WILL BE SLURRY BROUGHT.
  5. IN STREET SLURRY TO GRADE AND WILL DOWN 1-1/2" FOR A/C CAP NUTRIC SOIL FOR DRAINAGE.
  6. PLACE WARNING TAPE IN TRENCH 12" ABOVE ALL CONDUITS AND #18 WARNING TAPE ABOVE DRILLED HOLES.

**ROW UTILITY POLE CONSTRUCTION NOTES:**

1. NO BOLT THREADS TO PROTRUDE MORE THAN 1-1/2".
2. FILL ALL HOLES LEFT IN POLE FROM REARRANGING OF EQUIPMENT.
3. ALL CLAMP STEPS NEXT TO CONDUIT SHALL HAVE EXTENDED STEPS.
4. CABLE NOT TO IMPROVE 15" CLEAR SPACE OFF POLE FACE (1200).
5. 9/16" SIGHT SWEEPS UNDER ANTENNA ARM. ALL CABLES MUST ONLY TRAVEL ON THE INSIDE OR BOTTOM OF ARMS AND CABLE ON TOP OF ARMS.
6. USE CABLE CLAMPS TO SECURE CABLE TO ARM. PLACE 3" GARDEN CABLE 6" PACE ON BOTH SIDES OF ARMS.
7. PLACE GFCI ON ARM WITH SOUTHERN SPOKE DISPOSED AT MINIMUM 8" FROM TRANSFER ANTENNA, WHICH IS 24" AWAY FROM CENTER OF POLE.
8. USE 1/2" CABLE ON ANTENNAS UNLESS OTHERWISE SPECIFIED.
9. FILL HOLES AROUND CABLES AT CONDUIT OPENING WITH FOAM SEALANT TO PREVENT WATER INTRUSION.



**WIND LOADING INFORMATION**

ANTENNA/WOOD ARM AREA	SOIL	2,57 SQ. FT.
TOP GRADE	32'-11"	
BOTTOM GRADE	32'-11"	
AUTOMATED AREA	084/27 SQ. FT.	
TOP GRADE	3'-5"	
BOTTOM GRADE	4'-4"	
PER ARM AREA TOTAL	1,28 SQ. FT.	
TOP GRADE	7'-11"	
BOTTOM GRADE	5'-9"	
POLE EQUIPMENT AREA TOTAL	-	
TOP GRADE	-	
BOTTOM GRADE	-	
POLE BECKETS AREA TOTAL	4,28 SQ. FT.	
TOP GRADE	11'-2"	
BOTTOM GRADE	8'-11"	
EXT. ASER SIZE	INTERNAL	
EXT. REER LENGTH	-	
EXT. REER DIA. GRADE	-	
PER ASER SIZE	INTERNAL	
PER REER LENGTH	-	
PER REER DIA. GRADE	-	

**ANTENNA & CABLE SCHEDULE**

ANTENNA SECTION	ANTENNA MAKE / MODEL	CONDUIT CABLE TYPE	CABLE PER SITE	CABLE SIZE
SECTOR ALPHA	107	ARMORED 80-1015	1/2"	1/2"
SECTOR BETA				
SECTOR GAMMA				

NOTE: CONTRACTOR TO FIELD VERIFY CABLE LENGTHS PER TO PROVIDE INFORMATION ON INSTALLATION OF CABLES.

**ROW CONSTRUCTION GENERAL NOTES**

SCALE NTS 3

**LOADING AND ANTENNA CABLE SCHEDULES**

SCALE NTS 1

**net** YOUR NETWORK SYSTEMS  
 3030 Warrenville Rd, Suite 340  
 Lisle, IL 60532  
 www.netnet.com

PROJECT INFORMATION:  
**SC-TX-MVEXPAN1-ATT**  
**SMALL CELL NETWORK**  
 NODE 063  
 403 TRAMER CIR  
 HOUSTON, TX 77024

CURRENT ISSUE DATE:  
 08/11/14

ISSUED FOR:

**ZONING**

BY: DATE: DESCRIPTION: REV:

BY	DATE	DESCRIPTION	REV
AD	08/11/14	Z04	0

**ACI**  
 1-800-833-4463  
 5711 Research Drive  
 Canton, MI 48188

ACI NUMBER: MIDWDS-083  
 CONSULTANT:

SEAL OF APPROVAL:

SHEET TITLE:  
**GENERAL NOTES AND SCHEDULES**

SHEET NUMBER: REVISION:  
**T2** 0  
 08/11/14





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BY	DATE	DESCRIPTION	REV
ACI	08/11/14	ZONING	0

PLANS PREPARED BY:



ACI NUMBER: MEMVOS-083

CONSULTANT:

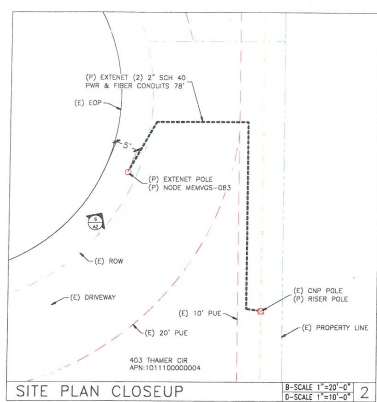
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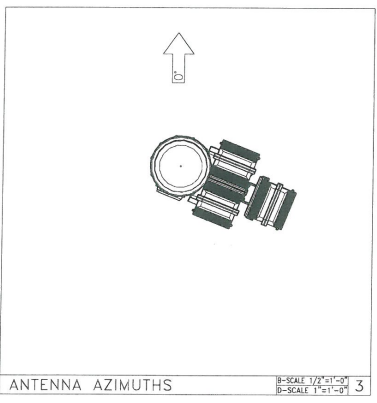
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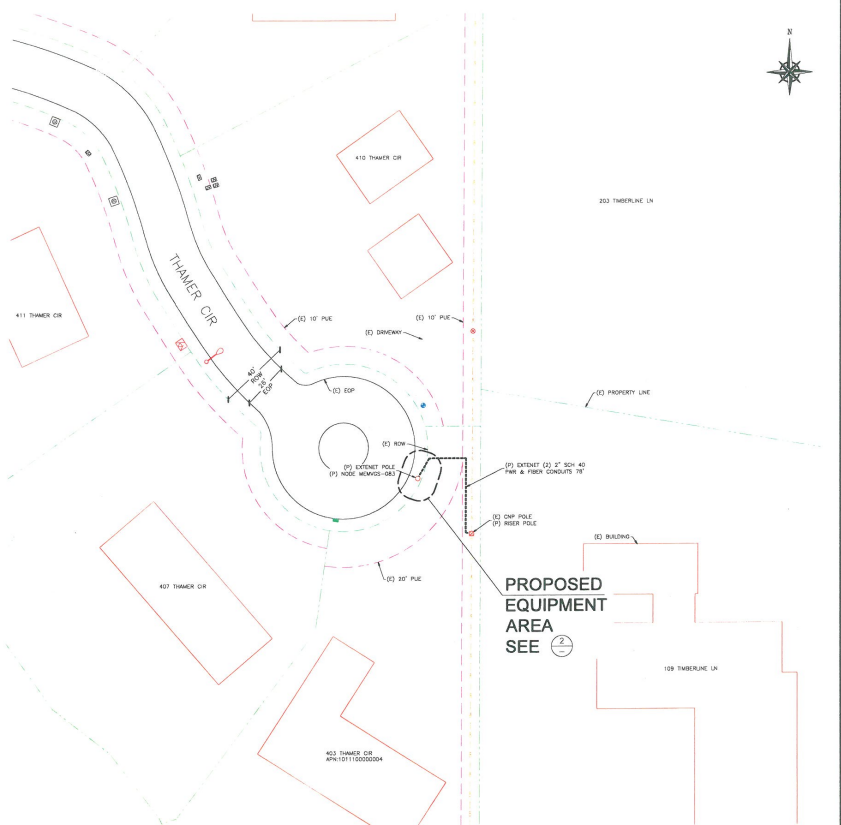
08/11/14



SITE PLAN CLOSEUP  
 B-SCALE 1"=50'-0"  
 D-SCALE 1"=10'-0" 2



ANTENNA AZIMUTHS  
 B-SCALE 1/2"=51'-0"  
 D-SCALE 1"=1'-0" 3



PROPOSED EQUIPMENT AREA SEE 2

B-SCALE 1"=50'-0"  
 D-SCALE 1"=25'-0" 1

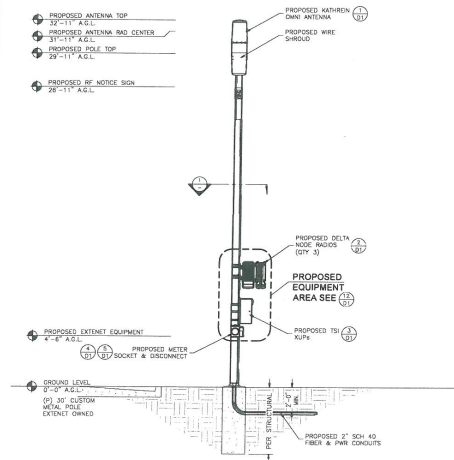
**COMMUNICATIONS MAKE-READY**

1. INSTALL 30' CUSTOM METAL POLE, FOUNDATION PER STRUCTURAL.
2. INSTALL (1) OMNI ANTENNA ON POLE TOP.
3. INSTALL (12) 1/2" COAX FROM RADIOS TO ANTENNA INTERNALLY.
4. INSTALL RADIOS, COUPLERS, & PWR EQUIPMENT AT 12.00 POSITION.
5. INSTALL METER SOCKET AT 3.00 POSITION.

**POWER MAKE-READY**

1. PROVIDE 120/240 3-WIRE SINGLE PHASE, 40 AMP SERVICE TO 2" PWR CONDUIT, METER SOCKET ON POLE FROM SECONDARY SOURCE.

**MAKE-READY NOTES**



PROPOSED ELEVATION SOUTHWEST

8-SCALE 1/8"=1'-0"  
5-SCALE 1/4"=1'-0"

6 NOT USED

NOT USED

3

NOT USED

2

THAMER CIR

FAC/EP

EQUIP. SPACE PLAN VIEW

1



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**PROJECT INFORMATION:**

SC-TX-MVEXPAN-ATT  
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HOUSTON, TX 77024

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**PLANS PREPARED BY:**



ACI NUMBER: MWD05-083

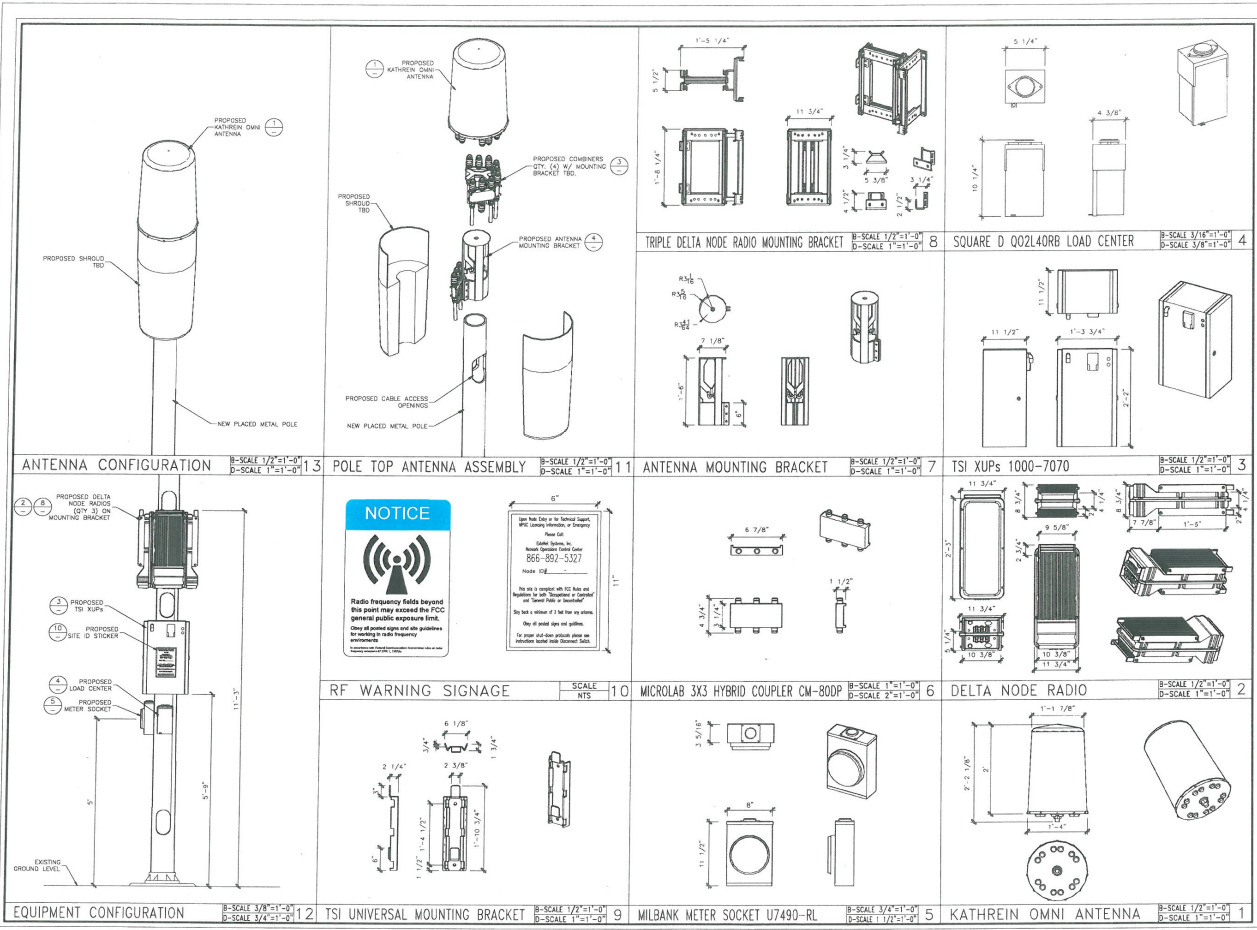
**CONSULTANT:**

**SEAL OF APPROVAL:**

**SHEET TITLE:**  
ELEVATIONS & RISER DETAILS

SHEET NUMBER: REVISION:

A2 0  
08/11/14



**net SYSTEMS**  
 3530 Warrenville Rd, Suite 340  
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**PROJECT INFORMATION:**  
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 HOUSTON, TX 77064

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**PLANS PREPARED BY:**  
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 1-800-825-4442  
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 Corton, MI 48188

**ACI NUMBER:** MEMOS-083

**CONSULTANT:**

**SEAL OF APPROVAL:**

**SHEET TITLE:**  
 EQUIPMENT DETAILS

**SHEET NUMBER:** D1 **REVISION:** 0

08/11/14

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Proposed



view from Thamer Circle looking West at site

403 Thamer Cir, Houston, TX 77024

MEMVGS-083

Date: August 9th, 2014

Existing

