

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Ken Spalding
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, CPM
CITY SECRETARY
Crystal R. Dozier, TRMC

Notice is hereby given of regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, July 28, 2020 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items. Members of the public may attend the meeting in person or remotely by video or audio conference. The information for attending by video or audio conference is as follows: VIDEO 1) go to <https://us02web.zoom.us/j/3850815367?pwd=Nm5xamlVmJoZ2IGOG5sak4ycWtXQT09> 2) enter the following Access Code or Meeting Number: **385 081 5367**; and 3) enter the following Attendee ID or Numeric Meeting Password **2020**. AUDIO 1) call the following toll free number **+1 346 248 7799 US (Houston)**; 2) enter the following Access Code or Meeting Number: **385 081 5367**; and 3) enter the following Attendee ID or Numeric Meeting Password **2020**. Anyone wishing to address the city council during the meeting must notify the City Secretary, before the meeting begins by: 1) emailing her at crdozier@cityofhunterscreek.com; or 2) calling her at **713-465-2150**.

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- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. **PUBLIC HEARING**
1. The purpose of the Public Hearing is to receive input from the public, either oral or written, regarding the City's 2021 Proposed Budget (copies are posted on the City's website and on file with the City Secretary). **Pgs. 1-4**
- D. **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.*
- E. **REPORTS**
1. City Treasurer Monthly Report **Pgs. 5-10**
2. Police Commissioner Monthly Report **Pgs. 11-19**
3. Fire Commissioner Monthly Report **Pg. 20**
4. Building Official Monthly Report **Pgs. 21-28**
5. City Engineer and Public Works Report **Pg. 29**
- a. 2020 Outfall Replacement – Outfall #32 (River Glyn Drive)
- b. Voss at Second Baptist
- c. Beinhorn and Voss – Traffic Signal Reconstruction
- d. CCTV Phase II
- e. 2020 Street Maintenance – Memorial Drive
6. Report from City Attorney on resolution of Public Information Act lawsuit.

7. Mayor and Council Reports and Comments

- 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 June 23, 2020. **Pgs. 30-33**
2. Approval of the Cash Disbursement Journal for June, 2020.

G. REGULAR AGENDA

1. Consideration and possible action to adopt A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE MAYOR'S PROPOSED 2021 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2020 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE CITY ADMINISTRATOR AS THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2020 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT. **Pgs. 34-36**
2. Discussion and possible action to award a contract to Century Concrete in the amount of \$33,500.00 for the removal/replacement and grinding of 700' of sidewalk on Memorial Drive, Voss Road and Beinhorn Road. **Pgs. 37 & 38**
3. Discussion and possible action to: a) authorize the City's participation in the CARES Act, Small Cities Assistance Program, administered by Harris County; and b) authorize the Mayor to execute the necessary documents and make applications for grant payments from the Program. **Pgs. 39-45**
4. Discussion and possible action to approve Change Order #1 to the contract with Preferred Industrial Contracts, Inc.- (Close Out) for the Rehabilitation of Outfall 32, in the amount **(\$5,500.00)**. **Pgs. 46-56**
5. Discussion and possible action to approve contract amendment #62 for engineering services for 2020 Street Maintenance in the amount of \$60,935. **Pgs. 57-62**
6. Discussion and possible action to approve Memorial Villages Police Department Budget Amendment No. 2020-01 to: a) decrease the amount budgeted for health insurance by \$33,000.00 and b) create a new category for employer contributions to employees' 457b plan, with a budgeted amount of \$33,000.00. **Pgs. 63 & 64**
7. Discussion and possible action to consider the purchase of playground equipment for City Hall Pavilion. **Pgs. 65-68**
8. Discussion and possible action to accept the resignation from Kristopher Dusek Board of Adjustment Member Position No. 5. **Pgs. 69-71**

- H. EXECUTIVE SESSION It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session. Deliberations, under section 551.074 of the Texas Open Meetings Act, concerning the appointment, employment, evaluation,

reassignment, duties, discipline, or dismissal of a public officer or employee. Consultation with the City's attorney on matters in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

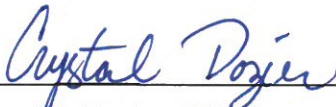
I. RECONVENE into Open Session and consider action, if any, on items discussed in Executive Session.

J. ADJOURNMENT

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

CERTIFICATION

I, the undersigned authority, does 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: July 23, 2020 at 3:30 p.m. and remained so posted continuously for at least 72 hours before said meeting was convene.



Crystal R. Dozier, TRMC
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 crdozier@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.

CITY OF HUNTERS CREEK VILLAGE
PROPOSED 2021 MUNICIPAL BUDGET

This budget will raise more total property taxes than last year's budget by \$276,667 and 4.80%, and of that amount \$81,369 is tax revenue to be raised from property added to the tax roll this year.

**City of Hunters Creek Village
2021 Proposed Budget**

Account	Description	Proposed Budget
	Estimated Beginning Fund Balance	\$3,887,673
REVENUES		
100-00-41000	CURRENT AD VALOREM TAXES	\$6,045,253
100-00-41005	PREVIOUS AD VALOREM TAXES	\$15,000
100-00-41010	FRANCHISE TAXES	\$370,000
100-00-41015	SALES TAXES	\$450,000
100-00-41020	MIXED DRINK TAX	\$20,000
100-00-41040	PENALTIES/INTEREST	\$15,000
100-00-42035	BUILDING PERMITS	\$225,000
100-00-42044	CREDIT CARD PROCESSING FEES	\$2,000
100-00-43057	CHILD SAFETY FEES	\$4,000
100-00-43070	METRO RECEIPTS	\$225,000
100-00-44025	TRAFFIC FINES/BONDS	\$100,000
100-00-44027	COURT TECHNOLOGY FUND	\$3,500
100-00-44028	COURT SECURITY FUND	\$2,500
100-00-46030	INTEREST INCOME	\$60,000
100-00-48045	SUBD ST. LIGHTS	\$35,000
100-00-48055	OTHER INCOME	\$10,000
	TOTAL REVENUES	\$7,582,253
MAINTENANCE & OPERATION EXPENDITURES		
ADMINISTRATION		
100-01-71000	SALARIES & WAGES	\$622,180
100-01-71001	LONGEVITY	\$5,952
100-01-71025	TMRS	\$118,525
100-01-71030	PAYROLL TAXES	\$49,612
100-01-71105	INSURANCE BENEFITS	\$126,787
100-01-71107	HRA	\$4,000
100-01-72045	NOTICES & MAILING	\$15,000
100-01-72055	OFFICE SUPPLIES & PRINTING	\$8,500
100-01-72060	TELEPHONE	\$16,500
100-01-72061	TRAVEL & TRAINING	\$10,000
100-01-72062	TUITION REIMBURSEMENT	\$5,000
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	\$10,200
100-01-72065	MACHINE RENTAL MAINTENANCE	\$1,800
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	\$3,500
100-01-72108	GEN LIABILITY/PROP/WC INSURANCE	\$21,850
100-01-72109	SURETY BONDS	\$250
100-01-72110	ELECTIONS	\$3,500
100-01-72111	RECORDS MANAGEMENT	\$500
100-01-72112	CODIFICATIONS	\$2,500
100-01-75040	OFFICE EQUIPMENT	\$5,000
100-01-76010	COMPUTER SOFTWARE SERVICES	\$14,000
100-01-78056	BANK FEES (credit card fees)	\$1,200
100-01-78115	PUBLIC RELATIONS	\$23,000
100-01-78116	LOBBYING SERVICES	\$0
	TOTAL ADMINISTRATION	\$1,069,356

**City of Hunters Creek Village
2021 Proposed Budget**

Account	Description	Proposed Budget
PROFESSIONAL SERVICES		
100-02-72042	CONSULTING SERVICES	\$20,000
100-02-72085	TAX COLLECTOR/ASSESSOR	\$47,500
100-02-72120	AUDITOR	\$17,500
100-02-72300	LITIGATION	\$25,000
100-02-72310	CITY ATTORNEY	\$75,000
100-02-72502	CITY ENGINEER	\$75,000
100-02-78504	TCEQ PHIII STORMWATER PERMIT	\$7,500
	TOTAL PROFESSIONAL SERVICES	<u>\$267,500</u>
PUBLIC SAFETY		
100-03-72001	VILLAGE FIRE DEPARTMENT	\$1,548,892
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	\$2,036,481
	TOTAL PUBLIC SAFETY	<u>\$3,585,373</u>
PUBLIC WORKS		
100-04-72015	GARBAGE SERVICE	\$525,790
100-04-72021	STREET LIGHTS-CITY	\$60,000
100-04-72057	OFFICE SUPP/PRINTING - PW	\$2,000
100-04-72062	TRAVEL/TRAINING - PW	\$8,500
100-04-72070	MOSQUITO FOGGING CONTRACT	\$12,500
100-04-72091	MEMBERSHIPS/SUBSC - PW	\$1,000
100-04-72205	UNIFORMS-PW	\$3,500
100-04-72500	PW-BUILDING INSPECTIONS	\$60,000
100-04-72520	TRUCK MAINTENANCE	\$15,000
100-04-72530	TRAFFIC LIGHT MAINTENANCE	\$3,500
100-04-72540	MOWING CONTRACT	\$60,000
100-04-72541	CONTRACT LABOR	\$35,000
100-04-72560	LANDSCAPING	\$30,000
100-04-75510	RENTAL/PURCHASE EQUIPMENT	\$15,000
100-04-75550	TRAFFIC SIGNS	\$3,000
100-04-76500	STREET & DRAINAGE MAINTENANCE	\$100,000
100-04-78050	BUILDING MAINTENANCE	\$30,000
100-04-78051	JANITORIAL SERVICE BLDG MAINTENANCE	\$9,500
100-04-78063	STORM DISASTER FUND	\$300,000
100-04-78540	URBAN FORESTER	\$15,000
100-04-78544	CREDIT CARD PROCESSING FEES	\$3,000
	TOTAL PUBLIC WORKS	<u>\$1,292,290</u>

**City of Hunters Creek Village
2021 Proposed Budget**

Account	Description	Proposed Budget
MUNICIPAL COURT		
100-05-73000	JUDGES & PROSECUTORS	\$45,000
100-05-73020	JURY DUTY FEES	\$300
100-05-73025	WARRANTS ISSUED	\$500
100-05-73030	COURT SUPPLIES & PRINTING	\$2,500
100-05-73031	COURT TECHNOLOGY	\$1,500
100-05-73032	COURT SECURITY	\$1,800
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTIONS	\$500
100-05-73035	COURT-TRAVEL & TRAINING	\$1,500
100-05-73044	CREDIT CARD FEES	\$3,000
100-05-73045	COURT TAX PD TO STATE	\$70,000
	TOTAL MUNICIPAL COURT	<u>\$126,600</u>
 CAPITAL OUTLAY		
100-06-75041	COMPUTER EQUIP. & SOFTWARE	\$5,000
100-06-75065	EQUIPMENT (VOIP PHONE SYSTEM)	\$15,000
100-06-78064	CAPITAL RESERVE	\$200,000
	TOTAL CAPITAL OUTLAY	<u>\$220,000</u>
 TOTAL EXPENDITURES		
		<u>\$6,561,119</u>
 Net Income (revenues - expenditures)		 \$1,021,134
Beginning Fund Balance		<u>\$3,887,673</u>
Ending Fund Balance		<u>\$4,908,807</u>
Maintenance & Operations Fund Reserve		\$1,590,280
 CAPITAL IMPROVEMENTS		
Funds Available for Capital Projects		\$3,318,527
	REFORESTATION PROJECT	\$20,000
	PLAYGROUND AMENTIES	\$12,500
	TRAFFIC LIGHT MAST ARMS - MEMORIAL & LINDENWO	\$330,000
	STREET MAINTENANCE - Recurring	\$850,000
	STREET REPLACEMENT - BEINHORN RD.	\$2,100,000
	 TOTAL CAPITAL IMPROVEMENTS	 \$3,312,500
Ending Fund Balance		\$1,596,307

**City of Hunters Creek Village
Monthly Tax Office Report
June 30, 2020**

Prepared by: Christine A. Porter, Tax Assessor/Collector

A. Current Taxable Value \$ 2,971,519,584

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

	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,582,553.54	\$ -	\$ 5,582,553.54
Carryover Balance	-	113,527.23	113,527.23
Adjustments	184,630.99	(3,026.35)	181,604.64
Adjusted Levy	5,767,184.53	110,500.88	5,877,685.41
Less Collections Y-T-D	5,672,524.94	6,314.96	5,678,839.90
Receivable Balance	<u>\$ 94,659.59</u>	<u>\$ 104,185.92</u>	<u>\$ 198,845.51</u>

C. COLLECTION RECAP:

	Current 2019 Tax Year	Delinquent 2018 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 27,674.30	\$ (512.96)	\$ 27,161.34
Penalty & Interest	1,728.81	-	1,728.81
Attorney Fees	-	-	-
Other Fees	-	-	-
Total Collections	<u>\$ 29,403.11</u>	<u>\$ (512.96)</u>	<u>\$ 28,890.15</u>
Year-To-Date:			
Base Tax:	\$ 5,672,524.94	\$ 6,314.96	\$ 5,678,839.90
Penalty & Interest	17,180.51	2,649.48	19,829.99
Attorney Fees	-	2,391.29	2,391.29
Other Fees	1,429.83	-	1,429.83
Total Collections	<u>\$ 5,691,135.28</u>	<u>\$ 11,355.73</u>	<u>\$ 5,702,491.01</u>
Percent of Adjusted Levy	<u>98.68%</u>		<u>98.88%</u>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	5,791,835.00	5,791,835.00	39,209.35	5,669,074.89	-122,760.11	2.12 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-275.94	6,827.92	-8,172.08	54.48 %
100-00-41010	FRANCHISE TAXES	350,000.00	350,000.00	20,391.64	206,267.34	-143,732.66	41.07 %
100-00-41015	SALES TAXES	450,000.00	450,000.00	43,335.92	273,825.55	-176,174.45	39.15 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	0.00	13,060.58	-6,939.42	34.70 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	1,605.46	16,577.86	1,577.86	110.52 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	34,599.60	264,001.79	39,001.79	117.33 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,400.00	2,400.00	158.18	1,130.89	-1,269.11	52.88 %
100-00-43057	CHILD SAFETY FEES	5,400.00	5,400.00	343.87	2,309.30	-3,090.70	57.24 %
100-00-43070	METRO RECEIPTS	225,000.00	225,000.00	21,667.96	136,912.78	-88,087.22	39.15 %
100-00-44025	TRAFFIC FINES	175,000.00	175,000.00	5,201.98	54,479.12	-120,520.88	68.87 %
100-00-44027	COURT TECHNOLOGY FUND	3,500.00	3,500.00	103.56	1,075.22	-2,424.78	69.28 %
100-00-44028	COURT SECURITY FUND	2,500.00	2,500.00	82.86	951.01	-1,548.99	61.96 %
100-00-46030	INTEREST INCOME	100,000.00	100,000.00	1,670.98	32,615.29	-67,384.71	67.38 %
100-00-48040	BURGLAR ALARM PERMITS	0.00	0.00	0.00	2,782.62	2,782.62	0.00 %
100-00-48045	SUBD ST. LIGHTS	31,000.00	31,000.00	0.00	35,478.23	4,478.23	114.45 %
100-00-48055	OTHER INCOME	15,000.00	15,000.00	0.00	6,638.80	-8,361.20	55.74 %
	Revenue Total:	7,426,635.00	7,426,635.00	168,095.42	6,724,009.19	-702,625.81	9.46 %
Expense							
100-01-71000	SALARIES & WAGES	598,250.00	598,250.00	45,835.70	301,845.49	296,404.51	49.55 %
100-01-71001	LONGEVITY	5,376.00	5,376.00	0.00	0.00	5,376.00	100.00 %
100-01-71025	TMRS	104,754.00	104,754.00	8,122.15	53,378.53	51,375.47	49.04 %
100-01-71030	PAYROLL TAXES	47,704.00	47,704.00	3,523.91	24,792.71	22,911.29	48.03 %
100-01-71105	INSURANCE BENEFITS	119,692.00	119,692.00	8,264.91	62,278.61	57,413.39	47.97 %
100-01-71107	HRA	4,000.00	4,000.00	0.00	500.00	3,500.00	87.50 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	0.00	696.25	14,303.75	95.36 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,041.73	4,813.98	3,686.02	43.36 %
100-01-72060	TELEPHONE	16,500.00	16,500.00	1,415.58	7,324.51	9,175.49	55.61 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	0.00	3,142.05	6,857.95	68.58 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	550.00	3,150.00	7,050.00	69.12 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	492.42	1,307.58	72.64 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	3,500.00	3,500.00	241.50	3,380.00	120.00	3.43 %
100-01-72108	GEN LIABILITY/PROP/WC INS	19,500.00	19,500.00	0.00	0.00	19,500.00	100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-01-72110	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-01-72112	CODIFICATIONS	2,500.00	2,500.00	0.00	2,201.00	299.00	11.96 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	1,164.06	3,835.94	76.72 %
100-01-76010	COMPUTER SOFTWARE SERVICES	12,500.00	12,500.00	247.56	12,098.66	401.34	3.21 %
100-01-78056	BANK FEES	1,200.00	1,200.00	118.47	987.92	212.08	17.67 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	229.17	1,281.67	21,718.33	94.43 %
100-02-72042	CONSULTING SERVICES	25,000.00	25,000.00	5,089.40	10,749.72	14,250.28	57.00 %
100-02-72085	TAX COLLECTOR/ASSESSOR	45,000.00	45,000.00	0.00	40,120.00	4,880.00	10.84 %
100-02-72120	AUDITOR	15,000.00	15,000.00	11,361.00	11,361.00	3,639.00	24.26 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	4,355.00	17,800.00	57,200.00	76.27 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	0.00	17,375.26	57,624.74	76.83 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %
100-03-72001	VILLAGE FIRE DEPARTMENT	1,785,667.00	1,785,667.00	148,805.59	1,116,041.92	669,625.08	37.50 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	1,949,987.00	1,949,987.00	77,907.00	1,215,404.00	734,583.00	37.67 %
100-04-72015	GARBAGE SERVICE	635,000.00	635,000.00	41,728.21	208,641.05	426,358.95	67.14 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	12,581.80	29,680.41	30,319.59	50.53 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	89.80	1,910.20	95.51 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	55.00	8,445.00	99.35 %
100-04-72070	MOSQUITO FOGGING CONTRACT	12,500.00	12,500.00	1,275.00	3,570.00	8,930.00	71.44 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	50.00	950.00	95.00 %
100-04-72205	UNIFORMS-PW	3,500.00	3,500.00	316.16	1,348.06	2,151.94	61.48 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	5,320.00	23,280.00	36,720.00	61.20 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	463.28	2,327.99	12,672.01	84.48 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	447.00	1,609.00	1,891.00	54.03 %
100-04-72540	MOWING CONTRACT	50,000.00	50,000.00	6,895.00	21,285.00	28,715.00	57.43 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	1,525.00	2,575.00	32,425.00	92.64 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	2,283.99	4,556.79	25,443.21	84.81 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	12.97	2,223.27	12,776.73	85.18 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	2,036.60	963.40	32.11 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	12,798.13	36,437.28	63,562.72	63.56 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	1,402.88	7,578.71	22,421.29	74.74 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,000.00	9,000.00	0.00	4,775.16	4,224.84	46.94 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	1,155.00	3,465.00	11,535.00	76.90 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,724.14	1,275.86	42.53 %
100-05-73000	JUDGES & PROSECUTORS	45,000.00	45,000.00	1,281.25	8,442.25	36,557.75	81.24 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	144.00	144.00	356.00	71.20 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	166.12	758.97	1,741.03	69.64 %
100-05-73031	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	539.00	961.00	64.07 %
100-05-73032	COURT SECURITY	1,800.00	1,800.00	299.85	719.70	1,080.30	60.02 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	55.00	445.00	89.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	310.00	1,190.00	79.33 %
100-05-73044	CREDIT CARD FEES	3,000.00	3,000.00	415.61	840.84	2,159.16	71.97 %
100-05-73045	COURT TAX PD TO STATE	70,000.00	70,000.00	0.00	12,722.49	57,277.51	81.83 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	9,000.00	9,000.00	0.00	6,755.39	2,244.61	24.94 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	6,747,980.00	6,747,980.00	407,619.92	3,301,075.66	3,446,904.34	51.08 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	678,655.00	678,655.00	-239,524.50	3,422,933.53	2,744,278.53	-404.37 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECUR...	500,000.00	500,000.00	8,400.00	58,919.36	441,080.64	88.22 %
200-01-75042	CIP ENG. & DESIGN	100,000.00	100,000.00	8,761.50	50,396.90	49,603.10	49.60 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75051	I-10 NOISE ABATEMENT	46,800.00	46,800.00	0.00	0.00	46,800.00	100.00 %
200-01-75053	OUTFALL REPAIRS	350,000.00	350,000.00	76,381.09	204,766.15	145,233.85	41.50 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	275,000.00	410,000.00	0.00	15,439.20	394,560.80	96.23 %
200-01-75059	CCTV	0.00	0.00	750.00	16,125.39	-16,125.39	0.00 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00 %
	Expense Total:	3,341,800.00	3,476,800.00	94,292.59	345,647.00	3,131,153.00	90.06 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,341,800.00	3,476,800.00	94,292.59	345,647.00	3,131,153.00	90.06 %
	Report Surplus (Deficit):	-2,663,145.00	-2,798,145.00	-333,817.09	3,077,286.53	5,875,431.53	209.98 %

Budget Report

For Fiscal: 2020 Period Ending: 06/30/2020

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	7,426,635.00	7,426,635.00	168,095.42	6,724,009.19	-702,625.81	9.46 %
Expense	6,747,980.00	6,747,980.00	407,619.92	3,301,075.66	3,446,904.34	51.08 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	678,655.00	678,655.00	-239,524.50	3,422,933.53	2,744,278.53	-404.37 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,341,800.00	3,476,800.00	94,292.59	345,647.00	3,131,153.00	90.06 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,341,800.00	3,476,800.00	94,292.59	345,647.00	3,131,153.00	90.06 %
Report Surplus (Deficit):	-2,663,145.00	-2,798,145.00	-333,817.09	3,077,286.53	5,875,431.53	209.98 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	678,655.00	678,655.00	-239,524.50	3,422,933.53	2,744,278.53
200 - CAPITAL IMPROVEMENTS (02)	-3,341,800.00	-3,476,800.00	-94,292.59	-345,647.00	3,131,153.00
Report Surplus (Deficit):	-2,663,145.00	-2,798,145.00	-333,817.09	3,077,286.53	5,875,431.53

2020 Municipal Court Recap

Month	Year 2018						Year 2019						Year 2020					
	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State			
Jan.	293	175C/118W	\$11,840	\$8,015	\$3,825	330	129C/201W	\$18,026	\$11,473	\$6,553	255	105C/150W	\$12,104	\$7,689	\$4,415			
Feb.	217	139C/78W	\$18,126	\$11,039	\$7,087	258	90C/168W	\$14,856	\$9,823	\$5,033	264	116C/148W	\$14,774	\$9,785	\$4,989			
March	192	121C/71W	\$21,690	\$13,734	\$7,956	272	122C/150W	\$22,911	\$16,008	\$6,903	38	18C/20W	\$11,245	\$7,858	\$3,387			
April	143	88C/55W	\$18,129	\$11,786	\$6,343	266	113C/153W	\$15,747	\$10,757	\$4,990	4	4 C / 0W	\$6,487	\$4,903	\$1,583			
May	140	67C/73W	\$12,873	\$8,001	\$4,872	298	144C/154W	\$17,311	\$11,650	\$5,661	40	21C/19W	\$10,157	\$7,871	\$2,286			
June	124	63C/61W	\$13,245	\$8,449	\$4,796	270	148C/122W	\$20,249	\$13,885	\$6,364	33	19C/14W	\$5,720	\$4,219	\$1,501			
July	129	71C/58W	\$11,197	\$7,272	\$3,925	193	109C/84W	\$21,863	\$13,900	\$7,963								
Aug.	137	63C/74W	\$13,041	\$8,599	\$4,442	277	122C/156W	\$18,752	\$12,154	\$6,598								
Sept.	288	146C/142W	\$11,484	\$7,458	\$4,026	247	111C/136W	\$17,869	\$12,627	\$5,242								
Oct.	273	132C/141W	\$20,200	\$12,215	\$7,985	211	97C/114W	\$17,680	\$11,762	\$5,918								
Nov.	319	146C/173W	\$20,600	\$13,133	\$7,467	239	104C/135W	\$15,556	\$10,226	\$5,330								
Dec.	241	99C/142W	\$30,790	\$20,308	\$10,482	180	71C/109W	\$20,823	\$14,825	\$5,998								
TOTAL	2496	1,310C/111	\$203,215	\$130,009	\$73,117	3041	1360C /156	\$221,643	\$149,089	\$72,554	634	283C/351W	\$60,486	\$42,325	\$18,162			

Monthly Avg	208.00	109C/989	\$16,934.58	\$10,834.06	\$6,093.06	253	107C/121W	\$18,470.27	\$12,424.08	\$6,046.20	52.8	24C/29W	\$5,040.50	\$3,527.10	\$1,513.47
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*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

Raymond Schultz
 Chief of Police

July 13, 2020

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

During the month of June MVPD responded/handled a total of 10,053 calls/incidents. 8,983 House watch checks were conducted. 68 traffic stops were initiated with 74 citations being issued for 178 violations. (Note: 7 Assists in Hedwig, 25 in Houston, 0 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	3602/15849	3238/13805	2	8	1@4:30*
Piney Point:	2904/12558	2614/10512	2	33	4@2:26
Hunters Creek:	3499/15692	3085/13196	3	33	9@2:50 14@2:49

Type and frequency of calls for service/citations include:

*MVA

Call Type	#	Call Type	#	Citations	#
False Alarms:	179	Ord. Violations:	19	Speeding:	19
Accidents:	7	Info Reports:	2	Exp. Registration:	12
ALPR Hits:	47	Suspicious Situations:	272	No Ins:	20
Assist Fire:	32	Welfare Checks:	11	Equipment	37
Assist EMS:	48			Red Light	2

This month the department generated a total of 61 police reports.

Crimes Against of Persons (1)

Assault - Domestic 1

Crimes Against Property (24)

Burglary of a Motor Vehicle	5	Misd Theft	7
Burglary of a Habitation	2	Credit Card Abuse	2
Fraud/ID	4	Unlawful Use of Motor Vehicle	4

Petty/Quality of Life Crimes/Events (36)

ALPR Hits (valid)	7	DWI	1
Poss. of a Controlled Sub/Para.	3	Misc. Reports	20
Warrants	1	Recovered Stolen Vehicle	4

Arrest Summary: Individuals Arrested (6)

Warrants	1	DWI	1
Class 3 Arrests	1	Felony	3

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	2,240,278	4,815,125	46.5%
• Operating Expense:	524,189	896,837	58.4%
• Total M&O Expenditures:	2,764,467	5,711,962	48.4%
• Capital Expenses:	10,823	138,000	7.8%
• Net Expenses:	2,775,290	5,849,962	47%

Follow-up on Previous Month Items/Requests from Commission

- The Finance Committee met on June 30, 2020 to discuss the audit report response letter, the MVPD investment policy and administrative staff performance reviews.

Personnel Changes/Issues/Updates

- 2 employees are currently in quarantine due to COVID-19 exposures. One employee (officer) has a child who is positive, and the other employee (dispatcher) has a spouse who is positive. On 7/3/20 that employee also posted positive. Thus far, only minimal overtime has been needed to backfill for the dispatcher position only.
- On June 26th when the several restrictions were put back in place due to COVID-19 increases, the MVPD began to add extra staffing during the evening hours to assist with calls specifically during shift change and to assist with holiday house-watches.

Major/Significant Events

- 6/8/20 officers investigated 2 burglaries in the area of Green Bay and Hedwig Road. These burglaries appear to be related to 3 burglaries from 2 weeks prior as the MO matched the previous crimes with a rear door kick as the means of entry. The crimes appear to have been committed by 2 juveniles on bicycles. Detectives continue to follow-up several leads. A tactical operation plan is being worked in the area based on pattern analysis.
- On June 23 and 26, 2 Burglaries from Automobiles occurred on Plantation. Area video surveillance shows 2 subjects one on foot and another following in a SUV driving the area during the early morning hours pulling on car doors. Detectives are following up leads and extra patrol units are working the area.
- On June 26, 2020 officers responded to and investigated a suicide by firearm in the 400 Block of Gingham. A resident took his own life at his home. An investigation concluded was no foul play involved.

Status Update on any Major Projects

- The rear fence along the northside the station blew down during a thunderstorm. A check of the posts found 4 of them to be rotten. The entire fence will need to eventually be replaced however the cost will exceed \$20,000. 4 metal posts were installed, and the fence repaired at a cost of \$1600.
- Emergency repairs were needed on a bathroom fan in the dispatch area for \$700 and additional emergency repairs are pending on an internal A/C air handler in the dispatch area.
- This month there have been several unanticipated vehicle repairs including 2 air condition repairs and a \$2000 fuel injector repair. The new 2020 replacement vehicles are still on back order with no build date yet assigned due to COVID.

V-LINC new registrations in June: +38

BH – 1240 (+10)

PP – 882 (+9)

HC – 1296 (+10)

Out of Area – 434 (+9)

June 2020 VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
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Total – 4	3:13
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Fire – 0	0:0
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EMS – 4	3:13
---------	------

By Village

BH Fire – 0	0
-------------	---

BH EMS – 0	0
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PP Fire – 0	0
-------------	---

PP EMS – 1	2:50
------------	------

HC Fire -0	0
------------	---

HC EMS -3	3:34
-----------	------

Combined VFD Events (Priority + Radio)

Total – 43	3:41
------------	------

Fire – 22	3:21
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EMS – 21	3:53
----------	------

Radio Call Events

Total – 39	3:43
------------	------

Fire- 22	3:29
----------	------

EMS- 17	3:58
---------	------

2020 Total Incidents

2020	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
	January	1	10	96	107	51	7824	6112	3248	2733	2166	1690	2117
February	3	16	82	101	42	6182	4519	2148	1690	1578	1135	2201	1672
March	1	21	40	62	6	7095	6188	2767	2511	1635	1371	2607	2300
April	1	19	41	61	11	6390	5470	1897	1669	2067	1771	2356	2025
May	4	25	39	68	9	7354	6352	2187	1919	2208	1931	2912	2500
June	1	24	36	61	6	10053	8983	3602	3283	2904	2614	3499	3085
July													
August													
September													
October													
November													
December													
Total	11	115	334	460	125	44898	37624	15849	13805	12558	10512	15692	13196
2019 Totals	19	159	1001	1179	580	113459	91672	40711	34541	28785	22638	40905	34223
Difference													
% Change													

2020 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
BAKER, BRIAN C	7:46:27	4:07:52	7:15:21	10:53:17	6:14:25	8:17:42							0	0
BIEHUNKO, JOHN	13:02:04	14:54:33	9:01:13	16:30:24	10:16:57	9:50:04							0	1
BOGGUS, LARRY	20:23:44	15:24:33	16:44:41	10:13:20	16:13:24	7:14:25							2	0
BRACHT, DANIEL	14:03:18	15:34:43	12:36:45	9:17:50	6:59:14	9:39:29							1	0
BURLESON, Jason	7:45:56	13:35:03	7:16:26	7:33:38	13:44:01	15:35:04							4	0
CADENA, VANESSA	20:57:17	17:39:42	18:40:55	16:47:33	19:28:19	14:46:17							0	0
CANALES, RALPH EDWARD	14:39:35	13:47:14	9:58:28	9:29:05	14:47:51	8:26:53							0	3
CERNY, BLAIR C.	4:49:50	19:25:49	11:58:56	17:43:42	18:09:37	16:07:02							0	0
HARWOOD, NICHOLAS	13:39:36	14:10:55	2:17:22	10:59:38	12:04:32	13:16:02							6	1
JARVIS, RICHARD	38:52:26	22:25:37	10:04:09	8:52:25	20:29:48	13:44:40							4	0
JOLIVET, CHARLES	17:12:39	18:35:09	6:19:11	6:59:44	16:10:15	10:16:14							5	3
JONES, ERIC	*	1:40:48	0:00:00	2:52:11	1:29:07	2:27:34							0	1
KELSO JR, RONALD K	*	2:44:33	6:12:45	0:24:12	16:20:06	8:23:13							0	0
LERMA, FRANK	*	5:38:37	15:52:34	1:54:02	9:32:00	3:47:07							0	0
MCELVANY, ROBERT	*	8:18:04	14:18:27	12:47:52	10:23:58	1:51:46							0	0
MILLER, OSCAR	*	2:42:40	2:51:20	8:34:23	10:14:55	15:13:35							1	0
NASH, CHRISTOPHER		28:31:10	15:29:03	19:13:08	18:20:54	18:53:26	24:06:02						2	0
NOWLIN, DONALD L		11:12:43	28:35:23	9:17:31	11:29:15	15:24:28	12:50:23						5	1
OWENS, LANE	*	0:14:42	1:30:29	0:00:00	0:00:00	1:08:53	0:00:00						5	95
PAYLOCK, JAMES ADAM		6:22:26	11:48:32	8:48:47	7:55:45	10:51:53	0:34:20						0	0
RODRIGUEZ, CHRISTOPHER	*	5:12:41	4:39:42	5:55:59	18:10:13	10:57:33	12:48:04						0	0
SCHANMEIR, CHRISTIAN		12:06:22	14:35:02	12:46:49	14:00:33	9:29:01	17:06:51						1	0
SCHULTZ, RAYMOND	*	1:23:48	0:44:16	0:20:02	4:02:00	2:32:10	1:55:46						2	62
SILLIMAN, ERIC		7:52:27	17:00:02	10:25:56	17:10:04	13:35:54	9:01:33						0	0
SISSION, KYLE J	*	0:00:00	0:00:00	1:23:31	0:43:24	0:41:47	0:23:28						2	0
SPRINKLE, MICHAEL		4:11:54	10:11:38	6:25:27	2:50:16	2:47:07	5:52:39						0	0
TAYLOR, CRAIG		15:47:28	18:58:41	20:05:55	10:23:31	9:10:29	10:17:09						1	0
TORRES, PATRICK	*	1:01:08	1:02:53	12:25:13	13:19:18	9:18:02	16:46:09						5	0
TUGGLE, JAMES		13:39:46	14:26:44	12:53:29	10:32:32	10:09:11	8:19:47						1	0
VALDEZ, JUAN		19:48:46	16:17:39	19:37:12	15:04:39	15:20:13	17:21:41						5	0
VASQUEZ, MONICA					15:45:17	22:35:41	22:11:45						5	0
WHITE, TERRY		16:06:36	28:42:38	14:37:43	14:27:56	16:39:05	13:03:26						3	7
														3
														61
														178

* = Admin Asmt.

Dispatch Committed Time	911 Phone Calls	3700 Phone Calls	DP General Phone Calls*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
	422	548		299	289							2215
	2612	2306		2395	2528							14634
	62:09:26	63:05:30		40:19:19	44:50:50							14634

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

2020 Burglary Map

Address	Alarm	POE
22 Willowron	N	Rear Door Force
11603 Mockingbird	N	Veh in Open Gar
11110 Green Bay	N	Rear Win open
209 Bryn Mawr	Y	Rear Door Force
11150 S Country	Y	Rear Door Force
11215 Montebello	Y	Front Door Force
4 Lacewood	N	Rear Door Force
11101 S Country Sq	N	Rear Door Force

2020 Robberies

Address	MO
6 Smithdale Estates	Purse at Ft Door



Daytime Burglary



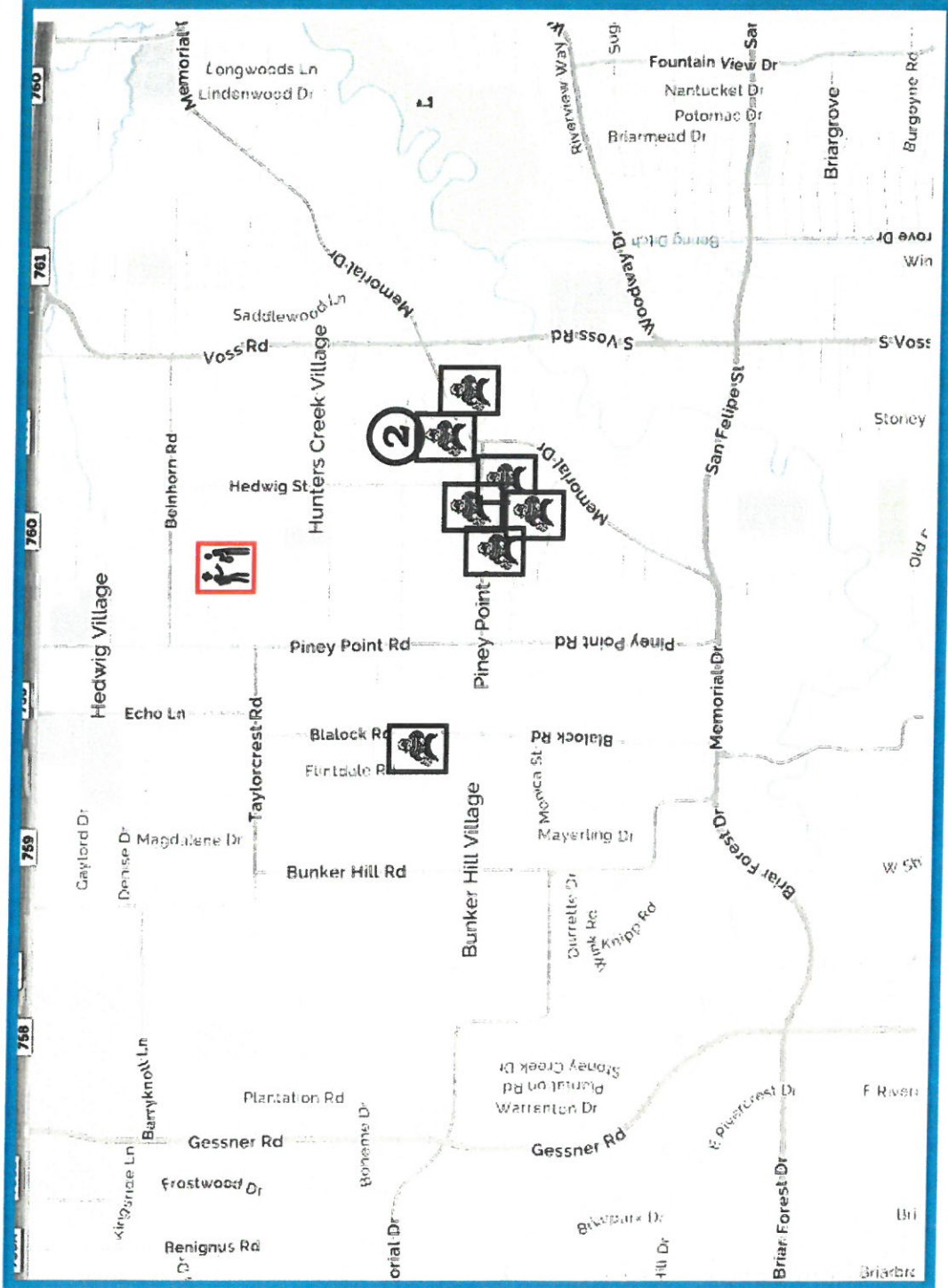
Nighttime Burglary



Robbery

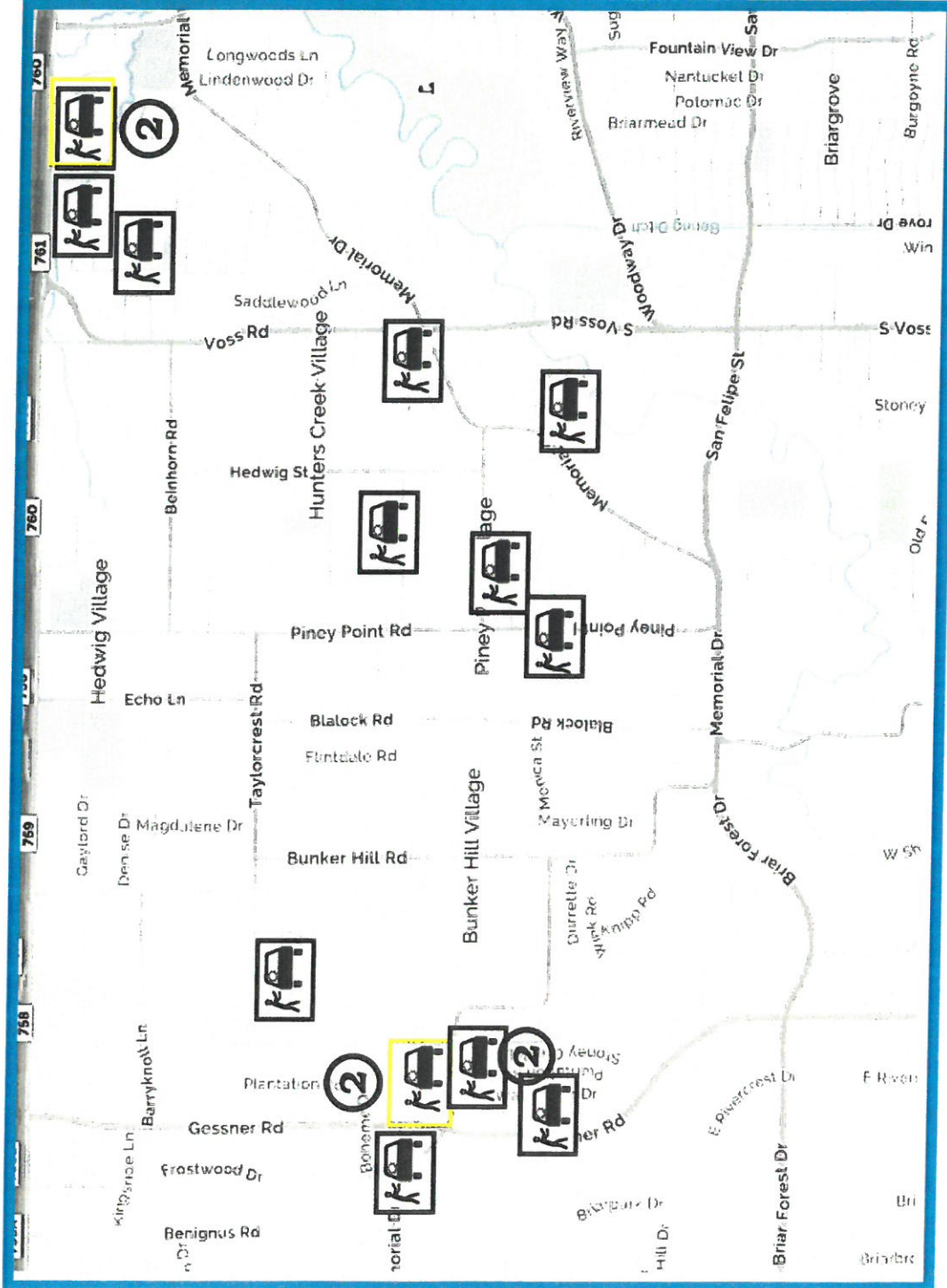
7/1/20

2



2020 Auto Burglary Map

Address	POE
12210 Valley Star	Side Window
11910 Broken Bough	UNL Door
933 Hickory Hollow	UNL Door
12126 Tara	Side Window
12330 Tealwood North	UNL Door
8435 Katy FWY	UNL Door
906 Flint River	UNL Door
422 Piney Point	UNK Door
11230 Hermosa	UNK Door
11106 Wickway	UNK Door
206 Caruthers	UNK Door
8333 Katy	UNK Door
12122 Memorial	UNK Door
203 Plantation	Side Window
238 Plantation	UNK Door
518 Lanecrest	UNK Door
	Side Window

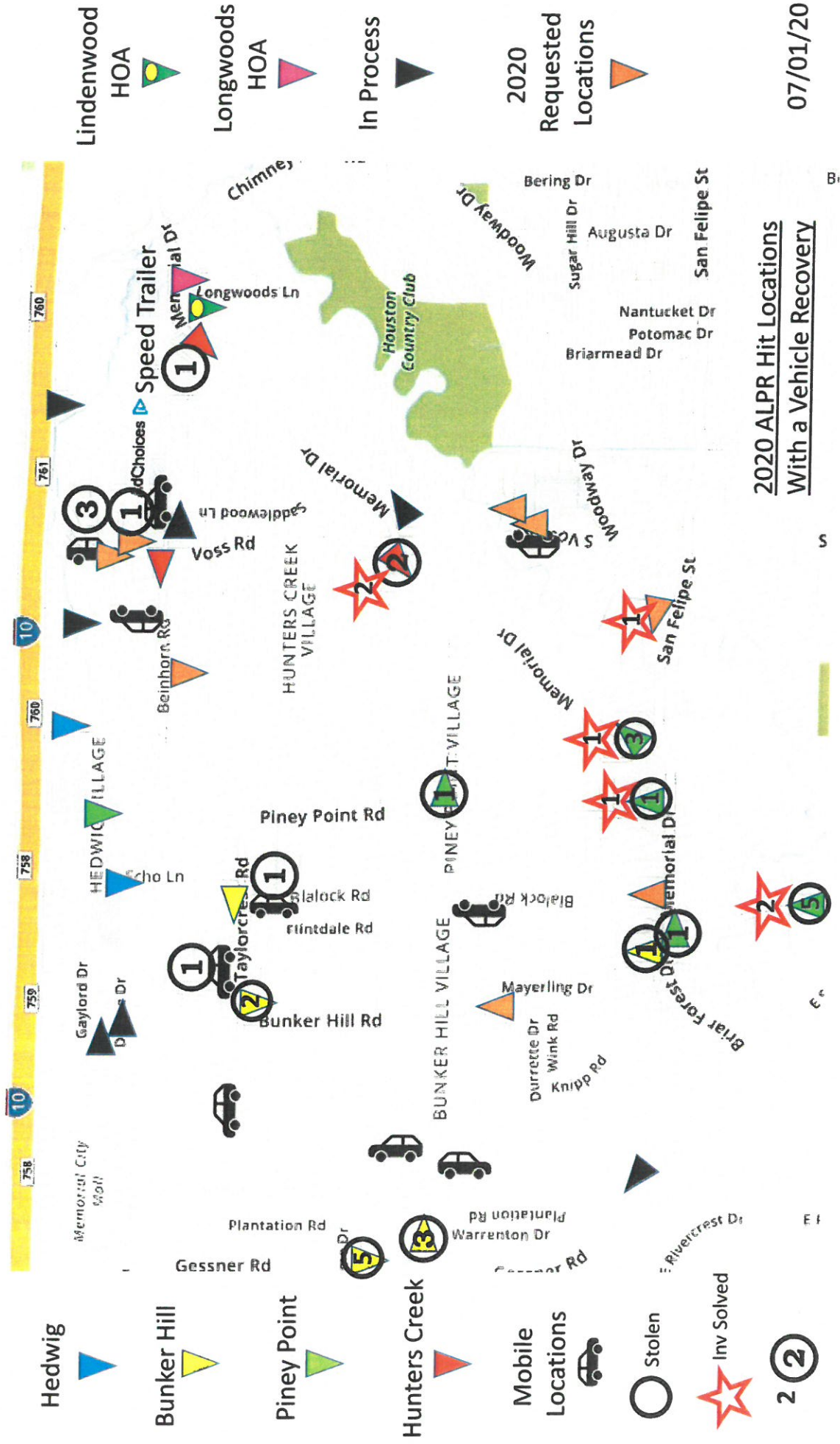


Daytime Burglary

Nighttime Burglary

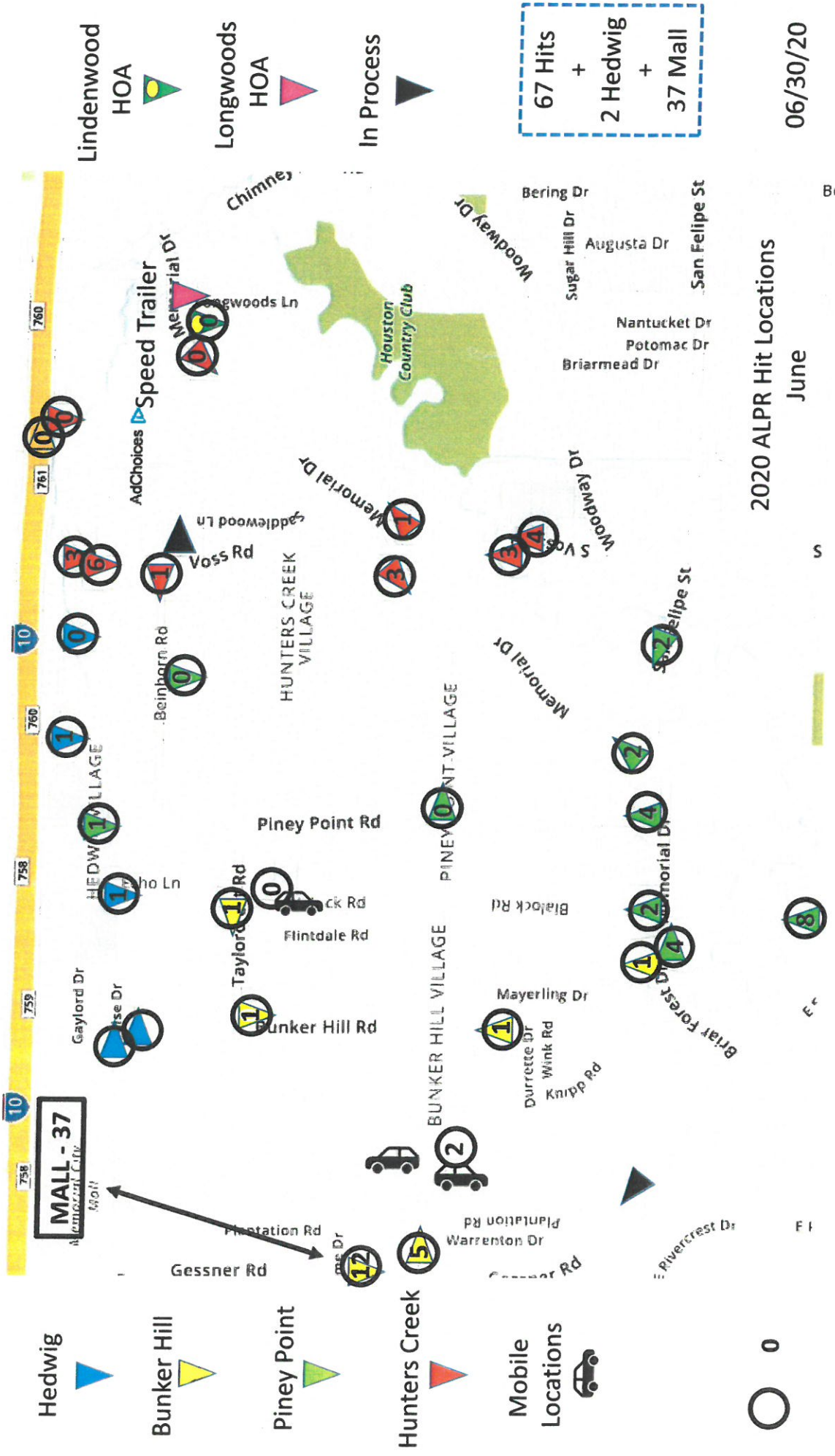
2
3
4

7/1/20



**2020 ALPR Hit Locations
With a Vehicle Recovery**

07/01/20



1	2		3		4		5		6		7		8		9		10		11		12		13		14		15		16	
	Total Number of Incidents 2020						Life Threatening (LT) EMS Incidents		Life Threatening (LT) Fire Incidents																					
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	Fire	EMS	Fire Alarms	% of Fire Calls															
Bunker Hill Village	84	74	158	29	3:36	100%	6:18	100%	6	5:37	100%	53%	47%	38	45%															
Hedwig Village	98	97	195	53	3:25	100%	3:22	100%	4	4:38	100%	50%	50%	42	43%															
Hilshire Village	12	20	32	4	3:29	100%	6:11	100%	2	6:19	100%	38%	63%	5	42%															
Hunters Creek Village	147	74	221	28	3:07	100%	5:46	100%	7	3:51	100%	67%	33%	43	29%															
Pinney Point Village	99	59	158	25		100%	5:23	100%	9	5:13	100%	63%	37%	44	44%															
Spring Valley Village	96	90	186	33	2:55	100%	4:56	100%	7	3:52	100%	52%	48%	28	29%															
Houston	145	0	145																											
Totals	681	414	1095	170	3:18	100%	5:19	100%	35	5:07	100%	62%	38%	200	39%															

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 7: Reflects the year to date, first responder's response times for each jurisdiction.

Column 8, Row A: Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 10, Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 11, Row A: Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 12: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 13: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 14: Reflects the year to date, percentage of calls which our "fire type" calls.

Column 15: Reflects the year to date, percentage of call which our "EMS" calls.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

MAYOR
Jim Pappas

CITY OF
HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Ken Spalding
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fuller, CPM
CITY SECRETARY
Crystal R. Dozier, TRMC

Building Official Monthly Report

Prepared July 15, 2020 for the July 28, 2020 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for June 2020.

Thank You,

A handwritten signature in blue ink that reads "James A. Stewart". The signature is stylized and cursive.

James A. Stewart, CBO
Building Official/Public Works Director

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2016**

Month	Building			Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	19	\$10,534	2	12	\$1,860	31	\$5,160	62	\$17,554
February	14	\$24,127	0	10	\$1,935	18	\$3,930	42	\$29,992
March	27	\$34,508	1	11	\$1,690	31	\$5,675	69	\$41,873
April	18	\$16,908	1	8	\$1,165	31	\$4,010	57	\$22,083
May	24	\$31,155	3	25	\$3,125	34	\$5,135	83	\$39,415
June	24	\$23,653	0	13	\$1,850	27	\$3,645	64	\$29,148
July	20	\$9,406	0	11	\$1,590	20	\$2,965	51	\$13,961
August	18	\$14,653	1	12	\$1,985	30	\$3,990	60	\$20,628
September	16	\$41,142	1	11	\$1,425	19	\$2,995	46	\$45,562
October	21	\$15,151	0	9	\$1,880	21	\$2,845	51	\$19,876
November	28	\$13,946	0	15	\$2,295	25	\$4,145	68	\$20,386
December	12	\$13,364	1	11	\$1,345	27	\$4,530	48	\$19,239
Total	241	\$248,547	10	148	\$22,145	314	\$49,025	701	\$319,717

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2017**

Month	Building			Electrical		Mech & Plumbing		Total	
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees
January	15	\$18,056	3	19	\$3,055	32	\$5,880	66	\$26,991
February	15	\$10,320	1	6	\$770	20	\$2,915	41	\$14,005
March	33	\$44,722	4	18	\$2,275	31	\$6,290	82	\$53,287
April	24	\$20,445	1	12	\$1,770	30	\$4,995	66	\$27,210
May	16	\$10,225	0	22	\$3,710	42	\$7,410	80	\$21,345
June	17	\$8,701	0	14	\$2,085	32	\$3,880	63	\$14,666
July	24	\$31,490	3	16	\$3,050	39	\$5,930	79	\$40,470
August	35	\$20,106	2	14	\$2,335	29	\$5,405	60	\$27,846
September	18	\$17,495	2	11	\$1,765	21	\$3,975	50	\$23,235
October	36	\$37,903	2	22	\$2,886	20	\$2,970	78	\$43,759
November	31	\$31,086	1	17	\$1,772	21	\$3,860	69	\$36,718
December	19	\$9,892	1	13	\$1,285	32	\$5,240	64	\$16,417
Total	283	\$260,439	20	184	\$26,758	349	\$58,750	798	\$345,947

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2018**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	23	\$21,993	3	22	\$2,830	37	\$6,640	82	\$31,463	\$5,142,190
February	20	\$19,659	1	6	\$970	28	\$6,065	54	\$26,694	\$3,093,740
March	29	\$56,193	3	16	\$2,655	32	\$4,945	77	\$63,793	\$7,691,803
April	25	\$27,768	2	13	\$1,700	29	\$5,775	67	\$35,243	\$4,974,148
May	21	\$22,463	1	18	\$3,300	30	\$5,115	69	\$30,878	\$4,020,621
June	27	\$29,485	3	14	\$3,085	25	\$3,400	66	\$35,970	\$5,135,993
July	43	\$51,062	3	27	\$5,775	56	\$9,630	126	\$66,467	\$10,385,422
August	19	\$27,552	2	18	\$3,545	33	\$6,185	70	\$37,282	\$5,212,019
September	15	\$3,889	0	7	\$1,505	18	\$3,175	40	\$8,569	\$698,375
October	27	\$46,688	2	13	\$1,850	34	\$4,575	74	\$53,113	\$8,892,298
November	19	\$28,722	3	10	\$1,530	24	\$4,095	54	\$34,347	\$5,717,580
December	20	\$32,156	3	11	\$1,855	20	\$3,480	51	\$37,491	\$5,545,669
Total	288	\$367,632	26	175	\$30,600	366	\$63,080	830	\$461,312	\$66,509,858

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2019**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	19	\$4,633	0	11	\$1,405	15	\$3,730	45	\$9,768	\$702,660
February	17	\$6,188	1	8	\$1,355	30	\$4,080	55	\$11,623	\$2,637,978
March	23	\$13,320	0	10	\$1,170	18	\$2,262	51	\$16,752	\$1,758,240
April	22	\$17,127	1	15	\$3,160	40	\$6,175	77	\$26,462	\$2,931,125
May	26	\$17,786	2	17	\$3,045	29	\$4,295	72	\$25,126	\$2,661,043
June	24	\$12,674	1	6	\$1,150	23	\$4,030	53	\$17,854	\$2,088,440
July	39	\$19,821	1	18	\$2,535	34	\$5,025	91	\$27,381	\$3,760,834
August	27	\$26,431	2	12	\$2,265	33	\$5,145	72	\$33,841	\$5,975,468
September	23	\$26,541	2	12	\$2,095	31	\$5,140	66	\$33,776	\$3,896,872
October	27	\$40,968	3	12	\$1,865	35	\$6,050	74	\$48,883	\$8,384,388
November	20	\$7,283	0	13	\$1,790	22	\$3,235	55	\$12,308	\$1,213,903
December	22	\$14,495	0	10	\$2,020	31	\$4,675	63	\$21,190	\$1,767,497
Total	289	\$207,265	13	144	\$23,855	341	\$53,842	774	\$284,962	\$37,778,448

City of Hunters Creek Village
Permit Activity Report (Issued) - 2020

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	17	\$10,267	1	12	\$2,160	18	\$2,510	47	\$14,937	\$1,779,758
February	24	\$17,887	1	10	\$1,455	21	\$3,355	55	\$22,697	\$2,970,153
March	34	\$149,084	0	17	\$3,390	32	\$6,140	83	\$158,614	\$29,896,341
April	18	\$4,866	0	15	\$2,825	29	\$4,030	62	\$11,721	\$13,646,371
May	25	\$5,817	0	13	\$2,340	26	\$4,440	64	\$12,597	\$1,032,779
June	23	\$24,680	2	18	\$3,220	35	\$5,320	76	\$33,220	\$7,849,746
July										
August										
September										
October										
November										
December										
Total	141	\$212,600	4	85	\$15,390	161	\$25,795	387	\$253,785	\$57,175,148

**City of Hunters Creek Village
Inspection Activity Report - 2019**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December	125	115	92.0	10	8.0
Total	125	115	92.0	10	8.0

**City of Hunters Creek Village
Inspection Activity Report - 2020**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	112	100	89.0	12	11.0
February	161	134	83.2	27	16.8
March	149	137	91.9	12	8.1
April	203	171	84.2	32	15.8
May	199	165	82.9	34	17.1
June	164	138	84.1	26	15.9
July					
August					
September					
October					
November					
December					
Total	988	845	85.9	143	14.1

HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT

PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
346 Hunters Trail	New Residence	4/21/2022	Review Completed - 4/23/20 - Not Approved Revisions Submitted - 6/26/20 - Review Complete - 7/1/20 5/18/2020 Approved	Contractor Notified of needed Revisions - 4/23/20
289 Bryn Mawr	New Residence			Contractor Notified of Approval - 7/1/20
627 Saddlewood	Pool House Addition	5/22/2020	Revisions Submitted - 6/1/20 - Review Comple - 6/2/20 - Approved	Contractor Notified of Approval - 6/2/20
621 Wellesley Dr.	New Home	5/22/2020	Review Completed - 6/2/20 - Approved	Contractor notified of approval - 6/2/20
606 Saddlewood Ln.	Residential Remodel	6/2/2020	Revisions Submitted - 6/8/20 - Review Complete - 6/8/20 - Approved	Contractor notified of approval - 6/8/20
678 Shartle Circle	Residential Remodel	6/5/2020	Review Complete - 6/9/20 - Approved Revisions Submitted - 6/23/20 - Review Complete - 6/24/20 - 6/8/2020 Approved	Contractor notified of Approval - 6/9/20
7 Hedwig Shadow's Dr.	New Home	6/9/2020	Revisions Submitted - Review Complete - 6/30/20 - Approved	Contractor notified of approval - 6/24/20
10915 Kirwick Dr.	New Home	6/9/2020	Revisions Submitted - 6/16/20 - Review Complete - 6/17/20 - 6/9/2020 Approved	Contractor notified of Approval - 6/0/20
714 Country Lane	New Pool	6/10/2020	Revisions Submitted - 6/17/20 - Review Complete - 6/18/20 - 6/10/2020 Approved	Contractor notified of approval - 6/18/20
305 Voss Rd.	New Pool			Contractor notified of approval - 6/18/20
611 Shartle Circle	Residential Remodel	6/30/2020	Revisions Submitted 7/7/20 - Review Complete - 7/9/20 - Approved	Contractor notified of approval - 7/9/20

HUNTERS CREEK VILLAGE - ANIMAL CONTROL ACTIVITY REPORT

DATE	ADDRESS	ACTIVITY DESCRIPTION	DISPOSITION	NOTES
1/29/2019	Voss @ Beinhorn	Dead animal in roadway	Picked up and disposed	Appeared the animal was an Otter
4/9/2019	640 Pifer Rd.	Dead Animals in Roadway	Picked up and disposed	
4/10/2019	12 Inwood Oaks	Stray Dog at Residence	Picked up/Taken to Shelter	
5/10/2019	750 Pifer Rd.	Animal Trap Delivered to Resident	Trap Delivered	
6/4/2019	210 Timberwilde Ln.	Opossum in trap - Picked Up	Picked Up/Relocated	
6/7/2019	725 W. Creekside Dr	Animal Trap Delivered to Resident	Trap Delivered	
6/11/2019	737 Camelot Ln	Animal Trap Delivered to Resident	Trap Delivered	
6/24/2019	107 Timberwilde Ln	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up/Relocated	
7/2/2019	10650 Memorial Dr.	Dead Squirrel on roadway	Picked Up/Disposed	
7/8/2019	321 Shasta	Bat inside House - Owner Caught and Froze - Rabies Test	Picked up/Took to Lab for Testing	Rabies test result was negative for Rabies.
7/8/2019	646 Hedwig Rd.	Dead Cat near street	Picked Up - Disposed	
7/11/2019	602 Wellesley	Dead Squirrel in front.	Picked up - Disposed	
7/15/2019	507 Three Corners	Large Opossum in Trap	Picked up - Relocated	
7/23/2019	507 Three Corners	Large Raccoon in Trap	Picked Up - Relocated	
8/27/2019	729 W. Creekside	Needs animal trap delivered so they can catch animals in back yard.	Delivered trap to resident	
8/28/2019	403 Thamer Ln.	Pick up trapped racoon - Return trap	Picked up Raccoon - Returned trap	
9/5/2019	10810 Oak Creek St.	Report of Dog in Street from Police Dept.	Picked up Dog - Owner Located	Dog Returned to Owner
9/13/2019	331 Hunters Trail St.	Owner Bitten by his dog - Dog Very Aggressive/Dangerous	Dog Euthanized by Owner Request - Tested	Rabies Test NEGATIVE for Rabies
9/16/2019	210 Timberwilde Ln.	Opossum in trap - Picked Up	Picked Up - Relocated	
9/27/2019	600 Blk Timberwilde	Dog at Large	Picked Up Dog - Taken to CAPS for Adoption	Enrolled for Adoption at CAPS.
9/30/2019	10914 Walwick Dr.	Dead Raccoon	Picked Up/Disposed	
10/7/2019	9 Hunters Ridge Ct.	Dead Armadillo	Picked Up/Disposed	
10/11/2019	10800 Blk Roaring Brook	Dead squirrel in road	Picked Up/Disposed	
10/14/2019	938 Boros	Deliver Animal Trap - Feral Cats	Delivered Trap to resident	
10/25/2019	10814 Jaycee Ln.	Deliver Animal Trap - Raccoons	Delivered Trap to resident	
11/6/2019	10537 Gawan Ln.	Deliver trap for raccoons.	Delivered Trap to resident	
11/7/2019	Pifer at Beihorn	Dead Opossum in road	Picked Up/Disposed	
11/8/2019	Beinhorn at Pifer Rd	Dead Raccoon in Road	Picked Up/Disposed	
11/7/2019	423 Thamer Ln.	Dog Bite - UPS Driver Bitten while making delivery	Home Quarantine of Dog - Shots Current	Home Quarantine ended 11/18/19 - All OK - Rabies Vaccination Current
11/11/2019	Voss at Longshadow	Dead Raccoon in Road	Picked Up/Disposed	
11/11/2019	Memorial at Hunters Way	Dead animal in roadway	Picked Up/Disposed	
11/20/2019	Memorial at Creekside	Dead animal in roadway	Picked Up/Disposed	
1/6/2020	3 Saddlewood Estates	Animal Trap Delivered to Resident	Delivered Trap to resident	

1/7/2020	5 Reynolds Ct	Animal Trap Delivered to Resident	Delivered Trap to resident	Relocated Raccoon
1/8/2020	Memorial near Thamer	Dead animal in roadway	Picked Up/Disposed	
1/8/2020	Voss at Beinhorn	Dead animal in roadway	Picked Up/Disposed	
1/17/2020	5 Reynolds Ct.	Pick Up Trap - NO Longer Needed	Picked Up Trap	
2/3/2020	606 Hunters Way Dr.	Animal Trap Delivered to Resident	Delivered Trap to Resident	Relocated Raccoon
2/19/2020	210 Timberwilde Ln.	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up Raccoon - Relocated	Relocated Raccoon
2/19/2020	3 Saddlewood Estates	Animal Trap Request	Delivered Trap to Resident	
2/21/2020	3 Saddlewood Estates	Raccoon in trap	Picked up and relocated raccoon	
2/26/2020	Hunters Trail St.	Stray Dog	Picked Up Dog - Delivered to shelter	Relocated Raccoon
2/28/2020	507 Hunters Park Ln.	2 Feral Cats in Trap	Picked up/Relocated	Relocated Cats
3/3/2020	108 Shasta	Stray Dog on Banks Of Bayou	Picked Up Dog	
3/5/2020	907 Creekwood Way	Stray Dog	Picked up dog - Delivered to Vet Clinic	
3/6/2020	506 Hunters Park Ln.	Feral Cat in Trap	Picked Up - Relocated	Relocated Cats
3/10/2020	Voss Park at Voss	Dead animal in roadway	Picked Up/Disposed	
3/23/2020	Saddlewood near Beinhorn	Dead Opossum in Roadway	Picked Up/Disposed	
4/6/2020	10918 Timberglen	Deliver Trap to resident	Delivered trap to resident	
4/8/2020	10918 Timberglen	Opossum in Trap - Pick Up	Picked Up/Relocated	
4/13/2020	10918 Timberglen	Opossum in Trap - Pick Up	Picked Up/Relocated	
4/20/2020	305 Voss	Trap Request	Delivered trap to resident	
4/20/2020	777 W. Creekside	Raccoon at residence - Please Pick Up	Picked Up/Relocated	Relocated
4/23/2020	305 Voss	Raccoon in trap	Picked Up/Relocated	Relocated Raccoon
4/27/2020	10314 Memorial Drive	Trap Request	Delivered trap to resident	
5/11/2020	Voss near I-10	Dead Raccoon on sidewalk	Picked Up/Disposed	Disposed of Dead Raccoon
5/11/2020	802 Kuhlman	Trap Request	Delivered trap to resident	
5/12/2020	10705 Marsha Ln.	Trap Request	Delivered trap to resident	
5/14/2020	10705 Marsh Ln.	Opossum in Trap/Please Pick Up	Picked Up/Relocated	Relocated Opossum
5/14/2020	714 Creekside Ln.	Dog Bite - Food Delivery person bitten at front door.	Dog Quarantined at Vet - Shots Current	Quarantine to end 5/21/20 - Spoke with dog owner and bite victim. Dog euthanized per owners request on 5/21/20.
5/18/2020	10807 Pine Bayou	Animal Trap Request	Delivered trap to resident	
5/20/2020	826 Oak Valley Dr.	Animal Trap Request	Delivered trap to resident	
5/20/2020	922 Huntington Cove	Animal In Trap - Please Pick Up	Picked Up/Relocated Raccoon	Relocated
5/22/2020	826 Oak Valley Dr.	Animal In Trap - Please Pick Up	Picked Up/Relocated Opossum	Relocated
5/22/2020	10807 Pine Bayou Dr.	Animal In Trap - Please Pick Up	Picked Up/Relocated Opossum	Relocated
5/22/2020	10619 Gawain Ln.	Animal Trap Request	Delivered trap to resident	
6/2/2020	836 Kuhlman Rd.	Dog Bite - Dog owners friend bitten in back yard.	Dog - Home Quarantine - Shots Current	Quarantine to end 6/13/20
6/4/2020	205 Shasta Dr.	Animal In Trap - Please Pick Up	Picked up/Relocated Raccoon	Relocated
6/10/2020	760 Pifer Rd.	Dead animal in roadway	Picked up and disposed of dead Opossum	Disposed
6/16/2020	10814 Roaring Brook	Animal Trap Request	Delivered trap to resident	
7/1/2020	10622 N. Evers Park	Dead Raccoon in Driveway	Picked Up/Disposed of Raccoon	Disposed
7/1/2020	1108 River Glyn	Dead Armadillo in Driveway	Picked Up/Disposed of Armadillo	Disposed

7/2/2020	Memorial Dr @ Shartle Circl	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Disposed
7/6/2020	Memorial Dr at Three Corne	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Disposed
7/7/2020	10819 Smithdale Rd.	Animal Trap Request	Delivered trap to resident	
7/9/2020	606 Hunters Way Ct.	Animal in Trap - Please Pick Up	Picked Up/Relocated Cat	Relocated
7/15/2020	606 Hunters Way Ct.	Animal in Trap - Please Pick Up	Picked Up/Relocated Cat	Relocated
7/15/2020	634 Saddlewood Ln.	Dead animal in roadway	Picked u/Dosposed of Squirrel	Disposed

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared July 21, 2020 for the July 28, 2020 Agenda

A. 2020 Outfall Replacement – Outfall #32(River Glyn Drive)

1. Construction complete.
2. Coordinating landscaping with both adjacent property owners to close-out project.
3. Contract close-out change order on council agenda for approval.

B. Voss at Second Baptist

1. Received and reviewed final report from geotechnical engineer.
2. Sent a letter to City of Houston explaining needs for the project. COH plans to make temporary repairs initially, further review project needs and schedule at a later date for CIP.

C. Beinhorn and Voss – Traffic Signal Reconstruction

1. Currently review shop drawing, and submittals from the contractor.
2. Poles are estimated to arrive January 2021.
3. Contract amount is \$329,078.87.

D. CCTV Phase II

1. After review of videos provided, the contractor missed areas requested in the additional scope. Awaiting additional videos from the contractor.
2. Completing review of latest videos received and incorporating data into GIS database.

E. 2020 Street Maintenance – Memorial Drive

1. Project proposal is on council agenda for review and approval.
2. Proposal includes Engineering Services for roadway rehabilitation along Memorial Drive and Everwood Lane.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
June 23, 2020**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, June 23, 2020, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Ken Spalding Chip Cowell Jay Carlton via Videoconference
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	City Secretary:	Crystal R. Dozier via Videoconference
	City Engineer:	Steve Byington

With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:02 p.m. followed by the pledge of allegiance led by Memorial Villages Police Department Chief Ray Schultz, and invocation by Mayor Pappas.

PUBLIC COMMENTS

There were no public comments.

REPORTS

Treasurer: Tom Fullen, City Administrator, presented the financial report and gave a brief summary.

Police Commission: Chief Ray Schultz presented the police department report-Follow-up on Previous Month Items/Requests from Commission-FY21 Budget has been presented and approved by all 3 Village Councils-Personnel Changes/Issues/Updates-All administrative personnel have returned to station work duties and assignments. Recruit Officer Vasquez completed her FTO Phase 2 assignment and is now in Ghost Phase.

Major/Significant Events

- 5/9/20 officers responded to suspicious person call on Pifer. Officers located the suspect on the property of a resident. The male was found to be in possession of ID's and credit cards of other people who were the victims of an aggravated armed robbery in Houston by a subject who matched the description of this subject. Officers convinced the DA's Office to accept charges and the Harris County Jail to accept the suspect for booking.
- 5/20/20 Officers responded to an Injury Accident at Voss and Memorial. Upon arrival officers located a deceased passenger inside one of the vehicles. The driver of that vehicle was found to be intoxicated and had ran a red light. HPD was requested to assist with accident scene reconstruction and responded. MVPD officers charged the female driver with Intoxication Manslaughter.
- 4 residential burglaries all occurred on May 25, 2020 in the area of Greenbay and Hedwig Road within an hour of each other. Only one home had property taken and it was the only home without an

alarm. It is believed the suspects were on foot, bicycle or skateboards. Several of the homes had muddy footprints left behind by suspects. A video camera did locate 2 subjects who used a bike to climb over a rear fence. Detectives are following several leads.

Status Update on any Major Projects

Installed additional ALPR systems.

- o 4 on Voss Road, all lanes now covered
- o Hedwig at Beinhorn
- o San Felipe at Village Limit
- o Bunker Hill Rd at Memorial
- o Blalock at Memorial

Conducted a survey and inventory of emergency response equipment in response to nationwide protests, pending storms and other events. Resupplied as needed. Completed needs assessment of server upgrade and obtained quote to complete necessary hardware and software upgrades in order to remain CJIS compliant.

Fire Commission: Councilman Carlton presented the fire department report.

Building Official: James Stewart, City Building Official gave a brief summary of the building report.

City Engineer: Steve Byington, City Engineer reported on the following public work projects:

a. 2020 Outfall Replacement – Outfall #32(River Glyn Drive)

Currently under construction, approximately 90% complete. City Engineer is coordinating landscaping with both adjacent property owners to close-out project. Outfall rehabilitation estimated completion in early July.

b. Voss at Second Baptist

Received and reviewed final report from geotechnical engineer. Drafting a letter to City of Houston explaining needs for the project and working to schedule a meeting.

c. Beinhorn and Voss – Traffic Signal Reconstruction

City Engineers are waiting on contractor to receive confirmed pole delivery dates from pole manufacturer. Contract amount is \$329,078.87.

d. CCTV Phase II

After review of videos provided, the contractor missed areas requested in the additional scope. Contractor continuing to inspect the remaining areas. Total revised contract is \$50k. Finalizing review of additional videos as they are received from the contractor.

Mayor and Council Reports and Comments: Mayor Pappas reported on a letter he sent out to Mayor Turner regarding statues being removed within the City of Houston.

CONSENT AGENDA

1. Approval of the Minutes of the Regular Meeting on May 26, 2020 and Special Meeting on June 17, 2020.
2. Approval of the Cash Disbursement Journal for May, 2020.

A motion was made by Councilman Spalding and seconded by Councilman Cowell to approve the consent agenda. The vote to approve the motion was unanimous.

REGULAR AGENDA

1. Discussion and possible action to receive and accept the annual audit report for the City for the fiscal year ending December 31, 2019.

A motion was made by Councilman Spalding to receive and accept the annual audit report for the City for the fiscal year ending December 31, 2019 and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.

2. Discussion and possible action to approve a resolution adopting the 2020 Harris County Multi-Hazard Mitigation Action Plan.

A motion was made by Councilman Spalding to approve a resolution adopting the 2020 Harris County Multi-Hazard Mitigation Action Plan and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.

3. Discussion and possible action to call a public hearing, to be held on July 28, 2020, on the City's proposed 2021 fiscal year budget.

A motion was made by Councilman Cowell to call for a public hearing, to be held on July 20, 2020 at 6:00 pm, on the City's proposed 2021 fiscal year budget. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.

4. Discussion and possible action to call a public hearing, to be held on August 4, 2020, on the City's proposed 2020 Tax Rate.

A motion was made by Councilman Spalding to call for a public hearing, to be held on August 4, 2020 at 8:30 am, on the City's proposed 2020 Tax Rate. Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.

5. Discussion and possible action to consider the appointment of members to the Board of Adjustment, the Fire Commission and the Police Commission.

A motion was made by Councilman Spalding to appoint Josh Pratt to Board of Adjustment Position No. 1 and Richard Heustess to Board of Adjustment Alternate Position No. 9. Councilman Marks seconded the motion. The vote to approve the motion was unanimous.

6. Discussion and possible action to consider any action that may be necessary in response to COVID-19 Virus Pandemic or its effects, including without limitation: the discussion and consideration of an ordinance granting the City Council's consent to an extension of the Mayor's Order declaring the existence of a local state of emergency in the City.

A motion was made by Councilman Marks to adopt an ordinance granting the City Council's consent to an extension of the Mayor's Order declaring the existence of a local state of emergency in the City to September 30, 2020. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.

7. **A motion was made by Councilman Spalding with a second by Councilman Carlton to adjourn the meeting. The vote to approve the motion was unanimous.**

8. **The meeting was adjourned at 6:45 p.m.**

These minutes were approved on the 28th day of July, 2020.

Jim Pappas, Mayor

ATTEST:

Crystal R. Dozier, TRMC
City Secretary

DRAFT



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: 2020 Proposed Tax Rate Resolution
PROCEEDING: None
EXHIBITS: Proposed Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE MAYOR'S PROPOSED 2021 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2020 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE CITY ADMINISTRATOR AS THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2020 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

WHEREAS, the Mayor has filed a proposed 2021 Municipal Budget for the City;

WHEREAS, the Mayor's proposed 2021 Municipal Budget contains a proposed 2020 tax rate to support the proposed budget;

WHEREAS, Section 26.17 of the Texas Tax Code makes references to "the tax rate proposed by the governing body;"

WHEREAS, the City Council is of the opinion that the proposed tax rate contained in the Mayor's proposed 2021 Municipal Budget is the appropriate tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Texas Tax Code; and

WHEREAS, the Texas Tax Code requires that the City Council designate an employee or official to perform certain functions in connection with the tax rate adoption process;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hunters Creek Village:

Section 1. The City Council adopts the proposed tax rate of \$0.194082, as contained in the Mayor's proposed 2021 Municipal Budget, as the proposed tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Texas Tax Code;

Section 2. The City Administrator is designated as the officer or employee of the City who will make the calculations required by Section 26.04 of the Texas Tax Code and will provide information to other governmental entities regarding the adoption of the City's 2020 tax rate.

Section 3. City staff is directed to provide the required notices, and publish the required information, concerning the City's proposed 2020 tax rate and the time and date for the public hearing that will be held on the proposed 2020 tax rate.

PASSED, APPROVED, AND RESOLVED this ___ day of _____, 2020.

Jim Pappas
Mayor

ATTEST:

Crystal R. Dozier, TRMC
City Secretary



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: Sidewalk on Memorial Drive, Voss Road and
Beinhorn Road.
PROCEEDING: None
EXHIBITS: Bid

Tom Fullen, City Administrator will be speaking on this item.

Century Concrete Construction Inc.

20751 Old Sorters Rd.
Porter, TX 77365
(281)354-1277
Ronnie@centurycci.com

Estimate

ADDRESS

CITY OF HUNTERS CREEK
VILLAGE

ESTIMATE #	DATE
5704	06/24/2020

JOB NAME

Sidewalk/Memorial

ACTIVITY	QTY	RATE	AMOUNT
06/24/2020			
Full depth saw cut.	50	6.50	325.00
Breakout and removal of existing concrete and debris associated with job.	3,500	2.25	7,875.00
Concrete will consist of 3000 p.s.i. concrete and will be 5 " thick . # 3 rebar will be used for reinforcement and placed 18" on center.	3,500	6.00	21,000.00
Backfill around sidewalk with bank sand	1	2,000.00	2,000.00
Safety Barricades	1	1,500.00	1,500.00
Grinding lips in various spots	100	8.00	800.00

If you have any questions please give us a call 281-354-1277

TOTAL

\$33,500.00

Accepted By

Accepted Date



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: CARES Act of Small City Assistance Program
PROCEEDING: None
EXHIBITS: Recommendation from Harris County

Tom Fullen, City Administrator will be speaking on this item.



HARRIS COUNTY, TEXAS

BUDGET MANAGEMENT DEPARTMENT

Administration Building
1001 Preston, Suite 500
Houston, TX 77002
(713) 274-1100

COVID 19 Agenda Item

July 14, 2020

To: County Judge Hidalgo, and
Commissioners Ellis, Garcia,
Radack, and Cagle

Fm: Shain Carrizal *HSC*

Re: **CARES Act – Establishment of the Small City Assistance Program**

The CARES Act established the Coronavirus Relief Fund (CRF), and Harris County received a direct allocation of \$426 million. On April 28, 2020 Commissioners Court authorized forming a committee consisting of a representative from each office of Commissioners Court to work with BMD/HRRM and all relevant departments to make recommendations on the expenditures of the funds. Attached for your approval is a recommendation from the committee to establish the Small City Assistance Program in an amount not to exceed \$28.5 million.

The committee will continue to work with Guidehouse in making further recommendations to Commissioners Court before the CRF expiration date of December 30, 2020.

Thank you for your consideration.

Attachment



**COVID-19 Small City Assistance Program
July 10, 2020**

BACKGROUND

The COVID-19 pandemic is stretching the ability of State, County, and City governments to both meet their obligations to protect their citizens and to ensure complete economic recovery and long-term resiliency. While each situation is unique, we understand that Harris County faces considerable demands resulting from this outbreak and the 34 cities it represents, and the County seeks to establish a program to provide appropriate reimbursement of Coronavirus Relief Funds (CRF) to the respective small cities.

PROGRAM PURPOSE

The COVID-19 Small City Assistance Program's purpose is to provide financial assistance for the needs of cities with <500K population.

The following are the program considerations:

- **Coordination.** Need to ensure that the County's response is coordinated so that it addresses the unprecedented public health and societal impacts impacting the small cities.
- **Grants Management.** Need to ensure support of the management of grant applications, eligibility verification, grant awards, management of grant and subrecipient agreements, and management of approval processes for funds requested by cities within Harris County related to the CRF.
- **Eligibility.** Need to ensure expenses incurred and to be reimbursed to the small cities are captured in a manner that makes them reimbursable in accordance with U.S. Department of Treasury guidance for the Coronavirus Relief Fund
- **Compliance.** Need to ensure that the County is complying with the rules and regulations that will ensure expenses are reimbursable and avoid a loss of stakeholder and community confidence.

ELIGIBILITY CRITERIA

Cities with <500K population that demonstrate need for financial assistance may qualify for assistance by meeting any of the following criteria:

Criteria	Name	Description	Additional Considerations
#1	FEMA 25% Match	Cities would submit their approved FEMA Public Assistance (PA) requests showing the 75% reimbursement requested. Harris County then provides the remaining 25% of eligible reimbursements.	Technical assistance provided to help cities apply for FEMA PA
#2	Eligible activities not covered by other funding sources	Expenses incurred by small cities that are typically not covered by FEMA or other grants, that are eligible for CRF. This includes, but is not limited to, the following activities: - COVID dedicated payroll expenses - Paid sick and medical leave - Government payroll support program - Unemployment insurance costs - Telework capability improvement	Educate cities about these expense activities

#3	Other COVID Related Expenses	Other related expenses not identified in Options #1 and #2 that will be evaluated by the County for duplication of benefits on a case-by-case basis	Educate cities about these expense activities
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ALLOCATION MAXIMUMS

Per the chart below, \$55 per capita is used to determine a ceiling of available CRF funding per small city within Harris County. This amount is based on the criteria established by the Texas Department of Emergency Management (TDEM) for other cities and counties in Texas with <500K populations.

City	2018 Census Population Data	Allocation Ceiling
Baytown	72,879	\$4,008,345
Bellaire	18,966	\$1,043,130
Bunker Hill Village	3,982	\$219,010
Deer Park	33,931	\$1,866,205
El Lago	2,727	\$149,985
Friendswood	11,575	\$636,625
Galena Park	10,931	\$601,205
Hedwig Village	2,669	\$146,795
Hilshire Village	819	\$45,045
Humble	16,041	\$882,255
Hunters Creek Village	4,891	\$269,005
Jacinto City	10,625	\$584,375
Jersey Village	7,962	\$437,910
Katy	15,251	\$838,805
La Porte	35,423	\$1,948,265
League City	1,984	\$109,120
Missouri City	6,273	\$345,015
Morgan's Point	345	\$18,975
Nassau Bay	4,037	\$222,035
Pasadena	153,219	\$8,427,045
Pearland	5,237	\$288,035
Piney Point Village	3,449	\$189,695
Seabrook	14,291	\$786,005
Shoreacres	1,611	\$88,605
South Houston	17,583	\$967,065
Southside Place	1,881	\$103,455
Spring Valley Village	4,333	\$238,315
Stafford	309	\$16,995
Taylor Lake Village	3,625	\$199,375
The Woodlands	13,000*	\$715,000
Tomball	11,761	\$646,855
Waller	600	\$33,000
Webster	11,201	\$616,055
West University Place	15,676	\$862,180
Total	519,087	\$28,549,785

*Estimated census data for the portion of The Woodlands included in Harris County, per The Woodlands Area Economic Development Partnership

TECHNICAL ASSISTANCE

With the purpose of helping small cities, especially those not familiar with federal funding, the small cities will be provided with technical assistance to better understand the process of successfully identifying eligible CRF activities, and guidance around other potential funding sources (ex. FEMA PA). The main components of the technical assistance will include (but is not limited to)¹:

1. Conducting outreach activities to:
 - Inform small cities about the program
 - Engaging City management to actively participate in program
2. Hosting webcast and online training for:
 - Overall process of the County's program for small cities
 - Eligible activities under the CRF grant and overlap with other funding sources
 - Workflows, forms, tools, and documentation requirements for reimbursement
 - Brief overview of other federal funding sources
3. Providing tools and templates for reimbursement requests including:
 - Excel based cost tracking mechanism
 - Checklist of eligible activities with required documentation
 - Frequently asked questions (FAQs)
 - Workflow steps for transparency
4. Providing one-on-one support including:
 - Questions around eligibility and/or process
 - Developing reimbursement requests
 - Understanding any rejected/returned reimbursement requests

AGREEMENT FOR DISTRIBUTION

To receive CRF distributions, the small city mayor or city manager must review, agree to the terms and conditions, and sign certification forms similar to those developed by TDEM. ² The CRF Terms and Conditions released by TDEM addresses the grant acceptance, project period, general responsibility, amendments and changes to the grant agreement, and jurisdictional cooperation that a subrecipient must adhere to when receiving CRF distributions.

¹ See Attachment A for framework of technical assistance

² See Appendix for example of modified CARES Act Coronavirus Relief Fund Eligibility Certification from TDEM

**APPENDIX
CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION³**

I, _____, am the Mayor or City Manager of _____ ("Municipality"), and I certify that:

1. I have the authority on behalf of Municipality to request grant payments from Harris County ("County") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the County will rely on this certification as a material representation in making grant payments to the Municipality.
3. I acknowledge that Municipality should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, Harris County, or designee.
5. I acknowledge that Municipality has an affirmative obligation to identify and report any duplication of benefits. I understand that the County has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that Municipality shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
7. I acknowledge that if Municipality has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury.
8. I acknowledge that the Municipality's proposed uses of the funds provided as grant payments from the County by federal appropriation under section 601 of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency and governor's disaster declaration on March 13, 2020 with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for Municipality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: _____

Signature: _____

Title: _____

Date: _____

³ Per Texas Department of Emergency Management, tdem.texas.gov, with modifications

**ATTACHMENT A
TIMELINE OF TECHNICAL ASSISTANCE AND ADMINISTRATION**

The following table details technical assistance and administration activities provided to the County and small cities within Harris County. All activities will be ongoing through December 30, 2020 with auditing and close-out activities continuing into 2021.

Month Activity Begins	Activity
July	<ul style="list-style-type: none"> - Outreach effort to notify small cities about the Small City Assistance Program including webcasts about the overall process - Small cities execute certification form ahead of receiving CRF distribution from the County
August	<ul style="list-style-type: none"> - Training to help cities identify expenses eligible for FEMA PA and other federal funding sources - Providing training materials about other federal funding sources - Assistance to apply for other federal funding - Provide a mapped flow of documentation and requirements of the Grant Management program lifecycle to small cities to understand all necessary documentation - Provide tools and templates for tracking costs for reimbursement - Provide eligible cost checklists for CRF reimbursement - Assistance to develop reimbursement requests including holding office hours to answer questions about eligibility - Training cities about duplication of benefits, how to prevent them, and how to notify the County if any assistance that could fall into this category is received
September	<ul style="list-style-type: none"> - Track the disbursement of funds, at the County level, to ensure they are being used as they were intended and in a timely fashion - Provide access to workflows, forms, tools, and documentation requirements for reimbursement of each individual transaction
October	<ul style="list-style-type: none"> - Support to understand any denied benefits and reapply, if possible
November	<ul style="list-style-type: none"> - Trainings about how subrecipients can properly close out use of funds received and what documentation is required
December	<ul style="list-style-type: none"> - Report on the assistance provided to small cities, the maximization of benefits realized from various federal funding sources, and measure CRF distribution utilized



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: Preferred Industrial Contracts, Inc. Change Order
Close Out
PROCEEDING: Motion
EXHIBITS: Change Order #1

CHANGE ORDER

No. 01

DATE OF ISSUANCE 7/10/2020

EFFECTIVE DATE 7/10/2020

OWNER City of Hunters Creek Village

CONTRACTOR Preferred Industrial Contractors, Inc.

Contract: Rehabilitation of Outfall 32

Project: Rehabilitation of Outfall 32

OWNER's Contract No. 2012-006-02

ENGINEER's Contract No. 2012-006-02

ENGINEER Cobb, Fendley & Associates, Inc.

You are directed to make the following changes in the Contract Documents:

Description: Additional quantity required for contract line items, due to minor field changes. Also, deductions to contract quantities, due to minor field adjustments.

Reason for Change Order: Same as above

Documents supporting change: Attached

CHANGE IN CONTRACT PRICE
Original Contract Price: \$ <u>115,915.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>0</u> to <u>1</u> : \$ <u>0</u>
Contract Price prior to this Change Order: \$ <u>115,915.00</u>
Net increase (decrease) of this Change Order: \$ <u>(5,500.00)</u>
Contract Price with all approved Change Orders: \$ <u>110,415.00</u>


CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>45</u> Ready for final payment: <u>60</u> (days or dates)
Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>45</u> Ready for final payment: <u>60</u> (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>45</u> Ready for final payment: <u>60</u> (days or dates)

RECOMMENDED:

ACCEPTED:

APPROVED:

By:


Ozziel Bautista, E.I.T
CobbFendley

By:


KARA HUMMEL
Preferred Industrial Contractors, Inc.

By:

City of Hunters Creek Village

Date: 7/10/2020

Date: 7/13/20

Date: _____

Client: City of Hunters Creek Village
 Project Name: Rehabilitation of Outfall 32
 Contractor: Preferred Industrial Contractors, Inc.

SECTION 1 - SITE PREPARATION AND EARTH WORK				ORIGINAL CONTRACT				CHANGE ORDER 1			
Item No.	Item Description	Unit	Quantity	Unit Price	Extended Price	Quantity	Unit Price	Extended Price			
1	Mobilization, Demobilization, and Insurance in Accordance with the	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00			
2	Barricades, Signs, and Traffic Control, Complete in Place	LS	1	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00	\$ 6,500.00			
3	Remove and Dispose Existing 18-Inch Broken Pipe, Within Project Limit, Complete in Place	LF	24	\$ 55.00	\$ 1,320.00	24	\$ 55.00	\$ 1,320.00			
4	Cleaning, Grubbing and Tree Removal and Disposal at Offsite Location, Within Project Limit, Complete in Place	LS	1	\$ 3,200.00	\$ 3,200.00	1	\$ 3,200.00	\$ 3,200.00			
5	Site Restoration, Including Access Road Requirements and Removal and Replacement of 40 LF of 6-ft Chainlink Fence	LS	1	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00	\$ 4,500.00			
6	Hydromulch Seeding for Erosion Control, Complete in Place	AC	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00			
SUBTOTAL SECTION 1 - SITE PREPARATION AND EARTH WORK				\$	23,520.00			\$23,520.00			
SECTION 2 - PUBLIC STORM SEWER IMPROVEMENTS											
Item No.	Item Description	Unit	Quantity	Unit Price	Extended Price	Quantity	Unit Price	Extended Price			
7	18-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S Sand Bed and Backfill, Complete in Place	LF	24	\$ 225.00	\$ 5,400.00	24	\$ 225.00	\$ 5,400.00			
8	Reinforced Concrete Collar, Complete in Place	EA	2	\$ 1,500.00	\$ 3,000.00	2	\$ 1,500.00	\$ 3,000.00			
9	Select Fill Embankment Material from Offsite Location, Including Excavation, Hauling, Placement Adjacent to Creek as Directed by Engineer during Construction and Compacted, Complete in Place	CY	23	\$ 145.00	\$ 3,335.00	23	\$ 145.00	\$ 3,335.00			
10	Rehabilitation of Existing 18-Inch RCP Storm Sewer by Cured-In-Place Pipe (CIPP), Including Liner, Pre-Rehab Cleaning and Telescoping, Post-Rehab Cleaning and Telescoping, Debris Removal and Haul-Off and Root Removal As Required, Complete in Place	LF	135	\$ 215.00	\$ 29,025.00	135	\$ 215.00	\$ 29,025.00			
11	Trench Safety for Storm Sewer, All Depths, Complete in Place	LF	24	\$ 165.00	\$ 3,960.00	24	\$ 165.00	\$ 3,960.00			
11A	18-Inch Thick Stone (100 pound boulder), Grade 1 Rip Rap Material, Complete in Place	CY	30	\$ 150.00	\$ 4,500.00	30	\$ 150.00	\$ 4,500.00			
SUBTOTAL SECTION 2 - PUBLIC STORM SEWER IMPROVEMENTS				\$	49,220.00			\$49,220.00			
SECTION 3 - STORM WATER POLLUTION PREVENTION PLAN											
Item No.	Item Description	Unit	Quantity	Unit Price	Extended Price	Quantity	Unit Price	Extended Price			
12	Erosion/Sediment Control in Accordance with TPDES Requirements, Including Notice of Intent (NOI), Notice of Termination (NOT), Maintenance, Inspection and Reporting	LS	1	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00	\$ 4,500.00			
13	SWPPP Inspection and Maintenance	LS	1	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00	\$ 3,500.00			
14	Furnish, Install, and Remove Reinforced Filter Fabric Fence, Complete in Place	LF	100	\$ 8.00	\$ 800.00	100	\$ 8.00	\$ 800.00			
15	Furnish Stabilized Construction Exit, Complete in Place	EA	1	\$ 1,700.00	\$ 1,700.00	1	\$ 1,700.00	\$ 1,700.00			
16	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage I)	LF	20	\$ 20.00	\$ 400.00	20	\$ 20.00	\$ 400.00			
17	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage II)	LF	20	\$ 35.00	\$ 700.00	20	\$ 35.00	\$ 700.00			
18	Sodding for Erosion Control, Block Sodding, Complete in Place	SY	230	\$ 22.00	\$ 5,060.00	230	\$ 22.00	\$ 5,060.00			
SUBTOTAL SECTION 3 - STORM WATER POLLUTION PREVENTION PLAN				\$	16,660.00			\$16,660.00			

SECTION 4 – EXTRA WORK ITEMS

Item No.	Item Description	Unit	Quantity	Unit Price	Extended Price	Quantity	Unit Price	Extended Price
19	Select Fill Embankment Material from Offsite Location, Including Excavation, Hauling, Placement Adjacent to Bayou as Directed by Engineer During Construction and Compacted, Complete in Place	CY	30	\$ 225.00	\$ 6,750.00	46.7	\$ 225.00	\$ 10,515.00
20	Landscape Allowance	ALL	1	\$ 10,000.00	\$ 10,000.00	0.45	\$ 10,000.00	\$ 4,500.00
21	Remove and Dispose Offsite of Existing Concrete Pavement, Base, Concrete Curb, All Thicknesses, Complete in Place (Includes all saw-cutting required)	SY	3	\$ 75.00	\$ 225.00	0	\$ 75.00	\$ 0.00
22	7-Inch Reinforced Concrete Pavement, Complete in Place	SY	3	\$ 65.00	\$ 195.00	0	\$ 65.00	\$ 0.00
23	8-Inch Portland Cement Stabilized Subgrade	SY	3	\$ 35.00	\$ 105.00	0	\$ 35.00	\$ 0.00
24	6-Inch Concrete Curb, Complete in Place	LF	15	\$ 12.00	\$ 180.00	0	\$ 12.00	\$ 0.00
25	Pre-cast Type "BB" Inlet Top and Riser, Complete in Place	EA	1	\$ 2,000.00	\$ 2,000.00	0	\$ 2,000.00	\$ 0.00
26	Rehabilitation of Existing Type "BB" Inlet with Geopolymer Lining, Complete in Place	EA	1	\$ 1,500.00	\$ 1,500.00	3	\$ 1,500.00	\$ 4,500.00
27	Remove and Dispose Existing 18-Inch Broken Pipe, Within the Project Limit, Complete in Place	LF	16	\$ 50.00	\$ 800.00	0	\$ 50.00	\$ 0.00
28	18-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S Sand Bed and Backfill, Complete in Place	LF	16	\$ 110.00	\$ 1,760.00	0	\$ 110.00	\$ 0.00
29	Reinforced Concrete Collar, Complete in Place	EA	2	\$ 1,500.00	\$ 3,000.00	1	\$ 1,500.00	\$ 1,500.00
SUBTOTAL SECTION 4 - STORM SEWER ITEMS					\$ 26,515.00			\$ 21,015.00
GRAND TOTAL					\$ 115,915.00			\$ 110,415.00

TOTAL CHANGE ORDER NO. 1

\$ (5,500.00)

July 10, 2020

City of Hunters Creek Village

City Administrator
1 Hunters Creek Place
Houston, TX 77024

Re: Rehabilitation of Outfall 32
Payment Application #2
CFA Project No. 2012-006-02

To Mr. Tom Fullen:

Attached is Payment Application #2 from Preferred Industrial Contractors, Inc. for the above-referenced project. We have reviewed the enclosed payment application and find it to be correct with quantities verified to the extent practical in the field. Retainage in the amount of 5% is to be paid in accordance with the Contract Documents. We recommend approval of payment in the amount of \$45,221.25.

If you have any questions or require additional information, I can be contacted at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Oziel Bautista".

Oziel Bautista, EIT
Project Engineer

Application and Certificate for Payment

PROJECT: Rehabilitation of Outfall 32
OWNER: City of Hunters Creek Village

Estimate: #2

CONTRACT TIME

Notice to Proceed	4/20/2020	Initial Contract Time	60	days
Substantial Completion Date	6/3/2020	Current Approved Extensions	0	days
Final Completion Date	6/18/2020	Previous Approved Extensions	0	days
PAY PERIOD:	From: 5/20/2020	Total Contract Time	60	days
	To: 7/10/2020	Spent Days	81	days
		Days Remaining	-21	days
		Rain Days To Date	0	days
		Percent of Contract Time Completed	135%	

CHANGE ORDERS

Approved Change Orders:	NO.	Date:	Amount:	Days:
	1	7/10/2020	(\$5,500.00)	
<hr/>				
<hr/>				
Total Change Orders:			(\$5,500.00)	0

SUMMARY OF WORK COMPLETED

Original Contract Sum:	\$	115,915.00
Net Change by Change Orders:	\$	(5,500.00)
Contract Sum to Date:	\$	110,415.00
Total Completed to Date:	\$	110,415.00
Percent of Work Installed		100%
Material On Site	\$	-
Retainage, (% of Completed Work:)		0%
Total Retainage:	\$	-
Total Earned Less Retainage:	\$	110,415.00
Less Previous Certificates of Payment:	\$	65,193.75
Current Payment Due:	\$	45,221.25

PAYMENT REVIEW AND APPROVAL

The undersigned Contractor certifies that to the best of his knowledge, information, and belief that the Work has been completed in accordance with the Plan and Specifications and the current payment shown on this Application for Payment is now due.

Prepared by: KARA HANNEY
Contractor

Date: 7/13/2020

The undersigned Engineer certifies that to the best of his knowledge and belief, the scope of work for which payment is applied for has been satisfactorily completed.

Approved by: [Signature]
Cobb, Fendley & Associates, Inc.

Date: 7/10/2020

Accepted by: _____
City of Hunters Creek Village

Date: _____

PAY ESTIMATE: #2											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	BID UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
SECTION 1 - SITE PREPARATION AND EARTH WORK											
1	Mobilization, Demobilization, and Insurance in Accordance with the Bid Contract Documents (No Greater than 5% of Outfall 5 Total Bid)	LS	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	1	\$ 5,000.00	100%
2	Barricades, Signs, and Traffic Control, Complete in Place	LS	1	\$ 6,500.00	1	\$ 6,500.00	0	\$ -	1	\$ 6,500.00	100%
3	Remove and Dispose Existing 18-Inch Broken Pipe, Within Project Limit, Complete in Place	LF	24	\$ 55.00	24	\$ 1,320.00	0	\$ -	24	\$ 1,320.00	100%
4	Clearing, Grubbing and Tree Removal and Disposal at Offsite Location, Within Project Limit, Complete in Place	LS	1	\$ 3,200.00	1	\$ 3,200.00	0	\$ -	1	\$ 3,200.00	100%
5	Road Requirements and Removal and Replacement of 40 LF of 6-ft Chainlink Fence	LS	1	\$ 4,500.00	1	\$ 4,500.00	0	\$ -	1	\$ 4,500.00	100%
6	Hydromulch Seeding for Erosion Control, Complete in Place	AC	1	\$ 3,000.00	1	\$ 3,000.00	0	\$ -	1	\$ 3,000.00	100%
SECTION 2 - PUBLIC STORM SEWER IMPROVEMENTS											
7	18-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S Sand Bed and Backfill, Complete in Place	LF	24	\$ 225.00	24	\$ 5,400.00	0	\$ -	24	\$ 5,400.00	100%
8	Reinforced Concrete Collar, Complete in Place	EA	2	\$ 1,500.00	2	\$ 3,000.00	0	\$ -	2	\$ 3,000.00	100%
9	Select Fill Embankment Material from Offsite Location, Including Excavation, Hauling, Placement Adjacent to Creek as Directed by Engineer during Construction and Compacted, Complete in Place	CY	23	\$ 145.00	23	\$ 3,335.00	0	\$ -	23	\$ 3,335.00	100%
10	Rehabilitation of Existing 18-Inch RCP Storm Sewer by Cured-In-Place Pipe (CIPP), Including Liner, Pre-Rehab Cleaning and Televising, Post-Rehab Cleaning and Televising, Debris Removal and Haul-Off and Root Removal As Required, Complete in Place	LF	135	\$ 215.00	0	\$ -	135	\$ 29,025.00	135	\$ 29,025.00	100%
11	Trench Safety for Storm Sewer, All Depths, Complete in Place	LF	24	\$ 165.00	24	\$ 3,960.00	0	\$ -	24	\$ 3,960.00	100%

PAY ESTIMATE: #2											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	BID UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
11A	18-Inch Thick Stone (100 pound boulder), Grade 1 Rip Rap Material, Complete in Place	CY	30	\$ 150.00	30	\$ 4,500.00	0	\$ -	30	\$ 4,500.00	100%
SECTION 3 – STORM WATER POLLUTION PREVENTION PLAN											
Erosion/Sediment Control in Accordance with TPDES Requirements, Including Notice of Intent (NOI), Notice of Termination (NOT), Maintenance, Inspection and Reporting											
12		LS	1	\$ 4,500.00	1	\$ 4,500.00	0	\$ -	1	\$ 4,500.00	100%
13	SWPPP Inspection and Maintenance Furnish, Install, and Remove	LS	1	\$ 3,500.00	1	\$ 3,500.00	0	\$ -	1	\$ 3,500.00	100%
14	Reinforced Filter Fabric Fence, Complete in Place	LF	100	\$ 8.00	100	\$ 800.00	0	\$ -	100	\$ 800.00	100%
15	Furnish Stabilized Construction Exit, Complete in Place	EA	1	\$ 1,700.00	1	\$ 1,700.00	0	\$ -	1	\$ 1,700.00	100%
16	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage I)	EA	20	\$ 20.00	20	\$ 400.00	0	\$ -	20	\$ 400.00	100%
17	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage II)	LF	20	\$ 35.00	20	\$ 700.00	0	\$ -	20	\$ 700.00	100%
18	Sodding for Erosion Control, Block Sodding, Complete in Place	LF	230	\$ 22.00	230	\$ 5,060.00	0	\$ -	230	\$ 5,060.00	100%
SECTION 4 – EXTRA WORK ITEMS											
Select Fill Embankment Material from Offsite Location, Including Excavation, Hauling, Placement Adjacent to Bayou as Directed by Engineer During Construction and Compacted, Complete in Place											
19		CY	30	\$ 225.00	30	\$ 6,750.00	16.7	\$ 3,765.00	46.7	\$ 10,515.00	156%
20	Landscape Allowance Remove and Dispose Offsite of Existing Concrete Pavement, Base, Concrete Curb, All Thicknesses, Complete in Place (Includes all saw-cutting required)	ALL	1	\$ 10,000.00	0.00	\$ -	0.45	\$ 4,500.00	0.45	\$ 4,500.00	45%
21	7-Inch Reinforced Concrete Pavement, Complete in Place	SY	3	\$ 75.00	0	\$ -	0	\$ -	0	\$ -	0%
22		SY	3	\$ 65.00	0	\$ -	0	\$ -	0	\$ -	0%

PAY ESTIMATE: #2											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	BID UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
23	8-Inch Portland Cement Stabilized Subgrade	SY	3	\$ 35.00	0	\$ -	0	\$ -	0	\$ -	0%
24	6-Inch Concrete Curb, Complete in Place	LF	15	\$ 12.00	0	\$ -	0	\$ -	0	\$ -	0%
25	Pre-cast Type "BB" Inlet Top and Riser, Complete in Place	EA	1	\$ 2,000.00	0	\$ -	0	\$ -	0	\$ -	0%
26	Rehabilitation of Existing Type "BB" Inlet with Geopolymer Lining, Complete in Place	EA	1	\$ 1,500.00	1	\$ 1,500.00	2	\$ 3,000.00	3	\$ 4,500.00	300%
27	Remove and Dispose Existing 18-Inch Broken Pipe, Within the Project Limit, Complete in Place	LF	16	\$ 50.00	0	\$ -	0	\$ -	0	\$ -	0%
28	18-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S Sand Bed and Backfill, Complete in Place	LF	16	\$ 110.00	0	\$ -	0	\$ -	0	\$ -	0%
29	Reinforced Concrete Collar, Complete in Place	EA	2	\$ 1,500.00	1	\$ 1,500.00	0	\$ -	1	\$ 1,500.00	50%
Percent Complete Color Code:											
In progress, under 100%											
Complete, 100%											
Over 100%											

FULL RELEASE OF LIEN

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF HARRIS

That the undersigned, being a CONTRACTOR, have furnished labor and/or materials in conjunction with the construction upon all that certain real property located in Harris County, Texas, and being more particularly described as follows:

Rehabilitation of Outfall 32

The undersigned Claimant has been fully paid for all labor and/or materials furnished in conjunction with the construction of said improvements and construction in the amount of:

One Hundred Ten Thousand Four Hundred Fifteen Dollars and Zero Cents
(\$110,415.00)

The undersigned claimant hereby waives and releases any mechanic's or materialman's lien, or claim the right of such lien, or any claim against any payment bond surety and any claim against OWNER on the aforementioned premises and improvements now or hereafter located thereon which now exists or might otherwise arise on account of the labor or materials furnished or to be furnished by the undersigned where such lien or claim arises under the constitution of the State of Texas, pursuant to any statutes or by contract.

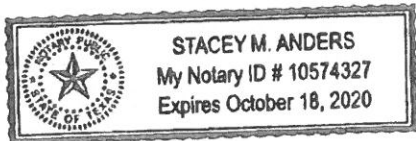
Executed this 15th day of July, 2020.

Preferred Industrial Contractors, Inc.
Contractor

KEITH BARKER COO
Printed name of officer and title

[Signature]
Signature

This foregoing instrument was acknowledged before me this 15th day of July, 2020.



Stacey M. Anders
Notary Public
My commission expires:

July 10, 2020

ONE YEAR WARRANTY

Guarantee For:

City of Hunters Creek Village, Texas
1 Hunters Creek Place
Hunters Creek Village, Texas 77024

Re: Rehabilitation of Outfall 32

We hereby warrant and guarantee the scope of repairs performed per contract, which we have installed and/or furnished at the site location within City of Hunters Creek Village in compliance with the Contract Documents for 12 Months from the date of Final Completion, July 10, 2020.

Preferred Industrial Contractors, Inc. is warranting and guaranteeing that all work under the contract to be free from faulty materials in every particular; and free from improper workmanship, and against injury from proper and usual wear.

Preferred Industrial Contractors, Inc. agrees to replace or re-execute without cost to the City of Hunters Creek Village such work as may be found to be improper or imperfect, and to make good all damages caused to other work or materials due to such required replacement or re-execution.

Warranty-guarantee: Start Date 7/10/2020 and Expiration Date 7/9/2021.

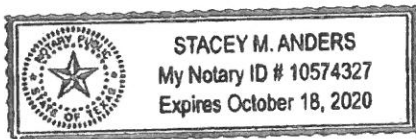
Keith Bowen

Printed name of officer and title

[Handwritten Signature]

Signature

This foregoing instrument was acknowledged before me this 15th day of July, 2020.



Stacey M. Anders

Notary Public

My commission expires:



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: 2020 Street Maintenance
PROCEEDING: Motion
EXHIBITS: Amendment #62

Stephen Ray will present this item.

**CITY OF HUNTERS CREEK VILLAGE
STANDARD AMENDMENT TO
CONSULTANT SERVICES AGREEMENT**

AMENDMENT NO. 62

This Amendment (hereinafter "Amendment") is made between the City of Hunters Creek Village, Texas (hereinafter "City"), and Cobb, Fendley & Associates, Inc. (hereinafter "Consultant") to amend that consultant services (the "Contract") between the City and Consultant for services associated with the City Engineer Contract.

1. Amended Terms. The City and Consultant hereby agree that the Contract is amended as follows:

A. Add new task order for the Engineering Services associated with 2020 Street Maintenance – Memorial Drive in the amount of \$60,935.

B. See Attached Exhibit A for Scope of Services for this project.

2. Contract to Remain in Force. Other than the provisions of the Contract expressly amended herein, the Contract shall remain in full force, and its enforceability shall be unaffected by this Amendment.

EXECUTED and EFFECTIVE as of the ____ day of _____, 20__ .

CITY OF HUNTERS CREEK VILLAGE

Signature: _____

Name/Title: Honorable Jim Pappas/ Mayor

CONSULTANT

Signature:  _____

Name/Title: Stephen L. Byington, P.E., Principal

**“EXHIBIT A”
2020 Street Maintenance – Memorial Drive
SCOPE OF SERVICES**

The City of Hunters Creek Village (“the City”) intends to repair pavement at selected locations throughout the City. The repairs will be performed along Memorial Drive from Greenbay Street to Lindenwood Drive. The repairs will be performed where pavement has deteriorated and subgrade failure is identified. The intent of the repairs will be to provide a quality road surface with improved rideability, while extending pavement life.

GENERAL

The Scope of Services, as far as practical, describes and identifies those services required to provide investigation survey, civil design, and construction phase services, which include management, administration and inspection services, in support of the project effort. Cobb, Fendley & Associates, Inc. (CobbFendley) shall provide those services necessary to complete the project as described herein. CobbFendley shall subcontract any other services not specifically offered by CobbFendley to perform the tasks described in this scope of service.

The identified **Basic Services** shall include:

I. DESIGN & BID PHASE

Major Thoroughfare Rehabilitation – Memorial Drive

1. Evaluate pavement replacement and/or rehabilitation methods including full-depth, partial-depth or other methods of repair to determine the least disruptive method along with the most financially feasible while working on Memorial Drive.
2. Prepare 22x34 drawings for the project showing location of project elements; and prepare contract bidding and construction documents consisting of technical specifications and contract documents outlining the construction contract requirements.
3. Provide a preliminary and final Engineer’s Opinion of Probable Construction Cost.
4. Perform preliminary scoping and inspection of major thoroughfare.
5. Provide details needed for construction, including Standard City, County or State Traffic Control details.
6. Complete bid phase services including advertisement, Notice to Bidders, conduct Pre-Bid Meeting, respond to questions from bidders, prepare addenda as necessary and prepare Engineer’s Recommendation of Award Letter.

II. CONSTRUCTION PHASE

Major Thoroughfare Rehabilitation – Memorial Drive

1. CobbFendley will conduct a Pre-Construction meeting with contractor and stakeholders, and prepare and distribute meeting notes.
2. CobbFendley shall visit the construction site periodically to ensure that the project is proceeding in accordance with the schedule, plans and specifications.
3. CobbFendley shall provide technical interpretation of the plans and specifications to the construction contractor.

4. CobbFendley shall review and approve submittals/shop drawings from the contractor. CobbFendley shall maintain a log of submittals/shop drawings. CobbFendley shall monitor the contractor's actual submittals against the schedule to confirm overall compliance.
5. CobbFendley shall maintain a noncompliance log throughout the course of the project. The log shall include details of noncompliance, date activity occurred, and date correction of item occurred.
6. CobbFendley shall evaluate requests for change orders in a timely manner and maintain a change order log. CobbFendley shall negotiate with the contractor and prepare the change order. CobbFendley shall provide a recommendation on approval/disapproval to the City Council.
7. CobbFendley shall review and provide a recommendation on approval/disapproval of monthly invoices submitted by the construction contractor. CobbFendley shall verify the accuracy of all quantities. CobbFendley shall submit the monthly invoices and recommendation to the City in a timely manner.
8. CobbFendley shall review all laboratory reports pertaining to the project to ensure the passing results. CobbFendley shall coordinate direction for any further testing or corrective action required by the contractor. CobbFendley shall maintain a copy of the lab results.
9. CobbFendley shall provide part-time inspection services throughout construction activities on the project.
10. CobbFendley shall contract with a materials testing firm for materials testing of soils, subgrades, and paving throughout the project in accordance with the project specifications.

EXCLUSIONS FROM THE SCOPE OF SERVICES

The services described above are the identified **Basic Services** for this assignment. Other items that may arise during the course of the project that the City may wish to add to the scope of services shall be deemed as **ADDITIONAL SERVICES**. CobbFendley shall undertake such additional services as assigned by the City upon written direction from the City. Examples of such items are as follows:

1. Development of other traffic control plans (If required by contractor) for areas requiring more than one-lane of closure or other special conditions, not covered in standard City, County or State traffic control details.
2. Public meetings will be considered an additional service and could be provided under a separate proposal.
3. Any other services not specifically included within the description of the Basic Services or Other Services as described above.

“EXHIBIT B”
2020 Street Maintenance – Memorial Drive
COMPENSATION

BASIC SERVICES

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based on Lump sum fees for overall phases of the work as shown below. The fees shown by task are for information only and will not be reflected on the invoices. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge.

I. DESIGN & BID PHASE

1. Major Thoroughfare – Memorial Drive

- 1. Preliminary Scoping & Site Investigation \$5,500
- 2. Construction Drawings, Project Manual & Specifications and Engineer’s Opinion of Probable Cost \$11,000
- 3. Bidding (Including Advertise, Q&A, Pre-Bid Meeting, Bid Tabulation, Award Recommendation) \$2,500

TOTAL DESIGN & BID PHASE BASIC SERVICE FEE (LUMP SUM) \$19,000

II. CONSTRUCTION PHASE

1. Major Thoroughfare – Memorial Drive

- 1. Construction Administration (Lump Sum) \$11,440
- 2. Field Observation (Hourly basis as needed) \$13,520
For Field Observation the Construction Field Inspector rate is \$130/hr
- 3. Construction Materials Testing (as needed) \$14,475

TOTAL CONSTRUCTION PHASE SERVICE FEE \$39,435

Reimbursable Expenses

- 1. Reproduction of construction plans and project manuals, newspaper bid advertisement, mileage, delivery charges, etc. \$2,500

TOTAL REIMBURSABLE EXPENSES \$2,500

TOTAL BASIC SERVICES FEE INCLUDING ADDITIONAL SERVICES AND REIMBURSABLE BUDGET

DESIGN & BID PHASE Service Fee Items, Total.....	\$19,000
CONSTRUCTION PHASE Service Fee Items, Total	\$39,435
Reimbursable Items	\$2,500
Total Project Budget	<u>\$60,935</u>



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: MVPD 2020 Budget Amendment No. 2020-01
PROCEEDING: Motion
EXHIBITS: Proposed Budget Amendment



AMENDMENT NO. 2020-01

**To
The Original Budget of the Memorial Villages Police Department
For Fiscal Year 2020
General Fund**

DESCRIPTION/PURPOSE: Employer sponsored 457B - Personnel Services

<u>ACCOUNT-INCREASE IN APPROPRIATIONS</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
Employer sponsored 457B	125	\$33,000.00
	TOTAL	\$33,000.00
<u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
Health Insurance	130	(\$33,000.00)
	TOTAL	(\$33,000.00)
NET EFFECT TO BUDGET IS:		\$0.00



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: Purchase of Playground Equipment
PROCEEDING: None
EXHIBITS: Proposal

Mayor Pappas will speak on this item.



fun abounds, inc.
 114 Venice
 Sugar Land, TX. 77478
 855-226-8637 phone
 281-265-0043 Fax
 Leigh Walden, President
 lwalden@fabplaygrounds.com
 www.fabplaygrounds.com

Estimate

Date	Estimate #
7/21/2020	5873

Lindsay Bowerman
 Business Development Manager
 lindsay@fabplaygrounds.com
 832-808-1537

We are pleased to provide this estimate for

City of Hunters Creek Village
 Attn: Tom Fullen

Ship to:

Rep	Terms	Project
LB	30% deposit requ...	

Item	Description	Qty	Rate	Total
Burke	BCI Burke Spinetic w/o Speed Limiter 24' use zone		4,700.00	4,700.00T
APS-Border12"	12" APS Playground Border with Surfacing Guide and 1 spike	24	35.00	840.00T
Installation	Installation		2,335.00	2,335.00
Freight	Freight of equipment		725.38	725.38T
EWF - Material only und...	EWF - Material only. Under 50 yds		548.30	548.30T
EWF - Installation Cost ...	Installation only of EWF and Geotextile (EWF pricing on separate line item)	25	31.32	783.00T
EWF - Freight	Freight of EWF		587.50	587.50T
Note	Pricing is for the above listed equipment only, and does not include additional insured addendum, additional insurance, storage, security, or any applicable taxes, bonds, additional insurance or permits. Orders canceled after 5 days will be subject to a restocking fee and freight charges as applicable. Price valid for 30 days.		0.00	0.00T

Thank you for allowing us to submit this proposal.

Subtotal

**PLEASE NOTE: Order will be placed upon receipt of signed quote or
 purchase order, color selections, and down payment.
 Thank you! We appreciate the opportunity to earn your business!**

Sales Tax..

Total

City of Houston WBE
 (Women's Business Enterprise)
 Certificate #20-2-11596

Signature

**We are proud of a job well done and may spotlight your project on our
 website or FaceBook. If we do not have your permission to do so,
 please notify us. Thank you!**



fun abounds, inc.
 114 Venice
 Sugar Land, TX. 77478
 855-226-8637 phone
 281-265-0043 Fax
 Leigh Walden, President
 lwalden@fabplaygrounds.com
 www.fabplaygrounds.com

Estimate	
Date	Estimate #
7/21/2020	5873

Lindsay Bowerman
 Business Development Manager
 lindsay@fabplaygrounds.com
 832-808-1537

We are pleased to provide this estimate for
 City of Hunters Creek Village
 Attn: Tom Fullen

Ship to:		
Rep	Terms	Project
LB	30% deposit requ...	

Item	Description	Qty	Rate	Total
Nondisclosed underground	We make every effort to ensure that we are working in areas free of utilities. In the event an object is disturbed or damaged and the client has failed to make us aware of their utilities it will be the Client's responsibility.		0.00	0.00T
Finance Charge	Accounts not paid within 30 days of the date of the invoice are subject to a 1.5% finance charge.		0.00	0.00T
Credit Cards	Payments made with credit cards will require an additional 3% service fee.		0.00	0.00T
Schedule	There are times due to weather or unforeseen circumstances that we might have to reschedule. In an effort to provide excellent customer service we will notify you should rescheduling be necessary. We appreciate your understanding as we pride ourselves on providing attention and detail to every project.		0.00	0.00T

Thank you for allowing us to submit this proposal.	Subtotal	\$10,519.18
PLEASE NOTE: Order will be placed upon receipt of signed quote or purchase order, color selections, and down payment. Thank you! We appreciate the opportunity to earn your business!	Sales Tax..	\$0.00
	Total	\$10,519.18

City of Houston WBE
 (Women's Business Enterprise)
 Certificate #20-2-11596

Signature _____

We are proud of a job well done and may spotlight your project on our website or Facebook. If we do not have your permission to do so, please notify us. Thank you!

67





**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: July 28, 2020
AGENDA SUBJECT: Board of Adjustment
PROCEEDING: Motion
EXHIBITS: Letter of Resignation from Kristopher Dusek

Jessica Hubertus

From: Crystal R. Dozier
Sent: Monday, July 20, 2020 1:23 PM
To: Jessica Hubertus
Cc: Tom Fullen
Subject: FW: BOA Agenda

Good afternoon Jessica-

Can you please print the below email for the council packet and place it in the meeting folder? I should have everything to you to print all at once as long as CobbFendley gets their report to me by tomorrow.

Crystal R. Dozier, TRMC

City Secretary
#1 Hunters Creek Place
Houston, TX 77024
713-465-2150
crdozier@cityofhunterscreek.com



ATTENTION PUBLIC OFFICIALS:

A "reply to all" of this e-mail could lead to violations of the Texas Open Meetings Act. A "Forward" of this e-mail to another public official could also lead to violations of the Texas Open Meetings Act if a quorum is eventually involved. Please reply only to the sender.

From: Misti Dusek <theduseks@me.com>
Sent: Sunday, July 12, 2020 11:13 AM
To: Crystal R. Dozier <crdozier@cityofhunterscreek.com>
Cc: Tom Fullen <tfullen@cityofhunterscreek.com>
Subject: Re: BOA Agenda

Crystal,

We are officially moving to Austin at the end of this month. Please let this email serve as my resignation from the Board of Adjustments for the City of Hunters Creek. It has been a pleasure serving on this committee, and I have learned so much through the process. I had alerted the mayor of this possibility, but we weren't sure if everything was going to work out.

Please let me know if you have any questions or if there is anything else I need to do for the City.

I have enjoyed working with you and Tom since 2013. Misti and I thank both of you for your support from the beginning and the friendship gained.

My cell phone will remain the same, and I will be coming back to Katy every other week to support the nursing home.

My best regards,

Kristopher Dusek
713-553-1321

On May 15, 2020, at 11:11 AM, Crystal R. Dozier <crdozier@cityofhunterscreek.com> wrote:

Good morning Board Members:

Attached is the agenda and packet for the BOA meeting on Monday, May 18th. Your packets have been delivered to your homes this morning.

Have a great weekend!

Crystal R. Dozier, TRMC

City Secretary

#1 Hunters Creek Place

Houston, TX 77024

713-465-2150

crdozier@cityofhunterscreek.com

<image001.png>

ATTENTION PUBLIC OFFICIALS:

A "reply to all" of this e-mail could lead to violations of the Texas Open Meetings Act. A "Forward" of this e-mail to another public official could also lead to violations of the Texas Open Meetings Act if a quorum is eventually involved. Please reply only to the sender.

<051520 BOA Agenda and Packet.pdf>