

**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*

Notice is hereby given of regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, January 26, 2021 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) Enter the following web address:  
<https://zoom.us/j/94413195986?pwd=NnNUd01rYldRMEpPMVJ0d1dXeHdOQT09>
- 2) Enter the following Access Code or Meeting Number: **944 1319 5986**
- 3) Enter the following Attendee ID or Numeric Meeting Password **864120**.

## **AUDIO**

- 1) Call the following toll free number **+1 346 248 7799 US (Houston)**
- 2) Enter the following Access Code or Meeting Number: **945 4265 9132**.
- 3) Enter the following Attendee ID or Numeric Meeting Password **516518**.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) emailing him at [tfullen@cityofhunterscreek.com](mailto:tfullen@cityofhunterscreek.com) ; or 2) calling him 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 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.*
- D. REPORTS
1. City Treasurer Monthly Report [Pgs. 1-5](#)
  2. Police Commissioner Monthly Report [Pgs. 6-16](#)
  3. Fire Commissioner Monthly Report [Pgs. 17-20](#)
  4. Building Official Monthly Report [Pgs. 21-41](#)
  5. City Engineer and Public Works Report [Pgs. 42-43](#)
  6. City Administrator Report
    - Entry Sign Beautification
  7. Mayor and Council Reports and Comments
- E. 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 December 8, 2020. [Pgs. 44-47](#)
  2. Approval of the Minutes of the Special Meeting on December 21, 2020. [Pgs. 48-49](#)
  3. Approval of the Cash Disbursement Journal for December, 2020. [Pgs. 50-52](#)
- F. REGULAR AGENDA
1. Discussion and possible action to approve the purchase of a new phone system from Hooper Communications in the amount of \$12,594.00. [Pgs. 53-55](#)
  2. Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2021 General Assembly. [Pgs. 56-57](#)
  3. Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, Texas: confirming that, the City Council has reviewed the City's Investment Policy and investment strategies; and making other provisions related to the subject. [Pgs. 58-60](#)
  4. Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2020 Budget to reflect intra-budget transfers made during the year. [Pgs. 61-62](#)

5. Discussion and possible action to approve an increase to the mowing contract with Van Sant Landscape Management in the amount of \$4,200.00 to supplement TX Dot's mowing of the I-10 access road adjacent to Hunters Creek Village city limits. [Pgs. 63-64](#)
  6. Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, providing for the holding of a General Election on May 1, 2021, for the purpose of electing three (3) Council Members (Mayor, Position Nos. 4, and 5); and providing details relating to the holding of the election. [Pgs. 65-69](#)
  7. Discussion and possible action regarding the City's 2021 Arbor Day program. [Pgs. 70-73](#)
  8. Discussion and possible action to approve the purchase and planting of trees by Bill Bownds Nursery in the amount of \$11,910.00 along the East and West side of Voss Road. [Pgs. 74-75](#)
  9. Discussion and possible action to approve Amendment No. 65 to the engineering contract with Cobb Fendley in the amount of \$22,000.00 for Engineering Services associated with the Pavement Repairs to Ripple Creek Drive. [Pg. 76](#)
  10. Discussion and possible action to approve a proposal from Hall Sprinkler Co. in the amount of \$10,860.00 for the installation of an irrigation system for the tree planting along the East and West sides of Voss Rd. [Pgs. 77-78](#)
  11. Discussion and possible action to approve a standard form agreement to be used by the City to govern the installation and maintenance of network nodes in public rights-of-way within the City "(Network Node Deployment Agreement)". [Pg. 79](#)
  12. Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with Verizon Wireless. [Pgs. 80-109](#)
  13. Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with ExteNet Systems. [Pgs. 110-151](#)
- G. 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.
- H. RECONVENE into Open Session and consider action, if any, on items discussed during Executive Session.
- I. ADJOURNMENT
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## 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: January 22, 2021 at 3:30 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

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/s/

Tom Fullen, City Administrator  
Acting 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 Administrator's Office at 713.465.2150, by fax at 713.465.8357, or by email at [tfullen@cityofhunterscreek.com](mailto:tfullen@cityofhunterscreek.com). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://cityofhunterscreek.com>

**City of Hunters Creek Village  
Monthly Tax Office Report  
December 31, 2020**

Prepared by: Tiffany D. Morawiec, Tax Assessor/Collector

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A. Current Taxable Value   \$ 3,071,380,993

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

	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,298,670.29	\$ 5,582,553.54	\$ 10,881,223.83
Carryover Balance	-	113,527.23	113,527.23
Adjustments	585,961.30	192,704.13	778,665.43
Adjusted Levy	5,884,631.59	5,888,784.90	11,773,416.49
Less Collections Y-T-D	2,582,930.05	5,717,133.89	8,300,063.94
Receivable Balance	<u>\$ 3,301,701.54</u>	<u>\$ 171,651.01</u>	<u>\$ 3,473,352.55</u>

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C. COLLECTION RECAP:

Current Month:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax	\$ 1,940,737.06	\$ (632.40)	\$ 1,940,104.66
Penalty & Interest	-	37.88	37.88
Attorney Fees	-	43.65	43.65
Other Fees	3.70	-	3.70
Total Collections	<u>\$ 1,940,740.76</u>	<u>\$ (550.87)</u>	<u>\$ 1,940,189.89</u>

Year-To-Date:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax:	\$ 2,582,930.05	\$ 5,717,125.39	\$ 8,300,055.44
Penalty & Interest	-	21,614.89	21,614.89
Attorney Fees	-	3,297.81	3,297.81
Other Fees	3.70	1,435.91	1,439.61
Total Collections	<u>\$ 2,582,933.75</u>	<u>\$ 5,743,474.00</u>	<u>\$ 8,326,407.75</u>

Percent of Adjusted Levy	<u>43.89%</u>	<u>141.49%</u>
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# Budget Report

## Account Summary

For Fiscal: 2020 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	5,791,835.00	5,791,835.00	-633.56	5,718,414.20	-73,420.80	1.27 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-879.02	2,486.52	-12,513.48	83.42 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	350,000.00	350,000.00	43,882.59	391,501.27	41,501.27	111.86 %
<a href="#">100-00-41015</a>	SALES TAXES	450,000.00	450,000.00	45,276.93	532,098.61	82,098.61	118.24 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	0.00	19,831.41	-168.59	0.84 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	34.81	19,270.55	4,270.55	128.47 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	225,000.00	225,000.00	7,449.00	410,426.39	185,426.39	182.41 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,400.00	2,400.00	89.88	2,205.78	-194.22	8.09 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	5,400.00	5,400.00	379.88	4,913.79	-486.21	9.00 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	225,000.00	225,000.00	22,638.47	266,049.33	41,049.33	118.24 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	175,000.00	175,000.00	27,055.13	99,513.13	-75,486.87	43.14 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	3,500.00	3,500.00	55.28	1,436.80	-2,063.20	58.95 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	2,500.00	2,500.00	56.66	1,289.39	-1,210.61	48.42 %
<a href="#">100-00-46030</a>	INTEREST INCOME	100,000.00	100,000.00	618.32	38,959.07	-61,040.93	61.04 %
<a href="#">100-00-48040</a>	BURGLAR ALARM PERMITS	0.00	0.00	-465.00	18,346.28	18,346.28	0.00 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	31,000.00	31,000.00	0.00	35,478.23	4,478.23	114.45 %
<a href="#">100-00-48055</a>	OTHER INCOME	15,000.00	15,000.00	0.00	17,112.10	2,112.10	114.08 %
<a href="#">100-00-48060</a>	SCAP PROGRAM - COVID 19 REIMBU...	0.00	0.00	79,718.66	79,718.66	79,718.66	0.00 %
	<b>Revenue Total:</b>	<b>7,426,635.00</b>	<b>7,426,635.00</b>	<b>225,278.03</b>	<b>7,659,051.51</b>	<b>232,416.51</b>	<b>3.13 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	598,250.00	598,250.00	56,784.46	603,955.34	-5,705.34	-0.95 %
<a href="#">100-01-71001</a>	LONGEVITY	5,376.00	5,376.00	4,794.00	4,794.00	582.00	10.83 %
<a href="#">100-01-71025</a>	TMRS	104,754.00	104,754.00	11,450.99	108,228.16	-3,474.16	-3.32 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	47,704.00	47,704.00	3,721.56	46,223.00	1,481.00	3.10 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	119,692.00	119,692.00	7,339.37	101,718.32	17,973.68	15.02 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	-150.00	1,000.00	3,000.00	75.00 %
<a href="#">100-01-71108</a>	SCAP PROGRAM- COVID 19 RELATED ...	0.00	0.00	3,193.27	3,193.27	-3,193.27	0.00 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	15,000.00	15,000.00	-450.04	2,665.45	12,334.55	82.23 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	337.68	6,359.01	2,140.99	25.19 %
<a href="#">100-01-72060</a>	TELEPHONE	16,500.00	16,500.00	1,563.26	14,929.99	1,570.01	9.52 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	75.00	4,214.37	5,785.63	57.86 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	625.00	6,300.00	3,900.00	38.24 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	738.63	1,061.37	58.97 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	3,500.00	3,500.00	180.00	3,881.73	-381.73	-10.91 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	19,500.00	19,500.00	281.40	15,939.26	3,560.74	18.26 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,500.00	2,500.00	250.00	2,451.00	49.00	1.96 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	-1,493.19	-9.56	5,009.56	100.19 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	12,500.00	12,500.00	-47.94	13,149.32	-649.32	-5.19 %
<a href="#">100-01-78056</a>	BANK FEES	1,200.00	1,200.00	100.91	1,711.48	-511.48	-42.62 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	23,000.00	23,000.00	16,681.15	21,098.67	1,901.33	8.27 %
<a href="#">100-01-78120</a>	SCAP PROGRAM-COVID 19 RELATED ...	0.00	0.00	23,579.44	23,579.44	-23,579.44	0.00 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	25,000.00	25,000.00	2,626.45	17,436.22	7,563.78	30.26 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	45,000.00	45,000.00	0.00	51,141.00	-6,141.00	-13.65 %
<a href="#">100-02-72120</a>	AUDITOR	15,000.00	15,000.00	0.00	16,230.00	-1,230.00	-8.20 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	75,000.00	75,000.00	6,574.50	40,404.50	34,595.50	46.13 %

Budget Report

For Fiscal: 2020 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-02-72502</a>	CITY ENGINEER	75,000.00	75,000.00	4,018.82	45,429.89	29,570.11	39.43 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	2,414.51	5,085.49	67.81 %
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	1,785,667.00	1,785,667.00	74,402.79	1,785,667.07	-0.07	0.00 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	1,949,987.00	1,949,987.00	0.00	1,865,396.00	84,591.00	4.34 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	635,000.00	635,000.00	83,456.42	459,010.31	175,989.69	27.71 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	7,102.14	51,444.12	8,555.88	14.26 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	1,527.70	1,782.50	217.50	10.88 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	917.05	1,067.05	7,432.95	87.45 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	12,500.00	12,500.00	0.00	8,925.00	3,575.00	28.60 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	125.00	875.00	87.50 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,500.00	3,500.00	354.62	2,715.88	784.12	22.40 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	6,120.00	51,360.00	8,640.00	14.40 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	1,025.43	7,641.93	7,358.07	49.05 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	1,832.50	1,667.50	47.64 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	50,000.00	50,000.00	6,806.00	57,971.00	-7,971.00	-15.94 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	35,000.00	35,000.00	2,975.00	5,550.00	29,450.00	84.14 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	7,677.37	23,966.18	6,033.82	20.11 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	-1,152.17	2,697.84	12,302.16	82.01 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	911.96	2,948.56	51.44	1.71 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	12,345.61	106,602.70	-6,602.70	-6.60 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	982.70	12,899.31	17,100.69	57.00 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	9,000.00	9,000.00	795.86	9,550.32	-550.32	-6.11 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	15,000.00	15,000.00	0.00	6,230.00	8,770.00	58.47 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	282.82	2,988.51	11.49	0.38 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	45,000.00	45,000.00	1,127.50	10,804.75	34,195.25	75.99 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	-2,614.55	546.00	-46.00	-9.20 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	1,047.35	1,452.65	58.11 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	539.00	961.00	64.07 %
<a href="#">100-05-73032</a>	COURT SECURITY	1,800.00	1,800.00	0.00	1,019.55	780.45	43.36 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	55.00	445.00	89.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	310.00	1,190.00	79.33 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	3,000.00	3,000.00	97.86	1,383.19	1,616.81	53.89 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	70,000.00	70,000.00	2,782.25	24,211.89	45,788.11	65.41 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	9,000.00	9,000.00	-10,398.77	5,835.41	3,164.59	35.16 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>6,747,980.00</b>	<b>6,747,980.00</b>	<b>339,561.68</b>	<b>5,673,300.92</b>	<b>1,074,679.08</b>	<b>15.93 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>678,655.00</b>	<b>678,655.00</b>	<b>-114,283.65</b>	<b>1,985,750.59</b>	<b>1,307,095.59</b>	<b>-192.60 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>							
<b>Expense</b>							
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECUR...	500,000.00	500,000.00	97,564.00	174,483.36	325,516.64	65.10 %
<a href="#">200-01-75042</a>	CIP ENG. & DESIGN	100,000.00	100,000.00	1,815.00	52,211.90	47,788.10	47.79 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	4,945.00	15,055.00	75.28 %
<a href="#">200-01-75051</a>	I-10 NOISE ABATEMENT	46,800.00	46,800.00	0.00	46,800.00	0.00	0.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	350,000.00	350,000.00	1,742.50	259,605.43	90,394.57	25.83 %
<a href="#">200-01-75056</a>	TRAFFIC LIGHT MAST ARMS	275,000.00	410,000.00	113,655.41	129,385.43	280,614.57	68.44 %
<a href="#">200-01-75059</a>	CCTV	0.00	0.00	407.25	22,032.64	-22,032.64	0.00 %
<a href="#">200-01-75060</a>	SIDEWALK REPLACEMENT	50,000.00	50,000.00	15,025.00	15,025.00	34,975.00	69.95 %
<a href="#">200-01-75064</a>	STREET REPLACEMENT-BEINHORN W...	2,000,000.00	2,000,000.00	0.00	33,500.00	1,966,500.00	98.33 %
	<b>Expense Total:</b>	<b>3,341,800.00</b>	<b>3,476,800.00</b>	<b>230,209.16</b>	<b>737,988.76</b>	<b>2,738,811.24</b>	<b>78.77 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,341,800.00</b>	<b>3,476,800.00</b>	<b>230,209.16</b>	<b>737,988.76</b>	<b>2,738,811.24</b>	<b>78.77 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,663,145.00</b>	<b>-2,798,145.00</b>	<b>-344,492.81</b>	<b>1,247,761.83</b>	<b>4,045,906.83</b>	<b>144.59 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	7,426,635.00	7,426,635.00	225,278.03	7,659,051.51	232,416.51	3.13 %
Expense	6,747,980.00	6,747,980.00	339,561.68	5,673,300.92	1,074,679.08	15.93 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>678,655.00</b>	<b>678,655.00</b>	<b>-114,283.65</b>	<b>1,985,750.59</b>	<b>1,307,095.59</b>	<b>-192.60 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	3,341,800.00	3,476,800.00	230,209.16	737,988.76	2,738,811.24	78.77 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,341,800.00</b>	<b>3,476,800.00</b>	<b>230,209.16</b>	<b>737,988.76</b>	<b>2,738,811.24</b>	<b>78.77 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,663,145.00</b>	<b>-2,798,145.00</b>	<b>-344,492.81</b>	<b>1,247,761.83</b>	<b>4,045,906.83</b>	<b>144.59 %</b>



## 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	-114,283.65	1,985,750.59	1,307,095.59
200 - CAPITAL IMPROVEMENTS (02)	-3,341,800.00	-3,476,800.00	-230,209.16	-737,988.76	2,738,811.24
<b>Report Surplus (Deficit):</b>	<b>-2,663,145.00</b>	<b>-2,798,145.00</b>	<b>-344,492.81</b>	<b>1,247,761.83</b>	<b>4,045,906.83</b>

## 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	4C/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	11	8C/3W	\$4,710	\$3,420	\$1,290
Aug.	137	63C/74W	\$13,041	\$8,599	\$4,442	277	122C/156W	\$18,752	\$12,154	\$6,598	12	8C/4W	\$4,790	\$3,644	\$1,145
Sept.	288	146C/142W	\$11,484	\$7,458	\$4,026	247	111C/136W	\$17,869	\$12,627	\$5,242	28	18C/10W	\$3,597	\$2,715	\$882
Oct.	273	132C/141W	\$20,200	\$12,215	\$7,985	211	97C/114W	\$17,680	\$11,762	\$5,918	59	33C/26W	\$3,677	\$2,787	\$890
Nov.	319	146C/173W	\$20,600	\$13,133	\$7,467	239	104C/135W	\$15,556	\$10,226	\$5,330	79	56C/23W	\$3,072	\$2,154	\$918
<b>Dec.</b>	<b>241</b>	<b>99C/142W</b>	<b>\$30,790</b>	<b>\$20,308</b>	<b>\$10,482</b>	<b>180</b>	<b>71C/109W</b>	<b>\$20,823</b>	<b>\$14,825</b>	<b>\$5,998</b>	<b>64</b>	<b>34C/30W</b>	<b>\$3,351</b>	<b>\$2,438</b>	<b>\$975</b>
<b>TOTAL</b>	<b>2496</b>	<b>1,310C/1186</b>	<b>\$203,215</b>	<b>\$130,009</b>	<b>\$73,117</b>	<b>3041</b>	<b>1360C/1568</b>	<b>\$221,643</b>	<b>\$149,089</b>	<b>\$72,554</b>	<b>887</b>	<b>440C/447W</b>	<b>\$83,682</b>	<b>\$59,484</b>	<b>\$24,261</b>

Monthly Avg	208	109C/989W	\$16,934.58	\$10,834.06	\$6,093.06	253.4	107C/121W	\$18,470.27	\$12,424.08	\$6,046.20	73.92	37C/37W	\$6,973.50	\$4,956.98	\$2,021.74
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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*

January 11, 2020

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: December Monthly Report

During the month of December MVPD responded/handled a total of 6,436 calls/incidents. 4,813 House watch checks were conducted. 265 traffic stops were initiated with 248 citations being issued for 460 violations. (Note: 20 Assists in Hedwig, 84 in Houston, 6 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2205/34182	1790/30460	1	86	2@3:36
Piney Point:	1824/25843	1345/22003	3	98	11@2:59
Hunters Creek:	2265/35623	1677/30831	9	64	9@3:39 22@3:19

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	259	Ord. Violations:	22	Speeding:	98
Accidents:	13	Information:	47	Exp. Registration:	54
ALPR Hits:	73	Suspicious Situations:	136	No Ins:	43
Assist Fire:	87	Welfare Checks:	47	No License	33
Assist EMS:	54			Stop Sign	15

*This month the department generated a total of 77 police reports.*

Crimes Against of Persons (2)

Agg Assault (DV) 2

Crimes Against Property (28)

Burglary of a Motor Vehicle	2	Motor Vehicle Theft	3
Fraud/ID	15	Credit Card Abuse	1
Theft Misd.	6	Unlawful Use of a Motor Vehicle	1

Petty/Quality of Life Crimes/Events (47)

ALPR Hits (valid)	8	Vandalism	2
Misc. Reports	35	Mental Health Order	1
Overdose	1		

Arrest Summary: Individuals Arrested (12)

Warrants	4	Felony	2
Class 3 Arrests	5	DWI	1

Budget YTD:	Expense	Budget	%
• Personnel Expense:	4,757,898	4,815,125	98.8%
• Operating Expense:	800,242	896,837	89.2%
• Total M&O Expenditures:	5,558,140	5,711,962	97.8%
• Capital Expenses:	138,150	138,000	100%
• Net Expenses:	5,726,290	5,849,962	98%

Follow-up on Previous Month Items/Requests from Commission

- The 2021 RFP for employee Health Care Insurance providers has been initiated. This year will also include supplemental Insurance, Vision and Dental Insurance.

Personnel Changes/Issues/Updates

- Two officers were placed on COVID leave as the result of an exposure to a confirmed positive family member. One employee has returned to duty.
- Annual Evaluations were completed for all employees.
- All employees finished up completing the 2020 physical assessments. Due to COVID protocols they were self-assessments. As a result of the testing, one employee is being set-up with a physical conditioning plan to assist him with improving his anaerobic condition.
- 2020 Annual Physical Examinations were completed, and documentation received by the HR manager.
- One of our CID detectives has decided to rotate patrol in January. An opening for a detective has been posted and a selection process has been initiated. 8 officers have showed interest in the CID position.
- Dispatch personnel held their annual work bid and have made seniority-based shift changes.
- Eligible Personnel have been scheduled to receive approved annual salary adjustments effective 1/2/21.

Major/Significant Events

- On December 17, 2020 officers escorted the Annual Twinkle Light Parade through Bunker Hill. The department also had 2 floats in the parade. Attendance was high and there were no issues with traffic.
- 12/30/20 at 14:00 Hours. Officers dealt with a resident who had been threatening suicide and making threats to harm others. Officers attempted to negotiate with the subject who refused to communicate with them. The subject attempted to flee from his home and was taken into custody by officers. The subject was found to be in possession of an assault rifle, handgun and 160 rounds of ammunition.

Status Update on any Major Projects

- MVPD participated in pre-construction meetings with BH and BHE Staff for the construction and traffic management plan for the new school. A signage plan was put together, and an operational plan prepared for first the 90 days of the project.
- The ALPR project completed 2020 with 61 stolen vehicle recoveries, 5 Missing persons recoveries and 1 fugitive apprehension. The value of the recovered stolen vehicles was estimated at \$1.1 million dollars.

V-LINC new registrations in December: +28

BH – 1291 (+11)

PP – 898 (+6)

HC – 1356 (+8)

Out of Area – 449 (+3)

## December VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
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Total – 7	2:55
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Fire – 2	2:48
----------	------

EMS – 5	3:06
---------	------

### By Village

BH Fire – 0	0
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BH EMS – 1	4:18
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PP Fire – 1	2:12
-------------	------

PP EMS – 2	1:54
------------	------

HC Fire -1	2:43
------------	------

HC EMS -2	3:41
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### Combined VFD Events (Priority + Radio)

Total – 57	3:38
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Fire – 42	3:40
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EMS – 15	3:37
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### Radio Call Events

Total – 50	3:46
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Fire- 40	3:43
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EMS- 10	3:55
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## 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
411 Hunterwood	Y	Garage UNL
225 Millbrooke	N	Garage Open
8 Hunters Ridge	Y	Rear Door Force
906 Creekwood	N	Ruse

## 2020 Robberies

Address	MO
6 Smithdale Estates	Purse at Ft Door
602 Hunters Way	Armed Car Jack



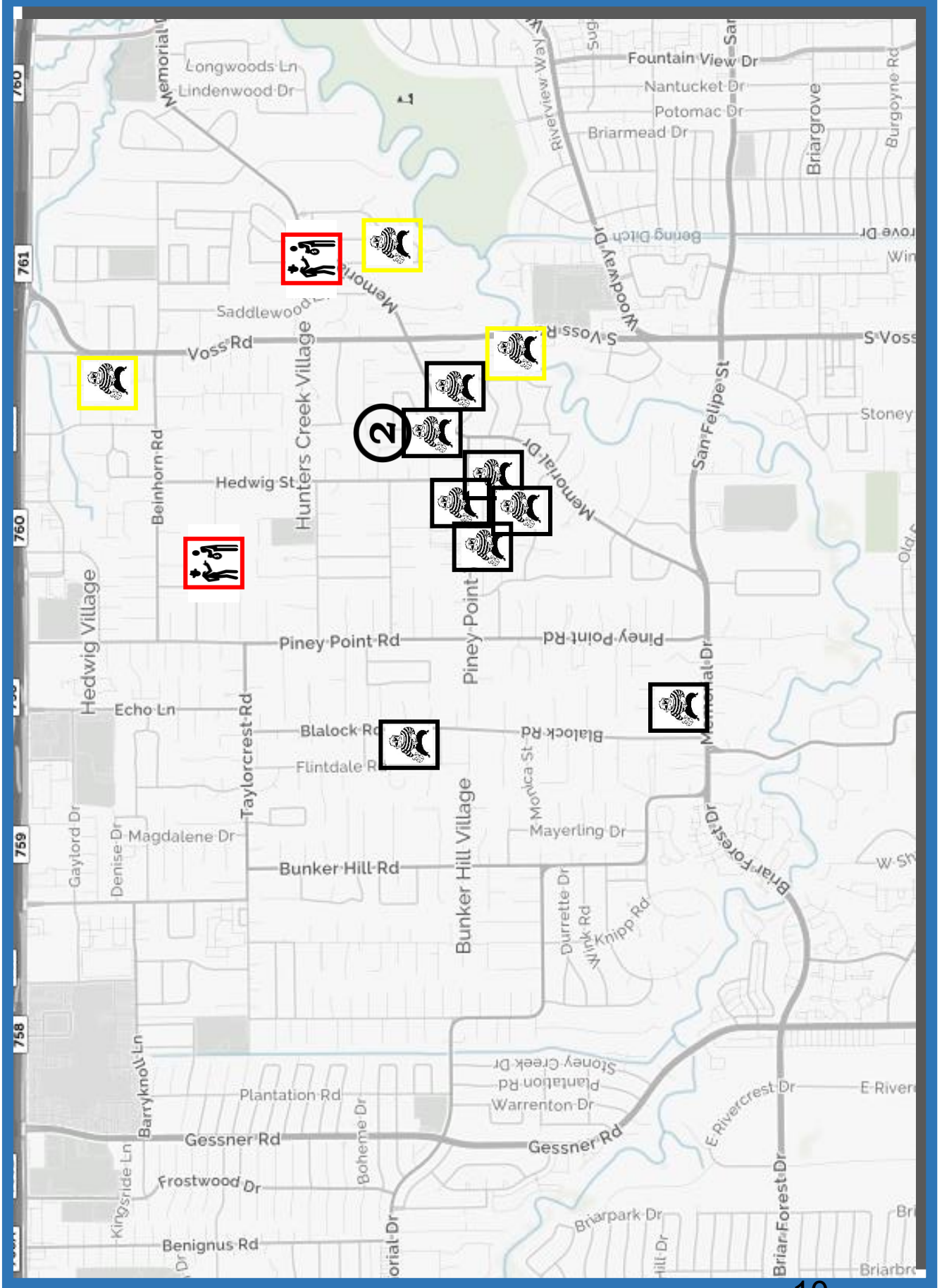
Daytime Burglary



Nighttime Burglary

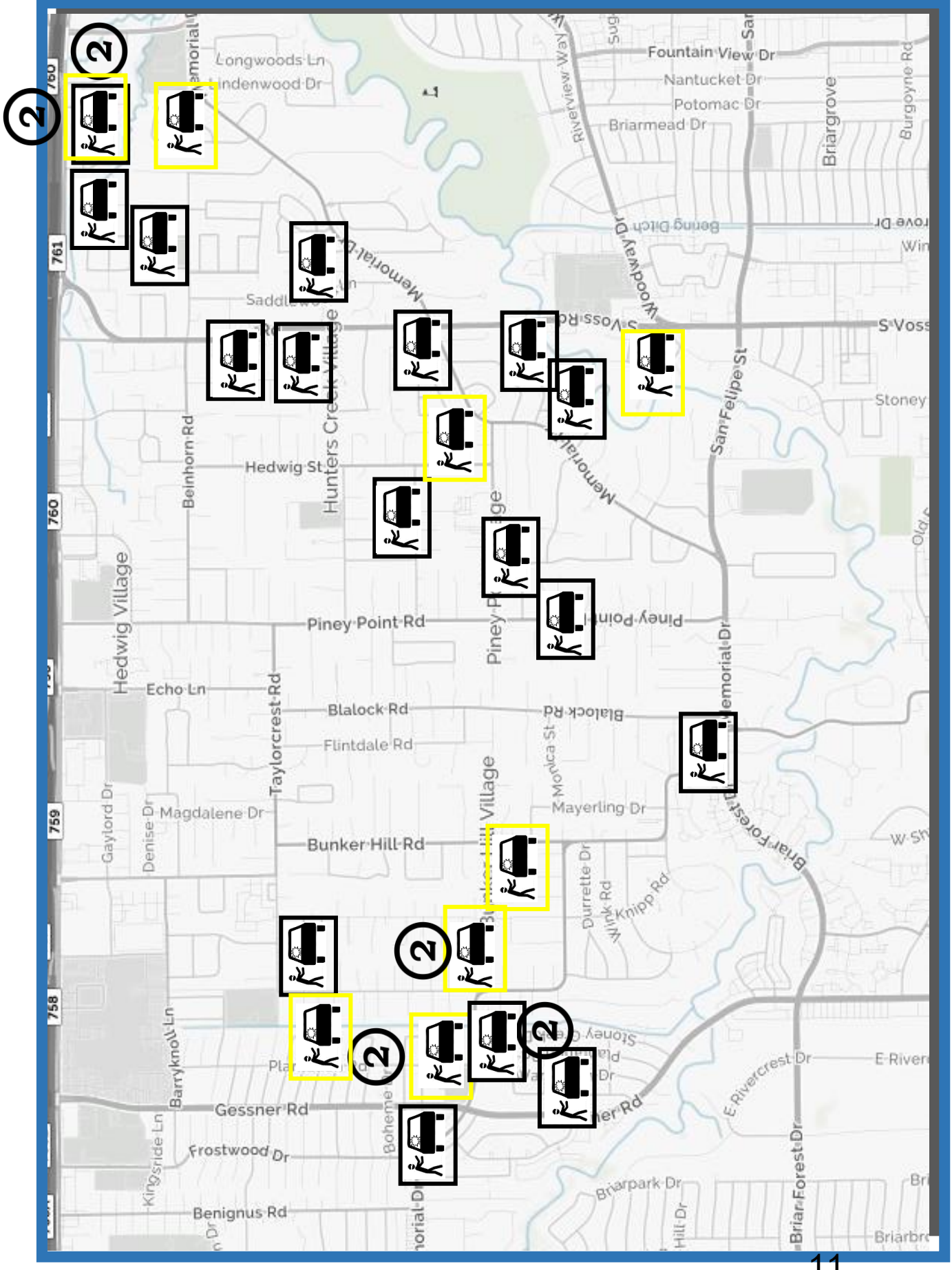


Robbery



# 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	UNL Door
11230 Hermosa	UNL Door
11106 Wickway	UNL Door
206 Caruthers	UNL Door
8333 Katy	UNL Door
12122 Memorial	Side Window
203 Plantation	UNL Door
238 Plantation	UNL Door
518 Lanecrest	Side Window
711 Riverview Way	UNL Door
836 Country Lane	UNK TK Bed
11007 Landon Ln	UNL Door
10710 Bridlewood	UNL Door
615 Hunters Grove	UNL Door
11935 Arbordale	UNL Door
212 Bylane	UNL Door
926 Huntington CV	UNL Door
337 Folwell	UNL Door
10910 Long Shadow	UNL Door
8425 Katy FWY	Slider
11901 Heritage Ln	UNL Door
11934 Arbordale	Rear Window



Daytime Burglary

Nighttime Burglary

- 2
- 3
- 4

## 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	1614
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	1	26	49	76	12	12864	12032	4858	4635	3583	3332	4362	4052
August	2	21	40	63	8	11704	10812	3852	3616	2869	2593	4936	4601
September	0	18	37	55	5	8331	7517	3238	2915	1891	1658	3241	2941
October	1	43	36	80	11	6825	5773	2133	1884	1795	1490	2781	2399
November	2	18	48	68	5	5827	4861	2047	1815	1323	1073	2346	1965
December	2	28	47	77	12	6436	4813	2205	1790	1824	1345	2265	1677
<b>Total</b>	<b>19</b>	<b>269</b>	<b>591</b>	<b>879</b>	<b>178</b>	<b>96885</b>	<b>83432</b>	<b>34182</b>	<b>30460</b>	<b>25843</b>	<b>22003</b>	<b>35623</b>	<b>30831</b>

2019 Totals	19	159	1001	1179	580	113459	91672	40711	34541	28785	22638	40905	34223
Difference	0	(+100)	(-410)	(-300)	(-402)	(-16574)	(-8240)	(-6529)	(-4081)	(-2942)	(-635)	(-5312)	(-3392)
% Change	0	69.1	-40.9	-25.4	-69.3	-14.6	-8.9	-16	-16	-10.2	-2.8	-12.9	-9.9



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

77

Dispatch Committed Time													Totals
911 Phone Calls	422	548	395	299	262	289	316	263	257	279	280	351	3961
3700 Phone Calls	2612	2306	2341	2395	2452	2528	2631	2204	2086	2268	1982	2235	28040
DP General Phone Calls*	62:09:26	63:05:30	40:09:43	40:19:19	44:50:50	60:56:59	68:36:49	58:17:23	53:09:32	56:33:57	43:36:09	49:08:51	

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

Hedwig



Bunker Hill



Piney Point



Hunters Creek



Mobile Locations



Stolen/Wanted

14

Inv Solved



Lindenwood

HOA



Longwoods

HOA



In Process



HOA Cameras



# 2020 Year Totals

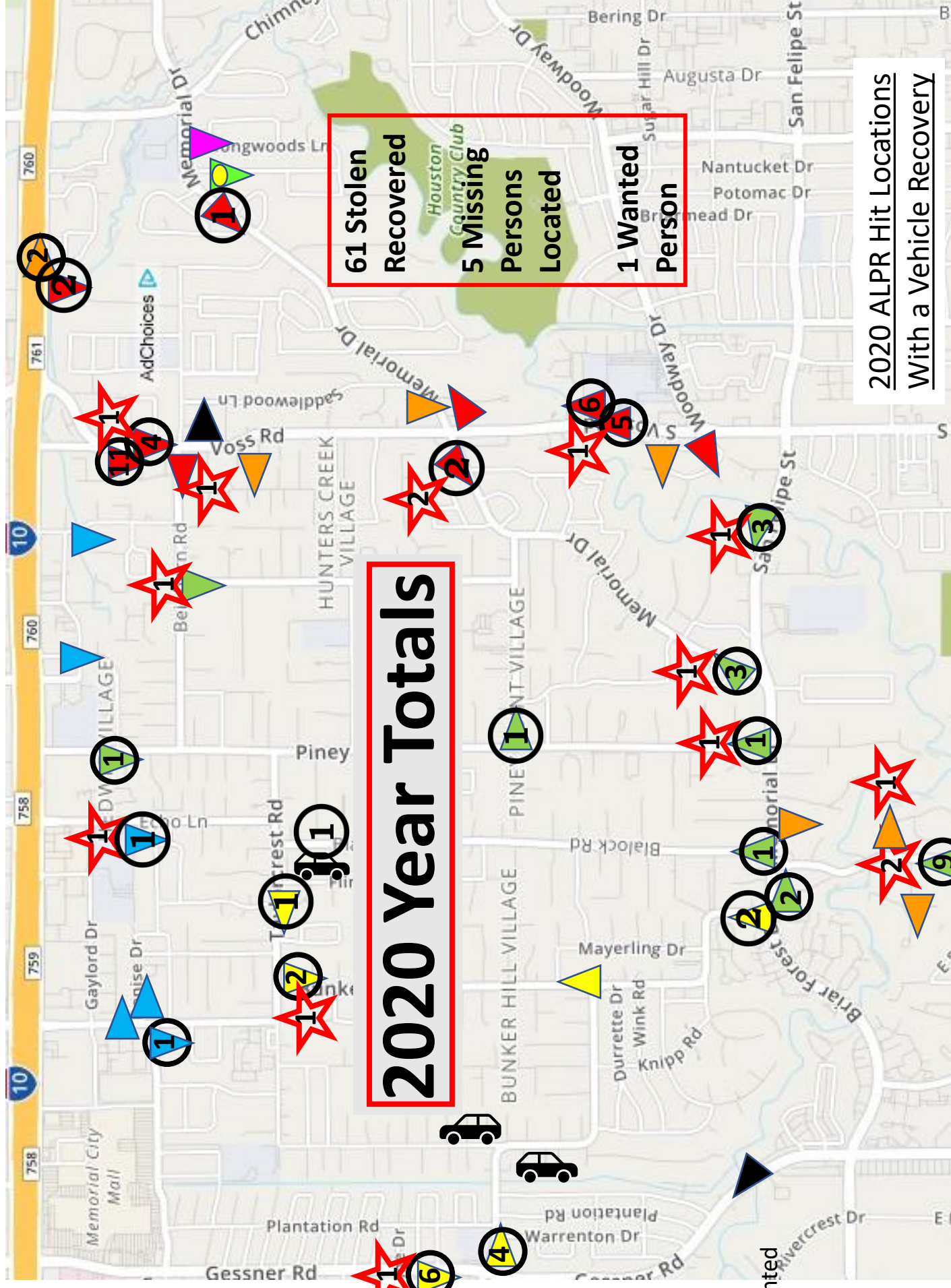
61 Stolen  
Recovered

5 Missing  
Persons  
Located

1 Wanted  
Person

2020 ALPR Hit Locations  
With a Vehicle Recovery


12/31/20



Hedwig 

Bunker Hill 

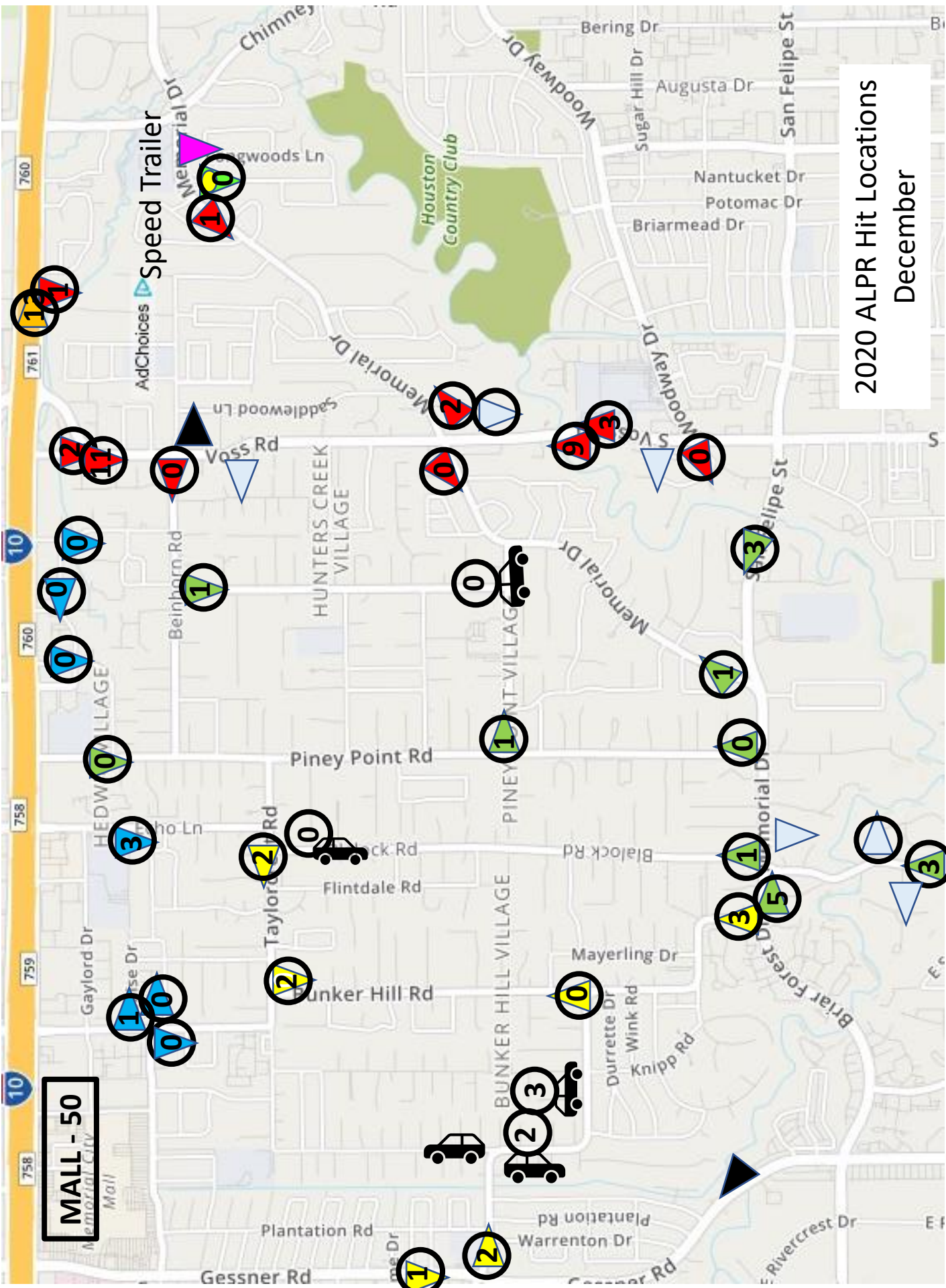
Piney Point 


Hunters Creek 


Mobile Locations 

HOA Cameras 

**MALL - 50**



Lindenwood HOA 

Longwoods HOA 

In Process 

73 Hits  
+  
4 Hedwig  
+  
50 Mall

2020 ALPR Hit Locations  
December

12/31/20

ALPR Recoveries

Plate Recoveries

Num	Plate	Vehicle	Loc	Val	Links
1	KHM2376	Ford F350	22	\$ 48,000.00	Drugs-Meth 1/5/2021

Plate Recove	Date	Links
--------------	------	-------

Firearm in vehicle

2021 Value	\$ 48,000.00
2020 Value	\$ 1,147,500.00
2019 Value	\$ 438,000.00
<b>Program Total</b>	<b>\$ 1,633,500.00</b>

INVESTIGATIVE LEADS

1	2			3			4			5			6			7			8			9			10			11			12			13			14			15		
	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	% of 2020 Calls are:	Fire	EMS	% of Fire Calls																						
Bunker Hill Village	157	137	294	54	4:15	100%	6:16	6:16	100%	15	6:09	100%	53%	61	47%	39%																										
Hedwig Village	189	200	389	114	3:28	100%	3:28	3:28	100%	24	3:41	100%	49%	70	51%	37%																										
Hilshire Village	17	34	51	11	3:10	100%	6:22	6:22	100%	2	5:37	100%	33%	6	67%	35%																										
Hunters Creek Village	281	149	430	54	3:55	100%	5:52	5:52	100%	22	4:39	100%	65%	100	35%	36%																										
Piney Point Village	225	137	362	52	3:07	100%	5:41	5:41	100%	15	5:14	100%	62%	115	38%	51%																										
Spring Valley Village	212	180	392	76	2:19	100%	4:53	4:53	100%	18	4:51	100%	54%	47	46%	22%																										
Houston	196	0	196																																							
Totals	1277	837	2114	361	3:22	100%	5:25	5:25	100%	96	5:02	100%	60%	399	40%	37%																										

A

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. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

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

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 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 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which our "fire type" calls.

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

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

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

Village Fire Department Response Data										
Number of Responses	Village 2020 Travel Times									
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time	
Fire	EMS	1st res	EMS	1st res	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time	
139	161	149	126	112	123	265	0	60%	100%	6:00
176	191	201	187	289	301	363	0	100%	100%	3:53
15	21	32	33	42	41	48	0	0%	0%	7:37
233	262	260	197	161	150	390	0	97%	100%	5:45
201	190	181	119	138	110	320	0	100%	100%	5:13
191	164	166	169	160	211	350	0	83%	100%	5:13
183	213	256	0	2	2	183	0	REF1	REF1	0
1168	1192	1304	761	919	938	1919	0	67%	80%	#DIV/0!

Jan	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	20	11			31				
Hedwig Village	18	29		47					
Hilshire Village	2	0	2						
Hunters Creek Village	43	17	60						
Pinney Point Village	17	8	25						
Spring Valley Village	17	17	34						
Houston	26		26						
Totals	143	82	225						

Feb	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	14			25					
Hedwig Village	16	22		38					
Hilshire Village	6	3		9					
Hunters Creek Village	22	11	33						
Pinney Point Village	16	8	24						
Spring Valley Village	15	17	32						
Houston	28	28	28						
Totals	117	72	189						

mar	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	18	34		34					
Hedwig Village	18	16		34					
Hilshire Village	0	3		3					
Hunters Creek Village	20	14	34						
Pinney Point Village	18	13	31						
Spring Valley Village	9	21	30						
Houston	24	24	24						
Totals	107	83	190						

Apr	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	14			25					
Hedwig Village	17	10		27					
Hilshire Village	1	5		6					
Hunters Creek Village	23	11	34						
Pinney Point Village	18	13	31						
Spring Valley Village	16	16	32						
Houston	21	0	21						
Totals	110	66	176						

May	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	11	19		30					
Hedwig Village	11	15		26					
Hilshire Village	2	6		8					
Hunters Creek Village	32	12	44						
Pinney Point Village	19	9	28						
Spring Valley Village	21	11	32						
Houston	20	0	20						
Totals	116	72	188						

June	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	7	6		13					
Hedwig Village	18	5	23						
Hilshire Village	1	4		5					
Hunters Creek Village	7	9	16						
Pinney Point Village	11	8	19						
Spring Valley Village	18	8	26						
Houston	26	0	26						
Totals	88	39	127						

July	Village 2020 Travel Times								
	2020 YTD	2019	2018	2020 YTD	# Critical	VFD < 6.5 minutes	Under 8 Minutes	Avg Total Resp. Time	Avg Total Resp. Time
Bunker Hill Village	10	11		21					
Hedwig Village	15	10		25					
Hilshire Village	0	2		2					
Hunters Creek Village	27			27					

1	Total Number of Incidents 2020										Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents				
	Fire	EMS	Total	# LT EMS	ALS Resp. Time	ALS Resp. Time	ALS Resp. Time	ALS Resp. Time	ALS Resp. Time	ALS Resp. Time	ALS Resp. Time	# LT Fire	Half Stand	6.50	of 50%	Response Time	Response Time	Response Time	Response Time	Response Time
Bunker Hill Village	139	126	265	55	4-12	100%	6:16	100%	14	5:67	100%	100%	100%	100%	5:27	48%	50	36%	50	36%
Hedwig Village	176	187	363	115	3-26	100%	3:26	100%	21	3:33	100%	100%	100%	100%	48%	82%	64	48%	64	38%
Hilshire Village	15	33	48	11	3-40	100%	6:16	100%	2	5:37	100%	100%	100%	100%	31%	69%	6	33%	6	33%
Hunters Creek Village	233	157	390	51	3:27	100%	5:47	100%	22	4:44	100%	100%	100%	100%	65%	35%	89	35%	89	35%
Pinney Point Village	201	119	320	48	3:10	100%	5:39	100%	13	5:18	100%	100%	100%	100%	65%	37%	104	52%	104	52%
Spring Valley Village	191	169	360	70	2:26	100%	5:02	100%	15	5:00	100%	100%	100%	100%	85%	45%	45	24%	45	24%
Houston	183	0	183	1919	330	100%	5:24	100%	87	5:01	100%	100%	100%	100%	69%	40%	336	36%	336	36%

Note: 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 year to date number of "Fire" type calls within each jurisdiction.

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

Column 3: Reflects the year to date, total number of all calls within each jurisdiction.

Column 4: Reflects the year to date, number of "Life Threatening EMS" calls within each jurisdiction. Includes: heart attack, stroke, seizure, cardiac arrest, asthma and others.

Column 5: Reflects the year to date, number of "Life Threatening Fire" calls within each jurisdiction. Includes: heart attack, stroke, seizure, cardiac arrest, asthma and others.

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

Column 7: Row A: Reflects the "National Standard" for total response time for life threatening Fire calls of 6 minutes 30 seconds.

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

Column 9: Row A: Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 10: Row A: Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

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Column 69: Row A: Reflects the National Standard of the percentage of calls which the national standard should be met: 90%





# VILLAGE FIRE DEPARTMENT

901 Corbindale Rd  
Houston, Texas 77024  
713-468-7941

ISO Class I

## 2020 Annual Report

Number of Emergency Responses: 4014  
 Number of Emergency Incidents: 2235

Fire Type Calls: 1343 % of Calls: 57%  
 EMS Type Calls: 892 % of Calls: 43%

Total number of EMS patients: 914  
 Total Number of patients transported: 594  
 Min. number of firefighters/paramedics on duty: 10  
 Average number of firefighters/paramedics on duty: 11  
 Most common hospital transported to:  
     Memorial City Medical Center: 71%  
 % of Patients over age of 50: 58%  
 % of Patient over age of 75: 31%  
 Average minutes transport to hospital: 12  
 Total amount billed for EMS transports: \$1,428,073  
 Total revenue received from EMS transports: \$ 263,481

Total number of working fires: 6  
 Total amount of fire loss: \$727,000  
 Number of non-firefighter injuries: 0  
 Number of firefighter injuries: 0

Average dispatch time in seconds: 0:36  
 Average Turnout Time in seconds: 0:50  
 Average Response Time for Life Threatening EMS Calls: 4:36  
 Average Response Time for Life Threatening Fire Calls: 4:48

### Financials:

Operating Budget: \$6,365,470  
 Vehicle Replacement: \$ 160,000  
 Facility: \$1,500,000

Number of general plans reviewed by Fire Marshal: 77  
 Number of sprinkler systems reviewed: 177  
 Number of fire inspections: 539  
 Number of tours in the station and at schools: 41  
 % of homes with fire sprinkler systems: 31%  
 Total hours of fire and EMS training: 9153.32

### Significant Projects:

- Began construction of fire station addition & renovation.
- Received Replacement Fire Engine.
- Developed and Initiated COVID 19 protocols.
- Built and operating new Fire & EMS Dispatch Center.
- Initiated new Computer Aid Dispatch and Record Management System .

EMS Calls		
	2020	2019
Fall	145	164
Sick	153	161
Diff. Breath.	80	68
Unconscious	79	72
Medical Alarm	59	44
Unknown Type	50	65
Chest Pain	43	50
Injured Person	38	39
Heart Problem	36	34
Stroke	29	22
Psychiatric	27	24
Seizures	24	24
Overdose	20	17
Bleeding	17	14
Abd. Pain	15	14
Cardiac Arrest	14	8
Diabetic	13	13
Person Dead	13	5
Assault	7	8
Choking	7	3
Headache	6	4
Back Pain	4	7
Childbirth	3	2
Shooting/Stab	3	1
Drowning	2	0
Allergic React	1	9
Animal Bite	1	3
EMS Service	1	0
Eye Injury	1	1
Heat Exposure	1	2
Electrocution	0	1

Fire Calls		
	2020	2019
Fire Alarm Res	314	336
Vehicle Collisi	284	223
Auto Aid	241	220
Fire Alarm Bus	124	99
Service Call	77	88
Unknown Odo	58	3
Tree in Road	48	29
CO Alarm	33	33
Power Lines	31	25
Transformer	28	15
House Fire	22	20
Check for Fire	29	27
Elevator Res.	13	15
Vehicle Fire	11	24
Electric Fire	5	2
Child in Locke	4	7
Entrapment	4	0
Oven Fire	4	0
Business Fire	3	1
Trash Fire	3	6
Grass Fire	2	4
Smoke Bus.	2	2
Explosion	1	1
Fuel Spill	1	3
Lightning Strik	1	2
Water Rescue	0	5

Number of Staff:  
 33 Firefighter/Paramedics  
 4 Dispatchers  
 2 Administrative Staff  
 1 Fire Marshal  
 1 Fire Chief



### Number of Responses by Truck:

Engine 1: 1591  
 Engine 2: 162  
 Ladder 1: 514  
 Rescue 1: 1104  
 Rescue 2: 167  
 Rescue 3: 33  
 Deputy Chief: 407



**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*

## Building Official Monthly Report

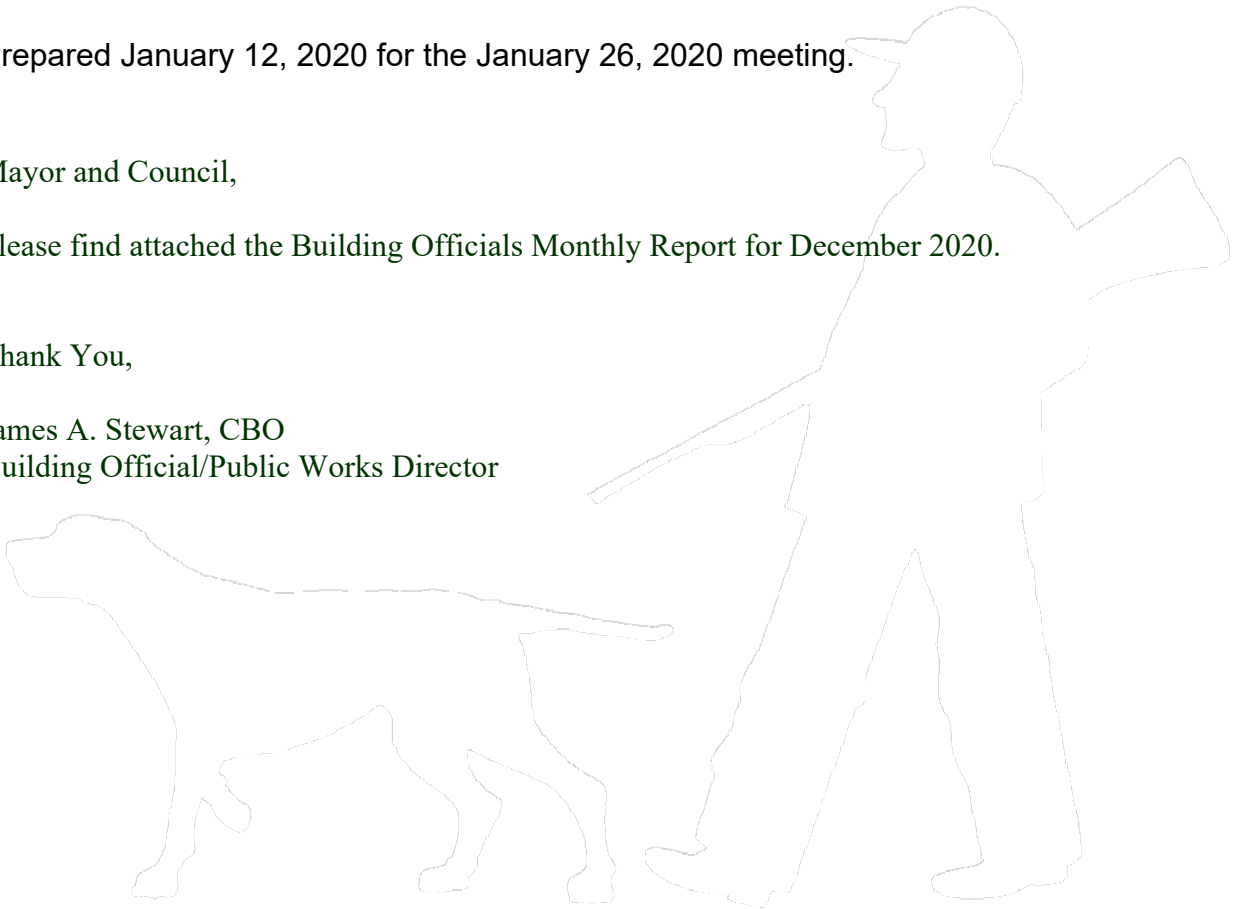
Prepared January 12, 2020 for the January 26, 2020 meeting.

Mayor and Council,

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

Thank You,

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



**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
<b>Total</b>	<b>288</b>	<b>\$367,632</b>	<b>26</b>	<b>175</b>	<b>\$30,600</b>	<b>366</b>	<b>\$63,080</b>	<b>830</b>	<b>\$461,312</b>	<b>\$66,509,858</b>

**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
<b>Total</b>	<b>289</b>	<b>\$207,265</b>	<b>13</b>	<b>144</b>	<b>\$23,855</b>	<b>341</b>	<b>\$53,842</b>	<b>774</b>	<b>\$284,962</b>	<b>\$37,778,448</b>

**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	15	\$23,330	2	23	\$4,590	29	\$5,700	67	\$33,619	\$5,221,170
August	19	\$27,662	2	14	\$2,965	20	\$4,495	53	\$35,122	\$4,849,719
September	26	\$6,996	0	13	\$2,670	34	\$4,870	73	\$14,536	\$1,362,060
October	27	\$32,322	3	8	\$1,385	24	\$4,795	59	\$38,501	\$5,800,301
November	19	\$4,856	0	13	\$1,900	24	\$4,175	56	\$10,930	\$940,466
December	27	\$4,284	0	6	\$700	12	\$1,215	45	\$6,199	\$1,174,925
<b>Total</b>	<b>274</b>	<b>\$312,050</b>	<b>11</b>	<b>162</b>	<b>\$29,600</b>	<b>304</b>	<b>\$51,045</b>	<b>740</b>	<b>\$392,693</b>	<b>\$76,523,789</b>

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

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

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

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
<b>Month</b>					
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	228	193	84.6	35	15.4
August	159	140	88.1	19	11.9
September	167	138	82.6	29	17.4
October	155	127	81.9	28	18.1
November	108	89	82.4	19	17.6
December	134	110	82.1	24	17.9
<b>Total</b>	<b>1939</b>	<b>1642</b>	<b>84.8</b>	<b>297</b>	<b>15.3</b>

# Inspections with Odometer Readings, by Inspector and Vehicle

Jan 13, 2021 11:33 AM  
James Stewart  
City of Hunters Creek Village

Date Range (inclusive): **Tue Dec 01 2020 to Thu Dec 31 2020**  
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG )							
Odometer	Permit #	Address	Insp Type	Date	Reinsp? Reinsp Fee?	Reinsp Result	Correction Notes
Vehicle ID:							
	202000695	907 Tarrington Court	FD Steel	12/1/20	No	Pass	
	202000643	10733 Old Coach Ln	M Rough	12/2/20	No	Pass	
	202000659	701 Kuhlman Road	Re-Roof	12/2/20	No	Pass	
	202000695	907 Tarrington Court	E Underg	12/2/20	No	NC	Disapproved Work not started
	202000695	907 Tarrington Court	E Rough	12/2/20	No	NC	Disapproved Work not started
	202000695	907 Tarrington Court	TCI	12/2/20	No	NC	Disapproved Work not started
	202000696	907 Tarrington Court	P UnderG	12/2/20	No	NC	Disapproved Work not started
	202000696	907 Tarrington Court	P GL & GT	12/2/20	No	NC	Disapproved Work not started
	202000028	717 W CREEKSIDE DR	E Final	12/3/20	No	Pass	
	202000126	30 Willowend Dr	M Hood V	12/3/20	No	Pass	
	202000452	10733 Old Coach Ln	E Rough	12/3/20	No	Pass	
	202000472	627 Saddlewood Ln	E Final	12/3/20	No	Pass	
	202000676	10806	FD Steel	12/3/20	No	Pass	



	Beinhorn Rd		DW Final	12/8/20		No	Pass	EL2.01 C EL2.01D
202000428	717 W CREEKSIDE DR		DW Final	12/8/20		No	Pass	
201900551	4 PINEWOOD CIR		M Final	12/9/20		No	NC	Disapproved - No Access; No answer or call back from contact number
202000021	745 W CREEKSIDE DR		E Final	12/9/20		No	Pass	
202000125	302 Lindenwood Drive		M Final	12/9/20		No	Pass	
202000125	302 Lindenwood Drive		M Hood V	12/9/20		No	Pass	
202000138	10710 Marsha Lane		M Final	12/9/20	Y	No	Pass	[ Entered 12/3/2020 by james ]: No power to vent hood. No power to back bathroom exhaust fan(1st floor). Unable to check operation.
202000157	773 W CREEKSIDE DR		M Hood V	12/9/20		No	Pass	
202000693	10310 Memorial Drive		F Post Hole	12/9/20		No	Pass	
202000706	3 Hunters Ridge Ct		TCI	12/9/20		No	Pass	
202000711	718 Creekside Lane		F Post Hole	12/9/20		No	Pass	
201900402	4 PINEWOOD CIR		Bld-Final	12/10/20		No	Pass	
201900551	4 PINEWOOD CIR		M Final	12/10/20	Y	No	Pass	[ Entered 12/9/2020 by BBG ]: Disapproved - No Access; No answer or call back from contact number
202000062	11000 Hunters		Insulation	12/10/20	Y	No	Pass	[ Entered 12/8/2020 by BBG ]:







202000701	737 Camelot Lane	YD Trench	12/18/20	No	PPass	Approved partial, as marked on plans - Back yard East side of house and East side of front yard.
202000722	637 Wellesley Drive	P Final	12/18/20	No	Pass	
201900762	302 Lindenwood Drive	P Final	12/21/20	No	Pass	
201900768	7511 Riverview Way	E Final	12/21/20	No	Pass	
202000395	10733 Old Coach Ln	Frame R	12/21/20	No	NC	Disapproved - Provide support header framing at fireplace; OK to insulate  [ Entered 12/16/2020 by BBG ]: Disapproved - Contractor has not addressed previous items  [ Entered 12/14/2020 by BBG ]: Disapproved - Provide anchor bolts within 12 inches of ends and a minimum of two per section of sill plates; Portal framing as detailed on S3.03, 3 2x12 headers at fireplace; Blocking at parallel truss lines, per detail 1:S4.1
202000725	261 BRYN MAWR CIR	P Final	12/21/20	No	NC	Disapproved - Provide hose bib at water meter and pump out water at sewer disconnect
201900620	302 Lindenwood Drive	Bld-Final	12/22/20	No	Pass	
202000395	10733 Old Coach Ln	Frame R	12/22/20	No	NC	Disapproved - Provide full height king studs  [ Entered 12/21/2020 by BBG ]: Disapproved - Provide support header framing at fireplace; OK to insulate  [ Entered 12/16/2020 by BBG ]: Disapproved - Contractor has not addressed

									previous items [ Entered 12/14/2020 by BBG ]: Disapproved - Provide anchor bolts within 12 inches of ends and a minimum of two per section of sill plates; Portal framing as detailed on S3.03, 3 2x12 headers at fireplace; Blocking at parallel truss lines, per detail 1:S4.1
202000718	1102 Riverbend Drive	M Final	12/22/20	No	Pass				
202000395	10733 Old Coach Ln	Frame R	12/23/20	Y	No	Pass			[ Entered 12/22/2020 by BBG ]: Disapproved - Provide full height king studs
									[ Entered 12/21/2020 by BBG ]: Disapproved - Provide support header framing at fireplace; OK to insulate
									[ Entered 12/16/2020 by BBG ]: Disapproved - Contractor has not addressed previous items
202000459	10826 Timberglen Drive	M Final	12/23/20	No	No	Pass			[ Entered 12/14/2020 by BBG ]: Disapproved - Provide anchor bolts within 12 inches of ends and a minimum of two per section of sill plates; Portal framing as detailed on S3.03, 3 2x12 headers at fireplace; Blocking at parallel truss lines, per detail 1:S4.1
202000486	346 HUNTERS TRAIL ST	H-Strap	12/23/20	No	No	Pass			
202000648	615 Hunters Grove Lane	M Hood V	12/23/20	Y	No	Pass			
202000678	10814 Oak Hollow St	P TO/Rough	12/23/20	No	No	Pass			

202000711	718 Creekside Lane	F Final	12/23/20	No	Pass	
202000719	7 Pinewood Circle	P TO/Rough	12/23/20	No	NC	Disapproved - Island loop vent needs to have clean outs and loop installed and water tested
202000725	261 BRYN MAWR CIR	P Final	12/23/20 Y	No	Pass	[ Entered 12/21/2020 by BBG ]: Disapproved - Provide hose bib at water meter and pump out water at sewer disconnect
202000726	7 PINEWOOD CIR	P TO/Rough	12/23/20	No	Pass	
202000728	30 Willowend Dr	E Underg	12/23/20	No	Pass	
202000728	30 Willowend Dr	E Rough	12/23/20	No	Pass	
202000499	5 River Circle	E Final	12/28/20	No	Pass	
202000510	10706 Beinhorn Rd	E TCI	12/28/20	No	Pass	
202000676	10806 Timberglen Drive	TCI	12/28/20	No	Pass	
201900701	7511 Riverview Way	P Final	12/29/20	No	Pass	
201900724	7511 Riverview Way	M Final	12/29/20	No	Pass	
202000482	663 Shartle Circle	P Steel/Piping	12/29/20	No	Pass	
202000653	609 Saddlewood Lane	FD Steel	12/29/20	No	Pass	
202000677	10806 Timberglen Drive	P UnderG	12/29/20	No	Pass	
202000677	10806 Timberglen Drive	P GL & GT	12/29/20	No	NC	Disapproved; No pressure on the test.
202000705	10623 Fairlane Drive	YD Trench	12/29/20	No	Pass	
201900748	745 W	Bld-Final	12/30/20	No	Pass	

		CREEKSIDE DR											
	202000584	10529 Beinhorn Rd	H-Strap	12/30/20	No	Pass							
	202000653	609 Saddlewood Lane	E Underg	12/30/20	No	NC							Disapproved underground electric not installed; cannot perform other inspections without this completed first
	202000653	609 Saddlewood Lane	E Rough	12/30/20	No	NC							Disapproved underground electric not installed; cannot perform other inspections without this completed first
	202000653	609 Saddlewood Lane	TCI	12/30/20	No	NC							Disapproved underground electric not installed; cannot perform other inspections without this completed first
	202000654	609 Saddlewood Lane	P UnderG	12/30/20	No	Pass							
	202000654	609 Saddlewood Lane	P GL & GT	12/30/20	No	Pass							
	202000677	10806 Timberglen Drive	P GL & GT	12/30/20 Y	No	NC							Disapproved; No pressure on system or gauge may be broken
													[ Entered 12/29/2020 by BBG ]: Disapproved; No pressure on the test.
<b>Inspections</b>		<b>Begin Odometer</b>		<b>End Odometer</b>		<b>Miles</b>							<b>Avg Miles per Inspection</b>
<b>108</b>						<b>0</b>							<b>0.0</b>

**Fire Marshall (FireMars)**

Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Result	Correction Notes
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**Vehicle ID:**

202000036	717 W CREEKSIDE DR	Fire Marshall	12/7/20	No	Pass	
202000688	10733 Old Coach Ln	Fire Marshall	12/15/20	No	Pass	
202000166	745 W	Fire	12/16/20 Y	No	Pass	

	CREEKSIDE DR	Marshall					
	202000306	7611 River Point Dr	Fire Marshall	12/16/20	No	Pass	
	202000519	10650 Beinhorn Rd	Fire Marshall	12/17/20	No	Pass	
<b>Inspections</b>	<b>Begin Odometer</b>	<b>End Odometer</b>	<b>Miles</b>	<b>Avg Miles per Inspection</b>			
<b>5</b>			<b>0</b>	<b>0.0</b>			

**James Stewart (james)**

**Odometer**   **Permit #**   **Address**   **Insp Type**   **Date**   **Reinsp?**   **Reinsp Result**   **Correction Notes**

**Vehicle ID:**

	202000644	10814 Oak Hollow St	FD-Piers	12/1/20	No	Pass	
	202000027	745 W CREEKSIDE DR	M Final	12/2/20	No	Pass	
	202000138	10710 Marsha Lane	M Final	12/3/20	Y	NC	No power to vent hood. No power to back bathroom exhaust fan(1st floor). Unable to check operation. [ Entered 11/25/2020 by james ]: No Electricity on at house. Unable to check system operation, vent hood, exhaust fans.
	202000702	922 Boros Dr	E TCI	12/3/20	No	Pass	
	202000612	210 TIMBERWILDE LN	FD Steel	12/4/20	No	Pass	
	202000569	10926 Walwick Drive	E Underg	12/7/20	No	Pass	
	202000570	10926 Walwick Drive	P UnderG	12/7/20	No	Pass	
	202000570	10926 Walwick Drive	P GL & GT	12/7/20	No	Pass	
	202000655	311 Lindenwood	P Layout	12/7/20	No	Pass	

		Drive											
202000673		410 Thamer Circle	Foundation	12/8/20		No	Pass						
202000715		7 Pinewood Circle	Foundation	12/10/20		No	Pass						Approved per Engineer Letter.
201600635		10802 HUNTERS FOREST DR	Frame R	12/15/20	Y	No	Pass						Per Engineer Letter. [ Entered 11/3/2020 by BBG ]: Disapproved - Not all of the previous items have been addressed and the updated letter from the engineer and drawings have also not been provided
201600635		10802 HUNTERS FOREST DR	H-Strap	12/15/20	Y	No	Pass						[ Entered 10/21/2020 by BBG ]: Disapproved - Contractor has made multiple structural changes Contractor will have engineer approve and resubmit structural changes Per Engineer Letter. [ Entered 11/3/2020 by BBG ]: Disapproved - Not all of the previous items have been addressed and the updated letter from the engineer and drawings have also not been provided
201900752		7611 River Point Dr	E Final	12/16/20		No	PPass						[ Entered 10/21/2020 by BBG ]: Disapproved - Contractor has made multiple structural changes Contractor will have engineer approve and resubmit structural changes Interior Areas Only
201900754		7611 River Point Dr	P Final	12/16/20		No	PPass						Interior Areas ONLY
202000608		7611 River Point Dr	M Final	12/16/20		No	PPass						Interior Areas Only
201900064		7611 River Point Dr	Bld-Final	12/17/20		No	PPass						Interior Areas Only
202000669		730 E CREEKSIDE	FD-Piers	12/28/20		No	Pass						

	DR							
202000719	7 Pinewood Circle	P TO/Rough	12/29/20	Y	No	Pass	[ Entered 12/23/2020 by BBG ]: Disapproved - Island loop vent needs to have clean outs and loop installed and water tested	
202000742	10623 Fairlane Drive	E Underg	12/30/20		No	Pass		
202000742	10623 Fairlane Drive	E Rough	12/30/20		No	Pass		
<b>Inspections</b>	<b>Begin Odometer</b>		<b>End Odometer</b>		<b>Miles</b>	<b>Avg Miles per Inspection</b>		
<b>21</b>					<b>0</b>	<b>0.0</b>		

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### HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT

PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
8427 Hunters Creek Dr.	Remodel - Retaining Wall	12/1/2020	Review Completed - 12/7/20 - Approved	Contractor notified of approval - 12-7-20
10811 Oak Creek St.	Remodel	12/1/2020	Review Completed - 12/2/20 - Approved	Contractor notified of approval - 12/2/20
10737 Marsha Ln.	Remodel	12/9/2020	Review Completed - 12/15/20 - Not Approved	Applicant notified of needed revisions - 12/15/20
511 Hunterwood Dr.	Remodel	12/17/2020	Review Completed - 12/18/20 - Approved	Contractor notified of approval - 12/18/20
3 Cape Cod Ln.	Remodel	12/18/2020	Review Completed - 12/28/20 - Not Approved - Revisions submitted - 1/4/21 - Review Completed 1/6/21 - Approved	Contractor notified of needed revisions. - 12/28/20 - Contractor Notified of Approval - 1/6/21
10906 Long Shadow Ln.	New Pool	12/18/2020	Review Completed - 12/28/20 - Approved	Contractor notified of Approval - 12/28/20
10606 N. Evers Park Dr.	New Pool	1/7/2021	Review Completed - 1/12/21 - Not Approved	Contractor notified of needed revisions - 1/12/21
8322 Hunters Creek Dr.	Remodel	1/11/2021	In Review	



City of Hunters Creek Village

# Certificate of Occupancy

December 8, 2020

Permit Number: 202000428

Richard Price Custom Homes  
717 West Creekside Dr.  
Houston, TX 77024

The Residence Is Ready For Occupancy. All Final Building, Mechanical, Electrical and Plumbing Inspections Have Been Made And All Fees Have Been Paid. This Building Complies With The 2015 IRC.

\* This Residence Has Been Equipped With An Automatic Sprinkler System

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James A. Stewart, CBO  
Building Official

## 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 R
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 BIK 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 Gawayn 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	
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	
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	Relocated Raccoon
2/26/2020	Hunters Trail St.	Stray Dog	Pick Up Dog - Delivered to shelter	
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 Creeewood 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 ValleyDr.	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	Disposed
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 Circle	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Disposed
7/6/2020	Memorial Dr at Three Corners	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Disposed
7/7/2020	10819 Smithdale Rd.	Animal Trap Request	Delivered trap to resident	Relocated
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 up/Disposed of Squirrel	Disposed
8/6/2020	725 W. Creekside Dr.	Animal Trap Request	Delivered trap to resident	Disposed
8/10/2020	10650 Memorial Dr.	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Relocated
8/10/2020	725 W. Creekside Dr.	Raccoon in Trap - Pick Up	Picked Up/Relocated Raccoon	Relocated
8/11/2020	757 W. Creekside	Stray Dog Found by Resident	Picked up Dog - Owner found	Returned Dog to Owner
8/20/2020	10819 Smithdale	Pick Up Empty Trap from Resident	Picked Up Trap	
9/9/2020	802 Flint River	Animal Trap Request	Delivered trap to resident	
9/14/2020	802 Flint River	Raccoon in Trap - Please pick up	Picked up/Relocate Raccoon	Relocated
9/14/2020	3 Saddlewood Estates	Opossum in Trash Can	Caught/Relocated Opossum	Relocated
9/15/2020	3 Saddlewood Estates	Opossum in Trap - Please pick up	Picked up\Relocated Opossum	Relocated
9/17/2020	Memorial at Thamer	Injured turtle in roadway	Picked up/Disposed of turtle	Disposed
9/17/2020	10220 Memorial Dr.	Dead animal in roadway	Picked up/Disposed of animal	Disposed
9/25/2020	525 Trails End	Animal Trap Request	Dropped trap with resident	
9/29/2020	525 Trails End	Animal In Trap - Please Pick Up	Picked up/Relocated Animal	Relocated
10/8/2020	606 Hunters Way	Animal Trap Request	Dropped trap with resident	
10/13/2020	704 Pifer Green	Feral Cat in Trap	Picked up - Relocated Cat	Relocated
10/14/2020	321 Pifer Road	Dead animal in roadway - Pick Up	Picked up-Disposed of Squirrel	Disposed
10/16/2020	Memorial Dr. @ Saddlewood	Dead animal in roadway - Pick Up	Picked up and disposed of Squirrel	Disposed
10/19/2020	Memorial Dr. @ Lindenwood	Dead Animal In roadway - Pick Up	Picked up and disposed of animal.	Disposed
11/5/2020	Memorial Dr @ Fleetway	Dead animal in roadway - Pick Up	Picked up and disposed of animal.	Disposed
11/6/2020	11007 Hunters Park Ln.	Animal Trap Request	Dropped trap with resident	
11/9/2020	315 Timberwilde	Animal Trap Request	Dropped trap with resident	
11/10/2020	629 Wellesley	Animal in Trap - Please Pick Up	Picked up/Relocated Opossum	Relocated
11/17/2020	3 Saddlewood Estates	Animal in Trash Can - Please Assist	Picked up/Relocated Opossum	Relocated
11/23/2020	10500 Beinhorn	Dead animal in roadway	Picked up/Disposed of animal	Disposed
11/23/2020	Shartle Circle @ Memorial	Dead animal in roadway	Picked up/Disposed of animal	Disposed
11/30/2020	826 Oak Valley Dr.	Animal Trap Request	Dropped trap with resident	
12/7/2020	760 Pifer Road	Dead Animal in Roadway	Picked up/Disposed of animal	Disposed
12/9/2020	11007 Hunters Park Dr.	Animal Trap Request	Delivered trap to resident	
12/11/2021	11007 Hunters Park Dr.	Animal In Trap - Please Pick Up	Picked up and Relocated Opossum	Relocated

12/16/2020	Memorial near Wickdale	Dead animal near sidewalk.	Picked up/Disposed of animal	Disposed
12/21/2020	3 Saddlewood Estates	Opossum in Trash Can	Removed Opossum from trash can.	Relocated
12/28/2020	Voos at Longshadow	Dad animal in roadway	Picked up/Disposed of animal	Disposed

# CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared January 19, 2021 for the January 19, 2021 Agenda

## **A. Voss at Second Baptist**

1. Work began around January 11<sup>th</sup> by Angel Bros Construction.
2. The City gave the contractor two months to perform the work.
3. The base work is nearly complete and today, contractor is filling voids.
4. Surface paving will probably occur next week. Sidewalk to follow. I'd anticipate project completion in less than three weeks.



## **B. Beinhorn and Voss – Traffic Signal Reconstruction**

1. Poles are up. Signal heads will be mounted this week.
2. Project is approximately 85% complete.
3. Startup is anticipated in two weeks.
4. Contract amount is \$329,078.87. On Budget.

## **C. 2020 Street Maintenance – Memorial Drive**

1. Construction is approximately 50% complete.
2. Contract amount is \$297,312.00.
3. Contractor is having quality control issues and we are finding subgrade issues that are worse than anticipated.
4. Expect to be finished before Friday the 5<sup>th</sup> of February.

#### **D. 10 Willowend Dr. Outfall**

1. The outfall ranked 3<sup>rd</sup> on the list is failing and should be replaced this year. There is a sinkhole forming at the edge of a resident driveway about 75 feet off the road.
2. We anticipate this to be similar or average to the previous outfalls in terms of effort and cost. There is some advantage because it is next door to HCFCD property for access.
3. We will have scope and fee amendment at next council meeting.

#### **E. 2021 Street Maintenance**

1. There is \$800k in the street maintenance budget. We had programmed street maintenance, meaning not full reconstruction for neighborhood streets not just Voss and Memorial in the ten-year CIP. To date, we have not done any maintenance projects.
2. We would like to implement this year. This would include things like panel replacement, spall repairs, joint seal, curb repair, etc.
3. Ripple Creek has been discussed for repair. It has always been in pretty bad shape. There was a maintenance project performed approx. 2012-2013. It is ranked #3 on our maintenance projects and #10 overall on the street assessment.
4. We would like to take Ripple Creek and 4-5 other streets and utilize most of the street maintenance budget to bring those streets to a level of service that will extend their reconstruct life 5-10 years.
5. We can have scope, recommendations and budgetary figures at next council meeting.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
December 8, 2020**

The City Council of the City of Hunters Creek Village, Texas held a special meeting on Thursday, December 8, 2020 at 6:00 p.m. at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person or by video or audio conference.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Ken Spalding Chip Cowell Jay Carlton Fidel Sapien
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen

**A. CALL TO ORDER: *With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:00 p.m. followed by the pledge of allegiance.***

**B. PLEDGE OF ALLEGIANCE.**

**C. PUBLIC COMMENTS.**

Penn Shaper appeared in person and requested that the City close off Ripplecreek Lane where it hits Hunterwood Drive for safety and security reasons. He inquired as to what steps need to be taken in order to make this happen.

**D. REPORTS.**

1. City Treasurer Monthly Report. Tom Fullen, City Administrator, presented the report
2. Police Commissioner Monthly Report. Police Chief Ray Schultz presented the report
3. Fire Commissioner Monthly Report. Council Member Jay Carlton presented the report and stated that Phase One of the construction of new fire station is complete and under budget.



4. Building Official Monthly Report. James Stewart, Building Official, presented the report
5. City Engineer and Public Works Report. Steve Byington, City engineer, presented the following report:
  - Voss at Second Baptist - The City of Houston will not begin construction until January 11, 2021.
  - Beinhorn and Voss- Traffic Signal Reconstruction - This project is on budget and approximately 36% complete.
  - 2020 Street Maintenance- Memorial Drive – The Contract amount is \$297,312.00.
6. City Administrator Report Tom Fullen, City Administrator present the report and stated that Trevor Royal with WCA Waste Corporation has notified Council that the Annual Rate Adjustment would be at a \$0.69 increase per home.
7. Mayor and Council Reports and Comments. Entry Beautification Project Tom Fullen will get quotes on redoing signs and landscaping at entryways to the City.

**E. 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 October 27, 2020.
2. Approval of the Minutes of the Special Meeting on November 19, 2020.
3. Approval of the Cash Disbursement Journals for October and November, 2020.

**Councilmember Spalding made a motion to approve the consent agenda. Councilmember Marks seconded the motion and it passed unanimously.**

**F. REGULAR AGENDA.**

1. Discussion and possible action to approve a contract with Century Concrete Construction, Inc., in the amount of \$15,025.00, to repair a sidewalk at Memorial and Beinhorn.

**Councilmember Spalding made a motion to approve the contract. Councilmember Sapien seconded and the motion passed unanimously.**

2. Discussion and possible action to approve a standard form agreement to be used by the City to govern the installation and maintenance of network nodes in public rights-of-way within the City (“Network Node Deployment Agreement”).
3. Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with Verizon Wireless.
4. Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with ExteNet Systems.

**No action was taken on items 2, 3 and 4. Council wants further information before moving forward.**

5. Discussion and possible action to amend the 2021 budget to include \$685,000 in the Facility Fund for the renovations of the Memorial Villages Fire Department, with the proviso that it will not increase the Cities’ assessment but will be funded to the extent necessary by transfer of ambulance billing funds, currently held by the Department or collected in the future.

**Councilmember Carlton made a motion to amend the Fire Department’s 2021 budget. Councilmember Sapien seconded and the motion passed unanimously.**

- G. 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.

**At 7:27 p.m., the Mayor announced that the City Council was recessing into closed executive session under section 551.074 of the Texas Open Meetings Act to deliberate on the following item.**

- a. Deliberations concerning dividing the duties of the office of the City Secretary. (§ 551.074 Personnel Matters).
- H. RECONVENE into Open Session and consider action, if any, on items discussed during Executive Session.**

**Council reconvened into Open Session at 7:49 p.m. No action was taken during the executive session.**

**I. ADJOURNMENT**

Councilmember Marks made a motion to adjourn. Councilmember Carlton seconded and the motion passed unanimously.

The meeting adjourned at 7:49 p.m.

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Jim Pappas, Mayor

ATTEST:

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Tom Fullen, City Administrator  
Acting City Secretary

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE SPECIAL  
CITY COUNCIL MEETING  
December 21, 2020**

The City Council of the City of Hunters Creek Village, Texas held a special meeting on Thursday, December 21, 2020 at 9:00 a.m. at City Hall #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person or by video or audio conference.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Ken Spalding Chip Cowell Jay Carlton Fidel Sapien
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen

***With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 9:02 a.m. followed by the pledge of allegiance.***

- A. 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 inquiries about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*

There were no public comments.

- B. REGULAR AGENDA.** Discussion and possible action regarding the assignment of additional duties from the division of the office of the City Secretary and adjusting the compensation of the employees for said duties and responsibilities.

**A motion was made by Councilmember Cowell to authorize the Mayor to implement the raises as discussed in the Executive Session. Councilmember Marks seconded the motion and the motion was approved unanimously.**

- C. 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.

**At 9:02 a.m. the Mayor announced that the City Council was recessing into closed Executive Session to deliberate on the following items:**

- a. Deliberations concerning dividing the duties of the office of the City Secretary. (§ 551.074 Personnel Matters).
- b. Deliberations concerning the salary adjustments for the City Administrator, Building Official, Court Clerk, Accounting Clerk, Permit Clerk, and Maintenance Workers. (§ 551.074 Personnel Matters).

**E. RECONVENE into Open Session and consider action, if any, on items discussed during Executive Session.**

**Council reconvened into Open Session at 10:44 a.m. and took action on item B, as described above. No action was taken during the executive session.**

**F. ADJOURNMENT**

**At 10:45 a.m., a motion was made and seconded to adjourn the meeting. The vote to approve the motion was unanimous.**

The meeting was adjourned at 10:44 a.m.

These minutes were approved on the \_\_\_\_ day of January, 2021.

\_\_\_\_\_  
Jim Pappas, Mayor

ATTEST:

\_\_\_\_\_  
Tom Fullen, City Administrator  
Acting City Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP POOLED-AP POOLED</b>						
000850	FE Solutions	12/01/2020	Regular	0.00	2,856.60	32371
0647	Aflac Worldwide Headquarters	12/08/2020	Regular	0.00	358.80	32372
000815	BBG Consulting, Inc.	12/08/2020	Regular	0.00	2,680.00	32373
0045	CARMEN KNEZEAK	12/08/2020	Regular	0.00	1,435.00	32374
0010	CENTERPOINT ENERGY	12/08/2020	Regular	0.00	36.72	32375
0228	CITY OF BUNKER HILL VILLAGE	12/08/2020	Regular	0.00	255.16	32376
000775	CityLynx, Inc.	12/08/2020	Regular	0.00	12,118.76	32377
000796	Engie Resources	12/08/2020	Regular	0.00	3,891.09	32378
0023	GORMAN UNIFORM SERVICE	12/08/2020	Regular	0.00	50.66	32379
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIA	12/08/2020	Regular	0.00	200.00	32380
0662	Jackie Trevino	12/08/2020	Regular	0.00	91.08	32381
000768	James Stewart	12/08/2020	Regular	0.00	104.41	32382
000754	Jessica Hubertus	12/08/2020	Regular	0.00	55.06	32383
0674	Jim Pappas	12/08/2020	Regular	0.00	2,100.00	32384
000825	Jonathan's the rub	12/08/2020	Regular	0.00	500.00	32385
0056	MUNICIPAL CODE CORPORATION	12/08/2020	Regular	0.00	250.00	32386
0066	OLSON & OLSON LLP	12/08/2020	Regular	0.00	2,830.00	32387
0075	PRIME SOURCE OFFICE SOLUTIONS	12/08/2020	Regular	0.00	385.00	32388
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	12/08/2020	Regular	0.00	10,070.11	32389
0624	TRANTEX	12/08/2020	Regular	0.00	152.00	32390
0362	VERIZON WIRELESS	12/08/2020	Regular	0.00	38.21	32391
0105	VILLAGE FIRE DEPARTMENT	12/08/2020	Regular	0.00	74,402.79	32392
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	12/08/2020	Regular	0.00	8,256.55	32393
0537	WCA WASTE CORPORATION	12/08/2020	Regular	0.00	41,728.21	32394
0458	AT&T (5019)	12/16/2020	Regular	0.00	712.25	32395
0005	AT&T (5414)	12/16/2020	Regular	0.00	378.02	32396
0669	C & D Janitor Service, Inc.	12/16/2020	Regular	0.00	795.86	32397
0445	CENTURY CONCRETE CONSTRUCTION INC	12/16/2020	Regular	0.00	20,275.00	32398
000775	CityLynx, Inc.	12/16/2020	Regular	0.00	98,997.23	32399
0012	COBB FENDLEY	12/16/2020	Regular	0.00	9,536.94	32400
000820	CSI Consolidated, LLC	12/16/2020	Regular	0.00	407.25	32401
0023	GORMAN UNIFORM SERVICE	12/16/2020	Regular	0.00	151.98	32402
0028	HARRIS COUNTY APPRAISAL DISTRICT	12/16/2020	Regular	0.00	10,624.00	32403
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIA	12/16/2020	Regular	0.00	40.00	32404
0034	HOME SECURITY SYSTEMS INC	12/16/2020	Regular	0.00	299.85	32405
0181	HOUSTON TREE SERVICE TEAM	12/16/2020	Regular	0.00	1,100.00	32406
000844	Linebarger Goggan Blair & Sampson LLP	12/16/2020	Regular	0.00	4,249.88	32407
0654	Lora Jean D. Lenzsch	12/16/2020	Regular	0.00	1,127.50	32408
0053	MEMORIAL VILLAGES WATER AUTHORITY	12/16/2020	Regular	0.00	4,676.73	32409
0065	OFFICE DEPOT CREDIT PLAN	12/16/2020	Regular	0.00	89.97	32410
0066	OLSON & OLSON LLP	12/16/2020	Regular	0.00	4,565.00	32411
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	12/16/2020	Regular	0.00	246.21	32412
0092	TEXAS SOCIAL SECURITY PROGRAM	12/16/2020	Regular	0.00	35.00	32413
0101	TEXAS MUNICIPAL LEAGUE	12/16/2020	Regular	0.00	29.40	32414
000789	Van Sant Landscape Management	12/16/2020	Regular	0.00	3,628.00	32415
0537	WCA WASTE CORPORATION	12/16/2020	Regular	0.00	41,728.21	32416
0530	xlrINT LLC	12/16/2020	Regular	0.00	1,017.50	32417
0647	Aflac Worldwide Headquarters	12/31/2020	Regular	0.00	358.80	32418
0458	AT&T (5019)	12/31/2020	Regular	0.00	712.25	32419
0045	CARMEN KNEZEAK	12/31/2020	Regular	0.00	1,540.00	32420
0010	CENTERPOINT ENERGY	12/31/2020	Regular	0.00	60.10	32421
0012	COBB FENDLEY	12/31/2020	Regular	0.00	7,516.66	32422
000796	Engie Resources	12/31/2020	Regular	0.00	3,868.32	32423
000811	Fun Abounds	12/31/2020	Regular	0.00	10,519.18	32424

Check Report

Date Range: 12/01/2020 - 12/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0023	GORMAN UNIFORM SERVICE	12/31/2020	Regular	0.00	151.98	32425
000844	Linebarger Goggan Blair & Sampson LLP	12/31/2020	Regular	0.00	158.40	32426
000826	Lisa Dalton	12/31/2020	Regular	0.00	1,742.50	32427
0053	MEMORIAL VILLAGES WATER AUTHORITY	12/31/2020	Regular	0.00	2,322.50	32428
000715	Newton Nurseries West	12/31/2020	Regular	0.00	295.62	32429
0065	OFFICE DEPOT CREDIT PLAN	12/31/2020	Regular	0.00	78.72	32430
000753	Patagonia Grill and Cafe	12/31/2020	Regular	0.00	1,500.00	32431
0420	PREMIER TREE SERVICE	12/31/2020	Regular	0.00	5,950.00	32432
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	12/31/2020	Regular	0.00	16,028.78	32433
0646	Vantage	12/31/2020	Regular	0.00	1,390.30	32434
0362	VERIZON WIRELESS	12/31/2020	Regular	0.00	38.21	32435
0530	xlrINT LLC	12/31/2020	Regular	0.00	1,112.50	32436
0638-JS	Payment Remittance Center	12/28/2020	Bank Draft	0.00	1,941.58	DFT0000275
0127-EA	PAYMENT REMITTANCE CENTER	12/28/2020	Bank Draft	0.00	1,673.14	DFT0000276
0638-JS	Payment Remittance Center	12/07/2020	Bank Draft	0.00	471.91	DFT0000281
0517-TF	PAYMENT REMITTANCE CENTER	12/07/2020	Bank Draft	0.00	2,071.39	DFT0000282
0127-EA	PAYMENT REMITTANCE CENTER	12/07/2020	Bank Draft	0.00	1,155.87	DFT0000283

Bank Code AP POOLED Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	66	0.00	424,902.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	7,313.89
EFT's	0	0	0.00	0.00
	<b>86</b>	<b>71</b>	<b>0.00</b>	<b>432,216.70</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	66	0.00	424,902.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	7,313.89
EFT's	0	0	0.00	0.00
	<b>86</b>	<b>71</b>	<b>0.00</b>	<b>432,216.70</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	12/2020	432,216.70
			<b>432,216.70</b>





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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve the purchase of a new phone system from Hooper Communications in the amount of \$12,594.00.  
**EXHIBITS:** Quote from Hooper Communications

---



**NEC**  
**UNIVERGE SV9100 CP20 System**

- 1 SV9100E CP20 Productivity System Package
- 1 5 Year NEC Partner Support Program
- 1 Rack Mount / Wall Mount Kit
- 1 Internal Battery Back Up and Surge Protection
- 1 InGaurd Toll Protection App - 24/7 Monitor and Email Notify
- 8 **MLC Smartphone App - FREE with CP20 System Package**
- 38 Essential License - Resource & IP Phone License (24)
- 14 Productivity License - Voicemail to Email & UC Suite Client (12)
- 1 16 Port Poe Data Switch

Desksets

- 14 DT930 IP Gigabit 24 Button Color Display Deskset



- 14 Total Desksets Installed
- 1 PRI Blade Installed
- Administrator and End User Training
- WEB Pro Administration Application - Programming Tool
- 5 Year NEC Partner Support Program - Parts and Labor Warranty, Data Back Up, NEC System Monitoring & Live Technical Support**

Approved \_\_\_\_\_

Date \_\_\_\_\_

**HOOPER  
COMMUNICATIONS**

**Financial Options for**



*City of Hunters Creek Village*

1 Hunters Creek Place, Houston TX 77024 Ph. 713-465-2150 | Fax 713-465-8357

Cash Total - Excluding tax	\$	13,844.00
<b>Trade in of NEC Digital System</b>	<b>\$</b>	<b>1,250.00</b>
Adjusted Total	\$	12,594.00

**CASH OPTION TERMS OF PAYMENT**

<b>65% DEPOSIT - Excluding Tax</b>	<b>\$</b>	<b>8,186.10</b>
35% UPON Installation of the Equipment	\$	4,407.90

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

**THE INFORMATION WITHIN THIS PROPOSAL IS PROPRIETARY.  
PLEASE DO NOT COPY, FAX OR REVEAL THIS INFORMATION.**

*QUOTE IS VALID FOR 60 DAYS. CUSTOMER WILL PROVIDE A 20 AMP 110 VOLT DEDICATED OUTLET (ISOLATED GROUND)  
FOR THE ITEMIZED EQUIPMENT. ALL LEASE ITEMS ARE SUBJECT TO CREDIT APPROVAL.*



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2021 General Assembly.  
**EXHIBITS:** H-GAC Designation Form

---

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE  
HOUSTON-GALVESTON AREA COUNCIL  
2021 GENERAL ASSEMBLY**

\*\*\*\*\*

**BE IT RESOLVED**, by the Mayor and City Council of \_\_\_\_\_, Texas,  
that \_\_\_\_\_ be, and is hereby designated as its Representative  
to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2021.

**FURTHER**, that the Official Alternate authorized to serve as the voting representative should  
the hereinabove named representative become ineligible, or should he/she resign, is  
\_\_\_\_\_.

**THAT** the Executive Director of the Houston-Galveston Area Council be notified of the  
designation of the hereinabove named representative and alternate.

**PASSED AND ADOPTED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, Texas: confirming that, the City Council has reviewed the City's Investment Policy and investment strategies; and making other provisions related to the subject.

**EXHIBITS:** Resolution

---

# **City of Hunters Creek Village, Texas**

## **Investment Policy**



### **Adopted by the City Council**

**On November 15, 2005 by Resolution No. 05-14  
Confirmed on April 17, 2007 by Resolution No. 07-02  
Amended on December 8, 2009 by Resolution No. 09-11  
Confirmed on April 26, 2011 by Resolution No. 2011-01  
Confirmed on January 24, 2012 by Resolution No. 2012-04  
Confirmed on January 22, 2013 by Resolution No. 2013-04  
Confirmed on February 3, 2014 by Resolution No. 2014-02  
Confirmed on January 27, 2015 by Resolution No. 2015-01  
Confirmed on January 26, 2016 by Resolution No. 2016-01  
Confirmed on January 24, 2017 by Resolution No. 2017-01  
Confirmed on December 12, 2017 by Resolution No. 2017-08  
Amended on February 26, 2019 by Resolution No. 2019-02  
Confirmed on January 28, 2020 by Resolution No. 2020-01  
Confirmed on January 26, 2021 by Resolution No. 2021-01**

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, CONFIRMING THAT THE CITY COUNCIL HAS REVIEWED THE CITY'S CURRENT INVESTMENT POLICY AND INVESTMENT STRATEGIES AND HAS CONCLUDED THAT NO CHANGES ARE NECESSARY OR ADVISABLE.

\* \* \* \* \*

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

Section 1. The City Council, acting under authority of the Public Funds Investment Act, Chapter 2256 of the Texas Government Code and in compliance with the requirements of § 2256.005 has adopted a written investment policy (the "Investment Policy") regarding the investment of its funds and funds under its control, a copy of which is attached to this resolution as Exhibit "A".

Section 2. The City Council hereby confirms that it has reviewed the City's Investment Policy on the date this resolution was approved and has concluded that the current Investment Policy is adequate to protect the City's interests and that no changes are necessary or advisable at this time.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jim Pappas  
Mayor

ATTEST:

\_\_\_\_\_  
Tom Fullen, City Administrator  
Acting City Secretary





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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2020 Budget to reflect intra-budget transfers made during the year.

**EXHIBITS:** Amendment No. 2020-02

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**AMENDMENT NO.2020-02**

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

DESCRIPTION/PURPOSE: Reclassify budget line items. - Operating Expenditures

<b>ACCOUNT-INCREASE IN APPROPRIATIONS</b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Regular Wages	100	\$38,000.00
Auto Maintenance	310	\$6,500.00
Computers	500	\$100.00
Water/Sewer	620	\$200.00
Equipment Maintenance Contracts	700	\$6,000.00
Legal/Professional	720	\$23,000.00
Software Maintenance Contracts	740	\$200.00
Firearms Training & Ammo	830	\$400.00
COVID 19		\$48,000.00
	<b>TOTAL</b>	<b><u>\$122,400.00</u></b>
<b><u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u></b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Overtime	110	(\$25,000.00)
Court/Bailiff Overtime	115	(\$19,000.00)
Health Insurance	130	(\$30,000.00)
Workers Compensation	140	(\$5,000.00)
Damage Repair	330	(\$5,000.00)
Training & Professional Dues	840	(\$30,000.00)
Recruiting Costs	860	(\$8,400.00)
	<b>TOTAL</b>	<b><u>(\$122,400.00)</u></b>
<b>NET EFFECT TO BUDGET IS:</b>		<b>\$0.00</b>



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve an increase to the mowing contract with Van Sant Landscape Management in the amount of \$4,200.00 to supplement TX Dot's mowing of the I-10 access road adjacent to Hunters Creek Village city limits.  
**EXHIBITS:** **Proposal from Van Sant Landscape Management**

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**Van Sant Landscape Management**

**P.O. Box 55181**

**Houston, TX 77255-5181**

# Proposal

Date
12/4/2020

Name / Address
<b>City of Hunters Creek Village</b> <b>#1 Hunters Creek Place</b> <b>Hunters Creek Village, Texas 77024</b>

Project
<i>Hunters Creek Village</i>

Qty	Item	Description	Cost	Total
1	Clean-Up	The following proposal is a one-time clean up: mow, edge, weedeat, and cleaning up the grass setbacks and sidewalks along I-10 feeder road from Old Voss to the gas station. This price includes the area between the feeder road and the freeway main lanes (\$450/ additional Visit).	600.00	600.00

<b>Thank you and with your approval I can get this scheduled for you.</b>	<b>Subtotal</b>	\$600.00
	<b>Sales Tax (8.25%)</b>	\$0.00
	<b>Total</b>	\$600.00



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, providing for the holding of a General Election on May 1, 2021, for the purpose of electing three (3) Council Members (Mayor, Position Nos. 4, and 5); and providing details relating to the holding of the election.

**EXHIBITS:** Ordinance

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, ORDERING THE HOLDING OF A GENERAL ELECTION ON MAY 1, 2021, FOR THE PURPOSE OF ELECTING A MAYOR AND (2) COUNCIL MEMBERS (POSITIONS NO. 4 AND 5, FOR TWO-YEAR TERMS); AND PROVIDING DETAILS RELATING TO THE HOLDING OF THE ELECTION.

\* \* \* \* \*

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

Section 1. A General Municipal Election is called and ordered for May 1, 2021 (the first Saturday in May), at which election the qualified voters of the City may vote for the purpose of electing the following officials of the City for full two-year terms:

- Mayor
- Councilmember, Position No. 4
- Councilmember, Position No. 5

Section 2. No person's name shall be placed upon the official ballot as a candidate for any of the referenced positions unless that person shall have filed his or her written, signed, and sworn application with the City Secretary of the City at City Hall, at #1 Hunters Creek Place, Hunters Creek Village, Texas 77024, not later than 5:00 p.m. on the 78th day before the date of such election, as provided by Sections 141.031 and 143.007(c) of the Texas Election Code (the "Election Code"). The City Secretary shall note on the face of each application the date and time of its filing. All applications shall include a clear reference to the office the candidate is seeking and, if applicable, the position number.

Section 3. The present boundaries of the City shall constitute one election precinct. The polls shall be open for voting on Election Day from 7:00 a.m. to 7:00 p.m. at the following polling place:

**ELECTION DAY POLLING PLACE**  
City Hall  
City of Hunters Creek Village

#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024.

The following persons are hereby appointed as officers to conduct the election.

**ELECTION OFFICERS**

Josh Pratt	Presiding Judge
Bill Rankin	Alternate Presiding Judge

The City Secretary is authorized and directed to provide a copy of this Ordinance to each judge as written notice of his or her appointment, as required by Section 32.009 of the Election Code.

The Presiding Judge shall have the authority to appoint no more than three (3) clerks to assist in the holding of the election, but in no event shall the Presiding Judge appoint less than two (2) clerks. The election officers shall also serve as the early voting ballot board for the election and the Presiding Judge of the election precinct shall also serve as the presiding officer of the board. Compensation for election judges and clerks is established at the rate of \$10.00 per hour, as permitted under Section 32.091, of the Election Code. Additional compensation for the Presiding Judge in the amount of \$25.00 is established as provided under Section 32.092, of the Election Code.

Section 4. Tom Fullen, Acting City Secretary, is hereby appointed clerk for early voting. The City Secretary is authorized to appoint a deputy clerk or clerks for early voting in accordance with Chapter 83, Subchapter B of the Election Code.

The place for early voting for the election shall be:

**EARLY VOTING POLLING PLACE**

City Hall  
City of Hunters Creek Village  
#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024.

The early voting clerks shall keep the office open for early voting by personal appearance Monday through Friday beginning on April 19, 2021, and continuing through April 27, 2021, during the hours shown below. The clerks shall keep the office open for early voting, by personal appearance, from 7:00 a.m. to 7:00 p.m. on Tuesday, April 20, 2021 and Tuesday, April 27, 2021. The clerks shall

keep the office open for early voting from 8:30 a.m. until 4:30 p.m. on all of the other days in which the office is open for early voting by personal appearance.

The clerks shall not permit anyone to vote early by personal appearance on any day which is not a regular working day for the clerk's office, and under no circumstances shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The referenced place for early voting is also the clerk's mailing address to which ballot applications and ballots voted by mail may be sent. The early voting clerk shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent, in accordance with the provisions of the Election Code. The roster shall be maintained in a form approved by the Secretary of State.

Section 5. Josh Pratt is hereby appointed as Presiding Judge of the Early Voting Ballot Board. In accordance with the Texas Election Code, the Presiding Judge shall appoint at least two (2) other members of the Board, and the Board shall process early voting results in accordance with the Texas Election Code.

Section 6. Paper ballots shall be used for the election, both in early voting and for voting on election day, in accordance with the Election Code. The use of the AutoMark Voting System, Version 1.1, is hereby authorized for use to comply with Section 61.012 of the Texas Election Code consistent with the requirements of the Help America Vote Act of 2002 to provide at least one voting system accessible to voters with disabilities in each polling place. All expenditures necessary for the conduct of the election, the purchase of materials, and the employment of all election officials are hereby authorized in accordance with the Election Code.

Section 7. A central counting station is established at the place designated as the polling place in Section 3 hereof. The Acting City Secretary, Tom Fullen, is appointed counting station manager and tabulation supervisor. Josh Pratt is appointed presiding judge of the central counting station. The City Secretary may appoint such clerks to serve at the central counting station as she may deem necessary.

Section 8. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct the election.

Section 9. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Election Code. The City Secretary shall post a notice in their office, at least seventy-two (72) hours prior to



the date on which the drawing is to be held, of the time and place of the drawing, and shall also give personal notice to any candidate who makes written request for such notice and furnishes to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by such candidate, shall have a right to be present and observe the drawing.

Section 10. The candidate receiving the highest number of votes for a position to be filled at the election shall be declared elected to that position.

Section 11. Notice of this election shall be given in accordance with the provisions of the Election Code and returns of the notice shall be made as provided for in the Code. The Mayor shall issue all necessary orders and writs for the election, and returns of the election shall be made to the City Secretary immediately after the closing of the polls.

Section 12. The election shall be held in accordance with the applicable requirements of the Election Code and the Federal Voting Rights Act of 1965, as amended. If any provision of this ordinance conflicts with a mandatory provision of the Election Code it is the intention of the City Council that the provision of the Election Code shall control.

Section 13. All election materials shall be printed in English and Spanish as required by section 272.001 of the Texas Election Code.

PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021.

---

Jim Pappas  
Mayor

ATTEST:

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Tom Fullen  
Acting City Secretary



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action regarding the City's 2021 Arbor Day program.  
**EXHIBITS:** Arbor Day Program

---



# Arbor Day 2021



## **AGAIN THIS YEAR: 2-FOR-1 CITY BEAUTIFICATION SPECIAL — SEE BELOW FOR DETAILS**

Celebrate Arbor Day 2021 by planting a new tree (or several new trees) at your home. We are continuing to see the result of drought conditions in recent years diminishing the City's tree canopy in the City's right-of-ways and on private property. Once again, the City of Hunters Creek Village will sponsor an annual Arbor Day tree planting program to encourage planting new trees within our City as part of the continuing effort to maintain and restore the ambiance and benefits of our forest-like environment.

Working together, we can restore and maintain the trademark tree environment that makes our neighborhood unique and attractive. Residents are encouraged to plant new trees at their homes. If you want to participate, but do not have a place for a new tree, please send your check to the City with a note to that effect and a tree will be planted in Hunters Creek on your behalf.

Again, this year, Bill Bownds Nursery has made tree planting easy for all residents. Bill Bownds Nursery will plant a 15-gallon tree of your choice from the selection offered on the list for \$150.00 in your yard and will guarantee the tree(s) for a year. If you prefer to plant your new tree(s) yourself, the cost is only \$94.00. Planting instructions will be provided when your tree(s) is delivered. Planting and delivery, depending on the weather, is planned to begin in the middle of March, 2021. There may be limited species available, so please get your order in as soon as possible.

**2-FOR-1 CITY BEAUTIFICATION SPECIAL:** *(Again this Year.)* For each tree (up to 5) purchased by a resident, upon the resident's request, the City will plant an additional tree in the City right-of-way adjoining the resident's property or on other City property selected by the resident in consultation with City staff. Quantities of 2-for-1 City trees are limited (eligibility will be based on postmark/time of hand-delivery of each fully paid order received).

Please mail or hand-deliver your completed Arbor Day Tree Order Form to City Hall by **Friday, March 5<sup>th</sup>, 2021, by 4:00 p.m.**, together with your check. **Checks should be made out to Bill Bownds Nursery.** Sales tax is included.

Should you have any questions, please call City Hall at 713-465-2150.

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



# Arbor Day 2021 Tree Order Form



**Check box(s)**

- Yes, I want to plant trees in my yard!**
- Yes, for each tree (up to 5) I purchase, I want the City to plant an additional tree on City right-of-way/City property (City staff will contact resident to consult regarding details.)**

Name \_\_\_\_\_ Cellphone \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ 77024

(where resident's own tree(s) are to be planted)

E-mail \_\_\_\_\_

Species	Description	Delivered only @ \$94.00	Delivered & Planted @ \$150.00
Cedar Elm	Large, native to area		
Bur Oak	Deciduous with rough bark		
Drummond Red Maple	Upright, deciduous rounded crown		
Live Oak	Large spreading evergreen		
Loblolly Pine	Tall, fast-growing evergreen		
Shumard Red Oak	Large with fall color		
Nuttall Red Oak	Tall, rounded with fall color		
Bald Cypress	Large, deciduous conifer with an inverted cone shape.		
Overcup Oak	Large, deciduous tree with rounded crown.		
Totals	<del>_____</del>		

My check for \$ \_\_\_\_\_ payable to **Bill Bownds Nursery** is enclosed.

**A clear planting area (no stumps) is required for trees planted with this order.**  
Residents desiring to plant trees larger than 15 gallons should contact Bill Bownds Nursery directly at 281-277-2033.

**Please return this Order Form and your check to:**

Attn: Arbor Day 2021  
City of Hunters Creek Village  
#1 Hunters Creek Place,  
Hunters Creek Village, TX 77024

**no later than Friday, March 5<sup>th</sup>, 2021.**

**2021 ARBOR DAY KEY DATES**

<b>Tuesday</b> <b>1/26</b>	Council Meeting
<b>Thursday</b> <b>2/4</b>	Send v-link announcement (with flyer/form attached)
<b>Thursday</b> <b>2/18</b>	Send v-link reminder (with flyer/form attached)
<b>Monday</b> <b>3/1</b>	Send v-link final reminder (with flyer/form attached)
<b>Tuesday</b> <b>2/23</b>	Council Meeting
<b>Friday</b> <b>3/5</b>	Deadline for receipt of forms



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve the purchase and planting of trees by Bill Bownds Nursery in the amount of \$11,910.00 along the East and West side of Voss Road.

**EXHIBITS:**

---

# Bownds Wholesale Nursery

2110 Cedar Lane  
Katy, Texas 77494  
281-578-1892

18 January 2021

To: James Stewart / City of Hunters Creek Village

From: Jon Seipel

Re: Tree Proposal

James,

Our prices for the list of trees we discussed are as follows:

Qty.	Size	Type	Unit Price	Extended Price
46	15g.	Loblolly Pine	\$150	\$6900
7	30g.	Loblolly Pine	\$345	\$2415
1	30g.	Drummond Red Maple	\$365	\$365
1	30g.	Sweetgum	\$365	\$365
1	30g.	Chinese Fringe	\$365	\$365
10	15g.	Pride of Houston Yaupon	\$150	<u>\$1500</u>
		Total Job		\$11910

All prices include delivery, planting, mulching, staking and a one year guarantee.

Please have all utilities marked.

Thank you for your interest,

Jon



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve Amendment No. 65 to the engineering contract with Cobb Fendley in the amount of \$22,000.00 for Engineering Services associated with the Pavement Repairs to Ripple Creek Drive.

**EXHIBITS:** Will be presented at meeting.

---





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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve a proposal from Hall Sprinkler Co. in the amount of \$10,860.00 for the installation of an irrigation system for the tree planting along the East and West sides of Voss Rd.

**EXHIBITS:** Proposal

---



TO: City of Hunters Creek Village  
1 Hunter Creek Place  
Houston, Texas 77024  
Attn: Mr. Tom Fullen

DATE: January 20, 2021  
RE: Irrigation system installation  
Voss Rd. South of Memorial Dr.

**SPECIFICATIONS:**

1. It is understood and agreed that the Hall Sprinkler Company shall furnish all materials, labor and supervision necessary for the complete installation of this sprinkler system, according to the following specifications. If an irrigation plan is required for the installation, the city shall provide a base site plan to work from.
2. Water supply shall be the existing 2" water meter and vacuum breaker.
3. System to be installed in 9 separate units controlling approximately 107 bubblers.
4. Sprinkler heads shall be 1/2 gallon flooding bubblers.
5. Sprinkler heads shall be spaced per tree location.
6. Trenching in lawn areas shall be done by trenching machine, cutting a 4" to 6" wide trench through the sod. Trenching in bed areas shall be done by hand.
7. Pipe, fittings and control shall be:

- A. All PVC pipe and fittings
  1. Schedule 40 main supply line piping
  2. Class 200 lateral line piping
- B. Automatic controls
  1. Hunter Node battery operated controller
- C. Price does not include the cost of traffic control if required by MVPD
- D. Area of work would be on both sides of Voss Rd. to approximately 1,020' south of Memorial Drive

8. If automatic controls are selected, owner to furnish electrical outlet for controller.
9. Approximately 1-3 weeks lead time will be required after the signed contract reaches our office.

Hall Sprinkler Company will guarantee this sprinkler system against defects in materials and installation for a period of one year from date of completion, and will maintain the system free of charge for a period of 90 days from date of completion. Maintenance does not include repairs necessary because of relandscaping, structural changes or vandalism and malicious mischief. We will not be responsible for damage to underground lines, pipes or wires unless uncovered by owner. Prices quoted in this proposal good for 90 days from date above.

The price for the installation of this sprinkler system according to the aforementioned specifications is \$ 10,860.00, excluding tax and payable upon completion of work.

Any account over 30 days past due will be charged the legal maximum service charge rate per month.

"Irrigation in Texas is regulated by the Texas Natural Resource Conservation Commission. P.O. Box 13088, Austin, Texas 75711, (512) 230-6719"

ACCEPTED BY:

HALL SPRINKLER COMPANY

BY:

J. Craig Hall, L.I.#1239

DATE: \_\_\_\_\_



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

**AGENDA DATE:** January 26, 2021

**AGENDA SUBJECT:** Discussion and possible action to approve a standard form agreement to be used by the City to govern the installation and maintenance of network nodes in public rights-of-way within the City “(Network Node Deployment Agreement”).

**EXHIBITS:**

---



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with Verizon Wireless.

**EXHIBITS:**

---

## CONCEALED NETWORK NODE DEPLOYMENT AGREEMENT

This Agreement is entered into pursuant to Section 284.056, Section 284.201, and Section 284.301 of the Texas Local Government Code, this \_\_\_\_\_ day of \_\_\_\_\_ 2020 (“**Effective Date**”), by and between the City of Hunters Creek Village, (the “**City**”) and GTE Mobilnet of South Texas LP d/b/a Verizon Wireless (“**Node Operator**”).

**WHEREAS**, Node Operator is a wireless telecommunications Network Provider as that term is defined in Section 284.002 of the Texas Local Government Code (“**Chapter 284**”); and

**WHEREAS**, the majority of City rights-of-way are located in design districts with decorative poles, in municipal parks, and/or adjacent to residential streets not more than 50 feet wide;

**WHEREAS**, the City desires to facilitate deployment of Network Nodes and related equipment in a manner that minimizes the impact on adjacent property owners and users of City rights-of-way; and

**WHEREAS**, a Network Provider may choose to enter into an agreement with the City to obtain advance approval of the locations, specifications and concealment measures for a uniform deployment of multiple Network Nodes within the City;

**WHEREAS**, pursuant to Chapter 284, the City offers this same agreement to any and all Network Providers desiring to install Network Nodes on existing utility poles or on streetlights with concealed Network Nodes and associated equipment in locations where City Poles are installed or planned to be installed in order to streamline the permitting, land use approval and registration processes; and

**WHEREAS**, Node Operator and the City desire to enter into this Agreement to secure authority from the City for Node Operator to install certain Network Nodes, as that term is defined in Chapter 284, and related equipment in the City’s rights-of-way, subject to the City’s Right-of-Way Management Ordinance and the terms and conditions of this Agreement;

**NOW, THEREFORE**, Node Operator and the City mutually agree as follows:

1. Definitions. Unless expressly provided otherwise, all terms used in this Agreement that are expressly defined in Chapter 284 and the City’s Right-of-Way Management Ordinance shall have the same meaning in this Agreement, including but not limited to: Service Poles, Network Node, Network Node Support Poles, Antenna, and Transport Facility. Terms defined in the recitals, above, shall have the meanings provided in the recitals.

- a. “**Approved Node**” means Network Nodes, Network Node Support Poles, Node Operator Poles, ground equipment, Antennas, and any other equipment associated with operation of a Network Node expressly authorized under this Agreement and installed or caused to be installed by Node Operator, including but not limited to any Network Nodes collocated on utility poles.

- b. **“Node Operator”** means GTE Mobilnet of South Texas LP d/b/a Verizon Wireless, its parent company, subsidiaries, affiliates, contractors, agents, subcontractors, successors, assigns, and any other party performing work on an Approved Node.
- c. **“Node Operator Pole”** means a Pole that is also a Node Support Pole containing a concealed Network Node and concealed Network Node equipment, including but not limited to the Antenna and ground equipment, constructed in accordance with the specifications attached as Exhibit B-2, and located in an approved location, as shown on Exhibit A.

2. License Granted. The City hereby grants Node Operator a nonexclusive right to construct and install Node Operator Poles in the approved locations, as shown in Exhibit A, attached and incorporated by reference for all purposes, for purposes of deploying Approved Nodes and related equipment under the terms of this Agreement.

3. Term. The primary term of this Agreement shall be ten (10) years commencing upon the effective date first set forth above. This Agreement may be renewed for additional five (5) year terms upon mutual written approval of the Parties. Following expiration or termination of this Agreement, Approved Nodes that remain in the public right-of-way shall require annual registration in accordance with the City’s Right-of-Way Management Ordinance on the earlier of: (i) the first anniversary of the Effective Date of this agreement following termination or expiration, or (ii) the first date that registration is required under the City’s Right-of-Way Management Ordinance.

4. Consideration. In consideration for streamlined permit processing, waiver of certain construction permit fees, pre-approval of concealment measures, and other good and valuable consideration the sufficiency of which is hereby acknowledged, Node Operator agrees to pay the City the fees required by this Agreement and to construct, install and maintain the Approved Nodes in accordance with the terms of this Agreement, notwithstanding any limitation on the regulatory conditions that may be imposed by the City under Chapter 284. The following fees shall apply to the Approved Nodes:

- a. Application Fee for Network Node Deployment Agreement: \$1,000, one time fee covering all Approved Nodes authorized under this Agreement (This fee is in lieu of construction permits for all Approved Nodes, including Node Operator Poles), due within sixty (60) days of the Effective date of this Agreement;
- b. Annual public right-of-way fee: \$250 per Approved Node, located in the public right-of-way, per year, due each year on or before each anniversary of the Effective Date of this Agreement;
- c. Fiber line fee: \$28 per Approved Node per month for the associated Transport Facility, as such term is defined by Chapter 284, due each year on or before each anniversary of the Effective Date of this Agreement (this amount shall be reduced by the amount if any, of municipal fees paid by the transport service provider for right-of-way access under Chapter 283 of the Texas Local Government Code);

These fees shall apply only to Approved Nodes. All other Network Nodes that are not Approved Nodes under this Agreement or a substantially similar agreement shall be subject to the fees required under the City's Right-of-Way Management Ordinance and applicable law.

5. Requirements Prior to Construction. At least ten (10) days prior to construction or installation of any Approved Network Node, Node Operator shall submit or cause to be submitted an application form to the City in order to provide all necessary information for City records. Further, prior to blocking any street, cutting pavement, beginning construction or maintenance, installing a network node or pole, or any equipment associated with such network node or pole, Node Operator shall require on-site personnel, including any subcontractor, to: (1) contact the City Administrator by telephone at 713-465-2150 or email at [tfullen@hunterscreekvillage.com](mailto:tfullen@hunterscreekvillage.com) and provide the approximate start date, end date, brief description of work, and any anticipated impact on vehicle or pedestrian traffic; and (2) maintain on their person during work within the City a copy of this Agreement or the applicable permit for any network node or pole not provided for in this Agreement. Node Operator acknowledges that all construction work requiring a permit within the City requires a copy of the permit to be maintained on site. Further, Node Operator acknowledges that failure to comply with City regulations is a violation of law that may result in a citation being issued by the Memorial Villages Police Department.

6. Approved Node Specifications. Approved Nodes (including new poles, antenna and associated equipment for Approved Nodes) shall be installed, constructed and maintained in compliance with the plans and specifications, including the specific concealment measures, attached as Exhibit B (including Exhibit B-1 and Exhibit B-2) and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the height of Approved Nodes upon written request from Node Operator; provided, however, no pole installed under this Agreement for an Approved Node shall be taller than thirty-five (35) feet and no Network Node, antenna or other equipment for an Approved Node installed under this Agreement shall be located more than thirty-five (35) feet above the ground except when collocating on utility poles. Further, the City Administrator is authorized to allow modifications in the paint color or concealment measures; provided a written request is submitted in writing by Node Operator prior to installation or construction of the Network Node that includes updated pictures and specifications of the proposed concealment measures for the Network Node, and detailed justification for the request. The Node Operator shall provide a copy of the written request to the owners of the immediately adjacent property. Node Operator acknowledges that pre-approval of the Approved Node specifications and concealment measures is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve these requirements for all Approved Nodes in advance of a Network Node deployment in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting. Further, each Approved Node shall comply with the National Electric Code and any other requirements of Chapter 284.

7. Approved Node Locations. Approved Nodes shall be located within five (5) feet of the location shown in Exhibit A, attached and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the location of an Approved Node of up to

an additional three (3) feet; provided a written request is submitted in writing by Node Operator prior to installation or construction of the Network Node and includes an updated map showing the proposed location of the Network Node, any changes to the Network Node or pole specifications and concealment measures, and detailed justification for the request. Node Operator acknowledges that pre-approval of the Approved Node locations is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve the specific location of all Approved Nodes in a Network Node deployment in advance in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting.

8. Duplicate Locations. In the event that Node Operator intends to install an Approved Node in the same location or any location within 100 feet of an existing Network Node or another Approved Node, Node Operator shall:

- a) submit a request to the City to amend Exhibit A showing an alternate location for the Approved Node that is at least 100 feet from any existing Network Node, whether owned by the same Provider or not;
- b) collocate on the Pole with the existing Network Node in cooperation with the Pole owner;
- c) submit a written request to the City in the form of a Network Node Support Pole application including: (i) a visual representation of the existing location with the proposed Approved Node and/or Node Operator Pole installed, (ii) the Provider's explanation of how the proposed installation will promote uniformity of Network Node deployment within the City, minimize the visual impact on adjacent residents, and avoid interference with users of the City's Rights-of-Way, and (iii) the Node Operator's justification for not collocating on an existing Pole.

9. Node Operator's Maintenance Obligations. Node Operator shall own, maintain, repair, replace, modify, and operate its Network Nodes, Node Operator Poles and related equipment at its sole expense and responsibility. To facilitate Node Operator's undertaking hereunder, City grants to Node Operator a non-exclusive, non-transferable right of access to Node Operator Poles to operate and maintain the Network Nodes, Node Operator Poles and related equipment, subject to the requirements of the City's Right-of-Way Management Ordinance.

10. Removal and Relocation of Nodes. Node Operator shall relocate its Network Nodes at its own expense to an alternative location made available by the City, and acceptable to Node Operator, not later than one hundred eighty (180) days after receiving written notice from the City that removal or relocation of the Node Operator Pole is necessary due to construction, expansion, repair, relocation, or maintenance of a street or other public improvement project.

11. Amendment of Approved Nodes. Node Operator is authorized to request amendments to Exhibits A and B, including requests to delete Approved Node locations, where no Nodes were constructed at those locations or where Nodes have been removed, and to add additional Approved Node locations, at any time during the Term of this Agreement; provided, however, City Council approval shall be required for these amendments except where an additional Approved Node complies with the specification and concealment measures in Exhibit B and is



proposed at a location the City Administrator has approved in writing and no adjacent property owner has objected.

12. Termination. This Agreement may be terminated prior to the expiration of its term by either Party upon written notice to the other Party, if such other Party materially breaches any provision of this Agreement and the breach is not cured within sixty (60) days after receipt of such notice of the breach from the non-breaching Party, or, if the breach cannot reasonably be remedied in such time, if the failing Party does not commence a remedy within such time and diligently pursue the cure to completion.

13. Non-compliance of Approved Nodes. In the event any Approved Node installed in the City is found to be non-compliant with the terms of this Agreement or the City's Right-of-Way Management Ordinance, the City shall provide notice of such noncompliance to Node Operator in accordance with this Agreement and Node Operator shall correct such noncompliance within 30 days or respond to the City in writing with an estimate of the time required to complete any work necessary to correct the noticed violation. Failure to correct the noticed violation(s) within 30 days from the date of the notice may result in a citation issued by law enforcement to Node Operator or other action by the City pursuant to the City's Right-of-Way Management Ordinance.

14. Collocation. Collocation on City Service Poles, to the extent such poles exist, is not authorized under this Agreement. This section is not intended to prevent collocation of the utility poles.

15. No Interference with Network Nodes. Node Operator acknowledges that it has received and reviewed the Right-of-Way Management Ordinance and that this Agreement does not waive any City Code requirements except the requirement to apply for a construction permit and land use approval under the City's Right-of-Way Management Ordinance for Approved Nodes. Pursuant to Section 284.301 of the Texas Local Government Code, Node Operator agrees that none of the provisions in this Agreement materially interfere with the use of Node Operator's Network Nodes.

16. Governmental Immunity; Limitation on Liability. This Agreement serves in lieu of certain permits and land use approvals that would otherwise be issued by the City and Node Operator agrees and acknowledges that this Agreement does not impose any liability on the City, its officers, employees or agents for damage to any equipment, Approved Nodes, poles people, property or taxes except to the extent such damage is caused solely by the negligence or willful misconduct of the City, its officers, employees or agents. Nothing in this Agreement is intended to waive governmental immunity to which the City is entitled.

17. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Texas and applicable federal laws. Venue shall lie in Harris County, Texas.

18. No Waiver. None of the material provisions of this Agreement may be waived or modified except expressly in writing signed by Node Operator and the City. Failure of either Party to require the performance of any term in this Agreement or the waiver by either Party of

any breach thereof shall not prevent subsequent enforcement of this term and shall not be construed or deemed a waiver of any subsequent breach.

19. Notices. Notices required by this Agreement may be given by certified mail, return receipt requested, by depositing the same in the United States mail or with a commercial courier. Either Party shall have the right by giving written notice to the other, to change the address at which its notices are to be received. Until any such change is made, notices shall be delivered as follows:

If to the City:

City of Hunters Creek Village  
1 Hunters Creek Place  
Houston, TX 77024  
Attn: City Administrator

With a copy to:

Olson & Olson  
2727 Allen Pkwy, Ste 600  
Houston, TX 77019  
Attn: John Hightower

If to Node Operator:

GTE MOBILNET SOUTH TEXAS LP  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

With a copy to:

GTE MOBILNET SOUTH TEXAS LP  
d/b/a Verizon Wireless  
600 Hidden Ridge  
Irving, TX 75038  
Attention: Legal Department

Notices shall be deemed effective upon delivery or refusal of delivery.

20. Counterparts and Electronic Copies. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original for all purposes, but all such counterparts shall together constitute but one and the same instrument. A scanned or electronically reproduced copy of this fully executed Agreement shall have the same legal effect as an original signed version of this Agreement.

21. Severability. If one or more provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, all other provisions will remain unaffected and shall be deemed to be in full force and effect. If any provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally intended by the Parties.

22. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns, and shall not be modified except by an express written agreement signed by a duly authorized representative of both Parties.

23. Force Majeure. Neither Party shall be responsible for delays in the performance of its obligations caused by events beyond the Party's reasonable control, including, but not limited to, acts of God.
24. Exhibits. All exhibits to this Agreement are hereby made a part hereof as if fully set out herein.
25. Entire Agreement. This Agreement embodies the complete agreement of the Parties, superseding all oral or written previous and contemporary agreements between the Parties relating to this Agreement.
26. Authority to Execute. Any individual executing this Agreement on behalf of a Party represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such Party, and this Agreement is binding upon such Party in accordance with its terms.
27. Parties in Interest. This Agreement shall be for the sole and exclusive benefit of the Parties and shall not be construed to confer any benefit or right upon any third party. This Agreement is for the sole benefit of, and may be enforced only by, the Parties to this Agreement. No other third party shall have standing to enforce any provision of this Agreement.
28. Remedies. In the event of any breach of the terms of this Agreement by the either Party, the non-breaching Party shall be entitled to pursue any and all legal and equitable rights and remedies permitted by applicable law.
29. Amendments. Subject to minor modifications by the City Administrator expressly authorized under this Agreement, this Agreement can only be amended by mutual written agreement of the Parties following approval of such amendment by City Council.
30. Assignment. Node Operator may, upon 30 days advance written notice to the City, assign or transfer its rights arising under this Agreement, provided such assignment requires the assignee to assume all the duties and obligations of Node Operator under this Agreement, to any corporation, partnership or other entity which (i) is controlled by, controlling or under common control with Node Operator, (ii) shall merge or consolidate with or into Node Operator, (iii) shall succeed to all or substantially all the assets, property and business of Node Operator to which this Agreement relate, or (iv) any affiliate or subsidiary or other party as may be required in connection with any offering, merger, acquisition, recognized security exchange or financing. Under all other circumstances, such assignment or transfer shall require the City's written consent, which consent shall not be unreasonably withheld, delayed or conditioned.
31. Relationship of the Parties. Each Party shall be considered an independent contractor, and no party nor any affiliate of any party shall be considered the agent, partner, fiduciary or employee of any other party, in its performance of any and all duties under any transactions contemplated by this Agreement. No party shall be deemed to have any fiduciary relationship to any other party.

*[Signatures on following page]*

IN WITNESS WHEREOF, the Parties have executed, or caused their respective duly authorized representatives to execute, this Agreement as of the day and year listed below.

CITY OF HUNTERS CREEK  
VILLAGE

---

Mayor

ATTEST:

---

City Secretary

NODE OPERATOR

---

GTE Mobilnet of South Texas LP  
By:  
Title:

**Exhibit A – Approved Node Location Listing and Map**

**Exhibit B – Approved Node Specifications and Concealment Measures**

**B-1: specifications for nodes collocated on electric utility poles**

**B-2: specifications for Node Operator Poles, including network nodes**

CPE UTILITY POLE  
WITH ANTENNA  
ARRAY ATTACHED TO  
POLE PER CPE  
REQUIREMENTS

NOTE: EXACT LOCATION OF  
CABINET TO BE DEPICTED IN  
CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT  
CABINET CONCEALED  
WITH SHRUBS

**PROPOSED**

**EXISTING**



**3D DESIGN & ENGINEERING, INC.**  
email: info@3ddne.com  
Tel: 832-431-8629  
www.3ddne.com

**SITE INFORMATION**  
MEMORIAL\_VILLAGES\_SC16  
29.766842, -95.508758

**NEAREST ADDRESS**  
11029 KEMWOOD DR  
HOUSTON, TX 77024

**PHOTO SIMULATION**  
CPE WOOD UTILITY POLE  
WITH CABINET



**VERIZON WIRELESS**  
14123 Cicero Rd.  
Houston, TX 77095  
Tel: 713-907-1618



CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS

NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS

**EXISTING**

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email: [info@3ddne.com](mailto:info@3ddne.com)  
Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

SITE INFORMATION

MEMORIAL\_VILLAGES\_SC21  
29.778786, -95.501790

NEAREST ADDRESS

10734 MARSHA LN  
HOUSTON, TX 77024

PHOTO SIMULATION

CPE WOOD UTILITY POLE WITH CABINET

**PROPOSED**



3DD&E

VERIZON WIRELESS  
14123 Cicero Rd.  
Houston, TX 77095  
Tel: 713-907-1618





CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS

NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS

**EXISTING**

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 email: info@3ddne.com  
 Tel: 832-431-8629  
 www.3ddne.com

**SITE INFORMATION**  
 MEMORIAL\_VILLAGES\_SC25  
 29.764899, -95.502902

**NEAREST ADDRESS**  
 202 CARUTHERS LN  
 HOUSTON, TX 77024

**PHOTO SIMULATION**  
 CPE WOOD UTILITY POLE WITH CABINET

**PROPOSED**

**verizon**  
 VERIZON WIRELESS  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-507-1618





CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS



NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS

EXISTING		PROPOSED	
<b>3D DESIGN &amp; ENGINEERING, INC.</b> email: info@3ddne.com Tel: 832-431-8629 www.3ddne.com	<b>MEMORIAL_VILLAGES_SC26</b> 29.767606, -95.498447	<b>NEAREST ADDRESS</b> 500 SADDLEWOOD LN HOUSTON, TX 77024	<b>PHOTO SIMULATION</b> CPE WOOD UTILITY POLE WITH CABINET
		<b>VERIZON WIRELESS</b> 14123 Cicero Rd. Houston, TX 77095 Tel: 713-907-1618	



CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS

NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS



EXISTING		PROPOSED	
<b>3D DESIGN &amp; ENGINEERING, INC.</b> email: <a href="mailto:info@3ddne.com">info@3ddne.com</a> Tel: 832-431-8629 <a href="http://www.3ddne.com">www.3ddne.com</a>	<b>SITE INFORMATION</b> MEMORIAL VILLAGES_SC27 29.774685, -95.492782	<b>NEAREST ADDRESS</b> 709 KUHLMAN RD HOUSTON, TX 77024	<b>PHOTO SIMULATION</b> CPE WOOD UTILITY POLE WITH CABINET
	<b>VERIZON WIRELESS</b> 14123 Cicero Rd. Houston, TX 77095 Tel: 713-907-1618		



**3DD&E**



**EXISTING**

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 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**  
 MEMORIAL\_VILLAGES\_SC28  
 29.777467, -95.494581

**NEAREST ADDRESS**  
 10537 BEINHORD RD  
 HOUSTON, TX 77024

**PHOTO SIMULATION**  
 CPE WOOD UTILITY POLE  
 WITH CABINET

**PROPOSED**

**verizon**  
 VERIZON WIRELESS  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-907-1618



CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS

NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS

**EXISTING**

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 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**  
 MEMORIAL\_VILLAGES\_SC30  
 29.760992, -95.506316

**NEAREST ADDRESS**  
 10927 WICKLINE DR  
 HOUSTON, TX 77024

**PHOTO SIMULATION**  
 CPE WOOD UTILITY POLE WITH CABINET

**PROPOSED**

**verizon**  
 VERIZON WIRELESS  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-907-1618





CPE UTILITY POLE WITH ANTENNA ARRAY ATTACHED TO POLE PER CPE REQUIREMENTS

NOTE: EXACT LOCATION OF CABINET TO BE DEPICTED IN CONSTRUCTION DRAWINGS.

VERIZON EQUIPMENT CABINET CONCEALED WITH SHRUBS



**EXISTING**

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Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

SITE INFORMATION

MEMORIAL\_VILLAGES\_SC36  
29.772926, -95.503992

NEAREST ADDRESS

8 CAPE COD LN  
HOUSTON, TX 77024

PHOTO SIMULATION

CPE WOOD UTILITY POLE WITH CABINET

**PROPOSED**



VERIZON WIRELESS  
14123 Cicero Rd.  
Houston, TX 77095  
Tel: 713-507-1618



100



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email: [info@3ddne.com](mailto:info@3ddne.com)  
 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**

MEMORIAL\_VILLAGES\_SC11  
 29.777738, -95.505327

**NEAREST ADDRESS**

10840 BEINHORN RD  
 HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**PROPOSED**



**VERIZON WIRELESS**  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-907-1618





PROPOSED 34' BLACK  
RAYCAP STEALTH  
POLE

**EXISTING**

**3D DESIGN & ENGINEERING, INC.**

email: [info@3ddne.com](mailto:info@3ddne.com)  
Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**

MEMORIAL\_VILLAGES\_SC17  
29.768806, -95.505788

**NEAREST ADDRESS**

505 TRAILS END ST  
HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
POLE - BLACK

**PROPOSED**



**VERIZON WIRELESS**

14123 Cicero Rd.  
Houston, TX 77095  
Tel: 713-907-1618





**EXISTING**

**3D DESIGN & ENGINEERING, INC.**

email: [info@3ddne.com](mailto:info@3ddne.com)  
 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**

MEMORIAL\_VILLAGES\_SC22  
 29.774238, -95.498005

**NEAREST ADDRESS**

10622 GAWAIN LN  
 HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**PROPOSED**



PROPOSED 34' BLACK  
 RAYCAP STEALTH  
 POLE



**3DD&E**

**verizon**  
 VERIZON WIRELESS  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-507-1618



PROPOSED 34' BLACK  
RAYCAP STEALTH  
POLE



EXISTING	SITE INFORMATION	NEAREST ADDRESS	PHOTO SIMULATION	PROPOSED
<p><b>3D DESIGN &amp; ENGINEERING, INC.</b>            email: <a href="mailto:info@3ddne.com">info@3ddne.com</a>            Tel: 832-431-8629  <a href="http://www.3ddne.com">www.3ddne.com</a></p>	<p>MEMORIAL_VILLAGES_SC23            29.774148, -95.501408</p>	<p>6 SHANNON CIR            HOUSTON, TX 77024</p>	<p>34' BLACK RAYCAP STEALTH            POLE - BLACK</p>	<p><b>VERIZON WIRELESS</b>            14123 Cicero Rd.            Houston, TX 77095            Tel: 713-507-1618</p> 



PROPOSED 34' BLACK RAYCAP STEALTH POLE

**EXISTING**

**3D DESIGN & ENGINEERING, INC.**

email: [info@3ddne.com](mailto:info@3ddne.com)  
 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**

MEMORIAL\_VILLAGES\_SC24  
 29.769047, -95.501311

**NEAREST ADDRESS**

10802 ROARING BROOK LN  
 HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**PROPOSED**



**VERIZON WIRELESS**  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-507-1618



**EXISTING**



**PROPOSED**



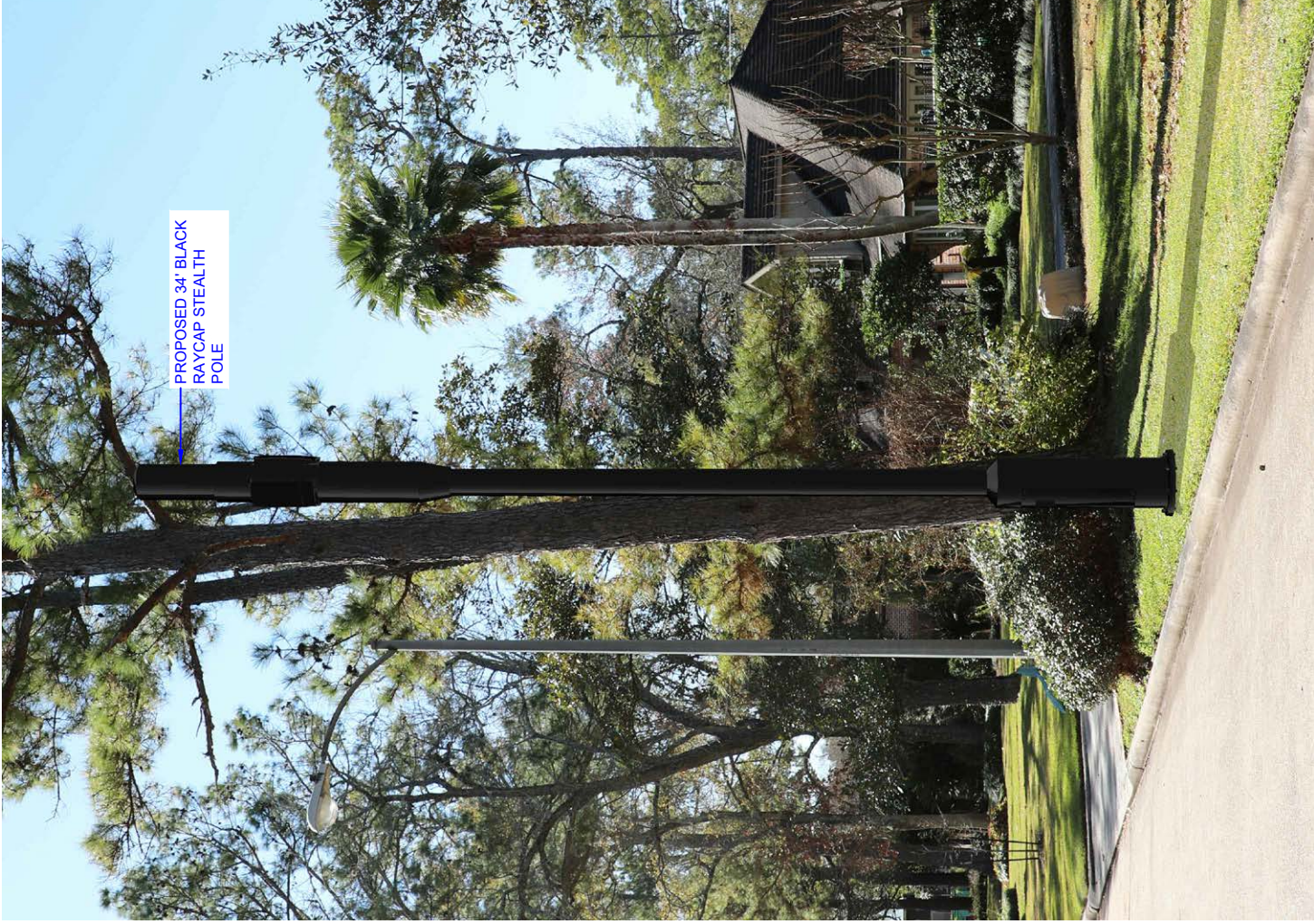
**3D DESIGN & ENGINEERING, INC.**  
 email: [info@3ddne.com](mailto:info@3ddne.com)  
 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**  
 MEMORIAL\_VILLAGES\_SC31  
 29.770634, -95.495060

**NEAREST ADDRESS**  
 515 HUNTERWOOD DR  
 HOUSTON, TX 77024

**PHOTO SIMULATION**  
 34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**verizon**  
 VERIZON WIRELESS  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-507-1618



PROPOSED 34' BLACK  
RAYCAP STEALTH  
POLE



**PROPOSED**

**EXISTING**

 <p><b>VERIZON WIRELESS</b> 14123 Cicero Rd. Houston, TX 77095 Tel: 713-907-1618</p>	<p><b>PHOTO SIMULATION</b> 34' BLACK RAYCAP STEALTH POLE - BLACK</p>	<p><b>NEAREST ADDRESS</b> 515 HUNTERS PARK LN HOUSTON, TX 77024</p>	<p><b>SITE INFORMATION</b> MEMORIAL_VILLAGES_SC34 29.774564, -95.506159</p>	<p><b>3D DESIGN &amp; ENGINEERING, INC.</b> email: info@3ddne.com Tel: 832-431-8629 www.3ddne.com</p>
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PROPOSED 34' BLACK  
RAYCAP STEALTH  
POLE

**EXISTING**

**PROPOSED**

**3D DESIGN & ENGINEERING, INC.**

email: [info@3ddne.com](mailto:info@3ddne.com)  
Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)

**SITE INFORMATION**

MEMORIAL\_VILLAGES\_SC46  
29.770895, -95.499668

**NEAREST ADDRESS**

10707 SHALLOWBROOK LN  
HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
POLE - BLACK

**VERIZON WIRELESS**

14123 Cicero Rd.  
Houston, TX 77095  
Tel: 713-907-1618





**EXISTING**

**3D DESIGN & ENGINEERING, INC.**  
 email: info@3ddne.com  
 Tel: 832-431-8629  
 www.3ddne.com

**SITE INFORMATION**  
 MEMORIAL\_VILLAGES\_SC47  
 29.767328, -95.494427

**NEAREST ADDRESS**  
 411 THAMER CIR  
 HOUSTON, TX 77024

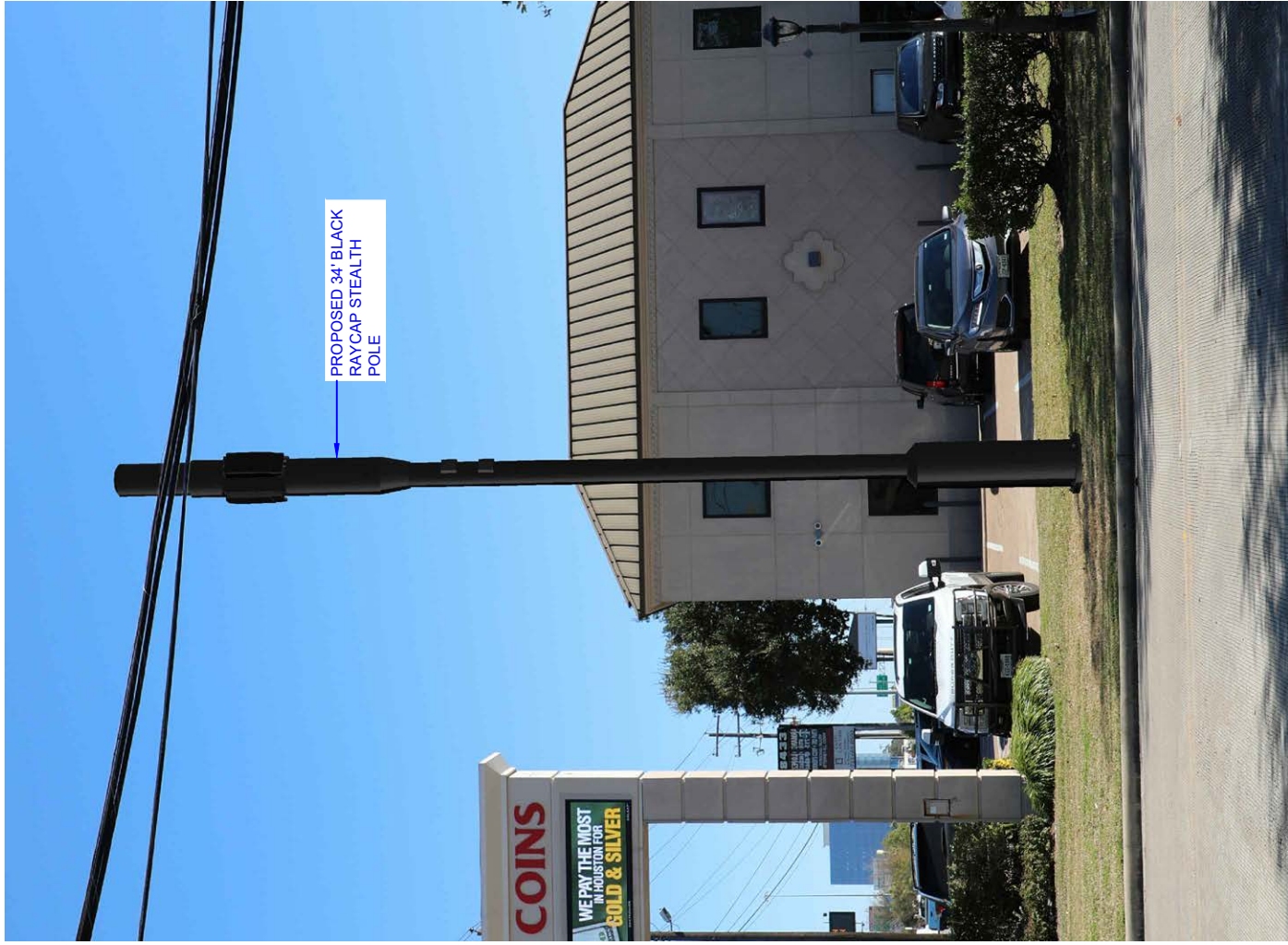
**PHOTO SIMULATION**  
 34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**PROPOSED**

**VERIZON WIRELESS**  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-907-1618







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 Tel: 832-431-8629  
[www.3ddne.com](http://www.3ddne.com)



**SITE INFORMATION**

HOU\_SPRING\_BRANCH\_166\_TX  
 29.783392, -95.492321

**NEAREST ADDRESS**

8435 KATY FWY  
 HOUSTON, TX 77024

**PHOTO SIMULATION**

34' BLACK RAYCAP STEALTH  
 POLE - BLACK

**PROPOSED**



**VERIZON WIRELESS**  
 14123 Cicero Rd.  
 Houston, TX 77095  
 Tel: 713-507-1618



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

**AGENDA DATE:** January 26, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with ExteNet Systems.

**EXHIBITS:**

---

## CONCEALED NETWORK NODE DEPLOYMENT AGREEMENT

This Agreement is entered into pursuant to Section 284.056, Section 284.201, and Section 284.301 of the Texas Local Government Code, this \_\_\_\_\_ day of \_\_\_\_\_ 2020 (“**Effective Date**”), by and between the City of Hunters Creek Village, (the “**City**”) and \_\_\_\_\_ (“**Node Operator**”).

**WHEREAS**, Node Operator is a wireless telecommunications Network Provider as that term is defined in Section 284.002 of the Texas Local Government Code (“**Chapter 284**”); and

**WHEREAS**, the majority of City rights-of-way are located in design districts with decorative poles, in municipal parks, and/or adjacent to residential streets not more than 50 feet wide;

**WHEREAS**, the City desires to facilitate deployment of Network Nodes and related equipment in a manner that minimizes the impact on adjacent property owners and users of City rights-of-way; and

**WHEREAS**, a Network Provider may choose to enter into an agreement with the City to obtain advance approval of the locations, specifications and concealment measures for a uniform deployment of multiple Network Nodes within the City;

**WHEREAS**, pursuant to Chapter 284, the City offers this same agreement to any and all Network Providers desiring to install Network Nodes on existing electric utility poles or on streetlights with concealed Network Nodes and associated equipment in locations where City Poles are installed or planned to be installed in order to streamline the permitting, land use approval and registration processes; and

**WHEREAS**, Node Operator and the City desire to enter into this Agreement to secure authority from the City for Node Operator to install certain Network Nodes, as that term is defined in Chapter 284, and related equipment in the City’s rights-of-way, subject to the City’s Right-of-Way Management Ordinance and the terms and conditions of this Agreement;

**NOW, THEREFORE**, Node Operator and the City mutually agree as follows:

1. Definitions. Unless expressly provided otherwise, all terms used in this Agreement that are expressly defined in Chapter 284 and the City’s Right-of-Way Management Ordinance shall have the same meaning in this Agreement, including but not limited to: Service Poles, Network Node, Network Node Support Poles, Antenna, and Transport Facility. Terms defined in the recitals, above, shall have the meanings provided in the recitals.

- a. “**Approved Node**” means Network Nodes, Network Node Support Poles, Node Operator Poles, ground equipment, Antennas, and any other equipment associated with operation of a Network Node expressly authorized under this Agreement and installed or caused to be installed by Node Operator, including but not limited to any Network Nodes collocated on utility poles.

- b. **“Node Operator”** means \_\_\_\_\_, its parent company, subsidiaries, affiliates, contractors, agents, subcontractors, successors, assigns, and any other party performing work on an Approved Node.
- c. **“Node Operator Pole”** means a Pole that is also a Node Support Pole containing a concealed Network Node and concealed Network Node equipment, including but not limited to the Antenna and ground equipment, constructed in accordance with the specifications attached as Exhibit B-2, and located in an approved location, as shown on Exhibit A.

2. License granted. The City hereby grants Node Operator a nonexclusive right to construct and install Node Operator Poles in the approved locations, as shown in Exhibit A, attached and incorporated by reference for all purposes, for purposes of deploying Approved Nodes and related equipment under the terms of this Agreement.

3. Term. The primary term of this Agreement shall be ten (10) years commencing upon the effective date first set forth above. This Agreement may be renewed for additional five (5) year terms upon mutual written approval of the Parties. Following expiration or termination of this Agreement, Approved Nodes that remain in the public right-of-way shall require annual registration in accordance with the City’s Right-of-Way Management Ordinance on the earlier of: (i) the first anniversary of the Effective Date of this agreement following termination or expiration, or (ii) the first date that registration is required under the City’s Right-of-Way Management Ordinance.

4. Consideration. In consideration for streamlined permit processing, waiver of certain construction permit fees, pre-approval of concealment measures, and other good and valuable consideration the sufficiency of which is hereby acknowledged, Node Operator agrees to pay the City the fees required by this Agreement and to construct, install and maintain the Approved Nodes in accordance with the terms of this Agreement, notwithstanding any limitation on the regulatory conditions that may be imposed by the City under Chapter 284. The following fees shall apply to the Approved Nodes:

- a. Application Fee for Network Node Deployment Agreement: \$1,000, one time fee covering all Approved Nodes authorized under this Agreement (This fee is in lieu of construction permits for all Approved Nodes, including Node Operator Poles), due within sixty (60) days of the Effective date of this Agreement;
- b. Annual public right-of-way fee: \$250 per Approved Node, located in the public right-of-way, per year, due each year on or before each anniversary of the Effective Date of this Agreement;
- c. Fiber line fee: \$28 per Approved Node per month for the associated Transport Facility, as such term is defined by Chapter 284, due each year on or before each anniversary of the Effective Date of this Agreement (this amount shall be reduced by the amount if any, of municipal fees paid by the transport service provider for right-of-way access for the associated Transport Facility under Chapter 283 of the Texas Local Government Code);

These fees shall apply only to Approved Nodes. All other Network Nodes that are not Approved Nodes under this Agreement or a substantially similar agreement shall be subject to the fees required under the City's Right-of-Way Management Ordinance and applicable law.

5. Requirements Prior to Construction. At least ten (10) days prior to construction or installation of any Approved Network Node, Node Operator shall submit or cause to be submitted an application form to the City in order to provide all necessary information for City records. Further, prior to blocking any street, cutting pavement, beginning construction or maintenance, installing a network node or pole, or any equipment associated with such network node or pole, Node Operator shall require on-site personnel, including any subcontractor, to: (1) contact the City Administrator by telephone at 713-465-2150 or email at tfullen@hunterscreekvillage.com and provide the approximate start date, end date, brief description of work, and any anticipated impact on vehicle or pedestrian traffic; and (2) maintain on their person during work within the City a copy of this Agreement or the applicable permit for any network node or pole not provided for in this Agreement. Node Operator acknowledges that all construction work requiring a permit within the City requires a copy of the permit to be maintained on site. Further, Node Operator acknowledges that failure to comply with City regulations is a violation of law that may result in a citation being issued by the Village Police Department.

6. Approved Node Specifications. Approved Nodes (including new poles, antenna and associated equipment for Approved Nodes) shall be installed, constructed and maintained in compliance with the plans and specifications, including the specific concealment measures, attached as Exhibit B (including Exhibit B-1 and Exhibit B-2) and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the height of Approved Nodes upon written request from Node Operator; provided, however, no pole installed under this Agreement for an Approved Node shall be taller than thirty-five (35) feet and no Network Node, antenna or other equipment for an Approved Node installed under this Agreement shall be located more than thirty-five (35) feet above the ground except when collocating on utility poles. Further, the City Administrator is authorized to allow modifications in the paint color or concealment measures; provided a written request is submitted in writing by Node Operator prior to installation or construction of the Network Node that includes updated pictures and specifications of the proposed concealment measures for the Network Node, and detailed justification for the request. The Node Operator shall provide a copy of the written request to the owners of the immediately adjacent property. Node Operator acknowledges that pre-approval of the Approved Node specifications and concealment measures is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve these requirements for all Approved Nodes in advance of a Network Node deployment in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting. Further, each Approved Node shall comply with the National Electric Code and any other requirements of Chapter 284.

7. Approved Node Locations. Approved Nodes shall be located within five (5) feet of the location shown in Exhibit A, attached and incorporated by reference for all purposes. The City Administrator is authorized to allow modifications in the location of an Approved Node of up to

an additional three (3) feet; provided a written request is submitted in writing by Node Operator prior to installation or construction of the Network Node and includes an updated map showing the proposed location of the Network Node, any changes to the Network Node or pole specifications and concealment measures, and detailed justification for the request. Node Operator acknowledges that pre-approval of the Approved Node locations is an essential term of the Agreement and that the City would not have entered into this Agreement without the authority to approve the specific location of all Approved Nodes in a Network Node deployment in advance in a manner that minimizes the impact of the Approved Nodes on the surrounding property owners and users of the City's rights-of-way and allows for public input on this Agreement at a City Council meeting.

8. Duplicate Locations. In the event that multiple Providers intend to install an Approved Node in the same location or any location within 100 feet of an existing Network Node, the Provider shall:

- a) submit a request to the City to amend Exhibit A showing an alternate location for the Approved Node that is at least 100 feet from any existing Network Node, whether owned by the same Provider or not;
- b) collocate on the Pole with the existing Network Node in cooperation with the Provider of the existing Network Node;
- c) replace the Pole with an Node Operator Pole that conceals multiple Network Nodes in cooperation with the Provider of the existing Network Node; or
- d) submit a written request to the City in the form of a Network Node Support Pole application including: (i) a visual representation of the existing location with the proposed Approved Node and/or Node Operator Pole installed, (ii) the Provider's explanation of how the proposed installation will promote uniformity of Network Node deployment within the City, minimize the visual impact on adjacent residents, and avoid interference with users of the City's Rights-of-Way, and (iii) the Provider's justification for not collocating with an existing Network Node.

9. Node Operator's Maintenance Obligations. Node Operator shall own, maintain, repair, replace, modify, and operate its Network Nodes, Node Operator Poles and related equipment at its sole expense and responsibility. To facilitate Node Operator's undertaking hereunder, City grants to Node Operator a non-exclusive, non-transferable right of access to Node Operator Poles to operate and maintain the Network Nodes, Node Operator Poles and related equipment, subject to the requirements of the City's Right-of-Way Management Ordinance.

10. Removal and Relocation of Nodes. Node Operator shall relocate its Network Nodes at its own expense to an alternative location made available by the City, and acceptable to Node Operator, not later than one hundred eighty (180) days after receiving written notice from the City that removal or relocation of the Node Operator Pole is necessary due to construction, expansion, repair, relocation, or maintenance of a street or other public improvement project.

11. Amendment of Approved Nodes. Node Operator is authorized to request amendments to Exhibits A and B, including requests to delete Approved Node locations, where no Nodes were constructed at those locations or where Nodes have been removed, and to add additional Approved Node locations, at any time during the Term of this Agreement; provided, however,

City Council approval shall be required for these amendments except where an additional Approved Node complies with the specification and concealment measures in Exhibit B and is proposed at a location the City Administrator and adjacent property owner have approved in writing.

12. Termination. This Agreement may be terminated prior to the expiration of its term by either Party upon written notice to the other Party, if such other Party materially breaches any provision of this Agreement and the breach is not cured within sixty (60) days after receipt of such notice of the breach from the non-breaching Party, or, if the breach cannot reasonably be remedied in such time, if the failing Party does not commence a remedy within such time and diligently pursue the cure to completion.

13. Non-compliance of Approved Nodes. In the event any Approved Node installed in the City is found to be non-compliant with the terms of this Agreement or the City's Right-of-Way Management Ordinance, the City shall provide notice of such noncompliance to Node Operator in accordance with this Agreement and Node Operator shall correct such noncompliance within 30 days or respond to the City in writing with an estimate of the time required to complete any work necessary to correct the noticed violation. Failure to correct the noticed violation(s) within 30 days from the date of the notice may result in a citation issued by law enforcement to Node Operator or other action by the City pursuant to the City's Right-of-Way Management Ordinance.

14. Collocation. Collocation on City Service Poles, to the extent such poles exist, is not authorized under this Agreement. This section is not intended to prevent collocation of the utility poles.

15. No Interference with Network Nodes. Node Operator acknowledges that it has received and reviewed the Right-of-Way Management Ordinance and that this Agreement does not waive any City Code requirements except the requirement to apply for a construction permit and land use approval under the City's Right-of-Way Management Ordinance for Approved Nodes. Pursuant to Section 284.301 of the Texas Local Government Code, Node Operator agrees that none of the provisions in this Agreement materially interfere with the use of Node Operator's Network Nodes.

16. Governmental Immunity; Limitation on Liability. This Agreement serves in lieu of certain permits and land use approvals that would otherwise be issued by the City and Node Operator agrees and acknowledges that this Agreement does not impose any liability on the City, its officers, employees or agents for damage to any equipment, Approved Nodes, poles people, property or taxes Nothing in this Agreement is intended to waive governmental immunity to which the City is entitled.

17. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Texas and applicable federal laws. This Agreement shall be governed by the law of the State of Texas. Venue shall lie exclusively in Harris County, Texas.

18. No Waiver. None of the material provisions of this Agreement may be waived or modified except expressly in writing signed by Node Operator and the City. Failure of either Party to require the performance of any term in this Agreement or the waiver by either Party of any breach thereof shall not prevent subsequent enforcement of this term and shall not be construed or deemed a waiver of any subsequent breach.

19. Notices. Notices required by this Agreement may be given by certified mail by depositing the same in the United States mail or with a commercial courier. Either Party shall have the right by giving written notice to the other, to change the address at which its notices are to be received. Until any such change is made, notices shall be delivered as follows:

If to the City:

City of Hunters Creek Village  
1 Hunters Creek Place  
Houston, TX 77024  
Attn: City Administrator

With a copy to:

Olson & Olson  
2727 Allen Pkwy, Ste 600  
Houston, TX 77019  
Attn: John Hightower

If to Node Operator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With a copy to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notices shall be deemed effective upon delivery or refusal of delivery.

20. Counterparts and Electronic Copies. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original for all purposes, but all such counterparts shall together constitute but one and the same instrument. A scanned or electronically reproduced copy of this fully executed Agreement shall have the same legal effect as an original signed version of this Agreement.

21. Severability. If one or more provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, all other provisions will remain unaffected and shall be deemed to be in full force and effect. If any provision in this Agreement is found to be invalid, illegal or otherwise unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally intended by the Parties.

22. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns, and shall not be modified except by an express written agreement signed by a duly authorized representative of both Parties.



23. Force Majeure. Neither Party shall be responsible for delays in the performance of its obligations caused by events beyond the Party's reasonable control, including, but not limited to, acts of God.
24. Exhibits. All exhibits to this Agreement are hereby made a part hereof as if fully set out herein.
25. Entire Agreement. This Agreement embodies the complete agreement of the Parties, superseding all oral or written previous and contemporary agreements between the Parties relating to this Agreement.
26. Authority to Execute. Any individual executing this Agreement on behalf of a Party represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such Party, and this Agreement is binding upon such Party in accordance with its terms.
27. Parties in Interest. This Agreement shall be for the sole and exclusive benefit of the Parties and shall not be construed to confer any benefit or right upon any third party. This Agreement is for the sole benefit of, and may be enforced only by, the Parties to this Agreement. No other third party shall have standing to enforce any provision of this Agreement.
28. Remedies. In the event of any breach of the terms of this Agreement by the either Party, the non-breaching Party shall be entitled to pursue any and all legal and equitable rights and remedies permitted by applicable law.
29. Amendments. Subject to minor modifications by the City Administrator expressly authorized under this Agreement, this Agreement can only be amended by mutual written agreement of the Parties following approval of such amendment by City Council.
30. Assignment. Node Operator may, upon 30 days advance written notice to the City, assign or transfer its rights arising under this Agreement, provided such assignment requires the assignee to assume all the duties and obligations of Node Operator under this Agreement, to any corporation, partnership or other entity which (i) is controlled by, controlling or under common control with Node Operator, (ii) shall merge or consolidate with or into Node Operator, (iii) shall succeed to all or substantially all the assets, property and business of Node Operator to which this Agreement relate, or (iv) any affiliate or subsidiary or other party as may be required in connection with any offering, merger, acquisition, recognized security exchange or financing. Under all other circumstances, such assignment or transfer shall require the City's written consent, which consent shall not be unreasonably withheld, delayed or conditioned.
31. Relationship of the Parties. Each Party shall be considered an independent contractor, and no party nor any affiliate of any party shall be considered the agent, partner, fiduciary or employee of any other party, in its performance of any and all duties under any transactions contemplated by this Agreement. No party shall be deemed to have any fiduciary relationship to any other party.

*[Signatures on following page]*

IN WITNESS WHEREOF, the Parties have executed, or caused their respective duly authorized representatives to execute, this Agreement as of the day and year listed below.

CITY OF HUNTERS CREEK  
VILLAGE

---

Mayor

ATTEST:

---

City Secretary

NODE OPERATOR

---

Company Name

By:

Title:

**Exhibit A – Approved Node Location Listing and Map**

**Exhibit B – Approved Node Specifications and Concealment Measures**

**B-1: specifications for nodes collocated on electric utility poles**

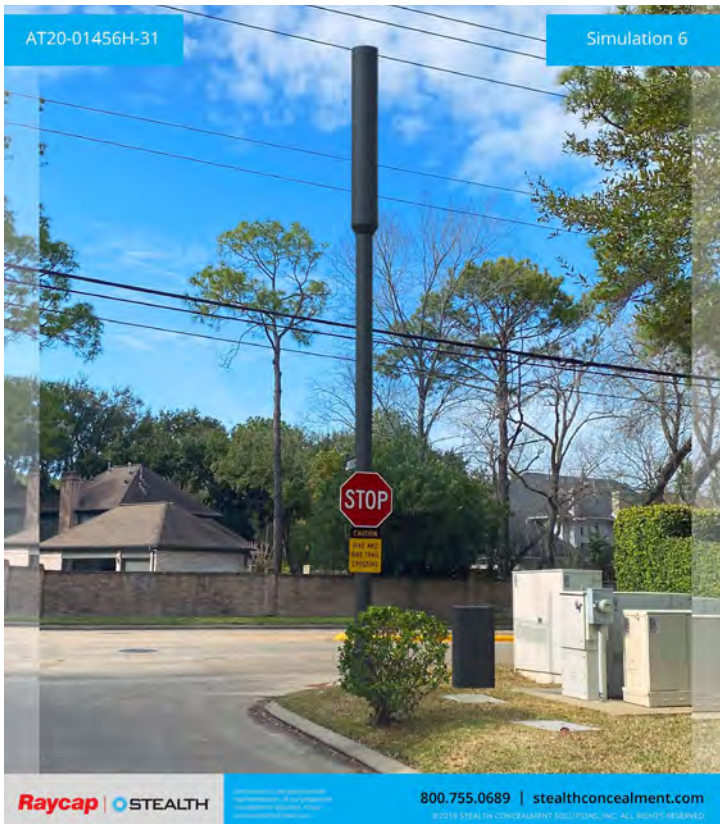
**B-2: specifications for Node Operator Poles, including network nodes**

# Exhibit A

## Approved Node Locations

<b>Hunters Creek Village Small Cell Node Locations</b>						
<b>Node #</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
MV178	29.7801	-95.5017	826 Voss Road	Hunters Creek Village	TX	77024
MV179	29.7778	-95.5041	10840 Beinhorn Road	Hunters Creek Village	TX	77024
MV180	29.7736	-95.5061	506 Hunters Park Lane	Hunters Creek Village	TX	77024
MV182	29.7702	-95.5037	4 Smithdale Road	Hunters Creek Village	TX	77024
MV183	29.7672	-95.5059	411 Trails Court	Hunters Creek Village	TX	77024
MV185	29.7634	-95.5061	10945 Memorial Drive	Hunters Creek Village	TX	77024
MV189	29.7752	-95.5019	680 Voss Road	Hunters Creek Village	TX	77024
MV190	29.7717	-95.5013	557 Voss Road	Hunters Creek Village	TX	77024
MV191	29.7677	-95.5011	380 Voss Road	Hunters Creek Village	TX	77024
MV192	29.7648	-95.5001	290 Voss Road	Hunters Creek Village	TX	77024
MV193	29.7633	-95.5449	219 Voss Road	Hunters Creek Village	TX	77024
MV195	29.7585	-95.5036	10 Willowend Drive	Hunters Creek Village	TX	77024
MV199	29.7751	-95.4987	10683 Beinhorn Road	Hunters Creek Village	TX	77024
MV200	29.7746	-95.4959	10606 Fairlane Drive	Hunters Creek Village	TX	77024
MV201	29.7732	-95.4971	701 Hunters Grove Lane	Hunters Creek Village	TX	77024
MV202	29.7674	-95.4985	10660 Memorial Drive	Hunters Creek Village	TX	77024
MV203	29.7776	-95.4927	805 Kuhlman Drive	Hunters Creek Village	TX	77024
MV204	29.7733	-95.4918	10500 Memorial Drive	Hunters Creek Village	TX	77024
MV205	29.7742	-95.4908	10420 Memorial Drive	Hunters Creek Village	TX	77024





## Node 178 - 826 Voss Road

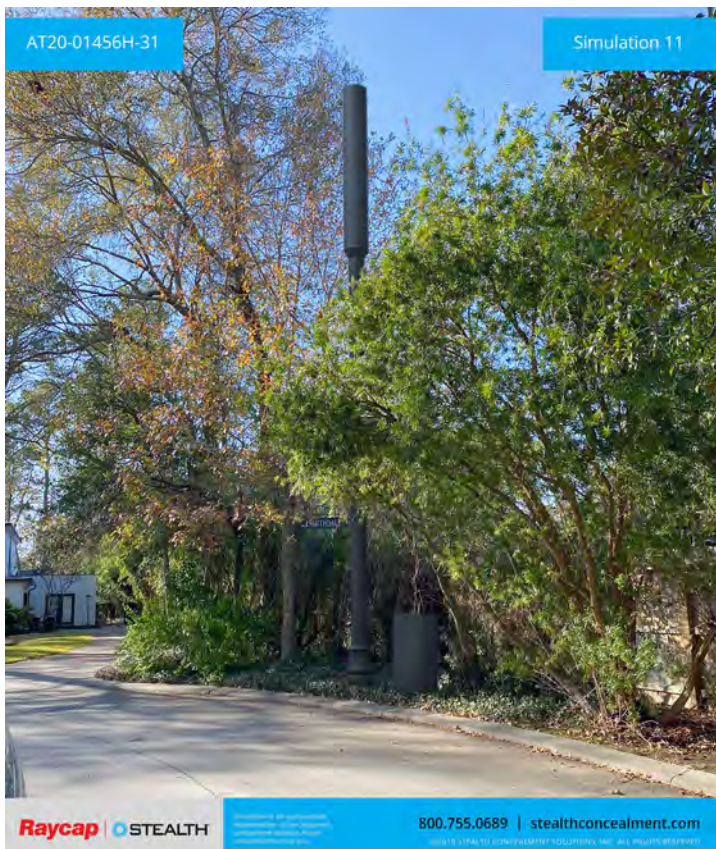




**Node 179 – 10840 Beinhorn Road**

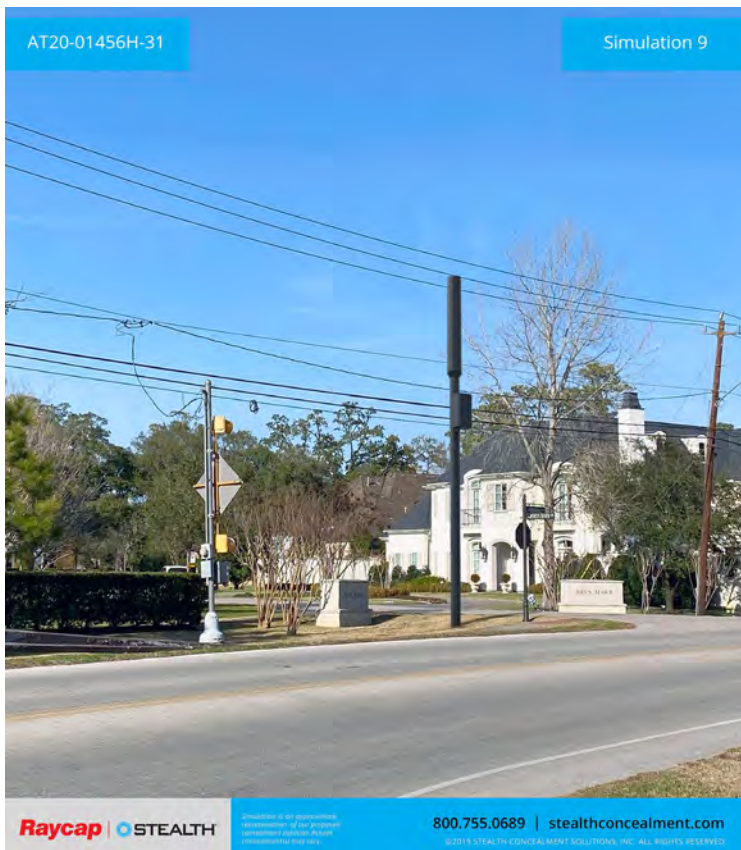


**Node 180 – 506 Hunters Park Lane**



**Node 182 – 4 Smithdale Road**





AT20-01456H-31

Simulation 9

Raycap | STEALTH

Availability of the equipment  
represented in this project  
depends on availability. Actual  
performance may vary.

800.755.0689 | [stealthconcealment.com](http://stealthconcealment.com)

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## Node 185 - 10945 Memorial Drive



AT20-01456H-31

Simulation 5



## Node 189 - 680 Voss Road

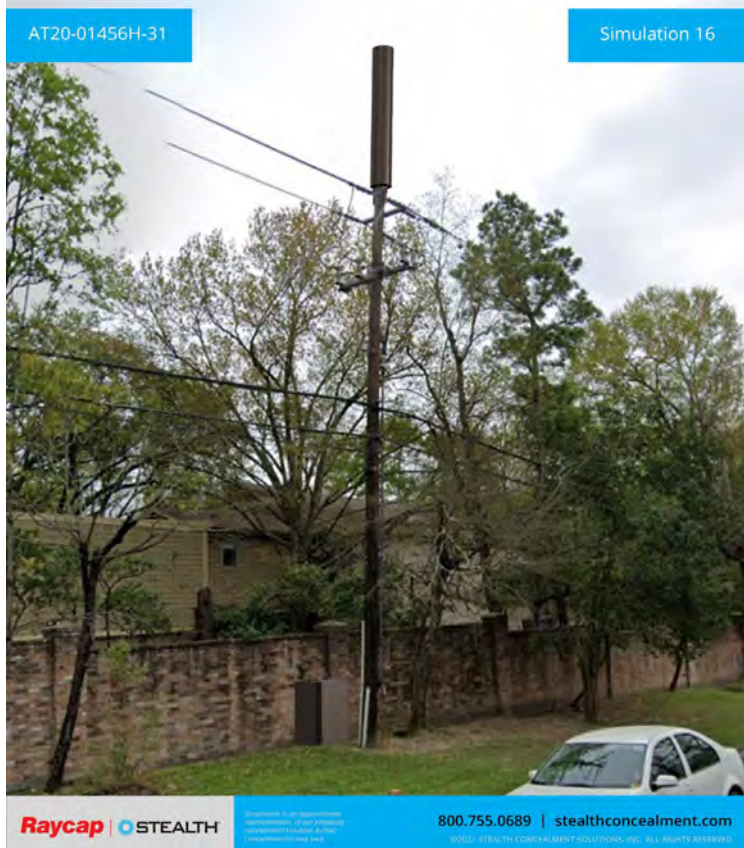


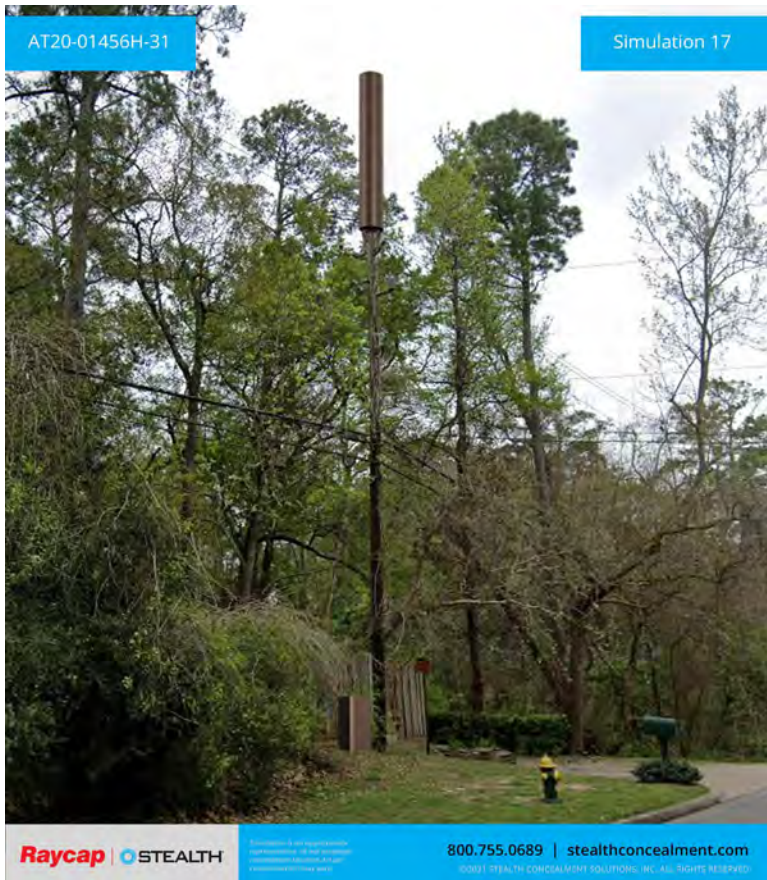
**Node 190 - 557 Voss Road**

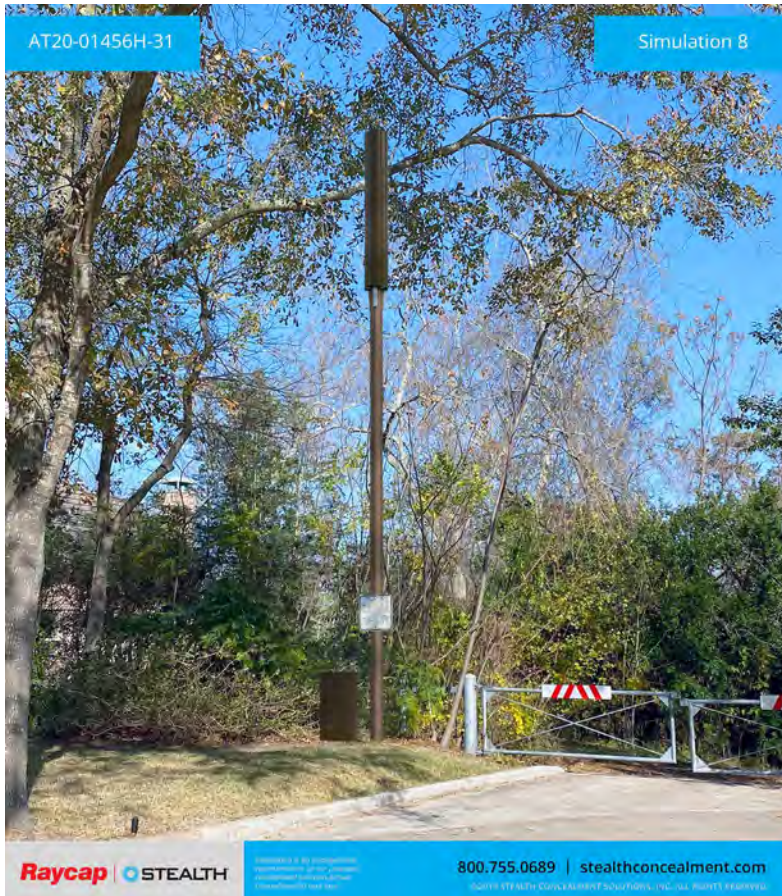


**Node 191 - 380 Voss Road**

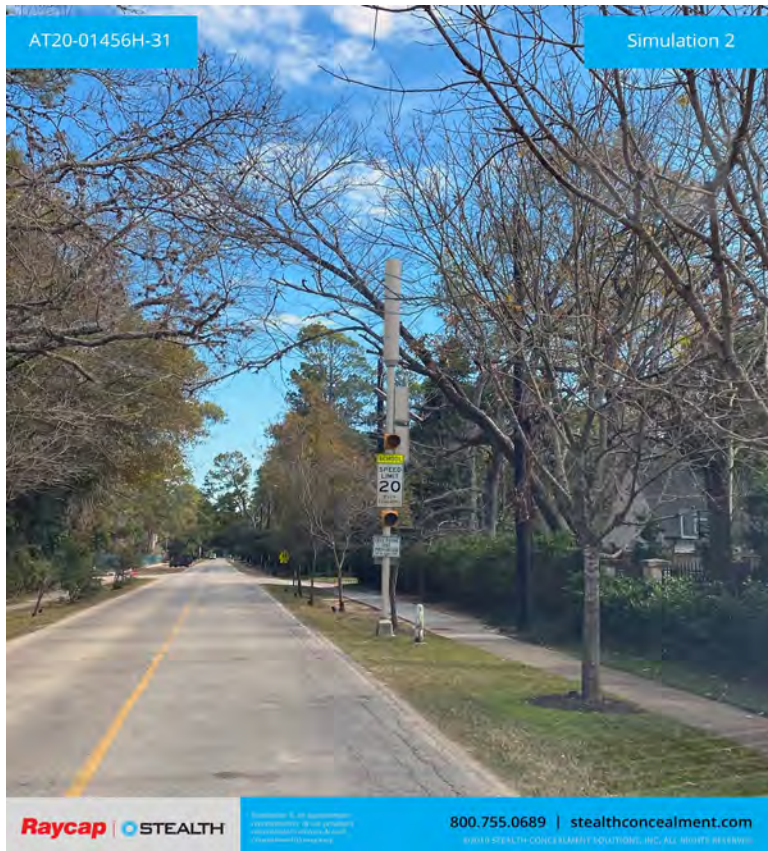








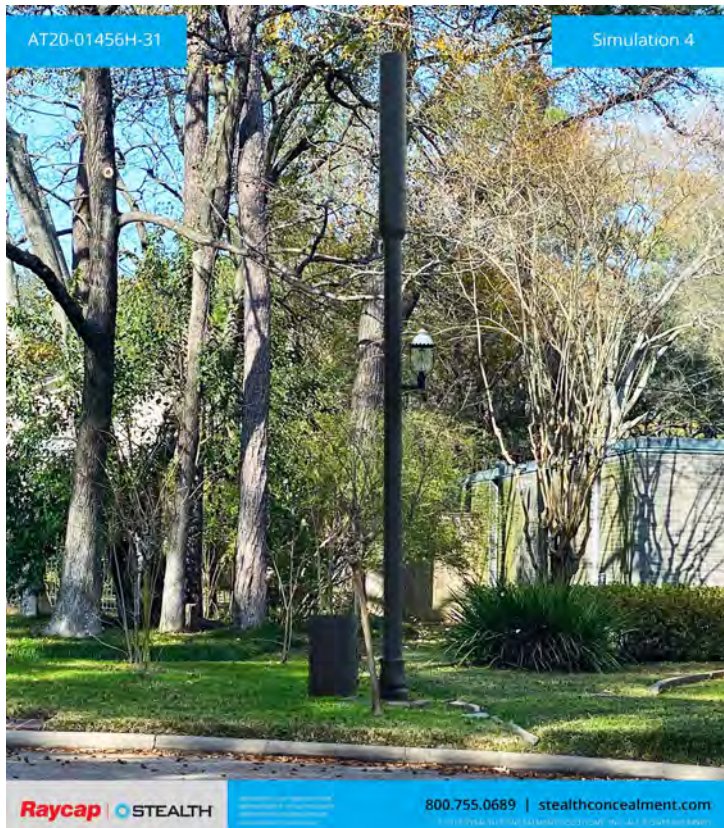
**Node 195 – 10 Willowend Drive**



**Node 199 – 10683 Beinhorn Road**



**Node 200 – 10606 Fairlane Drive**

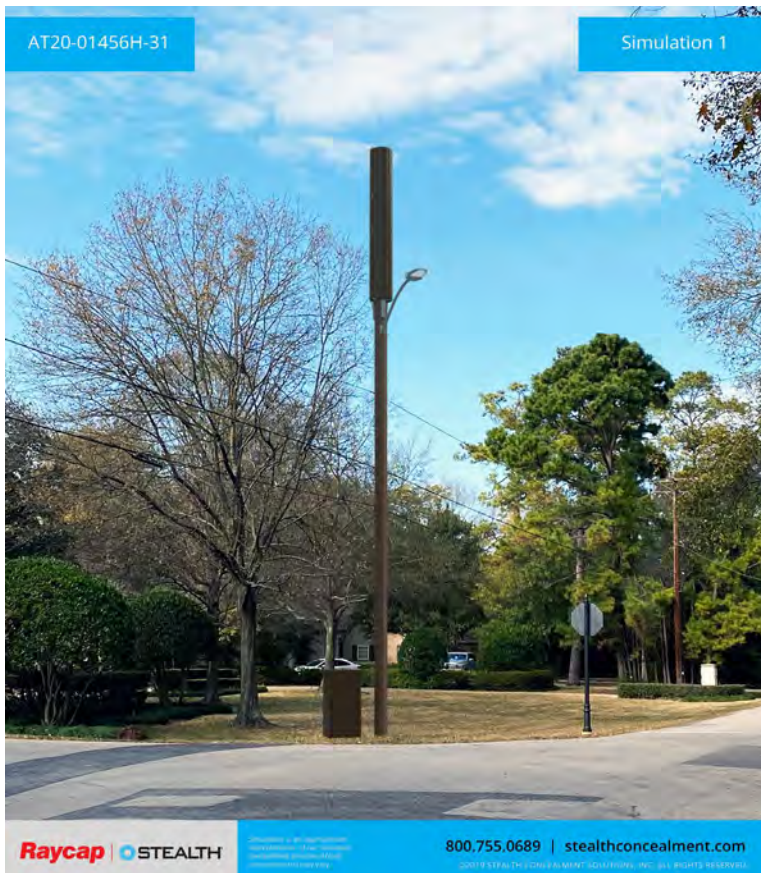


AT20-01456H-31

Simulation 4



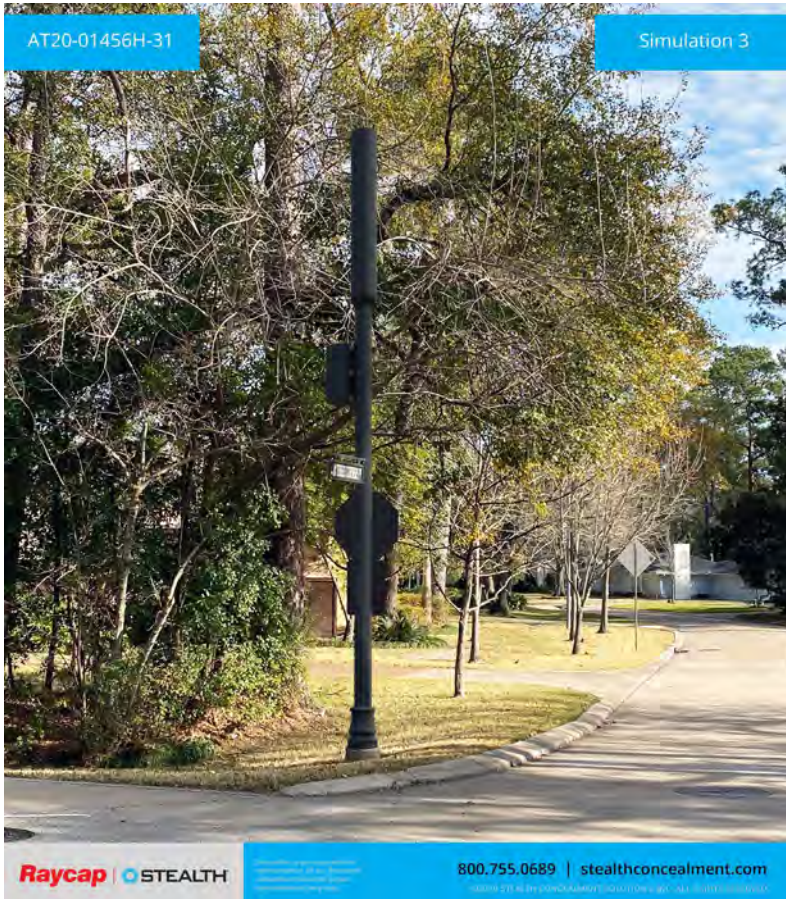
**Node 202 - 826 Memorial Drive**



**Node 203 – 805 Kuhlman Drive**







# **Exhibit B**

## **Approved Node Specifications and Concealment Measures**

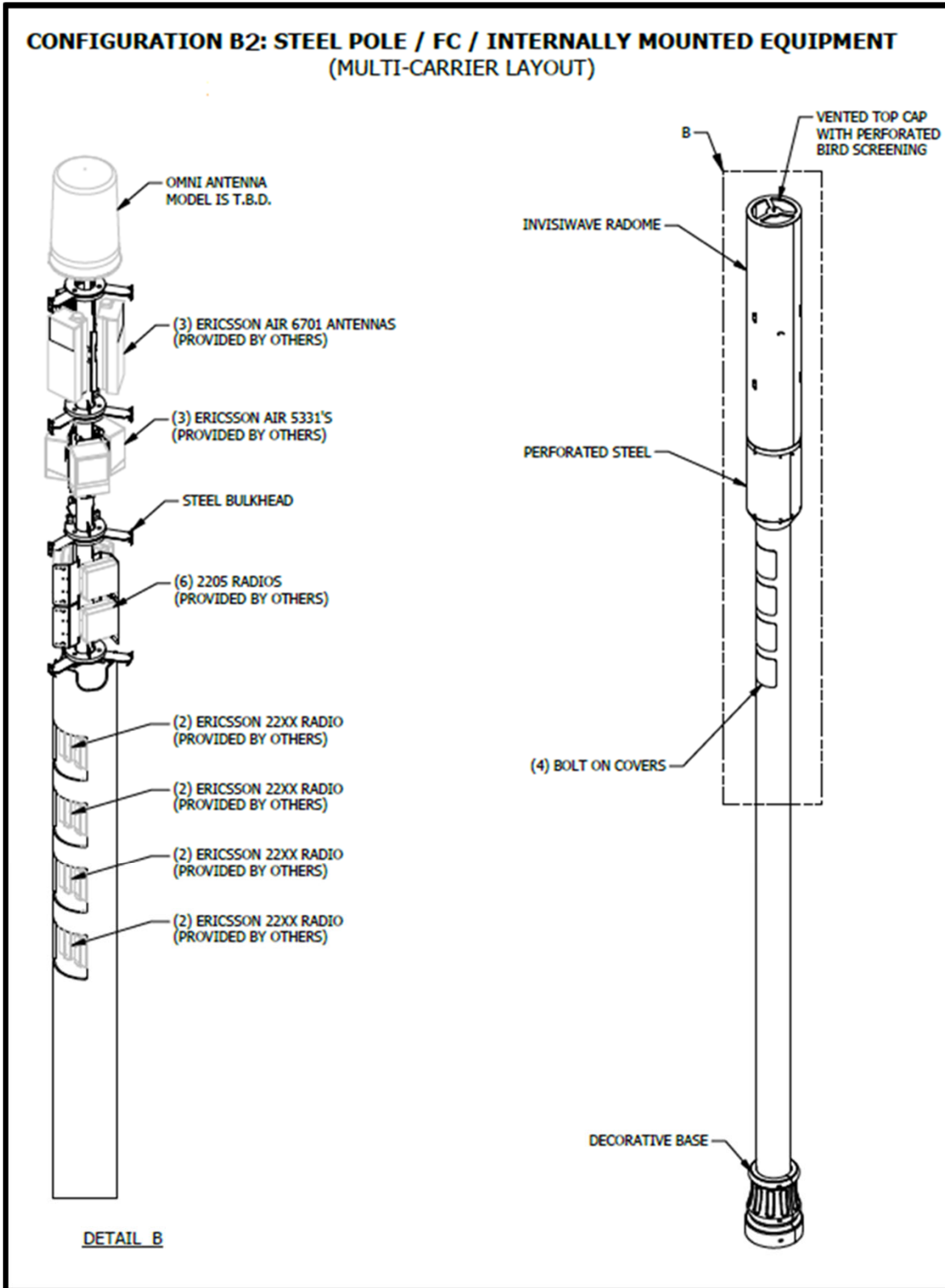
## **B-1: specifications for nodes collocated on utility poles**

# Drawing Pending Centerpoint Energy Standards Review

## B-1: specifications for nodes collocated on utility poles



## B-2: specifications for new node support poles







**CONFIGURATION B2: STEEL POLE / POLE MOUNTED SHROUD**

