

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, March 23, 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/97599611103?pwd=dUhqNkVEZDd3S25wWHM2Y0JzM0xDdz09>
- 2) Enter the following Access Code or Meeting Number: **975 9961 1103**
- 3) Enter the following Attendee ID or Numeric Meeting Password **667496**.

AUDIO

- 1) Call the following toll free number **+1 346 248 7799 US (Houston)**
- 2) Enter the following Access Code or Meeting Number: **975 9961 1103**.
- 3) Enter the following Attendee ID or Numeric Meeting Password **667496**.

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 ; or 2) calling him at **713-465-2150**.

- 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. 6-28](#)
 3. Fire Commissioner Monthly Report [Pg. 29](#)
 4. Building Official Monthly Report [Pgs. 30-46](#)
 5. City Engineer and Public Works Report [Pg. 47](#)
 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 February 23, 2021. [Pgs. 48-53](#)
 2. Approval of the Cash Disbursement Journal for February, 2021. [Pgs. 54-55](#)
- F. REGULAR AGENDA
1. Discussion and possible action to award a contract to Century Concrete Construction, Inc in an amount not to exceed \$149,180.79 for the Ripple Creek Pavement Repair Project. [Pgs. 56-61](#)
 2. Discussion and possible action to approve Change Order #1 to the contract with Main Lane Industries, Ltd. in the amount of \$9,685.54 for Memorial Drive Repairs for Center Line Striping [Pgs. 62-65](#)
 3. Discussion and possible action to approve Change Order #2 to the contract with Main Lane Industries, Ltd. in the amount of \$7,470.87 for Memorial Drive Repairs for Voss Manhole Emergency Repair. [Pgs. 66-70](#)
 4. Discussion and possible action to decide whether or not to decline the 2021 consumer price index adjustment to the City's telecommunications right-of-way access line rates. [Pgs. 71-73](#)

**City of Hunters Creek Village
Monthly Tax Office Report
February 28, 2021**

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

A. Current Taxable Value \$ 3,040,495,223

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	\$ -	\$ 5,298,670.29
Carryover Balance	-	171,651.01	171,651.01
Adjustments	602,383.62	(2,050.99)	600,332.63
Adjusted Levy	5,901,053.91	169,600.02	6,070,653.93
Less Collections Y-T-D	5,577,128.43	(1,581.20)	5,575,547.23
Receivable Balance	<u>\$ 323,925.48</u>	<u>\$ 171,181.22</u>	<u>\$ 495,106.70</u>

C. COLLECTION RECAP:

Current Month:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax	\$ 773,308.59	\$ (1,094.63)	\$ 772,213.96
Penalty & Interest	3,672.70	40.81	3,713.51
Attorney Fees	-	43.65	43.65
Other Fees	-	-	-
Total Collections	<u>\$ 776,981.29</u>	<u>\$ (1,010.17)</u>	<u>\$ 775,971.12</u>

Year-To-Date:	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Base Tax:	\$ 5,577,128.43	\$ (1,581.20)	\$ 5,575,547.23
Penalty & Interest	3,672.70	90.58	3,763.28
Attorney Fees	-	87.30	87.30
Other Fees	4.58	50.74	55.32
Total Collections	<u>\$ 5,580,805.71</u>	<u>\$ (1,352.58)</u>	<u>\$ 5,579,453.13</u>

Percent of Adjusted Levy	<u>94.57%</u>	<u>94.55%</u>
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Budget Report

Account Summary

For Fiscal: 2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	5,869,080.00	5,869,080.00	1,653,966.81	5,533,594.08	-335,485.92	5.72 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-698.58	-309.12	-15,309.12	102.06 %
100-00-41010	FRANCHISE TAXES	370,000.00	370,000.00	29,170.94	49,548.66	-320,451.34	86.61 %
100-00-41015	SALES TAXES	450,000.00	450,000.00	60,962.23	120,438.11	-329,561.89	73.24 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	1,678.98	1,678.98	-18,321.02	91.61 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	1,271.57	1,372.08	-13,627.92	90.85 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	28,756.80	56,562.60	-168,437.40	74.86 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	126.72	407.76	-1,592.24	79.61 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	0.00	426.13	-3,573.87	89.35 %
100-00-43070	METRO RECEIPTS	225,000.00	225,000.00	0.00	29,737.94	-195,262.06	86.78 %
100-00-44025	TRAFFIC FINES	100,000.00	100,000.00	3,235.73	10,641.91	-89,358.09	89.36 %
100-00-44027	COURT TECHNOLOGY FUND	3,500.00	3,500.00	59.07	188.29	-3,311.71	94.62 %
100-00-44028	COURT SECURITY FUND	2,500.00	2,500.00	65.90	201.60	-2,298.40	91.94 %
100-00-46030	INTEREST INCOME	60,000.00	60,000.00	0.00	807.01	-59,192.99	98.65 %
100-00-48040	BURGLAR ALARM PERMITS	0.00	0.00	0.00	-10.00	-10.00	0.00 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
	Revenue Total:	7,406,080.00	7,406,080.00	1,778,596.17	5,805,286.03	-1,600,793.97	21.61 %
Expense							
100-01-71000	SALARIES & WAGES	622,180.00	622,180.00	43,299.64	89,109.12	533,070.88	85.68 %
100-01-71001	LONGEVITY	5,952.00	5,952.00	0.00	0.00	5,952.00	100.00 %
100-01-71025	TMRS	118,525.00	118,525.00	8,367.65	17,213.43	101,311.57	85.48 %
100-01-71030	PAYROLL TAXES	49,612.00	49,612.00	3,795.68	8,203.79	41,408.21	83.46 %
100-01-71105	INSURANCE BENEFITS	126,787.00	126,787.00	12,562.86	21,216.14	105,570.86	83.27 %
100-01-71107	HRA	4,000.00	4,000.00	500.00	500.00	3,500.00	87.50 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	0.00	520.99	14,479.01	96.53 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	478.70	985.27	7,514.73	88.41 %
100-01-72060	TELEPHONE	16,500.00	16,500.00	1,309.78	1,639.32	14,860.68	90.06 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	91.00	735.04	9,264.96	92.65 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	625.00	1,250.00	8,950.00	87.75 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	3,500.00	3,500.00	0.00	255.00	3,245.00	92.71 %
100-01-72108	GEN LIABILITY/PROP/WC INS	21,850.00	21,850.00	0.00	0.00	21,850.00	100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-01-72110	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-01-72112	CODIFICATIONS	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-76010	COMPUTER SOFTWARE SERVICES	14,000.00	14,000.00	0.00	31.96	13,968.04	99.77 %
100-01-78056	BANK FEES	1,200.00	1,200.00	0.00	47.96	1,152.04	96.00 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	40.00	902.01	22,097.99	96.08 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	0.00	784.32	19,215.68	96.08 %
100-02-72085	TAX COLLECTOR/ASSESSOR	47,500.00	47,500.00	0.00	10,624.00	36,876.00	77.63 %
100-02-72120	AUDITOR	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	1,345.00	1,345.00	73,655.00	98.21 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	2,231.50	2,231.50	72,768.50	97.02 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %
100-03-72001	VILLAGE FIRE DEPARTMENT	1,548,892.00	1,548,892.00	129,074.36	322,685.91	1,226,206.09	79.17 %

Budget Report

For Fiscal: 2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72002	FIRE DEPT. COVID-19 SCAP PROGRAM...	0.00	0.00	0.00	49,171.73	-49,171.73	0.00 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,036,481.00	2,036,481.00	169,248.00	513,249.00	1,523,232.00	74.80 %
100-03-72006	POLICE DEPT. COVID-19 SCAP REIMB...	0.00	0.00	0.00	29,051.82	-29,051.82	0.00 %
100-04-72015	GARBAGE SERVICE	525,790.00	525,790.00	42,769.42	42,769.42	483,020.58	91.87 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	3,567.74	3,567.74	56,432.26	94.05 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-04-72070	MOSQUITO FOGGING CONTRACT	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-04-72205	UNIFORMS-PW	3,500.00	3,500.00	202.64	303.96	3,196.04	91.32 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	3,080.00	3,080.00	56,920.00	94.87 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	453.32	477.17	14,522.83	96.82 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-04-72540	MOWING CONTRACT	60,000.00	60,000.00	750.00	750.00	59,250.00	98.75 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	1,120.00	2,765.00	32,235.00	92.10 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	116.21	287.91	29,712.09	99.04 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	0.00	181.51	14,818.49	98.79 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	3,388.11	5,827.21	94,172.79	94.17 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	3,216.42	3,216.42	26,783.58	89.28 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,500.00	9,500.00	795.86	1,591.72	7,908.28	83.25 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	630.00	710.00	14,290.00	95.27 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	110.76	2,889.24	96.31 %
100-05-73000	JUDGES & PROSECUTORS	45,000.00	45,000.00	2,442.50	2,442.50	42,557.50	94.57 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-05-73031	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73032	COURT SECURITY	1,800.00	1,800.00	0.00	299.85	1,500.15	83.34 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	200.00	1,300.00	86.67 %
100-05-73044	CREDIT CARD FEES	3,000.00	3,000.00	0.00	74.92	2,925.08	97.50 %
100-05-73045	COURT TAX PD TO STATE	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-06-75065	FURNITURE & EQUIPMENT	15,000.00	15,000.00	8,186.10	8,186.10	6,813.90	45.43 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	6,561,119.00	6,561,119.00	443,687.49	1,148,695.50	5,412,423.50	82.49 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	844,961.00	844,961.00	1,334,908.68	4,656,590.53	3,811,629.53	-451.10 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)							
Expense							
200-01-75038	STREET AND MAINTANANCE - RECUR...	850,000.00	850,000.00	15,719.90	15,719.90	834,280.10	98.15 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	330,000.00	330,000.00	1,760.00	1,760.00	328,240.00	99.47 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	2,100,000.00	2,100,000.00	0.00	0.00	2,100,000.00	100.00 %
200-01-75065	PLAYGROUND AMENITIES	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
	Expense Total:	3,312,500.00	3,312,500.00	17,479.90	17,479.90	3,295,020.10	99.47 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,312,500.00	3,312,500.00	17,479.90	17,479.90	3,295,020.10	99.47 %
	Report Surplus (Deficit):	-2,467,539.00	-2,467,539.00	1,317,428.78	4,639,110.63	7,106,649.63	288.01 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	7,406,080.00	7,406,080.00	1,778,596.17	5,805,286.03	-1,600,793.97	21.61 %
Expense	6,561,119.00	6,561,119.00	443,687.49	1,148,695.50	5,412,423.50	82.49 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	844,961.00	844,961.00	1,334,908.68	4,656,590.53	3,811,629.53	-451.10 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,312,500.00	3,312,500.00	17,479.90	17,479.90	3,295,020.10	99.47 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,312,500.00	3,312,500.00	17,479.90	17,479.90	3,295,020.10	99.47 %
Report Surplus (Deficit):	-2,467,539.00	-2,467,539.00	1,317,428.78	4,639,110.63	7,106,649.63	288.01 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	844,961.00	844,961.00	1,334,908.68	4,656,590.53	3,811,629.53
200 - CAPITAL IMPROVEMENTS (02)	-3,312,500.00	-3,312,500.00	-17,479.90	-17,479.90	3,295,020.10
Report Surplus (Deficit):	-2,467,539.00	-2,467,539.00	1,317,428.78	4,639,110.63	7,106,649.63



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

Raymond Schultz
 Chief of Police

March 8, 2021

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: February Monthly Report

During the month of February MVPD responded/handled a total of 4,833 calls/incidents. 3,411 House watch checks were conducted. 92 traffic stops were initiated with 94 citations being issued for 154 violations. (Note: 11 Assists in Hedwig, 47 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1543/2921	1099/2176	1	15	6@3:34
Piney Point:	1099/2252	699/1575	3	55	5@2:48
Hunters Creek:	2112/3489	1610/2672	5	24	6@2:05 17@2:47

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	189	Ord. Violations:	3	Speeding:	42
Accidents:	9	Information:	124	Exp. Registration:	3
ALPR Hits:	117	Suspicious Situations:	87	No Ins:	16
Assist Fire:	100	Welfare Checks:	36	No License	18
Assist EMS:	55			Stop Sign	7

This month the department generated a total of 64 police reports.

Crimes Against of Persons (1)

Assault 1

Crimes Against Property (26)

Burglary of a Motor Vehicle	6	CC Abuse	1
Fraud/ID	10	Forgery	4
Theft Misd.	5		

Petty/Quality of Life Crimes/Events (37)

ALPR Hits (valid)	8	ALPR Hit Investigations	5
Misc. Reports	22	Information Reports	9
Death Calls	3		

Arrest Summary: Individuals Arrested (3)

Warrants	1	Felony	1
Class 3 Arrests	1	DWI	0

Budget YTD:	Expense	Budget	%
• Personnel Expense:	634,853	5,040,063	12.6%
• Operating Expense:	156,594	899,881	17.4%
• Total M&O Expenditures:	791,447	5,939,944	13.3%
• Capital Expenses:	51	169,500	0%
• Net Expenses:	791,498	6,109,444	13%

Follow-up on Previous Month Items/Requests from Commission

- Staff worked on preparing a preliminary FY22 budget for the Commission.
- Personnel have been obtaining quotes for the 5-year Strategic Capitol Projects Plan.
- Personnel continue to obtain formal quotes for a Salary and Benefits survey. A third company finally responded and conducted their initial assessment of the organization in order to provide a comprehensive bid.
- Employee vaccines for the COVID-19 pandemic began with the first inoculations beginning on February 16, 2021 through the County.
- On March 1, 2021 a special vaccine clinic was hosted by HEB and a resident who is a pharmacist for them. A total of 60 employees were vaccinated from MVPD, Bunker Hill, Piney Point, Hunters Creek and Hedwig PD.

Personnel Changes/Issues/Updates

- Police applicant Lowrie was presented and accepted a preliminary offer of employment. He has been scheduled for his psychological examine on March 2, 2021.
- Officer Frank Lerma resigned effective February 24, 2022.
- Officer Larry Boggus was selected to fill the position of Community Relations Officer and started his new assignment on February 28, 2021.
- 2021 Firearms qualifications began on February 23, 2021 along with the semi-annual Use of Force review.

Major/Significant Events

- The Villages suffered a hard freeze along with a snowstorm the week of February 17th. MVPD had prepared for the storm by asking personnel to stay at near-by hotels in the event of roads being impassable. Personnel who lived more than 45 minutes or approximately 30 miles away stayed at 2 hotels. This included both dispatchers and officers. The roads were indeed extremely hazardous. MVPD remained fully staffed throughout the week. Extra personnel were brought in to assist in dispatch due to the high call volume. Officer Miller was placed in the field at 0500 hours each day as an extra change-over officer. The MVPD created a special CAD Event titled “Water Break Assist” and logged 298 calls for assistance. 112 911 calls and 1680 10-digit calls were received during the storm.
- MVPD hosted the 2021 Memorial Area Ferrari Car Club, Groundhog Day Charity Run on February 6, 2021 at the MVPD. 60 participants attended the event.

Status Update on any Major Projects

- Staff has been preparing for the sergeant’s promotional process by developing a testing tool and obtaining the services of an outside consultant for the assessment center.

V-LINC new registrations in February: +98

BH – 1338 (+47)

PP – 918 (+20)

HC – 1381 (+25)

Out of Area – 454 (+6)

February VFD Assists

Calls received directly by MVPD via 911/3700

<u>Priority Events</u>	<u>Average Response Times</u>
------------------------	-------------------------------

Total – 9	3:25
-----------	------

Fire – 1	2:35
----------	------

EMS – 8	3:31
---------	------

By Village

BH Fire – 0	0
-------------	---

BH EMS – 4	3:37
------------	------

PP Fire – 0	0
-------------	---

PP EMS – 3	3:00
------------	------

HC Fire -1	2:35
------------	------

HC EMS -1	4:46
-----------	------

Combined VFD Events (Priority + Radio)

Total – 95	3:44
------------	------

Fire – 65	3:54
-----------	------

EMS – 30	3:28
----------	------

Radio Call Events

Total – 86	3:42
------------	------

Fire- 64	3:55
----------	------

EMS- 22	3:25
---------	------

2021 Burglary Map

Address

302 Chapel Bell

Alarm

No

POE

Vacant (none)

2021 Robberies

Address

MO



Daytime Burglary



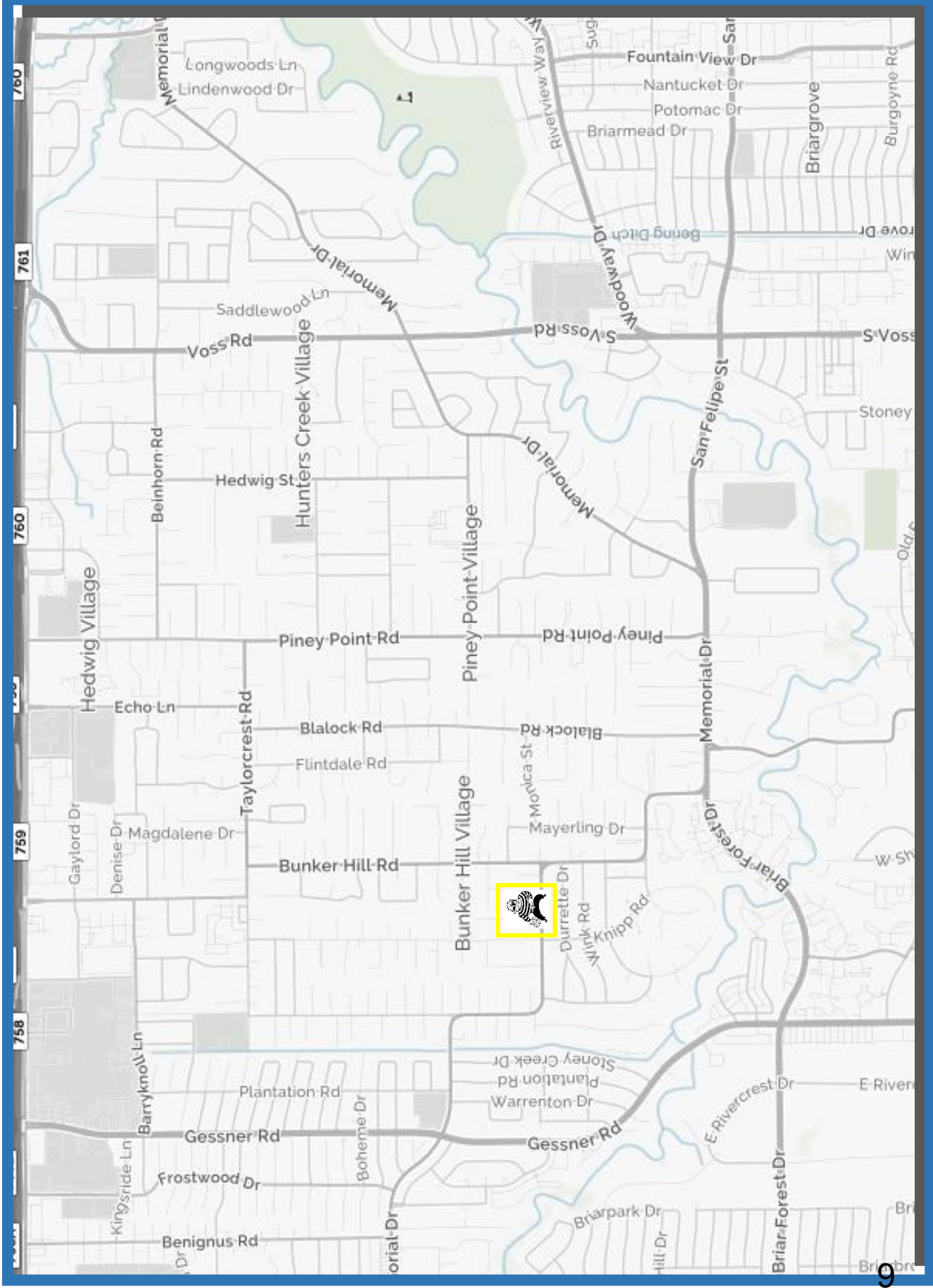
Nighttime Burglary



Robbery

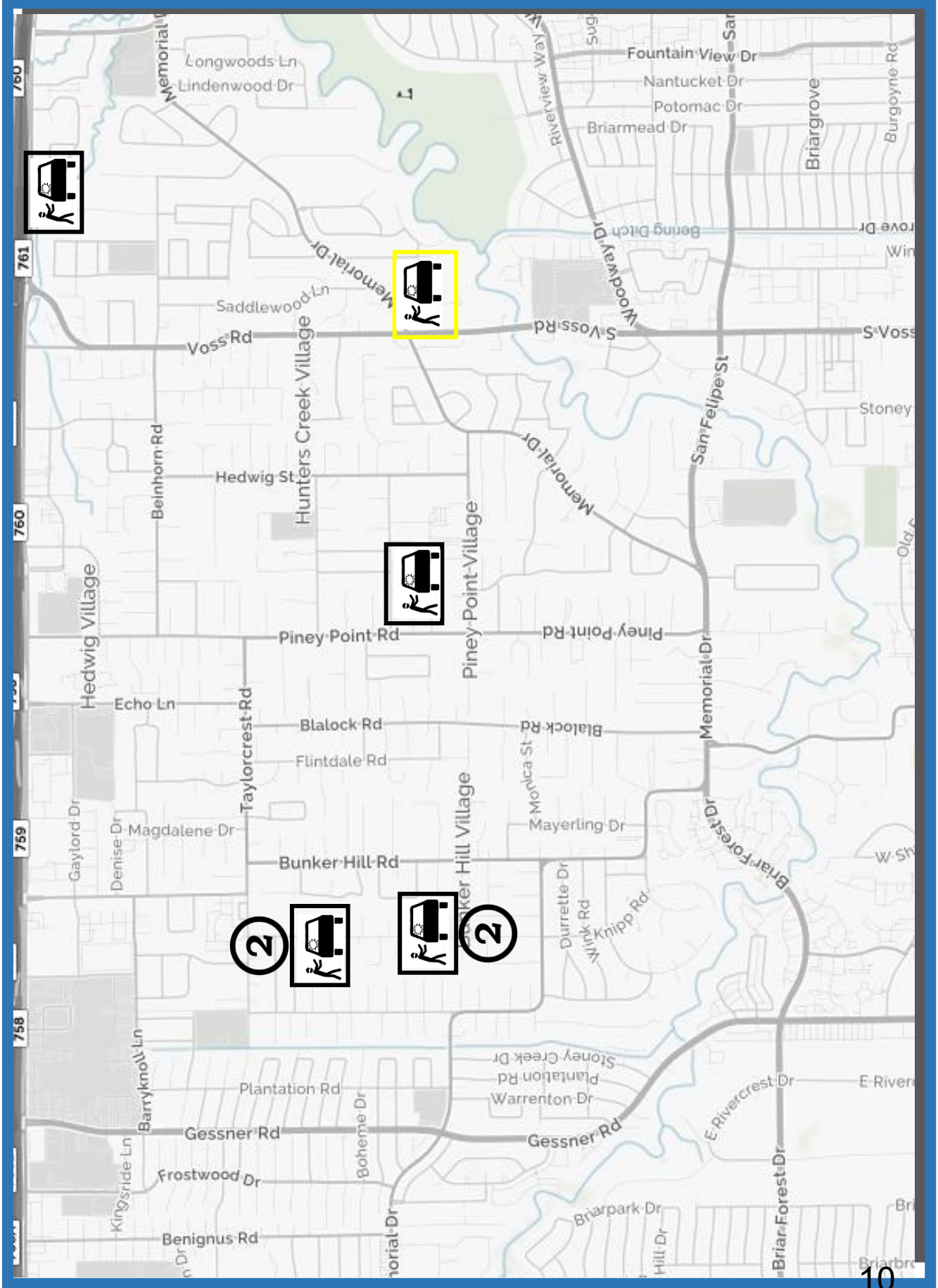
2/28/21

2



2021 Auto Burglary Map

Address	POE
10709 Memorial (Jugging)	Side Win Smash
335 Knipp	UNL Door
11931 Broken Bough	UNL Door
348 Knipp	UNL Door
512 Knipp	UNL Door
8435 Katy Fwy	Side Win Smash
11322 Surrey Oaks	UNL Door



Daytime Burglary

Nighttime Burglary

- 2
- 3
- 4

2021 Total Incidents

2021	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	2	28	47	77	5	4008	3019	1377	1077	1153	876	1377	1062
February	1	26	37	64	3	4833	3411	1543	1099	1099	699	2112	1610
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
Total	3	54	84	141	8	8841	6430	2920	2176	2252	1575	3489	2672

2020 Totals	19	269	591	879	178	96885	83432	34182	30460	25843	22003	35623	30831
Difference	0	0	0	0	0	0	0	0	0	0	0	0	0
% Change	0	0	0	0	0	0	0	0	0	0	0	0	0

2021 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	14:27:08	6:19:50											2	4	
BIEHUNKO, JOHN	23:07:01	19:19:59											7	8	
BOGGUS, LARRY	7:55:02	20:20:04											8	7	
BRACHT, DANIEL	17:07:03	11:15:42												1	
BURLESON, Jason	12:12:34	18:10:56											2	0	
CADENA, VANESSA	18:00:04	12:07:28											3	3	
CANALES, RALPH EDWARD	16:04:00	7:27:16											3	8	
CERNY, BLAIR C.	* 7:56:59	4:17:26												0	
HARWOOD, NICHOLAS	18:15:14	15:46:27											5	0	
JARVIS, RICHARD	10:46:12	28:53:18											8	9	
JOLIVET, CHARLES	11:59:12	9:59:43												0	
JONES, ERIC	* 0:31:48	0:06:32												0	
KELSO JR, RONALD K	15:55:08	2:04:16											3	20	
LERMA, FRANK	* 5:48:56														
MICELVANY, ROBERT	15:06:05	10:55:03											3	1	
MILLER, OSCAR	* 11:42:37	16:13:37											2	0	
NASH, CHRISTOPHER	13:30:51	14:08:19											2	3	
OWENS, LANE	* 4:42:45	0:12:48												0	
PAVLOCK, JAMES ADAM	7:56:41	9:16:17											1	0	
RODRIGUEZ, CHRISTOPHER	* 5:37:51	7:31:36												0	
SCHANMEIR, CHRISTIAN	t 2:03:24	11:09:37											4	5	
SCHULTZ, RAYMOND	* 0:00:00	0:49:06												0	
SILLIMAN, ERIC	16:45:18	18:58:22											4	8	
SISSON, KYLE J	* 0:58:16	0:15:03												0	
SPRINKLE, MICHAEL	1:19:49	4:18:27											1	1	
TAYLOR, CRAIG	14:41:29	12:18:05												1	
TORRES, PATRICK	14:43:57	13:30:08											1	2	
TUGGLE, JAMES	8:01:57	13:07:32												1	
VALDEZ, JUAN	17:55:02	21:37:31											2	7	
VASQUEZ, MONICA	23:38:14	15:16:42											2	2	
WHITE, TERRY	23:35:00	19:20:08											1	4	
* = Admin Asmt.															
t = temporary															
Dispatch Committed Time														64	95
911 Phone Calls	302	314												Totals	616
3700 Phone Calls	2189	3536													5725
DP General Phone Calls*	54:30:49	90:01:08													


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

44 Mall ALPR Hits

Hedwig 

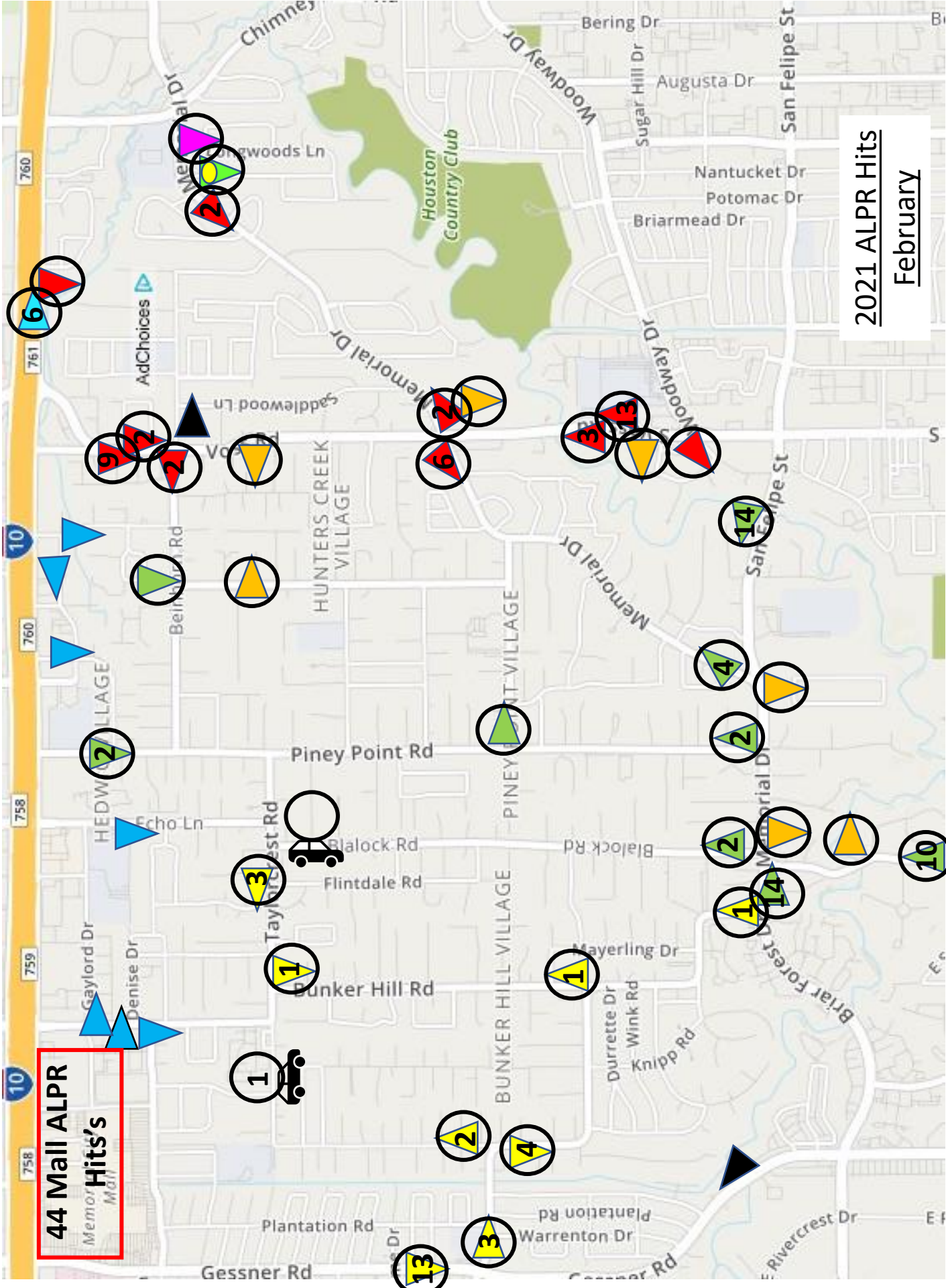
Bunker Hill 

Piney Point 

Hunters Creek 

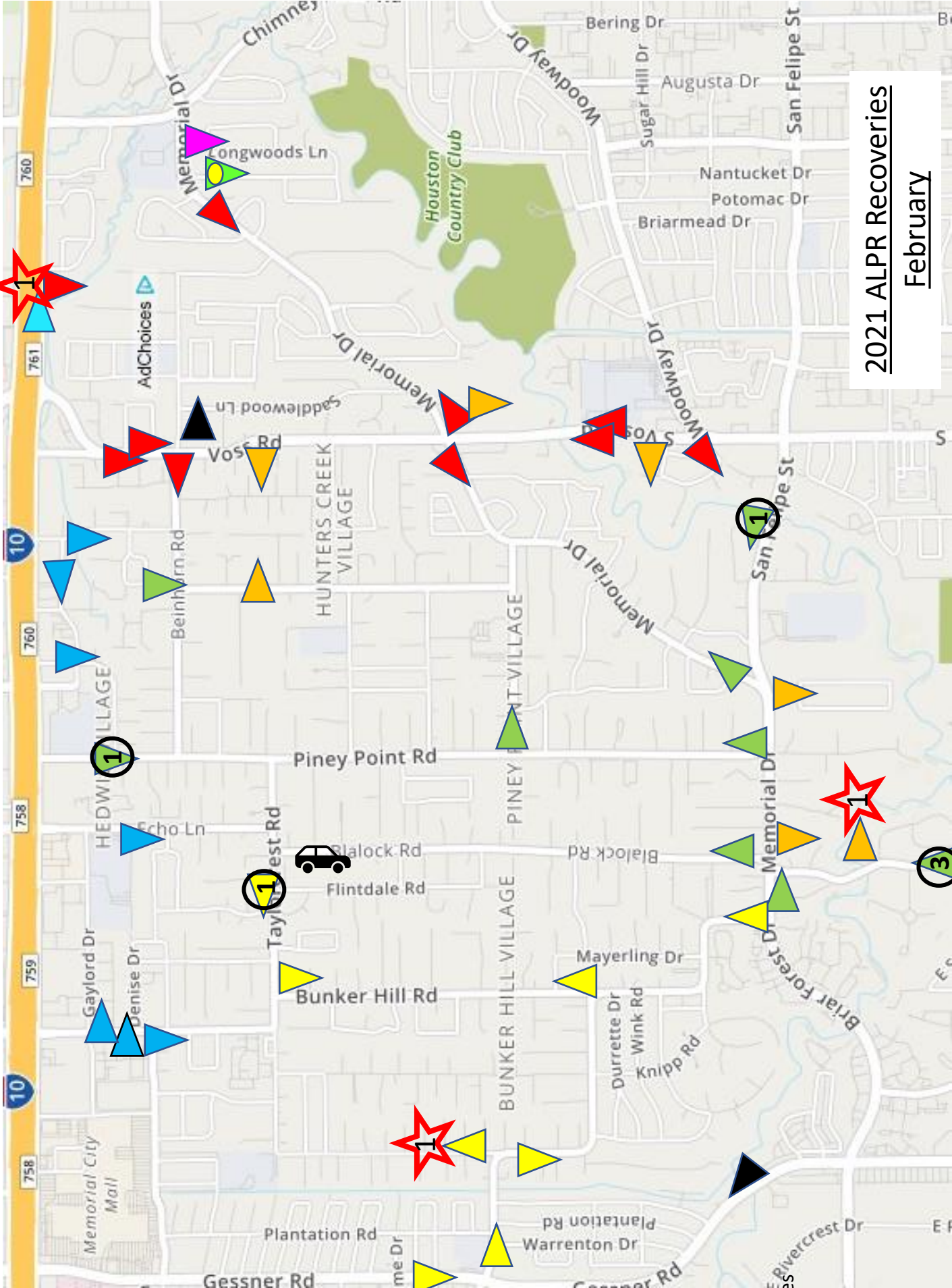
Frequent Mobile Locations 

Total Hits **117**
13



2021 ALPR Hits
February

02/28/21



2021 ALPR Recoveries
February

Hedwig



Bunker Hill



Piney Point



Hunters Creek



Frequent Mobile

Locations



6



Recovered Vehicles

3

4

Investigative Leads

Lindenwood HOA



Longwoods HOA



US Coins



In Process



HOA Systems



02/28/21

ALPR Recoveries

Plate Recoveries
 Plate Recover Date 3/1/2021 Paper Fraud Tag Links

Num	Plate	Vehicle	Loc	22	\$	Val	Links
1	KHM2376	Ford F350		22	\$	48,000.00	Drugs-Meth 1/5/2021
2	MVL8705	Hyndi		10	\$	14,000.00	11-Jan
3	GKR5588	Hond Civ		8	\$	12,500.00	Fugitive/poss c 18-Jan
4	MWV2069	Chev Cruz		8	\$	9,800.00	Fraud 20-Jan
5	R000293	Toy Cor		17	\$	12,000.00	Rental/Cluck 21-Jan
6	LJP9550	Hynd SFE		19	\$	14,000.00	28-Jan
7	DV48493	VW Jetta		14	\$	17,500.00	Fel Warrant 29-Jan
8	MHT8564	Hond Acc		2	\$	16,000.00	Car Jacking 31-Jan
9	9.49E+09	Chev Volt		8	\$	38,000.00	2-Feb
10	DLJ392	Hond Acc		6	\$	21,000.00	Fel Warrant 4-Feb
11	MPR6064	Toy Cor		12	\$	14,000.00	Fug/Drugs 5-Feb
12	N541138	Chev Mal		8	\$	21,000.00	Fug/Burg 8-Feb
13	BZ8K588	Ford Taur		23	\$	8,000.00	Fraud 10-Feb
14	MNC3563	Cadi CTS		8	\$	28,500.00	21-Feb
15	MYR3265	ToyHigh	US Coins		\$	18,000.00	Fraud 3-Mar
16	89686F5	HYNson		7	\$	18,500.00	Fraud 4-Mar

Firearm in vehicle

2021 Value	\$	310,800.00
2020 Value	\$	1,147,500.00
2019 Value	\$	438,000.00
Program Total	\$	1,896,300.00

INVESTIGATIVE LEADS

103	NVK8808	Chev Tahoe	MDE Harrassment Case	SBISD	Solved	21-Jan
18	92350G3	Jeep Cherokee	Jugger Belaire to Racquet Club		CID-Open	22-Jan
21	BXR4783	Chev Pickup	FSGI		Solved	8-Feb
WIND HOA	FDC2680	Niss Alt	Mail Thieves		Solved	16-Feb
US Coins	MPV1209	Toy	BMW Jugger		CID-Open2	27-Feb
51	LYN9642	Toy Cor	Package Thief		CID-Open	27-Feb
17	CNB1734	BLK F150	FSGI		ID's	3-Mar

Memorial Villages Police Department

FY22 BUDGET PROPOSAL

GENERAL FUND

2.5% COLA, 1% STEP

Acct. No	Category	2019 Actual	2020 Unaudited Actual	2021 Adopted	2022 Requested	\$ Increase/ 2021-2022	% Increase
100							
100	Salaries	3,279,467	3,557,690	3,679,271	3,785,751	106,480	3%
110	Overtime	115,094	92,292	125,000	125,000	0	0%
115	Court/Bailiff	6,010	1,269	12,000	10,000	(2,000)	-17%
120	Retirement	379,669	430,477	450,483	459,268	8,785	2%
125	475b contribution		31,865	32,869	62,870	30,001	91%
130	Health Insurance	503,527	513,331	592,828	565,314	(27,514)	-5%
140	Workers Compensation - TML	65,000	59,982	70,500	75,000	4,500	6%
150	Life/LTD	17,847	18,946	21,709	21,982	273	1%
160	Medicare	47,252	52,046	55,403	56,911	1,508	3%
	TOTAL PERSONNEL/BENEFITS	4,413,866	4,757,898	5,040,063	5,162,096	122,033	2%
200							
	TML INTERGOVERNMENTAL RISK POOL						
200	Auto	26,604	25,201	41,100	27,500	(13,600)	-33%
210	General Liability	430	330	720	400	(320)	-44%
220	Public Official Bond	849	848	960	900	(60)	-6%
230	Professional Liability	18,858	18,998	21,400	21,000	(400)	-2%
240	Real & Personal Property	12,637	11,923	8,000	9,600	1,600	20%
	TOTAL OTHER INSURANCE	59,378	57,300	72,180	59,400	(12,780)	-18%
300							
300	Gas and Oil	66,046	69,296	70,500	75,000	4,500	6%
310	Fleet maintenance	31,154	33,539	35,000	40,000	5,000	14%
320	Tires	6,565	6,569	7,000	7,000	0	0%
	Damage Repair	5,783	5,010	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	109,548	114,414	122,500	132,000	9,500	8%
400							
400	General/Building Maintenance	18,848	21,849	25,000	30,000	5,000	20%
410	Janitorial Services	18,000	19,078	21,000	21,000	0	0%
420	Jail	773	299	1,000	1,000	0	0%
430	Building Furnishings	7,450	8,775	15,000	15,000	0	0%
	TOTAL BUILDING	45,070	50,001	62,000	67,000	5,000	8%
500							
500	Computers	10,640	8,521	13,000	13,000	0	0%
510	Postage/postage machine	840	1,129	1,100	1,300	200	18%
520	Office Supplies	12,063	11,974	15,000	15,000	0	0%
530	Bank/Finance Service Chgs	329	400	550	550	0	0%
540	Payroll Services	16,220	17,210	17,400	17,900	500	3%
	TOTAL OFFICE	40,093	39,233	47,050	47,750	700	1%
600							
600	Telephone	33,954	32,499	36,003	40,606	4,603	13%
610	Electric	16,051	14,704	20,000	20,000	0	0%
620	Water/Sewer	5,067	5,153	5,320	5,500	180	3%
630	Natural Gas	510	439	600	600	0	0%
	TOTAL UTILITIES	55,582	52,794	61,923	66,706	4,783	8%
700							
700	Equipment Maint. Contracts	58,797	134,984	118,340	135,950	17,610	15%
710	SETCIC fees	3,262	3,065	3,600	3,600	0	0%
720	Legal/Professional	51,406	76,802	55,000	80,660	25,660	47%
730	IT Services	98,578	100,055	101,850	102,050	200	0%
740	Software Maintenance Contracts	52,170	56,252	56,202	59,000	2,798	5%
	TOTAL CONTRACTS/SERVICES	264,214	371,159	334,992	381,260	46,268	14%
800							
800	Accreditation	0	0	1,200	1,200	0	0%
810	Uniforms	26,518	25,131	30,500	30,500	0	0%
820	Radio parts and labor	29,686	31,328	33,036	33,036	0	0%
830	Firearms Trng and Ammo	5,323	5,880	5,500	6,500	1,000	18%
	Tasers	9,656	10,122	15,000	15,000	0	0%

Memorial Villages Police Department
FY22 BUDGET PROPOSAL

GENERAL FUND CONTINUED

Acct. No	Category	2019 Actual	2020 Unaudited Actual	2021 Adopted	2022 Requested	\$ Increase/ 2021-2022	% Increase
840	Training & Prof. Dues	38,311	23,113	58,000	58,000	0	0%
850	Travel	7,642	592	9,000	7,000	(2,000)	-22%
860	Recruiting Costs	5,154	958	5,000	5,000	0	0%
870	Criminal Investigations (CID)	3,084	3,003	3,500	3,500	0	0%
880	Contingency - Miscellaneous	13,481	4,179	25,000	25,000	0	0%
892	Small Equipment	4,182	2,255	13,500	14,100	600	4%
	COVID expenditures		47,884			0	
	TOTAL OPERATIONS	143,038	154,444	199,236	198,836	(400)	0%
	TOTAL M&O	5,130,790	5,597,244	5,939,944	6,115,048	175,104	2.95%

OTHER FUNDS

Acct. No	Category	2019 Actual	2020 Unaudited Actual	2021 Adopted	2022 Requested	\$ Increase/ 2021-2022	% Increase
1000							
1000	Auto Replacement	158,332	165,670	153,000	160,000	7,000	5%
	Rifle Locking System						
	AEDs						
	TOTAL VEHICLE REPLACEMENT	158,332	165,670	153,000	160,000	7,000	4.58%
2000							
2880	Capital Projects Contingency	518	150				
	Radar message board			16,500		(16,500)	
	12TB Dato and Replacement Server				18,000	18,000	
	TOTAL SPECIALCAPITAL ASSETS	518	150	16,500	18,000	1,500	
	TOTAL OTHER FUNDS	158,850	165,821	169,500	178,000	8,500	5%

Category	2019 Actual	2020 Unaudited Actual	2021 Adopted	2022 Requested	\$ Increase/ 2021-2022	% Increase
GENERAL FUND	5,130,790	5,597,244	5,939,944	6,115,048	175,104	2.95%
OTHER FUNDS	158,850	165,821	169,500	178,000	8,500	5.01%
COMBINED TOTALS	5,289,639	5,763,064	6,109,444	6,293,048	183,604	3.01%



Hunters Creek

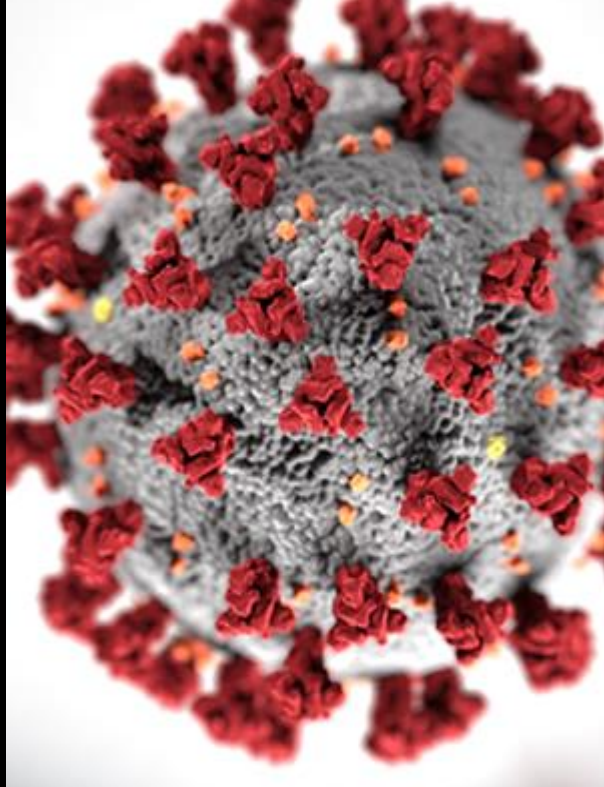


Village

FY22 Budget

Bunker Hill Village - Piney Point Village - Hunters Creek Village

Facing the Challenges of
Today, Tomorrow and Beyond





Hunters Creek



Village

FY22 Budget Goals and Objectives

Goals:

Hire, Develop and Maintain the **best qualified and experienced employees** to serve as Memorial Villages Police Department, Police Officers, Dispatchers and Professional Support Staff.

Provide and maintain the **best tools, technology and equipment** available for use by the MVPD in order to provide for a Safe Community, Free of Crime and the Fear of Crime.

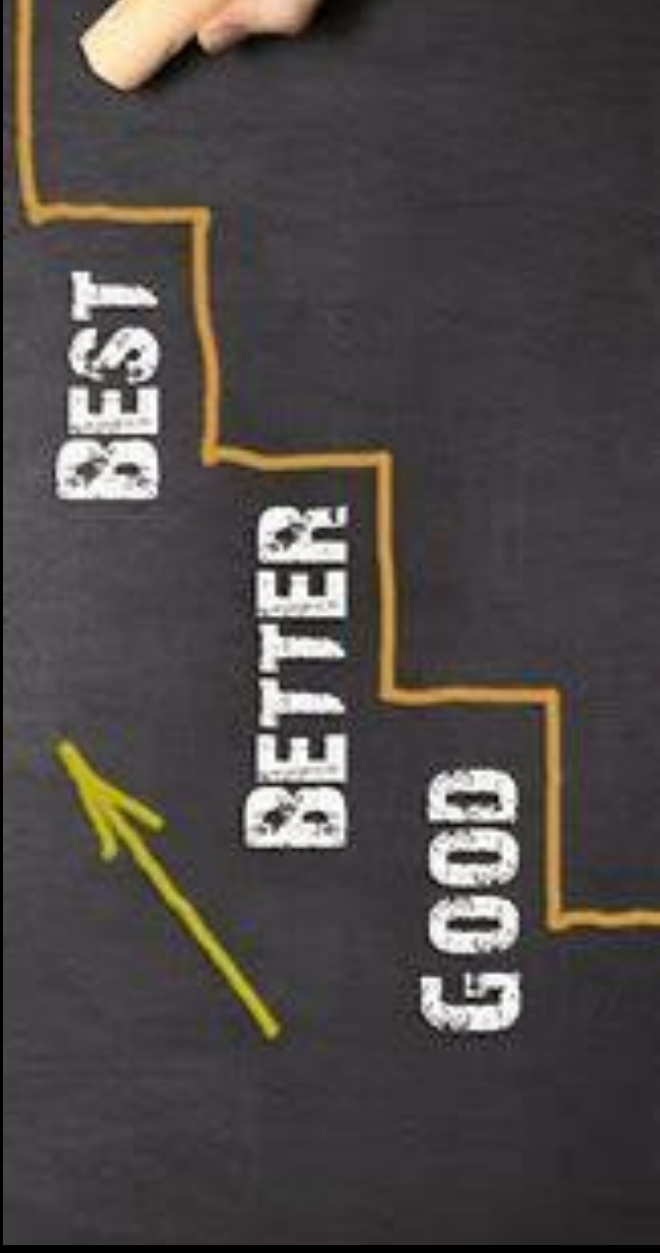
Objective:

Use Village Funds in the most effective and efficient manner possible in order to hire and retain employees by providing a competitive salary and benefit package, while at the same time providing staff with the latest technology, tools, equipment and support services that will allow personnel to provide the **highest level of Police Services and Protection**.

FY22 Budget

Results from Previous Budgets

- Staffing ✓
- Building the Brand ✓
- Tackling Crime ✓
- Technology ✓
- Response Times ✓
- Officer and Community Safety ✓



Hunters Creek



Village



Hunters Creek



Village

FY22 Budget

Investment in Personnel – Fully Staffed

Build on our Solid Base

2.5% Increase in Salary and Benefit Budget

- Avg Base Salary Increase – 3.5%
(1% STEP + 2.5% Salary Adjustment)
- Fully Fund 457b City contribution at 2% (+1%)

Average Salary

w/pay incentives will be:

Sergeant	\$107,205
Patrol Officer	\$87,576
Dispatcher	\$60,611

FY22 Budget

Salary Adjustments - Justification

Maintain our Competitiveness in the LE Community

If not at the Top of the Scale – Be very close

- Base Salary Increase – Recognize the quality work performed along with the additional duties and attention to detail performed by MVPD employees
- 1% STEP – Annual Individual Performance Based Pay Incentive
- Additional 1% 457b Contribution taking total to 2% – Long term savings incentive to compensate for Windfall Act Penalty, Fixed TMRS benefit and Post Employment Health Care.



Hunters Creek



Village

FY22 Budget



Technology = Efficiency + Risk Reduction

- ALPR – The Department ALPR Project has been extremely effective at pro-actively identifying criminals who are within the jurisdiction of the MVPD and as an investigative tool for Detectives. This budget adds 3 additional systems.
- Server – Computer technology touches every aspect of the department. The primary domain server is at end of life.
- Back-up System DATTO – System back-up and Security Hardware and Software is intragyral. Current equipment is at end of life. Back-up of Data will reside both on-site and in the Cloud.



Hunters Creek



Village

FY22 Budget Proposal

FY22 Budget Adjustments/Increases/Decreases

Vehicle Maintenance Adjustment +\$5,000

General Maintenance Contracts +\$5,690

- Phone System
- Generator
- E-RAD
- Copier
- Elevator
- Fire Safety Systems

Office

- Firearms and Ammo +\$1,000
- Small Equipment +\$600

Equipment

- 3 ALPR's \$7,500
- 4 Replacement Ticket Writers \$6,800
- 4 Urban Rifles +7,300

Vehicle Replacement Budget Adjustment +\$7,000



Hunters Creek



Village

FY22 Budget Proposal



Proposed Total Budget Package for 2022

Personnel and Benefits \$5,162,098 (+2.4%)

Total Operations \$198,836 (-0.2%)

Total M&O \$6,115,049 (+2.94%)

Auto – \$160,000 (+5%)
(Vehicles)



Hunters Creek



Village

Proposed 2022 Budget – \$6,293,049 (+2.99%)

Cost per Village \$2,097,683

Increase of \$61,066 per village over FY21



Future Capital Projects 2022-2025

The Memorial Villages Police Department administration has identified several capital projects that will likely need Funding from participating cities over the next 1-5 years.

These projects include:

- Roof Replacement \$93,385+
- HVAC Replacement \$56,000-\$148,000+
- Radio System Upgrades \$130,000+
- CAD/RMS/ARS Replacement \$190,000-\$470,000
- Building Upgrades – \$TBD
- Gutters, Overhead Doors, Paint, Jail Fixtures

Hunters Creek



Village



Although the Memorial Villages Police Department has a fund in place to account for capital projects, this fund has not been regularly used as a vehicle to hold funds for these projects. Instead, the three cities have essentially employed a pay as you go methodology whereby the participating cities provide funding for capital projects as needed. A Capital Strategic Plan has been prepared that estimates these costs and an approximate timeline of the needed Repairs/Replacements/Improvements.

Future Capital Projects 2022-2025

5 Projects requiring attention within the next 4-5 years



Hunters Creek



Village



Roof
\$93,400 - \$110,000+



HVAC
\$56,000 - \$148,000



Radio System
\$130,000+



CAD/RMS/ARS
\$190,000 - \$400,000



Gutters
Unknown Custom Fab

**THANK YOU
FOR INVESTING IN
PUBLIC SAFETY**



Hunters Creek



Village

1	2										3		4		5		6		7		8		9		10		11		12		13		14		15						
	Total Number of YTD Incidents 2021										Life Threatening (LT) EMS Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire 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%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%			
Bunker Hill Village	70	25	95	11	3:04	100%	7:13	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%	1	3:25	100%			
Hedwig Village	38	36	74	18	3:21	100%	3:21	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%	6	3:26	100%			
Hilshire Village	9	11	20	5	3:13	100%	2:59	100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		100%	0		
Hunters Creek Village	88	43	131	18	3:14	100%	5:33	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%	9	4:18	100%
Piney Point Village	67	38	105	15	3:59	100%	5:06	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%	5	5:46	100%
Spring Valley Village	57	27	84	12	2:29	100%	4:18	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%	3	2:03	100%
Houston	24	0	24																																						
Totals	353	180	533	79	3:13	100%	4:45	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%	24	3:47	100%

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

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

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

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

Column 11: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 12 Row A: Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 13: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 14: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 15: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 16: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 17: Reflects the year to date, percentage of calls which our "fire type" calls.

Column 18: Reflects the year to date, percentage of call which our "EMS" calls.

Column 19: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 20: Reflects the percentage of fire type calls which are fire alarms.

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

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



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

Building Official Monthly Report

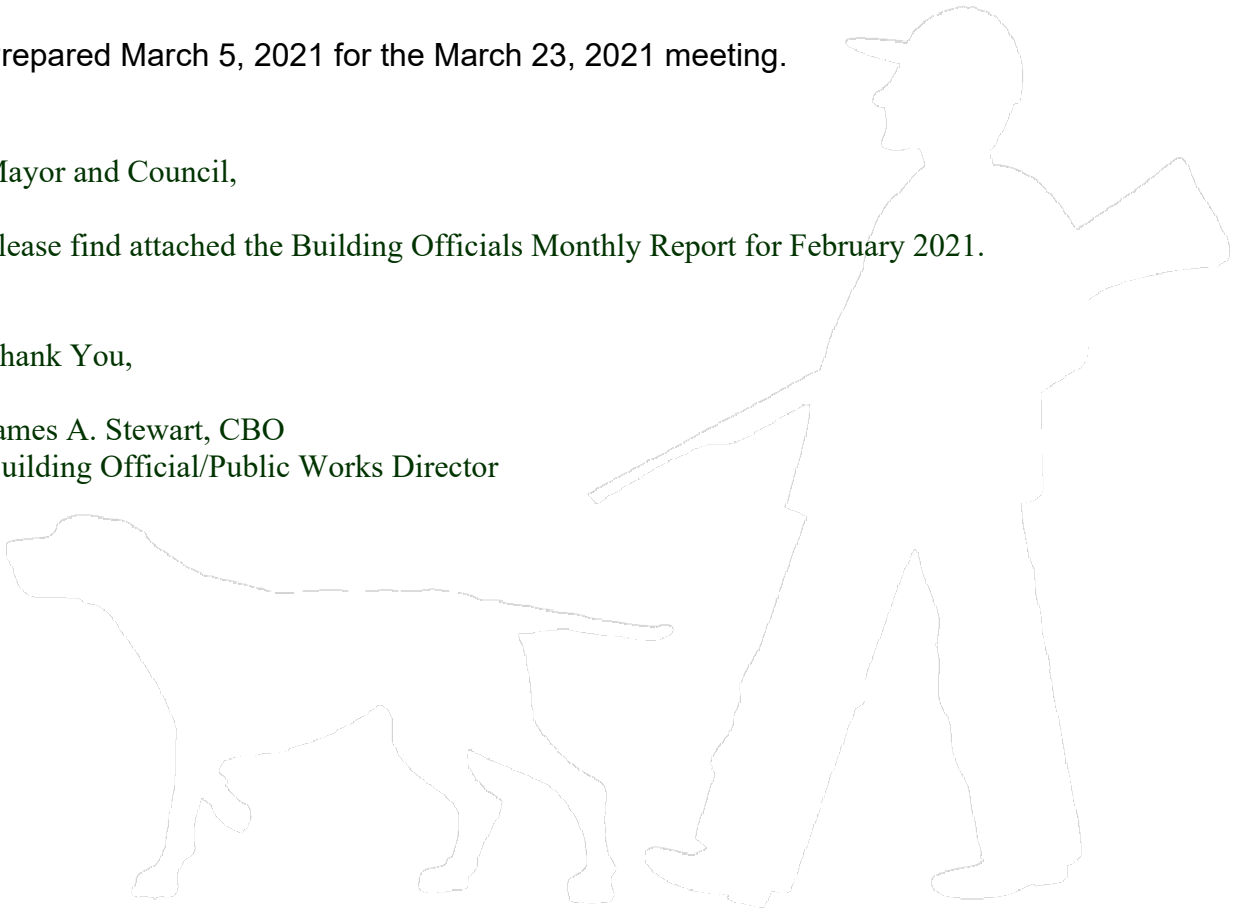
Prepared March 5, 2021 for the March 23, 2021 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for February 2021.

Thank You,

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



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

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

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	17	\$10,267	1	12	\$2,160	18	\$2,510	47	\$14,937	\$1,779,758
February	24	\$17,887	1	10	\$1,455	21	\$3,355	55	\$22,697	\$2,970,153
March	34	\$149,084	0	17	\$3,390	32	\$6,140	83	\$158,614	\$29,896,341
April	18	\$4,866	0	15	\$2,825	29	\$4,030	62	\$11,721	\$13,646,371
May	25	\$5,817	0	13	\$2,340	26	\$4,440	64	\$12,597	\$1,032,779
June	23	\$24,680	2	18	\$3,220	35	\$5,320	76	\$33,220	\$7,849,746
July	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
Total	274	\$312,050	11	162	\$29,600	304	\$51,045	740	\$392,693	\$76,523,789

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2021**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	29	\$17,846	1	19	\$3,215	24	\$4,495	72	\$25,556	\$3,108,651
February	15	\$24,327	2	9	\$1,410	18	\$2,420	49	\$28,516	\$4,311,997
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Total	44	\$42,173		28	\$4,625	42	\$6,915	121	\$54,072	\$7,420,648

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

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	112	100	89.0	12	11.0
February	161	134	83.2	27	16.8
March	149	137	91.9	12	8.1
April	203	171	84.2	32	15.8
May	199	165	82.9	34	17.1
June	164	138	84.1	26	15.9
July	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
Total	1939	1642	84.8	297	15.3

**City of Hunters Creek Village
Inspection Activity Report - 2021**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	147	124	84.4	23	15.6
February	98	86	87.8	12	12.2
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total	245	210	86.1	35	13.9

Inspections with Odometer Readings, by Inspector and Vehicle

Mar 5, 2021 3:35 PM
James Stewart
City of Hunters Creek Village

Date Range (inclusive): **Mon Feb 01 2021 to Sun Feb 28 2021**
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)		Address		Insp Type	Date	Reinsp?	Reinsp Result Fee?	Correction Notes
Odometer	Permit #							
	202000482	663 Shartle Circle		P Deck S	2/1/21		No	Pass
	202000644	10814 Oak Hollow St		Frame R	2/1/21		No	NC Disapproved - No plans on site; Walls insulated; NOTE - mechanical has not been inspected
	202000678	10814 Oak Hollow St		P TO/Rough	2/1/21	Y	No	NC Disapproved - No water in system; Water lines in exterior walls not insulated [Entered 12/23/2020 by BBG]:
	202100062	3 Hunters Ridge Ct		P UnderG	2/1/21		No	Pass
	202100062	3 Hunters Ridge Ct		P GL & GT	2/1/21		No	Pass
	202100066	663 Shartle Circle		E Underg	2/1/21		No	Pass
	202100066	663 Shartle Circle		E Rough	2/1/21		No	Pass
	202000397	3 Hunters Ridge Ct		M Final	2/2/21		No	Pass
	202000644	10814 Oak Hollow St		Frame R	2/2/21	Y	No	NC " Disapproved; Provide: ACE post caps at exterior columns; Seven 2 x 6 columns at 5 1/2 x 16 glue Lam Beam; 2 x 8 ceiling joist over restroom; 3-3/8x4" lag screws at each stud for 2 x 12 ledgers" [Entered 2/1/2021 by BBG]:

202000678	10814 Oak Hollow St	P TO/Rough	2/2/21	Y	No	Pass	Disapproved - No plans on site; Walls insulated; NOTE - mechanical has not been inspected [Entered 2/1/2021 by BBG]: Disapproved - No water in system; Water lines in exterior walls not insulated [Entered 12/23/2020 by BBG]:
202100020	10906 Long Shadow Ln	E Underg	2/2/21		No	Pass	
202100020	10906 Long Shadow Ln	E Rough	2/2/21		No	Pass	
202100053	10902 Timberglen Drive	Re-Roof	2/2/21		No	Pass	
202100064	410 Thamer Circle	E Rough	2/2/21		No	Pass	
202100073	10814 Oak Hollow St	M Rough	2/2/21		No	Pass	
201900589	10710 Marsha Lane	Bld-Final	2/3/21	Y	No	Pass	[Entered 1/19/2021 by BBG]: Disapproved - Casework appliances painting glazing door hardware and weatherstripping not complete; Remove construction material dumpster and Porta potty's from front of house; Provide self closing door from house to garage; Provide proof of fire marshal approval
202000587	408 LINDENWOOD DR	Foundation	2/3/21		No	PPass	Approved upon receipt to the city of the engineer's letter
202100072	621 Wellesley Dr	M Rough	2/3/21		No	Pass	Approved for reffridgerant and condensation lines in the wine wall display in the bar area.
202000644	10814 Oak Hollow St	Insulation	2/4/21		No	Pass	
202000644	10814 Oak Hollow St	H-Strap	2/4/21		No	Pass	
202000644	10814 Oak Hollow St	Frame R	2/4/21	Y	No	Pass	[Entered 2/2/2021 by BBG]: Disapproved; Provide: ACE post caps at exterior columns; Seven 2 x 6 columns at 5 1/2 x 16 glue

												Lam Beam; 2 x 8 ceiling joist over restroom; 3-3/8x4" lag screws at each stud for 2 x 12 ledgers"
												[Entered 2/1/2021 by BBG]: Disapproved - No plans on site; Walls insulated; NOTE - mechanical has not been inspected
	202000706	3 Hunters Ridge Ct	E Final	2/4/21			No		Pass			
	202000724	8427 Hunters Creek Dr	F Final	2/4/21			No		Pass			
	202100031	406 Menking Court	P UnderG	2/4/21			No		Pass			
	202100031	406 Menking Court	P Final	2/4/21			No		Pass			
	202100034	346 HUNTERS TRAIL ST	M Rough	2/4/21			No		Pass			
	202100034	346 HUNTERS TRAIL ST	M Hood V	2/4/21			No		Pass			
	202000640	730 E CREEKSIDE DR	P Steel/Piping	2/5/21			No		Pass			
	202100065	770 PIFER RD	F Post Hole	2/5/21			No		Pass			
	202100071	819 Country Lane	E Rough	2/5/21			No		Pass			
	202000642	10719 Marsha Lane	P Final	2/8/21			No		Pass			
	202100050	10606 N EVERS PARK DR	P Steel/Piping	2/8/21			No		Pass			Correct and proceed clean mud off rebar remove loose material
	202100061	10733 Old Coach Ln	P Steel/Piping	2/8/21			No		Pass			Correct and proceed; remove mud off rebar water and loose material off subgrade
	202100075	711 Hunters Grove Ln	P Steel/Piping	2/8/21			No		Pass			Correct and proceed remove mud from rebar and remove loose material
	202000242	10650 Beinhorn Rd	E Rough	2/9/21	Y		No		Pass			
	202000323	621 Wellesley	Frame R	2/9/21			No		NC			Disapproved - Provide through bolting for nailers,

	Dr											
202100065	770 PIFER RD	F Final	2/9/21	No	Pass							per detail 6S 6.0, and for hanger at glue Lam Beam; Replace over-bored stud in study; OK to insulate
202000280	3 Hunters Ridge Ct	E Final	2/10/21	No	Pass							
202100089	10718 Beinhorn Rd	E Rough	2/10/21	No	Pass							
202000067	10623 Fairlane Dr	M Final	2/11/21	No	Pass							
202000140	5 Cape Cod Lane	E TCI	2/11/21	No	Pass							
202000140	5 Cape Cod Lane	E Underg	2/11/21	No	Pass							
202000538	8 Pinewood Circle	Bld-Final	2/11/21	No	Pass							
202000566	8 Pinewood Circle	E Final	2/11/21	No	Pass							
202100011	3 Cape Cod Lane	Frame R	2/11/21	No	PPass							Approved - Floor Joist; h-clips and nail pattern
202100011	3 Cape Cod Lane	H-Strap	2/11/21	No	Pass							Approved - Floor Joist; h-clips and nail pattern
202100087	3 Cape Cod Lane	P TO/Rough	2/11/21	No	PPass							Approved partial under floor
202100088	3 Cape Cod Lane	M Rough	2/11/21	No	Pass							
202000564	7511 Riverview Way	DW Final	2/12/21	No	Pass							
202000600	256 Hedwig Road	M Final	2/12/21	No	Pass							
202000669	730 E CREEKSIDE DR	Foundation	2/12/21	No	Pass							
202100095	215 VOSS RD	P Final	2/12/21	No	Pass							
202100099	303 Teakwood Lane	F Post Hole	2/12/21	No	Pass							
202000107	10623 Fairlane	E Final	2/19/21	No	Pass							

	Dr								
202000592	256 Hedwig Road	E Final	2/19/21	No	Pass				
202000647	615 Hunters Grove Lane	E Final	2/19/21	No	Pass				
202000648	615 Hunters Grove Lane	M Final	2/19/21	No	Pass				
202000649	615 Hunters Grove Lane	P Final	2/19/21	No	Pass				
202100098	206 Caruthers Lane	F Post Hole	2/19/21	No	Pass				
202100099	303 Teakwood Lane	F Final	2/19/21	No	Pass				
202000528	10623 Fairlane Dr	F Final	2/23/21	No	Pass				
202000602	256 Hedwig Road	P Final	2/23/21	No	Pass				
202100007	261 BRYN MAWR CIR	Foundation	2/23/21	No	Pass				
202100098	206 Caruthers Lane	F Final	2/23/21	No	Pass				
201900720	10623 Fairlane Dr	P Final	2/24/21	No	Pass				
202100003	260 HEDWIG RD	Demo F	2/24/21	No	Pass				
202100108	819 Country Lane	P TO/Rough	2/24/21	No	Pass				Approved with note; add mail guard protection
202000323	621 Wellesley Dr	Insulation	2/25/21	No	Pass				
202000323	621 Wellesley Dr	Frame R	2/25/21 Y	No	Pass				[Entered 2/9/2021 by BBG]: Disapproved - Provide through bolting for nailers, per detail 6S 6.0, and for hanger at glue Lam Beam; Replace over-bored stud in study; OK to insulate
202000516	256 Hedwig Road	Bld-Final	2/26/21	No	Pass				
202100100	410 Thamer	P Final	2/26/21	No	Pass				

	Circle												
	202100100	410 Thamer Circle	P GL & GT	2/26/21	No	Pass							
	202100102	10618 Tarleton Drive	P Sewer	2/26/21	No	Pass							
	202100102	10618 Tarleton Drive	P Final	2/26/21	No	Pass							
Inspections		Begin Odometer		End Odometer		Miles		Avg Miles per Inspection					
74					0			0.0					

Fire Marshall (FireMars)

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

	202000148	10623 Fairlane Dr	Fire Marshall	2/1/21	Y	No	Pass	[Entered 1/18/2021 by FireMars]:
	202100002	621 Wellesley Dr	Fire Marshall	2/8/21		No	PPass	Hydro OK - Cover Failed 1. Loops, location of risers, and various other pipe runs changed due to beams. Provide as-built plans and calculations that reflect how the system was installed. 2. Head in his closet too close to HVAC. 3. Heads in kitchen more than 8 feet off north wall.
	202100002	621 Wellesley Dr	Fire Marshall	2/11/21	Y	No	Pass	Hydro OK - Cover OK [Entered 2/8/2021 by FireMars]: Hydro OK - Cover Failed 1. Loops, location of risers, and various other pipe runs changed due to beams. Provide as-built plans and calculations that reflect how the system was installed. 2. Head in his closet too close to HVAC. 3. Heads in kitchen more than 8 feet off north wall.
	202000637	256 Hedwig	Fire	2/23/21	Y	No	Pass	

Inspections	Road	Marshall	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
4					0	0.0

James Stewart (james)
 Odometer Permit # Address Insp Type Date Reinsp? Reinsp Result Fee? Correction Notes

Vehicle ID:

202100052	10606 N EVERS PARK DR	E TCI	2/1/21	No	Pass	
202100075	711 Hunters Grove Ln	P Layout	2/2/21	No	Pass	
202100057	261 BRYN MAWR CIR	P UnderG	2/3/21	No	Pass	
202100057	261 BRYN MAWR CIR	P Sewer	2/3/21	No	Pass	
202100000	10906 Long Shadow Ln	P Deck S	2/4/21	No	Pass	
202100082	10537 Beinhorn Rd	Gas Test	2/5/21	No	Pass	
201900458	30 Willowend Dr	P Deck S	2/8/21	No	Pass	
202000700	737 Camelot Lane	DW Steel	2/9/21	Y	Pass	
202000700	737 Camelot Lane	DW Final	2/9/21	Y	Pass	
202100058	7611 River Point Dr	P Steel/Piping	2/9/21	No	Pass	
202100085	7611 River Point Dr	E Underg	2/9/21	No	Pass	
202100085	7611 River Point Dr	E Rough	2/9/21	No	Pass	
202100086	506 Hunters Park Lane	P Sewer	2/10/21	No	Pass	
202100086	506 Hunters Park Lane	P Final	2/10/21	No	Pass	

202000705	10623 Fairlane Dr	YD Final	2/11/21	No	Pass	
202100070	310 LINDENWOOD DR	FD-Piers	2/23/21	No	Pass	
202100081	289 Bryn Mawr Cir	P Layout	2/23/21	No	Pass	
202100106	10826 ROARING BROOK LN	DW Steel	2/24/21	No	Pass	
202100112	10709 Marsha Lane	E Underg	2/25/21	No	Pass	
202100112	10709 Marsha Lane	E Serv/ML	2/26/21	No	Pass	
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection		
20			0	0.0		

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HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT				
PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
517 Wellesley Dr.	New Home	1/13/2021	Review Completed - 1/20/21 - Not Approved - Revisions Submitted - 2/9/21 - Approved - 2/22/21	Contractor Notified of needed revisions - 1/20/21 - Contractor Notified of Approval - 2/22/21
819 Country Ln.	Remodel	1/14/2021	Review Completed - 1/15/21 - Approved	Contractor notified of approval - 1/15/21
10926 Wickline Dr.	New Home	1/15/2021	Review Completed - 1/28-21 - Not Approved - Revisions Submitted 2/8/21 - Resubmittal Review Completed - 2/9/21 - Approved	Contractor notified of needed revisions - 1/28/21 - Contractor notified of approval - 2/9/21
289 Bryn Mawr	New Pool	1/19/2021	Review Completed - 1/21/21 - Not Approved - Revisions submitted 2/4/21 - Review Completed 2/4/21 - Approved	Contractor notified of needed revisions. - 1/21/21 - Contractor notified of approval - 2/4/21
10714 Old Coach Ln.	Remodel	1/20/2021	Review Completed - 1/20/21 - Not Approved	Contractor notified of needed revisions - 1/20/21
614 Hunters Grove	Remodel	1/25/2021	Review Completed - 1/29/21 - Not Approved - Revisions submitted 2/9/21 - Review Completed - 2/26/21 - Approved	Contractor Notified of Needed Revisions - 1/29/21 - Contractor Notified of Approval - 2/26/21
606 Saddlewood	New Pool	2/5/2021	Review Completed - 2/9/21 - Approved	Contractor notified of approval - 2/9/21
10802 Oak Hollow St.	Residential Remodel	2/22/2021	Review Completed 2/25/21 - Not Approved	Contractor Notified of Needed Revisions - 2/25/21
10914 Kirwick Dr.	Residential Remodel	2/22/2021	Review Completed - 3/2/21 - Approved	Contractor Notified of Approval - 3/2/21
621 Wellesley Dr.	New Pool	2/23/2021	Review Completed - 2/26/21 - Approved	Contractor Notified of Approval - 2/26/21
2 Bridlewood Court	New Residence	3/3/2021	In Review	

City of Hunters Creek Village

Certificate of Occupancy

February 3, 2021

Permit Number: 201900589

Alan Chung and Quyen Nguyen
10710 Marsha Lane
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

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 raccoon - Return trap	Picked up Raccoon - Returned trap	
9/5/2019	10810 Oak Creek St.	Report of Dog in Street from Police Dept.	Picked up Dog - Owner Located	Dog Returned to Owner
9/13/2019	331 Hunters Trail St.	Owner Bitten by his dog - Dog Very Aggressive/Dangerous	Dog Euthanized by Owner Request - Tested	Rabies Test NEGATIVE for Rabies
9/16/2019	210 Timberwilde Ln.	Opossum in trap - Picked Up	Picked Up - Relocated	
9/27/2019	600 Blk Timberwilde	Dog at Large	Picked Up Dog - Taken to CAPS for Adoption	Enrolled for Adoption at CAPS.
9/30/2019	10914 Walwick Dr.	Dead Raccoon	Picked Up/Disposed	
10/7/2019	9 Hunters Ridge Ct.	Dead Armadillo	Picked Up/Disposed	
10/11/2019	10800 BLK Roaring Brook	Dead squirrel in road	Picked Up/Disposed	
10/14/2019	938 Boros	Deliver Animal Trap - Feral Cats	Delivered Trap to resident	
10/25/2019	10814 Jaycee Ln.	Deliver Animal Trap - Racoons	Delivered Trap to resident	
11/6/2019	10537 Gawain 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	Animal Trap Delivered to Resident	Delivered Trap to resident	
1/7/2020	5 Reynolds Ct	Animal Trap Delivered to Resident	Animal Trap Delivered to Resident	Delivered Trap to resident	
1/8/2020	Memorial near Thamer	Dead animal in roadway	Dead animal in roadway	Picked Up/Disposed	
1/8/2020	Voss at Beinhorn	Dead animal in roadway	Dead animal in roadway	Picked Up/Disposed	
1/17/2020	5 Reynolds Ct.	Pick Up Trap - No Longer Needed	Pick Up Trap - No Longer Needed	Picked Up Trap	
2/3/2020	606 Hunters Way Dr.	Animal Trap Delivered to Resident	Animal Trap Delivered to Resident	Delivered Trap to Resident	
2/19/2020	210 Timberwilde Ln.	Trapped Raccoon - Pick Up/Return Trap to Resident	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up Raccoon - Relocated	Relocated Raccoon
2/19/2020	3 Saddlewood Estates	Animal Trap Request	Animal Trap Request	Delivered Trap to Resident	
2/21/2020	3 Saddlewood Estates	Raccoon in trap	Raccoon in trap	Picked up and relocated raccoon	Relocated Raccoon
2/26/2020	Hunters Trail St.	Stray Dog	Stray Dog	Pick Up Dog - Delivered to shelter	
2/28/2020	507 Hunters Park Ln.	2 Feral Cats in Trap	2 Feral Cats in Trap	Picked up/Relocated	Relocated Cats
3/3/2020	108 Shasta	Stray Dog on Banks Of Bayou	Stray Dog on Banks Of Bayou	Picked Up Dog	
3/5/2020	907 Creekwood Way	Stray Dog	Stray Dog	Picked up dog - Delivered to Vet Clinic	
3/6/2020	506 Hunters Park Ln.	Feral Cat in Trap	Feral Cat in Trap	Picked Up - Relocated	Relocated Cats
3/10/2020	Voss Park at Voss	Dead animal in roadway	Dead animal in roadway	Picked Up/Disposed	
3/23/2020	Saddlewood near Beinhorn	Dead Opossum in Roadway	Dead Opossum in Roadway	Picked Up/Disposed	
4/6/2020	10918 Timberglen	Deliver Trap to resident	Deliver Trap to resident	Delivered trap to resident	
4/8/2020	10918 Timberglen	Opossum in Trap - Pick Up	Opossum in Trap - Pick Up	Picked Up/Relocated	
4/13/2020	10918 Timberglen	Opossum in Trap - Pick Up	Opossum in Trap - Pick Up	Picked Up/Relocated	
4/20/2020	305 Voss	Trap Request	Trap Request	Delivered trap to resident	
4/20/2020	777 W. Creekside	Raccoon at residence - Please Pick Up	Raccoon at residence - Please Pick Up	Picked Up/Relocated	Relocated
4/23/2020	305 Voss	Raccoon in trap	Raccoon in trap	Picked Up/Relocated	Relocated Raccoon
4/27/2020	10314 Memorial Drive	Trap Request	Trap Request	Delivered trap to resident	
5/11/2020	Voss near I-10	Dead Raccoon on sidewalk	Dead Raccoon on sidewalk	Picked Up/Disposed	Disposed of Dead Raccoon
5/11/2020	802 Kuhlman	Trap Request	Trap Request	Delivered trap to resident	
5/12/2020	10705 Marsha Ln.	Trap Request	Trap Request	Delivered trap to resident	
5/14/2020	10705 Marsh Ln.	Opossum in Trap/Please Pick Up	Opossum in Trap/Please Pick Up	Picked Up/Relocated	Relocated Opossum
					Quarantine to end 5/21/20 - Spoke with dog owner and bite victim. Dog euthanized per owners request on 5/21/20.
5/14/2020	714 Creekside Ln.	Dog Bite - Food Delivery person bitten at front door.	Dog Bite - Food Delivery person bitten at front door.	Dog Quarantined at Vet - Shots Current	
5/18/2020	10807 Pine Bayou	Animal Trap Request	Animal Trap Request	Delivered trap to resident	
5/20/2020	826 Oak Valley Dr.	Animal Trap Request	Animal Trap Request	Delivered trap to resident	
5/20/2020	922 Huntington Cove	Animal in Trap - Please Pick Up	Animal in Trap - Please Pick Up	Picked Up/Relocated Raccoon	Relocated
5/22/2020	826 Oak Valley Dr.	Animal in Trap - Please Pick Up	Animal in Trap - Please Pick Up	Picked Up/Relocated Opossum	Relocated
5/22/2020	10807 Pine Bayou Dr.	Animal in Trap - Please Pick Up	Animal in Trap - Please Pick Up	Picked Up/Relocated Opossum	Relocated
5/22/2020	10619 Gawaitn Ln.	Animal Trap Request	Animal Trap Request	Delivered trap to resident	
6/2/2020	836 Kuhlman Rd.	Dog Bite - Dog owners friend bitten in back yard.	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	Animal in Trap - Please Pick Up	Picked up/Relocated Raccoon	Relocated
6/10/2020	760 Pifer Rd.	Dead animal in roadway	Dead animal in roadway	Picked up and disposed of dead Opossum	Disposed

6/16/2020	10814 Roaring Brook	Animal Trap Request	Delivered trap to resident	
7/1/2020	10622 N. Evers Park	Dead Raccoon in Driveway	Picked Up/Disposed of Raccoon	Disposed
7/1/2020	1108 River Glyn	Dead Armadillo in Driveway	Picked Up/Disposed of Armadillo	Disposed
7/2/2020	Memorial Dr @ Shartle 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	
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	
8/10/2020	10650 Memorial Dr.	Dead Armadillo in Roadway	Picked Up/Disposed of Armadillo	Disposed
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	Dead animal in roadway	Picked up/Disposed of animal	Disposed

1/4/2021	Roaring Brook at Voss	Dead animal in roadway	Picked up and disposed of animal.	Disposed
1/4/2021	305 Lindenwood	Animal Trap Request	Delivered trap to resident	
1/26/2021	13 Creekside Circle	Animal Trap Request	Delivered trap to resident	
1/27/2021	607 Shartle Circle	Dead animal in roadway	Picked up and disposed of animal.	Disposed
1/27/2021	13 Creekside Circle	Animal In Trap - Please Pick Up	Picked up and Relocated Opossum	Relocated
2/2/2021	10955 Beinhorn	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated
2/4/2021	11007 Hunters Park	Animal Trap Request	Delivered Trap to resident	
2/22/2021	740 Kuhlman Rd.	Bat found in House - Pick up - to Lab for Rabies Test	Delivered to Lab for testing	Rabies Test NEGATIVE for Rabies
2/25/2021	10955 Beinhorn	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared March 18, 2021 for the March 23, 2021 Agenda

A. Voss at Second Baptist

1. All work is complete.
2. All lanes are open to traffic.
3. I suggest that we set permanent observation survey markers and document elevation so that we can observe any settlement in the future.

B. Beinhorn and Voss – Traffic Signal Reconstruction

1. Concrete pavement has been constructed.
2. Controller cabinet foundation is set.
3. Waiting for Centerpoint to energize electric service.
4. After energized, new controller can be relocated, and signals turned on.
5. Contract amount is \$329,078.87. On Budget.

C. 2020 Street Maintenance – Memorial Drive

1. Contractor to install centerline striping for extents of Memorial for \$9,685.54. Change Order on this agenda.
2. Street repairs are complete.
3. Manhole repair on Voss was performed by this contractor. Change Order #2, for \$7,470.87 is included on this agenda.

D. 10 Willowend Dr. Outfall

1. Survey work to occur this next two weeks.
2. Internal televising of the line to locate failures and defects is scheduled for next week.
3. Following inspection and survey we will prepare conceptual plan and determine cost magnitude of project.
4. Plan to bid in May, pending HCFCD plan approvals.

E. Ripple Creek Repair

1. The project bid on March 12. There were 14 bidders.
2. Bids ranged from \$149,180.79 to \$269,991.55.
3. Low bidder was Century Concrete at \$149,180.79
4. Bid recommendation is on agenda for award.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
February 23, 2021**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, February 23, 2021, #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 (by teleconference)
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	Building Official:	James Stewart
	Police Chief:	Ray Schultz
	Assistant to City Secretary:	Jennifer Namie (by teleconference)
	City Engineer:	Steve Byington

With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:01 p.m. followed by the pledge of allegiance led by Officer Frank Lerma and a brief prayer by Mayor Pappas.

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.*

Mayor Pappas honored Officer Frank Lerma with a proclamation naming February 23, 2021 as “Officer Frank Lerma Day” in honor of his retirement.

Mayor Pappas honored Richard Heustess by; a) presenting him with a proclamation naming February 24, 2021 as “Richard Heustess Day”; b) announcing that a City park has been named “Heustess Park”; and c) presenting a bronze plaque that will be installed in the park to commemorate the naming of the park in Richard’s honor.

REPORTS

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

Police Commission: Chief Ray Schultz presented the police department report.

The Police Department is currently under budget. Mail fraud is still an issue with people taking mail directly from residents' mail boxes. Two arrests have been made and a warrant has been issued for someone inside the USPS who has been working with these individuals to steal mail from USPS mail deposit boxes.

Chief Schultz thanked City staff for their help through the storm. It went from a storm event to a utility event. He reported that a lot of the damage to homes in the Villages was caused by fire suppression sprinklers. Fortunately, City staff, working with the Police Department and the Water Authority, were able to turn off all water in Hunters Creek City Hall so there were no water damage issues.

Memorial Villages Police Department went out for bid on healthcare insurance coverage. After a competitive bid process, the Police Department chose a United Health Care bundled package, with dental and vision coverage, resulting in a decrease in cost of 12.6%.

Fire Commission: Councilmember Jay Carlton presented the fire department report.

The average response time for EMS was 3 minutes and 53 seconds. The Fire Department receives an average of 1.2 calls per day. On February 16th and 17th there were 50 calls for service. These calls included water leaks, fire alarms, gas leaks, and 3 house fires. One of those fires occurred in Hunters Creek and was a total loss. Fortunately, everyone got out safely.

Councilmember Carlton will speak at the next Fire Commission meeting about preparing better for disasters, especially regarding emergency food and water. He is concerned that the Police Department and Fire Department are not prepared for those emergency situations that might last for several weeks.

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

The City is getting lots of calls from residents who do not know who their sprinkler system providers are.

For the last month, permitting and inspection numbers are going up. Several new homes are either currently under construction or in the plan/review stage. The Public Works Department worked hard to prepare for the storm in turning off City sprinkler systems.

City Engineer: Steve Byington, City Engineer, reported on ongoing public work projects.

- A. Voss at Second Baptist
The work is substantially complete and should be open to traffic by the end of the week of March 1.
- B. Beinhorn and Voss – Traffic Signal Reconstruction
 1. Minor corrections are being made and surface repairs are anticipated the week of March 1st.

2. Startup of signals to occur during the week of the 22nd. We will then run the new system for two weeks with signal heads bagged to monitor issues. If after the two weeks there are no issues, we will switch over to the new signals and then schedule to take down span poles and complete the project.
 3. Contract amount is \$329,078.87 and the project is on budget.
- C. 2020 Street Maintenance – Memorial Drive
1. Striping is the only remaining activity. The Mayor would like to have a quote to have the striping done fully. He does not like the half striping.
 2. Will have a closeout change order in March council meeting.
- D. 10 Willowend Dr. Outfall Replacement
1. There is an item on this agenda for consideration of the engineering scope and fee amendment.
 2. The good news is that staff thinks they can rehabilitate most of the outfall pipe from the inside to avoid disturbing the homeowner's landscape, driveway and fencing. The bad news is that they will need to get review and approval from flood control as well as the Corps of Engineers. Staff will also need to get districts permission to access Buffalo Bayou from HCFCO property.
 3. The basic services are \$37,700 and additional services are \$26,200 for a total of \$63,900.^[JN1]
 4. Staff does not have a construction estimate yet as they do not know how much will be internal repair vs. open cut. Cost will vary between \$150k and \$300k.
- E. Ripple Creek Repairs
1. First advertisement occurs today (17th). Bid opening to occur on March 12th.
 2. Project estimate is \$175k
 3. Will have a recommendation for award in March council meeting.
- F. Voss Closure Feb 3rd – 5th
1. On the weekend of the 1st of February, the City Engineer received calls from MVPD regarding a storm sewer manhole cover that came off two different times over the weekend at Voss, inside the northbound lane between Memorial and the bridge. The ring, which had been installed 31 years ago, had warped and the manhole would overturn and fly off after a car would hit it just right.
 2. On Tuesday staff negotiated an emergency repair and shut down the lane. On Tuesday morning the cover was found lying against the curb of the esplanade. Approximately 12 ft x 12 ft of pavement was replaced.
- G. Entry Sign Beautification Project
- Tom Fullen, City Administrator, is not happy with the designs that have been presented for the entry sign beautification project. He asked for more options and will present those to Council in March.

Mayor Report:

Mayor Pappas is trying to get special group pricing for generators for city residents as generators are in high demand right now and the supply is low. He sent a VLINK to residents to gauge their interest in purchasing generators at a discounted group rate.

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 January 26, 2021.
2. Approval of the Cash Disbursement Journal for January, 2021.

A motion was made by Councilmember Spalding to approve the consent agenda. Councilmember Carlton seconded the motion and the motion carried unanimously.

REGULAR AGENDA

1. Discussion and possible action to approve Amendment No. 66 to the engineering contract with Cobb Fendley in the amount of \$63,900.00 for Engineering Services associated with the 10 Willowend Outfall Replacement Project.

A motion was made by Councilmember Spalding to approve Amendment No. 66 to the engineering contract with Cobb Fendley in the amount of \$63,900.00 [JN2] for Engineering Services associated with the 10 Willowend Outfall Replacement Project. Councilmember Marks seconded the motion and the motion carried unanimously.

2. Discussion and possible action to consider a request for an extension of building permit 201600635, which expires February 23rd, 2021 and authorize construction at 10802 Hunters Forest Drive, and setting the fees and conditions for the extension.

A motion was made by Councilmember Spalding to approve a four month extension of building permit 201600635 at a rate of \$541.52 per month, which expires February 23rd, 2021 and authorize construction at 10802 Hunters Forest Drive. Councilmember Carlton seconded the motion.

Councilmember Carlton made an amended motion to approve a four month extension of building permit 201600635 at a rate of \$541.52 per month with a requirement that the owner or property manager report the progress of construction to Council at every Council meeting for the duration of the extension. Councilmember Spalding seconded the motion and the motion carried unanimously.

3. Discussion and possible action to adopt an ordinance of the City Council of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor and Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 1, 2021, General Municipal Election; and containing other provisions relating to the subject.

A motion was made by Councilmember Spalding to adopt an ordinance of the City Council of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor and Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 1, 2021, General Municipal Election; and containing other provisions relating to the subject. Councilmember Sapien seconded the motion and the motion carried unanimously.

4. Discussion and possible action to approve an ordinance of the City of Hunters Creek Village, Texas, adopting amendment No. 2 to the original budget of the City of Hunters Creek Village, Texas, for the year 2020 providing detailed line item increases or decreases; providing for severability; and containing other provisions relating to the subject.

A motion was made by Councilmember Cowell to approve an ordinance of the City of Hunters Creek Village, Texas, adopting amendment No. 2 to the original budget of the City of Hunters Creek Village, Texas, for the year 2020 providing detailed line item increases or decreases; providing for severability; and containing other provisions relating to the subject. Councilmember Sapien seconded the motion and the motion carried unanimously.

5. Discussion and possible action to approve a Network Node Deployment Agreement (which includes a list of proposed node locations) with Verizon Wireless.

No action was taken on this item.

ADJOURNMENT

At 7:07 p.m. a motion was made by Councilmember Cowell to adjourn the meeting. Councilmember Carlton seconded the motion. The vote to approve the motion was unanimous.

The meeting was adjourned at 7:07 p.m.

These minutes were approved on the ____ day of March, 2021.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary

DRAFT



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP POOLED-AP POOLED						
0647	Aflac Worldwide Headquarters	02/02/2021	Regular	0.00	538.20	32472
0458	AT&T (5019)	02/02/2021	Regular	0.00	719.73	32473
0005	AT&T (5414)	02/02/2021	Regular	0.00	380.05	32474
0669	C & D Janitor Service, Inc.	02/02/2021	Regular	0.00	795.86	32475
0045	CARMEN KNEZEAK	02/02/2021	Regular	0.00	1,120.00	32476
0010	CENTERPOINT ENERGY	02/02/2021	Regular	0.00	119.72	32477
0018	END-O-PEST	02/02/2021	Regular	0.00	135.00	32478
000796	Engie Resources	02/02/2021	Regular	0.00	3,871.23	32479
0023	GORMAN UNIFORM SERVICE	02/02/2021	Regular	0.00	101.32	32480
0431	HOOPER COMMUNICATIONS LP	02/02/2021	Regular	0.00	8,186.10	32481
000844	Linebarger Goggan Blair & Sampson LLP	02/02/2021	Regular	0.00	213.30	32482
0641	Mark E. Easley	02/02/2021	Regular	0.00	300.00	32483
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	02/02/2021	Regular	0.00	164,998.00	32484
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	02/02/2021	Regular	0.00	4,250.00	32485
0053	MEMORIAL VILLAGES WATER AUTHORITY	02/02/2021	Regular	0.00	1,324.57	32486
0522	MISTER SWEEPER LP	02/02/2021	Regular	0.00	834.00	32487
0065	OFFICE DEPOT CREDIT PLAN	02/02/2021	Regular	0.00	328.70	32488
0420	PREMIER TREE SERVICE	02/02/2021	Regular	0.00	1,150.00	32489
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	02/02/2021	Regular	0.00	12,096.20	32490
0105	VILLAGE FIRE DEPARTMENT	02/02/2021	Regular	0.00	129,074.36	32491
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	02/02/2021	Regular	0.00	12,562.86	32492
0537	WCA Waste Systems Inc.	02/02/2021	Regular	0.00	41,728.21	32493
000815	BBG Consulting, Inc.	02/19/2021	Regular	0.00	3,080.00	32494
0628	BRADFORD GENE HENDRICKS	02/19/2021	Regular	0.00	630.00	32495
0575	BRENDA CAMPAGNA	02/19/2021	Regular	0.00	500.00	32496
000856	Cameron Builders Inc.	02/19/2021	Regular	0.00	2,172.00	32497
0228	CITY OF BUNKER HILL VILLAGE	02/19/2021	Regular	0.00	453.32	32498
0012	COBB FENDLEY	02/19/2021	Regular	0.00	19,711.40	32499
0013	COWBOY TRUCKING INC	02/19/2021	Regular	0.00	31.96	32500
0023	GORMAN UNIFORM SERVICE	02/19/2021	Regular	0.00	101.32	32501
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIA	02/19/2021	Regular	0.00	40.00	32502
0654	Lora Jean D. Lenzsch	02/19/2021	Regular	0.00	717.50	32503
000855	Office Systems of Texas	02/19/2021	Regular	0.00	150.00	32504
0066	OLSON & OLSON LLP	02/19/2021	Regular	0.00	1,345.00	32505
0420	PREMIER TREE SERVICE	02/19/2021	Regular	0.00	650.00	32506
0434	SHERRY L. LOTT	02/19/2021	Regular	0.00	1,425.00	32507
0260	THOMAS G FULLEN JR	02/19/2021	Regular	0.00	91.00	32508
000789	Van Sant Landscape Management	02/19/2021	Regular	0.00	750.00	32509
0537	WCA Waste Systems Inc.	02/19/2021	Regular	0.00	42,769.42	32510

Bank Code AP POOLED Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	39	0.00	459,445.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	46	39	0.00	459,445.33

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	39	0.00	459,445.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	46	39	0.00	459,445.33

Fund Summary

Fund	Name	Period	Amount
999	POOL	2/2021	459,445.33
			459,445.33



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Ripple Creek Pavement Repairs – Construction
Award Recommendation
PROCEEDING: Motion
EXHIBITS: Bid Tab

March 15, 2021

The Honorable Jim Pappas
 City of Hunters Creek Village
 1 Hunters Creek Place
 Houston, Texas 77024

Re: 2021 Street Maintenance – Ripple Creek Pavement Repairs
 Construction Award Recommendation
 CFA Project No. 2112-005-02

Dear Mayor Pappas:

On Friday, March 12, 2021, bids for the Ripple Creek Pavement Repairs Project were received and read in public at the City of Hunters Creek office. Fourteen (14) contracting firms submitted bids for this project.

There were no consequential mathematical errors or discrepancies found in any of the 14 bidders packages submitted and Century Concrete Construction, Inc. is the lowest bidder.

The bidder's rank from lowest to highest, name, and total bid price are as follows:

Rank	Contractor	Bid Amount
1	Century Concrete Construction, Inc.	\$ 149,180.79
2	DG Medina Construction LLC	\$ 152,125.40
3	McCroy-CTI Services Inc.	\$ 167,604.00
4	Unotec Construction	\$ 175,107.32
5	A-1 Construction Services	\$ 206,165.04
6	Teamwork Construction Services	\$ 206,916.00
7	UJ Elite Construction LLC	\$ 221,847.00
8	Turner Paving & Construction, Inc.	\$ 225,319.50
9	Caan Construction Enterprises, LP	\$ 225,358.48
10	Castec Construction LLC	\$ 226,846.48
11	Aranda Industries	\$ 260,305.00
12	Main Lane Industries, Ltd	\$ 261,692.00
13	J Rivas Construction, LLC	\$ 269,043.25
14	Civil & Environmental Engineering Services, LLC	\$ 269,991.55

A copy of the bid tabulation is attached with this submittal.

Upon review, Cobb Fendley & Associates, Inc. recommends that the construction contract, in the amount of \$149,180.79, be awarded to Century Concrete Construction, Inc.

Mayor Jim Pappas
March 15, 2021
Page 2 of 2



If you have any questions or require additional information, please feel free to contact me at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Thomas A. Artz".

Thomas A. Artz, P.E.
Senior Project Manager

Enclosure: Bid Tabulation

Ripple Creek Pavement Repairs
Bid Tabulation

BASE UNIT PRICE				Bidder No. 1			Bidder No. 2			Bidder No. 3		
ITEM #	SPEC #	ITEM	UNIT	QUANTITY	UNIT COST	COST	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	1502	Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 7,550.00	\$ 7,550.00	\$ 1,000.00	\$ 1,000.00
2	1555	Traffic Control and Regulations (including signs, barricades, flaggers, and changeable Message Board)	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 4,850.00	\$ 4,850.00	\$ 6,500.00	\$ 6,500.00	\$ 6,000.00	\$ 6,000.00
3	2221	Remove, Haul, and Dispose Offsite Existing Pavement, Curb & Base Material. (All thicknesses, including required saw-cutting & demolition)	SY	1,253	\$ 15.00	\$ 18,795.00	\$ 17.49	\$ 21,914.97	\$ 20.80	\$ 26,062.40	\$ 15.00	\$ 18,795.00
4	2315	Excavation	CY	209	\$ 10.00	\$ 2,090.00	\$ 31.10	\$ 6,499.90	\$ 33.00	\$ 6,897.00	\$ 10.00	\$ 2,090.00
5	2751	High Early Strength Reinforced Concrete Pavement (Match existing pavement thickness or 7-inch Minimum) Sawcut, Expansion Joints, Horizontal Dowels, keyed joints, Pavement Markings & Stripings are incidental to the Concrete Pavement Unit Price	SY	1,253	\$ 100.00	\$ 125,300.00	\$ 66.60	\$ 83,449.80	\$ 64.00	\$ 80,192.00	\$ 68.00	\$ 85,204.00
6	2321	Cement Stabilized Sand for Base Material (6" Min)	SY	1,253	\$ 20.00	\$ 25,060.00	\$ 12.00	\$ 15,036.00	\$ 10.00	\$ 12,530.00	\$ 25.00	\$ 31,325.00
7	1570	Inlet Protection Barrier	EA	20	\$ 100.00	\$ 2,000.00	\$ 110.00	\$ 2,200.00	\$ 84.00	\$ 1,680.00	\$ 50.00	\$ 1,000.00
8	2922	Site Restoration	LF	1,036	\$ 3.00	\$ 3,108.00	\$ 2.92	\$ 3,025.12	\$ 3.25	\$ 3,367.00	\$ 5.00	\$ 5,180.00
9	2922	Concrete Pavement Header	LF	20	\$ 40.00	\$ 800.00	\$ 40.00	\$ 800.00	\$ 10.35	\$ 207.00	\$ 28.00	\$ 560.00
10	2752	Crack Sealing	LF	600	\$ 10.00	\$ 6,000.00	\$ 3.50	\$ 2,100.00	\$ 3.00	\$ 1,800.00	\$ 15.00	\$ 9,000.00
Subtotal Base Unit Prices						\$ 200,653.00	\$ 142,375.79	\$ 146,785.40	\$ 160,154.00			
Extra Unit Price Items												
10	2221	Remove, Haul, and Dispose Offsite Existing Pavement, Curb & Base Material. (All thicknesses, including required saw-cutting & demolition)	SY	50	\$ 15.00	\$ 750.00	\$ 17.50	\$ 875.00	\$ 20.80	\$ 1,040.00	\$ 15.00	\$ 750.00
11	2751	High Early Strength Reinforced Concrete Pavement (Match existing pavement thickness or 8-inch Minimum) Sawcut, Expansion Joints, Horizontal Dowels, keyed joints, Pavement Markings & Stripings are incidental to the Concrete Pavement Unit Price	SY	50	\$ 100.00	\$ 5,000.00	\$ 66.60	\$ 3,330.00	\$ 64.00	\$ 3,200.00	\$ 69.00	\$ 3,450.00
12	2321	Cement Stabilized Sand for Base Material (6" Min)	SY	50	\$ 25.00	\$ 1,250.00	\$ 12.00	\$ 600.00	\$ 10.00	\$ 500.00	\$ 25.00	\$ 1,250.00
13	2752	Saw Cutting Cracks	LF	400	\$ 2.50	\$ 1,000.00	\$ 5.00	\$ 2,000.00	\$ 1.50	\$ 600.00	\$ 5.00	\$ 2,000.00
Subtotal Extra Unit Items						\$ 8,000.00	\$ 6,805.00	\$ 5,340.00	\$ 7,450.00			
TOTAL RIPPLE CREEK PAVEMENT REPAIRS						\$ 208,653.00	\$ 149,180.79	\$ 152,125.40	\$ 167,604.00			

Ripple Creek Pavement Repairs
Bid Tabulation

Bidder No. 4			Bidder No. 5			Bidder No. 6			Bidder No. 7			Bidder No. 8			Bidder No. 9			Bidder No. 10		
UNOTEC CONSTRUCTION			A-1 CONSTRUCTION			TEAMWORK CONSTRUCTION			UJ ELITE CONSTRUCTION			TURNER PAVING & CONSTR			CAAN CONSTRUCTION			CASTEC CONSTRUCTION		
Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price	
\$ 4,500.00	\$ 4,500.00		\$ 5,000.00	\$ 5,000.00		\$ 22,500.00	\$ 22,500.00		\$ 15,000.00	\$ 15,000.00		\$ 10,000.00	\$ 10,000.00		\$ 11,000.00	\$ 11,000.00		\$ 20,000.00	\$ 20,000.00	
\$ 12,500.00	\$ 12,500.00		\$ 2,566.67	\$ 2,566.67		\$ 2,950.00	\$ 2,950.00		\$ 15,000.00	\$ 15,000.00		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00		\$ 15,000.00	\$ 15,000.00	
\$ 12.50	\$ 15,662.50		\$ 40.50	\$ 50,746.50		\$ 26.00	\$ 32,578.00		\$ 18.00	\$ 22,554.00		\$ 31.50	\$ 39,469.50		\$ 9.00	\$ 11,277.00		\$ 25.00	\$ 31,325.00	
\$ 44.50	\$ 9,300.50		\$ 23.93	\$ 5,001.37		\$ 34.50	\$ 7,210.50		\$ 25.00	\$ 5,225.00		\$ 25.00	\$ 5,225.00		\$ 20.00	\$ 4,180.00		\$ 25.00	\$ 5,225.00	
\$ 78.00	\$ 97,734.00		\$ 81.50	\$ 102,119.50		\$ 66.00	\$ 82,698.00		\$ 79.00	\$ 98,987.00		\$ 75.00	\$ 93,975.00		\$ 120.00	\$ 150,360.00		\$ 80.00	\$ 100,240.00	
\$ 16.00	\$ 20,048.00		\$ 14.00	\$ 17,542.00		\$ 22.50	\$ 28,192.50		\$ 31.00	\$ 38,843.00		\$ 30.00	\$ 37,590.00		\$ 20.00	\$ 25,060.00		\$ 25.00	\$ 31,325.00	
\$ 30.00	\$ 600.00		\$ 35.00	\$ 700.00		\$ 65.00	\$ 1,300.00		\$ 250.00	\$ 5,000.00		\$ 200.00	\$ 4,000.00		\$ 120.00	\$ 2,400.00		\$ 200.00	\$ 4,000.00	
\$ 1.87	\$ 1,937.32		\$ 9.00	\$ 9,324.00		\$ 4.50	\$ 4,662.00		\$ 6.50	\$ 6,734.00		\$ 10.00	\$ 10,360.00		\$ 1.43	\$ 1,481.48		\$ 1.43	\$ 1,481.48	
\$ 45.00	\$ 900.00		\$ 9.50	\$ 190.00		\$ 295.00	\$ 5,900.00		\$ 3.50	\$ 70.00		\$ 200.00	\$ 4,000.00		\$ -	\$ -		\$ -	\$ -	
\$ 2.75	\$ 1,650.00		\$ 9.00	\$ 5,400.00		\$ 11.00	\$ 6,600.00		\$ 8.00	\$ 4,800.00		\$ 5.00	\$ 3,000.00		\$ 2.00	\$ 1,200.00		\$ 10.00	\$ 6,000.00	
	\$ 164,832.32			\$ 198,590.04			\$ 194,591.00			\$ 212,213.00			\$ 217,619.50			\$ 216,958.48			\$ 214,596.48	
Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price		Unit Price	Extended Price	
\$ 12.50	\$ 625.00		\$ 40.50	\$ 2,025.00		\$ 26.00	\$ 1,300.00		\$ 15.00	\$ 750.00		\$ 31.50	\$ 1,575.00		\$ 8.00	\$ 400.00		\$ 25.00	\$ 1,250.00	
\$ 88.00	\$ 4,400.00		\$ 25.00	\$ 1,250.00		\$ 66.00	\$ 3,300.00		\$ 79.00	\$ 3,950.00		\$ 75.00	\$ 3,750.00		\$ 100.00	\$ 5,000.00		\$ 90.00	\$ 4,500.00	
\$ 25.00	\$ 1,250.00		\$ 14.00	\$ 700.00		\$ 22.50	\$ 1,125.00		\$ 31.00	\$ 1,550.00		\$ 31.50	\$ 1,575.00		\$ 20.00	\$ 1,000.00		\$ 50.00	\$ 2,500.00	
\$ 10.00	\$ 4,000.00		\$ 9.00	\$ 3,600.00		\$ 16.50	\$ 6,600.00		\$ 8.46	\$ 3,384.00		\$ 2.00	\$ 800.00		\$ 5.00	\$ 2,000.00		\$ 10.00	\$ 4,000.00	
	\$ 10,275.00			\$ 7,575.00			\$ 12,325.00			\$ 9,634.00			\$ 7,700.00			\$ 8,400.00			\$ 12,250.00	
	\$ 175,107.32			\$ 206,165.04			\$ 206,916.00			\$ 221,847.00			\$ 225,319.50			\$ 225,358.48			\$ 226,846.48	

Ripple Creek Pavement Repairs
Bid Tabulation

Bidder No. 11		Bidder No. 12		Bidder No. 13		Bidder No. 14	
ARANDA INDUSTRIES		MAIN LANE		J RIVAS CONSTRUCTION		CIVIL & ENVIRONMENTAL ENG	
Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
\$ 25,000.00	\$ 25,000.00	\$ 13,000.00	\$ 13,000.00	\$ 11,500.00	\$ 11,500.00	\$ 10,000.00	\$ 10,000.00
\$ 25,000.00	\$ 25,000.00	\$ 13,000.00	\$ 13,000.00	\$ 4,500.00	\$ 4,500.00	\$ 17,750.00	\$ 17,750.00
\$ 10.00	\$ 12,530.00	\$ 40.00	\$ 50,120.00	\$ 13.25	\$ 16,602.25	\$ 22.50	\$ 28,192.50
\$ 35.00	\$ 7,315.00	\$ 50.00	\$ 10,450.00	\$ 28.00	\$ 5,852.00	\$ 15.00	\$ 3,135.00
\$ 95.00	\$ 119,035.00	\$ 94.00	\$ 117,782.00	\$ 117.00	\$ 146,601.00	\$ 120.00	\$ 150,360.00
\$ 25.00	\$ 31,325.00	\$ 20.00	\$ 25,060.00	\$ 48.00	\$ 60,144.00	\$ 27.85	\$ 34,896.05
\$ 10.00	\$ 200.00	\$ 80.00	\$ 1,600.00	\$ 45.00	\$ 900.00	\$ 140.00	\$ 2,800.00
\$ 25.00	\$ 25,900.00	\$ 15.00	\$ 15,540.00	\$ 9.00	\$ 9,324.00	\$ 3.00	\$ 3,108.00
\$ 25.00	\$ 500.00	\$ 2.00	\$ 40.00	\$ 25.00	\$ 500.00	\$ 25.00	\$ 500.00
\$ 5.00	\$ 3,000.00	\$ 11.00	\$ 6,600.00	\$ 3.85	\$ 2,310.00	\$ 7.50	\$ 4,500.00
	\$ 249,805.00		\$ 253,192.00		\$ 258,233.25		\$ 255,241.55
Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
\$ 10.00	\$ 500.00	\$ 40.00	\$ 2,000.00	\$ 14.00	\$ 700.00	\$ 35.00	\$ 1,750.00
\$ 95.00	\$ 4,750.00	\$ 94.00	\$ 4,700.00	\$ 125.00	\$ 6,250.00	\$ 140.00	\$ 7,000.00
\$ 25.00	\$ 1,250.00	\$ 20.00	\$ 1,000.00	\$ 48.00	\$ 2,400.00	\$ 40.00	\$ 2,000.00
\$ 10.00	\$ 4,000.00	\$ 2.00	\$ 800.00	\$ 3.65	\$ 1,460.00	\$ 10.00	\$ 4,000.00
	\$ 10,500.00		\$ 8,500.00		\$ 10,810.00		\$ 14,750.00
	\$ 260,305.00		\$ 261,692.00		\$ 269,043.25		\$ 269,991.55



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Main Lane Industries Change Order
PROCEEDING: Motion
EXHIBITS: Change Order #1

March 11, 2021

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

Re: 2020 Street Maintenance Project
Change Order #1
CFA No. 2012-006-04

To Tom Fullen:

Attached is Change Order #1 from Main Lane Industries, Ltd. for the above – referenced project. This Change Order provides for the installation of new center line striping on Memorial Drive from Lindenwood to Green Bay. We believe the contractor's price is fair and reasonable – it is more than 50% lower than his contract price for 4 – inch wide striping. We recommend approval of this Change Order.

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

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Thomas A. Artz, P.E.
Sr. Project Engineer

Enclosures

cc: Tom Fullen
Jackie Ramos
Steve Byington
Mark Sharpe

Change Order #1

DATE OF ISSUANCE: March 10, 2021

EFFECTIVE DATE: March 10, 2021

PROJECT: 2020 Street Maintenance Project
OWNER: City of Hunters Creek Village
ADDRESS: 1 Hunters Creek Place
 Houston, TX 77024

CONTRACTOR: Main Lane Industries, Ltd.
ADDRESS: 14115 Luthe Road, Suite 100,
 Houston, Texas 77039

DESCRIPTION OF CHANGES

Scope: Items added: Additional pavement marking.
 Items deducted: Contractor - Provided Root Barrier.

Justification: Additional pavement marking was added to the project in order to install Center line striping to Memorial Drive within the City Limits as requested by the City. Additional time added to contract to allow completion of the additional pavement marking.

Amount: \$ **9,685.54**
 Days: **50**

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price	\$	297,312.00
This Change Orders	\$	9,685.54
Revised Contract Price	\$	306,997.54


CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	45	January 21, 2021
Previous Change Orders	0	
This Change Order	50	
Revised Contract Time	95	March 12, 2021
Original Contract Time Final Completion	60	February 5, 2021
Previous Change Orders	0	
This Change Order	50	
Revised Contract Time	110	March 27, 2021

Submitted by:

By: Vernon Plowman  3/10/21
Print Name Signature Date
 Main Lane Industries, Ltd.

Recommended by:

By: Tommy Arta  3/11/21
Print Name Signature Date
 CobbFendley

Approved:

By: _____
Print Name Signature Date
 City of Hunters Creek Village

Original Contract				Change Order 1				
Item No.	Item Description	Unit	QTY	Unit Price	Extended Price	Revised Unit Price	Revised Unit QTY	Price Difference (Add/Deduct)
Deleted Items								
SECTION 2 - STREET ITEMS								
14	Root Barrier (24" Depth) Contractor Furnished	LF	200	\$ 20.00	\$ 4,000.00		0	\$ (4,000.00)
ADD NEW ITEMS								
15	4-inch Yellow Striping, Greenbay to Voss	LF					3986	\$ 3,746.84
16	4-inch Solid Yellow Striping, Voss to Lindenwood	LF					10089	\$ 9,080.10
17	24-inch Solid Yellow Striping	LF			\$ -		108	\$ 858.60
							CO TOTAL	\$ 9,685.54

Note: Bids were selected on Base Bid prices. Alternates were not selected during award.

TOTAL ORIGINAL CONTRACT = \$ 297,312.00
TOTAL CHANGE ORDER 1 = \$ 9,685.54
NEW CONTRACT TOTAL = \$ 306,997.54



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Main Lane Industries Change Order
PROCEEDING: Motion
EXHIBITS: Change Order #2

March 18, 2021

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

Re: 2020 Street Maintenance Project
Change Order #2
CFA No. 2012-006-04

To Tom Fullen:

Attached is Change Order #2 from Main Lane Industries, Ltd. for the above – referenced project. This Change Order provides for the repair of an existing manhole on Northbound Voss Road. We believe the contractor's price is fair and reasonable. We recommend approval of this Change Order.

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

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Thomas A. Artz, P.E.
Sr. Project Engineer

Enclosures

cc: Tom Fullen
Jackie Ramos
Steve Byington
Mark Sharpe

Change Order # 2

DATE OF ISSUANCE: March 17, 2021 **EFFECTIVE DATE:** March 17, 20216
PROJECT: 2020 Street Maintenance Project **CONTRACTOR:** Main Lane Industries, Ltd.
OWNER: City of Hunters Creek **ADDRESS:** 14115 Luthe Rd.
ADDRESS: 1 Hunters Creek Place Houston, TX 77039
Houston, Tx 77024

DESCRIPTION OF CHANGES

Scope: Repair and replacement of a damaged manhole top and adjacent pavement on northbound Voss Road.
Justification: The manhole cover was shattered and broken by traffic. When the cover was replaced, the replacement cover shattered. The upper portion of the manhole had to be reconstructed to properly support the manhole cover and prevent future manhole cover damage.
Cost: \$7,470.87
Time: None

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price \$ 297,312.00
Previous Change Orders \$ 9,685.54
This Change Order \$ 7,470.87
Revised Contract Price \$ 314,468.41

CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	45	January 21, 2021
Previous Change Orders	50	
This Change Order	0	
Revised Contract Time	95	March 12, 2021
Original Contract Time Final Completion	60	February 5, 2021
Previous Change Orders	50	
This Change Order	0	
Revised Contract Time	110	March 27, 2021

Submitted by:

By: Veronika Prouman [Signature] 3/18/21
Print Name Signature Date
Main Lane Industries, Ltd

Recommended by:

By: Thomas A. Artz [Signature] 3/18/21
Print Name Signature Date
CobbFendley

Approved by:

By: _____
Print Name Signature Date
City of Hunters Creek Village



14115 Luthe Rd
Houston, Texas 77039
713-896-3141

INVOICE 210299-2-1

Owner: City of Hunters Creek Village
CFA#: Emergency 1
Project: Voss Manhole repair
Highway: Voss South of Memorial
County: Harris
Description: Repair failed manhole and pavement

MLJ Job: 210299-2
Date: 2/1/2021
Est No: 1
From: 2/2/2021
To: 2/4/2021

Pay Estimate No. 1

Owner: City of Hunters Creek Village
#1 Hunters Creek Place
Houston, TX 77024
Art Thomas Artz

Item	Desc	Unit	Contract Quantity	Unit Price	Contract Amount	Completed thru last estimate		Completed this month	
						Quantity	Amount	Quantity	Amount
1		LS	1.00	\$7,470.87	\$ 7,470.87	1.00	\$ 7,470.87		\$ 7,470.87
Total Contract Amount						\$ 7,470.87	\$ -	\$ -	\$ 7,470.87
Total Amount Earned To Date						\$ 7,470.87	\$ -	\$ -	\$ 7,470.87
Retainage						\$ -	\$ -	\$ -	\$ -
Net Due After Retainage						\$ 7,470.87	\$ -	\$ -	\$ 7,470.87
Less Previous Estimate						\$0.00			
Net Amount Due						\$ 7,470.87	\$ -	\$ -	\$ 7,470.87

0%

TX DOT

Request for Change Order

CONTROL #: Voss Manhole
 PROJECT#: City of Hunters Creek
 COUNTY: Harris
 HIGHWAY: Voss south of Memorial

1 EACH
 Voss NB Manhole failure

LABOR

	Qty	Days	Rate	Regular Hours	Overtime Hours	Total
Foreman Lupe Garza 2/3/21	1	1	\$ 48.75	8	0	\$ 390.00
Baltazar Diaz 2/3/21	1	1	\$ 19.50	12	0	\$ 234.00
Baltazar Diaz 2/4/21	1	1	\$ 19.50	4	8	\$ 312.00
Gonzalo Luna 2/3/21	1	1	\$ 16.50	12	0	\$ 198.00
Gonzalo Luna 2/4/21	1	1	\$ 16.50	4	8	\$ 264.00
Martin Rodriguez 2/3/21	1	1	\$ 18.25	11	0	\$ 200.75
Joslin Avila 2/3/21	1	1	\$ 16.00	11	0	\$ 176.00
Victor Ochoa 2/3/21	1	1	\$ 17.75	11	0	\$ 195.25
Sergio Santacruz 2/3/21	1	1	\$ 22.25	12	0	\$ 267.00
Sergio Santacruz 2/4/21	1	1	\$ 22.25	5	0	\$ 111.25
						\$ 2,348.25

EQUIPMENT

	Qty	Days	FHWA Hourly Rate	Hours	Total
3/4 Ton Pickup	1	1	\$ 19.17	8.00	\$ 153.36
650 Flatbed truck	1	2	\$ 19.14	8.00	\$ 306.24
Backhoe loader	1	1	\$ 35.72	8.00	\$ 285.76
Solar Arrowboard	1	2	\$ 2.30	8.00	\$ 36.80
Hydraulic Breaker	1	1	\$ 16.69	8.00	\$ 133.52
Dump truck	1	1	\$ 63.58	8.00	\$ 508.64
Utility Trailer	1	1	\$ 2.89	8.00	\$ 23.12
Concrete Vibrator	1	1	\$ 0.59	8.00	\$ 4.72
Cutoff saw	1	1	\$ 72.77	1.00	\$ 72.77
Generator	1	1	\$ 5.19	8.00	\$ 41.52
					\$ 1,566.45

MATERIAL/SUPPLIES

	Unit	Qty	Price	Total
Manhole Cover/Ring	EA	1	\$ 181.15	\$ 181.15
Concrete	CY	6	\$ 114.00	\$ 684.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
				\$ 865.15

SUBCONTRACTORS

	Unit	Qty	Price	Total
Holes Inc./ Sawing	LS	1	\$ 650.00	\$ 650.00
			\$ -	\$ -
				\$ 650.00

Base Labor		\$ 2,348.25
Burden	55%	\$ 1,291.54
Markup	15%	\$ 352.24
Sub-Total		\$ 3,992.03
Equipment		\$ 1,566.45
Markup	15%	\$ 234.97
Sub-Total		\$ 1,801.42
Materials, Supplies		\$ 865.15
Sub-Total	15%	\$ 129.77
		\$ 994.92
Subcontractors		\$ 650.00
Sub-Total	5%	\$ 32.50
		\$ 682.50
Sub-Total		\$ 7,470.87
Bond	0%	\$ -
Sub-Total		\$ -
Total Price ***		\$ 7,470.87
Unit Price ***		\$ 7,470.87



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Public Utility Commission of Texas
PROCEEDING: Motion
EXHIBITS: 2021 Consumer Price Index



Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

2021 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

March 9, 2021

PURPOSE

This letter is to notify you that your city's 2021 maximum access line rates have increased by 0.4820% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

DEFAULT RATES FOR 2021: NO CHANGE

Based on the choice made by your city in April 2020, your city's 2021 rate will either be adjusted for inflation, or will remain the same as your 2020 rate. According to our records, when similar CPI adjustments were made in April 2020, you opted NOT to adjust your rates for inflation, (i.e. you chose LESS than the maximum allowable CPI-adjusted rates). Therefore, your 2021 rates will REMAIN at your 2020 level and your rates will NOT increase. You have the option to refuse this default rate and request an increase in rates by taking the action explained below.

ACTION BY CITY: TO REQUEST AN INCREASE

(1) You do not have to respond if you desire to keep your 2021 rates at the 2020 levels. (2) Respond ONLY if you want an INCREASE from the 2020 rates. (3) To request an increase, notify the PUC using page 2 of this letter no later than April 30, 2021. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2021?

If a city does not respond by April 30, 2021, the rates for your city will remain at the 2020 levels. The next opportunity to adjust your rates will be September 1, 2021.

WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2021.

FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2021, you will receive a similar letter in 2022.

See over...

City of Hunters Creek Village

SECTION 1: Your new 2021 CPI adjusted maximum rates are as follows:

Residential: _____ \$1.62 **Non-Residential:** _____ \$3.58 **Point-to-Point:** _____ \$5.42

SECTION 2: Your default rates for 2021 are as follows and are the same as your 2020 rates.
Note: This is lower because you have chosen to do so previously.

Residential: _____ \$1.59 **Non-Residential:** _____ \$3.53 **Point-to-Point:** _____ \$5.35

To increase your default rates by any amount up to your 2021 maximum rates shown in SECTION 1, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.

I _____, Title _____, am an authorized representative for the City/Town/Village of _____. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates: Residential _____; Non-Residential _____; Point-to-Point _____.

Date: _____ Signature: _____

Other Comments:

HOW TO RESPOND

Mail: Stephen Mendoza
Public Utility Commission
P.O. Box 13326
Austin, TX 78711-3326

INQUIRIES

Inquiries only. NOT for sending your response.
HB1777@puc.texas.gov
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428

CITY CONTACT INFORMATION

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1: (713) 465-2150
Phone No. 2: _____
Fax No: (713) 465-8357
Email: tfullen@citvofhunterscreek.org

Address

TOM FULLEN CITY ADMINISTRATOR
or current city official responsible for right-of-way issues
CITY OF HUNTERS CREEK VILLAGE
#1 HUNTERS CREEK PLACE
HOUSTON TX 77024



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: CenterPoint Energy's 2021 Annual Gas Reliability
Infrastructure Program
PROCEEDING: Motion
EXHIBITS: Letter from CenterPoint



March 4, 2021

CenterPoint Energy
1111 Louisiana Street
Houston, TX 77002-5231
P.O. Box 2628
Houston, TX 77252-2628

Mayor and City Council
City of Hunters Creek Village
Hunters Creek Village, Texas

Delivered by Certified Mail

Re: CenterPoint Energy 2021 Annual GRIP Adjustment for the Houston Division

Dear Madam or Sir:

CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas (“CenterPoint” or the “Company”), files the tariffs and supporting documents, in electronic form, with the City of Hunters Creek Village (“City”) consistent with Section 7.7101 of the Railroad Commission of Texas (“Commission”) Gas Services Division Rules and Section 104.301 of the Texas Utilities Code to establish the annual gas reliability infrastructure program (“GRIP”) interim rate adjustment (“IRA”) for the Company’s Houston Division, which includes the City. The proposed IRA will affect rates for natural gas service customers located in the City. Simultaneously with this filing, CenterPoint makes the same GRIP filing with the Commission for customers located in the City’s environs and cities of the Houston Division that have ceded original jurisdiction to the Commission.

CenterPoint consistently supplies its customers in the Houston Division with safe and dependable natural gas service by prudently investing in additions and upgrades to its delivery system. The Company will continue to prudently invest in its infrastructure in order to improve its natural gas service to its customers and to anticipate and meet their needs under all operating conditions. The GRIP program enables a gas utility such as CenterPoint to begin recovery of its incremental capital investment in the system, subject to a prudence review in its next rate case. This reduces regulatory lag and incentivizes needed investment. Consistent with Section 104.301 of the Texas Utilities Code and Commission precedent, the City’s review of this GRIP filing is limited to a ministerial review to ensure compliance with the GRIP statute.

Pursuant to applicable law, the proposed IRA will become effective on May 3, 2021, unless the City suspends that date for a period of no longer than forty-five (45) days. The approved IRA will be applied to the monthly customer charge and will remain in effect until superseded by the earlier of (1) the effective date of the Company’s next annual GRIP adjustment for the Houston Division; or (2) the issuance of a final order in a rate setting proceeding for the Houston Division.

As detailed in the attached schedules and supporting material, the Company invested \$153,689,801 in its Houston Division in calendar year 2020 and the applicable IRA is:

Rate Schedule	Current Customer Charge	Proposed 2021 Interim Rate Adjustment¹	Adjusted Charge	Increase Per Bill
R-2095-I-GRIP 2021; R-2095-U-GRIP 2021 Residential	\$17.39 per customer per month	\$0.99 per customer per month	\$18.38 per customer per month	\$0.99 per customer per month
GSS-2095-I-GRIP 2021; GSS-2095-U-GRIP 2021 General Service Small	\$20.87 per customer per month	\$1.54 per customer per month	\$22.41 per customer per month	\$1.54 per customer per month
GSLV-626-I-GRIP 2021; GSLV-626-U-GRIP 2021 General Service Large Volume	\$224.06 per customer per month	\$23.22 per customer per month	\$247.28 per customer per month	\$23.22 per customer per month

Along with and in support of the proposed IRA, CenterPoint includes the following:

- (a) An earnings monitoring report showing the Company’s earnings for the Houston Division during the 2020 calendar year (under the “Earnings Monitoring Report” section of the enclosed filing).
- (b) An Interim Rate Adjustment Application containing accounting schedules and project reports for the GRIP Adjustment Period including a description of (i) the projects undertaken during the GRIP Adjustment Period (ii) the investment to provide utility service in the Houston Division, which were both completed and placed in service during the GRIP Adjustment Period, (iii) the Company’s prior utility investments in the Houston Division that were either retired or abandoned during the GRIP Adjustment Period, and (iv) the cost, need and customers benefited by those investments and retirements located in IRAs 12, 13, 14 and 15 which are voluminous and are being provided in electronic form only.
- (c) The Company’s calculations of the GRIP Adjustment amount to go into effect on the later of the Planned Effective Date or the end of any suspension period

¹ On December 22, 2017, the Tax Cuts and Jobs Act of 2017 (the “TCJA”) was signed into law. The TCJA reduced the federal corporate income tax rate from 35% to 21%. The Company has calculated the GRIP Adjustment using the 35% federal corporate income tax rate approved in GUD No. 10567. The Company has also calculated and is seeking approval of the GRIP Adjustment using the 21% federal corporate income tax rate under the Tax Cuts and Jobs Act of 2017. The Proposed 2021 Interim Rate Adjustment in the table above has been calculated using the reduced corporate income tax rate of 21%.

imposed (under the “Interim Rate Adjustment Application” section of the enclosed filing). The Company has calculated the GRIP Adjustment using the 35% federal corporate income tax rate approved in GUD No. 10567. The Company has also calculated and is seeking approval of the GRIP Adjustment using the 21% federal corporate income tax rate under the Tax Cuts and Jobs Act of 2017.

(d) Affidavits by Kristie Colvin, Brian K. Gower and Tal R. Centers, Jr. (under the “Affidavits” section of the enclosed filing).

- Ms. Colvin’s affidavit verifies (i) that the Houston Division’s books and records are kept in accordance with the rules of the Commission and (ii) that the reports enclosed accurately reflect the Houston Division’s books and records related to the information in those reports.
- Mr. Gower’s affidavit verifies the notice of the GRIP filing through customer bill inserts.
- Mr. Centers’ affidavit concerns the reimbursement of relocation expenses.

In addition, the source documentation and workpapers supporting the data and calculations contained in the foregoing reports is maintained in CenterPoint’s electronic databases which are available for review. To schedule an opportunity to review the electronic databases or any hard copy project files related to the new investment or retirements, please contact me at (713) 207-5946.

Notice of this proceeding will be provided to affected customers in the Houston Division by bill insert or by separate mailing within 45 days after the date of this filing in accordance with the applicable law.

Please accept for filing the above-mentioned tariffs, filing package and enclosures. Instead of a binder with a hard copy of the filing, the Company has provided the equivalent in electronic form in the folder called Electronic Copy of Filing.

Although only the incorporated tariffs are applicable to the City, the Company has also included in its filing package both incorporated and unincorporated tariffs.

There have been no changes to the IRA forms since the Company’s last filing, other than adding a column on IRA-18 and IRA-19 to show ‘Allocated Original Cost’.

If the City takes any action regarding this filing, please send signed documents, such as, ordinances, resolutions and minutes to the following address:

City of Hunters Creek Village

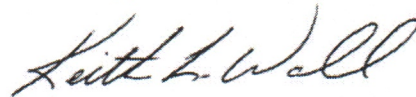
March 4, 2021

Page 4

Keith L. Wall
1111 Louisiana Street
CNP Tower 19th Floor
Houston, Texas 77002

Please do not hesitate to contact me with any questions you may have regarding this filing.

Sincerely,

A handwritten signature in black ink that reads "Keith L. Wall". The signature is written in a cursive style with a large, sweeping initial "K".

Keith L. Wall
Director of Regulatory Affairs

Attachments

cc: Mr. Tal Centers
Mr. Sam Chang
Ms. Gracy Rodriguez

RESOLUTION NO. 2021-02

A RESOLUTION BY THE CITY OF HUNTERS CREEK VILLAGE, TEXAS SUSPENDING THE MAY 3, 2021 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS – HOUSTON DIVISION TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2020 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Hunters Creek Village, Texas (“City”) is a gas utility customer of CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas–Houston Division, (“CenterPoint” or “the Company”) and a regulatory authority with an interest in the rates and charges of CenterPoint; and

WHEREAS, CenterPoint made filings with the City and the Railroad Commission of Texas (“Railroad Commission”) in March 2021, proposing to implement interim rate adjustments (“GRIP Rate Increases”) pursuant to Texas Utilities Code § 104.301 on all customers served by CenterPoint, effective May 3, 2021; and

WHEREAS, it is incumbent upon the City, as a regulatory authority, to examine the GRIP Rate Increases to determine its compliance with the Texas Utilities Code.

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

1. The May 3, 2021, effective date of the GRIP Rate Increases proposed by CenterPoint is hereby suspended for the maximum period allowed by Texas Utilities Code § 104.301(a) to permit adequate time to review the proposed increases, analyze all necessary information, and take appropriate action related to the proposed increases.

2. A copy of this Resolution shall be sent to CenterPoint, care of Keith L. Wall, at 1111 Louisiana Street, CNP Tower 19th Floor, Houston, Texas 77002 and to Thomas Brocato,

legal counsel to the City, at Lloyd Gosselink, 816 Congress Ave., Suite 1900, Austin, Texas 78701.

Signed this _____ day of _____, 2021.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary

DRAFT



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Network Node Deployment Standard Agreement
PROCEEDING: Motion
EXHIBITS: Agreement

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 _____ 20____ (“**Effective Date**”), by and between the City of Hunters Creek Village, (the “**City**”) and _____ (“**Network Provider**”).

WHEREAS, Network Provider 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, Network Provider and the City desire to enter into this Agreement to secure authority from the City for Network Provider 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, Network Provider 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, Network Provider 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 Network Provider, including but not limited to any Network Nodes collocated on utility poles.

- b. **“Network Provider”** means _____, its parent company, subsidiaries, affiliates, contractors, agents, subcontractors, successors, assigns, and any other party performing work on an Approved Node.
 - c. **“Network Provider 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 Network Provider a nonexclusive right to construct and install Network Provider 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, Network Provider 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 Network Provider 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 Network 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, Network Provider 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, Network Provider 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. Network Provider acknowledges that all construction work requiring a permit within the City requires a copy of the permit to be maintained on site. Further, Network Provider 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 Network Provider; 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 Network Provider 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 Network Provider shall provide a copy of the written request to the owners of the immediately adjacent property. Network Provider 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 Network Provider 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. Network Provider 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 the Network Provider desires to install a new Pole at a location that is within 100 feet of any existing Network Node or any Approved Node that has not yet been constructed, the Network Provider shall do one of the following:
 - a) submit a request to the City to amend Exhibit A to show an alternate location for the Network Node that is at least 100 feet from any existing Network Node or any Approved Node that has not yet been constructed, whether owned by the same Provider or not;
 - b) 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 Network Provider 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 on an existing Pole.
9. Network Provider's Maintenance Obligations. Network Provider shall own, maintain, repair, replace, modify, and operate its Network Nodes, Network Provider Poles and related equipment at its sole expense and responsibility. To facilitate Network Provider's undertaking hereunder, City grants to Network Provider a non-exclusive, non-transferable right of access to Network Provider Poles to operate and maintain the Network Nodes, Network Provider Poles and related equipment, subject to the requirements of the City's Right-of-Way Management Ordinance.
10. Removal and Relocation of Nodes. Network Provider shall relocate its Network Nodes at its own expense to an alternative location made available by the City, and acceptable to Network Provider, not later than one hundred eighty (180) days after receiving written notice from the City that removal or relocation of the Network Provider Pole is necessary due to construction, expansion, repair, relocation, or maintenance of a street or other public improvement project.

11. Amendment of Approved Nodes. Network Provider 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 that the City Administrator has approved and to which 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 Network Provider in accordance with this Agreement and Network Provider 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 Network Provider 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. Network Provider 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, Network Provider agrees that none of the provisions in this Agreement materially interfere with the use of Network Provider'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 Network Provider agrees and acknowledges that this Agreement does not impose any liability on the City, its officers, employees or agents, for any damage to any equipment or other property owned, installed or maintained by Network Provider pursuant to this Agreement. Nothing in this Agreement is intended to waive any 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 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 Network Provider 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 Network Provider:

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. Network Provider 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 Network Provider under this Agreement, to any corporation, partnership or other entity which (i) is controlled by, controlling or under common control with Network Provider, (ii) shall merge or consolidate with or into Network Provider, (iii) shall succeed to all or substantially all the assets, property and business of Network Provider 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]

DRAFT

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

NETWORK PROVIDER

Company Name
By:
Title:

DRAFT

Exhibit A – Approved Node Location Listing and Map

DRAFT

Exhibit B – Approved Node Specifications and Concealment Measures

B-1: specifications for nodes collocated on utility poles

B-2: specifications for Network Provider Poles, including network nodes

DRAFT



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

AGENDA DATE: March 23, 2021
AGENDA SUBJECT: Discussion and possible action to direct Planning and Zoning to review and make a recommendation on a proposal to amend the zoning ordinance to allow the construction of Porte Cocheres in a side yard under certain circumstances.
PROCEEDING:
EXHIBITS:

Porte Cochere – A roofed structure, open on 3 sides and extending from the entrance to a building over an adjacent driveway for the purpose of sheltering those getting in and out of vehicles. A Porte Cochere cannot be located forward of the front line of a residence.

e. Porte Cochere. A Porte Cochere may extend into a side yard setback but in no case shall it be closer than 5 feet from a side property line. Porte Cochere installations must adhere to the height restrictions in Section 44-159 (c)