

**MAYOR**  
*Jim Pappas*

# CITY OF HUNTERS CREEK VILLAGE

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



**CITY ADMINISTRATOR**  
*Tom Fullen, MPA, CPM*

Notice is hereby given of regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, May 25, 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/94943616484?pwd=S0pXRnRyRk9KcjlMK2t6UHZoK2h5dz09>
- 2) Enter the following Access Code or Meeting Number: **949 4361 6484**
- 3) Enter the following Attendee ID or Numeric Meeting Password **084842**.

## **AUDIO**

- 1) Call the following toll free number **+1 346 248 7799 US (Houston)**
- 2) Enter the following Access Code or Meeting Number: **949 4361 6484**.
- 3) Enter the following Attendee ID or Numeric Meeting Password **084842**.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) emailing him at [tfullen@cityofhunterscreek.com](mailto:tfullen@cityofhunterscreek.com) ; or 2) calling him at **713-465-2150**.

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- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. PUBLIC COMMENTS *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
- D. REPORTS
1. City Treasurer Monthly Report [Pgs. 1-5](#)
  2. Police Commissioner Monthly Report [Pgs. 6-22](#)
  3. Fire Commissioner Monthly Report [Pg. 23](#)
  4. Building Official Monthly Report [Pgs. 24-42](#)
  5. City Engineer and Public Works Report [Pg. 43](#)
  6. City Administrator Report [Pgs. 44-47](#)
    - HCAD Estimates
  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 April 27, 2021. [Pgs. 48-54](#)
  2. Approval of the Cash Disbursement Journal for April, 2021. [Pgs. 55-57](#)
  3. Approval of the 2020 1<sup>st</sup> Quarterly Investment Report. [Pg. 58](#)
  4. Approval of the 2020 2<sup>nd</sup> Quarterly Investment Report. [Pg. 59](#)
  5. Approval of the 2020 3<sup>rd</sup> Quarterly Investment Report. [Pg. 60](#)
  6. Approval of the 2021 1<sup>st</sup> Quarterly Investment Report.
- F. REGULAR AGENDA
1. Discussion and possible action to approve the Village Fire Department's 2020 Annual Audit. [Pg. 61](#)
  2. Discussion and possible action to approve the proposed 2022 Village Fire Department Budget. [Pg. 62](#)
  3. Discussion and possible action to amend Ordinance No. 639 – Houston Racquet Club Specific Use Permit, specifically Section 6: E. (2): Music emanating from the property, as measured from the nearest adjacent property line shall not exceed: 50 db (A) between the hours of 10:00 pm and 7:00 am and 55 db (A) between the hours of 7:00 am and 10:00 pm. [Pgs.63-68](#)



**City of Hunters Creek Village  
Monthly Tax Office Report  
April 30, 2021**

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

A. Current Taxable Value   \$ 3,041,840,181

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	604,993.95	(4,933.28)	600,060.67
Adjusted Levy	5,903,664.24	166,717.73	6,070,381.97
Less Collections Y-T-D	5,732,266.93	(294.09)	5,731,972.84
Receivable Balance	\$ 171,397.31	\$ 167,011.82	\$ 338,409.13

C. COLLECTION RECAP:

	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 44,858.17	\$ 1,545.13	\$ 46,403.30
Penalty & Interest	3,958.49	1,009.23	4,967.72
Attorney Fees	-	978.17	978.17
Other Fees	(0.88)	-	(0.88)
Total Collections	\$ 48,815.78	\$ 3,532.53	\$ 52,348.31

	Current 2020 Tax Year	Delinquent 2019 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 5,732,266.93	\$ (294.09)	\$ 5,731,972.84
Penalty & Interest	13,747.52	1,148.04	14,895.56
Attorney Fees	-	1,113.56	1,113.56
Other Fees	31.58	52.34	83.92
Total Collections	\$ 5,746,046.03	\$ 2,019.85	\$ 5,748,065.88

Percent of Adjusted Levy	97.33%	97.36%
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# Budget Report

## Account Summary

For Fiscal: 2021 Period Ending: 04/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	5,869,080.00	5,869,080.00	89,029.34	5,727,222.17	-141,857.83	2.42 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	3,537.59	2,131.00	-12,869.00	85.79 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	370,000.00	370,000.00	21,441.57	115,756.97	-254,243.03	68.71 %
<a href="#">100-00-41015</a>	SALES TAXES	450,000.00	450,000.00	39,574.66	216,720.44	-233,279.56	51.84 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	1,250.60	4,750.89	-15,249.11	76.25 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	6,493.13	14,172.01	-827.99	5.52 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	225,000.00	225,000.00	12,978.20	98,686.68	-126,313.32	56.14 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	188.25	948.89	-1,051.11	52.56 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	1,146.03	2,293.98	-1,706.02	42.65 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	225,000.00	225,000.00	19,787.33	108,360.23	-116,639.77	51.84 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	100,000.00	100,000.00	12,222.51	33,361.98	-66,638.02	66.64 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	3,500.00	3,500.00	218.73	597.33	-2,902.67	82.93 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	2,500.00	2,500.00	236.76	643.63	-1,856.37	74.25 %
<a href="#">100-00-46030</a>	INTEREST INCOME	60,000.00	60,000.00	361.57	2,079.50	-57,920.50	96.53 %
<a href="#">100-00-48040</a>	BURGLAR ALARM PERMITS	0.00	0.00	0.00	-20.00	-20.00	0.00 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	-3,292.90	-38,292.90	109.41 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	600.00	610.21	-9,389.79	93.90 %
<a href="#">100-00-48056</a>	Ice Storm Insurance Payment	0.00	0.00	0.00	29,764.80	29,764.80	0.00 %
	<b>Revenue Total:</b>	<b>7,406,080.00</b>	<b>7,406,080.00</b>	<b>209,066.27</b>	<b>6,354,787.81</b>	<b>-1,051,292.19</b>	<b>14.19 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	622,180.00	622,180.00	42,649.17	174,337.57	447,842.43	71.98 %
<a href="#">100-01-71001</a>	LONGEVITY	5,952.00	5,952.00	0.00	0.00	5,952.00	100.00 %
<a href="#">100-01-71025</a>	TMRS	118,525.00	118,525.00	8,243.73	33,687.59	84,837.41	71.58 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	49,612.00	49,612.00	3,291.72	14,818.03	34,793.97	70.13 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	126,787.00	126,787.00	0.00	38,522.70	88,264.30	69.62 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	0.00	500.00	3,500.00	87.50 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	15,000.00	15,000.00	0.00	520.99	14,479.01	96.53 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	730.42	2,081.46	6,418.54	75.51 %
<a href="#">100-01-72060</a>	TELEPHONE	16,500.00	16,500.00	1,323.24	4,995.07	11,504.93	69.73 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	439.00	3,531.54	6,468.46	64.68 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	625.00	2,500.00	7,700.00	75.49 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	3,500.00	3,500.00	392.37	2,104.37	1,395.63	39.88 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	21,850.00	21,850.00	0.00	0.00	21,850.00	100.00 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,500.00	2,500.00	950.00	950.00	1,550.00	62.00 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	329.99	329.99	4,670.01	93.40 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	14,000.00	14,000.00	3,304.65	11,054.07	2,945.93	21.04 %
<a href="#">100-01-78056</a>	BANK FEES	1,200.00	1,200.00	36.17	115.95	1,084.05	90.34 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	23,000.00	23,000.00	123.71	1,975.64	21,024.36	91.41 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	20,000.00	20,000.00	1,299.30	3,606.73	16,393.27	81.97 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	47,500.00	47,500.00	0.00	29,781.00	17,719.00	37.30 %
<a href="#">100-02-72120</a>	AUDITOR	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	75,000.00	75,000.00	2,372.50	5,372.50	69,627.50	92.84 %
<a href="#">100-02-72502</a>	CITY ENGINEER	75,000.00	75,000.00	2,788.14	7,367.14	67,632.86	90.18 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %

Budget Report

For Fiscal: 2021 Period Ending: 04/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	1,548,892.00	1,548,892.00	129,074.36	709,908.99	838,983.01	54.17 %
<a href="#">100-03-72002</a>	FIRE DEPT. COVID-19 SCAP PROGRAM...	0.00	0.00	0.00	49,171.73	-49,171.73	0.00 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,036,481.00	2,036,481.00	169,248.00	1,020,993.00	1,015,488.00	49.86 %
<a href="#">100-03-72006</a>	POLICE DEPT. COVID-19 SCAP REIMB...	0.00	0.00	0.00	29,051.82	-29,051.82	0.00 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	525,790.00	525,790.00	42,769.42	128,308.26	397,481.74	75.60 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	4,133.25	7,710.61	52,289.39	87.15 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	115.64	1,884.36	94.22 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	150.00	8,350.00	98.24 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	12,500.00	12,500.00	1,375.00	1,375.00	11,125.00	89.00 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,500.00	3,500.00	202.64	658.58	2,841.42	81.18 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	4,160.00	9,511.98	50,488.02	84.15 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	833.05	2,151.03	12,848.97	85.66 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	60,000.00	60,000.00	3,178.00	7,556.00	52,444.00	87.41 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	35,000.00	35,000.00	2,730.00	8,435.00	26,565.00	75.90 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	1,502.10	2,154.16	27,845.84	92.82 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	25.98	962.05	14,037.95	93.59 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	3,148.22	17,634.38	82,365.62	82.37 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	704.47	5,159.25	24,840.75	82.80 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	9,500.00	9,500.00	0.00	3,183.44	6,316.56	66.49 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78064</a>	Ice Storm Expenses 2021	0.00	0.00	0.00	11,732.08	-11,732.08	0.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	15,000.00	15,000.00	1,050.00	2,635.00	12,365.00	82.43 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	356.94	908.83	2,091.17	69.71 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	45,000.00	45,000.00	5,923.75	11,091.25	33,908.75	75.35 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	128.04	128.04	371.96	74.39 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	187.37	304.15	2,195.85	87.83 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	1,800.00	1,800.00	142.50	742.20	1,057.80	58.77 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	200.00	1,300.00	86.67 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	3,000.00	3,000.00	0.00	145.37	2,854.63	95.15 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	70,000.00	70,000.00	7,595.38	7,595.38	62,404.62	89.15 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-06-75065</a>	FURNITURE & EQUIPMENT	15,000.00	15,000.00	0.00	12,594.00	2,406.00	16.04 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>6,561,119.00</b>	<b>6,561,119.00</b>	<b>447,367.58</b>	<b>2,390,519.56</b>	<b>4,170,599.44</b>	<b>63.57 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>844,961.00</b>	<b>844,961.00</b>	<b>-238,301.31</b>	<b>3,964,268.25</b>	<b>3,119,307.25</b>	<b>-369.17 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
	<b>Expense</b>						
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECUR...	850,000.00	1,109,839.41	62,891.13	254,416.02	855,423.39	77.08 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	35,055.00	5,500.00	5,500.00	29,555.00	84.31 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	0.00	57,836.20	9,285.88	9,285.88	48,550.32	83.94 %
<a href="#">200-01-75056</a>	TRAFFIC LIGHT MAST ARMS	330,000.00	585,893.44	18,055.00	129,128.16	456,765.28	77.96 %
<a href="#">200-01-75059</a>	CCTV	0.00	12,529.02	0.00	0.00	12,529.02	100.00 %
<a href="#">200-01-75064</a>	STREET REPLACEMENT-BEINHORN W...	2,100,000.00	2,100,000.00	0.00	0.00	2,100,000.00	100.00 %
<a href="#">200-01-75065</a>	PLAYGROUND AMENITIES	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
	<b>Expense Total:</b>	<b>3,312,500.00</b>	<b>3,913,653.07</b>	<b>95,732.01</b>	<b>398,330.06</b>	<b>3,515,323.01</b>	<b>89.82 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,312,500.00</b>	<b>3,913,653.07</b>	<b>95,732.01</b>	<b>398,330.06</b>	<b>3,515,323.01</b>	<b>89.82 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,467,539.00</b>	<b>-3,068,692.07</b>	<b>-334,033.32</b>	<b>3,565,938.19</b>	<b>6,634,630.26</b>	<b>216.20 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	7,406,080.00	7,406,080.00	209,066.27	6,354,787.81	-1,051,292.19	14.19 %
Expense	6,561,119.00	6,561,119.00	447,367.58	2,390,519.56	4,170,599.44	63.57 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>844,961.00</b>	<b>844,961.00</b>	<b>-238,301.31</b>	<b>3,964,268.25</b>	<b>3,119,307.25</b>	<b>-369.17 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	3,312,500.00	3,913,653.07	95,732.01	398,330.06	3,515,323.01	89.82 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,312,500.00</b>	<b>3,913,653.07</b>	<b>95,732.01</b>	<b>398,330.06</b>	<b>3,515,323.01</b>	<b>89.82 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,467,539.00</b>	<b>-3,068,692.07</b>	<b>-334,033.32</b>	<b>3,565,938.19</b>	<b>6,634,630.26</b>	<b>216.20 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - GENERAL GOVERNMENT (01)	844,961.00	844,961.00	-238,301.31	3,964,268.25	3,119,307.25
200 - CAPITAL IMPROVEMENTS (02)	-3,312,500.00	-3,913,653.07	-95,732.01	-398,330.06	3,515,323.01
<b>Report Surplus (Deficit):</b>	<b>-2,467,539.00</b>	<b>-3,068,692.07</b>	<b>-334,033.32</b>	<b>3,565,938.19</b>	<b>6,634,630.26</b>

## 2021 Municipal Court Recap

Month	Year 2019						Year 2020						Year 2021					
	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State			
Jan.	330	129C/201W	\$18,026	\$11,473	\$6,553	255	105C/150W	\$12,104	\$7,689	\$4,415	19	8C/11W	\$7,098	\$4,746	\$2,352			
Feb.	258	90C/168W	\$14,856	\$9,823	\$5,033	264	116C/148W	\$14,774	\$9,785	\$4,989	24	4C/18W	\$3,424	\$2,226	\$1,198			
March	272	122C/150W	\$22,911	\$16,008	\$6,903	38	18C/20W	\$11,245	\$7,858	\$3,387	28	15C/13W	\$11,892	\$8,005	\$3,886			
<b>April</b>	<b>266</b>	<b>113C/153W</b>	<b>\$15,747</b>	<b>\$10,757</b>	<b>\$4,990</b>	<b>4</b>	<b>4C/0W</b>	<b>\$6,487</b>	<b>\$4,903</b>	<b>\$1,583</b>	<b>69</b>	<b>23C/46W</b>	<b>\$13,471</b>	<b>\$9,541</b>	<b>\$3,930</b>			
May	298	144C/154W	\$17,311	\$11,650	\$5,661	40	21C/19W	\$10,157	\$7,871	\$2,286								
June	270	148C/122W	\$20,249	\$13,885	\$6,364	33	19C/14W	\$5,720	\$4,219	\$1,501								
July	193	109C/84W	\$21,863	\$13,900	\$7,963	11	8C/3W	\$4,710	\$3,420	\$1,290								
Aug.	277	122C/156W	\$18,752	\$12,154	\$6,598	12	8C/4W	\$4,790	\$3,644	\$1,145								
Sept.	247	111C/136W	\$17,869	\$12,627	\$5,242	28	18C/10W	\$3,597	\$2,715	\$882								
Oct.	211	97C/114W	\$17,680	\$11,762	\$5,918	59	33C/26W	\$3,677	\$2,787	\$890								
Nov.	239	104C/135W	\$15,556	\$10,226	\$5,330	79	56C/23W	\$3,072	\$2,154	\$918								
Dec.	180	71C/109W	\$20,823	\$14,825	\$5,998	64	34C/30W	\$3,351	\$2,438	\$975								
<b>TOTAL</b>	<b>3041</b>	<b>1360C/156W</b>	<b>\$221,643</b>	<b>\$149,089</b>	<b>\$72,554</b>	<b>887</b>	<b>440C/447W</b>	<b>\$83,682</b>	<b>\$59,484</b>	<b>\$24,261</b>	<b>140</b>	<b>50C/88W</b>	<b>\$35,885</b>	<b>\$24,519</b>	<b>\$11,365</b>			
<b>Monthly Avg</b>	<b>253.4</b>	<b>107C/121W</b>	<b>\$18,470.27</b>	<b>\$12,424.08</b>	<b>\$6,046.20</b>	<b>73.917</b>	<b>37C/37W</b>	<b>\$6,973.50</b>	<b>\$4,956.98</b>	<b>\$2,021.74</b>	<b>11.7</b>	<b>4C/7W</b>	<b>\$2,990.38</b>	<b>\$395.47</b>	<b>\$947.12</b>			

\*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

*Raymond Schultz*  
*Chief of Police*

May 10, 2021

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: April Monthly Report

During the month of April MVPD responded/handled a total of 6,227 calls/incidents. 5,038 House watch checks were conducted. 239 traffic stops were initiated with 155 citations being issued for 258 violations. (Note: 14 Assists in Hedwig, 76 in Houston, 12 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2323/7564	1987/6106	0	25/54/79	2@2:28
Piney Point:	1628/5576	1295/4248	4	20/85/105	5@3:23
Hunters Creek:	2171/9141	1752/7491	12	23/46/69	4@3:04
				Cites/Warn/Total	11@3:06

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	118	Ord. Violations:	20	Speeding:	106
Accidents:	16	Information:	71	Exp. Registration:	46
ALPR Hits:	75	Suspicious Situations	99	No Ins:	35
Assist Fire:	48	TWC	31	No License	44
Assist EMS:	28	Welfare Checks:	4	Stop Sign	46

*This month the department generated a total of 103 police reports.*

Crimes Against of Persons (0)

None

Crimes Against Property (17)

Burglary of a Motor Vehicle	3	CC Abuse	1
Burglary of a Habitation	3	Forgery	1
Fraud/ID	6	Theft Misd.	3

Petty/Quality of Life Crimes/Events (86)

ALPR Hits (valid)	7	ALPR Hit Investigations	6
Misc. Reports	38	Information Reports	4
		TWC Reports	31

Arrest Summary: Individuals Arrested (8)

Warrants	0	Felony	3
Class 3 Arrests	3	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,559,571	5,040,063	30.9%
• Operating Expense:	326,540	899,881	36.3%
• Total M&O Expenditures:	1,886,111	5,939,944	31.8%
• Capital Expenses:	39,446	169,500	23.3%
• Net Expenses:	1,925,556	6,109,444	32%

Follow-up on Previous Month Items/Requests from Commission

- The Department received a draft copy of 2020 Audit for review.
- Staff met with Motorola officials as to the status of the MVPD radio system. A subsequent meeting was held with Hedwig City Councilor Folloder to discuss the proposal. Mr. Folloder has offered to assist the MVPD in this process.

Personnel Changes/Issues/Updates

- On April 13, 2021, the MVPD conducted a one-day assessment center for the rank of Sergeant. 4 candidates competed in the selection process. On April 27, 2021 Officer Richard Jarvis was promoted to the Rank of Sergeant.
- The department initiated a contract with SGR Resources for the recruiting and assistance in the selection process for the vacant Commander Opening.
- On April 30, 2021 Commander K. Sission officially retired from the MVPD.
- During the month, an EPI was conducted as the result of an officer failing to answer the radio. The investigation found that the officer had been insubordinate. The officer served a one-day suspension without pay.

Major/Significant Events

- To April 2, 2021 Officers stopped a stolen vehicle after being notified by the ALPR system. Through investigation, officers were able to determine the vehicle had been stolen in 2016 and some of the VIN numbers had been removed. During a search of the vehicle officers located over 230 grams of methamphetamines and 39 stolen passports. The State Department and FBI were notified of the passports and responded to the MVPD to take possession of the passports and to interview the suspects. 2 suspects were arrested, and the vehicle recovered.
- During the month, officers investigated several attempted and 2 completed Burglaries of Habitations where the suspects have been identified as “gypsy” burglars. The suspects have hit victims throughout the Houston Area. CID detectives are working with HPD, HCSO, Conroe and West U. PD on these cases. The suspects were identified through the use of the MVPD ALPR system. One suspect was taken into custody on an unrelated warrant during a traffic stop in Houston. The two primary suspects have been identified and detectives are working with the HCDA’s Office on obtaining search warrants.

Status Update on any Major Projects

- Detectives conducted a complete inventory of the MVPD property and evidence room over a two-day period. This was required due to the retirement of Commander Sission. All items were located, verified, and accounted for. Items older than 8 years old were formerly in the “Badge” records system. During the audit detectives transferred the items and entered them into “Capers”. The proper documentation was completed.

V-LINC new registrations in April: +23

BH – 1359(+9)

PP – 923 (+2)

HC – 1398 (+7)

Out of Area – 459 (+5)

## April VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 6	2:31
-----------	------

Fire – 1	2:28
----------	------

EMS – 5	2:32
---------	------

### By Village

BH Fire – 0	0
-------------	---

BH EMS – 2	2:28
------------	------

PP Fire – 0	0
-------------	---

PP EMS – 2	2:35
------------	------

HC Fire -1	2:28
------------	------

HC EMS -1	2:36
-----------	------

### Combined VFD Events (Priority + Radio)

Total – 54	3:34
------------	------

Fire – 36	3:23
-----------	------

EMS – 18	3:55
----------	------

### Radio Call Events

Total – 48	3:43
------------	------

Fire- 35	3:25
----------	------

EMS- 13	4:37
---------	------



# 2021 Burglary Map

Address	Alarm	POE
302 Chapel Bell	No	Vacant (none)
10611 Tarleton	No	Side Door
11634 Blalock Ln	No	Ruse
618 Piney Point Rd	No	Ruse

# 2021 Robberies

Address

MO



Daytime Burglary



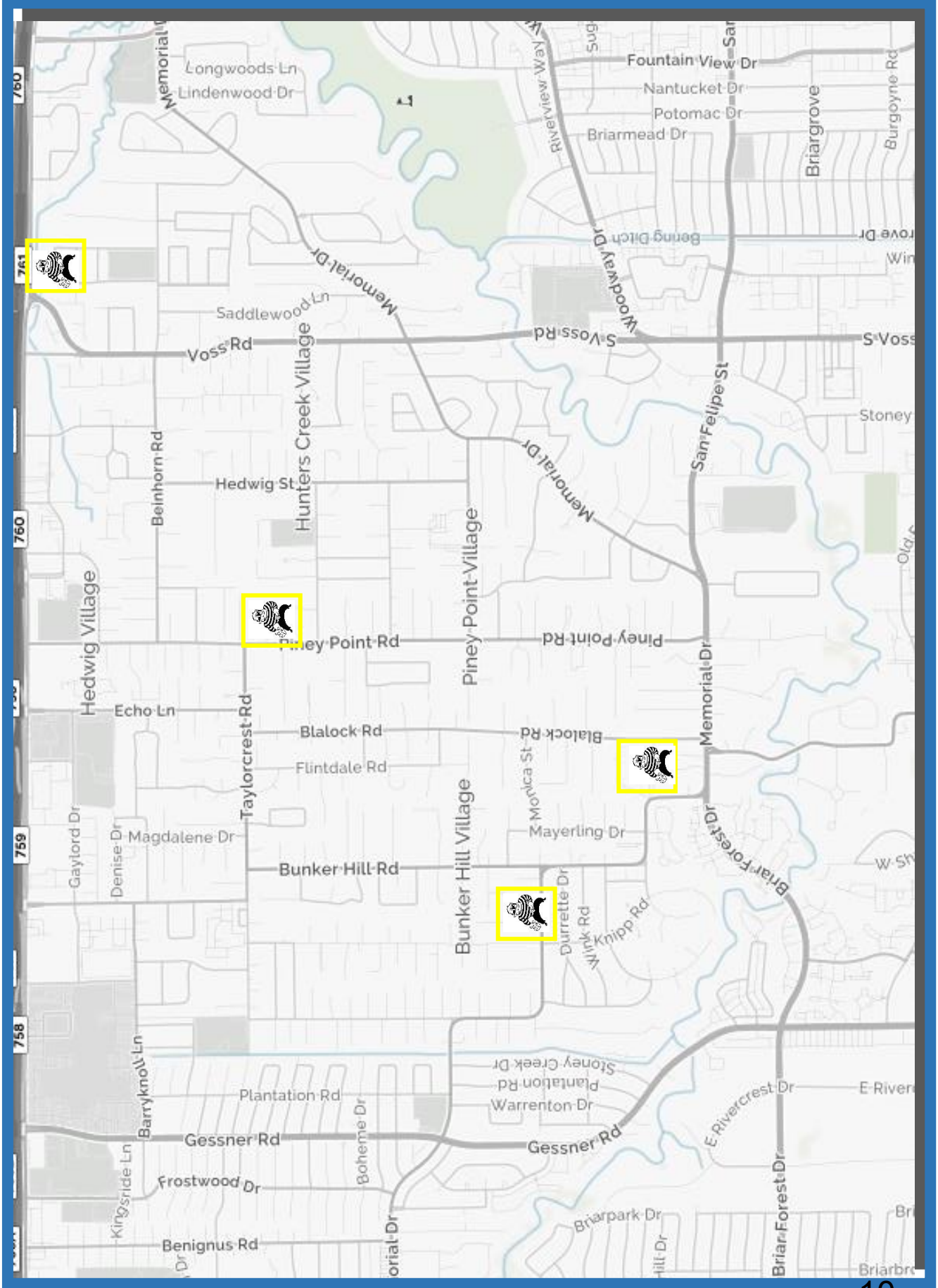
Nighttime Burglary



Robbery

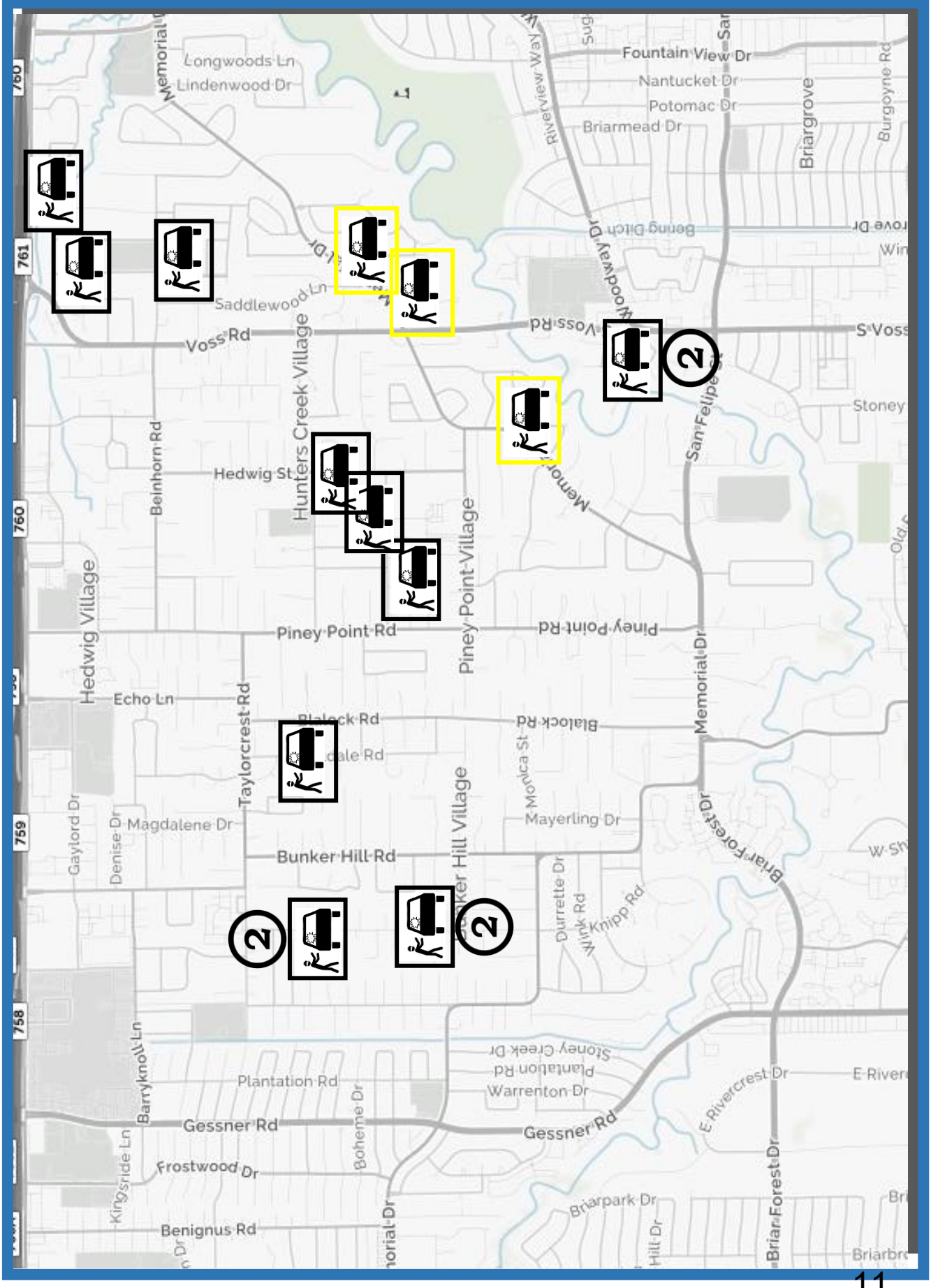
4/30/21


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
505 Ripplecreek	Truck Bed
7627 River Point	UNL Door
11734 Flintwood	UNL Door
7630 River Point	UNL Door
907 Tarrington	UNL Door
10610 N Evers Park	UNL Door
11107 Wickway	UNL Door
243 Hedwig	UNL Door
3 Stayton Cir	UNL Door





Daytime Burglary



Nighttime Burglary

② ③ ④

## 2021 Total Incidents

<b>2021</b>	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	4	27	54	85	7	7617	6404	2321	1943	1696	1378	3481	3067
April	0	17	86	103	8	6227	5038	2323	1987	1628	1295	2171	1752
May													
June													
July													
August													
September													
October													
November													
December													
<b>Total</b>	<b>7</b>	<b>98</b>	<b>224</b>	<b>329</b>	<b>23</b>	<b>22685</b>	<b>17872</b>	<b>7564</b>	<b>6106</b>	<b>5576</b>	<b>4248</b>	<b>9141</b>	<b>7491</b>

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

## 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	9:11:48	4:38:17										7
BIEHUNKO, JOHN	23:07:01	19:19:59	14:04:18	12:55:49									4	12
BOGGUS, LARRY	7:55:02	20:20:04	5:40:37	10:56:38									0	0
BRACHT, DANIEL	17:07:03	11:15:42	9:46:04	6:46:17										7
BURLESON, Jason	12:12:34	18:10:56	10:39:53	13:49:14									3	8
CADENA, VANESSA	18:00:04	12:07:28	24:08:28	10:26:28									1	3
CANALES, RALPH EDWARD	16:04:00	7:27:16	14:33:16	15:02:51									8	16
CENY, BLAIR C.	7:56:59	4:17:26	7:37:24	9:13:59										1
HARWOOD, NICHOLAS	18:15:14	15:46:27	14:27:52	11:56:07									7	6
JARVIS, RICHARD	10:46:12	28:53:18	23:27:39	16:31:49									3	17
JOLIVET, CHARLES	11:59:12	9:59:43	10:18:23	15:17:10									4	2
JONES, ERIC	0:31:48	0:06:32	0:00:00	0:00:00										0
KELSO JR, RONALD K	15:55:08	2:04:16	15:04:52	12:24:25									4	18
LERMA, FRANK	5:48:56													0
Lowrie, Andy				31:05:28									14	54
MCELVANY, ROBERT	15:06:05	10:55:03	7:34:12	14:51:04									7	7
MILLER, OSCAR	11:42:37	16:13:37	16:55:40	6:53:42										0
NASH, CHRISTOPHER	13:30:51	14:08:19	13:58:31	13:30:18									5	5
OWENS, LANE	4:42:45	0:12:48	2:33:47	2:05:39										0
PAVLOCK, JAMES ADAM	7:56:41	9:16:17	3:48:02	8:41:59										6
RODRIGUEZ, CHRISTOPHER	5:37:51	7:31:36	3:54:08	6:27:54									9	0
SCHANMEIR, CHRISTIAN	2:03:24	11:09:37	22:03:09	13:23:38									4	20
SCHULTZ, RAYMOND	0:00:00	0:49:06	0:00:56	1:01:23										0
SILLIMAN, ERIC	16:45:18	18:58:22	19:39:33	13:27:53									7	10
SISSON, KYLE J	0:58:16	0:15:03	0:00:00	0:00:28										0
SPRINKLE, MICHAEL	1:19:49	4:18:27	6:30:48	5:23:43									1	6
TAYLOR, CRAIG	14:41:29	12:18:05	11:35:47	10:15:58									4	9
TORRES, PATRICK	14:43:57	13:30:08	13:27:58	16:10:17									6	12
TUGGLE, JAMES	8:01:57	13:07:32	13:22:19	15:25:17									5	10
VALDEZ, JUAN	17:55:02	21:37:31	25:08:41	12:08:45									2	10
VASQUEZ, MONICA	23:38:14	15:16:42	15:32:19	16:21:37									2	4
WHITE, TERRY	23:35:00	19:20:08	19:55:44	14:16:38									3	8
* = Admin Asmt.														
t = temporary														
Dispatch Committed Time														Totals
911 Phone Calls	302	314	231	279										1126
3700 Phone Calls	2189	3536	2566	2301										10592
DP General Phone Calls*	54:30:49	90:01:08	62:57:40	55:10:01										

103 258

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



**31 Mall ALPR Hits's**


**2021 ALPR Hits**  
April

04/30/21

Hedwig  **2**

Bunker Hill 


Piney Point 


Hunters Creek 

Frequent Mobile Locations 

**75** Total Hits  
14

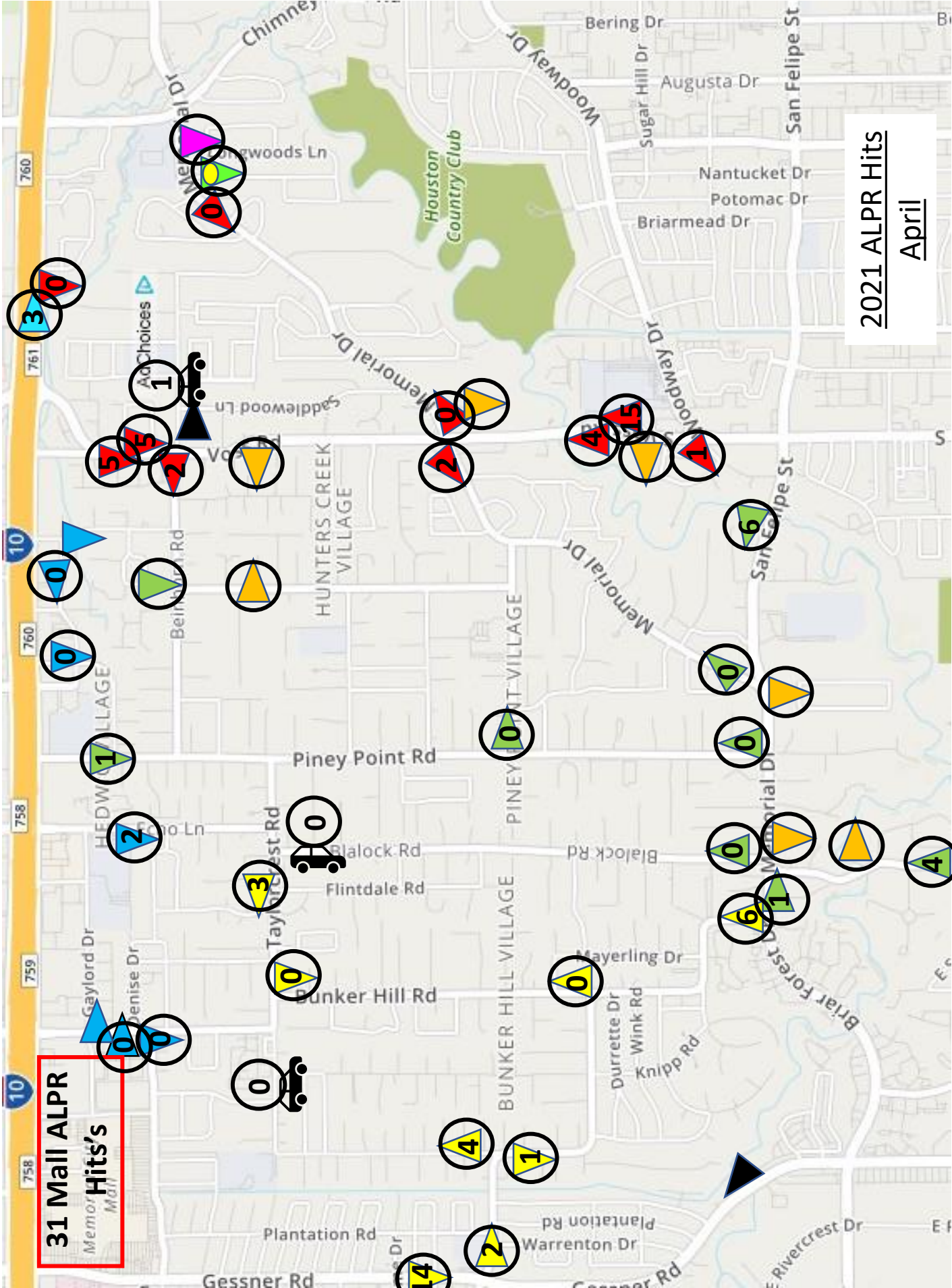
Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 

HOA Systems 



Hedwig



Bunker Hill



Piney Point



Hunters Creek



Frequent Mobile Locations



4



Recovered Vehicles

3



Investigative Leads

Lindenwood HOA



Longwoods HOA



US Coins



In Process



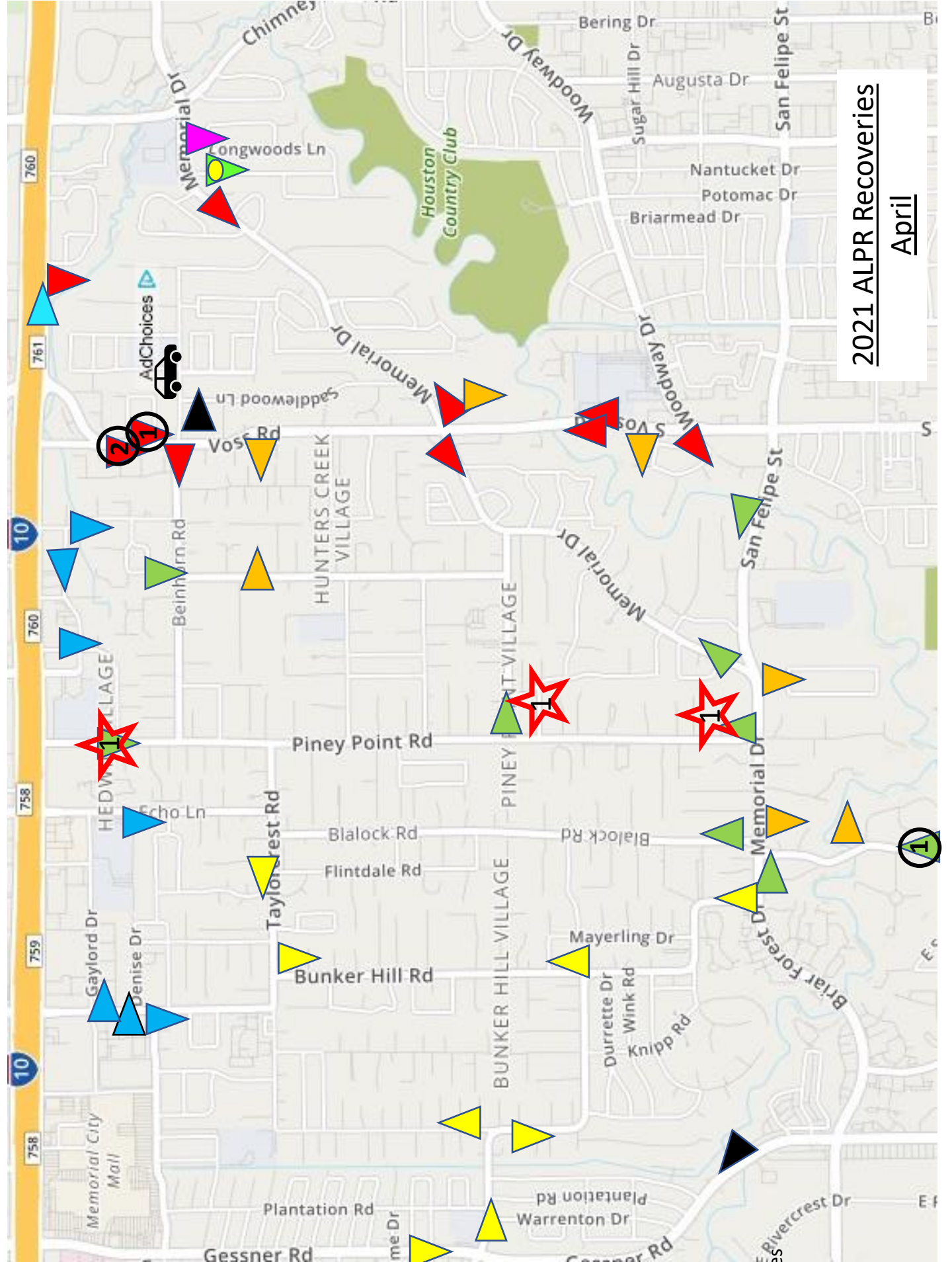
HOA Systems



2021 ALPR Recoveries

April

04/30/21



ALPR Recoveries						
Num	Plate	Vehicle	Loc	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
17	KXS9288	Ford Focus	2	\$ 14,500.00	Fraud	11-Mar
18	MXL9491	Ford F350	22	\$ 31,000.00		18-Mar
19	NZN3882	AcuraTLX	8	\$ 24,500.00		22-Mar
20	GSC6637	Niss Alt	8	\$ 16,000.00		30-Mar
21	AW83550	Ford F150	19	\$ 24,000.00	meth/fraud	2-Apr
22	8UTT006	BMW X7	20	\$ 41,000.00		16-Apr
23	NFS0818	MercC30	19	\$ 37,000.00		18-Apr
24	DV3YSL	Chev Equx	8	\$ 15,600.00		11-Apr
25	NZN3882	AcuraTLX	8	\$ 23,000.00	Burg/BMV's	11-May

Plate Recoveries		
Plate Recove	Date	Links
90561S4	3/1/2021	Paper Fraud Tag

Firearm in vehicle

2021 Value	\$ 537,400.00
2020 Value	\$ 1,147,500.00
2019 Value	\$ 438,000.00
<b>Program Total</b>	<b>\$ 2,122,900.00</b>

#### 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	BMV Jugger		CID-Open2,	27-Feb
Strey	LYN9642	Toy Cor	Package Thief		CID-Open	27-Feb
17	CNB1734	BLK F150	FSGI		ID's	3-Mar
24	960200	Blk Exped	Burg		Gypsys	27-Apr
26	11548U4	Ford PU	Burg		Gypsys	29-Apr
11	10654S1	Ford PU	Burg		Gypsys	29-Apr



# Plate Reads Summary

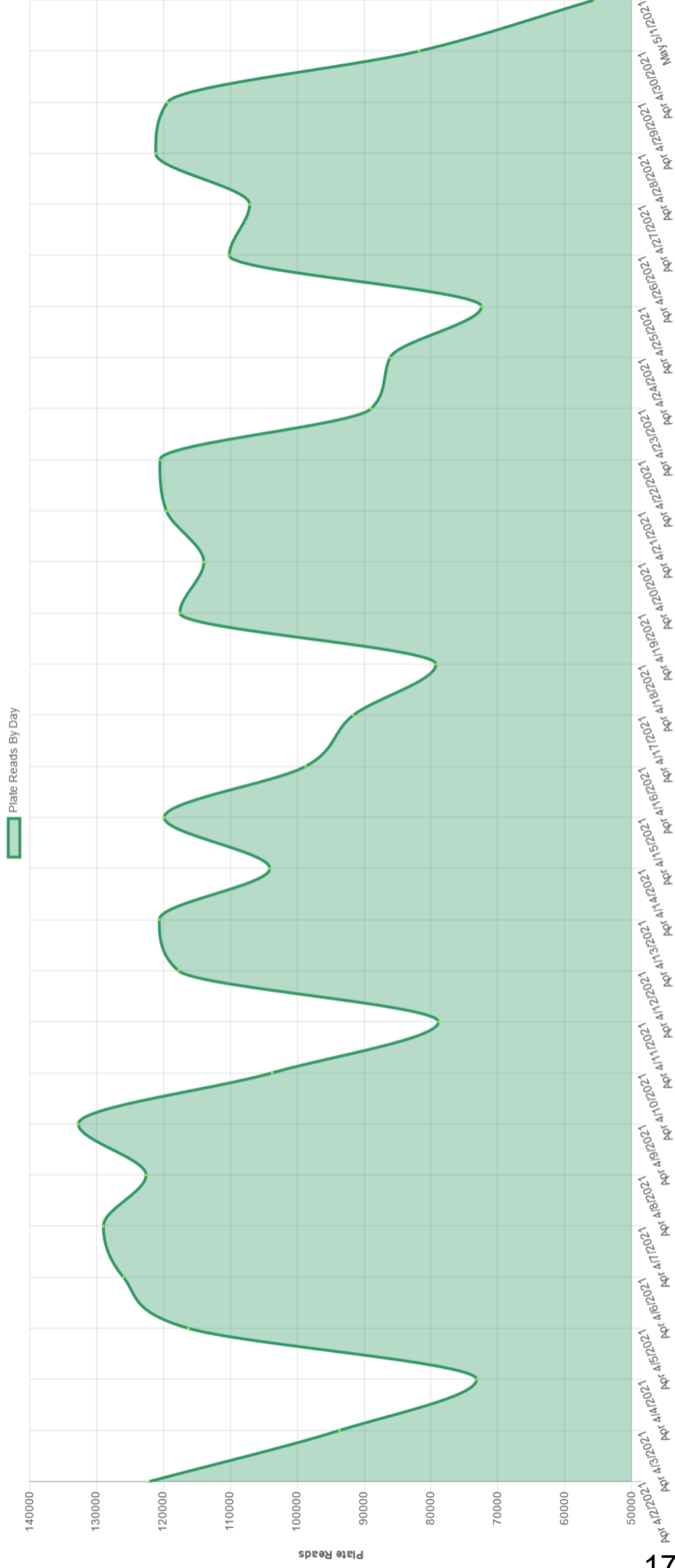
Total Plate Reads:  
3,144,294

Export 

Apr 2 - May 1

Search

Cameras (30) ▾





# Hits Report

Total Hits:

89

All Hits, incl disabled categories

Export

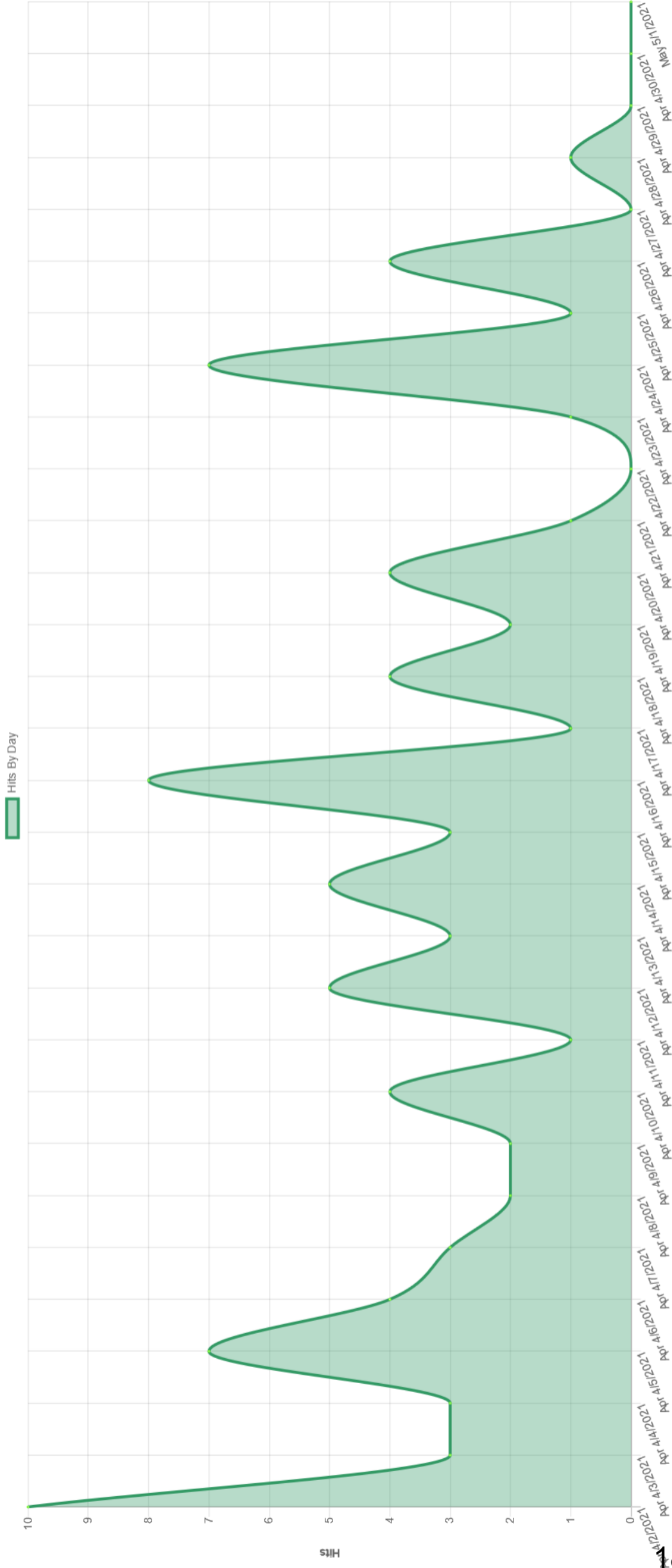


Apr 2 - May 1

Topics (13) ▾

Cameras (30) ▾

Search



# Hits Report

Total Hits:  
75

6 Search Fields Only  
Stolen Vehicle, Plate,  
Missing, Custom, Terrorist, Violent

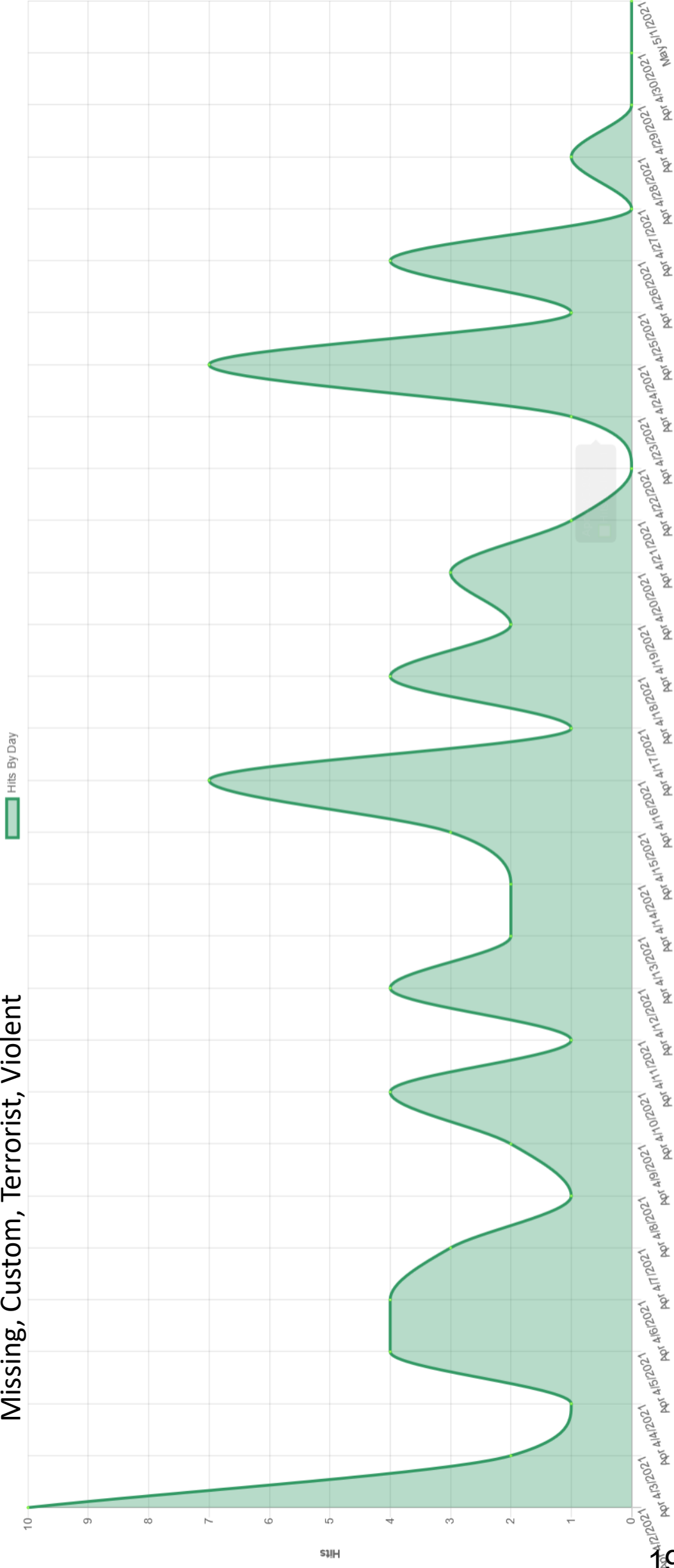
Export 

Apr 2 - May 1

Topics (6) ▾

Cameras (30) ▾

Search



# Hits Report

Total Hits:  
38

Export



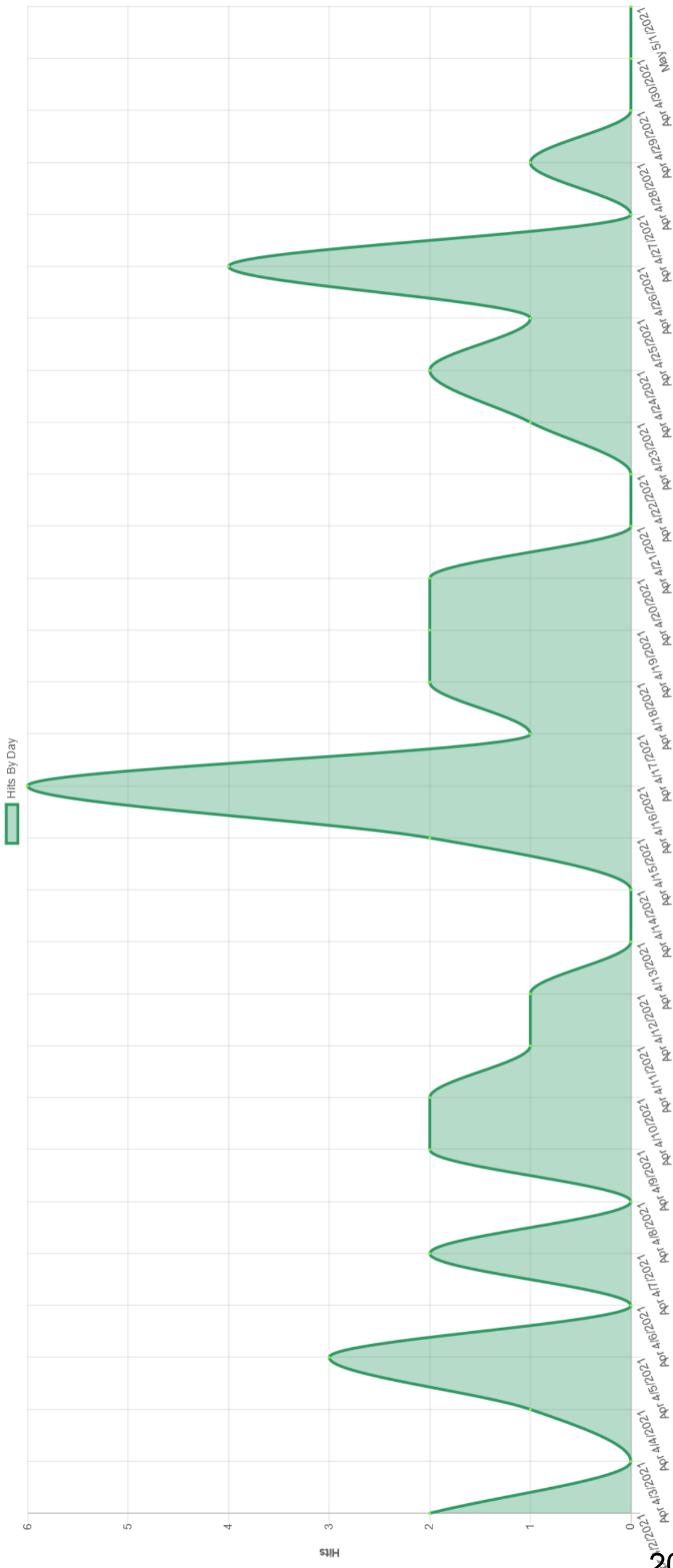
Apr 2 - May 1

Topics (1) ▾

Cameras (30) ▾

Search

## Stolen Only



# Hits Report

Total Hits:

7

Sex Offender

Export

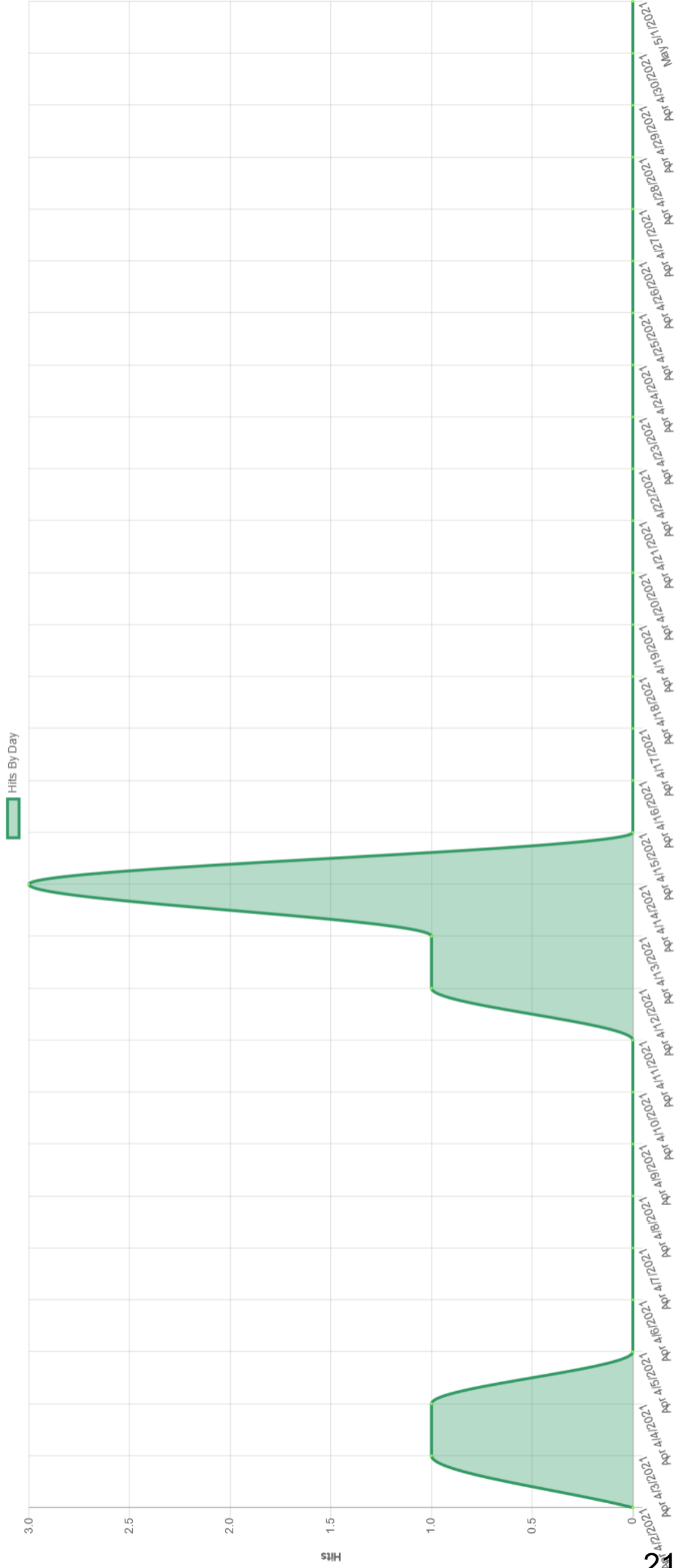


Apr 2 - May 1

Topics (1) ▾

Cameras (30) ▾

Search



## Hits/Reads By Camera

1	14/283,941	17	2/150,794	Total Reads 3,141,768
2	2/120,215	18	0/102,617	Unique Reads 1,413,381
3	0/0	19	5/217,369	Hits-228 - 6 Hit List 75
4	6/144,275	20	5/176,904	
5	0/85,974	21	4/104,525	
6	3/74,804	22	15/363,130	
7	1/219,421	23	6/165,849	
8	4/156,968	24	0/49,556	
9	0/61,119	25	0/58,836	
10	0/108,210	26	0/43,725	
11	0/32,708	29	Riverbend 0/5,326	
12	1/74,190	Station 1/112,813		
13	0/0	#172 1/29,267		
14	2/81,386	Trailer 0/0		
15	0/6,850	Strey 4/45,314		
16	0/67,060			

1	Total Number of YTD Incidents 2021														
	Life Threatening (LT) EMS Incidents										Life Threatening (LT) Fire Incidents				
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	Fire	EMS	Fire Alarms	% of Fire Calls	
Bunker Hill Village	112	37	149	18	3:52	100%	6:49	100%	3	3:14	100%	75%	25%	53	47%
Hedwig Village	65	71	136	43	3:13	100%	3:13	100%	12	3:54	100%	48%	52%	17	26%
Hilshire Village	18	15	33	7	2:59	100%	4:35	100%	3	4:33	100%	55%	45%	4	0%
Hunters Creek Village	135	67	202	30	3:29	100%	5:35	100%	13	4:26	100%	67%	33%	74	55%
Piney Point Village	109	50	159	18	3:50	100%	5:00	100%	11	5:29	100%	69%	31%	43	39%
Spring Valley Village	93	43	136	24	3:20	100%	4:06	100%	11	3:27	100%	68%	32%	25	27%
Houston	36	0	36												
Totals	568	283	851	140	3:27	100%	4:53	100%	53	4:10	100%	67%	33%	216	32%

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

Column 1: Reflects the cities listed within the chart.

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

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

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

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

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

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

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

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

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

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

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

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

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

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

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

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

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

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

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

**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

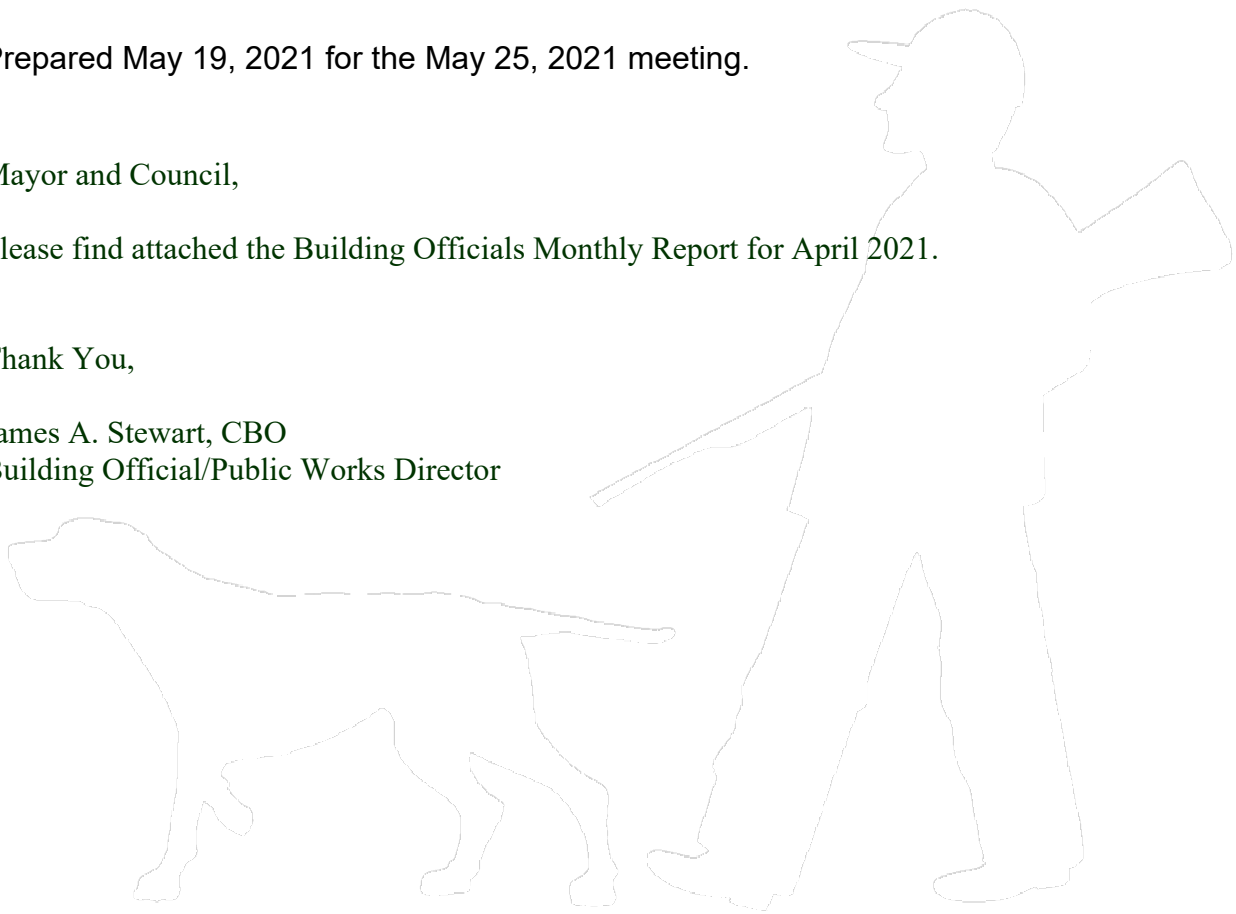
Prepared May 19, 2021 for the May 25, 2021 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for April 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
<b>Total</b>	<b>289</b>	<b>\$207,265</b>	<b>13</b>	<b>144</b>	<b>\$23,855</b>	<b>341</b>	<b>\$53,842</b>	<b>774</b>	<b>\$284,962</b>	<b>\$37,778,448</b>

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	17	\$10,267	1	12	\$2,160	18	\$2,510	47	\$14,937	\$1,779,758
February	24	\$17,887	1	10	\$1,455	21	\$3,355	55	\$22,697	\$2,970,153
March	34	\$149,084	0	17	\$3,390	32	\$6,140	83	\$158,614	\$29,896,341
April	18	\$4,866	0	15	\$2,825	29	\$4,030	62	\$11,721	\$13,646,371
May	25	\$5,817	0	13	\$2,340	26	\$4,440	64	\$12,597	\$1,032,779
June	23	\$24,680	2	18	\$3,220	35	\$5,320	76	\$33,220	\$7,849,746
July	15	\$23,330	2	23	\$4,590	29	\$5,700	67	\$33,619	\$5,221,170
August	19	\$27,662	2	14	\$2,965	20	\$4,495	53	\$35,122	\$4,849,719
September	26	\$6,996	0	13	\$2,670	34	\$4,870	73	\$14,536	\$1,362,060
October	27	\$32,322	3	8	\$1,385	24	\$4,795	59	\$38,501	\$5,800,301
November	19	\$4,856	0	13	\$1,900	24	\$4,175	56	\$10,930	\$940,466
December	27	\$4,284	0	6	\$700	12	\$1,215	45	\$6,199	\$1,174,925
<b>Total</b>	<b>274</b>	<b>\$312,050</b>	<b>11</b>	<b>162</b>	<b>\$29,600</b>	<b>304</b>	<b>\$51,045</b>	<b>740</b>	<b>\$392,693</b>	<b>\$76,523,789</b>

**City of Hunters Creek Village  
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	35	\$14,765	0	19	\$2,615	44	\$6,985	98	\$24,365	\$2,394,000
April	26	\$5,970	0	17	\$3,240	20	\$2,675	63	\$11,885	\$1,229,148
May										
June										
July										
August										
September										
October										
November										
December										
<b>Total</b>	<b>105</b>	<b>\$62,908</b>	<b>3</b>	<b>64</b>	<b>\$10,480</b>	<b>106</b>	<b>\$16,575</b>	<b>282</b>	<b>\$90,322</b>	<b>\$11,043,796</b>



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

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
<b>Month</b>					
January	112	100	89.0	12	11.0
February	161	134	83.2	27	16.8
March	149	137	91.9	12	8.1
April	203	171	84.2	32	15.8
May	199	165	82.9	34	17.1
June	164	138	84.1	26	15.9
July	228	193	84.6	35	15.4
August	159	140	88.1	19	11.9
September	167	138	82.6	29	17.4
October	155	127	81.9	28	18.1
November	108	89	82.4	19	17.6
December	134	110	82.1	24	17.9
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
<b>Month</b>					
January	147	124	84.4	23	15.6
February	98	86	87.8	12	12.2
March	172	146	84.9	26	15.1
April	135	118	87.4	17	12.6
May					
June					
July					
August					
September					
October					
November					
December					
Total	552	474	86.1	78	13.9

# Inspections with Odometer Readings, by Inspector and Vehicle

May 19, 2021 9:49 AM  
James Stewart  
City of Hunters Creek Village

Date Range (inclusive): **Thu Apr 01 2021 to Fri Apr 30 2021**  
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG )		Address		Insp Type	Date	Reinsp?	Reinsp Result	Correction Notes	
Odometer	Permit #	Address					Fee?		
Vehicle ID:									
	202100111	517 WELLESLEY DR		Foundation	4/1/21		No	Pass	Pending Engineer's letter of approval and verification that 2 number five corner bars at all interior corners have been installed.
	202100144	256 Hedwig Road		P Final	4/1/21		No	Pass	
	202100181	843 Country Lane		Demo F	4/1/21		No	Pass	
	202100195	10619 Gawain Lane		FD Steel	4/1/21		No	Pass	
	202100196	3 Bridlewood Ct		FD Steel	4/1/21		No	Pass	
	202100027	256 Hedwig Road		Bld-Final	4/5/21		No	Pass	
	202100027	256 Hedwig Road		E Final	4/5/21		No	Pass	
	202100166	750 E CREEKSIDE DR		E Underg	4/5/21		No	Pass	
	202100166	750 E CREEKSIDE DR		E Rough	4/5/21		No	Pass	
	202100192	10914 Pifer Way		M Final	4/5/21		No	Pass	
	202100194	10926 Wickline Dr		P UnderG	4/5/21		No	Pass	
	202100207	10724 Memorial Drive		P Final	4/5/21		No	NC	Disapproved; Provide Hose bib at water meter
	202000542	611 Shartle Cir		M Final	4/6/21		No	Pass	
	202000584	10529 Beinhorn Rd		Frame R	4/6/21		No	Pass	

202000593	10915 Kinwick Drive	P TO/Rough	4/6/21	No	Pass	
202000641	10529 Beinhorn Rd	P TO/Rough	4/6/21	No	Pass	
202000641	10529 Beinhorn Rd	Gas Test	4/6/21	Y	Pass	
202000673	410 Thamer Circle	Frame R	4/6/21	No	Pass	
202000673	410 Thamer Circle	H-Strap	4/6/21	No	Pass	
202100080	10529 Beinhorn Rd	E Rough	4/6/21	No	Pass	
202100137	770 Pifer Road	F Final	4/6/21	No	Pass	
202100151	407 Hunters Park Lane	FD Steel	4/6/21	No	Pass	
202100202	10706 Beinhorn Rd	DW Steel	4/6/21	No	Pass	Approved - Driveway and walks on east side of house plus front sidewalks
202100208	711 HUNTERS GROVE LN	F Post Hole	4/6/21	No	Pass	
202100215	609 Wellesley Drive	P Sewer	4/6/21	No	Pass	
202100215	609 Wellesley Drive	P Final	4/6/21	No	Pass	
202100198	711 Hunters Grove Ln	I Trench	4/7/21	No	Pass	
202100198	711 Hunters Grove Ln	I Final	4/7/21	No	Pass	
202100209	635 Saddlewood Lane	E Rough	4/7/21	No	Pass	Approved with Corrections
202000669	730 E CREEKSIDE DR	H-Strap	4/8/21	Y	No	Disapproved; Previous items not addressed.  [ Entered 3/30/2021 by BBG ]: Disapproved - Provide two King studs that ends of 5 1/2 x 11 1/4 APB beam; Provide SDS screws at all 2x8 ledgers; Provide minimum of

202100197	434 Hunterwood Drive	FD Steel	4/8/21		No	Pass	two anchor bolts per section of bottom plate; Reinstall H 2.5 clips at existing roof; Install HD's
202100205	3 Bridlewood Ct	P GL & GT	4/8/21		No	Pass	
202100214	10627 Gawain Lane	P Final	4/8/21		No	Pass	
202100219	635 Saddlewood Lane	P TO/Rough	4/8/21		No	Pass	
202000498	611 Shartle Cir	E Final	4/9/21		No	Pass	
202000639	321 Lindenwood Dr	P GL & GT	4/9/21	Y	No	Pass	[ Entered 12/11/2020 by BBG ]: Disapproved - No air pressure or gauge on system Contractor may backfill at own risk
202000678	10814 Oak Hollow St	Shower Pan	4/9/21		No	Pass	
202000703	30 Willowend Dr	DW Steel	4/9/21		No	Pass	
202100054	7 Pinewood Cir	E Underg	4/9/21		No	Pass	
202100134	322 SHASTA DR	Foundation	4/9/21		No	Pass	
202100188	613 Wellesley Drive	P UnderG	4/9/21		No	Pass	
202100222	730 E CREEKSIDE DR	E Underg	4/9/21		No	Pass	
202100226	10926 Wickline Dr	ET-Pole	4/9/21		No	Pass	
202100229	423 Hunterwood Drive	P TO/Rough	4/9/21		No	Pass	
202000541	611 Shartle Cir	P Final	4/12/21		No	Pass	
202100151	407 Hunters Park Lane	TCI	4/12/21		No	Pass	
202100177	614 Hunters Grove Lane	P UnderG	4/12/21		No	Pass	
202100177	614 Hunters Grove Lane	P TO/Rough	4/12/21		No	Pass	
202000245	5 Cape Cod	P Sewer	4/13/21		No	P Pass	Water service line - approved



202000577	10906 Long Shadow Ln	E Final	4/16/21	No	Pass
202000578	10906 Long Shadow Ln	P Final	4/16/21	No	Pass
202100066	663 Shartle Circle	E Final	4/16/21	No	Pass
202100074	310 LINDENWOOD DR	P UnderG	4/16/21	No	Pass
202100074	310 LINDENWOOD DR	P GL & GT	4/16/21	No	Pass
202100224	1 Bridlewood Ct	E Rough	4/19/21	No	Pass
202100237	8330 Hunters Creek Drive	P Final	4/19/21	No	Pass
202000243	10429 Memorial Dr	Frame R	4/20/21	No	NC Disapproved - no approved plans on site contractor unable to meet me so he canceled
202000243	10429 Memorial Dr	H-Strap	4/20/21	No	NC Disapproved - no approved plans on site contractor unable to meet me so he canceled
202000245	5 Cape Cod Lane	P Sewer	4/20/21	Y	Pass [ Entered 4/13/2021 by BBG ]: Water service line - approved Disapproved - sewer; System not on test; Support and straighten sewer pipe; Seal sewer pipe entrance into sewer manhole
202000596	346 HUNTERS TRAIL ST	Shower Pan	4/20/21	No	Pass
202100188	613 Wellesley Drive	P UnderG	4/20/21	Y	Pass
202100206	434 Hunterwood Drive	P UnderG	4/20/21	No	NC
202100206	434 Hunterwood Drive	P Final	4/20/21	No	NC
202100206	434 Hunterwood Drive	P GL & GT	4/20/21	No	NC
202100243	423 Hunterwood Drive	M Rough	4/20/21	No	Pass
202100043	730 E	P	4/21/21	No	Pass

		CREEKSIDE DR	TO/Rough							
202100096		10926 Wickline Dr	Foundation	4/21/21	No	Pass	No			"Correct and proceed - provide inside corner bars and chair support slab reinforcement; Pending engineers letter of approval for foundation"
202100138		750 E CREEKSIDE DR	Gas Test	4/21/21	No	Pass	No			
202100138		750 E CREEKSIDE DR	P Rgh/P-T/VCBK	4/21/21	No	Pass	No			
202100174		423 HUNTERWOOD DR	Frame R	4/21/21	No	Pass	No			
202100253		614 Hunters Grove Lane	E Rough	4/21/21	No	Pass	No			
202000126		30 Willowend Dr	M Hood V	4/22/21	Y	Pass	No			
202100007		261 BRYN MAWR CIR	H-Strap	4/22/21	No	NC	No			Disapproved - No access; Called contractor three times no response; Sent text one time no response
202100225		3 Shannon Circle	P UnderG	4/22/21	No	Pass	No			
202100225		3 Shannon Circle	P TO/Rough	4/22/21	No	Pass	No			
202000331		10623 Fairlane Dr	P Final	4/23/21	No	Pass	No			
202100004		10623 Fairlane Dr	P Final	4/23/21	No	Pass	No			
202100157		10914 Kirwick Drive	H-Strap	4/23/21	No	Pass	No			
202100174		423 HUNTERWOOD DR	Insulation	4/23/21	No	Pass	No			
202000572		10318 Memorial Dr	P Final	4/26/21	No	Pass	No			
202100007		261 BRYN MAWR CIR	H-Strap	4/26/21	Y	Pass	No			[ Entered 4/22/2021 by BBG ]: Disapproved - No access; Called contractor three times no response; Sent text one time no response

202000248	10650 Beinhorn Rd	M Final	4/27/21	No	Pass	"Approved - Pending verification of system being flushed prior to turn over Fire marshal approval of all fire dampers; All energy verification certificates Verification of duct pressure test Fire marshal approval of kitchen vent hood  Approved - Pending Verification of chlorination of domestic water system; Urinal on second floor boys bathroom does not work; Provide backflow certificate"
202100190	634 Hunters Grove Lane	M Final	4/27/21	No	Pass	
202100263	10429 Memorial Dr	E Rough	4/27/21	No	Pass	
202000211	10650 Beinhorn Rd	P Final	4/28/21	No	Pass	Approved - Pending verification of chlorination of domestic water system; urinal on second floor boys bathroom does not work; provide backflow certificate
202000669	730 E CREEKSIDE DR	Frame R	4/28/21	No	NC	"Disapproved - WS1 Provide anchor bolts within 12 inches of ends of plates and minimum of two per section of plate; Attach H 2.5's from plate to studs at existing roof; Disapproved framing Attach to 2 x 6 additional rafters per detail A/S2.0; Provide triple king studs for header on south wall; Draft stop all ceiling and roof wall interceptions Attach ceiling joist with 6(10) d nails to adjacent rafters per sheet S2.0"
202000669	730 E CREEKSIDE DR	H-Strap	4/28/21 Y	No	NC	"Disapproved - WS1 Provide anchor bolts within 12 inches of ends of plates and minimum of two per section of plate; Attach H 2.5's from plate to studs at existing roof; Disapproved framing Attach to 2 x 6 additional rafters per detail A/S2.0; Provide triple king studs for header on





		DR							
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection					
116			0	0.0					
<b>Fire Marshall (FireMars)</b>									
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Result	Fee?	Correction Notes	
<b>Vehicle ID:</b>	202100187	10529 Beinhorn Rd	Fire Marshall	4/7/21	No	Pass			
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection					
1			0	0.0					
<b>James Stewart (james)</b>									
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Result	Fee?	Correction Notes	
<b>Vehicle ID:</b>	202100186	10802 Long Shadow Ln	E Serv/ML	4/1/21	No	Pass		Released to Centerpoint - 4/1/21 @ 2:47pm.	
	202100186	10802 Long Shadow Ln	E Final	4/5/21	No	Pass			
	201900352	10841 BEINHORN RD	Frame R	4/6/21	Y	Pass		Approved per engineer letter dated 04/01/2021. JH [ Entered 12/7/2020 by BBG ]: Approved partial, Per engineers letter dated (12/1/20); Excludes floor joist for sleeping loft; Floor joist are over span per IRC table R502.3	
	202100207	10724 Memorial Drive	P Final	4/6/21	Y	No		[ Entered 10/27/2020 by BBG ]: Contractor cancelled on site. Per James Approval. Water meter were removed due to the fire.	
	202100213	10615 Twelve Oaks Drive	P Final	4/6/21	No	Pass		[ Entered 4/5/2021 by BBG ]: Disapproved; Provide Hose bib at water meter	

202100202	10706 Beinhorn Rd	DW Steel	4/7/21	Y	No	Pass	Approved; Entryway stairs OK per IRC 2015 Sec. 311.3.2. Exception.
202100123	606 Saddlewood Ln	P Steel/Piping	4/20/21		No	Pass	
202100249	10830 ROARING BROOK LN	P Final	4/21/21		No	Pass	
202100252	13 SLEEPY OAKS CIR	ET-Pole	4/21/21		No	Pass	
202100259	10430 Memorial Drive	P Layout	4/27/21		No	Pass	
201900718	711 Hunters Grove Ln	Gas Test	4/28/21	Y	No	Pass	Yard Line to Pool
201900064	7611 River Point Dr	Bld-Final	4/29/21	Y	No	Pass	[ Entered 12/17/2020 by james ]: Interior Areas Only
201900752	7611 River Point Dr	E Final	4/29/21	Y	No	Pass	[ Entered 12/16/2020 by james ]: Interior Areas Only
201900754	7611 River Point Dr	P Final	4/29/21	Y	No	Pass	[ Entered 12/16/2020 by james ]: Interior Areas ONLY
202000608	7611 River Point Dr	M Final	4/29/21	Y	No	Pass	[ Entered 12/16/2020 by james ]: Interior Areas Only
202000674	7611 River Point Dr	DW Final	4/29/21		No	Pass	
202100113	7611 River Point Dr	F Final	4/29/21		No	Pass	
202100220	10626 FAIRLANE DR	E Serv/ML	4/29/21		No	Pass	Released 04/29/2021 @12:15PM.
<b>Inspections</b>	<b>Begin Odometer</b>	<b>End Odometer</b>	<b>Miles</b>	<b>Avg Miles per Inspection</b>			
<b>18</b>			<b>0</b>	<b>0.0</b>			

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### HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT

PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
10714 Old Coach Ln.	Remodel	1/20/2021	Review Completed - 1/20/21 - Not Approved	Contractor notified of needed revisions - 1/20/21
2 Bridlewood Court	New Residence	3/3/2021	Review Completed 3/10/21 - Not Approved - Resubmitted 3/17/21 - Resubmittal Review Completed 3/30/21 - Not Approved - Second Resubmittal 3/31/21 - Review Completed - 4/1/21 - Approved	Contractor Notified of Needed Revisions - 3/10/21 - Contractor notified of further needed revisions - 3/30/21 - Contractor Notified of approval - 4/1/21
10426 Memorial Drive	New Home	3/25/2021	Review Completed - 4/6/21 - Not Approved - Plans Resubmitted - 5/5/21 - In Review	Contractor notified of needed revisions 4/6/21
10430 Memorial Dr.	New Pool	4/1/2021	Review Completed 4-6-21 - Not Approved - Resubmitted 4/19/21 - Review Completed 4/19/21 - Approved	Contractor Notified of Needed Revisions 4/6/21 - Contractor notified of approval - 4/19/21
11002 Huntwyck Dr.	New Pool	4/1/2021	Review Completed 4/7/21 - Not approved - Plans Resubmitted 5/12/21 - Resubmittal review completed 5/12/21 - Approved	Contractor notified of needed revisions 4/7/21 Contractor notified of approval - 5/12/21
13 Sleepy Oaks Cir	New Home	4/5/2021	Review Completed - 4/21/21 - Not Approved	Contractor notified of needed revisions - 4/21/21
10737 Marsh Ln	Remodel	4/6/2021	Review Completed 4/7/21 - Not Approved	Contractor Notified of needed revisions 4/7/21
34 Willowend	Remodel	4/8/2021	Review Completed 4/9/21 - Approved	Contractor notified of approval 4/9/21
773 Pifer Rd.	New Home	4/14/2021	Review Completed 4/28/21 - Not Approved - Plans Resubmitted 5/18/21	Contractor Notified of needed revisions - 4/28/21
4 Pinewood Circle	Remodel	4/19/2021	Review Completed 4/23/21 - Not Approved	Contractor Notified of Needed Revisions - 4/23/21
15 Inwood Oaks	Remodel	4/19/2021	Review Completed - 4/22/21 - Not Approved	Contractor notified of needed revisions - 4/22/21
215 Voss	New Home	4/22/2021	Review Completed - 5/6/21 - Not Approved - Plans Resubmitted 5/14/21 - In Review	Contractor Notified of Needed Revisions - 5/6/21
3 Cape Cod	New Pool	4/26/2021	Review Completed 4/28/21 - Not Approved - Revisions Submitted - 5/3/21 - Review Completed 5/3/21 - Approved	Contractor notified of needed revisions - 4/28/21 - Contractor notified of approval - 5/3/21
10830 Roaring Brook	New Home	4/27/2021	Review Completed 5/11/21 - Not Approved	Contractor notified of needed revisions.5/11/21
15 Inwood Oaks	New Pool	4/30/2021	Review Completed 5/17/21 - Not Approved - Plans Resubmitted 5/18/21 Review Completed 5/18/21 - Approved	Contractor notified of needed3d revisions 5/17/21 Contractor notified of approval 5/18/21
10603 Twelve Oaks Dr.	Remodel/Addition	5/6/2021	Review Completed 5/11/21 - Not Approved	Contractor Notified of Needed Revisions 5/11/21
307 Teakwood Ln.	Remodel/Addition	5/10/2021	Review Completed 5/12/21 - Not Approved	Contractor notified of needed revisions 5/12/21
843 Country Lane	New Home	5/12/2021	In Review	
10615 Twelve Oaks Dr.	New Home	5/13/2021	In Review	
11000 Hunters Park Dr.	New Pool	5/13/2021	In Review	

City of Hunters Creek Village

# Certificate of Occupancy

April 29, 2021

201900064

Jason and Elena Kirkpatrick  
7611 River Point Drive  
Houston, TX 77063

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

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

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James A. Stewart, CBO  
Building Official

## HUNTERS CREEK VILLAGE - ANIMAL CONTROL ACTIVITY REPORT

DATE	ADDRESS	ACTIVITY DESCRIPTION	DISPOSITION	NOTES
1/29/2019	Voss @ Beinhorn	Dead animal in roadway	Picked up and disposed	Appeared the animal was an Otter
4/9/2019	640 Pifer Rd.	Dead Animals in Roadway	Picked up and disposed	
4/10/2019	12 Inwood Oaks	Stray Dog at Residence	Picked up/Taken to Shelter	
5/10/2019	750 Pifer Rd.	Animal Trap Delivered to Resident	Trap Delivered	
6/4/2019	210 Timberwilde Ln.	Opossum in trap - Picked Up	Picked Up/Relocated	
6/7/2019	725 W. Creekside Dr	Animal Trap Delivered to Resident	Trap Delivered	
6/11/2019	737 Camelot Ln	Animal Trap Delivered to Resident	Trap Delivered	
6/24/2019	107 Timberwilde Ln	Trapped Raccoon - Pick Up/Return Trap to Resident	Picked Up/Relocated	
7/2/2019	10650 Memorial Dr.	Dead Squirrel on roadway	Picked Up/Disposed	
7/8/2019	321 Shasta	Bat inside House - Owner Caught and Froze - Rabies Test	Picked up/Took to Lab for Testing	Rabies test result was negative for R
7/8/2019	646 Hedwig Rd.	Dead Cat near street	Picked Up - Disposed	
7/11/2019	602 Wellesley	Dead Squirrel in front.	Picked up - Disposed	
7/15/2019	507 Three Corners	Large Opossum in Trap	Picked up- Relocated	
7/23/2019	507 Three Corners	Large Raccoon in Trap	Picked Up - Relocated	
8/27/2019	729 W. Creekside	Needs animal trap delivered so they can catch animals in back yard.	Delivered trap to resident	
8/28/2019	403 Thamer Ln.	Pick up trapped 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 Gawain 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
3/3/2021	11007 Hunters Park	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated
3/15/2021	10955 Beinhorn	Animal Trap Request	Delivered Trap to resident	
3/23/2021	11007 Hunters Park	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated
3/24/2021	10314 Memorial Dr.	Animal Trap Request	Delivered Trap to resident	
3/25/2021	10906 Little Lisa	Animal Trap Request	Delivered Trap to resident	
3/25/2021	10910 Little Lisa	Animal Trap Request	Delivered Trap to resident	
3/29/2021	5 Creekside Cir.	Animal Trap Request	Delivered Trap to resident	
4/5/2021	110 Shasta	Animal Trap Request	Delivered Trap to resident	
4/5/2021	Memorial at Lindenwood	Dead Animal in Roadway	Picked up and disposed of animal.	Disposed
4/7/2021	110 Shasta	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated
4/8/2021	11007 Hunters Park	Animal Trap Request	Delivered Trap to Resident	
4/9/2021	525 Trails End	Animal In Trap - Please Pick Up	Picked up and relocated animal	Relocated
4/9/2021	10779 Bridgewood	Dead animal in ROW	Picked up and disposed of animal.	Disposed
4/19/2021	Memorial near Kuhlman	Dead animal in road.	Picked up and disposed of animal.	Disposed
4/19/2021	Voss near Voss Park	Dead animal in road.	Picked up and disposed of animal.	Disposed
4/19/2021	606 Hunters Way Ct.	Animal Trap Request	Delivered Trap to resident	

# CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared May 19, 2021 for the May 25, 2021 Agenda

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

1. The electrical service was finally energized on May 14<sup>th</sup>. Striping occurred on the 17<sup>th</sup> and signal start up occurred on the 18<sup>th</sup>.
2. Pending weather conditions, work to be complete this week.

## **B. 10 Willowend Dr. Outfall**

1. Survey is complete.
2. Environmental site review for HCFCD submittal is on-going.
3. Internal televising of the line to locate failures and defects is scheduled for next week following on-going access coordination with resident.
4. Currently planning to internally rehabilitate the line with minimal surface disruption. The comprehensive design will be finalized once CCTV report is received this upcoming week.
5. Plan to bid in July, pending HCFCD plan approvals and access agreement.

## **C. Ripple Creek Repair**

1. Designated panels on the west side of the roadway have been removed and replaced.
2. Removal and replacement of the designated panels on the east side of the roadway will commence when the weather conditions allow. This work should take about 4 weeks to finish.

## **D. Timberglen Pavement Repair**

1. The project plans and bid documents were prepared, and the project advertised on May 12<sup>th</sup> and 19<sup>th</sup>. Bid date is May 27<sup>th</sup>.

## **E. Joint seal of Memorial Estates subdivision roads (aka Old Coach, Marsha Lane)**

1. Contractor anticipated to start week of the 24<sup>th</sup>. Work should take two days. The weather conditions need to be dry.

## **F. Beinhorn**

1. Amendment is on the agenda to perform engineering services for Beinhorn.
2. The scope of the construction work is limited to only the pavement section as requested.
3. The pavement section will be cold in-place recycled asphalt pavement with stabilizing agent. There will not be an alternative analysis by a geotechnical engineer.
4. City budget is \$2,100,000. Project cost is TBD.



# Harris County Appraisal District

13013 Northwest Freeway  
Houston TX 77040  
Telephone: (713) 812-5800

P.O. Box 920975  
Houston TX 77292-0975  
Information Center: (713) 957-7800



## Office of Chief Appraiser

April 30, 2021

Honorable Jim Pappas  
Mayor  
City of Hunters Creek Village  
1 Hunters Creek Place  
Hunters Creek Village, TX 77024-3026

Re: 2021 Certified Estimates

### Board of Directors

Mike Sullivan, Chairman  
Glenn E. Peters, Secretary  
Martina Lemond Dixon, Assistant Secretary  
Ann Harris Bennett, Director  
*Tax Assessor-Collector, Ex-Officio Director*  
Glenn E. Peters, Assistant Secretary  
Al Odom, Director  
Jim Robinson, Director  
Elizabeth Santos, Director

### Chief Appraiser

Roland Altinger  
Deputy Chief Appraiser  
Jason Cunningham  
Taxpayer Liaison Officer  
Teresa S. Terry

Dear Mayor Pappas:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2021. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 17, and some will delay their filing until the good cause deadline of June 1. Due to COVID-19, there may be additional factors that influence values after the estimates have been established.

While we have taken our best estimate of potential hearing loss into account, protests for 2021 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2021 taxable value for the taxing unit identified above is:

**\$3,087,850.847**

The enclosed summary report gives a breakdown of this estimate by property category.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger  
Chief Appraiser

**Hunters Creek Village  
2021 Certified Estimate of Taxable Value**



<b>Major Property Category</b>	<b>2020 Taxable Value</b>	<b>Percent Change</b>	<b>Projected 2021 Taxable Value</b>
Residential & Rural Improved	2,946,263,856	1.54%	2,991,559,717
Apartment	0	0.00%	0
Commercial	29,423,335	-4.14%	28,205,330
Vacant Land	51,684,723	-2.31%	50,492,550
Industrial	0	0.00%	0
Utility	2,538,730	9.05%	2,768,485
Commercial Personal	13,247,571	9.79%	14,544,641
Industrial Personal	307,584	-8.93%	280,124
All Other Property	0	0.00%	0

<b>Projected 2021 Taxable Value</b>	<b>3,043,465,799</b>	<b>1.46%</b>	<b>3,087,850,847</b>
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**Projected 2021 Taxable Value Range**

<b>Accuracy +/- 5%</b>	<b>2,933,458,305</b>	<b>To</b>	<b>3,242,243,389</b>
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Harris County Appraisal District  
Truth in Taxation Data



**Jur: City Of Hunters Creek Village**

	<b>2020</b>	<b>2021</b>
Average Market Value of Residences:	\$1,975,637	\$2,015,673
Average Taxable Value of Residences:	\$1,958,952	\$1,986,427

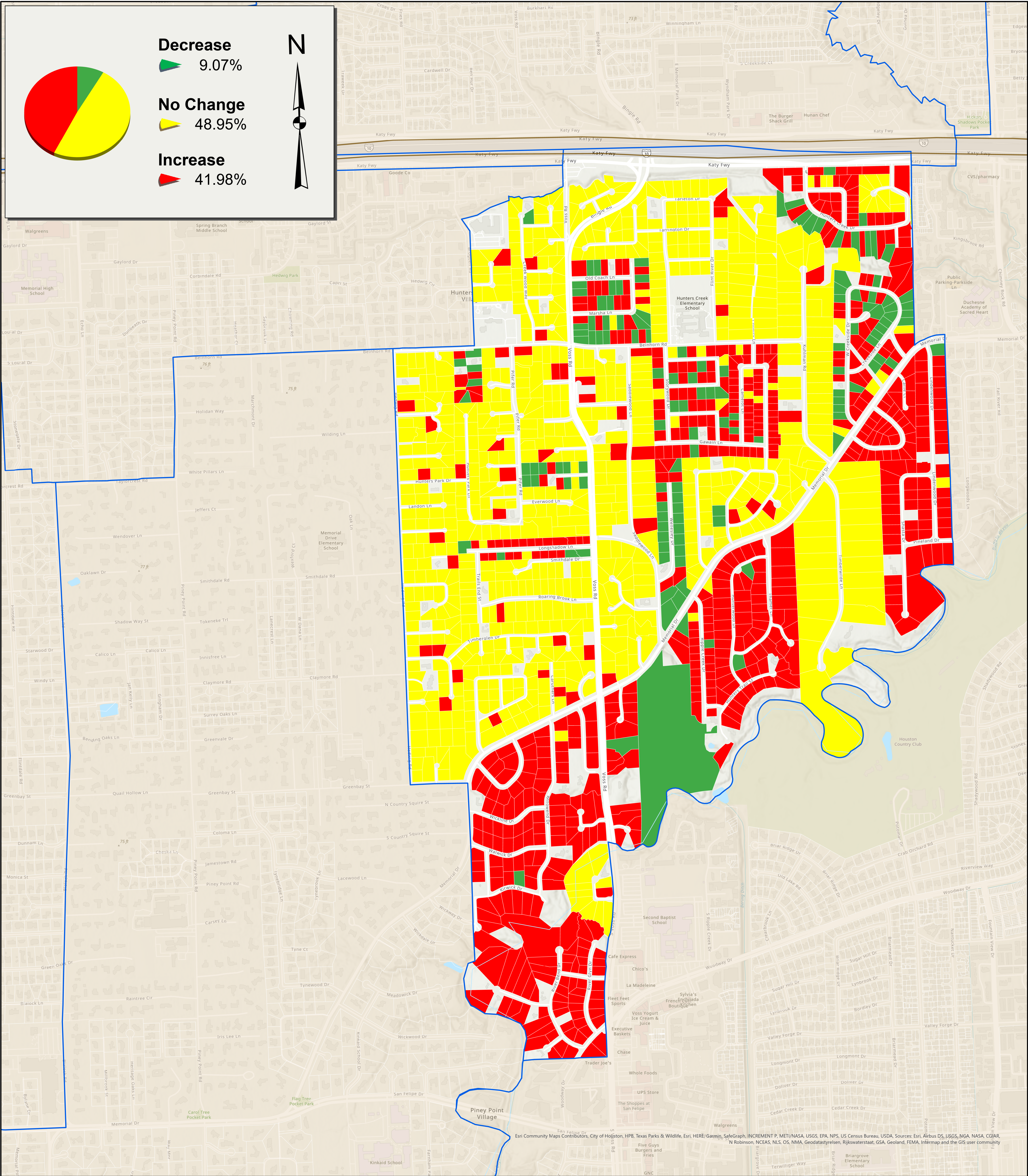
Total Appraised Value of All Property:	\$3,104,821,896	\$3,150,101,744
Total Appraised Value of New Property:	\$40,051,320	\$31,451,479
Total Taxable Value of All Property:	\$3,043,465,799	\$3,087,850,847
Total Taxable Value of New Property:	\$39,259,844	\$30,829,949

Total Market Value of All Property:	\$3,135,246,405	\$3,180,969,956
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Last Year Losses Due To Substantial Error Corrections	\$0
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**Data as of April 30, 2021**







**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
April 27, 2021**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, April 27, 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
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	Police Chief:	Ray Schultz
	Assistant to City Secretary:	Jennifer Namie (by teleconference)

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

- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. Swearing in of promoted Memorial Village Police Department officer – Certificate of Oath or Affirmation for Sergeant Richard Jarvis. Chief Schultz introduced Sergeant Jarvis. Commission Chairman, James Huguenard swore him in. Chief Shultz also acknowledged Brooke Hamilton for his past service as chairman of the Commission.
- D. JOINT PUBLIC HEARING. A Joint Public Hearing will be held before the City Council and the Planning and Zoning Commission for the purpose of receiving testimony for or against proposed amendments to the Zoning Chapter of the City of Hunters Creek Village to: Define a “Porte Cochere” as a roofed structure, open on three sides and extending from an entrance to a building over an adjacent driveway for the purpose of sheltering those entering or exiting vehicles. Allow a Porte Cochere to extend into the required side yard under the following conditions; it may extend no closer than 10 feet from the nearest side property line; it must be 10 feet or less in height; it must be located at least 15 feet behind the front line of the residence to which it is attached; the area covered by its roof shall be included

in the computation of the building area for purpose of applying the applicable limits on total building area; and three sides of the structure must be at least 90% open.

**The Public Hearing was opened at 6:14 p.m.**

Public Comments:

A citizen asked if the proposed ordinance would allow a porte cochere to be built in front and side yards? Staff responded that the proposed ordinance would not allow a porte cochere to be built in a front yard.

A citizen expressed concerns about the way the ordinance is drafted. He is worried that it would allow someone to build a porte cochere out of inexpensive materials that would detract from the appearance and value of the neighborhood.

**The Public Hearing was closed at 6:22 p.m.**

1. Discussion and possible action to receive the final report and recommendation from the Planning and Zoning Commission.
2. Discussion and possible action to adopt an ordinance to: Define a "Porte Cochere" as a roofed structure, open on three sides and extending from an entrance to a building over an adjacent driveway for the purpose of sheltering those entering or exiting vehicles. Allow a Porte Cochere to extend into the required side yard under the following conditions; it may extend no closer than 10 feet from the nearest side property line; it must be 10 feet or less in height; it must be located at least 15 feet behind the front line of the residence to which it is attached; the area covered by its roof shall be included in the computation of the building area for purpose of applying the applicable limits on total building area; and three sides of the structure must be at least 90% open.

**The chairman of the Planning & Zoning Commission presented the Commission's final report on the proposed amendment, recommending the approval of the amendment with the addition of a requirement that a porte cochere be constructed of the same type of materials as the residence to which it is attached.**

**Councilmember Spalding made a motion to adopt the ordinance, as amended with a change recommended by the Planning and Zoning Commission to add item A-5, which states that the structure must be constructed of like kind materials of the residence to which it is attached. Councilmember Marks seconded the motion and the motion carried unanimously.**



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

F. REPORTS

1. City Treasurer Monthly Report – City Administrator, Tom Fullen reported that the Budget is on target.
2. Police Commissioner Monthly Report – Police Commissioner, Steve Reichel gave this report and Chief Shultz presented the FY2022 Budget.
3. Fire Commissioner Monthly Report – *Chief Foster gave this report.*
4. Building Official Monthly Report
5. City Engineer and Public Works Report on the following items:
  - Voss at Second Baptist
  - Beinhorn and Voss – Traffic Signal Reconstruction
  - 2020 Street Maintenance – Memorial Drive
  - 10 Willowend Dr. Outfall
  - Ripple Creek Repair
  - Timberglen Pavement Repair
  - Congressional Earmark – Community Project Funding
  - Joint seal of Memorial Estates subdivision roads (aka Old Coach, Marsha Lane)
6. City Administrator Report
7. Mayor and Council Reports and Comments
  - Esplanade Beautification Along Voss Rd

G. 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 March 23, 2021.
2. Approval of the Cash Disbursement Journal for March, 2021.
3. Approval of the 4<sup>th</sup> Quarter Investment Report.

**Councilmember Cowell made a motion to approve the Consent Agenda. Councilmember Spalding seconded the motion and the motion carried unanimously.**

H. REGULAR AGENDA

1. Discussion and possible action to approve the Proposed 2022 Memorial Villages Police Department Budget in the amount of \$6,299,250.00 with Hunters Creek Village's 2022 Assessment being \$2,099,750.00.

*This item was taken out of order.*

**Councilmember Spalding made a motion to approve the Proposed 2022 Memorial Villages Police Department Budget in the amount of \$6,299,250.00 with Hunters Creek Village's 2022 Assessment being \$2,099,750.00. Councilmember Sapien seconded the motion and the motion carried unanimously.**

2. Discussion and possible action to approve an amendment to the 2021 Village Fire Department's construction budget to increase the amount by \$200,000 from \$5,700,311.50 to \$5,900,311.50 with the proviso that it will not increase the cities' assessment but will be funded by other potential sources.

*This item was taken out of order.*

**Councilmember Carlton made a motion to approve an amendment to the 2021 Village Fire Department's construction budget to increase the amount by \$200,000 from \$5,700,311.50 to \$5,900,311.50 with the proviso that it will not increase the cities' assessment but will be funded by other potential sources. Councilmember Spalding seconded the motion and the motion carried unanimously.**

3. Discussion and possible action to consider a request from Spring Branch Independent School District for approval of a Specific Use Permit for installation of Building Identification Signage and a Marquee to be constructed on the Hunters Creek Elementary School campus located at 10650 Beinhorn Road, Houston, Texas, 77024.

**Councilmember Spalding made a motion to refer to the Planning and Zoning Commission a request from Spring Branch Independent School District for approval of a Specific Use Permit for installation of Building Identification Signage and a Marquee to be constructed on the Hunters Creek Elementary School campus located at 10650 Beinhorn Road, Houston, Texas, 77024. Councilmember Carlton seconded the motion and the motion carried unanimously.**

4. Discussion and possible action to approve Amendment No. 67 to the engineering contract with Cobb Fendley in the amount of \$10,500.00 for Engineering Services associated with the Pavement Repairs to Timberglen Drive.

**Councilmember Cowell made a motion to approve Amendment No. 67 to the engineering contract with Cobb Fendley in the amount of \$10,500.00 for Engineering Services associated with the Pavement**

**Repairs to Timberglen Drive. Councilmember Carlton seconded the motion and the motion carried unanimously.**

5. Discussion and possible action to approve Change Order #3 to the contract with Main Lane Industries, Ltd.- (Close Out) in the amount of -\$509.78 for the 2020 Street Maintenance Project.

**Councilmember Spalding made a motion to approve Change Order #3 to the contract with Main Lane Industries, Ltd. - (Close Out) in the amount of \$509.78 for the 2020 Street Maintenance Project. Councilmember Marks seconded the motion and the motion carried unanimously.**

6. Discussion and possible action to approve the purchase of playground equipment for City Hall.

**Councilmember Spalding made a motion to approve the purchase of playground equipment for City Hall. Councilmember Cowell seconded the motion and the motion carried unanimously.**

7. Discussion and possible action to approve a resolution opposing Texas Senate Bill 1661, which would require all city general elections to be held in November of even numbered years.

**Councilmember Spalding made a motion to approve a resolution opposing Texas Senate Bill 1661, which would require all city general elections to be held in November of even numbered years. Councilmember Cowell seconded the motion and the motion carried unanimously.**

8. Discussion and possible action to approve the Entry Sign Beautification design.

**Councilmember Cowell made a motion to approve the Entry Sign Beautification design shown on page 104 of the agenda packet. Councilmember Carlton seconded the motion and the motion carried unanimously.**

9. Discussion and possible action to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes.

**Councilmember Spalding made a motion to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes. Councilmember Sapien seconded the motion and the motion carried unanimously.**

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

**Councilmember Marks made a motion to approve a Network Node Deployment Agreement and the node locations shown in agenda packet with Verizon Wireless. Councilmember Spalding seconded the motion and the motion carried unanimously.**

11. Consideration and possible action to adopt a resolution: a) approving an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP to act as special counsel to perform all legal services necessary to collect unpaid fines, fees and court costs as provided in Texas Code of Criminal Procedure Art. 103.0031; and b) authorizing the Mayor to sign the agreement on the City's behalf.

#### REQUIRED LEGAL NOTICE

- (A) The above referenced agreement is necessary for the unpaid fines, fees and court costs owed to the City of Hunters Creek Village (the "City") to be collected in the most effective manner. The City desires that such unpaid fines, fees and court costs be collected as provided in the Texas Code of Criminal Procedure.
- (B) The Linebarger Goggan Blair & Sampson, LLP firm ("Linebarger") is fully qualified to provide this representation, being the largest law firm specializing in the collection of governmental receivables in the State of Texas, as well as the United States, and having been engaged in this specialized legal service for more than 40 years. In addition, Linebarger possesses infrastructure and technology, such as call center technology, that the City does not currently possess.
- (C) Linebarger has represented The City of Hunters Creek Village for the past three years (beginning in 2018) with competence and professionalism, in the collection of unpaid fines, fees and court costs.
- (D) The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the City due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.
- (E) Under the agreement, Linebarger will be compensated on a contingent fee basis as provided in Texas Code of Criminal Procedure Art. 103.0031. This Article specifically provides for an additional collection fee, in the amount of 30 percent, in certain cases to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the City.

- (F) Entering into the proposed agreement is in the best interests of the residents of the City because the unpaid fines, fees and court costs will be professionally and competently collected without the additional costs to the City of implementing infrastructure and technology, and employing in-house personnel.

*This item was taken out of order.*

**Councilmember Spalding made a motion to adopt a resolution: a) approving an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP to act as special counsel to perform all legal services necessary to collect unpaid fines, fees and court costs as provided in Texas Code of Criminal Procedure Art. 103.0031; and b) authorizing the Mayor to sign the agreement on the City's behalf. Councilmember Marks seconded the motion and the motion carried unanimously.**

**I. ADJOURNMENT**

**At 7:57 p.m. Councilmember Marks made a motion to adjourn. Councilmember Carlton seconded the motion and the motion was approved unanimously.**

The meeting was adjourned at 7:57 p.m.

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

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

ATTEST:

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



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP POOLED-AP POOLED</b>						
0005	AT&T (5414)	04/15/2021	Regular	0.00	358.13	32580
000815	BBG Consulting, Inc.	04/15/2021	Regular	0.00	4,160.00	32581
0628	BRADFORD GENE HENDRICKS	04/15/2021	Regular	0.00	1,050.00	32582
0045	CARMEN KNEZEAK	04/15/2021	Regular	0.00	1,260.00	32583
0445	CENTURY CONCRETE CONSTRUCTION INC	04/15/2021	Regular	0.00	23,555.00	32584
0012	COBB FENDLEY	04/15/2021	Regular	0.00	5,750.00	32585
0150	GARY B MADDOX	04/15/2021	Regular	0.00	500.00	32586
0023	GORMAN UNIFORM SERVICE	04/15/2021	Regular	0.00	50.66	32587
0034	HOME SECURITY SYSTEMS INC	04/15/2021	Regular	0.00	142.50	32588
0654	Lora Jean D. Lenzsch	04/15/2021	Regular	0.00	3,023.75	32589
0641	Mark E. Easley	04/15/2021	Regular	0.00	600.00	32590
000715	Newton Nurseries West	04/15/2021	Regular	0.00	1,098.27	32591
0062	NORTHWEST PEST PATROL	04/15/2021	Regular	0.00	1,375.00	32592
0065	OFFICE DEPOT CREDIT PLAN	04/15/2021	Regular	0.00	385.57	32593
0066	OLSON & OLSON LLP	04/15/2021	Regular	0.00	2,372.50	32594
0067	OMNIBASE SERVICES OF TEXAS	04/15/2021	Regular	0.00	128.04	32595
0434	SHERRY L. LOTT	04/15/2021	Regular	0.00	1,500.00	32596
0091	STATE COMPTRROLLER	04/15/2021	Regular	0.00	7,595.38	32597
000789	Van Sant Landscape Management	04/15/2021	Regular	0.00	3,178.00	32598
0362	VERIZON WIRELESS	04/15/2021	Regular	0.00	38.09	32599
0537	WCA Waste Systems Inc.	04/15/2021	Regular	0.00	42,769.42	32600
0530	xlrINT LLC	04/15/2021	Regular	0.00	442.50	32601
000774	Adam Voyles	04/30/2021	Regular	0.00	300.00	32602
000859	ADS Custom Signs	04/30/2021	Regular	0.00	8,392.50	32603
0647	Aflac Worldwide Headquarters	04/30/2021	Regular	0.00	358.80	32604
0005	AT&T (5414)	04/30/2021	Regular	0.00	717.02	32605
0045	CARMEN KNEZEAK	04/30/2021	Regular	0.00	1,470.00	32606
0010	CENTERPOINT ENERGY	04/30/2021	Regular	0.00	43.29	32607
0012	COBB FENDLEY	04/30/2021	Regular	0.00	14,468.02	32608
000796	Engie Resources	04/30/2021	Regular	0.00	4,381.76	32609
0020	EWING, HOUSTON	04/30/2021	Regular	0.00	175.56	32610
0023	GORMAN UNIFORM SERVICE	04/30/2021	Regular	0.00	151.98	32611
000760	Gulf Coast Coalition of Cities	04/30/2021	Regular	0.00	342.37	32612
0576	HARRIS COMPUTER SYSTEMS	04/30/2021	Regular	0.00	3,001.46	32613
000844	Linebarger Goggan Blair & Sampson LLP	04/30/2021	Regular	0.00	215.40	32614
000812	Main Lane Industries, Ltd.	04/30/2021	Regular	0.00	50,436.63	32615
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	04/30/2021	Regular	0.00	164,998.00	32616
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	04/30/2021	Regular	0.00	4,250.00	32617
0053	MEMORIAL VILLAGES WATER AUTHORITY	04/30/2021	Regular	0.00	1,874.97	32618
0522	MISTER SWEEPER LP	04/30/2021	Regular	0.00	834.00	32619
0056	MUNICIPAL CODE CORPORATION	04/30/2021	Regular	0.00	950.00	32620
0691	Texas Irrigation Supply	04/30/2021	Regular	0.00	107.23	32621
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	04/30/2021	Regular	0.00	11,272.94	32622
0624	TRANTEX	04/30/2021	Regular	0.00	330.00	32623
0635	Tyler Technologies, Inc.	04/30/2021	Regular	0.00	303.19	32624
0105	VILLAGE FIRE DEPARTMENT	04/30/2021	Regular	0.00	129,074.36	32625

Check Report

Date Range: 04/01/2021 - 04/30/2021

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
0530	xlrINT LLC	04/30/2021	Regular	0.00	687.50	32626

Bank Code AP POOLED Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	62	47	0.00	500,469.79
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
	<b>62</b>	<b>47</b>	<b>0.00</b>	<b>500,469.79</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	47	0.00	500,469.79
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
	<b>62</b>	<b>47</b>	<b>0.00</b>	<b>500,469.79</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	4/2021	500,469.79
			<b>500,469.79</b>

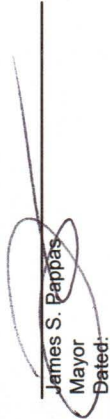


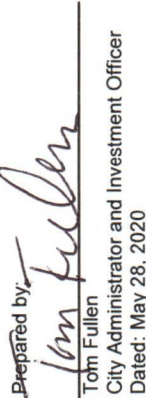
**CITY OF HUNTERS CREEK VILLAGE  
QUARTERLY INVESTMENT REPORT  
QUARTER ENDING MARCH 31, 2020**

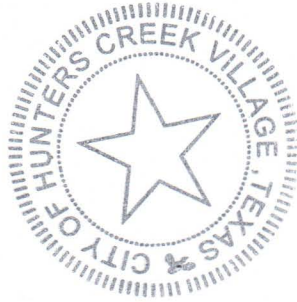
Account Description	Beginning Bank Balance 1/1/2020	Interest Earned 1/1/20-3/31/20	Deposits 1/1/20-3/31/20	Withdrawal 1/1/20-3/31/20	Cash In Transit	Outstanding Checks	Ending Book/Market Value Balance 3/31/2020	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
<b>Wells Fargo</b>											
Disbursement	\$392,138.49	\$191.83	\$1,666,455.98	\$1,791,152.45	\$0.00	\$51.89	\$267,581.96	3.02%	0.17	Immediate	
Public Funds	\$1,476,428.70	\$314.73	\$5,075,633.91	\$6,041,755.47	\$0.00	\$0.00	\$510,621.87	5.76%	0.17	Immediate	
Texas Class	\$0.00	\$11,244.51	\$4,200,000.00	\$0.00	\$0.00	\$0.00	\$4,211,244.51	47.50%	1.42	Immediate	
Tex Pool	\$4,412,259.02	\$13,702.57	\$0.00	\$550,000.00	\$0.00	\$0.00	\$3,875,961.59	43.72%	1.39	Immediate	
<b>Total Accounts</b>	<b>\$6,280,826.21</b>	<b>\$25,453.64</b>	<b>\$10,942,089.89</b>	<b>\$8,382,907.92</b>	<b>\$0.00</b>	<b>\$51.89</b>	<b>\$8,865,409.93</b>	<b>100.00%</b>	<b>0.79</b>		<b>\$4,537,472.14</b>

The investment report for the 1st quarter of 2020 is in compliance with the City of Hunters Creek Village's investment policy as well as in compliance with the provisions of Chapter 2256 of the Texas Local Government Code, as required by the Public Funds Investment Act.

Reviewed and Approved by:

  
 James S. Rappas  
 Mayor  
 Dated:

Prepared by:   
 Tom Fullen  
 City Administrator and Investment Officer  
 Dated: May 28, 2020




CITY OF HUNTERS CREEK VILLAGE  
 QUARTERLY INVESTMENT REPORT  
 QUARTER ENDING JUNE 30, 2020

Account Description	Beginning Bank Balance 4/1/2020	Interest Earned 4/1/20-6/30/20	Deposits 4/1/20-6/30/20	Withdrawal 4/1/20-6/30/20	Cash In Transit	Outstanding Checks	Ending Book/Market Value Balance 6/30/2020	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
<b>Wells Fargo</b>											
Disbursement	\$267,633.85	\$172.20	\$1,957,672.28	\$1,557,728.30	\$0.00	\$51.89	\$667,698.14	8.19%	0.16	Immediate	
Public Funds	\$510,621.87	\$44.14	\$1,345,333.82	\$1,721,477.00	\$0.00	\$0.00	\$134,522.83	1.65%	0.16	Immediate	
Texas Class	\$4,211,244.51	\$3,996.03	\$0.00	\$0.00	\$0.00	\$0.00	\$4,215,240.54	51.69%	0.40	Immediate	
Tex Pool	\$3,875,961.59	\$2,949.28	\$0.00	\$741,164.19	\$0.00	\$0.00	\$3,137,746.68	38.48%	0.35	Immediate	
<b>Total Accounts</b>	<b>\$8,865,461.82</b>	<b>\$7,161.65</b>	<b>\$3,303,006.10</b>	<b>\$4,020,369.49</b>	<b>\$0.00</b>	<b>\$51.89</b>	<b>\$8,155,208.19</b>	<b>100.00%</b>	<b>0.27</b>		<b>\$4,158,111.97</b>

The investment report for the 2nd quarter of 2020 is in compliance with the City of Hunters Creek Village's investment policy as well as in compliance with the provisions of Chapter 2256 of the Texas Local Government Code, as required by the Public Funds Investment Act.

Reviewed and Approved by:

James S. Pappas  
 Mayor  
 Dated: \_\_\_\_\_

Prepared by:   
 Tom Fullen  
 City Administrator and Investment Officer  
 Dated: July 20, 2020

CITY OF HUNTERS CREEK VILLAGE  
 QUARTERLY INVESTMENT REPORT  
 QUARTER ENDING SEPTEMBER 30, 2020

Account Description	Beginning Bank Balance 7/1/2020	Interest Earned 7/1/20-9/30/20	Deposits 7/1/20-9/30/20	Withdrawal 7/1/20-9/30/20	Cash In Transit	Outstanding Checks	Ending Book/Market Value Balance 9/30/2020	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
<b>Wells Fargo</b>											
Disbursement	\$667,750.03	\$189.38	\$1,046,543.97	\$1,418,201.00	\$0.00	\$51.89	\$296,230.49	4.45%	0.16	Immediate	
Public Funds	\$134,522.83	\$79.20	\$882,804.27	\$829,524.83	\$0.00	\$0.00	\$187,881.47	2.82%	0.16	Immediate	
Texas Class	\$3,830,063.37	\$1,845.97	\$0.00	\$407,169.28	\$0.00	\$0.00	\$3,424,740.06	51.46%	0.23	Immediate	
Tex Pool	\$3,137,746.68	\$1,303.81	\$0.00	\$392,623.68	\$0.00	\$0.00	\$2,746,426.81	41.27%	0.18	Immediate	
<b>Total Accounts</b>	<b>\$7,770,082.91</b>	<b>\$3,418.36</b>	<b>\$1,929,348.24</b>	<b>\$3,047,518.79</b>	<b>\$0.00</b>	<b>\$51.89</b>	<b>\$6,655,278.83</b>	<b>100.00%</b>	<b>0.18</b>		<b>\$3,391,179.08</b>

The investment report for the 3rd quarter of 2020 is in compliance with the City of Hunters Creek Village's investment policy as well as in compliance with the provisions of Chapter 2256 of the Texas Local Government Code, as required by the Public Funds Investment Act.

Reviewed and Approved by:



James S. Pappas  
 Mayor  
 Dated:



Prepared by:  
 Tom Fullen  
 City Administrator and Investment Officer  
 Dated: September 24, 2020



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

**AGENDA DATE:** May 25, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve the Village Fire Department's 2020 Annual Audit

**EXHIBITS:**

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See separate booklet.



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

**AGENDA DATE:** May 25, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve the proposed 2022 Village Fire Department Budget.

**EXHIBITS:**

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See separate booklet.



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

**AGENDA DATE:** **May 25, 2021**

**AGENDA SUBJECT:** Discussion and possible action to amend Ordinance No. 639 – Houston Racquet Club Specific Use Permit, specifically Section 6: E.(2): Music emanating from the property, as measured from the nearest adjacent property line shall not exceed: 50 db (A) between the hours of 10:00 pm and 7:00 am and 55 db (A) between the hours of 7:00 am and 10:00 pm.

**EXHIBITS:** **Ord. No. 639 HRC SUP**

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ORDINANCE NO. 637

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE, BY GRANTING A SPECIFIC USE PERMIT TO THE HOUSTON RACQUET CLUB TO ALLOW THE CONSTRUCTION AND OPERATION OF A PRIVATE RECREATION CLUB ON A 30.88-ACRE TRACT OF LAND, OUT OF THE JOHN D. TAYLOR SURVEY, A-72, HARRIS COUNTY, TEXAS, SAID TRACT BEING LOCATED WITHIN THE CITY IN ZONING DISTRICT R. SINGLE FAMILY RESIDENTIAL AND BEING FURTHER IDENTIFIED AS 10709 MEMORIAL DRIVE, HOUSTON, TEXAS; PROVIDING REQUIREMENTS AND CONDITIONS FOR THIS SPECIFIC USE PERMIT; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

\* \* \* \* \*

WHEREAS, the Houston Racquet Club (the "Owner") is the Owner of a 30.88-acre tract of land, out of the John D. Taylor Survey, A-72, Harris County, Texas, and being further identified as 10709 Memorial Drive, Houston, Texas (the "Property"), and situated within the corporate limits of the Hunters Creek Village, Texas (the "City"), said tract being more particularly described in Exhibit "A" attached hereto and made a part hereof for all purposes; and

WHEREAS, the Property presently has a zoning classification of District R. Single Family Residential, pursuant to Chapter 14 of the Code of Ordinances of the City, same being the comprehensive Zoning Ordinance; and

WHEREAS, pursuant to said Ordinance, Private Recreation Club uses are permitted in the R. Single Family Residential District, subject to the granting of a Specific Use Permit by City Council; and

WHEREAS, the Owner of the Property, through its duly authorized representative, has presented an application to the City for the granting of a Specific Use Permit to allow the construction and operation of a Private Recreation Club (the "Specific Use"); and

WHEREAS, the Zoning Commission of the City, after notice and hearing as required by law, has recommended that the City Council grant the specific use permit subject to the terms and conditions contained in the final report of said Commission; and,

WHEREAS, the City Council, following notice and hearing as required by law, concurs with the recommendation of the Zoning Commission that such specific use permit should be granted subject to the terms and conditions contained herein; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. A Specific Use Permit for use of the Property for the purpose of constructing and operating a private recreation club, the Specific Use, subject to the terms and conditions set forth below, is hereby granted to the Owner, including any successor in interest.

Section 3. The Official Zoning District Map of the City shall be revised and amended to show the Specific Use authorized hereby for the Property as provided in Section 2 hereof, with the appropriate references thereon to the number and effective date of this Ordinance and a brief description of the nature of the Specific Use authorized.



Section 4. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City, save and except the granting of the Specific Use Permit as herein provided.

Section 5. The Specific Use Permit granted hereby shall be null and void after the expiration of one (1) year from the date of adoption hereof unless construction of Phase 1, as identified in Exhibit "C," attached hereto and made a part hereof, has commenced and is constructed or under construction in accordance with the Specific Use herein authorized within said one-year period, or unless an extension of time is approved by City Council.

Section 6. The Specific Use authorized and permitted hereby shall be, and is, subject to the following additional limitations, restrictions, and conditions:

A. Compliance with Site Plan. The granting of the Specific Use Permit shall be, and is hereby, conditioned upon the Specific Use being located, constructed, and conducted upon the Property and in substantial compliance with the Site Plans attached hereto as Exhibits "B" and "C," the same being made a part hereof for all purposes.

B. Required Yards. The required front, rear, and side yards (the "set back requirements") shall be as established on the Site Plan, Exhibit "B."

C. Encroachments. The improvement indicated on Exhibit "C" as the "Howe House" and the improvement indicated on Exhibits "B" and "C" as the "Encroaching Tennis Court" shall be allowed to remain until completely or partially destroyed or demolished and any new improvements in the area of such

improvements shall be constructed only in accordance with the proposed new improvements shown on Exhibit "B" and the corresponding set back requirements.

D. Membership. Membership in the private recreation club shall be limited to a total of 1300 memberships, including fully paid, partially paid, and honorary memberships.

E. Noise Restrictions.

(1) The Owner shall purchase and maintain an operable decibel machine with a sound monitoring/recording system to monitor all outdoor noise from music emanating from the Property; and

(2) Music emanating from the Property, as measured from the nearest adjacent property line shall not exceed:

50 dB(A) between the hours of 10:00 p.m. and 7:00 a.m. and  
55 dB(A) between the hours of 7:00 a.m. and 10:00 p.m.

(3) The Owner shall designate a person to be responsible for ensuring that the noise levels specified in paragraph (2) above are not exceeded; and

(4) The Owner shall designate one or more management level employees to receive complaints regarding noise and shall provide to the homeowners adjacent to the Property and the City's Code Enforcement Official a phone number or numbers where such employee(s) can be contacted 24 hours a day, 7 days a week. The employee(s) designated to receive such complaints shall keep a log of such complaints and shall furnish the Board of Directors of the Owner and the City's Code

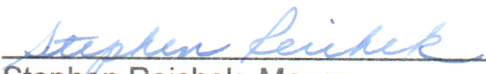


Enforcement Official a copy of such log for the previous thirty (30) days on or before the fifteenth day of the month following the reporting period.

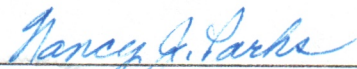
Section 7. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

Section 8. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hunters Creek Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this 15th day of February, 2005.

  
\_\_\_\_\_  
Stephen Reich, Mayor

ATTEST:

  
\_\_\_\_\_  
Nancy Parks, City Secretary



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

**AGENDA DATE:** May 25, 2021  
**AGENDA SUBJECT:** Discussion and possible action to approve the renewal of the State of Texas Cooperative Purchasing Program (CO-OP) membership.  
**EXHIBITS:** Texas Comptroller CO-OP Membership Invoice

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**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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P.O.Box 13186 • Austin, TX 78711-3186

## Second Notice

### State of Texas Cooperative Purchasing Program (CO-OP) Annual Membership Participation Fee

Account number:

Authorized signers:

Primary email address:

Secondary email address:

NOTE: If your agent of record (contact person) has changed, please go to [www.comptroller.texas.gov/procurement/prog/coop/coopform](http://www.comptroller.texas.gov/procurement/prog/coop/coopform) and complete the name change form.

DUE DATE:

State of Texas CO-OP annual membership participation fee: \$100

Please make your check payable to: State Comptroller

Mailing address: Texas Comptroller of Public Accounts  
P.O. Box 13186  
Austin, TX 78711

Questions? Call 512-463-3368, or email [coop@cpa.texas.gov](mailto:coop@cpa.texas.gov).

Amount enclosed: \$ \_\_\_\_\_

NOTE: Payment must be received by the due date to ensure uninterrupted access to CO-OP membership contracts.

***Return this invoice with payment***



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

**AGENDA DATE:** May 25, 2021  
**AGENDA SUBJECT:** CobbFendley - Amendment No. 68 - Beinhorn Road  
Pavement Replacement

**EXHIBITS:**

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

**AMENDMENT NO. 68**

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

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

A. Add new task order for the **Engineering Services associated with the Beinhorn Road Reconstruction project** in the amount of **\$51,250.**

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

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

EXECUTED and EFFECTIVE as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF HUNTERS CREEK VILLAGE

Signature: \_\_\_\_\_

Name/Title: Honorable Jim Pappas/ Mayor

CONSULTANT



Signature: \_\_\_\_\_

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

**EXHIBIT A**  
**SCOPE OF SERVICES & COMPENSATION**  
Cobb, Fendley & Associates, Inc.  
Proposal for Professional Engineering Services for  
Beinhorn Road Reconstruction

**Project Limits and Background**

The project area is bounded by Hedwig Road on the west and Kuhlman on the east. The project scope is limited to street reconstruction utilizing partial reclaimed cold recycle with cement stabilization. The project will retain all existing drainage pipes and structures, no drainage improvements or modifications will be completed. Driveway aprons will be reconstructed to the ROW.

**General**

Cobb, Fendley & Associates, Inc. (CobbFendley) will assist the City in procuring street reconstruction services for Beinhorn Road.

**BASIC SERVICES**

CobbFendley will provide the following engineering services as part of its basic services. The specific items of service include:

***Topographic Survey***

1. Detailed survey will not be performed. Latest aerial imagery and record drawings will be used to prepare schematic layout of existing conditions within ROW.

***Final Design:***

1. Coordination, data collection and review
  - a. Collect record drawings from utilities.
  - b. Identify any gaps in this data and make arrangements to supplement through other sources, specifically:
    - i. Record Drawings
  - c. Perform preliminary site visits.
2. CobbFendley will provide typical sections sheets prepared for the existing and proposed roadway. Typical section information will include:
  - a. Station Limits
  - b. Profile Grade Line Location
  - c. Centerline and Baseline Locations
  - d. Pavement Section
  - e. Pavement Cross Slopes
  - f. Curbs
  - g. Sidewalks
  - h. Green Space (Mow Strips)
3. Identify utility conflicts with private and other public utilities, submit plans to all affected entities and coordinate relocation schedule and efforts.



4. CobbFendley will provide roadway plan drawings. The drawings will consist of a plan view of existing features and proposed improvements.
  - Plan view will include:
    - a. Roadway centerlines and baselines
    - b. Pavement edges for all improvements
    - c. Lane and pavement width dimensions
    - d. Existing utilities and structures
    - e. Benchmark and TBM information
    - f. Radius callouts
    - g. Curb locations
    - h. Pavement Details
5. Review Geotechnical Report and incorporate the pavement design as recommended.
6. Provide construction plan drawings. The plans will include, at a minimum, the following.
  - Cover Sheet
  - Overall Project Layout
  - Typical Cross Sections
  - SWPP Plan
  - Demolition Plan
  - General Notes and Details
  - Plan Sheet
  - Traffic Control Plan
7. CobbFendley will prepare Storm Water Pollution Prevention Plan (SW3P) sheets and details based on the latest NPDES to minimize the potential impact to receiving waterways.
8. CobbFendley will prepare Traffic Control Plan (TCP) sheets in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) for Streets and Highways (latest edition).
9. Fully develop engineer's construction cost estimate for each item of work including plan quantities.

***Bid Phase Services:***

1. Provide Notice to Bidders (NTB) to the City and setup a CivCast project bid profile.
2. Reproduce and disseminate bid sets to the City and interested bidders
3. Chair pre-bid meeting and attend the Bid Opening
4. Respond in writing to questions from bidders and prepare addenda as necessary.
5. Prepare Engineer's Recommendation of Award Letter.
6. Produce and transmit to selected contractor five (4) sets of project manuals ready for execution with City's Notice of Intent to Award (NOI)

**Construction Phase Services:**

1. Construction Administration
  - a. Attend pre-construction meeting to provide information & answer questions
  - b. Attend monthly progress meetings with Construction Manager, Contractor and City.
  - c. Review/approve & comment on Contractor's submittals, RFIs, Contractor Proposals, Request for Change Orders including coordination with Construction Manager on Proposals & Change Orders.
  - d. Provide interpretive guidance for Contractor, Construction Manager in resolution of problems
  - e. Conduct Substantial Completion Inspection to:
    - i. review progress of work for Substantial Completion walk through
    - ii. generate a punch list of items for correction
    - iii. substantiate items that are completed
    - iv. issue both Certificate of Substantial Completion (signed/sealed from Design Engineer) & Final Acceptance or 2nd walk through.
  
2. Construction Management and Inspection
  - a. CobbFendley shall provide management on behalf of the City and will act as the liaison between the City and the Contractor.
  - b. CobbFendley shall conduct monthly construction meetings at City Hall.
  - c. CobbFendley shall monitor the construction schedule and advise the City of any changes to the schedule.
  - d. CobbFendley shall provide limited on-site inspection services throughout the contract. **(4 hours of inspection time per day is included in this budget)**
  
3. Construction Materials Testing
  - a. CobbFendley shall subcontract construction materials testing services to ensure that all roadway subgrade, and pavement have limited testing.

**Construction Phase Services:**

2. Construction Administration
  - a. Attend pre-construction meeting to provide information & answer questions
  - b. Review/approve & comment on Contractor's submittals, RFIs, Contractor Proposals, Request for Change Orders
  - c. Review contractor pay applications and make recommendation to City.
  
4. Construction Manager Visits
  - i. Attend monthly progress meetings with Contractor and City.
  - ii. Attend site visits as needed to resolve onsite issues, provide technical onsite observation when requested.
  
5. Inspector Observation
  - i. Provide onsite representation on an occasional basis. When on site act as city representation, record decisions, actions and activities of the contractor.
  - ii. **(4 hours of inspection time per day is included in this budget 2 months of construction planned).**

- iii. Perform a substantial completion walkthrough and develop a punch list of final items for project completion.
6. Construction Material Testing
    - i. Third party material testing of a portion of the work to occur at the beginning of the project. At least one test for each component of the pavement section up to the amount budgeted.

**Exclusions for the Scope of Services:**

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

1. Drainage study to evaluate the existing conditions or detailed hydraulics or hydrology analysis.
2. Geotechnical Engineering.
3. Profile views
4. TDLR coordination, review or permitting.
5. Urban Forestry Services – Tree Preservation Plan.
6. Any other services not specifically included within the description of the Basic Services and Additional Services as described above.

If supplemental services are requested by the City, CobbFendley will provide the City with a separate proposal for the supplemental work.

**EXHIBIT B**

**BASIS OF COMPENSATION**

**BASIC SERVICES**

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based units of the work as shown below. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge.

**A. DESIGN PHASE**

1. Bid Package Production (Lump Sum) ..... \$14,500

**B. BID PHASE**

2. Bid Phase Services (Lump Sum) ..... \$2,000

**C. CONSTRUCTION PHASE**

3. Construction Administration Services (Lump Sum) ..... \$7,600

4. Construction observation (NTE 4 hrs per day for 2 months) ..... \$20,800

5. Construction Materials Testing (Budget amount, provided by third party) ... \$5,000

**ADDITIONAL SERVICES**

6. Advertising for bidding ..... \$1,100

7. Reprography Costs of Plans and Construction Contracts ..... Cost +10%

8. Deliveries ..... Cost +10%

**Reimbursable Expenses**

1. mileage..... \$250

**TOTAL, Basic & Additional Services incl. Reimbursables..... \$51,250**

## **ADDITIONAL SERVICES**

The Compensation to be paid to CobbFendley for providing any ADDITIONAL SERVICES under this agreement shall be based on the rate schedule included in the Agreement. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge. Services will be charged according to those personnel directly involved in providing the service, and will be rounded to the nearest half hour.

Lump sum fees will be negotiated for particular, defined assignments at the request of the City. When an occasion arises which the City desires to be covered by a lump sum fee, CobbFendley will negotiate an acceptable fee with the City and prepare an addendum to this Agreement which describes the scope of services to be provided and the fee. The addendum will be effective only after its signature by both parties.

Direct Personnel Expense means salaries and wages paid to CobbFendley's employees plus payroll related costs and benefits such as payroll taxes, worker's compensation, health and retirement benefits, bonuses, sick leave, vacation, and holiday pay applicable hereto. Reimbursable Direct Expenses shall be those costs incurred on or directly for the CLIENT'S project, including but not limited to necessary transportation costs including mileage at the current IRS rate, meals and lodging, laboratory tests and analyses, and printing and binding charges.



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

**AGENDA DATE:** May 25, 2021  
**AGENDA SUBJECT:** Discussion and possible action to schedule a Budget Workshop date.

**EXHIBITS:**

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