

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Notice is hereby given of a regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, February 22, 2022 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) filling out a speaker request form at the meeting; 2) emailing him at tfullen@cityofhunterscreek.com; or 3) calling him at 713-465-2150.

-
- A. Call to order and the roll of elected and appointed officers will be taken.
 - B. Pledge of Allegiance.
 - C. Discussion and possible action to appoint Linda Knox to Vacant Council seat, Position No. 3, and administration of oath of office.
 - D. **PUBLIC COMMENTS** *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
 - E. **REPORTS**
 - 1. City Treasurer Monthly Report **Pgs.1-5**
 - 2. Police Commissioner Monthly Report **Pgs. 6-16**
 - 3. Fire Commissioner Monthly Report **Pg. 17**
 - 4. Building Official Monthly Report **Pgs. 18-32**
 - 5. City Engineer Monthly Report **Pg. 33**
 - 6. City Administrator Report
 - a. Fence Permits
 - 7. Mayor and Council Reports and Comments
 - F. **CONSENT AGENDA** *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*

1. Approval of the Minutes of the Regular Meeting on January 25, 2022. [Pgs. 34-38](#)
2. Approval of the Cash Disbursement Journal for January 2022. [Pgs. 39-41](#)

G. REGULAR AGENDA

1. Discussion and possible action to accept a proposal from Century Concrete Construction, Inc. in the amount of \$17,531.25 for Sidewalk Repairs on Beinhorn Road. [Pgs. 42-45](#)
2. Discussion and possible action to approve an amendment to the Interlocal Agreement for Fire and Emergency Services between the cities of Bunker Hill Village, Hilshire Village, Hedwig Village, Hunters Creek Village, Piney Point Village, and Spring Valley to readmit the Village of Bunker Hill as a contracting city. [Pgs. 46-49](#)
3. Discussion and possible action regarding the City's 2022 Arbor Day program. [Pgs. 50-53](#)
4. Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2021 Budget to reclassify certain budget line items. [Pgs. 54-55](#)
5. Discussion and possible action to direct Planning and Zoning to review and make a recommendation on a proposal to change the zoning classification for a tract of property located at 210 Voss Road. [Pgs. 56-61](#)
6. Discussion and possible action to approve Amendment No. 71 to the engineering contract with Cobb Fendley in the amount of \$138,200.00 for Engineering Services associated with the Hunters Grove Lane Project. [Pgs. 62-69](#)
7. Discussion and possible action to approve Change Order #2 to the contract with DG Medina Construction, LLC - (Close Out) in the amount of (\$1,734.00) for the Timberglen Drive Pavement Repairs Project. [Pgs. 70-72](#)

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

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

J. ADJOURNMENT

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning

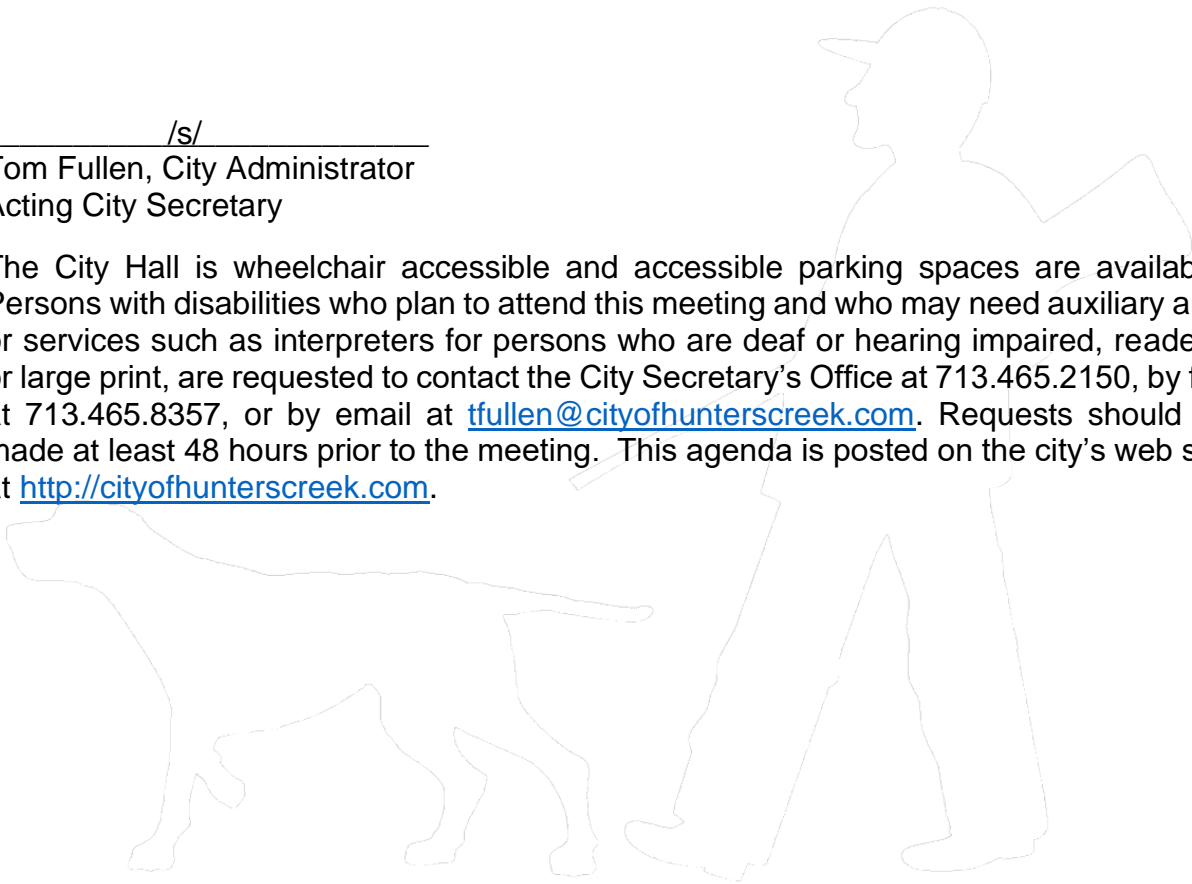
pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: February 18, 2022 at 4:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

_____/s/
Tom Fullen, City Administrator
Acting City Secretary

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



**City of Hunters Creek Village
Monthly Tax Office Report
January 31, 2022**

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

A. Current Taxable Value \$ 3,046,415,030

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

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,727,601.35		\$ 5,727,601.35
Carryover Balance	-	144,026.48	144,026.48
Adjustments	184,941.85	(1,114.52)	183,827.33
Adjusted Levy	5,912,543.20	142,911.96	6,055,455.16
Less Collections Y-T-D	5,147,158.80	1,299.77	5,148,458.57
Receivable Balance	\$ 765,384.40	\$ 141,612.19	\$ 906,996.59

C. COLLECTION RECAP:

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 2,471,756.30	\$ 1,299.77	\$ 2,473,056.07
Penalty & Interest	-	169.51	169.51
Attorney Fees	-	31.81	31.81
Other Fees	-	-	-
Total Collections	\$ 2,471,756.30	\$ 1,501.09	\$ 2,473,257.39

	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 5,147,158.80	\$ 1,299.77	\$ 5,148,458.57
Penalty & Interest	-	169.51	169.51
Attorney Fees	-	31.81	31.81
Other Fees	1,747.74	-	1,747.74
Total Collections	\$ 5,148,906.54	\$ 1,501.09	\$ 5,150,407.63

Percent of Adjusted Levy	87.08%	87.11%
--------------------------	--------	--------



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	5,992,963.00	5,992,963.00	4,165,294.70	4,165,294.70	-1,827,668.30	30.50 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	227.79	227.79	-14,772.21	98.48 %
100-00-41010	FRANCHISE TAXES	370,000.00	370,000.00	22,140.73	22,140.73	-347,859.27	94.02 %
100-00-41015	SALES TAXES	500,000.00	500,000.00	0.00	0.00	-500,000.00	100.00 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	291.04	291.04	-14,708.96	98.06 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	43,049.60	43,049.60	-181,950.40	80.87 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	378.87	378.87	-1,621.13	81.06 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	408.45	408.45	-3,591.55	89.79 %
100-00-43070	METRO RECEIPTS	250,000.00	250,000.00	32,337.88	32,337.88	-217,662.12	87.06 %
100-00-44025	TRAFFIC FINES	75,000.00	75,000.00	11,922.16	11,922.16	-63,077.84	84.10 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	222.97	222.97	-1,777.03	88.85 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	267.43	267.43	-1,232.57	82.17 %
100-00-46030	INTEREST INCOME	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
100-00-48065	AMERICAN RESCUE PLAN ACT	600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00 %
	Revenue Total:	8,122,463.00	8,122,463.00	4,276,541.62	4,276,541.62	-3,845,921.38	47.35 %
Expense							
100-01-71000	SALARIES & WAGES	573,525.00	573,525.00	38,439.28	38,439.28	535,085.72	93.30 %
100-01-71001	LONGEVITY	5,802.00	5,802.00	0.00	0.00	5,802.00	100.00 %
100-01-71002	457B	11,471.00	11,471.00	0.00	0.00	11,471.00	100.00 %
100-01-71025	TMRS	102,260.00	102,260.00	7,187.47	7,187.47	95,072.53	92.97 %
100-01-71030	PAYROLL TAXES	44,310.00	44,310.00	4,022.92	4,022.92	40,287.08	90.92 %
100-01-71105	INSURANCE BENEFITS	123,200.00	123,200.00	9,049.80	9,049.80	114,150.20	92.65 %
100-01-71107	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-01-72060	TELEPHONE	17,325.00	17,325.00	150.00	150.00	17,175.00	99.13 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	475.00	475.00	9,725.00	95.34 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	4,200.00	4,200.00	270.00	270.00	3,930.00	93.57 %
100-01-72108	GEN LIABILITY/PROP/WC INS	22,615.00	22,615.00	0.00	0.00	22,615.00	100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-01-72110	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-01-72112	CODIFICATIONS	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-76010	COMPUTER SOFTWARE SERVICES	14,700.00	14,700.00	0.00	0.00	14,700.00	100.00 %
100-01-78056	BANK FEES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	442.50	442.50	19,557.50	97.79 %
100-02-72085	TAX COLLECTOR/ASSESSOR	62,000.00	62,000.00	0.00	0.00	62,000.00	100.00 %
100-02-72120	AUDITOR	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	100.00	100.00	7,400.00	98.67 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72001	VILLAGE FIRE DEPARTMENT	1,658,392.00	1,658,392.00	207,299.00	207,299.00	1,451,093.00	87.50 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,099,750.00	2,099,750.00	354,965.00	354,965.00	1,744,785.00	83.09 %
100-04-72015	GARBAGE SERVICE	550,000.00	550,000.00	0.00	0.00	550,000.00	100.00 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-04-72070	MOSQUITO FOGGING CONTRACT	13,125.00	13,125.00	0.00	0.00	13,125.00	100.00 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-04-72205	UNIFORMS-PW	3,600.00	3,600.00	105.18	105.18	3,494.82	97.08 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	1,295.00	1,295.00	33,705.00	96.30 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	437.90	437.90	29,562.10	98.54 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	0.00	0.00	9,975.00	100.00 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-05-73031	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73032	COURT SECURITY	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73044	CREDIT CARD FEES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-05-73045	COURT TAX PD TO STATE	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-06-75042	BUILDING OFFICIAL VEHICLE	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	6,727,300.00	6,727,300.00	624,239.05	624,239.05	6,103,060.95	90.72 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	3,652,302.57	3,652,302.57	2,257,139.57	-161.78 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECUR...	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75053	OUTFALL REPAIRS	730,000.00	730,000.00	0.00	0.00	730,000.00	100.00 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
200-01-75058	STORM SEWER IMPROVEMENTS	487,500.00	487,500.00	0.00	0.00	487,500.00	100.00 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	1,822,500.00	1,822,500.00	0.00	0.00	1,822,500.00	100.00 %
200-01-75066	ESPLANADE BEAUTIFICATION	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00 %
	Expense Total:	3,455,000.00	3,455,000.00	0.00	0.00	3,455,000.00	100.00 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	0.00	0.00	3,455,000.00	100.00 %
	Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	3,652,302.57	3,652,302.57	5,712,139.57	277.31 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	8,122,463.00	8,122,463.00	4,276,541.62	4,276,541.62	-3,845,921.38	47.35 %
Expense	6,727,300.00	6,727,300.00	624,239.05	624,239.05	6,103,060.95	90.72 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	3,652,302.57	3,652,302.57	2,257,139.57	-161.78 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,455,000.00	3,455,000.00	0.00	0.00	3,455,000.00	100.00 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	0.00	0.00	3,455,000.00	100.00 %
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	3,652,302.57	3,652,302.57	5,712,139.57	277.31 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	1,395,163.00	1,395,163.00	3,652,302.57	3,652,302.57	2,257,139.57
200 - CAPITAL IMPROVEMENTS (02)	-3,455,000.00	-3,455,000.00	0.00	0.00	3,455,000.00
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	3,652,302.57	3,652,302.57	5,712,139.57

2022 Municipal Court Recap

Month	Year 2020					Year 2021					Year 2022				
	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.	255	105C/150W	\$12,104	\$7,689	\$4,415	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18C/12W	\$12,675	\$8,623	\$4,052
Feb.	264	116C/148W	\$14,774	\$9,785	\$4,989	24	4C/18W	\$3,424	\$2,226	\$1,198					
March	38	18C/20W	\$11,245	\$7,858	\$3,387	28	15C/13W	\$11,892	\$8,005	\$3,886					
April	4	4C/0W	\$6,487	\$4,903	\$1,583	69	23C/46W	\$13,471	\$9,541	\$3,930					
May	40	21C/19W	\$10,157	\$7,871	\$2,286	99	42C/57W	\$8,686	\$6,410	\$2,276					
June	33	19C/14W	\$5,720	\$4,219	\$1,501	83	45C/38W	\$8,840	\$6,106	\$2,734					
July	11	8C/3W	\$4,710	\$3,420	\$1,290	55	26C/28W	\$6,939	\$4,350	\$2,589					
Aug.	12	8C/4W	\$4,790	\$3,644	\$1,145	76	41C/36W	\$12,216	\$8,633	\$3,583					
Sept.	28	18C/10W	\$3,597	\$2,715	\$882	165	101C/64W	\$9,542	\$3,655	\$2,887					
October	59	33C/26W	\$3,677	\$2,787	\$890	168	97C/71W	\$19,129	\$12,046	\$7,083					
Nov.	79	56C/23W	\$3,072	\$2,154	\$918	169	66C/103W	\$15,724	\$9,541	\$6,183					
Dec.	64	34C/30W	\$3,351	\$2,438	\$975	124	54C/70W	\$13,710	\$8,496	\$5,214					
TOTAL	887	440C/447W	\$83,682	\$59,484	\$24,261	1079	522C/485W	\$130,670	\$83,755	\$43,916	30	18C/12W	\$12,675	\$8,623	\$4,052
Monthly Avg	73.92	37C/37W	\$6,973.50	\$4,956.98	\$2,021.74	89.9	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	2.5	1C/1W	\$1,056.26	\$718.59	\$337.67

*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

February 9, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: January Monthly Report

During the month of January MVPD responded/handled a total of 3,781 calls/incidents. 2,849 House Watch checks were conducted. 110 traffic stops were initiated with 130 citations being issued for 203 violations. (Note: 3 Assists in Hedwig, 25 in Houston, 1 in Spring Valley and 2 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1,191/1,191	950/950	3	15/30/45	8@3:24
Piney Point:	1,312/1,312	1,043/1,043	5	29/20/49	*1@5:11
Hunters Creek:	1,214/1,214	854/854	5	22/14/36	4@3:28
				Cites/Warn/Total	13@3:56

Type and frequency of calls for service/citations include:

**auto-dial accident no location*

Call Type	#	Call Type	#	Citations	#
False Alarms:	176	Ord. Violations:	20	Speeding:	46
Accidents:	15	Information:	20	Exp. Registration:	25
ALPR Hits:	49	Suspicious Situations	114	No Ins:	21
Assist Fire:	52	Loud Party	17	No License	14
Assist EMS:	31	Welfare Checks:	13	Stop Sign	9

This month the department generated a total of 75 police reports.

BH-19, PP-21, HC-33, HOU - 1 HED - 1

Crimes Against of Persons (2)

Assault – Simple	1	Assault – Family Violence	1
------------------	---	---------------------------	---

Crimes Against Property (20)

Burglary of a Motor Vehicle	2	Fraud/ID	12
Burglary of a Habitation	1	UUMV	1
Theft	4		

Petty/Quality of Life Crimes/Events (53)

ALPR Hits (valid)	6	Information Reports	20
Misc. Reports	16	Possession of CS	6
DWI	0	Warrants	5

Arrest Summary: Individuals Arrested (14)

Warrants	5	Felony	1
Class 3 Arrests	8		

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	245,546	5,222,098	4.7%
• Operating Expense:	116,896	959,152	12.1%
• Total M&O Expenditures:	362,442	6,181,250	5.9%
• Capital Expenses:	9,571	178,000	5.4 %
• Net Expenses:	372,013	6,359,250	6%

Follow-up on Previous Month Items/Requests from Commission

- Opened the bids for Healthcare coverage, Disability, Life, Dental and Vision insurance for the MVPD, Bunker Hill and Piney Point on 1/14/22. Initial review shows a 18% increase in premiums.
- Initiated contract discussions with Public Sector Consultants for conducting a Salary and Benefit Survey for the Department. Provided the consultant initial documents in reference to MVPD salary and benefit accruals.

Personnel Changes/Issues/Updates

- Priscilla Gonzalez started on 1/31/22 as the new HR/Office Manager.
- Several officers and dispatch staff continue to test positive for COVID Omicron. Staffing has not been adversely affected.
- The father of Sergeant Sprinkle passed away resulting in an extended absence of the Sergeant.
- One applicant tested for an officer position. During the preliminary background, a serious issue was brought to our attention that disqualified the applicant from proceeding in the process.

Major/Significant Events

- Detectives were successful in obtaining an arrest warrant on the suspect who was apprehended entering the villages in a stolen vehicle while armed with a stolen handgun. The suspect had a map directing him to a village residence where it appears he was planning a home invasion. On the night of the initial arrest, the DA refused charges. Detectives were able to obtain a search warrant that showed him present at the scene of the firearm theft. That in-turn linked the suspect to the stolen firearm, which did result in an arrest warrant. DPS picked up the habitual suspect.
- 1/28/22. A suspect attempted to steal items from a landscaper on Ripplecreek. Officers located the suspect's vehicle that fled from officers. The suspect then ran on foot and several minutes later stole a resident's vehicle on Willowend. HPD was assisting and located the stolen vehicle. After a short pursuit the suspect ran again on foot and swam across the Bayou. Officers directed assisting units to the suspects location on the golf course where he was arrested.

Status Update on any Major Projects

- A meeting was held to update the need and timeline of Department Capital Projects.
- Accessory equipment arrived for the 2022 new vehicle purchases. The 4 new vehicles that were ordered in September are expected at the end of February.
- All current vehicles were sanitized to help protect against the spread of COVID.
- Staff worked with our phone service maintenance provider who was able to update software and add the ability for MVPD dispatch to add VFD to a conference call status on all calls/events that originate on the 3700/non-emergency line. MVPD now has the ability to stay on the line and hear updates from the caller while VFD provides emergency medical information.

V-LINC new registrations in January: +34

BH – 1437(+3)

PP – 1038 (+20)

HC – 1478 (+7)

Out of Area – 492 (+4)

January VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events

Average Response Times

Total – 6	3:17
Fire – 1	2:14
EMS – 5	3:29

By Village

BH Fire – 1	2:14
BH EMS – 5	3:29
PP Fire – 0	0
PP EMS – 0	0
HC Fire -0	0
HC EMS -0	0

Combined VFD Events (Priority + Radio)

Total – 44	5:03
Fire – 29	5:24
EMS – 15	4:30

Radio Call Events

Total – 38	4:37
Fire- 28	5:34
EMS- 10	5:05

Radio Call Events by Village

BH – 12	5:13
PP – 13	4:04
HC – 13	7:26*

One event officers on scene, not logged shows a false 14:30 response

2022 Burglary Map

Address

233 Merrie Way

Alarm

No

POE

Walk-in UNL Door

2022 Robberies

Address

MO



Daytime Burglary



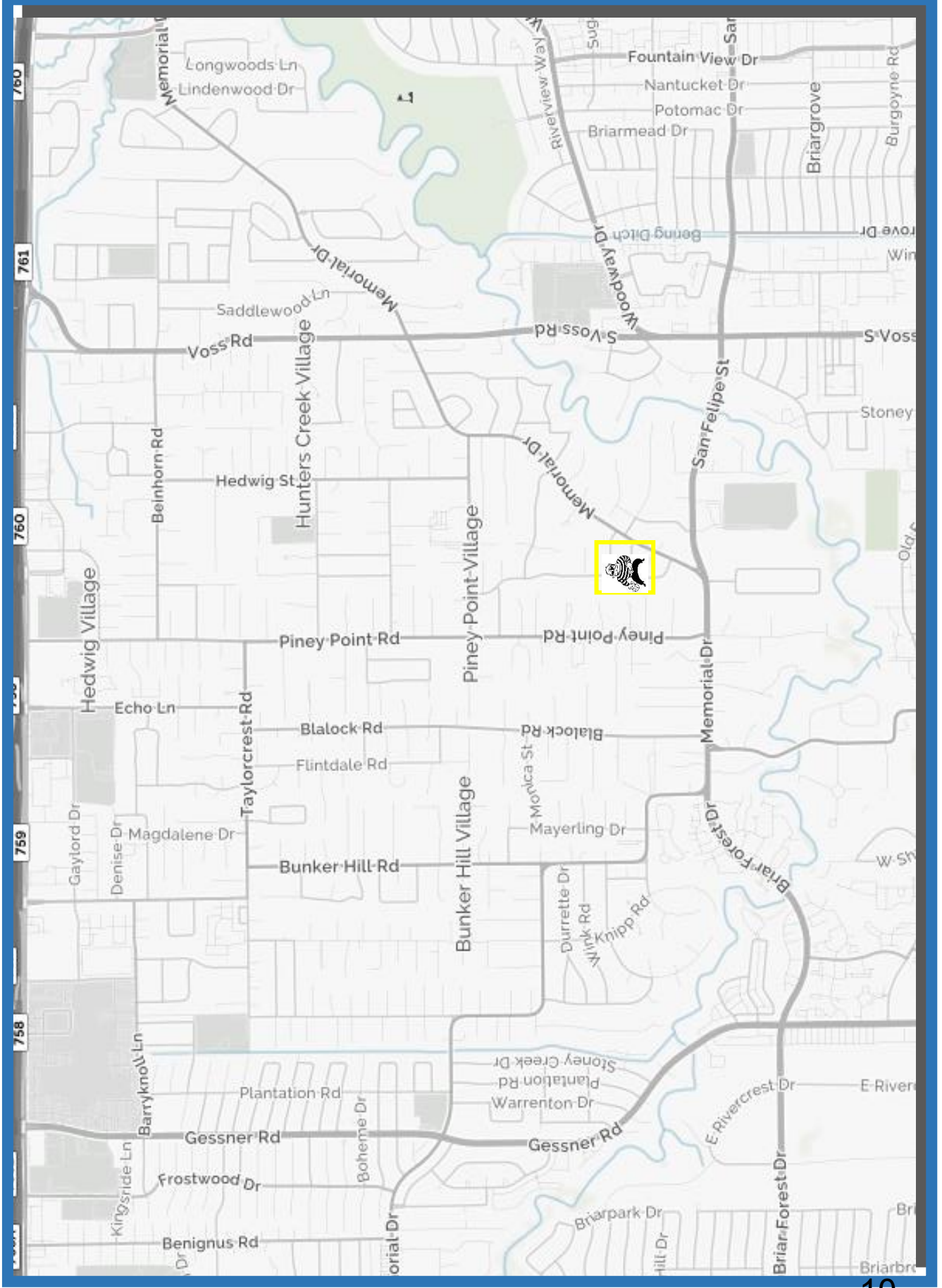
Nighttime Burglary



Robbery



1/31/22



2022 Auto Burglary Map

Address

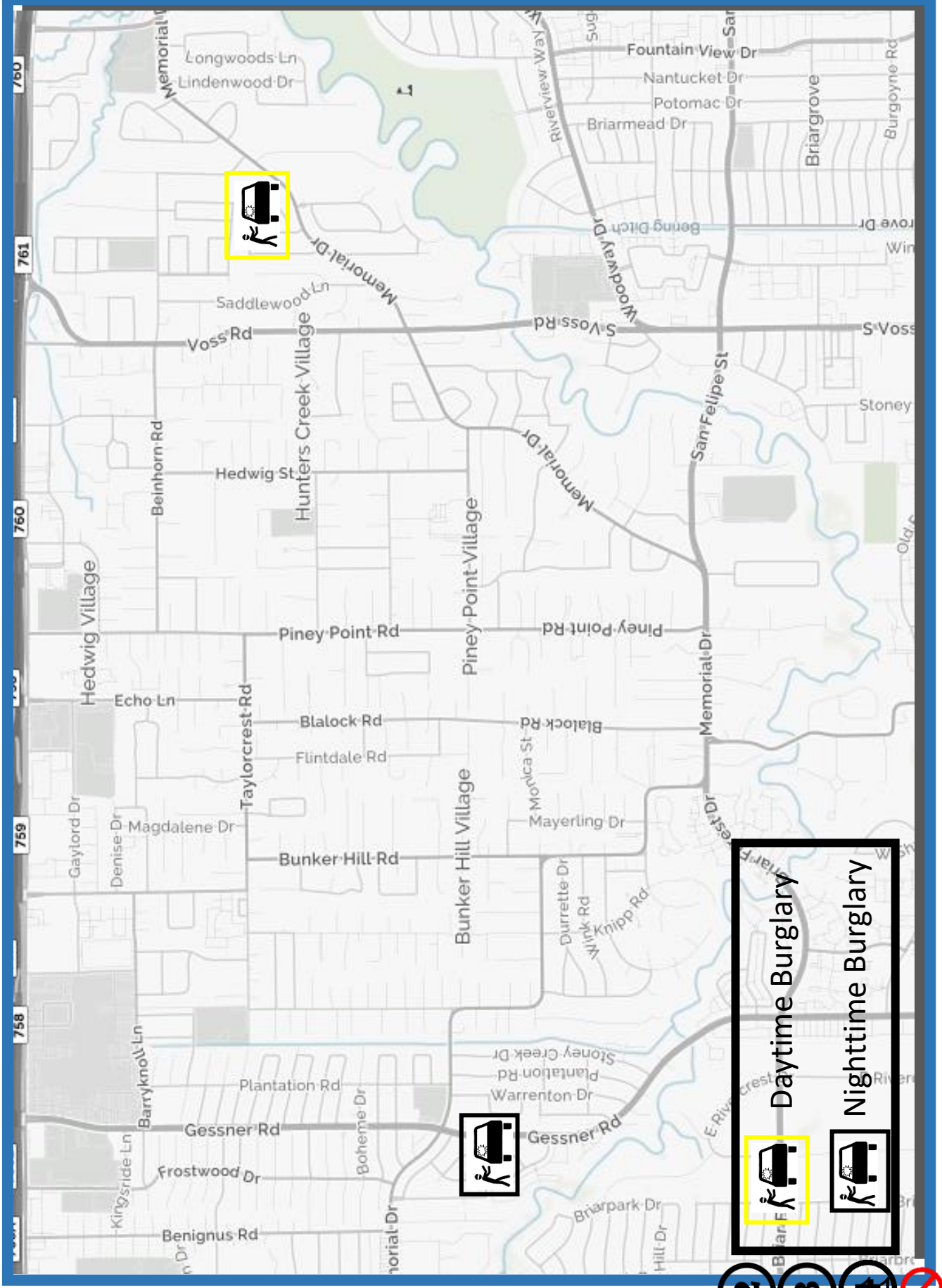
243 Gessner 22-0042

614 Hunters Grove 22-0046

POE

UNL Vehicle

UNL Vehicle



2022 Total Incidents

2022	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	20	54	76		3781	2849	1191	950	1312	1043	1214	854
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
Total	2							1191	950	1312	1043	1214	854

2021 Totals													
Difference													
% Change													

2022 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	* 1:12:06													
BIEHUNKO, JOHN	18:43:22												3	3
BOGGUS, LARRY	* 15:04:47													
BURLESON, Jason	12:07:07												4	4
CANALES, RALPH EDWARD	15:47:48												8	2
CERNY, BLAIR C.	* 10:28:34													
ECKERFIELD, Dillion	14:43:31												7	12
HARWOOD, NICHOLAS	8:52:50												2	
JARVIS, RICHARD	15:27:18												2	8
JONES, ERIC	* 0:00:00													
KELSO JR, RONALD K	18:23:38												4	1
KUKOWSKI, Andy	8:41:08												2	1
LOWRIE, Andy	22:19:30												7	47
MCELVANY, ROBERT	15:57:19												7	15
MILLER, OSCAR	* 2:11:11													
NASH, CHRISTOPHER	5:48:17												1	4
Ortega, Yesenia	13:37:44												2	2
OWENS, LANE	* 1:19:54													
PAVLOCK, JAMES ADAM	7:53:53												2	8
RODRIGUEZ, CHRISTOPHER	* 3:33:25													
SCHANMEIR, CHRISTIAN	13:46:24												3	15
SCHULTZ, RAYMOND	* 0:08:10													
SILLIMAN, ERIC	18:28:11												4	1
SPRINKLE, MICHAEL	2:24:25													1
TAYLOR, CRAIG	14:23:05												4	3
TORRES, PATRICK	17:51:27												5	
VALDEZ, JUAN	12:53:25												2	1
VASQUEZ, MONICA	17:21:21												1	1
WHITE, TERRY	19:20:30												5	1
WILLIFORD, Adam	2:52:41													
	* = Admin											Total	75	130

Dispatch Committed Time	Totals
911 Phone Calls	256
3700 Phone Calls	2431
DP General Phone Calls*	55:52:24

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

Hedwig
▲ (7)

Bunker Hill
▲

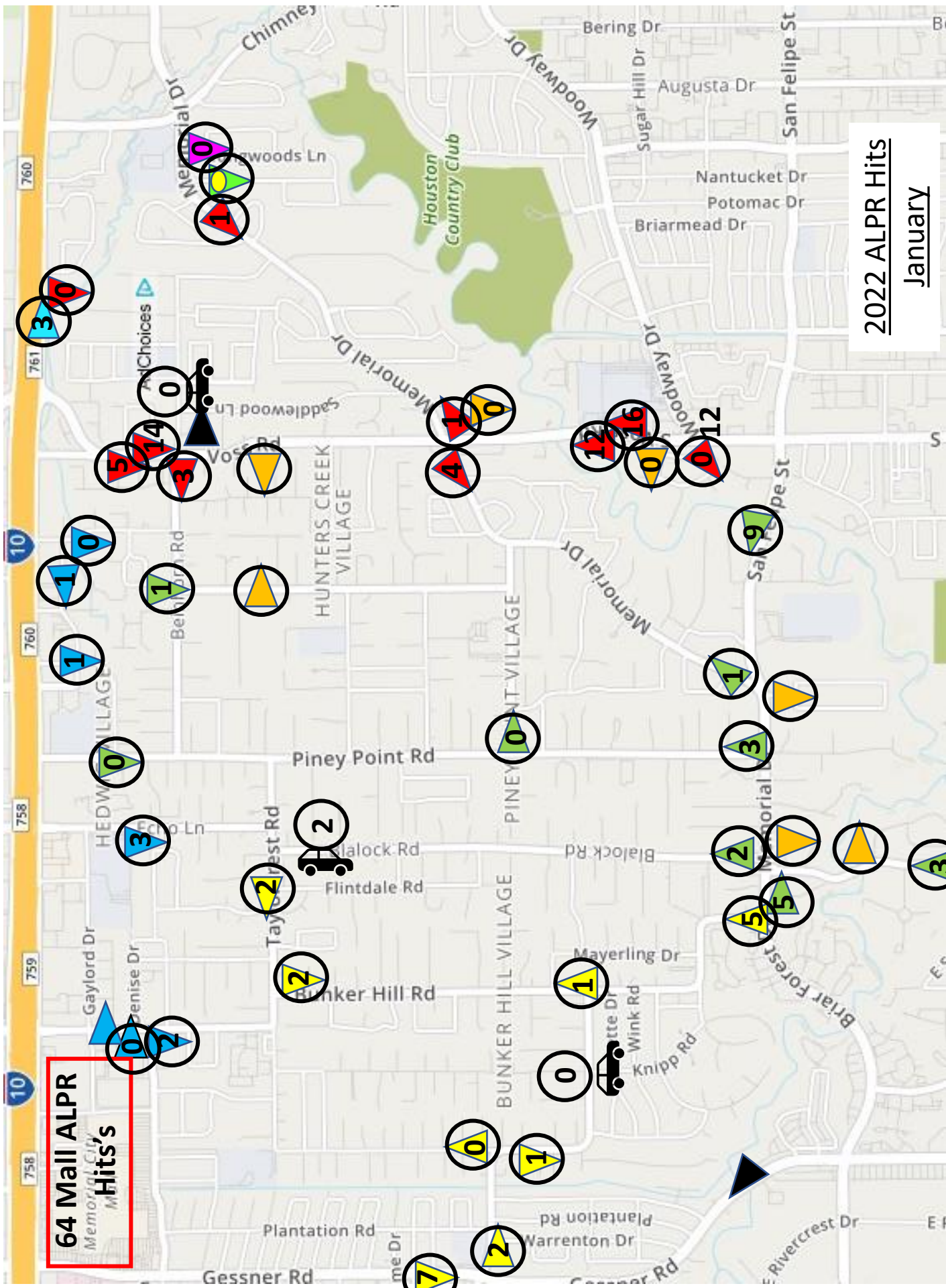
Piney Point
▲

Hunters Creek
▲

Frequent Mobile Locations
🚗

Total Hits
130
14

64 Mall ALPR Hits



Lindenwood HOA
▲

Longwoods HOA
▲

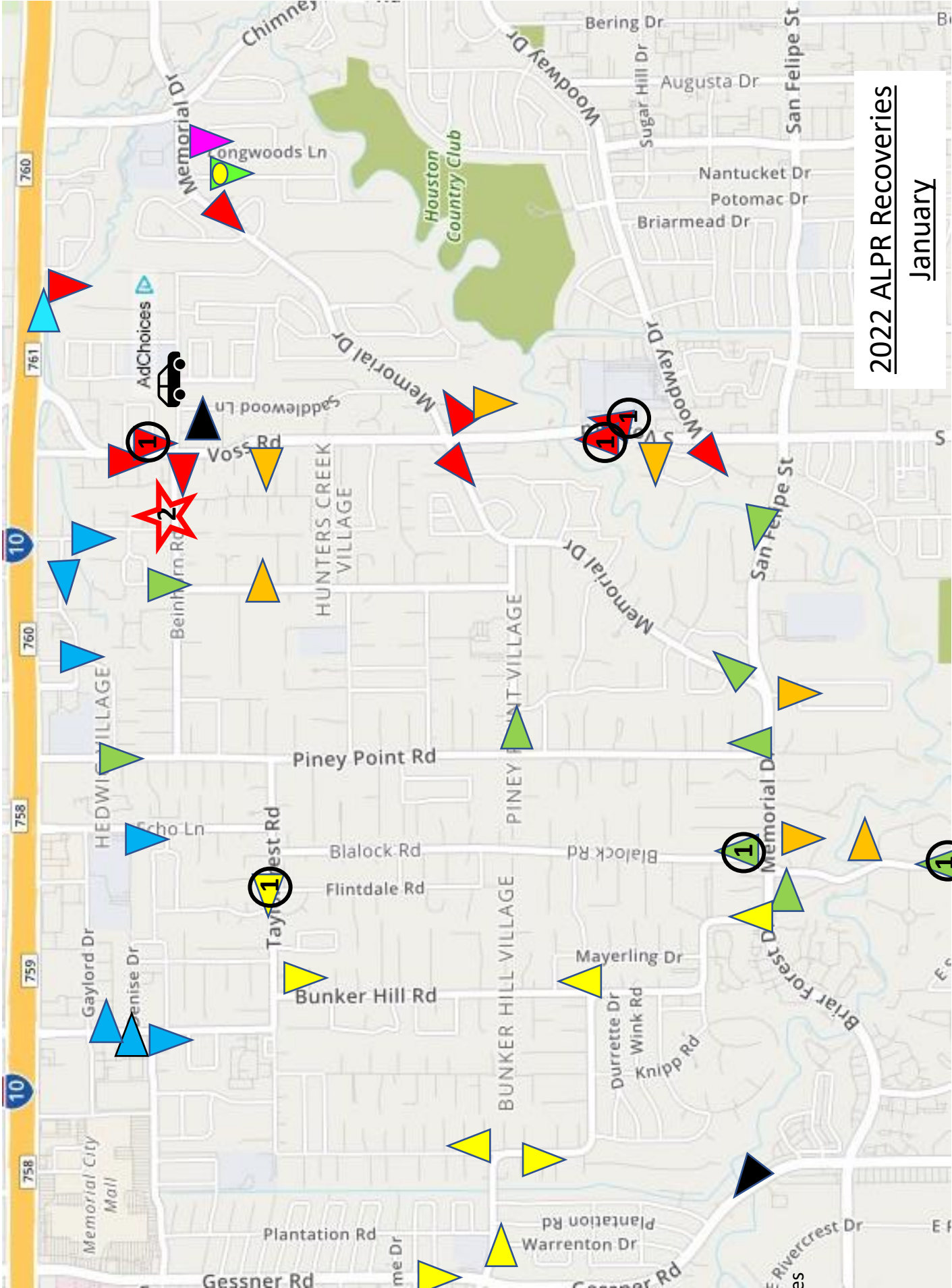
US Coins
▲

In Process
▲

HOA Systems
▲

2022 ALPR Hits
January

1/31/22



2022 ALPR Recoveries
January

Hedwig



Bunker Hill



Piney Point



Hunters Creek



Frequent Mobile Locations



6 Recovered Vehicles

25 Investigative Leads

Lindenwood HOA



Longwoods HOA



US Coins



In Process



HOA Systems



1/31/22

Num	Plate	Vehicle	ALPR Recoveries		Links	Date
			Loc	Val		
1	PYW1930	Jeep Pat	6	\$ 18,000.00	Missing Peson	5-Jan
2	NSZ6202	Chev SPK	19	\$ 14,000.00	Fugitive	9-Jan
3	LBH7413	Toy Cam	8	\$ 18,000.00	Burg/Warr	13-Jan
4	36268G6	Niss Sent	24	\$ 14,500.00		14-Jan
5	PSS6946	ChevImpal:	22	\$ 21,000.00		20-Jan
6	27517B1	BlkLexus	21	\$ 34,000.00	FelWarrant	30-Jan

Plate Recoveries		
Plate Recove	Date	Links
IS11QH	1/4/2022	
63B374	1/4/2022	

3 of 6 involved in other crimes = 50%

- Firearm in vehicle
- Temp Tag

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75

2022 Value			
54 2021 Value	\$ 119,500.00		75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 1,705,000.00		158

INVESTIGATIVE LEADS

1	2		3		4		5		6		7		8		9		10		11		12		13		14		15	
	Total Number of Incidents 2022		Life Threatening (LT) EMS Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents	
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	Response Time	% of 2021 Calls are:	Fire	EMS	Fire Alarms	% of Fire Calls											
Bunker Hill Village	23	11	34	9	3:28	100%	6:12	100%	2	4:06	100%	4:06	68%	32%	14	61%												
Hedwig Village	24	19	43	14	2:56	100%	3:08	100%	3	3:22	100%	3:22	56%	44%	10	42%												
Hilshire Village	5	5	10	4	3:17	100%	5:09	100%	0				50%	50%	3	0%												
Hunters Creek Village	22	8	30	5	5:07	100%	5:38	100%	0				73%	27%	13	59%												
Piney Point Village	19	9	28	7	4:31	100%	3:45	100%	1	2:47	100%	2:47	68%	32%	12	63%												
Spring Valley Village	10	17	27	8	3:12	100%	4:51	100%	1	3:27	100%	3:27	37%	63%	1	10%												
Houston	9	0	9																									
Totals	112	69	181	47	3:45	100%	4:47	100%	7	3:25	100%	3:25	62%	38%	53	39%												

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Building Official Monthly Report

Prepared February 17, 2022 for the February 22, 2022 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for January 2022.

Thank You,

Jessica Pierce
Permit Administrative Assistant



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

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

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	29	\$17,846	1	19	\$3,215	24	\$4,495	72	\$25,556	\$3,108,651
February	15	\$24,327	2	9	\$1,410	18	\$2,420	49	\$28,516	\$4,311,997
March	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	21	\$14,620	1	23	\$3,585	43	\$6,630	87	\$24,835	\$3,849,073
June	28	\$26,027	2	14	\$2,810	29	\$4,645	71	\$33,482	\$4,930,737
July	26	\$31,787	3	14	\$2,365	21	\$3,485	61	\$37,367	\$4,347,372
August	27	\$16,496	0	23	\$4,265	54	\$7,960	104	\$28,721	\$3,570,864
September	19	\$34,387	2	21	\$4,025	33	\$6,575	73	\$44,987	\$5,535,127
October	23	\$24,797	1	22	\$4,405	30	\$4,895	75	\$34,097	\$4,061,891
November	31	\$38,585	2	36	\$5,625	16	\$3,325	83	\$47,535	\$5,919,766
December	37	\$53,801	5	21	\$3,035	35	\$7,890	93	\$64,726	\$10,576,710
Total	317	\$303,408	19	238	\$40,595	367	\$61,980	929	\$406,072	\$53,835,336

**City of Hunters Creek Village
Permit Activity Report (Issued) - 2022**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	21	\$28,575	2	29	\$5,735	34	\$7,465	84	\$41,775	\$3,260,398
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Total	21	\$28,575	2	29	\$5,735	34	\$7,465	84	\$41,775	\$3,260,398

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

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	147	124	84.4	23	15.6
February	98	86	87.8	12	12.2
March	172	146	84.9	26	15.1
April	135	118	87.4	17	12.6
May	126	111	88.1	15	11.9
June	165	137	83.0	28	17.0
July	139	113	81.3	26	18.7
August	170	155	91.2	15	8.8
September	186	163	87.6	23	12.4
October	188	164	87.2	24	12.8
November	124	113	91.1	11	8.9
December	188	174	92.6	14	7.4
Total	1838	1604	87.2	234	12.8

**City of Hunters Creek Village
Inspection Activity Report - 2022**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	184	169	91.8	15	8.2
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total	184	169	91.8	15	8.2

Inspections with Odometer Readings, by Inspector and Vehicle

Feb 3, 2022 12:21 PM
 Jessica Hubertus
 City of Hunters Creek Village

Date Range (inclusive): Sat Jan 01 2022 to Mon Jan 31 2022
 Inspection Department: Building Permit Inspections

BBG Consulting, Inc (BBG)							
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Correction Notes
Vehicle ID:							
	202000378	7 Hedwig Shadows Dr	Bld-Final	1/3/22		No	Pass
	202100757	807 Saddlewood Ln	Foundation	1/3/22		No	Pass
	202100880	922 FLINT RIVER DR	TCI	1/3/22		No	Pass
	202100924	711 Hunters Grove Ln	P UnderG	1/3/22		No	Pass
	202100924	711 Hunters Grove Ln	P GL & GT	1/3/22		No	Pass
	202100926	807 Saddlewood Ln	P UnderG	1/3/22		No	Pass
	202100928	10426 Memorial Drive	P TO/Rough	1/3/22		No	Pass
	202100929	10426 Memorial Drive	M Rough	1/3/22		No	Pass
	202100194	10926 Wickline Dr	P Sewer	1/4/22		No	Pass
	202100745	11020 Kemwood Dr	FD Steel	1/4/22		No	Pass
	202100863	10426 Memorial Drive	M Rough	1/4/22	Y	No	Pass [Entered 12/30/2021 by BBG]: Disapproved - no access
	202100905	601 Wellesley Dr	ET-Pole	1/4/22		No	Pass
	202100921	851 Country Ln	P UnderG	1/4/22		No	Pass
	202100921	851 Country Ln	P Sewer	1/4/22		No	Pass

202200000	10426 Memorial Drive	E Rough	1/4/22	No	Pass	
202200002	10915 Wickline Drive	FD Steel	1/4/22	No	Pass	
202100305	614 Hunters Grove Lane	M Final	1/5/22	No	Pass	
202100305	614 Hunters Grove Lane	M Hood V	1/5/22	No	Pass	
202100409	4 PINEWOOD CIR	P TO/Rough	1/5/22	No	Pass	
202100620	209 FLEETWAY DR	Frame R	1/5/22	Yes	P Pass	Partial Frame Inspection [Rafters Only]
202100802	605 Lindenwood Drive	Foundation	1/5/22	No	Pass	
202100906	720 Kuhlman	P Final	1/5/22	No	Pass	
202100917	601 Wellesley Dr	P UnderG	1/5/22	No	Pass	
202100917	601 Wellesley Dr	P Sewer	1/5/22	No	Pass	
202100253	614 Hunters Grove Lane	E Final	1/6/22	No	Pass	[Entered 12/30/2021 by BBG]: Disapproved - install blank plates at all open fixture outlets
202100637	502 Hunterwood Drive	Foundation	1/6/22	No	Pass	
202100676	346 Hunters Trail St	P Final	1/6/22	No	Pass	
202100838	215 Bryn Mawr Circle	W Found	1/6/22	No	Pass	
202100848	411 Hunterwood Drive	P TO/Rough	1/6/22	No	Pass	
202100861	10830 ROARING BROOK LN	P UnderG	1/6/22	No	Pass	
202100913	289 Bryn Mawr Cir	F Post Hole	1/6/22	No	Pass	
202200003	10914 Bridgewood St	ET-Pole	1/6/22	No	Pass	

202200004	8333 Katy Freeway	M Rough	1/6/22	No	Pass	
202100177	614 Hunters Grove Lane	P Final	1/7/22	No	NC	Disapproved: disapproved no water at bar sink or master bath vanity.
202100431	723 Storywood Drive	E Final	1/7/22	No	Pass	Y
202100706	10914 KIRWICK DR	Insulation	1/7/22	No	Pass	
202100854	10902 WICKWILD ST	Foundation	1/7/22	No	Pass	
202100924	711 Hunters Grove Ln	P Final	1/7/22	No	Pass	
202200011	277 Bryn Mawr	FD Steel	1/7/22	No	Pass	
202200012	438 Hunterwood Drive	FD Steel	1/7/22	No	Pass	
202000593	10915 Kirwick Drive	Gas Test	1/10/22	No	NC	Disapproved - no pressure on gas line
202100177	614 Hunters Grove Lane	P Final	1/10/22	No	Pass	[Entered 1/7/2022 by BBG]: Disapproved: disapproved no water at bar sink or master bath vanity.
202100575	8418 Hunters Creek Dr	E Final	1/10/22	No	NC	Disapproved - no access and no one home
202100576	8418 Hunters Creek Dr	P Final	1/10/22	No	NC	Disapproved - no access and no one home
202100670	346 Hunters Trail St	E Final	1/10/22	No	Pass	
202100705	745 W CREEKSIDE DR	E Final	1/10/22	No	Pass	
202200016	405 Lindenwood Drive	DW Steel	1/10/22	No	Pass	
202100496	10426 Memorial Drive	Frame R	1/11/22	No	Pass	
202100562	256 BRYN MAWR CIR	Gas Test	1/11/22	No	Pass	
202100600	740 Kuhlman Road	M Hood V	1/11/22	No	Pass	
202100600	740 Kuhlman	M Final	1/11/22	No	Pass	

202100877	Road 3 Sleepy Oaks Circle	M Rough	1/11/22	No	Pass	
202100894	289 Bryn Mawr Cir	DW Steel	1/11/22	No	Pass	
202100916	754 E Creekside Drive	P UnderG	1/11/22	No	Pass	
202100916	754 E Creekside Drive	P GL & GT	1/11/22	No	Pass	
202200001	624 Wellesley Drive	P UnderG	1/11/22	No	Pass	
202000208	718 Creekside Lane	M Final	1/12/22	No	Pass	
202100121	614 Hunters Grove Lane	Bld-Final	1/12/22	No	Pass	
202100575	8418 Hunters Creek Dr	E Final	1/12/22	Y	No	Pass [Entered 1/10/2022 by BBG]: Disapproved - no access and no one home
202100576	8418 Hunters Creek Dr	P Final	1/12/22	Y	No	Pass [Entered 1/10/2022 by BBG]: Disapproved - no access and no one home
202100585	10426 Memorial Drive	Fire Marshall	1/12/22	No	Pass	
202100896	10802 HUNTERS FOREST DR	YD Final	1/12/22	No	Pass	
202100897	10914 Bridgewood St	FD-Piers	1/12/22	No	Pass	
202200015	209 FLEETWAY DR	F Post Hole	1/12/22	No	Pass	
202200019	10803 Timberglen Drive	ET-Pole	1/12/22	No	NC	Disapproved - no access and no answer on the phone.
202100321	611 Shartle Cir	E Underg	1/13/22	No	Pass	
202100321	611 Shartle Cir	E Final	1/13/22	No	Pass	
202100392	611 Shartle Cir	P UnderG	1/13/22	No	Pass	
202100392	611 Shartle Cir	P Final	1/13/22	No	Pass	
202100392	611 Shartle Cir	P GL & GT	1/13/22	No	Pass	

202100666	118 Willowend Dr	Shower Pan	1/13/22	Y	No	Pass	
202100672	256 BRYN MAWR CIR	M Hood V	1/13/22		No	Pass	
202100672	256 BRYN MAWR CIR	M Final	1/13/22		No	Pass	
202100839	215 VOSS RD	Foundation	1/13/22		No	Pass	
202100904	1 Bridlewood Ct	P Layout	1/13/22		No	Pass	
202100915	711 Hunters Grove Ln	E Final	1/13/22		No	Pass	
202200006	10803 Timberglen Drive	FD-Piers	1/13/22		No	Pass	
202200023	339 Hunters Trail	P Layout	1/13/22		No	Pass	
202200026	5 Shannon Circle	E TCI	1/13/22		No	Pass	
202100406	10615 Twelve Oaks Drive	Frame R	1/14/22		No	NC	"Disapproved - Provide truss layout. Fire block in m bedroom"
202100562	256 BRYN MAWR CIR	P Final	1/14/22		No	Pass	
202100607	8443 Hunters Creek Dr	P TO/Rough	1/14/22		No	Pass	
202100630	410 HUNTERS PARK LN	FD Steel	1/14/22		No	Pass	
202100630	410 HUNTERS PARK LN	E Underg	1/14/22		No	Pass	
202100631	410 HUNTERS PARK LN	P GL & GT	1/14/22		No	NC	Disapproved - gas line has not been installed
202200028	10426 Memorial Drive	YD Trench	1/14/22		No	Pass	
202100433	10822 Long Shadow Ln	Bld-Final	1/17/22	Y	No	Pass	[Entered 10/28/2021 by BBG]: Not Ready for Final
202100894	289 Bryn Mawr Cir	DW Steel	1/17/22	Y	No	NC	"Disapproved - Provide 12"X12 thickened edge with %4 rebar top and bottom saw cut asphalt for clean straight lines

202200019	10803 Timberglenn Drive	ET-Pole	1/17/22	Y	No	Pass	#4 12" with plastic on one side at expansion joints and at garage door " [Entered 1/12/2022 by BBG]: Disapproved - no access and no answer on the phone.
202200021	442 Hunterwood Drive	P Final	1/17/22		No	Pass	
202200028	10426 Memorial Drive	YD Final	1/17/22		No	Pass	
202000716	289 Bryn Mawr Cir	M Hood V	1/18/22		No	Pass	
202100406	10615 Twelve Oaks Drive	Frame R	1/18/22	Y	No	Pass	[Entered 1/14/2022 by BBG]: "Disapproved - Provide truss layout. Fire block in m bedroom"
202100496	10426 Memorial Drive	Insulation	1/18/22		No	Pass	
202100638	410 Thamer Circle	M Rough	1/18/22	Y	No	Pass	
202100638	410 Thamer Circle	M Hood V	1/18/22		No	Pass	
202100691	256 Bryn Mawr Circle	E Final	1/18/22		No	Pass	
202100735	615 Shartle Circle	P TO/Rough	1/18/22	Y	No	Pass	[Entered 12/30/2021 by BBG]: Approved partially - for first floor only
202100735	615 Shartle Circle	Gas Test	1/18/22	Y	No	Pass	
202100885	10726 Old Coach Ln	F Post Hole	1/18/22		No	Pass	
202100891	601 Wellesley Dr	Foundation	1/18/22		No	Pass	
202100894	289 Bryn Mawr Cir	DW Steel	1/18/22	Y	No	Pass	[Entered 1/17/2022 by BBG]: "Disapproved - Provide 12"X12 thickened edge with %4 rebar top and bottom saw cut asphalt for clean straight lines #4 12" with plastic on one side at expansion joints and at garage door "

202200016	405 Lindenwood Drive	DW Steel	1/18/22	No	Pass
202200024	10818 Timberglen Drive	FD Steel	1/18/22	No	Pass
202100323	15 INWOOD OAKS DR	P Final	1/19/22	No	Pass
202100427	15 INWOOD OAKS DR	P Final	1/19/22	No	Pass
202100742	8333 Katy Freeway	M Final	1/19/22	No	Pass
202100810	8333 Katy Freeway	E Final	1/19/22	No	Pass
202100817	10830 ROARING BROOK LN	Foundation	1/19/22	No	Pass
202100904	1 Bridlewood Ct	P Steel/Piping	1/19/22	No	Pass
202200002	10915 Wickline Drive	E Underg	1/19/22	No	Pass
202200002	10915 Wickline Drive	TCI	1/19/22	No	Pass
202200023	339 Hunters Trail	P Steel/Piping	1/19/22	No	Pass
202200035	10915 Wickline Drive	P UnderG	1/19/22	No	Pass
202200035	10915 Wickline Drive	P GL & GT	1/19/22	No	Pass
202200040	211 Glennville Ct	P UnderG	1/19/22	No	Pass
202200040	211 Glennville Ct	P GL & GT	1/19/22	No	Pass
202200041	10426 Memorial Drive	F Post Hole	1/19/22	No	Pass
202200043	10914 Bridgewood St	P UnderG	1/19/22	No	Pass
202100406	10615 Twelve	Insulation	1/20/22	No	Pass

	Oaks Drive												
202100591	8333 Katy Freeway	Frame R	1/20/22		No	Pass							
202100731	8333 Katy Freeway	Bld-Final	1/20/22		No	Pass							
202200030	10922 ROARING BROOK LN	ET-Pole	1/20/22		No	Pass							
202200037	414 Ripple Creek Drive	P UnderG	1/20/22		No	Pass							
202200037	414 Ripple Creek Drive	P GL & GT	1/20/22		No	Pass							
202200044	10905 Little Lisa Lane	FD Steel	1/20/22		No	Pass							
202000593	10915 Kinwick Drive	Gas Test	1/21/22	Y	No	Pass						[Entered 1/10/2022 by BBG]: Disapproved - no pressure on gas line	
202100494	3 Sleepy Oaks Circle	E Rough	1/21/22		No	Pass							
202100920	885 Country Lane	F Post Hole	1/21/22		No	Pass							
202200038	733 Country Ln	P TO/Rough	1/21/22		No	Pass							
202200038	733 Country Ln	Shower Pan	1/21/22		No	Pass							
202100477	10615 Twelve Oaks Drive	Shower Pan	1/24/22		No	Pass							
202100712	10914 Kinwick Drive	E TCI	1/24/22		No	Pass							
202100837	211 Glennville Ct	Foundation	1/24/22		No	Pass							Correct and proceed; remove standing water
202100837	211 Glennville Ct	H-Strap	1/24/22		No	Pass							Correct and proceed: remove standing water
202100910	215 VOSS RD	P UnderG	1/24/22		No	NC							Disapproved - no access
202200054	10803 Timberglen Drive	P UnderG	1/24/22		No	NC							disapprove - foundation covered with plastic unable to inspect
202100379	256 Bryn Mawr	Bld-Final	1/25/22		No	NC							Disapproved - Missing appliances and

		Circle										electricians installing missing fixtures; Exterior doors not weatherstripped.
202100914	202100914	2 PINE CRESCENT CT	Re-Roof	1/25/22	No	Pass						
202200022	202200022	1 Cape Cod Lane	E Rough	1/25/22	No	Pass						
202200056	202200056	8333 Katy Freeway	E Rough	1/25/22	No	Pass						
202200057	202200057	211 Glennville Ct	E Rough	1/25/22	No	Pass						
202200063	202200063	733 Country Ln	E Rough	1/25/22	No	Pass						
202100123	202100123	606 Saddlewood Ln	P Final	1/26/22	No	NC						Disapproved - need to install door alarms
202100124	202100124	606 Saddlewood Ln	Gas Test	1/26/22	No	NC						Disapproved gas test - there was no gauge.
202100124	202100124	606 Saddlewood Ln	P Final	1/26/22	No	Pass						
202100124	202100124	606 Saddlewood Ln	P Rgh/P-T/VCBK	1/26/22	No	Pass						
202100125	202100125	606 Saddlewood Ln	E Final	1/26/22	No	Pass						
202100464	202100464	402 Timberwilde Lane	E Final	1/26/22	No	Pass						
202100527	202100527	3 Sleepy Oaks Circle	P TO/Rough	1/26/22	No	Pass						
202100837	202100837	211 Glennville Ct	Frame R	1/26/22	No	Pass						
202100910	202100910	215 VOSS RD	P Sewer	1/26/22	No	NC						"Approved - underground ONLY; Disapproved sewer - not installed yet."
202100910	202100910	215 VOSS RD	P UnderG	1/26/22 Y	No	Pass						[Entered 1/24/2022 by BBG]: Disapproved - no access
202200008	202200008	30 Willowron Dr	E Underg	1/26/22	No	Pass						
202200008	202200008	30 Willowron Dr	E Rough	1/26/22	No	Pass						
202200034	202200034	411 Hunterwood Drive	M Rough	1/26/22	No	Pass						
202100568	202100568	322 SHASTA	Frame R	1/27/22	No	Pass						

	DR													
202100568	322 SHASTA DR	Bld-Final	1/27/22		No	Pass								
202100618	8443 Hunters Creek Dr	E Rough	1/27/22		No	Pass								
202100879	10819 ROARING BROOK LN	F Post Hole	1/27/22		No	Pass								
202100908	10922 ROARING BROOK LN	FD-Piers	1/27/22		No	Pass								
202200045	10905 Little Lisa Lane	P UnderG	1/27/22		No	Pass								
202200045	10905 Little Lisa Lane	P GL & GT	1/27/22		No	Pass								
202200054	10803 Timberglen Drive	P UnderG	1/27/22	Y	No	Pass								[Entered 1/24/2022 by BBG]: disapprove - foundation covered with plastic unable to inspect
202100485	318 Lindenwood Drive	TCI	1/28/22		No	Pass								
202100646	209 FLEETWAY DR	P TO/Rough	1/28/22		No	Pass								
202100836	411 Hunterwood Drive	Frame R	1/28/22		No	Pass								
202100857	10529 Beinhorn Rd	E Underg	1/28/22		No	Pass								
202100861	10830 ROARING BROOK LN	P Sewer	1/28/22		No	NC								Disapproved- no water test
202100910	215 VOSS RD	P Sewer	1/28/22	Y	No	Pass								[Entered 1/26/2022 by BBG]: "Approved - underground ONLY;Disapproved sewer - not installed yet."
202200005	272 Bryn Mawr Circle	M Final	1/28/22		No	Pass								
202200010	411 Hunterwood Drive	E Rough	1/28/22		No	Pass								
202200056	8333 Katy	E Rough	1/28/22	Y	No	Pass								

	Freeway								
202200070	1 Bridlewood Ct	YD Trench	1/28/22		No	Pass			
202200074	418 RIPPLE CREEK DR	ET-Pole	1/28/22		No	Pass			
202100363	10603 Tarrington Drive	P Final	1/31/22		No	Pass			
202100707	626 Saddlewood Lane	E Final	1/31/22		No	Pass			
202100744	626 Saddlewood Lane	P Final	1/31/22		No	Pass			
202100760	10915 Kirwick Drive	P Deck S	1/31/22		No	Pass			
202100772	626 Saddlewood Lane	M Final	1/31/22		No	Pass			
202200002	10915 Wickline Drive	E Final	1/31/22		No	Pass			
202200035	10915 Wickline Drive	P Final	1/31/22		No	Pass			
202200045	10905 Little Lisa Lane	P Final	1/31/22		No	Pass			
202200047	209 FLEETWAY DR	M Rough	1/31/22		No	Pass			
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection					
184			0	0.0					

Copyright © 2022 CityView. All rights reserved. BuildingDepartment.com and BluePrince are trademarks of Harris Computer.

HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT

PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS
10610 N Evers Park	New Home	12/17/2021	In Review	BOA 01/24/2022; Denied at BOA.
889 Country Lane	Remodel	12/22/2021	Review Completed - 01/11/2022 - Not Approved	Contractor notified of needed revisions 01/11/2022
8447 Hunters Creek Dr.	New Home	1/18/2022	Review Completed - 02/02/2022 - Not Approved	Contractor notified of needed revisions 02/03/2022
11006 April Way	Remodel	1/20/2022	Review Completed - 01/26/2022 - Approved	Contracted notified; 02/03/2022
10529 Gawain Ln	Pool	1/25/2022	In Review	BOA 02/28/2022
702 Camelot Lane	Remodel	2/1/2022	Review Completed - 02/08/2022 - Not Approved	Contractor notified of needed revisions 02/08/2022
881 Country Ln	Pool	2/8/2022	Review Complete - 02/11/2022 - Not Approved	Contractor notified of needed revisions - Homeowner to change and add more work. Application Rescinded. 02/16/2022
754 Country Ln	Pool & Remodel	2/9/2022	Review Complete - 02/09/2022 - Not Approved	Contractor Notified of needed revisions 02/09/2022
10610 S Evers Park	Pool & Remodel	2/10/2022	Review Complete - 02/16/2022 - Approved	Contractor notified; 02/16/2022
11029 Kemwood	Remodel	2/15/2022	In Review	
10915 Wickline Dr	Pool	2/16/2022	In Review	Contractor notified to provide larger plans 02/16/2022

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared February 18, 2022 for the February 25, 2022 Agenda

A. Beinhorn and Voss – Traffic Signal Reconstruction

1. Still waiting on additional flashers to be delivered.

B. 10 Willowend Dr. Outfall

1. Final worked scheduled this month.

C. Walwick and Wickline Ponding Issues.

1. We performed a minor drainage study to determine if our normal subdivision drainage systems are adequate for the new hydrology (ATLAS 14).
2. In general, our pipe systems meet local standards, however, some inlets are old and smaller and could be upgraded. However, the good news is that generally our local drainage systems meet the new standards for runoff.
3. We did identify that storm sewer maintenance is something that the city should consider in the future to restore the original design capacity. Root removal, mechanical cleaning etc.

D. Lindenwood Signal

1. Bidding this month.

E. Voss Curve road system study

1. Limits: Jaycee Ln to Hunters Forest Dr.
2. Scope: Field visit to observe traffic and identify deficiencies. Develop 3 conceptual alternatives with approximate construction costs for consideration by the City. A preferred option will be identified. The detail of the alternatives will be on an aerial that may be supplemented by field measurements. Alternatives will be on 11" x 17". Each alternative will have a basic typical section. Pros and cons of each will be developed.
3. Fee: \$30,000 (lump sum)
4. Deliverable: Basic report with existing conditions assessment (current design speed, lane widths, approximate ROW, etc) and the 3 conceptual alternatives.
5. If preferred, we could provide an amendment next month for the study.

F. Kuhlman Reconstruction

1. Design has started. More information planned for next council meeting.

G. Hunters Grove Lane

1. Amendment for design on agenda.
2. Minor drainage improvements planned, major pavement reconstruction planned.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
January 25, 2022**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, January 25, 2022, at 6:00 p.m., at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	City Attorney:	John Hightower
	Assistant to the City Secretary:	Jennifer Namie

- A. Call to order and the roll of elected and appointed officers will be taken.

With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:02 p.m.

- B. **Chief Foster led Pledge of Allegiance followed by a brief prayer by Mayor Pappas.**
- 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 inquiries about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*

There were no public comments.

D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Steve Reichek, Police Commissioner, presented this report along with Chief Schultz.**
3. Fire Commissioner Monthly Report - **Jay Carlton, Fire Commission Liaison, presented this report along with Chief Foster.**
4. Building Official Monthly Report – **Tom Fullen, City Administrator, presented this report.**

5. City Engineer Monthly Report – **Tom Fullen, City Administrator, presented this report.**
6. City Administrator Report – **Tom Fullen, City Administrator, presented this report.**
7. Mayor and Council Reports and Comments

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

1. Approval of the Minutes of the Regular Meeting on December 7, 2021.
2. Approval of the Cash Disbursement Journal for December 2021.

Councilmember Marks made a motion to approve the Consent Agenda. Councilmember Sapien seconded the motion and the motion carried unanimously.

F. REGULAR AGENDA

1. Discussion and possible action to approve Anita Broderick James as an associate municipal court prosecutor.

Councilmember Sapien made a motion to approve Anita Broderick James as an associate municipal court prosecutor. Councilmember Cowell seconded the motion and the motion carried unanimously.

2. Discussion and possible action to approve an amendment to the Interlocal Agreement for Fire and Emergency Services between the cities of Bunker Hill Village, Texas, Hilshire Village, Texas, Hedwig Village, Texas, Hunters Creek Village, Texas, Piney Point Village, Texas and Spring Valley Village, Texas and the Village Fire Department dated October 2019 as part of the process of allowing the City of Bunker Hill Village to rejoin the Department as a full member.

Councilmember Sapien made a motion to approve an amendment to the Interlocal Agreement for Fire and Emergency Services between the cities of Bunker Hill Village, Texas, Hilshire Village, Texas, Hedwig Village, Texas, Hunters Creek Village, Texas, Piney Point Village, Texas and Spring Valley Village, Texas and the Village Fire Department dated October 2019 as part of the process of allowing the City of Bunker Hill Village to rejoin the Department as a full member. Councilmember Carlton seconded the motion and the motion carried unanimously.

Public hearing, discussion and possible action to adopt an ordinance amending Chapter 10, Building Regulations, of the Code of Ordinances by adopting the 2021 editions of the following International codes, as published by the International Code Council: Fire, Building, Residential, Property Maintenance, Plumbing, Energy Conservation, Mechanical, Fuel Gas, Existing Building, Swimming Pool and Spa; adopting the 2020 edition of the National Electrical Code, as published by the National Fire Protection Association; adopting local amendments to the adopted codes; amending the city's flood prevention regulations; providing a penalty not to exceed \$2,000 per day per occurrence; providing an effective date; and making other provisions related to the subject.

Mayor Pappas opened the public hearing at 7:06 p.m.

There were no public comments.

Mayor Pappas closed the public hearing at 7:06 p.m.

Councilmember Cowell made a motion to adopt an ordinance amending Chapter 10, Building Regulations, of the Code of Ordinances by adopting the 2021 editions of the following International codes, as published by the International Code Council: Fire, Building, Residential, Property Maintenance, Plumbing, Energy Conservation, Mechanical, Fuel Gas, Existing Building, Swimming Pool and Spa; adopting the 2020 edition of the National Electrical Code, as published by the National Fire Protection Association; adopting local amendments to the adopted codes; amending the city's flood prevention regulations; providing a penalty not to exceed \$2,000 per day per occurrence; providing an effective date; and making other provisions related to the subject. Councilmember Marks seconded the motion and the motion carried unanimously.

4. Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, providing for the holding of a General Election on May 7, 2022, for the purpose of electing three (3) Council Members (Position Nos. 1, 2, and 3); and providing details relating to the holding of the election.

Councilmember Cowell made a motion to approve an Ordinance of the City of Hunters Creek Village, Texas, providing for the holding of a General Election on May 7, 2022, for the purpose of electing three (3) Council Members (Position Nos. 1, 2, and 3); and

providing details relating to the holding of the election. Councilmember Carlton seconded the motion and the motion carried unanimously.

5. Discussion and possible action to abandon a drainage easement on the rear of the property at 601 Wellesley Drive.

Councilmember Sapien made a motion to abandon a drainage easement on the rear side of the property at 601 Wellesley Drive and to authorize the Mayor to sign the necessary instruments. Councilmember Carlton seconded the motion and the motion carried unanimously.

6. Discussion and possible action to approve Amendment No. 70 to the engineering contract with Cobb Fendley in the amount of \$55,250.00 for Engineering Services associated with the Kuhlman Road Reconstruction Project.

Councilmember Cowell made a motion to approve Amendment No. 70 to the engineering contract with Cobb Fendley in the amount of \$55,250.00 for Engineering Services associated with the Kuhlman Road Reconstruction Project. Councilmember Marks seconded the motion and the motion carried unanimously.

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

Council convened into Executive Session at 7:17 p.m.

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

Council reconvened into Open Session at 7:45 p.m.

- I. ADJOURNMENT

At 7:45 p.m., a motion was made and seconded to adjourn. The motion carried unanimously. The meeting adjourned at 7:45 p.m.

These minutes were approved on the ___ day of February 2022.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary

DRAFT



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP POOLED-AP POOLED						
0005	AT&T (5001)	01/18/2022	Regular	0.00	103.56	33025
000815	BBG Consulting, Inc.	01/18/2022	Regular	0.00	5,080.00	33026
0628	BRADFORD GENE HENDRICKS	01/18/2022	Regular	0.00	875.00	33027
0669	C & D Janitor Service, Inc.	01/18/2022	Regular	0.00	835.65	33028
0045	CARMEN KNEZEAK	01/18/2022	Regular	0.00	1,295.00	33029
0023	GORMAN UNIFORM SERVICE	01/18/2022	Regular	0.00	105.18	33030
0537	Green For Life	01/18/2022	Regular	0.00	42,769.42	33031
0038	HOUSTON - GALVESTON AREA COUNCIL (H-GAC)	01/18/2022	Regular	0.00	200.00	33032
0654	Lora Jean D. Lenszsch	01/18/2022	Regular	0.00	1,947.50	33033
0066	OLSON & OLSON LLP	01/18/2022	Regular	0.00	2,390.00	33034
0081	SALT GRASS CHAPTER TMCA	01/18/2022	Regular	0.00	70.00	33035
0088	SOUTHWEST SIGNAL SUPPLY INC	01/18/2022	Regular	0.00	2,544.50	33036
000792	State Comptroller of Public Accounts	01/18/2022	Regular	0.00	111.90	33037
000792	State Comptroller of Public Accounts	01/18/2022	Regular	0.00	18,480.43	33038
0234	TEXAS COMMISSION ON ENVIRONMENTAL QUALI	01/18/2022	Regular	0.00	100.00	33039
000738	Texas Elite Generators, Inc.	01/18/2022	Regular	0.00	437.90	33040
000789	Van Sant Landscape Management	01/18/2022	Regular	0.00	3,178.00	33041
0362	VERIZON WIRELESS	01/18/2022	Regular	0.00	38.03	33042
0530	xlrINT LLC	01/18/2022	Regular	0.00	442.50	33043
0647	Aflac Worldwide Headquarters	01/31/2022	Regular	0.00	358.80	33044
0458	AT&T (5019)	01/31/2022	Regular	0.00	704.89	33045
0669	C & D Janitor Service, Inc.	01/31/2022	Regular	0.00	835.65	33046
0045	CARMEN KNEZEAK	01/31/2022	Regular	0.00	1,592.50	33047
000808	CenterPoint Energy (S)	01/31/2022	Regular	0.00	80.46	33048
000775	CityLynx, Inc.	01/31/2022	Regular	0.00	5,785.50	33049
0012	COBB FENDLEY	01/31/2022	Regular	0.00	24,772.20	33050
000874	Daniel's Erosion Control & Maintenance	01/31/2022	Regular	0.00	1,763.00	33051
0023	GORMAN UNIFORM SERVICE	01/31/2022	Regular	0.00	105.18	33052
0035	HOUSTON CHRONICLE	01/31/2022	Regular	0.00	301.23	33053
000754	Jessica Hubertus	01/31/2022	Regular	0.00	354.47	33054
0641	Mark E. Easley	01/31/2022	Regular	0.00	300.00	33055
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	01/31/2022	Regular	0.00	4,444.50	33056
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	01/31/2022	Regular	0.00	170,034.00	33057
0053	MEMORIAL VILLAGES WATER AUTHORITY	01/31/2022	Regular	0.00	1,862.85	33058
0522	MISTER SWEEPER LP	01/31/2022	Regular	0.00	834.00	33059
0067	OMNIBASE SERVICES OF TEXAS	01/31/2022	Regular	0.00	223.61	33060
0434	SHERRY L. LOTT	01/31/2022	Regular	0.00	475.00	33061
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	01/31/2022	Regular	0.00	9,911.48	33062
0105	VILLAGE FIRE DEPARTMENT	01/31/2022	Regular	0.00	138,199.34	33063
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	01/31/2022	Regular	0.00	10,022.71	33064
0530	xlrINT LLC	01/31/2022	Regular	0.00	412.50	33065
0638-JS	Payment Remittance Center	01/26/2022	Bank Draft	0.00	597.68	DFT0000325
0517-TF	PAYMENT REMITTANCE CENTER	01/26/2022	Bank Draft	0.00	2,264.12	DFT0000326

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0127-EA	PAYMENT REMITTANCE CENTER	01/26/2022	Bank Draft	0.00	1,210.90	DFT0000327

Bank Code AP POOLED Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	41	0.00	454,378.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	4,072.70
EFT's	0	0	0.00	0.00
	51	44	0.00	458,451.14

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	41	0.00	454,378.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	4,072.70
EFT's	0	0	0.00	0.00
	51	44	0.00	458,451.14

Fund Summary

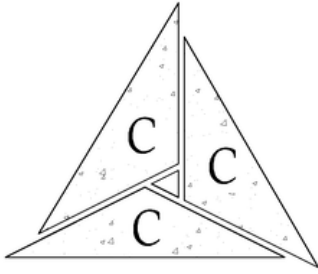
Fund	Name	Period	Amount
999	POOL	1/2022	458,451.14
			458,451.14



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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to accept a proposal from Century Concrete Construction, Inc. in the amount of \$17,531.25 for Sidewalk Repairs on Beinhorn Road.

EXHIBITS: Proposal/Estimate



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

ADDRESS

CITY OF HUNTERS CREEK
 VILLAGE

Estimate 7189

DATE 01/27/2022

JOB NAME

Sidewalk repair 2022

ESTIMATE

Beinhorn Road

DESCRIPTION	QTY	RATE	AMOUNT
01/27/2022			
Concrete breakout and removal-machine	1,305	2.50	3,262.50
Concrete sidewalk will consist of 3000 p.s.i. concrete and will be 4 1/2 " thick . # 3 rebar will be used for reinforcement and placed 18" on center.	1,305	6.75	8,808.75
Storm Sewer SDR 6" installed	120	15.50	1,860.00
12" x 12" x 18" catch basins installed	6	400.00	2,400.00
Repair existing basin	1	350.00	350.00
Replace sod at edge of sidewalk	1	850.00	850.00

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

SUBTOTAL 17,531.25
 TAX 0.00

TOTAL \$17,531.25

Accepted By

Accepted Date







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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to approve an amendment to the Interlocal Agreement for Fire and Emergency Services between the cities of Bunker Hill Village, Hilshire Village, Hedwig Village, Hunters Creek Village, Piney Point Village, and Spring Valley to readmit the Village of Bunker Hill as a contracting city.

EXHIBITS:

Village Fire Department Interlocal Cooperation Agreement Amendment #6

Pursuant to Article 16A. of the Village Fire Department Interlocal Cooperation Agreement, all contracting cities hereby approve the following amendment to Article 1 thereof:

Article 1.

“1.00. Notwithstanding any other article or provision herein, the City of Bunker Hill Village shall be considered a “Contracting City” under this Agreement immediately upon final execution of this Amendment #6. The Interlocal Agreement for Fire Protection and Emergency Services executed November 13, 2019 (“2019 Interlocal Agreement”), is hereby extinguished by agreement of all Parties thereto; provided however, that Section 4.6 of the 2019 Interlocal Agreement shall survive.

(Amend #6 - 4/1/2022)”

This Amendment may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Amendment agreement.

HEDWIG VILLAGE:

By: _____
Tom Jinks
Mayor

Date: _____

ATTESTED:

Kelly Johnson
City Administrator/City Secretary-Treasurer

HILSHIRE VILLAGE:

By: _____
Russell Herron
Mayor

Date: _____

ATTESTED:

Susan Blevins
City Administrator/City Secretary

PINEY POINT VILLAGE:

By: _____
Mark Kobelan
Mayor

Date: _____

ATTESTED:

Karen Farris
City Secretary

SPRING VALLEY VILLAGE:

By: _____
Marcus Vajdos
Mayor

Date: _____

ATTESTED:

Roxanne Benitez
City Secretary

HUNTERS CREEK VILLAGE:

By: _____
Jim Pappas
Mayor

Date: _____

ATTESTED:

Tom Fullen
City Administrator/City Secretary

BUNKER HILL VILLAGE:

By: _____
Robert Lord
Mayor

Date: _____

ATTESTED:

Karen Glynn
City Administrator/City Secretary

VILLAGE FIRE DEPARTMENT:

By: _____

Date: _____

ATTESTED:



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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action regarding the City's 2022 Arbor Day program.
EXHIBITS: Flyer & Key Dates



Arbor Day 2022



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

Celebrate Arbor Day 2022 by planting a new tree (or several new trees) at your home. We are continuing to see the result of drought conditions in recent years diminishing the City's tree canopy in the City's right-of-ways and on private property. Once again, the City of Hunters Creek Village will sponsor an annual Arbor Day tree planting program to encourage planting new trees within our City as part of the continuing effort to maintain and restore the ambiance and benefits of our forest-like environment.

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

Again, this year, Bill Bownds Nursery has made tree planting easy for all residents. Bill Bownds Nursery will plant a 15-gallon tree of your choice from the selection offered on the list for \$235.00 in your yard and will guarantee the tree(s) for a year. If you prefer to plant your new tree(s) yourself, the cost is only \$145.00. Planting instructions will be provided when your tree(s) is delivered. Planting and delivery, depending on the weather, is planned to begin in the towards the end of March, 2022. There may be limited species available, so please get your order in as soon as possible.

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

Please mail or hand-deliver your completed Arbor Day Tree Order Form to City Hall by **Friday, March 18th, 2022, by 4:00 p.m.**, together with your check. **Checks should be made out to Bill Bownds Nursery.** Sales tax is included.

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

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



Arbor Day 2022 Tree Order Form



Check box(s)

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

Name _____ Cellphone _____

Signature _____

Address _____ 77024

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

E-mail _____

Species	Description	Delivered only @ \$145.00	Delivered & Planted @ \$235.00
Cedar Elm	Large, native to area		
Bur Oak	Deciduous with rough bark		
Drummond Red Maple	Upright, deciduous rounded crown		
Live Oak	Large spreading evergreen		
Loblolly Pine	Tall, fast-growing evergreen		
Shumard Red Oak	Large with fall color		
Nuttall Red Oak	Tall, rounded with fall color		
Bald Cypress	Large, deciduous conifer with an inverted cone shape.		
Overcup Oak	Large, deciduous tree with rounded crown.		
Totals	_____		

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

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

Please return this Order Form and your check to:

Attn: Arbor Day 2022
City of Hunters Creek Village
#1 Hunters Creek Place,
Hunters Creek Village, TX 77024

no later than Friday, March 18th, 2022.

2022 ARBOR DAY KEY DATES

Tuesday 2/22	Council Meeting
Thursday 2/24	Send v-link announcement (with flyer/form attached)
Thursday 3/10	Send v-link reminder (with flyer/form attached)
Monday 3/14	Send v-link final reminder (with flyer/form attached)
Friday 3/18	Deadline for receipt of forms
Tuesday 3/22	Council Meeting



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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2021 Budget to reclassify certain budget line items.

EXHIBITS: MVPD's Amendment No. 2021-01



AMENDMENT NO.2021-01

**To
The Amended Budget of the Memorial Villages Police Department
For Fiscal Year 2021
General Fund**

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

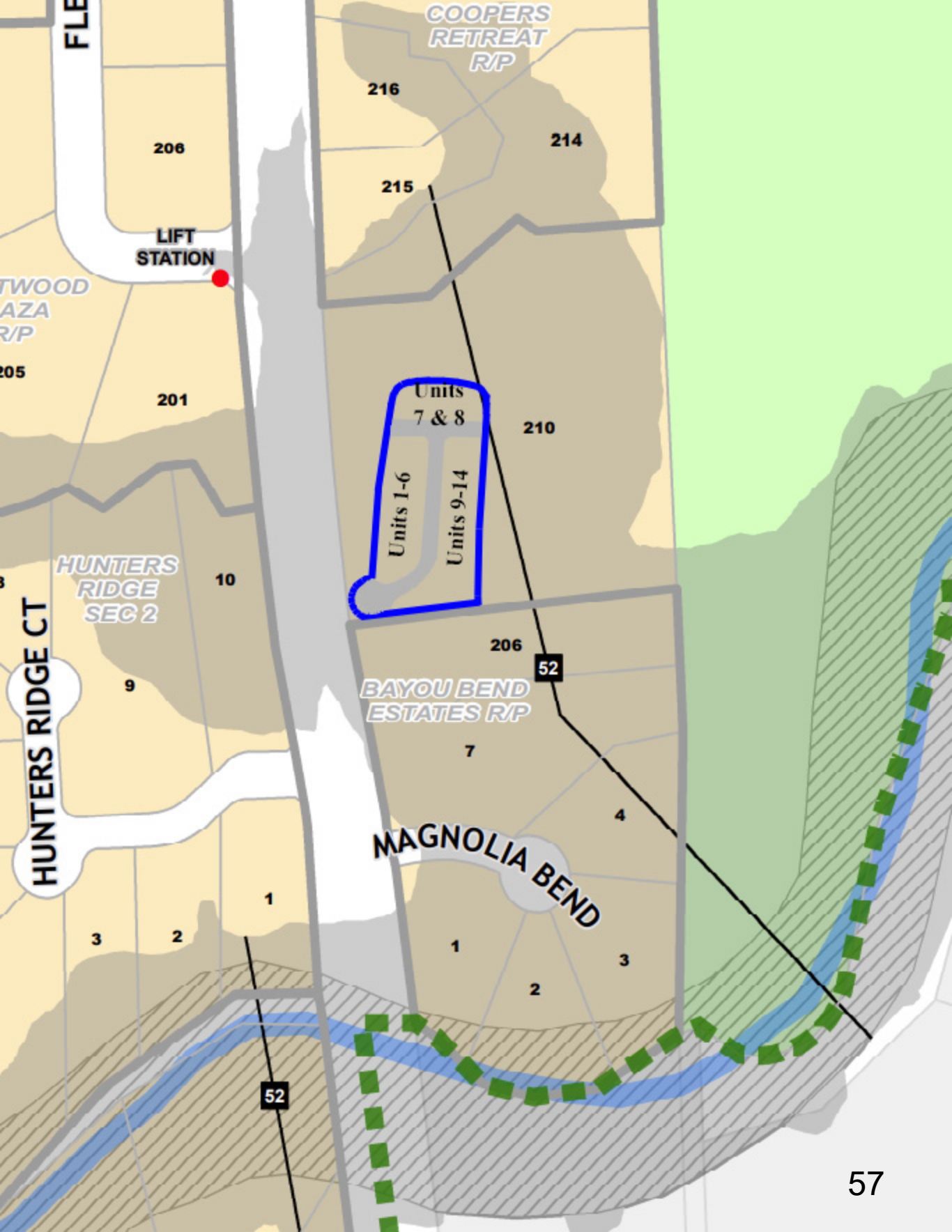
ACCOUNT-INCREASE IN APPROPRIATIONS	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
Overtime	110	\$20,000.00
Gas & Oil	300	\$55,000.00
Auto Maintenance	310	\$12,000.00
General Maintenance	400	\$6,000.00
Stationery/Expendables	520	\$10,000.00
Payroll	540	\$800.00
Telephone	600	\$3,000.00
Natural Gas	630	\$10.00
Software Maintenance Contracts	740	\$1,000.00
Uniforms	810	\$12,000.00
Recruiting costs	860	\$13,000.00
Criminal Investigations	870	\$400.00
	TOTAL	\$133,210.00
<u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
Health Insurance	130	(\$100,000.00)
Auto Insurance	200	(\$10,000.00)
Damage Repair	330	(\$6,000.00)
Equipment maintenance contracts	700	(\$17,210.00)
	TOTAL	(\$133,210.00)
NET EFFECT TO BUDGET IS:		\$0.00



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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to direct Planning and Zoning to review and make a recommendation on a proposal to change the zoning classification for a tract of property located at 210 Voss Road.

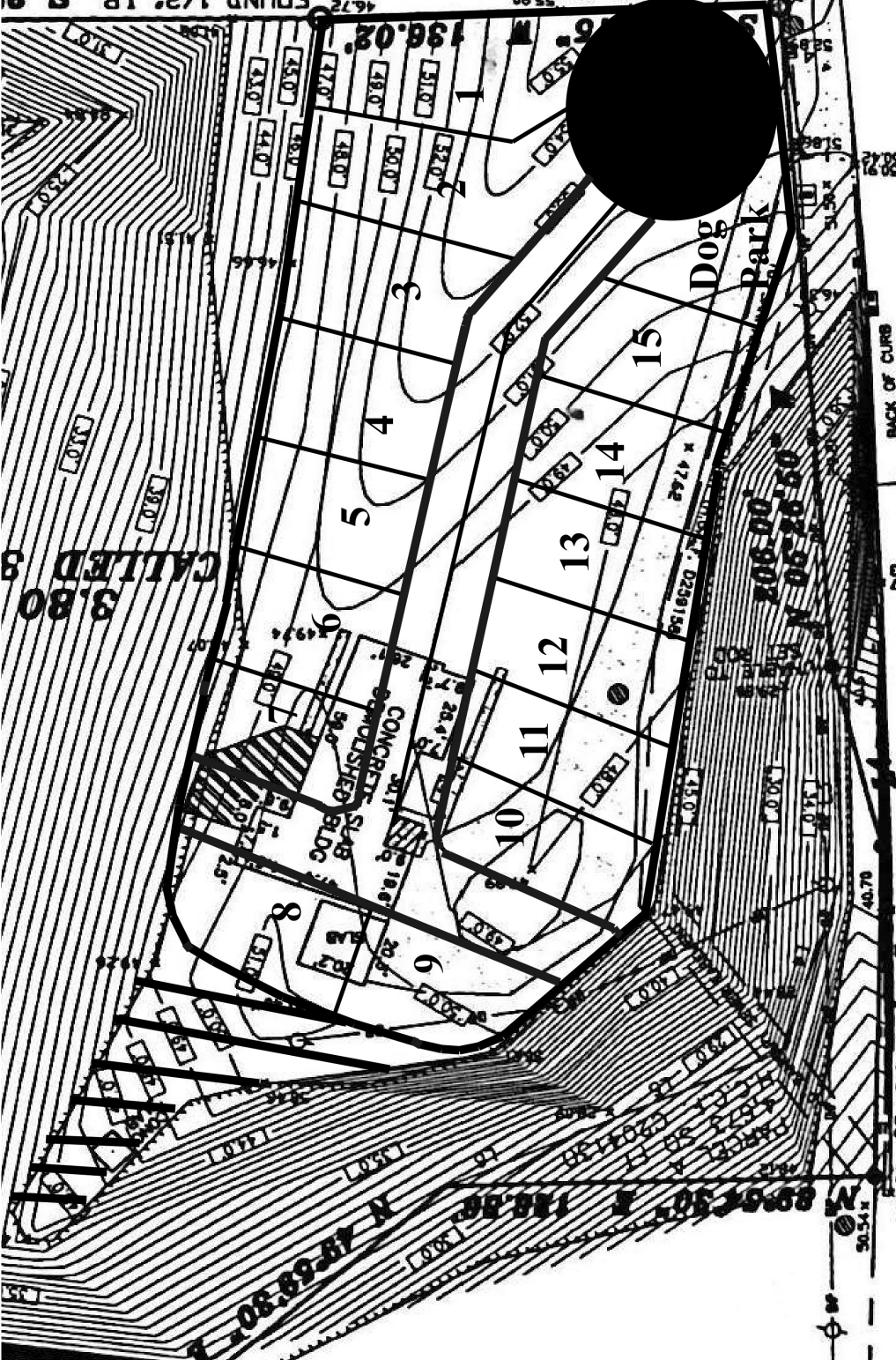
EXHIBITS: Proposals



COOPERS RETREAT & R/P
VOL 233, PG 20 M.R.H.C.

156.20'

N 48-58-30' E
156.88'



Dog Park

3.80' CALLED

FOUND 5/8" IR. 55.80' P.O.B. (C.M.)
FOUND 1/2" IR. S 8' 46.72'



BACK OF CURB

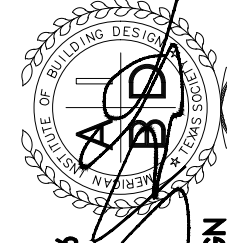
206-00
N 05 26 50

40.76

30.54'



PRESTON WOOD & ASSOCIATES, LLC
 500 Lovett Blvd., Suite 250 Houston, TX 77006
 phone: 713.572.2774
 www.prestonwood.com
 Jack Preston Wood PBD Certification: TX-431
 AMERICAN INSTITUTE OF BUILDING DESIGN



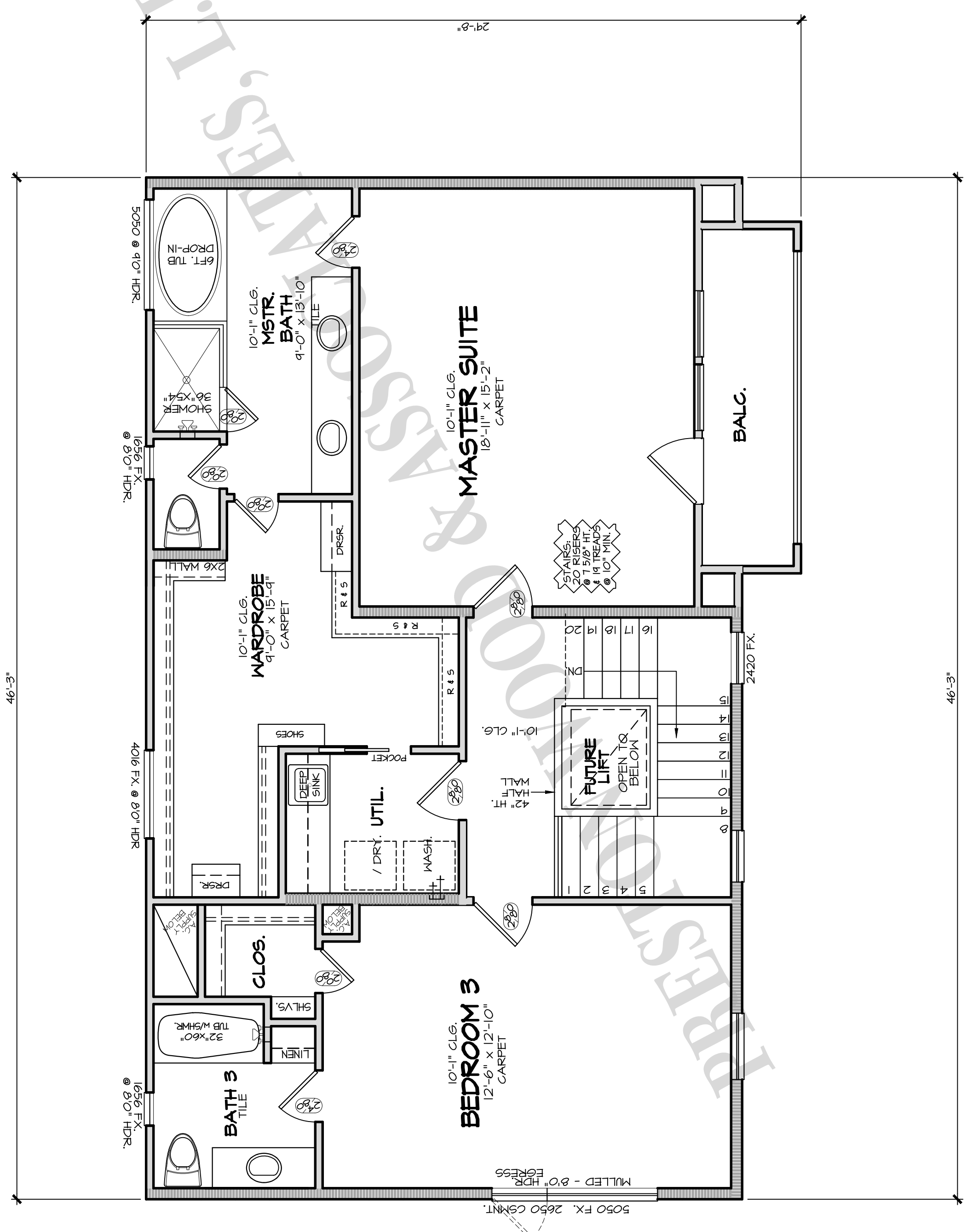
DESIGNER:	DATE:	PRODUCTION 1:	DATE:	PRODUCTION 2:	DATE:	PRODUCTION 3:	DATE:	PRODUCTION 4:	DATE:
SENT TO ENGINEER:	DATE:	CORRECTIONS:	DATE:	CHECKED:	DATE:				

SQUARE FOOTAGES	
FIRST FLOOR:	650
SECOND FLOOR:	1194
THIRD FLOOR:	1110
TOTAL LIVING AREA:	2954 S.F.
GARAGE/ PORCH:	453
PORTE COCHERE:	91
TOTAL SLAB:	1195 S.F.
BALCONIES:	72+72=144
TOTAL COVER:	XX S.F.
TOTAL AREA:	3642 S.F.

DAVID WARD
 DEVONSHIRE PLACE
 1911 LAUDERDALE STREET HOUSTON, TX 77030

JOB #
F1222
 BANK SET
 ISSUE DATE: 13 September 2021

NOT FOR CONSTRUCTION
 PRESTON WOOD & ASSOCIATES, L.L.C.



THIRD FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 9' STUD HT. WITH 2 X 4 @ 16" O.C. TYPICAL UNO. (UNLESS NOTED OTHERWISE.)
 PRIMARY FLOOR COVERING: ? UNO.
 SUGGESTED FLOOR SYSTEM:



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

AGENDA DATE: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to approve Amendment No. 71 to the engineering contract with Cobb Fendley in the amount of \$138,200.00 for Engineering Services associated with the Hunters Grove Lane Project.

EXHIBITS: Amendment-Exhibit No. 71

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

AMENDMENT NO. 71

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 Hunters Grove Lane Reconstruction** project in the amount of **\$138,200.**

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
Hunters Grove Lane Reconstruction

Project Limits and Background

The project begins along Hunters Grove Lane approximately 825 linear feet north of the Memorial Drive intersection and then follows the roadway alignment around ending at the Shartle Circle intersection. This project will replace existing deteriorated 27' wide concrete curb and gutter paving with new 27' wide concrete curb and gutter pavement. The project design will also include evaluating a storm sewer extension mid segment along the roadway.

General

The Scope of Services, as far as practical, describes and identifies those services required to provide topographical survey, utility location, geotechnical investigation, civil design, and construction phase services in support of the project effort. Cobb, Fendley & Associates, Inc. (CobbFendley) shall provide those services necessary to complete the project as described herein.

BASIC SERVICES

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

Topographic Survey

1. Perform a Category 6, Condition II topographical survey of the affected site, consisting of the rights-of-way, in accordance with the requirements of the Texas Society of Professional Surveyors to locate existing utilities, appurtenances and pavement and to determine the existing elevations of the street and utility lines which are accessible by manholes and the existing ground elevations within the site.
2. Perform utility record research of utilities. Tone marks will be placed on the ground for surveyors to tie down to project control. This may include a field meeting with utility representatives. CAD personnel will then place utility lines into the background of the topographic survey. Layer/Level structure will be coordinated with Survey. Any non-tonable utilities will be placed in the drawing based on utility record interpretation.

Roadway and Drainage 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. CobbFendley will provide roadway plan and profile drawings. The drawings will consist of a plan and profile view of existing features and proposed improvements. Design 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. Profile geometry of the roadway
 - f. Storm sewer layout in both horizontal and vertical
 - g. Benchmark and TBM information
 - h. Radius callouts
 - i. Curb locations
 - j. Pavement Details
4. Provide construction plan drawings. The plans will include, at a minimum, the following.
 - Cover Sheet
 - General Notes and Details
 - Overall Project Layout
 - Typical Cross Sections
 - SWPP Plan
 - Traffic Control Plan
 - Plan and Profile Sheets
 - Demolition Plan
5. Provide a geotechnical investigation and analysis for the project to determine trenching conditions for underground construction and for paving and subgrade design recommendations.
6. 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.
7. 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).
8. 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. **(2 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:

1. 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.

2. 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.

3. Inspector Observation
 - iii. Provide onsite representation on an occasional basis. When on site act as city representation, record decisions, actions and activities of the contractor.
 - iv. **(2 hours of inspection time per day is included in this budget, 5 months of construction planned).**
 - v. Perform a substantial completion walkthrough and develop a punch list of final items for project completion.

4. Construction Material Testing
 - vi. 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. Detailed hydraulics or hydrology analysis and design.
2. TDLR coordination, review or permitting.
3. Urban Forestry Services – Tree Preservation Plan.
4. 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. Topographical Survey (Lump Sum) \$13,200
- 2. Civil Design Drawings (Lump Sum) \$58,600

B. BID PHASE

- 3. Bid Phase Services (Lump Sum) \$4,500

C. CONSTRUCTION PHASE

- 4. Construction Administration Services (Lump Sum) \$12,600
- 5. Construction Observation (NTE 2 hrs per day for 5 months)..... \$27,300

ADDITIONAL SERVICES

- 6. Geotechnical investigation and analysis (incl markup) \$8,000
- 7. Construction Materials Testing (incl markup) \$12,000
- 8. Advertising for Bidding..... \$1,500
- 9. Reprography Costs of Plans and Construction Contracts Cost +10%
- 10. Deliveries Cost +10%

Reimbursable Expenses

- 1. Mileage..... \$500

TOTAL, Basic & Additional Services incl. Reimbursables..... \$138,200

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: February 22, 2022
AGENDA SUBJECT: Discussion and possible action to approve Change Order #2 to the contract with DG Medina Construction, LLC - (Close Out) in the amount of (\$1,734.00) for the Timberglen Drive Pavement Repairs Project.

EXHIBITS: Change Order #2

Change Order #2

DATE OF ISSUANCE: February 8, 2022

EFFECTIVE DATE: February 8, 2022

PROJECT: Timberglen Drive Pavement Repairs
OWNER: City of Hunters Creek Village
ADDRESS: 1 Hunters Creek Place
 Houston, TX 77024

CONTRACTOR: DG Medina
ADDRESS: PO Box 421528
 Houston, Tx 77242

DESCRIPTION OF CHANGES

Scope: Final Balancing Change Order
 Justification:
 Amount: \$ (1,734.00)
 Days: Zero

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price	\$	72,907.00
Previous Change Order	\$	2,893.01
This Change Orders	\$	(1,734.00)
Revised Contract Price	\$	74,066.01

CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	30	September 8, 2021
Previous Change Orders	0	
This Change Order	0	
Revised Contract Time	30	September 23, 2021
 Original Contract Time Final Completion	 45	 September 23, 2021
Previous Change Orders	0	
This Change Order	0	
Revised Contract Time	45	September 23, 2021

Submitted by:

By: Domingo Medina		2/16/2022
Print Name	Signature DG Medina	Date

Recommended by:

By: Thomas A. Artz		2/16/2022
Print Name	Signature CobbFendley	Date

Approved:

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

Change Order 2					
Item No.	Item Description	Unit	Revised Unit QTY	Revised Unit Price	Price Difference (Add/Deduct)
ADD NEW ITEMS					
14	Install Root Barrier (24" Depth), Complete in Place Including Root Barrier Material	LS	0	\$ -	\$ (1,734.00)
CO TOTAL					\$ (1,734.00)