

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
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, June 28, 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.

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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. 24-39**
 5. City Engineer Monthly Report **Pg. 40**
 6. City Administrator 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 May 24, 2022. **Pgs. 41-45**
 2. Approval of the Cash Disbursement Journal for May 2022. **Pgs. 46-48**

F. REGULAR AGENDA

1. Discussion and possible action to receive and accept the annual audit report for the City for the fiscal year ending December 31, 2021. Pgs. 49-52
2. Discussion and possible action to approve the Memorial Village Police Departments 2023 budget. Pgs. 53-66
3. Discussion and possible action to approve Change Order #6 to the contract with CityLynx, Inc. for the Traffic Signal Replacement at Beinhorn at Voss to increase the contract amount by \$48,712.50. Pgs. 67-69
4. Discussion and possible action to call a public hearing, to be held on July 26, 2022 on the City's proposed 2023 fiscal year budget. Pg. 70
5. Discussion and possible action to call a public hearing, to be held on September 20, 2022 on the City's proposed 2022 Tax Rate. Pg. 71
6. Discussion and possible action to direct Planning and Zoning to review and make a recommendation on a request from the First Congregational Church to amend the Specific Use Permit to replace the existing primary sign. Pgs. 72-73
7. Discussion and possible action to appoint Scott Frankel to Alternate Position #6 on the Zoning Board of Adjustment. Pg. 74
8. Discussion and possible action to appoint Brady Dodson to Alternate Position #7 on the Zoning Board of Adjustment. Pg. 75
9. Discussion and possible action to appoint an Associate Municipal Judge. Pg. 76

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

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

I. 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.

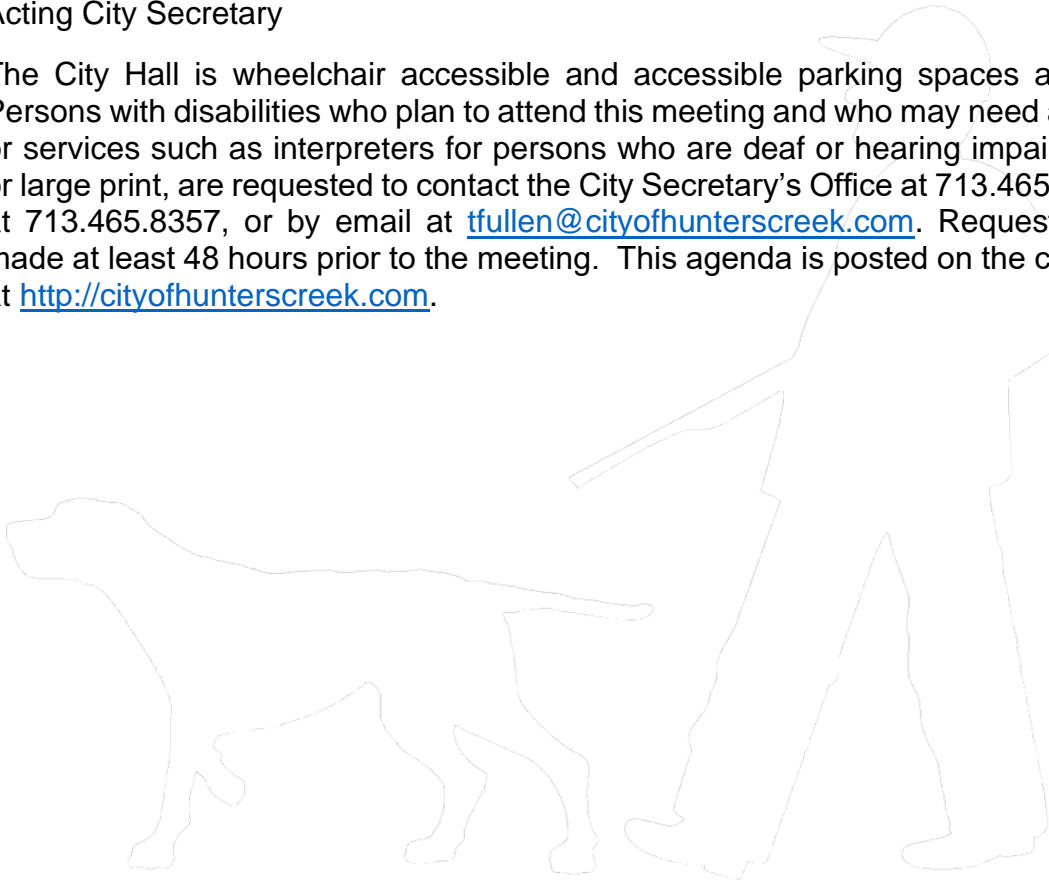
CERTIFICATION

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: June 24, 2022 at 3:00 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>.





		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	39,630.32	5,798,034.08	-194,928.92	3.25 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-281.42	4,531.71	-10,468.29	69.79 %
100-00-41010	FRANCHISE TAXES	370,000.00	370,000.00	68,354.72	139,785.88	-230,214.12	62.22 %
100-00-41015	SALES TAXES	500,000.00	500,000.00	63,069.31	276,687.20	-223,312.80	44.66 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	2,438.28	8,474.93	-11,525.07	57.63 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	2,037.55	18,937.15	3,937.15	126.25 %
100-00-42035	BUILDING PERMITS	225,000.00	225,000.00	44,987.20	216,154.54	-8,845.46	3.93 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	759.49	2,685.74	685.74	134.29 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	482.04	1,823.72	-2,176.28	54.41 %
100-00-43070	METRO RECEIPTS	250,000.00	250,000.00	31,534.66	155,147.41	-94,852.59	37.94 %
100-00-44025	TRAFFIC FINES	75,000.00	75,000.00	14,532.80	74,537.37	-462.63	0.62 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	298.09	1,320.68	-679.32	33.97 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	325.71	1,534.56	34.56	102.30 %
100-00-46030	INTEREST INCOME	5,000.00	5,000.00	760.03	6,632.89	1,632.89	132.66 %
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	3,792.53	-6,207.47	62.07 %
100-00-48065	AMERICAN RESCUE PLAN ACT	600,000.00	600,000.00	0.00	1,192.18	-598,807.82	99.80 %
	Revenue Total:	8,122,463.00	8,122,463.00	268,928.78	6,711,272.57	-1,411,190.43	17.37 %
Expense							
100-01-71000	SALARIES & WAGES	573,525.00	573,525.00	43,963.38	200,534.54	372,990.46	65.03 %
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	8,207.77	37,477.37	64,782.63	63.35 %
100-01-71030	PAYROLL TAXES	44,310.00	44,310.00	3,345.94	15,811.94	28,498.06	64.32 %
100-01-71105	INSURANCE BENEFITS	123,200.00	123,200.00	7,787.80	40,938.72	82,261.28	66.77 %
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	334.08	745.00	14,255.00	95.03 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,083.31	2,800.87	5,699.13	67.05 %
100-01-72060	TELEPHONE	17,325.00	17,325.00	1,406.42	5,873.58	11,451.42	66.10 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	25.00	879.55	9,120.45	91.20 %
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	2,450.00	7,750.00	75.98 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	246.21	1,553.79	86.32 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	4,200.00	4,200.00	394.55	2,266.55	1,933.45	46.03 %
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	1,696.44	3,303.56	66.07 %
100-01-76010	COMPUTER SOFTWARE SERVICES	14,700.00	14,700.00	318.35	11,706.52	2,993.48	20.36 %
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	-55.97	1,437.25	21,562.75	93.75 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	1,751.56	5,479.13	14,520.87	72.60 %
100-02-72085	TAX COLLECTOR/ASSESSOR	62,000.00	62,000.00	0.00	19,266.00	42,734.00	68.93 %
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	2,085.00	11,200.00	63,800.00	85.07 %
100-02-72502	CITY ENGINEER	75,000.00	75,000.00	0.00	15,192.50	59,807.50	79.74 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %

Budget Report

For Fiscal: 2022 Period Ending: 05/31/2022

		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	138,199.34	760,096.36	898,295.64	54.17 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,099,750.00	2,099,750.00	174,562.65	1,069,963.15	1,029,786.85	49.04 %
100-04-72015	GARBAGE SERVICE	550,000.00	550,000.00	42,769.42	171,077.68	378,922.32	68.89 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	3,805.56	11,417.63	48,582.37	80.97 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	162.39	1,837.61	91.88 %
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	1,166.00	11,959.00	91.12 %
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	157.77	1,323.33	2,276.67	63.24 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	4,280.00	24,693.95	35,306.05	58.84 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	2,107.00	4,150.16	10,849.84	72.33 %
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	9,984.00	65,016.00	86.69 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	1,400.00	11,637.50	23,362.50	66.75 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	1,750.45	3,066.01	26,933.99	89.78 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	219.00	378.70	14,621.30	97.48 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	989.00	2,011.00	67.03 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	2,100.53	20,333.76	79,666.24	79.67 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	427.97	4,587.81	25,412.19	84.71 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	835.65	2,506.95	7,468.05	74.87 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	1,155.00	3,431.00	11,569.00	77.13 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	396.37	2,493.98	506.02	16.87 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	1,759.50	12,273.00	27,727.00	69.32 %
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	258.00	242.00	48.40 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	52.78	228.78	2,271.22	90.85 %
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	866.95	933.05	51.84 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	200.00	300.00	60.00 %
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	13,943.81	26,056.19	65.14 %
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	447,101.18	2,507,332.07	4,219,967.93	62.73 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	-178,172.40	4,203,940.50	2,808,777.50	-201.32 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)							
Expense							
200-01-75038	STREET AND MAINTANANCE - RECUR...	250,000.00	250,000.00	0.00	54,531.61	195,468.39	78.19 %
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	1,596.97	162,802.28	567,197.72	77.70 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	0.00	0.00	2,616.50	20,932.00	-20,932.00	0.00 %
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	17,531.25	32,468.75	64.94 %
200-01-75064	STREET REPLACEMENT-BEINHORN W...	1,822,500.00	1,822,500.00	31,973.99	38,603.99	1,783,896.01	97.88 %
200-01-75066	ESPLANADE BEAUTIFICATION	70,000.00	70,000.00	18,280.00	39,619.00	30,381.00	43.40 %
	Expense Total:	3,455,000.00	3,455,000.00	54,467.46	334,020.13	3,120,979.87	90.33 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	54,467.46	334,020.13	3,120,979.87	90.33 %
	Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-232,639.86	3,869,920.37	5,929,757.37	287.88 %

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	268,928.78	6,711,272.57	-1,411,190.43	17.37 %
Expense	6,727,300.00	6,727,300.00	447,101.18	2,507,332.07	4,219,967.93	62.73 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,395,163.00	1,395,163.00	-178,172.40	4,203,940.50	2,808,777.50	-201.32 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	3,455,000.00	3,455,000.00	54,467.46	334,020.13	3,120,979.87	90.33 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	3,455,000.00	3,455,000.00	54,467.46	334,020.13	3,120,979.87	90.33 %
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-232,639.86	3,869,920.37	5,929,757.37	287.88 %

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	-178,172.40	4,203,940.50	2,808,777.50
200 - CAPITAL IMPROVEMENTS (02)	-3,455,000.00	-3,455,000.00	-54,467.46	-334,020.13	3,120,979.87
Report Surplus (Deficit):	-2,059,837.00	-2,059,837.00	-232,639.86	3,869,920.37	5,929,757.37

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

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

A. Current Taxable Value \$ 3,040,418,232

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	173,303.16	588.38	173,891.54
Adjusted Levy	5,900,904.51	144,614.86	6,045,519.37
Less Collections Y-T-D	5,798,030.16	4,531.71	5,802,561.87
Receivable Balance	<u>\$ 102,874.35</u>	<u>\$ 140,083.15</u>	<u>\$ 242,957.50</u>

C. COLLECTION RECAP:

Current Month:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax	\$ 23,328.07	\$ (281.42)	\$ 23,046.65
Penalty & Interest	245.55	-	245.55
Attorney Fees	-	-	-
Other Fees	-	-	-
Total Collections	<u>\$ 23,573.62</u>	<u>\$ (281.42)</u>	<u>\$ 23,292.20</u>

Year-To-Date:	Current 2021 Tax Year	Delinquent 2020 & Prior Tax Years	Total
Base Tax:	\$ 5,798,030.16	\$ 4,531.71	\$ 5,802,561.87
Penalty & Interest	17,612.77	665.40	18,278.17
Attorney Fees	-	960.69	960.69
Other Fees	1,880.09	286.69	2,166.78
Total Collections	<u>\$ 5,817,523.02</u>	<u>\$ 6,444.49</u>	<u>\$ 5,823,967.51</u>

Percent of Adjusted Levy	<u>98.59%</u>	<u>98.70%</u>
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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	18	12	\$12,675	\$8,623
Feb.	264	116C/148W	\$14,774	\$9,785	\$4,989	24	4C/18W	\$3,424	\$2,226	\$1,198	158	81	77	\$14,241	\$10,007
March	38	18C/20W	\$11,245	\$7,858	\$3,387	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	78	\$20,420	\$14,663
April	4	4C/0W	\$6,487	\$4,903	\$1,583	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	60	\$18,034	\$12,285
May	40	21C/19W	\$10,157	\$7,871	\$2,286	99	42C/57W	\$8,686	\$6,410	\$2,276	175	92	83	\$15,498	\$9,778
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	640	330	310	\$80,869	\$48,819
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	53.3	28	26	\$6,739.09	\$4,068.27
															\$2,662.49

*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

June 13, 2022

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: May Monthly Report

During the month of May MVPD responded/handled a total of 5737 calls/incidents. 4292 House Watch checks were conducted. 622 traffic stops were initiated with 624 citations being issued for 1,147 violations. (Note: 13 Assists in Hedwig, 82 in Houston, 1 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1762/7051	1333/5488	0	150/309/459	4@2:42
Piney Point:	1617/6921	1223/5276	9	97/281/378	2@2:52
Hunters Creek:	2217/9376	1736/7237	6	89/221/310	11@3:47
				Cites/Warn/Total	17@3:22

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	189	Ord. Violations:	17	Speeding:	140
Animal Calls:	14	Information:	32	Exp. Registration:	196
ALPR Hits:	84	Suspicious Situations	98	No Ins:	132
Assist Fire:	36	Loud Party	13	License	142
Assist EMS:	35	Welfare Checks:	13	Stop Sign	36
				Fake Plate	72

This month the department generated a total of 75 police reports. BH-16, PP-29, HC-24, HOU-6, HED-0, SV-0

Crimes Against of Persons (0)

Crimes Against Property (15)

Burglary of a Motor Vehicle	0	Forgery	1
Burglary of a Habitation	1	Fraud/ID	6
Theft	7		

Petty/Quality of Life Crimes/Events (60)

ALPR Hits (valid)	11	Possession of CS	1
Misc. Reports	24	Warrants	9
DWI	4	Weapons Charges	1
Information Reports	9	Criminal Mischief	1

Arrest Summary: Individuals Arrested (18)

Warrants	9	Felony	2
Class 3 Arrests	3	DWI	4

Budget YTD:	Expense	Budget	%
• Personnel Expense:	1,969,050	5,222,098	37.7%
• Operating Expense:	509,589	959,152	53.1%
• Total M&O Expenditures:	2,478,639	6,181,250	40.1%
• Capital Expenses:	160,063	178,000	89.9%
• Net Expenses:	2,638,702	6,359,250	41%

Follow-up on Previous Month Items/Requests from Commission

- 2023 Budget was presented to all 3 villages for consideration. As a result of discussions with councils, the Animal Control Officer position was removed from the proposed budget to be reconsidered in a future budget.

Personnel Changes/Issues/Updates

- A dispatcher resigned without notice for personal reasons. Personnel schedules for the month of June have been adjusted to provide adequate coverage while a replacement is sought.
- Staff interviewed 2 candidates for police officer positions. One officer was presented a conditional job offer pending a successful psychological and physical examination. The other candidate was offered the opportunity to retake the physical agility test in 6 weeks. Pending that test result, a conditional offer of employment may be made.

Major/Significant Events

- This month MVPD staff assisted in 4 parades in the villages. The Memorial High School Senior Car Parade, the Bunker Hill “Strut Down Strey” walking parade, the Hunters Creek “Rocking Around the Block” parade and the Memorial Drive “Trail Ride” car parade.
- On May 13, 2022, a special needs child went missing from his home when he left the area on his bicycle. A V-Linc notification was sent out and approximately 45 minutes later, a resident observed the subject riding his bike near Kirkwood and Memorial. Officers responded to the area and located the child who was reunited with his family.
- On May 21, 2022, a burglary of a Habitation was reported on Greyton Lane. Detectives through the use of area surveillance videos and the neighborhood ALPR system were able to identify a suspect vehicle. The license plate was entered into the village wide system and within hours was captured. Officers stopped the vehicle at which time the subject driving the car identified the suspect for officers. An arrest warrant was issued on the suspect.

Status Update on any Major Projects

- Patrol initiated summer “Powershift” staffing utilizing a dayshift officer to begin working Monday thru Friday. The officer is patrolling several hours per day on the electric bicycle and will be attending motorcycle certification training. Officer Silliman is being very well received while out in the community.
- During the month officers have initiated a tactical operations plan targeting illegal temporary paper license plate tags. Officers have identified and confiscated dozens of fake license plates.
- Bunker Hill Public Works staff poured the foundation for the Memorial Statue and set the bricks in place. The statue is expected to be delivered sometime within the next 4 weeks.
- Personnel celebrated Police Week during the week of May 15 – 21, 2022. The MVPF hosted shift lunches for employees.

V-LINC new registrations in May: +22

BH – 1471(+9)

PP – 1059 (+7)

HC – 1499 (+3)

Out of Area – 506 (+3)

May VFD Assists

Calls received directly by MVPD via 911/3700

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

Total – 8	3:11
-----------	------

Fire – 1	4:12
----------	------

EMS – 7	3:01
---------	------

By Village

BH Fire – 0	0
-------------	---

BH EMS – 3	1:34
------------	------

PP Fire – 0	0
-------------	---

PP EMS – 1	2:27
------------	------

HC Fire -1	4:12
------------	------

HC EMS -3	3:54
-----------	------

Combined VFD Events (Priority + Radio)

Total – 39	3:09
------------	------

Fire – 23	3:09
-----------	------

EMS – 16	3:10
----------	------

Radio Call Events

Total – 31	3:10
------------	------

Fire- 22	3:06
----------	------

EMS- 9	3:17
--------	------

Radio Call Events by Village

BH – 11	2:40
---------	------

PP – 13	3:23
---------	------

HC – 7	3:34
--------	------

2022 Burglary Map

Address	Alarm	POE
233 Merrie Way	No	Walk-in UNL Door
706 Country Lane	No	Garage UNL Door
11903 Broken Bough No		Door Kick
24 Greyton Ln	No	Side Door Wind

2022 Robberies

Address	MO
201 Kensington	Driveway Robbery



Daytime Burglary



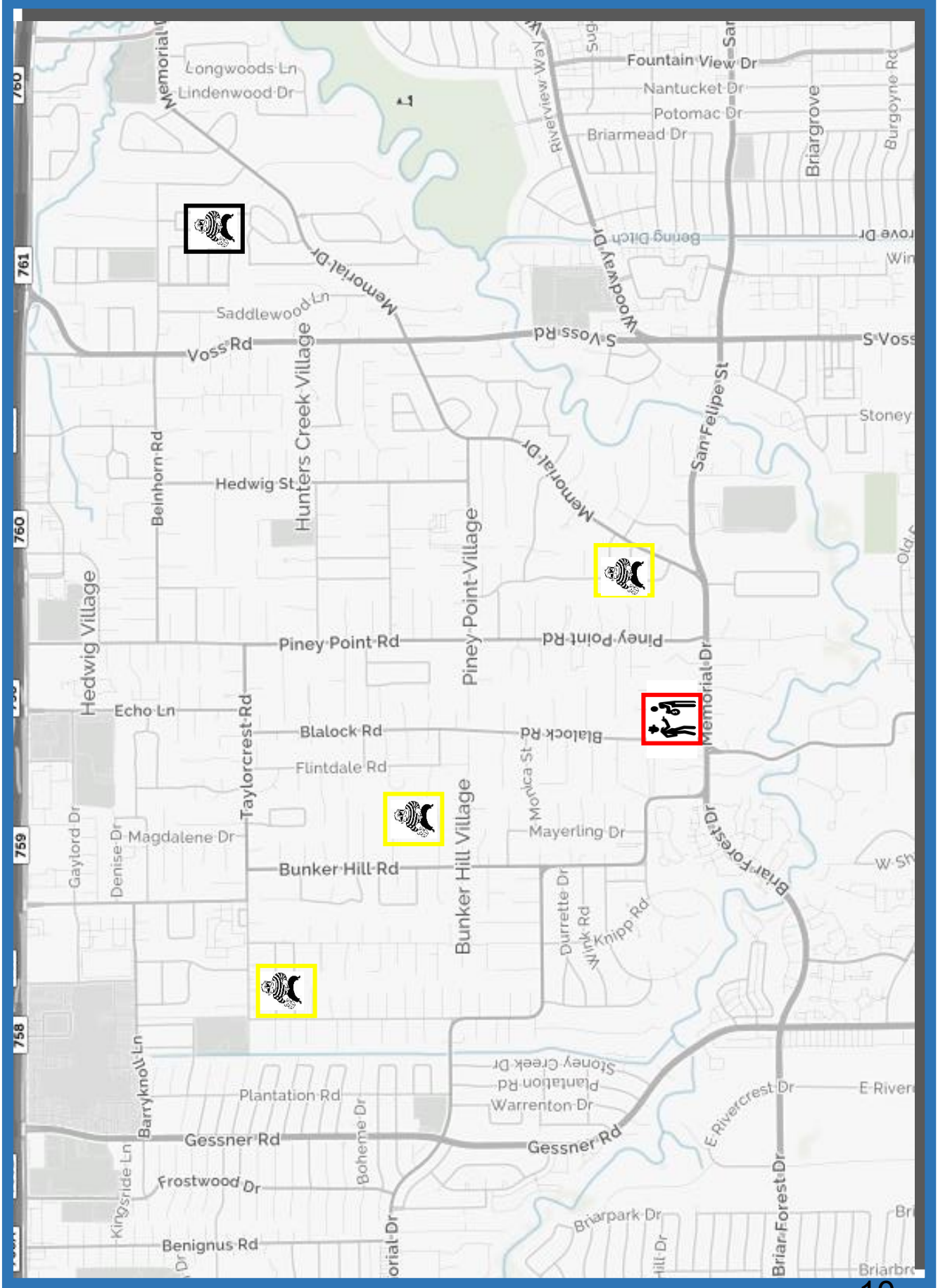
Nighttime Burglary



Robbery

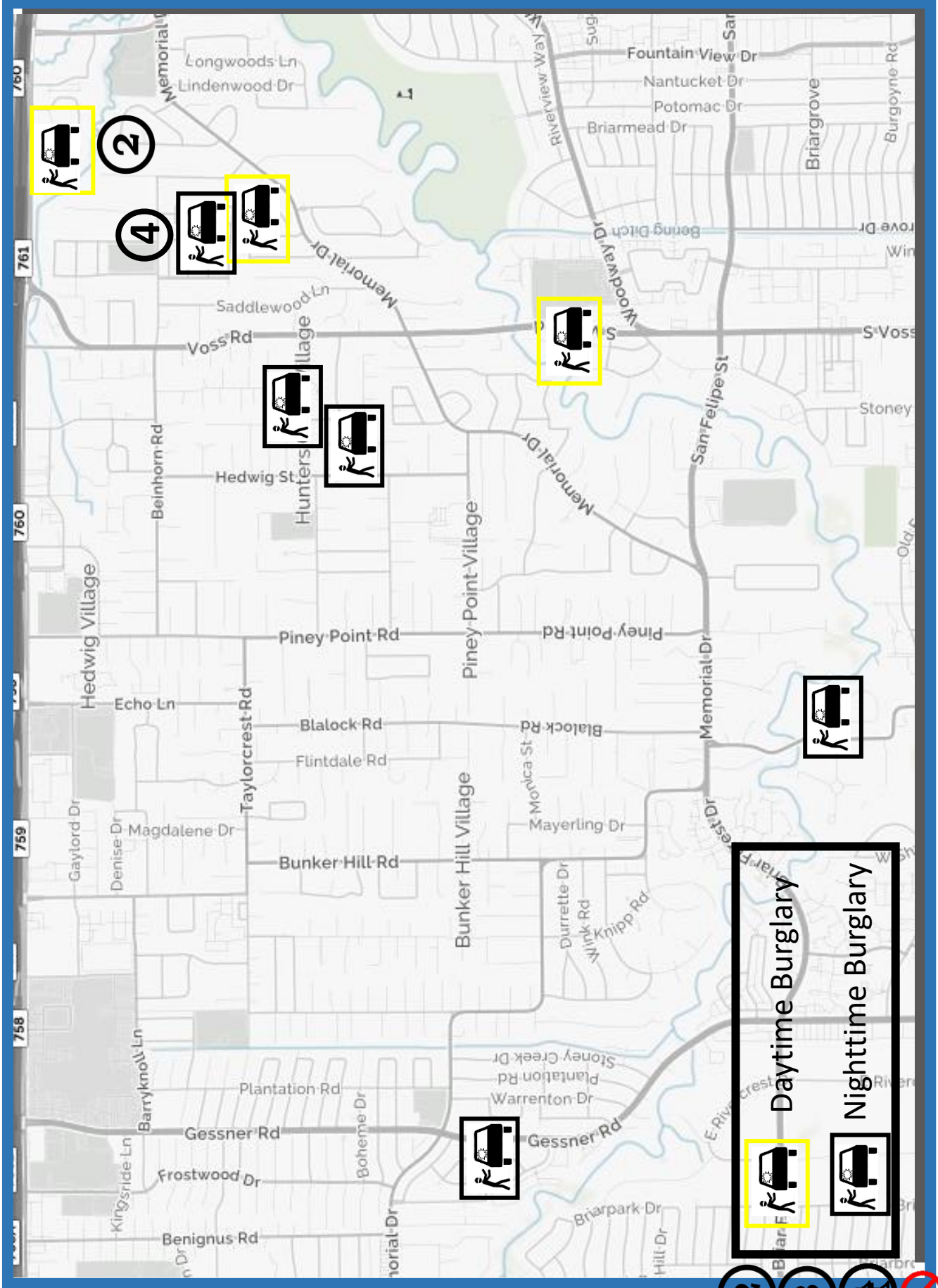


5/31/22



2022 Auto Burglary Map

Address	POE
243 Gessner 22-0042	UNL Vehicle
614 Hunters Grove 22-0046	UNL Vehicle
215 Voss	UNL Vehicle
634 Saddlewood	UNL Vehicle
626 Saddlewood	UNL Vehicle
10710 Bridlewood	UNL Vehicle
718 Camelot	UNL Vehicle
708 Country	UNL Vehicle
1 Windemere	UNL Vehicle
410 Pine Needle	UNL Vehicle
8427 Hunters Creek Drive	UNL Vehicle
8447 Hunters Creek Drive	UNL Vehicle



② ③ ④ ⑤

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	14	3781	2849	1191	950	1312	1043	1214	854
February	0	12	62	74	23	3588	2510	984	748	1011	714	1476	1048
March	0	16	67	83	21	6164	4904	1883	1549	1588	1241	2562	2104
April	3	16	64	83	18	4641	3459	1231	908	1393	1055	1907	1495
May	0	15	60	75	18	5737	4292	1762	1333	1617	1223	2217	1736
June													
July													
August													
September													
October													
November													
December													
Total	5	79	307	391	94	23911	18014	7051	5488	6921	5276	9376	7237

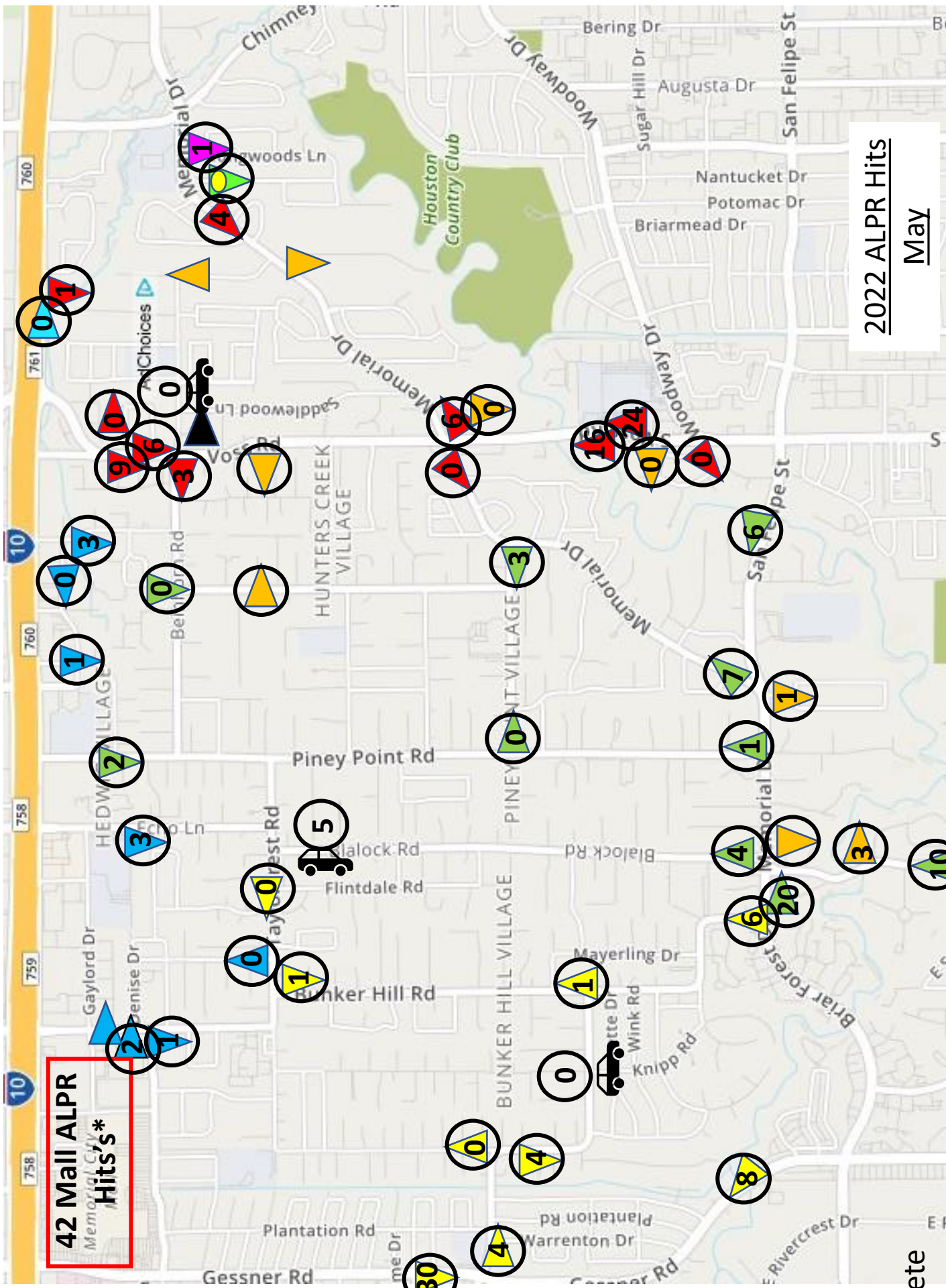
2021 Totals	21	251	712	984	153	96885	83432	34182	30460	25843	22003	35623	30831
Difference													
% Change													

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	0:25:57	0:41:47	3:39:42	2:14:53									
BIEHUNKO, JOHN	18:43:22	2:22:28	16:34:24	16:11:16	0:05:01								1	14
BOGGUS, LARRY	* 15:04:47	5:53:12	4:40:34	3:14:42	4:18:58									
BURLESON, Jason	12:07:07	8:50:51	10:28:24	15:39:39	20:46:39								5	10
CANALES, RALPH EDWARD	15:47:48	12:59:21	20:33:16	7:12:09	18:07:20								8	18
CERNY, BLAIR C.	* 10:28:34	4:46:23	5:09:00	13:16:49	3:28:16									
ECKERFIELD, Dillion	14:43:31	50:20:55	41:45:59	20:58:59	46:51:13								5	44
HARWOOD, NICHOLAS	8:52:50	12:08:28	17:02:07	32:38:36	14:55:59								3	35
JARVIS, RICHARD	15:27:18	13:08:35	11:48:58	17:43:16	17:42:14								4	28
JONES, ERIC	* 0:00:00	0:00:00	0:00:00	2:26:49	0:58:54									
KELSO JR, RONALD K	18:23:38	18:34:45	18:24:13	16:24:02	21:26:07								7	19
KUKOWSKI, Andy	8:41:08	29:17:18	19:38:51	10:43:16	14:27:45								3	54
LOWRIE, Andy	22:19:30	25:03:32	25:44:26	30:50:09	37:16:39								4	71
MCELVANY, ROBERT	15:57:19	16:56:24	11:49:41	15:02:12	15:14:52								1	23
MILLER, OSCAR	* 2:11:11	0:26:31	2:26:05	9:03:28	4:23:24									
NASH, CHRISTOPHER	5:48:17	8:01:05	12:25:46	18:40:35	14:35:51								4	10
Ortega, Yesenia	13:37:44	13:06:03	27:04:16	21:00:00	22:35:33								2	19
OWENS, LANE	* 1:19:54	0:00:00	0:01:20	0:00:00	1:17:38									
PAVLOCK, JAMES ADAM	7:53:53	12:46:08	21:56:20	18:00:52	19:42:42								3	50
RODRIGUEZ, CHRISTOPHER	* 3:33:25	1:10:27	2:30:35	3:18:59	9:12:09								1	
SCHANMEIR, CHRISTIAN	13:46:24	13:54:19	22:55:54	19:04:49	24:31:16								2	27
SCHULTZ, RAYMOND	* 0:08:10	0:19:11	0:00:00	3:09:04	0:58:56									
SILLIMAN, ERIC	18:28:11	21:46:57	18:28:05	20:43:02	30:52:29								3	110
SPRINKLE, MICHAEL	2:24:25	3:42:07	7:30:26	10:26:51	8:13:27									3
TAYLOR, CRAIG	14:23:05	8:57:33	15:22:47	8:22:56	15:25:16								3	21
TORRES, PATRICK	17:51:27	15:18:21	12:19:55	18:43:20	15:41:19								2	8
VALDEZ, JUAN	12:53:25	15:40:46	23:53:53	17:10:21	27:45:20								7	12
VASQUEZ, MONICA	17:21:21	13:46:27	13:46:55	29:48:40	27:25:02								3	11
WHITE, TERRY	19:20:30	25:56:34	40:33:51	25:47:31	15:35:11								2	14
WILLIFORD, Adam	2:52:41	16:38:20	42:14:42	22:19:22	24:49:13								2	23
* = Admin												Total	75	624

Dispatch Committed Time	Totals
911 Phone Calls	1653
3700 Phone Calls	12064
DP General Phone Calls*	

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




42 Mall ALPR Hits*


2022 ALPR Hits
May

Hedwig  **10**

Bunker Hill 


Piney Point 


Hunters Creek 


Frequent Mobile Locations 

185 Total Hits

14 *Data Incomplete

Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 


HOA Systems 

5/31/22

Hedwig 


Bunker Hill 

Piney Point 


Hunters Creek 


Frequent Mobile Locations 

 Recovered Vehicles

 Recovered Plates - 1

 Investigative Leads

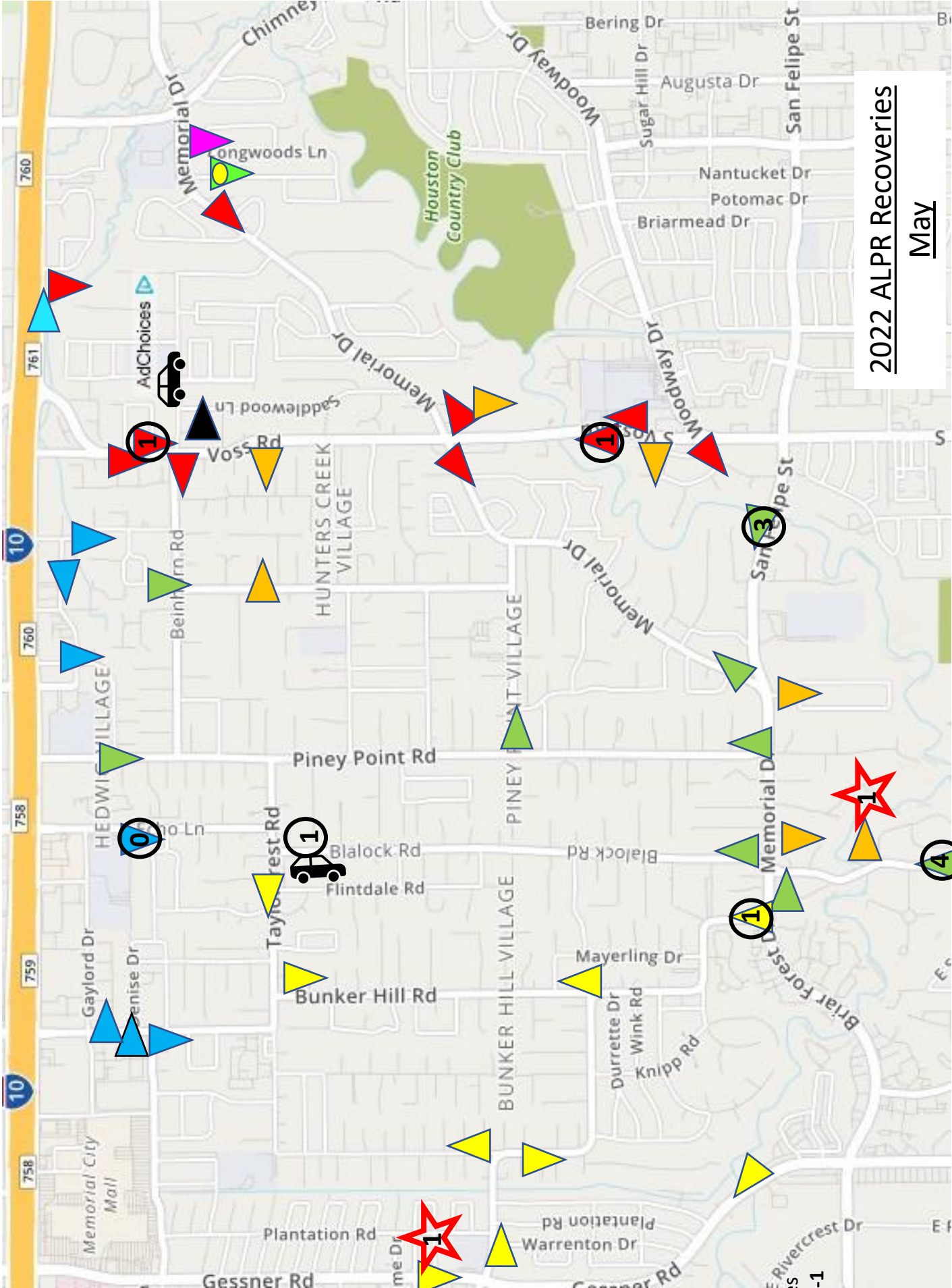
Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 

HOA Systems 



2022 ALPR Recoveries
May

5/31/22

ALPR Recoveries

Num	Plate	Vehicle	Loc	Val	Links	Date
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	ChevImpali	22	\$ 21,000.00		20-Jan
6	27517B1	BlkLexus	21	\$ 34,000.00	FelWarrant	30-Jan
7	JMH0296	Ford Must	17	\$ 23,500.00		1-Feb
8	AL32592	U-HAUL	Station	\$ 70,000.00	Poss Meth	24-Feb
9	NPS2672	Ford F150	20	\$ 45,000.00	Carjacking	25-Feb
10	KPH5017	LexG43	17	\$ 18,500.00	Warr	3-Mar
11	NVT0203	Chev Mal	103	\$ 16,000.00	Warr	8-Mar
12	C337283	Chev1500	Coins	\$ 21,000.00	Fugitive	13-Mar
13	NKM9110	Toy SUV	19	\$ 30,000.00	Fugitive	19-Mar
14	LTR0879	Honda ACC	21	\$ 18,000.00		20-Mar
15	94AQZQ	ToyCam	2	\$ -	Hotlist Mail Th	25-Mar
16	MKP5490	Toy Rav4	7	\$ 26,000.00	Fugitive	22-Mar
17	PRF3098	Niss Con	19	\$ 18,750.00	Armed Rob	31-Mar
18	GFB5552	Toy Cor	19	\$ 16,000.00	car Jacking	1-Apr
19	AG89893	Uhaul	1	\$ 41,000.00		23-Apr
20	HTV3407	Ford Esc	1	\$ 20,000.00	Missing Peson	26-Apr
21	MCD4078	HynEln	4	\$ 23,500.00		2-May
22	LBL4381	Ram1500	8	\$ 41,000.00		4-May
23	RRB3406	NissXTR	23	\$ 27,000.00		5-May
24	PMJ5213	NissSen	21	\$ 18,500.00		5-May
25	RPZ7921	Ford Foc	RB 23	\$ 12,000.00		6-May
26	48055C8	HumH3	19	\$ 46,000.00	Fugitive	6-May
27	MZZ3102	ChevSub	23	\$ 27,000.00		8-May
28	0252W43	F150	27	\$ 30,000.00		26-May
29	RFK9077	NissMur	8	\$ 23,000.00		26-May
30	RGR4290	Kia	8	\$ 22,500.00	Poss of Narcoti	27-May
31	PBJ4056	Niss	8	\$ 25,500.00	Stolen Firearm	27-May
32	AH01898	UHaul	7	\$ 42,500.00	Stolen misc ite	1-Jun
33						
34						
35						
36						
37						
38						
39						
40						

Plate Recoveries

Plate Recove	Date	Links
IS11QH	1/4/2022	
63B374	1/4/2022	
39496Y1	2/18/2022	same plate on 2 cars
39496Y1	2/18/2022	same plate on 2 cars
NBB1660	3/3/2022	
LJS3735	3/7/2022	
KTB3323	3/10/2022	Recovered 100+ CC's
BGFB425	3/15/2022	Hertz
72HCF9	3/25/2022	
MKP5490	3/22/2022	On Stolen Veh
72HCF9	3/26/2022	
43423 E7	7-Apr	
30054V3	5/9/2022	
34917B9	5/12/2022	
LCL5909	5/12/2022	Stolen Plate
0006H59	6/1/2022	Fake Tag
006H59	6/4/2022	Stolen Plate
0252W43	6/4/2022	Stolen Plate
0006H59	6/4/2022	Stolen Plate

17 of 31`involved in other crimes =

Firearm in vehicle
Temp Tag

Located but Fled

Date	Plate	Camera
13-Mar	PGP4565	7
26-Mar	KZR0019	19

2022 Value	\$ 821,750.00		17
54 2021 Value	\$ 1,683,601.00		75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 4,090,851.00		175

INVESTIGATIVE LEADS

3/11/2022	JXN1575	20	Mail and Vehicle Thefts	HPD	Case TOT HPD
3/24/2022	94A02Q FL	19	Mail Thiefs	Lead	TO-Be issued
4/4/2022	Green Honda	23	Robbery	Lead TB	To-Be issued
4/8/2022	Chev Impala6	6	Burglary	lead	Arrest
4/19/2022	Cad Esc	#174	UUMV	Lead	tot HPD
4/21/2022	Toy Cor	15	BMV	Lead	To-Be issued
5/21/2022	LJN6783	Wind	Mail Thieves	Arrest	Arrest
5/23/2022	RKH5452	1	BOH	Lead	To-Be Issued

Total Value

2022 ALPR Data Report

Plate Reads Summary

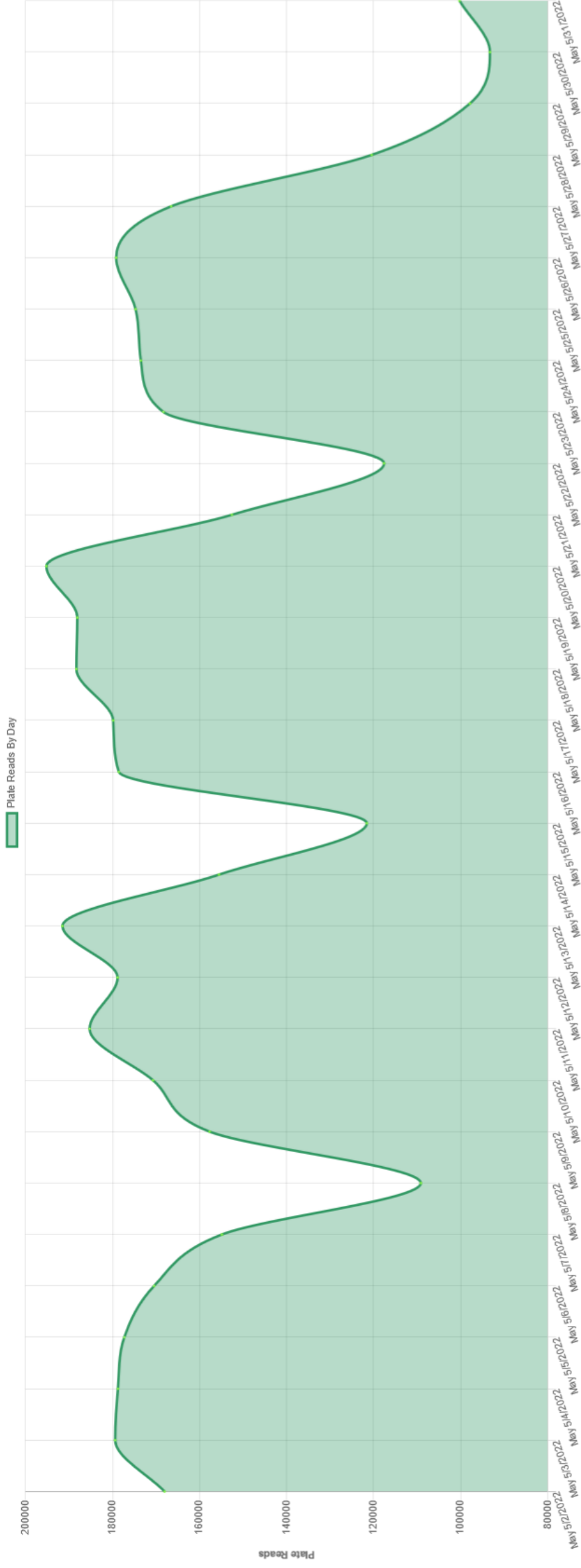
Total Plate Reads:
4,772,622

Export 

May 2 - May 31

Search

Cameras (32) ▾



Unique Plate Reads Summary

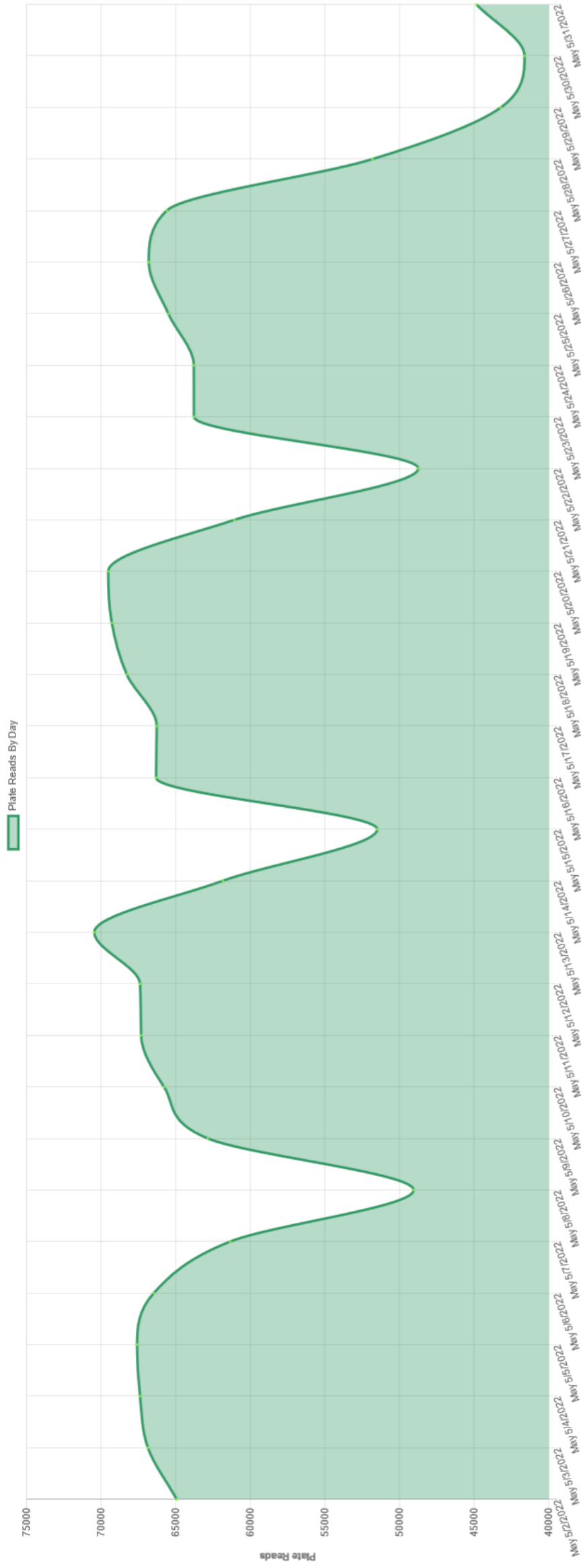
Total Unique Plate Reads:
1,847,512

Export 

May 2 - May 31

Cameras (32) ▾

Search



Hits Report

Total Hits:
353

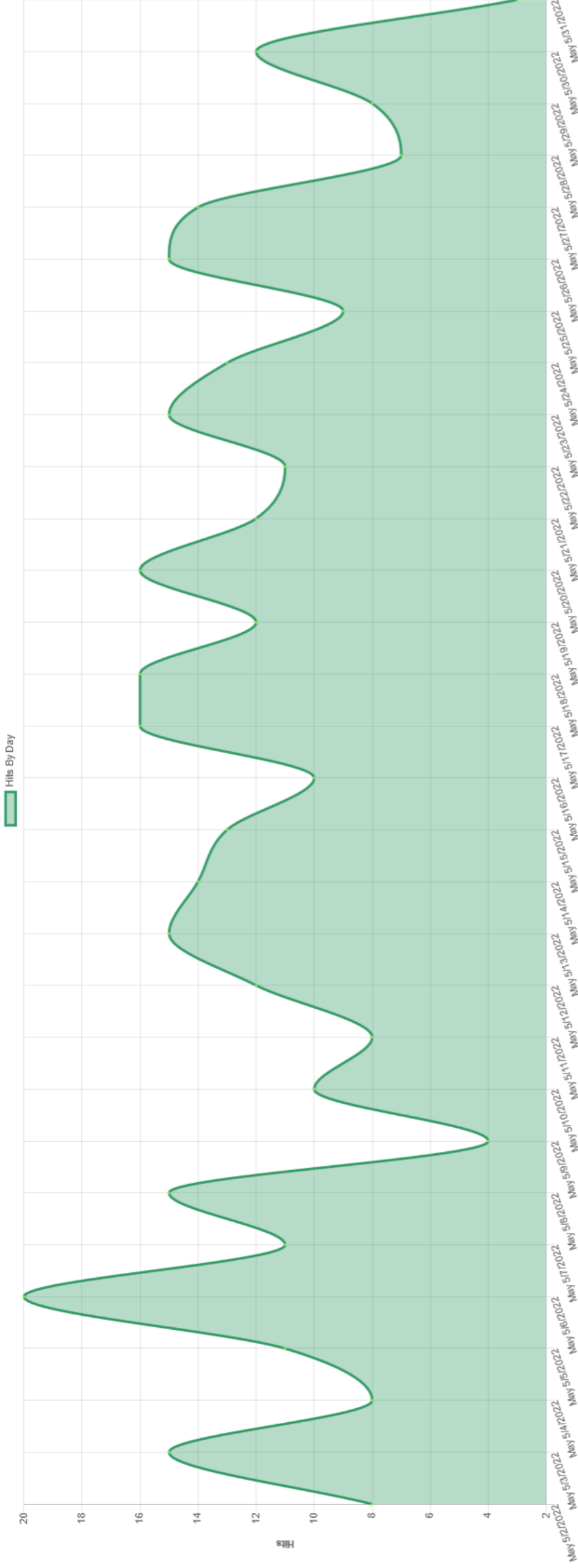
Export 

May 2 - May 31

Topics (14) ▾

Cameras (32) ▾

Search



Top 6 Categories

Hits Report

Total Hits:
185

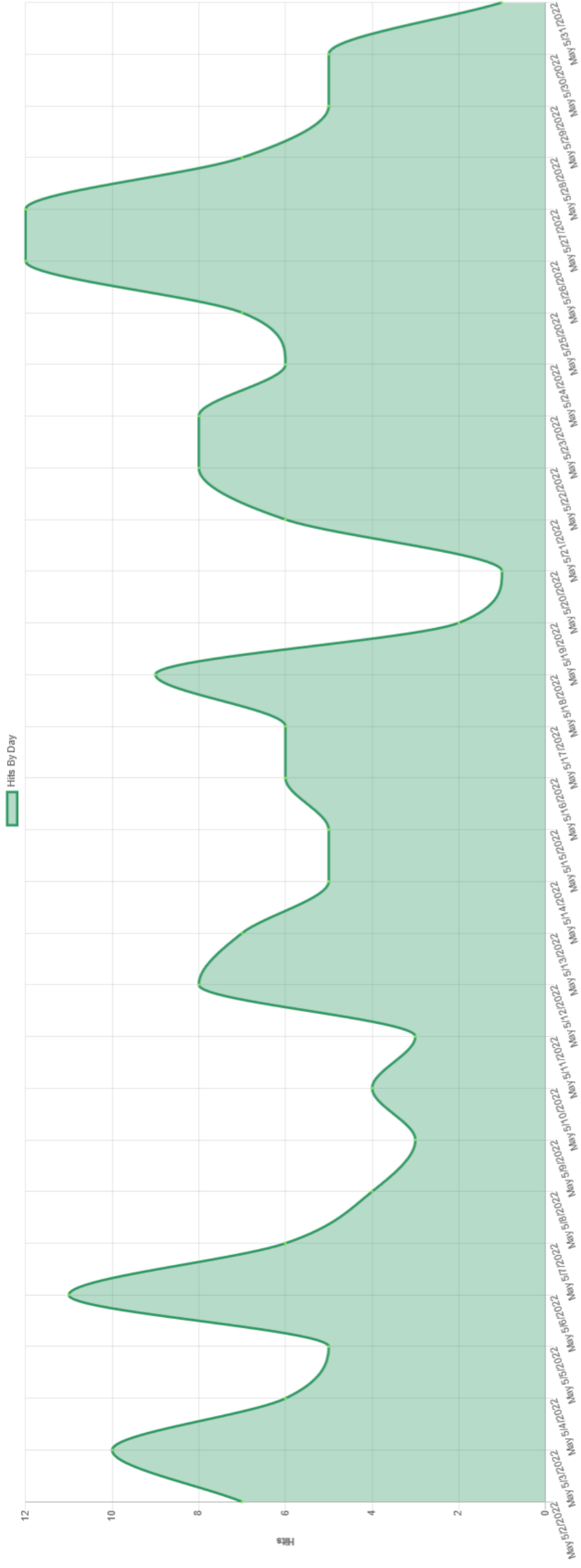
Export 

May 2 - May 31

Topics (6) ▾

Cameras (32) ▾

Search



Sex Offenders Only Hits

Hits Report

Total Hits:
43

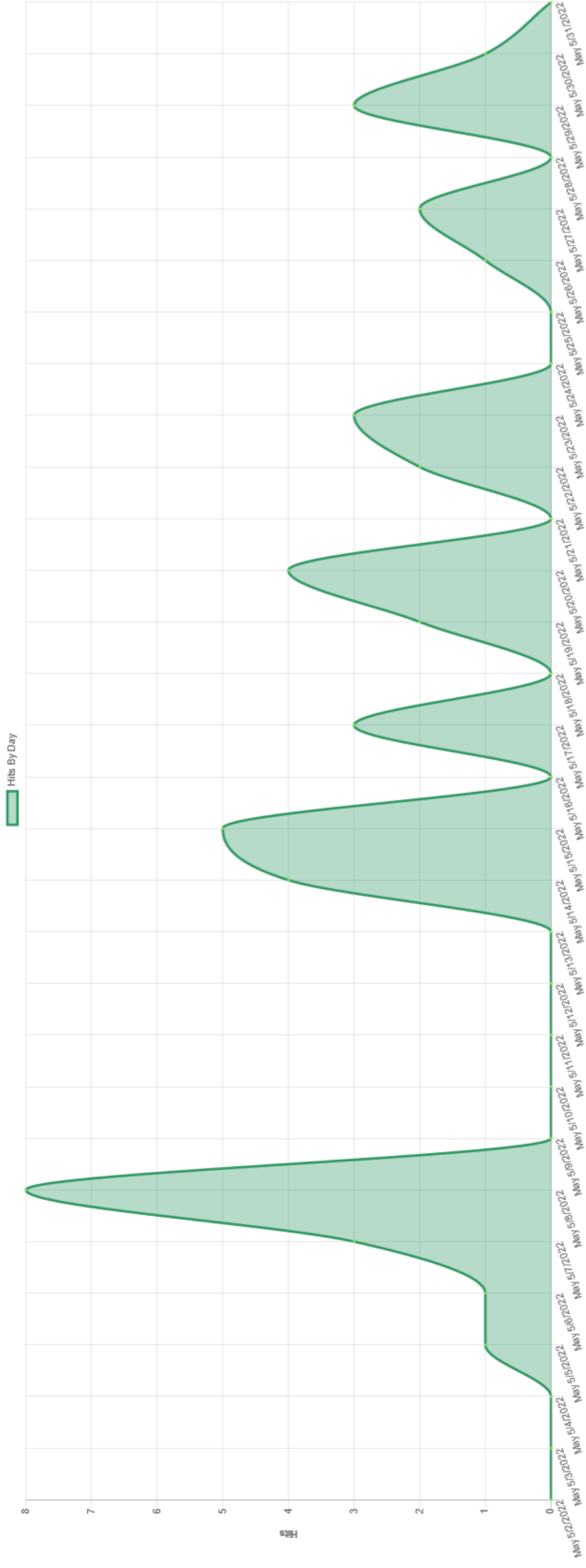
Export 

May 2 - May 31

Search

Topics (1) ▾

Cameras (32) ▾



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														
	Fire	EMS	Total	# LT	EMS	Total	Natl Stand. 6:30	1st Resp. Time	of 90%	Natl. Stand 10:30	ALS Resp Time	of 90%	# LT Fire	Response Time	Natl Stand. 6:50	of 90%	Fire	EMS	% of Fire Calls																										
Bunker Hill Village	69	54	123	24	2:56	100%	5:47	100%	100%	5:47	100%	10	5:23	100%	56%	44%	33	48%																											
Hedwig Village	81	116	197	66	2:56	100%	2:58	100%	100%	2:58	100%	10	3:09	100%	41%	59%	36	44%																											
Hilshire Village	10	20	30	12	3:28	100%	5:16	100%	100%	5:16	100%	1	5:42	100%	33%	67%	4	0%																											
Hunters Creek Village	88	58	146	26	3:58	100%	5:34	100%	100%	5:34	100%	11	4:00	100%	60%	40%	34	39%																											
Piney Point Village	79	42	121	23	3:40	100%	5:01	100%	100%	5:01	100%	5	4:06	100%	65%	35%	42	53%																											
Spring Valley Village	90	87	177	42	2:40	100%	4:21	100%	100%	4:21	100%	16	4:25	100%	51%	49%	19	21%																											
Houston	37	0	37																																										
Totals	454	377	831	193	3:16	100%	4:49	100%	100%	4:49	100%	53	4:27	100%	55%	45%	168	34%																											

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Building Official Monthly Report

Prepared June 23, 2022 for the June 28, 2022 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for May 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	32	\$9,165	0	19	\$4,317	46	\$7,160	97	\$20,642	\$1,410,185
March	47	\$54,321	3	26	\$5,041	44	\$8,270	117	\$67,632	\$7,489,496
April	38	\$22,082	1	21	\$4,235	49	\$8,320	108	\$34,627	\$4,190,733
May	36	\$32,072	1	21	\$4,065	49	\$7,125	106	\$43,262	\$5,335,819
June										
July										
August										
September										
October										
November										
December										
Total	174	\$146,215	7	116	\$23,393	222	\$38,340	512	\$207,937	\$21,686,631

**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	201	188	93.5	13	6.5
March	214	197	92.1	17	7.9
April	247	231	93.5	16	6.5
May	245	221	90.2	24	9.8
June					
July					
August					
September					
October					
November					
December					
Total	1091	1006	92.2	85	7.8

Inspections with Odometer Readings, by Inspector and Vehicle

Jun 24, 2022 11:55 AM
 Jessica Pierce
 City of Hunters Creek Village

Date Range (inclusive): **Sun May 01 2022 to Tue May 31 2022**
 Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
Vehicle ID:								
	202200196	10826 ROARING BROOK LN	P Layout	5/2/22		No	Pass	
	202200255	889 Country Lane	Foundation	5/2/22	Y	No	Pass	[Entered 4/7/2022 by henry]: Fail; Chair Steel with non-corrosive material
	202000593	10915 Kirwick Drive	P Final	5/3/22		No	NC	Disapproved - need walkway to water heaters in attic and no water at kitchen sink
	202100155	10915 Kirwick Drive	M Final	5/3/22		No	Pass	
	202100270	10915 KIRWICK DR	E Final	5/3/22		No	NC	Disapproved - not ready
	202100564	410 Thamer Circle	P Final	5/3/22		No	Pass	
	202100633	330 Hunters Trail St	P UnderG	5/3/22		No	Pass	
	202100633	330 Hunters Trail St	P GL & GT	5/3/22		No	Pass	
	202100777	613 Wellesley Drive	P UnderG	5/3/22		No	Pass	
	202100777	613 Wellesley Drive	P GL & GT	5/3/22		No	Pass	
	202100865	10915 Kirwick Drive	Gas Test	5/3/22		No	Pass	
	202100865	10915 Kirwick Drive	P Rgh/P-T/VCBK	5/3/22		No	Pass	
	202100873	10915 Kirwick Drive	E Final	5/3/22		No	Pass	
	202200062	402 MENKING CT	P GL & GT	5/3/22	Y	No	Pass	[Entered 4/29/2022 by BBG]: Disapproved - wrong gauge used and no pressure on gas line
	202200137	407 Thamer Circle	TCI	5/3/22		No	Pass	
	202200249	10915 Kirwick Drive	YD Final	5/3/22		No	Pass	
	202200294	10615 Twelve Oaks Drive	E Underg	5/3/22		No	Pass	
	202200294	10615 Twelve Oaks Drive	E Rough	5/3/22		No	Pass	

	202200299	439 Thamer Lane	E Final	5/3/22		No	Pass	
	202200381	289 Bryn Mawr Cir	Gas Test	5/3/22		No	Pass	
	202200381	289 Bryn Mawr Cir	P Rgh/P-T/VCBK	5/3/22		No	Pass	
	202200383	10814 Oak Hollow St	F Final	5/3/22		No	Pass	
	202200385	667 Shartle Circle	P Final	5/3/22		No	Pass	
	202200399	10603 Twelve Oaks Drive	P Final	5/3/22		No	Pass	
	202200400	10830 ROARING BROOK LN	P Layout	5/3/22		No	Pass	
	202200403	671 SHARTLE CIR	P UnderG	5/3/22		No	Pass	
	202200403	671 SHARTLE CIR	P Sewer	5/3/22		No	Pass	
	202200406	2 Willowron Dr	P UnderG	5/3/22		No	Pass	
	202200406	2 Willowron Dr	P GL & GT	5/3/22		No	Pass	
	202200409	602 Hunters Way Ct	P Final	5/3/22		No	Pass	
	202000460	10915 Kirwick Drive	Insulation	5/4/22		No	Pass	Approved building final. Observed insulation in the walls in a few areas; the builder should turn in an energy report.
	202000460	10915 Kirwick Drive	Bld-Final	5/4/22		No	Pass	Approved building final. Observed insulation in the walls in a few areas; the builder should turn in an energy report.
	202000593	10915 Kirwick Drive	P Final	5/4/22	Y	No	Pass	[Entered 5/3/2022 by BBG]: Disapproved - need walkway to water heaters in attic and no water at kitchen sink
	202100270	10915 KIRWICK DR	E Final	5/4/22	Y	No	Pass	[Entered 5/3/2022 by BBG]: Disapproved - not ready
	202100482	10915 Kirwick Drive	F Final	5/4/22		No	Pass	
	202100623	734 E CREEKSIDE DR	Bld-Final	5/4/22		No	Pass	
	202100623	734 E CREEKSIDE DR	E Final	5/4/22		No	Pass	
	202100760	10915 Kirwick Drive	P Final	5/4/22		No	Pass	
	202100775	734 E CREEKSIDE DR	P Final	5/4/22		No	Pass	

	202100828	10921 Long Shadow Ln	E Rough	5/4/22		No	Pass	
	202100828	10921 Long Shadow Ln	TCI	5/4/22		No	Pass	
	202100829	10921 Long Shadow Ln	P UnderG	5/4/22		No	Pass	
	202100829	10921 Long Shadow Ln	P GL & GT	5/4/22		No	Pass	
	202100865	10915 Kirwick Drive	P Final	5/4/22		No	Pass	
	202100908	10922 ROARING BROOK LN	H-Strap	5/4/22		No	Pass	
	202200160	602 Hunters Way Ct	P Final	5/4/22		No	Pass	
	202200209	10915 Kirwick Drive	DW Final	5/4/22		No	Pass	
	202200269	11010 Kemwood Dr	FD Steel	5/4/22		No	Pass	
	202200292	10603 Twelve Oaks Drive	E Final	5/4/22		No	Pass	
	202200304	10426 Memorial Drive	P Steel/Piping	5/4/22		No	Pass	
	202200388	10713 Marsha Lane	F Post Hole	5/4/22		No	Pass	
	202200407	626 Saddlewood Lane	P UnderG	5/4/22		No	Pass	
	202200407	626 Saddlewood Lane	P GL & GT	5/4/22		No	Pass	
	202200408	646 Hedwig Road	F Post Hole	5/4/22		No	Pass	
	202200412	5 Hunters Ridge Court	P UnderG	5/4/22		No	Pass	
	202200412	5 Hunters Ridge Court	P GL & GT	5/4/22		No	Pass	
	202200137	407 Thamer Circle	E Underg	5/5/22		No	Pass	
	202200402	11029 Kemwood Drive	P Final	5/5/22		No	Pass	
	202200419	705 Country Lane	P Sewer	5/5/22		No	Pass	
	202200419	705 Country Lane	P TO/Rough	5/5/22		No	Pass	
	202100383	13 SLEEPY OAKS CIR	Insulation	5/6/22		No	Pass	
	202100563	517 WELLESLEY DR	E Rough	5/6/22		No	Pass	
	202200309	10901 Bridgewood Street	Gas Test	5/6/22		No	Pass	

	202200346	718 Creekside Lane	P Steel/Piping	5/6/22		No	NC	disapproved - remove water from pool and install Plumbing piping
	202200377	727 Storywood Drive	E Rough	5/6/22		No	Pass	
	202200382	727 Storywood Drive	M Rough	5/6/22		No	Pass	
	202200401	317 LINDENWOOD DR	E Rough	5/6/22		No	Pass	
	202200317	830 Country Ln	F Final	5/9/22		No	Pass	Approved PLLIC# 3068
	202200364	727 Storywood Drive	Frame R	5/9/22		No	Pass	
	202200381	289 Bryn Mawr Cir	P Final	5/9/22		No	NC	Disapproved; no access
	202200388	10713 Marsha Lane	F Final	5/9/22		No	Pass	
	202200416	414 Thamer Cir	YD Trench	5/9/22		No	Pass	Approved PLLIC# 3068
	202200418	754 Country Ln	Gas Test	5/9/22		No	Pass	Approved PLLIC# 3068
	202200418	754 Country Ln	P Sewer	5/9/22		No	Pass	Approved PLLIC# 3068
	202200285	414 Thamer Ln	P UnderG	5/10/22		No	Pass	
	202200300	803 Wade Hampton Drive	E Underg	5/10/22		No	Pass	
	202200300	803 Wade Hampton Drive	TCI	5/10/22		No	Pass	
	202200305	10610 Tarleton Drive	Re-Roof	5/10/22		No	Pass	
	202200349	820 Saddlewood Lane	FD-Piers	5/10/22		No	Pass	
	202200379	906 Flint River Drive	P UnderG	5/10/22		No	Pass	
	202200379	906 Flint River Drive	P GL & GT	5/10/22		No	Pass	
	202200400	10830 ROARING BROOK LN	P Steel/Piping	5/10/22		No	Pass	
	202100926	807 Saddlewood Ln	P Final	5/11/22		No	Pass	
	202200181	10915 Wickline Drive	YD Trench	5/11/22		No	Pass	
	202200301	803 Wade Hampton Drive	P UnderG	5/11/22		No	Pass	
	202200301	803 Wade Hampton Drive	P GL & GT	5/11/22		No	Pass	
	202200341	11010 Kemwood Dr	FD-Piers	5/11/22		No	Pass	
	202200346	718 Creekside Lane	P Steel/Piping	5/11/22	Y	No	Pass	[Entered 5/6/2022 by BBG]: disapproved - remove water from pool and install Plumbing piping
	202200372	671 SHARTLE CIR	Foundation	5/11/22		No	Pass	

202200396	317 LINDENWOOD DR	P UnderG	5/11/22		No	Pass	
202200396	317 LINDENWOOD DR	P TO/Rough	5/11/22		No	Pass	
202200408	646 Hedwig Road	F Final	5/11/22		No	Pass	
202200425	10607 Twelve Oaks Drive	P UnderG	5/11/22		No	NC	Disapproved - there was no pressure on gas line and wrong gauge installed.
202200425	10607 Twelve Oaks Drive	P GL & GT	5/11/22		No	NC	Disapproved - there was no pressure on gas line and wrong gauge installed.
202200437	907 Oak Valley Dr	F Post Hole	5/11/22		No	Pass	
202200438	10715 Tarrington Drive	F Post Hole	5/11/22		No	Pass	
202200439	902 Tarrington Court	F Post Hole	5/11/22		No	Pass	
202200440	317 LINDENWOOD DR	M Rough	5/11/22		No	Pass	
202100641	502 Hunterwood Drive	Gas Test	5/12/22		No	Pass	
202100641	502 Hunterwood Drive	P TO/Rough	5/12/22		No	Pass	
202100828	10921 Long Shadow Ln	E Final	5/12/22		No	Pass	
202100829	10921 Long Shadow Ln	P Final	5/12/22		No	Pass	
202100897	10914 Bridgewood St	Frame R	5/12/22		No	Pass	
202200381	289 Bryn Mawr Cir	P Final	5/12/22	Y	No	Pass	[Entered 5/9/2022 by BBG]: Disapproved; no access
202200423	10922 Timberglen Drive	M Final	5/12/22		No	Pass	
202200430	2 Cape Cod Lane	P UnderG	5/12/22		No	Pass	
202200430	2 Cape Cod Lane	P TO/Rough	5/12/22		No	Pass	
202200233	10606 Gawain Ln	H-Strap	5/13/22		No	Pass	
202200242	10802 Timberglen Dr	H-Strap	5/13/22		No	NC	Disapproved - clips not complete at rear
202200269	11010 Kemwood Dr	TCI	5/13/22		No	Pass	
202200425	10607 Twelve	P UnderG	5/13/22	Y	No	Pass	[Entered 5/12/2022 by

		Oaks Drive						henry]: Disapproved; Missing Tracer Wire [Entered 5/11/2022 by BBG]: Disapproved - there was no pressure on gas line and wrong gauge installed.
	202100901	213 FLEETWAY DR	E Final	5/17/22		No	Pass	
	202200369	4 Inwood Oaks Drive	YD Trench	5/17/22		No	Pass	
	202200161	289 Bryn Mawr Cir	I Final	5/18/22		No	Pass	
	202200334	830 Country Ln	Shower Pan	5/18/22		No	Pass	
	202200472	502 Hunterwood Drive	M Rough	5/18/22		No	Pass	
	202100842	906 Flint River Drive	M Final	5/19/22		No	Pass	
	202200196	10826 ROARING BROOK LN	P Steel/Piping	5/19/22		No	Pass	
	202200259	10529 Gawain Lane	E Underg	5/19/22		No	Pass	
	202200259	10529 Gawain Lane	E Rough	5/19/22		No	Pass	
	202200260	10529 Gawain Lane	Gas Test	5/19/22		No	Pass	
	202200260	10529 Gawain Lane	P Rgh/P- T/VCBK	5/19/22		No	Pass	
	202200475	4 Inwood Oaks Drive	P GL & GT	5/19/22		No	Pass	
	202100856	906 Flint River Drive	P Final	5/20/22	Y	No	Pass	[Entered 5/18/2022 by henry]: Fail; 1. Missing dioshwashers 2. master bath tub stopper 3. Missing vacuum breaker
	202200298	10545 Gawain Lane	P TO/Rough	5/20/22		No	Pass	
	202200312	507 Hunterwood Dr	E Underg	5/20/22		No	NC	Disapproved; No Access
	202200312	507 Hunterwood Dr	TCI	5/20/22		No	NC	Disapproved; No Access
	202200433	2 Cape Cod Lane	M Final	5/20/22		No	Pass	
	202200483	10901 LITTLE LISA LN	F Post Hole	5/20/22		No	Pass	
	202100495	630 Hedwig Rd	Bld-Final	5/23/22	Y	No	Pass	[Entered 8/20/2021 by

								BBG]: Not ready for Final Inspection.
	202100522	630 Hedwig Rd	E Final	5/23/22		No	Pass	
	202100528	630 Hedwig Rd	M Hood V	5/23/22		No	Pass	
	202100528	630 Hedwig Rd	M Final	5/23/22		No	Pass	
	202100549	630 Hedwig Rd	P Final	5/23/22	Y	No	Pass	[Entered 11/5/2021 by BBG]: Disapproved: Install shower head, uplift bath, hot and cold reversed, upright vanity. I-3068 [Entered 8/20/2021 by BBG]: Not ready for Final Inspection
	202100812	773 Pifer Rd	H-Strap	5/23/22		No	Pass	
	202100823	906 FLINT RIVER DR	Bld-Final	5/23/22		No	Pass	
	202200033	10902 Wickwild St	E TCI	5/23/22		No	Pass	
	202200047	209 FLEETWAY DR	M Rough	5/23/22	Y	No	Pass	
	202200137	407 Thamer Circle	Bld-Final	5/23/22		No	Pass	
	202200138	407 Thamer Circle	P Final	5/23/22	Y	No	Pass	[Entered 5/10/2022 by henry]: Fail; Gas Line is not piped into gas regulator
	202200365	1118 Riverbend Drive	P Final	5/23/22	Y	No	Pass	[Entered 5/13/2022 by henry]: Fail; Gas line not tied into meter.
	202200374	10814 Oak Hollow St	P UnderG	5/23/22		No	Pass	
	202200374	10814 Oak Hollow St	P GL & GT	5/23/22		No	Pass	
	202200441	705 Country Ln	E Rough	5/23/22		No	Pass	
	202200478	10818 Timberglen Drive	P Final	5/23/22		No	Pass	
	202200312	507 Hunterwood Dr	E Underg	5/24/22	Y	No	Pass	[Entered 5/20/2022 by BBG]: Disapproved; No Access
	202200312	507 Hunterwood Dr	TCI	5/24/22	Y	No	Pass	[Entered 5/20/2022 by BBG]: Disapproved; No Access
	202200466	705 Country Lane	M Rough	5/24/22		No	Pass	
	202200481	718 Camelot Lane	E Underg	5/24/22		No	Pass	
	202200484	718 Camelot Lane	P UnderG	5/24/22		No	Pass	

	202200484	718 Camelot Lane	P GL & GT	5/24/22		No	Pass	
	202200050	802 Flint River Drive	E Underg	5/25/22		No	Pass	
	202200050	802 Flint River Drive	E Rough	5/25/22		No	Pass	
	202200050	802 Flint River Drive	TCI	5/25/22		No	Pass	
	202200050	802 Flint River Drive	E Final	5/25/22		No	Pass	
	202200051	802 Flint River Drive	P UnderG	5/25/22		No	Pass	
	202200051	802 Flint River Drive	P Final	5/25/22		No	Pass	
	202200051	802 Flint River Drive	P GL & GT	5/25/22		No	Pass	
	202200483	10901 LITTLE LISA LN	F Final	5/25/22		No	Pass	
	202200497	1 SMITHDALE CT	F Post Hole	5/25/22		No	Pass	
	202100632	330 Hunters Trail St	E Final	5/27/22		No	Pass	
	202100633	330 Hunters Trail St	P Final	5/27/22		No	Pass	
	202200200	807 Saddlewood Ln	E Final	5/27/22		No	Pass	
	202200296	881 Country Ln	P Layout	5/27/22		No	Pass	
	202200415	614 WELLESLEY DR	FD Steel	5/27/22		No	Pass	
	202200431	660 SHARTLE CIR	FD-Piers	5/27/22		No	Pass	

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
166			0	0.0

Henry Rivas (henry)

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

Vehicle ID:

	202200263	8447 Hunters Creek Dr	Foundation	5/2/22	Y	No	Pass	[Entered 4/29/2022 by henry]: Disapproved; Still Not Ready. [Entered 4/29/2022 by BBG]: Disapproved; Not Ready
	202100607	8443 Hunters Creek Dr	Shower Pan	5/5/22		No	Pass	
	202200286	2 Cape Cod Lane	FF	5/5/22		No	Pass	
	202200417	410 Trails Court	DW Steel	5/5/22		No	Pass	
	202100776	11020	P UnderG	5/10/22		No	Pass	

		Kemwood Dr						
	202100776	11020 Kemwood Dr	P GL & GT	5/10/22		No	Pass	
	202200075	10922 ROARING BROOK LN	P Sewer	5/10/22		No	Pass	
	202200137	407 Thamer Circle	E Final	5/10/22		No	Pass	
	202200138	407 Thamer Circle	P Final	5/10/22		No	NC	Fail; Gas Line is not piped into gas regulator
	202200350	715 Storywood Drive	Foundation	5/10/22		No	Pass	
	202200432	671 SHARTLE CIR	ET-Pole	5/10/22		No	Pass	
	202200436	10915 Wickline Drive	Gas Test	5/10/22		No	Pass	
	202200436	10915 Wickline Drive	P Rgh/P- T/VCBK	5/10/22		No	Pass	
	202200234	823 Wade Hampton Drive	H-Strap	5/12/22		No	NC	Disapproved; Missing Strap on beam.; Missing anchor bolts on the exterior wall left side.
	202200300	803 Wade Hampton Drive	E Final	5/12/22		No	Pass	
	202200301	803 Wade Hampton Drive	P Final	5/12/22		No	Pass	
	202200314	317 LINDENWOOD DR	Frame R	5/12/22		No	Pass	
	202200425	10607 Twelve Oaks Drive	P GL & GT	5/12/22	Y	No	Pass	[Entered 5/11/2022 by BBG]: Disapproved - there was no pressure on gas line and wrong gauge installed.
	202200425	10607 Twelve Oaks Drive	P UnderG	5/12/22	Y	Yes	NC	Disapproved; Missing Tracer Wire [Entered 5/11/2022 by BBG]: Disapproved - there was no pressure on gas line and wrong gauge installed.
	202100601	11002 Huntwyck Dr	E Rough	5/13/22		No	Pass	
	202100601	11002 Huntwyck Dr	TCI	5/13/22		No	Pass	
	202100602	11002 Huntwyck Dr	P Final	5/13/22		No	Pass	
	202200313	1118 Riverbend Drive	Bld-Final	5/13/22		No	Pass	
	202200313	1118 Riverbend Drive	E Final	5/13/22		No	Pass	
	202200314	317 LINDENWOOD	Insulation	5/13/22		No	Pass	

		DR						
	202200344	714 HUNTERS GROVE LN	Demo F	5/13/22		No	NC	Fail; Missing Tree Protection; Still working; No Address posted
	202200365	1118 Riverbend Drive	P Final	5/13/22		No	NC	Fail; Gas line not tied into meter.
	202200435	590 Hedwig Road	Foundation	5/13/22		No	Pass	
	202200443	107 TIMBERWILDE LN	Gas Test	5/13/22		No	Pass	
	202200180	10915 Wickline Drive	P Deck S	5/16/22		No	Pass	
	202200242	10802 Timberglen Dr	H-Strap	5/16/22	Y	Yes	NC	Disapproved - missing anchor bolts and straps in various locations. [Entered 5/13/2022 by BBG]: Disapproved - clips not complete at rear
	202200424	10810 Pine Bayou St	M Final	5/16/22		No	NC	Fail; Provide proper clearance from combustibles on flue pipe.
	202200437	907 Oak Valley Dr	F Final	5/16/22		No	Pass	
	202200438	10715 Tarrington Drive	F Final	5/16/22		No	Pass	
	202200439	902 Tarrington Court	F Final	5/16/22		No	Pass	
	202200455	660 SHARTLE CIR	ET-Pole	5/16/22		No	Pass	
	202100917	601 Wellesley Dr	P TO/Rough	5/17/22		No	NC	Fail; 1) Low Gas test, 2) Wet venting lleft upstairs bath, 3)Slope vent thru root, left side, 4) incorrect loop venting in kitchen.
	202200224	738 E CREEKSIDE DR	TCI	5/17/22		No	Pass	
	202200242	10802 Timberglen Dr	H-Strap	5/17/22	Y	No	Pass	[Entered 5/16/2022 by henry]: Disapproved - missing anchor bolts and straps in various locations. [Entered 5/13/2022 by BBG]: Disapproved - clips not complete at rear
	202200284	10545 Gawain Lane	H-Strap	5/17/22		No	Pass	
	202200344	714 HUNTERS GROVE LN	Demo F	5/17/22	Y	No	Pass	[Entered 5/13/2022 by henry]:

								Fail; Missing Tree Protection; Still working; No Address posted
	202200443	107 TIMBERWILDE LN	Gas Test	5/17/22	Y	No	Pass	
	202200464	11002 Hedwig Green	E Rough	5/17/22		No	Pass	
	202100601	11002 Huntwyck Dr	Bld-Final	5/18/22		No	Pass	
	202100601	11002 Huntwyck Dr	E Final	5/18/22		No	Pass	
	202100856	906 Flint River Drive	P Final	5/18/22		No	NC	Fail; 1. Missing dioshwashers 2. master bath tub stopper 3. Missing vacuum breaker
	202100859	906 Flint River Drive	E Final	5/18/22		No	Pass	
	202200054	10803 Timberglen Dr	P Sewer	5/18/22		No	Pass	
	202200362	626 Saddlewood Lane	TCI	5/18/22		No	Pass	
	202200138	407 Thamer Circle	P GL & GT	5/19/22	Y	No	Pass	
	202200373	10814 Oak Hollow St	E Underg	5/19/22		No	Pass	
	202200373	10814 Oak Hollow St	TCI	5/19/22		No	Pass	
	202200450	408 LINDENWOOD DR	DW Steel	5/19/22		No	Pass	
	202200474	110 Willowend Dr	F Final	5/19/22		No	Pass	
	202200475	4 Inwood Oaks Drive	P UnderG	5/19/22		No	Pass	
	202200269	11010 Kemwood Dr	E Underg	5/20/22		No	Pass	
	202200480	754 Country Ln	E Underg	5/20/22		No	NC	Fail; Trench Covered Up
	202100700	517 WELLESLEY DR	M Rough	5/24/22		No	NC	Fail; 1) Unsecured air registers upstairs left bedroom 2) Fire block air chase on the right side attic level and air duct in chimney chase 3) Secondary drain pipes, provide slope.
	202200270	11010 Kemwood Dr	P UnderG	5/24/22		No	Pass	
	202200270	11010 Kemwood Dr	P GL & GT	5/24/22		No	Pass	
	202200405	11030 Greenbay	F Post Hole	5/24/22		No	Pass	

		Drive							
	202200451	11002 Hedwig Green	Frame R	5/24/22		No	Pass		
	202200463	11002 Hedwig Green	Gas Test	5/24/22		No	Pass		
	202200463	11002 Hedwig Green	P TO/Rough	5/24/22		No	Pass		
	202200246	10803 Timberglen Dr	E Rough	5/25/22		No	Pass		
	202200362	626 Saddlewood Lane	E Final	5/25/22		No	Pass		
	202200407	626 Saddlewood Lane	P Final	5/25/22		No	Pass		
	202200479	754 Country Ln	E Rough	5/25/22		No	Pass		
	202200480	754 Country Ln	E Final	5/25/22		No	Pass		
	202200495	605 Lindenwood Drive	E Rough	5/25/22		No	Pass		
	202200359	10803 Timberglen Dr	M Rough	5/26/22		No	Pass		
	202200359	10803 Timberglen Dr	M Hood V	5/26/22		No	Pass		
	202200442	2 Cape Cod Lane	E Rough	5/26/22		No	NC		
	202200329	705 Country Lane	Frame R	5/27/22		No	NC	Doors Locked, No access	
	202200329	705 Country Lane	H-Strap	5/27/22		No	NC	Doors Locked, No access	
	202200496	844 KUHLMAN RD	P Final	5/27/22		No	Pass		
	202200503	10426 Memorial Drive	E Underg	5/27/22		No	Pass		
	202200287	614 Lindenwood Drive	P Steel/Piping	5/31/22		No	NC	Fail; Chair up steel where steel is in contact with ground.	
	202200391	811 Creekwood Way	Demo F	5/31/22		No	Pass		
Inspections		Begin Odometer		End Odometer		Miles		Avg Miles per Inspection	
79						0		0.0	

HUNTERS CREEK VILLAGE - PLAN REVIEW STATUS REPORT						
PROJECT ADDRESS	PROJECT TYPE	DATE SUBMITTED	REVIEW STATUS	COMMENTS	Plan Re-submittal - Approvals	
811 Creek Wood Way	New Home	5/3/2022	Review Completed 5/3/2022 Rejected	Designer Notified 5/3/2022	Plan re-submittal /Approved on 5-31-2022	
590 Hedwig Rd.	Remodel	4/27/2022	Review Completed 4/27/2022 Rejected	Contractor Notified 4/27/2022		
10611 Twelve Oaks	New Home	5/5/2022	Review Completed 5/6/2022 Rejected	Designer Notified 5/6/2022	Plan re-submittal Approved on 5-13-2022	
1119 River Glyn Dr.	Remodel	5/11/2022	Review Completed 5/11/2022 Rejected	Designer Notified 5/11/2022		
10606 Gawain	New truss plan	5/12/2022	Review complete 5/12/2022 Approved	Contractor Notified 5/12/2022		
10902 Wickwild Rd.	New pool	5/13/2022	Review Completed 5/16/2022 Rejected	Contractor Notified 5/16/2022		
11011 Landon Ln.	Room addition/Ren.	5/16/2022	Review Completed 5/16/2022 Rejected	Contractor Notified 5/16/2022		
10417 Memorial Dr.	New Home	5/19/2022	Review Completed 5/20/2022 Rejected	Contractor Notified 5/20/2022	Plan Re-submittal Approved on 6/9/2022	
8443 Hunters Creek	New Pool	5/25/2022	Review Completed 5/26/2022 Rejected	Contractor Notified 5/25/2022		
10721 Shallow Brook Ln	New Home	5/26/2022	Review Completed 5/26/2022 Approved	Contractor Notified 5/26/2022		
720 Kuhhiman Rd.	New Home	6/1/2022	Review Completed 6/1/2022 Rejected	Contractor/ Designer Notified 6/1/22		
8310 Cheshire Vale St.	New Garage	6/9/2022	Review Completed 6/9/2022 Rejected	Contractor Notified 6/9/2022		
10806 Briar Branch	New Pavilion	6/9/2022	Review Completed 6/9/2022 Approved	Contractor Notified 6/9/2022		
215 Bryn Mawr	New Home	6/9/2022	Review Completed 6/10/2022 Approved	Contractor Notified 6/10/2022		
10818 Timberglen Dr.	Pool Demo	6/10/2022	Review Completed 6/10/2022 Rejected	Contractor Notified 6/10/2022	Plan Re-submittal Approved on 6/10/2022	
609 Saddlewood	Remodel	6/10/2022	Review Completed 6/10/2022 Rejected	Contractor Notified 6/10/2022		
8315 Hunters Creek Dr.	New Home	6/13/2022	Review Completed 6/14/2022 Approved	Contractor Notified 6/14/2022		
919 Wade Hampton	Remodel	6/17/2022	Review Completed 6/20/2022 Approved	Contractor Notified 6/20/2022		
820 Oak Valley	New Home	6/17/2022	Review Completed 6/22/2022 Approved	Designer Notified 6/22/2022		

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared June 22, 2022 for the June 28, 2022 Agenda

A. Little Lisa Lane

1. Project is advertising.
2. Will have a recommendation for award at June meeting.
3. Anticipate approximately \$150,000 construction cost.

B. Lindenwood Signal

1. We are reviewing shop drawings for the signal equipment and poles now.

C. Kuhlman Reconstruction

1. We are waiting to receive contractor contract documents for contract execution.
2. I anticipate a preconstruction meeting next week.

D. Hunters Grove Reconstruction

1. Project drawings are in QA/QC process. Will be ready for advertising in less than two weeks.

E. Shasta Reconstruction

1. Working on scope revisions to meet project budget.
2. Will have agenda item for engineering scope at next meeting.

F. Minor Pavement Jacking

1. We will have two proposals ready for consideration for minor bird baths corrections on Shartle Circle and Willowend. These should be within the mayor's signature limits for approval.



**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
May 24, 2022**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, May 24, 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 Linda Knox
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Attorney:	John Hightower
	Assistant to the City Secretary:	Jessica Pierce

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

With a quorum of the Council Members present, Mayor Pappas called the meeting to order at 6:01 p.m.

- B. **Ed Holland led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

- C. Administration of the Oath of Office to newly elected Councilmembers.

Tom Fullen administered the Oath of Office to Councilmember Fidel Sapien, Stuart Marks and Linda Knox.

- D. PUBLIC HEARING The purpose of the Public Hearing is to receiving testimony for or against proposed amendments to the City's Zoning Chapter. The proposed amendments are to amend the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots and amend the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets.

Open Public Hearing: Mayor Pappas opened the Public Hearing at 6:06 p.m.

Close Public Hearing: Mayor Pappas closed the Public Hearing at 6:11 p.m.

1. Discussion and possible action to receive the final reports and recommendations from the Planning and Zoning Commission.

Councilmember Cowell made a motion to receive the final reports and recommendations from the Planning and Zoning Commission. Councilmember Sapien seconded the motion and the motion carried unanimously.

2. Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots.

Councilmember Cowell made a motion to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for swimming pools on non-conforming lots. Councilmember Knox seconded the motion and the motion carried unanimously.

3. Discussion and possible action to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets.

Councilmember Cowell made a motion to adopt an ordinance amending the zoning ordinance to reduce the required setbacks for garages facing Voss & Memorial on lots that front on side streets. Councilmember Knox 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 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.*

F. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Steve Reichel presented this report.**
3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner, presented this report.**

4. Building Official Monthly Report – **Henry Rivas, Building Official, 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

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 April 26, 2022.
2. Approval of the Cash Disbursement Journal for April 2022.

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

H. REGULAR AGENDA

1. Discussion and possible action to award a contract to Turner Paving & Construction Inc. in the amount of \$471,010.00 for the Kuhlman Road Reconstruction Project.

Councilmember Marks made a motion to award a contract to Turner Paving & Construction Inc. in the amount of \$471,010.00 for the Kuhlman Road Reconstruction Project. Councilmember Cowell seconded the motion and the motion carried unanimously. (Councilmember Knox left at 7:52pm. A quorum was still present.)

2. Discussion and possible action to award a contract to CityLynx, Inc. in the amount of \$333,982.12 for the Traffic Signal Modifications Memorial Drive at Lindenwood Drive Project.

Councilmember Cowell made a motion to award a contract to CityLynx, Inc. in the amount of \$333,982.12 for the Traffic Signal Modifications Memorial Drive at Lindenwood Drive Project. Councilmember Marks seconded the motion and the motion carried unanimously. (Councilmember Knox left at 7:52pm. A quorum was still present.)

3. Discussion and possible action to renew the maintenance agreement with Texas Elite Generators for the City's generator.

Councilmember Cowell made a motion to renew the maintenance agreement with Texas Elite Generators for the City's generator. Councilmember Sapien seconded the motion and the motion carried unanimously. (Councilmember Knox left at 7:52pm. A quorum was still present.)

4. Discussion and possible action to approve Change Order #4 to the contract with DG Medina Construction - (Close Out) in the amount of -\$19,167.50 for the Timberglen Drive Pavement Repair Project.

Councilmember Sapien made a motion to approve Change Order #4 to the contract with DG Medina Construction - (Close Out) in the amount of -\$19,167.50 for the Timberglen Drive Pavement Repair Project. Councilmember Marks seconded the motion and the motion carried unanimously. (Councilmember Knox left at 7:52pm. A quorum was still present.)

5. Discussion and possible action to approve the Memorial Village Police Department 2021 Annual Audit.

This item was taken out of order.

Councilmember Sapien made a motion to approve the Memorial Village Police Department 2021 Annual Audit. Councilmember Knox seconded the motion and the motion carried unanimously.

6. Discussion and possible action to approve an amendment to the Village Fire Department's 2021 budget to recognize intra-budgetary transfers and a budget deficit in the amount of \$120,822.00.

This item was taken out of order.

Councilmember Cowell made a motion to approve an amendment to the Village Fire Department's 2021 budget to recognize intra-budgetary transfers and a budget deficit in the amount of \$120,822.00. Councilmember Marks seconded the motion and the motion carried unanimously.

7. Discussion and possible action to approve an amendment to the Village Fire Department 2022 Budget to increase the budgeted amount by \$515,846.00.

This item was taken out of order.

Councilmember Knox made a motion to approve an amendment to the Village Fire Department 2022 Budget to increase the budgeted amount by \$515,846.00. Councilmember Marks seconded the motion and the motion carried unanimously.

8. Discussion and possible action to approve the proposed 2023 Village Fire Department Budget.

This item was taken out of order.

Councilmember Sapien made a motion to approve the proposed 2023 Village Fire Department Budget. Councilmember Knox seconded the motion and the motion carried unanimously.

9. Discussion and possible action to schedule a Budget Workshop date for the City's 2023 Budget.

Councilmember Sapien made a motion to schedule the Budget Workshop date for June 28, 2022. Councilmember Cowell seconded the motion and the motion carried unanimously. (Councilmember Knox left at 7:52pm. A quorum was still present.)

10. Discussion and possible action on a proposal to amend the zoning chapter to prohibit short-term rentals in the Single-Family Residential District.

This item was taken out of order.

Councilmember Cowell made a motion to refer to the planning and commission for recommendation on a proposal to amend the zoning chapter to prohibit short-term rentals in the Single-Family Residential District. Councilmember Sapien seconded the motion and the motion carried unanimously.

I. ADJOURNMENT

At 8:03 p.m., Councilmember Sapien made a motion to adjourn. Councilmember Cowell seconded the motion and the motion carried unanimously. The meeting adjourned at 8:03 p.m.

These minutes were approved on the ____ day of June 2022.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



Check Report

By Check Number

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP POOLED-AP POOLED						
000866	ANGEL BROTHERS ENTERPRISES LTD	05/11/2022	Regular	0.00	-56,777.59	32947
000866	ANGEL BROTHERS ENTERPRISES LTD	05/11/2022	Regular	0.00	56,777.59	33114
0517-TF	PAYMENT REMITTANCE CENTER	05/26/2022	Bank Draft	0.00	319.79	DFT0000344

Bank Code AP POOLED Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	56,777.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-56,777.59
Bank Drafts	2	1	0.00	319.79
EFT's	0	0	0.00	0.00
	3	3	0.00	319.79

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Pooled Allegiance-AP Pooled Allegiance						
000774	ADAM VOYLES	05/01/2022	Regular	0.00	300.00	33577
0647	AFLAC WORLDWIDE HEADQUARTERS	05/01/2022	Regular	0.00	358.80	33578
0458	AT&T (5019)	05/01/2022	Regular	0.00	703.83	33579
0045	CARMEN KNEZEAK	05/01/2022	Regular	0.00	700.00	33580
0010	CENTERPOINT ENERGY	05/01/2022	Regular	0.00	52.50	33581
000876	CINTAS CORPORATION	05/01/2022	Regular	0.00	52.59	33582
000865	DEX IMAGING	05/01/2022	Regular	0.00	219.00	33583
000796	ENGIE RESOURCES	05/01/2022	Regular	0.00	4,000.00	33584
000796	ENGIE RESOURCES	05/01/2022	Regular	0.00	85.91	33585
0150	GARY B MADDOX	05/01/2022	Regular	0.00	500.00	33586
000760	GULF COAST COALITION OF CITIES	05/01/2022	Regular	0.00	244.55	33587
0641	MARK E EASLEY	05/01/2022	Regular	0.00	300.00	33588
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/01/2022	Regular	0.00	4,444.50	33589
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/01/2022	Regular	0.00	170,034.00	33590
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/01/2022	Regular	0.00	84.15	33591
0053	MEMORIAL VILLAGES WATER AUTHORITY	05/01/2022	Regular	0.00	1,759.48	33592
0501	TCMA REGION VI	05/01/2022	Regular	0.00	50.00	33593
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	05/01/2022	Regular	0.00	11,354.44	33594
0624	TRANTEX	05/01/2022	Regular	0.00	483.40	33595
0635	TYLER TECHNOLOGIES INC	05/01/2022	Regular	0.00	318.35	33596
000789	VAN SANT LANDSCAPE MANAGEMENT	05/01/2022	Regular	0.00	14,753.00	33597
0105	VILLAGE FIRE DEPARTMENT	05/01/2022	Regular	0.00	138,199.34	33598
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	05/01/2022	Regular	0.00	7,787.80	33599
0005	AT&T (5001)	05/15/2022	Regular	0.00	492.59	33600
000815	BBG CONSULTING INC	05/15/2022	Regular	0.00	4,280.00	33601
0628	BRADFORD GENE HENDRICKS	05/15/2022	Regular	0.00	1,155.00	33602
0669	C & D JANITOR SERVICE INC	05/15/2022	Regular	0.00	835.65	33603
0045	CARMEN KNEZEAK	05/15/2022	Regular	0.00	700.00	33604
000876	CINTAS CORPORATION	05/15/2022	Regular	0.00	105.18	33605
0012	COBB FENDLEY	05/15/2022	Regular	0.00	36,187.46	33606
0013	COWBOY TRUCKING INC	05/15/2022	Regular	0.00	92.50	33607
0020	EWING HOUSTON	05/15/2022	Regular	0.00	119.91	33608
0530	GB TECH	05/15/2022	Regular	0.00	1,560.00	33609
0537	GREEN FOR LIFE	05/15/2022	Regular	0.00	42,769.42	33610
0035	HOUSTON CHRONICLE	05/15/2022	Regular	0.00	334.08	33611
000716	KIRWIN LAW FIRM PLLC	05/15/2022	Regular	0.00	184.50	33612
0065	OFFICE DEPOT CREDIT PLAN	05/15/2022	Regular	0.00	434.42	33613
0066	OLSON & OLSON LLP	05/15/2022	Regular	0.00	2,085.00	33614
0420	PREMIER TREE SERVICE	05/15/2022	Regular	0.00	550.00	33615
0434	SHERRY L LOTT	05/15/2022	Regular	0.00	475.00	33616
0545	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	05/15/2022	Regular	0.00	100.00	33617
000789	VAN SANT LANDSCAPE MANAGEMENT	05/15/2022	Regular	0.00	3,527.00	33618
0105	VILLAGE FIRE DEPARTMENT	05/15/2022	Regular	0.00	1,017.78	33619
000890	FIRST NATIONAL BANK OMAHA - EA	05/20/2022	Bank Draft	0.00	1,995.48	DFT0000340
000888	FIRST NATIONAL BANK OMAHA - JP	05/20/2022	Bank Draft	0.00	385.46	DFT0000341
000889	FIRST NATIONAL BANK OMAHA- TF	05/20/2022	Bank Draft	0.00	15.98	DFT0000342

Bank Code AP Pooled Allegiance Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	43	0.00	453,791.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	2,396.92
EFT's	0	0	0.00	0.00
	53	46	0.00	456,188.05

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	44	0.00	510,568.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-56,777.59
Bank Drafts	5	4	0.00	2,716.71
EFT's	0	0	0.00	0.00
	56	49	0.00	456,507.84

Fund Summary

Fund	Name	Period	Amount
999	POOL	5/2022	456,507.84
			456,507.84



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to receive and accept the annual audit report for the City for the fiscal year ending December 31, 2021.
EXHIBITS: Annual Audit Report



Management Letter

June 13, 2022

To the Honorable Mayor and
City Council Members of the
City of Hunters Creek Village, Texas:

The American Institute of Certified Public Accountants Statement on Auditing Standards No. 115, *Communicating Internal Control Related Matters Identified in an Audit* (SAS 115), provides guidance to auditors on communicating internal control matters to management and the governing body, board of directors, or equivalent body.

It is important to note when reviewing findings reported within this letter that classification of the findings is based on the definitions required by SAS 115 as further discussed below. Please note that these classifications are based on the potential impact to the financial statements, not necessarily the likelihood of actual loss to the City. Accordingly, the City's assessment of the "significance" or ranking of severity will likely be substantially different based on a number of factors including, but not limited to, its assessment of risk and the cost benefit of making the change.

Our report is as follows:

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the City of Hunters Creek Village, Texas (the "City") as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be an other matter. There is also a new pronouncement we would like to bring to your attention.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our findings and additional comments are as follows:

CURRENT YEAR MATTER

Other Matter:

2021.001 EXPENDITURES IN EXCESS OF APPROPRIATIONS

Finding

As disclosed in the notes to the financial statements, expenditures exceeded appropriations within transfers out in the general fund.

Recommendation

The City should monitor expenditures throughout the year and ensure that budget amendments are properly approved by City Council and recorded in the accounting system prior to the expenditure of funds. This is a repeat of prior year finding 2020.003.

Future Matter That May Subsequently Warrant Attention:

2021.002 – IMPLEMENTATION OF GASB STANDARD NO. 87 – LEASES

Background

Governmental Accounting Standards Board Statement 87 (GASB 87), *Leases*, is effective for the year ending December 31, 2022 and, accordingly, the City has less than one year to implement GASB 87. GASB 87 essentially requires that all leases that finance the right to use an underlying asset should be reported on the balance sheet for both the lessor and lessee. Unlike many new accounting standards, GASB 87 may require preplanning and changes in the way the City does business. Implementation of GASB 87 will generally require centralized lease document management; in-depth review of lease documents; recording and tracking of multiple data points per lease; and development of new controls, reconciliations, and policies and procedures.

Recommendation

The City needs to begin making initial assessments immediately to determine the lead time and resources needed. The City needs to identify all leases as both the lessor (leasing to someone-landlord-receivable) and lessee (leasing from someone-tenant-payable) in which the term initially exceeded 12 months. Based on the aggregate value of leases and materiality, the City should determine a cutoff for exclusion of insignificant leases. The City should establish the goal of being fully implemented 60 days prior to year end to provide for a sufficient buffer to safeguard against delay in issuing the City's December 31, 2022 financial statements.

This communication is intended solely for the information and use of management, City Council, and others within the City and is not intended to be, and should not be, used by anyone other than these specified parties.

We would like to thank the City Council and the City's management for their cooperation during the course of our audit. Please feel free to contact us at your convenience to discuss this report or any other concerns that you may have.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to approve the
Memorial Village Police Departments 2023 budget.
EXHIBITS: MVPD 2023 Budget



Memorial Villages Police Department Summary

FY2023 Budget Proposal

FY23 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY23 Budget proposal and is submitting that for approval by member cities. The overall proposed budget is \$7,591,433. However, the MVPD Chief is proposing utilizing \$125,000 presently held in the Special Capital Assets fund to offset the costs of the capital project, thereby submitting for approval an FY2023 Budget Funding Request of \$7,466,433 which is an additional \$1,107,185 or 17.41 % increase over the FY22 amended budget.

A comparative view and breakdown of the proposed budget is as follows:

Category	2022 Amended Budget 44.5 FTE's	2023 Requested Budget 44.5 FTE's	Variance	% Change
MAINTENANCE AND OPERATIONS (M&O)	6,181,248	6,794,233	612,985	10%
VEHICLE REPLACEMENT	160,000	160,000	0.00	0%
CAPITAL PROJECTS	18,000	512,200	494,200	2746%
TOTAL BUDGET REQUEST	6,359,248	7,466,433	1,107,185	17.41%

The total cost to each city would equate to \$2,488,811:

- M&O \$2,264,745
- Vehicles \$53,333
- **Capital \$170,733**

The Department is requesting the following assessments from each city in January 2023:

- Maintenance & Operations **\$377,465**
- Vehicle Replacement **\$53,333**
- **Capital \$170,733**

***The Department is requesting retention and transfer of the FY21 audited surplus to the Special capital assets fund of \$76,142 from each city, plus the payment of \$94,591.33 by each of the cities.**

February 2023 thru November 2023 assessment for each city will be invoiced as follows:

- Maintenance & Operations **\$188,728**

No invoicing will occur in December 2023.

FY23 Budget Highlights

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
100	PERSONNEL/BENEFITS	4,860,374	5,222,096	5,698,142	476,046	9%

100 PERSONNEL/BENEFITS:

MVPD currently has forty-four fulltime employees (FTEs) and 1-part time employee. There are thirty-two sworn personnel, ten full time and one part time communications staff members, one office/human resource manager, and one finance manager.

This category includes salary, overtime, court/bailiff costs, TMRS participation, 2.5% employer contributions to 457b accounts for full time employees, and the health benefits costs. The proposed budget continues to support the salary and retention plan specifically created to attract, hire, and retain the best and most qualified employees. **The salary line item includes estimated adjustments for annual step increases, estimated pto yearend payouts, and holiday/overtime requirements.*

SALARIES & WAGES - \$3,650,961

This category includes the base annual pay for the department's 45 (proposed) full time and one part time employee. It also reflects the 8% base salary adjustment and 1% step increase. The Office/Human Resource Manager and Finance Manager will also receive a 9% salary increase.

TCLEOSE CERTIFICATION - \$205,800

Based on the current compensation policy sworn officers and dispatchers earn additional compensation for state certification recognized by the Texas Commission on Law Enforcement Officer Standards and Education. Employees who have achieved Intermediate certification receive an additional 2.5% percent of their base pay. Advanced certification is an additional 5% of base pay and Master certification is an additional 7.5% of employee base pay. At the time of this budget proposal 36 FTEs are eligible for this incentive. Any increase in base salary will necessitate increases to certification pay.

BILINGUAL INCENTIVE - \$10,453

Sworn personnel and dispatchers who have Spanish language bilingual proficiency receive 2.5% in additional pay. Currently there are five employees who are eligible for this incentive. Any increase in base salary will prompt increases to bilingual incentive payments awarded to employees.

COLLEGE INCENTIVE - \$31,200

Employees who have obtained advanced degrees from accredited colleges and universities earn additional compensation based on the following updated schedule: Associates Degree - \$100 per month, Bachelor's Degree - \$200 per month and master's degree - \$250 per month. At the time of this proposal fifteen employees have obtained advanced degrees.

LCC/FBI INCENTIVE - \$1,200

Graduates of the FBI National Academy or Leadership Command College receive \$100 per month in additional pay.

CLOTHING ALLOWANCE - \$1,200

Detectives receive \$50 per month.

RAD - \$1,800

Employees who teach the Rape Aggression Defensive program training receive \$25 per month.

LONGEVITY - \$72,480

The compensation and retention plan changed the way tenure awarded. Two thru five-year employees will receive a single \$1200 payment each year in association with an annual employee contract. Employees with 6 years or more of service will be paid on a bi-monthly basis starting at \$1,440 annually. The maximum annual earning is reached after 10 years of service and equates to \$2,400 annually.

SHIFT DIFFERENTIAL - \$63,018

Employees assigned to nightshift are eligible for \$138.50 in additional pay per pay-period. Employees working a split shift will earn \$69.25 per pay period.

EMERGENCY CARE ATTENDANT (ECA) - \$40,300

All sworn personnel are required to earn and maintain advanced first aid training and proficiency at the ECA level within 18 months. Upon attainment sworn personnel will receive \$50 bi-monthly certification pay.

OVERTIME – \$145,000

The requested overtime takes into consideration the historical costs of operating the department.

Court Bailiff – \$5,000

Requested line item is used to support the costs to staff the court with bailiffs during each session.

EMPLOYER 457B CONTRIBUTION - \$91,873

2.5% employer contribution of full-time employees' base salary.

RETIREMENT CONTRIBUTION - \$498,812

The 2022 request is estimated at the rate of 11.72%. The actual TMRS rate letter was not received at the time this proposal was presented.

GROUP-HEALTH/DENTAL/VISION/HSA CONTRIBUTIONS - \$715,073

Health/Dental/Vision Insurance estimate: \$552,865 employer contribution. Estimate is based on a 18% increase over current elections.

Employer HSA contribution estimate: \$97,200 (\$2,700 for family, \$1,500 single)

Wellness Exam contribution estimate: \$44,000 (\$1,000 per fulltime employee)

Physical Fitness assessment estimate: \$22,000 (\$500 per fulltime employee)

WORKERS COMPENSATION - \$78,000

The employer’s contribution rates for workers compensation are determined by the Texas Municipal League (TML).

LIFE/LTD - \$23,257

The department provides employee term life, AD&D, and long-term disability coverage to its employees. Cost estimate is based on 18% increase of current rates.

MEDICARE TAX EMPLOYER - \$61,713

The current Medicare tax rate is 1.45% applied to the total compensation package including the overtime budget.

Social Security - \$1,002

Estimate of social security tax for part time employee

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
200	INSURANCE	52,231	59,400	80,680	21,280	36%

200 INSURANCES:

The insurance category represents our auto, general, public official bond, professional, and real property insurance coverage through the Texas Municipal League. Rates are determined by TML. The amount requested reflects anticipated rate increases based on current billing.

AUTO LIABILITY – \$40,000

Automatic coverage for any vehicles purchased throughout the year.

GENERAL LIABILITY –\$720

This coverage protects the department from general liability claims from injuries and wrongful acts.

PUBLIC OFFICIAL BOND – \$960

Coverage for the Police Commission and protection against forgery

PROFESSIONAL LIABILITY – \$30,000

Protection from liability claims associated with law enforcement functions.

REAL & PERSONAL PROPERTY – \$9,000

Coverage for damage or destruction of departmental property.

Category		2021 Actual	2022 Amended Budget	2022 Requested Budget	Variance	% Change
300	FLEET MAINTENANCE	166,844	138,000	207,000	69,000	50%

300 FLEET MAINTENANCES:

The fleet maintenance category includes the annual fuel costs as billed by Villages Fire Department. This category also includes vehicle maintenance, damage repair, and tire replacement costs.

GAS & OIL – \$145,000

FLEET MAINTENANCE – \$45,000

TIRE REPLACEMENT – \$7,000

DAMAGE REPAIR – \$10,000

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
400	BUILDING MAINTENANCE	54,097	67,000	94,300	27,300	41%

400 BUILDING

The building maintenance category includes the annual janitorial services contract, building refresh i.e., filing cabinets, lockers, and chairs. This category covers any repair costs associated with the upkeep of the building.

GENERAL MAINTENANCE – \$61,700

Expenditures include building, equipment, landscaping, and supplies that support the upkeep of the facility. The proposed budget includes one-time costs for jail locks, overhead garage doors, evidence room ventilation, and exterior camera system upgrade.

JANITORIAL SERVICES – \$21,600

Services are provided by an outside cleaning agency.

JAIL – \$1,000

Purchases in this line-item support supplying detainees with blankets and food.

BUILDING FURNISHINGS – \$10,000

Purchases support the upkeep of the office (chairs, filing cabinets, lockers etc....)

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
500	OFFICE	55,139	47,750	61,900	14,150	30%

500 OFFICE

The office category includes funding requests for computer purchases & replacement, postage machine & supplies, office supplies, bank service charges, and payroll contract expenditures.

COMPUTERS – \$15,000

Purchase of computers and needed accessories per the replacement schedule.

POSTAGE/POSTAGE MACHINE – \$1,300

The expenditures in this category will cover the postage machine rental fee from Pitney Bowes as well as postage and ink refill requirements for the fiscal year.

OFFICE SUPPLIES /SUPPLIES /STATIONERY/EXPENDIBLES – \$25,000

The expenditures in this category include office supplies, meeting expenses, and employee relations.

BANK/FINANCE CHARGES – \$600

Banking and credit card fees

PAYROLL –\$20,000

Payroll and Human Resource expenditures

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
600	UTILITES	56,049	66,706	70,305	3,599	5%

600 UTILITIES

The utilities category includes expenditures related to monthly telephone, electric, water & sewer, and natural gas services.

COMMUNICATIONS/TELEPHONE – \$43,306

Expenditures for this category will cover the department’s equipment maintenance for business lines, internet, cable television, secure communication, and employee phone allowance.

ELECTRIC SERVICE – \$20,000

The department’s electrical service provider is Cavallo Energy.

WATER & SEWER – \$6,000

Water & sewer services are provided by the City of Bunker Hill Village

NATURAL GAS – \$1,000

The departments natural gas provider is Center Point Energy

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
700	CONTRACT/SERVICES	306,141	381,460	385,710	4,250	1%

700 CONTRACT/SERVICES

The contract/services category includes MVPD’s equipment maintenance contracts, annual SETCIC fees, legal & professional service fees (legal and audit), IT contracts, and software maintenance contracts (ex. CAPERS, Power DMS).

EQUIPMENT MAINTENANCE CONTRACT – \$121,710

Increase requested to cover maintenance charges for the body worn camera and ALPR’s.

SETCIC FEES – \$3,600

This line-item request covers the fees paid to the Harris County Treasurer for inclusion of misdemeanor warrants in the county-wide network.

LEGAL FEES – \$71,830

This line-item request covers fees associated with Attorney duties, legal research and interpretation, annual audit, RFP advertising, and TML claim deductibles.

IT SERVICES – \$124,370

This line-item requests supports a variety of the department’s information technology needs to include cloud-based data and application hosting, bill paying services, information technology support services, and the annual subscription to the Texas Commission on Law Enforcement Data Distribution System.

SOFTWARE MAINTENANCE CONTRACTS – \$64,200

This line-item request supports the various software maintenance contracts needed to effectively run the department.

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
800	OPERATIONS	175,295	198,836	196,196	(2,640)	-1%

800 OPERATIONS

The operations category includes the line items that support accreditation, uniforms, training, travel, recruiting costs, criminal investigations, small equipment, and contingency funding requests.

ACCREDITATION – \$1,440

The Department successfully obtained recognition status for compliance with the Texas Law Enforcement Agency Best Practices Recognition Program. This request is for accreditation fees only.

UNIFORMS/OFFICER CLOTHING – \$35,000

This line item supports the replacement of uniforms, vests, and outfitting costs associated with sworn personnel and dispatchers.

RADIO PARTS & LABOR – \$33,036

On 2-1-2012 the Department signed a contract for radio services with the City of Houston. The contract automatically renews each year for a period of 30 years. The Department can terminate the agreement if it is before 60 days of the contract renewal date.

There is a set fee schedule for repairs and airtime. Each radio is assessed a \$41 monthly fee according to the schedule implemented by the City of Houston in March 2015. Each licensed Officer is issued a radio.

FIREARMS TRAINING & AMMO – \$6,500

This line-item request supports ammunition and training expenditures for State mandated firearms qualifications for sworn personnel.

TASERS – \$15,000

This line-item request supports the taser replacement schedule.

TRAINING & PROFESSIONAL DUES – \$60,000

This line-item request supports costs associated with job related training, professional dues, and the R.A.D self-defense program.

TRAVEL – \$7,000

This line-item support travel and lodging costs for employees.

RECRUITING COSTS – \$7,000

This line item supports tuition reimbursement and recruitment and selection services such as: background, drug testing, finger printing, and psychiatric examinations.

CRIMINAL INVESTIGATIONS – \$3,720

This line item supports costs associated with criminal investigations such as fingerprinting supplies, drug testing, sketching services, public data information searches, and other investigative supplies and services.

CONTINGENCY – \$25,000

This line item is requested for unplanned emergency expenditures.

SMALL EQUIPMENT – \$2,500

Funding is requested to capture needed small equipment items that do not fit into specific categories such as computers and building furnishings.

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
1000	AUTO REPLACEMENT	173,312	160,000	160,000	0.00	0%

1000 –AUTO REPLACEMENT

Line item in this category supports our vehicle replacement plan. Historically the Department purchases three new vehicles each fiscal year.

NOTE: All vehicle purchased must be approved by the Police Commission prior to ordering.

FY 2023 CAPITAL PLAN

Category		2021 Actual	2022 Amended Budget	2023 Requested Budget	Variance	% Change
2000	CAPITAL ITEMS	34,728	18,000	512,200	494,200	2746%

2000 CAPITAL OUTLAY

This category includes purchase of individual items with a cost over \$5,000 with an estimated useful life greater than one year. The Department is requesting support to cover the cost of a range storage container unit for placement at the Katy Police Department Range for exclusive use by the MVPD for the purpose of storing law enforcement equipment, and a radio system upgrade. The estimated cost of the radio system is \$625,000. To help offset the cost of the radio system upgrade and storage container purchase, the Department is proposing using \$125,000 presently held in the MVPD Special Assets Capital Fund; plus, the retention by MVPD of the FY21 budget surplus \$228,426 (\$76,142 for each city, to be transferred into the Capital Fund), plus the payment of \$94,591.33 by each of the three cities to MVPD in January 2023.

Memorial Villages Police Department
FY23 BUDGET PROPOSAL

GENERAL FUND								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
100								
100	Salaries	3,279,467	3,557,690	3,626,605	3,785,751	4,100,675	314,924	8%
110	Overtime	115,094	92,292	144,898	125,000	145,000	20,000	16%
115	Court/Bailiff	6,010	1,269	506	10,000	5,000	(5,000)	-50%
120	Retirement	379,669	430,477	434,539	459,268	498,812	39,544	9%
125	457b contribution		31,865	31,538	62,870	91,873	29,003	46%
130	Health Insurance	503,527	513,331	484,919	625,314	692,808	67,494	11%
140	Workers Compensation - TML	65,000	59,982	64,313	75,000	78,000	3,000	4%
150	Life/LTD	17,847	18,946	18,878	21,982	23,257	1,275	6%
160	Medicare	47,004	51,063	52,796	56,911	61,713	4,802	8%
170	Social Security	248	983	1,371		1,002		
	Denver Colorado Tax			10				
	TOTAL PERSONNEL/BENEFITS	4,413,866	4,757,898	4,860,374	5,222,096	5,698,142	476,046	9%
200								
	TML INTERGOVERNMENTAL RISK POOL							
200	Auto	26,604	25,201	23,386	27,500	40,000	12,500	45%
210	General Liability	430	330	348	400	720	320	80%
220	Public Official Bond	849	848	848	900	960	60	7%
230	Professional Liability	18,858	18,998	20,149	21,000	30,000	9,000	43%
240	Real & Personal Property	12,637	11,923	7,499	9,600	9,000	(600)	-6%
	TOTAL OTHER INSURANCE	59,378	57,300	52,231	59,400	80,680	21,280	36%
300								
300	Gas and Oil	66,046	69,296	119,935	81,000	145,000	64,000	79%
310	Fleet maintenance	31,154	37,949	40,030	40,000	45,000	5,000	13%
320	Tires	6,565	6,569	3,911	7,000	7,000	0	0%
	Damage Repair	5,783	5,010	2,969	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	109,548	118,824	166,844	138,000	207,000	69,000	50%
400								
400	General/Building Maintenance	18,848	21,849	25,894	30,000	61,700	31,700	106%
410	Janitorial Services	18,000	19,078	20,400	21,000	21,600	600	3%
420	Jail	773	299	0	1,000	1,000	0	0%
430	Building Furnishings	7,450	8,775	7,803	15,000	10,000	(5,000)	-33%
	TOTAL BUILDING	45,070	50,001	54,097	67,000	94,300	27,300	41%
500								
500	Computers	10,640	8,521	11,837	13,000	15,000	2,000	15%
510	Postage/postage machine	840	1,129	845	1,300	1,300	0	0%
520	Office Supplies	12,063	11,974	23,811	15,000	25,000	10,000	67%
530	Bank/Finance Service Chgs	329	400	503	550	600	50	9%
540	Payroll Services	16,220	17,210	18,143	17,900	20,000	2,100	12%
	TOTAL OFFICE	40,093	39,233	55,139	47,750	61,900	14,150	30%
600								
600	Telephone	33,954	32,499	37,949	40,606	43,306	2,700	7%
610	Electric	16,051	14,704	12,758	20,000	20,000	0	0%
620	Water/Sewer	5,067	5,153	4,740	5,500	6,000	500	9%
630	Natural Gas	510	439	602	600	1,000	400	67%
	TOTAL UTILITIES	55,582	52,794	56,049	66,706	70,305	3,599	5%
700								
700	Equipment Maint. Contracts	58,797	134,984	97,005	135,950	121,710	(14,240)	-10%
710	SETCIC fees	3,262	3,065	3,009	3,600	3,600	0	0%
720	Legal/Professional	51,406	76,802	48,586	80,660	71,830	(8,830)	-11%
730	IT Services	98,578	100,055	100,244	102,050	124,370	22,320	22%
740	Software Maintenance Contracts	52,170	56,252	57,297	59,200	64,200	5,000	8%
	TOTAL CONTRACTS/SERVICES	264,214	371,159	306,141	381,460	385,710	4,250	1%
800								
800	Accreditation	0	0	1,200	1,200	1,440	240	20%
810	Uniforms	26,518	25,131	37,684	30,500	35,000	4,500	15%
820	Radio parts and labor	29,686	31,328	28,044	33,036	33,036	0	0%
830	Firearms Trng and Ammo	5,323	5,880	3,927	6,500	6,500	0	0%
	Tasers	9,656	10,122	10,254	15,000	15,000	0	0%

Memorial Villages Police Department

FY23 BUDGET PROPOSAL

GENERAL FUND CONTINUED								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
840	Training & Prof. Dues	38,311	23,113	37,258	58,000	60,000	2,000	3%
850	Travel	7,642	592	3,614	7,000	7,000	0	0%
860	Recruiting Costs	5,154	958	17,581	5,000	7,000	2,000	40%
870	Criminal Investigations (CID)	3,084	3,003	3,829	3,500	3,720	220	6%
880	Contingency - Miscellaneous	13,481	4,179	0	25,000	25,000	0	0%
892	Small Equipment	4,182	2,255	13,381	14,100	2,500	(11,600)	-82%
	COVID expenditures		47,884	18,523			0	
	TOTAL OPERATIONS	143,038	154,444	175,295	198,836	196,196	(2,640)	-1%
	TOTAL M&O	5,130,790	5,601,654	5,726,170	6,181,248	6,794,233	612,985	9.92%

OTHER FUNDS								
Acct. No	Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
1000								
1000	Auto Replacement	158,332	165,670	173,312	160,000	160,000	0	0%
	Rifle Locking System							
	AEDs							
	TOTAL VEHICLE REPLACEMENT	158,332	165,670	173,312	160,000	160,000	0	0.00%
2000								
2880	Capital Projects Contingency	518	150					
	Radar message boards - one grant funded			34,728				
	12TB Dato and Replacement Server				18,000			
	Range storage container/banking fees					12,200		
	Radio System Upgrade funding request					500,000		
	TOTAL SPECIALCAPITAL ASSETS	518	150	34,728	18,000	512,200	494,200	2746%
	TOTAL OTHER FUNDS	158,850	165,821	208,040	178,000	672,200	494,200	278%

SUMMARY OF PROPOSED FUNDING BY CITIES - FY2023

Category	2019 Actual	2020 Actual	2021 Actual	2022 Amended	2023 Requested	\$ Increase/ 2022-2023	% Increase
GENERAL FUND	5,130,790	5,601,654	5,726,170	6,181,248	6,794,233	612,985	10%
VEHICLE REPLACEMENT	158,332	165,670	173,312	160,000	160,000	0	0.00%
SPECIAL CAPITAL ASSETS	518	150	34,728	18,000	512,200	494,200	2745.56%
COMBINED TOTALS	5,289,639	5,767,474	5,934,211	6,359,248	7,466,433	1,107,185	17.41%

TOTAL FUNDS REQUIRED FOR GENERAL FUND \$ 6,794,233
TOTAL FUNDS REQUIRED FOR VEHICLE FUND \$ 160,000
TOTAL FUNDS REQUIRED FOR FY2023 CAPITAL PROJECT PLAN \$ 512,200
USE OF FUNDS ON HAND IN MVPD SPECIAL CAPITAL ASSET FUND FOR FY23 CAPITAL PROJECT PLAN \$ **125,000**
TOTAL PROPOSED EXPENDITURES BY MVPD IN FY23 FOR GENERAL FUND, VEHICLE FUND, AND FY2023 CAPITAL PROJECT PLAN \$ **7,591,433**

MEMORIAL VILLAGES POLICE DEPARTMENT
FY2023 CAPITAL PROJECT PLAN

As a part of the recent budget planning process, an assessment was performed by the Chief of Police which demonstrates that certain capital expenditures are necessary to ensure the appropriate administration of the activities of the Memorial Villages Police Department as well as the proper operation and utility of capital assets owned by the Department.

With respect to capital expenditure requirements for FY2023, this assessment indicates that the existing radio system acquired in 2005 is at end of life, that replacement parts for the system are no longer being manufactured, and the system should be replaced.

The projected cost for the replacement radio system is \$625,000 and the funding required to purchase the replacement radio system is needed by January 2023.

Additional funding is needed in FY2023 to purchase a storage unit for placement at the Katy Police Department Range for exclusive use by the MVPD for the purpose of storing law enforcement equipment. The anticipated cost of the storage unit is \$12,200.

The total amount needed in FY2023 to purchase the replacement radio system and the storage unit (collectively referred to herein as the “FY2023 Capital Projects”) is \$637,200.

The Board of Commissioners of the Memorial Villages Police Department consider the FY2023 Capital Projects to be necessary and appropriate, and also consider it necessary to use the Department’s capital project fund (known as the “Special Assets Capital Fund”) to facilitate the purchase of the FY2023 Capital Projects.

This plan entails the use of the following described sources to fund the amount of \$637,200 needed for the FY2023 Capital Projects:

The sum of \$125,000 presently held in the MVPD Special Assets Capital Fund; plus the retention by MVPD or the repayment to MVPD of the 2021 MVPD budget surplus (\$76,142 for each city), plus the payment of \$94,591.33 by each of the three cities to MVPD in January 2023.

All funds retained, paid to and/or held by the Memorial Villages Police Department for the FY2023 Capital Projects will be set aside, administered and distributed through the MVPD Special Assets Capital Fund, and any unused funds not used for these projects will be retained in the Special Assets Capital Fund for use in the future on other MVPD capital projects approved by the participating cities.

This FY2023 Capital Project Plan is subject to the approval of and funding by the participating cities of Bunker Hill Village, Hunters Creek Village and Piney Point Village

ADOPTED: _____, 2022

ATTEST: _____



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to approve Change Order #6 to the contract with CityLynx, Inc. for the Traffic Signal Replacement at Beinhorn at Voss to increase the contract amount by \$48,712.50.

EXHIBITS: Change Order #6

Change Order #6

DATE OF ISSUANCE: May 25, 2022

EFFECTIVE DATE: May 25, 2022

PROJECT: Traffic Signal Replacement Beinhorn at Voss
OWNER: City of Hunters Creek Village

CONTRACTOR: CityLynx, Inc.
ADDRESS: 14041 West Road,
 Suite 200
 Houston, TX 77041

ADDRESS: #1 Hunters Creek Place
 Houston, TX 77024

DESCRIPTION OF CHANGES

Scope: Four solar powered pedestrian crosswalk beacons and two solar flashers on Voss Road.
 Justification:
 Amount: \$48,712.50
 Days: 0

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price	\$	329,078.87
Previous Change Orders	\$	14,046.15
This Change Order	\$	48,712.50
Revised Contract Price	\$	391,837.52

CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	240	February 3, 2021
Previous Change Orders	0	
This Change Order	0	
Revised Contract Time	240	February 3, 2021
Original Contract Time Final Completion	270	March 5, 2021
Previous Change Orders	0	
This Change Order	0	
Revised Contract Time	270	March 5, 2021

Submitted by:

By: Kimberly Zorn  May 25, 2022
Print Name Signature Date
 CityLynx, Inc.

Recommended by:

By: Stephen Byington  5/26/2022
Print Name Signature Date
 Cobb, Fendley & Associates, Inc.

Approved:

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

Item No.	Item Description	Unit	Original Contract			Change Order 6		
			QTY	Unit Price	Extended Price	Revised Unit QTY	Revised Unit Price	Price Difference
CHANGE ORDER NO. 6								
CO6.1	SOLAR POWER CROSSWALK PEDESTRIAN BEACONS	EA	0	\$ -	\$ -	4	\$8,406.25	\$ 33,625.00
CO6.2	SOLAR FLASHERS ON VOSS ROAD	EA	0	\$ -	\$ -	0	\$7,543.75	\$ 15,087.50

TOTAL ORIGINAL CONTRACT = \$ 329,078.87
 TOTAL CHANGE ORDER 1 = \$ 850.00
 TOTAL CHANGE ORDER 2 = \$ 4,940.00
 TOTAL CHANGE ORDER 3 = \$ 4,600.00
 TOTAL CHANGE ORDER 4 = \$ 2,000.00
 TOTAL CHANGE ORDER 5 = \$ 1,656.15
 TOTAL CHANGE ORDER 6 = \$ 48,712.50
REVISED CONTRACT AMOUNT = \$ 391,837.52



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to call a public hearing, to be held on July 26, 2022 on the City's proposed 2023 fiscal year budget.

EXHIBITS:



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to call a public hearing, to be held on September 20, 2022 on the City's proposed 2022 Tax Rate.

EXHIBITS:



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to direct Planning and Zoning to review and make a recommendation on a request from the First Congregational Church to amend the Specific Use Permit to replace the existing primary sign.

EXHIBITS: Request Letter



Tuesday, May 31, 2022

Mr. Thomas Fullen, City Administrator
Hunters Creek Village
1 Hunters Creek Place
Hunters Creek Village, TX 77024

Mr. Fullen,

The First Congregational Church of Houston (FCC) has redesigned its primary sign located at 10840 Beinhorn Road and will be seeking approval from the HVC Planning and Zoning Commission to go ahead with its reconstruction.

It is my understanding that FCC will need to put up a temporary sign with the particulars listed in the HVC Procedures for Special Use Permits and come before the HVC commission to discuss the redesign. I respectfully request that we be given permission to put up the temporary sign and to be added to the agenda for the next meeting of the Commission to discuss the proposal.

My thanks and the thanks of all at FCC for your help and support. I look forward to hearing from you at your convenience.

With kind regards,

A handwritten signature in black ink that reads "Dr. David Pelton". The signature is written in a cursive, flowing style.

Dr. David Pelton
Chairman, FCC Board of Communications
Email: peltoncommunications@gmail.com
M: 832-259-9270

10840 Beinhorn Road, Houston, Texas 77024
713-468-9543 • Fax 713-468-5951
www.fcc-houston.org



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to appoint Scott Frankel to Alternate Position #6 on the Zoning Board of Adjustment.

EXHIBITS:



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to appoint Brady Dodson to Alternate Position #7 on the Zoning Board of Adjustment.

EXHIBITS:



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

AGENDA DATE: June 28, 2022
AGENDA SUBJECT: Discussion and possible action to appoint an Associate Municipal Judge.

EXHIBITS:
