

**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, January 24, 2023 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 [fullen@cityofhunterscreek.com](mailto:fullen@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. 1-10**
  2. Police Commissioner Monthly Report **Pgs. 11-31**
  3. Fire Commissioner Monthly Report
  4. Building Official Monthly Report **Pgs. 32-49**
  5. City Engineer Monthly Report **Pgs. 50-52**
  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 December 6, 2022. **Pgs. 53-57**
  2. Approval of the Cash Disbursement Journal for November 2022. **Pgs. 58-61**
  3. Approval of the Cash Disbursement Journal for December 2022. **Pgs. 62-65**

F. REGULAR AGENDA

1. Discussion and possible action to approve an ordinance granting a specific use permit to the First Congregational Church to allow the reconfiguration of the Church's primary sign structure. [Pgs. 66-70](#)
2. Discussion and possible action to approve a 3-month extension for remodel permit 201900352 at 10841 Beinhorn Rd / 771 Pifer Rd. [Pgs. 71-72](#)
3. Discussion and possible action to approve a 3-month extension for remodel permit 202100111 at 517 Wellesley Dr. [Pgs. 73-75](#)
4. Discussion and possible action to approve an amendment to the Memorial Village Police Department 2022 Budget to reclassify budget line items. [Pgs. 76-77](#)
5. Discussion and possible action regarding the City's 2023 Arbor Day program. [Pgs. 78-82](#)
6. Discussion and possible action to approve the purchase and planting of trees by Bill Bownds Nursery in the amount of \$15,040 on the north side of Beinhorn by Elementary School. [Pg. 83](#)
7. Discussion and possible action to approve an amendment to the City's 2022 budget in the amount of \$37,306.98 for Esplanade Beautification Expenditures. [Pgs. 84-85](#)
8. Discussion and possible action to approve Change Order #1 to reduce the contract with J Rivas Construction, LLC for the Hunters Grove Lane Reconstruction in the amount of (\$85,893.00). [Pgs. 86-89](#)
9. Discussion and possible action to approve Change Order #1 to reduce the contract with Turner Paving & Construction – (Close Out) for the Kuhlman Road Reconstruction in the amount of (\$43,242.00). [Pgs. 90-93](#)
10. Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, ordering the holding of a General Election on May 6, 2023, for the purpose of electing three City Council Members (Mayor, Positions No. 4 and 5), for two-year terms; providing for the election to be held as a joint election with the Spring Branch Independent School District; providing for the use of direct recording voting devices; providing for early voting hours; providing an effective date; and making other provisions related to the subject. [Pgs. 94-96](#)
11. Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, Texas: confirming that, the City Council has reviewed the City's Investment Policy and investment strategies; and making other provisions related to the subject. [Pgs. 97-114](#)

- 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.

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#### CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: January 20, 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](mailto:tfullen@cityofhunterscreek.com). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://cityofhunterscreek.com>.

**City of Hunters Creek Village  
Monthly Tax Office Report  
November 30, 2022**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

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A. Current Taxable Value \$ 3,188,377,985

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

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,959,433.36	\$ 5,727,601.35	\$ 11,687,034.71
Carryover Balance	-	144,026.48	144,026.48
Adjustments	228,634.55	180,482.74	409,117.29
Adjusted Levy	6,188,067.91	6,052,110.57	12,240,178.48
Less Collections Y-T-D	641,685.80	5,914,344.68	6,556,030.48
Receivable Balance	<u>\$ 5,546,382.11</u>	<u>\$ 137,765.89</u>	<u>\$ 5,684,148.00</u>

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C. COLLECTION RECAP:

Current Month:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax	\$ 623,184.04	\$ (52.77)	\$ 623,131.27
Penalty & Interest	-	-	-
Attorney Fees	-	-	-
Other Fees	5.00	-	5.00
Total Collections	<u>\$ 623,189.04</u>	<u>\$ (52.77)</u>	<u>\$ 623,136.27</u>

Year-To-Date:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax:	\$ 641,685.80	\$ 5,914,344.68	\$ 6,556,030.48
Penalty & Interest	-	28,956.37	28,956.37
Attorney Fees	-	6,536.02	6,536.02
Other Fees	5.00	2,170.36	2,175.36
Total Collections	<u>\$ 641,690.80</u>	<u>\$ 5,952,007.43</u>	<u>\$ 6,593,698.23</u>

Percent of Adjusted Levy	<u>10.37%</u>	<u>106.56%</u>
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	5,992,963.00	5,992,963.00	7,334.30	5,889,761.87	-103,201.13	1.72 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-257.39	31,973.80	16,973.80	213.16 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	370,000.00	370,000.00	63,563.78	348,884.30	-21,115.70	5.71 %
<a href="#">100-00-41015</a>	SALES TAXES	500,000.00	500,000.00	58,375.24	609,827.88	109,827.88	121.97 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	2,381.29	23,623.93	3,623.93	118.12 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	0.34	28,344.50	13,344.50	188.96 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	225,000.00	225,000.00	41,106.91	531,872.58	306,872.58	236.39 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	456.77	5,281.38	3,281.38	264.07 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	423.19	4,560.27	560.27	114.01 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	250,000.00	250,000.00	29,187.62	321,717.76	71,717.76	128.69 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	75,000.00	75,000.00	16,045.68	162,539.76	87,539.76	216.72 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	2,000.00	2,000.00	368.62	3,083.86	1,083.86	154.19 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	1,500.00	1,500.00	453.80	3,683.97	2,183.97	245.60 %
<a href="#">100-00-46030</a>	INTEREST INCOME	5,000.00	5,000.00	20,163.37	71,650.71	66,650.71	1,433.01 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	35,766.79	766.79	102.19 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	6.50	8,288.62	-1,711.38	17.11 %
<a href="#">100-00-48065</a>	AMERICAN RESCUE PLAN ACT	600,000.00	600,000.00	0.00	605,619.25	5,619.25	100.94 %
	<b>Revenue Total:</b>	<b>8,122,463.00</b>	<b>8,122,463.00</b>	<b>239,610.02</b>	<b>8,686,481.23</b>	<b>564,018.23</b>	<b>6.94 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	573,525.00	573,525.00	44,301.42	491,065.89	82,459.11	14.38 %
<a href="#">100-01-71001</a>	LONGEVITY	5,802.00	5,802.00	0.00	0.00	5,802.00	100.00 %
<a href="#">100-01-71002</a>	457B	11,471.00	11,471.00	8,990.42	9,417.02	2,053.98	17.91 %
<a href="#">100-01-71025</a>	TMRS	102,260.00	102,260.00	8,270.20	92,526.95	9,733.05	9.52 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	44,310.00	44,310.00	2,903.19	36,847.77	7,462.23	16.84 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	123,200.00	123,200.00	7,787.81	84,674.72	38,525.28	31.27 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	0.00	500.00	3,500.00	87.50 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	15,000.00	15,000.00	0.00	6,765.24	8,234.76	54.90 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	553.42	6,647.31	1,852.69	21.80 %
<a href="#">100-01-72060</a>	TELEPHONE	17,325.00	17,325.00	1,549.00	15,033.57	2,291.43	13.23 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	204.60	5,890.81	4,109.19	41.09 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	475.00	5,300.00	4,900.00	48.04 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	738.63	1,061.37	58.97 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	4,200.00	4,200.00	285.00	3,976.55	223.45	5.32 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	22,615.00	22,615.00	18,509.04	18,509.04	4,105.96	18.16 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,500.00	2,500.00	250.00	2,857.00	-357.00	-14.28 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	2,802.32	2,197.68	43.95 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	14,700.00	14,700.00	59.70	11,766.22	2,933.78	19.96 %
<a href="#">100-01-78056</a>	BANK FEES	1,200.00	1,200.00	0.00	292.13	907.87	75.66 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	23,000.00	23,000.00	445.48	3,633.22	19,366.78	84.20 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	20,000.00	20,000.00	3,627.68	13,746.43	6,253.57	31.27 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	62,000.00	62,000.00	0.00	51,543.00	10,457.00	16.87 %
<a href="#">100-02-72120</a>	AUDITOR	17,500.00	17,500.00	0.00	18,630.00	-1,130.00	-6.46 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	4,846.00	33,697.00	-8,697.00	-34.79 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	75,000.00	75,000.00	1,525.00	26,319.00	48,681.00	64.91 %
<a href="#">100-02-72502</a>	CITY ENGINEER	75,000.00	75,000.00	7,608.88	56,947.63	18,052.37	24.07 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	4,479.51	3,020.49	40.27 %

Budget Report

For Fiscal: 2022 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	1,658,392.00	1,773,227.34	168,003.70	1,675,784.02	97,443.32	5.50 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,099,750.00	2,099,750.00	194,478.50	2,136,995.41	-37,245.41	-1.77 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	550,000.00	550,000.00	42,769.42	427,694.20	122,305.80	22.24 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	4,455.00	36,535.34	23,464.66	39.11 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	364.41	1,339.80	660.20	33.01 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	851.10	2,676.49	5,823.51	68.51 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	13,125.00	13,125.00	2,623.50	12,756.40	368.60	2.81 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,600.00	3,600.00	150.84	2,693.26	906.74	25.19 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	53,253.95	6,746.05	11.24 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	2,070.73	15,281.61	-281.61	-1.88 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	558.75	2,941.25	84.04 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	75,000.00	75,000.00	3,628.00	55,615.00	19,385.00	25.85 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	35,000.00	35,000.00	100.00	12,857.50	22,142.50	63.26 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	6,646.37	20,064.59	9,935.41	33.12 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	66.12	3,146.94	11,853.06	79.02 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	100.00	1,182.18	1,817.82	60.59 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	19,292.48	85,413.44	14,586.56	14.59 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	6,201.03	20,201.45	9,798.55	32.66 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	0.00	6,685.20	3,289.80	32.98 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78064</a>	Ice Storm Expenses 2021	0.00	0.00	0.00	24.99	-24.99	0.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	15,000.00	15,000.00	0.00	5,751.00	9,249.00	61.66 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	380.57	5,303.34	-2,303.34	-76.78 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,699.00	29,628.00	10,372.00	25.93 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	0.00	882.00	-382.00	-76.40 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	1,297.55	1,202.45	48.10 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	1,800.00	1,800.00	0.00	1,698.65	101.35	5.63 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	200.00	300.00	60.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	2,500.00	2,500.00	99.36	420.72	2,079.28	83.17 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	40,000.00	40,000.00	0.00	47,363.90	-7,363.90	-18.41 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
<a href="#">100-06-75042</a>	BUILDING OFFICIAL VEHICLE	45,000.00	45,000.00	0.00	45,000.00	0.00	0.00 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>6,727,300.00</b>	<b>6,842,135.34</b>	<b>567,171.97</b>	<b>5,712,912.64</b>	<b>1,129,222.70</b>	<b>16.50 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,395,163.00</b>	<b>1,280,327.66</b>	<b>-327,561.95</b>	<b>2,973,568.59</b>	<b>1,693,240.93</b>	<b>-132.25 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>							
<b>Expense</b>							
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECUR...	250,000.00	250,000.00	7,395.01	115,468.89	134,531.11	53.81 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	7,400.00	12,600.00	63.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	730,000.00	730,000.00	24,310.00	234,070.88	495,929.12	67.94 %
<a href="#">200-01-75055</a>	STREET SIGN REPLACEMENT	25,000.00	25,000.00	2,139.00	10,052.19	14,947.81	59.79 %
<a href="#">200-01-75056</a>	TRAFFIC LIGHT MAST ARMS	0.00	422,374.55	0.00	85,606.70	336,767.85	79.73 %
<a href="#">200-01-75058</a>	STORM SEWER IMPROVEMENTS	487,500.00	487,500.00	0.00	0.00	487,500.00	100.00 %
<a href="#">200-01-75060</a>	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	17,531.25	32,468.75	64.94 %
<a href="#">200-01-75064</a>	STREET REPLACEMENTS - ONGOING	1,822,500.00	1,822,500.00	364,735.87	636,591.65	1,185,908.35	65.07 %
<a href="#">200-01-75066</a>	ESPLANADE BEAUTIFICATION	70,000.00	70,000.00	0.00	69,124.70	875.30	1.25 %
	<b>Expense Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>398,579.88</b>	<b>1,175,846.26</b>	<b>2,701,528.29</b>	<b>69.67 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>398,579.88</b>	<b>1,175,846.26</b>	<b>2,701,528.29</b>	<b>69.67 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-726,141.83</b>	<b>1,797,722.33</b>	<b>4,394,769.22</b>	<b>169.22 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	8,122,463.00	8,122,463.00	239,610.02	8,686,481.23	564,018.23	6.94 %
Expense	6,727,300.00	6,842,135.34	567,171.97	5,712,912.64	1,129,222.70	16.50 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,395,163.00</b>	<b>1,280,327.66</b>	<b>-327,561.95</b>	<b>2,973,568.59</b>	<b>1,693,240.93</b>	<b>-132.25 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	3,455,000.00	3,877,374.55	398,579.88	1,175,846.26	2,701,528.29	69.67 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>398,579.88</b>	<b>1,175,846.26</b>	<b>2,701,528.29</b>	<b>69.67 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-726,141.83</b>	<b>1,797,722.33</b>	<b>4,394,769.22</b>	<b>169.22 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - GENERAL GOVERNMENT (01)	1,395,163.00	1,280,327.66	-327,561.95	2,973,568.59	1,693,240.93
200 - CAPITAL IMPROVEMENTS (02)	-3,455,000.00	-3,877,374.55	-398,579.88	-1,175,846.26	2,701,528.29
<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-726,141.83</b>	<b>1,797,722.33</b>	<b>4,394,769.22</b>



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

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

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A. Current Taxable Value \$ 3,204,975,893

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

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Original Levy 0.194082	\$ 5,959,433.36	\$ 5,727,601.35	\$ 11,687,034.71
Carryover Balance	-	144,026.48	144,026.48
Adjustments	260,848.10	180,126.73	440,974.83
Adjusted Levy	6,220,281.46	6,051,754.56	12,272,036.02
Less Collections Y-T-D	2,725,277.60	5,913,942.68	8,639,220.28
Receivable Balance	<u>\$ 3,495,003.86</u>	<u>\$ 137,811.88</u>	<u>\$ 3,632,815.74</u>

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C. COLLECTION RECAP:

Current Month:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax	\$ 2,083,591.80	\$ (402.00)	\$ 2,083,189.80
Penalty & Interest	-	-	-
Attorney Fees	-	-	-
Other Fees	0.79	-	0.79
Total Collections	<u>\$ 2,083,592.59</u>	<u>\$ (402.00)</u>	<u>\$ 2,083,190.59</u>

Year-To-Date:	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Base Tax:	\$ 2,725,277.60	\$ 5,913,942.68	\$ 8,639,220.28
Penalty & Interest	-	28,956.37	28,956.37
Attorney Fees	-	6,536.02	6,536.02
Other Fees	5.79	2,170.36	2,176.15
Total Collections	<u>\$ 2,725,283.39</u>	<u>\$ 5,951,605.43</u>	<u>\$ 8,676,888.82</u>

Percent of Adjusted Levy	<u>43.81%</u>	<u>139.49%</u>
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	5,992,963.00	5,992,963.00	-454.77	5,889,307.10	-103,655.90	1.73 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	0.00	31,973.80	16,973.80	213.16 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	370,000.00	370,000.00	20,387.42	369,271.72	-728.28	0.20 %
<a href="#">100-00-41015</a>	SALES TAXES	500,000.00	500,000.00	59,506.20	669,334.08	169,334.08	133.87 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	2,492.01	26,115.94	6,115.94	130.58 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	0.00	28,344.50	13,344.50	188.96 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	225,000.00	225,000.00	20,509.80	552,382.38	327,382.38	245.50 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	237.41	5,518.79	3,518.79	275.94 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	403.09	4,963.36	963.36	124.08 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	250,000.00	250,000.00	29,753.10	351,470.86	101,470.86	140.59 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	75,000.00	75,000.00	13,097.96	175,637.72	100,637.72	234.18 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	2,000.00	2,000.00	250.44	3,334.30	1,334.30	166.72 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	1,500.00	1,500.00	342.50	4,026.47	2,526.47	268.43 %
<a href="#">100-00-46030</a>	INTEREST INCOME	5,000.00	5,000.00	27,588.73	99,239.44	94,239.44	1,984.79 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	35,766.79	766.79	102.19 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	0.00	8,288.62	-1,711.38	17.11 %
<a href="#">100-00-48065</a>	AMERICAN RESCUE PLAN ACT	600,000.00	600,000.00	0.00	605,619.25	5,619.25	100.94 %
	<b>Revenue Total:</b>	<b>8,122,463.00</b>	<b>8,122,463.00</b>	<b>174,113.89</b>	<b>8,860,595.12</b>	<b>738,132.12</b>	<b>9.09 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	573,525.00	573,525.00	63,886.28	554,952.17	18,572.83	3.24 %
<a href="#">100-01-71001</a>	LONGEVITY	5,802.00	5,802.00	5,544.00	5,544.00	258.00	4.45 %
<a href="#">100-01-71002</a>	457B	11,471.00	11,471.00	1,279.80	10,696.82	774.18	6.75 %
<a href="#">100-01-71025</a>	TMRS	102,260.00	102,260.00	13,286.30	105,813.25	-3,553.25	-3.47 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	44,310.00	44,310.00	4,046.30	40,894.07	3,415.93	7.71 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	123,200.00	123,200.00	7,787.81	92,462.53	30,737.47	24.95 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	500.00	1,000.00	3,000.00	75.00 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	15,000.00	15,000.00	270.99	7,036.23	7,963.77	53.09 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,031.34	7,678.65	821.35	9.66 %
<a href="#">100-01-72060</a>	TELEPHONE	17,325.00	17,325.00	2,448.46	17,482.03	-157.03	-0.91 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	245.00	6,135.81	3,864.19	38.64 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	3,785.00	3,785.00	1,215.00	24.30 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	475.00	5,775.00	4,425.00	43.38 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	246.21	984.84	815.16	45.29 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	4,200.00	4,200.00	175.00	4,151.55	48.45	1.15 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	22,615.00	22,615.00	0.00	18,509.04	4,105.96	18.16 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,500.00	2,500.00	0.00	2,857.00	-357.00	-14.28 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	44.99	2,847.31	2,152.69	43.05 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	14,700.00	14,700.00	59.70	11,825.92	2,874.08	19.55 %
<a href="#">100-01-78056</a>	BANK FEES	1,200.00	1,200.00	159.00	451.13	748.87	62.41 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	23,000.00	23,000.00	4,096.79	7,730.01	15,269.99	66.39 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	20,000.00	20,000.00	2,744.31	16,490.74	3,509.26	17.55 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	62,000.00	62,000.00	0.00	51,543.00	10,457.00	16.87 %
<a href="#">100-02-72120</a>	AUDITOR	17,500.00	17,500.00	0.00	18,630.00	-1,130.00	-6.46 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	2,182.00	35,879.00	-10,879.00	-43.52 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	75,000.00	75,000.00	8,556.00	34,875.00	40,125.00	53.50 %
<a href="#">100-02-72502</a>	CITY ENGINEER	75,000.00	75,000.00	5,160.63	62,108.26	12,891.74	17.19 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	4,479.51	3,020.49	40.27 %

Budget Report

For Fiscal: 2022 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	1,658,392.00	1,773,227.34	97,443.30	1,773,227.32	0.02	0.00 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,099,750.00	2,099,750.00	0.00	2,136,995.41	-37,245.41	-1.77 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	550,000.00	550,000.00	85,538.84	513,233.04	36,766.96	6.68 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	8,924.58	45,459.92	14,540.08	24.23 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	216.18	1,555.98	444.02	22.20 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	467.55	3,144.04	5,355.96	63.01 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	13,125.00	13,125.00	583.00	13,339.40	-214.40	-1.63 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,600.00	3,600.00	351.96	3,045.22	554.78	15.41 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	14,840.00	68,093.95	-8,093.95	-13.49 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	2,124.26	17,405.87	-2,405.87	-16.04 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	2,200.00	2,758.75	741.25	21.18 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	75,000.00	75,000.00	7,256.00	62,871.00	12,129.00	16.17 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	35,000.00	35,000.00	353.00	13,210.50	21,789.50	62.26 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	2,888.64	22,953.23	7,046.77	23.49 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	856.87	4,003.81	10,996.19	73.31 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	688.50	1,870.68	1,129.32	37.64 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	19,736.18	105,149.62	-5,149.62	-5.15 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	3,132.30	23,333.75	6,666.25	22.22 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	1,671.30	8,356.50	1,618.50	16.23 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78064</a>	Ice Storm Expenses 2021	0.00	0.00	0.00	24.99	-24.99	0.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	15,000.00	15,000.00	1,040.00	6,791.00	8,209.00	54.73 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	442.61	5,745.95	-2,745.95	-91.53 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	40,000.00	40,000.00	6,356.50	35,984.50	4,015.50	10.04 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	120.00	1,002.00	-502.00	-100.40 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	162.30	1,459.85	1,040.15	41.61 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	1,800.00	1,800.00	0.00	1,698.65	101.35	5.63 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	55.00	255.00	245.00	49.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	2,500.00	2,500.00	94.67	515.39	1,984.61	79.38 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	40,000.00	40,000.00	16,258.67	63,622.57	-23,622.57	-59.06 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	2,600.00	2,600.00	5,900.00	69.41 %
<a href="#">100-06-75042</a>	BUILDING OFFICIAL VEHICLE	45,000.00	45,000.00	0.00	45,000.00	0.00	0.00 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>6,727,300.00</b>	<b>6,842,135.34</b>	<b>404,413.12</b>	<b>6,117,325.76</b>	<b>724,809.58</b>	<b>10.59 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,395,163.00</b>	<b>1,280,327.66</b>	<b>-230,299.23</b>	<b>2,743,269.36</b>	<b>1,462,941.70</b>	<b>-114.26 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
	<b>Expense</b>						
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECUR...	250,000.00	250,000.00	59,136.17	174,605.06	75,394.94	30.16 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	7,400.00	12,600.00	63.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	730,000.00	730,000.00	26,042.35	260,113.23	469,886.77	64.37 %
<a href="#">200-01-75055</a>	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	10,052.19	14,947.81	59.79 %
<a href="#">200-01-75056</a>	TRAFFIC LIGHT MAST ARMS	0.00	422,374.55	93,327.05	178,933.75	243,440.80	57.64 %
<a href="#">200-01-75058</a>	STORM SEWER IMPROVEMENTS	487,500.00	487,500.00	0.00	0.00	487,500.00	100.00 %
<a href="#">200-01-75060</a>	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	17,531.25	32,468.75	64.94 %
<a href="#">200-01-75064</a>	STREET REPLACEMENTS - ONGOING	1,822,500.00	1,822,500.00	906,852.38	1,543,444.03	279,055.97	15.31 %
<a href="#">200-01-75066</a>	ESPLANADE BEAUTIFICATION	70,000.00	70,000.00	0.00	69,124.70	875.30	1.25 %
	<b>Expense Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>1,085,357.95</b>	<b>2,261,204.21</b>	<b>1,616,170.34</b>	<b>41.68 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>1,085,357.95</b>	<b>2,261,204.21</b>	<b>1,616,170.34</b>	<b>41.68 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-1,315,657.18</b>	<b>482,065.15</b>	<b>3,079,112.04</b>	<b>118.56 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	8,122,463.00	8,122,463.00	174,113.89	8,860,595.12	738,132.12	9.09 %
Expense	6,727,300.00	6,842,135.34	404,413.12	6,117,325.76	724,809.58	10.59 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,395,163.00</b>	<b>1,280,327.66</b>	<b>-230,299.23</b>	<b>2,743,269.36</b>	<b>1,462,941.70</b>	<b>-114.26 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	3,455,000.00	3,877,374.55	1,085,357.95	2,261,204.21	1,616,170.34	41.68 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>3,455,000.00</b>	<b>3,877,374.55</b>	<b>1,085,357.95</b>	<b>2,261,204.21</b>	<b>1,616,170.34</b>	<b>41.68 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-1,315,657.18</b>	<b>482,065.15</b>	<b>3,079,112.04</b>	<b>118.56 %</b>

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	1,395,163.00	1,280,327.66	-230,299.23	2,743,269.36	1,462,941.70
200 - CAPITAL IMPROVEMENTS (02)	-3,455,000.00	-3,877,374.55	-1,085,357.95	-2,261,204.21	1,616,170.34
<b>Report Surplus (Deficit):</b>	<b>-2,059,837.00</b>	<b>-2,597,046.89</b>	<b>-1,315,657.18</b>	<b>482,065.15</b>	<b>3,079,112.04</b>

## 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	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	\$12,675	\$8,623	\$4,052	158	81	\$14,241	\$10,007	\$4,234
Feb.	264	16C/148W	\$14,774	\$9,785	\$4,989	24	4C/18W	\$3,424	\$2,226	\$1,198	157	79	\$20,420	\$14,663	\$5,657	120	60	\$18,034	\$5,749	\$12,285
March	38	18C/20W	\$11,245	\$7,858	\$3,387	28	15C/13W	\$11,892	\$8,005	\$3,886	175	92	\$15,498	\$9,778	\$5,721	133	87	\$17,689	\$12,246	\$5,443
April	4	4C/0W	\$6,487	\$4,903	\$1,583	69	23C/46W	\$13,471	\$9,541	\$3,930	152	74	\$16,461	\$11,295	\$5,167	144	67	\$11,040	\$6,784	\$4,256
May	40	21C/19W	\$10,157	\$7,871	\$2,286	99	42C/57W	\$8,686	\$6,410	\$2,276	173	105	\$24,690	\$16,131	\$8,559	212	102	\$11,911	\$7,429	\$4,483
June	33	19C/14W	\$5,720	\$4,219	\$1,501	83	45C/38W	\$8,840	\$6,106	\$2,734	168	75	\$16,845	\$10,409	\$6,436	167	76	\$14,358	\$9,073	\$5,285
July	11	8C/3W	\$4,710	\$3,420	\$1,290	55	26C/28W	\$6,939	\$4,350	\$2,589	1069	558	\$126,060	\$79,145	\$46,816	887	440C/447W	\$83,682	\$59,484	\$24,261
Aug.	12	8C/4W	\$4,790	\$3,644	\$1,145	76	41C/36W	\$12,216	\$8,633	\$3,583	1079	522C/485W	\$130,670	\$83,755	\$43,916	73.92	37C/37W	\$6,973.50	\$4,956.98	\$2,021.74
Sept.	28	18C/10W	\$3,597	\$2,715	\$882	165	101C/64W	\$9,542	\$3,655	\$2,887	89.92	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	79	56C/23W	\$3,072	\$2,154	\$918
October	59	33C/26W	\$3,677	\$2,787	\$890	168	97C/71W	\$19,129	\$12,046	\$7,083	89.1	46.5	\$10,504.96	\$6,595.39	\$3,901.33	64	34C/30W	\$3,351	\$2,438	\$975
Nov.	79	56C/23W	\$3,072	\$2,154	\$918	169	66C/103W	\$15,724	\$9,541	\$6,183	89.1	46.5	\$10,504.96	\$6,595.39	\$3,901.33	64	34C/30W	\$3,351	\$2,438	\$975
<b>Dec.</b>	<b>64</b>	<b>34C/30W</b>	<b>\$3,351</b>	<b>\$2,438</b>	<b>\$975</b>	<b>124</b>	<b>54C/70W</b>	<b>\$13,710</b>	<b>\$8,496</b>	<b>\$5,214</b>	<b>167</b>	<b>76</b>	<b>\$14,358</b>	<b>\$9,073</b>	<b>\$5,285</b>	<b>1069</b>	<b>558</b>	<b>\$126,060</b>	<b>\$79,145</b>	<b>\$46,816</b>
<b>TOTAL</b>	<b>887</b>	<b>440C/447W</b>	<b>\$83,682</b>	<b>\$59,484</b>	<b>\$24,261</b>	<b>1079</b>	<b>522C/485W</b>	<b>\$130,670</b>	<b>\$83,755</b>	<b>\$43,916</b>	<b>1069</b>	<b>558</b>	<b>\$126,060</b>	<b>\$79,145</b>	<b>\$46,816</b>	<b>887</b>	<b>440C/447W</b>	<b>\$83,682</b>	<b>\$59,484</b>	<b>\$24,261</b>
Monthly Avg	73.92	37C/37W	\$6,973.50	\$4,956.98	\$2,021.74	89.92	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	89.1	46.5	\$10,504.96	\$6,595.39	\$3,901.33					

\*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

*Raymond Schultz*  
*Chief of Police*

January 9, 2023

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: December Monthly Report

During the month of December MVPD responded/handled a total of 6,213 calls/incidents. 4,794 House Watch checks were conducted. 566 traffic stops were initiated with 578 citations being issued for 1063 violations. (Note: 25 Assists in Hedwig, 89 in Houston, 2 in Spring Valley and 1 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2311/22443	1920/18249	0	313/175/138	4@4:16
Piney Point:	1586/18553	1160/14215	2	436/224/212	11@3:05
Hunters Creek:	2186/27937	1709/22628	8	314/126/188	6@4:42
				Cites/Warn/Total	21@3:48

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	185	Ord. Violations:	13	Speeding:	141
Animal Calls:	28	Information:	17	Exp. Registration:	180
ALPR Hits:	159	Suspicious Situations	104	No Ins:	121
Assist Fire:	53	Loud Party	17	License	101
Assist EMS:	40	Welfare Checks:	13	Stop Sign	63
				Fake Plate	68

*This month the department generated a total of 60 police reports.  
 BH-13, PP-16, HC-27, HOU-3, HED-1, SV-1*

Crimes Against of Persons (2)

Assault (DV)	1
Child Endangerment	1

Crimes Against Property (14)

Burglary of a Motor Vehicle	1	Robbery	1
Theft	3	Fraud/ID	9

Petty/Quality of Life Crimes/Events (44)

ALPR Hits (valid)	8	Warrants	4
Accidents	10	DWI	2
Information Reports	9	Possession of DW	1
Possession of CS	4	Recovered Stolen Property	6

Arrest Summary: Individuals Arrested (11)

Warrants	4	Felony	1
Class 3 Arrests	4	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	4,967,382	5,222,098	95.1%
• Operating Expense:	914,886	959,152	95.4%
• Total M&O Expenditures:	5,882,268	6,181,250	95.2%
• Capital Expenses:	167,926	178,000	95.0%
• Net Expenses:	6,050,194	6,359,250	95.0%

Follow-up on Previous Month Items/Requests from Commission

- The 2023/24 Healthcare RFP process was initiated with publication scheduled for early January.

Personnel Changes/Issues/Updates

- TCO Ms. Madison Bradley completed all hiring requirements and will begin on January 3, 2022. She will be attending State required certification training in March.
- A replacement TCO, Mr. Stephen Cook was interviewed and hired to replace Ms. Nancy Hubertus who provide her letter of intent to resign in February. Mr. Cook will begin on January 9, 2022. Mr. Cook is already certified and will begin OJT on night shift.
- Annual performance appraisals have been completed for all hourly employees.
- Two sworn employees remain on limited duty status due to injuries. Both are expected to be released this month, on January 4<sup>th</sup> and 12<sup>th</sup> respectfully.
- Commander Jones left for the FBI National Academy January 3, 2023. He will be in Quantico, VA for the next 11 weeks attending advanced training. During his absence Sergeant Owens will be acting Commander over administrative duties and Sergeant Pavlock will take over operations. Officer Valdez will be acting sergeant over Sergeant Pavlock’s dayshift team.

Major/Significant Events

- Personnel participated in and provided traffic control for the Twinkle Light Parade. The event route was expanded this year with post parade family activities. All personnel were utilized allowing for an incident free event.
- 12/12/2022 Driveway Robbery. An area contractor was robbed in the driveway of a home on Woodsedge after returning from a nearby bank in Houston. Detectives used the ALPR system to identify a suspect vehicle. A subsequent investigation found the plate to stolen from Cleveland, TX. Detectives conducted surveillance at the bank where the victim had been and identified subjects/suspects monitoring the bank. The suspects also were using countersurveillance looking for L.E. MVPD detectives are working with HPD on the investigation as several area robberies appear to be connected to this particular financial institution.

Status Update on Major Projects

- The new dispatch center radio upgrade equipment (hardware) has been ordered along with the consoles. Planning is in process to temporarily relocate the dispatch function to the conference room and to add a building wide dispatch speaker system.
- Tommy Vaughn has donated the use of a new Ford Explorer to the department for drone operations. The vehicle will remain unmarked but will be upfitted with drone equipment, a charging station, and a monitor. The old explorer is being upfitted with *D.A.R.E.* logo wraps and will used parked at the school where the DARE officer is teaching each day.

V-LINC new registrations in December +34

BH – 1536(+5)  
PP – 1096 (+6)

HC – 1558 (+18)  
Out of Area – 552 (+5)



## December VFD Assists

Calls received directly by MVPD via 911/3700

### Priority Events                      Average Response Times

Total –10	3:33
Fire – 1	3:31
EMS – 9	3:34

### By Village

BH Fire – 1	3:31
BH EMS – 2	5:06
PP Fire – 0	0:00
PP EMS – 5	2:36
HC Fire -0	0:00
HC EMS -2	3:54

### Combined VFD Events (Priority + Radio)

Total – 53	3:50
Fire – 31	3:55
EMS – 22	3:46

### Radio Call Events

Total – 44	3:30
Fire- 34	3:37
EMS- 10	3:10

### Radio Call Events by Village

BH – 14	3:59
PP – 12	2:52
HC – 18	3:36

# 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
321 Bunker Hill Rd	No	Const Site
214 Blalock	No	Open Door
26 Windemere	No	Rear Door
7618 River Pt.	No	Rear Door
691 Flintdale	No*	Rear Window

# 2022 Robberies

Address	MO
201 Kensington	Driveway Robbery
8 Woodsege	Driveway Robbery



Daytime Burglary



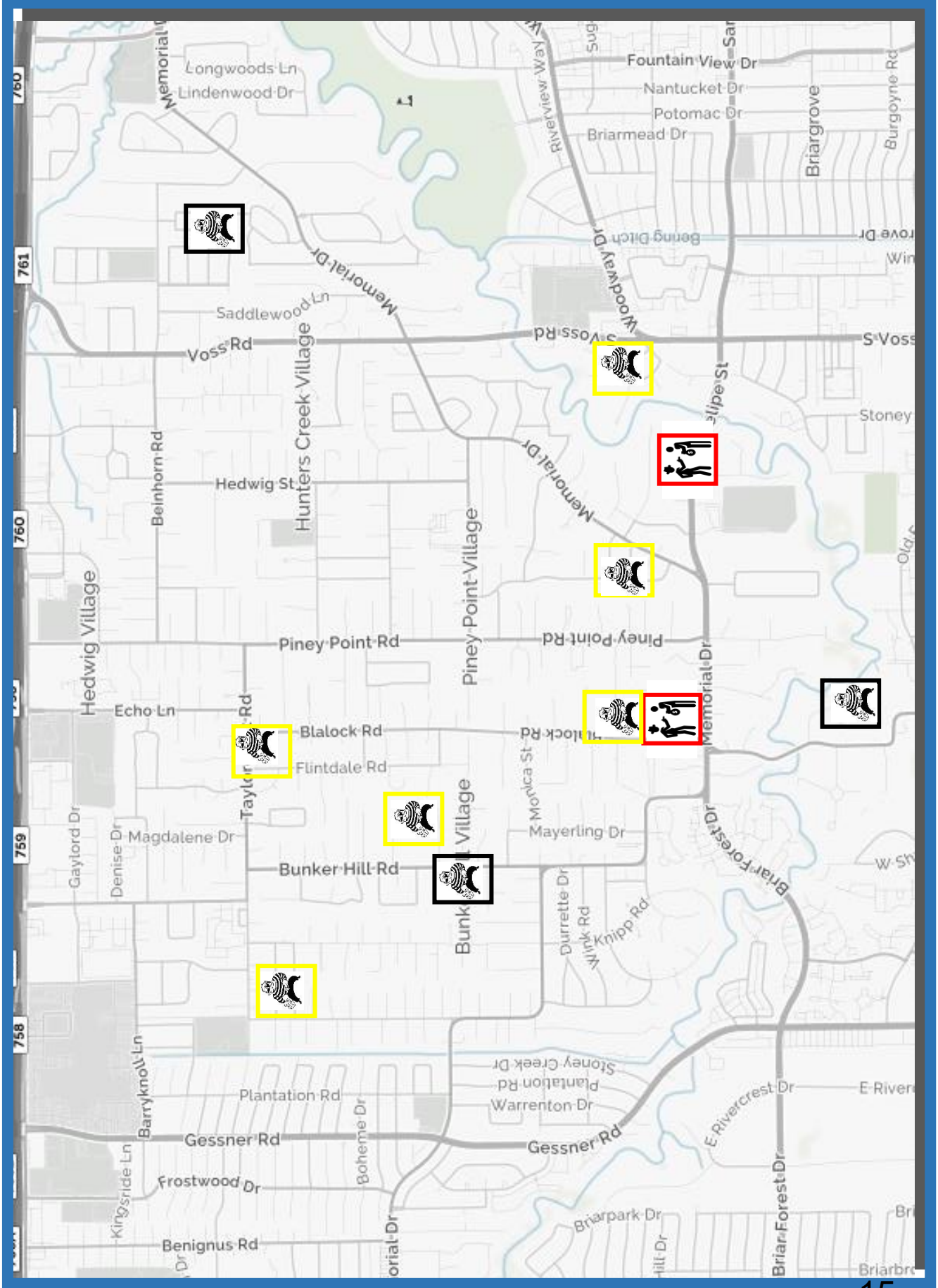
Nighttime Burglary



Robbery

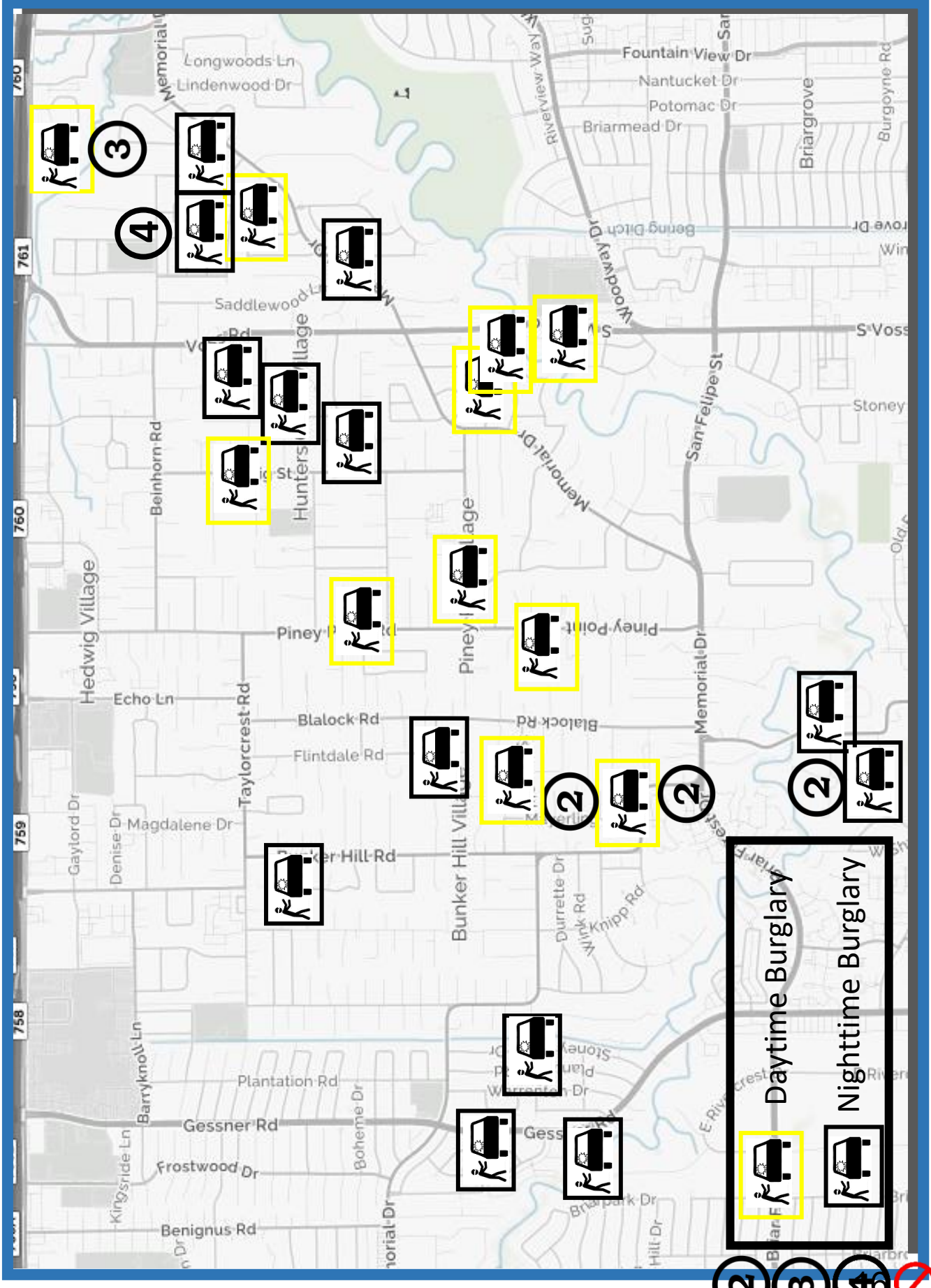


12/31/22



# 2022 Auto Burglary Map

Address	POE
243 Gessner 22-0042	UNL Vehicle
<a href="#">614 Hunters Grove 22-0046</a>	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
11024 Greenbay	Side Window
362 Piney Point	UNL Vehicle
11614 Arrowood Cir	UNL Vehicle
251 Plantation	UNL Vehicle
8435 Katy Fwy	UNL Vehicle
11607 Arrowood Cir	UNL Vehicle
708 Country Lane	UNL Vehicle
10917 Roaring Brook	UNL Vehicle
11750 Memorial	UNL Vehicle
11750 Memorial	UNL Vehicle
10403 Memorial	UNL Vehicle
90 Williamsburg	UNL Vehicle
<u>10911 Walwick</u>	UNL Vehicle
<u>11625 Monica</u>	UNL Vehicle
<u>11618 Green Oaks</u>	UNL Vehicle
215 Hedwig	UNL Vehicle
<u>1003 Riverview Way</u>	UNL Vehicle
11702 Memorial Dr	UNL Vehicle
2 Hunters Ridge Ct	UNL Vehicle
11634 Green Oaks	UNL Vehicle
207 Breeds Hill Ct	UNL Vehicle



## 2022 Total Incidents

2022	Crimes Against Persons	Crimes Against Property	Quality of Life Incidents	Total	Arrests	Incidents	House Checks	YTD BH INC	YTD BH HC	YTD PP INC	YTD PP HC	YTD HC INC	YTD HC HC
January	2	20	54	76	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	1	15	63	79	18	7901	6595	2735	2357	1724	1375	3285	2855
July	0	19	65	84	30	10,781	9439	3554	3189	2612	2228	4454	4017
August	2	13	79	94	24	7,036	5634	2108	1735	1789	1413	2967	2494
September	0	11	57	68	18	5,576	4165	1724	1307	1377	1020	2276	1863
October	2	8	69	79	19	4,627	3125	1341	970	1278	858	1823	1294
November	1	10	52	63	16	4,600	3336	1619	1283	1266	885	1570	1159
December	2	14	44	60	11	6233	4794	2311	1920	1586	1160	2186	1709
<b>Total</b>	<b>13</b>	<b>169</b>	<b>736</b>	<b>918</b>	<b>230</b>	<b>70665</b>	<b>55102</b>	<b>22443</b>	<b>18249</b>	<b>18553</b>	<b>14215</b>	<b>27937</b>	<b>22628</b>

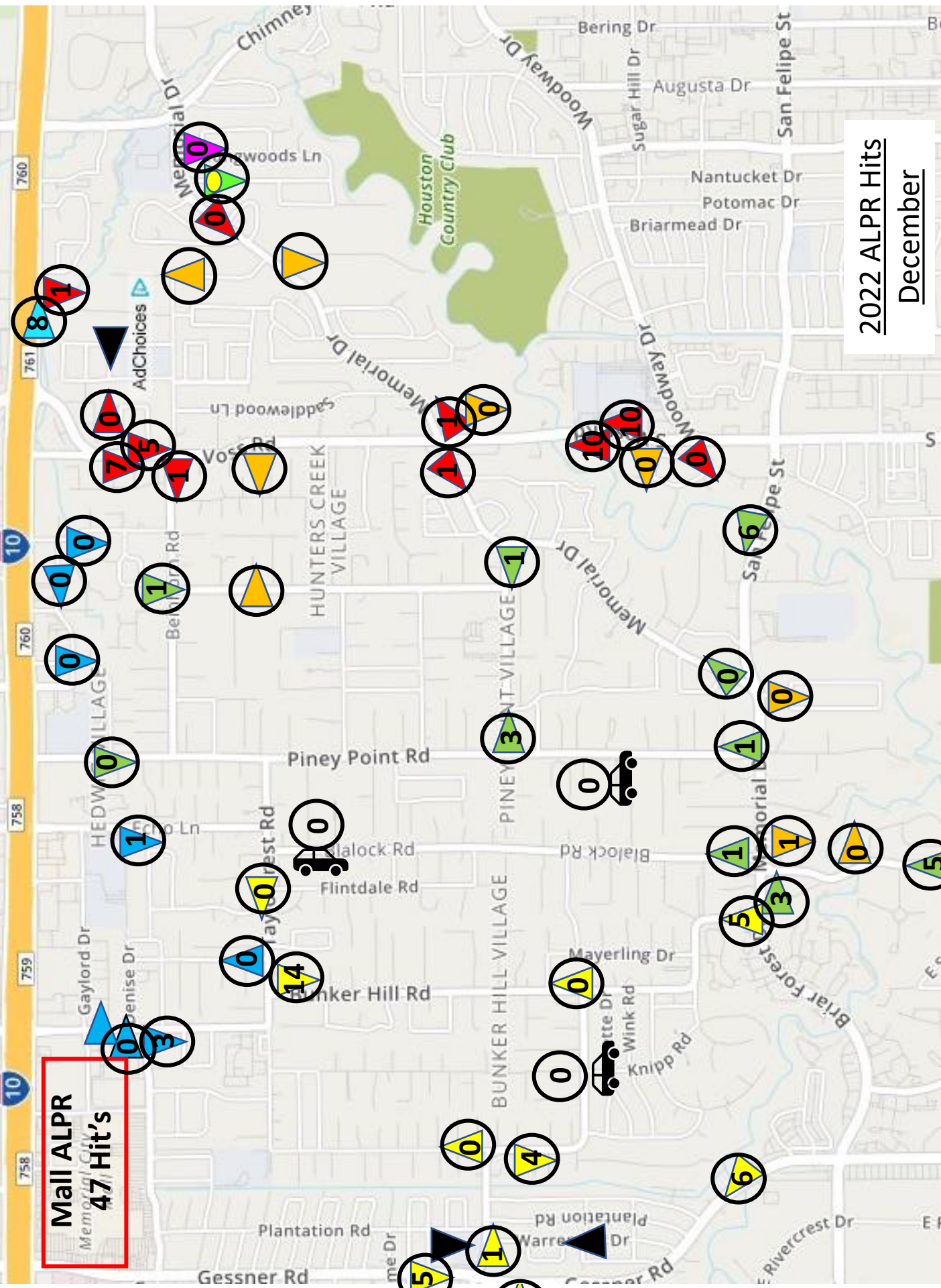
2021 Totals	21	251	712	984	153	96885	83432	34182	30460	25843	22003	35623	30831
Difference	-8	-82	24	-66	77	-26220	-28330	-11739	-12212	-7290	-7788	-7686	-8203
% Change	-38%	-32.60%	3.30%	-6.70%	50%	-27%	-34%	-34%	-40%	-28%	-35%	-21.50%	-26.60%

## 2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALIMANI, ALI														
BAKER, BRIAN C	1:12:06	0:25:57	0:41:47	3:39:42	2:14:53	1:17:03	1:36:45	0:01:36	7:02:02	0:56:24	4:33:30	10:09:55	8	39
BALDWIN, BRIAN														
BIEHUNKO, JOHN	18:43:22	2:22:28	16:34:24	16:11:16	0:05:01	30:06:58	20:24:31	13:02:30	26:25:28	15:54:27	26:09:10	10:53:59		19
BOGGUS, LARRY	15:04:47	5:53:12	4:40:34	3:14:42	4:18:58	8:49:03	4:15:44	2:34:08	7:02:51	0:34:11	5:34:31	2:19:26		17
BURLESON, Jason	12:07:07	8:50:51	10:28:24	15:39:39	20:46:39	12:37:07	12:19:19	19:23:50	20:56:06	30:33:41	18:23:01	14:45:17	2	15
CANALES, RALPH EDWARD	15:47:48	12:59:21	20:33:16	7:12:09	18:07:20	18:57:15	24:50:11	20:27:50	13:12:30	16:46:23	12:22:11	10:44:15	2	9
CERNY, BLAIR C.	10:28:34	4:46:23	5:09:00	13:16:49	3:28:16	2:39:05	17:08:31	9:42:12	5:44:02	3:11:10	4:44:37	1:51:22		
ECKERFIELD, Dillion	14:43:31	50:20:55	41:45:59	20:58:59	46:51:13	46:09:14	33:39:36	36:56:10	29:13:14	27:10:50	6:33:41	10:02:57	1	2
HARWOOD, NICHOLAS	8:52:50	12:08:28	17:02:07	32:38:36	14:55:59	19:34:36	15:51:00	5:12:47	22:22:46	22:04:36	22:24:58	20:29:42	3	7
JARVIS, RICHARD	15:27:18	13:08:35	11:48:58	17:43:16	17:42:14	20:08:16	25:38:04	16:09:36	18:06:55	11:21:40	5:27:12	20:49:29	1	20
JOHNSON, JOHN														
JONES, ERIC	0:00:00	0:00:00	0:00:00	2:26:49	0:58:54	0:00:00	0:00:00	0:00:00	0:00:00	0:10:53	0:00:00	0:00:00	2	40
KELSO JR, RONALD K	18:23:38	18:34:45	18:24:13	16:24:02	21:26:07	16:59:04	21:18:40	6:26:15						
KING, JEREMY														
KUKOWSKI, Andy	8:41:08	29:17:18	19:38:51	10:43:16	14:27:45	35:09:03	23:03:25	22:42:16	31:17:43	35:09:17	16:52:40	20:26:53	2	29
LOWRIE, Andy	22:19:30	25:03:32	25:44:26	30:50:09	37:16:39	47:52:05	49:29:44	35:25:22	16:12:44	40:02:02	15:10:52	34:55:12	5	75
MCELVANY, ROBERT	15:57:19	16:56:24	11:49:41	15:02:12	15:14:52	14:52:41	14:09:33	19:15:01	9:12:08	9:07:59	4:01:34	11:33:46		18
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	11:49:00	16:46:51	7:04:50						
ORTEGA, Yesenia	13:37:44	13:06:03	27:04:16	21:00:00	22:35:33	31:13:22	32:38:16	21:42:57	16:57:08	20:22:36	9:45:18	15:15:47		16
OWENS, LANE	1:19:54	0:00:00	0:01:20	0:00:00	1:17:38	0:00:00	3:05:43	2:39:36	0:00:00	0:00:00	0:04:57	0:00:00		
PAVLOCK, JAMES ADAM	7:53:53	12:46:08	21:56:20	18:00:52	19:42:42	22:02:06	24:04:31	21:29:20	19:54:17	18:39:43	10:33:53	15:33:08	5	28
RODRIGUEZ, CHRISTOPHER	3:33:25	1:10:27	2:30:35	3:18:59	9:12:09	2:37:41	3:30:42	4:17:13	1:57:38	0:32:23	3:45:02	3:10:08		
SALAZAR, Efrain														
SCHANMEIR, CHRISTIAN	13:46:24	13:54:19	22:55:54	19:04:49	24:31:16	0:00:00	0:00:00	2:55:01	25:56:02	28:18:09	21:02:00	18:50:54	3	19
SCHULTZ, RAYMOND	0:08:10	0:19:11	0:00:00	3:09:04	0:58:56	0:14:11	1:23:01	0:05:17	1:29:27	0:00:00	0:00:00	0:00:00		
SILLIMAN, ERIC	18:28:11	21:46:57	18:28:05	20:43:02	30:52:29	16:55:33	6:26:49	12:22:51	26:01:43	19:02:16	5:52:28	27:49:59	4	36
SPRINKLE, MICHAEL	2:24:25	3:42:07	7:30:26	10:26:51	8:13:27	12:57:33	8:18:24	10:55:32	7:22:49	7:06:11	3:28:27	19:29:49		6
TAYLOR, CRAIG	14:23:05	8:57:33	15:22:47	8:22:56	15:25:16	29:26:49	24:23:06	23:14:45	13:53:38	25:04:22	7:48:44	11:59:59	3	23
TORRES, PATRICK	17:51:27	15:18:21	12:19:55	18:43:20	15:41:19	10:59:51	0:00:00	0:30:06	2:53:18	2:19:03	15:30:53	18:32:49		84
VALDEZ, JUAN	12:53:25	15:40:46	23:53:53	17:10:21	27:45:20	24:50:03	32:46:12	33:34:32	19:22:24	23:41:24	19:00:05	20:28:29	4	22
VASQUEZ, MONICA	17:21:21	13:46:27	13:46:55	29:48:40	27:25:02	17:57:16	20:04:56	18:56:47	20:16:49	1:14:39	5:33:27	13:42:12		
WHITE, TERRY	19:20:30	25:56:34	40:33:51	25:47:31	15:35:11	40:24:45	24:39:05	42:18:21	26:02:12	21:37:13	27:38:01	33:03:15		2
WILLIFORD, Adam	2:52:41	16:38:20	42:14:42	22:19:22	24:49:13	14:17:33	29:33:12	23:51:32	13:46:42	18:32:00	10:37:37	29:08:15	2	26
													Total	60
														578

Dispatch Committed Time	Totals	
911 Phone Calls	376	4120
3700 Phone Calls	2504	28936
DP General Phone Calls*	62:07:20	66:29:21

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



2022 ALPR Hits  
December

Hedwig  
2

Bunker Hill  
0

Piney Point  
3

Hunters Creek  
15

Frequent Mobile Locations

Total Hits  
159

Lindenwood HOA  
0

Longwoods HOA  
0

US Coins  
8

In Process  
1


HOA Systems  
6

12/31/22

Hedwig 

Bunker Hill 


Piney Point 


Hunters Creek 

Frequent Mobile Locations 

 Recovered Vehicles  
 Recovered Plates - 5

 Investigative Leads

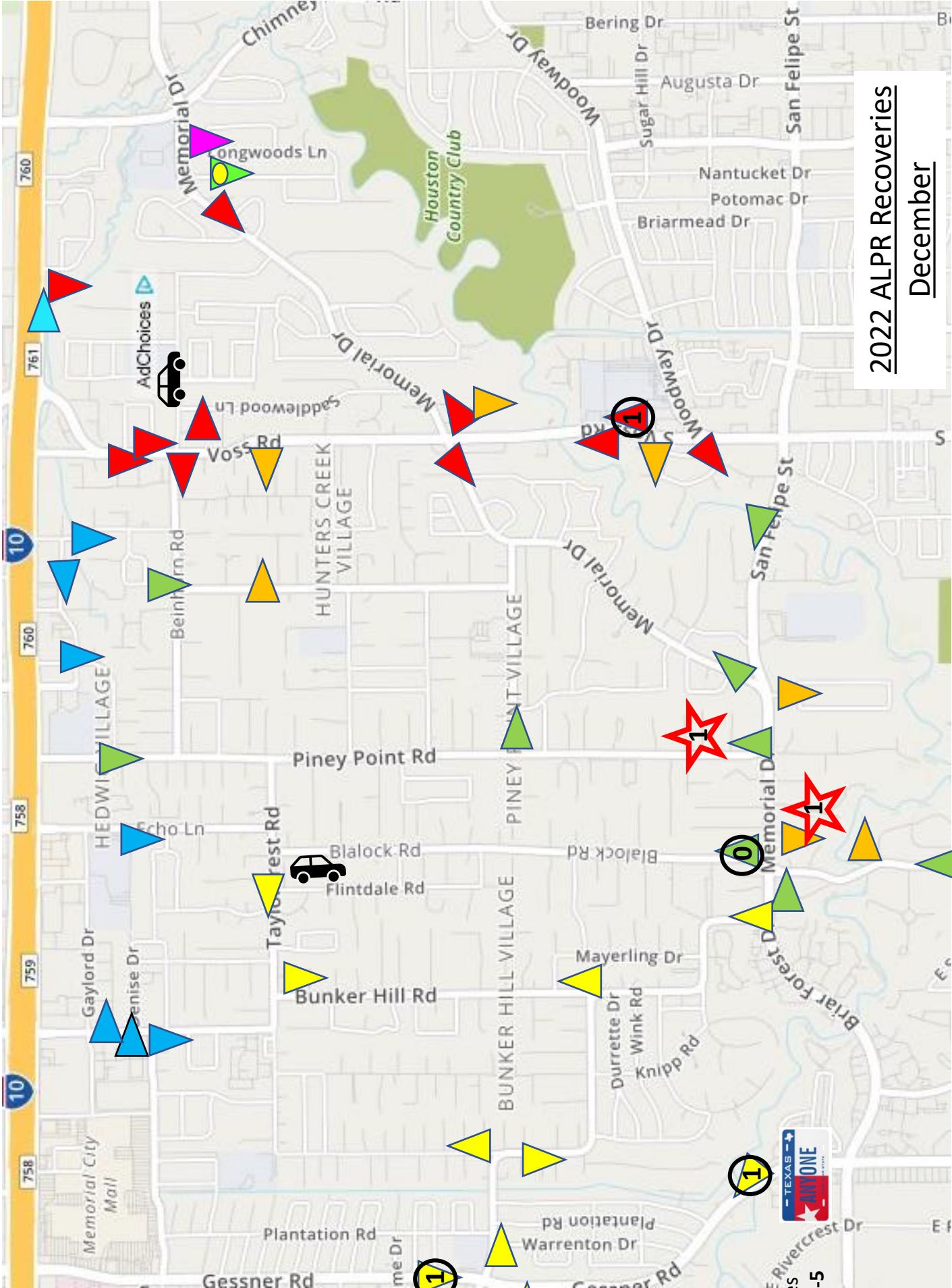
Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 

HOA Systems 



2022 ALPR Recoveries  
December

12/31/22







# December 2022 ALPR REPORT



Total Plate Reads, Incl's multiple reads of same plate  
Number of Unique Plates Read – Total without repeats  
Number of Hits/Alerts - All 14 possible categories  
Number of Hits/Alerts of the 6 monitored categories  
Number of Sex Offender Hits (not monitored live)  
Summary Report  
Total Hits-Reads/total vehicles passed by each camera

# Plate Reads Summary

## 2022 ALPR Data Report

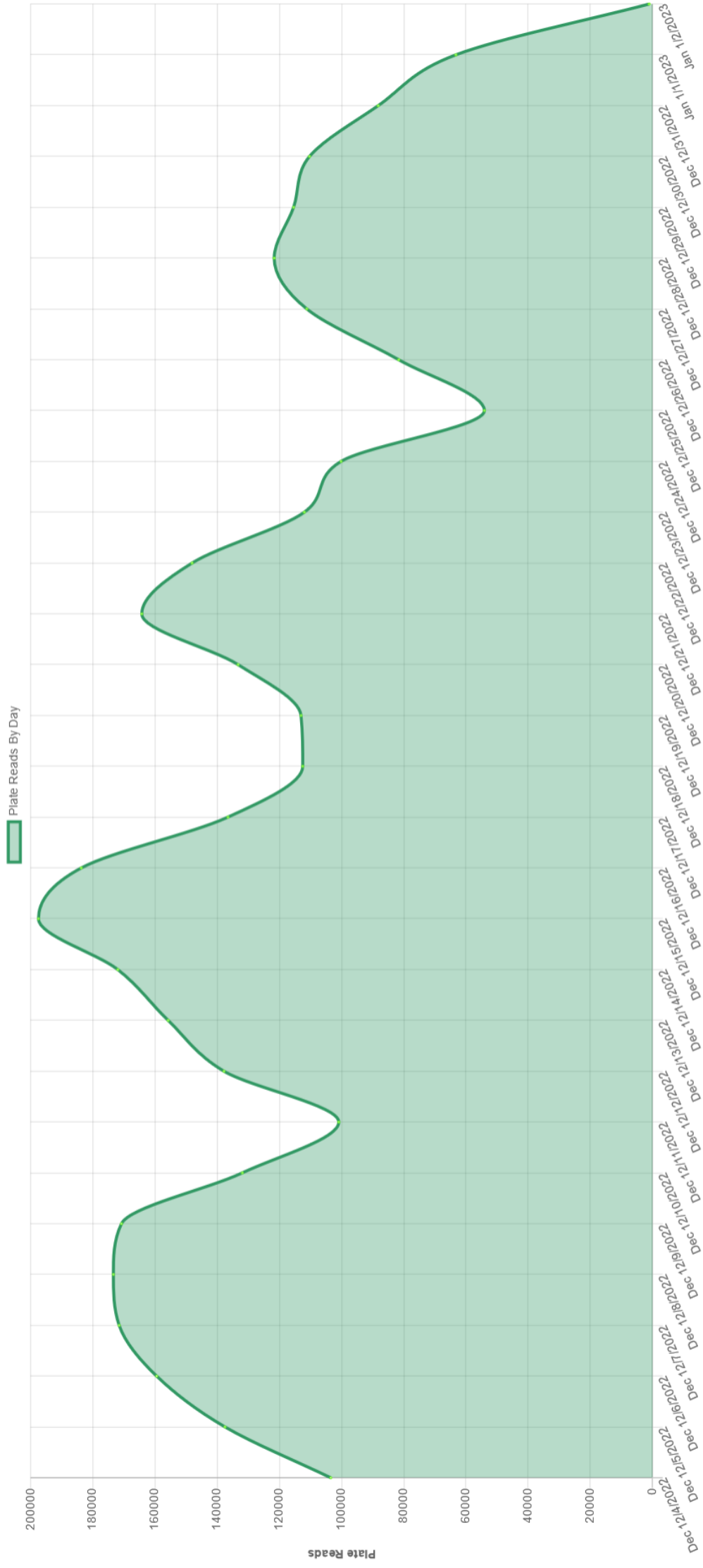
Total Plate Reads:  
3,761,415

[Download CSV](#)

Dec 4 - Jan 2

Devices (33) ▾

[Search](#)



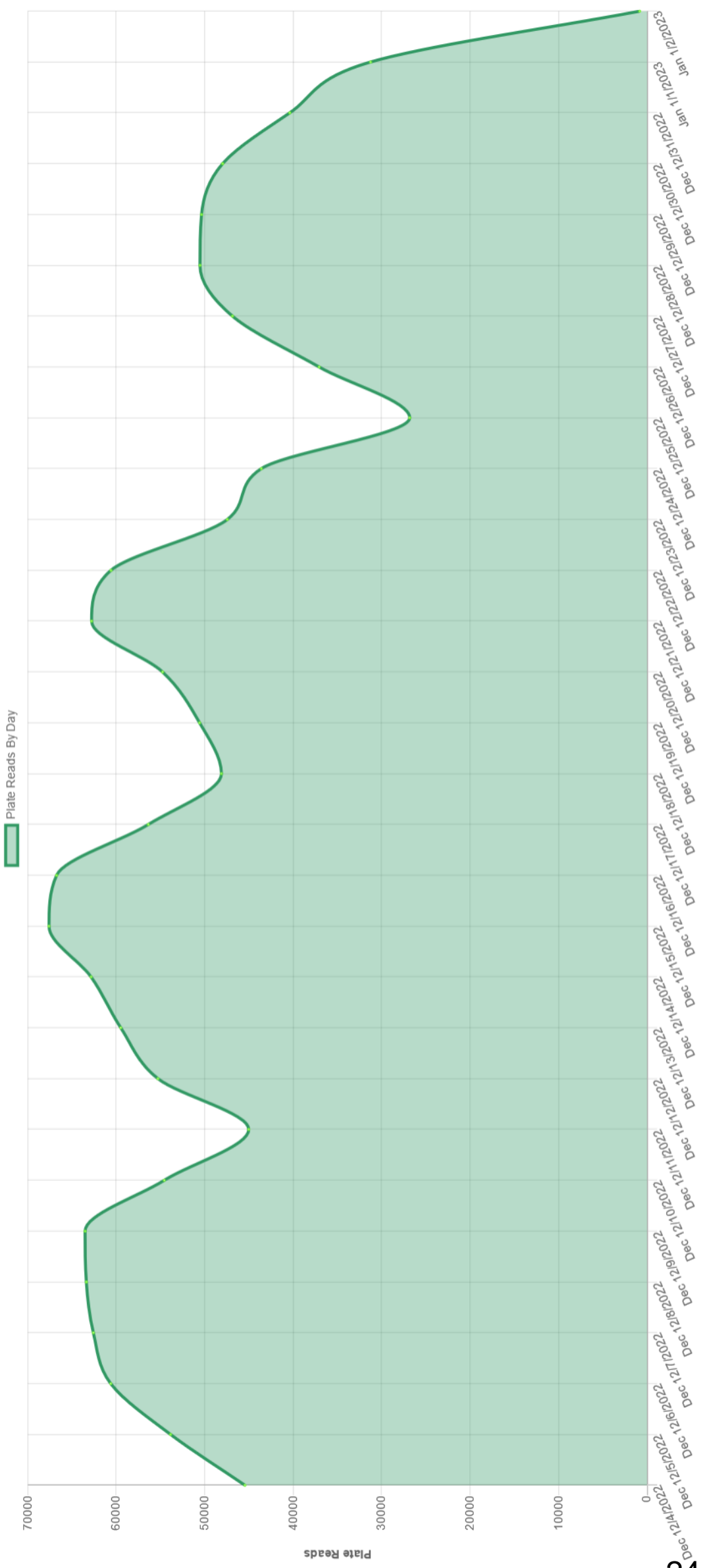
# Unique Plate Reads Summary

Total Unique Plate Reads:  
506,163

[Download CSV](#)

Dec 4 - Jan 2

Devices (33)



# Hits Report

## All Categories

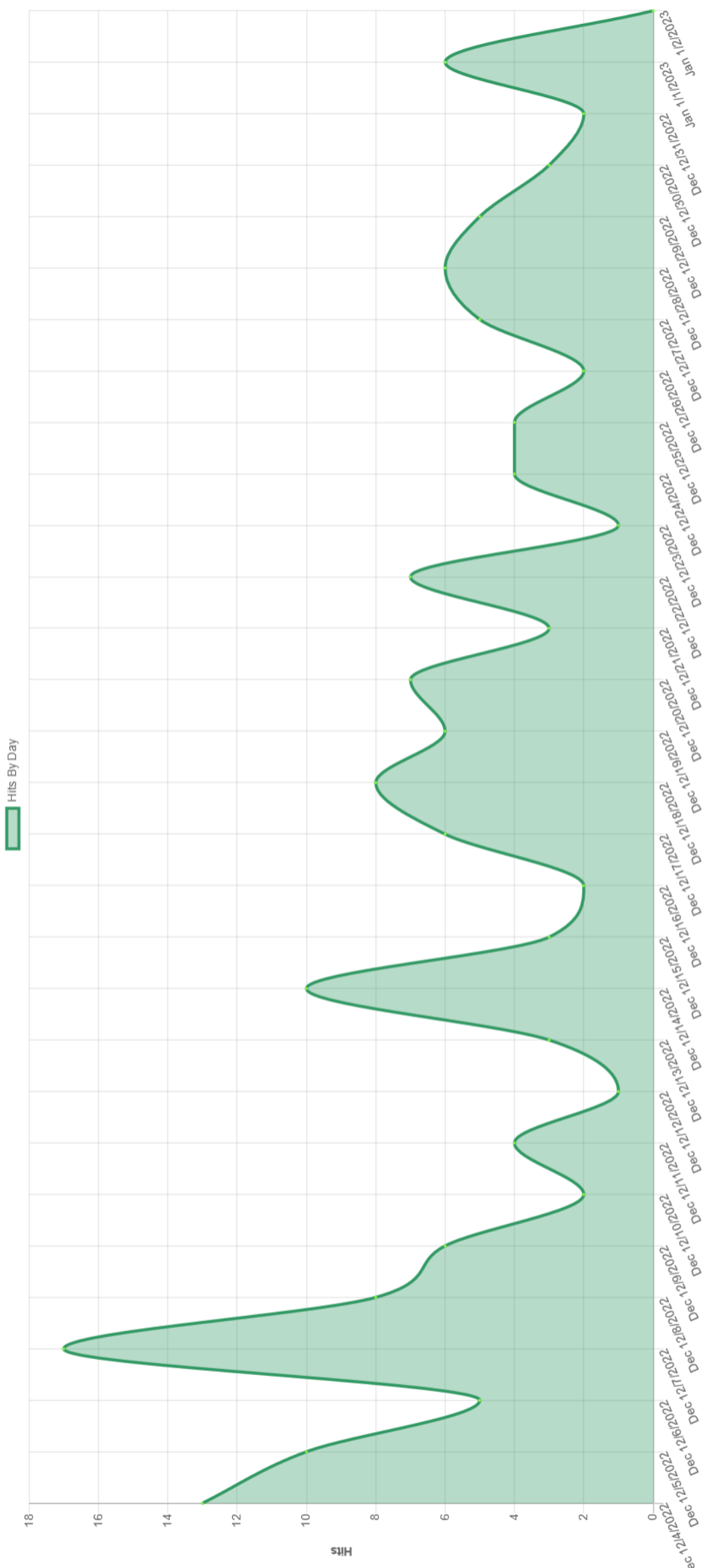
Total Hits:  
159

[Download CSV](#)

Dec 4 - Jan 2

Topics (14)

Devices (33)



# Hits Report

## Top 6 Categories

Total Hits:

93

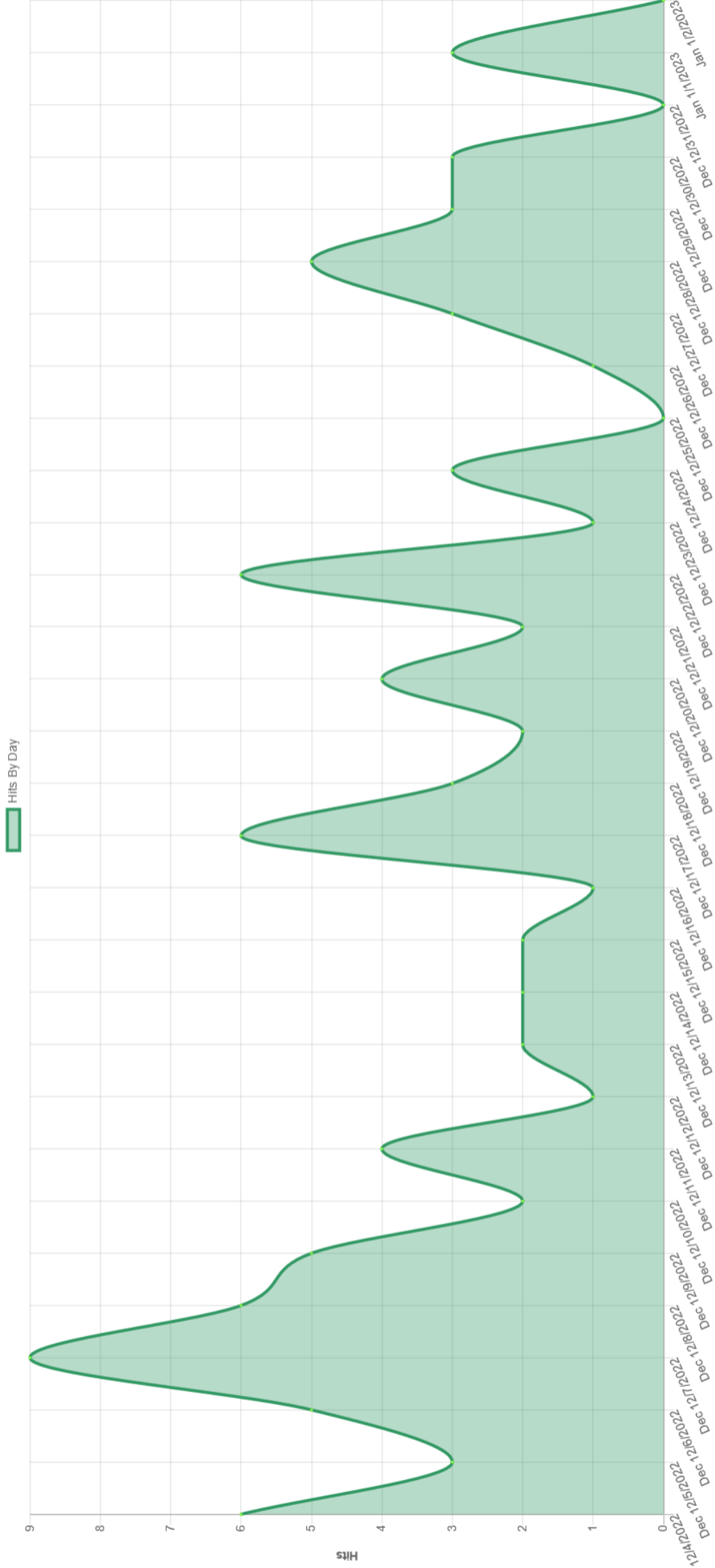
[DOWNLOAD CSV](#)

Dec 4 - Jan 2

Topics (6) ▾

Devices (33) ▾

[Search](#)



# Hits Report

## MVPD HOT List

Total Hits:

4

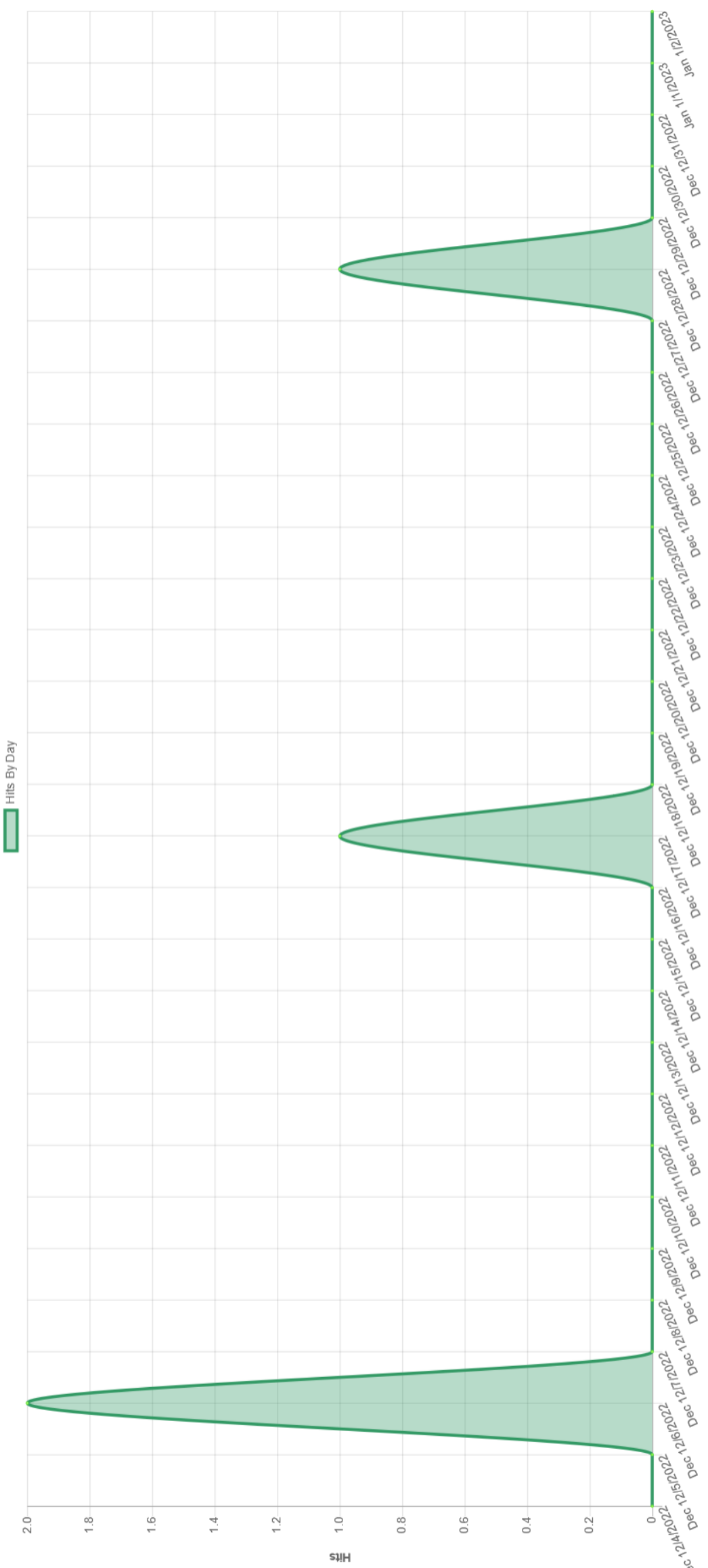
[DOWNLOAD CSV](#)

Dec 4 - Jan 2

Topics (1) ▾

Devices (33) ▾

[Search](#)



# Hits Report

## Sex Offenders

Total Hits:

6

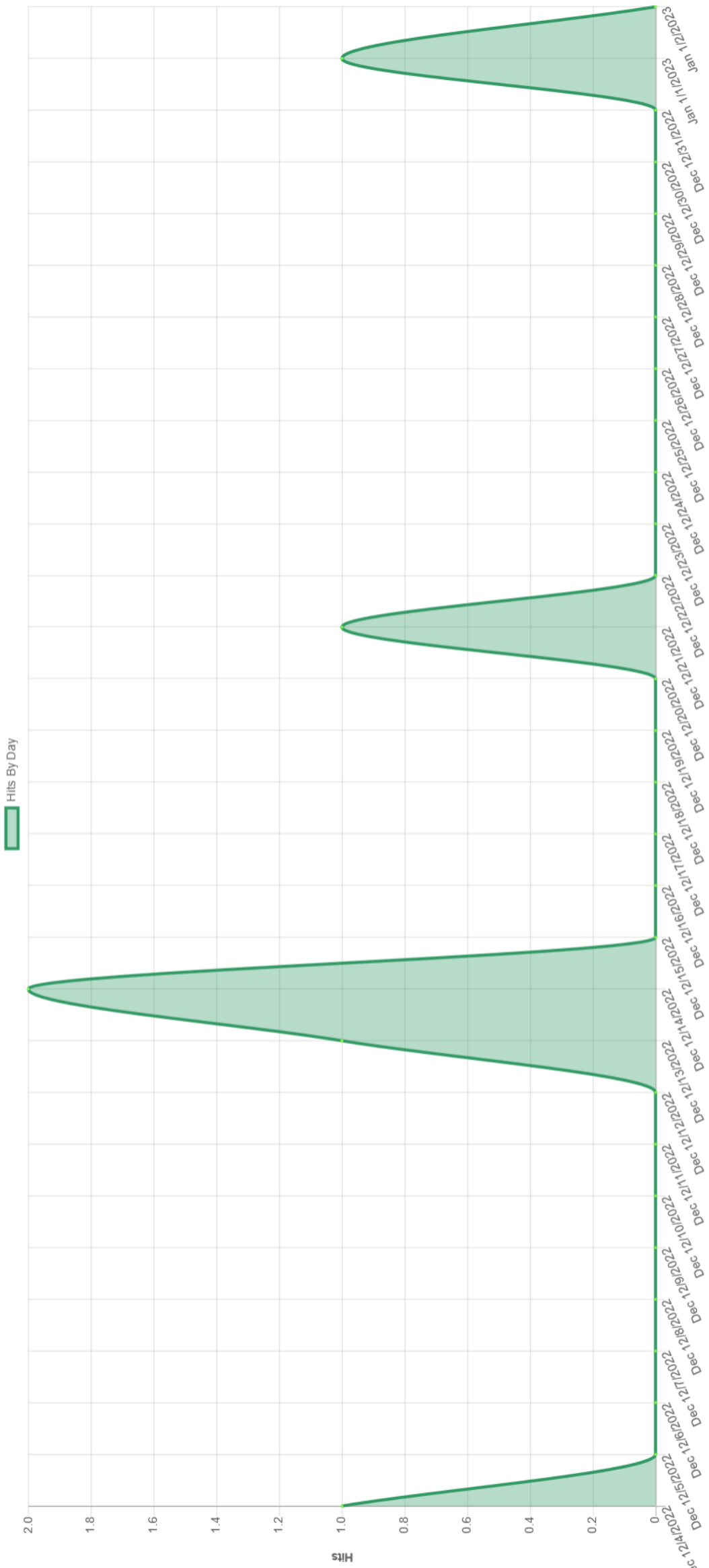
[DOWNLOAD CSV](#)

Dec 4 - Jan 2

Topics (1) ▾

Devices (33) ▾

[Search](#)



# Summary Report

## Insights Dashboard

**Plate Reads**

3,762,775



**Searches**

600



**Hot List Hits**

4



### Device Sharing

Shared with  
Haltom City TX PD,  
Seabrook TX PD,  
and 84 others

Access Levels  
Search  
Hotlist Tool Access

**EDIT DEVICE SHARING**

### Device Status

32 / 33 ?

Devices Online

← Previous Device

Device Name  
#05 Bunkerhill Rd SB at Taylorcrest

Battery  
98%

Next Device >

Speed Trailer Off-Line Charging at station 1/1/23



- #1 Gessner S/B at Frostwood
- #2 Memorial E/B at Memorial
- #3 NO ALPR - Future Location
- #4 Memorial N/B at Briar Forrest
- #5 Bunker Hill S/B at Taylorcrest
- #6 Taylorcrest W/B at Flintdale
- #7 Memorial E/B at Briar Forrest
- #8 2200 S. Piney Point N/B
- #9 N. Piney Point N/B at Memorial
- #10 Memorial E/B at San Felipe
- #11 Greenbay E/B Piney Point
- #12 Piney Point S/B at Gaylord
- #13 Gessner N/B at Bayou
- #14 Beinhorn W/B at Pipher

- #15 Hunters Creek Drive S/B at I-10
- #16 Memorial W/B at Creekside
- #17 Memorial W/B at Voss
- #18 Memorial E/B at Voss
- #19 S/B Voss at Old Voss Ln 1
- #20 S/B Voss at Old Voss Ln 2
- #21 N/B Voss at Magnolia Bend Ln 1
- #22 N/B Voss at Magnolia Bend Ln 2
- #23 W/B San Felipe at Buffalo Bayou
- #24 N/B Blalock at Memorial
- #25 N/B Bunker Hill at Memorial
- #26 S/B Hedwig at Beinhorn
- #27 Mobile Unit #181
- #28 Mobile Speed Trailer

- #29 Riverbend Main Entrance
- #30 Beinhorn E/B at Voss
- #31 Memorial E/B at Tealwood (new)
- #32 Greenbay W/B at Memorial
- #33 Strey N/B at Memorial

Private Systems monitored by MVPD

- US COINS - I-10 Frontage Road
- Memorial Manor NA Lindenwood/Memorial
- Greyton Lane NA
- Calico NA
- Windemere NA
- Mott Lane
- Kensington NA
- Stillforest NA
- Farnham Park
- Riverbend NA
- Pinewood NA
- Hampton Court
- Bridlewood West NA
- N Kuhlman NA
- Longwoods NA
- Memorial City Mall - 22

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems



# Hits/Reads By Camera

1	5/192,321	17	1/6,883	Total Reads – 3,761,415
2	1/180,494	18	1/98,785	Unique Reads – 506,163
3	See #31	19	7/126,375	Hits- 159
4	5/152,961	20	5/201,113	6 Top Hit List- 93
5	14/51,848	21	10/342,992	• Hotlist - 4
6	0/65,978	22	10/381,936	• Stolen Vehicle
7	3/150,955	23	6/300,144	• Stolen Plate
8	5/232,188	24	1/170,658	• Gang Member
9	1/92,844	25	0/16,138	• Missing
10	0/85,675	26	1/46,290	• Amber
11	3/49,874	27	0/50,140	Recoveries - 3
12	0/144,524	28	0/14,437	
13	6/256,778	29	0/5,271	
14	1/91,945	30	0/15,600	
15	1/6,594	31	5/149,159	
16	0/15,671	32	1/30,731	
		33	0/34,139	

**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 January 3, 2023 for the January 24, 2023 meeting.

Mayor and Council,

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

Thank You,

Henry Rivas  
Building Official

**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
<b>Total</b>	<b>317</b>	<b>\$303,408</b>	<b>19</b>	<b>238</b>	<b>\$40,595</b>	<b>367</b>	<b>\$61,980</b>	<b>929</b>	<b>\$406,072</b>	<b>\$53,835,336</b>

**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	30	\$46,204	4	30	\$5,430	44	\$7,190	104	\$58,824	\$9,917,597
July	47	\$35,397	3	20	\$4,025	41	\$7,345	108	\$46,507	\$8,192,246
August	28	\$57,515	3	18	\$3,005	46	\$7,345	92	\$67,865	\$10,031,271
September	32	\$63,269	5	27	\$5,350	38	\$7,540	97	\$76,159	\$12,899
October	27	\$5,040	0	18	\$3,400	39	\$8,330	84	\$16,770	\$1,326,733
November	32	\$28,486	1	17	\$3,520	32	\$5,895	81	\$37,901	\$3,984,972
December	16	\$10,104	0	11	\$2,430	30	\$4,665	57	\$17,199	\$2,064
<b>Total</b>	<b>386</b>	<b>\$392,230</b>	<b>23</b>	<b>257</b>	<b>\$50,553</b>	<b>492</b>	<b>\$86,650</b>	<b>1,135</b>	<b>\$529,163</b>	<b>\$55,154,414</b>

**City of Hunters Creek Village  
Permit Activity Report (Issued) - 2023**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>Total</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>

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

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
<b>Month</b>					
January	147	124	84.4	23	15.6
February	98	86	87.8	12	12.2
March	172	146	84.9	26	15.1
April	135	118	87.4	17	12.6
May	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
<b>Month</b>					
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	241	207	85.9	34	14.1
July	218	197	90.4	21	9.6
August	215	205	95.3	10	4.7
September	274	256	93.4	18	6.6
October	210	191	91.0	19	9.0
November	179	155	86.6	24	13.4
December	161	141	87.6	20	12.4
Total	2589	2358	90.9	231	9.1

# Inspections with Odometer Readings, by Inspector and Vehicle

Jan 3, 2023 4:19 PM  
Henry Rivas  
City of Hunters Creek Village

Date Range (inclusive): **Thu Dec 01 2022 to Fri Dec 30 2022**  
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG )								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
<b>Vehicle ID:</b>								
	202200075	10922 ROARING BROOK LN	Gas Test	12/1/22	Y	No	Pass	[ Entered 11/28/2022 by BBG ]: Disapproved; insufficient test on gauge (0 psi)
	202200531	10545 Gawain Ln	M Final	12/1/22		Yes	NC	Disapproved; Doors locked; no access and need to trim vent hood exhaust outside
	202200535	10545 Gawain Ln	E Final	12/1/22		Yes	NC	Disapproved; doors locked; no access and outlet on front left corner is not GFCI.
	202200567	811 Creek Wood Way	P TO/Rough	12/1/22		No	Pass	
	202200993	272 Bryn Mawr Circle	TCI	12/1/22		No	Pass	
	202200994	272 Bryn Mawr Circle	P UnderG	12/1/22		No	Pass	
	202200994	272 Bryn Mawr Circle	P GL & GT	12/1/22		No	Pass	
	202201063	2 Stage Stop Circle	P Final	12/1/22		No	Pass	
	202201077	409 Lindenwood Drive	F Post Hole	12/1/22		No	Pass	
	202200594	2 Stage Stop Circle	E Final	12/2/22		No	Pass	
	202200896	660 Pifer Road	E Underg	12/2/22		No	Pass	
	202200896	660 Pifer Road	TCI	12/2/22		No	Pass	
	202201068	660 Pifer Road	P UnderG	12/2/22		No	Pass	

	202201068	660 Pifer Road	P GL & GT	12/2/22		Yes	NC	Disapproved gas line/gas test - system too low.
	202201087	605 LINDENWOOD DR	YD Trench	12/2/22		Yes	NC	Disapproved - provide 6 inch pipe or indicated on drawings. Storm drain layout does not match plans.
	202201092	844 KUHLMAN RD	P UnderG	12/2/22		No	Pass	
	202201098	551 Three Corners Drive	ET-Pole	12/2/22		No	Pass	
	202201101	10806 Briar Branch Lane	P UnderG	12/2/22		No	Pass	
	202201101	10806 Briar Branch Lane	Gas Test	12/2/22		No	Pass	
	202201102	2 HUNTERS RIDGE CT	E Rough	12/2/22		No	Pass	
	202100817	10830 ROARING BROOK LN	Insulation	12/5/22		No	Pass	
	202200193	2 HUNTERS RIDGE CT	Frame R	12/5/22		No	Pass	
	202200535	10545 Gawain Ln	E Final	12/5/22	Y	No	Pass	[ Entered 12/1/2022 by BBG ]: Disapproved; doors locked; no access and outlet on front left corner is not GFCI.
	202200924	110 Shasta Drive	E Final	12/5/22		No	Pass	
	202201054	10634 N Evers Park Drive	P UnderG	12/5/22		No	Pass	
	202201054	10634 N Evers Park Drive	P Sewer	12/5/22		No	Pass	
	202201079	110 Shasta Drive	P Final	12/5/22		No	Pass	
	202201081	414 Thamer Cir	P Layout	12/5/22		No	Pass	
	202200696	10906 Wickline Drive	M Final	12/6/22		No	Pass	
	202200728	10906 Wickline	E Final	12/6/22		No	Pass	

		Drive						
	202200759	10906 Wickline Drive	P Final	12/6/22		No	Pass	
	202200850	740 Kuhlman Road	P Final	12/6/22		No	Pass	
	202200891	412 Lindenwood Drive	E Final	12/6/22		No	Pass	
	202200892	412 Lindenwood Drive	P Final	12/6/22		No	Pass	
	202201076	10802 Timberglen Dr	DW Steel	12/6/22		No	Pass	
	202201082	605 Lindenwood Drive	P Layout	12/6/22		No	Pass	
	202201108	106 Willowend Dr	P UnderG	12/6/22		No	Pass	
	202201108	106 Willowend Dr	P Sewer	12/6/22		No	Pass	
	202201111	914 Boros Drive	FD Steel	12/6/22		No	Pass	
	202201111	914 Boros Drive	E Underg	12/6/22		No	Pass	
	202200104	414 Thamer Cir	M Final	12/7/22		Yes	NC	Disapproved - Not Ready: no power to Vent Hood and Two thermostats are locked, unable to complete inspection.
	202200235	823 Wade Hampton Drive	P Final	12/7/22		No	Pass	
	202200298	10545 Gawain Lane	P Final	12/7/22		Yes	NC	Disapproved - Not Ready; missing AVB on front outside water faucet, Paint main clean-out, P-Trap installed backward at utility sink in laundry, Hot and Cold water reversed at bar sink next to kitchen, Fixture and drain not installed in



								half bath under stairs, No water/handle not working to Tub/Shower combo in Jack and Jill bath upstairs, In Master bath. Shower fixture not installed, low to no water to tub, barely warm water to lavatories. Homeowner made a comment to wanting the water temp adjusted to be hotter.
	202201104	551 Three Corners Drive	P UnderG	12/7/22		No	Pass	
	202201104	551 Three Corners Drive	P Sewer	12/7/22		No	Pass	
	202201112	601 Wellesley Dr	E Underg	12/7/22		Yes	NC	Disapproved; No access, gate locked and contractor did not have gate lock code when called.
	202200257	10606 Gawain Ln	E Underg	12/8/22		No	Pass	
	202200257	10606 Gawain Ln	E TCI	12/8/22		No	Pass	
	202200531	10545 Gawain Ln	M Final	12/8/22	Y	No	Pass	[ Entered 12/1/2022 by BBG ]: Disapproved; Doors locked; no access and need to trim vent hood exhaust outside

	202200836	823 Wade Hampton Drive	YD Final	12/8/22		No	Pass	
	202200965	10913 Long Shadow Ln	F Final	12/8/22		No	Pass	
	202201097	1128 River Glyn Drive	E Underg	12/8/22		No	Pass	
	202201097	1128 River Glyn Drive	TCl	12/8/22		No	Pass	
	202201097	1128 River Glyn Drive	E Final	12/8/22		No	Pass	
	202201107	338 HUNTERS TRAIL ST	P UnderG	12/8/22		No	Pass	
	202201107	338 HUNTERS TRAIL ST	P Final	12/8/22		No	Pass	
	202201110	1128 River Glyn Drive	P UnderG	12/8/22		No	Pass	
	202201110	1128 River Glyn Drive	P Final	12/8/22		No	Pass	
	202201110	1128 River Glyn Drive	P GL & GT	12/8/22		No	Pass	
	202201111	914 Boros Drive	TCl	12/8/22		No	Pass	
	202201116	722 Camelot Lane	P UnderG	12/8/22		No	Pass	
	202201116	722 Camelot Lane	P Final	12/8/22		No	Pass	
	202201121	531 Three Corners Drive	P GL & GT	12/8/22		No	Pass	
	202201122	914 Boros Drive	P UnderG	12/8/22		No	NC	Disapproved - won't be ready until late PM or tomorrow 12/9
	202201122	914 Boros Drive	P GL & GT	12/8/22		Yes	NC	Disapproved - won't be ready until late PM or tomorrow 12/9
	202200641	7607 RIVER POINT DR	P TO/Rough	12/9/22		No	Pass	
	202201068	660 Pifer Road	P GL & GT	12/9/22	Y	No	Pass	[ Entered 12/2/2022 by BBG ]: Disapproved gas line/gas test - system too low.
	202201072	415 Thamer Lane	P Final	12/9/22		No	Pass	

	202201085	10926 Wickline Dr	YD Trench	12/9/22		Yes	PPass	Partial Inspction - Pass
	202201087	605 LINDENWOOD DR	YD Trench	12/9/22	Y	No	Pass	[ Entered 12/2/2022 by BBG ]: Disapproved - provide 6 inch pipe or indicated on drawings. Storm drain layout does not match plans.
	202201106	10926 Wickline Dr	I Trench	12/9/22		Yes	PPass	Partial Inspection - Pass
	202200043	10914 Bridgewood St	Shower Pan	12/12/22		No	Pass	
	202200859	10618 Gawain Ln	H-Strap	12/12/22		No	Pass	
	202200914	820 OAK VALLEY DR	H-Strap	12/12/22		No	Pass	
	202200983	638 Voss Road	E Underg	12/12/22		No	Pass	
	202201112	601 Wellesley Dr	E Underg	12/12/22	Y	No	Pass	[ Entered 12/7/2022 by BBG ]: Disapproved; No access, gate locked and contractor did not have gate lock code when called.
	202201126	601 Wellesley Dr	Gas Test	12/12/22		No	Pass	
	202201126	601 Wellesley Dr	P Rgh/P-T/VCBK	12/12/22		No	Pass	
	202201127	511 THREE CORNERS DR	P Final	12/12/22		No	Pass	
	202201127	511 THREE CORNERS DR	P GL & GT	12/12/22		No	Pass	
	202100832	725 E CREEKSIDE DR	E Final	12/14/22		No	Pass	
	202100833	725 E CREEKSIDE DR	P Final	12/14/22		No	Pass	
	202200536	10802 Timberglen Dr	M Hood V	12/14/22		No	Pass	

202200981	811 Creek Wood Way	E Rough	12/14/22		No	Pass	
202200983	638 Voss Road	E Final	12/14/22		No	Pass	
202201081	414 Thamer Cir	P Steel/Piping	12/14/22		No	Pass	
202200868	844 KUHLMAN RD	Foundation	12/15/22		No	Pass	
202200896	660 Pifer Road	E Final	12/15/22		No	Pass	
202201011	6 Saddlewood Estates	P UnderG	12/15/22	Y	No	Pass	[ Entered 11/4/2022 by BBG ]: Disapproved; Gated community and contractors did not know code. No access
202201011	6 Saddlewood Estates	P GL & GT	12/15/22	Y	No	Pass	[ Entered 11/4/2022 by BBG ]: Disapproved; Gated community and contractors did not know code. No access
202201068	660 Pifer Road	P Final	12/15/22		No	Pass	
202201071	510 HUNTERWOOD DR	M Rough	12/15/22		No	Pass	
202201088	13 SLEEPY OAKS CIR	E Underg	12/15/22		No	Pass	
202201118	10806 Briar Branch Lane	E Underg	12/15/22		No	Pass	
202201118	10806 Briar Branch Lane	E Rough	12/15/22		No	Pass	
202201122	914 Boros Drive	P UnderG	12/15/22	Y	No	Pass	[ Entered 12/8/2022 by BBG ]: Disapproved - won't be ready until late PM or tomorrow 12/9
202201122	914 Boros Drive	P GL & GT	12/15/22	Y	No	Pass	[ Entered 12/8/2022 by

								BBG ]: Disapproved - won't be ready until late PM or tomorrow 12/9
	202201133	7 Pinewood Cir	F Post Hole	12/15/22		No	Pass	
	202100194	10926 Wickline Dr	Gas Test	12/16/22		No	Pass	
	202100656	414 Thamer Cir	P Final	12/16/22		Yes	NC	Disapproved- no water at downstairs bathtub
	202100883	605 Lindenwood Drive	Shower Pan	12/16/22		No	Pass	
	202200615	10611 Tarleton Dr	E Final	12/16/22		No	Pass	
	202201100	811 Creek Wood Way	M Rough	12/16/22		No	Pass	Approved- install exhaust fan in half bath
	202200403	671 SHARTLE CIR	Shower Pan	12/19/22		No	Pass	
	202201135	608 Hedwig Road	P UnderG	12/19/22		No	Pass	
	202201135	608 Hedwig Road	P GL & GT	12/19/22		No	Pass	
	202100656	414 Thamer Cir	P Final	12/20/22	Y	No	Pass	[ Entered 12/16/2022 by BBG ]: Disapproved- no water at downstairs bathtub
	202200764	10611 Twelve Oaks Drive	P TO/Rough	12/20/22		No	Pass	
	202200808	514 Wellesley Drive	H-Strap	12/20/22		No	Pass	
	202201017	502 Hunterwood Drive	DW Steel	12/20/22		No	Pass	
	202201141	10900 Kemwood Drive	P Sewer	12/20/22		No	Pass	
	202201141	10900 Kemwood Drive	P Final	12/20/22		No	Pass	
	202100624	10926 Wickline Dr	E Underg	12/21/22		No	Pass	
	202200487	702 Camelot Lane	H-Strap	12/21/22	Y	No	Pass	[ Entered 12/16/2022 by henry ]:

								Fail; 1. Straps shall be fastened on king studs between levels 2. Missing anchor bolts in various areas. 3. Provide the design wind load for the project.
	202200927	510 HUNTERWOOD DR	H-Strap	12/21/22		No	Pass	
	202200927	510 HUNTERWOOD DR	Frame	12/21/22		No	Pass	
	202201084	510 HUNTERWOOD DR	E Rough	12/21/22		No	Pass	
	202201143	10810 Hunters Forest Dr	P UnderG	12/21/22		No	Pass	
	202201143	10810 Hunters Forest Dr	P Final	12/21/22		No	Pass	
	202200298	10545 Gawain Lane	P Final	12/22/22	Y	Yes	NC	Disapproved - No water on hot side of master tub  [ Entered 12/7/2022 by BBG ]: Disapproved - Not Ready; missing AVB on front outside water faucet, Paint main clean-out, P-Trap installed backward at utility sink in laundry, Hot and Cold water reversed at bar sink next to kitchen.

								Fixture and drain not installed in half bath under stairs, No water/handle not working to Tub/Shower combo in Jack and Jill bath upstairs, In Master bath. Shower fixture not installed, low to no water to tub, barely warm water to lavatories. Homeowner made a comment to wanting the water temp adjusted to be hotter.
	202200712	513 Hunters Park Ln	E Serv/ML	12/22/22		No	Pass	
	202200761	771 Kuhlman Rd	H-Strap	12/22/22		No	Pass	
	202200890	10417 MEMORIAL DR	H-Strap	12/22/22		No	Pass	
	202201134	10537 Gawain Lane	F Post Hole	12/27/22		No	Pass	
	202100624	10926 Wickline Dr	E TCI	12/28/22		No	Pass	
	202200298	10545 Gawain Lane	P Final	12/28/22	Y	No	Pass	[ Entered 12/22/2022 by BBG ]: Disapproved - No water on hot side of master tub  [ Entered 12/7/2022 by BBG ]: Disapproved - Not Ready; missing AVB on front

								outside water faucet, Paint main clean-out, P-Trap installed backward at utility sink in laundry, Hot and Cold water reversed at bar sink next to kitchen, Fixture and drain not installed in half bath under stairs, No water/handle not working to Tub/Shower combo in Jack and Jill bath upstairs, In Master bath. Shower fixture not installed, low to no water to tub, barely warm water to lavatories. Homeowner made a comment to wanting the water temp adjusted to be hotter.
	202200574	852 Kuhlman Rd	E Rough	12/28/22		No	Pass	
	202200815	1107 RIVER GLYNN DR	H-Strap	12/28/22		No	Pass	
	202200938	10614 Gawain Lane	P Final	12/28/22		No	Pass	
	202201137	423 THAMER LN	F Post Hole	12/28/22		No	Pass	
	202201150	8423 Hunters Creek Dr	P Final	12/28/22		No	NC	Disapproved - Electric service still connected



	202201153	518 Ripple Creek Drive	F Post Hole	12/28/22		No	Pass	
	202100558	852 Kuhlman Rd	Frame R	12/29/22		No	Pass	
	202201084	510 HUNTERWOOD DR	E Underg	12/29/22		No	Pass	
	202201089	614 Hunters Grove Lane	E Underg	12/29/22		No	Pass	
	202201089	614 Hunters Grove Lane	TCI	12/29/22		No	Pass	
	202201103	10634 N Evers Park Drive	M Rough	12/29/22		No	Pass	
	202201151	10634 N Evers Park Drive	E Rough	12/29/22		No	Pass	
	202201152	609 Wellesley Drive	M Final	12/29/22		No	Pass	
	202201091	8310 Cheshire Vale	Foundation	12/30/22		No	Pass	
	202201137	423 THAMER LN	F Final	12/30/22		No	Pass	
	202201158	11014 Hedwig Green	P Final	12/30/22		No	Pass	

<b>Inspections</b>	<b>Begin Odometer</b>	<b>End Odometer</b>	<b>Miles</b>	<b>Avg Miles per Inspection</b>
142			0	0.0

### Henry Rivas (henry)

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

#### Vehicle ID:

	202200930	825 Saddlewood Ln	Foundation	12/2/22		No	Pass	
	202200720	10928 2/3 Roaring Brook Ln	E Underg	12/6/22		No	Pass	
	202200722	10834 2/3 Everwood Dr	E Underg	12/6/22		No	Pass	
	202201109	10826 Everwood Lane	F Post Hole	12/6/22		No	NC	Fail; Fence Post Holes are only partially finished.
	202201119	10417 MEMORIAL DR	P Layout	12/8/22		Yes	NC	Fail; Incorrect layout from approved pool plans
	202201086	10806 Briar Branch Lane	Foundation	12/12/22		No	NC	Fail; 1. Remove water from

								beams 2. Chair up steel 3. Mastic all plumbing pipes in beams
	202201119	10417 MEMORIAL DR	P Layout	12/12/22	Y	No	Pass	[ Entered 12/8/2022 by henry ]: Fail; Incorrect layout from approved pool plans
	202100888	773 Pifer Rd	P TO/Rough	12/13/22		No	Pass	
	202200946	10614 Gawain Lane	E Final	12/13/22		No	NC	Fail; Outlet on control panel not working
	202201028	551 Three Corners Drive	Foundation	12/13/22		No	Pass	
	202100216	10802 Oak Hollow St	H-Strap	12/14/22		No	NC	Fail; 1. Missing anchor bolts and washers in many locations. 2. Straps and clips were installed incorrectly and were missing in many areas. 3. The large straps were not U.L. rated. 4. Missing H-clips on all roof decking.
	202201086	10806 Briar Branch Lane	Foundation	12/14/22	Y	No	Pass	[ Entered 12/12/2022 by henry ]: Fail; 1. Remove water from beams 2. Chair up steel 3. Mastic all

								plumbing pipes in beams
	202201119	10417 MEMORIAL DR	P Steel/Piping	12/14/22		No	NC	Fail; 1. Remove all water 2. Clean out cav-ins
	202000604	838 Kuhlman Rd	Bld-Final	12/16/22		No	Pass	
	202200487	702 Camelot Lane	H-Strap	12/16/22		No	NC	Fail; 1. Straps shall be fastened on king studs between levels 2. Missing anchor bolts in various areas. 3. Provide the design wind load for the project.
	202201119	10417 MEMORIAL DR	P Steel/Piping	12/16/22	Y	No	Pass	[ Entered 12/14/2022 by henry ]: Fail; 1. Remove all water 2. Clean out cav-ins
	202201128	806 KUHLMAN RD	P Final	12/19/22		No	Pass	
	202200946	10614 Gawain Lane	E Final	12/20/22	Y	No	Pass	[ Entered 12/13/2022 by henry ]: Fail; Outlet on control panel not working
	202100216	10802 Oak Hollow St	H-Strap	12/30/22	Y	No	NC	Fail; [ Entered 12/14/2022 by henry ]: Fail; 1. Missing anchor bolts and washers in many locations.

2. Straps and clips were installed incorrectly and were missing in many areas.  
 3. The large straps were not U.L. rated.  
 4. Missing H-clips on all roof decking.

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
19			0	0.0

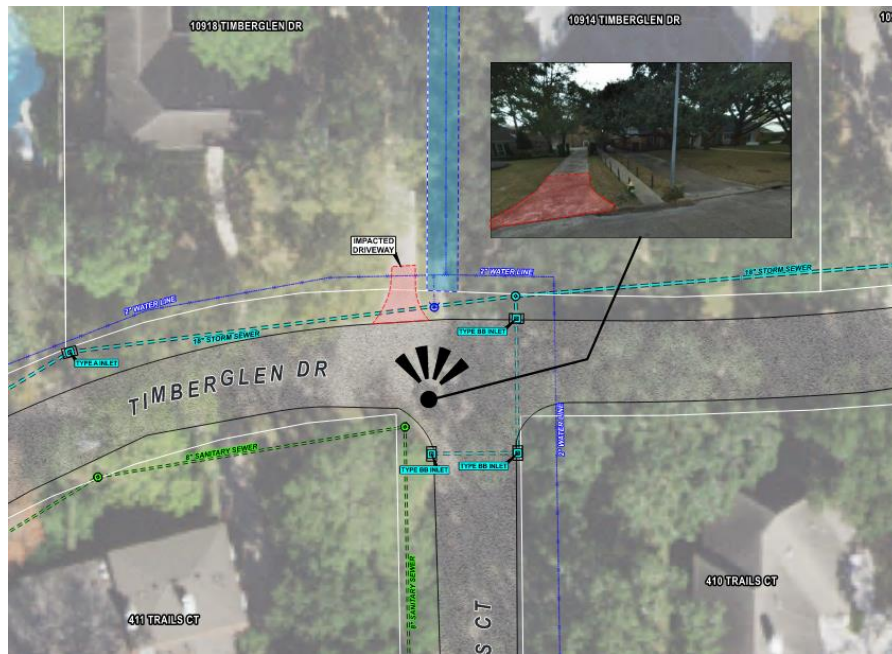
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# CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared January 18, 2023 for the January 24th Agenda

## A. 10918 Timberglen

1. Concern by resident that driveway settling and potential sinkhole has been forming.
2. This is about a block away from the storm sewer work we performed last year at Timberglen and Kari Ct.
3. It appears the only utility at the location of the settled area is city storm sewer. CCTV shows significant joint problems in the vicinity.



## **B. Lindenwood Signal**

1. Schedule for installation was bumped to March at best.
2. CityLynx, the contractor performing the work has submitted three supplier letters stating delays:
  - Meter socket for power
  - Signal heads
  - Pedestrian heads mounting hardware

## **C. Hunters Grove Reconstruction**

1. Work is substantially complete. The contractor was on standby waiting for the city furnished curb inlet drain adapters to be provided in order to place curb. These were provided last week and contractor is currently installing with curb.
2. Work should be complete next week and final closeout documents ready for March council agenda.
3. There is an agenda item to reduce contract amount by \$85,893 for removing unused items and changing from lime treated base to cement treated base in order to get around gas services lines and street light cable that was within subgrade.





**D. Shasta/Pineland Reconstruction**

1. Drainage design is 90% complete.
2. Plan production is approximately 60% complete, currently going through iterations of ditch/storm sewer combinations to meet drainage needs and construction budget.
3. Anticipate being draft final ready at next council meeting.

**E. 2022 Outfall Rehabilitation and Repairs**

1. Project is advertising this week. We will be ready with award recommendation at March council meeting.

**F. Kuhlman reconstruction**

1. Project is complete. Closeout change order is on council agenda.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
December 6, 2022**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, December 6, 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.

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Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Engineer:	Steve Byington
	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 5:59 p.m.**

- B. **Ken Spalding led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

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

**No Public Comments.**

- D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Steve Reichel, Police Commissioner presented this report. Detective Blair Cerny reported on a recent investigation.**



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 – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **Tom Fullen, City Administrator, reported on WCA Waste Corp. – GFL Environmental Co.**
7. Mayor and Council Reports and Comments – **Mayor Jim Pappas reported on a Farmers Market event and a discussion was had over sending digital or hard copies of the agenda packets to councilmembers in the future.**

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

1. Approval of the Minutes of the Regular Meeting on October 25, 2022.
2. Approval of the Minutes of the Special Meeting on November 14, 2022.
3. Approval of the Cash Disbursement Journal for October 2022.
4. Approval of the 2022 3<sup>rd</sup> Quarterly Investment Report.
5. Approval of the agreement with Harris County Sheriff's Office for housing city prisoners effective January 1, 2023.

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

F. REGULAR AGENDA

1. Discussion and possible action to approve a proposal from Bright Landscape Designs, Inc. in the amount of \$37,306.98 for City Median Landscape Beautification for the 1<sup>st</sup> esplanade south of I-10 on Voss Road.

**Councilmember Knox made a motion to approve a proposal from Bright Landscape Designs, Inc. in the amount of \$37,306.98 for City Median Landscape Beautification for the 1st esplanade south of I-10 on Voss Road. Councilmember Cowell seconded the motion and the motion carried unanimously.**

2. Discussion and possible action to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2023.

**Councilmember Cowell made a motion to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2023. Councilmember Sapien seconded the motion and the motion carried unanimously.**

3. Discussion and possible action to approve new supplementation services from Municode/CivicPlus for a five-year term period.

**Councilmember Cowell made a motion to approve new supplementation services from Municode/CivicPlus for a five-year term period. Councilmember Knox seconded the motion and the motion carried unanimously.**

4. Discussion and possible action to approve the holding of a joint election with the Spring Branch ISD in May 2023, and to authorize the Mayor and City Administrator to negotiate the terms of an agreement with the School District.

**Councilmember Cowell made a motion to approve the holding of a joint election with the Spring Branch ISD in May 2023, and to authorize the Mayor and City Administrator to negotiate the terms of an agreement with the School District. Councilmember Knox seconded the motion and the motion carried unanimously.**

5. Discussion and possible action to approve a resolution establishing a policy for the issuance and cancellation of writs of capias warrants of arrest by the City's municipal court.

**Councilmember Carlton made a motion to approve a resolution establishing a policy for the issuance and cancellation of writs of capias warrants of arrest by the City's municipal court. Councilmember Knox seconded the motion and the motion carried unanimously.**

6. Discussion and possible action to accept the resignation of the City's Alternate Fire Commissioner and to approve a resolution appointing Fidel Sapien as the City's Alternate Commissioner on the Board of Commissioners of the Villages Fire Department.

**Discussion and possible action on this item was delayed until after the executive session.**

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

**At 6:52 p.m. the mayor announced that the City Council was recessing into closed executive session under sections 551.071 and 551.074 of the Texas Open Meetings Act to deliberate on the following items. (Section 551.071 Consultations with Attorney; Section §551.074 Personnel Matters)**

1. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City's Fire Commissioner and Alternate Fire Commissioner. [Section §551.074 Personnel Matters]
2. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City staff members. [Section §551.074 Personnel Matters]
3. To consult with the City's attorney regarding threatened litigation. [Section §551.071 Consultations with Attorney]

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

**Council reconvened into Open Session at 8:08 p.m. No action was taken during the executive session.**

**After the City Council reconvened into open session the Council took up agenda item F. 6. and a motion was made and seconded to accept the resignation of the City's Alternate Fire Commissioner and to approve a resolution appointing Fidel Sapien as the City's Alternate Commissioner on the Board of Commissioners of the Villages Fire Department. The vote to approve the motion was unanimous.**

**At this time Councilmember Carlton made a motion to approve the individual performance-based salary adjustments proposed by the City Administrator plus a one-time 4% COLA adjustment for all employees. Councilmember Sapien seconded the motion and the motion carried unanimously.**

I. ADJOURNMENT

**At 8:09 p.m., Councilmember Cowell made a motion to adjourn. Councilmember Knox seconded the motion and the motion carried unanimously. The meeting adjourned at 8:09 p.m.**

These minutes were approved on the \_\_\_\_ day of January, 2022.

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

ATTEST:

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

DRAFT



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT</b>						
000904	ERCOT	11/17/2022	EFT	0.00	100.00	101
000774	ADAM VOYLES	11/01/2022	Regular	0.00	300.00	33881
0647	AFLAC WORLDWIDE HEADQUARTERS	11/01/2022	Regular	0.00	628.08	33882
000860	AMERICAN NRG SERVICES	11/01/2022	Regular	0.00	1,585.73	33883
0458	AT&T (5019)	11/01/2022	Regular	0.00	709.52	33884
000876	CINTAS CORPORATION	11/01/2022	Regular	0.00	50.28	33885
000796	ENGIE RESOURCES	11/01/2022	Regular	0.00	4,845.30	33886
0150	GARY B MADDOX	11/01/2022	Regular	0.00	500.00	33887
0363	HALL SPRINKLER COMPANY	11/01/2022	Regular	0.00	3,826.92	33888
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	11/01/2022	Regular	0.00	2,381.31	33889
000903	MARIA GARCIA RUIZ	11/01/2022	Regular	0.00	100.00	33890
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	11/01/2022	Regular	0.00	20,000.00	33891
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	11/01/2022	Regular	0.00	170,034.00	33892
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	11/01/2022	Regular	0.00	4,444.50	33893
0053	MEMORIAL VILLAGES WATER AUTHORITY	11/01/2022	Regular	0.00	4,250.10	33894
0085	SHERWIN WILLIAMS CO	11/01/2022	Regular	0.00	751.07	33895
0086	SIGN AND SUPPLY LP	11/01/2022	Regular	0.00	1,400.00	33896
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	11/01/2022	Regular	0.00	11,472.76	33897
0624	TRANTEX	11/01/2022	Regular	0.00	839.00	33898
0105	VILLAGE FIRE DEPARTMENT	11/01/2022	Regular	0.00	98,818.51	33899
000909	A. FULLER ELECTRIC INC.	11/15/2022	Regular	0.00	4,170.00	33900
000731	AL'S ENGINE & EQUIPMENT	11/15/2022	Regular	0.00	66.12	33901
0005	AT&T (5001)	11/15/2022	Regular	0.00	629.48	33902
000815	BBG CONSULTING INC	11/15/2022	Regular	0.00	5,960.00	33903
000876	CINTAS CORPORATION	11/15/2022	Regular	0.00	100.56	33904
000871	CIVIC PLUS (MUNICODE)	11/15/2022	Regular	0.00	250.00	33905
0012	COBB FENDLEY	11/15/2022	Regular	0.00	73,222.64	33906
0530	GB TECH	11/15/2022	Regular	0.00	547.50	33907
0537	GREEN FOR LIFE	11/15/2022	Regular	0.00	42,769.42	33908
0548	ISI CONTRACTING INC	11/15/2022	Regular	0.00	14,600.00	33909
000907	J RIVAS CONSTRUCTION LLC	11/15/2022	Regular	0.00	96,636.85	33910
000716	KIRWIN LAW FIRM PLLC	11/15/2022	Regular	0.00	676.50	33911
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	11/15/2022	Regular	0.00	266.67	33912
0654	LORA JEAN D LENZSCH	11/15/2022	Regular	0.00	922.50	33913
0641	MARK E EASLEY	11/15/2022	Regular	0.00	300.00	33914
000715	NEWTON NURSERIES WEST	11/15/2022	Regular	0.00	720.40	33915
0062	NORTHWEST PEST PATROL	11/15/2022	Regular	0.00	2,623.50	33916
0066	OLSON & OLSON LLP	11/15/2022	Regular	0.00	6,371.00	33917
000898	ON PAR CIVIL SERVICES LLC	11/15/2022	Regular	0.00	15,220.27	33918
0104	TEXAS MUNICIPAL LEAGUE	11/15/2022	Regular	0.00	18,509.04	33919
0624	TRANTEX	11/15/2022	Regular	0.00	504.90	33920
000906	TURNER PAVING & CONSTRUCTION, INC.	11/15/2022	Regular	0.00	218,970.00	33921
000789	VAN SANT LANDSCAPE MANAGEMENT	11/15/2022	Regular	0.00	3,628.00	33922
0105	VILLAGE FIRE DEPARTMENT	11/15/2022	Regular	0.00	97,890.81	33923
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	11/15/2022	Regular	0.00	7,787.81	33924
000908	PREACTIVE IT SOLUTIONS	11/15/2022	Bank Draft	0.00	2,880.00	DFT0000370
000890	FIRST NATIONAL BANK OMAHA - EA	11/30/2022	Bank Draft	0.00	1,159.55	DFT0000373
000892	FIRST NATIONAL BANK OMAHA - HR	11/30/2022	Bank Draft	0.00	145.75	DFT0000374
000888	FIRST NATIONAL BANK OMAHA - JP	11/30/2022	Bank Draft	0.00	354.43	DFT0000375

Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000889	FIRST NATIONAL BANK OMAHA- TF	11/30/2022	Bank Draft	0.00	2,608.43	DFT0000376

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	44	0.00	940,281.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	5	0.00	7,148.16
EFT's	1	1	0.00	100.00
	<b>76</b>	<b>50</b>	<b>0.00</b>	<b>947,529.21</b>

Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS</b>						
000905	NATIONWIDE RETIREMENT SOLUTION	11/07/2022	Bank Draft	0.00	426.60	DFT0000368
000905	NATIONWIDE RETIREMENT SOLUTION	11/09/2022	Bank Draft	0.00	8,563.82	DFT0000369
000905	NATIONWIDE RETIREMENT SOLUTION	11/18/2022	Bank Draft	0.00	426.60	DFT0000371

**Bank Code AP PF ALLEGIANCE Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	9,417.02
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>9,417.02</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	44	0.00	940,281.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	8	0.00	16,565.18
EFT's	1	1	0.00	100.00
	<b>79</b>	<b>53</b>	<b>0.00</b>	<b>956,946.23</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	11/2022	956,946.23
			<b>956,946.23</b>





Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT</b>						
000774	ADAM VOYLES	12/01/2022	Regular	0.00	300.00	33925
0647	AFLAC WORLDWIDE HEADQUARTERS	12/01/2022	Regular	0.00	628.08	33926
0458	AT&T (5019)	12/01/2022	Regular	0.00	709.52	33927
000815	BBG CONSULTING INC	12/01/2022	Regular	0.00	5,800.00	33928
0171	CARY M MORAN	12/01/2022	Regular	0.00	1,040.00	33929
0010	CENTERPOINT ENERGY	12/01/2022	Regular	0.00	35.12	33930
0445	CENTURY CONCRETE CONSTRUCTION INC	12/01/2022	Regular	0.00	41,918.00	33931
000876	CINTAS CORPORATION	12/01/2022	Regular	0.00	100.56	33932
000775	CITYLYNX INC	12/01/2022	Regular	0.00	2,200.00	33933
000796	ENGIE RESOURCES	12/01/2022	Regular	0.00	4,742.91	33934
0020	EWING HOUSTON	12/01/2022	Regular	0.00	560.00	33935
0150	GARY B MADDOX	12/01/2022	Regular	0.00	1,000.00	33936
0530	GB TECH	12/01/2022	Regular	0.00	975.00	33937
0028	HARRIS COUNTY APPRAISAL DISTRICT	12/01/2022	Regular	0.00	10,551.00	33938
000895	HENRY RIVAS	12/01/2022	Regular	0.00	167.55	33939
0662	JACKIE DELGADILLO	12/01/2022	Regular	0.00	500.00	33940
0674	JIM PAPPAS	12/01/2022	Regular	0.00	246.16	33941
0674	JIM PAPPAS	12/01/2022	Regular	0.00	2,100.00	33942
000825	JONATHAN'S THE RUB	12/01/2022	Regular	0.00	475.00	33943
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	12/01/2022	Regular	0.00	381.33	33944
0053	MEMORIAL VILLAGES WATER AUTHORITY	12/01/2022	Regular	0.00	5,463.54	33945
0062	NORTHWEST PEST PATROL	12/01/2022	Regular	0.00	583.00	33946
0065	OFFICE DEPOT CREDIT PLAN	12/01/2022	Regular	0.00	292.88	33947
0447	ON SITE DECALS LLC	12/01/2022	Regular	0.00	430.00	33948
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	12/01/2022	Regular	0.00	246.21	33949
000776	TEXAS COURT CLERK ASSOCIATION	12/01/2022	Regular	0.00	55.00	33950
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	12/01/2022	Regular	0.00	11,404.55	33951
0624	TRANTEX	12/01/2022	Regular	0.00	723.50	33952
000906	TURNER PAVING & CONSTRUCTION, INC.	12/01/2022	Regular	0.00	156,247.20	33953
0362	VERIZON WIRELESS	12/01/2022	Regular	0.00	38.07	33954
0105	VILLAGE FIRE DEPARTMENT	12/01/2022	Regular	0.00	97,443.30	33955
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	12/01/2022	Regular	0.00	7,773.12	33956
000856	CAMERON BUILDERS INC	12/01/2022	Regular	0.00	1,834.22	33957
000909	A. FULLER ELECTRIC INC.	12/15/2022	Regular	0.00	353.00	33958
0005	AT&T (5001)	12/15/2022	Regular	0.00	705.37	33959
000815	BBG CONSULTING INC	12/15/2022	Regular	0.00	5,000.00	33960
000876	CINTAS CORPORATION	12/15/2022	Regular	0.00	100.56	33961
0012	COBB FENDLEY	12/15/2022	Regular	0.00	66,284.72	33962
000911	EROSION CONTROL SYSTEMS, INC.	12/15/2022	Regular	0.00	9,867.35	33963
0020	EWING HOUSTON	12/15/2022	Regular	0.00	287.26	33964
0537	GREEN FOR LIFE	12/15/2022	Regular	0.00	42,769.42	33965
000744	GULF COAST GOVERNMENT FINANCE OFFICERS A:	12/15/2022	Regular	0.00	40.00	33966
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIA	12/15/2022	Regular	0.00	50.00	33967
0034	HOME SECURITY SYSTEMS INC	12/15/2022	Regular	0.00	305.85	33968
000907	J RIVAS CONSTRUCTION LLC	12/15/2022	Regular	0.00	455,764.41	33969
0662	JACKIE DELGADILLO	12/15/2022	Regular	0.00	3,785.00	33970
000716	KIRWIN LAW FIRM PLLC	12/15/2022	Regular	0.00	410.00	33971
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	12/15/2022	Regular	0.00	2,169.64	33972
0654	LORA JEAN D LENZSCH	12/15/2022	Regular	0.00	2,357.50	33973
0641	MARK E EASLEY	12/15/2022	Regular	0.00	300.00	33974
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	12/15/2022	Regular	0.00	46.95	33975
0066	OLSON & OLSON LLP	12/15/2022	Regular	0.00	5,818.00	33976
000789	VAN SANT LANDSCAPE MANAGEMENT	12/15/2022	Regular	0.00	4,078.00	33977
0646	VANTAGE	12/15/2022	Regular	0.00	89.70	33978

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0362	VERIZON WIRELESS	12/15/2022	Regular	0.00	37.99	33979
0105	VILLAGE FIRE DEPARTMENT	12/15/2022	Regular	0.00	101.57	33980
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	12/15/2022	Regular	0.00	14.69	33981
000774	ADAM VOYLES	12/31/2022	Regular	0.00	300.00	33982
0647	AFLAC WORLDWIDE HEADQUARTERS	12/31/2022	Regular	0.00	942.12	33983
0458	AT&T (5019)	12/31/2022	Regular	0.00	709.52	33984
0669	C & D JANITOR SERVICE INC	12/31/2022	Regular	0.00	1,671.30	33985
0010	CENTERPOINT ENERGY	12/31/2022	Regular	0.00	200.69	33986
000876	CINTAS CORPORATION	12/31/2022	Regular	0.00	150.84	33987
0224	CITY OF HEDWIG VILLAGE	12/31/2022	Regular	0.00	532.29	33988
0012	COBB FENDLEY	12/31/2022	Regular	0.00	56,171.90	33989
0018	END-O-PEST	12/31/2022	Regular	0.00	135.00	33990
000796	ENGIE RESOURCES	12/31/2022	Regular	0.00	4,815.04	33991
000896	FLOYDS AUTO REPAIR	12/31/2022	Regular	0.00	172.50	33992
0150	GARY B MADDOX	12/31/2022	Regular	0.00	500.00	33993
0662	JACKIE DELGADILLO	12/31/2022	Regular	0.00	40.00	33994
000893	LANGUAGE LINE SERVICES INC.	12/31/2022	Regular	0.00	13.81	33995
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	12/31/2022	Regular	0.00	297.00	33996
0053	MEMORIAL VILLAGES WATER AUTHORITY	12/31/2022	Regular	0.00	4,277.02	33997
000908	PREACTIVE IT SOLUTIONS	12/31/2022	Regular	0.00	2,600.00	33998
0420	PREMIER TREE SERVICE	12/31/2022	Regular	0.00	1,500.00	33999
000852	TEXAS MUNICIPAL HUMAN RESOURCES ASSOCIAT	12/31/2022	Regular	0.00	75.00	34000
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	12/31/2022	Regular	0.00	18,321.72	34001
000906	TURNER PAVING & CONSTRUCTION, INC.	12/31/2022	Regular	0.00	52,550.80	34002
000819	URETEK USA INC	12/31/2022	Regular	0.00	12,000.00	34003
0108	WILSON FIRE EQUIPMENT & SERVICE CO INC	12/31/2022	Regular	0.00	153.00	34004
000871	CIVIC PLUS (MUNICODE)	12/30/2022	Regular	0.00	841.00	34005
0038	HOUSTON - GALVESTON AREA COUNCIL (H-GAC)	12/30/2022	Regular	0.00	200.00	34006
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	12/30/2022	Regular	0.00	377,465.00	34007
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	12/30/2022	Regular	0.00	94,591.33	34008
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	12/30/2022	Regular	0.00	53,333.00	34009
0105	VILLAGE FIRE DEPARTMENT	12/30/2022	Regular	0.00	241,686.40	34010
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	12/30/2022	Regular	0.00	13,063.27	34011
000890	FIRST NATIONAL BANK OMAHA - EA	12/15/2022	Bank Draft	0.00	1,472.26	DFT0000378
000892	FIRST NATIONAL BANK OMAHA - HR	12/15/2022	Bank Draft	0.00	282.08	DFT0000379
000888	FIRST NATIONAL BANK OMAHA - JP	12/15/2022	Bank Draft	0.00	548.30	DFT0000380
000889	FIRST NATIONAL BANK OMAHA- TF	12/15/2022	Bank Draft	0.00	1,780.44	DFT0000381
000905	NATIONWIDE RETIREMENT SOLUTION	12/02/2022	Bank Draft	0.00	426.60	ACH20221202

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	116	87	0.00	1,897,011.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	4,509.68
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>92</b>	<b>0.00</b>	<b>1,901,521.03</b>

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS</b>						
000908	PREACTIVE IT SOLUTIONS	12/01/2022	Bank Draft	0.00	1,440.00	DFT0000372
000905	NATIONWIDE RETIREMENT SOLUTION	12/16/2022	Bank Draft	0.00	426.60	DFT0000382
000905	NATIONWIDE RETIREMENT SOLUTION	12/30/2022	Bank Draft	0.00	426.60	DFT0000383
000726	PITNEY BOWES (PURCHASE POWER)	12/30/2022	Bank Draft	0.00	270.99	DFT0000384

Bank Code AP PF ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	2,564.19
EFT's	0	0	0.00	0.00
	<b>4</b>	<b>4</b>	<b>0.00</b>	<b>2,564.19</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	116	87	0.00	1,897,011.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	7,073.87
EFT's	0	0	0.00	0.00
	<b>125</b>	<b>96</b>	<b>0.00</b>	<b>1,904,085.22</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	12/2022	1,904,085.22
			<b>1,904,085.22</b>

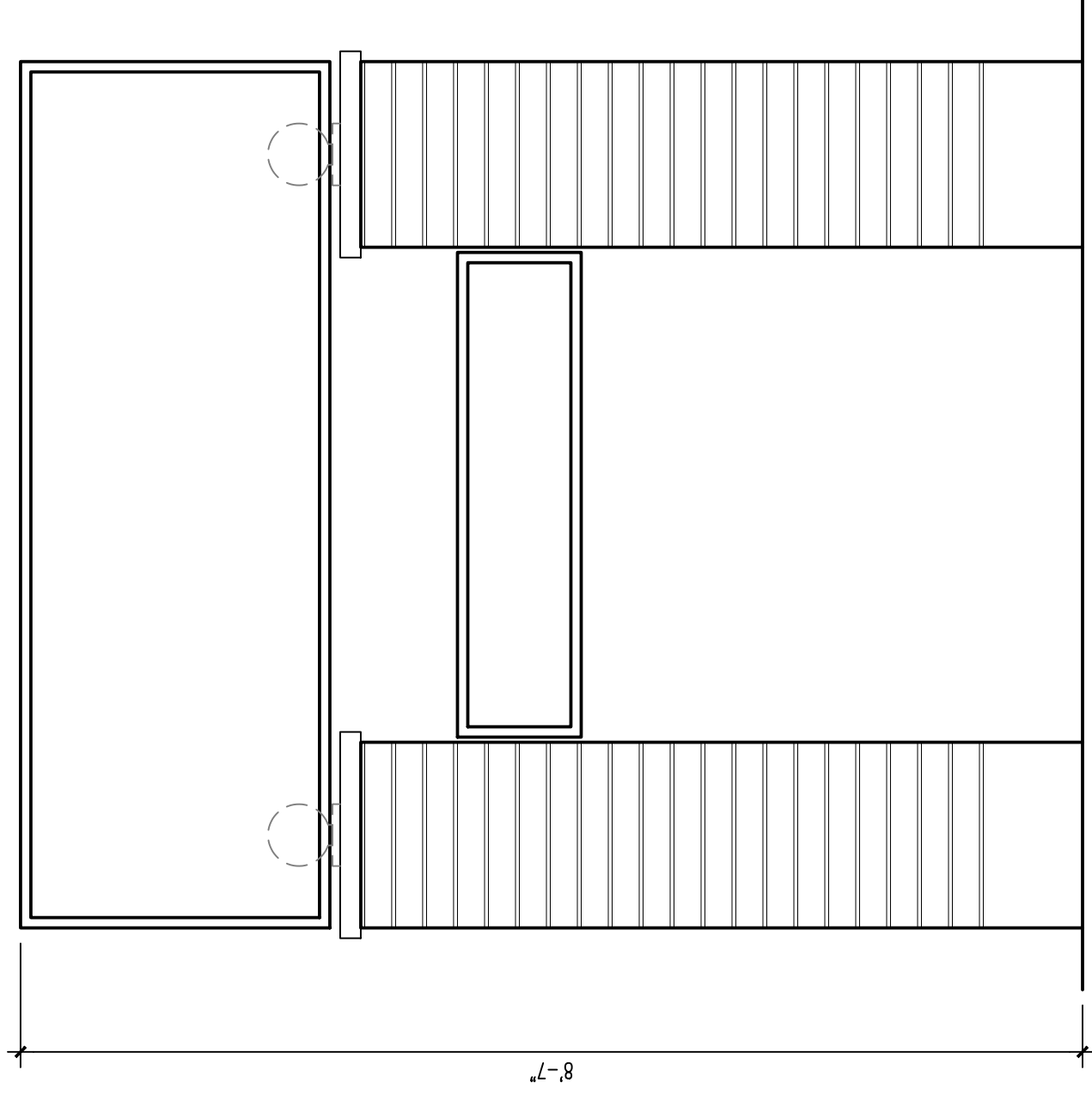


**CITY OF HUNTERS CREEK VILLAGE  
AGENDA DISCUSSION FORM**

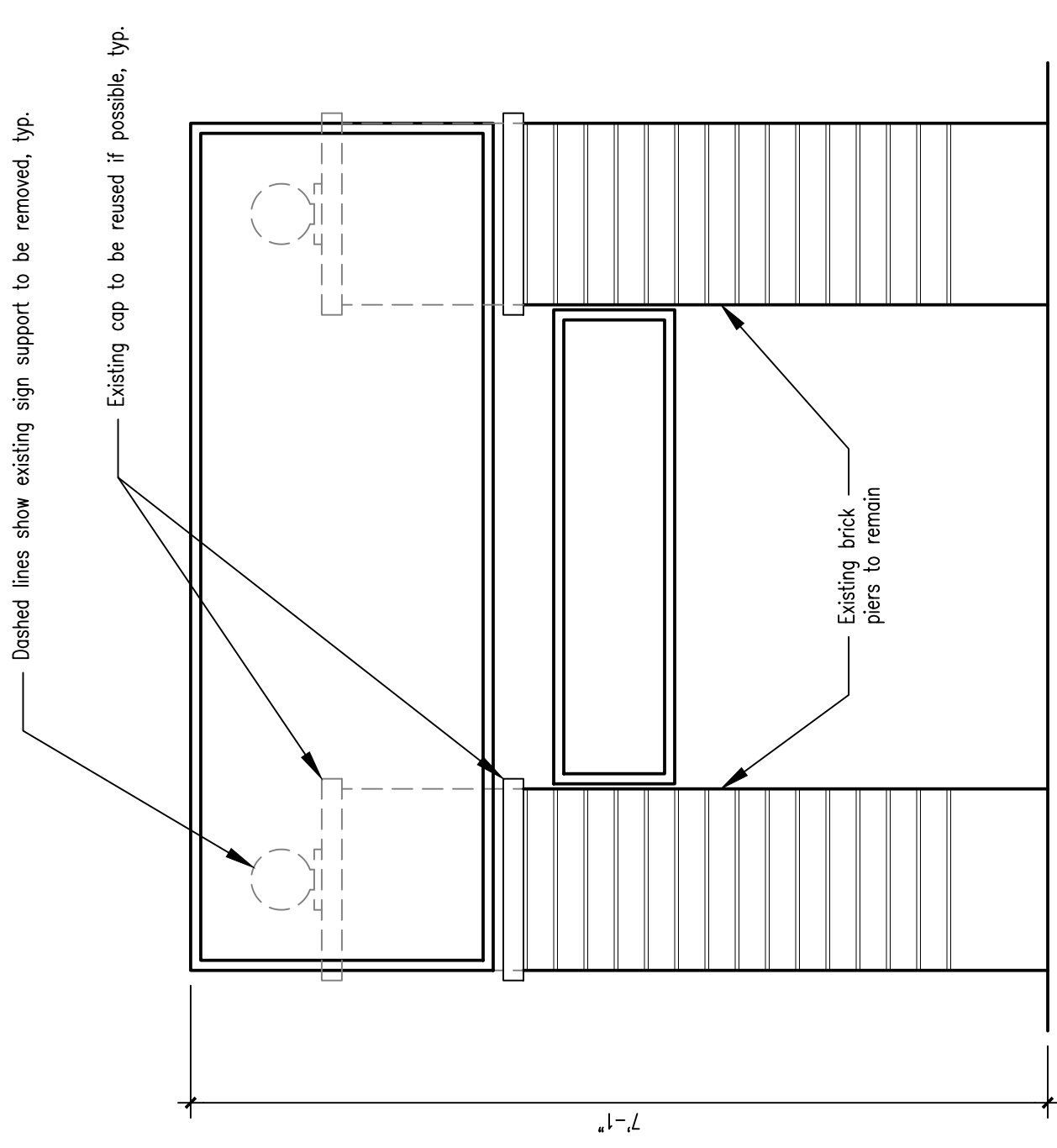
**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve an ordinance granting a specific use permit to the First Congregational Church to allow the reconfiguration of the Church's primary sign structure.

**EXHIBITS:** Ordinance, Sign Exhibit, Sign Elevations

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New Sign as Presented  
to HCV



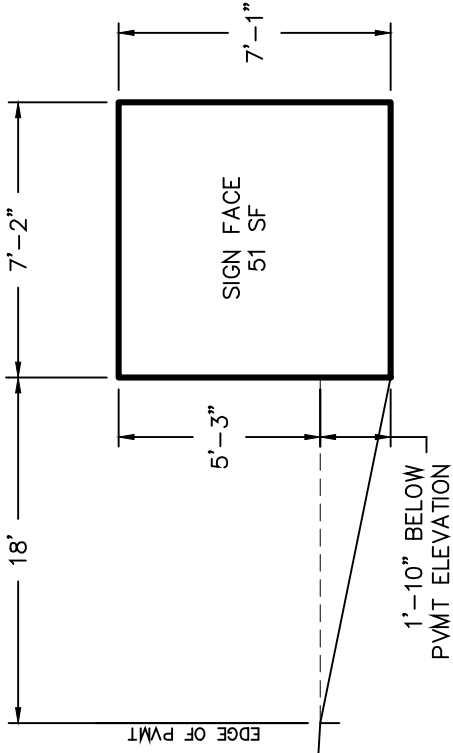
Proposed Reduction in  
Height of New Sign

Note: Reduce new sign height by removing six courses of brick (18") and cutting the wooden post within the brick piers as needed.

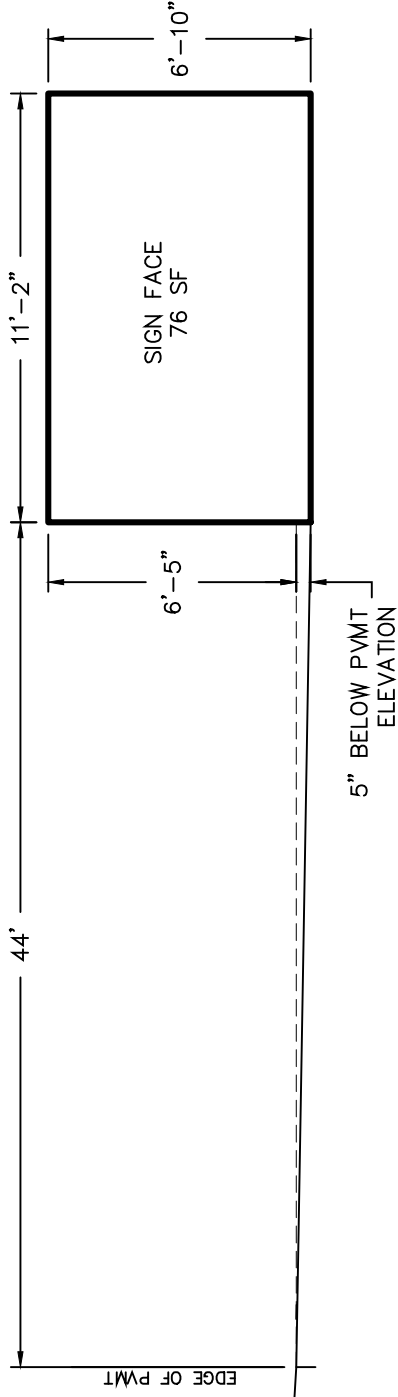
FCC New Sign Change

Scale: 3/4" = 1'-0"  
Date: 8-Oct-22

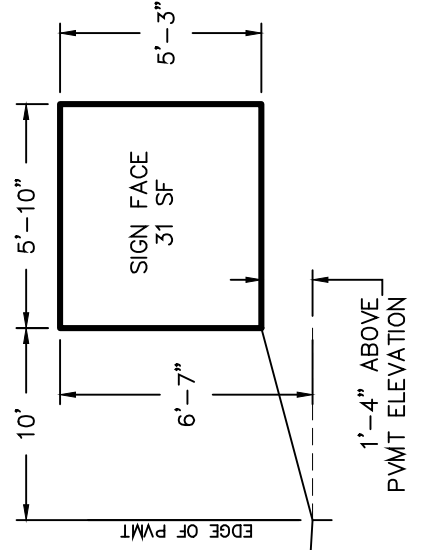
① FIRST CONGREGATIONAL CHURCH



② HUNTERS CREEK ELEMENTARY



③ CHINESE BAPTIST CHURCH



SCALE  
HORIZ: 1"=5'  
VERT: 1"=5'

**ORDINANCE NO. 2023-932**

**AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, GRANTING A SPECIFIC USE PERMIT TO THE FIRST CONGREGATIONAL CHURCH TO ALLOW THE RECONFIGURATION OF THE CHURCH'S PRIMARY SIGN STRUCTURE; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**WHEREAS**, the First Congregational Church (the "Church") is the owner of a church facility located at 10840 Beinhorn Road, within the corporate limits of the City of Hunters Creek Village, Texas (the "Church Premises");

**WHEREAS**, the Church Premises are located in District R (Single Family Residential) under the City's Zoning Chapter;

**WHEREAS**, under the Zoning Chapter, churches are now permitted in District R by specific use permit and, in the past were permitted by special exception;

**WHEREAS**, the Church, acting through its duly authorized representative, has presented an application to the City for a specific use permit to allow the reconfiguration of the Church's primary sign structure;

**WHEREAS**, the Planning & Zoning Commission of the City, after notice and hearing as required by law, has recommended that the City Council grant the requested specific use permit;

**WHEREAS**, the City Council concurs with the recommendation of the Planning & Zoning Commission that the Church be granted a specific use permit to reconfigure its primary sign structure.

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



**Section 1.** The findings contained in the preamble of this Ordinance are adopted.

**Section 2.** The First Congregational Church is hereby granted a specific use permit to reconfigure the Church's primary sign structure, as shown in the drawing attached as Exhibit "A" to: a) raise and enlarge the primary sign face containing the name of the church; and b) eliminate or relocate the smaller sign faces.

**Section 3.** The specific use permit granted by this Ordinance shall remain in full force and effect until further action of the City Council.

**Section 4.** Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

**Section 5.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it is the intention of the City Council that the invalidity or unconstitutionality of the one or more parts shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hunters Creek Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of January, 2023.

\_\_\_\_\_  
Jimmy Pappas  
Mayor

ATTEST:

\_\_\_\_\_  
Tom Fullen  
Acting City Secretary



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve a 3-month extension for remodel permit 201900352 at 10841 Beinhorn Rd / 771 Pifer Rd.  
**EXHIBITS:** Permit

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History:

Permit Expired: 06/18/2022

First Extension: 6-month Extension Expires: 01/29/2023



# Remodeling Permit

City of Hunters Creek Village  
 #1 Hunters Creek Place  
 Hunters Creek Village, Texas 77024  
 Phone: 713-465-2150 Fax: 713-465-8357

## WORK HOURS

Monday - Friday 8:00am - 7:00pm Saturday 9:00am - 6:00pm  
 NO WORK SUNDAY or HOLIDAYS

In case of emergency call - 713-465-2150

The application hereby certifies that all provisions of the building laws, codes, and ordinances will be complied with in any Construction, alteration, remodel, or repair, specified on the plot plan, and detailed construction drawings.

<b>JOB ADDRESS:</b> 10841 BEINHORN RD
<b>CONTRACTOR:</b> Saeid Zabihpour
<b>Valuation of Work:</b> 150000.00
<b>Describe Work:</b> REMODEL - Interior Remodel [1332sqft] [Extended to January 29, 2023]

**Total Fees:** 2397.60

**Provide Contractor's Phone Number;** 832 202 9503 **then,**  
**MARK THE INSPECTION below with the date you are wanting & email**  
**(inspections@cityofhunterscreek.com), fax or walk-in by 2:00PM, the day before the**  
**desired inspection date**

Inspections								
S	InspType	R	F	Status	ReqDate	InspDate	InspIld	InspDist
1	FD-Piers			Pass	9/10/2019	9/10/2019	BBG	
1	FD-Piers			NC	9/9/2019	9/9/2019	BBG	
2	Frame R			NC	10/26/2020	10/27/2020	BBG	
2	Frame R	Y		PPass	12/7/2020	12/7/2020	BBG	
2	Frame R	Y		Pass	4/6/2021	4/6/2021	james	
2	H-Strap			Pass	7/30/2019	8/1/2019	BBG	
2	Insulation			Pass	4/29/2021	4/29/2021	BBG	
4	Bld-Final		Y					

This permit becomes null and void if work of construction authorized in not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. This permit is valid for two years.

I hereby certify that i have read and examined the application and know the same to be true and correct. All provisions of Law and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit deos not presume to give authority to violate or cancel the provisions of any other state of local law regulating construction or the performance of construction.

Approved \_\_\_\_\_ January 18, 2023 \_\_\_\_\_ January 18, 2023  
 Permit Officer Date Signature of contractor/authorized agent/owner Date



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve a 3-month extension for remodel permit 202100111 at 517 Wellesley Dr.  
**EXHIBITS:** Permit

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History:

Permit Issued: 02/24/2021  
Permit Expires: 02/24/2023

Issued Date: 02/24/2021



No. 202100111

# New Residence

City of Hunters Creek Village  
#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024  
Phone: 713-465-2150 Fax: 713-465-8357

## WORK HOURS

Monday - Friday 8:00am - 7:00pm Saturday 9:00am - 6:00pm  
NO WORK SUNDAY or HOLIDAYS

In case of emergency call - 713-465-2150

The application hereby certifies that all provisions of the building laws, codes, and ordinances will be complied with in any Construction, alteration, remodel, or repair, specified on the plot plan, and detailed construction drawings.

JOB ADDRESS: 517 WELLESLEY DR
CONTRACTOR: Kerr Construction, LLC
Valuation of Work: 1000000.00
Describe Work: Building Permit - Construction of New Home [6319 sqft]

Total Fees: 7846.80

Provide Contractor's Phone Number; 713 898 4414 then,  
**MARK THE INSPECTION** below with the date you are wanting & email  
([inspections@cityofhunterscreek.com](mailto:inspections@cityofhunterscreek.com)), fax or walk-in by 2:00PM, the day before the  
desired inspection date

This permit becomes null and void if work of construction authorized in not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. This permit is valid for one year.

I hereby certify that i have read and examined the application and know the same to be true and correct. All provisions of Law and Ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Approved _____	January 18, 2023	_____	January 18, 2023
Permit Officer	Date	Signature of contractor/authorized agent/owner	Date

Issued Date: 02/24/2021



No. 202100111

**City of Hunters Creek Village  
#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024  
Phone: 713-465-2150 Fax: 713-465-8357**

**Inspection Page**

**Provide Contractor's Phone Number: 713 898 4414 then,  
CHECK THE APPROPRIATE INSPECTION below & request on-line, email, fax, or walk-in by  
2:00PM!**

Inspections								
S	InspType	R	F	Status	ReqDate	InspDate	InspId	InspDist
1	FD-Piers			PPass	3/11/2021	3/11/2021	BBG	
1	FD-Piers	Y		Pass	7/21/2022	7/21/2022	BBG	
1	Foundation			Pass	4/1/2021	4/1/2021	BBG	
1	Foundation	Y		Pass	8/2/2022	8/3/2022	BBG	
2	Frame R			Pass	6/22/2022	6/22/2022	BBG	
2	H-Strap			Pass	5/28/2021	5/28/2021	BBG	
2	H-Strap	Y		Pass	6/22/2021	6/23/2021	BBG	
2	H-Strap	Y		Pass	8/23/2022	8/23/2022	BBG	
2	Insulation							
3	Frame			Pass	10/6/2022	10/7/2022	BBG	
4	Bld-Final		Y					



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve an amendment to the Memorial Village Police Department 2022 Budget to reclassify budget line items.

**EXHIBITS:** Budget Amendment

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**AMENDMENT NO.2022-03**

**To  
The Amended Budget of the Memorial Villages Police Department  
For Fiscal Year 2022  
General Fund**

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

<b>ACCOUNT-INCREASE IN APPROPRIATIONS</b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Overtime	110	\$30,000.00
457b Employer Contribution	125	\$2,600.00
Colorado Tax		\$550.00
Auto Insurance	200	\$8,900.00
General Liability Insurance	210	\$30.00
Public Official Bond	220	\$25.00
Professional Liability	230	\$5,970.00
Gas & Oil	300	\$60,000.00
Auto Maintenance	310	\$5,800.00
General Maintenance	400	\$11,000.00
Computers	500	\$1,200.00
Stationary/Expendables	520	\$6,800.00
Payroll	540	\$1,700.00
Accreditation	800	\$250.00
Uniforms	810	\$7,700.00
Tasers	835	\$950.00
Training & Professional Dues	840	\$3,500.00
Recruiting costs	860	\$200.00
	<b>TOTAL</b>	<b>\$147,175.00</b>

<b><u>ACCOUNT-(DECREASE) IN APPROPRIATIONS</u></b>	<b><u>ACCOUNT NO.</u></b>	<b><u>AMOUNT</u></b>
Retirement	120	(\$18,000.00)
Health Insurance	130	(\$70,000.00)
Workers Compensation	140	(\$5,000.00)
Damage Repair	330	(\$3,000.00)
Building Furnishings	430	(\$10,000.00)
Telephone	600	(\$2,000.00)
Electricity	610	(\$5,000.00)
Legal/Professional	720	(\$34,175.00)
	<b>TOTAL</b>	<b>(\$147,175.00)</b>

**NET EFFECT TO BUDGET IS: \$0.00**





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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action regarding the City's 2023 Arbor Day program.  
**EXHIBITS:** Arbor Day Flyer, Key Dates, and History

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# Arbor Day 2023



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

Celebrate Arbor Day 2023 by planting a new tree (or several new trees) at your home. We are continuing to see the result of drought conditions in recent years diminishing the City's tree canopy in the City's right-of-ways and on private property. Once again, the City of Hunters Creek Village will sponsor an annual Arbor Day tree planting program to encourage planting new trees within our City as part of the continuing effort to maintain and restore the ambiance and benefits of our forest-like environment.

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

Again, this year, Bill Bownds Nursery has made tree planting easy for all residents. Bill Bownds Nursery will plant a 15-gallon tree of your choice from the selection offered on the list for \$245.00 in your yard and will guarantee the tree(s) for a year. If you prefer to plant your new tree(s) yourself, the cost is only \$145.00. Planting instructions will be provided when your tree(s) is delivered. Planting and delivery, depending on the weather, is planned to begin in the towards the end of March, 2023. There may be limited species available, so please get your order in as soon as possible.

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

Please mail or hand-deliver your completed Arbor Day Tree Order Form to City Hall by **Friday, March 3<sup>rd</sup>, 2023, by 4:00 p.m.**, together with your check. **Checks should be made out to Bill Bownds Nursery.** Sales tax is included.

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

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



# Arbor Day 2023 Tree Order Form



**Check box(s)**

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

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

Signature \_\_\_\_\_

Address \_\_\_\_\_

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

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

Species <small>**Subject to availability</small>	Description	Delivered only @ \$145.00	Delivered & Planted @ \$245.00
Cedar Elm	Large, native to area		
Bur Oak	Deciduous with rough bark		
Drummond Red Maple	Upright, deciduous rounded crown		
Live Oak	Large spreading evergreen		
Loblolly Pine	Tall, fast-growing evergreen		
Shumard Red Oak	Large with fall color		
Nuttall Red Oak	Tall, rounded with fall color		
Bald Cypress	Large, deciduous conifer with an inverted cone shape.		
Overcup Oak	Large, deciduous tree with rounded crown.		
Totals	<del>_____</del>		

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

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

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

Attn: Arbor Day 2023  
City of Hunters Creek Village  
#1 Hunters Creek Place,  
Hunters Creek Village, TX 77024

**no later than Friday, March 3<sup>rd</sup>, 2023.**

**2023 ARBOR DAY KEY DATES**

<b>Tuesday</b> <b>1/24</b>	Council Meeting
<b>Thursday</b> <b>2/2</b>	Send v-link announcement (with flyer/form attached)
<b>Thursday</b> <b>2/16</b>	Send v-link reminder (with flyer/form attached)
<b>Monday</b> <b>2/27</b>	Send v-link final reminder (with flyer/form attached)
<b>Tuesday</b> <b>2/28</b>	Council Meeting
<b>Friday</b> <b>3/3</b>	Deadline for receipt of forms

City of Hunters Creek Village  
Arbor Day Planting Program



Year	Planted by Residents	Planted by City	City Expenditures
2019	35	13	\$ 2,400.00
2020	32	20	\$ 4,945.00
2021	75	32	\$ 4,800.00
2022	30	28	\$ 7,100.00



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve the purchase and planting of trees by Bill Bownds Nursery in the amount of \$15,040 on the north side of Beinhorn by Elementary School.

**EXHIBITS:**

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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve an amendment to the City's 2022 budget in the amount of \$37,306.98 for Esplanade Beautification Expenditures.  
**EXHIBITS:** Budget Amendment #2

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Amendment No. 02  
To the original budget of the City of Hunters Creek Village  
For the Fiscal Year of 2022  
General Fund

Description Purpose: Increase budget line item

Account Increase - Drawdown of fund balance

200-01-75066	Esplanade Beautification	\$37,306.98
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Justification to amend the budget amount is as follows.

Esplanade Beautification	\$ 70,000.00
Right of Way Landscape (Bright Landscape Bid)	\$ 37,306.98
New Total Budget required for 2022	\$107,306.98





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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve Change Order #1 to the contract with J Rivas Construction, LLC for the Hunters Grove Lane Reconstruction in the amount of (\$85,893.00).  
**EXHIBITS:** Change Order #1

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**CHANGE ORDER**

No. 01

DATE OF ISSUANCE 12/6/2022

EFFECTIVE DATE 12/6/2022

OWNER City of Hunters Creek Village

CONTRACTOR J Rivas Construction, LLC

Contract: Hunters Grove Lane Reconstruction

Project: Hunters Grove Lane Reconstruction

OWNER's Contract No. 2212-018-03

ENGINEER's Contract No. 2212-018-03

ENGINEER Cobb, Fendley & Associates, Inc.

You are directed to make the following changes in the Contract Documents:

Description: Additional quantity required for contract line items, due to minor field changes. Also, deductions to contract quantities, field adjustments. Added line items for utilization of cement stabilized sand subgrade and removed lime stabilized subgrade line items.

Reason for Change Order: Same as above

Documents supporting change: Attached

CHANGE IN CONTRACT PRICE
Original Contract Price:  \$ <u>865,611.25</u>
Net Increase (Decrease) from previous Change Orders No. <u>0</u> to <u>1</u> :  \$ <u>0</u>
Contract Price prior to this Change Order:  \$ <u>865,611.25</u>
Net increase (decrease) of this Change Order:  \$ <u>(85,893.00)</u>
Contract Price with all approved Change Orders:  \$ <u>779,718.25</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>150</u> Ready for final payment: <u>180</u> (days or dates)
Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>150</u> Ready for final payment: <u>180</u> (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>150</u> Ready for final payment: <u>180</u> (days or dates)

RECOMMENDED:

By: SGR  
Stephen G. Ray, P.E.  
CobbFendley

ACCEPTED:

By: J Santos Rivas  
J Rivas Construction, LLC

APPROVED:

By: \_\_\_\_\_  
City of Hunters Creek Village

Date: 12/7/22

Date: 12/07/22

Date: \_\_\_\_\_

PROJECT: HUNTERS GROVE LANE RECONSTRUCTION  
 CLIENT: CITY OF HUNTERS CREEK VILLAGE  
 CONTRACTOR: J RIVAS CONSTRUCTION, LLC  
 CFA PROJECT NUMBER: 2212-018-03

Item No.	Item Description	ORIGINAL CONTRACT			CHANGE ORDER NO. 1			
		Unit	Quantity	Unit Price	Extended Price	Quantity	Unit Price	Extended Price
<b>SECTION 1 - SITE PREPARATION</b>								
1	Mobilization (No Greater than 5% of Total Bid)	LS	1	\$ 34,500.00	\$ 34,500.00	1	\$ 34,500.00	\$ 34,500.00
2	Barricades, Signs, and Traffic Control, Complete in Place	LS	1	\$ 35,500.00	\$ 35,500.00	1	\$ 35,500.00	\$ 35,500.00
3	Tree Protection Plan	LS	1	\$ 16,500.00	\$ 16,500.00	1	\$ 16,500.00	\$ 16,500.00
4	Block Sodding, Complete in Place	SY	2,540	\$ 8.25	\$ 20,955.00	1,270	\$ 8.25	\$ 10,477.50
<b>SUBTOTAL SECTION 1 - SITE PREPARATION</b>				\$	\$ 107,455.00		\$	\$ 96,977.50
<b>SECTION 2 - STORM SEWER POLLUTION PREVENTION PLAN ITEMS</b>								
5	Erosion/Sediment Control in Accordance with TPDES Requirements, Including Notice of Intent (NOI), Notice of Termination (NOT), Maintenance, Inspection and Reporting	LS	1	\$ 2,500.00	\$ 2,500.00	0	\$ 2,500.00	\$ -
6	SWPPP Inspection and Maintenance	LS	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00	\$ 2,200.00
7	Reinforce Filter Fabric Fence	LF	500	\$ 3.25	\$ 1,625.00	500	\$ 3.25	\$ 1,625.00
8	Furnish Stabilized Construction Exit, Complete in Place	SY	22	\$ 72.00	\$ 1,584.00	0	\$ 72.00	\$ -
9	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage I)	LF	50	\$ 24.00	\$ 1,200.00	50	\$ 24.00	\$ 1,200.00
10	Furnish, Install, and Remove Reinforced Sand Bag Inlet Protection Barrier, Complete in Place (Stage II)	LF	50	\$ 24.00	\$ 1,200.00	50	\$ 24.00	\$ 1,200.00
<b>SUBTOTAL SECTION 2 - STORM SEWER POLLUTION PREVENTION PLAN ITEMS</b>				\$	\$ 10,309.00		\$	\$ 6,225.00
<b>SECTION 3 - DEMOLITION ITEMS</b>								
11	Roadway Excavation (Includes Haul and Disposal)	CY	150	\$ 52.00	\$ 7,800.00	856	\$ 52.00	\$ 44,512.00
12	Remove and Dispose Offsite of Existing Concrete Pavement, Subgrade, Concrete Curb, All Thicknesses, Complete in Place (Includes All Saw-Cutting Required)	SY	3,657	\$ 16.50	\$ 60,340.50	3,657	\$ 16.50	\$ 60,340.50
13	Remove and Dispose Offsite of Existing Standard Concrete and Exposed Aggregate Driveways (All Thicknesses), Complete in Place	SY	233	\$ 14.00	\$ 3,262.00	233	\$ 14.00	\$ 3,262.00
14	Remove Existing Paver Driveways, Salvage Surface Material and Return to Resident (All Thicknesses), Complete in Place	SY	99	\$ 24.00	\$ 2,376.00	0	\$ 24.00	\$ -
15	Remove and Dispose Offsite of Existing Concrete Walkways (All Thicknesses), Complete in Place	SY	15	\$ 24.00	\$ 360.00	15	\$ 24.00	\$ 360.00
16	Remove Existing Paver Walkways, Salvage Surface Material and Return to Resident (All Thicknesses), Complete in Place	SY	34	\$ 24.00	\$ 816.00	34	\$ 24.00	\$ 816.00
17	Remove and Dispose Existing Inlet (All Types, Sizes and Depths), Complete in Place	EA	3	\$ 950.00	\$ 2,850.00	3	\$ 950.00	\$ 2,850.00
18	Remove and Dispose Existing Storm Sewer, All Sizes, Complete in Place	LF	28	\$ 45.00	\$ 1,260.00	28	\$ 45.00	\$ 1,260.00
19	Remove and Dispose Existing PVC Curb Drains, All Sizes, Complete in Place	LF	800	\$ 8.00	\$ 6,400.00	800	\$ 8.00	\$ 6,400.00
<b>SUBTOTAL SECTION 3 - DEMOLITION ITEMS</b>				\$	\$ 85,464.50		\$	\$ 119,800.50

		ORIGINAL CONTRACT				CHANGE ORDER NO. 1							
<b>SECTION 4 - PAVING ITEMS</b>													
20	7-Inch Reinforced Concrete Pavement, Complete in Place	SY	3,657	\$	81.00	\$	296,217.00	3,657	\$	81.00	\$	296,217.00	
21	8% Hydrated Lime Slurry for Subgrade, Complete in Place	TON	78	\$	280.00	\$	21,840.00	0	\$	280.00	\$	-	
22	6-Inch Lime Treatment Subgrade, Complete in Place	SY	3,895	\$	8.50	\$	33,107.50	0	\$	8.50	\$	-	
22A	6-Inch Cement Stabilized Sand Subgrade	SY		\$		\$		856	\$	55.00	\$	47,080.00	
23	6" Concrete Curb, Complete in Place	LF	1,681	\$	9.00	\$	15,129.00	1,681	\$	9.00	\$	15,129.00	
24	6-Inch Concrete Driveways, Including 6-Inch Cement Stabilized Sand Base, Complete in Place	SY	332	\$	72.00	\$	23,904.00	332	\$	72.00	\$	23,904.00	
24A	Remove and Reinstall Existing Paver Driveways	EA		\$		\$		6	\$	1,500.00	\$	9,000.00	
25	4-1/2 Inch Concrete Walkways, Including 4-Inch Cement Stabilized Sand Base, Complete in Place	SF	431	\$	10.75	\$	4,633.25	431	\$	10.75	\$	4,633.25	
<b>SUBTOTAL SECTION 4 - PAVING ITEMS</b>										\$	394,830.75	\$	395,963.25
<b>SECTION 5 - STORM SEWER ITEMS</b>										\$	6,800.00	\$	34,000.00
26	Precast Type BB Inlet, Complete in Place	EA	5	\$	6,800.00	\$	34,000.00	5	\$	6,800.00	\$	34,000.00	
27	Adjust Existing Storm Sewer Manhole Ring and Cover to Finish Grade, Complete in Place	EA	1	\$	1,500.00	\$	1,500.00	1	\$	1,500.00	\$	1,500.00	
28	Precast Concrete Storm Sewer Manhole, Type "C" with 32-Inch Ring and Cover for 18-Inch to 42-Inch Pipe, (All Depths), Complete in Place	EA	2	\$	10,450.00	\$	20,900.00	2	\$	10,450.00	\$	20,900.00	
29	24-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S	LF	498	\$	145.00	\$	72,210.00	498	\$	145.00	\$	72,210.00	
30	Reconnection of 4-Inch PVC Curb Drains	LF	800	\$	20.00	\$	16,000.00	360	\$	20.00	\$	7,200.00	
31	Trench Safety for Storm Sewer, All Depths, Complete in Place	LF	498	\$	4.00	\$	1,992.00	498	\$	4.00	\$	1,992.00	
<b>SUBTOTAL SECTION 5 - STORM SEWER ITEMS</b>										\$	146,602.00	\$	137,802.00
<b>SECTION 6 - EXTRA WORK ITEMS</b>										\$	10,450.00	\$	10,450.00
32	Precast Concrete Storm Sewer Manhole, Type "C" with 32-Inch Ring and Cover for 18-Inch to 42-Inch Pipe, (All Depths), Complete in Place	EA	1	\$	10,450.00	\$	10,450.00	1	\$	10,450.00	\$	10,450.00	
33	24-Inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets, C/S Sand Bed and Backfill, Complete in Place	LF	20	\$	145.00	\$	2,900.00	0	\$	145.00	\$	-	
34	Yard Drain Basin, Complete in Place	EA	4	\$	1,350.00	\$	5,400.00	0	\$	1,350.00	\$	-	
35	Landscaping Restoration (Covers Landscaping and Sprinkler System Repairs, As Approved By Engineer)	ALL	1	\$	15,000.00	\$	15,000.00	0.33	\$	15,000.00	\$	5,000.00	
36	Long Side Water Service Line and Connection	EA	12	\$	1,500.00	\$	18,000.00	5	\$	1,500.00	\$	7,500.00	
37	Short Side Water Service Line and Connection	EA	11	\$	1,200.00	\$	13,200.00	0	\$	1,200.00	\$	-	
38	Long Side Sanitary Service Line and Connection	EA	8	\$	4,200.00	\$	33,600.00	0	\$	4,200.00	\$	-	
39	Short Side Sanitary Service Line and Connection	EA	7	\$	3,200.00	\$	22,400.00	0	\$	3,200.00	\$	-	
<b>SUBTOTAL SECTION 6 - EXTRA WORK ITEMS</b>										\$	120,950.00	\$	22,950.00
<b>TOTAL BASE BID (SECTIONS 1-5)</b>										\$	744,661.25	\$	756,768.25
<b>TOTAL EXTRA WORK BID (SECTION 6)</b>										\$	120,950.00	\$	22,950.00
<b>OVERALL TOTAL (SECTIONS 1-6)</b>										\$	865,611.25	\$	779,718.25



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve Change Order #1 to the contract with Turner Paving & Construction – (Close Out) for the Kuhlman Road Reconstruction in the amount of (\$43,242.00).  
**EXHIBITS:** Change Order #1 Close Out

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## Change Order #1 (Balancing)

**DATE OF ISSUANCE:** December 13, 2022

**EFFECTIVE DATE:** December 13, 2022

**PROJECT:** Kuhlman Road Reconstruction  
**OWNER:** City of Hunters Creek Village  
**ADDRESS:** #1 Hunters Creek Place  
 Houston, TX 77024

**CONTRACTOR:** Turner Paving & Construction,  
**ADDRESS:** 10610 Tower Oaks, Blvd.  
 Houston, TX 77070

### DESCRIPTION OF CHANGES

Scope: Contract balancing and close out Change Order  
 Justification:  
 Amount: -\$43,242.00  
 Days: Zero days added

### EXECUTIVE SUMMARY

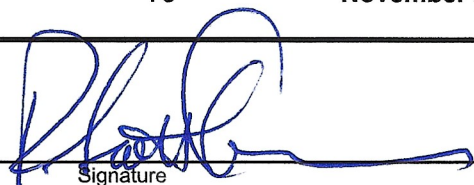
#### CONTRACT PRICE SUMMARY

Original Contract Price	\$	471,010.00
Change Order No. 1	\$	(43,242.00)
<b>Revised Contract Price</b>	<b>\$</b>	<b>427,768.00</b>

#### CONTRACT TIME SUMMARY

			DATE
Original Contract Time Substantial Completion	60		November 11, 2022
Previous Change Orders	0		
This Change Order	0		
<b>Revised Contract Time</b>	<b>60</b>		<b>November 11, 2022</b>
Original Contract Time Final Completion	75		November 26, 2022
Previous Change Orders	0		
This Change Order	0		
<b>Revised Contract Time</b>	<b>75</b>		<b>November 26, 2022</b>

**Submitted by:**

By: R. Scott Turner  12/13/2022  
Print Name Signature Date

Turner Paving & Construction, Inc.

**Recommended by:**

By: Grant Duke  12/14/2022  
Print Name Signature Date

Cobb, Fendley & Associates, Inc.

**Approved:**

By: \_\_\_\_\_  
Print Name Signature Date  
 City of Hunters Creek Village

**CHANGE ORDER COST REPORT**

Item No.	Item Description	Unit	Unit Price	Original QTY	QTY Earned to Date	Change Order #1 Amount	Amount Earned to Date	Total Cost Difference
<b>SECTION 1 - GENERAL ITEMS</b>								
1	Mobilization	LS	\$7,000.00	1	1	0	\$ 7,000.00	\$ -
2	Traffic Control and Regulations	LS	\$3,500.00	1	1	0	\$ 3,500.00	\$ -
3	In-Place Full Depth Cold Flexible Pavement Recycling, including final shaping and grading and haul – off and disposal of excess material.	SY	\$9.00	6500	6500	0	\$ 58,500.00	\$ -
4	Tru Bln 70 – 30 Material	Ton	\$300.00	180	189	9	\$ 56,700.00	\$ 2,700.00
5	2-inch thick Type D H/MAC overlay	Ton	\$146.00	750	798	48	\$ 116,508.00	\$ 7,008.00
6	Recycled Crushed Concrete Base Course, placed, graded and compacted	Ton	\$108.00	100	0	-100	\$ -	\$ (10,800.00)
7	Inlet Protection Barrier (Stage 2 inlets, gravel bags, 60% of unit cost for furnish & installation & 40% of unit cost for removal)	EA	\$50.00	48	48	0	\$ 2,400.00	\$ -
8	Filter Fabric Fence	LF	\$3.00	1100	1100	0	\$ 3,300.00	\$ -
9	Mill existing asphalt pavement 2-inches deep	SY	\$20.00	250	0	-250	\$ -	\$ (5,000.00)
10	Overlay driveways and transitions 2-inches thick	SY	\$20.00	250	0	-250	\$ -	\$ (5,000.00)
11	Rem/ Dispose of Existing Curb	LF	\$10.00	175	175	0	\$ 1,750.00	\$ -
12	4 in x 12 in Transition Curb	LF	\$30.00	175	175	0	\$ 5,250.00	\$ -
13	Rem / Dispose of existing Sidewalks (all depths)	SF	\$4.00	600	600	0	\$ 2,400.00	\$ -
14	4.5 inch thick Concrete Sidewalk	SF	\$10.00	600	600	0	\$ 6,000.00	\$ -
15	4-inch white stripe (Thermoplastic)	LF	\$0.80	5,200	3200	-2000	\$ 2,560.00	\$ (1,600.00)
16	4-inch yellow stripe (Thermoplastic)	LF	\$0.80	5,200	3200	-2000	\$ 2,560.00	\$ (1,600.00)
17	12-inch white stripe (Thermoplastic)	LF	\$6.00	70	80	10	\$ 480.00	\$ 60.00
18	24-inch white stripe (Thermoplastic)	LF	\$26.00	15	30	15	\$ 780.00	\$ 390.00
19	Reflectionized Raised Pavement Markers (Blue Type II-A-A)	EA	\$20.00	4	4	0	\$ 80.00	\$ -

**CHANGE ORDER COST REPORT**

Item No.	Item Description	Unit	Unit Price	Original QTY	QTY Earned to Date	Change Order #1 Amount	Amount Earned to Date	Total Cost Difference
<b>SECTION 2 - EXTRA WORK ITEMS</b>								
20	Removing Existing concrete driveway, including saw cutting and disposal	SF	\$10.00	500	0	-500	\$ -	\$ (5,000.00)
21	6" Reinforced Concrete Driveway	SF	\$10.00	500	0	-500	\$ -	\$ (5,000.00)
22	Cement Stabilized Sand subgrade (6-inch min.)	SY	\$30.00	250	0	-250	\$ -	\$ (7,500.00)
23	Site Restoration	LF	\$30.00	5200	5200	0	\$ 156,000.00	\$ -
24	Ditch Regrading	LF	\$10.00	1000	0	-1000	\$ -	\$ (10,000.00)
25	Recycled Crushed Concrete Base Course, placed, graded and compacted	Ton	\$100.00	25	0	-25	\$ -	\$ (2,500.00)
26	Relocate / Restore Mailbox	EA	\$200.00	7	0	-7	\$ -	\$ (1,400.00)
<b>CHANGE ORDER ITEMS</b>								
CO1.1	Reflectionized Raised Pavement Markers (White Type II-A-A)	EA	\$20.00	0	100	100	\$ 2,000.00	\$ 2,000.00
							<b>\$ 427,768.00</b>	<b>\$ (43,242.00)</b>

**TOTAL ORIGINAL CONTRACT = \$ 471,010.00**  
**TOTAL CHANGE ORDER 1 = \$ (43,242.00)**  
**REVISED CONTRACT AMOUNT = \$ 427,768.00**





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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, ordering the holding of a General Election on May 6, 2023, for the purpose of electing three City Council Members (Mayor, Positions No. 4 and 5), for two-year terms; providing for the election to be held as a joint election with the Spring Branch Independent School District; providing for the use of direct recording voting devices; providing for early voting hours; providing an effective date; and making other provisions related to the subject.

**EXHIBITS:** Ordinance

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ORDINANCE NO. 2023-933

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, ORDERING THE HOLDING OF A GENERAL ELECTION ON MAY 6, 2023, FOR THE PURPOSE OF ELECTING THREE CITY COUNCIL MEMBERS (MAYOR, POSITIONS NO. 4 AND 5), FOR TWO-YEAR TERMS; PROVIDING FOR THE ELECTION TO BE HELD AS A JOINT ELECTION WITH THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT; PROVIDING FOR THE USE OF DIRECT RECORDING VOTING DEVICES; PROVIDING FOR EARLY VOTING HOURS; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

\* \* \* \* \*

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

**Section 1. Election Called.** A General Municipal Election is called and ordered for May 7, 2022 (the first Saturday in May); at which election the qualified voters of the City may vote for the purpose of electing the following officials of the City for full two-year terms:

Mayor

Councilmember, Position No. 4

Councilmember, Position No. 5

**Section 2. Joint Election.** The election shall be held as a joint election with the Spring Branch Independent School District. The School District shall conduct the election through a joint election agreement with the City of Hunters Creek Village.

**Section 3. Early Voting.** The early voting polling place shall be at the Spring Branch ISD Admin Building located at 955 Campbell Rd, Houston, Texas 77024; early voting shall take place beginning Monday, April 24th, 2023, and ending Tuesday, May 2nd, 2023, from 8:00 a.m. to 4:00 p.m. and on May 1st, 2023, and May 2nd, 2023, from 7:00 a.m. to 7:00 p.m.

**Section 4. Applications for mail-in ballots.** Applications for ballots for voting by mail may be submitted to the Clerk for Early Voting (telephone number: 713-251-2217) by mail or common or contract carrier at Post Office Box 19432, Houston, Texas 77224-9432, by telephonic facsimile machine at (713) 251-9188 or by electronic transmission of a scanned application containing an original signature to the following email address: Jennifer.maynard@springbranchisd.com. Applications for ballots by mail must be received no later than April 25th, 2023, by 5:00 p.m.

**Section 5. Polling place and voting hours on election day.** The present boundaries of the City shall constitute one election precinct. The polls shall be open for voting on Election Day from 7:00 a.m. to 7:00 p.m. at the following polling place.

**ELECTION DAY POLLING PLACE**

Spring Branch Middle School  
1000 North Piney Point Road  
Houston, Texas 77024

**Section 6. Election Officers.** The official Election Judge, Alternate Judge, and election clerks shall be appointed by and paid by the Spring Branch Independent School District.

**Section 7. Voting System.** Direct recording electronic voting machines shall be used for voting at the election polling places and electronic counting devices and equipment shall be used for counting the ballots at the election.

**Section 8. Early Voting Ballot Board.** An Early Voting Ballot Board is hereby created to canvass the early votes cast by mail and by personal appearance. Spring Branch Independent School District shall appoint the members of the Board as provided in the Texas Election Code, Chapter 87, Subchapter A.

**Section 9. Election Notices and Return.** The Mayor is authorized to sign an Order of Election and a Notice of Election on behalf of the City Council as prescribed by the State of Texas. The Notice of Election shall be published in accordance with the provisions of the Texas Election Code.

**Section 10. Severability.** Should any part, section, subsection, paragraph, sentence, clause, or phrase contained in this ordinance be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this ordinance, but in all respect shall remain in full force and effect.

**Section 11. Effective Date.** This ordinance shall be effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 24th day of January, 2023.

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Jim Pappas  
Mayor

ATTEST:

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Tom Fullen  
Acting City Secretary



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

**AGENDA DATE:** January 24, 2023  
**AGENDA SUBJECT:** Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, Texas: confirming that, the City Council has reviewed the City's Investment Policy and investment strategies; and making other provisions related to the subject.

**EXHIBITS:** Investment Policy Resolution

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RESOLUTION NO. 2023-01

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

\* \* \* \* \*

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

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

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

PASSED, APPROVED, AND RESOLVED this 24<sup>th</sup> day of January, 2023.

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Jim Pappas  
Mayor

ATTEST:

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Tom Fullen, City Administrator  
Acting City Secretary

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

## **Investment Policy**



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

**On November 15, 2005 by Resolution No. 05-14  
Confirmed on April 17, 2007 by Resolution No. 07-02  
Amended on December 8, 2009 by Resolution No. 09-11  
Confirmed on April 26, 2011 by Resolution No. 2011-01  
Confirmed on January 24, 2012 by Resolution No. 2012-04  
Confirmed on January 22, 2013 by Resolution No. 2013-04  
Confirmed on February 3, 2014 by Resolution No. 2014-02  
Confirmed on January 27, 2015 by Resolution No. 2015-01  
Confirmed on January 26, 2016 by Resolution No. 2016-01  
Confirmed on January 24, 2017 by Resolution No. 2017-01  
Confirmed on December 12, 2017 by Resolution No. 2017-08  
Amended on February 26, 2019 by Resolution No. 2019-02  
Confirmed on January 28, 2020 by Resolution No. 2020-01  
Confirmed on January 26, 2021 by Resolution No. 2021-01  
Confirmed on January 24<sup>th</sup>, 2023 by Resolution No. 2023-01**

# **CITY OF HUNTERS CREEK VILLAGE INVESTMENT POLICY**

## **SECTION I. - POLICY**

It is the policy of the City of Hunters Creek Village (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue of City funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

- Safety and preservation of principal
- Maintenance of sufficient liquidity to meet operating needs
- Public trust from prudent investment activities
- Optimization of interest earnings on the portfolio

## **SECTION II. – PURPOSE**

The purpose of this investment policy is to comply with Chapters 2256 and 2257 of the Government Code ("Public Funds Investment Act" and "Public Funds Collateral Act), which requires the City to adopt a written policy regarding the investment and deposit of its funds and funds under its control. This Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

## **SECTION III. - SCOPE**

This Investment Policy shall govern the investment and deposit of all financial assets of the City, except those listed in Section 2256.004 of the Public Funds Investment Act. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately

- Any new fund created by the City, unless specifically exempted from this Policy by City Council or by law.

The City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs and pension programs.

#### **SECTION IV. INVESTMENT OBJECTIVES**

The City shall manage and invest its cash with four primary objectives, listed in order of priority: safety, liquidity, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

##### Safety [PFIA 2256.005(b)(2)]

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk - The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
  - Limiting investments to the safest types of investments
  - Pre-qualifying the financial institutions and broker/dealers with which the City will do business
  - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.



- Interest Rate Risk - The City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
  - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
  - Investing operating funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
  - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

#### Liquidity [PFIA 2256.005(b)(2)]

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

#### Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

#### Yield (Optimization of Interest Earnings) [PFIA 2256.005(b)(3)]

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

### **SECTION V. - RESPONSIBILITY AND CONTROL**

#### Delegation of Authority [PFIA 2256.005(f)]

In accordance with the Public Funds Investment Act, the City Council designates the Mayor and the Treasurer as the City's Investment Officers. An Investment Officer is authorized to execute investment transactions on behalf of the City. No person may engage in an investment transaction or the management of the City funds except as provided under the terms of this Investment Policy as approved by the Council. The investment authority granted to the investing officers is effective until rescinded by the Council.

### Quality and Capability of Investment Management [PFIA 2256.005(f)]

The City shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

### Training Requirement [PFIA 2256.008]

In accordance with the Public Funds Investment Act, designated Investment Officers shall attend an investment training session no less often than once every two years and shall receive not less than 10 hours of instruction relating to investment responsibilities, unless the City invests municipal funds only in interest-bearing deposit accounts or certificates of deposit. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

### Internal Controls

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the City Treasurer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members
- Written confirmation for telephone (voice) transactions for investments and wire transfers
- Development of a wire transfer agreement with the depository bank or third party custodian.

### Prudence [PFIA 2256.006]

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor rule". This rule states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in

the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of the City.

### Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

### Ethics and Conflicts of Interest [PFIA 2256.005(i)]

Officials and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

## **SECTION VI. - SUITABLE AND AUTHORIZED INVESTMENTS**

### Portfolio Management

To meet the investment objectives of the City, the maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.

- Cash flow needs of the City require that the investment be liquidated.

#### Investments [PFIA 2256.005(b)(4)(A)]

City funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of City funds in any instrument or security not authorized for investment under the Act is prohibited. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

#### Certifications from Sellers of Investments [PFIA 2256.005(k)]

The investment officer shall present this policy to any business organization offering to enter into an investment transaction with the City and obtain from such business organization a policy certificate in form acceptable to the City; provided, however, that no certificate is required from a business organization that the City has not employed to use discretionary investment authority. Provided, further, an investment pool used by the City shall provide to the City the pool's policy regarding holding deposits in cash.

#### I. Authorized [PFIA 2256.009(a)]

The following investments are permitted by this policy:

1. U.S. Government obligations, U.S. Government Agency obligations and U.S. Government instrumentality obligations.
2. Certificates of Deposit 1) issued by a depository institution that has its main office or a branch office in Texas, 2) backed by full FDIC, and 3) collateralized as required by Chapter 2257 of the Public Funds Collateral Act.
3. Certificates of Deposit other than those in item 2 above, provided that: 1) the funds are invested through a broker that has its main office or a branch office in Texas and is selected from the list of authorized brokers adopted by the City or a depository institution that has its main office or a branch office in Texas and is selected by the City; 2) the broker or the depository institution arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located; 3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and 4) the City appoints an entity authorized by Section 2256.010(b) of the Public Funds Investment Act as custodian with respect to the certificates of deposit issued for the account of the City.
4. Savings and loan association deposits (backed by FSLIC).
5. Money Market Mutual Funds that are 1) registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) rated AAA by at least one nationally recognized rating service, and 4) seek to maintain a net asset value of \$1.00 per share.

6. Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) seek to maintain a \$1.00 net asset value, and 4) are authorized by resolution or ordinance by the City Council.
7. Any other investment authorized by Section 2256.009(a) of the Public Funds Investment Act; provided, however, that any investments of municipal funds other than investments identified in items 1-6 above: (i) are managed by a professional investment manager under contract with the City to manage these investments; and (ii) are invested in accordance with the requirements of the Public Funds Investment Act and this Policy.

All prudent measures will be taken to liquidate an investment that is downgraded to 1 less than the required minimum rating. The use of Derivatives is prohibited. (PFIA 2256.021)

II. Solicitation of Bids for Certificates of Deposit

Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of these methods.

III. Not Authorized [PFIA 2256.009(b)(1-4)]

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

## SECTION VII. - INVESTMENT PARAMETERS

### Maximum Maturities [PFIA 2256.005(b)(4)(B)]

The longer the maturity of the investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in short-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of purchase.

The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio of the City will have a weighted average maturity of 365 days or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security and investment fund of the City. [PFIA 2256.005(b)(4)(C)]

### Diversification [PFIA 2256.005Cb)(3)]

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks (example: commercial paper),
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by investment type, are established for the City's total portfolio:

<u>INVESTMENT TYPE</u>	<u>MAXIMUM INVESTMENT AMOUNT</u>
U. S. Treasury Securities	100%
U. S. Agencies	85%
Certificates of Deposit & Money Market Savings	100%
Accounts Money Market Mutual Funds	50%
Local Government Investment Pools	100%

## **SECTION VIII. - SELECTION OF BANKS AND DEALERS**

### Depository

At least every five (5) years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository shall be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

### Authorized Brokers/Dealers [PFIA 2256.025]

The City shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the City. Those firms that request to become qualified bidders for securities transactions will be required to provide: 1) a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation; and 2) a certification stating the firm has received, read and understood the City's investment policy and agrees to comply with the policy. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment pools or investment management firms under contract with the City to invest or manage the City's investment portfolio must sign a certification acknowledging that the organization has received and reviewed the City's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy. [PFIA 2256.005(k-1)]

### Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for: a) transactions with money market mutual funds and local government investment pools and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.

### Delivery vs. Payment [PFIA 2256.005(b)(4)(E)]

Securities shall be purchased using the delivery vs. payment method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.



## **SECTION IX. - SAFEKEEPING OF SECURITIES AND COLLATERAL**

### Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure the City's deposit accounts. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral pledged to secure deposits will be held by a third party custodian approved by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve bank or branch of a Federal Reserve bank, or a third party custodian in an institution that is so designated or approved by the City.

### Collateral Policy [PFCA 2257.023]

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less any amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom the City has a current custodial agreement. The Mayor, with approval of the City Council, is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least quarterly to assure that the market value of the pledged securities is adequate.

### Collateral Defined

The City shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities.
- Direct obligations of the state of Texas or its agencies and instrumentalities.

- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten (10) years or less.
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A.

Subject to Audit

All collateral shall be subject to inspection and audit by the Treasurer or the City's independent auditors.

**SECTION X. - PERFORMANCE**

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U. S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days.

**SECTION XI. - REPORTING [PFIA 2256.023]**

Methods

The Treasurer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles. This summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.

- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period.
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the governing body [PFIA 2256.023(d)].

Monitoring Market Value [PFIA 2256.005(b)(4)CD]

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

**SECTION XII. - INVESTMENT POLICY ADOPTION [ PFIA 2256.005(e)]**

The City's investment policy shall be adopted by resolution of the City Council. It is the City's intent to comply with state laws and regulations. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. The Council shall adopt a resolution stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications.

**[EXAMPLE]**  
**TEXAS PUBLIC FUNDS INVESTMENT ACT**  
**CERTIFICATION BY BUSINESS**  
**ORGANIZATION**

This certification is executed on behalf of the City of Hunters Creek Village (the investor) and (Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code, and
2. The Qualified Representative of the Business Organization has received and reviewed the City of Hunters Creek Village Investment Policy furnished by the Investor, and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the Business Organization has accepted discretionary investment authority.

DATED this the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualified Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**[EXAMPLE]  
LIST OF QUALIFIED  
BROKERS  
AUTHORIZED TO ENGAGE IN INVESTMENT  
TRANSACTIONS WITH THE CITY OF HUNTERS CREEK  
VILLAGE**

- 1.
- 2.
- 3.
- 4.
- 5.

The above list of broker/dealers and financial institutions were approved by the City Council at a regular meeting, and are qualified to engage in investment transactions with the City of Hunters Creek Village, as required by the Texas Public Funds Investment Act, Chapter 2256.025.

Name: \_\_\_\_\_, Investment Officer

Date: \_\_\_\_\_