

**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, February 28, 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. 1-5**
  2. Police Commissioner Monthly Report **Pgs. 6-26**
  3. Fire Commissioner Monthly Report
  4. Building Official Monthly Report **Pgs. 27-45**
  5. City Engineer Monthly Report **Pgs. 46-47**
  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 January 24, 2023. **Pgs. 48-52**
  2. Approval of the Cash Disbursement Journal for January 2023. **Pgs. 53-55**

F. REGULAR AGENDA

1. Discussion and possible action to renew the contract with TX BBG Consulting for building construction inspections. [Pgs. 56-57](#)
2. Discussion and possible action to accept a proposal from Century Concrete Construction Inc. in the amount of \$47,397.10 for Timberglen Storm Sewer and Pavement Repairs, Beinhorn Culvert End Treatments, and Hampton Ct Pavement Repair. [Pgs. 58-63](#)
3. Discussion and possible action to adopt an ordinance of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor, Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 6, 2023, General Municipal Election; and containing other provisions relating to the subject. [Pgs. 64-66](#)
4. Discussion and possible action to approve a request to change the street address for 818 Voss Road to 10737 Old Coach Lane within the City. [Pgs. 67-71](#)

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.

1. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City's Police Commissioner. [Section §551.074 Personnel Matters]
2. 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.

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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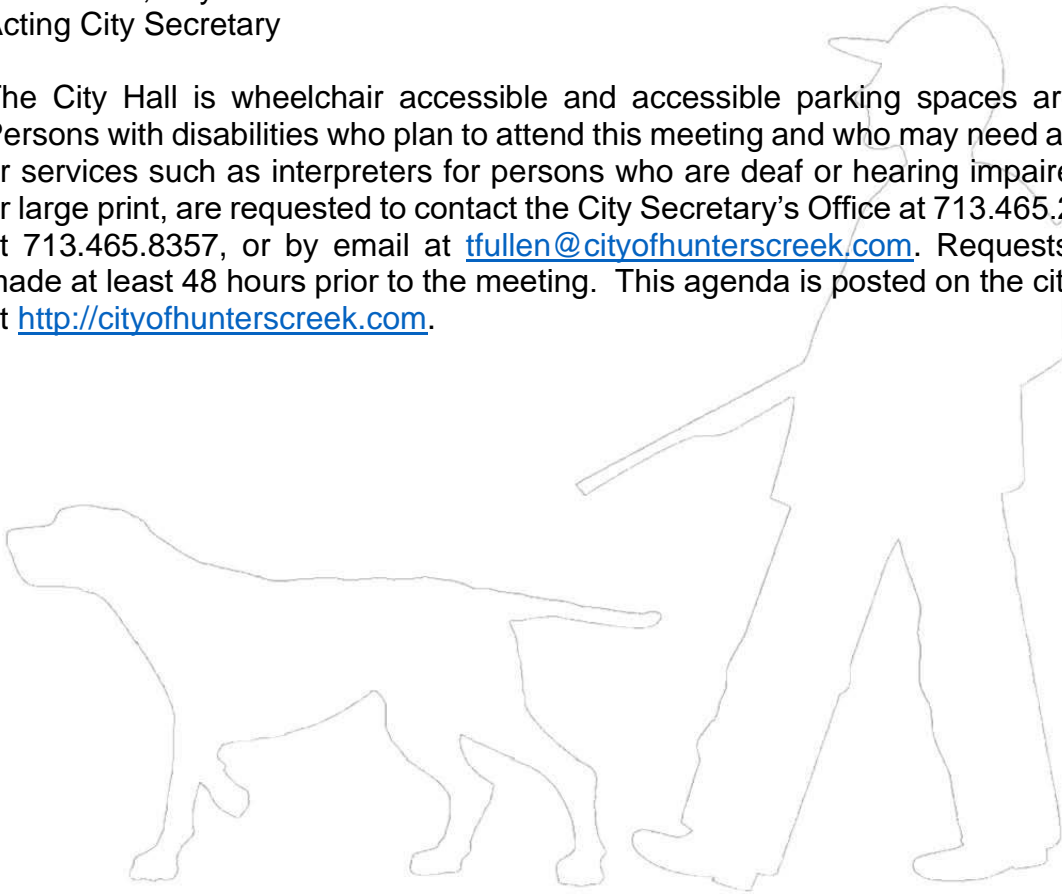
## CERTIFICATION

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: February 24, 2023 at 4:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

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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  
January 31, 2023**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

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A. Current Taxable Value    \$ 3,211,904,205

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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		\$ 5,959,433.36
Carryover Balance	-	137,811.88	137,811.88
Adjustments	274,294.71	(487.21)	273,807.50
Adjusted Levy	6,233,728.07	137,324.67	6,371,052.74
Less Collections Y-T-D	5,285,140.10	(1,595.37)	5,283,544.73
Receivable Balance	<u>\$ 948,587.97</u>	<u>\$ 138,920.04</u>	<u>\$ 1,087,508.01</u>

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C. COLLECTION RECAP:

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 2,559,862.50	\$ (1,595.37)	\$ 2,558,267.13
Penalty & Interest	-	(88.36)	(88.36)
Attorney Fees	-	(226.74)	(226.74)
Other Fees	11.87	-	11.87
Total Collections	<u>\$ 2,559,874.37</u>	<u>\$ (1,910.47)</u>	<u>\$ 2,557,963.90</u>

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 5,285,140.10	\$ (1,595.37)	\$ 5,283,544.73
Penalty & Interest	-	(88.36)	(88.36)
Attorney Fees	-	(226.74)	(226.74)
Other Fees	17.66	-	17.66
Total Collections	<u>\$ 5,285,157.76</u>	<u>\$ (1,910.47)</u>	<u>\$ 5,283,247.29</u>

Percent of Adjusted Levy	<u>84.78%</u>		<u>84.75%</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	6,337,522.00	6,337,522.00	4,665,903.29	4,665,903.29	-1,671,618.71	26.38 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-1,536.24	-1,536.24	-16,536.24	110.24 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	400,000.00	400,000.00	20,387.42	20,387.42	-379,612.58	94.90 %
<a href="#">100-00-41015</a>	SALES TAXES	650,000.00	650,000.00	0.00	0.00	-650,000.00	100.00 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	414.37	414.37	-14,585.63	97.24 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	355,000.00	355,000.00	42,154.00	42,154.00	-312,846.00	88.13 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	649.03	649.03	-1,350.97	67.55 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	315,000.00	315,000.00	0.00	0.00	-315,000.00	100.00 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	140,000.00	140,000.00	16,974.14	16,974.14	-123,025.86	87.88 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	2,000.00	2,000.00	319.31	319.31	-1,680.69	84.03 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	1,500.00	1,500.00	388.43	388.43	-1,111.57	74.10 %
<a href="#">100-00-46030</a>	INTEREST INCOME	15,000.00	15,000.00	30,225.20	30,225.20	15,225.20	201.50 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	7,777.60	7,777.60	-2,222.40	22.22 %
	<b>Revenue Total:</b>	<b>8,317,022.00</b>	<b>8,317,022.00</b>	<b>4,783,656.55</b>	<b>4,783,656.55</b>	<b>-3,533,365.45</b>	<b>42.48 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	613,672.00	613,672.00	51,665.55	51,665.55	562,006.45	91.58 %
<a href="#">100-01-71001</a>	LONGEVITY	5,976.00	5,976.00	0.00	0.00	5,976.00	100.00 %
<a href="#">100-01-71002</a>	457B	12,273.00	12,273.00	1,363.85	1,363.85	10,909.15	88.89 %
<a href="#">100-01-71025</a>	TMRS	125,618.00	125,618.00	10,688.52	10,688.52	114,929.48	91.49 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	47,412.00	47,412.00	4,277.33	4,277.33	43,134.67	90.98 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	115,746.00	115,746.00	8,764.42	8,764.42	106,981.58	92.43 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	843.92	843.92	7,656.08	90.07 %
<a href="#">100-01-72060</a>	TELEPHONE	18,191.00	18,191.00	914.62	914.62	17,276.38	94.97 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	654.36	654.36	9,345.64	93.46 %
<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	550.00	550.00	9,650.00	94.61 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	4,800.00	4,800.00	200.00	200.00	4,600.00	95.83 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	23,746.00	23,746.00	0.00	0.00	23,746.00	100.00 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,500.00	2,500.00	841.00	841.00	1,659.00	66.36 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	15,435.00	15,435.00	0.00	0.00	15,435.00	100.00 %
<a href="#">100-01-78056</a>	BANK FEES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	23,000.00	23,000.00	909.40	909.40	22,090.60	96.05 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	20,000.00	20,000.00	6,169.29	6,169.29	13,830.71	69.15 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	65,100.00	65,100.00	10,551.00	10,551.00	54,549.00	83.79 %
<a href="#">100-02-72120</a>	AUDITOR	18,375.00	18,375.00	0.00	0.00	18,375.00	100.00 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
<a href="#">100-02-72502</a>	CITY ENGINEER	78,750.00	78,750.00	0.00	0.00	78,750.00	100.00 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	100.00	100.00	7,400.00	98.67 %
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	1,933,491.00	1,933,491.00	241,686.40	241,686.40	1,691,804.60	87.50 %

Budget Report

For Fiscal: 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,488,811.00	2,488,811.00	525,389.33	525,389.33	1,963,421.67	78.89 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	577,500.00	577,500.00	0.00	0.00	577,500.00	100.00 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	-1,972.00	-1,972.00	61,972.00	103.29 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	100.00	100.00	8,400.00	98.82 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	13,781.00	13,781.00	0.00	0.00	13,781.00	100.00 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,600.00	3,600.00	150.84	150.84	3,449.16	95.81 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	30.05	30.05	14,969.95	99.80 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	29.90	29.90	29,970.10	99.90 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	66.95	66.95	14,933.05	99.55 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	51.65	51.65	29,948.35	99.83 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	835.65	835.65	9,139.35	91.62 %
<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="#">100-04-78540</a>	URBAN FORESTER	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	250.66	250.66	2,749.34	91.64 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	40,000.00	40,000.00	300.00	300.00	39,700.00	99.25 %
<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	0.00	500.00	100.00 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	2,300.00	2,300.00	305.85	305.85	1,994.15	86.70 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	2,500.00	2,500.00	121.53	121.53	2,378.47	95.14 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00 %
<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="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>7,461,802.00</b>	<b>7,461,802.00</b>	<b>865,840.07</b>	<b>865,840.07</b>	<b>6,595,961.93</b>	<b>88.40 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>855,220.00</b>	<b>855,220.00</b>	<b>3,917,816.48</b>	<b>3,917,816.48</b>	<b>3,062,596.48</b>	<b>-358.11 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>							
<b>Expense</b>							
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECUR...	720,000.00	720,000.00	0.00	0.00	720,000.00	100.00 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	0.00	63,713.12	0.00	0.00	63,713.12	100.00 %
<a href="#">200-01-75055</a>	STREET SIGN REPLACEMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">200-01-75056</a>	TRAFFIC LIGHT MAST ARMS	0.00	240,655.07	0.00	0.00	240,655.07	100.00 %
<a href="#">200-01-75060</a>	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">200-01-75064</a>	STREET REPLACEMENTS - ONGOING	0.00	416,318.44	-5,000.00	-5,000.00	421,318.44	101.20 %
<a href="#">200-01-75066</a>	ESPLANADE BEAUTIFICATION	0.00	37,306.98	0.00	0.00	37,306.98	100.00 %
	<b>Expense Total:</b>	<b>815,000.00</b>	<b>1,572,993.61</b>	<b>-5,000.00</b>	<b>-5,000.00</b>	<b>1,577,993.61</b>	<b>100.32 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>815,000.00</b>	<b>1,572,993.61</b>	<b>-5,000.00</b>	<b>-5,000.00</b>	<b>1,577,993.61</b>	<b>100.32 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - VOSS AND MEMORIAL FUND</b>							
<b>Expense</b>							
<a href="#">210-01-75000</a>	MEMORIAL/VOSS RD	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	<b>Expense Total:</b>	<b>923,102.00</b>	<b>923,102.00</b>	<b>0.00</b>	<b>0.00</b>	<b>923,102.00</b>	<b>100.00 %</b>
	<b>Fund: 210 - CAPITAL IMPROVEMENTS - VOSS AND MEMORIAL FUND To..</b>	<b>923,102.00</b>	<b>923,102.00</b>	<b>0.00</b>	<b>0.00</b>	<b>923,102.00</b>	<b>100.00 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-882,882.00</b>	<b>-1,640,875.61</b>	<b>3,922,816.48</b>	<b>3,922,816.48</b>	<b>5,563,692.09</b>	<b>339.07 %</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	8,317,022.00	8,317,022.00	4,783,656.55	4,783,656.55	-3,533,365.45	42.48 %
Expense	7,461,802.00	7,461,802.00	865,840.07	865,840.07	6,595,961.93	88.40 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>855,220.00</b>	<b>855,220.00</b>	<b>3,917,816.48</b>	<b>3,917,816.48</b>	<b>3,062,596.48</b>	<b>-358.11 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	815,000.00	1,572,993.61	-5,000.00	-5,000.00	1,577,993.61	100.32 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>815,000.00</b>	<b>1,572,993.61</b>	<b>-5,000.00</b>	<b>-5,000.00</b>	<b>1,577,993.61</b>	<b>100.32 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - VOSS AND MEMORIAL FUND</b>						
Expense	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
<b>Fund: 210 - CAPITAL IMPROVEMENTS - VOSS AND MEMORIAL FUND To..</b>	<b>923,102.00</b>	<b>923,102.00</b>	<b>0.00</b>	<b>0.00</b>	<b>923,102.00</b>	<b>100.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>-882,882.00</b>	<b>-1,640,875.61</b>	<b>3,922,816.48</b>	<b>3,922,816.48</b>	<b>5,563,692.09</b>	<b>339.07 %</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)	855,220.00	855,220.00	3,917,816.48	3,917,816.48	3,062,596.48
200 - CAPITAL IMPROVEMENTS (02)	-815,000.00	-1,572,993.61	5,000.00	5,000.00	1,577,993.61
210 - CAPITAL IMPROVEMENTS - VC	-923,102.00	-923,102.00	0.00	0.00	923,102.00
<b>Report Surplus (Deficit):</b>	<b>-882,882.00</b>	<b>-1,640,875.61</b>	<b>3,922,816.48</b>	<b>3,922,816.48</b>	<b>5,563,692.09</b>



**2023 Municipal Court Recap**

Month	Year 2021										Year 2022										Year 2023									
	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	Total Cases Filed	Citations vs Warnings	Revenues*	Retained by City	Remitted to State					
																										'C'	'W'	'C'	'W'	'C'
<b>Jan.</b>	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18	12	\$12,675	\$8,623	\$4,052	201	94	107	\$17,968	\$11,754	\$6,214													
Feb.	24	4C/18W	\$3,424	\$2,226	\$1,198	158	81	77	\$14,241	\$10,007	\$4,234																			
March	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	78	\$20,420	\$14,663	\$5,657																			
April	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	60	\$18,034	\$5,749	\$12,285																			
May	99	42C/57W	\$8,686	\$6,410	\$2,276	175	92	83	\$15,498	\$9,778	\$5,721																			
June	83	45C/38W	\$8,840	\$6,106	\$2,734	133	87	46	\$17,689	\$12,246	\$5,443																			
July	55	26C/28W	\$6,939	\$4,350	\$2,589	152	74	78	\$16,461	\$11,295	\$5,167																			
Aug.	76	41C/36W	\$12,216	\$8,633	\$3,583	144	67	77	\$11,040	\$6,784	\$4,256																			
Sept.	165	101C/64W	\$9,542	\$3,655	\$2,887	173	105	68	\$24,690	\$16,131	\$8,559																			
Oct.	168	97C/71W	\$19,129	\$12,046	\$7,083	212	102	110	\$11,911	\$7,429	\$4,483																			
Nov.	169	66C/103W	\$15,724	\$9,541	\$6,183	168	75	93	\$16,845	\$10,409	\$6,436																			
Dec.	124	54C/70W	\$13,710	\$8,496	\$5,214	167	76	91	\$14,358	\$9,073	\$5,285																			
<b>TOTAL</b>	<b>1079</b>	<b>522C/485W</b>	<b>\$130,670</b>	<b>\$83,755</b>	<b>\$43,916</b>	<b>1789</b>	<b>916</b>	<b>873</b>	<b>\$193,861</b>	<b>\$122,187</b>	<b>\$71,577</b>	<b>201</b>	<b>94</b>	<b>107</b>	<b>\$17,968</b>	<b>\$11,754</b>	<b>\$6,214</b>													
<b>Monthly Avg</b>	<b>89.92</b>	<b>44C/40W</b>	<b>\$10,889.17</b>	<b>\$6,979.55</b>	<b>\$3,659.63</b>	<b>89.92</b>	<b>46.5</b>	<b>42.6</b>	<b>\$10,504.96</b>	<b>\$6,595.39</b>	<b>\$3,901.33</b>	<b>16.75</b>	<b>7.83</b>	<b>8.9</b>	<b>\$1,497.31</b>	<b>\$979.47</b>	<b>\$517.85</b>													

\*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

*Raymond Schultz*  
*Chief of Police*

February 13, 2023

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: January 2023 Monthly Report

During the month of January MVPD responded/handled a total of 4,130 calls/incidents. 2,646 House Watch checks were conducted. 696 traffic stops were initiated with 703 citations being issued for 1285 violations. (Note: 23 Assists in Hedwig, 93 in Houston, 0 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1356/1356	899/899	1	316/124/440	8@2:34
Piney Point:	1032/1032	611/611	4	383/114/497	5@2:31
Hunters Creek:	1573/1573	1130/1130	8	107/92/199	12@4:12
				Cites/Warn/Total	25@3:22

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	114	Ord. Violations:	24	Speeding:	188
Animal Calls:	37	Information:	26	Exp. Registration:	222
ALPR Hits:	81	Suspicious Situations	102	No Ins:	148
Assist Fire:	65	Loud Party	21	License	128
Assist EMS:	32	Welfare Checks:	10	Stop Sign	58
				Fake Plate	39

*This month the department generated a total of 72 police reports.  
 BH-23 PP-24 HC-25 HOU-0, HED-0, SV-0*

Crimes Against of Persons (3)

Homicide	1
Assault	1
Assault (DV)	1

Crimes Against Property (25)

Burglary of a Motor Vehicle	3	Burglary of a Habitation	1
Theft	7	Fraud/ID	14

Petty/Quality of Life Crimes/Events (44)

ALPR Hits (valid)	3	Warrants	4
Accidents	13	DWI	4
Information Reports	12	Possession of DW	2
Possession of CS	1	Recovered Stolen Property	5

Arrest Summary: Individuals Arrested (11)

Warrants	4	Felony	1
Class 3 Arrests	2	DWI	4

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	418,095	5,698,141	7.3 %
• Operating Expense:	156,582	1,095,950	14.2%
• Total M&O Expenditures:	574,677	6,794,253	8.5%
• Capital Expenses:	8267	160,000	5.3%
• Net Expenses:	617,205	7,466,433	8.0%

Follow-up on Previous Month Items/Requests from Commission

- Department staff received additional information as requested from TMRS as to plan options. An information packet is being prepared for the finance committee.
- Discussions have been on-going with the department insurance broker as to proposed 2023/2024 health care coverage rates.

Personnel Changes/Issues/Updates

- TCO Hubertus resigned effective January 27, 2023. The department is fully staffed in all positions.
- Officer Taylor was moved to dayshift effective 1/16/23. This was due to Officer Alsalami completing the FTO program.
- Officer Williford submitted his resignation effective 2/4/2023. He will be entering the private sector.
- A second officer informed staff that he is a finalist for a Federal Law Enforcement position and that background investigators may be contacting the MVPD.

Major/Significant Events

- On 1/26/23 at 2230 Hours officers responded to the 300 block of Tamerlaine in reference to a disturbance. Upon arrival, the victim was waiting outside and began to walk towards the officers when the victim's roommate exited the driveway in reverse driving at a high rate of speed. The vehicle then struck the victim who was in the street before speeding away. One officer began providing first aid while the other officer pursued the suspect. The suspect attempted to evade the officer before causing an accident at Broken Arrow and Gessner. The suspect was taken into custody and booked into the Harris County Jail on a charge of murder.
- Detectives utilized the ALPR system to assist in 2 auto burglaries this month. Suspect vehicles were identified as were the suspects. One suspect was arrested after an arrest warrant was obtained. The other case is pending a warrant.

Status Update on Major Projects

- Work was completed with the moving of dispatch equipment to the upstairs conference room. 911 lines have been installed along with CCTV System equipment. All dispatch is now operational from the conference room as of 1/31/2023. Demolition the existing area will begin 2/6/23.
- The new station wide radio dispatch speaker system has been installed and is operational.
- Plumbing and vent work was completed for the installation of a washer and dryer for the MVPD building.

V-LINC new registrations in January +37

BH – 1551(+15)  
PP – 1104 (+8)

HC – 1568 (+10)  
Out of Area – 556 (+4)

## January VFD Assists

Calls received directly by MVPD via 911/3700

### Priority Events                      Average Response Times

Total – 12	2:42
Fire – 3	3:20
EMS – 9	2:29

### By Village

BH Fire – 1	3:31
BH EMS – 5	2:12
PP Fire – 0	0:00
PP EMS – 2	1:48
HC Fire -2	3:14
HC EMS -2	3:52

### Combined VFD Events (Priority + Radio)

Total – 53	3:13
Fire – 39	3:25
EMS – 14	2:44

### Radio Call Events

Total – 41	3:28
Fire- 5	3:40
EMS- 36	3:26

### Radio Call Events by Village

BH – 11	3:40
PP – 11	4:25
HC – 18	3:04

# 2023 Burglary Map

Address  
12102 Rhett

Alarm  
No

POE  
Rear Door/Force

# 2023 Robberies

Address

MO



Daytime Burglary



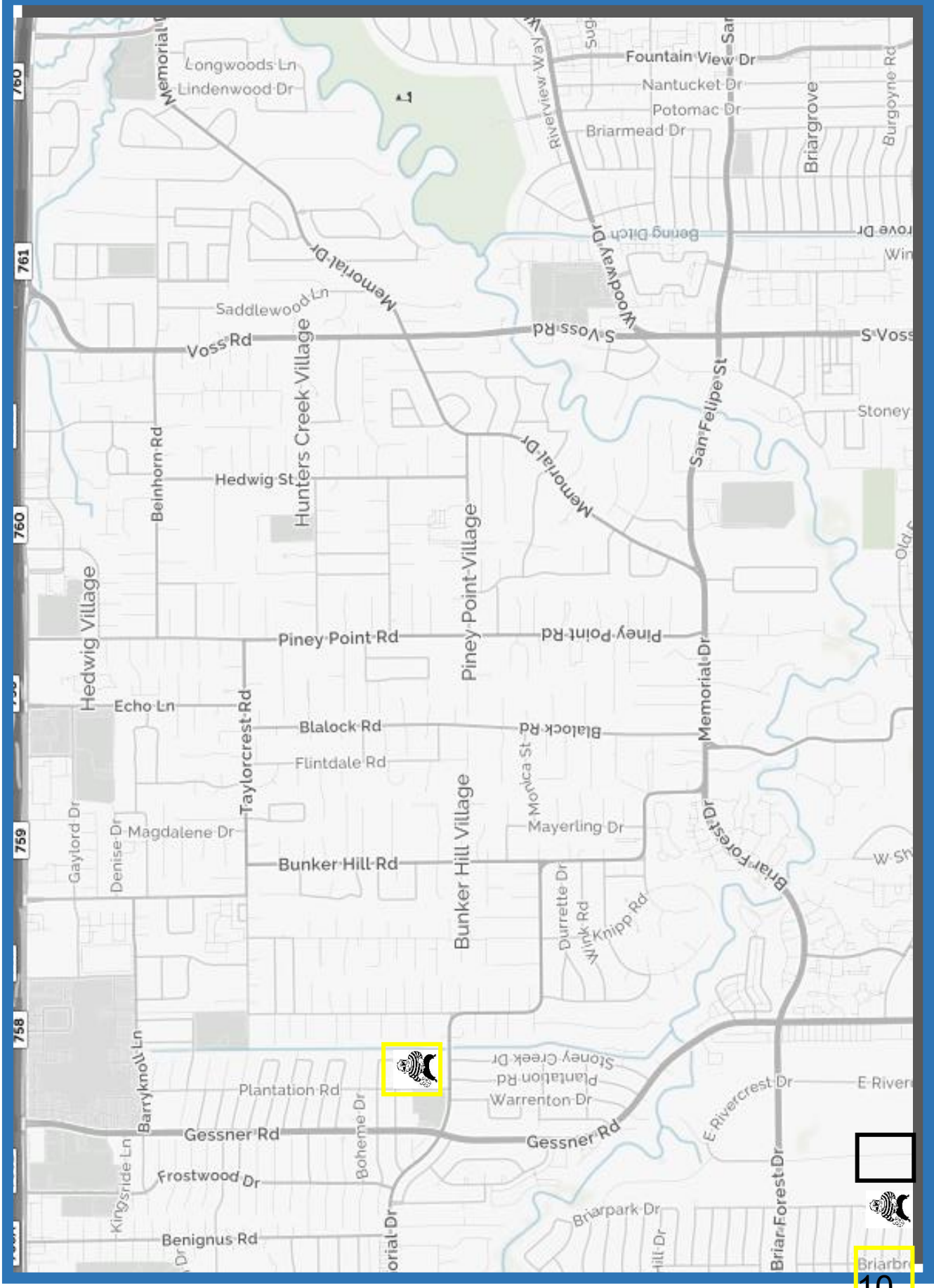
Nighttime Burglary



Robbery



1/31/23



10

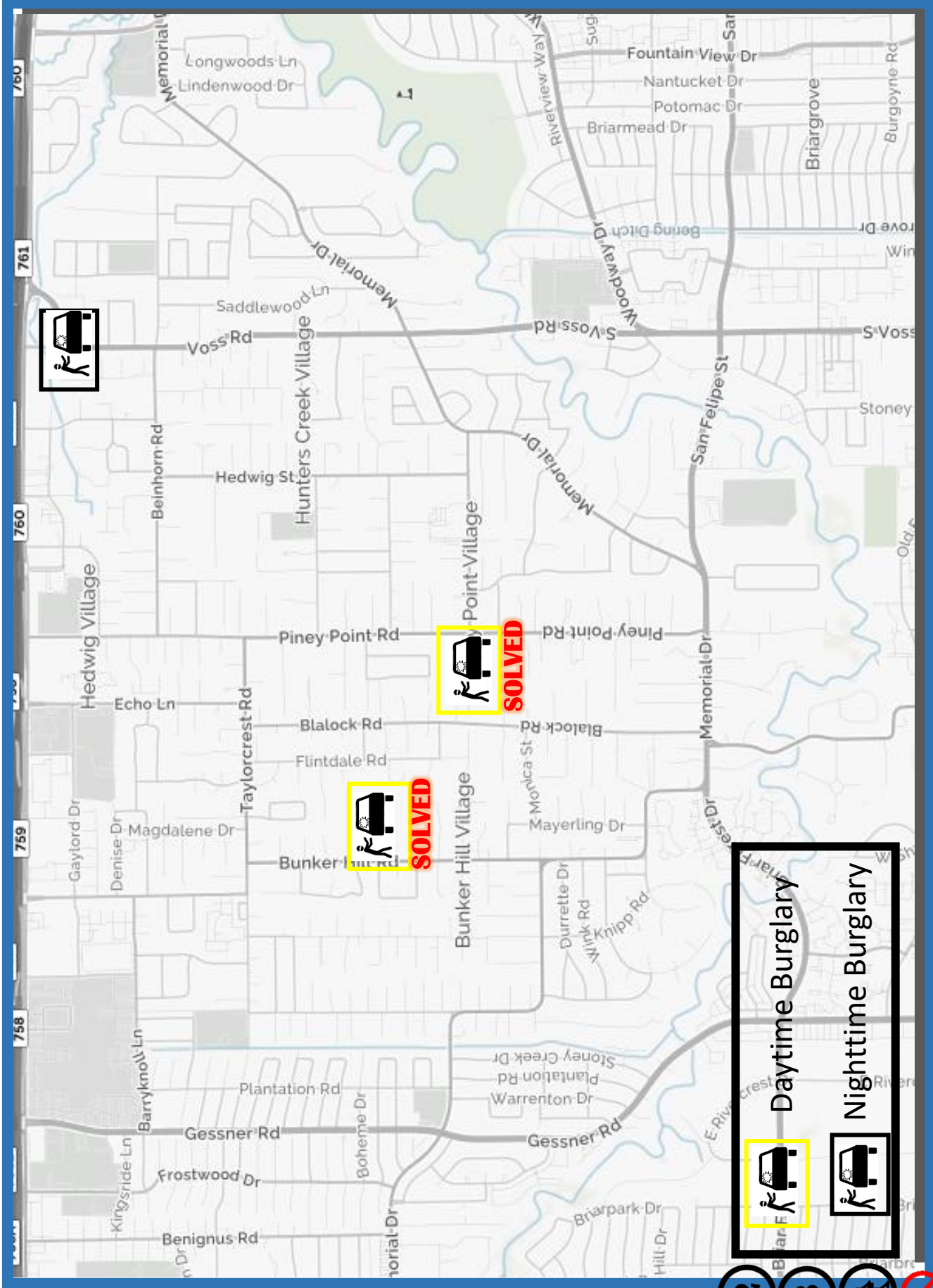
# 2023 Auto Burglary Map

**Address**

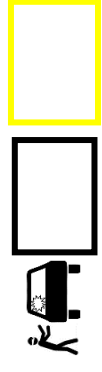
335 Piney Point Rd  
 10810 Briar Branch  
 11714 Winshire

**POE**

UNL Win Open  
 UNL  
 Win/Smash



- 2
- 3
- 4
- 



Blue Entry = Actual Location Unknown  
 Underlined Contractor

**SOLVED**  
 1/31/23

## 2023 Total Incidents

2023	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	3	25	44	72	11	4130	2646	1356	899	1032	611	1573	1130
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
<b>Total</b>	<b>3</b>	<b>25</b>	<b>44</b>	<b>72</b>	<b>11</b>	<b>4130</b>	<b>2646</b>	<b>1356</b>	<b>899</b>	<b>1032</b>	<b>611</b>	<b>1573</b>	<b>1130</b>

<b>2022 Totals</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>
Difference													
% Change													

## 2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALIMANI, ALI	26:36:21												4	104
BAKER, BRIAN C	*	3:31:40												
BALDWIN, BRIAN		17:32:11											1	49
BIEHUNKO, JOHN		22:37:16											5	38
BOGGUS, LARRY	*	0:04:10												
BURLESON, Jason		13:12:02											2	17
CANALES, RALPH EDWARD		15:05:04											3	33
CERNY, BLAIR C.	*	22:20:53											1	1
ECKERFIELD, Dillion		25:34:06											4	22
HARWOOD, NICHOLAS		18:58:46											7	44
JARVIS, RICHARD		17:03:26											1	42
JOHNSON, JOHN		15:48:16												48
JONES, ERIC	*	0:00:00												
KING, JEREMY		9:53:27											9	55
KUKOWSKI, Andy		21:46:17											1	78
LOWRIE, Andy		18:47:35											3	117
MCELVANY, ROBERT		13:28:51												45
ORTEGA, Yesenia		16:22:55												38
OWENS, LANE	*	7:19:25												
PAVLOCK, JAMES ADAM		1:16:57												
RODRIGUEZ, CHRISTOPHER	*	2:58:13											1	
SALAZAR, Efrain		21:58:39											1	40
SCHANMEIR, CHRISTIAN		20:44:52											5	45
SCHULTZ, RAYMOND	*	5:44:09												
SILLIMAN, ERIC		25:55:25											3	117
SPRINKLE, MICHAEL		9:05:01											1	16
TAYLOR, CRAIG		29:35:02											4	56
TORRES, PATRICK		14:23:40											2	152
VALDEZ, JUAN		20:27:22											1	42
VASQUEZ, MONICA	*	0:39:02												
WHITE, TERRY		26:58:37											11	61
WILLIFORD, Adam		17:44:28											2	25
												Total	72	1285
													Totals	
Dispatch Committed Time														385
911 Phone Calls														2469
3700 Phone Calls														
DP General Phone Calls*														

\* = Admin


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



Hedwig  **3**

Bunker Hill 

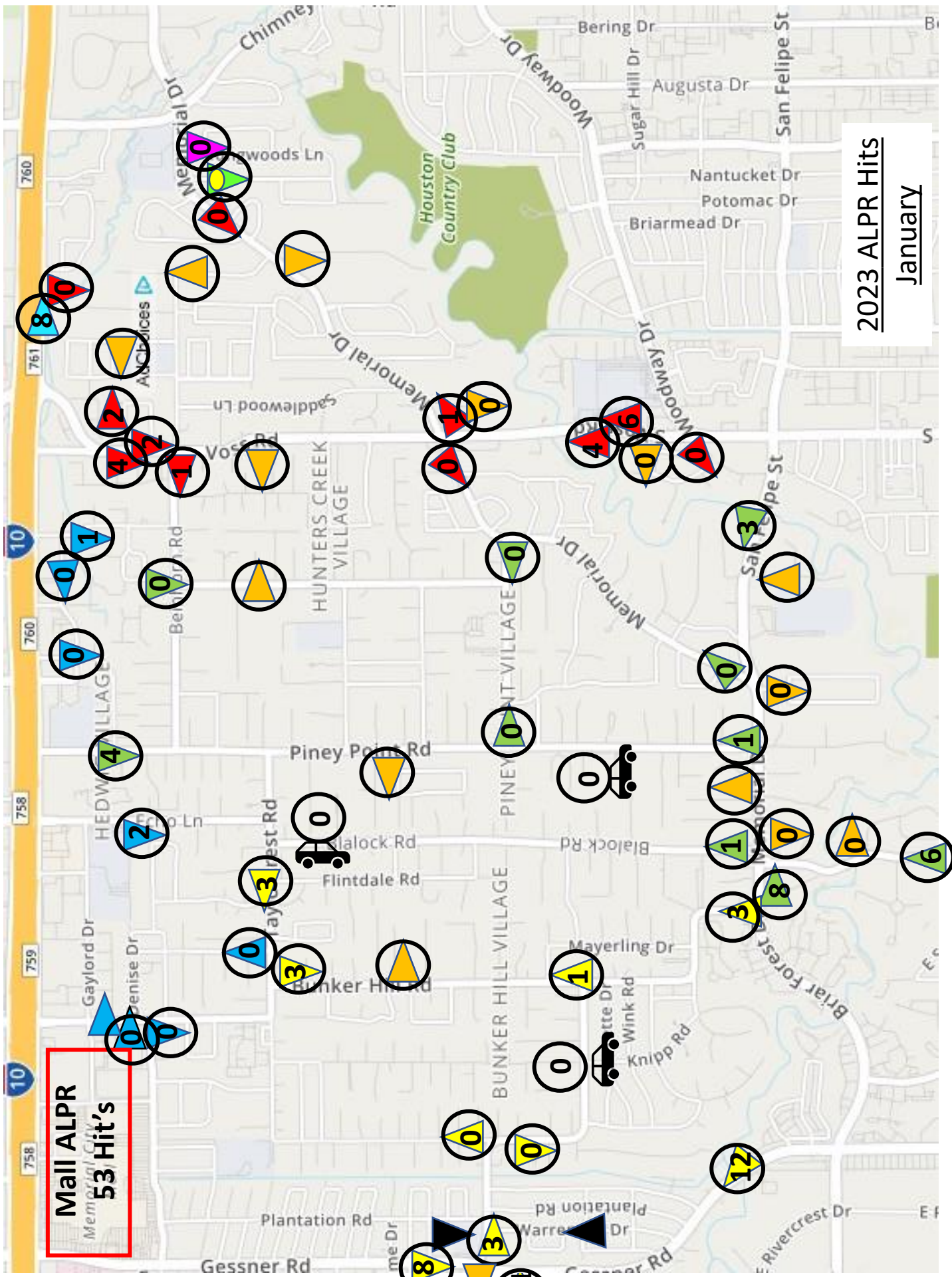
Piney Point 

Hunters Creek 


Frequent Mobile Locations 

**155** Total Hits  
14

**Mall ALPR**  
53 Hit's




Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 


HOA Systems 

1/31/23 

Hedwig 

Bunker Hill 


Piney Point 


Hunters Creek 

Frequent Mobile Locations 

 Recovered Vehicles  
 Recovered Plates - 5

 Investigative Leads

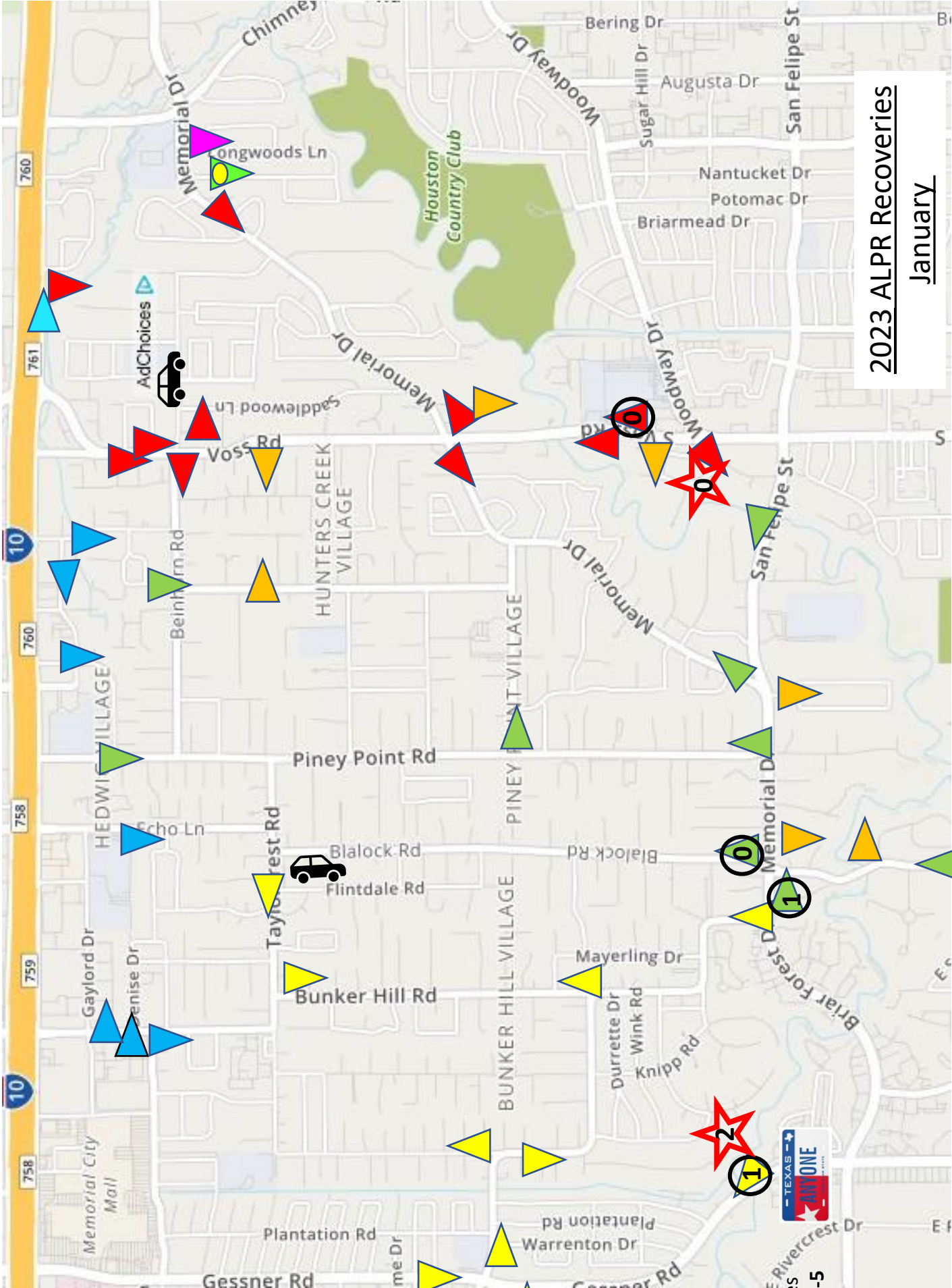
Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 

HOA Systems 



2023 ALPR Recoveries  
January

1/31/23

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	PMCO662	Tou/Pri	13	\$ 18,000.00	Stolen from Repair	19-Jan
2	SFG4671	BMW X5	7	\$ 32,000.00	Fugitive Previous	28-Jan
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
19						
20						
21						
22						
23						
24						

Plate Recoveries					
Plate Recovered	Date	Links	Plate Recoverer	Date	Links
SFG9342	1/12/2023	Owner			
RDM8571	1/18/2023	Cited			
KKV5316	1/18/2023	Owner			

Firearm in vehicle  
Temp Tag

Vehicle found to be Stolen

Located but Fled					
Date	Plate	Camera	Date	Plate	Camera
16-Jan	IN D19211	21			

Missing Person

0 of 0 involved in other crimes = 0%

Program Summary			
2022 Value	\$ 50,000.00	Recovered	74
2022 Value	\$ 1,733,000.00	Recovered	75
54 2021 Value	\$ 1,683,601.00	Recovered	61
2020 Value	\$ 1,147,500.00	Recovered	22
2019 Value	\$ 438,000.00	Recovered	232
<b>Program Total</b>	<b>\$ 5,052,101.00</b>		

Plate Recoveries Continued

ALPR Stops Located not Reported as Recovered			
Plate	ALPR	Agency	Date
SFG9342	19	HPD	11-Jan
KKP9539	1	HPD	26-Jan
PBB6385	13	HPD	30-Jan

INVESTIGATIVE LEADS			
Crime	Plate	Date	ALPR
Package Theft	BLN9367	29-Jan	#29
Dumping of Concrete	261	7-Jan	#4



# January 2023

## 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

# 2022 ALPR Data Report

## Plate Reads Summary

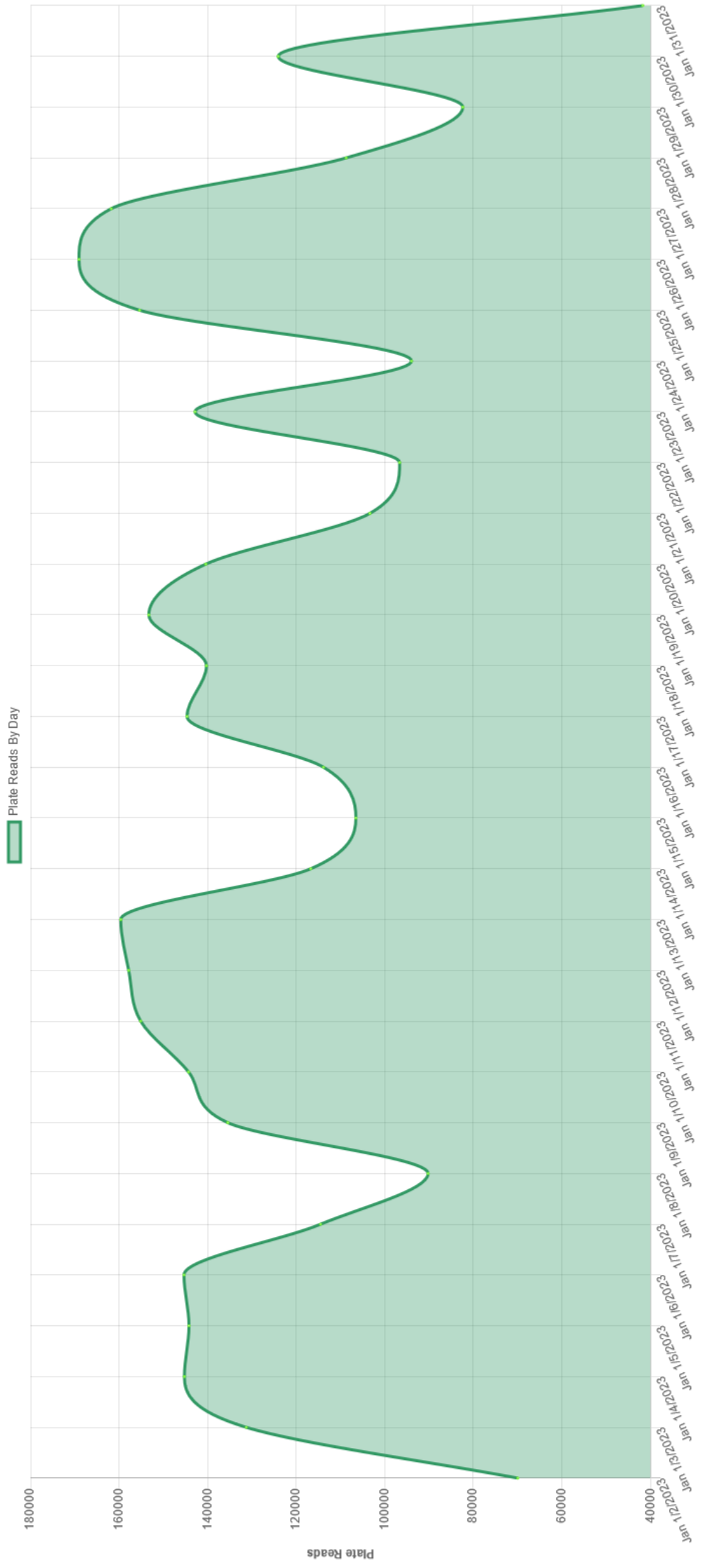
Total Plate Reads:  
3,788,663

[DOWNLOAD CSV](#)

Jan 2 - Jan 31

Devices (33) ▾

[Search](#)

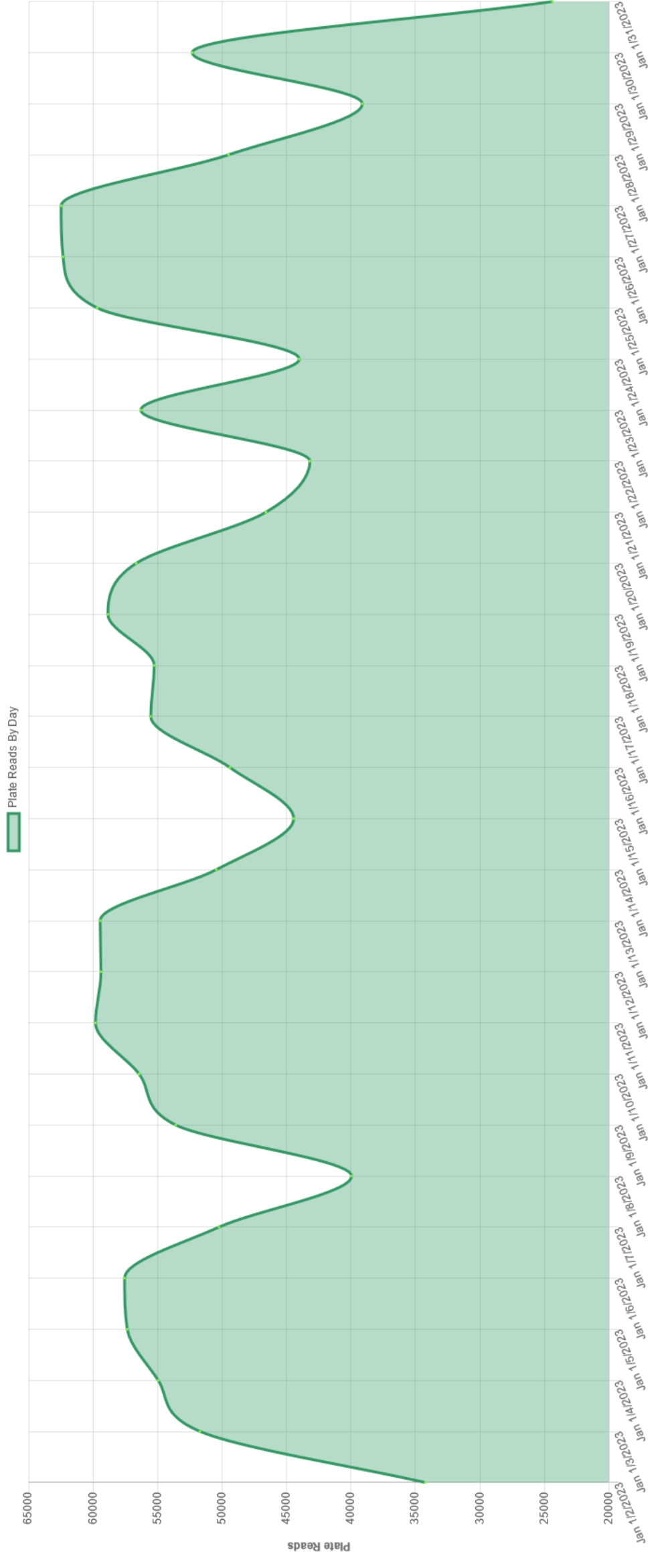


# Unique Plate Reads Summary

Total Unique Plate Reads:  
485,816

[Download CSV](#) Jan 2 - Jan 31

Devices (33)



# All Categories

## Hits Report

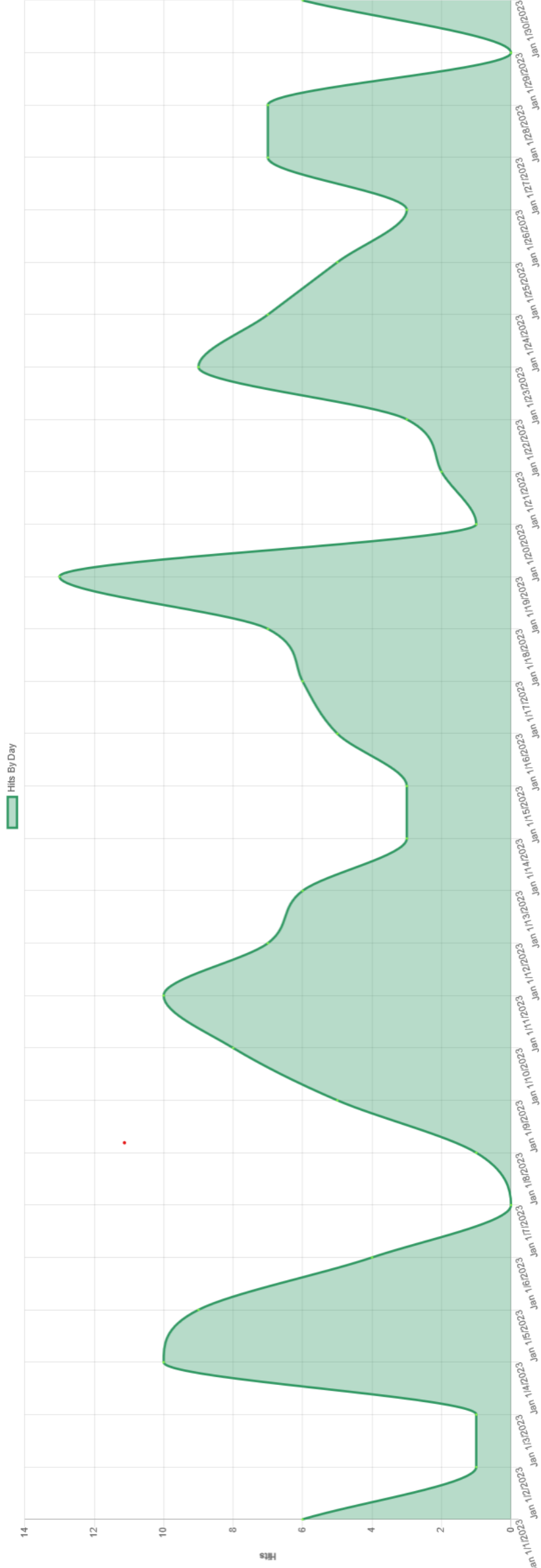
01/01/2023 → 01/30/2023

Search

DOWNLOAD CSV

Total Hits: 155

Topics (14) Devices (33)



# Top 6 Categories

## Hits Report

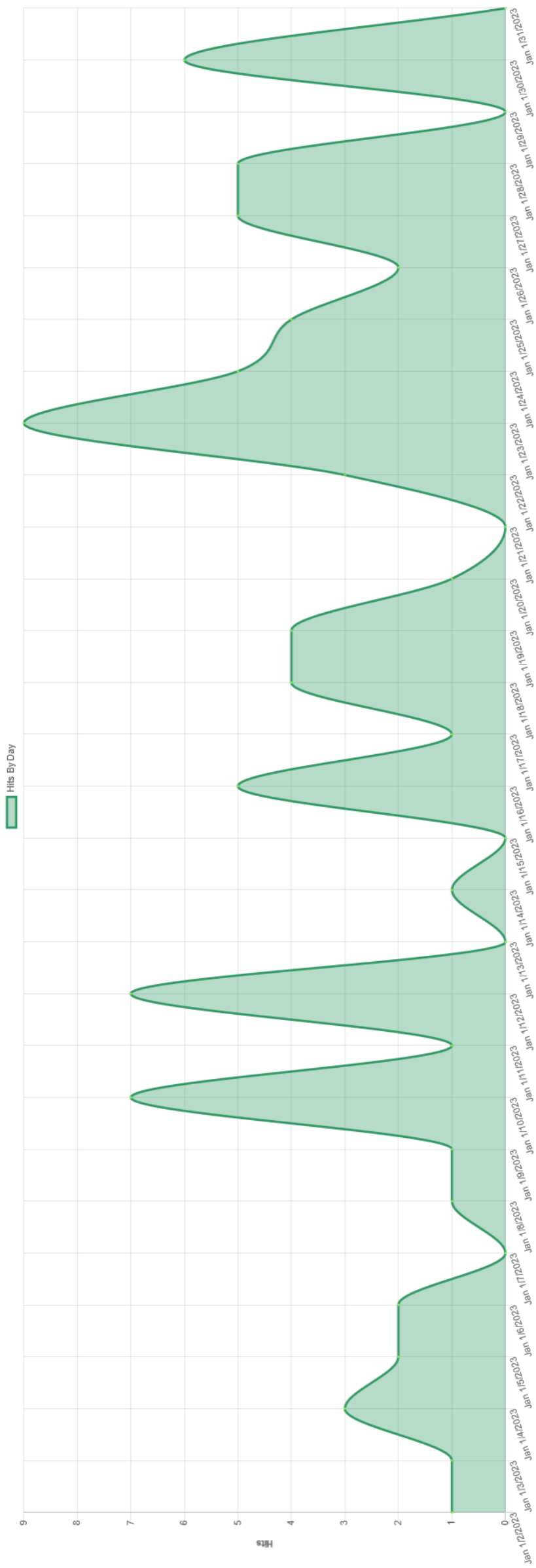
01/02/2023 → 01/31/2023

Search

DOWNLOAD CSV

Total Hits: 81

Topics (6) Devices (33)





# MVPD HOT List

## Hits Report

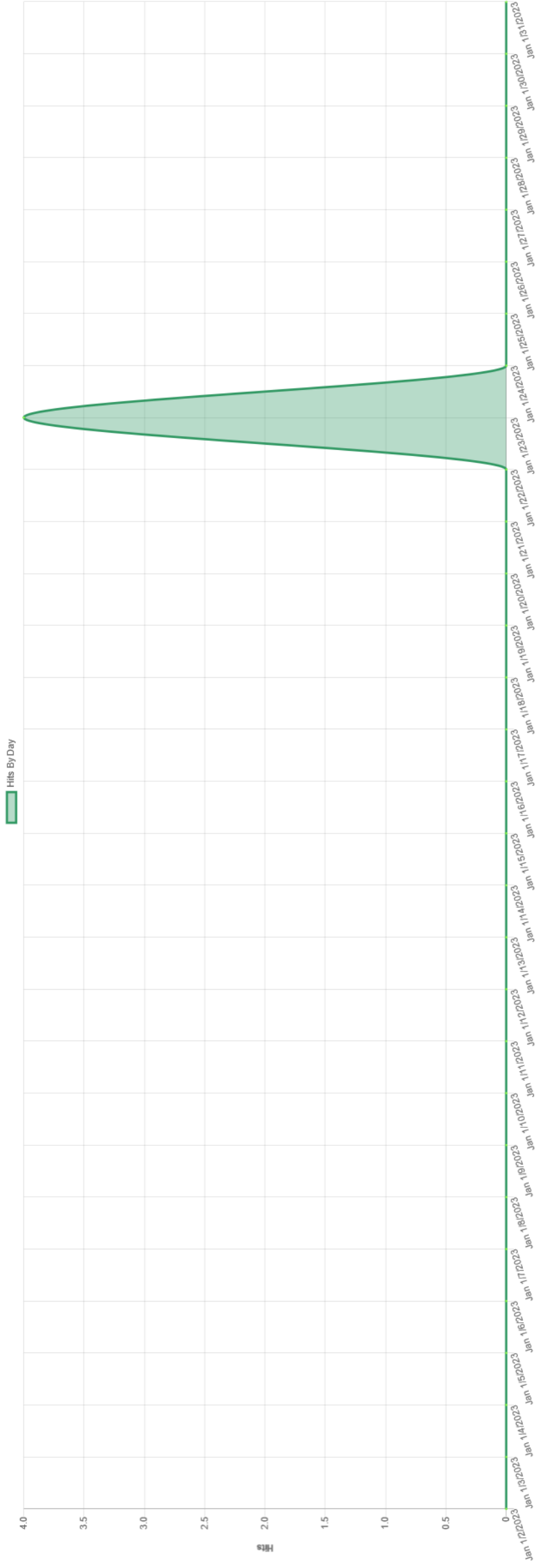
01/02/2023 → 01/31/2023

Search

DOWNLOAD CSV

Total Hits: 4

Topics (1) Devices (33)



# Sex Offenders

## Hits Report

01/02/2023 → 01/31/2023

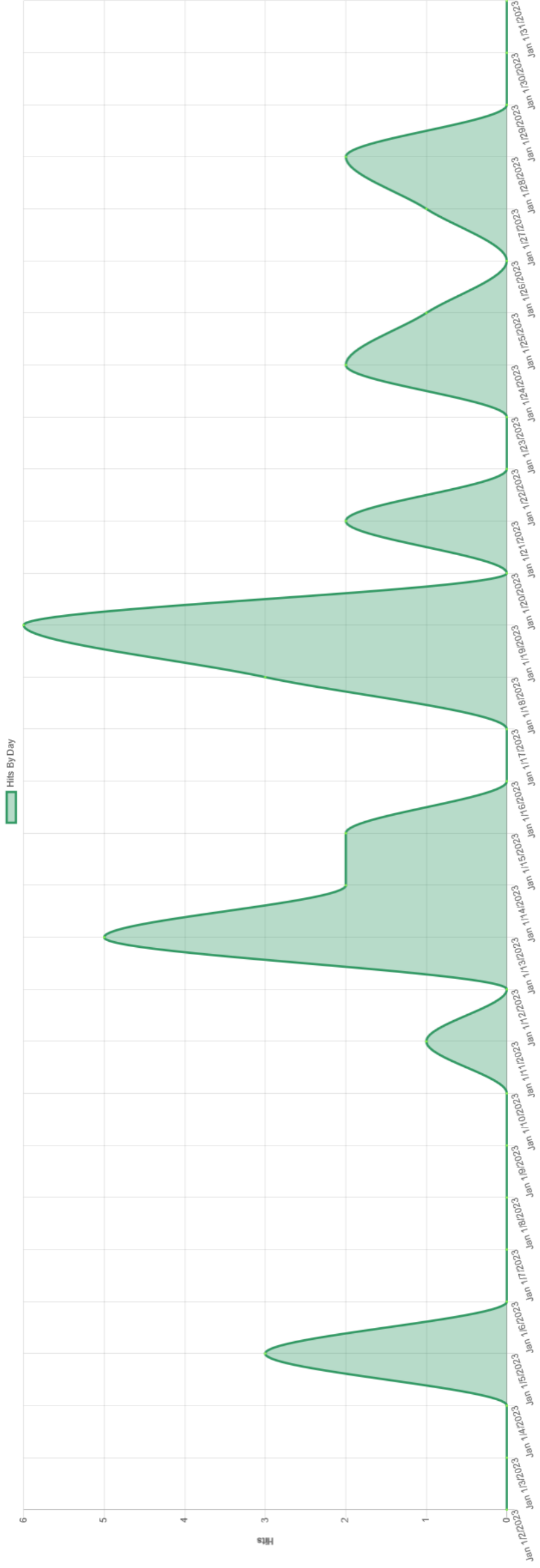
Search

DOWNLOAD CS

Total Hits: 30

Topics (1) ▾

Devices (33) ▾



# Summary Report

## Insights Dashboard

**Plate Reads**

3,790,475



**Searches**

705



**Hot List Hits**

4



### Device Sharing

Shared with  
Haltom City TX PD,  
Waller TX PD,  
and 91 others

Access Levels

Search

Hotlist Tool Access

**EDIT DEVICE SHARING**

### Device Status

33 / 33 ✓

Devices Online

← Previous Device

Device Name  
#05 Bunkerhill Rd SB at Taylorcrest

Battery  
79%

Latency  
13 s

Next Device >

- #1 Gessner S/B at Frostwood
- #2 Memorial E/B at Gessner
- #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  
 Halliburton Project

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems



# Hits/Reads By Camera

1	8/200,302	17	0/7,265	Total Reads – 3,788,663
2	3/194,914	18	1/103,703	Unique Reads – 485,816
3	See #31	19	2/136,886	Hits- 155
4	3/160,500	20	4/224,553	6 Top Hit List- 81
5	3/65,360	21	4/354,569	• Hotlist - 4
6	3/69,969	22	6/407,096	• Stolen Vehicle
7	8/162,797	23	3/105,679	• Stolen Plate
8	6/251,031	24	1/177,727	• Gang Member
9	1/111,591	25	1/16,399	• Missing
10	0/92,6555	26	0/45,666	• Amber
11	0/43,627	27	0/80,544	Recoveries - 2
12	4/164,578	28	0/20,476	
13	12/261,773	29	0/5,327	
14	1/99,182	30	2/16,757	
15	0/6,884	31	5/147,316	
16	0/16,437	32	0/3,074	
		33	0/37,142	

**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 February 8, 2023 for the February 28, 2023 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for January 2023.

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	22	\$31,336	2	13	\$2,780	35	\$5,495	72	\$39,611	\$6,969,090
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>Total</b>	<b>22</b>	<b>\$31,336</b>	<b>2</b>	<b>13</b>	<b>\$2,780</b>	<b>35</b>	<b>\$5,495</b>	<b>72</b>	<b>\$39,611</b>	<b>\$6,969,090</b>

<b>City of Hunters Creek Village Inspection Activity Report - 2022</b>						
	<b>Inspections Performed</b>	<b>Inspections Passed</b>	<b>% Passed</b>	<b>Inspections Failed</b>	<b>% Failed</b>	
<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	

<b>City of Hunters Creek Village Inspection Activity Report - 2023</b>						
	<b>Inspections Performed</b>	<b>Inspections Passed</b>	<b>% Passed</b>	<b>Inspections Failed</b>	<b>% Failed</b>	
<b>Month</b>						
January	187	152	81.2	35	18.7	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total	187	152	81.2	35	18.7	



# Inspections with Odometer Readings, by Inspector and Vehicle

Feb 8, 2023 9:48 AM  
Henry Rivas  
City of Hunters Creek Village

Date Range (inclusive): **Sun Jan 01 2023 to Tue Jan 31 2023**  
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>								
	202200999	6 Saddlewood Estates	E Final	1/3/23		No	Pass	
	202201011	6 Saddlewood Estates	P Final	1/3/23		No	Pass	
	202200927	510 HUNTERWOOD DR	Insulation	1/4/23		No	Pass	
	202201054	10634 N Evers Park Drive	P TO/Rough	1/4/23		Yes	NC	Disapproved - Need more pressure on gas line
	202201134	10537 Gawain Lane	F Final	1/4/23		No	Pass	
	202200596	919 Wade Hampton Drive	P Final	1/5/23		No	Pass	
	202201117	608 Hedwig Road	E Underg	1/5/23		No	Pass	
	202201117	608 Hedwig Road	TCI	1/5/23		No	Pass	
	202201144	617 WELLESLEY DR	FD Steel	1/5/23		No	Pass	
	202201144	617 WELLESLEY DR	E Underg	1/5/23		No	Pass	
	202300001	330 Hunters Trail St	P Final	1/5/23		No	Pass	
	202200902	607 Hunters Way Ct	E Final	1/6/23		No	Pass	
	202200916	607 Hunters Way Ct	P Final	1/6/23		No	Pass	
	202201054	10634 N Evers Park Drive	P TO/Rough	1/6/23	Y	Yes	NC	Disapproved; unable to locate electrical bond on gas system. Missing AVB's on outside water faucets  [ Entered

								1/4/2023 by BBG ]: Disapproved - Need more pressure on gas line
	202201111	914 Boros Drive	E Final	1/6/23		No	Pass	
	202201122	914 Boros Drive	P Final	1/6/23		No	Pass	
	202200076	418 RIPPLE CREEK DR	P Sewer	1/9/23		No	Pass	
	202200472	502 Hunterwood Drive	M Hood V	1/9/23		Yes	NC	Disapproved-no access
	202201080	10803 Timberglen Dr	I Trench	1/9/23		No	Pass	
	202201080	10803 Timberglen Dr	I Final	1/9/23		No	Pass	
	202201093	773 Pifer Rd	M Rough	1/9/23		No	NC	Disapproved-seal tabs in return airs. Need drawings onsite to confirm R-6 duct is approved per plans.
	202201140	414 Thamer Cir	I Trench	1/9/23		No	Pass	
	202201140	414 Thamer Cir	I Final	1/9/23		No	Pass	
	202201101	10806 Briar Branch Lane	P TO/Rough	1/10/23		No	Pass	
	202201125	720 Kuhlman Road	M Rough	1/10/23		Yes	NC	Disapproved-mechanical rough disapproved; seal tabs in all return airs. One duct run is ran thru room; not installed like in a chase.
	202300006	10611 Twelve Oaks Drive	M Rough	1/10/23		Yes	NC	Disapproved-Per plans (A-5) flex duct should be R-8 and missing exhaust fan in first floor restroom.

								Primary drains are not running to working p-traps. (Except one).
	202300008	1002 River Glyn Drive	E Underg	1/10/23		No	Pass	
	202200284	10545 Gawain Lane	Bld-Final	1/11/23		No	Pass	
	202200472	502 Hunterwood Drive	M Hood V	1/11/23	Y	No	Pass	[ Entered 1/9/2023 by BBG ]: Disapproved-no access
	202200964	10545 Gawain Lane	YD Final	1/11/23		No	Pass	
	202200974	10545 Gawain Lane	DW Final	1/11/23		No	Pass	
	202201054	10634 N Evers Park Drive	P TO/Rough	1/11/23	Y	No	Pass	[ Entered 1/6/2023 by BBG ]: Disapproved; unable to locate electrical bond on gas system. Missing AVB's on outside water faucets  [ Entered 1/4/2023 by BBG ]: Disapproved - Need more pressure on gas line
	202201156	614 Hunters Grove Lane	P GL & GT	1/11/23		Yes	NC	Disapproved - insufficient test
	202201157	526 Ripple Creek Drive	Re-Roof	1/11/23		No	Pass	
	202300008	1002 River Glyn Drive	E TCI	1/11/23		No	Pass	
	202300011	10926 Wickline Dr	FD Steel	1/11/23		No	Pass	
	202100812	773 Pifer Rd	Frame R	1/12/23		Yes	NC	Disapproved-Rough Frame disapproved;

								Poly seal and fire blocking issues. Missing stud shoes/ nail plate. Over notched studs. Loose electrical box. Seal floor penetration under tub and thru wall penetrations (back right Corner).
	202200011	277 Bryn Mawr	E Final	1/12/23		No	Pass	
	202200368	277 Bryn Mawr	P Final	1/12/23		No	Pass	
	202201046	7607 RIVER POINT DR	P Layout	1/12/23		No	Pass	
	202201093	773 Pifer Rd	M Rough	1/12/23	Y	No	Pass	[ Entered 1/9/2023 by BBG ]: Disapproved-seal tabs in return airs. Need drawings onsite to confirm R-6 duct is approved per plans.
	202300002	410 HUNTERS PARK LN	P UnderG	1/12/23		No	Pass	
	202300002	410 HUNTERS PARK LN	P Final	1/12/23		No	Pass	
	202200043	10914 Bridgewood St	Shower Pan	1/13/23		No	Pass	
	202200104	414 Thamer Cir	M Final	1/13/23	Y	No	Pass	[ Entered 12/7/2022 by BBG ]: Disapproved - Not Ready: no power to Vent Hood and Two thermostats are locked, unable to

								complete inspection.
	202201046	7607 RIVER POINT DR	FD-Piers	1/13/23		No	Pass	
	202201086	10806 Briar Branch Lane	H-Strap	1/13/23		No	Pass	
	202201086	10806 Briar Branch Lane	Frame	1/13/23		No	Pass	
	202201113	107 TIMBERWILDE LN	P Final	1/13/23		No	Pass	
	202201117	608 Hedwig Road	E Final	1/13/23		No	Pass	
	202201135	608 Hedwig Road	P Final	1/13/23		No	Pass	
	202300012	10806 Briar Branch Ln	M Rough	1/13/23		No	Pass	
	202300013	10611 Twelve Oaks Drive	E Rough	1/13/23		No	Pass	
	202300015	414 Thamer Cir	E Underg	1/13/23		No	Pass	
	202201009	811 Country Ln	FD Steel	1/16/23		No	Pass	
	202201037	303 Hunters Trail St	P Deck S	1/16/23		No	Pass	
	202201038	303 Hunters Trail St	FD-Piers	1/16/23		No	Pass	Piers for Decking and Patio
	202300021	256 HEDWIG RD	M Hood V	1/16/23		No	Pass	
	202300021	256 HEDWIG RD	M Final	1/16/23		No	Pass	
	202200195	414 Thamer Cir	E Final	1/17/23		Yes	NC	Disapproved - Several gfi outlets not tripping. Check all.
	202201123	7607 RIVER POINT DR	E Rough	1/17/23		Yes	NC	Disapproved; No access; gate locked.
	202300017	11003 LANDON LN	F Post Hole	1/17/23		No	Pass	
	202300024	414 Thamer Cir	Gas Test	1/17/23		No	Pass	
	202100558	852 Kuhlman Rd	Insulation	1/18/23		No	Pass	
	202200637	720 Kuhlman Road	P TO/Rough	1/18/23		No	Pass	Approved-Vacuum breakers on hose bibs where connected to meter, 2 stud shoes needed correct and proceed
	202201132	10813 Long	Re-Roof	1/18/23		No	Pass	

		Shadow Ln						
202300011	10926 Wickline Dr	E Underg	1/18/23		No	Pass		
202300018	10926 Wickline Dr	Gas Test	1/18/23		No	Pass		
202300018	10926 Wickline Dr	P Rgh/P-T/VCBK	1/18/23		No	Pass		
202300022	8439 Hunters Creek Dr	P Final	1/18/23		No	Pass		
202100624	10926 Wickline Dr	E Final	1/19/23		No	Pass		
202200842	10614 Gawain Lane	P Final	1/19/23		No	Pass		
202200917	1107 River Glyn Drive	P TO/Rough	1/19/23		Yes	NC	Disapproved - No test on dwv. No pressure on gas line	
202200979	10417 MEMORIAL DR	P TO/Rough	1/19/23		No	Pass		
202201046	7607 RIVER POINT DR	P Steel/Piping	1/19/23		No	Pass		
202200195	414 Thamer Cir	E Final	1/20/23	Y	Yes	NC	Disapproved: not ready. outlet at outdoor kitchen not working as GFI outlet, outlet in Utility room not working as GFI outlet. Check and recall inspection when ready.  [ Entered 1/17/2023 by BBG ]: Disapproved - Several gfi outlets not tripping. Check all.	
202200808	514 Wellesley Drive	Frame	1/20/23		Yes	NC	Disapproved; need plans onsite to confirm if joist hangers are needed.	
202200859	10618 Gawain Ln	Frame	1/20/23		No	Pass	Roof Rafters Only	

	202201040	1126 Riverbend Drive	FD Steel	1/20/23		No	Pass	
	202201085	10926 Wickline Dr	YD Trench	1/20/23	Y	No	Pass	[ Entered 12/9/2022 by BBG ]: Partial Inspction - Pass
	202201090	10606 Gawain Ln	P Layout	1/20/23		No	Pass	
	202201106	10926 Wickline Dr	I Trench	1/20/23	Y	Yes	NC	Disapproved; no backflow test report  [ Entered 12/9/2022 by BBG ]: Partial Inspection - Pass
	202201125	720 Kuhlman Road	M Rough	1/20/23	Y	Yes	NC	Disapproved; gate locked, no access  [ Entered 1/10/2023 by BBG ]: Disapproved-mechanical rough disapproved; seal tabs in all return airs. One duct run is ran thru room; not installed like in a chase.
	202201161	8327 Hunters Creek Dr	P UnderG	1/20/23		No	Pass	
	202201161	8327 Hunters Creek Dr	P TO/Rough	1/20/23		No	Pass	
	202300030	907 Tarrington Court	P UnderG	1/20/23		No	Pass	
	202300030	907 Tarrington Court	P GL & GT	1/20/23		No	Pass	
	202300034	13 SLEEPY OAKS CIR	DW Steel	1/20/23		No	PPass	Partial Only.
	202100194	10926 Wickline Dr	P Final	1/23/23		Yes	NC	Disapproved - gas meter not installed
	202100619	10926 Wickline Dr	M Final	1/23/23		Yes	NC	Disapproved

								- gas meter not installed
	202100791	13 SLEEPY OAKS CIR	M Hood V	1/23/23		No	Pass	
	202100791	13 SLEEPY OAKS CIR	M Final	1/23/23		No	Pass	
	202100812	773 Pifer Rd	Frame R	1/23/23	Y	No	Pass	[ Entered 1/12/2023 by BBG ]: Disapproved-Rough Frame disapproved; Poly seal and fire blocking issues. Missing stud shoes/ nail plate. Over notched studs. Loose electrical box. Seal floor penetration under tub and thru wall penetrations (back right Corner).
	202200917	1107 River Glyn Drive	P TO/Rough	1/23/23	Y	No	Pass	[ Entered 1/19/2023 by BBG ]: Disapproved - No test on dwv. No pressure on gas line
	202201123	7607 RIVER POINT DR	E Rough	1/23/23	Y	No	Pass	[ Entered 1/17/2023 by BBG ]: Disapproved; No access; gate locked.
	202201156	614 Hunters Grove Lane	P GL & GT	1/23/23	Y	No	Pass	[ Entered 1/11/2023 by BBG ]: Disapproved - insufficient test
	202300007	10614 TWELVE OAKS DR	P UnderG	1/23/23		No	Pass	



	202300007	10614 TWELVE OAKS DR	P Final	1/23/23		No	Pass	
	202100812	773 Pifer Rd	Insulation	1/24/23		No	NC	Disapproved; gate locked no access
	202200536	10802 Timberglen Dr	M Final	1/24/23		No	Pass	
	202200700	10914 Bridgewood St	E Underg	1/24/23		No	Pass	
	202200930	825 Saddlewood Ln	H-Strap	1/24/23		No	Pass	
	202200948	10417 MEMORIAL DR	YD Trench	1/24/23		No	Pass	
	202201004	335 Voss Road	P Layout	1/24/23		No	NC	Disapproved - no access; gated
	202201056	265 Bryn Mawr Circle	FD Steel	1/24/23		No	Pass	
	202201106	10926 Wickline Dr	I Trench	1/24/23	Y	No	Pass	[ Entered 1/20/2023 by BBG ]: Disapproved; no backflow test report  [ Entered 12/9/2022 by BBG ]: Partial Inspection - Pass
	202201155	7607 RIVER POINT DR	M Rough	1/24/23		Yes	NC	Disapproved-Fire block at fire places. Could not locate
	202300017	11003 LANDON LN	F Post Hole	1/24/23	Y	No	Pass	
	202300027	919 Wade Hampton Drive	M Final	1/24/23		Yes	NC	Disapproved; no one home
	202300032	820 OAK VALLEY DR	M Rough	1/24/23		No	Pass	
	202300046	702 Camelot Lane	M Rough	1/24/23		No	Pass	
	202100771	590 Hedwig Road	Bld-Final	1/25/23		No	Pass	
	202200435	590 Hedwig Road	Bld-Final	1/25/23		No	Pass	
	202200542	590 Hedwig Road	E Final	1/25/23	Y	No	Pass	[ Entered 12/1/2022 by BBG ]: Partial approval;

								one outlet in scullery in shelves is not a GFCI outlet and with-in 6' of sink.
	202200569	590 Hedwig Rd	P Final	1/25/23		No	Pass	
	202200586	10802 Timberglen Dr	E Final	1/25/23		Yes	NC	Disapproved-Missing, cover plates. Blank all outlets were fixtures are missing.
	202200988	414 Thamer Cir	P Final	1/25/23		No	Pass	
	202300038	605 Lindenwood Drive	E Underg	1/25/23		No	Pass	
	202300047	10802 Timberglen Dr	I Trench	1/25/23		No	Pass	
	202300047	10802 Timberglen Dr	I Final	1/25/23		No	Pass	
	202100194	10926 Wickline Dr	P Final	1/26/23	Y	No	Pass	[ Entered 1/23/2023 by BBG ]: Disapproved - gas meter not installed
	202100619	10926 Wickline Dr	M Final	1/26/23	Y	No	Pass	[ Entered 1/23/2023 by BBG ]: Disapproved - gas meter not installed
	202100812	773 Pifer Rd	Insulation	1/26/23	Y	No	Pass	[ Entered 1/24/2023 by BBG ]: Disapproved; gate locked no access
	202200326	10802 Timberglen Dr	P Final	1/26/23		No	Pass	
	202200566	10635 N EVERS PARK DR	E Final	1/26/23		No	Pass	
	202200586	10802 Timberglen Dr	E Final	1/26/23	Y	No	Pass	[ Entered 1/25/2023 by BBG ]: Disapproved-Missing, cover plates. Blank all

								outlets were fixtures are missing.
	202200700	10914 Bridgewood St	E TCI	1/26/23		No	Pass	
	202201091	8310 Cheshire Vale	H-Strap	1/26/23		No	Pass	
	202201136	10907 PAMA CIR	E Rough	1/26/23		No	Pass	
	202300009	338 HUNTERS TRAIL ST	P Final	1/26/23		No	Pass	
	202300042	303 Hunters Trail St	Gas Test	1/26/23		No	Pass	
	202300049	605 Lindenwood Drive	Gas Test	1/26/23		No	Pass	
	202300050	601 Wellesley Dr	E Underg	1/26/23		No	Pass	
	202100096	10926 Wickline Dr	Bld-Final	1/27/23		Yes	NC	Disapproved-Need to complete exterior back patio exposed to weather - contractor stated that he is no ready but requesting TCO
	202200195	414 Thamer Cir	E Final	1/27/23	Y	No	Pass	[ Entered 1/20/2023 by BBG ]: Disapproved: not ready. outlet at outdoor kitchen not working as GFI outlet, outlet in Utility room not working as GFI outlet. Check and recall inspection when ready.  [ Entered 1/17/2023 by BBG ]: Disapproved - Several gfi

								outlets not tripping. Check all.
	202200416	414 Thamer Cir	YD Final	1/27/23		No	Pass	
	202200539	256 Hedwig Road	Gas Test	1/27/23		No	Pass	
	202200539	256 Hedwig Road	P Final	1/27/23		No	Pass	
	202200577	10721 SHALLOWBROOK LN	Gas Test	1/27/23		No	Pass	
	202200609	10826 ROARING BROOK LN	P Final	1/27/23		No	Pass	
	202201003	10926 Wickline Dr	F Final	1/27/23		Yes	NC	Disapproved-Not complete
	202201016	10926 Wickline Dr	DW Final	1/27/23		No	Pass	
	202201085	10926 Wickline Dr	YD Final	1/27/23		No	NC	Disapproved-Not complete
	202201106	10926 Wickline Dr	I Final	1/27/23		No	NC	Disapproved-No report on site, need insulation and strapped to building
	202300018	10926 Wickline Dr	P Final	1/27/23		Yes	NC	Disapproved-Unable to do inspection painters have everything covered
	202300027	919 Wade Hampton Drive	M Final	1/27/23	Y	No	Pass	[ Entered 1/24/2023 by BBG ]: Disapproved; no one home and vent hood not installed at outdoor kitchen
	202300043	302 Shasta Drive	P Final	1/27/23		No	Pass	
	202300053	303 Hunters Trail St	E Underg	1/27/23		No	Pass	
	202300053	303 Hunters Trail St	E Rough	1/27/23		No	Pass	
	202300056	10901 Bridgewood Street	FD Steel	1/27/23		No	Pass	
	202300057	2 HEDWIG SHADOWS DR	F Post Hole	1/27/23		No	Pass	
	202100314	2 Bridlewood Ct	Frame R	1/30/23		Yes	NC	Disapproved; need to poly

								seal top plate and thru floor penetrations.
	202100635	414 Thamer Cir	Bld-Final	1/30/23		Yes	PPass	Partial Approval-partially approved; need to finish trim at fireplace in Master bedroom. Need to paint main clean-out and tap drain at water heater on side of rear garage area. Note: pool and generator are not complete
	202200593	10826 ROARING BROOK LN	E Final	1/30/23		Yes	NC	Disapproved-Electrical Final for pool disapproved seal knock out in control panel and secure outdoor thermometer
	202201024	414 Hunters Park Lane	E Final	1/30/23		No	Pass	
	202201028	551 Three Corners Drive	H-Strap	1/30/23		No	Pass	
	202201043	10634 N Evers Park Drive	Frame	1/30/23		Yes	NC	Disapproved - over notched studs, seal tabs and end of duct board in return airs, poly seal in a couple of locations and chase and missing studs under beam.
	202201073	414 Hunters Park	P Final	1/30/23		No	Pass	

		Lane						
	202201155	7607 RIVER POINT DR	M Rough	1/30/23	Y	No	Pass	[ Entered 1/24/2023 by BBG ]: Disapproved-Fire block at fire places. Could not locate
	202200976	414 Hunters Park Lane	Bld-Final	1/31/23		No	Pass	
	202201056	265 Bryn Mawr Circle	E Underg	1/31/23		No	Pass	
	202201056	265 Bryn Mawr Circle	TCI	1/31/23		No	Pass	
	202201056	265 Bryn Mawr Circle	E Final	1/31/23		No	Pass	
	202201057	265 Bryn Mawr Circle	P UnderG	1/31/23		No	Pass	
	202201057	265 Bryn Mawr Circle	P Final	1/31/23		No	Pass	
	202201057	265 Bryn Mawr Circle	P GL & GT	1/31/23		No	Pass	
	202201090	10606 Gawain Ln	P Steel/Piping	1/31/23		No	Pass	
	202201125	720 Kuhlman Road	M Rough	1/31/23	Y	No	Pass	[ Entered 1/20/2023 by BBG ]: Disapproved; gate locked, no access  [ Entered 1/10/2023 by BBG ]: Disapproved-mechanical rough disapproved; seal tabs in all return airs. One duct run is ran thru room; not installed like in a chase.
	202201144	617 WELLESLEY DR	TCI	1/31/23		No	Pass	
	202300031	8310 Cheshire Vale	E Rough	1/31/23		No	Pass	

202300048	8310 Cheshire Vale	P TO/Rough	1/31/23	No	Pass
202300057	2 HEDWIG SHADOWS DR	F Final	1/31/23	No	Pass

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection	
172			0	0.0	

Henry Rivas (henry)

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

	202100216	10802 Oak Hollow St	H-Strap	1/4/23	Y	No	Pass	[ Entered 12/30/2022 by henry ]: 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.
	202200403	671 SHARTLE CIR	P TO/Rough	1/16/23		No	Pass	Water Line; Approved.
	202201082	605 Lindenwood Drive	P Steel/Piping	1/16/23		No	Pass	
	202200718	11011 2/3 Memorial Dr	E Underg	1/20/23		No	Pass	
	202200718	11011 2/3 Memorial Dr	E Serv/ML	1/20/23		No	Pass	
	202201032	110 Shasta Drive	Foundation	1/20/23		No	NC	Fail; Landing steel shall be centered in form.
	202300039	10803 Beinhorn	ET-Pole	1/23/23		No	NC	Disapproved;

		Rd						TPole already connected.
	202201004	335 Voss Road	P Layout	1/25/23	Y	No	Pass	[ Entered 1/25/2023 by BBG ]: Disapproved - no access; gated
	202201095	106 Willowend Dr	Foundation	1/25/23		No	Pass	
	202300039	10803 Beinhorn Rd	ET-Pole	1/26/23	Y	No	Pass	[ Entered 1/23/2023 by henry ]: Disapproved; TPole already connected.
	202201005	414 Thamer Cir	DW Steel	1/27/23	Y	No	Pass	Building Official shown pictures.  [ Entered 10/31/2022 by henry ]: Fail; Remove all water; Chair up all steel.
	202201005	414 Thamer Cir	DW Final	1/30/23		No	Pass	
	202200525	811 Creek Wood Way	Frame	1/31/23		No	Pass	
	202300067	14 Sleepy Oaks Circle	P UnderG	1/31/23		No	Pass	
	202300067	14 Sleepy Oaks Circle	P GL & GT	1/31/23		No	Pass	
<b>Inspections</b>	<b>Begin Odometer</b>		<b>End Odometer</b>		<b>Miles</b>	<b>Avg Miles per Inspection</b>		
<b>15</b>					<b>0</b>	<b>0.0</b>		

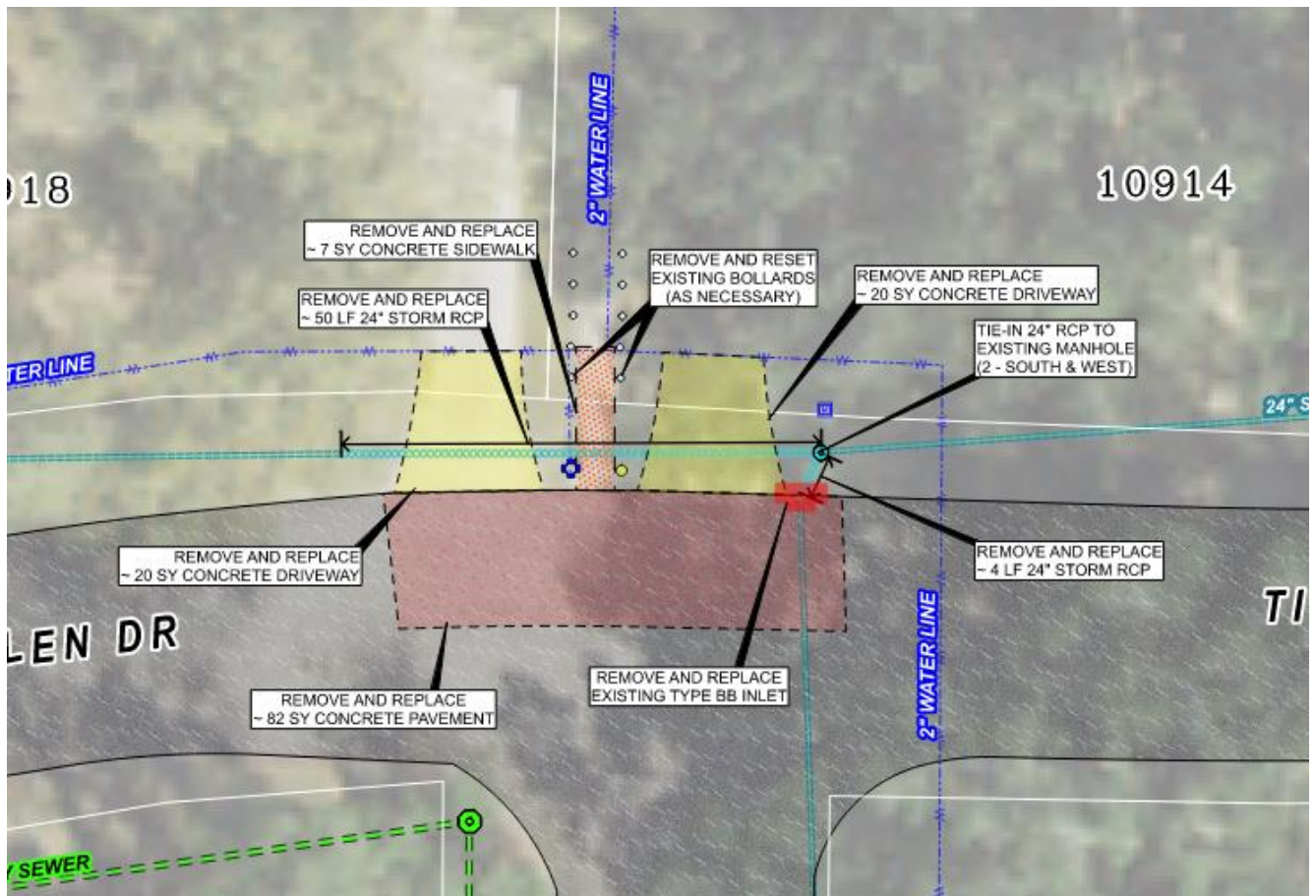


# CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared February 22, 2023 for the February 28th Agenda

## A. 10918 Timberglen

1. After further investigation, we developed a scope of work to repair the sinkhole and settled driveways. The work includes replacing a run of storm sewer, a manhole and the inlet.
2. There is an agenda item for consideration for Century Concrete in the amount of \$32,931.10.
3. The price provided by Century Concrete was fair and reasonable based on a review of other recent similar in size and scope projects.



## B. Lindenwood Signal

1. Current schedule based on back ordered items:
  - Signal Pole Foundations: March 27- April 10
  - Conduit: April 10-April 24
  - Ground boxes: April 24-May 1
  - Set Poles: May 1- May 8
  - Signal Wiring and Overhead: May 8- May 24
  - Pre turn on testing May 24-May 26
  - Turn on May 30<sup>th</sup>.

**C. Hunters Grove Reconstruction**

1. Work is 98% complete. Minor restoration items remaining.
2. We will have a closeout change order on the agenda for March.

**D. Shasta/Pineland Reconstruction**

1. Anticipate draft final ready at next council meeting.

**E. 2022 Outfall Rehabilitation and Repairs**

1. Bid opening March 10<sup>th</sup>. We will be ready with the award recommendation at the March council meeting.

**F. Potential Funding for Drainage Projects**

1. Commissioner Ramsey contacted the Mayor about potential funding opportunities for drainage projects. Tom and I prepared an abstract for Lindenwood/Shasta Phase 2 project and sent it to the precinct.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
January 24, 2023**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, January 24, 2023, 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 [via teleconference] Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Engineer:	Steve Byington
	City Attorney:	Tom Ramsey
	Assistant to the City Secretary:	Jessica Pierce

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

**With a quorum of the Council Members present, Mayor Pappas called the meeting to order at 6:00 p.m.**

- B. **Grayson Hilburn 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 – **Ray Schultz, Police Chief presented this report.**

3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner presented this report.**
4. Building Official Monthly Report – **Henry Rivas, Building Official, presented this report.**
5. City Engineer Monthly Report – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **No Report.**

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.
2. Approval of the Cash Disbursement Journal for November 2022.
3. Approval of the Cash Disbursement Journal for December 2022.

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

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.

**This item was tabled until next meeting.**

2. Discussion and possible action to approve a 3-month extension for remodel permit 201900352 at 10841 Beinhorn Rd / 771 Pifer Rd.

**Councilmember Carlton made a motion to approve a 3-month extension for remodel permit 201900352 at 10841 Beinhorn Rd / 771 Pifer Rd. Councilmember Cowell seconded the motion and the motion carried unanimously.**

3. Discussion and possible action to approve a 3-month extension for remodel permit 202100111 at 517 Wellesley Dr.

**Councilmember Carlton made a motion to approve a 6-month extension for remodel permit 202100111 at 517 Wellesley Dr. Councilmember Cowell seconded the motion and the motion carried unanimously.**

4. Discussion and possible action to approve an amendment to the Memorial Village Police Department 2022 Budget to reclassify budget line items.

**Councilmember Cowell made a motion to approve an amendment to the Memorial Village Police Department 2022 Budget to reclassify budget line items. Councilmember Knox seconded the motion and the motion carried unanimously.**

5. Discussion and possible action regarding the City's 2023 Arbor Day program.

**Councilmember Cowell made a motion to approve the City's 2023 Arbor Day program. Councilmember Carlton seconded the motion and the motion carried unanimously.**

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.

**Councilmember Knox made a motion 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. Councilmember Cowell seconded the motion and the motion carried unanimously.**

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.

**Councilmember Knox made a motion to approve an amendment to the City's 2022 budget in the amount of \$37,306.98 for Esplanade Beautification Expenditures. Councilmember Carlton seconded the motion and the motion carried unanimously.**

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).

**Councilmember Carlton made a motion 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). Councilmember Cowell seconded the motion and the motion carried unanimously.**

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).

**Councilmember Carlton made a motion 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). Councilmember Knox seconded the motion and the motion carried unanimously.**

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.

**Councilmember Carlton made a motion 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. Councilmember Knox seconded the motion and the motion carried unanimously.**

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.

**Councilmember Marks made a motion 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. Councilmember Knox seconded the motion and the motion carried unanimously.**

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

**At 7:16 p.m., Councilmember Carlton made a motion to adjourn. Councilmember Marks seconded the motion and the motion carried unanimously. The meeting adjourned at 7:16 p.m.**

These minutes were approved on the 28th day of February, 2023.

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Jim Pappas, Mayor

ATTEST:

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Tom Fullen, City Administrator  
Acting City Secretary



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	01/18/2023	Regular	0.00	-300.00	33773
000912	CROW MANUFACTURING	01/03/2023	Regular	0.00	9,338.00	34012
000774	ADAM VOYLES	01/19/2023	Regular	0.00	300.00	34013
0005	AT&T (5001)	01/19/2023	Regular	0.00	704.62	34014
000815	BBG CONSULTING INC	01/19/2023	Regular	0.00	4,040.00	34015
0669	C & D JANITOR SERVICE INC	01/19/2023	Regular	0.00	835.65	34016
000876	CINTAS CORPORATION	01/19/2023	Regular	0.00	150.84	34017
000775	CITYLYNX INC	01/19/2023	Regular	0.00	93,327.05	34018
0537	GREEN FOR LIFE	01/19/2023	Regular	0.00	42,769.42	34019
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOCIA	01/19/2023	Regular	0.00	100.00	34020
000907	J RIVAS CONSTRUCTION LLC	01/19/2023	Regular	0.00	146,387.15	34021
000716	KIRWIN LAW FIRM PLLC	01/19/2023	Regular	0.00	164.00	34022
000893	LANGUAGE LINE SERVICES INC.	01/19/2023	Regular	0.00	23.22	34023
0654	LORA JEAN D LENZSCH	01/19/2023	Regular	0.00	1,025.00	34024
0641	MARK E EASLEY	01/19/2023	Regular	0.00	300.00	34025
0065	OFFICE DEPOT CREDIT PLAN	01/19/2023	Regular	0.00	386.80	34026
0066	OLSON & OLSON LLP	01/19/2023	Regular	0.00	4,920.00	34027
0067	OMNIBASE SERVICES OF TEXAS	01/19/2023	Regular	0.00	120.00	34028
0420	PREMIER TREE SERVICE	01/19/2023	Regular	0.00	800.00	34029
000792	STATE COMPTROLLER OF PUBLIC ACCOUNTS	01/19/2023	Regular	0.00	16,258.67	34030
0234	TEXAS COMMISSION ON ENVIRONMENTAL QUALI	01/19/2023	Regular	0.00	100.00	34031
0624	TRANTEX	01/19/2023	Regular	0.00	504.90	34032
000789	VAN SANT LANDSCAPE MANAGEMENT	01/19/2023	Regular	0.00	3,178.00	34033
0362	VERIZON WIRELESS	01/19/2023	Regular	0.00	37.99	34034
000905	NATIONWIDE RETIREMENT SOLUTION	01/23/2023	Bank Draft	0.00	443.41	DFT0000386

**Bank Code AP DISB ALLEGIANCE Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	23	0.00	325,771.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-300.00
Bank Drafts	1	1	0.00	443.41
EFT's	0	0	0.00	0.00
	<b>28</b>	<b>25</b>	<b>0.00</b>	<b>325,914.72</b>



Check Report

Date Range: 01/01/2023 - 01/31/2023

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	01/03/2023	Bank Draft	0.00	1,440.00	DFT0000385
000890	FIRST NATIONAL BANK OMAHA - EA	01/23/2023	Bank Draft	0.00	29.90	DFT0000387
000892	FIRST NATIONAL BANK OMAHA - HR	01/23/2023	Bank Draft	0.00	262.21	DFT0000388
000888	FIRST NATIONAL BANK OMAHA - JP	01/23/2023	Bank Draft	0.00	1,150.82	DFT0000389
000889	FIRST NATIONAL BANK OMAHA - TF	01/23/2023	Bank Draft	0.00	1,318.98	DFT0000390
000905	NATIONWIDE RETIREMENT SOLUTION	01/27/2023	Bank Draft	0.00	460.22	DFT0000391

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	6	6	0.00	4,662.13
EFT's	0	0	0.00	0.00
	<b>6</b>	<b>6</b>	<b>0.00</b>	<b>4,662.13</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	23	0.00	325,771.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-300.00
Bank Drafts	7	7	0.00	5,105.54
EFT's	0	0	0.00	0.00
	<b>34</b>	<b>31</b>	<b>0.00</b>	<b>330,576.85</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	1/2023	330,576.85
			<b>330,576.85</b>



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

**AGENDA DATE:** February 28, 2023  
**AGENDA SUBJECT:** Discussion and possible action to renew the contract with TX BBG Consulting for building construction inspections.  
**EXHIBITS:** Renewal Letter

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February 6, 2023

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

RE: Intent to Renew Agreement entered into on March 09, 2022 by and between City of Hunters Creek Village, (City) and TX BBG Consulting, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant).

Agreement initial term will complete on March 09, 2023 and allows for extension by mutual consent. It is the intent of both parties to extend this Agreement for an additional term of March 10, 2023 through March 09, 2024.

All provisions and pricing of the Agreement shall remain in effect, to the extent not modified by this letter.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



Gary Amato, CAO  
TX BBG Consulting, LLC

February 6, 2023  
Date

\_\_\_\_\_  
Signature  
City of Hunters Creek Village, Texas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title  
City of Hunters Creek Village, Texas

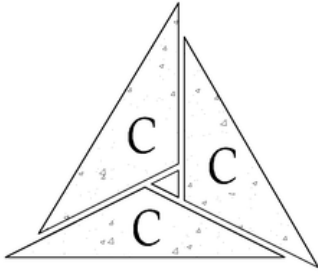


**CITY OF HUNTERS CREEK VILLAGE  
AGENDA DISCUSSION FORM**

**AGENDA DATE:** February 28, 2023  
**AGENDA SUBJECT:** Discussion and possible action to accept a proposal from Century Concrete Construction Inc. in the amount of \$47,397.10 for Timberglen Storm Sewer and Pavement Repairs, Beinhorn Culvert End Treatments, and Hampton Ct Pavement Repair.

**EXHIBITS:** Estimates and Exhibits

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

**ADDRESS**

10918/10914 Timber glen  
 2023

**Estimate 8216**

**DATE 02/03/2023**

**JOB NAME**

10918/10914 Timber glen

DESCRIPTION	QTY	RATE	AMOUNT
02/03/2023			
02221 Full depth saw cut.	95.75	9.00	861.75
02221 Remove and Dispose Offsite of Existing Concrete Pavement (All Thicknesses), Complete in Place	1,161	2.85	3,308.85
02221 Remove and Dispose Offsite of Existing Inlet, Complete in Place	1	450.00	450.00
02221 Remove and Dispose Offsite of Existing 24-inch Storm Sewer Complete in Place	54	46.2962963	2,500.00
Remove and Reset Existing Bollards along Concrete Sidewalk (As Necessary for Trench Construction), Complete in Place	2	250.00	500.00
02751 Concrete Pavement, Complete in Place	738	8.50	6,273.00
02751 Concrete Driveway, Complete in Place	360	7.50	2,700.00
02771 Concrete Curb, Complete in Place	25	15.00	375.00
02775 Concrete Sidewalk, Complete in Place	63	7.50	472.50
02633 Precast Type BB Inlet, Complete in Place	1	5,500.00	5,500.00
02631 24-inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets C/S Sand Bed and Backfill, Complete in Place	54	185.00	9,990.00
If you have any questions please give us a call 281-354-1277			
	<b>SUBTOTAL</b>		32,931.10
	<b>TAX</b>		0.00

TOTAL

**\$32,931.10**

Accepted By

Accepted Date

# TIMBERGLEN STORM SEWER & PAVEMENT REPAIRS

**10918 & 10914 TIMBERGLEN DRIVE  
CITY OF HUNTERS CREEK VILLAGE, TEXAS**

NO.	ITEM	BID ITEM	UNIT	QTY	PRICE	TOTAL
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## **SECTION 1 – DEMOLITION ITEMS**

1	<a href="#">02221</a>	Full depth saw cut	SF	100	\$9.00	\$900
2	<a href="#">02221</a>	Remove and Dispose Offsite of Existing Concrete Pavement (All Thicknesses), Complete in Place	SY	129	\$3.00	\$387
3	<a href="#">02221</a>	Remove and Dispose Offsite of Existing Inlet, Complete in Place	EA	1	\$500	\$500
4	<a href="#">02221</a>	Remove and Dispose Offsite of Existing 24-inch Storm Sewer Complete in Place	LF	54	\$50	\$2,700
5	N/A	Remove and Reset Existing Bollards along Concrete Sidewalk (As Necessary for Trench Construction), Complete in Place	EA	2	\$250	\$500

## **SECTION 2 – PAVING ITEMS**

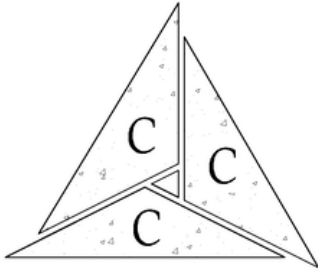
6	<a href="#">02751</a>	Concrete Pavement, Complete in Place	SY	82	\$125	\$10,250
7	<a href="#">02751</a>	Concrete Driveway, Complete in Place	SY	40	\$100	\$4,000
8	<a href="#">02771</a>	Concrete Curb, Complete in Place	LF	25	\$30	\$750
9	<a href="#">02775</a>	Concrete Sidewalk, Complete in Place	SY	7	\$100	\$700

## **SECTION 3 – STORM SEWER ITEMS**

10	<a href="#">02633</a>	Precast Type BB Inlet, Complete in Place	EA	1	\$6,250	\$6,250
11	<a href="#">02631</a>	24-inch Reinforced Concrete Pipe C-76 Type III, With Rubber Gaskets C/S Sand Bed and Backfill, Complete in Place	LF	54	\$190	\$10,260

**TOTAL      \$37,197**





**Century Concrete Construction Inc.**

20751 Old Sorters Rd.

Porter, TX 77365

(281)354-1277

Ronnie@centurycci.com

**ADDRESS**

Beinhorn Road 2023

**Estimate 8297**

**DATE 02/24/2023**

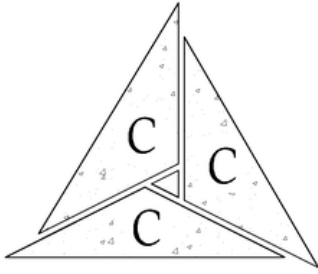
**JOB NAME**

Drain Covers

DESCRIPTION	QTY	RATE	AMOUNT
02/24/2023			
Excavate around pipes and install concrete boxes with grates. As discussed.	6	900.00	5,400.00
If you have any questions please give us a call 281-354-1277	SUBTOTAL		5,400.00
	TAX		0.00
	<b>TOTAL</b>		<b>\$5,400.00</b>

Accepted By

Accepted Date



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

**ADDRESS**

Hampton Drive 2023

**Estimate 8298**

**DATE 02/24/2023**

**JOB NAME**

Hampton Drive 2023

DESCRIPTION	QTY	RATE	AMOUNT
02/24/2023			
Full depth saw cut.	224	9.00	2,016.00
Concrete breakout and removal-machine 2 mobilizations	1	1,800.00	1,800.00
6" thick concrete paving:2 mobilizations 3500 p.s.i. with #4 bars @ 18" on center.	1	5,000.00	5,000.00
Barricade as needed.	1	250.00	250.00
If you have any questions please give us a call 281-354-1277			
		<b>SUBTOTAL</b>	9,066.00
		<b>TAX</b>	0.00
		<b>TOTAL</b>	<b>\$9,066.00</b>

Accepted By

Accepted Date



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

**AGENDA DATE:** February 28, 2023  
**AGENDA SUBJECT:** Discussion and possible action to adopt an ordinance of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor, Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 6, 2023, General Municipal Election; and containing other provisions relating to the subject.

**EXHIBITS:** Ordinance

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**ORDINANCE NO. 2023-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, DECLARING THAT THE UNOPPOSED CANDIDATES FOR MAYOR, COUNCILMEMBER POSITIONS NOS. 4, AND 5 ARE DULY ELECTED; CANCELLING THE MAY 6, 2023, GENERAL MUNICIPAL ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

\* \* \* \* \*

WHEREAS, on January 24, 2023, the City Council of the City of Hunters Creek Village, Texas, adopted Ordinance No. 2023-933 ordering that a General Municipal Election be held on May 6, 2023, for the purpose of filling the following positions:

- Mayor
- Councilmember, Position No. 4
- Councilmember, Position No. 5

WHEREAS, the deadlines for filing applications for a place on the ballot, or for a place on the list of write-in candidates, for the positions for which the general election was to be held have all expired; and

WHEREAS, the City Secretary has certified to the City Council, in writing, that: a) Jim Pappas is unopposed for election to the office of Mayor; b) Chip Cowell is unopposed for election to Councilmember, Position No. 4; and c) Jay Carlton is unopposed for election to Councilmember, Position No. 5. Now therefore,

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

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

Section 2. The following unopposed candidates are hereby declared elected to the offices specified below, and shall be issued certificates of election:

Jim Pappas, Mayor;  
Chip Cowell, Councilmember Position No. 4; and  
Jay Carlton, Councilmember, Position No. 5.

Section 3. The General Municipal Election scheduled for the 6th day of May, 2023, is hereby cancelled.

Section 4. The City Secretary is ordered to issue Certificates of Election to the unopposed candidates immediately after the date the canvass of the canceled election would have taken place.

Section 5. The City Secretary is hereby directed to cause a copy of this Ordinance to be posted on Election Day at the polling place that would have been used for the election.

Section 6. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hunters Creek Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 28th day of February, 2023.

ATTEST:

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Jim Pappas, Mayor

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Tom Fullen, City Administrator  
Acting City Secretary



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

**AGENDA DATE:** February 28, 2023  
**AGENDA SUBJECT:** Discussion and possible action to approve a request to change the street address for 818 Voss Road to 10737 Old Coach Lane within the City.

**EXHIBITS:** Draft Letter to Homeowner

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**MAYOR**  
Jim Pappas

# CITY OF HUNTERS CREEK VILLAGE

**COUNCIL**  
Stuart Marks  
Fidel Sapien  
Linda S. Knox  
Chip Cowell  
Jay Carlton



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

February 28, 2023

Thomas & Rebecca Gottsegen  
818 Voss Rd.  
Houston, Texas 77024

Re: Change of address for 818 Voss Rd. in the City of Hunters Creek Village

Dear Thomas and Rebecca,

The City of Hunters Creek Village has received your request to change the address of your property from 818 Voss Rd. to 10737 Old Coach Ln. The City has no objection to the change. However, before the change can be implemented, you will need to contact various utilities, taxing authorities, and public service departments requesting the change and provide the City with confirmation of their acceptance. **\*Address change does not remove/change current yard setback requirements.**

In order to assist you in this process, below is a list of the recommended agencies and service providers that you need to contact. As well I have enclosed with this letter a form letter that you can use to submit your request to these other agencies.

Utilities, Taxing Authorities, and other Public Service Departments contact information:

CenterPoint Energy (Electric)  
P. O. Box 1700  
Houston, Texas 77251-1700  
713-207-4466

CenterPoint Energy (Gas)  
12330 Bellaire Blvd.  
Houston, Texas 77012  
Deborah Wright, 713 207-7745

AT&T  
6500 West Loop South  
Bellaire, Texas 77401  
713-567-7822

Comcast  
8590 West Tidwell  
Houston, Texas 77040  
713-335-3218

Memorial Villages Water Authority  
Mr. Trey Cantu  
8955 Gaylord  
Houston, Texas 77024  
713-465-8318

Harris County Tax Assessor/Collector  
1001 Preston  
Houston, Texas 77002  
713-368-2000

Harris County Appraisal District  
13013 Northwest Freeway  
Houston, Texas 77040  
713-357-7800

Spring Branch ISD Tax Office  
Ms. Christine Porter  
8880 Westview  
Houston, Texas 77055  
713-365-5590

Village Fire Department  
Chief Howard Miller  
901 Corbindale Houston,  
Texas 77024

Memorial Villages Police Department  
Chief Ray Schultz  
11981 Memorial Drive  
Houston, Texas 77024



I would encourage you to contact the local postal service office as well to ensure that the proper mailing address will be identified by them. Be sure to include any account numbers when writing to these offices. Enclosing a self-addressed, stamped envelope will assist them in replying in a timely manner.

After you have received acceptance from the different utilities and services, please return these letters to my office so that we can finalize the change of address.

If you have any questions regarding this process, information and the enclosed form letter, please contact my office at 713-465-2150 or by email at [tfullen@cityofhunterscreek.com](mailto:tfullen@cityofhunterscreek.com).

Sincerely,

Tom Fullen  
City Administrator

/tf

DRAFT

February 28, 2023

TO ALL UTILITIES, TAXING AUTHORITIES, AND PUBLIC SERVICE

DEPARTMENTS: The City of Hunters Creek Village has agreed to change the address as requested by Thomas & Rebecca Gottsegen to change the address of their property located on Voss Road:

Old Address: 818 Voss Rd.

New Address: 10737 Old Coach Ln.

In order to complete this process, we ask that you revise your records accordingly to make this change and acknowledge receipt of this letter. Please sign and return this form as assurance of your receipt and acceptance of this change. A self addressed, stamped envelope is enclosed for your convenience.

Thank you for your attention to this matter.

Sincerely,

---

Company or Agency

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Authorized Signature

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Date