

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, May 23, 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 tfullen@cityofhunterscreek.com; or 3) calling him at 713-465-2150.

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- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. **PUBLIC COMMENTS** *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
- D. **REPORTS**
1. City Treasurer Monthly Report **Pgs. 1-5**
 2. Police Commissioner Monthly Report **Pgs. 6-25**
 3. Fire Commissioner Monthly Report
 4. Building Official Monthly Report **Pgs. 26-43**
 5. City Engineer Monthly Report **Pg. 44**
 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 April 25, 2023. **Pgs. 45-47**
 2. Approval of the Cash Disbursement Journal for April 2023. **Pgs. 48-51**
 3. Approval of the 2023 1st Quarterly Investment Report. **Pg. 52**

F. REGULAR AGENDA

1. Discussion and possible action to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership. [Pgs. 53-54](#)
2. Discussion and possible action to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes. [Pgs. 55-60](#)
3. Discussion and possible action to approve the Memorial Village Police Departments 2024 Budget. [Pgs. 61-82](#)
4. Discussion and possible action to approve the Memorial Village Police Departments 2022 Audit. [Pgs. 83-91](#)
5. Discussion and possible action to approve an amendment to the Village Fire Department's 2023 budget in the amount of \$184,000 for roof retrofit with Hunters Creek Village portion being \$40,940. [Pgs. 92-93](#)
6. Discussion and possible action to schedule a Budget Workshop date for the City's 2024 Budget. [Pg. 94](#)

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

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

I. ADJOURNMENT

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: May 19, 2023 at 3:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

Tom Fullen, City Administrator
Acting City Secretary

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



City of Hunters Creek Village
Monthly Tax Office Report
April 30, 2023

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,206,328,112

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	263,472.51	(2,280.44)	261,192.07
Adjusted Levy	6,222,905.87	135,531.44	6,358,437.31
Less Collections Y-T-D	6,036,997.01	(2,092.74)	6,034,904.27
Receivable Balance	<u>\$ 185,908.86</u>	<u>\$ 137,624.18</u>	<u>\$ 323,533.04</u>

C. COLLECTION RECAP:

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 30,325.23	\$ (892.49)	\$ 29,432.74
Penalty & Interest	3,183.31	-	3,183.31
Attorney Fees	-	-	-
Other Fees	0.57	-	0.57
Total Collections	<u>\$ 33,509.11</u>	<u>\$ (892.49)</u>	<u>\$ 32,616.62</u>

	Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 6,036,997.01	\$ (2,092.74)	\$ 6,034,904.27
Penalty & Interest	14,853.33	249.61	15,102.94
Attorney Fees	-	101.22	101.22
Other Fees	54.89	2.52	57.41
Total Collections	<u>\$ 6,051,905.23</u>	<u>\$ (1,739.39)</u>	<u>\$ 6,050,165.84</u>

Percent of Adjusted Levy	<u>97.25%</u>		<u>97.22%</u>
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Budget Report

Account Summary

For Fiscal: 2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	6,337,522.00	6,337,522.00	60,406.49	6,022,575.16	-314,946.84	4.97 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	0.00	-1,690.42	-16,690.42	111.27 %
100-00-41010	FRANCHISE TAXES	400,000.00	400,000.00	20,387.42	84,882.76	-315,117.24	78.78 %
100-00-41015	SALES TAXES	650,000.00	650,000.00	60,781.54	129,768.39	-520,231.61	80.04 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	2,669.29	5,134.73	-14,865.27	74.33 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	2,135.27	12,460.85	-2,539.15	16.93 %
100-00-42035	BUILDING PERMITS	355,000.00	355,000.00	30,165.40	138,260.20	-216,739.80	61.05 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	371.40	1,794.74	-205.26	10.26 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	490.66	1,313.75	-2,686.25	67.16 %
100-00-43070	METRO RECEIPTS	315,000.00	315,000.00	30,390.77	64,884.20	-250,115.80	79.40 %
100-00-44025	TRAFFIC FINES	140,000.00	140,000.00	15,443.43	69,888.34	-70,111.66	50.08 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	317.50	1,330.97	-669.03	33.45 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	365.70	1,595.12	95.12	106.34 %
100-00-46030	INTEREST INCOME	15,000.00	15,000.00	0.00	103,374.80	88,374.80	689.17 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	37,240.79	2,240.79	106.40 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	0.00	6,878.00	-3,122.00	31.22 %
100-00-48061	OPIOID ABATEMENT TRUST FUND	0.00	0.00	0.00	4,616.99	4,616.99	0.00 %
	Revenue Total:	8,317,022.00	8,317,022.00	223,924.87	6,684,309.37	-1,632,712.63	19.63 %
Expense							
100-01-71000	SALARIES & WAGES	613,672.00	613,672.00	47,482.99	194,015.87	419,656.13	68.38 %
100-01-71001	LONGEVITY	5,976.00	5,976.00	0.00	0.00	5,976.00	100.00 %
100-01-71002	457B	12,273.00	12,273.00	920.44	3,664.95	8,608.05	70.14 %
100-01-71025	TMRS	125,618.00	125,618.00	9,832.37	40,165.41	85,452.59	68.03 %
100-01-71030	PAYROLL TAXES	47,412.00	47,412.00	3,640.29	15,292.24	32,119.76	67.75 %
100-01-71105	INSURANCE BENEFITS	115,746.00	115,746.00	8,764.42	35,057.68	80,688.32	69.71 %
100-01-71107	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-01-72045	NOTICES & MAILING	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	491.80	2,174.32	6,325.68	74.42 %
100-01-72060	TELEPHONE	18,191.00	18,191.00	1,619.20	5,866.14	12,324.86	67.75 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	554.00	1,716.64	8,283.36	82.83 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	10,200.00	10,200.00	550.00	2,200.00	8,000.00	78.43 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	246.21	1,553.79	86.32 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	4,800.00	4,800.00	0.00	2,185.00	2,615.00	54.48 %
100-01-72108	GEN LIABILITY/PROP/WC INS	23,746.00	23,746.00	0.00	0.00	23,746.00	100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-01-72110	ELECTIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-01-72112	CODIFICATIONS	2,500.00	2,500.00	0.00	1,791.00	709.00	28.36 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	131.23	131.23	4,868.77	97.38 %
100-01-76010	COMPUTER SOFTWARE SERVICES	15,435.00	15,435.00	0.00	15,350.10	84.90	0.55 %
100-01-78056	BANK FEES	1,200.00	1,200.00	0.00	163.11	1,036.89	86.41 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	210.37	3,235.17	19,764.83	85.93 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	1,516.75	11,085.80	8,914.20	44.57 %
100-02-72085	TAX COLLECTOR/ASSESSOR	65,100.00	65,100.00	0.00	30,533.00	34,567.00	53.10 %
100-02-72120	AUDITOR	18,375.00	18,375.00	0.00	0.00	18,375.00	100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	606.00	2,366.00	22,634.00	90.54 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	2,225.00	4,553.00	70,447.00	93.93 %
100-02-72502	CITY ENGINEER	78,750.00	78,750.00	3,030.00	10,205.00	68,545.00	87.04 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	100.00	7,400.00	98.67 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72001	VILLAGE FIRE DEPARTMENT	1,933,491.00	1,933,491.00	161,124.27	725,059.21	1,208,431.79	62.50 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,488,811.00	2,488,811.00	188,728.00	1,092,162.19	1,396,648.81	56.12 %
100-04-72015	GARBAGE SERVICE	577,500.00	577,500.00	42,769.42	128,308.26	449,191.74	77.78 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	4,444.85	12,911.76	47,088.24	78.48 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	32.43	634.16	1,365.84	68.29 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	204.00	2,033.60	6,466.40	76.08 %
100-04-72070	MOSQUITO FOGGING CONTRACT	13,781.00	13,781.00	642.00	642.00	13,139.00	95.34 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-04-72205	UNIFORMS-PW	3,600.00	3,600.00	251.40	703.93	2,896.07	80.45 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	9,320.00	50,680.00	84.47 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	1,738.76	3,359.84	11,640.16	77.60 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	3,328.00	10,614.00	64,386.00	85.85 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	0.00	5,009.50	29,990.50	85.69 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	977.55	1,679.47	28,320.53	94.40 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	162.49	631.01	14,368.99	95.79 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	120.18	2,879.82	95.99 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	1,960.41	10,223.03	89,776.97	89.78 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	10,505.87	11,664.71	18,335.29	61.12 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	835.65	3,342.60	6,632.40	66.49 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	960.00	2,000.00	13,000.00	86.67 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,179.82	1,820.18	60.67 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,868.50	7,467.00	32,533.00	81.33 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	311.38	311.38	188.62	37.72 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	61.64	61.64	2,438.36	97.53 %
100-05-73031	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	840.20	1,159.80	57.99 %
100-05-73032	COURT SECURITY	2,300.00	2,300.00	0.00	879.20	1,420.80	61.77 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTI...	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	150.00	1,350.00	90.00 %
100-05-73044	CREDIT CARD FEES	2,500.00	2,500.00	0.00	380.38	2,119.62	84.78 %
100-05-73045	COURT TAX PD TO STATE	55,000.00	55,000.00	20,116.82	20,116.82	34,883.18	63.42 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	430.83	8,069.17	94.93 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	7,461,802.00	7,461,802.00	523,598.30	2,434,334.59	5,027,467.41	67.38 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-299,673.43	4,249,974.78	3,394,754.78	-396.95 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECUR...	720,000.00	720,000.00	59,231.10	59,231.10	660,768.90	91.77 %
200-01-75050	REFORESTATION	20,000.00	34,585.00	0.00	21,329.00	13,256.00	38.33 %
200-01-75053	OUTFALL REPAIRS	0.00	63,713.12	10,070.00	13,305.00	50,408.12	79.12 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	128.31	283.31	24,716.69	98.87 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	0.00	240,655.07	64,631.79	64,631.79	176,023.28	73.14 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
200-01-75064	STREET REPLACEMENTS - ONGOING	0.00	416,318.44	110,058.36	135,556.96	280,761.48	67.44 %
200-01-75066	ESPLANADE BEAUTIFICATION	0.00	37,306.98	0.00	0.00	37,306.98	100.00 %
	Expense Total:	815,000.00	1,587,578.61	244,119.56	294,337.16	1,293,241.45	81.46 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	244,119.56	294,337.16	1,293,241.45	81.46 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FUND						
	Expense						
210-01-75000	MEMORIAL REPLACEMENT FUND	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Expense Total:	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FU...	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
	Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-543,792.99	3,955,637.62	5,611,098.23	338.94 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	8,317,022.00	8,317,022.00	223,924.87	6,684,309.37	-1,632,712.63	19.63 %
Expense	7,461,802.00	7,461,802.00	523,598.30	2,434,334.59	5,027,467.41	67.38 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-299,673.43	4,249,974.78	3,394,754.78	-396.95 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	815,000.00	1,587,578.61	244,119.56	294,337.16	1,293,241.45	81.46 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	244,119.56	294,337.16	1,293,241.45	81.46 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FU...						
Expense	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FU...	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-543,792.99	3,955,637.62	5,611,098.23	338.94 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01)	855,220.00	855,220.00	-299,673.43	4,249,974.78	3,394,754.78
200 - CAPITAL IMPROVEMENTS (02)	-815,000.00	-1,587,578.61	-244,119.56	-294,337.16	1,293,241.45
210 - CAPITAL IMPROVEMENTS - MI	-923,102.00	-923,102.00	0.00	0.00	923,102.00
Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-543,792.99	3,955,637.62	5,611,098.23

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'
Jan.	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18	12	\$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	\$10,007	\$4,234	215	99	116	\$16,763	\$11,176	\$5,587														
March	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	78	\$14,663	\$5,657	127	60	67	\$24,811	\$16,495	\$8,316														
April	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	60	\$5,749	\$12,285	166	70	96	\$16,709	\$11,396	\$5,313														
May	99	42C/57W	\$8,686	\$6,410	\$2,276	175	92	83	\$9,778	\$5,721																				
June	83	45C/38W	\$8,840	\$6,106	\$2,734	133	87	46	\$12,246	\$5,443																				
July	55	26C/28W	\$6,939	\$4,350	\$2,589	152	74	78	\$11,295	\$5,167																				
Aug.	76	41C/36W	\$12,216	\$8,633	\$3,583	144	67	77	\$6,784	\$4,256																				
Sept.	165	101C/64W	\$9,542	\$3,655	\$2,887	173	105	68	\$16,131	\$8,559																				
Oct.	168	97C/71W	\$19,129	\$12,046	\$7,083	212	102	110	\$7,429	\$4,483																				
Nov.	169	66C/103W	\$15,724	\$9,541	\$6,183	168	75	93	\$10,409	\$6,436																				
Dec.	124	54C/70W	\$13,710	\$8,496	\$5,214	167	76	91	\$9,073	\$5,285																				
TOTAL	1079	522C/485W	\$130,670	\$83,755	\$43,916	1789	916	873	\$122,187	\$71,577	709	323	386	\$76,251	\$50,821	\$25,430														
Monthly Avg	89.92	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	89.92	46.5	42.6	\$6,595.39	\$3,901.33	59.08	26.92	32	\$6,354.24	\$4,235.06	\$2,119.19														

*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

Raymond Schultz
 Chief of Police

May 8, 2023

TO: MVPD Police Commissioners
 FROM: R. Schultz, Chief of Police
 REF: April 2023 Monthly Report

During the month of April MVPD responded/handled a total of 4,275 calls/incidents. 2,966 House Watch checks were conducted. 610 traffic stops were initiated with 636 citations being issued for 1121 violations. (Note: 18 Assists in Hedwig, 79 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:	1574/6111	1198/4493	3	81/259/340	8@3:36
Piney Point:	966/4350	572/2671	1	101/377/478	6@3:18
Hunters Creek:	1590/6597	1195/4505	1	71/234/305	12@3:47
				Cites/Warn/Total	26@3:36

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	127	Ord. Violations:	21	Speeding:	159
Animal Calls:	22	Information:	21	Exp. Registration	202
ALPR Hits:	33	Suspicious Situations	98	No Ins	106
Assist Fire:	44	Loud Party	14	No License	109
Assist EMS:	21	Welfare Checks:	10	Stop Sign	41
				Fake Plate	33

*This month the department generated a total of 42 police reports.
 BH-12 PP-16 HC-14 HOU-0, HED-0, SV-0*

Crimes Against of Persons (2)

Assault	1
Terroristic Threat	1

Crimes Against Property (10)

Burglary of a Habitation	1	Fraud/ID	5
Theft	4		

Petty/Quality of Life Crimes/Events (30)

ALPR Hits (valid)	3	Warrants	4
Accidents	5	DWI	1
Information Reports	6	Misc	9
Possession of CS	1	Fail to ID	1

Arrest Summary: Individuals Arrested (8)

Warrants	4	Felony	1
Class 3 Arrests	2	DWI	1

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,700,786	5,698,141	29.8%
• Operating Expense:	429,104	1,096,092	39.1%
• Total M&O Expenditures:	2,129,890	6,794,233	31.3%
• Capital Expenses:	306,252	672,200	45.6%
• Net Expenses:	2,436,142	7,466,433	33%

Follow-up on Previous Month Items/Requests from Commission

- The Finance Committee met to finalize work on the 2024 budget and to make recommendations.
- Netsential has been able to work with several internet service providers and implement a solution which allows V-line messages to go through that were previously sent to spam accounts.

Personnel Changes/Issues/Updates

- The department remains fully staffed.

Major/Significant Events

- The ALPR system was successful by assisting in identifying suspects in multiple cases this month including, a theft case of a watch, theft of a kitten, burglary of a vehicle on Shadow Way, burglary of a vehicle on Memorial Drive, and the recovery of three stolen vehicles, one containing drugs, and two with wanted fugitives.
- Detectives conducted extensive investigative work and successfully identified a suspect in a fraud case involving a resident. The suspect had obtained a real Texas DL that contained false information giving her two identities. The housekeeper suspect had taken checks from the victim and was successfully cashing them. The suspect was arrested.
- On 4/28/23 officers stopped a stolen vehicle. Through investigation officers found narcotics and folders of washed checks ready to be cashed. Additionally, one of the suspects was found to be a wanted sex offender.

Status Update on Major Projects

- The radios were installed in the remodeled dispatch area and the final cutover is in progress.
- The walls and doors were repainted, and the floors were redone in the sallyport area of the building.

Community Projects

- The department participated in multiple community events this month throughout the villages. Events included, Freshman Parent Spring Coffee, National Telecommunicator Week, Memorial Exchange Club Officer of the Year Luncheon where Detective Chris Rodriguez was recognized, Memorial High School Crawfish Boil, the BHE Spring Fling Family Night, The Texas Special Olympics Torch Run, Ramadan Law Enforcement Appreciation Night, HCE Cruise with a Cop, the Lamar Special Education High School Prom, and a DARE graduation.

V-LINC new registrations in April +18

BH – 1566(+5)
PP – 1121 (+5)

HC – 1579 (+4)
Out of Area – 567 (+4)

April VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events Average Response Times

Total – 10 3:39

Fire – 0 0:00

EMS – 10 3:39

By Village

BH Fire – 0 0:00

BH EMS – 3 2:24

PP Fire – 0 0:00

PP EMS – 2 4:30

HC Fire -0 0:00

HC EMS -5 4:01

Combined VFD Events (Priority + Radio)

Total – 52 3:53

Fire – 33 4:13

EMS – 19 3:31

Radio Call Events

Total – 42 3:59

Fire- 33 4:13

EMS- 9 3:24

Radio Call Events by Village

BH – 13 3:13

PP – 10 6:01*

HC – 19 3:35

- Fire alarm event false

2023 Burglary Map

Address	Alarm	POE
12102 Rhett	No	Rear Door/Force
203 Heritage Oaks	No	Front Door/Force

2023 Robberies

Address	MO
	MO



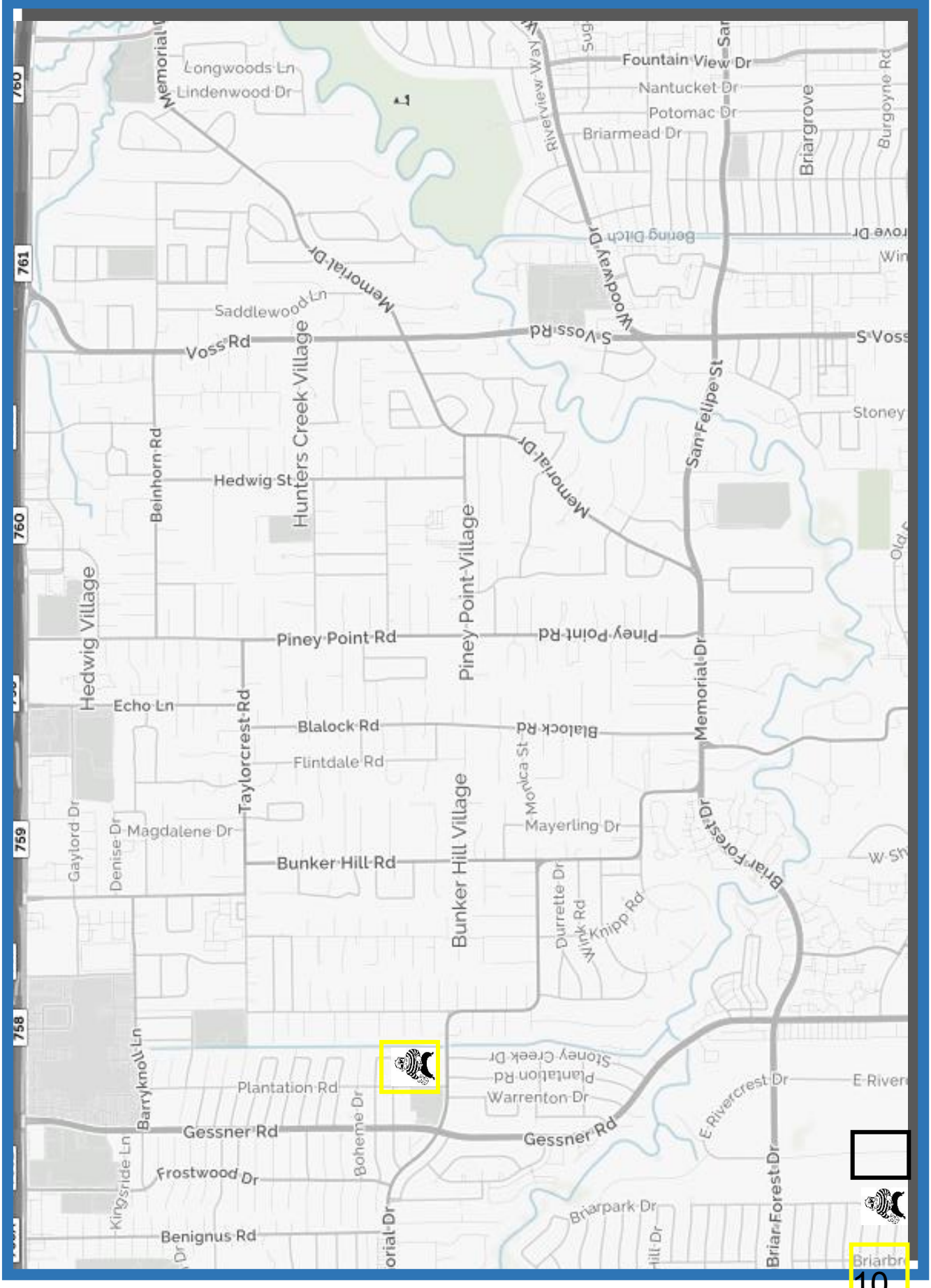
Daytime Burglary

Nighttime Burglary

Robbery



4/30/23

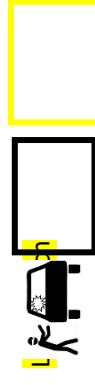


10

2023 Auto Burglary Map

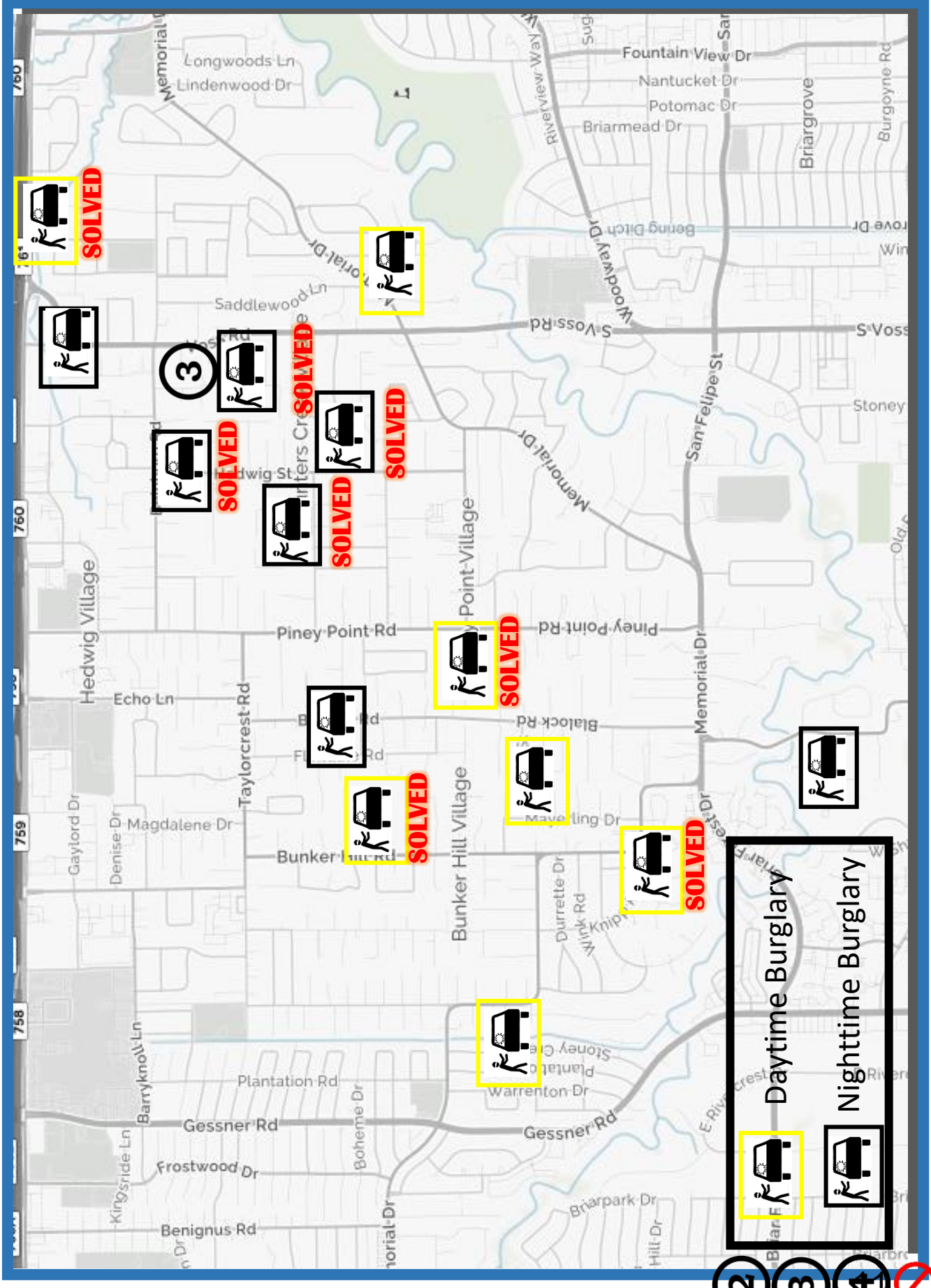
Address	POE
335 Piney Point Rd	UNL Win Open
10810 Briar Branch	UNL
11714 Winshire	Win/Smash
10709 Memorial	Lock Punch
10913 Long Shadow	UNL
10823 Smithdale	UNL
10918 Roaring Brook	UNL
10926 Long Shadows	UNL
525 Trails End	UNL
200 Stoney Creek	UNL/Contractor
10700 Marsha	Win/Smash
11722 Flintwood	UNL
1 Carsey Ln	UNL*
8435 Katy Fwy	Win/Smash*
11678 Arrowood	UNL
11750 Memorial	Window/Punch

* Jugging



Blue Entry = Actual Location Unknown
Underlined Contractor

SOLVED
4/30/23



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	0	16	37	53	8	3875	2522	1300	909	926	515	1504	1090
March	2	11	50	63	15	5376	4025	1881	1487	1426	973	1930	1090
April	2	10	30	42	8	4275	2966	1574	1198	966	572	1590	1195
May													
June													
July													
August													
September													
October													
November													
December													
Total	7	62	161	230	42	17656	12159	6111	4493	4350	2671	6597	4505

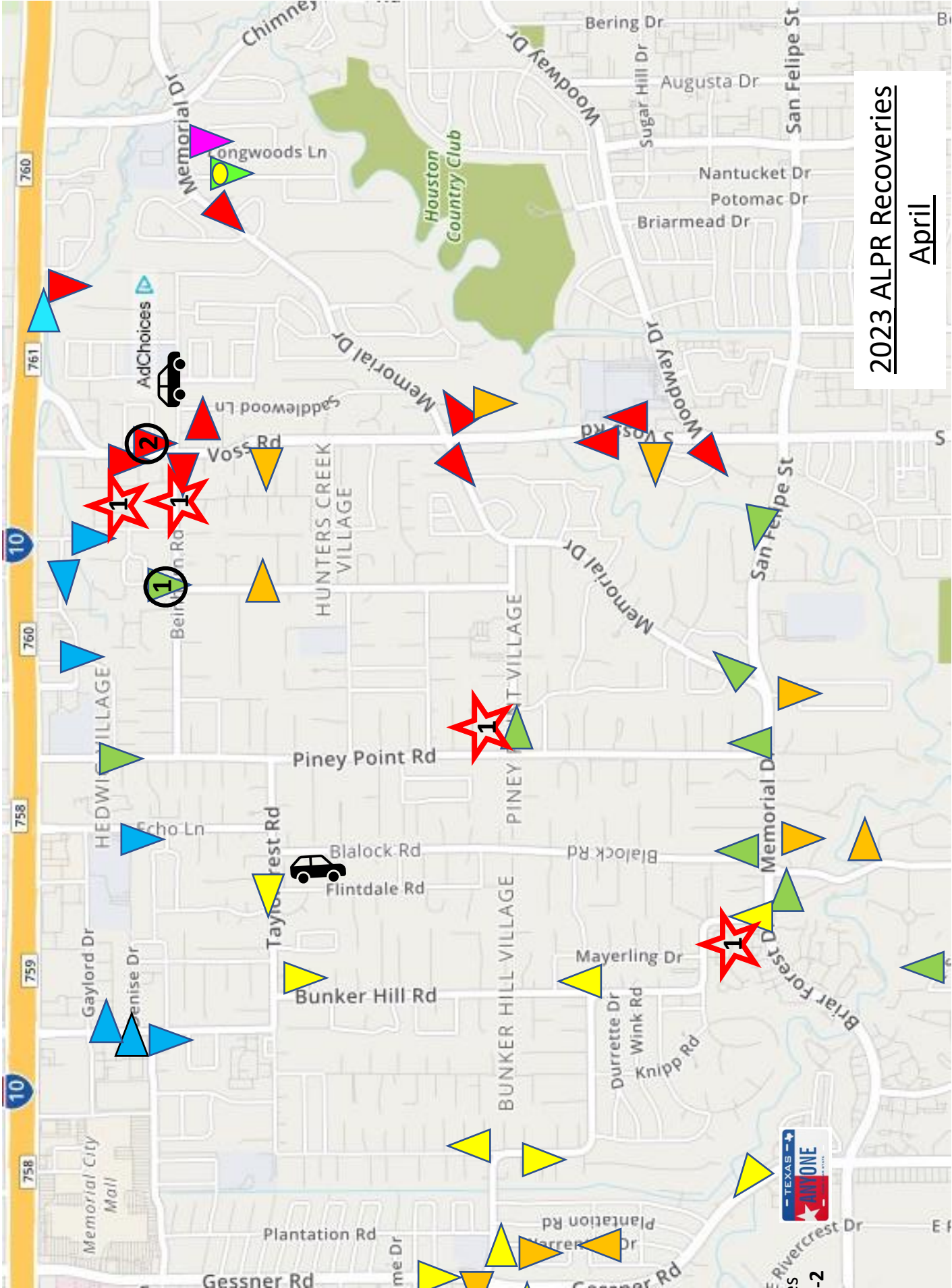
2022 Totals	13	169	736	918	230	70665	55102	22443	18249	18553	14215	27937	22628
Difference													
% Change													

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	23:28:43	24:11:20	22:45:35									2	74
BAKER, BRIAN C	* 3:31:40	0:18:16	1:29:15	0:32:24										
BALDWIN, BRIAN	17:32:11	13:52:09	18:58:23	15:22:04										21
BIEHUNKO, JOHN	22:37:16	20:41:29	24:20:46	9:54:47										16
BOGGUS, LARRY	* 0:04:10	0:59:15	2:42:11	14:58:50										
BURLESON, Jason	13:12:02	10:25:15	13:11:53	22:52:41									3	21
CANALES, RALPH EDWARD	* 15:05:04	14:08:39	19:00:17	9:18:54									1	15
CENAY, BLAIR C.	22:20:53	13:00:34	4:12:21	5:52:34										
ECKERFIELD, Dillion	25:34:06	16:08:21	33:29:46	21:55:20									2	33
HARWOOD, NICHOLAS	18:58:46	19:16:48	12:51:44	9:07:09									3	11
JARVIS, RICHARD	17:03:26	15:40:05	15:27:29	13:10:22									1	28
JOHNSON, JOHN	15:48:16	16:53:09	14:28:58	17:03:42									4	25
JONES, ERIC	* 0:00:00	14:52:11	0:00:00	0:00:00										
KING, JEREMY	9:53:27	0:00:00	20:34:58	7:58:39										
KUKOWSKI, Andy	21:46:17	23:48:00	14:19:24	14:13:17									1	27
LOWRIE, Andy	18:47:35	35:22:56	22:43:49	31:50:20									3	69
MCELVANY, ROBERT	13:28:51	9:01:39	3:53:11	9:48:34									2	21
ORTEGA, Yesenia	16:22:55	14:53:39	22:43:49	25:29:38									2	22
OWENS, LANE	* 7:19:25	1:06:57	0:03:44	0:00:00										
PAVLOCK, JAMES ADAM	1:16:57	0:41:05	1:32:18	0:19:29										
RODRIGUEZ, CHRISTOPHER	* 2:58:13	0:45:39	5:03:49	10:10:35										
RODRIGUEZ, REGGIE			2:13:47	30:19:25									9	59
SALAZAR, Efrain	21:58:39	20:02:08	19:37:20	14:39:42									2	25
SCHANMEIR, CHRISTIAN	20:44:52	12:50:34	15:00:40	16:57:42									2	25
SCHULTZ, RAYMOND	* 5:44:09	0:00:00	0:46:23	1:12:56										
SILLIMAN, ERIC	25:55:25	11:42:31	7:51:13	7:22:18										7
SPRINKLE, MICHAEL	9:05:01	6:38:58	13:45:12	12:40:15									1	13
TAYLOR, CRAIG	29:35:02	17:58:23	21:22:03	12:56:07										15
TORRES, PATRICK	14:23:40	17:57:00	12:04:56	16:42:07										56
VALDEZ, JUAN	20:27:22	8:01:45	16:38:45	16:10:38									3	12
VASQUEZ, MONICA	* 0:39:02	2:11:16	2:48:31	24:00:53									3	
WHITE, TERRY	26:58:37	19:19:14	6:53:51	14:02:23										19
WILLIFORD, Adam	17:44:28													
* = Admin														
												Total	42	636

Dispatch Committed Time	Totals
911 Phone Calls	1222
3700 Phone Calls	7042
DP General Phone Calls*	

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



Hedwig



Bunker Hill



Piney Point



Hunters Creek



Frequent

Mobile

Locations



3 Recovered Vehicles

Recovered Plates - 2

4 Investigative Leads



Lindenwood

HOA



Longwoods

HOA



US Coins



In Process



HOA

Systems



1

4/30/23

2023 ALPR Recoveries
April

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	PMC0662	Tou/Pri	13	\$ 18,000.00	Stolen from Repair	19-Jan
2	SFG4671	BMW X5	7	\$ 32,000.00	Fugitive Previous	28-Jan
3	RRB9905	Ford/Van	19	\$ 16,000.00	On Tow Truck	1-Feb
4	PRP8014	Toy/High	21	\$ 24,000.00	Fraud	17-Feb
5	3539AY	Merz	1	\$ 24,000.00	HPD	22-Feb
6	NDD4115	BMW328	8	\$ 31,500.00	Fraud	6-Mar
7	DRM8516	NissAlt	19	\$ 21,000.00		7-Apr
8	SNT5450	GMC 1500	14	\$ 26,000.00		19-Apr
9	LYG558	Nissan	19	\$ 14,000.00	Fugitive/Drugs	28-Apr
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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30						
31						
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34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						

Plate Recoveries					
Plate Recove	Date	Links	Plate Reco	Date	Links
SFG9342	1/12/2023	Owner			
RDM8571	1/18/2023	Cited			
KKV5316	1/18/2023	Owner			
NDD9473	2/17/2023	Cited			
RMW2202	2/23/2023	Owner			
RGB8499	2/24/2023	Owner			
RZX6901	3/8/2023	Arrested			
OB1159K	4/18/2023	Cited			
LLC9151	4/21/2023	Owner			

Firearm in vehicle Vehicle found to be Stolen
Temp Tag

Located but Fled					
Date	Plate	Camera	Date	Plate	Camera
16-Jan	IN D19211	21			
4-Feb	LJL2527	21			
23-Apr	PZY1260	Hed			
23-Apr	1BF9105	8			

Runaways
3/3/2023 RZY8999 21 Juvenile Runaway

6 of 9 involved in other crimes = 66%

HOT List Hits Other Agencies			
2/9/2023	98BBGQN	9	Fugitives

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
RXN2712	21	Southside	9-Feb
RZY1469	8	HPD	6-Mar

Program Summary			
2023 Value	\$ 206,500.00	Recovered	9
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 5,208,601.00		241

INVESTIGATIVE LEADS			
Crime	Plate	Date	ALPR
Package Theft	BLN9367	29-Jan	#29
Dumping of Concrete	261	7-Jan	#4
Hotlist	98BBGQN	9-Feb	#9
BMV's	LGD4601	10-Feb	#19
Missing Person	RZY8999	3-Mar	#8
Missing Person	MVC4443	5-Mar	#21
Theft	692227C3	7-Mar	#19
Missing person	BZ92064	28-Mar	#21
Juggling	PYT9426	3/21/2023	#14
BMV's	NDG7754	25-Mar	US Coins
Theft	RXR5074	7-Apr	#11
BMV's	HDN7572	17-Apr	#20
BMV	SLD2033	21-Apr	#7
Poss Abduction*	Multi	28-Apr	#14

* ALPR used to prove false report



April 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

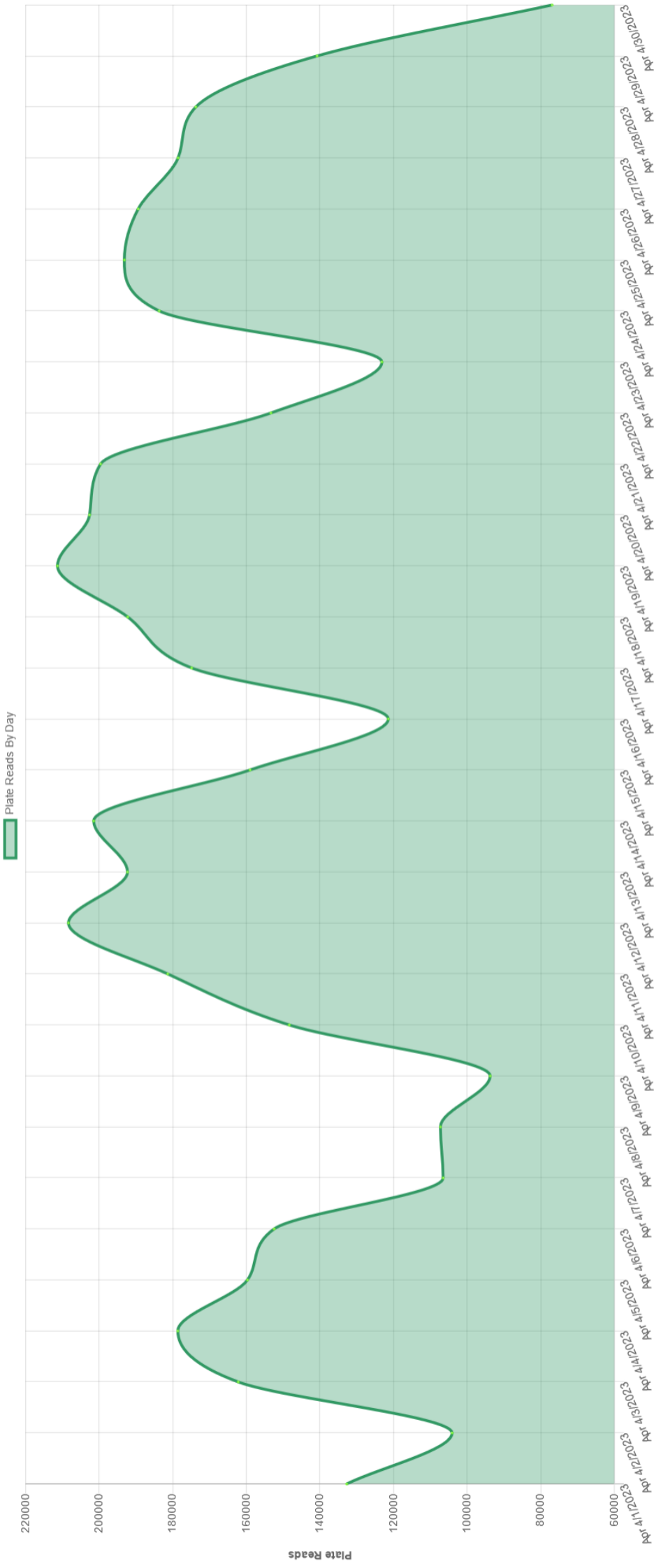
Total Plate Reads:
4,802,394

[DOWNLOAD CSV](#)

Apr 1 - Apr 30

Devices (34) ▾

[Search](#)



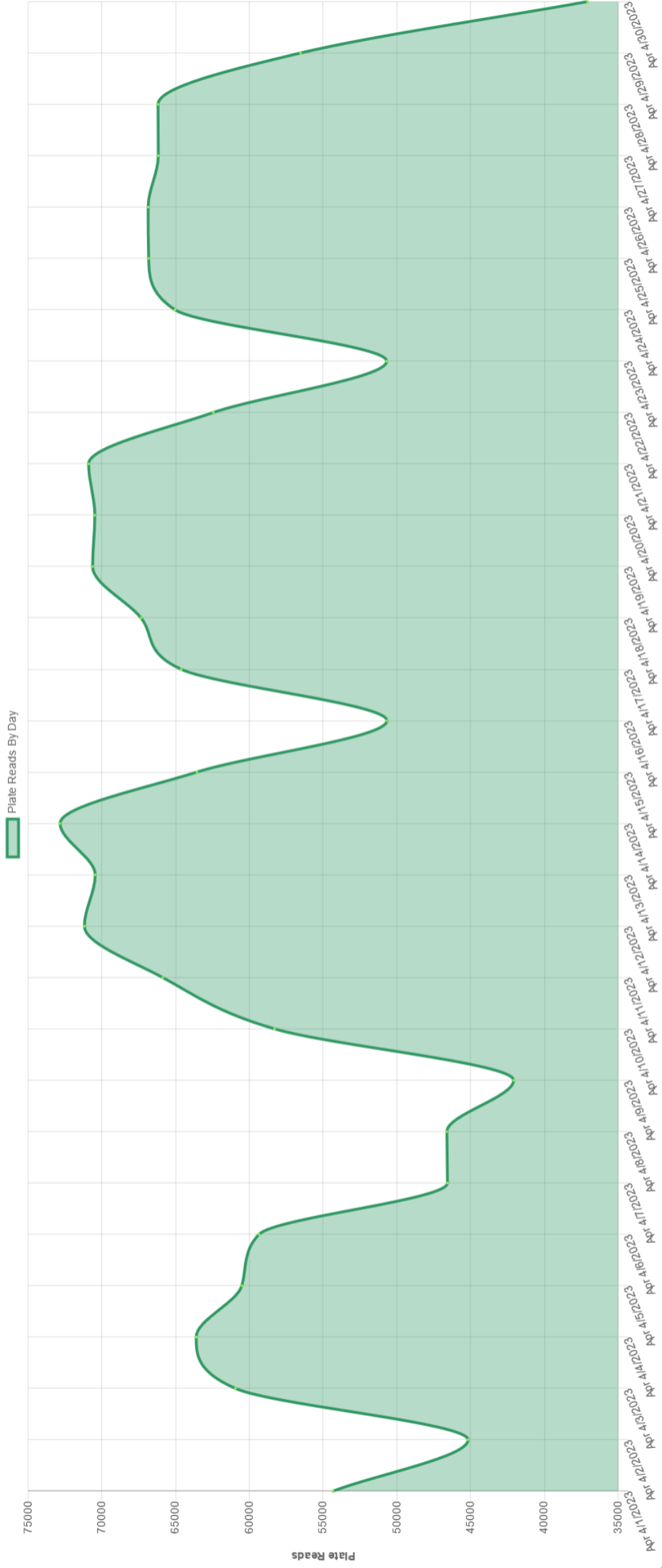
Unique Plate Reads Summary

Total Unique Plate Reads:
579,864

[DOWNLOAD CSV](#)

Apr 1 - Apr 30

Devices (34) ▾



All Categories

Hits Report

04/01/2023 → 04/30/2023



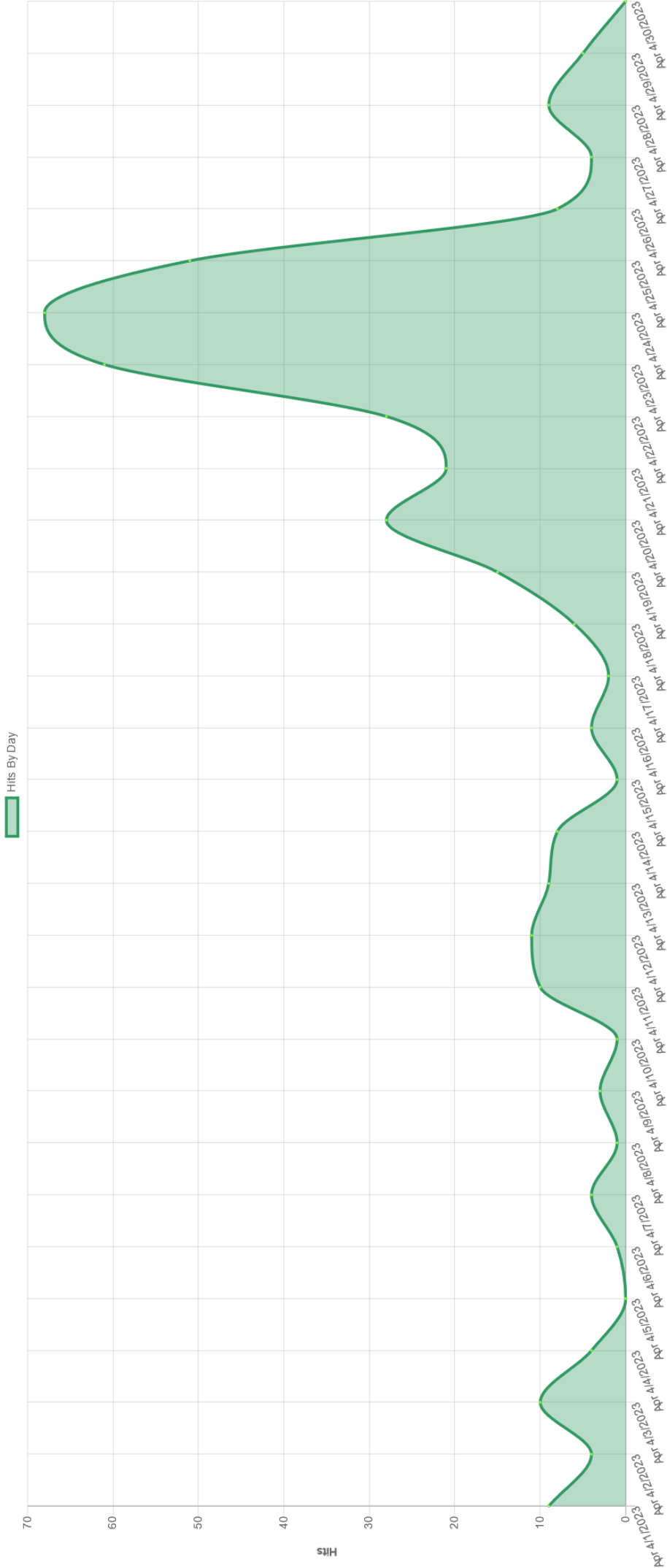
Search

DOWNLOAD CSV

Total Hits: 386

Topics (15) ▾

Devices (34) ▾



Top 7 Categories

Hits Report

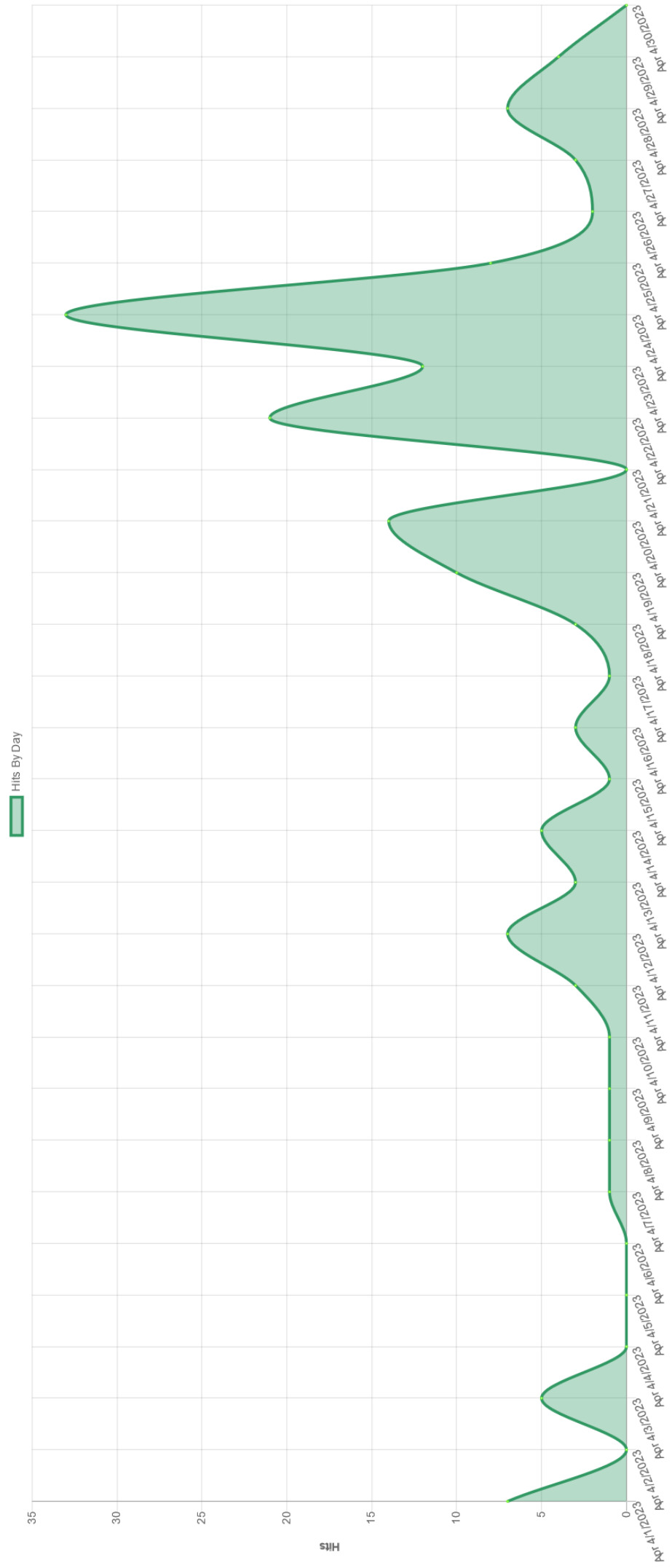
04/01/2023 → 04/30/2023

Search

DOWNLOAD CSV

Total Hits: 156

Topics (7) ▾
Devices (34) ▾



Sex Offenders

Hits Report

04/01/2023 → 04/30/2023

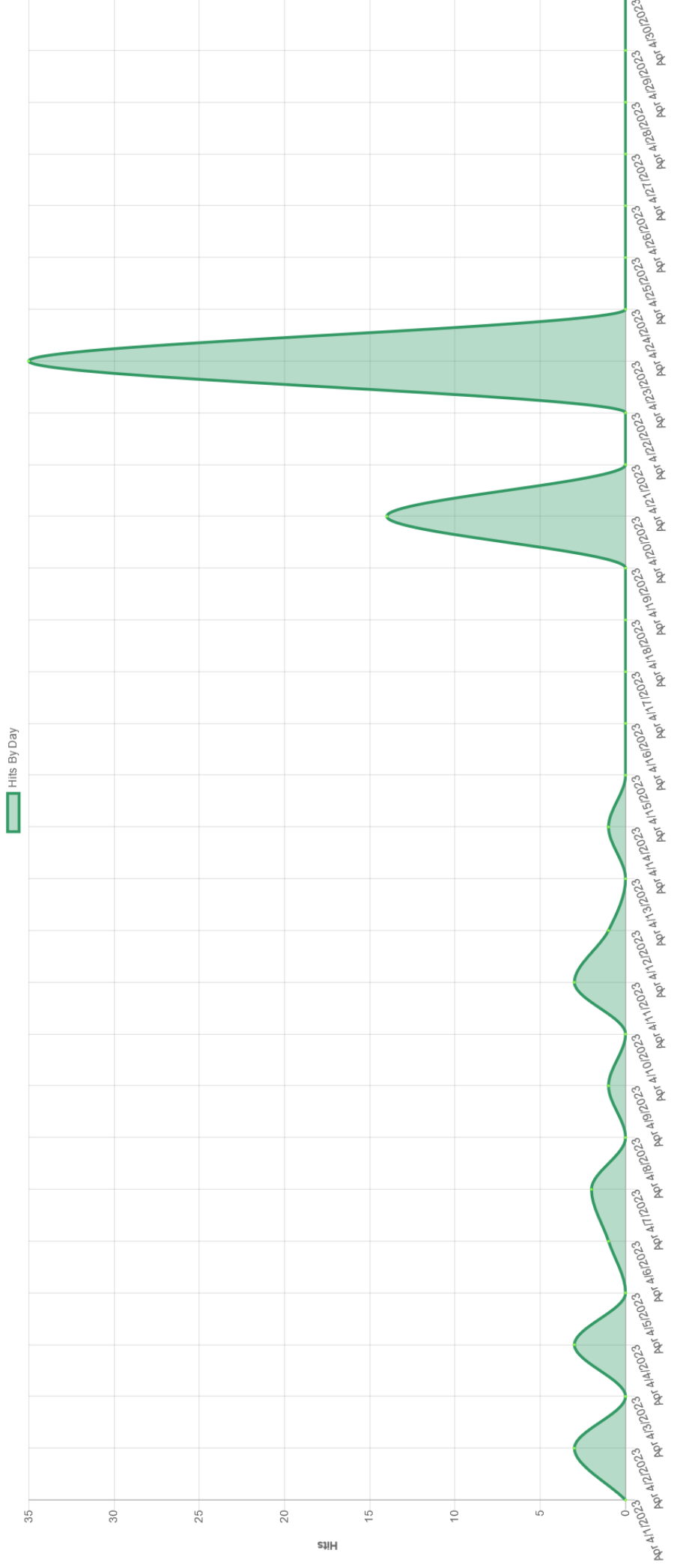
Search

DOWNLOAD CSV

Total Hits: 64

Topics (1) ▾

Devices (34) ▾



Summary Report

Insights Dashboard

Plate Reads

4,803,192



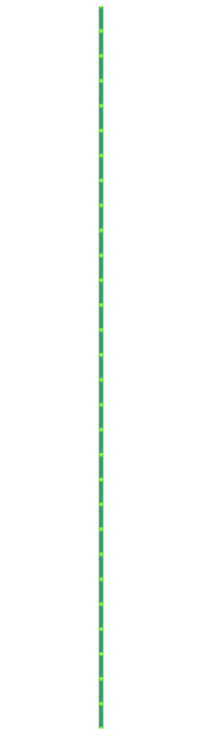
Searches

772



Hot List Hits

0



Device Sharing

Shared with
Lewisville TX PD,
Phoenix AZ PD,
and 106 others

Access Levels

Search

Hotlist Tool Access

EDIT DEVICE SHARING

Device Status

34 / 34

Devices Online

← Previous Device

Device Name

#01 Inbound, Riverview Way, EB

Battery

Latency

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

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems



Hits/Reads By Camera

1	21/310,425	17	0/83,382
2	0/178,611	18	4/109,851
3	See #31	19	4/335,541
4	3/223,780	20	7/244,273
5	7/77,962	21	10/221,769
6	2/91,117	22	7/407,090
7	9/230,368	23	15/269,327
8	4/248,143	24	11/173,096
9	1/230,368	25	0/53,882
10	0/137,196	26	3/56,161
11	1/48,092	27	6/153,688
12	7/259,987	28	0/26,024
13	12/269,536	29	0/5,770
14	2/102,906	30	0/51,156
15	0/7,028	31	0/159,513
16	20/93,009	32	0/45,812
		33	0/23,760
		34	0/2,373
			Total Reads – 4,802,394
			Unique Reads – 579,864
			Hits- 386
			7 Top Hit List-156
			• Hotlist - 4
			• Stolen Vehicle
			• Stolen Plate
			• Gang Member
			• Missing
			• Amber
			• Priority Restraining Order
			Recoveries - 3

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 May 16, 2023 for the May 23, 2023 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for April, 2023.

Thank You,

Henry Rivas
Building Official



City of Hunters Creek Village Inspection Activity Report - 2022						
	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed	
Month						
January	184	169	91.8	15	8.2	
February	201	188	93.5	13	6.5	
March	214	197	92.1	17	7.9	
April	247	231	93.5	16	6.5	
May	245	221	90.2	24	9.8	
June	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	

City of Hunters Creek Village Inspection Activity Report - 2023						
	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed	
Month						
January	187	152	81.2	35	18.7	
February	174	147	84.2	27	15.5	
March	236	226	96.1	9	3.8	
April	154	131	85.1	23	14.9	
May						
June						
July						
August						
September						
October						
November						
December						
Total	751	656	86.7	94	13.2	

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	29	\$17,846	1	19	\$3,215	24	\$4,495	72	\$25,556	\$3,108,651
February	15	\$24,327	2	9	\$1,410	18	\$2,420	49	\$28,516	\$4,311,997
March	35	\$14,765	0	19	\$2,615	44	\$6,985	98	\$24,365	\$2,394,000
April	26	\$5,970	0	17	\$3,240	20	\$2,675	63	\$11,885	\$1,229,148
May	21	\$14,620	1	23	\$3,585	43	\$6,630	87	\$24,835	\$3,849,073
June	28	\$26,027	2	14	\$2,810	29	\$4,645	71	\$33,482	\$4,930,737
July	26	\$31,787	3	14	\$2,365	21	\$3,485	61	\$37,367	\$4,347,372
August	27	\$16,496	0	23	\$4,265	54	\$7,960	104	\$28,721	\$3,570,864
September	19	\$34,387	2	21	\$4,025	33	\$6,575	73	\$44,987	\$5,535,127
October	23	\$24,797	1	22	\$4,405	30	\$4,895	75	\$34,097	\$4,061,891
November	31	\$38,585	2	36	\$5,625	16	\$3,325	83	\$47,535	\$5,919,766
December	37	\$53,801	5	21	\$3,035	35	\$7,890	93	\$64,726	\$10,576,710
Total	317	\$303,408	19	238	\$40,595	367	\$61,980	929	\$406,072	\$53,835,336

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	21	\$28,575	2	29	\$5,735	34	\$7,465	84	\$41,775	\$3,260,398
February	32	\$9,165	0	19	\$4,317	46	\$7,160	97	\$20,642	\$1,410,185
March	47	\$54,321	3	26	\$5,041	44	\$8,270	117	\$67,632	\$7,489,496
April	38	\$22,082	1	21	\$4,235	49	\$8,320	108	\$34,627	\$4,190,733
May	36	\$32,072	1	21	\$4,065	49	\$7,125	106	\$43,262	\$5,335,819
June	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
Total	386	\$392,230	23	257	\$50,553	492	\$86,650	1,135	\$529,163	\$55,154,414

**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	23	\$29,700	1	14	\$2,520	44	\$7,780	81	\$40,000	\$7,321,012
March	19	\$4,366	0	18	\$3,715	46	\$8,083	83	\$16,164	\$1,575,457
April	26	\$19,632	1	19	\$3,215	29	\$5,560	74	\$28,407	\$6,897,879
May										
June										
July										
August										
September										
October										
November										
December										
Total	90	\$85,034	4	64	\$12,230	154	\$26,918	310	\$124,182	\$22,763,438

Inspections with Odometer Readings, by Inspector and Vehicle

May 16, 2023 12:12 PM
Henry Rivas
City of Hunters Creek Village

Date Range (inclusive): **Mon Apr 03 2023 to Sun Apr 30 2023**
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
Vehicle ID:								
	202100216	10802 Oak Hollow St	Insulation	4/3/23		No	Pass	
	202200955	820 OAK VALLEY DR	Shower Pan	4/3/23		No	Pass	
	202200979	10417 MEMORIAL DR	Gas Test	4/3/23	Y	No	Pass	[Entered 3/28/2023 by BBG]: Disapproved-not correct gauge on test
	202300072	514 Wellesley Drive	M Rough	4/3/23		No	Pass	
	202300164	317 Shasta Drive	TCI	4/3/23		No	Pass	
	202300215	3 Sleepy Oaks Circle	P Steel/Piping	4/3/23		No	Pass	
	202300239	514 Wellesley Drive	E Rough	4/3/23		No	Pass	
	202300240	811 Country Ln	M Rough	4/3/23		No	Pass	
	202300241	885 Country Ln	P UnderG	4/3/23		No	Pass	
	202300241	885 Country Ln	P GL & GT	4/3/23		No	Pass	
	202200432	671 SHARTLE CIR	E TCI	4/4/23		No	Pass	
	202300136	811 Country Ln	Frame	4/4/23		No	Pass	
	202300195	213 SHASTA DR	E Underg	4/4/23		No	Pass	
	202300219	710 W CREEKSIDE DR	YD Trench	4/4/23		No	Pass	
	202300233	609 Wellesley Drive	FD Steel	4/4/23		No	Pass	
	202300233	609 Wellesley Drive	E Underg	4/4/23		No	Pass	
	202300238	10603 S EVERS PARK DR	Gas Test	4/4/23		No	Pass	
	202300238	10603 S EVERS PARK DR	P Rgh/P-T/VCBK	4/4/23		No	Pass	

	202000500	10841 BEINHORN RD	E Final	4/5/23		No	Pass	
	202100888	773 Pifer Rd	Shower Pan	4/5/23		No	Pass	
	202201031	10803 Timberglen Dr	YD Final	4/5/23		No	Pass	
	202201049	10803 Timberglen Dr	DW Final	4/5/23		No	Pass	
	202300045	10618 Gawain Ln	E Rough	4/5/23		No	Pass	
	202300152	7607 RIVER POINT DR	YD Trench	4/5/23		No	Pass	
	202300238	10603 S EVERS PARK DR	P Final	4/5/23		No	Pass	
	202300249	703 Saddlewood Lane	FD Steel	4/5/23		No	Pass	
	202100853	10830 ROARING BROOK LN	E Underg	4/6/23		No	Pass	
	202300227	215 VOSS RD	YD Trench	4/6/23		No	Pass	
	202300237	10610 N Evers Park Drive	ET-Pole	4/6/23		No	Pass	
	202300195	213 SHASTA DR	E Final	4/10/23		No	Pass	
	202300204	213 Shasta Drive	P Final	4/10/23		No	Pass	
	202300232	10622 Gawain Lane	E Rough	4/10/23		No	Pass	
	202300249	703 Saddlewood Lane	E Underg	4/10/23		No	Pass	
	202300249	703 Saddlewood Lane	TCI	4/10/23		No	Pass	
	202300250	703 Saddlewood Lane	P UnderG	4/10/23		No	Pass	
	202300250	703 Saddlewood Lane	P GL & GT	4/10/23		No	Pass	
	202300255	702 Saddlewood Lane	P Layout	4/10/23		No	Pass	
	202201104	551 Three Corners Drive	Shower Pan	4/11/23		No	Pass	
	202300109	110 Shasta Drive	Shower Pan	4/11/23		Yes	NC	Disapproved- Did not have the linerr

								installed or a water test.
	202300233	609 Wellesley Drive	TCI	4/11/23		No	Pass	
	202300000	674 SHARTLE CIR	H-Strap	4/12/23		No	Pass	
	202300111	4 Shannon Circle	E Underg	4/12/23		No	Pass	
	202300111	4 Shannon Circle	TCI	4/12/23		No	Pass	
	202300112	4 Shannon Circle	P UnderG	4/12/23		No	Pass	
	202300112	4 Shannon Circle	P GL & GT	4/12/23		No	Pass	
	202300228	10907 Pama Circle	DW Steel	4/12/23		No	Pass	
	202300243	10622 Gawain Lane	M Rough	4/12/23		No	Pass	
	202300251	609 Wellesley Drive	P UnderG	4/12/23		No	Pass	
	202300251	609 Wellesley Drive	P GL & GT	4/12/23		No	Pass	
	202300254	660 SHARTLE CIR	F Post Hole	4/12/23		No	Pass	
	202300255	702 Saddlewood Lane	FD-Piers	4/12/23		No	Pass	
	202300256	10603 Tarrington Drive	P UnderG	4/12/23		No	Pass	
	202300256	10603 Tarrington Drive	P GL & GT	4/12/23		No	Pass	
	202200859	10618 Gawain Ln	Frame	4/13/23		No	Pass	
	202201108	106 Willowend Dr	Shower Pan	4/13/23		No	Pass	
	202300109	110 Shasta Drive	Shower Pan	4/13/23	Y	No	Pass	[Entered 4/11/2023 by BBG]: Disapproved-Did not have the linerr installed or a water test.
	202300253	10830 ROARING BROOK LN	Gas Test	4/13/23		No	Pass	
	202300269	410 Menking Court	F Post Hole	4/13/23		No	Pass	

202100853	10830 ROARING BROOK LN	E TCI	4/14/23		No	Pass	
202200610	720 Kuhlman Rd	Insulation	4/14/23		No	Pass	
202201114	10622 Gawain Lane	Frame	4/14/23		No	Pass	
202300260	605 Lindenwood Dr	DW Steel	4/14/23		No	Pass	
202200043	10914 Bridgewood St	Gas Test	4/17/23		Yes	NC	Disapproved - wrong gauge used
202300048	8310 Cheshire Vale	P Final	4/17/23		No	NC	Fail; 1. Cooking vent hood piping shall be hard pipe material. 2. The dishwasher discharge tubing shall rise to the underside of the counter top.
202300279	729 W CREEKSIDE DR	F Post Hole	4/17/23		No	Pass	
202300286	771 Kuhlman Rd	YD Trench	4/17/23		No	Pass	
202300287	10606 Gawain Ln	E Underg	4/17/23		No	Pass	
202300287	10606 Gawain Ln	E Rough	4/17/23		No	Pass	
202300288	3 Sleepy Oaks Circle	Gas Test	4/17/23		No	Pass	
202200777	11002 Landon Lane	Shower Pan	4/18/23		No	Pass	
202201114	10622 Gawain Lane	Insulation	4/18/23		No	Pass	
202300257	885 Country Ln	E Underg	4/18/23		No	Pass	
202300257	885 Country Ln	E Rough	4/18/23		No	Pass	
202300261	10803 Beinhorn Rd	P Final	4/18/23		Yes	NC	Disapproved- Gate locked no access
202000557	10841 BEINHORN RD	P Final	4/19/23		No	Pass	
202200333	605 Lindenwood Dr	M Hood V	4/19/23		No	Pass	

	202201084	510 HUNTERWOOD DR	E Underg	4/19/23	Y	No	Pass	
	202300165	402 Timberwilde Lane	E Final	4/19/23		No	Pass	
	202300185	402 Timberwilde Lane	P Final	4/19/23		No	Pass	
	202300255	702 Saddlewood Lane	P Steel/Piping	4/19/23		No	Pass	
	202300272	910 Boros Drive	P Layout	4/19/23		No	Pass	
	202300288	3 Sleepy Oaks Circle	P UnderG	4/19/23		No	Pass	
	202200218	10802 Oak Hollow St	Shower Pan	4/20/23		Yes	PPass	Partial approved: master shower and one upstairs shower pan were not ready at time of inspection
	202300149	10614 TWELVE OAKS DR	E Final	4/20/23		No	Pass	
	202300186	10614 TWELVE OAKS DR	M Final	4/20/23		No	Pass	
	202300278	3 Sleepy Oaks Circle	E Underg	4/20/23		No	Pass	
	202200567	811 Creek Wood Way	Shower Pan	4/21/23		No	Pass	
	202201084	510 HUNTERWOOD DR	E TCI	4/21/23		No	Pass	
	202300177	10614 TWELVE OAKS DR	P Final	4/21/23		No	Pass	
	202300292	10830 ROARING BROOK LN	YD Trench	4/21/23		No	Pass	
	202200287	614 Lindenwood Drive	P Final	4/24/23		No	Pass	
	202300071	203 Fleetway Dr	H-Strap	4/24/23		No	Pass	
	202300244	10603 Tarrington Drive	E Underg	4/24/23		No	Pass	
	202300244	10603 Tarrington Drive	TCI	4/24/23		No	Pass	
	202300244	10603 Tarrington Drive	E Final	4/24/23		No	Pass	
	202300251	609 Wellesley Drive	P Final	4/24/23		No	Pass	

	202300293	10910 MELODY LN	F Post Hole	4/24/23		No	Pass	
	202200018	418 RIPPLE CREEK DR	FD-Piers	4/25/23	Y	No	Pass	
	202300147	10614 TWELVE OAKS DR	Bld-Final	4/25/23		No	Pass	
	202300276	713 Camelot Lane	P Final	4/25/23		Yes	NC	"Disapproved-Disconnect, water, and install riser with vacuum breaker"
	202200218	10802 Oak Hollow St	Shower Pan	4/26/23	Y	Yes	PPass	Partial Approval - Upstairs shower pans OK. Master bath not ready. [Entered 4/20/2023 by BBG]: Partial approved: master shower and one upstairs shower pan were not ready at time of inspection
	202200766	889 Country Ln	E Underg	4/26/23		No	Pass	
	202200766	889 Country Ln	E TCI	4/26/23		No	Pass	
	202300241	885 Country Ln	P Final	4/26/23		No	Pass	
	202300256	10603 Tarrington Drive	P Final	4/26/23		No	Pass	
	202300283	502 Hunterwood Drive	E Underg	4/26/23		No	Pass	
	202300283	502 Hunterwood Drive	E Rough	4/26/23		No	Pass	
	202300283	502 Hunterwood Drive	E Final	4/26/23		No	Pass	
	202300296	910 Boros Drive	E Underg	4/26/23		No	Pass	
	202300297	660 SHARTLE CIR	E Underg	4/26/23		No	Pass	
	202300297	660 SHARTLE CIR	E Rough	4/26/23		No	Pass	
	202300303	811 Country Ln	E Rough	4/26/23		No	Pass	

	202200459	8327 Hunters Creek Dr	Frame R	4/27/23		Yes	PPass	Partial Approval-04/27/23 CG I-2815 Partial approval for car port framing. Need to poly seal top plate, seal chases, over notched studs. Missing studs.
	202300079	335 Voss Rd	E Final	4/27/23	Y	No	Pass	[Entered 3/3/2023 by BBG]: Disapproved - not ready
	202300081	335 Voss Rd	P Final	4/27/23	Y	No	Pass	[Entered 3/3/2023 by BBG]: Disapproved - not ready
	202300175	650 PIFER RD	E Final	4/27/23		No	Pass	
	202300176	650 PIFER RD	P Final	4/27/23		No	Pass	
	202300216	825 Saddlewood Ln	M Rough	4/27/23		No	Pass	
	202300216	825 Saddlewood Ln	M Hood V	4/27/23		No	Pass	
	202300233	609 Wellesley Drive	E Final	4/27/23		No	Pass	
	202300249	703 Saddlewood Lane	E Final	4/27/23		No	Pass	
	202300250	703 Saddlewood Lane	P Final	4/27/23		No	Pass	
	202300261	10803 Beinhorn Rd	P Final	4/27/23	Y	Yes	NC	Disapproved-04/27/23 CG I-2815 Sewer Disconnect disapproved. Due to weather unable to see to inspect. Holes filled with water [Entered 4/18/2023 by BBG]:

								Disapproved- Gate locked no access
	202300307	810 Saddlewood Lane	Gas Test	4/27/23		No	Pass	
	202300307	810 Saddlewood Lane	P Final	4/27/23		No	Pass	
	202100293	11006 Landon Lane	E Final	4/28/23		No	Pass	
	202100293	11006 Landon Lane	TCI	4/28/23	Y	No	Pass	
	202100294	11006 Landon Lane	P Final	4/28/23		No	Pass	
	202100294	11006 Landon Lane	P GL & GT	4/28/23	Y	No	Pass	[Entered 8/30/2022 by BBG]: Gas Line Gas Test - Disapproved - no pressure on gauge PL #3068
	202200018	418 RIPPLE CREEK DR	Foundation	4/28/23	Y	No	Pass	
	202200859	10618 Gawain Ln	Insulation	4/28/23		No	Pass	
	202300215	3 Sleepy Oaks Circle	P Deck S	4/28/23		No	Pass	
	202300261	10803 Beinhorn Rd	P Final	4/28/23	Y	Yes	NC	Disapproved- Install riser on sewer and water meter with vacuum breaker [Entered 4/27/2023 by BBG]: Disapproved- 04/27/23 CG I- 2815 Sewer Disconnect disapproved. Due to weather unable to see to inspect. Holes filled with water

[Entered
4/18/2023 by
BBG]:
Disapproved-
Gate locked no
access

	202300277	10830 ROARING BROOK LN	E Underg	4/28/23		No	Pass	
	202300277	10830 ROARING BROOK LN	E Rough	4/28/23		No	Pass	
	202300312	215 VOSS RD	DW Steel	4/28/23		No	Pass	
	202300315	10803 Timberglen Dr	FD Steel	4/28/23		No	Pass	

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
137			0	0.0

Henry Rivas (henry)

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

Vehicle ID:

	202300225	620 Wellesley Drive	F Post Hole	4/3/23		No	PPass	
	202200263	8447 Hunters Creek Dr	Bld-Final	4/4/23		No	NC	Fail; 1. Glazing required on front windows with plans larger than 9sqft. 2. The triangular opening on the open side of the rises formers by the bottom rail of the gaurd shall not allow a 6" sphere to pass through. 3. The garage door shall be self-closing. 4. Apply protective coating to exposed gas pipers on

								<p>exterior wall</p> <p>5. Main water line shall be protected on the exterior wall left side.</p> <p>6. The side yard grading shall slope in the direction of the storm drain grates.</p> <p>7. The rear fence shall not exceed 8 ft from finish grade</p> <p>8. Minimum required trees for a particular lot is 7 of which at least 3 in front. The replacement trees shall be 6in. caliper or more and at least 10ft tall.</p> <p>9. Paint exterior chimney cap.</p>
	202201114	10622 Gawain Lane	Foundation	4/4/23	Y	No	Pass	<p>[Entered 4/3/2023 by henry]:</p> <p>Fail;</p> <p>1. Mastic all plumbing pipes that will e covered by concrete.</p> <p>2. Place poly in beams where there is exposed earth.</p>
	202300242	8447 Hunters Creek Dr	F Final	4/4/23		No	NC	<p>Fail; Fences shall not exceed 8ft from natural grade. Rear fence currently at 10' 2".</p>
	202300160	7 Hunters Ridge Court	Foundation	4/5/23		No	Pass	

	202200006	10803 Timberglen Dr	Bld-Final	4/11/23		No	NC	Fail; 1. UCCC from MVWA 2. Missing tempered glass on glazing adjacent to front door within 24" of either side of the door. 3. Graspability of handrail shall meet the IRC 311.7.8.5 grip size 4. Missing safety glass on upstairs shower right side 5. Attic Equipment shall not be over 20ft from opening. 6. Missing 2 trees in front that meet the city ordinance replacement trees.
	202201099	11 River Cir	Foundation	4/12/23		No	NC	Fail; 1. Remove Water from beams 2. Remove fallen dirt in rear beams 3. Mastic all exposed plumbing pipes 4. Seal openings in poly.
	202201099	11 River Cir	Foundation	4/13/23	Y	No	Pass	[Entered 4/12/2023 by henry]: Fail; 1. Remove Water from beams

								2. Remove fallen dirt in rear beams 3. Mastic all exposed plumbing pipes 4. Seal openings in poly.
	202300031	8310 Cheshire Vale	E Final	4/13/23		No	NC	Fail; 1. Properly secure kitchen counter outlets 2. Missing Island Outlets
	202300262	531 Three Corners Drive	P Final	4/13/23		No	NC	Fail; Water Heater flues shall have a minimum of 1 inch Clearance from all combustible materials.
	202300091	412 Lindenwood Drive	E Final	4/14/23		No	NC	Fail; Bathroom remodel were not inspected.
	202200006	10803 Timberglen Dr	Bld-Final	4/17/23	Y	No	NC	Fail; 1. Glazing adjacent to front door, the glazing within 24" of either side of the door shall be safety glass. [Entered 4/11/2023 by henry]: Fail; 1. UCCC from MVWA 2. Missing tempered glass on glazing adjacent to front door within 24" of either side of the door. 3. Graspability of handrail

								<p>shall meet the IRC 311.7.8.5 grip size</p> <p>4. Missing safety glass on upstairs shower right side</p> <p>5. Attic Equipment shall not be over 20ft from opening.</p> <p>6. Missing 2 trees in front that meet the city ordinance replacement trees.</p>
	202200006	10803 Timberglen Dr	Bld-Final	4/24/23	Y	No	Pass	<p>[Entered 4/17/2023 by henry]: Fail;</p> <p>1. Glazing adjacent to front foor, the glazing within 24" of either side of the door shall be safety glass.</p> <p>[Entered 4/11/2023 by henry]: Fail;</p> <p>1. UCCC from MVWA</p> <p>2. Missing tempered glass on glazing adjacent to front door within 24" of either side of the door.</p> <p>3. Graspability of handrail shall meet the IRC 311.7.8.5 grip size</p> <p>4. Missing safety glass on</p>

								upstairs shower right side 5. Attic Equipment shall not be over 20ft from opening. 6. Missing 2 trees in front that meet the city ordinance replacement trees.
	202200043	10914 Bridgewood St	Gas Test	4/24/23	Y	No	Pass	[Entered 4/17/2023 by BBG]: Disapproved - wrong gauge used
	202200263	8447 Hunters Creek Dr	Bld-Final	4/27/23	Y	No	Pass	[Entered 4/4/2023 by BBG]: Fail; 1. Glazing required on front windows with plans larger than 9sqft. 2. The triangular opening on the open side of the rises formers by the bottom rail of the gaurd shall not allow a 6" sphere to pass through. 3. The garage door shall be selfclosing. 4. Apply protective coating to exposed gas pipers on exterior wall 5. Main water line shall be protected on

								the exterior wall left side. 6. The side ard grading shall slope in the direction of the storm drain grates. 7. The rear fence shall not exceed 8 ft from fnish grade 8. Minimum required trees for a particular lot is 7 of which at least 3 in front. The replacement trees shall e 6in. caliper or more and at least 10ft tall. 9. Paint exterior chimney cap.
	202300085	412 Lindenwood Drive	Frame	4/27/23		No	PPass	Parital Pass; Beam in Media Room.
	202300031	8310 Cheshire Vale	E Final	4/28/23	Y	No	NC	Fail; 1. Island Outlets ar enot GFI protected. [Entered 4/13/2023 by henry]: Fail; 1. Properly secure kitchen counter outlets 2. Missing Island Outlets
Inspections	Begin Odometer		End Odometer		Miles	Avg Miles per Inspection		
17					0	0.0		

CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared May 16, 2023 for the May 23rd Agenda

A. Lindenwood Signal

1. The work is 80% complete.
2. Surface restoration will begin when all wire is pulled and all fixtures are installed.
3. The project is on budget. There is a new delay with the pedestrian crossing buttons and poles. We previously were planning for the end of May and now are planning for middle of June. We have an option to wire the new system to the old ped poles to accommodate pedestrians in the interim.

B. Shasta/Pineland Reconstruction

1. Project is still 95% complete.
2. We have a challenge with the drainage component of the project. With the additional impervious surface due to widening and the removal of some of the ditches, we need substantial mitigation in the form of storage. We continue to work towards a solution.

C. Outfall Rehabilitation and Repairs

1. Notice to Proceed was given to the contractor on May 15, 2023.
2. The Contractor will start this week on the Kuhlman outfall. Construction activities impacts are limited to the three homes at the end of the street.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
April 25, 2023**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, April 25, 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.

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:	Tommy 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. **Beckett Henderson 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 Comments.

- D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Ray Schultz, Police Chief and Steve Reichel, Police Commissioner 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 – Mayor reported on School and Village Elections; Councilmember Knox commented on the HCMCA; Councilmember Cowell commented on HB 2789

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 March 28, 2023.
2. Approval of the Cash Disbursement Journal for March 2023.

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 a resolution denying the DCRF application filed by Center Point Electric.

Councilmember Cowell made a motion to approve the resolution denying the DCRF application filed by Center Point Electric. Councilmember Knox seconded the motion and the motion carried unanimously.

2. Discussion and possible action to approve a proposal from Century Concrete Construction, Inc. in the amount of \$24,712.50 for Sidewalk Repairs.

Councilmember Carlton made a motion to approve a proposal from Century Concrete Construction, Inc. in the amount of \$24,712.50 for Sidewalk Repairs. Councilmember Cowell seconded the motion and the motion carried unanimously.

3. Discussion and possible action to approve a resolution appointing Greg Andrews as the City's Police Commissioner, replacing Sean Johnson on the Board of Commissioners for the Memorial Village Police Department.

Councilmember Knox made a motion to approve a resolution appointing Greg Andrews as the City's Police Commissioner, replacing Sean Johnson on the Board of Commissioners for the Memorial Village Police Department. Councilmember Carlton 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.

City Council did not recess into executive session.

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

- I. ADJOURNMENT

At 6:34 p.m., Councilmember Cowell made a motion to adjourn. Councilmember Carlton seconded the motion and the motion carried unanimously. The meeting adjourned at 6:34 p.m.

These minutes were approved on the 23rd day of May, 2023.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT						
000815	BBG CONSULTING INC	04/26/2023	Regular	0.00	-6,040.00	33804
0647	AFLAC WORLDWIDE HEADQUARTERS	04/01/2023	Regular	0.00	628.08	34118
000913	ANITA M. JAMES	04/01/2023	Regular	0.00	600.00	34119
0458	ATT (5019)	04/01/2023	Regular	0.00	714.92	34120
0458	ATT (5019)	04/01/2023	Regular	0.00	-714.92	34120
0010	CENTERPOINT ENERGY	04/01/2023	Regular	0.00	91.91	34121
0445	CENTURY CONCRETE CONSTRUCTION INC	04/01/2023	Regular	0.00	26,300.00	34122
000876	CINTAS CORPORATION	04/01/2023	Regular	0.00	150.84	34123
000775	CITYLYNX INC	04/01/2023	Regular	0.00	64,631.79	34124
0013	COWBOY TRUCKING INC	04/01/2023	Regular	0.00	97.50	34125
0018	END-O-PEST	04/01/2023	Regular	0.00	135.00	34126
000796	ENGIE RESOURCES	04/01/2023	Regular	0.00	4,763.34	34127
0034	HOME SECURITY SYSTEMS INC	04/01/2023	Regular	0.00	580.00	34128
000907	J RIVAS CONSTRUCTION LLC	04/01/2023	Regular	0.00	74,687.34	34129
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	04/01/2023	Regular	0.00	285.87	34130
0641	MARK E EASLEY	04/01/2023	Regular	0.00	300.00	34131
0053	MEMORIAL VILLAGES WATER AUTHORITY	04/01/2023	Regular	0.00	698.15	34132
000737	METALCRAFT INDUSTRIES INC	04/01/2023	Regular	0.00	128.31	34133
0075	PRIME SOURCE OFFICE SOLUTIONS	04/01/2023	Regular	0.00	61.64	34134
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	04/01/2023	Regular	0.00	8,764.42	34135
000860	AMERICAN NRG SERVICES	04/15/2023	Regular	0.00	-8,240.00	34136
000860	AMERICAN NRG SERVICES	04/15/2023	Regular	0.00	8,240.00	34136
0005	AT&T (5001)	04/15/2023	Regular	0.00	656.29	34137
0669	C & D JANITOR SERVICE INC	04/15/2023	Regular	0.00	835.65	34138
0171	CARY M MORAN	04/15/2023	Regular	0.00	960.00	34139
0445	CENTURY CONCRETE CONSTRUCTION INC	04/15/2023	Regular	0.00	32,931.10	34140
000876	CINTAS CORPORATION	04/15/2023	Regular	0.00	100.56	34141
0012	COBB FENDLEY	04/15/2023	Regular	0.00	48,471.02	34142
000865	DEX IMAGING	04/15/2023	Regular	0.00	131.23	34143
0150	GARY B MADDOX	04/15/2023	Regular	0.00	500.00	34144
0537	GREEN FOR LIFE	04/15/2023	Regular	0.00	42,769.42	34145
000716	KIRWIN LAW FIRM PLLC	04/15/2023	Regular	0.00	758.50	34146
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	04/15/2023	Regular	0.00	1,394.71	34147
0654	LORA JEAN D LENZSCH	04/15/2023	Regular	0.00	410.00	34148
0641	MARK E EASLEY	04/15/2023	Regular	0.00	300.00	34149
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	04/15/2023	Regular	0.00	670.59	34150
000715	NEWTON NURSERIES WEST	04/15/2023	Regular	0.00	737.50	34151
0062	NORTHWEST PEST PATROL	04/15/2023	Regular	0.00	642.00	34152
0066	OLSON & OLSON LLP	04/15/2023	Regular	0.00	2,831.00	34153
0067	OMNIBASE SERVICES OF TEXAS	04/15/2023	Regular	0.00	311.38	34154
0091	STATE COMPTRROLLER	04/15/2023	Regular	0.00	20,116.82	34155
0624	TRANTEX	04/15/2023	Regular	0.00	1,040.00	34156
000789	VAN SANT LANDSCAPE MANAGEMENT	04/15/2023	Regular	0.00	3,328.00	34157
0362	VERIZON WIRELESS	04/15/2023	Regular	0.00	37.99	34158
000860	AMERICAN NRG SERVICES	04/25/2023	Regular	0.00	8,734.99	34159
000890	FIRST NATIONAL BANK OMAHA - EA	04/24/2023	Bank Draft	0.00	868.02	DFT0000411
000892	FIRST NATIONAL BANK OMAHA - HR	04/24/2023	Bank Draft	0.00	543.95	DFT0000412
000888	FIRST NATIONAL BANK OMAHA - JP	04/24/2023	Bank Draft	0.00	493.49	DFT0000413

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000889	FIRST NATIONAL BANK OMAHA- TF	04/24/2023	Bank Draft	0.00	1,205.62	DFT0000414

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	42	0.00	360,527.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-14,994.92
Bank Drafts	4	4	0.00	3,111.08
EFT's	0	0	0.00	0.00
	58	49	0.00	348,644.02

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	04/01/2023	EFT	0.00	188,728.00	1012
0105	VILLAGE FIRE DEPARTMENT	04/01/2023	EFT	0.00	161,124.27	1013
000908	PREACTIVE IT SOLUTIONS	04/01/2023	Bank Draft	0.00	1,440.00	DFT0000407
0103	TEXAS MUNICIPAL RETIREMENT SYSTEM - TMRS	04/01/2023	Bank Draft	0.00	13,213.80	DFT0000408
000905	NATIONWIDE RETIREMENT SOLUTION	04/07/2023	Bank Draft	0.00	460.22	DFT0000409
000905	NATIONWIDE RETIREMENT SOLUTION	04/26/2023	Bank Draft	0.00	460.22	DFT0000410

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	15,574.24
EFT's	2	2	0.00	349,852.27
	6	6	0.00	365,426.51

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	42	0.00	360,527.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-14,994.92
Bank Drafts	8	8	0.00	18,685.32
EFT's	2	2	0.00	349,852.27
	64	55	0.00	714,070.53

Fund Summary

Fund	Name	Period	Amount
999	POOL	4/2023	714,070.53
			714,070.53

**CITY OF HUNTERS CREEK VILLAGE
QUARTERLY INVESTMENT REPORT
QUARTER ENDING MARCH 31, 2023**

Account Description	Beginning Bank Balance 1/1/2023	Interest Earned 1/1/2023-3/31/2023	Deposits 1/1/2023-3/31/2023	Withdrawal 1/1/2023-3/31/2023	Cash In Transit	Ending Book/Market Value Balance 3/31/2023	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
Allegiance / Stellar										
Disbursement Public Funds	\$195,071.13	\$0.00	\$1,770,501.24	\$1,922,220.85	\$0.00	\$43,351.52	0.35%	0.00	Immediate	
	\$848,125.68	\$0.00	\$5,497,858.27	\$5,546,734.85	\$0.00	\$799,249.10	6.46%	0.00	Immediate	
Texas Class Tex Pool	\$2,509,100.76	\$37,846.77	\$3,250,000.00	\$275,000.00	\$0.00	\$5,521,947.53	44.60%	4.30	Immediate	
	\$5,950,474.06	\$65,528.03	\$0.00	\$0.00	\$0.00	\$6,016,002.09	48.59%	4.45	Immediate	
Total Accounts	\$9,502,771.63	\$103,374.80	\$10,518,359.51	\$7,743,955.70	\$0.00	\$12,380,550.24	100.00%	2.19		\$19,263,193.87

The investment report for the 1st quarter of 2023 is in compliance with the City of Hunters Creek Village's investment policy as well as in compliance with the provisions of Chapter 2256 of the Texas Local Government Code, as required by the Public Funds Investment Act.

Reviewed and Approved by:

James S. Pappas
Mayor
Dated:

Prepared by:

Tom Fullen
City Administrator and Investment Officer
Dated: April 18, 2023



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership.
EXHIBITS: Invoice

Jessica Pierce

To: TxSmartBuy Members
Subject: RE: 30 Day - TxSmartBuy Membership Invoice

From: TxSmartBuy Members <members@cpa.texas.gov>
Sent: Monday, May 15, 2023 6:02 AM
To: Jessica Pierce <jessica@cityofhunterscreek.com>
Subject: 30 Day - TxSmartBuy Membership Invoice

**TOM FULLEN
CITY OF HUNTERS CREEK VILLAGE
TOM FULLEN
1 HUNTERS CREEK PLACE**

HOUSTON, Texas 77024

Invoice - Second Notice

Texas SmartBuy Membership Program
State of Texas cooperative purchasing annual participation fee

Account number: **M0515**
Authorized signers: TOM FULLEN. JESSICA HUBERTUS

Primary contact email: tfullen@cityofhunterscreek.com
Secondary contact email: JHubertus@cityofhunterscreek.com

If your agent of record (contact person) changed, please visit the Comptroller website at comptroller.texas.gov/purchasing/members/forms/

Texas SmartBuy annual membership participation fee: \$100

Due Date: 6/14/2023

To Submit your payment, [login to TxSmartBuy](#), navigate to Membership Details and select Submit Payment.

Note: Payment must be received by the due date to ensure uninterrupted access to Texas SmartBuy statewide contacts. Questions? Please contact our office at 512-462-3368 or members@cpa.texas.gov



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes.

EXHIBITS: Agreement



Spring Branch ISD Tax Office
8880 Westview Road, Houston, Texas 77055
713-251-7968
Elizabeth.Ruiz@springbranchisd.com
Elizabeth Ruiz, Tax Assessor/Collector

May 09, 2023

Honorable Jim Pappas
Mayor
City of Hunters Creek
1 Hunters Creek Place
Houston, TX 77024

SUBJECT: Tax Collection contract between Spring Branch Independent School District
Tax Office and City of Hunters Creek

Dear Sir:

Enclosed please find the above-referenced contract for consideration. Upon execution by the City Council, please print three copies and return all three signed contracts by August 11, 2023. An original will be returned to the City after SBISD Board Meeting on August 21, 2023.

If you have any questions, please do not hesitate to contact me at (713) 251-7968.

Sincerely,

Elizabeth Ruiz
Tax Assessor/Collector

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

This memorandum of contract is made and executed between the City of Hunters Creek Village, Texas a municipal corporation of the State of Texas, hereinafter called "City," and the Spring Branch Independent School District, a body politic and corporate, hereinafter called "District";

WHEREAS, City has requested District to assess and collect ad valorem taxes for said City; and

WHEREAS, it will be to the mutual benefit of both parties to enter into such an agreement; now therefore

FOR AND IN CONSIDERATION of the premises and benefits described below, City and District hereby enter into the following agreement:

1. District agrees that its Tax Assessor-Collector will assess and collect all ad valorem taxes for City and perform all the necessary services with regard to assessment and collection of said City's taxes with the exception of legal services incidental to the collection of delinquent taxes. In the performance of such necessary services, the Tax Assessor-Collector will apply the applicable rules, regulations, and ordinances of City.

2. This contract shall be for a period of two (2) years, beginning on the 1st day of September 2023, and ending on the 31st day of August 2025.

3. District agrees to make deposits to the Depository of City of all taxes collected on behalf of City at least once each week during the months of October through February and at least twice a month during the months of March through September.

4. City agrees that it will pay to District, as compensation for performing this service, a fee which shall be the sum of five dollars (\$5.00) per account for each annual tax period, plus postage expenses incurred by District

on behalf of the City. District will submit a statement based on February appraisal rolls for the services so rendered and payment for said services will be made to District on or before April 1. Payment for said services shall be made from current revenues available to City.

5. City and District recognize that the Harris County Appraisal District is responsible for appraising the property that is subject to taxation by City and District. City or District, separately in its own name and on its own behalf, may challenge any act or omission of the Appraisal District and any decision to make such challenge or not, by either City or District, shall not be binding on the other.

6. District will not be liable to City for any failure to collect taxes, nor shall District's Tax Assessor-Collector be liable unless such failure to collect results from the failure of the Tax Assessor-Collector to perform such duties in the manner and in accordance with the standards imposed by law. District's Tax Assessor-Collector shall furnish a bond in the sum of statutory minimum payable to and approved by City and conditioned on the faithful performance of the duties as Tax Assessor-Collector. The cost of such bond shall be paid by City.

7. District's Tax Assessor-Collector shall prepare a written monthly statement of all amounts collected for the benefit of City, and such reports of collection made in the months of October through January are due on the twenty-fifth (25th) day of the month following the month that is the subject of the report. Reports of collections made in all other months are due the fifteenth (15th) day of the month following the month that is the subject of the report. City will be permitted to audit the tax records at a reasonable time mutually agreed upon by both parties.

8. The tax office is to remain under the administrative control of the Tax Assessor-Collector of District.

9. In the event any provision of this contract is inconsistent with the statutes of the State of Texas, the statutes of the State of Texas shall control and the District's Tax Assessor-Collector will discharge these duties in accordance therewith.

10. District agrees to furnish to City a written list of each delinquent taxpayer, the delinquent taxpayer's address, the amount of the delinquency, and the designation of the property involved, by July 1st of each year. District further agrees that by August 1st, or as soon thereafter as practical each year, the Tax Assessor-Collector will provide City with the Harris County Appraisal District's certified estimate of the total appraised value of all property in the Appraisal District that is taxable by City.

11. This agreement shall replace all prior agreements with regard to the assessing and collecting of ad valorem taxes heretofore made between the parties hereto.

Signatures on following page.

Approved by entity on _____, 2023

ATTEST:

CITY OF HUNTERS CREEK VILLAGE,
TEXAS

Tom Fullen
Acting City Secretary

Jim Pappas
Mayor

Approved by Spring Branch ISD Board on _____, 2023

ATTEST:

SPRING BRANCH INDEPENDENT
SCHOOL DISTRICT

Secretary
Board of Trustees

President
Board of Trustees



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to approve the Memorial Village Police Departments 2024 Budget.
EXHIBITS: MVPD 2024 Budget

2024 Proposed Budget



Total Budget requested \$7,866,800 an increase of 8.69% over 2023.

- M&O \$7,577,101 an increase of \$782,686 (5.36%)
- Capital \$149,700 a decrease of \$487,900
- Vehicles \$140,000 a decrease of \$20,000

Personnel Costs \$6,466,610 (13%)

Reinstate USC and COLA to benefits package*

2% Salary increase, 1% Merit/Step increase

Operations (6%)

IT Hardware/Software/Services

Equipment (11%)

POE Switch

Capital (-71%)

Roof/HVAC

Refunds

General Fund @\$190,456

Special Capital Assets Fund @\$175,000

@ \$121,818 to each Village



Memorial Villages Police Department Summary

FY2024 Budget Proposal

FY24 Proposed Budget Summary

The Memorial Villages Police Commission has recommended adoption of the FY24 Budget Proposal and is submitting that for approval by member cities. The MVPD Chief is requesting an overall budget of \$7,866,800 which is an additional \$400,367 or 5.36 % increase over the FY23 budget.

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

Category	2023 Budget 44.5 FTE's	2024 Requested Budget 44.5 FTE's	Variance	% Change
MAINTENANCE AND OPERATIONS (M&O)	6,794,233	7,577,100	782,867	12%
VEHICLE REPLACEMENT	160,000	140,000	(20,000)	-13%
CAPITAL PROJECTS	512,200	149,700	(362,500)	-71%
TOTAL BUDGET REQUEST	7,466,433	7,866,800	400,367	5.36%

The total cost to each city would equate to \$2,622,266.67.

- M&O \$2,525,700
- Vehicles \$46,666.67
- Capital \$49,900.00

The Department is requesting the following assessments from each city in January 2024:

- Maintenance & Operations **\$420,950.00**
- Vehicle Replacement **\$46,666.67**
- Capital **\$49,900**

February 2024 thru November 2024 assessment for each city will be invoiced as follows:

- Maintenance & Operations **\$210,475**

No invoicing will occur in December 2024.

FY24 Budget Highlights

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
100	PERSONNEL/BENEFITS	5,222,096	5,698,142	6,466,610	768,468	13%

100 PERSONNEL/BENEFITS:

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

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

SALARIES & WAGES - \$3,822,135

This category includes the base annual pay for the department's 44 full-time, one part-time employee, and seasonal college intern. It also reflects the 2% base salary adjustment and 1% step increase. The Administrative/Human Resource Manager and Finance Manager will also receive a 3% base hourly rate increase.

TCLEOSE CERTIFICATION - \$198,172

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

BILINGUAL INCENTIVE - \$12,536

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

COLLEGE INCENTIVE - \$31,200

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

CLOTHING ALLOWANCE - \$1,200

Detectives receive \$50 per month.

RAD - \$1,800

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

LONGEVITY - \$66,480

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

SHIFT DIFFERENTIAL - \$54,015

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

EMERGENCY CARE ATTENDANT (ECA) - \$39,000

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

OVERTIME – \$160,000

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

Court Bailiff – \$2,500

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

EMPLOYER 457B CONTRIBUTION - \$94,832

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

RETIREMENT CONTRIBUTION - \$1,135,233

The Chief along with the Board of Police Commissioners is recommending modifying the current Texas Municipal Retirement System (TMRS) plan, by reinstating the updated service credits (USC) and cost of living adjustments (COLA) that were eliminated in 2009. USCs are designed to help members' benefit maintain its value over the duration of their career and COLA's help protect retirees benefit from the effects of inflation. It is important to note that of the 26 policing agencies in the Greater Houston area (including MHPD) three do not provide these benefits to employees. The other two agencies are Spring Valley and Hedwig Village. The estimated rate of reinstating these benefits is 26% of gross annual wages.

GROUP-HEALTH/DENTAL/VISION/HSA CONTRIBUTIONS - \$647,236

Health/Dental/Vision Insurance estimate: \$507,766 employer contribution. Estimate is based on a 18% increase over current elections.

Employer HSA contribution estimate: \$129,400 (\$3,700 for family, \$2,350 single)

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

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

WORKERS COMPENSATION - \$82,000

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

LIFE/LTD - \$25,400

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

MEDICARE TAX EMPLOYER - \$63,311

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

Social Security - \$1,788

Estimate of social security tax for part time employee and seasonal videographer

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
200	INSURANCE	59,400	80,680	80,510	(170)	0%

200 INSURANCES:

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

AUTO LIABILITY – \$40,000

Automatic coverage for any vehicles purchased throughout the year.

GENERAL LIABILITY –\$550

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

PUBLIC OFFICIAL BOND – \$960

Coverage for the Police Commission and protection against forgery

PROFESSIONAL LIABILITY – \$29,000

Protection from liability claims associated with law enforcement functions.

REAL & PERSONAL PROPERTY – \$10,000

Coverage for damage or destruction of departmental property.

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
300	FLEET MAINTENANCE	138,000	207,000	182,000	(25,000)	-12%

300 FLEET MAINTENANCES:

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

GAS & OIL – \$120,000

FLEET MAINTENANCE – \$45,000

TIRE REPLACEMENT – \$7,000

DAMAGE REPAIR – \$10,000

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
400	BUILDING MAINTENANCE	67,000	94,300	73,800	(20,500)	-22%

400 BUILDING

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

GENERAL MAINTENANCE – \$40,000

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

JANITORIAL SERVICES – \$22,800

Services are provided by an outside cleaning agency.

JAIL – \$1,000

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

BUILDING FURNISHINGS – \$10,000

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

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
500	OFFICE	47,750	61,900	70,400	8,500	14%

500 OFFICE

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

COMPUTERS – \$16,000

Purchase of computers and needed accessories per the replacement schedule.

POSTAGE/POSTAGE MACHINE – \$1,300

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

OFFICE SUPPLIES /SUPPLIES /STATIONERY/EXPENDIBLES – \$30,500

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

BANK/FINANCE CHARGES – \$600

Banking and credit card fees

PAYROLL –\$22,000

Payroll and Human Resource expenditures

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
600	UTILITES	66,706	70,305	69,575	(730)	-1%

600 UTILITIES

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

COMMUNICATIONS/TELEPHONE – \$42,775

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

ELECTRIC SERVICE – \$20,000

The department’s electrical service provider is Cavallo Energy.

WATER & SEWER – \$6,000

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

NATURAL GAS – \$800

The departments natural gas provider is Center Point Energy

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
700	CONTRACT/SERVICES	381,460	385,710	408,408	22,698	6%

700 CONTRACT/SERVICES

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

EQUIPMENT MAINTENANCE CONTRACT – \$130,530

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

SETCIC FEES – \$3,600

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

LEGAL FEES – \$57,850

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

IT SERVICES – \$115,628

This line-item request supports the department’s IT service provider contract, a/p, and finance cloud support software.

SOFTWARE MAINTENANCE CONTRACTS – \$100,800

This line-item request supports the various software maintenance contracts needed to effectively run the department. Annual charges include but are not limited to: Capers, Microsoft Office 365, Azure, Sentinel One, Revcard, PowerDMS, QuickBooks, Tyler Technologies, Skyfire, LeadsOnline, and Alltraffic Solutions.

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
800	OPERATIONS	198,836	196,196	225,797	29,601	15%

800 OPERATIONS

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

ACCREDITATION – \$1,440

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

UNIFORMS/OFFICER CLOTHING – \$40,000

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

RADIO PARTS & LABOR – \$31,037

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

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

FIREARMS TRAINING & AMMO – \$7,000

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

TASERS – \$15,000

This line-item request supports the taser replacement schedule.

TRAINING & PROFESSIONAL DUES – \$67,000

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

TRAVEL – \$7,000

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

RECRUITING COSTS – \$7,000

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

CRIMINAL INVESTIGATIONS – \$3,320

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

CONTINGENCY – \$25,000

This line item is requested for unplanned emergency expenditures.

SMALL EQUIPMENT – \$22,000

Funding is requested to capture needed small equipment items that do not fit into specific categories such as computers and building furnishings. This year’s request will fund the purchase of 2 wrap piece restraints and power over ethernet switches.

Category		2022 Amended	2023 Adopted Budget	2024 Requested	Variance	% Change
1000	AUTO REPLACEMENT	160,000	160,000	140,000	(20,000)	-13%

1000 –AUTO REPLACEMENT

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

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

FY 2024 CAPITAL PLAN

Category		2022 Amended	2023 Adopted	2024 Requested	Variance	% Change
2000	CAPITAL ITEMS	18,000	512,200	149,700	(362,500)	-71%

2000 CAPITAL OUTLAY

This category includes purchase of individual items with a cost over \$5,000 with an estimated useful life greater than one year. The Department is requesting support to cover Roof/HVAC replacement. In FY23 the capital plan supported the purchase of a storage container and the estimated cost of the radio system of \$625,000. To help offset the cost of the radio system upgrade and storage container, the Department proposed using \$125,000 held in the MVPD Special Assets Capital Fund, the retention of the FY21 budget surplus \$228,426 (\$76,142 for each city, transferred into the Capital Fund), and the receipt of \$94,591.33 by each of the three cities to MVPD in January 2023.



Hunters Creek



Village

FY24 Budget

Bunker Hill Village - Piney Point Village - Hunters Creek Village



MEMORIAL VILLAGES POLICE STATION





Hunters Creek



Village

FY24 Budget Goals and Objectives

Goals:

Hire, Develop and Maintain the **best qualified and experienced employees** to serve as Memorial Villages Police Department, Police Officers, Dispatchers and Professional Support Staff.

Provide and maintain the **best tools, technology and equipment** available for use by the MVPD in order to provide for a Safe Community, Free of Crime and the Fear of Crime.

Objective:

Use Village Funds in the most effective and efficient manner possible in order to hire and retain employees by providing a competitive salary and benefit package, while at the same time providing staff with the latest technology, tools, equipment and support services that will allow personnel to provide the **highest level of Police Services and Protection**.



Hunters Creek



Village

FY24 Budget Proposal

Proposed Total Budget Package for 2024

Personnel and Benefits \$6,466,610 (+13%)

Total Operations \$1,110,489 (+1.3%)

Total M&O \$7,577,101 (+11.52%)

Auto – \$140,000 (-13%)

(Vehicles)

Proposed General Fund 2024 Budget – \$7,577,100 (+12%)

Total Budget GF + Capital = \$7,866,800 (+5.36%)

Cost per Village \$2,622,267

Increase of \$209,598 per village over FY23

FY24 Budget Proposal

FY24 Budget Adjustments

Vehicle Maintenance Adjustment

Fuel costs based on new Fuel Contract w/tax exemption

General Maintenance Contracts

- IOSO – New I.T. Vendor
- Azure License
- Office 365 Licenses
- Sentinel Anti-Virus Software
- POE Switch Replacement

Equipment

- Uniforms/Vests
- Prisoner Restraint System (x2)
- Drone Software License



Hunters Creek



Village



Hunters Creek



Village

FY24 Budget

Investment in Our Personnel

Maintain Staffing and Standards

Increase in Salary and Benefit Budget

- Base Salary Adjustment – 3%
(1% STEP + 2% Salary Increase)
- TMRS Add USC and COLA to existing plan

2024 Average Salary

w/pay incentives:

Sergeant	\$114,600
Patrol Officer	\$93,9600
Dispatcher	\$62,700

FY24 Budget Proposal

TMRS Plan Modification

Updated Service Credit (USC) is an optional benefit feature of the TMRS retirement plan. The USC calculation, performed on a TMRS member's account, may grant supplemental dollar credits that can increase a member's benefit at retirement in certain situations. A city may adopt or rescind the USC provision by ordinance. USC is designed to help a member's benefit maintain its value over the duration of the member's career. In calculating USC, TMRS looks at increases in the member's salary and at any changes the city has made to its TMRS plan, such as the deposit rate or the city's matching ratio.

COLA (Cost of Living Adjustment) is an optional benefit a TMRS city may choose to provide its retirees. COLAs help protect your benefit from the effects of inflation. After you retire, if you receive a COLA, your annuity benefit may increase based on changes in the Consumer Price Index (CPI; see description below). A COLA is permanently applied to your monthly annuity on January 1 of each year that the city has adopted the option. A city may choose one of three COLA amounts: 30%, 50%, or 70% of the CPI change. A city may choose to change, adopt, or rescind COLAs at any time by city ordinance. Any change a city makes to its COLA option (whether adopting, rescinding, changing the percentage of CPI, changing to annually repeating, or changing to ad hoc) goes into effect on the January 1 after adoption. A city may choose to discontinue COLAs at any time; future year COLAs are not guaranteed. If you worked for more than one city that offers a COLA, your increase (if any) will be calculated using the amounts each city grants, added to your benefit from that city.



Hunters Creek



Village



Hunters Creek



Village

Capital Projects 2023-2025

The Memorial Villages Police Department administration has identified several capital projects that will need funding from participating cities over the next 1-3 years.

These projects include:

- **Radio System Upgrade/Replacement \$622,839 - 2023 Project (Project is Under Cost Estimates)**
- Roof Replacement \$234,394+
- HVAC Replacement \$174,800 2024 Project
- **CAD/RMS/ARS Replacement \$287,500 - 2025 Project**

Revised 2024 Project Estimates

Roof: \$82,225

HVAC: \$67,354

Total: \$149,579



Hunters Creek



Village

FY24 Capital Project Expenditure

Applying existing fund balances

ROOF/HVAC Replacement

Estimated Cost of Project

\$169,579

MVPD 2023 Capital Radio Project Surplus un-audited (\$175,000)



Proposed General Fund 2024 Budget – \$7,866,800

Cost per Village \$ 2,622,267

Investing in the Future of MVPD

1. Memorial Villages



 Near Houston

- **Population:** 44,413
- **Average cost of living:** \$3,109

Memorial Villages is a dense urban cluster of six independent cities (Spring Valley, Hillshire, Hedwig, Bunker Hill, Hunters Creek, and Piney Point). In some cases, memorial Villages can be considered the safest community in Texas due to their structure and total population. Residents in the Memorial Villages still enjoy its small, forested areas and take advantage of the high-end shops and critics-pick restaurants surrounding the neighborhood. Memorial Villages is also known to be safest and registers a violent crime rate of **.08** per 1,000 people which is **99.66% less lower than the Texas average**.

(*FBI Uniform Crime Reporting, [Census.gov](https://www.census.gov) & Best Places)



Hunters Creek



Village



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to approve the
Memorial Village Police Departments 2022 Audit.
EXHIBITS: MVPD 2022 Audit



May 3, 2023

To the Board of Commissioners and Management
Memorial Villages Police Department

In planning and performing our audit of the financial statements of the Memorial Villages Police Department (the “Department”), as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Department’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Department’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified a deficiency in internal controls that we consider to be a material weakness.

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

Other matters are any additional noteworthy items that may or may not relate to internal controls, compliance with laws and regulations, or operational matters. In addition, we noted the following other matters:

1. GASB STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (“SBITA”)

Comment

In May 2020, the Government Accounting Standards Board (GASB) issued Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). GASB Statement No. 96 (GASB 96) establishes uniform accounting and financial reporting requirements for SBITAs. A SBITA is a contract that conveys control of the right to use another party’s (a SBITA vendor’s) IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.” This statement is effective for fiscal periods beginning after June 30, 2022.

For SBITAs qualifying for treatment under this statement, the Department will need to record a right-to-use asset and a subscription liability.

The subscription asset would be recognized and initially measured as the sum of the initial subscription liability amount, payments made to the SBITA vendor before the subscription term’s commencement, and capitalizable implementation costs. A government would recognize amortization of the subscription asset as an outflow of resources over the subscription term.

The subscription liability would be measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments would be discounted using the interest rate the SBITA vendor charges the government or the government’s incremental borrowing rate if the interest rate is not readily determinable.

The subscription term includes the period during which a government has a noncancelable right to use the underlying IT assets and includes periods covered by an option to extend (if it is reasonably certain that either party—the government or the SBITA vendor—will exercise that option) or to terminate (if it is reasonably certain either party will not exercise that option).

The initial application of this accounting standard will require substantial evaluation and will result in additional accounting and reporting requirements.

Recommendation

The Department should begin planning for the implementation of this accounting standard by establishing a policy to 1) establish a capitalization threshold for leases, 2) define “reasonably certain” as it relates to the likelihood of a subscription term to extend beyond 12 months, 3) establish a system to capture the required subscription information in order to determine the applicability of the standard.

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

Sincerely,

A handwritten signature in black ink that reads "Brooks Watson & Co." in a cursive, slightly stylized font.

BrooksWatson & Co., PLLC

May 3, 2023

To the Board of Commissioners and management
Memorial Villages Police Department

We have audited the financial statements of the Memorial Villages Police Department (the “Department”), as of and for the year ended December 31, 2022, and have issued our report thereon dated May 3, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 2, 2022, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Department solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting material weaknesses and material noncompliance, and other matters noted during our audit in a separate letter to you dated May 3, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, and as appropriate, our firm have complied with all relevant ethical requirements regarding independence.

Our firm and staff do not have any existing relationships, conflicts of interest, or other conditions or circumstances that would impair our independence with the Department under U.S. GAAS or [Government Auditing Standards](#)

For any nonattest service provided by our firm management maintained responsibility for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Department is included in Note I.F. to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are useful lives of capital assets.

Management's estimate of the useful lives of capital assets is based on industry standards relating to capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Department's financial statements relate to capital assets and pension.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. We noted no such misstatements whose effects, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Exhibit 1 summarizes all misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Department's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated May 3, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Memorial Villages Police Department, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Memorial Villages Police Department's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Department's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the governing body and management of Memorial Villages Police Department and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink that reads "Brooks Watson & Co." in a cursive, slightly stylized font.

Brooks Watson & Co.
14950 Heathrow Forest Pkwy | Ste 530
Houston, TX 77032

EXHIBIT 1

Corrected Audit Adjustments:

Adjusting Journal Entries JE # 1			
To roll beginning fund balance.			
01-14910	Miscellaneous Income:Misc Income	207.00	
01-3900	Retained Earnings		<u>207.00</u>
Total		<u>207.00</u>	<u>207.00</u>
Adjusting Journal Entries JE # 2			
To record prepaid capital assessment and interfund receivable due to surplus reclassification.			
04-1400	Due from General Fund	228,426.00	
04-11301	Prepaid Income PY Surplus		<u>228,426.00</u>
Total		<u>228,426.00</u>	<u>228,426.00</u>
Adjusting Journal Entries JE # 3			
To record 2022 budget surplus payable.			
01-13011	Surplus Refund to Cities	190,456.00	
01-11171	Due to Cities as Surplus		<u>190,456.00</u>
Total		<u>190,456.00</u>	<u>190,456.00</u>
	Total Adjusting Journal Entries	<u>419,089.00</u>	<u>419,089.00</u>



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to approve an amendment to the Village Fire Department's 2023 budget in the amount of \$184,000 for roof retrofit with Hunters Creek Village portion being \$40,940.

EXHIBITS: VFD Budget Amendment

TO: Wendy Baimbridge, City of Hedwig Village
Cassie Stevens, City of Hilshire Village
Tom Fullen, City of Hunters Creek Village
Bobby Pennington, City of Piney Point Village
Zachary Meadows, City of Spring Valley Village
Gerardo Barrera, City of Bunker Hill Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria
Date: April 20, 2023
Re: 2023 Budget Amendment 2023-03

During a regular fire commission board meeting on March 22, 2023, the Village Fire Department Board of Commissioners unanimously approved increasing the previously amended line item “contingency facility” from \$16,000 up to \$200,000 for a roof retrofit on the annex roof. The total amendment is \$184,000.00 which will be funded by:

Bunker Hill Village	19.00%	\$ 34,960.00
Hedwig Village	18.50%	\$ 34,040.00
Hilshire Village	3.00%	\$ 5,520.00
Hunters Creek Village	22.25%	\$ 40,940.00
Piney Point Village	21.00%	\$ 38,640.00
Spring Valley Village	16.25%	\$ 29,900.00
Total		\$ 184,000.00

Please place this budget amendment on your agenda for consideration and advise us on your council’s action in writing.

Thank you,

Marlo Longoria



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

AGENDA DATE: May 23, 2023
AGENDA SUBJECT: Discussion and possible action to schedule a Budget Workshop date for the City's 2024 Budget.

EXHIBITS:
