

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, October 24, 2023 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) filling out a speaker request form at the meeting; 2) emailing him at fullen@cityofhunterscreek.com; 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. 26-44**
 5. City Engineer Monthly Report **Pg. 45**
 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 September 26, 2023. **Pgs. 46-53**
 2. Approval of the Cash Disbursement Journal for September 2023. **Pgs. 54-56**
 3. Approval of the 2024 Holiday Schedule. **Pg. 57**
 4. Approval of the 3rd Quarterly Investment Report for 2023. **Pg. 58**

F. REGULAR AGENDA

1. Discussion and possible action to approve an extension for remodel permit 202100216 at 10802 Oak Hollow St. [Pgs. 59-61](#)
2. Discussion and possible action to approve a proposal from Van Sant Landscape in the amount of \$36,111.00 for City Median Landscape Beautification. [Pgs. 62-63](#)
3. Discussion and possible action to accept a proposal from Elevated Concrete Solutions for Willowend Pavement Lifting in the amount of \$12,787.00. [Pgs. 64-66](#)
4. Discussion and possible action to accept a proposal from A-1 Construction Services for milling of pavement related to Willowend Pavement Lifting in the amount of \$20,650.00. [Pgs. 67-68](#)
5. Discussion and possible action to approve an ordinance amending chapter 26 of the code of ordinances of the City of Hunters Creek Village to prohibit the discharge of firearms within the city and to provide an exception for police officers and public officials as necessary to carry out their official duties; providing an effective date; providing a penalty of up to \$500 for each offense; and making other provisions related to the subject. [Pgs. 69-72](#)
6. Discussion and possible action to approve a resolution supporting the proposed amendment to the Texas Constitution create the Texas Broadband Infrastructure Fund to provide funding for next generation 9-1-1 services. [Pgs. 73-75](#)
7. Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2024 General Assembly. [Pgs. 76-77](#)
8. Discussion and possible action to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2024. [Pgs. 78-80](#)
9. Discussion and possible action to approve Ozraa Dhanani as an associate municipal court prosecutor. [Pgs. 81-82](#)
10. Discussion and possible action to renew membership with ERCOT for 2024. [Pgs. 83-86](#)
11. Discussion and possible action to approve the November/December Regular City Council meeting date. (12/05/2023) [Pg. 87](#)

- 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: October 20, 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
September 30, 2023**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,206,479,597

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		263,766.54	6,349.60	270,116.14
Adjusted Levy		6,223,199.90	144,161.48	6,367,361.38
Less Collections Y-T-D		6,178,554.74	(3,181.79)	6,175,372.95
Receivable Balance	\$	<u>44,645.16</u>	<u>\$ 147,343.27</u>	<u>\$ 191,988.43</u>

C. COLLECTION RECAP:

		Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Current Month:				
Base Tax	\$	3,502.58	-	\$ 3,502.58
Penalty & Interest		592.05	-	592.05
Attorney Fees		681.08	-	681.08
Other Fees		-	-	-
Total Collections	\$	<u>4,775.71</u>	<u>\$ -</u>	<u>\$ 4,775.71</u>

		Current 2022 Tax Year	Delinquent 2021 & Prior Tax Years	Total
Year-To-Date:				
Base Tax:	\$	6,178,554.74	(3,181.79)	\$ 6,175,372.95
Penalty & Interest		25,236.73	259.82	25,496.55
Attorney Fees		2,764.13	121.41	2,885.54
Other Fees		81.27	16.53	97.80
Total Collections	\$	<u>6,206,636.87</u>	<u>\$ (2,784.03)</u>	<u>\$ 6,203,852.84</u>

Percent of Adjusted Levy		<u>99.73%</u>		<u>99.69%</u>
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	6,337,522.00	6,337,522.00	2,034.78	6,174,512.81	-163,009.19	2.57 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	84.81	-3,599.19	-18,599.19	123.99 %
100-00-41010	FRANCHISE TAXES	400,000.00	400,000.00	40,766.24	290,144.05	-109,855.95	27.46 %
100-00-41015	SALES TAXES	650,000.00	650,000.00	59,666.44	428,094.91	-221,905.09	34.14 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	1,855.75	24,380.02	4,380.02	121.90 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	206.02	19,973.74	4,973.74	133.16 %
100-00-42035	BUILDING PERMITS	355,000.00	355,000.00	45,753.60	339,015.49	-15,984.51	4.50 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	354.07	4,572.56	2,572.56	228.63 %
100-00-43056	EMS	0.00	0.00	18,386.27	34,124.81	34,124.81	0.00 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	437.05	3,382.83	-617.17	15.43 %
100-00-43070	METRO RECEIPTS	315,000.00	315,000.00	29,833.22	214,047.47	-100,952.53	32.05 %
100-00-44025	TRAFFIC FINES	140,000.00	140,000.00	21,118.55	158,765.81	18,765.81	113.40 %
100-00-44027	COURT TECHNOLOGY FUND	2,000.00	2,000.00	387.07	3,018.63	1,018.63	150.93 %
100-00-44028	COURT SECURITY FUND	1,500.00	1,500.00	486.50	3,629.53	2,129.53	241.97 %
100-00-46030	INTEREST INCOME	15,000.00	15,000.00	41,201.97	365,783.50	350,783.50	2,438.56 %
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	9,346.00	33,807.85	23,807.85	338.08 %
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	271,918.34	8,135,512.60	-181,509.40	2.18 %
Expense							
100-01-71000	SALARIES & WAGES	613,672.00	613,672.00	47,328.60	453,072.43	160,599.57	26.17 %
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	920.78	8,707.29	3,565.71	29.05 %
100-01-71025	TMRS	125,618.00	125,618.00	9,816.11	93,803.28	31,814.72	25.33 %
100-01-71030	PAYROLL TAXES	47,412.00	47,412.00	3,445.18	34,919.42	12,492.58	26.35 %
100-01-71105	INSURANCE BENEFITS	115,746.00	115,746.00	10,184.46	84,559.94	31,186.06	26.94 %
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	2,155.86	3,700.91	11,299.09	75.33 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	634.72	5,659.68	2,840.32	33.42 %
100-01-72060	TELEPHONE	18,191.00	18,191.00	1,806.99	15,190.49	3,000.51	16.49 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	0.00	3,385.40	6,614.60	66.15 %
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/EDUCATI...	10,200.00	10,200.00	625.00	5,425.00	4,775.00	46.81 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	246.21	738.63	1,061.37	58.97 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	4,800.00	4,800.00	0.00	2,796.32	2,003.68	41.74 %
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	0.00	476.21	4,523.79	90.48 %
100-01-76010	COMPUTER SOFTWARE SERVICES	15,435.00	15,435.00	0.00	15,684.37	-249.37	-1.62 %
100-01-78056	BANK FEES	1,200.00	1,200.00	0.00	452.43	747.57	62.30 %
100-01-78115	PUBLIC RELATIONS	23,000.00	23,000.00	240.27	6,210.99	16,789.01	73.00 %
100-02-72042	CONSULTING SERVICES	20,000.00	20,000.00	441.33	19,023.84	976.16	4.88 %
100-02-72085	TAX COLLECTOR/ASSESSOR	65,100.00	65,100.00	11,664.00	53,592.00	11,508.00	17.68 %
100-02-72120	AUDITOR	18,375.00	18,375.00	0.00	22,080.00	-3,705.00	-20.16 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	2,567.00	22,433.00	89.73 %
100-02-72310	CITY ATTORNEY	75,000.00	75,000.00	2,225.00	14,889.00	60,111.00	80.15 %
100-02-72502	CITY ENGINEER	78,750.00	78,750.00	4,635.00	26,282.81	52,467.19	66.63 %

Budget Report

For Fiscal: 2023 Period Ending: 09/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-02-78504	TCEQ PHIII STORMWATER PERMIT	7,500.00	7,500.00	0.00	1,540.00	5,960.00	79.47 %
100-03-72001	VILLAGE FIRE DEPARTMENT	1,933,491.00	1,933,491.00	322,248.54	1,691,804.83	241,686.17	12.50 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,488,811.00	2,488,811.00	377,456.00	2,161,045.19	327,765.81	13.17 %
100-04-72015	GARBAGE SERVICE	577,500.00	577,500.00	42,769.42	342,155.36	235,344.64	40.75 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	9,146.88	35,710.01	24,289.99	40.48 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	893.86	1,106.14	55.31 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	517.41	3,406.19	5,093.81	59.93 %
100-04-72070	MOSQUITO FOGGING CONTRACT	13,781.00	13,781.00	0.00	6,099.00	7,682.00	55.74 %
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	155.16	1,703.61	1,896.39	52.68 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	35,760.00	24,240.00	40.40 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	1,817.61	9,098.19	5,901.81	39.35 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	1,659.50	1,840.50	52.59 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	8,530.00	44,330.00	30,670.00	40.89 %
100-04-72541	CONTRACT LABOR	35,000.00	35,000.00	0.00	7,529.50	27,470.50	78.49 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	2,189.18	16,354.90	13,645.10	45.48 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	15,000.00	15,000.00	395.74	4,196.75	10,803.25	72.02 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	265.05	2,734.95	91.17 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	10,306.90	69,437.13	30,562.87	30.56 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	1,230.01	17,017.67	12,982.33	43.27 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	9,975.00	9,975.00	0.00	4,178.25	5,796.75	58.11 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	15,000.00	15,000.00	0.00	5,280.00	9,720.00	64.80 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	765.86	4,027.30	-1,027.30	-34.24 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,022.50	20,590.50	19,409.50	48.52 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	533.38	-33.38	-6.68 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	208.88	1,175.89	1,324.11	52.96 %
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	1,818.80	481.20	20.92 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPT..	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	111.40	1,095.44	1,404.56	56.18 %
100-05-73045	COURT TAX PD TO STATE	55,000.00	55,000.00	0.00	39,470.80	15,529.20	28.23 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	508.81	7,991.19	94.01 %
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	876,241.00	5,404,684.55	2,057,117.45	27.57 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-604,322.66	2,730,828.05	1,875,608.05	-219.31 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECU...	720,000.00	720,000.00	0.00	71,457.37	648,542.63	90.08 %
200-01-75050	REFORESTATION	20,000.00	34,585.00	0.00	27,012.86	7,572.14	21.89 %
200-01-75053	OUTFALL REPAIRS	0.00	63,713.12	4,725.00	23,996.10	39,717.02	62.34 %
200-01-75055	STREET SIGN REPLACEMENT	25,000.00	25,000.00	400.00	5,434.51	19,565.49	78.26 %
200-01-75056	TRAFFIC LIGHT MAST ARMS	0.00	240,655.07	54,478.60	185,970.80	54,684.27	22.72 %
200-01-75060	SIDEWALK REPLACEMENT	50,000.00	50,000.00	0.00	24,712.50	25,287.50	50.58 %
200-01-75064	STREET REPLACEMENTS - ONGOING	0.00	416,318.44	16,436.00	189,560.96	226,757.48	54.47 %
200-01-75066	ESPLANADE BEAUTIFICATION	0.00	37,306.98	0.00	31,975.00	5,331.98	14.29 %
	Expense Total:	815,000.00	1,587,578.61	76,039.60	560,120.10	1,027,458.51	64.72 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	76,039.60	560,120.10	1,027,458.51	64.72 %
	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 ...	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	-680,362.26	2,170,707.95	3,826,168.56	231.12 %

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	271,918.34	8,135,512.60	-181,509.40	2.18 %
Expense	7,461,802.00	7,461,802.00	876,241.00	5,404,684.55	2,057,117.45	27.57 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	855,220.00	855,220.00	-604,322.66	2,730,828.05	1,875,608.05	-219.31 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	815,000.00	1,587,578.61	76,039.60	560,120.10	1,027,458.51	64.72 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	815,000.00	1,587,578.61	76,039.60	560,120.10	1,027,458.51	64.72 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...						
Expense	923,102.00	923,102.00	0.00	0.00	923,102.00	100.00 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...	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	-680,362.26	2,170,707.95	3,826,168.56	231.12 %

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	-604,322.66	2,730,828.05	1,875,608.05
200 - CAPITAL IMPROVEMENTS (0:	-815,000.00	-1,587,578.61	-76,039.60	-560,120.10	1,027,458.51
210 - CAPITAL IMPROVEMENTS - N	-923,102.00	-923,102.00	0.00	0.00	923,102.00
Report Surplus (Deficit):	-882,882.00	-1,655,460.61	-680,362.26	2,170,707.95	3,826,168.56

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
Jan.	19	8C/11W	\$7,098	\$4,746	\$2,352	30	18	\$12,675	\$8,623	\$4,052	201	94	\$17,968	\$11,754	\$6,214	201	107	\$17,968	\$11,754	\$6,214
Feb.	24	4C/18W	\$3,424	\$2,226	\$1,198	158	81	\$14,241	\$10,007	\$4,234	215	99	\$16,763	\$11,176	\$5,587	215	116	\$16,763	\$11,176	\$5,587
March	28	15C/13W	\$11,892	\$8,005	\$3,886	157	79	\$20,420	\$14,663	\$5,657	127	60	\$24,811	\$16,495	\$8,316	127	67	\$24,811	\$16,495	\$8,316
April	69	23C/46W	\$13,471	\$9,541	\$3,930	120	60	\$18,034	\$5,749	\$12,285	166	70	\$16,709	\$11,396	\$5,313	166	96	\$16,709	\$11,396	\$5,313
May	99	42C/57W	\$8,686	\$6,410	\$2,276	175	92	\$15,498	\$9,778	\$5,721	155	80	\$20,168	\$13,533	\$6,635	155	75	\$20,168	\$13,533	\$6,635
June	83	45C/38W	\$8,840	\$6,106	\$2,734	133	87	\$17,689	\$12,246	\$5,443	130	72	\$20,621	\$13,271	\$7,350	130	58	\$20,621	\$13,271	\$7,350
July	55	26C/28W	\$6,939	\$4,350	\$2,589	152	74	\$16,461	\$11,295	\$5,167	206	113	\$17,059	\$11,615	\$5,444	206	93	\$17,059	\$11,615	\$5,444
Aug.	76	41C/36W	\$12,216	\$8,633	\$3,583	144	67	\$11,040	\$6,784	\$4,256	228	118	\$15,144	\$10,061	\$5,083	228	110	\$15,144	\$10,061	\$5,083
Sept.	165	101C/64W	\$9,542	\$3,655	\$2,887	173	105	\$24,690	\$16,131	\$8,559	216	126	\$24,709	\$16,568	\$8,141	216	90	\$24,709	\$16,568	\$8,141
Oct.	168	97C/71W	\$19,129	\$12,046	\$7,083	212	102	\$11,911	\$7,429	\$4,483										
Nov.	169	66C/103W	\$15,724	\$9,541	\$6,183	168	75	\$16,845	\$10,409	\$6,436										
Dec.	124	54C/70W	\$13,710	\$8,496	\$5,214	167	76	\$14,358	\$9,073	\$5,285										
TOTAL	1079	522C/485W	\$130,670	\$83,755	\$43,916	1789	916	\$193,861	\$122,187	\$71,577	1644	832	\$173,951	\$115,868	\$58,083	1644	812	\$173,951	\$115,868	\$58,083
Monthly Avg	89.92	44C/40W	\$10,889.17	\$6,979.55	\$3,659.63	89.92	46.5	\$10,504.96	\$6,595.39	\$3,901.33	137	69.33	\$14,495.90	\$9,655.65	\$4,840.25	137	68	\$14,495.90	\$9,655.65	\$4,840.25

*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

October 9, 2023

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

During the month of September, MVPD responded/handled a total of 5,972 calls/incidents. 4,503 House Watch checks were conducted. 725 traffic stops were initiated with 746 citations being issued for 1306 violations. (Note: 23 Assists in Hedwig, 188 in Houston, 3 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2031/18610	1640/15096	2	394/166/560	10@3:28
Piney Point:	1633/14456	1264/10740	4	241/125/366	10@3:55
Hunters Creek:	2049/20636	1596/16308	8	266/113/379	13@3:01
				Cites/Warn/Total	33@3:25

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	151	Ord. Violations:	21	Speeding:	185
Animal Calls:	15	Information:	18	Exp. Registration	329
ALPR Hits:	37	Suspicious Situations	85	No Ins	189
Assist Fire:	48	Loud Party	15	No License	147
Assist EMS:	46	Welfare Checks:	14	Stop Sign	26
				Fake Plate	26

*This month the department generated a total of 68 police reports.
 BH-18 PP-21 HC-29 HOU-0, HED-0, SV-0*

Crimes Against of Persons (0)

Crimes Against Property (14)

Theft/Felony	1	Fraud/ID	8
Unlawful Use of a Motor Vehicle	2	Theft Misd.	3

1

Petty/Quality of Life Crimes/Events (54)

ALPR Hits (valid)	2	DWI	1
Accidents	14	Poss of a DW	1
Animal Bite	1	Misc	12
Warrants	7	Towed Vehicles	16

Arrest Summary: Individuals Arrested (10)

Warrants	7	Felony	2
Class 3 Arrests	0	DWI	1

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	4,048,379	5,698,141	71.0%
• Operating Expense:	773,878	1,096,092	70.6 %
• Total M&O Expenditures:	4,822,257	6,794,233	71.0%
• Capital Expenses:	358,646	672,200	53.4%
• Net Expenses:	5,180,903	7,466,433	69.0%

Follow-up on Previous Month Items/Requests from Commission

- The TMRS resolution was completed as requested.

Personnel Changes/Issues/Updates

- Officer Lowrey submitted his letter of resignation effective 9/29/23. We currently have 1 vacancy for a sworn position and 2 dispatch openings. 3 dispatch candidates are in the background phase.

Major/Significant Events

- A resident was defrauded by con artists out of several thousands of dollars. Detectives worked on the case after being notified of the crime and were successful in getting the suspects to return to the area for more money. Surveillance was set up monitoring the victim’s home. The suspects returned to the area and were observed by detectives as the suspects watched the victim’s home. 2 suspects were taken into custody. MVPD was notified by the FBI that the suspects are part of a larger organized crime ring and that we are the first department to be able to effect an arrest on the suspects.
- On September 11, 2023, a fugitive who had been on the run from Federal agents for over 23 years was taken into custody on an outstanding warrant for human smuggling. The 47-year-old male was booked into the Harris County Jail.

Status Update on Major Projects

- The MVPD radio project was closed out.
- The department was notified that additional funds have been awarded to the MVPD as reimbursement from Hurricane Harvey. The funds are for management costs associated with the accounting requirements. Great work by our fiscal manager.

Community Projects

- Staff attended Hero’s Day at Hunters Creek Elementary School and had lunch with students.
- MVPD staff participated in the 9/11 Heroes Run and the 2023 MADD Walk.
- MVPD staff completed 3 summer RAD Classes and is currently hosting a RAD55 class for seniors.

V-LINC new registrations in September +32

BH – 1618(+10)
PP – 1141 (+8)

HC – 1622 (+10)
Out of Area – 597 (+4)

September VFD Assists

Calls received directly by MVPD via 911/3700

Priority Events Average Response Times

Total – 20 3:39

Fire – 4 3:22

EMS – 16 3:43

By Village

BH Fire – 1 2:52

BH EMS – 6 4:04

PP Fire – 0 0:00

PP EMS – 3 4:54

HC Fire -3 3:31

HC EMS -7 2:55

Combined VFD Events (Priority + Radio)

Total – 60 3:33

Fire – 35 3:22

EMS – 25 3:46

Radio Call Events

Total – 40 3:30

Fire- 31 3:21

EMS- 9 3:52

Radio Call Events by Village

BH – 11 3:54

PP – 12 2:47

HC – 17 3:44

2023 Burglary Map

Address	Alarm	POE
12102 Rhett	No	Rear Door/Force
203 Heritage Oaks	No	Front Door/Force
1205 River Bend	No	Rear Door/Force
12014 Surrey Ln	No	UNL

2023 Robberies

Address

MO



Daytime Burglary



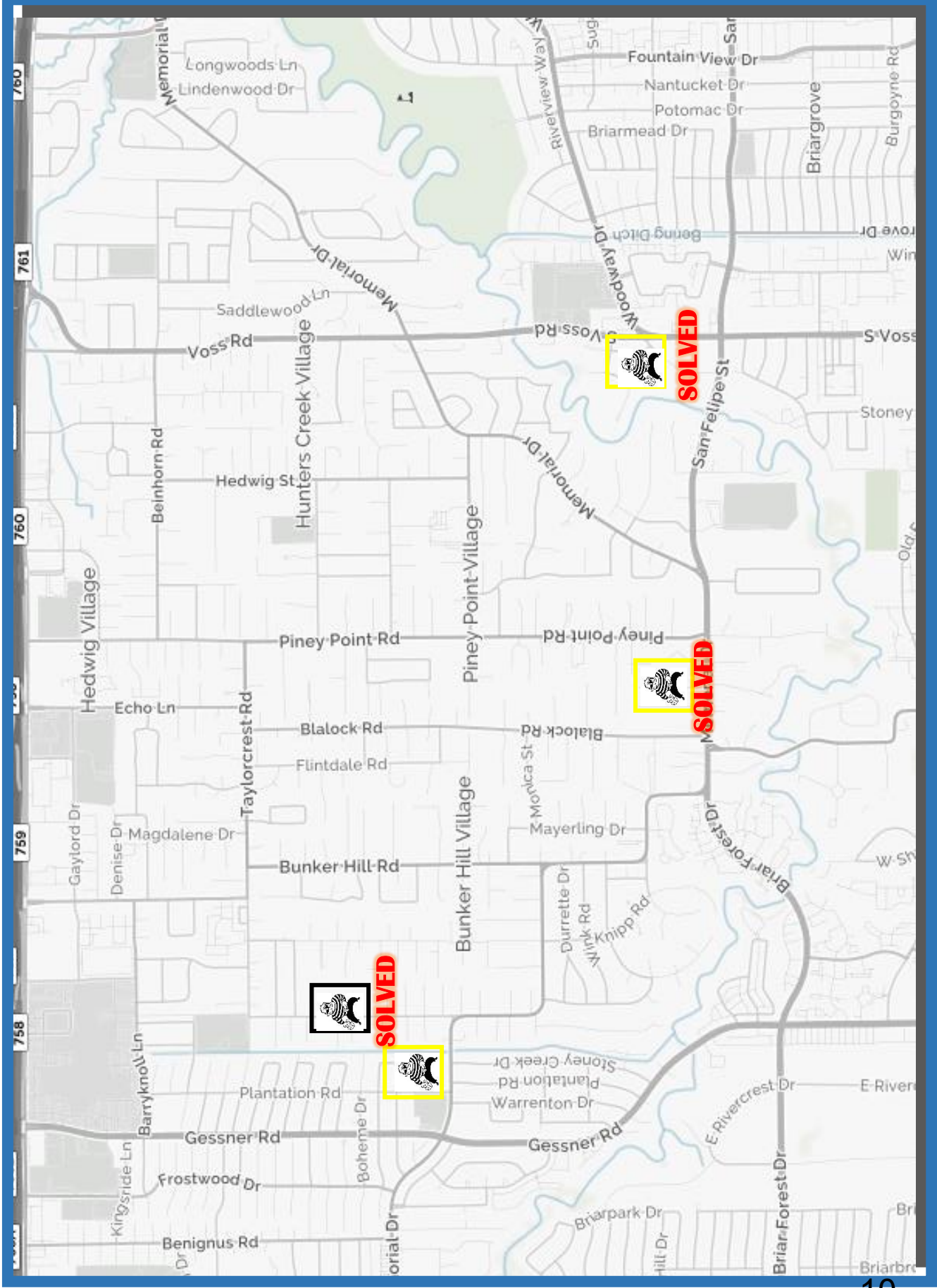
Nighttime Burglary



Robbery

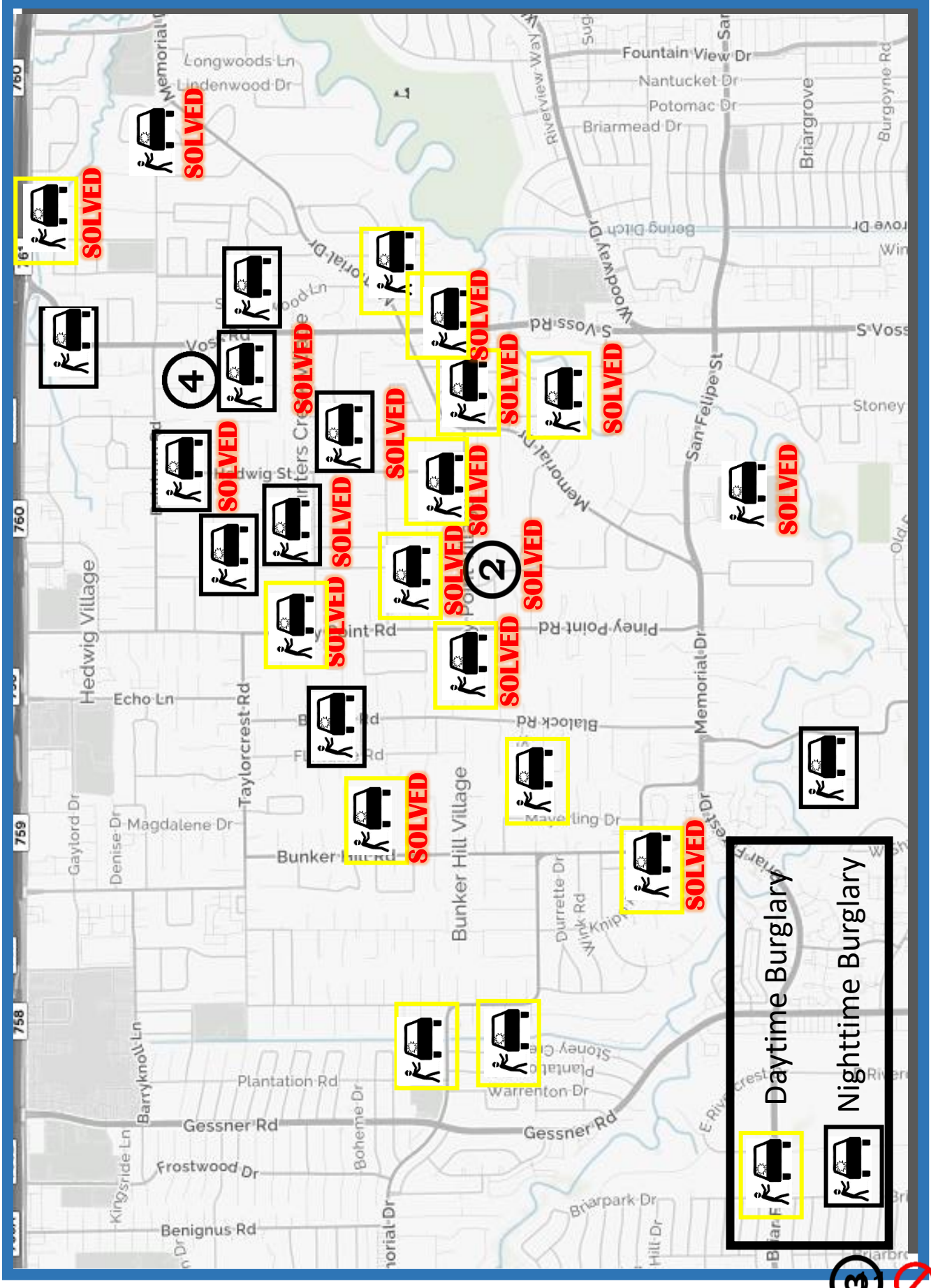


9/30/23

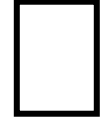


2023 Auto Burglary Map

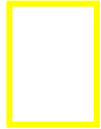
Address	POE
335 Piney Point Rd	UNL Win Open
10810 Briar Branch	UNL
11714 Winshire	Win/Smash
10709 Memorial	Lock Punch
10913 Long Shadow	UNL
10823 Smithdale	UNL
10918 Roaring Brook	UNL
10926 Long Shadows	UNL
525 Trails End	UNL
200 Stoney Creek	UNL/Contractor
10700 Marsha	Win/Smash
11722 Flintwood	UNL
1 Carsey Ln	UNL*
8435 Katy Fwy	Win/Smash*
11678 Arrowood	UNL
11750 Memorial	Window/Punch
12122 Memorial	UNK
10900 Wickline	Window/Punch
201 Kincaid School Rd	UNL
825 Sadlewood	Lock Twist
106 Willowend	Window/Punch
10906 Wickline	Window/Punch
9 Tokeneke Trl	Window/Punch
11207 Tyne Ct	Window/Punch
11215 Tyne Ct	UNL
10901 Bridgewood	UNL
11 Willowend	UNL/Contractor
505 Lanecrest	UNL
749 W Creekside	Unfounded



Lock Punch



Blue Entry = Actual
Location Unknown



SOLVED

9/30/23

Underlined Contractor

3



Daytime Burglary
Nighttime Burglary

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	1	19	61	82	21	5285	3873	1747	1315	1466	1062	1936	1496
June	1	16	93	110	20	8512	7148	2930	2559	2267	1818	3179	2765
July	2	14	89	105	14	10,474	9163	3323	3003	2889	2499	4109	3655
August	0	17	77	94	17	7,278	5804	2468	2086	1851	1426	2766	2291
September	0	12	56	68	10	5,972	4503	2031	1640	1633	1264	2049	1596
October													
November													
December													
Total	11	140	537	689	124	55177	42650	18610	15096	14456	10740	20636	16308


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

Hedwig


Bunker Hill


Piney Point

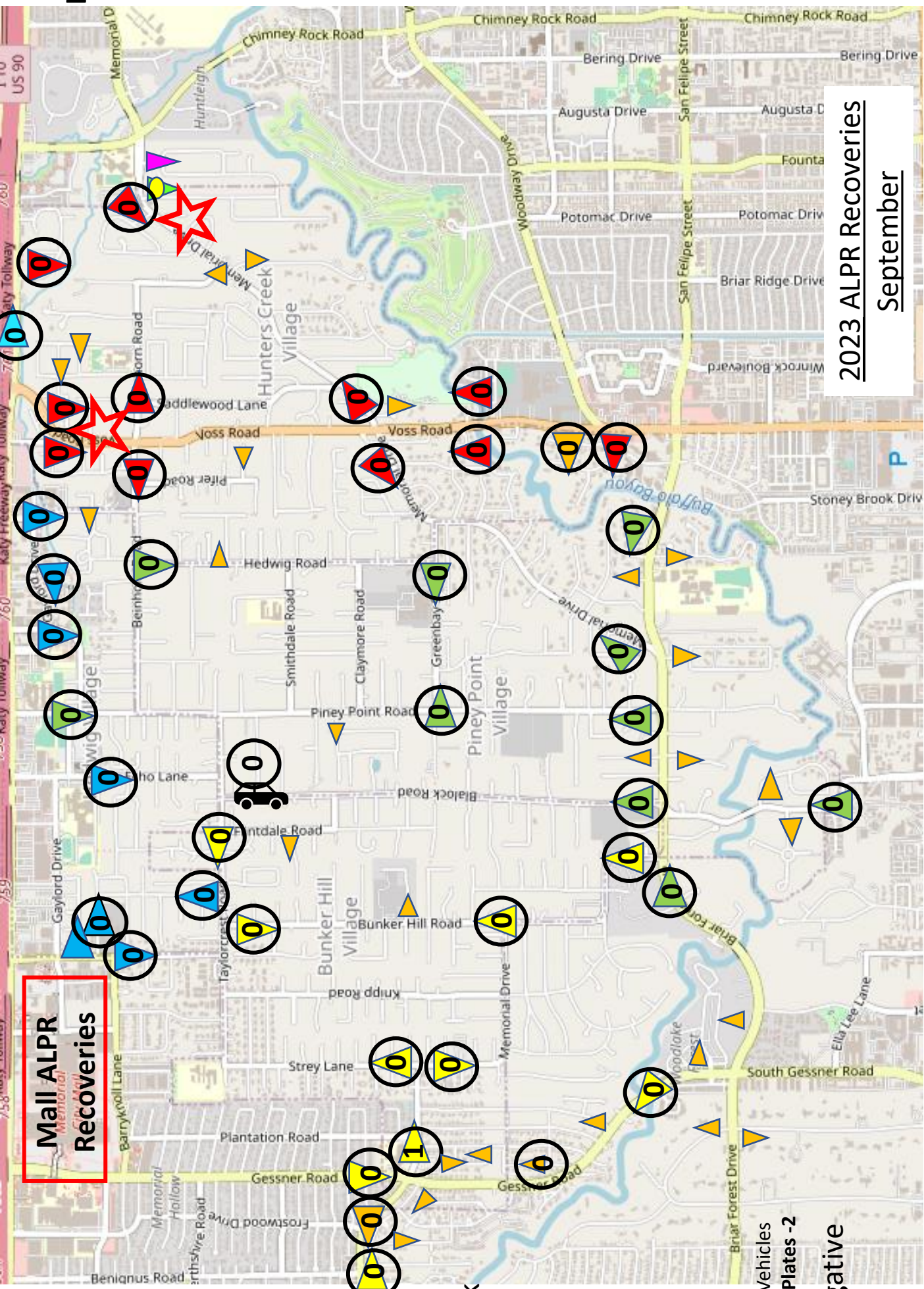

Hunters Creek


Frequent Mobile Locations



 Recovered Vehicles
Recovered Plates - 2


 Investigative Leads

Mall ALPR Recoveries



2023 ALPR Recoveries
September

Lindenwood HOA


Longwoods HOA


US Coins


In Process


HOA Systems


9/30/23


2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMAMI, ALI	26:36:21	23:28:43	24:11:20	22:45:35	36:12:16	39:39:19	20:29:11	41:34:45	25:51:37				5	55
BAKER, BRIAN C	3:31:40	0:18:16	1:29:15	0:32:24	0:21:24	0:34:07	0:00:00	5:44:14	0:00:00					
BALDWIN, BRIAN	17:32:11	13:52:09	18:58:23	15:22:04	11:14:09	12:46:41	0:30:45	17:17:18	16:36:03				3	23
BIEFHUNKO, JOHN	22:37:16	20:41:29	24:20:46	9:54:47	16:39:29	14:18:35	21:50:18	17:17:36	16:00:05					20
BOGGUS, LARRY	0:04:10	0:59:15	2:42:11	14:58:50	12:06:57	0:22:51	0:46:16	1:18:35	1:46:29					
BURLESON, Jason	13:12:02	10:25:15	13:11:53	22:52:17	25:02:17	28:34:21	12:28:04	17:46:00	14:03:26				3	26
BYRD, Rachied									25:56:26				11	38
CANALES, RALPH EDWARD	15:05:04	14:08:39	19:00:17	9:18:54	13:22:58	10:32:51	12:45:59	19:09:34	11:22:01				5	20
CERNY, BLAIR C.	22:20:53	13:00:34	4:12:21	5:52:34	9:33:34	4:46:33	0:00:00	2:48:09	7:12:49					
ECKERFIELD, Dillon	25:34:06	16:08:21	33:29:46	21:55:20	33:28:28	33:18:43	29:35:54	18:27:41	17:59:00					22
HARWOOD, NICHOLAS	18:58:46	19:16:48	12:51:44	9:07:09	9:03:33	21:35:51	25:01:09	20:51:59	28:19:01				8	27
JARVIS, RICHARD	17:03:26	15:40:05	15:27:29	13:10:22	16:25:12	16:22:45	38:21:03	20:33:00	17:51:04				1	21
JOHNSON, JOHN	15:48:16	16:53:09	14:28:58	17:03:42	13:16:09	25:55:05	15:29:31	12:10:51	23:43:59				1	37
JONES, ERIC	0:00:00	14:52:11	0:00:00	0:00:00	0:02:31	0:00:00	0:00:00	0:00:18	2:40:15				1	
KING, JEREMY	9:53:27	0:00:00	20:34:58	7:58:39	14:52:28	7:00:48	17:04:38	12:46:59	13:25:27				1	16
KUKOWSKI, Andy	21:46:17	23:48:00	14:19:24	14:13:17	27:31:49	29:10:56	8:46:48	24:12:12	25:10:47				1	46
LOWRIE, Andy	18:47:35	35:22:56	22:43:49	31:50:20	26:19:33	31:43:01	37:35:44	32:07:40	14:19:42					26
MCELVANY, ROBERT	13:28:51	9:01:39	3:53:11	9:48:34	6:28:09	8:32:13	7:05:07	5:38:07	8:00:29				3	22
ORTEGA, Yesenia	16:22:55	14:53:39	22:43:49	25:29:38	17:20:34	23:37:36	23:08:26	15:14:27	14:33:27				2	20
OWENS, LANE	7:19:25	1:06:57	0:03:44	0:00:00	0:05:50	0:00:00	0:00:00	0:00:00	2:12:22					
PAVLOCK, JAMES ADAM	1:16:57	0:41:05	1:32:18	0:19:29	1:35:54	8:41:34	5:49:04	19:37:04	25:49:25				4	157
RODRIGUEZ, CHRISTOPHER	2:58:13	0:45:39	5:03:49	10:10:35	3:29:18	1:38:51	1:09:41	0:39:05	7:12:29					
RODRIGUEZ, REGGIE			2:13:47	30:19:25	30:22:14	2:08:28	22:56:31	0:52:52	19:28:41				4	30
SALAZAR, Efrain	21:58:39	20:02:08	19:37:20	14:39:42	22:21:47	24:51:18	41:51:31	1:11:04	10:18:29				2	
SCHANMEIR, CHRISTIAN	20:44:52	12:50:34	15:00:40	16:57:42	20:25:07	18:25:29	20:05:42	20:35:08	17:11:30				5	20
SCHULTZ, RAYMOND	5:44:09	0:00:00	0:46:23	1:12:56	0:00:00	1:09:46	0:24:54	3:16:02	0:05:22					
SILLIMAN, ERIC	25:55:25	11:42:31	7:51:13	7:22:18	31:05:02	26:15:50	15:19:48	21:16:57	22:31:14				2	73
SPRINKLE, MICHAEL	9:05:01	6:38:58	13:45:12	12:40:15	12:06:36	10:45:10	12:31:26	9:01:06	8:55:10				1	12
TAYLOR, CRAIG	29:35:02	17:58:23	21:22:03	12:56:07	16:16:43	9:51:48	15:28:13	25:42:25	16:01:01				4	23
TORRES, PATRICK	14:23:40	17:57:00	12:04:56	16:42:07	17:43:40	7:33:10	11:51:15							
VALDEZ, JUAN	20:27:22	8:01:45	16:38:45	16:10:38	15:51:29	17:34:23	21:00:35	27:51:49	19:17:02					11
VASQUEZ, MONICA	0:39:02	2:11:16	2:48:31	24:00:53	2:54:01	0:52:15	0:49:31	1:01:46	0:11:55					
WHITE, TERRY	26:58:37	19:19:14	6:53:51	14:07:23	32:35:37	24:40:56	28:18:39	14:43:05	5:22:02				2	1
WILLIFORD, Adam	17:44:28													
* = Admin												Total	68	746

Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
911 Phone Calls	385	377	460	UNV	UNV	383	278	214	264				Totals	2361
3700 Phone Calls	2469	2015	2558	UNV	UNV	2519	2018	2213	2049				15841	
DP General Phone Calls*	53:12:01	71:35:35	56:39:49	UNV	UNV	UNV	35:59:09	39:03:25	48:90:24					
Radio Transmissions						10498	8985	9428	12234					

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



September 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

Plate Reads Summary

Total Plate Reads:
4,260,941

[Download CSV](#)

Sep 2 - Oct 1

[Search](#)

Devices (34)

Plate Reads By Day



Unique Plate Reads Summary

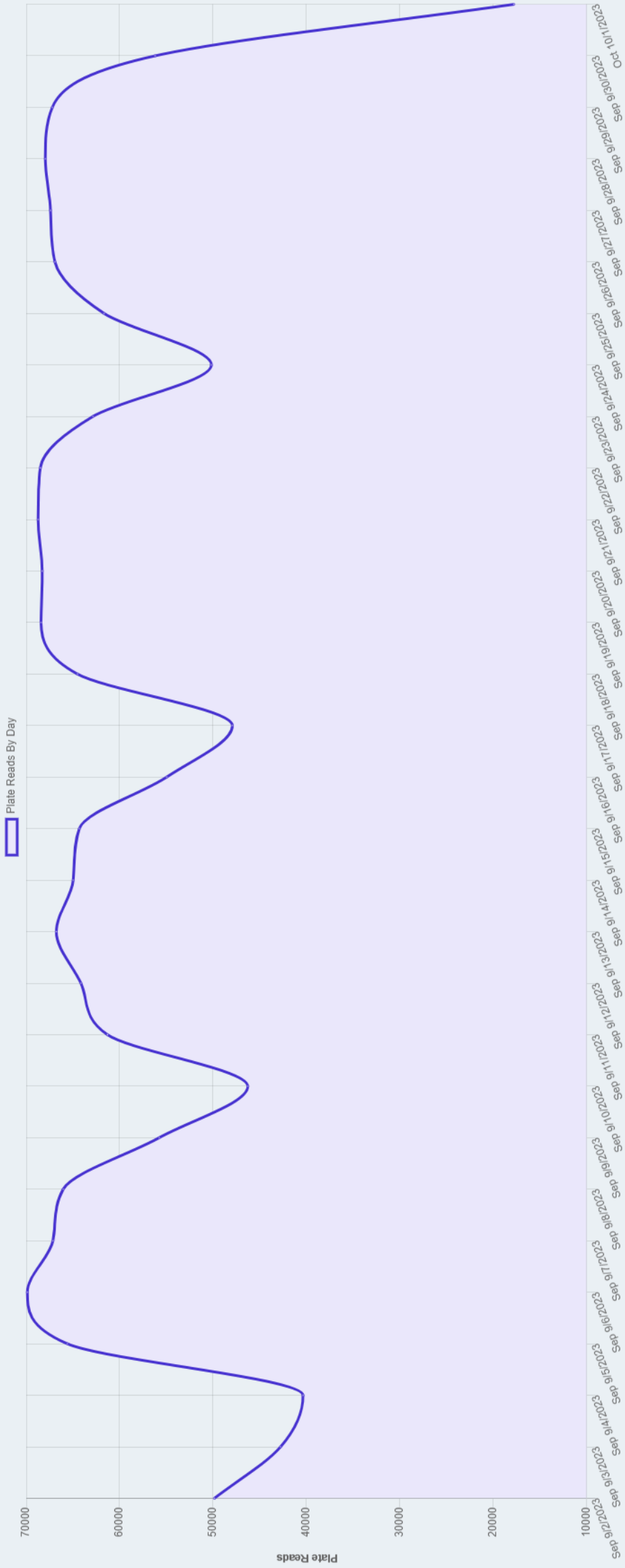
Total Unique Plate Reads:
582,004

[Download CSV](#)

Sep 2 - Oct 1

Devices (34)

[Search](#)



All Categories

Hits Report

09/01/2023 To... 10/01/2023

Search

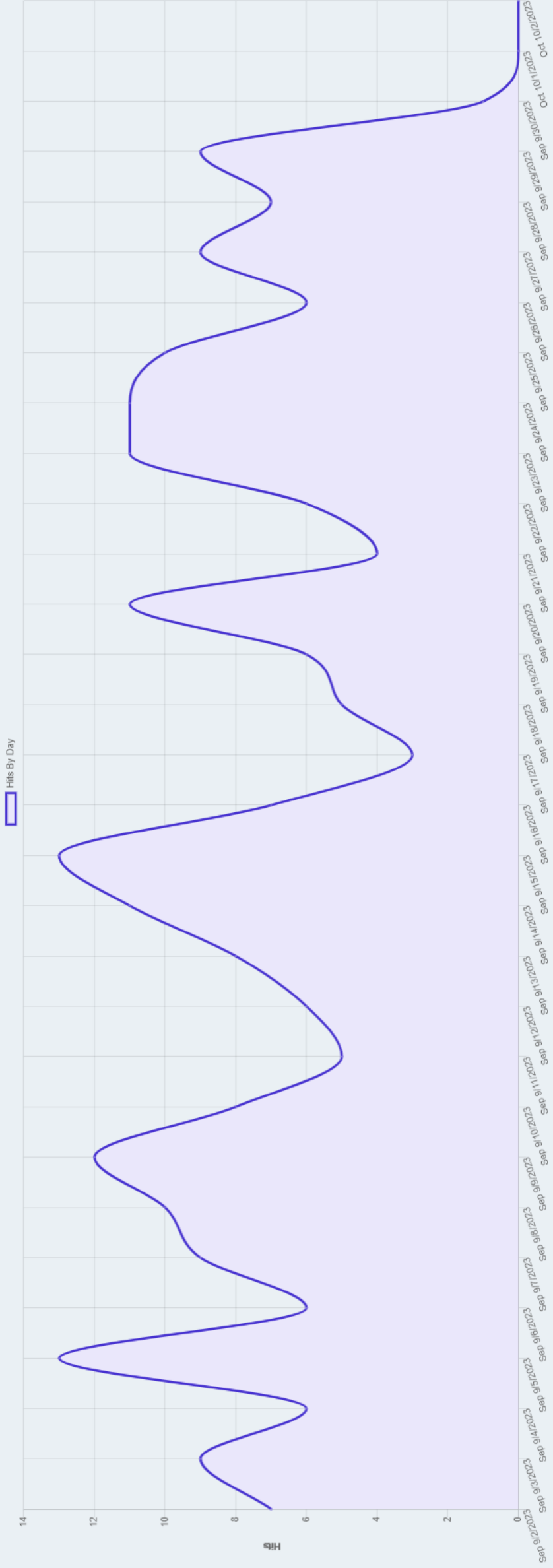
Select a date range up to 31 days

DOWNLOAD CSV

Total Hits: 229

Topics (15) ▾

Devices (34) ▾



Top 7 Categories

Hits Report

09/01/2023 To... 10/01/2023

Search

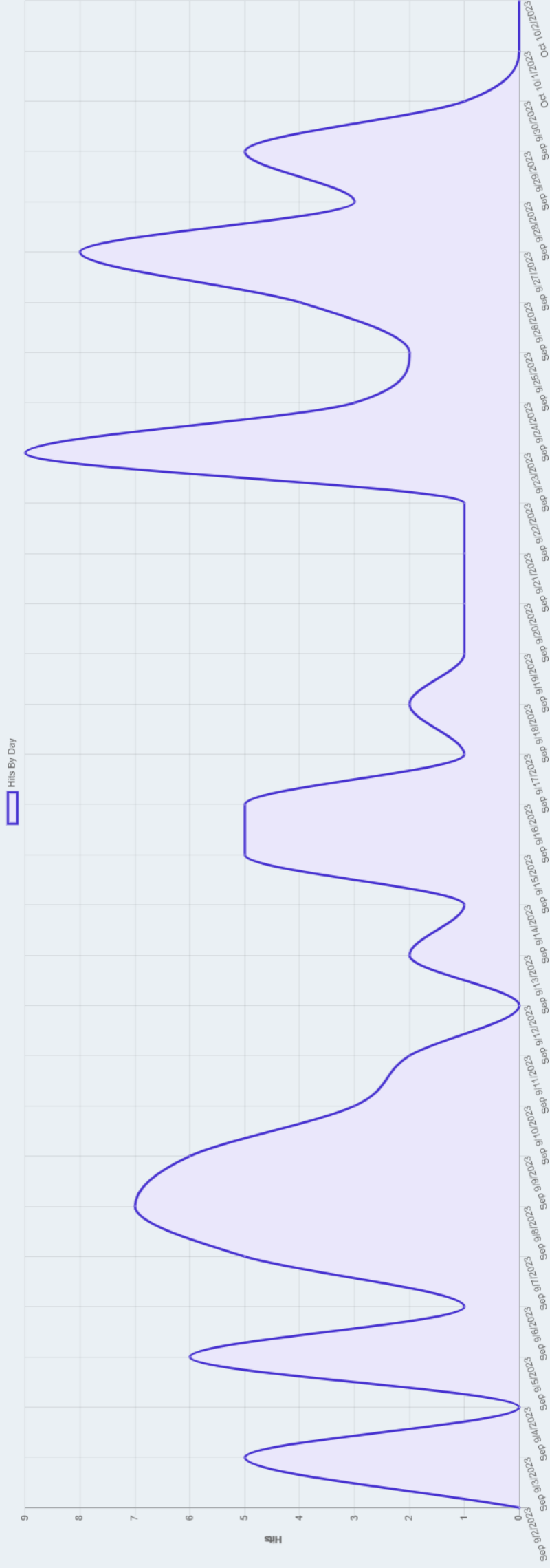
Select a date range up to 31 days

DOWNLOAD CSV

Total Hits: 90

Topics (7)

Devices (34)



Sex Offenders

Hits Report

09/01/2023

To...

10/01/2023

Search

Select a date range up to 31 days

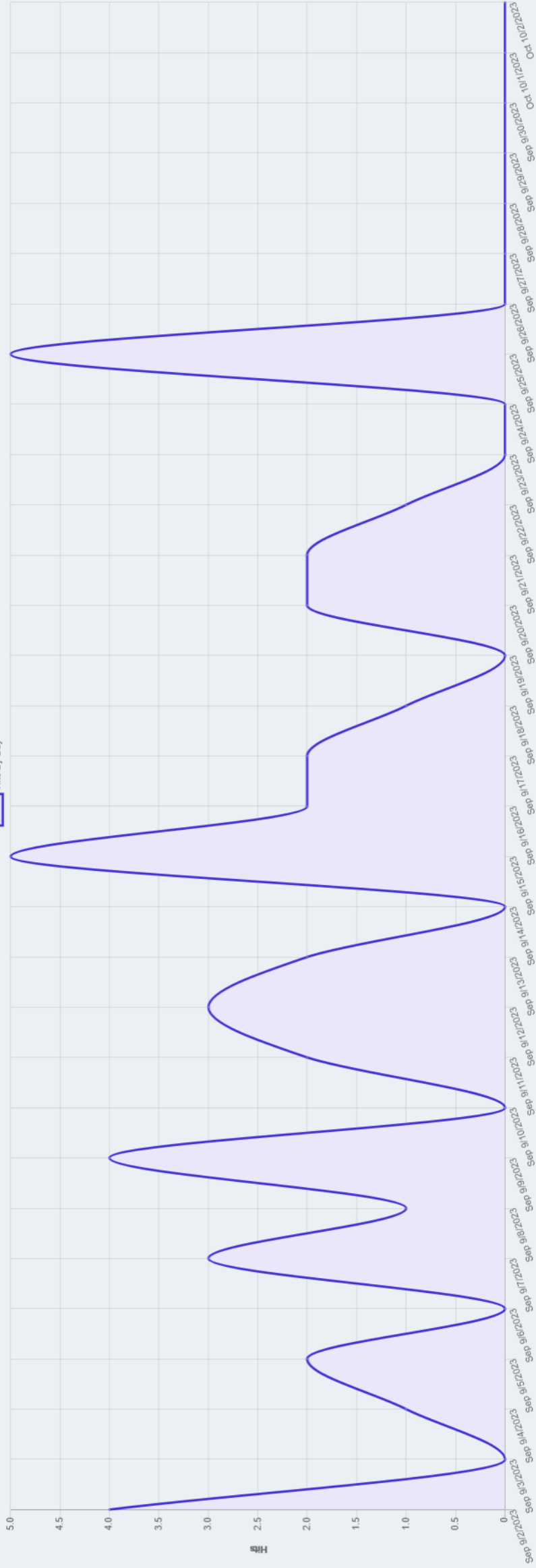
DOWNLOAD CSV

Total Hits: 42

Topics (1)

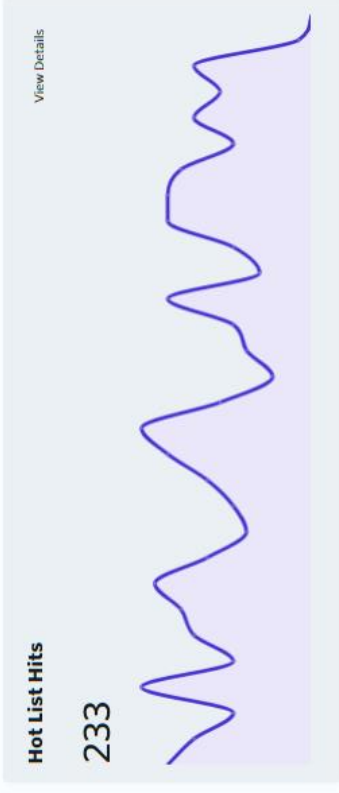
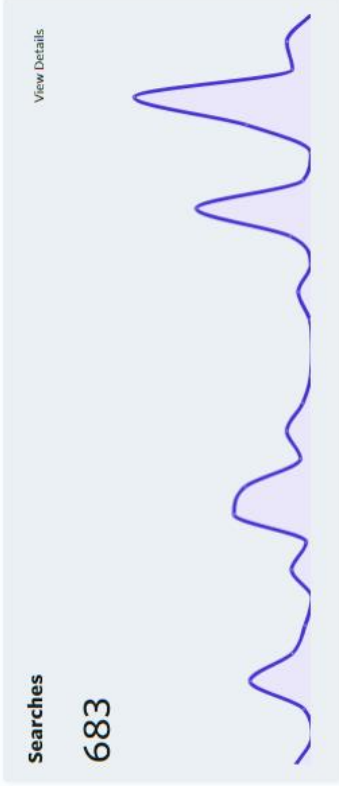
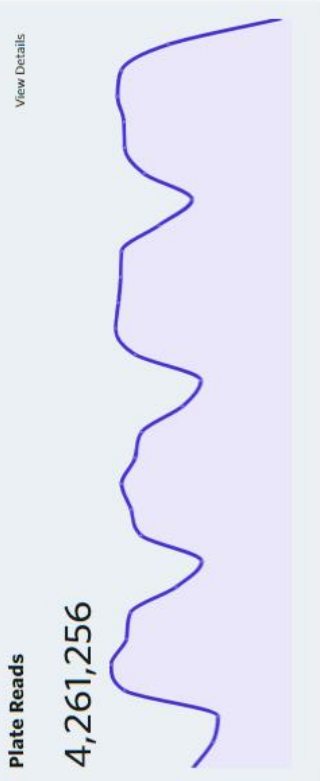
Devices (34)

Hits By Day



Summary Report

Insights Dashboard



Device Sharing

Shared with
Lewisville TX PD,
Sansom Park TX PD,
and 318 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
95%

Latency
15 s

[Next Device >](#)

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

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

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

Private Systems monitored by MVPD

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

Yellow = Bunker Hill
 Green = Piney Point
 Red = Hunters Creek
 Blue = MVPD Mobile
 Purple = Privately Owned Systems



Hits/Reads By Camera

1 5/248,177
2 4/167,638
3 See #31
4 6/197,170
5 3/89,799
6 0/72,188
7 10/127,326
8 6/257,332
9 0/90,846
10 3/105,073
11 0/25,859
12 1/224,461
13 10/276,044
14 0/99,797
15 0/7,261
16 5/62,634

17 2/111,521
18 2/135,491
19 4/208,810
20 2/116,173
21 6/294,190
22 14/398,942
23 3/291,148
24 0/155,382
25 0/31,371
26 1/52,782
27 0/76,469
28 0/33,715
29 0/6,672
30 0/72,341
31 4/164,457
32 0/51,454
33 0/4,739
34 0/5,664

Total Reads – 4,260,941

Unique Reads – 582,004

Hits- 229

7 Top Hit 90

- Hotlist - 42
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

Recoveries - 1

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 Oct. 3, 2023 for the Oct 24, 2023 meeting.

Mayor and Council,

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

Thank You,

Henry Rivas
Building Official



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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	29	\$17,846	1	19	\$3,215	24	\$4,495	72	\$25,556	\$3,108,651
February	15	\$24,327	2	9	\$1,410	18	\$2,420	49	\$28,516	\$4,311,997
March	35	\$14,765	0	19	\$2,615	44	\$6,985	98	\$24,365	\$2,394,000
April	26	\$5,970	0	17	\$3,240	20	\$2,675	63	\$11,885	\$1,229,148
May	21	\$14,620	1	23	\$3,585	43	\$6,630	87	\$24,835	\$3,849,073
June	28	\$26,027	2	14	\$2,810	29	\$4,645	71	\$33,482	\$4,930,737
July	26	\$31,787	3	14	\$2,365	21	\$3,485	61	\$37,367	\$4,347,372
August	27	\$16,496	0	23	\$4,265	54	\$7,960	104	\$28,721	\$3,570,864
September	19	\$34,387	2	21	\$4,025	33	\$6,575	73	\$44,987	\$5,535,127
October	23	\$24,797	1	22	\$4,405	30	\$4,895	75	\$34,097	\$4,061,891
November	31	\$38,585	2	36	\$5,625	16	\$3,325	83	\$47,535	\$5,919,766
December	37	\$53,801	5	21	\$3,035	35	\$7,890	93	\$64,726	\$10,576,710
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	28	\$8,226	0	15	\$2,630	35	\$7,025	78	\$17,881	\$2,530,920
June	39	\$47,189	3	20	\$4,160	45	\$8,530	102	\$59,879	\$11,302,785
July	30	\$5,141	0	18	\$3,425	37	\$7,430	85	\$15,996	\$1,896,376
August	32	\$36,800	3	17	\$3,700	41	\$8,730	90	\$49,230	\$7,393,723
September	22	\$29,508	1	13	\$1,775	40	\$9,230	75	\$40,513	\$7,338,873
October										
November										
December										
Total	241	\$211,899	11	147	\$27,920	352	\$67,863	740	\$307,682	\$53,226,115

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	81.3%	35	18.7%
February	174	147	84.5%	27	15.5%
March	236	226	95.8%	10	4.2%
April	154	131	85.1%	23	14.9%
May	175	150	85.7%	25	14.3%
June	175	154	88.0%	21	12.0%
July	246	199	80.9%	47	19.1%
August	250	213	85.2%	37	14.8%
September	219	192	87.7%	27	12.3%
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
			#DIV/0!		#DIV/0!
Total	1816	1564	86.1%	252	13.9%

Inspections with Odometer Readings, by Inspector and Vehicle

Oct 2, 2023 5:17 PM
Henry Rivas
City of Hunters Creek Village

Date Range (inclusive): **Fri Sep 01 2023 to Fri Sep 29 2023**
 Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)									
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Reinsp Result	Correction	Notes
Vehicle ID:									
	202100700	517 WELLESLEY DR	M Hood V	9/1/23		No	Pass		
	202200641	7607 RIVER POINT DR	Gas Test	9/1/23		No	Pass		
	202300305	517 WELLESLEY DR	DW Steel	9/1/23		No	Pass		
	202300536	7607 RIVER POINT DR	E Underg	9/1/23		Yes	NC	Disapproved - no call in	
	202300536	7607 RIVER POINT DR	TCI	9/1/23		No	NC	Disapproved - no call in	
	202300537	7607 RIVER POINT DR	P UnderG	9/1/23		Yes	NC	Disapproved - no call in	
	202300537	7607 RIVER POINT DR	P GL & GT	9/1/23		No	NC	Disapproved - no call in	
	202300658	5 Long Timbers Trail	F Final	9/1/23		No	Pass		
	202300692	10802 Oak Hollow St	E Underg	9/1/23		No	Pass		
	202300692	10802 Oak Hollow St	E Rough	9/1/23		No	Pass		
	202201149	106 Willowend Dr	E Final	9/5/23		No	Pass		
	202300182	412 Lindenwood Drive	P TO/Rough	9/5/23		No	PPass		
	202300182	412 Lindenwood Drive	Shower Pan	9/5/23		No	Pass		
	202300632	10902 Long Shadow Ln	Insulation	9/5/23		No	Pass		

202300633	660 SHARTLE CIR	Gas Test	9/5/23	Y	No	Pass	[Entered 8/31/2023 by BBG]: Disapproved-need gas test
202300633	660 SHARTLE CIR	VCBK	9/5/23	Y	No	Pass	[Entered 8/31/2023 by BBG]:
202300633	660 SHARTLE CIR	P Final	9/5/23	Y	No	Pass	[Entered 8/31/2023 by BBG]: Disapproved-need all other inspections to pass prior
202300700	551 Three Corners Dr	E Underg	9/5/23		No	Pass	
202200641	7607 RIVER POINT DR	P Final	9/6/23		Yes	NC	Disapproved - No water to home. Water heaters are not operational.
202200790	660 SHARTLE CIR	P Final	9/6/23		Yes	NC	Disapproved - Adjust gate to close and latch. Unable to verify door alarms.
202200815	1107 River Glyn Dr	Frame	9/6/23		No	Pass	
202201108	106 Willowend Dr	P Final	9/6/23	Y	No	Pass	[Entered 8/31/2023 by BBG]: Disapproved - no access
202300561	215 VOSS RD	I Trench	9/6/23		No	Pass	
202300561	215 VOSS RD	I Final	9/6/23		No	Pass	
202300649	713 Camelot Lane	Foundation	9/6/23		No	Pass	
202300697	803 Wade Hampton Drive	M Final	9/6/23		Yes	NC	Disapproved - No answer at door
202300703	620 Shartle Circle	E Underg	9/6/23		No	Pass	
202300703	620 Shartle Circle	E Rough	9/6/23		No	Pass	
202201090	10606 Gawain Ln	P Final	9/7/23	Y	No	Pass	[Entered 8/24/2023 by BBG]: Disapproved- Driveway gate swings wrong way. Side gate does not self close and latch. No door alarms installed.
202201100	811 Creek Wood Way	M Hood V	9/7/23		No	Pass	
202300243	10622 Gawain Lane	M Final	9/7/23	Y	No	Pass	[Entered 8/30/2023 by BBG]: Disapproved-Furnace is not started up. Gas is off.
202300674	651 Shartle Circle	M Rough	9/7/23		No	Pass	
202200790	660 SHARTLE CIR	P Final	9/8/23	Y	No	Pass	[Entered 9/6/2023 by BBG]: Disapproved - Adjust gate to close and latch. Unable to verify door alarms.

202300222	820 OAK VALLEY DR	DW Final	9/8/23	No	Pass	
202300439	10420 Memorial Drive	H-Strap	9/8/23	Yes	P Pass	Partial Approval - (Contractor) still has trusses to set in the middle section of home.
202300604	750 Pifer Road	M Final	9/8/23	No	Pass	[Entered 8/17/2023 by BBG]: Disapproved - no access
202300665	628 SHARTLE CIR	E Underg	9/8/23	No	Pass	
202300671	919 Wade Hampton Drive	F Post Hole	9/8/23	No	Pass	
202300710	628 SHARTLE CIR	Gas Test	9/8/23	Yes	NC	Disapproved- No gauge installed for gas test
202300711	721 W Creekside Drive	P Final	9/8/23	No	Pass	
202300713	551 Three Corners Dr	Gas Test	9/8/23	No	Pass	
202201004	335 Voss Rd	P Final	9/11/23	No	Pass	[Entered 8/3/2023 by BBG]: Disapproved - no access; driveway gate locked
202201123	7607 RIVER POINT DR	E Final	9/11/23	No	Pass	
202300340	628 SHARTLE CIR	H-Strap	9/11/23	No	Pass	
202300340	628 SHARTLE CIR	Frame	9/11/23	No	Pass	
202300665	628 SHARTLE CIR	E Rough	9/11/23	No	Pass	
202300684	10803 Beinhorn Rd	FD-Piers	9/11/23	No	Pass	
202300687	651 Shartle Circle	Shower Pan	9/11/23	No	Pass	
202300702	10910 MELODY LN	P Final	9/11/23	No	Pass	
202300705	7607 RIVER POINT DR	I Trench	9/11/23	No	Pass	
202300705	7607 RIVER POINT DR	I Final	9/11/23	No	Pass	
202300715	7607 RIVER POINT DR	Gas Test	9/11/23	No	Pass	
202300003	852 Kuhlman Rd	P Layout	9/12/23	No	Pass	

202300439	10420 Memorial Drive	H-Strap	9/12/23 Y	No	Pass	[Entered 9/8/2023 by BBG]: Partial Approval - (Contractor) still has trusses to set in the middle section of home.
202300536	7607 RIVER POINT DR	E Underg	9/12/23 Y	Yes	NC	Disapproved - not ready; did not call
202300536	7607 RIVER POINT DR	TCI	9/12/23 Y	No	NC	[Entered 9/1/2023 by BBG]: Disapproved - no call in
202300537	7607 RIVER POINT DR	P UnderG	9/12/23 Y	Yes	NC	Disapproved - not ready; did not call
202300537	7607 RIVER POINT DR	P GL & GT	9/12/23 Y	No	NC	[Entered 9/1/2023 by BBG]: Disapproved - no call in
202300569	210 Hedwig Road	F Final	9/12/23	No	Pass	
202300646	651 Shartle Circle	DW Final	9/12/23	No	Pass	
202300662	651 Shartle Circle	Frame	9/12/23	No	NC	Disapproved- No access and no answer or vm @number provided.
202300704	514 Wellesley Drive	P Layout	9/12/23	No	Pass	
202300710	628 SHARTLE CIR	P TO/Rough	9/12/23	No	Pass	
202300710	628 SHARTLE CIR	Gas Test	9/12/23 Y	No	Pass	[Entered 9/8/2023 by BBG]: Disapproved- No gauge installed for gas test
202300719	10914 Bridgewood St	P Layout	9/12/23	No	Pass	
202100154	517 WELLESLEY DR	Gas Test	9/13/23	No	Pass	
202200641	7607 RIVER POINT DR	P Final	9/13/23 Y	Yes	NC	Disapproved - Plumbing checked out but still missing gas meter. No hot water. [Entered 9/6/2023 by BBG]:

202300253	10830 ROARING BROOK LN	P Final	9/13/23	No	Pass	Disapproved - No water to home. Water heaters are not operational.
202300253	10830 ROARING BROOK LN	P Rgh/P- T/VCBK	9/13/23	No	Pass	
202300351	10830 ROARING BROOK LN	DW Final	9/13/23 Y	No	Pass	[Entered 8/31/2023 by BBG]: Disapproved - not ready for final
202300372	825 Saddlewood Ln	E Underg	9/13/23	No	Pass	
202300372	825 Saddlewood Ln	E TCI	9/13/23	No	Pass	
202300443	8315 Hunters Creek Dr	H-Strap	9/13/23	No	Pass	
202300484	1122 Riverbend Drive	P TO/Rough	9/13/23 Y	No	Pass	[Entered 8/8/2023 by BBG]:
202300520	1122 RIVER BEND DR	E Rough	9/13/23 Y	No	Pass	
202300579	620 Shartle Circle	P Deck S	9/13/23	No	Pass	
202300594	521 WELLESLEY DR	E Final	9/13/23	No	Pass	
202300624	521 Wellesley Drive	P Final	9/13/23	No	Pass	
202300688	517 Ripple Creek Dr	FD Steel	9/13/23	No	Pass	
202300697	803 Wade Hampton Drive	M Final	9/13/23 Y	No	Pass	[Entered 9/6/2023 by BBG]: Disapproved - No answer at door
202300707	10907 Pama Cir	P Steel/Piping	9/13/23	No	Pass	
202300724	911 OAK VALLEY DR	M Rough	9/13/23	No	Pass	
202200935	10902 Wickwild St	TCI	9/14/23	No	Pass	
202300642	551 Three Corners Dr	YD Trench	9/14/23	No	Pass	
202300670	6 Pinewood Circle	F Post Hole	9/14/23	No	Pass	
202300716	12 Inwood Oaks Dr	P Final	9/14/23	No	Pass	
202300727	10803 Beinhorn Rd	P UnderG	9/14/23	No	Pass	
202100861	10830 ROARING BROOK LN	P Final	9/15/23	No	Pass	

202200936	10902 Wickwild St	P UnderG	9/15/23	Y	No	Pass	
202200936	10902 Wickwild St	P GL & GT	9/15/23	Y	No	Pass	
202201155	7607 RIVER POINT DR	M Final	9/15/23		No	Pass	
202300292	10830 ROARING BROOK LN	YD Final	9/15/23		No	Pass	
202300342	10814 Oak Hollow St	P Final	9/15/23		No	Pass	
202300696	526 Trails End	FD-Piers	9/15/23		No	Pass	
202300722	911 OAK VALLEY DR	P TO/Rough	9/15/23		No	Pass	
202300730	1122 Riverbend Drive	M Rough	9/15/23		Yes	NC	Disapproved-Connect exhaust vent in utility
202200641	7607 RIVER POINT DR	P Final	9/18/23	Y	No	Pass	[Entered 9/13/2023 by BBG]: Disapproved - Plumbing checked out but still missing gas meter. No hot water.
202300134	203 Fleetway Dr	Shower Pan	9/18/23		Yes	PPass	[Entered 9/6/2023 by BBG]: Disapproved - No water to home. Water heaters are not operational. Partial Approval- 4 Shower pans are OK but master bath shower pan has not been done
202300277	10830 ROARING BROOK LN	E Final	9/18/23		No	Pass	
202300728	889 Country Ln	E Underg	9/18/23		No	Pass	
202200400	10830 ROARING BROOK LN	P Final	9/19/23		Yes	NC	Fail; Door Alarms not installed.
202200574	852 Kuhlman Rd	E TCI	9/19/23		No	Pass	
202300082	911 OAK VALLEY DR	H-Strap	9/19/23		No	Pass	
202300082	911 OAK VALLEY DR	Frame	9/19/23		No	Pass	
202300388	7607 RIVER POINT DR	E Final	9/19/23		No	Pass	
202300449	702 Saddlewood Lane	Gas Test	9/19/23		No	Pass	

202300449	702 Saddlewood Lane	P Sewer	9/19/23	No	Pass	
202300476	1122 Riverbend Drive	Frame	9/19/23 Y	No	Pass	[Entered 8/7/2023 by BBG]:
202300730	1122 Riverbend Drive	M Rough	9/19/23 Y	No	Pass	[Entered 9/15/2023 by BBG]: Disapproved-Connect exhaust vent in utility
202200935	10902 Wickwild St	E Final	9/20/23	No	Pass	
202200936	10902 Wickwild St	P Final	9/20/23	No	Pass	
202201148	10611 TWELVE OAKS DR	P Layout	9/20/23	No	Pass	
202300141	551 Three Corners Dr	M Hood V	9/20/23	No	Pass	
202300141	551 Three Corners Dr	M Final	9/20/23	No	Pass	
202300237	10610 N Evers Park Drive	E Underg	9/20/23	No	Pass	
202300698	510 LINDENWOOD DR	F Post Hole	9/20/23	No	Pass	
202300715	7607 RIVER POINT DR	P Final	9/20/23	No	Pass	
202300715	7607 RIVER POINT DR	VCBK	9/20/23	No	Pass	
202300719	10914 Bridgewood St	P Steel/Piping	9/20/23	No	Pass	
202300737	526 Trails End	ET-Pole	9/20/23	No	Pass	
202201147	8327 Hunters Creek Dr	E Underg	9/21/23	No	Pass	
202201147	8327 Hunters Creek Dr	E TCI	9/21/23	No	Pass	
202300168	811 Country Ln	E Final	9/21/23	No	Pass	
202300291	203 Fleetway Dr	E Underg	9/21/23	No	Pass	
202300303	811 Country Ln	E Final	9/21/23	No	Pass	
202300321	728 KUHLMAN RD	E Final	9/21/23	Yes	NC	Disapproved- no access
202300510	674 SHARTLE CIR	E Underg	9/21/23	No	Pass	

202300664	4 SADDLE CRK	P Final	9/21/23	Yes	NC	Disapproved-Pumps must be operational
202300696	526 Trails End	Foundation	9/21/23	No	Pass	
202300736	10914 Bridgewood St	FD Steel	9/21/23	No	Pass	
202300736	10914 Bridgewood St	E Underg	9/21/23	No	Pass	
202300739	526 Trails End	P UnderG	9/21/23	No	Pass	
202300742	10914 Bridgewood St	P UnderG	9/21/23	No	Pass	
202300742	10914 Bridgewood St	P GL & GT	9/21/23	No	Pass	
202300744	10911 Pama Circle	Gas Test	9/21/23	No	Pass	
202201046	7607 RIVER POINT DR	P Final	9/22/23	No	Pass	
202300476	1122 Riverbend Drive	Insulation	9/22/23	No	Pass	
202300543	10721 SHALLOWBROOK LN	Foundation	9/22/23	No	Pass	
202300557	10622 Gawain Lane	DW Final	9/22/23	No	Pass	
202300669	10618 Gawain Ln	YD Final	9/22/23	No	PPass	Partial approval-Drainage installed under driveways
202300731	10606 Gawain Ln	P UnderG	9/22/23	No	Pass	
202300731	10606 Gawain Ln	P GL & GT	9/22/23	No	Pass	
202300738	660 SHARTLE CIR	I Trench	9/22/23	No	Pass	
202300741	889 Country Ln	Gas Test	9/22/23	No	Pass	
202300749	806 KUHLMAN RD	ET-Pole	9/22/23	No	Pass	
202200955	820 OAK VALLEY DR	Gas Test	9/25/23	No	Pass	
202200985	10721 SHALLOWBROOK LN	M Hood V	9/25/23	No	Pass	
202300082	911 OAK VALLEY DR	Insulation	9/25/23	No	Pass	

202300321	728 KUHLMAN RD	E Final	9/25/23	Y	No	Pass	[Entered 9/21/2023 by BBG]: Disapproved- no access
202300698	510 LINDENWOOD DR	F Final	9/25/23		No	Pass	
202300743	10911 Pama Circle	E Underg	9/25/23		No	Pass	
202300743	10911 Pama Circle	E Rough	9/25/23		No	Pass	
202300759	551 Three Corners Dr	DW Steel	9/25/23		No	Pass	
202200649	215 Bryn Mawr Circle	Frame	9/26/23		No	Pass	
202201099	11 River Cir	Frame	9/26/23		No	Pass	
202300099	11002 Landon Lane	E Underg	9/26/23		No	Pass	
202300144	811 Country Ln	P Final	9/26/23		No	Pass	
202300239	514 Wellesley Drive	E TCI	9/26/23		No	Pass	
202300484	1122 Riverbend Drive	Shower Pan	9/26/23		No	Pass	
202300696	526 Trails End	Foundation	9/26/23	Y	No	Pass	Partial Approval- Partial for foundation wall at sunken room
202300704	514 Wellesley Drive	P Steel/Piping	9/26/23		No	Pass	
202300738	660 SHARTLE CIR	I Final	9/26/23		Yes	NC	Disapproved- No test report for backflow device
202300757	10914 Bridgewood St	Gas Test	9/26/23		No	Pass	
202300765	702 Camelot Lane	P Layout	9/26/23		No	Pass	
202200962	10721 SHALLOWBROOK LN	E Final	9/27/23		No	Pass	
202201099	11 River Cir	Insulation	9/27/23		No	Pass	
202201148	10611 TWELVE OAKS DR	P Steel/Piping	9/27/23		No	Pass	
202300405	10610 N Evers Park Drive	M Rough	9/27/23		No	Pass	
202300734	206 Caruthers Ln	P UnderG	9/27/23		No	Pass	
202300755	635 Shartle Circle	P Final	9/27/23		No	Pass	

202300761	10914 Bridgewood St	E Underg	9/27/23	No	Pass	
202300240	811 Country Ln	M Hood V	9/28/23	No	Pass	
202300240	811 Country Ln	M Final	9/28/23	No	Pass	
202300684	10803 Beinhorn Rd	Foundation	9/28/23	No	Pass	
202300729	601 Wellesley Dr	I Trench	9/28/23	No	Pass	
202300729	601 Wellesley Dr	I Final	9/28/23	Yes	NC	Disapproved- No backflow Report.
202300762	10907 Pama Cir	E Underg	9/28/23	No	Pass	
202300136	811 Country Ln	Bld-Final	9/29/23	No	Pass	
202300408	627 Hunters Grove Lane	F Final	9/29/23	No	Pass	
202300449	702 Saddlewood Lane	P TO/Rough	9/29/23	No	Pass	
202300649	713 Camelot Lane	H-Strap	9/29/23	No	Pass	
202300686	10902 Long Shadow Ln	E Final	9/29/23	Yes	NC	Disapproved- Beth outlet requires only one GFI. Presently there are two GFIs on one circuit.
202300774	318 Timberwilde Lane	P Final	9/29/23	Yes	NC	Disapproved- Disconnect, gas line at Main and remove meter. Clay Chew TSBPE I-3068

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
183			0	0.0

Henry Rivas (henry)

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

Vehicle ID:

202300632	10902 Long Shadow Ln	Frame	9/1/23	No	Pass	
202300650	8327 Hunters Creek Drive	DW Steel	9/1/23	No	Pass	
202300701	1108 River Glyn	P UnderG	9/1/23	No	Pass	
202300701	1108 River Glyn	P TO/Rough	9/1/23	No	NC	Fail; 1. Test all DMV Piping

									2. Lavatory is not vented as required by plumbing code.
202300218	1005 River Bend	H-Strap	9/6/23	No	NC	Fail; missing straps			
202300218	1005 River Bend	Frame	9/6/23	No	NC	FAIL; Not ready			
202300691	10606 Gawain Ln	TCI	9/6/23	No	NC				
202300707	10907 Pama Cir	P Layout	9/6/23	No	Pass				
202300554	10840 Beinhorn Road	Bld-Final	9/7/23	No	Pass				
202300695	10911 Pama Circle	P Steel/Piping	9/7/23	No	Pass				
202100710	843 Country Ln	Bld-Final	9/8/23	No	NC	FAIL; 1. Shower enclosures shall have safety glazing identification labels on each panel. 2. Must provide detailed letter frm professional engineer addressing the brick lintels used on the house. 3. Approved Drairage plan indicates 18" R.C.P. the contractor installed 24" corrigated drain pipe. The ditch must have positive flow. 4. Finish facade work on left side of house. [Entered 7/25/2023 by henry]: Fail; 1. Remove Tpole 2. Landscape requirements to be met. [minimum 7 trees with minimum 3 in front [only have 4 trees in front.] 3. Finish grading left side 4. Missing permanent address 5. Seal brick wall penetrations right side. 6. Shower enclosure in guest room does not have permenant etching. 7. Complete catwalk to attic equipment 8. provide a light for the attic equipment in loft area 9. Missing return air filters			

									10. missing storage landing 11. Missing ceiling cover left side over AC condenser. 12. Secure open wires on left side of house 13. Missing louvers on left side of house and front porch 14. Missing brick lintels over openings greater than 2ft in width.
	202200815	1107 River Glyn Dr	Insulation	9/8/23		No	Pass		
	202300669	10618 Gawain Ln	YD Trench	9/8/23		No	PPass	Partial	
	202100839	215 VOSS RD	Bld-Final	9/11/23	Y	No	NC	Fail;	1. Remove all debris and left of construction material from the property 2. Missing splash guards on the right side. [Entered 7/21/2023 by henry]: Fail; 1. Handrails shall be provided on not less than one side of each flight of stairs with four or more risers. [Entered 7/19/2023 by henry]: Fail; 1. Missing all guard and handrails on stairs at front entry garage and outside balcony. 2. Provide the city with the revised plan for the interior stairs and upstairs guard rails. 3. Insulate and strap plumbing vent pipes in storage room and under floor framing ground level. 4. Floor Trusses shall be protected from decay. 5. Seveeral downspouts were not compelted or connected to the drainage system. 6. Finish final grade and remove all

202100891	601 Wellesley Dr	Bld-Final	9/12/23	Y	No	NC	<p>debris. 7. Missing permanent address.</p> <p>FAIL; 1. Provide the correct number of trees with correct caliper. Minimum 7 trees with minimum 3 in front. Must be minimum 6 caliper.</p> <p>[Entered 6/27/2023 by henry]: Fail; corrections not made from 06/26 inspection.</p> <p>[Entered 6/27/2023 by henry]: Fail; 1. Yard Grading completed. 2. Roof Covering is not completed 3. Missing roof drains and downspouts 4. Missing address identification; shall be legible and visible from the street 5. Glazing in doors and glazing adjacent to doors shall be provided with an acid etched, sandblasted ceramic fired laser etched embossed. 6. The swimming pool safety barriers shall be installed and completed. 7. Must have minimum 7 trees with minimum 3 trees in front. Trees must be minimum 6 inch caliper.</p>
202300662	651 Shartle Circle	Frame	9/12/23	Y	No	Pass	<p>[Entered 9/12/2023 by BBG]: Disapproved- No access and no answer or vm @number provided.</p>
202200233	10606 Gawain Ln	Bld-Final	9/13/23	Y	No	Pass	
202300669	10618 Gawain Ln	YD Trench	9/13/23	Y	No	Pass	
202201114	10622 Gawain Lane	Bld-Final	9/15/23		No	NC	<p>1. Seal brick joints and paint lentils for corrosion control 2. Clean soil off of rear driveway 3. Provide pool alarms on all openings leading to pool area 4. Seal all exterior wall penetrations</p>

										5. Provide minimum 2 inch clearance on furnace flues from all combustibles 6. Finish final grading on left side of house 7. Handrail grips size maximum of 2 and 1/4. [shows 2 and 5/8 now]
	202300218	1005 River Bend	H-Strap	9/15/23	Y	No	Pass	[Entered 9/6/2023 by henry]: Fail; missing straps		
	202300218	1005 River Bend	Frame	9/15/23	Y	No	Pass	[Entered 9/6/2023 by henry]: FAIL; Not ready		
	202300654	1005 River Bend Drive	M Rough	9/15/23		No	Pass			
	202300669	10618 Gawain Ln	YD Trench	9/15/23	Y	No	Pass			
	202300725	10726 Marsha Lane	M Rough	9/15/23		No	Pass			
	202100817	10830 ROARING BROOK LN	Bld-Final	9/19/23		No	NC	Fail; 1. Missing pool alarms on all doors leading to pool area 2. Gas is not on.		
	202100861	10830 ROARING BROOK LN	Gas Test	9/19/23		No	Pass			
	202100891	601 Wellesley Dr	Bld-Final	9/19/23	Y	No	Pass	[Entered 9/12/2023 by henry]: FAIL; 1. Provide the correct number of trees with correct caliper. Minimum 7 trees with minimum 3 in front. Must be minimum 6 caliper. [Entered 6/27/2023 by henry]: Fail; corrections not made from 06/26 inspection. [Entered 6/27/2023 by henry]: Fail; 1. Yard Grading completed. 2. Roof Covering is not completed 3. Missing roof drains and downspouts 4. Missing address identification; shall be legible and visible from the street 5. Glazing in doors and glazing adjacent to doors shall be provided with an acid		

										etched, sandblasted ceramic fired laser etched embossed. 6. The swimming pool safety barriers shall be installed and completed. 7. Must have minimum 7 trees with minimum 3 trees in front. Trees must be minimum 6 inch caliper.
202201114	10622	Gawain Lane	Bld-Final	9/20/23	Y	No	Pass			
202200627	7607	RIVER POINT DR	Bld-Final	9/21/23		No	NC	Fail;		1. Trees in front less than 6 inches 2. Missing pool alarms on doors leading to pool area 3. Clean site and street
202300152	7607	RIVER POINT DR	YD Final	9/21/23		No	Pass			
202300305	517	WELLESLEY DR	DW Steel	9/21/23	Y	No	Pass			
202200627	7607	RIVER POINT DR	Bld-Final	9/26/23	Y	No	Ppass			Pending decision on tree caliper size. [Entered 9/21/2023 by henry]: Fail; 1. Trees in front less than 6 inches 2. Missing pool alarms on doors leading to pool area 3. Clean site and street
202300025	728	KUHLMAN RD	Bld-Final	9/26/23		No	NC	Fail;		1. Paint lintels. 2. Missing weep holes on store wall. 3. Final grading incomplete.
202200627	7607	RIVER POINT DR	Bld-Final	9/27/23	Y	No	Pass			[Entered 9/26/2023 by henry]: Pending decision on tree caliper size. [Entered 9/21/2023 by henry]: Fail; 1. Trees in front less than 6 inches 2. Missing pool alarms on doors leading to pool area 3. Clean site and street

202300756	1005 River Bend Drive	E Rough	9/27/23	No	Pass
202300339	811 Country Lane	P Final	9/29/23	No	Pass
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection	
36			0	0.0	

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CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared October 18, 2023 for the October 24th agenda

A. Lindenwood Signal

1. We have ordered the new luminaires. Delivery date unknown at this time.
2. We are working on closeout paperwork and will have a closeout change order on the agenda next month.

B. Shasta/Pineland Reconstruction

1. Final review occurring this week.
2. We should be bidding in November.

C. Outfall Rehabilitation and Repairs

1. The only outstanding activity is landscape improvements for the two residents on the kuhlman cul-de-sac. We are working with the residents and the builder for a scope of work.
2. I had put a \$15,000 allowance in for landscaping and it might be less than required.

D. Walwick and Willowron Intersection Improvements

1. The contract amount is \$133,162.50. The contractor is Complete Contract DBA Bayou Builders.
2. There was a preconstruction meeting on Monday, 10/16.
3. The contractor will start at Walwick and Willowron on Monday the 21st. It will be completed in two phases, approximately 10 days each. Then will start at Oak Hollow when finished.

E. Willowend at Walwick Repairs

1. There are multiple proposals for consideration to do this work.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
September 26, 2023**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, September 26, 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 Fidel Sapien Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	City Engineer:	Steve Byington
	Building Official:	Henry Rivas
	City Attorney:	John Hightower
	Assistant to the City Secretary:	Jessica Pierce

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

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

B. **Councilmember Sapien led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

C. PUBLIC HEARING

1. A Public Hearing will be held before the City Council for the purpose of receiving input from the public, either oral or written, regarding the City's 2023 Proposed Tax Rate (information about the proposed tax rate is posted on the City's website).

Opened public hearing 6:02 p.m.

No comments were received from the public.

Closed public hearing 6:03 p.m.

D. PUBLIC COMMENTS *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or 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.

Chief Ray Schultz honored Attorney John Hightower for his years of service to the Memorial Villages Police Department.

E. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**
2. Police Commissioner Monthly Report – **Ray Schultz, Police Chief, presented this report.**
3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner, and Tim Miller, Deputy Fire Chief, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, Building Official, presented this report.**
5. City Engineer Monthly Report – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **Tom Fullen, City Administrator, presented a report on the Court Fines.**
7. Mayor and Council Reports and Comments – **No Report.**

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

1. Approval of the Minutes of the Regular Meeting on August 22, 2023.
2. Approval of the Cash Disbursement Journal for August 2023.

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

G. REGULAR AGENDA

1. Discussion and possible action to consider an ordinance adopting the budget for the City of Hunters Creek Village fiscal year beginning January

1, 2024 and ending December 31, 2024; making appropriations for the city for such year as reflected in the budget; and making certain findings and containing certain provisions relating to the subject. (Roll Call Vote Required).

Councilmember Knox made a motion to approve an ordinance adopting the budget for the City of Hunters Creek Village fiscal year beginning January 1, 2024 and ending December 31, 2024; making appropriations for the city for such year as reflected in the budget; and making certain findings and containing certain provisions relating to the subject. Councilmember Sapien seconded the motion. The ordinance was approved on the following record vote:

Councilmember Fidel Sapien	Aye
Councilmember Stuart Marks	Aye
Councilmember Linda Knox	Aye
Councilmember Chip Cowell	Aye
Councilmember Jay Carlton	Aye

2. Discussion and possible action to ratify the property tax increase reflected in the budget. (Roll Call Vote Required).

Motion should state:

“I move that we ratify the property tax increase reflected in the budget.”

Councilmember Carlton made a motion “to ratify the property tax increase reflected in the budget.” Councilmember Cowell seconded the motion. The ordinance was approved on the following record vote:

Councilmember Fidel Sapien	Aye
Councilmember Stuart Marks	Aye
Councilmember Linda Knox	Aye
Councilmember Chip Cowell	Aye
Councilmember Jay Carlton	Aye

3. Discussion and possible action to:
 - a. Set the property tax rate for Debt Service for 2023. (Roll Call Vote Required).

Motion should state:

“I move that we set the property tax rate for Debt Service for 2023 at 0 dollars per \$100 valuation.”

Councilmember Cowell made a motion to set the property tax rate for Debt Service for 2023 at 0 dollars per \$100 valuation. Councilmember Knox seconded the motion. The ordinance was approved on the following record vote:

Councilmember Fidel Sapien	Aye
Councilmember Stuart Marks	Aye
Councilmember Linda Knox	Aye
Councilmember Chip Cowell	Aye
Councilmember Jay Carlton	Aye

b. Set the property tax rate for Maintenance and Operation for 2023. (Roll Call Vote Required).

If recommended rate is adopted the motion should state:

"I move that the property tax rate for Maintenance and Operation for 2023 be increased by the adoption of a tax rate of \$0.205164 dollars per \$100 valuation, which is effectively a 10.3 percent increase in the tax rate."

Councilmember Marks made a motion "that the property tax rate for Maintenance and Operation for 2023 be increased by the adoption of a tax rate of \$0.205164 dollars per \$100 valuation, which is effectively a 10.3 percent increase in the tax rate." Councilmember Cowell seconded the motion. The ordinance was approved on the following record vote:

Councilmember Fidel Sapien	Aye
Councilmember Stuart Marks	Aye
Councilmember Linda Knox	Aye
Councilmember Chip Cowell	Aye
Councilmember Jay Carlton	Aye

4. Discussion and possible action to consider an ordinance providing for the assessment, levy and collection of ad valorem taxes of the City of Hunters Creek Village, Texas for the year 2023; providing for the date on which such taxes shall be due and payable; providing for the penalty and interest on all taxes not timely paid; and repealing all ordinances and parts of ordinances in conflict herewith; and providing for severability.

Councilmember Sapien made a motion to approve an ordinance providing for the assessment, levy and collection of ad valorem taxes of the City of Hunters Creek Village, Texas for the year 2023; providing for the date on which such taxes shall be due and payable; providing for the penalty and interest on all taxes not timely paid; and

repealing all ordinances and parts of ordinances in conflict herewith; and providing for severability. Councilmember Marks seconded the motion. The ordinance was approved on the following record vote:

Councilmember Fidel Sapien	Aye
Councilmember Stuart Marks	Aye
Councilmember Linda Knox	Aye
Councilmember Chip Cowell	Aye
Councilmember Jay Carlton	Aye

5. Discussion and possible action to approve an Agreement with Linebarger Goggan Blair & Sampson, LLP as being fully qualified as special counsel to perform all legal services necessary to collect unpaid delinquent ad valorem taxes as provided in the Section 6.30 of the Texas Tax Code.

Item taken out of order.

Councilmember Marks made a motion to approve an Agreement with Linebarger Goggan Blair & Sampson, LLP as being fully qualified as special counsel to perform all legal services necessary to collect unpaid delinquent ad valorem taxes as provided in the Section 6.30 of the Texas Tax Code. Councilmember Sapien seconded the motion and the motion carried unanimously.

6. Discussion and possible action to approve an Agreement for Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP after having provided adequate notice as required by Section 2254.1036 of the Texas Government Code, and authorizing the Mayor to execute the Agreement.

Item taken out of order.

Councilmember Sapien made a motion to approve an Agreement for Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP after having provided adequate notice as required by Section 2254.1036 of the Texas Government Code, and authorizing the Mayor to execute the Agreement. Councilmember Knox seconded the motion and the motion carried unanimously.

7. Discussion and possible action to approve the Texas Tax Code Sections 33.07 & 33.08 Resolution Authorizing the Imposition of a 20% Penalty for Collection Costs on Delinquent Taxes for the Tax Year 2023 And Subsequent Years.

Item taken out of order.

Councilmember Cowell made a motion to approve the Texas Tax Code Sections 33.07 & 33.08 Resolution Authorizing the Imposition of a 20% Penalty for Collection Costs on Delinquent Taxes for the Tax Year 2023 And Subsequent Years. Councilmember Carlton seconded the motion and the motion carried unanimously.

8. Discussion and possible action to approve the Texas Tax Code Sections 33.11 Resolution Authorizing the Imposition of a 20% Penalty for Collection Costs on Delinquent Personal Property Taxes for the Tax Year 2023 And Subsequent Years.

Item taken out of order.

Councilmember Marks made a motion to approve the Texas Tax Code Sections 33.11 Resolution Authorizing the Imposition of a 20% Penalty for Collection Costs on Delinquent Personal Property Taxes for the Tax Year 2023 And Subsequent Years. Councilmember Knox seconded the motion and the motion carried unanimously.

9. Discussion and possible action to award a contract to Complete Contract DBA Bayou Builders in the amount of \$133,162.50 for the Inlet and Pavement Maintenance Project at Willowron and Walwick.

Councilmember Sapien made a motion to award a contract to Complete Contract DBA Bayou Builders in the amount of \$133,162.50 for the Inlet and Pavement Maintenance Project at Willowron and Walwick. Councilmember Knox seconded the motion and the motion carried unanimously.

10. Discussion and possible action to approve Change Order #1 to the contract with CityLynx, Inc. for the Traffic Signal Modifications at Memorial at Lindenwood in the amount of (\$1,010.90).

Councilmember Marks made a motion to approve Change Order #1 to the contract with CityLynx, Inc. for the Traffic Signal Modifications at Memorial at Lindenwood in the amount of (\$1,010.90). Councilmember Cowell seconded the motion and the motion carried unanimously.

11. Discussion and possible action to approve Change Order #1 to the contract with AR Turnkee Construction Company, Inc. for the 2022 Outfall Rehabilitation and Repairs in the amount of \$36,279.00.

Councilmember Knox made a motion to approve Change Order #1 to the contract with AR Turnkee Construction Company, Inc. for the 2022 Outfall Rehabilitation and Repairs in the amount of \$36,279.00.

Councilmember Sapien seconded the motion and the motion carried unanimously.

12. Discussion and possible action to accept a proposal from Uretex USA for Willowend Pavement Lifting in the amount of \$49,800.00.

No action was taken on this item.

13. Discussion and possible action to accept a proposal from Southtex Asphalt for milling of pavement related to Willowend Pavement Lifting in the amount of \$8,750.00.

No action was taken on this item.

14. Discussion and possible action to direct Planning and Zoning to review and make recommendations on a request to amend the zoning rules for walls along Voss and Memorial.

Council convened into closed executive session to receive legal advice from its attorney on this item. No action was taken on this item after the Council reconvened in open session.

15. Discussion and possible action to consider an ordinance amending chapter 18, Article II, of the Code of Ordinances of the City of Hunters Creek Village, which regulates tree preservation, to temporarily decrease the required diameter of a replacement tree from 6" caliper to 5" caliper; providing an effective date and an expiration date; providing a penalty of up to \$2000 for each offense; and making other provisions related to the subject.

Councilmember Cowell made a motion to approve an ordinance amending chapter 18, Article II, of the Code of Ordinances of the City of Hunters Creek Village, which regulates tree preservation, to temporarily decrease the required diameter of a replacement tree from 6" caliper to 5" caliper; providing an effective date and an expiration date; providing a penalty of up to \$2000 for each offense; and making other provisions related to the subject. Councilmember Knox seconded the motion and the motion carried unanimously.

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

At 7:25 pm the mayor announced that the City Council was recessing into closed executive session under chapter 551 of the Texas Open Meetings Act to deliberate on the following items.

1. Confidential consultation with attorney, if necessary, regarding agenda item 14.
- I. RECONVENE into Open Session and consider action, if any, on items discussed in Executive Session

Council reconvened into Open Session at 7:40 p.m.

- J. ADJOURNMENT

At 7:41 p.m., Councilmember Sapien made a motion to adjourn. Councilmember Knox seconded the motion and the motion carried unanimously. The meeting adjourned at 7:41 p.m.

These minutes were approved on the 24th day of October, 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						
0458	A T & T Phone	09/01/2023	Regular	0.00	715.43	34328
000774	ADAM VOYLES	09/01/2023	Regular	0.00	300.00	34329
0647	AFLAC WORLDWIDE HEADQUARTERS	09/01/2023	Regular	0.00	535.80	34330
000913	ANITA M. JAMES	09/01/2023	Regular	0.00	300.00	34331
0618	BWI-SCHULENBURG	09/01/2023	Regular	0.00	338.24	34332
0010	CENTERPOINT ENERGY	09/01/2023	Regular	0.00	35.34	34333
000876	CINTAS CORPORATION	09/01/2023	Regular	0.00	103.44	34334
000796	ENGIE RESOURCES	09/01/2023	Regular	0.00	10,222.59	34335
0150	GARY B MADDOX	09/01/2023	Regular	0.00	500.00	34336
0028	HARRIS CENTRAL APPRAISAL DISTRICT	09/01/2023	Regular	0.00	11,664.00	34337
0035	HOUSTON CHRONICLE	09/01/2023	Regular	0.00	2,155.86	34338
0053	MEMORIAL VILLAGES WATER AUTHORITY	09/01/2023	Regular	0.00	6,243.81	34339
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	09/01/2023	Regular	0.00	246.21	34340
000803	SUNBELT RENTALS	09/01/2023	Regular	0.00	149.43	34341
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	09/01/2023	Regular	0.00	10,184.46	34342
0005	A T & T Phone	09/15/2023	Regular	0.00	16.55	34343
0647	AFLAC WORLDWIDE HEADQUARTERS	09/15/2023	Regular	0.00	535.80	34344
000876	CINTAS CORPORATION	09/15/2023	Regular	0.00	51.72	34345
000775	CITYLYNX INC	09/15/2023	Regular	0.00	54,478.60	34346
0012	COBB FENDLEY	09/15/2023	Regular	0.00	25,796.00	34347
0020	EWING HOUSTON	09/15/2023	Regular	0.00	271.84	34348
000896	FLOYDS AUTO REPAIR	09/15/2023	Regular	0.00	114.50	34349
0537	GREEN FOR LIFE	09/15/2023	Regular	0.00	42,769.42	34350
0672	HALL EQUIPMENT SUPPLY	09/15/2023	Regular	0.00	76.50	34351
0030	HARRIS COUNTY MAYORS' & COUNCILS' ASSOC	09/15/2023	Regular	0.00	50.00	34352
0431	HOOPER COMMUNICATIONS LP	09/15/2023	Regular	0.00	827.00	34353
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	09/15/2023	Regular	0.00	1,034.63	34354
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	09/15/2023	Regular	0.00	1,076.52	34355
0065	ODP BUSSINESS SOLUTIONS	09/15/2023	Regular	0.00	483.34	34356
0066	OLSON & OLSON LLP	09/15/2023	Regular	0.00	2,225.00	34357
0420	PREMIER TREE SERVICE	09/15/2023	Regular	0.00	4,950.00	34358
000803	SUNBELT RENTALS	09/15/2023	Regular	0.00	246.31	34359
0624	TRANTEX	09/15/2023	Regular	0.00	400.00	34360
000789	VAN SANT LANDSCAPE MANAGEMENT	09/15/2023	Regular	0.00	8,530.00	34361
0362	VERIZON WIRELESS	09/15/2023	Regular	0.00	38.01	34362
0255	ZERO WASTE USA	09/15/2023	Regular	0.00	526.89	34363
0517-TF	PAYMENT REMITTANCE CENTER	09/20/2023	Bank Draft	0.00	977.55	DFT0000451
0127-EA	PAYMENT REMITTANCE CENTER	09/20/2023	Bank Draft	0.00	1,287.80	DFT0000452

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	36	0.00	188,193.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	2	0.00	2,265.35
EFT's	0	0	0.00	0.00
	40	38	0.00	190,458.59

Check Report

Date Range: 09/01/2023 - 09/30/2023

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	09/29/2023	EFT	0.00	188,728.00	1021
0105	VILLAGE FIRE DEPARTMENT	09/29/2023	EFT	0.00	161,124.27	1022
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	09/01/2023	Bank Draft	0.00	-188,728.00	DFT0000439
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	09/01/2023	Bank Draft	0.00	188,728.00	DFT0000439
0105	VILLAGE FIRE DEPARTMENT	09/01/2023	Bank Draft	0.00	-161,124.27	DFT0000440
0105	VILLAGE FIRE DEPARTMENT	09/01/2023	Bank Draft	0.00	161,124.27	DFT0000440
0654	LORA JEAN D LENZSCH	09/15/2023	Bank Draft	0.00	922.50	DFT0000441

Bank Code AP PF ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	5	0.00	922.50
EFT's	2	2	0.00	349,852.27
	5	7	0.00	350,774.77

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	36	0.00	188,193.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	7	0.00	3,187.85
EFT's	2	2	0.00	349,852.27
	45	45	0.00	541,233.36

Fund Summary

Fund	Name	Period	Amount
999	POOL	9/2023	541,233.36
			541,233.36

2024 HOLIDAY SCHEDULE

New Year's Day	January 1 (Monday)
President's Day	February 19 (Monday)
Good Friday	March 29 (Friday)
Memorial Day	May 27 (Monday)
Independence Day	July 4 (Thursday)
Labor Day	September 2 (Monday)
Thanksgiving (2)	November 28/29 (Thursday/Friday)
Christmas (2)	December 24/25 (Tuesday/Wednesday)

Jim Pappas, Mayor

**CITY OF HUNTERS CREEK VILLAGE
 QUARTERLY INVESTMENT REPORT
 QUARTER ENDING SEPTEMBER 30, 2023**

Account Description	Beginning Bank Balance 7/1/2023	Interest Earned 7/1/2023-9/30/2023	Deposits 7/1/2023-9/30/2023	Withdrawal 7/1/2023-9/30/2023	Cash In Transit	Ending Book/Market Value Balance 9/30/2023	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
Stellar										
Disbursement Public Funds	\$81,653.82	\$0.00	\$520,562.84	\$519,683.32	\$0.00	\$82,533.34	0.82%	0.00	Immediate	
	\$1,143,786.59	\$0.00	\$1,733,863.58	\$2,126,803.62	\$0.00	\$750,846.55	7.46%	0.00	Immediate	
Texas Class Tex Pool	\$4,536,439.28	\$57,256.09	\$0.00	\$701,164.54	\$0.00	\$3,892,530.83	38.67%	5.16	Immediate	
	\$5,617,226.14	\$71,485.70	\$0.00	\$349,852.27	\$0.00	\$5,338,659.57	53.05%	5.25	Immediate	
Total Accounts	\$11,379,105.83	\$128,741.79	\$2,254,426.42	\$3,697,503.75	\$0.00	\$10,064,770.29	100.00%	2.60		\$18,834,794.71

The investment report for the 3rd 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: October 20, 2023



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve an extension for remodel permit 202100216 at 10802 Oak Hollow St.
EXHIBITS: Permit

Expired Date: 04/05/2023
Permit Fee: \$10,082.40

Expiration of permits. Except as otherwise provided in this chapter, any building or other permit that authorizes construction activity in the city shall expire on the second anniversary of the date of its issuance, regardless of the date construction activity was actually commenced and the building official shall have no authority to renew or extend an expired permit.

Issued Date: 04/05/2021



No. 202100216

Remodeling Permit

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

WORK HOURS

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

In case of emergency call - 713-465-2150

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

JOB ADDRESS: 10802 Oak Hollow St
CONTRACTOR: Z-Co. Construction
Valuation of Work: 380000.00
Describe Work: REMODEL - Remodel of Existing House [8402 sqft]

Total Fees: 10082.40

Provide Contractor's Phone Number; 832 724 9987 then,
CHECK THE APPROPRIATE INSPECTION on the second page & request on-line, email, fax, or walk-in by 2:00PM!

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

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

Approved _____	October 20, 2023	_____	October 20, 2023
Permit Officer	Date	Signature of contractor/authorized agent/owner	Date

Issued Date: 04/05/2021



No. 202100216

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

Inspection Page

Provide Contractor's Phone Number: 832 724 9987 then,
CHECK THE APPROPRIATE INSPECTION below & request on-line, email, fax, or walk-in by 2:00PM!

Inspections								
S	InspType	R	F	Status	ReqDate	InspDate	InspIld	InspDist
1	FD-Piers			Pass	6/25/2021	6/25/2021	BBG	
1	Foundation			Pass	3/31/2022	3/31/2022	BBG	
2	Frame R			Pass	3/27/2023	3/27/2023	BBG	
2	H-Strap			NC	12/14/2022	12/14/2022	henry	
2	H-Strap	Y		PPass	12/30/2022	12/30/2022	henry	
2	H-Strap	Y		Pass	1/4/2023	1/4/2023	henry	
2	Insulation			Pass	4/3/2023	4/3/2023	BBG	
4	Bld-Final		Y					



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve a proposal from Van Sant Landscape in the amount of \$36,111.00 for City Median Landscape Beautification.
EXHIBITS: Proposal

To continue beautification of the next esplanade south of Voss, north of Beinhorn

I. Hunter's Creek
Date: 8/10/23

Second Esplanade: I-10 & Voss Rd

Description	Size	QTY	Price	Remarks
WISTER BOULDERS	LB	5	2,250	450 LBs Per
BULL ROCK	CY	5	2,050	
TURK'S CAP	3-GAL	48	1,728	
DIANELLA	3-GAL	85	2,295	Variegated
GIANT LIRIOPE	3-GAL	100	2,700	
YAUPON	3-GAL	48	1,296	Dwarf (8-10")
LOROPETALUM	3-GAL	60	1,620	Dwarf (12-14")
FOXTAIL FERN	3-GAL	76	2,052	
ASIAN JASMINE	1-GAL	290	3,480	
YELLOW LANTANA	1-GAL	105	1,260	
STEEL EDGING	16-FEET	13	1,245	Brown
COMPOST-LEAF MOLD	CY	30	2,450	
PINE DECO MULCH	CY	15	1,125	
TOTAL PLANTS & MATERIALS			25,551	
LABOR, PICKUP, DELIVERY, DUMP FEE			10,560	

Total: \$36,111



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to accept a proposal from Elevated Concrete Solutions for Willowend Pavement Lifting in the amount of \$12,787.00.
EXHIBITS: Proposal



Prepared for City Of Hunters Creek

To Tom Fullen

Email tfullen@cityofhunterscreek.com

Address 1 Hunters Creek Place, Hunters Creek Village, Tx 77024

Prepared by Matt Ernst

Elevated Concrete Solutions

Address 1331 Broadway St Suite M, Pearland, TX 77581

Phone 281-208-4566 Website www.elevatedconcretesolutions.com

Quote number 23137 Date September 25, 2023 Valid until October 25, 2023

Concrete Raising Repair Estimate - Hunters Creek Village

Process

- Drill a series of 5/8" injection holes through the settled concrete in a pattern that our experience tells us will produce a proper lift and void fill.
- Holes will be drilled on roughly six-foot centers. The exact pattern will be based on the observed voids and defects in the concrete panels.
- Inject product 24-003, a 4lb hydrophobic polyurethane foam under the concrete panel.
- Elevated will lift, void fill and stabilize the area, raising the slab to the best possible pitch and grade.
- Once completed the holes are cleaned out and patched with a non-shrink grout.
- Please see attached TDS for material specifications.
- Elevated will use the current grade elevations as a guide for the final adjustments.

Material

Please see the attached TDS for the material specs



Area 1

22-34 Willowend Dr (PRICING IS NOT TO EXCEED)

- 300' x 7' (Subject to change once asphalt is removed) *
- Raise and level street to the best possible pitch and grade in order to remove standing water
- Fill voids and stabilize subbase.



11,500.00
x 1
11,500.00

Area 2

Warwick @ Willowend (PRICING IS NOT TO EXCEED)

21' x 10' + 10' x 2"

- Raise and level off set and uneven areas of roadway
- Stich Grout open cracks with void
- Fill voids and stabilize subbase.



1,287.00

x 1

1,287.00

Total

\$12,787.00

Warranty Info

- 2 Year warranty on labor and material. (exceeds industry standards)

Terms & Conditions

[CLICK HERE TO READ THE TERMS AND CONDITIONS](#) . By clicking the "ACCEPT" button below, you agree that: "This electronic contract contains my electronic signature, which I have executed with the intent to sign this Agreement."

Concrete Raising Repair Estimate - Hunters Creek Village

Total \$12,787.00

By clicking Accept Quote, I **Tom Fullen** agree to and accept this quote, on September 26, 2023 at 11:56 AM.

ACCEPTED



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to accept a proposal from A-1 Construction Services for milling of pavement related to Willowend Pavement Lifting in the amount of \$20,650.00.

EXHIBITS: Proposal



A-1 CONSTRUCTION SERVICES

Concrete • Asphalt Paving & Repair • Demolition • Earthwork • Site Work
Striping • Signage • Shot Blasting • Parking Accessories • Fencing & Iron Work

For a full list of Services, please visit our website at www.A1SP.com

SERVICE PROPOSAL

September 26, 2023

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

Tom Fullen
713.465.2150

tfullen@cityofhunterscreek.com

Property Name: Willowend Removal

Property Address: 30 Willowend Drive, Houston, TX, USA

Project / Job #: 23W0911

ASPHALT REMOVAL PROPOSAL

Scope of work includes all labor, equipment and materials necessary to remove existing asphalt overlay approx. 3,960 ft² inclusive of the following items:

- Notify residents immediately affected via door flyers a minimum of 72 hours prior to construction.
 - Sample of notification to be submitted to city for approval.
- Setup traffic control as needed.
- Mill and scrape asphalt from surface of roadway.
 - NOTE: Every attempt will be made to remove all asphalt from concrete roadway.
- Haul and dispose of debris.
- Clean area with surface hog, high pressure water / vacuum system specifically designed to remove all types of materials and particulates from paved surfaces.

CLARIFICATIONS:

1. *Scraping of concrete surface will occur.*
2. *Area will be left as smooth as possible – No guarantee for 100% removal.*
3. *Surface hog may remove any existing expansion joint sealants.*
4. *Does not include re-caulking of expansion joints.*
5. *City agrees to have vehicles relocated if necessary.*
6. No work will begin in the event of vehicles being in the vicinity of work zone.

Contract Amount: \$20,650.00

(+ 8.25% sales tax or exemption certificate+3rd party invoicing and credit card fees. Call for details)

Asphalt and Concrete: A-1 will not be responsible for damage to any underground utility lines unless notified in advance by the owner. Price is based on A-1 gaining access to the areas agreed to in advance by customer and A-1, free of debris, cars and equipment. Should an area not be available to perform the work due to no fault of A-1, a price of \$3,500 per occurrence will apply to cover mobilization, equipment and manpower costs. **Price does not include permits, bonding, testing, or engineering fees or any other professional fees unless otherwise noted in this proposal.**

J. J. Wozia

A-1 Construction Services



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve an ordinance amending chapter 26 of the code of ordinances of the City of Hunters Creek Village to prohibit the discharge of firearms within the city and to provide an exception for police officers and public officials as necessary to carry out their official duties; providing an effective date; providing a penalty of up to \$500 for each offense; and making other provisions related to the subject.

EXHIBITS: Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 26 OF THE CODE OF ORDINANCES OF THE CITY OF HUNTERS CREEK VILLAGE TO PROHIBIT THE DISCHARGE OF FIREARMS WITHIN THE CITY AND TO PROVIDE AN EXCEPTION FOR POLICE OFFICERS AND PUBLIC OFFICIALS AS NECESSARY TO CARRY OUT THEIR OFFICIAL DUTIES; PROVIDING AN EFFECTIVE DATE; PROVIDING A PENALTY OF UP TO \$500 FOR EACH OFFENSE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

WHEREAS, the City Council finds that, considering the settled and urban nature of the City and the surrounding area, the discharge of firearms within the City presents a significant threat to public health and safety and should be prohibited with certain exceptions;

* * * * *

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

Section 1. Amendment. Section 26-1 of Chapter 26 of the Code of Ordinances of the City of Hunters Creek Village is hereby amended to read as shown in the attached Exhibit "A".

Section 2. Publication and effective date. This ordinance shall become effective immediately after publication in accordance with the requirements of state law.

Section 3. Penalty for violation. A violation of Section 1 of this Ordinance shall be punishable by a fine of up to \$500.00 for each offense as more specifically provided in Section 1-8 of the Code of Ordinances.

Section 4. Repeal. This Ordinance is intended to be cumulative and shall not repeal any provision of a previous ordinance or City Code except to the extent that a provision is inconsistent and cannot be reconciled with this ordinance.

Section 5. Severability. In the event any clause, phrase, provision, sentence, or part of this Ordinance, or its application to any person or circumstance, shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof, other than the part declared to be invalid or unconstitutional. The City Council declares that it would have passed each and every

part of this Ordinance notwithstanding the omission of any part that might be declared to be invalid or unconstitutional.

PASSED, APPROVED and ADOPTED this, the ____ day of _____, 2023.

Jim Pappas, Mayor
City of Hunters Creek Village, Texas

ATTEST:

Tom Fullen, City Administrator/acting City Secretary
City of Hunters Creek Village, Texas

EXHIBIT A

Sec. 26-1. - Firearms.

It shall be unlawful to discharge any gun, pistol, or other firearm ~~on or across any public property, or across any thoroughfare or property line~~ anywhere within the city other than within a sports shooting range as that term is defined by state law, ~~except that such firearms may be discharged by any party upon his own property and upon the property of another only when acting in such other person's presence and with his permission.~~ Provided, however, that it shall not be unlawful for a police officer or other public official, or a person acting under their authority, to discharge a firearm within the City as necessary to carry out their official duties.



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve a resolution supporting the proposed amendment to the Texas Constitution create the Texas Broadband Infrastructure Fund to provide funding for next generation 9-1-1 services.
EXHIBITS: Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, SUPPORTING THE PROPOSED AMENDMENT TO THE TEXAS CONSTITUTION TO CREATE THE TEXAS BROADBAND INFRASTRUCTURE FUND TO PROVIDE FUNDING FOR NEXT GENERATION 9-1-1 SERVICES

* * * * *

WHEREAS, House Bill 9 (HB 9) and House Joint Resolution No. 125 approved in the 88th Regular Session of the Texas Legislature and signed into law by the Governor of Texas, give Texas voters the opportunity, on November 7, 2023, to vote to amend the Constitution of the State of Texas to create the Texas Broadband Infrastructure Fund; and

WHEREAS, if the amendment is approved, the Texas Broadband Infrastructure Fund will provide a special fund outside the State's general revenue fund to expand high speed broadband access throughout the State of Texas and assist in the financing of connectivity projects; and

WHEREAS, the Texas Broadband Infrastructure Fund specifically includes \$155 million in dedicated funding for the statewide implementation of next generation 9-1-1 services, including deployment and related costs of equipment, operation, and administration; and

WHEREAS, the passage of Proposition No. 8 would further the purposes and goals of the City of Hunters Creek Village by enhancing the 9-1-1 public safety system and supporting first responders in the City and throughout the State of Texas.

WHEREAS, the City Council desires to declare its support for the proposed amendment;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hunters Creek Village, Texas:

Section 1. The findings set forth in the preamble of this Resolution are found to be true and correct.

Section 2. The City Council hereby declares its support for the proposed amendment to the Texas Constitution to create the Texas Broadband Infrastructure Fund to provide funding for next generation 9-1-1 services.

PASSED, APPROVED, AND RESOLVED this ____ day of _____, 2023.

Jim Pappas
Mayor

ATTEST:

Tom Fullen
Acting City Secretary

DRAFT



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2024 General Assembly.
EXHIBITS: Designation Form

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE
HOUSTON-GALVESTON AREA COUNCIL
2024 GENERAL ASSEMBLY**

BE IT RESOLVED, by the Mayor and City Council of _____, Texas that _____ be, and is hereby designated as its Representative to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2024.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove named representative become ineligible, or should he/she resign, is _____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this ____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2024.
EXHIBITS: VMIG Recommendation Letter and Packet

MAYOR

Tom Jinks

CITY COUNCIL MEMBERS

Scott Davis
Patrick Breckon
Clay Trozzo
Matt Woodruff
Shirley Rouse



CITY ADMINISTRATOR

Wendy Baimbridge

CITY SECRETARY

Lisa Modisette

October 12, 2023

Honorable Tom Jinks, Mayor, City of Hedwig Village
Honorable Jim Pappas, Mayor, City of Hunters Creek Village
Honorable Marcus Vajdos, Mayor, City of Spring Valley Village
Honorable Robert Buesinger, Mayor, City of Hilshire Village
Matt Woodruff, Chair, VFD Board of Commissioners
Mr. Gary Schenk, President, Memorial Villages Water Authority

Re: VMIG Board Recommendation for Plan Year 2024 Insurance Carriers

The Board Members of the Villages Mutual Insurance Group (“VMIG”) met on Tuesday, October 9, 2023, to review and discuss proposals submitted by several vendors for medical, dental, vision, life, and disability insurance plans.

Because it was more feasible, the Board decided to bundle medical, dental, and vision plans with United Health Care. This decision resulted in a 17.95% decrease in medical coverage expenses from last year. The dental coverage will be reduced by 10.80% while the vision will be reduced by 12.80%. The new contract with United Health Care will replace Blue Cross Blue Shield.

The new contract for life and disability is also bundled. Hartford’s proposal for Life AD&D represents a 19.90% decrease and Long-Term Disability coverage represents a 37.40% decrease. Hartford will replace Blue Cross Blue Shield.

The Board unanimously agreed to the aforementioned changes for insurance carriers. The Board’s recommendation for Plan Year 2023 is as follows:

Type of Insurance	Carrier
Medical	United Health Care
Dental	United Health Care
Vision	United Health Care
Life/AD&D	Hartford
Long-Term Disability	Hartford
Supplemental Life	Hartford

MAYOR

Tom Jinks

CITY COUNCIL MEMBERS

Scott Davis
Patrick Breckon
Clay Trozzo
Matt Woodruff
Shirley Rouse



CITY ADMINISTRATOR

Wendy Baimbridge

CITY SECRETARY

Lisa Modisette

Please place the above-recommended types of insurance and carriers on your Council or Board Agendas as soon as possible in November for consideration and advise us in writing of your Council's or Board's action.

If you have any questions, I can be reached at 713-600-7373.

Sincerely,

Wendy Baimbridge, Chair
Villages Mutual Insurance Group

cc Villages Mutual Insurance Group Board
Members' City/Board Secretaries



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve Ozraa Dhanani as an associate municipal court prosecutor.
EXHIBITS: Resume

Ozraa Dhanani

5727 Clouds Creek Lane • Sugarland, TX 77479 • (832) 713-9797 • Email: Ozraazaidi@gmail.com

- Education:** J.D., South Texas College of Law, December 2014
- B.S., Criminal Justice, University of Houston - Downtown, May 2011
Dean's List for 2010 and 2011
- Licensed in Texas; Certified Mediator
- Experience:**
- August 2023 – Present*
- City of Richmond Municipal Court** **Richmond, TX**
Substitute City Prosecutor
- Responsible for representing the City of Richmond in all criminal proceedings filed in the Municipal Court including enforcement of the Texas Penal Code, Transportation Code, Education Code, Alcoholic Beverage Code, all City Ordinances, various Building Codes, pretrial dockets, and jury and judge trials.
 - Prepare criminal complaints and provide legal advice to the Richmond Police Department and Code Enforcement Officers.
- October 2019 – June 2023*
- Fort Bend County District Attorney's Office** **Richmond, TX**
Assistant District Attorney
- Managed pretrial dockets and reviewed intake for Class C misdemeanor cases.
 - Drafted complaints and motions related to discovery and evidentiary issues.
 - Conducted 25+ trials to verdict for Class C misdemeanor cases.
- May 2015 – October 2019*
- Fleming Law Firm** **Houston, TX**
Associate - Criminal Defense
- Researched legal issues and rules of law to best protect clients' interests.
 - Reviewed discovery materials to prepare trial strategy and prepared pleadings and other legal documents in connection with trials and hearings.
 - Negotiated plea agreements with prosecutors.
- August 2014 – Dec 2014*
- Harris County District Attorney's Office** **Houston, TX**
Intern-Misdemeanor Court
- Prepared voir dire and direct examination for trial.
 - Performed investigation of cases.
 - Presented probable cause statements for Probable Cause hearing.
- January 2014 – July 2014*
- Intern-Juvenile Division/Human Trafficking**
- Prepared pleadings, subpoenas, and pretrial motions for various trials and hearings.
 - Followed up with victims and witnesses in connection with restitution.
 - Transcribed translations for pending cases for victim's assistance unit.
- July 2013 – August 2013*
- Harris County Attorney's Office** **Houston, TX**
Intern-Litigation Practice Group
- Researched and wrote motions regarding substitute service and default judgment.
 - Prepared presentations regarding effective service of process on unavailable defendants, made presentations to Litigation Practice Group.
- January 2008 – December 2008*
- Law Office of Michael P. Delaney** **Houston, TX**
Legal Assistant
- Monitored legislative and administrative rule-making developments.
 - Researched and wrote legal memoranda in the areas of contracts and civil litigation.
- Volunteer Activities:** Member of Delta Theta Phi Law Fraternity
Volunteer for Society for the Protection of Children
Awarded special honors in assistance activities in underdeveloped countries
- Languages:** Fluent in Urdu
- Interests:** Theatre and volunteering at children's centers.
-



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to renew membership with ERCOT for 2024.
EXHIBITS: 2024 ERCOT Membership Email

Jessica Pierce

From: Tom Fullen
Sent: Tuesday, October 10, 2023 10:05 AM
To: Jessica Pierce
Subject: FW: 2024 ERCOT Membership

From: Membership <membership@ercot.com>
Sent: Monday, October 9, 2023 3:53 PM
Subject: 2024 ERCOT Membership

**THE RECORD DATE FOR VOTING IN THE 2024 ERCOT TAC REPRESENTATIVES ELECTIONS
IS
NOVEMBER 17, 2023**

ERCOT has reduced staff available onsite to receive, distribute, and manage incoming postal mail, deliveries, faxes on a daily basis. As such:

- 1. All Annual Member Dues shall be submitted by wire transfer; and**
- 2. All Applications for the 2024 Membership Year shall be submitted electronically online at [Annual Membership Request](#). ERCOT is no longer accepting Applications via email.**

Please see below for additional details.

Announcement of Record Date for Annual Membership Meeting

The announcement of the members of the Technical Advisory Committee (TAC) for the 2024 year will occur at the Fifty-third Annual Membership Meeting on December 18, 2023 (Annual Meeting). In accordance with the ERCOT Bylaws, the Record Date for 2024 ERCOT Corporate Members to vote on matters, if any, brought before the Corporate Members at the Annual Meeting is Friday, November 17, 2023. Your entity would have to be approved in writing by ERCOT as a Corporate Member for the Membership Year 2023 no later than the Record Date of November 17, 2023, to cast votes, if any voting matters are taken up, at the Annual Membership Meeting on December 18, 2023.

Membership Application for 2024 Membership Year Now Available Online

ERCOT Membership terms are for no more than one Membership Year and do not renew automatically. The 2024 Membership Year begins on January 1, 2024, and ends on December 31, 2024. To become an ERCOT Member for the 2024 Membership Year, an authorized representative of your entity must complete and electronically agree to the terms of the ERCOT Membership Application and Agreement (Application), pay the applicable Annual Member Dues, and receive electronic confirmation of approval from ERCOT.

Applications for the 2024 Membership Year must be submitted electronically online at [Annual Membership Request](#). ERCOT is no longer accepting Applications via email. Applicants that do not have an existing ERCOT Public Portal account will need to create an account by clicking on the *New Users Click here to Register* link on the login page. The link should take you directly to the Annual Membership Application. Alternatively, if you log into ERCOT’s Public Portal (ServiceNow) online you can find the Application by searching for “Annual” or “Member” in the search bar on the landing page.

Membership Eligibility

The Application provides Membership eligibility requirements in detail.

Membership Voting Rights

The ERCOT Bylaws provide for three types of Membership: Corporate, Associate and Adjunct. Only those who are approved as Corporate Members may cast votes at Membership meetings and to elect TAC Representatives. Associate and Adjunct Members have no such voting rights for any matters submitted to the general Membership.

Annual Member Dues

ERCOT requires submission of all Annual Member Dues by wire transfer. Contact ERCOT at Membership@ercot.com for electronic funds transfer instructions.

Annual Member Dues are payable as follows:

Member Dues (Bylaws Section 3.4)	Annual Dues (\$)
Corporate (General) – Voting	2,000
• Residential Consumer – Corporate	100
• Office of Public Utility Counsel – Corporate	Complimentary
• Appointed Residential Consumer TAC Rep. – Corporate	Complimentary
• Commercial Consumer – Corporate	100
Associate (General) – Non-voting	500
• Residential Consumer – Associate	50
• Commercial Consumer – Associate	50
Adjunct – Non-voting	500

Any Member may request that the Member’s Annual Member Dues be waived for good cause shown. Annual Member Dues are not prorated even if Membership is approved by ERCOT after the 2024 Membership Year has begun.

Membership Election Rights

Both Corporate and Associate Memberships allow an employee or representative of your organization to be nominated for and elected to TAC and TAC subcommittees, but Adjunct Memberships have no such corresponding rights.

Additional Information

Being registered as a Market Participant is independent from being a Member. Membership is completely optional and does not interfere with your Market Participant status.

For more information or to obtain a copy of the ERCOT Bylaws and Certificate of Formation, please visit ERCOT's website at <http://www.ercot.com/about/governance/> under the "Key Documents" section. Other related Membership information will also be posted for your review at the Membership Page on the ERCOT website at <http://www.ercot.com/about/governance/members>. If you have any questions, please contact Membership at Membership@ercot.com.

Please consider this notice an invoice for your entity's Annual Member Dues if you plan on submitting an Application for the 2024 Membership Year.

Thank you in advance for your efforts to submit your Applications in a complete and timely manner.



ERCOT Membership
membership@ercot.com



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

AGENDA DATE: October 24, 2023
AGENDA SUBJECT: Discussion and possible action to approve the November/December Regular City Council meeting date. (12/05/2023).

EXHIBITS:

Each year Council combines the November and December meetings. Staff is recommending Tuesday, December 5th.