

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, March 26, 2024 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) filling out a speaker request form at the meeting; 2) emailing him at [fullen@cityofhunterscreek.com](mailto:fullen@cityofhunterscreek.com); or 3) calling him at 713-465-2150.

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- A. Call to order and the roll of elected and appointed officers will be taken.
- B. Pledge of Allegiance.
- C. **PUBLIC COMMENTS** *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquires about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*
- D. **REPORTS**
1. City Treasurer Monthly Report **Pgs. 1-5**
  2. Police Commissioner Monthly Report **Pgs. 6-25**
  3. Fire Commissioner Monthly Report **Pgs. 26-32**
  4. Building Official Monthly Report **Pgs. 33-49**
  5. City Engineer Monthly Report **Pg. 50**
  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 February 27, 2024. **Pgs. 51-55**
  2. Approval of the Cash Disbursement Journal for February 2024. **Pgs. 56-59**
  3. Approval of a Resolution for adopting the City's Investment Policy. **Pgs. 60-75**

4. Approval of the Resolution appointing Kyle Sears as the City's official representative for the Harris-Galveston Subsidence District. [Pgs. 76-77](#)

F. REGULAR AGENDA

1. Discussion and possible action to approve a contract with TX BBG Consulting for building construction inspections. [Pgs. 78-79](#)
2. Discussion and possible action to adopt a resolution suspending CenterPoint Energy Houston Electric, LLC electric delivery rate increase for 90 days. [Pgs. 80-84](#)
3. Discussion and possible action to approve or object to CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation. [Pgs. 85-87](#)
4. Discussion and possible action to decide whether to decline the 2024 consumer price index adjustment to the City's telecommunications right-of-way access line rates. [Pgs. 88-90](#)
5. Discussion and possible action to add an additional Automated License Plate Reader on Hickory Hollow at I-10 feeder. [Pg. 91](#)
6. Discussion and possible action regarding Competitive Sealed Proposal (CSP) criteria. [Pgs. 92-96](#)
7. Discussion and possible action to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors permit fees. [Pgs. 97-99](#)
8. 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. 100-103](#)

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

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

I. ADJOURNMENT

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning

pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

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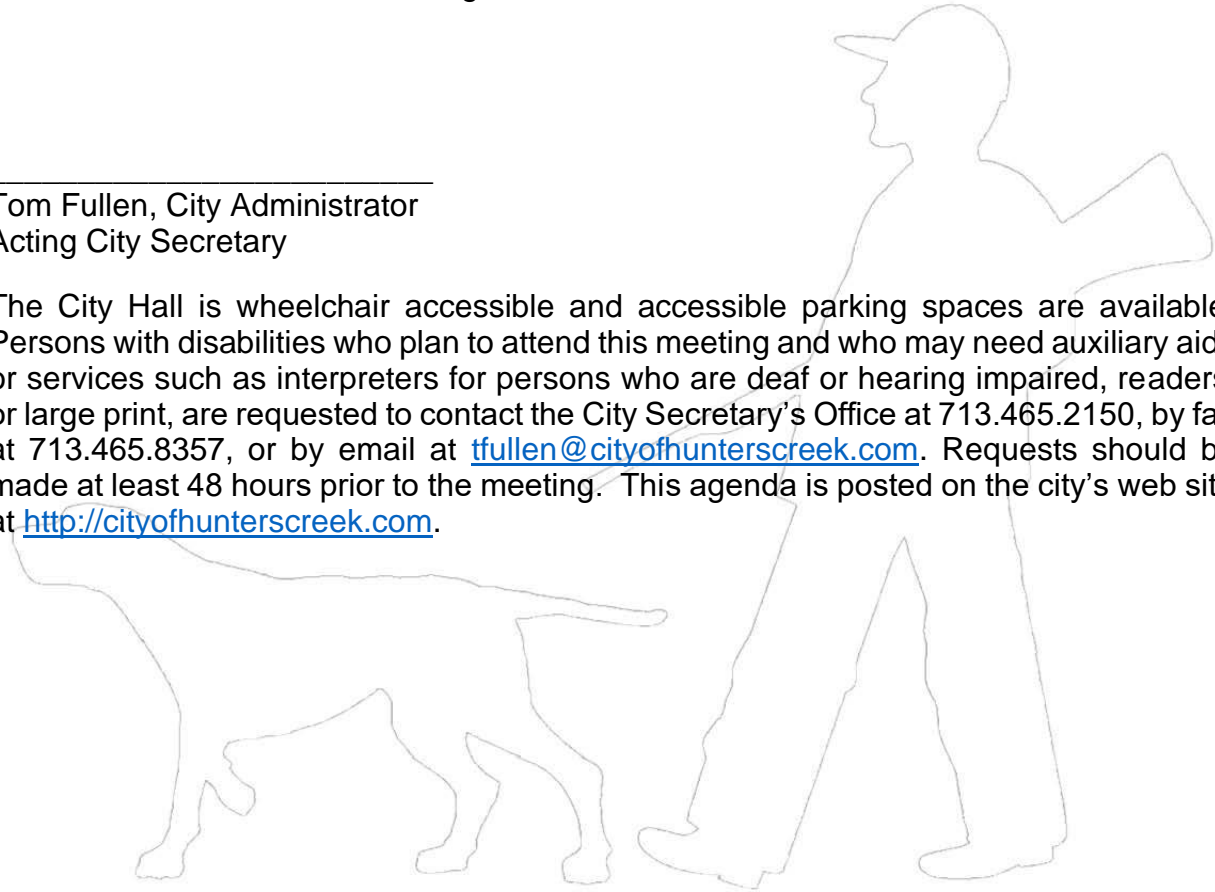
### CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: March 22, 2024 at 4:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

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Tom Fullen, City Administrator  
Acting City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 713.465.2150, by fax at 713.465.8357, or by email at [fullen@cityofhunterscreek.com](mailto:fullen@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  
February 29, 2024**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

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A. Current Taxable Value    \$ 3,430,194,058

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

		Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Original Levy 0.205164	\$	6,846,627.30	-	\$ 6,846,627.30
Carryover Balance		-	175,635.55	175,635.55
Adjustments		190,895.98	(3,701.90)	187,194.08
Adjusted Levy		7,037,523.28	171,933.65	7,209,456.93
Less Collections Y-T-D		6,629,719.61	(3,626.21)	6,626,093.40
Receivable Balance	\$	407,803.67	175,559.86	\$ 583,363.53

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C. COLLECTION RECAP:

		Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Current Month:				
Base Tax	\$	782,034.90	(2,785.16)	\$ 779,249.74
Penalty & Interest		9,053.06	-	9,053.06
Attorney Fees		-	-	-
Other Fees		3,171.60	-	3,171.60
Total Collections	\$	794,259.56	(2,785.16)	\$ 791,474.40

		Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Year-To-Date:				
Base Tax:	\$	6,629,719.61	(3,626.21)	\$ 6,626,093.40
Penalty & Interest		9,053.06	-	9,053.06
Attorney Fees		-	-	-
Other Fees		3,188.72	-	3,188.72
Total Collections	\$	6,641,961.39	(3,626.21)	\$ 6,638,335.18

Percent of Adjusted Levy		94.38%		94.33%
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	7,060,801.00	7,060,801.00	1,579,769.75	6,602,376.13	-458,424.87	6.49 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	0.00	-841.05	-15,841.05	105.61 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	400,000.00	400,000.00	35,187.26	35,187.26	-364,812.74	91.20 %
<a href="#">100-00-41015</a>	SALES TAXES	650,000.00	650,000.00	62,372.00	127,093.83	-522,906.17	80.45 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	3,750.01	3,750.01	-16,249.99	81.25 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	15,000.00	15,000.00	9,973.09	9,973.09	-5,026.91	33.51 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	325,000.00	325,000.00	45,272.60	59,370.60	-265,629.40	81.73 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	490.00	773.72	-1,226.28	61.31 %
<a href="#">100-00-43056</a>	EMS	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	392.47	392.47	-3,607.53	90.19 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	325,000.00	325,000.00	52,139.30	84,500.22	-240,499.78	74.00 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	150,000.00	150,000.00	22,516.09	44,369.64	-105,630.36	70.42 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	2,500.00	2,500.00	439.90	910.14	-1,589.86	63.59 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	3,500.00	3,500.00	535.30	1,109.90	-2,390.10	68.29 %
<a href="#">100-00-46030</a>	INTEREST INCOME	200,000.00	200,000.00	54,308.07	102,168.03	-97,831.97	48.92 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	6,158.90	6,243.52	-3,756.48	37.56 %
	<b>Revenue Total:</b>	<b>9,267,801.00</b>	<b>9,267,801.00</b>	<b>1,873,304.74</b>	<b>7,077,377.51</b>	<b>-2,190,423.49</b>	<b>23.63 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	644,356.00	644,356.00	50,420.68	102,327.50	542,028.50	84.12 %
<a href="#">100-01-71001</a>	LONGEVITY	6,042.00	6,042.00	0.00	0.00	6,042.00	100.00 %
<a href="#">100-01-71002</a>	457B	12,887.00	12,887.00	906.80	1,916.30	10,970.70	85.13 %
<a href="#">100-01-71025</a>	TMRS	140,663.00	140,663.00	11,111.36	22,579.05	118,083.95	83.95 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	49,782.00	49,782.00	3,974.20	8,267.04	41,514.96	83.39 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	129,268.00	129,268.00	9,514.74	10,436.06	118,831.94	91.93 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	498.50	498.50	8,001.50	94.14 %
<a href="#">100-01-72060</a>	TELEPHONE	19,100.00	19,100.00	1,902.10	2,112.10	16,987.90	88.94 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	244.13	244.13	9,755.87	97.56 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATI...	10,200.00	10,200.00	625.00	1,250.00	8,950.00	87.75 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	5,200.00	5,200.00	200.00	355.00	4,845.00	93.17 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	24,933.00	24,933.00	0.00	0.00	24,933.00	100.00 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,000.00	2,000.00	1,364.00	1,364.00	636.00	31.80 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	16,207.00	16,207.00	-3,631.77	-3,631.77	19,838.77	122.41 %
<a href="#">100-01-78056</a>	BANK FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	15,000.00	15,000.00	91.00	91.00	14,909.00	99.39 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	25,000.00	25,000.00	3,210.14	9,366.36	15,633.64	62.53 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">100-02-72120</a>	AUDITOR	19,293.00	19,293.00	0.00	0.00	19,293.00	100.00 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-02-72502</a>	CITY ENGINEER	78,750.00	78,750.00	0.00	0.00	78,750.00	100.00 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	5,000.00	5,000.00	0.00	2,414.51	2,585.49	51.71 %

Budget Report

For Fiscal: 2024 Period Ending: 02/29/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	2,205,750.00	2,205,750.00	183,812.59	459,531.47	1,746,218.53	79.17 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,622,267.00	2,622,267.00	210,475.00	727,991.67	1,894,275.33	72.24 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	606,375.00	606,375.00	42,769.42	42,769.42	563,605.58	92.95 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	413.99	413.99	1,586.01	79.30 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	380.00	380.00	8,120.00	95.53 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	14,470.00	14,470.00	0.00	0.00	14,470.00	100.00 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,600.00	3,600.00	310.32	310.32	3,289.68	91.38 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	3,440.00	3,440.00	56,560.00	94.27 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	610.68	610.68	14,389.32	95.93 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	75,000.00	75,000.00	3,328.00	3,328.00	71,672.00	95.56 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	10,000.00	10,000.00	1,795.51	1,795.51	8,204.49	82.04 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	2,000.00	6,379.74	93,620.26	93.62 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	400.00	400.00	29,600.00	98.67 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	10,474.00	10,474.00	0.00	835.65	9,638.35	92.02 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	10,000.00	10,000.00	480.00	480.00	9,520.00	95.20 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	302.71	538.39	2,461.61	82.05 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,775.00	2,775.00	37,225.00	93.06 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	275.36	275.36	2,224.64	88.99 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPT..	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	2,500.00	2,500.00	168.17	274.68	2,225.32	89.01 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
<b>Expense Total:</b>		<b>7,910,767.00</b>	<b>7,910,767.00</b>	<b>534,167.63</b>	<b>1,412,119.66</b>	<b>6,498,647.34</b>	<b>82.15 %</b>
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>		<b>1,357,034.00</b>	<b>1,357,034.00</b>	<b>1,339,137.11</b>	<b>5,665,257.85</b>	<b>4,308,223.85</b>	<b>-317.47 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>							
<b>Expense</b>							
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECU...	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">200-01-75058</a>	STORM SEWER IMPROVEMENTS	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">200-01-75060</a>	SIDEWALK REPLACEMENT	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
<a href="#">200-01-75066</a>	ESPLANADE BEAUTIFICATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<b>Expense Total:</b>		<b>805,000.00</b>	<b>805,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>805,000.00</b>	<b>100.00 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>		<b>805,000.00</b>	<b>805,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>805,000.00</b>	<b>100.00 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FUND</b>							
<b>Expense</b>							
<a href="#">210-01-75000</a>	MEMORIAL REPLACEMENT FUND	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
<b>Expense Total:</b>		<b>1,615,383.00</b>	<b>1,615,383.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,615,383.00</b>	<b>100.00 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>		<b>1,615,383.00</b>	<b>1,615,383.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,615,383.00</b>	<b>100.00 %</b>
<b>Report Surplus (Deficit):</b>		<b>-1,063,349.00</b>	<b>-1,063,349.00</b>	<b>1,339,137.11</b>	<b>5,665,257.85</b>	<b>6,728,606.85</b>	<b>632.78 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	9,267,801.00	9,267,801.00	1,873,304.74	7,077,377.51	-2,190,423.49	23.63 %
Expense	7,910,767.00	7,910,767.00	534,167.63	1,412,119.66	6,498,647.34	82.15 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,357,034.00</b>	<b>1,357,034.00</b>	<b>1,339,137.11</b>	<b>5,665,257.85</b>	<b>4,308,223.85</b>	<b>-317.47 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	805,000.00	805,000.00	0.00	0.00	805,000.00	100.00 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>805,000.00</b>	<b>805,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>805,000.00</b>	<b>100.00 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>						
Expense	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>	<b>1,615,383.00</b>	<b>1,615,383.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,615,383.00</b>	<b>100.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>-1,063,349.00</b>	<b>-1,063,349.00</b>	<b>1,339,137.11</b>	<b>5,665,257.85</b>	<b>6,728,606.85</b>	<b>632.78 %</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL GOVERNMENT (01	1,357,034.00	1,357,034.00	1,339,137.11	5,665,257.85	4,308,223.85
200 - CAPITAL IMPROVEMENTS (0:	-805,000.00	-805,000.00	0.00	0.00	805,000.00
210 - CAPITAL IMPROVEMENTS - N	-1,615,383.00	-1,615,383.00	0.00	0.00	1,615,383.00
<b>Report Surplus (Deficit):</b>	<b>-1,063,349.00</b>	<b>-1,063,349.00</b>	<b>1,339,137.11</b>	<b>5,665,257.85</b>	<b>6,728,606.85</b>

## 2024 Municipal Court Recap

Month	Year 2022						Year 2023						Year 2024					
	Total Cases Filed	Citations vs Warnings		Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings		Revenues*	Retained by City	Remitted to State	Total Cases Filed	Citations vs Warnings		Revenues*	Retained by City	Remitted to State
		'C'	'W'					'C'	'W'					'C'	'W'			
<b>Jan.</b>	30	18	12	\$12,675	\$8,623	4,052	201	94	107	\$17,968	\$11,754	\$6,214	216	112	104	\$23,782	\$14,989	\$8,793
<b>Feb.</b>	158	81	77	\$14,241	\$10,007	4,234	215	99	116	\$16,763	\$11,176	\$5,587	272	130	142	\$23,949	\$15,298	\$8,651
March	157	79	78	\$20,420	\$14,663	\$5,657	127	60	67	\$24,811	\$16,495	\$8,316						
April	120	60	60	\$18,034	\$5,749	\$12,285	166	70	96	\$16,709	\$11,396	\$5,313						
May	175	92	83	\$15,498	\$9,778	\$5,721	155	80	75	\$20,168	\$13,533	\$6,635						
June	133	87	46	\$17,689	\$12,246	\$5,443	130	72	58	\$20,621	\$13,271	\$7,350						
July	152	74	78	\$16,461	\$11,295	\$5,167	206	113	93	\$17,059	\$11,615	\$5,444						
Aug.	144	67	77	\$11,040	\$6,784	\$4,256	228	118	110	\$15,144	\$10,061	\$5,083						
Sept.	173	105	68	\$24,690	\$16,131	\$8,559	216	126	90	\$24,709	\$16,568	\$8,141						
Oct.	212	102	110	\$11,911	\$7,429	\$4,483	200	103	97	\$19,744	\$12,968	\$6,776						
Nov.	168	75	93	\$16,845	\$10,409	\$6,436	148	70	74	\$23,248	\$8,378	\$14,869						
Dec.	167	76	91	\$14,358	\$9,073	\$5,285	251	124	126	\$14,188	\$9,572	\$4,616						
<b>TOTAL</b>	1789	916	873	\$193,861	\$122,187	\$71,577	2243	1129	1109	\$231,130	\$146,786	\$84,343	488	242	246	\$47,731	\$30,287	\$17,444
Monthly Avg	89.9	47	42.6	\$10,504.96	\$6,595.39	3901.3	187	94.08	92.4	\$19,260.87	\$12,232.17	\$7,028.62	41	21.00	21	\$3,977.60	\$2,523.95	\$1,453.66

\*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*

March 12, 2024

TO: MVPD Police Commissioners  
 FROM: R. Schultz, Chief of Police  
 REF: February 2024 Monthly Report

During the month of February, MVPD responded/handled a total of 4,168 calls/incidents. 2,666 House Watch checks were conducted. 803 traffic stops were initiated with 968 citations being issued for 1150 violations. (Note: 9 Assists in Hedwig, 158 in Houston, 4 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1332/2875	959/2098	1	258/207/465	11@3:54
Piney Point:	1012/2026	631/1257	3	240/196/436	5@3:11
Hunters Creek:	1592/2983	1076/1978	10	274/172/445	14@2:46
				Cites/Warn/Total	30@3:15

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	124	Ord. Violations:	7	Speeding:	165
Animal Calls:	23	Information:	18	Exp. Registration	307
ALPR Hits:	35	Suspicious Situations	101	No Ins	180
Assist Fire:	36	Loud Party	7	No License	153
Assist EMS:	36	Welfare Checks:	8	Stop Sign	24
Accidents:	13			Fake Plate	11

*This month the department generated a total of 68 police reports.  
 BH-20, PP-21, HC-27, HOU-0, HED-0, SV-0*

Crimes Against of Persons (0)

None 0

Crimes Against Property (14)

Burglary of a Vehicle	3	Fraud/ID	6
Unlawful Use of a MV	1	Theft Misdemeanor	4

Petty/Quality of Life Crimes/Events (54)

ALPR Hits (valid)	2	Reckless Driving	2
Accidents	14	Misc	23
Warrants	9	Weapons Charge	1
DWI	2	Criminal Mischief	1

Arrest Summary: Individuals Arrested (20)

Warrants	9	Felony	1
Class 3 Arrests	8	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	948,839	6,466,610	14.7%
• Operating Expense:	163,147	1,110,490	14.7%
• Total M&O Expenditures:	1,111,986	7,577,100	14.7%
• Capital Expenses:	112,755	289,700	38.90%
• Net Expenses:	1,224,741	7,866,800	16%

Follow-up on Previous Month Items/Requests from Commission

- The Standard Operating Procedures manual was updated with clarification as to when a former employees personnel file may be reviewed by a prospective new employer and who may speak with the file reviewing party.
- Staff went to Belton, TX to verify that our 2023 Chevrolet Tahoe's are indeed on location. All vehicles were verified by VIN number.

Personnel Changes/Issues/Updates

- Dispatcher Brenda Brashier moved from a part-time status to full-time effective February 16, 2024. The department is fully staffed.

Major/Significant Events

- 2/7/24. Officers arrested a package thief who they observed stealing a package from a residence. The male ran on foot but was quickly apprehended and taken into custody.
- 2/8/24. Officers responded to a call involving the theft of 2 bicycles overnight from an area home. Officers searched nearby construction sites and located one of the stolen bicycles that had been hidden. That bike was recovered. Officers thought that the suspect might return the following evening to retrieve the other bike. The next evening while patrolling the area the suspect did return and was taken into custody. Both stolen bicycles were recovered, and the suspect arrested.
- Officers located 3 missing persons in the villages during the month. One was returned to her family, and the other two were returned to group homes. One in Baytown and one in Rosenberg.
- 2/14/24. During a routine traffic stop, officers recovered 33 credit cards belonging to different people from across the Houston area. The DA's office declined charges however, detectives are following up on the investigation and contacting the owners.
- Officers arrested 2 motorists for reckless driving during the month. One was traveling at 70 MPH and the other at 100 MPH.

Status Update on Major Projects

- Contracts for the roof and HVAC were reviewed by Olson and Olson and suggested changes were accepted by the contractors. Work is being scheduled, and the necessary materials have been ordered.

Community Projects

- Officers worked on 3 traffic STEP plans in conjunction with HPD and other agencies.
- Officers Boggus and Vasquez met with children and the APPLE program from Frostwood, and hosted girl scouts at the PD and a city council meeting.

V-LINC new registrations in February +23

BH – 1644(+3)  
PP – 1162 (+7)

HC – 1650 (+5)  
Out of Area – 6058 (+8)



Hedwig 7

Bunker Hill

Piney Point

Hunters Creek

Frequent Mobile Locations

Total Hits 126

9

Mall ALPR 34 Hit's

2023 ALPR Hits February

Lindenwood HOA

Longwoods HOA

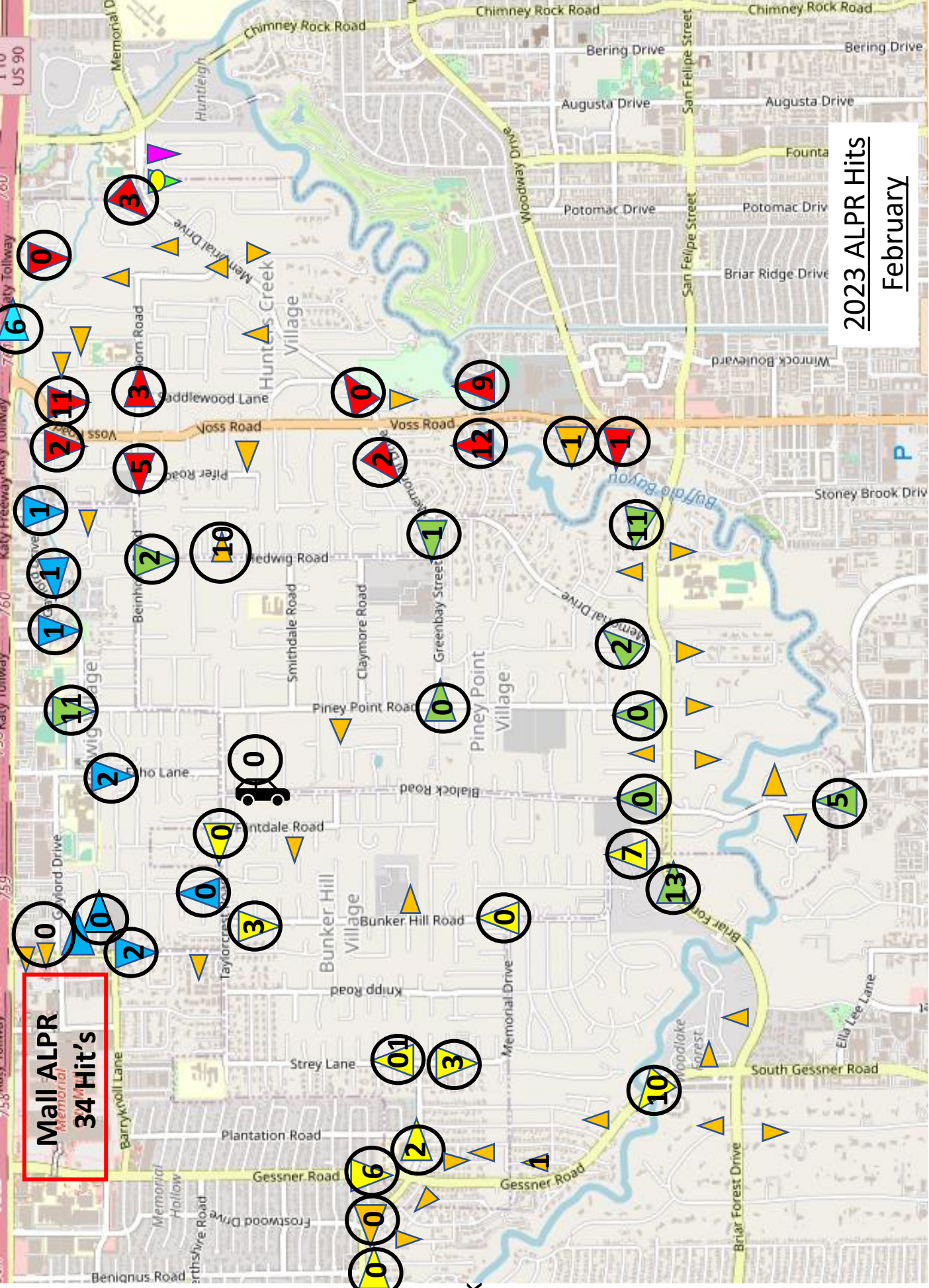
US Coins

In Process

HOA Systems-32

1

2/29/24







Hedwig  


Bunker Hill  


Piney Point  


Hunters Creek  



Frequent Mobile Locations  


 Recovered Vehicles  
Recovered Plates - 2

 Investigative Leads

**Mall ALPR Recoveries**

Lindenwood HOA  


Longwoods HOA  


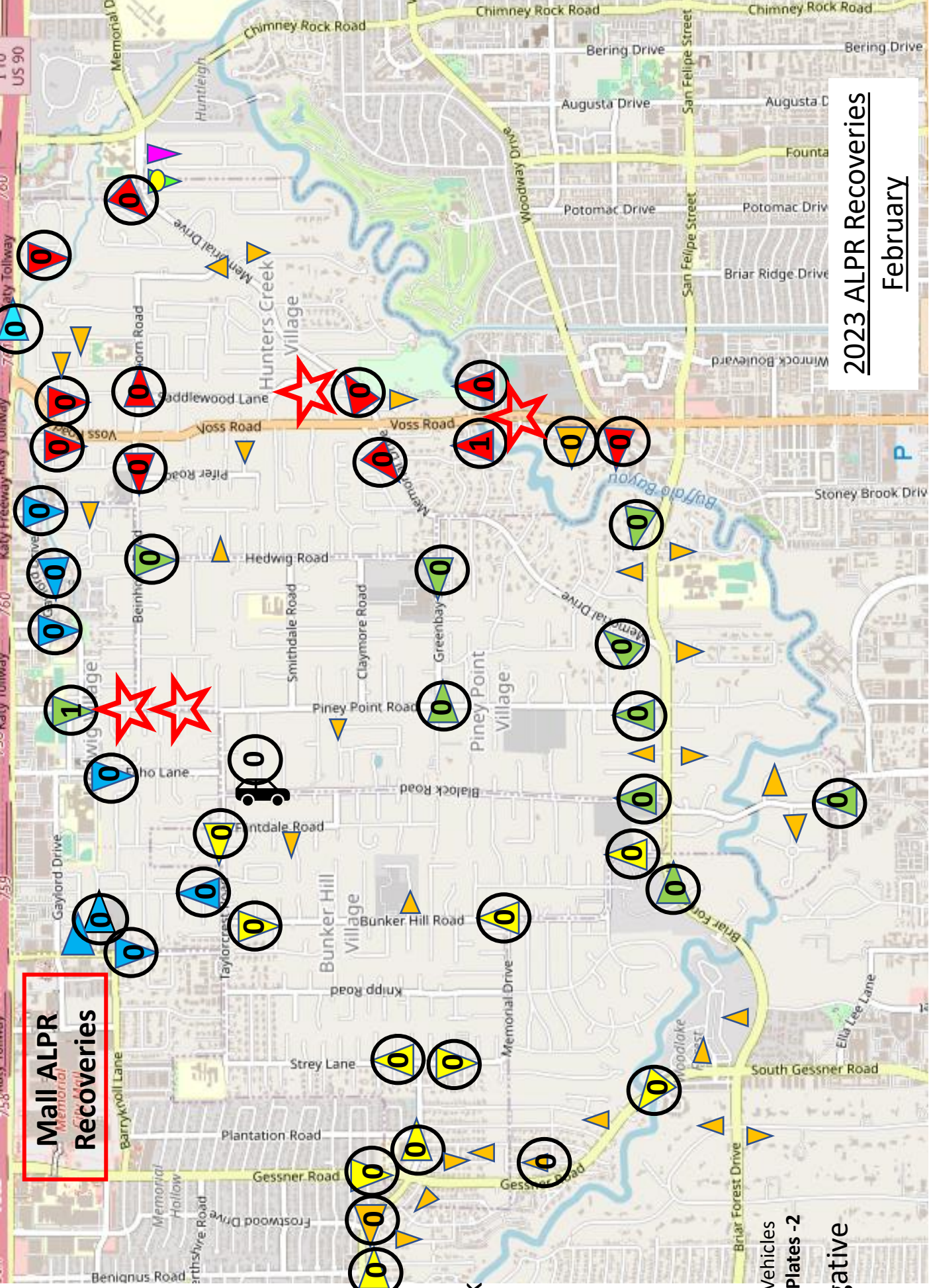
US Coins  


In Process  


HOA Systems  


2/29/24  


2023 ALPR Recoveries  
February





# 2024 Burglary Map

Address

467 Jan Kelly

Alarm

No

POE

Open Garage

# 2024 Robberies

Address

MO



Daytime Burglary



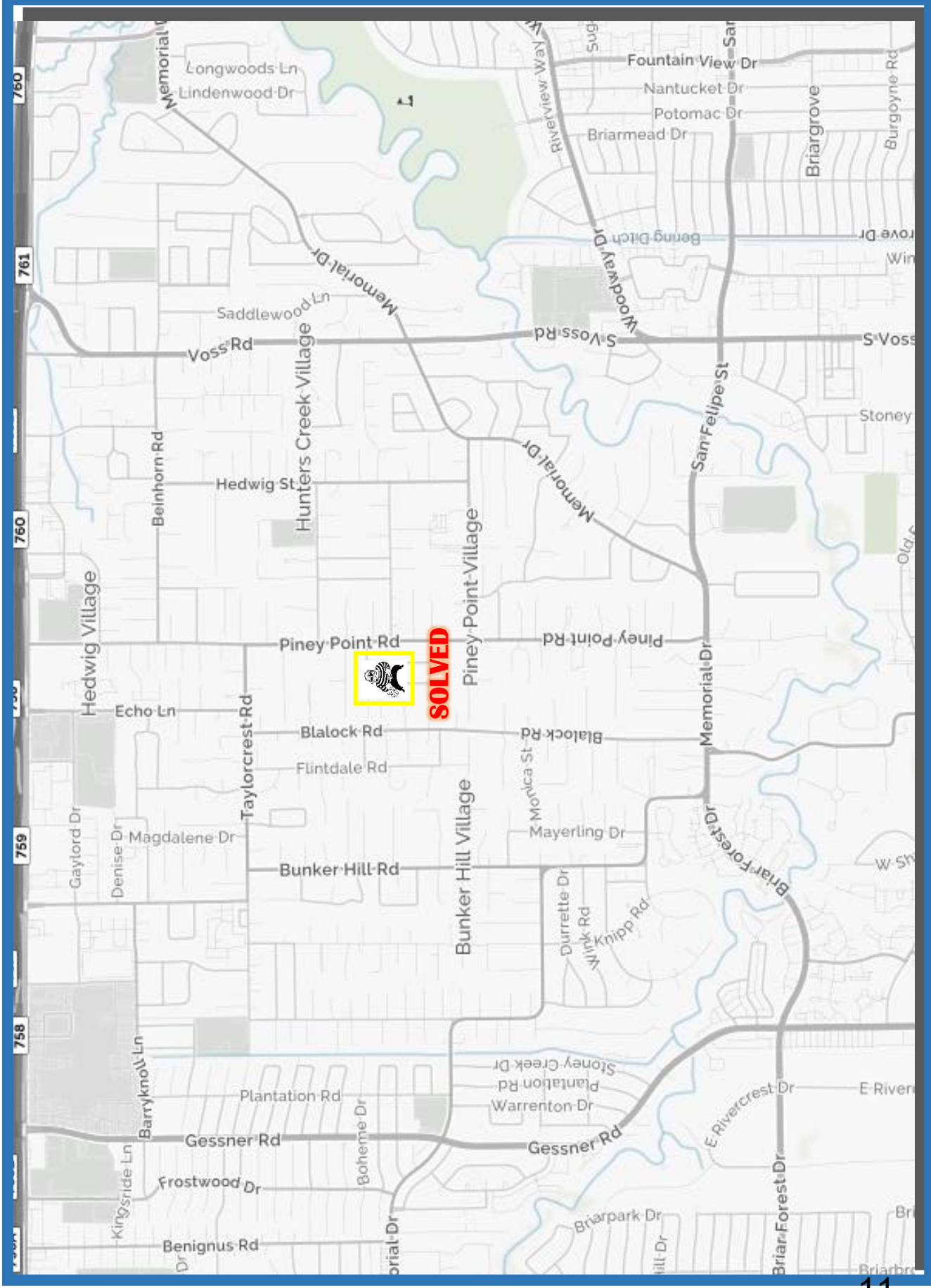
Nighttime Burglary



Robbery

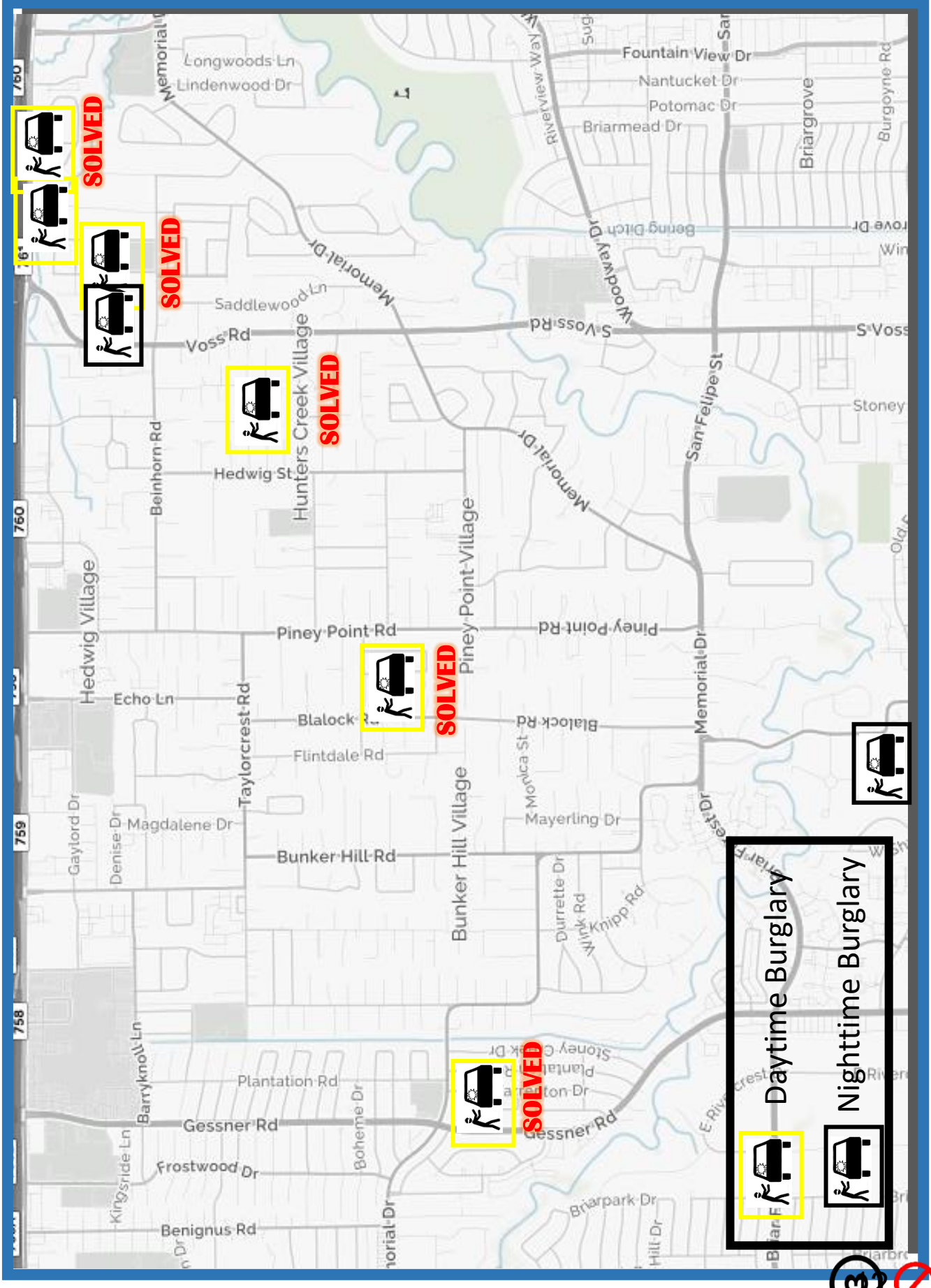


2/29/24



# 2024 Auto Burglary Map

Address	POE
8333 Katy Fwy	Win
8525 Katy Fwy	UNL*
10614 Gawain	Win
10611 Twelve Oaks	UNL
11615 Starwood	UNL
10710 Marsha	Win
11321 Green Vale	UNL
2102 S. Piney Point	UNL



Blue Entry = Actual  
 Location Unknown  
 Underlined Contractor

**SOLVED**

2/29/24



## 2024 Total Incidents

2024	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	1	15	56	72	16	4171	2668	1543	1139	1014	626	1391	902
February	0	14	54	68	20	4168	2666	1332	959	1012	631	1592	1076
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
<b>Total</b>	<b>1</b>	<b>29</b>	<b>110</b>	<b>140</b>	<b>36</b>	<b>8339</b>	<b>5334</b>	<b>2875</b>	<b>2098</b>	<b>2026</b>	<b>1257</b>	<b>2983</b>	<b>1978</b>

<b>2023 Totals</b>	<b>17</b>	<b>165</b>	<b>707</b>	<b>890</b>	<b>182</b>	<b>70947</b>	<b>54496</b>	<b>23709</b>	<b>19196</b>	<b>18915</b>	<b>14104</b>	<b>26305</b>	<b>20685</b>
<b>Difference</b>													
<b>% Change</b>													

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	42:52:14	21:30:58											2	51
BAKER, BRIAN C	1:42:24	0:00:00												
BALDWIN, BRIAN	18:24:30	18:59:44											1	24
BIEHUNKO, JOHN	29:52:43	23:36:19											4	26
BOGGUS, LARRY	17:35:09	2:23:10											2	17
BURLESON, Jason	15:26:34	17:28:59											5	25
BYRD, Rachied	16:41:02	19:39:50											5	29
CANALES, RALPH EDWARD	11:43:19	21:55:59											1	
CERNY, BLAIR C.	8:13:37	4:59:13											4	30
ECKERFIELD, Dillon	28:07:09	19:02:55											4	76
GONZALEZ, Jose	25:11:16	38:38:30											4	5
HARWOOD, NICHOLAS	23:18:34	3:07:14											2	37
JARVIS, RICHARD	38:50:40	18:16:56												79
JOHNSON, JOHN	23:33:58	25:28:12												
JONES, ERIC	0:38:31	0:20:04												
KING, JEREMY	25:19:16	3:26:38												9
KUKOWSKI, Andy	17:46:52	28:55:17											6	62
MCELVANY, ROBERT	9:50:58	13:31:08											1	25
ORTEGA, Yesenia	17:06:45	16:36:54											1	21
OWENS, LANE	0:00:00	0:00:00												
PAVLOCK, JAMES ADAM	18:45:35	13:47:20											5	92
RODRIGUEZ, CHRISTOPHER	10:18:14	7:50:54												
RODRIGUEZ, JOSE	19:14:42	9:18:19											6	33
RODRIGUEZ, REGGIE	21:17:14	16:39:22											5	28
SALAZAR, Efrain	5:05:08	9:09:05											1	
SCHULTZ, RAYMOND	0:47:13	0:35:00												
SILLIMAN, ERIC	22:54:37	17:51:55											7	86
SPRINKLE, MICHAEL	10:04:21	9:13:16												10
TAYLOR, CRAIG	11:35:43	19:13:52											2	17
VALDEZ, JUAN	20:53:02	25:56:16											2	15
VASQUEZ, MONICA	6:06:52	4:05:50												
WHITE, TERRY	16:04:09	18:55:51											3	22
												Total	68	819

\* = Admin

Dispatch Committed Time														
911 Phone Calls	237	243												
3700 Phone Calls	2489	2291												
DP General Phone Calls*	78:37:52	57:41:47												
Radio Transmissions	9871	9754												

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

ALPR Recoveries									
Nurm	Plate	Vehicle	Loc	Val	Links	Date			
1	SVL2616	Kia Soul	24	\$ 16,500.00	CC Fraud/Theft	7-Jan			
2	CW56686	Chev PU	21	\$ 10,000.00		9-Jan			
3	SSP9798	GMC Arcad	19	\$ 50,000.00	Fraud	18-Jan			
4	KPL1936	Chev1500	12	\$ 40,000.00	Repeat Offender	2-Feb			
5	TMV3732	BMW	22	\$ 35,000.00	Fraud	16-Feb			
6	SRY8618	ToyMaur	23	\$ 28,000.00		8-Mar			
7	MXG5703	ToyRav4	5	\$ 26,000.00	Warrant	9-Mar			
8	JBG9307	LexNX	1	\$ 3,000.00	Stolen Plate on veh	11-Mar			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
				\$ 208,500.00					

Plate Recoveries					
Plate Recov	Date	Links	Plate Recov	Date	Links
6VKC128	1/23/2024	Owner			
RKN392	2/4/2024	Owner			
DWJ6774	2/15/2024	Owner			
4B8105K	3/2/2024	Dup/Frd			
SKK6235	3/11/2024	Stolen			

Firearm in vehicle  
Temp Tag

Vehicle found to be Stolen  
Hotlist

Located but Filed					
Date	Plate	Camera	Date	Plate	Camera
3-Jan	SFG3451	7			
9-Jan	SGN1517	13			

Runaways/Missing  
Community Safety Hotlist  
1/8/2024 LCP9497 32

0 of 0 involved in other crimes = 0%

HOT List Hits Other Agencies

ALPR Stops Located not Reported as Recovered			
Plate	ALPR	Agency	Date
NLM7574	8	HPD	4-Jan
3882-E22	20	HPD	23-Jan

Program Summary		2024 Value	2023 Value	2022 Value	2021 Value	2020 Value	2019 Value	Program Total
		\$ 208,500.00	\$ 646,500.00	\$ 1,733,000.00	\$ 1,683,601.00	\$ 1,147,500.00	\$ 438,000.00	\$ 5,857,101.00
		Recovered	Recovered	Recovered	Recovered	Recovered	Recovered	264
		2	30	74	75	61	22	

INVESTIGATIVE LEADS/SOLVES									
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR		
Package Theft	TPK9834	3-Jan	P- Kensington	Mail Theft	SJB2869	3/8/2024	29, Bridlewood		
BMW-Crim Mischief	100059B	3-Jan	P - US Coins						
Theft of Lawn Eq	4297A98	4-Jan	2						
Mail Theft	SX57885	5-Jan	6						
Hotlist Theft	TPK9834	7-Jan	13						
BMW suspects	SGN1517	9-Jan	13						
Package Thief	BW6J592	10-Jan	Bellaire						
FSGI	PRM6967	23-Jan	P-Still						
Runaway	8XSG491	1/27/2024	1						
Theft of Lawn Eq	RKH0399	2-Feb	12						
BMW Att	BW6J592	9-Feb	2						
BMW	TSP9824	16-Feb	18						
Susp Event	TJ0901	22-Feb	12						
		4-Mar	17						

\* ALPR used to prove false report





# February 2024 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

# 2024 ALPR Data Report

## Plate Reads Summary

Total Plate Reads:

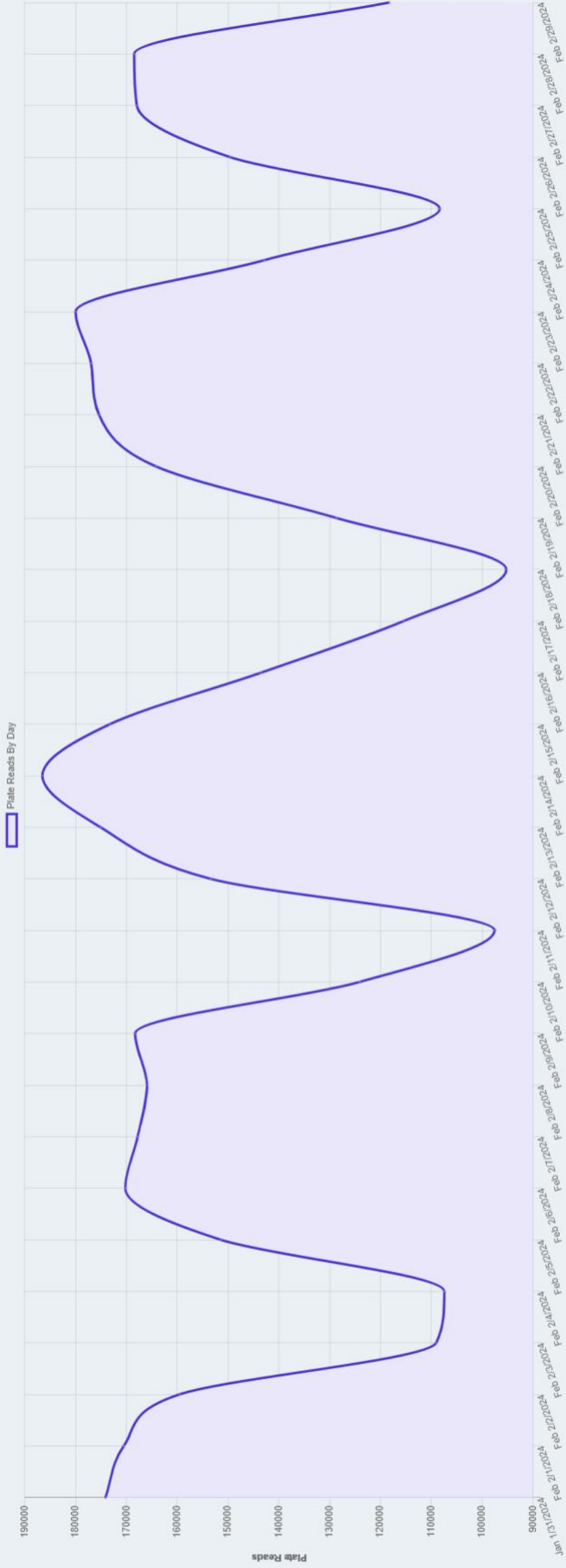
4,489,378

[Download CSV](#)

Jan 31 - Feb 29

Devices (34)

[Search](#)





# Unique Plate Reads Summary

Total Unique Plate Reads:

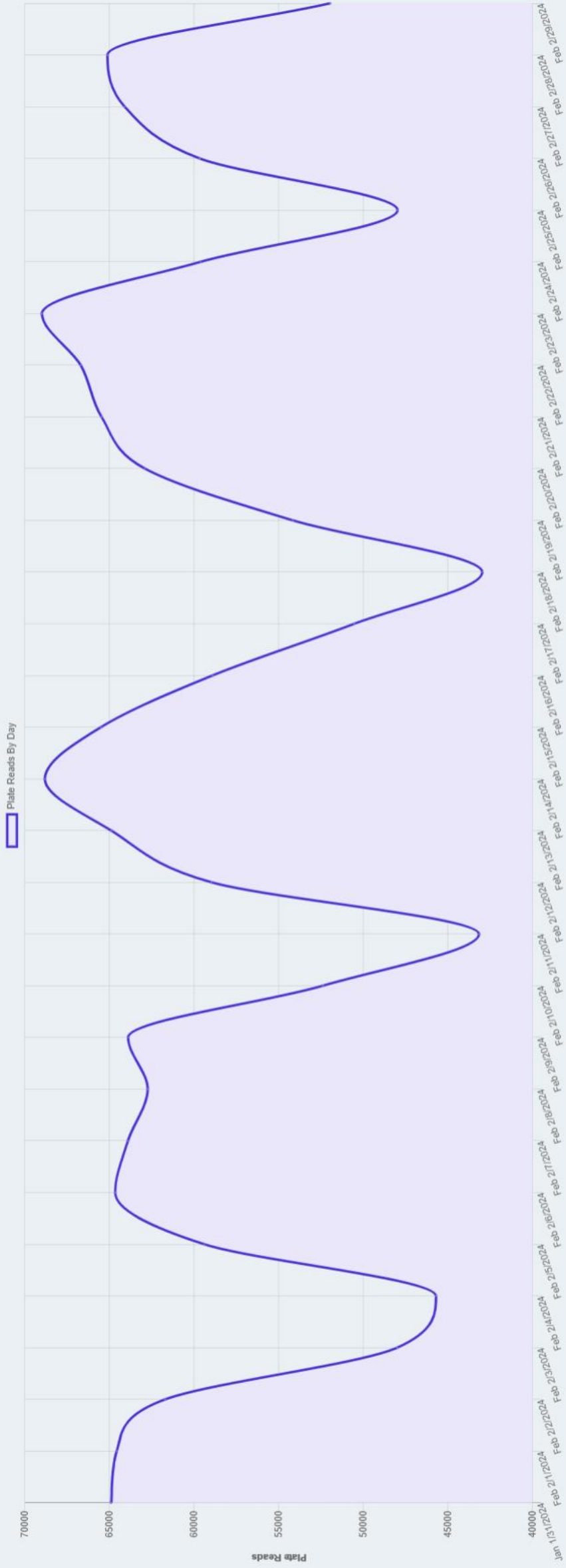
546,272

[Download CSV](#)

Jan 31 - Feb 29

[Search](#)

Devices (34)



# All Categories

## Hits Report

01/30/2024 To... 02/29/2024

Search

Select a date range up to 31 days

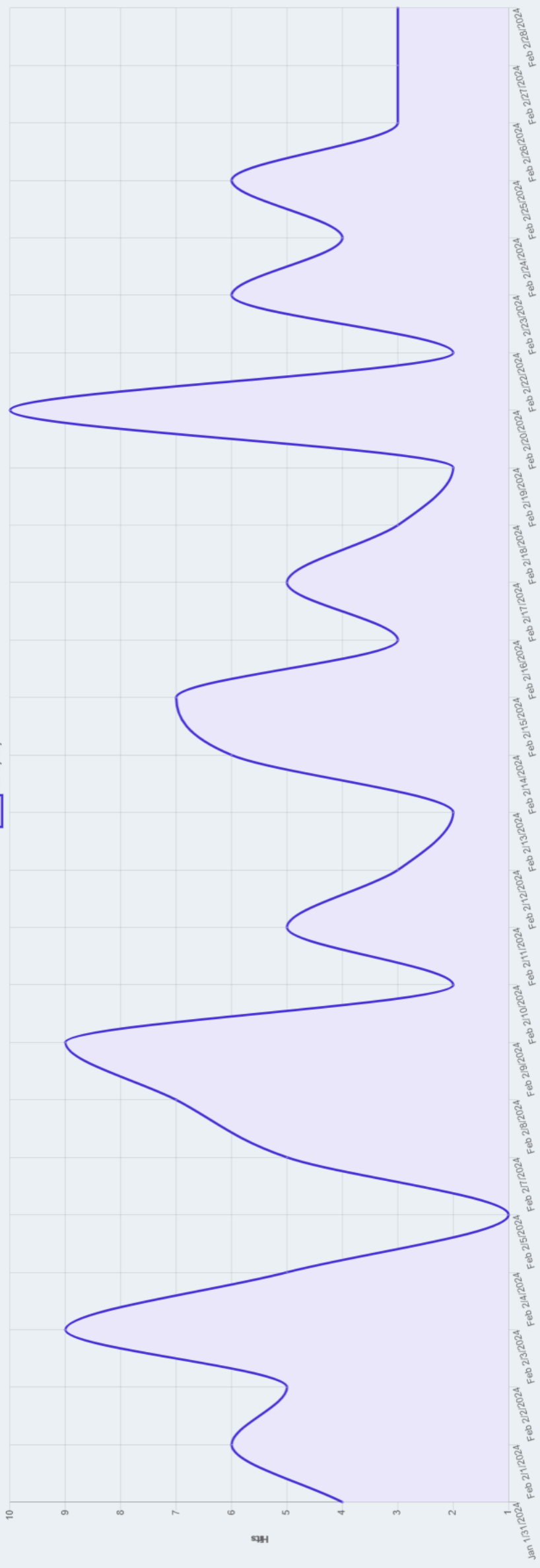
DOWNLOAD CSV

Total Hits: 126

Topics (15) ▾

Devices (34) ▾

Hits By Day



# Top 7 Categories

## Hits Report

01/30/2024 To... 02/29/2024

Search

Select a date range up to 31 days

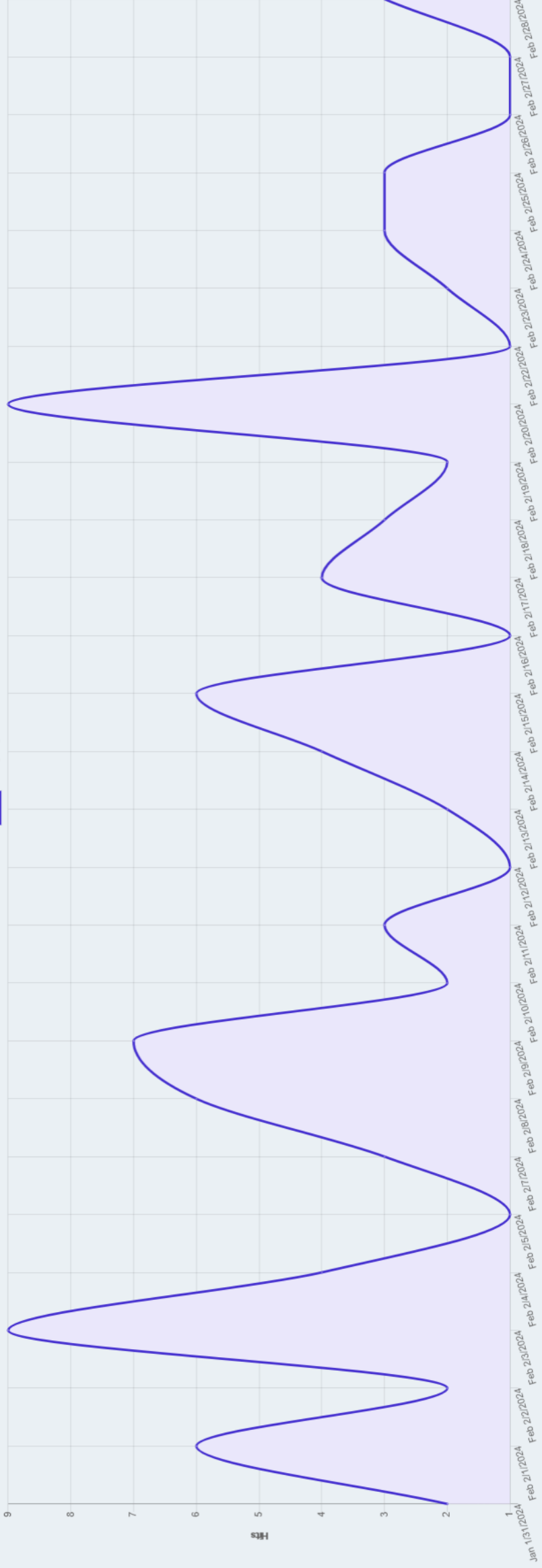
DOWNLOAD CSV

Topics (7) ▾

Devices (34) ▾

Total Hits: 91

Hits By Day



# Sex Offenders

## Hits Report

01/30/2024

To...

02/29/2024

Search

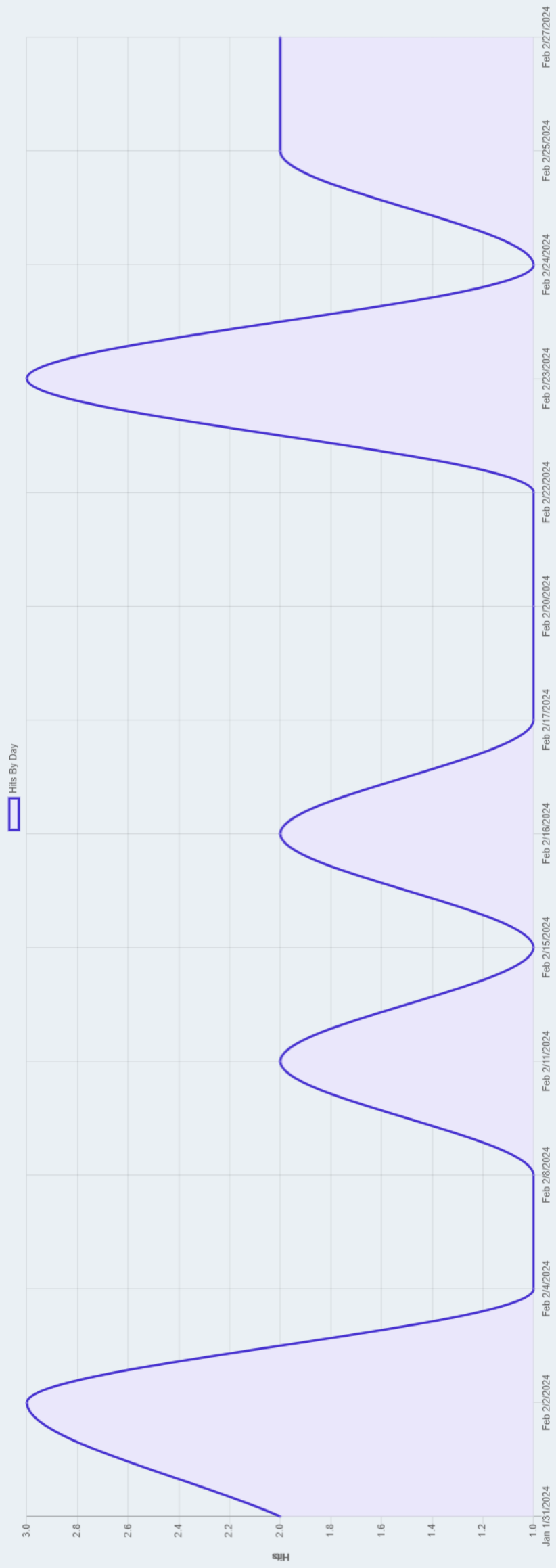
Select a date range up to 31 days

DOWNLOAD CSV

Total Hits: 23

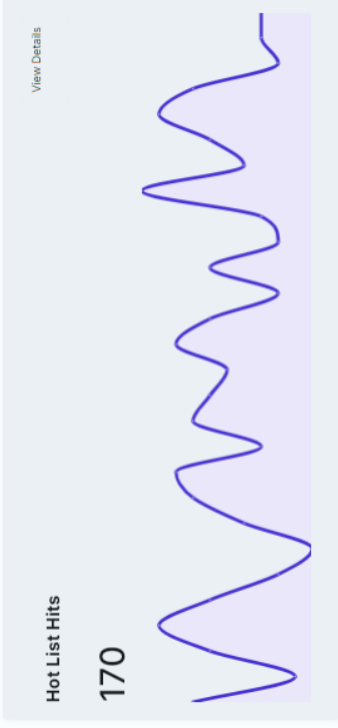
Topics (1) ▾

Devices (34) ▾



# Summary Report

## Insights Dashboard



**Device Sharing**  
Shared with  
Lewisville TX PD,  
Sansom Park TX PD,  
and 331 others  
Access Levels  
Search  
Hotlist Tool Access

**Device Status**

34 / 34 **Devices Online**

← Previous Device

<b>Device Name</b>	<b>Battery</b>	<b>Latency</b>
#01 Inbound, Riverview Way, EB	100%	13.97 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



Total 'Plate Reads' by 'Device Name'

Device Name	Sum of Plate Reads
#22 - NB Voss x Magnolia Bend (Lane 2)	395667
#21 - NB Voss x Magnolia Bend (Lane 1)	365062
#23 - WB San Felipe x Buffalo Bayou	283571
#13 NB Gessner Rd	266543
#08 2200 S Piney Point Rd NB at City Limit	261318
#12 Piney Point Dr SB at Gaylord	233549
#01 Gessner SB at Frostwood Elementary δY';	232222
#04 Memorial Dr NB at Briar Forest δY"CE	209460
#20 - SB Voss x Old Voss (Lane 2)	185511
#02 Memorial Dr EB at Gessner	184231
#07 Memorial Dr EB at Briar Forest δY';	168667
#19 - SB Voss x Old Voss (Lane 1)	161892
#24 - NB Blalock x Memorial	161560
#28 M/VPD Station S/B Memorial Drive	154987
#31 EB Memorial Dr near Tealwood	136690
#18 Memorial Dr EB at Voss δY';	135308
#14 Beinhorn Rd WB at Pipher	110272
#17 Memorial Dr WB at Voss δY"CE	108904
#10 On Memorial Dr EB from San Felipe	102621
#09 N Piney Point Rd at Memorial Dr	98689
#05 Bunkerhill Rd SB at Taylorcrest	87263
#16 Memorial Dr WB at E Creekside Dr δY';	83503
#06 Taylorcrest Rd WB at Flintdale	75513
#30 EB Beinhorn Rd @ Voss Rd	56116
#26 - SB Hedwig x Beinhorn	54845
#27 Unit 181 Blalock S/B at Taylorcrest	47602
#11 Greenbay St EB at Piney Point Rd	38126
#25 - NB Bunker Hill x Memorial δY"CE	29011
Strey NB at Memorial δY"CE	24873
#32 WB Greenbay @ Memorial Dr	17410
#15 Hunters Creek Dr SB at I-10 δY';	7424
#29 - Riverbend Main Entrance δY"CE	6092
#01 Inbound, Riverview Way, EB	5673
#03 Gessner Rd NB at Buffalo Bayou	0
<b>Grand Total</b>	<b>4490175</b>

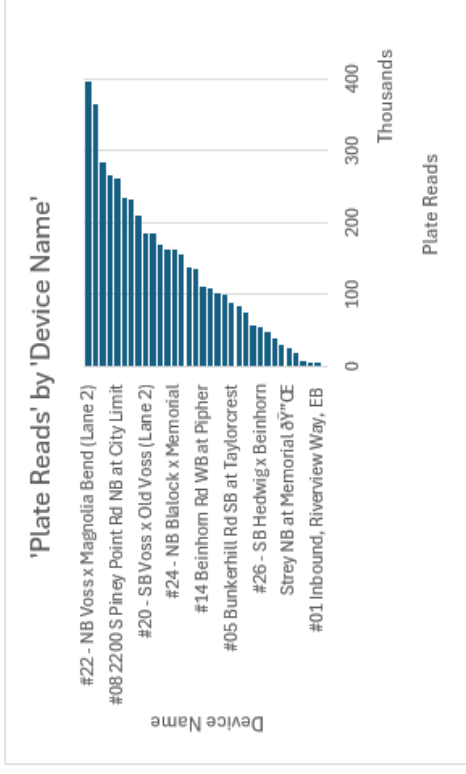


Plate Reads By Location

# Hits By Camera

Total 'Hits' by 'Device Name'

Device Name	Sum of Hits
#07 Memorial Dr EB at Briar Forest δY; i	13
#22 - NB Voss x Magnolia Bend (Lane 2)	12
#19 - SB Voss x Old Voss (Lane 1)	11
#23 - WB San Felipe x Buffalo Bayou	11
#12 Piney Point Dr SB at Gaylord	11
#13 NB Gessner Rd	10
#21 - NB Voss x Magnolia Bend (Lane 1)	9
#04 Memorial Dr NB at Briar Forest δY"CE	7
#01 Gessner SB at Frostwood Elementary δY; i	6
#08 2200 S Piney Point Rd NB at City Limit	5
#14 Beinhorn Rd WB at Pipher	5
#30 EB Beinhorn Rd @ Voss Rd	3
#28 MYPD Station S/B Memorial Drive	3
#05 Bunkerhill Rd SB at Taylorcrest	3
#16 Memorial Dr WB at E Creekside Dr δY; i	3
#02 Memorial Dr EB at Gessner	2
#10 On Memorial Dr EB from San Felipe	2
#20 - SB Voss x Old Voss (Lane 2)	2
#17 Memorial Dr WB at Voss δY"CE	2
#26 - SB Hedwig x Beinhorn	2
#32 WB Greenbay @ Memorial Dr	1
#01 Inbound, Riverview Way, EB	1
#24 - NB Blalock x Memorial	1
#29 - Riverbend Main Entrance δY"CE	1
<b>Grand Total</b>	<b>126</b>

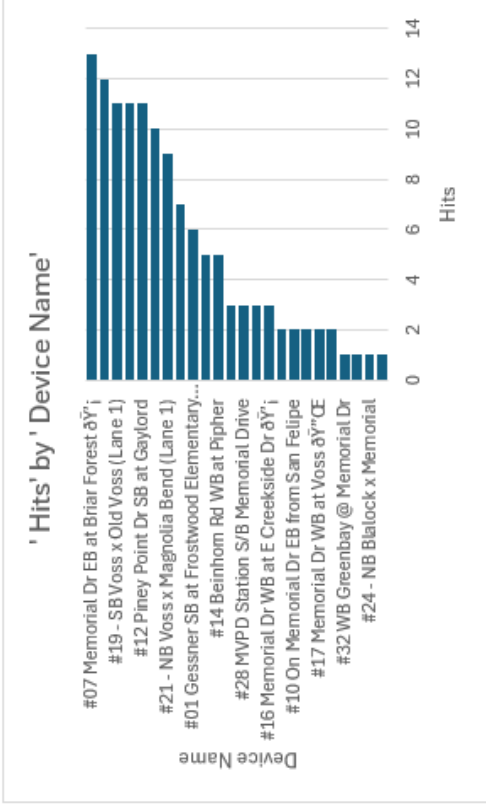
Total Reads – 4,489,378

Unique Reads – 546,272

Hits- 126

7 Top Hits - 91

- Hotlist - 6
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order







Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

**February 2024 Summary - All Cities**

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>250</b>	<b>181</b>	<b>431</b>	Jan	174	4:19
Abdominal Pain	0	1	1	Feb	126	4:17
Allergic Reaction	2	1	3	Mar		
Assult	0	1	1	Apr		
Automatic Aid	3	2	5	May		
Automatic Aid- Apartment Fire	13	6	19	Jun		
Automatic Aid- Building Fire	4	2	6	Jul		
Automatic Aid- Elevator Rescue	3	1	4	Aug		
Automatic Aid- Entrapment MVC	1	3	4	Sep		
Automatic Aid- Gas Leak	1	1	2	Oct		
Automatic Aid- High Rise Fire	0	2	2	Nov		
Carbon Monoxide Detector With Symptoms	0	1	1	Dec		
Carbon Monoxide Detector No Symptoms	2	3	5		300	4:18
Cardiac/Respiratory Arrest	1	1	2			
Check a Noxious Odor	2	1	3			
Check for the Smell of Natural Gas	2	3	5			
Check for the Smell of Smoke	2	2	4			
Chest Pain	3	1	4			
Child Locked in a Vehicle Engine Not Running	0	1	1			
Choking	1	1	2			
Diabetic Emergency	1	2	3			
Difficulty Breathing	9	5	14			
Elevator Rescue	1	0	1			
Fall Victim	10	8	18			
Fire Alarm Business	8	6	14			
Fire Alarm Church or School	10	6	16			
Fire Alarm Residence	36	28	64			
Gas Leak	3	0	3			
Heart Problems	8	6	14			
Heat/Cold Exposure	1	0	1			
Hemorrhage/Laceration	1	2	3			
House Fire	2	0	2			
Injured Party	4	4	8			
Medical Alarm	6	5	11			
Motor Vehicle Collision	23	15	38			
Object Down in Roadway	6	1	7			
Oven/Appliance Fire	1	0	1			
Overdose/Poisoning	1	1	2			
Possible D.O.S.	1	0	1			
Powerlines Down Arcing/Burning	3	0	3			
Pregnancy/ Childbirth	1	0	1			
Psychiatric Emergency	3	6	9			
Seizures	4	2	6			
Service Call Non-emergency	14	16	30			
Shooting/Stabbing	1	0	1			
Sick Call	21	15	36			
Smoke in Business	1	0	1			
Smoke in Residence	1	0	1			
Stroke	5	1	6			
Transformer Fire	3	0	3			
Traumatic Injury	1	3	4			
Unconscious Party/Syncope	14	9	23			
Unknown Medical Emergency	1	2	3			
Vehicle Fire	4	3	7			
Wash Down	1	1	2			

Note: Nat'l Std Fire Response Time: 6:50  
 Note: Nat'l Std Fire EMS Time: 6:30



Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
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### February 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>26</b>	<b>25</b>	<b>51</b>	<b>Jan</b>	<b>17</b>	<b>5:15</b>
Assult	0	1	1	<b>Feb</b>	<b>16</b>	<b>5:21</b>
Check for Noxious Odor	1	0	1	<b>Mar</b>		
Check for the Smell of Natural Gas	2	0	2	<b>Apr</b>		
Check for the Smell of Smoke	0	1	1	<b>May</b>		
Diabetic Emergency	0	1	1	<b>Jun</b>		
Fall Victim	0	1	1	<b>Jul</b>		
Fire Alarm Business	0	1	1	<b>Aug</b>		
Fire Alarm Church or School	3	0	3	<b>Sep</b>		
Fire Alarm Residence	7	7	14	<b>Oct</b>		
Heart Problems	1	0	1	<b>Nov</b>		
Hemorrhage/Laceration	0	1	1	<b>Dec</b>		
Injured Party	1	0	1			
Motor Vehicle Collision	2	1	3			
Object Down in Roadway	1	0	1			
Psychiatric Emergency	0	1	1			
Seizures	1	0	1			
Service Call Non-emergency	2	5	7			
Sick Call	2	2	4			
Smoke in Residence	1	0	1			
Stroke	0	1	1			
Unconscious Party/Syncope	1	2	3			
Vehicle Fire	1	0	1			
					<hr/>	
					33	5:18



Village Fire Department  
 901 Corbindale Rd  
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### February 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>47</b>	<b>39</b>	<b>86</b>	Jan	45	2:58
Allergic Reaction	1	0	1	Feb	36	2:49
Check for the Smell of Natural Gas	0	2	2	Mar		
Check for the Smell of Smoke	1	1	2	Apr		
Chest Pain	2	1	3	May		
Diabetic Emergency	0	1	1	Jun		
Difficulty Breathing	3	0	3	Jul		
Elevator Rescue	1	0	1	Aug		
Fall Victim	2	3	5	Sep		
Fire Alarm Business	4	5	9	Oct		
Fire Alarm Church or School	1	3	4	Nov		
Fire Alarm Residence	1	0	1	Dec		
Heart Problems	2	1	3		81	2:53
Heat/Cold Exposure	1	0	1			
Injured Party	2	0	2			
Medical Alarm	1	0	1			
Motor Vehicle Collision	7	5	12			
Object Down in Roadway	0	1	1			
Oven/Appliance Fire	1	0	1			
Overdose/Poisoning	0	1	1			
Powerlines Down Arcing/Burning	1	0	1			
Psychiatric Emergency	2	5	7			
Service Call Non-emergency	0	1	1			
Shooting/Stabbing	1	0	1			
Sick Call	4	4	8			
Smoke in Business	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	6	1	7			
Unknown Medical Emergency	0	1	1			
Vehicle Fire	1	2	3			
Wash Down	1	0	1			



Village Fire Department  
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### February 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Total YTD
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>7</b>
Difficulty Breathing	1	0	1
Fall Victim	1	0	1
Fire Alarm Business	1	0	1
Fire Alarm Church or School	0	1	1
Heart Problems	0	1	1
Injured Party	0	1	1
Stroke	1	0	1

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	6	4:25



Village Fire Department  
 901 Corbindale Rd  
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### February 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>52</b>	<b>33</b>	<b>85</b>	<b>Jan</b>	40	5:03
Carbon Monoxide Detector No Symptoms	0	1	1	<b>Feb</b>	21	5:16
Check a Noxious Odor	1	1	2	<b>Mar</b>		
Check for the Smell of Smoke	1	0	1	<b>Apr</b>		
Chest Pain	1	0	1	<b>May</b>		
Choking	1	0	1	<b>Jun</b>		
Diabetic Emergency	1	0	1	<b>Jul</b>		
Difficulty Breathing	0	2	2	<b>Aug</b>		
Fall Victim	5	2	7	<b>Sep</b>		
Fire Alarm Business	2	0	2	<b>Oct</b>		
Fire Alarm Church or School	0	1	1	<b>Nov</b>		
Fire Alarm Residence	13	13	26	<b>Dec</b>		
Heart Problems	1	2	3		61	5:09
Injured Party	1	2	3			
Medical Alarm	3	1	4			
Motor Vehicle Collision	3	0	3			
Object Down in Roadway	1	0	1			
Overdose/Poisoning	1	0	1			
Seizures	1	0	1			
Service Call Non-emergency	5	5	10			
Sick Call	5	0	5			
Stroke	1	0	1			
Transformer Fire	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	4	1	5			
Wash Down	0	1	1			



Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### February 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>69</b>	<b>Jan</b>	<b>23</b>	<b>4:59</b>
Allergic Reaction	0	1	1	<b>Feb</b>	<b>16</b>	<b>4:56</b>
Cardiac/Respiratory Arrest	0	1	1	<b>Mar</b>		
Check for the Smell of Natural Gas	0	1	1	<b>Apr</b>		
Choking	0	1	1	<b>May</b>		
Difficulty Breathing	2	2	4	<b>Jun</b>		
Fall Victim	1	1	2	<b>Jul</b>		
Fire Alarm Church or School	5	0	5	<b>Aug</b>		
Fire Alarm Residence	13	7	20	<b>Sep</b>		
Gas Leak	3	0	3	<b>Oct</b>		
Heart Problems	0	1	1	<b>Nov</b>		
Hemorrhage/Laceration	1	0	1	<b>Dec</b>		
Medical Alarm	2	1	3			
Motor Vehicle Collision	1	1	2			
Object Down in Roadway	3	0	3			
Possible D.O.S.	1	0	1			
Powerlines Down Arcing/Burning	2	0	2			
Service Call Non-emergency	4	4	8			
Sick Call	2	1	3			
Stroke	2	0	2			
Transformer Fire	1	0	1			
Traumatic Injury	1	0	1			
Unconscious Party/Syncope	0	2	2			
Unknown Medical Emergency	0	1	1			
					39	4:57



Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
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### February 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>49</b>	<b>37</b>	<b>86</b>	Jan	46	4:17
Abdominal Pain	0	1	1	Feb	34	4:24
Allergic Reaction	1	0	1	Mar		
Carbon Monoxide Alarm with Symptoms	0	1	1	Apr		
Carbon Monoxide Detector No Symptoms	2	1	3	May		
Cardiac/Respiratory Arrest	1	0	1	Jun		
Difficulty Breathing	3	1	4	Jul		
Fall Victim	1	1	2	Aug		
Fire Alarm Business	1	0	1	Sep		
Fire Alarm Church or School	0	1	1	Oct		
Fire Alarm Residence	2	1	3	Nov		
Heart Problems	4	1	5	Dec		
Hemorrhage/Laceration	0	1	1			
House Fire	2	0	2		80	4:20
Injured Party	0	1	1			
Medical Alarm	0	3	3			
Motor Vehicle Collision	10	8	18			
Object Down in Roadway	1	0	1			
Pregnancy/ Childbirth	1	0	1			
Psychiatric Emergency	1	0	1			
Seizures	2	2	4			
Service Call Non-emergency	1	1	2			
Sick Call	8	8	16			
Stroke	1	0	1			
Transformer Fire	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	3	3	6			
Unknown Medical Emergency	1	0	1			
Vehicle Fire	2	1	3			

**MAYOR**  
*Jim Pappas*

# CITY OF HUNTERS CREEK VILLAGE

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



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

## Building Official Monthly Report

Prepared Mar.5, 2024 for the Mar.26, 2024 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for Feb. 2024.

Thank You,

Henry Rivas  
Building Official





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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	21	\$28,575	2	29	\$5,735	34	\$7,465	84	\$41,775	\$3,260,398
February	32	\$9,165	0	19	\$4,317	46	\$7,160	97	\$20,642	\$1,410,185
March	47	\$54,321	3	26	\$5,041	44	\$8,270	117	\$67,632	\$7,489,496
April	38	\$22,082	1	21	\$4,235	49	\$8,320	108	\$34,627	\$4,190,733
May	36	\$32,072	1	21	\$4,065	49	\$7,125	106	\$43,262	\$5,335,819
June	30	\$46,204	4	30	\$5,430	44	\$7,190	104	\$58,824	\$9,917,597
July	47	\$35,397	3	20	\$4,025	41	\$7,345	108	\$46,507	\$8,192,246
August	28	\$57,515	3	18	\$3,005	46	\$7,345	92	\$67,865	\$10,031,271
September	32	\$63,269	5	27	\$5,350	38	\$7,540	97	\$76,159	\$12,899
October	27	\$5,040	0	18	\$3,400	39	\$8,330	84	\$16,770	\$1,326,733
November	32	\$28,486	1	17	\$3,520	32	\$5,895	81	\$37,901	\$3,984,972
December	16	\$10,104	0	11	\$2,430	30	\$4,665	57	\$17,199	\$2,064
<b>Total</b>	<b>386</b>	<b>\$392,230</b>	<b>23</b>	<b>257</b>	<b>\$50,553</b>	<b>492</b>	<b>\$86,650</b>	<b>1,135</b>	<b>\$529,163</b>	<b>\$55,154,414</b>

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	22	\$31,336	2	13	\$2,780	35	\$5,495	72	\$39,611	\$6,969,090
February	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	29	\$12,670	1	23	\$4,410	68	\$9,525	120	\$26,605	\$5,504,250
November	17	\$25,075	4	9	\$1,250	32	\$5,645	58	\$31,970	\$6,358,537
December	21	\$37,461	3	8	\$2,205	19	\$3,820	48	\$43,486	\$6,171,025
<b>Total</b>	<b>308</b>	<b>\$287,105</b>	<b>19</b>	<b>187</b>	<b>\$35,785</b>	<b>471</b>	<b>\$86,853</b>	<b>966</b>	<b>\$409,743</b>	<b>\$71,259,927</b>

**City of Hunters Creek Village**  
**Permit Activity Report (Issued) - 2024**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	17	\$5,092	0	14	\$2,705	25	\$5,130	56	\$12,928	\$1,374,287
February	32	\$35,182	1	14	\$2,230	26	\$4,970	72	\$42,382	\$5,438,854
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>Total</b>	<b>49</b>	<b>\$40,274</b>	<b>1</b>	<b>28</b>	<b>\$4,935</b>	<b>51</b>	<b>\$10,100</b>	<b>128</b>	<b>\$55,310</b>	<b>\$6,813,141</b>

**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	178	150	84.3%	28	15.7%
November	152	132	86.8%	20	13.2%
December	157	144	91.7%	13	8.3%
Total	2303	1990	86.4%	313	13.6%

**City of Hunters Creek Village  
Inspection Activity Report - 2024**

	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
Month					
January	136	114	83.8%	22	16.2%
February	179	163	91.1%	16	8.9%
March			#DIV/0!		#DIV/0!
April			#DIV/0!		#DIV/0!
May			#DIV/0!		#DIV/0!
June			#DIV/0!		#DIV/0!
July			#DIV/0!		#DIV/0!
August			#DIV/0!		#DIV/0!
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
Total	315	277	87.9%	38	12.1%

# Inspections with Odometer Readings, by Inspector and Vehicle

Mar 5, 2024 12:04 PM  
Henry Rivas  
City of Hunters Creek Village

Date Range (inclusive): **Thu Feb 01 2024 to Thu Feb 29 2024**  
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG )								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
<b>Vehicle ID:</b>								
	202300954	11007 Hedwig Green	Foundation	2/1/24		No	Pass	
	202300969	517 WELLESLEY DR	I Final	2/1/24	Y	No	NC	Failed; Backflow device is not installed.  [ Entered 1/23/2024 by BBG ]: Disapproved- Unable to locate backflow preventer
	202300978	807 WADE HAMPTON DR	P Final	2/1/24		No	Pass	
	202400017	323 Hunters Trail Street	P UnderG	2/1/24		No	Pass	
	202400046	272 Bryn Mawr Circle	Gas Test	2/1/24		No	Pass	
	202400049	519 Three Corners Drive	P Final	2/1/24		No	Pass	
	202300270	4 SADDLE CRK	P Final	2/2/24		No	Pass	
	202300739	526 Trails End	Gas Test	2/2/24		No	Pass	
	202300739	526 Trails End	P TO/Rough	2/2/24		No	Pass	
	202300834	807 WADE HAMPTON DR	E Final	2/2/24		No	Pass	
	202300908	10911 Pama Circle	YD Final	2/2/24		No	Pass	
	202300942	10911 Pama Circle	P TO/Rough	2/2/24		No	Pass	
	202400022	643 Shartle Circle	P Final	2/2/24		No	Pass	
	202400022	643 Shartle Circle	P GL & GT	2/2/24	Y	No	Pass	[ Entered 1/31/2024 by BBG ]: Failed - No gauge present

								for gas test - Final pending gas test
	202400024	514 Wellesley Drive	I Trench	2/2/24		No	Pass	
	202400024	514 Wellesley Drive	I Final	2/2/24		No	Pass	
	202400027	11014 Huntwyck Drive	F Final	2/5/24		No	Pass	
	202400056	634 Saddlewood Lane	E Rough	2/5/24		No	Pass	
	202400061	11010 Hunters Park Dr	E Rough	2/5/24		No	Pass	
	202400034	634 Saddlewood Lane	Frame	2/6/24		Yes	NC	Disapproved - Fire block fur down in master closet. Use joist hangers, not hurricane clips for joist in closet.
	202400053	733 W CREEKSIDE DR	E Rough	2/6/24		No	Pass	
	202400064	514 Wellesley Drive	Gas Test	2/6/24		No	Pass	
	202400064	514 Wellesley Drive	VCBK	2/6/24		No	Pass	
	202400065	674 SHARTLE CIR	P Layout	2/6/24		Yes	NC	Disapproved- No plans on site
	202201125	720 Kuhlman Rd	M Hood V	2/7/24		No	Pass	
	202300910	10923 Wickline Drive	FD-Piers	2/7/24		No	Pass	
	202400003	705 Camelot Lane	E Underg	2/7/24		No	Pass	
	202400003	705 Camelot Lane	TCI	2/7/24		No	Pass	
	202400004	705 Camelot Lane	P UnderG	2/7/24		No	Pass	
	202400004	705 Camelot Lane	P GL & GT	2/7/24		No	Pass	
	202400065	674 SHARTLE CIR	P Layout	2/7/24	Y	No	Pass	[ Entered 2/6/2024 by BBG ]: Disapproved- No plans on site

	202200981	811 Creek Wood Way	E Final	2/8/24		No	Pass	
	202300812	702 Saddlewood Lane	M Hood V	2/8/24		No	Pass	
	202300857	106 Willowend Dr	E Final	2/8/24		No	Pass	
	202300858	106 Willowend Dr	P Final	2/8/24		No	Pass	
	202300922	11010 Hunters Park Dr	M Rough	2/8/24		No	Pass	
	202300961	825 Saddlewood Ln	FD Steel	2/8/24		No	Pass	
	202400058	623 Saddlewood Lane	P Final	2/8/24		Yes	NC	Failed - Not Home
	202400077	514 Wellesley Drive	P UnderG	2/8/24		No	Pass	
	202400077	514 Wellesley Drive	P Final	2/8/24		No	Pass	
	202400077	514 Wellesley Drive	P GL & GT	2/8/24		No	Pass	
	202300915	10910 MELODY LN	Frame	2/9/24		Yes	PPass	Partial - Roof Rafters Only
	202400034	634 Saddlewood Lane	Frame	2/9/24	Y	No	Pass	[ Entered 2/6/2024 by BBG ]: Disapproved - Fire block fur down in master closet. Use joist hangers, not hurricane clips for joist in closet.
	202400082	10611 Twelve Oaks Drive	FD Steel	2/9/24		No	Pass	
	202300519	10420 Memorial Drive	Gas Test	2/12/24		Yes	NC	Failed - No gauge present for gas test
	202300684	10803 Beinhorn Rd	Frame	2/12/24		No	Pass	
	202300870	613 Saddlewood Lane	P Steel/Piping	2/12/24		No	Pass	
	202400043	634 Saddlewood Lane	Shower Pan	2/12/24		Yes	NC	Disapproved; Not ready

	202400059	715 Storywood Drive	E Rough	2/12/24		No	Pass	
	202400085	272 Bryn Mawr Circle	YD Trench	2/12/24		No	Pass	
	202200614	10602 Tarleton Drive	E Final	2/13/24		No	Pass	
	202300006	10611 Twelve Oaks Drive	M Hood V	2/13/24		Yes	NC	Fail; not ready.
	202300682	11010 Hunters Park Dr	Frame	2/13/24		No	Pass	
	202300746	734 Camelot Ln	P Final	2/13/24	Y	Yes	NC	Failed - Gates, does not self close and latch. No one home to check door alarms.  [ Entered 1/12/2024 by BBG ]: Failed - Gates, do not self close and latch. Door alarms not installed
	202400007	9 Saddlewood Estates Drive	P UnderG	2/13/24		No	Pass	
	202400007	9 Saddlewood Estates Drive	P Final	2/13/24		No	Pass	
	202400007	9 Saddlewood Estates Drive	P GL & GT	2/13/24		No	Pass	
	202400043	634 Saddlewood Lane	Shower Pan	2/13/24	Y	Yes	PPass	Partial Approval; 2 of 3 complete and approved.  [ Entered 2/12/2024 by BBG ]: Disapproved; Not ready
	202400060	205 FLEETWAY DR	P UnderG	2/13/24		No	Pass	
	202400069	811 Creek Wood Way	DW Steel	2/13/24		No	Pass	
	202400078	10923 Wickline Drive	P Sewer	2/13/24		No	Pass	
	202300431	11 River Cir	M Hood V	2/14/24		No	Pass	
	202300431	11 River Cir	M Final	2/14/24		No	Pass	



	202300751	10917 Roaring Brook Lane	FD Steel	2/14/24		No	Pass	
	202300751	10917 Roaring Brook Lane	E Underg	2/14/24		No	Pass	
	202300751	10917 Roaring Brook Lane	TCI	2/14/24		No	Pass	
	202300752	10917 Roaring Brook Lane	P GL & GT	2/14/24		No	Pass	
	202300752	10917 Roaring Brook Lane	P UnderG	2/14/24		No	Pass	
	202400015	911 OAK VALLEY DR	P Deck S	2/14/24		No	Pass	
	202400058	623 Saddlewood Lane	P Final	2/14/24	Y	Yes	NC	Disapproved - No return call from number that was listed for access. [713-819-9733]  [ Entered 2/8/2024 by BBG ]: Failed - Not Home
	202400078	10923 Wickline Drive	P UnderG	2/14/24		No	Pass	
	202400084	911 OAK VALLEY DR	E Underg	2/14/24		No	Pass	
	202400084	911 OAK VALLEY DR	E Rough	2/14/24		No	Pass	
	202400051	720 Kuhlman Rd	FD Steel	2/15/24		No	Pass	
	202400051	720 Kuhlman Rd	E Underg	2/15/24		No	Pass	
	202400098	726 Country Ln	ET-Pole	2/15/24		No	Pass	
	202200545	852 Kuhlman Rd	M Hood V	2/16/24		No	Pass	
	202300006	10611 Twelve Oaks Drive	M Hood V	2/16/24	Y	No	Pass	[ Entered 2/13/2024 by BBG ]: Fail; not ready.
	202300457	714 HUNTERS GROVE LN	P TO/Rough	2/16/24	Y	No	Pass	[ Entered 1/17/2024 by BBG ]: Failed - No test on DWV
	202300519	10420 Memorial Drive	P UnderG	2/16/24	Y	No	Pass	

202300519	10420 Memorial Drive	Gas Test	2/16/24	Y	No	Pass	[ Entered 2/12/2024 by BBG ]: Failed - No gauge present for gas test
202300722	911 OAK VALLEY DR	Gas Test	2/16/24		No	Pass	
202300848	272 BRYN MAWR CIR	P Deck S	2/16/24		No	Pass	
202400086	7 Long Timbers Trail	P Layout	2/16/24		No	Pass	
202400108	674 SHARTLE CIR	P Layout	2/16/24		No	Pass	
202100889	852 Kuhlman Rd	Gas Test	2/20/24		No	Pass	
202300645	1 Inwood Oaks Dr	H-Strap	2/20/24		No	Pass	
202300773	630 Shartle Circle	Frame	2/20/24		No	Pass	
202300862	1000 River Bend Drive	E Final	2/20/24		No	Pass	
202300863	1000 River Bend Drive	P GL & GT	2/20/24		No	Pass	
202300893	630 Shartle Circle	P TO/Rough	2/20/24	Y	No	Pass	[ Entered 11/28/2023 by BBG ]: Partial Approval-Unable to inspect second floor. No stairs built.
202300291	203 Fleetway Dr	E Final	2/21/24		No	Pass	
202300434	615 Shartle Cir	E Final	2/21/24		No	Pass	
202300801	3 Pine Grove Circle	E Final	2/21/24		No	Pass	
202300865	824 SADDLEWOOD LN	P Final	2/21/24		No	Pass	
202300868	824 SADDLEWOOD LN	E Final	2/21/24		Yes	NC	Disapproved- No outlet installed at island
202400003	705 Camelot Lane	E Final	2/21/24		No	Pass	
202400004	705 Camelot Lane	P Final	2/21/24		No	Pass	

	202400052	709 KUHLMAN RD	Re-Roof	2/21/24		No	Pass	
	202400103	4 Hampton Court	F Post Hole	2/21/24		No	Pass	
	202300519	10420 Memorial Drive	P Sewer	2/22/24		No	Pass	
	202300863	1000 River Bend Drive	P Final	2/22/24		No	Pass	
	202300866	8423 Hunters Creek Dr	Frame	2/22/24		No	Pass	
	202300878	879 Country Ln	E Final	2/22/24		No	Pass	
	202300955	10910 MELODY LN	P TO/Rough	2/22/24		No	Pass	
	202300961	825 Saddlewood Ln	E Underg	2/22/24		No	Pass	
	202400038	203 Fleetway Dr	DW Steel	2/22/24		No	Pass	
	202400062	203 Fleetway Dr	F Post Hole	2/22/24		No	Pass	
	202400108	674 SHARTLE CIR	P Steel/Piping	2/22/24		No	Pass	
	202300773	630 Shartle Circle	Insulation	2/23/24		No	Pass	
	202300844	702 Camelot Lane	P Final	2/23/24		No	Pass	
	202300844	702 Camelot Lane	VCBK	2/23/24		No	Pass	
	202400105	11002 Landon Lane	FD Steel	2/23/24		No	Pass	
	202400113	726 Country Ln	P UnderG	2/23/24		No	Pass	
	202400113	726 Country Ln	P Sewer	2/23/24		No	Pass	
	202400114	10802 Oak Hollow St	E Final	2/23/24		No	Pass	
	202400116	647 Shartle Circle	P UnderG	2/23/24		No	Pass	
	202400116	647 Shartle Circle	P Final	2/23/24		No	Pass	
	202300212	10611 Twelve Oaks Drive	M Final	2/26/24		No	Pass	Approved- This inspection was for the wine room only
	202300868	824 SADDLEWOOD LN	E Final	2/26/24	Y	No	NC	Disapproved-Home locked no access  [ Entered 2/21/2024 by BBG ]: Disapproved-No outlet

								installed at island
	202400103	4 Hampton Court	F Final	2/26/24		No	Pass	
	202300006	10611 Twelve Oaks Drive	M Final	2/27/24		No	Pass	
	202300833	702 Camelot Lane	E Final	2/27/24		No	Pass	
	202300986	205 FLEETWAY DR	Foundation	2/27/24		No	Pass	
	202400032	8 Pinewood Circle	FD-Piers	2/27/24		No	Pass	
	202400096	209 Caruthers Ln	F Post Hole	2/27/24		No	Pass	
	202400101	10910 MELODY LN	M Rough	2/27/24		Yes	NC	Disapproved-Gate locked no access
	202400101	10910 MELODY LN	M Hood V	2/27/24		No	NC	Disapproved-Gate locked no access
	202400111	210 HEDWIG RD	P GL & GT	2/27/24		No	Pass	
	202201028	551 Three Corners Dr	Bld-Final	2/28/24	Y	No	Pass	[ Entered 11/30/2023 by henry ]: Partial Pass; Pending removal and replacement of dead trees in front yard.  [ Entered 10/26/2023 by henry ]: Fail; 1. Dead pine in front yard [3 trees required in front yard] 2. Pool alarms shall be placed on all doors or windows that provide direct access to pool.  [ Entered 10/13/2023 by henry ]: Fail;

								<p>1. Final grading is not complete</p> <p>2. Cont exterior vent guards</p> <p>3. Open wires on left side of exterior wall</p> <p>4. The triangular opening on the open side of the stair shall not allow the passage of a 6" sphere.</p> <p>5. Fence and gates are not installed</p> <p>6. Repair the hole on the exterior wall in front.</p>
	202300504	203 Fleetway Dr	M Final	2/28/24		No	Pass	
	202300851	824 SADDLEWOOD LN	Bld-Final	2/28/24		No	Pass	
	202300868	824 SADDLEWOOD LN	E Final	2/28/24	Y	No	Pass	<p>[ Entered 2/26/2024 by BBG ]: Disapproved-Home locked no access</p> <p>[ Entered 2/21/2024 by BBG ]: Disapproved-No outlet installed at island</p>
	202300961	825 Saddlewood Ln	TCI	2/28/24		No	Pass	
	202300965	323 Hunters Trail Street	Foundation	2/28/24		No	Pass	
	202400057	431 Hunterwood Drive	Re-Roof	2/28/24		No	Pass	
	202400091	7 Pine Grove Circle	F Post Hole	2/28/24		No	Pass	
	202300765	702 Camelot Lane	P Final	2/29/24		No	Pass	

	202300800	203 Fleetway Dr	P Final	2/29/24		No	Pass	
	202300881	10802 Oak Hollow St	YD Final	2/29/24		No	Pass	
	202300882	10802 Oak Hollow St	DW Final	2/29/24		No	Pass	
	202300977	10802 Oak Hollow St	F Final	2/29/24		No	Pass	
	202400079	720 Kuhlman Rd	P Layout	2/29/24		No	Pass	
	202400122	8403 Hunters Creek Dr	ET-Pole	2/29/24		No	Pass	
	202400125	519 Hunterwood Dr	ET-Pole	2/29/24		No	Pass	

<b>Inspections</b>	<b>Begin Odometer</b>	<b>End Odometer</b>	<b>Miles</b>	<b>Avg Miles per Inspection</b>
145			0	0.0

Henry Rivas (henry)

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

	202400025	771 Kuhlman Rd	DW Steel	2/1/24		No	PPass	Partial pass; left side of house only.
	202400026	771 Kuhlman Rd	YD Final	2/1/24		No	Pass	
	202400033	10602 Tarleton Drive	F Post Hole	2/1/24		No	NC	Fail; 1. Driveway enclosure - a fence or wall shall not be placed in front of the front building line.
	202300936	879 Country Ln	E Final	2/2/24		No	Pass	
	202300941	10911 Kirwick Drive	Foundation	2/2/24	Y	No	Pass	[ Entered 1/29/2024 by henry ]: Fail; Foundation not ready
	202400016	10910 Bridgewood St	P GL & GT	2/2/24		No	Pass	
	202300959	1000 River Bend Drive	FD-Piers	2/6/24		No	Pass	
	202300969	517 WELLESLEY DR	I Final	2/6/24	Y	No	NC	Fail; Strap water pipes above ground.  [ Entered



								2/1/2024 by BBG ]: Failed; Backflow device is not installed.  [ Entered 1/23/2024 by BBG ]: Disapproved-Unable to locate backflow preventer
	202300969	517 WELLESLEY DR	I Trench	2/7/24	Y	No	Pass	[ Entered 1/30/2024 by BBG ]: Failed; Backflow device is not installed.  [ Entered 1/23/2024 by BBG ]: Disapproved-Unable to locate backflow preventer
	202300969	517 WELLESLEY DR	I Final	2/7/24	Y	No	Pass	[ Entered 2/6/2024 by henry ]: Fail; Strap water pipes above ground.  [ Entered 2/1/2024 by BBG ]: Failed; Backflow device is not installed.  [ Entered 1/23/2024 by BBG ]: Disapproved-Unable to locate backflow preventer
	202300931	307 Hunters Trail St	FD-Piers	2/8/24		No	Pass	Contractor to provide

								engineer letter for piers.
	202300932	311 Hunters Trail St	FD-Piers	2/8/24		No	Pass	Contractor to provide engineer letter for piers.
	202300959	1000 River Bend Drive	W Found	2/8/24		No	Pass	
	202300986	205 FLEETWAY DR	FD-Piers	2/8/24		No	Pass	Approved via engineer letter.
	202300709	10914 WALWICK DR	Frame	2/9/24		No	Pass	
	202400039	203 Fleetway Dr	YD Trench	2/9/24		No	PPass	Partial - Right Side; 3 inlets
	202300983	736 VOSS RD	M Hood V	2/12/24		No	Pass	
	202200859	10618 Gawain Ln	Bld-Final	2/13/24	Y	No	PPass	Fail; 1. Provide letter on company letterhead with signature from home owner and builder president that states the date of completion of the required trees.  [ Entered 1/31/2024 by henry ]: Fail; 1. Remove port-o-let and buidler sign 2. Need 2 trees in front and 4 in rear [only 1 tree in front] 3. Post permanent address number 4. Unable to observe brick lintels, incorrect weep hole spacing; left side. 5. Open wires in garage.

	202300983	736 VOSS RD	M Rough	2/13/24		No	NC	Fail; 1. restricted air flow 4in duc in kitchen 2. fire block air chase in hall.
	202400089	403 Menking Court	F Post Hole	2/13/24		No	Pass	
	202300202	8327 Hunters Creek Drive	M Hood V	2/14/24		No	Pass	
	202400025	771 Kuhlman Rd	DW Steel	2/15/24	Y	No	Pass	[ Entered 2/1/2024 by henry ]: Partial pass; left side of house only.
	202400039	203 Fleetway Dr	YD Trench	2/16/24	Y	No	Pass	[ Entered 2/9/2024 by henry ]: Partial - Right Side; 3 inlets
	202400035	715 Storywood Drive	H-Strap	2/20/24		No	Pass	
	202400035	715 Storywood Drive	Frame	2/21/24		No	Pass	
	202400035	715 Storywood Drive	Insulation	2/21/24		No	Pass	
	202400075	10906 Little Lisa Lane	F Post Hole	2/21/24		No	Pass	
	202400092	885 Country Lane	F Post Hole	2/21/24		No	Pass	
	202300682	11010 Hunters Park Dr	Insulation	2/22/24		No	Pass	
	202400086	7 Long Timbers Trail	P Steel/Piping	2/22/24		No	Pass	
	202400058	623 Saddlewood Lane	P Final	2/28/24	Y	No	Pass	[ Entered 2/14/2024 by BBG ]: Disapproved - No return call from number that was listed for access. [713-819-9733]  [ Entered 2/8/2024 by BBG ]: Failed - Not Home

	202300932	311 Hunters Trail St	Foundation	2/29/24		No	Pass	
	202400101	10910 MELODY LN	M Rough	2/29/24	Y	No	NC	Fail; 1. Double joist under mech equipment 2. Slope drain pans  [ Entered 2/27/2024 by BBG ]: Disapproved- Gate locked no access
	202400101	10910 MELODY LN	M Hood V	2/29/24	Y	No	Pass	[ Entered 2/27/2024 by BBG ]: Disapproved- Gate locked no access
<b>Inspections</b>	<b>Begin Odometer</b>		<b>End Odometer</b>		<b>Miles</b>	<b>Avg Miles per Inspection</b>		
<b>34</b>					<b>0</b>	<b>0.0</b>		

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# CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared March 22 for the March 26th agenda

## **A. Shasta/Pineland Reconstruction**

1. Survey complete. Design ongoing.

## **B. Outfall 24 (Dodson's Place) Extension**

1. Design ongoing. It would probably make sense to incorporate this into Shasta/Pineland/Lindenwood.

## **C. Memorial Drive**

1. We prepared an FY25 Appropriations Request Form for the funding of the project and submitted to Wesley Hunts office.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
February 27, 2024**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, February 27, 2024, at 6:00 p.m., at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

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Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	City Engineer:	Steve Byington
	City Attorney:	Tim Kirwin
	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 6:03 p.m.**

- B. **Rob Adams led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

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

**No Comments.**

- 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 – **Steven Witt, Deputy Fire Chief, and Rob Adams, Fire Commissioner, presented this report.**



4. Building Official Monthly Report – **Tom Fullen, City Administrator, presented this report.**
5. City Engineer Monthly Report – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Councilmember Knox reported on the ALPR system, requesting that adding an additional reader on Hickory Hollow St be put on the March agenda.**

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 December 5, 2023.
2. Approval of the Cash Disbursement Journal for December 2023.
3. Approval of the renewal with Harris County Sheriff's Office for housing city prisoners effective January 1, 2024.

**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 approve Change Order #2 to reduce the contract with CityLynx, Inc. – (Close out) for the Traffic Signal Modifications Memorial at Lindenwood Project in the amount of (24,548.48).

**Councilmember Marks made a motion to approve Change Order #2 to reduce the contract with CityLynx, Inc. – (Close out) for the Traffic Signal Modifications Memorial at Lindenwood Project in the amount of (24,548.48). Councilmember Cowell seconded the motion and the motion carried unanimously.**

2. Discussion and possible action to approve a Close Out to the contract with Complete Contract dba Bayou Builders for the Willowron and Walwick – Inlet and Pavement Maintenance Project in the amount of \$133,162.50.

**Councilmember Cowell made a motion to approve a Close Out to the contract with Complete Contract dba Bayou Builders for the Willowron and Walwick – Inlet and Pavement Maintenance Project in the amount of \$133,162.50. Councilmember Knox seconded the motion and the motion carried unanimously.**

3. Discussion and possible action regarding Competitive Sealed Proposal (CSP) criteria.

**Item was tabled to next month.**

4. Discussion and possible action to approve Amendment No. 74 to the engineering contract with Cobb Fendley in the amount of \$170,860.00 for Engineering Services associated with the Shasta Drive, Pineland Drive, and Lindenwood Drive Reconstruction project.

**Councilmember Carlton made a motion to approve Amendment No. 74 to the engineering contract with Cobb Fendley in the amount of \$170,860.00 for Engineering Services associated with the Shasta Drive, Pineland Drive, and Lindenwood Drive Reconstruction project. Councilmember Marks seconded the motion and the motion carried unanimously.**

5. Discussion and possible action to adopt an ordinance of the City Council of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Councilmember Positions Nos. 1, 2, and 3 are duly elected; cancelling the May 4, 2024, General Municipal Election; and containing other provisions relating to the subject.

**Councilmember Cowell made a motion to adopt an ordinance of the City Council of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Councilmember Positions Nos. 1, 2, and 3 are duly elected; cancelling the May 4, 2024, General Municipal Election; and containing other provisions relating to the subject. Councilmember Carlton seconded the motion and the motion carried unanimously.**

6. Discussion and possible action to approve a resolution to deny the CenterPoint Energy Texas Gas rate change.

**Councilmember Marks made a motion to approve a resolution to deny the CenterPoint Energy Texas Gas rate change. Councilmember Cowell seconded the motion and the motion carried unanimously.**

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

**Councilmember Knox made a motion to renew the maintenance agreement with Texas Elite Generators for the City's generator. Councilmember Marks seconded the motion and the motion carried unanimously.**

8. Discussion and possible action regarding Chapter 30 solicitor and peddler permits, rules, and regulations.

**Item was tabled to next month.**

9. Discussion and possible action to accept changes to the City's Investment Policy.

**Councilmember Knox made a motion to approve the changes to the City's Investment Policy. Councilmember Marks seconded the motion and the motion carried unanimously.**

10. Discussion and possible action to consider an agreement from Tyler Technologies for permitting software.

**Councilmember Marks made a motion to approve an agreement from Tyler Technologies for permitting software. Councilmember Knox seconded the motion and the motion carried unanimously.**

11. Discussion and possible action to approve a resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives.

**Councilmember Knox made a motion to approve a resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives. Councilmember Marks seconded the motion and the motion carried unanimously.**

12. 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.

**Councilmember Knox made a motion 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. Councilmember Cowell seconded the motion. After further discussion, Councilmember Cowell made an amended motion to table the item to next month. Councilmember Knox seconded the motion and the motion carried unanimously.**

13. Discussion and possible action to approve the Memorial Villages Police Department 2023 Annual Racial Profiling Report.

**Councilmember Marks made a motion to approve the Memorial Villages Police Department 2023 Annual Racial Profiling Report. Councilmember Carlton 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.
- I. RECONVENE into Open Session and consider action, if any, on items discussed in Executive Session
- J. ADJOURNMENT

**At 7:17 p.m., Councilmember Cowell made a motion to adjourn. Councilmember Marks seconded the motion and the motion carried unanimously. The meeting adjourned at 7:17 p.m.**

These minutes were approved on the \_\_\_\_\_ day of March, 2024.

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

ATTEST:

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



City of Hunters Creek Village, TX

# My Check Report

By Check Number

Date Range: 02/01/2024 - 02/29/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT</b>						
0005	A T & T Phone	02/01/2024	Regular	0.00	656.74	34532
0458	A T & T Phone	02/01/2024	Regular	0.00	719.62	34533
000774	ADAM VOYLES	02/01/2024	Regular	0.00	300.00	34534
0647	AFLAC WORLDWIDE HEADQUARTERS	02/01/2024	Regular	0.00	535.80	34535
000932	Bayou Builders	02/01/2024	Regular	0.00	46,638.75	34536
000856	CAMERON BUILDERS INC	02/01/2024	Regular	0.00	6,821.99	34537
0010	CENTERPOINT ENERGY	02/01/2024	Regular	0.00	209.52	34538
0445	CENTURY CONCRETE CONSTRUCTION INC	02/01/2024	Regular	0.00	2,000.00	34539
0012	COBB FENDLEY	02/01/2024	Regular	0.00	21,238.97	34540
000865	DEX IMAGING	02/01/2024	Regular	0.00	189.00	34541
000796	ENGIE RESOURCES	02/01/2024	Regular	0.00	4,743.51	34542
000896	FLOYDS AUTO REPAIR	02/01/2024	Regular	0.00	48.99	34543
0150	GARY B MADDOX	02/01/2024	Regular	0.00	500.00	34544
0674	JIM PAPPAS	02/01/2024	Regular	0.00	91.00	34545
000937	Kerr Construction & Callie Simmons	02/01/2024	Regular	0.00	3,791.40	34546
000716	KIRWIN LAW FIRM PLLC	02/01/2024	Regular	0.00	574.00	34547
0641	MARK E EASLEY	02/01/2024	Regular	0.00	300.00	34548
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	02/01/2024	Regular	0.00	561.69	34549
0053	MEMORIAL VILLAGES WATER AUTHORITY	02/01/2024	Regular	0.00	941.18	34550
0067	OMNIBASE SERVICES OF TEXAS	02/01/2024	Regular	0.00	324.00	34551
000933	Southwest Solutions Group, Inc	02/01/2024	Regular	0.00	400.00	34552
0091	STATE COMPTROLLER	02/01/2024	Regular	0.00	55.95	34553
000852	TEXAS MUNICIPAL HUMAN RESOURCES ASSOCI	02/01/2024	Regular	0.00	100.00	34554
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	02/01/2024	Regular	0.00	9,514.74	34555
0171	CARY M MORAN	02/15/2024	Regular	0.00	800.00	34556
000876	CINTAS CORPORATION	02/15/2024	Regular	0.00	310.32	34557
000775	CITYLYNX INC	02/15/2024	Regular	0.00	26,575.36	34558
000871	CIVIC PLUS (MUNICODE)	02/15/2024	Regular	0.00	1,364.00	34559
0012	COBB FENDLEY	02/15/2024	Regular	0.00	17,384.17	34560
000865	DEX IMAGING	02/15/2024	Regular	0.00	1,106.00	34561
000796	ENGIE RESOURCES	02/15/2024	Regular	0.00	465.16	34562
0537	GREEN FOR LIFE	02/15/2024	Regular	0.00	42,769.42	34563
0431	HOOPER COMMUNICATIONS LP	02/15/2024	Regular	0.00	290.00	34564
000716	KIRWIN LAW FIRM PLLC	02/15/2024	Regular	0.00	1,687.50	34565
0065	ODP BUSSINESS SOLUTIONS	02/15/2024	Regular	0.00	420.40	34566
000815	SAFEbuilt, LLC Lockbox#88135	02/15/2024	Regular	0.00	3,440.00	34567
000803	SUNBELT RENTALS	02/15/2024	Regular	0.00	100.72	34568
0545	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	02/15/2024	Regular	0.00	41,906.60	34569
000789	VAN SANT LANDSCAPE MANAGEMENT	02/15/2024	Regular	0.00	3,328.00	34570
0646	VANTAGE	02/15/2024	Regular	0.00	89.70	34571

**My Check Report**

Date Range: 02/01/2024 - 02/29/2024

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
0362	VERIZON WIRELESS	02/15/2024	Regular	0.00	37.99	34572

**Bank Code AP DISB ALLEGIANCE Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	42	41	0.00	243,332.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>42</b>	<b>41</b>	<b>0.00</b>	<b>243,332.19</b>

**My Check Report**

Date Range: 02/01/2024 - 02/29/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS</b>						
000936	Ozraa Dhanani	02/01/2024	Bank Draft	0.00	1,125.00	DFT0000468
000936	Ozraa Dhanani	02/01/2024	Bank Draft	0.00	-1,125.00	DFT0000468
000908	PREACTIVE IT SOLUTIONS	02/01/2024	Bank Draft	0.00	1,460.00	DFT0000469
000913	ANITA M. JAMES	02/15/2024	Bank Draft	0.00	300.00	DFT0000475
0517-TF	PAYMENT REMITTANCE CENTER	02/20/2024	Bank Draft	0.00	796.13	DFT0000479
0127-EA	PAYMENT REMITTANCE CENTER	02/20/2024	Bank Draft	0.00	1,309.28	DFT0000480
0654	LORA JEAN D LENZSCH	02/29/2024	Bank Draft	0.00	1,425.00	DFT0000485

**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	9	7	0.00	5,290.41
EFT's	0	0	0.00	0.00
	<b>9</b>	<b>7</b>	<b>0.00</b>	<b>5,290.41</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	41	0.00	243,332.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	7	0.00	5,290.41
EFT's	0	0	0.00	0.00
	<b>51</b>	<b>48</b>	<b>0.00</b>	<b>248,622.60</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	2/2024	248,622.60
			<b>248,622.60</b>



RESOLUTION NO. 2024-\_\_

A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, CONFIRMING THAT THE CITY COUNCIL HAS REVIEWED THE CITY'S CURRENT INVESTMENT POLICY AND INVESTMENT STRATEGIES AND HAS AMENDED THIS POLICY AS NECESSARY.

\* \* \* \* \*

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

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

Section 2. The City Council has considered the recommendations of the City Treasurer and others and has concluded that the Investment Policy attached as Exhibit A, as amended, is adequate to protect the City's interests and govern the investment activities for all funds of the City and is hereby adopted.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_\_ day of March, 2024.

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

ATTEST:

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

**CITY OF HUNTERS CREEK VILLAGE  
INVESTMENT POLICY**

**SECTION I. - POLICY**

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

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

Investments shall be made with the primary objectives of:

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

**SECTION II. – PURPOSE**

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

**SECTION III. - SCOPE**

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

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

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

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

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

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

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

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

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

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

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

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

Liquidity [PFIA 2256.005(b)(2)]

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

Public Trust

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

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

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

**SECTION V. - RESPONSIBILITY AND CONTROL**

Delegation of Authority [PFIA 2256.005(f)]

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

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

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

### Training Requirement [PFIA 2256.008]

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

### Internal Controls

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

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

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

### Prudence [PFIA 2256.006]

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

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

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

### Indemnification

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

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

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

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

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

### Portfolio Management

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

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

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

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

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

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

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

I. Authorized [PFIA 2256.009(a)]

The following investments are permitted by this policy:

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

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

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

II. Solicitation of Bids for Certificates of Deposit

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

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

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



## SECTION VII. - INVESTMENT PARAMETERS

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

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

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

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

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

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

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

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

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

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

## SECTION VIII. - SELECTION OF BANKS AND DEALERS

### Depository

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

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

### Authorized Brokers/Dealers [PFIA 2256.025]

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

### Competitive Bids

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

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

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

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

### Safekeeping and Custodian Agreements

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

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

### Collateral Policy [PFCA 2257.023]

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

### Collateral Defined

The City shall accept only the following types of collateral:

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

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

Subject to Audit

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

**SECTION X. - PERFORMANCE**

Performance Standards

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

Performance Benchmark

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

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

Methods

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

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

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

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

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

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





October 20, 2023

Mayor Jim Pappas  
City of Hunters Creek Village  
1 Hunters Creek Place  
Houston, Texas 77024

Dear Mayor Pappas:

As General Manager of the Subsidence District, it is my responsibility to notify you when the term of office of a director on the Subsidence District Board, who is appointed by the Mayor of the City of Hunters Creek Village, is about to expire.

The mayors of the Cities of Humble, Piney Point Village, Hedwig Village, Bunker Hill Village, Hunters Creek Village, Hilshire Village, and Village of Spring Valley are to jointly appoint one Director from Harris County, to the Subsidence District Board (Sec. 8801.051(j)). All appointed directors to the Subsidence District Board must be residents of, and qualified voters in, the District.

**The term of office of Mr. Kyle Sears will expire on January 31, 2024.** The term of this position is two years and expires on January 31 of **even** years.

A Director with an expired term will continue to serve until reappointed or replaced.

Please send a letter confirming your appointment or reappointment, to the address listed below, or via email to [eroach@subsidence.org](mailto:eroach@subsidence.org), as we must have this in writing.

Your interest in and support of the Subsidence District has been of great value to the District, and I look forward to working with you and your staff in the future. Please contact me at 281-486-1105 if you have any questions concerning the board appointments.

Sincerely yours,

Michael J. Turco  
General Manager



**RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, APPOINTING A MEMBER TO THE BOARD OF DIRECTORS OF THE HARRIS-GALVESTON SUBSIDENCE DISTRICT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Hunters Creek Village, Texas, along with the Cities of Bunker Hill Village, Hedwig Village, Hilshire Village, Humble, Piney Point Village and Spring Valley Village may appoint a representative to the Harris-Galveston Subsidence District for a two-year term, with the appointee’s term commencing on February 1, 2024, and ending on January 31, 2026; and

**WHEREAS**, the City Council desires to exercise its right to appoint a representative to the Harris-Galveston Subsidence District along with the Cities of Bunker Hill Village, Hedwig Village, Hilshire Village, Humble, Piney Point Village and Spring Valley Village.

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

**Section 1.** The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**Section 2.** The City Council of the City of Hunters Creek Village, Texas hereby appoints Kyle Sears to serve as a board member on the Harris-Galveston Subsidence District Board of Directors effective February 1, 2024 until January 31, 2026.

**Section 3.** This Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED** this day of \_\_\_\_ March 2024.

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

**ATTEST:**

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



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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action to approve a contract with TX BBG Consulting for building construction inspections.

**EXHIBITS:** Contract

---



March 5, 2024

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

Intent to Renew Agreement entered into on March 9, 2022, by and between City of Hunters Creek Village, Texas, (Municipality) and TX BBG Consulting, Inc., a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant).


The current Agreement completes the term on March 9, 2024. Per the terms, this contract may be extended by mutual consent of both parties. It is the intent of both parties to extend this Agreement for an additional term of March 10, 2024, through March 9, 2025.

All provisions and pricing from the Agreement shall remain in effect.

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

SAFEbuilt TEXAS, LLC – A SAFEbuilt COMPANY

CITY OF HUNTERS CREEK VILLAGE, TEXAS

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: Matthew K. Causley

Name: \_\_\_\_\_

Title: Chief Operating Officer

Title: \_\_\_\_\_

Date: March 12, 2024

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



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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action to adopt a resolution suspending CenterPoint Energy Houston Electric, LLC electric delivery rate increase for 90 days.

**EXHIBITS:** Resolution

---

## MODEL STAFF REPORT

**\*\*\*ACTION MUST BE TAKEN TO SUSPEND THE EFFECTIVE DATE BEFORE APRIL 10, 2024\*\*\***

### **PURPOSE:**

CenterPoint Energy Houston Electric, LLC (“CenterPoint” or “Company”) filed an application on March 6, 2024 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by \$60 million per year. The Company asks the City to approve an increase of \$17 million in retail transmission and distribution rates (an increase of about 1%) and \$43 million in wholesale transmission rates (an increase of about 6.6%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$1.25 per month.

The resolution suspends the April 10, 2024 effective date of the Company’s rate increase for the maximum period permitted by law to allow the City, working in conjunction with other members of GCCC served by CenterPoint to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. **If the City fails to take some action regarding the filing before the effective date, CenterPoint’s rate request is deemed approved.**

### **DISCUSSION**

The City of Hunters Creek Village, Texas is a member of a coalition of political subdivisions in the Greater Houston area known as the Gulf Coast Coalition of Cities (“GCCC”). GCCC has been in existence since the early 1990s. The GCCC represents the interests of its members on gas and electric utility matters before the Public Utility Commission of Texas, the Railroad Commission of Texas, the Electric Reliability Council of Texas, and the courts. For the past 20 years, GCCC has protected the authority of municipalities over monopoly electric and natural gas providers and has defended the interests of the residential and small commercial customers within the cities. Cities are often the only consumer advocates that work to keep utility rates reasonable. The work undertaken by GCCC has saved ratepayers millions of dollars in unreasonable charges. GCCC has previously approved the hiring of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to intervene in matters related to the electric utility rate case filings, representing GCCC members’ interests.

Current members include the following 44 cities: Alvin, Brazos Country, Brookshire, Bunker Hill Village, Clear Lake Shores, Deer Park, Dickinson, Fairchilds, Friendswood, Fulshear, Galveston, Hedwig Village, Hilshire Village, Hunters Creek, Iowa Colony, Jersey Village, Jones Creek, Kemah, La Marque, Lake Jackson, Manvel, Missouri City, Mont Belvieu,

Morgan’s Point, Nassau Bay, Oyster Creek, Pattison, Piney Point Village, Pleak, Prairie View, Rosenberg, Santa Fe, Seabrook, Sealy, Simonton, South Houston, Spring Valley Village, Stafford, Sugar Land, Taylor Lake Village, Texas City, Tiki Island, Webster, and Weston Lakes.

**Explanation of “Be It Resolved” Paragraphs:**

Section 1. The City is authorized to suspend the rate change for 90 days after the date that the rate change would otherwise be effective for any legitimate purpose. Time to study and investigate the application is always a legitimate purpose. Please note that the resolution refers to the suspension period as “the maximum period allowed by law” rather than ending by a specific date. This is because the Company controls the effective date and can extend the deadline for final city action to increase the time that the City retains jurisdiction if necessary to reach settlement on the case. If the suspension period is not otherwise extended by the Company, the City must take final action on CenterPoint’s request to raise rates by April 10, 2024.

Section 2. This provision authorizes the City to participate in a coalition of cities served by CenterPoint, GCCC, in order to more efficiently represent the interests of the City and their citizens.

Section 3. The Company will reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by GCCC cities will submit monthly invoices that will be forwarded to CenterPoint for reimbursement. No individual city incurs liability for payment of rate case expenses by adopting a suspension resolution.

Section 4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

Section 5. This section provides that both CenterPoint’s counsel and GCCC’s counsel will be notified of the City’s action by sending a copy of the approved and signed resolution to certain designated individuals.

**RESOLUTION NO. 2024-\_\_**

**RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS SUSPENDING THE APRIL 10, 2024 EFFECTIVE DATE OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING CONTINUED COOPERATION WITH THE GULF COAST COALITION OF CITIES; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE GULF COAST COALITION OF CITIES**

**WHEREAS**, on or about March 6, 2024, CenterPoint Energy Houston Electric, LLC ("CenterPoint" or "Company"), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Hunters Creek Village, Texas ("City") a Statement of Intent to change electric delivery rates in all municipalities exercising original jurisdiction within its service area, effective April 10, 2024; and

**WHEREAS**, the City is a member of the Gulf Coast Coalition of Cities ("GCCC") and will cooperate with the other similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants to prepare a common response and to negotiate with the Company and direct any necessary litigation; and

**WHEREAS**, GCCC's member cities have previously authorized intervention in electric utility rate case proceedings before the Public Utility Commission of Texas ("Commission"); and

**WHEREAS**, GCCC has previously authorized the hiring of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, to make recommendations regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or the Commission; and

**WHEREAS**, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and



**WHEREAS**, PURA § 33.023 provides that costs incurred by cities in ratemaking activities are to be reimbursed by the regulated utility.

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

1. That the April 10, 2024, effective date of the rate request submitted by CenterPoint on or about March 6, 2024, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.
2. That the City is authorized to cooperate with GCCC to coordinate efforts to protect the interests of the City and protect the interests of CenterPoint’s end-use customers residing and conducting business within municipal limits.
3. That the City’s reasonable rate case expenses shall be reimbursed by CenterPoint on a timely basis.
4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.
5. A copy of this Resolution shall be sent to CenterPoint, care of Patrick Peters, CenterPoint Energy, Inc., 1005 Congress Avenue, Suite 650, Austin, Texas 78701 (patrick.peters@centerpointenergy.com), and to Roslyn Dubberstein at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (rdubberstein@lglawfirm.com).

PASSED AND APPROVED this \_\_\_\_ day of March, 2024.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action to approve or object to CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation.

**EXHIBITS:** Franchise Letter

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March 6, 2023

Mayor Jim Pappas  
Hunters Creek Village  
1 Hunters Creek Place  
Houston, TX 77024

**RE: Annual Franchise Payment Calculation**

Dear Mayor Pappas:

Pursuant to the city of Hunters Creek Village franchise agreement with CenterPoint Energy Houston Electric, LLC, the Hunters Creek Village Franchise Payment Calculation is submitted for your review. If CenterPoint Energy Houston Electric, LLC does not receive an objection from you by May 31, 2024, CenterPoint Energy Houston Electric, LLC shall implement the adjusted annual franchise fee payment on July 1, 2024.

Please feel free to contact Jeff Ledet, Service Area Manager – Spring Branch, at 713-945-4956 if you have any questions concerning this matter.

Please acknowledge receipt of this notice by signing in the space provided below.

Sincerely,



Jeff Ledet

Service Area Manager – Spring Branch

City of Hunter Creek Village Annual Franchise Payment Calculation  
Effective July 1, 2024

Line No.	Description	Amount	Franchise Ordinance
<b>1 Annual Franchise Fee:</b>			
2	Base Amount	\$ 245,246.94	Per Section 6.01
3		\$ -	
4	Annual Franchise Fee (line 2 + line 3)	\$ 245,246.94	
<b>5 Annual Adjustment Factor:</b>			
6			Per Section 6.01
	kWh delivered within corporate limits of City in the calendar year 2023	71,516,242	Includes street lights
7	kWh delivered within corporate limits of City in base year 2005	72,092,221	Base Year fixed (includes street lights)
8	Annual Adjustment Factor (line 6 / line 7)	0.99	
9	Adjusted Annual Franchise Fee (line 8 x line 4)	<u>\$ 243,287.55</u>	
<b>Determination of Annual Franchise Fee Payment:</b>			
10	Is line 9 higher than line 4? If yes, insert amount from line 9. If no insert amount from line 4.	\$ 245,246.94	Per Section 6.01
11	Less: Municipal Account Franchise Credits applicable to City in the calendar year 2023	629.41	Per Section 6.01
12	Total Annual Franchise Fee Payment (line 10 - line 11)	<u>\$ 244,617.53</u>	
13	Monthly Payment (line 12 / 12 months)	<u>\$ 20,384.79</u>	Due 1st day of each month beg. July 1st
<b>Based on 2023</b>			
<b>Monthly Payments:</b>			
	<b>Monthly Payment</b>	<b>Franchise Credits</b>	
July 1	\$ 20,384.79	\$ 52.45	\$ 20,437.25
August 1	20,384.79	52.45	20,437.25
September 1	20,384.79	52.45	20,437.25
October 1	20,384.79	52.45	20,437.25
November 1	20,384.79	52.45	20,437.25
December 1	20,384.79	52.45	20,437.25
January 1	20,384.79	52.45	20,437.25
February 1	20,384.79	52.45	20,437.25
March 1	20,384.79	52.45	20,437.25
April 1	20,384.79	52.45	20,437.25
May 1	20,384.79	52.45	20,437.25
June 1	20,384.79	52.45	20,437.25
Total	<u>\$ 244,617.53</u>	<u>\$ 629.41</u>	<u>\$ 245,246.94</u>



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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action to decide whether to decline the 2024 consumer price index adjustment to the City's telecommunications right-of-way access line rates.

**EXHIBITS:** Letter

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# Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

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## 2024 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

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February 28, 2024

### PURPOSE

This letter is to notify you that your city's 2024 maximum access line rates have increased by 2.2484% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

### DEFAULT RATES FOR 2024: INCREASE

Based on the choices made by your city in April 2023, your city's 2024 rate will either be adjusted for inflation, or will remain the same as your 2023 rate. According to our records, when similar CPI adjustments were made in April 2023, your city chose the MAXIMUM allowable CPI-adjusted rates. Therefore, your 2024 rates will reflect an increase of 2.2484% from your 2023 rates. You have the option to decline this increase in rates by taking the action explained below.

### ACTION BY CITY: TO REFUSE THE INCREASE

(1) You do not have to respond to accept the increased access line rates. (2) Respond ONLY if you want to DECLINE the increase in access line rates. (3) To decline, notify the PUC using page 2 of this letter no later than April 30, 2024. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

### WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2024?

If a city does not respond by April 30, 2024, the rates for your city will increase from 2023 levels to the newly established 2024 levels. The next opportunity to adjust your rates will be September 1, 2024.

### WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2024.

### FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2024, you will receive a similar letter in March 2025.

See over...



**City of Hunters Creek Village**

**SECTION 1: Your 2023 city preferred rates are as follows:**

**Residential:** \$1.75    **Non-Residential:** \$3.84    **Point-to-Point:** \$5.80

**SECTION 2: Your default rates for 2024 are as follows. Note: These are higher than the 2023 rates (above) due to the CPI inflation adjustment.**

**Residential:** \$1.79    **Non-Residential:** \$3.93    **Point-to-Point:** \$5.94

**To decline your default increase in rates, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.**

I \_\_\_\_\_, Title \_\_\_\_\_, am an authorized representative for the City/Town/Village of \_\_\_\_\_. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates: Residential \_\_\_\_\_; Non-Residential \_\_\_\_\_; Point-to-Point \_\_\_\_\_.

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

Other Comments:

**HOW TO RESPOND**

Mail: Stephen Mendoza  
Public Utility Commission  
P.O. Box 13326  
Austin, Texas 78711-3326

**INQUIRIES**

Inquiries only. NOT for sending your response.  
HB1777@puc.texas.gov  
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428;  
EMAIL to stephen.mendoza@puc.texas.gov

**CITY CONTACT INFORMATION**

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1: (713) 465-2150

Phone No. 2: \_\_\_\_\_

Fax No: (713) 465-8357

Email: tfullen@cityofhunterscreek.org

**Address**

TOM FULLEN CITY ADMINISTRATOR  
or current city official responsible for right-of-way issues  
CITY OF HUNTERS CREEK VILLAGE  
#1 HUNTERS CREEK PLACE  
HOUSTON TX 77024



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

**AGENDA DATE:**

**March 26, 2024**

**AGENDA SUBJECT:**

**Discussion and possible action to add an additional Automated License Plate Reader on Hickory Hollow at I-10 feeder.**

**EXHIBITS:**

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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action regarding  
Competitive Sealed Proposal (CSP) criteria.

**EXHIBITS:**

---

**RECOMMENDED CRITERIA FOR COMPETITIVE SEALED PROPOSAL  
PROCUREMENT**

<b>Scoring Matrix</b>			
<b>Number</b>	<b>Category</b>	<b>Description</b>	<b>Weighted Criteria</b>
<b>1a</b>	Project Cost	Proposal	40
<b>2a</b>	Qualifications	Company Experience on Past Projects	10
<b>2b</b>	Qualifications	Team Structure and Key Personnel (must include references and resumes)	10
<b>3a</b>	Project Approach	Narrative Approach	10
<b>3b</b>	Project Approach	Schedule	10
<b>4a</b>	Company Standing	Financial Management and Stability	10
<b>4b</b>	Company Standing	Safety	10
			100

Notes: See attached document for description of each criteria and submittal requirements

## RECOMMENDED CRITERIA

The Owner will consider the qualifications (Statement of Qualifications) of the Offerors and their respective proposed Contract Price (Proposal Form) when evaluating Proposals to determine which Offeror, in the sole opinion of the Owner, will provide the best value to the Owner. All procurements shall conform to Chapter 2269 of the State of Texas Government Code. The Proposals will be evaluated using the following criteria and weighting:

### 1) **Project Cost (40 points)**

- a) **Proposed Project Cost:** The Offeror's Proposed Cost of Performing the Work shall be indicated as the "Total Proposal Price" (indicated as "E" on in the Proposal Form (Specification Section 00301). The Owner has established an internal budget for this Project. The total Proposal Price is defined per the Proposal Form to include the cost(s) of the proposed Total Base Items ("A"). The Total Proposal Price may and at the Owner's sole discretion, be inclusive of the individual or collective costs associated with the Offeror's Total Extra unit Price Items ("B"), Total Cash Allowances ("C") and Total Alternate Items ("D") costs. For example: Total Proposal Price ("E") = A + B + C + D.
- b) The Owner will evaluate the Total Proposal Price (including any requested costs for Extra Unit Price Items, Cash Allowances and Alternate Items, as identified) that the Owner can award with its available budget at the time Contract is negotiated. Attach the Proposal Form and all information/documents required to be submitted with the Proposal.

### 2) **Qualifications (20 points)**

#### a) **Experience/Past Performance of Offeror with Similar Projects (10 points)**

- i) Provide a list of completed projects by the Proposer's Key Personnel over the last five (5) years of which at least three (3) are related to the proposed project.
- ii) Offeror must demonstrate experience in the construction of projects of similar construction cost and/or techniques and describe how they intend to provide the needed experience and expertise. Submit descriptions of projects on which proposed key personnel have experience by submitting completed copies of the attached Table 1, with at least one project for each of the key individuals. If Offeror does not have specific experience with projects of this type and magnitude, the Offeror may describe its proposed approach and how its experience with other projects enhances its capability to successfully complete this Project. Offeror may submit photographs, project descriptive narratives, letters of recommendation, project awards, and references to demonstrate experience in constructing a project which meets the Owner's expectations for a quality Project constructed on time and within budget.
- iii) Provide information to demonstrate the ability of the Organization to complete projects within budget and on time. Offeror may use Table 1 and comments may be added to the tabulations to indicate any reasons for amending the contract amounts or completion dates.
- iv) Provide narrative information to indicate the number of projects and dollar

volume currently under contract by the Organization and the projected completion date of each active project. Describe how the resources dedicated to these assignments will impact Offeror's ability to effectively execute the construction of this Project. Provide an estimate of the amount of the Project that will be done using in-house resources and the amount to be performed by Subcontractors and Suppliers. This narrative is not to exceed five (5) pages in length.

v) References:

(1) List at least five (5) references. At least three (3) of the references must be the Owner/Engineer/Architects of projects that the Offeror completed or are currently in progress. The remaining two (2) references should come from Suppliers utilized by the Offeror on previous projects. Project information should include names and telephone numbers for references. References will be sent a list of five (5) standard questions related to project performance.

vi) Litigation: List last three (3) years of litigation.

**b) Team Structure and Key Personnel (10 points)**

i) Please provide an organizational chart and explain your organization structure and why it has the necessary expertise and resources to execute a project of this scope. Additionally, provide a written assurance that the Key Personnel listed will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior written approval. Provide assurance that at least one member of Proposer's Key Personnel will be actively managing the project on-site at all times while Construction is occurring.

ii) Provide a resume and photo for each Key Personnel of the overall team, including subcontractors, demonstrating their qualifications and experience to perform the Work and roles in the Team Structure as defined above. Resumes shall include a description of training and related work experience and number of years in their respective areas of expertise, including their education, professional licensing, professional references and work experience with similar projects over the previous ten (10) years.

iii) If more than 20% (of the contract amount) of the work for the total project is to be performed by a Subcontractor, provide pertinent details of the company, key personnel, and any experience (including examples) with similar type projects. The experience of your Subcontractor's company and key personnel will be considered in evaluating the qualifications of the Offeror.

**3) Project Approach (20 points)**

a) **Narrative (10 points):** The Offeror shall include a brief write-up, not to exceed three (3) pages, that summarizes the Offeror's approach to overall project sequence of construction for entire project limits and corresponding timelines, proposed construction methods, and site restoration.

b) **Schedule (10 points):** Provide a preliminary schedule for the Project (from preconstruction to substantial completion) and include when each major work item will be performed in relation to other major work items in correspondence to the contract days.

**4) Company Standing (20 points)**

a) **Financial Management (10 points)**

- i) Provide the past two (2) years of available audited financial statements with this Proposal. Provide financial statements showing the name and address of the firm preparing the financial statements and the date of preparation. Provide proof of bonding capability from Surety. Surety must be rated at least B-plus. Offerors may choose to report on the financial stability of their Organization to demonstrate that they have the ability to complete the Project in a manner that will not impose undue efforts on the part of the Owner to invoke rights under bonds to complete the Project or for Offeror to meet financial obligations. Describe the Offeror's systems and philosophy for financial management of the Project. Describe Offeror's systems and philosophy for contracting with Subcontractors and Suppliers and managing payments and retainage.

**b) Safety (10 points)**

- i) Demonstrated success in the implementation of a project site safety program. Offeror must provide the following:
  - (1) Experience Modification Rate (EMR) – Offeror must submit copy of Experience Modification Rate (EMR) for the last three (3) years.
  - (2) Offeror shall provide an OSHA Form 300A Summary of Work-Related injuries and Illnesses for all company activities in the past three (3) years.
  - (3) OSHA Records – Offeror must not have received a willful or repeat citation from OSHA within the previous three (3) years, as per information obtained from OSHA website. If any settlements between the Offeror and OSHA have been reached regarding citations, provide executed settlement documentation or a letter from an OSHA representative affirming that fact.

**5) Response Format**

- a) The items listed above should be submitted with each bid and should be submitted in the order shown below. Each section should be clearly labeled, with the pages numbers and separated by tabs. Failure by a Proposer to include all listed items may result in their bid being rejected.

**i) Tab 1 – Cover Letter**

- (1) Provide a cover letter indicating your firm's understanding of the requirements of this specific job bid. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of the proposal. A person who is authorized by the organization to enter into an agreement with the City of Hunters Creek Village will sign the letter.

**ii) Tab 2 – Project Cost**

- (1) Proposal Form as described in Section 1 above.

**iii) Tab 3 – Qualifications**

- (1) As described in Section 2 above.

**iv) Tab 4 – Project Approach**

- (1) As described in Section 3 above.

**v) Tab 5 – Company Standing**

- (1) As described in Section 4 above.



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

**AGENDA DATE:** March 26, 2024  
**AGENDA SUBJECT:** Discussion and possible action to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors permit fees.

**EXHIBITS:** Ordinance

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ORDINANCE NO. 2024-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, REVISING THE REGISTRATION FEE FOR PEDDLERS, SOLICITORS, CANVASSERS, AND ITINERANT VENDORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

\* \* \* \* \*

**WHEREAS**, the City Council of the City of Hunters Creek Village, Texas, (“City”) finds that revising the registration fee for peddlers, solicitors, canvassers, and itinerant vendors is for the good of the government, protects health and life safety, and provides for orderly commerce; and

**WHEREAS**, such registration fee has not been increased since 1997; and

**WHEREAS**, the revised registration fee is a reasonable fee that compensates the City’s administrative costs of registering peddlers, solicitors, canvassers, and itinerant vendors under Chapter 30 of the City of Hunters Creek Village, Texas, Code of Ordinances;

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

**Section 1.** The facts and recitations contained in the preamble to this ordinance are true and correct and incorporated herein for all purposes.

**Section 2.** The registration fee under the City of Hunters Creek Village, Texas, Code of Ordnances, Section 30-26 shall be \$250.00.

**Section 3. Repeal.** All ordinances or parts of ordinances in conflict herewith are repealed.

**Section 4. Severability.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hunters Creek Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 5. Penalty.** Any person who violates or causes, allows, or permits another to violate any provision of this ordinance, rule, or police regulation of the city shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine or penalty not to exceed five hundred dollars (\$500.00). If such rule, ordinance, or police regulation governs zoning, fire safety, or public health and sanitation, other than the dumping of refuse, the fine or penalty shall not exceed two thousand dollars (\$2,000.00). If such rule, ordinance, or police regulation governs the dumping of refuse, the fine or penalty shall not exceed four thousand dollars (\$4,000.00). Each occurrence of any violation of this ordinance, rule, or police regulation shall constitute a separate offense. Each day on which any such violation of this ordinance, rule, or police regulation occurs shall constitute a separate offense.

**Section 6. Effective Date.** This ordinance shall become effective immediately and enforceable in municipal court when published as required by law.

**PASSED, APPROVED, AND ADOPTED** on the 26<sup>th</sup> day of March 2024.

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Jim Pappas, Mayor

ATTEST:

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Tom Fullen, City Administrator and Acting City Secretary





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

**AGENDA DATE:** March 26, 2024  
**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

**EXHIBIT A**

**Current**

**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 within the city 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.

**Proposed**

**Sec. 26-1. - Firearms.**

It shall be unlawful to discharge any gun, pistol or other firearm (i.) on or across any public property, or across any thoroughfare or property line within the city, 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 or (ii) at a private sport shooting range. The term "private sport shooting range" means an area operated, maintained or used on residential property for the discharge or other use of firearms for silhouette, skeet, trap, black powder, target, self-defense, or similar recreation or practice shooting, other than a "sport shooting range" as defined in Section 250.001 of the Texas Local Government Code.

**ORDINANCE NO. 2024-**

**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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
Jim Pappas, Mayor  
City of Hunters Creek Village, Texas

ATTEST:

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

DRAFT

## EXHIBIT A

### Sec. 26-1. - Firearms.

It shall be unlawful to discharge any gun, pistol or other firearm (i.) on or across any public property, or across any thoroughfare or property line within the city, 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 or (ii) at a private sport shooting range. The term "private sport shooting range" means an area operated, maintained or used on residential property for the discharge or other use of firearms for silhouette, skeet, trap, black powder, target, self-defense, or similar recreation or practice shooting, other than a "sport shooting range" as defined in Section 250.001 of the Texas Local Government Code.

(Code 2002, § 8.200; Ord. No. 40, 1-7-1957)

State law reference(s)—Authority of municipality to regulate the discharge of firearms, V.T.C.A., Local Government Code § 217.003.

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