

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, April 23, 2024 at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items. Councilmember(s) may attend this meeting via videoconference as allowed by Texas Government Code, however, there will be a quorum present at City Hall.

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

- 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. 33-47](#)
 - 5. City Engineer Monthly Report [Pg. 48](#)
 - 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 March 26, 2024. [Pgs. 49-52](#)
 - 2. Approval of the Cash Disbursement Journal for March 2024. [Pgs. 53-55](#)

F. REGULAR AGENDA

1. Discussion and possible action to add additional Automated License Plate Reader cameras throughout the City. [Pg. 56](#)
2. Discussion and possible action regarding Competitive Sealed Proposal (CSP) criteria. [Pgs. 57-62](#)
3. Discussion and possible action to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors. [Pgs. 63-65](#)
4. Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2023 Budget to reclassify certain budget line items. [Pgs. 66-68](#)
5. Discussion and possible action to approve an ordinance amending the code of ordinances of the City Council of City of Hunters Creek Village, Texas by amending Section 40-9, Bicycle Paths, adding Article II, Electric Riding Toys and Small Motor Vehicles of Chapter 40, Traffic and Vehicles of the Code of Ordinances of the City of Hunter Creek Village with updated and amended rules and regulations related to Electric Riding Toys and Small Motor Vehicles; providing for penalty; and providing for severability. [Pgs. 69-74](#)
6. Discussion and possible action to approve an ordinance of the City of Hunters Creek Village, Texas, amending the City's 2023 budget to adjust individual line items to reflect actual expenditures providing for severability; and containing other provisions relating to the subject. [Pgs. 75-82](#)
7. Discussion and possible action to approve Amendment No. 75 to the engineering contract with Cobb Fendley in the amount of \$9,800.00 for Engineering Services associated with the Lindenwood Drive Outfall No. 24 Extension. [Pgs. 83-87](#)

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

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

I. ADJOURNMENT

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

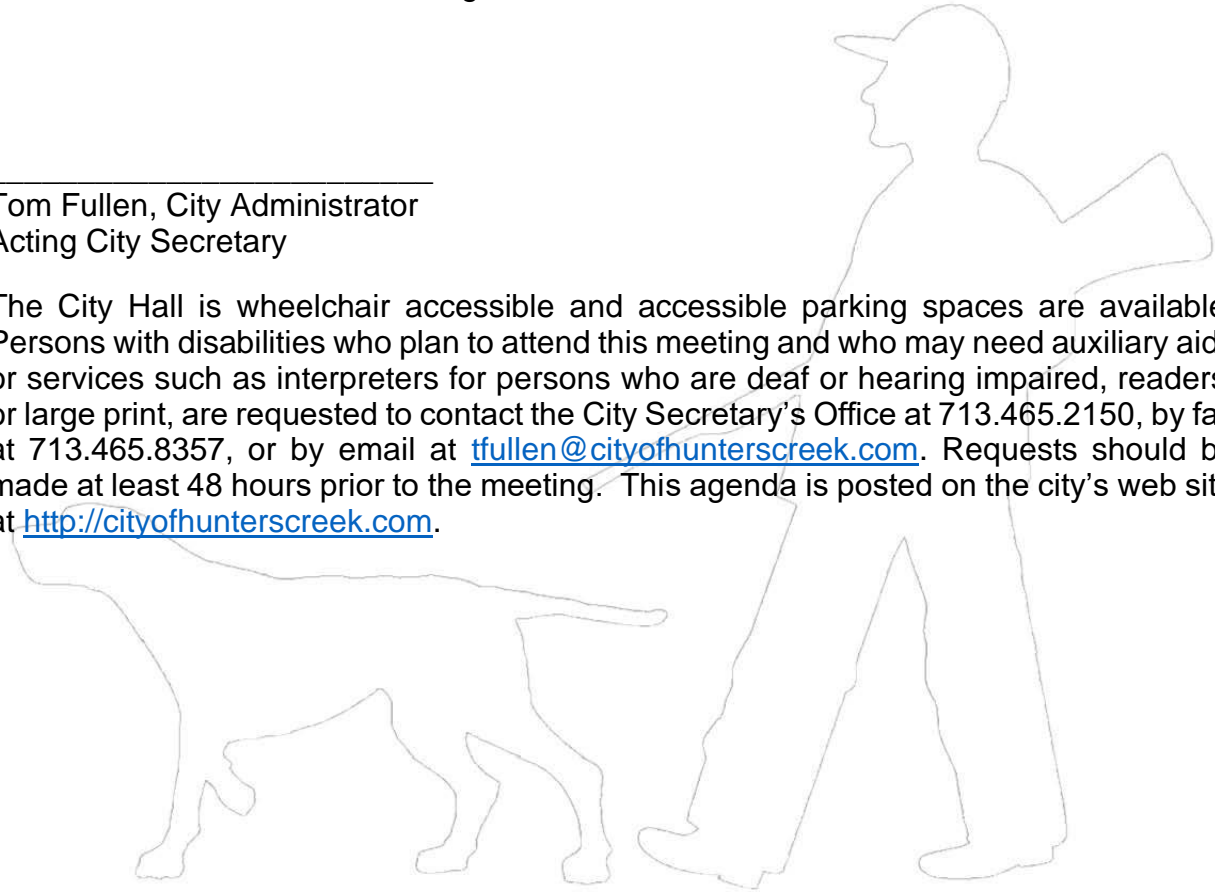
pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072;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

CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: April 17, 2024 at 3:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

Tom Fullen, City Administrator
Acting City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 713.465.2150, by fax at 713.465.8357, or by email at 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
March 31, 2024**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,429,587,003

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	189,650.51	(3,716.14)	185,934.37
Adjusted Levy	7,036,277.81	171,919.41	7,208,197.22
Less Collections Y-T-D	6,782,233.05	(3,640.45)	6,778,592.60
Receivable Balance	\$ 254,044.76	\$ 175,559.86	\$ 429,604.62

C. COLLECTION RECAP:

	Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 152,513.44	\$ (14.24)	\$ 152,499.20
Penalty & Interest	10,826.36	-	10,826.36
Attorney Fees	-	-	-
Other Fees	4.80	-	4.80
Total Collections	\$ 163,344.60	\$ (14.24)	\$ 163,330.36

	Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 6,782,233.05	\$ (3,640.45)	\$ 6,778,592.60
Penalty & Interest	19,879.42	-	19,879.42
Attorney Fees	-	-	-
Other Fees	3,193.52	-	3,193.52
Total Collections	\$ 6,805,305.99	\$ (3,640.45)	\$ 6,801,665.54

Percent of Adjusted Levy	96.72%	96.67%
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Budget Report Account Summary

For Fiscal: 2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	7,060,801.00	7,060,801.00	119,924.62	6,722,300.75	-338,500.25	4.79 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-2,794.60	-3,635.65	-18,635.65	124.24 %
100-00-41010	FRANCHISE TAXES	400,000.00	400,000.00	20,383.12	55,570.38	-344,429.62	86.11 %
100-00-41015	SALES TAXES	650,000.00	650,000.00	0.00	127,093.83	-522,906.17	80.45 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	0.00	3,750.01	-16,249.99	81.25 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	9,170.88	19,143.97	4,143.97	127.63 %
100-00-42035	BUILDING PERMITS	325,000.00	325,000.00	29,133.80	88,504.40	-236,495.60	72.77 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	259.22	1,032.94	-967.06	48.35 %
100-00-43056	EMS	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	0.00	392.47	-3,607.53	90.19 %
100-00-43070	METRO RECEIPTS	325,000.00	325,000.00	0.00	84,500.22	-240,499.78	74.00 %
100-00-44025	TRAFFIC FINES	150,000.00	150,000.00	26,692.89	71,062.53	-78,937.47	52.62 %
100-00-44027	COURT TECHNOLOGY FUND	2,500.00	2,500.00	478.74	1,388.88	-1,111.12	44.44 %
100-00-44028	COURT SECURITY FUND	3,500.00	3,500.00	582.45	1,692.35	-1,807.65	51.65 %
100-00-46030	INTEREST INCOME	200,000.00	200,000.00	59,192.23	161,360.26	-38,639.74	19.32 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	0.00	6,243.52	-3,756.48	37.56 %
	Revenue Total:	9,267,801.00	9,267,801.00	263,023.35	7,340,400.86	-1,927,400.14	20.80 %
Expense							
100-01-71000	SALARIES & WAGES	644,356.00	644,356.00	49,901.84	152,229.34	492,126.66	76.37 %
100-01-71001	LONGEVITY	6,042.00	6,042.00	0.00	0.00	6,042.00	100.00 %
100-01-71002	457B	12,887.00	12,887.00	968.72	2,885.02	10,001.98	77.61 %
100-01-71025	TMRS	140,663.00	140,663.00	11,030.01	33,609.06	107,053.94	76.11 %
100-01-71030	PAYROLL TAXES	49,782.00	49,782.00	3,952.93	12,219.97	37,562.03	75.45 %
100-01-71105	INSURANCE BENEFITS	129,268.00	129,268.00	9,568.74	20,004.80	109,263.20	84.52 %
100-01-71107	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-01-72045	NOTICES & MAILING	10,000.00	10,000.00	581.45	581.45	9,418.55	94.19 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	729.03	1,227.53	7,272.47	85.56 %
100-01-72060	TELEPHONE	19,100.00	19,100.00	1,822.66	3,934.76	15,165.24	79.40 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	240.00	484.13	9,515.87	95.16 %
100-01-72062	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-01-72063	CERTIFICATION/LICENSE/EDUCATI...	10,200.00	10,200.00	625.00	1,875.00	8,325.00	81.62 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	246.21	246.21	1,553.79	86.32 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	5,200.00	5,200.00	1,673.00	2,028.00	3,172.00	61.00 %
100-01-72108	GEN LIABILITY/PROP/WC INS	24,933.00	24,933.00	0.00	0.00	24,933.00	100.00 %
100-01-72109	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
100-01-72110	ELECTIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-01-72111	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
100-01-72112	CODIFICATIONS	2,000.00	2,000.00	0.00	1,364.00	636.00	31.80 %
100-01-75040	OFFICE EQUIPMENT	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00 %
100-01-76010	COMPUTER SOFTWARE SERVICES	16,207.00	16,207.00	8,652.62	5,020.85	11,186.15	69.02 %
100-01-78056	BANK FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-01-78115	PUBLIC RELATIONS	15,000.00	15,000.00	311.41	402.41	14,597.59	97.32 %
100-02-72042	CONSULTING SERVICES	25,000.00	25,000.00	61.77	9,428.13	15,571.87	62.29 %
100-02-72085	TAX COLLECTOR/ASSESSOR	60,000.00	60,000.00	24,109.00	24,109.00	35,891.00	59.82 %
100-02-72120	AUDITOR	19,293.00	19,293.00	0.00	0.00	19,293.00	100.00 %
100-02-72300	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-02-72310	CITY ATTORNEY	50,000.00	50,000.00	2,047.50	2,047.50	47,952.50	95.91 %
100-02-72502	CITY ENGINEER	78,750.00	78,750.00	8,032.50	8,032.50	70,717.50	89.80 %
100-02-78504	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: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-03-72001	VILLAGE FIRE DEPARTMENT	2,205,750.00	2,205,750.00	183,812.59	643,344.06	1,562,405.94	70.83 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,622,267.00	2,622,267.00	210,475.00	938,466.67	1,683,800.33	64.21 %
100-04-72015	GARBAGE SERVICE	606,375.00	606,375.00	42,769.42	85,538.84	520,836.16	85.89 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	0.00	413.99	1,586.01	79.30 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	470.00	850.00	7,650.00	90.00 %
100-04-72070	MOSQUITO FOGGING CONTRACT	14,470.00	14,470.00	0.00	0.00	14,470.00	100.00 %
100-04-72091	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-04-72205	UNIFORMS-PW	3,600.00	3,600.00	362.04	672.36	2,927.64	81.32 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	3,440.00	56,560.00	94.27 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	925.51	1,536.19	13,463.81	89.76 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	3,958.00	7,286.00	67,714.00	90.29 %
100-04-72541	CONTRACT LABOR	25,000.00	25,000.00	1,500.00	1,500.00	23,500.00	94.00 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	362.67	362.67	29,637.33	98.79 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	10,000.00	10,000.00	2,481.30	4,276.81	5,723.19	57.23 %
100-04-75550	TRAFFIC SIGNS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-04-76500	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	10,880.07	17,259.81	82,740.19	82.74 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	2,071.55	2,471.55	27,528.45	91.76 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	10,474.00	10,474.00	835.65	1,671.30	8,802.70	84.04 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	10,000.00	10,000.00	0.00	480.00	9,520.00	95.20 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	538.39	2,461.61	82.05 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	4,457.50	7,232.50	32,767.50	81.92 %
100-05-73020	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
100-05-73025	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	0.00	275.36	2,224.64	88.99 %
100-05-73031	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-05-73032	COURT SECURITY	2,300.00	2,300.00	305.85	305.85	1,994.15	86.70 %
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPT..	500.00	500.00	0.00	0.00	500.00	100.00 %
100-05-73035	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-05-73044	CREDIT CARD FEES	2,500.00	2,500.00	0.00	274.68	2,225.32	89.01 %
100-05-73045	COURT TAX PD TO STATE	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
100-06-78064	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	Expense Total:	7,910,767.00	7,910,767.00	595,221.54	2,007,341.20	5,903,425.80	74.63 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,357,034.00	1,357,034.00	-332,198.19	5,333,059.66	3,976,025.66	-292.99 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECU...	200,000.00	200,000.00	8,137.83	8,137.83	191,862.17	95.93 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
200-01-75053	OUTFALL REPAIRS	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
200-01-75058	STORM SEWER IMPROVEMENTS	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
200-01-75060	SIDEWALK REPLACEMENT	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
200-01-75066	ESPLANADE BEAUTIFICATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
	Expense Total:	805,000.00	805,000.00	8,137.83	8,137.83	796,862.17	98.99 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	805,000.00	805,000.00	8,137.83	8,137.83	796,862.17	98.99 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FUND						
	Expense						
210-01-75000	MEMORIAL REPLACEMENT FUND	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
	Expense Total:	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
	Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
	Report Surplus (Deficit):	-1,063,349.00	-1,063,349.00	-340,336.02	5,324,921.83	6,388,270.83	600.77 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)						
Revenue	9,267,801.00	9,267,801.00	263,023.35	7,340,400.86	-1,927,400.14	20.80 %
Expense	7,910,767.00	7,910,767.00	595,221.54	2,007,341.20	5,903,425.80	74.63 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,357,034.00	1,357,034.00	-332,198.19	5,333,059.66	3,976,025.66	-292.99 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	805,000.00	805,000.00	8,137.83	8,137.83	796,862.17	98.99 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	805,000.00	805,000.00	8,137.83	8,137.83	796,862.17	98.99 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...						
Expense	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...	1,615,383.00	1,615,383.00	0.00	0.00	1,615,383.00	100.00 %
Report Surplus (Deficit):	-1,063,349.00	-1,063,349.00	-340,336.02	5,324,921.83	6,388,270.83	600.77 %

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	-332,198.19	5,333,059.66	3,976,025.66
200 - CAPITAL IMPROVEMENTS (0:	-805,000.00	-805,000.00	-8,137.83	-8,137.83	796,862.17
210 - CAPITAL IMPROVEMENTS - N	-1,615,383.00	-1,615,383.00	0.00	0.00	1,615,383.00
Report Surplus (Deficit):	-1,063,349.00	-1,063,349.00	-340,336.02	5,324,921.83	6,388,270.83

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'			
Jan.	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
Feb.	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	278	140	138	\$29,019	\$19,833	\$9,186
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						
TOTAL	1789	916	873	\$193,861	\$122,187	\$71,577	2243	1129	1109	\$231,130	\$146,786	\$84,343	766	382	384	\$76,750	\$50,120	\$26,630
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	\$6,395.84	\$4,176.66	\$2,219.18

*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

April 8, 2024

TO: MVPD Police Commissioners

FROM: R. Schultz, Chief of Police

REF: March 2024 Monthly Report

During the month of March, MVPD responded/handled a total of 6,259 calls/incidents. 4,710 House Watch checks were conducted. 777 traffic stops were initiated with 794 citations being issued for 1344 violations. (Note: 21 Assists in Hedwig, 152 in Houston, 7 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	2168/5043	1794/3892	2	252/139/391	8@4:15
Piney Point:	1440/3466	1027/2284	4	286/191/477	8@4:30
Hunters Creek:	2418/5401	1886/3864	5	315/161/476	13@3:05
				Cites/Warn/Total	29@3:49

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	132	Ord. Violations:	22	Speeding:	135
Animal Calls:	31	Information:	19	Exp. Registration	317
ALPR Hits:	30	Suspicious Situations	80	No Ins	192
Assist Fire:	39	Loud Party	13	No License	154
Assist EMS:	45	Welfare Checks:	14	Stop Sign	18
Accidents:	11			Fake Plate	23

*This month the department generated a total of 74 police reports.
 BH-20, PP-21, HC-27, HOU-0, HED-0, SV-0*

Crimes Against of Persons (1)

Assault (DV) 1

Crimes Against Property (13)

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)	3	Reckless Driving	2
Accidents	11	Misc	19
Warrants	15	Public Intox	1
DWI	2	Criminal Mischief	1

Arrest Summary: Individuals Arrested (23)

Warrants	15	Felony	2
Class 3 Arrests	4	DWI	2

<u>Budget YTD:</u>	<u>Expense</u>	<u>Budget</u>	<u>%</u>
• Personnel Expense:	1,435,537	6,466,610	22.2%
• Operating Expense:	355,180	1,110,490	31.9%
• Total M&O Expenditures:	1,790,717	7,577,100	23.6%
• Capital Expenses:	113,021	289,700	39.0%
• Net Expenses:	1,903,738	7,866,800	24.0%

Follow-up on Previous Month Items/Requests from Commission

- Completed the 2024 budget allocation review and analysis report.
- Auditors completed their work the week of April 25, 2024, and are preparing their findings and report.
- The 2023 MVPD Annual Report was completed and printed.

Personnel Changes/Issues/Updates

- Dispatcher Jeffery return to duty from maternity leave. We are fully staffed.
- Ms. Jennifer Sachs completed a review of a citizen complaint filed with the department.

Major/Significant Events

- There were 2 burglaries of habitations this month. Both occurred while the residents were home. The first burglary occurred on 3/16/24 in Bunker Hill Village. Detectives were working on that Saturday and at the time of the event. They responded within 3 minutes. A suspect was located through the combined use of both a city and a privately owned ALPR. MVPD detectives are working in conjunction with HPD on the identified suspect in hope of obtaining an arrest warrant. The second burglary occurred on 3/21/24 in Hunters Creek. The suspects fled from the home entering the old Las Alamedas site. Detectives were on duty and also responded within minutes. The investigation is pending results of latent fingerprints that were recovered from the scene.
- On 3/24/24 while patrolling Chapelwood Church Officer Nick Harwood’s police vehicle was struck by another car in the parking lot. The new Dodge Charger with 2000 miles suffered damage to the rear quarter panel. The insurance company for the driver responsible for the accident is paying for repairs to the MVPD vehicle.

Status Update on Major Projects

- Work has started on the 2024 CIP HVAC replacement project.

Community Projects

- The 2024 Birdies Fore Blues event was held on March 5, 2024. The event was a huge success with over \$300,000 in donations to the foundation.
- March 6th was the Frostwood DARE graduation and BBQ hosted by MVPD.
- March 18th we hosted a community dialogue event at Ecclesia Church that was also our first livestream event that discussed Crimes Against Children and Internet safety.
- Officers attended the Chapelwood Community Easter Egg Hunt and the Memorial High School Baseball First Responder appreciation events.
- Officers were treated to a Ramadan meal by area residents at the MVPD.

V-LINC new registrations in March +19


BH – 1652(+8)
PP – 1166 (+4)


HC – 1655 (+5)
Out of Area – 608 (+2)


Hedwig  **13**

Bunker Hill 

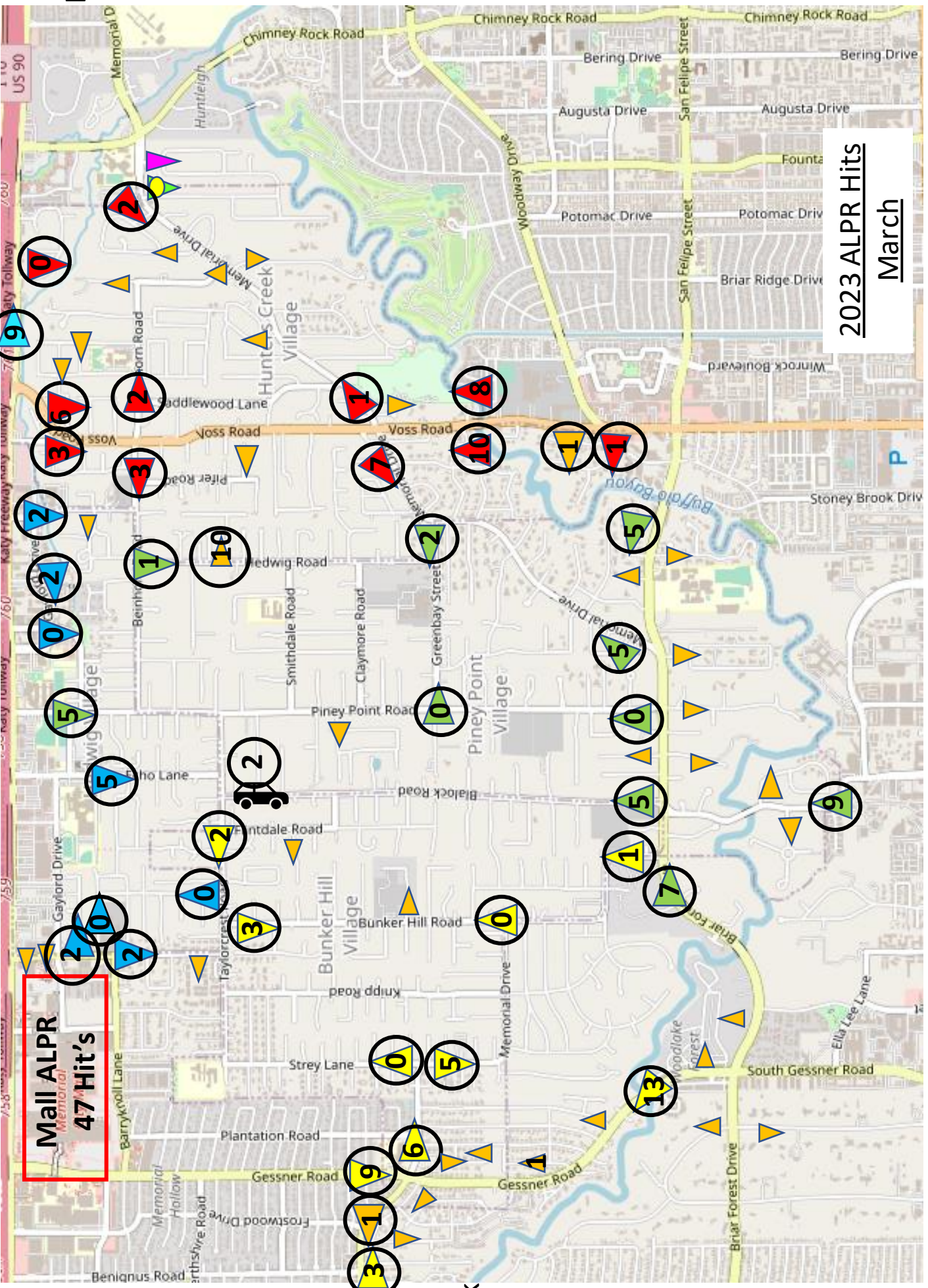
Piney Point 

Hunters Creek 


Frequent Mobile Locations 


124 Total Hits 


Mail ALPR
47 Hit's



2023 ALPR Hits
March

Lindenwood HOA 

Longwoods HOA 

US Coins 

In Process 


HOA Systems-32 

1
3/31/24 

Hedwig


Bunker Hill


Piney Point


Hunters Creek



Frequent Mobile Locations



 Recovered Vehicles
Recovered Plates - 2

 Investigative Leads

Mail ALPR
47 Hits

2023 ALPR Recoveries
March

Lindenwood HOA


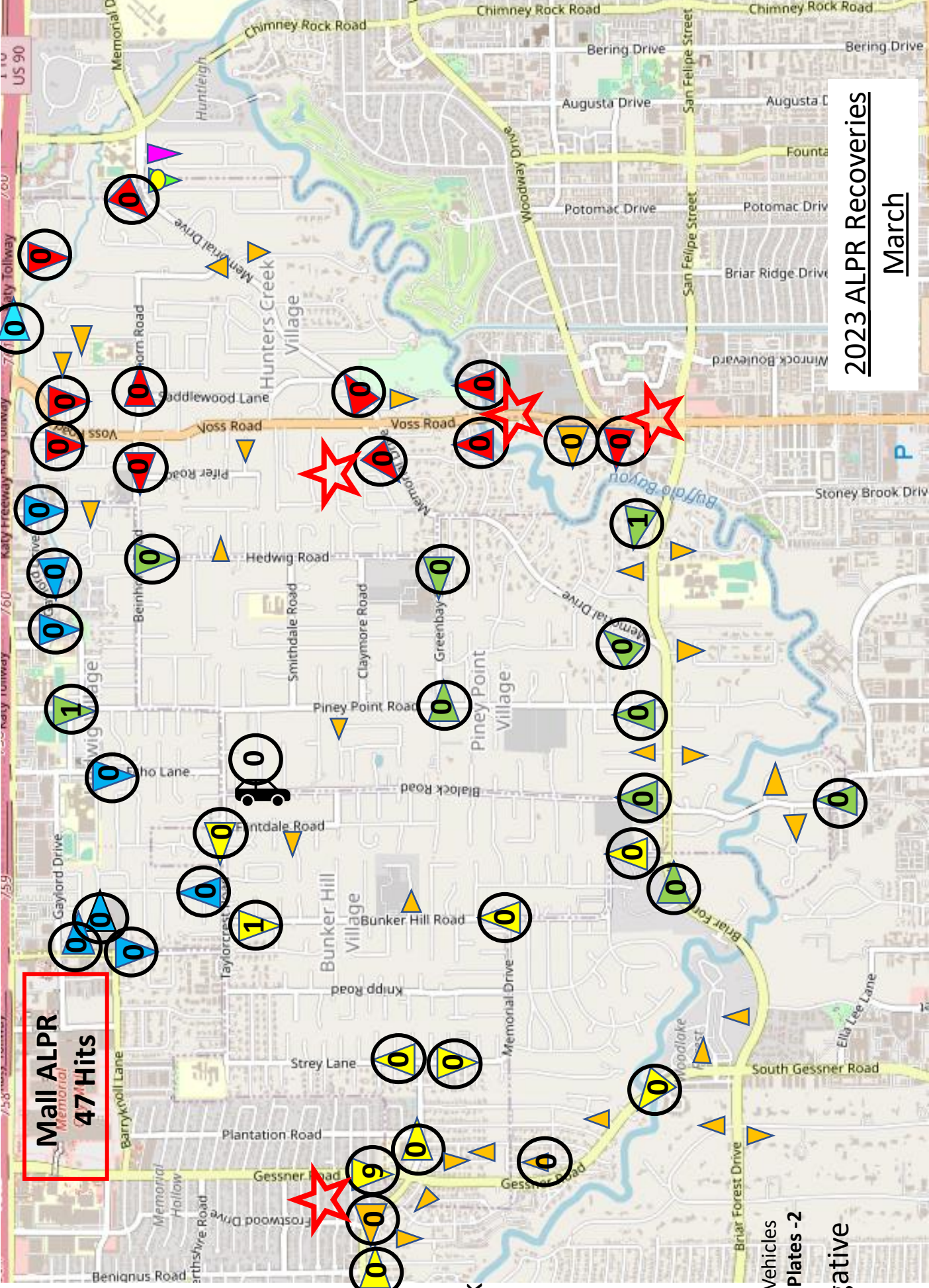
Longwoods HOA


US Coins


In Process


HOA Systems


3/31/24

2024 Burglary Map

Address	Alarm	POE
467 Jan Kelly	No	Open Garage
250 Tamerlaine	No	Rear Door Kick
8 Voss Park	No	R Door Removed

2024 Robberies

Address

MO



Daytime Burglary



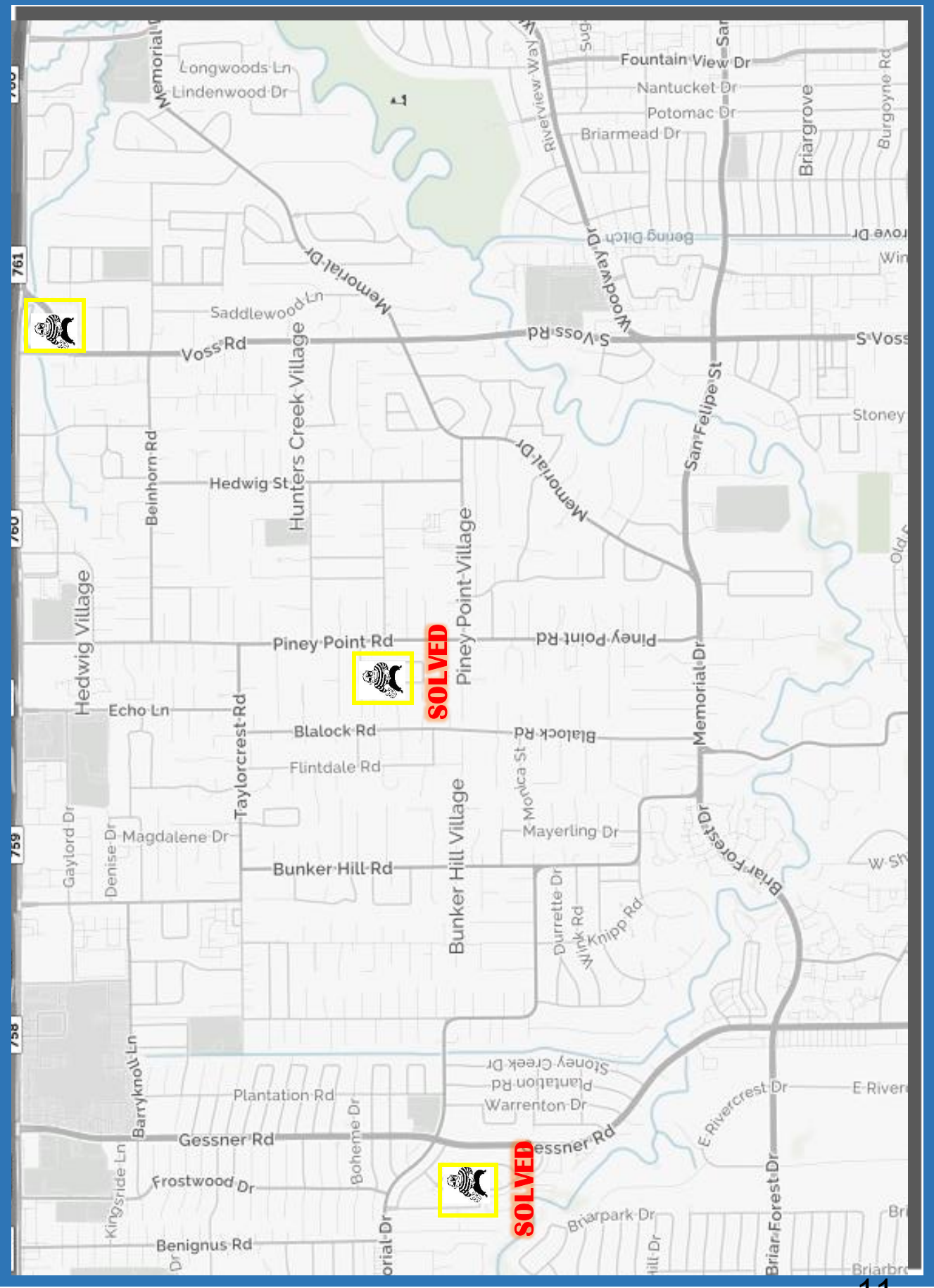
Nighttime Burglary



Robbery

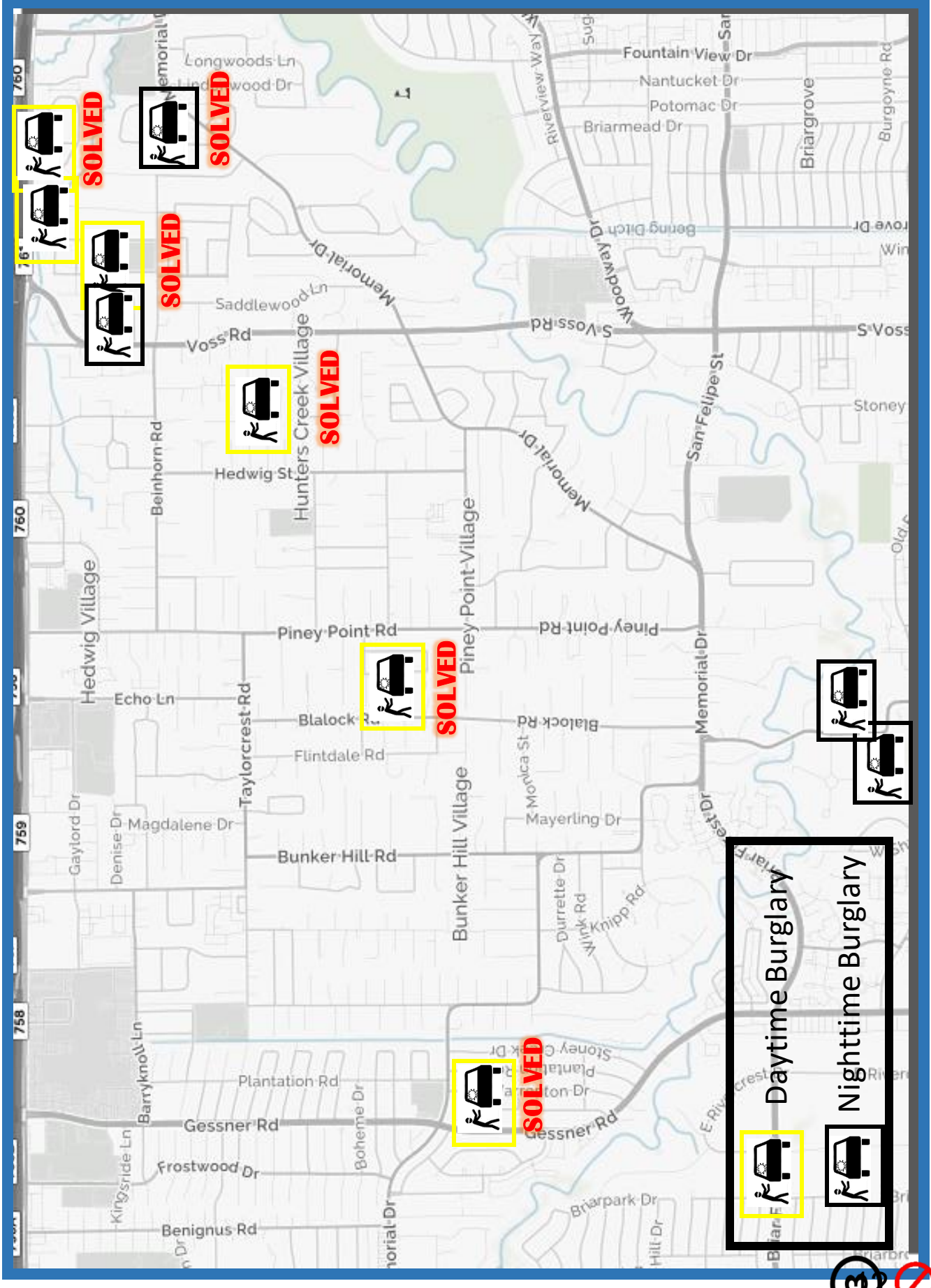
2

3/31/24



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
750 W. Creekside	UNL
29 Windemere	UNL



Blue Entry = Actual
 Location Unknown
 Underlined Contractor
 Lock/Win/Punch

SOLVED
 3/31/24



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	1	13	60	74	23	6259	4710	2168	1794	1440	1027	2418	1886
April													
May													
June													
July													
August													
September													
October													
November													
December													
Total	2	42	170	214	59	14598	10044	5043	3892	3466	2284	5401	3864

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

2022 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMAMI, ALI	42:52:14	21:30:58	37:06:28										6	57
BAKER, BRIAN C	1:42:24	0:00:00	0:35:27											1
BALDWIN, BRIAN	18:24:30	18:59:44	28:33:24										2	24
BIEHUNKO, JOHN	29:52:43	23:36:19	16:45:56										3	28
BOGGUS, LARRY	17:35:09	2:23:10	2:22:51											1
BURLESON, Jason	15:26:34	17:28:59	23:36:15										4	26
BYRD, Rachied	16:41:02	19:39:50	28:19:05										4	22
CANALES, RALPH EDWARD	11:43:19	21:55:59	12:07:49										2	18
CERNY, BLAIR C.	8:13:37	4:59:13	6:27:38											
ECKERFIELD, Dillon	28:07:09	19:02:55	24:52:06										3	35
GONZALEZ, Jose	25:11:16	38:38:30	42:44:53										3	69
HARWOOD, NICHOLAS	23:18:34	3:07:14	17:43:56										4	28
JARVIS, RICHARD	38:50:40	18:16:56	20:10:21										3	27
JOHNSON, JOHN	23:33:58	25:28:12	17:06:23										3	36
JONES, ERIC	0:38:31	0:20:04	0:00:00											
KING, JEREMY	25:19:16	3:26:38	8:51:33											31
KUKOWSKI, Andy	17:46:52	28:55:17	26:00:53										5	72
MCELVANY, ROBERT	9:50:58	13:31:08	15:27:23											32
ORTEGA, Yesenia	17:06:45	16:36:54	25:13:15										2	34
OWENS, LANE	0:00:00	0:00:00	0:00:00											
PAVLOCK, JAMES ADAM	18:45:35	13:47:20	4:25:06										3	14
RODRIGUEZ, CHRISTOPHER	10:18:14	7:50:54	8:54:16										1	
RODRIGUEZ, JOSE	19:14:42	9:18:19	35:52:06										8	57
RODRIGUEZ, REGGIE	21:17:14	16:39:22	21:01:10										1	39
SALAZAR, Efrain	5:05:08	9:09:05	19:39:29											
SCHULTZ, RAYMOND	0:47:13	0:35:00	0:10:09											
SILLIMAN, ERIC	22:54:37	17:51:55	13:37:07										1	40
SPRINKLE, MICHAEL	10:04:21	9:13:16	15:52:47										2	17
TAYLOR, CRAIG	11:35:43	19:13:52	14:00:25										1	26
VALDEZ, JUAN	20:53:02	25:56:16	30:29:02										5	21
VASQUEZ, MONICA	6:06:52	4:05:50	4:45:31											
WHITE, TERRY	16:04:09	18:55:51	33:33:09										8	39
												Total	74	794

* = Admin

Dispatch Committed Time														
911 Phone Calls	237	243	276											
3700 Phone Calls	2489	2291	2385											
DP General Phone Calls*	78:37:52	57:41:47	60:05:17											
Radio Transmissions	9871	9754	10382											

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

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	SVL2616	Kia Soul	24	\$ 16,500.00	CC Fraud/Theft	7-Jan
2	CM56686	Chev PU	21	\$ 10,000.00		9-Jan
3	SSP9798	GMC Arcad	19	\$ 46,000.00	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	MX65703	ToyRav4	5	\$ 26,000.00	Warrant	9-Mar
8	JBG9307	LexNX	1	\$ 13,000.00	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						
				\$ 214,500.00		

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			
DV7ZHH	3/18/2024	Owner			

Firearm in vehicle
Temp Tag
Vehicle found to be Stolen
Hotlist

Located but Fled					
Date	Plate	Camera	Date	Plate	Camera
3-Jan	SFG3451	7			
9-Jan	SGN1517	13			
28-Mar	W197102	22			

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

5 of 8 involved in other crimes = 62.5%

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
		\$ 214,500.00	\$ 646,500.00	\$ 1,733,000.00	\$ 1,683,601.00	\$ 1,147,500.00	\$ 438,000.00	\$ 5,863,101.00
		8 Recovered	30 Recovered	74 Recovered	75 Recovered	61 Recovered	22 Recovered	270

INVESTIGATIVE LEADS/Solves						
Crime	Plate	Date	ALPR	Crime	Plate	ALPR
Package Theft	TPK9834	3-Jan	P - Kensington	Mail Theft	SJB2869	3/8/2024 29, Bridlewood
BMW-Crim Mischief	1000598	3-Jan	P - US Coins	Mail Theft	SJB2869	3/15/2024 21
Theft of Lawn Eq	4297A98	4-Jan	2	Burglary of a Hab.	1RPRR	3/16/2024 1,31
Mail Theft	SX57885	5-Jan	6			
Hotlist Theft	TPK9834	7-Jan	13			
BMW suspects	SGN1517	9-Jan	13			
Package Theft	BW6J592	10-Jan	Bellaire			
FSGI	PRM6967	23-Jan	P-Still			
FSGI	8XSG491	1/27/2024	1			
Runaway	RKH0399	2-Feb	12			
Theft of Lawn Eq	BW6J592	9-Feb	2			
BMW Att	TSP9824	16-Feb	18			
BMW		22-Feb	12			
Susp Event	TJJ0901	4-Mar	17			

* ALPR used to prove false report



March 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:

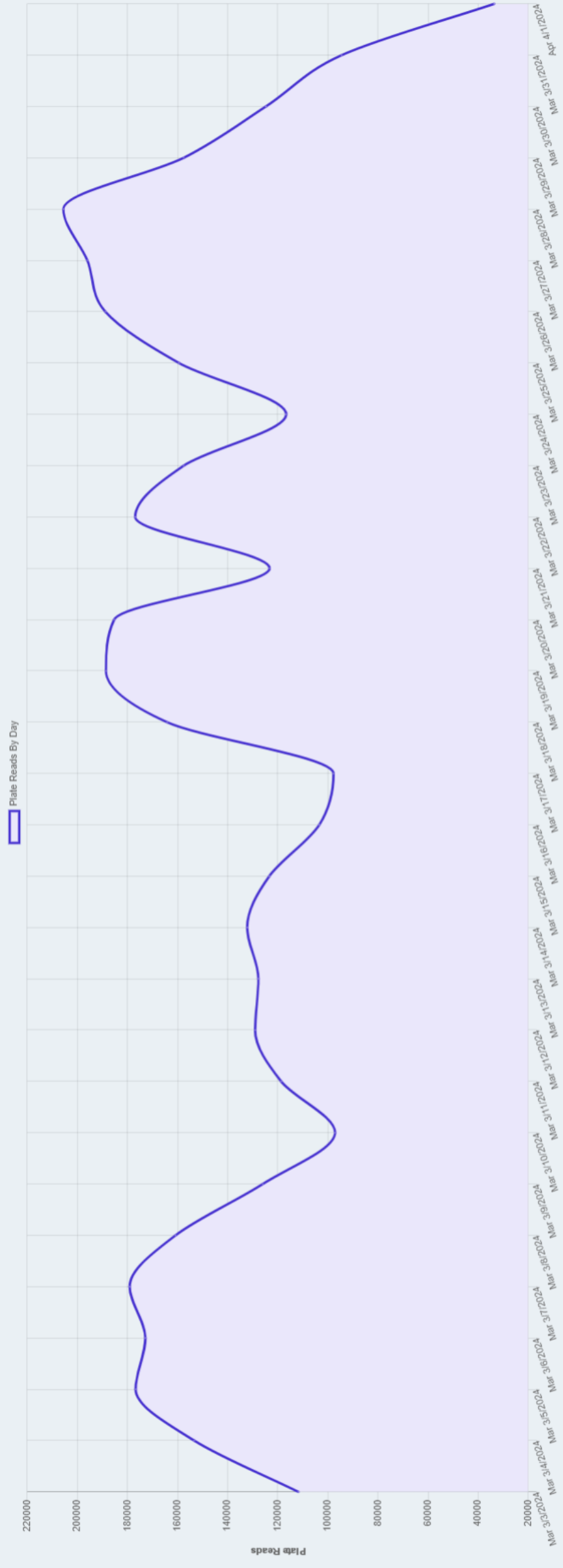
4,282,097

Mar 3 - Apr 1

[DOWNLOAD CSV](#)

[Search](#)

Devices (38) ▾



Unique Plate Reads Summary

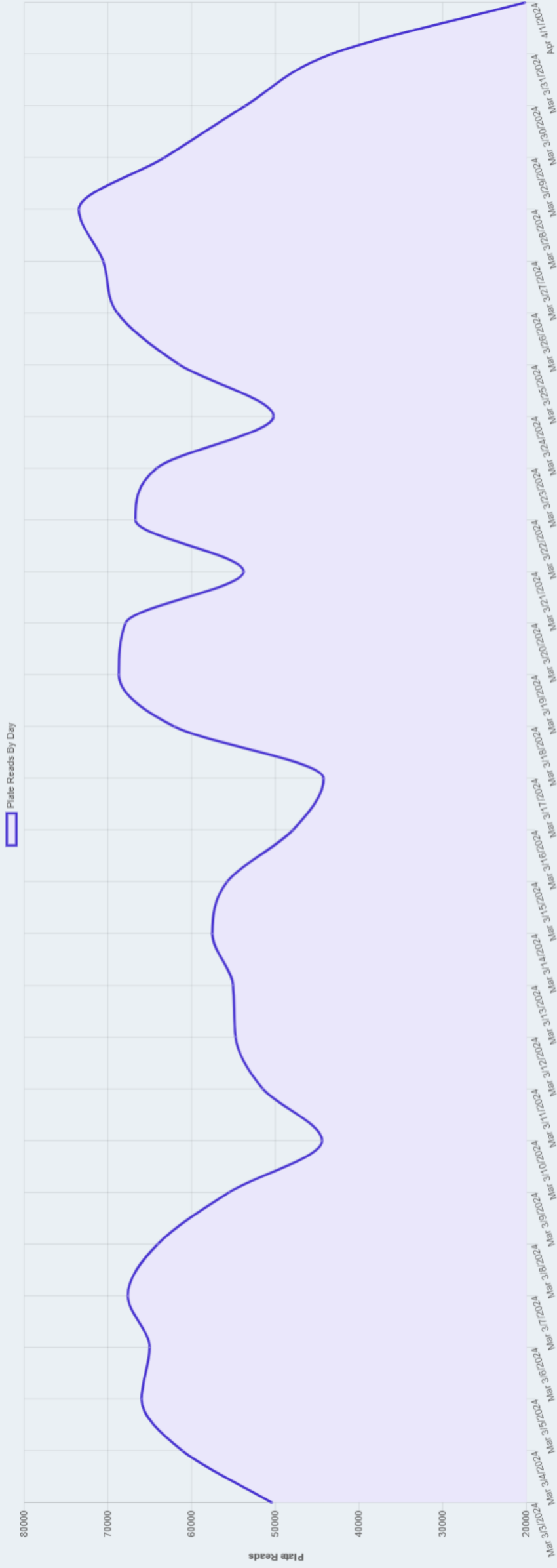
Total Unique Plate Reads:
552,795

[Download CSV](#)

Mar 3 - Apr 1

Devices (38)

[Search](#)



All Categories

Hits Report

03/01/2024 To... 03/31/2024

Search

Select a date range up to 31 days

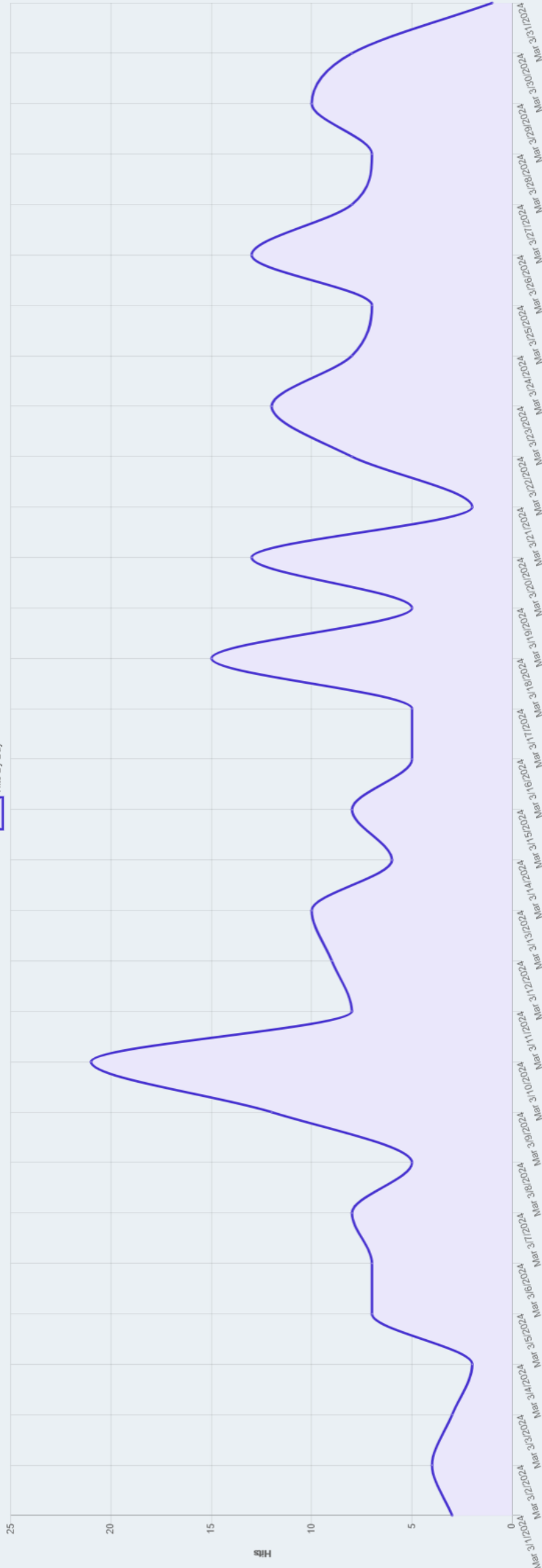
DOWNLOAD CSV

Total Hits: 240

Topics (15) ▾

Devices (38) ▾

Hits By Day



Top 7 Categories

Hits Report

03/01/2024

To...

03/31/2024

Search

Select a date range up to 31 days

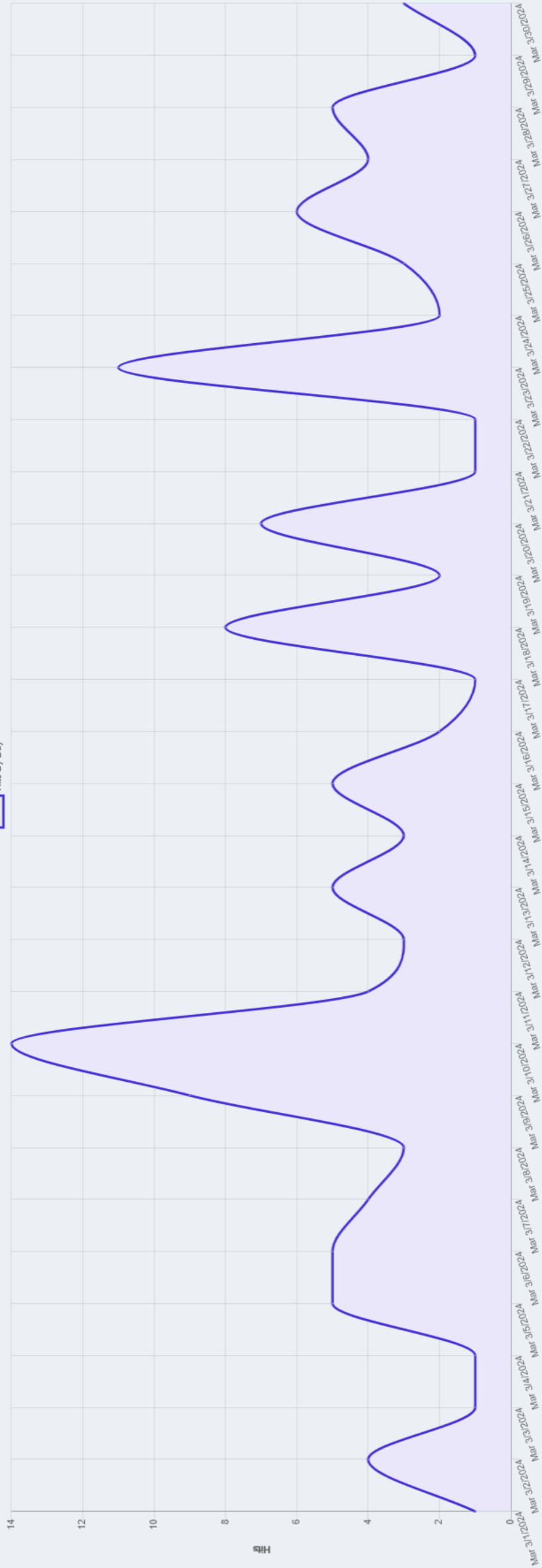
DOWNLOAD CSV

Total Hits: 124

Topics (7) ▾

Devices (38) ▾

Hits By Day



Sex Offenders

Hits Report

03/01/2024 To...

03/31/2024

Search

Select a date range up to 31 days

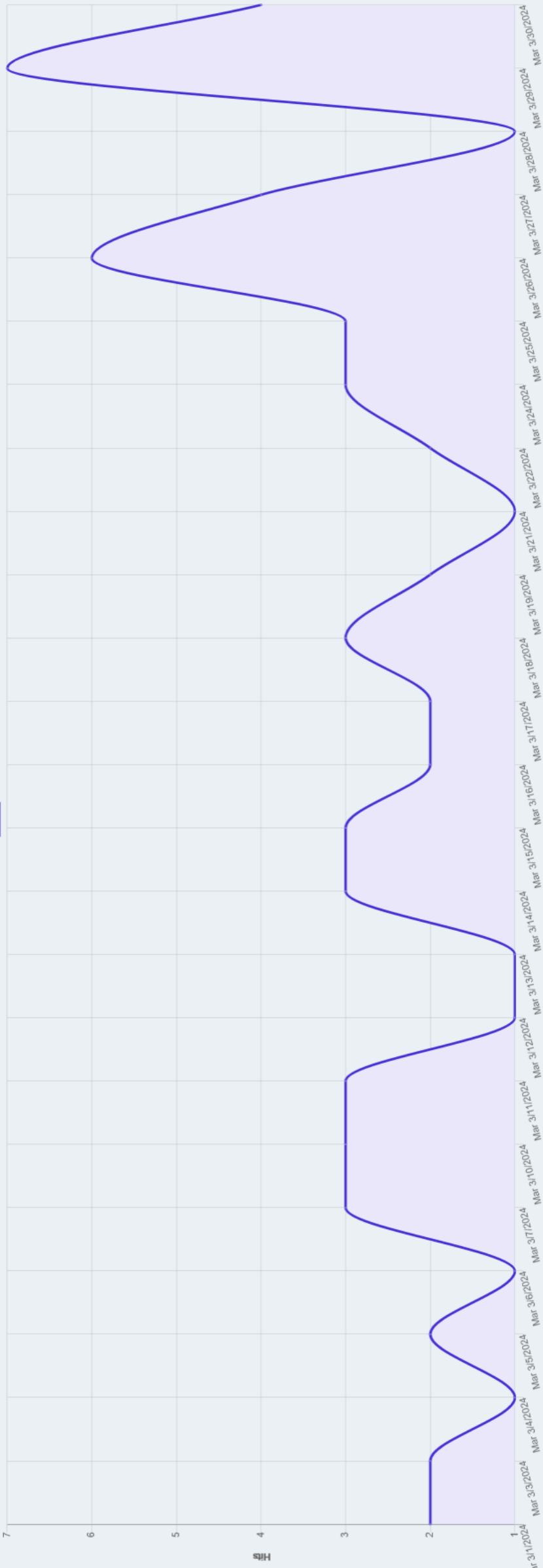
DOWNLOAD CSV

Total Hits: 65

Topics (1)

Devices (38)

Hits By Day



Summary Report

Insights Dashboard



Device Sharing
Shared with
Lewisville TX PD,
Sansom Park TX PD,
and 335 others

Access Levels
Search
Hotlist Tool Access

Device Status

34 / 34 Devices Online

[Previous Device](#) [Next Device](#)

Device Name	Battery	Latency
#01 Inbound, Riverview Way, EB	95%	14.50 s

- #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/Blalock
- #28 Memorial Drive/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)	383659
#085	085
#08	26/972
#23 - WB San Felipe x Buffalo Bayou	254257
#01 Gessner SB at Frostwood Elementary δY;	245660
#12 Piney Point Dr SB at Gaylord	207420
#04 Memorial Dr NB at Briar Forest δYm CE	196330
#20 - SB Voss x Old Voss (Lane 2)	182269
#02 Memorial Dr EB at Gessner	162013
#24 - NB Blalock x Memorial	159004
#17 Memorial Dr WB at Voss δYm CE	154755
#19 - SB Voss x Old Voss (Lane 1)	144050
#28 M/VPD Station S/B Memorial Drive	141671
#31 EB Memorial Dr near Tealwood	138798
#07 Memorial Dr EB at Briar Forest δY;	131279
#18 Memorial Dr EB at Voss δY;	124707
#10 On Memorial Dr EB from San Felipe	103323
#14 Beinhorn Rd WB at Pipher	93502
#09 N Piney Point Rd at Memorial Dr	84325
#05 Bunkerhill Rd SB at Taylorcrest	82165
#16 Memorial Dr WB at E Creekside Dr δY;	80665
#06 Taylorcrest Rd WB at Flintdale	63009
#27 Unit 181 Blalock S/B at Taylorcrest	61105
#30 EB Beinhorn Rd @ Voss Rd	60940
#26 - SB Hedwig x Beinhorn	47995
#11 Greenbay St EB at Piney Point Rd	32668
#25 - NB Bunker Hill x Memorial δYm CE	24546
Strey NB at Memorial δYm CE	16801
#32 WB Greenbay @ Memorial Dr	11714
#15 Hunters Creek Dr SB at I-10 δY;	6587
#29 - Riverbend Main Entrance δYm CE	5428
#01 Inbound, Riverview Way, EB	4927
C#002 Gessner Rd @ Memorial Dr - Avicore	0
C#002 Gessner Rd @ Memorial Dr	0
#03 Gessner Rd NB at Buffalo Bayou	0
C#001 Voss Rd @ Memorial Dr - Avicore	0
C#001 Voss Rd @ Memorial Dr	0
Grand Total	4284674

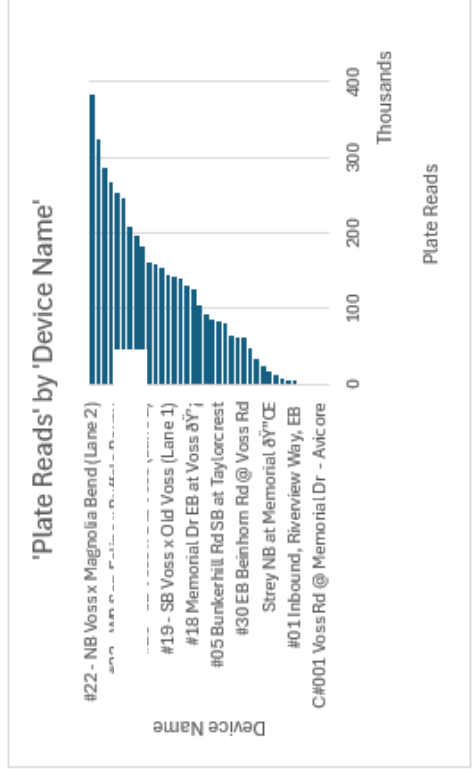


Plate Reads By Location

Hits By Camera

Total Reads – 4,282,097

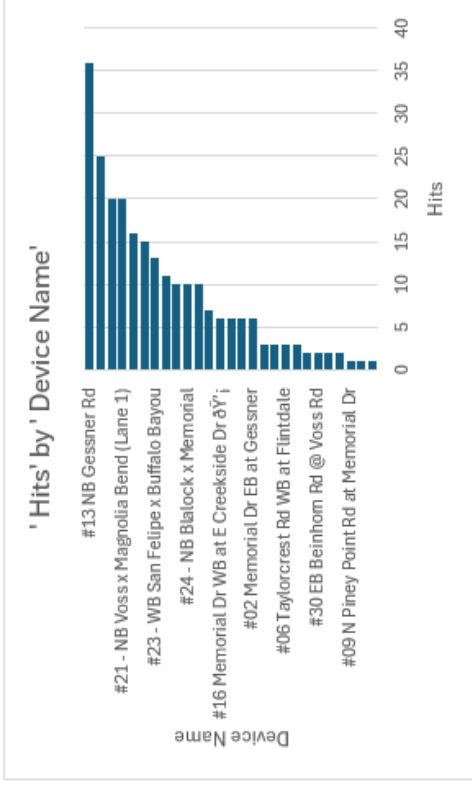
Unique Reads – 552,795

Hits- 240

7 Top Hits - 124

- Hotlist - 4
- Stolen Vehicle
- Stolen Plate
- Gang Member
- Missing
- Amber
- Priority Restraining Order

Device Name	Sum of Hits
#13 NB Gessner Rd	36
#01 Gessner SB at Frostwood Elementary δY;	25
#22 - NB Voss x Magnolia Bend (Lane 2)	20
#21 - NB Voss x Magnolia Bend (Lane 1)	20
#08 2200 S Piney Point Rd NB at City Limit	16
#07 Memorial Dr EB at Briar Forest δY;	15
#23 - WB San Felipe x Buffalo Bayou	13
#17 Memorial Dr WB at Voss δY"CE	11
#10 On Memorial Dr EB from San Felipe	10
#24 - NB Blalock x Memorial	10
#19 - SB Voss x Old Voss (Lane 1)	10
#12 Piney Point Dr SB at Gaylord	7
#16 Memorial Dr WB at E Creekside Dr δY;	6
#28 MVPD Station S/B Memorial Drive	6
#20 - SB Voss x Old Voss (Lane 2)	6
#02 Memorial Dr EB at Gessner	6
#14 Beinhorn Rd WB at Pipher	3
#31 EB Memorial Dr near Tealwood	3
#06 Taylorcrest Rd WB at Flintdale	3
#05 Bunkerhill Rd SB at Taylorcrest	3
#27 Unit 181 Blalock S/B at Taylorcrest	2
#30 EB Beinhorn Rd @ Voss Rd	2
#32 WB Greenbay @ Memorial Dr	2
#18 Memorial Dr EB at Voss δY;	2
#09 N Piney Point Rd at Memorial Dr	1
#04 Memorial Dr NB at Briar Forest δY"CE	1
#26 - SB Hedwig x Beinhorn	1
Grand Total	240





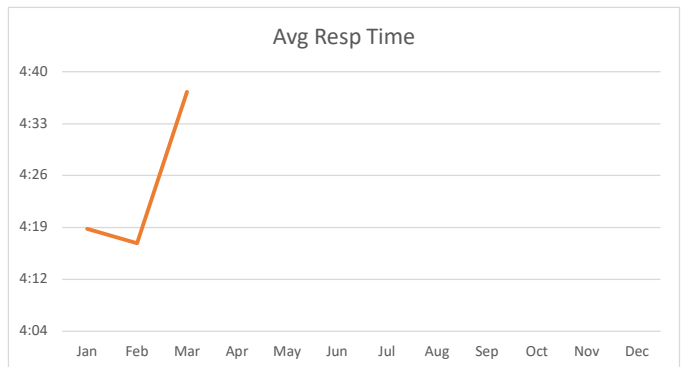
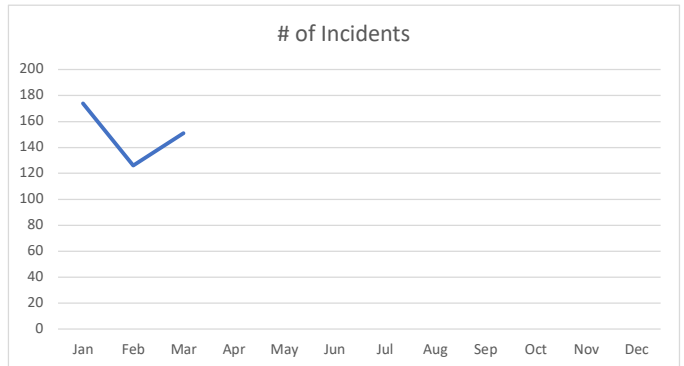
Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

February 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	250	181	208	639
Abdominal Pain	0	1	1	2
Allergic Reaction	2	1	2	5
Animal Bite	0	0	1	1
Assult	0	1	1	2
Automatic Aid	3	2	3	8
Automatic Aid- Apartment Fire	13	6	13	32
Automatic Aid- Building Fire	4	2	2	8
Automatic Aid- Elevator Rescue	3	1	1	5
Automatic Aid- Entrapment MVC	1	3	1	5
Automatic Aid- Gas Leak	1	1	2	4
Automatic Aid- High Rise Fire	0	2	1	3
Back Pain	0	0	2	2
Carbon Monoxide Detector With Symptoms	0	1	0	1
Carbon Monoxide Detector No Symptoms	2	3	3	8
Cardiac/Respiratory Arrest	1	1	0	2
Check a Noxious Odor	2	1	0	3
Check for Fire	0	0	1	1
Check for the Smell of Natural Gas	2	3	6	11
Check for the Smell of Smoke	2	2	1	5
Chest Pain	3	1	4	8
Child Locked in a Vehicle Engine Not Running	0	1	0	1
Choking	1	1	2	4
Diabetic Emergency	1	2	2	5
Difficulty Breathing	9	5	8	22
Electrical Fire	0	0	1	1
Elevator Rescue	1	0	0	1
Entrapment- Non MVC	0	0	1	1
Fall Victim	10	8	13	31
Fire Alarm Business	8	6	3	17
Fire Alarm Church or School	10	6	3	19
Fire Alarm Residence	36	28	23	87
Gas Leak	3	0	5	8
Heart Problems	8	6	4	18
Heat/Cold Exposure	1	0	0	1
Hemorrhage/Laceration	1	2	1	4
House Fire	2	0	1	3
Injured Party	4	4	4	12
Medical Alarm	6	5	4	15
Motor Vehicle Collision	23	15	21	59
Motor Vehicle Collision with Entrapment	0	0	1	1
Object Down in Roadway	6	1	5	12
Oven/Appliance Fire	1	0	0	1
Overdose/Poisoning	1	1	2	4
Possible D.O.S.	1	0	1	2
Powerlines Down Arcing/Burning	3	0	3	6
Pregnancy/ Childbirth	1	0	0	1
Psychiatric Emergency	3	6	2	11
Seizures	4	2	8	14
Service Call Non-emergency	14	16	12	42
Shooting/Stabbing	1	0	0	1
Sick Call	21	15	15	51
Smoke in Business	1	0	0	1
Smoke in Residence	1	0	1	2
Stroke	5	1	3	9
Transformer Fire	3	0	2	5
Traumatic Injury	1	3	0	4
Unconscious Party/Syncope	14	9	7	30
Unknown Medical Emergency	1	2	3	6
Vehicle Fire	4	3	1	8
Wash Down	1	1	1	3

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar	151	4:38
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
451		4:24

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



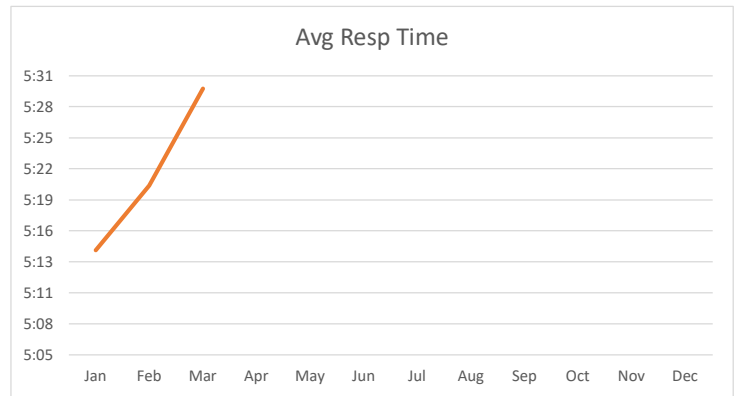
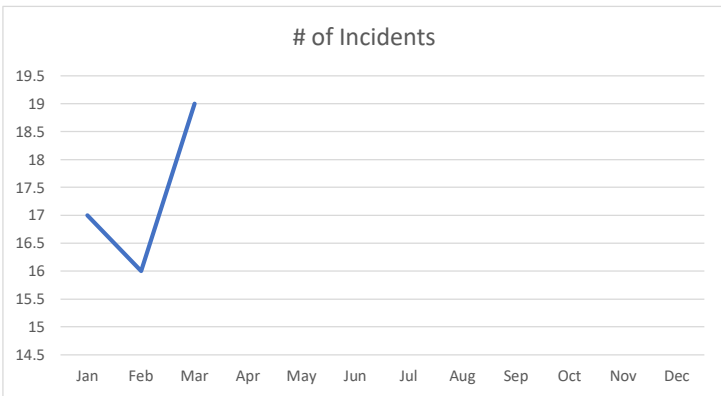


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February 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	26	25	27	78
Assult	0	1	0	1
Carbon Monoxide Detector No Symptoms	0	0	1	1
Check for Noxious Odor	1	0	0	1
Check for the Smell of Natural Gas	2	0	2	4
Check for the Smell of Smoke	0	1	1	2
Diabetic Emergency	0	1	0	1
Difficulty Breathing	0	0	2	2
Fall Victim	0	1	4	5
Fire Alarm Business	0	1	0	1
Fire Alarm Church or School	3	0	1	4
Fire Alarm Residence	7	7	4	18
Gas Leak	0	0	1	1
Heart Problems	1	0	0	1
Hemorrhage/Laceration	0	1	1	2
Injured Party	1	0	1	2
Medical Alarm	0	0	1	1
Motor Vehicle Collision	2	1	1	4
Object Down in Roadway	1	0	1	2
Psychiatric Emergency	0	1	0	1
Seizures	1	0	0	1
Service Call Non-emergency	2	5	3	10
Sick Call	2	2	3	7
Smoke in Residence	1	0	0	1
Stroke	0	1	0	1
Unconscious Party/Syncope	1	2	0	3
Vehicle Fire	1	0	0	1

Month	# of Incidents	Avg Resp Time
Jan	17	5:15
Feb	16	5:21
Mar	19	5:30
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
52		5:22



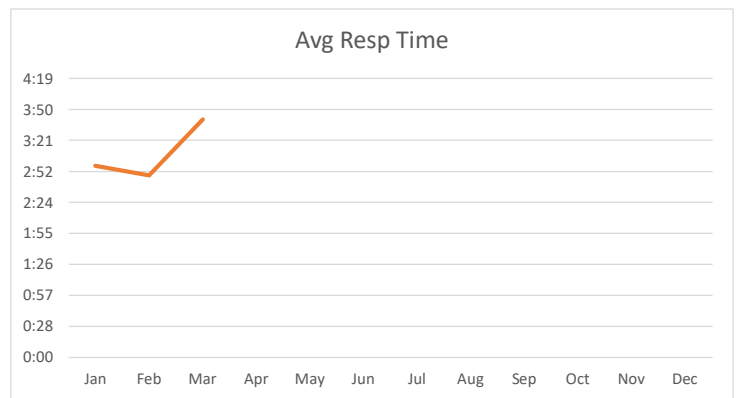
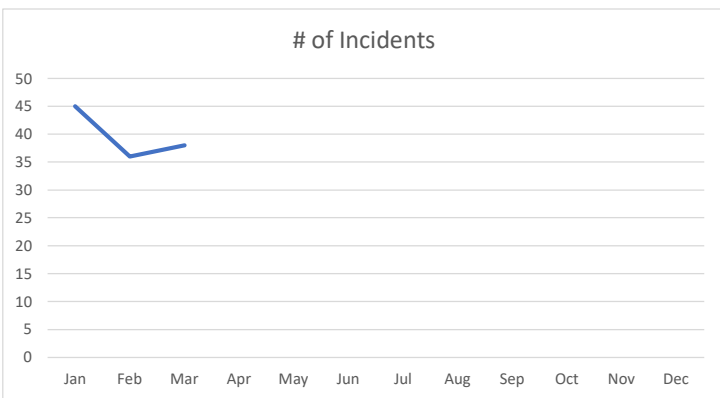


Village Fire Department
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February 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	47	39	47	133
Allergic Reaction	1	0	1	2
Animal Bite	0	0	1	1
Assult	0	0	1	1
Back Pain	0	0	1	1
Check for the Smell of Natural Gas	0	2	0	2
Check for the Smell of Smoke	1	1	0	2
Chest Pain	2	1	0	3
Choking	0	0	2	2
Diabetic Emergency	0	1	2	3
Difficulty Breathing	3	0	2	5
Elevator Rescue	1	0	0	1
Fall Victim	2	3	1	6
Fire Alarm Business	4	5	3	12
Fire Alarm Church or School	1	3	0	4
Fire Alarm Residence	1	0	4	5
Gas Leak	0	0	2	2
Heart Problems	2	1	0	3
Heat/Cold Exposure	1	0	0	1
House Fire	0	0	1	1
Injured Party	2	0	2	4
Medical Alarm	1	0	2	3
Motor Vehicle Collision	7	5	4	16
Object Down in Roadway	0	1	1	2
Oven/Appliance Fire	1	0	0	1
Overdose/Poisoning	0	1	0	1
Powerlines Down Arcing/Burning	1	0	0	1
Psychiatric Emergency	2	5	0	7
Seizures	0	0	2	2
Service Call Non-emergency	0	1	3	4
Shooting/Stabbing	1	0	0	1
Sick Call	4	4	6	14
Smoke in Business	1	0	0	1
Smoke in Residence	0	0	1	1
Transformer Fire	0	0	2	2
Traumatic Injury	0	1	0	1
Unconscious Party/Syncope	6	1	1	8
Unknown Medical Emergency	0	1	0	1
Vehicle Fire	1	2	1	4
Wash Down	1	0	1	2

Month	# of Incidents	Avg Resp Time
Jan	45	2:58
Feb	36	2:49
Mar	38	3:41
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
119		3:09



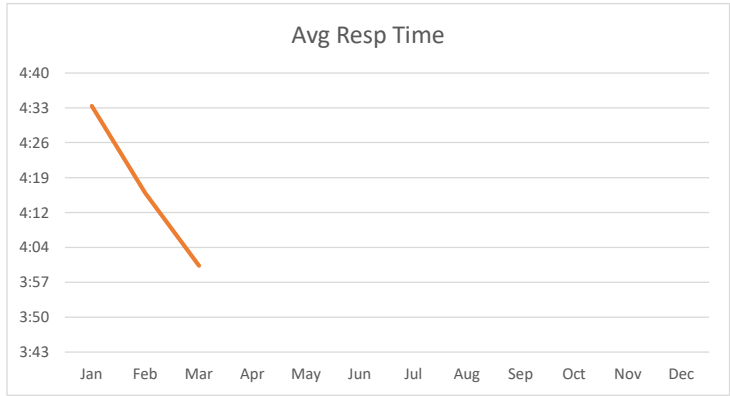
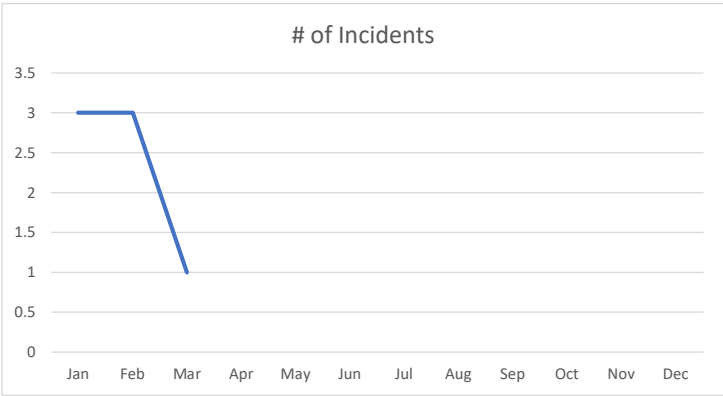


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February 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	4	3	2	9
Difficulty Breathing	1	0	0	1
Fall Victim	1	0	0	1
Fire Alarm Business	1	0	0	1
Fire Alarm Church or School	0	1	0	1
Heart Problems	0	1	0	1
Injured Party	0	1	0	1
Motor Vehicle Collision	0	0	1	1
Stroke	1	0	0	1
Unknown Medical Emergency	0	0	1	1

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar	1	4:01
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	7	4:17



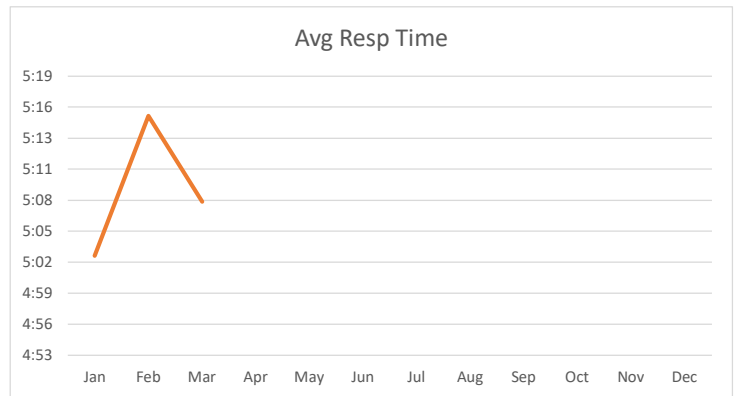
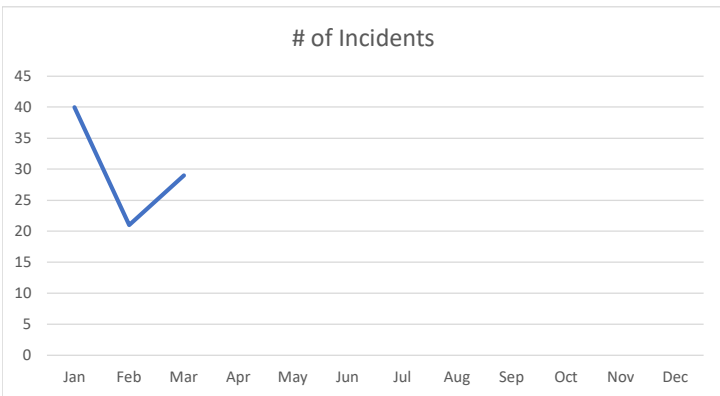


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February 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	52	33	34	119
Carbon Monoxide Detector No Symptoms	0	1	0	1
Check a Noxious Odor	1	1	0	2
Check for Fire	0	0	1	1
Check for the Smell of Natural Gas	0	0	1	1
Check for the Smell of Smoke	1	0	0	1
Chest Pain	1	0	1	2
Choking	1	0	0	1
Diabetic Emergency	1	0	0	1
Difficulty Breathing	0	2	1	3
Electrical Fire	0	0	1	1
Entrapment- Non MVC	0	0	1	1
Fall Victim	5	2	3	10
Fire Alarm Business	2	0	0	2
Fire Alarm Church or School	0	1	0	1
Fire Alarm Residence	13	13	5	31
Heart Problems	1	2	2	5
Injured Party	1	2	0	3
Medical Alarm	3	1	0	4
Motor Vehicle Collision	3	0	2	5
Motor Vehicle Collision with Entrapment	0	0	1	1
Object Down in Roadway	1	0	0	1
Overdose/Poisoning	1	0	1	2
Powerlines Down Arcing/Burning	0	0	1	1
Psychiatric Emergency	0	0	2	2
Seizures	1	0	1	2
Service Call Non-emergency	5	5	3	13
Sick Call	5	0	2	7
Stroke	1	0	1	2
Transformer Fire	1	0	0	1
Traumatic Injury	0	1	0	1
Unconscious Party/Syncope	4	1	2	7
Unknown Medical Emergency		0	2	2
Wash Down	0	1	0	1

Month	# of Incidents	Avg Resp Time
Jan	40	5:03
Feb	21	5:16
Mar	29	5:08
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	90	5:09



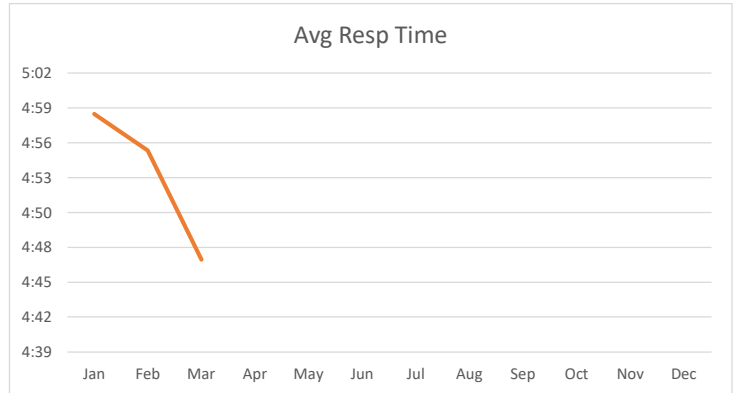
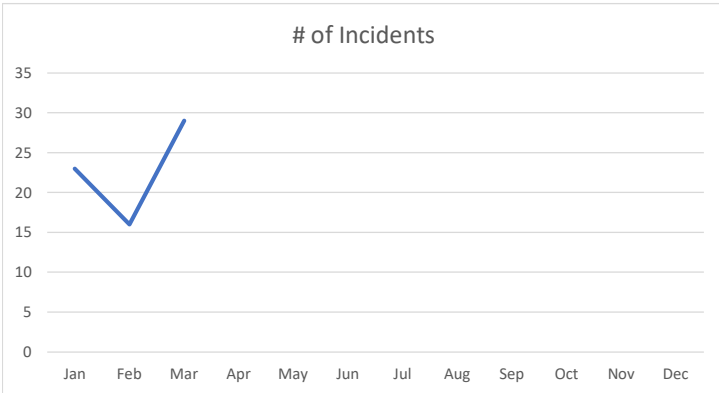


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February 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD
TOTAL	44	25	36	105
Abdominal Pain	0	0	1	1
Allergic Reaction	0	1	0	1
Back Pain	0	0	1	1
Carbon Monoxide Detector No Symptoms	0	0	1	1
Cardiac/Respiratory Arrest	0	1	0	1
Check for the Smell of Natural Gas	0	1	2	3
Chest Pain	0	0	2	2
Choking	0	1	0	1
Difficulty Breathing	2	2	3	7
Fall Victim	1	1	4	6
Fire Alarm Church or School	5	0	1	6
Fire Alarm Residence	13	7	7	27
Gas Leak	3	0	0	3
Heart Problems	0	1	1	2
Hemorrhage/Laceration	1	0	0	1
Medical Alarm	2	1	1	4
Motor Vehicle Collision	1	1	2	4
Object Down in Roadway	3	0	2	5
Possible D.O.S.	1	0	1	2
Powerlines Down Arcing/Burning	2	0	1	3
Service Call Non-emergency	4	4	3	11
Sick Call	2	1	1	4
Stroke	2	0	2	4
Transformer Fire	1	0	0	1
Traumatic Injury	1	0	0	1
Unconscious Party/Syncope	0	2	0	2
Unknown Medical Emergency	0	1	0	1

Month	# of Incidents	Avg Resp Time
Jan	23	4:59
Feb	16	4:56
Mar	29	4:47
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	<hr/> 68	<hr/> 4:54





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February 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	49	37	36	122	Jan	46	4:17
Abdominal Pain	0	1	0	1	Feb	34	4:24
Allergic Reaction	1	0	1	2	Mar	35	4:41
Carbon Monoxide Alarm with Symptoms	0	1	0	1	Apr		
Carbon Monoxide Detector No Symptoms	2	1	1	4	May		
Cardiac/Respiratory Arrest	1	0	0	1	Jun		
Check for the Smell of Natural Gas	0	0	1	1	Jul		
Chest Pain	0	0	1	1	Aug		
Difficulty Breathing	3	1	0	4	Sep		
Fall Victim	1	1	1	3	Oct		
Fire Alarm Business	1	0	0	1	Nov		
Fire Alarm Church or School	0	1	1	2	Dec		
Fire Alarm Residence	2	1	2	5		115	4:27
Gas Leak	0	0	1	1			
Heart Problems	4	1	1	6			
Hemorrhage/Laceration	0	1	0	1			
House Fire	2	0	0	2			
Injured Party	0	1	1	2			
Medical Alarm	0	3	0	3			
Motor Vehicle Collision	10	8	11	29			
Object Down in Roadway	1	0	1	2			
Overdose/Poisoning	0	0	1	1			
Powerlines Down Arcing/Burning	0	0	1	1			
Pregnancy/ Childbirth	1	0	0	1			
Psychiatric Emergency	1	0	0	1			
Seizures	2	2	5	9			
Service Call Non-emergency	1	1	0	2			
Sick Call	8	8	3	19			
Stroke	1	0	0	1			
Transformer Fire	1	0	0	1			
Traumatic Injury	0	1	0	1			
Unconscious Party/Syncope	3	3	3	9			
Unknown Medical Emergency	1	0	0	1			
Vehicle Fire	2	1	0	3			

of Incidents



Avg Resp Time



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 April 8, 2024 for the April 23, 2024 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for March. 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
Total	386	\$392,230	23	257	\$50,553	492	\$86,650	1,135	\$529,163	\$55,154,414

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	22	\$31,336	2	13	\$2,780	35	\$5,495	72	\$39,611	\$6,969,090
February	23	\$29,700	1	14	\$2,520	44	\$7,780	81	\$40,000	\$7,321,012
March	19	\$4,366	0	18	\$3,715	46	\$8,083	83	\$16,164	\$1,575,457
April	26	\$19,632	1	19	\$3,215	29	\$5,560	74	\$28,407	\$6,897,879
May	28	\$8,226	0	15	\$2,630	35	\$7,025	78	\$17,881	\$2,530,920
June	39	\$47,189	3	20	\$4,160	45	\$8,530	102	\$59,879	\$11,302,785
July	30	\$5,141	0	18	\$3,425	37	\$7,430	85	\$15,996	\$1,896,376
August	32	\$36,800	3	17	\$3,700	41	\$8,730	90	\$49,230	\$7,393,723
September	22	\$29,508	1	13	\$1,775	40	\$9,230	75	\$40,513	\$7,338,873
October	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
Total	308	\$287,105	19	187	\$35,785	471	\$86,853	966	\$409,743	\$71,259,927

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	30	\$18,029	1	12	\$2,105	34	\$7,525	76	\$27,658	\$4,296,108
April										
May										
June										
July										
August										
September										
October										
November										
December										
Total	79	\$58,303	2	40	\$7,040	85	\$17,625	204	\$82,968	\$11,109,249

**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	149	128	85.9%		0.0%
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	464	405	87.3%	38	8.2%

Inspections with Odometer Readings, by Inspector and Vehicle

Apr 8, 2024 4:18 PM
Henry Rivas
City of Hunters Creek Village

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

BBG Consulting, Inc (BBG)									
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Reinsp Result	Correction Notes	
Vehicle ID:									
	202300618	8315 Hunters Creek Dr	Shower Pan	3/1/24		No	Pass		
	202300910	10923 Wickline Drive	Foundation	3/1/24		No	Pass		
	202300968	11010 Hunters Park Dr	P Sewer	3/1/24		No	Pass		
	202400074	7615 River Point Drive	Foundation	3/1/24		No	Pass		
	202400126	7 Long Timbers Trail	Gas Test	3/1/24		No	Pass		
	202400126	7 Long Timbers Trail	VCBK	3/1/24		No	Pass		
	202300013	10611 Twelve Oaks Drive	E Final	3/4/24		Yes	NC	Disapproved-No access to electrical panel and garage. No GFI outlet at kitchen island	
	202300573	502 Thamer Lane	P TO/Rough	3/4/24		No	Pass		
	202400032	8 Pinewood Circle	P Steel/Piping	3/4/24		No	Pass		
	202400088	502 Thamer Lane	M Rough	3/4/24		No	Pass		
	202400129	338 HUNTERS TRAIL ST	FD Steel	3/4/24		No	Pass		
	202400129	338 HUNTERS TRAIL ST	E Underg	3/4/24		No	Pass		
	202400130	338 HUNTERS TRAIL ST	P UnderG	3/4/24		No	Pass		

202201052	825 Saddlewood Ln	Gas Test	3/5/24		No	Pass	
202201100	811 Creek Wood Way	M Final	3/5/24		No	Pass	
202400011	126 Willowend Dr	FD-Piers	3/5/24		No	Pass	
202400123	733 W CREEKSIDE DR	P Final	3/5/24		No	Pass	
202400138	852 Kuhlman Rd	E Underg	3/5/24		No	Pass	
202400138	852 Kuhlman Rd	E Rough	3/5/24		No	Pass	
202300139	885 Country Ln	P Final	3/6/24		No	Pass	
202300799	10420 MEMORIAL DR	P Steel/Piping	3/6/24		No	Pass	
202400079	720 Kuhlman Rd	P Steel/Piping	3/6/24		No	Pass	
202400091	7 Pine Grove Circle	F Final	3/6/24		No	Pass	
202400096	209 Caruthers Ln	F Final	3/6/24		No	Pass	
202400115	674 SHARTLE CIR	E Underg	3/6/24		No	Pass	
202400139	852 Kuhlman Rd	Gas Test	3/6/24		No	Pass	
202400139	852 Kuhlman Rd	VCBK	3/6/24		No	Pass	
202400140	1107 River Glyn Dr	DW Steel	3/6/24		Yes	PPass	Partial Pass.
202300013	10611 Twelve Oaks Drive	E Final	3/6/24	Y	No	Pass	[Entered 3/4/2024 by BBG]: Disapproved-No access to electrical panel and garage. No GFI outlet at kitchen island
202400048	630 Shartle Circle	ET-Pole	3/7/24		No	Pass	

202400144	1014 River Bend Dr	P GL & GT	3/8/24		No	Pass	
202400145	771 Kuhlman Rd	I Trench	3/8/24		Yes	NC	Failed - No Backflow report
202400145	771 Kuhlman Rd	I Final	3/8/24		No	NC	Failed - No Backflow report
202400152	311 Hunters Trail St	P UnderG	3/8/24		No	NC	Approved Sewer - Failed UG plumbing not ready
202400152	311 Hunters Trail St	P Sewer	3/8/24		No	Pass	
202200764	10611 Twelve Oaks Drive	P Final	3/11/24		No	Pass	
202300516	8315 Hunters Creek Dr	E Underg	3/11/24		No	Pass	
202400028	736 Voss Road	E Rough	3/11/24		No	Pass	
202400131	10910 MELODY LN	E Rough	3/11/24		No	Pass	
202400152	311 Hunters Trail St	P UnderG	3/11/24	Y	No	Pass	[Entered 3/8/2024 by BBG]: Approved Sewer - Failed UG plumbing not ready
202400145	771 Kuhlman Rd	I Trench	3/11/24	Y	No	Pass	[Entered 3/8/2024 by BBG]: Failed - No Backflow report
202400145	771 Kuhlman Rd	I Final	3/11/24	Y	No	Pass	[Entered 3/8/2024 by BBG]: Failed - No Backflow report
202300859	11002 Hunters Park Dr	E Underg	3/12/24		No	Pass	
202300859	11002 Hunters Park Dr	TCI	3/12/24		No	Pass	
202300859	11002 Hunters Park Dr	E Final	3/12/24		No	Pass	
202300860	11002 Hunters Park Dr	P UnderG	3/12/24		Yes	NC	Failed - NOT ready
202300860	11002 Hunters Park Dr	P Final	3/12/24		No	NC	Failed - NOT ready
202300860	11002 Hunters Park Dr	P GL & GT	3/12/24		No	NC	Failed - NOT ready

202400147	6 Long Timbers Lane	Re-Roof	3/12/24		No	Pass	
202200915	514 Wellesley Drive	P Final	3/13/24		No	Pass	
202400102	736 Voss Road	P TO/Rough	3/13/24		No	Pass	
202400161	8 Pinewood Circle	Gas Test	3/13/24		No	Pass	
202201052	825 Saddlewood Ln	P Final	3/14/24		Yes	NC	Failed - No answer at number that was provided. New home is not ready for plumbing final.
202400059	715 Storywood Drive	E Final	3/14/24		Yes	NC	Failed - No Access
202400130	338 HUNTERS TRAIL ST	Gas Test	3/14/24		No	Pass	
202200567	811 Creek Wood Way	P Final	3/15/24		No	Pass	
202300023	10802 Oak Hollow St	M Hood V	3/15/24		No	Pass	
202300684	10803 Beinhorn Rd	Insulation	3/15/24		No	Pass	
202300866	8423 Hunters Creek Dr	Insulation	3/15/24		No	Pass	
202300954	11007 Hedwig Green	H-Strap	3/15/24		Yes	PPass	Partial Pass
202300956	736 Voss Road	Frame	3/15/24		Yes	NC	Failed - Mechanical rough must pass before frame
202300023	10802 Oak Hollow St	M Final	3/15/24	Y	No	Pass	[Entered 1/29/2024 by henry]: Fail; 1. Draft vent in kitchen is not complete. 2. Missing air registers in rear guest room., 3. Provide min. 1" clearance from combustible material on furnace flu pipes. 4. Unable to verify over current protection on condensers. 5. Seal all exterior penetrations of reffridgerant lines and down draft pipe. 6. Broken exhaust vent in attic left side of

									house. 7. Outdoor cooking cent hood is missing. 8. Centerpoint turned down gas meter hook up due to leak inside house.
202300983	736 VOSS RD	M Rough	3/15/24	Y	Yes	NC			Failed - Two chases upstairs still need fire blocking [Entered 3/1/2024 by henry]: Fail; 1. Fire Blocking incomplete on air chase on left side of house. [Entered 2/13/2024 by henry]: Fail; 1. restricted air flow 4in duc in kitchen 2. fire block air chase in hall.
202300860	11002 Hunters Park Dr	P UnderG	3/15/24	Y	No	Pass			[Entered 3/12/2024 by BBG]: Failed - NOT ready
202300860	11002 Hunters Park Dr	P GL & GT	3/15/24	Y	No	Pass			[Entered 3/12/2024 by BBG]: Failed - NOT ready
202300860	11002 Hunters Park Dr	P Final	3/15/24	Y	No	Pass			[Entered 3/12/2024 by BBG]: Failed - NOT ready
202400162	203 Fleetway Dr	Gas Test	3/15/24		No	Pass			
202400162	203 Fleetway Dr	VCBK	3/15/24		No	Pass			
202300886	10611 Twelve Oaks Drive	E Final	3/18/24		No	Pass			
202300931	307 Hunters Trail St	Foundation	3/18/24		No	Pass			
202400157	675 SHARTLE CIR	P TO/Rough	3/18/24		No	Pass			
202300983	736 VOSS RD	M Rough	3/18/24	Y	No	Pass			[Entered 3/15/2024 by BBG]: Failed - Two chases upstairs still need fire blocking [Entered 3/1/2024 by henry]: Fail;

													1. Fire Blocking incomplete on air chase on left side of house. [Entered 2/13/2024 by henry]: Fail; 1. restricted air flow 4in duc in kitchen 2. fire block air chase in hall.
	202300956	736	Voss Road	Frame	3/18/24	Y	No	Pass					[Entered 3/15/2024 by BBG]: Failed - Mechanical rough must pass before frame
	202200666	811	Creek Wood Way	YD Final	3/19/24		No	Pass					
	202300198	771	Kuhlman Rd	M Final	3/19/24		No	Pass					
	202400054	825	Saddlewood Ln	P Layout	3/19/24		No	Pass					
	202400069	811	Creek Wood Way	DW Final	3/19/24		No	Pass					
	202400093	10634	FAIRLANE DR	E Underg	3/19/24		No	Pass					
	202400093	10634	FAIRLANE DR	TCI	3/19/24		No	Pass					
	202400094	10634	FAIRLANE DR	P UnderG	3/19/24		No	Pass					
	202400094	10634	FAIRLANE DR	P GL & GT	3/19/24		No	Pass					
	202400129	338	HUNTERS TRAIL ST	E Final	3/19/24		No	Pass					
	202400130	338	HUNTERS TRAIL ST	P Final	3/19/24		No	Pass					
	202400150	526	Trails End	E Rough	3/19/24		No	Pass					
	202400170	640	Wellesley Drive	E Serv/ML	3/19/24		No	Pass					
	202400181	8	Pinewood Circle	E Underg	3/19/24		No	Pass					
	202400181	8	Pinewood Circle	E Rough	3/19/24		No	Pass					

202400043	634 Saddlewood Lane	Shower Pan	3/20/24	Y	No	Pass	[Entered 2/13/2024 by BBG]: Partial Approval; 2 of 3 complete and approved.
202400163	126 Willowend Dr	P UnderG	3/20/24		No	Pass	
202400163	126 Willowend Dr	P Sewer	3/20/24		No	Pass	
202400059	715 Storywood Drive	E Final	3/20/24	Y	No	Pass	[Entered 3/14/2024 by BBG]: Failed - No Access
202200218	10802 Oak Hollow St	P Final	3/21/24		No	Pass	
202300883	10611 Twelve Oaks Drive	P Final	3/21/24		No	Pass	
202300883	10611 Twelve Oaks Drive	VCBK	3/21/24		No	Pass	
202400073	714 HUNTERS GROVE LN	M Rough	3/21/24		No	Pass	
202400073	714 HUNTERS GROVE LN	M Hood V	3/21/24		No	Pass	
202400142	411 Menking Cout	Gas Test	3/21/24		No	NC	Failed not ready - Gauge is not on test
202400172	625 Wellesley Drive	P Layout	3/21/24		No	Pass	
202400183	811 Creek Wood Way	I Trench	3/21/24		No	Pass	
202400183	811 Creek Wood Way	I Final	3/21/24		No	Pass	
202400185	10911 Pama Circle	E Rough	3/21/24		Yes	PPass	
202201148	10611 TWELVE OAKS DR	P Final	3/22/24		No	Pass	
202300239	514 Wellesley Drive	E Final	3/22/24		No	Pass	

202300700	551 Three Corners Dr	E Final	3/22/24	No	Pass	
202300893	630 Shartle Circle	Shower Pan	3/22/24	No	Pass	
202300940	10911 Pama Circle	H-Strap	3/22/24	No	Pass	
202300940	10911 Pama Circle	Frame	3/22/24	No	Pass	
202300985	714 HUNTERS GROVE LN	E Rough	3/22/24	No	Pass	
202400072	514 Wellesley Drive	E Final	3/22/24	No	Pass	
202400100	911 OAK VALLEY DR	VCBK	3/22/24	No	Pass	
202400141	411 Menking Cout	TCI	3/22/24	No	Pass	
202400142	411 Menking Cout	Gas Test	3/22/24 Y	No	Pass	[Entered 3/21/2024 by BBG]: Failed not ready - Gauge is not on test
202300266	714 HUNTERS GROVE LN	Frame	3/26/24	No	Pass	
202300986	205 FLEETWAY DR	H-Strap	3/26/24	No	Pass	
202400159	879 Country Ln	DW Steel	3/26/24	No	Pass	
202400182	702 Saddlewood Lane	F Post Hole	3/26/24	No	Pass	
202400192	703 Saddlewood Lane	M Final	3/26/24	No	Pass	
202300641	551 Three Corners Dr	P Final	3/27/24	No	Pass	
202300685	713 Camelot Lane	Gas Test	3/27/24	No	Pass	
202300785	10420 Memorial Drive	M Hood V	3/27/24	No	Pass	

202400075	10906 Little Lisa Lane	F Final	3/27/24	No	Pass
202300745	806 KUHLMAN RD	H-Strap	3/27/24 Y	No	Pass
202300041	1107 River Glyn Dr	M Hood V	3/28/24	No	Pass
202400067	210 Hedwig Road	Re-Roof	3/28/24	No	Pass
202400176	6 Inwood Oaks	Re-Roof	3/28/24	No	Pass
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection	
125			0	0.0	

Henry Rivas (henry)

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

Vehicle ID:

202300983	736 VOSS RD	M Rough	3/1/24 Y	No	NC	Fail; 1. Fire Blocking incomplete on air chase on left side of house. [Entered 2/13/2024 by henry]: Fail; 1. restricted air flow 4in duc in kitchen 2. fire block air chase in hall.
202300746	734 Camelot Ln	P Final	3/1/24 Y	No	NC	Fail; 1. Door & Window alarms not installed [Entered 2/13/2024 by BBG]: 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
202400124	902 Flint River Drive	P Final	3/5/24	No	Pass	

202400133	852 Kuhlman Rd	YD Trench	3/5/24		No	NC	Fail; 1. The contractor installed corrugated pipe, the plans notate hard pipe. 2. The 2 outfalls in the rear were relocated to new locations. 3. Provide revisions for review for the changes that were made on the field.
202400133	852 Kuhlman Rd	YD Trench	3/7/24	Y	No	Pass	[Entered 3/5/2024 by henry]: Fail; 1. The contractor installed corrugated pipe, the plans notate hard pipe. 2. The 2 outfalls in the rear were relocated to new locations. 3. Provide revisions for review for the changes that were made on the field.
202100889	852 Kuhlman Rd	P Sewer	3/7/24		No	NC	Fail; 1. Provide a head test on sewer pipes 2. Plumber backfilled trench
202300461	615 Shartle Cir	P Final	3/11/24		No	NC	Disapproved; Unable to enter pool area.
202300934	318 Timberwilde Lane	Demo F	3/11/24		No	Pass	
202300461	615 Shartle Cir	VCBK	3/11/24		No	NC	Disapproved; Unable to enter pool area.
202100889	852 Kuhlman Rd	P Sewer	3/11/24	Y	No	Pass	[Entered 3/7/2024 by henry]: Fail; 1. Provide a head test on sewer pipes 2. Plumber backfilled trench
202100889	852 Kuhlman Rd	P UnderG	3/12/24		No	Pass	
202300723	3 Pine Grove Circle	Bld-Final	3/13/24		No	Pass	
202400132	852 Kuhlman Rd	FD-Piers	3/13/24		No	Pass	
202400133	852 Kuhlman Rd	YD Final	3/13/24		No	Pass	
202200525	811 Creek Wood Way	Bld-Final	3/22/24		No	NC	Fail; 1. Handrail shall be continuous on at least one side of the stairs for the entire length.

									2. Final grading is not complete on rear and left side of home. 3. Garage door shall be self closing. 4. Light fixture in upstairs middle both is hanging by the electrical wires. 5. Air duct in mech. closet on the left side of the house is not properly fastened to plenum. 6. Restricted air flow on air ducts in 3rd level attic. 7. Door locked on 3rd level unable to insepect.
202400089	403 Menking Court	F Final	3/25/24	No	No	NC	Fail; Right side - 8ft 6in. [Maximum height allowed is 8ft from natural grade.]		
202200859	10618 Gawain Ln	Bld-Final	3/25/24 Y	No	No	Pass	[Entered 2/13/2024 by henry]: 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.		
202400164	402 MENKING CT	F Post Hole	3/25/24	No	No	Pass			
202400177	587 Voss Road	P Final	3/25/24	No	No	Pass			
202100216	10802 Oak Hollow St	Bld-Final	3/26/24	No	No	NC	Fail; 1. The trench drain was not installed as per design on approved drainage plans. 2. The stairs shall have handrails that meet the 2021 IRC. 3. The outlet in the front yard is not allowed as defined in Sec. 44-2 and Sec. 44-159(d) of the city ordinance.		

												4. Finish final grading on rear yard. 5. Remove the tpole, porte-o-let, and trash bin. 6. Remove caps from the vent thorough the roof. 7. Observed open wires in the pool bath, also observed hanging light fixtures upstairs foyer areas. 8. Observed damaged exhaust duct in attic near unit 2, also the flue pipe for unit 3 shall have a min. clearance of 1" from any combustible materials 9. The project manager shall punch house before calling final inspection.
202300932	311 Hunters Trail St	Foundation	3/26/24	Y	No	Pass						
202400135	7 Magnolia Bend	E Underg	3/27/24		No	Pass						
202300746	734 Camelot Ln	P Final	3/27/24	Y	No	Pass	[Entered 3/1/2024 by henry]: Fail; 1. Door & Window alarms not installed					
202400172	625 Wellesley Drive	P Steel/Piping	3/28/24		No	Pass	[Entered 2/13/2024 by BBG]: 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					
Inspections		Begin Odometer	End Odometer		Miles	Avg Miles per Inspection						
24					0	0.0						

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CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared April 18, 2023 for the April 25th Agenda

A. 10918 Timberglen

1. The work should be completed by the end of the week.
2. It is on budget and schedule.

B. Lindenwood Signal

1. Contractor has installed poles and mast arms. Working on conduit and pulling wire this week.
2. The project is on budget, and we anticipate start up around the middle of May.

C. Shasta/Pineland Reconstruction

1. Still working on modifying the storm sewer system to meet project budget. 95% complete.

D. Outfall Rehabilitation and Repairs

1. Construction contract will be executed this week.
2. Preconstruction meeting and start of work anticipated next week.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
March 26, 2024**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, March 26, 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.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien [via videoconference] Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	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 6:00 p.m.

- B. **Dan Gardner 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.*

Residents Laura Davis and Jennifer Davis made comments on Item #5 in favor of an additional Automated License Plate Reader on Hickory Hollow at I-10 feeder.

- E. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**
2. Police Commissioner Monthly Report – **Adam Pavlock, Police Officer, presented this report.**

3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, City Building Official, presented this report.**
5. City Engineer Monthly Report – **Tom Fullen, City Administrator, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Mayor Pappas reported on a City of Houston Proclamation.**

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 February 27, 2024.
2. Approval of the Cash Disbursement Journal for February 2024.
3. Approval of a Resolution for adopting the City’s Investment Policy.
4. Approval of the Resolution appointing Kyle Sears as the City’s official representative for the Harris-Galveston Subsidence District.

Councilmember Cowell 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 a contract with TX BBG Consulting for building construction inspections.

Councilmember Cowell made a motion to approve a contract with TX BBG Consulting for building construction inspections. Councilmember Knox seconded the motion and the motion carried unanimously.

2. Discussion and possible action to adopt a resolution suspending CenterPoint Energy Houston Electric, LLC electric delivery rate increase for 90 days.

Councilmember Marks made a motion to adopt a resolution suspending CenterPoint Energy Houston Electric, LLC electric

delivery rate increase for 90 days. Councilmember Knox seconded the motion and the motion carried unanimously.

3. Discussion and possible action to approve or object to CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation.

Councilmember Marks made a motion to approve the CenterPoint Energy Houston Electric, LLC's Annual Franchise Fee Calculation. Councilmember Cowell seconded the motion and the motion carried unanimously.

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.

Councilmember Sapien made a motion to decline the 2024 consumer price index adjustment to the City's telecommunications right-of-way access line rate. Councilmember Cowell seconded the motion and the motion carried unanimously.

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

Item taken out of order.

No Action.

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

This item was tabled to next month.

7. Discussion and possible action to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors permit fees.

Councilmember Cowell made a motion to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors permit fees. Councilmember Carlton seconded the motion and the motion carried unanimously.

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.

Councilmember Carlton 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 Knox seconded the motion and the motion carried unanimously.

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

At 6:54 p.m., Councilmember Cowell made a motion to adjourn. Councilmember Carlton seconded the motion and the motion carried unanimously. The meeting adjourned at 6:54 p.m.

These minutes were approved on the _____ day of April, 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	03/01/2024	EFT	0.00	210,475.00	107
0105	VILLAGE FIRE DEPARTMENT	03/01/2024	EFT	0.00	183,812.59	108
0458	A T & T Phone	03/01/2024	Regular	0.00	1,574.67	34573
0647	AFLAC WORLDWIDE HEADQUARTERS	03/01/2024	Regular	0.00	535.80	34574
0669	C & D JANITOR SERVICE INC	03/01/2024	Regular	0.00	835.65	34575
0010	CENTERPOINT ENERGY	03/01/2024	Regular	0.00	225.80	34576
0012	COBB FENDLEY	03/01/2024	Regular	0.00	15,717.97	34577
0034	HOME SECURITY SYSTEMS INC	03/01/2024	Regular	0.00	196.25	34578
0035	HOUSTON CHRONICLE	03/01/2024	Regular	0.00	372.46	34579
0053	MEMORIAL VILLAGES WATER AUTHORITY	03/01/2024	Regular	0.00	513.71	34580
0420	PREMIER TREE SERVICE	03/01/2024	Regular	0.00	1,650.00	34581
000738	TEXAS ELITE GENERATORS INC	03/01/2024	Regular	0.00	1,590.00	34582
0624	TRANTEX	03/01/2024	Regular	0.00	452.36	34583
0635	TYLER TECHNOLOGIES INC	03/01/2024	Regular	0.00	8,652.62	34584
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	03/01/2024	Regular	0.00	9,568.74	34585
0305	KONICA MINOLTA BUSINESS SOLUTIONS	03/07/2024	Regular	0.00	5,805.38	34586
000774	ADAM VOYLES	03/15/2024	Regular	0.00	300.00	34587
000876	CINTAS CORPORATION	03/15/2024	Regular	0.00	362.04	34588
0013	COWBOY TRUCKING INC	03/15/2024	Regular	0.00	102.00	34589
0150	GARY B MADDOX	03/15/2024	Regular	0.00	500.00	34590
0537	GREEN FOR LIFE	03/15/2024	Regular	0.00	42,769.42	34591
0028	HARRIS CENTRAL APPRAISAL DISTRICT	03/15/2024	Regular	0.00	15,494.00	34592
0034	HOME SECURITY SYSTEMS INC	03/15/2024	Regular	0.00	305.85	34593
0038	HOUSTON - GALVESTON AREA COUNCIL (H-GA)	03/15/2024	Regular	0.00	200.00	34594
000716	KIRWIN LAW FIRM PLLC	03/15/2024	Regular	0.00	2,047.50	34595
0641	MARK E EASLEY	03/15/2024	Regular	0.00	300.00	34596
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	03/15/2024	Regular	0.00	481.93	34597
000726	PITNEY BOWES (PURCHASE POWER)	03/15/2024	Regular	0.00	208.99	34598
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	03/15/2024	Regular	0.00	246.21	34599
0152	SPRING BRANCH ISD	03/15/2024	Regular	0.00	8,615.00	34600
0104	TEXAS MUNICIPAL LEAGUE	03/15/2024	Regular	0.00	1,473.00	34601
000789	VAN SANT LANDSCAPE MANAGEMENT	03/15/2024	Regular	0.00	3,958.00	34602
0362	VERIZON WIRELESS	03/15/2024	Regular	0.00	37.99	34603
000940	Carlos & Marci Hamilton	03/18/2024	Regular	0.00	10,000.00	34604

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	32	0.00	135,093.34
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	2	2	0.00	394,287.59
	35	34	0.00	529,380.93

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS						
0654	LORA JEAN D LENZSCH	03/01/2024	Bank Draft	0.00	-1,425.00	DFT0000477
0654	LORA JEAN D LENZSCH	03/01/2024	Bank Draft	0.00	1,425.00	DFT0000477
000908	PREACTIVE IT SOLUTIONS	03/01/2024	Bank Draft	0.00	1,460.00	DFT0000478
0654	LORA JEAN D LENZSCH	03/15/2024	Bank Draft	0.00	812.50	DFT0000481
000913	ANITA M. JAMES	03/15/2024	Bank Draft	0.00	600.00	DFT0000482
000936	Ozraa Dhanani	03/15/2024	Bank Draft	0.00	2,557.50	DFT0000483
0517-TF	PAYMENT REMITTANCE CENTER	03/20/2024	Bank Draft	0.00	3,472.33	DFT0000487
0127-EA	PAYMENT REMITTANCE CENTER	03/20/2024	Bank Draft	0.00	1,145.91	DFT0000488

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	10	8	0.00	10,048.24
EFT's	0	0	0.00	0.00
	10	8	0.00	10,048.24

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	32	0.00	135,093.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	8	0.00	10,048.24
EFT's	2	2	0.00	394,287.59
	45	42	0.00	539,429.17

Fund Summary

Fund	Name	Period	Amount
999	POOL	3/2024	539,429.17
			539,429.17



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to add additional Automated License Plate Reader cameras throughout the City.

EXHIBITS:



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action regarding
Competitive Sealed Proposal (CSP) criteria.
EXHIBITS: CSP Criteria

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 recommendation from the Engineer of Record, 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 criteria and weighting below. Submit in a three-ring binder in the following format:

Response Format

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

a.) Tab 1 – Cover Letter (0 points)

1.) Provide mandatory cover letter as described in **Section I** below.

b.) Tab 2 – Project Cost (40 points)

1.) Proposal Form as described in **Section II** below.

c.) Tab 3 – Qualifications (20 points)

1.) As described in **Section III** below.

d.) Tab 4 – Project Approach (20 points)

1.) As described in **Section IV** below.

e.) Tab 5 – Company Standing (20 points)

1.) As described in **Section V** below.

Tab Descriptions (Tabs 1-5)

I.) Tab 1: Cover Letter (0 points)

a.) Provide a mandatory 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 corporate officer who is authorized by the organization to enter into an agreement with the City of Hunters Creek Village will sign the letter. This letter is required and mandatory.

II.) Tab 2: Project Cost (40 points)

a.) 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. Attach the Bid Bond in this section.

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.

III.)Tab 3: Qualifications (20 points)

Experience/Past Performance of Offeror with Similar Projects

- a.) Provide a list of at least 5 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. Proposer to use the following format:

CLIENT: PROJECT TITLE

Location of Project:

Contract Amount:

Percent Complete:

Projected Completion Date:

Owner Reference Contact:

Name:

Phone/Fax:

Address:

A/E Reference Contact:

Name:

Phone/Fax:

Address:

- b.) 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.

- c.) 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.
- d.) 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.
- e.) 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. It is the Proposer's responsibility to call your reference and request that they be sent in prior to bid time.
- f.) Litigation: List last three (3) years of litigation. Are you currently in litigation or filed any claims? If so, please explain.
- g.) Submit a copy of contractor's qualifications AIA A305 (see attached).

h.) Team Structure and Key Personnel

- 1.) 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.
- 2.) 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 reference's and project list over last ten (10) years with 3 personal references.

- 3.) 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 potential company, key personnel, and any experience (including examples) with similar type projects if available.

IV.) Tab 4: 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. Schedule should reflect the substantial completion date.

V.) Tab 5: Company Standing (20 points)

a.) Financial Management (10 points)

- 1.) 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.
- 2.) Provide proof of bonding capability from Surety. Provide a letter from your Surety that they will provide a 100% payment & performance bond. Surety must be rated at least B plus. In Addition, a Bid Bond at 10% of G.A.B. is required at the time of bid.
- 3.) Provide a current sample insurance certificate insuring that you can meet the base limits. The base limits are as described in Article 6 of the General Conditions (Document 00700).

b.) Safety (10 points)

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.



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to approve an Ordinance regarding Chapter 30 solicitors, peddlers, canvassers, and itinerant vendors.
EXHIBITS: Ordinance

ORDINANCE NO. 2024-_____

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, AMENDING SECTION 30-58 OF DIVISION 1 OF ARTICLE III OF CHAPTER 30 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR SOLICITATIONS; 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 rules and regulations for solicitations is for the good of the government, protects health and life safety, and provides for orderly commerce;

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. Section 30-58 of Division 1 of Article III of Chapter 30 is amended to read as follows:

"CHAPTER 30 – SOLICITATION AND PEDDLING

* * * *

ARTICLE III. - CHARITABLE SOLICITATIONS

DIVISION 1. – GENERALLY

* * * *

Sec. 30-58. Exceptions.

The following are excepted from the provisions of this article:

- (1) The solicitation of funds for charitable purposes by any organization or association from its members; and
(2) The solicitation of funds for charitable purposes by a person when such solicitation occurs on premises owned or controlled by the person soliciting funds or with the permission of the person who owns or controls the premises.

- (3) The solicitation of funds by minors conducting fundraising activities, who represent an organization for the benefit of youths, including, but not limited to, boy scouts, girl scouts, little league groups and school groups.”

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 23rd day of April 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator and Acting City Secretary



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to consider an amendment to the Memorial Village Police Department's 2023 Budget to reclassify certain budget line items.

EXHIBITS: Amendment No. 2023-02



AMENDMENT NO.2023-02

**To
The Amended Budget of the Memorial Villages Police Department
For Fiscal Year 2023
General Fund**

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

ACCOUNT-INCREASE IN APPROPRIATIONS	ACCOUNT NO.	AMOUNT
Workers Compensation	140	\$500.00
Social Security	170	\$600.00
Real & Personal Property	240	\$600.00
Auto Maintenance	310	\$15,000.00
Tires	320	\$2,100.00
Water & Sewer	620	\$700.00
Equipment Maintenance	700	\$14,000.00
Software Maintenance	740	\$8,000.00
Travel	850	\$1,100.00
Recruiting costs	860	\$5,000.00
Small Equipment	890	\$1,000.00
	TOTAL	\$48,600.00

ACCOUNT-(DECREASE) IN APPROPRIATIONS	ACCOUNT NO.	AMOUNT
Gas & Oil	300	(\$30,000.00)
Stationary/Expendables	520	(\$4,600.00)
Legal/Professional	720	(\$14,000.00)
	TOTAL	(\$48,600.00)

NET EFFECT TO BUDGET IS: \$0.00

**Memorial Villages Police Department
General Fund
For the twelve months ended December 2023**

100.00% 100.00%

DESCRIPTION		AMENDED BUDGET	ACTUAL	DIFF	% Executed	Forecasted Annualized 12/31/23	Projected Saving / (Deficits)	% Forecasted
Expenditures								
100	Regular Wages	4,100,675	4,088,505	12,170	99.70%	4,088,505	12,170	100%
110	Overtime	145,000	144,706	294	99.80%	144,706	294	99.8%
115	Court/Bailiff OT	5,000	0	5,000	0.00%	0	5,000	0%
120	Retirement	498,813	472,894	25,919	94.80%	472,894	25,919	94.8%
125	457b Employer contribution	91,873	90,681	1,192	98.70%	90,681	1,192	99%
130	Health Insurance	692,808	618,254	74,554	89.24%	618,254	74,554	89.2%
140	Workers Compensation	78,000	78,402	(402)	100.52%	78,402	(402)	101%
150	Life/LTD	23,257	20,679	2,578	88.92%	20,679	2,578	88.9%
160	Medicare	61,713	61,678	35	99.94%	61,678	35	100%
170	Social Security	1,002	1,538	(536)	153.52%	1,538	(536)	153.5%
	Personnel Services	5,698,141	5,577,337	120,804	97.9%	5,577,337	120,804	97.9%
200	Auto	40,000	34,165	5,835	85.4%	34,165	5,835	85%
210	General Liability	720	641	79	89.0%	641	79	89.0%
220	Public Official Bond	960	844	116	87.9%	844	116	88%
230	Professional Liability	30,000	26,038	3,962	86.8%	26,038	3,962	86.8%
240	Real & Personal Property	9,000	9,593	(593)	106.6%	9,593	(593)	107%
	Total Other Insurance	80,680	71,280	9,400	88.3%	71,280	9,400	88.3%
300	Gas & Oil	145,000	111,551	33,449	76.9%	111,551	33,449	77%
310	Maintenance	45,000	59,461	(14,461)	132.1%	59,461	(14,461)	132.1%
320	Tires	7,000	9,049	(2,049)	129.3%	9,049	(2,049)	129%
330	Damage Repair	10,000	4,852	5,148	48.5%	4,852	5,148	48.5%
	Maintenance & Misc.	207,000	184,913	22,087	89.3%	184,913	22,087	89.3%
400	General Maintenance	61,700	56,264	5,436	91.2%	56,264	5,436	91%
410	Janitorial Services	21,600	20,400	1,200	94.4%	20,400	1,200	94.4%
420	Jail	1,000	0	1,000	0.0%	0	1,000	0%
430	Building Furnishings	10,000	4,023	5,977	40.2%	4,023	5,977	40.2%
	Total Building	94,300	80,687	13,613	85.6%	80,687	13,613	85.6%
500	Computers	15,000	12,878	2,122	85.9%	12,878	2,122	86%
510	Postage/Postage Machine	1,300	752	548	57.9%	752	548	57.9%
520	Stationery/Expendables	25,000	17,912	7,088	71.6%	17,912	7,088	72%
530	Bank Finance Charges	600	210	390	34.9%	210	390	34.9%
540	Payroll	20,000	19,968	32	99.8%	19,968	32	100%
	Total Office	61,900	51,720	10,180	83.6%	51,720	10,180	83.6%
600	Telephone	43,306	34,315	8,991	79.2%	34,315	8,991	79%
610	Electric	20,000	14,042	5,958	70.2%	14,042	5,958	70.2%
620	Water/Sewer	6,000	6,619	(619)	110.3%	6,619	(619)	110%
630	Natural Gas	1,000	648	352	64.8%	648	352	64.8%
	Total Utilities	70,306	55,624	14,682	79.1%	55,624	14,682	79.1%
700	Equipment Maint Contracts	121,710	135,543	(13,833)	111.4%	135,543	(13,833)	111%
710	SETCIC fees	3,600	3,028	572	84.1%	3,028	572	84.1%
720	Legal/Professional	71,830	56,785	15,045	79.1%	56,785	15,045	79%
730	IT Services	124,370	121,144	3,226	97.4%	121,144	3,226	97.4%
740	Software Maintenance Contracts	64,200	72,155	(7,955)	112.4%	72,155	(7,955)	112%
	Total Contract Services	385,710	388,655	(2,945)	100.8%	388,655	(2,945)	100.8%
800	Accreditation	1,440	1,440	0	100.0%	1,440	0	100%
810	Uniforms	35,000	32,897	2,103	94.0%	32,897	2,103	94.0%
820	Radio parts and labor	33,036	28,476	4,560	86.2%	28,476	4,560	86%
830	Firearms Training & Ammo	6,500	3,120	3,380	48.0%	3,120	3,380	48.0%
835	Tasers	15,000	13,153	1,848	87.7%	13,153	1,848	88%
840	Training & Prof Dues	60,000	51,648	8,352	86.1%	51,648	8,352	86.1%
850	Travel	7,000	8,067	(1,067)	115.2%	8,067	(1,067)	115%
860	Recruiting Costs	7,000	11,755	(4,755)	167.9%	11,755	(4,755)	167.9%
870	Criminal Investigations	3,720	2,175	1,545	58.5%	2,175	1,545	58%
880	Contingency	25,000	8,707	16,293	34.8%	8,707	16,293	34.8%
890	Small Equipment	2,500	3,497	(997)	139.9%	3,497	(997)	140%
	Total Office	196,196	164,934	31,262	84.1%	164,934	31,262	84.1%
	TOTAL GENERAL	6,794,233	6,575,150	219,084	96.8%	6,575,149	219,084	96.8%



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to approve an ordinance amending the code of ordinances of the City Council of City of Hunters Creek Village, Texas by amending Section 40-9, Bicycle Paths, adding Article II, Electric Riding Toys and Small Motor Vehicles of Chapter 40, Traffic and Vehicles of the Code of Ordinances of the City of Hunter Creek Village with updated and amended rules and regulations related to Electric Riding Toys and Small Motor Vehicles; providing for penalty; and providing for severability.

EXHIBITS: Ordinance

ORDINANCE NO. 2024-_____

AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, BY AMENDING SECTION 40-9, BICYCLE PATHS, ADDING A NEW ARTICLE II, ELECTRIC RIDING TOYS AND SMALL MOTOR VEHICLES OF CHAPTER 40, TRAFFIC AND VEHICLES OF THE CODE OF ORDINANCES OF THE CITY OF HUNTER CREEK VILLAGE WITH UPDATED AND AMENDED RULES AND REGULATIONS RELATED TO ELECTRIC RIDING TOYS AND SMALL MOTOR VEHICLES; PROVIDING PENALTY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Hunters Creek Village, Texas, (“City”) finds that Section 40-9, Bicycle Paths should be amended, and Article II, Electric Riding Toys and Small Motor Vehicles, of Chapter 40, Traffic and Vehicles of the Code of Ordinances of the City should be added in accordance with the provisions of this Ordinance; and

WHEREAS, the City Council hereby finds that it is the purpose of this Ordinance to update the Code to promote the public health, safety, and general welfare of the citizens of the City and to minimize public and private injury and losses due to electric riding toys and small motor vehicles;

NOW THEREFORE,

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

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

SECTION 2. Section 40-9, Bicycle Paths, Article I, In General, of Chapter 40, Traffic and Vehicles of the City's Code of Ordinances is hereby amended adding thereto the language underscored below:

"Sec. 40-9. - Bicycle Paths.

- (a) Wherever a useable path for bicycles has been provided adjacent to a public street, bicycle riders shall use such path and shall not use the public street.
- (b) The city engineer is directed to post signs giving notice of the requirements hereof.
- (c) No person shall use or operate a motor vehicle or ride a horse or pony, upon the pathway and bikeway system, or any portion thereof; provide however, that this prohibition shall not apply to the public and private streets comprising a part of the pathway and

bikeway system. Motor vehicles include but is not limited to mopeds, pocket bikes, minimotorbikes, and motor-assisted scooters as defined in Section 40-37, as amended, of this Code of Ordinances.

(d) No person shall operate a Class 3 electric bicycle, as defined in Section 40-37, as amended, of this Code of Ordinances, upon the bikeway system, or any portion thereof; provided however, that this prohibition shall not apply to the public and private streets comprising a part of the bikeway system."

SECTION 3. Article II, Electric Riding Toys and Small Motor Vehicles, of Chapter 40, Traffic and Vehicles of the City's Code of Ordinances is hereby added by new sections, Section 40-37, Definitions, Section 40-38, Electric Riding Toys - General Provisions, Section 40-39, Electric Bicycles - Bicycle Paths; Section 40-40, Electric Bicycles - Class 3 Electric Bicycles, Section 40-41, Electric Bicycles - Age Restrictions, Section 40-42, Electric Bicycles - Operation at Night, Section 40-43, Electric Scooters and Electric Skateboards, Section 40-44, Electric Riding Toys - Penalty, and Section 40-45, Small Motor Vehicles - General Provisions; Penalty, and as indicated in the language underscored below:

"ARTICLE II. - ELECTRIC RIDING TOYS AND SMALL MOTOR VEHICLES

Sec. 40-37. -Definitions.

Class 1 electric bicycle means an electric bicycle equipped with a motor that assists the rider only when the rider is pedaling and with a top assisted speed of twenty (20) miles per hour or less.

Class 2 electric bicycle means an electric bicycle equipped with a motor that may be used to propel the bicycle without the pedaling of the rider and with a top assisted speed of twenty (20) miles per hour or less.

Class 3 electric bicycle means an electric bicycle equipped with a motor that assists the rider only when the rider is pedaling and with a top assisted speed of more than twenty (20) but less than twenty-eight (28) miles per hour.

Electric bicycle means a bicycle equipped with fully operable pedals and an electric motor of fewer than 750 watts and with a top assisted speed of twenty-eight (28) miles per hour or less.

Electric scooter means a scooter assisted by an electrical source or battery that allows for self-propulsion of three (3) miles per hour or greater.

Electric skateboard means a skateboard assisted by an electrical source or battery that allows for self-propulsion of three (3) miles per hour or greater.

Electric riding toys means any electric bike, electric skateboard, and/or electric scooter.

Moped means a motor vehicle that is equipped with a rider's saddle and designed to have when propelled not more than three wheels on the ground, that cannot attain a speed in one mile of more than 30 miles per hour, and the engine of which (1) cannot produce more than five-brake horsepower; and (2) if an internal combustion engine, has a piston displacement of 50 cubic centimeters or less and connects to a power drive system that does not require the operator to shift gears.

Motor-assisted Scooter means a self-propelled device with (1) at least two wheels in contact with the ground during operation; (2) a braking system capable of stopping the device under typical operating conditions; (3) a gas or electric motor not exceeding 40 cubic centimeters; (4) a deck designed to allow a person to stand or sit while operating the device; and (5) the ability to be propelled by human power alone.

Pocket bike or minimotorbike means a self-propelled vehicle that is equipped with an electric motor or internal combustion engine having a piston displacement of less than 50 cubic centimeters, is designed to propel itself with not more than two wheels in contact with the ground, has a seat or saddle for the use of the operator, is not designed for use on a highway, and is ineligible for a certificate of title under Chapter 501, Texas Transportation Code.

Top assisted speed means the speed at which the bicycle's motor ceases propelling the bicycle or assisting the rider.

Sec. 40-38. Electric Riding Toys - General Provisions

(a) Operators and/or Riders of any Electric Riding Toy operating on a sidewalk where permissible by City Ordinance shall slow and yield to any vehicle exiting a driveway.

(b) Operators and/or Riders of any Electric Riding Toy operating on a sidewalk where permissible by City Ordinance shall yield and, if necessary, stop when crossing any street or roadway.

(c) Chapter 551 of the Texas Transportation Code, as amended, shall apply to the extent it does not conflict with City Ordinance.

Sec. 40-39. Electric Bicycles - Bicycle Paths

(a) Wherever a useable public path for bicycles has been provided adjacent to a public street, Class 1 and Class 2 electric bicycle riders may use such path.

(b) When operating on a sidewalk, Class 1 and Class 2 electric bicycle riders shall not exceed five (5) miles per hour.

(c) Class I and Class 2 electric bicycle riders shall yield and provide right-of-way to pedestrians, slow to no more than three (3) miles per hour, pass no closer

than three (3) feet of pedestrians, and clearly announce presence before overtaking a pedestrian. The pedestrian shall have the right-of-way.

(c) Class 3 electric bicycles shall not be used on bicycle paths but shall use the public street and shall comply with all applicable traffic ordinances.

Sec. 40-40. Electric Bicycles - Class 3 electric bicycles

Class 3 electric bicycle riders shall ride as near as practicable to the right curb or edge of the roadway, unless:

(a) the person is passing another vehicle moving in the same direction; or

(b) the person is preparing to turn left at an intersection or onto a private road or driveway; or

(c) a condition on or of the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal, or surface hazard prevents the person from safely riding next to the right curb or edge of the roadway.

Sec. 40-41. Electric Bicycles-age restrictions

(a) All riders of Class 1 and 2 electric bicycles under the age of seventeen (17) shall wear a helmet. All riders of Class 3 electric bicycles under the age of twenty-one (21) shall wear a helmet.

(b) Class 1 and Class 2 electric bicycle riders under the age of twelve (12) shall be accompanied by an adult when on a public space.

(c) Class 3 electric bicycle riders shall be fifteen (15) or older to ride the electric bicycle on public space.

Sec. 40-42. Electric Bicycles - Operation at Night

All electric bicycles operated at night on a public street, path or sidewalk shall be upfitted with lights and reflectors as required by Chapter 551 of the Texas Transportation Code, as amended.

Sec. 40-43. Electric Scooters and Electric Skateboards

(a) Electric Scooters and Electric Skateboards shall be ridden on sidewalks where sidewalks are available.

(b) Electric Scooters and Electric Skateboard riders shall yield to any pedestrian or bicycle when passing or overtaking on sidewalks. Pedestrians have the right-of-way.

Sec. 40-44. Electric Riding Toys - Penalty

(a) A first violation under this article may result in the violators being required to complete an electric riding toy safety class conducted by the Memorial Villages Police Department.

(b) A first violation under this article may be subject to a fine not to exceed \$50.

(c) Subsequent or repeat violations under this article may be subject to a fine not to exceed \$2,000.

(d) A parent or guardian of a minor, who knowingly allowed said minor to violate this ordinance and said minor is found in violation of this ordinance, may be subject to a fine not to exceed \$2,000.

Sec. 40-45. Small Motor Vehicles - General Provisions: Penalty

(a) It shall be unlawful for any person to operate a moped or motor-assisted scooter upon any public sidewalk or public hike path or public bike path within the city.

(b) It shall be unlawful for any person to operate a pocket bike or minimotorbike upon any public sidewalk, public hike path, public bike path, highway, road, or street within the city.

(c) Any person who shall violate this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$2,000."

SECTION 4. Any person who intentionally, knowingly, recklessly or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be subject to a fine in the amount not to exceed two thousand dollars (\$2,000) for any violation hereof, with each day being a separate violation.

SECTION 5. 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 or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hunters Creek Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

SECTION 6. The amendment to the Code of Ordinances, City of Hunters Creek Village, Texas provided for in this Ordinance shall be in full force and effect on the date of its execution below.

PASSED, APPROVED, AND ORDAINED this ____ day of April, 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to approve an ordinance of the City of Hunters Creek Village, Texas, amending the City's 2023 budget to adjust individual line items to reflect actual expenditures providing for severability; and containing other provisions relating to the subject.

EXHIBITS: Ordinance & Amendment

ORDINANCE NO. 2024-

**AN ORDINANCE OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS,
AMENDING THE CITY'S 2023 BUDGET TO ADJUST INDIVIDUAL LINE
ITEMS TO REFLECT ACTUAL EXPENDITURES PROVIDING FOR
SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO
THE SUBJECT.**

* * * * *

WHEREAS, the City of Hunters Creek Village Budget for the Year 2023 was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council finds and determines that changes in the budget are necessary; and

WHEREAS, the City Council finds and determines that the proposed changes in the budget are for municipal purposes, and that the amendment of the budget constitutes an emergency and a matter of public necessity requiring adoption of the amendment to the budget at this time; now therefore,

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

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

Section 2. The City of Hunters Creek Village Budget for the Year 2023 is hereby amended by the adoption of "Amendment No. 1 to the Original Budget of the City of Hunters Creek Village, Texas, for the Year 2023," a copy of which is attached hereto. The "Amendment No. 1 to the Original Budget of the City of Hunters Creek Village, Texas, for the Year 2023" shall be attached to and made a part of the Original Budget by the City Secretary and filed as required by State law.

Section 3. In the event any clause, phrase, provision, sentence, or part of this

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

PASSED, APPROVED, AND ADOPTED this ____ day of April, 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen
Acting City Secretary

AMENDMENT NO. 1 TO THE ORIGINAL BUDGET
OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS
FOR THE YEAR 2023

- 1) A change to the line item titled "Salaries & Wages"
(Account #71000) to reflect an increase in the amount of \$4,892.98

A change to the line item titled "TMRS"
(Account #1025) to reflect a increase in the amount of \$3,579.07

A change to the line item titled "Insurance Benefits"
(Account #71105) to reflect a decrease in the amount of \$8,161.44

A change to the line item titled "HRA"
(Account #71107) to reflect a decrease in the amount of \$310.61

- 2) A change to the line item titled "Telephone"
(Account #72060) to reflect an increase in the amount of \$4,470.43

A change to the line item titled "Notices & Mailing"
(Account #72045) to reflect a decrease in the amount of \$4,470.43

- 3) A change to the line item titled "Computer Software Services"
(Account #76010) to reflect an increase in the amount of \$249.37

A change to the line item titled "Office Supplies & Printing"
(Account #72055) to reflect a decrease in the amount of \$249.37

- 4) A change to the line item titled "Consulting Services"
(Account #72042) to reflect an increase in the amount of \$6,157.05

A change to the line item titled "Auditor"
(Account #72120) to reflect an increase in the amount of \$3,705.00

A change to the line item titled "Tax Collector/Assessor"
(Account #72085) to reflect a decrease in the amount of \$9,862.05

- 5) A change to the line item titled "Village Fire Department"
(Account #72001) to reflect an increase in the amount of \$152,465.30

A change to the line item titled "Memorial Villages Police Dept."
(Account #72005) to reflect a decrease in the amount of \$152,465.30
- 6) A change to the line item titled "Street Lights-City"
(Account #72021) to reflect an increase in the amount of \$752.94

A change to the line item titled "Traffic Light Maintenance"
(Account #72530) to reflect an increase in the amount of \$509.50

A change to the line item titled "Garbage Services"
(Account #72015) to reflect a decrease in the amount of \$1,262.44
- 7) A change to the line item titled "PW-Building Inspection"
(Account #72500) to reflect an increase in the amount of \$200.00

A change to the line item titled "Contract Labor"
(Account #72541) to reflect a decrease in the amount of \$200.00
- 8) A change to the line item titled "Credit card Processing Fees"
(Account #78544) to reflect an increase in the amount of \$2,190.97

A change to the line item titled "Retail/Purchase Equipment"
(Account #75510) to reflect a decrease in the amount of \$2,190.97
- 9) A change to the line item titled "Warrants Issued"
(Account #73025) to reflect an increase in the amount of \$489.38

A change to the line item titled "Court Supplies & Printing"
(Account #73030) to reflect a decrease in the amount of \$489.38
- 10) A change to the line item titled "Court Tax Pd to State"
(Account #73045) to reflect an increase in the amount of \$23,179.89

A change to the line item titled "Capital Reserve"
(Account #78064) to reflect a decrease in the amount of \$12,179.89
- 11) A change to the line item titled "Outfall Repairs"
(Account #75053) to reflect an increase in the amount of \$475,908.09

A change to the line item titled "Esplanade Beautification"
(Account #75066) to reflect a increase in the amount of \$35,389.02

A change to the line item titled "Street and Maintenance - Recurring "
(Account #75038) to reflect a decrease in the amount of \$450,266.06

A change to the line item titled "Street Replacement - Ongoing "
(Account #75064) to reflect a decrease in the amount of \$61,031.05

Account Number	Account Name	Account	2023	2023			
			Total Activity	Total Budget			
100-01-71000	SALARIES & WAGES	Expense	618,564.98	613,672.00	-4,892.98	4,892.98	1
100-01-71001	LONGEVITY	Expense	5,538.00	5,976.00	438.00		
100-01-71002	457B	Expense	11,930.36	12,273.00	342.64		
100-01-71025	TMRS	Expense	129,197.07	125,618.00	-3,579.07	3,579.07	1
100-01-71030	PAYROLL TAXES	Expense	44,231.82	47,412.00	3,180.18		
100-01-71105	INSURANCE BENEFITS	Expense	107,584.56	115,746.00	8,161.44	-8,161.44	1
100-01-71107	HRA	Expense	713.93	4,000.00	3,286.07	-310.61	1
100-01-71108	SCAP PROGRAM- COVID 19 RELATED PAYROLL EXPEN:	Expense	0.00	0.00	0.00		
100-01-72045	NOTICES & MAILING	Expense	6,183.67	15,000.00	8,816.33	-4,470.43	2
100-01-72055	OFFICE SUPPLIES & PRINTING	Expense	7,837.34	8,500.00	662.66	-249.37	3
100-01-72060	TELEPHONE	Expense	22,661.43	18,191.00	-4,470.43	4,470.43	2
100-01-72061	TRAVEL & TRAINING	Expense	5,300.59	10,000.00	4,699.41		
100-01-72062	TUITION REIMBURSEMENT	Expense	0.00	5,000.00	5,000.00		
100-01-72063	CERTIFICATION/LICENSE/EDUCATION	Expense	7,300.00	10,200.00	2,900.00		
100-01-72065	MACHINE RENTAL MAINTENANCE	Expense	984.84	1,800.00	815.16		
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	Expense	3,416.32	4,800.00	1,383.68		
100-01-72108	GEN LIABILITY/PROP/WC INS	Expense	21,823.74	23,746.00	1,922.26		
100-01-72109	SURETY BONDS	Expense	0.00	250.00	250.00		
100-01-72110	ELECTIONS	Expense	0.00	3,500.00	3,500.00		
100-01-72111	RECORDS MANAGEMENT	Expense	0.00	500.00	500.00		
100-01-72112	CODIFICATIONS	Expense	1,791.00	2,500.00	709.00		
100-01-75040	OFFICE EQUIPMENT	Expense	523.21	5,000.00	4,476.79		
100-01-76010	COMPUTER SOFTWARE SERVICES	Expense	15,684.37	15,435.00	-249.37	249.37	3
100-01-78056	BANK FEES	Expense	452.43	1,200.00	747.57		
100-01-78115	PUBLIC RELATIONS	Expense	12,692.41	23,000.00	10,307.59		
100-01-78116	LOBBYING SERVICES	Expense	0.00	0.00	0.00		
100-01-78120	SCAP PROGRAM-COVID 19 RELATED EXPENSES	Expense	0.00	0.00	0.00		
100-02-72042	CONSULTING SERVICES	Expense	26,157.05	20,000.00	-6,157.05	6,157.05	4
100-02-72085	TAX COLLECTOR/ASSESSOR	Expense	53,592.00	65,100.00	11,508.00	-9,862.05	4
100-02-72120	AUDITOR	Expense	22,080.00	18,375.00	-3,705.00	3,705.00	4
100-02-72300	LITIGATION	Expense	2,567.00	25,000.00	22,433.00		
100-02-72310	CITY ATTORNEY	Expense	24,414.00	75,000.00	50,586.00		
100-02-72502	CITY ENGINEER	Expense	47,712.67	78,750.00	31,037.33		
100-02-76010	COMPUTER SOFTWARE SERVICES	Expense	0.00	0.00	0.00		
100-02-78504	TCEQ PHIII STORMWATER PERMIT	Expense	7,169.47	7,500.00	330.53		
100-03-72001	VILLAGE FIRE DEPARTMENT	Expense	2,085,956.30	1,933,491.00	-152,465.30	152,465.30	5
100-03-72002	FIRE DEPT. COVID-19 SCAP PROGRAM EXPENSES	Expense	0.00	0.00	0.00		
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	Expense	2,299,773.19	2,488,811.00	189,037.81	-152,465.30	5
100-03-72006	POLICE DEPT. COVID-19 SCAP REIMBURSEMENT	Expense	0.00	0.00	0.00		
100-04-72015	GARBAGE SERVICE	Expense	513,233.04	577,500.00	64,266.96	-1,262.44	6
100-04-72021	STREET LIGHTS-CITY	Expense	60,752.94	60,000.00	-752.94	752.94	6
100-04-72057	OFFICE SUPP/PRINTING - PW	Expense	1,262.02	2,000.00	737.98		
100-04-72062	TRAVEL/TRAINING - PW	Expense	3,678.14	8,500.00	4,821.86		
100-04-72070	MOSQUITO FOGGING CONTRACT	Expense	9,630.00	13,781.00	4,151.00		
100-04-72091	MEMBERSHIPS/SUBS PW	Expense	0.00	1,000.00	1,000.00		
100-04-72205	UNIFORMS-PW	Expense	2,620.84	3,600.00	979.16		
100-04-72500	PW-BUILDING INSPECTIONS	Expense	60,200.00	60,000.00	-200.00	200.00	7
100-04-72501	WICKLINE RAVINE RESTRICTOR INSPECTIONS	Expense	0.00	0.00	0.00		
100-04-72520	TRUCK MAINTENANCE	Expense	13,738.90	15,000.00	1,261.10		
100-04-72530	TRAFFIC LIGHT MAINTENANCE	Expense	4,009.50	3,500.00	-509.50	509.50	6
100-04-72540	MOWING CONTRACT	Expense	61,600.00	75,000.00	13,400.00		
100-04-72541	CONTRACT LABOR	Expense	7,529.50	35,000.00	27,470.50	-200.00	7
100-04-72560	LANDSCAPING	Expense	23,680.29	30,000.00	6,319.71		
100-04-75510	RENTAL/PURCHASE EQUIPMENT	Expense	4,242.74	15,000.00	10,757.26	-2,190.97	8
100-04-75550	TRAFFIC SIGNS	Expense	265.05	3,000.00	2,734.95		
100-04-76500	STREET & DRAINAGE MAINTENANCE	Expense	98,031.75	100,000.00	1,968.25		
100-04-78050	BUILDING MAINTENANCE	Expense	28,686.43	30,000.00	1,313.57		
100-04-78051	JANITORIAL SERVICE BLDG MAINTENANCE	Expense	7,520.85	9,975.00	2,454.15		
100-04-78063	STORM DISASTER FUND	Expense	0.00	300,000.00	300,000.00		
100-04-78064	ICE STORM EXPENSES 2021	Expense	0.00	0.00	0.00		
100-04-78540	URBAN FORESTER	Expense	8,560.00	15,000.00	6,440.00		
100-04-78544	CREDIT CARD PROCESSING FEES	Expense	5,190.97	3,000.00	-2,190.97	2,190.97	8
100-05-73000	JUDGES & PROSECUTORS	Expense	36,920.50	40,000.00	3,079.50		
100-05-73020	JURY DUTY FEES	Expense	0.00	300.00	300.00		
100-05-73025	WARRANTS ISSUED	Expense	989.38	500.00	-489.38	489.38	9
100-05-73026	LINEBERGER BOND FEES	Expense	0.00	0.00	0.00		
100-05-73030	COURT SUPPLIES & PRINTING	Expense	1,268.76	2,500.00	1,231.24	-489.38	9
100-05-73031	COURT TECHNOLOGY	Expense	840.20	2,000.00	1,159.80		
100-05-73032	COURT SECURITY	Expense	2,297.15	2,300.00	2.85		
100-05-73033	CHILD SAFETY	Expense	0.00	0.00	0.00		
100-05-73034	COURT MEMBERSHIPS & SUBSCRIPTIONS	Expense	0.00	500.00	500.00		
100-05-73035	COURT-TRAVEL & TRAINING	Expense	150.00	1,500.00	1,350.00		
100-05-73044	CREDIT CARD FEES	Expense	1,568.60	2,500.00	931.40		

100-05-73045	COURT TAX PD TO STATE	Expense	78,179.89	55,000.00	-23,179.89	23,179.89	10
100-06-75041	COMPUTER EQUIP. & SOFTWARE	Expense	508.81	8,500.00	7,991.19		
100-06-75042	BUILDING OFFICIAL VEHICLE	Expense	0.00	0.00	0.00		
100-06-75065	FURNITURE & EQUIPMENT	Expense	0.00	0.00	0.00		
100-06-78064	CAPITAL RESERVE	Expense	0.00	200,000.00	200,000.00	-23,179.89	10
200-00-79998	TRANSFER IN	Expense	0.00	0.00	0.00		
200-00-79999	TRANSFER OUT	Expense	0.00	0.00	0.00		
200-01-75038	STREET AND MAINTANANCE - RECURRING	Expense	269,773.94	720,000.00	450,226.06	-450,226.06	11
200-01-75042	CIP ENG. & DESIGN	Expense	0.00	0.00	0.00		
200-01-75043	HUNTERS CREEK, BOROS CONSTRUCTION	Expense	0.00	0.00	0.00		
200-01-75045	FLINT RIVER CONSTRUCTION COST	Expense	0.00	0.00	0.00		
200-01-75046	HICKORY HOLLOW PAVING/DRAINAGE IMPROVEMEN	Expense	0.00	0.00	0.00		
200-01-75047	HUNTWYCK PAV1NGIDRAINAGE IMPROVEMENT	Expense	0.00	0.00	0.00		
200-01-75048	VOSS ROAD PANEL REPLACEMENTS	Expense	0.00	0.00	0.00		
200-01-75049	MEMORIAL DRIVE ASPHALT/BASE REPAIR	Expense	0.00	0.00	0.00		
200-01-75050	REFORESTATION	Expense	27,012.86	34,585.00	7,572.14		
200-01-75051	I-10 NOISE ABATEMENT	Expense	0.00	0.00	0.00		
200-01-75052	TRAFFIC SIGNAL CONTROLLER - PODS	Expense	0.00	0.00	0.00		
200-01-75053	OUTFALL REPAIRS	Expense	539,621.21	63,713.12	-475,908.09	475,908.09	11
200-01-75054	CITY WIDE SECURITY CAMERAS	Expense	0.00	0.00	0.00		
200-01-75055	STREET SIGN REPLACEMENT	Expense	5,523.37	25,000.00	19,476.63		
200-01-75056	TRAFFIC LIGHT MAST ARMS	Expense	224,711.69	240,655.07	15,943.38		
200-01-75057	PAVILLION AT CITY HALL	Expense	0.00	0.00	0.00		
200-01-75058	STORM SEWER IMPROVEMENTS	Expense	0.00	0.00	0.00		
200-01-75059	CCTV	Expense	0.00	0.00	0.00		
200-01-75060	SIDEWALK REPLACEMENT	Expense	28,803.59	50,000.00	21,196.41		
200-01-75061	FIRE STATION REMODEL	Expense	0.00	0.00	0.00		
200-01-75062	Willowick Section 2 Drainage	Expense	0.00	0.00	0.00		
200-01-75063	Storm Sewer #16 & Pineland/Shasta	Expense	0.00	0.00	0.00		
200-01-75064	STREET REPLACEMENTS - ONGOING	Expense	254,986.96	416,318.44	161,331.48	-61,031.05	11
200-01-75065	PLAYGROUND AMENITIES	Expense	0.00	0.00	0.00		
200-01-75066	ESPLANADE BEAUTIFICATION	Expense	72,696.00	37,306.98	-35,389.02	35,389.02	11



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

AGENDA DATE: April 23, 2024
AGENDA SUBJECT: Discussion and possible action to approve Amendment No. 75 to the engineering contract with Cobb Fendley in the amount of \$9,800.00 for Engineering Services associated with the Lindenwood Drive Outfall No. 24 Extension.

EXHIBITS: Amendment No. 75

**CITY OF HUNTERS CREEK VILLAGE
STANDARD AMENDMENT TO
CONSULTANT SERVICES AGREEMENT**

AMENDMENT NO. 75

This Amendment (hereinafter "Amendment") is made between the City of Hunters Creek Village, Texas (hereinafter "City"), and Cobb, Fendley & Associates, Inc. (hereinafter "Consultant") to amend that consultant services (the "Contract") between the City and Consultant for services associated with the City Engineer Contract.

1. Amended Terms. The City and Consultant hereby agree that the Contract is amended as follows:

A. Add new task order for the **Engineering Services associated with the Lindenwood Drive Outfall No. 24 Extension** in the amount of **\$9,800.00.**

B. See Attached Exhibit A for Scope of Services for this project.

2. Contract to Remain in Force. Other than the provisions of the Contract expressly amended herein, the Contract shall remain in full force, and its enforceability shall be unaffected by this Amendment.

EXECUTED and EFFECTIVE as of the ____ day of _____, 20__.

CITY OF HUNTERS CREEK VILLAGE

Signature: _____

Name/Title: Honorable Jim Pappas/ Mayor

CONSULTANT

Signature: _____

Name/Title: Stephen L. Byington, P.E., Principal

EXHIBIT A
LINDENWOOD DRIVE OUTFALL NO. 24 EXTENSION
SCOPE OF SERVICES

Project Limits and Background

The City of Hunters Creek Village (“the City”) intends to extend an existing outfall located on Lindenwood Drive. The Lindenwood Drive outfall (HCV Outfall #24) discharges to an existing drainage swale through a 10’ easement between 322 and 402 Lindenwood Drive and further through a swale in the rear lot of 322 Lindenwood. The intent of the proposed work is to extend the 36-inch reinforced concrete outfall pipe constructed in 2020 to the rear property line and backfill the existing drainage swale within 322 Lindenwood. The project will provide adequate drainage for the associated area and erosion protection meeting modern standards.

General

The Scope of Services, as far as practical, describes and identifies those services required to provide civil design, and bid phase services in support of the project effort. Cobb, Fendley & Associates, Inc. (CobbFendley) shall provide those services necessary to complete the project as described herein.

BASIC SERVICES

CobbFendley will provide the following engineering services as part of its basic services. The specific items of service include:

Final Design:

1. Utilize existing topographic survey data available from the Lindenwood Reconstruction project to determine the existing elevations of drainage easement, eroded areas and the existing ground elevations within the site.
2. Review outfall alignment within the existing drainage easement and determine if additional easement area is required for construction. Easement boundary work for acquisition is considered to be a supplemental service and will require additional authorization.
3. Prepare 22x34 drawings for the project showing location of project elements; and prepare contract bidding and construction documents consisting of technical specifications outlining the construction contract requirements. Plans will be incorporated into the construction plans for the Shasta Drive, Pineland Drive, Lindenwood Drive Reconstruction Project authorized in Amendment No. 74.
4. Develop grading plans for backfilling the existing drainage swale within the rear lot and design finish grading to drain positively to the current drainage swale at rear lot line.
5. Prepare details needed for the installation of the outfall extension, end treatment and appurtenances.
6. Coordinate project plans with utility owners.
7. Develop construction phase storm water pollution prevention plans.

EXCLUSIONS FROM THE SCOPE OF SERVICES

The services described above are the identified **BASIC SERVICES** for this assignment. Other items that may arise during the course of the project that the City may wish to add to the scope of services shall be deemed as **SUPPLEMENTAL ADDITIONAL SERVICES**. CobbFendley shall undertake such supplemental additional services as assigned by the City upon written direction from the City. Examples of such items are as follows:

1. Topographic Survey (will utilize survey data from Lindenwood Reconstruction project)
2. Environmental study including USACE permitting or coordination.
3. Detailed hydraulics and hydrology analysis. It is anticipated that the storm sewer will be extended with equivalent size.
4. Geotechnical Engineering and Report
5. Urban Forestry Services – Tree Preservation Plan
6. Landscaping Plan
7. Construction Administration, Management, and Inspection Services
8. Construction Material Testing Services
9. Bid Phase Services (will be bid as a part of the Lindenwood Reconstruction project).

EXHIBIT B
LINDENWOOD DRIVE OUTFALL NO. 24 EXTENSION
COMPENSATION

BASIC SERVICES

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based on Lump sum fees for overall phases of the work as shown below. Reimbursable items and subconsultant invoices will be subject to a 10% administration charge.

A. DESIGN PHASE

1. Construction Design Drawings \$9,800.00

TOTAL, Basic Services **\$9,800.00**