

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, June 25, 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. 6-26**
 - 3. Fire Commissioner Monthly Report **Pgs. 27-33**
 - 4. Building Official Monthly Report **Pgs. 34-45**
 - 5. City Engineer Monthly Report **Pg. 46**
 - 6. City Administrator Report
 - 7. Mayor and Council Reports and Comments
 - a. Honoring Grant Daley
- 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 May 28, 2024. **Pgs. 47-50**

2. Approval of the Minutes of the Emergency Meeting on May 22, 2024. [Pgs. 51-52](#)
3. Approval of the Cash Disbursement Journal for May 2024. [Pgs. 53-55](#)
4. Approval of the 1st Quarterly Investment Report for FY2024. [Pg. 56](#)
5. Approval of an invoice from Cameron Builders, Inc. for emergency hvac work at City Hall. [Pg. 57](#)

F. REGULAR AGENDA

1. Discussion and possible action to approve the proposed Memorial Village Police Departments FY2025 Budget. [Pgs. 58-70](#)
2. Discussion and possible action to approve the proposed Village Fire Department FY2025 Budget. [Pgs. 71-88](#)
3. Discussion and possible action to approve the Village Fire Department FY2023 Audit. [Pgs. 89-96](#)
4. Discussion and possible action to approve the Village Fire Department retention of the FY2023 Budget surplus in the amount of \$238,054 to be placed in the Capital Replacement Fund. [Pg. 97](#)
5. Discussion and possible action to approve the Village Fire Department retention of the FY2025 EMS Revenue to be placed in the Capital Replacement Fund. [Pg. 98](#)
6. Discussion and possible action to elect a Mayor Pro Tem. [Pg. 99](#)
7. Discussion and possible action to appoint a Hunters Creek representative to be the point of contact for meetings with the Harris County Flood Control District. [Pg. 100](#)
8. Discussion and possible action to approve the Cyber Fund Interlocal Agreement with TML for Cyber Liability and Data Breach Response Coverage and ratify submission thereof. [Pgs. 101-109](#)
9. Discussion and possible action to increase the Municipal Court Judges compensation to \$450.00 per docket. [Pg. 110](#)
10. 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 Chapter 40, amended rules and regulations related to Bicycles, Electric Riding Toys and Small Motor Vehicles; providing for penalty; and providing for severability. [Pgs. 111-116](#)
11. Discussion and possible action to approve a proposal from Van Sant Landscaping in the amount of \$14,938.00 for work along Memorial Drive. [Pgs.117-118](#)

12. Discussion and possible action to approve an extension for New Residence Permit 202200649 at 215 Bryn Mawr Circle. [Pgs. 119-120](#)
13. Discussion and possible action to approve an extension for New Residence Permit 202200610 at 720 Kuhlman Road. [Pgs. 121-122](#)

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.

- Texas Government Code, Section 551.071: Consultation with Attorney. The governmental body will conduct a private consultation with its attorney when the governmental body seeks the advice of its attorney about: pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.
 - retirement agreement

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

14. Discussion and possible action to approve a retirement agreement. [Pg. 123](#)

I. ADJOURNMENT

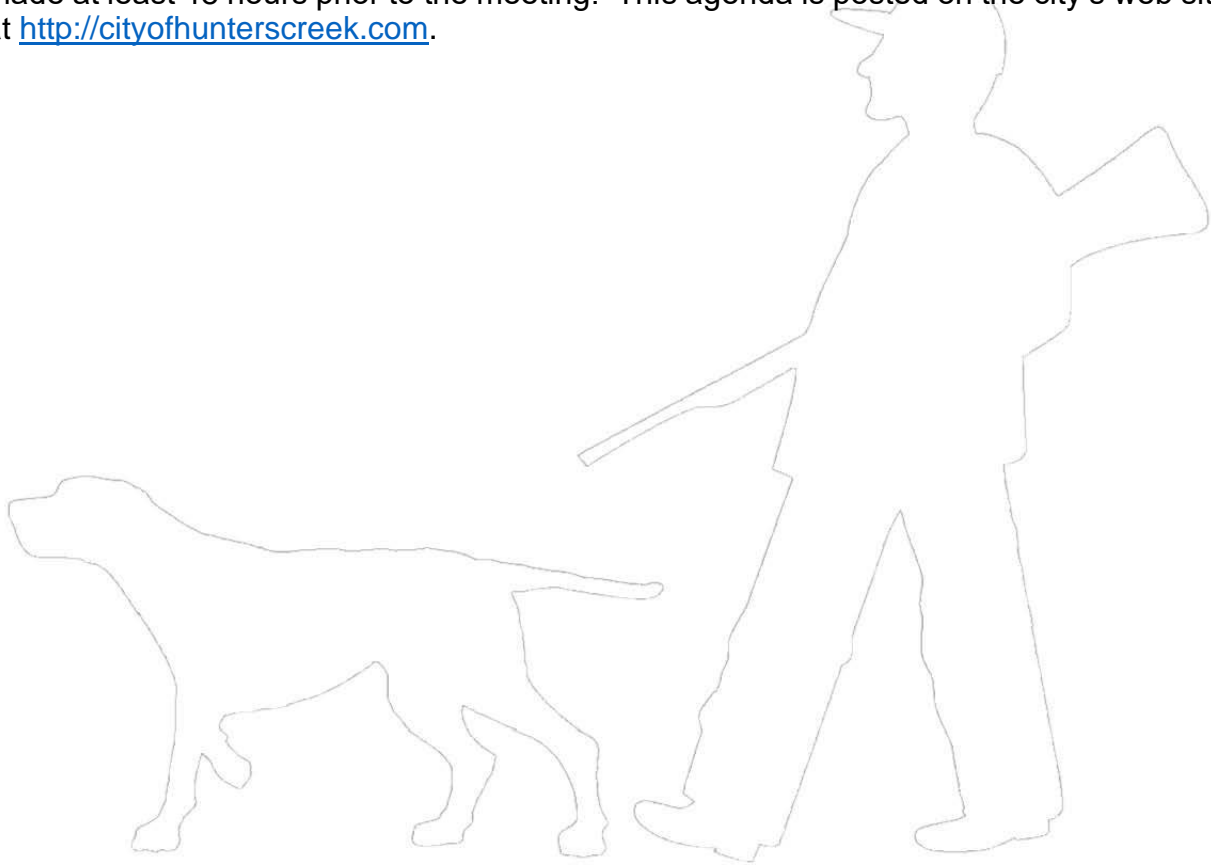
The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, 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: June 21, 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 tfullen@cityofhunterscreek.com. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://cityofhunterscreek.com>.



**City of Hunters Creek Village
Monthly Tax Office Report
May 31, 2024**

Prepared by: Elizabeth Ruiz, Tax Assessor/Collector

A. Current Taxable Value \$ 3,424,974,906

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		180,188.11	(8,353.33)	171,834.78
Adjusted Levy		7,026,815.41	167,282.22	7,194,097.63
Less Collections Y-T-D		6,875,894.86	(6,196.43)	6,869,698.43
Receivable Balance	\$	<u>150,920.55</u>	<u>173,478.65</u>	<u>\$ 324,399.20</u>

C. COLLECTION RECAP:

		Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Current Month:				
Base Tax	\$	52,880.16	(2,606.04)	\$ 50,274.12
Penalty & Interest		3,564.11	-	3,564.11
Attorney Fees		-	-	-
Other Fees		-	-	-
Total Collections	\$	<u>56,444.27</u>	<u>(2,606.04)</u>	<u>\$ 53,838.23</u>

		Current 2023 Tax Year	Delinquent 2022 & Prior Tax Years	Total
Year-To-Date:				
Base Tax:	\$	6,875,894.86	(6,196.43)	\$ 6,869,698.43
Penalty & Interest		25,962.69	1,014.93	26,977.62
Attorney Fees		-	614.67	614.67
Other Fees		3,193.52	-	3,193.52
Total Collections	\$	<u>6,905,051.07</u>	<u>(4,566.83)</u>	<u>\$ 6,900,484.24</u>

Percent of Adjusted Levy		<u>98.27%</u>		<u>98.20%</u>
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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL GOVERNMENT (01)							
Revenue							
100-00-41000	CURRENT AD VALOREM TAXES	7,060,801.00	7,060,801.00	0.00	6,816,350.75	-244,450.25	3.46 %
100-00-41005	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	0.00	-3,612.77	-18,612.77	124.09 %
100-00-41010	FRANCHISE TAXES	400,000.00	400,000.00	0.00	75,953.50	-324,046.50	81.01 %
100-00-41015	SALES TAXES	650,000.00	650,000.00	0.00	242,867.93	-407,132.07	62.64 %
100-00-41020	MIXED DRINK TAX	20,000.00	20,000.00	0.00	8,263.58	-11,736.42	58.68 %
100-00-41040	PENALTIES/INTEREST	15,000.00	15,000.00	0.00	24,718.26	9,718.26	164.79 %
100-00-42035	BUILDING PERMITS	325,000.00	325,000.00	29,212.46	136,077.26	-188,922.74	58.13 %
100-00-42044	CREDIT CARD PROCESSING FEE	2,000.00	2,000.00	378.90	1,792.98	-207.02	10.35 %
100-00-43056	EMS	50,000.00	50,000.00	0.00	14,574.70	-35,425.30	70.85 %
100-00-43057	CHILD SAFETY FEES	4,000.00	4,000.00	0.00	1,191.27	-2,808.73	70.22 %
100-00-43070	METRO RECEIPTS	325,000.00	325,000.00	0.00	142,387.27	-182,612.73	56.19 %
100-00-44025	TRAFFIC FINES	150,000.00	150,000.00	19,854.60	114,319.59	-35,680.41	23.79 %
100-00-44027	COURT TECHNOLOGY FUND	2,500.00	2,500.00	410.02	2,255.20	-244.80	9.79 %
100-00-44028	COURT SECURITY FUND	3,500.00	3,500.00	502.80	2,725.60	-774.40	22.13 %
100-00-46030	INTEREST INCOME	200,000.00	200,000.00	57,533.87	280,390.35	80,390.35	140.20 %
100-00-48040	BURGLAR ALARM PERMITS	0.00	0.00	-1,628.19	-1,628.19	-1,628.19	0.00 %
100-00-48045	SUBD ST. LIGHTS	35,000.00	35,000.00	37,240.79	37,240.79	2,240.79	106.40 %
100-00-48055	OTHER INCOME	10,000.00	10,000.00	500.00	12,947.83	2,947.83	129.48 %
100-00-48061	OPIOID ABATEMENT TRUST FUND	0.00	0.00	0.00	898.20	898.20	0.00 %
	Revenue Total:	9,267,801.00	9,267,801.00	144,005.25	7,909,714.10	-1,358,086.90	14.65 %
Expense							
100-01-71000	SALARIES & WAGES	644,356.00	644,356.00	0.00	201,977.69	442,378.31	68.65 %
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	0.00	3,849.91	9,037.09	70.13 %
100-01-71025	TMRS	140,663.00	140,663.00	0.00	44,605.54	96,057.46	68.29 %
100-01-71030	PAYROLL TAXES	49,782.00	49,782.00	0.00	16,203.11	33,578.89	67.45 %
100-01-71105	INSURANCE BENEFITS	129,268.00	129,268.00	9,627.24	39,173.78	90,094.22	69.70 %
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	471.10	1,260.61	8,739.39	87.39 %
100-01-72055	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,694.83	3,234.52	5,265.48	61.95 %
100-01-72060	TELEPHONE	19,100.00	19,100.00	892.04	5,929.84	13,170.16	68.95 %
100-01-72061	TRAVEL & TRAINING	10,000.00	10,000.00	350.00	1,149.13	8,850.87	88.51 %
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	0.00	2,500.00	7,700.00	75.49 %
100-01-72065	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	246.21	492.42	1,307.58	72.64 %
100-01-72090	MEMBERSHIPS & SUBSCRIPTIONS	5,200.00	5,200.00	259.67	2,287.67	2,912.33	56.01 %
100-01-72108	GEN LIABILITY/PROP/WC INS	24,933.00	24,933.00	114.66	114.66	24,818.34	99.54 %
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	0.00	5,000.00	0.00	0.00 %
100-01-76010	COMPUTER SOFTWARE SERVICES	16,207.00	16,207.00	6,138.92	11,159.77	5,047.23	31.14 %
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	688.53	2,107.14	12,892.86	85.95 %
100-02-72042	CONSULTING SERVICES	25,000.00	25,000.00	1,558.09	12,931.06	12,068.94	48.28 %
100-02-72085	TAX COLLECTOR/ASSESSOR	60,000.00	60,000.00	0.00	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	2,542.50	6,457.50	43,542.50	87.09 %

Budget Report

For Fiscal: 2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-02-72502	CITY ENGINEER	78,750.00	78,750.00	5,600.00	16,582.50	62,167.50	78.94 %
100-02-78504	TCEQ PHIII STORMWATER PERMIT	5,000.00	5,000.00	0.00	2,414.51	2,585.49	51.71 %
100-03-72001	VILLAGE FIRE DEPARTMENT	2,205,750.00	2,205,750.00	183,812.59	1,010,969.24	1,194,780.76	54.17 %
100-03-72005	MEMORIAL VILLAGES POLICE DEPT.	2,622,267.00	2,622,267.00	210,475.00	1,359,416.67	1,262,850.33	48.16 %
100-04-72015	GARBAGE SERVICE	606,375.00	606,375.00	42,769.42	171,077.68	435,297.32	71.79 %
100-04-72021	STREET LIGHTS-CITY	60,000.00	60,000.00	4,604.46	9,964.84	50,035.16	83.39 %
100-04-72057	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	19.87	578.96	1,421.04	71.05 %
100-04-72062	TRAVEL/TRAINING - PW	8,500.00	8,500.00	125.00	2,076.10	6,423.90	75.58 %
100-04-72070	MOSQUITO FOGGING CONTRACT	14,470.00	14,470.00	1,284.00	2,247.00	12,223.00	84.47 %
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	225.36	1,212.54	2,387.46	66.32 %
100-04-72500	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	0.00	11,680.00	48,320.00	80.53 %
100-04-72520	TRUCK MAINTENANCE	15,000.00	15,000.00	1,173.09	3,566.66	11,433.34	76.22 %
100-04-72530	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	0.00	2,000.00	1,500.00	42.86 %
100-04-72540	MOWING CONTRACT	75,000.00	75,000.00	7,286.00	17,900.00	57,100.00	76.13 %
100-04-72541	CONTRACT LABOR	25,000.00	25,000.00	0.00	3,500.00	21,500.00	86.00 %
100-04-72560	LANDSCAPING	30,000.00	30,000.00	4,967.79	7,192.39	22,807.61	76.03 %
100-04-75510	RENTAL/PURCHASE EQUIPMENT	10,000.00	10,000.00	605.74	5,582.68	4,417.32	44.17 %
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	9,703.05	31,592.37	68,407.63	68.41 %
100-04-78050	BUILDING MAINTENANCE	30,000.00	30,000.00	10,626.13	13,912.17	16,087.83	53.63 %
100-04-78051	JANITORIAL SERVICE BLDG MAINTEN...	10,474.00	10,474.00	2,506.95	4,178.25	6,295.75	60.11 %
100-04-78063	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
100-04-78540	URBAN FORESTER	10,000.00	10,000.00	0.00	1,280.00	8,720.00	87.20 %
100-04-78544	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	0.00	1,300.48	1,699.52	56.65 %
100-05-73000	JUDGES & PROSECUTORS	40,000.00	40,000.00	2,985.00	13,482.50	26,517.50	66.29 %
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	318.00	182.00	36.40 %
100-05-73030	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	283.88	930.18	1,569.82	62.79 %
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	0.00	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	545.44	1,954.56	78.18 %
100-05-73045	COURT TAX PD TO STATE	65,000.00	65,000.00	0.00	26,630.15	38,369.85	59.03 %
100-06-75041	COMPUTER EQUIP. & SOFTWARE	8,500.00	8,500.00	96.90	996.90	7,503.10	88.27 %
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	513,734.02	3,109,341.41	4,801,425.59	60.69 %
	Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,357,034.00	1,357,034.00	-369,728.77	4,800,372.69	3,443,338.69	-253.74 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02)						
	Expense						
200-01-75038	STREET AND MAINTANANCE - RECU...	200,000.00	200,000.00	8,237.50	24,227.83	175,772.17	87.89 %
200-01-75050	REFORESTATION	20,000.00	20,000.00	0.00	55.84	19,944.16	99.72 %
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 %
200-01-75064	STREET REPLACEMENTS - ONGOING	0.00	0.00	19,950.00	26,600.00	-26,600.00	0.00 %
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	28,187.50	50,883.67	754,116.33	93.68 %
	Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	805,000.00	805,000.00	28,187.50	50,883.67	754,116.33	93.68 %
	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	-397,916.27	4,749,489.02	5,812,838.02	546.65 %

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	144,005.25	7,909,714.10	-1,358,086.90	14.65 %
Expense	7,910,767.00	7,910,767.00	513,734.02	3,109,341.41	4,801,425.59	60.69 %
Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):	1,357,034.00	1,357,034.00	-369,728.77	4,800,372.69	3,443,338.69	-253.74 %
Fund: 200 - CAPITAL IMPROVEMENTS (02)						
Expense	805,000.00	805,000.00	28,187.50	50,883.67	754,116.33	93.68 %
Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:	805,000.00	805,000.00	28,187.50	50,883.67	754,116.33	93.68 %
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	-397,916.27	4,749,489.02	5,812,838.02	546.65 %

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	-369,728.77	4,800,372.69	3,443,338.69
200 - CAPITAL IMPROVEMENTS (0:	-805,000.00	-805,000.00	-28,187.50	-50,883.67	754,116.33
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	-397,916.27	4,749,489.02	5,812,838.02

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	281	140	141	\$25,022	\$17,188	\$7,834
May	175	92	83	\$15,498	\$9,778	\$5,721	155	80	75	\$20,168	\$13,533	\$6,635	279	134	145	\$21,304	\$13,540	\$7,764
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	1326	656	670	\$123,076	\$80,848	\$42,228
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	\$10,256.29	\$6,737.29	\$3,519.00

*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

June 10, 2024

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

During the month of May, MVPD responded/handled a total of 6,629 calls/incidents. 4,830 House Watch checks were conducted. 675 traffic stops were initiated with 657 citations being issued for 1106 violations. (Note: 20 Assists in Hedwig, 151 in Houston, 5 in Spring Valley and 0 in Hillshire)

Calls/Events by Village were:

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1970/8677	1483/6578	2	211/156/367	12@4:46
Piney Point:	1711/6345	1259/4289	5	179/163/342	16@3:48
Hunters Creek:	2712/10110	2086/7412	9	238/160/398	29@4:44
				Cites/Warn/Total	57@4:31

Type and frequency of calls for service/citations include:

Call Type	#	Call Type	#	Citations	#
False Alarms:	191	Ord. Violations:	20	Speeding:	126
Animal Calls:	15	Information:	19	Exp. Registration	239
ALPR Hits:	32	Suspicious Situations	89	No Ins	134
Assist Fire:	162	Loud Party	13	No License	131
Assist EMS:	46	Welfare Checks:	28	Red Light	22
Accidents:	16			Fake Plate	23

*This month the department generated a total of 81 police reports.
 BH-18, PP-22, HC-37, HOU-4, HED-0, SV-0*

Crimes Against of Persons (4)

Assault (DV)	3
Felony Assault	1

Crimes Against Property (12)

Burglary of a Motor Vehicle	3	Fraud/ID	7
		Theft Misdemeanor	2

Petty/Quality of Life Crimes/Events (65)

ALPR Hits (valid)	9	Weapons Charge	1
Accidents	16	Misc	25
Warrants	9	UUMV	2
DWI	2	Criminal Mischief	1

Arrest Summary: Individuals Arrested (18)

Warrants	8	Felony	3
Class 3 Arrests	5	DWI	2

Budget YTD: _____ Expense _____ Budget _____ %

• Personnel Expense:	2,424,760	6,466,610	37.5%
• Operating Expense:	537,925	1,110,490	48.4%
• Total M&O Expenditures:	2,962,685	7,577,100	39.1%
• Capital Expenses:	388,795	289,700	134.2%
• Net Expenses:	3,351,470	7,866,800	33.0%

Follow-up on Previous Month Items/Requests from Commission

- 2025 budget proposal was presented to all 3 villages councils.

Personnel Changes/Issues/Updates

- The department remains fully staffed.

Major/Significant Events

- Additional personnel were activated for the Derecho as the storm was passing through the area on May 16, 2024. Personnel immediately began clearing downed trees and blocking roadways and sidewalks where powerlines were down. After the initial sweeps were completed and roads were made passable, staff began secondary roadway debris clearing duties. Dispatch personnel began logging houses (95 locations in the villages) with downed or damaged electrical infrastructure and coordinated that information with CenterPoint. Dispatch personnel then initiated a list of homes with debris and logged over 1080 locations that were shared with county emergency managers. Multiple v-linc messages were sent out and extra personnel remained on duty as most of the area was without power for 6 days. Emergency declarations were issued by all 3 villages along with a 4-day curfew during the weekend black-out. Only 1 storm related crime was reported. (robbery)
- During the storm the station experienced multiple power surges that damaged the generator auto-switch causing an electrical fire. Emergency repairs were required.
- During the fire event at the MVPD dispatch center, personnel had to conduct an emergency relocation to Bunker Hill City Hall. Staff made the physical move to city hall while remaining operational and continued to receive both 911 and 3700 phone calls and the dispatching of personnel.

Status Update on Major Projects

- The new roof has been installed on the main building, sallyport, and front portal. 2 days after the roof was completed, we experienced the Derecho storm and the roof remained intact and there were no leaks. The gutter project is expected to begin shortly.

Community Projects

- The department hosted the first annual MVPD Law Enforcement Memorial Service.
- Personnel assisted in managing the 2024 Memorial High School senior parade and produced a video of the event for the community.
- Community Services officers Boggus and Vasquez supported events at MDE, HCE and BHE for 5th graders. Events included 2 car parades and the annual “Strut Down Strey” walking parade.


V-LINC new registrations in May +64


BH – 1699(+25)
 PP – 1179 (+8)
 HC – 1678 (+14)
 Out of Area – 629 (+17)



Hedwig
 3

Bunker Hill

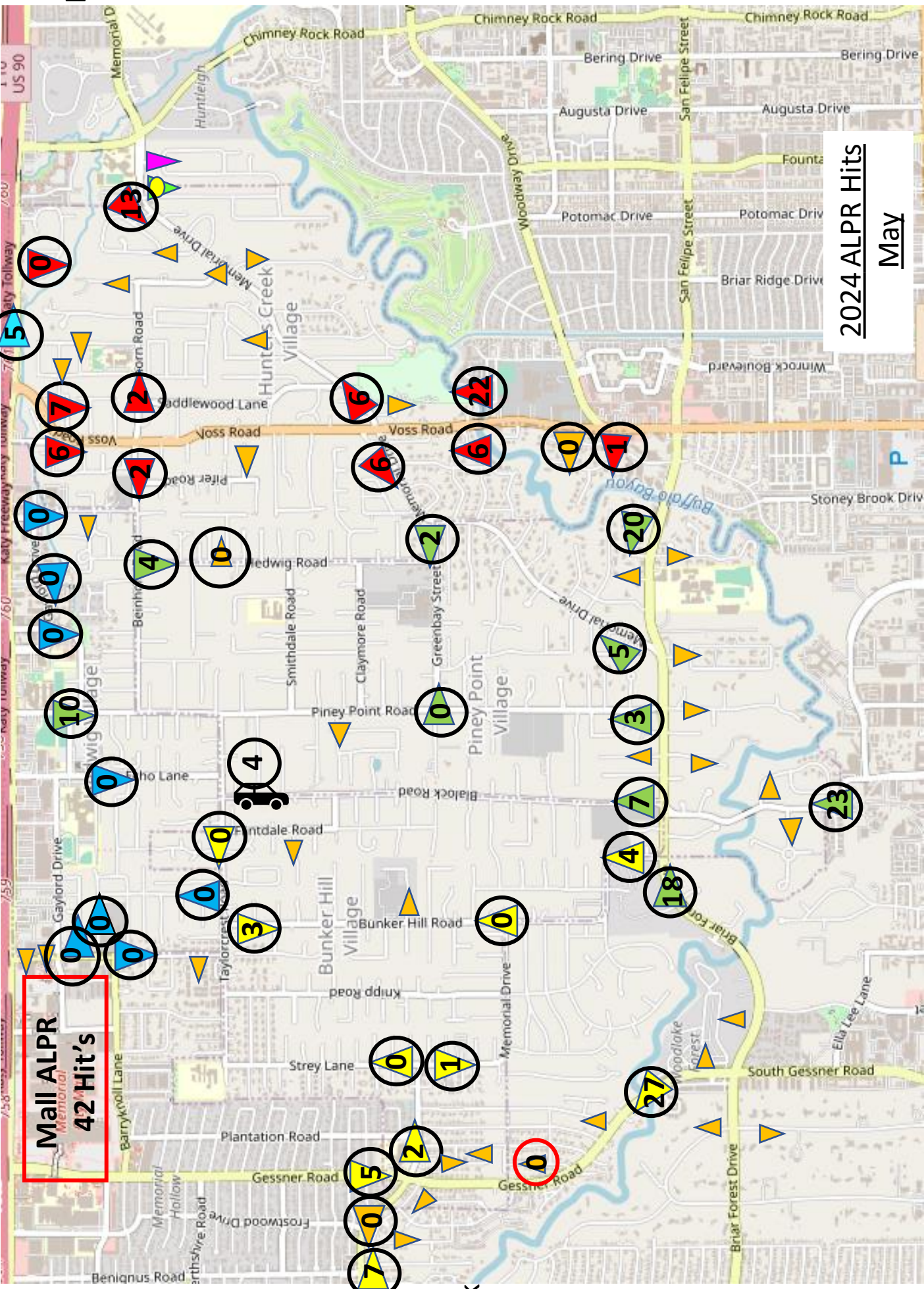

Piney Point



Hunters Creek



Frequent Mobile Locations


Total Hits
 202
 9

Mail ALPR
42 Hit's



Lindenwood HOA


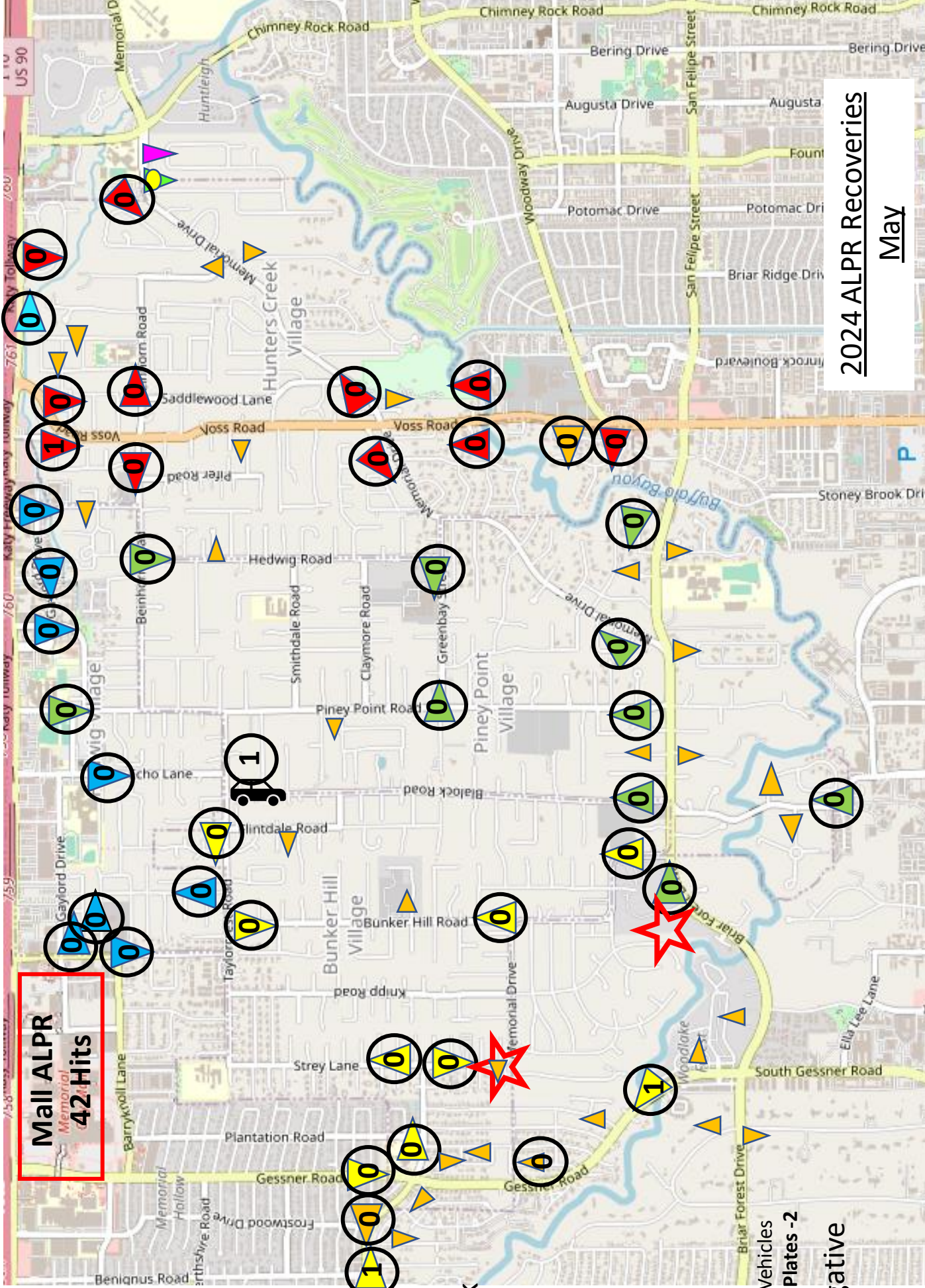
Longwoods HOA


US Coins


In Process


HOA Systems-32


1
5/31/24

**Mail ALPR
42 Hits**

**2024 ALPR Recoveries
May**

Hedwig
▲

Bunker Hill
▲

Piney Point
▲

Hunters Creek
▲

Frequent
Mobile
Locations
🚗

3 Recovered Vehicles
Recovered Plates - 2

Investigative
Leads
★

Lindenwood
HOA
▲

Longwoods
HOA
▲

US Coins
▲

In Process
▲

HOA
Systems
▲

5/31/24
▲

2024 Burglary Map

Address	Alarm	POE
467 Jan Kelly	No	Open Garage
250 Tamerlaine	No	Rear Door Kick
8 Voss Park	No	R Door
900 Brogden	No	Shed
10802 Beinhorn	No	Open Door
736 Voss	No	Door Kick

2024 Robberies

Address	MO
1 Smithdale Estates	Implied



Daytime Burglary



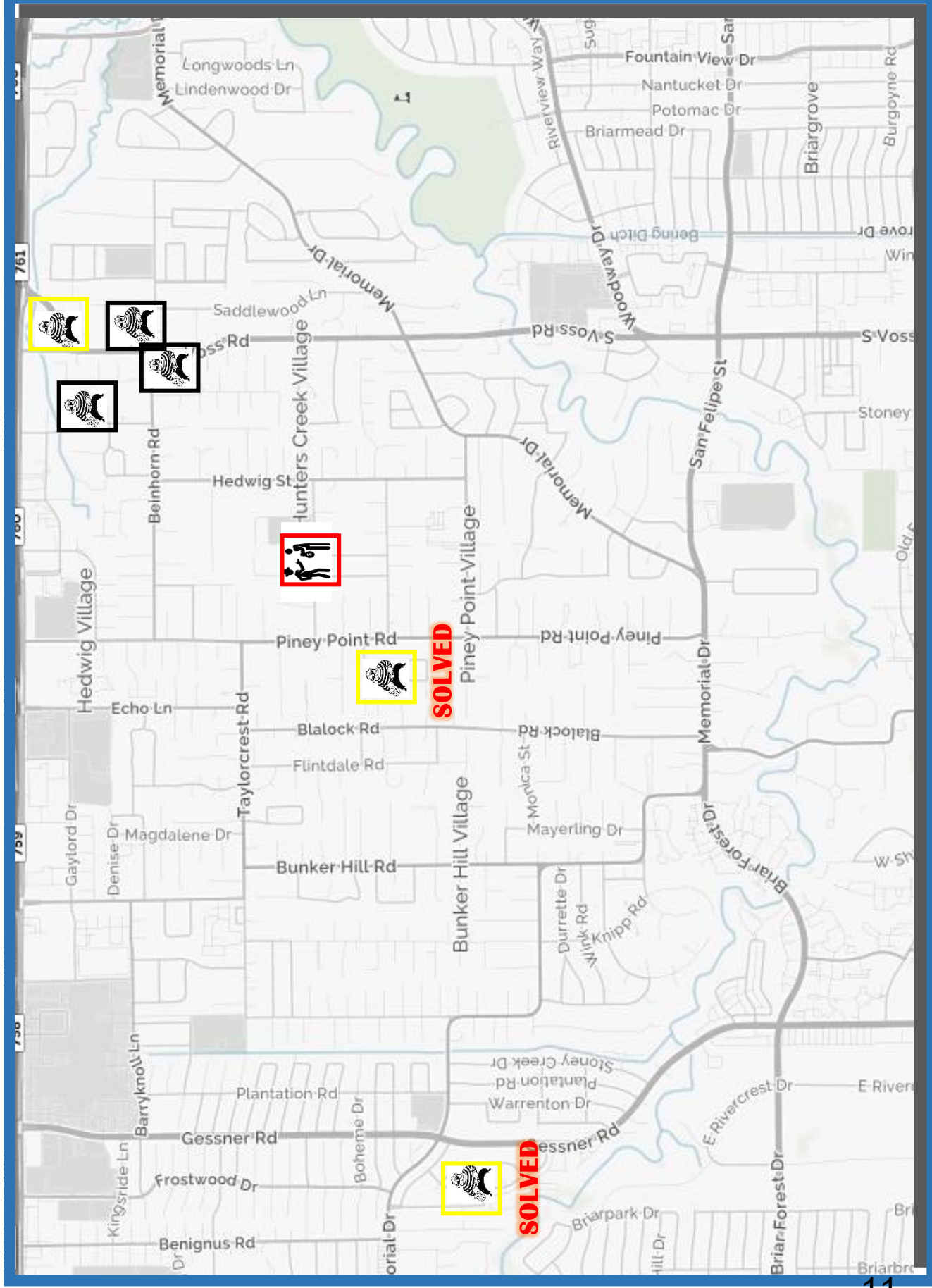
Nighttime Burglary



Robbery

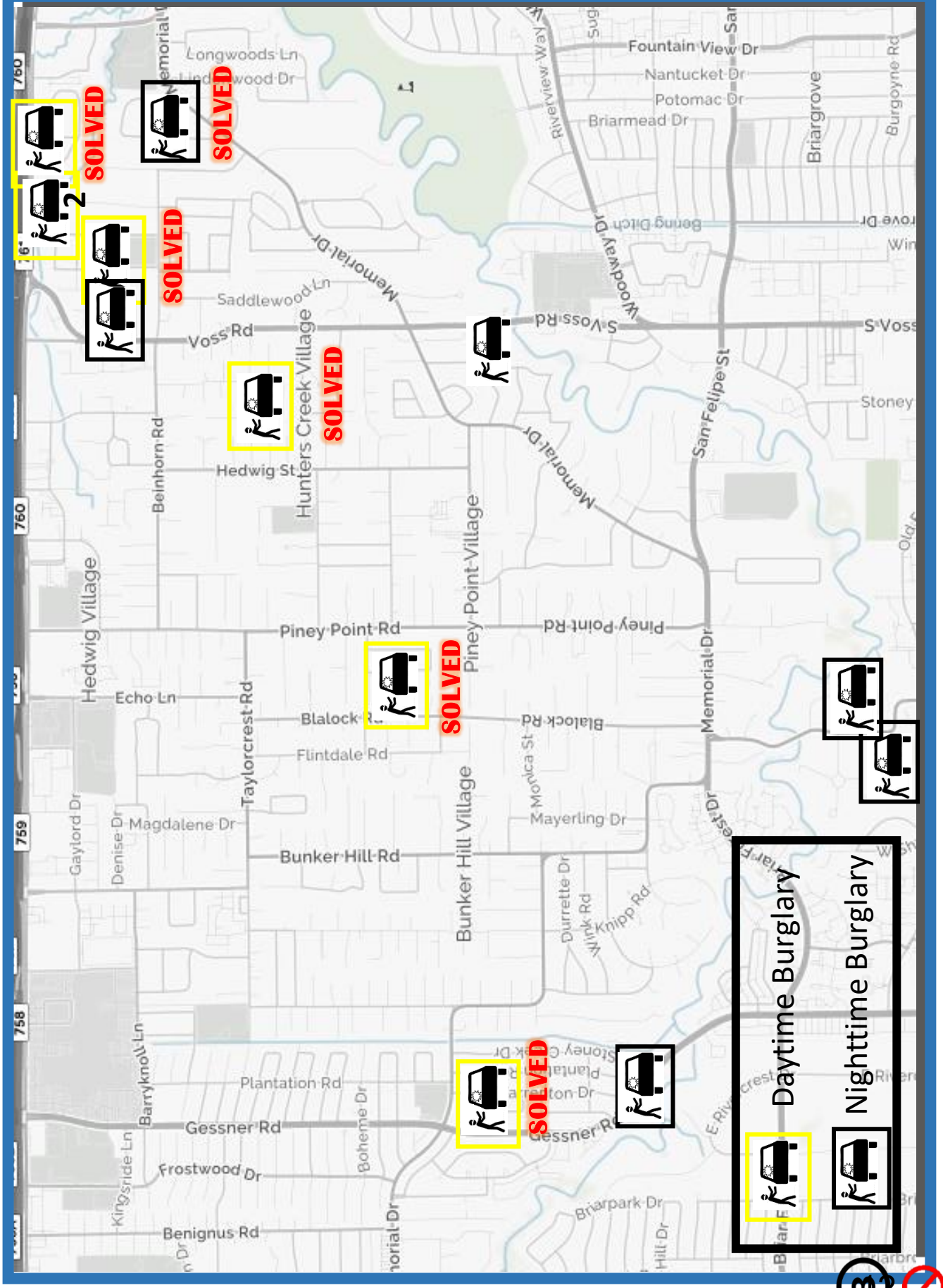


5/31/24



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
7 Hunters Ridge	UNL
218 Tamerlaine	UNL
8400 Hunters Creek Drive	UNL



Lock/Win Punch

* Jugging



Blue Entry = Actual
Location Unknown

SOLVED

5/31/24

Underlined Contractor

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	1	13	79	93	18	5090	3410	1664	1201	1168	746	1997	1462
May	4	12	65	81	18	6629	4830	1970	1483	1711	1259	2712	2086
June													
July													
August													
September													
October													
November													
December													
Total	7	67	314	388	95	26317	18284	8677	6576	6345	4289	10110	7412

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	39:40:38	29:11:47								5	54
BAKER, BRIAN C	1:42:24	0:00:00	0:35:27	0:00:00	5:28:23									
BALDWIN, BRIAN	18:24:30	18:59:44	28:33:24	12:32:18	25:18:28								5	25
BEFHUNKO, JOHN	29:52:43	23:36:19	16:45:56	23:46:50	31:48:33								5	15
BOGGUS, LARRY	17:35:09	2:23:10	2:22:51	2:00:05	8:46:03								3	1
BURLESON, Jason	15:26:34	17:28:59	23:36:15	18:09:57	23:03:35								3	32
BYRD, Rachied	16:41:02	19:39:50	28:19:05	18:59:35	34:27:36								3	27
CANALES, RALPH EDWARD	11:43:19	21:55:59	12:07:49	24:49:15	27:18:18								1	11
CERNY, BLAIR C.	8:13:37	4:59:13	6:27:38	1:32:05	11:11:53									
ECKERFIELD, Dillon	28:07:09	19:02:55	24:52:06	21:17:02	32:47:20								4	35
GONZALEZ, Jose	25:11:16	38:38:30	42:44:53	28:18:25	33:35:21								4	47
HARWOOD, NICHOLAS	23:18:34	3:07:14	17:43:56	28:44:11	23:39:26								3	6
JARVIS, RICHARD	38:50:40	18:16:56	20:10:21	23:20:37	20:00:23								4	14
JOHNSON, JOHN	23:33:58	25:28:12	17:06:23	26:43:12	18:18:53									41
JONES, ERIC	0:38:31	0:20:04	0:00:00	0:44:28	3:35:26									
KING, JEREMY	25:19:16	3:26:38	8:51:33	15:09:40	14:54:54								2	38
KUKOWSKI, Andy	17:46:52	28:55:17	26:00:53	27:31:26	36:18:46								9	37
MCELVANY, ROBERT	9:50:58	13:31:08	15:27:23	12:42:36	24:15:26								1	42
ORTEGA, Yesenia	17:06:45	16:36:54	25:13:15	22:16:07	28:41:06								2	29
OWENS, LANE	0:00:00	0:00:00	0:00:00	0:00:04	0:43:27									
PAVLOCK, JAMES ADAM	18:45:35	13:47:20	4:25:06	7:20:01	13:50:46								1	14
RODRIGUEZ, CHRISTOPHER	10:18:14	7:50:54	8:54:16	4:38:53	5:10:26									
RODRIGUEZ, JOSE	19:14:42	9:18:19	35:52:06	24:27:30	18:17:11								6	49
RODRIGUEZ, REGGIE	21:17:14	16:39:22	21:01:10	25:15:09	19:00:03								2	40
SALAZAR, Efrain	5:05:08	9:09:05	19:39:29	9:20:02	18:09:37								2	
SCHULTZ, RAYMOND	0:47:13	0:35:00	0:10:09	1:27:19	8:32:27									
SILLIMAN, ERIC	22:54:37	17:51:55	13:37:07	34:21:51	19:46:38								6	23
SPRINKLE, MICHAEL	10:04:21	9:13:16	15:52:47	9:22:48	12:47:28									20
TAYLOR, CRAIG	11:35:43	19:13:52	14:00:25	24:44:23	23:44:56								5	30
VALDEZ, JUAN	20:53:02	25:56:16	30:29:02	18:24:20	17:19:05								1	17
VASQUEZ, MONICA	6:06:52	4:05:50	4:45:31	0:31:31	14:59:43									
WHITE, TERRY	16:04:09	18:55:51	33:33:09	25:22:46	23:51:43								7	25
												Total	81	672

* = Admin

Dispatch Committed Time	237	243	276	305	488									
911 Phone Calls	2489	2291	2385	2429	2297*									
3700 Phone Calls	78:37:52	57:41:47	60:05:17	52:21:09	41:50:20*									
DP General Phone Calls*	9871	9754	10382	10946	9991*									
Radio Transmissions														

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

* 4 days of data missing due to equip failure.

ALPR Recoveries						
Num	Plate	Vehicle	Loc	Val	Links	Date
1	SVL2616	Kia Soul	24	\$ 16,500.00	CC Fraud/Theft	7-Jan
2	CWS5686	Chev PU	21	\$ 10,000.00		9-Jan
3	SSP9798	GMC Arcac	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	MXG5703	ToyRav4	5	\$ 26,000.00	Warrant	9-Mar
8	JBG9307	LexNX	1	\$ 13,000.00	Stolen Plate on veh	11-Mar
9	NVK8218	HyudElan	27	\$ 18,000.00		2-Apr
10	SXW4908	NissV200	2	\$ 14,000.00	Stolen Plate on veh	4-Apr
11	4463G98	Ford Mus	2	\$ 42,000.00	On tow trk	16-Apr
12	W297HO	BMW	31	\$ 55,000.00	Fraud/Fugitive	8-May
13	DOUQ11	Audi	19	\$ 60,000.00	Fraud/Fugitive	10-May
14	AM34158	Chevy	13	\$ 20,000.00	Fugitive	15-May
15	TFH8929	Jeep	22	\$ 30,000.00		9-Jun
16						
17						
18						
19						
20						
21						
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58						
59						

\$ 453,500.00

Plate Recoveries					
Plate Recove	Date	Links	Plate Reco	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			
	4/5/2024	Driver DNK			
TKX6267	4/11/2024	Arrested			
8LL173	4/29/2024	Cited/Tow			
7B2889H	5/21/2024	Cited/Tow			
KDW2425	5/23/2024	Owner			
386565H	5/25/2024	Cited/Tow			
RGJ6630	5/25/2024	Owner			

Firearm in vehicle Vehicle found to be Stolen
Temp Tag 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
5 27 24 SNV9618 2 1/8/2024 LCP9497 32
4/19/2024 LCP9497 58

10 of 14 involved in other crimes = 69%

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
TLZ3887	13	C5	25-Apr
KDW2425	13	HPD	22-May
TLB1231	13	HPD	23-May
MPS5312	21	HPD	5-Jun

Program Summary			
2024 Value	\$ 453,500.00	Recovered	13
2023 Value	\$ 646,500.00	Recovered	30
2022 Value	\$ 1,733,000.00	Recovered	74
2021 Value	\$ 1,683,601.00	Recovered	75
2020 Value	\$ 1,147,500.00	Recovered	61
2019 Value	\$ 438,000.00	Recovered	22
Program Total	\$ 6,102,101.00		275

INVESTIGATIVE LEADS/Solves							
Crime	Plate	Date	ALPR	Crime	Plate	Date	ALPR
Package Theft	TPK9834	3-Jan	P- Kensington	Mail Theft	SJB2869	3/8/2024	29, Bridlewood
BMV-Crim Mischief	100059B	3-Jan	P - US Coins	Mail Theft	SJB2869	3/15/2024	21
Theft of Lawn Eq	4297A98	4-Jan	2	Burglary of a Hab.	1RPFR	3/16/2024	1,31
Mail Theft	SXS7885	5-Jan	6	Burg of Hab	WV TLL2498	4/1/2024	5
Hotlist Theft	TPK9834	7-Jan	13	Auto Theft	TZJ4122	4/11/2024	6
BMV suspects	SGN1517	9-Jan	13	Crim Tres	TFM3379	5/18/2024	7
Package Thief	BW6J592	10-Jan	Bellaire	Robbery	NMF0683	5/21/2024	Hickory Rid
FSGI	PRM6967	23-Jan	P-Still				
FSGI	8XSG491	27-Jan	1				
Runaway	RKH0399	2-Feb	12				
Theft of Lawn Eq	BW6J592	9-Feb	2				
BMV Att	TSP9824	16-Feb	18				
BMV		22-Feb	12				
Susp Event	TJJ0901	4-Mar	17				

* ALPR used to prove false report

MVPD – VFD Monthly Response Times Report

May 2024

911/Emergency Designated Calls - EMS and Fire

Total	25@4:34
Bunker Hill	7@4:57
Piney Point	8@3:36
Hunters Creek	10@5:08

EMS Only

Total	18@4:43
Bunker Hill	6@4:54
Piney Point	6@3:54
Hunters Creek	6@5:22

Fire Only

Total	7@4:05
Bunker Hill	1@5:12
Piney Point	2@2:47
Hunters Creek	4@4:40

Radio Calls – Fire Assist

Total	60@5:06
Bunker Hill	11@6:20
Piney Point	17@4:08
Hunters Creek	32@4:52

Radio Calls – EMS Assist

Total	11@3:57
Bunker Hill	4@2:29
Piney Point	2@6:48
Hunters Creek	5@3:59



May 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

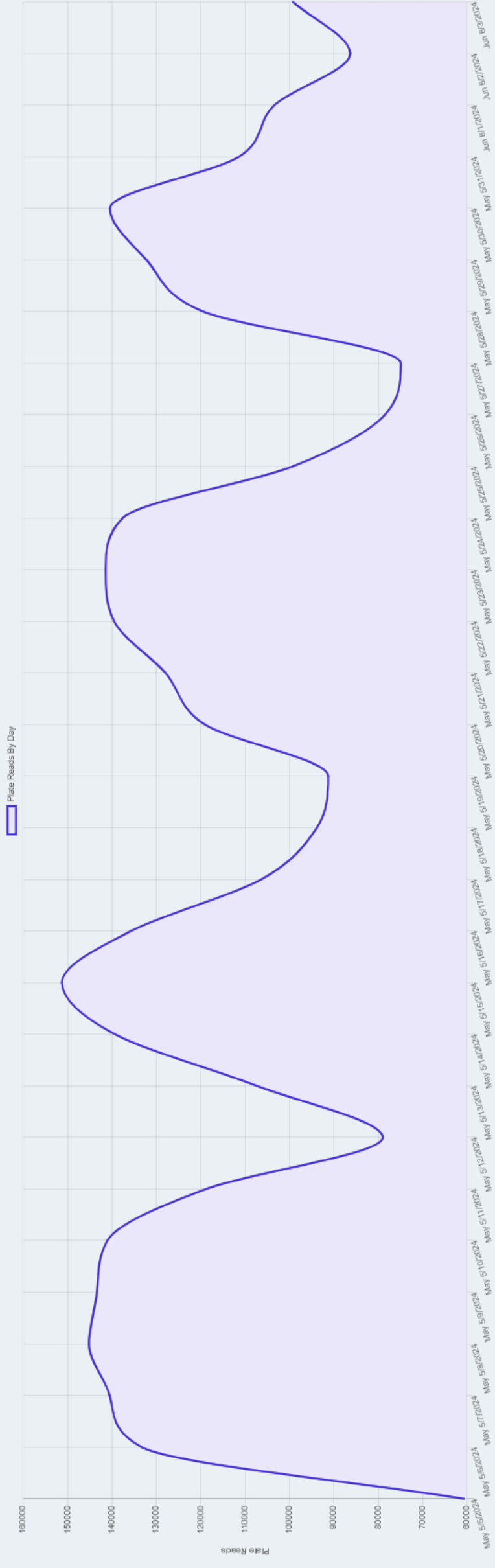
Total Plate Reads:
3,497,823

[Download CSV](#)

May 1 – May 31, 2024

Devices (38)

[Search](#)



Unique Plate Reads Summary

Total Unique Plate Reads:
501,800

DOWNLOAD CSV

May 1 – May 31, 2024

Devices (38)

Search



All Categories

Hits Report

Search

To... 05/31/2024

Select a date range up to 31 days

DOWNLOAD CSV

Topics (15) ▾

Devices (38) ▾

Total Hits: 218



Top 7 Categories

Hits Report

Search

To...

05/01/2024

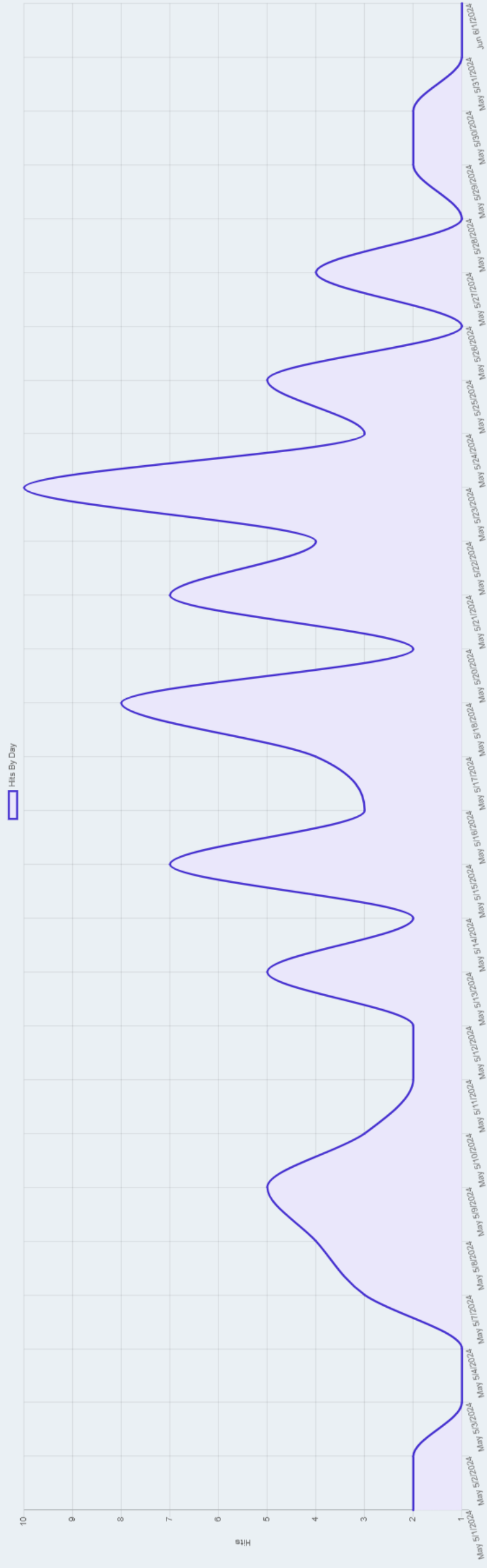
Select a date range up to 31 days

DOWNLOAD CSV

Topics (7)

Devices (38)

Total Hits: 97



Sex Offenders

Hits Report

Search

05/01/2024

To...

05/31/2024

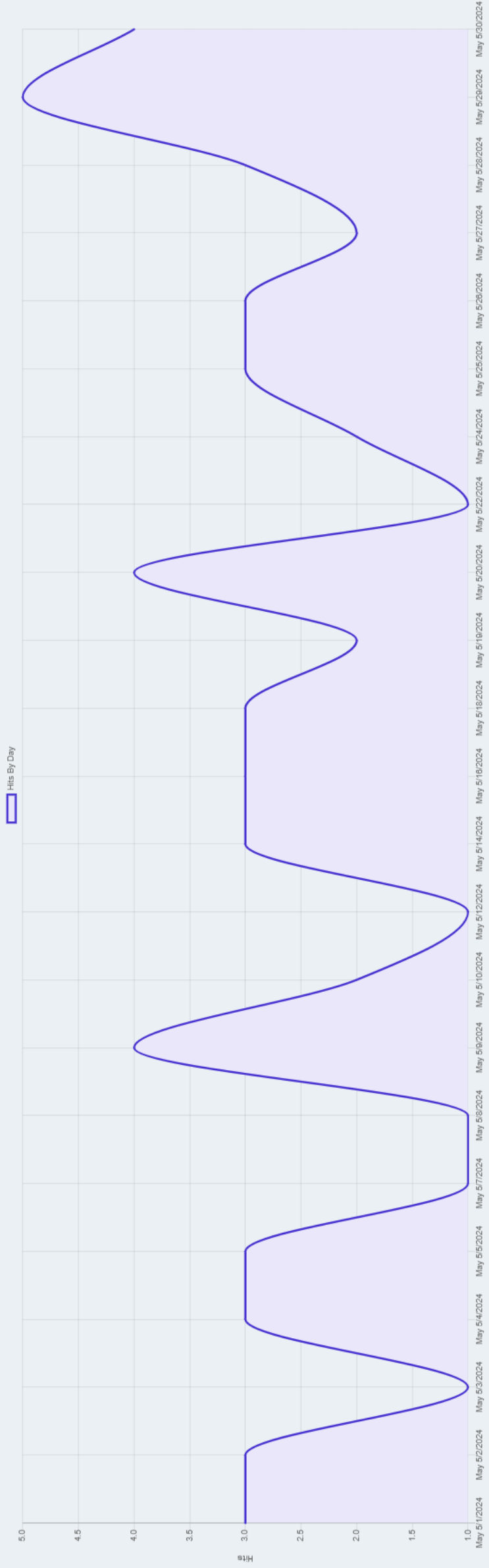
Select a date range up to 31 days

Download CSV

Topics (1)

Devices (38)

Total Hits: 60




Summary Report

Insights Dashboard


Plate Reads
3,498,417

[View Details](#)




Searches
Number of searches performed by users from your organizations
2,443

[View Details](#)



Hot List Hits
225

[View Details](#)



Device Sharing
Shared with
Lewisville TX PD,
Sansom Park TX PD,
and 420 others

Access Levels
Search
Hotlist Tool Access

Device Status

[Previous Device](#)

34 / 34 [?](#)
Devices Online

Battery
100%

Device Name
#01 Inbound, Riverview Way, EB

Latency
14.39 s

[Next Device](#)

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

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

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

Private Systems monitored by MVPD

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

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

Purple = Privately Owned Systems



Total 'Plate Reads' by 'Device Name'

Device Name	Sum of Plate Reads
#22 - NB Voss x Magnolia Bend (Lane 2)	409006
#13 NB Gessner Rd	306553
#08 2200 S Piney Point Rd NB at City Limit	281020
#23 - WB San Felipe x Buffalo Bayou	237708
#20 - SB Voss x Old Voss (Lane 2)	187735
#31 EB Memorial Dr near Tealwood	157775
#12 Piney Point Dr SB at Gaylord	147770
#02 Memorial Dr EB at Gessner	144553
#17 Memorial Dr WB at Voss δΥ"CE	137363
#21 - NB Voss x Magnolia Bend (Lane 1)	132118
#19 - SB Voss x Old Voss (Lane 1)	126063
#24 - NB Blalock x Memorial	117841
#14 Beinhorn Rd WB at Pipher	104734
#18 Memorial Dr EB at Voss δΥ"i	102215
#10 On Memorial Dr EB from San Felipe	99318
#07 Memorial Dr EB at Briar Forest δΥ"i	90003
#28 MPPD Station S/B Memorial Drive	88945
#05 Bunkerhill Rd SB at Taylorcrest	84826
#06 Taylorcrest Rd WB at Flintdale	82495
#16 Memorial Dr WB at E Creekside Dr δΥ"i	80794
#09 N Piney Point Rd at Memorial Dr	72907
#30 EB Beinhorn Rd @ Voss Rd	64279
#32 WB Greenbay @ Memorial Dr	61763
#26 - SB Hedwig x Beinhorn	46817
#27 Unit 181 Blalock S/B at Taylorcrest	46279
#01 Gessner SB at Frostwood Elementary δΥ"i	35968
#25 - NB Bunker Hill x Memorial δΥ"CE	19891
#11 Greenbay St EB at Piney Point Rd	11656
#29 - Riverbend Main Entrance δΥ"CE	7149
#15 Hunters Creek Dr SB at I-10 δΥ"i	6094
#01 Inbound, Riverview Way, EB	5267
Strey NB at Memorial δΥ"CE	2007
#03 Gessner Rd NB at Buffalo Bayou	0
#04 Memorial Dr NB at Briar Forest δΥ"CE	0
Grand Total	3498912

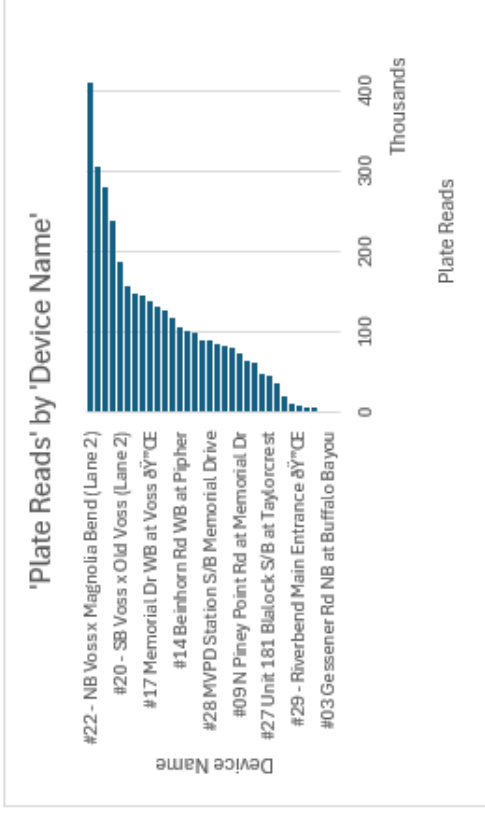


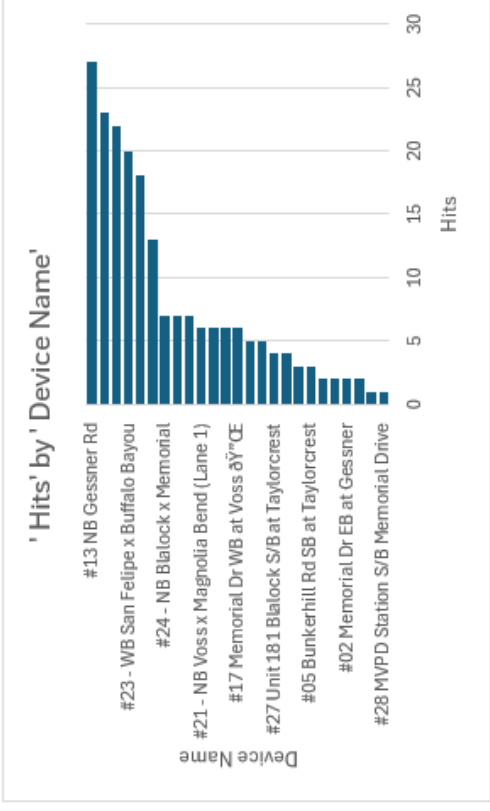
Plate Reads
By Location

May 2024

Hits By Camera

Total 'Hits' by 'Device Name'

Device Name	Sum of Hits
#13 NB Gessner Rd	27
#08 2200 S Piney Point Rd NB at City Limit	23
#22 - NB Voss x Magnolia Bend (Lane 2)	22
#23 - WB San Felipe x Buffalo Bayou	20
#07 Memorial Dr EB at Briar Forest δY;	18
#16 Memorial Dr WB at E Creekside Dr δY;	13
#24 - NB Blalock x Memorial	7
#20 - SB Voss x Old Voss (Lane 2)	7
#31 EB Memorial Dr near Tealwood	7
#21 - NB Voss x Magnolia Bend (Lane 1)	6
#19 - SB Voss x Old Voss (Lane 1)	6
#18 Memorial Dr EB at Voss δY;	6
#17 Memorial Dr WB at Voss δY"CE	6
#01 Gessner SB at Frostwood Elementary δY;	5
#10 On Memorial Dr EB from San Felipe	5
#27 Unit 181 Blalock S/B at Taylorcrest	4
#12 Piney Point Dr SB at Gaylord	4
#09 N Piney Point Rd at Memorial Dr	3
#05 Bunkerhill Rd SB at Taylorcrest	3
#30 EB Beinhorn Rd @ Voss Rd	2
#32 WB Greenbay @ Memorial Dr	2
#02 Memorial Dr EB at Gessner	2
#11 Greenbay St EB at Piney Point Rd	2
#01 Inbound, Riverview Way, EB	1
#28 MVPD Station S/B Memorial Drive	1
Grand Total	202



Total Reads – 3,497,823

Unique Reads – 501,800

Hits- 218

7 Top Hits - 97

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



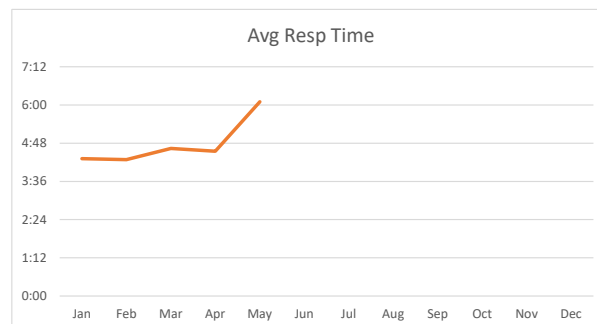
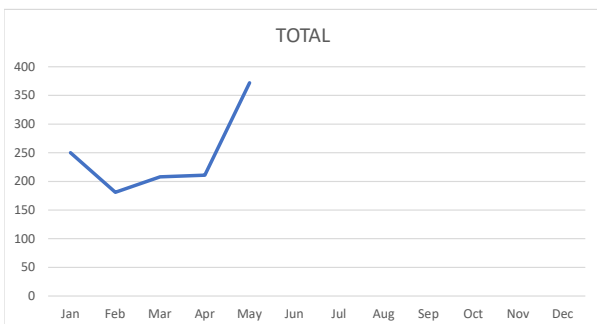
Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

May 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	250	181	208	211	372								1222
Abdominal Pain	0	1	1	2	4								8
Allergic Reaction	2	1	2	2	1								8
Animal Bite	0	0	1	0	0								1
Assult	0	1	1	0	1								3
Automatic Aid	3	2	3	4	1								13
Automatic Aid- Apartment Fire	13	6	13	10	4								46
Automatic Aid- Building Fire	4	2	2	3	0								11
Automatic Aid- Elevator Rescue	3	1	1	0	1								6
Automatic Aid- Entrapment MVC	1	3	1	0	1								6
Automatic Aid- Gas Leak	1	1	2	3	2								9
Automatic Aid- High Rise Fire	0	2	1	0	0								3
Back Pain	0	0	2	1	1								4
Carbon Monoxide Detector With Symptoms	0	1	0	0	2								3
Carbon Monoxide Detector No Symptoms	2	3	3	1	11								20
Cardiac/Respiratory Arrest	1	1	0	0	0								2
Check a Noxious Odor	2	1	0	1	0								4
Check for Fire	0	0	1	0	1								2
Check for the Smell of Natural Gas	2	3	6	2	18								31
Check for the Smell of Smoke	2	2	1	2	5								12
Chest Pain	3	1	4	1	3								12
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1								1
Child Locked in a Vehicle Engine not running	0	1	0	0	1								2
Choking	1	1	2	0	0								4
Diabetic Emergency	1	2	2	1	0								6
Difficulty Breathing	9	5	8	12	4								38
Dumpster Fire Not near Structure	0	0	0	0	1								1
Electrical Fire	0	0	1	0	1								2
Elevator Rescue	1	0	0	0	2								3
Entrapment- Non MVC	0	0	1	0	1								2
Fall Victim	10	8	13	9	11								51
Fire Alarm Business	8	6	3	6	9								32
Fire Alarm Church or School	10	6	3	4	9								32
Fire Alarm Residence	36	28	23	25	56								168
Gas Leak	3	0	5	4	15								27
Headache- Stroke symptoms not present	0	0	0	2	0								2
Heart Problems	8	6	4	6	6								30
Heat/Cold Exposure	1	0	0	0	0								1
Hemorrhage/Laceration	1	2	1	1	1								6
House Fire	2	0	1	1	6								10
Injured Party	4	4	4	3	4								19
Medical Alarm	6	5	4	2	9								26
Motor Vehicle Collision	23	15	21	25	21								105
Motor Vehicle Collision with Entrapment	0	0	1	1	2								4
Object Down in Roadway	6	1	5	6	17								35
Oven/Appliance Fire	1	0	0	0	0								1
Overdose/Poisoning	1	1	2	0	3								7
Possible D.O.S.	1	0	1	2	0								4
Powerlines Down Arcing/Burning	3	0	3	6	41								53
Pregnancy/ Childbirth	1	0	0	0	0								1
Psychiatric Emergency	3	6	2	2	3								16
Seizures	4	2	8	4	2								20
Service Call Non-emergency	14	16	12	15	36								93
Shooting/Stabbing	1	0	0	0	2								3
Sick Call	21	15	15	19	23								93
Smoke in Business	1	0	0	0	0								1
Smoke in Residence	1	0	1	1	0								3
Stroke	5	1	3	2	3								14
Transformer Fire	3	0	2	2	11								18
Trash Fire	0	0	0	0	1								1
Traumatic Injury	1	3	0	1	0								5
Unconscious Party/Syncope	14	9	7	10	10								50
Unknown Medical Emergency	1	2	3	5	1								12
Vehicle Fire	4	3	1	2	3								13
Wash Down	1	1	1	0	0								3

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar	151	4:38
Apr	148	4:33
May	279	6:06
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Total	878	4:46

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



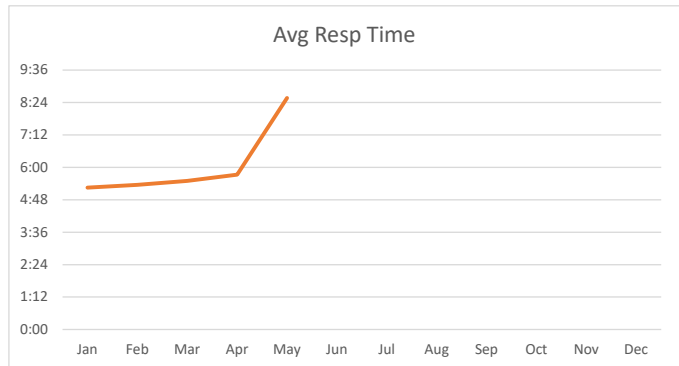
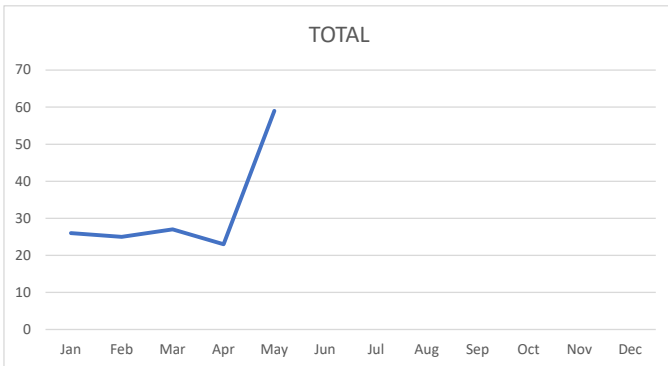


Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
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May 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	26	25	27	23	59								160
Assult	0	1	0	0	0								1
Carbon Monoxide Detector No Symptoms	0	0	1	0	0								1
Check for Noxious Odor	1	0	0	0	0								1
Check for the Smell of Natural Gas	2	0	2	0	3								7
Check for the Smell of Smoke	0	1	1	0	3								5
Chest Pain	0	0	0	0	1								1
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1								1
Diabetic Emergency	0	1	0	0	0								1
Dumpster Fire Not near Structure	0	0	0	0	1								1
Electrical Fire	0	0	0	0	1								1
Entrapment- Non MVC	0	0	0	0	1								1
Difficulty Breathing	0	0	2	4	1								7
Fall Victim	0	1	4	1	1								7
Fire Alarm Business	0	1	0	0	0								1
Fire Alarm Church or School	3	0	1	0	0								4
Fire Alarm Residence	7	7	4	4	5								27
Gas Leak	0	0	1	0	4								5
Heart Problems	1	0	0	0	1								2
Hemorrhage/Laceration	0	1	1	0	0								2
House Fire	0	0	0	1	0								1
Injured Party	1	0	1	1	2								5
Medical Alarm	0	0	1	1	1								3
Motor Vehicle Collision	2	1	1	2	1								7
Object Down in Roadway	1	0	1	3	4								9
Overdose/Poisoning	0	0	0	0	1								1
Powerlines Down Arcing/Burning	0	0	0	2	11								13
Psychiatric Emergency	0	1	0	0	1								2
Seizures	1	0	0	2	0								3
Service Call Non-emergency	2	5	3	1	9								20
Sick Call	2	2	3	1	2								10
Smoke in Residence	1	0	0	0	0								1
Transformer Fire	0	0	0	0	0								0
Stroke	0	1	0	0	2								3
Unconscious Party/Syncope	1	2	0	0	2								5
Vehicle Fire	1	0	0	0	0								1

Month	# of Incidents	Avg Resp Time
Jan	17	5:15
Feb	16	5:21
Mar	19	5:30
Apr	16	5:44
May	43	8:34
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
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	111	6:04

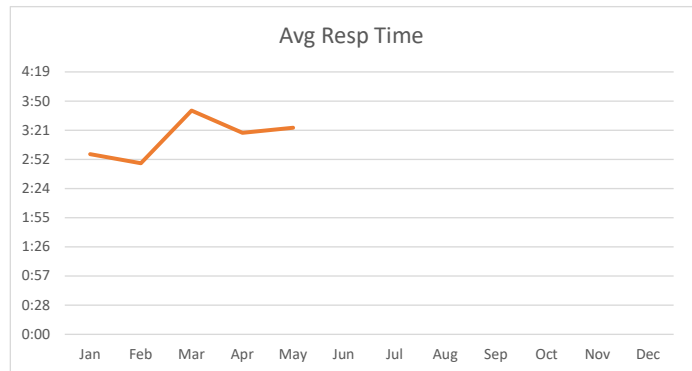
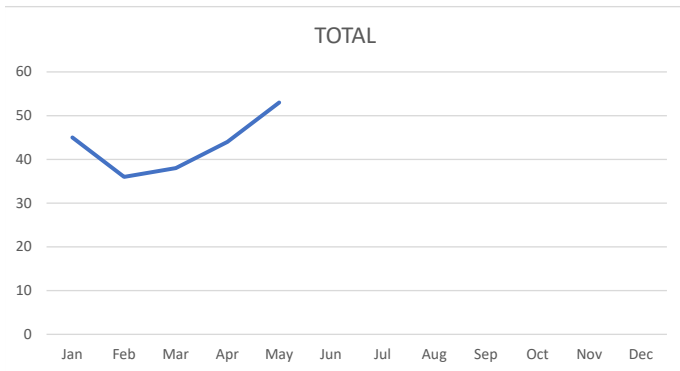




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 901 Corbindale Rd
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May 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	47	39	47	49	63								242	Jan	45	2:58
Abdominal Pain	0	0	0	2	1								3	Feb	36	2:49
Allergic Reaction	1	0	1	1	0									Mar	38	3:41
Animal Bite	0	0	1	0	0								1	Apr	44	3:19
Assult	0	0	1	0	0								1	May	53	3:24
Back Pain	0	0	1	0	0								1	Jun		
Carbon Monoxide Detector No Symptoms	0	0	0	0	4								4	Jul		
Check for the Smell of Natural Gas	0	2	0	1	0								3	Aug		
Check for the Smell of Smoke	1	1	0	1	1								4	Sep		
Chest Pain	2	1	0	0	2								5	Oct		
Choking	0	0	2	0	0								2	Nov		
Diabetic Emergency	0	1	2	0	0								3	Dec		
Difficulty Breathing	3	0	2	3	0								8			
Elevator Rescue	1	0	0	0	0								1		216	3:14
Fall Victim	2	3	1	0	1								7			
Fire Alarm Business	4	5	3	4	4								20			
Fire Alarm Church or School	1	3	0	1	4								9			
Fire Alarm Residence	1	0	4	5	1								11			
Gas Leak	0	0	2	0	4								6			
Heart Problems	2	1	0	2	1								6			
Heat/Cold Exposure	1	0	0	0	0								1			
House Fire	0	0	1	0	1								2			
Injured Party	2	0	2	0	0								4			
Medical Alarm	1	0	2	0	0								3			
Motor Vehicle Collision	7	5	4	5	6								27			
Motor Vehicle Collision with Entrapment	0	0	0	0	1								1			
Object Down in Roadway	0	1	1	0	3								5			
Oven/Appliance Fire	1	0	0	0	0								1			
Overdose/Poisoning	0	1	0	0	1								2			
Powerlines Down Arcing/Burning	1	0	0	0	9								10			
Psychiatric Emergency	2	5	0	0	2								9			
Seizures	0	0	2	0	1								3			
Service Call Non-emergency	0	1	3	4	6								14			
Shooting/Stabbing	1	0	0	0	0								1			
Sick Call	4	4	6	12	8								34			
Smoke in Business	1	0	0	0	0								1			
Smoke in Residence	0	0	1	0	0								1			
Stroke	0	0	0	2	0								2			
Transformer Fire	0	0	2	1	1								4			
Traumatic Injury	0	1	0	0	0								1			
Unconscious Party/Syncope	6	1	1	3	1								12			
Unknown Medical Emergency	0	1	0	2	0								3			
Vehicle Fire	1	2	1	0	0								4			
Wash Down	1	0	1	0	0								2			



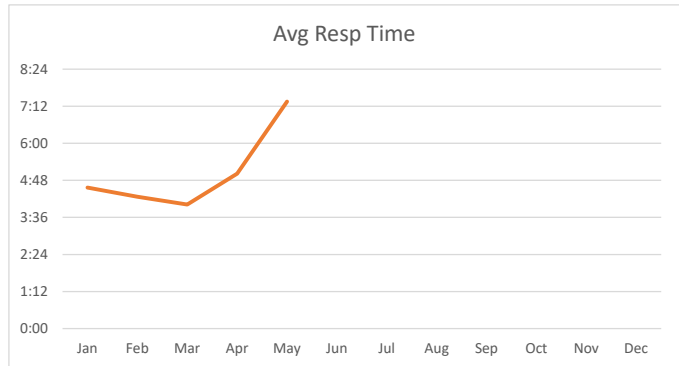
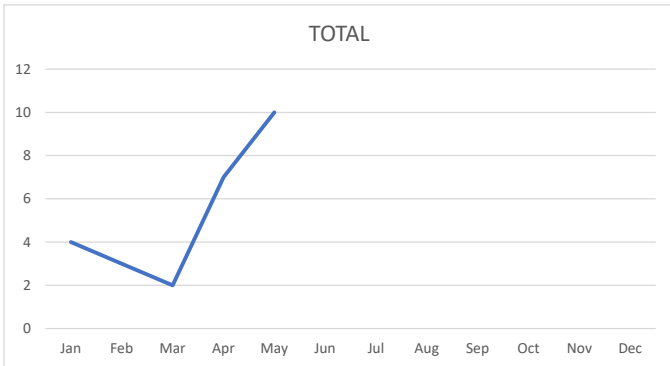


Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

May 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	4	3	2	7	10								26
Carbon Monoxide Detector No Symptoms	0	0	0	0	3								3
Difficulty Breathing	1	0	0	0	0								1
Fall Victim	1	0	0	0	1								2
Fire Alarm Business	1	0	0	0	1								2
Fire Alarm Church or School	0	1	0	1	1								3
Fire Alarm Residence	0	0	0	0	1								1
Heart Problems	0	1	0	0	0								1
House Fire	0	0	0	0	1								1
Injured Party	0	1	0	0	0								1
Motor Vehicle Collision	0	0	1	0	0								1
Object Down in Roadway	0	0	0	1	0								1
Possible D.O.S.	0	0	0	1	0								1
Seizures	0	0	0	1	0								1
Service Call Non-emergency	0	0	0	1	0								1
Stroke	1	0	0	0	1								2
Traumatic Injury	0	0	0	1	0								1
Unconscious Party/Syncope	0	0	0	1	0								1
Unknown Medical Emergency	0	0	1	0	1								2

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar	1	4:01
Apr	5	5:01
May	8	7:21
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	<hr/> 20	<hr/> 5:02



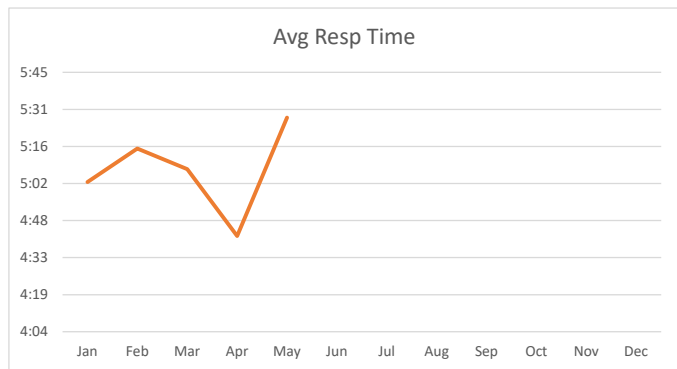
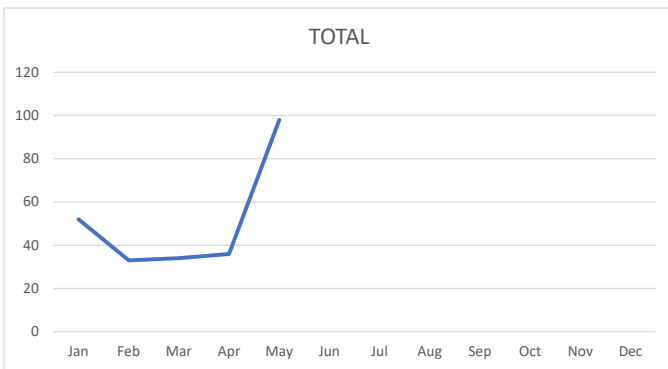


Village Fire Department
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 Houston, TX, 77024
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May 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	52	33	34	36	98								252
Abdominal Pain	0	0	0	0	1								1
Allergic Reaction	0	0	0	1	1								2
Back Pain	0	0	0	1	1								2
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1								1
Carbon Monoxide Detector No Symptoms	0	1	0	1	2								4
Check a Noxious Odor	1	1	0	0	0								2
Check for Fire	0	0	1	0	0								1
Check for the Smell of Natural Gas	0	0	1	1	9								11
Check for the Smell of Smoke	1	0	0	0	0								1
Chest Pain	1	0	1	0	0								2
Child Locked in a Vehicle Engine not running	0	0	0	0	1								1
Choking	1	0	0	0	0								1
Diabetic Emergency	1	0	0	1	0								2
Difficulty Breathing	0	2	1	2	0								5
Electrical Fire	0	0	1	0	0								1
Entrapment- Non MVC	0	0	1	0	0								1
Fall Victim	5	2	3	3	4								17
Fire Alarm Business	2	0	0	1	3								6
Fire Alarm Church or School	0	1	0	0	1								2
Fire Alarm Residence	13	13	5	4	33								68
Gas Leak	0	0	0	1	4								5
Heart Problems	1	2	2	0	1								6
Hemorrhage/Laceration	0	0	0	0	1								1
House Fire	0	0	0	0	2								2
Injured Party	1	2	0	1	0								4
Medical Alarm	3	1	0	0	4								8
Motor Vehicle Collision	3	0	2	2	2								9
Motor Vehicle Collision with Entrapment	0	0	1	0	0								1
Object Down in Roadway	1	0	0	1	4								6
Overdose/Poisoning	1	0	1	0	0								2
Possible D.O.S.	0	0	0	1	0								1
Powerlines Down Arcing/Burning	0	0	1	3	8								12
Psychiatric Emergency	0	0	2	1	0								3
Seizures	1	0	1	0	0								2
Service Call Non-emergency	5	5	3	3	7								23
Sick Call	5	0	2	2	2								11
Stroke	1	0	1	0	1								3
Transformer Fire	1	0	0	0	5								6
Traumatic Injury	0	1	0	0	0								1
Unconscious Party/Syncope	4	1	2	3	0								10
Unknown Medical Emergency	0	0	2	2	0								4
Vehicle Fire	0	0	0	1	0								1
Wash Down	0	1	0	0	0								1

Month	# of Incidents	Avg Resp Time
Jan	40	5:03
Feb	21	5:16
Mar	29	5:08
Apr	30	4:42
May	75	5:28
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	195	5:07

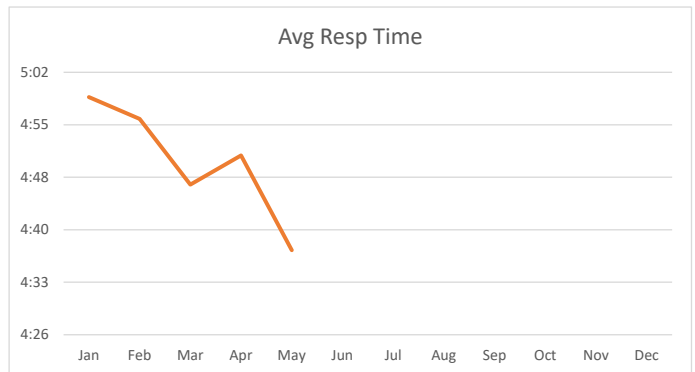
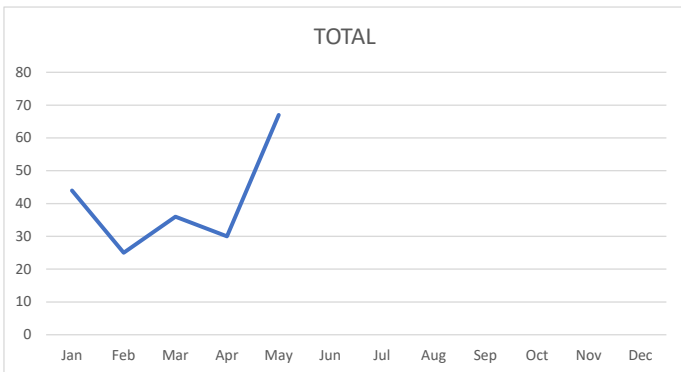




Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

May 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	44	25	36	30	67								202	Jan	23	4:59
Abdominal Pain	0	0	1	0	1								2	Feb	16	4:56
Assault	0	0	0	0	0									Mar	29	4:47
Allergic Reaction	0	1	0	0	1								2	Apr	18	4:51
Back Pain	0	0	1	0	0								1	May	47	4:38
Carbon Monoxide Detector No Symptoms	0	0	1	0	1								2	Jun		
Cardiac/Respiratory Arrest	0	1	0	0	0								1	Jul		
Check for the Smell of Natural Gas	0	1	2	0	2								5	Aug		
Chest Pain	0	0	2	0	0								2	Sep		
Choking	0	1	0	0	0								1	Oct		
Difficulty Breathing	2	2	3	0	1								8	Nov		
Fall Victim	1	1	4	1	3								10	Dec		
Fire Alarm Business	0	0	0	0	1								1			
Fire Alarm Church or School	5	0	1	1	2								9		133	4:50
Fire Alarm Residence	13	7	7	8	11								46			
Gas Leak	3	0	0	3	0								6			
Headache- Stroke symptoms not present	0	0	0	1	0								1			
Heart Problems	0	1	1	1	1								4			
Hemorrhage/Laceration	1	0	0	0	0								1			
House Fire	0	0	0	0	2								2			
Injured Party	0	0	0	1	2								3			
Medical Alarm	2	1	1	1	1								6			
Motor Vehicle Collision	1	1	2	1	3								8			
Motor Vehicle Collision with Entrapment	0	0	0	0	1								1			
Object Down in Roadway	3	0	2	1	4								10			
Overdose/Poisoning	0	0	0	0	1								1			
Possible D.O.S.	1	0	1	0	0								2			
Powerlines Down Arcing/Burning	2	0	1	1	9								13			
Psychiatric Emergency	0	0	0	1	0								1			
Seizures	0	0	0	0	1								1			
Service Call Non-emergency	4	4	3	6	9								26			
Shooting/Stabbing	0	0	0	0	2								2			
Sick Call	2	1	1	2	3								9			
Stroke	2	0	2	0	1								5			
Transformer Fire	1	0	0	0	2								3			
Traumatic Injury	1	0	0	0	0								1			
Unconscious Party/Syncope	0	2	0	1	2								5			
Unknown Medical Emergency	0	1	0	0	0								1			



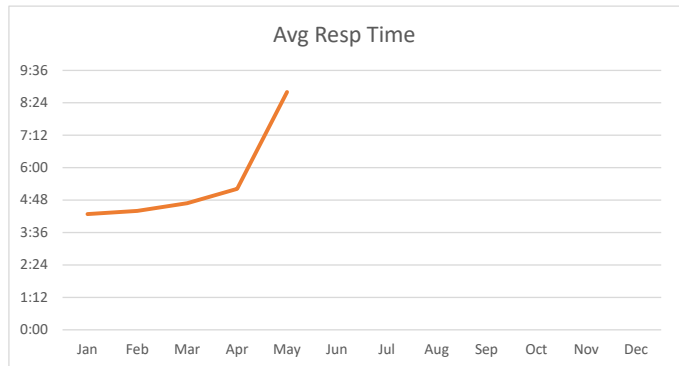
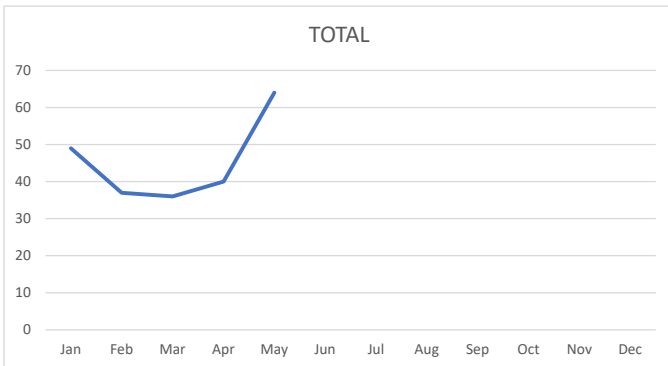


Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

May 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	49	37	36	40	64								226
Abdominal Pain	0	1	0	0	1								2
Allergic Reaction	1	0	1	0	0								2
Carbon Monoxide Alarm with Symptoms	0	1	0	0	1								2
Carbon Monoxide Detector No Symptoms	2	1	1	0	1								5
Cardiac/Respiratory Arrest	1	0	0	0	0								1
Check a Noxious Odor	0	0	0	1	0								1
Check for Fire	0	0	0	0	1								1
Check for the Smell of Natural Gas	0	0	1	0	4								5
Check for the Smell of Smoke	0	0	0	0	1								1
Chest Pain	0	0	1	0	0								1
Difficulty Breathing	3	1	0	3	2								9
Elevator Rescue	0	0	0	0	2								2
Fall Victim	1	1	1	4	1								8
Fire Alarm Business	1	0	0	0	0								1
Fire Alarm Church or School	0	1	1	1	1								4
Fire Alarm Residence	2	1	2	4	5								14
Gas Leak	0	0	1	0	3								4
Headache- Stroke symptoms not present	0	0	0	1	0								1
Heart Problems	4	1	1	3	2								11
Hemorrhage/Laceration	0	1	0	1	0								2
House Fire	2	0	0	0	0								2
Injured Party	0	1	1	0	0								2
Medical Alarm	0	3	0	0	3								6
Motor Vehicle Collision	10	8	11	13	9								51
Motor Vehicle Collision with Entrapment	0	0	0	1	0								1
Object Down in Roadway	1	0	1	0	2								4
Overdose/Poisoning	0	0	1	0	0								1
Powerlines Down Arcing/Burning	0	0	1	0	4								5
Pregnancy/ Childbirth	1	0	0	0	0								1
Psychiatric Emergency	1	0	0	0	0								1
Seizures	2	2	5	1	0								10
Service Call Non-emergency	1	1	0	0	3								5
Sick Call	8	8	3	2	8								29
Smoke in Residence	0	0	0	1	0								1
Stroke	1	0	0	0	0								1
Transformer Fire	1	0	0	1	1								3
Trash Fire	0	0	0	0	1								1
Traumatic Injury	0	1	0	0	0								1
Unconscious Party/Syncope	3	3	3	1	5								15
Unknown Medical Emergency	1	0	0	1	0								2
Vehicle Fire	2	1	0	1	3								7

Month	# of Incidents	Avg Resp Time
Jan	46	4:17
Feb	34	4:24
Mar	35	4:41
Apr	35	5:13
May	53	8:48
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	<hr/> 203	<hr/> 5:28



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 June 18, 2024 for the June 25, 2024 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for May, 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	33	\$9,970	0	9	\$1,310	28	\$5,130	70	\$16,415	\$1,091,456
May	22	\$22,687	0	13	\$1,735	23	\$3,530	58	\$27,952	\$1,707,719
June										
July										
August										
September										
October										
November										
December										
Total	134	\$90,961	2	62	\$10,085	136	\$26,285	332	\$127,335	\$13,908,424

**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	151	134	88.7%	17	11.3%
May	100	79	79.0%	21	21.0%
June					
July					
August					
September					
October					
November					
December					
Total	715	618	86.4%	76	10.6%

Inspections with Odometer Readings, by Inspector and Vehicle

Jun 18, 2024 3:33 PM
Henry Rivas
City of Hunters Creek Village

Date Range (inclusive): **Wed May 01 2024 to Fri May 31 2024**
Inspection Department: **Building Permit Inspections**

BBG Consulting, Inc (BBG)								
Odometer	Permit #	Address	Insp Type	Date	Reinsp?	Reinsp Fee?	Result	Correction Notes
Vehicle ID:								
	202300870	613 Saddlewood Lane	P Final	5/1/24		No	Pass	
	202400097	282 BRYN MAWR CIR	Foundation	5/1/24		Yes	NC	Dissaproved - Contractor is still working on the foundation. Per contractor the inspection might be ready later today but we are unable to go back
	202400178	5 Shannon Circle	H-Strap	5/1/24		No	Pass	
	202400200	609 Wellesley Drive	F Post Hole	5/1/24		No	Pass	
	202300861	10926 Walwick Drive	E Final	5/2/24		No	Pass	
	202300867	10926 Walwick Drive	P Final	5/2/24		No	Pass	
	202400097	282 BRYN MAWR CIR	Foundation	5/2/24	Y	No	Pass	[Entered 5/1/2024 by BBG]: Dissaproved - Contractor is still working on the foundation. Per contractor the inspection might be ready later today but we are unable to go back
	202100889	852 Kuhlman Rd	P Final	5/3/24		No	Pass	
	202200545	852 Kuhlman Rd	M Final	5/3/24		No	Pass	

	202200574	852 Kuhlman Rd	E Final	5/3/24		No	Pass	
	202300423	10926 Walwick Drive	Bld-Final	5/3/24		No	Pass	
	202400066	726 Country Ln	H-Strap	5/3/24		No	Pass	
	202400276	811 Creek Wood Way	P Steel/Piping	5/3/24		No	Pass	
	202400270	713 Camelot Lane	F Post Hole	5/6/24		No	Pass	
	202300915	10910 MELODY LN	Insulation	5/7/24		No	Pass	
	202400214	713 Camelot Lane	DW Steel	5/7/24		No	Pass	
	202400292	610 Wellesley Drive	F Post Hole	5/7/24		No	Pass	
	202300605	10803 Timberglen Dr	E Final	5/8/24		No	Pass	
	202400273	10907 WALWICK DR	F Post Hole	5/8/24		No	Pass	
	202400260	3 Pine Grove	Foundation	5/9/24		No	Pass	
	202400296	713 Camelot Lane	I Trench	5/9/24		No	Pass	
	202300237	10610 N Evers Park Drive	E TCI	5/13/24		No	Pass	
	202400060	205 FLEETWAY DR	P TO/Rough	5/13/24	Y	Yes	NC	Disapproved-Gas line does not have pressure
	202400060	205 FLEETWAY DR	P TO/Rough	5/13/24	Y	No	NC	Disapproved - Gate lock no access [Entered 4/26/2024 by BBG]: Disapproved-Gas line does not have pressure
	202300727	10803 Beinhorn Rd	P Sewer	5/14/24		No	Pass	
	202400011	126 Willowend Dr	H-Strap	5/14/24		No	Pass	
	202400237	911 OAK VALLEY DR	DW Steel	5/14/24		No	Pass	
	202400287	1107 River Glyn Dr	YD Trench	5/14/24		No	Pass	
	202400302	811 Creek Wood Way	E Underg	5/14/24		No	Pass	
	202400060	205 FLEETWAY DR	P TO/Rough	5/14/24	Y	No	Pass	[Entered 5/13/2024 by BBG]: Disapproved - Gate lock no access

								[Entered 4/26/2024 by BBG]: Disapproved- Gas line does not have pressure
	202300119	674 SHARTLE CIR	Gas Test	5/14/24	Y	No	Pass	
	202300416	10721 SHALLOWBROOK LN	P Final	5/15/24		No	Pass	
	202400169	210 Glenville Court	M Final	5/15/24		No	Pass	
	202400209	10420 Memorial Drive	DW Steel	5/15/24		No	PPass	Partial Pass - Driveway portion at street is not complete.
	202400269	713 Camelot Lane	YD Final	5/15/24		No	Pass	
	202400296	713 Camelot Lane	I Final	5/15/24		No	Pass	
	202400301	713 Camelot Lane	P Layout	5/15/24		No	Pass	
	202400305	825 Saddlewood Ln	P UnderG	5/15/24		No	Pass	
	202400305	825 Saddlewood Ln	Gas Test	5/15/24		No	Pass	
	202400208	675 SHARTLE CIR	M Final	5/16/24		Yes	NC	Disapproved- Door locked no access
	202400270	713 Camelot Lane	F Final	5/16/24		No	Pass	Approved-No post holes to inspect but fence is installed and complete.
	202400273	10907 WALWICK DR	F Final	5/16/24		No	Pass	
	202300635	11 River Cir	E Final	5/22/24		Yes	NC	NO ACCESS TO INSPECT
	202400048	630 Shartle Circle	E Underg	5/22/24		No	NC	Disappoved - Underground covered. Not able to inspect.
	202400048	630 Shartle Circle	E TCI	5/22/24		No	Pass	
	202400308	720 Kuhlman Rd	F Post Hole	5/22/24		No	Pass	
	202400316	879 Country Ln	DW Steel	5/22/24		No	Pass	

	202300461	615 Shartle Cir	VCBK	5/23/24	Y	No	Pass	[Entered 3/11/2024 by henry]: Disapproved; Unable to enter pool area.
	202400299	8315 Hunters Creek Dr	E Underg	5/23/24		No	Pass	
	202400300	8315 Hunters Creek Dr	P UnderG	5/23/24		No	Pass	
	202300461	615 Shartle Cir	Gas Test	5/23/24		No	Pass	
	202400319	10727 Beinhorn Road	P Final	5/23/24		No	Pass	
	202400320	607 PIFER RD	ET-Pole	5/23/24		No	Pass	
	202300942	10911 Pama Circle	P Final	5/24/24		Yes	NC	Disapproved- Water heater not operational. No hot water at fixtures.
	202400261	587 Voss Road	F Post Hole	5/24/24		No	Pass	
	202400312	4 Sleepy Oaks Circle	E Underg	5/24/24		No	Pass	
	202400324	621 PIFER RD	M Final	5/24/24		No	Pass	
	202300958	11007 Hedwig Green	P TO/Rough	5/28/24		No	Pass	
	202400167	825 Saddlewood Ln	YD Trench	5/28/24		No	Pass	
	202400310	205 FLEETWAY DR	M Rough	5/28/24		No	Pass	
	202400326	10953 Beinhorn Road	Gas Test	5/28/24		No	Pass	
	202200610	720 Kuhlman Rd	FD-Piers	5/28/24	Y	No	Pass	
	202300722	911 OAK VALLEY DR	P Final	5/29/24		No	Pass	
	202400086	7 Long Timbers Trail	P Final	5/29/24		No	Pass	
	202400106	272 Bryn Mawr Circle	Bld-Final	5/29/24		No	Pass	
	202400107	272 Bryn Mawr Circle	F Final	5/29/24		No	Pass	
	202400194	3 Pine Grove Circle	F Post Hole	5/29/24		No	Pass	
	202400267	703 Saddlewood Lane	M Final	5/29/24		No	Pass	
	202400297	720 Kuhlman Rd	E Underg	5/29/24		No	Pass	

	202400327	710 W Creekside Dr	P TO/Rough	5/29/24		Yes	NC	Disapproved - No access
	202400327	710 W Creekside Dr	Shower Pan	5/29/24		No	NC	Disapproved - No access
	202300635	11 River Cir	E Final	5/29/24	Y	Yes	NC	Disapproved - Install GFI outlet at llan. Install GFI for bathrooms. [Entered 5/28/2024 by BBG]: NO ACCESS TO INSPECT
	202400278	422 RIPPLE CREEK DR	F Final	5/30/24		No	Pass	
	202400309	702 Saddlewood Lane	Gas Test	5/30/24		No	Pass	
	202400321	10610 N Evers Park Drive	F Post Hole	5/30/24		Yes	PPass	One Side Only
	202400336	10631 FAIRLANE DR	P Final	5/30/24		No	Pass	
	202300942	10911 Pama Circle	P Final	5/30/24	Y	No	Pass	[Entered 5/24/2024 by BBG]: Disapproved-Water heater not operational. No hot water at fixtures.
	202300635	11 River Cir	E Final	5/30/24	Y	No	Pass	[Entered 5/29/2024 by BBG]: Disapproved; [Entered 5/28/2024 by BBG]: NO ACCESS TO INSPECT
	202400338	522 Hunters Park Lane	F Post Hole	5/30/24		No	Pass	
	202400339	900 Brogden Road	E TCI	5/30/24		No	Pass	
	202201147	8327 Hunters Creek Dr	E Final	5/31/24		No	NC	
	202300120	8327 Hunters Creek Dr	P Final	5/31/24		No	NC	

	202300202	8327 Hunters Creek Drive	M Final	5/31/24		No	NC	
	202400327	710 W Creekside Dr	P TO/Rough	5/31/24	Y	No	Pass	[Entered 5/29/2024 by BBG]: Disapproved - No access
	202400327	710 W Creekside Dr	Shower Pan	5/31/24	Y	No	Pass	[Entered 5/29/2024 by BBG]: Disapproved - No access

Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection
85			0	0.0

Henry Rivas (henry)

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

Vehicle ID:

	202400272	10611 Twelve Oaks Drive	E Final	5/1/24		No	Pass	
	202300284	911 OAK VALLEY DR	E Final	5/1/24	Y	No	Pass	[Entered 4/26/2024 by henry]: 1. Pantry/wet car outlets are not working 2. Provide a weather proof cover on rear patio outlet. 3. Missing the inter system bonding terminal and an acorn type clamp shall be used on the grounding electrode connection.
	202200761	771 Kuhlman Rd	Bld-Final	5/2/24	Y	No	NC	Fail; 1. Need another tree in front only 2 trees 2. Protect chimney caps from erosion. [Entered

								4/26/2024 by henry]: 1. Roof shingles missing on front entry gable and rear patio. 2. Hole on exterior garage wall. 3. Improper yard grading on right. 4. Paint all fire place vent caps. 5. Opening on rear chimney brick. 6. Missing light cover on bay window over arage. 7. Rear left sside room locked. 8. Not ready; Punch house.
	202400247	10618 Fairlane Drive	Demo F	5/3/24		No	Pass	
	202300795	10726 Marsha Lane	Bld-Final	5/16/24		No	Pass	
	202200523	10721 SHALLOWBROOK LN	Bld-Final	5/16/24	Y	No	Pass	[Entered 12/14/2023 by henry]: Partial Pass - OK for Temp C.O. 1. Place the number of required trees on lot 2. Final grading is not complete 3. Alarms on openings that lead to pool shall be U.L. listed as waterr hazard

								<p>entrance alarm. 4. Missing all gates</p> <p>[Entered 12/12/2023 by henry]: Fail; 1. Drainage in open ditch shall have slope for proper drainage 2. Finish yard grading 3. Missing pool alarm on doors that lead to pool area. 4. Handrail graspability does not meet code. 5. Paint brick lintils rear patio 6. Seal drain pipe penetrations on exterior walls. 7. Total of 21 trees will be required for the lot.</p>
	202400276	811 Creek Wood Way	P Deck S	5/16/24		No	Pass	
	202400209	10420 Memorial Drive	DW Steel	5/16/24	Y	No	Pass	[Entered 5/15/2024 by BBG]: Partial Pass - Driveway portion at street is not complete.
	202400311	851 Country Ln	Gas Test	5/20/24		No	Pass	
	202400312	4 Sleepy Oaks Circle	FD Steel	5/21/24		No	Pass	
	202400048	630 Shartle Circle	E Underg	5/23/24	Y	No	Pass	[Entered 5/22/2024 by

									BBG]: Disappoved - Underground covered. Not able to inspect.
	202100558	852 Kuhlman Rd	Bld-Final	5/30/24		No	NC		Fail; 1. Missing air return grill in hallway. 2. Downstairs outlet hanging, not secured. 3. No safety fencing/pool barrier. 4. All opens leading to pool area not protected. 5. Remove Port-o-let
	202300202	8327 Hunters Creek Drive	M Final	5/31/24	Y	No	NC		[Entered 5/31/2024 by BBG]:
	202300120	8327 Hunters Creek Dr	P Final	5/31/24	Y	No	NC		[Entered 5/31/2024 by BBG]:
	202201147	8327 Hunters Creek Dr	E Final	5/31/24	Y	No	NC		[Entered 5/31/2024 by BBG]:
Inspections	Begin Odometer	End Odometer	Miles	Avg Miles per Inspection					
15			0	0.0					

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CITY OF HUNTERS CREEK VILLAGE ENGINEER'S REPORT

Prepared June 18th for the June 25th agenda

A. Shasta/Pineland/Lindenwood Reconstruction

1. Project will begin advertising to bid this week.
2. We currently are using the standard low bid criteria.
3. Engineers opinion of cost is \$1.9M (includes Memorial Drive Repairs).

B. Dodson Easement and Ditch work

1. Design is complete. We will include this into the Shasta/Lindenwood bid as a deductive alternate to obtain a price. Project cost would be less if the developer of the lot performed the work after the house was demolished.
2. Easement still needs to be negotiated and obtained.

C. Minor City-wide repairs

1. Storm sewer sinkhole on Walwick has been repaired.
2. Hunterwood drainage will occur this month.
3. Fleetway drainage to occur this month.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
May 28, 2024**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, May 28, 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 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 6:01p.m.

- B. **Steve Reichek 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.*

Ken Spalding gave Thanks to the City and Henry Rivas for helping him when his power went out. Greg Talbert made comments regarding City Right-of-Way Trees and taking care of them.

- E. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**
2. Police Commissioner Monthly Report – **Steve Reichek, Police Commissioner, and Ray Schultz, Police Chief, presented this report.**

3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner, and Howard Miller, Fire Chief, 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 – **Tom Fullen, City Administrator, reported on Right-of-Way Trees.**
7. Mayor and Council Reports and Comments – **No Report.**

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

1. Approval of the Minutes of the Regular Meeting on April 23, 2024.
2. Approval of the Cash Disbursement Journal for April 2024.

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

G. REGULAR AGENDA

1. Discussion and possible action to approve the FY2023 Funding Review for the Memorial Village Police Department.

Councilmember Carlton made a motion to approve the FY2023 Funding Review for the Memorial Village Police Department. Councilmember Sapien seconded the motion and the motion carried unanimously.

2. Discussion and possible action to approve the Memorial Village Police Departments FY2023 Audit.

Councilmember Sapien made a motion to approve the Memorial Village Police Departments FY2023 Audit. Councilmember Carlton seconded the motion and the motion carried unanimously.

3. Discussion regarding the Memorial Village Police Departments FY2025 Budget.

No Action.

4. Discussion and possible action to approve the proposed FY2025 Village Fire Department Budget.

Councilmember Sapien made a motion to table the proposed FY2025 Village Fire Department Budget to the next meeting. Councilmember Carlton seconded the motion and the motion carried unanimously.

5. Discussion and possible action to approve the Village Fire Department 2023 Audit.

Councilmember Cowell made a motion to table the Village Fire Department 2023 Audit to the next meeting. Councilmember Knox seconded the motion and the motion carried unanimously.

6. Discussion and possible action to approve a request to change the street address from 587 Voss Road to 10801 Long Shadow Lane within the City.

Councilmember Cowell made a motion to approve a request to change the street address from 587 Voss Road to 10801 Long Shadow Lane within the City. Councilmember Knox seconded the motion and the motion carried unanimously.

7. Discussion and possible action to schedule a Budget Workshop date for the City's FY2025 Budget.

Councilmember Cowell made a motion to schedule a Budget Workshop on June 25, 2024, for the City's FY2025 Budget. Councilmember Carlton seconded the motion and the motion carried unanimously.

8. Discussion and possible action to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership.

Councilmember Cowell made a motion to approve the renewal of the City's State of Texas Cooperative Purchasing Program (CO-OP) membership. Councilmember Marks seconded the motion and the motion carried unanimously.

9. Discussion regarding vehicle tarps.

No Action.

10. Discussion and possible action to approve a resolution of the city of Hunters Creek Village, Texas finding that CenterPoint Energy Houston Electric, LLC's requested increase to its electric transmission and distribution rates and charges within the city should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and GCCC legal counsel.

Councilmember Cowell made a motion to approve a resolution of the city of Hunters Creek Village, Texas finding that CenterPoint Energy Houston Electric, LLC's requested increase to its electric transmission and distribution rates and charges within the city should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and GCCC legal counsel. Councilmember Marks seconded the motion and the motion carried unanimously.

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

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

J. ADJOURNMENT

At 7:30 p.m., Councilmember Knox made a motion to adjourn. Councilmember Carlton seconded the motion and the motion carried unanimously. The meeting was adjourned at 7:30 p.m.

These minutes were approved on the ____ day of June 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE EMERGENCY
CITY COUNCIL MEETING
May 22, 2024**

The City Council of the City of Hunters Creek Village, Texas held an emergency meeting on Tuesday, May 22, 2024, at 5:00 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 Jay Carlton
	City Administrator:	Tom Fullen
	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 5:17 p.m.

- B. 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.*

No comments.

- C. REGULAR AGENDA

1. Discussion and possible action to approve an Ordinance extending the Disaster Declaration for severe weather event.

Councilmember Marks made a motion to approve an Ordinance extending the Disaster Declaration for severe weather event. Councilmember Sapien seconded the motion, and the motion was carried unanimously.

- D. ADJOURNMENT

At 5:18 p.m., Councilmember Marks made a motion to adjourn. Councilmember Carlton seconded the motion, and the motion was carried

unanimously. The meeting was adjourned at 5:18 p.m.

These minutes were approved on the ____ day of June 2024.

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary

DRAFT



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT						
0005	A T & T Phone	05/01/2024	Regular	0.00	854.05	34645
0381	AAA FLEXIBLE PIPE CLEANING	05/01/2024	Regular	0.00	2,730.00	34646
0647	AFLAC WORLDWIDE HEADQUARTERS	05/01/2024	Regular	0.00	535.80	34647
0669	C & D JANITOR SERVICE INC	05/01/2024	Regular	0.00	2,506.95	34648
0010	CENTERPOINT ENERGY	05/01/2024	Regular	0.00	44.07	34649
0013	COWBOY TRUCKING INC	05/01/2024	Regular	0.00	195.00	34650
000796	ENGIE RESOURCES	05/01/2024	Regular	0.00	4,923.92	34651
0020	EWING OUTDOOR SUPPLY	05/01/2024	Regular	0.00	113.66	34652
0431	HOOPER COMMUNICATIONS LP	05/01/2024	Regular	0.00	290.00	34653
0035	HOUSTON CHRONICLE	05/01/2024	Regular	0.00	471.10	34654
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	05/01/2024	Regular	0.00	1,173.09	34655
0053	MEMORIAL VILLAGES WATER AUTHORITY	05/01/2024	Regular	0.00	4,242.35	34656
0062	NORTHWEST PEST PATROL	05/01/2024	Regular	0.00	1,284.00	34657
0065	ODP BUSSINESS SOLUTIONS	05/01/2024	Regular	0.00	516.79	34658
0635	TYLER TECHNOLOGIES INC	05/01/2024	Regular	0.00	6,138.92	34659
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	05/01/2024	Regular	0.00	9,627.24	34660
000943	Malcolm Waddell	05/01/2024	Regular	0.00	450.00	34661
000856	CAMERON BUILDERS INC	05/15/2024	Regular	0.00	9,923.00	34662
0445	CENTURY CONCRETE CONSTRUCTION INC	05/15/2024	Regular	0.00	800.00	34663
000876	CINTAS CORPORATION	05/15/2024	Regular	0.00	225.36	34664
000775	CITYLYNX INC	05/15/2024	Regular	0.00	7,587.50	34665
0012	COBB FENDLEY	05/15/2024	Regular	0.00	26,200.00	34666
0013	COWBOY TRUCKING INC	05/15/2024	Regular	0.00	112.80	34667
0020	EWING OUTDOOR SUPPLY	05/15/2024	Regular	0.00	57.25	34668
000811	FUN ABOUNDS	05/15/2024	Regular	0.00	3,200.00	34669
0150	GARY B MADDOX	05/15/2024	Regular	0.00	500.00	34670
0537	GREEN FOR LIFE	05/15/2024	Regular	0.00	42,769.42	34671
0674	JIM PAPPAS	05/15/2024	Regular	0.00	60.00	34672
000716	KIRWIN LAW FIRM PLLC	05/15/2024	Regular	0.00	3,105.00	34673
0641	MARK E EASLEY	05/15/2024	Regular	0.00	300.00	34674
0062	NORTHWEST PEST PATROL	05/15/2024	Regular	0.00	1,284.00	34675
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	05/15/2024	Regular	0.00	246.21	34676
0420	PREMIER TREE SERVICE	05/15/2024	Regular	0.00	1,850.00	34677
000918	TEXAS MUNICIPAL LEAGUE INTERGOVERNMENT	05/15/2024	Regular	0.00	114.66	34678
000789	VAN SANT LANDSCAPE MANAGEMENT	05/15/2024	Regular	0.00	7,286.00	34679
0362	VERIZON WIRELESS	05/15/2024	Regular	0.00	37.99	34680

Bank Code AP DISB ALLEGIANCE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	36	0.00	141,756.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	36	36	0.00	141,756.13

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	05/01/2024	EFT	0.00	210,475.00	1034
0105	VILLAGE FIRE DEPARTMENT	05/01/2024	EFT	0.00	183,812.59	1035
000908	PREACTIVE IT SOLUTIONS	05/01/2024	Bank Draft	0.00	1,556.90	DFT0000494
000913	ANITA M. JAMES	05/15/2024	Bank Draft	0.00	600.00	DFT0000495
000936	Ozraa Dhanani	05/15/2024	Bank Draft	0.00	1,022.50	DFT0000496
0517-TF	PAYMENT REMITTANCE CENTER	05/20/2024	Bank Draft	0.00	4,518.20	DFT0000499

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	8	4	0.00	7,697.60
EFT's	2	2	0.00	394,287.59
	10	6	0.00	401,985.19

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	36	0.00	141,756.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	4	0.00	7,697.60
EFT's	2	2	0.00	394,287.59
	46	42	0.00	543,741.32

Fund Summary

Fund	Name	Period	Amount
999	POOL	5/2024	543,741.32
			543,741.32

**CITY OF HUNTERS CREEK VILLAGE
QUARTERLY INVESTMENT REPORT
QUARTER ENDING MARCH 31, 2024**

Account Description	Beginning Bank Balance 1/1/2024	Interest Earned 1/1/2024-3/31/2024	Deposits		Withdrawal 1/1/2024-3/31/2024	Cash In Transit	Ending Book/Market Value Balance 3/31/2024	% of Total Funds	Average Interest Rate	Maturity	3-month Average Collateral
			1/1/2024-3/31/2024	1/1/2024-3/31/2024							
Stellar											
Disbursement Public Funds	\$47,371.11 \$2,669,559.57	\$0.00 \$0.00	\$556,131.12 \$5,511,183.74	\$512,397.90 \$7,755,714.84	\$0.00 \$0.00	\$91,104.33 \$425,028.47	0.66% 3.10%	0.00 0.00	Immediate Immediate		
Texas Class Tex Pool	\$2,877,834.33 \$5,411,406.48	\$52,033.38 \$106,982.87	\$1,492,281.00 \$3,500,000.00	\$250,000.00 \$0.00	\$0.00 \$0.00	\$4,172,148.71 \$9,018,389.35	30.44% 65.80%	5.26 5.33	Immediate Immediate		
Total Accounts	\$11,006,171.49	\$159,016.25	\$11,059,595.86	\$8,518,112.74	\$0.00	\$13,706,670.86	100.00%	5.30			\$22,123,608.38

The investment report for the 1st quarter of 2024 is in compliance with the City of Hunters Creek Village's investment policy as well as in compliance with the provisions of Chapter 2256 of the Texas Local Government Code, as required by the Public Funds Investment Act.

Reviewed and Approved by:

James S. Pappas
Mayor
Dated:

Prepared by:

Tom Fullen
City Administrator and Investment Officer
Dated: May 15, 2024

**CAMERON BUILDERS, INC.
1341 CEDAR POST
HOUSTON, TEXAS 77055
281-413-5064
TACLB - 16323C
RMP-39163
MRFSS ENDORSEMENT
ME-328192
TEC-30771**

City of Hunters Creek

INVOICE

Replace 2 -5 ton Trane condensers. Check piston
in coil. Evacuate and startup units. Check temp
drop at coil.

Cost of labor and material
\$5,500.00 ea

Total
\$10,900.00

Thank You

Regulation

78711

463-6599

Licensing and

P.O. Box 12157
Austin, Texas

1-800-803-9202, 512-



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve the proposed Memorial Village Police Departments FY2025 Budget.

EXHIBITS: FY2025 Proposed Budget

Memorial Villages Police Department

FY25 BUDGET PROPOSAL

GENERAL FUND						
Acct. No	Category	2023 Adopted	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
100						
100	Salaries	4,100,675	4,198,380	4,504,858	306,478	7%
110	Overtime	145,000	160,000	160,000	0	0%
115	Court/Bailiff	5,000	2,500	5,000	2,500	100%
120	Retirement	498,812	1,135,233	981,981	(153,252)	-13%
125	457b contribution	91,873	94,832	102,290	7,458	8%
130	Health Insurance	692,808	703,166	807,980	104,814	15%
140	Workers Compensation - TML	78,000	82,000	86,400	4,400	5%
150	Life/LTD	23,257	25,400	25,877	477	2%
160	Medicare	61,713	63,311	67,803	4,492	7%
170	Social Security	1,002	1,788	2,576	788	44%
	TOTAL PERSONNEL/BENEFITS	5,698,142	6,466,610	6,744,765	278,155	4%
200						
	TML INTERGOVERNMENTAL RISK POOL					
200	Auto	40,000	40,000	40,000	0	0%
210	General Liability	720	550	1,400	850	155%
220	Public Official Bond	960	960	1,000	40	4%
230	Professional Liability	30,000	29,000	30,000	1,000	3%
240	Real & Personal Property	9,000	10,000	12,000	2,000	20%
	TOTAL OTHER INSURANCE	80,680	80,510	84,400	3,890	5%
300						
300	Gas and Oil	145,000	120,000	120,000	0	0%
310	Fleet maintenance	45,000	45,000	55,000	10,000	22%
320	Tires	7,000	7,000	10,000	3,000	43%
330	Damage Repair	10,000	10,000	10,000	0	0%
	TOTAL FLEET MAINTENANCE	207,000	182,000	195,000	13,000	7%
400						
400	General/Building Maintenance	61,700	40,000	40,100	100	0%
410	Janitorial Services	21,600	22,800	22,800	0	0%
420	Jail	1,000	1,000	1,000	0	0%
430	Building Furnishings	10,000	10,000	10,000	0	0%
	TOTAL BUILDING	94,300	73,800	73,900	100	0%
500						
500	Computers	15,000	16,000	16,000	0	0%
510	Postage/postage machine	1,300	1,300	1,300	0	0%
520	Office Supplies	25,000	30,500	35,300	4,800	16%
530	Bank/Finance Service Chgs	600	600	400	(200)	-33%
540	Payroll Services	20,000	22,000	22,000	0	0%
	TOTAL OFFICE	61,900	70,400	75,000	4,600	7%
600						
600	Telephone	43,306	42,775	40,040	(2,735)	-6%
610	Electric	20,000	20,000	20,000	0	0%
620	Water/Sewer	6,000	6,000	7,500	1,500	25%
630	Natural Gas	1,000	800	1,000	200	25%
	TOTAL UTILITIES	70,305	69,575	68,540	(1,035)	-1%

Memorial Villages Police Department

FY25 BUDGET PROPOSAL

GENERAL FUND CONTINUED						
700						
700	Equipment Maint. Contracts	121,710	130,530	179,858	49,328	38%
710	SETCIC fees	3,600	3,600	3,600	0	0%
720	Legal/Professional	71,830	57,850	56,300	(1,550)	-3%
730	IT Services	124,370	115,628	135,944	20,316	18%
740	Software Maintenance Contracts	64,200	100,800	84,700	(16,100)	-16%
	TOTAL CONTRACTS/SERVICES	385,710	408,408	460,402	51,994	13%
800						
800	Accreditation	1,440	1,440	1,440	0	0%
810	Uniforms	35,000	40,000	41,000	1,000	3%
820	Radio parts and labor	33,036	31,037	33,504	2,467	8%
830	Firearms Trng and Ammo	6,500	7,000	7,000	0	0%
835	Tasers	15,000	15,000	20,000	5,000	33%
Acct. No	Category	2023 Adopted	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
840	Training & Prof. Dues	60,000	67,000	69,375	2,375	4%
850	Travel	7,000	7,000	9,500	2,500	36%
860	Recruiting Costs	7,000	7,000	13,000	6,000	86%
870	Criminal Investigations (CID)	3,720	3,320	2,500	(820)	-25%
880	Contingency - Miscellaneous	25,000	25,000	30,000	5,000	20%
892	Small Equipment	2,500	22,000	7,640	(14,360)	-65%
	COVID expenditures				0	#DIV/0!
	TOTAL OPERATIONS	196,196	225,797	234,959	9,162	4%
	TOTAL M&O	6,794,233	7,577,100	7,936,966	359,866	5%
OTHER FUNDS						
Acct. No	Category	2023 Adopted	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
1000						
1000	Auto Replacement	160,000	140,000	144,000	4,000	3%
	TOTAL VEHICLE REPLACEMENT	160,000	140,000	144,000	4,000	3%
2000						
	Range storage container/banking fees	12,200				
	Radio System Upgrade	625,000				
	Roof & HVAC		149,700		(149,700)	-100.00%
	CAPER conversion			26,000	26,000	
	TOTAL SPECIALCAPITAL ASSETS	637,200	149,700	26,000	(123,700)	-83%
	TOTAL OTHER FUNDS	797,200	289,700	170,000	(119,700)	-41%
Category	2023 Adopted	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase	
GENERAL FUND	6,794,233	7,577,100	7,936,966	359,866	5%	
VEHICLE REPLACEMENT	160,000	140,000	144,000	4,000	3%	
SPECIAL CAPITAL ASSETS	637,200	149,700	26,000	(123,700)	-82.63%	
	(125,000)					
	512,200	149,700	26,000	(123,700)	-83%	
COMBINED TOTALS	7,466,433	7,866,800	8,106,966	240,166	3.05%	

FY25 Budget

Bunker Hill Village - Piney Point Village - Hunters Creek Village



Hunters Creek



Village



Hunters Creek



Village

FY25 Budget Goals and Objectives

Goals:

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

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

Objective:

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



Hunters Creek



Village

FY25 Budget Proposal

Proposed Total Budget Package for 2025

Personnel and Benefits \$6,744,765 (+4.3%)

Total Operations \$1,192,201 (+7.3%)

Total M&O \$7,936,966 (+4.74%)

Auto – \$144,000 (+3%)

(Vehicles)

Proposed General Fund 2024 Budget – \$7,936,966 (+4.74%)

Total Budget GF + Capital = \$8,106,966 (+3.05%)

Cost per Village \$2,702,322

Increase of \$80,055 per village over FY24

FY25 Budget Proposal

FY25 Budget Adjustments

Electricity service

TML

General Maintenance Contracts

- IOSO – I.T. Vendor
- AXON – In car video, BWC, Auto Tagging
- Flock – ALPR's
- Drone – Flight OP's Software
- Trackstar – Vehicle tracking

Equipment

- Uniforms/Vests
- RAD

Training/Travel

Landscaping



Hunters Creek



Village



Hunters Creek



Village

FY25 Budget

Continuing Investment in Our Personnel

Salary Increase

- Base Salary Adjustment – Civilian 5.5%
- Sworn 4.0%

- 1% Merit STEP

2025 Average Salary
w/pay incentives:

Sergeant	\$120,300
Patrol Officer	\$ 98,595
Dispatcher	\$ 66,776



Hunters Creek



Village

Capital Projects 2023-2025

The Memorial Villages Police Department administration had identified three capital projects that needed funding from participating cities over a 3-year period.

These projects included:

- **Radio System Upgrade/Replacements - 2023 Project**
(Project was Under Cost Estimates) REFUND
- Roof Replacement 2024 Project
- HVAC Replacement
- **CAD/RMS/ARS Replacement** 2025 Project

Revised 2025 Project Estimate
CAD/RMS/ARS: \$26,000



Hunters Creek



Village

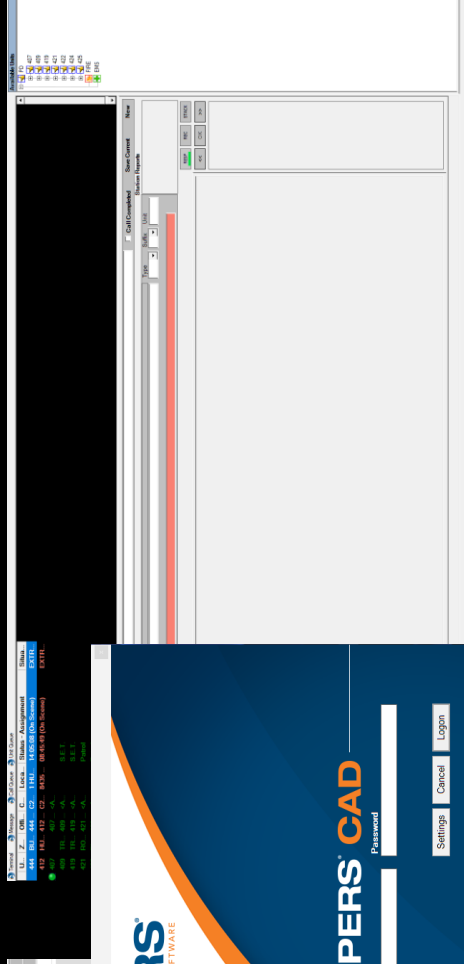
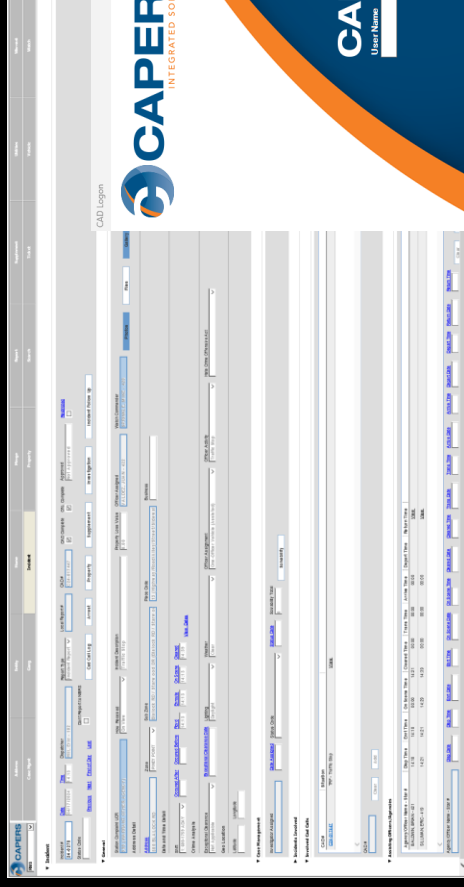
FY25 Capital Project Expenditure

May include applying existing fund balances

CAD/RMS/ARS

Cost of Project

\$26,000



Proposed General Fund 2025 Budget – \$ 8,106,966

Cost per Village \$ 2,702,322



Hunters Creek



Village

FY25 Capital Project Expenditure

Vehicle Replacement

Summary

2023 Vehicle Budget - \$160,000	Number of vehicles – 3
2024 Vehicle Budget - \$140,000	Number of vehicles – 3
2023 Vehicles actual cost w/upfit - \$183,950.93	
2024 Vehicles actual cost w/upfit - \$199,574.95	
2024 Total vehicle Replacement Funds (from all sources) \$332,648.58	
2024 Expenditures YTD \$201,513.36	
2024 Pending Expenditures (3 2023 Tahoe's + Upfit) \$152,248.60	
Balance (-\$21,113.37) * incl's sale of 2 Durango's	

FY25 Vehicle Replenishment Funding.
\$144,000.00 to support the purchase and upfitting of unmarked vehicles.



Investing in Public Safety = Investing in the Community



Hunters Creek



Village



VILLAGES INDEPENDENCE DAY
Parade
 Starts 10:00 a.m. at Memorial Villages Community Center
 Meets at Gayford
 If you are not in the parade, please arrive at 9:45 a.m.
 Email: Ecclesia on Piney Point Rd
 For more information, visit memorialvillages.gov or contact info@memorialvillages.gov

MEMORIAL VILLAGES POLICE DEPARTMENT PRESENTS
STROLL
 JULY 12, 2023
 CHAPELWOOD LINC
 11148 GREENBAY
 7:00 PM - 9:00 PM
 STAY COOL WITH SOAK
 DONATE OR PURCHASE THE NEW SOAK SHOWER
 USE BRINE & CANNED ITEM DONATION!
 CHAPELWOOD

5K RUN WALK & ROLL
 SATURDAY OCT 14
 To Support The UPP Foundation, 98113
 Start @: Chapelwood LINC, 11148 Greenbay at Piney Point Village, Houston, TX 77058

R.A.D. RAPE AWARENESS DEFENSE SYSTEMS



R.A.D. FOR SENIORS SYSTEMS

MEMORIAL VILLAGES POLICE FOUNDATION
RODIEO
 BIKING EVENT
 Where: Chapelwood United Methodist Church
 When: Saturday, April 1, 2023, 10am - 2pm
 Lock safety
 Chapelwood United Methodist Church
 11148 Greenbay Street
 Houston, Texas 77058

eclesia
 352 PINEY POINT ROAD
 HOUSTON, TEXAS 77058
 7-APP
 ALL AGES WELCOME
 RSVP BY 5:00 PM
 MEET US AT THE ENTRANCE
 14 21 27 37 44 74
 MEMORIAL VILLAGES POLICE FOUNDATION

MEMORIAL VILLAGES POLICE FOUNDATION
TRUNK OR TREAT
 @ MYPP PARKING LOT
 SATURDAY, OCTOBER 28th
 6:00 PM - 9:00 PM
 All Ages
 Christian Station Church
 15538 Memorial Dr.
 Houston, TX 77058
 Pumpkins • Candy • Treats • Prizes
 Popcorn • Games • Activities • Entertainment
& LOTS OF TREATS!
 THANK YOU FROM THE POLICE!



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve the proposed Village Fire Department FY2025 Budget.

EXHIBITS: FY2025 Proposed Budget

Village Fire Department
2025 Budget Worksheet

GENERAL FUND	Budget Category	Detail Category	2023 Original	2023 Amended	2023 Actual	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase		
CAPITAL	Capital										
		Physical Plant/Facility	10,000	200,000	190,315	10,000	10,000	0	0%		
		Misc. Tools & Equipment - FIRE	50,000	50,000	66,898	32,375	86,000	53,625	166%		
		Misc. Tools & Equipment - EMS				26,356	12,800	(13,556)	-51%		
		Protective Gear	55,000	140,810	126,727	41,680	22,400	(19,280)	-46%		
		Boat					0	0	0%		
		Gym Equipment				0	0	0	0%		
		Office Computers			6,882	3,924	10,000	6,076	155%		
		Apparatus Computers			22,117	13,734	0	(13,734)	-100%		
		Radios	29,000	100,000	70,649	64,964	5,400	(59,564)	-92%		
		TOTAL CAPITAL	144,000	490,810	483,588	193,033	146,600	(46,433)	-24%		
PERSONNEL	Payroll										
		Base Pay	4,786,388	5,051,944	5,054,985	5,542,285	5,789,000	246,715	4%		
		457 Plan Compensation	95,728	101,091	98,401	110,846	115,780	4,934	4%		
		Longevity	22,000	22,000		22,000	26,600	4,600	21%		
		Higher Class	28,000	28,000		18,540	21,735	3,195	17%		
		Overtime	418,098	560,817	483,164	261,406	369,140	107,734	41%		
		Professional Certification	46,000	57,000	57,269	57,000	69,640	12,640	22%		
		FICA	412,810	412,810	425,470	454,513	488,980	34,467	8%		
			TOTAL PAYROLL	5,809,025	6,233,662	6,119,290	6,466,589	6,880,875	414,286	6%	
		Benefits									
			Retirement - TMRS	361,546	373,951	371,849	402,809	428,260	25,451	6%	
			Health Insurance	1,120,284	1,040,284	1,034,529	1,246,876	1,054,600	(192,276)	-15%	
			Basic Life, ADD, & LTD Insurance	26,432	33,000	29,649	34,449	25,200	(9,249)	-27%	
			Worker's Comp. Insurance	59,776	66,964	65,372	71,651	93,600	21,949	31%	
Meal Allowance	40,000		40,000	40,000	46,000	46,000	0	0%			
	TOTAL BENEFITS	1,608,038	1,554,199	1,541,399	1,801,786	1,647,660	(154,126)	-9%			
	TOTAL PERSONNEL	7,417,063	7,787,862	7,660,690	8,268,375	8,528,535	260,160	3%			

Village Fire Department
2025 Budget Worksheet

Budget Category	Detail Category	2023 Original	2023 Amended	2023 Actual	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
OPERATING								
Red Trucks & Saving Lives								
	Ambulance Medical Supplies	62,000	62,000	47,303	70,000	60,000	(10,000)	-14%
	IP Address VPN - PS Lightwave				8,820	8,820	0	0%
	Internet, Phones, & TV - Comcast				19,800	19,800	0	0%
	Mobile Device Services				4,067	6,100	2,033	50%
	City of Houston Radio System				19,680	19,680	0	0%
	Communications - Motorola 47 & NICE				43,000	45,580	2,580	6%
	Incident Records & CAD - Propheonix				24,000	28,810	4,810	20%
	EMS Protocol App - Handtevy				2,300	4,620	2,320	101%
	Training Software & Vehicle Checks - Vector Solutions				7,000	8,600	1,600	23%
	EMS Equipment Maintenance - ProCare/Stryker				21,000	22,470	1,470	7%
	Uniforms	15,000	15,000	6,638	20,000	55,200	35,200	176%
	Fuel	55,000	84,514	47,491	48,000	55,000	7,000	15%
	Vehicle Licenses & Permits				5,000	5,000	0	0%
	Dues & Subscriptions	6,500	6,500	4,895	2,439	4,950	2,511	103%
	TOTAL RED TRUCKS & SAVING LIVES	138,500	168,014	106,329	295,106	344,630	49,524	17%
Dispatch								
	Dispatch Alerting System - US Designs (Samantha)			17,637	7,921	11,000	3,079	39%
	Electronic Protocol Cards - Pro QA				2,500	0	(2,500)	-100%
	Translation Service - Language Line				200	200	0	0%
	TOTAL DISPATCH	0	0	17,637	10,621	11,200	579	5%
Fire Prevention - Fire Marshal's Office								
	Public Education & Relations & Promotional	10,000	10,000	5,210	5,000	5,000	0	0%
	Inspections				200	0	(200)	-100%
	Fire Investigations				950	500	(450)	-47%
	Law Enforcement Equipment				2,850	100	(2,750)	-96%
	TOTAL FIREPREVENTION - FIRE MARSHAL'S OFFICE	10,000	10,000	5,210	9,000	5,600	(3,400)	-38%
Fire Station								
	Building Maintenance	45,000	45,000	41,279	26,892	30,000		
	Station Supplies				18,600	18,000	(600)	-3%
	Public Utilities	75,000	60,349	62,179	54,240	67,000	12,760	24%
	Rent	10	10	10	10	10	0	0%
	Property & Casualty Insurance	52,253	94,558	85,418	72,306	100,000	27,694	38%
	TOTAL FIRE STATION	172,263	199,917	188,886	172,049	215,010	42,961	25%
Office								
	Office Supplies				10,933	14,400	3,468	32%
	Office Software				34,732	41,150	6,418	18%
	Bank Service Charges				7,000	2,000	(5,000)	-71%
	TOTAL OFFICE	120,400	130,400	51,158	52,664	57,550	4,886	9%

Village Fire Department
2025 Budget Worksheet

Budget Category	Detail Category	2023 Original	2023 Amended	2023 Actual	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase	
Professional Services	Accounting Services				0	16,000	16,000	#DIV/0!	
	Legal Services				36,000	36,000	0	0%	
	IT Services				28,000	31,890	3,890	14%	
	Health Insurance Consulting Services				11,500	13,225	1,725	15%	
	Medical Director Services				20,000	25,000	5,000	25%	
	Salary/Benefit Survey Services*			0	0	5,000	5,000	#DIV/0!	
	Legal Notices & Advertising				3,000	10,000	7,000	233%	
	Other Professional Services				16,000	27,000	11,000	69%	
	TOTAL PROFESSIONAL SERVICES		132,350	179,850	163,601	114,500	164,115	49,615	43%
	Training	Fire Training	30,000	30,000	41,723	37,740	32,000	(5,740)	-15%
Fire Certification Fees		6,000	6,000	2,817	7,320	7,300	(20)	0%	
EMS Training		17,000	17,000		18,000	18,000	0	0%	
EMS Certification Fees					6,000	6,000	0	0%	
Emergency Management Training - (TDEM)					7,000	6,000	(1,000)	-14%	
Fire Marshal Training					8,000	8,000	0	0%	
Fire Marshal Certification Fees					0	0	0	#DIV/0!	
Dispatch Training & Certification Fees					0	9,000	9,000	#DIV/0!	
Admin Training & Certification Fees					5,000	5,000	0	0%	
General Supplies for Training					5,000		(5,000)	-100%	
TOTAL TRAINING		53,000	53,000	44,540	94,060	91,300	2,240	-3%	
Maintenance	Vehicle Maintenance	285,272	285,272	271,853	165,000	185,000	20,000	12%	
	Equipment & Supplies Maintenance				36,400	36,400	0	0%	
	Bunker Gear Maintenance				26,000	28,600	2,600	10%	
	SCBA Maintenance				15,000	15,000	0	0%	
	Knox Contracts				1,200	800	(400)	-33%	
	Fuel System			0	900	5,000	4,100	456%	
	TOTAL MAINTENANCE	285,272	285,272	271,853	244,500	270,800	26,300	11%	
	Events & Other	VFD Fire Commission & Meeting Expenses			6,790	7,580	7,580	0	0%
		VFD Employee Appreciation & Events			21,084	25,000	10,000	(15,000)	-60%
		CPR Supplies, Cards, & Equipment			39,685	7,000	3,000	(4,000)	-57%
Emergency Contingency		10,000	10,000		20,000	20,000	0	0%	
TOTAL EVENTS & OTHER		10,000	10,000	67,559	59,580	40,580	(19,000)	-32%	
TOTAL GENERAL FUND		8,482,848	9,315,125	9,061,050	9,513,488	9,875,920	362,432	4%	

Village Fire Department
2025 Budget Worksheet

OTHER FUNDS		Category	2023 Original	2023 Amended	2023 Actual	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
	Capital Replacement Fund		200,000	380,000	200,000	400,000	200,000	(200,000)	-50%
	Surplus Contribution						238,054	238,054	#DIV/0!
	EMS Revenue Contribution						250,000	250,000	#DIV/0!
	TOTAL CAPITAL REPLACEMENT FUNDS		200,000	380,000	200,000	400,000	688,054	288,054	72%

		Category	2023 Original	2023 Amended	2023 Actual	2024 Adopted	2025 Proposed	\$ Increase/ 2024-2025	% Increase
	GENERAL FUND		8,482,848	9,315,125	9,061,050	9,513,488	9,875,920	362,432	4%
	CAPITAL REPLACEMENT FUND		200,000	380,000	200,000	400,000	200,000	(200,000)	-50%
	TOTAL BUDGET TO BE ASSESSED		8,682,848	9,695,125	9,261,050	9,913,488	10,075,920	162,432	2%
	EMS REVENUE CONTRIBUTION						250,000		
	COMBINED ASSESSMENTS & CONTRIBUTIONS		8,682,848	9,695,125	9,261,050	9,913,488	10,325,920	412,432	4%

Village Fire Department



Serving the Villages of Bunker Hill, Piney Point, Spring Valley,
Hunters Creek, Hilshire, and Hedwig

2025 Proposed Budget



VFD 2025 Proposed Budget Highlights

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2025 Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

COMMISSIONERS 2025

City of Bunker Hill Village	Keith Brown, Chair
City of Piney Point Village	Henry Kollenberg, Vice Chair
City of Spring Valley Village	Allen Carpenter, Treasurer
City of Hunters Creek Village	Rob Adams, Secretary
City of Hilshire Village	Mike Garofalo, Member
City of Hedwig Village	Matt Woodruff, Member

ALTERNATES 2025

City of Bunker Hill Village	Clara Towsley
City of Piney Point Village	Aliza Dutt
City of Spring Valley Village	John Lisenby
City of Hunters Creek Village	Fidel Sapien
City of Hilshire Village	Mayor Robert (Bob) Buesinger, Member
City of Hedwig Village	Patrick Breckon

This budget includes a 3.5% salary increase, allowances for step increases anticipated in 2025, continues a 2% base salary contribution to the employees' 457(b) Plan, and a \$200,000.00 contribution to the Capital Replacement Fund. The budget also includes additional funds for training to catch up on training that was not done during the COVID-19 pandemic and to ensure the department has an adequate depth of personnel trained in certain specialized areas. All of this will be discussed in greater detail in the following pages.

The VFD is requesting an overall budget of **\$10,075,920** which is \$162,433, or 1.64%, over the FY 2024 budget.

The budget is broken down in overarching categories as follows:

- GENERAL FUND – CAPITAL – \$146,600 (Page 3)**
- GENERAL FUND – PERSONNEL – \$8,528,535 (Page 3 - Page 4)**
- GENERAL FUND – OPERATING – \$1,200,785 (Page 4 - Page 5)**
- CAPITAL REPLACEMENT FUND – \$200,000 (Page 5)**
- TOTAL – \$10,075,920**

The following is a comparison between these categories from 2023 amended through the proposed 2025 budget:

	FY 2023 amended Budget	FY 2023 Actual (audited)	FY 2024 Original Budget	FY 2025 Proposed
Capital	507,810	483,588	193,033	146,600
Personnel	7,737,862	8,268,375	8,268,375	8,528,535
Operating	1,036,453	956,771	1,052,080	1,200,785
Total Expenditures	9,272,125	9,061,049	9,513,488	9,875,920
Equipment Contribution	10,000			
\$ for Cap. Replacement Plan	200,000	200,000	400,000	200,000
		200,000	400,000	200,000
Total Assessed		9,261,049	9,913,488	10,075,920
EMS Contribution				250,000
Total assessments & contributions				10,325,920

Below is a breakdown of the cost to each city for this budget. The total cost for city assessments is **\$10,075,920**.

City	Pro-Rata Share	\$ Funded by End of 2025	January 2025 Payment	February – November 2025 monthly Payment	December 2025 Payment
Bunker Hill Village	19%	\$1,914,424.80	\$239,303.10	\$159,535.40	\$79,767.70
Hedwig Village	18.5%	\$1,864,045.20	\$233,005.65	\$155,337.10	\$77,668.55
Hilshire Village	3%	\$302,277.60	\$37,784.70	\$25,189.80	\$12,594.90
Hunters Creek Village	22.25%	\$2,241,892.20	\$280,236.53	\$186,824.35	\$93,412.18
Piney Point Village	21%	\$2,115,943.20	\$264,492.90	\$176,328.60	\$88,164.30
Spring Valley Village	16.25%	\$1,637,337.00	\$204,667.13	\$136,444.75	\$68,222.38
Total	100%	\$10,075,920			

2025 Budget Highlights

GENERAL FUND – CAPITAL – \$146,600

The general fund - capital has a 24% reduction from 2024. This decrease is due to no major facility project or repairs being anticipated. This category includes:

- *Physical Plant/Facility - \$10,000* – unanticipated building repairs
- *Misc. Tools & Equipment FIRE - \$86,000* – various tools needed for apparatus
- *Misc. Tools & Equipment EMS - \$12,800* – scheduled EMS replacement
- *Protective Gear - \$22,400* – Bunker Gear for new hires and various other protective gear
- *Office Computers - \$10,000* – scheduled replacement
- *Radios - \$5,400*– scheduled replacement & radios for reserve apparatus

GENERAL FUND – PERSONNEL – \$8,528,535.00

The Village Fire Department currently has fifty-three full-time employees. The breakdown will be forty-five Fire and EMS personnel, one Fire Chief, one Fire Marshal, one administrator, one administrative specialist, and four communication specialists (dispatchers). By 2025 the department plans to also employ part-time dispatcher(s)

This category includes salary, overtime (regular, CPR, events, & EMS/Fire training), professional certification, TMRS contributions at 2:1, 2% employer contribution to 457b, health benefits cost, and meal allowance.

Payroll:

SALARIES - \$5,789,000

This category includes the base annual pay for 53 full-time employees. It also reflects the 3.5% base salary adjustment for all employees and anticipated step increases. By 2025 the department plans to also employ part-time dispatcher(s)

EMPLOYER 457B CONTRIBUTION - \$115,780

This category includes a 2% employer contribution of full-time employees after 12 months of continued employment of base salary and thereafter.

LONGEVITY & HIGHER CLASS - \$48,335

This category includes employees with 1 year or more of service who will be paid \$4.00 per month per year of service. The maximum annual earning is reached after 25 years of service and equates to \$1,200 annually. Higher class is paid to an employee working a “grade” higher than their regular current job position. This rate of pay is the difference between the higher-grade hourly rate and the employee’s regular hourly rate.

OVERTIME (regular, CPR, & training) - \$369,140.

The requested overtime cost takes into consideration the historical costs of operating the department. The category is broken down into sub-categories to include all areas of overtime for the department. There has been concern in the past as to whether the overtime budget allowed sufficient authority for the department to call in additional staff for extraordinary events, such as major fires, floods, hurricanes, and the like. It should be noted that the cost of doubling department manpower by calling in an extra shift costs approximately \$25,000 *each day*. This budget allows approximately \$50,000.00 in overtime for unknown but anticipatable events during the year. If there is a major hurricane (or more than one) or similar events

that deplete this allowance, a budget amendment will be necessary to ensure the department has sufficient funds to complete the year.

FICA TAX EMPLOYER - \$488,980

The 7.65% tax on the combination of base salary, employer 457B contribution, longevity, higher class, overtime, & professional certification.

Benefit:

RETIREMENT (TMRS) CONTRIBUTION - \$428,260

The Village Fire Department provides a 2:1 ratio with the 2024 employee contribution rate of 7% and the employer contribution rate of 6.7%. The department will know the 2025 rate in June.

HEALTH INSURANCE & LIFE/LTD - \$1,079,800

Medical/Dental/Vision/BAC Insurance estimate: \$1,054,600 2025 employer contribution. A 15% increase from 2024 projected for all eligible full-time employees. The department provides employee term life, AD&D, and long-term disability coverage to its employees; \$25,200 is a 15% increase from the 2024 projected.

WORKER'S COMPENSATION - \$93,600

The employer's contribution rates for workers' compensation (WC) are based on the rates with Deep East Texas Self Insurance Fund (DETSIF)- Higginbotham. (DETSIF) - Higginbotham provides the department with a proposal after a worker compensation audit is performed annually. The department receives bids for WC annually. Increased 18% from 2024 (cost difference between 2023 and 2024)

GENERAL FUND – OPERATING – \$1,052,079.53

This category includes “red trucks and saving lives,” dispatch, fire prevention - fire marshal’s office, fire station, office, professional services, training, maintenance, and events/other (The budget categories have been reorganized for 2024, which can make year-to-year comparisons difficult but should result in greater visibility in the future as to where costs are being incurred.)

RED TRUCKS & SAVING LIVES - \$344,630.00

This category provides operating tools for “red trucks and saving lives.” In this category, there is a 16.78% increase due to uniform replacement, fuel, EMS equipment, and technology.

DISPATCH - \$11,2000

This category covers the needs of the dispatch. In this category, there is a 5.45% increase from the 2024 budget due to the increased annual maintenance cost for the dispatch alerting system.

FIRE PREVENTION - FIRE MARSHAL OFFICE - \$5,600

This category covers the needs of the fire Marshal’s office. In this category, there is a 37.78% reduction from the 2024 budget.

FIRE STATION - \$215,010

This category covers the needs of the fire station. In this category, there is a 24.97% increase from the 2024 budget. (Fixed Rate \$10.00 - Rent) due to increased costs in the maintenance of the station and supplies.

OFFICE - \$57,550

This category covers expenses for items pertaining to administration. In this category there is 9.28% increase from the 2024 budget due to the price increase of office supplies and software.

PROFESSIONAL SERVICES - \$164,115

This category covers expenses for all outsourced services. In this category, there is a 43.33% from the 2024 budget. The addition of accounting services and salary survey were both not budgeted in 2024. Increase in IT, health insurance consultant, and annual audit.

TRAINING – 91,300

This category exhibits an increase of 2.93% reduction from 2024 budget.

MAINTENANCE - \$270,800

This category provides funding for expected maintenance. In this category, there is a 10.76% increase from the 2024 budget. The increase is due to expected vehicles, bunker gear, and fuel system maintenance.

EVENTS/OTHER - \$40,580

This category covers various event expenses and provides a small contingency for unknown costs. In this category, there is a 31.89% reduction from the 2024 budget. The reduction is due to the removal of employee team-building dollars and reduced CPR supplies.

Capital Replacement Fund – \$200,000

The Capital Replacement strategic plan was developed to provide an instrument to aid the recommended replacement timeline for apparatus and equipment. Our vehicle maintenance officer reviews the cost of the vehicle, its age, and the miles and time it has on the engine. Industry standards and practices are used to determine the replacement of apparatus and equipment. Additionally, there is a section for SCBA (Self-Contained Breathing Apparatus) equipment for 2025. The current equipment is soon outdated and no longer covered under warranty. The department will meet the new standards with the purchase of the equipment. The Strategic Plan has been estimated to be a multiyear plan. There is a vehicle replacement for the deputy chief in 2025.

The commission has evaluated the current needs of the long-term plan. The vehicle costs were updated with a 10% inflation rate due to recommendations from VFD's insurance carrier and vehicle manufacturers. The Commission believes that while the \$200,000 allocation, the 2025 EMS contribution, and the surplus allocation for 2025 are appropriate, there will be continued review to ensure the fund will be adequate. Upon the conclusion of this analysis, the Commission will make appropriate recommendations for future-year contributions to ensure the long-term health of this fund.

The following additional documents are attached:

- 2025 Proposed Budget Highlights
- 2025 Proposed Budget Chair Letter
- 2025 Proposed Budget
- Capital Replacement Fund Schedule Spreadsheet

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
Bunker Hill Village
Hedwig Village
Hilshire Village
Hunters Creek Village
Piney Point Village
Spring Valley Village

June 3, 2024

The Honorable Robert Lord

Mayor, City of Bunker Hill Village

The Honorable Marcus Vajdos

Mayor, City of Spring Valley Village

The Honorable Aliza Dutt

Mayor, City of Piney Point Village

The Honorable Jimmy Pappas

Mayor, City of Hunters Creek Village

The Honorable Robert (Bob) Buesinger

Mayor, City of Hilshire Village

The Honorable Tom Jinks

Mayor, City of Hedwig Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Commission has unanimously approved and is forwarding for the consideration and approval of each city the following documents (along with additional supporting schedules and documents):

- **2023 Audit Surplus in the amount of \$238,054.** This Fire Commission is requesting the 2023 audit surplus in the amount of \$238,054 be placed in FUND 2, Capital Replacement Fund.
- **EMS Revenue to the end of 2025.** The Fire Commission is requesting the 2025 EMS revenue to be placed in FUND 2, Capital replacement fund. This matter will be reevaluated each year to determine the allocation of EMS funds.

- **Proposed 2025 Budget.** The budget is explained in some detail in the attached documents. Please note the budget has been presented in terms of major categories and subcategories to simplify ease of presentation. The itemized budget “worksheet” containing line-by-line estimates for different costs such as TMRS, health insurance, etc. under benefits is still available to the cities to review upon request. To briefly summarize, the budget represents an assessment increase of 1.64% from the 2024 budget. The overall 4.15% increase over the 2024 budget contains the EMS revenue contribution being allocated to FUND 2. It provides a 3.5% across-the-board salary increase for personnel and anticipated step increases. A reduction in the contribution toward the Capital Replacement Fund from \$400,000 to \$200,000 due to the allocation of funds; the 2023 surplus and the 2025 EMS revenue contribution. The Fire Commission will continue to assess the unprecedented increase in the cost of fire apparatus, properly evaluating the expected life of current apparatus and recommending the proper investment vehicles for the sums in the fund. Future-year contributions to this fund may need to be adjusted to ensure the long-term solvency of this fund.

Throughout this process, it has been our goal to provide the cities with a realistic and achievable budget. Though some items were moved from the budget in 2025. The fire commission is continuing to evaluate and reassess the year to ensure the budget is meeting the needs of the fire department and providing the best service to the residents of Memorial Villages. While we all must recognize unforeseeable events could result in the need for additional funds, we must also recognize that some unknown events over the course of a year are foreseeable and should be accounted for in a realistic budget. Your Commissioners and VFD personnel are prepared to answer your questions regarding this proposed budget.

We ask that you place the three items above on your council’s agenda for consideration within the time and manner specified in the Interlocal, then advise the department of your City Council’s action.

Respectfully submitted,


Keith Brown, Chair

Village Fire Department Board of Commissioners

Attachments

cc: Village Fire Department Commissioners and Alternates

City Administrators/Secretaries

Village Fire Department 2025 Proposed Budget

CAPITAL EXPENDITURES:

Capital Expenditures TOTAL

\$146,600.00

PERSONNEL EXPENDITURES:

Payroll 6,880,875
Benefit 1,647,660

Personnel Expenditures TOTAL

\$8,528,535.00

OPERATIONAL EXPENDITURES

Red Trucks & Saving Lives 344,630
Dispatch 11,200
Fire Prevention - Fire Marshal's Office 5,600
Fire Station 215,010
Office 57,550
Professional Services 164,115
Training 91,300
Maintenance 270,800
Events & Other 40,580

Operating Expenditures TOTAL

\$1,200,785.00

Subtotal

\$9,875,920

CAPITAL REPLACEMENT ASSESSMENT

200,000

\$200,000

TOTAL BUDGET TO BE ASSESSED

\$10,075,920.00

EMS Revenue Contribution

250,000

Total Assessments and Contributions to Village Fire Department

\$10,325,920.00

Village Fire Department 2025 Proposed Budget

<u>CAPITAL EXPENDITURES:</u>		
	% change from 2024 to 2025	% change from 2023 to 2024
Capital Expenditures TOTAL	-24%	-60%
<u>PERSONNEL EXPENDITURES:</u>		
Payroll	6.41%	
Benefit	-8.55%	
Personnel Expenditures TOTAL	3%	8%
<u>OPERATIONAL EXPENDITURES</u>		
Red Trucks & Saving Lives	16.78%	
Dispatch	5.45%	
Fire Prevention - Fire Marshal's Office	-37.78%	
Fire Station	24.97%	
Office	9.28%	
Professional Services	43.33%	
Training	-2.93%	
Maintenance	10.76%	
Events & Other	-31.89%	
Operating Expenditures TOTAL	14.13%	9.96%
Subtotal	3.81%	4.99%
<u>CAPITAL REPLACEMENT ASSESSMENT</u>	-100%	100%
<u>TOTAL BUDGET TO BE ASSESSED</u>	1.64%	7.04%
Total % change from the 2024 budget assessed to the 2025 total assessment and contributions	4.16%	

Village Fire Department 2025 Proposed Budget

	2025 Proposed Budget	# Delta from 2024 Budget to Proposed 2025	# Delta from 2023 Budget to 2024 Budget
<u>CAPITAL EXPENDITURES:</u>			
Capital Expenditures TOTAL	\$146,600.00	\$193,033.25	\$483,588.07
<u>PERSONNEL EXPENDITURES:</u>			
Personnel Expenditures TOTAL	\$8,528,535.00	\$8,268,375.07	\$7,620,690.00
<u>OPERATIONAL EXPENDITURES</u>			
Operating Expenditures TOTAL	\$1,200,785.00	\$1,052,079.53	\$956,771.00
SUBTOTAL	\$9,875,920	\$9,513,487.85	\$9,061,049.07
<u>CAPITAL REPLACEMENT ASSESSMENT</u>	\$200,000	-\$200,000	\$200,000
<u>TOTAL BUDGET TO BE ASSESSED</u>	\$10,075,920.00	\$9,913,487.85	\$9,261,049.07
<u>EMS Revenue Contribution</u>	\$250,000		
<u>Total Assessments and Contributions to Village Fire Department</u>	\$10,325,920.00		

Village Fire Department Budget History

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Approved	FY 2025 Budget Proposed
General Fund Expenditures:									
Capital	12,925.00	0.00	169,366.00	49,123.00	100,364.00	159,620.00	483,588.07	193,033.25	146,600.00
Personnel	4,624,866.00	4,771,328.00	5,412,322.00	5,549,532.00	6,126,081.00	6,742,766.00	7,660,689.95	8,268,375.07	8,528,535.00
Operating	590,598.00	707,724.00	610,682.00	783,740.00	700,656.00	953,900.00	916,771.68	1,052,079.53	1,200,785.00
Total Expenditures	5,228,389.00	5,479,052.00	6,192,370.00	6,382,395.00	6,927,101.00	7,856,286.00	9,061,049.70	9,513,487.85	9,875,920.00
Annual % change year-to-year		4.79%	13.02%	3.07%	8.53%	13.41%	15.34%	4.99%	3.81%
Capital Replacement Fund:									
\$ for Cap. Replacement Plan	160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	400,000.00	200,000.00
Total to Fund	160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	400,000.00	200,000.00
Cost to Cities	5,388,389.00	5,609,052.00	6,352,370.00	6,542,395.00	7,107,101.00	8,036,286.00	9,261,049.70	9,913,487.85	10,075,920.00
Annual % change year-to-year including the CRF		4.10%	13.25%	2.90%	8.63%	13.07%	15.24%	7.04%	1.64%

Capital Replacement Fund Schedule

Option to show \$200,000 contribution for 2025, then increasing 85,000 each year beginning 2026

Vehicles	Life (years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2017 Ladder	15										4,400,000.00
2020 Pumper 1	20										
2008 Pumper 2	20					1,950,635.07					
2014 Deputy Chief's Vehicle	10			150,000.00							
2019 Fire Chief's Vehicle	10							90,000.00			
2020 Utility Vehicle	10								75,000.00		
2023 Medic 1	10	186,710.00									
2023 Medic 2	10	186,710.00									
2014 Medic 3	10						300,000.00				
2012 Reserve Medic											
2017 Fire Marshal's Vehicle	10			90,000.00							
Total to be spent for Vehicles		373,420.00	0.00	150,000.00	0.00	2,040,635.07	300,000.00	90,000.00	75,000.00	0.00	4,400,000.00
<hr/>											
SCBA Equipment											
SCBA Equipment	10		225,000.00								
Total to be spent for SCBA Equipment		0.00	0.00	225,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>											
Balance											
Beginning Cash - AP		220,314.00	128,969.00	841,982.79	953,181.97	1,513,039.72	194,678.53	643,256.07	1,368,574.23	2,209,557.26	3,224,097.60
Planned Budgeted Annual Contribution		200,000.00	400,000.00	200,000.00	285,000.00	370,000.00	455,000.00	540,000.00	625,000.00	710,000.00	795,000.00
Additional Contributions		0.00	238,054.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMS Revenue				250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
Interest Income		3,946.00	21,959.79	36,199.18	24,857.76	17,273.88	8,577.54	20,318.16	35,983.03	54,540.34	32,462.68
Revenue from sale or trade-in		0.00	57,000.00	0.00	0.00	85,000.00	35,000.00	5,000.00	5,000.00	0.00	100,000.00
Disbursements		(295,291.00)	(4,000.00)	(375,000.00)	0.00	(2,040,635.07)	(300,000.00)	(90,000.00)	(75,000.00)	0.00	(4,400,000.00)
Ending Cash		128,969.00	841,982.79	953,181.97	1,513,039.72	194,678.53	643,256.07	1,368,574.23	2,209,557.26	3,224,097.60	1,560.28
\$85,000 annual increase beginning in 2026											



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve
the Village Fire Department FY2023 Audit.

EXHIBITS: Audit



Required Auditor Disclosure Letter Conclusion of Audit

April 19, 2024

To the Board of Commissioners
of the Village Fire Department:

We have audited the financial statements of the governmental activities and each major fund of the Village Fire Department (the “Department”) for the year ended December 31, 2023. Professional standards require that we provide the Board of Commissioners (the “governing body”) with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter previously sent at the start of the annual audit. Professional standards also require that we communicate to the governing body the following information related to our audit.

I. Significant Audit Findings

1. *Qualitative Aspects of Accounting Practices*

- A. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in the notes to the financial statements. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.
- B. Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

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

Estimates are used in the calculation of the pension liability and the required annual contribution. The Texas Municipal Retirement System (TMRS) hires a licensed actuary to make key assumptions and to perform calculations, as well as an independent auditor to review those assumptions and calculations. We evaluated the reasonableness of the employee data provided by the Department to TMRS.

Estimates are used in the calculation of the health care liability for other postemployment benefits. The Department hires a licensed actuary to perform the calculation. We evaluated the key factors and assumptions used to develop the liability in relation to the financial statements taken as a whole.

- C. The financial statement disclosures are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of long-term liabilities in the financial statements is significant to financial statement users because it discloses the Department's long-term financial obligations.

2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes both material and immaterial misstatements detected as a result of our audit procedures. Management has corrected all misstatements.

4. Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

5. Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 19, 2024.

6. Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Department's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

7. Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

8. *Changes in Risk Assessment*

No changes in risk assessment were noted in the completion of the audit as previously communicated in our planning letter.

II. Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI), as identified on the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, as identified on the table of contents, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

III. Restrictions on Use

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

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

Client: **Village Fire Department**
 Engagement: **4.1 - Village Fire Dept 12/31/23**
 Period Ending: **12/31/2023**
 Trial Balance: **2.2.01 - TB**
 Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1			
To record 2022 audit adjustment for retainage payable to correct beginning fund balance.			
01-53010	Facility Fund Balance	6,425.18	
01-57130	Professional Services		6,425.18
Total		6,425.18	6,425.18

Adjusting Journal Entries JE # 2			
To record 2022 accounts payable related to new ambulance to correct beginning fund balance.			
02-23010	Strategic Plan Fund Balance	54,000.00	
02-25040	New Ambulance		54,000.00
Total		54,000.00	54,000.00

Adjusting Journal Entries JE # 3			
To clear out gross prepaid insurance activity to present net numbers only.			
01-11322	Prepaid Ins-Amortization	139,453.55	
01-11329	Prepaid Insurance-Contra	75,445.42	
01-17119	Miscellaneous	2,610.00	
01-11310	Prepaid Meal Allowances		2,610.00
01-11321	Prepaid Insurance-Payments		214,898.97
Total		217,508.97	217,508.97

Adjusting Journal Entries JE # 4			
To remove gross payable and payment activity. Recommend discontinuing this practice and removing (disactivating payment			
01-12111	FICA Withholding	850,540.84	
01-12119	FICA Payable-Contra	12,203.62	
01-12121	Fed Income Tax Withholding	671,401.42	
01-12131	Employee Med Plan 125 W/H	176,962.76	
01-12141	Deferred Comp Withholding	256,877.71	
01-12149	Deferred Comp Pay-Contra	70,645.16	
01-12161	Firefighters Dues W/H	23,975.00	
01-12171	Prepaid Legal Svcs W/H	1,772.40	
01-12181	Employee Savings Plan W/H	3,669,804.72	
01-12191	Special Employee Withholding	62,760.72	
01-12201	Supp. Life Ins. W/H	16,572.58	
01-12311	Retirement Contrib Accruals	773,538.18	
01-12319	Retirement Contrib-Contra	68,964.09	
01-12321	Advance Pmts-Receipts	364,294.58	
01-12112	FICA Deposits		862,744.46
01-12122	Fed Income Tax Deposits		671,401.42
01-12132	Employee Med Plan 125 Paymnts		176,962.76
01-12142	Deferred Comp Payments		327,522.87
01-12162	Firefighters Dues Payments		23,975.00
01-12172	Prepaid Legal Svcs Payments		1,772.40
01-12182	Employee Savings Plan Paymnts		3,669,804.72
01-12192	Spec Employee W/H Payments		62,760.72
01-12202	Supp Life Ins W/H Payments		16,572.58
01-12312	Retirement Contrib Payments		842,502.27
01-12322	Advance Pmts-Amortization		364,294.58
Total		7,020,313.78	7,020,313.78

Adjusting Journal Entries JE # 5			
To record retainage portion on invoice recorded as accounts payable at year end for roof.			
01-15015	Contingency-Physical Plant	18,098.00	
01-12010	Accounts Payable		18,098.00
Total		18,098.00	18,098.00

Adjusting Journal Entries JE # 6

Client: **Village Fire Department**
 Engagement: **4.1 - Village Fire Dept 12/31/23**
 Period Ending: **12/31/2023**
 Trial Balance: **2.2.01 - TB**
 Workpaper: **2.5.05 - Adjusting Journal Entries Report**

Account	Description	Debit	Credit
To record VMIG gross activity for the year.			
992020	Insurance Payable Account	4,076.14	
995010	Insurance Premiums Distributed	3,304,390.23	
994010	Insurance Premiums Collected		3,308,466.37
Total		<u>3,308,466.37</u>	<u>3,308,466.37</u>

Adjusting Journal Entries JE # 7

To record gross ambulance billing activity at year end.

01-35000	Billing Fee	265,247.56	
01-34000	Emergency Medical Services Revenue		265,247.56
Total		<u>265,247.56</u>	<u>265,247.56</u>

Adjusting Journal Entries JE # 8

To record 13/24 months of U.S. Digital invoice as expense per Marlo's email. 9779.54 to be expensed in 2024 for services through

01-17119	Miscellaneous	11,771.66	
01-12010	Accounts Payable		11,771.66
Total		<u>11,771.66</u>	<u>11,771.66</u>



Required Auditor Disclosure Letter Planning

March 15, 2024

To the Board of Commissioners of the
Village Fire Department:

We are engaged to audit the financial statements of the governmental activities and each major fund of the Village Fire Department (the “Department”) for the year ended December 31, 2023. Professional standards require that we provide the Board of Commissioners (the “governing body”) with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit.

I. Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 10, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the governing body’s oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve the governing body or management of its responsibilities.

Generally accepted accounting principles provide for certain Required Supplementary Information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Management’s Discussion and Analysis, budgetary comparison schedule, schedules of changes in the net pension and total other postemployment benefits liability and related ratios, and schedule of contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

II. Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgement about the number of transactions to be examined and the areas to be tested.

AUDITING TEXAS GOVERNMENTS WITH EXCELLENCE

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on the behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: risk that payroll liabilities for full accrual statements will be misstated as they relate to the recording of pension and other postemployment benefits liabilities and related activity; management override of controls; and revenue recognition.

We expect to begin our audit as soon as management has closed the fiscal year and provided a clean trial balance and applicable items as noted on the auditor provided needs list. Information for the audit is needed a minimum of 90 days in advance of the desired meeting date.

Should any matters be reported through the related party questionnaires regarding concerns of fraud or other financial reporting concerns that require auditor follow up, this will result in an increase in fees charged for the audit based on actual time expended.

III. Restrictions on Use

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

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve the Village Fire Department retention of the FY2023 Budget surplus in the amount of \$238,054 to be placed in the Capital Replacement Fund.

EXHIBITS:



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve the Village Fire Department retention of the FY2025 EMS Revenue to be placed in the Capital Replacement Fund.

EXHIBITS:



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to elect a Mayor Pro Tem.

EXHIBITS:

The City Council is required to elect a Mayor Pro Tem to hold office for one year to perform the duties of the mayor in his/her absence or if unable to perform the duties as required. When serving as the presiding officer at a meeting in the mayor's absence, the Mayor Pro Tem shall retain their right to vote on matters before the council without regard to a tie.

The Mayor shall nominate a council member to be considered for this position.



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to appoint a Hunters Creek representative to be the point of contact for meetings with the Harris County Flood Control District.

EXHIBITS:

Dear Mayors

The City of Hedwig Village was contacted by HCFCD to advise of the start of the Soldiers Creek Feasibility Study (W141-00-00-P001) being commissioned by HCFCD. Prior to the scoping of this study representatives from each of our cities, HCFCD and City of Houton held a meeting at CoHV. As HCFCD is beginning this Study, they asked if the "Villages" would like to have an initial coordination meeting, followed periodically by update meetings on the Study. I would offer our facilities the COHV City Hall to host this initial meeting and the proposed periodic meetings.

As we all would like to see improvements to drainage along Soldiers Creek and will likely have residents asking questions, I believe being engaged in the Study and having these meetings would be a benefit to us all. As such, if you are each agreeable, I would like to pass along a point of contact for each city to HCFCD and start the coordination process for this initial meeting.

Can you each advise to your desire to engage with HCFCD on the Study and provide who on your team should be the point of contact for HCFCD and for our coordination meetings. This individual is not limited to the sole participant from your City, just the person that our City Engineer can coordinate with regarding these meetings.

Give me a call if you have a question about this and I look forward to our participation in the Study.

Regards
Tom Jinks
Mayor, City of Hedwig Village



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve the
Cyber Fund Interlocal Agreement with TML for
Cyber Liability and Data Breach Response
Coverage and ratify submission thereof.

EXHIBITS: Letter and Interlocal Agreement



WORKERS' COMPENSATION • PROPERTY • LIABILITY

CRITICAL ALERT:
Cyber Liability and Data Breach Response Coverage

DATE: June 7, 2024
TO: All Members with Core (Band 1) Cyber Coverage
RE: 2024-2025 *Cyber Liability and Data Breach Response Coverage* Updates

Dear Valued Member:

Since 2016, when the TML Risk Pool first began offering *Cyber Liability and Data Breach Response Coverage* ("*Cyber Coverage*"), cyber claims have exponentially increased in both frequency and severity.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently created a new Cyber Fund and approved changes to the Pool's Coverage structure, effective on October 1, 2024. *Members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.*

MEMBERS THAT DON'T FOLLOW THE OPT-IN PROCEDURES WILL LOSE THEIR EXISTING CYBER COVERAGE EFFECTIVE AT MIDNIGHT ON SEPTEMBER 30, 2024.

Included in this packet are:

1. A two-page flyer explaining the updated Cyber Coverage and why the Pool made certain adjustments to ensure the viability of the program.
2. A **Limits Page** for the updated Cyber Coverage and a link to the updated Cyber Coverage Document, which shows the contribution increases and available limits.
3. A new, separate **Interlocal Agreement (contract)** to join the Pool's new Cyber Fund.

Please review the above information.

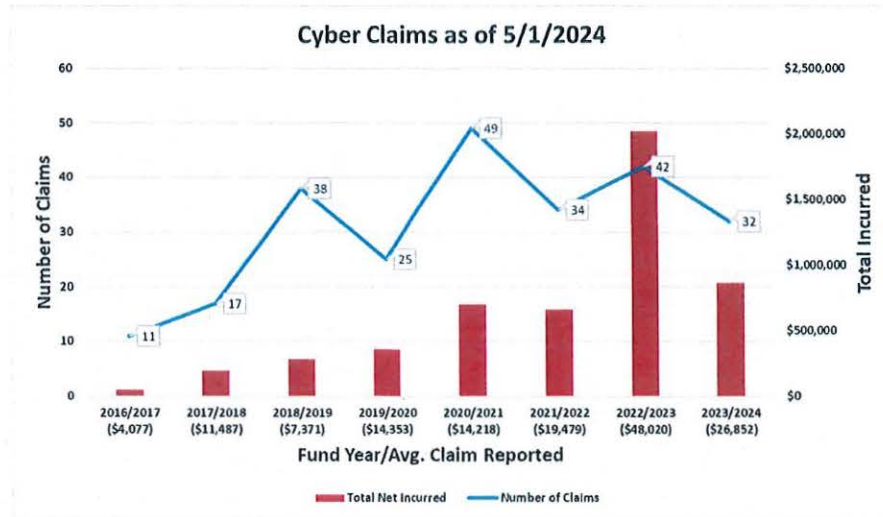
If your entity wishes to continue Cyber Coverage, simply review, complete and sign, and return the completed Cyber Fund Interlocal Agreement as soon as possible but no later than September 30, 2024. (Each Member must follow their own statutory and local policies related to contract approval prior to signing.) You can either scan and return the completed and signed agreement by email to underwriting@tmlirp.org or mail or ship it to Cyber Coverage, c/o TML Intergovernmental Risk Pool, P.O. Box 149194, Austin, Texas 78714. To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement. An executed copy of the agreement will be returned to you.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

CRITICAL ALERT: The Pool's NEW Cybersecurity Fund

Introduction

In 2016, the Pool recognized its Members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. As shown by the chart below, cyber claims have exponentially increased in both frequency and severity since that time.



Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated *Cyber Liability and Data Breach Response Coverage* ("Cyber Coverage"), effective October 1, 2024, for those Members who opt-in and sign the **Cyber Liability Interlocal Agreement**. Read on for details.

Of course, nothing can cover every possible scenario. That's why each Member *must* take steps to protect themselves, and we can help you do so (regardless of whether you choose our cyber coverage). **Most cyberattacks are preventable, and local officials should implement basic policies, train on them, and follow them.** (See the final section below on loss prevention to learn more.)

The New Cyber Fund – Ensuring the Viability of the Pool's Cyber Coverage

Cyberattacks are becoming more common, more sophisticated, and more expensive. In fact, the Pool's cyber claims have increased exponentially since 2016. Right now, if every Member of the Pool was hit by a coordinated attack, the Pool's *total exposure is in the billions of dollars*. Thankfully, that hasn't happened. But the Pool is updating its Cyber Coverage to ensure that it never does.

The following is a brief overview of the changes:

- The Pool is creating a **separate Cyber Fund** – each Member that wants to continue coverage **must sign a new, separate interlocal agreement (contract) to join the Fund**.
- The Pool's **total annual payout** for cyber claims will be **capped at \$25 million** – should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to **\$500,000 or \$1,000,000**, depending on whether Core or Core+ option is selected.
- **Cyber coverage contributions (premiums) will increase** based on a Member's elected limits. The new contribution ranges from \$1,000 to \$1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

The Coverage: What You Get

Some of the worst news a local official can receive is that they have fallen victim to a cyberattack. Whether criminals lock up your data and ask you for a ransom to restore it, they trick you into sending money to a fraudulent account and steal it, or whatever the form of an attack, the Pool's coverage provides, among other things:

- **Breach response**, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks – these experts help you lessen the damage from an attack.
- **Network business interruption**, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- **Cyber extortion**, which can help with ransom payments to recover data.
- **Data recovery costs**, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- **Fraud protection**, which can help (if certain conditions are met) with costs related to – for example – when an employee is tricked into sending money to a cybercriminal.

The above provides only a very basic overview of the coverage. Every claim is unique, and reading the above isn't a substitute for carefully reviewing the terms of the new interlocal agreement and coverage document. Please refer to the enclosed outline of the coverages, limit, and sublimit.

What You Need to Do to Continue Coverage

To continue coverage, simply review, complete and sign, and return the Cyber Fund Interlocal Agreement. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing.**) To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement.

As part of this process, we encourage you to review the 2024-2025 Cyber Liability and Data Breach Response Coverage Document that is stored on the Pool's Member Portal, which you can access from the Pool's website at www.tmlirp.org.

That's it! You'll be billed later for the costs of all your coverages, including the cyber coverage.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

Risk Management and Loss Prevention

As mentioned above, the best way to deal with a cyberattack is to avoid it altogether. The Pool has a dedicated Cyber Risk Services Manager – Ryan Burns (rburns@tmlirp.org) – who can assist any Member with loss prevention, including individual review of Member exposures and transfer of risk via contracts provisions, loss prevention efforts, appropriate coverage, and more.

Additional Resources

The Pool provides prevention education in various ways. The easiest to access are short podcast episodes and YouTube videos. For example, any local official who wants to know just how painful a cyberattack can be should listen to Episode 9c of the "Local Officials: *Stronger, Together* Podcast."

In the eye-opening episode, Scott interviews City of Tomball Assistant City Manager Jessica Rogers. Cyber-criminals hacked Tomball at the end of 2022, and the city is still — one year later — dealing with the aftermath. In this episode — which should be required listening for every city official in Texas (and beyond) — Jessica explains exactly what it's like to have essentially every computer system go down, including 9-1-1 dispatch, utility metering and billing, permitting, and everything in between. She also describes the long road to getting everything up and running. Don't miss our chance to learn from this chill-inducing story. (To listen, go to www.tmlirp.org, click on the "STP Podcast" link at the top of the page, and scroll down to Episode 9c.)

LIMIT PAGE

Your entity currently has **Core** Cyber Coverage with the Pool. The following is an abbreviated description of the Core and Core+ limit structure beginning October 1, 2024. The Coverage Document can be accessed at <https://members.tmlirp.org/downloads> (this link will ask you to log into the Member Portal for access).

A limit of \$25,000,000 is shared by all Members for aggregate losses occurring within the Fund Year as defined in the Cyber Liability and Data Breach Response Interlocal Agreement.

	Core	Core+
Tower 1 - Limit of Liability*	\$500,000	\$1,000,000
Data & Network and Media Liability Aggregate Limit of Liability	\$500,000	\$1,000,000
Retention	\$0	\$0
Tower 2 - Limit of Liability	\$100,000	\$250,000
<u>First Party Loss</u>		
Business Interruption Aggregate Sublimit	\$20,000	\$50,000
Cyber Extortion Loss Aggregate Sublimit	\$25,000	\$50,000
Data Recovery Costs Aggregate Sublimit	\$20,000	\$50,000
Reputational Loss Aggregate Sublimit	\$5,000	\$10,000
Retention (other than Business Interruption)	\$0	\$5,000
Income Loss Retention under Business Interruption	\$5,000	\$5,000
<u>Third Party Loss</u>		
Regulatory Defense and Penalties Aggregate Sublimit	\$25,000	\$75,000
Payment Card Liabilities & Costs Aggregate Sublimit	\$10,000	\$25,000
Retention	\$0	\$5,000
<u>eCrime</u>		
Fraudulent Instruction Aggregate Sublimit	\$25,000	\$50,000
Funds Transfer Aggregate Sublimit	\$25,000	\$50,000
Telephone Fraud Aggregate Sublimit	\$25,000	\$50,000
Criminal Reward	\$2,500	\$2,500
Retention (other than Criminal Reward)	\$2,500	\$5,000
Retention Criminal Reward	\$0	\$0
Tower 3 - Limit of Liability	\$100,000	\$150,000
Breach Response Aggregate Limit of Liability Beazley Response Services	\$100,000	\$150,000
Retention	\$0	\$0
New 2024-25 Annual Contribution	\$1,000	\$1,250
<i>Previous 2023-24 Contribution</i>	<i>\$175</i>	<i>\$247.24</i>

**The Tower 1 Limit of Liability changed from \$1 million to \$500,000 for Core limits and from \$2 million to \$1 million for Core+ limits. All other limits remained unchanged.*

Texas Municipal League Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as "Pool Members") to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the "Fund") for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov't Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.
 - a. Board. Refers to the Board of Trustees of the Fund.
 - b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.
 - c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.
 - d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.
 - e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member's election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.
 - f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to "reinsurance."
 - g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund's obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.
 - h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.
 - i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.
 - j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.
2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.
3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.
5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability, terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles, contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits, and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contributions for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustments. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.
3. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.
9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.
10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.
11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.
12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.
13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.
14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.
17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

EMPLOYER MEMBERS' FUND CONTACT (See Section 10):

Member Name _____

Name of Contact _____ Title _____

Mailing Address _____ Email Address _____

Street Address (if different from above) _____

City _____ Zip _____ Phone _____

SIGNATURE OF AUTHORIZED MEMBER OFFICIAL

Title

Date

Member's Federal Tax I.D. Number _____

This Information is MANDATORY

TO BE COMPLETED BY FUND: (OFFICE USE ONLY)

Effective Date of This Agreement _____

Member Name _____

Contract Number _____

SIGNATURE OF AUTHORIZED FUND OFFICIAL

Title

Date



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to increase the Municipal Court Judges compensation to \$450.00 per docket.

EXHIBITS:



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

AGENDA DATE: June 25, 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 Chapter 40, amended rules and regulations related to Bicycles, Electric Riding Toys and Small Motor Vehicles; providing for penalty; and providing for severability.

EXHIBITS: Ordinance

ORDINANCE NO. 2024-945

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 OF CHAPTER 40, TRAFFIC AND VEHICLES OF THE CODE OF ORDINANCES OF THE CITY OF HUNTERS 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; and

WHEREAS, all operators of bicycles, electric bicycles, electric riding toys, mopeds, motor-assisted scooters, pocket bikes, and minimotorbikes shall comply with the rules and regulations contained in this ordinance as well as state law including but not limited to Chapter 551 of the Texas Transportation Code;

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 as follows:

“Sec. 40-9. - Bicycle Paths.

(a) Wherever a useable path for bicycles has been provided adjacent to a public street, bicycle operators, other than class 3 electric bicycle operators, shall use such path and shall not use the public street.

(b) 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, as shown by the map or plat which is attached hereto and incorporated as part hereof, and as it may be revised from time to time by the city council; 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.

(c) No person shall operate a Class 3 electric bicycle, as defined in Section 40-37, as amended, of this Code of Ordinances, upon the pathway and bikeway system, or any portion thereof, as shown by the map or plat which is attached hereto and incorporated as part hereof, and as it may be revised from time to time by the city council; provided however, that this prohibition shall not apply to the public and private streets comprising a part of the pathway and bikeway system.”

SECTION 3. A new 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, Mopeds and Motor-Assisted Scooters - General Provisions, Section 40-39, Electric Riding Toys, Moped and Motor-Assisted Scooters- Sidewalks; Pedestrians; Section 40-40, Electric Riding Toys, Mopeds and Motor-Assisted Scooters on Public Roads, Section 40-41, Electric Riding Toys, Mopeds and Motor-Assisted Scooters - Age Restrictions, Section 40-42, Electric Riding Toys, Mopeds and Motor-Assisted Scooters- Operation at Night, Section 40-43, Penalty, and Section 40-44, Pocket Bike and Minimotorbike as follows:

“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 operator 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 operator 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 operator only when the operator 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 operator.

Sec. 40-38. Electric Riding Toys, Mopeds and Motor-Assisted Scooters- General Provisions

(a) Operators of any electric riding toy, moped or motor-assisted scooter shall slow and yield to any vehicle exiting a driveway. The vehicle shall have the right-of-way.

(b) Operator of an electric riding toy, moped or motor-assisted scooter shall yield and, if necessary, stop when crossing any street or roadway. The vehicle shall have the right-of-way.

Sec. 40-39. Electric Riding Toys, Mopeds and Motor-Assisted Scooters - Sidewalks; Pedestrians

(a) Wherever a sidewalk or bicycle path is provided adjacent to a public street, operators of electric riding toys (other than Class 3 electric bicycles) shall use such sidewalk or bicycle path.

(b) When operating on a sidewalk or bicycle path, electric riding toy operators shall not exceed five (5) miles per hour.

(c) Operators of electric riding toys, mopeds and motor-assisted scooters shall yield and provide right-of-way to pedestrians, slow to no more than three (3) miles per hour when passing a pedestrian, pass no closer than three (3) feet of a pedestrian, and clearly announce presence before overtaking a pedestrian. The pedestrian shall have the right-of-way.

Sec. 40-40. Electric Riding Toys, Mopeds, and Motor-Assisted Scooters on Public Roads

On any public street or road, operators of class 3 electric bicycles, mopeds, and motor-assisted scooters and (when no sidewalk or bicycle path is provided adjacent to such street or road) electric riding toys shall ride on such road or street only as near as practicable to the right curb or edge of such road or street, 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 Riding Toys, Mopeds and Motor-Assisted Scooters - Age Restrictions

- (a) Electric riding toy operators under the age of seventeen (17) shall wear a helmet. All operators of Class 3 electric bicycles, mopeds and motor-assisted scooters under the age of twenty-one (21) shall wear a helmet.
- (b) Electric riding toy operators under the age of twelve (12) shall be accompanied by an adult when on public streets, sidewalks, or bicycle paths.
- (c) Operators of Class 3 electric bicycles, mopeds and motor-assisted scooters shall be fifteen (15) or older to ride the Class 3 electric bicycle, moped or motor-assisted scooter on public streets.

Sec. 40-42. Electric Riding Toys, Mopeds and Motor-Assisted Scooters - Operation at Night

All electric riding toys, mopeds and motor-assisted scooters operated at night on a public street, bicycle path, or sidewalk shall be outfitted with lights and reflectors.

Sec. 40-43. - Penalty

- (a) A first violation under this article may result in the violators being required to complete an electric riding toy, moped or motor-assisted scooter 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 \$500.00.
- (d) A parent or guardian of a minor, who allows 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 \$500.00.

(e) A violation of Section 40-44 shall be a misdemeanor, and upon conviction, shall be fined not to exceed \$500.00.

Sec. 40-44. Pocket Bike and Minimotorbike

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

SECTION 4. Any person who 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 five hundred dollars (\$500.00) 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 and enforceable in municipal court when published as required by law.

PASSED, APPROVED, AND ORDAINED this ____ day of June, 2024

Jim Pappas, Mayor

ATTEST:

Tom Fullen, City Administrator
Acting City Secretary



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve a proposal from Van Sant Landscaping in the amount of \$14,938.00 for work along Memorial Drive.

EXHIBITS: Proposal

I. Hunter's Creek
Date: 6/21/24

Esplanade: I-10 & Voss Rd

Description	Size	QTY	Price	Remarks
WISTER BOULDERS	LB	4	1,650	
BULL ROCK	CY	6	2,460	
TURK'S CAP	3-GAL	25	900	
GIANT LIRIOPI	3-GAL	12	324	Variegated
YAUPON	3-GAL	31	837	Dwarf (8-10")
FOXTAIL FERN	3-GAL	41	1,107	
ASIAN JASMINE	1-GAL	100	1,200	
YELLOW LANTANA	1-GAL	75	900	New Gold
STEEL EDGING	10-FEET	17	1,190	Green
COMPOST-LEAF MOLD	CY	4	300	
PINE DECO MULCH	CY	5	375	
LANDSCAPE FABRIC/STAPLES	-	1	195	
TOTAL PLANTS & MATERIALS			11,438	
LABOR, PICKUP, DELIVERY, DUMP FEE			3,500	

Total: \$14,938



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve an extension for New Residence Permit 202200649 at 215 Bryn Mawr Circle.

EXHIBITS: Permit



New Residence

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

WORK HOURS

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

In case of emergency call - 713-465-2150

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

JOB ADDRESS: 215 Bryn Mawr Circle
CONTRACTOR: Corbel Custom Homes, Inc.
Valuation of Work: 1790250.00
Describe Work: NEW RESIDENCE - New Single Family Residence [8757 sqft]

Total Fees: 10508.40

Provide Contractor's Phone Number; 713 461 6864 **then,**
MARK THE INSPECTION below with the date you are wanting & email
(inspections@cityofhunterscreek.com), fax or walk-in by 2:00PM, the day before the
desired inspection date

Inspections								
S	InspType	R	F	Status	ReqDate	InspDate	InspId	InspDist
1	FD-Piers			Pass	7/14/2022	7/14/2022	BBG	
1	Foundation			Pass	8/5/2022	8/5/2022	BBG	
2	H-Strap			Pass	3/28/2023	3/28/2023	BBG	
3	Frame			Pass	9/26/2023	9/26/2023	BBG	
4	Insulation			Pass	10/9/2023	10/9/2023	BBG	
5	Final							

CITY USE ONLY!

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

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

Approved _____ June 21, 2024 _____ June 21, 2024
 Permit Officer Date Signature of contractor/authorized agent/owner Date



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve an extension for New Residence Permit 202200610 at 720 Kuhlman Road.

EXHIBITS: Permit



New Residence

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

WORK HOURS

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

In case of emergency call - 713-465-2150

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

JOB ADDRESS: 720 Kuhlman Rd
CONTRACTOR: Lippold Custom Homes, Inc.
Valuation of Work: 2085000.00
Describe Work: New construction of a new single family residence [11,171 sqft]

Total Fees: 13405.20

Provide Contractor's Phone Number; 281-217-9885 **then,**
MARK THE INSPECTION below with the date you are wanting & email
(inspections@cityofhunterscreek.com), fax or walk-in by 2:00PM, the day before the
desired inspection date

Inspections								
S	InspType	R	F	Status	ReqDate	InspDate	InspId	InspDist
1	FD-Piers			Pass	7/14/2022	7/14/2022	BBG	
1	FD-Piers	Y		Pass	5/28/2024	5/28/2024	BBG	
1	Foundation			Pass	7/27/2022	7/27/2022	BBG	
1	W Found			Pass	6/10/2024	6/10/2024	BBG	
2	H-Strap			Pass	10/11/2022	10/12/2022	BBG	
3	Frame			Pass	3/23/2023	3/23/2023	BBG	
4	Insulation			Pass	4/14/2023	4/14/2023	BBG	
5	Plat-Final	Y	Y					

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

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

Approved _____ June 21, 2024 _____ June 21, 2024
 Permit Officer Date Signature of contractor/authorized agent/owner Date



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

AGENDA DATE: June 25, 2024
AGENDA SUBJECT: Discussion and possible action to approve a retirement agreement.

EXHIBITS:
