

**MAYOR**  
Jim Pappas

# CITY OF HUNTERS CREEK VILLAGE

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



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

Notice is hereby given of a regular meeting of the City Council of Hunters Creek Village, Texas, to be held on **Tuesday, March 25, 2025 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) and/or employees 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](mailto: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. 6-28**
  - 3. Fire Commissioner Monthly Report **Pgs. 29-35**
  - 4. Building Official Monthly Report **Pgs. 36-38**
  - 5. City Engineer Monthly Report **Pgs. 39-40**
  - 6. City Administrator Report
  - 7. Mayor and Council Reports and Comments
- E. **CONSENT AGENDA** *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*

1. Approval of the Minutes of the Regular Meeting on February 25, 2025. [Pgs. 41-45](#)
2. Approval of the Cash Disbursement Journal for February 2025. [Pgs. 46-48](#)
3. Approval of Auditor Services from Crowe LLP for FY2024. [Pgs. 49-62](#)

F. REGULAR AGENDA

1. Discussion and possible action to decide whether or not to decline the 2025 consumer price index adjustment to the City's telecommunications right-of-way access line rates. [Pgs. 63-65](#)
2. Discussion and possible action to approve a Joint Participation Interlocal Agreement with Harris County and City of Houston to construct improvements to the pavement along Memorial Drive from Chimney Rock to Greenbay Street. [Pgs. 66-75](#)
3. Discussion and possible action to purchase a new radar sign in the amount of \$3,137.00. [Pgs. 76-81](#)
4. Discussion and possible action to purchase an asphalt crack sealing machine in the amount of \$5,985.00. [Pgs. 82-87](#)
5. Consideration and possible action to adopt a resolution: a) approving an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP, to act as special counsel to perform all legal services necessary to collect unpaid fines, fees and court costs as provided in Texas Code of Criminal Procedure Art. 103.0031; and b) authorizing the Mayor to sign the agreement on the City's behalf. [Pgs. 88-91](#)

**REQUIRED LEGAL NOTICE**

**(A) The above referenced agreement is necessary for the unpaid fines, fees and court costs owed to the City of Hunters Creek Village (the "City") to be collected in the most effective manner. The City desires that such unpaid fines, fees and court costs be collected as provided in the Texas Code of Criminal Procedure.**

**(B) The Linebarger Goggan Blair & Sampson, LLP firm ("Linebarger") is fully qualified to provide this representation, being the largest law firm specializing in the collection of governmental receivables in the State of Texas, as well as the United States, and having been engaged in this specialized legal service for more than 40 years. In addition, Linebarger possesses infrastructure and technology, such as call center technology, that the City does not currently possess.**

**(C) Linebarger has represented The City of Hunters Creek Village for the past six years (beginning in 2018) with competence and**

professionalism, in the collection of unpaid fines, fees and court costs.

**(D) The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the City due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.**

**(E) Under the agreement, Linebarger will be compensated on a contingent fee basis as provided in Texas Code of Criminal Procedure Art. 103.0031. This Article specifically provides for an additional collection fee, in the amount of 30 percent, in certain cases to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the City.**

**(F) Entering into the proposed agreement is in the best interests of the residents of the City because the unpaid fines, fees and court costs will be professionally and competently collected without the additional costs to the City of implementing infrastructure and technology and employing in-house personnel.**

6. Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, the City of Piney Point Village, the City of Bunker Hill Village, the City of Hedwig Village, the City of Spring Valley Village, and the City of Hilshire Village to form a committee to make recommendations to the city councils of each of the above-named cities regarding the response to proposed legislation. [Pgs. 92-93](#)

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

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

I. ADJOURNMENT

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

---

## CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: March 21, 2025 at 4:00 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](mailto: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  
February 28, 2025**

Prepared by: J Matelske, Tax Assessor/Collector

A. Current Taxable Value    \$ 3,683,843,949

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

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Original Levy 0.205164	\$ 7,328,047.49	\$ -	\$ 7,328,047.49
Carryover Balance	-	135,231.02	135,231.02
Adjustments	229,874.20	(1,353.65)	228,520.55
Adjusted Levy	7,557,921.69	133,877.37	7,691,799.06
Less Collections Y-T-D	7,172,341.39	(271.99)	7,172,069.40
Receivable Balance	\$ 385,580.30	\$ 134,149.36	\$ 519,729.66

C. COLLECTION RECAP:

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Current Month:			
Base Tax	\$ 923,728.87	\$ (1,217.75)	\$ 922,511.12
Penalty & Interest	12,473.45	33.98	12,507.43
Attorney Fees	-	33.98	33.98
Other Fees	15.03	-	15.03
Total Collections	\$ 936,217.35	\$ (1,149.79)	\$ 935,067.56

	Current 2024 Tax Year	Delinquent 2023 & Prior Tax Years	Total
Year-To-Date:			
Base Tax:	\$ 7,172,341.39	\$ (271.99)	\$ 7,172,069.40
Penalty & Interest	12,473.45	206.41	12,679.86
Attorney Fees	-	94.74	94.74
Other Fees	51.34	-	51.34
Total Collections	\$ 7,184,866.18	\$ 29.16	\$ 7,184,895.34

Percent of Adjusted Levy	95.06%	95.06%
--------------------------	--------	--------



# Budget Report

## Account Summary

For Fiscal: 2025 Period Ending: 02/28/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>							
<b>Revenue</b>							
<a href="#">100-00-41000</a>	CURRENT AD VALOREM TAXES	7,618,075.00	7,618,075.00	2,448,703.76	7,056,723.91	-561,351.09	7.37 %
<a href="#">100-00-41005</a>	PREVIOUS AD VALOREM TAXES	15,000.00	15,000.00	-704.34	9,572.77	-5,427.23	36.18 %
<a href="#">100-00-41010</a>	FRANCHISE TAXES	400,000.00	400,000.00	30,289.73	50,674.52	-349,325.48	87.33 %
<a href="#">100-00-41015</a>	SALES TAXES	700,000.00	700,000.00	96,049.29	165,743.91	-534,256.09	76.32 %
<a href="#">100-00-41020</a>	MIXED DRINK TAX	20,000.00	20,000.00	3,458.89	6,395.63	-13,604.37	68.02 %
<a href="#">100-00-41040</a>	PENALTIES/INTEREST	25,000.00	25,000.00	6,106.66	8,615.34	-16,384.66	65.54 %
<a href="#">100-00-42035</a>	BUILDING PERMITS	300,000.00	300,000.00	31,210.20	57,594.60	-242,405.40	80.80 %
<a href="#">100-00-42036</a>	CONTRACTOR REGISTRATION	0.00	0.00	1,125.00	1,875.00	1,875.00	0.00 %
<a href="#">100-00-42044</a>	CREDIT CARD PROCESSING FEE	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">100-00-43057</a>	CHILD SAFETY FEES	4,000.00	4,000.00	402.86	765.83	-3,234.17	80.85 %
<a href="#">100-00-43070</a>	METRO RECEIPTS	350,000.00	350,000.00	48,024.65	82,871.96	-267,128.04	76.32 %
<a href="#">100-00-44025</a>	TRAFFIC FINES	200,000.00	200,000.00	18,129.32	38,983.15	-161,016.85	80.51 %
<a href="#">100-00-44027</a>	COURT TECHNOLOGY FUND	4,000.00	4,000.00	354.92	730.62	-3,269.38	81.73 %
<a href="#">100-00-44028</a>	COURT SECURITY FUND	5,000.00	5,000.00	418.16	873.16	-4,126.84	82.54 %
<a href="#">100-00-46030</a>	INTEREST INCOME	375,000.00	375,000.00	53,754.68	104,633.25	-270,366.75	72.10 %
<a href="#">100-00-48045</a>	SUBD ST. LIGHTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00 %
<a href="#">100-00-48055</a>	OTHER INCOME	10,000.00	10,000.00	250.00	250.00	-9,750.00	97.50 %
	<b>Revenue Total:</b>	<b>10,064,575.00</b>	<b>10,064,575.00</b>	<b>2,737,573.78</b>	<b>7,586,303.65</b>	<b>-2,478,271.35</b>	<b>24.62 %</b>
<b>Expense</b>							
<a href="#">100-01-71000</a>	SALARIES & WAGES	676,574.00	676,574.00	53,898.36	110,394.66	566,179.34	83.68 %
<a href="#">100-01-71001</a>	LONGEVITY	5,802.00	5,802.00	0.00	0.00	5,802.00	100.00 %
<a href="#">100-01-71002</a>	457B	13,534.00	13,534.00	1,042.38	2,051.48	11,482.52	84.84 %
<a href="#">100-01-71025</a>	TMRS	180,419.00	180,419.00	15,535.33	31,764.64	148,654.36	82.39 %
<a href="#">100-01-71030</a>	PAYROLL TAXES	52,271.00	52,271.00	4,393.70	9,227.96	43,043.04	82.35 %
<a href="#">100-01-71105</a>	INSURANCE BENEFITS	138,000.00	138,000.00	22,944.42	34,584.63	103,415.37	74.94 %
<a href="#">100-01-71107</a>	HRA	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-01-72045</a>	NOTICES & MAILING	10,000.00	10,000.00	314.99	314.99	9,685.01	96.85 %
<a href="#">100-01-72055</a>	OFFICE SUPPLIES & PRINTING	8,500.00	8,500.00	1,032.99	1,032.99	7,467.01	87.85 %
<a href="#">100-01-72060</a>	TELEPHONE	17,500.00	17,500.00	1,114.35	1,324.35	16,175.65	92.43 %
<a href="#">100-01-72061</a>	TRAVEL & TRAINING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-01-72062</a>	TUITION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-72063</a>	CERTIFICATION/LICENSE/EDUCATI...	10,200.00	10,200.00	900.00	1,650.00	8,550.00	83.82 %
<a href="#">100-01-72065</a>	MACHINE RENTAL MAINTENANCE	1,800.00	1,800.00	246.21	246.21	1,553.79	86.32 %
<a href="#">100-01-72090</a>	MEMBERSHIPS & SUBSCRIPTIONS	5,200.00	5,200.00	245.00	245.00	4,955.00	95.29 %
<a href="#">100-01-72108</a>	GEN LIABILITY/PROP/WC INS	26,180.00	26,180.00	0.00	0.00	26,180.00	100.00 %
<a href="#">100-01-72109</a>	SURETY BONDS	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-01-72110</a>	ELECTIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-01-72111</a>	RECORDS MANAGEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-01-72112</a>	CODIFICATIONS	2,000.00	2,000.00	0.00	1,432.20	567.80	28.39 %
<a href="#">100-01-75040</a>	OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-01-76010</a>	COMPUTER SOFTWARE SERVICES	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00 %
<a href="#">100-01-78056</a>	BANK FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-01-78115</a>	PUBLIC RELATIONS	15,000.00	15,000.00	30.00	30.00	14,970.00	99.80 %
<a href="#">100-02-72042</a>	CONSULTING SERVICES	25,000.00	25,000.00	1,882.97	8,047.87	16,952.13	67.81 %
<a href="#">100-02-72085</a>	TAX COLLECTOR/ASSESSOR	63,000.00	63,000.00	14,254.00	14,254.00	48,746.00	77.37 %
<a href="#">100-02-72120</a>	AUDITOR	20,257.00	20,257.00	0.00	0.00	20,257.00	100.00 %
<a href="#">100-02-72300</a>	LITIGATION	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-02-72310</a>	CITY ATTORNEY	50,000.00	50,000.00	1,980.00	1,980.00	48,020.00	96.04 %
<a href="#">100-02-72502</a>	CITY ENGINEER	78,750.00	78,750.00	2,210.00	2,210.00	76,540.00	97.19 %
<a href="#">100-02-78504</a>	TCEQ PHIII STORMWATER PERMIT	15,000.00	15,000.00	3,155.00	3,255.00	11,745.00	78.30 %

Budget Report

For Fiscal: 2025 Period Ending: 02/28/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-03-72001</a>	VILLAGE FIRE DEPARTMENT	2,241,892.00	2,241,892.00	186,824.33	467,060.87	1,774,831.13	79.17 %
<a href="#">100-03-72005</a>	MEMORIAL VILLAGES POLICE DEPT.	2,702,322.00	2,702,322.00	220,471.28	718,078.08	1,984,243.92	73.43 %
<a href="#">100-04-72015</a>	GARBAGE SERVICE	636,693.00	636,693.00	44,625.49	44,625.49	592,067.51	92.99 %
<a href="#">100-04-72021</a>	STREET LIGHTS-CITY	60,000.00	60,000.00	5,619.54	5,619.54	54,380.46	90.63 %
<a href="#">100-04-72057</a>	OFFICE SUPP/PRINTING - PW	2,000.00	2,000.00	15.94	15.94	1,984.06	99.20 %
<a href="#">100-04-72062</a>	TRAVEL/TRAINING - PW	8,500.00	8,500.00	604.05	604.05	7,895.95	92.89 %
<a href="#">100-04-72070</a>	MOSQUITO FOGGING CONTRACT	15,194.00	15,194.00	0.00	0.00	15,194.00	100.00 %
<a href="#">100-04-72091</a>	MEMBERSHIPS/SUBS PW	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-04-72205</a>	UNIFORMS-PW	3,600.00	3,600.00	850.94	850.94	2,749.06	76.36 %
<a href="#">100-04-72500</a>	PW-BUILDING INSPECTIONS	60,000.00	60,000.00	5,280.00	5,280.00	54,720.00	91.20 %
<a href="#">100-04-72520</a>	TRUCK MAINTENANCE	15,000.00	15,000.00	613.08	613.08	14,386.92	95.91 %
<a href="#">100-04-72530</a>	TRAFFIC LIGHT MAINTENANCE	3,500.00	3,500.00	2,100.00	2,100.00	1,400.00	40.00 %
<a href="#">100-04-72540</a>	MOWING CONTRACT	75,000.00	75,000.00	3,328.00	0.00	75,000.00	100.00 %
<a href="#">100-04-72541</a>	CONTRACT LABOR	25,000.00	25,000.00	1,837.50	3,737.50	21,262.50	85.05 %
<a href="#">100-04-72560</a>	LANDSCAPING	30,000.00	30,000.00	0.00	-303.35	30,303.35	101.01 %
<a href="#">100-04-75510</a>	RENTAL/PURCHASE EQUIPMENT	10,000.00	10,000.00	544.19	544.19	9,455.81	94.56 %
<a href="#">100-04-75550</a>	TRAFFIC SIGNS	3,000.00	3,000.00	1,764.00	1,764.00	1,236.00	41.20 %
<a href="#">100-04-76500</a>	STREET & DRAINAGE MAINTENANCE	100,000.00	100,000.00	12,650.00	10,694.80	89,305.20	89.31 %
<a href="#">100-04-78050</a>	BUILDING MAINTENANCE	30,000.00	30,000.00	414.04	359.04	29,640.96	98.80 %
<a href="#">100-04-78051</a>	JANITORIAL SERVICE BLDG MAINTEN...	10,474.00	10,474.00	1,738.16	1,738.16	8,735.84	83.41 %
<a href="#">100-04-78063</a>	STORM DISASTER FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">100-04-78540</a>	URBAN FORESTER	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-04-78544</a>	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	287.19	678.88	2,321.12	77.37 %
<a href="#">100-05-73000</a>	JUDGES & PROSECUTORS	40,000.00	40,000.00	5,560.00	5,560.00	34,440.00	86.10 %
<a href="#">100-05-73020</a>	JURY DUTY FEES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-05-73025</a>	WARRANTS ISSUED	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-05-73030</a>	COURT SUPPLIES & PRINTING	2,500.00	2,500.00	183.50	183.50	2,316.50	92.66 %
<a href="#">100-05-73031</a>	COURT TECHNOLOGY	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-05-73032</a>	COURT SECURITY	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00 %
<a href="#">100-05-73034</a>	COURT MEMBERSHIPS & SUBSCRIPT..	500.00	500.00	305.00	305.00	195.00	39.00 %
<a href="#">100-05-73035</a>	COURT-TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-05-73044</a>	CREDIT CARD FEES	2,500.00	2,500.00	261.96	434.20	2,065.80	82.63 %
<a href="#">100-05-73045</a>	COURT TAX PD TO STATE	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00 %
<a href="#">100-06-75041</a>	COMPUTER EQUIP. & SOFTWARE	38,500.00	38,500.00	16,450.00	16,450.00	22,050.00	57.27 %
<a href="#">100-06-75042</a>	BUILDING OFFICIAL VEHICLE	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">100-06-78064</a>	CAPITAL RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
	<b>Expense Total:</b>	<b>8,247,012.00</b>	<b>8,247,012.00</b>	<b>637,507.89</b>	<b>1,511,039.89</b>	<b>6,735,972.11</b>	<b>81.68 %</b>
	<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,817,563.00</b>	<b>1,817,563.00</b>	<b>2,100,065.89</b>	<b>6,075,263.76</b>	<b>4,257,700.76</b>	<b>-234.25 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
	<b>Expense</b>						
<a href="#">200-01-75038</a>	STREET AND MAINTANANCE - RECU...	200,000.00	200,000.00	110.00	110.00	199,890.00	99.95 %
<a href="#">200-01-75050</a>	REFORESTATION	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">200-01-75053</a>	OUTFALL REPAIRS	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">200-01-75058</a>	STORM SEWER IMPROVEMENTS	0.00	0.00	780.00	780.00	-780.00	0.00 %
<a href="#">200-01-75064</a>	STREET REPLACEMENTS - ONGOING	1,000,000.00	1,000,000.00	131,404.76	131,404.76	868,595.24	86.86 %
	<b>Expense Total:</b>	<b>1,520,000.00</b>	<b>1,520,000.00</b>	<b>132,294.76</b>	<b>132,294.76</b>	<b>1,387,705.24</b>	<b>91.30 %</b>
	<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>1,520,000.00</b>	<b>1,520,000.00</b>	<b>132,294.76</b>	<b>132,294.76</b>	<b>1,387,705.24</b>	<b>91.30 %</b>
	<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT FUND</b>						
	<b>Expense</b>						
<a href="#">210-01-75000</a>	MEMORIAL REPLACEMENT FUND	2,110,484.00	2,110,484.00	0.00	0.00	2,110,484.00	100.00 %
	<b>Expense Total:</b>	<b>2,110,484.00</b>	<b>2,110,484.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,110,484.00</b>	<b>100.00 %</b>
	<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>	<b>2,110,484.00</b>	<b>2,110,484.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,110,484.00</b>	<b>100.00 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-1,812,921.00</b>	<b>-1,812,921.00</b>	<b>1,967,771.13</b>	<b>5,942,969.00</b>	<b>7,755,890.00</b>	<b>427.81 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL GOVERNMENT (01)</b>						
Revenue	10,064,575.00	10,064,575.00	2,737,573.78	7,586,303.65	-2,478,271.35	24.62 %
Expense	8,247,012.00	8,247,012.00	637,507.89	1,511,039.89	6,735,972.11	81.68 %
<b>Fund: 100 - GENERAL GOVERNMENT (01) Surplus (Deficit):</b>	<b>1,817,563.00</b>	<b>1,817,563.00</b>	<b>2,100,065.89</b>	<b>6,075,263.76</b>	<b>4,257,700.76</b>	<b>-234.25 %</b>
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02)</b>						
Expense	1,520,000.00	1,520,000.00	132,294.76	132,294.76	1,387,705.24	91.30 %
<b>Fund: 200 - CAPITAL IMPROVEMENTS (02) Total:</b>	<b>1,520,000.00</b>	<b>1,520,000.00</b>	<b>132,294.76</b>	<b>132,294.76</b>	<b>1,387,705.24</b>	<b>91.30 %</b>
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>						
Expense	2,110,484.00	2,110,484.00	0.00	0.00	2,110,484.00	100.00 %
<b>Fund: 210 - CAPITAL IMPROVEMENTS - MEMORIAL REPLACEMENT ...</b>	<b>2,110,484.00</b>	<b>2,110,484.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,110,484.00</b>	<b>100.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>-1,812,921.00</b>	<b>-1,812,921.00</b>	<b>1,967,771.13</b>	<b>5,942,969.00</b>	<b>7,755,890.00</b>	<b>427.81 %</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - GENERAL GOVERNMENT (01	1,817,563.00	1,817,563.00	2,100,065.89	6,075,263.76	4,257,700.76
200 - CAPITAL IMPROVEMENTS (0:	-1,520,000.00	-1,520,000.00	-132,294.76	-132,294.76	1,387,705.24
210 - CAPITAL IMPROVEMENTS - N	-2,110,484.00	-2,110,484.00	0.00	0.00	2,110,484.00
<b>Report Surplus (Deficit):</b>	<b>-1,812,921.00</b>	<b>-1,812,921.00</b>	<b>1,967,771.13</b>	<b>5,942,969.00</b>	<b>7,755,890.00</b>

**2025 Municipal Court Recap**

Month	Year 2023										Year 2024										Year 2025										
	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'	'C'	'W'							'C'	'W'	'C'	'W'							
Jan.	201	94	107	107	\$17,968	\$11,754	\$6,214	216	112	104	\$23,782	\$14,989	\$8,793	221	97	124	\$21,923	\$14,625	\$7,298	221	97	124	\$21,923	\$14,625	\$7,298						
<b>Feb.</b>	<b>215</b>	<b>99</b>	<b>116</b>	<b>116</b>	<b>\$16,763</b>	<b>\$11,176</b>	<b>\$5,587</b>	<b>272</b>	<b>130</b>	<b>142</b>	<b>\$23,949</b>	<b>\$15,298</b>	<b>\$8,651</b>	<b>263</b>	<b>130</b>	<b>133</b>	<b>\$19,158</b>	<b>\$12,810</b>	<b>\$6,348</b>	<b>263</b>	<b>130</b>	<b>133</b>	<b>\$19,158</b>	<b>\$12,810</b>	<b>\$6,348</b>						
March	127	60	67	67	\$24,811	\$16,495	\$8,316	278	140	138	\$29,019	\$19,833	\$9,186																		
April	166	70	96	96	\$16,709	\$11,396	\$5,313	281	140	141	\$25,022	\$17,188	\$7,834																		
May	155	80	75	75	\$20,168	\$13,533	\$6,635	279	134	145	\$21,304	\$13,540	\$7,764																		
June	130	72	58	58	\$20,621	\$13,271	\$7,350	203	93	110	\$21,522	\$14,445	\$7,077																		
July	206	113	93	93	\$17,059	\$11,615	\$5,444	212	134	78	\$17,660	\$11,832	\$5,828																		
Aug.	228	118	110	110	\$15,144	\$10,061	\$5,083	289	177	112	\$21,050	\$14,639	\$6,411																		
Sept.	216	126	90	90	\$24,709	\$16,568	\$8,141	280	131	149	\$17,686	\$11,211	\$6,475																		
Oct.	200	103	97	97	\$19,744	\$12,968	\$6,776	258	116	142	\$24,872	\$16,399	\$8,473																		
Nov.	148	70	74	74	\$23,248	\$8,378	\$14,869	186	87	99	\$26,704	\$17,568	\$9,136																		
Dec.	251	124	126	126	\$14,188	\$9,572	\$4,616	186	82	104	\$16,797	\$10,762	\$6,035																		
<b>TOTAL</b>	<b>2243</b>	<b>1129</b>	<b>1109</b>	<b>1109</b>	<b>\$231,130</b>	<b>\$146,786</b>	<b>\$84,343</b>	<b>2940</b>	<b>1476</b>	<b>1464</b>	<b>\$269,366</b>	<b>\$177,704</b>	<b>\$91,662</b>	<b>484</b>	<b>227</b>	<b>257</b>	<b>\$41,081</b>	<b>\$27,435</b>	<b>\$13,646</b>	<b>484</b>	<b>227</b>	<b>257</b>	<b>\$41,081</b>	<b>\$27,435</b>	<b>\$13,646</b>						
Monthly Avg	245.00	94.08	92.42	92.42	\$19,260.87	\$12,232.17	\$7,028.62	245.00	123	122	\$22,447.17	\$14,808.63	\$7,638.50	40.33	18.92	21.42	\$3,423.41	\$2,286.25	\$1,137.18	40.33	18.92	21.42	\$3,423.41	\$2,286.25	\$1,137.18						

\*REVENUES INCLUDES BONDS THAT HAVE BEEN APPLIED



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

*Raymond Schultz*  
*Chief of Police*

March 10, 2025

TO: MVPD Police Commissioners  
 FROM: R. Schultz, Chief of Police  
 REF: February 2025 Monthly Report

During the month of February, MVPD responded/handled a total of 4,200 calls/incidents. 2,510 House Watch checks were conducted. 716 traffic stops were initiated with 747 citations being issued for 1232 violations. (Note: 35 Assists in Hedwig, 127 in Houston, 6 in Spring Valley and 0 in Hillshire)

*Calls/Events by Village were:*

Village	Calls/YTD	House Watches/YTD	Accidents	Citations	Response Time
Bunker Hill:	1276/2532	813/1696	1	204/167/371	8@3:16
Piney Point:	1058/2583	627/1749	2	236/168/404	5@4:26
Hunters Creek:	1628/3325	1068/2266	6	280/177/457	4@3:25
Cites/Warn/Total					17@3:38

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

Call Type	#	Call Type	#	Citations	#
False Alarms:	124	Ord. Violations:	14	Speeding:	131
Animal Calls:	25	Information:	10	Exp. Registration	319
ALPR Hits:	22	Suspicious Situation	75	Ins	146
Assist Fire:	31	Loud Party	5	No License	104
Assist EMS:	24	Welfare Checks:	8	Stop Sign	39
Accidents:	9			Fake Plate	37

*This month the department generated a total of 65 police reports.  
 BH-18, PP-17, HC-30, HOU-0, HED-0, SV-0*

Crimes Against of Persons (2)

Robbery	(1)	Terroristic Threat (DV)	1
---------	-----	-------------------------	---

Crimes Against Property (7)

Burglary of a Habitation	1	Burglary of a Building	1
Credit Card Fraud	3	Theft – Misdemeanor	2

Petty/Quality of Life Crimes/Events (56)

ALPR Hits (valid)	3	DWI	1
Accidents	9	Restraining order	1
Warrants	14	Misc	27
Trespassing	1		

Arrest Summary: Individuals Arrested (16)

Warrants	14	DWI	1
Class 3 Arrests	1		

Budget YTD:	Expense	Budget	%
• Personnel Expense:	986,758	6,744,765	14.6%
• Operating Expense:	241,664	1,192,201	20.2 %
• Total M&O Expenditures:	1,228,422	7,936,966	15.5%
• Capital Expenses:	7,348	170,000	4.3%
• Net Expenses:	1,235,770	8,106,966	15%

Follow-up on Previous Month Items/Requests from Commission

Personnel Changes/Issues/Updates

Officer Michelle Palomino was provided with a job offer for employment with the department which she accepted. Officer Palomino has 9 years of experience and comes from the Cyress Fairbanks ISDPD. She started with the MVPD on March 4, 2025.

Major/Significant Events

On 2/15/25 at 1200 Hours in the 8600 Block of Katy Freeway. While on routine patrol MVPD officers observed 2 dump trucks illegally dumping construction debris on private property at the old Los Alamedas site. Officers stopped to investigate the trucks, when a third dump truck arrived. The driver of that dump truck was found to have an outstanding arrest warrant and was arrested, and his dump truck was towed. Through investigation officers determined loads of dirt were being dumped illegally by a company working at the Town and Country Shopping Center. The DA's office was contacted and accepted charges on the drivers.

On 2/24/25 at 1530 hours an area contractor was followed from a bank located at Echo and I-10 and followed to a job site on Gentilly Lane where two suspects attempted to rob him. The victim fought off the suspects who ran from the area before fleeing in a White KIA sedan. MVPD detectives located the suspect vehicle on the ALPR system and are following up on the case.

Status Update on Major Projects

Two vehicles being replaced this year were stripped of equipment and sold at auction for \$21,850. The old equipment is being placed in the replacement vehicles by the upfitter.

Community Projects

On 2/2/25 MVPD hosted the Annual Ferrari Club of Texas Ground Hog Day morning coffee and road rally event at the station. Over 40 cars gathered at 8 am for an impromptu car show and gathering.

MVPD hosted a National RAD instructor training class at Chapelwood Presbyterian Church. Over 30 attendees from across the region attended.

On 2/28/25 MVPD staff assisted the Houston Trail ride as it passed through the area and stopped at the Chinese Baptist Church on Brogden Road.

V-LINC new registrations in February +21

- BH – 1739(+6)
- PP – 1227 (+10)
- HC – 1729 (+5)
- Out of Area – 638(+0)

# MVPD – VFD Monthly Response Times Report

February 2025

## 911/Emergency Designated Calls - EMS and Fire

Total	6@3:11
Bunker Hill	3@3:13
Piney Point	3@3:08
Hunters Creek	0@0

## EMS Only

Total	5@3:01
Bunker Hill	3@3:13
Piney Point	2@2:43
Hunters Creek	0@0

## Fire Only

Total	1@3:59
Bunker Hill	0@0:00
Piney Point	1@3:59
Hunters Creek	0@0:00

## Radio Calls – Fire Assist

Total	27@4:14
Bunker Hill	5@1:27
Piney Point	5@3:19
Hunters Creek	17@5:55*

## Radio Calls – EMS Assist

Total	3@4:21
Bunker Hill	0@0
Piney Point	2@5:16
Hunters Creek	1@2:32

\* Officer failed to log being on scene

## 2025 Burglary Map

Address	Alarm	POE
11014 Wickwood	N	Rear Window
11119 Meadowick	N	Rear Window
22 Farnham Park	Y	Crtyd Window
628 Voss Road	N	Rear Door
8525 Katy FWY	Y	Side Window
10906 Timberglen	Y	Rear Door

## 2025 Robberies

Address	MO
300 Gentilly PI	Jugging



Daytime Burglary



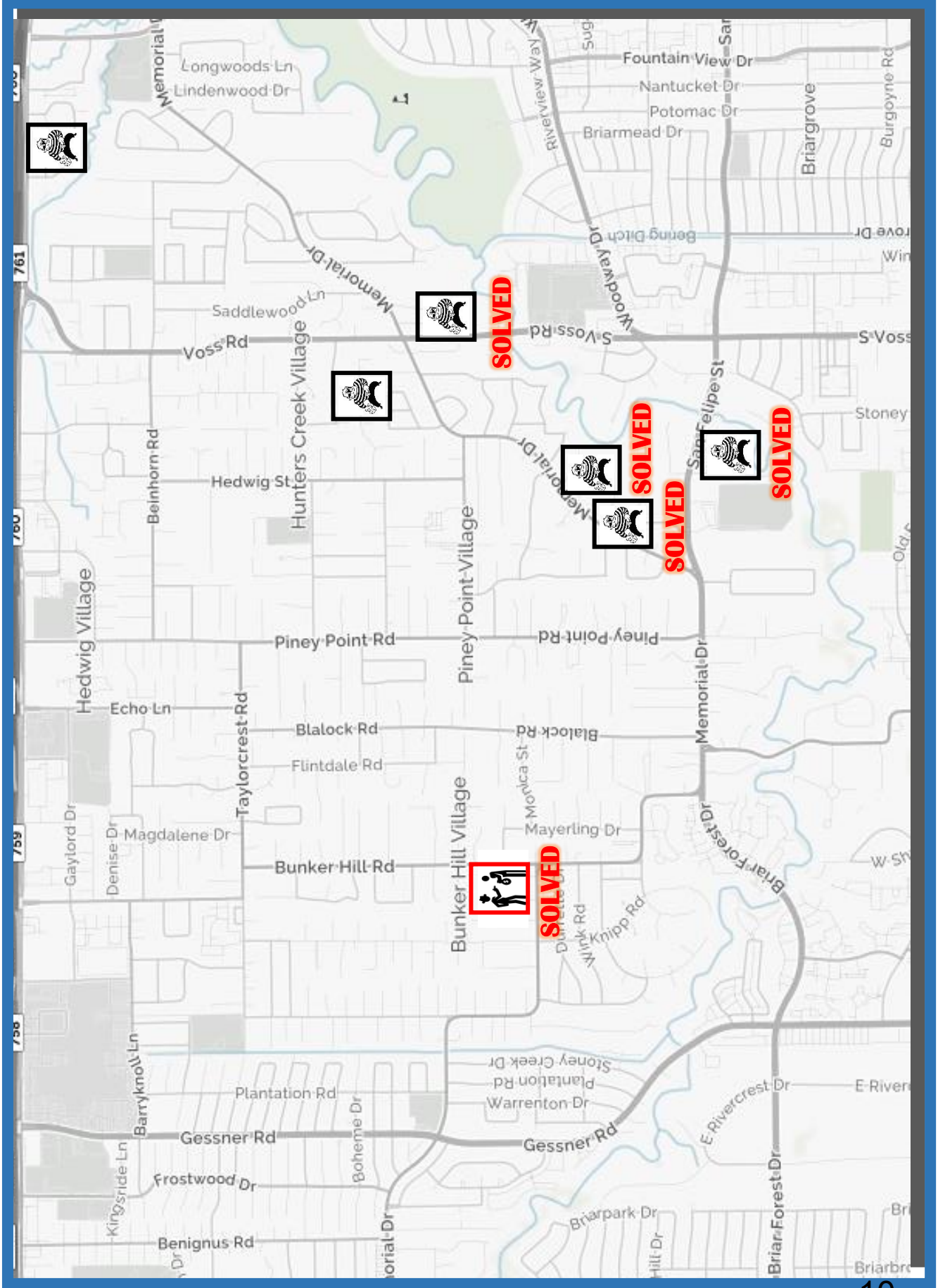
Nighttime Burglary



Robbery



2/28/25



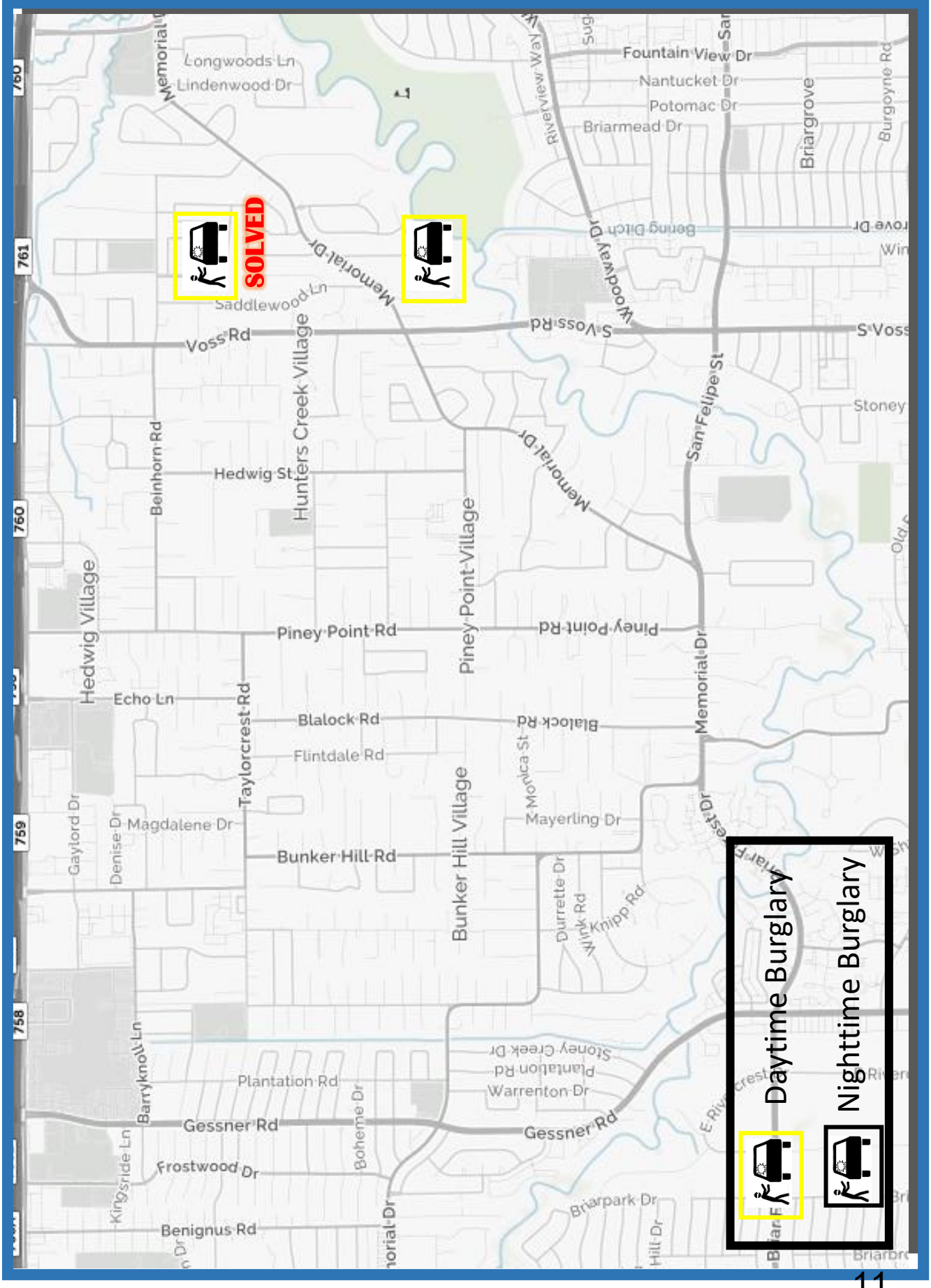
# 2025 Auto Burglary Map

Address POE  
533 Dana Lane UNL  
347 Hunters Trail UNL

Contractor

Lock/Win Punch

\* Jugging



2 3



Blue Entry = Actual  
Location Unknown


**SOLVED**


2/28/25


Hedwig  **21**

Bunker Hill 

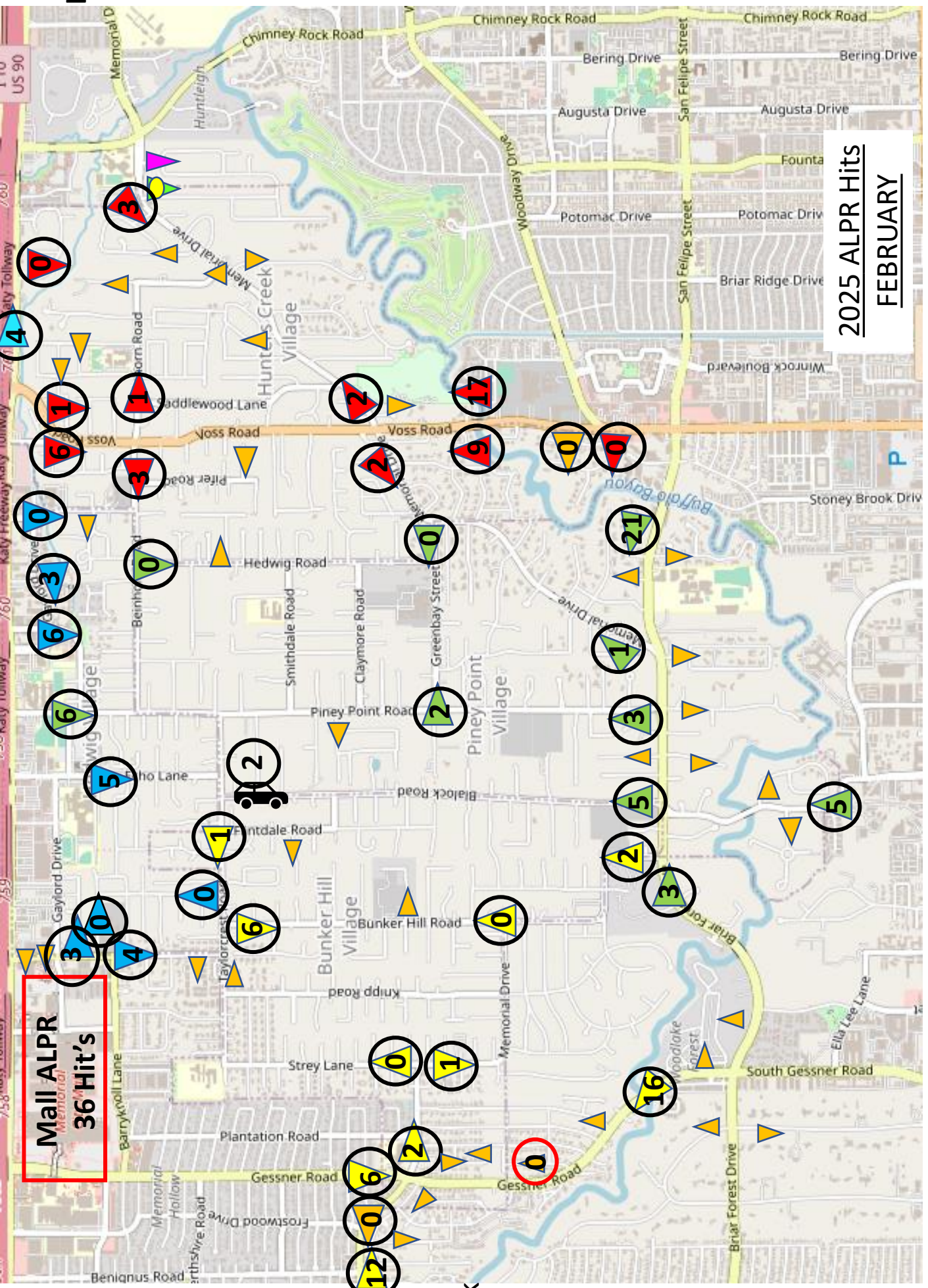
Piney Point 


Hunters Creek 


Frequent Mobile Locations 


**137** Total Hits  
12 

**Mall ALPR**  
**36 Hit's**




Lindenwood HOA 

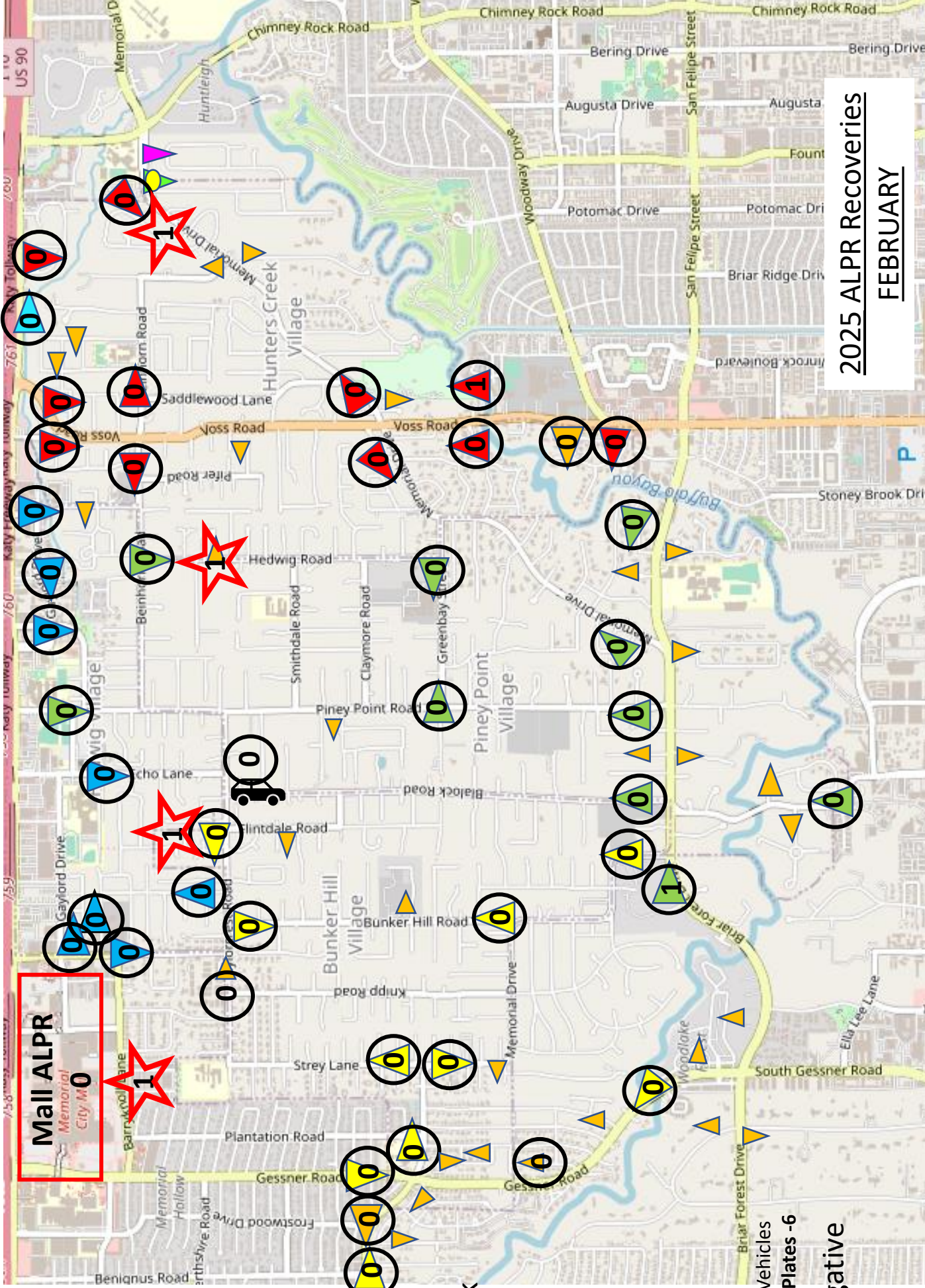
Longwoods HOA 

US Coins 

HOA Systems-34 

2/28/25 







Hedwig  
  


Bunker Hill  



Piney Point  



Hunters Creek  


Frequent Mobile Locations  


**2** Recovered Vehicles  
**6** Recovered Plates - 6

**1** Investigative Leads

Lindenwood HOA  



Longwoods HOA  


US Coins  


HOA Systems  


Recovered  


6

2/28/25  


## 2025 Total Incidents

2025	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	12	41	54	7	4656	3203	1256	883	1525	1122	1697	1198
February	2	7	56	65	16	4200	2510	1276	813	1058	627	1628	1068
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
<b>Total</b>	<b>3</b>	<b>19</b>	<b>97</b>	<b>119</b>	<b>23</b>	<b>8856</b>	<b>5713</b>	<b>2532</b>	<b>1696</b>	<b>2583</b>	<b>1749</b>	<b>3325</b>	<b>2266</b>

2024 Totals	13	117	731	863	196	74417	55558	24548	19569	19598	14461	27723	21515
Difference													
% Change													

2025 Officer Committed Time to Service Report

Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
ALSALMAMI, ALI	21:43:09	35:27:56											5	104
BAKER, BRIAN C	* 0:00:00	0:00:00												
BALDWIN, BRIAN	* 13:28:18	8:14:01												
BIEHUNKO, JOHN	15:40:14	20:12:21											2	30
BOGGUS, LARRY	* 1:35:53	6:18:55												
BURLESON, Jason	14:32:02	19:35:41											7	20
BYRD, Rachied	24:40:42	15:36:41											1	28
CANALES, RALPH EDWARD	22:07:13	10:22:31											2	26
CERNY, BLAIR C.	* 14:55:06	15:00:00												
GONZALEZ, Jose	24:24:08	28:28:50											5	32
HARWOOD, NICHOLAS	16:57:08	10:48:24											1	24
JARVIS, RICHARD	21:10:56	21:08:48											5	25
JOHNSON, JOHN	23:42:56	19:58:30											2	36
JONES, ERIC	* 0:06:21	0:00:00												
KING, JEREMY	5:57:30	13:03:05												31
KUKOWSKI, Andy	27:54:59	30:25:51											5	71
MCELVANY, ROBERT	12:22:39	9:57:54											1	30
MILLARD, Shaneta	20:53:11	32:48:34											7	41
ORTEGA, Yesenia	22:55:16	17:40:40												25
OWENS, LANE	* 0:00:00	0:00:00												
PAVLOCK, JAMES ADAM	7:43:45	7:56:16											3	34
RODRIGUEZ, CHRISTOPHER	* 10:19:28	14:35:05												
RODRIGUEZ, JOSE	27:31:06	11:49:13											3	33
RODRIGUEZ, REGGIE	14:07:24	21:31:06											3	28
SCHULTZ, RAYMOND	* 0:00:00	3:10:17												
SILLIMAN, ERIC	8:34:26	16:17:47											2	51
SPRINKLE, MICHAEL	12:49:34	10:54:59											1	16
TAYLOR, CRAIG	9:23:28	0:00:00												
VALDEZ, JUAN	17:17:57	20:02:32											2	28
WHITE, TERRY	23:11:18	23:24:40											8	34
* = Admin												Total	65	747

Dispatch Committed Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Reports	Cites
911 Phone Calls	200	206												
3700 Phone Calls	2279	2418												
DP General Phone Calls*	77:37:45	58:37:23												
Radio Transmissions	8293	9138												

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





# February 2025 ALPR REPORT

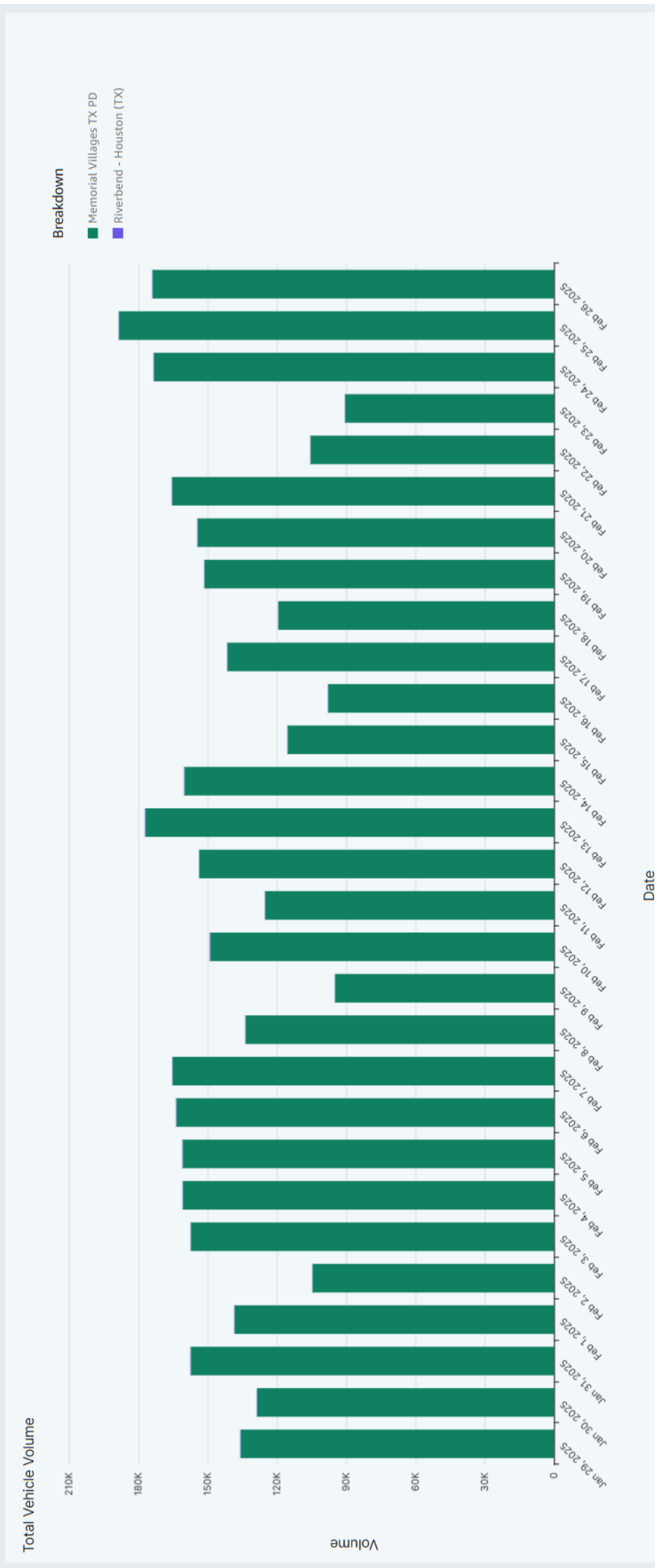


Total Plate Reads, Incl's multiple reads of same plate  
Number of Unique Plates Read – Total without repeats  
Number of Hits/Alerts - All 14 possible categories  
Number of Hits/Alerts of the 6 monitored categories  
Number of Sex Offender Hits (not monitored live)  
Summary Report  
Total Hits-Reads/total vehicles passed by each camera

# 2025 ALPR Data Report

## Total Reads 4,144,599

Total Vehicle Volume	4,144,599
Total Unique Vehicle Volume	1,923,520



# Unique Reads – 1,923,520



# All Categories – All Hotlists

## Controls

Date Range  - 
 Timeframe 
 Cameras 
 Networks

Category 
 Alert Sources 
 Show Hits By 
 Visual Type

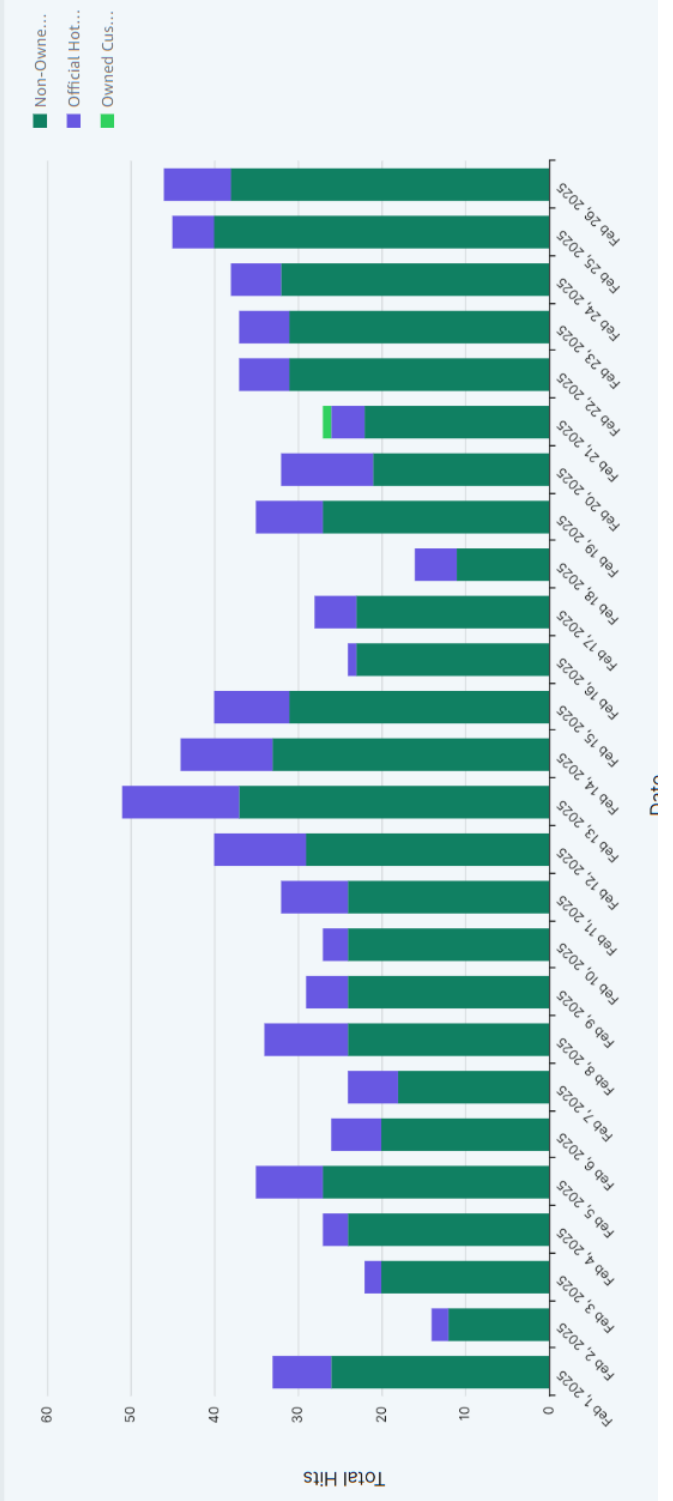
Hot List Reason

Total Hotlist Alerts  
843

Official Hotlist Alerts  
170

Your Custom Hotlist Alerts  
1

Other Custom Hotlist Alerts on Your Networks  
672



### Total Alerts by Topic

Topic	Alerts
Non Owned Custom Hotlist Alert	672
Stolen Plate	48
Stolen Vehicle	46
Protection Order	32
Sex Offender	27
Gang or Suspected Terrorist	10
Warrants	6
Custom Hotlist Alert	1
Missing Person	1



# Top 6 Categories

**Date Range** 2025/02/01 - 2025/02/28

**Timeframe** Day

**Cameras** All

**Networks** All

**Category** All

**Alert Sources** All

**Hot List Reason** Custom Hotlist Alert, Gang or Suspec...

**Show Hits By** Source Type

**Visual Type** Bar Chart

**Total Hotlist Alerts**

138

**Official Hotlist Alerts**

137

**Your Custom Hotlist Alerts**

1

**Other Custom Hotlist Alerts on Your Networks**

No data

**Total Alerts by Topic**

Topic	Alerts
Stolen Plate	48
Stolen Vehicle	46
Protection Order	32
Gang or Suspected Terrorist	10
Custom Hotlist Alert	1
Missing Person	1

The bar chart displays the number of total hits per day from February 1, 2025, to February 26, 2025. The y-axis represents 'Total Hits' ranging from 0 to 12. The x-axis shows dates. Most bars are green, representing 'Official Hot...' alerts, with one purple segment on Feb 22, 2025, representing 'Owned Cus...' alerts. The highest number of hits is on Feb 14, 2025, with approximately 10 hits.

Date	Total Hits
Feb 1, 2025	2
Feb 2, 2025	2
Feb 3, 2025	2
Feb 4, 2025	2
Feb 5, 2025	2
Feb 6, 2025	2
Feb 7, 2025	2
Feb 8, 2025	2
Feb 9, 2025	2
Feb 10, 2025	2
Feb 11, 2025	2
Feb 12, 2025	2
Feb 13, 2025	2
Feb 14, 2025	10
Feb 15, 2025	8
Feb 16, 2025	6
Feb 17, 2025	2
Feb 18, 2025	4
Feb 19, 2025	4
Feb 20, 2025	6
Feb 21, 2025	8
Feb 22, 2025	4 (Official) + 1 (Owned Cus...)
Feb 23, 2025	4
Feb 24, 2025	4
Feb 25, 2025	4
Feb 26, 2025	4

# Sex Offenders

**Date Range** 2025/02/01 - 2025/02/28

**Timeframe** Day

**Cameras** All

**Hot List Reason** Sex Offender

**Alert Sources** All

**Category** All

**Show Hits By** Source Type

**Visual Type** Bar Chart

**Networks** All

**Total Hotlist Alerts** 27

**Official Hotlist Alerts** 27

**Your Custom Hotlist Alerts** No data

**Other Custom Hotlist Alerts on Your Networks** No data

**Total Alerts by Topic**

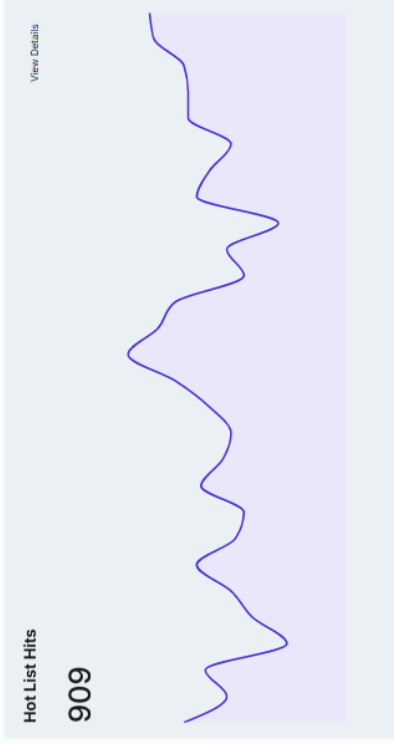
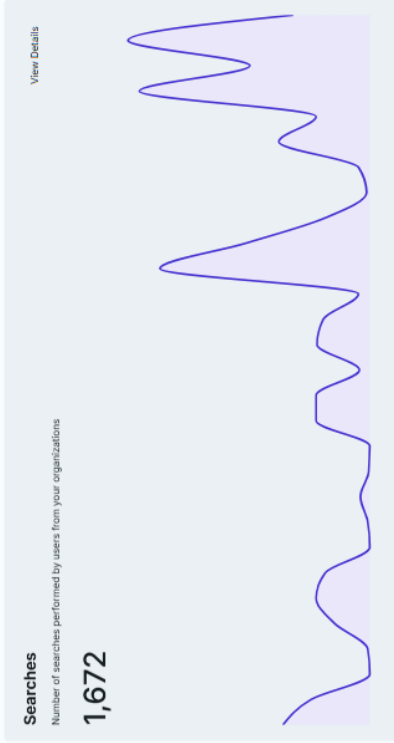
Topic	Alerts
Sex Offender	27

**Total Hits**

Date	Total Hits
Feb 1, 2025	1
Feb 2, 2025	1
Feb 3, 2025	1
Feb 4, 2025	1
Feb 5, 2025	1
Feb 6, 2025	1
Feb 7, 2025	2
Feb 8, 2025	2
Feb 9, 2025	2
Feb 10, 2025	2
Feb 11, 2025	2
Feb 12, 2025	4
Feb 13, 2025	2
Feb 14, 2025	2
Feb 15, 2025	2
Feb 16, 2025	2
Feb 17, 2025	2
Feb 18, 2025	1
Feb 19, 2025	2
Feb 20, 2025	2
Feb 21, 2025	2
Feb 22, 2025	2
Feb 23, 2025	2
Feb 24, 2025	2
Feb 25, 2025	2
Feb 26, 2025	2
Feb 27, 2025	2
Feb 28, 2025	2
Feb 29, 2025	3

# Summary Report

## Insights Dashboard



**Device Sharing**  
Shared with  
Lewisville TX PD,  
Alexander AR PD,  
and 641 others  
Access Levels  
Search  
Hotlist Tool Access

**Device Status**

37 / 37 Devices Online

← Previous Device

Device Name	Battery	Latency
#01 Inbound, Riverview Way, EB	99%	14.40 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

Flintwood Drive

Yellow = Bunker Hill

Green = Piney Point

Red = Hunters Creek

Blue = MVPD Mobile

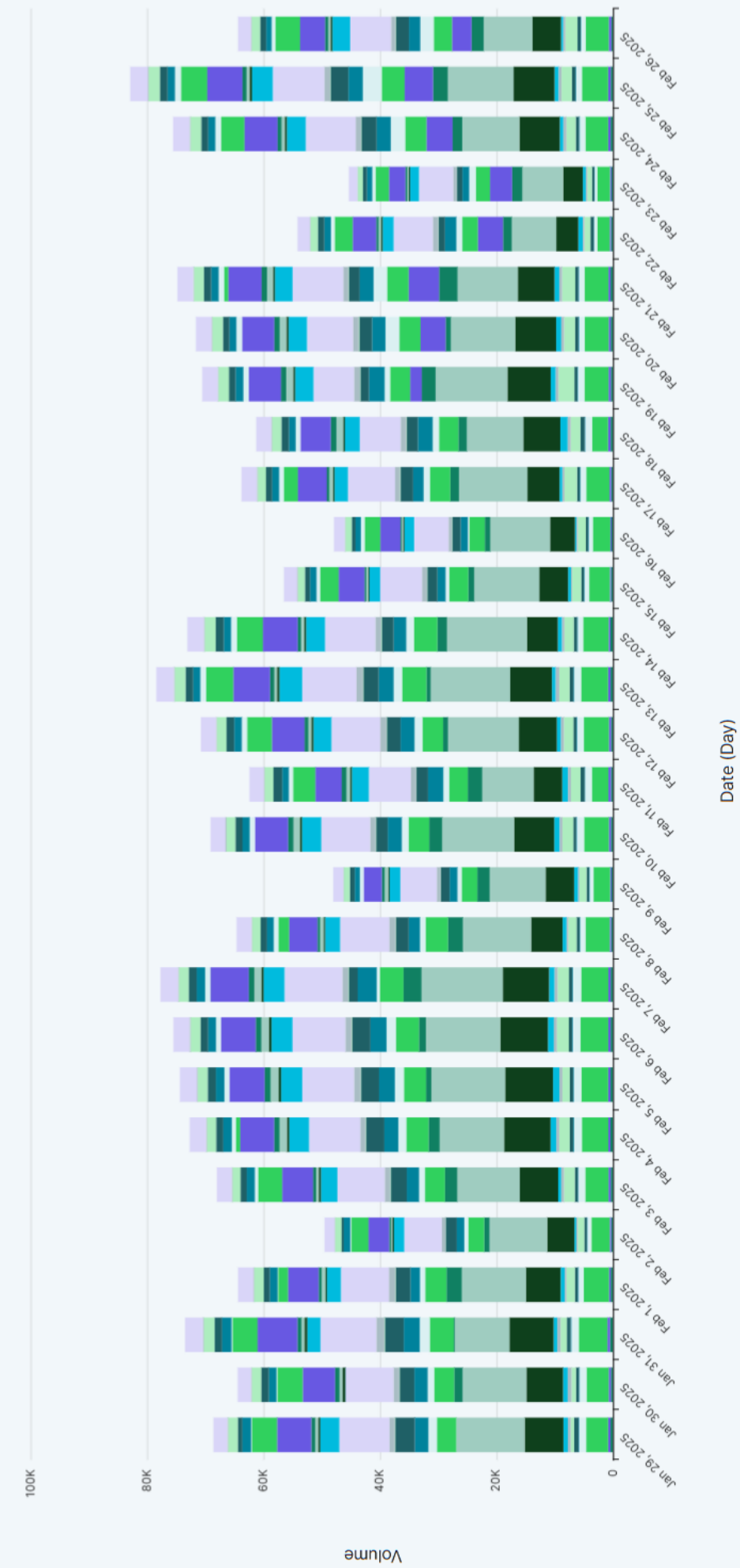
Purple = Privately Owned Systems



Total Vehicle Volume  
4,144,599

Total Unique Vehicle Volume  
1,923,520

Unique Vehicle Volume



Breakdown

- #32 WB Greenbay @ Memorial Dr
- #31 EB Memorial Dr near Tealwood
- #30 EB Beinhorn Rd @ Voss Rd
- #29 - Riverbend Main Entrance
- #28 MYPD Station S/B Memorial ...
- #27 Unit 181 Blalock S/B at Taylo...
- #26 - SB Hedwig x Beinhorn
- #25 - NB Bunker Hill x Memorial
- #24 - NB Blalock x Memorial
- #23 - WB San Felipe x Buffalo Bay...
- #22 - NB Voss x Magnolia Bend (L...
- #21 - NB Voss x Magnolia Bend (L...
- #20 - SB Voss x Old Voss (Lane 2)
- #19 - SB Voss x Old Voss (Lane 1)
- #18 Memorial Dr EB at Voss
- #17 Memorial Dr WB at Voss
- #16 Memorial Dr WB at E Creeksi...
- #15 Hunters Creek Dr SB at L-10
- #14 Beinhorn Rd WB at Pipher
- #13 NB Gessner Rd
- #12 Piney Point Dr SB at Gaylord
- #11 Greenbay St EB at Piney Poin...

Total 'Volume' by 'groupbysummary'

groupbysummary	Sum of Volume
#22 - NB Voss x Magnolia Bend (Lane 2)	316888
#13 NB Gessner Rd	231502
#23 - WB San Felipe x Buffalo Bayou	178748
#08 2200 S Piney Point Rd NB at City Limit	150585
#31 EB Memorial Dr near Tealwood	112471
#19 - SB Voss x Old Voss (Lane 1)	100542
#12 Piney Point Dr SB at Gaylord	78965
#01 Gessner SB at Frostwood Elementary	72883
#07 Memorial Dr EB at Briar Forest	68598
#16 Memorial Dr WB at E Creekside Dr	64383
#17 Memorial Dr WB at Voss	63553
#21 - NB Voss x Magnolia Bend (Lane 1)	48206
#27 Unit 181 Blalock S/B at Taylorcrest	46416
#02 Memorial Dr EB at Gessner	45190
#18 Memorial Dr EB at Voss	38869
#05 Bunkerhill Rd SB at Taylorcrest	36126
#20 - SB Voss x Old Voss (Lane 2)	32368
#04 Memorial Dr NB at Briar Forest	32365
#30 EB Beinhorn Rd @ Voss Rd	29325
#14 Beinhorn Rd WB at Pipher	26423
#24 - NB Blalock x Memorial	20872
#10 On Memorial Dr EB from San Felipe	20433
#06 Taylorcrest Rd WB at Flintdale	20213
#09 N Piney Point Rd at Memorial Dr	19481
#28 MVPD Station S/B Memorial Drive	15840
#26 - SB Hedwig x Beinhorn	12474
Strey NB at Memorial	10598
#32 WB Greenbay @ Memorial Dr	9889
#11 Greenbay St EB at Piney Point Rd	9263
#01 Inbound, Riverview Way, EB	3606
#29 - Riverbend Main Entrance	3273
#15 Hunters Creek Dr SB at I-10	2920
#25 - NB Bunker Hill x Memorial	252
<b>Grand Total</b>	<b>1923520</b>

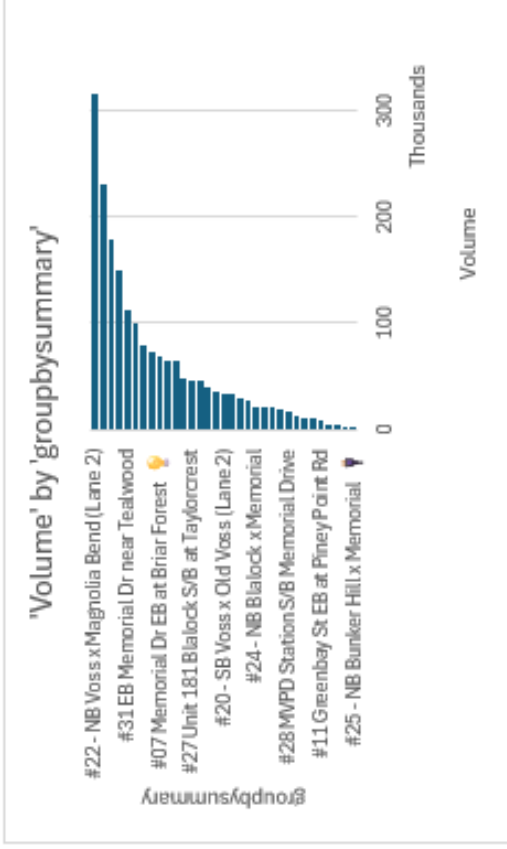


Plate Reads  
By Location

2025/02/01

2025/02/28

Day

All

All

All

Category

Alert Sources

Hot List Reason

Show Hits By

Visual Type

Total Hotlist Alerts  
138

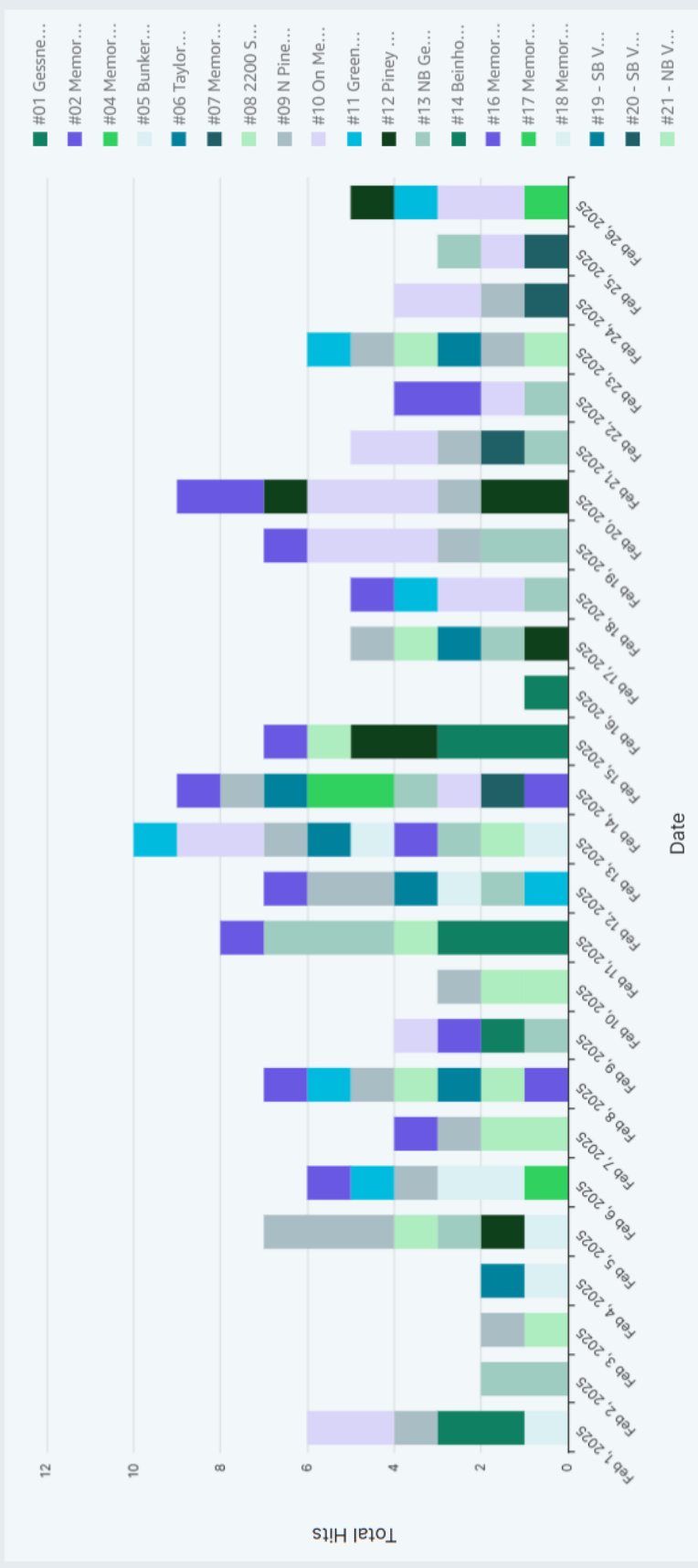
Official Hotlist Alerts  
137

Your Custom Hotlist Alerts  
1

Other Custom Hotlist Alerts on Your Networks  
No data

### Total Alerts by Topic

Topic	Alerts
Stolen Plate	48
Stolen Vehicle	46
Protection Order	32
Gang or Suspected Terrorist	10
Custom Hotlist.Alert	1
Missing Person	1



# Hits By Camera

groupingselector	Sum of Total Hits
#23 - WB San Felipe x Buffalo Bayou	21
#22 - NB Voss x Magnolia Bend (Lane 2)	17
#13 NB Gessner Rd	16
#31 EB Memorial Dr near Tealwood	12
#21 - NB Voss x Magnolia Bend (Lane 1)	9
#19 - SB Voss x Old Voss (Lane 1)	6
#12 Piney Point Dr SB at Gaylord	6
#05 Bunkerhill Rd SB at Taylorcrest	6
#01 Gessner SB at Frostwood Elementary	6
#08 2200 S Piney Point Rd NB at City Limit	5
#24 - NB Blalock x Memorial	5
#07 Memorial Dr EB at Briar Forest	3
#09 N Piney Point Rd at Memorial Dr	3
#16 Memorial Dr WB at E Creekside Dr	3
#14 Beinhorn Rd WB at Pipher	3
#17 Memorial Dr WB at Voss	2
#27 Unit 181 Blalock S/B at Taylorcrest	2
#18 Memorial Dr EB at Voss	2
#11 Greenbay St EB at Piney Point Rd	2
#04 Memorial Dr NB at Briar Forest	2
#02 Memorial Dr EB at Gessner	2
#30 EB Beinhorn Rd @ Voss Rd	1
#28 MVPD Station S/B Memorial Drive	1
#10 On Memorial Dr EB from San Felipe	1
#20 - SB Voss x Old Voss (Lane 2)	1
#06 Taylorcrest Rd WB at Flintdale	1
<b>Grand Total</b>	<b>138</b>

Total Reads – 4,144,599

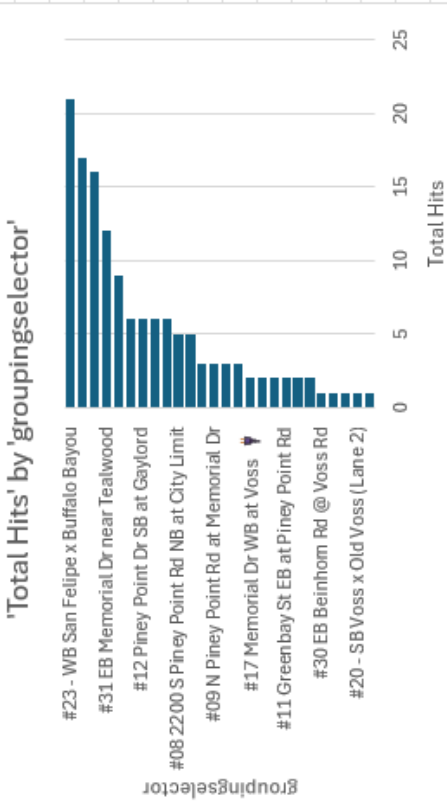
Unique Reads – 1,923,520

Hits- 170

6 Top Hits – 137

Hotlist – 1

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







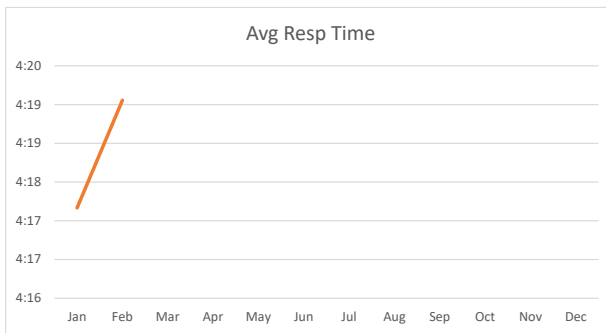
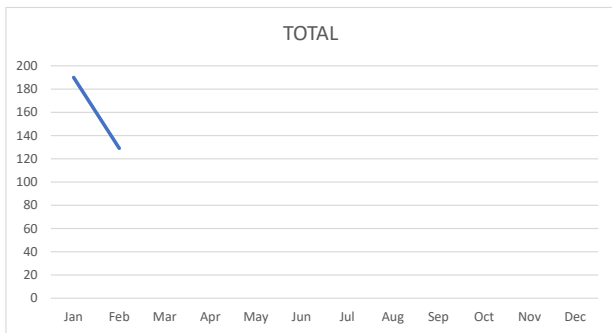
Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### February 2025 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>190</b>	<b>129</b>											<b>319</b>
Abdominal Pain	1	2											3
Allergic Reaction	0	1											1
Carbon Monoxide Detector No Symptoms	5	2											7
Cardiac/Respiratory Arrest	1	2											3
Check a Noxious Odor	1	2											3
Check for Fire	0	2											2
Check for the Smell of Natural Gas	5	1											6
Check for the Smell of Smoke	1	0											1
Chest Pain	5	1											6
Diabetic Emergency	0	1											1
Difficulty Breathing	11	4											15
Fall Victim	12	10											22
Fire Alarm Business	23	4											27
Fire Alarm Church or School	4	3											7
Fire Alarm Residence	31	23											54
Gas Leak	4	3											7
Heart Problems	8	4											12
Hemorrhage/Laceration	1	3											4
House Fire	1	1											2
Injured Party	4	2											6
Medical Alarm	3	1											4
Motor Vehicle Collision	22	14											36
Motor Vehicle Collision with Entrapment	1	0											1
Motor Vehicle vs Motorcycle	0	1											1
Overdose/Poisoning	0	3											3
Possible D.O.S.	1	0											1
Powerlines Down Arcing/Burning	1	0											1
Psychiatric Emergency	2	2											4
Service Call Non-emergency	11	8											19
Sick Call	9	12											21
Smoke in Residence	2	0											2
Stroke	3	2											5
Transformer Fire	0	1											1
Traumatic Injury	0	1											1
Unconscious Party/Syncope	10	8											18
Unknown Medical Emergency	6	3											9
Vehicle Fire	1	2											3

Month	# of Incidents	Avg Resp Time
Jan	144	4:18
Feb	105	4:20
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
249		4:19

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



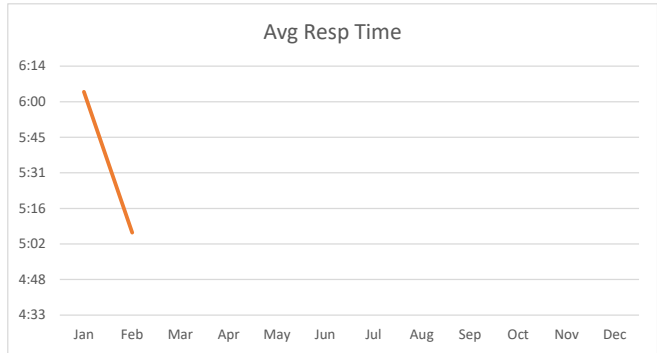
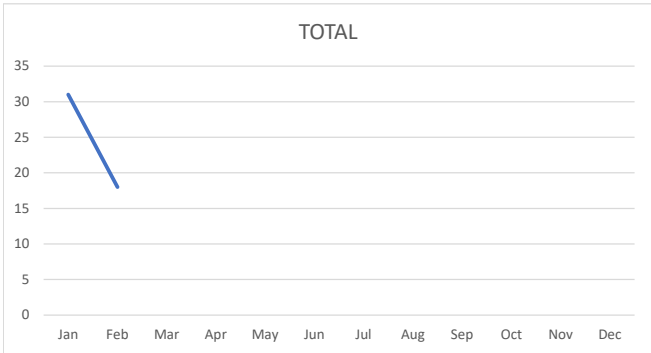


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

February 2025 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>31</b>	<b>18</b>											<b>49</b>
Allergic Reaction	0	1											1
Carbon Monoxide Detector No Symptoms	2	0											2
Check for Fire	0	1											1
Check for the Smell of Natural Gas	1	0											1
Check for the Smell of Smoke	1	0											1
Difficulty Breathing	4	1											5
Fall Victim	3	1											4
Fire Alarm Church or School	2	0											2
Fire Alarm Residence	5	5											10
Gas Leak	1	0											1
Heart Problems	1	0											1
Hemorrhage/Laceration	0	1											1
House Fire	0	1											1
Injured Party	0	1											1
Medical Alarm	1	0											1
Motor Vehicle Collision	2	1											3
Overdose/Poisoning	0	1											1
Service Call Non-emergency	5	3											8
Sick Call	1	0											1
Unconscious Party/Syncope	1	1											2
Unknown Medical Emergency	1	0											1

Month	# of Incidents	Avg Resp Time
Jan	21	6:04
Feb	10	5:07
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
31		5:35



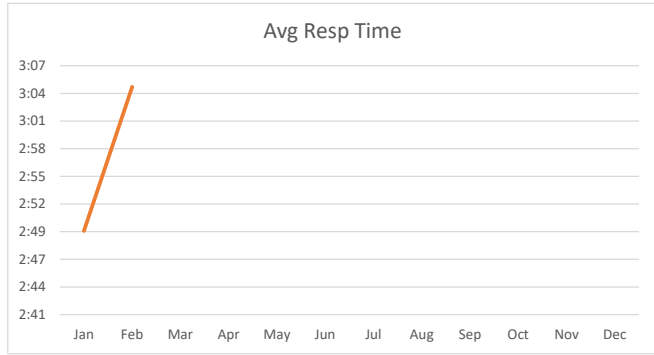
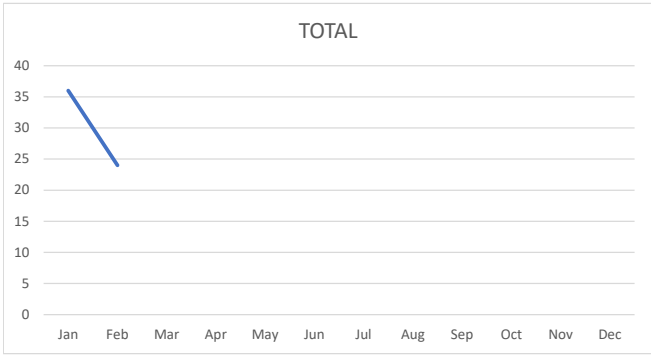


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

February 2025 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>46</b>	<b>27</b>											<b>73</b>
Abdominal Pain	1	0											1
Check a Noxious Odor	0	1											1
Check for Fire	0	1											1
Check for the Smell of Natural Gas	1	0											1
Chest Pain	2	1											3
Diabetic Emergency	0	1											1
Difficulty Breathing	2	0											2
Fall Victim	4	2											6
Fire Alarm Business	12	2											14
Fire Alarm Residence	3	1											4
Gas Leak	1	0											1
Heart Problems	0	2											2
Hemorrhage/Laceration	1	0											1
Injured Party	2	1											3
Motor Vehicle Collision	4	3											7
Powerlines Down Arcing/Burning	1	0											1
Psychiatric Emergency	1	1											2
Service Call Non-emergency	2	2											4
Sick Call	3	4											7
Smoke in Residence	1	0											1
Transformer Fire	0	1											1
Unconscious Party/Syncope	1	3											4
Unknown Medical Emergency	3	1											4
Vehicle Fire	1	0											1

Month	# of Incidents	Avg Resp Time
Jan	36	2:50
Feb	24	3:05
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	60	2:57



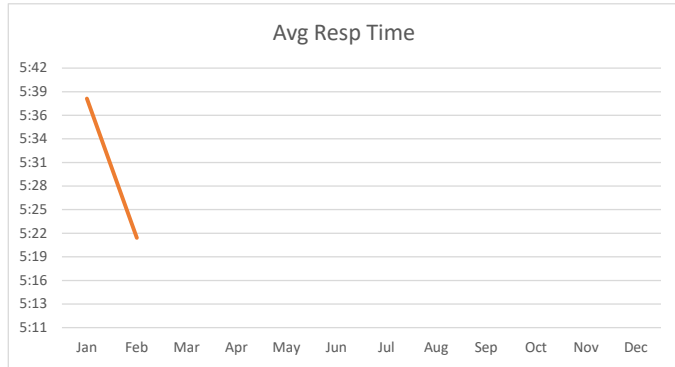
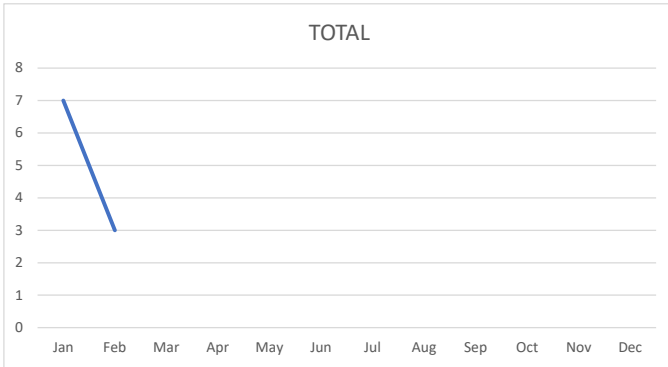


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

**February 2025 Summary - Hilshire**

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>7</b>	<b>3</b>											<b>10</b>
Abdominal Pain	0	1											1
Cardiac/Respiratory Arrest	1	0											1
Difficulty Breathing	1	0											1
Fire Alarm Residence	1	0											1
Heart Problems	1	0											1
Motor Vehicle Collision	1	1											2
Overdose/Poisoning	0	1											1
Psychiatric Emergency	1	0											1
Unconscious Party/Syncope	1	0											1

Month	# of Incidents	Avg Resp Time
Jan	7	5:39
Feb	3	5:22
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		



5:30

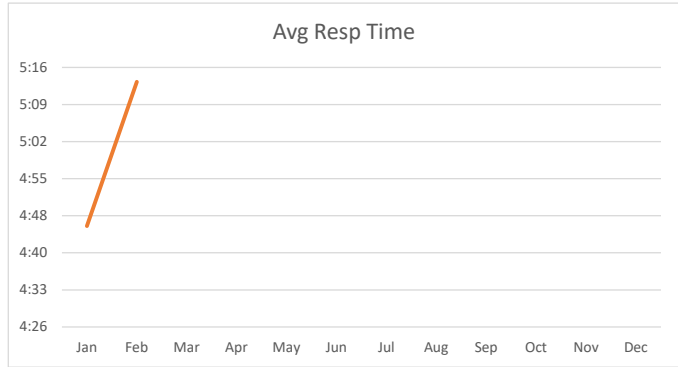
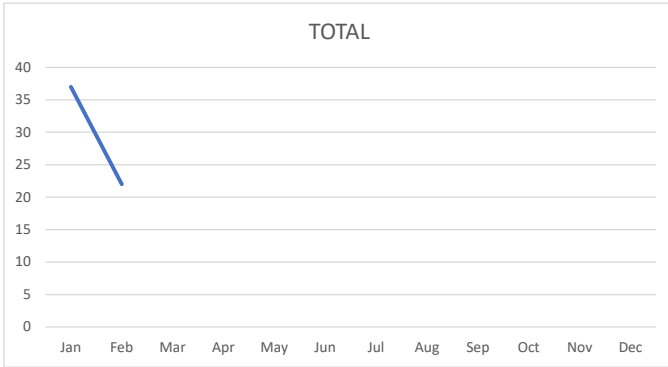


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### February 2025 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>37</b>	<b>22</b>											<b>59</b>
Carbon Monoxide Detector No Symptoms	1	2											3
Check a Noxious Odor	0	1											1
Check for the Smell of Natural Gas	1	0											1
Difficulty Breathing	1	0											1
Fall Victim	3	1											4
Fire Alarm Business	2	0											2
Fire Alarm Residence	15	9											24
Gas Leak	0	1											1
Heart Problems	3	1											4
Hemorrhage/Laceration	0	1											1
Injured Party	1	0											1
Medical Alarm	0	1											1
Motor Vehicle Collision	2	2											4
Motor Vehicle Collision with Entrapment	1	0											1
Sick Call	1	3											4
Stroke	2	0											2
Unconscious Party/Syncope	4	0											4

Month	# of Incidents	Avg Resp Time
Jan	29	4:46
Feb	16	5:14
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	<hr/> 45	<hr/> 5:00



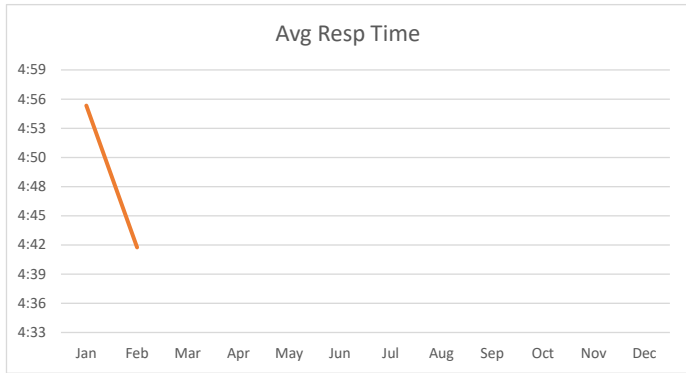
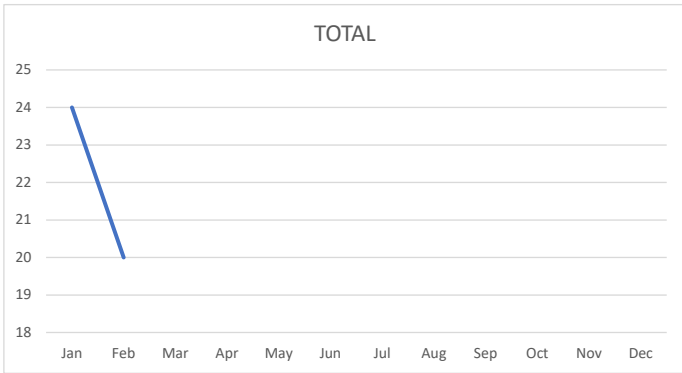


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### February 2025 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>24</b>	<b>20</b>											<b>44</b>
Carbon Monoxide Detector No Symptoms	2	0											2
Cardiac/Respiratory Arrest	0	1											1
Check a Noxious Odor	1	0											1
Check for the Smell of Natural Gas	1	0											1
Chest Pain	1	0											1
Fall Victim	2	3											5
Fire Alarm Church or School	1	2											3
Fire Alarm Residence	5	5											10
Gas Leak	1	0											1
Heart Problems	1	0											1
Medical Alarm	1	0											1
Motor Vehicle Collision	1	1											2
Overdose/Poisoning	0	1											1
Service Call Non-emergency	3	3											6
Sick Call	2	1											3
Smoke in Residence	1	0											1
Stroke	0	1											1
Traumatic Injury	0	1											1
Unconscious Party/Syncope	1	1											2

Month	# of Incidents	Avg Resp Time
Jan	16	4:56
Feb	14	4:42
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	30	4:49



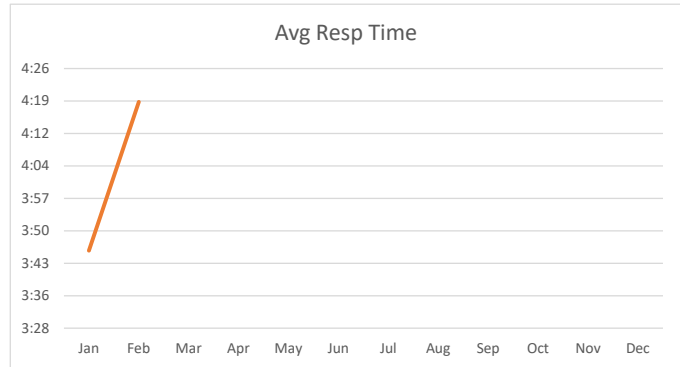
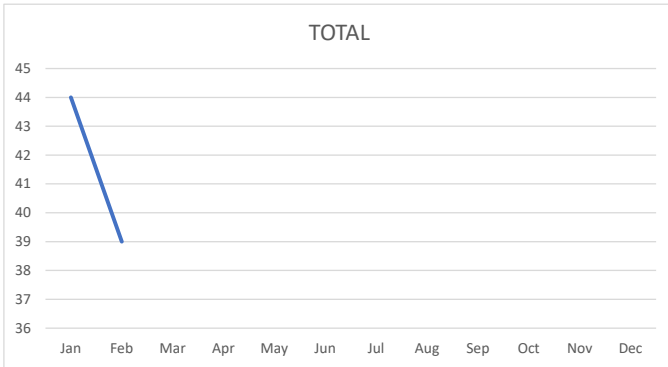


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### February 2025 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>44</b>	<b>39</b>											<b>81</b>
Abdominal Pain	0	1											1
Cardiac/Respiratory Arrest	0	1											1
Check for the Smell of Natural Gas	1	1											2
Chest Pain	2	0											2
Difficulty Breathing	3	3											6
Fall Victim	0	3											3
Fire Alarm Business	9	2											11
Fire Alarm Church or School	1	1											2
Fire Alarm Residence	2	3											5
Gas Leak	1	2											3
Heart Problems	2	1											3
Hemorrhage/Laceration	0	1											1
Injured Party	1	0											1
Medical Alarm	1	0											1
Motor Vehicle Collision	12	6											18
Motor Vehicle vs Motorcycle	0	1											1
Possible D.O.S.	1	0											1
Psychiatric Emergency	0	1											1
Service Call Non-emergency	1	0											1
Sick Call	2	4											6
Stroke	1	1											2
Unconscious Party/Syncope	2	3											5
Unknown Medical Emergency	2	2											4
Vehicle Fire	0	2											2

Month	# of Incidents	Avg Resp Time
Jan	35	3:46
Feb	38	4:19
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
73		4:02



**MAYOR**  
*Jim Pappas*

# CITY OF HUNTERS CREEK VILLAGE

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



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

## Building Official Monthly Report

Prepared Mar.6, 2025 for the Mar. 2025 meeting.

Mayor and Council,

Please find attached the Building Officials Monthly Report for Feb. 2025

Thank You,

Henry Rivas  
Building Official





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

Month	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
January	136	114	83.8%	22	16.2%
February	179	163	91.1%	16	8.9%
March	149	128	85.9%	21	14.1%
April	151	134	88.7%	17	11.3%
May	100	79	79.0%	21	21.0%
June	148	131	88.5%	17	11.5%
July	166	158	95.2%	8	4.8%
August	299	278	93.0%	21	7.0%
September	260	243	93.5%	17	6.5%
October	258	231	89.5%	27	10.5%
November	170	135	79.4%	35	20.6%
December	241	205	85.1%	36	14.9%
Total	2257	1999	88.6%	258	11.4%

**City of Hunters Creek Village  
Inspection Activity Report - 2025**

Month	Inspections Performed	Inspections Passed	% Passed	Inspections Failed	% Failed
January	219	193	88.1%	26	11.9%
February	266	226	85.0%	40	15.0%
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total	485	419	86.4%	66	13.6%

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	22	\$31,336	2	13	\$2,780	35	\$5,495	72	\$39,611	\$6,969,090
February	23	\$29,700	1	14	\$2,520	44	\$7,780	81	\$40,000	\$7,321,012
March	19	\$4,366	0	18	\$3,715	46	\$8,083	83	\$16,164	\$1,575,457
April	26	\$19,632	1	19	\$3,215	29	\$5,560	74	\$28,407	\$6,897,879
May	28	\$8,226	0	15	\$2,630	35	\$7,025	78	\$17,881	\$2,530,920
June	39	\$47,189	3	20	\$4,160	45	\$8,530	102	\$59,879	\$11,302,785
July	30	\$5,141	0	18	\$3,425	37	\$7,430	85	\$15,996	\$1,896,376
August	32	\$36,800	3	17	\$3,700	41	\$8,730	90	\$49,230	\$7,393,723
September	22	\$29,508	1	13	\$1,775	40	\$9,230	75	\$40,513	\$7,338,873
October	29	\$12,670	1	23	\$4,410	68	\$9,525	120	\$26,605	\$5,504,250
November	17	\$25,075	4	9	\$1,250	32	\$5,645	58	\$31,970	\$6,358,537
December	21	\$37,461	3	8	\$2,205	19	\$3,820	48	\$43,486	\$6,171,025
<b>Total</b>	<b>308</b>	<b>\$287,105</b>	<b>19</b>	<b>187</b>	<b>\$35,785</b>	<b>471</b>	<b>\$86,853</b>	<b>966</b>	<b>\$409,743</b>	<b>\$71,259,927</b>

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

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	17	\$5,092	0	14	\$2,705	25	\$5,130	56	\$12,928	\$1,374,287
February	32	\$35,182	1	14	\$2,230	26	\$4,970	72	\$42,382	\$5,438,854
March	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	\$27,052	\$1,707,719
June	29	\$17,966	2	21	\$4,140	35	\$5,935	85	\$28,041	\$4,754,586
July	38	\$29,205	2	34	\$7,430	48	\$8	120	\$44,625	\$4,447,505
August	29	\$8,652	0	46	\$9,410	55	\$9,950	130	\$28,012	\$2,681,491
September	32	\$34,831	2	49	\$9,425	50	\$9,130	131	\$53,385	\$7,953,627
October	36	\$20,906	1	56	\$10,655	66	\$11,780	158	\$43,341	\$4,998,063
November	25	\$121,714	4	25	\$8,000	35	\$11,195	85	\$70,977	\$12,097,910
December	23	\$104,947	4	10	\$9,910	19	\$16,305	52	\$62,709	\$6,782,835
<b>Total</b>	<b>346</b>	<b>\$429,180</b>	<b>17</b>	<b>303</b>	<b>\$69,055</b>	<b>444</b>	<b>\$90,588</b>	<b>1,093</b>	<b>\$457,524</b>	<b>\$57,624,441</b>

**City of Hunters Creek Village  
Permit Activity Report (Issued) - 2025**

Month	Building			Electrical		Mech & Plumbing		Total		Valuation
	# Issued	\$ Fees	# New Res	# Issued	\$ Fees	# Issued	\$ Fees	# Issued	\$ Fees	\$
January	20	\$16,148	1	23	\$3,745	36	\$7,140	79	\$27,034	\$2,630,548
February	26	\$21,260	1	22	\$3,185	38	\$7,540	86	\$31,985	\$1,759,652
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>Total</b>	<b>46</b>	<b>\$37,408</b>	<b>2</b>	<b>45</b>	<b>\$6,930</b>	<b>74</b>	<b>\$14,680</b>	<b>165</b>	<b>\$59,019</b>	<b>\$4,390,200</b>

CITY OF HUNTERS CREEK VILLAGE  
ENGINEER'S REPORT

Prepared March 19, 2025 for the March 25th agenda

**A. Shasta/Pineland/Lindenwood Reconstruction**

- 1. Project is 60% completed by time and 40% completed by invoice.
- 2. Shasta and Pineland are complete with paving and concrete work. Shasta is sodded and restored. Pineland is 90% complete.
- 3. Contractor is working on Lindenwood between Pineland and Shasta.
- 4. Memorial pothole repairs will occur at the end of this project and is already included in the contract.
- 5. Project is on budget and on schedule. Total contract value remains at \$1,909,425.





### **B. Minor Drainage Improvements**

1. **Wickwild Sinkhole** – Complete. And paid.
2. **Melody Lane ditch modifications** – Complete and paid
3. **Thamer Circle** – Approved. Not started.
4. **809 Kuhlman sinkhole** – Approved. Not started

### **C. Traffic Signal Upgrades**

1. New controllers to accommodate real time controls have been installed along with modems and ancillary equipment.
2. We have had a 1-hour online training in the use of the enterprise system to control the signals. We still have more to learn to use effectively.
3. We've already used the system to troubleshoot problems twice in the past month.

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
February 25, 2025**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, February 25, 2025, 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 City Secretary:	Jessica Pierce

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

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

- B. **Henry Rivas led the pledge of Allegiance followed by a prayer by Mayor Pappas.**

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

**No Comments.**

- D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**
2. Police Commissioner Monthly Report – **Brooke Hamilton, 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 – **Tom Fullen, City Administrator, presented this report.**
5. City Engineer Monthly Report – **Tom Fullen, City Administrator, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Mayor reported on Memorial Drive Replacement Funds.**

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 January 28, 2025.
2. Approval of the Cash Disbursement Journal for January 2025.
3. Approval of the 4<sup>th</sup> Quarterly Investment Report for 2025.

**Councilmember Cowell made a motion to approve the Consent Agenda. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

F. REGULAR AGENDA

1. Discussion and possible action to adopt an ordinance of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor, Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 3, 2025, General Municipal Election; and containing other provisions relating to the subject.

**Councilmember Marks made a motion to adopt an ordinance of the City of Hunters Creek Village, Texas, declaring that the unopposed candidates for Mayor, Councilmember Positions nos. 4, and 5 are duly elected; cancelling the May 3, 2025, General Municipal Election; and containing other provisions relating to the subject. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

2. Discussion and possible action to accept the 2024 Racial Profiling Data and Report from the Memorial Village Police Department.

**Councilmember Sapien made a motion to accept the 2024 Racial Profiling Data and Report from the Memorial Village Police Department. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

3. Discussion and possible action to approve WIFI/Network Upgrade options.

**Discussion with IT consultant on potential service plans. No Action taken.**

4. Discussion and possible action to approve Budget Amendment 2025-01 from the Village Fire Department resulting in no additional assessments.

***This item was taken out of order.***

**Councilmember Sapien made a motion to approve Budget Amendment 2025-01 from the Village Fire Department resulting in no additional assessments. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

5. Discussion and possible action to approve the renewal agreement with TX BBG Consulting/SAFEbuilt for building construction inspections.

**Councilmember Sapien made a motion to approve the renewal agreement with TX BBG Consulting/SAFEbuilt for building construction inspections. Councilmember Marks seconded the motion, and the motion was carried unanimously.**

6. Discussion and possible action to adopt a resolution suspending CenterPoint Energy's 2025 Annual Gas Reliability Infrastructure Program ("GRIP") rate adjustment for 45 days.

**Councilmember Cowell made a motion to adopt a resolution suspending CenterPoint Energy's 2025 Annual Gas Reliability Infrastructure Program ("GRIP") rate adjustment for 45 days. Councilmember Sapien seconded the motion, and the motion was carried unanimously.**

7. Discussion and possible action to adopt an ordinance regarding Mayor and City Council stipends.

*This item was taken out of order.*

**Councilmember Cowell made a motion to adopt an ordinance regarding Mayor and City Council stipends. Councilmember Knox seconded the motion, and the motion was 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 a closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session.

**At 7:32 p.m. the mayor announced that the City Council was recessing into closed executive session under the Chapter 551 of the Texas Open Meetings Act to deliberate on the following items.**

- 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.
  - Stipends

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

**Council reconvened into Open Session at 7:58 p.m. No action was taken during the executive session.**

- J. ADJOURNMENT

**At 7:59 p.m., Councilmember Knox made a motion to adjourn. Councilmember Sapien seconded the motion, and the motion was carried unanimously. The meeting was adjourned at 8:00 p.m.**



These minutes were approved on the \_\_\_\_ day of March 2025.

\_\_\_\_\_  
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
<b>Bank Code: AP DISB ALLEGIANCE-AP POOLED ALLEGIANCE DISBURSEMENT</b>						
0458	A T & T Phone	02/01/2025	Regular	0.00	866.30	34958
0647	AFLAC WORLDWIDE HEADQUARTERS	02/01/2025	Regular	0.00	373.22	34959
0669	C & D JANITOR SERVICE INC	02/01/2025	Regular	0.00	1,738.16	34960
0010	CENTERPOINT ENERGY	02/01/2025	Regular	0.00	129.67	34961
0445	CENTURY CONCRETE CONSTRUCTION INC	02/01/2025	Regular	0.00	122,442.16	34962
000876	CINTAS CORPORATION	02/01/2025	Regular	0.00	322.80	34963
0012	COBB FENDLEY	02/01/2025	Regular	0.00	15,217.60	34964
0150	GARY B MADDOX	02/01/2025	Regular	0.00	500.00	34965
000893	LANGUAGE LINE SERVICES INC.	02/01/2025	Regular	0.00	11.18	34966
0641	MARK E EASLEY	02/01/2025	Regular	0.00	900.00	34967
000919	MEMORIAL VILLAGES POLICE DEPT. - FUEL	02/01/2025	Regular	0.00	613.08	34968
0053	MEMORIAL VILLAGES WATER AUTHORITY	02/01/2025	Regular	0.00	3,423.12	34969
0065	ODP BUSSINESS SOLUTIONS	02/01/2025	Regular	0.00	236.70	34970
0420	PREMIER TREE SERVICE	02/01/2025	Regular	0.00	10,000.00	34971
000852	TEXAS MUNICIPAL HUMAN RESOURCES ASSOCI	02/01/2025	Regular	0.00	100.00	34972
000774	ADAM VOYLES	02/15/2025	Regular	0.00	450.00	34973
000876	CINTAS CORPORATION	02/15/2025	Regular	0.00	258.24	34974
000775	CITYLYNX INC	02/15/2025	Regular	0.00	18,550.00	34975
000796	ENGIE RESOURCES	02/15/2025	Regular	0.00	5,897.95	34976
0537	GREEN FOR LIFE	02/15/2025	Regular	0.00	44,625.49	34977
0028	HARRIS CENTRAL APPRAISAL DISTRICT	02/15/2025	Regular	0.00	14,254.00	34978
000716	KIRWIN LAW FIRM PLLC	02/15/2025	Regular	0.00	2,992.50	34979
000844	LINEBARGER GOGGAN BLAIR & SAMPSON LLP	02/15/2025	Regular	0.00	217.20	34980
0065	ODP BUSSINESS SOLUTIONS	02/15/2025	Regular	0.00	79.20	34981
0420	PREMIER TREE SERVICE	02/15/2025	Regular	0.00	2,650.00	34982
000815	SAFEbuilt, LLC Lockbox#88135	02/15/2025	Regular	0.00	5,280.00	34983
0501	TCMA REGION VI	02/15/2025	Regular	0.00	75.00	34984
0624	TRANTEX	02/15/2025	Regular	0.00	1,764.00	34985
000789	VAN SANT LANDSCAPE MANAGEMENT	02/15/2025	Regular	0.00	3,328.00	34986
0362	VERIZON WIRELESS	02/15/2025	Regular	0.00	38.05	34987
0107	VILLAGES MUTUAL INSURANCE COOPERATIVE	02/15/2025	Regular	0.00	22,944.42	34988

**Bank Code AP DISB ALLEGIANCE Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	31	0.00	280,278.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>31</b>	<b>31</b>	<b>0.00</b>	<b>280,278.04</b>

Check Report

Date Range: 02/01/2025 - 02/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP PF ALLEGIANCE-AP POOLED ALLEGIANCE PUBLIC FUNDS</b>						
0052	MEMORIAL VILLAGES POLICE DEPT - MAIN	02/01/2025	EFT	0.00	220,471.28	1055
0105	VILLAGE FIRE DEPARTMENT	02/01/2025	EFT	0.00	186,824.33	1056
000913	ANITA M. JAMES	02/18/2025	Bank Draft	0.00	450.00	DFT0000542
000936	Ozraa Dhanani	02/18/2025	Bank Draft	0.00	2,247.50	DFT0000543
000726	PITNEY BOWES (PURCHASE POWER)	02/18/2025	Bank Draft	0.00	314.99	DFT0000544
0135	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	02/18/2025	Bank Draft	0.00	246.21	DFT0000545
0517-TF	PAYMENT REMITTANCE CENTER	02/20/2025	Bank Draft	0.00	2,954.76	DFT0000548
000908	PREACTIVE IT SOLUTIONS	02/03/2025	Bank Draft	0.00	1,460.00	DFT0000549

**Bank Code AP PF ALLEGIANCE Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	6	0.00	7,673.46
EFT's	2	2	0.00	407,295.61
	<b>12</b>	<b>8</b>	<b>0.00</b>	<b>414,969.07</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	31	0.00	280,278.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	6	0.00	7,673.46
EFT's	2	2	0.00	407,295.61
	<b>43</b>	<b>39</b>	<b>0.00</b>	<b>695,247.11</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOL	2/2025	695,247.11
			<b>695,247.11</b>



**Crowe LLP**  
Independent Member Crowe Global

9 Greenway Plaza #2100,  
Houston, TX 77046  
Tel +1 713 667 9147  
Fax +1 713 667 1697  
[www.crowe.com](http://www.crowe.com)

February 25, 2025

The Honorable Jim Pappas, Mayor  
City of Hunters Creek Village, Texas  
One Hunters Creek Place  
Houston, Texas 77024-3026

This letter confirms the arrangements for Crowe LLP (“Crowe” or “us” or “we” or “our”) to provide the professional services discussed in this letter to City of Hunters Creek Village, Texas (“you”, “your” or “Client”). The attached Crowe Engagement Terms, and any other attachments thereto, are integral parts of this letter, and such terms are incorporated herein.

## AUDIT SERVICES

### Our Responsibilities

We will audit and report on the financial statements of the Client for the year ended December 31, 2024.

We will audit and report on the financial statements of the governmental activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of the Client for the period indicated.

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management’s Discussion and Analysis
- Budgetary Comparison Schedule(s)
- Pension Schedule(s), as applicable
- OPEB Schedule(s), as applicable

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount that we believe would influence the judgment made by a reasonable user of these financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. As required by the standards, we will maintain professional skepticism throughout the audit.

In making our risk assessments, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

As part of our audit, we will conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for a reasonable period of time.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to those charged with governance of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph or a separate section in the auditor's report, or withdraw from the engagement.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

#### The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for

financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Monitoring independence includes monitoring affiliates and obtaining information about those entities. For the purpose of complying with applicable independence requirements, the Client agrees to provide Crowe, at least annually, a complete and accurate legal entity listing (e.g. component units included in the Client's financial statements), and a listing of other affiliated entities not included on the legal entity listing (e.g. joint ventures, jointly governed organizations, related organizations, and equity method investments). Crowe's independence may be impaired when an event occurs that impacts the Client's financial reporting entity. The financial reporting entity includes a primary government, organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's basic financial statements to be misleading or incomplete. The Client is responsible for providing Crowe timely, advance notice of events impacting the financial reporting entity so that both parties may assess the impact, if any, of such event on independence. Such notice may include timely providing Crowe notice of any changes in financial accountability amongst the primary government and current and potential component units including changes in board appointment responsibilities, financial benefit/burden relationships, or fiscal dependence. In assessing the impact of such event on independence, the parties will take appropriate action, which may require us to terminate the engagement. In addition, an impairment that extends to engagements with affiliates may require us to terminate multiple engagements, including those that may not be specific to this engagement letter.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management’s responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

Management is responsible for report distribution responsibilities, including determining which officials or organizations will receive the report and making the report available to the public as applicable when the audit organization is responsible for report distribution.

**OTHER SERVICES**

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

**FINANCIAL STATEMENT PREPARATION SERVICES**

You have also asked us to assist in the preparation of your financial statements from the books and records of the Client as of and for the year ended December 31, 2024. In connection with performing this service, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

In delivering services to Client, Crowe may use subsidiaries owned and controlled by Crowe within and outside the United States. Crowe subsidiaries are subject to the same information security policies and requirements as Crowe LLP and will meet the requirements set forth in the confidentiality and data protection provisions of this Agreement.

**FEES**

Our fees are outlined below.

<b>Description of Services</b>	<b>Fee Amount</b>
Audit of the Financial Statements of City of Hunters Creek Village for the year ending December 31, 2024	\$21,660

We will invoice you as our services are rendered. Generally, 30 percent will be billed and payable upon completion of interim audit procedures (normally one to four months before year end) and 70 percent after a draft of the Financial Statements are issued. Accordingly, the fee will be split 30/70 between budget years.

Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys’ fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.



The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

A federal single audit is required by the OMB's Uniform Guidance when federal funds over \$750,000 are expended. Federal single audit fees vary based on the number of major programs as defined by OMB. The additional technical verbiage that is necessary when a federal single audit is required is not included within this engagement letter, nor does the proposed engagement fee(s) include additional fees related to a single audit.

A state single audit is required when grant funds that originated from the State of Texas (this does not include federal monies passed through the State) over \$750,000 are expended. State single audit fees vary based on the number of major programs as defined by the State of Texas Single Audit Circular. The additional technical verbiage that is necessary when a state single audit is required is not included within this engagement letter, nor does the proposed engagement fee(s) include additional fees related to a state single audit.

Should you exceed the federal and/or state single audit thresholds, a new engagement letter will be required.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. No provision of this Agreement will be deemed waived, unless such waiver will be in writing and signed by the party against which the waiver is sought to be enforced. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement, including any dispute arising out of or related to this Agreement and the parties' relationship generally, will be governed and construed in accordance with the laws of the State of Illinois applicable to agreements made and wholly performed in that state, without giving effect to its conflict of laws rules to the extent those rules would require applying another jurisdiction's laws.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this Agreement and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)

**ACCEPTANCE**

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Agreement effective the date first written above.

City of Hunters Creek Village, Texas

Crowe LLP

Signed by:  
*Jim Pappas*  
6F38A27FE8DC470...

Signed by:  
*Robert Belt*  
9F798C11CE0346C...

Signature

Signature

jim pappas

Robert Belt

Printed Name

Printed Name

mayor

Partner

Title

Title

March 3, 2025

February 27, 2025

Date

Date

### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third parties assisting with or hosting the Cloud Storage that either such third party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes information on behalf of Client and pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other related professional services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client warrants (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Crowe and Client will each allow opportunistic TLS encryption to provide for secure email communication, and each party will notify the other in writing if it deactivates opportunistic TLS encryption. If Client fails to allow opportunistic TLS encryption, Client agrees that each party may use unencrypted electronic media to correspond or transmit information, and Client further agrees that such use of unencrypted media will not in itself constitute a breach of any confidentiality or other obligation relating to this Agreement. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data processed by Crowe. Client will promptly reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe shall promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph into an agreement with the provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"), then in addition to the requirements of the above Data Protection section, this section will apply to such personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal

Data, (a) Client will be the “Data Controller” as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the “Data Processor” as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries (“Data Subjects”). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** – Any deliverables, works, inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement (“Work Product”), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Upon full payment by Client, Crowe grants to Client a license to use for its business purposes any deliverables, including any other Work Product incorporated in such deliverables. Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement as well as any enhancements to any of the above (“Materials”). The foregoing ownership will be without any duty of accounting.

**CLIENT DATA USAGE** – Client shall retain full ownership of all data provided to Crowe by or on behalf of Client in connection with this Agreement, and Crowe will maintain the confidentiality and protection of Client data as set forth in this Agreement. Client agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe for the purpose of (a) performing the Services and its obligations under this Agreement; (b) as otherwise agreed upon in writing; (c) to further improve or develop our products and services; or (d) as necessary to comply with applicable law or professional standards.

**DATA AGGREGATION & BENCHMARKING** – Client agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties (“Data Aggregations”) for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**USE OF THIRD PARTIES IN CROWE OPERATIONS** – Crowe uses third-party providers and third-party solutions in the ordinary course of Crowe business operations. Third-party providers and solutions used in the ordinary course of Crowe business operations include without limitation email providers, cyber-security providers, data hosting centers, operating systems, tools with machine learning or artificial intelligence components (including generative artificial intelligence products or services), and other third-party products and solutions used to perform the Services or generate Work Product, or components thereof. Crowe also uses its subsidiaries (owned and controlled by Crowe) within and outside the United

States for various administrative and support roles. Crowe subsidiaries and any third-party providers used in the ordinary course of Crowe business operations will meet the confidentiality and data protection requirements in this Agreement. The limitations in this Agreement on Client's remedies will also apply to any such third-party providers and Crowe subsidiaries.

**USE OF SUBCONTRACTORS FOR SERVICE DELIVERY** – Crowe may engage third-party subcontractors in delivering Services to Client. Third-party subcontractors are not owned or controlled by Crowe (including without limitation Crowe Global member firms). If Crowe engages such a subcontractor to deliver Services to Client, Crowe will execute an agreement for the protection of Client's confidential information consistent with the provisions of this Agreement. Crowe will be solely responsible for the provision of Services (including those provided by subcontractors) and for the protection of Client's confidential information. The limitations in this Agreement on Client's remedies will also apply to any subcontractors.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this Agreement or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) one (1) year after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to



causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NON-SOLICITATION** – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the engagement (“Key Personnel”). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party’s written consent unless the hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel’s compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY** – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK** – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. “Crowe” is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.

**FOREIGN TERRORISTS ORGANIZATIONS** - Pursuant to Chapter 2252, Texas Government Code, Crowe represents and certifies that, at the time of execution of this Agreement, neither Crowe nor any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of the same (i) engages

in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code or Subchapter F of Chapter 2252 of the Texas Government Code or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term 'foreign terrorist organization' in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

REPRESENTATION REGARDING ISRAEL - Pursuant to Chapter 2271, Texas Government Code, Crowe represents that it does not boycott Israel and will not boycott Israel during the term of the Agreement. The term 'boycott Israel' shall have the meaning ascribed to this term in Section 808.001 of the Texas Government Code.

REQUIRED NON-APPROPRIATION CLAUSE - Notwithstanding anything contained in this Agreement to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal period for fees due under this Agreement, Client will immediately notify Crowe in writing of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations have been received or made.

AUTHORIZATION OF CPA'S DISCLOSURE - Any Client certified public accountant involved with assisting Crowe shall not be prohibited from disclosure of information required to be made available by the standards of the public accounting profession in reporting on the examination of financial statements. Management understands and provides permission to staff certificate or registration holders as required under the Rules of Professional Conduct, Texas Administrative Code, Title 22, Part 22, Chapter 501, Subchapter C, Section 501.75.

IMMIGRATION - Crowe represents and warrants that it shall comply with the requirements of the Immigration and Nationality Act (8 U.S.C. § 1101 et seq.) and all subsequent immigration laws and amendments.

ENERGY COMPANY BOYCOTTS - If Crowe is required to make a verification pursuant to Section 2276.002 of the Texas Government Code, Crowe verifies that Crowe does not boycott energy companies and will not boycott energy companies during the term of the Agreement. If Crowe does not make that verification, Crowe must so indicate in its response and state why the verification is not required.

PUBLIC INFORMATION ACT - Information, documentation, and other material in connection with this Agreement may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, Crowe is required to make any information created or exchanged with the Client pursuant to the Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the Client.



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Discussion and possible action to decide whether or not to decline the 2025 consumer price index adjustment to the City's telecommunications right-of-way access line rates.

**EXHIBITS:** Adjustment Letter

---



# Public Utility Commission of Texas

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

---

## 2025 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

---

February 28, 2025

### PURPOSE

This letter is to notify you that your city's 2025 maximum access line rates have increased by 1.4785% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

### DEFAULT RATES FOR 2025: NO CHANGE

Based on the choice made by your city in April 2024, your city's 2025 rate will either be adjusted for inflation, or will remain the same as your 2024 rate. According to our records, when similar CPI adjustments were made in April 2024, you opted NOT to adjust your rates for inflation, (i.e. you chose LESS than the maximum allowable CPI-adjusted rates). Therefore, your 2025 rates will REMAIN at your 2024 level and your rates will NOT increase. You have the option to refuse this default rate and request an increase in rates by taking the action explained below.

### ACTION BY CITY: TO REQUEST AN INCREASE

(1) You do not have to respond if you desire to keep your 2025 rates at the 2024 levels. (2) Respond ONLY if you want an INCREASE from the 2024 rates. (3) To request an increase, notify the PUC using page 2 of this letter no later than April 30, 2025. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

### WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2025?

If a city does not respond by April 30, 2025, the rates for your city will remain at the 2024 levels. The next opportunity to adjust your rates will be September 1, 2025.

### WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and your city will be compensated accordingly no later than July 1, 2025.

### FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2025, you will receive a similar letter in 2026.

See over...

**City of Hunters Creek Village**

**SECTION 1: Your new 2025 CPI adjusted maximum rates are as follows:**

**Residential:** \_\_\_\_\_ \$1.82      **Non-Residential:** \_\_\_\_\_ \$3.99      **Point-to-Point:** \_\_\_\_\_ \$6.03

**SECTION 2: Your default rates for 2025 are as follows and are the same as your 2024 rates.**

**Note: This is lower because you have chosen to do so previously.**

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

**To increase your default rates by any amount up to your 2025 maximum rates shown in SECTION 1, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.**

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

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

Other Comments:

**HOW TO RESPOND**

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

**INQUIRIES**

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

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

**CITY CONTACT INFORMATION**

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

Phone No. 1: (713) 465-2150  
Phone No. 2: \_\_\_\_\_  
Fax No: (713) 465-8357  
Email: tfullen@cityofhunterscreek.org

**Address**

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



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Discussion and possible action to approve a Joint Participation Interlocal Agreement with Harris County and City of Houston to construct improvements to the pavement along Memorial Drive from Chimney Rock to Greenbay Street.

**EXHIBITS:** Joint Participation Interlocal Agreement

---

## **JOINT PARTICIPATION INTERLOCAL AGREEMENT**

This Joint Participation Interlocal Agreement (“Agreement”) is entered into by and between **Harris County** (“County”) the City of Houston (“COH”), and the City of Hunters Creek Village (“Hunters Creek”) pursuant to the Interlocal Cooperation Act, Tex. Gov’t Code Ch. 791.001, *et seq.* County, COH, and Hunters Creek may each be referred to herein individually as a “Party” or collectively as the “Parties”.

### **RECITALS**

WHEREAS, it is of mutual benefit to all Parties to construct improvements to the pavement along Memorial Drive from Chimney Rock to Greenbay Street. Located in Harris County Precinct 3, of which improvements include base repair, mill, overlay and update pavement markings, as generally illustrated on Exhibit A attached hereto and incorporated herein by reference (“Project”);

WHEREAS, all Parties desire to cooperate in accordance with the terms of this Agreement to jointly accomplish the construction of the Project; and

WHEREAS, all Parties agree that all funds used under this Agreement shall be from current fiscal funds.

NOW THEREFORE, in consideration of the mutual promises, obligations, and benefits herein set forth, the Parties agree as follows:

### **TERMS**

#### **Section 1. Responsibilities of the Parties**

##### A. County’s Responsibilities

- (i) The County will provide or cause to be provided, engineering services and related support services necessary to prepare plans, specifications, and estimates (“PS&E”) for the construction of the Project.
- (ii) The County shall be responsible for obtaining all necessary permits and jurisdictional approvals for construction of the Project.
- (iii) Upon completion of the PS&E the County will submit the PS&E to COH and Hunters Creek for review and approval.
- (iv) Upon approval by COH and Hunters Creek of the PS&E, the County will advertise for and receive bids for construction of the Project, in a manner similar to that of other County projects.
- (v) Upon receipt of bids for the construction of the Project the County shall determine the lowest and best bidder and provide the bids to the Parties with its

recommendation for award of the construction contract to such lowest and best bidder, as determined by the Harris County Commissioners Court.

- (vi) Upon award of a contract for construction of the Project, the County will:
  - (a) Manage and inspect the construction of the Project in a manner similar to that of other County construction projects; and
  - (b) Through its contractor, construct the Project in accordance with the PS&E approved by the Parties. The County may make minor changes in the PS&E through change(s) in contract ("CIC") that the County deems to be necessary or desirable during the construction of the Project, so long as the original scope and intent of the Project is maintained.
- (vii) During construction of the Project, the County is temporarily placing the road on the County Road Log. Upon completion of the Project, the County will remove the road from the County Road Log.
- (viii) Upon completion of the construction of the Project, the County shall provide an opportunity for the Parties to participate in a final walk-through and preparation of a punch list in regard to the construction of the Project.
- (iv) The County shall not be responsible for the maintenance of the Project.
- (v) The County shall invite the Parties to bi-weekly construction meetings.

B. COH's Responsibilities

- (i) COH will review the PS&E provided by the County and provide its approval within fourteen (14) days. Should COH desire to make changes to such PS&E, the Parties agree to meet and resolve all issues within fourteen (14) days of COH's receipt of the PS&E in order to finalize an agreed upon PS&E for the Project. If COH does not provide a response on the PS&E provided by the County within fourteen (14) days from its receipt of the PS&E, then the PS&E submitted to the City by the County will be deemed approved.
- (ii) Upon receipt of the bids and award recommendation from the County for construction of the Project, COH will review the bids and provide concurrence for award of the construction contract to such lowest and best bidder within five (5) business days from receipt of the recommendation from the County. If COH does not provide a response on the construction contract award recommendation within five (5) business days from its receipt of the recommendation from the County, then the recommendation submitted to COH will be deemed approved.
- (iii) COH may send a representative to attend the bi-weekly construction meetings.



- (iv) COH will assume full responsibility for the ongoing maintenance and repairs of the Project within the COH city limits.

C. Hunters Creek's Responsibilities

- (i) Hunters Creek will review the PS&E provided by the County and provide its approval within fourteen (14) days. Should Hunters Creek desire to make changes to such PS&E, the Parties agree to meet and resolve all issues within fourteen (14) days of Hunters Creek's receipt of the PS&E in order to finalize an agreed upon PS&E for the Project. If Hunters Creek does not provide a response on the PS&E provided by the County within fourteen (14) days from its receipt of the PS&E, then the PS&E submitted to the City by the County will be deemed approved.
- (ii) Upon receipt of the bids and award recommendation from the County for construction of the Project, Hunters Creek will review the bids and provide concurrence for award of the construction contract to such lowest and best bidder within five (5) business days from receipt of the recommendation from the County. If Hunters Creek does not provide a response on the construction contract award recommendation within five (5) business days from its receipt of the recommendation from the County, then the recommendation submitted to Hunters Creek will be deemed approved.
- (iii) Hunters Creek may send a representative to attend the bi-weekly construction meetings.
- (v) Hunters Creek will assume full responsibility for the ongoing maintenance and repairs of the Project within the Hunters Creek city limits.

**Section 2. Funding of the Project**

Notwithstanding any provision in this Agreement to the contrary, the following provisions will apply to all payments made under this Agreement:

- A. The County agrees to provide \$1,750,000.00 of the construction cost necessary for the construction of the Project, as generally illustrated on Exhibit B attached hereto and incorporated herein by reference.
- B. Parties agree that any construction costs incurred during the construction of the project or other work to be performed under this Agreement in excess of the construction contract award amount shall be funded by the County.

**Section 3. Term and Termination**

- A. This Agreement shall commence upon final execution by all the Parties (the "Effective Date") and shall remain in full force and effect until the completion of construction of the Project ("Term").

- B. This Agreement may be terminated by the County before award of the construction contract and at any time by mutual written consent of the Parties, or as otherwise provided under this Agreement.

#### **Section 4. Limitation of Appropriation**

- A. Parties understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the County is not currently appropriating any funds for the Project. County may appropriate funds to complete the Project, but such funds shall not under any conditions, circumstances, or interpretations thereof exceed the sum certified available by the Harris County Auditor.
- B. Parties understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that failure of the Harris County Auditor to certify funds or to certify sufficient funding for any reason shall not be considered a breach of this Agreement.

#### **Section 5. Miscellaneous**

- A. Non-Assignability. The Parties bind themselves and their successors, executors, administrators, and assigns to the other Party of this Agreement and to the successors, executors, administrators, and assigns of such other Party, in respect to all covenants of this Agreement. No Party shall assign, sublet, or transfer its interest in this Agreement without the prior written consent of the other Parties.
- B. Notice. Any notice required to be given under this Agreement (“Notice”) shall be in writing and shall be duly served when it shall have been (a) personally delivered to the addresses below, (b) deposited, enclosed in an envelope with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the Parties at the following addresses:

COH:

City of Houston  
611 Walker, 14<sup>th</sup> Floor  
Houston, Texas 77002  
Attention: Danielle Page  
Email: [Danielle.page@houstontx.gov](mailto:Danielle.page@houstontx.gov)

Hunters Creek:

City of Hunters Creek Village  
1 Hunters Creek Place  
Houston, Texas 77024  
Attention: Tom Fullen  
Email: [tfullen@cityofhunterscreek.com](mailto:tfullen@cityofhunterscreek.com)

County:

Harris County Engineering Department  
1111 Fannin Street, 11<sup>th</sup> Floor  
Houston, Texas 77002  
Attention: Interagency Agreement Coordinator

Any Notice given by mail hereunder is deemed given upon deposit in the United States Mail and any Notice delivered in person shall be effective upon receipt.

Each Party shall have the right to change its respective address by giving at least fifteen (15) days' written notice of such change to the other Parties.

Other communications, except for Notices required under this Agreement, may be sent by electronic means or in the same manner as Notices described herein.

- C. Independent Parties. It is expressly understood and agreed by the Parties that nothing contained in this Agreement shall be construed to constitute or create a joint venture, partnership, association or other affiliation or like relationship between the Parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Agreement. The County is an independent contractor and neither it, nor its employees or agents shall be considered to be an employee, agent, partner, or representative of COH or Hunters Creek for any purpose. Neither COH, nor its employees, officers, or agents shall be considered to be employees, agents, partners or representatives of the County or Hunters Creek for any purposes. Neither Hunters Creek, nor its employees, officers, or agents shall be considered to be employees, agents, partners or representatives of the County or COH for any purposes. No Party has the authority to bind any of the other Parties.
- D. No Third Party Beneficiaries. This Agreement shall be for the sole and exclusive benefit of the Parties and their legal successors and assigns. The County is not obligated or liable to any party other than the Parties for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create any additional rights or remedies upon any third party. Further, nothing contained in the Agreement shall be construed to or operate in any manner whatsoever to confer or create rights or remedies upon any third party, increase the rights or remedies of any third party, or the duties or responsibilities of the County with respect to any third party.
- E. Waiver of Breach. No waiver or waivers of any breach or default (or any breaches or defaults) by any Party hereto of any term, covenant, condition, or liability hereunder, or the performance by any Party of any obligation hereunder, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, under and circumstances.
- F. No Personal Liability; No Waiver of Immunity.
- (1) Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a Party to the Agreement, and the Parties expressly agree that the execution of the Agreement does not create any personal liability on the part of any officer, director, employee, or agent of the County.

- (2) The Parties agree that no provision of this Agreement extends the County's liability beyond the liability provided for in the Texas Constitution and the laws of the State of Texas.
  - (3) Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the County of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.
- G. Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Texas and the forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.
- H. No Binding Arbitration; Right to Jury Trial. The County does not agree to binding arbitration, nor does the County waive its right to a jury trial.
- I. Contract Construction.
- (1) This Agreement shall not be construed against or in favor of any Party hereto based upon the fact that the Party did or did not authorize this Agreement.
  - (2) The headings in this Agreement are for convenience or reference only and shall not control or affect the meaning or construction of this Agreement.
  - (3) When terms are used in the singular or plural, the meaning shall apply to both.
  - (4) When either the male or female gender is used, the meaning shall apply to both.
- J. Recitals. The recitals set forth in this Agreement are, by this reference, incorporated into and deemed a part of this Agreement.
- K. Entire Agreement; Modifications. This Agreement contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes and replaces any prior agreement between the Parties pertaining to the rights granted and the obligations assumed herein. This Agreement shall be subject to change or modification only by a subsequent written modification approved and signed by the governing bodies of each Party.
- L. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person, entity, or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons, entities, or circumstances shall not be affected thereby.

- M. Survival of Terms. Any provision of this Agreement that, by its plain meaning, is intended to survive the expiration or earlier termination of this Agreement shall survive such expiration or earlier termination. If an ambiguity exists as to survival, the provision shall be deemed to survive.
- N. Multiple Counterparts/Execution. This Agreement may be executed in several counterparts. Each counterpart is deemed an original and all counterparts together constitute one and the same instrument. In addition, each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.
- O. Warranty. By execution of this Agreement, the Parties warrant that the duties accorded to the Parties in this Agreement are within the powers and authority of the Parties.

**[EXECUTION PAGE FOLLOWS]**

**HARRIS COUNTY**

**CITY OF HOUSTON**

By: \_\_\_\_\_  
Lina Hidalgo  
County Judge

By: \_\_\_\_\_  
John Whitmire  
Mayor

**CITY OF HUNTERS CREEK VILLAGE**

By: \_\_\_\_\_  
Tom Fullen  
City Administrator

APPROVED AS TO FORM:

CHRISTIAN D. MENEFEE  
County Attorney

By: \_\_\_\_\_  
Alexa Moores  
Assistant County Attorney  
CAO File No.: 24GEN0293

DRAFT

**ORDER OF COMMISSIONERS COURT**

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the County of Houston, Texas, on \_\_\_\_\_, with all members present except \_\_\_\_\_.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF A JOINT PARTICIPATION INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY, CITY OF HOUSTON, AND CITY OF HUNTERS CREEK VILLAGE TO CONSTRUCT IMPROVEMENTS ALONG MEMORIAL DRIVE FROM CHIMNEY ROCK TO GREENBAY STREET AND ALL RELATED APPURTENANCES IN HARRIS COUNTY PRECINCT 3.**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order thus adopted follows:

**IT IS ORDERED THAT:**

1. The Harris County Judge is authorized to execute on behalf of Harris County the attached Joint Participation Interlocal Agreement between Harris County, City of Houston, and City of Hunters Creek Village to construct improvements along Memorial Drive from Chimney Rock to Greenbay Street and all related appurtenances in Harris County Precinct 3.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Discussion and possible action to purchase a new radar sign in the amount of \$3,137.00.  
**EXHIBITS:** Quote & Spec Sheets

---





1220 Kennestone Circle  
Suite 130  
Marietta, GA 30066

**Quotation**

Date: 3/19/2025

<b>PROPOSED BY:</b>	
Name	Paul Kenney
Phone	(678) 965-4814 Ext. 116 M: (404) 403-9826
Email	<a href="mailto:pkenny@radarsign.com">pkenny@radarsign.com</a>

Cloud Admin:  
Phone:  
Email:

<b>SHIP TO:</b>		
City of Hunters Creek	City of Hunters Creek	Account
1 Hunters Creek Place	1 Hunters Creek Place	Address
Hunters Creek, TX 77024	Hunters Creek, TX 77024	City, ST, Zip
713-465-2150	713-465-2150	Phone
<a href="mailto:tfullen@cityofhunterscreek.com">tfullen@cityofhunterscreek.com</a>	<a href="mailto:tfullen@cityofhunterscreek.com">tfullen@cityofhunterscreek.com</a>	Email
Tom Fullen	Tom Fullen	Attention

P. O. NUMBER	TERMS		TOTALS
1	1	<b>TC-600 S</b>	<b>Solar Power Radar Sign 13" Full Matrix Display: speeds readable at 600 feet</b>
			13" LED display - superbright amber with est. 100,000 hour life Two 12V 18 amp hour AGM batteries, provides up to 12 days backup operation K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet "SLOW DOWN" & "TOO FAST" speeder alert messages, plus 3 levels of flashing speeds 3/8" thick Bashplate™ (provides the ultimate in vandal protection of sign) Standard timers allow up to 5 settings per day Possum Switch' allows sign to go dark for 30 minutes if assaulted with force Wi-Fi wireless transmitter, communication range up to 300 feet, No internet required
			\$3,695.00
			Included
			Included
2	1	<b>RS022</b>	Standard faceplate, 28" x 33", 4" lettering: (White RS019, Fl. Yellow/Green RS020, Orange RS021, OR Yellow RS022)
			Included
			\$0.00
3	0	<b>AA073</b>	Optional: Heavy Duty Lock for Universal Pivot Bracket TC-600 Only
			\$45.00
			\$0.00
4	0	<b>AA061</b>	Optional: Simulated Camera Flash & White Strobe
			\$100.00
			\$0.00
5	0	<b>AA099</b>	Optional: Red/Blue Strobe alert (Police Flash)
			\$100.00
			\$0.00
6	0	<b>AA100</b>	Optional: Strobe Bundle (Alternating Red/Blue, White Simulated Camera Flash)
			\$200.00
			\$0.00
7	2	<b>AA048</b>	Mounting Options: Universal Bolt Mounting Kit - Used on square post or U-Channel post. Qty 2 per pack
			\$6.00
			\$12.00
8	0	<b>StreetSmart</b>	Optional: StreetSmart Data Collection Lifetime license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis. <b>No recurring fees.</b> Required to access traffic data.
			\$300.00
			\$0.00
9	1	<b>RP005</b>	Upgrade to 80 watt solar panel (add <b>AA002</b> mounting bracket to quote)
			\$125.00
			\$125.00
10	1	<b>AA002</b>	Required Mounting bracket for 65 - 80 watt solar panels
			\$130.00
			\$130.00
11	1	<b>RW002</b>	Two year warranty (includes parts & labor and backup batteries)
			Included
			Included
12	1	<b>SHP-600</b>	Ground Shipping for TC-600 Series
			\$175.00
			\$175.00
13	1	-	<b>Customer Discount</b>
			(\$1,000.00)
			(\$1,000.00)

Minimum re-stock fee: 15%.

TOTAL US\$ **\$3,137.00**  
Sales Tax Rate: **\$0.00**  
Grand Total: **\$3,137.00**

**TOTALS**

**US State sales tax must be collected unless you provide a sales tax exempt form.**

Authorized Signature

Print Name/Title

Date



Certified Quality System  
ISO 9001:2015



100% MUTCD Compliant  
Radar Speed Signs

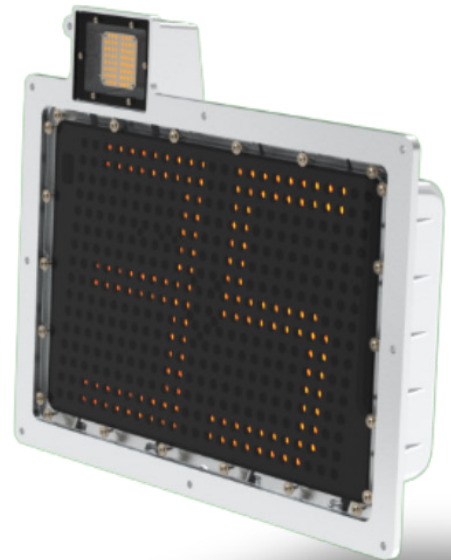


Proudly Engineered &  
Manufactured in the USA



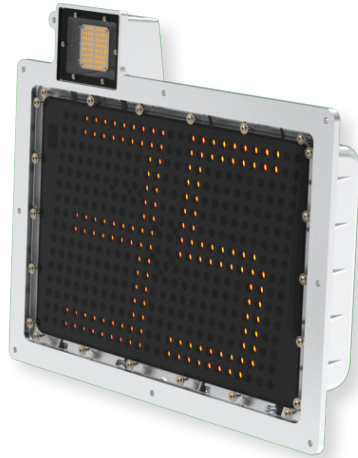
# TC-600 RADAR SPEED SIGN

## SPECIFICATIONS



Engineered in the USA | MUTCD Compliant Radar Speed Signs | Certified Quality System ISO 9001:2015

# TC-600 RADAR SPEED SIGN SPECIFICATIONS



## RADAR SPEED SIGN

LED Display	13" Tall digits visible up to 600 feet ; Ideal for road speeds 5 mph - 60 mph. Super bright amber LEDs in full matrix LED design with adjustable brightness.
BeamTech Bashplate™	Heavy duty aluminum shield over LED display for the ultimate in vandal resistant protection. Design features integrated reflectors that increase pixel fill and amplify LED intensity.
Vandal Resistant Cover	1/4" thick polycarbonate panel over display area that is abrasion, graffiti, and shatter resistant
Blue Blinky™	Radarsign's proprietary blue LED in the center of display; blinks to show the sign is powered and active.
Radar - <i>FCC pt. 15 Compliant; No license required.</i>	K Band, Single Detection Doppler Radar Beam: Width: 12°; Height: 24° Vehicle Detection: Up to 1200 feet Speed Detection: 5 - 127 mph (accuracy +/- 1 mph)
Sign Housing - <i>IP65, NEMA 4 Compliant</i>	Dimensions: 18.5"H x 26.25"W x 5"D Material: Aluminum (0.1875" Thick) Construction: Non-sealed, ventilated
Mounting	Stainless steel mounting bracket and hardware included for poles up to 4.5" OD
WiFi Connectivity	The radar speed sign generates its own WiFi signal. This enables management of the sign via smartphone, tablet, or laptop. Software updates are delivered Over-the-Air (OTA) directly to the sign.
Operating Temp.	Minimum: -40°F; Maximum: 160°F
Standard Scheduler	Allows the user to program the radar sign to operate on a recurring weekly schedule. Equipped with 4 customizable, recurring weekly events. Includes a default setting to manage the sign's behavior when none of the 4 events are activated.
Warranty	Two years on parts and labor, one year on batteries. Does not cover malicious abuse, theft, or damage due to unauthorized modification.

## OPTIONAL ADD-ONS

Advanced Scheduler	Web based interface accessed via WiFi on a browser. Features multi-year programming scheduler. Controls radar speed sign and display content.
StreetSmart Data and Reporting - <i>No Recurring Fees</i>	One-time lifetime license fee per sign. Includes 35 customizable charts and graphs. Users can view and download radar-recorded traffic data.
Radarsign Cloud™ with Cellular Connectivity	Modem built into the sign enables cloud access for remote management. Available in 1 or 2 year agreements. Enables uploads of StreetSmart traffic data to cloud* <i>*StreetSmart data license required</i>

# TC-600 RADAR SPEED SIGN SPECIFICATIONS

## 'YOUR SPEED' FACEPLATE OPTIONS



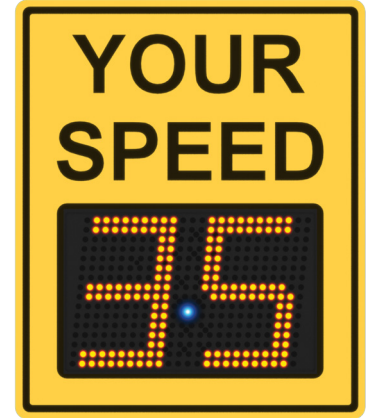
**PLAQUE - 30" X 24"**  
MUTCD 11th Edition Compliant

Approved for Multi-Lane and Single-Lane usage when paired with a regulatory speed limit sign.



**SIGN - 30" X 36"**  
MUTCD 11th Edition Compliant

Approved for Multi-Lane and Single-Lane usage without regulatory speed limit sign.



**SIGN - 28" X 33"**

Great for residential and privately owned roads. Can be used with or without a regulatory speed limit sign.

## DISPLAY FEATURES

INCLUDED		OPTIONAL DISPLAY UPGRADES	
Stealth Mode	Sign display appears inactive to drivers while continuing to collect traffic data.	Custom Messaging Package	Create custom display messages Allows for 2 text lines, 7 characters each Includes all message alerts Managed with Radarsign's Advanced Scheduler ⚠️ Not compatible with cellular, WiFi-Only
Possum Switch™	Sign 'plays dead' for 30 minutes when sustaining force. Stops or reduces the length/severity of vandalism attempts.	Message Alerts - <i>Included in the Custom Messaging Package. Available for individual purchase if the package is not selected.</i>	SCHOOL ZONE SHARP CURVE Left Chevrons ( << ) Right Chevrons ( >> ) Smiley Face THANK YOU - ⚠️ WiFi-Only FINE \$XXX - ⚠️ WiFi-Only
Max Speed Cut Off	Reduces 'sign racing' by the speed display appearing inactive at user determined high speed.	Strobes - <i>Available for individual purchase.</i>	Simulated Camera Flash & White
Display Flash Rates	Default: 55 - 60 fpm; Slow: 90 fpm; Fast: 140 fpm		Police Flash (Alternating Red/Blue)
Message Alerts	SPEED, SLOW DOWN, TOO FAST, Enhanced Font (Bold)		Strobe Bundle (Police Flash and White Simulated Camera Flash)

## POWER OPTIONS

SOLAR		AC	
Solar Panel	Standard: 50w - Optional Upgrades: 80w, 100w, 120w	Power Supply	Hard wire to 100 VAC - 240 VAC
Backup Power Supply	Dual 12V 18 A/H AGM batteries support up to 12 days of backup.	Power Consumption	< 2.0 amps (24w) at maximum display intensity and < 0.5w in idle mode
Power Charge Log	Logs solar output and battery charge status Accessible via WiFi or cellular	Circuit Breaker	Multi-circuit; 10 amp fuse



1220 Kennestone Circle, Suite 130, Marietta, GA 30066

radarsign.com | info@radarsign.com | 678-965-4814



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Discussion and possible action to purchase an asphalt crack sealing machine in the amount of \$5,985.00.  
**EXHIBITS:** Quote & Spec Sheets

---



# Quote

Trantex Transportation Product  
3310-D Frick Road  
Houston, TX 77086  
United States  
P: (281) 448-7711

**Quote Number:** QTE0009629

**Quote Date:** 12/04/24

**Prepared By:** davidb

**Sales Rep:** DAVIDL

**BILL TO:**

City of Hunters Creek Village  
1 Hunters Creek Place  
Houston TX 77024

**SHIP TO:**

Elmer Alvarado - 281-899-9892  
City of Hunters Creek Village  
1 Hunters Creek Place  
Houston TX 77024

**Notes:**

Customer P.O.	Ship VIA	Terms	Shipping Terms		
	TRANTEX	NET30	Freight Destination		
Item Number	Ordered	Unit	Price	Extended Price	
TXEQ-50150-T Bitumen Machine w/Thermostat	1	EA	\$5,985.00	\$5,985.00	

Quotations are valid for 30 days from the date of quotation.

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

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

Net Order:	\$5,985.00
Discount %	0%
Less Discount:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
<b>Order Total:</b>	<b>\$5,985.00</b>

**1.5% FINANCE CHARGE FOR INVOICES OVER 60 DAYS.**  
**TERMS & CONDITIONS APPLY AS STATED AT <https://TRANSLINEINC.COM/TOS/>**  
**281-448-7711 | FAX 281-591-6827 | [sales@trantexinc.com](mailto:sales@trantexinc.com) | [www.Translineinc.com](http://www.Translineinc.com)**

# MODEL 50150

## BITUMEN APPLICATOR

Economical solution for marker application and crack fill. At just under 90 pounds, the 50150 is the ultimate in portability and maneuverability. The unit rides on two solid rubber front tires and two rear swivel casters.

[www.translineinc.com](http://www.translineinc.com)



lightweight – ideal  
for smaller marker jobs



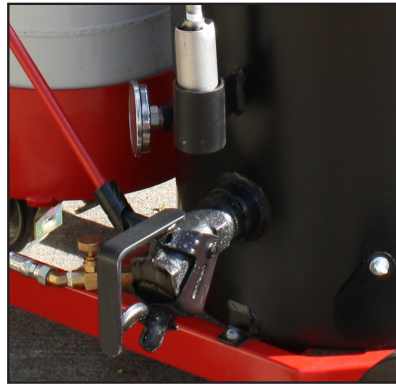


## Features & Benefits

- 65 lb capacity
- All steel kettle
- One discharge valve on right side
- 25,000 BTU burner system
- Lightweight — 90 lbs

## Optional Equipment

- Thermostat control
- Second discharge valve
- Marker storage basket



Discharge valve



All-steel kettle

can be used for marker  
application and  
crack fill

A Transline Industries Company • [www.translineinc.com](http://www.translineinc.com) • [sales@translineinc.com](mailto:sales@translineinc.com)

Trantex • Houston, TX  
281.448.7711

Centerline • Grand Prairie, TX  
972.647.8300

Fl. Transcor • Jacksonville, FL  
904.783.3302

**PERMA-PATCH®**

# BLACK FILL®

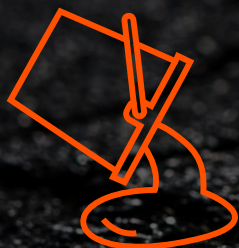


## REVOLUTIONARY TECHNOLOGY

TOP COAT REVITALIZATION & DEEP CRACK SEALING



**FAST-SETTING**



**READY TO USE**



**ONE COAT**



**LEARN MORE**



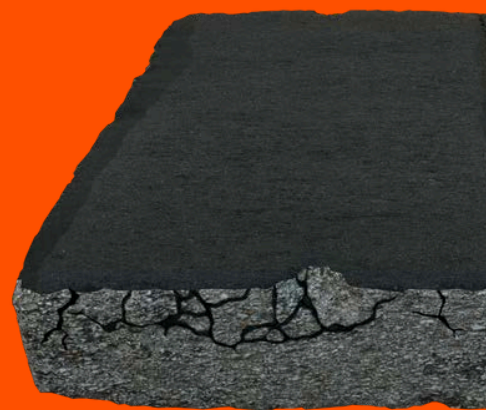
PERMA-PATCH.

# BLACK FILL

## EXTEND THE LIFE OF YOUR PARKING LOT, DRIVEWAY, OR ROAD FOR A FRACTION OF THE COST

### The Black Fill Difference

Perma-Patch Black Fill utilizes revolutionary technology that enables you to seal deep cracks while restoring the surface's top coat at the same time. That means you can renew your pavement for a fraction of the cost of repaving. With no need for heavy equipment, you can fix your pavement issues immediately with zero hassle, while also saving money.



### SPECIALLY FORMULATED TO REPAIR:



PARKING LOTS



LOCAL ROADS



DRIVEWAYS



PARKS & RECREATION



5 Gallon Pail



PP-BF-5

36 pails per pallet

720 pails per truckload



55 Gallon Drum



PP-BF-55

4 drums per pallet

76 drums per truckload



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Consideration and possible action to adopt a resolution: a) approving an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP, to act as special counsel to perform all legal services necessary to collect unpaid fines, fees and court costs as provided in Texas Code of Criminal Procedure Art. 103.0031; and b) authorizing the Mayor to sign the agreement on the City's behalf.

**EXHIBITS:** Resolution and Agreement

---

# NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of the Hunters Creek Village City Council will be held on March 25, 2025 at Hunters Creek Village City Hall, 1 Hunters Creek Place, Houston, TX 77024, for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect unpaid fines, fees and court costs as provided in Tx Code of Criminal Procedure Art. 103.0031 and authorizing the execution of such agreement.

The agreement to be considered is necessary for the unpaid fines, fees and court costs owed to The City of Hunters Creek Village to be collected in the most effective manner. The City of Hunters Creek Village desires that such unpaid fines, fees and court costs be collected as provided in the Texas Code of Criminal Procedure.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest law firm specializing in the collection of governmental receivables in the State of Texas, as well as the United States, and having been engaged in this specialized legal service for more than 40 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that The City Hunters Creek Village does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented The City of Hunters Creek Village with competence and professionalism, in the collection of unpaid fines, fees and court costs beginning in 2018.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of The City of Hunters Creek Village due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in Tx Code of Criminal Procedure Art. 103.0031. This Article specifically provides for an additional collection fee, in the amount of 30 percent, in certain cases to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to The City of Hunters Creek Village.

Entering into the proposed agreement is in the best interests of the residents of The City of Hunters Creek Village because the unpaid fines, fees and court costs will be professionally and competently collected without the additional costs to The City of Hunters Creek Village of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis, which would otherwise be required.

**RESOLUTION NO. 2025-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS REGARDING LINEBARGER GOGGAN BLAIR & SAMPSON, LLP AS BEING FULLY QUALIFIED AS SPECIAL COUNCIL TO PERFORM ALL LEGAL SERVICES NECCESARY TO COLLECT UNPAID FINES, FEES, COURT COSTS, FORFEITED BONDS, AND RESTITUTION AS PROVIDED IN TEXAS CODE OF CRIMINAL PROCEDURE, ARTICLE 103.0031.**

**WHEREAS**, providing adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the consideration of a Contract for Fines and Fees Collection Services with Linebarger Goggan Blair & Sampson, LLP, and

**AFTER EXCERCISING ITS DUE DILIGENCE, THE CITY OF HUNTERS CREEK VILLAGE FINDS THAT:**

1. There is a substantial need for the legal services to be provided pursuant to the Contract for Fines and Fees Collection Services; and
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the City of Hunters Creek Village at a reasonable cost; and
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the collection fee authorized by TX Code of Criminal Procedure Art. 103.0031 and because the City of Hunters Creek Village does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees; and
4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract; and
5. Linebarger Goggan Blair & Sampson, LLP has represented The City of Hunters Creek Village for the past three (3) years with competence and professionalism, in the collection of unpaid fines, fees and court costs beginning in 2018; and
6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between the City of Hunters Creek Village and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

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

**SECTION 1.** This statement set out in the preamble to this Resolution are true and correct.

**SECTION 2.** The meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings, Texas Government Code, Chapter 551.

**PASSED AND APPROVED** this \_\_\_\_ day of March 2025.

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

ATTEST:

\_\_\_\_\_  
Tom Fullen, City Administrator

DRAFT



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

**AGENDA DATE:** March 25, 2025  
**AGENDA SUBJECT:** Discussion and possible action to adopt a resolution of the City of Hunters Creek Village, the City of Piney Point Village, the City of Bunker Hill Village, the City of Hedwig Village, the City of Spring Valley Village, and the City of Hilshire Village to form a committee to make recommendations to the city councils of each of the above-named cities regarding the response to proposed legislation.

**EXHIBITS:** Resolution

---



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF HUNTERS CREEK VILLAGE, THE CITY OF PINEY POINT VILLAGE, THE CITY OF BUNKER HILL VILLAGE, THE CITY OF HEDWIG VILLAGE, THE CITY OF SPRING VALLEY VILLAGE, AND THE CITY OF HILSHIRE VILLAGE TO FORM A COMMITTEE TO MAKE RECOMMENDATIONS TO THE CITY COUNCILS OF EACH OF THE ABOVE-NAMED CITIES REGARDING THE RESPONSE TO PROPOSED LEGISLATION.

WHEREAS, the cities of Hunters Creek Village, Piney Point Village, Bunker Hill Village, Hedwig Village, Spring Valley Village, and Hilshire Village are commonly known as the Villages ("Villages"); and

WHEREAS, the Villages have similar rules and regulations contained in the code of ordinances of each Village; and

WHEREAS, the Villages are aware of proposed legislation that would restrict, remove, or abrogate the Villages' rules and regulations; and

WHEREAS, each of the Villages adopting this Resolution desires to address proposed legislation in order to form a collective, unified response; and

WHEREAS, the formation of a Committee with a representative of each Village adopting this Resolution may best serve the needs of all such Villages in order for the Committee to provide recommendations and responses to the City Councils of each such Village;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGES THAT ADOPT THIS RESOLUTION:

**Section 1.** The facts and recitations contained in the Preamble are true and correct and incorporated herein for all purposes.

**Section 2.** The Villages Legislative Committee is hereby established with each Village adopting this Resolution naming a representative to such committee.

**Section 3.** The Villages Legislative Committee shall meet as soon as possible to discuss proposed legislation and provide recommendations to the City Councils of the Villages that adopt this Resolution regarding ways to address such proposed legislation.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day March 2025.

City of Hunters Creek Village

By: \_\_\_\_\_  
Jim Pappas, Mayor