



# Regular Council Meeting Agenda

Tuesday, August 16, 2022 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**The City Council of the City of Hilshire Village, Texas will meet on Tuesday, August 16, 2022 at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas A77055.**

**Social distancing is requested and face masks are recommended. Any person may participate and address the City Council at the meeting by Zoom, telephone, personal appearance at City Hall, or by writing.**

Join Zoom Meeting

<https://us06web.zoom.us/j/88175330698?pwd=Vk9UdCs2a0h1bFVuVXp1Rk1sNy9VQT09>

Meeting ID: 881 7533 0698

Passcode: 181352

One tap mobile

+13462487799,,88175330698#,,,,\*181352# US (Houston)

+16699006833,,88175330698#,,,,\*181352# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 881 7533 0698

Passcode: 181352

This meeting agenda is posted online at <http://www.hilshirevillagetexas.com>.

**IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO [susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com).**

## 1. **CALL TO ORDER**

- 1.A. Invocation by Council Member Carey
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

## 2. **CITIZEN'S COMMENTS**

*This is an opportunity for citizens to speak to Council relating to agenda and non- agenda items. Comments are limited up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.*

*Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.*

*Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda. A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.*

## 3. **REPORTS TO COUNCIL**

- 3.A. Police Report
- [3.B.](#) Building Official Report
- [3.C.](#) Engineer Report
- [3.D.](#) Fire Commissioner's Report (Commissioner Presswood)

## 4. **DISCUSSION AND POSSIBLE ACTION**

- [4.A.](#) Discussion with representative and possible approval of a LED Replacement Agreement with CenterPoint Energy Houston Electric, LLC
- [4.B.](#) Discussion and possible approval to allow an existing circular driveway to remain in the same size and location after new construction at **1126 Guinea** Drive in addition to a single access driveway to the garage. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).
- [4.C.](#) Discussion and possible approval to allow an existing circular driveway to remain in the same size and location after new construction at **1123 Guinea** Drive in addition to a single access driveway to the garage. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).

## 5. **DISCUSSION AND POSSIBLE ACTION**

- [5.A.](#) Discussion on Wirt Road Safety Project
- [5.B.](#) Discussion on structures and recreational objects such as playground equipment in front of the building line.

- [5.C.](#) Review FYE 2023 Budget, Capital Improvement Projects, Utility Rates, FYE 2022 Actuals and Proposed 2022 Taxes

**6. REPORTS TO COUNCIL**

- 6.A.** Mayor Buesinger's Report
- [6.B.](#) City Administrator's Report: (City Administrator Blevins)  
Complaint Log  
Consent Agenda
- 6.C.** City Treasurer's Report (City Administrator Blevins)

**7. CONSENT AGENDA**

- 7.A.** Disbursements
- [7.B.](#) Minutes from the Regular Council Meeting on July 19, 2022
- [7.C.](#) Approve the Minutes from the Council Budget Workshop, August 2, 2022
- [7.D.](#) Check Registers

- 8. CLOSED EXECUTIVE SESSION:** City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters on this agenda as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) Sections 551.074 (Personnel Matters) and Sections (Security Devices or Security Audits).

- 8.A.** None at the time of the Agenda Posting
- 8.B.** Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

**9. ADDITIONAL COUNCIL COMMENTS**

**10. FUTURE AGENDA TOPICS**

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

NOTES:

\*Agenda items may be considered in any order.

\* In the event a quorum of the city council is not present, the members who are present may meet as a sub-committee of council to discuss the agenda items above.

\*City Council may recess into a closed meeting at any time during the open meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters).

**I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible on August 12, 2022 at 3:00 p.m.**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours prior to this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

## **BUILDING REPORT SUMMARY**

for the month of

**July 2022**

**Plan Review:** New Construction – 1210 Ridgeley

**Extended Permit Request:** None

### **Permits:**

Electrical	1
Fire Sprinkler	1
Generator	3
Irrigation	1
Mechanical	3
Plumbing	1
Roofing	1

**Total:** 12

### **Change of Occupancy Use:**

- None

### **Inspections:**

Pass	22
Fail	2
Consult	0
Canceled	1

**Total:** 24

### **Red Tag / Stop Work Orders Issued:**

Red Tag – 7907 Hilshire (silt fencing taken down)

Red Tag – 12 Pine Creek (debris on-site in street)

### **Building Finals / Certificates of Occupancy:**

- None

## Plan Review and Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description/Scope
1	Wed 7/6/22	HV-21-111M	8001 Bromley Rd	G.K. Mechanical	\$ 405.00	HVAC - New SFR
2	Thu 7/7/22	HV-21-111FS	8001 Bromley	Oasis Fire Protection	\$ 320.00	Fire Sprinkler
3	Fri 7/15/22	HV-22-073P	6 Hickory Shadows	Big Johns Plumbing	\$ 230.00	Plumbing - Re-Pipe
4	Fri 7/15/22	HV-22-074E	12 Hilshire Oaks	3-MD	\$ 170.00	3M Electrical
5	Mon 7/25/22	HV-22-075R	4 Pine Creek Ln	Erie Home	\$ 240.00	Reroof
	Tue 7/26/22	HV-22-048B	1210 Ridgeley Dr	McCollum Custom Homes	\$ 4,820.80	Plan Review - New Construction
6	Thu 7/28/22	HV-21-045GE	7907 Hilshire Green	Jolt Electric	\$ 205.00	Generator
7	Thu 7/28/22	HV-21-045GP	7907 Hilshire Green	Gifford Plumbing	\$ 280.00	Generator -Plumbing
8	Thu 7/28/22	HV-21-045I	7907 Hilshire Green	Splash Irrigation	\$ 240.00	Lawn Irrigation
9	Fri 7/29/22	HV-22-067	1111 Glourie Dr	P & M Heating & Air	\$ 160.00	Replace condensor
10	Fri 7/29/22	HV-22-018M	12 Pine Creek Ln	Air innovations	\$ 405.00	HVAC

## Inspection Log

Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector	
1	22-200	12 Pine Creek	HV-22-018B	Nail Pattern	Approved	7/1/2022	BBG
2	22-201	7919 Hilshire	HV-22-066B	Piers & Structural	CANCELLED	7/7/2022	BBG
3	22-202	7919 Hilshire	HV-22-066B	Piers & Structural (Check Rebar if still	Approved	7/8/2022	BBG
4	22-203	8001 Bromley	HV-21-111P	Top-Out	Approved	7/8/2022	BBG
5	22-204	1126 Guinea Drive	HV-22-052DEMO	Demo Final	Disapproved - remove	7/8/2022	BBG
6	22-205	1126 Guinea Drive	HV-052FEMO	Demo Final	Approved	7/12/2022	BBG
7	22-206	8001 Bromley	HV-21-111E	electrical rough	Approved	7/18/2022	BBG
8	22-207	1119 Glourie	HV-061GE	Electric underground	Approved	7/18/2022	BBG
9	22-208	1119 Glourie	HV-061GP	Plumbing underground	Approved PL #3068	7/18/2022	BBG
10	22-209	8001 Bromley	HV-21-111M	Cover	Approved	7/19/2022	BBG
11	22-210	7907 Hilshire Green	HV-21-045		VIOLATION	7/18/2022	BBG
12	22-212	1326 Glourie	HV-20-099E	TCI	Approved	7/19/2022	BBG
13	22-213	8001 Bromley	HV-21-111B	Frame	Approved	7/20/2022	BBG
14	22-214	1123 Guinea	HV-21-061B	Brick Tie	Approved	7/20/2022	BBG
15	22-215	12 Hilshire Oaks Ct.	HV-22-074E	Meter Loop & Service	Approved: On Demand	7/22/2022	BBG
16	22-216	12 Hilshire Oaks Ct.	HV-22-074E	ELEC Final	Approved: On Demand	7/22/2022	BBG
17	22-222	14 Pine Creek Ln	HV-21-078I	Irrigation (Open Trench)	Approved: On-Demand	7/22/2022	BBG
18	22-223	1119 Glourie	HV-22-061GP	Gas Test	Disapproved - no gaug	7/22/2022	BBG
19	22-224	1119 Glourie	HV-22-061GE	Electric Panel	Approved - TCI	7/27/2022	BBG
20	22-225	6 Hickory Shadow	HV-22-073P	Plumbing Re-pipe/Final	Approved: On Demand	7/27/2022	BBG
21	22-226	1326 Glourie	HV-20-099P	Sewer	Approved PL# 3068	7/29/2022	BBG
22	22-227	14 Pine Creek Lane	HV-21-078M	HVAC Final	Approved	7/29/2022	BBG
23	22-229	7907 Hilshire	HV-21-045GP	Gas Test	Approved: On Demand	7/29/2022	BBG
24	22-230	7907 Hilshire	HV-21-045GP	PLBG Underground	Approved: On Demand	7/29/2022	BBG
25	22-231	7907 Hilshire	HV-21-045GP	ELEC Underground	Approved: On Demand	7/29/2022	BBG



August 12, 2022

Mayor and City Council  
City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Re: Engineer's Report for August 16, 2022 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from July 15, 2022 to August 12, 2022.

1. On-Going Services (10336207):
  - a. 1123 Guinea Drive Right of Way (ROW) Application (CenterPoint Gas) –
    - On August 5, 2022, HDR reviewed and returned comments for the ROW application submitted by CenterPoint Gas for 1123 Guinea Drive.
  - b. 1210 Ridgeley Drive –
    - On August 12, 2022, HDR reviewed and returned comments for the Drainage Plan for 1210 Ridgeley Drive.
  - c. Friarcreek Lane Drainage Easement (between 1305 and 1307 Friarcreek Lane) –
    - On July 21, 2022, HDR met with the residents at 1307 Friarcreek to review the existing City drainage easement area located between 1305 and 1307 Friarcreek which outfalls to a ravine finger of Spring Branch Creek that runs behind some of the Friarcreek Lane lots.
    - The existing 10-ft drainage easement currently drains a large portion of the Friarcreek Lane and Creekstone Circle subdivision. The resident at 1307 Friarcreek has voiced concerns of the larger storm events the City receives, and the potential conditions created by the runoff produced that runs through the easement. Concerns also included conditions that could potentially block drainage which would affect a majority of the drainage for the subdivision. The resident noted that they have made private improvements to the area over time to help prevent further erosion of the area which could adversely affect their property. The resident stated that they have exhausted efforts for improving the area themselves and that additional measures would be costly to install.

hdrinc.com 4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754



- The resident has requested that the City consider improvements to the area that will provide a long-term solution to help prevent erosion from taking place and to ensure that easement remains operable during storm events. It was noted to the resident that this item will be presented for discussion at the August City Council Meeting.
  - It is also noted that the drainage easement area is currently being accessed for construction of erosion control projects taking place at 1302 and 1305 Friarcreek Lane.
- d. Pine Chase Grove Water Meters –
- On July 21, 2022, City Staff, and HDR met with the City of Houston to conduct an initial planning meeting to discuss options to improve the appearance and safety of the Pine Chase Grove easement area.
  - This preliminary meeting was held to evaluate the improvement allowances that the City of Houston can grant the City since the area is subject to the existing water meter easement granted to the City of Houston.
  - The City was able to coordinate some initial items to help secure the area and update the appearance of the meters which the City of Houston would provide. Other items that would be allowed were discussed and provided feedback on options discussed; however, the representatives requested that any proposed improvements would need to be provided for review and that the meter easement would need to be defined in relation to any proposed installations such as landscaping. The City of Houston was to provide information to indicate the limits of the meter easement boundary.
  - The City is currently coordinating with the City of Houston on obtaining the meter easement information. Based on the information received, discussion of options will be made with residents to provide input on how to proceed with improvements to the area to be presented to the City of Houston representatives.
- e. Verizon MCImetro Fiber Optic Cable –
- On July 29, 2022, HDR reviewed and returned to the City the Verizon/MCImetro Fiber Optic Cable Plans for the Verizon One Cell Node Tower at the intersection of Ridgeley Drive and Archley Drive (South). The plans were approved with exceptions noted.
- f. Wirt Road Safety Project/City of Houston Interlocal Agreement –
- HDR is currently coordinating completion of the COH ILA and engineering proposal accordingly for this project. Discussion and potential action will be coordinated for the next Regular City Council Meeting.

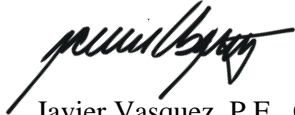
g. Water Quality Testing –

- HDR has been in coordination with Inframark regarding the water testing and recent concerns of the water quality. Coordination with the City of Houston has also been administered and continue efforts to have their appropriate departments address this concern with the City.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Javier Vasquez, P.E., CFM  
Civil Engineer

cc: Files (10336207)



**From:** David Foster <foster@villagefire.org>

**Sent:** Tuesday, August 9, 2022 1:19 PM

**Subject:** Ambulance staffing history and July resource chart

Good afternoon,

I have attached the following documents prepared for the Fire Commissioners and Mayors.

You will see on the July charts three colors of blocks. The yellow blocks represent days and times when we had a single truck response. This could be the engine going to a fire alarm. The red blocks are multiple truck responses. This could be the ladder and an ambulance going to a chest pain call. The black blocks represent when we have zero resources.

Each day in July we staffed our second ambulance from 7 am to 7 pm. If the second ambulance was not staffed, many of the red blocks would be black.

Let me know if you have any questions.

--

David Foster  
Fire Chief  
Village Fire Department

## Staffing the Second Ambulance

During 2010, five of the six members of the Board of Commissioners of the Village Fire Department were Mayors of their respective cities. Then and now, the Village Fire Department operates a fire-based EMS service. This means each firefighter is also an emergency medical technician or paramedic. When a fire emergency is dispatched, all ten on duty firefighters will fight the fire. When an EMS call is dispatched, the same firefighters respond to the EMS call as well. At that time, the Village Fire Department staffed a single ambulance. The department did have a second ambulance; however, it was not State licensed and was used only when the primary ambulance was out of service for maintenance.

I was appointed as the Village Fire Chief late September in 2010. As I reviewed past practices, policies, data and discussed concerns and successes with the firefighters, several suggested the department needed to consider the need for two ambulances. They proposed if a second EMS call was received, 2 of the 4 firefighters from the ladder truck, would then staff and respond with the second ambulance. Of course, this meant the Department's firefighting resources would be further lessened but responding to an immediate life threat is more important than holding resources for a call that may not happen. I agreed and the Department began responding with 2 ambulances.

As more effective and efficient use of resources were implemented, I discussed these changes with the Village Fire Commission. During these meetings, I provided the Fire Commission with information on department response times, number of calls and types of calls, staffing, etc. The forecast showed there would be a time when increased EMS calls demanded ambulance staffing be evaluated. In addition, during this time our primary ambulance was due for replacement. Typically, this meant the oldest of the two ambulances would be sold. I requested and received approval to keep the older ambulance in the fleet as a reserve. With three ambulances, we ensured we kept two ambulances in-service at all times.

Over the next several years, I continued to conduct risk assessments. We slowly watched the percentage of second EMS calls increase. It was during 2020 when the second EMS calls hit 20%. It was also 2020 when Covid became a household name. Sadly, the ambulance call volume increased significantly. More critically, the amount of time our crews spent at the hospital, waiting for hospital staff to assume patient care increased. That time became known as "wall time." It became typical for the ambulance to be out of service for 3 hours each call. For these hours, the residents of the Villages had no ambulance.

In the summer of 2021, the ambulance "out of service time" became problematic. I brought this issue to the attention of the Fire Commission. During this meeting an important question was raised by one of the members of the Commission, "Is the wall time a transitional issue or would it be ongoing?" The answer: While wall time or "out of service time" was initially caused by the Covid pandemic, it has continued due to the shortage of nurses at hospitals. The commission, by unanimous vote, approved to staff the second ambulance, using overtime for 12 hours each day. Initial approval was given for 90 days, then it was a month-to-month discussion and approval.

During the 2023 budget process, the Village Fire Commission continued their discussion regarding the need to staff the second ambulance. The Commission asked that I supply several possible solutions to this ongoing problem, thus giving them enough information to determine their final decision. After several budget workshops, all possible solutions now on the table, the Fire Commission decided to amend the 2022 budget, adding 3 full time employees, 1 for each shift, to staff the ambulance with

unanimous approval. The ambulances must be staffed with a crew of 2, however, the Fire Commission believed the second ambulance crewmember should be staffed by the continued use of overtime. The three full time positions were continued in the 2023 budget.

These changes are now approved by the governing cities. Today, the residents and visitors of the six cities are protected 24 hours each day, by 2 full time staffed ambulances. In addition, the reserve ambulance is now licensed by the State of Texas and will respond when three EMS calls are received simultaneously.



**From:** Pindell, Angela M <[Angela.Pindell@centerpointenergy.com](mailto:Angela.Pindell@centerpointenergy.com)>  
**Sent:** Monday, June 27, 2022 3:24 PM  
**To:** Susan Blevins <[susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)>  
**Subject:** RE: [External Email] street lights

Hi Susan,

Please see attached LED agreement letter. There is no upfront cost for the conversion, however CenterPoint may request recovery of the expenses associated with converting the lights to LED through either a distribution capital recovery factor application under Public Utility Commission of Texas Substantive Rule 25.243 or other rate proceeding. The exact method and duration for the recovery has not been determined, so I am unable to provide the future cost. Typically, it is a small charge applied to every customer's bill for a defined time-period. Once the costs are collected, the charge is removed.

If you would like to proceed, please sign and return the attached agreement.

Thanks,

Angie



## LED STREET LIGHT INSTALLATION AGREEMENT

This LED Street Light Installation Agreement is entered into by and between CenterPoint Energy Houston Electric, LLC (“CenterPoint” or the “Company”) and the City of Hilshire Village (“Customer”) (collectively, the “Signatories”).

1. CenterPoint will procure and install LED luminaires and new photoelectric relays for all street lights within the City for which replacements satisfactory to the Customer and CenterPoint are commercially available (hereinafter the “Project”). A current list of satisfactory and commercially available LED luminaire replacements for existing mercury vapor, high pressure sodium, and metal halide street lights is set forth in section 6.1.1.1.6 of CenterPoint’s Tariff for Retail Delivery Service (the “Tariff”).
2. The Project shall commence within twelve months of the effective date of this agreement and shall be complete no later than one year after commencement. The Company reserves the right to change that completion date depending on the demand for LED luminaires by other retail customers to ensure an efficient and non-discriminatory deployment of LED luminaires throughout the Company’s service territory. After commencement of the Project, all new streetlights installations within the City will consist of LED luminaires satisfactory to the Customer and CenterPoint that are commercially available, unless otherwise agreed to in writing by CenterPoint and the Customer.
3. The Customer acknowledges that the Company’s ability to commence and complete the Project on the timeline set forth in paragraph 2 above is dependent upon factors such as workforce availability and vendor production constraints which could affect the commencement and completion dates. The Company will notify the Customer upon the occurrence of any event that will affect the commencement and completion dates.
4. The Customer acknowledges that CenterPoint may request recovery of the capital (including a reasonable return) and expenses associated with the Project through either a distribution capital recovery factor application under Public Utility Commission of Texas Substantive Rule 25.243 or other rate proceeding. The Customer agrees that the Project is prudent, reasonable and necessary and acknowledges that CenterPoint may request recovery by CenterPoint of all used and useful capital (including a reasonable return) and the reasonable and necessary expenses associated with the Project.
5. During the Project period, CenterPoint will work in good faith with vendors to identify satisfactory LED replacement luminaires for those street light luminaires within the City that are not currently part of the Project. As the Company and the Customer agree on additional LED replacement luminaires, the Company will seek regulatory approval of rates for those street lights not currently part of the Project, if different than the rates described in the Company’s Tariff, and following regulatory approval, if needed, will add those street lights to the Project.
6. The Signatories agree that this agreement may be executed in multiple counterparts.
7. This agreement is effective on the date it is signed by all parties.

**CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY OF HILSHIRE VILLAGE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# PRESENTATION TO HILSHIRE VILLAGE CITY COUNCIL

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IN SUPPORT OF VARIANCE REQUEST FOR 1123 & 1126 GUINEA DRIVE

AUGUST 16, 2022

# THE REQUEST

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- We respectfully request the City Council approve a variance from Section 4.623
- Our intent is to retain the current configuration
  - A cut-through at the front of the residence (Guinea Drive to Burkhart) for 1126
  - A circular drive for 1123 on Guinea
  - A driveway for access to the detached garage at the side of the property (Burkhart) for both
- We believe the variance is in the interest of public safety

# ORDINANCE IN QUESTION

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- **Sec. 4.623. - Permitted Driveway and Pedestrian Access within Public Rights-of-Way.**
- Subject to the provisions of this article, a property owner may cause or permit the construction, installation or placement of a single point of access driveway, pedestrian walkway, and related culvert facilities within public drainage right-of-way for purposes of providing a driveway access, not to exceed a combined twenty-two (22) feet in width (exclusive of curve/curb returns) with a minimum driveway width of ten (10) feet, and a walkway for pedestrian access, not to exceed six (6) feet in width. If a property owner proposes to construct a circular driveway, then such property owner shall be allowed two (2) points of driveway access, not to exceed a combined total of thirty (30) feet in driveway width (exclusive of curve/curb returns); otherwise, such access shall be limited to one (1) point of driveway access and one (1) point of pedestrian access. There must be at least ten (10) feet of open ditch without a culvert between the inner access points of any circular driveway. The pedestrian access may not be contiguous to any driveway or circular driveway. A driveway access may have an additional five-foot turning radius added to each side of the driveway access where it meets the paved surface of the street only. The total number of feet of the width of the driveway and any walkway where it meets the paved street shall not exceed fifty (50) percent of the front property line length (exclusive of curve/curb returns). A property owner will be allowed one (1) driveway access of twenty-two (22) feet in width (exclusive of curve/curb returns) even if the width of the driveway exceeds fifty (50) percent of the front property line length.

# THE PROBLEM \_ GUINEA DRIVE VIEW

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- This is a view looking East on Guinea Drive
- This is an uncontrolled intersection.
- The vehicles are at least a vehicle length from Burkhart
- Note the wheels of the vehicles are off the pavement

# THE PROBLEM – BURKHART VIEW



- Emergency vehicles would be prevented from using the street
- If a bicycle or pedestrian is walking past one of the vehicles, there is no escape

# THE PROBLEM – ON BURKHART

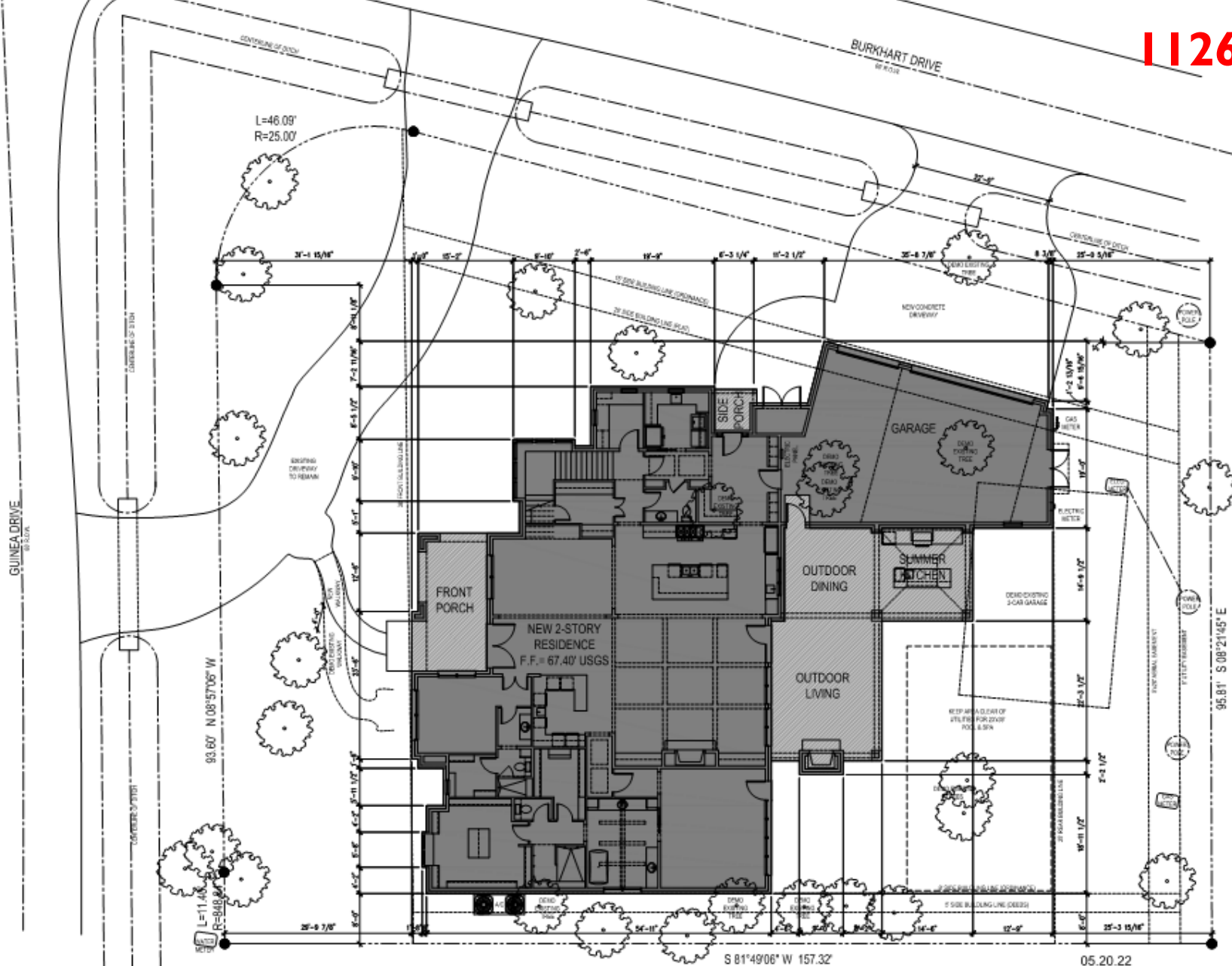
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- This road is passable but barely
- The existence of driveways on the east side of Burkhart and to the south of the subject property limit options for parking on a staggered basis



# 1126 Site Plan



LOT 15, BLOCK 4  
BURKHARDT PLAZA  
CITY OF HOUSTON

ENCLOSED AREA  
COVERED AREA

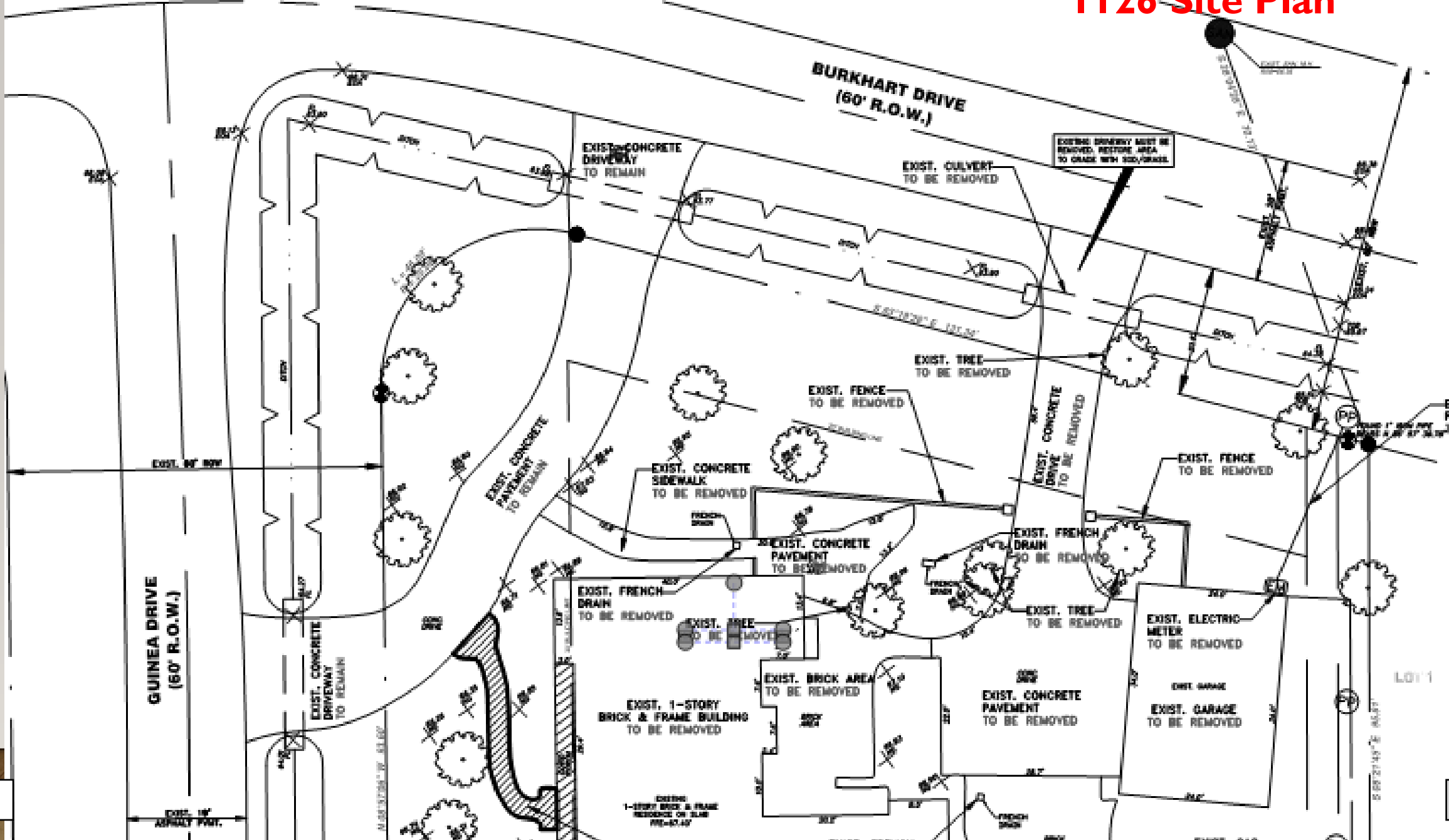
CALCULATIONS OF IMPERVIOUS PERCENTAGE	
HOUSE & GARAGE	4,869 SQ. FT.
PORCHES	1,163 SQ. FT.
DRIVEWAY/SIDEWALK	1,913 SQ. FT.
POOL & COPING	897 SQ. FT.
TOTAL OF IMPERVIOUS COVERED	8,842 SQ. FT.
LOT AREA	18,198 SQ. FT.
PERCENTAGE OF IMPERVIOUS AREA 48.59%	
AREA BEHIND FRONT BUILDING LINE 14,432 SQ. FT.	
IMPERVIOUS AREA *	8,083 SQ. FT.
PERCENTAGE OF IMPERVIOUS AREA	56.01%
MAXIMUM ALLOWED	55.00%
*145 SQ. FT. OVER MAXIMUM ALLOWED	

## SITE PLAN

SCALE: 1/16" = 1'-0"

05.20.22  
**1126 GUINEA**  
MARK & MARGARET HUBER RESIDENCE

# 1126 Site Plan



Item 4.B.



# OTHER SIMILAR DRIVEWAY CONFIGURATIONS

---

- Circular With separate driveway
  - 1232 Ridgeley
- Cut Through With separate driveway
  - 1201 Archley
  - 1322 Pinecrest

1123 GUINEA

SEE TAB 4B

Sent from my iPad

Begin forwarded message:

**From:** Raul Rizo-Patron <[raulrpsr@gmail.com](mailto:raulrpsr@gmail.com)>

**Date:** August 7, 2022 at 5:12:05 PM CDT

**Subject:** Sidewalk on West side of Wirt

I read over the weekend the August 2022 issue of the Hilshire Village Civic Club on Hilshire Village News. One subject that got my attention is what appears to be the current status of the subject from Westview to I-10. The article indicates that "Agreements with the City of Houston and Harris County are anticipated being completed in the next 30 days". "If everything goes well, the design on the sidewalk should be done in the next 90 days". After that, construction should start".

I wish to express my total opposition with this project, which in my opinion will give the residents of Hilshire Village more problems than benefits. My rationale is expressed below:

-Hilshire Oaks Court residences No. 2, 4 and 6 back up to Wirt. No.2, 4 and most probably No.6 have a drainage system in their backyards that drains water to Wirt. That is the way the properties were designed. In my 32 years as resident of No.4, I never had an issue disposing of the water in the backyard. The proposed sidewalk will block this drainage. Additionally, the sidewalk may compromise the foundation of the brick fences of the mentioned above properties. My question here is who will be responsible and liable for the cost in connection with potential damages to the fences as well as for the cost in designing and executing an alternative draining system. Certainly not the owners of such properties.

-Having almost 300 homes in Hilshire Village, I wonder how many residents will benefit with the sidewalk. In my opinion, we should have a survey with the participation of all the residents indicating who is in favor of or against the project, keeping in mind that there could be potential liabilities related to damages and associated cost in connection with the affected homeowners.

-Please keep in mind that because there is a sidewalk on the east side of Wirt we do not have to have a similar sidewalk on the west side. The width and surface of the two areas are different. The east side is much wider and flatter.

-The traffic from north to south on Wirt is more aggressive because of congestion and speed as shown in the attached pictures. Having pedestrians, strollers, bicycles, etc. on a narrow sidewalk is dangerous.

-The proposed sidewalk will have to bypass mailboxes, driveways, electric poles, etc. resulting in a very cumbersome design. Additionally, it will invite pedestrians from areas other than Hilshire Village with potential break ins as well as littering by flipping bottles and waste to our properties.

In summary, a sidewalk west of Wirt, in my opinion, is impractical and carries a potential liability. We should use our efforts, resources and money to improve traffic conditions on the west side of Wirt by means of a traffic light between Westview and I-10 to lower the speed which often goes way over the posted speed limit. Alternatives to a traffic light should also be taken into account.

I plan to bring a copy of this email to the Hilshire Village City Office.













Looks like obstacle  
equipment







CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
1	<b>UNRESTRICTED GENERAL FUND</b>					<b>UNRESTRICTED GENERAL FUND</b>
2	Pass Through Cash Flow					Pass Through Cash Flow
3	Recycle & Trash Fees	42500	\$ 85,361	\$ 87,535	\$ 87,535	Recycle & Trash Fees 312 users ( Will need to increase if rates to 46.76/bi monthly to cover increase)
4	Sales Tax Discount Income	47000	\$ 23	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5	<b>Total General Revenue - Garbage</b>		<b>\$ 85,384</b>	<b>\$ 87,568</b>	<b>\$ 87,568</b>	<b>Total General Revenue - Garbage</b>
6	<b>General Expense</b>					<b>General Expense</b>
7	Trash Service	52500	\$ 81,595	\$ 87,610	\$ 87,535	Trash Service (305 customers & 7 commercials ) SIGNED 3 YEAR CONTRACT (\$22.59 per user - contract effective 1-1-2019) estimated a 3.6% increase
8	<b>Total General Expense - Garbage</b>		<b>\$ 81,595</b>	<b>\$ 87,610</b>	<b>\$ 87,535</b>	<b>Total General Expense - Garbage</b>
9	Building Permits/Inspections	47100	\$ 86,395	\$ 55,000	\$ 70,000	Building Permits-inspections - 5 new construction
10	Re-Inspections	47101	\$ -	\$ -		Re-Inspections
11	Plan Check for Construction	47102	\$ 20,478	\$ 20,000	\$ 20,000	Plan Check for Construction approximately 5 new construction
12	Plan Check for Drainage	47105	\$ 9,000	\$ 9,000	\$ 9,000	Plan Check for Drainage (4houses @1500 and 2 swimming pools @1000 and 1000 extra services)
13	<b>Total General Revenue -Permits</b>		<b>\$ 115,873</b>	<b>\$ 84,000</b>	<b>\$ 99,000</b>	<b>Total General Revenue -Permits</b>
14	Bldg. Permit Administration	55000	\$ 29,750	\$ 38,000	\$ 38,000	Bldg. Permit Administration (2750*12)+extra \$5,000 just in case
15	Inspection	55501	\$ 600	\$ 2,000	\$ 2,000	Inspections - Arborist
16	Engineering - Drainage/Construction	56583	\$ 29,348	\$ 44,000	\$ 50,000	Engineering - Drainage Plan Check and Inspections
17	Utility Locater fees from Utility Account				\$ 9,000	Utility Locater fees from Utility Account
18	<b>Total General Expense - Permits</b>		<b>\$ 59,698</b>	<b>\$ 84,000</b>	<b>\$ 99,000</b>	<b>Total General Expense - Permits</b>
	<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>		<b>\$ 59,964</b>	<b>\$ (42)</b>	<b>\$ 33</b>	<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>		ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22	BUDGET	NOTES
	<b>General Revenue</b>					<b>General Revenue</b>
19	Property Taxes - Current	42100	\$ 1,190,765	\$ 1,263,929	\$ 1,263,929	Using 2022 Voter Approval Rate and adjusted certified estimate for tax year 2022
20	Property Taxes - Delinquent	42200	\$ 13,912	\$ -	\$ -	Property Taxes - Delinquent
21	Total Property Taxes		\$ 1,204,677	\$ 1,263,929	\$ 1,263,929	Total Property Taxes
22	Int. Income-Taxes	46700	\$ 15,784	\$ 3,850	\$ 3,850	Int. Income-Taxes - (same as last year budget)
23	Franchise Tax	43000	\$ 54,268	\$ 55,000	\$ 55,000	Franchise Tax - (same as last year budge)
24	City Sales Tax	44000	\$ 53,422	\$ 54,000	\$ 45,000	City Sales Tax (Reduced because of payback of funds due to Hilshire receiving funds from a resident that should have been paid to City of Houston)
25	Total Other Taxes		\$ 123,473	\$ 112,850	\$ 103,850	Total Other Taxes
26	<b>Total General Revenue - Taxes</b>		<b>\$ 1,328,150</b>	<b>\$ 1,376,779</b>	<b>\$ 1,367,779</b>	<b>Total General Revenue - Taxes</b>
27	<b>Other Income</b>					<b>Other Income</b>
28	Ambulance Income	48300	\$ -	\$ -		Ambulance Income (Would like to see the funds returned to the city)
29	Court Fees	48200	\$ 11,327	\$ 1,804	\$ 8,000	Income (Court Fees)
30	Int. Income- General Fund	46000	\$ 241	\$ 241	\$ 500	Int. Income CDARS - General Fund( interest rates are minimal)
31	Int. Income Gen Funds	46100	\$ -	\$ -		Int. Income Gen Funds (interest rates are minimal)
32	Pet Permits	47200		\$ -		Animal Permits and License (combined with Alarm Permits)
33	Alarm and Pet Permits and Misc. Fees.	47201	\$ 1,492	\$ 1,800	\$ 1,500	Alarm Permits and Misc. Fees. (Same as last year's budget)
34	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds	48100	\$ 4,696	\$ 4,000	\$ 4,000	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds
35	<b>Total General Revenue - Other Income</b>		<b>\$ 17,757</b>	<b>\$ 7,845</b>	<b>\$ 14,000</b>	<b>Total General Revenue - Other Income</b>
36			\$ -			
37	<b>Total of ALL General Revenue Excluding Pass Through-</b>		<b>\$ 1,345,906</b>	<b>\$ 1,384,624</b>	<b>\$ 1,381,779</b>	<b>Total of ALL General Revenue Excluding Pass Through-</b>



CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
38	<b>General Expense</b>					<b>General Expense</b>
39	<b>City Operations Expense</b>					<b>City Operations Expense</b>
40	Police Protection/Court	51500	\$ 558,142	\$558,142	\$618,671	Police Protection/Court <b>10.84% estimated increase (last years increase)</b>
41	Police Cameras		\$ -	\$8,250	\$9,000	budgeted for 3 additional cameras to be installed and annual fees for 6 cameras
42	Fire Protection	52000	\$ 220,508	\$ 220,528	\$261,653	Fire Protection (per the actual VFD Approved Budget Oct-Nov-Dec 2022 Budget (\$22107.81+22107.81+11053.91) & Jan-September 2022 Budget(\$206383.87))
45	Increase in Budget for VFD to cover overage	52100	\$ 10,423	\$ -	\$8,685	Increase in Budget for VFD to cover overage approved by Council
46	CERT Supplies	52400	\$ -	\$ 1,000	\$ 1,000	CERT Supplies
47	Mosquito Spraying	53400	\$ 2,967	\$ 3,500	\$ 3,500	Mosquito Spraying (same as last year)
48	Maintenance and Electrical Difference for Decorative Street Lights		\$ -	\$ 5,611	\$ 5,611	Maintenance and Electrical Difference for Decorative Street Lights <b>(not sure at this time what will be installed used last years numbers)</b>
49	Street Lights	53500	\$ 4,945	\$ 6,887	\$ 6,887	Street Lights <b>(Additional line item if new lights are installed -not sure at this time what will be installed used last years numbers)</b>
50	<b>Total General Expense - City Operations Expense</b>		<b>\$ 796,984</b>	<b>\$803,918</b>	<b>\$915,007</b>	<b>Total General Expense - City Operations Expense</b>
51	<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>					<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>
52	Tax Collection Fees	54000	\$ 12,200	\$ 12,141	\$ 12,800	Tax Collection Fees (SBISD \$ 1,200+ estimate for head)
53	Audit Fees	54520	\$ 18,950	\$ 18,950	\$ 19,510	Audit Fees per the contract
54	GASB Audit Reporting	54520	\$ -	\$ -	\$ -	
55	Legal Fees	54540	\$ 12,865	\$ 17,000	\$ 17,000	Legal Fees <b>(same as last year's budget)</b>
56	Legal Fees - Zoning	54545	\$ 1,000	\$ 3,000	\$ -	Legal Fees - Zoning <b>(same as last year's budget)</b>
57	Board of Adjustment	56000	\$ 1,096	\$ 3,500	\$ 3,500	Board of Adjustment <b>(same as last year's budget)</b>
58	Insurance	56510	\$ 5,187	\$ 5,000	\$ 6,093	Insurance -
59	Bank Charges	56525	\$ 2,172	\$ 3,000	\$ 3,000	Bank Charges
60	Police -Council Meeting	51600	\$ -	\$ 2,400	\$ 2,800	Police Protection @ Council Meeting 16 Meetings @ \$50.00/hr
61	Dues	56526	\$ 2,290	\$ 2,000	\$ 2,500	Dues <b>(increase in fees)</b>
62	Public Notices- Newspaper Notices	56530	\$ 2,639	\$ 5,000	\$ 5,000	Public Notices <b>(same as last year's budget)</b>
63	Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -	Lobbyist Expense (or Legislative Consulting & Professional Serv.) <b>(Nothing budgeted)</b>
64	Muni Code Ordinance Codification	56560	\$ 2,420	\$ 4,000	\$ 4,000	Muni Code Ordinance Codification <b>(same as last year's budget)</b>
65	Village Ind. Festival	56580	\$ -	\$ 3,000	\$ -	Village Ind. Festival <b>(do you want to put anything here)</b>
66	Books for Library	56581	\$ 250	\$ 250	\$ 250	Books for Library <b>(Same as last year's budget)</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
67	Memorial Villages Event - Recycling/Shred/Rx Event		\$ -	\$ 500	\$ 500	Memorial Villages Event - Recycling/Shred/Rx Event
68	Miscellaneous	56550	\$ 3,086	\$ 4,000	\$ 4,000	Miscellaneous (same as last year's budget)
69	Contingency	56570	\$ -	\$ 15,000	\$ 15,000	Contingency (Same as last year's budget)
70	Hazard Mitigation Projects	56587	\$ -	\$ 5,000	\$ 5,000	Hazard Mitigation Projects (Need to plan on doing one of the projects so that FEMA will fund us if necessary)
71	Engineering for new Grant Money	56582	\$ 3,000	\$ 3,000	\$ 3,000	Engineering for new Grant Money
72	Engineering Services for Small Projects	56585	\$ 46,310	\$ 50,000	\$ 50,000	Engineering Services (same as last years budget)
73	<b>Total General Expense - Procedural and Professional Expenses</b>		<b>\$ 113,466</b>	<b>\$ 156,741</b>	<b>\$ 153,953</b>	<b>Total General Expense - Procedural and Professional Expenses</b>
74	<b>CITY HALL OPERATIONS</b>					<b>CITY HALL OPERATIONS</b>
75	City Hall Expenses	56520	\$ 16,926	\$ 16,000	\$ 18,000	City Hall Operations
76	City Hall Building Maintenance	56521	\$ 2,955	\$ 3,000	\$ 8,000	City Hall Building Maintenance (would like to purchase tankless water heater
77	City Hall Paint - Interior	56517	\$ 10,000	\$ 10,000	\$ -	City Hall Paint - Interior -
78	City Hall Flooring	56518	\$ 15,000	\$ 15,000	\$ -	City Hall Flooring -
79	City Hall Upgrades		\$ -	\$ 20,000	\$ 5,000	City Hall Scanner and offsite binding and scanning
80	Exterior Building (new doors, gutters, stain)		\$ -	\$ 10,000	\$ 2,500	Exterior Building (irrigaation, drainage issues, patio foundation, power washing)
81	Office Supplies & Postage	56540	\$ 3,999	\$ 4,000	\$ 4,000	Office Supplies & Postage (same as last year's budget)
82	City Hall Equipment/Technology/Software	56545	\$ 5,779	\$ 6,000	\$ 6,000	City Hall Equipment/Technology/Software (same as last year's budget)
83	Extra Technology	56587	\$ -	\$ 1,500	\$ -	Upgrade on website
84	Website Hosting and Maintenance	56523	\$ 1,500	\$ 1,500	\$ 1,500	Website Hosting and Maintenance (same as last year's budget)
85	Generator Maintenance of Building	55600	\$ 145	\$ 1,245	\$ 1,245	Generator Maintenance (every other year reduces pay for a 2 year contract)
86	Employee Wages and Benefits		\$ 238,696	\$ 276,833	\$ 234,817	Includes 5% increase for Administrator and city clerk, 10% for City Secretary (city administrator salary for 4 months and 1 month salary to be used if needed spread out the rest of year)
87	Mayor/Council/City Administrator Expenses	56551	\$ 2,133	\$ 3,000	\$ 3,000	Mayor/Council/City Administrator (same as last year's budget)
88	Education	56515	\$ 2,875	\$ 5,000	\$ 2,500	Education (same as last year's budget training for 2 employees and new councilmember)
89	Election/Voting Machine Rent	56541	\$ 7,172	\$ 5,000	\$ 2,500	Election/Voting Machine Rent
90	<b>Total General Expense -City Hall Operations</b>		<b>\$ 307,180</b>	<b>\$ 378,078</b>	<b>\$ 289,062</b>	<b>Total General Expense -City Hall Operations</b>
91	<b>TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH</b>		<b>\$ 1,217,630</b>	<b>\$1,338,737</b>	<b>\$1,358,022</b>	<b>Total General Expense Excluding Pass Through</b>
92	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>		<b>\$ 128,276</b>	<b>\$ 45,887</b>	<b>\$ 23,757</b>	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>
	<b>TOTAL UNRESTRICTED GENERAL</b>					<b>TOTAL UNRESTRICTED GENERAL</b>
93	<b>FUND - NET</b>		<b>\$ 188,241</b>	<b>\$ 45,845</b>	<b>\$ 23,790</b>	<b>FUND - NET (Includes Pass through</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET		ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
94	RESTRICTED GENERAL FUND					RESTRICTED GENERAL FUND
95	Child Safety Fees Revenue	48400	\$ 673	\$ 849	\$ 849	Child Safety Fees Revenue (Same as last year's budget)
96	Transfer from Child Safety Account		\$ -	\$ -	\$ 7,000	Transfer from Child Safety account to use on Pine Chase Grove
97			\$ 673	\$ 849	\$ 7,849	Total Child Safety Revenues
98	Total Child Safety Expenses	53700	\$ -	\$ 849	\$ 7,000	CHILD SAFETY - Pine Chase Grove
99	CHILD SAFETY - NET		\$ 673	\$ -	\$ 849	CHILD SAFETY - NET
100	Other Metro Revenue					Other Metro Revenue
101	Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ 103,000	Income-Metro 1 (per contract will receive until 2025)
102	Interest-Metro 1	46500	\$ 109	\$ -	\$ -	Interest-Metro 1
103	Interest Metro EST	46300	\$ -	\$ -	\$ -	Interest Metro EST
104	Interest-Metro 2	46400	\$ -	\$ -	\$ -	Interest-Metro 2
105	Income- Metro 2	41000	\$ -	\$ -	\$ -	Income- Metro 2
106	Transfer from Metro EST	41005	\$ -	\$ -	\$ -	Transfer from Metro EST
107	Transfer from Metro 1	41006	\$ -	\$ -	\$ -	Transfer from Metro 1
108	Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -	Transfer from Child Safety to pay for street sign engineering
109	Total Other Revenue		\$ 103,109	\$ 103,000	\$ 103,000	Total Other Revenue
110	Other Metro Expense					Other Metro Expense
111	Street Signs	53600	\$ -	\$ 2,000	\$ 2,000	Maintenance or damage
112	Engineering Services for Sign	53650	\$ -	\$ 1,000	\$ 1,000	Engineering -maintenance or damage or additional street signs
113	Metro Funded Misc. Expense	53000	\$ 5,000	\$ 20,000	\$ 20,000	Metro Funded Misc. Expense (same as last year's budget includes tree trimming)
114	Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ 30,000	\$ 30,000	Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
115	Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 50,000	\$ -	Curb and gutter (increased number - used noise mitigation funds)
116						
117	Total Other Expense		\$ 5,000	\$ 103,000	\$ 53,000	Total Other Expense
118						
119	OTHER METRO - NET		\$ 98,109	\$ -	\$ 50,000	OTHER METRO - NET

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
120	<b>DEBT TAX</b>					<b>DEBT TAX</b>
121	<b>Debt Tax Revenue</b>					<b>Debt Tax Revenue</b>
122	Property Taxes-Debt-Current	42101	\$ 349,079	\$ 358,458	\$ 371,693	Property Taxes-Debt-Current - <b>Amount needed to pay for loan</b>
123	Property Taxes-Debt-Delinquent	42101	\$ 3,559	\$ -	\$ -	Property Taxes-Debt-Delinquent
124	Int-Income-Debt Taxes-SBISD	46800	\$ 3,928	\$ -	\$ -	Int-Income-Debt Taxes-SBISD(Same as actuals)
125	Int. Income Anticipation Note-BANK	46600	\$ -	\$ -	\$ -	Int. Income Anticipation Note-BANK
126	Transfer from General Utilities Acct		\$ -	\$ -	\$ -	Transfer from General Utilities Acct
127	<b>Total Debt Tax Revenue</b>		<b>\$ 356,565</b>	<b>\$ 358,458</b>	<b>\$ 371,693</b>	<b>Total Debt Tax Revenue</b>
128						
129	<b>Debt Tax Expense</b>					<b>Debt Tax Expense</b>
130	Principal Due on 2014 Tax Note	57000	\$ 135,000	\$ 135,000	\$ 140,000	Principal Due on 2014 Tax Note (10 year tax Note)
131	Interest Due on 2014 Tax Note	57500	\$ 10,676.0	\$ 7,720	\$ 4,709	Interest Due on 2014 Tax Note
132	Principal Due on 2018 Tax Note		\$ 185,000.0	\$ 195,000	\$ 200,000	Principal Due on 2018 Tax Note (7 year tax Note)
133	Interest Due on 2018 Tax Note		\$ 26,263.0	\$ 20,734	\$ 14,987	Interest Due on 2018 Tax Note
135	<b>Total Debt Tax Expense</b>		<b>\$ 356,939</b>	<b>\$ 358,454</b>	<b>\$ 359,695</b>	<b>Total Debt Tax Expense</b>
136	<b>DEBT TAX - NET</b>		<b>\$ (374)</b>	<b>\$ 5</b>	<b>\$ 11,998</b>	<b>DEBT TAX - NET (needed to pay loans when due)</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

137	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
138	Capital Improvement - Decorative Street Lights					Capital Improvement - Decorative Street Lights
139	Decorative Street Lights Revenue					Decorative Street Lights Revenue
140	Transfer from Metro		\$ -	\$ 40,000		Transfer from Metro
141	Transfer from General Fund		\$ -	\$ 37,000		Transfer from General Fund
142	Transfer from Child Safety		\$ -	\$ 3,000		Transfer from Child Safety
143	<b>Total Decorative Street Lights Revenue</b>		<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	Total Decorative Street Lights Revenue
144						
145	Decorative Street Lights Expense					Decorative Street Lights Expense
146	CenterPoint installation		\$ -	\$ 75,000		CenterPoint installation (50@\$1,500/each
147	CenterPoint removal of existing poles and lighting		\$ -	\$ 5,000		CenterPoint removal of existing poles and lighting (10@500)
148	<b>Total Street Lights Expense</b>		<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	Total Street Lights Expense
149	<b>Street Lights - NET</b>		<b>\$ -</b>	<b>\$ -</b>		Street Lights - NET
150	Capital Improvement - Wirt Road Safety Project					Capital Improvement - Decorative Street Lights
151	Wirt Road Safety Project Revenue					Wirt Road Safety Project Revenue
152	Transfer from Metro		\$ -	\$ 35,000	\$ 35,000	Transfer from Metro
153	Transfer from General Fund		\$ -	\$ 35,000	\$ 30,000	Transfer from General Fund
154	Transfer from Child Safety		\$ -	\$ 3,000	\$ -	Transfer from Child Safety
155	<b>Total Wirt Road Safety Project Revenue</b>		<b>\$ -</b>	<b>\$ 73,000</b>	<b>\$ 65,000</b>	Total Wirt Road Safety Project Revenue
156						
157	Wirt Road Safety Project Expense					Wirt Road Safety Project Expense
158	Engineering and Surveys for Sidewalks		\$ -	\$ 65,000	\$ 56,300	Engineering and Surveys for Sidewalks
159	COH and TDLAR Permits		\$ -	\$ 8,000	\$ 8,700	COH and TDLAR Permits
160	<b>Total Wirt Road Safety Project Expense</b>		<b>\$ -</b>	<b>\$ 73,000</b>	<b>\$ 65,000</b>	Total Wirt Road Safety Project Expense
161	<b>Wirt Road Safety Project - NET</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	Wirt Road Safety Project - NET

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
162	RESTRICTED UTILITY FUND					UNRESTRICTED UTILITY FUND
163	Operating Revenues - Water					Operating Revenues - Water
164	Water Revenues	45000	\$ 279,128	\$ 289,804	\$ 300,672	Water Revenues . - (Using \$7.25/1000/gal which is the suggested rate)
165	New Construction Meter Installation	45009	\$ 2,000	\$ 3,000	\$ 2,000	New Construction Meter Installation
166	Maintenance Revenues	45002	\$ 42,239	\$ 41,880	\$ 42,360	Maintenance Revenues (353 connections @ \$20 bi monthly)
167	<b>Total Operating Revenues - Water</b>		<b>\$ 323,367</b>	<b>\$ 334,684</b>	<b>\$ 345,032</b>	<b>Total Operating Revenues - Water</b>
168	Operating Expenses - Water					Operating Expenses - Water
169	City Water Supply (COH)	51001	\$ 234,235	\$ 220,157	\$ 274,236	City Water Supply (COH) using this years usage and rates
170	Utilities- Pine Chase Grove	51006	\$ 66	\$ 166	\$ 166	Utilities- Pine Chase Grove (Same as last year's budget)
171	Repairs to Water Lines	55501	\$ 39,158	\$ 50,000	\$ 50,000	Repairs to Water Lines increase by \$5,000
172	Repairs to Water Vaults	55503	\$ -	\$ -	\$ -	Repairs to Water Vaults
173	Meter Reader	56000	\$ 3,555	\$ 3,458	\$ 3,555	Meter Reader bi-monthly (Same as last year's actual)
174	Meter Replacement	55505	\$ 1,993	\$ 1,750	\$ 1,750	Replace approximately 5 replacement meters
175	New Construction Meter Installation	55507	\$ 2,000	\$ 3,000	\$ 2,000	Same as Revenue
176	Water Quality Testing	56001	\$ 26,201	\$ 26,201	\$ 29,500	Water Quality Testing
177	<b>Total Operating Expenses - Water</b>		<b>\$ 307,208</b>	<b>\$ 304,732</b>	<b>\$ 361,207</b>	<b>Total Operating Expenses - Water</b>
178	<b>OPERATING - WATER - NET</b>		<b>\$ 16,159</b>	<b>\$ 29,952</b>	<b>\$ (16,175)</b>	<b>OPERATING -WATER - NET</b>
179	Operating Revenues - Sewer					Operating Revenues - Sewer
180	Sewer Revenues	45001	\$ 135,021	\$ 139,020	\$ 138,576	Sewer Revenues (305 @ \$74.00 +1 @ \$25.94 bi monthly)
181	<b>Total Operating Revenues - Sewer</b>		<b>\$ 135,021</b>	<b>\$ 139,020</b>	<b>\$ 138,576</b>	<b>Total Operating Revenues - Sewer</b>
182	Operating Expenses Sewer					Operating Expenses Sewer
183	Wastewater Disposal (COH)	51002	\$ 89,274	\$ 93,891	\$ 100,947	The City pays \$26.72 per connection per month (305 connections ) and \$262.97 for Holy Cross
184	Utilities -Lift Station	51003	\$ 4,377	\$ 3,295	\$ 4,377	Utilities -Lift Station (Same as last year's actual)
185	Repairs to Sewer Lines	55502	\$ 5,017	\$ 15,000.00	\$ 15,000	Repairs to Sewer Lines
186	Repairs to Lift Station	55504	\$ 11,977	\$ 12,000.00	\$ 12,000	Repairs to Lift Station
187	Replacement of Lift Station Pumps	55506	\$ -	\$ -	\$ -	Replacement of Lift Station Pumps
188	Engineering for Hickory Shadows Sewer Rehab		\$ -	\$ -	\$ -	Engineering for Hickory Shadows Sewer Rehab
189	<b>Total Operating Expenses - Sewer</b>		<b>\$ 110,645</b>	<b>\$ 124,186</b>	<b>\$ 132,324</b>	<b>Total Operating Expenses - Sewer</b>
190	<b>OPERATING - SEWER - NET</b>		<b>\$ 24,376</b>	<b>\$ 14,834</b>	<b>\$ 6,252</b>	<b>OPERATING - SEWER - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22	BUDGET	FYE '23 BUDGET	NOTES
191	<b>Operating Revenues - Misc.</b>						Operating Revenues - Misc.
192	Interest - Bank	45040	\$ -	\$ -	\$ -	\$ -	Interest - Bank
193	Interest Utility Billing	45060	\$ 3,084	\$ 2,452	\$ 3,084	\$ 3,084	Interest Utility Billing (Same as last year's actuals)
194	Utility Services Income	45008	\$ 2,642	\$ 3,712	\$ 2,642	\$ 2,642	Utility Services Income (Same as last year's actual)
195	Garbage - holding account	45003	\$ -	\$ -	\$ -	\$ -	Garbage - holding account
196	Garbage - Sales Tax - holding account	45004	\$ -	\$ -	\$ -	\$ -	Garbage - Sales Tax - holding account
197	Transfer/Surpluses	45025	\$ -	\$ -	\$ -	\$ -	Transfer/Surpluses
198	<b>Total Misc. Revenues</b>		<b>\$ 5,727</b>	<b>\$ 6,164</b>	<b>\$ 5,727</b>	<b>\$ 5,727</b>	<b>Total Misc. Revenues</b>
199	<b>Operating Expenses - Misc.</b>						Operating Expenses - Misc.
200	On Call Engineering Services	60000	\$ 7,457	\$ 13,729	\$ 13,729	\$ 13,729	On Call Engineering Services (Same as last year's budget)
201	Utility Line Locator Services	55508	\$ 13,397	\$ 6,000	\$ 6,950	\$ 6,950	Utility Line Location Service (Using last year's budget plus increase of \$950.00 for KorTerra's services plus the other half of actuals will be added to General Fund under Permits)
202	Contingency	58000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Contingency
203	Bank Charges	52000	\$ -	\$ -	\$ -	\$ -	Bank Charges
204	Utility Billing Costs	56002	\$ 7,161	\$ 7,209	\$ 7,209	\$ 7,209	Utility Billing Costs bi-monthly billing (Same as last year's budget)
205	Office Supplies & Postage	56003	\$ 600	\$ 600	\$ 600	\$ 600	Office Supplies & Postage (Same as last year's budget)
206	Mayor & Council Expenses	56004	\$ -	\$ -	\$ -	\$ -	Mayor & Council Expenses (Same as last year's budget)
207	Bad Debt	52000	\$ -	\$ 500	\$ 500	\$ 500	Bad Debt - Estimate
208	<b>Total Operating Misc. Expenses</b>		<b>\$ 33,615</b>	<b>\$ 33,038</b>	<b>\$ 33,988</b>	<b>\$ 33,988</b>	<b>Total Operating Misc. Expenses</b>
209	<b>TCEQ Expenses</b>						
210	Extra TCEQ equipment	55561	\$ -	\$ -	\$ -	\$ -	Extra TCEQ equipment (carry over from last year)
211	Harris County Flood Control (TCEQ)	55560	\$ 395	\$ 395	\$ 395	\$ 395	Harris County Flood Control (TCEQ) (Same as last year's actuals)
212	Legal	55562	\$ 500	\$ 500	\$ 500	\$ 500	Legal - TCEQ (same as last years budget)
213	Legal - City Engineer	55563	\$ 3,552	\$ 4,000	\$ 4,000	\$ 4,000	Engineer - TCEQ (half of last years budget)
214	<b>Total TCEQ Expenses</b>		<b>\$ 4,447</b>	<b>\$ 4,895</b>	<b>\$ 4,895</b>	<b>\$ 4,895</b>	<b>Total TCEQ Expenses</b>
215	<b>OPERATING - MISC./TCEQ - NET</b>		<b>\$ (32,336)</b>	<b>\$ (31,769)</b>	<b>\$ (33,156)</b>	<b>\$ (33,156)</b>	<b>OPERATING - MISC./TCEQ - NET</b>
			\$ -				
216	<b>UTILITY FUND REVENUE OVER/UNDER</b>		<b>\$ 8,199</b>	<b>\$ 13,017</b>	<b>\$ (43,080)</b>	<b>\$ (43,080)</b>	<b>UTILITY FUND REVENUE OVER/UNDER</b>

CITY OF HILSHIRE VILLAGE  
FYE 2023  
PRELIMINARY BUDGET

	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 ( YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
217	<b>Capital Improvement Projects</b>					Water Vault - Revenue
218	Transfer from General Fund		\$ -	\$ 100,000		Transfer from General Fund (Retained Earnings-Savings)
219	Transfer from Utility Fund		\$ -	\$ 69,000		Transfer from Utility Fund
220	Revenue from the American Rescue Plan		\$ -	\$ 200,000	\$ 123,510	Revenue from the American Rescue Plan
221	<b>Total Capital Appovement Revenue</b>		\$ -	\$ 369,000	\$ 123,510	<b>Total Water Vault Revenue</b>
222	<b>Water Vault Hickory Shadows - Expense</b>					Water Vault Hickory Shadows - Expense
223	Engineering & Legal Fees to acquire Easements		\$ -	\$ 5,000	\$ 5,000	Engineering & Legal Fees to acquire Easements
224	Engineering		\$ -	\$ 10,000	\$ 5,000	Engineering
225	Water Vault - Hickory Shadows		\$ -	\$ 60,000	\$ 30,000	Construction
226	<b>Total Hickory Shadows Water Vault Expenses</b>		\$ -	\$ 75,000	\$ 40,000	<b>Total Water Vault Hickory Shadows - Expense</b>
227	<b>Water Vault 1 Pine Chase Grove - Expense</b>					Water Vault 1 Pine Chase Grove - Expense
228	Engineering		\$ -	\$ 14,000	\$ -	Engineering
229	Water Vault -		\$ -	\$ 55,000	\$ -	Construction
230	<b>Total Pine Chase Grove 1 Water Vault Expenses</b>		\$ -	\$ 69,000	\$ -	<b>Total Water Vault 1 Pine Chase Grove - Expense</b>
231	<b>Water Vault 2 Pine Chase Grove - Expense</b>					Water Vault 2 Pine Chase Grove - Expense
232	Engineering		\$ -	\$ 20,000	\$ -	Engineering
233	Water Vault -		\$ -	\$ 80,000	\$ -	Construction
234	<b>Total Pine Chase Grove 2 Water Vault Expenses</b>		\$ -	\$ 100,000	\$ -	<b>Total Water Vault 2 Pine Chase Grove - Expense</b>
235	<b>Tie in Hilshire Villas Water Line Expense</b>					Tie in Hilshire Villas Water Line Expense
236	Engineering		\$ -	\$ 10,000	\$ 10,000	Engineering
237	Labor		\$ -	\$ 40,000	\$ 40,000	Construction
238	<b>Total Tie in Hilshire Villas Water Line Expenses</b>		\$ -	\$ 50,000	\$ 50,000	<b>Total Tie in Hilshire Villas Water Line Expenses</b>
239	<b>Lift Station Generator Expense</b>					Lift Station Generator Expense
240	Engineering		\$ -	\$ 15,000	\$ -	Engineering
241	Labor		\$ -	\$ 60,000	\$ 33,510	Construction
242	<b>Total Lift Station Generator Expenses</b>		\$ -	\$ 75,000	\$ 33,510	<b>Total Lift Station Generator</b>
243	<b>Total Capital Improvement Expenses</b>			\$ 369,000	\$ 123,510	<b>Total Capital Improvement Expenses</b>
244	<b>UTILITY FUND CAPITAL IMPROVEMENT REVENUE OVER/UNDER</b>			\$ -		<b>UTILITY FUND CAPITAL IMPROVEMENT REVENUE OVER/UNDER</b>



CITY OF HILSHIRE VILLAGE  
 FYE 2023  
 PRELIMINARY BUDGET

	<b>FYE 2023 (2022 TAX YEAR) PRELIMINARY BUDGET</b>	ACCT NO.	2022 (YTD "ESTIMATES" (using actuals & estimates)	FYE '22 BUDGET	FYE '23 BUDGET	NOTES
	<b>Hilshire Green Infrastructure Project</b>					
245	Hilshire Green Reconstruction Revenue					
246	Anticipation Note					
247	Revenue from the American Rescue Plan					
248	Transfer from Utility					
249	Transfer from Metro					
250	Transfer from General Fund					
251	<b>Total Hilshire Green Revenue</b>				\$ 740,000.00	
252	<b>Hilshire Green Reconstruction Expense</b>					
253	Engineering - Paving & Drainage				\$ 59,000.00	
254	Engineering - Water				\$ 40,000.00	
255	Engineering - Sanitary Sewer				\$ 51,000.00	
256	Construction - Water Improvements				\$ 156,000.00	
257	Construction - Sanitary Sewer				\$ 202,000.00	
258	Construction Paving & Drainage				\$ 232,000.00	
259	<b>Total Hilshire Green Expense</b>				\$ 740,000.00	
260	<b>Hilshire Green Net</b>				\$ -	

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	Drainage issues in the right-of-way caused by hydrant flushing.	1324 Pine Chase Grove	Area was reported on 11/13/19 and addressed by DonMar Grading on 10/20/20.	Susan, Javier and Council Member Byrne met at the site. Inframark has changed their mode of flushing using a fire hydrant hose going out to street. City of Houston has been contacted and we are awaiting a meeting to discuss the area. The homeowners do not want the area fenced.	
3/29/22	Tree next door is dying, hazard	1200 Pine Chase	Unable to locate the tree in question by driving by. Will need more direction from the neighbor.	Susan located the tree. The new property owner has been notified and sent a list of recent companies who have obtained a permit in Hilshire. The city has obtained quotes to remove (20 dead trees at this location. One fell and was cleaned up by city contractor.	
6/3/22	Large dead tree in the neighbor's front yard.	7 Hickory Shadows	House is for sale, will contact the owner of record and realtor if needed.	Realtor hired a contractor to cut the tree.	8/12/2022
6/29/22	Water has strange smell	7914 Hilshire Green	Emailed resident City of Houston's public notice	Susan also notified the city engineer who contacted city of Houston Patrick Nguyen and Veronica Davis. The City continues to work with City of Houston for a resolution.	
7/21/22	recycling missed	4 Pine Creek Lane	Contacted GFL	GFL documented the mistake	7/21/2022
7/22/22	Tree limbs in drainage ditch	1030 Glourie Circle	Contacted homeowner		
7/27/22	low water pressure	4 Pine Creek Lane	Inframark flusing lines and COH is working on valve		
7/27/22	low water pressure	13 Pine Creek Ln	Inframark flusing lines and COH is working on valve		
7/27/22	Water smell	1307 Glenshire	Inframark flusing lines and COH is working on valve		
8/1/22	Neighbor property is up for sale and lawn sprinklers are going off daily creating constant pooling in the street.	7906 Hilshire Green	Cassie contacted realtor Michelle Ngo 713-775-1051 who said she would talk with the homeowner.		
8/2/22	contractors blocking driveway	13 Pine Creek Ln	Contacted contractors and property owners to keep all trucks off neighboring properties.		
8/4/22	trash missed	1217 Pine Chase	emailed GLF	Garbage was collected.	8/8/2022
8/10/22	debris in the street	8001 Bromley	Contacted contractor to clean debris in the street, grass high in ditch	Contractor mowed ditch and cleaned up.	8/11/2022
8/11/22	Power outage	1221 Archley	Centerpoints estimated time for restoration is 7:30 PM, trying to find a better contact	Power was restored.	8/12/2022
8/11/22	yard waste loose	8201 Burkhart	Will give time to collect the fallen debris from the storm and follow up next week.		
8/11/22	large limb down	1221 Archley Dr	email city residences about tree contractors		
8/11/22	realtor signs in right of way	1201 Archley Dr	contacted realtor to move signs		
8/11/22	realtor signs in right of way	8206 Mallie Ct	contacted realtor to move signs		
8/11/22	Pick-up limbs	1126 Guinea	emailed contractor		
8/11/22	clean fallen tree	1200 Pine Chase	flores tree service will pick-up limbs and debris		8/11/2022
8/11/22	tree limbs down	8202 Burkhart	flores tree service will pick-up limbs and debris		8/11/2022
8/12/22	fire hydrant leaking from the bottom and seeping out sand	18 & 20 Hickory Shadows	Called Inframark to check hydrant	Inframark said hydrant was closed and no longer leaking, maybe COH was increasing line pressure	



# Regular Council Meeting Minutes

Tuesday, July 19, 2022, at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**This meeting was held in person at City Hall with remote attendees present.**

**1. CALL TO ORDER** Mayor Buesinger called to order the Regular Council Meeting at 6:30 .M.

**1.A.** The **invocation** was given by Mayor Pro Tem Maddock.

**1.B. Pledge of Allegiance**

**1.C. Roll Call**

**PRESENT**

Mayor Bob Buesinger  
Council Member Mike Gordy  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock

Also present were City Administrator Blevins\*, Assistant City Secretary Stephens, Spring Valley Police Chief Schulze, Spring Valley Police Captain Lane, City Attorney Bounds, City Engineer Him, City Engineer Vasquez\*, and Alternate Fire Commissioner Presswood

\*Present remotely

**ABSENT**

Council Member Justin Crawford  
Council Member David Schwarz

**2. CITIZEN'S COMMENTS** None

**3. REPORTS TO COUNCIL**

**3.A. Police Report:** Captain Lane said that there were 195 business checks, 33 public relations, and a total of 272 calls for service. He stated that there were 16 traffic violations issued.

Captain Lane said that there was a forced entry of a contractor's vehicle in June. He stated that the Flock cameras were able to identify the vehicle's license plate and it was posted on the watch list. Officers were able to stop the vehicle in Spring Valley the next day.

Captain Lane also said that there was an accident at the 1100 block of Glourie Drive where a driver exiting a driveway struck a parked vehicle.

- 3.B. Building Official's Report:** Assistant City Secretary Stephens said that there were a few upcoming new construction projects. She stated that the generator permits have slowed down and that last month there was one (1) red tag issued.
- 3.C. Engineer's Report:** Engineer Him stated that the City of Houston will allow a partial survey of the right-of-way for the **Wirt Road Safety Project**, significantly reducing the cost. These requirements will be incorporated into the Interlocal Agreement. He said the permitting review will be processed internally with City of Houston instead of the normal contractor procedure.

Engineer Him asked if there was a desired timeline for executing the interlocal agreements with the City of Houston and Harris County. Council Member Gordy said that he would like to see a new budget estimate since the scope has been reduced. He stated that the communications with both City of Houston and Harris County have indicated that they are ready to proceed.

Council Member Gordy said that the budget should include an addendum for the ramps that the City of Houston requires to cross Wirt Road at each intersection. He stated that there are currently no traffic controls and that ramps can be added at the time a traffic signal and crosswalk are installed. Engineer Him said that the ramps will be part of the discussion with the City of Houston in the design phase.

Council Member Gordy said that it would be good if the design can be completed in the next three (3) to four (4) months. Attorney Bounds suggested proceeding with the City of Houston Interlocal Agreement without a specific project cost, instead including a statement that the City of Hilshire Village assumes financial responsibility. He said it could take a month to make it through their City Council.

Engineer Him said that he was notified of high levels of ammonia in the water from the Pine Creek Lane Meter Vault. He said that HDR Engineering is coordinating with the City of Houston to get the residual levels corrected. He stated that this has happened before but not at this meter site. Engineer Him said that there is a meeting at Pine Chase Grove with the City of Houston and he will discuss this issue with Engineer Telley Dennis at that time. Engineer Him said that he is coordinating with Inframark on a Nitrification Action Plan for the City.

Engineer Him said that this issue is caused by the way that the City receives its water as well as the prolonged outside heat creating bacteria in the water. He stated that the City receives water directly whereas other cities have subsurface storage tanks that can be treated with chemicals.

- 3.D. Fire Commissioner's Report:** Alternate Fire Commissioner Presswood stated that there was not a commission meeting this past month but on June 22<sup>nd</sup> they had an orientation for the new members. He said during the last election caused a lot of turnovers, and that half of the commissioners are new to the position.

Alternate Commissioner stated that the City is the Chair of the commission, but with the resignation of former Commissioner Byrne, the Vice Chair is now in charge.

Commissioner Presswood said that the City of Hedwig Village is the last Memorial Village to vote on the Village Fire Department's Budget and that it is on their August meeting agenda.

#### **4. DISCUSSION AND POSSIBLE ACTION**

##### **4.A. Discussion and approval to allow for the proposed home construction at 1210 Ridgeley Drive to construct a walkway and brick retaining wall within a portion of the existing finger of the ravine by providing mitigation by earthen cut to offset the filled area.**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Carey.

Engineer Karl Breckon, who designed the plan said that the flow rate in the proposal is the same as the current conditions. He said that they evaluated cross sections throughout the ditch to confirm this.

Engineer Him said that this property has been through multiple owners who have tried to develop it but have not been successful for one reason or another. He stated that the design presented includes a retaining wall on the house side of the ravine which would encroach on the bank. Engineer Him said that this section of the ravine is an overflow reservoir and does not necessarily have a flow. He stated that this design includes widening the opposite side of the ditch to accommodate for space lost to the retaining wall feature.

Rick and Janet Wourms, 8201 Burkhart Road, were in attendance and expressed concern about future rain events and how this change affects the way water flows down to their property. They stated that they have had issues in the past with previous owners and want to make sure that the proposed changes will not be detrimental to surface water flow.

Engineer Him stated that because the finger of the ravine is a reservoir area, and the fact that the developer will widen the ravine bank on the opposite side, there should not be an issue. Engineer Him recommended approving the design for the encroachment and excavation of the front finger ravine.

Council Member Gordy asked Engineer Him to review the culvert size under the driveway as it appeared to have been reduced in these plans.

Voting Yea: Council Member Gordy, Council Member Carey, Mayor Pro Tem Maddock

The motion carried 3-0.

##### **4.B. Discussion and approval of a LED Replacement Agreement with CenterPoint Energy Houston Electric, LLC**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Carey.

Council Member Carey said that he read through the provided agreement but was unclear about the cost. Administrator Blevins said that no costs or comparisons have been provided. Attorney Bounds said that he read through the agreement and said there was not enough information provided to determine a cost. He said CenterPoint should be able to provide better estimates based on the current inventory.

Council Member Gordy said that LED is a better option for longevity and cost-effectiveness while improving safety for the neighborhood. He said the information provided by CenterPoint does not specify if or how much money will be assessed after the installation, but that it appears the City of Pearland was able to work out an arrangement with them.

Janet Wourms, 8201 Burkhart Road, asked if the Council was discussing upgrades to the existing light poles or new ones. Council Member Gordy confirmed at this time the discussion is limited to existing equipment.

Ron Presswood, 8202 Burkhart Road, said that there is a street light near his house that is blocked by a tree. Council Member Gordy said that each light will have to be evaluated individually and that after installation CenterPoint will come back and make adjustments as needed.

The Council agreed that it is important to assess the current inventory and research lamp color tones, including what has already been installed in the surrounding City of Houston streets.

Mayor Pro Tem Maddock amended his motion to table this item until the next Regular Council Meeting, seconded by Council Member Carey.

Voting Yea to the Amended Motion: Council Member Gordy, Council Member Carey, Mayor Pro Tem Maddock

The motion carried 3-0.

## **5. REPORTS TO COUNCIL**

- 5.A. Mayor Buesinger's Report:** Mayor Buesinger said that Harris County Commissioner Ramsey expressed support for access to Hickory Shadows Park, including the addition of a dog watering station and a dog waste station, during their meeting.

Alternate Fire Commissioner Presswood stated that this sounded like a good project for Eagle Scouts and that he would have them work on a budget and project proposal to also include planting greenery.

- 5.B. City Administrator's Report:** Assistant City Secretary Stephens said that the complaint log is in good shape. She said that the City has received a \$20,000 bond

issuer check for the closing of the loan approved by the Hilshire Village Cultural Education Facilities Finance Corporation.

- 5.C. City Treasurer's Report:** Administrator Blevins will be scheduling budget workshops. She also recently had a meeting with Council Member Crawford on investment strategies.

## **6. CONSENT AGENDA**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.

- 6.A. Approve Disbursements
- 6.B. Approve the Minutes from the Regular Council Meeting, June 21, 2022
- 6.C. Approve the Check Registers
- 6.D. Approve the Quarterly Investment Report

Council Member Gordy asked about the invoice for the Flock cameras in the disbursements. Administrator Blevins said that this invoice is for the initial setup cost.

Mayor Pro Tem Maddock asked for an update on the Lift Station Generator. Council Member Gordy said the estimated time frame is October or November.

Voting Yea: Council Member Gordy, Council Member Carey, Mayor Pro Tem Maddock

The motion carried 3-0.

## **7. CLOSED EXECUTIVE SESSION**

**The Council convened into Executive Session at 7:59 PM.**

- 7.A. Discuss the appointment and duties of the Fire Commissioner
- 7.B. Discuss and possibly appoint a Fire Commissioner

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.

Council discussed appointing the current Alternate Fire Commissioner, Ron Presswood, to the position.

To advertise for a replacement Alternate, Administrator Blevins will put out a public notice and interview candidates in coordination with Commissioner Presswood.

Voting Yea: Council Member Gordy, Council Member Carey, Mayor Pro Tem Maddock

The motion carried 3-0.

**8. ADDITIONAL COUNCIL COMMENTS**

Council Member Gordy gave an update on the repairs of City Hall and items that did not make it into the budget. He stated that the City obtained quotes for new carpet, tile grout cleaning, interior paint, exterior paint, and gutters on the east side of the building. He said that an electrician is being sought to add plugs underneath the dais and clean up the network cables in the main office as well as some other small electrical items. Council Member Gordy said that the lighting in City Hall points upward and is inefficient. He said that the fixtures being considered are down lighting and will provide a better working environment. Council Member Gordy said that the budget for city hall repairs is estimated to be \$1,000 over budget. He said that one option is to split the lighting upgrades for the main office and council chambers between two fiscal years, and another option is to seek alternate fixtures.

Council Member Gordy said that the photocell controlling the exterior lights at City Hall also needs to be replaced.

**9. FUTURE AGENDA TOPICS**

**10. ANNOUNCEMENTS**

**11. ADJOURNMENT**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Carey.

Voting Yea: Council Member Gordy, Council Member Carey, Mayor Pro Tem Maddock

The motion carried 3-0.

**The meeting was adjourned at 8:31 P.M.**

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Robert Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary





# Budget Workshop Minutes

Tuesday, August 02, 2022 at 6:00 PM  
8301 Westview Drive, Houston, Texas 77055

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This meeting was held in person at City Hall

## 1. CALL TO ORDER

### 1.A. **PRESENT**

Council Member Mike Gordy  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock

Also Present Were: Administrator Blevins and Assistant City Secretary Stephens

### **ABSENT**

Mayor Bob Buesinger  
Council Member David Schwarz  
Council Member Justin Crawford

## 2. DISCUSSION

- 2.A. **Review FYE 2023 Budget, Capital Improvement Projects, Utility Rates, FYE 2022 Actuals and Proposed 22 Taxes:** City Administrator Blevins went over the different tax rates, the appraisal values, and line items of the budget. A calendar was set, and Council will vote on the proposed tax rate at the August 9, 2022, Special Council Meeting.

## 3. ADJOURNMENT

ATTEST:

\_\_\_\_\_  
Susan Blevins, City Secretary

\_\_\_\_\_  
Robert Buesinger, Mayor

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Jul 1, 2022 to Jul 31, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8751	7/1/22	GFL Environmental	11114	6,799.59
ACH3 07-01-22	7/1/22	A T & T	11114	370.55
ACH 07-01-22	7/1/22	Village Fire Department	11114	18,633.62
ACH2 07-01-22	7/1/22	Villages Mutual Insurance Coop	11114	4,580.89
ACH1 07-01-22	7/1/22	Sprg. Valley GenFund- Police/Court	11114	46,511.84
	7/1/22	Stephens, Cassandra L.	11114	1,689.32
8752	7/13/22	mess up check	11114	
ACH 07-13-22	7/13/22	Cashier, Tx Workforce Com	11114	2.60
ACH01 07-15-22	7/15/22	Stephens, Cassandra L.	11114	1,771.05
8755	7/15/22	Stephens, Cassandra L.	11114	98.40
8753	7/15/22	mess up check	11114	
8754	7/15/22	Stephens, Cassandra L.	11114	98.40
8754V	7/15/22	Stephens, Cassandra L.	11114	-98.40
ACH2-07-15-22	7/15/22	Ray, Lisa	11114	1,324.29
ACH 7-15-22	7/15/22	Blevins, Susan N.	11114	3,148.70
8757	7/18/22	Hudson Energy Services LLC	11114	572.62
8758	7/18/22	Centerpoint-Energy	11114	29.02
8759	7/18/22	A T & T	11114	134.78
8756	7/19/22	Sanchez Landscaping	11114	400.00
8760	7/19/22	Flock Safety	11114	8,250.00
8761	7/19/22	EZTASK	11114	1,500.00
8762	7/19/22	OFFICE DEPOT	11114	260.65
8763	7/19/22	Petty Cash	11114	154.39
8764	7/19/22	Amegy Bank	11114	1,563.53
8765	7/19/22	Olson & Olson, Attys at Law	11114	1,615.00
8766	7/19/22	BBG Consulting	11114	2,750.00
8767	7/19/22	Northwest Pest Patrol	11114	350.95
8768	7/19/22	HDR	11114	3,887.90
8769	7/19/22	Justin Lane	11114	200.00
ANT NOTE 1053	7/25/22	City of Hilshire Village	11117	8,620.88
ANT NOTE 1054	7/25/22	City of Hilshire Village	11117	15,000.00
ACH 07-31-22	7/31/22	Ray, Lisa	11114	1,197.51
ACH 07-31-23	7/31/22	Stephens, Cassandra L.	11114	1,696.65
ACH2 -31-22	7/31/22	Blevins, Susan N.	11114	3,149.64
Total				<u>136,264.37</u>

CITY OF HILSHIRE VILLAGE - UTILITY FUND  
**Check Register**  
 For the Period From Jul 1, 2022 to Jul 31, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4176	7/1/22	Inframark, LLC	11012	2,000.00
4177	7/1/22	Kay Chapman	11012	223.33
4178	7/1/22	Jose Cruz-Arboleda	11012	119.01
4179	7/1/22	Nancy Warrick	11012	160.56
4180	7/1/22	Inframark, LLC	11012	2,000.00
4181	7/1/22	Inframark, LLC	11012	2,027.53
4182	7/5/22	Hudson Energy Services LLC	11012	18.78
4183	7/5/22	A T & T	11012	772.54
4184	7/12/22	City of Hilshire Village	11012	15,310.27
4185	7/12/22	City of Hilshire Village	11012	15,366.54
4186	7/13/22	Void a check	11012	
4187	7/18/22	City of Houston, Public Wks	11012	8,439.29
4188	7/18/22	Cityof Houston#7099-3004-0015	11012	29,663.78
4189	7/19/22	Inframark, LLC	11012	6,317.23
4190	7/19/22	USIC Locating Services	11012	1,295.07
4191	7/27/22	Texas Excavation Safety System, Inc	11012	31.35
4192	7/27/22	CA Labs Dallas	11012	175.00
Total				<u>83,920.28</u>