



# Regular Council Meeting Agenda

Tuesday, August 20, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**The City Council of Hilshire Village, Texas will meet on Tuesday, August 20, 2024, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.** Individuals may personally engage with the City Council during the meeting at City Hall or through written communication. Please ensure your comments are submitted in advance to [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com). Participants attending the meeting via videoconference will not have audio or video functionalities enabled.

Virtual Meeting via Microsoft Teams:  
Meeting ID: 235 303 829 496  
Passcode: xZh2i2

## 1. CALL TO ORDER

- 1.A. Invocation (Mayor Pro Tem Carey)
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

## 2. CITIZEN'S COMMENTS

Citizens may address the Council for up to three minutes on any topic, whether on the agenda or not. Speakers can choose to speak immediately or wait until the relevant agenda item is discussed, if applicable. When addressing the Council, speakers must use the microphone and state their name and address before speaking. Any prepared remarks should be submitted to the City Secretary before the meeting begins. Please note that due to Open Meetings Act regulations, the Council cannot deliberate on non-agenda items raised during this time. Such items may be scheduled for a future meeting if Council action is required.

## 3. REPORTS TO COUNCIL

- [3.A.](#) Spring Valley Police Report
- [3.B.](#) Fire Commissioner's Report (Commissioner Garofalo, Mayor Buesinger)
- [3.C.](#) City Engineer's Report
- [3.D.](#) Building Official's Report (Secretary Stephens)
- 3.E. Mayor Buesinger's Report

**3.F.** City Secretary's Report: (City Secretary Stephens)  
Call Log  
Consent Agenda

**3.G.** City Treasurer's Report (City Secretary Stephens)

**4. CONSENT AGENDA**

**4.A.** Approve Disbursements

**4.B.** Approve Minutes from the Regular Council Meeting June 18, 2024

**4.C.** Approve Minutes from the Regular Council Meeting July 16, 2024.

**4.D.** Approve Check Registers

**4.E.** Approve Investment Policy

**4.F.** Approve Finance Policy

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A.** Discussion and possible approval to review the 2024 Debt Series draft Preliminary Official Statement (POS). Before finalizing details like interest rates and payment schedules, a (POS) is shared to let potential buyers know the basic terms of the bond. This helps inform the market before bids are made or prices are set.  
Note: Newspaper notices were published on July 24 and July 31.

**5.B.** Fiscal Year 2025 Budget Workshop #2: Utility rate increases, review tax rates, presentation of salary surveys.

**5.C.** Discussion and possible approval of the City of Hilshire Village Resolution 2024-266 approving the Proposed 2024 Tax Rate and authorizing the City Secretary as the designated employee of the City to make the calculations required by Section 26.04 of the Tax Code, and provide information to other governmental entities regarding the adoption of the City's 2024 tax rate and to publish the required information.

No New Revenue M&O Tax Rate	\$0.438454/\$100
Voter Approval M&O Tax Rate	\$0.453799/\$100
Voter Approval I&S (Debt) Tax Rate	\$0.104335/\$100

(City Secretary Stephens)

**6. FUTURE AGENDA TOPICS**

September 10th Budget Workshop #3, Public Hearing  
September 17th Approve 2025 Budget & 2024 Tax Rate

**7. 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 the 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, Cassie Stephens, 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 August 16, 2024 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 before this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

07\01\2024  
 thru 07\31\2024  
 Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	2
145	ACCIDENT - FSGI	1
22	ALARM	9
23	AMBULANCE CALL	3
135	BUSINESS CHECK	960
53	DEBRIS IN ROADWAY	3
60	FIRE CALL	1
65	GAS LEAK	1
68	HOUSE CHECK	50
70	INFORMATION	10
76	LOUD NOISE	1
81	OPEN DOOR	3
162	PARKING VIOLATION	7
86	PUBLIC RELATIONS	39
96	SOLICITOR	2
97	SPECIAL ASSIGNMENT	17
99	STALLED VEHICLE	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	3
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	16
112	VEHICLE CHECK	1
163	VIOLATION OF CITY ORDINANCE	1
<b>Total</b>		<b>1,137</b>

# SPRING VALLEY VILLAGE POLICE DEPARTMENT

**MONTHLY NEWSLETTER:  
AUGUST 2024**

**1025 CAMPBELL ROAD  
HOUSTON, TX 77055  
PHONE: 713-465-8323**



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

# INTRODUCTION

*Hilshire Village Residents,*

Summer is almost over and hopefully the heat advisories are too. School will soon be back in session, so be aware of buses and children in the school zones.

**KEEP IN MIND:**

- Be sure to lock all doors and windows in your home, when you are not on the premises.
- Lock your vehicle when it is unoccupied.

As always we are here if you need us!

*Sincerely,  
Chief M. Schulze*



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL: DISPATCH@SPRINGVALLEYTX.COM

# AUGUST 2024

DATE	DAY	SPECIAL DAYS FOR THIS MONTH
08-15-2024	THURSDAY	FIRST DAY OF SCHOOL



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

## Helpful Links to Spring Branch Independent School District:

SBISD Website: <https://www.springbranchisd.com/>

SBISD Link to Printable Academic Calendar for 2023-2024 :  
[www. https://www.springbranchisd.com/about/calendars](https://www.springbranchisd.com/about/calendars)



# Spring Valley Village Police Department



## TIPS TO PROVENT STOLEN VEHICLE



- ✓ LOCK YOUR CAR AND ACTIVATE THE ALARM
- ✓ NEVER LEAVE A HIDDEN KEY INSIDE THE VEHICLE
- ✓ PARK IN WELL-LIT AREA
- ✓ NEVER LEAVE YOUR CAR RUNNING UNATTENDED
- ✓ DO NOT IGNORE VEHICLE ALARM SYSTEM WARNINGS

Local jurisdiction statistics in our area reveal that newer models of Chevrolet Silverado and GMC Sierra are the top vehicles targeted by thieves so far this year. It's important to stay vigilant and follow these tips to protect your vehicle from theft.



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL: [DISPATCH@SPRINGVALLEYTX.COM](mailto:DISPATCH@SPRINGVALLEYTX.COM)



# Summer Safety Tips:

## Heat-Related Emergencies

- Always, make sure you “Look Before They Lock”. Do not leave children, senior citizens, or pets unattended in a vehicle.
- Before conducting outdoor activities and feeling thirsty, drink plenty of water and electrolyte-replacement beverages. Avoid beverages or food sources with caffeine, alcohol, or large amounts of sugar because these can result in the loss of body fluid.
- Most popular sodas contain high levels of sugar and should be avoided when conducting a strenuous activity. Avoid drinking alcohol the evening before conducting strenuous exercise.
- Conduct outdoor work or exercise in the early morning or evening when it is cooler.
- A wide-brimmed, loose-fitting hat that allows ventilation helps prevent sunburn and heat-related emergencies. Sunscreen also helps protect injury from the sun's rays and reduces the risk of sunburn.
- Wear lightweight, light-colored, loose-fitting clothing that permits the evaporation of perspiration.

## Common Heat-Related Medical Emergencies

**Be Aware of your symptoms as well as those around you. You and your family and friends may not realize they are becoming overheated.**

- Heat cramps – Stop all activity, go to a cooler area, drink clear juice or a sport drink, and rest for a few hours until the cramps subside. Seek medical attention for heat cramps if they do not subside in one hour.
- Heat Exhaustion – Signs include profuse sweating, paleness, muscle cramps, weakness, dizziness, headache, nausea or vomiting, a weak-but-rapid pulse, and fainting. The skin may be cool and moist. If heat exhaustion is untreated, it may progress to heat stroke.
- Heat Stroke – Heat stroke occurs when the body’s temperature rises rapidly, the sweating system fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given. Symptoms include an extremely high body temperature (above 103°F, orally), red, hot, and dry skin (no sweating), rapid and strong pulse, throbbing headache, dizziness, nausea, confusion, and unconsciousness



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# KEEP IN MIND:



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# SPRING VALLEY POLICE DEPARTMENT

## HILSHIRE VILLAGE

CALLS BY TYPE: 07/01/24 THRU 07/31/24

TYPE	DESCRIPTION	# OF CALLS
21	911 HANG UP	2
6	ACCIDENT	2
145	ACCIDENT – FSGI	1
22	ALARM	9
23	AMBULANCE CALL	3
135	BUSINESS CHECK	960
53	DEBRIS IN ROADWAY	3
60	FIRE CALL	1
65	GAS LEAK	1
68	HOUSE CHECK	50
70	INFORMATION	10
76	LOUD NOISE	1
81	OPEN DOOR	3
162	PARKING VIOLATION	7
86	PUBLIC RELATIONS	39
96	SOLICITOR	2
97	SPECIAL ASSIGNMENT	17
99	STALLED VEHICLE	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	3
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	16
112	VEHICLE CHECK	1
163	VIOLATION OF CITY ORDINANCE	1
	<b>TOTAL</b>	<b>1137</b>



**COMMUNITY MATTERS.  
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1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:  
DISPATCH@SPRINGVALLEYTX.COM

# IMPORTANT NUMBERS AT A GLANCE



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## EMERGENCY

## NON - EMERGENCY

911 - FOR ALL EMERGENCY	713-465-8323
988 – NATIONAL SUICIDE & MENTAL HEALTH	

## SPRING VALLEY VILLAGE

## VILLAGE FIRE DEPARTMENT

SPRING VALLEY - CITY HALL	713-465-8308	VILLAGE FIRE DEPARTMENT	713-465-2323
SPRING VALLEY - PD	713-465-8323	VFD - NON-EMERGENCY	713-468-7941
SPRING VALLEY - PD FAX	713-465-3135		
SPRING VALLEY - COURT	713-465-0333		

## HILSHIRE VILLAGE

HILSHIRE VILLAGE – CITY HALL	713-973-1779		
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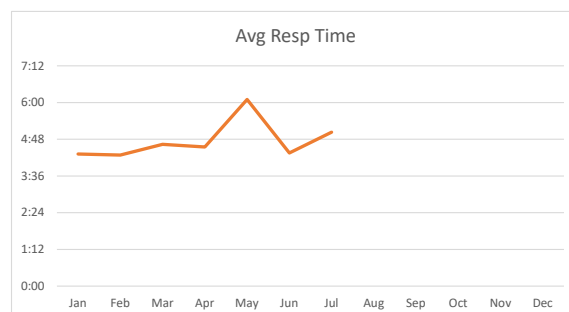
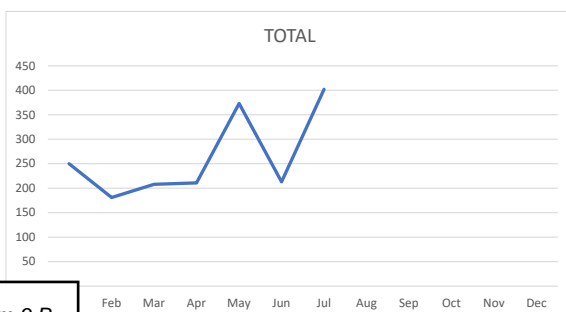
Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

July 2024 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>250</b>	<b>181</b>	<b>208</b>	<b>211</b>	<b>373</b>	<b>213</b>	<b>402</b>						<b>1838</b>
Abdominal Pain	0	1	1	2	4	3	2						13
Allergic Reaction	2	1	2	2	1	1	0						9
Animal Bite	0	0	1	0	0	0	0						1
Apartment Fire	0	0	0	0	0	0	1						1
Assult	0	1	1	0	1	1	0						4
Automatic Aid	3	2	3	4	1	0	0						13
Automatic Aid- Apartment Fire	13	6	13	10	4	2	5						53
Automatic Aid- Building Fire	4	2	2	3	0	1	1						13
Automatic Aid- Elevator Rescue	3	1	1	0	1	2	2						10
Automatic Aid- Entrapment MVC	1	3	1	0	1	0	0						6
Automatic Aid- Gas Leak	1	1	2	3	2	0	3						12
Automatic Aid- High Rise Fire	0	2	1	0	0	0	0						3
Back Pain	0	0	2	1	1	1	0						5
Burn Victim	0	0	0	0	0	0	2						2
Carbon Monoxide Detector With Symptoms	0	1	0	0	2	0	3						6
Carbon Monoxide Detector No Symptoms	2	3	3	1	11	8	11						39
Cardiac/Respiratory Arrest	1	1	0	0	0	1	0						3
Check a Noxious Odor	2	1	0	1	0	0	0						4
Check for Fire	0	0	1	0	1	0	7						9
Check for the Smell of Natural Gas	2	3	6	2	18	2	5						38
Check for the Smell of Smoke	2	2	1	2	5	2	5						19
Chest Pain	3	1	4	1	3	4	4						20
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1	0	1						2
Child Locked in a Vehicle Engine not running	0	1	0	0	1	1	0						3
Choking	1	1	2	0	0	0	0						4
Diabetic Emergency	1	2	2	1	0	1	0						7
Difficulty Breathing	9	5	8	12	4	3	8						49
Dumpster Fire Not near Structure	0	0	0	0	1	1	0						2
Electrical Fire	0	0	1	0	1	0	1						3
Elevator Rescue	1	0	0	0	2	1	4						8
Entrapment- Non MVC	0	0	1	0	1	0	0						2
Eye Problems	0	0	0	0	0	1	0						1
Fall Victim	10	8	13	9	11	8	6						65
Fire Alarm Business	8	6	3	6	9	9	6						47
Fire Alarm Church or School	10	6	3	4	9	8	6						46
Fire Alarm Residence	36	28	23	25	57	38	59						266
Gas Leak	3	0	5	4	15	1	3						31
Grass Fire	0	0	0	0	0	0	1						1
HAZMAT Emergency	0	0	0	0	0	1	0						1
Headache- Stroke symptoms not present	0	0	0	2	0	1	0						3
Heart Problems	8	6	4	6	6	5	2						37
Heat/Cold Exposure	1	0	0	0	0	2	2						5
Hemorrhage/Laceration	1	2	1	1	1	1	1						8
House Fire	2	0	1	1	6	4	3						17
Injured Party	4	4	4	3	4	4	4						27
Medical Alarm	6	5	4	2	9	3	5						34
Motor Vehicle Collision	23	15	21	25	21	24	31						160
Motor Vehicle Collision with Entrapment	0	0	1	1	2	0	1						5
Object Down in Roadway	6	1	5	6	17	5	67						107
Oven/Appliance Fire	1	0	0	0	0	0	1						2
Overdose/Poisoning	1	1	2	0	3	0	2						9
Possible D.O.S.	1	0	1	2	0	0	0						4
Powerlines Down Arcing/Burning	3	0	3	6	41	14	66						133
Pregnancy/ Childbirth	1	0	0	0	0	0	0						1
Psychiatric Emergency	3	6	2	2	3	2	4						22
Seizures	4	2	8	4	2	1	7						28
Service Call Non-emergency	14	16	12	15	36	8	17						118
Shooting/Stabbing	1	0	0	0	2	1	0						4
Sick Call	21	15	15	19	23	20	19						132
Smoke in Business	1	0	0	0	0	0	0						1
Smoke in Residence	1	0	1	1	0	1	0						4
Stroke	5	1	3	2	3	1	5						20
Transformer Fire	3	0	2	2	11	1	11						30
Trash Fire	0	0	0	0	1	0	0						1
Traumatic Injury	1	3	0	1	0	0	0						5
Unconscious Party/Syncope	14	9	7	10	10	11	7						68
Unknown Medical Emergency	1	2	3	5	1	3	1						16
Vehicle Fire	4	3	1	2	3	0	0						13
Wash Down	1	1	1	0	0	0	0						3

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar	151	4:38
Apr	148	4:33
May	279	6:06
Jun	166	4:21
Jul	267	5:02
Aug		
Sep		
Oct		
Nov		
Dec		
<b>Total</b>	<b>1311</b>	<b>4:45</b>

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



Item 3.B.

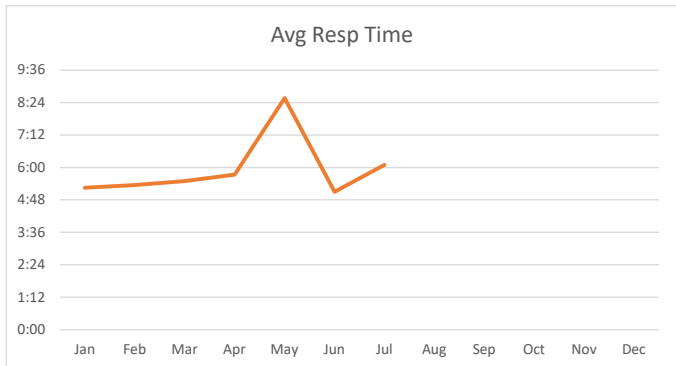
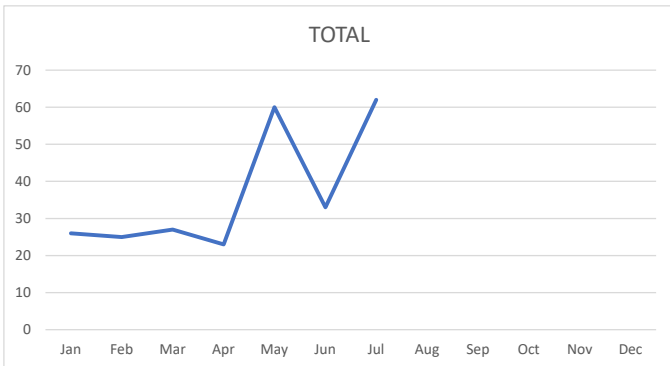


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### July 2024 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>26</b>	<b>25</b>	<b>27</b>	<b>23</b>	<b>60</b>	<b>33</b>	<b>62</b>						<b>256</b>
Abdominal Pain	0	0	0	0	0	1	0						1
Assult	0	1	0	0	0	0	0						1
Back Pain	0	0	0	0	0	1	0						1
Carbon Monoxide Detector No Symptoms	0	0	1	0	0	2	3						6
Check for Noxious Odor	1	0	0	0	0	0	0						1
Check for Fire	0	0	0	0	0	0	4						4
Check for the Smell of Natural Gas	2	0	2	0	3	0	0						7
Check for the Smell of Smoke	0	1	1	0	3	1	1						7
Chest Pain	0	0	0	0	1	0	0						1
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1	0	0						1
Diabetic Emergency	0	1	0	0	0	1	0						2
Difficulty Breathing	0	0	2	4	1	0	1						8
Dumpster Fire Not near Structure	0	0	0	0	1	0	0						1
Electrical Fire	0	0	0	0	1	0	0						1
Entrapment- Non MVC	0	0	0	0	1	0	0						1
Fall Victim	0	1	4	1	1	1	0						8
Fire Alarm Business	0	1	0	0	0	0	1						2
Fire Alarm Church or School	3	0	1	0	0	0	0						4
Fire Alarm Residence	7	7	4	4	6	11	14						53
Gas Leak	0	0	1	0	4	0	1						6
Heart Problems	1	0	0	0	1	0	0						2
Heat/Cold Exposure	0	0	0	0	0	0	1						1
Hemorrhage/Laceration	0	1	1	0	0	0	0						2
House Fire	0	0	0	1	0	0	0						1
Injured Party	1	0	1	1	2	1	1						7
Medical Alarm	0	0	1	1	1	1	0						4
Motor Vehicle Collision	2	1	1	2	1	1	2						10
Object Down in Roadway	1	0	1	3	4	2	9						20
Overdose/Poisoning	0	0	0	0	1	0	0						1
Powerlines Down Arcing/Burning	0	0	0	2	11	5	12						30
Psychiatric Emergency	0	1	0	0	1	0	0						2
Seizures	1	0	0	2	0	1	0						4
Service Call Non-emergency	2	5	3	1	9	0	7						27
Sick Call	2	2	3	1	2	2	1						13
Smoke in Residence	1	0	0	0	0	0	0						1
Stroke	0	1	0	0	0	0	2						3
Transformer Fire	0	0	0	0	2	0	1						3
Unconscious Party/Syncope	1	2	0	0	2	1	1						7
Unknown Medical Emergency	0	0	0	0	0	1	0						1
Vehicle Fire	1	0	0	0	0	0	0						1

Month	# of Incidents	Avg Resp Time
Jan	17	5:15
Feb	16	5:21
Mar	19	5:30
Apr	16	5:44
May	43	8:34
Jun	26	5:06
Jul	40	6:06
Aug		
Sep		
Oct		
Nov		
Dec		
	<hr/> 177	<hr/> 5:56





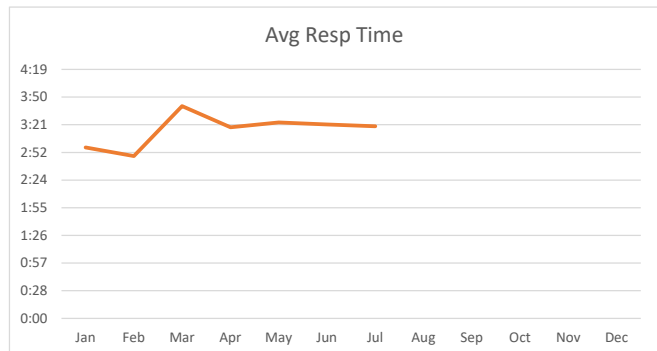
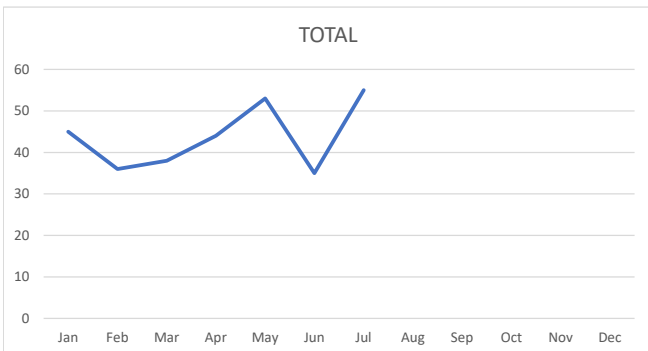


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### July 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>47</b>	<b>39</b>	<b>47</b>	<b>49</b>	<b>63</b>	<b>39</b>	<b>71</b>						<b>355</b>
Abdominal Pain	0	0	0	2	1	1	0						4
Allergic Reaction	1	0	1	1	0	0	0						3
Animal Bite	0	0	1	0	0	0	0						1
Assult	0	0	1	0	0	0	0						1
Back Pain	0	0	1	0	0	0	0						1
Carbon Monoxide Detector No Symptoms	0	0	0	0	4	2	1						7
Cardiac/Respiratory Arrest	0	0	0	0	0	1	0						1
Check for Fire	0	0	0	0	0	0	1						1
Check for the Smell of Natural Gas	0	2	0	1	0	0	0						3
Check for the Smell of Smoke	1	1	0	1	1	1	1						6
Chest Pain	2	1	0	0	2	1	0						6
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	0	1						1
Choking	0	0	2	0	0	0	0						2
Diabetic Emergency	0	1	2	0	0	0	0						3
Difficulty Breathing	3	0	2	3	0	1	3						12
Dumpster Fire Not near Structure	0	0	0	0	0	1	0						1
Elevator Rescue	1	0	0	0	0	0	2						3
Eye Problems	0	0	0	0	0	1	0						1
Fall Victim	2	3	1	0	1	1	1						9
Fire Alarm Business	4	5	3	4	4	6	4						30
Fire Alarm Church or School	1	3	0	1	4	1	3						13
Fire Alarm Residence	1	0	4	5	1	1	3						15
Gas Leak	0	0	2	0	4	0	0						6
Heart Problems	2	1	0	2	1	1	1						8
Heat/Cold Exposure	1	0	0	0	0	0	1						2
Hemorrhage/Laceration	0	0	0	0	0	0	1						1
House Fire	0	0	1	0	1	0	0						2
Injured Party	2	0	2	0	0	0	0						4
Medical Alarm	1	0	2	0	0	1	1						5
Motor Vehicle Collision	7	5	4	5	6	3	10						40
Motor Vehicle Collision with Entrapment	0	0	0	0	1	0	0						1
Object Down in Roadway	0	1	1	0	3	1	11						17
Oven/Appliance Fire	1	0	0	0	0	0	0						1
Overdose/Poisoning	0	1	0	0	1	0	2						4
Powerlines Down Arcing/Burning	1	0	0	0	9	1	6						17
Psychiatric Emergency	2	5	0	0	2	0	1						10
Seizures	0	0	2	0	1	0	1						4
Service Call Non-emergency	0	1	3	4	6	2	3						19
Shooting/Stabbing	1	0	0	0	0	0	0						1
Sick Call	4	4	6	12	8	9	8						51
Smoke in Business	1	0	0	0	0	0	0						1
Smoke in Residence	0	0	1	0	0	0	0						1
Stroke	0	0	0	2	0	0	1						3
Transformer Fire	0	0	2	1	1	0	2						6
Traumatic Injury	0	1	0	0	0	0	0						1
Unconscious Party/Syncope	6	1	1	3	1	3	2						17
Unknown Medical Emergency	0	1	0	2	0	0	0						3
Vehicle Fire	1	2	1	0	0	0	0						4
Wash Down	1	0	1	0	0	0	0						2

Month	# of Incidents	Avg Resp Time
Jan	45	2:58
Feb	36	2:49
Mar	38	3:41
Apr	44	3:19
May	53	3:24
Jun	35	3:22
Jul	55	3:20
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	306	3:16



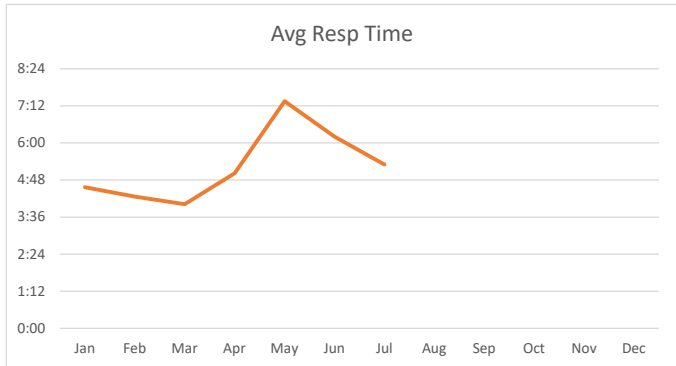
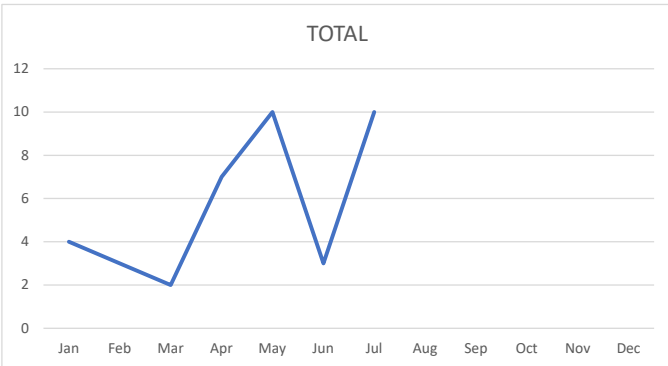


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### July 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>10</b>						<b>39</b>
Abdominal Pain	0	0	0	0	0	1	0						1
Carbon Monoxide Detector No Symptoms	0	0	0	0	3	0	0						3
Check for the Smell of Natural Gas	0	0	0	0	0	0	1						1
Difficulty Breathing	1	0	0	0	0	0	1						2
Fall Victim	1	0	0	0	1	0	0						2
Fire Alarm Business	1	0	0	0	1	0	0						2
Fire Alarm Church or School	0	1	0	1	1	1	2						6
Fire Alarm Residence	0	0	0	0	1	0	0						1
Heart Problems	0	1	0	0	0	0	0						1
House Fire	0	0	0	0	1	0	0						1
Injured Party	0	1	0	0	0	0	0						1
Motor Vehicle Collision	0	0	1	0	0	0	1						2
Object Down in Roadway	0	0	0	1	0	0	1						2
Possible D.O.S.	0	0	0	1	0	0	0						1
Powerlines Down Arcing/Burning	0	0	0	0	0	0	1						1
Seizures	0	0	0	1	0	0	0						1
Service Call Non-emergency	0	0	0	1	0	0	1						2
Sick Call	0	0	0	0	0	1	1						2
Stroke	1	0	0	0	1	0	1						3
Traumatic Injury	0	0	0	1	0	0	0						1
Unconscious Party/Syncope	0	0	0	1	0	0	0						1
Unknown Medical Emergency	0	0	1	0	1	0	0						2

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar	1	4:01
Apr	5	5:01
May	8	7:21
Jun	2	6:12
Jul	8	5:18
Aug		
Sep		
Oct		
Nov		
Dec		
30		5:14



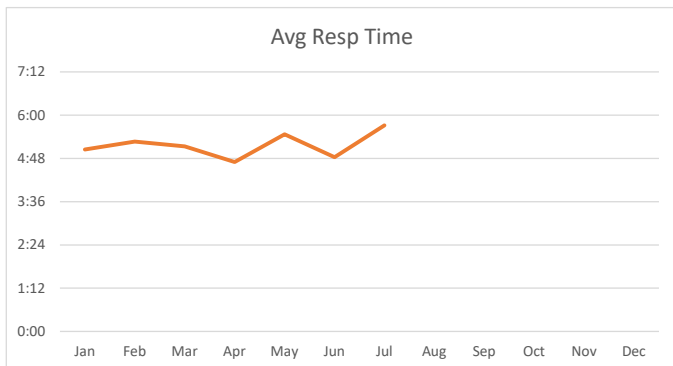
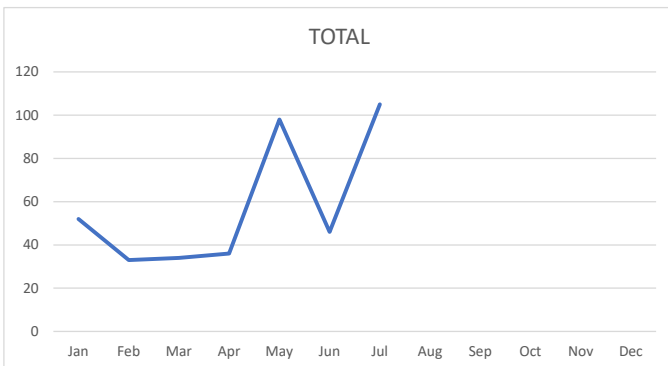


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### July 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>52</b>	<b>33</b>	<b>34</b>	<b>36</b>	<b>98</b>	<b>46</b>	<b>105</b>						<b>404</b>
Abdominal Pain	0	0	0	0	1	0	0						1
Allergic Reaction	0	0	0	1	1	0	0						2
Assault	0	0	0	0	0	1	0						1
Back Pain	0	0	0	1	1	0	0						2
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1	0	0						1
Carbon Monoxide Detector No Symptoms	0	1	0	1	2	2	3						9
Check a Noxious Odor	1	1	0	0	0	0	0						2
Check for Fire	0	0	1	0	0	0	1						2
Check for the Smell of Natural Gas	0	0	1	1	9	0	3						14
Check for the Smell of Smoke	1	0	0	0	0	0	2						3
Chest Pain	1	0	1	0	0	1	3						6
Child Locked in a Vehicle Engine not running	0	0	0	0	1	0	0						1
Choking	1	0	0	0	0	0	0						1
Diabetic Emergency	1	0	0	1	0	0	0						2
Difficulty Breathing	0	2	1	2	0	1	1						7
Electrical Fire	0	0	1	0	0	0	1						2
Entrapment- Non MVC	0	0	1	0	0	0	0						1
Fall Victim	5	2	3	3	4	3	2						22
Fire Alarm Business	2	0	0	1	3	1	1						8
Fire Alarm Church or School	0	1	0	0	1	0	0						2
Fire Alarm Residence	13	13	5	4	33	9	20						97
Gas Leak	0	0	0	1	4	0	0						5
Grass Fire	0	0	0	0	0	0	1						1
Headache- Stroke symptoms not present	0	0	0	0	0	1	0						1
Heart Problems	1	2	2	0	1	1	1						8
Hemorrhage/Laceration	0	0	0	0	1	0	0						1
House Fire	0	0	0	0	2	2	1						5
Injured Party	1	2	0	1	0	1	1						6
Medical Alarm	3	1	0	0	4	0	1						9
Motor Vehicle Collision	3	0	2	2	2	9	6						24
Motor Vehicle Collision with Entrapment	0	0	1	0	0	0	0						1
Object Down in Roadway	1	0	0	1	4	1	22						29
Overdose/Poisoning	1	0	1	0	0	0	0						2
Possible D.O.S.	0	0	0	1	0	0	0						1
Powerlines Down Arcing/Burning	0	0	1	3	8	3	23						38
Psychiatric Emergency	0	0	2	1	0	1	1						5
Seizures	1	0	1	0	0	0	3						5
Service Call Non-emergency	5	5	3	3	7	3	3						29
Sick Call	5	0	2	2	2	2	2						15
Stroke	1	0	1	0	1	0	1						4
Transformer Fire	1	0	0	0	5	1	2						9
Traumatic Injury	0	1	0	0	0	0	0						1
Unconscious Party/Syncope	4	1	2	3	0	3	0						13
Unknown Medical Emergency	0	0	2	2	0	0	0						4
Vehicle Fire	0	0	0	1	0	0	0						1
Wash Down	0	1	0	0	0	0	0						1

Month	# of Incidents	Avg Resp Time
Jan	40	5:03
Feb	21	5:16
Mar	29	5:08
Apr	30	4:42
May	75	5:28
Jun	35	4:50
Jul	67	5:43
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	297	5:10

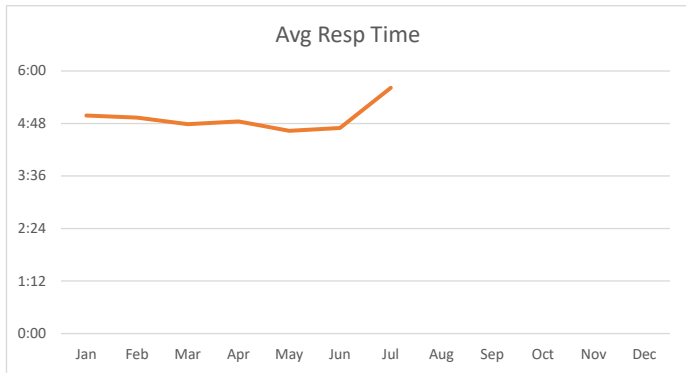
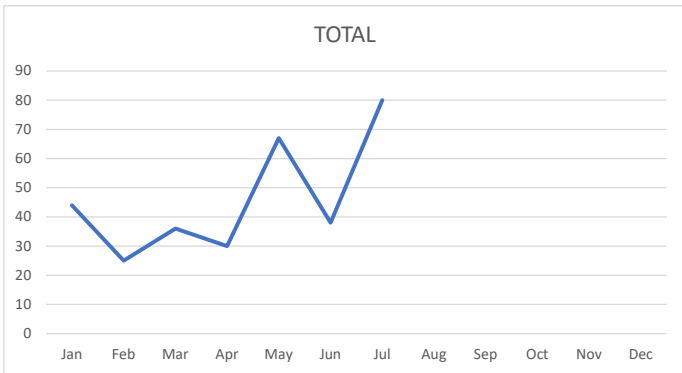




Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### July 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>36</b>	<b>30</b>	<b>67</b>	<b>38</b>	<b>80</b>						<b>320</b>	Jan	23	4:59
Abdominal Pain	0	0	1	0	1	0	0						2	Feb	16	4:56
Allergic Reaction	0	1	0	0	0	0	0						1	Mar	29	4:47
Assult	0	0	0	0	1	0	0						1	Apr	18	4:51
Back Pain	0	0	1	0	0	0	0						1	May	47	4:38
Carbon Monoxide Alarm with Symptoms	0	0	0	0	0	0	2						2	Jun	29	4:42
Carbon Monoxide Detector No Symptoms	0	0	1	0	1	0	3						5	Jul	50	5:37
Cardiac/Respiratory Arrest	0	1	0	0	0	0	0						1	Aug		
Check for the Smell of Natural Gas	0	1	2	0	2	1	0						6	Sep		
Check for the Smell of Smoke	0	0	0	0	0	0	1						1	Oct		
Chest Pain	0	0	2	0	0	0	0						2	Nov		
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1	0						1	Dec		
Choking	0	1	0	0	0	0	0						1		212	4:55
Difficulty Breathing	2	2	3	0	1	0	0						8			
Fall Victim	1	1	4	1	3	1	2						13			
Fire Alarm Business	0	0	0	0	1	0	0						1			
Fire Alarm Church or School	5	0	1	1	2	4	0						13			
Fire Alarm Residence	13	7	7	8	11	12	18						76			
Gas Leak	3	0	0	3	0	0	1						7			
Headache- Stroke symptoms not present	0	0	0	1	0	0	0						1			
Heart Problems	0	1	1	1	1	0	0						4			
Heat/Cold Exposure	0	0	0	0	0	1	0						1			
Hemorrhage/Laceration	1	0	0	0	0	0	0						1			
House Fire	0	0	0	0	2	1	0						3			
Injured Party	0	0	0	1	2	0	0						3			
Medical Alarm	2	1	1	1	1	0	2						8			
Motor Vehicle Collision	1	1	2	1	3	1	1						10			
Motor Vehicle Collision with Entrapment	0	0	0	0	1	0	0						1			
Object Down in Roadway	3	0	2	1	4	1	19						30			
Overdose/Poisoning	0	0	0	0	1	0	0						1			
Possible D.O.S.	1	0	1	0	0	0	0						2			
Powerlines Down Arcing/Burning	2	0	1	1	9	5	16						34			
Psychiatric Emergency	0	0	0	1	0	0	2						3			
Seizures	0	0	0	0	1	0	0						1			
Service Call Non-emergency	4	4	3	6	9	2	2						30			
Shooting/Stabbing	0	0	0	0	2	1	0						3			
Sick Call	2	1	1	2	3	4	3						16			
Smoke in Residence	0	0	0	0	0	1	0						1			
Stroke	2	0	2	0	1	0	0						5			
Transformer Fire	1	0	0	0	2	0	4						7			
Traumatic Injury	1	0	0	0	0	0	0						1			
Unconscious Party/Syncope	0	2	0	1	2	1	3						9			
Unknown Medical Emergency	0	1	0	0	0	1	1						3			



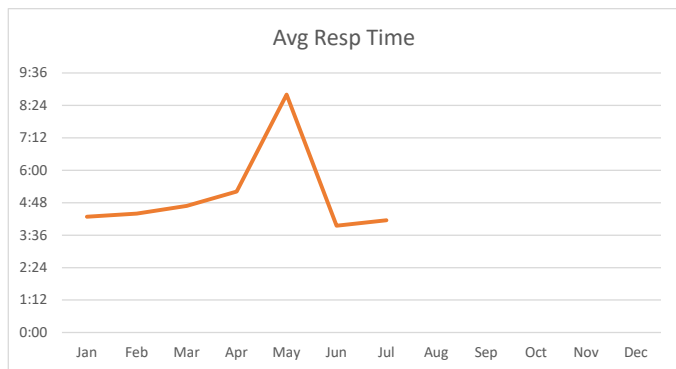
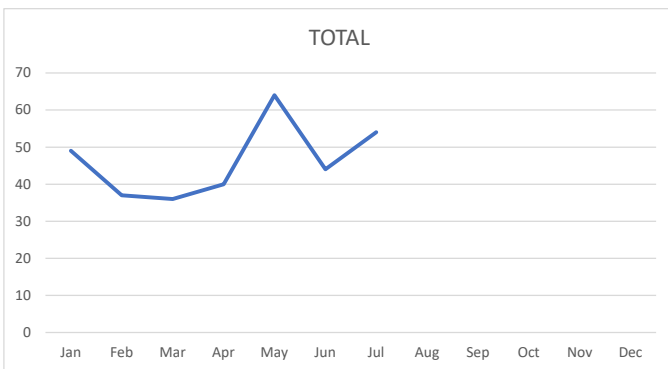


Village Fire Department  
 901 Corbindale Rd  
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 Phone# (713) 468-7941 Fax# (713) 468-5039

### July 2024 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>49</b>	<b>37</b>	<b>36</b>	<b>40</b>	<b>64</b>	<b>44</b>	<b>54</b>						<b>324</b>
Abdominal Pain	0	1	0	0	1	0	2						4
Allergic Reaction	1	0	1	0	0	1	0						3
Carbon Monoxide Alarm with Symptoms	0	1	0	0	1	0	1						3
Carbon Monoxide Detector No Symptoms	2	1	1	0	1	2	1						8
Cardiac/Respiratory Arrest	1	0	0	0	0	0	0						1
Check a Noxious Odor	0	0	0	1	0	0	0						1
Check for Fire	0	0	0	0	1	0	1						2
Check for the Smell of Natural Gas	0	0	1	0	4	1	0						6
Check for the Smell of Smoke	0	0	0	0	1	0	0						1
Chest Pain	0	0	1	0	0	2	1						4
Difficulty Breathing	3	1	0	3	2	1	2						12
Elevator Rescue	0	0	0	0	2	1	0						3
Fall Victim	1	1	1	4	1	2	1						11
Fire Alarm Business	1	0	0	0	0	2	0						3
Fire Alarm Church or School	0	1	1	1	1	1	1						6
Fire Alarm Residence	2	1	2	4	5	5	3						22
Gas Leak	0	0	1	0	3	0	1						5
HAZMAT Emergency	0	0	0	0	0	1	0						1
Headache- Stroke symptoms not present	0	0	0	1	0	0	0						1
Heart Problems	4	1	1	3	2	3	0						14
Heat/Cold Exposure	0	0	0	0	0	1	0						1
Hemorrhage/Laceration	0	1	0	1	0	1	0						3
House Fire	2	0	0	0	0	1	2						5
Injured Party	0	1	1	0	0	2	2						6
Medical Alarm	0	3	0	0	3	0	1						7
Motor Vehicle Collision	10	8	11	13	9	9	11						71
Motor Vehicle Collision with Entrapment	0	0	0	1	0	0	1						2
Object Down in Roadway	1	0	1	0	2	0	5						9
Oven/Appliance Fire	0	0	0	0	0	0	1						1
Overdose/Poisoning	0	0	1	0	0	0	0						1
Powerlines Down Arcing/Burning	0	0	1	0	4	0	7						12
Pregnancy/ Childbirth	1	0	0	0	0	0	0						1
Psychiatric Emergency	1	0	0	0	0	1	0						2
Seizures	2	2	5	1	0	0	3						13
Service Call Non-emergency	1	1	0	0	3	1	1						7
Sick Call	8	8	3	2	8	2	4						35
Smoke in Residence	0	0	0	1	0	0	0						1
Stroke	1	0	0	0	0	1	0						2
Transformer Fire	1	0	0	1	1	0	1						4
Trash Fire	0	0	0	0	1	0	0						1
Traumatic Injury	0	1	0	0	0	0	0						1
Unconscious Party/Syncope	3	3	3	1	5	2	1						18
Unknown Medical Emergency	1	0	0	1	0	1	0						3
Vehicle Fire	2	1	0	1	3	0	0						7

Month	# of Incidents	Avg Resp Time
Jan	46	4:17
Feb	34	4:24
Mar	35	4:41
Apr	35	5:13
May	53	8:48
Jun	39	3:57
Jul	47	4:09
Aug		
Sep		
Oct		
Nov		
Dec		
289		5:04





August 16, 2024

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

Re: Engineer's Report for August 20, 2024 Council Meeting  
HDR Job No. 10361759

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from July 12, 2024 to August 16, 2024:

1. On-Going Services (10361759):

a. 8001 Anadell Street –

- On August 14, 2024, HDR received a right of way permit for 8001 Anadell Street. The right of way permit is currently being reviewed for comments.

b. 8005 Anadell Street –

- On June 19, 2024, HDR provided a cover inspection for 8005 Anadell Street. The initial inspection failed and required corrections. A subsequent desktop review was made by confirming corrections were made and passed with exceptions noted.

c. 8002 Burkhart Road –

- On August 16, 2024, HDR reviewed and returned comments for the As Built Drainage Plan resubmittal for 8002 Burkhart Road. The as built drainage plan resubmittal was approved with exceptions noted.

d. 1315 Friarcreek Lane –

- On August 16, 2024, HDR reviewed and returned comments for the As Built Drainage Plan resubmittal for 1315 Friarcreek Lane. The as built drainage plan shall be revised and resubmitted to address all comments.

e. 1331 Friarcreek Lane –

- On August 12, 2024, HDR received a landscape permit for 1331 Friarcreek Lane. The landscape permit is currently being reviewed for comments.

hdrinc.com 4828 Loop Central Drive, Suite 700  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754



- f. 1335 Friarcreek Lane –
  - It was previously noted that on June 28, 2024, HDR visited the properties at 1335 Friarcreek and 1331 Friarcreek respectively to review a complaint made regarding residential drainage between the properties and associated landscaping projects taking place. A meeting with residents is pending once review of the permit submitted for 1331 Friarcreek has been reviewed accordingly.
- g. 1117 Guinea Drive –
  - On August 6, 2024, HDR provided a cover inspection for 1117 Guinea Drive. The initial inspection failed and required corrections. A subsequent inspection was made on August 9, 2024 and passed with exceptions noted.
- h. 1102 Guinea Drive –
  - On July 5, 2024, HDR received a Parking Pad Permit Review for 1102 Guinea Drive. The parking pad plan is currently being reviewed and coordinated for comments.
- i. 1123 Guinea Drive –
  - On August 6, 2024, HDR received Pool Drainage Plan resubmittal for 1123 Guinea Drive. The pool drainage plan resubmittal is currently being reviewed for comments.
- j. 1126 Guinea Drive –
  - On August 7, 2024, HDR received a Pool As Built Drainage Plan for 1126 Guinea Drive. The pool drainage plan resubmittal is currently being reviewed for comments.
  - On August 14, 2024, HDR provided a cover inspection for 1126 Guinea Drive. The inspection passed with exceptions noted.
- k. 14 Hickory Shadows Drive –
  - On July 31, 2024, HDR provided a secondary drainage cover inspection for 14 Hickory Shadows Drive. The inspection passed with exceptions noted. A review of final installation was submitted via email on August 12, 2024. In review of the photos provided, there is no objection to the work completed.
- l. 1035 Ridgeley Drive –
  - On August 12, 2024, HDR reviewed and returned comments for the Erosion Control Plan for 1035 Ridgeley Drive. The erosion control plan shall be revised and resubmitted to address all comments.
- m. 1214 Ridgeley Drive –
  - On August 6, 2024, HDR and Staff met with the engineer of record for the Drainage Plan for 1214 Ridgeley Drive. Comments pertaining to the perimeter

elevations were discussed and recommendation to move forward with completing the drainage plan. A follow up meeting was conducted on August 16, 2024 to revisit these items with the builder and it was determined that they would work to revise the plan to adhere to drainage requirements along the perimeter and would resubmit the plans for review.

n. 1310 Ridgeley Drive –

- On September 13, 2023, HDR received the remaining information for the As Built Erosion Control Plan submittal for 1310 Ridgeley Drive. The plan submittal is currently being coordinated for review completion.

o. 1326 Ridgeley Drive –

- On July 24, 2024, a pre-development meeting was conducted for 1326 Ridgeley Drive. HDR provide general guidance for Drainage Requirements pertaining to this address.
- On August 14, 2024, HDR provided a cover inspection for 1326 Ridgeley Drive. The inspection passed with exceptions noted.

p. 1131 Wirt Road –

- On August 16, 2024, HDR reviewed and returned comments for the As Built Pool Drainage Plan resubmittal for 1131 Wirt Road. The pool as built drainage plan resubmittal was approved with exceptions noted.

q. Ditch Regrading Program –

- HDR has met with two contractors about the work identified by the City. HDR is coordinating the plans of the proposed improvements with Cobalt Engineering along with associated bid sheets to solicit three (3) quotes for work, and bring to City Council for approval.

r. Drainage Easement Improvements –

- Friarcreek Lane Drainage Easement – A virtual meeting was held with HCFCD on August 6, 2024. Requirements were identified that City of Hilshire Village would need to follow for improvements inside HCFCD ROW (if any). The attendees discussed use of rip rap and slope paving with energy dissipaters to reduce potential damage to the outfall and HCFCD receiving channel. HDR also met with two additional contractors to discuss potential solutions due to the location of the easement. HDR will coordinate survey of the area to delineate limits of HCFCD receiving stream and prepare exhibits with proposed improvements and associate bid sheets, solicit three (3) quotes for work, and bring to City Council for approval. Approval for the Survey will be requested and provide cost to the City prior to creating exhibits.
- 1209 Pine Chase Drainage Easement – In review of the improvements required, it was identified to add a wingwall with low profile on 30” and 24” pipe at the outfall entrance, regrade the existing ditch between the street and outfall, and remove tree stumps and other existing shrubbery that is a nuisance to this area. A meeting with

two separate Contractors was performed to discuss improvements necessary for this area. It was noted that HDR will prepare exhibits with these proposed improvements and associate bid sheets to solicit three (3) quotes for work, and bring to City Council for approval.

s. Hilshire Green Paving, Drainage & Utility Improvements –

- Engineering design for the paving, drainage and utilities is currently at a 70% design and was submitted to the City on August 15, 2024 for distributing to Council for review and comment. It is anticipated to provide further discussion on this item during the regular City Council Meeting to receive feedback/comments for addressing in the final design.
- HDR will also request to confirm a scheduled date to conduct a Townhall Meeting for the residents to provide comment/input on the project.

t. Lead Service Line Inventory (LSLI Survey)

- There are currently three (3) remaining meters that have not been located and catalog as of August 12, 2024. Additional guidance was provided by City Staff on August 15, 2024 for the location of these meters and is currently being revisited to verify the locations of these meters.

u. Pine Chase Grove Water Meters –

- City of Houston (COH) has agreed to relocate control panel for the two-meter vaults, install safety bumper on corners of vaults, and paint meter vault covers. COH has requested that Hilshire Village cut the open trench for them to install conduit and wiring at the new location.
- Back flow preventer that was leaking and causing erosion has been replaced by the City of Hilshire Village; however, to mitigate future potential erosion in the area, improvements will be installed to mitigate potential erosion to this area. Furthermore, additional inlets will be installed to improve drainage on the east side area. HDR has survey on this area and created schematics.
- HDR will update the schematics/exhibits with proposed improvements and associate bid sheets, solicit three (3) quotes for work, and bring to City Council for approval and for feedback from the respective property owners adjacent to this easement area.

v. Street Pavement Point Repairs –

- The Contractor has completed the approved point repair locations as of August 9, 2024 and are currently being reviewed for completion and for any necessary corrections/cleanup to the areas.

w. TCEQ MS4


- It is anticipated that the application period for the general permit will open in August 2024. Coordination will be made with City Staff to complete the application once the permitting process is opened.

- x. Water Meter Vault at Hickory Shadows
  - A site visit was performed for this location and the meter vault was found in good condition with the exception of the hatch. HDR will coordinate with the City of Houston to address this issue. HDR also will also make the recommendation to the City of Hilshire Village to abandon the small meter vault.
  
- y. Wirt Road Safety Project/ Interlocal Agreements –
  - HDR is in the process of a plan set (70% submittal) to submit to the City of Houston for permitting and review by the necessary review groups for comment on August 20, 2024.
  - Completion of the ROW/Easement Dedication is being completed and will also be provided to City of Houston – Real Estate team. Coordination for signatures will be initiated once signatories have been identified/assigned.

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  
City Engineer for City of Hilshire Village

cc: Files (10361759)

## Construction Status Log

Status	Address	Street	Construction Type	General Contractor
Active	1241	Ridgeley Dr	Covered Patio Addition	Coerver Custom Homes
Active	8209	Mallie Court	Covered Patio Addition	AT Design
Active	1117	Guinea Drive	New Construction	McHugh Custom Homes
Active	1118	Guinea Drive	New Construction	Enterprise Builders
Active	1201	Archley	New Construction	Shorter Investment Group
Active	1214	Ridgeley	New Construction	Aspire
Active	1222	Glourie Dr	New Construction	Aspire
Active	1226	Glourie Dr	New Construction	McHugh Custom Homes
Active	1236	Archley	New Construction	Sugar Creek Living
Active	8005	Anadell	New Construction	Jeff Paul Custom Homes
Active	7	Pine Creek	Remodel	Daivd Labbe
Active	1011	Ridgeley	Remodel	Home Remedy
Active	1023	Ridgeley	Remodel	Homeowner
Active	1118	Glourie Dr	Remodel	Res Com Builders
Active	1319	Pine Chase	Remodel	Ironstone Builders
Active	1123	Guinea Drive	Swimming Pool	RL Builders
Active	1201	Archley	Swimming Pool	Big Diamond
Active	1226	Glourie Dr	Swimming Pool	Aqua Clean
Pending Final Review	8002	Burkhart	New Construction	Modern Bungalow
Pending Final Review	1315	Friarcreek Ln	New Construction	Built Green Custom Homes
Pending Final Review	1306	Glourie Dr	New Construction	NewMark Builders
Pending Final Review	1131	Wirt	Swimming Pool	Whale Pools
Pending Final Review	1242	Ridgeley Dr	Swimming Pool	Platinum Pools
Pending Final Review	1126	Guinea Drive	Swimming Pool	Athletic Design
Pending Final Review	14	Pine Creek	Swimming Pool	Premier Pools & Spas
Pending Final Review	1218	Ridgeley Dr	Swimming Pool	Gartin Pools
Pending Final Review	1242	Ridgeley Dr	Remodel	McCollum Custom Homes
Pending Submittal	1105	Ridgeley	New Construction	Aspire
Pending Submittal	8002	Anadell	New Construction	Metro Modern Studio

## Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	7/1/24	HV-23-094FS	1118 Guinea	Oasis Fire Protection	\$ 320.00	Plumbing - Fire Sprinkler NSFR
2	7/1/24	HV-24-060GP	1130 Glourie Dr	Dashplumb	\$ 280.00	Plumbing - Generator
3	7/1/24	HV-24-069GE	4 Pine Creek	John Moore Services	\$ 330.00	Electrical - Generator
4	7/1/24	HV-24-069GE	4 Pine Creek	John Moore Services	\$ 280.00	Plumbing - Generator
5	7/3/24	HV-22-091GE	8005 Anadell	Jeff Paul Custom Homes	\$ 330.00	Electrical - Generator
6	7/9/24	HV-23-022F	1242 Ridgeley Dr	McCollum Custom Homes	\$ 175.00	Fence
7	7/10/24	HV-24-037E	1117 Guinea	House of Power	\$ 455.00	Electrical - NSFR
	7/10/24	HV-24-056D	1035 Ridgeley	Cobb Fendley	\$ 1,800.00	Plan Review - Erosion Control
8	7/11/24	HV-23-022PVBK	1242 Ridgeley Dr	Vintage Irrigation	\$ 240.00	Plumbing - Irrigation
9	7/11/24	HV-24-071M	1027 Glourie	Davis AC& Heat	\$ 160.00	Mechanical - Replacement
10	7/15/24	HV-23-043SPE	1226 Glourie	ZH Electric	\$ 205.00	Electrical - Swimming Pool
11	7/15/24	HV-23-043SPP	1226 Glourie Dr	ER Plumbing Services	\$ 280.00	Plumbing - Swimming Pool
12	7/16/24	HV-22-091GP	8005 Anadell	Bac Trac Plbg	\$ 230.00	Plumbing - Generator
13	7/16/24	HV-24-037P	1117 Guinea	Dash Plumb	\$ 530.00	Plumbing - NSFR
14	7/16/24	HV-24-072F	1127 Glourie	Jim Patterson	\$ 175.00	Fence
15	7/16/24	HV-24-073M	8315 Creekstone	Burnett Heating & AC	\$ 160.00	Mechanical - Repair
16	7/17/24	HV-24-074T	8010 Bromley	RF Tree Service	\$ 25.00	Tree Removal
	7/19/24	HV-24-069AB	8010 Anadell St	Arco Construction	\$ -	Plan Review - Detached Garage
17	7/19/24	HV-24-069AB	8010 Anadell St	Arco Construction	\$ 320.00	Acessory Building - Carport
18	7/24/24	HV-24-075CP	8209 Mallie	AT Creative Design	\$ 330.00	Addition-Covered Patio

Permits	
Acessory Building	1
Addition	1
Electrical	2
Fence	2
Generator	5
Mechanical	2
Plumbing	4
Tree Removal	1
<b>Total</b>	<b>18</b>



## Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
24-254	1226 Glourie	HV-23-043B	Driveway	PASS	7/1/24	SafeBuilt
24-255	1118 Guinea	HV-23-094B	Brick Tie	PASS	7/1/24	SafeBuilt
24-256	1319 Pine Chase	HV-23-031B	Shower Pan	PASS	7/1/24	SafeBuilt
24-257	1118 Guinea	HV-23-094H	Mechanical Rough In	PASS	7/2/24	SafeBuilt
24-258	1011 Ridgeley	HV-24-022H	Mechanical Rough In	PASS	7/2/24	SafeBuilt
24-259	1118 Guinea	HV-23-094B	Frame	PASS	7/2/24	SafeBuilt
24-260	1222 Glourie	HV-24-020B	Foundation	PASS	7/3/24	SafeBuilt
24-261	1130 Glourie Dr	HV-24-060GP	Generator - Gas Test	PASS	7/3/24	SafeBuilt
24-262	1130 Glourie Dr	HV-24-060GP	Generator- Plumbing Final	PASS	7/3/24	SafeBuilt
24-263	1130 Glourie Dr	HV-24-060GE	Electrical Final	PASS	7/9/24	SafeBuilt
24-264	4 Pine Creek Ln	HV-24-069GE	Generator - Layout	PASS	7/9/24	SafeBuilt
24-265	1326 Ridgeley Dr	HV-24-070UD	Sewer Disconnect	PASS	7/9/24	SafeBuilt
24-266	1226 Glourie	HV-23-043SPE	Pool Electric Cover	PASS	7/16/24	SafeBuilt
24-267	1226 Glourie	HV-23-043SPE	Pool Electric Underground	PASS	7/16/24	SafeBuilt
24-268	1226 Glourie	HV-23-043SPE	Pool Bond	PASS	7/16/24	SafeBuilt
24-269	1242 Ridgeley	HV-23-022H	HVAC Final	PASS	7/17/24	SafeBuilt
24-270	8005 Anadell St	HV-22-091GP	Generator-Ground	PASS	7/17/24	SafeBuilt
24-271	1226 Glourie	HV-23-043SPP	Pool-Ground	PASS	7/17/24	SafeBuilt
24-272	1226 Glourie	HV-23-043SPP	Pool-Gas Test	PASS	7/17/24	SafeBuilt
24-273	1117 Guinea	HV-24-037E	T-Pole	PASS	7/17/24	SafeBuilt
24-274	8005 Anadell St	HV-22-091GP	Generator-Gas Test	PASS	7/17/24	SafeBuilt
24-275	1310 Friarcreek	HV-24-051R	ReRoof	PASS	7/19/24	SafeBuilt
24-276	1242 Ridgeley	HV-23-022PVBK	Backflow Preventer	PASS	7/19/24	SafeBuilt
24-277	1242 Ridgeley	HV-23-022PVBK	Irrigation Cover	PASS	7/19/24	SafeBuilt
24-278	8005 Anadell	HV-22-091D	Drainge Cover	PASS	7/19/24	SafeBuilt
24-279	1242 Ridgeley	HV-23-022P	Plumbing Final	PASS	7/19/24	SafeBuilt
24-280	1242 Ridgeley	HV-23-022PVBK	Irrigation Final	PASS	7/22/24	SafeBuilt
24-281	8005 Anadell	HV-22-091GE	Generator Final	PASS	7/22/24	SafeBuilt
24-282	1226 Glourie Drive	HV-23-043SPP	Pool-Gas Test	PASS	7/23/24	SafeBuilt
24-283	1236 Archley	HV-23-080P	Shower Pan	PASS	7/23/24	SafeBuilt
24-284	8005 Anadell	HV-22-091E	Electrical Final	PASS	7/23/24	SafeBuilt
24-285	1242 Ridgeley	HV-23-022F	Fence	PASS	7/23/24	SafeBuilt
24-286	1242 Ridgeley	HV-23-022T	Tree Final	PASS	7/23/24	Cary Moran
24-287	1242 Ridgeley	HV-23-022E	Electrical Final	PASS	7/23/24	SafeBuilt
24-289	8010 Anadell	HV-24-069AB	Pier	PASS	7/25/24	SafeBuilt
24-291	8005 Anadell	HV-22-091H	HVAC Final	PASS	7/25/24	SafeBuilt
24-293	1213 Pine Chase	HV-24-062R	Roof Final	PASS	7/25/24	SafeBuilt
24-295	8005 Anadell	HV-22-091GE	Generator Final	PASS	7/25/24	SafeBuilt
24-297	1242 Ridgeley	HV-23-022B	Building Final	PASS	7/26/24	SafeBuilt
24-299	1117 Guinea	HV-24-037B	Perimeter Fencing	PASS	7/29/24	SafeBuilt
24-301	1102 Guinea Drive	N/A	Consultation for generator	PASS	7/30/24	SafeBuilt
24-303	1201 Archley Dr	HV-23-082P	Plumbing Rough In	PASS	7/31/24	SafeBuilt

Inspections	
Cancelled	0
Consultation	1
Failed	0
Pass	41
<b>Total</b>	<b>42</b>

City of Hilshire Village  
Call Log

Date Notified	Message	Address of Concern	Action	Results	Date Resolved
7/23/24	Fallen crepe myrtle in front yard was pulled by unknown persons removing the root ball. Owner intended to re-erect the tree but now it is dead and he doesn't feel it is his responsibility to pay to cut it.	1218 Ridgeley	Asked Harris Co to cut up the tree and remove it.	Tree was removed.	7/26/2024
7/23/24	Vehicle has been parked on the street for several days, asked to have it checked out.	Ridgeley Drive cul-de-sac	Reported to dispatch.	Vehicle was moved.	7/26/2024
7/29/24	Reporting a reminder of the debris on Wirt between Hilshire Grove and School of the Woods	5 Hilshire Grove Lane	Already reported to Harris County for pickup	Debris was removed	8/1/2024
7/29/24	debris remaining, asking why they haven't been collected	7 Hickory Shadows	Sent new map and notes indicating there is debris remaining to Harris Co.	Debris was removed	8/1/2024
7/29/24	A trailer with dirt (now mud) has been in the driveway for a month	14 Hickory Shadows	Drove by, trailer was in the street and workers were present.	Followed up with inspection, trailer is gone.	8/2/2024
7/29/24	Needs debris removal for a tree that hasn't come down yet	Glourie	Advised to hurry and get it done this week while Harris Co. is still collecting.		
7/29/24	A new recycling bin was left in the driveway behind a car	Archley	Unknown why can was delivered, Inframark picked up and brought to City Hall		7/30/2024
7/31/24	Neighbor's lawn company mowed outside of permitted hours.	1301 Bridle Spur	Contacted the neighbor advising of the work hours for 3rd party lawn maintenance.		8/1/2024
7/31/24	Neighbor's lawns are not well maintained and affecting his ability to sell his house.	1302 & 1305 Bridle Spur	Reviewed ordinances with the caller, advised to work with the neighbors.	Issued reminder to the neighbors about the "enumerated conditions" ordinance for maintenance.	8/1/2024
8/1/24	Reporting a solicitor	Burkhart	Advised to call dispatch to report person		8/1/2024
8/1/24	Large tree is cracked at the base and immediate hazard to power lines, they called CenterPoint and got an estimated 10 pm arrival	Mallie Ct	Emailed details to account rep to see if we could escalate.	Tree was removed.	8/2/2024
8/1/24	asking about status of street light repair end of Burkhart is out	8210 Burkhart	Light was reported, possible wiring issues.		
8/2/24	Lawn debris is regularly being put out on Fridays for Monday collection.	1110 Glourie Dr	Contacted residents to adjust their schedule.	Citizens responded that they will change the schedule or have the bags left behind the fence.	8/2/2024
8/3/24	Lawn debris placed at the street too soon.	1106 Glourie Dr	Contacted resident to adjust their schedule.	Citizen responded, said it won't happen again.	8/3/2024

City of Hilshire Village  
Call Log

Date Notified	Message	Address of Concern	Action	Results	Date Resolved
8/8/24	Not satisfied with Bromley paving repairs, said there are 2 other spots on the road that should have been fixed during reapis, road is uncomfortable to drive on	Bromley drive between Ridgeley & Pine Chase	Told homeonwer that Bromley Road requires a larger scale repairs that are budgeted for in the future	No further action required	8/8/2024
8/13/24	Tree fell on sewer line during storm and shifted the pipe. Owner asked for Inframark to go out and inspect	1302 Pine Chase	Inframark technician scheduled to make assessment 8/14/24	Cleanout is in right-of-way and City's responsibility, requested quote for repairs from Inframark.	
8/13/24	Street light out and hanginig wires. Pole #297579	8209 Burkhart	Reported to Centerpoint 8/13/24		



# Regular Council Meeting Minutes

Tuesday, June 18, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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1. Mayor Pro Tem Carey called to order the Regular Council Meeting at 6:32 p.m.

1.A. Council Member Crawford gave the Invocation

1.B. Pledge of Allegiance

1.C. PRESENT

Council Member Justin Crawford  
Mayor Pro Tem Andy Carey  
Council Member Mark Huber  
Council Member Kristi Cooper

ABSENT

Mayor Bob Buesinger  
Council Member Mike Gordy

Also Present Were: City Attorney Bailey, Olson & Olson, City Engineer Vasquez, HDR Engineering, Spring Valley Captain Menchaca and Sergeant Menchaca, City Secretary Stephens and City Clerk Ray.

2. **CITIZEN'S COMMENTS**

**Bill Bristow, Pine Chase Drive**, expressed concerns about traffic hazards on the roadways due to the number of construction vehicles parked on the street. He added that walking in Hilshire Village is dangerous because of this and urged the city to consider resolutions to enhance safety.

4. **CONSENT AGENDA (OUT OF ORDER)**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting

4.C. Approve Check Registers

4.D. Approve a Proclamation honoring citizen Vernon Kahanek for his 99th birthday and his valued presence in the City.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

Mr. Kahanek was presented with a proclamation and a birthday cupcake, surrounded by his family and neighbors who have known him for years. A photo was taken of him with Mayor Pro Tem Carey to commemorate the occasion.

### 3. REPORTS TO COUNCIL

**3.A. Police Report:** Sergeant Menchaca reported the May statistics, which included 1,102 calls for service, 912 business checks, 46 public relations activities, 14 traffic stops, and 42 violations issued, including parking violations.

**3.B. Fire Commissioner's Report:** Commissioner Garofalo reported that the staffing situation includes one fire medic on worker's compensation and ongoing interviews for part-time and full-time dispatcher positions, with four open fire medic positions remaining. Engine 2 is having its ladder replaced, and once completed, it will go in for turbo repairs; a temporary fix has been implemented to keep it in service. The review of recent incidents included three house fires, and on May 16th, straight-line winds resulted in five calls from Hilshire Village. Last month, there were ten total incidents.

The recommended bid for the fire station's main roof was approved, with no damage reported during the wind event. The next Fire Commission meeting is scheduled for June 26th.

Regarding the special audit, a surplus from 2023 is being considered for transfer to the Capital Replacement Fund. The accounting consultant will continue advising through the year and will implement checks and balances into the budget. Council Member Cooper requested a copy of the financial advisor's report along with the special audit.

**3.C. City Engineer's Report:** Engineer Vasquez reported that a substantial number of drainage plans were submitted for review.

The search for a contractor to regrade ditches continues, with inquiries made to an erosion control company for quotes. Council Member Crawford questioned whether the difficulty in finding a contractor was due to the project size. It was recommended to seek multi-year contracts and incorporate the cost into an annual budget item.

The Lead Service Line Inventory survey is nearly complete, with twenty locations remaining due to storm debris blocking access or difficulties in locating meter boxes. The metes and bounds survey for the Wirt Road sidewalk is in progress. The street pavement point repairs are scheduled for mid-July.

Plans for Hilshire Green should be ready for discussion at the next council meeting, with a town hall discussion to be set up. Budgetary quotes for Pine Chase Grove meter improvements are being reviewed.

- 3.D. **Building Official's Report** Secretary Stephens reported that last month there was one certificate of occupancy issued for a new residential home. There were 24 permits issued and 48 inspections completed.
- 3.E. **City Secretary's Report:** Secretary Stephens said that the majority of the call log is due to the storms and most have been resolved. She said city staff are driving through all city streets regularly to work with utility and Harris County officials for repairs and debris removal. Maintenance repairs to several fire hydrants are scheduled to be completed in the coming weeks.
- 3.F. **City Treasurer's Report** Secretary Stephens presented the 2023 - 2024 budget workshop calendar.

**5. DISCUSSION AND POSSIBLE ACTION**

- 5.A. **Discussion and Possible Approval of City of Hilshire Village Resolution 2024-261 approving the Village Fire Department Proposed 2025 Budget of \$10,325,920, the City of Hilshire Village's portion being \$302,277.60 (3%).**

Motion made by Council Member Cooper, Seconded by Council Member Crawford.

Chief Miller said they are maintaining competitive salaries within the area, he noted that a salary survey is conducted every other year, and one was not done this year. He explained that salaries are based on the cost of living, and the command staff averages 15-20 years of service.

Key budget items included a 3.5% salary increase (cost of living adjustment) and a 3% increase in personnel costs for medical insurance in 2024, with an anticipated rise in 2025. The budget is organized into three main categories with 11 subcategories to enhance clarity and understanding.

Council Member Carey said this year the EMS revenue is being returned to the city but the Fire Department is requesting to retain it in the next budget. Chief Miller said keeping this revenue in an investment fund is to proactively fund capital expenditures.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

- 5.B. **Discussion and possible approval of City of Hilshire Village Resolution 2024-262 authorizing the Village Fire Department to retain a surplus from the VFD 2023 Budget in the amount of \$238,054 to be placed in the Capital Replacement Fund.**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.C. Discussion and possible approval of City of Hilshire Village Resolution 2024-263 authorizing the Village Fire Department to retain the 2025 EMS Revenue to be placed in the Capital Replacement Fund.**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.D. Discussion and Possible Approval of Amendments to the Interlocal Agreement with the City of Spring Valley Village for Police Services**

Motion made by Council Member Huber, Seconded by Council Member Cooper.

Secretary Stephens stated that the primary change is extending the termination notice period for either participating city from 30 days before the end of the fiscal year, which is June 1, to one year before the fiscal year's end. She also noted that the only other change involved removing an outdated figure and instead relying on the already established percentage of the operating budget.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.E. Discussion and Possible Action to Issue Debt**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

The Council reviewed the Capital Improvement Projects planned for the next 10 years, focusing on the total debt ceiling required to finance these projects while accounting for potential inflation in costs. They noted that the city recently made the final payment on the 2014 debt series and is approaching the maturity of the 2018 debt series, which equaled a combined annual payment of approximately \$360,000. The Council expressed a desire to maintain stable annual payments to ensure consistency in the Interest & Sinking (I&S) debt tax rate. After considering all factors, including the costs for a financial advisor, underwriting, and other related fees, the Council agreed on a maximum debt issuance of \$3.5 million.

Council Member Huber amended the motion to proceed with the Notice of Intent to issue debt at a maximum of \$3.5 million.

The amended motion carried 4-0.

**6. DISCUSSION**

**6.A. Discuss benefits of establishing an Interlocal Agreement with the City of Spring Valley Village for miscellaneous public works services.**

Secretary Stephens presented the Council with a copy of an agreement from 2005, which was amended in 2006, outlining a partnership between the City and Spring Valley Village for various public works duties. She noted that while there is no record indicating the termination of this agreement, the cities have not collaborated in this manner for several years. Secretary Stephens also mentioned the difficulty in finding companies willing to handle small repair jobs, such as erecting fallen stop signs, pavement patches, or painting pavement for no parking zones. The Council expressed support for re-establishing the agreement and requested a review of the scope of services, construction standards, and updated rates.

**6.B. Discuss amendments to Hilshire Village Tree Ordinance #745.**

Council Member Cooper suggested involving the Tree Board in the discussion and encouraged citizen participation, particularly in light of the significant damage caused by recent storms. Mayor Pro Tem Carey emphasized that the matter requires a dedicated workshop meeting due to the complexity and importance of addressing the various aspects of the ordinance.

**7. FUTURE AGENDA TOPICS**

**8. ADJOURNMENT**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

Voting Yea: Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**The meeting was adjourned at 8:11 P.M.**

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Andy Carey, Mayor Pro Tem

ATTEST:

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Cassie Stephens, City Secretary





# Regular Council Meeting Minutes

Tuesday, July 16, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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## 1. **CALL TO ORDER** Mayor Buesinger called the meeting to order at 6:30 P.M.

1.A. Invocation was given by Council Member Gordy.

1.B. Pledge of Allegiance

### 1.C. **PRESENT**

Mayor Bob Buesinger  
Council Member Mike Gordy  
Mayor Pro Tem Andy Carey  
Council Member Mark Huber  
Council Member Kristi Cooper

### **ABSENT**

Council Member Justin Crawford

Also Present Were: City Attorney Bailey (Olson & Olson), City Engineer Vasquez (HDR Engineering), Spring Valley Captain Menchaca and Officer Pineda, City Secretary Stephens, and City Clerk Ray.

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

**Susan McDuffie, Friarcreek Lane**, reported an issue with her neighbor's unpermitted drainage construction, which has altered the elevation between their properties. She noted that when the home at 1339 Friarcreek was built, the contractor changed the elevation, causing soil runoff into her pool. Corrective actions were taken at the time, but she is now concerned that the recent unpermitted work has negatively impacted water flow and asked the City to consider her property before issuing a permit to 1339 Friarcreek.

## 3. **REPORTS TO COUNCIL**

### 3.A. **Spring Valley Police Report**

Captain Menchaca reported 887 business checks, 55 public relations activities, and 21 traffic stops resulting in 29 violations. There was a Flock alert on Ridgeley for a stolen vehicle from Houston, but the vehicle had left the area before SVPD arrived, and HPD was notified. Additionally, a person camping in Hickory Shadows Park was arrested on pre-existing warrants.

### 3.B. **Fire Commissioner's Report**

Deputy Chief Miller reported that June was a quiet month, with one fire medic on leave and four open positions under review. During Hurricane Beryl on July 8th, there were 120 calls in 24 hours, but only two were from Hilshire Village. In June, there was one fire disregard and two EMS calls, with an average response time of 6:12.

The VFD is considering Starlink as a backup for their CAD system. The roof reconstruction contract has been signed, but the start date is pending. Council Member Gordy recommended ensuring a consultant is available for oversight during construction, noting that there was no consultant present during the previous installation.

### **3.C. City Engineer's Report (HDR Engineering)**

Engineer Vasquez reported that he is following up on the status of the unpermitted work on Friarcreek Lane and will keep Mrs. McDuffie informed.

HDR has reviewed previous work done by Donmar Grading to inform new contractors and is gathering locations for quotes. Mayor Buesinger inquired about including culvert cleaning in the project; it will be assessed as needed. Council Member Gordy suggested preparing the RFP as a multi-year contract for annual grading coordination. Engineer Vasquez agreed to work with City staff on a line-item approach.

The site assessment for drainage easement improvements at Friarcreek and Pine Chase has been postponed due to weather. The design phase for Hilshire Green's paving, drainage, and utility improvements is underway, with plans to organize a town hall before the next council meeting. The team is also reviewing connections to Wirt Road for water drainage.

The LSLI Survey team is examining the remaining 10 locations, with mapping in progress and Inframark requested to flag missing locations.

For the Pine Chase Grove water meter area, Engineer Vasquez is obtaining quotes for grading and drainage improvements and will coordinate with the City of Houston for water meter relocation. Mayor Buesinger inquired about the expense for relocation; the City of Houston requested that Hilshire Village handle excavation, with Houston installing the conduit. Secretary Stephens noted no allocated amount for the project in this year's budget. Council Member Gordy asked for adjacent property owner approval and a cost estimate. Engineer Vasquez estimated \$75,000, prompting Council Member Gordy to highlight the need for budget discussion if the project cost reaches this amount. Street paving and point repairs were delayed by the storm, with the contractor aiming to start on August 29th.

For the Wirt Road Safety Project, milestone plans are being sent to the County and Houston. The metes and bounds survey have been authorized and is expected in two weeks, with easement paperwork being prepared. Council Member Gordy stressed the need for communication with participating entities to prevent project cost inflation. Mayor Pro Tem Carey asked for updates on the surveyor and for City Engineer Vasquez to monitor progress closely.

**3.D. Building Official's Report**

The month of June saw significant activity with numerous new construction projects and several swimming pool permits being finalized.

**3.E. Mayor Buesinger's Report**

Mayor Buesinger noted that the City experienced more damage from the Derecho than from Hurricane Beryl, particularly compared to the south side of I-10, which faced greater damage, flooding, and infrastructure failures. The Fire Department activated the Emergency Operation Center, and Hilshire Village utilized the fire department for clearing Ridgeley Drive. The Mayor acknowledged the frustration caused by the storm’s aftermath and mentioned receiving numerous calls about electricity and internet restoration. Congressman Wesley Hunt’s office contacted the Mayor on the day of the storm to offer support and has maintained communication. Mayor Buesinger and Secretary Stephens confirmed that the City’s power should be restored and advised residents to contact CenterPoint if they are still without power. Storm debris collection began today.

**3.F. City Secretary's Report:**

Secretary Stephens said the Call Log was brief, primarily consisting of storm-related calls, but with fewer entries compared to after the Derecho.

**3.G. City Treasurer's Report**

The third-quarter report shows the new TexPool account earning just under two-thousand in interest in the first month. The city is on track for the year with revenue and expenditures.

**4. CONSENT AGENDA**

Motion made by Council Member Gordy, Seconded by Council Member Cooper.

- 4.A. Approve Disbursements
- 4.B. Approve Check Registers June 2024

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5. BUDGET WORKSHOP #1**

**5.A. Review FYE 2025 Preliminary Budget including revenue sources, general expenses and expected increases from contracted services, and capital expenditure planning.**

City Secretary Stephens presented a spreadsheet with rough budget numbers. She reported that the general fund bottom line is doing well. The utility fund is short by

\$60,000 for the proposed 2025 budget indicating that there will need to be an adjustment in the utility rates. Updated figures are expected from the assessors on July 25<sup>th</sup>. Council Member Huber asked how the estimated tax revenue was calculated. City Secretary Stephens said that the projection was on the conservative side and included a 5% variance on the low side. Council Member Huber voiced concern that the rate of water will have to increase.

## 6. DISCUSSION AND POSSIBLE ACTION

### 6.A. Discussion and possible approval of City of Hilshire Village Resolution 2024-264 authorizing Notice of Intent to issue City Certificates of Obligation.

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Huber.  
Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

Joe Morrow from Hilltop Securities explained the debt service options and the process for issuing debt. The first legal step is to publish a Notice of Intent, which starts the process and cannot be changed once published, except to restart the process.

To maintain annual payments at \$360,000, the City could issue \$3.5 million with a 12-year term, which would typically be sold publicly rather than to a bank. The City will need a credit rating from Moody's or S&P, costing around \$15,000, with total issuance costs estimated at \$75,000. The bond would include a call option for 9 years, allowing pre-payment without penalty. A public bond may require an election, but there are two types of bonds that do not: tax notes and certificates of obligation, with the latter requiring pledging a revenue source. If 5% of registered voters petition against the bond, an election must be held.

Council Member Cary asked about the impact of potential Federal interest rate cuts. Morrow noted that if rates rise, the City could use its fund balance to cover higher payments. The Council decided to proceed with a \$3 million, 10-year bond with annual payments of \$360,000.

Motion made by Council Member Huber, Seconded by Council Member Gordy

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

### 6.B. Discussion and possible action to approve the City of Hilshire Village Resolution # 2024-265 creating a new TexPool account to invest Cultural Education Facilities Finance Corporation (CEFFC) funds.

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

Secretary Stephens said that it would be wise to allow the funds to earn interest, even in the short term, rather than leaving them inactive. Joe Morrow asked if the City is acting as a conduit for the 2024 fiscal year, noting that bank-qualifying

designations could impact the City. However, since the City's total debt remains under \$10 million, there were no concerns.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0

**6.C. Discussion and possible approval to cancel the Zoom Meetings subscription and switch to Microsoft Teams for virtual meetings.**

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

Secretary Stephens said the amount is minimal but will save the City \$320 annually. Council Member Gordy said that Office 360 includes Teams and switching makes sense.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0

**6.D. Appoint member(s) to fill a vacancy on the Board of Adjustments. The recommendation from the current BOA members is to promote Brian Wilks from alternate to permanent member and appoint a new alternate.**

Motion made by Council Member Cooper, Seconded by Council Member Gordy.

Council Member Cooper said that she appreciated Cali and David Schwarz dedication to the city but that the optics of a husband and wife being on the same board might discourage civil engagement and Council Member Huber and Mayor Buesinger agreed.

Council Member Cooper amended the motion to promote Brian Wilks from BOA alternate to BOA board member and appoint Keith Young as an alternate BOA member.

Voting Yea: Council Member Gordy, Council Member Huber, Council Member Cooper

Voting Nay: Mayor Pro Tem Cary

The motion carried 3-1

**7. EXECUTIVE SESSION**

The council convened into a closed session at 8:41 PM.

7.A. Council to consider convening into closed session regarding Sec. 551.074, Texas Government Code to discuss personnel matters and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee – Engineering Services.

**8. DISCUSSION AND POSSIBLE ACTION**

Mayor Buesinger re-convened the regular council meeting at 9:03 PM.

8.A. Discussion and possible action, decision, or vote on a matter deliberated in executive session closed meeting.

No action was taken.

**9. FUTURE AGENDA TOPICS**

August 20th Council Meeting to include Budget Workshop #2, approve financial policy, approve proposed tax rate

September 10th Budget Workshop #3

September 17th Public Hearing, approve 2025 Budget & 2024 Tax Rate

**10. ADJOURNMENT**

Motion made by Council Member Huber, Seconded by Council Member Gordy.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**The meeting was adjourned at 9:04 P.M.**

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Andy Carey, Mayor Pro Tem

ATTEST:

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Cassie Stephens, City Secretary

# Investment Policy

*Revised & submitted for approval 8/20/2024*

## Scope:

This investment policy governs the management and investment of public funds for the City of Hilshire Village, in compliance with Texas Government Code Chapters 2256 and 2257.

## Objective:

The investment program's primary objectives, in order of priority, are:

1. Safety
  - Principal Preservation: Ensure the preservation of capital by mitigating credit and interest rate risks.
    - Credit Risk: Minimize by investing in U.S. Government and Agency securities, and diversifying the portfolio.
    - Interest Rate Risk: Avoid significant fluctuations by aligning securities' maturities with cash flow needs and focusing on short-term investments (up to two years).
2. Liquidity
  - Maintain sufficient liquidity to meet all anticipated operating requirements. Structure the portfolio to ensure that securities mature as needed and include investments with active markets.
3. Yield
  - Achieve a market rate of return, balancing risk and liquidity. The focus is on safety and liquidity, with returns being a secondary concern.
  - Sale of Securities: Securities may only be sold prior to maturity under two conditions:
    1. To improve yield or portfolio duration.
    2. To meet liquidity needs.

## Investment Officers and Standards of Care:

1. Prudence
  - Investment decisions must adhere to the "prudent person" standard, managing the portfolio with care and diligence. Officers are not held personally responsible for market price changes if deviations are reported timely and adherence to policy is maintained.
2. Ethics and Conflicts of Interest
  - Investment officials must avoid personal conflicts of interest and disclose any material financial interests related to the investment process. Personal transactions with City business contacts are prohibited.
3. Delegation of Authority

City of Hilshire Village Policy & Procedure Manual

- Authority is granted to the City Treasurer and designated investment officers, who must follow established procedures for safekeeping, investment accounting, and other related activities. They are responsible for all transactions and must report to the City Council and Mayor as needed.
4. Training
    - Investment officers must complete a minimum of 10 hours of training on investment responsibilities within 12 months of assuming office and 10 hours every two years thereafter.
  5. Certifications from Sellers
    - Investment officers must present the investment policy to all potential investment sellers and obtain certifications confirming their adherence to the policy.

#### Safekeeping and Custody:

1. Authorized Financial Dealers and Institutions
  - Institutions must be approved by the City Council, with a minimum capital requirement of ten million (\$10,000,000), and be registered with the SEC and insured by SIPC.
  - Qualified bidders must provide audited financial statements, NASD certification, state registration, a completed questionnaire, and acknowledgment of the City's investment policy. Annual reviews will be conducted.
2. Internal Controls
  - The City Treasurer will establish controls to safeguard assets, ensuring protection against loss, theft, or misuse. Controls will include:
    - Control of Collusion: Prevent fraudulent collusion among employees.
    - Custodial Safekeeping: Use independent third parties for safekeeping.
    - Avoidance of Physical Delivery: Prefer book entry securities to minimize fraud and loss risks.
    - Transaction Confirmations: Obtain written confirmations for telephone transactions.
    - Wire Transfer Agreements: Develop agreements outlining controls and responsibilities.
3. Delivery vs. Payment
  - All transactions will be executed by Delivery vs. Payment (DVP) to ensure securities are deposited before funds are released.

#### Suitable and Authorized Investments

1. Investment Types
  - Permitted investments include:
    - U.S. Government and Agency securities.
    - Repurchase agreements.
    - FDIC-insured Certificates of Deposit.



- FSLIC-insured savings and loan deposits.
  - SEC-regulated money market mutual funds.
  - Statewide investment pools.
- Derivatives are prohibited.
- 2. Collateralization
  - Full collateralization is required for certificates and repurchase agreements.
- 3. Bid Solicitation for Certificates of Deposit
  - Bids can be solicited orally, in writing, or electronically.

#### Investment Parameters:

1. Diversification
  - Diversify investments by type and institution.
2. Maximum Maturities
  - Limit maturities to two years, unless otherwise authorized.

#### Reporting

1. Methods
  - The City Treasurer will prepare a quarterly investment report including:
    - A summary of portfolio status and transactions.
    - A listing of securities and their market values.
    - Unrealized gains/losses and yield comparisons.
    - Maturity schedules and portfolio composition percentages.
    - Earnings performance history relative to other investment alternatives.
2. Performance Standards
  - The portfolio should achieve a market average return, and performance will be compared to appropriate benchmarks.
3. Marking to Market
  - A quarterly statement of the portfolio's market value will be issued.

#### Policy Review

This policy shall be reviewed annually as part of the annual budget preparation. Any amendments must be approved by the City Council of Hilshire Village.



## CITY OF HILSHIRE VILLAGE POLICY INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

Approved by Council on 3/21/2023

- I. **SCOPE:** The purpose of this investment policy is to set regulations and other policies concerning the investment of City of Hilshire Village public funds. See Texas Government Code Chapters 2256 and 2257.
- II. **OBJECTIVE:** The primary objectives, in priority order, of investment activities shall be:
  1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
    - A. **Credit Risk:** Credit risk is a loss due to the failure of the security issuer or backer. Credit risk shall be mitigated by:
      - Limiting investments to U.S. Government and U.S. Government Agency securities insured by FSCIC or FDIC.
      - The entire portfolio should be so diversified so that potential losses on individual securities will be minimized.
    - B. **Interest Rate Risk:** Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk should be mitigated by:
      - The investment portfolio should be secured so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
      - Investments also should be primarily in shorter-term securities not to exceed two years in term.
  2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist of securities with active markets.

## INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

- 3. Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on the investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Securities shall not be sold prior to maturity with the following exceptions:

- 1) a security swap would improve the yield, or target duration in the portfolio; or
- 2) liquidity needs of the portfolio require that the security be sold.

### III. INVESTMENT OFFICERS; STANDARDS OF CARE

- 1. Prudence:** The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with City ordinances and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as probable income to be derived.

- 2. Ethics and Conflicts of Interest:** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Hilshire Village.
- 3. Delegation of Authority:** Authority to manage the investment program is granted to the City Treasurer and any other person designated as an investment officer by City Council Resolution, who shall set and carry out established written procedures and internal controls for the operation of the investment program consistent with the investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire

## INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The City Treasurer and other investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate and monitor the investments, and should report to the City Council and Mayor as requested.

4. **Training.** The investment officers of the City shall attend at least ten (10) hours training session relative to the investment officer's responsibilities within twelve months of taking office or assuming duties as an investment officer, and attend and receive not less than ten (10) hours of instruction in every two-year period that begins on the first day of the City's fiscal year after that date.
5. **Certifications from Sellers of Investments.** The investment officer shall present this policy to any business organization offering an investment transaction with the City and obtain from such business organization a policy certificate in form acceptable to the City; provided, however, that no certificate is required from a business organization that the City has not employed to use discretionary investment authority. Provided, further, an investment pool used by the City shall provide to the City the pool's policy regarding holding deposits in cash.

### IV. SAFEKEEPING AND CUSTODY:

1. **Authorized Financial Dealer and Institution:** Financial institutions authorized to provide investment services must be approved by the City Council and have a minimum capital requirement of \$10,000,000 and at least five years of operation and must be registered with the Securities and Exchange Commission and be insured by the Security Investors Protection Corporation.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements.
- proof of National Association of Securities Dealers (NASD) certification
- proof of state registration.
- completed broker/dealer questionnaire.
- certification of having read the City of Hilshire Villages' Investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the City Treasurer.

2. **Internal Controls:** The City Treasurer and other investment officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Hilshire Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance

## INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of the cost and benefits require estimates and judgments by management.

Accordingly, the City Treasurer shall establish a process for annual independent review by an external auditor in conjunction with the City's year-end audit to assure compliance with policies and procedures. The internal controls should address the following points:

- A. Control of Collusion:** Collusion is a situation where two employees are working in conjunction to defraud their employer.
  - B. Custodial safekeeping:** Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
  - C. Avoidance of physical delivery securities:** Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
  - D. Written confirmation or telephone transactions for investments and wire transfers:** Due to the potential for error and improprieties arising from telephone transactions, all telephone transaction should be supported by written communications and approved by the City Treasurer and/or appointee. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures. The City Treasurer should receive a copy of all confirms and statements.
  - E. Development of a wire transfer agreement with the lead bank or third-party custodian:** This agreement should outline the various controls, security provisions and delineate responsibilities of each party making and receiving wire transfers.
3. **Delivery vs. Payment:** All trades where applicable will be executed by Delivery vs. Payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

## V. SUITABLE AND AUTHORIZED INVESTMENTS

## INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

1. **Investment Types:** The following investments will be permitted by this policy and are those defined by State Law where applicable:
  - A. U.S. Government obligations, U.S. Government Agency obligations and U.S. Government instrumentality obligations.
  - B. Repurchase agreements.
  - C. Certificates of Deposit (backed by full FDIC).
  - D. Savings and loan association deposits (backed by FSLIC).
  - E. Money market mutual funds regulated by Securities and Exchange Commission and whose portfolios consist only of Government securities.
  - F. Statewide investment pools.

The use of Derivatives is prohibited.

2. **Collateralization:** Full collateralization will be required on two types of investments: certificates and repurchase agreements.
3. **Solicitation of Bids for Certificates of Deposit.** Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of these methods.

### VI. INVESTMENT PARAMETERS

1. **Diversification:** The investments will be diversified by security type and institution.
2. **Maximum Maturities:** All maturities should be limited to maturities of two years unless specific authority is given to exceed.

### VII. REPORTING

1. **Methods:** The City Treasurer shall prepare an investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to investment policy.

The report should be provided to the City Council. The report shall include the following:

## INVESTMENTS AND STRATEGIES FOR PUBLIC FUNDS

- A. A listing of individual securities held at the end of the reporting period.
  - B. Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
  - C. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
  - D. Listing of investment by maturity date.
  - E. The percentage of the total portfolio which each type of investment represents.
2. **Performance Standards:** The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.
3. **Marking to Market:** A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price volatility.
- VIII. **POLICY:** This policy shall be reviewed on an annual basis. Any changes must be approved by the City Council of Hilshire Village.

# Finance Policy

*(Presented for Council approval 8/20/2024)*

## **1. General Fund Reserves**

The city shall maintain a prudent level of reserves in the General Fund to ensure financial stability and protection against unforeseen financial challenges. A minimum of 75%, or 9 months, of the annual operating budget shall be held in reserve. These reserves can be used only under specific conditions, such as emergencies or significant financial downturns, and any use must be approved by the City Council. A plan to replenish the reserves within a reasonable timeframe must accompany any approved use.

## **2. Reserves in Other Funds**

Reserve policies similar to those of the General Fund shall apply to other funds, particularly enterprise funds that support self-sustaining services. These funds must maintain reserves sufficient to cover operating expenses for a minimum of 6 months and address potential liabilities or emergencies. The use of these reserves requires City Council approval and must align with the city's long-term financial health.

## **3. Grants Administration**

The city shall actively pursue grant opportunities to supplement local funding for projects and services. The Mayor and City Treasurer are responsible for the administration of grants, ensuring compliance with federal, state, and local regulations. Proper accounting, reporting, and auditing practices shall be followed, with all grant activities aligned with the city's strategic goals.

## **4. Debt Management**

The city's debt policy governs the prudent use of debt as a financing tool, ensuring alignment with the city's long-term financial plan. Permissible debt instruments include general obligation bonds, revenue bonds, certificates of obligation, and other legally allowed instruments. Debt issuance is restricted to capital projects with clearly identified revenue streams for repayment or those deemed essential to city infrastructure. The city shall maintain debt levels such that the combined annual debt service payments do not exceed 15% of the annual operating budget. This policy allows for debt to be structured over multiple years, provided that the total annual debt obligations remain within this 15% threshold. The city will also comply with all continuing disclosure requirements.

## **5. Investment Policy**

Public funds shall be invested with the primary objectives of safety, liquidity, and yield. Permissible investment instruments include U.S. Treasury securities, state and local government bonds, certificates of deposit, and other instruments allowed by state law. The City Treasurer, in consultation with professional advisors, shall manage the



investment program with a high standard of care, regularly reporting on its performance to the City Council.

## **6. Economic Development**

The city may offer subsidies, tax incentives, or other financial incentives to encourage private development in line with community economic development goals. Such incentives shall be used strategically to attract businesses, create jobs, and enhance the tax base while ensuring a positive long-term financial impact on the city. All economic development agreements require City Council approval and must include performance benchmarks for accountability.

## **7. Financial Reporting Requirements**

### **Internal Reporting:**

The City Treasurer shall prepare and distribute quarterly financial reports. These reports, including statements of revenues and expenditures, balance sheets, cash flow statements, and variance analyses comparing actual results to budgeted amounts, will support financial performance monitoring and informed decision-making.

### **External Reporting:**

The City Treasurer shall prepare comprehensive Annual Financial Reports (AFR) in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards. An independent certified public accounting firm will audit the AFR annually. The audited financial statements shall be presented to the City Council for review and approval, after which the AFR will be made publicly available through the city's website and at City Hall.

## **8. Risk Management and Internal Controls**

The city shall implement robust risk management and internal control policies to safeguard assets, ensure accurate financial information, and prevent fraud or misuse. These policies include traditional risk management practices, such as insurance coverage, and modern enterprise risk management approaches that address a broader range of risks. Internal controls shall include segregation of duties, regular audits, and continuous monitoring of financial activities.

## **9. Procurement Policies and Procedures**

### **Procurement Process:**

All city purchases shall adhere to a competitive bidding process whenever practical and cost-effective, ensuring transparency and value for money. Procurement methods may include competitive sealed bidding, competitive sealed proposals, requests for qualifications (RFQs), and requests for proposals (RFPs). The method of procurement will be determined by the nature, complexity, and value of the goods or services being acquired. In cases of emergency procurement, the standard competitive process may be bypassed with appropriate justification and documentation.

**Procurement Goals for Historically Underutilized Businesses (HUB):**

The city is committed to promoting diversity and inclusion in its procurement practices, creating opportunities for minority-owned, women-owned, and other historically underutilized businesses (HUB) to participate in city contracts. Goals for minority and women business enterprise (MWBE) participation shall be established, with the City Treasurer monitoring compliance and adjusting goals as necessary based on marketplace or community demographic changes.

**10. Cash Handling & Petty Cash Management**

**Cash Handling Procedures:**

The City Treasurer shall establish and enforce strict procedures for handling city funds to prevent fraud, theft, and misuse. These procedures include segregation of duties, dual controls for cash counting, depositing, and reconciliation, regular reconciliations of cash receipts with bank deposits and accounting records, and secure storage of cash.

**Petty Cash Management:**

Petty cash funds shall be maintained for small, incidental expenses that cannot be efficiently processed through the normal accounts payable system. The City Treasurer, designated as the custodian, is responsible for maintaining accurate petty cash records and ensuring compliance with city policies. Reimbursements and replenishments must be supported by original receipts and authorized by the City Treasurer.

**11. Purchasing Card Policy & Procedures**

The city shall issue purchasing cards (P-cards) to authorized employees to facilitate small-dollar purchases and reduce administrative overhead. Each P-card shall have a usage limit determined by the City Council based on the cardholder's purchasing needs. P-cards may only be used for approved purchases in compliance with the city's procurement policies, and personal use is strictly prohibited. Cardholders must submit receipts and a monthly reconciliation of P-card transactions to the City Treasurer for approval.

**12. Long-Term Financial Planning**

The city is committed to taking a long-term approach to financial health, which includes regularly updating a multi-year financial plan that aligns with the city's strategic goals. This plan shall project revenues, expenditures, and capital needs over at least five years and guide budget development and financial decision-making. The plan shall be reviewed and updated annually to reflect changes in the city's financial condition and priorities.

**13. Structurally Balanced Budget**

The city shall strive to achieve a structurally balanced budget, where recurring revenues are sufficient to cover recurring expenditures. While meeting the statutory definition of a balanced budget, the city aims to ensure that budgetary decisions do not rely on one-time revenues or reserve funds to cover ongoing expenses. The City Treasurer shall

monitor budget performance throughout the year and recommend adjustments as necessary to maintain structural balance.

#### **14. Capital Policies**

The city shall implement comprehensive policies covering the lifecycle of capital assets, including capital improvement planning, budgeting, project management, and asset maintenance. The capital improvement plan (CIP) shall be developed and updated annually, outlining the city's infrastructure needs over a minimum of five years. Capital projects shall be prioritized based on need, available funding, and alignment with the city's strategic goals. The city shall also maintain its capital assets to ensure their longevity and effectiveness in serving the community.

#### **15. Revenue Policies**

The city shall design efficient and effective revenue systems to generate adequate public resources to meet expenditure obligations. This includes policies on tax rates, user fees, and other revenue sources, ensuring they are set at levels that balance the need for public services with the community's ability to pay. The city shall explore diversified revenue streams to reduce reliance on any single source of income.

#### **16. Expenditure Policies**

The city's expenditure policies shall govern how public funds are spent, ensuring that resources are used efficiently and effectively. Guidelines shall cover personnel costs, outsourcing, and funding long-term liabilities such as pensions and other post-employment benefits (OPEB). The city shall prioritize expenditures that support essential services and strategic goals, making all spending decisions with a focus on long-term sustainability.

#### **17. Operating Budget Policies**

The city shall establish policies guiding the development and management of the annual operating budget. These policies shall describe essential features of the budget process, including timelines, stakeholder involvement, and the format of budget documents. Budgetary decision-making principles shall include fiscal responsibility, transparency, and alignment with the city's long-term financial plan and strategic goals. The operating budget shall be reviewed and adjusted as necessary throughout the fiscal year to respond to changing conditions and ensure the city's financial health. This policy shall be reviewed, amended and approved as needed as part of the Budget presentation.



**FY 2024 Actuals**

	9/21/23 - 11/17/23	11/18/23 - 1/19/24	1/20/24 - 3/13/24	3/14/24 - 5/16/24	5/17/24 - 7/23/24	7/24/24 - 9/18/24
<b>Water</b>						
expense	59,742	37,547	45,715	53,369	36,986	
revenue	77,369	60,490	47,424	67,203	67,071	
	17,628	22,943	1,709	13,835	30,084	-
<b>Sewer</b>						
expense	19,176	19,298	19,298	21,370	21,168	
revenue	27,411	27,175	27,086	27,301	27,299	
HCLC expense	526	526	526	526	526	
HCLC revenue	526	600	600	600	600	
	8,236	7,950	7,861	6,005	6,205	-
<b>Garbage</b>						
expense	14,009	14,009	14,009	14,009	14,009	
revenue	14,628	15,095	15,057	15,077	15,049	
	620	1,087	1,049	1,068	1,040	-
<b>Maintenance</b>						
revenue	7,175	7,122	7,150	7,143	7,182	
	<b>33,658</b>	<b>39,102</b>	<b>17,769</b>	<b>28,051</b>	<b>44,511</b>	<b>163,092</b>

Water Actual Usage	Gallons	Houston
	Used	Water Bill
2023 October	6084	32,641
November	5131	27,101
December	3917	19,791
2024 January	3574	17,757
February	3754	19,046
March	5077	26,669
April	5346	28,819
May	4661	24,549
June	3642	18,493
July		
August		
September		
	<b>41186</b>	<b>214,866</b>

Gallons Billed	Current Rate	Proposed Rates FY 2025		
		8.5	8.75	9.00
9,234	78,489	80,798	83,106	85,415
7,186	61,081	62,878	64,674	66,471
5,582	47,447	48,843	50,238	51,634
8,062	68,527	70,543	72,558	74,574
7,582	64,447	66,343	68,238	70,134
	-	-	-	-
<b>37646</b>	<b>319,991</b>	<b>329,403</b>	<b>338,814</b>	<b>348,226</b>

Gallons used for hydrant flushing YTD 3540

**Garbage & recycling proposed rate annual impact**

average # of homes billed	<u>301</u>
Calculated Cost	90,770
Calculated Revenue	93,009

**Annual household increases per proposed rates**

		8.75	9.00	9.25
Low Usage	20	\$ 87	\$ 117	\$ 147
Mid Usage	60	\$ 147	\$ 237	\$ 327
High Usage	150	\$ 282	\$ 507	\$ 732

Tax Rate Calculation Worksheet Reference	<b>Total tax rate = M&amp;O Tax + I&amp;S (Debt Tax)</b>	Tax Year 2023 FYE 2024	Tax Year 2024 FYE 2025	FYE 2025 Prop. Tax Revenue	FYE 2025 Other Revenue	FYE 2025 Total Expense	Estimated Surplus/ (Deficit)
<b>M&amp;O Potential Rates</b>							
Line 25	Certified Roll	307,920,442	327,656,829				
Line 33	No New Revenue Rate	0.429309	<b>0.438454</b>	1,436,624	452,450	1,794,281	94,794
Line 41	Voter Approved Rate	<b>0.444334</b>	0.453799	1,486,903	452,450	1,794,281	145,073
	De Minimis Rate						
<b>I&amp;S (Debt Tax) Potential Rates</b>							
Line 21	Prop Valuation Including new personal property	310,670,290	335,149,954				
	No New Revenue Rate	0.122005	<b>0.112531</b>	377,148		360,000	17,148
Line 48	Voter Approved Rate	<b>0.116098</b>	0.104335	349,679		360,000	(10,321)
	De Minimis Rate						
<b>Total Tax Rate</b>							
Line 55	No New Revenue Rate	0.551314	0.550985				
Line 57	Voter Approved Rate	<b>0.560432</b>	0.558134				
Line 73	De Minimis Rate	0.706349	0.691975				

Tax Year	Total Tax Rate	M&O tax rate	I&S Debt tax rate	Levy
<b>2024</b>	<b>0.550985</b>	<b>0.438454</b>	<b>0.112531</b>	<b>1,805,340</b>
2023	<b>0.560432</b>	0.444334	0.116098	1,741,096
2022	<b>0.577588</b>	0.447917	0.129671	1,629,834
2021	<b>0.589884</b>	0.455049	0.134835	1,568,182
2020	<b>0.590120</b>	0.449316	0.140804	1,453,952
2019	<b>0.559069</b>	0.419265	0.139804	1,378,036
2018	<b>0.568407</b>	0.412808	0.155599	1,307,683

*Proposed*

# 2024 Tax Rate Calculation Worksheet

## Taxing Units Other Than School Districts or Water Districts

City of Hilshire Village	713-973-1779
Taxing Unit Name	Phone (area code and number)
8301 Westview Drive, Houston, Texas 77055	http://www.hilshirevillagetexas.com/
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>Prior year total taxable value.</b> Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ 307,515,436
2.	<b>Prior year tax ceilings.</b> Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 0
3.	<b>Preliminary prior year adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 307,515,436
4.	<b>Prior year total adopted tax rate.</b>	\$ 0.560432 /\$100
5.	<b>Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.</b>	
	A. Original prior year ARB values:..... \$ 33,568,625	
	B. Prior year values resulting from final court decisions:..... - \$ 32,281,725	
	C. Prior year value loss. Subtract B from A. <sup>3</sup>	\$ 1,286,900
6.	<b>Prior year taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
	A. Prior year ARB certified value:..... \$ 14,102,465	
	B. Prior year disputed value:..... - \$ 2,506,552	
	C. Prior year undisputed value. Subtract B from A. <sup>4</sup>	\$ 11,595,913
7.	<b>Prior year Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 12,882,813

<sup>1</sup> Tex. Tax Code §26.012(14)  
<sup>2</sup> Tex. Tax Code §26.012(14)  
<sup>3</sup> Tex. Tax Code §26.012(13)  
<sup>4</sup> Tex. Tax Code §26.012(13)



Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ 320,398,249
9.	<b>Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024.</b> Enter the prior year value of property in deannexed territory. <sup>5</sup>	\$ 0
10.	<p><b>Prior year taxable value lost because property first qualified for an exemption in the current year.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value.</p> <p><b>A. Absolute exemptions.</b> Use prior year market value: ..... \$ 0</p> <p><b>B. Partial exemptions.</b> Current year exemption amount or current year percentage exemption times prior year value: ..... + \$ 1,259,912</p> <p><b>C. Value loss.</b> Add A and B.<sup>6</sup></p>	\$ 1,259,912
11.	<p><b>Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.</b> Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year.</p> <p><b>A. Prior year market value:</b> ..... \$ 0</p> <p><b>B. Current year productivity or special appraised value:</b> ..... - \$ 0</p> <p><b>C. Value loss.</b> Subtract B from A.<sup>7</sup></p>	\$ 0
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ 1,259,912
13.	<b>Prior year captured value of property in a TIF.</b> Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	<b>Prior year total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ 319,138,337
15.	<b>Adjusted prior year total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ 1,788,553
16.	<b>Taxes refunded for years preceding the prior tax year.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. <sup>9</sup>	\$ 16,790
17.	<b>Adjusted prior year levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ 1,805,343
18.	<p><b>Total current year taxable value on the current year certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.<sup>11</sup></p> <p><b>A. Certified values:</b> ..... \$ 0</p> <p><b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$</p> <p><b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ 0</p> <p><b>D. Tax increment financing:</b> Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.<sup>12</sup> ..... - \$ 0</p> <p><b>E. Total current year value.</b> Add A and B, then subtract C and D.</p>	\$ 0

<sup>5</sup> Tex. Tax Code §26.012(15)  
<sup>6</sup> Tex. Tax Code §26.012(15)  
<sup>7</sup> Tex. Tax Code §26.012(15)  
<sup>8</sup> Tex. Tax Code §26.03(c)  
<sup>9</sup> Tex. Tax Code §26.012(13)  
<sup>10</sup> Tex. Tax Code §26.012(13)  
<sup>11</sup> Tex. Tax Code §26.012, 26.04(c-2)  
<sup>12</sup> Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p><b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup></p> <p><b>A. Current year taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> ..... \$ <u>34,211,285</u></p> <p><b>B. Current year value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> ..... + \$ <u>300,938,669</u></p> <p><b>C. Total value under protest or not certified.</b> Add A and B. <span style="float: right;">\$ <u>335,149,954</u></span></p>	
20.	<p><b>Current year tax ceilings.</b> Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the home- steads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. <sup>16</sup></p>	\$ <u>0</u>
21.	<p><b>Current year total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup></p>	\$ <u>335,149,954</u>
22.	<p><b>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.</b> Include both real and personal property. Enter the current year value of property in territory annexed. <sup>18</sup></p>	\$ <u>0</u>
23.	<p><b>Total current year taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for the current year. <sup>19</sup></p>	\$ <u>7,493,125</u>
24.	<p><b>Total adjustments to the current year taxable value.</b> Add Lines 22 and 23.</p>	\$ <u>7,493,125</u>
25.	<p><b>Adjusted current year taxable value.</b> Subtract Line 24 from Line 21.</p>	\$ <u>327,656,829</u>
26.	<p><b>Current year NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup></p>	\$ <u>0.550985</u> /\$100
27.	<p><b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. <sup>21</sup></p>	\$ _____ /\$100

**SECTION 2: Voter-Approval Tax Rate**

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<p><b>Prior year M&amp;O tax rate.</b> Enter the prior year M&amp;O tax rate.</p>	\$ <u>0.444334</u> /\$100
29.	<p><b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$ <u>320,398,249</u>

<sup>13</sup> Tex. Tax Code §26.01(c) and (d)  
<sup>14</sup> Tex. Tax Code §26.01(c)  
<sup>15</sup> Tex. Tax Code §26.01(d)  
<sup>16</sup> Tex. Tax Code §26.012(6)(B)  
<sup>17</sup> Tex. Tax Code §26.012(6)  
<sup>18</sup> Tex. Tax Code §26.012(17)  
<sup>19</sup> Tex. Tax Code §26.012(17)  
<sup>20</sup> Tex. Tax Code §26.04(c)  
<sup>21</sup> Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total prior year M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100	\$ 1,423,638
31.	<p><b>Adjusted prior year levy for calculating NNR M&amp;O rate.</b></p> <p><b>A. M&amp;O taxes refunded for years preceding the prior tax year.</b> Enter the amount of M&amp;O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding the prior tax year. . . . . + \$ 12,988</p> <p><b>B. Prior year taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. . . . . - \$ 0</p> <p><b>C. Prior year transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. . . . . +/- \$ 0</p> <p><b>D. Prior year M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. . . . . \$ 12,988</p> <p><b>E.</b> Add Line 30 to 31D.</p>	\$ 1,436,626
32.	<b>Adjusted current year taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 327,656,829
33.	<b>Current year NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.438454 /\$100
34.	<p><b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup></p> <p><b>A. Current year state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p><b>B. Prior year state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. . . . . - \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ _____ /\$100
35.	<p><b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup></p> <p><b>A. Current year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0</p> <p><b>B. Prior year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. . . . . - \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100

<sup>22</sup> [Reserved for expansion]  
<sup>23</sup> Tex. Tax Code §26.044  
<sup>24</sup> Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p><b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup></p> <p><b>A. Current year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. . . . . \$ 0</p> <p><b>B. Prior year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>E.</b> Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
37.	<p><b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup></p> <p><b>A. Current year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . \$ 0</p> <p><b>B. Prior year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Multiply B by 0.08 and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>E.</b> Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
38.	<p><b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p><b>A. Amount appropriated for public safety in the prior year.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . \$ 0</p> <p><b>B. Expenditures for public safety in the prior year.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100 . . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
39.	<p><b>Adjusted current year NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ 0.438454 /\$100
40.	<p><b>Adjustment for prior year sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.</p> <p><b>A.</b> Enter the amount of additional sales tax collected and spent on M&amp;O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . \$ 0</p> <p><b>B.</b> Divide Line 40A by Line 32 and multiply by \$100 . . . . . \$ 0.000000 /\$100</p> <p><b>C.</b> Add Line 40B to Line 39.</p>	\$ 0.438454 /\$100
41.	<p><b>Current year voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ 0.453799 /\$100

<sup>25</sup> Tex. Tax Code §26.0442  
<sup>26</sup> Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p><b>Disaster Line 41 (D41): Current year voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.000000 /\$100
42.	<p><b>Total current year debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit’s budget as M&amp;O expenses.</p> <p><b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. <sup>28</sup></p> <p>Enter debt amount ..... \$ 349,681</p> <p><b>B. Subtract unencumbered fund amount</b> used to reduce total debt. .... - \$ 0</p> <p><b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ 0</p> <p><b>D. Subtract amount paid</b> from other resources ..... - \$ 0</p> <p><b>E. Adjusted debt.</b> Subtract B, C and D from A. .... \$ 349,681</p>	\$ 349,681
43.	<b>Certified prior year excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ 0
44.	<b>Adjusted current year debt.</b> Subtract Line 43 from Line 42E.	\$ 349,681
45.	<p><b>Current year anticipated collection rate.</b></p> <p><b>A.</b> Enter the current year anticipated collection rate certified by the collector. <sup>30</sup> ..... 100.00 %</p> <p><b>B.</b> Enter the prior year actual collection rate..... 98.02 %</p> <p><b>C.</b> Enter the 2022 actual collection rate. .... 96.77 %</p> <p><b>D.</b> Enter the 2021 actual collection rate. .... 98.08 %</p> <p><b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup></p>	100.00 %
46.	<b>Current year debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ 349,681
47.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 335,149,954
48.	<b>Current year debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.104335 /\$100
49.	<b>Current year voter-approval tax rate.</b> Add Lines 41 and 48.	\$ 0.558134 /\$100
D49.	<p><b>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ 0.000000 /\$100

<sup>27</sup> Tex. Tax Code §26.042(a)  
<sup>28</sup> Tex. Tax Code §26.012(7)  
<sup>29</sup> Tex. Tax Code §26.012(10) and 26.04(b)  
<sup>30</sup> Tex. Tax Code §26.04(b)  
<sup>31</sup> Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 /\$100

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup> <b>Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November of the prior year.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 335,149,954
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.000000 /\$100
55.	<b>Current year NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.550985 /\$100
56.	<b>Current year NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.550985 /\$100
57.	<b>Current year voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.558134 /\$100
58.	<b>Current year voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ 0.558134 /\$100

**SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control**

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ 0
60.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 335,149,954
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ 0.000000 /\$100

<sup>32</sup> Tex. Tax Code §26.041(d)  
<sup>33</sup> Tex. Tax Code §26.041(i)  
<sup>34</sup> Tex. Tax Code §26.041(d)  
<sup>35</sup> Tex. Tax Code §26.04(c)  
<sup>36</sup> Tex. Tax Code §26.04(c)  
<sup>37</sup> Tex. Tax Code §26.045(d)  
<sup>38</sup> Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	<b>Current year voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.558134 /\$100

**SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate**

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.<sup>39</sup> The Foregone Revenue Amount for each year is equal to that year’s adopted tax rate subtracted from that year’s voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year’s current total value.<sup>40</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate that was used must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;<sup>41</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>42</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>43</sup>

Individual components can be negative, but the overall rate will be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>44</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2023 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100 .....	\$ 0.560432 /\$100 \$ 0.000000 /\$100 \$ 0.560432 /\$100 \$ 0.560432 /\$100 \$ 0.000000 /\$100 \$ 310.670.290 \$ 0
64.	<b>Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2022 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100 .....	\$ 0.577588 /\$100 \$ 0.000000 /\$100 \$ 0.577588 /\$100 \$ 0.577588 /\$100 \$ 0.000000 /\$100 \$ 286.643.435 \$ 0
65.	<b>Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 65) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2021 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100 .....	\$ 0.589884 /\$100 \$ 0.000000 /\$100 \$ 0.589884 /\$100 \$ 0.589884 /\$100 \$ 0.000000 /\$100 \$ 265.845.890 \$ 0
66.	<b>Total Foregone Revenue Amount.</b> Add Lines 63G, 64G and 65G	\$ 0 /\$100
67.	<b>2024 Unused Increment Rate.</b> Divide Line 66 by Line 21 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.000000 /\$100
68.	<b>Total 2024 voter-approval tax rate, including the unused increment rate.</b> Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.558134 /\$100

<sup>39</sup> Tex. Tax Code §26.013(b)  
<sup>40</sup> Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)  
<sup>41</sup> Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)  
<sup>42</sup> Tex. Tax Code §§26.0501(a) and (c)  
<sup>43</sup> Tex. Local Gov't Code §120.007(d)  
<sup>44</sup> Tex. Local Gov't Code §120.007(d)



**SECTION 6: De Minimis Rate**

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup> This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
69.	<b>Adjusted current year NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	0.438454
70.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 335,149,954
71.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.149186 /\$100
72.	<b>Current year debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.104335 /\$100
73.	<b>De minimis rate.</b> Add Lines 69, 71 and 72.	\$ 0.691975 /\$100

**SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate**

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>48</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>49</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	<b>2023 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.560432 /\$100
75.	<b>Adjusted 2023 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . <b>- or -</b> If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. <sup>50</sup> Enter the final adjusted 2023 voter-approval tax rate from the worksheet. <b>- or -</b> If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
76.	<b>Increase in 2023 tax rate due to disaster.</b> Subtract Line 75 from Line 74.	\$ 0.000000 /\$100
77.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 319,138,337
78.	<b>Emergency revenue.</b> Multiply Line 76 by Line 77 and divide by \$100.	\$ 0
79.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 327,656,829
80.	<b>Emergency revenue rate.</b> Divide Line 78 by Line 79 and multiply by \$100. <sup>51</sup>	\$ 0.000000 /\$100

<sup>45</sup> Tex. Tax Code §26.04(c)(2)(B)  
<sup>46</sup> Tex. Tax Code §26.012(8-a)  
<sup>47</sup> Tex. Tax Code §26.063(a)(1)  
<sup>48</sup> Tex. Tax Code §26.042(b)  
<sup>49</sup> Tex. Tax Code §26.042(f)  
<sup>50</sup> Tex. Tax Code §26.42(c)  
<sup>51</sup> Tex. Tax Code §26.42(b)



Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	<b>Current year voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	\$ <u>0.558134</u> /\$100

**SECTION 8: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** ..... \$ 0.550985 /\$100  
 As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).  
 Indicate the line number used: 26
- Voter-approval tax rate.** ..... \$ 0.558134 /\$100  
 As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).  
 Indicate the line number used: 49
- De minimis rate.** ..... \$ 0.691975 /\$100  
 If applicable, enter the current year de minimis rate from Line 73.

**SECTION 9: Taxing Unit Representative Name and Signature**

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.<sup>52</sup>

**print here** → C A Porter  
 Printed Name of Taxing Unit Representative

**sign here** → \_\_\_\_\_ Date

<sup>52</sup> Tex. Tax Code §§26.04(c-2) and (d-2)

# City of Hilshire Village Staff Structure & Duties

**Job Title:** City Administrator, City Secretary, and City Treasurer

**Reports To:** Mayor and City Council

**Job Summary:** The City Administrator, City Secretary, and City Treasurer is a multifaceted role responsible for overseeing the daily operations of the city, managing official records and documentation, and handling the city's financial matters. This position requires a combination of administrative, financial, and managerial skills to ensure efficient governance and compliance with state and local regulations.

## **Key Responsibilities:**

### **1. City Administrator Duties:**

- Oversee the implementation of city policies as directed by the City Council.
- Manage city departments and staff, providing leadership and ensuring effective service delivery.
- Develop and implement strategic plans, budgets, and capital improvement projects.
- Serve as a liaison between the City Council, city staff, and the public.
- Coordinate with external agencies and stakeholders on various city projects and initiatives.
- Address citizen inquiries and complaints, ensuring timely resolution.

### **2. City Secretary Duties:**

- Maintain official city records, including meeting minutes, ordinances, resolutions, and contracts.
- Prepare agendas, notices, and packets for City Council meetings and public hearings.
- Record and transcribe minutes of City Council meetings and other official proceedings.
- Administer municipal elections in compliance with state and federal regulations.
- Ensure compliance with open meetings and public information laws.
- Certify and attest to official documents.

### **3. City Treasurer Duties:**

- Manage the city's financial operations, including budgeting, accounting, and financial reporting.
- Prepare and present financial reports to the City Council.
- Oversee the collection of taxes, fees, and other city revenues.
- Manage city investments and monitor cash flow.
- Ensure compliance with financial regulations and audit requirements.
- Develop and implement financial policies and procedures.

## **Qualifications:**

- Bachelor's degree in Public Administration, Business Administration, Finance, or a related field.
- Extensive experience in municipal government administration, including supervisory and financial management roles.

## City of Hilshire Village Staff Structure & Duties

- Strong knowledge of state and local government laws, regulations, and practices.
- Excellent communication, leadership, and organizational skills.
- Proficiency in financial management software and Microsoft Office Suite.

# City of Hilshire Village Staff Structure & Duties

**Job Title:** Assistant City Secretary and Permit Clerk

**Reports To:** City Administrator/City Secretary

**Job Summary:** The Assistant City Secretary and Permit Clerk supports the City Secretary in maintaining official records and assists in managing the city's permitting process. This role involves clerical and administrative duties, including record-keeping, customer service, and processing permits to ensure compliance with city ordinances.

## **Key Responsibilities:**

### **1. Assistant City Secretary Duties:**

- Assist in preparing agendas, notices, and packets for City Council meetings and public hearings.
- Support the maintenance of official city records, including filing and retrieving documents.
- Assist in recording and transcribing minutes of City Council meetings and other official proceedings.
- Help administer municipal elections, including voter registration and election logistics.
- Provide clerical support to the City Secretary and other city departments as needed.
- Respond to public records requests in accordance with open records laws.

### **2. Permit Clerk Duties:**

- Process permit applications, including building, zoning, and other municipal permits.
- Review permit applications for completeness and compliance with city ordinances.
- Issue permits and maintain accurate records of all issued permits.
- Provide information and assistance to applicants regarding permit requirements and procedures.
- Coordinate inspections and ensure that all necessary approvals are obtained.
- Track and report on the status of permits and inspections.

## **Qualifications:**

- High school diploma or equivalent; associate's degree in a related field preferred.
- Experience in administrative or clerical work, preferably in a municipal government setting.
- Knowledge of city ordinances, regulations, and permitting processes.
- Strong organizational, communication, and customer service skills.
- Proficiency in Microsoft Office Suite and municipal software applications.

# City of Hilshire Village Staff Structure & Duties

## Shared Duties Analysis

### Common Responsibilities:

1. **Record-Keeping and Documentation:**
  - Both positions involve maintaining accurate records and documentation. The City Secretary is responsible for official city records, while the Assistant City Secretary supports this function by filing and retrieving documents.
2. **Meeting Support:**
  - Both roles assist in preparing agendas, notices, and packets for City Council meetings and public hearings. The City Secretary handles the preparation, while the Assistant City Secretary provides support.
3. **Customer Service:**
  - Both employees interact with the public, addressing inquiries, and providing information. The City Administrator handles higher-level concerns and complaints, while the Assistant City Secretary and Permit Clerk assist with routine inquiries and permit-related questions.

### Complementary Responsibilities:

1. **Administrative Support:**
  - The City Administrator/City Secretary provides overall leadership and direction, while the Assistant City Secretary offers clerical and administrative support to ensure smooth operations.
2. **Permitting Process:**
  - The Permit Clerk is primarily responsible for processing permits, but this task complements the City Administrator's role in overseeing city departments and ensuring compliance with city ordinances.

### Distinct Responsibilities:

1. **Financial Management:**
  - The City Treasurer's responsibilities are unique to the City Administrator/City Secretary role, involving budgeting, financial reporting, and revenue collection, which are not part of the Assistant City Secretary and Permit Clerk's duties.
2. **Election Administration:**
  - While both roles assist with elections, the City Secretary has the primary responsibility for administering municipal elections, whereas the Assistant City Secretary provides support.

**RESOLUTION NO. 2024-266**

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE MAYOR'S PROPOSED 2025 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2024 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING FOR THAT PURPOSE; DESIGNATING THE CITY SECRETARY AS THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2024 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

WHEREAS, the Mayor has filed a proposed 2025 municipal budget for the City; and

WHEREAS, the Mayor's proposed 2025 municipal budget contains a proposed tax rate to support the proposed budget; and

WHEREAS, Section 26.17 of the Tax Code makes reference to "the tax rate proposed by the governing body;" and

WHEREAS, the City Council is of the opinion that the proposed tax rate contained in the Mayor's proposed municipal budget is the appropriate tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Tax Code; and

WHEREAS, the Texas Tax Code requires that the City Council designate an employee or official to perform certain functions in connection with the tax rate adoption process; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE:

Section 1. The City Council adopts the proposed tax rate of \$0.550985 as contained in the Mayor's proposed 2025 municipal budget, as the proposed tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Tax Code.

Section 2. The City Secretary is designated as the officer or employee of the City who will make the calculations required by Section 26.04 of the Tax Code, and will provide information to other governmental entities regarding the adoption of the City's 2024 tax rate.

Section 3. The City Secretary is directed to provide the required notices, and publish the required information, concerning the City's proposed 2024 tax rate, including the time and date for a public hearing on the proposed 2024 tax rate.

PASSED, APPROVED, AND RESOLVED this 20<sup>th</sup> day of August, 2024.

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Robert F. Buesinger, Mayor

Attest:

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Cassie Stephens, City Secretary