



# Regular Council Meeting 01-23-2024 Agenda

Tuesday, January 23, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**The City Council of the City of Hilshire Village, Texas will meet on Tuesday, January 16, 2024, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.**

Any person may participate and address the City Council at the meeting by Zoom, telephone, personal appearance at City Hall, or by writing. Kindly submit your comments in advance of the meeting to [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com).

Join Zoom Meeting

<https://us06web.zoom.us/j/88139745838?pwd=BscZ2beg0h5UtTHQwjIRKPKmG79B36.1>

Meeting ID: 881 3974 5838

Passcode: 0123

One tap mobile

+1 346-248-7799, 881 3974 5838#, \*0123# US (Houston)

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

## 1. **CALL TO ORDER**

1.A. Invocation (Mayor Pro Tem Carey)

1.B. Pledge of Allegiance

1.C. Roll Call

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

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

*Speakers must address the council at the microphone and give their name and address before voicing their concerns.*

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

### **3. REPORTS TO COUNCIL**

- 3.A.** Police Report  
2023 Racial Profiling Report
- 3.B.** Building Official Report
- 3.C.** Engineer Report  
Hilshire Green Paving, Drainage & Utility Improvements  
Pine Chase Grove Water Meter area  
Street Pavement Point Repairs  
Wirt Road Safety Project/Interlocal Agreements
- 3.D.** Fire Commissioner's Report (Mayor Buesinger)
- 3.E.** Mayor Buesinger's Report
- 3.F.** City Secretary's Report: (City Secretary Stephens)  
Annual Calendar
- 3.G.** City Treasurer's Report (City Secretary Stephens)  
Quarterly Investment Report 4th Quarter FYE 2023 and 1st Quarter FYE 2024

### **4. CONSENT AGENDA**

- 4.A.** Approve Disbursements
- 4.B.** Approve Minutes from the Regular Council Meeting
- 4.C.** Approve Check Registers and Financials
- 4.D.** Approve Quarterly Investment Report 4th Quarter FYE 2023
- 4.E.** Approve Quarterly Investment Report 1st Quarter FYE 2024

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

- 5.A.** Discussion and possible action to approve the City of Hilshire Village 2022-2023 Budget Amendment #1.
- 5.B.** Discussion and possible action to purchase an extended manufacturer's warranty for the newly acquired generator at City Hall.
- 5.C.** Discussion and possible action to increase or reposition street lights.
- 5.D.** Discussion and possible action regarding public participation in council meetings by video calls.

### **6. DISCUSSION**

### **7. ADDITIONAL COUNCIL COMMENTS**

**8. FUTURE AGENDA TOPICS**

Ordinance for Ridgeley Drive No Parking Zone

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

NOTES:

\*Agenda items may be considered in any order.

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

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

**I, 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 MONTH DAY, 2023 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

12\01\2023  
 thru 12\31\2023  
 Zone is: HILSHIRE VILLAGE

| Type         | Description                 | # Of Calls |
|--------------|-----------------------------|------------|
| 6            | ACCIDENT                    | 1          |
| 22           | ALARM                       | 9          |
| 23           | AMBULANCE CALL              | 4          |
| 135          | BUSINESS CHECK              | 750        |
| 60           | FIRE CALL                   | 1          |
| 68           | HOUSE CHECK                 | 40         |
| 70           | INFORMATION                 | 5          |
| 71           | INVESTIGATION               | 1          |
| 76           | LOUD NOISE                  | 1          |
| 81           | OPEN DOOR                   | 3          |
| 86           | PUBLIC RELATIONS            | 34         |
| 97           | SPECIAL ASSIGNMENT          | 1          |
| 99           | STALLED VEHICLE             | 1          |
| 103          | SUSPICIOUS ACTIVITY         | 1          |
| 104          | SUSPICIOUS PERSON           | 1          |
| 105          | SUSPICIOUS VEHICLE          | 2          |
| 11           | TRAFFIC STOP                | 14         |
| 111          | VEHICLE BLOCKING ROADWAY    | 1          |
| 163          | VIOLATION OF CITY ORDINANCE | 1          |
| 117          | WELFARE CONCERN             | 1          |
| <b>Total</b> |                             | <b>872</b> |



*City of Spring Valley Village*  
**Police Department**

1025 Campbell Road  
Houston, TX 77055  
713-465-8323  
Fax: 713-465-3135  
Mark Schulze – Chief of Police

**Date: January 3, 2024**

**To: City Administrator Cassie Stephens**

**From: Chief M. Schulze**

**Reference: 2023 Racial Profiling Report**

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As required by Article 2.132 – 2.138 of the Texas Code of Criminal Procedure, please allow the attached document to serve as the annual submission to the governing body (City Council) of the City of Hilshire Village with the Spring Valley Village Police Department's Racial Profiling Report for calendar year 2023. The pages include a copy of the Spring Valley Village Police Department Senate Bill 1187 Racial Profiling Report which has also been electronically filed with the Texas Commission on Law Enforcement.

# Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

| 01. Total Traffic Stops |  |              |
|-------------------------|--|--------------|
|                         |  | 7,545        |
|                         |  | <b>7,545</b> |

| 02. Location of Stop      |                |              |
|---------------------------|----------------|--------------|
| CITY STREET               | 98.29%         | 7,416        |
| PRIVATE PROPERTY OR OTHER | 1.51%          | 114          |
| US HIGHWAY                | 0.20%          | 15           |
| <b>Total</b>              | <b>100.00%</b> | <b>7,545</b> |

| 03. Was Race Known Prior to Stop? |                |              |
|-----------------------------------|----------------|--------------|
| N                                 | 99.81%         | 7,531        |
| Y                                 | 0.19%          | 14           |
| <b>Total</b>                      | <b>100.00%</b> | <b>7,545</b> |

| 04. Race or Ethnicity         |                |              |
|-------------------------------|----------------|--------------|
| ALASKA NATIVE/AMERICAN INDIAN | 2.25%          | 170          |
| ASIAN/PACIFIC ISLANDER        | 6.44%          | 486          |
| BLACK                         | 18.32%         | 1,382        |
| HISPANIC/LATINO               | 36.96%         | 2,789        |
| WHITE                         | 36.02%         | 2,718        |
| <b>Total</b>                  | <b>100.00%</b> | <b>7,545</b> |

| 05. Gender |                               |        |       |
|------------|-------------------------------|--------|-------|
| FEMALE     | ALASKA NATIVE/AMERICAN INDIAN | 1.40%  | 41    |
|            | ASIAN/PACIFIC ISLANDER        | 6.40%  | 188   |
|            | BLACK                         | 21.13% | 621   |
|            | HISPANIC/LATINO               | 31.88% | 937   |
|            | WHITE                         | 39.20% | 1,152 |

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| 05. Gender                |                               |         |              |
|---------------------------|-------------------------------|---------|--------------|
|                           |                               | 100.00% | 2,939        |
| MALE                      | ALASKA NATIVE/AMERICAN INDIAN | 2.80%   | 129          |
|                           | ASIAN/PACIFIC ISLANDER        | 6.47%   | 298          |
|                           | BLACK                         | 16.52%  | 761          |
|                           | HISPANIC/LATINO               | 40.21%  | 1,852        |
|                           | WHITE                         | 34.00%  | 1,566        |
|                           |                               | 100.00% | 4,606        |
| <b>Total</b>              |                               |         | <b>7,545</b> |
| 06. Reason for Stop?      |                               |         |              |
| MOVING TRAFFIC VIOLATION  | ALASKA NATIVE/AMERICAN INDIAN | 2.01%   | 67           |
|                           | ASIAN/PACIFIC ISLANDER        | 7.90%   | 264          |
|                           | BLACK                         | 17.40%  | 581          |
|                           | HISPANIC/LATINO               | 22.34%  | 746          |
|                           | WHITE                         | 50.36%  | 1,682        |
|                           |                               | 100.00% | 3,340        |
| PRE EXISTING KNOWLEDGE    | HISPANIC/LATINO               | 100.00% | 1            |
|                           |                               | 100.00% | 1            |
| VEHICLE TRAFFIC VIOLATION | ALASKA NATIVE/AMERICAN INDIAN | 2.46%   | 102          |
|                           | ASIAN/PACIFIC ISLANDER        | 5.25%   | 218          |
|                           | BLACK                         | 19.15%  | 795          |
|                           | HISPANIC/LATINO               | 48.52%  | 2,014        |
|                           | WHITE                         | 24.62%  | 1,022        |
|                           |                               | 100.00% | 4,151        |
| VIOLATION OF LAW          | ALASKA NATIVE/AMERICAN INDIAN | 1.89%   | 1            |

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| 06. Reason for Stop? |                        |                |              |
|----------------------|------------------------|----------------|--------------|
| VIOLATION OF LAW     | ASIAN/PACIFIC ISLANDER | 7.55%          | 4            |
|                      | BLACK                  | 11.32%         | 6            |
|                      | HISPANIC/LATINO        | 52.83%         | 28           |
|                      | WHITE                  | 26.42%         | 14           |
|                      |                        | <b>100.00%</b> | <b>53</b>    |
| <b>Total</b>         |                        |                | <b>7,545</b> |

| 07. Was a Search Conducted? |                               |                |                |
|-----------------------------|-------------------------------|----------------|----------------|
| N                           | ALASKA NATIVE/AMERICAN INDIAN | 2.25%          | 169            |
|                             | ASIAN/PACIFIC ISLANDER        | 6.47%          | 486            |
|                             | BLACK                         | 18.30%         | 1,375          |
|                             | HISPANIC/LATINO               | 36.94%         | 2,776          |
|                             | WHITE                         | 36.05%         | 2,709          |
|                             |                               | <b>100.00%</b> | <b>7,515</b>   |
| Y                           | ALASKA NATIVE/AMERICAN INDIAN | 3.33%          | 1              |
|                             | BLACK                         | 23.33%         | 7              |
|                             | HISPANIC/LATINO               | 43.33%         | 13             |
|                             | WHITE                         | 30.00%         | 9              |
|                             |                               |                | <b>100.00%</b> |
| <b>Total</b>                |                               |                | <b>7,545</b>   |

| 08. Reason for Search?   |                 |                |          |
|--------------------------|-----------------|----------------|----------|
| CONSENT                  | BLACK           | 14.29%         | 1        |
|                          | HISPANIC/LATINO | 28.57%         | 2        |
|                          | WHITE           | 57.14%         | 4        |
|                          |                 | <b>100.00%</b> | <b>7</b> |
| CONTRABAND IN PLAIN VIEW | WHITE           | 100.00%        | 1        |



# Texas TCOLE SB1187 Racial Profiling Report (2022)

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| 08. Reason for Search? |                               |         |              |
|------------------------|-------------------------------|---------|--------------|
|                        |                               | 100.00% | 1            |
| INCIDENT TO ARREST     | BLACK                         | 16.67%  | 1            |
|                        | HISPANIC/LATINO               | 66.67%  | 4            |
|                        | WHITE                         | 16.67%  | 1            |
|                        |                               | 100.00% | 6            |
| NO SEARCH              | ALASKA NATIVE/AMERICAN INDIAN | 2.25%   | 169          |
|                        | ASIAN/PACIFIC ISLANDER        | 6.47%   | 486          |
|                        | BLACK                         | 18.30%  | 1,375        |
|                        | HISPANIC/LATINO               | 36.94%  | 2,776        |
|                        | WHITE                         | 36.05%  | 2,709        |
|                        |                               | 100.00% | 7,515        |
| PROBABLE CAUSE         | ALASKA NATIVE/AMERICAN INDIAN | 6.25%   | 1            |
|                        | BLACK                         | 31.25%  | 5            |
|                        | HISPANIC/LATINO               | 43.75%  | 7            |
|                        | WHITE                         | 18.75%  | 3            |
|                        |                               | 100.00% | 16           |
| <b>Total</b>           |                               |         | <b>7,545</b> |

| 09. Was Contraband Discovered? |                               |         |    |
|--------------------------------|-------------------------------|---------|----|
| N                              | BLACK                         | 25.00%  | 3  |
|                                | HISPANIC/LATINO               | 50.00%  | 6  |
|                                | WHITE                         | 25.00%  | 3  |
|                                |                               | 100.00% | 12 |
| Y                              | ALASKA NATIVE/AMERICAN INDIAN | 5.56%   | 1  |

# Texas TCOLE SB1187 Racial Profiling Report (2022)

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| 09. Was Contraband Discovered? |                     |                |           |
|--------------------------------|---------------------|----------------|-----------|
| Y                              | BLACK               | 22.22%         | 4         |
|                                | HISPANIC/<br>LATINO | 38.89%         | 7         |
|                                | WHITE               | 33.33%         | 6         |
|                                |                     | <b>100.00%</b> | <b>18</b> |
| <b>Total</b>                   |                     |                | <b>30</b> |

| 10. Description of Contraband |                                  |                |           |
|-------------------------------|----------------------------------|----------------|-----------|
| ALCOHOL                       | BLACK                            | 20.00%         | 1         |
|                               | HISPANIC/LATINO                  | 60.00%         | 3         |
|                               | WHITE                            | 20.00%         | 1         |
|                               |                                  | <b>100.00%</b> | <b>5</b>  |
| DRUGS                         | ALASKA NATIVE/AMERICAN<br>INDIAN | 9.09%          | 1         |
|                               | BLACK                            | 18.18%         | 2         |
|                               | HISPANIC/LATINO                  | 36.36%         | 4         |
|                               | WHITE                            | 36.36%         | 4         |
|                               |                                  | <b>100.00%</b> | <b>11</b> |
| OTHER                         | HISPANIC/LATINO                  | 100.00%        | 1         |
|                               |                                  | <b>100.00%</b> | <b>1</b>  |
| WEAPONS                       | BLACK                            | 66.67%         | 2         |
|                               | WHITE                            | 33.33%         | 1         |
|                               |                                  | <b>100.00%</b> | <b>3</b>  |
| <b>Total</b>                  |                                  |                | <b>20</b> |

| 11. Result of the Stop |                                  |       |     |
|------------------------|----------------------------------|-------|-----|
| CITATION               | ALASKA NATIVE/AMERICAN<br>INDIAN | 1.64% | 69  |
|                        | ASIAN/PACIFIC ISLANDER           | 4.86% | 204 |

# Texas TCOLE SB1187 Racial Profiling Report (2022)

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| 11. Result of the Stop     |                               |                |              |
|----------------------------|-------------------------------|----------------|--------------|
| CITATION                   | BLACK                         | 18.75%         | 787          |
|                            | HISPANIC/LATINO               | 44.20%         | 1,855        |
|                            | WHITE                         | 30.55%         | 1,282        |
|                            |                               | <b>100.00%</b> | <b>4,197</b> |
| CITATION AND ARREST        | HISPANIC/LATINO               | 75.00%         | 3            |
|                            | WHITE                         | 25.00%         | 1            |
|                            |                               | <b>100.00%</b> | <b>4</b>     |
| WRITTEN WARNING            | ALASKA NATIVE/AMERICAN INDIAN | 3.03%          | 101          |
|                            | ASIAN/PACIFIC ISLANDER        | 8.45%          | 282          |
|                            | BLACK                         | 17.80%         | 594          |
|                            | HISPANIC/LATINO               | 27.75%         | 926          |
|                            | WHITE                         | 42.97%         | 1,434        |
|                            |                               | <b>100.00%</b> | <b>3,337</b> |
| WRITTEN WARNING AND ARREST | BLACK                         | 14.29%         | 1            |
|                            | HISPANIC/LATINO               | 71.43%         | 5            |
|                            | WHITE                         | 14.29%         | 1            |
|                            |                               | <b>100.00%</b> | <b>7</b>     |
| <b>Total</b>               |                               |                | <b>7,545</b> |
| 12. Arrest Based On        |                               |                |              |
| OUTSTANDING WARRANT        | BLACK                         | 12.50%         | 1            |
|                            | HISPANIC/LATINO               | 75.00%         | 6            |
|                            | WHITE                         | 12.50%         | 1            |
|                            |                               | <b>100.00%</b> | <b>8</b>     |
| VIOLATION OF TRAFFIC LAW   | HISPANIC/LATINO               | 66.67%         | 2            |
|                            | WHITE                         | 33.33%         | 1            |
|                            |                               | <b>100.00%</b> | <b>3</b>     |

# Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

| 12. Arrest Based On                 |                               |         |       |
|-------------------------------------|-------------------------------|---------|-------|
| Total                               |                               |         | 11    |
| 13. Was Physical Force Used?        |                               |         |       |
| N                                   | ALASKA NATIVE/AMERICAN INDIAN | 2.25%   | 170   |
|                                     | ASIAN/PACIFIC ISLANDER        | 6.44%   | 486   |
|                                     | BLACK                         | 18.32%  | 1,382 |
|                                     | HISPANIC/LATINO               | 36.96%  | 2,788 |
|                                     | WHITE                         | 36.03%  | 2,718 |
|                                     |                               | 100.00% | 7,544 |
| Y                                   | HISPANIC/LATINO               | 100.00% | 1     |
|                                     |                               | 100.00% | 1     |
| Total                               |                               |         | 7,545 |
| Was Arrest Due to Contraband Found? |                               |         |       |
| N                                   | BLACK                         | 9.09%   | 1     |
|                                     | HISPANIC/LATINO               | 72.73%  | 8     |
|                                     | WHITE                         | 18.18%  | 2     |
|                                     |                               | 100.00% | 11    |
| Total                               |                               |         | 11    |

| Status            | Address              | Construction Type      |
|-------------------|----------------------|------------------------|
| Active            | 8005 Anadell         | New Construction       |
| Active            | 1226 Glourie Dr      | New Construction       |
| Active            | 1319 Pine Chase      | Remodel                |
| Active            | 1236 Archley         | New Construction       |
| Active            | 14 Pine Creek        | Swimming Pool          |
| Active            | 1210 Ridgeley Dr     | New Construction       |
| Active            | 1311 Friarcreek Ln   | New Construction       |
| Active            | 1315 Friarcreek      | New Construction       |
| Active            | 1306 Glourie Dr      | New Construction       |
| Active            | 8002 Burkhart        | New Construction       |
| Active            | 7 Pine Creek         | Remodel                |
| Active            | 1242 Ridgeley        | Remodel & Drainage     |
| Active            | 1218 Ridgeley        | Swimming Pool          |
| Active            | 1126 Guinea Drive    | Swimming Pool          |
| Active            | 1131 Wirt            | Swimming Pool          |
| Active            | 1242 Ridgeley        | Swimming Pool          |
| Active            | 1118 Guinea          | New Construction       |
| Active            | 1241 Ridgeley        | Covered Patio Addition |
| Active            | 1118 Glourie         | Interior Remodel       |
| Permit Pending    | 1210 Hilshire Villas | New Construction       |
| Permit Pending    | 1201 Archley         | New Construction       |
| Permit Pending    | 1201 Archley         | Swimming Pool          |
| Permit Pending    | 8373 Westview        | Interior Remodel       |
| Pending Submittal | 1222 Glourie         | New Construction       |
| Pending Submittal | 1214 Ridgeley        | New Construction       |
| Pending Submittal | 1117 Guinea          | New Construction       |

## Plan Review Permit Log

|    | Date       | Permit Number | Address            | Issued To             | Amount Received | Description / Scope    |
|----|------------|---------------|--------------------|-----------------------|-----------------|------------------------|
| 1  | 12/1/2023  | HV-23-088GP   | 8010 Bromley       | RMB Plumbing          | \$ 280.00       | Generator - Plumbing   |
| 2  | 12/6/2023  | HV-23-043H    | 1226 Glourie Drive | Air Innovations       | \$ 405.00       | HVAC- NSFR             |
| 3  | 12/6/2023  | HV-23-080B    | 1236 Archley       | Sugar Creek Living    | \$ 8,475.80     | Building -NSFR         |
| 4  | 12/6/2023  | HV-23-080D    | 1236 Archley       | Sugar Creek Living    | \$ 460.00       | Drainage-NSFR          |
|    | 12/6/2023  | HV-23-094D    | 1118 Guinea        | Enterprise Builders   | \$ 1,800.00     | Plan Review - Drainage |
|    | 12/11/2023 | HV-23-100B    | 1118 Glourie       | ResCom Custom         | \$ 2,382.03     | Plan Review-Remodel    |
| 5  | 12/12/2023 | HV-23-095T    | 1327 Friarcreek    | Hector Sarceno Tree S | \$ 25.00        | Tree Removal           |
| 6  | 12/14/2023 | HV-23-029E    | 8002 Burkhart      | Romo Electric         | \$ 405.00       | Electric -NSFR         |
| 7  | 12/15/2023 | HV-23-022FS   | 1242 Ridgeley Dr   | Oasis Fire Protection | \$ 320.00       | Fire Sprinkler - NSFR  |
| 8  | 12/19/2023 | HV-23-064SPP  | 14 Pine Creek Ln   | Mario Plumbing        | \$ 280.00       | Plumbing-Swimming Pool |
| 9  | 12/20/2023 | HV-23-096T    | 1253 Archley       | Santos Tree Service   | \$ -            | Tree Removal-Dead      |
| 10 | 12/21/2023 | HV-22-048F    | 1210 Ridgeley Dr   | Rio Grande Fence      | \$ 175.00       | Fence-NSFR             |
| 11 | 12/22/2023 | HV-23-064SPE  | 14 Pine Creek Ln   | Arrow Electric        | \$ 205.00       | Electric-Swimming Pool |

| Permits        |           |
|----------------|-----------|
| Building       | 1         |
| Drainage       | 1         |
| Electrical     | 2         |
| Fence          | 1         |
| Fire Sprinkler | 1         |
| Generator      | 1         |
| HVAC           | 1         |
| Plumbing       | 1         |
| Tree Removal   | 2         |
| <b>Total</b>   | <b>11</b> |

## Inspection Log

| Log #   | Address          | Permit #      | Inspection Type         | Result | Date       | Inspector |
|---------|------------------|---------------|-------------------------|--------|------------|-----------|
| 23-368  | 1236 Archley     | HV-23-080SD   | Sewer Disconnect        | PASS   | 12/1/23    | BBG       |
| 23-369  | 1236 Archley     | HV-23-080B    | Tree Protection Fencing | PASS   | 12/7/23    | BGG       |
| 23-370  | 1236 Archley     | HV-23-080B    | Silt Fencing            | PASS   | 12/8/2023  | BBG       |
| 23-371  | 14 Pine Creek In | HV-23-064SP   | Pool Steel Inspection   | PASS   | 12/7/2023  | BBG       |
| 23-372  | 2 Pine Creek     | HV-23-087E    | Ditch Cover             | PASS   | 12/11/2023 | BBG       |
| 23-373  | 1210 Ridgeley Dr | HV-23-087E    | Driveway forms          | PASS   | 12/11/2023 | BBG       |
| 23-374  | 1242 Ridgeley Dr | HV-23-022B    | Brick Tie               | PASS   | 12/11/2023 | BBG       |
| 23-375  | 8002 Burkhart    | HV-23-029P    | Rough In                | FAILED | 12/12/2023 | BBG       |
| 23-376  | 8002 Burkhart    | HV-23-029H    | HVAC Cover              | PASS   | 12/13/23   | BBG       |
| 23-377  | 8002 Burkhart    | HV-23-029P    | Rough In                | PASS   | 12/13/2023 | BBG       |
| 23-378  | 8010 Bromley     | HV-23-088GE   | Foundation              | PASS   | 12/11/23   | BBG       |
| 23-379  | 8002 Burkhart    | HV-23-029B    | Brik Tie                | PASS   | 12/18/23   | BBG       |
| 23-380  | 1311 Friarcreek  | HV-22-078P    | Gas Test                | FAILED | 12/14/23   | BBG       |
| 23-381  | 1315 Friarcreek  | HV-22-071AD   | Drainage Cover- Partial | HDR    | 12/19/23   | HDR       |
| 23-382  | 1311 Friarcreek  | HV-22-078P    | Gas Test                | PASS   | 12/18/23   | BBG       |
| 23-382  | 1236 Archley     | HV-23-080DEMO | Demo Final              | PASS   | 12/19/23   | BBG       |
| 23-384  | 1315 Friarcreek  | HV-22-071AD   | Partial Drainage        | Failed | 12/19/23   | HDR       |
| VIRTUAL | 1315 Friarcreek  | HV-22-071AD   | Partial Drainage        | PASS   | 12/20/23   | HDR       |
| 23-385  | 1311 Friarcreek  | HV-22-078B    | Driveway Form           | PASS   | 12/22/23   | BBG       |
| 23-386  | 1306 Glourie Dr  | HV-23-007E    | TCI                     | PASS   | 12/22/23   | BBG       |
| 23-387  | 1201 Archley Dr  | HV-23-082UD   | Utility Disconnect      | PASS   | 12/23/23   | BBG       |
| 23-388  | 1201 Archley Dr  | HV-23-082B    | Perimeter Fencing       | PASS   | 12/28/23   | BBG       |
| 23-389  | 1201 Archley Dr  | HV-23-082B    | Pre-Demo                | FAILED | 12/28/23   | BBG       |

| Inspections  |           |
|--------------|-----------|
| Cancelled    | 0         |
| Failed       | 3         |
| Pass         | 20        |
| <b>Total</b> | <b>23</b> |



January 12, 2024

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

Re: Engineer's Report for January 16, 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 December 15, 2023 to January 12, 2024.

1. On-Going Services (10361759):

a. 1201 Archley Drive –

- On January 2, 2024, HDR reviewed and returned comments for the Drainage Plan Resubmittal for 1201 Archley Drive. The drainage plan was returned and to be revised and resubmitted to address all comments.
- On January 10, 2024, HDR received a Drainage Plan Resubmittal for 1201 Archley Drive. The drainage plan is currently being reviewed for comments.

b. 1315 Friarcreek Lane –

- On December 28, 2023, HDR provided a cover inspection for 1315 Friarcreek Lane. The inspection failed with comments noted and re-inspection coordinated.
- On January 3, 2024, HDR provided a cover inspection for 1315 Friarcreek Lane. The inspection passed with exceptions noted.

c. 1118 Guinea Drive –

- On January 5, 2024, HDR reviewed and returned comments for the Drainage Plan for 1118 Guinea Drive. The drainage plan shall be revised and resubmitted to address all comments.

d. 1126 Guinea Drive –

- On December 15, 2023, HDR reviewed and returned comments for the As Built Drainage Plan Resubmittal for 1126 Guinea Drive. All previous comments/corrections were addressed by the engineer on December 1, 2023 and the as built drainage plan was approved with exceptions noted.

[hdrinc.com](http://hdrinc.com) 4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754



- e. 1214 Ridgeley Drive –
  - On December 18, 2023, HDR attended the pre-development meeting for 1214 Ridgeley Drive. The Developer and Engineer was made aware of the pertinent construction items for drainage as noted in the City Code of Ordinances.
  
- f. 1241 Ridgeley Drive –
  - On December 21, 2023, HDR reviewed and returned comments for the Drainage Plan Resubmittal for 1241 Ridgeley Drive. All previous comments/corrections were addressed by the engineer on December 12, 2023 and the drainage plan was approved with exceptions noted.
  
- g. 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 reviewed for comments and as built inspection pending.
  
- h. 1131 Wirt Road –
  - On November 27, 2023, HDR received a Pool Drainage Plan Resubmittal for 1201 Archley Drive. The drainage plan is currently being reviewed for comments and awaiting additional information from the Contractor.
  - On December 8, 2023, HDR provided a Pool As-Built Inspection for 1131 Wirt Road. The inspection results are currently being coordinated with the Contractor.
  
- i. Hilshire Green Paving, Drainage & Utility Improvements –
  - The Survey and Geotechnical Subconsultants have placed the OneCall service request to mark existing utilities within the project area. Due to the anticipated artic freeze next week, the Subconsultants will be re-scheduling the Survey and Geotechnical work for the week of January 22, 2024. Subconsultants will provide 48-hours advance notice to City Staff to confirm dates and times for their respective field work.
  
- j. Pine Chase Grove Water Meters –
  - Potential improvements were identified and presented to City Council in the December 2023 regular meeting for discussion purposes. It was noted that coordination with City of Houston was to be made in order to finalize what will be allowed in the water meter areas and for relocation of existing above ground meters and associated hardware and wiring. Coordination of these items are still on-going with the City of Houston and will be finalized before the February 2024 Council Meeting.

k. Street Pavement Point Repairs

- HDR is currently coordinating with three (3) general contractors to review the areas in the City requiring pavement point repairs and to provide quotation of the construction cost. It is anticipated that that the cost will require City Council approval; therefore, the final quotes will be presented in the February 2024 City Council Meeting for review and approval.
- HDR is currently coordinating with CenterPoint Energy's construction team to review the two (2) existing point repair areas along Ridgley Drive (Ridgeley Drive and Archley north intersection and area near 1210 Ridgely Drive). In previous coordination, CenterPoint representatives noted that they will honor re-repair of these area should there be any deficiencies in the workmanship for duration of the repair area.

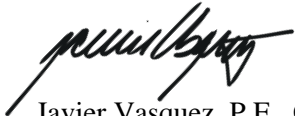
l. Wirt Road Safety Project/ Interlocal Agreements –

- HDR has been coordinating with Mr. Patrick Nguyen (COH TDO), Mr. Shapoor Golshan (COH TDO), Mr. Embry Woods (COH TDO) and Mr. Jose Laguna (COH Interagency Coordinator) regarding the review of preliminary sidewalk plans previously submitted by HDR, including previous Traffic Impact Assessment (TIA) and traffic impact studies for the project area.
- HDR is requesting a meeting with the COH Interagency Group to review and address comments from the COH and finalize the plans.
- Mr. Laguna is following up with the COH Real Estate Group regarding the final disposition on the right-of-way issue across the School of the Woods.

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)



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

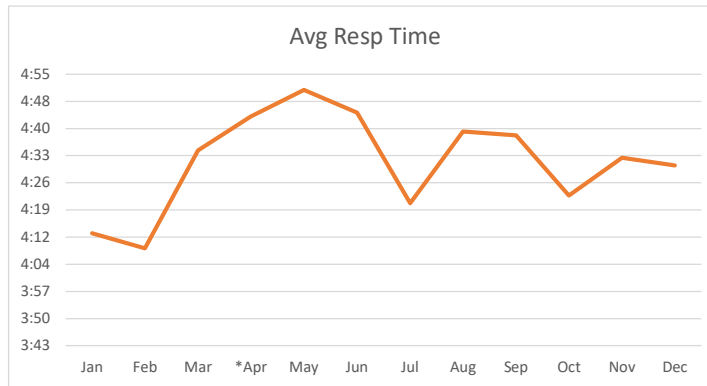
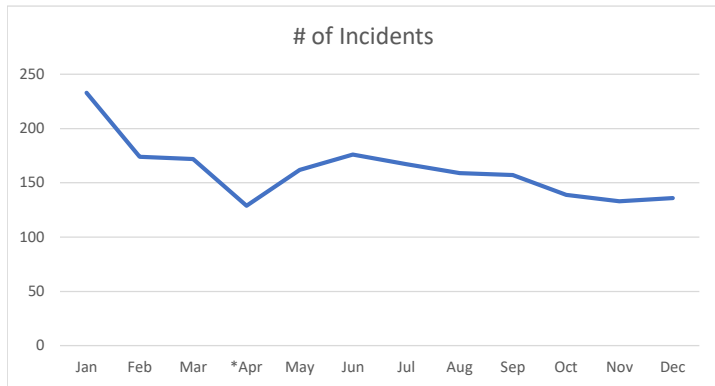
December 2023 Summary - All Cities

| Call/Incident Type/Detail                           | Jan        | Feb        | Mar        | Apr        | May        | Jun        | Jul        | Aug        | Sep        | Oct        | Nov        | Dec        | Total YTD   |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| <b>TOTAL</b>  | <b>233</b> | <b>174</b> | <b>172</b> | <b>174</b> | <b>210</b> | <b>218</b> | <b>221</b> | <b>210</b> | <b>223</b> | <b>194</b> | <b>190</b> | <b>207</b> | <b>2426</b> |
| Adominal Pain                                       | 2          | 0          | 3          | 1          | 0          | 1          | 1          | 1          | 2          | 2          | 4          | 1          | 18          |
| Allergic Reaction                                   | 1          | 0          | 1          | 1          | 1          | 2          | 1          | 4          | 2          | 1          | 0          | 1          | 15          |
| Animal Bite   | 1          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2           |
| Apartment Fire                                      | 2          | 0          | 1          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 1          | 5           |
| Assault   | 0          | 0          | 0          | 0          | 1          | 1          | 0          | 1          | 0          | 2          | 0          | 0          | 5           |
| Automatic Aid                                       | 2          | 0          | 1          | 1          | 1          | 0          | 1          | 0          | 1          | 2          | 1          | 2          | 12          |
| Automatic Aid- Apartment Fire                       | 15         | 9          | 7          | 8          | 9          | 1          | 6          | 5          | 13         | 8          | 4          | 17         | 102         |
| Automatic Aid- Building Fire                        | 4          | 3          | 2          | 4          | 4          | 0          | 2          | 2          | 5          | 2          | 1          | 1          | 30          |
| Automatic Aid- Elevator Rescue                      | 1          | 0          | 2          | 1          | 1          | 1          | 2          | 5          | 1          | 2          | 0          | 2          | 18          |
| Automatic Aid- Entrapment MVC                       | 0          | 2          | 2          | 1          | 0          | 0          | 0          | 0          | 2          | 1          | 0          | 0          | 8           |
| Automatic Aid- Gas Leak                             | 3          | 7          | 4          | 4          | 3          | 1          | 1          | 5          | 0          | 1          | 0          | 0          | 29          |
| Automatic Aid- High Rise Fire                       | 3          | 1          | 0          | 0          | 1          | 0          | 1          | 0          | 1          | 1          | 1          | 3          | 12          |
| Automatic Aid- House Fire                           | 6          | 3          | 2          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 12          |
| Back Pain   | 0          | 1          | 2          | 0          | 0          | 0          | 2          | 0          | 1          | 0          | 1          | 1          | 8           |
| Business Fire                                       | 0          | 1          | 0          | 1          | 0          | 0          | 0          | 0          | 2          | 1          | 0          | 1          | 6           |
| Carbon Monoxide Detector with Symptoms              | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 1           |
| Carbon Monoxide Detector No Symptoms                | 2          | 3          | 5          | 1          | 1          | 5          | 2          | 8          | 4          | 1          | 6          | 3          | 41          |
| Cardiac/Respiratory Arrest                          | 1          | 1          | 2          | 0          | 1          | 0          | 0          | 1          | 0          | 1          | 1          | 1          | 9           |
| Check a Noxious Odor                                | 1          | 0          | 2          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 1          | 1          | 6           |
| Check for Fire                                      | 0          | 1          | 1          | 0          | 0          | 0          | 0          | 0          | 1          | 1          | 1          | 1          | 6           |
| Check for the Smell of Natural Gas                  | 10         | 1          | 0          | 6          | 0          | 2          | 0          | 3          | 1          | 3          | 4          | 3          | 33          |
| Check for the Smell of Smoke                        | 2          | 1          | 1          | 2          | 0          | 0          | 0          | 0          | 0          | 6          | 0          | 0          | 12          |
| Chest Pain  | 8          | 13         | 2          | 2          | 4          | 3          | 6          | 5          | 5          | 4          | 5          | 4          | 61          |
| Child Locked in a Vehicle Engine and AC running     | 0          | 1          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2           |
| Child Locked in a Vehicle Engine and AC not running | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 2           |
| Choking   | 0          | 0          | 0          | 0          | 0          | 0          | 3          | 0          | 0          | 1          | 2          | 1          | 7           |
| Diabetic Emergency                                  | 0          | 0          | 0          | 1          | 2          | 1          | 2          | 2          | 1          | 1          | 1          | 1          | 12          |
| Difficulty Breathing                                | 12         | 2          | 8          | 5          | 3          | 11         | 6          | 11         | 9          | 5          | 5          | 6          | 83          |
| Drowning  | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 1          | 0          | 0          | 0          | 2           |
| Electrical Fire                                     | 1          | 0          | 0          | 0          | 1          | 0          | 1          | 0          | 0          | 1          | 0          | 0          | 4           |
| Elevator Rescue                                     | 3          | 0          | 1          | 1          | 1          | 1          | 0          | 0          | 1          | 0          | 0          | 2          | 10          |
| Fall Victim   | 8          | 6          | 13         | 7          | 14         | 14         | 12         | 8          | 9          | 14         | 5          | 13         | 123         |
| Fire Alarm Business                                 | 4          | 7          | 1          | 5          | 4          | 5          | 7          | 9          | 6          | 7          | 6          | 5          | 66          |
| Fire Alarm Church or School                         | 5          | 2          | 4          | 4          | 8          | 15         | 1          | 3          | 8          | 7          | 5          | 2          | 64          |
| Fire Alarm Residence                                | 46         | 17         | 19         | 36         | 38         | 50         | 46         | 28         | 34         | 18         | 34         | 34         | 400         |
| Gas Leak  | 2          | 4          | 3          | 1          | 1          | 3          | 0          | 1          | 2          | 2          | 3          | 2          | 24          |
| Grass Fire  | 0          | 0          | 0          | 0          | 1          | 2          | 1          | 0          | 2          | 0          | 0          | 0          | 6           |
| HAZMAT Emergency                                    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 1          | 0          | 2           |
| Headache - Stroke symptoms not present              | 0          | 0          | 2          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2           |
| Heart Problems                                      | 5          | 4          | 5          | 5          | 10         | 6          | 8          | 8          | 7          | 2          | 8          | 4          | 72          |
| Heat/Cold Exposure                                  | 0          | 0          | 0          | 0          | 0          | 2          | 0          | 1          | 2          | 0          | 0          | 0          | 5           |

| Month | # of Incidents | Avg Resp Time |
|-------|----------------|---------------|
| Jan   | 233            | 4:13          |
| Feb   | 174            | 4:09          |
| Mar   | 172            | 4:35          |
| *Apr  | 129            | 4:44          |
| May   | 162            | 4:51          |
| Jun   | 176            | 4:45          |
| Jul   | 167            | 4:21          |
| Aug   | 159            | 4:40          |
| Sep   | 157            | 4:39          |
| Oct   | 139            | 4:23          |
| Nov   | 133            | 4:33          |
| Dec   | 136            | 4:31          |

\* Note: Excludes cancelled calls beginning in April.

|   |    |    |    |    |    |    |    |    |    |    |    |    |     |
|---|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| Hemorrhage/Laceration                   | 4  | 1  | 2  | 2  | 1  | 2  | 4  | 2  | 0  | 2  | 2  | 1  | 23  |
| House Fire                              | 2  | 1  | 1  | 1  | 1  | 2  | 3  | 2  | 0  | 1  | 2  | 0  | 16  |
| Industrial Accident                     | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 1   |
| Injured Party                           | 2  | 2  | 2  | 1  | 4  | 3  | 2  | 6  | 2  | 1  | 1  | 3  | 29  |
| Medical Alarm                           | 3  | 3  | 1  | 7  | 8  | 4  | 5  | 9  | 7  | 4  | 1  | 5  | 57  |
| Motor Vehicle Collision                 | 17 | 21 | 13 | 19 | 27 | 19 | 21 | 20 | 24 | 30 | 19 | 25 | 255 |
| Motor Vehicle Collision with Entrapment | 0  | 1  | 2  | 0  | 0  | 0  | 3  | 1  | 1  | 1  | 1  | 0  | 10  |
| Object Down in Roadway                  | 0  | 0  | 1  | 2  | 5  | 5  | 1  | 1  | 2  | 4  | 2  | 1  | 24  |
| Oven/Appliance Fire                     | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 1   |
| Overdose/Poisoning                      | 1  | 3  | 2  | 2  | 1  | 3  | 4  | 2  | 1  | 1  | 2  | 3  | 25  |
| Possible D.O.S.                         | 1  | 2  | 1  | 2  | 1  | 1  | 0  | 0  | 0  | 1  | 2  | 0  | 11  |
| Powerlines Down Arcing/Burning          | 2  | 0  | 0  | 4  | 3  | 8  | 2  | 5  | 4  | 1  | 2  | 0  | 31  |
| Pregnancy/ Childbirth                   | 1  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 3   |
| Psychiatric Emergency                   | 3  | 4  | 5  | 1  | 1  | 1  | 4  | 2  | 1  | 2  | 2  | 4  | 30  |
| Seizures                                | 4  | 6  | 4  | 3  | 2  | 2  | 3  | 3  | 2  | 3  | 3  | 2  | 37  |
| Service Call Non-emergency              | 12 | 16 | 12 | 3  | 3  | 1  | 14 | 10 | 16 | 12 | 20 | 14 | 133 |
| Shooting/Stabbing                       | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2   |
| Sick Call                               | 12 | 14 | 14 | 8  | 19 | 18 | 20 | 18 | 17 | 11 | 13 | 13 | 177 |
| Smoke in Business                       | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 2   |
| Stroke                                  | 1  | 2  | 1  | 1  | 3  | 5  | 4  | 3  | 3  | 4  | 1  | 2  | 30  |
| Transformer Fire                        | 1  | 0  | 2  | 3  | 1  | 1  | 1  | 1  | 1  | 0  | 1  | 1  | 13  |
| Trash Fire                              | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 3   |
| Traumatic Injury                        | 0  | 0  | 2  | 1  | 0  | 1  | 1  | 0  | 0  | 1  | 1  | 0  | 7   |
| Unconscious Party/Syncope               | 8  | 6  | 3  | 9  | 14 | 9  | 13 | 7  | 12 | 12 | 11 | 10 | 114 |
| Unknown Medical Emergency               | 6  | 2  | 4  | 1  | 2  | 5  | 2  | 1  | 2  | 5  | 2  | 2  | 34  |
| Vehicle Fire                            | 2  | 0  | 1  | 3  | 0  | 0  | 1  | 2  | 4  | 0  | 2  | 6  | 21  |





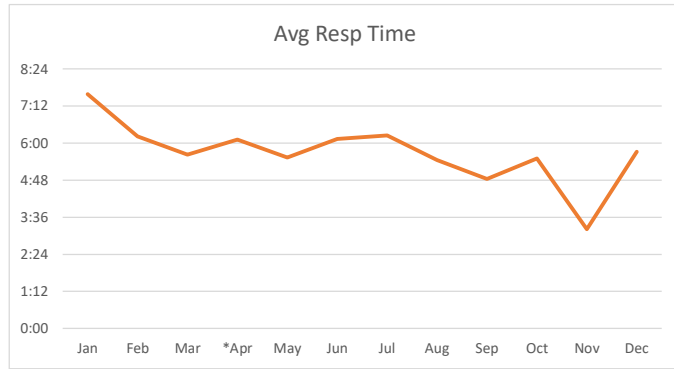
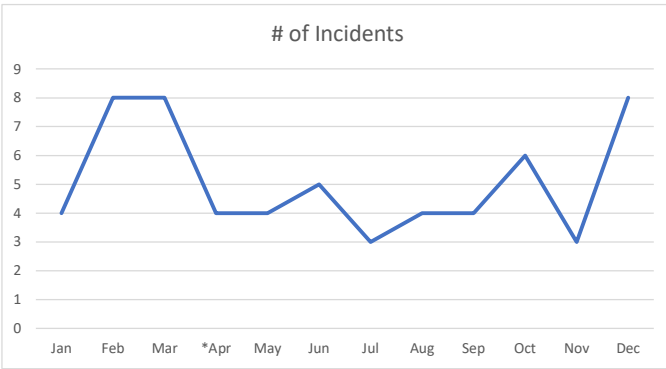
Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### December 2023 Summary - Hilshire

| Call/Incident Type/Detail               | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Total YTD |           |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| <b>TOTAL</b>                            | <b>4</b> | <b>8</b> | <b>8</b> | <b>5</b> | <b>4</b> | <b>5</b> | <b>4</b> | <b>7</b> | <b>5</b> | <b>6</b> | <b>3</b> | <b>8</b>  | <b>67</b> |
| Allergic Reaction                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 1         |
| Back Pain                               | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0         | 1         |
| Carbon Monoxide Detector No Symptoms    | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 1         |
| Check a Noxious Odor                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0         | 1         |
| Check for Fire                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 1         |
| Check for the Smell of Natural Gas      | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0         | 2         |
| Chest Pain                              | 1        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1        | 0        | 0         | 4         |
| Difficulty Breathing                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 1         |
| Fall Victim                             | 0        | 1        | 2        | 0        | 0        | 0        | 0        | 0        | 0        | 2        | 0        | 0         | 5         |
| Fire Alarm Business                     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0         | 1         |
| Fire Alarm Church or School             | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 1         |
| Fire Alarm Residence                    | 0        | 0        | 0        | 0        | 2        | 1        | 0        | 1        | 0        | 0        | 0        | 0         | 4         |
| Gas Leak                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0         | 1         |
| Heart Problems                          | 0        | 0        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0         | 2         |
| Hemorrhage/Laceration                   | 0        | 1        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 2         |
| Medical Alarm                           | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 0         | 2         |
| Motor Vehicle Collision                 | 0        | 1        | 0        | 1        | 0        | 3        | 0        | 0        | 1        | 2        | 2        | 2         | 12        |
| Motor Vehicle Collision with Entrapment | 0        | 0        | 2        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 2         |
| Object Down in Roadway                  | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 1         |
| Overdose/Poisoning                      | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0         | 1         |
| Possible D.O.S.                         | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 1         |
| Powerlines Down Arcing/Burning          | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 1        | 0        | 0        | 0        | 0         | 2         |
| Psychiatric Emergency                   | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 3         |
| Service Call Non-emergency              | 0        | 2        | 1        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0         | 4         |
| Sick Call                               | 0        | 1        | 2        | 1        | 0        | 0        | 1        | 1        | 2        | 0        | 0        | 1         | 9         |
| Unconscious Party/Syncope               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0         | 1         |
| Unknown Medical Emergency               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0         | 1         |

| Month | # of Incidents | Avg Resp Time |
|-------|----------------|---------------|
| Jan   | 4              | 7:35          |
| Feb   | 8              | 6:13          |
| Mar   | 8              | 5:38          |
| *Apr  | 4              | 6:07          |
| May   | 4              | 5:32          |
| Jun   | 5              | 6:08          |
| Jul   | 3              | 6:15          |
| Aug   | 4              | 5:27          |
| Sep   | 4              | 4:50          |
| Oct   | 6              | 5:30          |
| Nov   | 3              | 3:13          |
| Dec   | 8              | 5:43          |

\* Note: Excludes cancelled calls beginning in April.



City of Hilshire Village Annual Calendar

|                | Budget  | Audit                                       | Treasurer   | Grants & Investments              | Council  | Ordinances, Resolutions, Proclamations   | Election   | Special Reporting                                     | Infrastructure               | Employees & HR                   | Holidays                         | Building Maintenance   |                    |
|----------------|---|---|---|-----------------------------------|--|--|--|---|------------------------------|----------------------------------|----------------------------------|--|--------------------|
| October        | New Fiscal Year new water, sewer, garbage rates take effect |   |   | Q4 Investment & Accounting Report |  |  |  | Qtrly TWC, Fed 941 Report                             |                              |                                  |                                  |  |                    |
| Q1<br>November |   |   | Village Memorial Insurance Group: Recommended Insurance Carriers                | Grant Search                      |  | Nominate HCAD Board of Directors (2) year term   |  |   |                              | Insurance Enrollment             | Thanksgiving, Black Friday       |  |                    |
| December       | End of Calendar Year  | Audit Prep                                  |   | Outstanding Loans Status          | 1-year contract renewal with Houston Community Newspaper |  | Order of Election  |   |                              | Prepare W-2's                    | Christmas Eve, Christmas Day     | Present next year's holiday schedule                               |                    |
| January        | Taxes, 1099's   |   |   | Q1 Investment & Accounting Report | SVVPD: Racial Profiling Report                           |  | Receive Applications   | Qtrly TWC, Fed 941 Report                             |                              | Set up new payroll deductions    | Q1 mileage, cell phone reimburse | New Year's Eve, New Year's Day                                     | Fire Alarm Testing |
| Q2<br>February |   | Audit Auditor (3) Year Contract (2021-2023) |   | Review, Present Investment Policy | Engineer: TCEQ MS4 Permit and Annual Report Update       | Investment Policy Resolution   | Cancel election if all positions are unopposed   |   | Ditch Assessments            |                                  |                                  |  |                    |
| March          |   |   |   | Grant Search                      |  | HVCC Spring Event Proclamation (Pine Chase Grove)  | Order Election Supplies  | State Energy Conservation Office (SECO) Annual Report | Street Light Audit           |                                  |                                  | Windows, power wash, roof sweeping, parking lot striping if needed |                    |
| April          | City of Houston water rate increase                         | Presentation of Audit to Council            |   | Q2 Investment & Accounting Report |  | HVCC End of School Year Event Proclamation (Pine Chase Grove)  | Appoint Election Judge, Poll Workers, Signature Verification Committee, Ballot Counters    | Qtrly TWC, Fed 941 Report                             |                              | Q2 mileage, cell phone reimburse | Good Friday                      |  |                    |
| Q3<br>May      | HCAD delivers certified estimates                           |   | Village Fire Department Budget Approval, Intra-budgetary Transfers & Audit      | Outstanding Loans Status          |  | SVVPD Police Week Proclamation   | Oaths, Appoint MPT, Signatories, Outgoing Members & Election Judge and Workers Recognition |   |                              |                                  | Memorial Day                     |  |                    |
| June           | Budget Prep: Salaries, Utility Rates, CIP Projects          |   |   | Grant Search                      |  |  | ES&S Annual Support Fee  | SECO Update: PEA Report                               |                              |                                  |                                  |  |                    |
| July           | Budget Prep: Tax Rates                                      |   |   | Q3 Investment & Accounting Report |  |  |  | Qtrly TWC, Fed 941 Report                             | TCEQ Testing (every 3-years) | Q3 mileage, cell phone reimburse | 4th of July (& Festival)         | Fire Alarm Testing   |                    |
| Q4<br>August   | Budget Workshops: Budget & Tax Rate                         |   | SBISD (5) Year Contract (9/1/23 – 8/31/28) to Assess & Collect Ad Valorem Taxes |                                   |  |  |  |   |                              | VMIG Insurance Renewal Meetings  |                                  |  |                    |
| September      | FYE Budget & Tax Rate Public Hearings (separately)          |   |   | Verizon Cell Node Annual Fee      |  | HVCC National Night Out Proclamation (Ridgeley Drive)<br>HVCC Halloween Night Proclamation (Archley Drive) | Cybersecurity Training Due   |   |                              | Q4 mileage, cell phone reimburse | Labor Day                        |  |                    |

## Disbursements Presented to Council 1/16/2024

### FYE 2024

| Professional Service                     | Gen Fund        | Utility      | Metro | Ant. Note |
|--|-----------------|--------------|-------|-----------|
| 811 (Texas Excavation)                   |                 | 26.60        |       |           |
| HDR Engineering                          | 5,338.70        |              |       |           |
| Olson & Olson                            | 1,100.00        |              |       |           |
| Reimbursement - Cell Phone Sec. Stephens | 300.00          |              |       |           |
| Reimbursement - Mileage Sec. Stephens    | 18.34           |              |       |           |
| Reimbursement - Mileage Clerk Ray        | 17.03           |              |       |           |
| SVVPD Council Meeting Security           | 200.00          |              |       |           |
| USIC (Utility Marking)                   | 937.66          |              |       |           |
| <b>Total</b>                             | <b>7,911.73</b> | <b>26.60</b> | -     | -         |



# Regular Council Meeting Minutes

Tuesday, December 19, 2023, 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 Buesinger  
Council Member Gordy  
Council Member Crawford  
Mayor Pro Tem Carey  
Council Member Huber

Absent: Council Member Cooper

Also present were City Attorney Bounds, Olson & Olson, City Engineer Him, HDR Engineering, Spring Valley Village Police Chief Schulze and Captain Lane, City Secretary Stephens, City Clerk Ray

**2. CITIZEN'S COMMENTS**

Tom Steffen, Ridgeley Drive, thanked the Council for their service to the City.

**3. REPORTS TO COUNCIL**

**3.A. Police Report:** Lieutenant Menchaca reported that in the previous month, a total of 893 service calls were received. Among them, 774 pertained to business checks, 2 were related to parking violations, 15 involved traffic stops, 28 were associated with violations, and one case involved the burglary of a motor vehicle. Additionally, Lieutenant Menchaca mentioned that the Flock Cameras successfully captured the license plate of a vehicle that had been reported stolen from another city.

The Council was provided with a graphical representation illustrating the combined crime statistics of Spring Valley Village and Hilshire Village, contrasting them with data from four neighboring Houston precincts. The Council conveyed sincere gratitude for the dedicated efforts of Spring Valley Village Police Officers in upholding the safety of the citizens in the Village.

**3.B. Building Official Report:** Clerk Ray reported that there are presently 10 active single-family residences, 3 ongoing remodels, and 5 swimming pools under construction. Additionally, in the month of November, the issuance of 14 permits and the completion of 20 inspections were noted.



### **SAFEbuilt Meeting**

Clerk Ray mentioned that representatives from SAFEbuilt (formerly BBG Consulting) engaged in a meeting with city staff to explore the direction and capabilities of the newly expanded company. Within the discussion, staff successfully established a connection to an online platform designed for tracking plan reviews and inspections. The conversation also delved into topics such as enhanced communication and potential future offerings in code enforcement services.

### **Record Digitization Project Status**

Clerk Ray provided an update, stating that more than 545 files have been successfully digitized. With fewer than 50 residential addresses left to be transitioned, the progress aligns with the 2024 year-end goal of achieving a fully paperless system.

- 3.C. Engineer's Report:** Engineer Him reported that Engineer Vasquez and Secretary Stephens had a meeting with a potential builder at 1214 Ridgeley Drive to explore options for the drainage retention area at the property's front. Any alterations or enhancements must ensure the continued capacity to accommodate the current volume of water.

During the discussion, Council Member Carey inquired about the road patch in front of 12 Pine Creek Lane, and the Council sought updates on the utility patch at Ridgeley Drive, particularly at the north intersection of Archley Drive. Engineer Him assured the Council that he would consult with Engineer Vasquez regarding the status of the contracts. Secretary Stephens added the Guinea Drive intersection with Burkhart Drive to the discussion. Council Member Huber clarified that the remaining construction at his house would access via Burkhart Road, avoiding interference with the ongoing street repair.

Council Member Gordy raised concerns about the drainage plan for the new construction at 1236 Archley Drive, noting that he was familiar with the previous owners and knew that the rear third of the lot was susceptible to rainwater accumulation.

### **Hilshire Green Paving, Drainage & Utility Improvements**

Engineer Him stated that he has not been able to make headway on this project and the Wirt Road safety project. He explained that he had redirected the field team to address an emergency project in the City of Houston. In response, Council Member Carey inquired about the geotechnical survey, which was originally scheduled for completion in October, seeking a timeline for its conclusion. Engineer Him reported that the fieldwork has been finished, and the final review is anticipated to be completed by the first or second week of January.

### **Wirt Road Safety Project/Interlocal Agreements**

Engineer Him informed that he has yet to receive a response from the City of Houston regarding the easement at the School of the Woods. Expressing concern, Council Member Gordy mentioned his apprehensions about potential changes in seats due to elections, which could jeopardize the deal. He requested expedited options for the frontage easement at the School of the Woods, aiming to facilitate the City's progress with the permit from the City of Houston.

- 3.D. Fire Commissioner's Report:** Deputy Chief Miller provided an update, stating that two employees are still on limited duty due to knee injuries. Additionally, he mentioned that the old medic unit is slated for sale and is currently listed on a broker site. In terms of incidents, there were three fire-related events in Hilshire Village in November, with no EMS

incidents reported. The average response time for these incidents was three minutes and thirteen seconds.

Regarding ongoing projects, Deputy Chief Miller informed the council that the annex and training tower roof projects are in progress, while details for the main roof are still being worked out. The Fire Commission approved a financial consultant to review financial procedures starting on Jan 16th. They are also exploring ways to enhance services to employees through the HR Department.

Mayor Buesinger shared that City administrators met with the auditor conducting a special audit to define the scope. The audit will specifically focus on budget amendments, transfers, general ledger activity, reclassifications, ambulance billing, fuel, and inventory. They will also examine the handling of the budget and the duties of the bookkeepers.

Regarding future equipment purchases, Mayor Buesinger mentioned that the cost of capital equipment is increasing. The next significant purchase is expected in 2027 for the replacement of Pumper 2, a 2008 model, with an estimated cost of 1.95 million. Other vehicles may also need replacement, and a new ladder truck will be needed in 2032. Funding has been set aside in recent years, but Mayor Buesinger suggested increasing the allocation to 600,000 next year and incrementally in the following years.

Council Member Huber expressed concern about the staggering numbers and advised caution in preparing specifications for proposals to avoid bias towards a specific manufacturer. Council Member Gordy emphasized the importance of selecting the right consultant to create a detailed specification sheet without bias. There have been questions about the necessity and size of a ladder truck, with Council Member Huber clarifying that it's not just about height but also the reach of the ladder.

- 3.E. Mayor Buesinger's Report:** Mayor Buesinger said that the civic club had a lovely holiday party at the Reid house.
- 3.F. City Secretary's Report:** City Secretary Stephens reported that the complaint log is currently very short, attributing it to historically low call volumes during this time of year. She noted that there was a recent call earlier in the week regarding a malfunctioning private sewer lift station on Pine Chase Drive. The owner is already aware of the issue and is in the process of scheduling the necessary repairs.

#### **2024 City Holiday Calendar**

Secretary Stephens mentioned that there are 10 holidays annually, and this year, all of them fall on weekdays. Consequently, there is no need for makeup day scheduling.

- 3.G. City Treasurer's Report:** City Secretary Stephens informed that the Annual Comprehensive Audit is set to commence on January 22nd, and preparations are already underway for the process.
- 4. CONSENT AGENDA** Motion made by Mayor Pro Tem Carey Seconded by Council Member Gordy
  - 4.A.** Approve Disbursements
  - 4.B.** Approve Minutes from the Regular Council Meeting November 21, 2023
  - 4.C.** Approve Check Registers

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

The motion passed 4-0.

## 5. DISCUSSION AND POSSIBLE ACTION

### 5.A. Discussion and possible approval of City of Hilshire Village Ordinance #2023-834 providing for the holding of a General Election on May 4, 2024

Motion made by Council Member Crawford Seconded by Mayor Pro Tem Carey,

Secretary Stephens provided information about the upcoming uniform election on May 4th. The positions on the ballot will include Mayor and council positions one and two. The filing period for a place on the ballot is from January 17th to February 16th. The last day to register to vote is April 4th. Early voting and election day voting will take place at City Hall from 9 am to 5 pm, starting April 22nd through April 30th on weekdays only.

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

The motion passed 4-0.

### 5.B. Discussion and possible action to approve the replacement of the emergency backup generator at City Hall with a not-to-exceed cost of \$9,396.00.

Motion made by Gordy Seconded by Crawford

During the Council discussion, options for selling the old equipment, potentially through auction, were explored. Council Member Gordy mentioned seeing a promotion from Generac offering a free ten-year manufacturer's warranty. The Council reached a consensus that if Generators of Houston cannot provide that warranty, they would like to inquire about other available warranties and their costs. Secretary Stephens will inquire with Generators of Houston regarding the possibility of them serving as an auctioneer or facilitating the sale.

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

The motion passed 4-0.

### 5.C. Discussion and possible action to approve the addition of Payee Match Protection on all bank accounts with check writing ability for a fee of \$0.06 per check.

Motion made by Gordy Seconded by Crawford.

Secretary Stephens reported that there was a fraud attempt detected by the bank, sparking discussions about the existing fraud protection measures on check payments. The consideration of incorporating a payee match was emphasized, as it is believed to significantly enhance the security across all accounts.

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

The motion passed 4-0.

## 6. DISCUSSION

### 6.A. Review and discussion of potential improvements along the Pine Chase Grove water meter area.

Engineer Him conducted a review of the survey concerning safety and erosion improvements and engaged in discussions with the Council and attending citizen Brock Griffiths from Pine Chase Grove.

### 6.B. Discussion regarding City Hall security during normal operating hours.

Attorney Bounds advised the Council that this discussion can be held in executive session as provided by Texas Government Code, Sections 551.076, and 551.089.

The Council moved agenda item 6.B. to the end of the agenda as an executive session matter and proceeded with public discussions.

### 6.C. Discussion regarding the results of the LED Street Light Upgrade.

Secretary Stephens relayed that she had not received any negative comments about the streetlight upgrade but did receive one call expressing appreciation. The next phase involves collecting recommendations from citizens for areas that could benefit from new fixtures due to darkness. Captain Lane offered the night shift patrol to conduct a drive-through inspection and provide feedback on potential areas for improvement.

### 6.D. Discuss and provide direction to City Staff for the drafting of an amendment to City of Hilshire Village Ordinance 778 "On-Street Parking" for a No Parking Zone on the south side of Ridgeley Drive.

Secretary Stephens informed the Council that, in alignment with previous expressions of interest supported by Spring Valley Village Police, there is a proposal to designate the southern curve of Ridgeley as a No-Parking Zone on both sides of the road. The Council engaged in discussions about the most dangerous areas for travel on both the south and north sides of the Ridgeley Drive curve. Currently, the existing No Parking Zone spans from just north of the intersection with Mallie Court to the southern property line of 1100 Ridgeley Drive.

Secretary Stephens highlighted a parking pad permitted in 2022 just south of the intersection with Mallie Court on the west side of Ridgeley Drive. The Council agreed that the visibility in this area is sufficient, and a vehicle parked there would not pose a significant hazard. However, the discussion emphasized that, while traveling south on this curve, vehicles causing obstruction begin in front of 1109 Ridgeley Drive and extend to the southern property line of 1107 Ridgeley Drive.

In response, the Council instructed Secretary Stephens to contact the owners of these properties before the striping was implemented. Additionally, Secretary Stephens will draft an ordinance to officially establish the No Parking Zone in the identified area.

## 7. ADDITIONAL COUNCIL COMMENTS None

## 8. FUTURE AGENDA TOPICS

Lead and Copper Service Line Survey, HDR Engineering working on alternate quote.

## 9. ANNOUNCEMENTS None

**10. ADJOURNMENT**

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

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

The motion carried 5-0.

**The Council recessed to executive session at 7:45 P.M.**

City Council recessed into a closed meeting to discuss matters as authorized by Texas Government Code, Sections 551.076, and 551.089

**The Mayor adjourned the Executive Session at 8:20 P.M. No official action was taken after the executive session.**

**The meeting was adjourned at 8:21 P.M.**

ATTEST:

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Robert F. Buesinger, Mayor

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Cassie Stephens, City Secretary

City of Hilshire Village, Texas -  
 ORDINANCE 835-2024  
 BUDGET AMENDMENT  
 NUMBER 1 OF ORDINANCE 825-2022  
 FYE 2023

**CITY OF HILSHIRE VILLAGE  
 ORDINANCE NUMBER 835-2024**

**AMENDMENT NO. 1 FYE 2023**

**AMENDING ORDINANCE #825-2022**

|  | Year to<br>Date Actuals | Year to<br>Date Budget | Year to<br>Date Difference | Amendment 1 | Amended Budget      |
|--|-------------------------|------------------------|----------------------------|-------------|---------------------|
| <b>DESCRIPTION/PURPOSE: RECLASSIFY BUDGET LINE ITEMS</b> |                         |                        |                            |             |                     |
| <b>General Revenue</b>                                   |                         |                        |                            |             |                     |
| Property Taxes - Current                                 | \$ 1,268,478.60         | 1,263,929.00           | 4,549.60                   |             | 1,263,929.00        |
| Property Taxes - Delinquent                              | 1,384.20                | 0.00                   | 1,384.20                   |             | 0.00                |
| Franchise tax  | 62,312.42               | 55,000.00              | 7,312.42                   |             | 55,000.00           |
| City Sales Tax   | 86,697.40               | 45,000.00              | 41,697.40                  |             | 45,000.00           |
| Interest Income - C o O                                  | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Int. Income(CD-Gen. Fund)                                | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Int. Income-Gen funds                                    | 60,662.50               | 500.00                 | 60,162.50                  |             | 500.00              |
| Int. Income-Taxes  | 7,943.90                | 3,850.00               | 4,093.90                   |             | 3,850.00            |
| Alarm Permits and Misc. Fees                             | 2,699.00                | 1,500.00               | 1,199.00                   |             | 1,500.00            |
| Pet Permits  | 87.00                   | 0.00                   | 87.00                      |             | 0.00                |
| Other Income   | 3,722.27                | 4,000.00               | (277.73)                   |             | 4,000.00            |
| Court Fees   | 5,892.90                | 8,000.00               | (2,107.10)                 |             | 8,000.00            |
| Garbage Income   | 57,974.25               | 88,246.00              | (30,271.75)                |             | 88,246.00           |
| Sales Tax Discount Income                                | 29.47                   | 33.00                  | (3.53)                     |             | 33.00               |
| Ambulance Income   | 8,234.69                | 0.00                   | 8,234.69                   |             | 0.00                |
| Building Permits   | 108,564.78              | 64,000.00              | 44,564.78                  |             | 64,000.00           |
| Re-Inspections   | 640.00                  | 0.00                   | 640.00                     |             | 0.00                |
| Plan Check for Construction                              | 40,463.60               | 20,000.00              | 20,463.60                  |             | 20,000.00           |
| Plan Check for Drainage                                  | 15,060.00               | 9,000.00               | 6,060.00                   |             | 9,000.00            |
| Grant - Covid  | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Budget transfer to Expenses                              | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| <b>Total General Revenues</b>                            | <b>1,730,846.98</b>     | <b>1,563,058.00</b>    | <b>167,788.98</b>          |             | <b>1,563,058.00</b> |

City of Hilshire Village, Texas -  
ORDINANCE 835-2024  
BUDGET AMENDMENT  
NUMBER 1 OF ORDINANCE 825-2022  
FYE 2023

|                                | Year to<br>Date Actuals | Year to<br>Date Budget | Year to<br>Date Difference | Amendment 1 | Amended Budget      |
|--------------------------------|-------------------------|------------------------|----------------------------|-------------|---------------------|
| <b>General Expense</b>         |                         |                        |                            |             |                     |
| Police Protection/Court        | 608,841.00              | 608,841.00             | 0.00                       |             | 608,841.00          |
| Police - Council Meetings      | 2,200.00                | 3,200.00               | (1,000.00)                 |             | 3,200.00            |
| Fire Protection                | 252,967.94              | 261,653.00             | (8,685.06)                 | (8,685.06)  | 252,967.94          |
| Extra Budget Fire Department   | 29,242.54               | 0.00                   | 29,242.54                  | 29,242.54   | 29,242.54           |
| Fire Station Rennovtion        | 0.00                    | 8,685.00               | (8,685.00)                 | (8,685.00)  | 0.00                |
| Cert Supplies                  | 0.00                    | 1,000.00               | (1,000.00)                 | (1,000.00)  | 0.00                |
| Trash Service                  | 83,437.20               | 87,329.00              | (3,891.80)                 |             | 87,329.00           |
| Mosquito Spraying              | 2,289.60                | 3,500.00               | (1,210.40)                 |             | 3,500.00            |
| Street Lights                  | 5,974.77                | 6,887.00               | (912.23)                   |             | 6,887.00            |
| Tax Collection Fees            | 13,136.00               | 13,800.00              | (664.00)                   |             | 13,800.00           |
| Audit Fees                     | 19,510.00               | 19,510.00              | 0.00                       |             | 19,510.00           |
| Single Audit Fees              | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Legal Fees                     | 17,166.00               | 17,000.00              | 166.00                     | 166.00      | 17,166.00           |
| Legal Fees - Zoning            | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Wages, Taxes, Benefits         | 158,656.74              | 158,660.94             | (4.20)                     |             | 158,660.94          |
| FICA Tax                       | 9,104.88                | 9,837.00               | (732.12)                   |             | 9,837.00            |
| Medicare Tax                   | 2,129.23                | 2,300.15               | (170.92)                   |             | 2,300.15            |
| SUTA Tax                       | 72.41                   | 1,161.00               | (1,088.59)                 |             | 1,161.00            |
| Medical & Life Insurance       | 38,667.45               | 51,455.97              | (12,788.52)                |             | 51,455.97           |
| Retirement                     | 11,167.36               | 11,401.86              | (234.50)                   |             | 11,401.86           |
| Financial Consultant           | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Board of Adjustment            | 0.00                    | 3,500.00               | (3,500.00)                 |             | 3,500.00            |
| Insurance                      | 5,556.78                | 6,093.00               | (536.22)                   |             | 6,093.00            |
| Education                      | 2,024.02                | 2,500.00               | (475.98)                   |             | 2,500.00            |
| City Hall Upgrades             | 3,972.00                | 2,500.00               | 1,472.00                   |             | 2,500.00            |
| City Hall Exterior             | 579.65                  | 2,500.00               | (1,920.35)                 |             | 2,500.00            |
| City Hall Operations           | 17,827.42               | 18,000.00              | (172.58)                   |             | 18,000.00           |
| City Hall Maintenance          | 583.01                  | 8,000.00               | (7,416.99)                 |             | 8,000.00            |
| Website Development            | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Web Hosting & Maintenance      | 1,696.92                | 1,500.00               | 196.92                     | 196.92      | 1,696.92            |
| Bank Charges                   | 2,222.14                | 3,000.00               | (777.86)                   |             | 3,000.00            |
| Dues                           | 2,555.11                | 2,500.00               | 55.11                      | 55.11       | 2,555.11            |
| Public Notices                 | 2,252.32                | 5,000.00               | (2,747.68)                 |             | 5,000.00            |
| Office Supplies                | 4,108.55                | 4,000.00               | 108.55                     | 108.55      | 4,108.55            |
| Election/Voting Machine Rent   | 2,234.33                | 2,500.00               | (265.67)                   |             | 2,500.00            |
| City Hall Equipment/Furnishing | 6,960.87                | 7,000.00               | (39.13)                    |             | 7,000.00            |
| Misc. /Contingencies           | 0.00                    | 15,000.00              | (15,000.00)                | (15,000.00) | 0.00                |
| Village Independence Festival  | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Books for Library              | 250.00                  | 250.00                 | 0.00                       |             | 250.00              |
| Miscellaneous                  | 7,460.57                | 4,000.00               | 3,460.57                   | 3,460.57    | 7,460.57            |
| Mayor/Council/Administrator    | 3,355.72                | 3,000.00               | 355.72                     | 355.72      | 3,355.72            |
| Mayor's Telecom                | 0.00                    | 0.00                   | 0.00                       |             | 0.00                |
| Codification                   | 1,420.00                | 4,000.00               | (2,580.00)                 |             | 4,000.00            |
| Bldg. Permit Administration    | 33,000.00               | 38,000.00              | (5,000.00)                 |             | 38,000.00           |
| Utility Locate                 | 9,685.83                | 9,000.00               | 685.83                     | 685.83      | 9,685.83            |
| Inspection- Arborist           | 1,120.00                | 2,000.00               | (880.00)                   |             | 2,000.00            |
| Generator Maintenance          | 1,388.92                | 1,245.00               | 143.92                     | 143.92      | 1,388.92            |
| Engineering for Grant Funds    | 0.00                    | 3,000.00               | (3,000.00)                 |             | 3,000.00            |
| Engineering Plan Checking      | 26,923.25               | 44,000.00              | (17,076.75)                | (1,045.10)  | 42,954.90           |
| Non-Metro Engineering Services | 34,556.47               | 50,000.00              | (15,443.53)                |             | 50,000.00           |
| Hazard Mitigation Projects     | 0.00                    | 5,000.00               | (5,000.00)                 |             | 5,000.00            |
| <b>Total General Expense</b>   | <b>1,426,297.00</b>     | <b>1,513,309.92</b>    | <b>(87,012.92)</b>         | <b>0.00</b> | <b>1,513,309.92</b> |
| <b>NO CHANGE IN BUDGET</b>     |                         |                        |                            |             |                     |

City of Hilshire Village, Texas -  
 ORDINANCE 835-2024  
 BUDGET AMENDMENT  
 NUMBER 1 OF ORDINANCE 825-2022  
 FYE 2023

| <b>Year to<br/>Date Actuals</b> | <b>Year to<br/>Date Budget</b> | <b>Year to<br/>Date Difference</b> | <b>Amendment 1</b> | <b>Amended Budget</b> |
|---------------------------------|--------------------------------|------------------------------------|--------------------|-----------------------|
|---------------------------------|--------------------------------|------------------------------------|--------------------|-----------------------|

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**RECAP**

**REVENUES**

|                                     |                     |
|-------------------------------------|---------------------|
| <b>2023 Adopted Budget Revenues</b> | <b>1,563,058.00</b> |
|-------------------------------------|---------------------|

**NO CHANGE**

**EXPENSES**

|                                     |                     |
|-------------------------------------|---------------------|
| <b>2023 Adopted Budget Expenses</b> | <b>1,513,309.92</b> |
| <b>Amended #1</b>                   | <b>0.00</b>         |

|   |                     |
|---|---------------------|
| <b>NO CHANGE IN BUDGET JUST RECLASIFICACION</b> | <b>1,513,309.92</b> |
|---|---------------------|



City of Hilshire Village, Texas -  
ORDINANCE 835-2024  
BUDGET AMENDMENT  
NUMBER 1 OF ORDINANCE 825-2022  
FYE 2023

|  | Year to<br>Date Actuals | Year to<br>Date Budget | Year to<br>Date Difference | Amendment 1      | Amended Budget    |
|--|-------------------------|------------------------|----------------------------|------------------|-------------------|
| <b>DESCRIPTION/PURPOSE: BUDGET TRANSFERS - FOR UTILITY ACCOUNT</b> |                         |                        |                            |                  |                   |
| <b>OPERATING REVENUES</b>  |                         |                        |                            |                  |                   |
| Water Revenues   | \$ 365,573.27           | 352,290.00             | 13,283.27                  | 13,283.27        | 365,573.27        |
| Sewer Revenues   | 139,170.09              | 138,576.00             | 594.09                     | 594.09           | 139,170.09        |
| Maintenance Revenue  | 42,591.90               | 42,360.00              | 231.90                     | 231.90           | 42,591.90         |
| Garbage  | (0.01)                  | 0.00                   | (0.01)                     |                  | 0.00              |
| Sales Tax - Garbage  | 16.03                   | 0.00                   | 16.03                      |                  | 0.00              |
| Utility Services Income  | 710.00                  | 2,427.00               | (1,717.00)                 | (1,717.00)       | 710.00            |
| Meter Installation   | 24,946.03               | 2,000.00               | 22,946.03                  | 22,946.03        | 24,946.03         |
| Transfer from Fund Balance   | 0.00                    | 0.00                   | 0.00                       |                  | 0.00              |
| Transfer/Surpluses   | 0.00                    | 0.00                   | 0.00                       |                  | 0.00              |
| Interest   | 0.00                    | 0.00                   | 0.00                       |                  | 0.00              |
| Interest-Utility Billing   | 3,323.99                | 2,491.00               | 832.99                     | 832.99           | 3,323.99          |
| Transfer to Utility Fund Balance                                   |                         |                        |                            |                  | 0.00              |
| <b>TOTAL</b>   |                         |                        |                            |                  |                   |
| <b>OPERATING REVENUES</b>  | <b>576,331.30</b>       | <b>540,144.00</b>      | <b>36,187.30</b>           | <b>36,171.28</b> | <b>576,315.28</b> |
| <b>OPERATING EXPENSES</b>  |                         |                        |                            |                  |                   |
| City Water Supply (COH)  | 317,772.77              | 280,140.00             | 37,632.77                  | 37,632.77        | 317,772.77        |
| Wastewater Disposal (COH)  | 109,487.61              | 100,947.00             | 8,540.61                   | 8,540.61         | 109,487.61        |
| Utilities -Lift Station  | 6,647.65                | 5,259.00               | 1,388.65                   | 1,388.65         | 6,647.65          |
| Utilities- Pine Chase Grove  | 0.00                    | 166.00                 | (166.00)                   | (166.00)         | 0.00              |
| Bad Debt Expense   | 0.00                    | 500.00                 | (500.00)                   | (500.00)         | 0.00              |
| Bank Charges   | 269.00                  | 0.00                   | 269.00                     | 269.00           | 269.00            |
| Repairs to Water Lines   | 43,803.14               | 50,000.00              | (6,196.86)                 | (6,196.86)       | 43,803.14         |
| Repairs to Sewer Lines   | 3,122.29                | 15,000.00              | (11,877.71)                | (11,877.71)      | 3,122.29          |
| Repairs to Lift Station  | 11,683.88               | 12,000.00              | (316.12)                   | (316.12)         | 11,683.88         |
| Meter Replacement  | 4,214.83                | 1,750.00               | 2,464.83                   | 2,464.83         | 4,214.83          |
| New Construction Meter Install                                     | 29,768.78               | 2,000.00               | 27,768.78                  | 27,768.78        | 29,768.78         |
| Utility Line Locator Services                                      | 4,049.91                | 6,950.00               | (2,900.09)                 | (2,900.09)       | 4,049.91          |
| HCFC - tceq  | 395.38                  | 395.00                 | 0.38                       | 0.38             | 395.38            |
| Legal  | 75.00                   | 500.00                 | (425.00)                   | (425.00)         | 75.00             |
| TCEQ-Engineering   | 2,085.21                | 4,000.00               | (1,914.79)                 | (1,914.79)       | 2,085.21          |
| Meter Reader   | 3,477.00                | 4,154.00               | (677.00)                   | (677.00)         | 3,477.00          |
| Water Quality Testing  | 27,326.37               | 29,500.00              | (2,173.63)                 | (2,173.63)       | 27,326.37         |
| Utility Billing Costs  | 6,812.05                | 7,209.00               | (396.95)                   | (396.95)         | 6,812.05          |
| Office Supplies & Postage  | 352.78                  | 600.00                 | (247.22)                   | (247.22)         | 352.78            |
| Depreciation   | 0.00                    | 0.00                   | 0.00                       |                  | 0.00              |
| Miscellaneous- Contingency   | 1,701.82                | 5,000.00               | (3,298.18)                 | (3,298.18)       | 1,701.82          |
| Utility Engr. On-Call Services                                     | 1,972.81                | 13,729.00              | (11,756.19)                | (11,756.19)      | 1,972.81          |
| Transfer from Utility Revenue                                      |                         | 0.00                   | 0.00                       |                  | 0.00              |
| <b>TOTAL</b>   |                         |                        |                            |                  |                   |
| <b>OPERATING EXPENSES</b>  | <b>575,018.28</b>       | <b>539,799.00</b>      | <b>35,219.28</b>           | <b>35,219.28</b> | <b>575,018.28</b> |

City of Hilshire Village, Texas -  
 ORDINANCE 835-2024  
 BUDGET AMENDMENT  
 NUMBER 1 OF ORDINANCE 825-2022  
 FYE 2023

| <b>Year to<br/>Date Actuals</b> | <b>Year to<br/>Date Budget</b> | <b>Year to<br/>Date Difference</b> | <b>Amendment 1</b> | <b>Amended Budget</b>  |
|---------------------------------|--------------------------------|------------------------------------|--------------------|--|
| <b>RECAP</b>                    |                                |                                    |                    |  |
| <b>REVENUES</b>                 |                                |                                    |                    |  |
|                                 |                                |                                    |                    | <b>2023 Adopted Budget Revenues</b>  |
|                                 |                                |                                    |                    | <b>540,144.00</b>  |
|                                 |                                |                                    |                    | <b>Amendment 1 Increase Budget by<br/>reclassification of actual revenue</b> |
|                                 |                                |                                    |                    | <b>36,171.28</b>   |
|                                 |                                |                                    |                    | <b>Amended 2022 Adopted Budget Revenue</b>                                   |
|                                 |                                |                                    |                    | <b>576,315.28</b>  |
| <b>EXPENSES</b>                 |                                |                                    |                    |  |
|                                 |                                |                                    |                    | <b>2022 Adopted Budget Expenses</b>  |
|                                 |                                |                                    |                    | <b>539,799.00</b>  |
|                                 |                                |                                    |                    | <b>Amendment #1 Transfer from Revenue<br/>and reclassifications</b>          |
|                                 |                                |                                    |                    | <b>35,219.28</b>   |
|                                 |                                |                                    |                    | <b>NO CHANGE IN BUDGET JUST RECLASIFICATION</b>                              |
|                                 |                                |                                    |                    | <b>575,018.28</b>  |

CITY OF HILSHIRE VILLAGE  
 FYE 2017  
 BUDGET AMENDMENT 2

|  | Year to<br>Date<br>Actuals | Year to<br>Date<br>Budget | Year to<br>Date<br>Difference 1 | Amendment<br>Amended<br>Budget | New Year to<br>Date Actuals<br>after<br>Auditors<br>Adjustments | Amended<br>Budget | Year to<br>Date<br>Difference 2 | Amendment<br>Amended<br>Budget | Final<br>Amended<br>Budget |
|--|----------------------------|---------------------------|---------------------------------|--------------------------------|---|-------------------|---------------------------------|--------------------------------|----------------------------|
|--|----------------------------|---------------------------|---------------------------------|--------------------------------|---|-------------------|---------------------------------|--------------------------------|----------------------------|

**Metro Expenses**

Metro - Hilshire Villas Insp  
 Metro - TxDOT Noise Mitigation  
 Metro Funded Misc.  
 Street Signs  
 Street Signs - Engineering  
 Metro Hilshire Villas Eng Insp

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|                                  |      |      |      |      |      |      |      |      |      |
|----------------------------------|------|------|------|------|------|------|------|------|------|
| <b>Total Other Metro Expense</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|----------------------------------|------|------|------|------|------|------|------|------|------|

|                                  | Year to<br>Date Actuals | Year to<br>Date Budget | Year to<br>Date Difference |
|----------------------------------|-------------------------|------------------------|----------------------------|
| <b>UNRESTRICTED GENERAL FUND</b> |                         |                        |                            |
| <b>General Revenue</b>           |                         |                        |                            |
| Property Taxes - Current         | 1,001,817.37            | 985,612.00             | 16,205.37                  |
| Property Taxes - Delinquent      | 970.41                  | 0.00                   | 970.41                     |
| Franchise tax                    | 62,975.45               | 65,794.68              | (2,819.23)                 |
| City Sales Tax                   | 51,069.23               | 43,439.00              | 7,630.23                   |
| Interest Income - C o O          | 207.65                  | 0.00                   | 207.65                     |
| Int. Income(CD-Gen. Fund)        | 5.31                    | 0.00                   | 5.31                       |
| Int. Income-Gen funds            | 682.56                  | 588.00                 | 94.56                      |
| Int. Income-Taxes                | 3,789.20                | 3,850.00               | (60.80)                    |
| Alarm Permits and Misc. Fees     | 1,996.00                | 1,446.00               | 550.00                     |
| Pet Permits                      | 0.00                    | 142.00                 | (142.00)                   |
| Other Income                     | 25.00                   | 400.00                 | (375.00)                   |
| Court Fees                       | 9,074.27                | 7,215.00               | 1,859.27                   |
| Garbage Income                   | 80,760.64               | 84,481.00              | (3,720.36)                 |
| Sales Tax Discount Income        | 28.32                   | 33.00                  | (4.68)                     |
| Ambulance Income                 | 4,819.61                | 9,147.00               | (4,327.39)                 |
| Building Permits/Plan Checks     | 71,794.29               | 50,000.00              | 21,794.29                  |
| Inspections                      | 17,425.00               | 25,000.00              | (7,575.00)                 |
| Plan Check for Drainage          | 10,000.00               | 15,000.00              | (5,000.00)                 |
| Exxon Grant                      | 0.00                    | 500.00                 | (500.00)                   |
| Transfer from HVCEFFC            | 0.00                    | 0.00                   | 0.00                       |
| Budget transfer to Expenses      | 0.00                    | 0.00                   | 0.00                       |
| <b>Total General Revenues</b>    | <b>1,317,440.31</b>     | <b>1,292,647.68</b>    | <b>24,792.63</b>           |

ORDINANCE NO. 835-2024

**AN ORDINANCE AMENDING THE CITY OF HILSHIRE VILLAGE, TEXAS, ORDINANCE NUMBER 825-2022 PASSED AND APPROVED SEPTEMBER 19, 2022, SAME BEING AN ORDINANCE APPROVING AND ADOPTING THE CITY’S GENERAL BUDGET FOR FISCAL YEAR ENDING 2023, BY APPROVING “BUDGET AMENDMENT NO. 1” TO THE “ORIGINAL GENERAL BUDGET OF THE CITY OF HILSHIRE VILLAGE, TEXAS, FOR THE FISCAL YEAR ENDING 2023”; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER MATTERS RELATED TO THE SUBJECT.**

\* \* \* \* \*

**WHEREAS**, by Ordinance No. 825-2022, the City Council of the City of Hilshire Village, Texas adopted its “Original General Budget for Fiscal Year Ending 2023”, and

**WHEREAS**, the City Council has determined that revenues and/or reserves are available for supplemental appropriation, and/or that the transfer of certain funds interdepartmentally is economically feasible and in the best interest of prudent budgeting; and

**WHEREAS**, the City Council desires to amend said Original General Budget to reflect such supplemental appropriation and/or transfer in the Fiscal Year Ending 2023; now therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE, STATE OF TEXAS:**

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

**Section 2.** The “Original General Budget of the City of Hilshire Village, Texas, for the Fiscal Year Ending 2023,” is hereby amended as shown on “Budget Amendment No.1” to the “Original Budget of the City of Hilshire Village, Texas, for the Fiscal Year Ending 2023”. said Budget Amendment No. 1, shall be attached to and made a part of such Original General Budget by the City Secretary and shall be filed as required by state law, a true and correct copy of which is attached hereto as Exhibits “A,” and made a part hereof for all purposes.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part

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

PASSED, APPROVED, and ADOPTED this 16<sup>th</sup> day of January, 2024.

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Robert Buesinger, Mayor

ATTEST:

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Cassie Stephens, City Secretary

**From:** [Generators of Houston](#)  
**To:** [Cassie Stephens](#)  
**Subject:** Generators of Houston: Extended Warranty  
**Date:** Thursday, December 21, 2023 3:15:27 PM  
**Attachments:** [10-YR Extended Warranty Standby.pdf](#)  
[Generac 5YR Standard Limited Warranty.pdf](#)

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Good afternoon,

See below the extended warranties offered by Generac.

Model: Generac 7291. Air Cooled Generator.

Manufacturer's Warranty Options / Generac (plus tax)  
5 Years Comprehensive Extended Warranty \$530.00  
7 Years Comprehensive Extended Warranty \$725.00  
10 Years Comprehensive Extended Warranty \$1,016.00

Manufacturers' Requirements for the Purchase of a Comprehensive Warranty / Generac

- Extended Comprehensive Warranty must be purchased within 12 months of initial generator activation.
- Unit must be activated before Extended Comprehensive Warranty can be applied.
- Unit must be under a preventive maintenance contract, activated, and installed by a Generac Authorized Service Dealer. [G of H is a Generac Authorized Service Dealer.](#)

If you have any questions or concerns please let us know.

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713-812-7285 (office)

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Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157 Austin, TX 78711, 1-800-803-9202, 512-463-6599, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

GENRG Power Solutions, LLC dba Generators of Houston CONFIDENTIALITY NOTICE: This e-mail message is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



## City of Spring Valley Village Police Department

1025 Campbell Road  
Houston, TX 77055  
713-465-8323  
Fax: 713-465-3135  
Chief Mark Schulze



To: Captain Lane  
From: Corporal “Rick” Martell  
Date: Sunday, December 19, 2023  
Reference: Lighting Hilshire Village

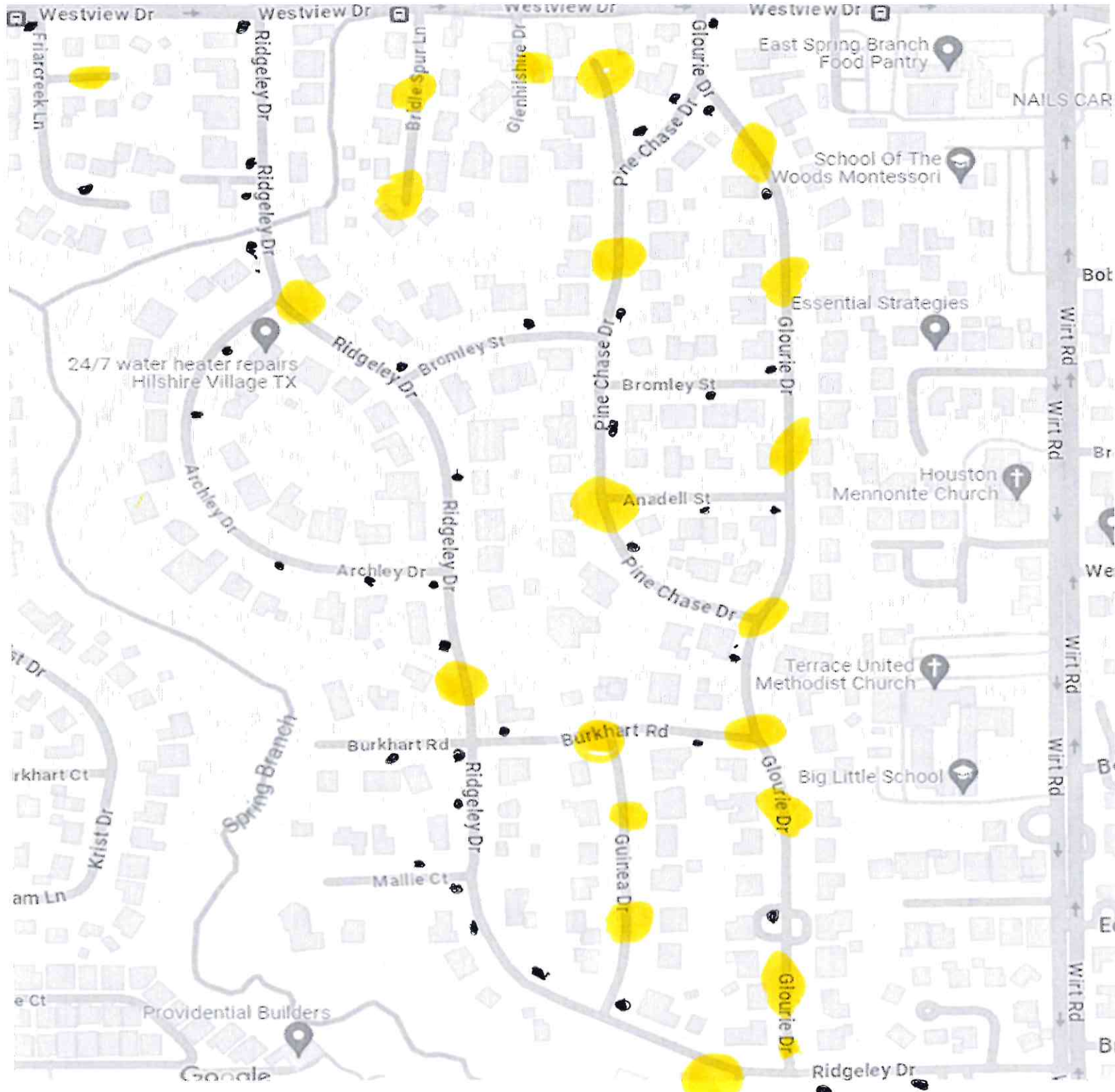
Captain Lane,

Attached to this letter is a map of the City of Hilshire Village. The map details the approximate location of both current street lights and areas in which the City could use more lighting (see map key). It is my understanding that the citizens of Hilshire Village enjoy the “country feel” that Hilshire Village currently provides and I know more lighting could slightly effect that feel. From a safety and security perspective, increased lighting provides a safer area for the children at play, citizens walking their dogs, and overall provides the village with another form of a crime deterrent. For example: from the viewpoint of a possible suspect(s), a suspect driving east bound on Westview Drive that passes by Bridle Spur Lane during the night time hours, which currently has no street lights then continue east down Westview Drive and observe Glourie Drive with numerous streets lights. The likelihood of a criminal act such as a theft, burglary, or robbery, etc. would be exponentially more likely to occur on a not so well lit street, using the cover of darkness, than that of street that has appropriate lighting. Some crimes are planned and thought out and other times there are crimes of “opportunity”. It is my belief that more or improved lighting could deter these crimes of “opportunity”. After reviewing the current lighting throughout Hilshire Village, there should be well lit intersections and turn areas in which Hilshire Village is extensively lacking. The current map does not show Pine Creek Street, but there is no lighting down that street as well. Although lights may not deter all crime, any added security or visibility for cameras or witnesses could be of immense value for the safety of our citizens and their property or at a minimum, provide displacement of crimes of opportunity.

Respectfully,

Corporal C. “Rick” Martell #811





● - lighting needed

● - existing light poles