Regular Council Meeting Agenda

Tuesday, June 15, 2021 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting will be conducted via telephonic conference (Zoom). Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.

Topic: City of Hilshire Village Regular Council Meeting

Time: Jun 15, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

https://zoom.us/j/96291476124?pwd=VkVhOHYzandNeERsMWFRTnBPeXlTUT09

Meeting ID: 962 9147 6124

Passcode: 612631

One tap mobile

1 346 248 7799 US (Houston)

This written notice, the meeting agenda, and the agenda packet, are posted online at http://www.hilshirevillagetexas.com.

The public will be permitted to offer public comments in person or electronically as provided by the agenda and as permitted by the presiding officer during the meeting.

IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO **susan.blevins@hilshirevillagetexas.com**.

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below: If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting (713-973-1779).

1. CALL TO ORDER

1.A. Invocation - Mayor Pro Tem Maddock

1.B. Pledge of Allegiance

1.C. Roll Call

2. CITIZEN'S COMMENTS

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

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

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

3. REPORTS TO COUNCIL

3.A. Police Report

3.B. Building Official Report

3.C. Engineer Report

4. DISCUSSION AND POSSIBLE ACTION

4.A. Discussion and Possible Approval of new Parking Pad Specifications

4.B. Discussion and Possible Approval of the City of Hilshire Village Ordinance # 808-2021 adopting a new schedule of fees to be charged for services performed by the City and providing penality.

4.C. Discussion and Possible Action Authorizing the Mayor to execute a contract between the City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, beginning on 1st day of September 2021 and ending on the 31st day of August 2023

4.D. Discussion and Possible Authorization to City Staff to replace the HVAC condensing unit at City Hall with a not to exceed cost of $5,000.

5. REPORTS TO COUNCIL

5.A. Fire Commissioner's Report (Commissioner Byrne)

5.B. Mayor Herron's Report

5.C. City Administrator's Report: (City Administrator Blevins)
Complaint Log
Consent Agenda
SECO Report - PEA Report
City Hall Air Conditioning Unit

5.D. City Treasurer's Report (City Administrator Blevins)

6. CONSENT AGENDA

6.A. Disbursements

6.B. Minutes from the Regular Council Meeting of May 18th, 2021

6.C. Check Registers for May 2021

7. ADDITIONAL COUNCIL COMMENTS

8. FUTURE AGENDA TOPICS

9. ANNOUNCEMENTS

10. CLOSED EXECUTIVE SESSION: City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters on this agenda as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) Sections 551.074 (Personnel Matters) and Sections 551.076 & 551.0899 (Security Devices or Security Audits).

10.A. Discussion of Personnel Matters regarding Susan Blevins per Sections 551.074

10.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session.

11. ADJOURNMENT

NOTE: Agenda items may not necessarily be considered in the order that they appear. With regard to any item, Council may take various actions, including but not limited to rescheduling an item in its entirety or for particular action at a future date or time.

NOTE: IN THE EVENT A QUORUM OF THE CITY COUNCIL IS NOT PRESENT, THE REPORTING MEMBERS WHO ARE PRESENT WILL MEET AS A SUB-COMMITTEE, FOR DISCUSSION PURPOSE ONLY, REGARDING THE ABOVE AGENDA ITEM(S).

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters 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). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible June 11, 2021 at 3:45 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

05\01\2021
thru 05\31\2021
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	8
23	AMBULANCE CALL	2
24	ANIMAL CALL	1
135	BUSINESS CHECK	16
62	FOUND PROPERTY	1
71	INVESTIGATION	2
76	LOUD NOISE	2
81	OPEN DOOR	1
86	PUBLIC RELATIONS	34
96	SOLICITOR	1
103	SUSPICIOUS ACTIVITY	2
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	6
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	1
	Total	81

May 2021
MONTHLY BUILDING REPORT SUMMARY

Plan Review: One (1): 1130 Glourie Drive – Rear Porch Enclosure

Permits: Eleven (11):

Demolition:		Sign:	
Remodel / Add-On:		Roof:	1
New Construction:		Fence:	
Accessory Building:		Tree Removal:	3
Electrical:	3	Irrigation:	
HVAC:		Drainage:	
Plumbing:	3	Swimming Pool:	
Fire Sprinklers:		Swimming Pool Demo:	
30-Day Dumpster:	1	Other:	

Inspections: Twenty-Two (22)

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: None

Change of Occupancy Use: None

Extended Permit Request: None

CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - May 2021						
Date	**Permit Number**	**Address**	**Issued To**	**Amount Received**	**Description / Scope**	**No of insp**
Tue 5/4/21	HV-21-029B	1130 Glourie Dr	Caltex Residential Investments	2347.61	Plan Review - Rear porch enclosure	4
Wed 5/5/21	HV-21-035GE	1111 Glourie Dr	Divin Electrical Services	$ 205.00	Electrical - Generator	2
Fri 5/7/21	HV-21-036D	2 Hickory Shadows	Trinity Construction Group	$ 25.00	30-day Dumpster	1
Tue 5/11/21	HV-21-026P	10 Pine Creek Ln	Synergy Plumbing	$ 380.00	Plumbing - bathroom remodel	3
Fri 5/14/21	HV-21-016P	8373 Westview Dr	Houston Plumbing Specialist	$ 240.00	Plumbing - Exterior Water Tap for FS	2
Mon 5/17/21	HV-21-016P2	8373 Westview Dr	Close Comfort Plumbing & Heating	$ 380.00	Plumbing - Interior Remodel	3
Wed 5/19/21	HV-21-023SPE	1330 Glourie Dr	LG Electrical Services	$ 205.00	Electrical - Swimming Pool	2
Thu 5/20/21	HV-21-026E	10 Pine Creek Ln	Voltex Electric	$ 280.00	Electrical - Bathroom Remodel	2
Thu 5/20/21	HV-21-040T	7914 Hilshire Green	Castillo Tree Experts	$ -	Dead Tree Removal	1
Fri 5/21/21	HV-21-041T	1123 Guinea Dr	J.R. Reuther	$ 25.00	Tree Removal Pre-Construction	1
Tue 5/25/21	HV-21-042T	1310 Ridgeley Drive	RF Tree Service	$ -	Tree Removal - Dead	0
Thu 5/27/21	HV-21-043R	1203 Wirt Rd	Andy Nichols roofing	$ 240.00	Roof Replacement - Accessory Structure	1

INSPECTION LOG - May 2021						
LOG NO.	**ADDRESS**	**PERMIT NO.**	**TYPE OF REQUEST**	**P OR F**	**DATE**	**INSPECTOR**
21-076	1334 Glourie Dr	HV-21-014E	T-Pole	Pass	5/3/21	BBG
21-077	1330 Glourie Dr	HV-20-059E	Meter Release	Pass	5/4/21	BBG
21-078	1238 Glourie	HV-21-022GE	Electrical Reconnect	Pass	5/5/21	BBG
21-079	1330 Glourie Dr	HV-21-023SP	Swimming Pool Steel	Pass	5/5/21	BBG
21-080	1111 Glourie Dr	HV-21-035GE	Underground Electrical (Generator)	Pass	5/6/21	BBG
21-081	1327 Friarcreek	HV-21-033GE	Pre-Pour Inspection - generator pad	Pass	5/7/21	BBG
21-082	1233 Ridgeley Drive	HV-21-034P	Gas Test - Swimming Pool line	Pass	5/10/21	BBG
21-083	1238 Glourie Drive	HV-21-022GE	Gas Test - Generator	Pass	5/11/21	BBG
21-084	1334 Glourie Dr	HV-21-014B	Foundation	Pass	5/11/21	BBG
21-085	1330 Glourie Drive	HV-20-059P	Swimming pool plumbing underground, p-trap, gas test	Fail - no access	5/12/21	BBG
21-086	1220 Archley Dr	HV-19-080D	Drainage Final	Pass	5/14/21	Javier Vasquez
21-087	1123 Guinea Dr	HV-21-037T	Tree Assessment	Fail	5/13/21	Cary Moran
21-088	1330 Glourie Drive	HV-20-059P	Swimming pool plumbing underground, p-trap, gas test	Pass	5/13/21	BBG
21-089	10 Pinecreek Lane	HV-21-026B	Framing	Contractor Cancelled	5/14/21	BBG
21-090	1238 Glourie Drive	HV-21-022G	Generator Final	Fail - Unable to Access	5/19/21	BBG
21-091	1317 Bridle Spur Ln	HV-21-017D	Drainage Improvements Final	Pass	5/14/21	Javier Vasquez
21-092	1330 Glourie Drive	HV-21-023SPE	Swimming Pool Electrical Underground and Bonding	Pass	5/21/21	BBG
21-093	10 Pine Creek Ln	HV-21-026E	Bathroom Remodel Electrical Rough-In	Pass	5/21/21	BBG
21-094	1238 Glourie Drive	HV-21-022G	Generator Final	Pass	5/24/21	BBG
21-095	10 Pine Creek Ln	HV-21-026P	Plumbing Rough-In	Cancelled by contractor	5/25/21	BBG
21-096	10 Pine Creek Ln	HV-21-026P	Plumbing Rough-In	Pass	5/27/21	BBG
21-097	10 Pine Creek Ln	HV-21-026B	Framing	Pass	5/27/21	BBG

June 11, 2021

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

Re: Engineer's Report for June 15, 2021 Council Meeting
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from May 15, 2021 to June 11, 2021.

1. On-Going Services (10281855):

   a. 1220 Archley Drive –

      - On June 11, 2021, HDR reviewed and returned to the City the As-Built Drainage Plan resubmittal for 1220 Archley Drive. The as-built drainage plan was approved with exceptions noted.

   b. 1317 Bridle Spur Lane –

      - On May 14, 2021, HDR performed the final inspection of the patio improvements (i.e. wood decking replacement, flagstone relocation, crushed granite installation and artificial turf installation) at 1317 Bridle Spur Lane. No issues were identified, therefore it passed inspection.

      - HDR is currently coordinating the project closeout with the City and Mr. Jeffrey Klam (Property Owner).

   c. 1302 Friarcreek Lane –

      - On May 24, 2021, HDR coordinated with Mr. Erik Silvey (Contractor – Erosion Control Systems, Inc.) regarding the City and Harris County Flood Control District (HCFCD) review and permit requirements for erosion control improvements at 1302 Friarcreek Lane.

      - HDR provided contact information for HCFCD to Mr. Silvey, as well.

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

d. 1302 Pine Chase Drive –

- On June 8, 2021, HDR coordinated with the City on the 1302 Pine Chase Drive sanitary sewer service video provided by Mr. David Parker (Property Owner) to InfraMark, and showing sags/bellies on the line, as well as a potential sewer backup at the connection with the main sewer line.

- HDR reviewed the video provided and confirmed that the sags/bellies seen in the video are on the private side, therefore, the property owner will be responsible for correcting this issue. However, water surcharge was also noticed on the vertical stack at the service connection to the main sanitary sewer line in the City right-of-way but it appeared to be draining and was not fully backed up.

- The surcharge on the vertical stack is unusual, therefore, HDR recommends the City/InfraMark to jet clean the main line to clear any sediment/blockage that may be causing the flow to surcharge into the stack.

e. 12 Pine Creek Lane –

- HDR has been coordinating with the City and Mr. Brian Gaudet (Potential Buyer) for information on City development requirements and restrictions, including floodplain regulations, for 12 Pine Creek Lane (empty lot).

f. 1210 Ridgeley Drive –

- On June 11, 2021, HDR reviewed and returned to the City and Mr. Karl Breckon, P.E. (BEC Engineers and Consultants. LLC) the Drainage Plan for 1210 Ridgeley Drive. The drainage plan is incomplete (i.e. missing existing conditions topographic survey, culvert sizes and flowlines, drainage calculations, proposed paving/concrete elevations, etc.), therefore it must be revised and resubmitted.

- HDR has also requested confirmation of the proposed swimming pool size and location, and ravine delineation. The information included in the drainage plan differs from the initial site plan presented to the City back in December 2020, and it currently shows the proposed pool improvements within the ravine area, which is not permissible.

g. 1310 Ridgeley Drive –

- On June 11, 2021, HDR reviewed and returned to the City the Erosion Control Plans for 1310 Ridgeley Drive. These plans have been previously reviewed and approved by HCFCD. The plans have been approved with exceptions noted.

h. 8373 Westview Drive –

- HDR has been coordinating with the City, Mr. Monte Grant (8373 Group Prime Contractor) and Mr. Joe Alday (8373 Group Subcontractor – Houston Plumbing Specialist) regarding the proposed fire line for 8373 Westview Drive, connection to the existing water line under Pine Creek Lane, as well as the boding requirements for work within City right-of-way.

i. Wirt Road Sidewalk –

- HDR is preparing a Preliminary Opinion of Probable Construction Cost (OPCC) for the proposed 5-ft wide sidewalk on the west side of Wirt Road from Westview Drive to the Hickory Shadows Subdivision and will present this information during the June 15, 2021 Regular City Council Meeting.

j. Verizon One Cell Nodes –

- HDR has been coordinating with the City and Verizon on all plan reviews and permits required for the proposed Verizon One Cell Nodes within the City of Hilshire Village.

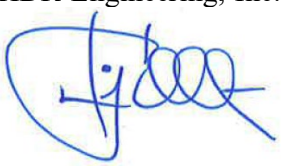
- On June 9, 2021, the City and HDR had a Sync Up Virtual Meeting with Verizon representatives to discuss pre-development meeting prior to construction, electric permit requirements and decision on shrubbery in front of panel enclosures.

- During the Sync Up Virtual Meeting, HDR informed Verizon that only the proposed conduit for the south end of Ridgeley Drive at Wirt Road has been reviewed and approved by the City. The City has not received a resubmittal on the proposed conduits for the north end of Ridgeley, Archley Drive or Bromley Road. Verizon will follow up on this resubmittal.

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.



Efrain A. Him, P.E.
Project Manager

cc: Files (10281855)

PARKING PAD SPECIFICATIONS

1. The width of a parking pad shall not exceed four (4) feet from the edge of the road paving,

2. The parking pad shall not be placed within two (2) feet of the top of the bank of any drainage ditch,

3. The parking pad shall not exceed twenty-six (26) feet in length along the edge adjoining the road paving, and shall not exceed twenty (20) feet in length along the edge opposite the road paving,

4. The parking pad shall not be located within five (5) feet of any driveway,

5. The parking pad shall not be located within thirty (30) feet of any stop sign, flashing signal, yield sign, or other traffic control signal located at the side of a roadway,

6. The parking pad shall not be located within twenty (20) feet of any unmarked street intersection,

7. The parking pad shall not be located within twenty (20) feet of a crosswalk at a street intersection,

8. The parking pad shall not be located within fifteen (15) feet of a fire hydrant,

9. The owner shall install metal edging outlining the perimeter of the parking pad, except along the edge adjacent to the paved roadway. The metal edging shall be buried flush with the finished surface to prevent tire damage,

10. The owner shall remove all organic and deleterious material, landscaping, and all excess soil within the designated parking pad area,

11. The owner shall mechanically compact the sub soil to 95% of the maximum Standard Proctor density in accordance with ASTM D 698 (all incurred expenses to have a materials testing laboratory perform the compaction test shall be the responsibility of the owner),

12. The owner shall install a geotextile filter fabric over the compacted soil, and install a minimum of two (2) inches of crushed granite, utilizing only natural shades of granite (approved by the City's Building Official) or any pervious material (approved by the City's Building Official) as wearing

surface within the entire area of the parking pad. The crushed granite shall be mechanically compacted to provide a smooth and leveled surface,

13. The owner shall ensure that the grade level of the parking pad area is level and consistent with all the adjoining right-of-way,

14. The owner shall not allow a parking pad to impede or encroach into any roadway or other public improvement, and the City reserves the right to remove the parking pad for any public purpose. The owner shall be solely responsible for its replacement.

15. A permit is required for a parking pad.

Parking pad cannot be located within:

30 feet of any stop sign, flashing signal, yield sign, or other traffic control signal located at the side of a roadway

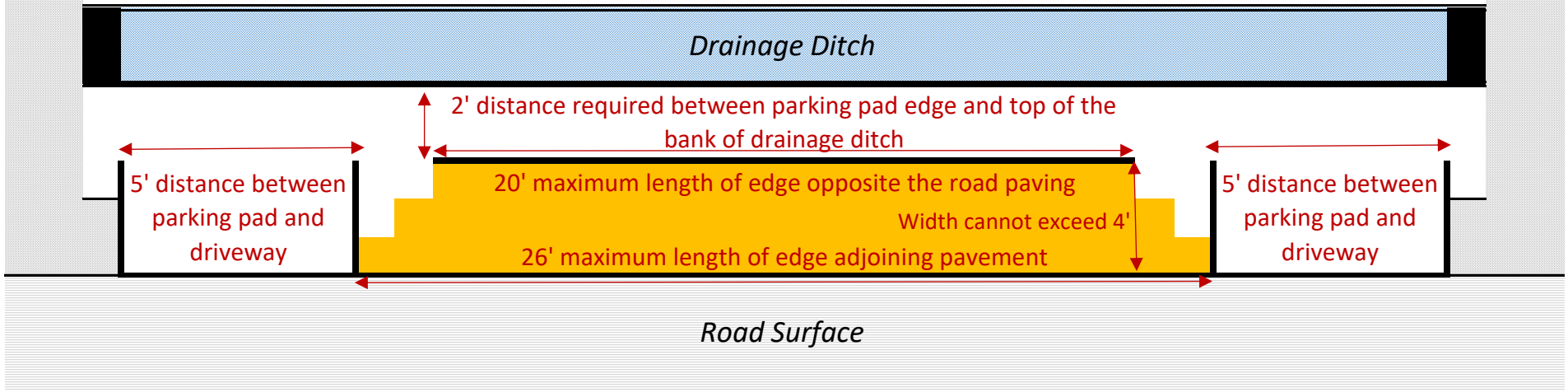
20 feet of any unmarked street intersection

20 feet of a crosswalk at a street intersection,

15 feet of a fire hydrant

Other requirements:

- Install metal edging outlining the perimeter of the parking pad, except along the edge adjacent to the paved roadway. The metal edging shall be buried flush with the finished surface to prevent tire damage.
- Remove all organic and deleterious material, landscaping, and all excess soil within the designated parking pad area.
- Mechanically compact the sub soil
- Install a geotextile filter fabric over the compacted soil, and install a minimum of two (2) inches of crushed granite, utilizing only natural shades of granite (approved by the City's Building Official) or any pervious material (approved by the City's Building Official) as wearing surface within the entire area of the parking pad. The crushed granite shall be mechanically compacted to provide a smooth and leveled surface,
- Ensure that the grade level of the parking pad area is level and consistent with all the adjoining right-of-way
- The owner shall not allow a parking pad to impede or encroach into any roadway or other public improvement, and the City reserves the right to remove the parking pad for any public purpose. The owner shall be solely responsible for its replacement.



CITY OF HILSHIRE VILLAGE
STREETS & RIGHTS-OF-WAY WIDTHS

ITEM NO.	STREET			ROW WIDTH (FT)
	NAME	TYPE[1]	WIDTH (FT)[2]	
1	Anadell Road	Asphalt w/ Ditch	16	60
2	Archley Drive	Asphalt w/ Ditch	20	60
3	Bridle Spur Lane	Asphalt w/ Ditch	20	30
4	Bromley Road	Asphalt w/ Ditch	16	60
5	Burkhart Road	Asphalt w/ Ditch	16/20	60
6	Creekstone Circle	Concrete w/ Ditch	22	50
7	Friarcreek Lane	Concrete w/ Ditch	24	50
8	Glenhilshire Drive	Concrete w/ C&G	29	30
9	Glourie Circle	Asphalt w/ Ditch	20	60
10	Glourie Drive	Asphalt w/ Ditch	20	60
11	Guinea Drive	Asphalt w/ Ditch	20	60
12	Hickory Shadows Drive	Concrete w/ C&G	26	50
13	Hilshire Green Drive	Concrete w/ C&G	29	50
14	Hilshire Grove Lane	Concrete w/ C&G	28	50
15	Hilshire Oaks Court	Concrete w/ C&G	24	50
16	Hilshire Villa Drive	Concrete w/ Curb	26/Varies	26/Varies
17	Mallie Court	Asphalt w/ Ditch	16	60
18	North Villa Court	Concrete w/ C&G	20	20
19	Pine Chase Drive	Asphalt w/ Ditch	20	60
20	Pine Chase Grove	Asphalt w/ Ditch	20	60
21	Pine Creek Lane	Asphalt w/ C&G	20	30
22	Ridgeley Court	Concrete w/ Ditch	22	80
23	Ridgeley Drive	Asphalt w/ Ditch	20	60
24	South Villa Circle	Concrete w/ C&G	26/Varies	26/Varies

Notes:

(1) C&G = Curb & Gutter

(2) Measured from face of curb to face of curb or edge of pavement to edge of pavement.

PARKING PAD NOTES FROM MINUTES

Council Member Schwarz asked why gravel parking pads are not more common. Council Member Gordy said previous council members did not like the way they looked so they put guidelines that restricted people from installing them. Engineer Him stated that intersections and stop signs cause issues with parking pads, as well as needing a supportive shoulder before the slope of the ditch begins. Council Member Gordy said masonry products could be used instead of metal edging to prevent gravel from entering the ditch. Council Member Byrne stated that some of the parking pads have done well through the elements and if the design criteria were revised to be standard then there would be continuity throughout the City.

DAVID SCHWARZ SUGGESTIONS:

- Use uniform materials (I like the small bluestone / gray rocks). Many are already using. I think it's a clean look.
- Sounds like we need to remove the metal edging.
- I don't think (3) the 26' in length requirement is necessary. I would remove unless there is an issue I don't know about.
- I don't think (4) the 5' from any driveway is necessary. I would remove unless there is an issue I don't know about.

From: Paul Maddock **Sent:** Tuesday, June 1, 2021 11:33 AM **To:** Susan Blevins <susan.blevins@hilshirevillagetexas.com> **Subject:** Re: Parking Pad requirements
The five feet from a driveway the metal? Edging and need for specifically granite beds needs to be reviewed.

PARKING PAD SPECIFICATIONS – MAYOR HERRON'S COMMENTS

1. The width of a parking pad shall not exceed four (4) feet from the edge of the road paving,

2. The parking pad shall not be placed within two (2) feet of the top of the bank of any drainage ditch,

3. ~~The parking pad shall not exceed twenty six (26) feet in length along the edge adjoining the road paving, and shall not exceed twenty (20) feet in length along the edge opposite the road paving.~~The parking pad shall not extend beyond property line of the owner.

~~4. The parking pad shall not be located within five (5) feet of any driveway,~~

~~5.~~4. The parking pad shall not be located within thirty (30) feet of any stop sign, flashing signal, yield sign, or other traffic control signal located at the side of a roadway,

~~6.~~5. The parking pad shall not be located within twenty (20) feet of any unmarked street intersection,

~~7.~~6. The parking pad shall not be located within twenty (20) feet of a crosswalk at a street intersection,

~~8.~~7. The parking pad shall not be located within fifteen (15) feet of a fire hydrant,

~~9.~~8. The owner shall install ~~metal~~ suitable edging material outlining the perimeter of the parking pad, except along the edge adjacent to the paved roadway. ~~The metal edging shall be buried flush with the finished surface to prevent tire damage,~~

~~10.~~9. The owner shall remove all organic and deleterious material, landscaping, and all excess soil within the designated parking pad area,

~~11.~~ The owner shall mechanically compact the sub soil and have it inspected by the City's Building Official. ~~to 95% of the maximum Standard Proctor density in accordance with ASTM D 698 (all incurred expenses to have a materials testing laboratory perform the compaction test shall be the responsibility of the owner),~~

~~12.~~10. The owner shall install a geotextile filter fabric over the compacted soil, and install a minimum of two (2) inches of crushed granite, utilizing only natural shades of granite (approved by the City's Building Official) or any pervious material (approved by the City's Building Official) as wearing

surface within the entire area of the parking pad. The crushed granite shall be mechanically compacted to provide a smooth and leveled surface,

~~13.~~11. The owner shall ensure that the grade level of the parking pad area is level and consistent with all the adjoining right-of-way,

~~14.~~12. The owner shall not allow a parking pad to impede or encroach into any roadway or other public improvement, and the City reserves the right to remove the parking pad for any public purpose. The owner shall be solely responsible for its replacement.

~~15.~~13. A permit is required for installation of a parking pad.

~~16.~~14. After installation the owner must maintain the function and asthetic of the parking pad.

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PARKING PAD SPECIFICATIONS – BBG'S RECOMMENDATIONS

1. The width of a parking pad shall not exceed four (4) feet from the edge of the road paving,

   Would prefer this to be two (2) feet as it would drastically help in getting two wheels off the roadway, and create a uniform look.

2. The parking pad shall not be placed within two (2) feet of the top of the bank of any drainage ditch,

   This creates a huge issue as that a lot of properties within Hilshire Village do not have enough room to have two (2) feet from top of bank. Ideally there could be a standard design created to allow for the parking pad to be at the top of bank or just within the drainage ditch.

3. The parking pad shall not exceed twenty-six (26) feet in length along the edge adjoining the road paving, and shall not exceed twenty (20) feet in length along the edge opposite the road paving,

4. The parking pad shall not be located within five (5) feet of any driveway,

   Allowing the parking pad adjacent to the driveway would make it easier to construct. Perhaps these parking pads could be installed from driveway to driveway, thereby allowing more parking out of the street pavement.

~~5.~~ The parking pad shall not be located within thirty (30) feet of any stop sign, flashing signal, yield sign, or other traffic control signal located at the side of a roadway,

5.

6. The parking pad shall not be located within twenty (20) feet of any unmarked street intersection,

7. The parking pad shall not be located within twenty (20) feet of a crosswalk at a street intersection,

8. The parking pad shall not be located within fifteen (15) feet of a fire hydrant,

9. The owner shall install metal edging outlining the perimeter of the parking pad, except along the edge adjacent to the paved roadway. The metal edging shall be buried flush with the finished surface to prevent tire damage,

   This would have to be modified if top of bank or a little within ditch is permitted.

10. The owner shall remove all organic and deleterious material, landscaping, and all excess soil within the designated parking pad area,

11. The owner shall mechanically compact the sub soil to 95% of the maximum Standard Proctor density in accordance with ASTM D 698 (all incurred expenses to have a materials testing laboratory perform the compaction test shall be the responsibility of the owner),

12. The owner shall install a geotextile filter fabric over the compacted soil, and install a minimum of two (2) inches of crushed granite, utilizing only natural shades of granite (approved by the City's Building Official) or any pervious material (approved by the City's Building Official) as wearing surface within the entire area of the parking pad. The crushed granite shall be mechanically compacted to provide a smooth and leveled surface,

13. The owner shall ensure that the grade level of the parking pad area is level and consistent with all the adjoining right-of-way,

14. The owner shall not allow a parking pad to impede or encroach into any roadway or other public improvement, and the City reserves the right to remove the parking pad for any public purpose. The owner shall be solely responsible for its replacement.

15. A permit is required for a parking pad.

From: Scott Bounds <
Sent: Thursday, May 20, 2021 3:33 PM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Subject: RE: Parking Pad requirements

Road shoulder or parking pad?

A highway shoulder is a necessary part of all highways. It is included in the New York State Department of Transportation definition of a road section.

A highway shoulder serves several functions:

It serves as a lateral support to the highway pavement.
It provides a means of protecting the highway surface from the intrusion of water, one of the great destroyers of our highways.
It serves as a safety feature by providing refuge room off the highway pavement surface for disabled vehicles and in emergencies for vehicles to avoid head on collisions by oncoming vehicles out of control.
It provides a partial storage area for snow which we must remove from the pavement to provide the traveling public with an acceptable pavement at all times.
A wide shoulder provides a temporary parking area for people who wish to stop and enjoy the scenic vistas so readily available throughout the state.
Shoulders provide an auxiliary pavement for vehicles where the pavement is narrow. Many of our pavements have lanes 10 or 11 feet wide and some of them even narrower.
Many of our highways have dirt shoulders and we tend to forget they are an important part of the road section. These shoulders are no less important to the highway than with higher type pavements because our less heavily traveled highways are narrower and the need for an adequate shoulder is even more important than with a wider pavement.

Shoulders are often composed of earth as it comes from the surrounding area; from graded materials and from graded materials stabilized or held together with a binding agent such as a bituminous material, calcium chloride or cement.
The design of a shoulder must be based upon the available material to be used in the shoulder. This availability is often a matter of economics. How much can we spend?

The design must also be based upon the traffic volume of the highway; the pavement width and the drainage requirements of the highway. We are frequently limited by available right of way. The right of way width on most of our highways is about three rods; however, original dedication records must be consulted to verify each highway width. In the cut or fill sections of an average town highway we are frequently severely limited by inadequate right of way.

To provide the necessary width for a shoulder in a cut or fill highway section the desirable solution is to acquire additional right of way. This preferred solution is sometimes beyond our available funds. A desirable minimum transverse cut or fill slope is one vertical to two horizontal. This slope is dependent upon materials available. Where this is unattainable we can use a steeper slope. To provide the steeper slope we may have to resort to rock protection and in extreme cases to walls of a bin type; to gabions or even to concrete or masonry retaining walls.

The width of a shoulder varies with the demands made of the shoulder. This width is usually from 2 to 10 feet. The transverse slope varies with the type of material in the shoulder. When we refer to transverse slope we mean the rate at which the shoulder slopes away from the pavement surface. This slope is measured as a ratio of height in inches to a foot of width of the shoulder. Many shoulders are of grass and this slope for a properly maintained and mowed surface should be about an inch per foot (8 %).

A shoulder surface of a graded material treated or maintained in good condition should be about three quarters of an inch per foot (6 percent). A high type shoulder having an all-weather treated surface may have a transverse slope of about one-half inch per foot (4 %).

Many of our highways have greater slopes than suggested, but for present day higher vehicle speeds they are dangerous, for a driver may lose control and be forced off the road section completely.

A shoulder should be composed of material which will allow transverse drainage of the pavement foundation. If we provide a dense relatively impervious shoulder we create a bath tub under the highway pavement. This can be disastrous as the pavement foundation is inadequate to support vehicular traffic. In sub-freezing times we can expect frost heave and frequent total destruction of the pavement itself.

In some areas of our State excellent granular material, which drains very well, is readily available but it does not possess sufficient internal strength to support the pavement or to provide a surface strong enough to support a vehicle. It is too clean. We must provide a material clean enough to drain but dirty enough to have the internal structural strength to support the pavement laterally and the vehicle wheels on it. Probably not less than ten percent of the material in the shoulder should pass a 200 mesh sieve on a gravel shoulder. The gravel under a paved shoulder should have the same gradation as the gravel under the main line of the highway.

Most of you do not have the technical facilities to make a gradation determination so I would suggest that you must rely on your good common sense. If you have a pavement which has broken up or heaved, observe the moisture content of the earth under the pavement foundation and if you notice free water you probably have a shoulder which is too dense. The inclusion of gravel in the shoulder should improve the shoulder's ability to drain the pavement foundation. Complete removal and replacement of the shoulder may sometimes be necessary to provide proper drainage.

The importance of proper drainage of shoulders and pavements cannot be overemphasized. Failures of any portion of a highway structure are usually attributable to a foundation failure caused by erosive water. Adequate ditches alongside shoulders must always be provided preferably not less than four feet in depth below the pavement surface. Water may apparently be drained from a shoulder bur with many of our soils capillary action under the action of traffic will bring water up into the shoulder and pavement foundations. This capillary action in some of our soils may be in excess of four feet. Records exist of this capillary action in soils of ten or twelve feet.

Vegetation is used to maintain many of our shoulders from erosion. There is a danger in this as the vegetation may keep water from draining off the pavement. If this water is allowed to form puddles a hazard is developed, a vehicle may skid. In freezing weather ice on the pavement may form and vehicular skidding occurs. We have trouble as the courts have consistently found us liable for improper

maintenance of our shoulders. If we are found liable a very unpopular tax increase will be necessary to pay the judgment against the town, county or State we serve.

We must maintain our shoulders to provide adequate transverse drainage and yet at slopes flat enough to be safe for vehicular traffic.
With our earthen shoulders we usually have a problem with finer material washing away to leave stones in the surface which gives us a rough undesirable shoulder surface.

The shoulder surface is composed of materials to meet the demands we place upon it. If we want an all-weather surface which is one which will support the vehicles using the highway at all times, we must usually provide a graded and often treated surface. These shoulders reduce the frequency of maintenance but we must realize that their maintenance requires a different and more expensive maintenance program. This is similar to the problems we face when we upgrade the pavement surface.

A quarry run stone or graded gravel surface of from 2” to 6” in thickness is usually required. Thickness is dependent upon the supporting material in the shoulders. Soft clays require more thickness than better draining granular soils

ORDINANCE NO. **808-2021**

AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS ADOPTING A SCHEDULE OF FEES TO BE CHARGED FOR SERVICES PERFORMED BY THE CITY; PROVIDING A PENALTY NOT TO EXCEED $500.00 FOR EACH DAY OF VIOLATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

* * * * *

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:

Section 1. The Code of Ordinances of the City of Hilshire Village is hereby amended by deleting applicable fees and information provided for in Appendix "A" Fee Schedule, and adopting the new schedule of fees for permits and inspections, as provided for Exhibit "A" of this Ordinance.

Section 2. Any ordinance or parts of ordinances inconsistent or in conflict with Exhibit "A" attached hereto are hereby repealed.

Section 3. Any person who shall violate this Ordinance shall be deemed guilty of a misdemeanor and shall be charged in an amount not to exceed $500.00 per violation. Each day of violation shall constitute a separate offense.

Section 4. If any portion of the Ordinance shall be deemed unconstitutional or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance that are not deemed unconstitutional or unenforceable shall remain in full effect.

Section 5. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

Passed and Approved on this the 15th day of July 2021.

Attest:

_____
Russell Herron, Mayor

_____
Susan Blevins, City Administrator/City Secretary

EXHIBIT “A”

Fee Schedule

APPLICATIONS, PLAN REVIEWS AND PERMIT FEES

Residential Plan Review Fee (Non Returnable and is not credited toward permit fee)	50% of permit fee
Resubmittal Fee (After two submissions)	$300.00
Major Revision of approved plans	$100 hr
Cursory Review of Architect or Drainage Plans	$200 hr
Drainage Fee (New Construction/Substantial Construction) Includes: Submittal Review, Resubmittal Review (one), Final "As Built" Review, Final "As-Built" Resubmittal Review (one) of Final Review	$1,800.00
Drainage Fee (Swimming Pool -Existing house) Includes: Submittal Review, Resubmittal Review (one), Final "As Built" Review, Final "As-Built" Resubmittal Review (one) of Final Review	$1,000.00
Additional submittals to drainage plans or Revisions of approved drainage plans	$200 hr
Construction Jobsite Maintenance Reinspection	$200.00
Stop Work Order Fee	$200.00

RESIDENTIAL BUILDING PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS INCLUDED
Permit fees include inspections and processing fees. Any additional inspections not listed will be performed at $50.00 per inspection		
New Residence**	$1.31/sq. ft.	9
Additions *	$1.31/sq. ft.	4
Remodels (total square-footage of space, area or room)**	$1.51/sq. ft.	4
Swimming Pools**	$280.00	4
Spas (cast in place concrete only)**	$280.00	3
Accessory Buildings (prefab) <= 200 sq ft*	$80.00	1
Accessory Buildings > 200 sq ft*	$400.00	4
Minimum Fee Alterations/Additions/Remodels**	$320.00	3
Fences (non-masonry)*	$175.00	2
Walls - Masonry*	$175.00	2
Re-Roofing (over 25% of sq ft surface area)	$240.00	1

Flatwork <= 200 square feet*	$240.00	2
Flatwork > 200 square feet*	$380.00	3
Parking Pad*	$240.00	3
Culvert*	$205.00	1
Demolition	$330.00	3
Foundation repair*	$280.00	2
Carport*	$320.00	3
Min. Bldg. Permit	$160.00	1
Re-inspection	$80.00	
Additional Inspections	$50.00	

***Subject to Plan Review**
****Subject to Plan Review and fees depending on scope of job**

*****Requires signed and sealed engineered plans**

COMMERCIAL BUILDING PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES INCLUDES INSPECTIONS
Commercial building fees are based on a building permit fee and a plan review fee calculation utilizing the total valuation of the construction project All individual trades permits are still applicable. Submitted valuation must be within 10% of the most recent Building Valuation Data as published by ICC	
$1 - $9,999.99 Valuation	$200.00
$10,000 - $24,999.99 Valuation	$250.00 for the first $10,000 Plus $30.00 for each additional $1,000
$25,000 - $49,999.99 Valuation	$700.00 for the first $25,000 Plus $15.00 for each additional $1,000
$50,000 - $99,999.99 Valuation	$1,074.00 for the first $50,000 Plus $8.50 for each additional $1,000
$100,000 - $499,999.99 Valuation	$1,500.0 for the first $100,000 Plus $8.00 for each additional $1,000
$500,000 - $999,999.99 Valuation	$4,700.00 for the first $500,000 Plus $7.00 for each additional $1,000
$1,000,000 and up Valuation	$8,200.00 for the first $1,000,000 Plus $5.00 for each additional $1,000
Commercial Plan Review Fee (Non Returnable and is not credited toward permit fee)	65% of permit fee

ELECTRICAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$405.00	4
Remodel/Addition	$330.00	3
Meter Loop, rebuild service (TCI)	$170.00	1
Outside Lighting	$205.00	2
Swimming Pool	$205.00	2
Electric Gate (Plan review fee may apply)	$205.00	2
Accessory Building	$2,650.00	3
Generator Electric	$205.00	2
Generator Electric w/slab	$330.00	4
Min. Elec. Permit	$160.00	1
Re-inspection	$80.00	
Additional Inspections	$50.00	

MECHANICAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$405.00	3
Remodel/Addition	$330.00	3
Additions	$240.00	2
HVAC Replacement	$160.00	1
Min. Mech. Permit	$160.00	1
Re-inspection	$80.00	
Additional inspections	$50.00	

PLUMBING PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$530.00	5
Remodel/Addition	$380.00	3
Swimming Pool	$280.00	3
Irrigation Systems	$240.00	2
Change Out Water Heater	$180.00	1
Gas Line/Gas Meter (GTO)	$180.00	1
Generator Gas Line	$280.00	3
Sewer Disconnect	$180.00	1
Water Re-pipe	$180.00	1
Min. Plumbing Permit	$160.00	1
Sewer Line Replacement or Repair	$180.00	1
Fire Sprinkler Systems*	$320.00	2
Re-inspection	$80.00	
Additional Inspections	$50.00	

***Subject to Plan Review**

DRAINAGE AND YARD PERMIT FEES		
Yard Drainage (New Construction, Additions, Accessory Structure(>200 sq ft) and Swimming Pools)*	$460.00	3
Yard Drainage (Minor Improvements to existing drainage system)**	$240.00	2
Changes to yard (from grass to alternate surface material that includes more than 50% of lot area)**	$320.00	3
Erosion Control***	$980.00	4
***Subject to Drainage Plan Review Fee and requires signed and sealed engineered plans**		
**** May be subject to Drainage Plan Review Fee**		
*****Signed and sealed engineered plans approved by Harris County Flood Control and City of Hilshire Village Engineer**		

MISC. PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
Commercial Sign*	$160.00	1
Dumpster	$25.00	
Pod	$25.00	
***Subject to Plan Review**		

TREE REMOVAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
Tree removal for New Construction*	$25.00	1
Tree removal - No Construction*	$25.00	1

*Tree Survey With Drawing - Disposition Plan (approved by City)- If tree dead or diseased, the $25 permit fee shall be waived

WATER METERS

CONTACT CITY OFFICE FOR PRICING BASED ON SIZE AND LOCATION OF METER

APPLICATION FEES

TYPE OF APPLICATION	FEES
COMMERCIAL USE/OCCUPANCY	$250.00
REPLAT APPLICATION	ADVERTISING COST OF PUBLIC HEARING PLUS $25 PLUS LEGAL & ENGINEERING FEES
SUBDIVISION PLAT APPLICATION	ADVERTISING COST OF PUBLIC HEARING PLUS $25 PLUS LEGAL & ENGINEERING FEES
SPECIFIC USE PERMIT	ADVERTISING COST OF PUBLIC HEARING PLUS $25

CITY OF HILSHIRE VILLAGE
APPENDIX "A" FEE SCHEDULE
ORDINANCE NUMBER
783-2019

APPLICATION AND PROCESSING FEE (ALL PERMITS)	
Processing Fee (applies to all permits)	$80.00
Resubmittal Fee (After two submissions)	$300.00
Major Revision of approved plans	$100 hr
Drainage Fee (New Construction/Substantial Construction) Includes: Submittal Review, Resubmittal Review (one), Final "As Built" Review, Final "As-Built" Resubmittal	$1,500.00
Drainage Fee (Swimming Pool -Existing house) Includes: Submittal Review, Resubmittal Review (one), Final "As Built" Review, Final "As-Built" Resubmittal	$1,000.00
Additional submittals to drainage plans or Revisions of approved drainage plans	$200 hr
Construction Jobsite Maintenance Reinspection	$200.00
Stop Work Order Fee	$200.00
Residential Plan Review Fee (Non Returnable and is not credited toward permit fee)	50% of permit fee

RESIDENTIAL BUILDING PERMIT FEES		
(permit fee will be doubled if work is started prior to obtaining a permit)		
TYPE OF PERMIT	**FEES**	**MAX # OF INSPECTIONS INCLUDED**
Permit fees include inspections. Any additional inspections not listed will be performed at $50.00 per inspection		
New Residence*	$1.31/sq. ft.	9
Additions *	$1.31/sq. ft.	4
Remodels (total square-footage of space, area or room)*	$1.51/sq. ft.	4
Swimming Pools*	$700.00	4
Spas (cast in place concrete only)*	$200.00	3
Accessory Buildings*	$320.00	4
Minimum Fee Alterations/Additions/Remodels*	$240.00	3
Fences (non-masonry)*	$95.00	2
Walls - Masonry*	$95.00	2
Re-Roofing	$160.00	1

Flatwork <= 200 square feet*	$160.00	2
Flatwork > 200 square feet*	$300.00	3
Culvert	$125.00	1
Demolition	$250.00	3
Foundation repair**	$200.00	2
Generator*	$240.00	3
Carport*	$240.00	3
Min. Bldg. Permit	$80.00	1
Re-inspection	$80.00	
Additional Inspections	$50.00	

***Subject to Plan Review Fee**
****Requires signed and sealed engineered plans**

COMMERCIAL BUILDING PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES INCLUDES INSPECTIONS
Commercial building fees are based on a building permit fee and a plan review fee calculation utilizing the total valuation of the construction project All individual trades permits are still applicable. Submitted valuation must be within 10% of the most recent Building Valuation Data as published by ICC	
$1 - $9,999.99 Valuation	$160.00
$10,000 - $24,999.99 Valuation	$250.00 for the first $10,000 Plus $30.00 for each additional $1,000
$25,000 - $49,999.99 Valuation	$700.00 for the first $25,000 Plus $15.00 for each additional $1,000
$50,000 - $99,999.99 Valuation	$1,074.00 for the first $50,000 Plus $8.50 for each additional $1,000
$100,000 - $499,999.99 Valuation	$1,500.0 for the first $100,000 Plus $8.00 for each additional $1,000
$500,000 - $999,999.99 Valuation	$4,700.00 for the first $500,000 Plus $7.00 for each additional $1,000
$1,000,000 and up Valuation	$8,200.00 for the first $1,000,000 Plus $5.00 for each additional $1,000
Commercial Plan Review Fee (Non Returnable and is not credited toward permit fee)	65% of permit fee

ELECTRICAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$325.00	4
Remodel/Addition	$250.00	3
Meter Loop, rebuild service (TCI)	$90.00	1
Outside Lighting	$125.00	2
Swimming Pool	$125.00	2
Electric Gate (Plan review fee may apply)	$125.00	2
Accessory Building	$185.00	3
Generator Electric	$125.00	2
Generator Electric w/slab	$250.00	4
Min. Elec. Permit	$80.00	1
Re-inspection	$80.00	
Additional Inspections	$50.00	

MECHANICAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$325.00	3
Remodel/Addition	$250.00	3
Additions	$160.00	2
HVAC Replacement	$80.00	1
Min. Mech. Permit	$80.00	1
Re-inspection	$80.00	
Additional inspections	$50.00	

PLUMBING PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
New Residence	$450.00	5
Remodel/Addition	$300.00	3
Swimming Pool	$200.00	3
Irrigation Systems	$160.00	2
Change Out Water Heater	$100.00	1
Gas Line/Gas Meter (GTO)	$100.00	1
Sewer Disconnect	$100.00	1
Yard Drainage (New Construction/Substantial Construction)*, **	$200.00	3
Yard Drainage (Minor Improvements to existing drainage)*, **	$160.00	2
Water Re-pipe	$100.00	1
Min. Plumbing Permit	$80.00	1
Sewer Line Replacement or Repair	$100.00	1
Fire Sprinkler Systems***	$200.00	2
Re-inspection	$80.00	
Additional Inspections	$50.00	

***Subject to Drainage Plan Review Fee and requires signed and sealed engineered plans**

**** May be subject to Drainage Plan Review Fee**

*****Subject to Plan Review Fee**

MISC. PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
Commercial Sign*	$75.00	1
Dumpster	$25.00	
Pod	$25.00	
***Subject to Plan Review Fee**		

TREE REMOVAL PERMIT FEES

(permit fee will be doubled if work is started prior to obtaining a permit)

TYPE OF PERMIT	FEES	MAX # OF INSPECTIONS
Tree removal for New Construction*	$25.00	1
Tree removal - No Construction**	$25.00	1

*Tree Survey With Drawing - Disposition Plan (approved by City)- If tree dead or diseased, the $25 permit fee shall be waived

**If a tree is removed because it is dead or deceased, the $25 permit fee shall be waived

WATER METERS

CONTACT CITY OFFICE FOR PRICING BASED ON SIZE AND LOCATION OF METER

APPLICATION FEES

TYPE OF APPLICATION	FEES
COMMERCIAL USE/OCCUPANCY	$250.00
REPLAT APPLICATION	ADVERTISING COST OF PUBLIC HEARING PLUS $25 PLUS LEGAL & ENGINEERING FEES
SUBDIVISION PLAT APPLICATION	ADVERTISING COST OF PUBLIC HEARING PLUS $25 PLUS LEGAL & ENGINEERING FEES
SPECIFIC USE PERMIT	ADVERTISING COST OF PUBLIC HEARING PLUS $25

Meadows Place					
	Square footage				
BBG Proposed @ .95%	1922	$ 1.15	$ 2,204.77	$ 1,102.39	$ 3,307.16
BBG Proposed @ 1%	600	$ 1.21	$ 724.50	$ 362.25	$ 1,086.75
Current	$100,000 - $499,999.99	$ 209,600.00	$ 1,157.19	$ 578.59	$ 1,735.78

Meadows Place Remodel					
	Square footage				
BBG Proposed @ .85%	1922	$ 1.03	$ 1,972.69	$ 986.35	$ 2,959.04
BBG Proposed @ 1%	270	$ 1.51	$ 407.53	$ 203.77	$ 611.30
Current		$ 35,000.00	$ 354.40	$ 177.20	$ 531.60

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

This memorandum of contract is made and executed this ____ day of August, 2021 by and between the City of Hilshire Village, Texas a municipal corporation of the State of Texas, hereinafter called "City," and the Spring Branch Independent School District, a body politic and corporate, hereinafter called "District";

WHEREAS, City has requested District to assess and collect ad valorem taxes for said City; and

WHEREAS, it will be to the mutual benefit of both parties to enter into such an agreement; now therefore

FOR AND IN CONSIDERATION of the premises and benefits described below, City and District hereby enter into the following agreement:

1. District agrees that its Tax Assessor-Collector will assess and collect all ad valorem taxes for City and perform all the necessary services with regard to assessment and collection of said City's taxes with the exception of legal services incidental to the collection of delinquent taxes. In the performance of such necessary services, the Tax Assessor-Collector will apply the applicable rules, regulations, and ordinances of City.

2. This contract shall be for a period of two (2) years , beginning on the 1st day of September 2021, and ending on the 31st day of August 2023.

3. District agrees to make deposits to the Depository of City of all taxes collected on behalf of City at least once each week.

4. City agrees that it will pay to District, as compensation for performing this service, a fee which shall be the sum of $1,200.00 for each annual tax period, plus postage expenses incurred by District on behalf of the City. District will submit a statement for the services so rendered and payment

for said services will be made to District on or before February 1. Payment for said services shall be made from current revenues available to City.

5. City and District recognize that the Harris County Appraisal District is responsible for appraising the property that is subject to taxation by City and District. City or District, separately in its own name and on its own behalf, may challenge any act or omission of the Appraisal District and any decision to make such challenge or not, by either City of District, shall not be binding on the other.

6. District will not be liable to City for any failure to collect taxes, nor shall District's Tax Assessor-Collector be liable unless such failure to collect results from the failure of the Tax Assessor-Collector to perform such duties in the manner and in accordance with the standards imposed by law. District's Tax Assessor-Collector shall furnish a bond in the sum of $20,000. payable to and approved by City and conditioned on the faithful performance of the duties as Tax Assessor-Collector. The cost of such bond shall be paid by City.

7. District's Tax Assessor-Collector shall prepare a written monthly statement of all amounts collected for the benefit of City, and such reports of collection made in the months of October through January are due on the twenty-fifth (25th) day of the month following the month that is the subject of the report. Reports of collections made in all other months are due the fifteenth (15th) day of the month following the month that is the subject of the report. City will be permitted to audit the tax records at a reasonable time mutually agreed upon by both parties.

8. The tax office is to remain under the administrative control of the Tax Assessor-Collector of District.

9. In the event any provision of this contract is inconsistent with the statutes of the State of Texas, the statutes of the State of Texas shall control and the District's Tax Assessor-Collector will discharge these duties in accordance therewith.

10. District agrees to furnish to City a written list of each delinquent taxpayer, the delinquent taxpayer's address, the amount of the delinquency, and the designation of the property involved, by July 1st of each year. District further agrees that by August 1st, or as soon thereafter as practical each year, the Tax Assessor-Collector will provide City with the Harris County Appraisal District's certified estimate of the total appraised value of all property in the Appraisal District that is taxable by City.

11. This agreement shall replace all prior agreements with regard to the assessing and collecting of ad valorem taxes heretofore made between the parties hereto.

ATTEST:

CITY OF HILSHIRE VILLAGE, TEXAS

Susan Blevins
City Secretary

Russell Herron
Mayor

ATTEST:

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Karen Peck
Secretary
Board of Trustees

Chris Gonzalez
President
Board of Trustees

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Total Number of YTD Incidents 2021			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents						
A						Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2021 Calls are:		Fire Alarms	% of Fire Calls
		Fire	EMS	Total	# LT EMS	1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS		
	Bunker Hill Village	130	37	167	20	4:00	100%	6:26	100%	3	3:14	100%	78%	22%	60	46%
	Hedwig Village	85	71	156	55	3:09	100%	3:12	100%	15	3:43	100%	54%	46%	30	35%
	Hilshire Village	19	15	34	8	3:10	100%	4:38	100%	3	4:33	100%	56%	44%	4	0%
	Hunters Creek Village	171	67	238	38	3:33	100%	5:40	100%	17	4:25	100%	72%	28%	91	53%
	Piney Point Village	132	50	182	22	3:51	100%	5:10	100%	12	4:59	100%	73%	27%	57	43%
	Spring Valley Village	125	43	168	34	3:06	100%	4:09	100%	16	3:34	100%	74%	26%	32	26%
	Houston	46	0	46												
	Totals	708	283	991	177	3:28	100%	4:52	100%	66	4:04	100%	71%	29%	274	34%

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices. Susan will discuss with council.	
9/23/20	Susan Blevins	Yvonne Andrews	Guardrail on Westview was damaged by a vehicle a while back.	Westview, in front of 8399	Cassie submitted a 311 request to Houston, service request number is 101004293652	Received response that they do not operate in Hilshire Village, Cassie sent back that it is Houston's right-of-way. Case was escalated after email response from Cassie that Houston is responsible for the area. Case was closed stating no safety hazard found, did not find any type of damage to the permanent barricade over the crosswalk sidewalk at the location. Susan requested that a supervisor call her to discuss. Houston is unresponsive, Cassie will re-submit the request and try to get a supervisor.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/9/21	Susan Blevins	Inframark	Fire hydant at 1257 Archley was leaking	1257 Archley Dr.	Inframark decomissioned fire hydrant Susan called Fire Department	Inframark supervisor is checking the fire hydrant since this is the second time leaks have been reported. Hydrant was replaced.	6/9/2021
5/10/21	Cassie Stephens	Paul Maddock	Over the weekend there was a large truck that pulled the overhead utility lines to the ground. A neighbor has pictures of the truck. CenterPoint was called but they said it wasn't their lines, Comcast needs to repair.	Ridgeley near Wirt intersection	Cassie will monitor the area, if repairs are not made within the next 7-10 business days then she will contact Comcast.	No downed wires were seen when I drove through.	6/8/2021
5/12/21	Cassie Stephens	Martha Reid	Sewage smell coming from neighbor's yard, saw a pipe and water flowing.	1209 Pine Chase	Cassie asked Inframark technician James to investigate.	Issue was coming from homeowner's lift station. Susan contacted the homeowner to inform him that he had an issue and needs to call a plumber for repairs. She provided the name of the company that pulled a permit to install the system.	5/12/2021
5/12/21	Susan Blevins	Sherri Green	Neighbor is cutting down big trees.	1253 Archley Dr	Cassie drove to the house, tried to speak with the contractor but they didn't speak english. It appeared that they were only trimming trees, did not see any trees down or evidence of a recent cut.	Neighbor provided photos but it is unclear what was cut. Susan left a voicemail for the homeowner. Homeowner said they only trimmed.	5/12/2021
5/12/21	Cassie Stephens	Cassie Stephens	Grass overgrown at vacant house.	1326 Ridgeley Dr	Cassie emailed the homeowners asking when they will have the lawn mowed.	Homeowners contacted a company to take care of it.	5/17/2021
5/13/21	Susan Blevins	Robert Byrne	Painter was improperly disposing of paint across the street.	1306 Bridle Spur	Susan emailed the homeowner notifying of the violation.	Homeowner said she would remedy. Activity ceased.	5/13/2021
5/20/21	Susan Blevins	Lavrentieva	Water line break, isolation valve will not turn.	1307 Glenhilshire	Susan contacted Inframark. Water will need to be shut off for Bridle Spur, Glenhilshire, and Pine Chase Grove while repairs are being made.	Cassie sent an email to the citizens who live in those 3 areas.	5/20/2021
5/20/21	Cassie Stephens	Bravenec	Trash was not collected either day this week, can is now overflowing.	8010 Burkhart	Cassie emailed Luis with WCA asking him to send a truck either today or tomorrow.	Luis said he would send a truck tomorrow and talk to the driver about why that house is being missed.	5/21/2021
5/20/21	Susan Blevins	Scott Hunsaker	Trash was not collected.	7910 N Villa Ct	Susan contacted Luis with WCA.	Trash was collected.	5/24/2021
5/26/21	Susan Blevins	Bill Swann	Water cut off housing is broken.	1326 Ridgeley Dr	Susan contacted Inframark to make repairs.	Inframark responded and made repairs.	5/26/2021
5/26/21	Susan Blevins	Tam Osentowski	CenterPoint work disrupted the grass in the right-of-way.	1230 Glourie Dr	Susan advised that CenterPoint should be making repairs, though it might take a couple days.		
5/27/21	Susan Blevins	Randy Keys	Water shut off valve is hard to turn, needs repair.	3 Hickory Shadows	Susan asked Inframark technician Mickayla to investigate.	Inframark responded and made repairs.	5/28/2021
6/3/21	Cassie Stephens	Zandra Anderson	Trees being cut down without a permit.	8218 Mallie Ct	Cassie left a voicemail for the homeowner asking what kind of work they are doing at the vacant lot.	Only trimming was performed.	6/3/2021

Glenn Hegar
Texas Comptroller of Public Accounts

Facility Preliminary Energy Assessments and Recommendations

for

City of Hilshire Village

8301 Westview Dr
Houston, TX 77055

Prepared by:

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(d/b/a TEESI Engineering)

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TBPE# F-3502

May 2021

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SECO
State Energy Conservation Office

M. Saleem Khan, P.E.
Texas Registration #98125

Schools & Local Governments Energy Management Program

City of Hilshire Village

8301 Westview Dr.
Houston, TX 77055
Contact Person: Susan Blevins, City Administrator/Secretary
Phone: (713)-973-1779

Executive Summary

The City of Hilshire Village, now referred to as the City, requested that Texas Energy Engineering Services, Inc. (TEESI) perform a Preliminary Energy Assessment (PEA) of their City Hall facility. This report documents that analysis along with considerations for street light LED retrofits. A copy of the signed SECO service request form (Form# 50-855) is included in Appendix E.

This service is provided at no cost to the City through the Schools and Local Governments Energy Management Program as administered by the Texas Comptroller of Public Accounts, State Energy Conservation Office (SECO). This program promotes and encourages an active partnership between SECO and Texas local governments for the purpose of planning, funding, and implementing energy and water saving measures, which will ultimately reduce the City's annual utility costs. The annual cost savings; energy savings; implementation cost estimate; and simple payback for all Utility Cost Reduction Measures (UCRM's) identified in this preliminary analysis are summarized in Figure 1 below. Individual UCRM's are summarized in Section IX of this report.

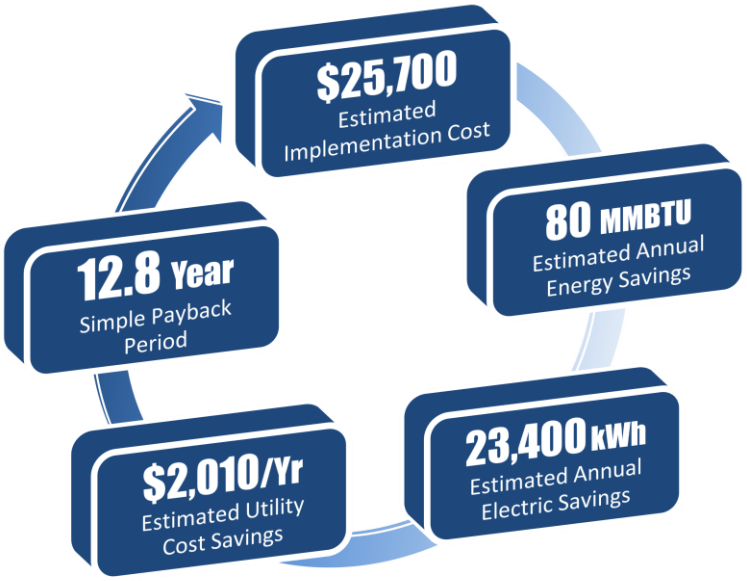
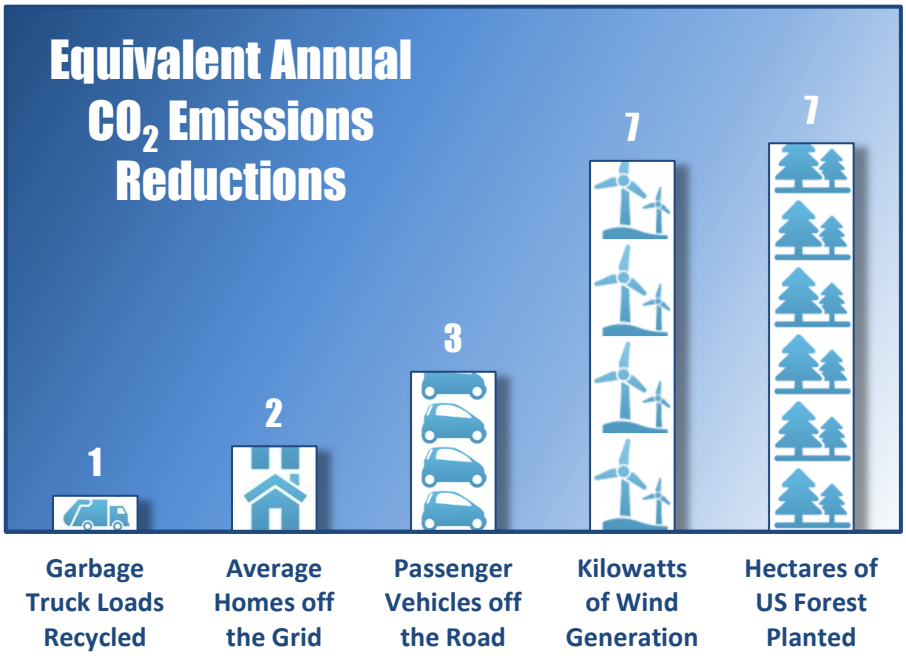


Figure 1. Cost and savings summary for UCRMs identified.

In addition to energy and cost savings, the potential projects identified also represent a commitment to environmental sustainability through a resulting reduction in greenhouse gas emissions equivalent. Implementation of the measures identified in this report could reduce the City's carbon footprint by an estimated **14 Metric Tons of CO_2 per year**. Figure 2 below demonstrates the scale of this potential reduction in every-day terms.



Based on estimated potential GHG reduction and reference calculations found at
https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references

Figure 2. Potential Annual UCRM CO_2 reduction equivalencies.

This report includes a summary of the survey along with baseline energy consumption and costs, opportunities for savings, and information regarding energy management and options for funding retrofit projects. A meeting with the City will be scheduled to address any questions pertaining to this report, or any other aspect of this program.

SECO is committed to providing whatever assistance the City may require in planning, funding, and implementing the recommendations of this report. The City is encouraged to direct any questions or concerns to either of the following contact persons:

SECO / Ms. Margaret Garcia **(512) 463-1947**

TEESI / Saleem Khan, P.E. **(512) 328-2533**

Table of Contents

Appendices

I. Facility Description

This section provides a brief description of the facility surveyed. The purpose of the on-site survey was to evaluate the City's major energy consuming equipment (i.e. Lighting, HVAC, and Controls thereof). The City Hall was chosen for the preliminary assessment. Figure 3 shows the geographic location of the facility, with a summary on the following page.

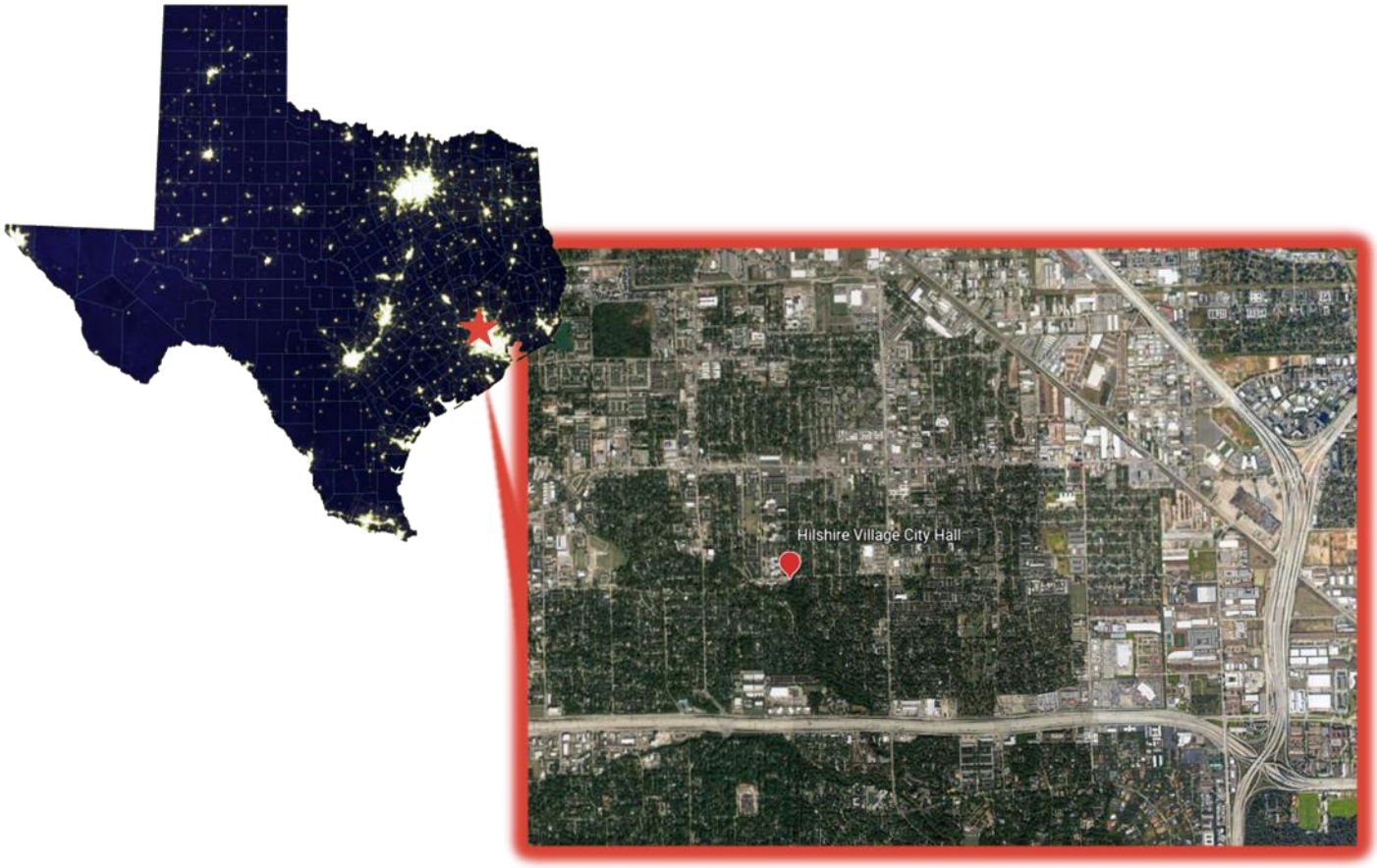


Figure 3. The City of Hilshire Village PEA facility location.

City Hall

Area (Estimated)	2,200 ft^2.
Building Components	Brick building, pitched shingled roof.
Typical Lighting Fixtures	T8 linear fluorescent fixtures in offices and hallways, High Intensity Discharge (HID) fixtures in the courtroom, LED exterior wall packs.
HVAC	Split DX units with natural gas heating.
Controls	Programmable Thermostats.

II. Energy Consumption and Performance

A site survey was conducted at the City Hall facility. Annual electric and natural gas invoices for the building were approximately $1,300 for the 12-month period ending February 2021. A summary of annual utility costs is provided in **Appendix C**, Base Year Consumption History.

To help the City evaluate the overall energy performance of its facility, TEESI has calculated their Energy Utilization Index (EUI) and Energy Cost Index (ECI). The EUI represents a facility's annual energy usage per square foot; it is measured in thousands of BTUs per square foot per year (kBTU/ft^2/Year). Similarly, ECI is measured as cost per square foot per year ($/ft^2/Year). The EUI and ECI for the facility are summarized in Table 1 below.

Table 1. Building Energy Cost and Consumption Benchmarks

Facility Name	Approx. ft²	Electric kWh/Yr	Electric kWh/ft²/Yr	Electric $Cost/Yr	Heat'g Fuel MMBTU/Yr	Heat'g Fuel kBTU/ft²/Yr	Heat'g Fuel $Cost/Yr	Total MMBTU/Yr	Total $Cost/Yr	EUI kBTU/ft²/Yr	ECI $/ft²/Yr
City Hall	2,200	10,265	**4.7**	$878	27	**12.2**	$398	62	$1,276	**28.1**	**$0.58**
TOTAL	**2,200 ft²**	**10,265 kWh/Yr**	**4.7 kWh/ft²/Yr**	**$878 Electricity**	**27 MMBTU/Yr**	**12.2 kBTU/ft²/Yr**	**$398 Heating Fuel**	**62 MMBTU/Yr**	**$1,276 Energy**	**28.1 kBTU/ft²/Yr**	**$0.58 per ft²/Yr**

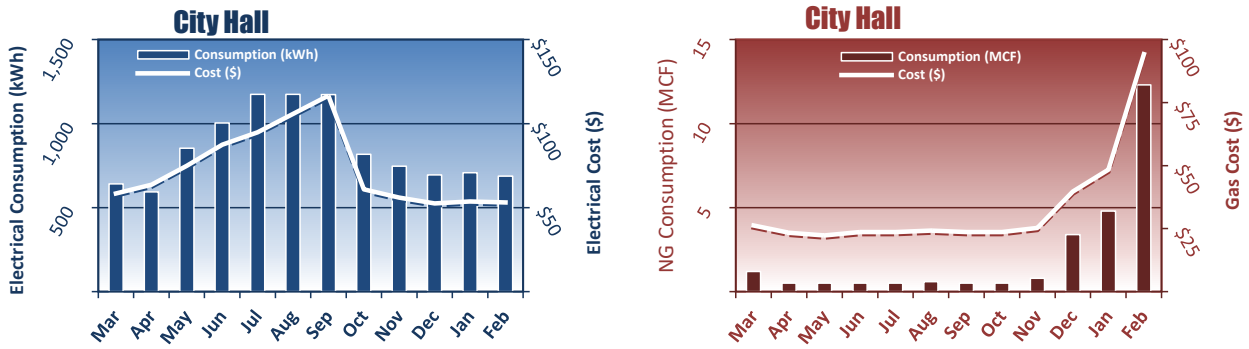
1) All heating fuel consumption converted to MMBTU heat input using factors 1 MCF = 1.03 MMBTU for natural gas.

The readily available utility consumption and cost data from the table above is intended as a summary of the facility and was gathered from the City's utility provider's physical bills. The facility square footage is shown as provided by the City. Please note, the performance metrics for the facility shown above may be affected by the COVID-19 coronavirus. The metrics may differ when compared to a year with normal occupancy, operations, and schedules. See **Appendix C** for further baseline utility data detail.

Knowing the EUI and ECI of a facility is useful to help determine the City's overall energy performance. In addition, the City's EUI was compared to TEESI's database of Texas government buildings. See **Appendix D** to determine how the EUI of this facility compared to those of other entities in Texas.

The following charts summarize the facility's monthly utility data.

Figure 4. Energy consumption and cost base year for City Hall.



III. Water Consumption Considerations

The following are some general recommendations for water conservation measures, some of which may already be under consideration by the City. This is intended only as a general starter guide.

Low Flow Plumbing Fixtures – Low flow aerators on existing sinks and low flow shower heads can yield significant water savings. In addition, existing toilets and urinals may be retrofitted with low gallon-per-flush fixtures. These retrofits typically have simple paybacks of 5-10 years.

Central Irrigation Control – Smart irrigation controls may be installed on existing City irrigation systems. These systems can offer the following water-saving features:

Weather-based irrigation: The systems will water on-demand depending on prevailing weather conditions and plant evapotranspiration data, thereby eliminating unnecessary irrigation associated with standard constant or manually adjusted watering schedules.

Networked Flow Sensors: Flow sensors installed on irrigation feeds at different locations allow for remote monitoring of individual site water usage. This can in turn facilitate more strategic targeting of high use sites for further curtailment measures, as well as early detection of potential leaks and system malfunctions.

Master Flow Shutoff Valves: Along with flow sensors, master shutoff valves for irrigation systems and other main water lines may be controlled remotely. This allows for automatic leak detection and shutoff so that the problem may be fixed with little to no wasted water.

Water-conscious Design – The City should make water-efficient design a standard practice for all new construction projects. Designing for water efficiency from the very beginning will have a greater impact on future consumption and will allow for more extensive measures such as plumbing for air-conditioning condensate capture and reuse, rainwater collection, etc.

Consumption Tracking – Utilities tracking databases such as ENERGY STAR Portfolio Manager and spreadsheet applications may be used to monitor and track the City's water usage over time.

IV. ENERGY STAR Portfolio Manager

TEESI has imported the City's utility data into ENERGY STAR Portfolio Manager. One of the key reasons for using Portfolio Manager is its ability to normalize the City's baseline according to several key factors (i.e. Weather, Square Feet, Hours of Operation, Number of Computers, etc.). It is also a free online resource available to all registered users and is a user-friendly web-based tool.

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). ENERGY STAR has developed Portfolio Manager, an innovative online energy management tool, designed to help organizations track and assess energy and water consumption of their facilities. Portfolio Manager helps organizations set investment priorities, identify under-performing buildings, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Portfolio Manager is an energy performance benchmarking tool. Portfolio Manager rates a building's energy performance on a scale of 1–100 relative to similar buildings nationwide. The rating system is based on a statistically representative model utilizing a national survey conducted by the Department of Energy's Energy Information Administration. This national survey, known as the Commercial Building Energy Consumption Survey (CBECS), is conducted every four years, and gathers data on building characteristics and energy use from thousands of buildings across the United States. A rating of 50 indicates that the building, from an energy consumption standpoint, performs better than 50% of all similar-use buildings nationwide, while a rating of 75 indicates that the building performs better than 75% of all similar-use buildings nationwide.

In addition, Portfolio Manager is used to generate a Statement of Energy Performance (SEP) for each building, summarizing key energy information such as site and source energy intensity, greenhouse gas emission, energy reduction targets and energy cost. The Statement of Energy Performance can be used in applying for an ENERGY STAR Building label or satisfying LEED for Existing Buildings (LEED-EB) requirements. ENERGY STAR certification, as well as the LEED-EB Minimum Energy Performance Prerequisite, both require an ENERGY STAR score of at least 75. **Note that SEP verification for purposes of ENERGY STAR certification includes additional requirements such as on-site confirmation of building space use data and compliance with lighting, ventilation, and other building codes.**

To develop the City's baseline, 12 months of utility consumption, cost data, and Building Space Use information is required. Table 2 is a sample of the Building Space Use data required by Portfolio Manager to generate the Energy Performance Rating. Many of these inputs are critical, may vary over time, and can significantly influence how Portfolio Manager computes the ENERGY STAR Rating. If an ENERGY STAR Label is pursued, these key inputs will need to be verified and certified by a Portfolio Manager Licensed Professional (Professional Engineer or Registered Architect).

Table 2. ENERGY STAR Portfolio Manager Example Space Use Data

Facility Type: Office

- 12 Months of energy consumption data
- Gross floor area
- Weekly Operating Hours
- # of PCs
- Number of workers on main shift
- Percent cooled
- Percent heated

The City Hall Received an ENERGY STAR Score of 89 for the base year ending in February 2021. Please note this score is based on Portfolio Manager system defaults for the input data summarized in Table 2. These values will need to be updated with actual facility data for a more accurate rating, and to pursue any ENERGY STAR certification (SEP generation, licensed professional on-site verification, and code compliance confirmation requirements would also apply as discussed). The target for any building is a rating of 75 to qualify for the ENERGY STAR certification.

A benefit of using ENERGY STAR's Portfolio Manager is its ability to set goals. It allows an energy performance target to be set for each facility and calculates the estimated savings per year required to reach the goal. It should be noted that just because a facility is at or above an ENERGY STAR Rating of 75 or higher does not mean there are not additional opportunities for energy savings. A proper energy management program should of course still be applied to the entire City.

Please see Appendix H for additional information regarding ENERGY STAR PORTFOLIO Manager.

V. Energy Accounting

Utility Providers

Hudson Energy provides electric service to the City. CenterPoint Energy provides Natural Gas service to the City.

Monitoring and Tracking

Currently, the City does not have a spreadsheet in place to track electricity, gas, and water consumption as well as costs. An effective energy tracking system is an essential tool by which an energy management program's activities are monitored. The City should consider tracking demand, where applicable, of the City's utilities as well. The system should be centralized and available for all engaged staff members to use in verifying progress toward established targets and milestones. Having this historical data improves awareness of energy performance and will help in tracking energy reduction goals.

The steps below are essential for an effective energy management tracking system:

1. Perform regular updates. An effective system requires current and comprehensive data. Monthly updates should be strongly encouraged.
2. Conduct periodic reviews. Such reviews should focus on progress made, problems encountered, and potential rewards.
3. Identify necessary corrective actions. This step is essential for identifying if a specific activity is not meeting its expected performance and is in need of review.

In addition, having this historical utility data would facilitate any legislative reporting requirements. Please see Section VII for additional information regarding these requirements.

Preferably, the City should also consider an electronic database such as ENERGY STAR Portfolio Manager, which will provide a means of storing and tracking utility information. For more information on ENERGY STAR Portfolio Manager, please see Section IV.

VI. Average Utility Rates

Table 3 below shows average per-unit consumption rates for the City's utility service. This figure gives a general idea of cost implications for every unit of energy consumed or saved. However, this "blended" average rates also include various service charges, peak demand charges, and power factor penalties that can potentially be addressed individually to save costs without necessarily reducing consumption. For a detailed investment grade audit, if one is pursued, an in-depth rate analysis with individual costs per avoided kWh and kW would be required and conducted.

Table 3. Utilities Average Per-Unit Consumption Rates

Facility	Electricity[1] $/kWh	Fuel[2] $/MMBTU
City Hall	$0.085	$14.81

(1) Electric Provider: Hudson Energy

(2) Natural Gas Provider: CenterPoint Energy

Electrical Demand

The City's utility provider charges for Transmission and Distribution, also known as demand or kW charges, in addition to consumption (kWh). The City paid $434 in electric demand charges over the 12-month period ending February 2021. This comprised over 49% of total electricity costs during this time. It should be noted that this is higher than typically seen across Texas but may be due to the relatively low energy consumption at this facility. Please note that demand data was not available for October 2020 – February 2021, and the data is shown as provided by the City's utility provider.

Demand (kW) charges stem from a facility's peak power draw during a billing period, as opposed to consumption (kWh) charges, which total the energy usage over this period. The following plot shows the metered demand and demand charge over a 12-month period for the facility.

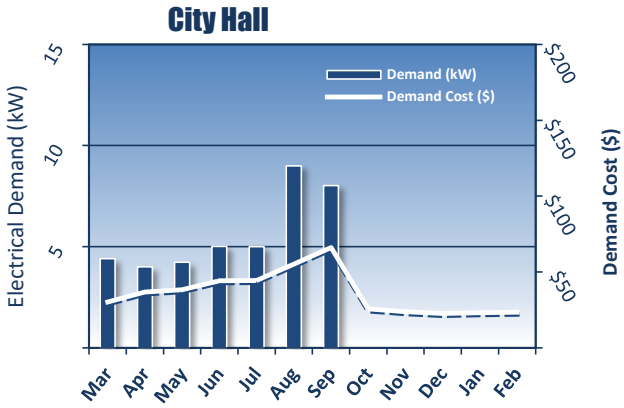


Figure 5. City Hall baseline kW demand data.

Billable Demand Adjustments

Note that the monthly demands shown in the previous charts are *metered* demand, whereas charges are often applied to a *billable* demand. The following describe typical electric rate provisions that affect billable demand, and thus total costs. It was not noted that the City's facility was subject to any demand adjustments, but the following is included for reference in the event that the billing structure changes in the near future.

80% Ratchet

The 80% ratchet computes the larger of the metered kW in the billing period *or* 80% of the highest metered demand in the previous 11 months. This is essentially a penalty for the rest of the year when only one month experiences a "spike" in demand. It is therefore essential that the City try to manage demand peaks month to month to avoid penalties in the future.

Power Factor

The power factor is equal to the ratio of the actual power being used by a facility to the apparent power that the utility provider must make available. When the apparent power (kVA) demand from the provider is significantly greater than what is actually necessary, the power factor is low, and a penalty is incurred.

Load Factor

For analyzing a facility's electrical demand from month to month, it is useful to calculate the load factor. The load factor is equal to the average demand divided by the peak demand for a given period and represents the consistency of a facility's energy usage. That is,

$$Average\ \ kW\ in\ billing\ \ period = \frac{Total\ kWh\ in\ billing\ \ period}{Hours\ in\ billing\ \ period}$$

$$Load\ Factor = \frac{Average\ kW\ \ in\ billing\ \ period}{Peak\ kW\ \ in\ billing\ \ period}$$

Typical load factors vary depending on facility type and operating hours, as well as season and building efficiency. An average value for a single-shift building is around 30%. In general, an excessively low load factor means higher demand peaks than total consumption would indicate, and thus higher than necessary demand charges. Excessively high load factors indicate more constant energy usage, suggesting equipment is not being shut down when it could be. The following plot show the monthly load factors at each applicable facility.

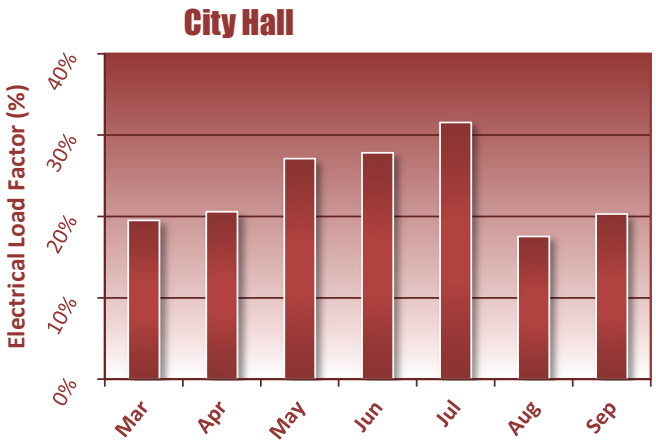


Figure 6. City Hall baseline electrical load factor data.

Note: October 2020 - February 2021 had zero metered demand and so load factor could not be calculated for those months.

VII. Energy Legislation Overview

In 2011, the 82nd Texas Legislature passes Senate Bill 898 (**SB898**) which, among other things extended the timeline set by Senate Bill 12 (**SB12**) and its predecessor Senate Bill 5 (**SB5**). SB5, commonly referred to as the Texas Emissions Reduction Plan, was adopted in 2001 by the 77th Texas Legislature to comply with the federal Clean Air Act standards. Also in 2011, the 82nd Texas Legislature passed Senate Bill 924 (**SB924**), which continued House Bill 3693 (**HB3693**) amending provisions of several codes relating primarily to energy efficiency.

Following are key requirements established by the above energy legislation:

- Establish a goal to reduce electrical consumption by 5 percent each year for ten years, beginning September 1, 2011.
- Implement all cost-effective energy efficiency measures to reduce electric consumption (Cost effectiveness is interpreted by this legislation to provide at least a 20-year return on investment).
- Report annually to the State Energy Conservation Office on the entity's progress, efforts, and consumption data.
- Record electric, water, and natural gas utility services (consumption and cost) in an electronic repository. The recorded information shall be on a publicly accessible Internet Web site with an interface designed for ease of navigation if available, or at another publicly accessible location.
- Purchase commercially available light bulbs using the lowest wattages for the required illumination levels.
- Install energy saving devices in Vending Machines with non-perishable food products.

Summary descriptions of SB898 and SB924 are available in **Appendix A.**

VIII. Recommended Maintenance & Operation Procedures

Good Maintenance and Operation procedures significantly improve operating economy, equipment life, and occupant comfort. Generally, maintenance and operation procedural improvements can be made with existing staff and budgetary levels. Below are typical maintenance and operation procedures that have energy savings benefits. The City may already be following some of the recommendations noted below. The following maintenance and operation procedures should be encouraged and continued to ensure sustainable energy savings.

Conduct a Nighttime Audit

Conduct a nighttime audit to see what is left on afterhours that should not be. This can be done either through a physical walkthrough or through placement of data loggers and subsequent review of overnight data. After the initial audit and correction, once it is determined what the unoccupied base load *should* be, ongoing monitoring of building electrical service could potentially be implemented to ensure persistence of these savings.

Publicize Energy Conservation

Promote energy awareness at regular staff meetings, on bulletin boards, and through organizational publications. Publicize energy cost reports showing uptrends and downtrends. Such publicity has been shown to effect behavioral changes in organization staff, ultimately conserving even more energy.

Manage Small Electrical Equipment Loads

Small electrical equipment loads consists of small appliances/devices such as portable heaters, microwaves, small refrigerators, coffee makers, stereos, cell phone chargers, desk lamps, etc. The City should establish a goal to reduce the number of small appliances and to limit their usage. For example, the use of small space heaters should be discouraged; all space heating should be accomplished by the City's main heating system. In addition, many small devices such as radios, printers, and phone chargers can consume energy while not in use. To limit this "stand-by" power usage these devices should be unplugged or plugged into a power strip that can act as a central "turn off" point while not in use. With an effective energy awareness campaign to encourage participation, managing small electrical loads can achieve considerable energy savings.

Establish HVAC Unit Service Schedules

Document schedules and review requirements for replacing filters, cleaning condensers, and cleaning evaporators. Include particulars such as filter sizes, crew scheduling, contract availability if needed, etc. Replace filters with standard efficiency pleated units. Generally, appropriate service frequencies are as follows -- filters: monthly; condensers: annually; evaporators: every 5 years.

Pre-Identify Premium Efficiency Motor (PEM) Replacements

Pre-identify supply sources and PEM stock numbers for all HVAC fan and pump motors so that as failures occur, replacement with PEM units can take place on a routine basis. As funding allows pre-stock PEM replacements according to anticipated demand, i.e., motors in service more than 10 years, motors in stressful service, and at least one motor of each size and type that is in service at numerous locations. The City currently has premium efficiency motors installed at their lift station. These motors are rated at the IE3, the current premium efficiency standard.

For small single-phase motors (less than 1 HP) such as on small split-unit indoor blowers, condenser fans, and restroom exhaust fans, many manufacturers are beginning to offer Electrically Commutated (EC) motors for the application. EC motors are brushless Direct Current (DC) motors that offer around 30% efficiency improvement over Permanent Split Capacitor (PSC) motors and up to 60% improvement over shaded pole motors. When replacing existing failed motors of these types, it is recommended to consider EC motor replacement, which has a typical payback of 3-6 years over PSC alternatives.

Improve Control of Interior and Exterior Lighting

Establish procedures to monitor use of lighting at times and places of possible/probable unnecessary use: Offices at lunchtime, closets, exterior, and parking lots during daylight hours, etc. Encouraging staff to participate in the City's efforts to limit unnecessary lighting use would help improve this effort. Turning many lights on at once also increases electric demand and costs. Using motion sensors to control building lighting is an optimum solution and is discussed further in **Section X Capital Improvements**.

Exterior lighting is typically controlled using light sensing photocells, timeclocks, or manual switching. Photocells tend to fail in the "On" state, so someone should check regularly to see that the lights are not on during the day. Photocells can also drift out of calibration, causing exterior lighting to be left on in only slightly overcast conditions. Timeclocks are more reliable, and those with astronomical control or that operate in series with photocells also provide dusk-to-dawn operation that is seasonally corrected. Timeclocks also offer the option of turning off the lights in the middle of the night. Manual control is limited to when someone is present and remembers to actuate the switch.

Schedule HVAC Equipment Operation Based on Building Occupancy

The City hall currently uses programmable thermostats that are scheduled based on occupancy. The split dx units are scheduled for 8:00 am – 6:00 pm, Monday – Friday, with setback setpoints in place on the weekends. Figure 7 below shows the schedule on a programmable thermostat at the City Hall. This start/stop schedule is implemented on all thermostats at the City Hall and is based on actual building occupancy.

Figure 7. Programmable Thermostat schedule at the City Hall.

Maintain Optimum Cooling, Heating, and Setback Setpoints

The City currently maintains cooling setpoints for the City Hall at 74°F, with heating setpoints offset 4°F. The City is to be commended for using standardized setpoints that allow a sufficient deadband between heating and cooling modes. An occupied cooling setpoint of 74°F and heating setpoint of 68°F are typically recommended by most energy codes, with unoccupied setback to 85°F in cooling and 55°F in heating. Figure 8 shows the setpoints during occupied times (weekday schedule) and the setback setpoints during unoccupied times (the weekend schedule). Further discussion of thermostat setpoints as an energy conservation policy is discussed in **Section XI.**

Figure 8. HVAC operation setpoints for the occupied week-day schedule (left), Setback setpoints for the unoccupied week-end schedule (right).

Typical Equipment Maintenance Checklists

Effective operation and maintenance of equipment is one of the most cost-effective ways to achieve reliability, safety, and efficiency. Failing to maintain equipment can cause significant energy waste and severely decrease the life of equipment. Substantial savings can result from good operation and maintenance procedures. In addition, such procedures require little time and cost to implement. Examples of typical maintenance checklists for common equipment are provided in **Appendix F**. These checklists from the Federal Energy Management Program (FEMP), a branch of the Department of Energy (DOE), are based on industry standards and should supplement, not replace those provided by the manufacturer.

MERV Ratings for Air Filters

The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) has developed a measurement scale for air filters. This rating is called the Minimum Efficiency Reporting Value, or MERV rating. MERV ratings range from 1 to 16 for most applications. The lower MERV ratings will allow larger particles to pass through the air filter, whereas the higher MERV ratings will only allow much smaller particles to pass through. Air filters with higher MERV ratings will cost more but can also offer greater protection for the occupants and protect HVAC equipment from excessive dust/particulate build up. MERV ratings and applications summarized in the following table.

Table 4. Minimum Efficiency Reporting Value (MERV) Ratings (*)

MERV Std 52.2	Average Arrestance	Particle Size Ranges	Typical Applications
1 - 4	60 - 80%	> 10 µm	- Minimum filtration - Residential window units
5 - 8	80 - 95%	3.0 - 10 µm	- Better Residential - Commercial buildings
9 - 12	>90 - 98%	1.0 - 3.0 µm	- K-12 Schools - Better commercial buildings - Hospital laboratories
13 - 16	>95 - 99%	0.3 - 1.0 µm	- K-12 Schools - Hospital inpatient care - General Surgery

(*) Source: Understanding MERV NAFA User's Guide for ANSI/ASHRAE Standard 52.2-2017 Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size – 2017)

In general, the City should consider air filters with minimum MERV ratings of 9-13 to improve indoor air quality if it does not adversely impact HVAC system operation. It is essential that an HVAC system(s) analysis be done to ensure HVAC unit can handle higher MERV filters.

Control Outside Air Infiltration

Conduct periodic inspections of door and window weather-stripping, as well as other building envelope penetrations, and schedule repairs when needed. Additionally, make sure doors and windows are closed during operation of HVAC systems (heating or cooling). Unintended outside air contributes to higher energy consumption and increases occupant discomfort.

Replace Incandescent Lamps with LEDs

Replace existing incandescent lamps with LED bulbs as they burn out. LED bulbs use 75 to 90% less wattage for the same light output, with more than ten times the operating life of incandescents. Look for personal lamps, desk lamps, task lamps, floor lamps, mood lighting and rope lights and ensure LED lights are being used.

Install LED Exit Signs

Exit signs operate 24/7, 365 days per year. LED exit signs use around 2-5 Watts per fixture and replacing the older, existing signs will have immediate energy savings of around 90% per sign.

Energy Star Power Management

ENERGY STAR Power Management Program promotes placing monitors and computers (CPU, hard drive, etc.) into a low-power "sleep mode" after a period of inactivity. The estimated annual savings can range from $25 to $75 per computer. ENERGY STAR recommends setting computers to enter system standby or hibernate after 30 to 60 minutes of inactivity. Simply touching the mouse or keyboard "wakes" the computer and monitor in seconds. Activating sleep features saves energy, money, and helps protect the environment.

Hail Guards on Condensing Coils

When an HVAC unit is replaced, the City should ensure the new unit be specified with hail guards as shown in Figure 9. The hail guards protect the condensing unit's heat exchanger coils from hail damage. Damage to the condensing unit heat exchangers reduces the efficiency of the units. Condensing coil fins may be straightened using a fin comb.

Figure 9. Hail guards on Split-DX units at the City Hall.

Inspect and Repair Insulation on Refrigerant Lines

During the site visits it was noted that refrigerant lines have well maintained insulation. Proper insulation minimizes heat transfer on the line and increases system efficiency. Figure 10 shows an example of well-maintained insulation at the City Hall.

Figure 10. Well maintained insulation on refrigerant lines at the City Hall.

IX. Utility Cost Reduction Measures

Utility Cost Reduction Measures (UCRMs) projects identified during the preliminary analysis are detailed below. Project cost estimates include complete design and construction management services. It should be noted that the City has already performed some energy saving retrofits such as exterior LED lighting. By requesting this study, the City has demonstrated interest in taking a more aggressive approach to energy management.

Replace Existing Interior Lighting with LEDs

The City primarily uses 32-Watt (W) T8 linear florescent lamps in most offices and common areas, with High Intensity Discharge (HID) fixtures in the courtroom. The HID fixtures can be retrofitted with LED bulbs suitable for the application and T8 linear fluorescent fixtures can be retrofitted with high efficiency LED tube retrofits using between 12-15W per lamp. These LED lamps match standard T8 linear fluorescent dimensions and can be installed in existing fluorescent fixtures. Currently, there are three LED tube retrofit options which are commonly referred to as Type A, B, and C.

The Type A retrofit involves installing “plug and play” LED tubes which can be installed in existing fluorescent fixtures with no rewiring required, if existing electronic ballasts are in good shape. This retrofit is typically the quickest and cheapest option, although this is heavily dependent on existing ballast compatibility and age. Some downsides are that typical ballast replacements will still be required throughout the equipment lifetime, and there are limited lighting control abilities such as dimming. If a significant portion of ballast replacements are required due to age or compatibility issues, this option would not be recommended as the installation cost will increase to be comparable with the Type B retrofit.

The Type B retrofit involves installing LED tubes with integrated drivers, which requires rewiring the fixture to bypass the existing ballast. Some downsides are that Type B retrofits will have a higher installation cost due to the labor required for rewiring each fixture, and special care must be taken in lamp replacements in the future as wiring configuration may vary across manufacturers. The Type C retrofit involves installing LED tubes and requires fixture rewiring by removing the existing fluorescent ballast and installing a dedicated LED driver. Overall, the type C retrofit is the most expensive option, but also offers the most precise dimming capabilities and additional control functionality.

The estimated costs and savings in Table 5 are based on replacement of existing 32W T8 lamps with approximately 12-15W LED tubes, i.e., Type B LED retrofit, as well as replacing the HID courtroom lighting with approximately 25W LED bulbs. Please note that some or all of this retrofit can be done “in-house” without the use of lighting contractors. Alternatively, the City could consider a Type A “Plug and Play” retrofit, but the existing ballast compatibility would need to be confirmed prior to installation. Estimates are based on a preliminary walkthrough of the facility. It should be noted that the estimated implementation costs include material, labor, design, markup, and lamp recycling.

Table 5. Interior LED Lighting Retrofit

Facility	Estimated Implementation Cost ($)	Estimated Annual Savings ($/Yr)	Estimated Annual MMBTU Savings	Simple Payback (Yrs)
City Hall	$1,500	$210	8	7.1
INTERIOR LED RETROFIT SUMMARY	*$1,500 Est. Cost*	*$210 Est. Savings*	*8 MMBTU*	*7.1 Year Payback*

Street Light LED Retrofit

It is recommended to retrofit existing street lighting with higher efficiency LED lamps. The City's High Intensity Discharge (HID) street lighting primarily consists of High Pressure Sodium (HPS) bulbs. In addition to operating at lower wattage, these retrofits also have the advantage of shorter strike time, longer lamp life, and better color rendering index while still meeting IES foot-candle levels for the areas served. Replacements should be selected to maintain adequate light levels post-retrofit. A detailed lighting analysis will be required to determine exact cost, quantities, and configuration to maximize energy savings and lighting performance.

Table 6 shows estimated costs and savings for retrofitting existing area lights (one-to-one replacement of fixture heads reusing existing poles). Note that the savings in Table 6 do not include potential lamp replacement cost savings, which can make for more attractive return on investment. This is a preliminary avoided replacement cost estimate only and would depend on current lamp/ballast failure rates and material/labor costs to the City for replacement.

Table 6. Streetlight HID to LED Retrofit

Facility	Estimated Implementation Cost ($)	Estimated Annual Savings ($/Yr)	Estimated Annual MMBTU Savings	Simple Payback (Yrs)
Street Lights	$24,200	$1,800	72	13.4
STREET LIGHT LED RETROFIT SUMMARY	*$24,200 Est. Cost*	*$1,800 Est. Savings*	*72 MMBTU*	*13.4 Year Payback*

UCRM Project Summary

Table 7 summarizes the implementation costs, annual savings, and simple payback for the preceding projects. The projects' implementation costs and annual savings are estimated based on a preliminary examination of the facility. Final project costs would be determined from engineering calculations and contractor estimates. Potential rebate money from utility-sponsored efficiency programs could also be evaluated during project planning phase but is not included in the table below. Project design (drawings and specifications), if authorized, would normally be accomplished by professional engineers. Project acquisition (competitive bidding) would be in accordance with City requirements, and construction management would be provided by the engineering group who prepared the drawings and specifications. Alternatively, the City could also consider implementing some of the recommendations "in-house."

Table 7. Utility Cost Reduction Measure Summary

Project Description	Estimated Implementation Cost ($)	Estimated Annual Savings ($/Yr)	Estimated Annual MMBTU Savings	Estimated Annual kWh Savings	Simple Payback (Yrs)	Estimated Useful Life (Yrs)
Interior LED Retrofit	$1,500	$210	8	2,400	7.1	10
Street Light LED Retrofit	$24,200	$1,800	72	21,000	13.4	15-20
PROJECT TOTAL SUMMARY	***$25,700 Est. Cost***	***$2,010 Est. Savings***	***80 Est. MMBTU***	***23,400 Est. kWh***	***12.8 Year Payback***	***EUL Years***

X. Capital Improvement

This section is intended to describe the capital improvement projects that have energy savings opportunities but cannot be justified solely based on the potential energy savings alone.

Install Occupancy Sensors

The City should consider installing occupancy sensors to improve control of interior lighting. Occupancy sensors will help ensure lights are only on when the space is occupied. It is estimated the cost of installation for occupancy sensors at the City hall is approximately $1500 - $2000. Please note these *estimates are based on a preliminary assessment and may not payback on energy savings alone.* Exact sensor locations, technology (Infrared, Ultrasonic, etc.) and quantity can be determined during a detailed energy assessment or design phase. In general, enclosed areas with intermittent use are typically good candidates (e.g. offices, break rooms and conference rooms).

Wi-Fi Thermostat

It was noted that the City Hall HVAC units rely on scheduled programmable thermostats. It is recommended that the City consider installing web-based, networked thermostats to provide improved control of the air conditioning systems. Networked thermostats are a good option for facilities where limited unit controls such as start/stop, and scheduling is desired. Networked thermostats will also allow for remote temperature adjustments and could be monitored remotely using a web-based portal.

Solar PV Considerations

Currently, the City has no roof mounted solar arrays at of their facility. Due to shading concerns and the small, pitched roof solar installations are not recommended at the City Hall. However, a **preliminary sample analysis is provided if the City were to purchase additional facilities in the future.**

A preliminary Solar PV analysis was performed for a sample 20-kW solar panel array. Roof quality inspections should be performed when assessing solar feasibility. Solar PV array installation are intended to generate electricity during peak operating times, resulting in lower electricity (kWh) purchased from the utility.

PV Watts, an online tool provided by the National Renewable Energy Laboratory (NREL), was used in estimating electric generation and associated energy savings. The analysis is based on a fixed, roof mounted solar panel array. Assumptions must be made for PV array tilt based on site specific operations. Local weather data was used in the analysis (Hilshire Village, TX – 29.77° N Latitude, -95.5° W Longitude).

Roof areas should be selected for "ideal" conditions for PV arrays, that is unobstructed roof areas with no shading issues. For reference, a 20-kW system would require approximately 1,300 square feet of unobstructed roof space. The following table shows a breakdown of the monthly electric generation from the solar panel array based on the PV Watts calculator, as well as the savings based on the City's average utility rate.

Table 8. Sample Solar Generation Breakdown for a 20-kW.

Month	AC System Output (kWh)	Estimated Value ($)
January	1,900	$160
February	1,900	$160
March	2,400	$200
April	2,500	$210
May	2,700	$230
June	2,600	$220
July	2,600	$220
August	2,600	$220
September	2,400	$200
October	2,500	$210
November	1,900	$160
December	1,700	$140
Total	***27,700 kWh Est. Generation***	***$2,330 Est. Savings***

Estimated costs and savings for the installation of the solar panel array are approximately $45,000. This results in an estimated project payback of 19 years.

The cost and payback represented above do not include potential rebate(s) from the Utility Service Provider; the City should consult with a Utility representative for possible rebates. Cost estimates are based on a report published in September 2018 by NREL, titled U.S. Photovoltaic System Cost Benchmark: Q1 2018, plus adjustment for site conditions. Cost estimates include hardware (module, inverter, rack, balance of systems), installation labor, and EPC (engineering, procurement, and construction) overhead and development costs. The estimated lifetime of a solar panel arrays is around 25 years. Site specific cost considerations such as structural load analysis and extreme-weather-rated roofing mounts must also be considered in the design phase.

It should be noted that due to the extended payback of Solar PV arrays, it is recommended that the City consult with roof quality contractors to determine the quality and estimated remaining useful life of any roofs where solar is proposed. It is not recommended to install Solar PV arrays if the roof is planned for replacement before the payback of the Solar PV arrays. Having PV arrays on the roof would significantly increase the cost of roof replacements as all the arrays would have to be removed from the roof and reinstalled following roof construction completion. A detailed level analysis would be used to determine exact solar PV array configuration, solar PV panel selection, inverter selection, costs, kWh reduction, monthly peak demand reduction, and resultant savings. Installing a solar panel array would likely reduce the peak monthly demand (kW) with appropriate demand management strategies.

Due to the high upfront costs and extended payback periods of installing on-site solar generation, the City may also consider solar Power Purchase Agreements (PPA) with a solar developer. These contracts allow the City to benefit from an attractive $/kWh rate with no upfront installation costs. For more information on implementing solar via PPA see **Appendix B**.

XI. Energy Management Policy

At present, the City does not have a City-wide energy management policy. By requesting this study, the City has demonstrated interest in taking a more aggressive approach to energy management. In order to establish an effective Energy Management Program, it should have support from top management. An Energy Management Policy adopted by the City Council sends a strong signal that energy management is an institutional priority.

At a minimum, the energy management plan should address the following:

- Who is accountable for energy management
- What your energy savings targets are
- How you will monitor, review and report on progress
- Staffing and training to support the policy
- Criteria for energy management investment
- Working energy efficiency into new capital investments

Energy Management Policy

On the following page, a sample Energy Management Policy is included for City's consideration. This short document can be used as an authoritative document supported by the City Council to develop City-specific energy management plan meeting overall objective as laid out in the energy policy.

Energy Management Plan

Following the Energy Management Policy are some suggestions that could also be considered for inclusion in the City's Energy Management Plan as it is developed for implementation. Ideally, the Energy Management Plan should be reviewed and updated periodically. The Energy Management Plan includes the following subsections:

Mission Statement
Statement of Concerns
Commitment to Implementation of Program
Promotion of Energy Management
Energy Management Goals
Acceptable Equipment Parameters
Equipment Usage and Requirements
Lighting Energy Conservation
Maintenance and Operation (M&O) for Buildings and Equipment
New Building and Construction
Alternative Energy Sources
Establish a Water Management Program

RESOLUTION TO APPROVE AN ENERGY MANAGEMENT POLICY
CITY OF HILSHIRE VILLAGE
(SAMPLE)

Whereas, recognizing that it is the best interests of the City of Hilshire Village to conserve energy and natural resources, and that energy efficient operations will reduce the City's energy consumption.

This policy serves as direction for the City's staff to develop, implement and enforce City-wide Energy Management Plan and guidelines. The City should review and update the Energy Management Plan periodically in order to comply with energy related legislative mandates. The Energy Management Plan shall include, but not be limited to, the following:

A. Establish and maintain utility tracking system for city-metered electricity, water, or natural gas consumption for which the City is responsible to pay and the aggregated costs of those utility services.

B. Establish energy consumption baseline and individual campus benchmark (Energy consumption and cost per square feet) for comparisons and monitoring.

C. Establish acceptable temperature setpoint ranges for cooling and heating to be implemented City-wide.

D. Establish HVAC systems start/stop times and procedure for use of afterhours usage.

E. Establishing a staff and facility incentive and recognition program would help promote and encourage support from staff.

F. Conduct energy audits to ensure energy cost reduction measures are identified and prioritized.

G. Identify resources and funding options to implement energy cost reduction measures through capital improvement facility retrofit projects.

Whereas, implementation of this Energy Management Policy shall be the joint responsibility of the City's administrators, employees and support personnel;

Now, therefore, be it resolved by the City Council for the City of Hilshire Village that it hereby approves and adopts this Energy Management Policy, to be effective immediately.

Executed this XX day of XXXXX, 20XX

By: _____
Mayor, City of Hilshire Village

Attest: _____
City Secretary, City of Hilshire Village

ENERGY MANAGEMENT PLAN (SAMPLE)

Mission Statement

The City's Energy Management Plan, to be implemented City-wide, will produce a safe and productive environment for our staff, while simultaneously providing prudent management of our financial and energy resources.

Statement of Concerns

The City is concerned with current and projected energy costs, the availability and procurement of electrical energy resulting from the deregulation of the electrical industry and the power requirements facing the City due to current population growth patterns within the area. As a result, the development and implementation of a comprehensive, yet flexible, energy management plan is believed to be in the best interest of the City.

Commitment to Implementation of Program

Implementation of this Energy Management Plan (EMP) shall be the joint responsibility of the City administrators, staff, and support personnel. The success of the EMP is dependent upon total cooperation from every level within the system.

Promote Energy Awareness

The City shall establish a program to publicize the City's energy goals and progress on a quarterly or semiannually basis. Continuous promotion of the City's goals will ensure the sustainability of the energy management program and help achieve further energy savings.

Energy Management Goals

The City will develop a comprehensive program for energy efficient operation city-wide. The goal of this program shall be to maximize energy efficiency throughout the City with proper consideration given to environmental and safety issues. The City will then be responsible for the implementation, operation, and enforcement of the program. In addition, the City will:

1. Establish routine energy tracking and reporting procedures to monitor energy usage and cost. This will help to identify energy use patterns, as well as determine the effectiveness of the Energy Management Policy.
2. Evaluate energy rates and utility provider proposals to obtain the most reliable and cost-effective energy sources available to the City.
3. Routinely review efficiency improvements within pertinent industries and recommend new technologies, more efficient equipment, systems, and operating techniques.
4. The City will develop an atmosphere of cooperation and establish acceptable operating practices among their staff and within their departmental practices.
5. Annually review and revise these standard practices, as needed.
6. The City will develop and promote educational energy awareness programs, as needed.

Energy Purchase - The City will be responsible for negotiations and purchase of energy required for both current and projected future needs. Plans for the purchase and distribution (if necessary), of energy for existing and planned facilities will be coordinated with energy conservation in mind.

Systems/Equipment Purchase - Minimum efficiency levels of each major system and equipment type shall be established by the City. All new equipment purchased by the City must have an Energy Star rating.

Education - The City will be responsible for communicating policy, distributing educational information about measures implemented, and providing the consistent stream of communication needed to keep energy efficiency as one of the major concerns of the City.

Acceptable Equipment Parameters

The City has established a City-wide uniform temperature set point for all HVAC units. Having a standard setpoint will help keep HVAC runtimes to a minimum. The City will monitor and ensure that other building parameters (humidity levels, etc.) are within acceptable limits. Also, areas with special equipment (MDF/IDF, server rooms, etc.) or materials (wood flooring, paper storage, etc.) shall be maintained at the equipment supplier's recommended settings and settings appropriate to the material.

- **Occupied Cooling Temperature Setpoints: 73°F - 76°F**
- **Unoccupied Cooling Temperature Setpoints: 85°F**
- **Occupied Heating Temperature Setpoints: 67°F - 69°F**
- **Unoccupied Heating Temperature Setpoints: 55°F**

The start and stop times will be adjusted seasonally to avoid unnecessary run time. All HVAC systems will be shut off during holidays, unless activities are scheduled, or environmental conditions dictate otherwise.

Electronic Voting Machines Operation and Storage Climate Control

The City should consult electronic voting machine manufacturer to establish climate control guidelines for such devices. Once guidelines are adopted they need to be applied and all responsible for maintenance notified. It is common practice to see these machines stored in areas with constant HVAC operation. However, these machines are typically designed for higher operating and storage temperatures & humidity ranges. Below are typical climate control conditions for the devices, adjusting to ensure manufacturer required conditions are satisfied, that will yield in energy savings.

Operating temperature range:	50 – 90 degree F.
Storage temperature range:	32 – 120 degree F.
Humidity range:	30% to 80% non-condensing

Equipment Usage and Requirements

1. New equipment will be Energy Star compliant.
2. All vending machines will include Energy Miser systems.
3. All electrical powered equipment in offices will be turned off when not in use. Equipment includes but is not limited to computers, printers, monitors, desk lamps, and radios.
4. Ice makers will only be allowed in kitchens, clinics, and break rooms.
5. Lamps are to be discouraged but if used, the owner must furnish LED bulbs or Compact Fluorescent Lamps (CFLs).
6. The following equipment is NOT allowed in any City building, outside of approved areas, without the approval of the _____ or designee:
    a. Space Heaters
    b. Mini Refrigerators
    c. Cooking equipment such as microwaves, toasters, coffee makers, refrigerators, etc.
        i. These items are allowed in break rooms and clinics (for clinical use)

Lighting Energy Conservation

1. Lights in all areas shall be turned off while unoccupied.
2. Custodial staff shall turn off lights in any area in which they are not working.
3. Parking lot lights will be restricted to the following times: 8PM – 7AM.
4. Lighting will come on for 1 hour to assure the custodial staff exits safely.
5. Motion sensors should be used for room lighting where applicable and cost effective; added in new construction and during major renovations.
6. Lights will be removed from all vending machines
7. All lighting, except safety lighting, will be turned off when building alarm is set.

Maintenance and Operation (M&O) for Buildings and Equipment

Inventory all major Heating, Ventilation and Air Conditioning (HVAC) equipment and record location, capacity/size, manufacturer, model number, and electrical data. Establish a system for preventive maintenance of equipment. Inventory building equipment (lighting, HVAC, etc.) operating hours, and implement a program to turn off equipment during unoccupied periods and to reduce light levels as appropriate. Survey Building Envelope and record existing condition of all items that can leak air into or out of the building. The maintenance personnel should follow the surveyor and make corrections. Provide for training of M&O staff both in-house and through outside seminars to maintain skills and develop new skills as required.

New Building and Construction

Energy efficiency considerations should be integrated in the design phase for new construction projects, where return on investment over code-required minimums is most advantageous. Energy savings potential can also be maximized in this phase with better integration of building systems, infrastructure, and controls that comes with the “blank canvas” of a new design. Energy efficiency design alternatives should be considered including, but not limited to: LED indoor and outdoor lighting, dimmable daylighting and occupancy controls for interior lighting, premium efficiency cooling equipment, variable volume pumping

and air systems, separate treatment of outside air for ventilation with energy recovery, and high efficiency plumbing fixtures for additional water savings.

Alternative Energy Sources

Pursue cost effective applications of alternative energy sources including, but not limited to, PV Solar Arrays, Solar Water Reheat, and alternative fuels.

Establish a Water Management Program

The City should also establish a program to reduce water consumption. The following conservation measures should be employed:

1. Investigate the use of water conserving faucets and toilets in all new and existing facilities.
2. Utilize water-pervious materials such as gravel, crushed stone, open paving blocks or previous paving blocks for walkways and patios to minimize runoff and increase infiltration.
3. Employ Xeriscaping, using native plants that are well suited to the local climate, that are drought-tolerant and do not require supplemental irrigation.
4. Utilize drip irrigation systems for watering plants in beds and gardens.
5. Install controls to prevent irrigation when the soil is wet from rainfall.
6. Establish a routine check of water consuming equipment for leaks and repair equipment immediately.

XII. LoanSTAR Funding for Utility Cost Reduction Measures

Institutional organizations have traditionally tapped bond money, maintenance dollars, or federal grants to fund energy-efficient equipment change-outs or additions such as energy-efficient lighting systems, high efficiency air conditioning units, and computerized energy management control systems. The LoanSTAR (Saving Taxes and Resources) Program, which is administered by the State Energy Conservation Office, is an excellent alternative funding option for these projects.

LoanSTAR finances energy-efficient building retrofits at a low interest rate (typically 2 percent). The program's revolving loan mechanism allows borrowers to repay loans through the stream of cost savings realized from the projects. Projects financed by LoanSTAR must have an average simple payback of fifteen years or less and must be analyzed in a Utility Assessment Report by a Professional Engineer. Upon final loan execution, the City proceeds to implement funded projects through the traditional bid/specification process.

NOTICE OF LOAN FUNDS AVAILABILITY (LoanSTAR Program Solicitation Details)

- Maximum loan size per application: $8 million (amount may vary each year)
  - For loans funded with repaid ARRA funds, the minimum loan size is $3 million.
- Maximum number of loans for this solicitation: three per applicant
- Loan interest rate: 2 percent annually (1 percent for ARRA funds)
- 15-year maximum loan term
- Borrower must own but need not occupy or operate facility
- HVAC saving degradation rate of 0.75% annually

Schedule

Applications will be reviewed on a first-come, first-served basis.

Description	Date
Issuance	Typically, October each year
Application Submission	Open enrollment through Aug. 31 (the following year)
Contract Execution	As soon thereafter as practicable. *(Note: Utility Assessment Report (UAR) technical review and approval by SECO is required for loan agreement execution between borrower & SECO. Documentation must comply with the LoanSTAR Technical Guidelines.)*

Applicants may either submit a Utility Assessment Report ("UAR") or a Commissioning Report, as applicable, with the Loan Application, or submit a Project Assessment Commitment ("PAC") or a Preliminary Energy Assessment ("PEA") along with an executed Memorandum of Understanding ("MOU").

The following chart illustrates the Technical Review process for Applicants, based on available funds that are not already committed **(Note these reviews are done by SECO at no cost to the borrower):**

Design-Bid-Build, Design-Build, ESPCs and Commissioning Projects

After a SECO Loan Agreement has been executed, Borrower can begin the process of designing and implementing the projects identified in the report. The following chart illustrates the Construction Review process for Applicants,

After submittal of the Final Completion Report to SECO and the final reimbursement request is made, the Borrower will request a Loan Repayment Schedule from SECO. The Loan Repayment Schedule will contain the outstanding loan balance, the term of the loan and the schedule of quarterly payments to SECO.

Should the City decide to pursue LoanSTAR funding for implementation of any of the project recommendations in this report, Appendix G may also assist in that regard. A sample LoanSTAR application from a recent NOLFA is provided with some tips on completing it using the information from this preliminary assessment. **Note that the example form provided is for reference only from a previous round of funding, and certain fields, requirements, and point criteria are subject to change**. The City is encouraged to use this general guide along with information from SECO on the specific NOLFA in question. Updated application materials and information for the latest NOLFA are posted on the SECO website as they are released at http://www.seco.cpa.state.tx.us/funding/. Orientation webinars are typically also provided by SECO at this address to review the process and field any NOLFA-specific questions.

For additional information regarding the LoanSTAR program see Appendix G and please contact:

John Kyere, CTCM, MA
SECO, Data Analysis & Transparency Division
John.Kyere@cpa.texas.gov
(512)-463-4867

XIII. Additional UCRM Funding Options

Alternative SECO Funding

Throughout the year, SECO announces various funding opportunities to support efficiency programs. Funding opportunities include Notice of Loan Fund Availability for the LoanSTAR program, Request for Applications for energy efficiency grants and Requests for Proposals for qualified firms to contract with SECO on projects. Please see the following link to stay up to date on SECO funded opportunities.

https://comptroller.texas.gov/programs/seco/funding/

Internal Financing

Improvements can be paid for by direct allocations of revenues from an organization's currently available operating or capital funds (bond programs). The use of internal financing normally requires the inclusion and approval of energy-efficiency projects within an organization's annual operating and capital budget-setting process. Often, small projects with high rate of return can be scheduled for implementation during the budget year for which they are approved. Large projects can be scheduled for implementation over the full time period during which the capital budget is in place. Budget constraints, competition among alternative investments, and the need for higher rates of return can significantly limit the number of internally financed energy-efficiency improvements.

Private Lending Institutions or Leasing Corporations

Banks, leasing corporations, and other private lenders have become increasingly interested in the energy efficiency market. The financing vehicle frequently used by these entities is a municipal lease. Structured like a simple loan, a municipal leasing agreement is usually a lease-purchase arrangement. Ownership of the financed equipment passes to the City at the beginning of the lease, and the lessor retains a security interest in the purchase until the loan is paid off. A typical lease covers the total cost of the equipment and may include installation costs. At the end of the contract period the lessee pays a nominal amount, usually a dollar, for title to the equipment.

Performance Contracting with an Energy Service Company

Through this arrangement, an energy service company (ESCO) uses third party financing to implement a comprehensive package of energy management retrofits for a facility. This turnkey service includes an initial assessment by the contractor to determine the energy-saving potential for a facility, design work for identified projects, purchase and installation of equipment, and overall project management. The ESCO guarantees that the cost savings generated by the projects will, at a minimum, cover the annual payment due to the ESCO over the term of the contract.

Utility Sponsored Energy Efficiency Incentive Programs

Many utilities in Texas offer energy efficiency incentive programs to offset a portion of the upfront cost associated with energy efficiency measures. The program requirements and incentives range from utility to utility. For example, CenterPoint Energy provides incentives for efficiency measures such as installation

of high efficiency equipment, lighting upgrades, and building commissioning. These energy efficiency programs' incentives typically cover $0.06/kWh and $175/kW of verifiable energy and demand reductions, respectively. For further information, contact your utility provider to determine what programs are available in your area.

Energy Efficiency and Conservation Block Grant (EECBG)

The Office of Weatherization and Intergovernmental Programs (WIP) has administered the EECBG, which provides funding to state and local governments for the purpose of improving energy usage and efficiency, as well as improving environmental effects. It is being funded under the ARRA, and can include building retrofits and audits, which aim to reduce energy use in buildings and transportation. The State Energy Conservation Office receives a portion of these funds to distribute to cities and counties interested in these projects. Further information can be found by visiting:

http://www1.eere.energy.gov/wip/eecbg.html

Qualified Energy Conservation Bonds (QECB)

Energy projects can be eligible for QECBs, which are tax credit bonds that serve to assist with energy efficient capital projects, renewable energy usage, and reductions in energy consumption. The federal government has issued this loan program, which assists with funding of the interest costs for the bonds. These energy conservation bonds are different from tax-exempt bonds traditionally used because they can be regarded as taxable income. For more information on QECBs, please visit http://www.dsireusa.org

APPENDICES

APPENDIX A

ENERGY LEGISLATION (SB898, SB924, AND SB300)

*Please note this Appendix is provided for historical reference only

How to comply with SB898 & SB924

What you need to know about Texas Senate Bill 898

The passage of Senate Bill 898 (SB898) by the 82nd Texas Legislature signified the continuance of Senate Bill 5 (SB5) and SB12, the Texas Legislature's sweeping approach since 2001 to clean air and encourage energy efficiency in Texas. SB898 was enacted on September 1, 2012 and was crafted to continue to assist the state and its political jurisdictions to conform to the standards set forth in the Federal Clean Air Act. The bill contains energy-efficiency strategies intended to decrease energy consumption while improving air quality.

All political subdivisions, institutes of higher education, and state agencies in the 41 non-attainment or near non-attainment counties in Texas are required to:

1) Adopt a goal to reduce electric consumption by 5 percent each year for ten years, beginning September 1, 2011.

2) Implement all cost-effective energy-efficiency measures to reduce electric consumption by existing facilities. (Cost effectiveness is interpreted by this legislation to provide a 20 year return on investment.)

3) Report annually to the State Energy Conservation Office (SECO) on the entity's progress, efforts and consumption data.

4) See following pages of this appendix for previous year sample report and bill analysis.

What you need to know about Texas Senate Bill 924

The passage of Senate Bill 924 by the 82nd Texas Legislature signified the continuance of House Bill 3693 (HB3693), intended to provide additional provisions for energy-efficiency in Texas. HB 3693 is an additional mechanism by which the state encourages energy-efficiency for School Districts, State Entities, and Political Jurisdictions in Texas. HB 3693 includes the following state-wide mandates that apply differently according to the nature and origin of the entity:

Record, Report and Display Consumption Data
All Political Subdivisions, State Agencies, and State-Funded Institutes of Higher Education, are mandated to record and report the entity's metered resource consumption usage data for electricity, natural gas and water on a publically accessible internet page.
Note: *The format, content and display of this information are determined by the entity or subdivision providing this information.*

Energy Efficient Light Bulbs
All School Districts and State-Funded Institutes of Higher Education shall purchase and use energy-efficient light bulbs in education and housing facilities.

Additional SB924 Mandates
In addition to the mandates of HB3693 noted above, SB924 requires municipally owned utilities and electric cooperatives to report annually to SECO on energy efficiency goals and initiatives. See the following pages of this appendix for sample reporting form.

What you need to know about Texas Senate Bill 300

In 2009, the Texas 81st Legislative Session passed Senate Bill 300 amending the Education Code §311.1513 to require schools to develop a long-range energy plan.

SB300 Mandates
Texas school districts must establish a long-range energy plan to reduce the district's annual electric consumption by five percent beginning with the 2008 state fiscal year and consume electricity in subsequent fiscal years in accordance with the district's energy plan

The plan shall include strategies for achieving energy efficiency that result in net savings to the district; or that can be achieved without financial cost to the district, and the initial short-term capital cost and lifetime cost and savings that may result from implementation of the strategy.

SB300 Reporting
Districts may submit their long-range energy plans to SECO for the purposes of determining whether funds available through loan programs administered by SECO are available to the district. However, plans and reports are not required to be submitted at this time.

How do you define energy-efficiency measures?

Energy-efficiency measures are defined as any facility modifications or changes in operations that reduce energy consumption. Energy-efficiency is a strategy that has the potential to conserve resources, save money** and better the quality of our air. They provide immediate savings and add minimal costs to your project budget.

Examples of energy-efficiency measures include:

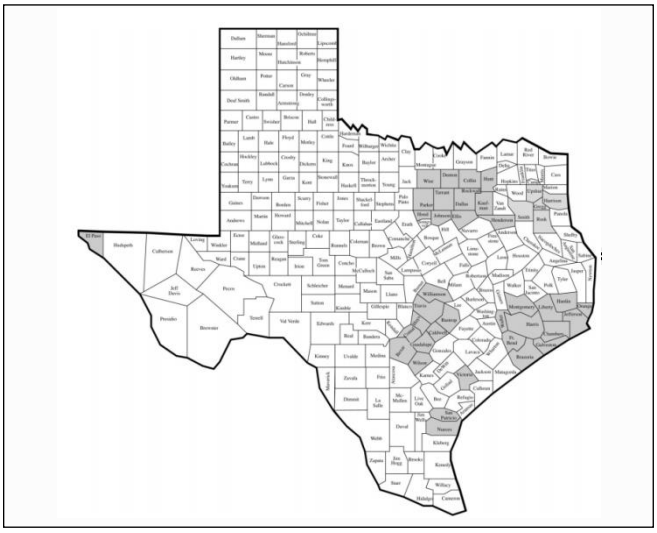
• installation of insulation and high-efficiency windows and doors • modifications or replacement of HVAC systems, lighting fixtures and electrical systems • installation of automatic energy control systems • installation of energy recovery systems or renewable energy generation equipment • building commissioning • development of energy efficient procurement specifications • employee awareness campaigns

***SECO's Preliminary Energy Assessment (PEA) program is an excellent resource for uncovering those energy-efficiency measures that can benefit your organization.*

What counties are affected?

All political jurisdictions located in the following Non-attainment and affected counties:

Bastrop Bexar Brazoria Caldwell Chambers Collin
Comal Dallas Denton El Paso Ellis Fort Bend
Galveston Gregg Guadalupe Hardin Harris Harrison
Hays Henderson Hood Hunt Jefferson Johnson
Kaufman Liberty Montgomery Nueces Orange Parker
Rockwall Rusk San Patricio Smith Tarrant Travis
Upshur Victoria Waller Williamson Wilson Wise



What assistance is available for affected areas?

The Texas Energy Partnership is a partner with ENERGY STAR©, who partners across the nation with the goal of improving building performance, reducing air emissions through reduced energy demand, and enhancing the quality of life through energy-efficiency and renewable energy technologies.

To assist jurisdictions, the Texas Energy Partnership will:

- Present workshops and training seminars in partnership with private industry on a range of topics that include energy services, financing, building technologies and energy performance rating and benchmarking

- Prepare information packages – containing flyers, documents and national lab reports about energy services, management tools and national, state and industry resources that will help communities throughout the region

- Launch an electronic newsletter to provide continuous updates and develop additional information packages as needed

Please contact Margaret Garcia at (512) 463-1947 for more information.

SECO Program Contact Information

LoanSTAR;
Preliminary Energy Assessments:
John Kyere, CTCM, MA
(512)-463-4867
John.Kyere@cpa.texas.gov

Schools & Local Govt. Partnership Program:
Margaret Garcia – 512-463-1947
Margaret.Garcia@cpa.state.tx.us

Engineering (Codes / Standards):
Fred Yebra, P.E.- 512-475-0753
Fred.Yebra@cpa.texas.gov

Alternate Fuels / Transportation:
Margaret Garcia – 512-463-1947
Margaret.Garcia@cpa.state.tx.us

Innovative / Renewable Energy:
Margaret Garcia - 512-463-1947
Margaret.Garcia@cpa.state.tx.us

Energy / Housing Partnership Programs:
Margaret Garcia - 512-463-1947
Margaret.Garcia@cpa.state.tx.us

Cool Schools Program
John Kyere, CTCM, MA
(512)-463-4867
John.Kyere@cpa.texas.gov

Margaret Garcia - 512-463-1947
Margaret.Garcia@cpa.state.tx.us

BILL ANALYSIS

Senate Research Center

S.B. 898
By: Carona
Business & Commerce
8/3/2011
Enrolled

AUTHOR'S / SPONSOR'S STATEMENT OF INTENT

The statutory requirement for certain state and political subdivisions in air quality non-attainment areas to report energy efficiency goals will expire in 2012. Energy efficiency reporting is beneficial for verification and more accurate load forecasting. Consequently, S.B. 898 requires that the 41 municipalities and counties in non-attainment areas continue to report their energy efficiency goal process through 2020, as well as standardizes this reporting to the State Energy Conservation Office (SECO).

To reduce electricity consumption, Chapter 388 (Texas Building Energy Performance Standards), Health and Safety Code, currently mandates that each political subdivision, institution of higher education, or state agency, must implement all energy efficiency measures that meet energy conservation standards established under Section 302.004(b) (relating to requiring an energy savings performance contract to contain provisions requiring the provider of the energy or water conservation or usage measures to provide a guarantee), Local Government Code. Furthermore, each entity must establish a goal to reduce electric consumption by five percent; but this goal expires in 2012. Lastly, each entity must submit annual reports to SECO documenting efforts and progress towards energy efficiency. SECO reports the effectiveness of these energy efficiency programs to the Texas Commission on Environmental Quality (TCEQ) for inclusion in the state's air quality plans.

S.B. 898 extends the five percent goal progress reporting requirement of 2020. To provide consistent reporting on energy efficiency efforts, the bill eliminates a reporting exemption should entities not meet the goal. In addition, SECO is required to evaluate the effectiveness of these programs, and using that evaluation and program data, the Energy System Laboratory (ESL) must calculate energy savings and pollution reduction estimates. The calculations ESL produces will be shared with the Electricity Reliability Council of Texas, the Environmental Protection Agency, and TCEQ to facilitate long-term forecasting.

S.B. 898 amends current law relating to energy efficiency programs in institutiosn of higher education and certain governmental entities.

[**Note:** While the statutory reference in this bill is to the Texas Natural Resource Conservation Commission (TNRCC), the following amendments affect the Texas Commission on Environmental Quality, as the successor agency to TNRCC.]

RULEMAKING AUTHORITY

This bill does not expressly grant any additional rulemaking authority to a state officer, institution, or agency.

SECTION BY SECTION ANALYSIS

SECTION 1. Amends Sections 388.005(c), (d), and (e), Health and Safety Code, as follows:

> (c) Requires each political subdivision, institution of higher education, or state agency to establish a goal to reduce the electric consumption by the entity by at least five percent, rather than by five percent, each state fiscal year for 10, rather than six, years, beginning September 1, 2011, rather than 2007.

(d) Requires a political subdivision, institution of higher education, or state agency that does not attain the goals established under Subsection (c) to include in the report required by Subsection (e) justification that the entity has already implemented all available cost-effective measures. Provides that an entity that submits a report under this subsection indicating that the entity has reviewed its available options, has determined that no additional measures are cost-effective, and has already implemented all available cost-effective measures is exempt from the annual reporting requirement of Subsection (e) if a subsequent report would indicate no change in status.

(e) Requires a political subdivision, institution of higher education, or state agency annually to report to State Energy Conservation Office (SECO), on forms provided by that office, regarding the entity's goal, the entity's efforts to meet the goal, and progress the entity has made under this section. Requires SECO to provide assistance and information to the entity to help the entity meet goals established under this section. Requires SECO to develop and make available a standardized form for reporting purposes. Makes nonsubstantive changes.

SECTION 2. Amends Section 388.006, Health and Safety Code, as follows:

Sec. 388.006. STATE ENERGY CONSERVATION OFFICE EVALUATION. Requires SECO annually to provide the Texas Natural Resource Conservation Commission (TNRCC) and the Energy Systems Laboratory at the Texas Engineering Experiment Station of The Texas A&M University System (laboratory) with an evaluation of the effectiveness of state and political subdivision energy efficiency programs, including programs under this chapter. Requires the laboratory to calculate, based on the evaluation and the forms submitted to SECO, the amount of energy savings and estimated reduction in pollution achieved as a result of the implementation of programs. Requires the laboratory to share the information with TNRCC, the United States Environmental Protection Agency, and the Electric Reliability Council of Texas to help with long-term forecasting in estimating pollution reduction.

SECTION 3. Effective date: September 1, 2011.

Senate Bill 898 (82R) Reporting Form
State Fiscal Year 2014 / Year 3 Reporting
Reports due: November 1, 2014

SECO
State Energy Conservation Office

Purpose of this Document: In 2011, the Texas Legislature passed Senate Bill 898 amending the Health and Safety Code §388.005 to require each political subdivision, institution of higher education, or state agency to establish a goal to reduce electrical consumption by at least five percent each fiscal year for ten years beginning September 1, 2011. Each entity must report to the State Energy Conservation Office (SECO) regarding the entity's efforts to meet the goal, and progress the entity has made.

Note: Current and previous SB898 report forms can accessed online at **http://www.seco.cpa.state.tx.us/energy-reporting/non-attainment.php**

Entity Name

Public Entity Type (check one) : ❑ Municipality ❑ County ❑ State Agency ❑ Higher Education ❑ Other (please list type):

Street Address | City | Zip Code

County

Contact Name | Title

Email Address | Phone Number

Reduction Goal

As mandated by Senate Bill 898 (82R), has your entity established a goal to reduce electrical consumption by at least five percent each year through August 31, 2021? ❑ Yes ❑ No

Areas of Improvement

Please check the appropriate boxes below indicating the areas in which your entity has made efforts and progress toward meeting energy goals.

- ❑ Building Envelope
- ❑ Cogeneration/Combined Heat and Power
- ❑ Sensors/Controls
- ❑ Cool Roof
- ❑ Education/Training
- ❑ Measurement/Verification
- ❑ Appliances/Equipment/Electronics
- ❑ HVAC
- ❑ Insulation/ Radiant Barrier
- ❑ Lighting
- ❑ Maintenance/Operation
- ❑ Other:
- ❑ Policy/Plan/Program
- ❑ Renewable Generation
- ❑ Water/Wastewater
- ❑ Water Conservation
- ❑ Water Heating

Describe Progress

Provide a brief narrative regarding the progress and efforts indicated above to reduce electrical consumption and a brief description of planned or applied reduction activities. Your description will be included in SECO's annual report. Please attach additional pages if needed.

❑ *Check here if additional documentation is attached.*

For more information on Senate Bill 898 visit: http://seco.cpa.state.tx.us/energy-reporting/non-attainment.php

Electricity Consumption Data

Enter annual electrical usage in kWh for the State Fiscal Year 2014 (Year 3: 9/1/13 - 8/31/14) and gross baseline square footage of each building. Reporting total energy consumption is mandatory. A breakdown of energy consumption by building or infrastructure is optional.

Building / Infrastructure Type	Annual Consumption (kWh) (9/1/2013 – 8/31/2014)	Gross Baseline Square Footage (as of 9/1/2011)
Buildings		
Traffic Lights		
Street Lights		
Other:		
Other:		
Other:		
Totals:	0 kWh	0 Sq Ft

Water Infrastructure	Capacity (MGD)	Year 3 Avg. MGD (9/1/13 - 8/31/14)	Year 3 Water-Related Consumption (kWh)	Year 3 Consumption Total
Water / Wastewater Facilities	MGD	MGD	0 kWh	0 kWh

Exemption Request

In accordance with Senate Bill 898, a political subdivision, institution of higher education, or state agency that does not attain this goal must in-clude justification that the entity has already implemented all available cost-effective measures. An entity that submits a report indicating that it has reviewed its available options, has determined that no additional measures are cost-effective, and that it has already implemented all available cost-effective measures is exempt from the annual reporting requirement if a subsequent report would indicate no change in status.

If requesting an exemption to the mandates of SB 898 please check the boxes and provide additional documentation to serve as justification for this exemption request.

- ☐ **The Entity listed above has reviewed its available options, has determined that no additional measures are cost-effective, and that it has already implemented all available cost-effective measures.**
- ☐ **The Entity has included a report to this effect.**

I have read Senate Bill 898 (82R) regarding exemptions, and hereby certify that the said entity has met the exemption.

Signature *Date*

Submit this form automatically by pressing the "Submit Form" button on the top right corner of this page (if present), or by saving a copy of the completed form on your computer, and then emailing a digital copy the completed report to:
SB898.Reporting@cpa.state.tx

Reporting may also be submitted by sending a hard copy or fax to:

State Energy Conservation Office
Attn: SB898 Report
111 E. 17th Street
Austin, Texas 78711-1440
Fax: 512-475-2569

This Area for SECO Use Only
Received: _____
Entity ID: _____
PDF Saved: _____
Entered in DB: _____

For more information on Senate Bill 898 visit: http://seco.cpa.state.tx.us/energy-reporting/non-attainment.php

Revised (10/14)

APPENDIX B

IMPLEMENTING SOLAR VIA PPA

Implementing Solar via PPA

The most cost-effective way to implement the solar projects is through a power purchase agreement (PPA) with a solar developer, or an equivalent agreement with the local regulated municipal or cooperative utility. The reason for significant savings is because of the tax credits available to the solar developer which non-taxable entities (like schools and municipalities) are not able to capture.

As an example, a public entity may sign a PPA or equivalent contract to purchase electricity from a solar developer for 6 cents/kWh for 25 years. The electricity produced from the solar installation effectively reduces 4CP transmission charges, which can make the effective rate paid in the 3–4 cent range. With a PPA or equivalent contract, there is no upfront cost to installing solar. The solar developer pays for installation of the solar system and owns the system and is responsible for all maintenance.

It is recommended to go through an RFP process to solicit competitive PPA or equivalent contract bids. Through the Texas SmartBuy Contract 961-M2 for electricity consulting and procurement services, SECO now sponsors an on-site solar procurement service. Contact the provider, Texas Energy Aggregation (**mike.bendewald@texasenergyabc.com, 254-242-4246**) or go to the SECO webpage for electricity procurement services to learn more (**https://comptroller.texas.gov/programs/seco/resources/tea/**).

APPENDIX C

BASE YEAR CONSUMPTION HISTORY

Facility Name	Approx. ft²	Electric kWh/Yr	Electric kWh/ft²/Yr	Electric $Cost/Yr	Heat'g Fuel MMBTU/Yr	Heat'g Fuel kBTU/ft²/Yr	Heat'g Fuel $Cost/Yr	Total MMBTU/Yr	Total $Cost/Yr	EUI kBTU/ft²/Yr	ECI $/ft²/Yr
City Hall	2,200	10,265	**4.7**	$878	27	**12.2**	$398	62	$1,276	**28.1**	**$0.58**
TOTAL	**2,200 ft²**	**10,265 kWh/Yr**	**4.7 kWh/ft²/Yr**	**$878 Electricity**	**27 MMBTU/Yr**	**12.2 kBTU/ft²/Yr**	**$398 Heating Fuel**	**62 MMBTU/Yr**	**$1,276 Energy**	**28.1 kBTU/ft²/Yr**	**$0.58 per ft²/Yr**

1) All heating fuel consumption converted to MMBTU heat input using factors 1 MCF = 1.03 MMBTU for natural gas.

Entity The City of Hillshire Village

FACILITY: City Hall FLOOR AREA (SF) 2,200 estimated

		ELECTRICAL					NATURAL GAS / FUEL	
			DEMAND			TOTAL ALL	NG	
		CONSUMPTION	METERED	CHARGED	COST OF	ELECTRIC	CONSUMPTION	TOTAL
MONTH	YEAR	KWH*	KW	KW	DEMAND ($)	COSTS ($)	MCF	COSTS ($)
March	2020	641	4	4	$30	$58	1.2	$26
April	2020	593	4	4	$37	$64	0.5	$23
May	2020	853	4	4	$38	$75	0.5	$22
June	2020	1,004	5	5	$44	$87	0.5	$24
July	2020	1,174	5	5	$44	$95	0.5	$24
August	2020	1,174	9	9	$55	$106	0.6	$24
September	2020	1,173	8	8	$66	$117	0.5	$24
October	2020	818	0	0	$26	$61	0.5	$24
November	2020	746	0	0	$24	$56	0.8	$25
December	2020	694	0	0	$23	$53	3.4	$40
January	2021	708	0	0	$23	$54	4.8	$48
February	2021	688	0	0	$23	$53	12.3	$94
TOTAL		10,265	40	40	$434	$878	26.1	$398

*Note March 2020 utility data was estimated as actual utility data was not readily available.

Annual Total Energy Cost = 1,276 $/year

Energy Use Index:

Total site BTUs/Yr ÷ SF = 28 kBTU/SF/year

Total KWH/yr x 0.003413 = 35.03 MMBTU/year
Total MCF/yr x 1.03 = 26.88 MMBTU/year
Total Other x _____ = 0.0 MMBTU/year
Total Site MMBTU's/yr = 62 MMBTU/year

Energy Cost Index:

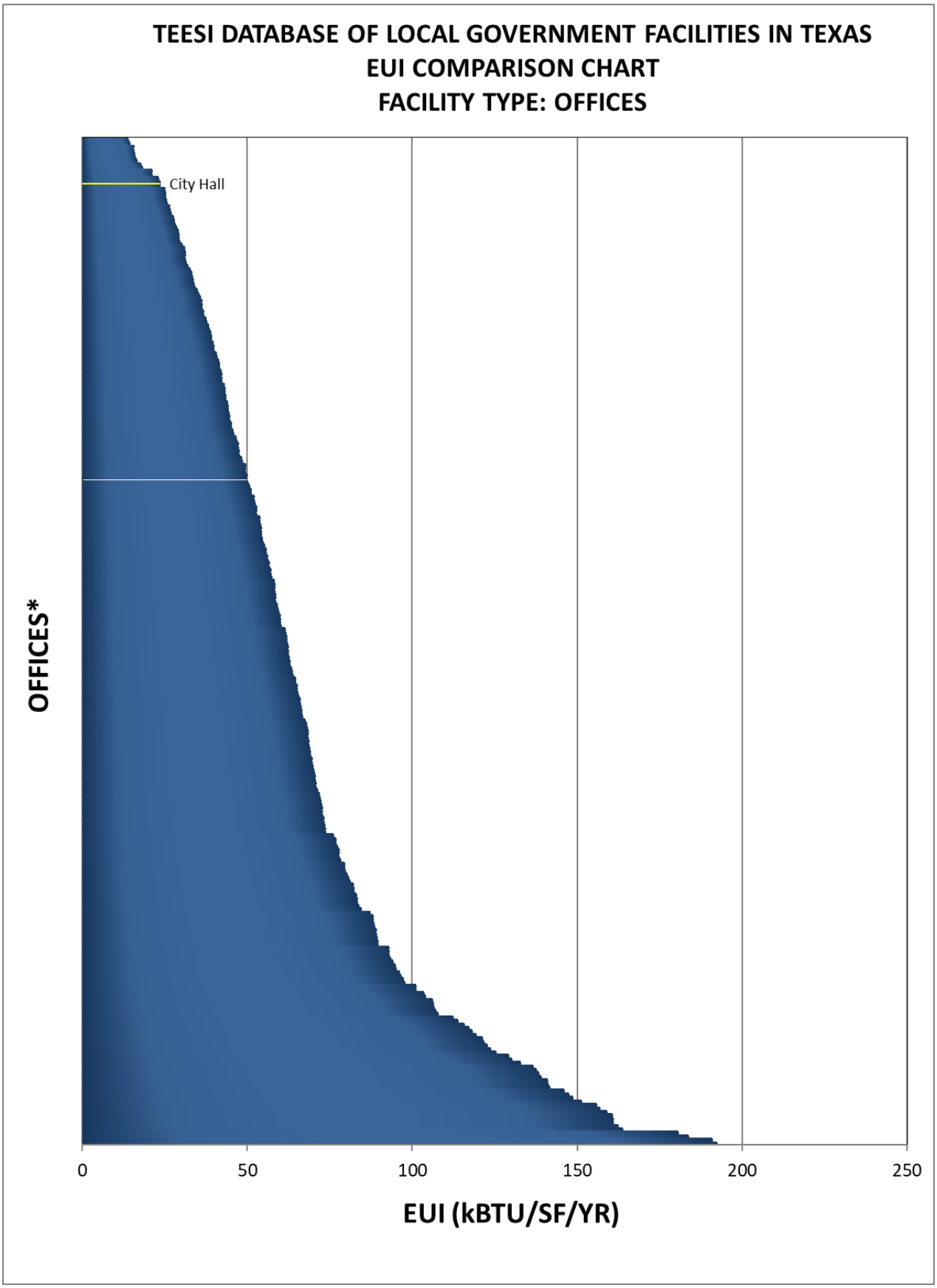
Energy Cost/Yr ÷ SF = 0.58 $/SF/year

Electric Utility: Hudson Energy

Gas Utility: CenterPoint Energy

APPENDIX D

ENERGY PERFORMANCE COMPARISON CHARTS



(The chart above is a comparison of EUIs based on sample data from TEESI's database of Texas Local Governments)

APPENDIX E

SIGNED SECO SERVICE REQUEST FORM

Preliminary Energy Assessment Service Request Form

Form# 50-852

SECO State Energy Conservation Office

City of Hilshire Village			713 973 1779	
Public Entity Name			*Telephone*	
Susan Blevins			713 252 7652	
Contact Person			*Title*	
susan.blevins@hilshirevillagetexas.com			City Administrator	
Email Address			*County*	
8301 Westview	Houston		Texas	77055
Street Address	*City*		*State*	*ZIP Code*
same				
Mailing Address	*City*		*State*	*ZIP Code*

Preliminary Energy Assessment Service Eligibility

The State Energy Conservation Office (SECO) provides free preliminary energy assessments (PEAs) for existing public facilities and infrastructure. Eligible entities include municipal and county governments, public school districts, county hospitals, port authorities, major airports, public water authorities and municipally owned utilities. Leased or rented facilities and infrastructure are not eligible for this service.

Principles of Agreement

By submitting this request form, the entity listed above must agree to:

- select a contact person to work with SECO and its designated contractor to establish an energy policy and set realistic energy efficiency goals;
- allow SECO's designated contractor to provide walk-through assessments of selected facilities;
- schedule a time for SECO's designated contractor to make a presentation on the assessment findings to key decision-makers;
- consider implementing the PEA's energy savings recommendations; and
- allow SECO to post portions of this report on its website

Additional Questions

Has this organization used SECO's technical assistance or PEA services in the past?	✓ Yes	○ No
Is the primary contact for this PEA familiar with SECO's LoanSTAR revolving loan program?	○ Yes	✓ No
Has this organization used SECO's LoanSTAR revolving loan program in the past?	○ Yes	✓ No

Signature

This agreement must be signed by your organization's chief executive officer or other signing authority.

Russell Herron	3-18-21
Signature	*Date*
Russell HERRON.	MAYOR
Print Name	*Title*

Submit completed forms to SECO at Margaret.Garcia@cpa.texas.gov

or by mail to: State Energy Conservation Office
Attn: Margaret Garcia
111 E. 17th Street
Austin, TX 78711-1440

Margaret Garcia 03/19/21

50-852 (10-19/2)

APPENDIX F

TYPICAL EQUIPMENT MAINTENANCE CHECKLISTS

Fans Checklist

Description	Comments	Maintenance Frequency			
		Daily	Weekly	Monthly	Annually
System use/sequencing	Turn off/sequence unnecessary equipment	X			
Overall visual inspection	Complete overall visual inspection to be sure all equipment is operating and safety systems are in place	X			
Observe belts	Verify proper belt tension and alignment			X	
Inspect pulley wheels	Clean and lubricate where required			X	
Inspect dampers	Confirm proper and complete closure control; outside air dampers should be airtight when closed			X	
Observe actuator/linkage control	Verify operation, clean, lubricate, adjust as needed			X	
Check fan blades	Validate proper rotation and clean when necessary			X	
Filters	Check for gaps, replace when dirty - monthly			X	
Check for air quality anomalies	Inspect for moisture/growth on walls, ceilings, carpets, and in/outside of duct-work. Check for musty smells and listen to complaints.			X	
Check wiring	Verify all electrical connections are tight				X
Inspect ductwork	Check and refasten loose connections, repair all leaks				X
Coils	Confirm that filters have kept clean, clean as necessary				X
Insulation	Inspect, repair, replace all compromised duct insulation				X

APPENDIX G

LOANSTAR INFORMATION

SECO
State Energy
Conservation Office

LoanSTAR Revolving Loan Program

Application Information Packet

RFA# BE-G22-2020

Overview

Program Summary

The Texas Comptroller of Public Accounts ("Comptroller") administers the LoanSTAR (Saving Taxes and Resources) Revolving Loan Program through its State Energy Conservation Office ("SECO"). The program finances energy-related cost-reduction retrofits
for eligible public sector institutions, as set forth in this RFA. Low interest rate loans are provided to assist those institutions in financing their energy-related cost reduction efforts. The program's revolving loan mechanism allows a Successful Applicant (hereinafter also referred to as a "Borrower") to repay loans through the stream of energy cost savings realized from the projects.

This Request for Applications ("RFA") allows applications to be submitted from the time of issuance until August 31, 2021. Loan- STAR Applications ("Applications") received will be reviewed on a first-come, first-serve basis during the open enrollment period.

Solicitation Details

- Maximum individual loan amount: **$8.0 million per Application**
- Maximum number of loans awarded for this solicitation: **3 per Applicant**
- Interest rate:
    - 2% (no minimum loan size)
    - 1% for American Recovery and Reinvestment Act ("ARRA") funds. Minimum loan size $3.0 million

Eligibility

Applicants must meet eligibility requirements before submitting an Application in response to this RFA.

Organization Eligibility

Eligible public sector institutions include any of the following: (1) a state agency, commission, board, office, institution, facility, or other state entity; (2) public junior college or community college; (3) an institution of higher education as defined in Section 61.3 of the Texas Education Code; (4) a unit of local government including a county, city, town, a public or non-profit hospital or health care facility; (5) a public school district (excluding charter schools); or (6) a political subdivision of the State of Texas. The public institution must own the facility where the proposed retrofit project will occur. The public institution need not occupy or operate the facility.

Project Eligibility

Projects funded under the LoanSTAR Revolving Loan Program Request for Applications may be implemented using Design-Build, Design-Bid-Build, Energy Savings Performance Contracts ("ESPCs") or Commissioning approaches. Each Utility Cost Reduction Measure ("UCRM") must have a simple payback that does not exceed the estimated useful life of the UCRM.

Projects must have a composite simple payback of fifteen (15) years or less.

Utility dollar savings are the number one criterion for determining if the measure can be considered an eligible UCRM. UCRMs are not limited to activities that save units of energy. A UCRM could conceivably call for actions which save no energy or consume additional BTUs, but save utility budget dollars. Examples of such UCRMs include demand reduction, increased power factor, load shifting, switching utility rate structures, and thermal storage projects. All improvements must meet minimum efficiency standards as prescribed by applicable building energy codes.

Examples of acceptable projects include:

- Building and mechanical system commissioning and optimization;
- Energy management systems and equipment control automation;
- High-efficiency heating, ventilation and air conditioning systems, boilers, heat pumps and other heating and air conditioning projects;
- High-efficiency lighting fixtures and lamps;
- Building shell improvements (insulation, adding reflective window film, radiant barrier, cool roof);
- Load management projects;
- Energy recovery systems;
- Low-flow plumbing fixtures, high efficiency pumps; or
- Retro- and re-commissioning.

Renewable energy efficiency projects are strongly encouraged wherever feasible and include:

- Installation of distributed technology such as rooftop solar water and space heating systems;
- Geothermal heat pumps (only closed loop systems with maximum 10-ton capacity);
- Electric generation with photovoltaic; or
- Small wind and solar-thermal systems.

Borrowers are responsible for compliance with all applicable state and federal laws, rules, and requirements, including United States Department of Energy ("DOE") National Environmental Policy Act review and State Historical Preservation Office review, if applicable. Refer to the requirements set forth in the sample loan agreement.

Application Process

Schedule

Description	Date
Issuance of RFA	October 16, 2020 - 10 a.m. CT
Application Deadline	August 31, 2021 - 2 p.m. CT
Loan Approval and Award	As soon thereafter as practical and/or when funding becomes available. Applications that do not have MOU commitments by September 30, 2019 will expire.

Application Submission

All Applicants must submit one (1) electronic copy of the Application and Required Documentation uploaded through the SECO portal. Applications must be complete, signed by an authorized representative of Applicant and meet all the requirements of the LoanSTAR Program.

Applications may be submitted anytime during the open enrollment period. The deadline for submission during this enrollment period is 2:00 p.m. CT, on Friday, August 31, 2021.

Applications may NOT be submitted by fax or email. Faxed or emailed Applications will NOT be considered.

Late Applications will not be considered under any circumstance. Applicant shall be solely responsible for verifying Comptroller's timely receipt of a loan application.

Following the award of a loan, responses to this LoanSTAR Revolving Loan Program are subject to release as public information under the Texas Public Information Act.

Comptroller reserves authority, in its sole discretion, to provide the loans or to make multiple loans under this RFA, and/or to withdraw this RFA and cancel the RFA and the LoanSTAR Revolving Loan Program at any time. Comptroller and SECO shall have no liability whatsoever for any costs or expenses incurred in submission of Applications in response to this RFA.

Required Documentation

Applicants are required to submit an Application with supporting documentation:

Option 1 (Design-Bid-Build projects, Design-Build projects or ESPCs):

1. Loan Application; and
2. Utility Assessment Report.

Option 2 (Retro- or Re-commissioning projects):

1. Loan Application; and
2. Commissioning Report.

Option 3 (without Utility Assessment Report or Commissioning Report):

1. Loan Application; and
2. Project Assessment Commitment or Preliminary Energy Assessment; and
3. Memorandum of Understanding.

Applicants may either submit a Utility Assessment Report ("UAR") or a Commissioning Report, as applicable, with the Loan Application, or submit a Project Assessment Commitment ("PAC") or a Preliminary Energy Assessment ("PEA") along with an executed Memorandum of Understanding ("MOU"). Applicants who choose to submit a Loan Application with a PAC or PEA and MOU will be required to submit a UAR or a Commissioning Report within 140 days of execution of the MOU by SECO ("End Date for Commitment" in MOU). Loan Applications submitted with completed UARs or Commissioning Reports may be prioritized for evaluation, at SECO's discretion.

A UAR is required in order to receive funding for Design-Bid-Build projects and Design-Build projects. A Commissioning Report is required in order to receive funding for Retro- or Re-commissioning projects. The UAR and Commissioning Report Engineers are selected by Applicant and must be licensed in the state of Texas. Documentation must comply with the LoanSTAR Technical Guidelines. There is not a prescribed format for Retro- or Re- commissioning project Commissioning Reports.

UARs and Commissioning Reports not having a Texas Licensed Professional Engineering seal will be evaluated the same as a PAC or PEA. All UAR and Commissioning Reports will be reviewed by a professional engineer selected by SECO.

Technical Review Process

The following chart illustrates the process for Applicants, based on available funds that are not already committed:

Construction Review Process

Design-Bid-Build, Design-Build, ESPCs and Commissioning Projects

After a SECO Loan Agreement has been executed, Borrower can begin the process of designing and implementing the projects identified in the report.

Loan Repayment

After submittal of the Final Completion Report to SECO and the final reimbursement request is made, the Borrower will request a Loan Repayment Schedule from SECO. The Loan Repayment Schedule will contain the outstanding loan balance, the term of the loan and the schedule of quarterly payments to SECO.

The outstanding loan balance on the Loan Repayment Schedule will include the aggregate amount disbursed to Borrower plus the interest accrued on the unpaid principal amount as calculated from the date of each disbursement to Borrower. Interest will continue to accrue until the outstanding loan balance has been repaid in full. The schedule of quarterly payments in the Loan Repayment Schedule will reflect the interest which is anticipated to accrue throughout the term of the loan based on timely payments.

The loan repayment term is equal to the Simple Payback as calculated in the UAR or Commissioning Report. Payments are due at the end of each fiscal quarter using the State of Texas fiscal year calendar.

SECO forwards the Loan Repayment Schedule to Borrower based on the incurred loan amount. Loan repayments will begin within sixty (60) days of SECO's acceptance of project completion.

Sample Loan Agreement

Applicants should carefully review the Sample Loan Agreement posted with this RFA. The Sample Loan Agreement represents a sample of the terms and conditions that will be executed between a Borrower and Comptroller and is incorporated by reference into this RFA. A final loan agreement must be fully executed by both Borrower and Comptroller before the commitment of loan funding will be provided. Each Applicant must review these terms and conditions in the Sample Loan Agreement and otherwise in this RFA and take any exceptions and otherwise address any concerns or identify any issues in writing with its Application. Terms and conditions not specifically objected to at the time of submittal will be deemed to be accepted by Borrower. Comptroller has final approval of any loan agreement awarded as a result of this RFA.

LoanSTAR Application
RFA# BE-G22-2020

SECO State Energy Conservation Office

In addition to contact/administrative information on page 1, enter here the total loan amount requested from SECO. This amount includes all project implementation costs, plus escalation, M&V, detailed audit costs, etc. as allowed by the LoanSTAR guidelines, and less any buy down included from internal funds. It should not include financing costs or long-term M&V costs associated with energy savings performance contracts.

PART 1: General Information

Borrower

Name of Eligible Public Entity

Mailing Address

City

State

County Name

$ Total Amount Requested

Signing Authority

Name

Title

Telephone

Email Address

Primary Contact (Project Director)

Name

Title

Select from the listed application information types, described below. Note that all options eventually require a detailed investment grade audit before funds can be awarded. This section only indicates the information being submitted in the application phase.

- **Utility Assessment Report – If a detailed investment grade audit is developed prior to applying for LoanSTAR, If the project is to be delivered using an Energy Savings Performance Contract (ESPC), and an ESPC UAR has already been developed by the ESCO, select this option and submit the UAR with the application.**
- **Commissioning Report – If the loan being requested is intended to fund facilities commissioning, and a Cx report has already been developed, select this option and submit the Cx report with the application**
- **Preliminary Energy Assessment – Select this option if the detailed audit is to be performed after the application is selected, but the project scope and estimated cost have been identified in a PEA (such as this report). Submit PEA with application**
- **Project Assessment Commitment – Select this option if the detailed audit is to be performed after the application is selected, and a PEA has not been performed, or the proposed scope differs from that in the PEA**

PART 2: Documentation Submitted with Application

Place a check next to the documentation submitted with the application. One (1) electronic copy of the report is required. Reports must comply with SECO guidelines. See attachments for Project Assessment Commitment and Memorandum of Understanding forms.

- ○ Utility Assessment Report (UAR) – for design-bid-build projects, design-build projects or Energy Saving Performance Contracts (ESPCs)
- ○ Commissioning Report – for Retro- or Re-Commissioning projects
- ○ Preliminary Energy Assessment (PEA) and Memorandum of Understanding (MOU) – a UAR is required to be completed within 140 calendar days of execution of the MOU.
- ○ Project Assessment Commitment and Memorandum of Understanding See attachments for Project Assessment Commitment and Memorandum of Understanding forms– a UAR is required to be completed within 140 calendar days of execution of the MOU.

If UAR cannot be completed within 140 calendar days after notice is received that funding is committed to the project, do not proceed. The project is disqualified from loan consideration.

50-831 (10-20/11)

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

PART 3: Project Information

Complete the following table listing all Utility Cost Reduction Measures (UCRMs). Use Attachment A - Project Financial Worksheets to calculate energy savings.

Facility Name

Engineering Firm Name

Date of Audit Report

Enter facility name or District name if multiple buildings are to be included in the project.

Enter the engineering firm who developed the EAR/UAR/CxR/PEA (N/A if submitting project assessment commitment)

UCRM NO.	BUILDING	UCRM DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

List the proposed UCRMs and affected facilities (i.e. "various campuses" if applying to multiple buildings). This information can be taken from Table 7 of this report if submitting a PEA with the application, or from various subsections of Section IX if submitting a Project Assessment Commitment using only select UCRMs.

How long will it take to complete the project? _____ (months)

A. Is the TOTAL LOAN simple payback for the UCRM ss than 15 years?

If Yes, proceed to next question..

If No, project is disqualified from further loan consideration.

B. Is the simple payback for each UCRM less than the Estimated Useful Life of the UCRM? ◯ Yes ◯ No

If No, project is disqualified from further loan consideration.

Note that following SECO approval of the detailed audit and official award of the Loan, LoanSTAR requires construction to be completed typically within 12-18 months.

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

PART 4: Funding Source

The LoanSTAR program has two funding sources. The interest rate for a LoanSTAR general fund loan is 2% per annum. The interest rate for a LoanSTAR repaid ARRA fund loan is 1% per annum, but requires additional reporting documentation.

What is your preferred funding source?

- ○ 2% LoanSTAR general fund loan (no minimum loan size; maximum loan size is $8,000,000)
- ○ 1% LoanSTAR repaid ARRA fund loan (minimum loan size is $3,000,000; maximum loan size is $8,000,000)
- ○ No preference
- ○ Undecided

PART 5: Certification by Applicant Signing Authority or Chief Financial Officer

I certify that I have reviewed this application, including commitment of "buy-down" funds. The information provided is accurate to the best of my knowledge and in my best professional judgment. If awarded, Borrower will comply with the terms and conditions of the Sample Loan Agreement.

X _____ _____

Signature *Date*

_____ _____

Printed Name *Title*

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

Attachment A – Project Financial Calculation Worksheet (Required)

Attachment A1. Design-Bid-Build, Design-Build or Commissioning Project Calculation Worksheet

UCRM No.	Building	UCRM Description	Construction Time (Months)	Costs ($)			Estimated Annual Saving ($)*	Payback** (yrs)	UCRM Estimated Useful Life (yrs)
				Eng./Design	Construction	Total			
						Totals			

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

Use the information from Section IX and Table 7 of this report to complete this table. Composite payback (including EAR cost, metering cost, and monitoring cost included as desired by the Owner) must be less than 10 years, and individual measures must have paybacks less than the estimated useful life. The Owner may elect to "buy down" individual measures or the project as a whole from their own funds to meet these criteria. Buy down should be included where indicated in the project summary table.

* HVAC savings degradation = 0.75% each year.
** Individual energy efficiency measure payback must be less than or equal to the estimated useful life of the measure.

TOTAL LOAN AMOUNT

Costs for the UAR, metering and monitoring may be included in the loan at Borrower's option.

Costs ($) Total		
plus UAR Costs		
plus Metering		(note: maximum metering cost is 3 percent of UCRM costs)
plus Monitoring		(note: maximum monitoring cost is 7 percent of UCRM costs)
minus Buy Down		
equals Total Loan Amount		
divided by Total Estimated Annual Savings ($)		
equals Payback (years)		

Attachment A2. Energy Savings Performance Contract (ESPC) Project Calculation Worksheet

UCRM No.	UCRM Title	Average Annual Savings*							Project Cost ($)	Payback** (yrs.)	Estimated Project Useful Life (yrs.)
		Electric Energy (kWh/yr)	Demand (kW/yr)	Electric ($/yr)	Natural Gas (Mcf/yr)	Natural Gas ($/yr)	Water (kGal/yr)	Water ($/yr)			
1											
2											
3											
4											
5											
6											
7											
8											
Utility Assessment Report Cost		–	–	–	–	–	–	–		–	–
Initial Measurement & Verification Cost		–	–	–	–	–	–	–		–	–
Construction Bonding Cost		–	–	–	–	–	–	–		–	–
Owner's Administration, Management, Training & Other Costs		–	–	–	–	–	–	–		–	–
Buy Down* **		–	–	–	–	–	–	–		–	–
TOTAL LOAN AMOUNT (IMPLEMENTATION TOTAL) (Simple Payback)											
Required Ongoing Monitoring Service Cost		–	–	–	–	–	–	–		–	–
Guaranteed Rebate Savings		–	–	–	–	–	–	–		–	–
Financing Cost		–	–	–	–	–	–	–		–	–
TOTAL PROJECT PAYBACK (Project Payback)		–	–	–	–	–	–	–			–

* HVAC savings degradation = 0.75% each year.

** Individual energy efficiency measure payback must be less than or equal to the estimated useful life of the measure.

*** Maximum Buy Down on an individual UCRM must not exceed 50% of the total UCRM cost.

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

Attachment B- Project Assessment Commitment

Attachment B is not required when a Utility Assessment Report (UAR), Commissioning Report or Preliminary Energy Audit is submitted with the application.

Applicant requests LoanSTAR Funding be reserved for a proposed energy efficiency or commissioning project. The dollar amount requested is Applicant's estimated cost to analyze and implement energy efficiency projects that will be financed through the LoanSTAR Program.

LoanSTAR funds, if reserved, will be subject to the following conditions:

1. Applicant agrees to retain a Professional Engineer (PE), licensed in the State of Texas, to prepare a Commissioning Report or UAR that complies with the LoanSTAR Technical Guidelines or with Performance Contracting Guidelines. The PE shall meet the technical analyst qualifications listed in Volume I, Section I, Paragraph C of the LoanSTAR Technical Guidebook. The PE of record shall accept responsibility for implementation of all retrofit activities in the UAR.

2. Applicant agrees to complete a UAR for design-bid-build or design-build contracts or a Commissioning Report for commissioning projects within 140 days after the execution of the Memorandum of Understanding. Borrower also agrees to submit one (1) electronic copy of the completed Commissioning Report or UAR to the State Energy Conservation Office(SECO). **If the UAR is not received by SECO by the "End Date for Commitment", the reserved LoanSTAR funding will be released to other prospective borrowers.**

3. LoanSTAR project expenditures cannot be incurred before the effective date cited in a fully executed loan agreement. The sole function of a Project Assessment Commitment is to request reservation of LoanSTAR Funding for a Borrower during the period the Commissioning Report or UAR are being prepared. This document shall not be construed as a loan agreement and does not authorize the expenditure of LoanSTAR Funding.

Applicant

Name of Public Entity	$ *Amount Requested*
Name of Signing Authority (printed)	*Title*
Signature	*Date*

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

Attachment C- Memorandum of Understanding (MOU)

Attachment C is not required when a Utility Assessment Report (UAR) or Commissioning Report is submitted with the application.

Execution of this MOU reserves the requested amount of LoanSTAR Funding for the Applicant.

The reserved LoanSTAR Funding is Applicant's estimated cost based on the Preliminary Energy Assessment or Project Assessment Commitment to analyze and implement energy efficiency projects which will be financed through the LoanSTAR Program.

The LoanSTAR funds reserved will be subject to the following conditions:

1. Applicant's Signing Authority certifies that Applicant has retained a Professional Engineer (PE) to prepare a UAR. The PE of record shall accept responsibility for implementation of all retrofit activities in the UAR. The UAR shall be prepared in accordance with the LoanSTAR Technical Guidelines.
2. Applicant's Signing Authority certifies that one (1) electronic copy of the completed reports referenced in item 1 will be delivered to SECO for review. **If the completed reports are not submitted by the "End Date for Commitment", the reserved LoanSTAR Funding will be released to other prospective borrowers.**
3. The sole purpose of this MOU is to reserve LoanSTAR Funding for the Applicant during the period that its UAR is being prepared. This MOU shall not be construed as a loan agreement. It does not authorize the expenditure of LoanSTAR Funding. LoanSTAR project expenditures cannot be incurred before the effective date cited in a fully executed loan agreement.

Applicant

$ _____
Amount Requested

_____
Name of Public Entity (printed)

_____
Name of Signing Authority (printed)

_____
Title

X _____
Signature

_____
Date

State Energy Conservation Office
To be completed by SECO

_____
SECO Program Manager Name (printed)

X _____
SECO Program Manager Signature

_____
Date

_____
End Date for Commitment (Commitments cannot be extended.)

NOTE: Application requirements and format is subject to change. Check SECO website for most recent NOLFA application.

APPENDIX H

ENERGY STAR PORTFOLIO MANAGER REFERENCE MATERIAL

INTRODUCTION TO ENERGY STAR PORTFOLIO MANAGER

An entity's energy baseline can be developed using ENERGY STAR's Portfolio Manager. One of the primary reasons for using ENERGY STAR Portfolio Manager is its ability to normalize the baseline according to several key factors (i.e. Weather, Square Feet, Hours of Operation, Number of Computers, etc.). It is also a free online resource available to all registered users, and is a user-friendly web-based tool.

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). ENERGY STAR has developed Portfolio Manager, an innovative online energy management tool, designed to help organizations track and assess energy and water consumption of their facilities. Portfolio Manager helps organizations set investment priorities, identify under-performing facilities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Portfolio Manager is also an energy performance benchmarking tool. Portfolio Manager rates a facility's energy performance on a scale of 1–100 relative to similar buildings and WWTPs nationwide. The rating system based on a statistically representative model utilizing a national survey conducted by the Department of Energy's Energy Information Administration. This national survey, known as the Commercial Building Energy Consumption Survey (CBECS), conducted every four years gathers data on building characteristics and energy use from thousands of buildings across the United States. A rating of 50 indicates that the facility, from an energy consumption standpoint, performs better than 50% of all similar facilities nationwide, while a rating of 75 indicates that the facility performs better than 75% of all similar facilities nationwide.

In addition, Portfolio Manager is used to generate a Statement of Energy Performance (SEP) for each facility, summarizing key energy information such as site and source energy intensity, greenhouse gas emission, energy reduction targets and energy cost. The Statement of Energy Performance is required for applying for ENERGY STAR Recognition from EPA/DOE. If ENERGY STAR recognition is pursued, the SEP will need to be verified and certified by a qualified professional.

Some facility types are not able to receive an ENERGY STAR rating. However, Portfolio Manager can still serve as a valuable tool for in tracking utility consumption and setting targets for performance of these facilities.

To develop an entity's baseline, 12 months of utility consumption, cost data, and Building Space Use information is required. The following is reference materials that explain how to input this information as well as perform other basic tasks within Portfolio Manager. For further information, please visit ENERGY STAR'S Portfolio Manager at:

http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

LOGGING IN TO PORTFOLIO MANAGER

Log in to Portfolio Manager with user name and password. This will bring the user to the My Portfolio page, which includes a summary of the user's facilities.

Website: https://portfoliomanager.energystar.gov/pm/login.html

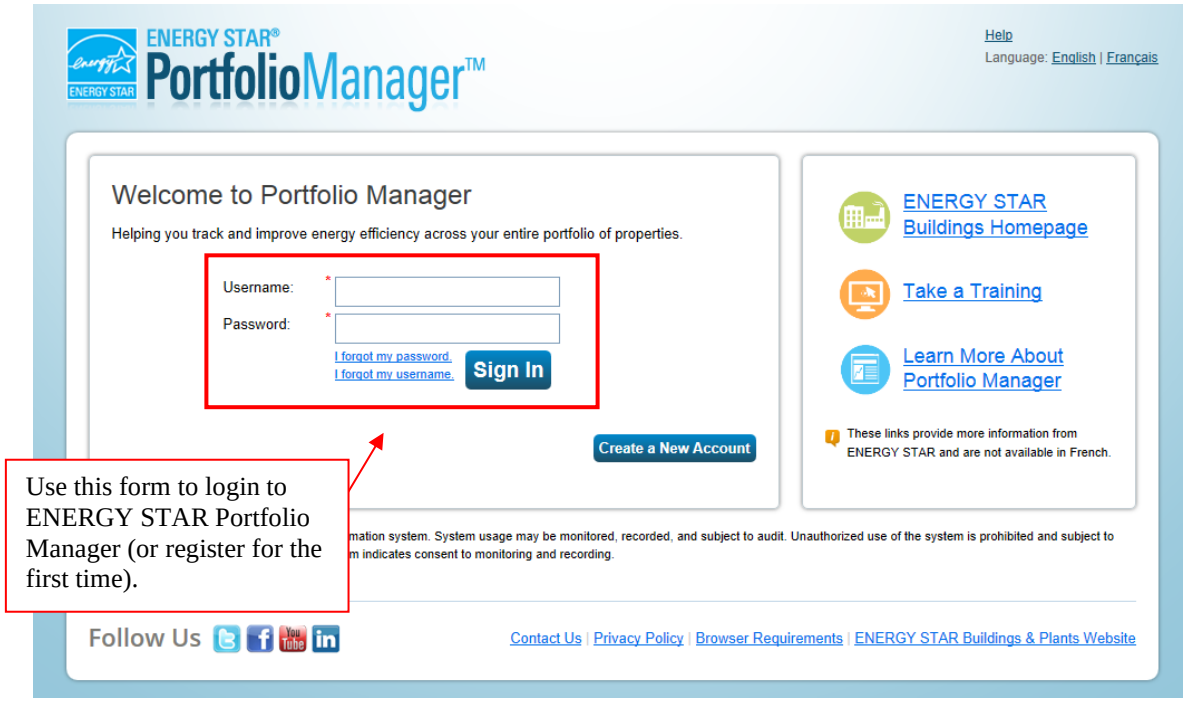


Figure 1: ENERGY STAR Portfolio Manager Homepage

ADDING A FACILITY/PROPERTY

If a facility does not already exist in Portfolio Manager, the user can use the 'Add a Property' link to create an entry in Portfolio Manager for that single facility.

Click the '*Add a Property*' selection located near the top of the main 'My Portfolio' page, as seen in Figure 2.

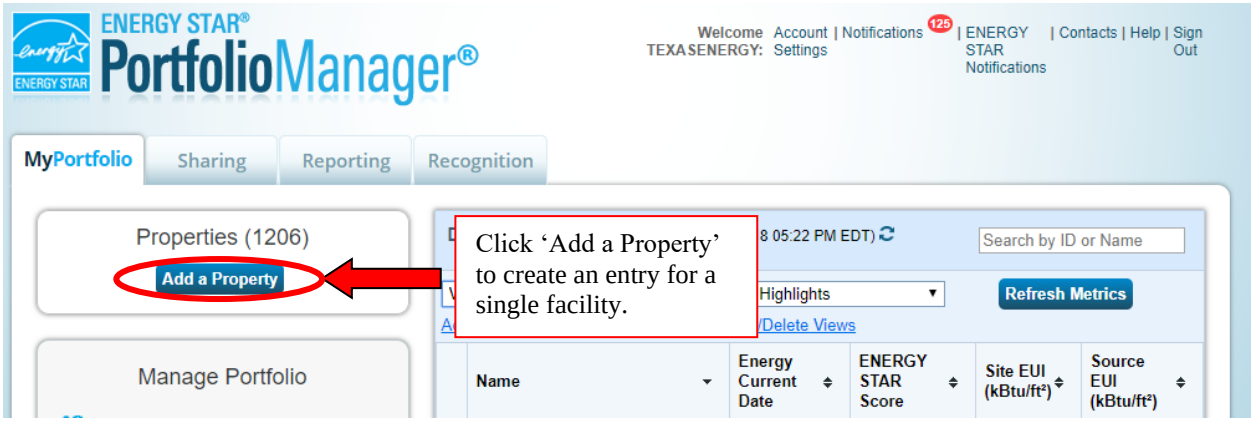


Figure 2: My Portfolio main page

In Figure 3 below, select the primary function of the property (i.e. office, K-12 school, wastewater treatment plant, etc.), whether the property is one or more buildings (i.e. a campus), and whether it is existing or a proposed design. Click **Get Started!** when completed.

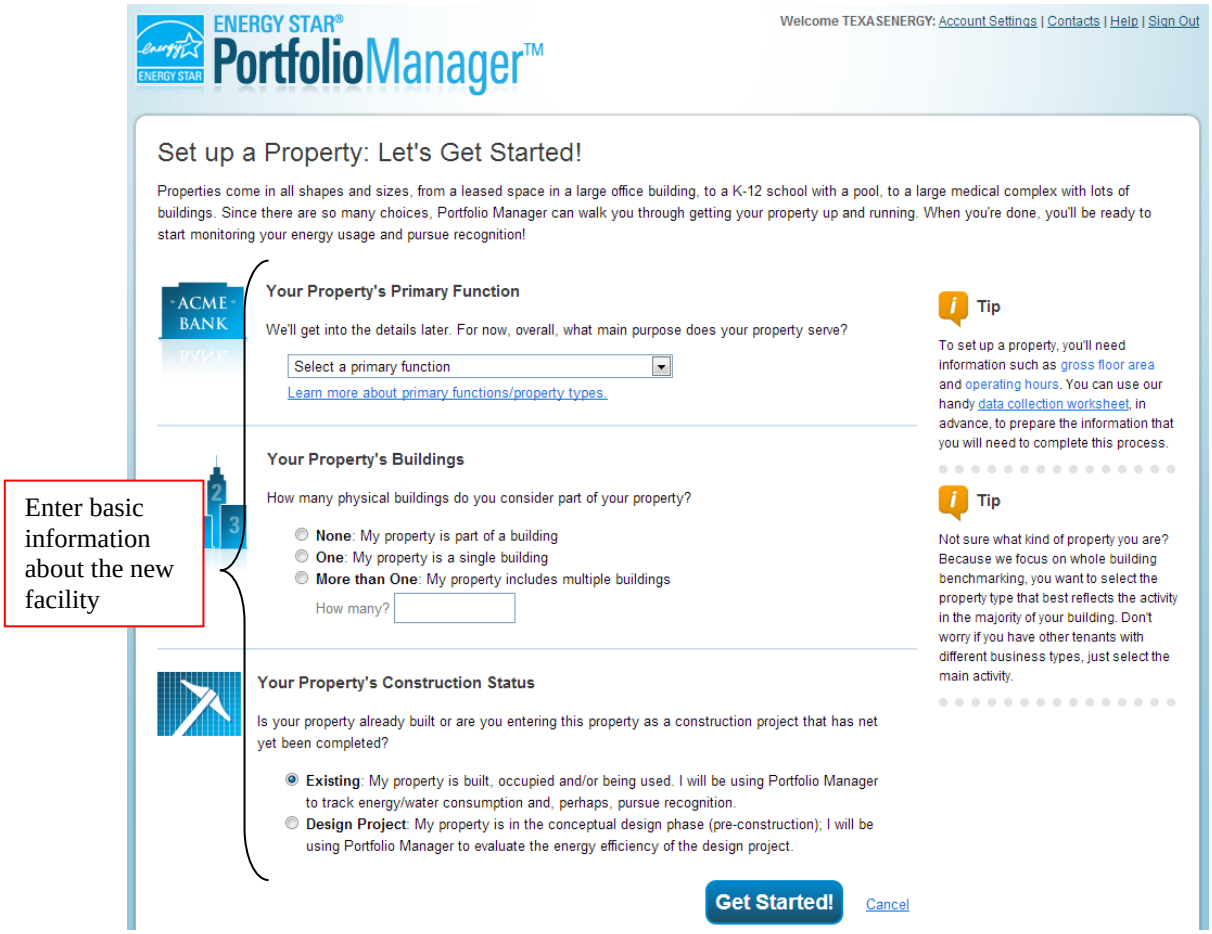


Figure 3: General Facility Information

After clicking **Get Started!**, enter basic property information. Here you can change the property's name, address, and gross floor area.

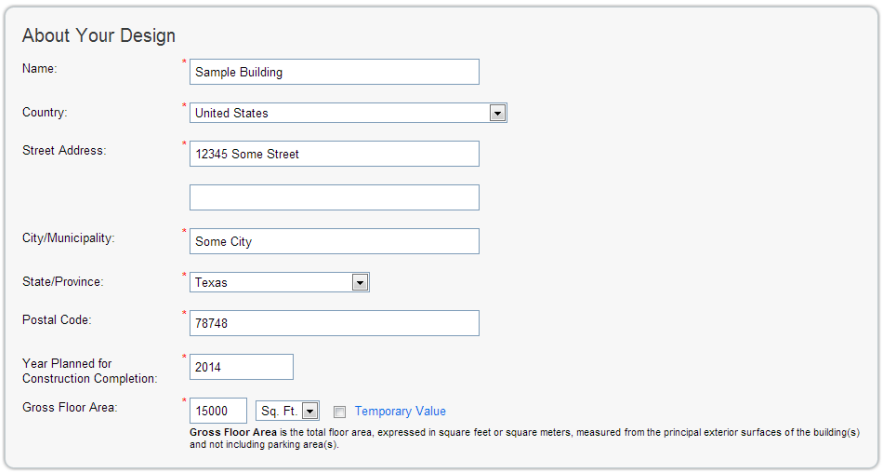


Figure 4: About Your Design Tab

Click **Continue** to enter property use details, as seen below in Figure 5 (specific details to be entered will vary depending on the space use selected previously). They must be entered in correctly and accurately in order to be eligible for ENERGY STAR recognition. If ENERGY STAR recognition is not a primary goal, or if precise attribute values are initially unknown, default values may be used temporarily.

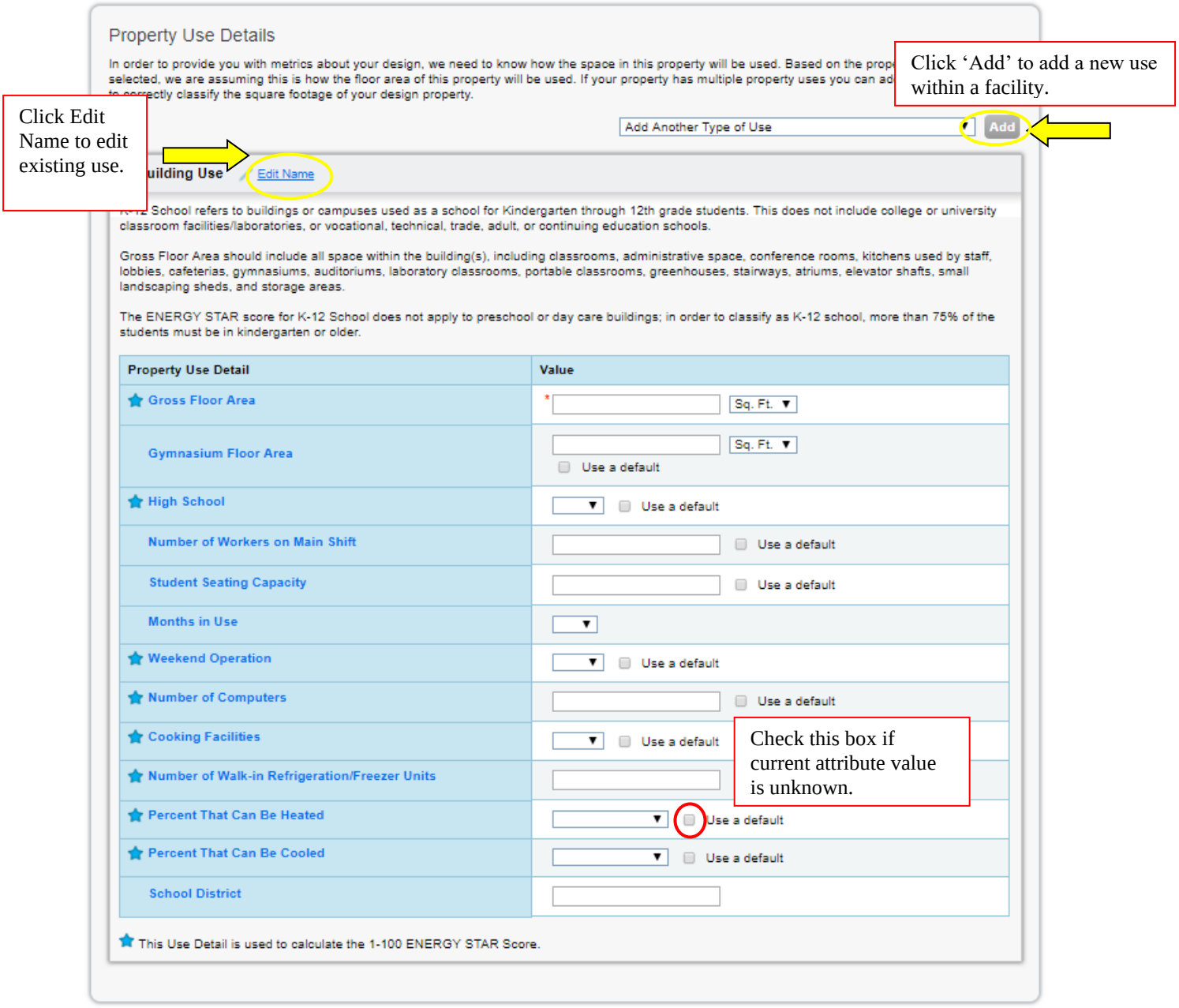


Figure 5: Property use details.

Click **ADD PROPERTY** to finish.

ADDING/EDITING ENERGY METERS

From the **My Portfolio** tab, scroll to the **My Properties** section and click on the property you want to add meters for. Click the **Meters** tab (as seen in Figure 6). To edit an existing meter, click the meter name, as shown below.

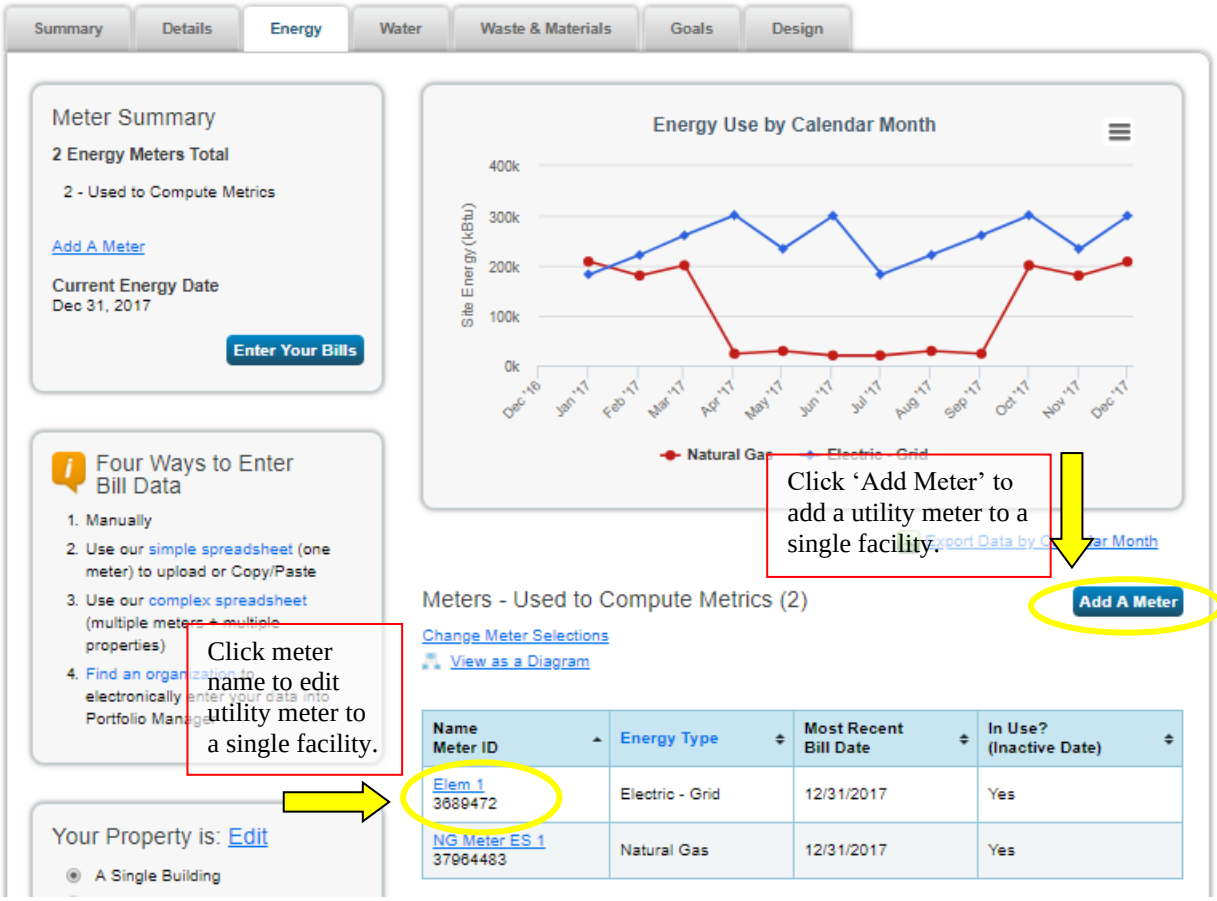


Figure 6: Adding an Energy Meter from the Meters Tab

Start setting up the meters, by choosing your energy sources and number of meters, then click on **Get Started!**

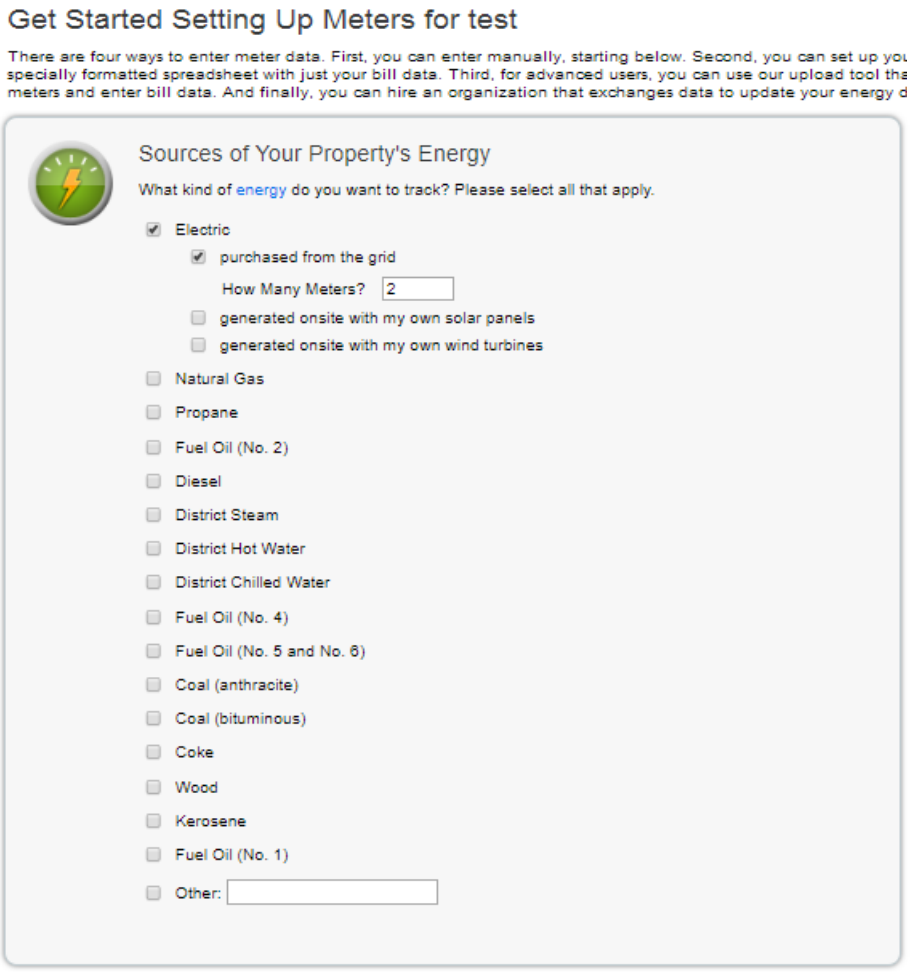


Figure 6: Select the types and numbers of meters to add.

Select the type, units, the first bill date, and put a checkmark if the meter is still in use. Click **CONTINUE** to begin adding billing info.

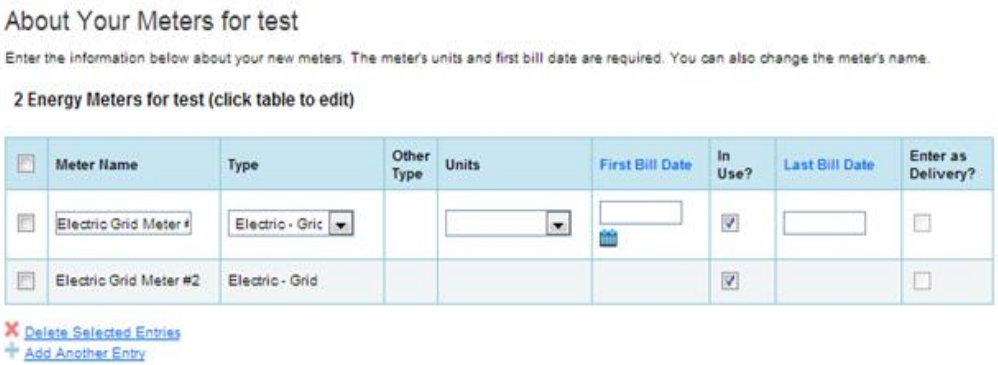


Figure 7: Configuring meter entries

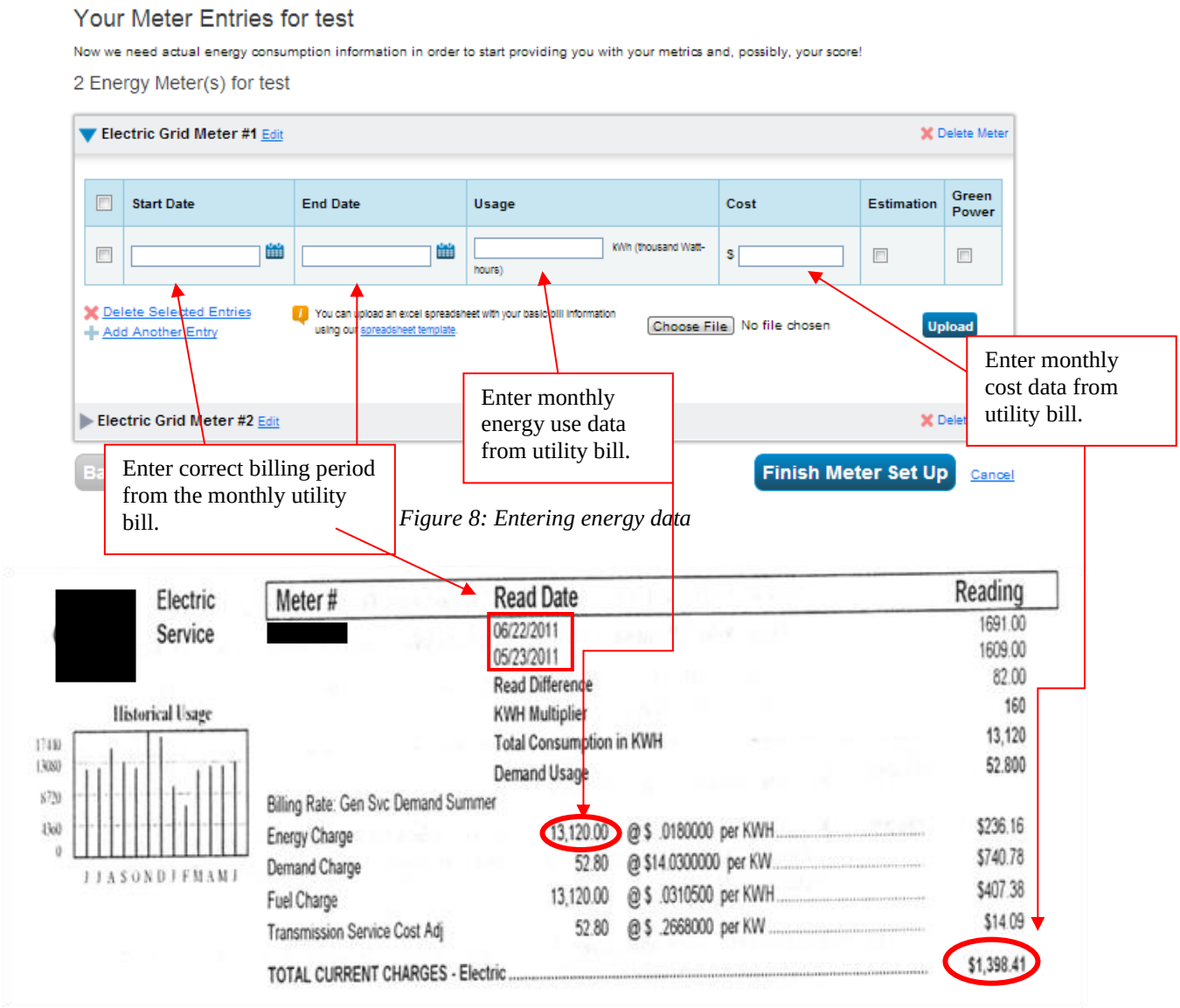


Figure 8: Entering energy data

Figure 9: Sample facility utility bill

GENERATING A STATEMENT OF ENERGY PERFORMANCE

A Statement of Energy Performance (SEP) is a required document in applying for ENERGY STAR recognition. It can also be used for purposes other than applying for ENERGY STAR, such as formalizing information regarding a facility's energy performance or energy and environmental performance impacts.

On the home page, select the **MyPortfolio** tab and click on the property you want to generate a SEP for (You may already be in here). Now click on the **Goals** tab. To the left you will see a section named **Generate & Download Performance Reports for Property**.

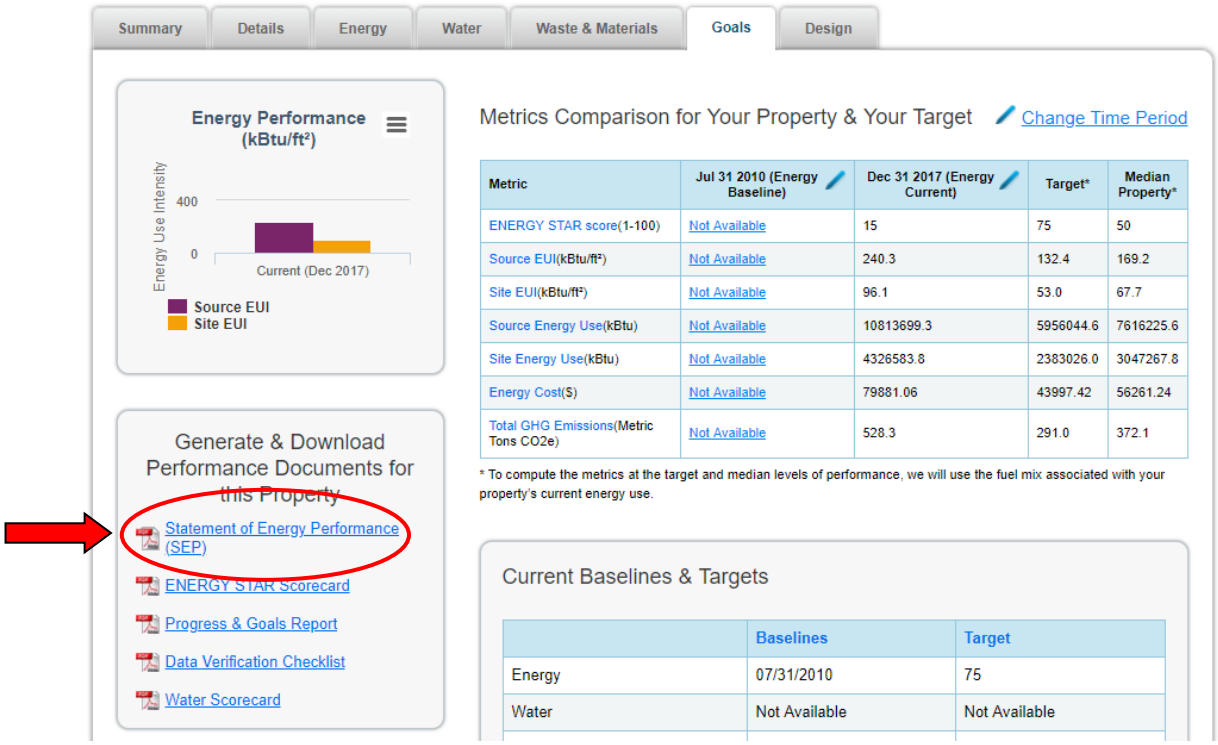


Figure 10: Generating a Statement of Energy Performance from the Facility page

Select Statement of Energy Performance (SEP). In the next page, select the reports to download, the property, the timeframe, and the contacts for the report. Click **Generate & Download Report(s)**

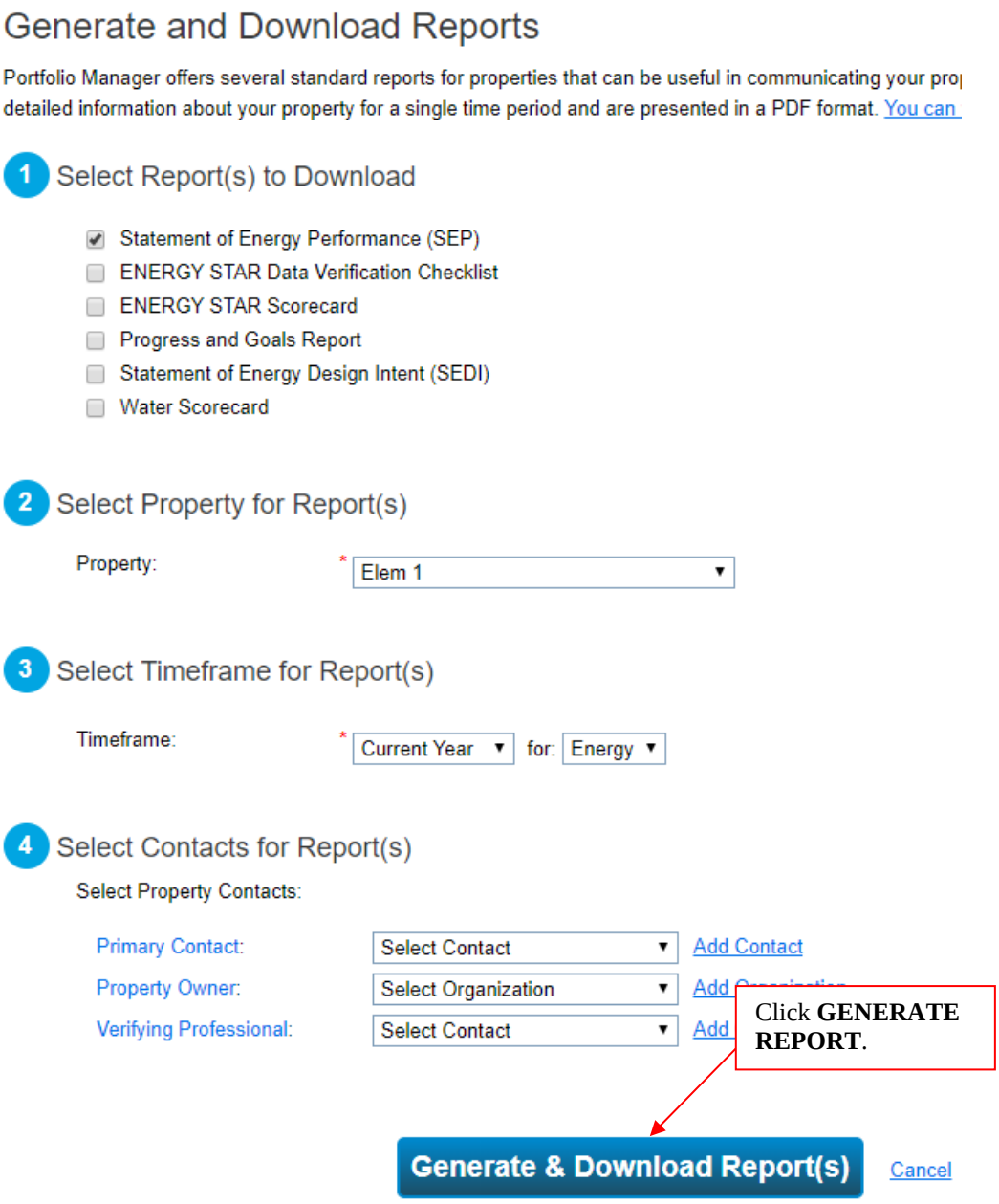


Figure 11: Setting up Statement of Energy Performance

SETTING ENERGY PERFORMANCE BASELINES AND TARGETS

An energy 'Baseline Period' for a facility is a 12-month period of complete energy data that can be compared to a facility's current energy performance or specified goal. To set a baseline period for a particular facility, click on the **Goals** Tab, scroll to the **Current Baselines & Targets** section, and click on **Set Baselines or Target**. 'Set Baseline Periods' on the main facility page (as shown below).

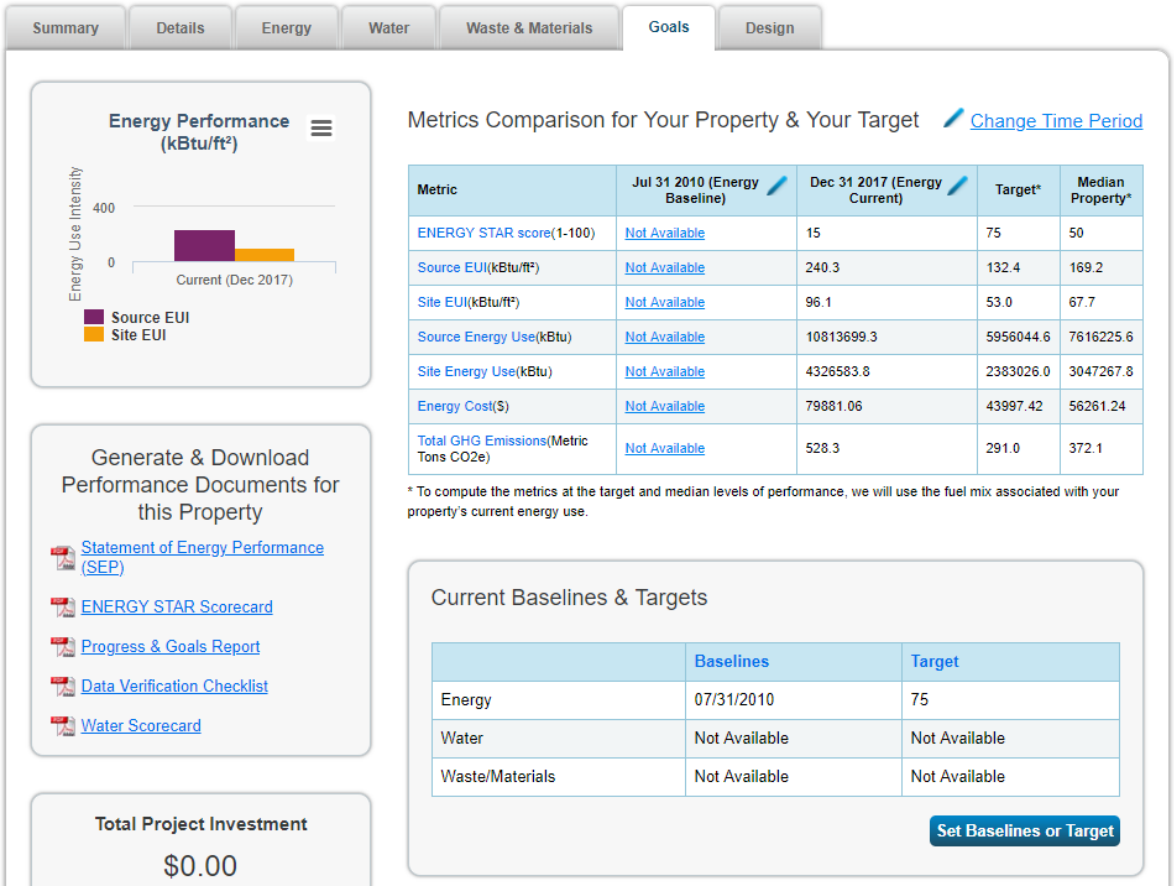


Figure 12: Use the goals tab to set goals and view progress from a baseline period.

In the new window, scroll to the **Baselines** section. Use the drop down menu to select an Energy Baseline Period from which to compare to current consumption and your goal metric.

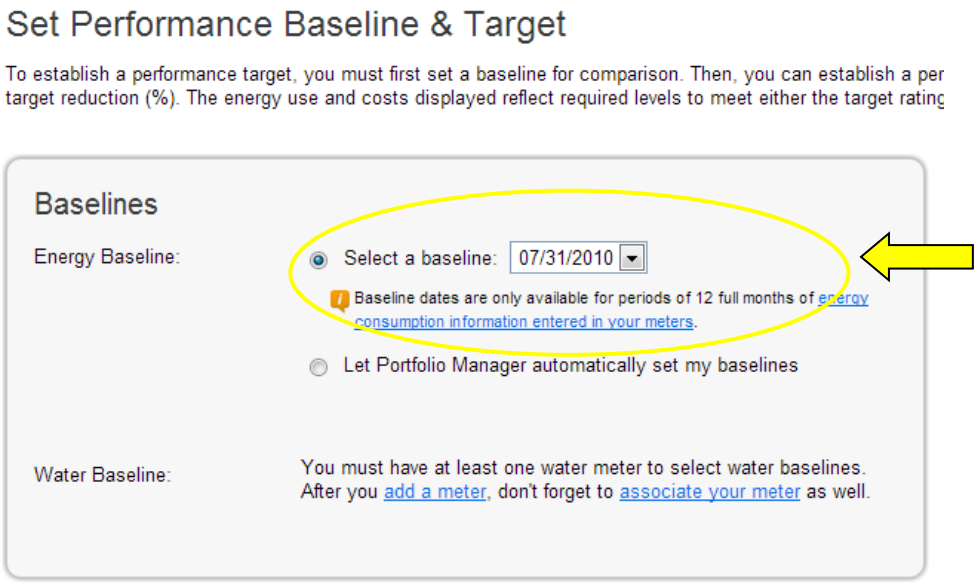
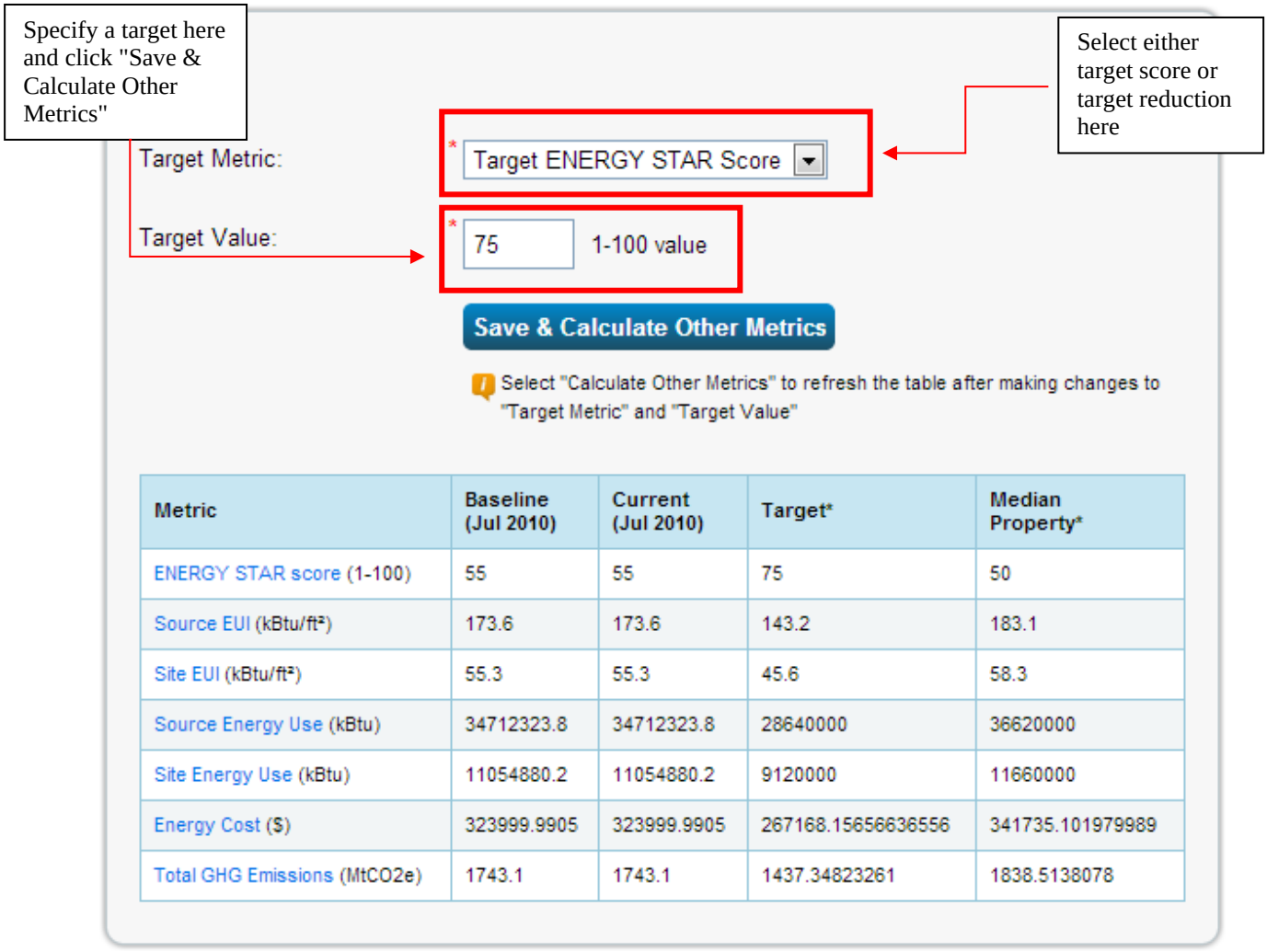


Figure 13: Setting a baseline period for a single facility from the Facility page

The user can choose one of two methods to set an energy performance target: by ENERGY STAR rating or target reduction (%). Click the desired method, and specify a desired target (as seen below). Click **Save & Calculate Other Metrics** to view the baseline, current, target, and median metrics such as EUI, energy star score, and greenhouse gas (GHG) emission statistics for your building type.



Metric	Baseline (Jul 2010)	Current (Jul 2010)	Target*	Median Property*
ENERGY STAR score (1-100)	55	55	75	50
Source EUI (kBtu/ft²)	173.6	173.6	143.2	183.1
Site EUI (kBtu/ft²)	55.3	55.3	45.6	58.3
Source Energy Use (kBtu)	34712323.8	34712323.8	28640000	36620000
Site Energy Use (kBtu)	11054880.2	11054880.2	9120000	11660000
Energy Cost ($)	323999.9905	323999.9905	267168.15656636556	341735.101979989
Total GHG Emissions (MtCO2e)	1743.1	1743.1	1437.34823261	1838.5138078

Figure 14: Setting an Energy Performance Target for a single facility

DELETING A FACILITY, SPACE, OR METER

Deleting a property from Portfolio Manager will delete *everything* associated with that particular property, including general information (address, year built, type of property), any spaces designated within the facility, and any Energy/Water meters. To delete a property, click on the property you want to delete, select the **Details** tab, and click on the **Delete this Property** button on the bottom left corner, as shown in Figure 15 below.

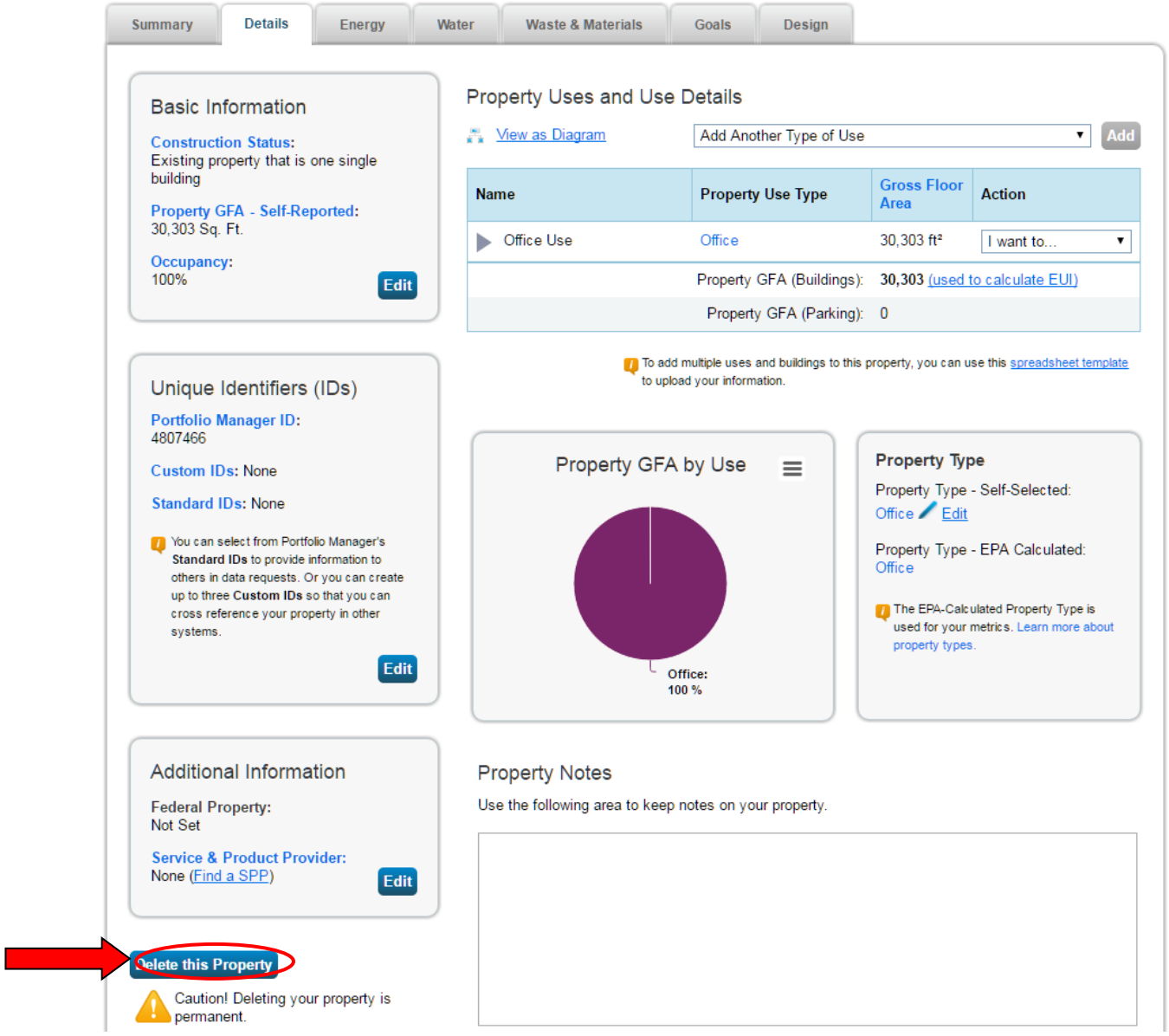


Figure 15: Deleting a facility from the Facility page

ONLINE HELP

ENERGY STAR provides a detailed 'HELP' section online, as seen in Figure 16.

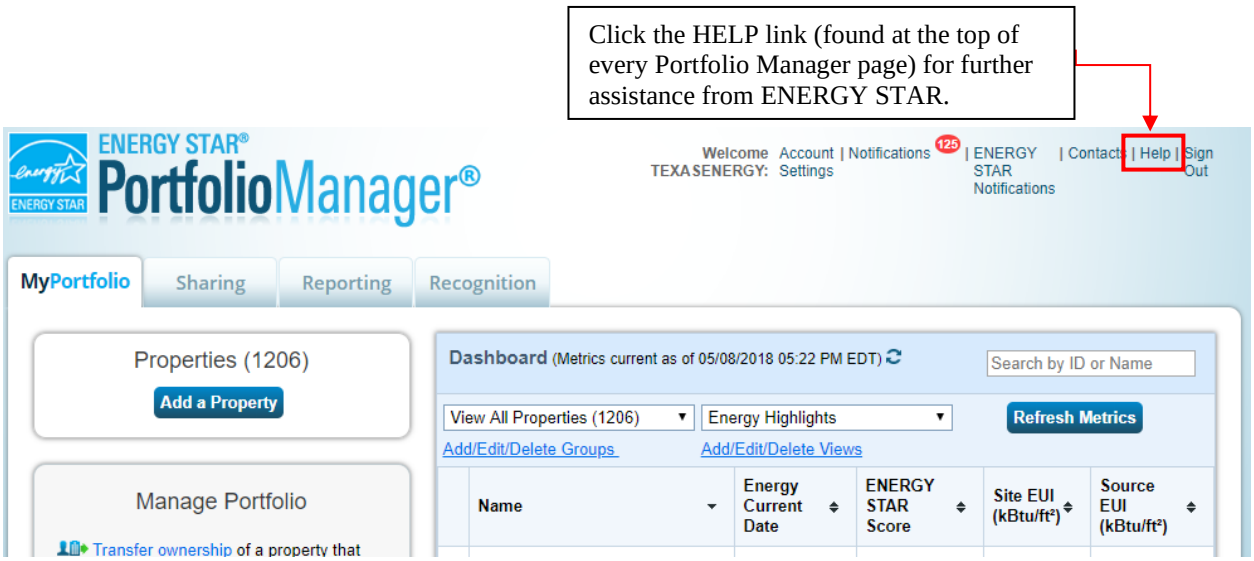


Figure 16: ENERGY STAR Portfolio Manager Help Section

It can also be found at the following link:

https://www.energystar.gov/istar/pmpam/help/portfolio_manager_online_help.htm

The information found in this section provides a wealth of information regarding operation of Portfolio Manager, including a glossary of terms, step-by-step tutorials, instructions for applying for ENERGY STAR recognition, and managing user accounts. It also includes a 'Search' function, which allows the user to locate applicable Help topics.

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023895346	6/11/2020	26 WEEK	12/10/2020	$1,000,000.00	0.09%		
	6/30/2020					$ 49.30	
	7/30/2020					$ 76.47	
	8/30/2020					$ 76.42	
	9/30/2020					$ 74.02	
	10/30/2020					$ 76.47	
	11/30/2020					$ 73.98	
							$1,000,426.66

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST		
1023895346	6/11/2020	26 WEEK	12/10/2020	$1,000,000.00	0.09%			
	12/10/2020					$ 22.24		
							$1,000,448.90	
			MATURED AND DEPOSITED INTO SAVINGS				**$**	**(1,000,448.90)**

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1024451077	12/10/2020	52 WEEK	12/9/2021	$1,000,000.00	0.06%		
	12/31/2020					36.14	
	1/29/2021					50.96	
	2/28/2021					46.04	
	3/31/2021					50.96	
	4/30/2021					49.36	
	5/31/2021					50.97	
							$1,000,284.43

Regular Council Meeting Minutes

Tuesday, May 18, 2021 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Zoom).

1. **CALL TO ORDER** Mayor Herron called to order the Regular Council Meeting at 6:31 P.M.

1.A. The **invocation** was given by Council Member Schwarz.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**
Mayor Russell Herron
Council Member Mike Gordy
Council Member Robert Byrne
Council Member Andy Carey
Mayor Pro Tem Paul Maddock
Council Member David Schwarz

Also present: Administrator Blevins, Assistant City Secretary Stephens, Spring Valley Police Captain Lane, Spring Valley Assistant Police Chief Dixon, City Attorney Bounds, City Engineer Him, City Engineer Vasquez and Building Official Taylor.

2. **CITIZEN'S COMMENTS** **Dwight Riley, 1118 Glourie Drive,** stated that he was present to follow up with his concerns raised at a previous meeting regarding stand-by generators creating noise at night. He said he sent an email to the City which included a noise ordinance from Westin, Florida regarding generators at night time hours.

2.A. **Larry Wilkerson, 1305 Glourie Drive,** sent an email to Administrator Blevins regarding street lights and road signs. This was discussed under agenda item 4.H.

3. **REPORTS TO COUNCIL**

3.A. **Police Report:** Captain Lane said in the month of April there were 99 calls for service including 10 traffic stops. He stated that four (4) street parking warnings were issued.

Administrator Blevins asked about the newly installed blinking stop sign on Westview. Assistant Chief Dixon said that particular stop sign gets run more than any other stop sign so they installed the electronically lit sign.

3.B. **Discussion of the installation of License Plate Reader Cameras in Hilshire Village** Assistant Chief Dixon said many other cities have already deployed a camera system to alert dispatch of wanted vehicles which may help in finding persons of interest. City Administrator Blevins shared her computer screen of a map of the City indicating the three (3) high profile entrances: the Westview Drive intersections at Ridgeley Drive and Glourie Drive, and the Ridgeley Drive intersection at Wirt Road. It also showed other entrances that might be considered. Captain Lane stated home cameras and business cameras are too pixelated and don't zoom well, but the clear images from these cameras can be vital in some cases.

Assistant Chief Dixon said the cost of the cameras is $2,500 per year and the data is only kept for thirty days. He stated that the video data gets deleted from the vendor's server and must be saved on the police department's server if it needs to be retained.
Assistant Chief Dixon introduced a representative from Flock Safety, Cait Ruske. Ms. Ruske said there are grants available but other cities have collected donations from businesses and local organizations as well to help with the cost. Ms. Ruske stated the readers give the Police Department the opportunity to catch criminals before they are able to do anything in the area.
Council Member Gordy said the automatic deletion solves his concerns regarding records retention.
Marcus Dotson, 3 Hilshire Grove Lane, asked about the vendor's privacy policies and what they do with the data they collect. Assistant Chief Dixon stated the data is stored in the cloud and dumped every 30 days if not tagged or already saved. Ms. Ruske stated that everything they do is only for law enforcement purposes, there is no monetization or sharing of footage. She said a picture of the license plate and a small area of the back of the car is all that is captured.

Mayor Herron asked what the timeline was for implementation. Assistant Chief Dixon said they were presenting to Spring Valley's Council the following week and will be suggesting that the City use Child Safety Funds for the initial costs.

Mayor Herron asked if Spring Valley Village and Hilshire Village be under one contract or treated as separate entities. Ms. Ruske said in most cases it falls under one (1) contract with a supplemental agreement but two (2) contracts can be done if needed.

Council Member Schwarz asked what other cities are utilizing the readers. The answer was the Memorial Village Police Department and Jersey Village Police Department.

Bill Bristow, 1233 Pine Chase Drive, asked what the response time would be after they get an alert and what is the response procedure. Assistant Chief Dixon said stolen or wanted vehicle would be first priority so they would respond very quickly. He said there is a twenty second latency between the time the camera captures the image and processes the data then transmits it to dispatch. Mr. Bristow asked if the police department does not intercept the subject vehicle, is there still an investigation. Assistant Chief Dixon answered that a vehicle can be flagged and

dispatch will keep an eye out for it to come back.

Council Member Schwarz asked who is responsible for the software updates. Assistant Chief Dixon said the vendor updates the software automatically, and there is an anticipated 5G upgrade and is included in the subscription.

Council Member Gordy asked if this is a subscription-based model per camera and who upgrades the camera equipment as technology changes. Assistant Chief Dixon said the he was informed that the vendor has no plan for a price increase for the next three (3) years. He said the cost is $2,500 per camera per year and includes the camera, mount, software, maintenance, and handling of the database.

3.C. **Building Official's Report:** Building Official Taylor said there were no outstanding items to report.

3.D. **Engineer Report:** Engineer Him said the **fire hydrant at 1257 Archley Drive** is leaking and he recommended that it be replaced. He stated that it was installed in 2008.

Engineer Him said the new fire suppressant line at **8373 Westview Drive** is being installed by Houston Plumbing Specialists. He stated that the existing water line on Pine Creek Lane is under the road, so in order for them to tie in they will have to street cut the entire width of the road and trench at least ten (10) feet. Council Member Gordy asked if the City required a bond from the contractor. He said he was concerned about the standards to restore the roadway. Engineer Him said typically they require bonds from their contractors, but the City doesn't usually request them from individual contractors. He stated that HDR Engineering will provide standards for the contractor to replace the pavement. Council Member Gordy said if the water line is six (6) feet deep and the contractor does not fill with stabilized sand and proper pavement then the City would be responsible for future repairs. He said if there is a bond in place then the City would have protection. City Attorney Bounds said if work is valued at more than $25,000 the contractor would be required to provide a bond for the public right-of-way.

Engineer Him said that the City is receiving funding from the American Rescue Act of 2021 and the **lift station generator** is an eligible activity. He suggested waiting until the detailed requirements for this fund are confirmed before proceeding. Engineer Him hoped to make progress by July or August of this year. Council Member Gordy said that he is concerned that the current backlog for generators will affect the timing and said that the City should have a plan ready to go. Council Member Schwarz said right now it is taking six (6) to twelve (12) months to get a generator.

Engineer Him stated that it appears that the American Rescue Act of 2021 funds can also be used for water and wastewater improvements. He said that could include the Hickory Shadows Water Meter Vault replacement and reimbursement for the emergency repairs the City had to make after the February 2021 freezing weather. Council Member Gordy asked if expenditures for a fire hydrant replacement would qualify. Engineer Him answered, "Yes."

Engineer Him said in an effort to reduce the engineering costs on a monthly basis he will be assigning day-to-day responsibilities to his assistant **Javier Vasquez, P.E.**, but he will not step out completely. Engineer Him said Mr. Vasquez has his Professional Engineer license and is a Certified Floodplain Manager as well. He said Engineer Vasquez has been doing most of the day-to-day activities while training to be his successor. Engineer Him stated that he would give Engineer Vasquez the authority on reviewing and approving drainage plans and will remain available for large projects. Engineer Vasquez said he has been actively involved with Hilshire Village for around ten (10) years focusing on drainage plans and daily operations. He said he is excited to move forward in his career and assist the City.

4. DISCUSSION AND POSSIBLE ACTION

4.A. **Administer Oaths of Office for three (3) Council Members**

Mayor Herron administered the Oaths of Office to Council Member Carey, Mayor Pro Tem Maddock, and Council Member Schwarz.

4.B. **Discussion and Possible Approval of the City of Hilshire Village Resolution # 2021-215 appointing Mayor Pro Tem to be Paul Maddock**

Motion made by Council Member Schwarz, Seconded by Council Member Byrne.

Voting Yea to approve the motion approving City of Hilshire Village Resolution # 2021-215 appointing Mayor Pro Tem to be Paul Maddock: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

4.C. **Discussion and Possible Approval of the City of Hilshire Village Resolution # 2021-216 appointing Bank Signatories to be the Mayor, Mayor Pro Tem Maddock and Council Member Gordy**

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

Voting Yea to approve the motion approving the City of Hilshire Village Resolution # 2021-216 appointing Bank Signatories to be the Mayor, Mayor Pro Tem Maddock and Council Member Gordy: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

4.D. **Discussion and Possible Approval of the City of Hilshire Village Resolution # 2021-214 appointing the Alternate Fire Commissioner to be Ron Presswood**

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

Council Member Byrne said next Wednesday is Mr. Presswood's first Fire Commission Meeting. He said he will get him on the notice list from the Fire

Department, show him the fire station progress and familiarize him with the department.

Bill Bristow, 1233 Pine Chase Drive, asked if the Fire Commissioner's Meeting is open to the public. Commissioner Byrne responded, "Yes, anyone can attend."

Voting Yea to approve the motion approving the City of Hilshire Village Resolution # 2021-214 appointing the Alternate Fire Commissioner to be Ron Presswood: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

4.E. **Discussion and Possible Approval of the City of Hilshire Village Resolution # 2021-217 approving the Proposed 2022 Village Fire Department Budget in the amount of $7,453,447.31 with Hilshire Village's 2022 Annual Assessment being $223,603.42 (3%)**

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

Commissioner Byrne said temporary fixes were made to stop leaks but those will be repaired properly. He said the department is increasing insurance coverage so there will be extra expenses. He also said there were new maintenance issues with the computers and other infrastructure that was updated during the renovation project. Commissioner Byrne said the department will be purchasing a new ambulance next year and that expenditure is included in the budget.

Voting Yea to approve the motion approving the City of Hilshire Village Resolution # 2021-217 approving the Proposed 2022 Village Fire Department Budget in the amount of $7,453,447.31 with Hilshire Village's 2022 Annual Assessment being $223,603.42 (3%): Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

4.F. **Discussion and Possible Approval of the City of Hilshire Village Resolution # 2021-218 approving the Village Fire Department's 2020 Intra-Budgetary Transfers to balance the deficit and to approve the 2020 Audit**

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

Administrator Blevins said this is the same type of activity as the City does to balance the budget for the auditors.

Voting Yea to approve the motion approving the City of Hilshire Village Resolution # 2021-218 approving the Village Fire Department's 2020 Intra-Budgetary Transfers to balance the deficit and to approve the 2020 Audit: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

4.G. Discussion of Wirt Road and the possibility of a sidewalk Council Member Carey said he received a rejection letter from the City of Houston stating the cause

to be obstructions in the path. He said he left a message for the gentleman who issued the letter but has not yet heard back. Council Member Carey asked if it would make a difference to request smaller sections and if there someone to speak with at the City of Houston. The sidewalk on the east side of Wirt is in the ROW and it maneuvers around light poles and trees so there should be a way to work around it. Engineer Him said the Mennonite Church was required by the City of Houston to install the sidewalk and the developer had to pay for it. He said he thinks the real reason the City of Houston rejected the request is because of funding issues and that the sidewalk technically would not benefit Houston residents. Engineer Him said they might not have a problem with the work if Hilshire Village was to pay for it. He stated that the project would be more expensive to do in sections because of contractor mobilizing costs and permitting fees.

Marcus Dotson, 3 Hilshire Grove Lane, said his wife reached out to the City of Houston for a sidewalk on Wirt Road from Hilshire Grove north to Westview Drive. He stated that he believes citizens would support a sidewalk if asked.
Council Member Gordy said he wants to explore the project costs and timeline and propose a shared cost with the City of Houston. Engineer Him said he will work with Engineer Vasquez on a cost estimate to make an informed decision.

Bill Bristow, 1233 Pine Chase Drive, said he is against the project because reducing Wirt Road to one lane during construction will cause traffic issues.

4.H. **Discussion of updating the City of Hilshire Village lighting throughout the Village** Administrator Blevins said she spoke with CenterPoint who said that they will replace fifty existing lights with LED bulbs on the existing poles as a kind of credit. She said there are separate fees to remove the old poles and install new poles. Administrator Blevins said CenterPoint will make a presentation to Council but prefers meeting during normal business hours. Council Member Schwarz said CenterPoint would need to come into the City to create a new lighting plan.

Engineer Him said SECO might pay for upgrades to existing fixtures but not new or additional lighting. Mayor Herron asked how many poles are currently in the City. Administrator Blevins answered, “Fifty-one.” Administrator Blevins said during discussion with CenterPoint, they alluded to installing the conduit themselves. Engineer Him said that is not how he has seen it handled it in the past. Administrator Blevins said she will schedule a meeting between CenterPoint and the Council.

Council Member Byrne addressed the email and the included exhibits received from Mr. Wilkerson. He said the pole design should emit light downward and not into the sky. Council Member Byrne said Mr. Wilkerson also suggested signs that advertise Spring Valley Police patrols the area which might help with petty crime.

5. CLOSED EXECUTIVE SESSION: The Council did not convene into executive session.

6. DISCUSSION AND POSSIBLE ACTION: None

7. REPORTS TO COUNCIL

7.A. **Fire Commissioner's Report:** Commissioner Byrne said the year-to-date total calls for service was thirty-three. He said in the month of April there were four (4) alarm calls and zero (0) fire calls.

Commissioner Byrne said the **Fire Station Renovation** is making progress. He said there have been issues such as concrete poured incorrectly in the bathroom showers and weather interrupting roof work. Commissioner Byrne said they are getting ready to review how some of the masonry will be installed. He said Council Member Gordy is looking into the project and has raised questions about inspections. Council Member Gordy said he will be back at the project next week. Commissioner Byrne said steering committee has been very busy, and the project was on schedule prior to this week.

7.B. **Mayor Herron's Report:** Mayor Herron said the nighttime street parking has improved, although several residents still bring their car to sit on the street during the day. He said since his street is a constant offender of this behavior he wanted to know if it is a localized issue or if the council members experience the same issue on their streets. Council Member Gordy said no matter what ordinances are in place people will find a loophole. He stated that he still has a lot of problems with contractors parking on the street prohibiting service vehicles from getting through. Council Member Gordy said he knows to call Spring Valley Police Department when that happens, but that he sees the daytime street parking as more of a problem than homeowners.

Council Member Schwarz asked why gravel parking pads are not more common. Council Member Gordy said previous council members did not like the way they looked so they put guidelines that restricted people from installing them. Engineer Him stated that intersections and stop signs cause issues with parking pads, as well as needing a supportive shoulder before the slope of the ditch begins. Council Member Gordy said masonry products could be used instead of metal edging to prevent gravel from entering the ditch. Council Member Byrne stated that some of the parking pads have done well through the elements and if the design criteria were revised to be standard then there would be continuity throughout the City.

7.C. **City Administrator's Report:** Administrator Blevins said Mayor Pro Tem Maddock gave a name of a photographer to take pictures for the City website.
She also said that she received an email from Olson & Olson stating that Governor Abbot has issued an order which removed the ability to require masks from a member of the public in public places. Attorney Bounds said the order that allows remote meeting times has not been rescinded.
Administrator Blevins said WCA was bought by GFL and the City's contract expires at the end of this year so they might issue a price increase. She said the City might need to go out for bids, but not a lot of companies offer back door services. Attorney Bounds said the City does not have to go out for bids and can do a modified proposal.
Mayor Herron said he has heard a rumor that recycling items go into a landfill and wants to confirm with the new company that they are actually recycling.

7.D. **City Treasurer's Report:** Administrator Blevins said she is starting to get the budget workshops on the calendar and the Council might need to vote on the proposed tax rate in August. She said if there needs to be a November election for a tax rate above the allowable then the proceedings have to be scheduled earlier.

8. CONSENT AGENDA

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

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting April 20, 2021

8.C. General Fund and Utility Fund Check Registers for April 2021

8.D. Proclamation for Police Week

8.E. Proclamation recognizing the Spring Event to be a Kona Ice truck held May 23, 2021 on Pine Chase Grove

Voting Yea to approve the consent agenda consisting of Disbursements, Minutes from the Regular Council Meeting, April 20, 2021, General Fund and Utility Check Registers for April 2021, Proclamation for Police Week, and Proclamation recognizing the Spring Event: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

9. ADDITIONAL COUNCIL COMMENTS: None

10. FUTURE AGENDA TOPICS: None

11. ANNOUNCEMENTS: None

12. ADJOURNMENT: Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.

Voting Yea to approve the motion for adjournment: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The meeting was adjourned at 9:12 P.M.

_____

Russell Herron, Mayor

ATTEST:

_____

Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE

Check Register

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8471	5/3/21	Village Fire Department	11114	17,403.29
8472	5/3/21	Villages Mutual Insurance	11114	1,685.39
8473	5/3/21	Waste Corporation of Tex	11114	6,799.59
8474	5/10/21	Centerpoint-Energy	11114	24.54
8475	5/10/21	Northwest Pest Patrol	11114	240.00
8476	5/10/21	Sanchez Landscaping	11114	280.00
8477	5/17/21	A T & T	11114	88.14
8478	5/17/21	Hudson Energy Services L	11114	480.85
8479	5/18/21	Amegy Bank	11114	706.85
8480	5/18/21	Olson & Olson, Attys at L	11114	200.00
8481	5/18/21	BBG Consulting	11114	2,750.00
8482	5/18/21	HDR	11114	8,639.86
8483	5/18/21	Robert Blevins	11114	540.00
8484	5/20/21	Harris County Appraisal	11114	2,767.00
ACH 05-03-21	5/3/21	Texas Municipal Retireme	11114	1,875.45
ACH 05-06-21	5/6/21	A T & T	11114	380.19
ACH 05-14-21	5/14/21	Susan N. Blevins	11114	3,013.07
ACH 05-19-21	5/19/21	Internal Revenue Service	11114	1,749.86
ACH 05-28-21	5/31/21	Susan N. Blevins	11114	3,013.07
ACH1 05-06-21	5/6/21	Cirro Energy	11114	704.20
ACH1 05-14-21	5/14/21	Cassandra L. Stephens	11114	1,476.42
ACH1 05-28-21	5/31/21	Cassandra L. Stephens	11114	1,617.50
ACH2 05-03-21	5/3/21	Sprg.Valley GenFund- Pol	11114	43,502.50
Total				99,937.77

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
4005	5/3/21	Inframark, LLC	11012	2,000.00
4006	5/6/21	A T & T	11012	264.81
4007	5/6/21	City of Houston, Public W	11012	15,524.91
4008	5/10/21	DSHS Central Lab MC20	11012	213.92
4009	5/10/21	Hudson Energy Services L	11012	19.51
4010	5/17/21	T-Construction LLC	11012	300.00
4011	5/17/21	T-Construction LLC	11012	1,800.00
4012	5/18/21	HDR	11012	2,889.14
4013	5/18/21	USIC Locating Services	11012	417.16
4014	5/18/21	USIC Locating Services	11012	414.58
4015	5/18/21	USIC Locating Services	11012	288.40
4016	5/18/21	Texas Excavation Safety S	11012	18.05
4017	5/18/21	Inframark, LLC	11012	5,487.80
4018	5/26/21	Cityof Houston#7099-300	11012	12,905.55
Total				42,543.83