



# Regular Council Meeting Agenda

Tuesday, September 17, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**The City Council of Hilshire Village, Texas will meet on Tuesday, September 17, 2024, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.**

Individuals may personally engage with the City Council during the meeting at City Hall or through written communication. Please ensure your comments are submitted in advance to [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com).

Participants attending the meeting via videoconference will not have audio or video functionalities enabled.

View Meeting via Teams  
Meeting ID: 282 137 274 565  
Passcode: iKanJR

## 1. **CALL TO ORDER**

- 1.A. Invocation (Mayor Buesinger)
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

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

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

## 3. **REPORTS TO COUNCIL**

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

- 3.E. Mayor Buesinger's Report (Mayor Buesinger)
- 3.F. City Secretary's Report: (City Secretary Stephens)
  - Call Log
  - Consent Agenda
  - Tree Board Inaugural Meeting
  - Street Lights Update
- 3.G. City Treasurer's Report (City Secretary Stephens)
  - 2024 Debt Series Update

4. **CONSENT AGENDA**

- 4.A. Approve Disbursements
- 4.B. Approve Minutes from the Regular Council Meeting August 20, 2024
- 4.C. Approve August 2024 Check Registers
- 4.D. Approve Resolution 2024-267 Ratifying City Hall A/C Expense
- 4.E. Approve a proclamation recognizing October as Domestic Violence Awareness Month.
- 4.F. Approve a proclamation recognizing National Night Out to be held October 1, 2024, location to be determined.
- 4.G. Approve a proclamation recognizing World Teacher Day as October 5, 2024.
- 4.H. Approve a proclamation recognizing Halloween Night to be held October 31, 2024, on Archley Drive

5. **DISCUSSION**

- 5.A. Public Hearing on the Proposed Annual Budget for the Fiscal Year Ending 2025.

6. **DISCUSSION AND POSSIBLE ACTION**

- 6.A. Discussion and possible approval of Ordinance Number 840-2024 amending Appendix "A" Fee Schedule of the Code of Ordinances of the City of Hilshire Village, Texas by deleting section 7.200 and replacing with a new section 7.200 establishing new water and trash rates.
- 6.B. Discussion and possible approval of Ordinance Number 841-2024 adopting the City of Hilshire Village, Texas General Budget for the Fiscal Year Ending 2024 in accordance with Section 102.007(c) of the Local Government Code.

This budget reflects an increase in revenue from property taxes than last year's budget by an amount of \$34,222, which is a 1.89 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$41,286.

- 6.C.** Discussion and possible approval of a component of the tax rate in the amount of \$0.112531/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City for the 2024 tax year. (Roll Call Vote)
- 6.D.** Discussion and possible approval of a component of the tax rate in the amount of \$0.438454/100 to fund the City's maintenance and operation expenditures for the 2024 tax year. (Roll Call Vote)
- 6.E.** Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 842-2024 providing for the Levy and Collection of Ad Valorem Taxes for the Year 2024.

**7. DISCUSSION AND POSSIBLE ACTION**

- 7.A.** Discussion and possible approval of finance policy.
- 7.B.** Discussion and possible direction to staff regarding the City of Hilshire Village Hazard Mitigation and Disaster Response Policy  
Village Fire Department Mayor's Emergency Management Guide  
Harris County Hazard Mitigation Interlocal Agreement & Action Plan
- 7.C.** Discussion and possible approval to vote in the election of the Region 14 Director of the Texas Municipal League Board of Directors.
- 7.D.** Discussion and possible approval to vote in the election of Places 11 through 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool.

**8. FUTURE AGENDA TOPICS**

**9. ADJOURNMENT**

NOTES:

\*Agenda items may be considered in any order.

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

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

**I, Cassie Stephens, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible September 13, 2024 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

08\01\2024  
thru 08\31\2024  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
21	911 HANG UP	1
6	ACCIDENT	2
22	ALARM	8
23	AMBULANCE CALL	4
24	ANIMAL CALL	1
135	BUSINESS CHECK	931
60	FIRE CALL	2
68	HOUSE CHECK	53
70	INFORMATION	6
76	LOUD NOISE	1
81	OPEN DOOR	2
162	PARKING VIOLATION	8
86	PUBLIC RELATIONS	40
97	SPECIAL ASSIGNMENT	5
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	2
108	TRAFFIC CONTROL	2
11	TRAFFIC STOP	32
111	VEHICLE BLOCKING ROADWAY	1
117	WELFARE CONCERN	3
	<b>Total</b>	<b>1,105</b>

# SPRING VALLEY VILLAGE POLICE DEPARTMENT

**MONTHLY NEWSLETTER:  
SEPTEMBER 2024**

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



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

# INTRODUCTION

*Hilshire Village Residents,*

Fall will soon be here, which will bring us cooler weather and some rain. As school is back in session, please be mindful of school zones and school buses.

**KEEP IN MIND:**

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

As always we are here if you need us!

*Sincerely,  
Chief M. Schulze*



# SEPTEMBER 2024

DATE	DAY	SPECIAL DAYS FOR THIS MONTH
09-02-2024	MONDAY	LABOR DAY
09-02-2024	MONDAY	CITY HALL CLOSED
09-22-2024	SUNDAY	FIRST DAY OF FALL



**COMMUNITY MATTERS.  
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# SPRING VALLEY POLICE DEPARTMENT HILSHIRE VILLAGE

CALLS BY TYPE: 08-01-2024 THRU 08-31-2024

TYPE	DESCRIPTION	#OF
21	911 HANG UP	1
6	ACCIDENT	2
22	ALARM	8
23	AMBULANCE CALL	4
24	ANIMAL CALL	1
135	BUSINESS CHECK	931
60	FIRE CALL	2
68	HOUSE CHECK	53
70	INFORMATION	6
76	LOUD NOISE	1
81	OPEN DOOR	2
162	PARKING VIOLATIONS	8
86	PUBLIC RELATIONS	40
97	SPECIAL ASSIGNMENT	5
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	2
108	TRAFFIC CONTROL	2
11	TRAFFIC STOP	32
111	VEHICLE BLOCKING ROADWAY	1
117	WELFARE CONCERN	3
	<b>TOTAL</b>	<b>1105</b>



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

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

# Safety Tips: Phone Scams

## What You Need to Know About Phone Scams

Have you ever received a call from someone who purported to be a law enforcement or government agent who said you were about to be arrested for outstanding traffic fines or back taxes unless you immediately wired money to pay the fines? Or have you received calls offering to rebuild your credit or relieve your debts; Such calls seek your money or information about your identity by making promises or threats and they are almost always bogus. As preposterous as these offers or threats sound, phone scammers bilk billions of dollars annually from unwitting Americans. These crooks typically research you through your social media accounts (another reason to protect your privacy on-line!) so their calls sound creditable. The following basic rules can protect you from identity theft:

- 1.If an offer sounds too good to be true, it may be a scam.
- 2.**Law enforcement and government agents do not conduct their business, solicit money, or make threats over the telephone.**
- 3.Scammers will pressure you to make an immediate decision and won't want to send documentation.
- 4.**There is never a good reason to mail cash or a gift card to unknown callers.**

Here are some things you can do to stop calls from scammers:

1. Hang up!
2. Get on the Do Not Call Registry. Go to [www.donotcall.gov](http://www.donotcall.gov) to sign up.
3. Consider a call-blocking app for your phone.
4. Don't trust your caller ID. Scammers can make any name and number show up on your caller ID. This strategy is called "spoofing."
5. Copy the number of the scammer and any other information you obtain and send it to the Federal Trade Commission: [www.reportfraud.ftc.gov](http://www.reportfraud.ftc.gov). You can also sign up for email updates at [www.ftc.gov/scams](http://www.ftc.gov/scams).

Detective Clay Spriggs



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# Safety Tips:

**BACK TO SCHOOL SAFETY**

*State law prohibits passing a school bus with its lights flashing.*

*Watch for children in areas with school zones. Drive slowly.*

*Expect the unexpected when traveling near school buses in school driveways.*



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# SPRING VALLEY POLICE DEPARTMENT

## HOW TO EDUCATE YOUR CHILD ABOUT 9-1-1



- Teach your child how to contact 9-1-1 and what to say during an emergency.
- Practicing the skills used to contact 9-1-1 will ensure that your child recalls the steps in a stressful situation like an emergency.
- Ensure your child knows their home address and their parent's name to relay to the 9-1-1 call taker if needed.

Remind your child to **ONLY** contact 9-1-1 for life-threatening emergencies.



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

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

# IMPORTANT NUMBERS AT A GLANCE



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## EMERGENCY

## NON - EMERGENCY

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

## SPRING VALLEY VILLAGE

## VILLAGE FIRE DEPARTMENT

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

## HILSHIRE VILLAGE

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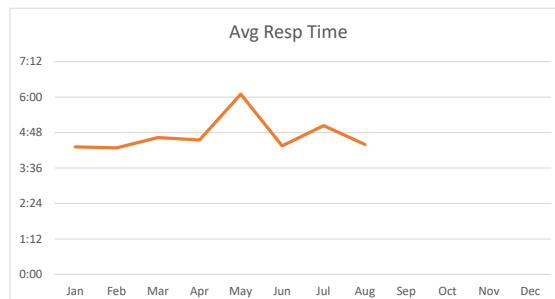
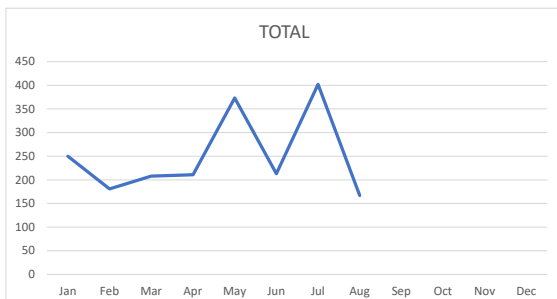
Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

August 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>250</b>	<b>181</b>	<b>208</b>	<b>211</b>	<b>373</b>	<b>213</b>	<b>402</b>	<b>167</b>					<b>2005</b>
Abdominal Pain	0	1	1	2	4	3	2	2					15
Allergic Reaction	2	1	2	2	1	1	0	2					11
Animal Bite	0	0	1	0	0	0	0	0					1
Apartment Fire	0	0	0	0	0	0	1	0					1
Assult	0	1	1	0	1	1	0	0					4
Automatic Aid	3	2	3	4	1	0	0	0					13
Automatic Aid- Apartment Fire	13	6	13	10	4	2	5	0					53
Automatic Aid- Building Fire	4	2	2	3	0	1	1	0					13
Automatic Aid- Elevator Rescue	3	1	1	0	1	2	2	0					10
Automatic Aid- Entrapment MVC	1	3	1	0	1	0	0	0					6
Automatic Aid- Gas Leak	1	1	2	3	2	0	3	0					12
Automatic Aid- High Rise Fire	0	2	1	0	0	0	0	0					3
Back Pain	0	0	2	1	1	1	0	0					5
Burn Victim	0	0	0	0	0	0	2	0					2
Business Fire	0	0	0	0	0	0	0	1					1
Carbon Monoxide Detector With Symptoms	0	1	0	0	2	0	3	0					6
Carbon Monoxide Detector No Symptoms	2	3	3	1	11	8	11	7					46
Cardiac/Respiratory Arrest	1	1	0	0	0	1	0	0					3
Check a Noxious Odor	2	1	0	1	0	0	0	0					4
Check for Fire	0	0	1	0	1	0	7	0					9
Check for the Smell of Natural Gas	2	3	6	2	18	2	5	2					40
Check for the Smell of Smoke	2	2	1	2	5	2	5	4					23
Chest Pain	3	1	4	1	3	4	4	2					22
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1	0	1	0					2
Child Locked in a Vehicle Engine not running	0	1	0	0	1	1	0	1					4
Choking	1	1	2	0	0	0	0	0					4
Diabetic Emergency	1	2	2	1	0	1	0	0					7
Difficulty Breathing	9	5	8	12	4	3	8	10					59
Dumpster Fire Not near Structure	0	0	0	0	1	1	0	0					2
Electrical Fire	0	0	1	0	1	0	1	1					4
Elevator Rescue	1	0	0	0	2	1	4	0					8
Entrapment- Non MVC	0	0	1	0	1	0	0	0					2
Eye Problems	0	0	0	0	0	1	0	0					1
Fall Victim	10	8	13	9	11	8	6	12					77
Fire Alarm Business	8	6	3	6	9	9	6	3					50
Fire Alarm Church or School	10	6	3	4	9	8	6	11					57
Fire Alarm Residence	36	28	23	25	57	38	59	26					292
Gas Leak	3	0	5	4	15	1	3	2					33
Grass Fire	0	0	0	0	0	0	1	0					1
HAZMAT Emergency	0	0	0	0	0	1	0	1					2
Headache- Stroke symptoms not present	0	0	0	2	0	1	0	1					4
Heart Problems	8	6	4	6	6	5	2	3					40
Heat/Cold Exposure	1	0	0	0	0	2	2	3					8
Hemorrhage/Laceration	1	2	1	1	1	1	1	4					12
House Fire	2	0	1	1	6	4	3	1					18
Injured Party	4	4	4	3	4	4	4	2					29
Medical Alarm	6	5	4	2	9	3	5	11					45
Motor Vehicle Collision	23	15	21	25	21	24	31	13					173
Motor Vehicle Collision with Entrapment	0	0	1	1	2	0	1	0					5
Object Down in Roadway	6	1	5	6	17	5	67	2					109
Oven/Appliance Fire	1	0	0	0	0	0	1	0					2
Overdose/Poisoning	1	1	2	0	3	0	2	1					10
Possible D.O.S.	1	0	1	2	0	0	0	1					5
Powerlines Down Arcing/Burning	3	0	3	6	41	14	66	2					135
Pregnancy/ Childbirth	1	0	0	0	0	0	0	0					1
Psychiatric Emergency	3	6	2	2	3	2	4	1					23
Seizures	4	2	8	4	2	1	7	0					28
Service Call Non-emergency	14	16	12	15	36	8	17	10					128
Shooting/Stabbing	1	0	0	0	2	1	0	0					4
Sick Call	21	15	15	19	23	20	19	8					140
Smoke in Business	1	0	0	0	0	0	0	0					1
Smoke in Residence	1	0	1	1	0	1	0	0					4
Stroke	5	1	3	2	3	1	5	4					24
Transformer Fire	3	0	2	2	11	1	11	0					30
Trash Fire	0	0	0	0	1	0	0	0					1
Traumatic Injury	1	3	0	1	0	0	0	0					5
Unconscious Party/Syncope	14	9	7	10	10	11	7	8					76
Unknown Medical Emergency	1	2	3	5	1	3	1	3					19
Vehicle Fire	4	3	1	2	3	0	0	2					15
Wash Down	1	1	1	0	0	0	0	0					3

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar	151	4:38
Apr	148	4:33
May	279	6:06
Jun	166	4:21
Jul	267	5:02
Aug	139	4:24
Sep		
Oct		
Nov		
Dec		
<b>Total</b>	<b>1450</b>	<b>4:42</b>

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



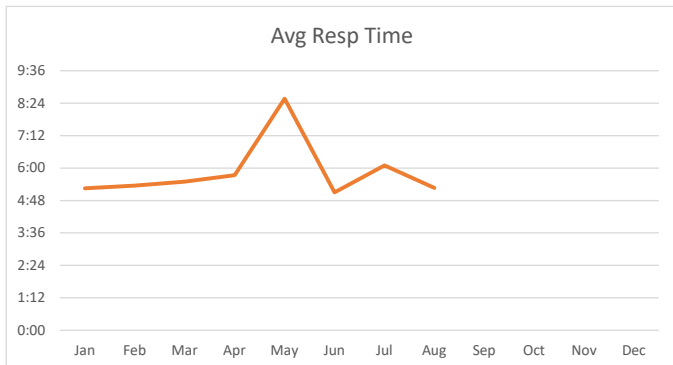
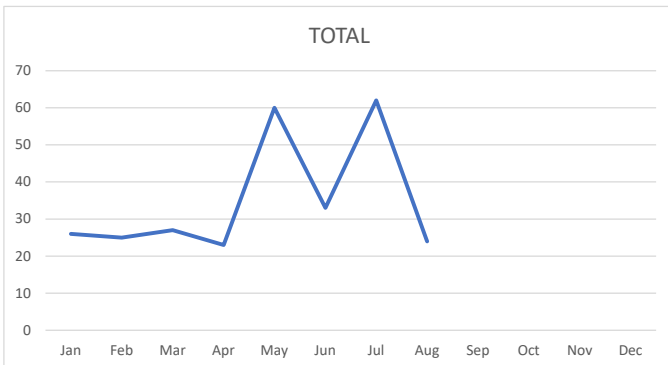


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>26</b>	<b>25</b>	<b>27</b>	<b>23</b>	<b>60</b>	<b>33</b>	<b>62</b>	<b>24</b>					<b>280</b>
Abdominal Pain	0	0	0	0	0	1	0	0					1
Assult	0	1	0	0	0	0	0	0					1
Back Pain	0	0	0	0	0	1	0	0					1
Carbon Monoxide Detector No Symptoms	0	0	1	0	0	2	3	0					6
Check for Noxious Odor	1	0	0	0	0	0	0	0					1
Check for Fire	0	0	0	0	0	0	4	0					4
Check for the Smell of Natural Gas	2	0	2	0	3	0	0	1					8
Check for the Smell of Smoke	0	1	1	0	3	1	1	1					8
Chest Pain	0	0	0	0	1	0	0	0					1
Child Locked in a Vehicle Engine and AC running	0	0	0	0	1	0	0	0					1
Diabetic Emergency	0	1	0	0	0	1	0	0					2
Difficulty Breathing	0	0	2	4	1	0	1	0					8
Dumpster Fire Not near Structure	0	0	0	0	1	0	0	0					1
Electrical Fire	0	0	0	0	1	0	0	0					1
Entrapment- Non MVC	0	0	0	0	1	0	0	0					1
Fall Victim	0	1	4	1	1	1	0	3					11
Fire Alarm Business	0	1	0	0	0	0	1	1					3
Fire Alarm Church or School	3	0	1	0	0	0	0	1					5
Fire Alarm Residence	7	7	4	4	6	11	14	4					57
Gas Leak	0	0	1	0	4	0	1	0					6
Headache- Stroke symptoms not present	0	0	0	0	0	0	0	1					1
Heart Problems	1	0	0	0	1	0	0	0					2
Heat/Cold Exposure	0	0	0	0	0	0	1	1					2
Hemorrhage/Laceration	0	1	1	0	0	0	0	1					3
House Fire	0	0	0	1	0	0	0	0					1
Injured Party	1	0	1	1	2	1	1	0					7
Medical Alarm	0	0	1	1	1	1	0	3					7
Motor Vehicle Collision	2	1	1	2	1	1	2	0					10
Object Down in Roadway	1	0	1	3	4	2	9	1					21
Overdose/Poisoning	0	0	0	0	1	0	0	0					1
Possible D.O.S.	0	0	0	0	0	0	0	1					1
Powerlines Down Arcing/Burning	0	0	0	2	11	5	12	0					30
Psychiatric Emergency	0	1	0	0	1	0	0	0					2
Seizures	1	0	0	2	0	1	0	0					4
Service Call Non-emergency	2	5	3	1	9	0	7	2					29
Sick Call	2	2	3	1	2	2	1	2					15
Smoke in Residence	1	0	0	0	0	0	0	0					1
Stroke	0	1	0	0	0	0	2	0					3
Transformer Fire	0	0	0	0	2	0	1	0					3
Unconscious Party/Syncope	1	2	0	0	2	1	1	1					8
Unknown Medical Emergency	0	0	0	0	0	1	0	0					1
Vehicle Fire	1	0	0	0	0	0	0	0					1

Month	# of Incidents	Avg Resp Time
Jan	17	5:15
Feb	16	5:21
Mar	19	5:30
Apr	16	5:44
May	43	8:34
Jun	26	5:06
Jul	40	6:06
Aug	16	5:16
Sep		
Oct		
Nov		
Dec		
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	193	5:51



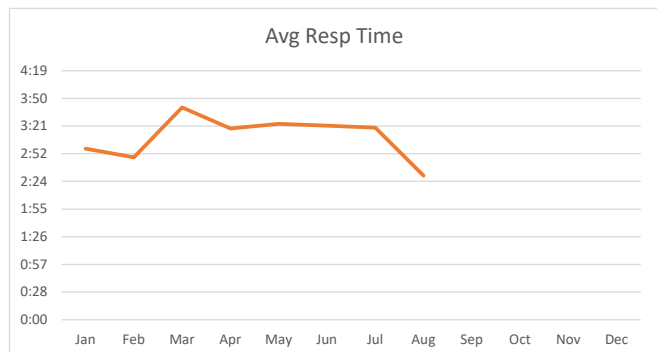
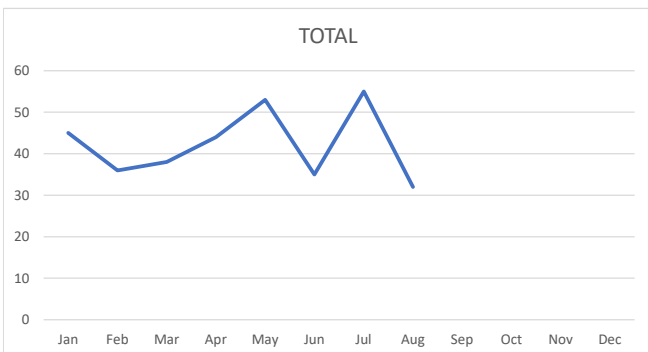


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>47</b>	<b>39</b>	<b>47</b>	<b>49</b>	<b>63</b>	<b>39</b>	<b>71</b>	<b>34</b>					<b>389</b>
Abdominal Pain	0	0	0	2	1	1	0	0					4
Allergic Reaction	1	0	1	1	0	0	0	2					5
Animal Bite	0	0	1	0	0	0	0	0					1
Assult	0	0	1	0	0	0	0	0					1
Back Pain	0	0	1	0	0	0	0	0					1
Business Fire	0	0	0	0	0	0	0	1					1
Carbon Monoxide Detector No Symptoms	0	0	0	0	4	2	1	0					7
Cardiac/Respiratory Arrest	0	0	0	0	0	1	0	0					1
Check for Fire	0	0	0	0	0	0	1	0					1
Check for the Smell of Natural Gas	0	2	0	1	0	0	0	0					3
Check for the Smell of Smoke	1	1	0	1	1	1	1	1					7
Chest Pain	2	1	0	0	2	1	0	1					7
Child Locked in a Vehicle Engine and AC running	0	0	0	0	0	0	1	0					1
Choking	0	0	2	0	0	0	0	0					2
Diabetic Emergency	0	1	2	0	0	0	0	0					3
Difficulty Breathing	3	0	2	3	0	1	3	2					14
Dumpster Fire Not near Structure	0	0	0	0	0	1	0	0					1
Elevator Rescue	1	0	0	0	0	0	2	0					3
Eye Problems	0	0	0	0	0	1	0	0					1
Fall Victim	2	3	1	0	1	1	1	2					11
Fire Alarm Business	4	5	3	4	4	6	4	1					31
Fire Alarm Church or School	1	3	0	1	4	1	3	5					18
Fire Alarm Residence	1	0	4	5	1	1	3	2					17
Gas Leak	0	0	2	0	4	0	0	0					6
Heart Problems	2	1	0	2	1	1	1	2					10
Heat/Cold Exposure	1	0	0	0	0	0	1	0					2
Hemorrhage/Laceration	0	0	0	0	0	0	1	2					3
House Fire	0	0	1	0	1	0	0	0					2
Injured Party	2	0	2	0	0	0	0	1					5
Medical Alarm	1	0	2	0	0	1	1	2					7
Motor Vehicle Collision	7	5	4	5	6	3	10	2					42
Motor Vehicle Collision with Entrapment	0	0	0	0	1	0	0	0					1
Object Down in Roadway	0	1	1	0	3	1	11	0					17
Oven/Appliance Fire	1	0	0	0	0	0	0	0					1
Overdose/Poisoning	0	1	0	0	1	0	2	0					4
Powerlines Down Arcing/Burning	1	0	0	0	9	1	6	0					17
Psychiatric Emergency	2	5	0	0	2	0	1	0					10
Seizures	0	0	2	0	1	0	1	0					4
Service Call Non-emergency	0	1	3	4	6	2	3	1					20
Shooting/Stabbing	1	0	0	0	0	0	0	0					1
Sick Call	4	4	6	12	8	9	8	2					53
Smoke in Business	1	0	0	0	0	0	0	0					1
Smoke in Residence	0	0	1	0	0	0	0	0					1
Stroke	0	0	0	2	0	0	1	1					4
Transformer Fire	0	0	2	1	1	0	2	0					6
Traumatic Injury	0	1	0	0	0	0	0	0					1
Unconscious Party/Syncope	6	1	1	3	1	3	2	3					20
Unknown Medical Emergency	0	1	0	2	0	0	0	1					4
Vehicle Fire	1	2	1	0	0	0	0	0					4
Wash Down	1	0	1	0	0	0	0	0					2

Month	# of Incidents	Avg Resp Time
Jan	45	2:58
Feb	36	2:49
Mar	38	3:41
Apr	44	3:19
May	53	3:24
Jun	35	3:22
Jul	55	3:20
Aug	32	2:30
Sep		
Oct		
Nov		
Dec		
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	338	3:10





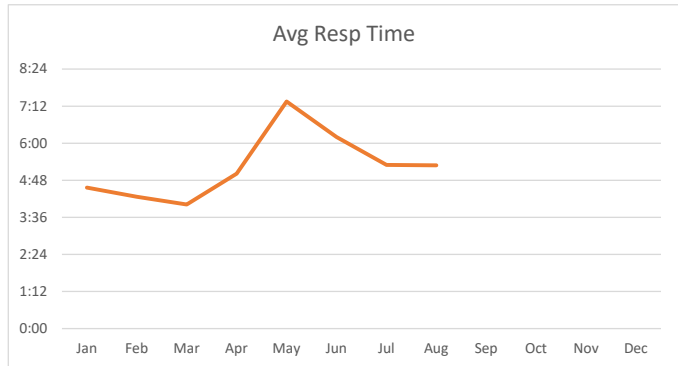
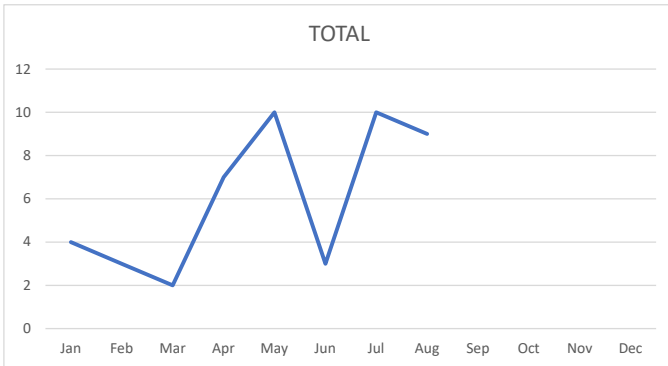


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>10</b>	<b>9</b>					<b>48</b>
Abdominal Pain	0	0	0	0	0	1	0	1					2
Carbon Monoxide Detector No Symptoms	0	0	0	0	3	0	0	0					3
Check for the Smell of Natural Gas	0	0	0	0	0	0	1	0					1
Difficulty Breathing	1	0	0	0	0	0	1	1					3
Fall Victim	1	0	0	0	1	0	0	0					2
Fire Alarm Business	1	0	0	0	1	0	0	0					2
Fire Alarm Church or School	0	1	0	1	1	1	2	2					8
Fire Alarm Residence	0	0	0	0	1	0	0	1					2
Heart Problems	0	1	0	0	0	0	0	0					1
House Fire	0	0	0	0	1	0	0	0					1
Injured Party	0	1	0	0	0	0	0	0					1
Motor Vehicle Collision	0	0	1	0	0	0	1	1					3
Object Down in Roadway	0	0	0	1	0	0	1	0					2
Possible D.O.S.	0	0	0	1	0	0	0	0					1
Powerlines Down Arcing/Burning	0	0	0	0	0	0	1	0					1
Seizures	0	0	0	1	0	0	0	0					1
Service Call Non-emergency	0	0	0	1	0	0	1	0					2
Sick Call	0	0	0	0	0	1	1	0					2
Stroke	1	0	0	0	1	0	1	1					4
Traumatic Injury	0	0	0	1	0	0	0	0					1
Unconscious Party/Syncope	0	0	0	1	0	0	0	1					2
Unknown Medical Emergency	0	0	1	0	1	0	0	0					2
Vehicle Fire	0	0	0	0	0	0	0	1					1

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar	1	4:01
Apr	5	5:01
May	8	7:21
Jun	2	6:12
Jul	8	5:18
Aug	9	5:17
Sep		
Oct		
Nov		
Dec		
39		5:15



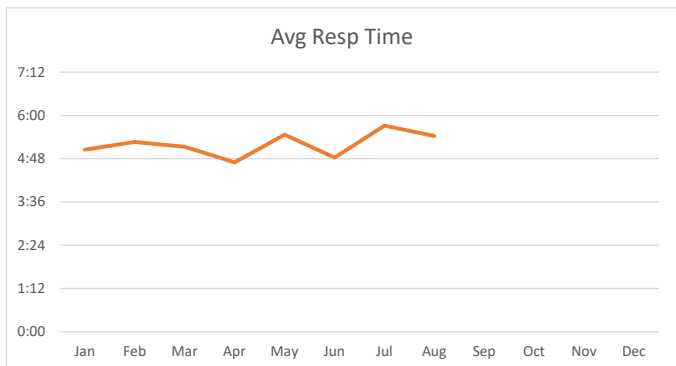
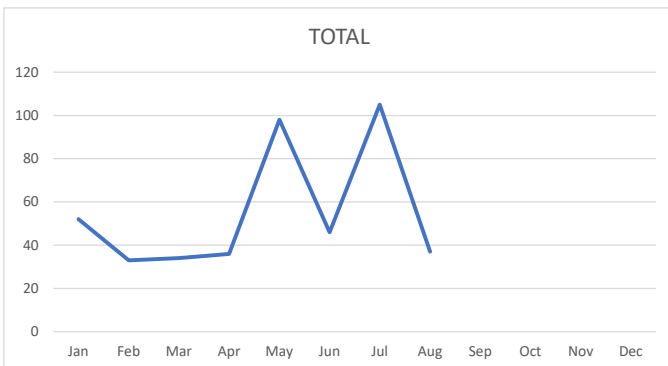


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>52</b>	<b>33</b>	<b>34</b>	<b>36</b>	<b>98</b>	<b>46</b>	<b>105</b>	<b>37</b>					<b>441</b>
Abdominal Pain	0	0	0	0	1	0	0	0					1
Allergic Reaction	0	0	0	1	1	0	0	0					2
Assault	0	0	0	0	0	1	0	0					1
Back Pain	0	0	0	1	1	0	0	0					2
Carbon Monoxide Alarm with Symptoms	0	0	0	0	1	0	0	0					1
Carbon Monoxide Detector No Symptoms	0	1	0	1	2	2	3	3					12
Check a Noxious Odor	1	1	0	0	0	0	0	0					2
Check for Fire	0	0	1	0	0	0	1	0					2
Check for the Smell of Natural Gas	0	0	1	1	9	0	3	1					15
Check for the Smell of Smoke	1	0	0	0	0	0	2	1					4
Chest Pain	1	0	1	0	0	1	3	0					6
Child Locked in a Vehicle Engine not running	0	0	0	0	1	0	0	0					1
Choking	1	0	0	0	0	0	0	0					1
Diabetic Emergency	1	0	0	1	0	0	0	0					2
Difficulty Breathing	0	2	1	2	0	1	1	2					9
Electrical Fire	0	0	1	0	0	0	1	1					3
Entrapment- Non MVC	0	0	1	0	0	0	0	0					1
Fall Victim	5	2	3	3	4	3	2	3					25
Fire Alarm Business	2	0	0	1	3	1	1	0					8
Fire Alarm Church or School	0	1	0	0	1	0	0	0					2
Fire Alarm Residence	13	13	5	4	33	9	20	11					108
Gas Leak	0	0	0	1	4	0	0	0					5
Grass Fire	0	0	0	0	0	0	1	0					1
Headache- Stroke symptoms not present	0	0	0	0	0	1	0	0					1
Heart Problems	1	2	2	0	1	1	1	0					8
Heat/Cold Exposure	0	0	0	0	0	0	0	1					1
Hemorrhage/Laceration	0	0	0	0	1	0	0	0					1
House Fire	0	0	0	0	2	2	1	1					6
Injured Party	1	2	0	1	0	1	1	1					7
Medical Alarm	3	1	0	0	4	0	1	1					10
Motor Vehicle Collision	3	0	2	2	2	9	6	5					29
Motor Vehicle Collision with Entrapment	0	0	1	0	0	0	0	0					1
Object Down in Roadway	1	0	0	1	4	1	22	1					30
Overdose/Poisoning	1	0	1	0	0	0	0	0					2
Possible D.O.S.	0	0	0	1	0	0	0	0					1
Powerlines Down Arcing/Burning	0	0	1	3	8	3	23	0					38
Psychiatric Emergency	0	0	2	1	0	1	1	0					5
Seizures	1	0	1	0	0	0	3	0					5
Service Call Non-emergency	5	5	3	3	7	3	3	5					34
Sick Call	5	0	2	2	2	2	2	0					15
Stroke	1	0	1	0	1	0	1	0					4
Transformer Fire	1	0	0	0	5	1	2	0					9
Traumatic Injury	0	1	0	0	0	0	0	0					1
Unconscious Party/Syncope	4	1	2	3	0	3	0	0					13
Unknown Medical Emergency	0	0	2	2	0	0	0	0					4
Vehicle Fire	0	0	0	1	0	0	0	0					1
Wash Down	0	1	0	0	0	0	0	0					1

Month	# of Incidents	Avg Resp Time
Jan	40	5:03
Feb	21	5:16
Mar	29	5:08
Apr	30	4:42
May	75	5:28
Jun	35	4:50
Jul	67	5:43
Aug	28	5:26
Sep		
Oct		
Nov		
Dec		
<hr/>		
	325	5:12

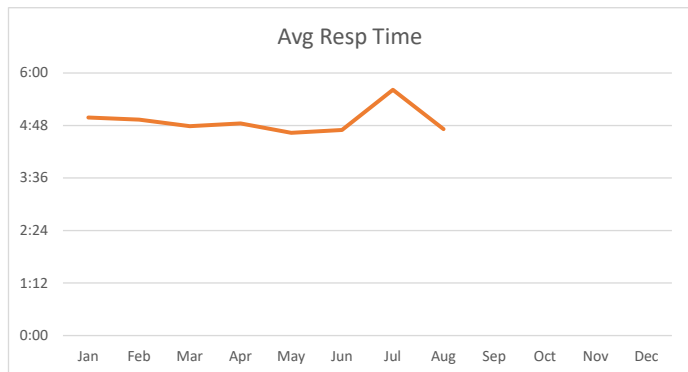
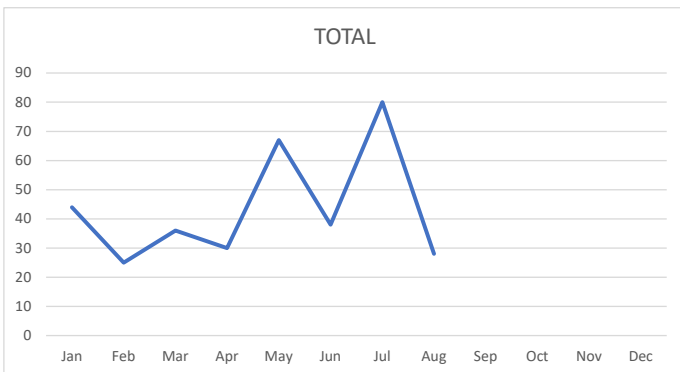




Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>36</b>	<b>30</b>	<b>67</b>	<b>38</b>	<b>80</b>	<b>28</b>					<b>348</b>	Jan	23	4:59
Abdominal Pain	0	0	1	0	1	0	0	0					2	Feb	16	4:56
Allergic Reaction	0	1	0	0	0	0	0	0					1	Mar	29	4:47
Assult	0	0	0	0	1	0	0	0					1	Apr	18	4:51
Back Pain	0	0	1	0	0	0	0	0					1	May	47	4:38
Carbon Monoxide Alarm with Symptoms	0	0	0	0	0	0	2	0					2	Jun	29	4:42
Carbon Monoxide Detector No Symptoms	0	0	1	0	1	0	3	0					5	Jul	50	5:37
Cardiac/Respiratory Arrest	0	1	0	0	0	0	0	0					1	Aug	23	4:43
Check for the Smell of Natural Gas	0	1	2	0	2	1	0	0					6	Sep		
Check for the Smell of Smoke	0	0	0	0	0	0	1	1					2	Oct		
Chest Pain	0	0	2	0	0	0	0	0					2	Nov		
Child Locked in a Vehicle Engine not running	0	0	0	0	0	1	0	1					2	Dec		
Choking	0	1	0	0	0	0	0	0					1		235	4:54
Difficulty Breathing	2	2	3	0	1	0	0	2					10			
Fall Victim	1	1	4	1	3	1	2	1					14			
Fire Alarm Business	0	0	0	0	1	0	0	0					1			
Fire Alarm Church or School	5	0	1	1	2	4	0	3					16			
Fire Alarm Residence	13	7	7	8	11	12	18	6					82			
Gas Leak	3	0	0	3	0	0	1	0					7			
Headache- Stroke symptoms not present	0	0	0	1	0	0	0	0					1			
Heart Problems	0	1	1	1	1	0	0	0					4			
Heat/Cold Exposure	0	0	0	0	0	1	0	0					1			
Hemorrhage/Laceration	1	0	0	0	0	0	0	0					1			
House Fire	0	0	0	0	2	1	0	0					3			
Injured Party	0	0	0	1	2	0	0	0					3			
Medical Alarm	2	1	1	1	1	0	2	3					11			
Motor Vehicle Collision	1	1	2	1	3	1	1	2					12			
Motor Vehicle Collision with Entrapment	0	0	0	0	1	0	0	0					1			
Object Down in Roadway	3	0	2	1	4	1	19	0					30			
Overdose/Poisoning	0	0	0	0	1	0	0	1					2			
Possible D.O.S.	1	0	1	0	0	0	0	0					2			
Powerlines Down Arcing/Burning	2	0	1	1	9	5	16	2					36			
Psychiatric Emergency	0	0	0	1	0	0	2	1					4			
Seizures	0	0	0	0	1	0	0	0					1			
Service Call Non-emergency	4	4	3	6	9	2	2	1					31			
Shooting/Stabbing	0	0	0	0	2	1	0	0					3			
Sick Call	2	1	1	2	3	4	3	1					17			
Smoke in Residence	0	0	0	0	0	1	0	0					1			
Stroke	2	0	2	0	1	0	0	1					6			
Transformer Fire	1	0	0	0	2	0	4	0					7			
Traumatic Injury	1	0	0	0	0	0	0	0					1			
Unconscious Party/Syncope	0	2	0	1	2	1	3	1					10			
Unknown Medical Emergency	0	1	0	0	0	0	1	1					4			



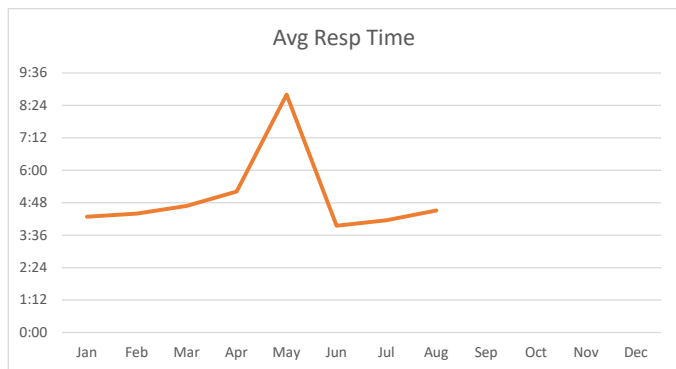
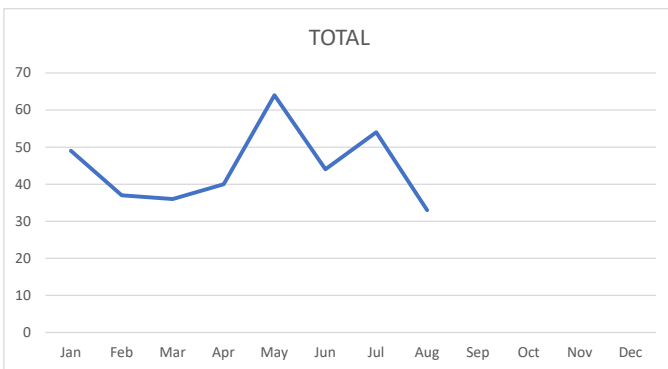


Village Fire Department  
 901 Corbindale Rd  
 Houston, TX, 77024  
 Phone# (713) 468-7941 Fax# (713) 468-5039

### August 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>TOTAL</b>	<b>49</b>	<b>37</b>	<b>36</b>	<b>40</b>	<b>64</b>	<b>44</b>	<b>54</b>	<b>33</b>					<b>357</b>
Abdominal Pain	0	1	0	0	1	0	2	1					5
Allergic Reaction	1	0	1	0	0	1	0	0					3
Carbon Monoxide Alarm with Symptoms	0	1	0	0	1	0	1	0					3
Carbon Monoxide Detector No Symptoms	2	1	1	0	1	2	1	4					12
Cardiac/Respiratory Arrest	1	0	0	0	0	0	0	0					1
Check a Noxious Odor	0	0	0	1	0	0	0	0					1
Check for Fire	0	0	0	0	1	0	1	0					2
Check for the Smell of Natural Gas	0	0	1	0	4	1	0	0					6
Check for the Smell of Smoke	0	0	0	0	1	0	0	0					1
Chest Pain	0	0	1	0	0	2	1	1					5
Difficulty Breathing	3	1	0	3	2	1	2	3					15
Elevator Rescue	0	0	0	0	2	1	0	0					3
Fall Victim	1	1	1	4	1	2	1	3					14
Fire Alarm Business	1	0	0	0	0	2	0	1					4
Fire Alarm Church or School	0	1	1	1	1	1	1	0					6
Fire Alarm Residence	2	1	2	4	5	5	3	2					24
Gas Leak	0	0	1	0	3	0	1	2					7
HAZMAT Emergency	0	0	0	0	0	1	0	1					2
Headache- Stroke symptoms not present	0	0	0	1	0	0	0	0					1
Heart Problems	4	1	1	3	2	3	0	1					15
Heat/Cold Exposure	0	0	0	0	0	1	0	1					2
Hemorrhage/Laceration	0	1	0	1	0	1	0	1					4
House Fire	2	0	0	0	0	1	2	0					5
Injured Party	0	1	1	0	0	2	2	0					6
Medical Alarm	0	3	0	0	3	0	1	2					9
Motor Vehicle Collision	10	8	11	13	9	9	11	2					73
Motor Vehicle Collision with Entrapment	0	0	0	1	0	0	1	0					2
Object Down in Roadway	1	0	1	0	2	0	5	0					9
Oven/Appliance Fire	0	0	0	0	0	0	1	0					1
Overdose/Poisoning	0	0	1	0	0	0	0	0					1
Powerlines Down Arcing/Burning	0	0	1	0	4	0	7	0					12
Pregnancy/ Childbirth	1	0	0	0	0	0	0	0					1
Psychiatric Emergency	1	0	0	0	0	1	0	0					2
Seizures	2	2	5	1	0	0	3	0					13
Service Call Non-emergency	1	1	0	0	3	1	1	1					8
Sick Call	8	8	3	2	8	2	4	3					38
Smoke in Residence	0	0	0	1	0	0	0	0					1
Stroke	1	0	0	0	0	1	0	1					3
Transformer Fire	1	0	0	1	1	0	1	0					4
Trash Fire	0	0	0	0	1	0	0	0					1
Traumatic Injury	0	1	0	0	0	0	0	0					1
Unconscious Party/Syncope	3	3	3	1	5	2	1	1					19
Unknown Medical Emergency	1	0	0	1	0	1	0	1					4
Vehicle Fire	2	1	0	1	3	0	0	1					8

Month	# of Incidents	Avg Resp Time
Jan	46	4:17
Feb	34	4:24
Mar	35	4:41
Apr	35	5:13
May	53	8:48
Jun	39	3:57
Jul	47	4:09
Aug	31	4:31
Sep		
Oct		
Nov		
Dec		
	<hr/> 320	<hr/> 5:00





September 13, 2024

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

Re: Engineer's Report for September 17, 2024 Council Meeting  
HDR Job No. 10391485

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from August 17, 2024 to September 13, 2024:

1) On-Going Services (10391485):

a) 8001 Anadell Street –

- On August 27, 2024, HDR reviewed and returned to the City a right-of-way permit for a CenterPoint Energy gas service installation at 8001 Anadell Street. The right-of-way permit was approved with exceptions noted.

b) 1236 Archley Drive –

- On August 30, 2024, HDR received a right-of-way permit for a CenterPoint Energy gas service installation at 1236 Archley Drive. The right-of-way permit is currently under review.

c) 1331 & 1335 Friarcreek Lane –

- As previously reported, back on June 28, 2024, HDR visited the properties at 1331 Friarcreek Lane (Manley's Family) and 1335 Friarcreek Lane (McDuffie's Family) to review a complaint made regarding residential drainage issues between the properties and associated with landscaping improvements taking place at the Manley's property.
- Based on this June 28<sup>th</sup> site visit it appears that the 1331 Friarcreek Lane homeowner had recently installed a wooden bridge to cross over the existing channel that runs through their property. Underneath the bridge area adjacent to 1335 Friarcreek Lane is where they had recently laid some bull rock. It did not appear that this extended beyond this area; or if there was intent to place additional rock on the other side of the pool.

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

- The area along the northwest corner of the property looked like it was being cleared for a project; however, it was unclear as to what was being planned. This is something HDR will need to confirm with the homeowner at 1331 Friarcreek Lane.
- There was a contractor present working along previously said area and also work appeared present in the front yard area along the perimeter between the two properties in question. The contractor had laid a course of crushed granite along this area and appears that additional granite will be placed with walking stones reset. This item will need to be discussed and further action taken as they are changing the grade along the perimeter. This was Mrs. McDuffie's primary concern as she mentioned that this and other activities have impacted her drainage which now diverts into her backyard and into her pool area.
- In summary, after the June 28<sup>th</sup> site visit, and after review and discussion of Mrs. McDuffie's property and concerns with the activities taking place, the primary concern was the front lot drainage which has now been affected by the activities at 1331 Friarcreek Lane. The second concern was the placement of the bull rock within the channel in front of 1335 Friarcreek Lane. From observing the drainage between the two lots from the backyard of 1335 Friarcreek Lane, it is evident that some water is holding in areas on both properties. There is an existing 10-inch pipe on 1331 Friarcreek Lane that was previously approved and installed; however, water remaining from tailwater flow is not draining properly through the channel. It appears the bull rock and silting of the channel overtime has created issues along this area. Mrs. McDuffie stated that she is not opposed to the bull rock in the channel, but that the immediate area of the channel should be kept free of the bull rock so it is not disrupting flow of the drainage.
- A meeting was scheduled to review the proposed improvements and findings with both property owners; however, due to the tropical storm events impacting the area, the meeting was postponed and to be re-scheduled.
- On July 1, 2024, the City informed the Manley's (1331 Friarcreek) to submit a site plan of the proposed improvements for the City's review and approval.
- On August 12, 2024, HDR received a landscape permit for 1331 Friarcreek Lane. The landscape permit is currently under review and pending approval based on findings from meeting with both property owners.
- On September 9, 2024, HDR attempted to meet with both homeowners; however, HDR only visited with Mrs. McDuffie since the Manley's were not available. HDR will coordinate with both property owners to schedule a site meeting to discuss the recent site improvements, adverse impact to drainage in the area, and necessary corrective measures.

d) 1102 Guinea Drive –

- On July 5, 2024, HDR received a Parking Pad Permit for 1102 Guinea Drive.
- This address is retroactively permitting as they have already installed the parking pad. HDR is coordinating with the City to schedule a meeting with the resident's contractor to discuss corrective measures on the parking pad installation.

- e) 1123 Guinea Drive –
- On August 23, 2024, HDR reviewed and returned to the City the Pool Drainage Plan Resubmittal for 1123 Guinea Drive. The pool drainage plan resubmittal was incomplete (e.g. differentiate between existing and proposed improvements, missing information on pipe size, flowline, material, etc.) and must be revised and resubmitted.
- f) 1126 Guinea Drive –
- On August 20, 2024, HDR reviewed and returned to the City the Pool As-Built Drainage Plan Resubmittal for 1126 Guinea Drive. The pool as-built drainage plan resubmittal was incomplete (e.g. missing impervious coverage calculations, verification of drain inlets information, etc.) and must be revised and resubmitted.
  - On August 14, 2024, HDR provided a cover inspection for 1126 Guinea Drive. The inspection passed with exceptions noted.
- g) 1214 Ridgeley Drive –
- On August 29, 2024, HDR received the Drainage Plan Resubmittal for 1214 Ridgeley Drive. The drainage plan resubmittal is currently under review and HDR anticipates completion of this review by next week.
- h) 1330 Glourie Drive –
- On September 5, 2024 HDR conducted a virtual/video cover drainage inspection for 1330 Glourie Drive. The inspection passed with exceptions noted and the inspection form was submitted to the City on September 6, 2024.
- i) 1242 Ridgeley Dr –
- On September 3, 2024, HDR reviewed and returned to the City the As-Built Drainage Plans for 1242 Ridgeley Drive. The As-Built submittal was incomplete (e.g. perimeter elevations have been changed, missing impervious coverage calculations, missing information on pipe elevations, slopes, material, etc.) and must be revised and resubmitted.
- j) City-Wide Ditch Regrading/Cleaning Program –
- On September 9, 2024, the City and HDR met with Gordian (Job Order Contracting Program Procurement Company) and Jamail & Smith Construction (Contractor) to discuss the City-wide ditch regrading/cleaning proposal previously requested by the City. HDR requested that several items be revised and/or deleted from the proposal and resubmitted to the City for final review.
  - The City and HDR also asked Gordian to request at least two (2) additional proposals from other contractors, including MWDBE/HUB firms, for the City's review.

- HDR has also met with other contractors (e.g. Experts Underground Solutions, LLC and On Par Civil Services, LLC), to discuss the City-wide regrading/cleaning program. HDR will coordinate with these contractors to request proposals for the same scope and level of effort as the ones being secured by Gordian.
- Once all these proposals are received, HDR will review and present a recommendation to the City to award the work to the low responsive Contractor.

k) Drainage Easement Improvements –

- 1303 & 1307 Friarcreek Lane Drainage Easement – As previously reported, HDR had a virtual meeting with HCFCD on August 6, 2024 to discuss requirements and/or restrictions for improvements inside HCFCD ROW (if any). HDR is also coordinating a site visit to meet with Mr. Tom Archer (1307 Friarcreek Lane) to discuss other additional erosion concerns along this drainage easement. HDR attempted to meet with Mr. Archer on September 9, 2024; however, he was not available. Once HDR meets with Mr. Archer, HDR will prepare the necessary drawings/exhibits and quote form for the erosion control improvements, solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.
- 1209 Pine Chase Drainage Easement – HDR is currently finalizing the drawings/exhibits and quote form for the installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrade the existing ditch between the street and outfall, and removal and replacement of deteriorating concrete slope paving on the upstream end of this ditch area. Once these drawings are completed, HDR will present it to City Council for review and approval, then solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.

l) Hilshire Green Paving, Drainage & Utility Improvements –

**ANTICIPATED PROJECT TIMELINE:**

100% Submittal:	Friday, October 25, 2024
Advertisement:	Monday, October 28 – Friday, November 8, 2024
Pre-Bid Meeting:	Tuesday, November 5, 2024
Bid Opening:	Thursday November 21, 2024
Contract Award:	Tuesday, December 17, 2024
Construction NTP:	Monday, January 6, 2025

- As previously reported, the 70% Submittal Package was transmitted to the City on August 15, 2024.
- On August 29, 2024, HDR conducted a Townhall Meeting for the residents/stakeholders to provide comments/input on the project based on the 70% Submittal Design.
- HDR is currently incorporation all feedback received during the Townhall Meeting and making the necessary revisions to the 100% Submittal Drawings and Specifications.



- HDR is also coordinating with C.N. Koehl Urban Forestry (HDR's Tree Protection Subconsultant) on the preparation and review of tree protection plans and required mitigation measures to protect trees within the project area.
- Next anticipated milestone is the 100% Submittal package on October 25, 2024.

m) Lead Service Line Inventory (LSLI Survey)

- On August 27, 2024, RJN completed the field work associated with the LSLI Survey. The three (3) outstanding water meters were located with the assistance of the City and InfraMark (City's Operation & Maintenance Company).
- HDR has processed and compiled this information in GIS and a summary table of the findings will be prepared for submission to the Texas Commission on Environmental Quality (TCEQ).
- On September 5, 2024, HDR learned that TCEQ will require the submission of the Initial Service Line Inventory via their SWIFT Submittals on-line portal, which will require City Staff to register in order to submit this information. HDR will work with City Staff to register and submit all the necessary documentation to TCEQ by or before the October 16, 2024 deadline.

n) Pine Chase Grove Water Meters –

- As previously reported, the City of Houston (COH) has agreed to relocate control panel for the two-meter vaults, install safety bumper on corners of vaults, install locks for access hatches to vaults, and paint meter vault covers. COH requested that Hilshire Village cut the open trench for them to install conduit and wiring at the new location.
- The backflow preventer that was leaking and causing erosion issues has been replaced by Hilshire Village, therefore, the previously discussed dissipator plate for the backflow water discharge is no longer required. However, since the backflow preventer discharge is now at the bottom of the assembly, a concrete splash pad similar to the ones used for downspouts will be used to mitigate any potential erosion issues.
- On August 29, 2024, HDR conducted a Townhall Meeting for the residents/stakeholders to provide feedback on the project based on HDR's latest assessment and recommendations. The residents provided their preferences on the design of the project, specifically around the two-meter vaults.
- HDR has updated the schematics/exhibits with proposed improvements (attached at the end of this report) and will prepare the associated quote form upon approval by City Council of the proposed improvements, then will solicit three (3) quotes for this work and bring to City Council for approval.

o) Street Pavement Point Repairs –

- As previously reported, the Contractor completed the approved point repair locations as of August 9, 2024. However, HDR recently inspected the area and found that the asphalt was beginning to unravel at the Burkhart Road and Guinea Drive intersection.
- HDR has coordinated with AAA Asphalt Paving, Inc. (Contractor) to correct this issue. The Contractor plans to resurface and apply an asphalt seal coat to address this issue. This corrective work is scheduled for the week of September 23, 2024.
- These point repairs are under a 1-year warranty, therefore, HDR will re-inspect these repairs in nine (9) months to verify conditions and determine if additional corrective actions (e.g. remove and replace) will be required before the 1-year warranty ends.

p) TCEQ MS4

- The new MS4 general permit for the City will need to be prepared and submitted to TCEQ by or before the February 11, 2025 deadline.
- HDR will begin coordination with City Staff to collect the necessary information required to complete the application.

q) Water Meter Vault at Hickory Shadows

- As previously reported, the COH replaced the existing compound water meter with an electromagnetic flow meter at this location, therefore, the meter vault replacement will not be necessary. HDR performed another site visit and confirmed the meter vault was found in good condition with the exception of the access hatch.
- HDR will coordinate and send a letter to the COH Customer Account Services (CAS) group to address this safety issue.
- HDR also recommends Hilshire Village to abandon the small meter vault that used to service the old City Hall Building; however, this abandonment can be done under the future Hickory Shadows Paving, Drainage and Water Line Improvements Project.

r) Wirt Road Safety Project/ Interlocal Agreements –

**ANTICIPATED PROJECT TIMELINE:**

90% Submittal: Friday, October 4, 2024 to COH  
100% Submittal: Friday, October 25, 2024  
Construction NTP: TBD with Harris County Precinct 3

- As previously reported, the 70% Submittal Package was transmitted to the COH for review on August 20, 2024.

- HDR received COH comments on September 12, 2024 and we are currently reviewing and addressing them. HDR plans to submit 90% Submittal Package to COH on October 4, 2024 for final review and approval.
- On August 16, 2024, HDR submitted to the City the ROW/Easement Dedication information to be completed and executed by the School of the Woods. The information package included the Metes & Bounds and Survey Exhibit required by the COH. The City and HDR are currently assisting the School of the Woods in the completion of the ROW/Easement Dedication documentation. This information will be completed and submitted to the COH as part of the 90% Submittal Package.
- HDR is also coordinating with C.N. Koehl Urban Forestry (HDR's Tree Protection Subconsultant) on the preparation and review of tree protection plans and required mitigation measures to protect trees within the project area. There are a significant number of trees being impacted by the sidewalk installation, therefore, another Townhall Meeting may be required to address this issue.
- Next anticipated milestone is the 90% Submittal package to the COH on October 4, 2024.

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

Sincerely,

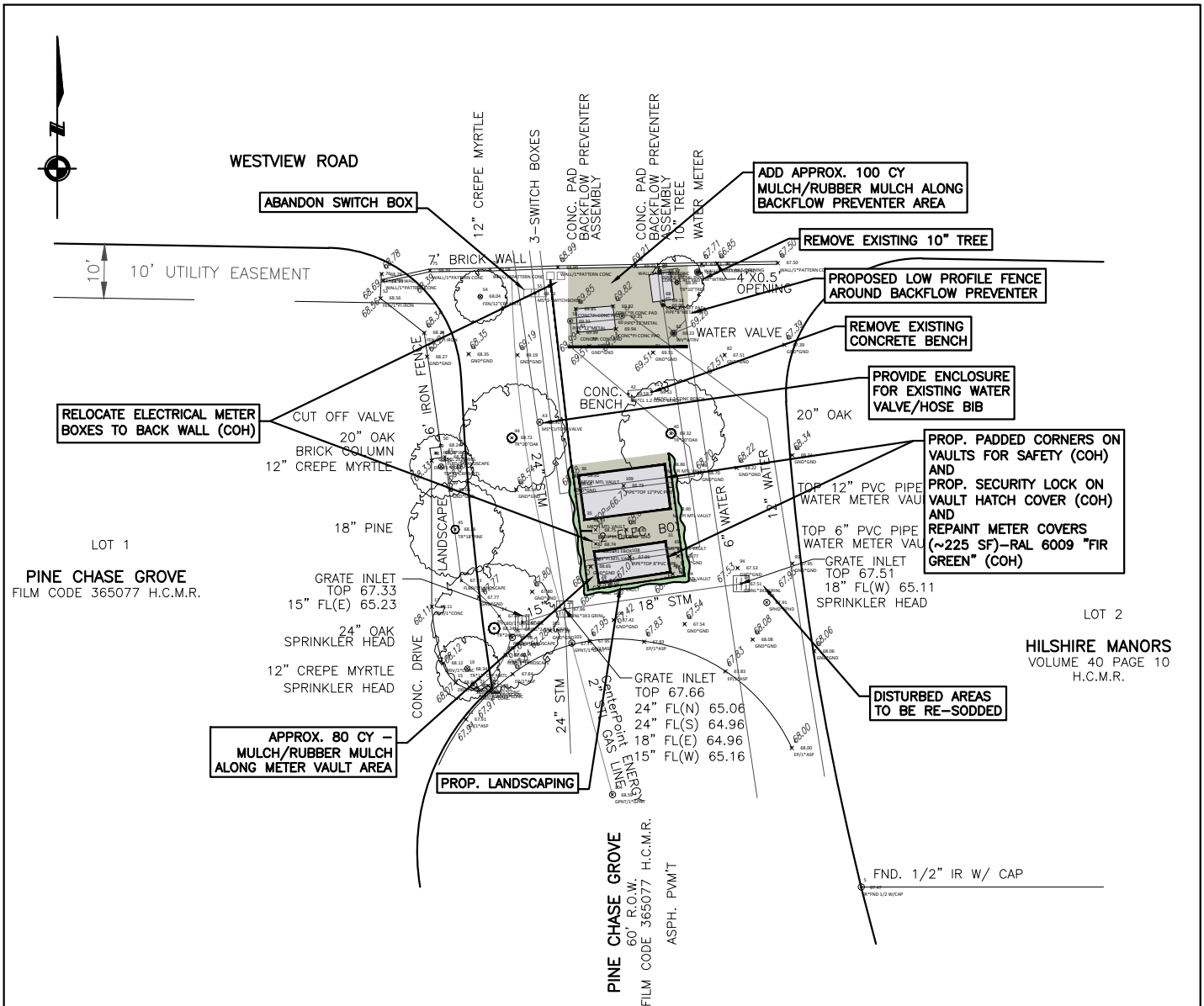
HDR Engineering, Inc.



Efrain Him, P.E.

City Engineer for City of Hilshire Village

cc: Files (10391485)



EXAMPLE LANDSCAPE



EXAMPLE LANDSCAPE



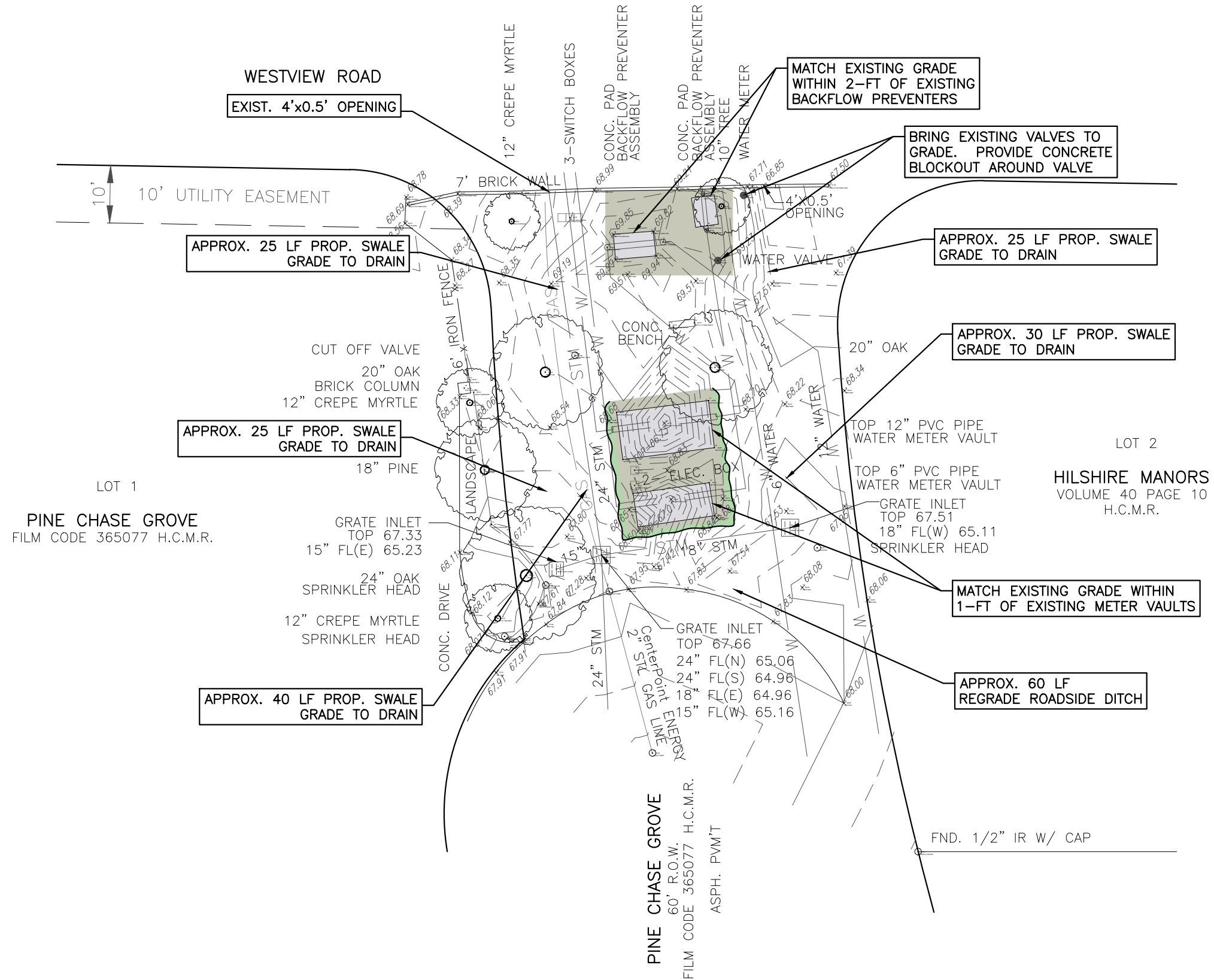

Texas P.E. Firm  
Registration No. F-754

HDR Engineering, Inc.  
4828 Loop Central Drive, Suite 700  
Houston, Texas 77081  
P 713.822.9264 F 713.822.9265  
www.hdrinc.com

# City of Hilshire Village, Texas

## Pine Chase Grove Project

DATE	Sept. 2024
NAME	Exhibit 1



Item 3.C.

**City of Hilshire Village, Texas**  
**Pine Chase Grove Project**

DATE	Sept. 2024
NAME	Exhibit 2

## Construction Log

Status	Address	Street	Construction Type
Active	8209	Mallie Court	Covered Patio Addition
Active	1241	Ridgeley Dr	Covered Patio Addition
Active	8005	Anadell	New Construction
Active	1236	Archley	New Construction
Active	1222	Glourie Dr	New Construction
Active	1226	Glourie Dr	New Construction
Active	1117	Guinea Drive	New Construction
Active	1214	Ridgeley	New Construction
Active	1201	Archley	New Construction
Active	1118	Guinea Drive	New Construction
Active	1319	Pine Chase	Remodel
Active	1023	Ridgeley	Remodel
Active	1118	Glourie Dr	Remodel
Active	7	Pine Creek	Remodel
Active	1011	Ridgeley	Remodel
Active	1202	Glourie Dr	Remodel
Active	1201	Archley	Swimming Pool
Active	1226	Glourie Dr	Swimming Pool
Active	1123	Guinea Drive	Swimming Pool
Pending Final Review	1315	Friarcreek Ln	New Construction
Pending Final Review	1306	Glourie Dr	New Construction
Pending Final Review	1242	Ridgeley Dr	Remodel
Pending Final Review	14	Pine Creek	Swimming Pool
Pending Final Review	1126	Guinea Drive	Swimming Pool
Pending Final Review	1218	Ridgeley Dr	Swimming Pool
Pending Final Review	1242	Ridgeley Dr	Swimming Pool
Pending Submittal	8002	Anadell	New Construction
Pending Submittal	1105	Ridgeley	New Construction
Pending Submittal	1311	Pine Creek	New Construction
Pending Submittal	1234	Glourie Dr	New Construction
CO	8002	Burkhart	New Construction
COMPLETE	1131	Wirt	Swimming Pool

## Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	8/1/24	HV-24-072GE	1237 Archley Dr	J. Adams Electric	\$ 330.00	Generator -Electrical
2	8/1/24	HV-24-071P	4 Pine Creek	Abacus	\$ 180.00	Plumbing - Sewer Repair
3	8/5/24	HV-24-074P	8002 Anadell St	Texas Unbeatable Plumbing	\$ 180.00	Plumbing - Sewer Disconnect
4	8/6/24	HV-23-083H	1201 Archley	Excel Air	\$ 405.00	HVAC - NSFR
5	8/6/24	HV-24-075P	1203 Wirt Rd	Aarons Plumbing	\$ 180.00	Plumbing - Gas Test
6	8/6/24	HV-24-078UD	1105 Ridgeley	Fonseca Plumbing	\$ 180.00	Plumbing - Sewer Disconect
7	8/7/24	HV-24-072GP	1237 Archley Dr	Besser & Son Plumbing	\$ 280.00	Generator-Plumbing
8	8/7/24	HV-24-075E	8209 Mallie	Perez Electric	\$ 265.00	Electrical - Addition
9	8/8/24	HV-24-070GE	1119 Guinea	Wired Electrical	\$ 330.00	Generator -Electrical
10	8/8/24	HV-24-076GE	1241 Ridgeley	Generator Supercenter	\$ 330.00	Generator -Electrical
11	8/9/24	HV-23-100H	1118 Glourie	High Performance	\$ 330.00	HVAC - Remodel
12	8/12/24	HV-24-079DEMO	8210 Burkhart Rd	JRP Demolition	\$ 175.00	Demolition - Swimming Pool
13	8/13/24	HV-24-081SPP	8210 Burkhart Rd	S.E.H Plumbing	\$ 180.00	Plumbing - SP Disconnect
14	8/14/24	HV-23-082FS	1201 Archley	Urban Fire Protection	\$ 320.00	Fire Sprinkler - NSFR
15	8/14/24	HV-24-082D	1202 Glourie Rd	Adelante	\$ 25.00	Dumpster - Remodel
16	8/19/24	HV-24-083DEMO	1326 Ridgeley	JTB	\$ 330.00	Demolition - NSFR
17	8/19/24	HV-24-083T	1326 Ridgeley	JTB	\$ 25.00	Tree Removal - NSFR
18	8/22/24	HV-24-086GE	1211 Wirt Road	Brotherly Love Electric	\$ 205.00	Generator -Electrical
19	8/22/24	HV-24-084D	1330 Glourie	Moss Landscaping	\$ 240.00	Secondary Drainage
20	8/26/24	HV-24-087R	1240 Archley Drive	Ameristar Roofing	\$ 240.00	Roof
21	8/26/24	HV-24-088T	1022 Glourie Drive	Layne Loessin	\$ -	Tree Removal - Dying
22	8/27/24	HV-24-090P	1209 Archley Drive	Kingwood Plumbing	\$ 50.00	Plumbing - Gas Test
23	8/27/24	HV-24-091P	1209 Archley Drive	Kingwood Plumbing	\$ 50.00	Plumbing Min
24	8/27/24	HV-24-089R	8393 Westview	LandTech Design	\$ 240.00	Roof

Permits	
Demolition	2
Drainage	1
Dumpster	1
Electrical	1
Fire Sprinkler	1
Generator	5
HVAC	2
Plumbing	7
Roof	2
Tree Removal	2
<b>Total</b>	<b>24</b>

## Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
24-290	8010 Anadell	HV-24-069AB	Framing - Carport	PASS	8/2/24	SafeBuilt
24-292	1201 Archley Dr	HV-23-082E	Electrical Rough-In	PASS	8/2/24	SafeBuilt
24-294	1022 Glourie Circle	No permit - storm related	Roofing Final	PASS	8/2/24	SafeBuilt
24-296	4 Pine Creek Ln	HV-24-071P	Sewer Repair Cover	CANCELLED	8/5/24	SafeBuilt
24-298	8209 Mallie Ct	HV-24-075B	Framing - backyard patio addition	PASS	8/5/24	SafeBuilt
24-300	4 Pine Creek Ln	HV-24-071P	Sewer Repair Cover	PASS	8/6/24	SafeBuilt
24-302	1117 Guinea	HV-24-071D	Silt Fencing	FAIL	8/6/24	HDR
24-304	1117 Guinea	HV-24-071B	Tree Protection	FAIL	8/6/24	Cary Moran
24-306	1117 Guinea	HV-24-071P	Ground & Sewer	PASS	8/6/24	SafeBuilt
24-308	1105 Ridgeley		Sewer Disconnect	PASS	8/6/24	SafeBuilt
24-310	1222 Glourie	HV-24-020B	Windstorm	PASS	8/9/24	SafeBuilt
24-311	1201 Archley Dr	HV-23-082H	HVAC Cover	PASS	8/9/24	SafeBuilt
24-312	8209 Mallie Ct	HV-24-075E	Electrical Cover	PASS	8/9/24	SafeBuilt
24-313	1117 Guinea	HV-24-071D	Silt Fencing	PASS	8/9/24	HDR
24-314	1117 Guinea	HV-24-071B	Tree Protection	PASS	8/9/24	Cary Moran
24-315	1127 Glourie Drive	HV-24-072F	Fence Final	PASS	8/9/24	SafeBuilt
24-316	1117 Guinea	HV-24-071B	Form - NSFR	PASS	8/12/24	SafeBuilt
24-319	8005 Anadell	HV-22091B	Building Final	PASS	8/12/24	SafeBuilt
24-317	1326 Ridgeley Dr	HV-24-080B	Silt Fencing	PASS	8/14/24	HDR
24-318	1326 Ridgeley Dr	HV-24-080T	Tree Protection Fencing	PASS	8/14/24	Cary Moran
24-320	1222 Glourie	HV-24-020B	Nail Pattern	PASS	8/13/24	SafeBuilt
24-321	4 Pine Creek Ln	HV-24-069GE	Electrical - Gen Underground	PASS	8/14/24	SafeBuilt
24-322	4 Pine Creek Ln	HV-24-069GE	Electrical- Gen Reconnect	PASS	8/14/24	SafeBuilt
24-323	1105 Ridgeley	HV-24-078B	Silt Fencing	PASS	8/15/24	HDR
24-324	1105 Ridgely	HV-24-078T	Tree Fencing Protection	FAIL	8/15/24	Cary Moran
24-325	1105 Ridgeley	HV-24-078B	Perimeter Fencing	PASS	8/15/24	SafeBuilt
24-326	1201 ARchley	HV-23-082P	plumbing rough- in	PASS	8/15/24	SafeBuilt
24-327	1201 ARchley	HV-23-082P	plumbing shower pans	PASS	8/15/24	SafeBuilt
24-328	1118 Glourie Dr	HV-23-100H	Mechanical Rough In	PASS	8/16/24	SafeBuilt
24-329	8210 Burkhart Rd	HV-24-081SPP	Pool Plumbing Disconnect	PASS	8/16/24	SafeBuilt
24-331	1118 Guinea Drive	HV-23-094E	Ditch Cover	PASS	8/19/24	SafeBuilt
24-330	1226 Glourie Drive	HV-23-043D	Drainge Dover	FAIL	8/19/24	HDR



## Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
24-332	1226 Glourie Drive	HV-23-043D	Drainage Dover	PASS	8/20/24	HDR
24-333	1237 Archley	HV-24-072GE	Generator - Electrical Underground	PASS	8/21/24	SafeBuilt
24-334	1237 Archley	HV-24-072GE	Generator - Electrical Final	PASS	8/21/24	SafeBuilt
24-335	1118 Guinea	HV-23-094E2	Electrical Meter Release	PASS	8/22/24	SafeBuilt
24-336	1242 Ridgeley	HV-23-022sPE	Swimming Pool - Electrical	PASS	8/22/24	SafeBuilt
24-337	4 Pine Creek	HV-24-069GP	Generator - Plumbing Gro	PASS	8/22/24	SafeBuilt
24-338	4 Pine Creek	HV-24-069GP	Generator - Plumbing Gas	PASS	8/22/24	SafeBuilt
24-339	4 Pine Creek	HV-24-069GP	Generator - Plumbing Final	PASS	8/22/24	SafeBuilt
24-340	4 Pine Creek	HV-24-069GE	Generator - Electrical Final	PASS	8/22/24	SafeBuilt
24-341	1226 Glourie	HV-23-043P	Gas Test (outdoor kitchen)	FAIL	8/26/24	Safebuilt
24-342	1226 Glourie	HV-23-043P	Plumbing Final	CANCELLED	8/26/24	Safebuilt
24-343	1236 Archley	HV-23-080P	Gas Test	PASS	8/26/24	Safebuilt
24-344	1226 Glourie	HV-23-043I	Irrigation Cover	PASS	8/26/24	Safebuilt
24-345	1211 Wirt Rd	HV-24-086GE	Generator - Layout	PASS	8/27/24	Safebuilt
24-346	14 Hilshire Grove	HV-24-061H	HVCA Final	PASS	8/27/24	Safebuilt
24-347	1226 Glourie	HV-23-043E	Electrical Final	PASS	8/28/24	Safebuilt
24-348	1226 Glouire	HV-23-043H	HVAC Final	PASS	8/28/24	Safebuilt
24-350	1209 Archley	HV-24-064P	Plumbing Final	PASS	8/28/24	Safebuilt
24-351	1226 Glourie	HV-23-043P	Plumbing Final	PASS	8/29/24	Safebuilt
24-353	1226 Glourie Dr	HV-23-043FS	Fire Sprinkler Final	PASS	8/29/24	VFD
24-354	1201 Archley Dr	HV-23-082FS	Fire Sprinkler Cover	PASS	8/29/24	VFD
24-352	1241 Ridgeley Drive	HV-23-071P	Plumbing Final	PASS	8/30/24	Safebuilt

Inspections	
Cancelled	2
Consultation	0
Failed	5
Pass	47
<b>Total</b>	<b>54</b>

City of Hilshire Village  
Call Log

<b>Date Notified</b>	<b>Message</b>	<b>Address of Concern</b>	<b>Action</b>	<b>Results</b>	<b>Date Resolved</b>
7/29/24	Needs debris removal for a tree that hasn't come down yet	Glourie	Advised to hurry and get it done this week while Harris Co. is still collecting.	Debris was collected	8/27/2024
8/1/24	asking about status of street light repair end of Burkhart is out	8210 Burkhart	Light was reported, possible wiring issues.		
8/13/24	Tree fell on sewer line during storm and shifted the pipe. Owner asked for Inframark to go out and inspect	1302 Pine Chase	Inframark technician scheduled to make assessment 8/14/24	Cleanout is in right-of-way and City's responsibility, repairing through Inframark.	
8/13/24	Street light out and hanging wires. Pole #297579	8209 Burkhart	Reported to Centerpoint 8/13/24		
8/26/24	Water usage high on most recent bill, does not know of a leak or reason.	15 Hickory Shadows	Sent Inframark technician to site, no obvious leak found.	Advised to contact a plumber to check for house leaks.	9/4/2024
8/26/24	High water bill.	1249 Archley Dr	Investigated, found missing payment for last cycle.	Informed owner of issue, asked them to double check their records.	8/28/2024
8/28/24	Tree limb from the storm is hanging on the wires. CenterPoint was out to inspect and said it was a communication line.	1229 Ridgeley Drive	Sent notice to AT&T & Comcast to investigate.		
8/28/24	Stopped Inframark tech to ask about water usage, concerned that a leak was not properly repaired. Asked for historical usage for the address.	1111 Glourie Dr	Technician checked meter, advised City staff of question.	Sent the new owner the historical usage, indicates there is a significant leak as usage is very high over the last two years. Advised to hire a plumber to do a full interior and exterior leak test.	8/30/2024
8/28/24	Communication wire has been hanging since Hurricane Beryl, has not had success with AT&T or Comcast response.	1306 Glourie Dr	Received photos of wire from homeowner and forwarded to AT&T and Comcast reps for assessment.		
9/10/24	Garbage was not collected on Monday, asked to make sure they collect on Thursday.	1206 Glourie Dr	Notified GFL of missed service, requested to ensure collection Thursday.		



# Regular Council Meeting Minutes

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

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

1.A. Invocation was given by Mayor Pro Tem Carey

1.B. Pledge of Allegiance

**1.C. PRESENT**

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

**ABSENT**

Council Member Justin Crawford  
Council Member Mark Huber

Also Present Were: City Attorney Bailey (Olson & Olson), City Engineers Him, Peterson, and Moylan (HDR Engineering), Spring Valley Captain Menchaca and Sergeant Spriggs, City Secretary Stephens, and City Clerk Ray.

**2. CITIZEN'S COMMENTS:** None

**3. REPORTS TO COUNCIL**

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

Officer Menchaca reported a total 1036 calls for service, of those calls 960 were business checks, 39 were public relations, 16 traffic stops totaling to 27 violations. No major incidents to report in July. Monitoring for Hickory Shadows Park continues. SVPD started a SMS messaging system with Brighton Arrow. A test message was sent to Council and another will be sent out to the community for direct emergency alerts. Mayor Buesinger asked if there were any hits on the Flock system, there were none in the month of July.

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

In July three firefighter/paramedics were hired, and the department is starting a new hiring process for one full-time position. A new full-time dispatcher started August 5<sup>th</sup>. A candidate for the administrator finance director position is in the process of background checks. Deputy Chief Will Wyte is retiring after 39 years of fire service his last day will be September 16<sup>th</sup>. Ladder one is in the shop for preventative maintenance and repairs. As for major incidents, VFD is still recapping Hurricane Beryl, there were 120 calls for service on the day Hurricane Beryl hit. Within 10

days 90% of the City's power was restored. A lot of calls were made when the power came back on for the arcing electrical lines and false alarms on fire systems. For July there were 5 fire, 3 EMS, and 2 service non-emergency calls, a total of 10 incidents with an average response time 5 minutes and 18 seconds. The start date for the main roof reconstruction is pending for the next several weeks. An AT&T hotspot was installed as a backup to the internet for dispatch. Satellite internet is also on the way for cable, cell, and satellite for dispatch.

### 3.C. **City Engineer's Report**

Engineer Him said that the engineering team supporting the City has changed. Engineer Vasquez is moving out of state and will transfer to that office. Gracie Moylan is coming on board for day-to-day inspections while Engineer Him will be the lead engineer, backed up by John Peterson. Drainage plan reviews are under review with no outstanding issues. HDR is developing a shared file for a drainage review list for status updates between HDR and the City.

Wirt Rd sidewalk project - 70% plans were submitted today. There are delays anticipated in the execution of the easement by the School of the Woods due to the timing of school starting. Design is being fast-tracked in the meantime to get City of Houston review complete by the time we get comments back from Houston engineers.

Hilshire Green Drive project submitted 70% drawings last Thursday to City staff. HDR wants to arrange a public meeting with the citizens to see the plan and gather feedback.

Paving and Point repairs were completed by the contractor. Engineers Peterson and Moylan went out to inspect the repairs, and it was noted that pitting and holes were forming at the Guinea repairs. HDR will follow up with the contractor for a site assessment at Guinea. The contractor offered two cold patches on Friarcreek at no additional cost to the City, and completed the work with the other paving repairs.

The HDR team met with two contractors to get quotes for the ditch regrading projects, but the meeting was cut short due to weather. Another contractor has completed the site visit, and the proposal is pending.

At the Friarcreek Lane drainage channel, Engineers Peterson and Moylan met with the homeowner who would like to Council to look at the area that has been potentially undermined. HCFCD will be contacted because this area drains into an easement under their jurisdiction.

At 1209 Pine Chase Drive drainage easement the pipes are damaged at the entrance, and Engineer Him recommends a wing wall to protect the pipes as the water flow comes in. Cleaning and re-grading of the ditch is also needed. The slope paving is separated because the area is deteriorating as well as the culvert under the driveway at 1209. HDR engineers are working on plans for designing a wing wall, and additional schematics that will be prepared and presented to contractors for quotes.

The Lead Service Line Inventory survey is nearing completion with one location pending on Guinea Drive. This survey will be entered into a GIS for mapping. After the storm, the majority of the missing meters were identified, and the inventory list is due October 16<sup>th</sup> the City is on track for this to be completed by the timeline.

The original application for the TCEQ MS4 permit was never approved. The City has not received paperwork for the renewal process and due in February 2025.

Hickory Shadows Meter Vault - The project started because of the water pressure issues in Hilshire Village. Two years ago, the City of Houston upgraded to magnetic flow meters and was successful in installing it at this location without retrofitting the vault. The vault lid does need repair in order to secure it properly but is the property of the City of Houston. HDR will reach out to the City of Houston to request repair. Additionally, there is another small meter vault that is believed to have fed the old city hall building. There is a 6" underground pipe that needs to be identified Engineer Him recommends abandoning it if not active.

Pine Chase Grove cul-de-sac improvements. Schedule a meeting with the residents to discuss the improvements - Houston moving meter boxes back to the brick wall, Hilshire does the trenching and conduit. Houston to install safety bumpers and paint the lids to blend in. Now that the backflow preventer has been replaced, the discharge is on the bottom instead of the side and will no longer impact Mr. Griffiths property as it was before. Aesthetic improvements such as shrubs will be discussed with the homeowners Engineer Vasquez suggested possibly installing a parking pad at the edge of the pavement for Houston utility trucks. Plans will be prepared and presented to Council.

Council Member Gordy asked that HDR include milestones and dates within their reports to help control expectations and organization of the various projects.

**3.D. Building Official's Report** Secretary Stephens said that there wasn't much to report. An average amount of permits and inspections were issued, no new home construction permits were issued in July.

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

The majority of the calls the Mayor received after Hurricane Beryl were power restoration-related. There has been a lot of outreach with Senator Wesley Hunt on how to weather the storms better and restore power faster. This week there will be a meeting with CenterPoint officials and the Memorial Villages about the community impact and what CenterPoint action plan moving forward. Mayor Buesinger noted that he's seen many CenterPoint trucks clearing the foliage around the power lines, which is something CenterPoint has committed to doing. The phone calls from the community went from questions about power to when storm debris collection would begin. Secretary Stephens said that there would be one more pass-through for additional storm collection.

Council Member Cooper asked if there was time to review the post-storm operations to see if there are ways to improve or to get a better understanding of the process. City Secretary Stephens said that an after-action report was created

after the Derecho but not published due to Hurricane Beryl. Secretary Stephens said that between the provisions of the ILA with Harris County and VFD the City emergency response was covered. Mayor Buesinger said that a meeting had been arranged for the end of June but had to be canceled and he would like to get a post-storm review on the agenda.

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

Call Log  
Consent Agenda

Secretary Stephens said that she was looking forward to the upcoming CenterPoint meeting where they are set to discuss the action plan created after a post-storm survey. The call log is longer due to storm complaints but most are typical business and resolved. The City has really great communications contacts that are very responsive to hanging wires and getting repair tickets processed quickly.

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

The investment policy is a renewal and change in formatting for simplicity and the finance policy is the new and first version of best practices for the City Treasurer.

## **4. CONSENT AGENDA**

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

- 4.A. Approve Disbursements
- 4.B. Approve Minutes from the Regular Council Meeting June 18, 2024
- 4.C. Approve Minutes from the Regular Council Meeting July 16, 2024.
- 4.D. Approve Check Registers
- 4.E. Approve Investment Policy
- 4.F. Approve Finance Policy

Amended motion to remove the Finance Policy and table until the September meeting.

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

The amended motion carried 3-0.

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

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

**Note: Newspaper notices were published on July 24 and July 31.**

The financial report was not ready but the City advisor said the City is on track.  
No action taken

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

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

Council Member Gordy asked if the utility increases were estimated by a price increase from the city of Houston. Secretary Stephens said that she estimated a 10% increase to be on the conservative side. Council Member Gordy was curious as to why water consumption was low, but Secretary Stephens said she wasn't able to speak to what would be driving that trend. Once the City of Houston rates are released the figures can be adjusted.

Secretary Stephens said that the proposed salary increases were based on many factors including completing certifications, performance, and market standards. Council Member Cooper said that in last year's salary review, it was remarked that a 10% increase would be atypical and not the annual standard. The concern being that 10% salary increases are not sustainable. Mayor Buesinger said that he appreciated the concern but that the City's base salary is already lower in comparison to other City's and he felt the increase was fair. Council Member Gordy said Hilshire Village is more dependent on City staff because it's limited and there is a lot of responsibility that two people share and he supported the increase. Mayor Pro Tem Carey said that 10% salary increases are not sustainable but it was his understanding that the increases were to get the salaries equal to the positions.

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

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

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

After discussion Council voted to approve the No New Revenue M&O and I&S tax rates.

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

The motion carried 3-0.

**6. FUTURE AGENDA TOPICS**

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

**7. ADJOURNMENT**

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

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

The motion carried 3-0.

**The meeting was adjourned at 7:57 P.M.**

Mayor

---

Robert F. Buesinger,

ATTEST:

---

Cassie Stephens, City Secretary



**RESOLUTION 2024-267**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, RATIFYING EMERGENCY EXPENDITURE ASSOCIATED WITH REPAIR OF DAMAGED AIR CONDITIONING SYSTEM; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City experienced major weather events causing damage to the City Hall air conditioning system; and

WHEREAS, it was necessary to preserve public health, safety, and welfare, and to prevent further damage to City Hall to seek repairs to the air conditioning system above the purchasing authority of the Mayor before the next opportunity for the entire City Council to approve the expenditure; and

WHEREAS, City staff was able to get quotes from several a/c repair companies and chose to use Dave Lane’s Hi-Tech Mechanical for the repairs, at a total cost of \$8,740.00; now, therefore,

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

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the City of Hilshire Village City Council finds and determines that the above conditions existed and that it was necessary for City staff to procure emergency repair of the air conditioning system.

Section 3. That the actions of the City Mayor, City Secretary, and other responsible City staff in handling the emergency repair of the air conditioning system by contracting with Dave Lane’s Hi-Tech Mechanical and the resulting expenditure in the amount of \$8,740.00 are hereby ratified and approved.

Section 4. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**PASSED AND APPROVED** this 17<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

\_\_\_\_\_  
Cassie Stephens, City Secretary

**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF  
DOMESTIC VIOLENCE AWARENESS MONTH**

\* \* \* \* \*

*WHEREAS, domestic violence is a widespread issue affecting individuals in every community, regardless of age, gender, economic status, race, religion, nationality, or sexual orientation, and is a crime that impacts millions of Americans each year; and*

*WHEREAS, domestic violence can manifest as physical, emotional, sexual, psychological, or economic abuse, causing devastating and long-lasting effects on victims, their families, and communities as a whole; and*

*WHEREAS, the prevention of domestic violence requires the efforts of individuals, families, schools, community organizations, faith-based groups, and government agencies, who work together to promote education, offer resources, and foster a culture of zero tolerance for violence; and*

*WHEREAS, Domestic Violence Awareness Month, observed every October, provides an opportunity for the community to speak out against domestic violence, support survivors, raise awareness of the warning signs, and promote the services available to those in need; and*

*WHEREAS, by bringing attention to domestic violence, we encourage every person to take action to end the cycle of abuse, support those affected, and create a world where everyone can live free from violence and fear;*

*NOW, THEREFORE, LET IT BE PROCLAIMED, The City of Hilshire Village joins with others across Texas and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in Hilshire Village; and*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 17th day of September 2024.*

*Attest*

\_\_\_\_\_  
*Robert F. Buesinger, Mayor*

\_\_\_\_\_  
*Cassie Stephens, City Secretary*



**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF NATIONAL NIGHT OUT**

\* \* \* \* \*

*WHEREAS, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live; and*

*WHEREAS, it is essential that all members of the community come together with law enforcement to promote safety, cooperation, and unity to help prevent crime and build safer, stronger neighborhoods; and*

*WHEREAS, National Night Out provides an opportunity for residents to meet their local law enforcement officers, as well as their neighbors, in a fun, family-friendly environment that strengthens the ties that build trust, understanding, and cooperation; and*

*WHEREAS, communities across the country participate in National Night Out, engaging in block parties, festivals, parades, cookouts, and various other events with safety demonstrations, youth activities, and educational programs, all aimed at fostering community pride and public safety; and*

*WHEREAS, National Night Out, in its continued efforts to promote awareness, safety, and neighborhood unity, serves as a reminder of the critical role citizens play in keeping their neighborhoods safe and vibrant; and*

*WHEREAS, the participation of residents, civic leaders, law enforcement, and other community stakeholders in National Night Out is crucial to creating an atmosphere where relationships are built and the foundation for a stronger, safer community is laid;*

*NOW, THEREFORE, LET IT BE PROCLAIMED that October 1, 2024 be National Night Out in the City of Hilshire Village, and all citizens are encouraged to join their neighbors, law enforcement, and community leaders in this important event, strengthening the bonds that make our neighborhoods secure and welcoming places for all.*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 17th day of September 2024*

*Attest*

\_\_\_\_\_  
*Robert F. Buesinger, Mayor*

\_\_\_\_\_  
*Cassie Stephens, City Secretary*



**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF WORLD TEACHERS' DAY**

\* \* \* \* \*

*WHEREAS, World Teachers' Day, celebrated annually on October 5th, honors the dedication, passion, and contributions of teachers around the globe who nurture the minds and spirits of students, playing an essential role in shaping the future of our societies; and*

*WHEREAS, teachers are entrusted with the vital responsibility of educating, inspiring, and empowering young people, equipping them with the knowledge, skills, and values needed to thrive in an ever-changing world; and*

*WHEREAS, educators provide guidance, encouragement, and support, often going above and beyond to meet the diverse needs of their students, fostering critical thinking, creativity, and a lifelong love of learning; and*

*WHEREAS, it is essential to recognize and appreciate the hard work, dedication, and unwavering commitment of teachers, who are the foundation of a strong and prosperous community; and*

*WHEREAS, World Teachers' Day provides an opportunity for communities to express gratitude and admiration for the extraordinary efforts of educators and to acknowledge the impact they have on individuals and society as a whole; and*

*WHEREAS, we recognize the ongoing need to support teachers, invest in education, and ensure that teachers are provided with the resources, professional development, and respect they deserve in fulfilling their crucial role;*

*NOW, THEREFORE, LET IT BE PROCLAIMED October 5, 2024, as World Teachers' Day in The City of Hilshire Village, and all citizens are called upon to celebrate and honor the outstanding contributions of teachers, who shape the minds of future generations and serve as the cornerstone of a brighter, more equitable world.*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 17th day of September 2024.*

*Attest*

\_\_\_\_\_  
*Robert F. Buesinger, Mayor*

\_\_\_\_\_  
*Cassie Stephens, City Secretary*



**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF HALLOWEEN NIGHT**

\* \* \* \* \*

*WHEREAS, Halloween is a cherished tradition celebrated by children, families, and communities, offering an opportunity for fun, creativity, and festive spirit through activities such as trick-or-treating; and*

*WHEREAS, the safety of our residents, especially children, is a top priority, and it is essential that Halloween festivities are conducted in a manner that ensures a safe environment for all participants; and*

*WHEREAS, in the interest of protecting pedestrians and providing a secure, family-friendly space for Halloween activities, Archley Drive will be blocked off to vehicular traffic on Halloween night from 5:30 PM to 7:30 PM, allowing for safe passage for children and families as they enjoy the evening's festivities; and*

*WHEREAS, the temporary closure of Archley Drive during these hours is intended to promote pedestrian safety, minimize traffic hazards, and create a welcoming atmosphere for trick-or-treaters and neighbors to interact and celebrate responsibly; and*

*WHEREAS, all participants are encouraged to follow safety precautions, including the use of flashlights, reflective costumes, and to remain mindful of younger children navigating the area; and*

*WHEREAS, community members are encouraged to join together to ensure that Halloween on Archley Drive is both fun and safe, with neighbors working collaboratively to create a secure and enjoyable environment for everyone;*

*NOW, THEREFORE, LET IT BE PROCLAIMED that October 31, 2024 be Halloween Night on Archley Drive in the City of Hilshire Village, all residents are encouraged to exercise caution, prioritize pedestrian safety, and enjoy a fun and festive evening.*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 17th day of September 2024*

*Attest*

\_\_\_\_\_  
*Robert F. Buesinger, Mayor*

\_\_\_\_\_  
*Cassie Stephens, City Secretary*



# City of Hilshire Village Fiscal Year 2024-2025 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$34,222, which is a 1.89 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$41,286.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT and not voting:**

**ABSENT:**

## Property Tax Rate Comparison

	<b>2024-2025</b>	<b>2023-2024</b>
Property Tax Rate:	\$0.550985/100	\$0.560432/100
No-New-Revenue Tax Rate:	\$0.550985/100	\$0.551314/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.438454/100	\$0.429309/100
Voter-Approval Tax Rate:	\$0.558134/100	\$0.560432/100
Debt Rate:	\$0.112531/100	\$0.116098/100

City of Hilshire Village  
Fiscal Year 2024-2025 Budget

		Ending Balance	Budgeted	Projected	Proposed
		9/30/2023	9/30/2024	9/30/2024	9/30/2025
Type	Account # Account Description				
Gen Fund	Cash 11110 Petty Cash	250.00		250.00	
	Cash 11113 TexPool (Metro1)	474,929.52		653,585.00	
	Cash 11114 Checking-Amegy Bank	84,916.36		175,000.00	
	Cash 11116 Savings-General Fund	275,851.28		675,000.00	
	Cash 11117 Antciptn Note (Debt Service)	11,619.28		15,000.00	
	Cash 11120 Savings-Metro1	50,055.46		3,055.46	
	Cash 11122 Child Safety Fund	8,695.84		9,602.22	
	Cash 11126 TexPool GF	1,661,455.67		1,752,655.00	
	Cash 11129 TexPool CEFFC	-		20,366.43	
	Cash 41014 HVCEFFC	20,471.43		500.00	
	Cash 41015 HVHEFC	895.00		500.00	
<b>Cash</b>		<b>2,589,139.84</b>	<b>-</b>	<b>3,305,514.11</b>	<b>-</b>
Gen Fund	Income 41000 Metro - Revenue	103,000.00	103,000.00	103,000.00	103,000.00
	Income 42100 Property Taxes - Current	1,269,135.97	1,380,414.00	1,358,044.27	1,436,624.47
	Income 42101 Property Taxes-Debt-Current	367,234.62	360,682.00	355,544.78	377,147.59
	Income 42200 Property Taxes - Delinquent	1,384.20	-	6,860.80	-
	Income 42201 Property tax-debt-delinquent	569.30	-	2,243.21	-
	Income 42500 Garbage Income	87,195.24	-	118,948.88	93,009.00
	Income 43000 Franchise tax	62,312.42	50,000.00	52,399.95	50,000.00
	Income 44000 City Sales Tax	86,697.40	60,000.00	93,295.34	60,000.00
	Income 46100 Int. Income-Gen funds	60,662.50	30,000.00	90,883.85	30,000.00
	Income 46500 Int. Income-Metro1	17,331.70	-	28,241.25	-
	Income 46700 Int. Income-Taxes	7,943.90	4,000.00	5,496.43	4,000.00
	Income 46800 Int. Income-Debt Taxes	2,286.31	-	1,167.12	-
	Income 47000 Sales Tax Discount Income	29.47	-	18.41	-
	Income 47100 Building Permits	108,564.78	-	122,513.15	75,000.00
	Income 47102 Plan Check for Construction	40,463.60	-	21,936.75	10,000.00
	Income 47105 Plan check for Drainage	15,060.00	-	9,200.00	7,500.00
	Income 47200 Pet Permits	87.00	-	64.00	-
	Income 47201 Alarm Permits and Misc. Fees	2,699.00	1,500.00	1,595.00	1,500.00
	Income 48100 Other Income	3,522.27	4,000.00	25.00	-
	Income 48200 Court Fees	5,892.90	5,000.00	12,823.89	5,000.00
	Income 48300 Ambulance Income	8,234.69	-	4,534.84	-
	Income 48400 Child Safety Income	906.38	900.00	950.57	900.00
<b>General Fund Revenue</b>		<b>2,251,213.65</b>	<b>1,999,496.00</b>	<b>2,389,787.49</b>	<b>2,253,681.07</b>

City of Hilshire Village  
Fiscal Year 2024-2025 Budget

			Ending Balance	Budgeted	Projected	Proposed
			9/30/2023	9/30/2024	9/30/2024	9/30/2025
Type	Account #	Account Description				
Gen Fund	Expenses	51500 Police Protection/Court	608,841.00	669,725.00	539,736.34	600,000.00
	Expenses	51600 Police - Council Meetings	2,200.00	3,200.00	2,400.00	3,000.00
	Expenses	51700 Police Cameras	16,050.00	15,000.00	10,068.49	37,600.00
	Expenses	52000 Fire Protection	252,967.94	297,405.00	264,963.20	305,000.00
	Expenses	52500 Trash Service	83,437.20	90,904.00	77,046.97	90,500.00
	Expenses	53000 Metro Funded Misc.	6,773.00	20,000.00	20,000.00	20,000.00
	Expenses	53002 Metro-Ditch Cleaning	-	30,000.00	-	30,000.00
	Expenses	53004 Metro-Point Repairs on Asphalt	-	20,000.00	23,642.50	20,000.00
	Expenses	53220 Disaster Recovery City Hall	-	-	-	10,000.00
	Expenses	53221 Disaster Recovery Debris Mgt	-	-	-	15,000.00
	Expenses	53222 Drainage Ravine Management	-	-	-	30,000.00
	Expenses	53400 Mosquito Spraying	2,289.60	3,500.00	2,571.60	3,000.00
	Expenses	53500 Street Lights	5,974.77	6,500.00	4,050.64	6,000.00
	Expenses	53600 Street Signs	1,430.00	2,000.00	1,320.50	2,000.00
	Expenses	54000 Tax Collection Fees	13,136.00	15,000.00	16,041.00	16,000.00
	Expenses	54300 Wages,Taxes	158,656.74	120,805.23	116,276.20	140,000.00
	Expenses	54410 FICA Tax	9,104.88	7,490.00	6,544.57	7,500.00
	Expenses	54415 Medicare Tax	2,129.23	1,752.00	1,541.24	1,750.00
	Expenses	54420 SUTA Tax	72.41	1,161.00	547.51	1,000.00
	Expenses	54424 Medical & Life Insurance	38,212.89	51,255.64	30,856.58	45,000.00
	Expenses	54425 Retirement	11,167.36	7,130.53	6,452.14	7,200.00
	Expenses	54520 Audit Fees	19,510.00	20,085.00	20,085.00	22,500.00
	Expenses	54540 Legal Fees	17,166.00	23,000.00	21,294.50	20,000.00
	Expenses	54545 Legal Fees - Zoning	-	-	-	5,000.00
	Expenses	55000 Bldg.Permit Administration	33,000.00	38,000.00	30,250.00	38,000.00
	Expenses	55100 Code Enforcement				10,200.00
	Expenses	55300 Utility Locate	9,685.83	12,000.00	4,590.42	10,000.00
	Expenses	55501 Inspection- Arborist	1,120.00	2,000.00	1,280.00	2,000.00
	Expenses	55600 Generator Maintenance	1,388.92	1,400.00	10,202.82	1,500.00
	Expenses	56000 Board of Adjustment	-	3,500.00	-	3,500.00
	Expenses	56510 Insurance	5,556.78	7,500.00	6,858.52	7,500.00
	Expenses	56515 Education	2,024.02	2,500.00	3,909.02	5,000.00
	Expenses	56516 City Hall Upgrades	3,972.00	2,500.00	2,480.54	3,000.00
	Expenses	56519 City Hall Exterior	579.65	2,500.00	733.34	2,500.00
	Expenses	56520 City Hall Operations	17,827.42	20,000.00	18,737.23	20,000.00
	Expenses	56521 City Hall Maintenance	583.01	8,000.00	6,416.63	8,000.00
	Expenses	56522 Website Development	-	-	-	1,500.00
	Expenses	56523 Web Hosting & Maintenance	1,696.92	1,700.00	1,650.00	1,850.00
	Expenses	56525 Bank Charges	2,222.14	3,000.00	3,223.42	4,000.00
	Expenses	56526 Dues	2,555.11	2,500.00	2,652.52	3,000.00
	Expenses	56530 Public Notices	2,252.32	5,000.00	723.04	5,000.00
	Expenses	56540 Office Supplies	4,108.55	4,000.00	3,586.01	4,000.00



City of Hilshire Village  
Fiscal Year 2024-2025 Budget

Type	Account #	Account Description	Ending Balance 9/30/2023	Budgeted 9/30/2024	Projected 9/30/2024	Proposed 9/30/2025
Expenses	56541	Election/Voting Machine Rent	2,234.33	2,500.00	180.00	3,500.00
Expenses	56545	City Hall Equipment/Furnishing	6,960.87	15,000.00	12,832.25	15,000.00
Expenses	56550	Miscellaneous	7,460.57	5,000.00	3,038.50	5,000.00
Expenses	56551	Mayor/Council/Administrator	3,355.72	3,000.00	2,812.32	3,500.00
Expenses	56560	Codification	1,420.00	4,000.00	3,834.40	6,500.00
Expenses	56579	Memorial Villages Event- Recyl	532.29	600.00	405.95	725.00
Expenses	56581	Books for Library	250.00	250.00	250.00	250.00
Expenses	56583	Engineering Plan Checking	26,923.25	48,000.00	46,291.40	50,000.00
Expenses	56585	Non-Metro Engineering Services	34,556.47	50,000.00	45,010.97	50,000.00
Expenses	57000	Principal Tax Ant. Note	340,000.00	350,000.00	350,000.00	375,000.00
Expenses	57500	Tax Ant. Note Interest	19,694.99	10,682.00	10,532.36	15,000.00
<b>General Fund Expenses</b>			<b>1,781,080.18</b>	<b>2,011,045.40</b>	<b>1,737,920.64</b>	<b>2,093,075.00</b>
<b>General Fund Net Income</b>			<b>470,133.47</b>		<b>651,866.85</b>	<b>160,606.07</b>
Utility Fund	Cash	11012 Checking Account	444,775.43		10,000.00	
	Cash	11013 TexPool U	-		508,621.00	
	Cash	12021 Lockbox Clearing Account	4,995.00		5,000.00	
<b>Cash</b>			<b>449,770.43</b>	<b>-</b>	<b>523,621.00</b>	<b>-</b>
Utility Fund	Income	45000 Water Revenues	374,996.97	436,016.00	391,557.72	445,000.00
	Income	45001 Sewer Revenues	141,335.03	169,674.00	166,197.38	180,000.00
	Income	45002 Maintenance Revenue	42,591.90	42,360.00	42,772.21	45,000.00
	Income	45003 Garbage	0.01		-	-
	Income	45004 Sales Tax - Garbage	16.03		-	-
	Income	45008 Utility Services Income	9,405.34	1,500.00	2,250.04	2,500.00
	Income	45009 Meter Installation	24,946.03	2,000.00	670.83	2,000.00
	Income	45040 Interest		-	5,419.00	5,000.00
	Income	45060 Interest-Utility Billing	3,323.99	2,500.00	7,899.82	9,000.00
<b>Utility Fund Revenue</b>			<b>596,615.30</b>	<b>654,050.00</b>	<b>616,767.00</b>	<b>688,500.00</b>

City of Hilshire Village  
Fiscal Year 2024-2025 Budget

	Type	Account #	Account Description	Ending Balance 9/30/2023	Budgeted 9/30/2024	Projected 9/30/2024	Proposed 9/30/2025
Utility Fund	Expenses	51001	City Water Supply (COH)	317,772.77	303,495.00	254,865.83	265,000.00
	Expenses	51002	Wastewater Disposal (COH)	109,487.61	117,840.00	114,092.73	125,000.00
	Expenses	51003	Utilities -Lift Station	10,726.15	6,000.00	8,867.54	9,000.00
	Expenses	55030	Bank Charges	269.00		70.00	100.00
	Expenses	55501	Repairs to Water Lines	43,803.14	50,000.00	54,735.24	55,000.00
	Expenses	55502	Repairs to Sewer Lines	3,122.29	20,000.00	1,127.47	10,000.00
	Expenses	55504	Repairs to Lift Station	11,683.88	15,000.00	13,777.79	15,000.00
	Expenses	55505	Meter Replacement	4,214.83	8,519.00	440.64	5,000.00
	Expenses	55507	New Construction Meter Install	29,768.78	10,000.00	3,683.89	6,500.00
	Expenses	55508	Utility Line Locator Services	4,049.91	7,000.00	6,860.48	7,000.00
	Expenses	55560	HCFC - tceq	395.38	395.00	395.38	400.00
	Expenses	55562	Legal	75.00	500.00	-	500.00
	Expenses	55563	TCEQ-Engineering	2,085.21	2,000.00	1,500.00	2,000.00
	Expenses	56000	Meter Reader	3,477.00		-	-
	Expenses	56001	Water Quality Testing	27,326.37	90,150.00	104,413.60	115,000.00
	Expenses	56002	Utility Billing Costs	6,812.05	10,800.00	12,926.70	15,000.00
	Expenses	56003	Office Supplies & Postage	352.78	600.00	-	-
	Expenses	58000	Miscellaneous- Contingency	1,701.82	5,000.00	-	5,000.00
	Expenses	60000	Utility Engr. On-Call Services	1,972.81	5,000.00	1,544.67	5,000.00
<b>Utility Fund Expenses</b>				<b>579,096.78</b>	<b>652,299.00</b>	<b>579,301.96</b>	<b>640,500.00</b>
<b>Utility Fund Net Income</b>				<b>17,518.52</b>		<b>37,465.04</b>	<b>48,000.00</b>

FY 2024-2025 Budget adopted 9/17/2024 Ordinance 842-2024

\_\_\_\_\_  
Robert F. Buesinger, Mayor

\_\_\_\_\_  
Cassie Stephens, City Secretary

**ORDINANCE NO. 840-2024**

**AN ORDINANCE AMENDING APPENDIX “A” FEE SCHEDULE OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING SECTION 7.200 OF APPENDIX “A” THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 7.200 OF APPENDIX “A”, ESTABLISHING NEW WATER, WATER DEPOSITS, BILLING CHARGES, SANITARY SEWER AND SOLID WASTE COLLECTION RATES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**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, Texas (the “Code”), is hereby amended by deleting Section 7.200 of Appendix A and substituting therefore a new Section 7.200 of Appendix A to provide as follows with an effective date for all invoices rendered after date of Ordinance.

**Sec. 7.200 Water Rates Established**

**(a) Residential and Non-Residential, Bi-Monthly Charges:**

- (1) The charge for water is \$9.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$95.00, and the maintenance charge is \$20.00.

**(b) Commercial “C”, Bi-Monthly Charges**

- (1) The charge for water is \$9.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$95.00 and the maintenance charge of \$20.00.

**(c) Commercial-Holy Cross Church, Bi-Monthly Charges:**

- (1) The charge for water is \$9.00/1000 gallons – no minimum.
- (2) The flat rate bi-monthly sewer charge is \$600.00, and the maintenance charge is \$20.00.

**Meter Deposit**

- (1) A deposit for water meter hookup for any new residential, non-residential, or commercial customer shall be required in the amount of \$500.00 per meter. The refund will be returned on the last water bill after a call for disconnection.

(2) If in the event an existing resident's water is turned off due to non-payment, a deposit will be required, in an amount necessary to cause a total deposit balance of \$500.00, prior to reconnection of water service. Such deposit shall be mandatory if there is no deposit, or there is a deposit in an amount less than \$500.00 remaining on the account.

### **Billing Charges Established for Residential, Non-Residential, and Commercial**

\*All Payments, as described below, shall be made in person or online (if applicable) at such place that payments are received, unless otherwise approved by the City or an authorized contractor for the City, with an authorized payment method (not to include personal checks).

(1) Returned Check Fee is \$25.00

(2) Meter Verification/Re-Read will be no charge if the meter was read incorrectly, one free re-read per year, and \$20.00 thereafter if the meter was read correctly by Inframark Water & Infrastructure Services.

(3) A Service Account Transfer fee of \$15.00 will be charged for new accounts or when a resident moves from one address to another within the city, so that the records follow the resident.

(4) Billing statements shall be mailed bi-monthly by the tenth (10<sup>th</sup>) day of each billing month.

(5) The payment due date shall be thirty (30) calendar days from the statement mailed date.

(6) If payment has not been received by the tenth (10<sup>th</sup>) day after the statement due date, a delinquent letter shall be mailed to the billing address and a delinquent letter fee of \$10.00 shall be applied to the account. The account holder shall have ten (10) business days (excluding holidays), from the date that such delinquent letter is issued, to pay all delinquent bills before a red tag is issued.

(7) Red tag fee is \$20.00. Once a red tag is issued, the account holder shall have five (5) business days (excluding holidays), from the date that such red tag is issued, to pay all delinquent bills before the water is turned off.

(8) Turn off fee is \$50.00.

(9) Reconnect fee is \$50.00.

(10) Removal of Meter due to unauthorized usage after turn off is \$100.00.

(11) Insufficient Funds Fee is \$25.00.

**Solid waste collection charges:**

Per residential unit, school, church, public building, or similar use is \$51.50 bi-monthly, excluding sales tax. Additionally, a fuel surcharge and disposal environmental fee will be charged by the City if and when the Vendor's bill includes these fees.

Section 2. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional and the City Council of the City of Hilshire Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 17<sup>th</sup> day of September, 2024.

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Robert F. Buesinger, Mayor

ATTEST:

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Cassie Stephens, City Secretary

**ORDINANCE NO. 841-2024**

**AN ORDINANCE APPROVING AND ADOPTING THE CITY OF HILSHIRE VILLAGE, TEXAS, BUDGET FOR THE FISCAL YEAR ENDING 2025; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS, AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

\* \* \* \* \*

**WHEREAS**, within the time and in the manner required by law, the Mayor of the City of Hilshire Village, Texas (the "City"), has prepared and submitted to the City Council a general budget of proposed expenditures and revenues of the City of Hilshire Village for the fiscal year ending 2025, beginning October 1, 2024, and ending on September 30, 2025; and

**WHEREAS**, such budget was timely filed with the City Secretary, has been available for inspection, was submitted to City Council, and pursuant to a motion of the City Council; and

**WHEREAS**, the City Council has considered the proposed general budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

**WHEREAS, this budget reflects an increase in revenue from property taxes than last year's budget by an amount of \$34,222, which is a 1.89 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$41,286;** and

**WHEREAS**, a copy of such general budget and cover page has been filed with the City Secretary and will be posted on the entity's website until the date of the first anniversary the budget is adopted; and

**WHEREAS**, the City Council now desires to approve and adopt the same; now, therefore,

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

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

**Section 2.** The City Council hereby approves and adopts the general budget described in the preamble of this Ordinance, a copy of which is attached hereto and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. The City Secretary is hereby directed to place on said budget an endorsement, which shall be signed by the City Secretary, which reads as follows: "The Official Budget of the City of Hilshire Village, Texas, for the Fiscal Year Beginning October 1, 2024, and ending September 30, 2025." Such budget, as thus endorsed, shall be kept on file in the office of the City Secretary as a public record.

**Section 3.** In support of said budget and by virtue of its adoption thereof, including any and all changes adopted thereto, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes.


**Section 4.** The City Council takes cognizance of the fact, that in order to facilitate operations of the City and its various departments and activities and to make adjustments occasioned by events transpiring during the year, some transfers may be necessary to and from some accounts contained within the budget as originally adopted. Accordingly, should the Mayor from time to time determine that transfers are necessary from unexpected funds in one or more budget accounts to another budget account, and the same may be accomplished without creating a deficit in the requirements of any City Department or activity, he/she shall recommend such transfers to the City Council by attaching such recommended transfers to an ordinance amending the official budget. Upon approval of such ordinance by the City Council, an amendment sheet reflecting such transfer or transfers shall be attached to the budget as specifically adopted, whereupon the City Council shall treat such funds as if they had been thus budgeted in the first instance.

PASSED, APPROVED, AND ADOPTED on this 17<sup>th</sup> day of September, 2024 by a roll call vote.

Pos. 1,        Mike Gordy        

Pos. 2,        Justin Crawford        

Pos. 3,      Andy Carey      

Pos. 4,      Mark Huber      

Pos. 5,      Kristi Cooper      

CITY OF HILSHIRE VILLAGE

APPROVED:

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

\_\_\_\_\_  
Cassie Stephens, City Secretary



Property Tax Rates

Total tax rate = M&O Tax + I&S (Debt Tax)	Tax Year 2023	Tax Year 2024	FYE 2025	FYE 2025	FYE 2025 Total	Estimated Surplus/ (Deficit)
	FYE 2024	FYE 2025	Prop. Tax Revenue	Other Revenue	Expense	
<b>M&amp;O Rates</b>						
Certified Roll	307,920,442	327,656,829				
No New Revenue Rate	0.429309	<b>0.438454</b>	1,436,624	495,459	1,794,281	137,803
Voter Approved Rate	<b>0.444334</b>	0.453799	1,486,903	495,459	1,794,281	188,082
De Minimis Rate						
<b>I&amp;S (Debt Tax) Rates</b>						
Prop Valuation	310,670,290	335,149,954				
Including new personal property						
No New Revenue Rate	0.122005	<b>0.112531</b>	377,148		360,000	17,148
Voter Approved Rate	<b>0.116098</b>	0.104335	349,679		360,000	(10,321)
De Minimis Rate						
<b>Total Tax Rate</b>						
No New Revenue Rate	0.551314	<b>0.550985</b>				
Voter Approved Rate	<b>0.560432</b>	0.558134				
De Minimis Rate	0.706349	0.691975				

Tax Year	Total Tax Rate	M&O tax rate	I&S Debt tax rate
2024	<b>0.550985</b>	0.438454	0.112531
2023	<b>0.560432</b>	0.444334	0.116098
2022	<b>0.577588</b>	0.447917	0.129671
2021	<b>0.589884</b>	0.455049	0.134835
2020	<b>0.590120</b>	0.449316	0.140804
2019	<b>0.559069</b>	0.419265	0.139804
2018	<b>0.568407</b>	0.412808	0.155599

**ORDINANCE NO. 842-2024**

**AN ORDINANCE PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, FOR THE YEAR 2024; PROVIDING FOR TWO COMPONENTS TO THE PROPOSED TAX RATE, CONSISTING OF A TAX RATE OF \$0.112531 ON EACH ONE HUNDRED DOLLARS OF VALUATION FOR THE PURPOSE OF PAYING THE ACCRUING INTEREST AND TO PROVIDE A SINKING FUND FOR PAYMENT OF THE INDEBTEDNESS OF THE CITY AND A TAX RATE OF \$0.438454 ON EACH ONE HUNDRED DOLLARS OF VALUATION FOR THE PURPOSE OF FUNDING THE MAINTENANCE AND OPERATION EXPENDITURES, EACH APPROVED BY SEPARATE MOTION; PROVIDING FOR THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**WHEREAS**, Section 26.05 of the Texas Property Tax Code provides that before the later of September 30<sup>th</sup>, or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the taxing unit, the governing body of each taxing unit shall adopt a tax rate for the current tax year; and

**WHEREAS**, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the unit's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year), each of the components must be approved separately; and

**WHEREAS**, the proposed tax rate for the current tax year of the City of Hilshire Village, Texas, consists of two components, each or which are separately approved by council:

A. a tax rate of \$0.112531 on each one hundred dollars of valuation for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City, and

B. a tax rate of \$0.438454 Cents on each one hundred dollars of valuation for the purpose of funding the maintenance and operation expenditures of the City for the next fiscal year; and

**WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

C. a total tax rate of \$ 0.550985 Cents on each one hundred dollars of valuation for the purpose of funding fiscal year ending 2025 municipal budget; and

**WHEREAS, THE TOTAL 2024 PROPERTY TAX RATE OF \$ 0.550985, IS EFFECTIVELY A 3.02 PERCENT DECREASE FROM THE PRIOR YEAR'S TAX RATE; and**

**WHEREAS**, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE:**

**Section 1.** The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified and confirmed.

**Section 2.** There is hereby levied, for the tax year 2024, to fund the City's fiscal year ending 2025 municipal budget, an ad valorem tax at the total rate of \$0.550985 Cents on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Hilshire Village, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

**Section 3.** Of such total tax levied in Section 2 hereof, \$0.438454/100 is levied to fund maintenance and operation expenditures of the City for the fiscal year ending 2025. Of the total tax levied in Section 2 hereof, \$0.112531/100 of valuation is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Hilshire Village, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City as such installments shall respectively mature in the fiscal year ending 2025.

**Section 4.** All ad valorem taxes levied hereby, in the total amount of \$0.550985 on each One Hundred Dollars (\$100.00) of assessed valuation, as reflected by Sections 2 and 3 hereof, shall be due and payable on or before January 31, 2025. All ad valorem taxes due the City of Hilshire Village, Texas, and not paid on or before January 31<sup>st</sup> following the year for which they were levied, shall bear the maximum penalty and interest prescribed in the Texas Tax Code. Provided, however, that 1) a person who pays one-half (1/2) of the taxes before December 1, 2024 may pay the remaining taxes without incurring any penalty or interest before July 1, 2025; or 2) a person may pay in four equal installments without penalty or interest if the first installment is paid before the delinquency date (February 1) and is accompanied by notice that the person will pay the remaining taxes in three equal installments before April 1, June 1 and August 1, respectively.

**Section 5.** All ordinances and parts of ordinances inconsistent or in conflict herewith are, to the extent of such conflict, hereby repealed; provided, however, nothing in this Ordinance shall be construed to alter the residential homestead exemption, over 65

residential homestead exemption, or disabled individual property owner's exemption provided by the City, if any.

**Section 6.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional and the City Council of the City of Hilshire Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

THE TAX RATE FOR DEBT SERVICE PASSED, APPROVED, AND ADOPTED on this 17<sup>th</sup> day of September 2024 by a roll call vote.

Pos. 1,	Mike Gordy	_____
Pos. 2,	Justin Crawford	_____
Pos. 3,	Andy Carey	_____
Pos. 4,	Mark Huber	_____
Pos. 5,	Kristi Cooper	_____

THE TAX RATE FOR MAINTENANCE AND OPERATION PASSED, APPROVED, AND ADOPTED on this 17<sup>th</sup> day of September 2024 by a roll call vote.

Pos. 1,	Mike Gordy	_____
Pos. 2,	Justin Crawford	_____
Pos. 3,	Andy Carey	_____
Pos. 4,	Mark Huber	_____
Pos. 5,	Kristi Cooper	_____

CITY OF HILSHIRE VILLAGE

\_\_\_\_\_  
Robert F. Buesinger, Mayor

Attest:

\_\_\_\_\_  
Cassie Stephens, City Secretary

# Finance Policy

*(Presented for Council approval 9/17/2024)*

## **1. General Fund Reserves**

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

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

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

## **3. Grants Administration**

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

## **4. Debt Management**

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

## **5. Investment Policy**

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

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

## **6. Economic Development**

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

## **7. Financial Reporting Requirements**

### **Internal Reporting:**

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

### **External Reporting:**

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

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

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

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

### **Procurement Process:**

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

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

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

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

**Cash Handling Procedures:**

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

**Petty Cash Management:**

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

**11. Purchasing Card Policy & Procedures**

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

**12. Long-Term Financial Planning**

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

**13. Structurally Balanced Budget**

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

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

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

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

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

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

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

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

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

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

This policy shall be reviewed, amended and approved as needed as part of the Budget presentation.





# OFFICIAL BALLOT

## Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city’s primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city’s governing body. Please record your city’s choice by placing an “X” in the square beside the candidate’s name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 3, 2024. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

### Region 14 Director (select one)

Frank W. Robinson, Councilmember, Shenandoah

Joe Zimmerman, Mayor, Sugar Land (Incumbent)

### Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of City

## Region 14 Director Candidate Biographies



### **Frank W. Robinson, Councilmember, Shenandoah**

Frank W. Robinson, BA, MPA, ICMA-CM (Retired) is an elected member of the City of Shenandoah City Council and an accomplished public administrator. He holds a bachelor's degree from the University of North Texas and a Master of Public Administration degree from Sam Houston State University. After 38 years of public service, 29 of those years as a chief administrative officer and city manager in Texas and California, Mr. Robinson retired in 2017. Mr. Robinson began his public service career as a police officer in Denton, eventually receiving an appointment as chief of police in the City of West University Place before transitioning to city management. He is best known for his role in the development of The Woodlands downtown. Mr. Robinson served 14 years as the president and township manager for The Woodlands Township (formerly known as the Town Center Improvement District of Montgomery County). Mr. Robinson led the organization through visioning and goal setting to define the Township's vision and mission as a local government focused on creating public benefit. In 2020, Frank came out of retirement to assist the City of Conroe in the position of downtown manager and implemented the newly adopted *Downtown Conroe Development Plan* that promotes the historical preservation and economic development of downtown Conroe. Mr. Robinson successfully attracted new entertainment and dining venues to the downtown's central business district, brought in an estimated \$54 million in new development investment, and facilitated the recertification of Conroe as a Texas Main Street Community and receiving the coveted cultural district designation by the Texas Commission on the Arts. In January 2023, Mr. Robinson retired once again and was elected to the City of Shenandoah's City Council in May 2024. He remains an active member of the Texas City Managers Association.



### **Joe Zimmerman, Mayor, Sugar Land (Incumbent)**

Mayor Zimmerman was elected the 10th mayor of Sugar Land on June 11, 2016, after serving four years as the at-large, position 2, city councilman. He is currently serving his fourth and final term as mayor. He serves on the Finance & Audit, Economic Development and Intergovernmental Relations Committees of the City of Sugar Land and is the City's representative on the HGAC Board and Transportation Policy Council. He is a past president of Texas Municipal League (TML) Region 14 and currently represents Region 14 on the TML Board of Directors. Mr. Zimmerman is a Senior Consultant for Halff Associates, Inc., a Texas-based civil engineering consulting firm founded in 1950. He has extensive business experience, having served in senior management positions in a number of different industries. Mr. Zimmerman earned his BSCE from the University of Houston, an MBA from Houston Baptist University, and is a licensed professional engineer in the State of Texas. He and his wife of 48 years, Nancy, have lived in Sugar Land since 1990 and are active members of Second Baptist Church Woodway. Their daughter, Allison, her husband Chris Wallace, granddaughter Emmy and grandson Campbell live in Houston.

# OFFICIAL BALLOT

## Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 11 – 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2024. Ballots received after September 30, 2024, cannot be counted. **The ballot must be properly signed, and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 11

- Randy Criswell.** (Incumbent) Randy Criswell is currently the City Manager of Wolfforth (Region 3), a position he's held since 2022. He has served on the TML Risk Pool Board of Trustees since 2015 and as Chair of the Board from 2020 to 2022. He has been in public service since 1994, having served the City of Canyon in three administrative roles including City Manager, the City of Mineral Wells as City Manager, and his current position. Mr. Criswell has a Bachelor of Science Degree from Texas Tech University in Engineering Technology and is a Certified Public Manager. He is a member of TCMA and a past member of the TCMA Board of Directors. He and his wife Janie have three grown children, and he enjoys golf, his Harley Davidson motorcycle, and spending time with Janie.
  
- Robert S. Davis.** Robert Davis serves as the City Attorney for the City of Bullard (Region 15). He is a Senior Partner at Flowers Davis PLLC in Tyler and oversees the Business and Commercial Litigation, Insurance Defense, Defense of Governmental Entities, Employment Law, and Medical Liability Sections of the law firm. Mr. Davis has extensive experience in representing governmental entities and government officials in all types of litigation. He also has extensive experience in litigation for major insurance carriers and drafting coverage opinions for insurance carriers. Through the years, he has written many papers for and made numerous presentations to Texas Sheriff's Association, Texas Association of Counties, Texas Jail Association, and Texas Chief Deputies' Association.

**WRITE IN CANDIDATE:**

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PLACE 12

- Cedric Davis, Sr.** Cedric Davis is the City Manager of the City of Mathis (Region 11). He joined the city's administration team on January 3, 2024, and has more than three decades of experience as a public servant. He served as the City Manager of Mathis for over four years, and is a former Chief of Police and Public Educator. He is a graduate of Law Enforcement Management Institute of Texas and the Advanced Military Academy of Texas. He has a Bachelor of Science degree in Criminal Justice Administration from Sam Houston State University. He is a licensed Master Peace Officer, Police Instructor, Investigator, and holds certifications in Public Management, Smart City Practitioner, and Public Finance Investment Officer. In 2008 he served as Mayor of Balch Springs.
- Rocky Hawkins.** Rocky Hawkins is a Councilmember for the City of Gladewater (Region 15), and served as such for four years. He has also served on the Gladewater Lake Board for 10 years, as a Chamber of Commerce Volunteer, as a member of the "Friends of the Library" at the Lee-Bardwell Public Library in Gladewater, and on various boards and committees at First Baptist Church for 30 years. Mr. Hawkins began his career with a brief stint as a Parole Officer for Gregg County; later spent almost 15 years in the Hospitality/Restaurant Business; and finished his career with 30 years at Eastman Chemical Co. He holds an associate's degree in business management from Kilgore College and a B.S. degree in Criminal Justice from Sam Houston State University.
- Allison Heyward.** (Incumbent) Allison Heyward has served as Councilmember for the City of Schertz (Region 7) since 2018. She also serves on the TML Board of Directors and is currently the TML President Elect. She previously served in 2022 on the TMLIRP Board as the TML Board representative. In January 2023, she was appointed to Place 12 on the TMLIRP Board to fill a vacancy. She holds a Bachelor's Degree in Accounting from Texas Southern University, and is a 2020 graduate of the Chamber Leadership Core Program. Mrs. Heyward is also a TML Leadership Fellow and a Certified Municipal Officer (CMO), having received the TMLI CMO (Certified Municipal Official Designation) Award of Excellence for maintaining the designation for 5 continuous years. She has also been recognized with the President's Award for being one of the top 2 highest earners of Continuing Education Units.
- Rudy Zepeda.** Rudy Zepeda has served as the Finance Director for the City of Santa Fe (Region 14) since 2021. Before joining Santa Fe, Mr. Zepeda served eight years in Dayton, Texas, as Assistant City Manager and Finance Director. He holds a degree in Classics from the University of Arizona and certification in Certified Public Management from Stephen F. Austin University. While Finance Director in Santa Fe, the city earned the Government Finance Officers Association (GFOA) Budget Presentation Award and the Excellence in Financial Reporting award. This year, the city was recognized by the State Comptroller's Office with its Traditional Finances Star Award. Mr. Zepeda's career spans 30 years, with significant experience in both public and private sectors, including 14 years in local government.

**WRITE IN CANDIDATE:**

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PLACE 13

- Harlan Jefferson.** (Incumbent) Deputy City Manager for the City of Burleson (Region 13). Mr. Jefferson has been in public service for 41 years, serving as a Risk Manager for the City of Denton early in his career and serving as Town Manager for Flower Mound and Prosper, Texas. Mr. Jefferson is an active member of the Texas City Management Association (TCMA), having served on its Board of Directors and is a Past President of the North Texas City Manager Association. He holds a Bachelor of Arts in Political Science and a Master of Public Administration from the University of North Texas. Additionally, he is an Adjunct Faculty member in the Master of Public Administration Program at the University of North Texas.
  
- James Quin.** City Administrator for the City of Hutchins (Region 13) since March 2022. He served as City Administrator of Haslet for 8 years and City Manager for Richland Hills for 16 years. Mr. Quin earned a Bachelor of Science Education degree and a Master of Public Administration degree from Missouri State University. He is a member of the International City/County Management Association (ICMA) and maintains the ICMA Credentialed Manager (CM) designation. In April 2022, he was awarded the High Performance Leadership Academy Certificate issued by ICMA Professional Development Academy. Also, he is a full member of TCMA, and previously served on the HCA Medical City Alliance Hospital Board for 6 years.

WRITE IN CANDIDATE:

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**PLACE 14**

- Mike Land** (Incumbent) City Manager for the City of Coppell (Region 13) since 2017, and Deputy City Manager from 2012-2017. Previously, he was Town Manager for Prosper, City Manager for Gainesville, and Executive Director for the Southwestern Diabetic Foundation. Mr. Land serves on the International City/County Management (ICMA) Board of Directors and is the 2024-25 ICMA President-Elect. Additionally, he serves on the Texas Women's Leadership Institute Advisory Board, the Texas A&M University's Development Industry Advisory Council, and the UTA MPA Advisory Board. He has also served as School Board Trustee for Gainesville Independent School District and as President of TCMA.

**WRITE IN CANDIDATE:**

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## Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of Political Entity