



# Regular Council Meeting Minutes

Tuesday, December 20, 2022 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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

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

1.A. Mayor Pro Tem Maddock gave the **Invocation**.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

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

**ABSENT**

Council Member David Schwarz

Also Present Were: City Attorney Bounds, Olson & Olson, City Engineer Him, City Engineer Vasquez, HDR Engineering, Spring Valley Police Chief Schulze, Captain Lane, City Administrator Blevins, City Secretary Stephens, and City Clerk Ray.

**2. CITIZEN'S COMMENTS**

Ron Presswood, 8202 Burkhart Road, said, "

Liz Swain, Bunker Hill, stated, "

Zandra Anderson, 8214 Mallie Court, said, "

Nancy Friedman Taub, 1313 Pine Chase Grove, stated, "

Kay Morgan, 15 Pine Creek Lane, said, "

Regina Giovanni, 13 \_\_\_\_ stated, "

Cheryl Wolfe, 1314 Pine Chase Drive, said, "

**3. REPORTS TO COUNCIL**

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- 3.A. **Police Report:** Captain Lane said that there were 286 calls for service in November, 163 being business checks, 88 public relations, and 11 traffic violations.

Captain Lane stated that the Flock camera installation was a success; all are functional.

Captain Lane said that in preparation for the cold weather homeowners should secure their sheds and outdoor buildings to prevent animals and people from seeking shelter there.

- 3.B. **Building Official Report:** There were no outstanding items to report.
- 3.C. **Engineer Report:** Engineer Vasquez said that they continue to review new construction plans. He stated that the **1209 Pine Chase Drive** inspection resulted in identifying some saplings and dead trees for removal.

Engineer Him stated that the **Wirt Road Safety Project** is still under review by the City of Houston and Harris County. He said that he has been communicating with Mr. Laguna on the design of the sidewalk and the need for updated utility surveys. Engineer Him said that Harris County Commission did not put the item on the November agenda, but had responded that they hoped to include it in the December meeting agenda.

Councilmember Carey asked about the asphalt patch on **Pine Creek Lane**. Engineer \_\_\_ said that the patch will be redone after the construction at 12 Pine Creek Lane is complete, limiting the amount of heavy equipment driving over it.

Robert Byrne, \_\_\_ Bridle Spur Lane, asked about the status of the erosion control project at 1310 Ridgeley Drive as he believes it to be complete. Wants to know about pipes?

#### **4. DISCUSSION**

##### **4.A. Discussion of Tree Ordinance Limitations**

City Administrator Blevins said that she would like for the Council to review the tree ordinance. She stated that there are a lot of calls from citizens and council members asking if their neighbor has a permit to remove a tree and why it is being cut down. Administrator Blevins said that she appreciates the awareness of neighbors and wants to make sure that the ordinance protects the trees in the City.

Administrator Blevins said that the \$25 fee for a tree removal permit does not cover the cost of the arborist to inspect after removal. She stated that the City relies on the property owner to report the number of trees remaining after a removal. Administrator Blevins said that for new homes there are inspections required before and after construction.

##### **4.B. Discussion of Artificial Turf Applications in Front Yard**

Administrator Blevins said that the City discourages property owners from installing artificial turf in the front yard, but there is no ordinance prohibiting it. She stated that the turf would not be allowed in the right-of-way.

Engineer Him said that the permeability of the artificial turf is dependent on the base material and if a waterproofing layer was installed.

Council Member Gordy said that standards should be developed for back yard installations as well.

4.C. **Discussion of the delayed lighting renovation project for the city hall building budgeted in FYE 22 and its effect on the FYE 23 Budget**

City Administrator Blevins said that the order for the light fixtures as part of the City Hall interior renovation has been delayed. She stated that the carpeting and painting has been completed. Administrator Blevins said that she spoke with the City auditor and recommends leaving the budgeted \$23,911 for the lighting upgrade in the fund balance to be carried over into 2023.

**5. DISCUSSION AND POSSIBLE ACTION**

5.A. **Discussion and Possible Approval of the City of Hilshire Village, Texas Ordinance Number 827-2022 providing for the holding of a General Election on May 6, 2023**

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

\_\_\_ said the election is for council member positions three (3), four (4), and five (5).

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

**The motion carried 4-0.**

5.B. **Discussion and Possible Approval of a payment plan to the Texas Comptroller of Public Accounts for sales taxes received erroneously**

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

Administrator Blevins said that a Hilshire Village citizen had paid \$21,596.64 of sales tax to Hilshire Village which should have been paid to the City of Houston. She said Hilshire Village has to pay that money back but there is an option for installments of \$459 per month. She stated that the City is already in another payment plan for undue sales tax from another entity with a remaining balance due of \$2,931.53.

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

**Motion carried 4-0.**

5.C. **Discussion and possible approval of a Village Fire Department Budget Transfer or Amendment to cover overtime for personnel for an emergency that might arise between now and December 31, 2022.**

Mayor Buesinger said that there is no action necessary on this agenda item. He stated that the Fire Commission was able to schedule an emergency meeting and had representation from each member city. Mayor Buesinger said that the commissioners approved a transfer of \$20,000 from the Salaries and Healthcare Fund to cover overtime expenses.

**6. CLOSED EXECUTIVE SESSION:** The Council did not convene into an executive session.

**7. REPORTS TO COUNCIL**

7.A. **Fire Commissioner's Report:** Mayor Buesinger said that the department is fully staffed and \_\_\_ is training under Fire Marshal Kattner. He stated that the two (2) ambulance chassis have been ordered and delivery is expected mid to late spring.

Mayor Buesinger said that the contractor has taken responsibility for the incorrect installation of the fire station roof. He stated that the roof will be replaced in sections to limit operational disruptions, and the project will not start until all materials have been received.

Mayor Buesinger stated that the commission approved for a coating to be applied to the annex roof including caulking around the windows to cost \$20,000.

Ambulance wait times trending down, \_\_\_ Hospital has the quickest admit time.

Mayor Buesinger said the next fire commission meeting is January 25, 2023.

There were comments and questions from the audience regarding the Village Fire Department which were not discussed publicly per advice by Attorney Bounds.

7.B. **Mayor Buesinger's Report:** Mayor Buesinger thanked the City Council for their volunteered time and dedication.

7.C. **City Administrator's Report:** Administrator Blevins said that there is an additional invoice to be added to the Consent Agenda, it is from HDR Engineering and she reminded them of the deadline for council agendas.

Administrator Blevins stated that the Lift Station Generator will have the meter installed tomorrow by CenterPoint and should be functional before the freeze. Council Member Gordy said that he thinks there is room for a sliding gate to protect the equipment while allowing easy maintenance access. Engineer Him said that he would confer with colleagues but believes there needs to be a three (3) foot clearance between the equipment and fencing for air flow.

7.D. **City Treasurer's Report:** Administrator Blevins provided the Council with check registers. There were no comments or questions.

**8. CONSENT AGENDA**

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

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting, November 15, 2022

8.C. Check Registers

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

**Motion carried 4-0.**

**9. ADDITIONAL COUNCIL COMMENTS: None**

**10. FUTURE AGENDA TOPICS: Tree Ordinance, Solar Panels, Artificial Turf, Playground Equipment, CenterPoint Street Light LED Upgrade.**

**11. ANNOUNCEMENTS**

11.A. **2023 Hilshire Village Holiday Schedule:** Secretary Stephens said that if a holiday falls on the weekend, then the City will observe the nearest adjacent weekday.

**12. ADJOURNMENT**

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

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

**Motion carried 4-0.**

The meeting was adjourned at 8:03 P.M.

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Robert F. Buesinger, Mayor

ATTEST:

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Cassie Stephens, City Secretary

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

11\01\2022  
 thru 11\30\2022  
 Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	8
135	BUSINESS CHECK	163
49	CIVIL MATTER	1
60	FIRE CALL	2
160	FRAUD	1
70	INFORMATION	2
81	OPEN DOOR	1
162	PARKING VIOLATION	1
86	PUBLIC RELATIONS	88
97	SPECIAL ASSIGNMENT	1
99	STALLED VEHICLE	1
104	SUSPICIOUS PERSON	1
11	TRAFFIC STOP	11
111	VEHICLE BLOCKING ROADWAY	3
163	VIOLATION OF CITY ORDINANCE	1
117	WELFARE CONCERN	1
<b>Total</b>		<b>286</b>

# SPRING VALLEY VILLAGE POLICE DEPARTMENT

**MONTHLY NEWSLETTER:  
DECEMBER 2022**

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



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

# INTRODUCTION

## *Hilshire Village Residents,*

The holidays are officially upon us. Below are some things to keep in mind this holiday season.

### **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.
- Be aware of your surroundings while out shopping and don't leave packages visible in your vehicle.

### **Note: Spring Valley Village Police Department – Facebook Page**

*Due to safety and security, we are rebuilding and updating our Facebook page, which will be up and running in the near future. There will be a post on the current Facebook page to advise you on the New and Improved Spring Valley Village Police Department Facebook page.*

***Sincerely,  
Acting Chief M. Schulze***



# Public Service Announcements (PSA) From Our Officers

December is the month for increased delivery of packages. Thieves “Porch Pirates” are aware of this. When expecting deliveries, especially large packages, have family or friends secure them out of sight. Let’s watch out for each other during this holiday season.

Corporal F. McClain

Be aware of distraction crimes. If approached by someone representing a utility company, make sure you observe or ask for credentials. If you did not call the utility company do not allow anyone in your home to check for water or gas leaks. Thieves will attempt to distract in order to enter your home for the purpose of theft. If you feel uncertain, call the Spring Valley Village Police Dept. Try to obtain an accurate description of the person and vehicle.

Sergeant C. Spriggs

Establish the 9 p.m. routine: Each evening conduct a security check and verify that vehicles, residence, garages, gates, and backyard sheds are locked. Activate exterior lights, security cameras, and alarm systems. Remove all valuables from your vehicle.

Officer R. Moore



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# DECEMBER 2022

DATE	DAY	SPECIAL DAYS FOR THIS MONTH
DECEMBER 07, 2022	WEDNESDAY	PEARL HARBOR REMEMBRANCE DAY
DECEMBER 16, 2002	FRIDAY	NATIONAL UGLY CHRISTMAS SWEATER DAY
DECEMBER 21, 2022	WEDNESDAY	FIRST DAY OF WINTER (DECEMBER SOLSTICE)
DECEMBER 24, 2022	SATURDAY	CHRISTMAS EVE
DECEMBER 25, 2022	SUNDAY	CHRISTMAS DAY
DECEMBER 31, 2022	SATURDAY	NEW YEAR'S EVE



**COMMUNITY MATTERS.  
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## TIPS TO PREP BEFORE LEAVING

- Close windows, blinds, curtains, shutters, lock all doors and garage.
- Set timers on interior lights. This goes a long way in deterring burglars, who often look for crimes of opportunity.
- Set your thermostat accordingly, for unnecessary energy cost, but can also help avoid unforeseen problems with you HVAC equipment.
- Take out the trash.
- Run garbage disposal until clear.
- Secure all valuables.
- Lock all vehicles that are at home.
- Turn on home security system.

Item 3.A.

ange for pets left at home.



## HOUSE WATCH FORM

Please fill out the form below and **EMAIL to [Dispatch@springvalleytx.com](mailto:Dispatch@springvalleytx.com)**

Drop Off at Spring Valley Village Police Department @ 1025 Campbell Rd., Houston, Tx 77055

OR Call Us @ 713-465-8323 with all the necessary information.

If you have any changes while your home is on House Watch , please contact us with any updates.

FIRST & LAST NAME			
ADDRESS			
PHONE # WHILE GONE			
DATE LEAVING		DATE RETURNING	
<i>TIME IF POSSIBLE</i>		<i>TIME IF POSSIBLE</i>	
LIGHTS (INSIDE)	LIGHTS ON <input type="checkbox"/>	TIMERS <input type="checkbox"/>	NO LIGHTS <input type="checkbox"/>
LIGHTS (OUTSIDE)	LIGHTS ON <input type="checkbox"/>	TIMERS <input type="checkbox"/>	NO LIGHTS <input type="checkbox"/>
HOME ALARM SYSTEM	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IF YES: ALARM COMPANY NAME			
CARS LEFT IN DRIVEWAY	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<i>COLOR / MAKE / MODEL</i>			
ANYONE COMING BY :			
<i>MAID/YARD CREW / PET SITTER ETC.</i>			
LOCAL KEY HOLDER NAME		LOCAL KEY HOLDER PHONE #	
<i>IN CASE OF EMERGENCY</i>			
ANY ADDITIONAL NOTES			
ZONE	1 2 3 4 5 6 (FOR DISPATCH ONLY)		

# SPRING VALLEY POLICE DEPARTMENT

## HILSHIRE VILLAGE

CALLS BY TYPE: 11/01/22 THRU 11/30/22

TYPE	DESCRIPTION	#OF
22	ALARM	8
135	BUSINESS CHECK	163
49	CIVIL MATTER	1
60	FIRE CALL	2
160	FRAUD	1
70	INFORMATION	2
81	OPEN DOOR	1
162	PARKING VIOLATION	1
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11	TRAFFIC STOP	11
111	VEHICLE BLOCKING ROADWAY	3
163	VIOLATION OF CITY ORDINANCE	1
117	WELFARE CONCERN	1
	TOTAL	286



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

1025 CAMPBELL ROAD, HOUSTON, TX 77055

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

# IMPORTANT NUMBERS AT A GLANCE

## EMERGENCY

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

## NON - EMERGENCY

## SPRING VALLEY VILLAGE

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		

## VILLAGE FIRE DEPARTMENT

## HILSHIRE VILLAGE

HILSHIRE VILLAGE – CITY HALL	713-973-1779		
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**COMMUNITY MATTERS.  
WE ARE A TEAM.**

# Public Service Announcement (PSA) From Our Dispatchers:

## When should you call 9-1-1?

EXAMPLES OF WHEN TO CALL 9-1-1	DO NOT CALL 9-1-1
Medical Emergencies	For information
Heart attack or stroke	When the power is out
House fire	To report a broken fire hydrant
Domestic violence	When your water pipes burst
Burglary or theft in progress	To get a ride for doctor's appointment
Car accident with life threatening injuries	For paying tickets
Suspicious activities	For your pet
Anything else that seems like an emergency!	To report potholes in the road
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**COMMUNITY MATTERS.  
WE ARE A TEAM.**



# Merry Christmas

From the Men & Women of the  
Spring Valley Village Police  
Department



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

1025 CAMPBELL ROAD, HOUSTON, TX 77055

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

# **BUILDING REPORT SUMMARY**

for the month of

**November 2022**

## **Plan Review:**

1. 8005 Anadell

## **Permits:**

Fence	2
Gas Test	1
Generator	1
Remodel	1
Tree Removal	2
<b>Total:</b>	<b>7</b>

## **Inspections:**

Pass	19
Fail	3
Consult	0
Canceled	2

**Total: 24**

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

1311 Friarcreek- lack of port-o-let screen

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

**Change of Occupancy Use:** None

**Extended Permit Request:** None

## Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	Mon 11/14/22	HV-22-106T	1327 Pine Chase Dr	Woodland Landscape	\$0	Tree Removal-Dead
2	Wed 11/16/22	HV-22-087GP	7906 N Villa Court	Tri-Tek Plumbing	\$ 280.00	Generator-Plumbing
3	Thu 11/17/22	HV-22-107F	1106 Guinea Dr	Houston Quality Fenci	\$ 175.00	Fence
4	Thu 11/17/22	HV-22-108F	7922 Hilshire Green	Winston Construction	\$ 175.00	Fence
5	Tue 11/29/22	HV-22-109T	1236 Archley	Barlett Tree Experts	\$0	Tree Removal-Dead
6	Wed 11/30/22	HV-22-110P	7906 Hilshire Green	Romart Plumbing	\$ 180.00	GTO
7	Wed 11/30/22	HV-22-102R	8002 Bromley	Studio DB Constructio	\$ 2,560.94	Interior Remodel
	11/30/2022	HV-22-099B	8005 Anadell	Jeff Paul Custom Homes	\$3,846.16	Plan Review-NSFR
	11/30/2022	HV-22-099B	8005 Anadell	Jeff Paul Custom Homes	\$1,800.00	Plan Review-Drainage

## Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
22-328	8005 Anadell St	HV-22-091DEMO	Demo Final	PASS	11/2/22	BBG
22-329	7919 Hilshire Green	HV-097GE	Generator Final	PASS	11/2/22	BBG
22-330	1326 Glourie	HV-20-099M	Vent Hood	FAIL	11/11/22	BBG
22-331	1326 Glourie	HV-20-099M	HVAC Final	CANCELLED	11/11/22	BBG
22-332	1326 Glourie	HV-20-099P	Plumbing Final	CANCELLED	11/11/22	BBG
22-333	1123 Guinea	HV-21-041P	Water service Line	PASS	11/11/22	BBG
22-334	8001 Bromley	HV-21-111E	ditch cover	PASS	11/15/22	BBG
22-335	8001 Bromley	HV-21-111E	Electric Meter Release	PASS	11/15/22	BBG
22-336	8001 Bromley	HV-21-111E	Electric Meter Release	PASS	11/15/22	BBG
22-337	1202 Glourie	HV-22-079GP	Plumbing Final	PASS	11/14/22	BBG
22-338	1202 Glourie	HV-22-079GE	Electric Final	PASS	11/14/22	BBG
22-339	8001 Bromley	HV-21-111E	ditch cover	PASS	11/15/2022	BBG
22-340	8001 Bromley	HV-21-111E	Electric Meter Release	PASS	11/15/2022	BBG
22-341	8001 Bromley	HV-21-111M	vent hood	PASS	11/15/2022	BBG
22-342	1123 Guinea	HV-21-061P	Shower Pan	PASS	11/16/2022	BBG
22-343	1123 Guinea	HV-21-061P	Gas Release	PASS	11/16/2022	BBG
22-344	7906 N Villa Court	HV-22-087GP	Gas Test	FAIL	11/17/2022	BBG
22-345	1210 Ridgeley Dr	HV-22-048	Piers			
22-346	1106 Guinea	HV-22-0107F	Fence Final	PASS	11/28/22	BBG
22-347	1326 Glourie	HV-20-099M	Vent hood	PASS	11/28/22	BBG
22-348	1326 Glourie	HV-20-099M	HVAC Final	FAIL	11/28/22	BBG
22-349	1326 Glourie	HV-22-089F	Fence Final	PASS	11/28/22	BBG
22-350	1326 Glourie	HV-20-099T	Tree Final	PASS	11/28/22	Cary Moran

Hilshire Village Job Site Maintenance/Complaints - November 2022

11/1/2022		
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
1303 Friarcreek Ln	1303 Friarcreek Ln	No violations
1311 Friarcreek Ln	1311 Friarcreek Ln	violation given for lack of port-o-let screen
1315 Friarcreek Ln	1315 Friarcreek Ln	No violations
1315 Ridgeley	1315 Ridgeley	No violations
New Project	1326 Glourie Dr	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
7919 Hilshire Green Dr	7919 Hilshire Green Dr	No violations
8005 Anadell St	8005 Anadell St	No violations
8005 Bromley St	8005 Bromley St	No violations
11/8/2022		
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
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New Project	12 Pine Creek Ln	Warning given to repair falling vinyl fencing
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New Project	12 Pine Creek Ln	Warning given to repair falling vinyl fencing
New Home	1210 Ridgley	No violations
1303 Friarcreek Ln	1303 Friarcreek Ln	construction appears to be completed
1311 Friarcreek Ln	1311 Friarcreek Ln	No violations
1315 Friarcreek Ln	1315 Friarcreek Ln	No violations
New Project	1326 Glourie Dr	construction appears to be completed
removed fencing to early	7907 Hilshire Green Dr	construction appears to be completed
7919 Hilshire Green Dr	7919 Hilshire Green Dr	construction appears to be completed
8005 Anadell St	8005 Anadell St	No violations
8005 Bromley St	8005 Bromley St	No violations
1310 Ridgeley Dr	1310 Ridgeley Dr	No violations



December 16, 2022

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

Re: Engineer's Report for December 20, 2022 Council Meeting  
HDR Job No. 10336207

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from November 11, 2022 to December 16, 2022.

1. On-Going Services (10336207):

a. 8005 Anadell Street –

- On December 2, 2022, HDR received a Drainage Plan for 8005 Anadell Street. The drainage plan is currently being reviewed for comments.

b. 1311 Friarcreek Lane –

- On December 15, 2022, HDR reviewed and returned comments for the Drainage Plan for 1311 Friarcreek Lane.

c. 1315 Friarcreek Lane –

- On December 15, 2022, HDR received a Drainage Plan resubmittal for 1315 Friarcreek Lane. The drainage plan is currently being reviewed for comments.

d. 1326 Glourie Drive –

- On November 29, 2022, HDR reviewed the As Built Drainage Plan and provided an As Built Drainage Inspection for 1326 Glourie Drive. The inspection failed and comments were returned on December 1, 2022.

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

- e. 1126 Guinea Drive –
  - On December 16, 2022, HDR reviewed and returned comments for the Drainage Plan for 1126 Guinea Drive.
- f. 1210 Hilshire Villa Drive –
  - On December 16, 2022, HDR reviewed and returned comments for the Drainage Plan for 1210 Hilshire Villa Drive.
- g. 1209 Pine Chase Drive –
  - On December 9, 2022, HDR, City Staff, Council Member Maddock and Resident Mr. Bill Bristow conducted a meeting to visit the drainage easement near 1205 and 1209 Pine Chase Drive.
  - The existing conditions of the easement area were walked and reviewed by the meeting attendees to address drainage concerns noted by Mr. Bristow. Discussion was made to identify what existing features were of concern regarding a potential drainage/flooding issue. It was concluded that the area was to be maintenance by removing items identified such as an existing palm tree, saplings and any dead landscaping subject to coordination with the residents at 1205 and 1209 Pine Chase prior to removal.
  - Based on the meeting discussion, it is recommended that City Staff coordinate landscaping services to improve the area as noted and to notify and coordinate with the residents at 1205 and 1209 Pine Chase prior to commencing any scheduled maintenance.
- h. 1131 Wirt Road –
  - On December 1, 2022, HDR received a Drainage Plan for 1131 Wirt Road. The drainage plan is currently being reviewed for comments.
- i. Pine Chase Grove Water Meters –
  - HDR continues efforts to coordinate with the City of Houston to provide guidance on options to improve the appearance and safety of the Pine Chase Grove easement area.
- j. Wirt Road Safety Project/ Interlocal Agreements –
  - HDR has been coordinating with Landtech, Inc. (Survey Subconsultant) on the survey work for this project. Due to the end of year holidays and prior commitments, the survey work for this project will be conducted at the

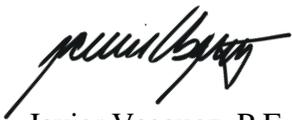
beginning of the year. Landtech will coordinate with 811 (Call Before You Dig) to get existing utilities marked in the ground before they conduct the survey.

- HDR has received record drawings information from AT&T and CenterPoint Electric & Gas. HDR is still waiting on record drawings information from Verizon and Comcast, if any. This information will be incorporated with the survey data in order to prepare the drawing backgrounds.
- HDR has also been coordinating with Mr. Jose Laguna (COH InterAgency Coordinator) on the tentative schedule for the Wirt Road Sidewalk Improvements Preliminary Plans, anticipated on early February 2023, to begin design coordination efforts accordingly.
- On December 8, 2022, HDR followed up with Ms. Weona Dean (Harris County Engineering) regarding the status of the Interlocal Agreement (ILA) between Harris County and Hilshire Village. The ILA was not included in the November 29, 2022 Commissioners Court Agenda as initially planned due to some issues on their end; however, they are aiming to place it in the December 13, 2022 Agenda, or the January 10, 2023 Agenda at the latest.
- Similarly, on December 8, 2022, HDR followed up with Mr. Patrick Nguyen on the status of the ILA between the City of Houston and Hilshire Village. Mr. Nguyen noted that it is still under review by the City's Legal Department and he will follow up with any updates.

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

Sincerely,

HDR Engineering, Inc.



Javier Vasquez, P.E., CFM  
Civil Engineer

cc: Files (10336207)

**ORDINANCE NUMBER 745**

**AN ORDINANCE AMENDING CHAPTER 7 OFFENSES AND NUISANCE OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY REPLACING ARTICLE NO. 7.700 IN ITS ENTIRETY, AND DELETING ARTICLE 3.700, TREE PROTECTION, OF CHAPTER 3, BUILDING AND CONSTRUCTION IN ITS ENTIRETY. ESTABLISHING RULES AND REGULATIONS CONCERNING TREE PRESERVATION; PROVIDING A PENALTY IN AN AMOUNT PROVIDED FOR IN SECTION 1.106 OF THE CITY'S CODE OF ORDINANCES FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; 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 replacing Article 7.700 under Chapter 7 Offenses and Nuisance in its entirety, to provide as follows:

**ARTICLE 7.700. - TREE PRESERVATION**

**Sec. 7.701 – Purpose and Definitions**

1. The purpose of this article is to preserve the Tree canopy and continue the wooded character that has been the hallmark of the city since its founding while protecting owners' rights to utilize and enjoy their property by:
  - a. establishing minimum Tree requirements,
  - b. requiring careful site planning and the protection of Trees,
  - c. controlling unnecessary Tree removal,
  - d. requiring Tree replacement, and
  - e. prohibiting indiscriminate cutting or clearing of Trees.
2. Properties used for commercial purposes are exempt from Section 7.701 1(1a) and 1(1b) of this article.

**Sec. 7.702 – Definitions**

As used in this article, the following words, terms, and phrases shall have the meanings ascribed to them in this section:

**Approved Tree List** shall mean a list approved and maintained by the city that lists species of Trees that are approved for meeting the minimum tree requirement described in this article.

**Building** shall mean any structure with a roof and enclosing walls that is used or intended for supporting or sheltering any use or occupancy.

**Circumference or Diameter** shall mean circumference or diameter measured at a point on a Tree four and one-half feet (4½') above the surrounding ground level. The equivalent Circumference or Diameter

may be used for measurement purposes. Tree Diameter in inches x 3.14 = Tree Circumference in inches. (For example, 6" Diameter X 3.14 = 18.84" Circumference). To measure a Tree that forks or has two boles or stems at or below four and one-half feet (4½'), only the Circumference or Diameter of the larger bole or stem shall be measured.

**Critical Root Zone** shall mean the area of a Tree that is within a circle centered on the trunk location, with the circle's Diameter being one-half of the sum of the longest and shortest drip line Diameters.

**Subject Site** shall mean any particular lot, tract, or parcel of land that is subject to the building permit process or otherwise invokes the regulations established in this article.

**Tree** shall mean a woody, perennial plant typically having a single stem or trunk, growing to a considerable height and bearing lateral branches at some distance from the ground.

**Tree Removal Permit** shall mean a permit issued by the city for the removal of a Tree.

### **Sec. 7.703 – Minimum Tree Requirement**

- (1) Each lot shall have one (1) Tree that is eight inches (8") or greater in Diameter for every 2,000 square feet of lot area (excluding any land in the Harris County Flood Control District or utility easement), rounded to the nearest whole number (see Table 1). Trees in the Harris County Flood Control District or in a utility easement will not be counted.
- (2) If a lot has less than the number of Trees described in the preceding subsection, the owner shall keep the number of Trees larger than three inches (3") in Diameter, counting from the largest Diameter to the smallest Diameter, that are on the lot (excluding any land in the Harris County Flood Control District or a utility easement) at the time a Tree Removal Permit is sought or the provisions of this article are otherwise invoked.
- (3) A lot owner who is applying for a permit issued under the building permit process of the City's Code of Ordinances for the demolition of, construction of, or addition to any Building, or installation of a swimming pool shall, regardless of the number or size of the Trees existing on a lot prior to issuance of a permit, plant such additional Trees as may be necessary to meet the minimum tree requirement described in subsection (1) above if the owner is:
  - (a) constructing a new or replacement Building,
  - (b) constructing an addition[s] or extension[s] to an existing Building that increases the square footage of the Building by 40% or more, or
  - (c) installing a swimming pool.

Table 1 - Number of Trees for Representative Lot Sizes

Lot Size (sq ft)	# of Trees
24,000	12
22,000	11
20,000	10
18,000	9
16,000	8
14,000	7
12,000	6
10,000	5
8,000	4

**Sec. 7.704 – Preservation and Protection of Trees**

- (1) It is unlawful to remove any Tree that is eight inches (8") in Diameter or greater without first obtaining a tree removal permit from the city for each Tree to be removed.
- (2) It is unlawful to remove a Tree that is less than eight inches (8") in Diameter without first obtaining a tree removal permit from the city if:
  - (a) such Tree is required to meet the minimum tree requirement for the lot as described in section 7.703(2), or
  - (b) such Tree was planted as a replacement for a previously removed Tree.
- (3) It is unlawful to intentionally cause serious damage or death to any Tree that is eight inches (8") in Diameter or greater. Intentionally severing the main trunk or large branches or large roots, girding, poisoning, carving, mutilating, touching with live wires, piercing with nails or spikes, crushing or exposing the roots, or digging or drilling any hole or trench larger than three cubic feet (3 ft<sup>3</sup>) within the Critical Root Zone, unless no other suitable location is possible, may be considered acts intended to cause serious damage or death to the Tree.
- (4) Before beginning demolition or construction, appropriate protection for all Trees shall be in place. Appropriate protection shall mean, at a minimum, a fence four feet (4') in height and composed of a material which is strong enough to prevent vehicles, materials, debris, dirt and other demolition or construction refuse from piling up within the Critical Root Zone. Where possible, the fence shall be a minimum of six feet (6') away from the base of the Tree at all points to prevent damage to the Tree. If the location of a tree is less than six feet (6') from the foundation of the building or the property line, the protective fencing shall be located as far as possible from the base of the tree.

- (a) The applicant's lot will, after removal of the Tree, satisfy the minimum Tree requirement as described in section 7.703(1),
  - (b) The Tree is diseased, dying or dead,
  - (c) Construction is planned in the area where the Tree stands,
  - (d) The Tree creates a hazard that is or is likely to cause damage to property or danger to the public health, safety, or welfare, or
  - (e) Good arbor management practices indicate removal will be beneficial to surrounding Trees.
- (2) If the previous subsection is satisfied, the city will issue a Tree Removal Permit if a lot owner completes the following steps:
- (a) Executes the city's Tree Removal Permit application, which includes a certification that, upon removal of such Tree, either the lot will continue to satisfy the minimum tree requirement as described in section 7.703(1) or the lot owner will comply with Section 7.706 below regarding Tree replacement. If concurrent Tree Removal Permits are sought, the minimum tree requirement must be satisfied after all Trees are removed.
  - (b) Pays the application fee as adopted by city council. The application fee shall be waived by the city if the applicant shows that the Tree to be removed is diseased, dying or dead or if, after removal of a Tree, the lot has more than the minimum Tree requirement in section 7.703(1).
- (3) The city shall have a reasonable amount of time, but not less than 3 business days, to review the application. The city may require an owner to provide certification by an arborist that the criteria in subsection (1)(b), (d) or (e) exist.
- (4) Removal of a Tree without a Tree Removal Permit shall not constitute a violation of this article if immediate removal is necessary to protect against a serious and imminent risk to health, safety, or property as a result of an emergency and, because of such emergency, the lot owner could not obtain the Tree Removal Permit, provided that, as soon as reasonably possible after such Tree removal, the lot owner submits a Tree Removal Permit application without the fee and demonstrates that such emergency existed.
- (5) The city may require a lot owner to remove any Tree that is damaged, dead or dying, and that the city deems a danger to person or property. The owner shall have fourteen days (14) after receipt of the notice to remove the Tree.
- (6) Removal of a Tree shall be performed by the lot owner or by a reputable Tree removal company, and the owner shall ensure that the Tree removal work is adequately covered by bond or insurance.

## **Sec. 7.706 – Replacement of Trees**

- (1) If, after loss of or removal of a Tree, a lot does not or will not satisfy the minimum tree requirement as described in section 7.703(1) or (2), as applicable, then the lot owner shall, within 120 days after loss of or removal of such Tree, properly plant a replacement tree from the Approved Tree List. The replacement Tree shall be at least three inches (3") in Diameter measured at six inches (6") above the grade for each lost or removed Tree. A tree intended as a replacement tree shall not be planted in the Harris County Flood Control District or in a utility easement, but nothing in this article is otherwise intended to prohibit the planting of trees in the Harris County Flood Control District or a utility easement.
- (2) With the approval of the city's arborist, a lot owner may plant additional species that are not on, but are similar in size to those that are on, the Approved Tree List. If the city's arborist does not approve, the owner may appeal by submitting a written request to city council. Property owners are encouraged (but not required) to plant Trees native to the Texas Gulf Coast.
- (3) In situations of financial hardship, the city will have flexibility in obtaining outside help with re-forestation.

## **Sec. 7.707 - Tree Survey**

- (1) Every permit issued under the building permit process of the City's Code of Ordinances for the demolition of, construction of, or addition to any Building, or the installation of a swimming pool shall include a Tree survey.

Permit applicants must obtain and complete the proper forms, available in the city office, to show compliance with this article.

- (2) The permit holder will make every effort to maintain the distribution of existing Trees. However, if the design, layout, plans, or construction of the proposed Building cannot avoid the removal of any Tree that is eight inches (8") in Diameter (25.12" in Circumference) or larger, then the permit holder shall be required to replace each removed Tree with a Tree from the Approved Tree List. Each replacement Tree shall have a minimum caliper of three inches (3") in Diameter (9.42" in Circumference).
- (3) The Tree survey shall be prepared by a person with expertise to prepare such a document, such as an architect, engineer, arborist, or surveyor.
- (4) The Tree survey shall accurately reflect, at a minimum, the following information:
  - (a) The actual location (i.e., trunk location), Diameter, and type of each Tree on the Subject Site which is eight inches (8") in Diameter (25.12" in Circumference) or larger,
  - (b) Building or structure outlines, parking areas and other paved surfaces, fences, utilities, and other improvements existing or to be constructed,
  - (c) The location of Tree protection fences,
  - (d) A scale, north arrow, name, address, phone number and profession or occupation of the person who prepared it, and the name of the permit applicant, and
  - (e) Identification of the real estate development and a description of the Subject Site and its location.
  - (f) The location and square footage of utility and flood control easements, and the square footage of the lot excluding utility and flood control easement square footage.

### **Sec. 7.708 - Final Inspection and Issuance of Certificate of Occupancy**

At final inspection under every building permit that includes a Tree Survey, the city's inspector shall inspect and confirm compliance with the Tree survey and planting of required Trees, if any. No certificate of occupancy shall be issued until the minimum Tree requirement has been met but, if the certificate of occupancy is to be issued between May and September and the owner has agreed to meet the Minimum Tree Requirement, a provisional certificate of occupancy may be issued until such time as the owner has complied.

### **Sec. 7.709 - Destruction of or Damage to Trees on Public Property**

In addition to the violation of any criminal law dealing with destruction of public property, it shall be unlawful to remove, destroy, kill, or damage any Tree located on any public property in the city except when necessary in furtherance of the public health, safety or welfare. This section shall not prevent the city or any public utility from performing necessary maintenance or repair activities that may affect Trees located within easements or on public property.

### **Sec. 7.710 - Exemptions from Requirements of this Article**

- (1) The provisions of this article shall not apply to Trees removed or trimmed within an easement for public or private utilities by the easement's owner, or the owner's employee or authorized contractor, or by the utility provider or its authorized contractor, if the trimming or removal of such Trees is required to properly use or maintain the easement. This article shall also not apply to Trees removed or trimmed by the city or its authorized representative or by the utility provider or its authorized contractor on any public property or within any public right-of-way, including, but not limited to, drainage easements and roadway easements.
- (2) If this article would require a Tree to be planted from May through September in any year, the planting may be delayed until October of that same year.

### **Sec. 7.711 - Enforcement**

- (1) The city has the authority and right to inspect any property to ensure compliance with this ordinance.
- (2) The city may require any lot owner to prove that the owner is in compliance with this ordinance.

- (3) The city may withhold, revoke, or suspend any Tree Removal Permit or building permit if any condition or requirement of this article or such permit is not fulfilled.
- (4) The city may order an immediate stop to the removal of any Tree, any activity that is likely to cause serious damage or death to any Tree, or any demolition or construction of a Building, if such activity is being done in violation of this ordinance.
- (5) The city has the authority to hire a tree inspector for advice in conjunction with enforcing this ordinance.
- (6) Anyone that intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount as provided for in the general penalty provision in Chapter 1, Section 1.106, of the City's Code of Ordinances. Each day during which such violation shall exist or occur shall constitute a separate offense. The owner of any property where any violation of this article occurs and any agent, contractor, builder, architect, individual or entity that assists in the commission of such offense shall be guilty of a separate offense and, upon conviction thereof, shall be punished as above provided.

### **Sec. 7.712 - Appeal**

Anyone whose request for a building permit, Tree Removal Permit, or certificate of occupancy has been denied due to the interpretation or application of this article may appeal that decision to the city council by filing a written notice of appeal with the city. The city council shall provide the applicant an opportunity to present evidence and arguments demonstrating that the applicant has complied with this article and is entitled to a permit or certificate of occupancy, and that the city erred in refusing to issue the requested permit or certificate of occupancy. If, at the conclusion of the hearing, a majority of the city council determines that the applicant is entitled to a permit or certificate of occupancy, the city shall issue one. Otherwise, the city's denial shall be affirmed.

## Sec. 7.713 – Approved Tree List

	Common Name	Scientific Name	Growth	Characteristics
1	American Elm (White Elm)	<i>Ulmus americana</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Deep green leaves turn bright yellow in fall. Fast-growing, vase-shaped shade tree that tolerates a wide range of conditions. Dutch elm disease not too bad in Texas; extensive, shallow root system.
2	Bald Cypress	<i>Taxodium distichum</i>	Moderate	Deciduous conifer with feather-like leaves, round seed balls, and fibrous bark. Adapted to many soil and moisture conditions. Grows well in wet areas. Woody 'knees' develop on wet sites. (Has very aggressive roots – do not plant near house or sewer lines)
3	Black Walnut	<i>Juglans nigra</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Distinctive shade tree for open spaces. Fruits can be extremely messy. Webworm can be a problem. Leaves drop early in the fall.
4	Blackgum (Black Tupelo)	<i>Nyssa sylvatica</i>	Moderate	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Prefers acid soils. Bright, shiny foliage turns red and purple early in the fall. Shallow-rooted.
5	Bur Oak (Mossycup Oak)	<i>Quercus macrocarpa</i>	Slow	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Unique leaf shape; large acorn is enclosed in a fuzzy cap. Excellent, drought-tolerant native tree, with rough texture and large acorn.
6	Bitternut hickory (swamp hickory)	<i>Carya cordiformis</i>	Moderate	Large pecan hickory with commercial stands located mostly north of the other pecan hickories.
7	Carolina Basswood (Linden)	<i>Tilia caroliniana</i>	Rapid	Texas native, showy or fragrant flower, attractive seeds or fruit. Large, oval shade tree with interesting winged fruits. Flowers are a favorite of honeybees. Needs plenty of room.
8	Cedar Elm	<i>Ulmus crassifolia</i>	Moderate	Texas native, reliable fall color. Fine textured leaves turn yellow in fall. Tough, drought-tolerant shade tree, well-adapted to a variety of conditions.
9	Cherrybark Oak	<i>Quercus falcata var. pagodifolia</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent native shade tree for a variety of planting situations.
10	Chinkapin Oak	<i>Quercus muehlenbergii</i>	Moderate	It is also planted widely as a shade tree suitable for limestone soils. Occurs from northeast Texas to Central Texas and south to the Guadalupe River, and also in the mountains of West Texas, growing on mostly limestone soils, especially at the base of bluffs and along stream courses.
11	Green Ash	<i>Fraxinus pennsylvanica</i>	Rapid	Texas native, reliable fall color. Tolerates a wide range of soil conditions. Needs pruning to develop strong branch structure.

	<b>Common Name</b>	<b>Scientific Name</b>	<b>Growth</b>	<b>Characteristics</b>
12	Laurel Oak (swamp laurel oak, diamond- leaf oak, water oak, obtusa oak)	<i>Quercus laurifolia</i>	Moderate	native to the southeastern and south-central the United States, from coastal Virginia to central Florida and west to southeast Texas
13	Live Oak (Encino)	<i>Quercus virginiana</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Glossy, deep green leaves remain all winter; long-lived shade tree. Allow plenty of room; can develop surface roots.
14	Loblolly Pine	<i>Pinus taeda</i>	Rapid	Texas native. Medium-length green needles and large, brown cones in the fall. Tolerates a wide range of site conditions, but prefers good drainage.
15	Montezuma Cypress (Bald Cypress)	<i>Taxodium mucronatum</i>	Rapid	Texas native, attractive seeds or fruit. Delicate, feathery foliage casts a light shade. Bark is reddish and shredding.
16	Nuttall Oak	<i>Quercus nuttallii</i>	Moderate	Grows well on heavy, poorly drained, clay soils deposited by rivers.
17	Overcup Oak	<i>Quercus lyrata</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Small acorns are an important wildlife food source. Tolerates poor drainage and heavy clay soils. (slow to leaf out in the spring)
18	Pecan	<i>Carya illinoensis</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Nuts are an important wildlife food. Mature crown is open and airy. State tree of Texas. Plant with plenty of room. (slow to leaf out in the spring. Fruit will stain sidewalk)
19	Red Maple	<i>Acer rubrum</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Flowers and winged fruits in spring are red. Brilliant fall color, yellow to red. (Bark is easily injured by weed eater)
20	River Birch	<i>Betula nigra</i>	Rapid	Texas native. Attractive pinkish peeling bark. Works well as multiple trunk specimen. Prefers moist sites like stream banks. Susceptible to ice damage. (Needs high nitrogen to stay healthy)
21	Shumard Oak	<i>Quercus shumardii</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Young trees have "candelabra" shape; fall color is orange to deep red. Widely available; prefers well-drained soils. Seed source of trees may determine success.
22	Hybrid Magnolia	<i>Little Gem or D.D. Blanchard</i>	Moderate	Grows better than the Southern Magnolia
23	Southern Magnolia	<i>Magnolia grandiflora</i>	Moderate	Texas native, showy or fragrant flower, attractive seeds or fruit, seeds or fruit eaten by wildlife. Large, white flowers and glossy, deep green leaves. Plant in well drained soil and let limbs grow to the ground. Some cultivars tolerate alkalinity.

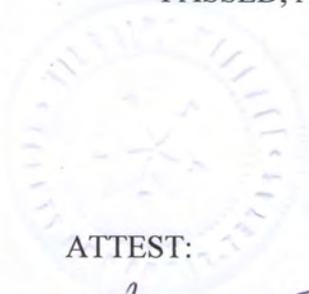
	<b>Common Name</b>	<b>Scientific Name</b>	<b>Growth</b>	<b>Characteristics</b>
24	Swamp Chestnut Oak (Cow Oak)	<i>Quercus michauxii</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Large leaves turn deep red in fall; large acorns are popular with wildlife. Tolerates seasonal poor drainage, but prefers loamy soils.
25	Sweetgum	<i>Liquidambar styraciflua</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Distinctive star-shaped leaves and round, spiky seed balls. Rapid, upright growth. Fall color ranges from yellow to purple.
26	Sycamore (American Planetree)	<i>Platanus occidentalis</i>	Rapid	Texas native, attractive seeds or fruit. Old bark flakes off to reveal pale new bark. Round fruit is a mass of small seeds. Provide plenty of room and a moist site.(Mexican Sycamore better leaves)
27	Thornless Honeylocust	<i>Gleditsia triacanthos var. inermis</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Wildlife eat seed pods.
28	Water Oak (Pin Oak)	<i>Quercus nigra</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Dark green bell-shaped leaves form a dense canopy. This common native does best on well drained, moist sites. (after 60 years prone to insects and disease)
29	White Ash	<i>Fraxinus americana</i>	Rapid	Texas native, reliable fall color .Fall color is yellow, orange, and purple. Male trees are seedless. A relatively clean shade tree. Prefers loamy, well-drained soils.
30	White Oak	<i>Quercus alba</i>	Slow	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent long-lived shade tree. Wildlife eat acorns. Fall color is red. Works best on well-drained, loamy soils.
31	Willow Oak	<i>Quercus phellos</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Narrow, light green leaves turn yellow-brown in the fall. Fine twigs and strong branch structure. Prefers moist conditions.

Section 2. Any person who shall intentionally, knowingly, recklessly, or with Criminal negligence violates any provision of this Ordinance, shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

Section 3. To the extent there may exist any conflict or inconsistency between the terms of any two ordinances of the City, the more restrictive of the two documents shall prevail and shall be interpreted and enforced according to its own terms.

Section 4. 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 19 day of DECEMBER 2017

  
Russell Herron  
Russell Herron, Mayor

ATTEST:

Susan Blevins  
Susan Blevins, City Secretary

**Date Issued** **Permit #**  
**Site Address** **Owner(s)**  
**Contractor** **Office #**  
**Mailing Address** **Contact Email**  
**Mobile #**

**Permit Requirements**

Signed Construction Regulations Permit Fee \$ 25.00  
 Certificate of Insurance EXP \_\_\_\_\_ Paid Via \_\_\_\_\_

Every permit issued shall become invalid unless the work at the site authorized by such permit is commenced within one-hundred-eighty (180) days after its issuance. Every permit will be issued for a period of time not to exceed eighteen (18) months. The building official is authorized to grant, in writing, an extension of the original permit for a period not to exceed an additional twelve (12) months. If any permitted work is not completed within these time periods, then the permit shall become invalid and must be reissued in order to perform or resume work, together with payment of fees for such reissued permit.

Ordinance in Effect	#745	Sec. 7.703	Approved 12/19/2017
Each lot shall have one (1) tree that is eight inches (8") or greater in diameter for every 2,000 square feet of lot area excluding any land in the Harris County Flood Control District or utility easement. Replacement trees shall be at least three inches (3') in Diameter measured at six inches (6") above the grade for each lost or removed tree.			
Lot Size (sq ft)	_____	Qualifying Trees Required	0
		# to be removed	Front _____
			Side _____
			Back _____
		# remaining after removal	_____

Please do not call 811 Dig until you are ready to begin work.  
 Construction hours are M-F 7 AM – 7 PM, Sat 9 AM – 6 PM, Sun – No Construction  
 No demolition on weekends

Inspections			If inspection fails, each reinspection is \$80			
	Request by 3 PM	Date	Result	R/I Fee Received	R/I Date	R/I Result
1	Final					





ORDINANCE NO. 827-2022

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON MAY 6, 2023, FOR THE PURPOSE OF ELECTING THREE (3) COUNCILMEMBERS, PLACE THREE, FOUR, AND FIVE FOR A FULL TERM OF TWO (2) YEARS AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.**

\* \* \* \* \*

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

Section 1. In accordance with the general laws and Constitution of the State of Texas, a General Municipal Election is hereby called and ordered for the first Saturday in May, 2023, the same being the 6<sup>th</sup> day of said month, at which general election all qualified voters of the City may vote for the purpose of electing three (3) Council Members, place three, four and five for a full term of two (2) years. The City Secretary is hereby directed to post on the City bulletin Board notice of the dates of the filing for the general election by December 19, 2022 (Form AW 1-15). The City Secretary is further directed to post the date and location of the election for officers and the requirements and deadline for filing for candidacy for each elected office of the City continuously on the City’s internet website.

Section 2. No person’s name shall be placed upon the official ballot as a candidate for any of the above-mentioned positions under the General Municipal Election unless such person has filed a sworn application, as provided by Section 141.031 of the Texas Election Code, with the City Secretary of the City at the City Office, located at 8301 Westview, Houston, Texas 77055, not later than five o’clock (5:00) p.m. on Friday, February 17, 2023. The City Secretary shall note on the face of each such application the date and time of its filing. Such application shall include the office the candidate is seeking.

Section 3. The present boundaries of the City constituting one election precinct, the polls shall be open for voting from seven o’clock (7:00) a.m. until seven o’clock (7:00) p.m. at the following polling place, and the following are hereby appointed officers to conduct the above-described election at said polling place:

ELECTION DAY POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

ELECTION OFFICER

Presiding Judge to be appointed at a later date

The City Secretary is hereby authorized and directed to provide a copy of this Ordinance and the other written information required by Section 32.009 of the Texas Election Code to each judge as required by said Section.

The presiding Judge shall have the authority to appoint one (1) alternate Presiding Judge and the necessary clerks to assist in the holding of said elections, but in no event, shall the Presiding Judge appoint less than two (2) clerks. Unless otherwise required to act in the capacity of Presiding Judge, the Alternate Presiding Judge shall also serve as clerk of the election. The Presiding Judge and the Alternate Presiding Judge shall also serve as the early voting ballot board for such election; the Presiding Judge of the election precinct shall also serve as the presiding officer of such board.

Section 4. The City Secretary is hereby appointed clerk for early voting and the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.031 *et seq.* of the Texas Election Code at the following early voting polling place:

EARLY VOTING POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

[Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com)

Said clerks shall keep said office open during the hours that the City Secretary’s main office is regularly open for business, that is, from nine o’clock (9:00) a.m. until five o’clock (5:00) p.m. on each day for early voting by personal appearance which is not a Saturday, a Sunday, or an official state or federal holiday, beginning on Monday, April 24, 2023, and continuing through Tuesday, May 2, 2023. In addition, said clerks shall keep said office open from seven o’clock (7:00) a.m. until seven o’clock (7:00) p.m. on Monday, May 1, 2023, and Tuesday, May 2, 2023. Said clerks shall not permit anyone to vote early by a personal appearance on any day that is not a regular working day for the clerk’s office and, under no circumstance, shall they permit anyone to vote early by personal appearance at any time when the such office is not open to the public. The above-described place for early voting is also the clerk’s mailing address to which ballot applications and ballots voted by mail may be sent. The early voting clerk, in accordance with the provision of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

Section 5. Paper ballots and the “Express Vote BMD Terminal” voting system shall be used for early voting by personal appearance and for voting on Election Day. Early voting by a method other than by personal appearance shall be by paper ballot. All expenditures necessary for the conduct of the elections and the purchase of materials, therefore, are hereby authorized. Compensation for all election officials is hereby established at no more than the maximum amounts permitted under Section 32.091 *et seq.*, Texas Election Code.

Section 6. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such elections.

Section 7. The candidate receiving the highest number of votes shall be declared elected to such office or position.

Section 8. The order, in which the names of the candidates are to be printed on the ballot for the general election, shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Texas Election Code. The City Secretary shall post a notice in their office of the date, hour, and place of drawing. Such notice shall remain posted continuously for seventy-two (72) hours immediately proceeding the scheduled time of the drawing, and personal notice shall also be given to any candidate who makes a written request for such notice and furnishes to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by him, shall have a right to be present and observe the drawing.

Section 9. Notice of these elections shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls.

Section 10. Said elections shall be held in accordance with the Texas Election Code and the Federal Voting Rights Act of 1965, as amended.

PASSED, APPROVED, AND ADOPTED this 20<sup>th</sup> day of December 2022.

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Robert Buesinger, Mayor

ATTEST:

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Cassie Stephens, City Secretary



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O.Box 13528 • Austin, TX 78711-3528

February 23, 2022

Ms. Susan Blevins  
City Administrator/Secretary  
City of Hilshire Village  
8301 Westview Drive  
Houston, TX 77055-6737

Dear Ms. Blevins:

This letter is to notify you that the City of Hilshire Village was previously overpaid \$21,596.64 in local sales and use taxes. We discovered that a taxpayer erred and reported local taxes based on their home address rather than reporting to the address where their business is located. Since the local taxes were reallocated to the correct taxing jurisdictions, it must now be repaid to the State.

The city is currently in a payback arrangement due to a previous overpayment with an outstanding balance of \$2,931.53 as of the February 2022 allocation and is paying \$212.00 per month through March 2023 with a final payment of \$175.53 in April 2023. This does not include the additional \$21,596.64 mentioned above.

The options to repay the erroneous amount are as follows:

- 1) Full reimbursement by onetime check \*
- 2) Apply all monthly collections to the overpaid amount until the amount has been repaid, or
- 3) Enter into a 47- month payback agreement where an additional monthly deduction of \$459.00 will be deducted for 46 months with a final deduction of \$482.64. Additionally, future significant audit or onetime payments may be applied toward the repayment amount to reduce the length of the payback and notifications of those applications will be sent as they occur.

\* If you choose option 1, "full reimbursement by onetime check," the payback amount should be adjusted by the 2% service fee. Multiply the payback amount by 2% (.02), subtract the 2% amount from the payback amount, then pay the adjusted amount.

Please mark an X in the applicable box above for the option you wish to choose, have a city official sign at the bottom, and return this letter using the enclosed self- addressed envelope.

If you have any questions or need additional information, you may call me toll free at (800) 531-5441, ext. 50550. My mailing address is PO Box 13528, Austin, TX, 78711, the FAX number is (512) 475-1523 or my email is shirley.kaatz@cpa.texas.gov.

Sincerely,

Shirley Kaatz  
Revenue Accounting Division  
Tax Allocation Section

Date \_\_\_\_\_  
City Official Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_

\$20,000 would be a WORST case for the next 15 days before the VFD's next budget cycle begins Jan 1.

In all likelihood, this amount would not be realized. Any needed OT would probably be significantly less. However, if WERE \$20k, the costs to each respective city (at worst) is:

Spring Valley \$3,250  
Hunters Creek \$4,450  
Hedwig \$3,700  
Hilshire \$600  
Bunkerhill. \$3,800  
Piney Point \$4,200

These are insignificant \$ amounts for each respective city and represent very small percentages of each respective city's annual current budget.

All 6 cities are relying and expecting the services of the VFD to continue at the highest levels during any significant event.

Allen Carpenter  
VFD Board

**From:** Tom Jinks <Jinks@hedwigtx.gov>  
**Sent:** Friday, December 16, 2022 7:04 AM  
**To:** Robert Buesinger <mayor@hilshirevillagetexas.com>  
**Cc:** Matt Woodruff <mwoodruff@HEDWIGTX.GOV>  
**Subject:** Fwd: Hard freeze

Bob:

I request that we have an emergency meeting of the fire commission to address the depleted overtime budget of the fire department as soon as possible.

Let me know if I may assist you in anyway .

Sent from my iPhone

Tom Jinks  
Mayor  
City of Hedwig Village  
713-465-6009  
hedwigtx.gov

ATTENTION PUBLIC OFFICIALS:

This email, plus any attachments, may constitute a public record of the City of Hedwig Village and may

be subject to public disclosure under the Texas Public Information Act.

A "reply to all" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

Begin forwarded message:

**From:** David Foster <[foster@villagefire.org](mailto:foster@villagefire.org)>  
**Date:** December 16, 2022 at 6:05:22 AM CST  
**To:** "Marlo Longoria (VFD)" <[longoria@villagefire.org](mailto:longoria@villagefire.org)>, Robert Beusinger <[Mayor@hilshirevillagetexas.com](mailto:Mayor@hilshirevillagetexas.com)>  
**Subject:** Hard freeze

Good morning, several forecasts identify a possibility of a hard freeze next week. Residents and businesses need to be aware of this possibility and to prepare accordingly. The Fire Department overtime budget is still empty as reported at the December 1 fire commission meeting and earlier this week.

I understand the Commission chair and vice chair are new to the commission, I am as always prepared to help in any way possible. My cell number is (832) 687-0665.

Respectfully, David Foster, Fire Chief

--

David Foster  
Fire Chief  
Village Fire Department

**Village Fire Department  
2022 Strategic Plan Performance Report**

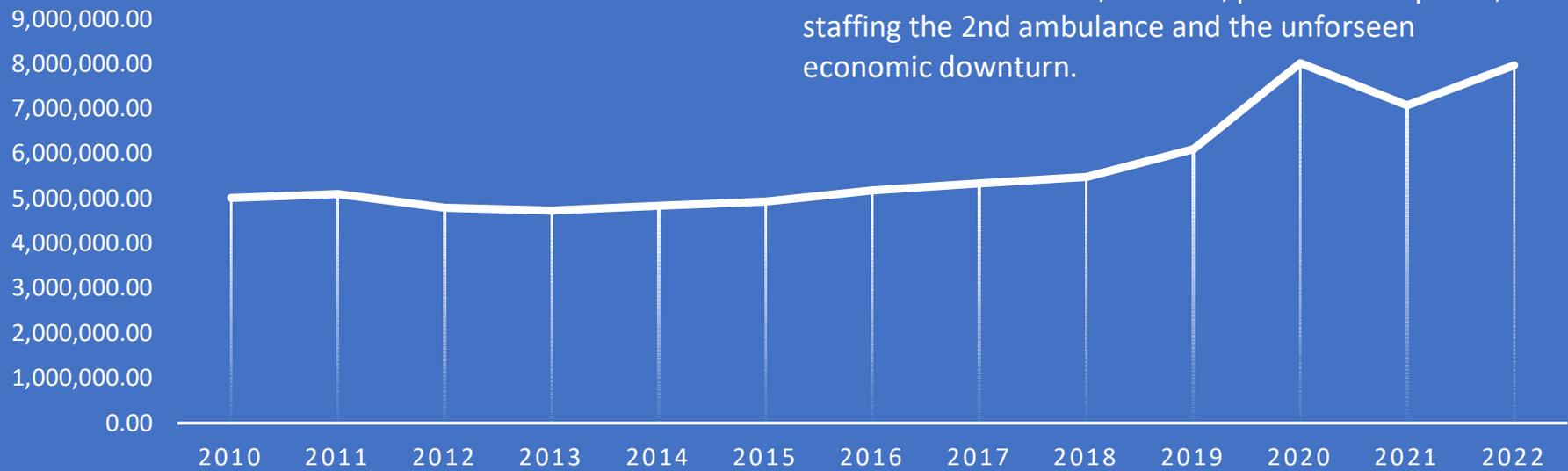
2022 OPERATING BUDGET	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
Percentage if spending 100% of budget		25.00%	25.00%	25.00%	16.60%	91.60%
Actual Percentage of Budget Spent	100%	23.22%	25.30%	26.37%	17.20%	92.09%
Department Budget	\$7,789,561.06	\$1,808,825.15	\$1,970,679.65	\$2,054,325.43	\$1,365,366.09	\$7,199,196.32
Personnel Expenses Total	\$6,693,219.90	\$1,568,604.43	\$1,660,277.23	\$1,751,544.21	\$1,152,173.89	\$6,132,599.76
Percentage Personnel Budget Spent		23.44%	24.81%	26.17%	8.61%	83.03%
Overtime	\$353,000.00	\$77,989.40	\$132,688.25	\$131,520.77	\$42,757.86	\$384,956.28
% Overtime Budget Spent		22.09%	37.59%	37.26%	6.06%	103.00%
Capital Expenditures	\$230,400.00	\$10,481.47	\$11,187.42	\$58,952.45	\$82,521.17	\$163,142.51
% Capital Budget Spent		4.55%	4.86%	25.59%	17.91%	52.91%
Operational Expenditures	\$865,941.12	\$229,738.25	\$299,215.00	\$243,829.77	\$130,671.03	\$903,454.05
% Operational Budget Spent		26.53%	34.55%	28.16%	7.55%	96.79%
<b>EMERGENCY OPERATIONS:</b>						
Average Dispatch Time, high priority calls	60 Seconds	0:44	0:38	0:42	0:44	0:42
Average Turnout Times, high priority calls	60 Seconds	0:54	1:01	0:59	0:49	0:58
Average Total Response high priority EMS calls	6:30	4:46	4:43	4:46	4:01	4:45
Average Total Response high priority Fire calls	6:50	3:48	4:37	4:33	4:03	4:15
# Incidents		551	554	623	377	2105
# Responses		551	554	623	722	2450
VFD Patients		222	220	319	170	931
Patients Transported		152	130	229	104	615
<b>EMS REVENUE</b>						
EMS Revenue Fund Balance		\$67,769.08	\$111,718.14	\$181,953.45	\$77,043.09	\$77,043.09
Revenue Collected, Avg Per Patient		\$459.26	\$370.74	\$431.42	\$528.76	\$447.54
Amount Billed		\$360,586.58	\$111,443.56	\$382,803.18	\$144,932.93	\$999,766.25
Gross Revenue Received		\$69,807.25	\$48,196.21	\$98,794.26	\$52,880.45	\$269,678.17
<b>Fire Marshal:</b>						
# of General Plans Reviewed		10	6	8	9	33
# of Sprinkler Systems Reviewd		45	52	55	35	187
# Fire Investigated		1	1	0	0	2
# Inspections YTD		171	238	433	662	662
Fire Prevention Permits		15	8	7	4	34
Residential Sprinklers to date		2200	2225	2250	2270	2270
# of Community Ed Events		20	9	11	35	75
% of Homes with Sprinkler Systems	6708	32.8%	33.1%	33.3%	33.8%	33.6%

Year to Date 2022	Dispatch	Turnout	# EMS	EMS LT	1st Res	Resp Time	Fire	Fire LT	Fire Resp.
Bunker Hill	0:54	0:50	125	56	4:01	5:24	161	25	4:52
Hedwig	0:57	1:01	267	153	2:56	2:55	203	26	3:32
Hilshire	0:40	0:55	38	19	3:31	4:17	39	1	4:38
Hunters Creek	0:32	0:53	122	52	3:51	5:32	237	18	4:54
Piney Point	0:55	0:53	102	51	3:33	5:32	218	15	4:20
Spring Valley	0:55	0:49	190	82	2:53	4:07	197	31	4:31
Houston			3				115		
<b>Total/Average</b>	<b>0:48</b>	<b>0:53</b>	<b>847</b>	<b>413</b>	<b>3:27</b>	<b>4:37</b>	<b>1170</b>	<b>116</b>	<b>4:27</b>

**Village Fire Department  
2022 Strategic Plan Performance Report**

2022 OPERATING BUDGET	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
Percentage if spending 100% of budget						
Actual Percentage of Budget Spent	100%					
Department Budget	\$7,789,561.06					
Personnel Expenses Total	\$6,693,219.90					
Percentage Personnel Budget Spent						
Overtime	\$353,000.00					
% Overtime Budget Spent						
Capital Expenditures	\$230,400.00					
% Capital Budget Spent						
Operational Expenditures	\$865,941.12					
% Operational Budget Spent						
<b>EMERGENCY OPERATIONS:</b>						
Average Dispatch Time, high priority calls	60 Seconds	0:44	0:38	0:42	0:44	0:42
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# Responses		551	554	623	722	2450
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Patients Transported		152	130	229	104	615
<b>EMS REVENUE</b>						
EMS Revenue Fund Balance		\$67,769.08	\$111,718.14	\$181,953.45	\$77,043.09	\$77,043.09
Revenue Collected, Avg Per Patient		\$459.26	\$370.74	\$431.42	\$528.76	\$447.54
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# of Sprinkler Systems Reviewd		45	52	55	35	187
# Fire Investigated		1	1	0	0	2
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# of Community Ed Events		20	9	11	35	75
% of Homes with Sprinkler Systems	6708	32.8%	33.1%	33.3%	33.8%	33.6%

## VILLAGE FIRE DEPARTMENT APPROVED BUDGETS



CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	Susan Blevins	Brock Griffiths	Drainage issues in the right-of-way caused by hydrant flushing.	1324 Pine Chase Grove	Area was reported on 11/13/19 and addressed by DonMar Grading on 10/20/20.	City of Houston has been contacted and we are awaiting a meeting to discuss the area. The homeowners do not want the area fenced.	
10/14/22	Cassie Stephens	Matthew Butts	CenterPoint repair caused Comcast cables to be disconnected. Homeowner was able to get cable repaired but asking for help on getting the abandoned lines removed. One is in his back yard near the pool and the other are in front yards of multiple homes on Ridgeley.	1241 Ridgeley Dr	Contacted Comcast	Comcast addressed the issue	12/1/2022
11/14/22	Cassie	Anonymous	Tarp on chimney and cars sitting in the driveway.	1103 Glourie	Called resident, said that a contractor will be addressing this in the months to come		
11/28/22	Susan Blevins	Lyons	Lots of trash left out	14 Pine Creek	Inspected property 11/29/22 active jobsite and debris has been removed		11/29/2022
11/28/22	Lisa Ray	Shawn Gottschal	Calling about Boil Water Notice	1324 Glourie	Sent email to make sure they receive constant contact notifications	City wide notice was sent rescinding the boil water notice	11/29/2022
11/28/22	Lisa Ray	Mary Burrow	Calling about Boil Water Notice	9 Hickory Shadows	Sent email to make sure they receive constant contact notifications	City wide notice was sent rescinding the boil water notice	11/29/2022
11/28/22	Cassie	Joe Carrabba	Asking if they City of Houston water boil notice affects Hilshire Village	20 Hickory Shadows	Confirmed water for consumption needs to be boiled until further notice	Citizen does not maintain an email account for city notices	11/28/2022
11/28/22	Lisa Ray	Lisa Ferchau	Homeless man under 1-10 camping out	I-10 @ Wirt	asked Captain Lane to drive-by and assess the situation	SVPD took him to a shelter	12/6/2022
11/28/22	Lisa Ray	Philip Pugh	Water leak at the meter	8014 Anadell	Request inframark tech to test lines	Tech replaced faulty gasket	12/1/2022
11/28/22	Lisa Ray	Ghosh	Calling about Boil Water Notice	7922 Hilshire Green	Resident is on Constant Contact	City wide notice was sent rescinding the boil water notice	11/29/2022
12/1/22	Cassie	Max Wintermark	Recycling was collected but not a pile of flattened empty boxes next to the trash	7906 N Villa	Contacted Inframark to make sure the resident disposed of the recycling properly	Gfl returned to collect recycling, and let us know that boxes left outside the bin are considered bulk trash	12/1/2022
12/1/22	Lisa Ray	Suzanne Tacconelly	Lights flickering on pine chase & ridgeley and on Anadell	8013 Anadell and Pine Chase	Offered to report lights, resident requested the link via email		12/1/2022
12/1/22	Lisa Ray	Ana Short	Carboard boxes were put in recycling bins and tech put them in the garbage	1315 Pine chase	Contacted GFL to send truck and collect boxes	Gfl returned to collect recycling	12/1/2022
12/2/22	Cassie Stephens	Brian Wilks	Water meter box lid broken. Shared meter box with neighbor.	2 & 3 Hilshire Grove	Copied Mirna (Inframark) on the response to make sure that she has it included in her repair audit for meters and boxes.		
12/2/22	Cassie Stephens	Brian Wilks	Fire hydrant doesn't have the Storz connector like others in the city.	4 Hilshire Grove	Confirming hydrant needs with SB.		
12/5/22	Cassie Stephens	Yvonne Andrews	Garbage can was not emptied but lawn debris was taken.	7 Hilshire Oaks Ct	Sent notice to GFL to return for collection.	handled	12/6/2022
12/5/22	Cassie Stephens	Connie Castro	Wondering how long the temporary street patch will be in place.	Archley & Ridgeley	Informed that the patch will remain until they are finished with the ROW construction.		

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
12/5/22	Cassie Stephens	Connie Castro	Asked when the fire hydrants will be painted.	Hilshire Village		Susan requested a quote	
12/6/22	Lisa Ray	Diane Rager	neighbor is leaving yard waste at the curb on non-collection days	8210 Mallie	Emailed residents the ordinance and asked for them to make the necessary arrangement with their yard service provider	Homeowner moved trash bags from curb	12/7/2022
12/8/22	Lisa Ray	Justin Crwaford	neighbor cutting down trees	1209 Archley	Sent email to residents contractor with info about the permit process and ordinance, and did a drive-by inspection	No noticeable qualifying trees or trees larger than 8" were cut	12/9/2022
12/9/22	Lisa Ray	Steffan	Christmas light installation sign in front yard	1233 Ridgeley	emailed resident with ordinance information	Homeowner removed the sign	12/9/2022
12/12/22	Cassie Stephens	Sandra Parker	6 car in driveway	1103 Glourie	sent email to resident stating car parking ordinance	homeowner said he would handle	12/12/2022
12/12/22	Lisa Ray	Anwir Mohsenin	truck blocking driveway	12 Pine Creek	emailed general contractor to contact workers	Contractors moved vehicles	12/12/2022
12/12/22	Lisa Ray	Ana Diebel	foam by ravine damn	spring branch creek	drove to site, spoke with fire department doing drills and flushing lines. Foam is residual soap from the trucks not a hazard	left vm for resident	12/12/2022
12/13/22	Lisa Ray	Tom Steffan	solicitor knocked on door and there are no active solicitation permits	1233 Ridgeley	called SVPD	SVPD handled	12/13/2022
12/15/22	Lisa Ray	Bill Bristow	mud in the streets at jobsites	8001 Bromley, 1123 Guinea, 1210 Ridegely	emailed contractors about job site maintenance requirements	contractors said they would address	12/16/2022
12/15/22	Lisa Ray	Farah Anwar	street light out	1222 Ridegely	Report street light outage on Centerpoint website		

CDARS DETAIL ACCOUNT OVERVIEW

**GENERAL FUND TEX POOL**

<b>ACCOUNT</b>	<b>DATE</b>	<b>DEPOSIT AMOUNT</b>	<b>INTEREST</b>
449/7926200002		\$100,000.00	original test deposit
	9/20/2022	\$900,000.00	deposit
	9/26/2022	-100	test withdrawal
			\$893.17 interest
	9/30/2022		<b>\$1,000,793.17</b>
<b>ACCOUNT</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>INTEREST</b>
449/7926200002			\$2,493.48 insterest
	10/31/2022		<b>\$1,003,286.65</b>
449/7926200002			\$2,977.70 insterest
	11/30/2022		<b>\$1,006,264.35</b>

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**GENERAL FUND TEX POOL**

<b>ACCOUNT</b>	<b>DATE</b>	<b>DEPOSIT AMOUNT</b>	<b>INTEREST</b>	
449/792620001	8/31/2022			<u><u>\$57,367.33</u></u>

<b>ACCOUNT</b>	<b>DATE</b>	<b>DEPOSIT AMOUNT</b>	<b>INTEREST</b>	
449/792620001	9/30/2022	\$300,000.00	\$230.49	<u><u>\$357,597.82</u></u>

<b>ACCOUNT</b>	<b>DATE</b>	<b>DEPOSIT AMOUNT</b>	<b>INTEREST</b>	
449/792620001	10/31/2022		\$890.99	<u><u>\$358,488.81</u></u>

<b>ACCOUNT</b>	<b>DATE</b>	<b>DEPOSIT AMOUNT</b>	<b>INTEREST</b>	
449/792620001	11/30/2022		\$1,063.96	<u><u>\$359,552.77</u></u>



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**TexConnect**

TEXPOOL

Deposit Reports	Withdrawal Report Scheduler	Transfer Report Access	Multi Transaction Statements	Vendor Payment Inquiry	Maintenance Change Location
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### Pool Information

Location: 79262  
City of Hillshire Village

#### TexPool

Average Daily Net Yield for November	3.6110%
Average Dividend Factor for November	0.00098931

<b>Information as of</b>	December 15, 2022
Daily Net Yield	3.9601%
Dividend Factor	0.000108495
7 Day Net Yield	3.79%
Daily Assets	\$25,136,176,308.71
Weighted Average Maturity	17 days
Weighted Average Life	83 days
NAV	0.999609

#### TexPool Prime

Average Daily Net Yield for November	3.9170%
Average Dividend Factor for November	0.000107316

<b>Information as of</b>	December 15, 2022
Daily Net Yield	4.2240%
Dividend Factor	0.000115726
7 Day Net Yield	4.07%
Daily Assets	\$9,272,611,070.75
Weighted Average Maturity	17 days
Weighted Average Life	66 days
NAV	0.999847

#### Contact Information

Participant Services	1-866-839-7665
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Performance quoted represents past performance which is no guarantee of future results. Investment return will vary. The value of an investment when redeemed may be worth more or less than the original cost. Current performance may be higher or lower than what is stated.

For more complete information, see the TexPool Investment Policy and Information Statement available on the TexPool web site, [www.texpool.com](http://www.texpool.com). You should consider the investment's objectives, risks, charges, and expenses carefully before investing. Information about these and other important subjects is in the Investment Policy and Information Statement which you should read carefully before investing.

An investment in the Pool is not insured or guaranteed by any government or government agency. Although the manager of the Pool seeks to preserve the principal, it is possible to lose money by depositing money in the Pool.



# Regular Council Meeting Minutes

Tuesday, November 15, 2022 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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This meeting was held in person with remote attendees present.

## 1. CALL TO ORDER

Mayor Buesinger called to order the Regular Council Meeting at 6:30 P.M.

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

**1.B. Pledge of Allegiance**

**1.C. PRESENT**

Mayor Buesinger  
Council Member Gordy  
Council Member Crawford  
Council Member Carey  
Mayor Pro Tem Maddock  
Council Member Schwarz

Also present were: City Attorney Bounds, City Engineer Him, City Engineer Vasquez\*, City Building Official Taylor, Spring Valley Police Captain Lane, Village Fire Chief Foster, Fire Commissioner Presswood, Alternate Fire Commissioner Cooper, City Administrator Blevins, City Secretary Stephens, and City Clerk Ray.

\*Present remotely.

2. **Bill Swann, 1302 Bridle Spur Lane**, said that there was a bill passed in the last legislative session regarding solar panels that might conflict with the City's current ordinance. He said that the City of Spring Valley has amended its ordinance to comply and asked that the City Attorney review the bill language.

**Ron Presswood, 8202 Burkhart Road**, said that he is exercising his right to an open discussion of agenda item 8.A. under the Texas Government Code as his position as Fire Commissioner is the topic of discussion.

**Brian Muecke, Hedwig Village**, said that a letter was circulated which includes allegations against Village Fire Chief Foster. He stated that Chief Foster responded to the allegations in a six (6) page document to the Villages and did not receive a reply. Mr. Muecke said that Chief Foster subsequently retained an attorney who issued a letter on his behalf, which Mr. Muecke read aloud.

**Allen Carpenter, Spring Valley**, stated that he has been a Spring Valley Council Member for 13 years, Mayor Pro Tem for the last 12 years, has served as Fire Commissioner for 13 years, being the entire tenure of Chief Foster, and has been the Commission Chair twice. He said he feels an obligation to speak on the behalf of his Fire Chief, who works for the Fire Commission, not the Cities. He said it is contradictory to have a resolution in support of the Fire Department and a closed executive session regarding the Fire Commissioner. Mr. Carpenter stated that the Council, not the Mayor, has the right to appoint the city's fire commissioner. He said that Hilshire Village owes an apology to the Fire Chief for the accusations in the letter, some of which he said were decisions made by the Fire Commissioners.

**John Cooper, 1214 Ridgeley Drive**, said that he has been the Alternate Fire Commissioner for the last two and a half months. He stated that he has spent time at the Fire Department and the employees are happy. He said that no one except Fire Commissioner Presswood should give a directive to the Fire Chief per the Interlocal Agreement, that the Fire Commissioner speaks on behalf of the City. Mr. Cooper said that gossip is being spread without giving the opportunity to respond with facts, and it is likely going to be subject of a libel lawsuit, which the citizens will be paying for. He said that if Commissioner Presswood is removed from the commission then he should also be removed because he doesn't want to be a part of it.

**Robert Byrne, 1305 Bridle Spur Lane**, stated that recently there has been information allowed to enter the public domain that accuses the Village Fire Chief of lack of transparency, mismanagement of the department's budget and resources, inaccurately reporting operations and misappropriating funds. He said that this has been taken out of context in an effort to undermine the character and employment of the person in charge of directing operations that protect lives and property. He stated that his past experience as a Council Member and fire commissioner has allowed him to have personal knowledge that rebukes the allegations in the letter. He suggested that the Council have conversations with Commissioners and Fire Chief Foster to address the accusations before taking any action. Mr. Byrne said that the Council's understanding of the Interlocal Agreement, the actions of the governing commissioners and how the Fire Chief receives orders and takes action on those orders is critical.

**David Foster, Village Fire Chief**, said that he has been with the Village Fire Department for 12 years and for 43 years he has been putting on his uniform with the sole intent to protect residents and property. He said that his administrator received a letter from Hilshire Village with serious allegations which are easily proven to be false including that he stole \$20,000. He said he understands there is a movement between three (3) of the Memorial Village Mayors to terminate his employment and stated that he is 61 years old and will have difficulty finding another fire chief job especially with a letter like this in the public. Chief Foster said that if an investigation is needed, he thinks it would be fair to have the State Patrol and State Rangers get involved.

**Bill Bristow, 1233 Pine Chase Drive**, said that he is interested in updates on the drainage channel at 1209 Pine Chase Drive. He stated that he is interested in the agenda discussion regarding items in the front yard. Mr. Bristow asked that a summary discussion be had after the executive session for the public to hear. He also stated that he still has trouble hearing the speakers and asked that the City make arrangements for him or he will

contact the State of Texas to make a complaint.

**Michael Autenrieth, 7903 Hilshire Green Drive**, said that he encourages the Council to get to the bottom of the issues with the Fire Chief. He also stated that the ordinance prohibiting parking between the hours of 1:00 A.M. and 5:00 A.M. has unintended consequences. He said that an amendment should be made to allow for circumstances when City Hall is not open, and you cannot purchase a parking pass.

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

**3.A. Police Report:** Police Captain Lane said that there were 214 calls for service last month, 89 being business checks, 61 public relations, and 12 traffic stops. He stated that there was six (6) burglary of motor vehicle incidents. The night shift patrol was able to locate and identify the suspects and is working with surrounding agencies on those cases.

Captain Lane said the new Flock cameras for Pine Creek Lane, Friarcreek Lane, and Hickory Shadows are scheduled to be installed in late November.

**3.B. Building Official Report:** Building Official Taylor said that residential construction has been steady, and job site violations are being addressed. He stated that the inspectors will continue to monitor the sites weekly.

Building Official Taylor said that BBG Consulting has merged with SAFEbuilt, a national group. He stated that the City's inspectors and leadership will remain the same.

**3.C. Engineer Report:** Engineer Vasquez said that his observation of the vegetation around the drainage channel at **1209 Pine Chase Drive** did not cause concern. Engineer Him said that he will schedule a meeting with Mr. Bristow to discuss the area and determine any necessary action.

Council Member Carey said that the new drainage pattern from the construction at **7907 Hilshire Green Drive** is highlighting the issue of the street not draining properly.

Mayor Pro Tem Maddock asked if the **City of Houston water quality** issue has been resolved. Engineer Him said that the sample test results have come back at normal levels. He also stated that the City is getting new contacts for the City of Houston Public Works Department.

### **4. REPORTS TO COUNCIL**

**4.A. Fire Commissioner's Report:** Commissioner Presswood said that the **fire station roof** needs to be replaced, and during the construction, the vehicles will need to be stored elsewhere. He said the repair of the roof on the back of the building has estimates that are above the budgeted amount, but the commission is looking at alternatives such as a coating on the roof with a 20-year warranty. Robert Byrne, a fire department committee member, said that they met with the architect, general contractor, subcontractor, and HVAC contractor to make a plan

for the roof to be repaired at the expense of the general contractor and his subcontractor. He stated that the work is estimated to start in the middle of December with as minimal impact to operations as possible.

Commissioner Presswood said that four (4) of the six (6) Memorial Villages have approved the **Bunker Gear** replacement costs. He stated that the original request was for \$150,000 but the quote came in at \$121,000. Commissioner Presswood said that there is \$50,000 allocated to bunker gear in the 2023 Budget, and approximately \$70,000 will be transferred from the Ambulance Revenue Fund. Council Member Gordy asked if this purchase would replace all of the bunker gear suits, and if the new suits have any carcinogenic materials. Commissioner Presswood said that the department has 13 sets of the newer generation which don't need to be replaced at this time. He said in the new gear the PFA material is encapsulated.

Commissioner Presswood said that the department is over budget by less than one (1) percent and the Fire Chief is taking actions to limit spending for the rest of the year.

Council Member Carey said that the budget does not appear to include contingencies for unexpected disasters. Council Member Crawford asked if there were any anticipated major expenses for this year. Commissioner Presswood answered, "Not that I am aware of."

**4.B. Mayor Buesinger's Report:** Mayor Buesinger apologized for missing the last council meeting, he was out of town on a business meeting. He did not have any items to report.

**4.C. City Administrator's Report:** Administrator Blevins said that the property owner of 1209 Pine Chase Drive has been asked to trim the vegetation around the drainage channel. She said that there was a **water line break** caused by Verizon right-of-way work which has been repaired and the City will be reimbursed. Administrator Blevins stated that a late arrival invoice from Inframark was added to the consent agenda.

Council Member Carey said that there was a flickering streetlight on Archley Drive. Secretary Stephens asked for the pole number to report to CenterPoint for repairs.

**4.D. City Treasurer's Report:** Administrator Blevins presented the fund balance statements. She said that the second half of the American Rescue Grant in the amount of \$103,000 was received. Administrator Blevins said that the newly opened TexPool account is earning interest. She stated that the City is now fully protected with positive pay on all accounts to prevent fraud attempts. This process requires online verification of physical checks and electronic payments issued before the funds are released.

## **5. DISCUSSION**

### **5.A. Discussion of front yard obstructions**

Secretary Stephens said that the document presented is a summary of different types of items that could be in a front yard.

Mayor Pro Tem Maddock said that recreation in front yards should be allowed as long as it doesn't create an eye sore, specifically large items.

**Bill Bristow, 1233 Pine Chase Drive**, said that the sports equipment should be brought out when in use and then put back away. He said that when he was younger, they played in backyards.

Attorney Bounds said that some cities have ordinances against fixed structures with exceptions of basketball goals, or requirements that they are in the backyard, while others don't restrict these items at all. He said that sound and lighting are also concerns.

Council Member Carey said that basketball goals are an exception, but other things need to be temporary or in the backyard.

Council Member Gordy said that the reason this came up is because of the batting cage at Pine Chase Grove. He stated that when COVID had everyone at home families were spending more time in their front yards with play equipment. He said basketball goals and rope swings are not as unappealing as the batting cage.

Mayor Pro Tem Maddock said the demographics of the City are changing, and more young families are moving in.

Council Member Schwarz said that it seems like the size of the batting cage is the issue.

**Robert Byrne, 1305 Bridle Spur Lane**, said that the Planning and Zoning Committee previously discussed this issue, and he would share what they had prepared.

## **6. CONSENT AGENDA**

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

- 6.A. Disbursements
- 6.B. Minutes from the Regular Council Meeting October 18, 2022
- 6.C. Minutes from the Special Council Meeting November 7, 2022
- 6.D. Check Registers

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

**The motion carried 5-0.**

**7. DISCUSSION AND POSSIBLE ACTION**

- 7.A. Discussion and Possible Action to Approve recommendations by the Villages Mutual Insurance Cooperative Board for 2023 Insurance Carriers being Blue Cross Blue Shield (Medical, dental, life and long-term disability), and Superior Vision (Vision) for the City of Hilshire Village’s Employee Benefits**

**Motion made by Council Member Gordy, Seconded by Council Member Crawford.**

Administrator Blevins said that the 2023 Budget took in account a rate increase.

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

**Motion carried 5-0.**

- 7.B. Discussion and Possible Approval of Resolution Number 2022-239 showing support of the Village Fire Department Employees**

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

Commissioner Presswood asked that an amendment be made to strike the words "fiscal responsibility" from the Resolution.

**Bill Bristow, 1233 Pine Chase Drive,** said that he appreciates the Village Fire Department and everything they do for the City.

Council Member Gordy amended his motion to approve Resolution Number 2022-239 with the words "and fiscal prudence" stricken, seconded by Mayor Pro Tem Maddock.

**Voting Yea on the amended motion: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**Motion carried 5-0.**

**8. CLOSED EXECUTIVE SESSION:**

- 8.A. Recess to closed meeting to deliberate the appointment, evaluation and duties of a public officer, the Fire Commissioner, as permitted by Tex. Gov’t Code 551.074.**

Ron Presswood, Fire Commissioner, exercised his right to an open session per TEXAS GOVERNMENT CODE Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING. (b).

Mayor Buesinger asked Commissioner Presswood if he had hired legal

representation. Commissioner Presswood answered, "No". Mayor Buesinger said that he received a letter that appeared to be drafted by an attorney.

Mayor Buesinger said that the Village Fire Department's 2023 Budget was presented at the same time as a request for approval of amendments to the 2021 and 2022 Budgets for overages. He stated that he was surprised by these amendments and their causes. Mayor Buesinger said that there was considerable discussion about why the City was not informed earlier. He said that the City has the highest property tax rate of the Memorial Villages and has to plan the budget very carefully as there is not a large commercial area to bring in sales tax revenue.

Mayor Buesinger stated that he attended a Village Fire Department Commission meeting along with other Memorial Village Mayors, where the topic of discussion was budget exceedance in the case of a major event. He said that the meeting did not result in any action, but his interpretation of the message from the commissioners to the department was not to worry, the cities would find a way to fund it. Mayor Buesinger said that he did not think it was in the fire commissioner's authority to approve transfers or increases in the budget. He stated that he later received a call from a Memorial Village Mayor asking about a letter issued by Commissioner Presswood. He said the attorney from Hunters Creek wrote a response to the Village Fire Department that the letter is in conflict with the Interlocal Agreement. Mayor Buesinger said that because of these issues a new direction is needed and therefore is nominating himself as the fire commissioner for the City.

Council Member Carey asked what letter was issued by Commissioner Presswood. Attorney Bounds said that the letter is dated October 5, 2022. Secretary Stephens displayed the letter on the screen in council chambers. Mayor Buesinger said that the letter appears to give the Fire Chief the authority to spend necessary funds possibly exceeding the budget which is not what the Interlocal Agreement says.

Council Member Carey asked what happens if there is an emergency situation. Mayor Buesinger said that the Council will be notified and will conduct an emergency meeting. Council Member Carey asked if the Home Depot is burning down, they will have to meet? Attorney Bounds said the budget should be prepared to include situations like that. Mayor Buesinger said that the Interlocal Agreement states that if the budget is exceeded then it needs to be approved by all six (6) cities. Mayor Buesinger said that minor emergency funds need to be built into the budget, and it doesn't seem to be happening that way.

Council Member Gordy said that the Council was not informed as early as they should have been when the budget overages started, and a change in commission representation was made because of that lack of communication. He stated that the City has a very tight budget, and the Council works hard to maintain the fund balance. He said that there was no time to prepare for these amendments, a failure at the commission level to report to the City. Council Member Gordy said that when the City requested a copy of the budget in excel format it was refused. He stated that he has spent a lot of time at the Fire Department volunteering to help with the construction of the fire station and can tell that it is organized, but he has a concern

with the way the budget is managed.

Mayor Pro Tem Maddock said when the line of communication is not working, you shorten the line of communication. He stated that Former Mayor Whiting was appointed the fire commissioner and was very involved. Council Member Schwarz asked if the other Memorial Villages are having the same conversation. Mayor Buesinger said that other city leaders are present and attending virtually.

Council Member Crawford said that the letter issued by Commissioner Presswood is not in line with the Interlocal Agreement which is what should be referred to for process and procedure in the case of an emergency. He said that he was confused about why the letter was issued in the first place, and the additional document provided tonight is new to him. Administrator Blevins said that she did not distribute the document regarding Chief Foster and that it was sent by accident to a Fire Department staff member. She said she called that person and asked that the email be deleted, but it was not. Attorney Bounds said that the document given to the Council tonight was not the original email that was sent, it had been changed.

Council Member Carey asked if there were enough funds in the current budget to cover a significant emergency. Council Member Crawford said at this point in the year and considering the usage of funds at this time there is not enough money for a major incident. Council Member Crawford said a contingency fund should be created. Attorney Bounds said that there is a certain spending power that administrators have in the case of emergencies and that an emergency meeting can be called within one (1) hour to authorize funds beyond that or to generate a plan.

Council Member Gordy said that this excess money was spent before it was brought to the Council and did not understand how that could happen.

## **9. DISCUSSION AND POSSIBLE ACTION**

### **9.A. Discuss and act on items discussed in the closed meeting: Consider approval of a Resolution Number 2022-240 appointing a Fire Commissioner**

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

**Bill Bristow, 1233 Pine Chase Drive,** said the Council was elected to serve at all times and asked that anyone who is appointed or elected be in attendance at all meetings.

Commissioner Presswood said that the letter he sent as chairman was based on commission discussions that the Chief was concerned about staffing the second ambulance and exceeding the budget. He said he thought they were clear on the direction they were going. Commissioner Presswood stated that this and next year's budgets are zero (0) sum budgets and that in previous years the participating cities did not want a contingency account. He said that the reason that the Excel version of the budget was not provided is that there was a prior incident where the budget was changed and distributed which caused issues. It was decided by the

commission, not Fire Department Staff, that it would no longer be provided in that format.

Council Member Carey asked if the budget was prepared to accommodate for major fires. Commissioner Presswood said there are overtime funds, but they were depleted by staffing the second ambulance. Council Member Crawford asked if there is budgeting for disaster response beyond basic operations. Commissioner Presswood said it is a zero (0) sum budget.

Council Member Gordy said the commission should come back to the cities and request a budget amendment as issues arise. Commissioner Presswood said that if the budget is exceeded, at the next commission meeting it would be discussed and brought to the cities. Council Member Crawford said that he did not think the commission adhered to that process, the City was not informed until several months later. Commissioner Presswood said that during the pandemic the commission was faced with a lot of overtime but could not predict the effect it would cause and kept rolling the issue to the next meeting. He said the commissioners are in agreement that they should have gone to the cities for a budget amendment. Commissioner Presswood said that he did not write the letter he issued, but he read it and thought it was clear.

**Allen Carpenter, Spring Valley**, said that the budget amendment for overtime was significant due to staffing the second ambulance. He stated that the 2023 Budget has a permanent staff on the second ambulance. Fire Commissioner Carpenter said that the commission advised the Fire Chief to staff the second ambulance and then they would figure out the funding. He said that budget amendments are not made until the end of the year after the audit is complete. Council Member Gordy said that is not how Hilshire Village operates, and that is the root of the problem. Council Member Carey said that process needs to change. Council Member Gordy said that Spring Valley has the ability to collect revenue that Hilshire Village cannot. He said budget amendments hit the City harder than other Memorial Villages. Commissioner Carpenter said that although he is a Council Member for Spring Valley when he is at the fire station, he works for the Fire Department. Council Member Gordy said that the commissioners serve at the discretion of the Council and have more than one job to do. He said the City was informed of amendments late in the fiscal year and did not appreciate how it was presented Commissioner. Carpenter said that historically the Fire Department has run on an extremely lean budget. Administrator Blevins said that this is the first time she can remember that the Fire Department has come back for more money and that usually there is a transfer which is a normal practice. Commissioner Carpenter said that in the past the commission was able to use EMS revenue to cover overages, but because it was assigned to the capital improvement project there were no extra funds available. He stated that when Spring Valley has an overage they dip into their reserve, which is "huge".

**Brian Muecke, Hedwig Village**, said that there appear to be ulterior motives and not of the charitable variety. He said that he has not been to Hilshire Village since former Mayor Whiting and has never seen four (4) mayors present at a meeting. He asked if the Council had ever been informed of these documents and why there is a quorum of mayors with all eyes on Hilshire Village. He stated there are ulterior motives.

Amended motion was to approve Resolution Number 2022-240 appointing the Fire Commissioner to be Robert Buesinger

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

**The motion carried 5-0.**

**10. ADDITIONAL COUNCIL COMMENTS** None

**11. FUTURE AGENDA TOPICS**

Play equipment discussion.  
Alternate Fire Commissioner opening.

**12. ANNOUNCEMENTS** None

**13. ADJOURNMENT**

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

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

**The motion carried 5-0.**

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

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Robert F. Buesinger, Mayor

ATTEST:

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Cassie Stephens, City Secretary

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Nov 1, 2022 to Nov 30, 2022

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8856	11/2/22	GFL Environmental	11114	6,799.59
8857	11/2/22	Sanchez Landscaping	11114	320.00
8858	11/7/22	Centerpoint-Energy	11114	31.36
8859	11/14/22	Todd Johnston	11114	200.00
8859V	11/14/22	Todd Johnston	11114	-200.00
8860	11/14/22	Todd Johnston	11114	200.00
8861	11/15/22	Hudson Energy Services L	11114	614.62
8862	11/15/22	A T & T	11114	143.41
8863	11/15/22	HDR	11114	2,849.54
8864	11/15/22	Amegy Bank	11114	514.15
8865	11/15/22	Houston Chronicle	11114	92.00
8866	11/15/22	Petty Cash	11114	132.40
8867	11/15/22	Northwest Pest Patrol	11114	318.00
8868	11/15/22	Olson & Olson, Attys at L	11114	1,369.50
8869	11/15/22	Flock Safety	11114	4,800.00
8870	11/15/22	Justin Lane	11114	200.00
8871	11/17/22	Northwest Pest Patrol	11114	63.60
8872	11/21/22	TMCA, INC.	11114	635.00
ACH 1 11-02-22	11/2/22	Village Fire Department	11114	22,107.81
ACH 1 11-15-22	11/15/22	Stephens, Cassandra L.	11114	1,999.96
ACH 1 11-30-22	11/30/22	Stephens, Cassandra L.	11114	1,999.96
ACH 11-02-22	11/2/22	Sprg.Valley GenFund- Pol	11114	50,736.75
ACH 11-15-22	11/15/22	Blevins, Susan N.	11114	3,295.62
ACH 11-17-22	11/17/22	Texas Municipal Retireme	11114	2,396.59
ACH 11-30-22	11/30/22	Blevins, Susan N.	11114	3,295.62
ACH 2 11-02-22	11/2/22	Villages Mutual Insurance	11114	4,589.38
ACH 2 11-15-22	11/15/22	Ray, Lisa	11114	1,449.15
ACH 2 11-30-22	11/30/22	Ray, Lisa	11114	1,449.15
ELECTRONIC 11-	11/17/22	Internal Revenue Service	11114	2,349.63
ELECTRONIC 11-	11/18/22	State Comptroller	11114	1,174.84
Electronic 11-23-22	11/23/22	Deluxe Business Checks	11114	352.78
Electronic 3 11-30-	11/30/22	Internal Revenue Service	11114	2,349.63
Total				<u>118,630.04</u>

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Jul 1, 2022 to Jul 31, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4176	7/1/22	Inframark, LLC	11012	2,000.00
4177	7/1/22	Kay Chapman	11012	223.33
4178	7/1/22	Jose Cruz-Arboleda	11012	119.01
4179	7/1/22	Nancy Warrick	11012	160.56
4180	7/1/22	Inframark, LLC	11012	2,000.00
4181	7/1/22	Inframark, LLC	11012	2,027.53
4182	7/5/22	Hudson Energy Services L	11012	18.78
4183	7/5/22	A T & T	11012	772.54
4184	7/12/22	City of Hilshire Village	11012	15,310.27
4185	7/12/22	City of Hilshire Village	11012	15,366.54
4186	7/13/22	Void a check	11012	
4187	7/18/22	City of Houston, Public W	11012	8,439.29
4187V	7/18/22	City of Houston, Public W	11012	-8,439.29
4188	7/18/22	Cityof Houston#7099-300	11012	29,663.78
4189	7/19/22	Inframark, LLC	11012	6,317.23
4190	7/19/22	USIC Locating Services	11012	1,295.07
4191	7/27/22	Texas Excavation Safety S	11012	31.35
4192	7/27/22	CA Labs Dallas	11012	175.00
4190V	7/29/22	USIC Locating Services	11012	-1,295.07
4188V	7/29/22	Cityof Houston#7099-300	11012	-29,663.78
Total				<u>44,522.14</u>

# HOLIDAY PLANNER 2023

HOLIDAY	DATE	MAKEUP DAY	HOLIDAY	DATE	MAKEUP DAY
NEW YEAR'S DAY	1/1	1/2	THANKSGIVING	11/23	
GOOD FRIDAY	4/7		THANKSGIVING	11/24	
MEMORIAL DAY	5/29		WINTER HOLIDAY	12/24	12/25
INDEPENDENCE DAY	7/4		WINTER HOLIDAY	12/25	12/26
LABOR DAY	9/4		NEW YEAR'S EVE	12/31	12/29

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE														
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S								
					1				1	2	3	4	5			1	2	3	4	5					7	8	9						1	2	1	2	3	4	5	6	7					1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11								
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23	24	25	26	27	28	29	27	28					27	28	29	30	31	24	25	26	27	28	29	30	29	30	31				26	27	28	29	30														
30	31																																																
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER														
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S								
					1	2		1	2	3	4	5	6					1	2	3						1				1	2	3	4	5					1	2	3								
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10								
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17								
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24								
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31											
31																			30	31																													