



# Regular Council Meeting and Public Hearing Agenda

Tuesday, August 17, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86857602384?pwd=STRVM0taNmR1SnJtdzFiblpLU2tuUT09>

Meeting ID: 868 5760 2384

Passcode: 598490

One tap mobile

+1 346 248 7799 US (Houston)

Meeting ID: 868 5760 2384

Passcode: 598490

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

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

IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO **[susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)**.

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

**1. CALL TO ORDER**

**1.A.** Invocation - Council Member Gordy

**1.B.** Pledge of Allegiance

**1.C.** Roll Call

**2. CITIZEN'S COMMENTS**

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

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

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

**3. REPORTS TO COUNCIL**

**3.A.** Police Report

**3.B.** Building Official Report

**3.C.** Engineer Report:  
1220 Archley Drive  
1326 Glourie Drive  
1330 Glourie Drive  
1 Hickory Shadows Drive  
7907 Hilshire Green Drive  
8201 Mallie Court  
7902 North Villa Court  
1306 Pine Chase Drive  
12 Pine Creek Lane  
Street & Shoulder Drop Offs  
Wirt Road Safety Project

**4. DISCUSSION AND POSSIBLE ACTION**

**4.A.** Public Hearing regarding the Preliminary Report related to attic story

**4.B.** Discussion and possible approval of the Final Report on changes to the Zoning Ordinance related to attic story and set date for public hearing on the Amendment to the Zoning Ordinance related to attic story.

[4.C.](#) Discussion of FYE 2022 Budget and FY 2021 Taxes

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

5.A. None at the time of the Agenda Posting

5.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

6. **DISCUSSION AND POSSIBLE ACTION**

7. **REPORTS TO COUNCIL**

[7.A.](#) Fire Commissioner's Report ( Commissioner Byrne)

7.B. Mayor Herron's Report

[7.C.](#) City Administrator's Report: (City Administrator Blevins)  
Complaint Log  
Consent Agenda

[7.D.](#) City Treasurer's Report (City Administrator Blevins)

8. **CONSENT AGENDA**

8.A. Disbursements

[8.B.](#) Minutes from the July 20, 2021 Regular Council Meeting

[8.C.](#) Check Registers

9. **ADDITIONAL COUNCIL COMMENTS**

10. **FUTURE AGENDA TOPICS**

11. **ANNOUNCEMENTS:**

**Public Hearing September 21, 2021: Budget, Taxes and Amendment to Zoning Ordinance**

12. **ADJOURNMENT**

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

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

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

**I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible August 13, 2021 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

07\01\2021  
thru 07\31\2021  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	9
23	AMBULANCE CALL	7
24	ANIMAL CALL	2
135	BUSINESS CHECK	39
60	FIRE CALL	1
68	HOUSE CHECK	1
70	INFORMATION	9
76	LOUD NOISE	1
86	PUBLIC RELATIONS	46
103	SUSPICIOUS ACTIVITY	2
11	TRAFFIC STOP	2
111	VEHICLE BLOCKING ROADWAY	2
112	VEHICLE CHECK	1
117	WELFARE CONCERN	1
	<b>Total</b>	<b>123</b>

**July 2021**  
**MONTHLY BUILDING REPORT SUMMARY**

**Plan Review:** None

**Permits:** Fourteen (14):

Demolition:	
Remodel / Add-On:	1
New Construction:	1
Accessory Building:	
Electrical:	2
HVAC:	1
Plumbing:	3
Fire Sprinklers:	1
30-Day Dumpster:	1

Sign:	
Roof:	
Fence:	
Tree Removal:	3
Irrigation:	
Drainage:	1
Swimming Pool:	
Swimming Pool Demo:	
Other:	

**Inspections:** Thirty-Three (33)

**Red Tag Stop Work Orders Issued:** One (1): 1306 Pine Chase Drive – Parking Pad

**Building Finals / Certificates of Occupancy:** None

**Change of Occupancy Use:** None

**Extended Permit Request:** None

**CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - July 2021**

<b>Date</b>	<b>Permit Number</b>	<b>Address</b>	<b>Issued To</b>	<b>Amount Received</b>	<b>Description / Scope</b>	<b>No of insp</b>
Thu 7/1/21	HV-21-029E	1130 Glourie Dr	New Vision Electric LLC	\$ 330.00	Electrical - Remodel	3
Thu 7/1/21	HV-21-029P	1130 Glourie Dr	A Henderson Plumbing	\$ 380.00	Plumbing - Remodel	3
Fri 7/2/21	HV-21-053T	1310 Bridle Spur Ln	Trees Unlimited	\$ -	Tree Removal - Dead	0
Tue 7/6/21	HV-21-015SP	8006 Anadell St	Glenn Plumbing	\$ 280.00	Plumbing - Swimming Pool	3
Wed 7/7/21	HV-21-028B	1131 Glourie Dr	The Renewall	\$ 420.00	Interior Remodel	5
Wed 7/7/21	HV-20-059D	1330 Glourie Dr	The Outdoor Remedy	\$ 460.00	Drainage - New Construction	3
Mon 7/12/21	HV-21-054T	1335 Friarcreek	Twin Oaks Tree Service	\$ 25.00	Tree Removal	0
Tue 7/13/21	HV-21-015SPE	8006 Anadell St	Pierce Electric	\$ 205.00	Electrical - Swimming Pool	2
Tue 7/13/21	HV-21-029M	1130 Glourie Drive	Chavez Air Co	\$ 240.00	Mechanical - Addition	2
Thu 7/15/21	HV-21-056T	4 Hilshire Oaks Ct	Rigoberto Hernandez	\$ 25.00	Tree Removal - Hazard	0
Thu 7/15/21	HV-20-099B	1326 Glourie Dr	Zografos Builder Group	\$ 8,167.94	New Construction	9
Wed 7/21/21	HV-21-057P	1303 Pine Chase Dr	Horizon Plumbing & Home Services	\$ 180.00	Plumbing - Water Heater	1
Tue 7/20/21	HV-21-029FS	1130 Glourie	American Fire Systems	\$ 280.00	Fire Sprinkler	2
Tue 7/20/21	HV-21-058D	1315 Friarcreek	Liberty Dumpster	\$ 25.00	30-Day Dumpster	1

## INSPECTION LOG - July 2021

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
21-116	1314 Friarcreek	HV-21-050r	Final roof inspection	Pass	7/1/21	BBG
21-117	10 Pine Creek Ln	HV-21-026E	Electrical Final	Pass	7/1/21	BBG
21-118	1130 Glourie	HV-21-029B	Wind Straps	Pass	7/1/21	BBG
21-119	1130 Glourie	HV-21-029B	Nail Pattern	Pass	7/2/21	BBG
21-120	1111 Glourie Dr	HV-21-044P	Water Heater Final	Pass	7/7/21	BBG
21-121	1130 Glourie	HV-21-029P	Plumbing Rough In	Pass	7/7/21	BBG
21-122	8006 Anadell St	HV-21-015SPP	Sewer & Gas Test	Pass	7/7/21	BBG
21-123	1130 Glourie	HV-21-029B	Nail Pattern - remaining roof section	Pass	7/8/21	BBG
21-124	1130 Glourie Dr	HV-21-029E	Electrical Rough-In	Pass	7/9/21	BBG
21-125	8373 Westview Dr	HV-21-016E	Electrical Rough-In	Pass	7/9/21	BBG
21-126	1130 Glourie Dr	HV-21-029P	Sewer	Fail	7/14/21	BBG
21-127	8006 Anadell	HV-21-015SPE	Electrical Underground & Bonding	Pass	7/14/21	BBG
21-128	1123 Guinea Dr	HV-21-041P	Sewer Disconnect	Pass	7/14/21	BBG
21-129	1334 Glourie Dr	HV-21-014B	Wind Straps & Clips	Pass	7/22/21	BBG
21-130	10 Pine Creek Ln	HV-21-026P	Bathroom Remodel Plumbing Final	Pass	7/16/21	BBG
21-131	8006 Anadell St	HV-21-015D	Drainage Cover	Pass	7/16/21	Javier Vasquez
21-132	1130 Glourie Dr	HV-21-029P	Sewer Reinspection	Pass	7/16/21	BBG
21-133	1130 Glourie Dr	HV-21-029M	HVAC Cover	Pass	7/16/21	BBG
21-134	1330 Glourie Dr	HV-20-059D	Drainage Cover	Fail	7/20/21	Javier Vasquez
21-135	10 Pine Creek Ln	HV-21-026B	Bathroom Remodel Final	Pass	7/16/21	BBG
21-136	7906 N Villa Ct	HV-20-034P	Gas Test	Cancelled	7/20/21	N/A
21-137	8373 Westview Dr	HV-21-016M	HVAC Cover	Pass	7/22/21	BBG
21-138	1306 Pine Chase Dr	None	Stop Work Order	Stop Work Order was given	7/23/21	BBG
21-139	1303 Pine Chase Dr	HV-21-057P	Water Heater Final	Pass	7/23/21	BBG
21-140	1130 Glourie Dr	HV-21-029B	Stucco Lath	Pass	7/23/21	BBG
21-141	7906 N Villa Ct	HV-20-034P	Gas Test	Pass	7/26/21	BBG
21-142	1326 Glourie Dr	HV-20-099B	Pre-construction inspection - Building Official	Pass	7/26/21	BBG
21-143	1326 Glourie Dr	HV-20-099B	Pre-construction inspection - Engineer	Pass	7/28/21	Javier Vasquez
21-144	1326 Glourie Dr	HV-20-099B	Pre-construction inspection - Arborist	Pass	7/26/21	Cary Moran
21-145	1334 Glourie Dr	HV-21-014B	Nail Pattern	Pass	7/26/21	BBG
21-147	8373 Westview Dr	HV-21-016P2	Plumbing Topout	Pass	7/28/21	BBG
21-148	7906 N Villa Ct	HV-20-034B	Driveway forms	Pass	7/30/21	BBG
21-149	1334 Glourie Dr	HV-21-014P	Gas Test	Pass	7/30/21	BBG



August 13, 2021

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

Re: Engineer's Report for August 17, 2021 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from July 17, 2021 to August 13, 2021.

1. On-Going Services (10281855):

a. 1220 Archley Drive –

- On July 22, 2021, HDR attended a virtual meeting with the City and Mr. David Schwarz (Property Owner) to discuss possible solutions to address the driveway access issues at 1220 Archley Drive which may require approval by the Board of Adjustment (BOA) and/or City Council due to impervious coverage restrictions.

b. 1326 Glourie Drive –

- On July 28, 2021, HDR performed a Pre-Construction Drainage Inspection at 1326 Glourie Drive. It passed inspection with exceptions noted (i.e. installation of silt fence along the remainder of the property, maintain drainage along the roadside ditch and maintain site drainage away from adjacent properties.)

c. 1330 Glourie Drive –

- On July 20, 2021, HDR performed a Drainage Cover Inspections at 1330 Glourie Drive. The drainage system was modified along the south perimeter of the lot and not installed per the approved drainage plans (i.e. additional inlets and storm sewer pipes, and downspouts connected to storm sewer pipes). However, it appeared to have been laid out with the proper pipe slopes.

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

- HDR requested that the drainage system be reviewed and the drainage plan be amended by the Engineer of Record (Mr. Karl Breckon, P.E. – BEC Engineers and Consultants, LLC) to verify its general conformance with the original intent of the approved drainage plan, the City Drainage Requirements and Code of Ordinances. The Contractor was also instructed to disconnect the downspouts from the storm sewer system.
- On July 30, 2021, HDR reviewed and returned to the City the Drainage Plan Amendment for 1330 Glourie Drive. The drainage plan amendment was approved with exceptions noted. HDR was also able to confirm that the downspouts have been disconnected from the storm sewer system.

d. 1 Hickory Shadows Drive –

- As previously reported, HDR has been coordinating with the City and Mr. Brian Anderson (Property Owner) regarding the proposed drainage improvements at 1 Hickory Shadows Drive. Mr. Anderson is experiencing water ponding issues on the east side of his property and would like to add grate inlets and storm sewer pipes to drain this area, as well as connect downspouts to the proposed storm system.
- The City has an existing 8-inch water line within the 10-ft wide water easement in the area in question, therefore, Mr. Anderson and/or his contractor will need to field locate the water line before they install their proposed storm sewer pipe.
- The proposed drainage improvements are not extensive; therefore, a formal drainage plan will not be required. Contractor shall field locate existing 8-inch water line and provide schematics of proposed catch basins and storm sewer line to drain this area for the City’s review and approval.

e. 7907 Hilshire Green Drive –

- On August 4, 2021, HDR received the Drainage Plans Resubmittal for 7907 Hilshire Green Drive from Mr. Jaime Hartman (Contractor – David Weekly Homes). HDR is currently reviewing the plans and anticipate returning reviewed plans to the City later today or Monday at the latest.

f. 8201 Mallie Court –

- On August 5, 2021, HDR received the Erosion Control Plans Resubmittal for 8201 Mallie Court from Mr. Erik Silvey (Contractor – Erosion Control Systems). HDR is currently reviewing the plans and anticipate returning reviewed plans to the City later today or Monday at the latest.

- g. 7902 North Villa Court –
  - HDR has been coordinating with the City and Mr. Taylor Johnson (Contractor – Aspire Fine Homes) on the as-built drainage plan requirements for 7902 North Villa Court.
  
- h. 1306 Pine Chase Drive –
  - During the August 5, 2021 Special City Council/Workshop Meeting, the City adopted the revised Parking Pad Ordinance.
  - On August 6, 2021, HDR coordinated with Mr. Greg Truax (Property Owner) on the review and permitting requirements for his proposed parking pad at 1306 Pine Chase Drive.
  - Since Mr. Truax’s proposed parking pad will require a variance from the requirement to be 2-ft off from the ditch top of bank, a retaining wall designed by an active licensed Professional Engineer will be required.
  - On August 11, 2021, HDR attended a meeting with the City and Mr. Truax to revisit the parking pad and permitting requirements for 1306 Pine Chase Drive. Mr. Truax is currently working to get his parking pad plans finalized for re-submittal and approval by the City.
  
- i. 12 Pine Creek Lane –
  - On August 12, 2021, HDR attended the Pre-Development Meeting with the City, Mr. Brian Gaudet (Property Owner) and his Builder/Contractor to discuss the City’s development requirements and restrictions, including floodplain regulations, as well as drainage plan and impervious coverage requirements for 12 Pine Creek Lane (empty lot).
  
- j. Street & Shoulder Drop Offs –
  - HDR will be scheduling a site visit with Mayor Herron to identify, discuss and evaluate areas throughout the City where there is a significant elevation drop off between the roadway and its shoulder.
  - Based on this site visit evaluation, HDR will issue recommendations to address this issue (i.e. re-grading of ditches to raise the top of bank and level the shoulder with the existing road, etc.)

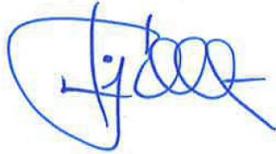
k. Wirt Road Safety Project –

- HDR coordinated with Mr. Suhail Kanwar, P.E. (COH City Engineer) to schedule a meeting with the COH and discuss the Wirt Road Safety Project (i.e. sidewalk, addition of traffic light/signal, and expansion of existing left turn holding lanes). A virtual MS-Team Meeting has been scheduled for Thursday, August 19, 2021 at 2:00 p.m.

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

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.  
Project Manager

cc: Files (10281855)

The objective of these zoning changes is to clarify the requirements for an attic space to be a habitable “attic story.”

## Definitions

**Attic** - means the area between the roof and the ceiling of the rooms below that is not habitable or that does not have an interior stairway. Improvement to habitable status shall make the attic space an attic story.

**Attic story** - means any attic space made habitable by improvement or any new construction of a habitable area located above the story below.

**Balcony** - means an elevated platform projecting from the wall of a building and enclosed by a railing or parapet.

**Pitched roof** - means a roof with a sloping surface with each plane pitched at a vertical to horizontal height no less than 4 to 12 (4:12) over eighty percent of the area of all roof surfaces as measured from plan view.

## Requirements

- A. The maximum height of any building without a pitched roof shall be thirty feet.
- B. Any balcony with a floor height over 36” above natural grade or above the first floor, whichever is less, shall be located at least 20’ from any side property line and 30’ from any rear property line;
- C. An attic story of the principal structure may be habitable space if all the following conditions exist:
  - 1) the principal structure has a pitched roof;
  - 2) the habitable area of the attic story is at least seventy square feet;
  - 3) the minimum width and length of the habitable area in the attic story is at least seven feet;
  - 4) the minimum ceiling height for at least 50% of the habitable area in the attic story is seven feet;
  - 5) the attic story is accessed by a staircase within the principal structure that is in compliance with current International Building Code standards;
  - 6) the habitable area of the attic story is less than 40% of the habitable area of any lower story and does not extend beyond the footprint of the top floor and roof;
  - 7) any window not facing the street must be frosted or made of textured materials to prevent direct visibility into neighboring properties;
  - 8) each required emergency egress for the attic is located at least 20 feet from any side property line and 30 feet from any rear property line; and
  - 9) the habitable area of the attic story complies with all other applicable city regulations, including the ICC building, electrical, fire and plumbing codes.

The objective of these zoning changes is to clarify the requirements for an attic space to be a habitable “attic story.”

## Definitions

**Attic** - means the area between the roof and the ceiling of the rooms below that is not habitable or that does not have an interior stairway. Improvement to habitable status shall make the attic space an attic story.

**Attic story** - means any attic space made habitable by improvement or any new construction of a habitable area located above the story below.

**Balcony** - means an elevated platform projecting from the wall of a building and enclosed by a railing or parapet.

**Pitched roof** - means a roof with a sloping surface with each plane pitched at a vertical to horizontal height no less than 4 to 12 (4:12) over eighty percent of the area of all roof surfaces as measured from plan view.

## Requirements

- A. The maximum height of any building without a pitched roof shall be thirty feet.
- B. Any balcony with a floor height over 36” above natural grade or above the first floor, whichever is less, shall be located at least 20’ from any side property line and 30’ from any rear property line;
- C. An attic story of the principal structure may be habitable space if all the following conditions exist:
  - 1) the principal structure has a pitched roof;
  - 2) the habitable area of the attic story is at least seventy square feet;
  - 3) the minimum width and length of the habitable area in the attic story is at least seven feet;
  - 4) the minimum ceiling height for at least 50% of the habitable area in the attic story is seven feet;
  - 5) the attic story is accessed by a staircase within the principal structure that is in compliance with current International Building Code standards;
  - 6) the habitable area of the attic story is less than 40% of the habitable area of any lower story and does not extend beyond the footprint of the top floor and roof;
  - 7) any window not facing the street must be frosted or made of textured materials to prevent direct visibility into neighboring properties;
  - 8) each required emergency egress for the attic is located at least 20 feet from any side property line and 30 feet from any rear property line; and
  - 9) the habitable area of the attic story complies with all other applicable city regulations, including the ICC building, electrical, fire and plumbing codes.

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
1		<b>UNRESTRICTED GENERAL FUND</b>					<b>UNRESTRICTED GENERAL FUND</b>
2		Pass Through Cash Flow					Pass Through Cash Flow
3		Recycle & Trash Fees	42500	\$ 82,504	\$ 84,444	\$ 87,535	Recycle & Trash Fees 312 users ( Will need to increase if rates to 46.76/bi monthly to cover increase)
4		Sales Tax Discount Income	47000	\$ 40	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5		<b>Total General Revenue - Garbage</b>		<b>\$ 82,544</b>	<b>\$ 84,477</b>	<b>\$ 87,568</b>	<b>Total General Revenue - Garbage</b>
6		<b>General Expense</b>		<b>\$ -</b>			<b>General Expense</b>
7		Trash Service	52500	\$ 81,595	\$ 84,035	\$ 87,535	Trash Service (305 customers & 7 commercials ) SIGNED 3 YEAR CONTRACT (\$22.59 per user - contract effective 1-1-2019) increase could be up to a 3.6%
8		<b>Total General Expense - Garbage</b>		<b>\$ 81,595</b>	<b>\$ 84,035</b>	<b>\$ 87,535</b>	<b>Total General Expense - Garbage</b>
9		Building Permits/Plan Checks	47100	\$ 54,569	\$ 65,000	\$ 65,000	Building Permits-inspections/Plan Checks
10		Re-Inspections	47101	\$ 800	\$ -	\$ -	Inspection fees
11		Plan Check for Construction	47102	\$ 25,475	\$ 25,000	\$ 25,000	Plan Check for Construction
12		Plan Check for Drainage	47105	\$ 10,950	\$ 10,500	\$ 10,500	Plan Check for Drainage (5houses @1500 and 2 swimming po
13		<b>Total General Revenue -Permits</b>		<b>\$ 91,794</b>	<b>\$ 100,500</b>	<b>\$ 100,500</b>	<b>Total General Revenue -Permits</b>
14		Bldg. Permit Administration	55000	\$ 33,275	\$ 38,000	\$ 38,000	Bldg. Permit Administration (2750*12)+extra \$5,000 just in ca
15		Inspection	55501	\$ 880	\$ 2,000	\$ 2,000	Inspections - Arborist
16		Engineering - Drainage/Construction	56583	\$ 38,846	\$ 60,500	\$ 60,500	Engineering - Drainage Plan Check and Inspections
17		<b>Total General Expense - Permits</b>		<b>\$ 73,001</b>	<b>\$ 100,500</b>	<b>\$ 100,500</b>	<b>Total General Expense - Permits</b>
		<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>		<b>\$ 19,742</b>	<b>\$ 442</b>	<b>\$ 33</b>	<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.	2021 (YTD "ESTIMATES" (using actuals & estimates))	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
18		<b>General Revenue</b>					<b>General Revenue</b>
19	Property Taxes - Current		42100	\$ 1,132,355	\$ 1,107,036	\$ 1,209,729	Using 2021 Votor Approval Rate and actual certified estimate for tax year 2021
20	Property Taxes - Delinquent		42200	\$ 1,809	\$ -	\$ -	Property Taxes - Delinquent
21	Total Property Taxes			\$ 1,134,164	\$ 1,107,036	\$ 1,209,729	Total Property Taxes
22	Int. Income-Taxes		46700	\$ 5,452	\$ 3,850	\$ 3,850	Int. Income-Taxes - (same as last year budget)
23	Franchise Tax		43000	\$ 51,731	\$ 55,000	\$ 55,000	Franchise Tax - (same as last year budget)
24	City Sales Tax		44000	\$ 61,533	\$ 54,000	\$ 54,000	City Sales Tax (Same as last year's budget - actuals are high because of takeout and deliveries due to COVID)
25	Total Other Taxes			\$ 118,715	\$ 112,850	\$ 112,850	Total Other Taxes
26	<b>Total General Revenue - Taxes</b>			\$ 1,252,880	\$ 1,219,886	\$ 1,322,579	<b>Total General Revenue - Taxes</b>
27	<b>Other Income</b>						<b>Other Income</b>
28	Ambulance Income		48300	\$ -	\$ -	\$ -	Ambulance Income (none) (VFD keeps the funds now)
29	Court Fees		48200	\$ 1,556	\$ 3,608	\$ 1,804	Income (Court Fees) (1/2 of last year's budget due to COVID)
30	Int. Income CDARS - General Fund		46000	\$ 657	\$ 918	\$ 918	Int. Income CDARS - General Fund( interest rates are minimal)
31	Int. Income Gen Funds		46100	\$ 29	\$ -	\$ -	Int. Income Gen Funds (interest rates are minimal)
32	Pet Permits		47200	\$ -	\$ -	\$ -	Animal Permits and License (combined with Alarm Permits)
33	Alarm and Pet Permits and Misc. Fees.		47201	\$ 1,658	\$ 1,800	\$ 1,800	Alarm Permits and Misc. Fees. (Same as last year's budget)
34	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds		48100	\$ 4,663	\$ 400	\$ 4,000	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds
35	<b>Total General Revenue - Other Income</b>			\$ 8,563	\$ 6,726	\$ 8,522	<b>Total General Revenue - Other Income</b>
36				\$ -			
37	<b>Total of ALL General Revenue Excluding Pass Through-</b>			\$ 1,261,443	\$ 1,226,612	\$ 1,331,101	<b>Total of ALL General Revenue Excluding Pass Through-</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
38		<b>General Expense</b>					<b>General Expense</b>
39		<b>City Operations Expense</b>					<b>City Operations Expense</b>
40		Police Protection/Court	51500	\$ 522,030	\$522,030	\$558,142	Police Protection/Court 6.9% Preliminary increase shown in SV budget
41		Police Cameras				\$8,250	2500 per camera plus \$250.00 implentation
42		Fire Protection	52000	\$ 205,490	\$ 215,490	\$ 220,528	Fire Protection (per the actual VFD Approved Budget Oct-Nov-Dec 2021 Budget (\$43508.22) & Jan-September 2022 Budget(\$177019.39))
43		Fire Protection - extra item approved by Council - Prof Serv	52100	\$ -	\$ -	\$ -	
44		Fire Station Capital Improvement	52100	\$ 10,000	\$ 15,000		Fire Station Capital Improvement (Estimate of overage)
45		Increase in Budget for Fire Station Capital Improvement	52100	\$ -	\$ -	\$ -	requested by the Fire Commissioners
46		CERT Supplies	52400	\$ -	\$ 1,000	\$ 1,000	CERT Supplies
47		Mosquito Spraying	53400	\$ 3,155	\$ 3,000	\$ 3,500	Mosquito Spraying (increase mosquitos are getting harder to
48		Maintenance and Electrical Difference for Decorative Street Lights				\$ 5,611	Maintenance and Electrical Difference for Decorative Street Lights
49		Street Lights	53500	\$ 5,851	\$ 6,887	\$ 6,887	Street Lights (Will need to increase if new lights are installed
50		<b>Total General Expense - City Operations Expense</b>		<b>\$ 746,527</b>	<b>\$763,407</b>	<b>\$803,918</b>	<b>Total General Expense - City Operations Expense</b>
51		<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>					<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>
52		Tax Collection Fees	54000	\$ 12,302	\$ 13,728	\$ 12,042	Tax Collection Fees (SBISD \$ 1,200+ hcad actual number of
53		Audit Fees	54520	\$ 17,850	\$ 17,850	\$ 18,950	Audit Fees per the contract includes HVCEFFC, HVHEFC
54		GASB Audit Reporting	54520	\$ -	\$ 2,500		
55		Legal Fees	54540	\$ 13,743	\$ 17,000	\$ 17,000	Legal Fees (same as last year's budget)
56		Legal Fees - Zoning	54545	\$ 2,525	\$ 3,000	\$ 3,000	Legal Fees - Zoning (same as last year's budget)
57		Board of Adjustment	56000	\$ 500	\$ 3,500	\$ 3,500	Board of Adjustment (same as last year's actuals)
58		Insurance	56510	\$ 4,812	\$ 5,000	\$ 5,000	Insurance - (same as last year's budget)
59		Bank Charges	56525	\$ 2,698	\$ 2,000	\$ 3,000	Bank Charges high due to COVID and low interest used actual
60		Police -Council Meeting	51600	\$ -	\$ -	\$ -	Police Protection @ Council Meeting 16 Meetings @ \$140.00 a meeting- Not being done
61		Dues	56526	\$ 2,000	\$ 2,000	\$ 2,000	Dues
62		Public Notices- Newspaper Notices	56530	\$ 3,000	\$ 5,000	\$ 5,000	Public Notices (same as last year's budget)
63		Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -	Lobbyist Expense (or Legislative Consulting & Professional Se
64		MuniCode Ordinance Codification	56560	\$ 3,965	\$ 4,000	\$ 4,000	MuniCode Ordinance Codification (same as last year's budget
65		Village Ind. Festival	56580	\$ -	\$ 3,000	\$ 3,000	Village Ind. Festival \$2500 plus \$500 for float (same as last ye
66		Books for Library	56581	\$ 250	\$ 250	\$ 250	Books for Library (Same as last year's budget)

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
		Recycling/Shred/Rx Event				\$ 500	Memorial Villages Event
67		Miscellaneous	56550	\$ 1,071	\$ 4,000	\$ 4,000	Miscellaneous (same as last year's budget)
68		Contingency	56570	\$ -	\$ 15,000	\$ 15,000	Contingency (Same as last year's budget))
69		Hazard Mitigation Projects	56587	\$ -	\$ 5,000	\$ 5,000	Hazard Mitigation Projects (Need to plan on doing one of the projects so that FEMA will fund us if necessary)
70		Engineering for new Grant Money	56582	\$ 3,000	\$ 3,000	\$ 3,000	Engineering for new Grant Money
71		Engineering Services for Small Projects	56585	\$ 44,104	\$ 50,000	\$ 50,000	Engineering Services (sme as last years budget)
72		<b>Total General Expense - Procedural and Professional Expenses</b>		<b>\$ 111,819</b>	<b>\$ 155,828</b>	<b>\$ 154,242</b>	<b>Total General Expense - Procedural and Professional Expense</b>
73		<b>CITY HALL OPERATIONS</b>					<b>CITY HALL OPERATIONS</b>
74		City Hall Expenses	56520	\$ 14,737	\$ 14,000	\$ 15,000	City Hall Operations (\$1,000 increase over last year's budget)
75		City Hall Building Maintenance	56521	\$ 2,006	\$ 3,000	\$ 5,000	City Hall Building Maintenance (\$2,000 increase)
76		City Hall Paint - Interior	56517	\$ -	\$ 10,000	\$ 10,000	City Hall Paint - Interior -Same as last year due to COVID have
77		City Hall Flooring	56518	\$ -	\$ 15,000	\$ 15,000	City Hall Flooring - Same as last year due to COVID have not d
						\$ 10,000	City Hall Upgrades
78		Office Supplies & Postage	56540	\$ 2,539	\$ 4,000	\$ 4,000	Office Supplies & Postage (same as last year's budget)
79		City Hall Equipment/Technology/Software	56545	\$ 5,742	\$ 6,000	\$ 6,000	City Hall Equipment/Technology/Software (same as last year
80		Extra Technology	56587	\$ -	\$ -	\$ -	Extra Technology
81		Website Hosting and Maintenance	56523	\$ 1,500	\$ 1,500	\$ 1,500	Website Hosting and Maintenance (same as last year's budge
82		Generator Maintenance of Building	55600	\$ -	\$ 1,245	\$ 1,245	Generator Maintenance (every other year reduces pay for a z
83		Employee Wages and Benefits		\$ 200,378	\$ 204,158	\$ 265,316	Includes 5% increase for Administrator, 10% for Assistant City
84		Mayor/Council/City Administrator Expenses	56551	\$ 1,009	\$ 3,000	\$ 3,000	Mayor/Council/City Administrator (same as last year's budge
85		Education	56515	\$ 2,476	\$ 5,000	\$ 5,000	Education (same as last year's budget training for 2 employe
86		Election/Voting Machine Rent	56541	\$ (20)	\$ 3,800	\$ 3,800	Election/Voting Machine Rent (Same as last year's budget)
87		<b>Total General Expense -City Hall Operations</b>		<b>\$ 230,368</b>	<b>\$ 270,703</b>	<b>\$ 344,861</b>	<b>Total General Expense -City Hall Operations</b>
88							
89		<b>TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH</b>		<b>\$ 1,088,714</b>	<b>\$1,189,938</b>	<b>\$1,303,021</b>	<b>Total General Expense Excluding Pass Through</b>
90		<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>		<b>\$ 172,729</b>	<b>\$ 36,674</b>	<b>\$ 28,079</b>	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>
91							
92		<b>TOTAL UNRESTRICTED GENERAL</b>					<b>TOTAL UNRESTRICTED GENERAL</b>
93		<b>FUND - NET</b>		<b>\$ 192,471</b>	<b>\$ 37,116</b>	<b>\$ 28,112</b>	<b>FUND - NET</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
94		<b>RESTRICTED GENERAL FUND</b>					RESTRICTED GENERAL FUND
95		Child Safety Fees Revenue	48400	\$ 770	\$ 849	\$ 849	Child Safety Fees Revenue (Same as last year's actuals)
96		Transfer from Child Safety Account		\$ -	\$ -	\$ -	Transfer from Child Safety account to pay for any projects rec
97		<b>Total Child Safety Revenues</b>		<b>\$ 770</b>	<b>\$ 849</b>	<b>\$ 849</b>	<b>Total Child Safety Revenues</b>
98		<b>Total Child Safety Expenses</b>	53700	<b>\$ -</b>	<b>\$ 849</b>	<b>\$ 849</b>	<b>Total Child Safety Expenses (Same as revenue)</b>
99		<b>CHILD SAFETY - NET</b>		<b>\$ 770</b>	<b>\$ -</b>	<b>\$ -</b>	<b>CHILD SAFETY - NET</b>
100		<b>Other Metro Revenue</b>					Other Metro Revenue
101		Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ 103,000	Income-Metro 1 (per contract will receive until 2025)
102		Interest-Metro 1	46500	\$ 38	\$ -	\$ -	Interest-Metro 1
103		Interest Metro EST	46300	\$ -	\$ -	\$ -	Interest Metro EST
104		Interest-Metro 2	46400	\$ -	\$ -	\$ -	Interest-Metro 2
105		Income- Metro 2	41000	\$ -	\$ -	\$ -	Income- Metro 2
106		Transfer from Metro EST	41005	\$ -	\$ -	\$ -	Transfer from Metro EST
107		Transfer from Metro 1	41006	\$ -	\$ -	\$ -	Transfer from Metro 1
108		Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -	Transfer from Child Safety to pay for street sign engineering
109		<b>Total Other Revenue</b>		<b>\$ 103,038</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>	<b>Total Other Revenue</b>
110		<b>Other Metro Expense</b>					Other Metro Expense
111		Street Signs	53600	\$ -	\$ 2,000	\$ 2,000	Maintenance or damage
112		Engineering Services for Sign	53650	\$ -	\$ 1,000	\$ 1,000	Engineering -maintenance or damage or additional street sign
113		Metro Funded Misc. Expense	53000	\$ -	\$ 20,000	\$ 20,000	Metro Funded Misc. Expense (same as last year's budget)
114		Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ 30,000	\$ 30,000	Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
115		Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 50,000	\$ 50,000	Curb and gutter (increased number - used noise mitigation fu
116		Metro Funded TxDOT for noise mitigation	53100	\$ -	\$ -	\$ -	Metro Funded TxDOT for noise mitigation (assumes \$100 K contribution over 5 years)
117		<b>Total Other Expense</b>		<b>\$ -</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>	<b>Total Other Expense</b>
118							
119		<b>OTHER METRO - NET</b>		<b>\$ 103,038</b>	<b>\$ -</b>	<b>\$ -</b>	<b>OTHER METRO - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
120		<b>DEBT TAX</b>					DEBT TAX
121		<b>Debt Tax Revenue</b>					Debt Tax Revenue
122		Property Taxes-Debt-Current	42101	\$ 354,851	\$ 359,938	\$ 358,458	Property Taxes-Debt-Current - Amount needed to pay for loa
123		Property Taxes-Debt-Delinquent	42101	\$ 691	\$ -	\$ -	Property Taxes-Debt-Delinquent
124		Int-Income-Debt Taxes-SBISD	46800	\$ 1,700	\$ -	\$ -	Int-Income-Debt Taxes-SBISD(Same as actuals)
125		Int. Income Anticipation Note-BANK	46600	\$ 3	\$ -	\$ -	Int. Income Anticipation Note-BANK
126		Transfer from General Utilities Acct		\$ -	\$ -	\$ -	Transfer from General Utilities Acct
127		<b>Total Debt Tax Revenue</b>		<b>\$ 357,245</b>	<b>\$ 359,938</b>	<b>\$ 358,458</b>	<b>Total Debt Tax Revenue</b>
128							
129		<b>Debt Tax Expense</b>					Debt Tax Expense
130		Transfer out to Metro		\$ -			Transfer out to Metro
131		Principal Due on 2014 Tax Note	57000	\$ 135,000	\$ 135,000	\$ 135,000	Principal Due on 2014 Tax Note (10 year tax Note)
132		Interest Due on 2014 Tax Note	57500	\$ 10,676.0	\$ 10,676	\$ 7,720	Interest Due on 2014 Tax Note
133		Principal Due on 2018 Tax Note		\$ 185,000.0	\$ 185,000	\$ 195,000	Principal Due on 2018 Tax Note (7 year tax Note)
134		Interest Due on 2018 Tax Note		\$ 26,263.0	\$ 26,263	\$ 20,734	Interest Due on 2018 Tax Note
135		Interest Due on on 2018 Tax Note due 9-30-18		\$ -	\$ -	\$ -	Expenses for 2018 Tax Note
136		<b>Total Debt Tax Expense</b>		<b>\$ 356,939</b>	<b>\$ 356,939</b>	<b>\$ 358,454</b>	<b>Total Debt Tax Expense</b>
137		<b>DEBT TAX - NET</b>		<b>\$ 306</b>	<b>\$ 2,999</b>	<b>\$ 5</b>	<b>DEBT TAX - NET</b>



CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
	161	Wirt Road Safety Project - NET				\$ -	Wirt Road Safety Project - NET
	162	RESTRICTED UTILITY FUND					UNRESTRICTED UTILITY FUND
	163	Operating Revenues - Water					Operating Revenues - Water
	164	Water Revenues	45000	\$ 258,946	\$ 311,719	\$ 318,227	Water Revenues . - (Using \$7.00/1000/gal which is the sugges
	165	New Construction Meter Installation	45009	\$ 11,171	\$ 3,000	\$ 3,000	New Construction Meter Installation
	166	Maintenance Revenues	45002	\$ 41,880	\$ 41,880	\$ 41,880	Maintenance Revenues (349 connections @ \$20 bi monthly)
	167	<b>Total Operating Revenues - Water</b>		<b>\$ 311,997</b>	<b>\$ 356,599</b>	<b>\$ 363,107</b>	<b>Total Operating Revenues - Water</b>
	168						
	169	Operating Expenses - Water					Operating Expenses - Water
	170	City Water Supply (COH)	51001	\$ 196,407	\$ 202,253	\$ 202,253	City Water Supply (COH)
	171	Utilities- Pine Chase Grove	51006	\$ 28	\$ 166	\$ 166	Utilities- Pine Chase Grove (Same as last year's budget)
	172	Repairs to Water Lines	55501	\$ 64,985	\$ 45,000	\$ 50,000	Repairs to Water Lines increase by \$5,000
	173	Repairs to Water Vaults	55503	\$ -	\$ -	\$ -	Repairs to Water Vaults
	174	Meter Reader	56000	\$ 3,570	\$ 3,458	\$ 3,458	Meter Reader bi-monthly (Same as last year's budget) replace approximately 20 replacement meters + new meters 3*350.00
	175	Meter Replacement	55505	\$ 1,111	\$ 4,550	\$ 4,550	
	176	New Construction Meter Installation	55507	\$ 11,171	\$ 3,000	\$ 3,000	Same as Revenue
	177	Water Quality Testing	56001	\$ 26,336	\$ 25,228	\$ 26,336	Water Quality Testing (Same as actuals)
	178	<b>Total Operating Expenses - Water</b>		<b>\$ 303,607</b>	<b>\$ 283,655</b>	<b>\$ 289,763</b>	<b>Total Operating Expenses - Water</b>
	179						
	180	<b>OPERATING - WATER - NET</b>		<b>\$ 8,390</b>	<b>\$ 72,944</b>	<b>\$ 73,344</b>	<b>OPERATING -WATER - NET</b>
	181						
	182	Operating Revenues - Sewer					Operating Revenues - Sewer
	183	Sewer Revenues	45001	\$ 139,020	\$ 139,020	\$ 139,020	Sewer Revenues (306 @ \$74.00 +1 @ \$25.94 bi monthly)
	184	<b>Total Operating Revenues - Sewer</b>		<b>\$ 139,020</b>	<b>\$ 139,020</b>	<b>\$ 139,020</b>	<b>Total Operating Revenues - Sewer</b>
	185						
	186	Operating Expenses Sewer					Operating Expenses Sewer The City pays \$24.71 per connection per month (306 connections ) and \$262.97 for Holy Cross
	187	Wastewater Disposal (COH)	51002	\$ 92,573	\$ 93,891	\$ 93,891	
	188	Utilities -Lift Station	51003	\$ 3,543	\$ 3,295	\$ 3,295	Utilities -Lift Station (Same as last year's actual)
	189	Repairs to Sewer Lines	55502	\$ 16,455	\$ 15,000.00	\$ 15,000.00	Repairs to Sewer Lines
	190	Repairs to Lift Station	55504	\$ 13,542	\$ 12,000.00	\$ 12,000.00	Repairs to Lift Station
	191	Replacement of Lift Station Pumps	55506	\$ -	\$ -	\$ -	Replacement of Lift Station Pumps
	193	<b>Total Operating Expenses - Sewer</b>		<b>\$ 126,112</b>	<b>\$ 124,186</b>	<b>\$ 124,186</b>	<b>Total Operating Expenses - Sewer</b>
	194	<b>OPERATING - SEWER - NET</b>		<b>\$ 12,908</b>	<b>\$ 14,834</b>	<b>\$ 14,834</b>	<b>OPERATING - SEWER - NET</b>

Item 4.C.



CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
227							
228		<b>Capital Improvement Projects</b>					Water Vault - Revenue
229		Transfer from General Fund			\$ 60,000	\$ 100,000	Transfer from General Fund (Retained Earnings-Savings)
230		Transfer from Utility Fund				\$ 69,000	
231		Revenue from the American Rescue Plan				\$ 200,000	Revenue from the American Rescue Plan
232		<b>Total Capital Approvement Revenue</b>		\$ -	\$ 60,000	\$ 369,000	<b>Total Water Vault Revenue</b>
233							
234		<b>Water Vault Hickory Shadows - Expense</b>					Water Vault Hickory Shadows - Expense
235		Enginnering & Legal Fees to acquire Easements		\$ -	\$ 5,000	\$ 5,000	Enginnering & Legal Fees to acquire Easements
236		Enginnering		\$ -	\$ 5,000	\$ 10,000	Enginnering
237		Water Vault - Hickory Shadows		\$ -	\$ 50,000	\$ 60,000	Construction
238		<b>Total Hickory Shadows Water Vault Expenses</b>		\$ -	\$ 60,000	\$ 75,000	<b>Total Water Vault Hickory Shadows - Expense</b>
239		<b>Water Vault 1 Pine Chase Grove - Expense</b>					Water Vault 1 Pine Chase Grove - Expense
240		Enginnering		\$ -	\$ -	\$ 14,000	Enginnering
241		Water Vault -		\$ -	\$ -	\$ 55,000	Construction
242		<b>Total Pine Chase Grove 1 Water Vault Expenses</b>		\$ -	\$ -	\$ 69,000	<b>Total Water Vault 1 Pine Chase Grove - Expense</b>
243							
244		<b>Water Vault 2 Pine Chase Grove - Expense</b>					Water Vault 2 Pine Chase Grove - Expense
245		Enginnering		\$ -	\$ -	\$ 20,000	Enginnering
246		Water Vault -		\$ -	\$ -	\$ 80,000	Construction
247		<b>Total Pine Chase Grove 2 Water Vault Expenses</b>		\$ -	\$ -	\$ 100,000	<b>Total Water Vault 2 Pine Chase Grove - Expense</b>
248							
249		<b>Tie in Hilshire Villas Water Line Expense</b>					Tie in Hilshire Villas Expense
250		Enginnering		\$ -	\$ -	\$ 10,000	Enginnering
251		Labor		\$ -	\$ -	\$ 40,000	Construction
252		<b>Total Tie in Hilshire Villas Water Line Expenses</b>		\$ -	\$ -	\$ 50,000	<b>Total Tie in Hilshire Villas Water Line Expenses</b>
253							
254							
255		<b>Lift Station Generator Expense</b>					Lift Station Generator Expense
256		Enginnering		\$ -	\$ -	\$ 15,000	Enginnering
257		Labor		\$ -	\$ -	\$ 60,000	Construction
258		<b>Total Lift Station Generator Expenses</b>		\$ -	\$ -	\$ 75,000	<b>Total Lift Station Generator</b>
259							
260							
261		<b>Total Capital Improvent Expenses</b>				\$ 369,000	<b>Total Capital Improvent Expenses</b>
262							
263		<b>UTILITY FUND CAPITAL IMPROVEMENT REVENUE OVER/UNDER</b>				\$ -	<b>UTILITY FUND CAPITAL IMPROVEMENT REVENUE OVER/UND</b>

**FYE 2022 Budget**

The actual taxable value for tax year 2021

2021 Certified Estimates \$264,998,842.00

estimated 2021 value is \$265,845,890.00

	TAX YEAR 2019 FYE 2020	TAX YEAR 2019 FYE 2020	TAX YEAR 2020 FYE 2021	TAX YEAR 2021 FYE 2022	FYE 2022 Prop. Tax Revenue	FYE 2022 Other Revenue	FYE 2022 Total Expense	Surplus/ (Deficit)	
1									
2	Certified Roll LINE 25	\$ 246,487,564		\$ 246,382,453	\$ 265,845,890				
3	M&O USING NO NEW REVENUE RATE	0.399145	\$983,854.00	0.434122	0.441513	\$ 1,173,744	\$ 309,439	\$ 1,491,056	\$ (7,873)
4	OPTION 3								
5	M&O USING VOTER APPROVED RATE	0.419265	\$1,033,436.09	0.449316	0.455049	\$ 1,209,729	\$ 309,439	\$ 1,491,056	\$ 28,112

6	Prop Valuation including new personal property LINE 37		\$ 254,034,365	\$ 255,630,171	FYE 2021 Prop. Debt Tax Revenue	\$ 265,845,890	FYE 2022 Prop. Debt Tax Revenue
7	DEBT TAX FOR NO NEW REVENUE	0.139804	0.139804	0.143577	\$ -		\$ -
8	DEBT TAX IF USING VOTER APPROVED			0.140804	\$ -	0.134835	\$ 358,453
9	Amount needed to pay loan				\$ 356,939		\$ 358,454
10	DE minimis rate			0.770521	0.762574		
11	VOTER APPROVAL TAX RATE LINE 47	0.559069		0.590120	0.589884		
12	NO NEW REVENUE RATE LINE 24	0.538949		0.577699	0.576348		
13	ACTUAL ADOPTED TAX RATE	0.559069		0.577699			

Total tax rate consist of Debt Tax plus M & O Tax

**CITY OF HILSHIRE VILLAGE**  
**BUDGET FYE 2021 FUNDS**  
 (Source: Bank Statements 07-31-21)

31-Jul-21

31-Jul-21	General Fund
<b>General Fund</b>	
Amegy Checking	\$ 33,145
Amegy Savings	\$ 600,620
<b>General Fund Immediately Available</b>	<b>\$ 633,765</b>
CDARS Matures 12/10/20	\$ 1,000,385
<b>Expenses for rest of the year</b>	
<b>General Fund Projected Balance @9-30-21</b> (without out any extra revenue)	<b>\$ 1,634,150</b>

31-Jul-21	Utility Fund
<b>Utility Fund</b>	
Amegy Bank Checking	\$ 358,963
<b>Utility Fund Available</b>	\$ -
	<b>\$ 358,963</b>

31-Jul-21	Metro #1
<b>Metro #1</b>	
Amegy Savings	\$ 260,486
Tex Pool	\$ 57,077
<b>Metro #1 Fund</b>	<b>\$ 317,563</b>
<b>Metro #1 Fund Available</b>	<b>\$ 317,563</b>

31-Jul-21	Tax Note
<b>Anticipation Note</b>	
Anticipation Note	\$ 26,290
<b>Anticipation Note Balance</b>	<b>\$ 26,290</b>

31-Jul-21	Child Safety
<b>Child Safety</b>	
Child Safety	\$ 6,850
<b>Child Safety Fund</b>	<b>\$ 6,850</b>

A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Total Number of YTD Incidents 2021				Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents						
		Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2021 Calls are:		Fire Alarms	% of Fire Calls
Bunker Hill Village	160	69	229	28	3:53	100%	6:21	100%	5	4:02	100%	70%	30%	76	48%	
Hedwig Village	119	130	249	75	3:27	100%	3:13	100%	21	3:27	100%	48%	52%	53	45%	
Hilshire Village	23	30	53	16	3:06	100%	4:16	100%	4	4:16	100%	43%	57%	7	0%	
Hunters Creek Village	267	115	382	45	3:43	100%	5:08	100%	20	5:08	100%	70%	30%	119	45%	
Piney Point Village	176	78	254	29	3:45	100%	5:00	100%	14	5:00	100%	69%	31%	80	45%	
Spring Valley Village	177	107	284	52	3:13	100%	3:58	100%	19	3:58	100%	62%	38%	48	27%	
Houston	69	0	69													
<b>Totals</b>	<b>991</b>	<b>529</b>	<b>1520</b>	<b>245</b>	<b>3:31</b>	<b>100%</b>	<b>4:47</b>	<b>100%</b>	<b>83</b>	<b>4:09</b>	<b>100%</b>	<b>65%</b>	<b>35%</b>	<b>383</b>	<b>35%</b>	

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices. Susan will discuss with council.	
9/23/20	Susan Blevins	Yvonne Andrews	Guardrail on Westview was damaged by a vehicle a while back.	Westview, in front of 8399	Cassie submitted a 311 request to Houston, service request number is 101004293652	Received response that they do not operate in Hilshire Village, Cassie sent back that it is Houston's right-of-way. Case was escalated after email response from Cassie that Houston is responsible for the area. Case was closed stating no safety hazard found, did not find any type of damage to the permanent barricade over the crosswalk sidewalk at the location. Susan requested that a supervisor call her to discuss. Houston is unresponsive, Cassie will re-submit the request and try to get a supervisor.	
6/7/21	Cassie Stephens	Cassie Stephens	Grass too tall	Lot 1 on Glourie	Cassie contacted Holy Cross Lutheran Church to see if the lot has been sold, advised it needs mowing regardless.	7/12 issue remains, will send violation letter Area was mowed.	8/13/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/10/21	Cassie Stephens	Janie Chmores	Vacant property behind them has grass and weeds growing between the temporary fencing and coming through fence.	1226 Glourie Dr	Susan emailed contractor. They had cleaned and mowed last month but with the rain it is growing back quickly.	7/12 Grass is high in ditch, assuming has not been mowed inside the fencing either. Contractor mowed.	8/11/2021
6/25/21	Cassie Stephens	Sandra Parker	Inframark made repairs and put up temporary fencing, she wanted to know when the area will be repaired fully.	1302 Pine Chase Dr	Called her back to inform that Inframark is waiting on the area to stabilize then will install sod.	7/12 fencing still there, need a status update from Inframark	
6/28/21	Cassie Stephens	Jesus Rodriguez	Recycling can still has not been delivered.	7915 S Villa Circle	Cassie reached out to the new manager of our area with GFL.	7/7 Sent follow up email, homeowner has still not received a new can. 7/29 Homeowner received new can.	7/29/2021
6/28/21	Cassie Stephens	Cassie Stephens	Bamboo stakes in the ROW	1331 Friarcreek Ln	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 bamboo still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Bamboo stakes in the ROW	1335 Friarcreek	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 bamboo still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Large rocks in ROW	8307 Creekstone	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 rocks still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Tall orange poles and basketball goal in ROW	1306 Bridle Spur	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 items still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Weeds and overgrowth	1302 Bridle Spur	Cassie emailed the homeowner asking when he will be able to mow - the weather has been very wet but it needs to be done.	7/12 no mowing or trimming apparent. Homeowner responded that his mower broke and he is buying a new one.	
6/28/21	Cassie Stephens	Cassie Stephens	Composting company advertising sign in front yard - violation of sign ordinance	1308 Ridgeley	Cassie emailed the homeowners quoting ordinance and instruction to remove the sign.	7/12 sign still there, will send a violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Small wooden stakes in the ROW	1228 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 one stake without a flag still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Landscaping lights in the ROW	1221 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 lights still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Large logs in ROW	8206 Mallie Ct	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	Homeowners responded that they will remove the logs. 7/12 Logs remain along the road, will send violation letter.	
6/28/21	Cassie Stephens	Cassie Stephens	Tire in the water vault area	Pine Chase Grove	Will try to find someone to pick up and dispose of		
6/30/21	Susan Blevins	David McDuffie	Water is starting to back up in his yard, he said a swale needs to be re-dug between City Hall and his backyard.	1335 Friarcreek	Council Member Gordy visually inspected the area. Mr. McDuffie has a finger of the ravine in his backyard but not likely a result of City Hall.	Susan will set up a meeting. Council Member Gordy inspected the area and spoke with Mr. McDuffie. A small swale can be dug to direct water but there are no major actions needed.	

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
7/3/21	Susan Blevins	Grady Farris	Oak tree across the street from him appears to be a hazard and impedes tall truck traffic.	8002 Burkhart	Cassie sent an email to the homeowner to trim the tree back away from the street and out of the way of delivery trucks and emergency vehicles.	Homeowner responded requesting tree companies that have been issued permits, Cassie sent via email.	
7/3/21	Cassie Stephens	Homer Moore (after hours voicemail)	Reported a hole in the pavement that could be a tripping hazard.	8116 Bromley	Javier Vasquez with HDR inspected the site and will provide suggestions for repair. Engineer Him reported that quotes will be obtained for the repair.		
7/7/21	Cassie Stephens	Irina Lavrentieva	Inframark made repairs and put up temporary fencing over a month ago, recent rain has caused the area to be messy and she was asking if she is supposed to fix it.	1307 Glenhilshire Dr	Cassie advised that Inframark will be repairing it but is probably delayed because of the rain, but would check with Inframark tech Mickayla to see if it is on the schedule.	7/12 fencing still there, need a status update from Inframark - delayed because of rain. Repairs scheduled for 7/19.	
7/17/21	Cassie Stephens	Hulse Wagner	Neighbor is working on unpermitted parking pad.	1306 Pine Chase Dr	The homeowner was told again that he does not have a permit and cannot continue to work in the right-of-way until he gets his plan approved and permit issued.	The building official issued a stop work order to the homeowner.	7/23/2021
7/16/21	Cassie Stephens	Connie Castro	Fire hydrant needs to be painted to match.	Archley & Ridgeley	7/19 Susan sent Inframark the color mix code to be used on the hydrant.		
7/16/21	Cassie Stephens	Connie Castro	Landscaping lights in the ROW	1221 Archley	Cassie has already contacted these homeowners and will be following up with a violation letter.		
7/29/21	Susan Blevins	Multiple Reports	Garbage collectors are compiling trash and spreading debris.	City-wide	Susan contacted GFL		7/29/2021
8/1/21	Susan Blevins	Kathleen Stafford	Asked why the fire hydrant in front of her house doesn't have the connector attachment that others in the City have.	8205 Burkhart	Susan responded that the City has not yet updated adapters and the Fire Commissioner is working with the Fire Department.	Susan received confirmation that Inframark started to install the valves but did not have enough in inventory to do all at the same time.	
8/1/21	Susan Blevins	Kathleen Stafford	Asked if there are any rules or ordinances against houses sitting vacant.	None Specified	Susan responded that there are no current restrictions against a house being vacant.	No action taken.	8/1/2021
8/1/21	Susan Blevins	Kathleen Stafford	House has had construction fencing up for a long time and is unsightly.	1226 Glourie	Susan responded that the property is in bad condition and having the fence up is better than leaving it exposed. It's also for sale.	Contractor mowed. Property will remain under observation until sold or demolished.	8/11/2021
8/1/21	Susan Blevins	Kathleen Stafford	Construction fencing was removed but yard is unsightly.	1210 Ridgeley	New property owners have contacted a new builder who will be putting up his own fence. Susan contacted him to make sure the yard is maintained.		
8/2/21	Susan Blevins	Several Residents	Trash service did not come today.	City-wide	Susan contacted GFL	8/3 GFL rep responded that they were not in the City yesterday and was doing make-up collection today.	8/3/2021
8/5/21	Cassie Stephens	Bill Bristow	Water is being pumped from	8006 Anadell St	Cassie called the contractor who explained that they are pumping out rain water that has collected in the pool form.	Cassie called Mr. Bristow back with the information.	8/5/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
8/4/21	Susan Blevins	Robert Byrne	Tree hanging low over the street obstructing VFD truck from traveling properly.	1206 Pine Chase Drive	Susan has contacted the owners and will be organizing a city-wide tree trimming as there are several areas.		
8/11/21	Susan Blevins	Connie Castro	They are only emptying one of her garbage cans, has been going on for weeks.	1129 Archley	Susan sent notice to GFL rep Joshua Trinker		
8/12/21	Susan Blevins	Zandra Anderson	They were skipped by the garbage collection team Monday, please make sure to collect today. Recycling has been picked up.	8214 Mallie Ct	Susan sent notice to GFL rep Joshua Trinker		

**GENERAL FUND CDARS ACCOUNT**

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

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	12/10/2020					\$ 22.24
						<u>\$1,000,448.90</u>
						<u>\$ (1,000,448.90)</u>

MATURED AND DEPOSITED INTO SAVINGS

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1024451077	12/10/2020	52 WEEK	12/9/2021	\$1,000,000.00	0.06%	
	12/31/2020					\$36.14
	1/29/2021					\$50.96
	2/28/2021					\$46.04
	3/31/2021					\$50.96
	4/30/2021					\$49.36
	5/30/2021					\$50.97
	6/30/2021					\$49.33
	7/31/2021					\$51.00
						<u>\$1,000,384.76</u>



# Regular Council Meeting Minutes

Tuesday, July 20, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

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

**1. CALL TO ORDER:** Mayor Herron called to order the Regular Council Meeting at 6:30 P.M.

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

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Robert Byrne  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also Present:** City Attorney Bounds, City Engineer Him, City Engineer Vasquez, Deputy Building Official DuVall, Assistant City Secretary Stephens and City Administrator Blevins

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

**3. REPORTS TO COUNCIL**

3.A. **Police Report:** Administrator Blevins said a construction site on Glourie Drive had some equipment stolen. She stated that an unknown person was reported at another construction site claiming to be with the City checking the security of the lot.

3.B. **Building Official's Report:** Deputy Building Official DuVall stated that there are no outstanding items to report. He stated that the new construction projects at the north end of Glourie Drive are moving along quickly.

3.C. **Engineer's Report:** Engineer Him said there is a potential **sinkhole** developing in the pavement in front of 8116 Bromley Road. He recommended seeking quotes to perform the repair from vendors including Houston Plumbing Specialists because they will be doing other paving work in the City.

Engineer Him said there is a new City Engineer at the City of Houston, Suhail Kanwar, who he is setting up a meeting with to discuss the **Wirt Road Safety**

**Project.** He stated that they will also discuss the potential to replace the water meters at Pine Chase Grove and Hickory Shadows.

Engineer Him said the water line work at **8373 Westview Drive** is underway. He said the contractor tapped into the main water line for the fire system and work continues to complete the connection.

Engineer Him stated that he has been working with Administrator Blevins to file the paperwork for the American Rescue Act Fund. He stated that she has been given administrator rights to coordinate on behalf of the City.

Council Member Byrne asked about the reconstruction of the ravine of his rear yard neighbor, being **1310 Ridgeley Drive**. Engineer Him said he has been involved in the project review and is performing intermittent inspections. He stated that the project is being overseen by Harris County Flood Control District and the City.

#### **4. DISCUSSION AND POSSIBLE ACTION**

##### **4.A. Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 809-2021 regulating parking pads in the Public Rights-of-Way**

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

Mayor Herron said the fundamental part of the existing parking regulations is to remove the requirement that there be a five-foot distance from any driveway; and the compaction requirements have been retracted to be an inspection by the Building Official.

Council Member Byrne said he understands the grandfathering allowances in paragraph (b) but he doesn't want the grandfather status to prevent proper maintenance of the parking pad. Administrator Blevins said if utility work is done and the parking pad needs to be removed then the City will replace the parking pad only if it was permitted.

Council Member Byrne said there is an issue in section (f) regarding a parking pad being prohibited within twenty feet of any unmarked street intersection. Mayor Herron said it should read "any intersection". Council Member Gordy stated that the word "unmarked" should be stricken and the ninety-day time requirement to remove a non-compliant parking pad should be removed.

**Greg Truax, 1306 Pine Chase Drive**, said he thinks item (f.2.) should be deleted. Engineer Vasquez said the roadway adjacent to Mr. Truax's ditch sits higher than the top of the bank.

Council Member Gordy said he agrees that there are a lot of places in the City where there is not enough shoulder space to comply with the two-foot distance from the bank. He said the homeowner should provide a drawing and possibly engineering and at the least, the City Engineer should be able to make a decision to allow surface water to flow over the top of the parking pad. Council Member Gordy said the parking pad should not cause harm to the roadway, nor block the ditch.

Engineer Him said if a parking pad is built too close to the top of the ditch, then passengers can fall into the ditch when exiting the vehicle. He also said that stability on the top of the bank as vehicles park on it is a concern. Engineer Him said there should be a paragraph that allows the City Engineer to review and make case-by-case decisions. Administrator Blevins said the engineering costs will outweigh the parking permit fees.

**Chris Osentowski, 1230 Glourie Drive**, said he was permitted a parking pad but had to remove it because a neighbor complained. City Administrator said it was not because of a neighbor but because the specifications were not followed. Mr. Osentowski said his right-of-way is constantly muddy and guests end up parking completely on the roadway.

Engineer Him said retaining walls in the ditches will affect the ditch and it will need to be restored to the same profile to ensure that the ditch capacity is not affected.

Administrator Blevins stated that this is a time-sensitive subject as Mr. Truax, 1306 Pine Chase Drive, has already started his parking pad without a permit. Engineer Him said Mr. Truax needs to submit an engineered plan for review and approval. Mr. Truax responded that he is an engineer and has designed this system that he is installing himself.

**Mayor Pro Tem Maddock amended his motion to table the item to the next Council Meeting in order to review proposed changes in ordinance format.**

**Voting Yea to Table the Motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**4.F. OUT OF ORDER Discussion on the Zoning Ordinance regarding attic story and habitability provisions for the attic story**

Mayor Herron said the ordinance lacks a definition for a legal attic story. He said the Council has discussed habitability in regards to accessory buildings, but did not establish rules for attics. Mayor Herron said the International Fire Code requires two points of egress and a stairwell. He also said there are ambiguous requirements on windows.

Council Member Gordy said if there is not a safety issue then he doesn't see the reason for preventing people from utilizing their attic square footage. He said his understanding of the accessory building resistance was that the Council didn't want property owners renting out to third parties, which he doesn't see happening in an attic space.

Attorney Bounds said when the ordinance was written, the Council at the time wanted to prevent a third story on a residential property. Council Member Gordy said the building height limit will remain and they will have to work within those limits.

Administrator Blevins said there is a new lot in the Hilshire Villas subdivision that is surrounded by local streets and therefore has a 15-foot side setback limiting the size of house that can be built. She said the potential buyer is interested in creating

attic space to accommodate for the lot limitations.

Council Member Byrne said as long as the structure height is abided then it shouldn't matter how many stories the house appears to be.

Mayor Herron said the main issue is that there is language in the ordinance that needs to be defined.

Council Member Byrne asked if the language preventing more than two stories needs to be edited. Attorney Bounds said that it should be defined as a second story attic because there is a two-story maximum, anything additional is restricted attic space.

Mayor Herron said the habitable area of the attic should be less than fifty percent of the floor area below it, providing the ability to have a pitched roof.

Council Member Schwarz asked if any of the other Villages have ordinances regarding this. City Attorney Bounds said some have a two-and-a-half story allowances but he is not sure about all of them. Council Member Schwarz said the key is safety and preventing three-story box houses.

Administrator Blevins said there will need to be a preliminary presentation to the Council in ordinance form, then there are two public hearings that have to happen before it can be adopted.

Council Member Schwarz asked if this would be eligible for a Board of Adjustments decision. Attorney Bounds said it would not currently fit the criteria for a special exception but if a list of topics was prepared for the Board to review then they could make architectural decisions based on that.

#### 4.B. **Discussion on upgrading the City's street lights**

Council Member Schwarz stated that the infrastructure of the lights is roughly 60 years old. He said CenterPoint put together a proposal for increased lighting.

Administrator Blevins provided a map indicating the installation of 47 new street lights at every other address on alternating sides of the street. She said this plan also includes the removal of all of the cobra-style poles. Administrator Blevins said CenterPoint suggested that the cobra style does not provide sufficient lighting. Council Member Schwarz said installing new lights also provides uniformity throughout the City.

**Greg Truax, 1233 Pine Chase Drive**, asked if hiring a third-party contractor would decrease costs. Administrator Blevins said the City is getting a credit from CenterPoint and it is unlikely that another contractor could do the job including the underground cables for less.

**Cheryl Wolfe, 1314 Pine Chase Drive**, said she is in opposition to adding these lights due to health concerns as a result of lights at night. She said aesthetically it is unpleasing and reduces the quality of life. Mrs. Wolfe said if installed, the lighting will permanently change the Village.

Mayor Herron said the Council is working on the ideas to create a plan and intends to involve the citizens. He said aging street lights need to be considered, and if the City is going to spend composite money then fair treatment needs to be given to other parts of the City.

Council Member Byrne said this is a big decision of the legislative body and he doesn't want an LED light shining in his eyes preventing him from seeing his driveway. Council Member Byrne said the kelvin rating and type of lighting should be considered to avoid unwanted light spillover. He said this should be voted on by the citizens. Council Member Byrne said having darkness at night is good for your health.

Mayor Pro Tem Maddock said for years citizens have been saying that they want more lighting on Ridgeley Drive. Council Member Gordy said the Council needs to get all comments considered, possibly including public hearings. He said some of the raised concerns might not be valid with the style of fixtures selected. Council Member Gordy stated that he has not driven through Spring Valley which has implemented these types of lights and wants to see what kind of response Spring Valley has received from their residents. Administrator Blevins said she thinks we would get a better response from citizens by sending out an email and a follow-up letter asking the for engagement in the discussion and to express their preference.

Mayor Herron said this is the first time the Council has had any information arranged in such a way to determine cost and locations. Mayor Herron said a new map with a legend needs to be provided.

**Alan Wolfe, 1314 Pine Chase Drive**, said these kinds of projects can snowball and he supports adding lighting to the dark areas. He said he is also concerned about where the poles would be placed and additional easements required. Administrator Blevins said the poles would be placed in the right-of-way area already established.

#### 4.C. **Discussion on the Wirt Road Safety Project**

Mayor Herron reviewed satellite footage and diagrams of the traffic patterns and existing lanes on Wirt Road.

Mayor Herron said that Council Member Gordy, Council Member Carey and himself met with Harris County Commissioner Ramsey. He said that Commissioner Ramsey said improving the safety on Wirt Road is important and if Hilshire Village can handle the permitting process through the City of Houston then the County will pay for the construction.

Council Member Gordy said the Commissioner was very generous. He said Commissioner Ramsey had already visited the area and observed the conditions. He stated that the Commissioner's commitment to the City of Hilshire Village was not only that they would construct the project but also administer the contract and go for bids. Council Member Gordy said Hilshire Village needs an interlocal agreement with the City of Houston for this sidewalk. He said Hilshire Village will cover the engineering and permitting costs and process. Engineer Him said during these types of agreements there is typically an attorney present to handle the legalities. He said City of Houston Engineer Kanwar just started in that position and may not be familiar with all of the policies and processes.

**Mayor Pro Tem Maddock left the meeting.**

Mayor Herron said there is an opportunity to make a significant improvement to the area. He said in 2017 there were conversations with the City of Houston Public Works Department who was not opposed to adding turning lanes but did not have the budget to do so. Further coordination between the City of Houston and the County Commissioner's office could allow the sidewalk and turning lanes to be constructed in conjunction. Council Member Gordy said that they also talked with Commissioner Ramsey about potential changes to the timing of the traffic lights at Wirt Road and the feeder road to I-10 to allow better traffic flow on Wirt Road.

#### 4.E. **OUT OF ORDER Discussion on Current Tree Ordinance**

Mayor Herron said the Tree Ordinance allows for the removal of any tree so long as the minimum requirement is met. Council discussed and agreed with the ordinance language as it is.

#### 4.D. **Discussion on FYE 2022 Maintenance and Operations Budget, Utility and Capital Improvement Budget**

Administrator Blevins said she asked Engineer Him to review the capital improvements list. Engineer Him said the City's infrastructure is roughly 80% updated with water and sewer within the last ten (10) years. He said within the next five (5) years there are a few projects that should be considered a priority. He stated that the American Recovery Act funds can be used for the City's meter upgrades and the emergency backup generator for lift station. The City has approximately five (5) pounds of pressure loss from the backflow assembly, and ten (10) pounds of pressure is lost when coming through the meter. He said the Pine Creek meter was installed to provide uniform distribution and provides a majority of the water flow to the City. Engineer Him stated that Pine Chase Grove has two (2) meters feeding the northwest corner of the City. He suggests the City replace these two (2) meters with MAG Meters. Lastly, the Hilshire Villas line should be interconnected to the City's infrastructure. Administrator Blevins said that water pressure should be a priority for the City. She said she has also received complaints about water pressure in Hilshire Villas. Engineer Him stated the City of Houston should be called out to check the pressure coming into the City.

Administrator Blevins reviewed the line items in the preliminary budget with Council. She said there will be an increase in charges for garbage collection and that the Council can integrate it into the budget now or wait until the rate increases in January and do a budget amendment. City Administrator Blevins stated she was not sure if the City would continue to have an increase in sales tax because residents are shopping in stores again and not ordering everything online. The City has started receiving money for Municipality Intermodal Permit Funds.

City Administrator Blevins reviewed the budget including a budget line item for the City to install three (3) license plate reader cameras. She said Spring Valley executed a contract for 68 license plate reader cameras. Administrator Blevins said that City Hall needs work including the floors, lighting, rotting exterior doors, molding eaves, exterior lights, and gutters at the back. She said Jared Jackson is helping to design the interior to make the transition to digital and improve the functionality. Council Member Byrne said he noticed the brick work and the slab at

the back of the building is separating from the porch. Administrator Blevins said she included salary for a third staff member and an increased salary for Assistant City Secretary to transition into the City Secretary role. She stated that she anticipates needing a city-wide ditch cleaning next year.

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

**6. DISCUSSION AND POSSIBLE ACTION:** None

**7. REPORTS TO COUNCIL**

7.A. **Fire Commissioner's Report:** Commissioner Byrne said in June there were twelve (12) EMS calls and three (3) fire calls. He said there is a delay in dispatch response because of the construction but that has not been affecting the ability to respond to the scene within national standards.

Commissioner Byrne said the department is currently two (2) percent under budget.

Commissioner Byrne said that the Fire Station Renovation is experiencing some typical job site issues as there are a lot of moving pieces. He said interior painting, bathroom tiling, masonry veneer, and work on the driveway are underway. Commissioner Byrne thanked Council Member Gordy for his continued assistance with the project.

7.B. **Mayor Herron's Report:** Nothing additional to report.

7.C. **City Administrator's Report:** Mayor Herron asked if there were a lot of complaints about the trash service. Administrator Blevins said a lot of times it's just that the truck is running late, but if they do miss a house, they usually go back to pick it up.

Hybrid meetings – Attorney Bounds stated that a quorum is needed to be physically present. If a council member attends virtually then they need to be able to be seen by the Council and the audience during the meeting.

7.D. **City Treasurer's Report:** Administrator Blevins stated the Quarterly Investment Report was included in Council's packet

**8. CONSENT AGENDA**

**Motion made by Council Member Byrne, Seconded by Council Member Carey.**

8.A. Disbursements

8.B. Minutes from the June 15, 2021 Regular Council Meeting

8.C. Minutes from the June 17, 2021 Council Workshop

8.D. Check Registers - General Fund and Utility Fund - June 2021

8.E. 3rd Quarter 2021 Investment Report

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey,  
Council Member Schwarz**

**Absent from Vote: Mayor Pro Tem Maddock**

**9. ADDITIONAL COUNCIL COMMENTS**

**10. FUTURE AGENDA TOPICS**

**11. ANNOUNCEMENTS:** Council Workshop August 5, 2021 6:00 PM

**12. ADJOURNMENT:** Motion made by Council Member Gordy, Seconded by Council Member Schwarz.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey,  
Council Member Schwarz**

**Absent from Vote: Mayor Pro Tem Maddock**

The meeting was adjourned at 9:49 P.M.

---

Russell Herron, Mayor

ATTEST:

---

Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8506	7/1/21	Village Fire Department	11114	17,403.29
8507	7/1/21	Villages Mutual Insurance	11114	1,681.19
8508	7/1/21	GFL Environmental	11114	6,799.59
8509	7/12/21	Sanchez Landscaping	11114	280.00
8510	7/12/21	Centerpoint-Energy	11114	23.73
8511	7/19/21	A T & T	11114	102.69
8512	7/20/21	Amegy Bank	11114	555.46
8513	7/20/21	Northwest Pest Patrol	11114	540.00
8514	7/20/21	Petty Cash	11114	27.40
8515	7/20/21	Olson & Olson, Attys at L	11114	1,151.00
8516	7/20/21	BBG Consulting	11114	2,750.00
ACH 07-01-21	7/1/21	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 07-15-21	7/15/21	Susan N. Blevins	11114	3,013.07
ACH 07-30-21	7/30/21	Susan N. Blevins	11114	3,013.07
ACH 07-30-21	7/30/21	Texas Municipal Retireme	11114	1,875.45
ACH 1 07-01-21	7/1/21	A T & T	11114	380.19
ACH1 07-15-21	7/15/21	Cassandra L. Stephens	11114	1,617.50
ACH1 07-30-21	7/30/21	Cassandra L. Stephens	11114	1,617.50
ELECTRONIC 07-	7/15/21	Internal Revenue Service	11114	1,799.46
ELECTRONIC 07-	7/19/21	State Comptroller	11114	1,119.60
ELECTRONIC 07-	7/28/21	Cashier, Tx Workforce Co	11114	216.00
ELECTRONIC 07-	7/29/21	Internal Revenue Service	11114	1,799.46
ELECTRONIC 07-	7/30/21	Internal Revenue Service	11114	1,799.46
Total				<u>93,067.61</u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4031	7/1/21	Cityof Houston#7099-300	11012	13,207.02
4032	7/1/21	Inframark, LLC	11012	2,000.00
4033	7/1/21	A T & T	11012	309.57
4034	7/16/21	City of Houston, Public W	11012	7,774.81
4035	7/16/21	City of Houston, Public W	11012	7,725.39
4036	7/16/21	City of Houston, Public W	11012	7,750.10
4037	7/19/21	Hudson Energy Services L	11012	26.04
4038	7/20/21	Inframark, LLC	11012	17,210.59
4039	7/20/21	Inframark, LLC	11012	14,450.19
4040	7/20/21	USIC Locating Services	11012	498.62
4041	7/20/21	Harris County Flood Contr	11012	395.38
Total				<u>71,347.71</u>